



KENSINGTON FIRE PROTECTION DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
AGENDA

Wednesday, July 21, 2021 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Order N-08-21, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by attending the Zoom webinar (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "*9" (star, nine).

Any member of the public who needs special accommodations should email public.comment@kensingtonfire.org 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

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

Internet Address:

<https://us06web.zoom.us/j/84233032727?pwd=bGYvU3VaTVR4ZmhiY1RlV015S0o2Zz09>

Telephone Access:

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

Webinar ID: 842 3303 2727

Passcode: 112233

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

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

President Nagel, Vice President Padian, Directors Dommer, Kosel, and Stein

2. (7:01pm) PUBLIC COMMENT

This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda.

3. (7:10pm) Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards

Prior to beginning the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses. Public Hearing Procedure: The President will open the public hearing and then:

- (a) Call for staff report and recommendation from staff.
- (b) Call for comments from those in the audience regarding fire hazard abatement.
- (c) Close the public hearing terminating public testimony. The Board of Directors will then deliberate the matter and arrive at a decision.

Action = Approve Resolution 21-04 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner.

4. (7:40pm) ADOPTION OF CONSENT ITEMS

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

- a. **Approval of Minutes** of the regular Board of Director's meeting of 06/09/2021 (Approve)
- b. **Acceptance of Incident Activity Report** June 2021 (Accept)
- c. **Approval of Monthly Transmittal** 07/14/2021 (Approve)
- d. **Approval of Monthly Financial Reports** 06/30/2021 (Approve)

5. (7:45pm) OLD BUSINESS

- a. **Emergency Preparedness Committee Report** (Padian/Nagel)

- i. **Emergency Preparedness Committee Meeting of April 22, 2021**
Action = Discuss (Minutes previously approved by EPC; Included here for reference)
 - ii. **Emergency Preparedness Committee Meeting of May 27, 2021**
Action = Discuss (Minutes previously approved by EPC; Included here for reference)
 - b. **Finance Committee Report (Kosel/Nagel)**
 - i. **Finance Committee Meeting Minutes of May 21, 2021**
Action = Kosel/Nagel to Approve.
 - ii. **Next FC Mtg Date = To Be Determined**
 - c. **Outside Agencies Reports**
 - i. **Contra Costa Special Districts Association (Nagel)**
Action = CSDA Board of Directors Election Ballot – Vote for Candidate
 - ii. **State Professional Development and Membership Services Committees (Kosel)**
6. **(8:10pm) NEW BUSINESS**
- a. **Introduction of Emergency Preparedness Coordinator Johnny Valenzuela**
Action = Brief introduction to the District's new Emergency Preparedness Coordinator.
 - b. **Public Safety Building Renovation Progress Update Including Architect Selection, Structural Engineer Selection, and Budget Amendment (Supporting Materials)**
Presentation of recommended consultants and associated fees for approval.
Action = Approve motion to contract with the recommended consultants and adopt a FY2021-2022 budget amendment for their associated fees.
 - c. **Transition Period From Virtual To In-Person Public Meetings (Supporting Materials)**
California Executive Order N-08-21, Paragraph 42, permits the continuation of virtual public meetings through September 30, 2021. In-Person meetings may be held earlier than that date pending a determination by the Board of Directors that it is safe to do so.
Action = Determine whether the August 11, 2021, Board of Directors meeting shall be held via Zoom or in-person, along with any associated requirements.
7. **(9:00pm) FIRE CHIEF'S REPORT (Supporting Material)**
Action = Presentation/Discussion
- a. **Announcement: Retirement of Battalion Chief Joseph Grupalo**
Action = Adopt Resolution 21-05 commending Battalion Chief Grupalo's service to the KFPD.
8. **(9:20pm) GENERAL MANAGER'S REPORT (Supporting Material)**
Action = Presentation/Discussion
9. **(9:30pm) EMERGENCY PREPAREDNESS COMMITTEE REPORT (Padian/Nagel)**

- a. **Emergency Preparedness Committee Meeting of June 24, 2021**
Action = Report by EPC Chair & Discussion

10. (9:50pm) OUTSIDE AGENCIES REPORTS

- a. **Contra Costa Special Districts Association** (Nagel)
- b. **State Professional Development and Membership Services Committees** (Kosel)

11. (10:00pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on August 11, 2021 at 7:00pm via Zoom Teleconference or in-person should the Board determine that the provisions of California Executive Order N-08-21 is no longer necessary to ensure public safety. The deadline for agenda items to be included in the Board packet is Wednesday, July 28, 2021 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, August 4, 2021 by 1:00pm.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: July 21, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 3 – Public Hearing**
Annual Fire Hazard Abatement

SUBMITTED BY: Michael Pigoni, Fire Marshal
David Yun, Fire Prevention Officer

BACKGROUND

The Fire Department is continuing its annual fire hazard abatement program. This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement. Ideally 100% of the property owners would do so. Experience in prior years suggests most will comply. Any property owners that do not comply will have the District do the work and place the costs on their tax bill.

ANALYSIS/DISCUSSION

The Fire Hazard Abatement process under the direction of the Fire Department should proceed according to Health and Safety Code Sections 14875 et seq which specify the following:

1. The El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined hazards that must be abated. Pursuant to these code sections, hazards are defined as weeds, rubbish, litter or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the boundaries of the District.
2. Notice was sent by mail that the Fire District has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to ordering the Fire Chief or his designee to perform abatement.
3. At the July 21, 2021 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the July 21, 2021 hearing, a second and final notice shall be sent to each property owner prior to abatement. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the

Fire District shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.

5. Sometime between August 16, 2021 and October 1, 2021, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.
6. After October 4, 2021, the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on October 13, 2021 the Board of Directors of the Fire District shall receive and consider the written staff report on abatement actions taken by the District and shall hear any objections from the property owners liable to be assessed for the abatement. The Board of Directors may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
8. After Board of Directors confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

FINANCIAL CONSIDERATIONS

The abatement program will be administered by Fire Department staff with minimum costs expended for printing and mailing. Abatement work will be completed by private contract labor as appropriate. Program costs will be recovered through the special assessment and lien process.

LEGAL CONSIDERATIONS

The Fire District's Attorney has reviewed and approved the process. The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to sections 15304 and 15308 or the CEQA Guidelines. Therefore, no further CEQA review is required.

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District authorize through the adoption of Resolution 21-04 the initiation of the abatement process by declaring weeds, rubbish, litter, and other flammable material on specific parcels of property within District boundaries as public nuisances, which must be abated.

July 21, 2021
Board of Directors Regular Meeting
Agenda Item 3
Annual Fire Hazard Abatement

ATTACHMENTS

Resolution 21-04

Exhibit A of Address's and APN #'s

March 2021 Courtesy Letter

Fire Hazard Letter from the Fire Marshal

Fire Marshal's Letter of Declared Fire Hazard to be mailed 7/15/21

Fire Marshal's Correction Letter for Cleared Properties

Kensington Vegetation Management Standards

Kensington Vegetation Management Standards Checklist

Fire Hazard Abatement Inspection Form - Example

RESOLUTION 21-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT DECLARING THAT WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON DESIGNATED PRIVATE PROPERTIES CONSTITUTES A PUBLIC NUISANCE AND PROVIDING FOR NOTICE THAT THE FIRE CHIEF OR DESIGNEE SHALL ABATE SUCH PUBLIC NUISANCE CONDITIONS IF NOT ABATED BY THE PROPERTY OWNER.

WHEREAS, Health and Safety Code Sections 14875 *et seq* provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the Fire Marshal for the Kensington Fire Protection District has identified in Exhibit A to this resolution those private properties, by street name, lot and block number, on which the presence of weeds, as defined in Health and Safety Code Section 14875, constitute a public nuisance; and

WHEREAS, Health and Safety Code Sections 14890 through 14899 provide that notice shall be provided to each person to whom the properties identified in Exhibit A is assessed informing those persons that unless the property owner abates those nuisance conditions, that the Fire District shall abate the public nuisance. The notice shall further state that if the Fire District must abate the public nuisance, then the cost of abatement shall be assessed against the property as a special assessment. The notice shall also specify a date for a hearing at which property owners may present objections to the designation of their properties as public nuisances or to the proposed removal of the weeds by the Fire District; and

WHEREAS, Health and Safety Code Section 14900 provides that after the hearing, the local legislative body may, by motion or resolution, order the Fire Chief or designee to abate the public nuisance. After further proceedings, these abatement costs may be assessed against the property as a special assessment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Fire Protection District that the properties listed in Exhibit A to this resolution are declared a public nuisance and such nuisance conditions shall be ordered abated because the presence of weeds, rubbish, litter or other flammable material on those properties create a fire hazard, a menace to the public health or are otherwise noxious or dangerous.

BE IT FURTHER RESOLVED that the notice shall state that a public hearing shall be held on October 13, 2021 at 7:00 p.m. during the Regular Meeting of the Board of Directors as to be publicly noticed in accordance with the Brown Act. At this hearing, the Board shall receive a written staff report on abatement actions and any objections shall be heard from the property owners identified in Exhibit A liable to be assessed for the abatement.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 21st day of July 2021 by the following vote of the Board.

AYES:
NOES:
ABSENT:
ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary

EXHIBIT A

Kensington Fire Protection District
List of Real Property Constituting Public Nuisances

APN	Street Address
572-232-025-5	15 Anson Way
571-221-008	30 Avon Road
571-140-014-2	700 Coventry Road
570-122-025-2	309 Vassar Avenue



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530
(510) 215-4457 • FAX (510) 232-4917 • www.el-cerrito.org
fpo@ci.el-cerrito.ca.us



March 10, 2021

Parcel Number: «APN»

Property Address: «Site_Address», «Site_City», «Site_State»«Site_Zip»

Property Owner: «OwnerTenant», «Legal_Property_Owner»

Mailing Address: «Mailing_Address», «Mailing_City», «Mailing_State»«Mailing_Zip»

Dear Kensington Property Owner:

The purpose of this letter is to provide the owner of the property noted above with an early notification of the upcoming inspections for compliance to the Kensington Fire Protection District's Vegetation Management Standards. In 2020, there were almost 10,000 vegetation fires in the State of California, many of them close to Kensington. These incidents burned over four million acres, damaged or destroyed over 10,000 structures and accounted for 33 fatalities. This year it appears our area will remain in extreme drought conditions with only 31% of the normal rainfall at this point.

This notice is being sent as a courtesy to you because of reoccurring violations of the Vegetation Management Standards and/or receipt of complaints and/or forced abatement in the last few years. It is your responsibility to maintain your property year around in compliance with the Kensington Fire Protection District's Vegetation Management Standards
<https://www.kensingtonfire.org/files/069d41ff9/Vegetation+Management+Standards+Kensington.pdf>

Please find the enclosed Kensington Vegetation Management Guidelines which explains the requirements within the District and a Fire Hazard Reduction Checklist to assist you in ensuring your property complies. Please read these enclosed documents carefully.

There is no need to contact us to inform us that your property is or has been brought into compliance as we will inspect your property to verify compliance with the Vegetation Management Guidelines. The threat of wild land fires and catastrophic damage exists year around. As we enter the peak fire danger season, we ask that you please take the time to remove any fire hazard conditions found on your property and maintain it. You can avoid costly fees and abatement charges if the District is forced to bring your property into compliance. We thank you in advance for your cooperation with this fuel reduction program and contributing to our efforts in making Kensington a more fire safe community.

Sincerely,

Michael Pigoni

Michael Pigoni
Fire Chief / Fire Marshal
El Cerrito-Kensington Fire Department



EL CERRITO-KENSINGTON FIRE DEPARTMENT

Fire Prevention Office

10900 San Pablo Avenue, El Cerrito, CA 94530

(510) 215-4457 FAX (510) 232-4917 fpo@ci.el-cerrito.ca.us



May 7, 2021

Parcel Number: «APN»

Property Address: «Site_Address», «Site_City», «Site_State», «Site_Zip»

Property Owner: «OwnerTenant», «Legal_Property_Owner»

Property Owner's Address: «Mailing_Address», «Mailing_City», «Mailing_State», «Mailing_Zip»

Dear Kensington Property Owner:

With the minimal rainfall the last two years, the community is facing its peak fire danger earlier than normal. To reduce the fire danger on private property and provide greater community safety, the Fire Department has been inspecting properties and checking for fire hazards. Recently your property listed above was found that it **does not comply** with the Vegetation Management Guidelines set forth in the Kensington Fire Protection District Vegetation Management Standards. You are being notified now so that you may, if you have not already done so, take steps to remove those fire hazard conditions found on your property.

Enclosed is a copy of the Fire Hazard Reduction Inspection form specifying those areas that are not in compliance as well as the Fire Hazard Reduction Guidelines and Fire Hazard Reductions Checklist that can assist you in bringing your property into compliance. More information on the Vegetation Management Standards and Guidelines may be found on the Fire District's website at: www.kensingtonfire.org under Vegetation Management Standards. Additional information is also available at www.readyforwildfire.org or www.cafiresafecouncil.org as well as many others.

If you have recently completed the work to meet these standards, no further action is required. If not, your property is required to be brought into compliance no later than June 15, 2021. There is no need to contact Fire Department upon completion as we will be re-inspecting all properties. When the Fire Department has cleared your property, you will receive a follow up letter to inform you that your property is currently in compliance.

On July 14, 2021 at 7:00PM the Kensington Fire Protection Board of Directors will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration.

If you have not done so already, please take immediate action to remove those fire hazard conditions and we thank you for your cooperation helping us make Kensington a more fire safe community.

Sincerely,

Michael Pigoni

Michael Pigoni

Fire Chief / Fire Marshal



KENSINGTON FIRE PROTECTION DISTRICT

c/o El Cerrito Fire Department
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450
FAX (510) 232-4917

July 15, 2021

Parcel Number: **«APN»**
Property Address: «Site_Address», «Site_City», «Site_State» «Site_Zip»
Property Owner: «OwnerTenant», «Legal_Property_Owner»
Property Owner's Address: «Mailing_Address», «Mailing_City», «Mailing_State» «Mailing_Zip»

NOTICE TO DESTROY WEEDS AND REMOVE RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL

On **July 14, 2021**, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the July 14, 2021 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and manner of ordinary municipal taxes.

You will not receive any further notices from the District prior to this removal. The District shall perform this removal either through its own staff or through private contract sometime between **August 16, 2021 and October 1, 2021**. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on **October 13, 2021 at 7:00 p.m.** At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing. Contact the Fire Department for the location of the meeting or go to the Kensington Fire Protection District website at <https://www.kensingtonfire.org/meetings> for meeting information.

If you have any questions, contact the Fire Department at 10900 San Pablo Avenue, El Cerrito, CA 94530. The phone number is (510) 215-4457.

Michael Pigoni

Michael Pigoni
Fire Chief/Fire Marshal



EL CERRITO-KENSINGTON FIRE DEPARTMENT

Fire Prevention Office

10900 San Pablo Avenue, El Cerrito, CA 94530

(510) 215-4457 FAX (510) 232-4917 fpo@ci.el-cerrito.ca.us



July 15, 2021

Parcel Number: 572-232-025-5

Property Address: 15 Anson Way, Kensington, CA 94707

Property Owner: Allison G. Dang, Jim Blakeley

Property Owner's Address: 15 Anson Way, Kensington, CA 94707

Dear Kensington Property Owner:

As you may know, the regular meeting of the Kensington Fire Protection Board of Directors that was to be held on July 14, 2021 was cancelled. You were previously informed of this meeting in our May 7, 2021 notification. The new special Board meeting is scheduled for next Wednesday, July 21st.

On July 21, 2021 at 7:00PM the Kensington Fire Protection Board of Directors will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration. You can find the Board of Directors agenda and meeting packet here:

https://www.kensingtonfire.org/files/f393ae8a8/20210721_00+BOD+Special+Mtg+Agenda.pdf

If you have not done so already, please take immediate action to remove those fire hazard conditions that we notified you of. Thank you in advance for your cooperation by helping us make Kensington a more fire safe community.

Sincerely,

Michael Pigoni

Michael Pigoni

Fire Chief / Fire Marshal



EL CERRITO-KENSINGTON FIRE DEPARTMENT
Fire Prevention Office
10900 San Pablo Avenue, El Cerrito, CA 94530
(510) 215-4457 FAX (510) 232-4917 fpo@ci.el-cerrito.ca.us



July 15, 2021

Parcel Number: 571-221-008
Property Address: 30 Avon Road, Kensington, CA 94707
Property Owner: Robert Bradley
Property Owner's Address: 365 Ridgeview Drive, Pleasant Hill, CA 94523

Dear Kensington Property Owner:

As you may know, the regular meeting of the Kensington Fire Protection Board of Directors that was to be held on July 14, 2021 was cancelled. You were previously informed of this meeting in our June 10, 2021 notification. The new special Board meeting is scheduled for next Wednesday, July 21st.

On July 21, 2021 at 7:00PM the Kensington Fire Protection Board of Directors will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration. You can find the Board of Directors agenda and meeting packet here:

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If you have not done so already, please take immediate action to remove those fire hazard conditions that we notified you of. Thank you in advance for your cooperation by helping us make Kensington a more fire safe community.

Sincerely,

Michael Pigoni

Michael Pigoni
Fire Chief / Fire Marshal



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(510) 215-4457 FAX (510) 232-4917 fpo@ci.el-cerrito.ca.us



July 15, 2021

Parcel Number: 571-140-014-2

Property Address: 700 Coventry Road, Kensington, CA 94707

Property Owner: Robert E. Whyte, Smiljana L. Whyte

Property Owner's Address: 12021 Wilshire Blvd., #790, Los Angeles, CA 90025

Dear Kensington Property Owner:

As you may know, the regular meeting of the Kensington Fire Protection Board of Directors that was to be held on July 14, 2021 was cancelled. You were previously informed of this meeting in our May 7, 2021 notification. The new special Board meeting is scheduled for next Wednesday, July 21st.

On July 21, 2021 at 7:00PM the Kensington Fire Protection Board of Directors will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration. You can find the Board of Directors agenda and meeting packet here:

https://www.kensingtonfire.org/files/f393ae8a8/20210721_00+BOD+Special+Mtg+Agenda.pdf

If you have not done so already, please take immediate action to remove those fire hazard conditions that we notified you of. Thank you in advance for your cooperation by helping us make Kensington a more fire safe community.

Sincerely,

Michael Pigoni

Michael Pigoni

Fire Chief / Fire Marshal



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Fire Prevention Office

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(510) 215-4457 FAX (510) 232-4917 fpo@ci.el-cerrito.ca.us



July 15, 2021

Parcel Number: 570-122-025-2

Property Address: 309 Vassar Ave, Kensington, CA 94708

Property Owner: Cynthia Won

Property Owner's Address: 309 Vassar Ave, Kensington, CA 94708

Dear Kensington Property Owner:

As you may know, the regular meeting of the Kensington Fire Protection Board of Directors that was to be held on July 14, 2021 was cancelled. You were previously informed of this meeting in our May 7, 2021 notification. The new special Board meeting is scheduled for next Wednesday, July 21st.

On July 21, 2021 at 7:00PM the Kensington Fire Protection Board of Directors will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration. You can find the Board of Directors agenda and meeting packet here:

https://www.kensingtonfire.org/files/f393ae8a8/20210721_00+BOD+Special+Mtg+Agenda.pdf

If you have not done so already, please take immediate action to remove those fire hazard conditions that we notified you of. Thank you in advance for your cooperation by helping us make Kensington a more fire safe community.

Sincerely,

Michael Pigoni

Michael Pigoni

Fire Chief / Fire Marshal



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530
(510) 215-4457 ▪ FAX (510) 232-4917 ▪ fpo@ci.el-cerrito.ca.us



XXXXXX, 2021

Parcel Number: **«APN»**
Property Address: «Site_Address_», «Site_City», «Site_State» «Site_Zip»
Property Owner: «OwnerTenant», «Legal_Property_Owner»
Property Owner's Address: «Mailing_Address», «Mailing_City», «Mailing_State»
«Mailing_Zip»

Dear Kensington Property Owner:

We are pleased to inform you that we have completed re-inspection of your property and your property was found to now be in compliance with the Vegetation Management Guidelines set forth in the Kensington Fire Protection District Vegetation Management Standards. We very much appreciate your efforts in taking immediate action to bring your property into compliance and we thank you for helping us make Kensington a more fire safe community. Your property **has been removed** from our list of non-compliant properties and there will be no further abatement action based on the initial inspection.

We ask that you continue your fire hazard reduction efforts and maintain your property year-round in compliance with the Vegetation Management Guidelines set forth in the Kensington Vegetation Management Standards, particularly as we move further into the fire season. Again, your efforts are very much appreciated by the Fire District and the community of Kensington for your cooperation in helping us make Kensington a more fire safe community.

With Appreciation,

David Yun
Fire Prevention Officer

Kensington Fire Protection District Fire Hazard Reduction Program

I. INTRODUCTION

A. Purpose of Vegetation Management Standards

California communities have experienced devastating fire loss because of the severity of fires which occur in the wildland interface areas. These areas exist in the community of Kensington. In these areas the risk of conflagration is increased further by homeowners who create or do not maintain landscaping on their properties. Homes are threatened by fire every year in California largely because of heavy vegetation fuel load very near structures.

Very High Fire Hazard Severity Zones (VHFHSZ) have been identified within the Kensington community by the Kensington Fire Protection District and CAL Fire. As specified by State Law AB 337, property owners within the VHFHSZ must take special precautions with their property, including vegetation management, to reduce the risk of fire. All Kensington property owners must comply with the District's Fire Hazard Reduction standards.

The buildup of unmanaged vegetation, whether native or non-native, steep hillsides with canyons, draws, and periods of extremely hot, dry weather all combine to create in Kensington the potential for catastrophic fire behavior. Catastrophic fires can destroy large numbers of homes, threaten public safety and severely damage the natural areas which contribute to our high quality of living.

A key goal of Kensington's community fire protection planning is to reduce the level of fire hazards throughout the community and particularly in the VHFHSZ. While it is not possible to eliminate all threats of catastrophic wildfire, fire hazards can be reduced to acceptable levels and still allow a "green" community.

Vegetation management planning in the VHFHS Zone focuses on areas where fire poses the greatest risk to life and property. Fires will continue to be a part of California urban living. By implementing vegetation management standards, Kensington residents can significantly reduce the potential a small fire will grow into a catastrophic event. An important component of reducing the community's fire risk requires vegetation management to be practiced by all property owners.

No person shall be prosecuted criminally under the provisions of Section 4 of the Kensington Fire Protection District Ordinance 95-1 until that person has received written notice of how that property violates these standards and until that person has had the reasonable opportunity to meet with District staff concerning the violation. Civil Enforcement of these guidelines as provided for in Section 5 of Ordinance 95-1, pursuant to California Health and Safety Code Section 14912 et. seq. Civil procedures for fire hazard abatement include providing the property owner with (1) written notice on how the property violates these guidelines, (2) reasonable opportunity to comply with the guidelines and (3) opportunity to be heard before the Board of Directors of the Kensington Fire Protection District.

II. FIRE HAZARD REDUCTION GUIDELINES

Many factors combine to create a fire hazard on any specific property. It is difficult to single out a specific vegetation species or configuration to declare it either fire hazardous or completely fire safe in all situations. The Fire Department has developed guidelines conforming to State Law and National Fire Protection Standards which address most situations found on private property within Kensington.

A. Hazard Zones

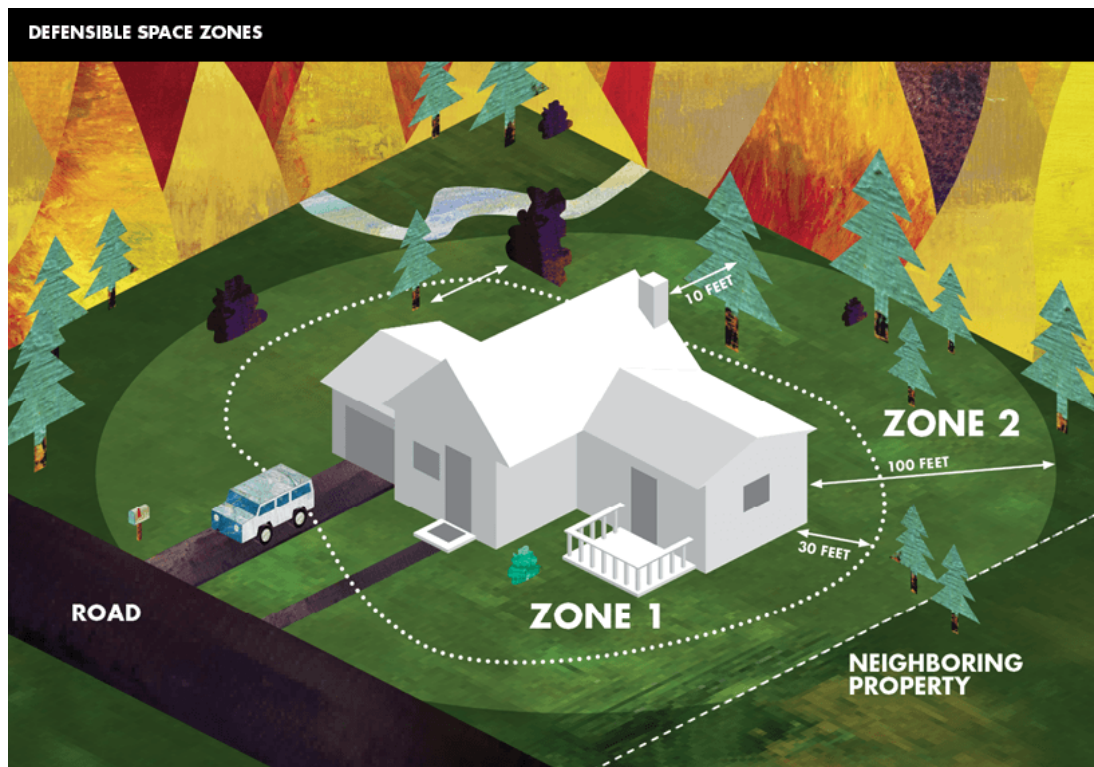
A portion of the Kensington community lies adjacent or near to large wildland areas containing steep slopes and naturally growing vegetation. Every year under certain critical weather conditions, the neighborhoods near these wildland areas are at heightened risk of seasonal wildfire sweeping into the community and burning homes. These areas at heightened risk of wildfire have been designated as Very High Fire Hazard Severity (VHFHS) Zones as designated by CAL Fire. Fire hazard reduction measures common to the entire community are required on both vacant and developed lots.

B. Defensible Space

Defensible space is essential to improve your home’s chance of surviving a wildfire. It is the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it. This space is needed to slow or stop the spread of wildfire and it helps protect your home from catching fire—either from direct flame contact or radiant heat. Defensible space is also important for the protection of the firefighters defending your home.

Defensible Space Zones

Two zones make up the required 100 feet of defensible space.



Zone 1

Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark.
- On mature trees, limbs should be removed up to 10’ above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6’ above the ground, but in no case less than 18 inches from the ground.
- Relocate wood piles to Zone 2 if applicable.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.

Zone 2

Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line. NOTES: (1) All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements. (2) The vast majority of the entire community of Kensington is in the VHFHSZ.

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches.
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.

C. Additional Considerations for Vegetation Management

1. The Fire Hazard Abatement Program is intended to promote community fire safety by reducing the combustible vegetation fuel mass on private properties. Clearing vegetation by heavy construction methods, such as grading, discing, trenching or dozing shall require special permits from the County. **Disposal by burning is not permitted.**
2. Any parcel where slope stability will be threatened by removal of plants may be exempt from treatment requirements or subject to alternate treatments. The property owner must submit a report documenting the probability of slope failure due to vegetation removal, prepared by a licensed civil, geotechnical or soils engineer. The report shall propose alternative treatment methods to address fire hazards. The report will be reviewed by staff. Review and acceptance by the District of alternative treatment will supersede other requirements.
3. Any parcel or lot which includes plant or animal species that are rare, endangered or of special concern may qualify for alternative plant treatment and spacing requirements. The property owner must submit a report from a qualified resource biologist or landscape architect describing the species, actions required to preserve its environmental value, and proposed alternative measures to address fire hazards. The report will be reviewed by the District. Review and acceptance by the District of alternative treatment will supersede other requirements.

D. Planting Considerations

Any plant will burn if the conditions are right. Some plants are considered to be extremely flammable while other plants are considered to have some resistance to fire. Verifiable tests of fire exposure characteristics for all specific ornamental landscaping plants are not available.

The Vegetation Management Standards for the Kensington Fire Protection District utilizes available information from the Diablo Firesafe Council at <http://diablofiresafe.org/tolerance.html> under Table 1 Plants with a Favorable Fire performance Rating in 3 or More References.

At the base of trees and shrubs, replace flammable vegetation with bark, mulch, rock, gravel or low-growing or more fire-resistant ground covers. This cover reduces the fire danger and minimizes weeds.

Avoid placing medium-sized shrubs beneath trees or taller shrubs. By breaking up the available fuel mass in ornamental landscaping, a fire will be kept at lower intensity, flame lengths will be shorter and fire will be less likely to form a continuous line or front.

E. Structural Fire Safety

The District’s roofing and vegetation management standards are designed to reduce the amount of airborne burning material, limiting fire spread. Once a fire starts, it is often accelerated by wind-borne burning material.

Burning embers or brands are the main source of fire spread in mixed urban-wildland fires. The roof of a house is most vulnerable to this type of ignition followed by openings such as vents. Spark arresters with a maximum of ½ inch openings in the mesh are required over the outlet of every chimney. Class A is the top rating for fire resistive roofing, followed by Classes B and C. State and District Ordinance requires that all roofing be Class B or better, and wood shake shingle roofing materials are prohibited in new construction or replacement of more than 50% of the roof. It is recommended to cover vent openings with ¼ inch openings in the mesh to prevent flying embers from entering the structure.

III. GLOSSARY OF TERMS

The following terms are used to describe the vegetation management standards in California State Law and in the Kensington Fire Protection District's Fire Hazard Reduction Program.

Very High Fire Hazard Severity (VHFHS) Zones: Any geographic area designated per Government Code Section 51178 to contain the type and condition of vegetation, topography, weather and structure density to potentially increase the possibility of wildland conflagration fires. As a community adjacent to extensive wildland areas, the community of Kensington is made up on mostly VHFHS zones. A CAL Fire interactive map of these zones is available at <https://egis.fire.ca.gov/FHSZ/>. Fire hazard reduction standards are more extensive for properties located within VHFHS zones.

Defensible Space: A concept in landscape design for homes which provides a band of managed vegetation around a home that slows movement of fire by reducing or denying fuel and provides a space for firefighters to take a stand to protect the house.

Fire Resistant Plants: A relative term used to describe plants that are “more resistant: or “less resistant” than other plants to fire. Given enough heat, all vegetation will burn. Yet plants in fact differ in how fast they burn, how high a flame they produce and their ability to survive fire. Fire resistance is enhanced by higher amounts of moisture within twigs and foliage. Fire-resistant plants can lose this quality altogether if not properly maintained and irrigated. The Vegetation Management Standards for Kensington utilizes available information from the Diablo Firesafe Council at <http://diablofiresafe.org/tolerance.html> under Table 1 Plants with a Favorable Fire performance Rating in 3 or More References.

Fire Hazardous Vegetation: Plants which can burn easily because they generate dry undergrowth, contain flammable oils or produce significant quantities of dead or dying material. Hazardous vegetation is fuel which must be removed or strictly maintained so as not to constitute a fire hazard by igniting easily and then contributing to rapid fire spread. Seasonally dry grass, weeds, brush, and unmaintained and unirrigated trees and ornamental vegetation are examples of fire hazardous vegetation. Properly chipped, mulched and disbursed material does not constitute fire hazardous vegetation. Fire hazardous vegetation is also known as **flammable vegetation and combustible growth.**

Ornamental Landscaping: Decorative plants growing within a tended garden or yard which are appropriately irrigated, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control. The use of fire-resistant plants and the removal of fire hazardous vegetation will enhance fire safety.

Zone 1: Extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones. In Zone 1 vacant lots shall be maintained to be 10 feet wide along the property line.

Zone 2: Extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in those areas within the community of Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. In Zone 2 vacant lots shall be maintained to be 30 feet wide along the property line. For properties within Zone 2, all Zone 1 requirements shall be enforced in addition to Zone 2 requirements.



Fire Hazard Reduction Checklist



Zone 1 Requirements

Definition: Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones

- Remove all dead plants, grass and weeds within 30 feet of buildings, structures, decks, etc.
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- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18" from the ground
- Relocate wood piles to Zone 2 if applicable
- Remove or prune flammable plants and shrubs near windows
- Remove vegetation and items that could catch fire from around and under decks
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials
- Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line

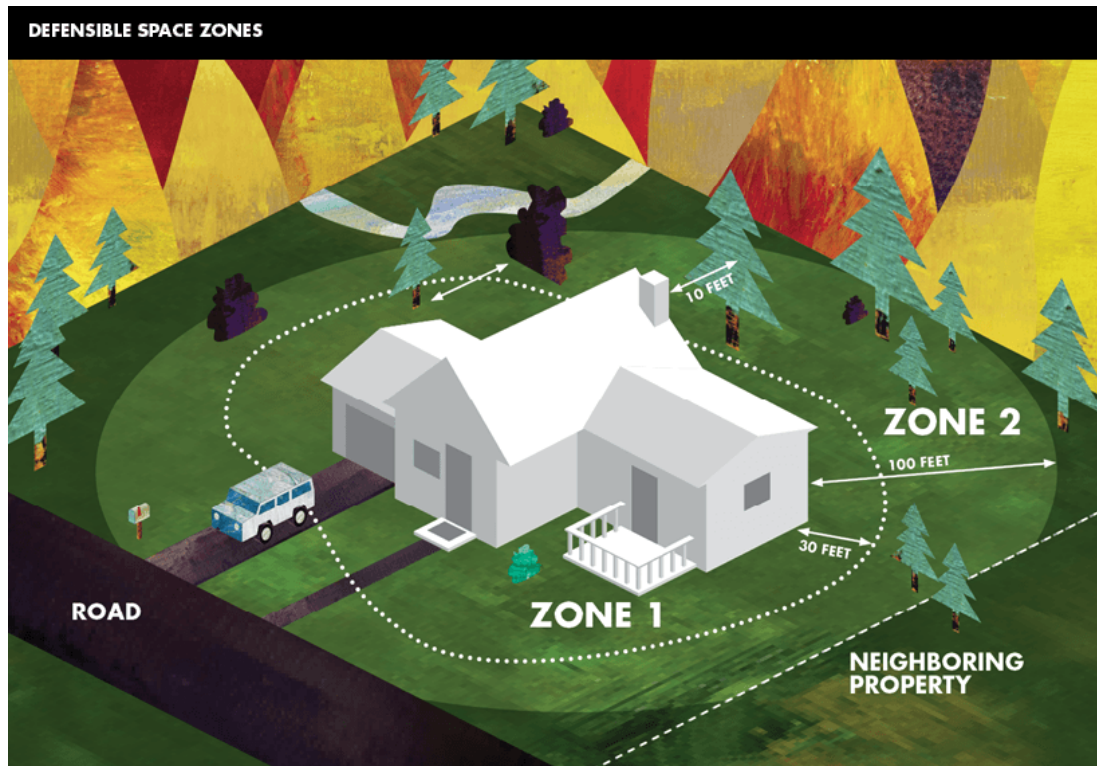
Zone 2 Requirements

Definition: Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in those areas within the community of Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground
- Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line

To find out if your property is located within the Very High Fire Hazard Severity Zone, go to <https://egis.fire.ca.gov/FHSZ/> On the upper left hand side, click on the bottom icon for Address Search.

Kensington Fire Protection District Fire Hazard Reduction Guidelines



Zone 1

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Zone 2

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Fire Hazard Reduction Checklist



Zone 1 Requirements

Definition: Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones

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Zone 2 Requirements

Definition: Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in those areas within the community of Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. **NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements**

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground
- Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line

To find out if your property is located within the Very High Fire Hazard Severity Zone, go to : <https://egis.fire.ca.gov/FHSZ/> On the upper left hand side, click on the bottom icon for Address Search.



**EL CERRITO FIRE DEPARTMENT
KENSINGTON FIRE PROTECTION DISTRICT**



**10900 San Pablo Avenue, El Cerrito, Ca. 94530 (510)215-4450
Fire Hazard Reduction Inspection**

Owner/Tenant	Site Address	City	State	Zip Code
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Legal Propety Owner	Mailing Address	City	State	Zip Code
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APN # _____

**YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.
YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:**

ZONE 1

Zero to 30 feet from buildings, structures, decks,etc. in all portions within El Cerrito and Kensington

- _____ 1. Remove all dead plants, grass and weeds.
- _____ 2. Remove dead or dying leaves and pine needles from your yard, roof and rain gutters.
- _____ 3. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- _____ 4. Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter.
- _____ 5. On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3 of their height up to 6' above the ground, but in no case less than 18" from the ground.
- _____ 6. Relocate wood piles to Zone 2 if applicable.
- _____ 7. Remove or prune flammable plants and shrubs near windows.
- _____ 8. Remove vegetation and items that could catch fire from around and under decks.
- _____ 9. Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.
- _____ 10. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

ZONE 2

Thirty to 100 feet from buildings, structures, decks, etc. for all parcels within the Very High Fire Hazard Severity Zone. Zone 1 requirements shall be followed in addition to Zone 2 requirements.

- _____ 1. Cut or mow weeds and grass to a maximum height of 6 inches.
- _____ 2. All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- _____ 3. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line.

COMMENTS:

Inspected by	Inspection #	Date	Time
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**KENSINGTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

DATE/TIME: June 9, 2021 / 7:00pm

LOCATION: Via Zoom

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

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:02 p.m. Clerk called roll.

2. PUBLIC COMMENT:

Public comment was made by Anthony Knight and Director Stein.

3. ADOPTION OF CONSENT ITEMS:

MOTION: M/s Kosel/Padian: Approve Consent Items 3b-3g
VOTE: Ayes: Dommer, Kosel, Stein, Padian, Nagel - Noes: None
Motion passed unanimously. Video Time Stamped: 6.44

Director Stein pulled item 3a for discussion.

3a. APPROVAL OF MINUTES OF THE REGULAR BOARD OF DIRECTOR'S MEETING OF 5/12/21:

MOTION: M/s Kosel/Dommer : Approve Consent Item 3a w/strike out of sentence "For the sake of parallelism and accuracy, at least 8 names should be listed."
VOTE: Ayes: Dommer, Kosel, Stein, Padian, Nagel - Noes: None
Motion passed unanimously. Video Time Stamped: 10.06

NEW BUSINESS

4a. PRESENTATION AND DISCUSSION BY DISTRICT COUNSEL OF LEGAL AND PRACTICAL ISSUES ASSOCIATED WITH BOARD MEMBER PARTICIPATION IN SOCIAL MEDIA:

A presentation was given by John Bakker from Meyers Nave on AB992 and updated Brown Act rules and regulations regarding participation in social media, and presented the Board with some new policy suggestions.

Director Stein stated we have a standing committee with seven public members and assumed that the standing committee would also be considered a legislative body, which must follow the Brown Act. She asked if these Brown Act policies also apply to the non-elected members of the Emergency Preparedness Standing Committee.

Director Kosel asked if two board members discuss an issue on NextDoor, does that mean the other three members are not allowed to discuss it? Bakker stated she was right and that a policy provision should address the issue. GM Hansell noted that their current policy 1020.17 said that directors should commit to supporting an approved action and should not create barriers or speak against the action.

Director Padian stated that if there was a question about something and the Board members responded, he cannot understand why if one member of the Board said something, they are not allowed to comment on that subject again. Bakker clarified that it wouldn't be a Brown Act issue if it's just a question and answer and not a debate. Additionally, Padian raised the concern that the policy GM Hansell quoted violated their first amendment rights if directors cannot speak against an item. Padian recommended that policy number 1020.17 be rescinded. Bakker agreed but stated that it might not be directly enforceable. GM Hansell asked, in that case, if two people dominated the discussion, and then the rest of the Board was excluded from joining in, where was the First Amendment in that situation? Bakker proposed scheduling an agenda item on the policy and then having a complete discussion in a future meeting.

Director Kosel said she would like to talk to Bakker about making revisions to their policy manual. GM Hansell mentioned that we will have a draft update of our policies and procedures to address formatting inconsistencies and inaccuracies. At that point, the board can review everything and may want to revise parts of it and/or offer suggestions on changes.

4b. EC FIRE SERVICES CONTRACT FEE PROPOSAL FOR FY2021-2022:

GM Hansell discussed this in the last Finance Committee meeting and asked Chief Pigoni to review the Fee Proposal.

Chief Pigoni reviewed the proposal and discussed its history. In addition to the fee schedule, there is a reconciliation between 2019/2020 and the previous year. This year's budget is part of a 2-year budget that the city put together before it acknowledged previous problems. A significant issue was the overtime that was budgeted. The city manager budgeted only \$700k for the department for the second year in a row. Since 2012, the department has run about \$1.1 million in overtime. Unfunded liability was also a concern. The budget was exceeded because the rate and percentage of unfunded liabilities change annually by Pers. The reconciliation total comes out to be approximately \$191K for Kensington's share of the budget, which is \$60k less

than the prior fiscal year. The 2021 budget is the first budget Pignoni developed and put together with a more realistic estimate that could be met. Overtime was coming over budget, salaries were way under budget, so they should come under budget by the end of this year if there is no significant event in the next two weeks. This year's proposed budget for 2021/22 contract fees is \$200,000 higher than last year's. Three major factors are contributing to the price increase: 1. The labor group pushed back the COLA increases to July 1 of this year; 2. The unfunded liability for pension contributions has increased by almost \$400,000; and 3. Health benefits have increased by \$12k and workers comp by \$8k. With all the increases, they are over \$200k more than last year. Savings and cuts made in other areas lowered the \$200k expenditure to less than \$198k. They have put off the purchase of Engine 71 for another year and have kept one position open for another six months on the savings front. Another increase that began about three years ago was the PSB server system. The prior system was close to 20 years old when it was replaced in 2018 for approximately \$200,000, and the cost was split with the El Cerrito police department, so the fire department paid about \$100k and financed the balance for five years. A \$20k increase in dispatch costs is another item that increased. Specifically, Pignoni said that if they had stayed with Richmond, they would have paid over \$400k. However, as a result of staying with Con Fire, they pay below \$200k and have a dedicated fire dispatch.

Director Kosel stated in the 25 years they have contracted with El Cerrito, Kensington residents have not made one complaint about the department, which is why this was a win-win for both agencies. She and Larry both agreed to vote for this proposal.

Chief Pignoni stated that the city's reserves were dwindling, and it had nothing to fall back on, but two fiscal years ago, he and the city's manager took steps to get the city back on track. The City of El Cerrito has never been at risk of bankruptcy, and for the first time in many years, the city has a positive cash balance and is continuing to improve.

Director Stein stated the El Cerrito auditor recommended contracting out the police and fire services and asked if this was being reviewed. Chief Pignoni said the auditor advised looking at it, but there hasn't been any move to do so.

4c. APPROVAL OF RESOLUTION 21-03 PRELIMINARY FY2021-2022 BUDGET:

MOTION: M/s Kosel/Dommer: Motion to Approve Resolution 21-03 w/a budget amendment to the fire services.
VOTE: Ayes: Dommer, Kosel, Padian, Nagel, Stein – Noes: None
Motion passed unanimously. Video Time Stamped: 1.49.36

GM Hansell reviewed the preliminary budget. He pointed out that revenues are listed at \$4.8 million, with expenses coming in at \$4.5 million for a net increase in the fund balance of \$393K. Several items that were in the previous budget were also included in this budget. It also has what was approved in March for the Emergency Preparedness Coordinator, a Grant Writer for \$50,000, and a financial planner for \$30,000. Capital and reserve costs in the last budget were a little confusing, and he wanted to make sure this presentation clarifies those issues. An operating budget shows revenues and expenses while a balance sheet shows the entire picture of the District's position in the next fiscal year. Some categories will be tracked differently than before, such as the capital outlay category for renovations, including soft costs and hard costs. Soft costs include architect fees, engineering permit fees, and consultant fees. Hard costs include the actual work performed on the building by the contractor. Overall, the design, engineering, temporary facilities, and renovation will be filled in during the first and second

quarters of the fiscal year. As temporary facilities are constructed, the actual building costs will be seen about the third quarter, and as they are filled in, capital inlays will be noted from the reserve accounts. There will be more information and better formatting available by the end of September once the budget has been finalized.

Director Kosel commended the G.M. for putting together this budget. She would like to emphasize that revenues are projected at \$4.86 million, expenditures at \$4.45 million, which will provide the District with a tentative surplus of \$393k without capital expenditures. The District will have a healthy reserve fund balance of \$9.5 million, so they may be able to pay for renovations in cash. She would also like to focus on the budget's expenditures. It lists an extraordinary amount of accounting fees, and we shouldn't be carrying such a significant expenditure into the future. The legal fees have dropped significantly in the last few months, and she hopes to keep them at \$2k a month. On page 2 of the budget, she noted the expenditures for community service activities. The numbers were low due to the pandemic, and we will carry those numbers forward into the new fiscal year. Additionally, she said that Chief Pignoni requested two additions to the budget. One item was a \$2800 multi-purpose tool for rope rescue and the second item was for \$10,500 for personal carbon dioxide monitors for firefighter turnouts. The total cost for both requests is \$13,300. The Finance Committee members would like to propose amending the current budget to include these items.

Director Stein asked where Mary's contract expenditures were in the budget? GM Hansell explained that her contract fees were above the line item of MMM in "operational consultant". In addition, she asked about the temporary services under the MMM line item of a \$9,000 budget and a projected expense of \$8,703? GM Hansell did not recall but thought that it would be an item from the prior G.M. She also looked at the professional development listing of \$10k and asked if that meant \$2000 per board member? Hansell said that based on the policy manual, he interpreted it was for Board and staff development. She asked the EPC committee members if they felt they had an adequate amount budgeted for them.

Director Padian complimented Larry and Janice for holding meetings that were easy to understand. He said the numbers on the sheet were acceptable, but he would like to clarify something Janice said. She stated that she had received backlash for suggesting the increase, and Padian would like more clarification since he and Larry had not heard that from anyone. Kosel noted that the comments she was getting were that they should hire one person for the job of EPC/grant writer rather than paying two people to do it. He said he would follow Larry's suggestion by categorizing Emergency Preparedness as a separate line item and putting the grant writer and the EPC position under this division. He proposed putting the Emergency Preparedness Committee and Emergency Preparedness Coordinator under the category of Community Services and Education. Kosel didn't believe the proposed idea was legal since non-elected committee members were included. According to Hansell, anything that fell under the education line item of \$20k would be approved in this budget. Anything above that amount would not move forward. Stein didn't know why the comments were brought to the Finance committee when the Board publicly voted and agreed for the position and thought it would be appropriate to include the amount approved for the positions into the budget. The Board also approved either a \$5k or a \$10k budget for the EPC. The last comment Kosel made was that the District does not have a budget to evaluate public address systems or warning systems, and would that be considered later if an evaluation took place? In his plan, Padian said they would do as much research as possible, and Hansell would provide the RFPs for possible options.

A public comment was made by David Spath.

Kosel suggested that pie charts showing the expenses and revenues would be very informational to the public.

4d. PUBLIC SAFETY BUILDING RENOVATION PROGRESS UPDATE:

GM Hansell provided an update on the three architectural services and two engineering services proposals that had been submitted. He will interview the architects and engineers next week, develop a contract, with the intent to move forward expeditiously. The pricing for each of them was very similar. Additionally, he received an updated proposal for MACK 5 for project management assistance pertaining to the project. An outline of the project schedule will be prepared when the consultants are all on Board.

Director Stein inquired about the letter that was received from KPPCSD. She asked President Nagel why he didn't put the request on the meeting agenda. Padian disagreed that their letter was a request because the KPPCSD directors know how to officially request an agenda item be added to a board meeting. In his opinion, the KPPCSD letter was quite odd, and he did not think it was a legal action as nothing was voted on in their open session. In their letter's first and second paragraphs, Stein stated that it was preferable that they remain in the building and be provided 1,220 square feet. President Nagel said it was a closed session meeting about a real estate negotiation, and their letter asked for a change in a decision, which must be added to the agenda. GM Hansell sent a reply to the General Manager of KPPCSD, and he re-stated the reasons why the action was taken. The KPPCSD request ignored the factual information that was approved by the KFPD Board. Hansell's letter focused on how the District could assist the Police Department and move forward. Stein stated she would have liked, for the sake of transparency, to access both letters in the current agenda packet and have the letters included on the PSB page on the District website, to which Hansell agreed.

MOTION: M/s Padian/Dommer: Motion to hear the Fire Chief's Report and the G.M.'s report until 10:15 and move the rest of the agenda items to the next meeting.
VOTE: Ayes: Dommer, Kosel, Padian, Nagel, Stein – Noes: None
Motion passed unanimously. Video Time Stamped: 2.45.26

5. FIRE CHIEF'S REPORT:

Chief Pigoni reviewed the incident reports and phone calls received for the month. He reported an increase of 3 calls from the prior month. He reviewed the ISO evaluation classification of Two, which was two points higher than it was before. For the vegetation management, they were continuing inspections and re-inspections. A resolution on who has not yet cleared their property will be brought to the next meeting. The firefighters are performing occupancy inspections at local businesses and apartments. He discussed the registration of the community warning system with Contra Costa County. He explained how a grant was awarded to Zonehaven to create evacuation zones in Kensington and the surrounding counties. Today it was announced that Genasys recently acquired Zonehaven's primary company. During the Channel 2 news, they talked about how Zonehaven and Fire Safe Marin are working together. He informed everyone about the new alert wildfire cameras around the area and how the company had created an A.I. program to use their cameras to detect smoke, and as soon as the system was perfected, the rest of the cameras in the area will be linked to it.

6. GENERAL MANAGER'S REPORT:

GM Hansell stated he has begun working with the Contra Costa County tax collector for the tax roll. The next issue of the fireplug will be published soon, and the operations and policy manuals are being updated and will be brought back to the Board to make some changes. Sasha was able to cut the ATT phone bill in half.

Regarding the EP Coordinator RFP, there were 59 submissions in total, but 56 of those submitted just a resume, so only three complete proposals were received. The Grant Writer RFP brought in 54 responses, but only 1 addressed the requirements of the RFP, so he has extended that proposal period for a bit longer. The three proposals submitted for the EP Coordinator position were all qualified candidates, so he requested that both the President and Vice President attend zoom interviews with each candidate. After the interviews, one candidate stood out. Hansell followed up with reference checks and is moving forward with contract negotiations. The preferred individual's proposal was within the approved budget and he provided excellent graphic outlines for everything including the scope of services, deliverables, and schedule. He hopes to introduce this candidate to the District soon.

Director Stein asked about approving the minutes. She requested that the policy on approval of minutes to be reviewed. According to her, Director Kosel was the Board Secretary and, therefore, should approve/sign the minutes of the Board meetings. The preparer and reviewer should be separate individuals and Stein believes a two-step process is necessary. President Nagel and V.P. Padian agreed with Director Stein and would like to add Director Kosel's signature.

