



## KENSINGTON FIRE PROTECTION DISTRICT

### REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

Wednesday, December 20th, 2023 7:00pm  
Kensington Community Center, 59 Arlington Avenue,  
Kensington, CA 94707 (in-person and hybrid)

#### **How to Submit Public Comments:**

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) by 2:00pm the day of the regular meeting, or by the time posted on the special meeting agenda. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting. Please address your comments to the Board of Directors and not to staff and/or the audience. Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, 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)).

*In-person:* At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

*Via Zoom:* 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).

**Accommodations:** To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) 48 hours prior to the meeting.

**Agenda and supplemental materials:** This agenda is available on the KFPD website under the relevant meeting date: <https://www.kensingtonfire.org/governance>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information and/or materials may be presented at the meeting itself.

**PLEASE NOTE:** The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

#### **Hybrid Meeting Option via Zoom Internet Address:**

<https://us06web.zoom.us/j/87864394594?pwd=bEVxdDVuSktaRUtwak40R3MxY0t5QT09>

#### **Telephone Access:**

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

**Webinar ID:** 878 6439 4594

**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 Stein, Vice President Levine, Director Nagel, Director Watt

**2. (7:03pm) PUBLIC COMMENT**

Under “Public Comment,” the public may address the Board on any subject not listed on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Each speaker may address the Board once under Public Comment for a limit of three minutes. The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board. The Board cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

**3. (7:10pm) 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 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 Board of Directors meetings of 11/15/2023, 10/19/2022 (Special) - (Approve)
- b. **Acceptance of Incident Activity Report** November 2023 - (Accept)
- c. **Approval of Monthly Transmittal** 12/20/2023 - (Approve)
- d. **Approval of Monthly Financial Reports** 11/30/2023 - (Approve)
- e. **Approval of Proposed Contract with Nigro & Nigro PC for Annual Audits of Fiscal Year 2023 - 2027** – (Approve)

**4. (7:15pm) FIRE CHIEF’S REPORT** (Supporting Material)

Action = Presentation/Discussion

**5. (7:25pm) EMERGENCY PREP COORDINATOR’S REPORT** (Supporting Material)

Action = Presentation/Discussion

**6. (7:35pm) OLD BUSINESS - None**

**7. (7:35pm) NEW BUSINESS**

- a. **(7:35pm) Resolution 2023-10 Approving Amendments to Policy 1170 Fund Balance and Reserves (Second Reading)** – Morris-Mayorga (Supporting Material)

Action = Review for second reading, consider adoption, and/or direct staff

The first reading and approval were completed in November, the term “exclusively” was

removed. The policy has been brought back for second reading and adoption of resolution which requires a 4/5 vote.

- b. (7:45pm) Resolution 2023-11 Approving New Policy 1155 Purchasing (Second Reading) – Morris-Mayorga (Supporting Material)**  
Action = Review for second reading, consider adoption, and/or direct staff  
The first reading and approval were completed in November with no updates requested. The policy has been brought back for second reading and adoption of resolution which requires a 4/5 vote.
- c. (7:55pm) Budget Amendment for Purchase of Hose and Nozzle Compliments on Type 1 and Type 2 Engines – Chief Saylor/Morris-Mayorga (Supporting Material)**  
Action = Review, discuss, approve, and/or direct staff  
Updates to hose and nozzle compliments on Type 1 and Type 2 Engines are being completed and require a capital budget amendment for funding.
- d. (8:05pm) Local Hazard Mitigation Plan (LHMP) Update – Morris-Mayorga (Supporting Material)**  
Action = Discussion and direct staff as needed  
The timeline for actions related to the LHMP update will be provided with anticipated review of the KFPD draft at the January meeting.
- e. (8:10pm) Fiscal Analysis Proposal Review to Request a Presentation by the Proposer or Approve Proposal, and Include a Prorated Cost Share in the Budget – Morris-Mayorga (Supporting Material)**  
Action = Discuss, consider approval or request for presentation by proposer, consider including a prorated cost share in the budget, and/or direct staff  
One proposal was received for the Board's review to consider the proposal, request a presentation by the proposer or approve the proposal for award of the project with KPPCSD, and consider approving a prorated cost sharing with staff direction as needed.
- f. (8:25pm) Election of Officers for Calendar Year 2024**  
I. President  
II. Vice-President  
III. Secretary  
Action = Elect officers for Calendar Year 2024
- g. (8:35pm) Public Safety Building Project Update – Morris-Mayorga (Supporting Material)**  
Action = Presentation, discuss, and direct staff as needed.  
A brief progress update on the PSB Seismic Renovation will be presented.
- 8. (8:45pm) PRESIDENT'S REPORT (Supporting Material)**  
Action = Presentation/Discussion
- 9. (8:55pm) GENERAL MANAGER'S REPORT (Supporting Material)**  
Action = Presentation/Discussion
- 10. (9:05pm) COMMITTEE REPORTS**  
Informational reports from Board members or staff covering the following assignments:

  - a. Emergency Preparedness Committee Meeting – Nagel/Stein (No Report)**

- b. Finance Committee Meeting** – Stein/Watt (No Report)
- c. Reorganization Analysis Temporary Committee** – Levine/Nagel (No Report)
- d. Information Technology Temporary Committee** – Levine/Nagel (No Report)

**11. (9:05pm) OUTSIDE AGENCIES REPORTS**

- a. Contra Costa Special Districts Association** – Nagel (No Report)

**12. (9:05pm) ADJOURNMENT**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, January 17, 2024 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, January 3, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, January 10, 2024, by 1:00pm.



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

**DATE/TIME:** November 15, 2023, 7:00PM

**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

**PRESENT:** Directors: President Julie Stein, Vice President Director Daniel Levine,  
Director Larry Nagel, Director Jim Watt  
Staff: Board Clerk Candace Eros Diaz, GM Mary Morris-Mayorga,  
Fire Chief Eric Saylor  
Consultant: EP Coordinator Johnny Valenzuela

**1. CALL TO ORDER/ROLL CALL**

President Julie Stein called the meeting to order at 7:03 p.m. and confirmed the roll call.

**2. PUBLIC COMMENT (00:01:40)**

There was no public comment.

**3. ADOPTION OF CONSENT ITEMS (00:02:24)**

President Stein proposed to approve all consent items on the agenda with a single motion and noted the 10/19/2022 Special meeting minutes were not included in the packet. The board did not move to remove any items.

- a. **Approval of Minutes** of the Board of Directors meetings of 10/18/2023, 09/14/2022, 09/21/2022 (Continued), 10/19/2022 (Special)
- b. **Acceptance of Incident Activity Report** October 2023
- c. **Approval of Monthly Transmittal** 11/15/2023
- d. **Approval of Monthly Financial Reports** 10/31/2023

There was no public comment.

<b>MOTION:</b> M/s Nagel/Levine Motion to approve consent items 3a-3d.	
<b>VOTE:</b> Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	<b>Video Time Stamped: 00:04:19</b>

**4. FIRE CHIEF’S REPORT (00:04:29)**

Fire Chief Eric Saylor presented the report as included in the packet. He provided administration, operations, training, and citizen engagement updates. He then provided an evacuation briefing.

Director Levine asked if Nixle, Zonehaven and Community Warning System (CWS) of Contra Costa County evacuation order notifications are cross-listed. Chief Saylor confirmed that CWS is the authority in the case of any conflict of interest and residents must sign up for this service and have a wireless connection to do so. Director Nagel asked who orders an evacuation in a unified command. Chief Saylor confirmed that the KFPD has no authority to make evacuation requests. If KFPD makes an incident command phone call it will have to state which agency it is working with and refer to a commanding officer who is with law enforcement. He went on to describe a Type 3 Incident Management Team scenario, which pulls in all stakeholders. He announced that a Red Flag Parking Pilot program was tested and described some of the challenges associated with the initiative.

A member of the public commented that phone landlines continue to be important because CWS maintains a database of Kensington resident landline numbers and uses these to send alerts.

There was no additional public comment.

**5. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (00:28:59)**

EP Coordinator Johnny Valenzuela presented the report as included in the packet. He highlighted community engagement events, district communications/publications, initiatives/deliverables, and past meetings.

There was no public comment.

**6. OLD BUSINESS (00:33:02)**

**a. Report Back on Process for Requesting Changed Use of Space from Marjang**

This is a report back item from the October 18, 2023 Board meeting. GM Morris-Mayorga presented the report as included in the packet. President Stein asked if the first step for Marjang to begin a proposal would be to meet with the KPPCSD to discuss needs. GM Morris-Mayorga confirmed this. President Stein then asked for clarification on the public process. GM Morris-Mayorga provided this information. Director Watt noted this process was not required for the Public Safety Building construction and expressed his desire to have Marjang evaluate his personal redesign of the Public Safety Building to then present to the KPPCSD. GM Morris-Mayorga noted the KPPCSD has no plan to request space in the Public Safety Building. President Stein confirmed this.

