



KENSINGTON FIRE PROTECTION DISTRICT

DATE:

TO: Board of Directors

RE: General Manager's Report

SUBMITTED BY: Mary Morris-Mayorga, General Manager

For September and October, the District continues to advance initiatives which are highlighted here that are not otherwise covered under other agenda items.

Property Insurance

Worked with Contra Costa County Risk Management and Design/Construction Management team to provide updated details for the property insurance of the Public Safety Building which was previously valued at \$2.5M. The component of the County's program covers structure and contents for the perils such as fire, flood, earthquake, theft, and terrorism.

Local Hazard Mitigation Plan

Attended County meeting on current status of LHMP along with next steps. CalOES and FEMA have reviewed and provided feedback on Annex documents which the County will send to agencies for revisions based upon that feedback. KFPD has not yet received, but we will have one week to complete so are prepared for that as soon as we receive it.

Fiscal Analysis

Evaluated KFPD's individual fiscal analysis to identify which costs would change in a consolidated agency and worked with KPPCSD's Interim General Manager, David Aranda, to provide Ridgeline, Dmitry Semenov, with the information. Met with David and Dmitry to review in detail to ensure we captured all and for due diligence.

General Administration

Board – training follow up, emails/requests for information

Policies - placed more individual policies on website for ease of access/reference

Records – Tim is assisting in going through boxes of records to identify which could be digitized for electronic storage of those currently in paper form; call w/vendor for information on

Meetings – regular/special/BOD and EPC (scheduling, agendas, items)

Recruitment – Executive Assistant/BOD Clerk initiated

Emails – resident concern/feedback

General Manager Job Description, Goals, Performance Metrics, and Key Performance Indicators

As reported on October 1st, I will begin working on these for Board feedback and hope to have some progress to report in November.