President Nagel stated that the next Board meeting will be on July 14, 2021 at 7 p.m. via zoom.

MOTION: M/s Kosel/Padian: Motion to end the meeting and postpone the rest of the agenda items to the July 14 meeting.	
VOTE: Ayes: Dommer, Kosel, Padian, Nagel, Stein – Noes: None	
Motion passed unanimously.	Video Time Stamped: 3.15.58

ADJOURNMENT: The meeting adjourned at 10:18 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:

Secretary of the Board



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



July 6, 2021

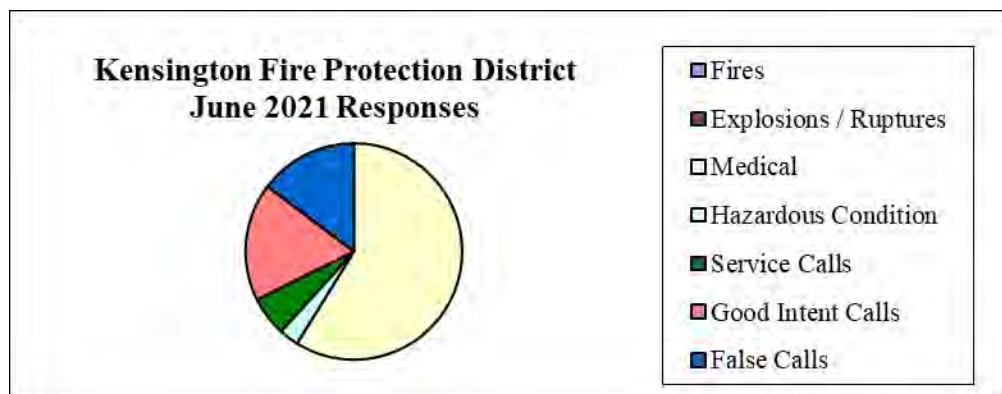
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Fire Chief
RE: **Incident Activity Reports for the Month of June 2021**

There were 34 incidents that occurred during the month of June in the community of Kensington. This is an increase of 7 calls over the previous month. Please see the attached “Incident Log” for the dates and times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of 69 calls which is an increase of 16 calls over the previous month.

There were no significant incidents within the Community in June. However, the increase in calls both in and outside of Kensington is a result of increased medical responses, partially due some to the warm weather and secondly, with the restrictions slowly being lifted, more residents are willing to request help for medical conditions.

The chart below is broken down into the seven incident response types tracked by the State and National fire incident reporting systems. The following is the number of responses for each type and the percentage of the total calls for each type for all the responses in the community of Kensington.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
1: Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	20	58.82%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	2.94%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	2	5.88%
6: Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	6	17.65%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	5	14.71%
Totals		34	100.00%



Kensington Fire Protection District Community Response Log for June 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021058734	05-Jun-21 16:51:53	Arlington AVE	Kensington	E165	400
2	0021059044	06-Jun-21 13:11:23	Arlington AVE	Kensington	E165	321
3	0021060533	10-Jun-21 11:11:00	Ardmore RD	Kensington	E165	321
4	0021060569	10-Jun-21 12:15:26	Kensington CT	Kensington	E165	321
5	0021060621	10-Jun-21 14:06:20	Coventry RD	Kensington	E165	321
6	0021061049	11-Jun-21 15:01:39	Ardmore RD	Kensington	E165	746
7	0021061369	12-Jun-21 12:34:12	Beverly RD	Kensington	E165	321
8	0021061408	12-Jun-21 14:30:07	Yale AVE	Kensington	E172	5000
9	0021061410	12-Jun-21 14:35:08	Arlington AVE	Kensington	E165	321
10	0021061431	12-Jun-21 15:54:13	Central Park DR	Kensington	E165	611M
11	0021061748	13-Jun-21 10:43:16	Willamette AVE	Kensington	E165	321
12	0021062108	14-Jun-21 07:55:15	Richardson RD	Kensington	E165	321
13	0021062119	14-Jun-21 08:50:29	Rugby AVE	Kensington	E165	744
14	0021063629	17-Jun-21 20:53:47	Kensington CT	Kensington	E165	740
15	0021063740	18-Jun-21 06:09:48	Highgate RD	Kensington	E165	321
16	0021063762	18-Jun-21 07:50:08	Highland BLVD	Kensington	E165	743
17	0021064191	19-Jun-21 02:32:49	Edgecroft RD	Kensington	E165	611
18	0021064258	19-Jun-21 08:17:45	Arlington AVE	Kensington	E165	611M
19	0021064760	20-Jun-21 12:32:48	Trinity AVE	Kensington	E165	321
20	0021064762	20-Jun-21 12:36:27	Coventry RD	Kensington	E171	321
21	0021064872	20-Jun-21 16:36:42	Arlmont DR	Kensington	E165	600
22	0021065379	21-Jun-21 15:55:41	Ocean View AVE	Kensington	E165	321
23	0021065690	22-Jun-21 12:08:52	Cambridge AVE	Kensington	E165	651
24	0021065697	22-Jun-21 12:22:14	Cambridge AVE	Kensington	E165	321
25	0021066442	24-Jun-21 09:02:57	Highland BLVD	Kensington	E165	735
26	0021066676	24-Jun-21 17:55:59	Princeton AVE	Kensington	E165	651
27	0021066783	25-Jun-21 00:39:27	Stanford AVE	Kensington	E165	550
28	0021066840	25-Jun-21 07:39:51	Richardson RD	Kensington	E165	321
29	0021067476	26-Jun-21 18:31:18	Highgate CT	Kensington	E165	321
30	0021067616	27-Jun-21 02:18:57	Sunset DR	Kensington	E165	321

31	0021067832	27-Jun-21 17:18:22	Purdue AVE	Kensington	E165	321
32	0021068324	28-Jun-21 22:41:11	Beloit AVE	Kensington	E165	321
33	0021068380	29-Jun-21 04:44:39	Highland BLVD	Kensington	E165	321
34	0021068700	29-Jun-21 20:13:14	Coventry RD	Kensington	E165	321

Type Series

Description

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

Kensington Fire Protection District Engine 65 Response Log for June 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021057113	01-Jun-21 15:15:27	Moeser LN	El Cerrito	E165	400
2	0021057323	02-Jun-21 06:48:13	Shevlin DR	El Cerrito	E165	321
3	0021058183	04-Jun-21 09:00:05	Terrace DR	El Cerrito	E165	611M
4	0021058285	04-Jun-21 13:04:17	Behrens ST	El Cerrito	E165	743
5	0021058734	05-Jun-21 16:51:53	Arlington AVE	Kensington	E165	400
6	0021059044	06-Jun-21 13:11:23	Arlington AVE	Kensington	E165	321
7	0021059135	06-Jun-21 18:51:56	Village DR	El Cerrito	E165	321
8	0021059412	07-Jun-21 13:44:52	El Cerrito PLZ	El Cerrito	E165	700
9	0021059740	08-Jun-21 09:16:58	Shevlin DR	El Cerrito	E165	321
10	0021059740	08-Jun-21 09:16:58	Shevlin DR	El Cerrito	E165	321
11	0021059749	08-Jun-21 09:54:01	Terrace DR	El Cerrito	E165	321
12	0021059833	08-Jun-21 13:16:31	Fairmount AVE	El Cerrito	E165	611M
13	0021060037	09-Jun-21 00:44:38	Terrace DR	El Cerrito	E165	733
14	0021060177	09-Jun-21 11:11:20	Kensington RD	El Cerrito	E165	321
15	0021060205	09-Jun-21 12:08:37	King CT	El Cerrito	E165	611X
16	0021060533	10-Jun-21 11:11:00	Ardmore RD	Kensington	E165	321
17	0021060569	10-Jun-21 12:15:26	Kensington CT	Kensington	E165	321
18	0021060621	10-Jun-21 14:06:20	Coventry RD	Kensington	E165	321
19	0021060684	10-Jun-21 16:38:17	Lake Anza	Orinda	E165	300
20	0021060818	10-Jun-21 21:38:17	Ricardo CT	El Cerrito	E165	321
21	0021061049	11-Jun-21 15:01:39	Ardmore RD	Kensington	E165	746
22	0021061247	12-Jun-21 01:28:04	San Carlos AVE	El Cerrito	E165	321
23	0021061369	12-Jun-21 12:34:12	Beverly RD	Kensington	E165	321
24	0021061410	12-Jun-21 14:35:08	Arlington AVE	Kensington	E165	321
25	0021061431	12-Jun-21 15:54:13	Central Park DR	Kensington	E165	611M
26	0021061748	13-Jun-21 10:43:16	Willamette AVE	Kensington	E165	321
27	0021061777	13-Jun-21 11:39:16	Hillside Nature Area	El Cerrito	E165	321
28	0021062067	14-Jun-21 05:23:56	C ST	El Cerrito	E165	611X
29	0021062108	14-Jun-21 07:55:15	Richardson RD	Kensington	E165	321
30	0021062119	14-Jun-21 08:50:29	Rugby AVE	Kensington	E165	744

31	0021062534	15-Jun-21 09:31:17	Carlson BLVD	El Cerrito	E165	321
32	0021062613	15-Jun-21 13:07:46	Liberty ST	El Cerrito	E165	321
33	0021062884	16-Jun-21 08:00:43	Village DR	El Cerrito	E165	554
34	0021062957	16-Jun-21 11:09:42	Golf Course DR	Orinda	E165	611M
35	0021063152	16-Jun-21 19:09:56	Ashbury AVE	El Cerrito	E165	745
36	0021063629	17-Jun-21 20:53:47	Kensington CT	Kensington	E165	740
37	0021063740	18-Jun-21 06:09:48	Highgate RD	Kensington	E165	321
38	0021063762	18-Jun-21 07:50:08	Highland BLVD	Kensington	E165	743
39	0021063853	18-Jun-21 11:33:56	Bonnie DR	El Cerrito	E165	321
40	0021063966	18-Jun-21 15:53:14	Village DR	El Cerrito	E165	743
41	0021064046	18-Jun-21 19:18:36	Carmel AVE	Orinda	E165	321
42	0021064191	19-Jun-21 02:32:49	Edgcroft RD	Kensington	E165	611
43	0021064258	19-Jun-21 08:17:45	Arlington AVE	Kensington	E165	611M
44	0021064337	19-Jun-21 10:49:21	S Park DR	Orinda	E165	300
45	0021064337	19-Jun-21 10:49:21	S Park DR	Orinda	E365	300
46	0021064345	19-Jun-21 11:23:34	Everett ST	El Cerrito	E365	5000
47	0021064351	19-Jun-21 11:34:40	Bonnie DR	El Cerrito	E365	5000
48	0021064561	19-Jun-21 21:18:29	Wildcat Canyon RD	Orinda	E165	113
49	0021064760	20-Jun-21 12:32:48	Trinity AVE	Kensington	E165	321
50	0021064872	20-Jun-21 16:36:42	Arlmont DR	Kensington	E165	600
51	0021065112	21-Jun-21 04:14:53	Carmel AVE	El Cerrito	E165	321
52	0021065312	21-Jun-21 13:45:33	Shevlin DR	El Cerrito	E165	321
53	0021065379	21-Jun-21 15:55:41	Ocean View AVE	Kensington	E165	321
54	0021065690	22-Jun-21 12:08:52	Cambridge AVE	Kensington	E165	651
55	0021065697	22-Jun-21 12:22:14	Cambridge AVE	Kensington	E165	321
56	0021066417	24-Jun-21 07:52:52	Key Route BLVD	El Cerrito	E165	321
57	0021066442	24-Jun-21 09:02:57	Highland BLVD	Kensington	E165	735
58	0021066676	24-Jun-21 17:55:59	Princeton AVE	Kensington	E165	651
59	0021066783	25-Jun-21 00:39:27	Stanford AVE	Kensington	E165	550
60	0021066840	25-Jun-21 07:39:51	Richardson RD	Kensington	E165	321
61	0021067061	25-Jun-21 15:43:39	Roosevelt ST	Richmond	E165	111
62	0021067084	25-Jun-21 16:36:55	San Pablo AVE	El Cerrito	E165	700
63	0021067476	26-Jun-21 18:31:18	Highgate CT	Kensington	E165	321
64	0021067616	27-Jun-21 02:18:57	Sunset DR	Kensington	E165	321
65	0021067832	27-Jun-21 17:18:22	Purdue AVE	Kensington	E165	321

66	0021068324	28-Jun-21 22:41:11	Beloit AVE	Kensington	E165	321
67	0021068380	29-Jun-21 04:44:39	Highland BLVD	Kensington	E165	321
68	0021068555	29-Jun-21 14:07:46	Havens PL	El Cerrito	E165	743
69	0021068700	29-Jun-21 20:13:14	Coventry RD	Kensington	E165	321

Type Series

Description

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

TO: Auditor Controller of Contra Costa County: TRANSMITTAL - APPROVAL
 Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

**KENSINGTON FPD
 TRANSMITTAL - APPROVAL
 Invoices**

PY/CY:
BATCH #.:
DATE : 7/14/2021
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	7/1/2021	July 2021	7840	2328						309,743.28
50147	KFPD Revolving Fund	7/14/2021	Reimburse Revolving fund	7840	2490						44,638.14
TOTAL											<u>354,381.42</u>

Kensington FPD Approval

 Board President

 General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 July 14, 2021

Transactions:

Payee	Date	Expenses	Description
ATT	06/01/2021	\$ 420.68	Office Telephone
VSP	06/02/2021	\$ 323.10	VSP Payment
PG&E	06/02/2021	\$ 1,281.50	Electric Service
Streamline	06/03/2021	\$ 260.00	Website June 2021
Indeed	06/03/2021	\$ 90.84	Advertising of RFP's for Consultants May 2021
EBMUD	06/03/2021	\$ 413.10	FY 2021 Wet Weather Facilities Charges
CalPERS	06/03/2021	\$ 952.08	Health Settlement
CalPERS	06/03/2021	\$ 6,373.89	Retiree Health
Delta Dental Ins Payment	06/04/2021	\$ 948.79	Retiree Dental June 2021
Google	06/07/2021	\$ 78.00	Email Service
Zoom	06/07/2021	\$ 140.00	Zoom Payment
Fed/State	06/07/2021	\$ 3,914.46	Payroll Tax Withholding
Heartland Payroll	06/07/2021	\$ 72.01	Payroll Processing Fee
A Shaghayegh / W Hansell	06/07/2021	\$ 5,690.34	Payroll
Maze & Associates (Check#995006)	06/08/2021	\$ 5,940.00	Accounting Services April 2021
Mighetto Electric (Check#995007)	06/09/2021	\$ 532.50	Building Maintenance
Meyers Nave (Check #995010)	06/09/2021	\$ 191.70	Legal Service - April 2021
Stericycle (Check#995008)	06/10/2021	\$ 595.49	May 2021 Services
All-Ways Green Services (Check #995009)	06/10/2021	\$ 105.00	Janitorial Services- June 2021
MUN CPAS (Check#995012)	06/11/2021	\$ 6,000.00	March 2021 Invoice#276809 -Audit Services
Air Exchange Inc (Check#995011)	06/15/2021	\$ 280.45	Building Maintenance
Copy Central	06/15/2021	\$ 39.85	Copies for June 2021 Board Meeting
COMCAST	06/21/2021	\$ 144.97	Internet
EBMUD	06/21/2021	\$ 435.20	Building Utilities/Service: Water/Sewer
Fed/State	06/22/2021	\$ 2,765.68	Payroll Tax Withholding
Heartland Payroll	06/22/2021	\$ 72.01	Payroll Processing Fee
A Shaghayegh / W Hansell	06/22/2021	\$ 4,565.82	Payroll
CrashPlan	06/24/2021	\$ 9.99	Monthly Payment for Cloud Backup
PG&E	06/24/2021	\$ 137.55	Gas Service
ATT	06/29/2021	\$ 428.12	Office Telephone
PG&E	06/29/2021	\$ 1,435.02	Electric Service
Net Withdrawals for Replenishment		\$ 44,638.14	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 44,638.14	

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of June 30, 2021**

Current Cash and Investments

Cash Balance		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	109,801.14	Bank Balance as of 06/30/2021, Pending Reconciliation for 06/30/2021.
General Fund	1,768,571.34	Balance as of 06/30/2021, Pending Reconciliations
Special Tax Fund	194,988.00	Balance as of 06/30/2021
Capital Fund	17,342.95	Balance as of 06/30/2021
Total Cash Balance	2,090,903.43	
Investments		
Capital Replacement Funds	1,856,026.10	Balance as of 06/30/2021, Pending Reconciliations
Special Tax Fund	208,156.58	Balance as of 06/30/2021, Pending Reconciliations
Fire Protection Contract Reserves	3,229,642.67	Balance as of 06/30/2021, Pending Reconciliations
E/C Contract Recon Reserves	409,043.34	Balance as of 06/30/2021, Pending Reconciliations
Investments - Other	1,731,428.55	Balance as of 06/30/2021, Pending Reconciliations
Total Investments	7,434,297.24	
Total Current Cash and Investments	9,525,200.67	

07/07/21

Kensington Fire Protection District Profit & Loss Prev Year Comparison

Accrual Basis

July 2020 through June 2021

	Jul '20 - Jun 21	Jul '19 - Jun 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,550,032.03	4,335,437.65	214,594.38	5.0%
Special Taxes	200,685.70	200,652.50	33.20	0.0%
Other Tax Income	12,437.04	25,219.98	-12,782.94	-50.7%
Lease Agreement	36,603.00	36,603.00	0.00	0.0%
Interest Income	82,978.47	128,365.45	-45,386.98	-35.4%
Salary Reimbursement Agreement	0.00	22,760.68	-22,760.68	-100.0%
Salary Reimb Agreement Recon(s)	0.00	662.00	-662.00	-100.0%
Miscellaneous Income	84,212.60	1,610.24	82,602.36	5,129.8%
Total Income	4,966,948.84	4,751,311.50	215,637.34	4.5%
Expense				
Staff				
Wages	158,698.01	50,725.07	107,972.94	212.9%
Longevity Pay	0.00	1,000.00	-1,000.00	-100.0%
Overtime Wages	0.00	5,327.47	-5,327.47	-100.0%
Vacation Wages	1,782.00	12,171.29	-10,389.29	-85.4%
Medical/dental ins compensation	6,000.00	3,920.00	2,080.00	53.1%
Retirement Contribution	0.00	2,621.96	-2,621.96	-100.0%
Payroll Taxes	13,205.41	6,015.00	7,190.41	119.5%
Workers Compensation/Life Ins	1,597.87	1,497.52	100.35	6.7%
Payroll Processing	1,869.85	1,149.77	720.08	62.6%
Total Staff	183,153.14	84,428.08	98,725.06	116.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	-197,084.00	197,084.00	100.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
CalPERS Settlement	10,472.88	0.00	10,472.88	100.0%
Total RETIREE MEDICAL BENEFITS	10,472.88	-197,084.00	207,556.88	105.3%
OUTSIDE PROFESSIONAL SERVICES				
Emergency Prep Coordinator	694.08	0.00	694.08	100.0%
Accounting	37,310.00	5,903.80	31,406.20	532.0%
Actuarial Valuation	5,600.00	2,900.00	2,700.00	93.1%
Audit	16,000.00	16,000.00	0.00	0.0%
Bank Fee	0.00	25.00	-25.00	-100.0%
Contra Costa County Expenses	33,904.66	36,678.11	-2,773.45	-7.6%
EI Cerrito Contract Fee	3,229,642.68	3,033,275.06	196,367.62	6.5%
EI Cerrito Reconciliation(s)	298,737.64	288,531.75	10,205.89	3.5%
IT Services and Equipment	9,161.78	18,438.90	-9,277.12	-50.3%
Fire Abatement Contract	2,450.00	0.00	2,450.00	100.0%
Fire Engineer Plan Review	972.00	1,234.16	-262.16	-21.2%
RGS Contract	0.00	195,107.47	-195,107.47	-100.0%
Grant Writer/Coordinator	844.10	0.00	844.10	100.0%
Risk Management Insurance	0.00	12,561.00	-12,561.00	-100.0%
LAFCO Fees	2,293.70	2,548.19	-254.49	-10.0%
Legal Fees	44,449.69	67,493.52	-23,043.83	-34.1%
PSB Consultant	1,425.00	0.00	1,425.00	100.0%
BH/GM Recruitment	14,400.00	0.00	14,400.00	100.0%
Temporary Services	8,782.85	0.00	8,782.85	100.0%
Polygon Study	0.00	5,000.00	-5,000.00	-100.0%
RFP Consultant	0.00	855.00	-855.00	-100.0%
Traffic Study	0.00	15,330.00	-15,330.00	-100.0%
Professional Fees	0.00	2,260.00	-2,260.00	-100.0%
Website Development/Maintenance	2,495.48	2,689.87	-194.39	-7.2%
Wildland Vegetation Mgmt	0.00	6,300.00	-6,300.00	-100.0%
OUTSIDE PROFESSIONAL SERVICES - Ot...	5,950.84	26,589.88	-20,639.04	-77.6%
Total OUTSIDE PROFESSIONAL SERVICES	3,715,114.50	3,739,721.71	-24,607.21	-0.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,100.00	10,730.13	-7,630.13	-71.1%
Open Houses	0.00	1,125.25	-1,125.25	-100.0%
Community Shredder	0.00	1,619.38	-1,619.38	-100.0%
DFSC Matching Grants	24,000.00	0.00	24,000.00	100.0%
Total COMMUNITY SERVICE ACTIVITIES	27,100.00	13,474.76	13,625.24	101.1%
DISTRICT ACTIVITIES				
Professional Development	120.00	4,639.05	-4,519.05	-97.4%
Office				
Office Expense	6,698.51	1,201.55	5,496.96	457.5%
Office Supplies	284.38	1,648.51	-1,364.13	-82.8%
Telephone	13,074.83	11,338.79	1,736.04	15.3%
Office - Other	317.83	623.16	-305.33	-49.0%
Office - Other	63.83	80.00	-16.17	-20.2%
Total Office	20,439.38	14,892.01	5,547.37	37.3%
Election	4,990.83	0.00	4,990.83	100.0%
Firefighter's Apparel & PPE	1,187.00	0.00	1,187.00	100.0%
Firefighters' Expenses	0.00	31.14	-31.14	-100.0%
Staff Appreciation	1,247.03	1,017.12	229.91	22.6%
Memberships	7,753.00	7,727.00	26.00	0.3%

07/07/21

Kensington Fire Protection District Profit & Loss Prev Year Comparison

Accrual Basis

July 2020 through June 2021

	Jul '20 - Jun 21	Jul '19 - Jun 20	\$ Change	% Change
Building Maintenance				
Needs Assess/Feasibility Study	31,584.25	50,789.41	-19,205.16	-37.8%
Gardening service	2,275.00	650.00	1,625.00	250.0%
Building alarm	1,379.44	1,615.81	-236.37	-14.6%
Medical Waste Disposal	4,884.89	4,758.50	126.39	2.7%
Janitorial Service	1,260.00	1,260.00	0.00	0.0%
Miscellaneous Maint.	24,902.39	16,926.99	7,975.40	47.1%
Total Building Maintenance	66,285.97	76,000.71	-9,714.74	-12.8%
Building Utilities/Service				
Gas and Electric	10,506.14	7,277.36	3,228.78	44.4%
Water/Sewer	2,438.41	1,859.26	579.15	31.2%
Total Building Utilities/Service	12,944.55	9,136.62	3,807.93	41.7%
Total DISTRICT ACTIVITIES	114,967.76	113,443.65	1,524.11	1.3%
Contingency	0.00	1,767.50	-1,767.50	-100.0%
Total Expense	4,050,808.28	3,755,751.70	295,056.58	7.9%
Net Ordinary Income	916,140.56	995,559.80	-79,419.24	-8.0%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	-2,621.54	2,621.54	100.0%
Transfers In - General	0.00	23,510.99	-23,510.99	-100.0%
Total Other Income	0.00	20,889.45	-20,889.45	-100.0%
Other Expense				
Depreciation Expense	0.00	160,044.00	-160,044.00	-100.0%
Transfers Out - Capital	0.00	23,510.99	-23,510.99	-100.0%
Transfers Out - General	0.00	-2,621.54	2,621.54	100.0%
Total Other Expense	0.00	180,933.45	-180,933.45	-100.0%
Net Other Income	0.00	-160,044.00	160,044.00	100.0%
Net Income	916,140.56	835,515.80	80,624.76	9.7%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	4,550,032.03	4,469,616.42	80,415.61	101.8%
Special Taxes	200,685.70	200,685.70	0.00	100.0%
Other Tax Income	12,437.04	25,250.00	-12,812.96	49.26%
Lease Agreement	36,603.00	36,603.00	0.00	100.0%
Interest Income	82,978.47	121,800.00	-38,821.53	68.13%
Miscellaneous Income	84,212.60	0.00	84,212.60	100.0%
Total Income	4,966,948.84	4,853,955.12	112,993.72	102.33%
Expense				
Staff				
Wages	158,698.01	155,892.00	2,806.01	101.8%
Vacation Wages	1,782.00	0.00	1,782.00	100.0%
Medical/dental ins compensation	6,000.00	6,000.00	0.00	100.0%
Payroll Taxes	13,205.41	12,151.32	1,054.09	108.68%
Workers Compensation/Life Ins	1,597.87	1,900.00	-302.13	84.1%
Payroll Processing	1,869.85	1,669.68	200.17	111.99%
Total Staff	183,153.14	177,613.00	5,540.14	103.12%
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	10,472.88	11,425.00	-952.12	91.67%
Total RETIREE MEDICAL BENEFITS	10,472.88	11,425.00	-952.12	91.67%
OUTSIDE PROFESSIONAL SERVICES				
Emergency Prep Coordinator	694.08	17,000.00	-16,305.92	4.08%
Accounting	37,310.00	33,600.00	3,710.00	111.04%
Actuarial Valuation	5,600.00	5,600.00	0.00	100.0%
Audit	16,000.00	17,500.00	-1,500.00	91.43%
Contra Costa County Expenses	33,904.66	38,759.00	-4,854.34	87.48%
EI Cerrito Contract Fee	3,229,642.68	3,229,643.00	-0.32	100.0%
EI Cerrito Reconciliation(s)	298,737.64	288,532.00	10,205.64	103.54%
IT Services and Equipment	9,161.78	17,480.00	-8,318.22	52.41%
Fire Abatement Contract	2,450.00	2,450.00	0.00	100.0%
Fire Engineer Plan Review	972.00	2,060.00	-1,088.00	47.18%
Grant Writer/Coordinator	844.10	15,000.00	-14,155.90	5.63%
Risk Management Insurance	0.00	14,420.00	-14,420.00	0.0%
LAFCO Fees	2,293.70	2,294.00	-0.30	99.99%
Legal Fees	44,449.69	55,000.00	-10,550.31	80.82%
PSB Consultant	1,425.00	30,000.00	-28,575.00	4.75%
BHI/GM Recruitment	14,400.00	14,400.00	0.00	100.0%
Temporary Services	8,782.85	9,000.00	-217.15	97.59%
Website Development/Maintenance	2,495.48	2,740.00	-244.52	91.08%
Wildland Vegetation Mgmt	0.00	7,600.00	-7,600.00	0.0%
OUTSIDE PROFESSIONAL SERVICES - Other	5,950.84	7,500.00	-1,549.16	79.35%
Total OUTSIDE PROFESSIONAL SERVICES	3,715,114.50	3,810,578.00	-95,463.50	97.5%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,100.00	17,000.00	-13,900.00	18.24%
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	3,500.00	-3,500.00	0.0%
Open Houses	0.00	1,800.00	-1,800.00	0.0%
Community Shredder	0.00	3,200.00	-3,200.00	0.0%
DFSC Matching Grants	24,000.00	24,000.00	0.00	100.0%
Firesafe Planting Grants	0.00	3,000.00	-3,000.00	0.0%
Community Sandbags	0.00	1,500.00	-1,500.00	0.0%
Volunteer Appreciation	0.00	1,500.00	-1,500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	27,100.00	58,000.00	-30,900.00	46.72%
DISTRICT ACTIVITIES				
Professional Development	120.00	10,000.00	-9,880.00	1.2%
Office				
Office Expense	6,698.51	2,958.00	3,740.51	226.45%
Office Supplies	284.38	2,856.00	-2,571.62	9.96%
Telephone	13,074.83	18,000.00	-4,925.17	72.64%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Office- Other	317.83	500.00	-182.17	63.57%
Office - Other	63.83	0.00	63.83	100.0%
Total Office	20,439.38	24,314.00	-3,874.62	84.06%
Election	4,990.83	4,000.00	990.83	124.77%
Firefighter's Apparel & PPE	1,187.00	1,650.00	-463.00	71.94%
Firefighters' Expenses	0.00	3,250.00	-3,250.00	0.0%
Staff Appreciation	1,247.03	1,750.00	-502.97	71.26%
Memberships	7,753.00	8,720.00	-967.00	88.91%
Building Maintenance				
Needs Assess/Feasibility Study	31,584.25	30,000.00	1,584.25	105.28%
Gardening service	2,275.00	6,000.00	-3,725.00	37.92%
Building alarm	1,379.44	840.00	539.44	164.22%
Medical Waste Disposal	4,884.89	8,400.00	-3,515.11	58.15%
Janitorial Service	1,260.00	1,260.00	0.00	100.0%
Miscellaneous Maint.	24,902.39	23,850.00	1,052.39	104.41%
Total Building Maintenance	66,285.97	70,350.00	-4,064.03	94.22%
Building Utilities/Service				
Gas and Electric	10,506.14	11,130.00	-623.86	94.4%
Water/Sewer	2,438.41	2,520.00	-81.59	96.76%
Total Building Utilities/Service	12,944.55	13,650.00	-705.45	94.83%
Total DISTRICT ACTIVITIES	114,967.76	137,684.00	-22,716.24	83.5%
Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Expense	4,050,808.28	4,220,300.00	-169,491.72	95.98%
Net Ordinary Income	916,140.56	633,655.12	282,485.44	144.58%
Net Income	916,140.56	633,655.12	282,485.44	144.58%

Kensington Fire Protection District

Trial Balance

As of June 30, 2021

07/07/21

Accrual Basis

	Jun 30, 21	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund		165,967.23
General Fund	1,704,168.22	
Special Tax Fund	194,988.00	
Capital Fund	17,342.95	
Grants Receivable	0.00	
Accounts Receivable - Year End	112,644.40	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	8,365.05	
Interest Receivable	50,890.86	
Advance on Taxes	130,699.93	
Advance on Supplemental Taxes	115,229.30	
KPPCSD Note Receivable	0.00	
E/C Salary Reimbursement Receiv	0.00	
Undeposited Funds	0.00	
Deposits on Fixed Assets	220,000.00	
Prepaid Services - EC		3,301,775.60
Prepaid Exp.	7,754.69	
Prepaid CERBT - Retiree Trust	349,035.08	
Investments		12,130.28
Investments:Capital Replacement Funds	3,804,608.80	
Investments:Fire Protect. Contract Reserves	3,229,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	1,487,223.95	
Accumulated Depreciation-Equip		920,240.15
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,141,261.00
Water System Improvements	0.00	
Current Capital Outlay:Engine Defibrillators	0.00	
Current Capital Outlay:Public Education	0.00	
Current Capital Outlay:Water System Cistern	0.00	
Current Capital Outlay:Engine	0.00	
Current Capital Outlay:P/S Building Repair/Replace	0.00	
Current Capital Outlay:P/S Bldg Bay Doors	0.00	
Current Capital Outlay:Bay Lighting	0.00	
Current Capital Outlay:Computers/Computerized Equip.	0.00	
Current Capital Outlay:Office Equipment-Copier	0.00	
Current Capital Outlay:P/S Building - MCI Fund	0.00	
Current Capital Outlay:EBRICS Radios	0.00	
Current Capital Outlay:FF High Band Radios	0.00	
Current Capital Outlay:B/C Command Vehicle	59,863.07	
Current Capital Outlay:Thermal Imager	0.00	
Current Capital Outlay:Water System Improvements	0.00	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	105.00	
Current Capital Outlay:Apparatus Bay Construction	0.00	
Current Capital Outlay:Holmatro Tool	0.00	
Current Capital Outlay:Computers/Furniture	0.00	
Current Capital Outlay:Type III Engine	357,643.41	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		2,823.17
Due to Other - Issued by CCC		65,067.22
Due To Other Funds	118.00	
Accounts Payable	46,250.48	
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
EI Cerrito Service Contract Pay	3,301,775.67	
Wages & PR Taxes Payable		6,585.09
Deferred Comp Payable	0.00	
KPPCSD MCI Deposit Payable	0.00	

Kensington Fire Protection District

Trial Balance

As of June 30, 2021

07/07/21

Accrual Basis

	Jun 30, 21	
	Debit	Credit
Deferred Inflow of Resources		9,731.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	19,771.76	
Postretirement Health Ben-Prior	0.00	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,892.01
Fund Equity		1,610,156.38
Opening Bal Equity	0.00	
Property Taxes		4,550,032.03
Special Taxes		200,685.70
Other Tax Income		12,437.04
Lease Agreement		36,603.00
Interest Income		82,978.47
Miscellaneous Income		84,212.60
Staff:Wages	158,698.01	
Staff:Vacation Wages	1,782.00	
Staff:Medical/dental ins compensation	6,000.00	
Staff:Payroll Taxes	13,205.41	
Staff:Workers Compensation/Life Ins	1,597.87	
Staff:Payroll Processing	1,869.85	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	10,472.88	
OUTSIDE PROFESSIONAL SERVICES	5,950.84	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	694.08	
OUTSIDE PROFESSIONAL SERVICES:Accounting	37,310.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	5,600.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	16,000.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	33,904.66	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	3,229,642.68	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	298,737.64	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	9,161.78	
OUTSIDE PROFESSIONAL SERVICES:Fire Abatement Contract	2,450.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	972.00	
OUTSIDE PROFESSIONAL SERVICES:RGS Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:Grant Writer/Coordinator	844.10	
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	2,293.70	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	44,449.69	
OUTSIDE PROFESSIONAL SERVICES:PSB Consultant	1,425.00	
OUTSIDE PROFESSIONAL SERVICES:BHI/GM Recruitment	14,400.00	
OUTSIDE PROFESSIONAL SERVICES:Temporary Services	8,782.85	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	2,495.48	
COMMUNITY SERVICE ACTIVITIES:Public Education	3,100.00	
COMMUNITY SERVICE ACTIVITIES:DFSC Matching Grants	24,000.00	
DISTRICT ACTIVITIES:Professional Development	120.00	
DISTRICT ACTIVITIES:Office	63.83	
DISTRICT ACTIVITIES:Office:Office Expense	6,698.51	
DISTRICT ACTIVITIES:Office:Office Supplies	284.38	
DISTRICT ACTIVITIES:Office:Telephone	13,074.83	
DISTRICT ACTIVITIES:Office:Office- Other	317.83	
DISTRICT ACTIVITIES:Election	4,990.83	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,187.00	
DISTRICT ACTIVITIES:Staff Appreciation	1,247.03	
DISTRICT ACTIVITIES:Memberships	7,753.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility S...	31,584.25	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	2,275.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	1,379.44	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	4,884.89	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	1,260.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	24,902.39	

Kensington Fire Protection District

Trial Balance

As of June 30, 2021

07/07/21

Accrual Basis

	Jun 30, 21	
	Debit	Credit
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	10,506.14	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	2,438.41	
TOTAL	22075658.57	22075658.57



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

DATE/TIME: April 22, 2021 / 3:00pm to 5:00pm

LOCATION: Via Zoom

PRESENT: Directors: Larry Nagel and Kevin Padian
 Committee: Lisa Caronna, Kati Gluck, Peter Guerrero, Peter Liddell, Danielle Madugo, Paul Moss, David Spath
 Staff: GM Bill Hansell
 Public: Sue Duncan, Chris Hilliard, Lorika G.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order by Kevin Padian at 3:07 PM. Roll call was taken and attendees are listed above.

2. PUBLIC COMMENT

This place on the agenda is reserved for comments and inquiries concerning matters that do not otherwise appear on the agenda.

a. There was no public comment.

3. ADOPTION OF CONSENT ITEMS

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

- a. Approval of minutes of the regular meeting of March 25, 2021 (Approve)
 - i. Paul Moss noted one correction that he suggested Hal Graboske give a report on the role of KARO/ECHO in Emergency Preparedness, not CERT.

MOTION: Moss/Nagel: To adopt consent items.
VOTE: Unanimous
Motion passed.

4. OLD BUSINESS

a. Continued Items from Previous Meeting

- i. Suggested priorities for the Emergency Preparedness Coordinator (supp info)
 1. Kevin mentioned that the district website needs a lot of work. It just needs to be more navigable and organized differently, as EPC members have pointed out.
 2. Larry mentioned that the first priority for the Emergency Priority Coordinator should be to make the public aware of the evacuation plan.
 3. Joe Grupalo stated that the plan is in place. Be aware of CWS and know several routes out. The Zonehaven zones are in place, and Kensington is way ahead of the game.
 4. Paul Moss mentioned that very few people he has spoken with have any idea what the evacuation procedure is. People do not know about the polygon plan and really don't know about the evacuation plan.
 5. Kevin noted that the website is the place to go for information. Eventually we will also be able to do neighborhood meetings.
 6. Lisa Caronna stated that the plan is that we have no plan. Lisa thinks the role of the EPC Coordinator is to inform people about what to do in case of a wildfire.
 7. Joe Grupalo noted that residents can visit the website community.zonehaven.com and find out exactly what zone they are in and what the status of that zone is.
 8. Joe Grupalo stated that the County CWS had partnered with him to contact people by putting door hangers on resident's doors. CWS has designed the door hangers and Joe has quotes and is awaiting the budget process.
 9. Kevin noted that KFPD has money in the budget to assist with this.

Peter Guerrero joined the meeting at this point.

10. Katie Gluck noted that neighboring towns have had drills and she wants us to have a drill as well.

ii. Refrigerator magnets project (supp info)

1. Kevin reviewed his quest for purchasing refrigerator magnets. Kevin thanked everyone for editing the text and has obtained quotes for the magnets. The cost should be about \$ 3,000.

iii. Emergency Radio Program

1. Kevin Padian asked Katie Gluck to comment on the Emergency Radios. Katie stressed the necessity for providing radios to high-risk residents. Katie noted the difficulty in determining who

the high risk residents are. Katie stated that the Police Department is working on establishing a list of high risk residents.

2. Larry Nagel noted that Santa Rosa is giving out radios preprogrammed to the Santa Rosa alert frequencies. That program is very successful.
3. Katie Gluck added that Santa Rosa has given 500 radios.
4. Paul Moss noted that about Santa Rosa gave radios to 12,000 people in Santa Rosa. That translates to about 175-200 radios costing about \$8,750.
5. Joe Grupalo noted that NOAA alerts would be county wide, not local. Joe said that MOFD is working on a low altitude satellite system for alerting people. This would allow issuing alerts over an FM band radio.
6. Larry Nagel noted that he thought a satellite system would eliminate the need for a siren system and asked if we could get more information.
7. Paul Moss asked if NOAA will be issuing regional alerts for fires.
8. Peter Guerrero noted that even cell phones can be programmed to receive FM radio stations. Commercial FM radio stations should not be overlooked as an alerting tool.
9. Peter Liddell noted that in 2020 the NOAA alert came out for the lightning storm. Kevin noted that he also received the NOAA alert for that lightning storm.

iv. Proposed items for the next edition of the *Fireplug* (supp info)

1. Kevin Padian thanked everyone for the items for the Fireplug. Bill also thanked everyone and noted he will be gathering the information together. Kevin stressed that the information in the Fireplug needs to be tailored to Kensington rather than generic fire prevention material.

b. Priorities for informing the public about Emergency Preparedness

- i. Kevin Padian noted we need to work on evacuation, house hardening, organizing neighborhoods into firesafe communities, and fuel reduction.
- ii. Lisa Caronna noted that we also have to worry about earthquakes, and that is also part of Emergency Preparedness.
- iii. Larry Nagel noted that there is an OFSC webinar on Earthquake Preparedness on April 29.
- iv. Joe Grupalo agreed on not forgetting the Hayward fault. Top priorities are water storage, cash on hand, just surviving until FEMA arrives.

5. NEW BUSINESS

a. CWS Alert Drill May 2 and next steps toward a full Evacuation Drill and Evacuation Plan for Kensington

- i. Joe Grupalo covered the CWS Alert Drill. The drill will be on May 2 at 8 AM. The Alert Drill will start with four zones in Kensington, five zones at

- 8:10, and five zones at 8:20. The drill will be over by 8:30 and all residents will be encouraged to fill out a survey about the drill.
- ii. The full evacuation drill will be a joint effort between the Police Department and the Fire Department
 - iii. Lorika G. suggested that the committee comes up with a next date for a CWS alert drill. The community will soon begin to wonder whether their signup still works.
 - iv. Chris Hilliard stated that we should have the signs by the library and the gas station a week before the test.

b. Presentation by Sue Duncan, Make El Cerrito Firesafe

- i. Sue Duncan is the co-founder along with her husband, Paul, of Make El Cerrito Fire Safe. They started MECFS and first spoke before the El Cerrito City Council in September 2018. Their group is a neighborhood group with 14 members on the Steering Committee, 7-8 of which are active right now. Their website is located at:

<http://www.makeelcerritofiresafe.com>

- ii. They have an of about 150 residents, mostly El Cerrito but a few from Kensington. and the e-mail address is ecfiresafe@gmail.com. They send out infrequent e-mails concerning wildfire issues, links on how to harden homes, better vegetation practices, preparedness for PSPS, red flag days, evacuation and more. Later today they will be sending one out concerning the CWS drill on May 2. They will send a reminder a week from tomorrow.
- iii. When MECFS started, they were mainly concerned with the very unkempt eucalyptus stand closest to us in HNA, Hillside Natural Area. HNA is El Cerrito's approximately 102-acre open space that runs across the hill from just south of Moeser to north of Potrero. Within it are 4 stands of mostly unkempt, raggedy eucalyptus with underbrush, hanging and fallen bark and poison oak. Over the decades, the city has allowed the trees to reproduce so that now there are many young trees of varying heights which as they are located on steep slopes, form ladders to the crowns. And now with the disease that is killing acacia and eucalyptus beside the oaks and pines, it is more important than ever to deal with these trees. For over a year, we have been watching the trees in the quarry grove, the grove that runs up on the north side of Moeser, looking sicker and sicker. The grove that is north of Potrero, is not looking too healthy, either. It is time for the state and federal governments to help finance the removal of these trees.
- iv. At a meeting last week, it was stated that to remove the dead and dying eucalyptus in the almost-200 square miles of EBRPD land would take close to \$1 Billion. Currently much of the Cal Fire grants and other state wildfire money goes to southern California and areas that have SRAs close to areas with disadvantaged communities. Not very much

goes to areas such as the East Bay where most of it is LRA's and non-disadvantaged.

- v. Three MECFS members are now on the recently created legislative subcommittee of the Oakland Fire Safe Council. This committee is tracking the over 50 bills dealing with various aspects of wildfire that are currently in various stages of both the state senate and assembly. They keep a frequently updated chart with bill number, author or authors, main topic, where it currently is, dates of discussion in which committee and which member is following it. They have spoken with Assembly Member Wicks staff about one of them and are arranging a meeting with Senator Skinner's staff. One of our members on the committee has ties to Sacramento and a legislative analyst from a former career and so knows how to be heard. They send in written comments with suggested wording changes to the authors to try and get the east bay included where appropriate.

- vi. Sue is a member of a committee that is trying to form a JPA, Joint Powers Authority for Contra Costa and Alameda counties. The committee is composed of members from the Claremont Canyon Conservancy, the OFSC and the 94803 Emergency Preparedness Alliance, which covers the El Sobrante/Richmond area. This JPA would make consistent, science-based vegetation management plans across the East Bay Hills and use various funding sources including grants to carry out the plans. Currently, we have 20 elected officials from Alameda and Contra Costa counties, the cities of Oakland, Berkeley, Albany, El Cerrito, Dublin, Fremont, Hayward, Hercules, EBRPD and Assembly Member Wicks all endorsing the concept. We also have 20 community organizations including the Sierra Club, endorsing it. The committee has raised enough funds through a few grants and private donations to hire consultants Placeworks to guide us through the process. If your committee or any of you would like more information about the JPA, I will be glad to send you information. Jon Kaufman of the Claremont Canyon Conservancy and Sue Piper of OFSC would be happy to meet with you on a zoom meeting to discuss it, too.

- vii. The MECFS continuously advocates for no reduction in fire or other emergency services that are provided by the El Cerrito/Kensington Fire Dept. With El Cerrito in dire financial straits, it seems to be a constant battle. We are encouraging the FD to simplify and strengthen the vegetation management standards. Currently on the FD website, there are 4 documents with the standards, some of which are conflicting. We feel that there should be one document plus the check list with stronger and clearer standards. We have spent a significant amount of time working with the Boy Scouts to remove the eucalyptus from Camp Herms. They did agree that the trees should go. We almost had an agreement with them that we would raise funds to remove them as funds allowed. Unfortunately, we had to back out over a disagreement with when they would receive the funds due to the Scouts being in

bankruptcy. Close to 20 eucalyptus have been removed from the property recently though, mostly due to the trees either dead or dying, causing unsafe conditions.

- viii. The MECFS has recently come under the 501c3 umbrella of the EC Community Foundation and will be able to raise tax deductible funds for fire prevention projects. They continue to advocate for signed evacuation routes in El Cerrito. However, Battalion Chief Grupalo just noted that the evacuation plan is in place. The MECFS asks that standards for vegetation along these routes be tightened and enforced, as well as limited parking on the narrower streets on Red Flag Days. The ECPD, ECFD and EC Public Works began work on this but the project has slowed due to the financial crisis that EC is currently facing and the covid SIP.

- ix. Several MECFS members have a meeting scheduled with Michael Booker, the Emergency Preparedness/Safety Consultant for WCCUSD. We are very concerned that the district does not have a viable plan to evacuate students from Madera Elementary, just off the Arlington or Kensington Hilltop School in the event of a wildfire being blown in from Wildcat Canyon toward either school. How will the students get out if necessary? Will the teachers be out with them on Arlington, flagging down fleeing residents asking them to take the students? We also would like to see evacuation plans for Harding, Fairmont and Koromatsu schools as they might need evacuating depending on which way the wind is blowing the embers ahead of the fire. Currently, there is no legislation or education code that requires schools in the VHFHSZ to have evacuation plans. We are also trying to schedule an appointment with the principal of Madera School. We do have a few ideas about evacuating the students. On red flag days, have busses at the schools. I'm sure this wouldn't happen due to finances. Perhaps each student would be required to have at least 7 different parents that have permission to take the student. Vet neighbors and have them on the list to be able to take students. It was suggested that maybe the busses on San Pablo Ave could come up the hill to pick up the students, but would the bus driver want to drive into an approaching fire? And what about the passengers on the bus?

- x. The MECFS has a Firewise USA neighborhood with 93 homes. We were approved for it in December of 2019. Unfortunately, just as we were getting ready to roll it out, the SIP hit. We did mail our letters of introduction along with 2 Firewise pamphlets but we had a very poor response. We're hoping in the next few weeks to get things going again, hopefully with a little help from the FD. It would be nice to have a better response. Our main purpose is to educate the residents about what they can do to lessen the possibility of their house igniting from either a wildfire or a fire in a neighbor's house. House hardening and vegetation management are the key areas with action. Paul and Sue attend each EC City Council meeting and the Urban Forest Committee meetings.

- xi. MECFS has representatives on Supervisor Gioia's Wildcat Canyon group.
- xii. Lastly, MECFS have a resolution stating that wildfire prevention and preparedness is a top priority of El Cerrito. We will be trying to have the EC City Council adopt it as the cities of Berkeley and Oakland did.
- xiii. Sue noted that the Tahoe group has issued a lot of information on home hardening. Danielle Madugo noted that she has seen some of their webinars and has distributed the information to her CERT group.
- xiv. Danielle Madugo reported that the Hilltop Elementary School is organizing an evacuation plan. They are planning on having KPD Officer Harms to help formulate the plan. The hope is to have a full-scale evacuation drill at the beginning of school in September. Sue Duncan mentioned that she will mention this at her meeting with Michael Booker, the Emergency Preparedness/Safety Consultant for WCCUSD.
- xv. Joe Grupalo noted that Red Flags are more regional, and we should focus in on Diablo Wind day.
- xvi. Peter Guerrero asked Sue Duncan about what other issues she thinks the EPC should be working more closely with her group.
- xvii. Sue replied she could use one more person on the legislative committee. She also would like to see more help in the fuel reduction efforts in the Hillside Nature Area. A fire here would greatly impede evacuation along Moeser Avenue.

c. Should the KFPD participate in the AC-CCC Wildfire Regional Protection Plan? (supp info) Download the slides from the kickoff meeting here:

<https://www.dropbox.com/s/1ue4lacbi7xncje/Stakeholder%20Meeting%201-20Introductions%20%20%26%20Existing%20Conditions%204.7.pdf?dl=0>

- i. Kevin described the Wildfire Regional Protection Plan
- ii. Larry Nagel gave an overview of the RPP. He described the CWPP for Contra Costa County. Larry noted that CalFire is not all that familiar with an RPP and is more familiar with CWPP. The RPP is more intended for regional parks and ranch land. Larry proposed that he would attend a few more meetings but that he would not commit us to

being on the RPP Task Force.

- iii. Dave Spath noted that we need to keep up with the RPP since it includes regional fire breaks.
- iv. Danielle Madugo noted that East Bay Regional Parks District is a significant stakeholder in this effort, and we should keep up.

d. Update to Cooper-Nagel letter to EBRPD about progress on fuel reduction

- i. Larry presented history of the 2020 letter to EBRPD by Cortis Cooper. This was followed up with a public comment by Larry and Cortis at an EBRPD Board meeting. Larry thinks it is time to create a 2021 update letter to the EBRPD Board and make another presentation to the EBRPD board.
- ii. Bill Hansell mentioned that the next level would be a resolution that is more formal and has more impact.
- iii. Kevin noted that several communities acting in unison would be more effective in prodding the EBRPD into action.
- iv. Peter Guerrero noted that when the Kensington Neighbors for Wildfire Prevention was formed Tilden Park was their main focus. The whole issue is the fuel load in Tilden. The EBRPD seemed to have a plan in place but the plan was too slow and had insufficient resources.
- v. Peter noted that this issue is exactly where a JPA can be helpful because it leverages several communities.
- vi. Peter also suggested that Kensington could also approach EBRPD with Kensington-specific projects that we could fund.
- vii. Paul Moss noted that we have to show some respect to EBRPD because they are trying and doing as best they can.

e. Should the KFPD participate in the 2021 State Fire Assistance Competitive Grant Program? (supp info) Link to the program is here:

<https://cafiresafecouncil.org/grants-and-funding/21-sfa-grant-program/>

- i. Kevin Padian talked about the grant program from the US Forest Service. The applications are due by June 15, 2021. There is a mandatory one-for-one cost share. Kevin stated that this is exactly what Diablo Fire Safe Council does and Kevin is wary of competing.
- ii. Larry Nagel stated that there is very little time, and this is something we could pursue if we had a grant writer in place.
- iii. David Spath does not like the idea of competing with DFSC. The timing doesn't work well with no grant write and no project in the works.
- iv. Peter Guerrero noted that there is never a good time for these opportunities. One possibility would be to apply for a grant for a herd of goats to help in fuel reduction on the ridgeline.
- v. Bill Hansell noted that we may have our Emergency Preparedness Coordinator and our Grant Writer on board by mid-June.