There was no public comment.

**7. NEW BUSINESS (00:44:37)**

**a. Reserves Policy Revisions For First Reading**

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item.

There was no public comment.

<p><b>MOTION:</b> M/s Levine/Watt Motion to accept a first reading of the proposed reserve policy with the exception of the word "exclusively" in section 1170.20a El Cerrito Contract Reserve and move to a second reading.</p>
--

<p><b>VOTE:</b> Ayes: Levine, Nagel, Stein, and Watt</p>
--

Nays: None Absent: None	
Motion passed 4-0-0	<b>Video Time Stamped: 01:05:43</b>

**b. New Purchasing Policy for First Reading (01:06:11)**

President Stein introduced the item and provided some background information. GM Morris-Mayorga presented the report as included in the packet. President Stein and Director Nagel commended GM Morris-Mayorga for her work on this agenda item.

There was no public comment.

<b>MOTION:</b> M/s Nagel/Levine Motion to accept the first reading Policy 1155 Purchasing and move to a second reading.	
<b>VOTE:</b> Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	<b>Video Time Stamped: 01:18:25</b>

**c. New KFPD Board Member Selection Protocol (01:18:43)**

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item. Director Levine asked if "Approval Voting" could be considered. The board discussed this and the possibility of allowing for a second round of balloting in the case of a tie. The board confirmed that each director will be allowed to ask up to one question of each candidate and determined the process by which this would take place. President Stein confirmed that members of the public may make comments, but not ask questions of the candidates.

A member of the public expressed their appreciation with the board to create a transparent selection protocol and noted potential First Amendment limitations on the ability of the board, by resolution, to foreclose Directors from asking more than one question of each candidate.

There was no additional public comment.

<b>MOTION:</b> M/s Levine/Nagel Motion to adopt the proposed policy as written in the packet with the clarification in point one that after the candidates are randomized they will rotate the order in which they answered the questions, that the Directors will also be randomized in the order they ask questions, and that in the event of a tie there will be an opportunity for board discussion followed by a single-second round of balloting in an attempt to break the tie and that GM Morris-Mayorga will vet the motion, once approved, with legal counsel.	
<b>VOTE:</b> Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 4-0-0	<b>Video Time Stamped: 01:42:23</b>

**d. Review and Consider Approving the New RFP Proposed by the KPPCSD Board for the Reorganization Fiscal Analysis (01:42:42)**

President Stein introduced the item and provided some background information. She stated her expectation that the applicant would reply to the KFPD letter regarding the RFP. The board discussed the item and no action was taken.

There was no public comment.

**e. Process for Launching the Fiscal Analysis RFP (01:50:06)**

GM Morris-Mayorga presented the report as included in the packet. The deadline to submit a proposal is December 8, 2023. President Stein asked for clarification on the process to extend the deadline, if needed. GM Morris-Mayorga provided this information and offered clarification on the distinction between proposals, bids, and sole sourcing. President Stein stated that the KPPCSD confirmed at their June 2023 board meeting that it is not asking the KFPD to contribute financially to complete the financial analysis. Director Levine recounted his understanding of cost sharing and the board further discussed the issue. GM Morris-Mayorga provided additional background and noted any cost sharing concerns would be discussed with legal counsel. President Stein requested to amend the RFP by removing the KFPD letterhead and providing only the generic terms. GM Morris-Mayorga confirmed this.

There was no public comment.

**f. Public Safety Building Project Update (02:14:27)**

GM Morris-Mayorga presented the report as included in the packet. Director Watt asked if there have been any new change orders and the costs associated. GM Morris-Mayorga confirmed there have been change orders totaling approximately \$80,000. Director Levine asked if there is any update on the completion date. GM Morris-Mayorga confirmed May 2024 remains the expected completion date and that occupancy will likely take place in June 2023. President Stein asked for confirmation about who will select the furniture, fixtures, and equipment. GM Morris-Mayorga provided this information.

There was no public comment.

**8. GENERAL MANAGER'S REPORT (02:21:52)**

GM Morris-Mayorga presented the report as included in the packet. President Stein asked for clarification on the public meeting component for the Local Hazard Mitigation Plan and on the District of Distinction and Certificate of Transparency portion of the report. GM Morris-Mayorga provided this information.

There was no public comment.

**9. COMMITTEE REPORTS (02:26:45)**

**a. Emergency Preparedness Committee Meeting**

Director Nagel presented the report as included in the packet.



There was no public comment or board discussion.

President Stein noted that the board will review board vacancy applications on December 7, 2023 at 5:00 p.m.

**b. Finance Committee Meeting**

There was no report.

**c. Reorganization Analysis Temporary Committee**

There was no report.

**d. Information Technology Temporary Committee**

There was no report.

**10. OUTSIDE AGENCIES REPORTS**

There was no report.

**11. ADJOURNMENT** President Stein adjourned the meeting at 9:39 p.m.

The next Board of Directors meeting will occur on December 20, 2023.

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on December 20, 2023.

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](http://www.el-cerrito.org)



**DATE:** December 5, 2023

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

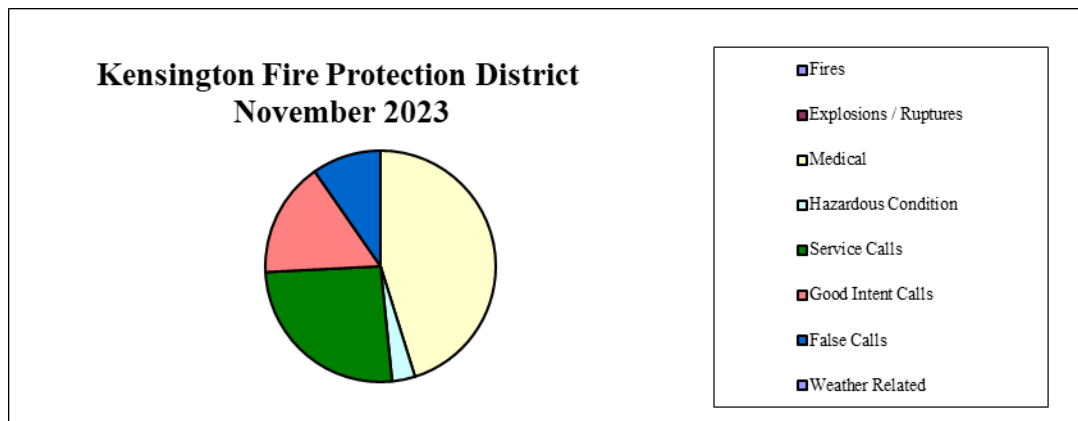
**FROM:** Jose Castrejon: Battalion Chief

**RE:** **Incident Activity Reports for the Month of November 2023**

Thirty-one incidents occurred during the month of October in the community of Kensington. There was no change in the number of incidents from the previous month. Please see the attached “Incident Log” for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 155 responded to fifty-eight calls for service, a decrease of four incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 3,536 calls for service so far this year.

The chart below shows 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, the percentage of the total calls for each type, and all the responses in the community of Kensington.

			<b>Percentages</b>
<b>1: Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>2: Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>3: Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	14	45.16%
<b>4: Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	3.23%
<b>5: Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	8	25.81%
<b>6: Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	5	16.13%
<b>7: False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	3	9.68%
<b>8 Weather Related</b>	<i>(flooding, wind, lightning)</i>	0	0.00%
<b>Totals</b>		<b>31</b>	<b>100.00%</b>