- vi. Lisa noted that these grants usually only apply to areas that are under our jurisdiction.
- vii. Danielle Madugo noted that we already have money in the budget for chipping and a grant could free up that money for other mitigation efforts.
- viii. Larry Nagel noted that according to Cheryl Miller at DFSC the goat herds are booked for 2021 and filling up rapidly for 2022.
- ix. Danielle also asked about applying for a grant for fuel reduction along evacuation routes.

f. Reports from Committee Members (2:06:50)

- i. Kevin commented that there will be a Town Hall meeting scheduled by the KPOA we have two meetings coming in the near future. The first meeting will be about increasing the zoning density limits in Kensington and about the tree ordinance in Kensington.
- ii. Kevin noted that the signs for the cemetery evacuation signs will be reinstalled at the junction of Sunset and Arlington. Two new signs will be installed at the cemetery entrance.
- iii. Paul Moss is trying to post regularly a short note on emergency preparedness in Nextdoor and in the Outlook. Paul requested that anyone who reads Nextdoor should “like” his article so that it stays current.
- iv. Peter Guererro noted the dangers of ember driven fires that can be ignited by a wildfire miles away. This underscores the need for rapid evacuation.
- v. Peter Guerrero noted that the Vollmer Peak camera is still inoperative. There is a new camera on West Summit near the intersection of Arlington and Moeser.
- vi. Danielle commented that at the CERT Area Coordinators meeting that the Vollmer Peak camera just needs to be connected to the wildfire system.
- vii. Danielle Madugo gave an update on the Hilltop Elementary School. The evacuation drill will be held at the start of the school year.
- viii. Chris Hilliard commented that Social Media, and Facebook and Nextdoor in particular, are especially important. Chris said that the El Cerrito/Kensington CERT Facebook page has had 1,200 hits. Chris stressed that we need to keep stressing the need for CWS signups.

6. CALL FOR FUTURE AGENDA ITEMS and ADJOURNEMENT

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on May 27, 2021 at 3:00pm via Zoom Teleconference.

The meeting was adjourned at 5:24 PM by Kevin Padian.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on May 27, 2021.

Attest:

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

Emergency Preparedness Committee Member

Appendix A

Text of Make El Cerrito Fire Safe (MECFS) Presentation

Sue Duncan

KFPD EPC Meeting

April 22, 2021

Good afternoon,

Thank you for inviting me to speak.

I'm Sue Duncan, co-founder along with my husband, Paul, of Make El Cerrito Fire Safe.

We started MECFS and first spoke before the EC City Council in September, 2018. Our group is a neighborhood one. We have 14 members on our Steering Committee, 7-8 of which are active right now.

We have a website, www.makeelcerritofiresafe.com all one word, lower case. I have an email list of about 150 residents, mostly EC but a few from Kensington.

ecfiresafe@gmail.com Over it I send out infrequent emails concerning wildfire issues, links on how to harden homes, better vegetation practices, preparedness for PSPS, red flag days, evacuation and more. Later today I will be sending one out concerning the CWS drill on May 2. I will send a reminder a week from tomorrow. I always encourage everyone to register for the CWS with the link to do so. If any of you would like to be added to my email list, send me an email. I always send my emails out bcc.

When we started our group, we were mainly concerned with the very unkempt eucalyptus stand closest to us in HNA, Hillside Natural Area. HNA is El Cerrito's approximately 102 acre open space that runs across the hill from just south of Moeser to north of Potrero. Within it are 4 stands of mostly unkempt, raggedy eucalyptus with underbrush, hanging and fallen bark and poison oak. Over the decades, the city has allowed the trees to reproduce so that now there are many young trees of varying heights which as they are located on steep slopes, form ladders to the crowns. And now with the disease that is killing acacia and eucalyptus beside the oaks

and pines, it is more important than ever to deal with these trees. For over a year, we have been watching the trees in the quarry grove, the grove that runs up on the north side of Moeser, looking sicker and sicker. The grove that is north of Potrero, is not looking too healthy, either. Have you noticed how the trees on Albany Hill are looking?

With all of these sick and dying trees, it is time for the state and federal governments to help finance the removal of these trees. At a meeting last week, it was stated that to remove the dead and dying eucalyptus in the almost-200 square miles of EBRPD land would take close to a \$billion.

Currently much of the Cal Fire grants and other state wildfire money goes to southern California and areas that have SRAs close to areas with disadvantaged communities. Not very much goes to areas such as the east bay where most of it is LRS's and non-disadvantaged. So, to try and remedy this, three of our members are now on the recently created legislative subcommittee of the Oakland Fire Safe Council.

This committee is tracking the over 50 bills dealing with various aspects of wildfire that are currently in various stages of both the state senate and assembly. They keep a frequently-updated chart with bill number, author or authors, main topic, where it currently is, dates of discussion in which committee and which member is following it. They have spoken with Assembly Member Wicks staff about one of them and are arranging a meeting with Senator Skinner's staff. One of our members on the committee has ties to Sacramento and a legislative analyst from a former career and so knows how to be heard. They send in written comments with suggested wording changes to the authors to try and get the east bay included where appropriate.

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We continuously advocate for no reduction in fire or other emergency services that are provided by the El Cerrito/Kensington Fire Dept. Right now with El Cerrito in dire financial straits, it seems to be a constant battle.

We are encouraging the FD to to simplify and strengthen the vegetation management standards. Currently on the FD website, there are 4 documents with the standards, some of which are conflicting. We feel that there should be one document plus the check list with stronger and clearer standards.

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We have recently come under the 501c3 umbrella of the EC Community Foundation. Now we will be able to raise tax-deductible funds for fire prevention projects.

We continue to advocate for signed evacuation routes in EC. However, with the comments just made by Battalion Chief Grupalo, I understand that this won't happen and that the evacuation plan is in place. Along with that, we ask that standards for vegetation along these routes be tightened and enforced. We are also asking for limited parking on the narrower streets on Red Flag Days. The ECPD, ECFD and EC Public Works began work on this but the project has slowed due to the financial crisis that EC is currently facing and the covid SIP.

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We have representatives on Supervisor Gioia's Wildcat Canyon group.

Lastly, we have a resolution stating that wildfire prevention and preparedness is a top priority of El Cerrito. We will be trying to have the EC City Council adopt it as the cities of Berkeley and Oakland did.

Thank you.

Appendix B

Toward an East Bay Wildfire Prevention Vegetation Management Agency

Sue Duncan

KFPD EPC Meeting

April 22, 2021

Toward an East Bay Wildfire Prevention Vegetation Management Agency

It is time for a new, more effective, regional approach if the East Bay Hills are to be safe from future wildfires. This is in support of using the Joint Powers Authority process to address the wildfire threat posed by inadequate vegetation management in the hills of Alameda and Contra Costa counties.

Today, local government agencies are responsible for preventing and fighting wildfires in urbanized areas and counties are responsible for unincorporated areas. But wildfires cross jurisdictional boundaries involving multiple cities and counties.

Wildfires move at hurricane speeds and force, with winds from 60 to 100 mph, fast enough to jump huge freeways. It took only one hour for the Berkeley Oakland Tunnel Fire to move from the Berkeley Hills across the Highway 24 freeway to destroy homes in the Upper Rockridge area of Oakland. To the north, it took only four hours for the Tubbs Fire to move from the Napa Valley to Santa Rosa. To the south, the Thomas Fire moved from Ventura to Santa Barbara, jumping a 15-lane freeway. Once started, extinguishing wildfires often is no longer possible, leaving evacuation as the only answer. Evacuation times are often measured in minutes, or less.

Since they are impossible to stop once they get going, preventing wildfires becomes our only choice. In Alameda County alone, there are 14 separate cities. If vegetation in our area is to be well managed to reduce the threat of wildfire, the necessary expertise, workforce and financial resources must be assembled over a broad enough area to be effective. Local agencies with all their present responsibilities unfortunately lack sufficient breadth and resources to adequately address the problem. Coordinating vegetation management among all the East Bay local public agencies is an impossible challenge without a mechanism to lead that effort.

Just as we have special districts in the Bay Area to manage air quality, water quality, and regional planning and transportation, it is time to create a wildfire prevention district to manage vegetation and dramatically reduce the fuel that causes the spread of wildfires in our wildland urban interface. Local government agencies in Alameda and Contra Costa counties can create a joint powers authority to accomplish this.

An East Bay Wildfire Prevention and Vegetation Management Agency would

- (1) Develop a plan to reduce the most flammable wildlands vegetation in the East Bay Hills to the maximum extent feasible and to replace it with wildfire resistant vegetation where appropriate.
- (2) The plan would protect sensitive wildlife habitats and native plant landscapes.

(3) The plan would include a “Defensible Space” program to aid owners of private property with information resources to manage vegetation on their properties.

(4) The plan would include a "Home Hardening" program to advise homeowners, schools and commercial property owners on how their structures can be protected from wildfires.

5) Raise funds by applying for state and federal grants, preparing tax measures for voter approval and other means permitted by law.

6) Implement the plan by retaining sufficient staff and equipment and/or by contracting with others to remove the most flammable vegetation in wildland areas and to implement the public information programs for defensible space and home hardening.

An added benefit of a district that addresses this problem may be that the current difficulties many property owners are facing with either cancellation of their homeowner insurance policies or huge rate increases due to increased fire risks would be lessened.

Endorsements of an East Bay Regional Wildfire Joint Protection Agency as of April 16, 2021:

Elected Officials

<i>Jurisdiction</i>	<i>Agency/Municipality</i>	<i>Individual</i>	<i>Role</i>
<i>California</i>	State Assembly	Buffy Wicks	Assemblymember, District 15
<i>Alameda</i>	Board of Supervisors	Keith Carson	Supervisor, District 5
<i>Alameda</i>	Albany	Rochelle Nason	City Councilmember
<i>Alameda</i>	Berkeley	Jesse Arreguin	Mayor
<i>Alameda</i>	Berkeley	Lori Droste	Vice Mayor, City Councilmember
<i>Alameda</i>	Berkeley	Susan Wengraf	City Councilmember
<i>Alameda</i>	Dublin	Shawn Kumagai	City Councilmember
<i>Alameda</i>	Fremont	Vinnie Bacon	Former City Councilmember
<i>Alameda</i>	Hayward	Aisha Wahab	City Councilmember
<i>Alameda</i>	Oakland	Libby Schaaf	Mayor
<i>Alameda</i>	Oakland	Sheng Thao	Mayor Pro Tem, City Councilmember
<i>Alameda</i>	Oakland	Dan Kalb	City Councilmember
<i>Contra Costa</i>	Board of Supervisors	John Gioia	Supervisor, District 1
<i>Contra Costa</i>	El Cerrito	Paul Fadelli	Mayor
<i>Contra Costa</i>	El Cerrito	Gabriel Quinto	Mayor Pro Tem, City Councilmember
<i>Contra Costa</i>	El Cerrito	Tessa Rudnick	City Councilmember
<i>Contra Costa</i>	El Cerrito	Greg Lyman	Former Mayor
<i>Contra Costa</i>	El Cerrito	Rochelle Pardue-Okimoto	Former City Councilmember

<i>Contra Costa</i>	Hercules	Tiffany Grimsley	City Councilmember
<i>Regional</i>	East Bay Regional Park District	Dee Rosario	Board Member
<i>Regional</i>	East Bay Regional Park District	Dennis Waespi	Board Member

Community Organizations

<i>Jurisdiction</i>	<i>Agency/Municipality</i>	<i>Organization</i>
<i>Alameda</i>	Berkeley & Oakland	Claremont Canyon Conservancy
<i>Alameda</i>	Berkeley & Oakland	Claremont Elmwood Neighborhood Association
<i>Alameda</i>	Oakland	Friends of the Montclair RR Trail
<i>Alameda</i>	Oakland	Garber Park Stewards
<i>Alameda</i>	Oakland	Montclair Neighborhood Council
<i>Alameda</i>	Oakland	North Hills Community Association
<i>Alameda</i>	Oakland	Oakland Firefighters IAFF Local 55
<i>Alameda</i>	Oakland	Oakland Firesafe Council
<i>Alameda</i>	Oakland	Oakland Landscape Committee
<i>Alameda</i>	Oakland	Piedmont Pines Neighborhood Assn.
<i>Alameda</i>	Oakland	South Hills Beat 35Y
<i>Contra Costa</i>	El Cerrito	El Cerrito Trail Trekkers
<i>Contra Costa</i>	El Cerrito	Make El Cerrito Fire Safe
<i>Contra Costa</i>	El Sobrante	94803 Emergency Preparedness Alliance
<i>Contra Costa</i>	Kensington	Kensington Neighbors for Wildfire Safety
<i>Contra Costa</i>	Kensington	Kensington Public Safety Council
<i>Contra Costa</i>	Regional	Phreed (Pinole, Hercules, Rodeo, El Sobrante for Equity & Diversity)
<i>Contra Costa</i>	Richmond	Richmond Firefighters Local 188
<i>Regional</i>	East Bay Regional Park District	Regional Parks Foundation
<i>Regional</i>	Regional	The Sierra Club

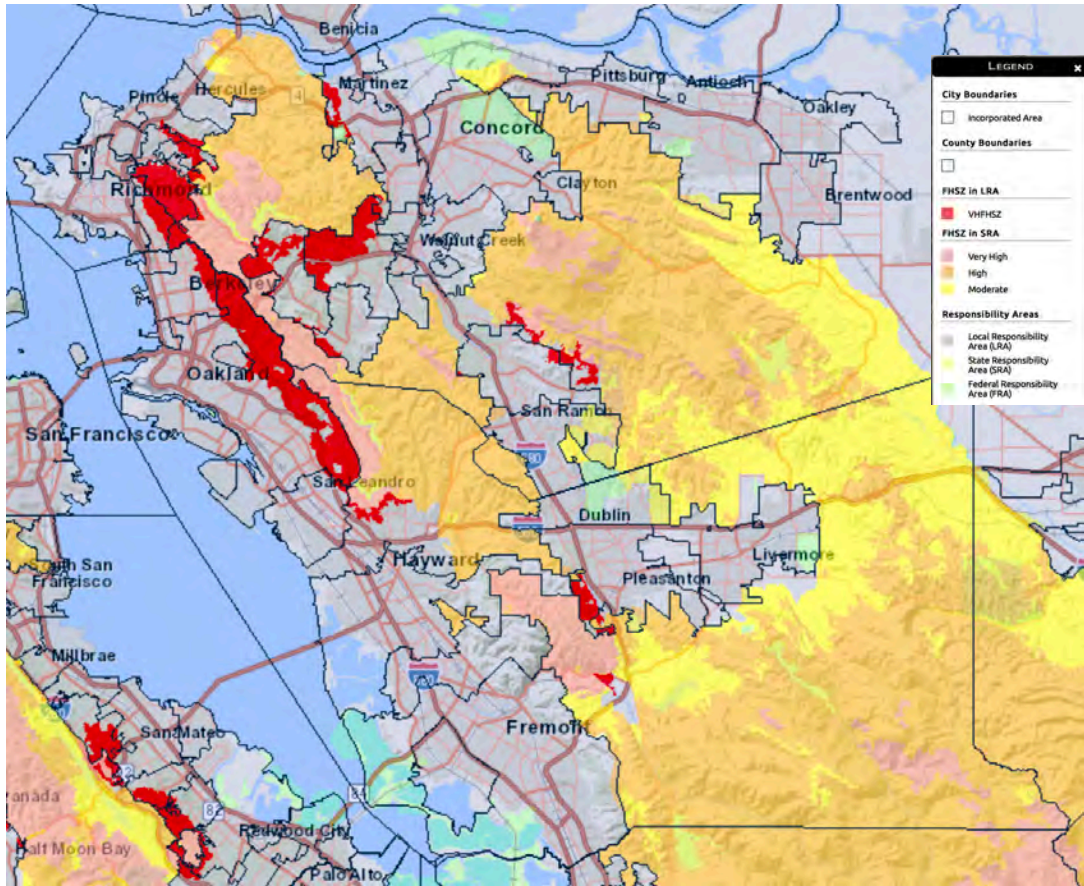
Appendix C

Map for JPA

Sue Duncan

KFPD EPC Meeting

April 22, 2021



Appendix D

Entities in the East Bay Wildfire Danger Zones

Sue Duncan

KFPD EPC Meeting

April 22, 2021

Entities in the East Bay Hills Wildfire Danger Zones

Alameda County

Berkeley

Oakland

Piedmont

San Leandro

Hayward

Union City

Fremont

Dublin

Alameda County representing unincorporated places

Castro Valley

Sunol

Contra Costa County

Pinole

Richmond

El Cerrito

Orinda

Moraga

Lafayette

Contra Costa County representing unincorporated places

El Sobrante

Kensington

East Richmond Heights

Canyon

Special Districts/Land Owners

University of California

East Bay Regional Park District

East Bay Municipal Water District

Cal Trans

Cal Fire

Fire districts in Contra Costa County

PG&E

Community Partners

Firesafe councils and public safety organizations

Neighborhood organizations

Draft of 11/5/20



KENSINGTON FIRE PROTECTION DISTRICT
 MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE
 MEETING MINUTES
 Thursday, May 27, 2021 3:00pm-5:00pm
 Via Zoom Teleconference

1. CALL TO ORDER/ROLL CALL

Directors: Larry Nagel and Kevin Padian

Staff: Bill Hansell

Committee Members: Katie Gluck, Peter Guerrero, Danielle Madugo, Paul Moss, David Spath

Public: Chris Hilliard, Lin Due, Lorika G.

2. PUBLIC COMMENT

No public comments

3. ADOPTION OF CONSENT ITEMS

Approval of Minutes of the regular meeting of April 22, 2021 (Approve)

MOTION: Nagel/Madugo: To adopt consent items.
VOTE: Unanimous
Motion passed.

4. OLD BUSINESS

a. Continued Items from Previous Meeting

i. Update on search for RFPs: EP Coordinator and Grant Proposal Writer (Bill)

-Bill Hansell reported that the RFPs have been extended. The search for an EP Coordinator yielded 69 applications but only three submitted proposals.

For the grant writer 46 individuals applied but only four submitted proposals.

-Katie suggested that the grant writer should ensure that the local hazard mitigation plan (LHMP) is up to date. Katie noted that Michael Bond wrote some grants and might be willing to help.

-Larry Nagel noted that Dave Gibson also wrote several successful grants for Truck 71 and the Hillside Recreation Area. Maybe he could be asked to help?

ii. Refrigerator magnets project (update)

-Kevin sent around a proposal from MailStream for 3,000 magnets and stickers.

Kevin also researched the USPS to find information on mailing these magnets and stickers.

iii. Emergency Radio Program (update)

-Kevin suggested that we should at least put a listing of emergency radios on our website with a discussion of what the radios can and cannot do. That would bring forward comments from people who might not be able to afford a radio.

-Katie noted that she is happy to hear that we are still working on the radios and that we should focus our emergency preparedness on the people who need help the most. The Police are aware of people who need frequent assistance, and they will help if we have a program.

-Danielle noted that we could compile a list of people by area groups on Nextdoor if we ask the people on these groups.

iv. Progress on next edition of the Fireplug

- Bill Hansell reported that he has background files for the Fireplug and Sasha will be working on the Fireplug. There should be a draft available by the June Board meeting.

-Katie asked if the information on the magnets will be in the Fireplug as well. We'll hold off on announcing them until we're ready to mail.

-Larry Nagel suggested that we include the articles that Paul Moss has written for the Outlook.

-Danielle Madugo suggested that the CERT areas could be listed in the *Fireplug*.

b. Priorities for informing the public about Emergency Preparedness

-Kevin noted that we have a document on priorities on Emergency Preparedness. Assuming that we can hire a Coordinator, we then have a list of priorities for him or her.

-Chris Hilliard asked if the document was current.

-Bill Hansell agreed to post the most current list of priorities.

5. NEW BUSINESS

a. Discussion of plan of research into Emergency Warning Systems

i. What should residents expect from an EWS?

-Kevin noted that we have had one presentation from Mill Valley, and their only regret was that they did not opt for the solar powered backup. Kevin noted that if we lose power for several days, many of our systems (cellphones, laptops, cordless land lines) will not work. The present systems can put out voice announcements as well as audible alarms over 72 hours of active service (and can be replenished by solar in between uses).

-Danielle noted that one of the presentations noted that the systems can be integrated with the earthquake early warning systems.

-Katie noted that with an earthquake the power will be out, so cellphones and laptops may not work for very long (also true for major fire and long PSPS).

-Peter Guerrero asked if this item was informational or whether it required a decision.

-Kevin replied it was a discussion.

-Peter noted that he attended the Berkeley Wildfire Program and noted that with

Zonehaven every jurisdiction is using the same vendor. His thought is that the same thing should be true of sirens. Peter suggested that we should talk to Berkeley on how they chose a siren system.

-Katie has been in touch with Berkeley, and they chose Genasys because another southern California town chose Genasys. The final location and number of sirens has not been finalized.

-Dave Spath noted that it is not clear how the devices will be used in concert with evacuation warning systems. Also, this system would not be terribly useful in an earthquake.

-Peter Guerrero stated that when we started this discussion, he was in favor of an EWS in Kensington. However, he has become concerned with an EWS that may or may not be issuing information that contradicts the Zonehaven alerts. Peter noted that an EWS makes more sense in Berkeley than it does in Kensington, where we are concerned only with wildfires and earthquakes.

-Danielle noted that an EWS would be useful in an earthquake because there could be fires and landslides. Also, evacuation may be necessary for an earthquake.

-Paul Moss noted that we need to check with neighboring communities about their plans and that we need to plan a public education program.

-Chris Hilliard noted that we were in communication with Zonehaven about evacuation. We need to be educating people to know several routes out of town and to plan for an evacuation. Chris noted that Zonehaven has fire modeling in place and the fire model would affect the evacuation routes. Chris also noticed that for high-risk people, an evacuation warning should be considered an evacuation order.

-Dave Spath stated that he thinks we need to educate the public on what it means to evacuate.

-Paul Moss noted that in the Lafayette evacuation plan that each resident is responsible for knowing a way out of town for their zone.

- ii. How can first responders expect to use an EWS?
- iii. How will an EWS be controlled?
- iv. How will residents be educated about responding to EWS signals?
- v. Are there potential problems or inefficiencies with these systems?
- vi. What would they cost and how could they be financed?
- vii. Workplan and assignments for further research

b. Can a comprehensive regional plan be developed for EBRPD fuel reduction?

Discussion of prior report sent to EBRPD and presented during public comment two years ago by President Larry Nagel and Cortis Cooper.

-Kevin stated that we need to try to come up with ideas to get EBRPD to accelerate the fuel reduction process in the park district.

-Larry noted that he would like to update and resubmit the letter he and Cortis Cooper wrote to the EBRPD about a year ago. This letter would be cleared by the KFPD Board, sent to the Directors of the EBRPD, and presented at the next EBRPD board meeting.

-Kevin asked if we should approach Chief Theile of EBRPD and ask her what Kensington can do about this that would be most useful to her in getting more resources. Perhaps a coalition of WUI communities could achieve more success.

-Peter stated that he thinks the most productive approach would be to approach our state legislators and urge them to make money available to the EBRPD for fuel

reduction.

-David Spath asked where the EBRPD budget money comes from and how they can use it. Dave noted that we should partner with the EBRPD to look for grants for fuel reduction.

-Peter Guerrero showed a screenshot of EBRPD budget and discussed the budget.

-Paul Moss stated that contacting state legislators is a good idea.

-Larry Nagel stated that he will contact Aileen Theile and discuss what steps we can take to help her accelerate the fuel reduction in EBRPD.

c. Discussion of May 19, 2021 Berkeley Fire Safety Meeting

https://www.dropbox.com/sh/aa6a48jzdqa88r5/AACKa4_f8fXU6p3uletqvVAua?dl=0

This discussion was postponed until the June 22, 2021 EPC meeting.

d. Reports from Committee Members

-Danielle gave an update on the school evacuation plan. The principal is retiring at the end of the school year, so the evacuation plan is on hold temporarily. Kevin suggested that, to the contrary, the plans should go full speed ahead. Fire season is coming, the students will be back in school, and we don't know how long it will take to find a permanent replacement for the principal.

6. CALL FOR FUTURE AGENDA ITEMS

None

7. ADJOURNMENT

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on June 22, 2021 at 3:00 PM via Zoom Teleconference.

The meeting was adjourned at 5:15 PM by Kevin Padian.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on June 24, 2021.

Attest:

Emergency Preparedness Committee Member



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

DATE/TIME: May 21, 2021 / 10:00 a.m.

LOCATION: Via Zoom

PRESENT: Directors: President Nagel, Director Kosel (Chair)
Staff: GM Hansell, Chief Pigoni
Guest: Karen Pinkos

1. CALL TO ORDER/ROLL CALL:

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

2. PUBLIC COMMENT:

No public comment.

3. FY2021-2022 FEE SCHEDULE FOR EL CERRITO-KENSINGTON FIRE DEPARTMENT CONTRACT:

Chief Pigoni gave his report on the fee schedule and the FY19/20 budget. He explained the Department's proposed budget was \$700,000 for two years, which he considered to be a low number, considering they usually run around one million dollars. Due to increased PERS costs, pension and unfunded liability costs, along with other items listed in the reconciliation report, actuals came in at \$191,061 over budget. Due to his involvement in the current budget, he improved it by taking out items that seemed unnecessary, such as the salary savings line item. Due to COVID and the inability to fill vacant positions for six months, overtime was high for this current year, but the Department still managed to stay under budget. As part of this year's budget, the labor groups agreed to a three percent raise for both firefighters and battalion chiefs, which equated about \$171,000 in increased labor costs. As a result, their unfunded liability increased by 10%, and, with three new firefighters, there was an increase in the pension, the city's budget came in a little under \$460,000. As far as non-personnel costs, he explained that the server system for public safety was at the end of its life and needed to be replaced and split the cost with the police department, which came to about \$100,000. As a result, the contract for last year was \$3.5 million, and this year's contract, after adding all the additional costs, came to just over \$3.7 million, which represents a slight increase of just over \$200,000 over last year.

The City Manager of El Cerrito, Karen Pinkos, explained that they were able to negotiate with all of their bargaining units last year successfully and, as a result, decided to cancel their COLA and since the contract was extended for a year, it worked as a deferral. She stated that the city council has asked them to approach all of the bargaining units again. Because of COVID, she has been incredibly conservative with budgeting their revenues this year. With that, they are looking into a two or three-year contract for their labor contracts due to many uncertainties and the need for more flexibility. Depending on what the FED decides, the city may receive about \$4 million, so she expects to have a surplus this year, allowing the city to start building their reserves back up. She wanted to make it was apparent to the public that

the city was not in danger of bankruptcy and was committed to making sure the city gets back into fiscal health.

4. DRAFT FY2021-2022 BUDGET:

GM Hansell presented an overview of the budget. He outlined several general notes. Since the 2020 numbers were based on the audit, there was a slight difference of about \$600. Since the county financial reports are issued at the middle of the month, and the meetings are held in the middle of the following month, he is working with Maze to ensure that monthly financial reports are as accurate as possible. One of the important changes to the budget is the addition of the Emergency Preparedness Coordinator and Grant Writer positions. Due to pending amounts approved by the Board in March but not used yet, those funds are rolled over. The new document is formatted so the reserves of the fund balances are immediately visible as being allocated for their intended reasons.

Director Kosel suggested GM Hansell ask the City Manager for El Cerrito property tax estimates so the District can include a similar percentage in its budget, and also leave the special taxes at their current levels since they will not change.

President Nagel stated that the sale of the fire engine should be on the budget sheet and not in the profit and loss section since it was a trade of one asset for another. GM Hansell believes it would be best if the number is listed as the auditor confirmed but will check.

Director Kosel inquired about the high cost of accounting. GM Hansell commented that the high number resulted from the reconciliation process, which has taken a great deal of time.

President Nagel asked if we knew what the first half of the fiscal year's legal fees looked like compared to the second half of the fiscal year. GM Hansell stated he knew it was substantially less, but did not have the exact numbers.

Director Kosel stated they had agreed to ask the Board members if they had any requests for the budget, and Director Padian was the only one who responded. He requested an increase of \$10,000 for both education and the Emergency Preparedness Coordinator and a \$5,000 allotment to the Emergency Preparedness Committee. She suggested to GM Hansell not to include it in the budget but to have Director Padian raise the issue at the Board meeting and have it voted on. GM Hansell suggested the numbers may be wrong because the numbers he received were \$3,000 for public education, \$10,000 for the Emergency Preparedness Coordinator, and \$40,000 for a financial planner. Director Kosel said she could be wrong, but both of them wanted to make sure the numbers are correct. President Nagel thought it would be best to add a separate line item for emergency preparedness. GM suggested making it a community service activities line item and would add \$5,000 to the line item. Director Kosel discussed water system improvements and suggested carrying the amount forward, so Chief Pigoni has discretion on any fire hydrant upgrades requested by East Bay Mud. Finally, she commented on the firefighters' staff appreciation budget. She would like to move that item forward and add \$3,000 as well, hoping that it would happen again in the near future. President Nagel inquired about the \$24,000 grant going to the DFSC and suggested not adding a line item until the District figured out what happened to the last donation.

5. MANAGEMENT TIMESHEET REVIEW:

Director Kosel reported she reviewed the timesheets and found everything to be fine. She suggested that she and President Nagel approve all timesheets by consensus, and President Nagel concurred. GM Hansell informed the committee he had just exceeded his weekly hours and requested an official correspondence from President Nagel to notify the Board per the contract terms.

6. FUTURE AGENDA ITEMS:

None

7. ADJOURNMENT:

Meeting adjourned at 12:23 p.m.

The date of the next Finance Committee meeting is to be determined and will be noticed per the Brown Act and District Policy requirements.

Minutes Approved by:

Finance Committee Chair

DRAFT



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 3/16/2021
 Pay Period End: 3/31/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
3/16/2021	See Separate Task Sheet	9.25	2.00	5.75			1.50
3/17/2021	"	7.50	3.75	3.50			0.25
3/18/2021	"	8.75	1.00	2.50			5.25
3/19/2021	"	4.75	0.50	2.00	1.00		1.25
3/20/2021	"						
3/21/2021	"	1.00					1.00
3/22/2021	"	8.50					8.50
3/23/2021	"	1.50	0.50	1.00			
3/24/2021	"	3.25	0.25	1.00			2.00
3/25/2021	"	8.00	0.25		1.50		6.25
3/26/2021	"	2.25		0.50			1.75
3/27/2021	"						
3/28/2021	"						
3/29/2021	"	2.25	0.25	1.00			1.00
3/30/2021	"	2.00	0.50	1.50			
3/31/2021	"	5.00	1.25	1.75	0.50		1.50
Total Hours		64.00	10.25	20.50	3.00	0.00	30.25
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 6,336.00</u>					

Bill Hansell

Employee Signature

3/31/2021

Date

DocuSigned by:

6/4/2021

Finance Signature

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Finance re: Invoices to Maze	3.25	Tue 3/16/2021
KFPD - Finance re: Invoices to Maze	1.75	Tue 3/16/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Tue 3/16/2021
KFPD - Gen Mgmt re: Manuals and Handbooks updates	1.00	Tue 3/16/2021
KFPD - Gen Mgmt re: Timesheets	0.50	Tue 3/16/2021
KFPD - Finance re: Deposit to Mechanics Bank	0.25	Tue 3/16/2021
KFPD - Finance re: Records to Maze	0.50	Tue 3/16/2021
KFPD - PSB re: Zoom mtg w/Marti Brown, Bill Lindsay	1.50	Tue 3/16/2021
Day Total:	9.25	
KFPD - Gen Mgmt re: Correspondence	3.50	Wed 3/17/2021
KFPD - Finance re: Withdraw LAIF funds, Tel w/CCC Finance, Records	2.50	Wed 3/17/2021
KFPD - Gen Mgmt re: Correspondence	0.25	Wed 3/17/2021
KFPD - Finance re: Mechanics Bank	1.00	Wed 3/17/2021
KFPD - PSB re: Tel w/MB (Mtg planning)	0.25	Wed 3/17/2021
Day Total:	7.50	
KFPD - Finance re: CalPERS payments and records to Maze	1.00	Thu 3/18/2021
KFPD - PSB re: Post Media Advisory	0.50	Thu 3/18/2021
KFPD - Finance re: CCC Elec Deposit Program registration	1.00	Thu 3/18/2021
KFPD - PSB re: Tel w/MB (Mtg materials)	0.50	Thu 3/18/2021
KFPD - PSB re: Mtg materials	0.25	Thu 3/18/2021
KFPD - Finance re: CCC Elec Deposit Program registration	0.25	Thu 3/18/2021
KFPD - Gen Mgmt re: Form 700 administrator access issues	1.00	Thu 3/18/2021
KFPD - PSB re: Mtg materials	1.25	Thu 3/18/2021
KFPD - Finance re: Order PSB mattresses	0.25	Thu 3/18/2021
KFPD - PSB re: Mtg materials	2.75	Thu 3/18/2021
Day Total:	8.75	
KFPD - PSB re: Tel w/MB (Mtg materials)	0.75	Fri 3/19/2021
KFPD - Finance re: Correspondence	0.50	Fri 3/19/2021
KFPD - EPC re: Committee Mtg (Agenda, Mins, Webinar post)	0.75	Fri 3/19/2021
KFPD - Finance re: PSB mattresses payment issues	0.50	Fri 3/19/2021
KFPD - PSB re: Tel w/LN (Mtg Planning)	0.50	Fri 3/19/2021
KFPD - EPC re: Committee Mtg (Agenda Post)	0.25	Fri 3/19/2021
KFPD - Finance re: Mechanics Bank	0.50	Fri 3/19/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Finance re: Invoices, Filing	0.25	Fri 3/19/2021
KFPD - Finance re: Invoices, Filing	0.25	Fri 3/19/2021
KFPD - Gen Mgmt re: Confirm Payroll	0.50	Fri 3/19/2021
Day Total:	4.75	
KFPD - PSB re: Mtg Planning	1.00	Sun 3/21/2021
Day Total:	1.00	
KFPD - PSB re: Mtg Planning	1.00	Mon 3/22/2021
KFPD - PSB re: Conf w/BL, MB (Mtg planning)	3.50	Mon 3/22/2021
KFPD - PSB re: Conf w/BL, MB (Mtg planning)	0.75	Mon 3/22/2021
KFPD - PSB re: Conf w/BL, MB (Mtg planning)	3.25	Mon 3/22/2021
Day Total:	8.50	
KFPD - Finance re: Invoices, Emails to Maze	0.50	Tue 3/23/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Tue 3/23/2021
KFPD - Finance re: Tel w/Auditor re: Mgmt questions	0.50	Tue 3/23/2021
Day Total:	1.50	
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Wed 3/24/2021
KFPD - Finance re: Review audit w/Mary, Hnin, and Maria	1.00	Wed 3/24/2021
KFPD - PSB re: Conf w/BL, MB, Chiefs (Mtg planning)	1.00	Wed 3/24/2021
KFPD - PSB re: PPT corrections	1.00	Wed 3/24/2021
Day Total:	3.25	
KFPD - Gen Mgmt re: Tel Zoom (Increase participant count)	0.25	Thu 3/25/2021
KFPD - PSB re: Bldg Records	0.75	Thu 3/25/2021
KFPD - EPC re: Committee Mtg	1.50	Thu 3/25/2021
KFPD - PSB re: Bldg Records	1.00	Thu 3/25/2021
KFPD - PSB re: Public Meeting	4.50	Thu 3/25/2021
Day Total:	8.00	
KFPD - PSB re: Tel w/Chief Pigoni (Mtg follow-up)	0.25	Fri 3/26/2021
KFPD - Finance re: Tel w/JK (Audit, FC mtg)	0.50	Fri 3/26/2021
KFPD - PSB re: Tel w/MB (Mtg follow-up)	0.50	Fri 3/26/2021
KFPD - PSB re: Tel w/LN (Mtg follow-up)	0.50	Fri 3/26/2021
KFPD - PSB re: Tel w/DD (Prior plan records, Process ?'s)	0.50	Fri 3/26/2021
Day Total:	2.25	
KFPD - PSB re: Tel w/MB (Lease options, Next steps)	1.00	Mon 3/29/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Mon 3/29/2021
KFPD - Finance re: FC mtg prep and agenda	1.00	Mon 3/29/2021
	Day Total: 2.25	
KFPD - Finance re: FC mtg packet	0.50	Tue 3/30/2021
KFPD - Gen Mgmt re: Tel w/Sasha; PSB for mail	0.50	Tue 3/30/2021
KFPD - Finance re: Mtg postings	0.50	Tue 3/30/2021
KFPD - Finance re: Invoices, Payments	0.50	Tue 3/30/2021
	Day Total: 2.00	
KFPD - Finance re: Invoices, Payments	0.50	Wed 3/31/2021
KFPD - Gen Mgmt re: Tel w/Correspondence	0.50	Wed 3/31/2021
KFPD - Finance re: Tel w/CC Finance & Treasury re: Elec Dep Program	0.75	Wed 3/31/2021
KFPD - PSB re: Conf w/MB, BL (Post mtg assessment/options)	0.75	Wed 3/31/2021
KFPD - Finance re: Check signing; Mail from PSB	0.50	Wed 3/31/2021
KFPD - EPC re: RFP planning	0.50	Wed 3/31/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg planning)	0.75	Wed 3/31/2021
KFPD - PSB re: Tel w/MB (PSB ?'s)	0.25	Wed 3/31/2021
KFPD - PSB re: Pricing, Lease, Schedule, Etc docs	0.50	Wed 3/31/2021
	Day Total: 5.00	
	Total (28hrs/wk Allowance = 4hrs/day x 16 days = 64hrs Max) = 64.00	



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 4/1/2021
 Pay Period End: 4/15/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
4/1/2021	See Separate Task Sheet	9.50	1.00	0.50			8.00
4/2/2021	"	1.75	0.25	1.50			
4/3/2021	"						
4/4/2021	"						
4/5/2021	"	3.50	0.25	2.25			1.00
4/6/2021	"	3.00	0.25	2.75			
4/7/2021	"	8.50	0.25	6.25	2.00		
4/8/2021	"	11.50	9.50	2.00			
4/9/2021	"	9.25	9.25				
4/10/2021	"						
4/11/2021	"						
4/12/2021	"	1.00	0.50		0.50		
4/13/2021	"	2.50	2.25				0.25
4/14/2021	"	7.50	7.50				
4/15/2021	"	2.00	0.75		1.00		0.25
Total Hours		60.00	31.75	15.25	3.50	0.00	9.50
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,940.00</u>					

Bill Hansell

Employee Signature

4/15/2021

Date

DocuSigned by:

6/4/2021

Finance Signature

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - PSB re: Pricing, Lease, Schedule, Etc docs	3.00	Thu 4/1/2021
KFPD - PSB re: Response to KPPCSD (Pricing, Lease, Schedule, Etc)	4.00	Thu 4/1/2021
KFPD - PSB re: Tel MB (Lease)	0.25	Thu 4/1/2021
KFPD - PSB re: Response to KPPCSD (Pricing, Lease, Schedule, Etc)	0.75	Thu 4/1/2021
KFPD - Finance re: Email/Tel CCC	0.50	Thu 4/1/2021
KFPD - Gen Mgmt re: Form 700 info for EPC	0.25	Thu 4/1/2021
KFPD - Gen Mgmt re: Email agenda item request	0.00	Thu 4/1/2021
KFPD - Gen Mgmt re: Timesheets to Maze	0.75	Thu 4/1/2021
Day Total:	9.50	
KFPD - Finance re: Draft audit review	0.50	Fri 4/2/2021
KFPD - Finance re: FC mtg	1.00	Fri 4/2/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.25	Fri 4/2/2021
Day Total:	1.75	
KFPD - Finance re: Invoices, EDP	1.00	Mon 4/5/2021
KFPD - PSB re: 303 Arlington Lease space	1.00	Mon 4/5/2021
KFPD - Gen Mgmt re: PSB for mail	0.25	Mon 4/5/2021
KFPD - Finance re: CCC Treasury for deposit slips, EDP ?'s	1.25	Mon 4/5/2021
Day Total:	3.50	
KFPD - Finance re: Invoices, Banking Statement	0.75	Tue 4/6/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Tue 4/6/2021
KFPD - Finance re: Wells Fargo deposit	0.25	Tue 4/6/2021
KFPD - Finance re: Mechanics Bank deposit	0.25	Tue 4/6/2021
KFPD - Finance re: Receipts/Deposit info to Maze	1.50	Tue 4/6/2021
Day Total:	3.00	
KFPD - Emergency Prep re: Resource Conservation Districts Stakeholders Mtg	2.00	Wed 4/7/2021
KFPD - Gen Mgmt re: Tel w/Sasha (Mtg mins, agenda)	0.25	Wed 4/7/2021
KFPD - Finance re: Payments; Tel Mechanics Bank for BillPay; Records; Financial Reports for Board Mtg;	4.75	Wed 4/7/2021
KFPD - Finance re: Audit response	1.50	Wed 4/7/2021
Day Total:	8.50	
KFPD - Finance re: Accounts	1.00	Thu 4/8/2021
KFPD - Finance re: Tel w/Auditor (Mgr letter, presentation)	0.25	Thu 4/8/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.25	Thu 4/8/2021
KFPD - Finance re: Audit follow-up	0.75	Thu 4/8/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Review/Edit mtg mins	0.50	Thu 4/8/2021
KFPD - Gen Mgmt re: Review/Edit mtg mins	1.25	Thu 4/8/2021
KFPD - Gen Mgmt re: KPPCSD mtg	3.50	Thu 4/8/2021
KFPD - Gen Mgmt re: Review Fire Chief reports	0.50	Thu 4/8/2021
KFPD - Gen Mgmt re: Mtg Agenda and materials	3.50	Thu 4/8/2021
Day Total:	11.50	
KFPD - Gen Mgmt re: Mtg Agenda and materials	0.75	Fri 4/9/2021
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	1.00	Fri 4/9/2021
KFPD - Gen Mgmt re: Mtg Agenda and materials	1.75	Fri 4/9/2021
KFPD - Gen Mgmt re: PSB recommendation	3.00	Fri 4/9/2021
KFPD - Gen Mgmt re: Lease Negotiator Recommendation	1.75	Fri 4/9/2021
KFPD - Gen Mgmt re: Mgr report	0.75	Fri 4/9/2021
KFPD - Gen Mgmt re: Post agenda and packet	0.25	Fri 4/9/2021
Day Total:	9.25	
KFPD - Emergency Prep re: Warning System mtg	0.50	Mon 4/12/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Mon 4/12/2021
Day Total:	1.00	
KFPD - Gen Mgmt re: Tel w/KP	0.25	Tue 4/13/2021
KFPD - Gen Mgmt re: Tel w/DD (agenda)	0.25	Tue 4/13/2021
KFPD - Gen Mgmt re: Tel w/LN (agenda)	0.50	Tue 4/13/2021
KFPD - Gen Mgmt re: Public Correspondence	1.00	Tue 4/13/2021
KFPD - Gen Mgmt re: Tel w/Chief	0.25	Tue 4/13/2021
KFPD - PSB re: Tel w/MB	0.25	Tue 4/13/2021
Day Total:	2.50	
KFPD - Gen Mgmt re: Public Correspondence	3.50	Wed 4/14/2021
KFPD - Board Mtg	4.00	Wed 4/14/2021
Day Total:	7.50	
KFPD - Gen Mgmt re: Tel w/LN	0.75	Thu 4/15/2021
KFPD - PSB re: Tel w/MB (Lease Space)	0.25	Thu 4/15/2021
KFPD - EPC re: Committee Mtg (Agenda)	1.00	Thu 4/15/2021
Day Total:	2.00	
Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =	60.00	



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 4/16/2021
 Pay Period End: 4/30/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
4/16/2021	See Separate Task Sheet	5.75	1.50		2.50		1.75
4/17/2021	"						
4/18/2021	"						
4/19/2021	"	6.25	0.75				5.50
4/20/2021	"	6.00	6.00				
4/21/2021	"	6.25	4.50	1.75			
4/22/2021	"	11.75	9.25		2.50		
4/23/2021	"	2.75	2.50	0.25			
4/24/2021	"	2.50	2.50				
4/25/2021	"						
4/26/2021	"	0.50	0.50				
4/27/2021	"	7.00	6.00				1.00
4/28/2021	"	3.25	1.25	0.50	1.50		
4/29/2021	"	2.00	1.00	1.00			
4/30/2021	"	6.00	4.75	0.75			0.50
Total Hours		60.00	40.50	4.25	6.50	0.00	8.75
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,940.00</u>					

Bill Hansell

Employee Signature

5/1/2021

Date

DocuSigned by:

[Signature]

6/4/2021

Finance Signature

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - EPC re: Committee Mtg (Agenda)	1.75	Fri 4/16/2021
KFPD - PSB re: Bldg Code review	1.75	Fri 4/16/2021
KFPD - EPC re: Committee Mtg (Packet)	0.75	Fri 4/16/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Fri 4/16/2021
KFPD - Gen Mgmt re: PSB for mail, agenda post	1.00	Fri 4/16/2021
Day Total:	5.75	
KFPD - PSB re: Background info	5.50	Mon 4/19/2021
KFPD - Gen Mgmt re: Submit Payroll	0.75	Mon 4/19/2021
Day Total:	6.25	
KFPD - Gen Mgmt re: Sick Leave	6.00	Tue 4/20/2021
Day Total:	6.00	
KFPD - Finance re: Invoices, Emails to Maze	0.50	Wed 4/21/2021
KFPD - Finance re: Invoices, Payments	1.00	Wed 4/21/2021
KFPD - Gen Mgmt re: Correspondence	0.25	Wed 4/21/2021
KFPD - Gen Mgmt re: Files	0.50	Wed 4/21/2021
KFPD - Finance re: LAIF Transfer to Cash	0.25	Wed 4/21/2021
KFPD - Gen Mgmt re: Correspondence	2.00	Wed 4/21/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	1.25	Wed 4/21/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	0.50	Wed 4/21/2021
Day Total:	6.25	
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	3.75	Thu 4/22/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	3.25	Thu 4/22/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Thu 4/22/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	2.00	Thu 4/22/2021
KFPD - EPC re: Committee Mtg	2.50	Thu 4/22/2021
Day Total:	11.75	
KFPD - Finance re: Mechanics Bank deposit	0.25	Fri 4/23/2021
KFPD - Gen Mgmt re: PSB for mail, files	2.00	Fri 4/23/2021
KFPD - Gen Mgmt re: Ads for RFPs	0.50	Fri 4/23/2021
Day Total:	2.75	
KFPD - Gen Mgmt re: Ads for RFPs	2.00	Sat 4/24/2021
KFPD - Gen Mgmt re: Ads for RFPs	0.50	Sat 4/24/2021
Day Total:	2.50	

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Mon 4/26/2021
Day Total:	0.50	
KFPD - PSB re: Tel w/MB	1.00	Tue 4/27/2021
KFPD - Gen Mgmt re: Email agenda item request	0.00	Tue 4/27/2021
KFPD - Gen Mgmt re: Sick Leave	6.00	Tue 4/27/2021
Day Total:	7.00	
KFPD - EPC re: County Wildfire Zoom mtg	1.50	Wed 4/28/2021
KFPD - Gen Mgmt re: Tel w/Chief (Budget, Wildfire issues)	0.50	Wed 4/28/2021
KFPD - Finance re; Tel w/JK (Budget)	0.50	Wed 4/28/2021
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	0.75	Wed 4/28/2021
Day Total:	3.25	
KFPD - Finance re: SCO Report	0.75	Thu 4/29/2021
KFPD - Finance re: SCO Report	0.25	Thu 4/29/2021
KFPD - Gen Mgmt re: Outreach for Grant Writer RFP	0.75	Thu 4/29/2021
KFPD - Gen Mgmt re: Outreach for Grant Writer RFP	0.25	Thu 4/29/2021
Day Total:	2.00	
KFPD - Finance re: Banking	0.75	Fri 4/30/2021
KFPD - Gen Mgmt re: Tel w/John Bakker	0.50	Fri 4/30/2021
KFPD - PSB re: Tel w/DD (Arch, Eng services)	0.50	Fri 4/30/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.25	Fri 4/30/2021
KFPD - Gen Mgmt re: Sick Leave	4.00	Fri 4/30/2021
Day Total:	6.00	
Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =	60.00	



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 5/1/2021
 Pay Period End: 5/15/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
5/1/2021	See Separate Task Sheet	0.50	0.50				
5/2/2021	"						
5/3/2021	"	1.50	1.00	0.50			
5/4/2021	"	4.25	1.00	1.75	0.75		0.75
5/5/2021	"	7.25	4.25	2.25			0.75
5/6/2021	"	9.25	9.25				
5/7/2021	"	9.25	6.75				2.50
5/8/2021	"	6.00	1.00				5.00
5/9/2021	"	4.00	4.00				
5/10/2021	"	5.50	5.00				0.50
5/11/2021	"	6.50	3.00				3.50
5/12/2021	"	4.75	3.75				1.00
5/13/2021	"	1.25	0.75		0.25		0.25
5/14/2021	"						
5/15/2021	"						
Total Hours		60.00	40.25	4.50	1.00	0.00	14.25
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,940.00</u>					

Bill Hansell

Employee Signature

5/15/2021

Date

DocuSigned by:

[Signature]

6/4/2021

Finance Signature

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Policy Manual	0.50	Sat 5/1/2021
Day Total:	0.50	
KFPD - Finance re: Timesheets, MB Statement	0.50	Mon 5/3/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Mon 5/3/2021
KFPD - Gen Mgmt re: Public Correspondence	0.75	Mon 5/3/2021
Day Total:	1.50	
KFPD - Finance re: Payments	0.50	Tue 5/4/2021
KFPD - PSB re: Tel w/Struct Eng	0.50	Tue 5/4/2021
KFPD - EPC re: Vegetation Mgmt on website and notice	0.75	Tue 5/4/2021
KFPD - Gen Mgmt re: Mtg w/EC manager	1.00	Tue 5/4/2021
KFPD - PSB re: Tel w/KP (Struct Questions)	0.25	Tue 5/4/2021
KFPD - Finance re: Invoices, payments, records	0.25	Tue 5/4/2021
KFPD - Finance re: Invoices, payments, records	1.00	Tue 5/4/2021
Day Total:	4.25	
KFPD - Finance re: Invoices, payments, records	1.00	Wed 5/5/2021
KFPD - PSB re: Tel w/MB	0.75	Wed 5/5/2021
KFPD - Finance re: Backup info for Transmittal to Maze	0.25	Wed 5/5/2021
KFPD - Gen Mgmt re: Board Mtg Agenda	2.00	Wed 5/5/2021
KFPD - Gen Mgmt re: Tel w/LN (agenda, legal)	1.50	Wed 5/5/2021
KFPD - Gen Mgmt re: Legal	0.75	Wed 5/5/2021
KFPD - Finance re: Draft Transmittal review, corrections	1.00	Wed 5/5/2021
Day Total:	7.25	
KFPD - Gen Mgmt re: Board Packet Materials	3.00	Thu 5/6/2021
KFPD - Gen Mgmt re: Board Packet Materials	0.75	Thu 5/6/2021
KFPD - Gen Mgmt re: Tel w/Kate Rauch (Density issues, tree removals)	0.50	Thu 5/6/2021
KFPD - Gen Mgmt re: Board Packet Materials	1.75	Thu 5/6/2021
KFPD - Gen Mgmt re: Tel w/JK (Agenda item request)	0.50	Thu 5/6/2021
KFPD - Gen Mgmt re: Board Packet Materials	2.75	Thu 5/6/2021
Day Total:	9.25	
KFPD - Gen Mgmt re: Board Packet Materials	2.50	Fri 5/7/2021
KFPD - Gen Mgmt re: Board Packet Materials	2.75	Fri 5/7/2021
KFPD - Gen Mgmt re: Board Packet Materials	1.50	Fri 5/7/2021
KFPD - PSB re: Board Packet Materials	2.50	Fri 5/7/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
	Day Total: 9.25	
KFPD - PSB re: Board Packet Materials	2.00	Sat 5/8/2021
KFPD - Gen Mgmt re: Board Packet Materials	1.00	Sat 5/8/2021
KFPD - PSB re: Board Packet Materials	3.00	Sat 5/8/2021
	Day Total: 6.00	
KFPD - Gen Mgmt re: Board Packet Materials	4.00	Sun 5/9/2021
	Day Total: 4.00	
KFPD - Gen Mgmt re: Compile, Print Mtg Packet	0.50	Mon 5/10/2021
KFPD - PSB re: Correspondence on elevator issues	0.50	Mon 5/10/2021
KFPD - Gen Mgmt re: Copy Central	0.25	Mon 5/10/2021
KFPD - Gen Mgmt re: PSB for mail; Staff issues; Drop-off packets	2.75	Mon 5/10/2021
KFPD - Gen Mgmt re: Ethics Training	1.50	Mon 5/10/2021
KFPD - Gen Mgmt re: Email notice to General List	0.00	Mon 5/10/2021
	Day Total: 5.50	
KFPD - PSB re: RFP for Architect and Structural Engineer	1.00	Tue 5/11/2021
KFPD - Gen Mgmt re: Tel w/JK	0.75	Tue 5/11/2021
KFPD - Gen Mgmt re: Tel w/Chief Pignoni	0.25	Tue 5/11/2021
KFPD - PSB re: RFPs	0.50	Tue 5/11/2021
KFPD - Gen Mgmt re: Tel w/LN (Agenda, Closed Session)	1.00	Tue 5/11/2021
KFPD - PSB re: Record Files	0.25	Tue 5/11/2021
KFPD - Gen Mgmt re: Public Correspondence	1.00	Tue 5/11/2021
KFPD - PSB re: RFPs	0.75	Tue 5/11/2021
KFPD - PSB re: RFPs	1.00	Tue 5/11/2021
	Day Total: 6.50	
KFPD - Gen Mgmt re: Email Counsel	0.50	Wed 5/12/2021
KFPD - Gen Mgmt re: Correspondence	0.25	Wed 5/12/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Wed 5/12/2021
KFPD - PSB re: As-built Dwg proposals	0.50	Wed 5/12/2021
KFPD - PSB re: RFPs	0.50	Wed 5/12/2021
KFPD - Special Board of Directors Mtg	0.50	Wed 5/12/2021
KFPD - Regular Board of Directors Mtg	2.00	Wed 5/12/2021
	Day Total: 4.75	
KFPD - EPC re: "Wildfire Watch" posted on website, NextDoor	0.25	Thu 5/13/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject

KFPD - Gen Mgmt re: ICMA Webinar (Developing Excellence in Fire and Emergency Service Departments and Professionals)

KFPD - Finance re: Transmittal to LN for signature

Duration

Day

0.75

Thu 5/13/2021

0.25

Thu 5/13/2021

Day Total:

1.25

Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =

60.00



- Home
- How It Works
- Logout **Bill Hansell**

CSDA Board of Directors Election Ballot - Term 2022-2024; Seat A - Bay Area Network

Please vote for your choice

Choose **one** of the following candidates:

- Chad Davisson*
- Cheryl Sudduth
- Ric Lohman

*Incumbent

This question is **required**. You may select **one** of the following.
Click on any **view details** link to view more information.