**Kensington Incidents  
November 2023**

#	Incident	Date	Type	Street	Type	City	Apparatus
1	0023130380	03-Nov-23 14:25:19	611	Willamette	AVE	Kensington	E155
2	0023130468	03-Nov-23 17:06:54	321	Anson	WAY	Kensington	E155
3	0023130579	03-Nov-23 20:49:15	651	Kenyon	AVE	Kensington	E155
4	0023131803	06-Nov-23 16:29:16	321	Arlington	AVE	Kensington	E155
5	0023132409	08-Nov-23 06:12:03	321	Kenyon	AVE	Kensington	E155
6	0023132473	08-Nov-23 09:27:29	321	Coventry	RD	Kensington	E155
7	0023133542	10-Nov-23 17:02:40	400	Arlington	AVE	Kensington	E155
8	0023133743	11-Nov-23 08:05:16	321	Willamette	AVE	Kensington	E155
9	0023134246	12-Nov-23 12:34:45	5000	Arlington	AVE	Kensington	E155
10	0023134471	12-Nov-23 21:58:03	321	Norwood	AVE	Kensington	E155
11	0023134695	13-Nov-23 11:17:21	5000	Anson	WAY	Kensington	E155
12	0023136926	18-Nov-23 08:17:03	735	Highland	BLVD	Kensington	E155
13	0023137089	18-Nov-23 15:03:51	324	Franciscan	WAY	Kensington	E155
14	0023137215	18-Nov-23 21:41:14	321	Coventry	RD	Kensington	E155
15	0023137705	20-Nov-23 07:00:48	554	Lake	DR	Kensington	E155
16	0023137795	20-Nov-23 10:34:34	321	Stanford	AVE	Kensington	E155
17	0023138294	21-Nov-23 12:24:18	611	Highgate	RD	Kensington	E155
18	0023138530	21-Nov-23 22:07:10	321	Highland	BLVD	Kensington	E155
19	0023138993	23-Nov-23 00:58:48	554	Lake	DR	Kensington	E155
20	0023139053	23-Nov-23 07:50:25	321	Lake	DR	Kensington	E155
21	0023139098	23-Nov-23 10:15:02	321	Kensington	RD	Kensington	E155
22	0023139436	24-Nov-23 05:56:24	321	Columbia	AVE	Kensington	E155
23	0023139800	24-Nov-23 23:13:52	733	Arlmont	DR	Kensington	E155
24	0023140058	25-Nov-23 17:38:00	611X	Sunset	DR	Kensington	E155
25	0023140787	27-Nov-23 14:28:43	321	Colgate	AVE	Kensington	E155
26	0023140811	27-Nov-23 15:14:36	5000	Windsor	AVE	Kensington	E152
27	0023141099	28-Nov-23 08:37:56	611	Coventry	RD	Kensington	E155
28	0023141202	28-Nov-23 11:52:29	745	Arlington	AVE	Kensington	E155
29	0023142009	30-Nov-23 07:46:48	554	Lake	DR	Kensington	E155
30	0023142227	30-Nov-23 15:55:58	554	Arlington	AVE	Kensington	E155
31	0023142274	30-Nov-23 18:05:13	554	Arlington	AVE	Kensington	E155

**E55 Responses  
November 2023**

#	Incident	Date	Type	Street	Type	City	Apparatus
1	0023129393	01-Nov-23 11:36:47	321	Arlington	BLVD	El Cerrito	E155
2	0023129517	01-Nov-23 15:40:54	321	Fairmount	AVE	El Cerrito	E155
3	0023129964	02-Nov-23 14:04:42	142	Potrero	AVE	El Cerrito	E155
4	0023130380	03-Nov-23 14:25:19	611	Willamette	AVE	Kensington	E155
5	0023130468	03-Nov-23 17:06:54	321	Anson	WAY	Kensington	E155
6	0023130579	03-Nov-23 20:49:15	651	Kenyon	AVE	Kensington	E155
7	0023130793	04-Nov-23 11:11:18	553	Fairview	DR	El Cerrito	E155
8	0023131740	06-Nov-23 13:51:12	735	Eureka	AVE	El Cerrito	E155
9	0023131803	06-Nov-23 16:29:16	321	Arlington	AVE	Kensington	E155
10	0023131907	06-Nov-23 22:04:33	611	0-0 Lake Anza	RD	Orinda	E155
11	0023132409	08-Nov-23 06:12:03	321	Kenyon	AVE	Kensington	E155
12	0023132473	08-Nov-23 09:27:29	321	Coventry	RD	Kensington	E155
13	0023132480	08-Nov-23 09:50:16	611M	Carmel	AVE	El Cerrito	E155
14	0023132492	08-Nov-23 10:21:58	611X	San Pablo	AVE	El Cerrito	E155
15	0023132664	08-Nov-23 16:54:39	321	Potrero	AVE	El Cerrito	E155
16	0023132972	09-Nov-23 10:57:58	611	Richmond	ST	El Cerrito	E155
17	0023133007	09-Nov-23 12:30:34	611X	San Carlos	AVE	El Cerrito	E155
18	0023133045	09-Nov-23 13:57:54	554	Arlington	BLVD	El Cerrito	E155
19	0023133542	10-Nov-23 17:02:40	400	Arlington	AVE	Kensington	E155
20	0023133689	11-Nov-23 01:52:07	611	Moeser	LN	El Cerrito	E155
21	0023133743	11-Nov-23 08:05:16	321	Willamette	AVE	Kensington	E155
22	0023134246	12-Nov-23 12:34:45	5000	Arlington	AVE	Kensington	E155
23	0023134471	12-Nov-23 21:58:03	321	Norwood	AVE	Kensington	E155
24	0023134695	13-Nov-23 11:17:21	5000	Anson	WAY	Kensington	E155
25	0023134791	13-Nov-23 14:35:48	542	Leviston	AVE	El Cerrito	E155
26	0023134837	13-Nov-23 16:48:19	321	Terrace	DR	El Cerrito	E155
27	0023134899	13-Nov-23 20:31:13	321	Galvin	DR	El Cerrito	E155
28	0023134953	14-Nov-23 00:17:33	651	Elm	ST	El Cerrito	E155
29	0023136159	16-Nov-23 14:36:17	611	0-0 Wildcat Canyon	RD	**UNDEFINED	E155
30	0023136926	18-Nov-23 08:17:03	735	Highland	BLVD	Kensington	E155
31	0023137089	18-Nov-23 15:03:51	324	Franciscan	WAY	Kensington	E155

**E55 Responses  
November 2023**

32	0023137215	18-Nov-23 21:41:14	321	Coventry	RD	Kensington	E155
33	0023137302	19-Nov-23 04:59:44	321	Roberta	DR	El Cerrito	E155
34	0023137633	19-Nov-23 23:53:39	5000	Terrace	DR	El Cerrito	E155
35	0023137705	20-Nov-23 07:00:48	554	Lake	DR	Kensington	E155
36	0023137795	20-Nov-23 10:34:34	321	Stanford	AVE	Kensington	E155
37	0023137963	20-Nov-23 17:07:19	321	Don Carol	DR	El Cerrito	E155
38	0023138294	21-Nov-23 12:24:18	611	Highgate	RD	Kensington	E155
39	0023138299	21-Nov-23 12:40:09	151	Portola	DR	El Cerrito	E155
40	0023138317	21-Nov-23 13:19:09	611	San Pablo	AVE	El Cerrito	E155
41	0023138530	21-Nov-23 22:07:10	321	Highland	BLVD	Kensington	E155
42	0023138993	23-Nov-23 00:58:48	554	Lake	DR	Kensington	E155
43	0023139053	23-Nov-23 07:50:25	321	Lake	DR	Kensington	E155
44	0023139098	23-Nov-23 10:15:02	321	Kensington	RD	Kensington	E155
45	0023139146	23-Nov-23 12:51:03	321	Coventry	RD	Contra Costa Count	E155
46	0023139436	24-Nov-23 05:56:24	321	Columbia	AVE	Kensington	E155
47	0023139606	24-Nov-23 14:05:37	321	Bates	AVE	El Cerrito	E155
48	0023139800	24-Nov-23 23:13:52	733	Arlmont	DR	Kensington	E155
49	0023140058	25-Nov-23 17:38:00	611X	Sunset	DR	Kensington	E155
50	0023140123	25-Nov-23 20:45:47	321	San Pablo	AVE	El Cerrito	E155
51	0023140449	26-Nov-23 18:35:07	321	Terrace	DR	El Cerrito	E155
52	0023140787	27-Nov-23 14:28:43	321	Colgate	AVE	Kensington	E155
53	0023140957	27-Nov-23 21:16:03	611	Stockton	AVE	El Cerrito	E155
54	0023141099	28-Nov-23 08:37:56	611	Coventry	RD	Kensington	E155
55	0023141202	28-Nov-23 11:52:29	745	Arlington	AVE	Kensington	E155
56	0023142009	30-Nov-23 07:46:48	554	Lake	DR	Kensington	E155
57	0023142227	30-Nov-23 15:55:58	554	Arlington	AVE	Kensington	E155
58	0023142274	30-Nov-23 18:05:13	554	Arlington	AVE	Kensington	E155

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 :** 12/20/2023  
**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	12/1/2023	Fire Protection Services 12/01/2023	7840	2328						352,043.49
50180	Mack5	11/30/2023	PSB Renovation Soft Costs	7487	2310				5658		23,050.00
50390	CWS	11/30/2023	PSB Renovation Hard Costs	7487	2310				App 13		782,551.03
50147	KFPD Revolving Fund	12/20/2023	Reimburse Revolving fund	7840	2490						42,408.25
	<b>TOTAL</b>										<b><u>1,200,052.77</u></b>

Kensington FPD Approval

\_\_\_\_\_  
Board President

\_\_\_\_\_  
General Manager

Kensington Fire Protection District  
 Checking Account Replenishment  
 December 20, 2023

Transactions:

Payee	Date	Expenses	Description
Google	11/06/2023	\$ 388.80	Email Service
M Morris-Mayorga/Candace Eros-Diaz	11/07/2023	\$ 5,516.30	Payroll
Fed/State	11/07/2023	\$ 6,040.93	Payroll Tax Withholding
Heartland Payroll	11/07/2023	\$ 104.53	Payroll Processing Fee
CalPERS	11/10/2023	\$ 3,943.97	Retiree Health
Contra Costa Tax Collector	11/14/2023	\$ 438.55	Stege Sewer Charge
Copy Central	11/15/2023	\$ 11.18	Printing/Copying
Copy Central	11/20/2023	\$ 214.36	Printing/Copying
PG&E	11/21/2023	\$ 10.53	Gas Service
M Morris-Mayorga/Candace Eros-Diaz	11/22/2023	\$ 5,445.19	Payroll
Fed/State	11/22/2023	\$ 4,456.42	Payroll Tax Withholding
Heartland Payroll	11/22/2023	\$ 134.53	Payroll Processing Fee
Comcast	11/24/2023	\$ 201.60	Internet
Copy Central	11/27/2023	\$ 9.93	Printing/Copying
PG&E	11/28/2023	\$ 482.10	Electric Service
East Bay Sanitary	11/28/2023	\$ 515.52	Water/Sewer
Adobe Inc	11/02/2023	\$ 19.99	PDF Software
Zoom	11/06/2023	\$ 140.00	Zoom Payment
CrashPlan	11/20/2023	\$ 9.99	Monthly Payment for Cloud Backup
Hulu	11/20/2023	\$ 76.99	Monthly TV Subscription for Temp Facility
Comcast	11/20/2023	\$ 201.90	Internet
Ooma, Inc	11/22/2023	\$ 81.81	Office Telephone
Altivu (Check #995287)	11/01/2023	\$ 8,963.13	Emergency Prep Coordinator
MUN CPAS (Check #995288)	11/10/2023	\$ 5,000.00	Audit

Net Withdrawals  
for Replenishment

\$ 42,408.25  
\$ -

Replenishment Adjusted for  
Monthly Bills

\$ 42,408.25

---

Board President \_\_\_\_\_ Date

---

General Manager \_\_\_\_\_ Date

**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of November 30, 2023**

**Current Cash and Investments**

<b>Cash Balance</b>		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	208,985.78	Balance as of 11/30/2023
General Fund	3,550,563.49	Balance as of 11/30/2023, Pending Reconciliations
Special Tax Fund	(1,772.10)	Balance as of 11/30/2023, Pending Reconciliations
Capital Fund	1,326,977.98	Balance as of 11/30/2023, Pending Reconciliations
<b>Total Cash Balance</b>	<b>5,084,955.15</b>	
<b>Investments</b>		
LAIF Balance	2,527,668.29	Balance as of 11/30/2023, Pending Reconciliations
<b>Total Investments</b>	<b>2,527,668.29</b>	
<b>Total Current Cash and Investments</b>	<b>7,612,623.44</b>	



# Kensington Fire Protection District

## Balance Sheet

As of November 30, 2023

12/15/23

Accrual Basis

	Nov 30, 23	Nov 30, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Petty Cash	200.00	200.00	0.00
KFPD Revolving Acct - Gen Fund	231,116.62	194,829.85	36,286.77
General Fund	3,550,563.49	212,568.46	3,337,995.03
Special Tax Fund	-1,772.10	0.02	-1,772.12
Capital Fund	1,326,977.98	583,105.13	743,872.85
<b>Total Checking/Savings</b>	5,107,085.99	990,703.46	4,116,382.53
<b>Accounts Receivable</b>			
Accounts Receivable	4,805.80	4,805.80	0.00
Advance on Taxes	5,132,107.76	4,697,224.77	434,882.99
Advance on Supplemental Taxes	86,955.06	95,090.40	-8,135.34
<b>Total Accounts Receivable</b>	5,223,868.62	4,797,120.97	426,747.65
<b>Other Current Assets</b>			
Prepaid Services - EC	0.00	0.07	-0.07
Prepaid Exp.	2,419.00	3,586.33	-1,167.33
Prepaid CERBT - Retiree Trust	745,105.48	745,105.48	0.00
<b>Investments</b>			
LAIF Balance	2,527,668.29	0.00	2,527,668.29
US TBills - 4/20/23	0.00	3,000,000.00	-3,000,000.00
Fed Home Loan Bk - 9/27/23	0.00	3,500,000.00	-3,500,000.00
Fire Protect. Contract Reserves	0.00	14,586.30	-14,586.30
<b>Total Investments</b>	2,527,668.29	6,514,586.30	-3,986,918.01
<b>Total Other Current Assets</b>	3,275,192.77	7,263,278.18	-3,988,085.41
<b>Total Current Assets</b>	13,606,147.38	13,051,102.61	555,044.77
<b>Fixed Assets</b>			
Land	5,800.00	5,800.00	0.00
Equipment	1,793,890.43	1,793,890.43	0.00
Accumulated Depreciation-Equip	-911,477.25	-803,767.41	-107,709.84
Building and Improvements	2,391,581.26	2,391,581.26	0.00
Accumulated Depreciation - Bldg	-1,342,172.17	-1,276,209.07	-65,963.10
<b>Current Capital Outlay</b>			
PSB Renovation Soft Costs	1,148,203.22	653,771.83	494,431.39
PSB Renovation Hard Cost	3,415,642.81	214,343.75	3,201,299.06
Temp Facility - Soft Costs	261,739.37	135,795.62	125,943.75
Temp Facilities - Hard Costs	600,096.82	504,233.31	95,863.51
Temp Facilities - Lot Rental	19,132.60	4,700.00	14,432.60
Temp Facilities - Modular	50,969.96	5,934.92	45,035.04
Temp Facilities - Admin Sublet	36,578.25	9,754.20	26,824.05
Temp Facilities - Relocation	39,489.62	13,411.81	26,077.81
Fire Engine Type I	0.00	104.40	-104.40
Firefighters Qtrs/Equip	0.00	210.00	-210.00
<b>Total Current Capital Outlay</b>	5,571,852.65	1,542,259.84	4,029,592.81
<b>Total Fixed Assets</b>	7,509,474.92	3,653,555.05	3,855,919.87
<b>TOTAL ASSETS</b>	<b>21,115,622.30</b>	<b>16,704,657.66</b>	<b>4,410,964.64</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Due to Revolving Acct - Gen Fnd	1,747,223.86	16,041.75	1,731,182.11
Due to Other - Issued by CCC	52,005.05	69,666.27	-17,661.22
Accounts Payable	1,605.34	1,605.34	0.00
<b>Total Accounts Payable</b>	1,800,834.25	87,313.36	1,713,520.89

**Kensington Fire Protection District**

**Balance Sheet**

**As of November 30, 2023**

12/15/23

Accrual Basis

	Nov 30, 23	Nov 30, 22	\$ Change
<b>Other Current Liabilities</b>			
PSB Renovation Loan	1,539,460.63	0.00	1,539,460.63
Deferred Inflow of Resources	141,245.00	141,245.00	0.00
<b>Total Other Current Liabilities</b>	1,680,705.63	141,245.00	1,539,460.63
<b>Total Current Liabilities</b>	3,481,539.88	228,558.36	3,252,981.52
<b>Long Term Liabilities</b>			
EI Cerrito Reconciliation Liab.	233,481.39	233,481.39	0.00
Postretirement Health Ben Liab	0.14	0.14	0.00
<b>Total Long Term Liabilities</b>	233,481.53	233,481.53	0.00
<b>Total Liabilities</b>	3,715,021.41	462,039.89	3,252,981.52
<b>Equity</b>			
Fund Equity - General	3,889,496.00	3,889,496.00	0.00
Fund Equity - Capital Projects	3,213,698.00	3,213,698.00	0.00
Fund Equity - Special Revenue	109,075.00	109,075.00	0.00
Fund Equity - Gen Fixed Asset	2,222,992.01	2,222,992.01	0.00
Fund Equity	4,590,578.62	3,636,792.13	953,786.49
Net Income	3,374,761.26	3,170,564.63	204,196.63
<b>Total Equity</b>	17,400,600.89	16,242,617.77	1,157,983.12
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>21,115,622.30</b>	<b>16,704,657.66</b>	<b>4,410,964.64</b>

# Kensington Fire Protection District

## Profit & Loss

July through November 2023

12/15/23

Accrual Basis

	Jul - Nov 23	Jul - Nov 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Property Taxes	5,112,994.73	4,637,166.22	475,828.51
Special Taxes	200,826.80	200,436.70	390.10
Other Tax Income	326.99	0.00	326.99
Lease Agreement	0.00	3,050.25	-3,050.25
Interest Income	2,873.16	33,260.17	-30,387.01
CERBT Reimbursement	30,735.48	18,088.02	12,647.46
Miscellaneous Income	0.00	163.18	-163.18
<b>Total Income</b>	<b>5,347,757.16</b>	<b>4,892,164.54</b>	<b>455,592.62</b>
<b>Expense</b>			
<b>Staff</b>			
Wages	77,654.53	55,574.64	22,079.89
Vacation Wages	0.00	2,700.00	-2,700.00
Medical/dental ins compensation	0.00	4,000.00	-4,000.00
Payroll Taxes	3,925.47	4,524.16	-598.69
Workers Compensation/Life Ins	3,034.73	1,760.33	1,274.40
Payroll Processing	1,093.46	944.24	149.22
<b>Total Staff</b>	<b>85,708.19</b>	<b>69,503.37</b>	<b>16,204.82</b>
<b>RETIREE MEDICAL BENEFITS</b>			
PERS Medical	19,719.85	23,180.51	-3,460.66
Delta Dental	4,121.55	4,743.95	-622.40
Vision Care	969.30	1,292.40	-323.10
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>24,810.70</b>	<b>29,216.86</b>	<b>-4,406.16</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>			
Crime Insurance Policy	153.16	382.90	-229.74
Nixle Fee	3,182.70	0.00	3,182.70
Long Term Financial Planner	750.00	3,162.50	-2,412.50
Emergency Prep Coordinator	44,831.14	43,833.30	997.84
Accounting	9,000.00	15,000.00	-6,000.00
Contra Costa County Expenses	6,918.61	23,773.09	-16,854.48
El Cerrito Contract Fee	1,727,903.36	1,601,451.29	126,452.07
El Cerrito Reconciliation(s)	32,314.15	51,318.79	-19,004.64
IT Services and Equipment	2,225.00	1,250.00	975.00
Fire Engineer Plan Review	0.00	640.00	-640.00
LAFCO Fees	0.00	865.89	-865.89
Legal Fees	2,581.20	9,815.04	-7,233.84
Recruitment	8,706.00	0.00	8,706.00
Website Development/Maintenance	894.00	1,300.00	-406.00
Wildland Vegetation Mgmt	0.00	2,500.00	-2,500.00
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>1,839,459.32</b>	<b>1,755,292.80</b>	<b>84,166.52</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>			
Public Education	2,507.33	7,227.93	-4,720.60
Open Houses	0.00	718.88	-718.88
Community Shredder	2,470.50	4,137.33	-1,666.83
Community Sandbags	0.00	713.38	-713.38
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>4,977.83</b>	<b>12,797.52</b>	<b>-7,819.69</b>
<b>DISTRICT ACTIVITIES</b>			
Professional Development	1,309.10	595.00	714.10
<b>Office</b>			
Mtg Room Rentals	0.00	80.00	-80.00
Internet	1,614.00	949.40	664.60
Office Equipment	0.00	899.23	-899.23
Office Expense	2,325.14	1,639.02	686.12
Office Supplies	435.84	0.00	435.84
Telephone	436.91	6,711.15	-6,274.24
<b>Total Office</b>	<b>4,811.89</b>	<b>10,278.80</b>	<b>-5,466.91</b>

# Kensington Fire Protection District

## Profit & Loss

July through November 2023

12/15/23

Accrual Basis

	Jul - Nov 23	Jul - Nov 22	\$ Change
Firefighter's Apparel & PPE	0.00	1,264.02	-1,264.02
Firefighters' Expenses	0.00	28,581.68	-28,581.68
Memberships	3,790.85	695.00	3,095.85
<b>Building Maintenance</b>			
Janitorial Service	0.00	806.24	-806.24
Miscellaneous Maint.	1,190.06	9,364.70	-8,174.64
<b>Total Building Maintenance</b>	1,190.06	10,170.94	-8,980.88
<b>Building Utilities/Service</b>			
Refuse Collection	1,546.56	623.20	923.36
Gas and Electric	2,045.48	5,793.47	-3,747.99
Water/Sewer	2,981.97	1,472.32	1,509.65
Building Utilities/Service - Other	363.95	0.00	363.95
<b>Total Building Utilities/Service</b>	6,937.96	7,888.99	-951.03
<b>Total DISTRICT ACTIVITIES</b>	18,039.86	59,474.43	-41,434.57
<b>Total Expense</b>	1,972,995.90	1,926,284.98	46,710.92
<b>Net Ordinary Income</b>	3,374,761.26	2,965,879.56	408,881.70
<b>Other Income/Expense</b>			
Other Income			
Discount on US TBills	0.00	61,625.00	-61,625.00
Discount on Fixed Security	0.00	143,060.07	-143,060.07
<b>Total Other Income</b>	0.00	204,685.07	-204,685.07
<b>Net Other Income</b>	0.00	204,685.07	-204,685.07
<b>Net Income</b>	<b>3,374,761.26</b>	<b>3,170,564.63</b>	<b>204,196.63</b>

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through November 2023

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	5,112,994.73	5,316,717.00	-203,722.27	96.17%
Special Taxes	200,826.80	201,000.00	-173.20	99.91%
Other Tax Income	326.99	25,000.00	-24,673.01	1.31%
Lease Agreement	0.00	3,050.00	-3,050.00	0.0%
Interest Income	2,873.16	200,979.00	-198,105.84	1.43%
CERBT Reimbursement	30,735.48	68,000.00	-37,264.52	45.2%
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
<b>Total Income</b>	<u>5,347,757.16</u>	<u>5,816,746.00</u>	<u>-468,988.84</u>	<u>91.94%</u>
<b>Expense</b>				
<b>Staff</b>				
Wages	77,654.53	163,191.00	-85,536.47	47.59%
Vacation Wages	0.00	6,816.00	-6,816.00	0.0%
Medical/dental ins compensation	0.00	9,333.00	-9,333.00	0.0%
Payroll Taxes	3,925.47	13,820.00	-9,894.53	28.4%
Workers Compensation/Life Ins	3,034.73	3,500.00	-465.27	86.71%
Payroll Processing	1,093.46	2,545.00	-1,451.54	42.97%
<b>Total Staff</b>	<u>85,708.19</u>	<u>199,205.00</u>	<u>-113,496.81</u>	<u>43.03%</u>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	19,719.85	52,000.00	-32,280.15	37.92%
Delta Dental	4,121.55	12,000.00	-7,878.45	34.35%
Vision Care	969.30	4,000.00	-3,030.70	24.23%
CalPERS Settlement	0.00	0.00	0.00	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<u>24,810.70</u>	<u>68,000.00</u>	<u>-43,189.30</u>	<u>36.49%</u>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Operational Consultant	0.00	5,000.00	-5,000.00	0.0%
Crime Insurance Policy	153.16			
Nixle Fee	3,182.70	4,120.00	-937.30	77.25%
Long Term Financial Planner	750.00	2,500.00	-1,750.00	30.0%
Emergency Prep Coordinator	44,831.14	108,356.00	-63,524.86	41.37%
Accounting	9,000.00	37,080.00	-28,080.00	24.27%
Actuarial Valuation	0.00	2,800.00	-2,800.00	0.0%
Audit	0.00	20,000.00	-20,000.00	0.0%
Bank Fee	0.00	50.00	-50.00	0.0%
Contra Costa County Expenses	6,918.61	39,520.00	-32,601.39	17.51%
EI Cerrito Contract Fee	1,727,903.36	4,146,968.00	-2,419,064.64	41.67%
EI Cerrito Reconciliation(s)	32,314.15	77,554.00	-45,239.85	41.67%
IT Services and Equipment	2,225.00	2,500.00	-275.00	89.0%
Fire Abatement Contract	0.00	5,250.00	-5,250.00	0.0%
Fire Engineer Plan Review	0.00	3,000.00	-3,000.00	0.0%
Grant Writer/Coordinator	0.00	15,000.00	-15,000.00	0.0%
Risk Management Insurance	0.00	21,697.00	-21,697.00	0.0%
LAFCO Fees	0.00	2,100.00	-2,100.00	0.0%