Chad Davisson* [\[view details\]](#)

Ric Lohman [\[view details\]](#)

Cheryl Sudduth [\[view details\]](#)

Continue
Cancel

My name is Chad Davisson. I am asking for your support in my efforts running for re-election to the CSDA Board of Directors. It has been my privilege to have spent my entire 35-year career serving California Special Districts. I have built my career in the field of water and wastewater, working for different Districts throughout California. I am currently the General Manager of Ironhouse Sanitary District in Contra Costa County.

Reflecting back on my career in Special Districts, I have had the unique opportunity to see first-hand, the value these singly focused agencies have in delivering our services efficiently and cost effectively, while maintaining the highest service levels. Building my career from entry level to executive management within Special Districts has given me both an understanding of day-to-day operational and resource needs as well as providing me with a deeper understanding of what I believe is critically important to an organization in terms of organizational culture and support of our communities.

I am passionate about issues of organizational sustainability and succession planning, fiscal responsibility and workforce diversity. As a current CSDA Board member, I am currently the chair of the Professional Development Committee and a member of the Fiscal Committee. Participation on these committees provides me the opportunity to work with the CSDA staff to develop relevant, cutting edge professional development content to educate and assist our Special District members.

Serving on the Executive Committee for the Contra Costa Chapter of CSDA, I have worked with my colleagues to interactively provide interesting, relevant content to our local Special District members on a myriad of important local issues.

Again, it has been an honor to serve on the CSDA Board and I appreciate your consideration in my re-election to a second term.

Respectfully,

Chad Davisson

General Manager, Ironhouse Sanitary District



Candidate Statement

Ric Lohman

Open Seat A on the BAY NETWORK Board

Dear Bay Network Colleagues,

I have a unique position in our Special Districts on the San Mateo County Coastside. I currently serve on the Montara Water and Sanitary District and manage both water and sewage issues. This area is also unique in that the three Sanitary agencies work together through a complex facilities-sharing agreement. I have served the local public in elected positions for over 25 years. These positions have been challenging, since much of our area is in San Mateo County's unincorporated region. I have had to deal with County laws and processes, demands from the City of Half Moon Bay, and the needs of our local unincorporated citizens. I have also been active in our county LAFCo for years, defending 7 attempts to merge local districts out of existence.

I feel that smaller districts have been under-represented in regional Boards, and their needs are different than the larger districts that are traditionally represented on our regional and state boards. Even though we are a small district, we still have to deal with all the larger issues, such as, affordable housing developments, sea level rise, ocean pollution, and regulators.

I would like to bring my broad political skills to our regional network and represent the often under-represented districts. I feel our smaller districts have unique issues in staffing, funding, and compliance that are often overlooked by the larger districts

I would appreciate your vote in the upcoming election.

Looking forward to seeing everyone live again in Monterey in the Fall.

Sincerely,

Ric Lohman

Cheryl Sudduth

CANDIDATE STATEMENT

At a time when our society continues to grapple with its deep ambivalence towards the freedoms, rights and humanities of people who may look, act, think and love differently from one another, there should be one constant that should never be at stake - access to clean, safe, affordable water & sewage systems. Our communities have been complacently standing by for fair treatment in a system that views equity as a *balancing* act rather than a must for all.

I spend my days in contracting, compliance and procurement, living my life with a strong ethical framework and approach all business and personal matters with unwavering integrity and diplomacy.

As an environmental scientist, I believe action, not talk, will help us make forward progress, which is why I lead by example. In addition to WCW Board President, I am also an ACLU Board Member, an appointed Commissioner of the CCC Racial Justice Oversight Body & Member of CA-HI Statewide Conference NAACP Environmental & Climate Justice Committee, as well as many environmental justice groups.

I am confident I possess the *right* blend of business acumen, political knowledge, technical expertise, *listening*, commUNITY involvement, relationship building, creative solution solving, consensus building, and balancing various stakeholder interests to positively serve the CSDA and it would be my honor to do so.

Throughout my career and my life, I have been unafraid to '*do the work*' - *whatever it takes* to take on righteous fights against systemic injustices. I will work tirelessly to ensure every Californian has access to clean, affordable water and sewage systems. *This is what I do.* The same passion, courage, humanity and commitment to justice I have carried in all of my social justice work, I will bring to this Board. *Anyone can fill a position; I am and have been committed to do the work...*

I humbly ask for your support and your vote. Gracias.

ALTIVŪ

MANAGEMENT / PR / MARKETING

COVER LETTER

SECTION VI:A /RFP REQUIREMENTS

KENSINGTON FIRE PROTECTION DISTRICT
RFP 2021-01 EP COORDINATOR
SUBMISSION DATE: 5.20.2021
APPLICANT: ALTIVU / J.VALENZUELA

With a background in entertainment and media, marketing, project management, public relations, public information, and the fire service, I have built a unique skill set that efficiently transforms abstract ideas and information into effective campaigns and experiential events.

These skills are especially relevant for campaigns and events suited for emergency preparedness. I am accustomed to working through dynamic and challenging organizational cultures given the urgency and level of investment placed by stakeholders and clients.

ALTIVU is a Marketing, PR, and Management agency built from the inspiration and practices learned from working with the World's leading brands. I spent my formative professional years working for Hollywood's top talent agency. At Creative Artists Agency, I worked my way up from Switchboard Operator to being the Assistant to the Head of Television Talent. I moved on to joining Louis Vuitton Moet Hennessy, in luxury wine and spirits, which manages a portfolio for; Moet & Chandon, Dom Perignon, Veuve Clicquot, Hennessy and others. In my experience, the path to successful emergency preparedness is built with the fundamentals of Marketing and Management used in any campaign. Instead of managing a business of actors and writers, we are managing the human element in an emergency situation. Instead of a tangible product, our product is customer service (patient care), information, and training.

It is by chance that I found a passion in the Fire Service, specifically being an asset to the community for receiving critical life saving information. It is without a doubt, that you will see the passion and dedication ingrained in the work that I've done for the Mosquito community. It would be an honor to provide the same service for the residents of Kensington.

ALTIVU will perform an exploratory examination to identify the most relevant approach for the Kensington Fire Protection District. The following topics will serve as the foundation for both, familiarizing with the community's needs and developing the voice for district communications.

Leadership:

Establish rapport and familiarize with the district leadership. Gain an understanding with the array of diversity and identify common ground among individuals. Through this phase, knowledge transfer and relationship building takes place to increase efficacy as tasks and deliverables are completed.

Risks:

Identify the environmental and organizational risks that impact the district and the community. Conduct a risk analysis and rank the risks based on priority in coordination with the Emergency Preparedness Committee and the General Manager. The risk analysis will provide the framework for the priority in the scope of work.

Resources and Tools:

Identify which district resources, tools, and equipment is available for use to carry out tasks. (For example: office space office equipment, apparatus for video and photo content, personnel for interviews, documents, media, etc.)

District History

Identify the major local incidents which impacted the district and the community. Events such as; Oakland Hills Fire, Loma Prieta Earthquake, or any refinery incidents that may have had an impact on the community. Identify how these events have shaped the leadership and general state of district affairs.

Goals

Identify the districts goals for achieving its objective for the Kensington community. Align the goals with district challenges to navigate toward progress with consensus. Constantly be mindful of opportunities for communication and transparency with the community. Pursue value-added initiatives to provide justification for assessment increases to support the district's goals and objectives.

Challenges

Identify the challenges that face the district in pursuing its goals and objectives. Establish areas of process improvements or communication refinement to better serve the community.

Community

Become acquainted with active community members and familiarize with their perspective and knowledge. Obtain feedback from the greater population to stay aligned with the greater changing community. Provide this feedback to the fire district leadership to better guide their strategic approach for community-based initiatives.

Values

Identify a list of core values shared by the community and the fire district. Establish a program that aligns on the discovery of the above to be relevant with the needs of the fire district and the values of the ultimate stakeholders, the community members of Kensington Fire Protection District.

With this introduction and overview, you will find value in a methodology and approach that says “ Let’s hit the ground running!”. Every step taken in this process allows for increased awareness with the highest level of preparedness to achieve a successful outcome.

Thank you for your consideration.

Johnny Valenzuela
310-425-9177
jvalenzuela@altivuagency.com
954 Randy Way
Brentwood CA 94513

JOHNNY VALENZUELA

310.425.9177 jvalenzuela@altivuagency.com

SKILLS

- Digital Marketing
- Drone Videography
- Event Planning
- Graphic Design
- Google Suite
- Information Technology
- Language; French, Spanish, Russian
- Meeting Planning and Management
- Merchandizing and Branding
- Photography
- Print and Digital Design
- Project Management
- Remote Conferencing; Webex/Zoom
- 5 years Remote Work Experience
- Social Media
- Adobe Creative Cloud Suite
- Illustrator
- InDesign
- Microsoft Suite
- Excel
- PowerPoint
- Word
- Video Editing

CERTIFICATIONS

- ICS-100
- ICS-200
- ICS-700
- L-180 Human Factors in Wildland Fire
- NIMS ICS All-Hazards Safety Officer
- S-130 Wildland
- S-190 Introduction to Fire Behavior
- S-212 Wildland Fire Chainsaws

ACADEMIC EXPERIENCE

SAN DIEGO STATE UNIVERSITY

B.A. INTERNATIONAL BUSINESS MANAGEMENT/RUSSIAN LANGUAGE

MOSCOW UNIVERSITY, RUSSIA

WORLD POLITICS/ INTERNATIONAL RELATIONS

UNIVERSITY OF CALIFORNIA LOS ANGELES

PROJECT MANAGEMENT CERTIFICATION

DIVIDE FIRE ACADEMY

STRUCTURAL AND WILDLAND FIREFIGHTING

PROFESSIONAL EXPERIENCE

JONES LANG LASALLE ASSOCIATE PROJECT MANAGER

Serving in the financial services industry on the Bank of America client account. I audit and approve project invoices which total on average \$60 million dollars per year.

MOSQUITO FIRE PROTECTION DISTRICT PUBLIC INFORMATION OFFICER

Provided critical information, educational resources to the residents of the Mosquito Fire Protection District. Established social media accounts and a public persona of the district to convey an authoritative voice of the Mosquito Fire Department.

MOET HENNESSY USA MARKETING COORDINATOR

Provided marketing and sales data analysis support for the National Accounts Sales team on portfolio of luxury wine and spirits; Dom Perignon, Moet & Chandon, Veuve Clicquot.

CREATIVE ARTISTS AGENCY ASSISTANT

Provided administrative support to the Head of Television Steven Lafferty, and Head of Branded Entertainment David Freeman. Represented a wide range of top entertainment media and sports clients.

AVALON COMEDIC TALENT MANAGEMENT INTERN

Provided administrative support for talent managers, production assistant on set for production of Special Delivery for Myspace TV/Fox 20th Century. Attended to talent Adam Devine, Anders Holm, and Blake Andersen-stars and creators of "Workaholics".

AMEDIA PRODUCTION STUDIO LEGAL INTERN

Provided administrative support for the studio's Legal Department and General Counsel Viktor Khveseniya. Proofread bi-lingual contracts (Russian/British English).

VOLUNTEER EXPERIENCE

MOSQUITO FIREFIGHTERS ASSOCIATION SECRETARY

Conceptualized, planned, executed community events for the public benefit and raised funds to further promote the mission of the organization.

MOSQUITO VOLUNTEER FIRE ASSOCIATION DIRECTOR

Instituted the HipCamp platform as a modernization initiative to increase property Awareness to a larger target market group.

ALTIVŪ

MANAGEMENT / PR / MARKETING

QUALIFICATIONS

SECTION VI:B /RFP REQUIREMENTS

KENSINGTON FIRE PROTECTION DISTRICT
RFP 2021-01 EP COORDINATOR
SUBMISSION DATE: 5.20.2021
APPLICANT: ALTIVU / J.VALENZUELA

Speaking specifically to my experience in the fire service, I started as a volunteer firefighter and quickly promoted to Public Information Officer when my skills and experience became apparent.

At this time, in 2018, the community did not have a modern social media platform for receiving instant communications from the Mosquito Fire Protect District. Much of the information that was shared came from outside the community which was delayed or inconsistent. In 2018 I was promoted to the role of Public Information Officer and established the Facebook Page and Nextdoor Agency account for the Mosquito Fire Protection District. I built the website for the Mosquito Firefighters Association (mosquitofire.com), and an interim website for the MFPD which included migration of all archived files during a website overhaul initiative.

I provided monthly article submissions to the local newsletter "Mosquito Byte" which has a print distribution and an online presence. The distribution of the newsletter is estimated to be only 112 homes which is 17% of the target market. Through the development of implementing this new Public Information Officer Role, I tracked analytics and engagement to help guide how to increase registrants to the district platform. There were challenges such as; individuals that refused to use social media, individuals that refused to use specific platforms on social media, connectivity issues at home related to lack of internet signal, and residents that did not own a smartphone yet had wired home phones. I launched a campaign to have elderly residents that did not engage on social media to have their out-of-district children/grandchildren follow the district communications. This allowed someone connected to the household to be aware of any incidents that may impact the community, and allow for some level of notification.

I built relationships across the county with key personnel with different agencies and county departments. By making myself available to collaborate with content on their channels the Mosquito Fire Protection District began to gain greater visibility in the county.

The Mosquito Fire Protection District was relatively unknown across the broader county. Unbeknownst to me, I was embarking on an incidental rebranding effort by putting my own imprint via the Mosquito Fire Protection District's new Social media presence. Information that was relevant to the greater county was disseminated through multiple emergency information groups which boosted the views and relevant algorithms for content. The information began to be a source of pride for the community members which increased their confidence in their fire agency. This put them at ease knowing the information would be timely, relevant and reliable. This also helped increase the awareness of the district to attract talent for staffing roles at the department.

I worked directly with the our equivalent of CERT coordinators. The MFPD Support Group was our on-scene community volunteer resource that assisted with road closures, communications, airport coordination for medical flights, and more. There were many opportunities to improve functional capabilities by having after incident reviews with all response personnel discussing areas of improvement and recognizing positive performance. This coordination between first responders and community volunteers is critical for special districts and the inclusivity of having all considerations of district nuances being brought to the table in preparation of an emergency plan. The Support Group maintains a list of residents with limited mobility or other special circumstances that should be considered during an incident. The latest initiative is developing a plan to have transportation resources for large animals to be evacuated.

The Mosquito community is challenged with poor internet connectivity, due to its remote location. Communication on cell signals is also a challenge. These pose their own problems in emergency situations and requires having to host timely and consistent public workshops and town hall meetings. I have organized meetings and campaigns centered around; vegetation management, burn permit renewals, house hardening tips, evacuation preparedness, chipping programs for seniors, assistance for disabled veterans, initiatives for engaging volunteers to assist with elderly neighbors, projects involving local organizations to promote responsible property management practices, developing campaigns ahead of the dry season to discourage procrastination, and communications that provide burn day status information to ensure vegetation abatement is being done in safe conditions.

I promoted mobile phone apps and resources that help residents stay informed of weather and incident conditions., The CalFire app, which provides information about defensible space standards and best practices was one example of such recommendations. There were separate occasions when I sat one-on-one with individuals that needed help with their smartphones to receive alerts and notifications from the Mosquito Fire Protection District, or download any of the recommended apps.

In support of the efforts undertaken by the Mosquito Fire Safe Council , I campaigned frequently for reporting to be done by home owners to capture in-kind defensible space work to secure grants for shaded fuel breaks along egress routes for community evacuations. I contributed to writing the marketing plan and budget for the SAFER Grant awarded to the Mosquito Fire Protection District for Recruitment & Retention of personnel. When the Recruitment & Retention grant was awarded I created a program framework called CODE-3, which helps integrate a cross-organizational (community-wide) approach to help the fire district and all other organizations achieve the goal of cooperation and safety by aligning all efforts for a common objective.

I was invited to be a board member of two community based nonprofits, where I developed many community-focused campaigns, and fundraisers centered around the needs of the Fire Protection District. This particular special district required many cross-organizational and interagency meetings for education, emergency preparedness initiatives, and strategic planning. As a result through our collective efforts, the Mosquito Fire Protection District was named an NFPA Fire Wise designation in 2020.

The experience of living and working in a community like Mosquito frames a perspective around safety and proactive planning. There is essentially two roads into the community of 3500 residents with heavy fuel loads in terrain with the highest fire-risk rating. This places emphasis on year-round initiatives and educational campaigns to maintain the community's level of defensible productivity.

The contributions I made to the Mosquito community allowed my past experiences to serve in a productive and relevant way for their needs. I used a broad range of skills from; presentation building, social media, event planning, public speaking, technology trouble shooting, requesting RFPs, graphic design, foreign language skills, virtual meeting hosting, photography, drone videography, marketing, project management, human resource management, technical writing, public information and communication, and more.

I have detailed additional certifications, experiences in my attached resume as well as my body of work in the Portfolio: Prior Examples.



PROJECT APPROACH
SECTION VI:C /RFP REQUIREMENTS

KENSINGTON FIRE PROTECTION DISTRICT
RFP 2021-01 EP COORDINATOR
SUBMISSION DATE: 5.20.2021
APPLICANT: ALTIVU / J.VALENZUELA

A site survey was conducted by ALTIVU on Kensington Fire Protection District. A densely populated residential neighborhood with few commercial properties that rests on the edge of the Wildland-Urban Interface atop the ridge overlooking the East SF Bay. Small narrow streets with “No Parking” signs on one side of the street provides little room to navigate large apparatus in a response and poses a risk for evacuations. Moeser Lane can act as a primary evacuation route for a high volume of traffic fed from Arlington Avenue which cuts through the entire upper district adjacent to Tilden Nature Area. This area has the most concern during Diablo Wind events .

By reviewing Kensington Fire Protection District Board meeting recordings/minutes, it is understood that KFPD and its residents place emphasis on the following issues:

1. Emergency response and evacuation concerns related to egress;

- a. Obstacles in path-of-travel due to narrow streets.

RECOMMENDATION:

- Continue the KFPD Parking Flyer Campaign.
- Redesign the flyer to be more ink-efficient (optimize for black/white print).
- Produce a mini-PSA campaign video that is geo-targeted to district residents on social media.
- Create signage in zones that are impacted by narrow streets to supplement the “No Parking Signs” which hi-lights the need for space for emergency response vehicles.
- Produce a campaign for households in impacted zones with expanded details about the width of response vehicle and required clearance, include photo examples and helpful information to improve community cooperation and education.

- b. Traffic congestion and uncoordinated response during an incident.

RECOMMENDATION:

- Create an e-mail or SMS distribution list based on resident streets or zones for evacuation orders to improve communication to better manage the flow of traffic.
- Run a campaign that details the possible scenarios in an evacuation, detailing the risk of not following an orderly plan, and the benefits of working in coordination with an overall safety and evacuation plan.
- Assign designated safety zones outside of the district to reduce congestion and increase efficiency in evacuation,
- Identify possible evacuation routes with clearly understood permanent signage to increase familiarity.
- Identify which roads can be used for inbound responders only, and which roads can be used only for evacuees.
- Run simulations based on historical and expected conditions to create worst-case scenarios for the Emergency Preparedness Committee to build plans.
- Conduct a series of Town Halls and invite local partnering emergency response agencies to discuss their objectives during an incident specific to Kensington Fire Protection District.

2. Wildfire preparedness; defensible space and home hardening.

RECOMMENDATION:

- Provide workshops on home hardening and clinics for defensible space and vegetation management. Invite vendors to showcase new materials, tools, and best practices to safely carry out home based work.
- Invite guest speakers (landscape architects, botanists) to conduct masterclasses on xeriscaping which reduces maintenance, improves water efficiency, and decreases fire risk.
- Implement programs to improve defensible space for; veterans, elderly, differently-abled persons.
- Increase volunteer efforts by collaborating with local organizations, and implementing volunteer programs through the district to accomplish defensible space goals.
- Identify the most vulnerable and in-need during an emergency and dedicate a task-force to maintain relationships with these households and understand their unique needs. Provide a series of articles that relate to specific dangers for immunocompromised individuals and how they can prepare, with a request to contact for “more information” in a district communication.

3. Access to community and public safety information.

RECOMMENDATION:

- Provide consistent information to the community to increase engagement and build trust with the audience by delivering reliable and relevant information.
- Develop content for social media platforms to reach and engage the residents with rich video and photo content.
- Collaborate with local faith-based communities, businesses, and other institutions to coordinate communications to their visitors and aide with registering for apps and other initiatives.

ALTIVU will take a community-based approach to leverage a network of community institutions and their interactions with residents. Improving the network of communication across the community’s institutions and to residents improves the performance for proactive initiatives and during an incident response.

This approach was best illustrated during the COVID-19 response. All institutions, businesses and agencies had a coordinated, consistent, and simple message to establish a safety protocol for everyone to practice.

Through increasing awareness and encouraging proactivity, this program has the ability to offset crippling fear and positively manage the human element during an incident. Community members should take a year-round approach to life in fire-prone areas. It is commonly said in sports, “There is no off season”, and this approach should also apply to special districts concerned about the threat of wildfire.

SCOPE OF SERVICES

EDUCATION & COMMUNICATION						
DELIVERABLE	CAMPAIGN	PRODUCT	TASK	SUBTASKS	KFPD INVOLVEMENT	
PUBLIC WORKSHOPS	Topic 1	House Hardening Vegetation Management				
		Full schedule of content for the duration of contract, and topics for content development.	Present Topics for Development	Obtain buy-in and approval on topics from General Manager and Emergency Preparedness Committee on full slate of year's topics.		
		Establish archive for content and media to be used by KFPD for future use.	Content Development: Data and Key Concepts	Source relevant data and information related to the topic, provide key concepts for audience that are easily applicable in the household.		
		Images, videos, diagrams, infographics. Either stock or produced specifically for KFPD.	Content Development: visual illustrations and diagrams	Source multi-media, images, diagrams that help illustrate key concepts to accommodate different learning styles.		
		Meeting Presentation Stylized Deck and Templates	Content Development: Presentation Deck	Develop stylized templates for presentation, publication, social media platforms, etc.		
		Final Stylized Deck and Templates	Content Review Meetings	Engage KFPD Emergency Preparedness Committee for peer review of proposed content.		
		Supplemental materials for attendees	Printed Material Development	Select key concepts from overall content to be designated for printed material resources for workshop attendees. Determine style of material and quantity (one-pager 8.5x11, pamphlet, trifold, packet, PDF electronic version, etc.		
		Public Workshop presentation content, and materials, scheduled workshop approved by KFPD Board.	Workshop Planning Meetings	Schedule Workshop through KFPD to align with meeting space/ platform and availability. Present proposed materials and presentation prior to printing and announcement to community.		
Workshop attendees, social media engagement, community institutions/organization relationship development	Develop Marketing/Promotion Plan	Inform community members via social media, signage, publications, and develop new communication touch points through faith-based groups and other institutions.				
	Topic 2	Evacuation & Emergency Preparedness				
		Content Development	Develop Content based on agreed topics from Committee.			
		Content Review Meetings	Follow up meeting with Emergency Preparedness Committee to review progress and obtain feedback on what has been developed to date. Discuss any scope changes.			
		Printed Material Development	Develop printed material on current campaign with QR code / website that leads to online document of previous topic on KFPD website.			
		Workshop Planning Meetings	Develop process improvements, scope changes if needed, and discuss feedback of prior and current campaign.			
		Develop Marketing/Promotion Plan	Expand community reach through social media, signage, publications, and continue developing community touchpoint through organizations and institutions in Kensington.			
	Topic 3	Household Emergency Planning & Getting Critical Information				
		Develop Content	Maintain a cycle of continuous improvement based on the above previous campaigns.			
		Content Review Meetings				
		Printed Material Development				
		Workshop Planning Meetings				
		Develop Marketing/Promotion Plan				
TARGETED PUBLICATIONS	Topic 1	Personal Safety While House Hardening				
		Content Development	Select hi-lights from Public Workshop Topic 1 to incorporate into a publication regarding staying safe at home, wearing PPE, using proper tools for the job, etc.			
		Call To Action	Provide information for the next scheduled Public Workshop and the option to obtain additional information by subscribing to a newsletter, attending a virtual meeting or volunteering.			
			Channel Distribution	Identify best methods for mass communication with the least cost. Develop and strengthen working relationship with community organizations. Tie in with social media partners in the community to share relevant information. Identify other newsletters that are distributed in the community and provide content to editors.		
		Topic 2	Evacuation & Emergency Preparedness			
			Content Development	Select hi-lights from Public Workshop Topic 2 to incorporate into a publication regarding evacuation and emergency preparedness.		
			Call To Action	Provide reference to the previous campaign, promote the upcoming Workshop Topic, develop an e-mail address for community members to request additional information or register as volunteers.		
			Channel Distribution	Continue developing community relationships to expand and improve channel distribution.		
		Topic 3	Household Emergency Planning & Getting Information You Need			
			Content Development	Maintain a cycle of continuous improvement based on the above previous campaigns.		
Call To Action						
Channel Distribution						
OUTLOOK PUBLICATIONS	Article 1	House Hardening Materials & Retrofitting: Home & Garden				
		Content Development				
		Call To Action				
			Channel Distribution			
		Article 2	Evacuation & Emergency Preparedness			
			Content Development			
Call To Action						

EDUCATION & COMMUNICATION						
designated space provides consistency and reliability of information to the audience in contrast to ad hoc articles about the fire district that seem to be peppered throughout the outlook publications and sometimes make the front page.			Channel Distribution			KFPD involvement.
	Article 3		Household Emergency Planning & Getting Information You Need			
			Content Development			LOW: program fully implemented without increased KFPD involvement.
			Call To Action			
			Channel Distribution			
Supplemental Information			Share supplemental information that improves emergency preparedness and incident awareness for community.	Provide suggested apps, interesting articles, posts from other agencies, news stories, technology that improve emergency preparedness, etc.		LOW
Communication Plan			Implement a consolidated social media strategy for the KFPD.	Continue use of NextDoor for Public Agencies in conjunction with other platforms to reach community members and grow a local audience to have direct contact with residents. Propose establishing a branded Kensington Fire Protection District Facebook Page that can share posts from El Cerrito Kensington Fire Department and El/Cerrito Kensington CERT account.		MED
Website Resources			Build a library of content and resources for community members on the district website. Use the website as a platform to educate, and engage community members on and off-line.	Develop a landing page on the www.kensingtonfire.org site to host and highlight archived content, increase volunteer and community engagement. Use social media and other publication streams to make this resource known, publish "things you can learn about or discover" about the KFPD.		MED: Requires KFPD Access to Website platform
Community Warning Notification Registration			Develop a consistent campaign to encourage registration for Nixle and other notifications.			LOW
			Explore opportunities to have volunteers conduct registration events throughout the community hosted by different organizations			HIGH: KFPD Volunteers

SCOPE OF SERVICES

DELIVERABLE	AGENCY COORDINATION		KFPD INVOLVEMENT
	CATEGORY	SUBTASKS	
KPD/KFPD Objectives	Emergency Preparedness Committee	Attend regularly scheduled EPC meetings, exchange input, act on initiatives with consensus.	MED: requires coordination of Committee, General Manager and EP Coordinator.
	Evacuation Drills	Prepare communication templates for imminent evacuations, voluntary evacuations, red flag warnings, and other advisories. Develop a process of communication between CERT Volunteers, Incident Command, and associated Public Information Officers.	HIGH: Requires coordination of command staff, volunteers, CERT, and General Manager-communication requires coordinator efforts.
	Tabletop Exercises	Research historical information and incidents in other areas that can be used to develop tabletop exercises. Include community members as a recruitment opportunity to increase engagement while preparing for all-response scenarios.	MED: requires coordination of Committee, General Manager and EP Coordinator.
	Emergency Traffic Volunteer Training	Attend training to develop content for recruitment campaigns and publications centered around district objectives.	HIGH: Involves participation from volunteers, CERT coordinators, EP Committee.
Establish Agency Relationships	Identify all neighboring agencies and regional jurisdictions and relevant staff.		
	County of Alameda	Consolidate a single platform for Kensington Fire Protection District which can connect to all local agencies and major organizations that impact the district residents. Establish contact with individuals in local neighboring districts to develop a relationship for coordination and collaboration on content and resources for public service. Make contact with every agency PIO/ Communications Director to build a working relationship. Form a knowledge share forum with other agency contacts to stay informed of any developments, improvements, trends, methods, tools, that may improve service.	LOW: only requires effort of the Emergency Preparedness Coordinator
	County of Contra Costa		
	El Cerrito- Kensington Fire		
	Berkeley Fire		
	Albany Fire		
	Richmond Fire		
	Berkeley Fire		
	Alameda County Fire		
	Orinda-Moraga Fire		
	San Pablo Fire		
	Hercules Rodeo Fire		
	Cal Fire		
	Sheriff Alameda		
	Sheriff Contra Costa		
	CHP		
	Contra Costa County Fire		
	Oakland Fire		
	San Francisco Fire		
	CalOES		
	US Geological Survey		
	National Parks Service		
	US Coast Guard Pacific Area		
	BART		
	CalTRANS		
	East Bay Regional Parks		
	PG&E		
	East Bay MUD		

AGENCY COORDINATION			
	National Weather System		
	Bay Area Air Quality Management District		
	KTVU News		
	KRON4 News		
	ABC7 News		
	NBC Bay Area		
Public Information Continuity	Align approaches for consistent public messaging.	Through established connections by following the above agencies, and building relationships with counterparts in other agencies. Sharing information via social media directly from their accounts, or mirroring the content to echo from the district channels will maintain continuity in messaging.	LOW: only requires effort of the Emergency Preparedness Coordinator
Relevant Regional Meetings	Attend relevant local meetings	Provide feedback to KFPD and associated committees of updates and key developments from other agencies. Take the opportunity to meet other counterparts at relevant meetings. Report any findings relevant to the community in publications.	LOW: only requires effort of the Emergency Preparedness Coordinator

SCOPE OF SERVICES

Community Preparedness				
DELIVERABLE/INITIATIVE	PRODUCT	TASKS	SUBTASKS	KFPD INVOLVEMENT
Community Collaboration Meetings	Work with neighborhood leaders and CERT personnel to organize neighborhood meetings and build awareness of emergency preparedness.			
	Prioritized list of items to develop and create content for building awareness of emergency preparedness in publications and campaigns.	Establish Neighborhood Emergency Preparedness Meetings	Set Agenda and Objectives with Committee	HIGH: requires collaboration of Committee CERT, Command Staff, Board aligned with KFPD objectives.
	Develop a universal presentation that can be held at any time or be publicized for general recruitment and information.	Assemble presentation based on the established aesthetic adopted by KFPD.	Develop Meeting Content and additional resources	LOW: compose presentation with content derived from meetings and established decks.
	Contact list of volunteers to engage.	Register volunteers and build roster of interested participants.	Identify recruitment points to capture individuals interested in participating in emergency preparedness and response. Establish qualifications and means of capturing inquiries-preferably via an established email account through KFPD.	MED: collaborate with Emergency Preparedness Committee on prospective strategies.
CERT Logistics	Liaise with CERT area coordinators and block leaders to assist organizing their neighborhoods to be prepared for wildfire evacuation and earthquake recovery.			
	Organizational Structure that matrixes to local agency resources / tasks.	Identify CERT Area Coordinators for all 6 areas.	Establish tasks, roles, training schedule, task book, back-up personnel for coordinators.	MED: collaborate with Emergency Preparedness Committee and volunteers to establish personnel.
	Increased skills and participation from coordinators.	Facilitate 2 Meetings annually with area and block coordinators.	Set meetings 6 months apart, coordinate timing with seasonal need for fire season.	MED: collaborate with Emergency Preparedness Committee, General Manager to facilitate meetings.
	Storage of emergency supplies and inventory list. Have a rotation process and donation drives where stored inventory goes to out of district incidents on mutual aid response and donations refill the back stock.	Work with Committee to establish emergency supply needs.	Assign volunteers to coordinate emergency supply inventory and distribution during an incident.	HIGH: coordinate resources and logistics with Emergency Preparedness Committee, volunteers, General Manager and KFPD Board.
	Map with designated safety zones for evacuees	Work with Committee to establish safety zones.	Research large areas within the area to feasibly receive high volume of evacuees.	MED: collaborate with Emergency Preparedness Committee, General Manager and KFPD command staff to designate zones.

Community Preparedness				
	Communication Plan involving local agencies, CERT coordinators, KFPD residents.	Coordinate with local agencies to establish communication plan for CERT.	Contact local agencies and inquire their procedures for coordinating information with their CERT leads, and best practices.	LOW: requires data entry and integrating with communication channel plan.
CERT /Volunteer Recruitment	Encourage enrollment in CERT training and help organize emergency watch programs			
	Recruitment Campaign	Establish emergency watch programs for neighbors in need.	Develop recruitment campaign based on focus areas established by CERT coordinators and EP Committee.	MED: collaborate with CERT coordinators to develop content and campaign.
	Increase number of individuals to assist residents that are not attached to property in the district.	Recruit non-residents that are often in district to volunteer.	Build relationships with local businesses to encourage employee participation. Communicate the benefits of skill development and service to the community.	MED: collaborate with CERT coordinators to develop recruitment strategy.
Meeting Participation	Be a resource and attend block meetings as needed.			
	Improved team resources and collaboration.	Provide additional resources to team based on collaboration from neighboring agencies.	Identify neighboring agencies with CERT teams and cross-collaborate to obtain best practices and resources that may be applicable to KFPD.	LOW: requires coordinator research only
Content Development	Develop and provide materials for neighborhood preparedness.			
	Recruitment Content	Develop campaign to recruit volunteers and encourage CERT participation.	Take photos at meetings, trainings, and events to build content library for recruitment campaigns.	MED: collaborate with CERT coordinators to develop content and campaign.
	Print & Publication Materials for fire preparedness and earthquake recovery.	Identify which topics will be printed for specific campaigns and meetings.	Design templates for print and publication materials for fire preparedness and earthquake recovery.	MED: collaborate with CERT coordinators to develop content and campaign.
	Supplemental materials / brochures, pamphlets.	Incorporate campaigns with Education & Communication initiatives.	Align content and provide as supplemental materials with Workshops and Campaigns.	LOW: requires coordinator efforts only.
Emergency Drill Development	Assist with development of emergency response drills.			
	Focused prioritized initiatives.	Collaborate with CERT coordinators, and Emergency Preparedness Committee on identified priorities.	Develop relationship with coordinators by participating in meetings and trainings drills.	HIGH: requires collaboration of Committee CERT, Command Staff, Board aligned with KFPD objectives.
	Expanded resources to build CERT and emergency response training for district volunteers and residents.	Provide additional resource to team sourced from agency partners.	Reach out to local agency counterparts to obtain additional resources, and the opportunity for cross-agency training out of district.	LOW: requires coordinator research only
Community Information/Engagement	Work with K-groups. Schools, churches, child care programs, and other organizations to mobilize residents and spread information through established channels.			

Community Preparedness				
	Contact list of volunteers to establish channels of information and coordination.	Develop a communication to recruit volunteers or contacts from each organization to list as a point of contact.	Build a database of all organizations in the district and adjacent areas bordering the community.	MED: collaborate with CERT coordinators to develop resource.
	Increased awareness and community interface	Attend community events and engagements.	Establish a team of volunteers and firefighters to attend community events with information pertaining to recruitment, emergency preparedness and other topics.	HIGH: requires involvement and participation from volunteers, personnel and greater community.
Mobility-Impaired Resident Initiatives	Work with KPD to identify mobility-impaired residents.			
	Articles to provide perspective and insight to assist preparation for evacuation of mobility-impaired residents and their households.	Source content related to go-bags, preparing for medication, arrangements for evacuation to suitable accommodations for mobility-impaired.	Collaborate with EP Committee to identify a list of needs and resources to assemble go-bags for mobility-impaired residents.	MED: collaborate with CERT coordinators to develop needs.
	Database of residents to aid in identification and mobilization for evacuations.	Establish a method of registering mobility-impaired residents to voluntarily provide information to allow accommodation for evacuation.	Create campaigns, and tagline that are attached to articles to capture and encourage registration of mobility-impaired residents.	MED: collaborate with CERT coordinators to develop campaign.
	Online campaign to register residents that are identified as mobility-impaired.	Register and identify mobility-impaired residents.	Establish a registration portal on the KFPD website.	LOW: requires coordinator efforts only.
			Run a campaign on social media for awareness of benefits to register.	LOW: requires coordinator efforts only.
	List of local organizations to coordinate efforts for emergency preparedness and evacuation.	Engage local organizations / institutions that interface with mobility-impaired residents.	Establish relationships with local hospice services, hospitals, clinics etc. to make this a consideration when developing home care treatments.	MED: collaborate with CERT coordinators to develop needs.



PORTFOLIO: PRIOR EXAMPLES
SECTION VI:D /RFP REQUIREMENTS

KENSINGTON FIRE PROTECTION DISTRICT
RFP 2021-01 EP COORDINATOR
SUBMISSION DATE: 5.20.2021
APPLICANT: ALTIVU / J.VALENZUELA

PUBLIC INFORMATION / COMMUNICATION



MOSQUITO FIRE PROTECTION DISTRICT

CONTACT: RYAN PURVES 530.409.5509



Role: As Public Information Officer, designed all the communications, wrote the copy accompanying or transcribed /edited Fire Chief's statements.

All tiles designed for and communicated via social-media across El Dorado County.

No Budget allocated from Mosquito Fire Protection District.

Schedule: Templates created in advance and turn around time 5-15 minutes to post, pending accompanying statement.

ALTI VŪ
MANAGEMENT / PR / MARKETING
RFP 2021-01 EP COORDINATOR

COMMUNICATION PERFORMANCE METRICS



MOSQUITO FIRE PROTECTION DISTRICT

CONTACT: RYAN PURVES 530.409.5509

Post Details

Mosquito Fire Protection District
Published by mosquitofireprotectiondistrict on May 14 · 🌐

We are living on borrowed time.

The coming change of weather should give us more than a breath of fresh air, it's an opportunity to reflect on the long list of things to consider during **wildfire season**.

-Is your space defensible?... See More

Performance for Your Post

3,789 People Reached

69 Reactions, Comments & Shares 🗨️

54 Likes	15 On Post	39 On Shares
1 Love	0 On Post	1 On Shares
3 Comments	2 On Post	1 On Shares
11 Shares	11 On Post	0 On Shares

516 Photo Views

45 Photo Views

0 Link Clicks

471 Other Clicks

NEGATIVE FEEDBACK

4 Hide Post

0 Hide All Posts

0 Report as Spam

0 Unlike Page

Reported stats may be delayed from what appears on posts

Mosquito Fire Protection District
February 12 · 🌐

Urgent Advisory from Chief Dwyer:
We are expected to be hit with a significant storm starting tonight, going into the overnight hours.

According to NOAA, we are in the path of an atmospheric river. We are expected to receive a minimum of 5 inches of rain. At times possible rain will be a 1/2" in 15-30 minutes. The rain associated with high winds will most likely wreak havoc on our electrical and communication infrastructure.

Also, because of the accumulated snow levels in the upper District that remains, with the snow levels above 4500 feet, it is possible the rain runoff will be exacerbated by the snow melt.

We are asking that people in the community prepare now. Ensure that they have enough propane, and fuel for their generators. We are asking that all residents with chronic medical history consider staying with family or friends. Obtain all needed prescription medications be obtained and that food and water has been purchased.

It is predicted that the storm will equal if not surpass the storm of February 2017. Depending on the weather we will close roads in case of flooding. Please heed these signs if there aren't FD Members standing by.

Also it is recommended that all residents with homes located on down slope, below natural drainages, those who live bowl type topography, please make efforts to protect your home.

The County is not distributing Sand and Sandbags to Fire Districts or residents. It's up to the individual property owner to purchase their own. If the storm fits a specific criteria the County OES may make them available.

Residents can call the Sheriff's Office Dispatch, check the EDC S.O. website and social media releases to identify when and where Sandbag locations may be established.

We know this notification may seem like an extreme precaution, we are hoping that the storm does not manifest but it is best to be prepared.

Performance for Your Post

13,782 People Reached

573 Reactions, Comments & Shares 🗨️

162 Likes	39 On Post	123 On Shares
3 Love	0 On Post	3 On Shares
98 Comments	17 On Post	81 On Shares
8 Shares	1 On Post	7 On Shares
3 Replies	0 On Post	3 On Shares
173 Comments	21 On Post	152 On Shares
126 Replies	118 On Post	8 On Shares

3,584 Photo Views

0 Photo Views

3 Link Clicks

3,581 Other Clicks

NEGATIVE FEEDBACK

5 Hide Post

0 Hide All Posts

0 Report as Spam

0 Unlike Page

Reported stats may be delayed from what appears on posts

Pages to Watch

Compare the performance of your Page and posts with similar Pages on Facebook.

Add Pages

Page	Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1 City of Folsom Fire Dep...	4.8K	▲0.2%	2	1.2K
2 Contra Costa County Fir...	4.5K	0%	0	221
3 El Dorado County Fire P...	4.5K	▲1.3%	9	3.1K
4 Garden Valley Fire Prote...	662	▼0.1%	5	445
YOU	245	▲37.6%	6	1.7K
6 CAL FIRE Local 2881 AEU	30	▲7.1%	1	1

Keep up with the Pages you watch. [Get More Likes](#)

These performance metrics illustrate the effectiveness of PIO J. Valenzuela's campaigns for Mosquito Fire Protection District. The relevance and quality of the information for a district of 3,400 residents was being consumed by a greater audience across El Dorado County.

Despite having only 245 Total Page Likes at the time, the Mosquito Fire Protection District Facebook Account (created by Valenzuela) was ranked 5th overall in the area. However, considering the number of followers, had the most engagements/reactions proportional to other agencies with larger audience.

ALTI VŪ
MANAGEMENT / PR / MARKETING
RFP 2021-01 EP COORDINATOR

PUBLIC INFORMATION NOTIFICATIONS



MOSQUITO FIRE PROTECTION DISTRICT

CONTACT: RYAN PURVES 530.409.5509



BURN BAN IN EFFECT DESPITE EXPECTED RAIN

11/19/2019

Residents of Mosquito/Swansboro,

Current weather reports are projecting precipitation within the district beginning Wednesday November 21 through the rest of the week.

Despite the amount of projected rain, the Burn Ban has **NOT** been lifted for the season.

Road conditions will also be impacted from rain water. Please exercise extra caution while driving to reduce risk of accidents/injuries. A few seconds gained is not worth the risk.

Fill this holiday season with gratitude and joy by acknowledging health and safety; for yourself, your family and your community.

Make a Happy Thanksgiving!
Office of Public Information
Mosquito Fire Protection District

A|8801 Rock Creek – Placerville CA 95667 P|530.626.9017 W| www.mfpd.us



WINTER STORM DAMAGE

1/17/2019

Our District was hit with high winds during this storm which brought down numerous trees over the roads and powerlines.

In the event of a powerline and/or road impacted by a fallen tree,
PLEASE REPORT THE INCIDENT BY DIALING 911.

All powerlines are to be considered energized until PG&E deems otherwise.

Please keep greater distance from downed lines during wet weather conditions.

Office of Public Information
Mosquito Fire Protection District

A|8801 Rock Creek – Placerville CA 95667 P|530.626.9017 W| www.mfpd.us

IS TODAY A BURN DAY?

HERE ARE 4 WAYS TO FIND OUT:

1. Call the Hotline: 530-621-5897 (PRO TIP: Save the number in your phone)
2. Check The Website: Simply Google "El Dorado County Burn Day Information"
3. Follow on Facebook: facebook.com/EDCAQMD
4. Follow on Twitter: www.twitter.com/EDCAQMD



Information released to Mosquito Fire Protection District residents from PIO J. Valenzuela
BUDGET : N/A. SCHEDULE: As needed - seasonal

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RFP 2021-01 EP COORDINATOR

COMMUNITY NEWSLETTER PUBLICATIONS



MOSQUITO FIRE PROTECTION DISTRICT

CONTACT: RYAN PURVES 530.409.5509

MOSQUITO BYTE

PUBLISHED MONTHLY BY THE MOSQUITO VOLUNTEER FIRE ASSOCIATION



Volume 32, No. 8

May 2019

Mosquito Fire Protection District (MFPD)

by Station 75 PIO

Summer is coming fast and our window of permissible burn days will soon be closing as well. It's time to get out and aggressively prepare our defensible spaces!

Creating defensible space is essential to improve ... or home's chance of surviving a wildfire. It's the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it. This space is needed to slow or stop the spread of wildfire and it protects your home from catching fire—either from direct flame contact or radiant heat. Defensible space is also important for the protection of the firefighters defending your home.

Two zones make up the required 100 feet of defensible space:

Zone 1 extends 30 feet out from buildings, structures, decks, etc.

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trim trees regularly to keep branches a minimum of 10 feet from other trees.
- Remove branches that hang over your roof and keep dead branches 10 feet away from your chimney.
- Relocate wood piles into Zone 2.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a separation between trees, shrubs and items that could catch fire, such as patio furniture, wood piles, swing sets, etc.

Zone 2 extends 100 feet out from buildings, structures, decks, etc.

- Cut or mow annual grass down to a maximum height of 4 inches.
- Create horizontal spacing between shrubs and trees.
- Create vertical spacing between grass, shrubs and trees.
- Remove fallen leaves, needles, twigs, bark, cones, and small branches.

However, they may be permitted to a depth of 3 inches.

Plant and Tree Spacing

The spacing between grass, shrubs, and trees is crucial to reduce the spread of wildfires. The spacing needed is determined by the type and size of brush and trees, as well as the slope of the land. For example, a property on a steep slope with larger vegetation requires greater spacing between trees and shrubs than a level property that has small, sparse vegetation.

Vertical Spacing

Remove all tree branches at least 6 feet from the ground. Allow extra vertical space between shrubs and trees. Lack of vertical space can allow a fire to move from the ground to the brush to the tree tops like a ladder.

- 1 -

MOSQUITO BYTE

PUBLISHED MONTHLY BY THE MOSQUITO VOLUNTEER FIRE ASSOCIATION



Volume 32, No. 9

June 2019

Mosquito Fire Protection District (MFPD)

by Station 75 PIO

Firefighter Andrew Douglas successfully completed an intensive EMT course at Folsom Lake College. This satisfies the Standards Approved by the State of California. Congratulations, Andrew. Your experience will be a great asset to our community.

3 Mosquito Firefighters completed the Divide Fire Academy with a graduation held on May 10th in Georgetown. Firefighters Coleman Johns, Cole McCowan and Johnny Valenzuela attended the academy hosted by Garden Valley and Georgetown Fire from January until May.

Clarification on burn permits.