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through November 2023

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Legal Fees	2,581.20	20,600.00	-18,018.80	12.53%
PSB Consultant	0.00	0.00	0.00	0.0%
Recruitment	8,706.00	14,925.00	-6,219.00	58.33%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	894.00	3,120.00	-2,226.00	28.65%
Wildland Vegetation Mgmt	0.00	7,828.00	-7,828.00	0.0%
<b>OUTSIDE PROFESSIONAL SERVICES - Other</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>1,839,459.32</b>	<b>4,549,968.00</b>	<b>-2,710,508.68</b>	<b>40.43%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Replanting Grant	0.00	25,000.00	-25,000.00	0.0%
Public Education	2,507.33	20,000.00	-17,492.67	12.54%
EP Coord Expense Account	0.00	1,000.00	-1,000.00	0.0%
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	4,120.00	-4,120.00	0.0%
Open Houses	0.00	2,000.00	-2,000.00	0.0%
Community Shredder	2,470.50	5,500.00	-3,029.50	44.92%
Community Sandbags	0.00	2,000.00	-2,000.00	0.0%
Volunteer Appreciation	0.00	500.00	-500.00	0.0%
<b>COMMUNITY SERVICE ACTIVITIES - Other</b>	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>4,977.83</b>	<b>63,120.00</b>	<b>-58,142.17</b>	<b>7.89%</b>
<b>DISTRICT ACTIVITIES</b>				
Professional Development	1,309.10	5,000.00	-3,690.90	26.18%
<b>Office</b>				
Internet	1,614.00			
Office Equipment	0.00	5,000.00	-5,000.00	0.0%
Office Expense	2,325.14	58,000.00	-55,674.86	4.01%
Office Supplies	435.84	1,030.00	-594.16	42.32%
Telephone	436.91	8,240.00	-7,803.09	5.3%
Office- Other	0.00	515.00	-515.00	0.0%
Office - Other	0.00	0.00	0.00	0.0%
<b>Total Office</b>	<u>4,811.89</u>	<u>72,785.00</u>	<u>-67,973.11</u>	<u>6.61%</u>
Election	0.00	0.00	0.00	0.0%
Firefighter's Apparel & PPE	0.00	1,500.00	-1,500.00	0.0%
Firefighters' Expenses	0.00	5,000.00	-5,000.00	0.0%
Staff Appreciation	0.00	2,500.00	-2,500.00	0.0%
Memberships	3,790.85	9,500.00	-5,709.15	39.9%
<b>Building Maintenance</b>				
Needs Assess/Feasibility Study	0.00	0.00	0.00	0.0%
Gardening service	0.00	500.00	-500.00	0.0%
Building alarm	0.00	1,500.00	-1,500.00	0.0%
Medical Waste Disposal	0.00	2,200.00	-2,200.00	0.0%
Janitorial Service	0.00	200.00	-200.00	0.0%
Miscellaneous Maint.	1,190.06	2,000.00	-809.94	59.5%
<b>Total Building Maintenance</b>	<u>1,190.06</u>	<u>6,400.00</u>	<u>-5,209.94</u>	<u>18.6%</u>

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through November 2023

	<u>Jul - Nov 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Building Utilities/Service</b>				
Refuse Collection	1,546.56			
Gas and Electric	2,045.48	14,300.00	-12,254.52	14.3%
Water/Sewer	2,981.97	4,120.00	-1,138.03	72.38%
Building Utilities/Service - Other	363.95	3,940.00	-3,576.05	9.24%
<b>Total Building Utilities/Service</b>	<u>6,937.96</u>	<u>22,360.00</u>	<u>-15,422.04</u>	<u>31.03%</u>
<b>Total DISTRICT ACTIVITIES</b>	18,039.86	125,045.00	-107,005.14	14.43%
Contingency	0.00	20,000.00	-20,000.00	0.0%
<b>Total Expense</b>	<u>1,972,995.90</u>	<u>5,025,338.00</u>	<u>-3,052,342.10</u>	<u>39.26%</u>
<b>Net Ordinary Income</b>	3,374,761.26	791,408.00	2,583,353.26	426.43%
<b>Other Income/Expense</b>				
<b>Other Expense</b>				
Depreciation Expense	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<u><u>3,374,761.26</u></u>	<u><u>791,408.00</u></u>	<u><u>2,583,353.26</u></u>	<u><u>426.43%</u></u>



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

[www.el-cerrito.org](http://www.el-cerrito.org)

**DATE:** Dec 15, 2023

**TO:** Mary Morris-Mayorga: General Manager

**FROM:** Eric Saylor: Fire Chief

**RE:** Fire Chief's Report for the December 2023 Fire District Board Meeting

---

## Operations

On Nov 2, a fast-moving grass fire moved up a steep section of the "Hillside natural area," affecting the neighborhood on the ridgeline. Crews from El Cerrito/Kensington fire, Richmond fire, Contra Costa County fire, and El Cerrito Police Department initiated evacuations and contained the fire to the hillside. The rapid response and collaboration of the departments saved 8.2 million dollars in property value.




---

Integrity Accountability Teamwork Respect Professionalism

---





# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



## Training

During the past month, the fire department conducted joint highrise training with Albany Fire, Richmond Fire, and Berkeley Fire in the Albany towers. Highrise firefighting is one of the most dangerous threats firefighters face and requires consistent and constant training.



---

Integrity Accountability Teamwork Respect Professionalism

---



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



Engine 51 A shift (Captain Gagne, Engineer/Paramedic Birdsell, and FF/Paramedic Williams) participated in a firefighter "vent-enter-search" (VES) drill hosted by the Hayward Fire Department. VES allows firefighters to quickly enter burning homes and remove victims ahead of the fire and steam release of the nozzle. VES is a highly effective maneuver but requires intense training and highly skilled firefighters.



## Holiday Safety Message

The holiday season is a prime time for residential fires. Home fires most often occur in December, January, and February. Cooking, holiday decorations, candles, and heating equipment increase the likelihood of a fire. On average, more than one-third of home fire deaths in the United States occur during the winter months. In addition to always having working smoke alarms installed throughout your home, the following tips can help you stay safe during the holiday season.

### Cooking

- Always keep an eye on heating food and be alert. If you leave the kitchen - turn off the heat!
- Dress appropriately for cooking. Wear short or tight-fitting sleeves when cooking and use caution when working near heat sources.
- Keep things that can catch fire away from the stove/range and oven.
- If a pan with grease catches fire, carefully slide a lid over the pan to smother the flames and turn off the burner.

---

Integrity Accountability Teamwork Respect Professionalism

---



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



- Cool a burn: If you experience a burn while cooking that does not break the skin, run cool water over the skin for 10 - 15 minutes. Do not place butter or ointment on the burn; this keeps the heat in and could further damage the skin. A physician should treat severe burns.

## Christmas trees

- Choose a sturdy tree stand designed not to tip over.
- Do not purchase a tree that is dry or dropping needles. Try to keep live trees as moist as possible by watering them daily. When Christmas trees dry out, they easily ignite. These fires burn very rapidly and can quickly burn down your home in a matter of a few minutes and often result in fatalities.
- When purchasing an artificial tree, be sure it is labeled as fire-retardant.
- Please do not place the tree where it may block exits. Please ensure the tree is at least three feet away from any heat source (i.e., heaters, heater vents, and fireplaces), and try to position it near an outlet so that cords are not running long distances.
- When decorating Christmas trees with lights, follow the manufacturer's instructions. Some lights are designed only for indoor or outdoor use, but not both. Lights should be listed by an independent testing laboratory (i.e., UL-approved holiday lights). Strings of lights with worn, frayed, broken cords or loose bulb connections should not be used. Never use electric lights on a metal tree.
- Never use lit candles to decorate a tree. Be sure to place candles well away from tree branches.
- Always unplug Christmas tree lights before leaving home or going to sleep.
- Children are fascinated with Christmas trees. Keep a watchful eye on them when around the tree, and do not let them play with the wiring or lights—also, store matches and lighters out of the reach of children, preferably in a locked cabinet.
- Safely dispose of the tree when needles begin dropping. Dried-out trees are highly flammable and should not be left in a house or garage or placed against the house.
- Extinguish all candles when leaving the room or going to sleep.

## Candles

- Use sturdy candle holders that won't tip over easily, are made from a material that can't burn, and are large enough to collect dripping wax. Place candle holders on a sturdy, uncluttered surface, and do not use them in places where children or pets can knock them over.
- Keep candles away from items that can catch fire (e.g., clothing, books, paper, curtains, flammable decorations, etc.). Don't place lit candles on window sills, near blinds or curtains.
- Keep candle wicks trimmed to one-quarter inch and extinguish taper and pillar candles when they get to within two inches of the holder or decorative material. Votive candles and other candle containers should be extinguished before the last half-inch of wax melts.

## Heating

- Clean and inspect furnaces, fireplaces, and chimneys annually before using them for the upcoming year. Ensure a national testing laboratory approves space heaters and has a tip-over shut-off function.
- Never burn gift wrapping paper or Christmas trees in the fireplace.
- Keep furniture and other items that can catch fire at least 3 feet from heating sources.
- Ensure all gas-burning appliances, such as gas heaters, are in good shape and burn clean. Carbon Monoxide is caused by malfunctioning or improperly used fuel-burning appliances and idling cars and can cause serious illnesses, including death. Install Carbon Monoxide alarms outside each sleeping area and on every level of your home.