There were several headlines in recent weeks saying the CalFire permit is required as of May 1st. If you have a permit that was acquired from Mosquito Fire Protection District Station 75, it is the same permit issued at CalFire, and online. There is no additional permit needed. Please continue to call the burn hotline to ensure you are burning on a permissible day. How do we know if it's a burn day? Please follow these steps to find out:

Mosquito Volunteer Fire Association (MVFA)

by MVFA Board of Directors

June 8th is the date of the annual MVFA Yard Sale at the Fire Station parking lot from 8:00 am to 1:00 pm. This year, MVFA will not be taking donated items to sell at its own table, but the Fire Department may have items to sell. Booth space for vendors is available for rent for \$10. MVFA will provide a table, and you may bring your own items to sell. Booth fees and donations will benefit the MVFA Community Funds which includes the MVFA Station 75 Fund. Hot dogs, chips and a soft drink will be available for a donation of \$5.00 starting at 11:00 am. To reserve a booth or to obtain more information contact: Tom Harris at 642-2333 or Dave Angelo at 621-3688.

You may have noticed the blossoming flowers and groomed plants and trees in the Garden and Patio areas of Frank's Diner. All of it is due to the volunteer efforts of our resident landscape artists Jan Oumura and helper Ron Speake. MVFA thanks them and all the workers who volunteer their time maintaining the Campground and Day Use areas and the Disc Golf Course.

- 1 -

MOSQUITO BYTE

PUBLISHED MONTHLY BY THE MOSQUITO VOLUNTEER FIRE ASSOCIATION



Volume 32, No 10

July 2019

Mosquito Fire Protection District (MFPD)

by Station 75 PIO

CALL 9-1-1 FOR EMERGENCIES

A number of recent occurrences have led to issuing this critical reminder: **WHEN THERE IS AN EMERGENCY, DIAL 9-1-1.**

DO NOT ASSUME MOSQUITO STATION 75 IS OCCUPIED DURING ADMIN HOURS
Mosquito Station 75 is staffed ONLY from 8:00am-5:00pm, daily. This is NOT a guarantee that the staff in the station to answer the station phone or receive your walk-in for request for assistance during these staffing hours.

All emergency responses are required to go through 9-1-1 Dispatch. Calling Mosquito Station 75 directly will delay response. Station admins will instruct you to hang up and dial 9-1-1. It happens VERY frequently. Too frequently. **DO NOT DELAY RESPONSE-DIAL 9-1-1**

THERE IS A 9-1-1 CALL BOX AT THE STATION FRONT DOOR

If you happen to come to the station, do not ring the doorbell for emergency assistance. Do not knock and yell for help expecting someone upstairs to come to the door. DIAL 9-1-1 directly from the Call Box at the station's front door. Press the call button to dial directly to a dispatcher for immediate assistance.

WE ARE STILL A VOLUNTEER DEPENDENT DISTRICT

The budget constraints of our district allow for staffing from 8:00am-5:00pm, daily. We are critically dependent on volunteers that reside in the district from 5:00pm-8:00am each night. Resident resources are issued papers that activate an alert when a 9-1-1 dispatch is initiated.

We are very fortunate to have the in-district resources available to respond. We are making a conscious effort of ensuring our district has resources available at all hours of the day, every day. This is NOT always a guarantee given the limited numbers of qualified personnel that we have. Remember, your best chance at getting assistance is dialing 9-1-1.

DO NOT DELAY RESPONSE-DIAL 9-1-1

Next MFPD meeting will be the Second Thursday, July 13th, 7pm @ Fire House

Mosquito Volunteer Fire Association (MVFA)

by MVFA Board of Directors

Due to the July 4th holiday, MVFA will not conduct a July meeting. The next regular board meeting will be August 1st.

Frank's Diner is hosting a Fourth of July party. The MVFA Crafters will have a craft sale at this event and proceeds benefit the MVFA Station 75 fund. See other articles in this issue of the Byte as well as social media sites for more information. Don't forget Frank's Diner is open Wednesday thru Sunday

- 1 -

As PIO J. Valenzuela submitted monthly articles to the Mosquito Byte Editors for publication in the community newsletter.

BUDGET: N/A. SCHEDULE: On a monthly basis - 3 hour commitment per month

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RFP 2021-01 EP COORDINATOR

TRAINING AND DEVELOPMENT

MOSQUITO FIRE PROTECTION DISTRICT

CONTACT: RYAN PURVES 530.409.5509



PREPARATION FOR PUBLIC WORKSHOP SESSION 1 - JAN 26.2019

CONCERNED CITIZENS
COMMITTEE



PARTNERS IN PROTECTION
MOSQUITO FIRE PROTECTION DISTRICT



PROBLEM: INCREASED DISTRICT POPULATION & AGING COMMUNITY

We have a significant aging population with potential need for more emergency services. The increased number of younger families present different emergency problems concerning children.

HOW DOES THIS IMPACT US?

The increasing number of residents and the decrease in resident volunteer participation for emergency response has created a burden on the very few available and capable residents to respond to the calls that may take place in the 16 hours of every day that the station is not manned by full-time staff.

PLEASE PROVIDE YOUR OWN EXPERIENCES AND THOUGHTS THAT CONCERN YOU TO CONTRIBUTE TO SOLVING THIS PROBLEM.



TASK BOOK

ENGINE 75/ 275

DRIVER
ENGINEER

CANDIDATE _____

This Task Book has been developed for both staff and volunteer drivers and/or pump operators of Engine 75 or Engine 275. Evaluators performance of the tasks based in this document. Evaluators and can occur on calls for service, simulations or other important that performance be critically evaluated and accurately tasks in the document relating to the certification sought the candidate may be recommended for certification.

MOSQUITO FIRE PROTECTION DISTRICT TASK BOOK ENGINE 75/275

TASK A: APPARATUS FAMILIARITY - EXTERIOR

1. Compartments - state the contents of each compartment and identify the components within and their use.

- | | |
|---|---|
| <input type="checkbox"/> E75 E275 | <input type="checkbox"/> E75 E275 |
| <input type="checkbox"/> Gross box | <input type="checkbox"/> Right forward top compartment |
| <input type="checkbox"/> Left forward compartment | <input type="checkbox"/> Right forward bottom compartment |
| <input type="checkbox"/> Left middle compartment | <input type="checkbox"/> Right middle compartment |
| <input type="checkbox"/> Left rear top compartment | <input type="checkbox"/> Right rear top compartment |
| <input type="checkbox"/> Left rear bottom compartment | <input type="checkbox"/> Right rear bottom compartment |
| <input type="checkbox"/> Hose Compartment | <input type="checkbox"/> Bottle Compartment |
| <input type="checkbox"/> Near and far board tool | |
| <input type="checkbox"/> Rear top compartment | TASK A1 E75 COMPLETED: _____ |
| <input type="checkbox"/> Rear bottom compartment | TASK A1 E275 COMPLETED: _____ |

2. Exterior - readiness check utilizing District safety checklist.

- E75 E275
- Restore brake lock
 - Identify location of emergency road triangles
 - Identify hand tool locations
 - Explain how to report mechanical problems
 - Identify any vehicle safety problems or concerns
 - All tools, apparatus and equipment in proper location and in functional condition

TASK A2 E75 COMPLETED: _____

TASK A2 E275 COMPLETED: _____

TASK 1 of 8

Facilitated a working session with a group of "Concerned Citizens" that formed a committee to discuss issues related to the districts fire preparedness initiatives. Logo and campaign developed by J. Valenzuela. BUDGET: N/A. SCHEDULE 20 hours

Task Book formatted and designed by JValenzuela with collaboration on content with Fire Captain. BUDGET: N/A SCHEDULE: 4 hours

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MARKETING VISUALS



CONTACT: KAREN PULLIN 209.765.8640

MOSQUITO FUELS REDUCTION PROJECT
 RESCHEDULED TO TUESDAY NOV 5th 2019 6:00pm
 OPEN MEETING FOR PROPERTY OWNERS AND GENERAL PUBLIC

November 5th 2019, 6:00pm
 MOSQUITO FIRE STATION
 8801 Rock Creek Rd, Placerville

The project will create shaded fuel breaks along segments of Rock Creek Road and sections just north of the Swansboro Country Airport adjacent to USFS lands. The meeting is open to all; parcel owners in the areas targeted for fuel reduction work are particularly invited.

In addition, property owners along Mosquito Road will discuss applying for a similar grant to carry out fuel reduction beginning in 2020.

DESIGN
 MARKETING CAMPAIGN
 AGENCY COLLABORATION

Schedule : 1 Month
 Budget: N/A

MOSQUITO
fire safe council

COMMUNITY TOWN HALL
 & FREE BBQ SOCIAL

SAT 5/15 10:30 AM
MOSQUITO FIRE STATION

FEATURING EXPERTS
IN WILDFIRE PREPAREDNESS

DESIGN
 MARKETING CAMPAIGN
 EVENT HOSTING ASSISTANCE

Schedule : 1 Month
 Budget: N/A

Mosquito's Fourth Annual
WILDFIRE PREPAREDNESS DAY

SATURDAY JUNE 19TH
4PM | DYER LAKE PARK

FREE COMMUNITY BBQ

VENDORS FIFTEENFIGHTER DEMONSTRATIONS GAMES
 RAFFLE SMOKEY BEAR EVACUATION INFORMATION

DESIGN
 MARKETING CAMPAIGN
 AGENCY COLLABORATION
 EVENT HOST COLLABORATION

Schedule : 3 Months
 Budget: N/A

VETERANS DAY SALUTE
 AT THE DYER LAKE FLAG POLE
 11/11/2020 11:00AM

HOSTED BY
MOSQUITO
fire safe council

DESIGN
 MARKETING CAMPAIGN
 EVENT HOSTING ASSISTANCE

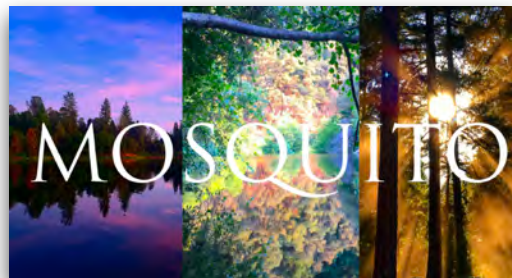
Schedule : 1 Month
 Budget: N/A

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PRESENTATIONS / PITCH DECKS



CONTACT: KAREN PULLIN 209.765.8640



AGENCY ENGAGEMENT PITCH PRESENTATION

This presentation was used to in a meeting with CalFire, US Forest Service, CHP, El Dorado County Sheriffs Office, Mosquito Fire Safe Council and Mosquito Fire Protection District, to motivate participation from the other agencies to coordinate a Community Town Hall to discuss resources and expectations during a community evacuation. This Town Hall took place on Saturday May 15th with full participation of agencies involved with over 80 attendees.

ROLE: PRESENTATION DESIGN

Schedule to produce presentation: 3 days

Budget: N/A



SCAN THIS TO VIEW THE ENTIRE DECK

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EVENT MARKETING / EVENT PLANNING



FIREFIIGHTERS
ASSOCIATION

CONTACT: CHRIS DILLENDER 530.409.5509

FIREFIIGHTERS ASSOCIATION

MOSQUITO COLOR ART
Virtual Showings
FEBRUARY 2021

Since we can't have a Color & Pizza Party this month, open your coloring books and dust off your art supplies.

Brighthen up these gloomy winter days with your friends and family by adding some color.

Share your masterpieces on our online gallery!

If you need inspiration, stop by the Fire Station for complimentary coloring sheets starting Monday January 25th.

We will scan your art work!
Contact events@mosquitofire.com

WWW.MOSQUITOFIRE.COM

FIREFIIGHTERS ASSOCIATION **THE MURPH**
CHALLENGE
OFFICIAL HOST

IN MEMORY OF
LT. MICHAEL P. MURPHY

MOSQUITO MURPH
MEMORIAL DAY 2021
MONDAY MAY 31

8:30 FLAG CEREMONY // DYER LAKE
9:30 THE MURPH CHALLENGE // FIRE STATION
11:30 MEMORIAL DAY LAKE FEST // DYER LAKE

FOR ADDITIONAL INFO
VENDOR INQUIRIES, VISIT:
WWW.MOSQUITOFIRE.COM/MURPH

FIREFIIGHTERS ASSOCIATION

HALLOWEEN
Dyer After Dark

OCTOBER 30 2020 5:30PM
DYER LAKE PARK
6770 SLOUCE ST PEACERVILLE

SPOOKY SPECTACULAR DISPLAY
MACH-4-LANTERN, BOOTH DECORATION & COSTUME CONTESTS
VENDOR BOOTHS - PRIZES - OUTDOOR COMMUNITY FUN!
INQUIRIES/RSVP: EVENTS@MOSQUITOFIRE.COM

FIREFIIGHTERS ASSOCIATION

Bunny Brunch
EASTER EGGS & BACON

SATURDAY APRIL 3
DYER LAKE PARK
10:00AM-1:00PM

FOOD GAMES RAFFLE
KID'S FUN HUNT STARTS AT 12:00PM

BRUNCH SUGGESTED DONATION:
\$10/ADULT \$5/CHILD (FREE 4 & UNDER)

RSVP FOR KIDS: EVENTS@MOSQUITOFIRE.COM

All event themes, marketing, event planning and execution overseen by J.Valenzuela.
Budget allocation for each event \$600 with schedule to plan and execute 6 week lead time

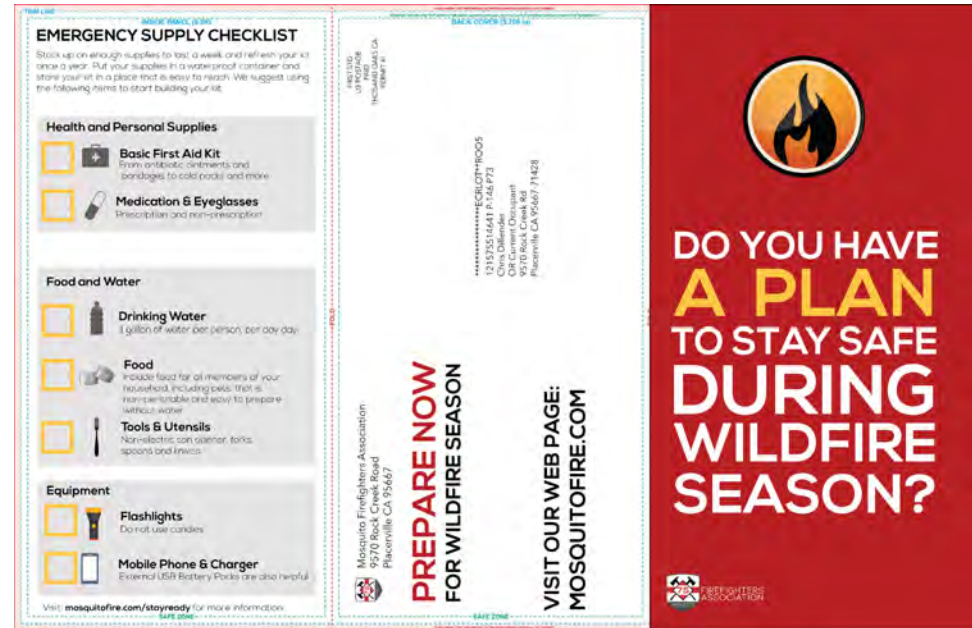
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RFP 2021-01 EP COORDINATOR

PRINT & PUBLICATION



**FIREFIIGHTERS
ASSOCIATION**

CONTACT: CHRIS DILLENDER 530.409.5509



Sample of print and publication templates that can be adapted for variety of purposes. All design and formatting by J. Valenzuela, including photo in magazine cover.

BUDGET: N/A. SCHEDULE: Time to complete each composition average 3 hours.

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RFP 2021-01 EP COORDINATOR

BRAND DEVELOPMENT / GRAPHIC DESIGN



FIREFIGHTERS
ASSOCIATION

CONTACT: CHRIS DILLENDER 530.409.5509



ORIGINAL LOGO 2015



LOGO 2018 DESIGNED BY J.VALENZUELA



FIREFIGHTERS
ASSOCIATION

PRIMARY LOGO 2020 DESIGNED BY J.VALENZUELA



SECONDARY LOGO
2021 DESIGNED BY J.VALENZUELA

The original logo was redesigned to give the Mosquito community greater recognition across the county and to provide the Mosquito Firefighters Association the ability to capture more support from local business sponsors.

BUDGET: N/A. SCHEDULE: 2 week development process

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RFP 2021-01 EP COORDINATOR

MERCHANDISING & PRODUCT MARKETING



FIREFIGHTERS
ASSOCIATION

CONTACT: CHRIS DILLENDER 530.409.5509



Experience with product development and procurement, marketing and distribution.
All shown items above designed by J.Valenzuela for Mosquito Firefighters Association.

BUDGET: Development budge \$500. SCHEDULE: 2 Months

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MANAGEMENT / PR / MARKETING
RFP 2021-01 EP COORDINATOR

VIDEO PRODUCTION



DESOLATION WILDERNESS



DIABLO MOTOCROSS



MOSQUITO MEMORIES



ICELAND



HAWAII



MOSQUITO FOREST TAILGATER



MOSQUITO HOT COCOA



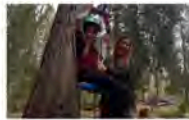
MOSQUITO 75 PROGRESSIVE



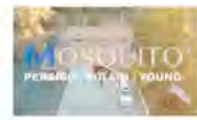
BRENTWOOD PARAMOTOR



ALASKA



SWANSBORO UNITED



MOSQUITO VOTES 2020

All video editing and video/drone work done by J. Valenzuela
Scan QR codes with mobile device camera to view each.

BUDGET: N/A. SCHEDULE: Each video editing approximately 5 days.

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MANAGEMENT / PR / MARKETING
RFP 2021-01 EP COORDINATOR

ALTIVŪ

MANAGEMENT / PR / MARKETING

WWW.ALTIVUAGENCY.COM

CONTACT: JVALENZUELA@ALTIVUAGENCY.COM



KENSINGTON FIRE PROTECTION DISTRICT

DATE: July 14, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 6b**
Public Safety Building Renovation - Progress Update Including Architect Selection, Structural Engineer Selection, and Budget Amendment

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Direct the General Manager to 1.) Enter into services contracts on behalf of the KFPD with MarJang Architecture and ZFA Structural Engineers to proceed with project design and engineering for the renovation of the Kensington Public Safety Building in accordance with the approved motion detailed in Agenda Item 4c of the April 14, 2021 KFPD Board of Directors meeting; and 2.) Amend the FY2021-2022 Budget to include Capital Inlay from the reserves of up to \$484,252 to fund the estimated Capital Outlay costs described in MarJang's and ZFA's fee proposal.

Background

On June 21st and 22nd, 2021, GM Hansell, President Nagel, and Director Dommer interviewed the three firms who responded to the District's RFP for full architectural services to renovate the PSB as approved in the April 14, 2021 Board of Directors meeting. The prospective consultants included Guitierrez/Associates of Oakland, LCA Architects of Oakland/Walnut Creek, and MarJang Architecture of San Francisco. All three presented relevant experience, expanded on their interest in the project, and toured the building. Despite this close field of qualified candidates, MarJang Architecture stood out with their thorough proposal and proactive investigation of the project, as well as their innovative past public safety building work, clear schedule and work outline, environmentally sensitive interior design approach, extensive project team recommendation, and stakeholder communication skills. Although the RFP stated that selection would "not be based solely on cost", MarJang Architecture presented a complete cost proposal that was substantially less than the other two candidates. In a subsequent review of the interviews, GM Hansell, President Nagel, and Director Dommer agreed that MarJang Architecture would be a great fit for the Public Safety Building renovation project and, therefore, highly recommend that the District engage them in a services contract. GM Hansell followed-up with phone calls to MarJang Architecture's reference list of past clients, all of whom were highly complimentary of the firm's work and professionalism. MarJang Architecture's proposal is attached here for reference.

Separately, (2) engineering services proposals were received from IDA Structural Engineers of Oakland/Portland and ZFA Structural Engineers of SF/Silicone Valley/Sacramento/Napa/Santa Rosa. While IDA worked on the prior analysis of the building and presented a complete proposal for the full structural engineering scope of work, ZFA is also a highly regarded engineering firm in the Bay Area with direct experience on buildings in Alquist-Priolo Earthquake Fault Zones and

seismic evaluations of numerous fire stations. Either firm would be a good choice but MarJang Architecture has direct experience with ZFA and brought them to the table as part of their proposed team, as noted in their package. As with the Architecture RFP, the Structural Engineering RFP noted that cost would not be the sole determinant for selection, but ZFA proposed a fixed fee 30% lower than IDA's. After receiving the proposals, GM Hansell discussed the project in depth with both firms and, given the expertise, team relationship with MarJang Architecture, and cost savings, recommends that the District engage ZFA for structural engineering services on the project. ZFA's proposal is attached to this report.

In order to fund the work of the architect and structural engineer, GM Hansell recommends that the motion to contract with MarJang Architecture and ZFA Structural Engineers include the amendment of the FY2021-2022 Budget to utilize appropriate funds from the reserves, i.e. Capital Inlays, to cover the cost of the work, i.e. Capital Outlays. The project fees chart in MarJang Architecture's proposal totals \$484,252 and, therefore, that is recommended as the total amount to be approved at this stage as the projected "soft costs." It should be noted, though, that amount is for all consultants and for all stages of the project, including construction. Not all the sub-consultants will be engaged immediately and the schedule of the phases will vary based on numerous outside factors such as permitting, bidding, scheduling coordination, etc. Thus, these expenses will stretch out over the fiscal year and, depending on the actual construction schedule, into the subsequent fiscal year(s). Expenses will be tracked and reported on a monthly basis as part of the Board's regular meeting financial reports.

As an additional progress update on the renovation project, it should be noted that laser-measured CAD backgrounds of the existing PSB were commissioned and completed on July 1st, 2021. These files will be provided to the architects and engineers so they can begin work with accurate existing information previously unavailable.

With regards to the planning of temporary facilities, GM Hansell and Chief Pigoni met with the Executive Director of the Unitarian Universalist Church of Berkeley to tour the grounds and discuss the potential use of the lower parking lot during construction of the renovation project. In addition to the parking lot, there are some interior spaces that are available, if needed. Chief Pigoni provided a tentative program, or needs-list, to GM Hansell, and has spoken with the El Cerrito Planning and Building officials about the required permits that must be obtained. Further study of this location will continue as more information is gathered on utilities and potential consultants necessary to advise on storage units, trailers, and other required temporary structures.

GM Hansell is consulting with Mack5 on the above temporary facility needs/process, as well as on the appropriate consultant services contract templates.

Fiscal Impact

If approved, up to \$484,252 of the KFPD capital improvement reserves will be used to fund the soft costs of the PSB renovation project over one or more fiscal year cycles.



**KENSINGTON FIRE PROTECTION DISTRICT
RFP 2021-03**

**RESPONSE TO REQUEST FOR PROPOSAL
ARCHITECTURE SERVICES**

Bill Hansell, General Manager
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

JUNE 2, 2021

MARJANG



MARJANG

June 2, 2021

Bill Hansell, General Manager
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

Dear Mr. Hansell & Selection Committee Members,

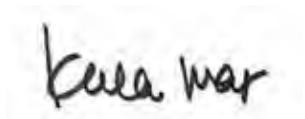
We are pleased to present our response to Request for Proposal for Architecture Services, RFP 2021-03 for the Kensington Fire Protection District (KFPD) renovation of the structure at 217 Arlington Avenue, Kensington, California.

MarJang Architecture is a full service architecture firm with experience in the design of fire and essential service facilities in the Greater Bay Area. The firm was established in 2005 and has over 15 years of experience in the design of spaces for institutional, commercial or private clients on projects that include rehabilitation of new construction, adaptable re-use and restoration within historic or existing structures.

Our firm's experience and history with fire facilities and public projects is shared in the Firm History with Public Projects section of this response.

We have assembled a highly qualified team of architects and engineers that have worked together providing design services for public agencies and fire facilities and look forward to the possibility of working with the Kensington Fire Protection District to deliver a renovation of the fire station that the community for which it serves can be proud of for years to come.

Sincerely,



Karen Mar, Principal, C25227
email | karen@marjang.com

QUALIFICATIONS

FIRM HISTORY WITH PUBLIC SAFETY PROJECTS

Founded in 2005, we primarily practiced in the private residential and commercial realm and in 2012 we were selected to work on our first public project, as a team member on the Salesforce.com Global Headquarters which led to the development of our practice in the public sector.

Our private residential portfolio is what gave our firm to access to work on our first project for the San Francisco Fire Department (SFFD). We were approached in 2013, by Shah Kawasaki Architects, experts in fire station design to collaborate on the design of San Francisco International Airport's Firehouse No. 3. We were tasked to "make this house more of a home" and to "de-institutionalize" the house areas while still complying with all related code requirements and San Francisco ESER (Earthquake Safety and Emergency Response) Standards. This project also included the SF Fire Department Airport Division Headquarters and Training Facilities so our clients wanted it to not only "be a home to the firefighters that work so hard" in this environment but also to "reflect the pride of the department."

In addition to our design duties on the team, we also led an 8-week programming effort and the production of our team's Basis of Design Report. This involved 12 stakeholder groups from the aesthetic architecture to door hardware and fire alert systems.

We delivered SFO Firehouse No. 3 in 2017 and were fortunate enough to be selected for our second fire department project, the SFFD Ambulance Deployment Facility for San Francisco Fire Department's EMS Division. This time we were partnered with MEI Architects who primarily practice in Healthcare. That partner selected us because of our experience at SFO. This project is the administrative headquarters and re-stock facilities for the city's fleet of 52 vehicles. The building also includes administrative offices, gym, kitchen and day room, and conference and training rooms for the rotating staff of 250 EMS personnel.

We were given the design architect role on this project after successfully assisting our Prime JV Partner, SF Public Works and the San Francisco Fire Department in value engineering \$20 million out of a \$45 million original design by SF Public Works. MarJang's concept design was selected over our JV Partner's concept because it met the budget requirements of the public agencies with a simple solution. We reduced the program area to what is necessary for the facility and parked all of the ambulances on a yard and only designed a parking garage for 70 personal vehicles.

Since then we have also successfully led a Design/Build project team through programming, design and construction on our second airport fire station for San Jose Mineta International Airport. The SJC ARFF Fire Station 20 project is our largest fire facility, with (5) Aircraft Rescue & Fire Fighting (ARFF) vehicle bays that serve the airfield and (1) landside fire apparatus bay that serves the terminal buildings and surrounding neighborhood. This project is currently under construction utilizing a Guaranteed Maximum Price (GMP) & Design/Build delivery model. We are the Lead Design Architect on this project and it is scheduled to be completed in December 2021.

PROPOSED CONSULTANT TEAM

MarJang is a local design firm that prides itself on delivering specialty projects for both private clients and public agencies and we feel that together with the consultant team that we have assembled for the Kensington Fire Protection District, we will make an ideal candidate to assist with the complexity of your station renovation.

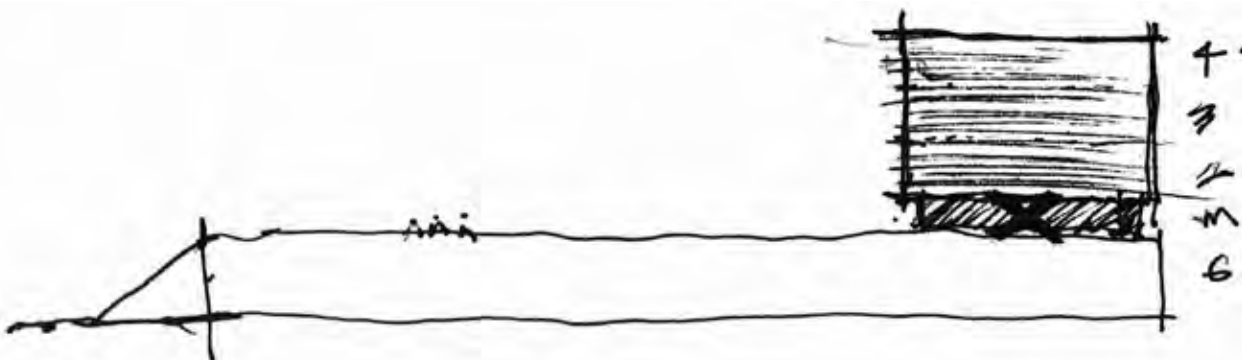
The following list of consultants have worked with MARJANG on past fire facility projects. BKF has also provided past study information for the project outlined in the RFP. We suggest this team for the project but understand that the Structural Engineer of Record may be selected under a separate RFP process.

- MARJANG Architecture** | Architect of Record
- BKF** | Survey & Civil Engineer
- ZFA STRUCTURAL ENGINEERS** | Structural Engineer
- HALEY & ALDRICH** | Geotechnical Engineer
- LIST ENGINEERS** | Mechanical, Electrical, Plumbing & Fire Protection Engineer
- SMITH, FAUSE & MCDONALD** | Communications & Fire Alert Engineer
- MICROESTIMATING INC.** | Cost Consulting

ZFA Structural Engineers is recommended to Kensington FPD because our firm chooses to collaborate with them on projects where we have the ability to select our engineer. We find ZFA to be cost-effective and less conservative than many of their peers and when unique design solutions for challenging situations are presented ZFA has provided our firm with solutions that are integrated into the overall project intent with a mindfulness towards budget that is exceptional.

We have also worked with Biggs Cardosa Associates (SJC ARFF Fire Station 20), Pannu Larsen McCartney (SFO Firehouse No. 3), and SOHA Engineers (SFFD Ambulance Deployment Facility) on our past projects.

Consultant team services are listed on the following page for our proposed project team. We are listing MicroEstimating Inc. as an alternate cost proposal consultant but would be amenable to working with Mack 5 should the Kensington Fire Protection District prefer that consultant.



SFFD Ambulance Deployment Facility Concept Sketch

PROJECT APPROACH

STATEMENT OF UNDERSTANDING

We have evaluated the project information including the plans, cost models, feasibility study and past information regarding ADA requirements and the actions taken by the Kensington Fire Protections District and understand the current direction for the project.

It is our understanding that our team is to utilize the Public Safety Building Concept Plans as a basis of design for the renovation of the existing building located at 217 Arlington Avenue, Kensington, California. We expect to begin work after award with a Concept Validation Phase or Schematic Design that would assist Kensington FPD to fully define the program and cost criteria for moving the project forward.



Proposed RFP Concept Plan | Second Floor



Proposed RFP Concept Plan | Ground Floor

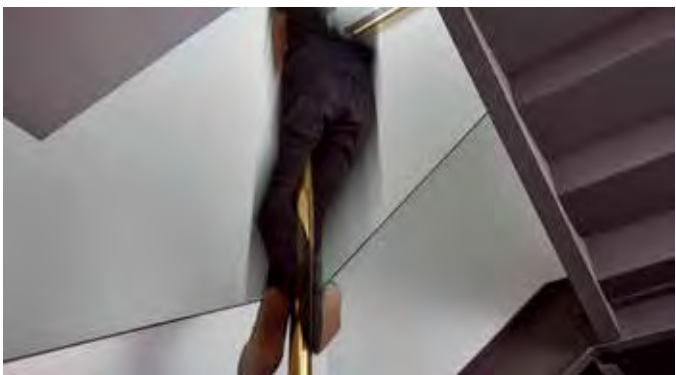
PROJECT APPROACH

HEALTHY INTERIORS

The interior renovation of the station will consist of primarily updating finishes, casework, systems, furnishing, fixtures and equipment. We have extensive experience in residential renovation for private clients and this has helped us to better our public safety projects with interiors that aim to “de-stress” the environment, make the house areas more “home-y” and give our hard-working fire personnel a work place environment that will contribute to their health and well being.

Our first fire facility was with a public safety expert who selected our firm to “de-institutionalize” the interiors of the firehouse. The house areas included living quarters for 10 fire personnel and the administrative headquarters for SFFD’s airport division. We designed, specified and detailed all materials at the station and also assisted with specification, fabric selection and order of the furnishings and equipment for the project.

Materials selected are all low-emitting for indoor air quality and sustainable for recycled content and fabrication processes.



Interior Finishes | SFO Firehouse No. 3, San Francisco International Airport

PROJECT APPROACH

MARJANG Architecture Architect of Record

MarJang will work closely with the Kensington Fire Protection District and key departmental stakeholders to validate program and concept documents, project work-flow schedules and cost proposals that specifically relate to each discipline. Our responsibilities will include full service architectural design, interior design, FF & E procurement, 3d Modeling/Rendering, consultant coordination, permit and construction documentation including specifications, planning approvals and construction observation through activation and commissioning..

Essential Service Facility experience includes remodels for St. Helena Hospital's Lobby and Well Now Center, and new construction for San Francisco International Airport Firehouse No. 3 & South Field Checkpoint, San Francisco Fire Department Ambulance Deployment Facility and San Jose Mineta International Airport's ARFF (Aircraft Rescue & Fire Fighting) Fire Station 20. We are also currently working on a team providing a renovation to the US Customs and Border Protection Federal Inspection Station at the San Francisco International Airport, which is located on the arrivals deck of the International Terminal Building.

BKF Survey & Civil Engineer

BKF will provide survey and civil engineering services that will include site accessibility design, project coordination, design documentation and specifications, coordination of underground utilities, grading and drainage, horizontal controls and parking plans. A topographic survey will also be provided to the renovation.

BKF has completed 24 Fire Station projects in the Greater Bay Area and has worked with the Kensington Fire Protection district on past reports for the project in addition to working with MarJang on the SJC Fire Station 20 project at San Jose Mineta International Airport.

ZFA STRUCTURAL ENGINEERS Structural Engineer

ZFA Structural Engineers (ZFA) will work to validate the structural assumptions and analysis provided by Kensington FPD and provide design documentation that will include foundation and framing plans, BIM Modeling, outline and design specifications and detailing. They have provided MarJang with structural engineering services for over 6 years and also have a robust fire station portfolio.

Accustomed to the requirements of the California Essential Services Buildings Safety Act of 1986, as well as apparatus bay construction, dormitory and administration needs, ZFA has provided safe and effective structures for countless municipalities for many years. ZFA has five offices in the greater Bay Area and San Carlos office will be providing services on the Kensington FPD project.

HALEY & ALDRICH Geotechnical Engineer

Haley & Aldrich has reviewed the geotechnical information about the project provided on the KFPD website and has indicated that if they can also review the additional geotechnical studies prepared by Seidelman Associated's (1990) and Kleinfelder (2009) they may be able to reduce their field investigation by eliminating drilling. For the purposes of this proposal we have included a reduced fee for this discipline that only assumes a Field Reconnaissance Task to be combined with a Geotechnical Investigation Report.

The firm is currently serving as Geotechnical Engineer on our SJC ARFF Fire Station 20 project.

PROJECT APPROACH

LIST ENGINEERING Mechanical, Electrical, Plumbing & Fire Protection Engineer

List Engineering has offices in Monterey and San Francisco and extensive experience at engineering systems for existing and new buildings in the Greater Bay Area. The firm will be providing comprehensive services including review of existing documentation and existing conditions and developing design solutions that address budget and sustainability while reducing operating costs. Services for the Kensington FPD renovation will include mechanical, electrical and plumbing engineering and fire protection design for design/build implementation. Mechanical systems for the station will include vehicle exhaust and Electrical systems will include emergency power distribution design, lighting control systems, emergency egress lighting and exterior lighting and fire alarm. Coordination with our communications engineer will ensure that all systems for the station are addressed.

SMITH FAUSE & MCDONALD Communications & Fire Alert Engineer

Established in 1986, SFMI will be providing specialized services for public address systems, video distribution, structured cabling, wireless networks and fire infrastructure. They have worked on numerous fire facilities, emergency operations centers, data centers and police and fire facilities. The firm has collaborated with MarJang on all three of our fire facilities. Acoustical Engineering is also an available service that is currently excluded from their scope on the Kensington FPD renovation project. SFMI will provide Exterior Sound Isolation Reporting required by code only.

MICROESTIMATING INC. Cost Consultant

MicroEstimating Inc. has been providing preconstruction estimating and scheduling services for over 12 years for both public and private clients throughout California. Past experience with MarJang includes cost consulting for the SFFD Ambulance Deployment Facility and our recently awarded As Needed Contract with SF Public Works.

With a reputation for realistic cost estimates, insightful value engineering, and thorough constructability reviews have resulted in most of our clients becoming repeat clients. Services for the Kensington FPD renovation will include cost estimating, budget & cost control, constructability review and value engineering assistance.



Ridhwan Center Renovation, Berkeley, CA

PROJECT APPROACH

SCHEDULE & WORK OUTLINE

We would expect to utilize a the following project schedule for the design phases for a building of this size. This design schedule has been utilized on projects as large as 20,000 sf (SJC ARFF Fire Station 20) without schedule extensions. Our team fees have also been based off of the following schedule for deliverables.

Concept Validation & Schematic Design (8 weeks)

- Program Validation & Confirmation - Workshop Format
- Validate Building Assessments with Consultant Team
- Verify Code Requirements
- Study Site Planning & Accessibility
- Proposed Plan Refinements
- Develop Building Systems
- Specifications Table of Contents
- Preliminary Cost Estimate

Design Development (10 weeks)

- Floor Plan Development
- Engineering Systems Coordination
- Character & Material Concepts
- Interiors Development
- Preliminary Envelope Detailing
- 2-part Specifications Development
- Update Cost Estimate and Value Engineering Strategies if necessary

Construction Documents (10 weeks)

- Final Production on Documentation for Permit Submission, All Disciplines
- Finish, Window & Door Schedules
- Hardware and Security Refinement
- Continued Engineering Systems Coordination and Refinement
- Final 3-part Specifications
- Final Cost Estimate & Value Engineering Strategies if necessary

Permit/Bid/Conform Set (4 weeks)

- Update Construction Documents and Specifications to conform with permit and planning comments and final key stakeholder review comments
- Bid Questions and Addenda as required

Construction (52 weeks)

- Update Construction Documents and Specifications to conform with permit and planning comments and final key stakeholder review comments

SCHEDULE & FEES

FEE PROPOSAL

The fees listed below by discipline and phase have been provided and confirmed by our consultant team. Consultant Team Members may be selected independently but we are suggesting this team to provide comprehensive services.

The consultant mark-up fee can be omitted if Kensington FPD contracts directly with individual team members. The 5% fee is utilized to manage the accounting and contractual requirements for administrative and invoicing on the project. Consultant coordination for project documents will be provided by MarJang Architecture regardless of contract holder.

The geotechnical engineering fee will increase by \$12,500.00 should it be determined that Subsurface Investigation and Laboratory Testing (including drillers and outside services) is required by the renovation project.

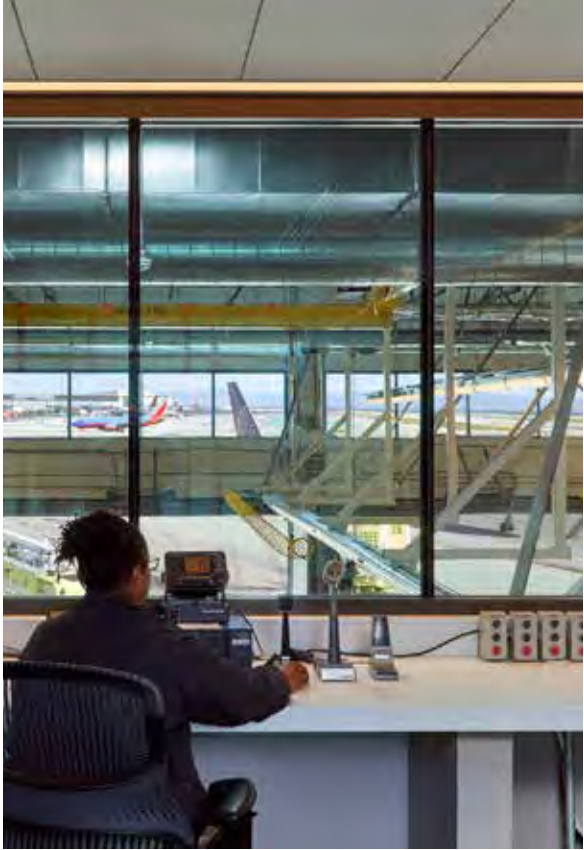
PHASE DESCRIPTION	MARJANG ARCH	BKF CIVIL	ZFA STRUCTURAL	LIST MEP	HALEY & ALDRICH GEOTECH	SFMI SPEC SYSTEMS	MICROEST COST	PHASE SUBTOTAL
Concept Validation & Schematic Design	\$28,640.00	\$6,000.00	\$8,430.00	\$9,600.00	\$10,000.00	\$1,800.00	\$3,480.00	\$67,950.00
Design Development	\$35,800.00	\$8,200.00	\$12,240.00	\$33,000.00	\$0.00	\$7,340.00	\$8,700.00	\$115,280.00
Construction Documents	\$35,800.00	\$16,500.00	\$23,580.00	\$33,000.00	\$0.00	\$12,430.00	\$7,540.00	\$138,850.00
Bid, Permit & Conform Set	\$4,520.00	\$3,400.00	\$5,640.00	\$2,000.00	\$0.00	\$630.00	\$0.00	\$16,190.00
Construction	\$76,440.00	\$7,000.00	\$13,100.00	\$18,400.00	\$0.00	\$4,230.00	\$0.00	\$119,170.00
PROJECT TOTALS	\$181,200.00	\$41,100.00	\$62,990.00	\$96,000.00	\$10,000.00	\$26,430.00	\$19,720.00	\$457,440.00

Reimbursables \$14,000.00
5% Consultant Mark-Up \$12,812.00

TOTAL PROJECT FEES \$484,252.00



EXAMPLE PROJECT 1



SFO FIREHOUSE NO. 3

San Francisco International Airport, CA | Completed 2017



LOCAL AGENCIES

City & County of San Francisco
San Francisco International Airport
San Francisco Fire Department

KEY TEAM MEMBERS

MarJang Architecture
Smith Fause & McDonald Inc.

SIZE

20,000 square feet

PROJECT DESCRIPTION & SERVICES PROVIDED

MarJang (formerly Yama and Mar Design) in joint venture with Shah Kawasaki Architects completed a 20,000 sf administrative headquarters for the SFFD Airport Division at San Francisco International Airport. The project also included the re-design of the South Field Checkpoint, a secure access point onto the Air Operation Area. The project includes a training center, Firehouse No. 3 and living and work areas for fire fighting personnel. Completed in February 2017, it was designed to meet LEED Gold v4 standards.

MarJang was responsible for the design of the interiors as well as the secure checkpoint on a 3-acre site. Administrative areas included main lobby, watch room, offices, break room, conference areas and training room in addition to the living quarters of the facility. MarJang led the project management, programming, Stakeholder Engagement Process (SEP), secure checkpoint and site design, and interior design including FF & E, and project accounting, in addition to supporting architectural design & detailing, consultant coordination, and LEED certification processes.

EXAMPLE PROJECT 2



SFFD AMBULANCE DEPLOYMENT FACILITY

San Francisco, CA | Completed 2021



LOCAL AGENCIES

San Francisco Public Works
San Francisco Fire Department

KEY TEAM MEMBERS

MarJang Architecture
Smith Fause & McDonald Inc.
MicroEstimating Inc.

SIZE

24,000 square feet

PROJECT DESCRIPTION & SERVICES PROVIDED

MarJang is design architect for this new facility in the Bayshore neighborhood of San Francisco with MEI Architects (Joint Venture Partner). This essential services facility houses the SFFD EMS Division administrative offices, staff areas for 250 personnel and ambulance restocking functions for dynamic deployment of our city's fleet of 50 ambulances with electrical trickle charging, a passenger vehicle garage and a fueling station. The project will be LEED Gold Certified.

Originally the facility had been designed by SF Public Works and it was intended that our team assist in execution of this Schematic Design, however, this SF PW scheme was estimated at \$20 million over budget. It was requested that the design team provide (2) concepts to bring the design into alignment with the SF Public Works budget. Our JV Partner requested that we provide the second alternate scheme. MarJang's concept design solution brought the project into budget alignment and was selected by the San Francisco Fire Department and SF Public Works. The project was just completed in May of 2021.

EXAMPLE PROJECT 3



SJC ARFF FIRE STATION 20

San Jose, CA | Completion December 2021



LOCAL AGENCIES

City of San Jose
San Jose Mineta International Airport
San Jose Fire Department

KEY TEAM MEMBERS

MarJang Architecture
BKF
Haley & Aldrich
Biggs Cardosa
Smith Fause & McDonald Inc.

VALUE & COSTS

20,000 square feet

PROJECT DESCRIPTION & SERVICES PROVIDED

MarJang is the design architect for this new facility at San Jose Mineta International Airport. The project is a 20,000 sf fire station with (5) airside service bays that tend to the airfield and (1) landside bay that serves the terminals and surrounding community. The station has (10) dorm rooms, offices, conference/training rooms and shared amenities including a watch room, exercise room, kitchen & day room.

MarJang also led the stakeholder engagement process for programming of the station with airport and San Jose Fire Department stakeholder groups. The effort took 8 weeks and resulted in a Basis of Design Report utilized by the design team for execution of the project.

C. Overaa & Company is the General Contractor and MarJang is the Design Architect for the Design/Build delivery of the project. BKF provided Civil & Traffic Engineering services and Biggs Cardosa is Structural Engineer of Record for the project.

EXAMPLE PROJECT 4



ST HELENA HOSPITAL RENOVATION

St. Helena, CA | Completed 2011



LOCAL AGENCIES

St. Helena Hospital

KEY TEAM MEMBERS

MarJang Architecture

SIZE

5,000 square feet

PROJECT DESCRIPTION & SERVICES PROVIDED

MarJang collaborated as Design Architect with the health care specialized firm of Moore | Uebel Architecture to assist our client, St. Helena Hospital, in changing their identity to one that depicted their “wellness destination” roots. The project included remodel of all lobby and reception areas throughout the main floor of the hospital and was constructed while the hospital remained operational. Class A and OSHPD approved materials for an essential services facility were installed.

Relevant experience includes: tie-in to existing HVAC systems, accessibility upgrades to entrance and lobby areas, materials selection for class A finishes, FF & E, and construction within an active operational facility.

EXAMPLE PROJECT 5



RIDHWAN CENTER RENOVATION

Berkeley, CA | Completed 2012



LOCAL AGENCIES

City of Berkeley

KEY TEAM MEMBERS

MarJang Architecture

SIZE

5,000 square feet

PROJECT DESCRIPTION & SERVICES PROVIDED

MarJang collaborated as Architect of Record to bring this renovation project to completion. We assisted with the permit acquisition and construction phase activities, working closely with McCutcheon Construction. This renovation turned a former church into a new place of spiritual development and included adding areas to an existing historic structure.

Similarities to the Kensington FPD renovation include accessibility upgrades to the entrance and lobby areas, a small addition at the lower level for additional classrooms and a kitchen remodel. Site improvements included accessible parking areas and the re-work of drainage on this upsloping lot in a primarily residential neighborhood. The project renovation won a Historic Preservation Award from the City of Berkeley.



SFO Firehouse No. 3, San Francisco International Airport

REFERENCES



SFFD Ambulance Deployment Facility

SFO FIREHOUSE NO. 3 AND SOUTH FIELD CHECKPOINT RELOCATION

Project Owner | Reference:

Judi Mosqueda
San Francisco International Airport
Director of Project Management
Design & Construction Division
710 S. McDonnell Road
San Francisco, CA 94128
phone | (650)821-0164
email | judi.mosqueda@flysfo.com

SFFD AMBULANCE DEPLOYMENT FACILITY

Project Owner | Reference:

Laura Tanigawa, Deputy Bureau Manager
SF PW Building Design & Construction
49 S. Van Ness Avenue
San Francisco, CA 94103
phone | (415)994-7293
email | laura.tanigawa@sfdpw.org

SJC ARFF FIRE STATION 20

Project Owner | Reference:

Kirk Ruffo, SJC Project Manager
San Jose Mineta International Airport
1701 Airport Boulevard, Suite B-1130
San Jose, CA 95110
phone | (408)392-1139
email | kruffo@sjc.org

Project Owner | Reference:

Chris DeGuzman, CSJ Project Manager
City of San Jose
200 E. Santa Clara Street
San Jose, CA 95113
phone | (408)535-8481
email | chris.deguzman@sanjoseca.gov

THANK YOU FOR YOUR CONSIDERATION

MARJANG



ZFA STRUCTURAL ENGINEERS

SAN FRANCISCO | SILICON VALLEY | SACRAMENTO | NAPA | SANTA ROSA



PROPOSAL FOR

STRUCTURAL ENGINEERING SERVICES - RFP 2021-04

Kensington Fire Protection District | June 02, 2021

June 2, 2021

Bill Hansell, General Manager
Kensington Fire Protection District
Submitted via email to: bhansell@kingsingtonfire.org

Subject: Proposal for Structural Engineering Services - RFP 2021-04

Dear Mr. Hansell,

ZFA Structural Engineers (ZFA) is pleased to present our qualifications to provide structural engineering services to the Kensington Fire Protection District (KFPD) for the seismic assessment and retrofit of the existing two-story police and fire station. Over the past 45 years, ZFA has been assisting local agencies in a wide variety of public works, economic development, education, and civic projects. We are proud to have formed these relationships based on open, meaningful communication, and by continuously offering the highest level of service by providing accessible, rational designs that respond to the Client's needs. With our team of highly qualified and innovative engineers, ZFA is looking forward to providing the KFPD with unparalleled structural engineering services on this project.

ZFA is poised and ready to assist you with your project. As you will see in the proposal we prepared in response to your Request for Proposal (RFP) 2021-04, ZFA brings a significant amount of experience that will directly benefit the KFPD. Highlights of this experience include:

- **Technical Experts.** Our principals are experts in the National Standard for the Seismic Evaluation and Retrofit of Existing Buildings, ASCE 41, plus they maintain active roles in the development of codes, standards, and commentaries related to the field of structural engineering. This is demonstrated by our recent leadership role in the development of ASCE 41-17, and participation and authoring of key sections of documents for FEMA that establish standards for the industry. Additionally, ZFA is heavily involved in the U.S. Resiliency Council (USRC) Building Rating System Committee and a founding member of the USRC Technological Advisory Council. This group developed a rating system for building performance in the areas of life safety, repair cost, and resumption of operations resulting from an earthquake. This involvement gives us a unique insight which ultimately also benefits our clients on their projects.
- **Experience with Alquist-Priolo Earthquake Fault Zones.** ZFA's experience includes assessments, evaluations, and remodel/retrofit work for existing structures located within the Alquist-Priolo Fault Zone Special Study Area. This experience covers multiple strategies from targeted work to limit code mandated triggers for the facility to complete structural retrofit to upgrade the building to current code. ZFA is currently working on two projects located in the Alquist-Priolo Earthquake Fault Special Studies Zone Act, including a small tenant improvement and targeted strengthening in the area of work for a fire station located in San Bruno and the complete retrofit and upgrade to an immediate occupancy use structure for a four-story office building for East Bay Regional Park Public Safety & Administrative. In addition to our recent experience, ZFA has performed seismic evaluations on numerous fire stations to determine the anticipated performance and functionality following a maximum credible earthquake (MCE), such as the Napa Fire Station No. 1, Moraga-Orinda Fire Station No. 43, and the Hayward Fire Stations No. 1-5.
- **Local Team with Essential Services Project Experience.** ZFA's four out of five offices are located throughout the Bay Area, with numerous essential service projects in the East Bay that include new ground-up construction and retrofits. We have also provided a list of similar projects and scope to that of the proposed project on page 7. Additionally, we

have strong established working relationships with many local area contractors, architects, and sub-consultants. Our experience includes studying, analyzing, and designing both existing and new structures, strategizing the best approach for repairs, and participating in the construction administration process. We also have a depth of experience with seismic retrofits, condition assessments, expansions, renovations, and remodels.

ZFA is ready to begin this project as soon as possible. Based on our available resources and continually updated internal scheduling, the firm is well-poised to handle the workload and scheduling as required to complete the project a timely and thorough fashion and are readily available to begin work when necessary. Servicing regional jurisdictions is an important goal for ZFA, as we take pride in contributing to the overall resilience of our communities.

I, Luke Wilson, will serve as the Principal-In-Charge, responsible for the overall contract, provide senior technical oversight for the project, and will be the main point of contact for the KFPD during the proposal and interview process. Matt Frantz, will serve as the Project Manager and will provide the day-to-day management of the project, responsible for project updates, identification of key issues, monitoring the schedule and budget, and leading the structural design team. Both Matt and I will always be available to the KFPD staff from start to finish for this project. With a staff of more than 75 people, our firm has fully integrated offices in Silicon Valley, Santa Rosa, Napa, San Francisco, and Sacramento. Using Microsoft Teams, BIM, and other collaborative software, they work together successfully across offices, and with key stakeholders to create successful solutions within schedule and budget.

Should you have any questions, please feel free to contact me directly at the phone or email provided below.

Thank you for your consideration of our firm's proposal and qualifications. We look forward to the opportunity to work with the KFPD and to provide Structural Engineering Services for the project outlined in RFP 2021-04.

Sincerely,



Luke Wilson, SE
Associate Principal | Principal-In-Charge
lukew@zfa.com | 707.526.0992
1212 Fourth Street, Suite Z
Santa Rosa, CA 95404



Matt Frantz, SE
Associate Principal | Project Manager
mattf@zfa.com | 650.394.8869
1390 El Camino Real, Suite 100
San Carlos, CA 94070

» EXPERIENCE

ZFA has decades of experience providing structural design and analysis of new construction, assessments, evaluations, and structural retrofits for public works projects, including essential services facilities, training centers, and emergency operations centers throughout the state. Accustomed to the extra requirements of the California Essential Services Buildings Safety Act of 1986, as well as emergency operations and administration needs, the California Building Code Existing Structures chapter, the International Existing Building Code and ASCE 41 Seismic Evaluation and Retrofit of Existing Buildings, ZFA has provided safe and effective structures for countless authorities.

Our firm has extensive experience in the design of essential service facilities throughout Contra Costa County and the surrounding areas in the following areas of expertise:

- Structural assessments and seismic evaluations
- Structural retrofits of existing structures
- Modernizations
- New construction
- Site-related structures
- Phasing for occupied facilities
- Renovations
- Design-build delivery methods

Additionally, ZFA engineers are knowledgeable in NFPA 1221 and the State Fire Marshal codes, which are required for State-owned emergency operations and dispatch facilities. With a strong understanding of state, city, and county public agency process, ZFA is a trusted advisor for structural design services for local, regional, and state civic centers, fire stations, schools, correctional facilities, law enforcement facilities, maintenance facilities, and more.

Our principals maintain active roles in the development of codes, standards, and commentaries related to the field of structural engineering. This is demonstrated by our recent leadership role in the development of ASCE 41-17, *The National Standard for the Seismic Evaluation and Retrofit of Existing Buildings* (analysis and foundation chapters); continued participation and authoring of key sections of documents for FEMA that establish standards for the industry; and by continual invitations to speak at conferences such as the Structural Engineers Association of California and the California Preservation Foundation to familiarize other engineers on these new codes and standards.

Structural Assessments. ZFA has performed a large number of seismic and condition assessments for structures including civic centers, school facilities, industrial complexes, and hospitals totaling over 4 million square feet of assessments, and has comprehensive expertise in the use of the national standard for the evaluation and retrofit of existing structures, ASCE 41. Additionally, we performed seismic evaluations on 101 campuses in the Oakland Unified School District (OUSD) to identify and prioritize funding for high-risk schools. We also developed a Seismic Safety Enhancement Program for the Napa Unified School District, and then pursued seismic retrofit projects on three campuses in 2012. We were also selected by the Office of Public School Construction in 2010 to evaluate the collapse potential of school buildings on five campuses in Northern California, where we collaborated with DSA to develop new assessment tools for collapse potential based on the ASCE 31 standard.



As part of the process of performing building condition assessments, seismic evaluations, retrofits, and modernizations, ZFA has often been required to document the existing conditions of a building. This can involve visual observation, creating as-built drawings via detailed measurements, or working with sub-consultants to provide materials testing services. Based on previous experience, ZFA is highly experienced in the assessment of what services are required, what level of detail is necessary, and appropriately direct project resources to obtain the information required for each project.

» EXPERIENCE

ASCE 41 Standard Development and ATC Code Development. ZFA staff are seasoned in the application of industry codes and are active in the current seismic code writing and interpretation. This direct involvement in code creation gives ZFA insight into the intent and purpose of the provisions in this relatively young and continually evolving standard, allowing us to effectively navigate its provisions and understand the best application of its provisions to the structures we design and evaluate.

Structural Evaluation and Feasibility Reports for Public Agencies. Specifically relevant to this project is ZFA's experience with both seismic evaluations and retrofit as well as fire station experience. ZFA is well-versed in the use and application of ASCE 41 and its predecessor documents ASCE 31 and FEMA standards for decades as a tool to consistently review the various types of structures. ASCE 41 and 31 provide accepted criteria, material values, and analysis techniques as well as report format. The qualification information included cites selected examples of the application of and experience with these documents. The firm has evaluated and designed the retrofit for many existing buildings for supporting continued occupancy and reuse in both Life Safety and Immediate Occupancy categories. We developed ZFA's program to use ASCE 41 as a tool for building evaluations. The standards have been applied across multiple jurisdictions to determine effectiveness of original construction, to identify any structural deficiencies, to provide recommendations for retrofit and to develop cost estimates for remodel and retrofit construction. Our expertise with the ASCE 41 document has been beneficial to public and private projects of all sizes, and has assisted ZFA in developing our relationship with numerous agencies as a trusted partner. We have a strong understanding of the public process and have performed structural engineering for retrofits and new construction for local, regional, and state civic centers, fire and police stations, transit facilities, and more.

Successfully Supporting the Bid Phase and Providing Construction Support Services. ZFA views Construction Administration as a proactive phase, rather than a reactive or defensive one. ZFA works closely with the client, architect, and contractor during each phase of construction to ensure that the design intent is carried out. This means timely responses to requests for information and submittal reviews.

ZFA also realizes that no matter how well we execute the design portion of a project, we will ultimately be remembered for the construction process. To this end, ZFA is dedicated to supporting the project through the entire construction process. This



HAYWARD FIRE STATION | HAYWARD CA

» EXPERIENCE

begins with allocating a sufficient portion of our fee to construction administration and leveraging our collaborative approach to form a team with the contractor. Our firm culture is shaped by our extensive Design-Build experience, which not only influences the way we approach design from a construction viewpoint, but also has given us a unique insider's perspective of construction administration services and the need for timely site visits and quick turn-around on RFIs, shop drawings, and submittals.

Our experience has shown us that the initial system selection is essential for ultimate project success and that the ideal structural solution may not always be the best total project solution. We have found that the additional time spent by principals and other senior staff up front leads to solutions where the structural system is well-coordinated and complementary to the project design intent. We realize that we will initially be measured on the timely delivery of creative, responsive, thoughtful, and on-budget solutions but will ultimately be remembered for how we finish. Our accuracy and reliable work are, in part, why we retain repeat clients for many years (some for decades) and why we are also often asked by clients to perform peer reviews on projects.

Technology. ZFA utilizes a wide array of software and technology to best suit project goals and budgets. We employ complex structural analysis programs where design of structural and foundation systems require a higher level of analysis. We use collaborative software to seamlessly work across offices, which allows us to access resources and expertise throughout the company as required for each project.

We use several methods to facilitate design and planning, but the most effective tool is our use of Building Information Modeling (BIM) that is used during design, pre-construction and construction to coordinate and resolve any interdisciplinary engineering system conflicts with trade subcontractors' design. Early BIM planning will help us to drive early decision making, design convergence and design quality control. The 3D process allows us to effectively communicate our design goals to all the project stakeholders in a clear concise manner. It will also help during construction to resolve complex sequencing thereby reducing schedule time and change orders and increasing field productivity and quality.

Value Engineering. During the design phase we continuously analyze building components and review materials to provide design options for reducing costs without compromising quality. All suggestions are tracked on a value engineering log as a summary of recommendations with detailed cost estimates for each. The log is used to track cost savings as well as schedule impacts resulting from changes. All options are reviewed with our client to determine inclusion in the project. Additionally, we continue to evaluate any potential value and schedule saving ideas throughout construction and will offer savings to the KFPD wherever ideas are realized.

Quality Assurance. ZFA is committed to delivering high-quality projects on schedule while controlling costs. We have a demonstrated history of preparing clear, concise, and accurate documents that result in lower construction bids and limited change orders during construction. We accomplish this by implementing a Quality Assurance (QA) program for each project with a dedicated senior staff member. Our QA process includes internal reviews at the beginning of each project and at specific milestones throughout the project with a focus on technical accuracy as well as constructability and cost efficiency.

» EXPERIENCE

ZFA Structural Engineers delivers excellence in structural engineering by providing sound structural solutions and state-of-the-art technical expertise to ensure our clients' structures will withstand the demands of the environment. The table below offers a snapshot of ZFA's qualifications and experience on fire station projects both existing and new.

Below we present a brief table of similar projects and scope to those outlined in the RFP.

PROJECT NAME	EXISTING CONSTRUCTION	NEW CONSTRUCTION	STRUCTURAL ENGINEER OF RECORD (SEOR)	STRUCTURAL ASSESSMENT	ALQUIST-PRIOLO FAULT TRACES ON SITE	ASCE 41 EVALUATION	RETROFIT	CONSTRUCTION DOCUMENTS	CONSTRUCTION ADMINISTRATION	ESSENTIAL SERVICE FACILITIES
Hayward Fire Stations No. 1-5	•		•	•		•	•	•	•	•
San Mateo Fire Station No. 23 Training Tower	•		•	•		•	•	•		•
Napa Headquarters Fire Station No. 1 Seismic Retrofit	•		•	•		•	•	•	•	•
San Ramon Fire Station No. 34	•	•	•				•	•	•	•
San Ramon Public Safety Building for the fire district and police department	•	•	•	•		•	•	•	•	•
San Bruno Fire Station No. 52	•			•	•			•	•	•
East Bay Region Park, Public Safety and Administrative Headquarters	•		•	•	•		•	•	•	•
Sonoma County Chanate Hospital Building #7 Evaluation	•		•	•	•	•				•
Fire Stations No. 2 and 3, Petaluma	•		•	•		•	•			•
Private Energy Client, Richmond, CA	•	•	•	•		•	•	•	•	•
El Sobrante Fire Station No. 69	•							•	•	•
Alameda Fire Station No. 5	•			•						•
Alameda Fire Stations No. 1 and 3	•			•						•
Palo Alto Fire Station No. 3		•	•					•	•	•
Napa Fire Station No. 5		•	•					•	•	•
Cloverdale Fire Protection District Headquarters Fire Station		•	•					•	•	•
Moraga-Orinda Fire Station No. 43		•	•	•		•		•	•	•
CAL FIRE Campuses Conceptual Design, Eight sites from Santa Cruz to Redding	•	•							•	

Staff Resources, Scheduling and Budget. ZFA will provide timely project delivery and give top priority to essential service projects. We understand that structural design services can often be driven by tight schedules and budgets, particularly when funded by public and grant sources. Several tools are used at ZFA to ensure that project schedules and budgets remain on track: schedule and comment logs, weekly meetings, and budget tracking.

For this project, we will identify critical path items and discuss any project constraints. Our key staff, Luke Wilson, Principal-in-Charge and Matt Frantz, Project Manager as well as other assigned project team will be committed to the project through completion, engaging with a proactive management approach and regularly utilize pre- design meetings to establish a design methodology early in the process; thus, helping to preempt end-of-design changes. The timely delivery of any project is an essential strategy for managing its' cost. However, when change orders arise during the construction phase requiring redesign, ZFA turns these around in a timely fashion, thus minimizing delays to construction schedule and increased costs, while maintaining a log of the changes, dates and cost associated with them. When required, we will work with KFPD staff to revise project goals and expectations to meet schedule and budget constraints. We understand that during the work, the KFPD may contract separately for certain consultants or may use qualified staff to assist in the design process and ZFA will work cooperatively with other design professionals on the project that the KFPD choose to contract with for it.

» RESUME



LUKE WILSON, SE, LEED AP

ASSOCIATE PRINCIPAL | PRINCIPAL-IN-CHARGE

Luke Wilson has served in the role of structural engineer of record, project manager, and design engineer for a variety of public works projects that include new construction, modernizations, design-build projects, remodels, and seismic evaluations. He enjoys incorporating structural systems into mixed architectural use buildings, especially for essential service facilities. He excels at the required coordination, including the use of BIM (Building Information Modeling), between disciplines involved in public sector projects.

Luke is experienced in the requirements for the Essential Service Act of 1986 and is knowledgeable in NFPA 1221 and the State Fire Marshall codes, which are required for emergency operations and dispatch facilities. His experience provides significant value in developing structure concepts and providing value analysis for design, modification, rehabilitation and seismic retrofit of structures. Additionally, Luke is adept in the use of the California Building Code’s Existing Structures chapter, the International Existing Building Code, California Historic Building Code, and most relevantly ASCE 41. He has evaluated and retrofit many existing buildings for continued occupancy and reuse in both Life Safety and Immediate Occupancy categories.

Luke has assisted local governments in the safety evaluation of their buildings in the aftermath of the 2014 Napa Earthquake, plus led the firm’s response to the 2017 Sonoma County Firestorm by coordinating between Local Jurisdictions, other local structural firms, and homeowners.

RELEVANT PROJECT EXPERIENCE

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ DGS Cal Fire Santa Cruz Unit HQ Auto Shop (TO #124683) ▪ San Ramon Fire Station 34 Remodel ▪ San Ramon Public Safety Facility Assess. & Renovation ▪ Moraga-Orinda Fire Station No. 43 ▪ Brentwood Municipal Service Center, Bridging Documents ▪ West County Transportation Addition ▪ West County Transit Authority, Parking Project ▪ Truckee Corporation yard, Phase 3 ▪ Vacaville Corporation Yard ▪ Historic Napa County Courthouse Repairs ▪ California Highway Patrol Area Office No. 241 ▪ California Highway Patrol Area Office No. 266 ▪ DGS Cal Fire Auto Shop ▪ Palo Alto Fire Station No. 3 ▪ San Mateo Fire Station No. 24 ▪ Napa Fire Station No. 1 Seismic Evaluation & Retrofit ▪ Santa Rosa Fire Station No. 5 ▪ Alameda Fire Station No. 5 Assess. & Feasibility Study ▪ Healdsburg Community Development Center ▪ Cloverdale Public Safety Facility ▪ Cloverdale Headquarters Fire Station Campus | <ul style="list-style-type: none"> Santa Cruz San Ramon San Ramon Orinda Brentwood Santa Rosa Santa Rosa Truckee Vacaville Napa Chico Tracy Santa Cruz Palo Alto San Mateo Napa Santa Rosa Alameda Healdsburg Cloverdale Cloverdale |
|--|--|

YEARS OF EXPERIENCE

- 14 years with ZFA
- 14 years total

EDUCATION

- B.S., Architectural Engineering, 2005, California Polytechnic State University, San Luis Obispo

PROFESSIONAL REGISTRATION

- CA Structural Engineer 5933
- CA Civil Engineer 74941
- United States Green Building Council LEED AP
- State of California Department of Emergency Services Disaster Services Worker Safety Assessment Program ID #67415

PROFESSIONAL MEMBERSHIPS

- Structural Engineers Association of Northern California (SEAONC)
- Construction Specification Institute (CSI), Board Member

» RESUME



MATT FRANTZ, SE

ASSOCIATE PRINCIPAL | PROJECT MANAGER

Matt Frantz has been providing professional structural engineering and project management services on a variety of projects, including public, civic, essential service facilities, higher education, healthcare, mixed-use, retail, and seismic retrofits with ZFA for over 10 years.

Matt has managed seismic projects for a large confidential energy client, which included seismic assessments for more than 70 buildings on four campuses. He has applied performance-based seismic analysis and design methodologies to numerous structures and is knowledgeable in the national standard for seismic rehabilitation of structures, ASCE 41.

Additionally, Matt has extensive experience with both the Office of Statewide Health Planning & Development (OSHPD) and the Division of the State Architect (DSA), including new construction, remodels, and seismic retrofits. Matt has also played a key role in the engineering of several pieces of public art.

Matt has contributed to many successful and complex projects in his tenure with ZFA, including a new recreation center at St. Mary's College that utilized Cast Connex proprietary braced frames, a Side Plate moment frame office building at Bluxome Street, and a multitude of other seismic evaluation projects.

YEARS OF EXPERIENCE

- 13 years with ZFA
- 16 years total

EDUCATION

- B.S., Architectural Engineering, 2005, California Polytechnic State University, San Luis Obispo

PROFESSIONAL REGISTRATION

- CA Structural Engineer 5919
- CA Civil Engineer 74846
- State of California Department of Emergency Services Disaster Services Worker Safety Assessment Program ID #76361

PROFESSIONAL MEMBERSHIPS

- Structural Engineers Association of Northern California (SEAONC)

RELEVANT PROJECT EXPERIENCE

- | | |
|---|---------------------|
| ▪ Hayward Fire Station No. 6 & Fire Training Center | Hayward |
| ▪ Stanford University Public Safety Building | Palo Alto |
| ▪ Pacific Gas & Electric (PG&E), Various Locations | Northern California |
| ▪ Chevron Richmond Lubricants Plant (RLP), Voluntary Seismic Retrofit | Richmond |
| ▪ Half Moon Bay Fire Training Tower | Half Moon Bay |
| ▪ Mt. Umunhum Radar Tower Evaluation & Retrofit, Midpeninsula Regional Open Space District | San Mateo Co. |
| ▪ Structure Stabilization Projects, Midpeninsula Regional Open Space District | San Mateo Co. |
| ▪ John E. Moss Federal Building Tenant Improvements Executive office for Immigration Review | Sacramento |
| ▪ Fire Station No. 23 Tower Eval. & Fire Escape Anchorage | San Mateo |
| ▪ US Marshals Service Detention Space Refresh | San Francisco |
| ▪ East Palo Alto Government Center | Palo Alto |
| ▪ Contra Costa Transfer Station Addition | Martinez |
| ▪ San Bruno Senior Center | San Bruno |
| ▪ City of San Mateo Parking Garage Repairs Projects | San Mateo |
| ▪ Private Energy Client Seismic Evaluations & Fall Protection Systems | Various |
| ▪ Hyde Street – Soft Story Seismic Retrofit | San Francisco |
| ▪ Coal Sheds Adaptive Reuse, Mare Island | Vallejo |
| ▪ Bio Marin | Novato |
| ▪ San Bruno Senior Center | San Bruno |
| ▪ USF Recycling Center Facility | San Francisco |
| ▪ On-Call Structural Engineering Services | San Mateo |

PROJECT APPROACH

The proposed project consists of the seismic evaluation and retrofit of an existing 5,700 square-foot two-story building, originally constructed in 1969. The original use of the building was a police and fire station, and it is currently being shared by the Kensington Fire Protection District (KFPD), and the Kensington Police Protection Community Services District (KPPCSD). Structural and operational deficiencies exist, and in 2016 a Master Planning process was commissioned to investigate various options for mitigation of the deficiencies. The KFPD Board ultimately decided to move forward with a Fire Department-only plan for the building, and it is desired to address both operational and structural deficiencies concurrently.

The building sits on a sloping site, with the lower level built into the hillside. The building stands approximately 22 feet tall and is predominantly wood-framed, with some steel framing at the second floor. The first floor appears to be a slab-on grade, with a retaining wall at the rear of the building. There have been several previous remodels and partial structural upgrades to the building, but a comprehensive seismic upgrade has not yet been completed. Several geotechnical investigations have also been performed for the site over the years, identifying earthquake faults in near proximity to the site, including a potential fault line within 50 feet of the property. This proximity to a fault line places the site within the Alquist-Priolo Special Studies Zone, as identified in a previous investigation, which limits the cost of the addition or alteration to within 50% of the value of the structure. Additionally, a previous study, performed in January 2016, notes that several components of the seismic force resisting system are likely deficient, and ultimately recommended a full evaluation of the building, or complete replacement. It is possible that a complete replacement would not be permitted due to the Alquist-Priolo Special Studies Zoning, which is intended to prevent the construction of buildings used for human occupancy on the surface of active faults. Following the January 2016 study, a full seismic evaluation of the building was performed in July 2016. This ASCE 41-13 Tier 2 evaluation identified several structural deficiencies, and conceptual mitigation measures were recommended.

To address the concerns noted above, the previous seismic evaluation will first be reviewed and validated, then compared to the current ASCE 41-17 *Seismic Evaluation and Retrofit of Existing Buildings* standard to confirm if any additional deficiencies are present. Based on the results of this review, a seismic retrofit strategy will then be developed and coordinated with the concurrent architectural remodel plan.

The conceptual remodel plans provided in the November 2019 show extensive modifications to the layout of the interior walls, many of which are likely to be bearing walls. Other modifications proposed in the renovation design include installation of a new elevator, enclosure of the existing exterior second floor deck, adjustment to the location of the step in second floor framing elevation, addition of a lift at the step in second floor elevation, replacement of the stair to be ADA compliant, and modifications to the exterior window openings. These modifications are anticipated to require new framing at the upper and lower levels to re-support the existing framing, along with new foundations at new posts and bearing walls. The structural modifications required for the renovation will be coordinated with and incorporated into the seismic retrofit design.

Our seismic strengthening approach is to work with the building's overall geometry and existing constraints (utilities, partitions, finishes, etc), that are present and to design the strengthening elements around these items whenever possible. We also seek to work in locations where the risk of unforeseen conditions is the lowest. We believe that this philosophy and our proven approach, while requiring more site visits and engineering iterations, will result in construction cost savings that exceed the additional engineering effort and create an optimized final work product. We are optimistic that we can develop an efficient strengthening solution within the constraints this building affords. The proposed retrofit strategy will be shared and discussed with the KFPD at intermediate design milestones to ensure the concerns of all stakeholders are addressed as much as possible.

SCOPE OF SERVICES

Our overarching approach is to provide full-service engineering with a focus on strong collaboration and coordination with all team members. The following lists the scope of services that will be provided for each phase of this project.

Task 1: Assessment and Schematic Design (SD)

1. Attend site visits as required to observe and survey the existing structure and identify any potential conflicts.
2. Meet with the building users to discuss the planned operations within and around the building to better understand their needs.
3. Attend virtual design meetings as required to validate scope and systems.
4. Review and validate the previous Tier 1 and Tier 2 Seismic Evaluation of the structure, performed in accordance with ASCE 41-13, and compare to the current ASCE 41-17 standard to determine if any additional deficiencies are present.
5. Develop a seismic retrofit strategy that meets the current Building Code.
6. Prepare Schematic Drawings, via PDF markups on existing drawings, that are developed in sufficient detail to convey the structural design intent for discussion with KFPD and Architect.
7. Discuss the proposed retrofit strategy with the Architect and KFPD, and modify it as needed to meet programming and operational requirements for the building.
8. Provide a structural narrative outlining the project structural design criteria, analysis procedures, structural systems selection process, and structural material properties.

Task 2: Design Development (DD)

1. Attend virtual design meetings as required to coordinate design work.
2. Develop primary structural elements in the Revit BIM model to approximately LOD 200 in accordance with AIA 202-08. This model will be coordinated at regular intervals with Revit design models provided by other design consultants on the team.
3. Prepare Design Development Drawings from the Revit Model including foundation and framing plans with member sizing as well as general notes and typical details. Submit drawings to Architect and District for review at 50% and 100% milestones.

Task 3: Construction Documents (CD)

1. Attend virtual design meetings as required to coordinate design work.
2. Incorporate review comments from DD submittal as required.
3. Develop primary structural elements in the Revit BIM model to LOD 300 in accordance with AIA 202-08. This model will be coordinated at regular intervals with Revit design models provided by other design consultants on the team.
4. Prepare Construction Drawings with fully developed framing plans and details that are coordinated with architecture, mechanical, and electrical designs. Submit drawings to the Architect and District at 50% and 100% milestones.
5. Prepare finalized specifications that are coordinated with the design.
6. Provide structural calculations for permit submittal.
7. Provide final review, markup of details by others, and supplemental calculations to assist with structural work associated with bracing and anchorage of non-structural architectural components.
8. Prepare forms for structural testing and inspection for submittal.

Task 4: Permit Approval

1. Respond to comments made by the Authority Having Jurisdiction (AHJ). Issue revised calculations and drawings as required to address comments and obtain required permits.
2. Meet with the AHJ to assist with expediting the review of the building permit application as required.

» SCOPE OF SERVICES

Task 5: Bidding Documents

1. Prepare responses to questions from prospective bidders, as well as clarifications for Addenda to the Bidding Documents.

Task 6: Construction Administration (CA)

1. Attend kick-off meeting at project site.
2. Attend virtual construction design meetings as deemed required by the KFPD.
3. Perform up to five site visits to observe foundations, framing, and final structure, as required to meet the code minimum structural observation requirements.
4. Prepare Structural Observation Reports for each site visit made.
5. Submittal Review
 - a. Structural items designed by ZFA.
 - b. Deferred approval submittals for items designed by others to confirm loads imposed on structural members.
 - c. We will review each submittal no more than two times. If additional reviews are required, there will be an additional service request prior to commencement of review.
 - d. We will endeavor to turn around reviews in one week.
6. Respond to requests for information (RFIs)
 - a. Clarification or coordination of structural plans and details.
 - b. Additional services will be required to review substitutions, revisions to approved structural materials and details, and to develop field fixes.
 - c. We will endeavor to turn around responses within two days.
7. Review of testing and inspection reports provided by independent agency hired by the Owner.
8. Review and comment on change orders as deemed necessary by the KFPD.
9. Perform final walk-through and assist in developing punch list.
10. Work through change orders and related discussions.
11. Provide as-built Revit model and structural drawings developed from the model. The model will be updated as the project is under construction with any revisions to structural design. Minor field fixes and RFI information will not be included in these documents.
12. Provide final closeout letter stating that the observed completed construction is in accordance with the structural design intent.

Project Assumptions

General project assumptions are as follows:

1. All structural design and structural related services will be in accordance with the latest edition of the 2019 California Building Code.
2. Existing building assessments will be in accordance with ASCE 41-17 Tier 1 and Tier 2 analysis at an immediate occupancy and life-safety dual performance level.
3. All drawings will be produced with Autodesk Revit 2020.

Project Schedule

ZFA is able to meet the schedule shown for all design phases.

Phase	Timeframe from Notice-to-Proceed
Design Phase	9 months (assumed)
Construction Phase	15 months (assumed)

FEE PROPOSAL

Our proposed Not-to-Exceed fee is based on our project understanding, RFP 2021-04, research, and our detailed scope of work provide previously in this document. We have attempted to anticipate the services required to successfully complete this project. Should you required further explanation or details about our approach or fee, please do not hesitate to inquire as the proposed fees are subject to change.

Phase	Fee
Task 1: Assessment and Schematic Design	\$8,430
Task 2: Design Development	\$12,240
Task 3: Construction Documents	\$23,580
Task 4: Permit Approval	\$4,520
Task 5: Bidding Documents	\$1,120
Task 6: Construction Administration	\$12,500
Reimbursables*	\$600
Total	\$62,990

* Expenses other than labor charges that are directly attributed to our professional services are invoiced at our cost plus 20 percent. Reimbursable expenses typically include: 1) extra prints and reproductions, 2) special delivery (e.g. overnight) costs, 3) sub-consultants hired for the project by ZFA Structural Engineers with Client’s authorization and 4) any and all work, fees, expenses and costs that are not specifically listed and identified in the Agreement, Project Approach, and Scope of Services.

EXCLUSIONS

This agreement does not include the following:

1. Design of temporary support systems, shoring, bracing, or construction means and methods items.
2. Major changes in the scope or design of the project as initiated by the KFPD or Architect.
3. Any additional work not included within the Scope of Services.

HAYWARD FIRE STATIONS NO. 1-5 EVALUATION AND RETROFIT
Hayward | California



YEAR COMPLETED
2018

CONSTRUCTION COST
\$8 Million

SQUARE-FOOTAGE
20,000 sf

- PROJECT RELEVANCE**
- Seismic Analysis and Evaluations using ASCE 41-13
 - Cost Estimating
 - Risk Prioritization
 - Designed to meet requirements of 2013 CBC

CLIENT
Michael Ross, Principal
Ross Drulis Cusenbery
Architecture
mross@rdcarchitecture.com
707.996.8448

This project was completed in two phases. During the first phase of the project ZFA provided a seismic assessment of six stations using ASCE 41-13. Schematic retrofits to correct identified deficiencies were developed. These recommendations were presented in report format and were utilized to establish modernization priorities and cost estimates for implementation. Retrofit as well as replacement schemes were also developed for the various structures at the department’s training facility.

The overall goal of the second phase was the completion of non-structural modernizations and targeted voluntary seismic strengthening of five of the existing Hayward fire stations. The modernizations were primarily non-structural in nature and include items such as appliance/ MEP equipment replacement, restroom reconfiguration, replacement of existing roll up apparatus bay doors with overhead sectional and bi-fold doors, evaluation of small portion of existing upper roof for the support of a photovoltaic system and miscellaneous non-structural partition modifications which included localized reframing of existing structure were required to enable the renovations. All new non-structural work was designed in accordance with the requirements of 2013 CBC.

The voluntary seismic strengthening included correction of identified structural deficiencies identified in previous phase of project, designed to provide a minimum structural performance level when subjected to earthquake levels as defined per ASCE 41-13. Voluntary seismic strengthening included addition of shotcrete walls, plywood panel shear walls as well as strengthening of existing (pre-Northridge) steel moment frames to address identified deficiencies as well as supplement lateral capacity and limit drift demands at walls supporting apparatus bays. The design of all voluntary seismic strengthening will be based on demands from the ASCE 41-13 loading assumed above. Supporting foundation elements were incorporated for all new lateral force resisting elements introduced into the existing structure.

NAPA FIRE STATION NO. 1 EVALUATION AND RETROFIT

Napa | California



YEAR COMPLETED

2014

CONSTRUCTION COST

\$2 Million

SQUARE-FOOTAGE

8,000 sf

PROJECT RELEVANCE

- Seismic Analysis and Evaluations using ASCE 31
- Retrofit
- Detailed Assessment Report

CLIENT

Michael Berger
City of Napa
707.257.9520

An ASCE 31 seismic evaluation and retrofit was performed for this 8,000 square foot fire station. The evaluation provided the City of Napa with a detailed assessment of the building. The station is an immediate occupancy risk category IV structure.

The report was used to estimate retrofit construction costs and help guide the City to making informed decisions regarding the desired design performance level. The seismic retrofit was completed and involved concrete masonry unit (CMU) wall connections, concrete diaphragm connections, and 2-bay steel moment frame reinforcement.

The retrofit was designed to facilitate all work on the low roof portions to be done from above which allowed the day to day operations of the headquarters office to continue with minimum interruptions. In addition, the work in the four-bay apparatus bay was sequenced to allow two bays to remain operational through the construction process.

SAN MATEO FIRE STATION NO. 23 TRAINING TOWER EVALUATION AND RETROFIT
San Mateo | California



YEAR COMPLETED
2021

CONSTRUCTION COST
N/A

SQUARE-FOOTAGE
N/A

PROJECT RELEVANCE
▪ Assessment of existing conditions using ASCE 41

CLIENT
Steve Wu, Project Manager
City of San Mateo
swu@cityofsanmateo.org
650.823.8331

The City of San Mateo contracted with ZFA to perform a voluntary structural evaluation of an existing four-story tower. The tower was originally used to hang fire hose for drying, but has been converted over time to be used as a training facility. A survey and seismic assessment was performed for the tower using ASCE 41, with the results documented in a comprehensive assessment report for discussion with City. The assessment ultimately led to strengthening and repairs for the existing fire escape attached to the north exterior face of the tower.

The voluntary retrofit targeted only the most critical items, which reduced the overall construction cost and shortened the construction schedule.

» REFERENCES

STEVE WU

City of San Mateo Public Works Department
Project Manager
(650) 823-8331
swu@cityofsanmateo.org

Project: ZFA has worked on multiple projects for the City of San Mateo, including structural assessments and evaluations, repair and maintenance projects, and smaller new construction projects.



EDWIN GARCIA

City of San Jose Public Works
Interim Division Manager
(408) 975-7247
Edwin.garcia@sanjoseca.gov

Project: ZFA has worked on multiple projects for the City of San Jose under an Architectural Master Services Agreement. Services include structural calculations and drawings, assistance with obtaining building permits, and construction administration services.



DAVE HUNG

City of Hayward
Associate Civil Engineer
(510) 583-4752
Dave.Hung@hayward-ca.gov

Project: ZFA worked closely with the City of Hayward on the on the new Hayward Fire Station No. 6 and Fire Training Center. Services included several DSA approval strategy meetings and conceptual design for the new campus.



MATT RASCHKE

City of Palo Alto
Senior Engineer
(650) 329-2171
matt.raschke@cityofpaloalto.org

Project: ZFA worked closely with the City of Palo Alto on the new Palo Alto Fire Station No. 3 and ZFA's team worked directly with and through the design team for Mr. Raschke on the new 6,397 square-foot station that earned a LEED Gold certification.



EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-08-21

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS since March 2020, the State has taken decisive and meaningful actions to reduce the spread, and mitigate the impacts, of COVID-19, saving an untold number of lives; and

WHEREAS as a result of the effective actions Californians have taken, as well as the successful and ongoing distribution of COVID-19 vaccines, California is turning a corner in its fight against COVID-19; and

WHEREAS on June 11, 2021, I issued Executive Order N-07-21, which formally rescinded the Stay-at-Home Order (Executive Order N-33-20, issued on March 19, 2020), as well as the framework for a gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020); and

WHEREAS in light of the current state of the COVID-19 pandemic in California, it is appropriate to roll back certain provisions of my COVID-19-related Executive Orders; and

WHEREAS certain provisions of my COVID-19 related Executive Orders currently remain necessary to continue to help California respond to, recover from, and mitigate the impacts of the COVID-19 pandemic, including California's ongoing vaccination programs, and the termination of certain provisions of my COVID-19 related Executive Orders during this stage of the emergency would compound the effects of the emergency and impede the State's recovery by disrupting important governmental and social functions; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this Order would continue to prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571, and 8627, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

The following provisions shall remain in place and shall have full force and effect through June 30, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.



1) State of Emergency Proclamation dated March 4, 2020:

- a. Paragraph 10. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
- b. Paragraph 11;
- c. Paragraph 12; and
- d. Paragraph 13.

2) Executive Order N-25-20:

- a. Paragraph 1; and
- b. Paragraph 7, and as applicable to local governments per Executive Order N-35-20, Paragraph 3. Effective July 1, 2021, the waivers in Executive Order N-25-20, Paragraph 7, and Executive Order N-35-20, Paragraph 3, of reinstatement requirements set forth in Government Code sections 7522.56(f) and (g) are terminated.

3) Executive Order N-26-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3;
- d. Paragraph 5;
- e. Paragraph 6; and
- f. Paragraph 7.

4) Executive Order N-27-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

5) Executive Order N-28-20:

- a. Paragraph 3; and
- b. Paragraph 6.

6) Executive Order N-31-20:

- a. Paragraph 1; and
- b. Paragraph 2.

7) Executive Order N-35-20:

- a. Paragraph 1. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
- b. Paragraph 4;
- c. Paragraph 6. To the extent the Director exercised their authority pursuant to this provision on or before June 30, 2021, the extension shall remain valid until the effective expiration;

- d. Paragraph 10. The State Bar shall receive the time extension in the aforementioned order for any nomination submitted to the State Bar by the Governor on or before June 30, 2021; and
 - e. Paragraph 11 (as extended and clarified by N-71-20, Paragraph 6). Claims accruing before June 30, 2021 will remain subject to the 120-day extension granted in the aforementioned orders.
- 8) Executive Order N-36-20, Paragraph 1. To the extent the Secretary exercised their authority pursuant to this provision, the Secretary shall allow each facility to resume intake in a manner that clears intake backlog as soon as feasible.
- 9) Executive Order N-39-20:
- a. Paragraph 1. Any facility operating under a waiver pursuant to this provision, memorialized in an All Facilities Letter, may operate pursuant to such a waiver through the stated expiration in the All Facilities Letter or September 30, 2021, whichever occurs first;
 - b. Paragraph 4; and
 - c. Paragraph 7. The leases or agreements executed pursuant to this provision shall remain valid in accordance with the term of the agreement.
- 10) Executive Order N-40-20:
- a. Paragraph 1. For rulemakings published in the California Regulatory Notice Register pursuant to Government Code section 11346.4(a)(5) prior to June 30, 2021, the deadlines in the aforementioned order shall remain extended in accordance with the order;
 - b. Paragraph 2 (as extended and clarified by N-66-20, Paragraph 12, and N-71-20, Paragraph 10). Notwithstanding the expiration of this provision, state employees subject to these training requirements shall receive the benefit of the 120-day extension granted by the aforementioned orders. All required training due on or before June 30, 2021 must be completed within 120 days of the statutorily prescribed due date;
 - c. Paragraph 7 (as extended and clarified by N-66-20, Paragraph 13 and N-71-20, Paragraph 11). With regard to appeals received on or before June 30, 2021, the State Personnel Board shall be entitled to the extension in the aforementioned order to render its decision;
 - d. Paragraph 8. To the extent the deadlines specified in Government Code section 22844 and California Code of Regulations, title 2, sections 599.517 and 599.518 fell on a date on or before June 30, 2021 absent the extension, they shall expire pursuant to the timeframes specified in the aforementioned orders;
 - e. Paragraph 16;
 - f. Paragraph 17; and
 - g. Paragraph 20.
- 11) Executive Order N-45-20:
- a. Paragraph 4;
 - b. Paragraph 8;
 - c. Paragraph 9; and



- d. Paragraph 12. For vacancies occurring prior to June 30, 2021, the deadline to fill the vacancy shall remain extended for the time period in the aforementioned order.

12) Executive Order N-46-20:

- a. Paragraph 1; and
- b. Paragraph 2.

13) Executive Order N-47-20:

- a. Paragraph 2; and
- b. Paragraph 3.

14) Executive Order N-48-20, Paragraph 2 (which clarified the scope of N-34-20).

15) Executive Order N-49-20:

- a. Paragraph 1;
- b. Paragraph 3. For determinations made on or before June 30, 2021, the discharge date shall be within 14 days of the Board's determination; and
- c. Paragraph 4.

16) Executive Order N-50-20, Paragraph 2.

17) Executive Order N-52-20:

- a. Paragraph 6;
- b. Paragraph 7. To the extent an individual has commenced a training program prior to June 30, 2021, that was interrupted by COVID-19, that individual shall be entitled to the extended timeframe in the aforementioned order; and
- c. Paragraph 14; and
- d. Paragraph 16.

18) Executive Order N-53-20:

- a. Paragraph 3;
- b. Paragraph 12 (as extended or modified by N-69-20, Paragraph 10, and N-71-20, Paragraph 27); and
- c. Paragraph 13 (as extended or modified by N-69-20, Paragraph 11, and N-71-20, Paragraph 28).

19) Executive Order N-54-20, Paragraph 7. To the extent the date governing the expiration of registration of vehicles previously registered in a foreign jurisdiction falls on or before June 30, 2021, the deadline is extended pursuant to the aforementioned orders.

20) Executive Order N-55-20:

- a. Paragraph 1. Statutory deadlines related to cost reports, change in scope of service requests, and reconciliation requests occurring on



or before June 30, 2021 shall remain subject to the extended deadline in the aforementioned order;

- b. Paragraph 4;
- c. Paragraph 5;
- d. Paragraph 6;
- e. Paragraph 8;
- f. Paragraph 9;
- g. Paragraph 10;
- h. Paragraph 13;
- i. Paragraph 14. Statutory deadlines related to beneficiary risk assessments occurring on or before June 30, 2021 shall remain subject to the extended deadline in the aforementioned order; and
- j. Paragraph 16. Deadlines for fee-for-service providers to submit information required for a Medical Exemption Request extended on or before June 30, 2021 shall remain subject to the extended deadline granted under the aforementioned order.

21) Executive Order N-56-20:

- a. Paragraph 1;
- b. Paragraph 6;
- c. Paragraph 7;
- d. Paragraph 8;
- e. Paragraph 9; and
- f. Paragraph 11.

22) Executive Order N-59-20, Paragraph 6.

23) Executive Order N-61-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3; and
- d. Paragraph 4.

24) Executive Order N-63-20:

- a. Paragraph 8(a) (as extended by N-71-20, Paragraph 40). The deadlines related to reports by the Division of Occupational Safety and Health (Cal/OSHA) and the Occupational Safety & Health Standards Board on proposed standards or variances due on or before June 30, 2021 shall remain subject to the extended timeframe;
- b. Paragraph 8(c). To the extent the date upon which the Administrative Director must act upon Medical Provider Network applications or requests for modifications or reapprovals falls on or before June 30, 2021 absent the extension in the aforementioned order, it shall remain subject to the extended timeframe;
- c. Paragraph 8(e). To the extent filing deadlines for a Return-to-Work Supplement appeal and any reply or responsive papers fall on or before June 30, 2021, absent the extension in the aforementioned order, they shall remain subject to the extended timeframe;
- d. Paragraph 9(a) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for the Labor Commissioner to

issue any citation under the Labor Code, including a civil wage and penalty assessment pursuant to Labor Code section 1741, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;

- e. Paragraph 9(b) (as extended and modified by N-71-20, Paragraph 41);
- f. Paragraph 9(c) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for a worker to file complaints and initiate proceedings with the Labor Commissioner pursuant to Labor Code sections 98, 98.7, 1700.44, and 2673.1, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;
- g. Paragraph 9(d) (as extended and modified by N-71-20, Paragraph 39). Any deadline setting the time for Cal/OSHA to issue citations pursuant to Labor Code section 6317, that, absent the aforementioned order, would have occurred or would occur between May 7, 2020 and September 29, 2021 shall be extended to September 30, 2021. Any such deadline that, absent the aforementioned order, would occur after September 29, 2021 shall be effective based on the timeframe in existence before the aforementioned order;
- h. Paragraph 9(e) (as extended and modified by N-71-20, Paragraph 41);
- i. Paragraph 10;
- j. Paragraph 12. Any peace officer reemployed on or before June 30, 2021 pursuant to the aforementioned order shall be entitled to the extended reemployment period set forth in the order;
- k. Paragraph 13;
- l. Paragraph 14; and
- m. Paragraph 15 (as extended by N-71-20, Paragraph 36).

25) Executive Order N-65-20:

- a. Paragraph 5 (as extended by N-71-20, Paragraph 35; N-80-20, Paragraph 4; and N-01-21). Identification cards issued under Health and Safety Code section 11362.71 that would otherwise have expired absent the aforementioned extension between March 4, 2020 and June 30, 2021 shall expire on December 31, 2021; and
- b. Paragraph 7.

26) Executive Order N-66-20:

- a. Paragraph 3;
- b. Paragraph 4; and
- c. Paragraph 5.

27) Executive Order N-68-20:

- a. Paragraph 1. Notwithstanding the expiration of the aforementioned order, temporary licenses granted on or before June 30, 2021 shall be valid through September 30, 2021; and
- b. Paragraph 2. Renewal fee payments otherwise due to the to the California Department of Public Health absent the extension in the aforementioned order on or before June 30, 2021, shall be entitled to the extensions of time set forth in the aforementioned order.

28) Executive Order N-71-20:

- a. Paragraph 1;
- b. Paragraph 4;
- c. Paragraph 16. Where the statutory deadline for opening or completing investigations is set to occur on or before June 30, 2021, the deadline shall remain subject to the extension in the aforementioned order; and
- d. Paragraph 17. Where the statutory deadline for serving a notice of adverse action is due on or before June 30, 2021, the deadline shall remain subject to the extension in the aforementioned order.

29) Executive Order N-75-20:

- a. Paragraph 7. Children placed in foster care on or before June 30, 2021 shall receive such examinations on or before July 31, 2021;
- b. Paragraph 8;
- c. Paragraph 9;
- d. Paragraph 10. Any facility operating under a waiver pursuant to this provision may operate pursuant to such a waiver through the expiration as set forth by the California Department of Public Health, or September 30, 2021, whichever occurs first; and
- e. Paragraph 13.

30) Executive Order N-76-20, Paragraph 3.

31) Executive Order N-77-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

32) Executive Order N-78-20 (as extended and modified by N-03-21):

- a. Paragraph 1; and
- b. Paragraph 2.

33) Executive Order N-83-20:

- a. Paragraph 3. To the extent the Director of the Department of Alcoholic Beverage Control suspends deadlines for renewing licenses upon payment of annual fees on or before June 30, 2021, the extension shall remain valid until the effective expiration;

- b. Paragraph 5 (which repealed and replaced N-71-20, Paragraph 19, which extended N-52-20, Paragraph 1, and N-69-20, Paragraph 3);
- c. Paragraph 6 (which repealed and replaced N-71-20, Paragraph 20, which extended N-52-20, Paragraph 2, and N-69-20, Paragraph 4); and
- d. Paragraph 7 (which repealed and replaced N-71-20, Paragraph 21, which extended N-52-20, Paragraph 3, and N-69-20, Paragraph 5).

34) Executive Order N-84-20:

- a. Paragraph 1;
- b. Paragraph 2;
- c. Paragraph 3; and
- d. Paragraph 5.

The following provisions shall remain in place and shall have full force and effect through July 31, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.

35) Executive Order N-39-20, Paragraph 8 (as extended by N-69-20, Paragraph 2 and N-71-20, Paragraph 8).

36) Executive Order N-53-20, Paragraph 11 (as extended or modified by N-68-20, Paragraph 15, and N-71-20, Paragraph 26).

37) Executive Order N-71-20, Paragraph 25.

38) Executive Order N-75-20:

- a. Paragraph 5; and
- b. Paragraph 6

The following provisions shall remain in place and shall have full force and effect through September 30, 2021, upon which time they will expire subject to individual conditions described in the enumerated paragraphs below.

39) State of Emergency Proclamation dated March 4, 2020:

- a. Paragraph 3; and
- b. Paragraph 14. Any facility operating under a waiver pursuant to this provision may operate pursuant to such a waiver through the expiration as set forth by the Department of Social Services, or September 30, 2021, whichever occurs first.

40) Executive Order N-25-20:

- a. Paragraph 2;
- b. Paragraph 3; and
- c. Paragraph 4.

41) Executive Order N-28-20:

- a. Paragraph 4; and
- b. Paragraph 5.

42) Executive Order N-29-20, Paragraph 3, is withdrawn and replaced by the following text:

Notwithstanding any other provision of state or local law (including, but not limited to, the Bagley-Keene Act or the Brown Act), and subject to the notice and accessibility requirements set forth below, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body or state body. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended.

A local legislative body or state body that holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements set forth below, shall have satisfied any requirement that the body allow members of the public to attend the meeting and offer public comment. Such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

Accessibility Requirements: If a local legislative body or state body holds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the body shall also:

- (i) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the Americans with Disabilities Act and resolving any doubt whatsoever in favor of accessibility; and
- (ii) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to subparagraph (ii) of the Notice Requirements below.

Notice Requirements: Except to the extent this Order expressly provides otherwise, each local legislative body and state body shall:

- (i) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in such means of public observation and comment, or any instance prior to the issuance of this Order in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of such means, a body may satisfy this requirement by advertising such means using "the most rapid means of communication available at the time" within the meaning of Government Code, section 54954, subdivision (e); this shall include, but need not be limited to, posting such means on the body's Internet website.

All of the foregoing provisions concerning the conduct of public meetings shall apply through September 30, 2021.

43) Executive Order N-32-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 3.

44) Executive Order N-35-20:

- a. Paragraph 2; and
- b. Paragraph 12.

45) Executive Order N-39-20:

- a. Paragraph 2;
- b. Paragraph 3; and
- c. Paragraph 6.

46) Executive Order N-40-20:

- a. Paragraph 12 (as extended or modified by N-66-20, paragraph 16, N-71-20, paragraph 14, and N-75-20, Paragraph 12). To the extent the Director exercised their authority pursuant to this provision on or before September 30, 2021, the extension shall remain valid until the effective expiration of the applicable waiver; and
- b. Paragraph 18.

47) Executive Order N-42-20.

48) Executive Order N-43-20.

49) Executive Order N-49-20, Paragraph 2.

50) Executive Order N-54-20:

- a. Paragraph 8 (as extended by N-80-20, Paragraph 6); and
- b. Paragraph 9. To the extent any timeframe within which a California Native American tribe must request consultation and the lead agency must begin the consultation process relating to an Environmental Impact Report, Negative Declaration, or Mitigated Negative Declaration under the California Environmental Quality Act extends beyond September 30, 2021, the tribe and lead agency will receive the benefit of the extension so long as the triggering event occurred on or before September 30, 2021.

51) Executive Order N-55-20:

- a. Paragraph 2;
- b. Paragraph 3;
- c. Paragraph 7. All on-site licensing visits which would have been due on or before September 30, 2021 shall occur before December 31, 2021;
- d. Paragraph 11; and
- e. Paragraph 12.

52) Executive Order N-56-20, Paragraph 10 is withdrawn and superseded by the following text:

Paragraph 42 of this Order, including the conditions specified therein, shall apply to meetings held pursuant to Article 3 of Chapter 2 of Part 21 of Division 3 of Title 2 of the Education Code and Education Code section 47604.1(b).

53) Executive Order N-58-20 (as extended by N-71-20, Paragraph 29).

54) Executive Order N-59-20:

- a. Paragraph 1. The sworn statement or verbal attestation of pregnancy must be submitted on or before September 30, 2021 and medical verification of pregnancy must be submitted within 30

working days following submittal of the sworn statement or verbal attestation for benefits to continue;

- b. Paragraph 2 (as extended and modified by N-69-20, Paragraph 14, and N-71-20, Paragraph 31);
- c. Paragraph 3 (as extended and modified by N-69-20, Paragraph 15, and N-71-20, Paragraph 32); and
- d. Paragraph 4 (as extended and modified by N-69-20, Paragraph 16, and N-71-20, Paragraph 33).

55) Executive Order N-63-20:

- a. Paragraph 8(b). To the extent filing deadlines for claims and liens fall on or before September 30, 2021, absent the extension in the aforementioned order, they shall remain subject to the extended timeframe; and
- b. Paragraph 11.

56) Executive Order N-66-20, Paragraph 6.

57) Executive Order N-71-20:

- a. Paragraph 15;
- b. Paragraph 22; and
- c. Paragraph 23.