---

**Integrity   Accountability   Teamwork   Respect   Professionalism**

---



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 14, 2023

**TO:** Kensington Fire Protection District Board

**RE:** Emergency Preparedness Coordinator Report

**SUBMITTED BY:** Johnny Valenzuela, Emergency Preparedness Coordinator

---

The following progress items will be reviewed in the KFPD Board of Directors meeting:

### 1. Community Event/Engagement

- N/A

### 2. District Communications/ Publications

- 11/9/2023 Nextdoor Sandbag Update
- 11/13/2023 Facebook Engineer Cesmat
- 11/17/2023 Facebook Holiday Pancake Breakfast
- 11/20/2023 Facebook El Cerrito Fire Training
- 11/28/2023 Nextdoor CERT Recruitment
- 11/29/2023 Facebook Hazard Mitigation Plan
- 11/29/2023 Nextdoor County Hazard Mitigation Plan Meeting Info
- 11/29/2023 Nextdoor County Hazard Mitigation Plan Survey
- 12/11/2023 Facebook NWS Outlook Wet Weather Returns
- 12/13/2023 Facebook Rain Potential NWS Outlook
- 12/14/2023 Facebook Rainfall Outlook NWS Report
- 12/14/2023 Nextdoor Rainfall Outlook NWS Report

### 3. Initiatives/ Deliverables

- Assist community members with registration to CWS.
- Add resident emails to Red Flag Warning Email List
- Coordinate with CWS to confirm registration for alerts for resident inquiries.
- Ongoing Kensington Firewise Support and Coordination
- Coordinate Sandbag Procurement / Relay Information to the Community
- Coordinate with Lower Yale resident for Block Party scheduled for 1/2024
- Develop KFPD website page for Replanting Grant Application
- Develop KFPD Replanting Grant publication and process.
- Draft Kensington Evacuation Plan for further development by the subcommittee
- Develop concept Kensington Evacuation Planner
- Sourced evacuation food kit for future purchase and distribution to residents
- Sourced sandbags for delivery to Kensington
- Updated Sandbag information on KFPD website
- Provide Firewise information to residents in pursuit of Firewise recognition

April 19, 2023

## Emergency Preparedness Coordinator's Report

- Tailor information for Kensington re: Hazard Mitigation Plan Workshop/Survey

### **4. Meetings**

- 11/15/2023 KFPD Monthly Board Meeting
- 11/21/2023 Genasys Huddle
- 11/16/2023 EPC Subcommittee Meeting re: Evacuation Plan
- 12/6/2023 EPC Subcommittee Meeting re: Evacuation Plan



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 20, 2023  
**TO:** Board of Directors  
**RE:** *Policy 1170 Fund Balance and Reserves Approval/ Second Reading*  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

### **Recommended Action**

Staff recommends that the Board adopt Resolution 2023-10 approving amendments and retitle to *Policy 1170 Fund Balance and Reserves*.

### **Background**

At the regular meeting of the Board of Directors on November 15, 2023, staff presented the revised *Policy 1170 Fund Balance and Reserves* which included the additional language for deposit and use of funds. The Board discussed the revision, requested that the term “exclusively” be removed from the El Cerrito Contract Reserve, and approved the policy amendment for a first reading with removal of the term. This update has been made and is presented for adoption/second reading.

### **Fiscal Impact**

Revision of this policy would not increase or decrease overall District funds.

**Attachments:** *Policy 1170 Fund Balance and Reserves* (clean and redline)



## KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1170
Policy Title	Fund Balance and Reserves
Last Revision Date	12/20/2023, 05/01/2018

1170.00 Purpose: The District shall maintain funds as designated by this Fund Balance and Reserves Policy. Having an adequate financial reserve is critical to the successful and stable short- and long-term operation of the district. An adequate reserve ensures that the district will at all times have sufficient funding available to meet its operating and capital needs. The ability of the district to maintain reserve funds is a critical factor in providing reliable service and ensuring overall financial strength. This policy establishes a hierarchy of fund balance expenditures in conformance with Governmental Accounting Standards Board guidelines, reporting of fund balance classifications, and prudent reserve funding to achieve the following goals:

- a) Maintain operational sustainability in periods of economic uncertainty.
- b) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- c) Fund replacement and major repairs for the District's physical assets; and
- d) Fund capital improvements.

1170.01 Definitions: The two components of this policy, Fund Balance and Reserves, are often used interchangeably; however, are different due to the inclusion of non-cash accounts in fund balance (e.g. accounts receivable, prepaid, inventory).

**Fund Balance** – the difference between assets and liabilities

**Reserve** – the cash reserve balance for each designated fund or account

The District shall account for fund balance as required by Governmental Accounting Standards Board Statement No. 54 among these classes: non-spendable, restricted, committed, assigned and unassigned.

**Assigned** - A fund balance that is earmarked for intended use. The intent is established by the Board of Directors.

**Committed** - A fund balance incorporating limitations in its use as determined and defined by the Board of Directors. This is typically the El Cerrito Contract reserve in operating funds. For capital funds, this is the Public Safety Building renovation and Rolling Stock reserve.

**Non-Spendable** - A fund that is non-spendable due to constraints placed on the funds in this category such as committed loans or liens. At fiscal year-end, this amount is typically prepaid expenses for the upcoming fiscal year (i.e. annual memberships).

**Restricted** - A fund that has externally enforceable limitations on the use of the fund balance such as creditors, grantors, or laws regulating the use of the funds (e.g. bond proceeds, transportation funds).

**Unassigned** - Encompasses all fund balances left after considering the other four categories. Use is less restrained in this fund category.

1170.20 Policy: The Board of Directors shall be responsible for the establishment and management of all District reserves which will be reported within fund balance as referenced above.

- a) The Reserve fund accounts shall be established by the Board of Directors through adoption of this policy and codified by passage of a resolution.
- b) Changes to existing fund balances, establishment of new fund accounts and balances, and authorization for expenditures from fund balances shall require action by the Board of Directors.
- c) The balances of each Reserve Fund shall be reviewed by the Board of Director's Finance Committee as part of the budget each year. Any recommended changes to reserves for the upcoming fiscal year shall be presented to the full Board of Directors as an action item.

The following reserves reflect those which have been established by the Board of Directors and include the use of funds:

- a) El Cerrito Contract Reserve: This reserve account funds fire protection services provided by the City of El Cerrito for a period of 12 months; however, in May 2022 a contract amendment reduced the requirement to a period of 6 months in recognition of the public safety building renovation. Use of this fund is to pay for contract fire protection services in the event operating funds are not sufficient to cover (i.e. in advance of property tax installments).
- b) Vehicle Replacements (Type I, Type III, and Command Vehicles): This reserve account funds vehicle replacements and is funded annually as part of the budget from operating funds. Use of this fund will be authorized through vehicle purchases included in the budget and approved by the Board of Directors.
- c) Building Maintenance: After completion of the public safety building renovation, this reserve account will fund future maintenance needs. Use of this fund will be authorized as part of the budget when operating funds are not sufficient to cover maintenance.
- d) Building Improvements/Renovation: This reserve account funds the public safety building renovation and is anticipated to be depleted by the end of Fiscal Year 2024 or the end of the project. Use of this fund will be authorized as part of the project budget.
- e) Such other amounts as the Board shall deem prudent.

1170.03 Reserve funds need not be segregated from other funds or accounts of the District and are pooled for investment purposes.





## KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1170
Policy Title	<u>Financial Fund Balance and Reserves</u>
Last Revision Date	05/01/2018

1170.040 Purpose: The District shall maintain funds as designated by this Fund Balance and Reserves Policy. Having an adequate financial reserve is critical to the successful and stable short- and long-term operation of the district. An adequate reserve ensures that the district will at all times have sufficient funding available to meet its operating and capital needs. The ability of the district to maintain reserve funds is a critical factor in providing reliable service and ensuring overall financial strength. This policy establishes a hierarchy of fund balance expenditures in conformance with Governmental Accounting Standards Board guidelines, reporting of fund balance classifications, and prudent reserve funding to achieve the following goals:

- a) Maintain operational sustainability in periods of economic uncertainty.
- b) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- c) Fund replacement and major repairs for the District's physical assets; and
- d) Fund capital improvements.

1170.01 Definitions: The two components of this policy, Fund Balance and Reserves, are often used interchangeably; however, are different due to the inclusion of non-cash accounts in fund balance (e.g. accounts receivable, prepaid, inventory).

**Fund Balance** – the difference between assets and liabilities

**Reserve** – the cash reserve balance for each designated fund or account

The District shall account for fund balance as required by Governmental Accounting Standards Board Statement No. 54 among these classes: non-spendable, restricted, committed, assigned and unassigned.

**Assigned** - A fund balance that is earmarked for intended use. The intent is established by the Board of Directors.

**Committed** - A fund balance incorporating limitations in its use as determined and defined by the Board of Directors. This is typically the El Cerrito Contract reserve in operating funds. For capital funds, this is the Public Safety Building renovation and Rolling Stock reserve.