58) Executive Order N-75-20:

- a. Paragraph 1;
- b. Paragraph 2; and
- c. Paragraph 4.

59) Executive Order N-80-20:

- a. Paragraph 3; and
- b. Paragraph 7.

60) Executive Order N-83-20

- a. Paragraph 2 is withdrawn and replaced by the following text:

The deadline to pay annual fees, including any installment payments, currently due or that will become due during the proclaimed emergency, as specified in Business and Professions Code sections 19942, 19951, 19954, 19955, 19984, and any accompanying regulations is September 30, 2021; the deadlines for submission of any application or deposit fee, as specified in Business and Professions Code sections 19951 (a), 19867, 19868, 19876, 19877, 19942, 19984, and any accompanying regulations is no later than September 30, 2021, or per existing requirements, whichever date is later.

- b. Paragraph 4.

61) Executive Order N-03-21, Paragraph 3, is withdrawn and replaced by the following text:

As applied to commercial evictions only, the timeframe for the protections set forth in Paragraph 2 of Executive Order N-28-20 (and extended by Paragraph 21 of Executive Order N-66-20, Paragraph 3 of Executive Order N-71-20, and Paragraph 2 of Executive Order N-80-20) is extended through September 30, 2021.

IT IS FURTHER ORDERED that, as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 11th day of June 2021.



GAVIN NEWSOM
Governor of California

ATTEST:

SHIRLEY N. WEBER, PH.D.
Secretary of State



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

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DATE: July 6, 2021

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

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

June Incident Run Report

There were 24 incidents in Kensington for the month of June. This was an increase of 7 calls over the previous month. Total incidents for Station 65 in April were 69 calls which was an increase of 16 calls over the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 319 calls for service during the month.

Retirement

Battalion Chief Joseph Grupalo has announced that he is retiring effective July 18. Joe started with El Cerrito – Kensington Fire in October of 2008 as a firefighter and promoted up the ranks to Battalion Chief in 2019. Upon retirement, Joe has accepted a position with Zonehaven, the company the Department has been working with to build out zones for evacuation plans. Joe has been very instrumental in the initial set up of the zones for our area as El Cerrito – Kensington along with Moraga-Orinda Fire were the first agencies to benefit from this new system. He will be missed, and his departure now places even more duties on the two remaining Battalion Chiefs. We will be starting a process to replace him soon. Please wish Joe well on his new journey.

July 4 Fire Department Staffing

Due to the premature dryness of the fuels in our hillsides, the Fire Department staffed Engine 365 as a second engine on July 4. The purpose of this engine was to conduct patrols for any illegal fireworks as well as provide additional personnel for any potential fires. In addition to this increased staffing, several other agencies in the County also increased their staffing as well as the County had a strike team of engines, a hand crew, dozer and helicopter available to respond anywhere in the County. Cal-Fire also increased their staffing for the entire weekend and will be available for additional resources had they be needed. Thankfully, the weather was mild and while parts of the County and cities around us experienced extensive use of illegal fireworks, there were no incidents in the Community.

Out of County Deployment

As all aware, there are numerous fires burning both up north near the Oregon border as well as in the Los Angeles County area. No engines have been deployed yet, however, on July 3rd, Battalion Chief Kevin Janes was deployed to the Beckwourth Complex fire in Plumas County where two lighting fires, the Dotta and Sugar Fires are burning. Crews are making great progress on these fires but there is the threat of more lighting in the next few days.

Vegetation Management

As reported out last month, the local vegetation fuel moisture levels continue to drop and are at late summer levels even with the recent marine layers returning at night. Due to these conditions, we are continuing with residential inspections of properties in the community to get 100% compliance before the super critical late summer/fall heat and Diablo winds. All residents are urged to cut weeds, trim bushes, and prune up tree limbs to

develop a defensible space around their homes and property. Based on these ongoing inspections, it appears that residents are for the most part complying with the District policy and are working at cutting their weeds. Vegetation Management Information is available at the Department's website. Fire Prevention will be coming to the Board on July 14th with the Resolution and Nuisance Declaration for approval.

Occupancy Inspections

The Fire Department is continuing to conduct occupancy or Fire Safety inspections at the businesses and apartments in the community. With many businesses opening back up or increasing their capacities, it is important to complete these inspections and ensure compliance to the fire and safety codes.

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



RESOLUTION 21-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT COMMENDING BATTALION CHIEF JOSEPH GRUPALO ON THE OCCASION OF HIS RETIREMENT FOR HIS DEDICATED SERVICE TO PROTECTING THE RESIDENTS OF KENSINGTON

WHEREAS, Joseph Grupalo graduated from the University of California, Berkeley with a BA degree in Psychology, and from Las Positas College with an AA degree in Fire Science; and

WHEREAS, after starting his fire service career as a reserve firefighter with the Alameda County Fire Protection District, he joined the Kensington Fire Department on October 12, 2008, and was promoted to Captain on June 5, 2016 and to Battalion Chief on January 13, 2019; and

WHEREAS, BC Grupalo was instrumental in developing the department's shoring and cribbing trailer, advancing the training and equipment for technical rescue operations, further advancing the CERT program, coordinating the evacuation program work with Zonehaven, and organizing the CERT water drum program via Lamorinda CERT; and

WHEREAS, during the start of the Coronavirus pandemic, BC Grupalo worked at the County Emergency Operations Center in the Logistics Section tracking PPE and rates of use for all County agencies, and later was instrumental in setting up fire agency based drive-through vaccination sites; and

WHEREAS, in addition to the ranks he has held, he has also served as Training Officer, Emergency Preparedness Coordinator, and CERT Coordinator; and

WHEREAS, the Kensington Fire Protection District recognizes the essential support of BC Grupalo's wife, Janine, and their children, Gabriella and Dominic;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby commends Joseph Grupalo on his service to the Kensington Fire Protection District, and wishes him heartfelt thanks and continued success in his future endeavors.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 21st day of July 2021 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary



KENSINGTON FIRE PROTECTION DISTRICT

DATE: July 21, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 8**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

The focus of management time since the June Board meeting, outside of typical day-to-day operations, was on the PSB renovation project including the consultant interviews, temporary facilities investigations, CAD background drawings, and follow-up described in the agenda item 6b report and recommendation. Additional activities are listed below:

1. **Emergency Preparedness Coordinator** – I drafted the contract for the Emergency Preparedness Coordinator and consulted with our legal counsel on its final version. The contract was executed on June 25, 2021. I also provided Chief Gancasz with his requested security background check documents, which is a new policy of the Kensington Police Department for anyone who has access to the PSB. After finalizing the contract, I worked with Johnny Valenzuela on his start-up tasks and introduction to the Emergency Preparedness Committee. We continue to coordinate on emergency preparedness priorities as he becomes familiar with the district's needs.
2. **Fire Plug, Summer 2021 Issue** – One of our EP Coordinator's first tasks was to complete the next newly-formatted issue of the Fire Plug, which is attached to this report. Print issues have been mailed out and the PDF version is posted on our website and social media.
3. **CERBT** – I participated in a CERBT reporting webinar and am working on requirements for a July 30th submittal deadline.
4. **CCC Tax Collection** – I continue working on the documentation to be submitted to the County for the collection of our special taxes.
5. **Grant Writer RFPs and Selection** – On July 8th, I received a third RFP response for Grant Writer services. After reviewing the proposals, President Nagel, Director Kosel, and I interviewed Sudi Shoja of Engineering Solutions Services (ESS), as her submittal most closely matched the District's needs. Ms. Shoja comes highly recommended by other CSDA agencies and has extensive experience with FEMA grants, in particular. Given upcoming grant application deadlines in August, I have provided ESS with our consultant contract and hope to have her working on a specific strategy for us as soon as possible. The ESS proposal is attached to this report.

6. **KFPD Policy Handbook and Operations Manual** – Sasha finished a draft update to the our existing manual and handbook to correct various formatting inconsistencies. There are still some redlines to pick up. We will bring a subsequent version for review by the board in the next month or two depending on our other priority tasks. This will be a good opportunity to consider other changes, as needed or desired.

7. **Board Clerk / Executive Assistant** – Since the end of last year, Sasha has been working under contract to provide services up to 15 hrs per week. Due to her other professional obligations, it has become difficult to provide that amount of time. She has given notice to end the contract but has graciously agreed to continue helping for a limited number of hours until a replacement can be found. Given Sasha's excellent level of service to the District and the amount of other priority tasks I have such as onboarding the Emergency Preparedness Coordinator and Grant Writer, searching for a long-term financial consultant, managing the building renovation and temporary facilities process, and executing general monthly tasks, I am leaning on whatever time Sasha has available until I can find a successor for her roles. I appreciate her flexibility during this time.



THE FIRE PLUG

Summer Edition | 2021

www.kensingtonfire.org



Annual Property Inspections Are Underway

The Kensington Fire Protection District would like to remind all property owners about upcoming annual inspections for compliance to the KFPD's Vegetation Management Standards. In 2020, there were almost 10,000 vegetation fires in the State of California, many of them close to Kensington. These incidents burned over four million acres, damaged or destroyed over 10,000 structures and accounted for 33 fatalities. This year it appears our area will remain in extreme drought conditions with only about 35% of the normal rainfall at this point.

It is the property owners' responsibility to maintain their property year-round in compliance with the KFPD's Vegetation Management Standards. The full standards can be found [here](http://www.kensingtonfire.org), or visiting the KFPD website at www.kensingtonfire.org and going to the SERVICES menu tab.

The last page of the Standards includes a Fire Hazard Reduction Checklist to assist you in ensuring your property complies. Use the Checklist to walk around your own property and assess it for compliance.

There is no need to contact us to inform us that your property is or has been brought into accordance as we make an attempt to inspect every property in the District to verify compliance with the Vegetation Management Standards.

Remember, the threat of wildland fires and potential catastrophic damage exists year around. As we move into the peak fire danger season, we ask that you please take the time to remove any fire hazard conditions you find on your property and to maintain your property free of fire dangers throughout the year. You can avoid costly fees and abatement charges if the District is forced to bring your property into compliance.

We thank you in advance for your cooperation with the District's fuel reduction program and contributing to our efforts in making Kensington a more fire safe community.



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New Fire Danger Sign Installed in Front of the Public Safety Building

Last Fall the Fire District erected a Fire Danger sign on the median strip near the PSB at 217 Arlington. Notifications of low, medium, high, and extreme fire danger are adjusted by our firefighters daily, and now viewed by many hundreds of people who travel up and down the Arlington each day, bringing additional awareness all along our hilly corridor.

Fire Surveillance Cameras Now on Vollmer Peak and Elsewhere

During Diablo Wind Events (DWEs) a wildfire in our heavily overgrown region could sweep into Kensington from Tilden Park in a matter of minutes. Two video cameras were installed last year to monitor wildfire on a 24/7 basis in Wildcat Canyon and surrounding areas. Because there is no proven automated method of detecting fire, a local group of about 40 trained Kensington volunteers take turns monitoring these cameras 24/7 during DWEs to provide an early warning to fire officials should a fire ignite. Find out more about this group and volunteer to help protect your neighbors at:

<https://wildcatwatchgroup.blogspot.com>.

The KFPD's Emergency Preparedness Committee and community volunteers are working to place additional cameras to give more complete coverage of the Canyon in time for this year's fire season.



A Guide to Kensington Emergency Numbers

Our instinct is to call 911 in case of emergency (Police or Fire). This is still the best option if you have a land line. However, it may be less efficient to call 911 from cell phones because, depending on the type of phone and your settings, your location may not be transmitted correctly, and your call may be routed to a distant agency (such as California Highway Patrol in Vallejo). It can take a while to get you rerouted, and that increases response times. The best option for cell phones in Kensington is to use the emergency numbers below. Please enter them RIGHT NOW into your phone contact lists and speed dials.

KENSINGTON EMERGENCY NUMBERS

Medical or Fire 925-933-1313

Police 510-525-7573

Fire-Safe Gardening Do's and Don'ts

Here's some tips for you or your gardener, liberally borrowed from Pacific Horticulture's excellent Fall 2012 article, Fire-Safe Favorites: Year-Round Interest from Choice Plants.

Limb up trees 10 feet above the ground, particularly if they're close to the house.

Don't over-plant. Provide generous spaces between plantings. If the landscape has become crowded over time, don't hesitate to remove plants. Remove old, dried-out, or drought-stressed plants in favor of healthy ones. Clear dead material from mature trees and shrubs. Reinvigorate shrubs and perennials with regular pruning to remove masses of dry growth. Keep soil covered with mulch, ground covers, bulbs or wildflowers to control invasive weeds. Keep weeds, litter, woodpiles and flammable materials away from the house.

Water plants close to structures to keep moisture levels high in fire season. Do this in the cool of early morning or evening so as not to lose the benefits of watering to evaporation. Choose non-flammable outdoor furniture (e.g., a wrought iron patio table in lieu of a wood one). Avoid plastics. Keep propane grills far from the house. Remove flammable non-native plants such as juniper, eucalyptus, acacia, broom and tall ornamental grasses. Replace them with natives from local sources including the Native Plant Nursery in Tilden, the Tilden Botanic Garden, and Annie's Annuals. Our local nurseries also carry large selections of native plants and can advise you on which ones to choose for fire safety.

Making Hilltop Schoolchildren Safer in Emergencies



Our EPC members have been working with the KPD and the leadership of Kensington Elementary (Hilltop) School to help devise plans for evacuating the students in an orderly and effective fashion in the event of an emergency. The Traffic Evaluation Study recommendations indicated a general problem with traffic flow and parking configurations in the neighborhood of the School, especially the neighborhoods to the southeast, which are the most congested in town. To improve traffic flow, the immovable concrete bollards on Kensington Park Road, Highland Blvd., and Windsor Ave. were replaced with removable chains. The TES study indicated that parking configurations on some of the surrounding streets should be changed to provide better traffic flow, and the KPD is working with residents and the County to try to implement these safety measures.

New Emergency Evacuation Route through Sunset View Cemetery



Last year the Board's Emergency Preparedness Committee (EPC), along with Ofc. Brad Harms of the KPD, contacted the owners of the Cemetery to ask about the possibility of opening their gate at Sunset and Franciscan in case of an emergency to allow traffic to evacuate via their roads to Fairmount and Colusa. The Traffic Evaluation Study estimated that up to 30% of traffic could be relieved by passing through the Cemetery. Mr. Scott Pennington, the Cemetery president, graciously agreed, and last spring representatives from the EPC, the KFD, and the KPD installed emergency evacuation signs on the Sunset gate and two new EXIT signs inside the Cemetery to guide traffic. Our deepest thanks go to Mr. Pennington and the Cemetery owners.

We support Kensington Pathkeepers

...in their efforts to resolve the issues of ownership and maintenance of our paths.



These are of great potential importance, especially in evacuations and for firefighter access. For information go to: www.kensingtonpathkeepers.org.

How the fire board is working To Make Kensington Safer

In 2019 the Board commissioned a Traffic Evacuation Study (TES), engaging experts from UC Berkeley's Institute for Transportation Studies. They measured all the roads in town, assessed the population, vehicle loads, and possible evacuation routes. They issued a 125-page report with dozens of useful recommendations that the Board is gradually implementing in concert with our Police and Fire Departments. The report has been held up as a model to other local agencies. You can find it (including a 6-page Executive Summary) on the District website (www.kensingtonfire.org). It provides a guide to how we are working to make Kensington safer.

Safety Reminder for Summer 2021: What's in Your Plan?!?

Does your family have an emergency plan in the case of a wildfire evacuation? Does your plan include a designated family meeting location outside the danger zone? Do you have a Plan B? Plan for your pets? Does your family have a pre-packed go-bag(s)? Do you have a communication plan that includes a check-in with a relative or close friend out of the affected area (text messages may be the most reliable way to communicate)? What about your neighbors with mobility or health issues - does your neighborhood have a plan to assist them?

Have a plan and stay prepared!

Paul Moss

Public Safety Building Renovation

On April 14th, 2021, the Board of Directors approved a plan to address seismic safety, space deficiencies, and accessibility requirements of the 50+ year old Public Safety Building that are long overdue. The administrations of the KFPD and the KPPCSD are working together to make sure that the current and future needs of both the Fire Department and the Police Department are met. We have posted an extensive Fact Sheet at:

www.kensingtonfire.org/public-safety-building

to address all of your questions on the history and details of the renovation process. We will post regular updates as needed to keep you informed of these much-needed improvements to our firefighters' home!

Register for Contra Costa County Community Warning System & Local Nixle Alerts



Our Police and Fire Chiefs, and our Fire Board, ask you to take a moment to register your cell phones with the Contra Costa County Community Warning System (CWS). CWS will alert you of life-threatening incidents such as wildfire and power shutdowns, occur.

STEP ONE: Register at www.cwsalerts.com.

STEP TWO: Text your ZIPCODE to "888777" with your mobile phone and you will be registered with Kensington Police and Kensington Fire, who can provide even more local alerts.

We're Already Into The 2021 Fire Season

To learn how to improve the defensible space around your house, by hardening your buildings and managing your plants and other fuel loads, go to the Vegetation Management page of our website at:

www.kensingtonfire.org/vegetation-management.

Resources are also available at:

www.livingwithfire.com,

www.firesafemarin.org,

www.oaklandfiresafecouncil.org

KFPD BOARD OF DIRECTORS

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lnagel@kensingtonfire.org

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KENSINGTON
FIRE PROTECTION DISTRICT
217 ARLINGTON AVE KENSINGTON CA 94707

<<< SAFETY NOTICE >>>

KENSINGTON NOW HAS  ZONEHAVEN

Learn more about Kensington's new automated evacuation assistance system, and how it will help our community during an emergency.

1. **Find your zone.** Visit online: community.zonehaven.com
2. **Register for alerts.** Subscribe to: [Contra Costa Community Warning System](#), [Nixle](#), [Nextdoor](#) , and follow [Kensington Fire Protection District on Facebook](#).
3. **Prepare.** Visit online: readyforwildfire.org

KENSINGTON
FIRE PROTECTION DISTRICT
Know your path to **safety.**



Kensington Fire Protection District



Proposal for the Position of Grant Writer

June 17, 2021

Submitted By:



Engineering Solutions Services
23232 Peralta Drive, Suite 112
Laguna Hills, CA 92653
(949) 797-6055



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Cover Letter

Mr. Bill Hansell
General Manager
Kensington Fire Protection District
217 Arlington Ave.
Kensington, CA 94707

Re: Proposal for the Position of Grant Writer for the Kensington Fire Protection District

Dear Mr. Hansell,

Engineering Solutions Services (ESS) welcomes the opportunity to submit this proposal for the position of Grant Writer to the Kensington Fire Protection District (KFPD or the District). As it is demonstrated in our proposal, we have an unmatched experience in preparation of successful applications for California Office of Emergency Services (CalOES)/ Federal Emergency Management Agency (FEMA) and other funding agency grants. Our ESS team is very familiar with funding opportunities offered by FEMA and its complex requirements that have allowed us to receive awards for various types of projects for our clients.

What sets ESS apart is:

- **ESS has a proven track record in successful award of over \$450 million in a variety of federal, state, local and private funding sources.**
- **ESS team is comprised of former emergency, municipal, and California Department of Forestry and Fire Protection (CAL FIRE) managers that bring their extensive technical and funding expertise to prepare winning applications.**
- **ESS technical experts have been responsible for preparation of credible documents gaining the respect of the grant evaluators.**
- **Respecting County resources, ESS will provide a preliminary evaluation of the project ranking for award to help determine a go/no go decision on a grant pursuit.**
- **ESS is a one-stop-shop for grant identification, writing and management services providing the full spectrum of the grant requirements for our clients.**

As it is demonstrated in our proposal, we have a proven track record in identification and preparation of the winning applications for projects that are comparable to those listed in the Scope of Work for the KFPD Grant Writer Request for Proposals (RFP). We will leverage our knowledge and relationships to identify additional grant opportunities and work with KFPD staff to prepare successful applications. In addition to grant writing services, Gary Sturdivan is a certified trainer and has an in-depth experience to provide the required training for KFPD.

ESS comprised this proposal according to RFP instructions and the proposal shall remain valid for 90 days upon its receipt by KFPD. As the Principal, I am authorized to bind ESS in an agreement and will be the point of contact during the period of evaluation. Additionally, I will



Kensington Fire Protection District
Proposal for the Position of Grant Writer

serve as the Project Manager for this contract, and I am available to answer any questions you may have about our proposal. I can be reached on my cell at (949)-637-1405 or by email at Sudi@engineeringsolutionservices.net.

My project team and I look forward to working with you and all relevant KFPD staff on this project.

Sincerely,

A handwritten signature in black ink that reads "S. Shoja".

Sudi Shoja, PE, F. ASCE
Principal



Qualifications

Engineering Solutions Services (ESS) was founded by Sudi Shoja, PE, in 2012 as a S- Corporation. Sudi, a former City Engineer, founded ESS with the goal of assisting local entities in achieving their funding goals by providing compliance, program management, quality assurance/quality control (QA/QC), and project delivery services. She leverages her successful experience in transforming the agencies where she worked from previously losing funding to securing the maximum grant funding possible, meeting the various funding agency requirements, and serving as an example for successful audit processes. She has more than 30 years of experience in managing CIPs and Water and Sewer programs of over \$100 Million. As a result, she has earned a reputation that gained us our impressive repeat client list in a short timeframe. Included below are a few examples of our team member’s efforts:

- **Timely identification of COVID-19 Relief funds and preparation of reimbursements for several agencies**
- **Successful submittal of several grant applications and managed awarded grants from FEMA Building Resilient Infrastructure and Communities (BRIC), Hazard Mitigation Assistance (HMA), Flood Mitigation Assistance (FMA), Public Safety Power Shutoffs (PSPS), National Exercise Program (NEP), and Emergency Management Grant Program (EMGP) for seismic retrofit, fire and flood related projects.**
- **Established working relationships with CalOES and FEMA personnel in various departments, gaining valuable information for our clients**
- **Successful funding compliance and reporting for a \$280M project with 11 types of federal and state funding sources including FEMA/CalOES funding**
- **Team members have been responsible for approval of over 64 LHMP’s in California & over 50 million of FEMA compliance agreements**
- **Presenter at the Disaster Preparedness Academy for American Red Cross for Orange and San Bernardino Counties**
- **Publishing of various monographs and articles for statewide and national publications**
- **Southern California Post-Disaster Coordinator, working directly with CalOES to provide Safety Assessment Program (SAP) support with response experience to [recent wild fires](#)**
- **Successful construction management and grant compliance including**

- Partial list of Clients**
Serving as Prime or Sub-Consultant
- City of Sacramento
 - City of Richmond
 - Turlock Irrigation District
 - City of Belvedere
 - City of Redwood City
 - County of Mendocino
 - City of Petaluma
 - County of Orange
 - San Bernardino County
 - Transportation Authority
 - Port of Long Beach
 - City of Long Beach
 - City of Redondo Beach
 - San Diego County
 - Association of Governments
 - Orange County
 - Transportation Authority
 - City of Carlsbad
 - City of Seal Beach
 - City of Villa Park
 - Orchard Dale Water District
 - Santa Clarita Valley Water Agency
 - NCTD
 - SBMWD
 - Desert Water Agency
 - Hi-Desert Water District
 - Valley Sanitary District
 - Elsinore Valley MWD
 - City of Banning
 - City of Wildomar
 - LA Metro
 - City of Santa Ana
 - Long Beach Water Department
 - City of Encinitas
 - City of Richmond



FEMA/CalOES funding & monitoring of Disadvantaged Business Enterprise (DBE), American Iron and Steel (AIS), labor compliance, reporting and reimbursements

We have secured and maintained more than \$450 M for various agencies in the past seven years.

ESS is comprised of **former agency personnel** who are thoroughly familiar with the intricate details of various funding requirements and excel at strategic planning for clients to maximize the potential for securing grants, successful management for meeting the grant requirements, obtaining proper authorization and reimbursements and positive feedback regarding the audit process of all projects managed. Additionally, ESS a S-Corporation who is certified as a

Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE). ESS has 12 employees and is based in Laguna Hills, CA with a satellite office in San Francisco.

ESS fully understands the inner workings of the regional and municipal government processes. Comprised of former government engineering and traffic managers, we have been confronted with many of the same design, budget, schedule and project-delivery challenges that face our client governments. This understanding allows our people **to think like public agencies** and address the challenges they are facing with proactive, well-planned, cost-efficient, and innovative solutions tailored to your compliance needs. We approach every project strategically and scale our resources to fit the agency and scope of work as noted in this proposal.

ESS specializes in various funding resources, such as: FEMA/CalOES grants including HGMP, BRIC, FMA, HMA, EMPG, Economic Development and Disaster Recovery (EDA), NEP, Emergency Operations Planning Grants (EOPG), Community Power Resiliency Allocation, CAL FIRE, Security Grant Program, Department of Water Resources (DWR), Community Development Block Grant (CDBG), Economic Development Administration (EDA)'s Disaster Supplemental, Propositions 1, 13, 50, 68, 84, Department of Parks and Recreation, Division of Boating and Waterways (DBW), State Water Resources Control Board (SWRCB) for Green Project Reserve (GPR) and State Revolving Funds (SRF), US Bureau of Reclamation (BOR), California Natural Resources (CNR), Water Infrastructure Finance & Innovation Act (WIFIA), Commerce-Economic Development Administration, funding for brownfields and remedial services, environmental Bicycle Transportation Account (BTA), Cap and Trade, Transportation community and System Preservation (TCSP), and numerous other grants from public agencies.

Our services include: **Grant Research & Fund Strategy Development, Grant Writing & Compliance Services.**

THIS IS WHAT OUR CLIENTS SAY ABOUT US:

“ESS really wants to help our City. Very organized and follow up is incredible. If you work with Sudi you will see that she makes every effort to be a huge support and not a burden. She takes care of her clients and you can tell she is passionate about what she does. ESS works to collect the information themselves instead of asking you for it and are very responsive when we have questions. ESS would be an asset to you.”
Kris Jensen, Public Works Director, City of Hemet



Kensington Fire Protection District
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“You couldn’t pick anyone better to help you get and find grant funding. A great resource that won’t leave you hanging once the grant comes in and would guide you through the process and be happy to answer any of your questions after the fact.”

Doug Erdman, Principal Civil Engineer, City of Lake Forest

“She has been very responsive and has tried to keep all staff on track by checking in and urging us to keep the ball moving. From a customer service prospective ESS has been great, and their services are pretty affordable. ESS has a good relationship and direct contact with the project managers with the Green Project Reserve. They are really on top of the timeline and has been helping to keep us all motivated.”

Erik Brown, Novato Sanitary District

“Sudi with ESS is an expert and is extremely knowledgeable on what pieces of the process will need to be put where, and in what order, carefully orchestrated.”

Betty Burnett, General Manager, SOCWA

“We had a wish list of the things we wanted to accomplish and ESS found the funding which matched our goals most. ESS made it clear what we could actually apply for. ESS knows all of the ins and outs of the application process. The rules change all of the time, and ESS is quite knowledgeable. ESS is also very thorough in their follow through. Finding ESS has been a big plus for the City. ESS was highly recommended to us.”

Rick Moreno, Facility Manager, City of San Bernardino

Accountability

Simply put, we take ownership of our work. The ESS team is built on the principles of performing high quality work where the Principals are directly involved and accountable for the projects we submit. Working together, with transparency and cooperation between ESS and our clients, this overall approach to grant management has helped ensure our clients’ success.

We are committed to being accountable and sharing ownership of the product and service. We believe that successful projects are a result of a well-managed and motivated team. Our team members possess a proven ability to establish and implement best practices, maintain continuity and flexibility, and deliver timely **responses**. We offer accessibility to a network of experts to address unique needs.

We believe in doing the job right the first time. Our commitment to providing excellent customer service has gained us repeated clients and contracts. We understand the challenges and requirements of municipal governments since many of our staff have held senior and executive management positions with California cities, including Emergency Managers, Grant Managers, Public Works Directors, City Engineers, Capital Project Managers, and Construction Managers. This background and experience are important because document preparation will require a high level of interaction with FEMA/CalOES and other funding agency Project Managers, knowledge of agency processes and technical expertise.



Proprietary tools, such as our Work Plan Structure (WPS) (described in the Project Approach section of our proposal), in conjunction with our team's extensive experience and relationships with CalOES, FEMA and other funding agencies, make this process easy.

Financial Stability and Growth: ESS remains financially stable and our client list has been growing steadily to over 60 government and private agencies in the past eight years. ESS does not have any impediments that would disable us from providing all of the services listed in the Scope of Work.

Our Core Business is Funding



Project Approach

The ESS team believes in a full-circle approach to obtaining grant funding. This approach and the underlying methodology will encompass all of the areas of KFPD's Scope of Work for this contract. In addition, ESS is fully capable of providing grant compliance after a grant funding has been successfully awarded to KFPD. The three main components of this process are outlined in the three steps and discussed further below: Develop a Funding Strategy, Assist KFPD in Applying for Successful Grants, and Grant Compliance Management and Support Services. Additional services may be required depending on the type of funding pursued. ESS will inform KFPD about the additional services we can provide before they are performed.

1. Develop Funding Strategy:

- Conduct funding research to identify grant resources including but not limited to federal, state, and local agencies, as well as private foundation funding opportunities that meet KFPD's strategic and budgetary goals
- Provide a summary of funding opportunities relevant to KFPD's needs on a regular basis
- Assist KFPD in identifying project strengths and gaps and to prepare projects for highest ranking possible in a timely manner prior to grant announcements

2. Assist KFPD in Applying for Successful Grants:

- Advise KFPD in order to determine when and how to proceed in a funding pursuit
- Work with KFPD to obtain and organize all facts, statistics, data, and relevant project documents for funding opportunities pursued
- Develop timelines and checklists to ensure timely grant completion and submission
- Prepare resolutions and staff reports as-needed following KFPD's preferred style
- Facilitate public presentations as well as internal and external stakeholders meetings to build consensus and document the views and information needed
- Compose draft grant proposals on behalf of KFPD, including all technical narratives, budget, schedule, exhibits, graphs and schematics, and compile relevant organizing facts, statistics, data and other necessary items for grant applications
- Submit draft and final application packages to KFPD for review
- Submittal of all funding applications according to the grant guidelines

3. Grant Compliance Management and Support Services:

- Review the draft award agreements to identify all the general and specific requirements
- Assist KFPD with the preparation and submittal of post-award reports and reimbursements that are required under the terms of the grant
- Track Disadvantaged Business Enterprise (DBE) requirements, perform American Iron and Steel (AIS) certification process, monitor Davis-Bacon Labor compliance requirements
- Participation in regulatory audit sessions
- Prepare specification sections to meet the terms of grant agreement and guidelines
- Assist in preparation of required California Environmental Quality Act (CEQA)



- Prepare technical documents to support the grant applications and/or prepare RFPs for technical services needed

Our accomplished technical staff regularly prepare successful grant applications for local, state, federal, and private/foundational programs, from the initial development of a program to completion of a grant application. We have the unique ability to distill and convey complex project information into funding agencies' specific formats for grant applications. Similarly, our experience with grant administration has enabled us to see another side of grant acquisition.

1. *Develop Funding Strategy*

The complex and elaborate process of obtaining funding can delay KFPD's ability to act. Our comprehensive knowledge of the funding process helps us conceptualize and develop an appropriate action plan, thereby maximizing success. We will identify eligibility requirements, likely availability of funding, terms, conditions, evaluation criteria and other key parameters and assist KFPD in meeting the required qualification.

Established Relationship with Funding Agencies

We understand that truly **successful grant funding consists of two-thirds planning and one-third writing**. With that in mind, we pride ourselves in our close relationships with CalOES, FEMA, CAL FIRE and other funding agencies. Those relationships, plus appropriate and meticulous planning, allow us to obtain key information about the successful awarding of grant funds. One of the tactics used to ensure this strategy's success is to identify opportunities for in-person meetings with the funding agency when creating the WPS.

- ESS has been able to receive responses to questions on CalOES/FEMA BRIC grant from CalOES consultants based on our established relationship. These responses provided invaluable information resulting in a successful application.
- When applying for EPA stormwater grants for Coachella Valley Water District (CVWD), ESS arranged a conference call to discuss the priority projects for CVWD and received key input from grant funding project managers.

As the following areas of the Project Approach section outline, our work style and the strategies we use position our clients for maximum funding awards while ensuring the efficiency of grant writing and related services. This contributes to our repeated business with our clients.

Identification of Funding Sources

ESS team members keep up to date with the funding propositions, attend webinars and review guidelines for federal, state and local funding opportunities for many types of grants, including disaster mitigation, disaster relief, water and sewer projects, street improvements, facility improvements, parks projects, sustainability projects, active transportation projects, energy savings and climate change projects.

The ESS team is well positioned to provide assistance in receiving funding from FEMA grants. As an approved Safety Assessment Program Trainer for CalOES and a national presenter for FEMA, Sudi has deep relationships with FEMA personnel.



- ESS identified projects for the City of Belvedere that qualified for the FEMA BRIC grant and was approved by CalOES for over \$15.5 million in 2021.
- ESS was able to match the seismic retrofit of steel reservoirs for the San Bernardino Municipal Water District with an HMGP funding that were approved by CalOES and recommended to FEMA for funding.
- ESS was able to identify over 18 private foundation funding sources for a special project for the City of Carlsbad Fire Department.
- ESS identified the Bureau of Reclamation grant for a qualified project in the City of Sacramento which awarded \$1.5 millions of grant funds.

We utilize our extensive experience to match KFPD's projects with the potential funding options. ESS will create a matrix of all potential funding alternatives **specifically to match KFPD's projects** and will provide key information about the grant. This will serve as a tool for KFPD staff to use for strategizing on which funding opportunities to pursue.

Deliverable(s):

- Funding Matrix identifying all available funding for the Project Priority List
- Updated Funding Matrix on monthly basis or as directed by KFPD

Identification of Appropriate KFPD Projects for Funding

Once a Notice to Proceed has been identified, Sudi will arrange a kick-off meeting with KFPD General Manager, and appropriate members of ESS team. We have already reviewed the RFP in detail and have preliminarily identified a variety of potential funding sources. We will request for a comprehensive list of projects if available and review them to prepare for our meeting. Sudi will serve as the Project Director and point of contact for this contract. She will assign task managers and grant writers as needed (during simultaneous pursuits) to best meet the funding application deadlines.

The ESS team has been responsible for budgeting, scheduling and implementation of annual Capital Improvement Projects (CIP) programs and emergency management departments for the agencies they have served. We will work with KFPD personnel to review and discuss the current status of projects, available funding, established priorities, KFPD strategic goals and policies, project planning and design status, management preferences and regulatory requirements. With our thorough knowledge of available and historical funding opportunities and our technical expertise in managing similar programs, we will be able to recommend a strategy and ranking of projects for funding pursuits.

- ESS is currently evaluating a project for the City of Petaluma for the CAL FIRE Urban and Community Forestry Grant to assure maximum ranking of the project.
- ESS facilitated a meeting with the State Water Resources Control Board funding for the City of Carlsbad Fire Department for water main pipelines and fire hydrants

Deliverable(s):

- Recommendation for project priority list with financial breakdown and timeline with pertinent information for funding pursuits



Presentation of Projects to Funding Agencies

One of the strategies we may wish to explore is for KFPD to consider presenting the priority projects to various government and private foundation funding agencies. Using this approach allows us to learn about the priorities of the funding agencies, obtain tips regarding the application and ask focused questions to help write our grant proposal. This also offers the funding managers the opportunity to speak directly with KFPD staff and learning more about the project. This approach has allowed ESS to learn of the funding agency recommendations and draft the applications for successful results.

ESS will also be able to assist with preparation and/or prepare presentations as needed. This will allow the funding project managers and evaluators to learn about the projects and recommend feedback for successful award of grants.

- ESS arranged for a Zoom meeting with CalOES representatives for presentation of a renewable energy/sustainability project that resulted in approval of a Notice of Intent and an invitation to apply for a FEMA HMGP opportunity.
- ESS organized a conference call with EPA that allowed CVWD to learn more about the details of the grant funding and providing the additional information needed. CVWD was selected in November 2018 to receive over \$50 million in funding.
- Presentations on behalf of South Coast Water District (SCWD) in Sacramento resulted in a close collaboration to fund over \$103 million for the project.
- ESS facilitated a meeting for the City of Palm Spring projects that received firsthand information about funding obligations for its \$29 million project.

2. Assist KFPD in Applying for Successful Grants

ESS understands that grant writing service needs will vary over the course of this contract depending on the type of grant and the number of simultaneous pursuits and the ideal schedule for improvement projects. The ESS project team is committed and has the capacity to work quickly on urgent, high-priority matters, and can add additional personnel as needed to fulfill KFPD's needs.

In addition to our emergency expert staff, ESS has highly technical staff members with extensive experience in preparation of credible and accurate reports that gain the respect of the funding agency reviewers, resulting in our repeated success and award of grants to our clients. We will propose to utilize these staff members to work on applications as the need for these expertise arise.

Implementation Plan and Detailed Project Schedule

Once a funding source and a pursuit have been identified, the Funding Support Team led by James (our San Francisco Bay Area contact), will arrange for a meeting and will come prepared with a WPS. ESS prepares a WPS for all funding pursuits based on our detailed analysis of the Notice of Funding Opportunity (NOFO). The WPS will be in the form of a matrix and will serve as a tool for both KFPD staff and ESS team members in order to track the project progress and alignment with the funding requirements. The WPS identifies and requests relevant documents and resources from KFPD, assigns roles and responsibilities between ESS team members and KFPD, and identifies the funding pursuit timeline.



When developing the WPS, **ESS will also note the implementation constraints** that may have an impact on selection of the project elements. For example, **most funding sources require that a grant agreement be in place prior to the start of construction.** ESS will work with the KFPD Project Manager to identify solutions and/or assist with reprioritization of the grant applications to meet the requirements. As shown below, WPS is organized for clarity and is an invaluable reference tool that is used throughout every project. Topics commonly found in the WPS include:

- Eligibility criteria
- Budget needs
- Project programming requirements
- Submittal requirements
- Resolutions and Approval Letters from KFPD’s Board of Directors
- Technical reports: Benefit Cost Analysis, Environmental Reports, Life Cycle Analysis
- Project readiness: CEQA status, Feasibility studies, Project design reports
- Support documentations: certifications, forms, project reports
- Submittal checklist: all forms and other requirements of the funding source
- Matching funds
- Maps and pictures
- KFPD’s prior grant management record
- Evaluation criteria

ItemA2:H3		Requirements	BY	Schedule
1.0 Introduction				
3.0 General Reporting				
3.2	<i>Project Description Template</i>	Project sponsors must provide descriptive information on the proposed Small Starts project and the regional public transportation system. FTA uses the information in the Project Description Template to understand the project and to establish a database of project characteristics and local contact information. All Small Starts project sponsors must submit	ESS	Week 1
3.3.1	Project Identification	2-3 sentences on the essential characteristics of the proposed project (location, length, termini, number of stations, hours of service and frequency by time period)		Week 1
3.3.5	Purpose of the Project	Succinctly describe the specific ways that the proposed major transit investment will address the problems identified in the corridor.		Week 1
3.3.6	Merits of the Project	Describe how the project addresses the Purpose for the Project more effectively compared to other alternatives		week 1 -2
3.4	<i>Project Maps</i>	Electronic maps must be submitted for inclusion in Annual Report on Funding Recommendations and/or posting on FTA website. Maps should be 8.5x11 and be able to be copied in grey scale. Typical orientation for N/S is portrait and E/W is landscape.		Week 1
3.4.3	Map Details: Stations	Stations included in the project, marked in a distinguishable manner from existing transit stations and labeled. Stations with park & ride facilities should be further distinguished from others, either via markings or labels.	ESS	Week 1
3.4.9	Map Details: Legend	A legend, scale and compass.	ESS	Week 1

Using WPS for all required items will allow ESS to take the lead in scheduling meetings and facilitating stakeholder meetings to obtain the required information. ESS will take the responsibility for documentation of the views of internal and external stakeholders and any impacts on the process will be reflected in the WPS.

Deliverable(s):

- Work Plan Structure for the identified grant pursuit including items needed from KFPD



Targeted Approach for Maximum Scoring on Evaluation Criteria

The first step for our targeted approach is to develop a full understanding of the project elements, project milestones, and available project reports. We will also study the previously awarded projects from the funding agency and learn about the key points that may be overlooked due to their simplicity. In developing the WPS, we will identify the primary and secondary evaluation criteria to help highlight the project strengths. We will work closely with KFPD's Project Manager to identify the potential gaps, analyze alternatives, and recommend resolutions to minimize their impact. With this approach, ESS has added value for our clients:

- ESS recommended re-strategizing of funding pursuits for four projects for the City of Santa Ana resulted in identification of additional \$10 million in grants.
- Revisions to the scope of work of City of Commerce project resulted in a successful award of over \$1 million
- Detailed evaluation of the grants has enabled us to advise the agencies if the project is not competitive and therefore resulted in cost savings by not preparing grant applications.

Quantitative Analysis and Technical Reports

Depending on the grant requirements, ESS will work with KFPD Project Manager to receive and review the available technical studies, environmental documents and plans and specifications. We will then use our highly experienced team members to complete the technical write-up sections of the grants. As needed, and upon the KFPD's direction, we will be prepared to either perform additional technical research and analysis or supplement the effort.

The ESS engineering team has been directly responsible for implementation of various CIPs including transportation and street improvements, water and sewer projects and facility management. The ESS engineering team will bring their expertise to articulate the technical information of the grants. Our expert grant writers will review the project documents to highlight the project's strengths matching the grant goals to achieve maximum ranking of the application.

- ESS has been very successful in the submittal of FEMA grant applications which require a high level of technical credibility and are considered very complex including a flood control project with detailed hydrological justifications
- ESS in-house structural and FEMA experts were able to provide detailed information about seismic recurrence and community impact resulting a high benefit cost ratio and CalOES approval and recommendation for funding

Budget Analysis and Construction Planning

The ESS team will assist KFPD in identifying qualifying information to meet grant requirements for budgeting and construction planning. Budgets demonstrate project flexibility and budget scalability to make the grant applications more attractive **and create opportunities to apply again even after a successful application's award.** Some areas of focus will include:



- Budget Scalability
- Scheduling Details
- Qualifying Matching Funds
- Implementation Requirements for Allocation Purposes

Support Letters

Often, this aspect of a grant application is given only cursory attention and proves to be invaluable. At ESS, these potentially undervalued areas are key endorsements that ESS crafts in close cooperation with clients. ESS will recommend stakeholders to contact and will draft focus points that align with key ideas in the narrative and grant criteria so that support letters send strong, targeted messages.

Public Involvement

ESS will also assist in building consensus, drafting public presentations and organizing stakeholder meetings to meet grant requirements.

- ESS helped organize and host a stakeholder meeting for the City of Seal Beach in the Proposition 68 funding pursuit. This involved creating a meeting announcement flyer, setting up a virtual webinar for the stakeholder meeting, creating a presentation of the project and the funding opportunity being pursued, and hosting/recording the meeting for the City of Seal Beach.

WRITING-TO-WIN Approach

What sets us apart is that our **grant writers are licensed technical experts** in this industry and therefore have the ability to **convey complex project information** into the specific format of a grant application.

Using a targeted approach to analyze objectives and match goals to opportunities provides us with the details we need for our writing-to-win approach. Once a funding strategy is in place, the next challenge is to create a winning application. ESS brings its proven track record in creating an application package that will stand out among dozens, highlighting the project's merit in full compliance with the instructions and limitations.

This approach uses a high degree of expertise and creativity. ESS believes that impactful illustrations transform well-researched information into powerful persuasion. ESS utilizes graphics and schematic drawings to show grant evaluators the client's expertise and vision.

- ESS was complimented by CalOES consultant on its illustration of funding impacts on a FEMA BRIC application for mitigation of sea level rise
- For a cap-and-trade grant to reduce GHG emissions, ESS replaced the executive summary with graphics highlighting projects features matching the grant focus. This resulted in an award of more than \$9 million.
- For another project, ESS used an AQMD pollution map as a base and plotted all of the appropriate, completed energy-efficiency projects.

3. Grant Compliance Management and Support Services

ESS will work with KFPD project manager and finance departments to determine the grant compliance requirements early on so that we will be prepared for stress-free audit sessions. ESS will also complete our in-house pre-audit check lists and prepare handouts and folders for agency reviews. The following are a few examples of ESS's success in grant compliance work:



- ESS has been providing successful grant compliance on a \$280 million SBCTA project that consists of more than 11 different funding sources.
- ESS was complimented by the auditors for its efforts on the compliance-monitoring and reimbursement services for City of Palm Springs' \$29 million federally funded project.
- ESS has been providing grant management and reporting services for the Cities of Richmond, Santa Ana, Hemet, Wildomar, and Long Beach, CA

- Listing of over 30 private foundations to consider for the Siren Study & Cameras
- Identification of applicable Department of Housing and Urban Development (HUD) programs for affordable housing elements
- State Water Resources Control Board for water main pipelines and fire hydrants
- Bureau of Reclamation for water storage

4. Additional Scope of Work

As former agency personnel, ESS team members are fully prepared to support the KFPD Project Manager with all required analysis, reports, design review and specification sections, cost estimating, preparation of staff reports, and resolutions as needed. The following are some examples of additional work that the ESS team provides:

- Prepare resolutions and staff reports following the KFPD's preferred style
- Prepare specification sections and provide design review to meet the terms of grant guidelines prior to advertisement
- Assist in preparation of required CEQA process
- Prepare RFPs for technical services needed
- Preparation of educational material

5. Cost Recovery

ESS will be able to recover the cost of grant compliance and oversight on several grants such as those by FEMA and EPA.

Project Management

With a team that has been responsible for budgeting, scheduling, and implementation of annual funds and projects for programs in municipal agencies, the ESS team will leverage their expertise in every area to ensure solid strategies, clear communication, and creativity that results in not just the most possible funding awarded, but also an enjoyable working relationship with KFPD. Included in this commitment is our pledge to solicit feedback regularly from KFPD staff:

1. ESS expects KFPD will make staff roles clear during the meetings and inform ESS of any preferences of contact method when reaching out to KFPD staff.
2. As demonstrated in the Grant Application Preparation Section, we will use the following methods to ensure we have solicited and utilized all relevant information from our clients:
 - a. Progress meetings and issuance of meeting minutes
 - b. Clear and concise list of items needed, and date received from KFPD
 - c. Established process for review and final approval of grants with ample time for KFPD.



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- d. Early engagement of external stakeholders, including funding agencies, partnering agencies, and agencies providing support letters. ESS will assist in identifying key stakeholders and facilitate meetings as needed.
- e. Status report for the activities in the month that will include updates on grant applications submitted, grant opportunities that are on the near horizon, and those in process of preparation.

ESS utilizes its established processes and templates along with the latest technical programs and software for calculations, along with graphics and charts as needed for a grant application. ESS collects and organizes information from a variety of sources while creating a grant application and will share all appropriate and non-proprietary information with KFPD for future use.

We at ESS have experience in building not only infrastructure, but also building relationships with our clients. We believe that clear and concise communication between our team and the KFPD is the foundation in making the funding procurement process as efficient and effective as possible. We look forward to being a partner to the KFPD in pursuing grant for KFPD's projects.

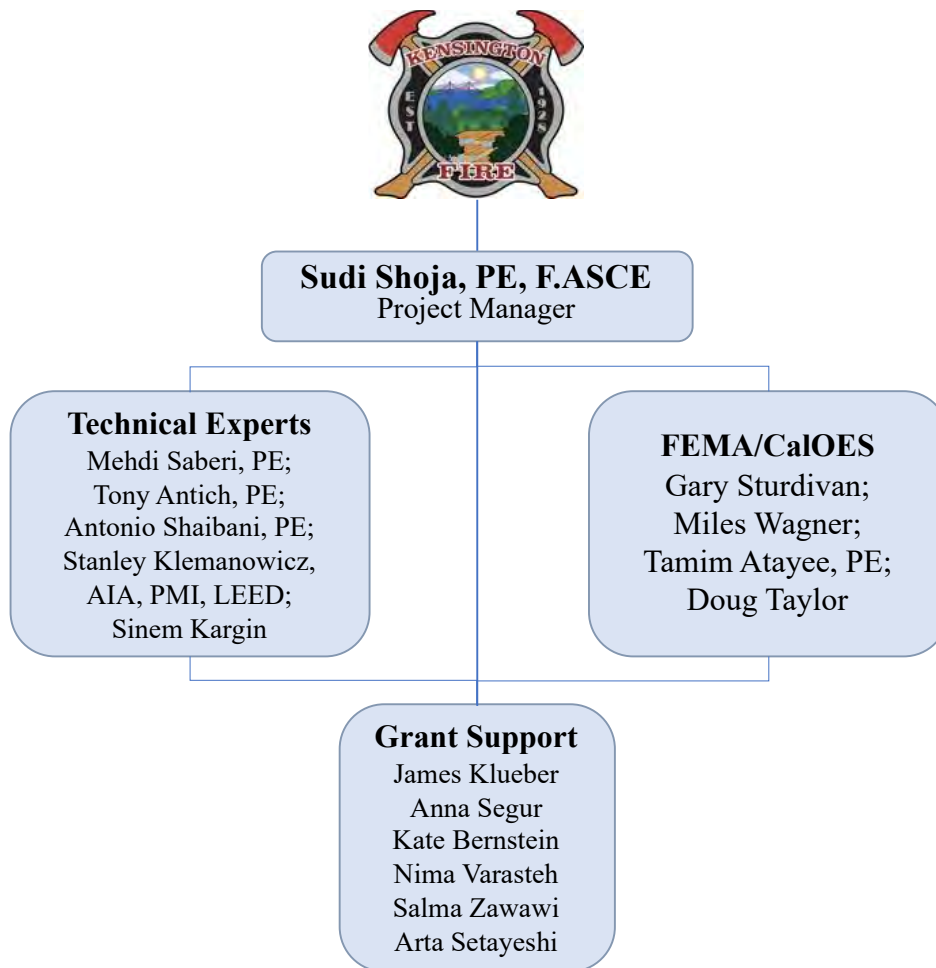
Deliverable(s):

- Comprehensive Reports for a status of grant writing services at a glance
- Agendas, PowerPoint Presentations, and meetings minutes



Proposed Staffing

As the Project Manager, Sudi will assign the appropriate staff as detailed in the organizational chart below based on the work required. Changes to the designated project team shall not be made without the prior written approval of KFPD.



As it is demonstrated here, ESS brings its team of technical experts to provide the complex technical support information that is the key to successful grant applications.



Sudi Shoja, PE, F. ASCE, Project Manager

As a former City Engineer, Sudi brings over 25 years of experience in both public and private sectors where part of her career involved partnership in a seismic retrofit design and construction company. She has worked with local agencies to prepare successful grant applications and manage them to completion, develop crisis management and disaster recovery plans including Local Hazard Mitigation Plan, Business Continuity Plan, Emergency Operation Plan, Evacuation and Reunification plans and other required mitigation plans and is a participant in local emergency preparedness efforts by Orange County Sheriff and local school districts. Sudi Shoja has completed the FEMA Emergency Management Institute and is a certified Safety Assessment Program (SAP) Trainer with the CA office of State Emergency. She conducts SAP Evaluator and Coordinator classes for organizations such as American Public Works Association (APWA) and American Society of Civil Engineers (ASCE). Sudi serves as the Southern California SAP response coordinator for Cal OES. She has also served as trainer on national panels and is invited for speaking engagements for organizations such as Red Cross and American Public Works Association.

She has been serving as a volunteer responder in the major earthquakes in CA to assist in evaluation of public and private buildings and various infrastructures immediately after the earthquakes.

Sudi is a member of Post-Earthquake Investigation Committee and travelled to Indonesia as part of a team to assess the life-line damages of the September 30, 2009 earthquake in Sumatra Island and is a co-author of the monograph for the event. She has designed successful programs for care of children and reunification with families after earthquakes. She was part of an expert team traveling to Turkey to research and provide training and inspection of earthquake sites after the 2003 earthquake. Sudi Shoja is the Emergency Management Committee chair for American Society of Civil Engineers (ASCE) in Orange County and has served as a member of Safety Council for Capistrano Unified School District with 52 schools and a representative to the California Emergency Services Association (CESA).

Sudi Shoja is the recipient of the 2005 Hoover Medal for her humanitarian efforts that also included help to various earthquake and Hurricane Katrina victims. In 2010, she was invited to be a Fellow member of ASCE among the top 5% of the society members.

Following are some of her success stories:

Education: BS, Civil Engineering, Purdue, 1979

MS, Civil Engineering, Purdue, 1983

Registration:

Professional Engineer CA, 42958, 1986

Years of Experience: 29

Engineering Solutions Services

(2012 – Present)

City of Vista - City Engineer

(2004-2012)

City of Huntington Beach

(2001-2004)

City of Santa Ana

(1990-2001)

DECOMA Industries

(1986 – 1990)

J.A. Martin & Associates

(1984 – 1986)



- Preparation of several FEMA application grants for BRIC/PDM/FMA/HMGP/PSPS that were all approved by CalOES and recommended to FEMA for funding.
- Successful management of a \$280 million project with 11 types of federal & state & local funding including a FEMA/CalOES grant
- Successful final audit of a \$30 million federal grant project with full responsibility for all compliance, reporting and reimbursement requirements
- Responsible for preparation of successful grants and reporting for a variety of federal and state grants.
- The \$102ML application package to State EPA has been approved in record times and received no revisions

Relevant Work Experience

Redlands Passengers Rail Program, San Bernardino, CA

Responsible for fund & grant management for the \$280ML project with 11 funding sources. ESS was also responsible for preparation of several grant applications and award of over \$39. Prepared multiple other grants for FEMA, DOT, FRA and FTA and managed all of the required reporting. Project management for compliance, process of all funding documents to meet the funding source regulations, review of project's contract and invoicing procedures and development of guidelines.

Seismic Retrofit of Water Reservoirs, San Bernardino Municipal Water Department, CA

Responsible for review of agency documents and preparation of successful applications for FEMA HMGP funding opportunities for \$7.5 Million Seismic Retrofit of Water Reservoirs Project. Development of the Benefit Cost analysis and the required technical documents. Preparation of technical reports, cost estimates and schedules. Responsible for compliance of the project and all communication/coordination and all submittals to FEMA/CalOES.

Seismic Retrofit of Water Storage Tank, Orchard Dale Water District, Whittier, CA

Responsible for preparation of successful applications for FEMA HMGP funding opportunities. Development of the Benefit Cost analysis and the required technical documents. Preparation of technical reports, cost estimates and schedules. Supports the compliance for the project.

Hydrological Remediations of Sea Level Rise, City of Belvedere and Port of Long Beach, CA

Responsible for preparation of successful applications for FEMA BRIC & HMGP funding opportunities. Development of the Benefit Cost analysis and the required technical documents. Preparation of technical reports, cost estimates and schedules.

Flood Control and Hydrologic Remediation Grant Applications, Coachella Valley Water District, City of Wildomar, CA

Responsible for review of agency documents and preparation of successful FEMA grants applications for PDM/FMA/HMGP funding opportunities. Development of the Benefit Cost analysis and the required technical documents. Preparation of technical reports, cost estimates and schedules. Continues to communicate with FEMA/CalOES regarding environmental and technical requirements, responsible for compliance of projects with final approval.



Fund Management Assistance- Lake Forest, Villa Park, Laguna Woods, Commerce, Irvine, Newport Beach, CA

As a consultant, Sudi has been responsible for various fund and program management services to process the documents for various federal and state and local funding measures and prepare grant application packages for FEMA, HSIP, ATP, RAC and MPAH.

CalOES Public Safety Power Shutoff (PSPS) Resiliency grant, Twenty-nine Palms Water District, Long Beach Water Department, Santa Clarita Valley Water Agency, City of Santa Ana, CA

Responsible for preparation of successful CalOES grant applications on behalf of the agencies. Responsible for compliance of all funding requirements.

Seismic Retrofit, Cities of San Bernardino and San Fernando, CA

Responsible for preparation of successful FEMA applications for seismic retrofit of City Hall for the City of San Bernardino and a water tank for the City of San Fernando. These agencies determined not to continue with the approved applications due to project timelines and political decisions. ESS was able to recommend other grant funding for these agencies.

FEMA Grant Application and Emergency Operation Plan (EOP) - City of Laguna Niguel, CA

Prepared FEMA grant applications on behalf of the city and was responsible for development of EOP for the City by evaluation of current City practices and the coordinating with the County Emergency Response Guidelines.

Local Hazard Mitigation Plans (LHMP) – Santa Clarita Valley Water Agency, Cities of Vista and Villa Park, CA

As a former City Engineer, Sudi was a key member for development of LHMP and FEMA grant applications on behalf of the Cities. She also participated in response to several incidents including 2007 fires in San Diego County.

Asset Management, Multiple Agencies, CA

Responsible for development of asset management systems for budget tracking, financial reporting, grant funding and resource control and reporting for various agencies. Supervised the staff effort that led to the recovery of millions of dollars of City funds and earned an Exceptional Quality Service Award.



Gary Sturdivan, Emergency Management, CalOES/FEMA Grant Expert

Gary has a vast knowledge in Emergency Management, Emergency Preparedness, Hazard Mitigation Planning, Vulnerability Assessment Planning, as well as Federal Emergency Management Agency (FEMA) documentation, FEMA reimbursement and has an extensive background with various FEMA, and Department of Homeland Security (DHS) Funding Programs.

Gary is thoroughly familiar with various FEMA funding requirements and assists the agencies he is responsible for through successful completion of the grants.

Gary was a member of the U.S. Geological Survey (USGS) planning team for Golden Guardian 2008 and is one of the signers of the document and California, Shake Out. Gary has served as the Region 6 Chair of CalWARN and was the Vice-Chair of the CalWARN State Steering Committee for 6 years. Gary was also the editor of the American Water Works Association G-440 Emergency Planning Standard that was adopted by the National Institute of Standards and Technology and was the first Editor of the AWWA M-19 rewrite committee, which was released in 2016. Gary was a Beta Tester for the AWWA J-100 Risk Analysis and Management for Critical Asset Protection (RAMCAP), On-line training Module and Manual. The J-100 RAMCAP was later adopted by the U.S.E.P.A and FEMA as the tool for Risk Analysis and Management for critical Asset Protection. Gary has participated in the Southern Operation Center on various occasions and in the State Operations Center on two occasions. Gary used the FEMA HSEEP tools to organize the water/wastewater agencies in Riverside and San Bernardino Counties during the Statewide Golden Guardian exercise's starting in 2008. Gary is a speaker at various conferences throughout the nation on emergency issues, including speaking in front of the Department of Interior, with Secretary Kenneth Salazar and department heads at USGS headquarters in Washington D.C.

Education: B.S., Business Management and Business Administration, University of Phoenix – 2001

Certifications:

- FEMA ICS 100, 200, 700 and 800, Trainer
- FEMA ICS 300 and 400 Certified Trainer
- FEMA EOC Position Specific Certified Trainer
- California, Water Treatment Operator T-1
- California Water Distribution Operator D-1
- California Certified Trainer in G-611, "Water Desk Training"
- AWWA J-100 RAMCAP Certified
- ANSI/AWWA Standard G-440

Years of Experience: 24

As part of his position with CalWARN, Gary supported the City of Paradise on their recovery efforts. Gary also serves on an EPA committee for Covid recovery and lessons learned efforts.

Relevant Work Experience

Covid Related Efforts, City of Colton, Orchard Dale and Mission Spring Water Districts, CA

Gary has been responsible for preparation of several Covid Response Plans and preparation of Care Act reimbursement for Covid related grants.



Director of Safety/Regulatory Affairs/Emergency Management and Grants, East Valley Water District, Highland, CA

- Managed and directed CalOSHA Safety Programs to ensure District's compliance with all Federal, State, local laws and regulations.
- Secured and managed compliance for 42 FEMA Hazard Mitigation Grants totaling \$38,000,000 in FEMA grant funding's, over an 8-year period.
- Secured 4 State Revolving Grant and low-cost loans totaling \$190,000,00 to enlarge a surface water treatment plant,
- Managed incorporation of three water agencies into East Valley Water Districts service area.

Hazard Mitigation Grant, Compliance, and Training, Yucaipa, CA

- Hazard Mitigation and PDM grant application and compliance management
- Hazard Mitigation Plans, American Water Infrastructure Act (AWIA)
- FEMA Training ICS- 100, 700, 300, 400, 200, 800. Emergency Response Planning

FEMA Grant Writing/Compliance/Training, Bighorn Desert View Water Agency, CA

- Responsible for successful preparation and compliance management of a Hazard Mitigation Successful grant application for \$ 2.5 ml to capture flood run-off to recharge the aquifer
- Secured and managed a Hazard Mitigation Grant that allowed the Agency to write and obtain an approved Hazard Mitigation Plan
- Responsible for award and compliance of funding to Mitigate freezing and flooding to water wells and booster stations in the amount of \$100,000.

FEMA Grant Writing and Compliance/Training, Hi-Desert Water District, Yucca Valley, CA

- Secured Hazard Mitigation Grant for Hi-Desert Water that allowed the Agency to write and obtain an approved Hazard Mitigation Plan
- Prepared the Hazard Mitigation Plan for District
- Prepared Emergency Response Plan for agency that received the Board of Directors approval

Local Hazard Mitigation Plans/Grant Writing/Training, Multiple Agencies: Twentynine Palms Water District, Contra Costa Water District, Cucamonga Valley Water District, Yucca Valley, CA, Orchard Dale Water District, Whittier, Ca, La Habra Heights County Water District, La Habra Heights, Ca, City of Colton Water Department, Colton, CA and San Bernardino Municipal Water Department, San Bernardino, CA

- Successful preparation of Hazard Mitigation Plan that received CalOES and FEMA approval
- Prepared Emergency Response Plan (ERP) that received Board of Directors approval
- Trained District staff on the use of the ERP. Conducted FEMA 100, 700, 300 and 400 certification training and conducted an Emergency Response Table-Top exercise.
- Conducted FEMA Training classes and Table-Top Emergency Response Exercises



Miles Wagner, Emergency Management, CalOES/FEMA Grants Expert

Miles has over 40 years of emergency management experience in law enforcement, emergency management, Red Cross services, and geological investigations. Miles has served at several key positions such as the Emergency Services Officer of San Bernardino County, the Sergeant Deputy Sheriff at the Washoe County Sheriff's Department, as the Support Services Supervisor at the City of Colton Police Department, and as a member of the Board of Directors for American Red Cross of the High Desert Chapter. He has complimented these experiences by also becoming a Certified Emergency Management Specialist, a Geographic Information Services Specialist, an instructor with the California Specialized Training Institute, an Operations SOG/ConOps Developer, and HSEEP Developer. Miles has led numerous emergency response campaigns as the Emergency Services Officer including the 2003 Bark Beetle Emergency, the 2003, 2005, 2007, 2009, and 2016 Fire storms, 2003-2020 winter weather events, and 119 additional real-world emergency operations since 2003 with each event lasting an average of eight days. Miles has been responsible for successful reimbursement of FEMA/CalOES funding for numerous projects and provides a valuable insight into the required documentation to meet the federal/state requirements.

Education: B.A. Business Administration, Trinity College and University - 1991, A.A. Geology and Criminal Justice – Pasadena City College, 1972

Registrations:

- Certified EOC Responder
- Federal MIT Member
- ESRI Conference Presenter

Years of Experience: 40+

Relevant Work Experience

Emergency Services GIS Specialist

Miles has been responsible for creation and development of the Geographic Information System (GIS) Unit within the Office of Emergency Services. This program provides GIS services during normal operations as well as OES activations within the County. The GIS Unit also provides GIS support to federal Incident Management Teams upon request outside the County. Systems to allow rapid and comprehensive damaged structures and infrastructure are under development and in the field-testing stage. Among many, his experience includes mapping the San Fernando Earthquake and the Salt Wells Valley/Paxton Ranch Earthquake Sequence surface rupture, field exploration in the Calabasas and west Los Angeles areas, and threat and hazard analysis for Washoe County, Nevada and San Bernardino County, CA.

Plans and Guidelines Development

- The original Family Disaster Guide in 2005 for the Bark Beetle Emergency in San Bernardino County. This guide is updated and republished as needed by San Bernardino County and received \$2.5 million grant for tree removal and hazardous fuel removal and recycling option.



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- Prepare the BCA for the Post Disaster Mitigation Grants for the Bark Beetle that provided another \$70 million over a period of 8 years for dealing with fire hazards, insect kill trees and dead brush removal and recycling options. – Also worked on the grant compliance and reimbursement efforts
- Big Bear Valley and forest falls Siren projects: received funding for Emergency Alert System from local community and EMPG.
- County General Plan – Safety Element was prepared and approved by the Board of Directors.
- Master and Shelter trailers – Applied for the combination of PDM and EMPG – Prepared all the reimbursement and close out reports
- Training and exercise drilling: Updated multi year training and exercise plans. Applied and received funding for EPMG, NEP, or community based funding.
- Prepared successful Fire Management Assistance Grants application that provide for active fire suppression. This SOG guides the completion and submission for a FMAG grant in the early stages of a potentially significant wildland fire. Approved FMAG resulted in reimbursement to the County Fire for 75% of fire suppression costs. This is a very rapid application that contains complex details.
- Miles also has over 50 years for experience as a first responder in emergency management, law enforcement, and fire services. His experience includes 119 Real world EOC activations or incidents since May 2003 and many exercises. Incidents worked include Fire, Controlled Burn, EQ, Flooding, High Winds, Hospital Evacuation – Hazmat, Insects/Drought, Pandemic, Power Outage - Excessive Heat, Pre-Planned Event, Satellite Reentry, Terrorist Attack, Traffic Incident, Train Derailment Virulent Bird Disease, and Water Contamination,
- The FEMA required Multijurisdictional Hazard Mitigation Plan (Updated and approved by FEMA every five years) requiring coordination between five separate jurisdictions during the planning and writing process. Additional coordination was conducted with other political jurisdictions within the County to ensure their MJHMP's are updated every five years.
Department Emergency Operations Plan (DEO) development and implementation. This program requires all County departments to develop a Department Emergency Operations Plan, train and maintain key personnel to operate within the DEOP during emergencies, and conduct other activities related to the DEOP. Development requires coordination between key Department personnel and OES during the year to ensure plans are maintained and updated. Training materials are developed and training of participating staff is performed. Programs, policies, laws and regulations are reviewed and recommendations for changes are made.
- The Flood Area Safety Taskforce Standard Operating Guidelines (FAST). FAST is updated at least twice a year. This program ensures key County Departments and other cooperating state and federal agencies are prepared to respond to and assist the residents of the County during potential flood incidents.



Tamim Atayee, PE, F. ASCE, FEMA Grant Technical Expert

Tamim is a registered professional engineer with 31 years of experience. He works as a technical expert for grant applications that involve expertise in stormwater, water resource engineering, flood hazard mitigation, scour, sediment transport, hydrology and hydraulics. He is a skilled designer and a capable manager and has written many technical papers.

Tamim is experienced in both numerical and physical modeling of hydraulic problems and has, amongst other things, developed hydrology and hydraulics software used as standards in the industry. As a subcontractor to the Western US Technical Evaluation Contractor to FEMA, he reviewed several map revision processes, such as Letters of Map Revisions, for projects that impacted flood hazard areas. On the other end of the process, as the technical representative for applicants, he successfully secured approval of several map revisions for land developers, public agencies and mine property owners. Tamim's expertise and knowledge assist ESS in preparation of high-quality technical reports for grant applications that result in minimal comments and expedited review of applications. The following are Tamim's experiences and skills:

- Extensive experience in preparation of FEMA BRIC, HMGP and FMA applications and preparation of Finance Innovation Act (WIFIA) applications.
- Technical expertise that lends to writing highly qualified and credible reports for grant applications
- Trusted expert working with various Caltrans districts GPR application

Education: M.S. Civil Engineering – Water Resources, The George Washington University

B.S. Civil Engineering, Old Dominion University

Registrations:

- Registered Professional Engineer – California, Colorado, Virginia

Years of Experience: 31

Memberships:

Instructor of Excellence (2009, 2010, 2011, 2012), National Highway Institute Fellow (F. ASCE), American Society of Civil Engineers (ASCE) Distinguished Engineering Educator, Lifelong Learning Award, American Society of Civil Engineers, Orange County Branch Outstanding Engineering Merit Award

Relevant Work Experience

CalOES/FEMA BRIC Program and CA DWB Erosion Control Grant; Sea Level Rise Mitigation Project, City of Belvedere, CA

Responsible conducting the Benefit-Cost Analysis and coordinating with CalOES on the BCA requirements for the City of Belvedere's Levee Enhancement Project grant applications. The City applied for CalOES/FEMA's BRIC program and DBW's Erosion Control program for the same project. CalOES approved the City's application and forwarded it to FEMA for review.

FEMA & Stormwater Grant Applications, Coachella Valley Water District, Coachella Valley, CA

Responsible for review of agency documents for the two regional storm drain projects and preparation of successful grant applications. Preparation of technical sections and interpretations to



match the funding. Development of required technical documents for the Benefit Cost analysis. Technical expert in development of successful intent letters and grant applications on two top priority projects for the district. Review of District documents and recommendations and preparation of hydrological narratives and other technical grant sections to meet the funding goals.

Orchard Dale Water District, Whittier, CA

Tamim serves as the technical expert in response to all CalOES & FEMA requirements and has been responsible for providing a qualifying Benefit Cost Analysis and all supporting technical documents for a FEMA application. This application was approved by CalOES for funding by FEMA for seismic retrofitting of a water reservoir. Prepared a benefit cost analysis and participated in coordination meetings with CalOES consultants and personnel.

Sustainability Grants, City of Long Beach, Long Beach, CA

Responsible for preparation of technical documents and all the necessary justifications for a sustainability grant funded by Homeland Security. Review of agency documents, preparation of cost estimates, back up documents, exhibits and other information as needed.

FEMA Storm Water Grant Program, City of Wildomar, Wildomar, CA

Prepared Benefit Cost Analysis (BCA), technical reports, cost estimate and all back up documentation for a phased project for over \$2.6 Million

Otay River Bridge, San Diego, CA

Provided hydrologic, hydraulic and scour engineering services to assist with the design of the new State Route 125 Toll Road Bridge over the Otay River. The objective of the project was to characterize the hydraulics and scour potential and develop countermeasures to sustain the erosive forces to which the bridge substructure would be subjected.

Alta La Jolla Restoration, San Diego, CA

Responsible for independent assessment of the hydrologic, hydraulic and channel stability of outlet channel of a storm drain system in a private development, Alta La Jolla, in San Diego, California. The objective of the project was to characterize the drainage and develop a concept to stabilize the eroded outlet channel.

SR-138 Environmental Document Support, Los Angeles County, CA

Responsible for conducting conceptual and preliminary engineering, technical assessments and project report preparation including preparation of the preliminary drainage report and defanging the existing drainage patterns and flows. This task includes the Caltrans Location Hydraulic Studies, Floodplain Analysis Report and Storm Water Data Report.

Caltrans Drainage Law & floodplain Issues Course Development & Delivery, CA

Responsible for development of two one-day courses and delivery to various Caltrans Districts in the state. Class material was developed for highway designers to discuss hydrology and hydraulic and identify issues pertaining to floodplains and effective discharge, minimize liability to public agencies short courses for FHWA, and Caltrans.



Douglas Taylor, P.E. CAL FIRE Specialist

Doug is a recent retiree from CAL FIRE with over 12 years of experience. Doug has been the Disaster Preparedness Committee Chair for the State of California on behalf of the American Society of Civil Engineer. In this role he works directly with CalOES and is responsible for coordinating response to a variety of disaster events in the past few years. Doug has extensive experience in preparation of operational documents, fire preventions, EIR process, and permitting process. He has also been responsible for projects ranging from demolition and clean up to design and construction of key project.

Education: B.A. Engineering
Syracuse University- 1978, B.S.

Registrations:

- Registered Engineer
- Certified CalOES SAP Trainer
- Certified EOC Responder

Years of Experience: 30+

He is keenly interested in emergency preparedness and as a certified trainer with CalOES, he has been leading regional efforts in facilitating Safety Assessment Program (SAP) training for response to disaster events ranging from fire, earthquake, flood, landslides, and others. Through his efforts, Doug is responsible for coordination efforts of over 600 volunteers during any given disaster response event.

Doug is a community leader and has held numerous leadership position within professional organizations. He is a consensus builder and brings regional visions to solve local situations. His expertise in engineering and experience with CalFire is a perfect match for handling local emergency concerns and preparation of prevention solutions.

Relevant Work Experience

- **California Department of Forestry and Fire Protection (CAL FIRE)**
Doug has been responsible for all the planning, design and construction projects in the Fresno, Tulare, San Benito and Monterey counties as well as the Region HQ in Fresno. He has also been preparing guidelines for design and fire prevention recommendations.
- **U.S. Army Corps of Engineers**
Responsible for over \$60 million of projects, actively engaged in managing projects in sensitive environmental areas.
- **Material Engineering, Multiple Companies, CA**
Provided leadership and management and developed and managed quality control processes, produce design submittals, troubleshoot performance issues. In his role, Doug provided systematic report processing, applying software solutions and technology, and improving and led public relations efforts.



Mehdi Saberi, PE, Structural Engineer

Mehdi has over 32 years of structural engineering design, seismic retrofit, and construction observation experience involving rail and transit facilities, municipal, military, commercial, and entertainment, educational, industrial, and residential buildings. He is a very well respected engineer by his peers and many building officials and is well known for his innovation in design and practical solutions while holding to highest level of integrity.

He has personally trained many contractors, plan checkers and other stakeholders in the building industry. He has been one of the pioneering engineers in the City of Los Angeles in retrofit of seismic buildings and has been responsible for design and construction observation of many high profile and complex projects. He has extensive amount of experience in dealing with various building departments throughout the state of California. He has developed technical reports, training material, templates and presentation and for public and private stakeholders in the building industry and government officials.

Mehdi is a registered responder with the State of California and has performed extensive design and analysis of post-earthquake conditions in California. In January 2000, he was invited to participate in a training seminar in Istanbul Turkey. The “Turkish Earthquake Mitigation Program” sponsored by the Turkish-American Business Association and the Turkish American Chamber of Commerce was presented to academic faculty, government officials, and design consultants in Istanbul. His area of emphasis for this seminar was titled, “Retrofit of Existing Buildings”.

Mehdi has a reputation for providing technically sound and practical solutions to help resolve contentious construction issues. His services have been retained by many large design engineering, insurance and legal counsel firms.

Relevant Work Experience

Levee Extension for Sea Level Rise, FEMA BRIC Grant Application, Belvedere, CA

Responsible for all technical narratives related to the structural performance of the levee extension for the BRIC grant application.

Structural Support, FEMA HMGP Seismic Retrofit Grant, San Bernardino Municipal Water District, CA

Responsible for technical support on all FEMA HMGP application for seismic retrofit of four steel reservoirs. Prepared the necessary information needed for the Benefit Cost Analysis.

Structural Support, FEMA HMGP Seismic Retrofit Grant, Orchard Dale Water District,

Education: M.S., Civil Engineering, California State Polytechnic University, Pomona

B.S., Civil Engineering, California State Polytechnic University, Pomona

Registration: Professional Engineer, California, 35397, 1982
Structural Engineer, California, 5528, 2011

Years of Experience: 39

Memberships:

American Society of Civil Engineers (ASCE), Structural Engineers Association of California (SEAOC)



Responsible for technical support on all FEMA HMGP application for seismic retrofit of a water storage tank. Prepared the necessary information needed for the Benefit Cost Analysis.

Seismic Retrofit of Water Reservoir, City of San Fernando, CA

Responsible for technical support on all FEMA HMGP application for seismic retrofit of a concrete storage tank. Prepared the necessary information needed for the Benefit Cost Analysis.

Universal Studios – Harry Potter Theme Park – Hollywood, CA

Responsible for successful design modifications to secure building permit, structural observation, submittal and RFI process of the \$400ML, technically complex and politically sensitive project. Responsibilities include continuous coordination of design with owner representatives, building department, contractor, architects, manufacturers and internal staff members.

Structural Assessment & Evaluation – Various Cities, CA

Led many engineering and inspection teams in a wide variety of municipal, commercial and residential forensic investigations representing owners, developers, general contractors, framers, other sub-contractors and insurance companies. As a lead expert he was able to establish new processes in building evaluations and forensic investigations that have led to successful retrofit and design of buildings. His clients have relied on his expert opinion on handling projects including the following:

Municipality Projects:

City of Commerce: Evaluation and seismic assessment of City facilities. Provided design and construction management for several projects.

Fire Station 44 Storage Tank Facility, City of San Diego CA: Structural engineer for a new hydrogen peroxide tank at Fire station 44 in the City of San Diego.

Sewer Lift Station, City of Bullhead, AZ: Responsible for design and construction documents of a submerged pump station with over 40' depth

City of Santa Ana- Various projects, Santa Ana, CA: Provided design engineering, and seismic assessment of existing buildings and construction observation for several City facilities.

City of Vista – Various projects, Vista, CA: Structural engineering for various elements of the renovation project in the Brengle Terrace Park, culverts, channels and sewer maintenance facility support structures.

Bicycle Casino, City of Bell Gardens

Responsible for Building and Safety plan review for architectural, structural, Title 24 ADA regulations, mechanical, plumbing, electrical, energy codes and local city procedures and ordinances for Extension of Bicycle Casino with an valuation of over \$20ML, including construction of a 7 story hotel building and casino with over 118,000 sq ft.

Aviation Projects:

LAX and San Diego Airport, CA: Responsible for evaluation of existing facilities for structural stability and/or for re-purposing, and design of new facilities

Rail Project: Amtrack Maintenance Facility: Responsible for completion of a preliminary design that resulted in an accurate cost estimate and approval of the project for the next phase



South Bay Transit Center, Redondo Beach, CA

Responsible engineer for design and construction support of a new building to replace the existing transit center

Highway Project: I-5 Improvement Project from Oso to Alicia Parkway- Laguna Hills, CA

Independent check for the retaining wall design for the freeway widening

CA Earthquake Authority - Residential Seismic Retrofit Program – Sacramento, CA

Leading a team of engineers for evaluation of the pilot phase of the seismic retrofit incentive program for the State of CA with startup locations in Los Angeles and Oakland. Responsibilities include evaluation of the guidelines, procedures, trainings, funding criteria, contractual and engineering issues and providing recommendations for a successful roll out of program in late 2014.



Tony Antich, PE, PMP, Senior Civil Engineer

As the former City Engineer, Tony has gained extensive experience by working for five different government agencies. In his tenor, Tony has been responsible for establishing a funding strategy for the City, and award of various grants to assist with the City’s projects. He has been responsible for implementing quality assurance and quality control (QA/QC) measures resulting in successful audits on many municipal programs such as Traffic Engineering and Capital Improvement Programs. He has worked closely various Federal, State and local agencies and various city departments such as police, fire, airport, beach, water production and treatment, sanitary sewer, and solid waste. He is a team player and consensus builder, delivering over \$350 Million of new public improvements in just six years.

Education: B.S., Civil Engineering,
California State Long Beach

M.S., Civil Engineering, California
State Long Beach,

Registration:
California Professional
Civil Engineer, CA 34293

Years of Experience: 29

Memberships:
American Public Works
Association, Director
American Society of Civil
Engineers, Outstanding
Civil Engineer in
Government

Relevant Work Experience

Low Income Housing, W. Los Angeles, CA

Responsible for identification and grant writing on West LA Veterans Collective. This project involves development of 388 acres and construction of 1200 units of veteran housing. Prepared a comprehensive funding strategy for allocation of funding to various project elements.

One San Pedro Collaborative, San Pedro, CA

Responsible for developing a funding strategy and identification of grant for low-income housing and identifying funding for various elements of the project such as construction of affordable accommodations for disadvantage communities, access and proximity to public transportation and schools, creation of recreational areas and green spaces, and walking and biking trails. Site specific elements such as waterfront issues will also be examined for grant funding.

As-Needed Rail & Transit Consulting, Riverside Transportation Authority, Riverside, CA

Responsible for fund management, development of grant application packages and Monitoring funding agency requirements for a variety of projects in the Rail and Transit Departments.

Program & Fund Management – City of Commerce

Program and fund management of complex CIP projects with various state and federal funding including representing the City and dealing with impacts of Freeway -5 widening on the City, meeting with Caltrans departments to resolve issues. Development of funding strategy and applications. Also overseeing development engineering and handling special projects for the City.

Street Improvement Projects – Cities of Santa Monica, Lomita, and Hermosa Beach

Responsible for various phases of street improvement projects including design, construction, traffic control, accessibility compliance, fund and schedule adherence.



Freeway 10 Ramps, Sound wall & Landscaping Project, City of Santa Monica, CA

Successful completion of several on and off ramp and sound wall construction that required close coordination with Caltrans, and city forces and community outreach. Implemented extensive planning efforts to consider traffic impacts and implementation of effective traffic control plans.

Pacific Coast Highway (PCH), Caltrans and City of Santa Monica, CA.

Led the effort for approval of plans, permitting, and construction of a sewer trunk line across PCH working closely with Caltrans to minimize road closures and road pavement for final approval. Responsible for development and implementation of a successful traffic control plan to manage the heavy demand on the area.

Traffic Engineering – City of Hermosa Beach

Responsible for performing traffic engineering responsibilities including:

- Investigation of accidents and preparation of plan to resolve safety issues,
- Evaluation of intersections for stop signs and traffic signal warrant studies,
- Review of traffic studies and trip generation projections
- Speed study reports, pedestrian safety, truck routing, no-parking ordinance matters
- Coordination with Caltrans

Public Buildings & Facilities - City of Santa Monica, CA

Responsible for design and construction of libraries, police station, maintenance facilities, community buildings, theaters, restrooms, parking structures and solid waste facilities.

Responsible for design and construction of transportation, airport facilities, bridges, and bus Facilities such as the \$80 Million bus maintenance and administration facility, \$15 Million downtown transit mall, and a \$15 Million LNG bus fueling facility winning an impressive list of awards for each project.



Antonio Shaibani, PE, Civil Engineer

Antonio has more than 30 years of experience in a wide range of municipal public works projects and has worked on a variety of capital substructure improvement projects; municipal infrastructure and development projects; coordination, plan review, and permitting of complex public and private developments.

- Extensive experience working as city plan check engineer for review and processing of all private development and ROW Engineering
- Hands on experience working as a consultant engineer specializing in preparation and processing of Parcel Maps; grading drainage and SUSMP/LID plans; sump pump design; and off-site improvement plans for new development projects.
- Proven track record in delivery and management of various complex projects.

Education: B.S., Civil Engineering,
Bolton Institute of Technology, U.K.

Certification: 1992, Engineering
Management for Construction, UCLA

Registration: Professional Engineer
CA, 60904

Years of Experience: 30

Relevant Work Experience

Grant Applications, Multiple Agencies: City of Wildomar, City of Carlsbad, City of Seal Beach, City of Belvedere, City of Hemet, CA

Responsible for preparation of multiple successful grants involving street improvement, stormwater solutions, sidewalk repair, bridge improvement projects. Prepared the narratives required for the grant applications including FEMA HMGP, LPP, HSIP, ATP, HBP, and many more.

Project Manager, Land Development and CIP, City of Redondo Beach, CA

Provided R/W engineering services including review and process of subdivision maps, easement grants/dedications, quitclaim/grant deeds, lot-line adjustments, street vacations, certificates of compliance, land swap and license/purchase agreements. Prepared RFPs for city's CIP projects, covenant and agreements, and various standard forms, templates, logs, checklists, guidelines for land development process. Provided technical support and project management services on various public and private development projects.

Lead Development Engineer, Exposition Light Rail Transit Project - Phase II, City of Santa Monica, CA

Responsible for coordination, design reviews, and permit activities on this second phase of the Expo Light Rail project; coordination between various city-departments and Metro's Exposition Authority, Expo's Design-Builder, and public utility companies; betterment negotiations for relocation and upgrade of all impacted city-owned utilities along a highly-congested corridor. Impacted utilities included: potable and recycled water mains, sanitary sewer and storm drain lines, traffic signal and street lighting - including conversion of high-voltage to multiple-circuit systems, gas mains, high- and low-voltage electric, and telecom infrastructures.



Supervising Civil Engineer, Land Development and Technical Support (LTDS), City of Santa Monica, CA

In charge of all activities and functions of “Land Development and Technical Support” (LDTs) team of the Civil Engineering Division. LDTs provided customer service at the public works’ counter; performed plan check services for all private development projects and related offsite improvements; and processed utility excavation and wireless facility permits. Antonio was solely responsible for review and processing of all tentative and final subdivision maps; ROW engineering including all street vacations, easement dedications, lot-line adjustments, review and approval of legal descriptions; and monitoring of numerous Development Agreements for compliance with the Public Works’ Conditions of Approvals. Antonio was also the City’s coordinator on a complex “SCE Rule-20A” Utility Undergrounding District project.

Project Manager, City of Santa Monica, Santa Monica, CA

Developed “Green Street Improvement Program” with an annual budget of \$5-7M. Introduced a seven-year Neighborhood-Zone approach (deviating from strict application of Pavement Management System) to address city’s annual maintenance needs for street pavement, sidewalk, curb-gutter and tree maintenance; city-owned and public utility upgrades within each zone. The program’s success relied heavily on a close collaboration between a number of city departments and public utility companies’ annual maintenance needs. Prepared PS&E package for this annual program and through innovations embarked on a “Green Street Improvement Program” that incorporated use of Asphalt Recycled Hot Mix (ARHM) for street pavement overlays, Rubberized Emulsion Aggregate Slurry (REAS) for street and parking lot slurry seals, High-Volume Fly-Ash in construction of PCC intersections, application of Portland Cement Pervious Pavement (PCPP) in construction of new street gutter plates and use of “rubber” sidewalk panels around street trees with aggressive root systems. This program was recognized by the American Public Works Association and received the “Project of the Year” award in 2003. Furthermore, Antonio was responsible for design and construction of a federally funded (STPL) street improvement project, and a record number of ADA curb ramps throughout the city.

Design Engineer and Construction Manager, City of Santa Monica, CA

Antonio worked on numerous underground utility projects over span of a decade. He has been directly responsible for design, construction management and inspection of utility improvement projects, including:

- Water Main Replacement Projects with an annual budget of \$1.5-3M for replacement of deteriorated and under capacity water mains throughout the city.
- Storm Drain Installation and Sewer Main Replacement Projects with a varying annual budget of up to \$3M.

Field Engineer, City of Santa Monica, CA

Performed field engineer duties for city’s Water Treatment Expansion Project with a budget of \$7M. This expansion project increased capacity of existing water treatment plant by lowering trichloroethylene (TCE) in city’s water well supply to EPA acceptable levels. The project’s main components consisted of installation of new baffle walls and aerators within the existing reservoir, construction of new GAC vessels, water softening and SCADA systems. Antonio provided construction observation and monitored project schedule, processed submittals and change order requests, maintained project files and record drawings.



Stanley Klemanowicz AIA, PMI, LEED, Energy and Sustainability Expert

Stanley brings more than 23 years of hands on experience in architectural design and project delivery within time and budget on many public and private projects. As a LEED Professional, he has directed sustainability and led project teams in exceeding desired green building accreditation levels. He has been responsible for completion and approvals of ongoing design and value-engineering, preparation of construction documents, permitting, and funding details. Stanley's extensive experience in the design field has allowed him to be a technical expert for all energy-related grant pursuits. Stanley has been dealing with various utility providers and AQMD and other funding agencies directly and has first-hand knowledge of the available grants and their requirements. The following are a sample of Stanley's experiences and skills:

- Expertise in evaluation of facility design improvements to meet funding requirements.
- Responsible for design and renovation of facilities to obtain LEED Platinum and Gold
- Proven track record in providing Construction Management and funding

Education: B.S., Architecture, The City University of New York

Registration: Licensed Architect, CA, NY, NJ

Years of Experience: 23

Memberships:

American Institute of Architects (AIA); National Council of Architectural Boards (NCAB); National Institute of Building Sciences (NIBS); United States Green Building Council (USGBC); Commissioner: City of Redondo Beach, Uniform Codes Commission (UCC); Project Management Institute (PMI)

Relevant Work Experience

Renewable Energy Grant, Santa Clarita Valley Water Agency, Santa Clarita, CA

Responsible for identification of FEMA HMGP grant for renewable energy and sustainable battery storage option for managing Agency's energy production during disaster. The Notice of Intent was approved by CalOES and Agency has been invited to submit an application.

City of San Bernardino, Facility Improvement Grants, San Bernardino, CA

Responsible for review of various facility elements and investigation of applicable grants. Also, provided direction for funding of the vehicle charging stations.

City of Commerce, Facility Improvement Grant, Commerce, CA

Review of project details that included ADA, HVAC and lighting improvements, and recommendations for funding eligibility and ranking to meet the grant funding sources.

Metrolink Station Improvements Grant Recommendations, Commerce, CA

Review of recommended improvements and recommendation of funding opportunities to meet the project elements. All funding opportunity recommendations were approved by staff and LA Metro for implementation.

Port of Los Angeles — Pier 400, Los Angeles, CA

On-Site Project Manager, responsible for oversight of the design-build process for the design and construction of 18 office and gate facilities at the largest proprietary marine cargo terminal in America. Facilities included corporate offices, operations, and maintenance buildings. Cost of



facilities exceeded \$60 million. Total cost of project - \$900 million.

Los Angeles Community College, Los Angeles, CA

Responsible for design and management of architect/engineer teams for three significant new LEED Platinum and Gold facilities for Los Angeles Community College (LACCD) campuses with a total value of more than \$130 million.

Construction Administration, LEED Silver Project, Hollywood, CA

Senior Construction Administrator for the Hollywood W Hotel and Residences, the largest LEED Silver project in Los Angeles County, a luxury hotel and residential development valued at more than \$360,000,000. Managed and directed the architectural design team of over fifteen consultants. Responsible for completion and approvals of ongoing design and value-engineering, preparation of construction documents, permitting, submittal reviews, requests for information, change orders, field observation, and project closeout.

Capital Improvement Program, City of Santa Monica, California

Project Manager responsible for design and delivery of multiple capital improvement and major maintenance projects that all embraced City sustainability guidelines, including:

- Police/Fire headquarters,
- City Hall renovations
- Civic Auditorium City pool
- Senior housing
- Parks facilities
- Animal Shelter

Business Technology Center, County of Los Angeles Community Development Corporation, Altadena, CA

Project Manager for programming, planning, and preparation of bridging documents for 70,000 square foot design/build technology incubator.

Modernization Project — Los Angeles Unified School District (LAUSD)

Responsible for design development and validation of project scopes and budgets, design and construction documents, DSA submittals, and project delivery methodology. Directed pre-construction efforts for 300 Measure K and BB Bond modernization projects of existing facilities with an aggregate value of projects exceeding \$50 million. Developed project delivery system for JOCS (Job Order Contract System), where more than 100 projects were initiated in less than a year. Managed architect/engineer teams.

Master Planning Project — California Task Force on Court Facilities, Los Angeles County

Directed on-site surveys and evaluations of 30 courthouses in Los Angeles County for physical condition, life-safety, code compliance, functionality, security, accessibility, and space requirements as prerequisite for development of capital construction budget for master planning and new construction.



Sinem Kargin, Environmental Expert

Sinem is an Environmental Expert who has been working in the environmental field for 9 years. She has a wide array of knowledge in terms of environmental planning and permitting. Her technical environmental knowledge will be utilized by helping ESS provide credible reports for environmental related projects.

Education: Environmental Science - Masters of Conservation and Restoration Science, Ankara University (Turkey)
BS, Biology, Hacettepe University (Turkey)

Years of Experience: 9

Relevant Work Experience

1. Technical Experiences:

- Preparation of various environmental reports/technical writing based on evaluation of existing information
- Assisted in Riparian Habitat Restoration Project at Upper Newport Bay Restoration Project (technical support)
- Assisted in scientific research on restoration methods for Sentenac Cienega wetlands in San Diego County.
 - Also assisted in technical methods e.g. Point-intercept analysis, Relevé, Rapid Vegetation Assessments
- Conducted sample California Rapid Assessment Method of depression wetlands.
 - Sample assessment as a class within the UC-NRS San Joaquin Marsh Reserve
- Mapped habitat suitability for species with QGIS software
- Habitat classification analysis for top predators in coastal Orange County via ArcGIS
- Preparing and Setting up Traps for Western Pond Turtle in Irvine's Arboretum UCI
- Camera Monitoring of Large Mammal Species at the Wildland-Urban Interface:
 - Evaluating the effectiveness established habitat corridors and wildlife activity at potential crossing structures (i.e. culverts and underpasses) for large carnivores in highly urbanized coastal Orange County.
 - Recommendations for the enhancement of the habitat connectivity linkages between Upper Newport Bay and Shady Canyon.
- Conducted sample Relevé and Rapid Assessment vegetation sampling techniques in San Joaquin Marsh Reserve
 - Sample assessment as a class within the UCI Ecological Preserve

2. Associated Previous Projects:

- Preparing the Project Management Plan for Wildlife movement in coastal Orange County (>2 articles will be published)
- Oak Borer invasion management project at Irvine Ranch Conservancy and UCI Center for Environmental Biology



3. Collaboration Skills:

- Partnered with Cal Trans, OC Flood Control, Irvine Ranch Conservancy, UCI-Nature, UC Irvine-MCRS, Irvine Ranch Water District (IRWD), California Roadkill Observation System (CROS)-UC Davis (Dr. Shilling), Local Animal Control (Irvine) , City of Irvine and Newport Beach, Greenbelt Inc., UC Davis (Winston Vicker), Ted Stankowich/Max Amaya (CSLB) and many others for my thesis project.
- Supervised >15 interns for the data processing purposes during my thesis project at UC Irvine.

4. Software Skills

- *Spatial Analysis Software, **QGIS, and ArcGIS***
- *Statistical Analysis, **RStudio***
- *Managing and processing large amounts of digital camera trap data, **WildID Software***
- *Image Processing Software for cellular-level research, **ImageJ***
- ***MS Office** (Word, PowerPoint, Excel)*



James Klueber, Grant Support Lead

James started his career as an analyst specializing in various water resource investments and is very familiar with Californian water law, water systems, federal/state/local management plans, and water infrastructure. He is a team player and brings his can-do attitude to work every day. Currently, his primary role at ESS is to provide grant compliance monitoring, QA/QC support for all grant applications and funding opportunities. His work ethics coupled with his passion for helping build stronger communities is demonstrated in his work and aligns with our ideals and qualities at ESS.

James is highly skilled in identifying appropriate measures, policies and procedures to comply with federal, state, regional, and county laws, regulations, and environmental mandates.

James has been responsible for successful completion of reimbursement reports for a variety of federal and state funded projects.

Education: BS, Environmental Economics & Policy, U.C. Berkeley, CA

Years of Experience: 3

Relevant Work Experience

CalOES/FEMA Power Resiliency Grant; Elsinore Valley Municipal Water District (EVMWD), LBWD, SCVWA, Twentynine Palms Water District (TPWD), Cities of Carlsbad, and Richmond, CA

Responsible for writing and submitting applications for the 7 agencies stated above seeking funding under the CalOES Community Power Resiliency Allocation Program. This program grants support to California cities and special districts in preparing for and responding to power outage events. The turnaround time for these grant applications was approximately 1-week and we successfully submitted all 7 applications. We are currently awaiting the results of our pursuit from CalOES.

CalOES/FEMA Building Resilient Infrastructure and Communities (BRIC) Program and CA Division of Boating and Waterways (DBW) Erosion Control Grant; City of Belvedere, CA

Responsible for creating valuations of home replacements in the event of a flood, creating project maps, tracking miscellaneous data for the Benefit-Cost Analysis, and final QA/QC of the City of Belvedere's Levee Enhancement Project grant applications. The City of Belvedere applied to CalOES/FEMA's BRIC program and DBW's Erosion Control program for the same project. CalOES approved the City's application and forwarded it to FEMA for review. We are currently awaiting the results of our DBW application.

Grant Compliance – City of Santa Ana, CA

Responsible for compliance of multiple projects with multiple sources of funding, preparation of progress reports and reimbursement forms including a CalOES funded project.

Clean Water State Revolving Fund – Cities of Sacramento and Carlsbad, Valley Sanitary District, CA

James has been working on submitting CWSRF applications to upgrade various components of wastewater treatment systems ranging from \$4.5 to \$35 million projects.



BOR WaterSMART Drought Resiliency Grant, Long Beach Water Department, Santa Clarita Valley Water Agency, Cities of Santa Ana and Sacramento, CA

Responsible for final QA/QC during the BOR WaterSMART Drought Resiliency Projects grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the application promptly. Worked on 4 applications simultaneously and submitted all applications successfully and on-time. Each application was for \$2 million in federal grant funding.

BOR WaterSMART Water Energy and Efficiency, Santa Clarita Valley Water Agency, Olivenhain Municipal Water District, Desert Water Agency, City of Santa Ana, San Bernardino Municipal Water District

Responsible for final QA/QC during the BOR WaterSMART Water Energy and Efficiency grant writing process and assisted with various research, mapping, and grant writing tasks in order to submit the applications fully and promptly. He worked on 6 applications simultaneously for this opportunity. Each application either applied for \$500,000 federal grant funding.

Local Partnership Program (LPP) Grant, City of Carlsbad and Long Beach, CA

Responsible for final QA/QC during the LPP grant writing process and assisted with various research, mapping, and other tasks in order to submit the application fully and promptly that resulted in a \$2.88 million award.



Prior Project Examples

FEMA BRIC Grant Application for Sea Level Rise Mitigation, City of Belvedere, CA

ESS applied for \$21 million levee enhancement project to the FEMA BRIC opportunity that was selected by CalOES and recommended to FEMA for funding. ESS's services included organizing meetings between CalOES and the City representatives, requesting and organizing received information from City, performing a benefit-cost analysis as specified by FEMA guidelines, and writing/submitting the BRIC application.



ESS also identified other grant opportunities for the City.

Grant Writing, Hazard Mitigation Grant Program, Orchard Dale Water District, Whittier, CA



involved to obtain full approval of the analysis provided that resulted in selection of the project by CalOES for funding.

ESS served as a sub-consultant and was responsible for successful preparation of Benefit Cost Estimate, coordination with CalOES consultants, District and emergency managers

As-Needed Grant Writing Services, Coachella Valley Water District, Coachella Valley, CA

ESS was responsible for providing funding strategy and grant writing services for various types of projects including new technology demonstration projects and storm water grant applications. ESS provided the District with successful grant application packages including two FEMA applications for storm water projects for over \$13 million that were recommended by CalOES to FEMA for funding, successful submittal of AMI demonstration project to Bureau of Reclamation and Letters of Interest for WIFIA funding for over \$50 million for two Projects.



FEMA Flood Mitigation Grant Assistance, City of Wildomar, CA



ESS prepared a successful FEMA FMA grant application package for a new road with extensive hydrological analysis. ESS was able to provide credible supporting information for the benefit cost analysis for the project that is a widening of a rural roadway inundated by stormwater.



As-Needed Grant Writing Support Services, City of Santa Ana, Santa Ana CA (2016-Present)

ESS was selected to provide needs assessment, grant identification, grant writing and compliance services for the City’s Public Works Department. ESS started by reviewing the City’s CIP and unfunded projects and developed a funding plan by identifying grants. To date, ESS has prepared several successful applications of over \$30 million including an award from CalOES. ESS is also responsible for the compliance measures that include agreement negotiations with funding agencies, project reports, identification of eligible costs and reimbursement requests, preparation of specifications to meet funding agency requirements, and time extensions.



Hazard Mitigation Plan and Grant Management, City of Villa Park, CA (2019-Present)



ESS has been responsible for preparation of the LHMP for the City and the grant application compliance measures that made it possible.

This report received very minor comments from CalOES and FEMA and is in its final stages of completion.

Grant Identification, Writing & Compliance Services, San Bernardino Municipal Water Department, San Bernardino, CA

ESS has been providing grant identification and writing services. ESS has been participating in several meetings with various departments to identify fundable elements of a project and provide a funding strategy. ESS prepared a successful application for the seismic retrofit of four steel tanks. ESS has prepared successful application for a total of \$26.9 Million in funding that include: FEMA’s Hazard Mitigation Program (\$5.5 Million), SWRCB DWSRF (\$7.6 Million & \$3.4 Million for 2 separate projects), SWRCB CWSRF (\$9.9 Million), and BOR WaterSMART Program (\$500k).



Recently Awarded Contracts:

City of Petaluma: Grant Writing and Administration Services

County of Mendocino: Grant Research & Writing Services For Disaster Prevention, Recovery, Resiliency & Mitigation Projects



References

Agency	Contact Name	Title	Phone	Email
City of Sacramento - Department of Utilities	Tyler Stratton	Capital Finance and Grants Manager	916-808-1284	TStratton@cityofsacramento.org
San Bernardino Municipal Water Department	Devin Arciniega	Water Conservation / Public Affairs Coordinator	909-453-6052	Devin.Arciniega@sbmwd.org
City of Santa Ana	Nabil Saba	Executive Director of Public Works	714-647-3378	nsaba@santa-ana.org
Long Beach Water Department	Dean Wang	Project Manager	562-570-2311	Dean.wang@LBWater.org
City of Long Beach	Keith Hoey	Project Manager	Project Manager	Keith.Hoey@longbeach.gov



Fee Proposal

- ESS team members track their time on project in 15-minute increments to make sure that we provide accurate records of our effort.
- ESS is prepared to provide not to exceed amounts before starting any part of the work. The flat fees are based on estimate of effort needed and on our past experience with the grant.
- Transportation cost may be from our satellite office in San Francisco for trips requested by KFPD.
- As per the RFP, the costs stated below will remain valid for a period of 90 days upon the receipt of this proposal.

Fee Schedule	
Discipline	Hourly Rate
Project Manager/Senior Emergency Manager	\$150
Grant Writer/Project Engineer/Emergency Manager Specialist	\$140
Project Engineer/Support Lead/Environmental Specialist	\$120
CADD Operator/Grant Support	\$100
Clerical	\$63
Technical Experts/FEMA-CalOES	\$160-\$175
Reimbursable	Cost
Transportation	0.57 per mile
Travel: actual cost	TBD