**Non-Spendable** - A fund that is non-spendable due to constraints placed on the funds in this category such as committed loans or liens. At fiscal year-end, this amount is typically prepaid expenses for the upcoming fiscal year (i.e. annual memberships).

**Restricted** - A fund that has externally enforceable limitations on the use of the fund balance such as creditors, grantors, or laws regulating the use of the funds (e.g. bond proceeds, transportation funds).

**Unassigned** - Encompasses all fund balances left after considering the other four categories. Use is less restrained in this fund category.

1170.20 Policy: The Board of Directors shall be responsible for the establishment and management of all District reserves which will be reported within fund balance as referenced

above.

- a) The Reserve fund accounts shall be established by the Board of Directors through adoption of this policy and codified by passage of a resolution.
- b) Changes to existing fund balances, establishment of new fund accounts and balances, and authorization for expenditures from fund balances shall require action by the Board of Directors.
- c) The balances of each Reserve Fund shall be reviewed by the Board of Director's Finance Committee as part of the budget each year. Any recommended changes to reserves for the upcoming fiscal year shall be presented to the full Board of Directors as an action item.

The following reserves reflect those which have been established by the Board of Directors

- a) El Cerrito Contract Reserve: ~~This It is the District's policy to establish, to the extent practicable, a reserve account to funds~~ fire protection services provided by the City of El Cerrito for a period of 12 months; ~~however, in May 2022 a contract amendment reduced the requirement to a period of 6 months in recognition of the public safety building renovation. exclusively~~ to pay for contract fire protection services in the event operating funds are not sufficient to cover (i.e. in advance of property tax installments).
- b) Vehicle Replacements (Type I, Type III, and Command Vehicles): This reserve account funds vehicle replacements and is funded annually as part of the budget from operating funds. Use of this fund will be authorized through vehicle purchases included in the budget and approved by the Board of Directors.
- c) Building Maintenance: After completion of the public safety building renovation, this reserve account will fund future maintenance needs. Use of this fund will be authorized as part of the budget when operating funds are not sufficient to cover maintenance.
- d) Building Improvements/Renovation: This reserve account funds the public safety building renovation and is anticipated to be depleted by the end of Fiscal Year 2024 or the end of the project. Use of this fund will be authorized as part of the project budget.
- e) Such other amounts as the Board shall deem prudent.

~~1170.20 The District shall maintain a capital reserves account to satisfy equipment and building replacement costs in amounts recommended by the Fire Chief. A replacement cost schedule will be included as part of the annual budget.~~

1170.03 Reserve funds need not be segregated from other funds or accounts of the District and are pooled for investment purposes.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 20, 2023  
**TO:** Board of Directors  
**RE:** New *Policy 1155 Purchasing* for Approval/Second Reading  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

### **Recommended Action**

Staff recommends the Board adopt resolution 2023-11 approving new *Policy 1155 Purchasing* and hold the second reading.

### **Background**

At the November 15<sup>th</sup> Board Meeting, staff presented the new *Policy 1155 Purchasing* to convey the purpose, authority, and mechanisms for purchasing and disposal of surplus assets.

The major component of the policy which has not previously been explicitly stated is the authority to utilize cooperative purchasing, commonly referred to as “piggybacking” off of a contract which has been awarded by another government agency; however, it is an option and not a requirement. This is typically a cost-effective method of purchasing which complies with a competitive bid, RFP, or procurement process while not requiring a duplication of efforts when it is determined to be in the best interests of the District.

There were no requested changes and the policy was approved with a first reading held so is now presented for adoption/second reading.

### **Fiscal Impact**

Adoption and implementation of this new policy would not increase or decrease overall District funds; however, may allow for cost-savings in staff time on future purchases if a cooperative purchasing program were used.

**Attachments:** *Policy 1155 Purchasing*



## KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1155
Policy Title	Purchasing
Last Revision Date	12/20/2023

1155.10 Purpose: This policy is intended to establish and maintain financial control over purchases, to clearly define purchasing authority and to assure the quality of District purchases of supplies, services and equipment at the lowest possible cost commensurate with the quality needed. All purchases of and contracts for materials, supplies, furnishings, services, equipment and other personal property required by the District shall be made by the General Manager, or the General Manager's designee, in accordance with this policy.

1155.20 Purchasing Officer. The General Manager, or their designee, shall act as purchasing officer with authority as described herein.

1155.30 Authority. The purchasing officer as defined above is granted the following authority:

1155.31 Purchase or contract for required supplies, equipment and services pursuant to this policy, administrative procedures established by the purchasing officer and such other rules and regulations as may be prescribed by the Board of Directors.

1155.31 Negotiate, award and, as required herein, recommend execution of contracts for the purpose of supplies, services and equipment for the District.

1155.32 Act to procure required quality and quantity of supplies, services and equipment in the most cost-effective manner for the District.

1155.33 Endeavor to obtain as full and open competition as practical on all purchases.

1155.34 Supervise the inspection of all supplies and equipment and evaluate services purchased to insure conformance with District requirements.

1155.35 Recommend to the Board of Directors the sale or disposition of all supplies and equipment which cannot be used, which is surplus to the District's needs or which has become unsuitable for use by the District.

1155.36 Establish and maintain a fixed asset inventory control system coordinated with the procurement of all items determined to be fixed assets under generally accepted accounting criteria.

1155.40 Professional Services. Contracts for professional services may be established following the solicitation and evaluation of requests for proposals, statements of qualifications, or other applicable standard. Awards of professional services contracts may be made by the purchasing officer when they are budgeted for either specifically or within contingency and are in accordance with the General Manager's authority or other action of the Board of Directors.

1155.50 Cooperative Purchasing. When, through cooperative purchasing with any federal, state, county or other public agencies, the advantage of buying may be obtained through contracts

awarded by the lead procurement agency based on competitive bidding, proposal, or other procurement procedures. This would include purchasing from or selling to another governmental agency when such action is beneficial to the interests of the District.

1155.60 Immediate or Urgent Need. When there is a breakdown in essential machinery, essential services, or when unforeseen circumstances, arise including delays by contractors, delays in transportation, and unanticipated volume of work which require the immediate attention of a professional or immediate service/repair in order to protect public health, safety, welfare and/or property.

1155.70 Consolidation of Orders for Related Items. If the District would benefit from quantity prices or discounts for items that could be used within a reasonable amount of time, consolidating orders will be exercised to the extent practical. No order will be broken into smaller units to evade any requirement of this policy.

1155.80 Disposal of Surplus Supplies and Equipment. The General Manager shall have authority to dispose of surplus supplies and equipment which are no longer used or which have become obsolete or worn out pursuant to the following:

1155.81 Exchange or Trade-In. Exchange for or trade-in on new supplies or equipment.

1155.82 Sale of Surplus Items. Following approval of a list of supplies and equipment found by the Board of Directors to be surplus, the items shall be offered for sale on a competitive basis. Bids may be solicited by written request, telephone, fax, e-mail, by public or silent auction, by use of a commercial auction service, by consignment with a used equipment vendor or vendors, by advertisement in any newspaper or magazine, or by any combination of such methods.

1155.83 Donation of Surplus Items. Subject to approval of the Board of Directors, obsolete or surplus property may be donated or sold at a negotiated fair value to any other governmental or public non-profit agency.

1155.84 Disposition as Scrap. After reasonable efforts have been made to obtain competitive bids, if no offers have been received for any item of District-owned surplus personal property, such item may be disposed of for the highest scrap value that can be obtained, if any. If a reasonable effort to sell the item as scrap is not successful, it may, in the General Manager's discretion, be given away on a first-come-first served basis, or disposed of as-is or after demolition in an appropriate solid waste disposal facility.

1155.90 Contracts for materials and supplies for construction or completion of any building, structure, or improvements shall be contracted for in accordance with the California Public Contracts Code as applicable.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 20, 2023  
**TO:** Board of Directors  
**RE:** Budget Amendment for Purchase of Hose and Nozzle Compliments on Type 1 and type 2 Engines  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager  
Eric Saylor, Fire Chief

---

### Recommended Action

Staff recommends that the Board approve a budget amendment in the amount of \$43,877.87 to purchase hose and nozzle compliments on Type 1 and Type 2 engines.

### Background

El Cerrito/Kensington Fire Department is in the process of updating the Type 1 and Type 2 engine hose and nozzle compliments. The quotes to complete this are attached totaling \$43,877.87. While this was not included in the initial budget for the fiscal year, these are critical to proper maintenance of the engines. A budget amendment to fund these from the Rolling Stock Reserve is requested which has a balance of \$1,075,806.

### Fiscal Impact

Funds are available in the Rolling Stock Reserve which was established for this purpose.

**Attachments:** Quotes from Hen Nozzles, Municipal Emergency Services, and Allstar Fire Equipment Inc.



**HEN Nozzles**  
 2560 Barrington Court  
 Hayward, California 94545  
 United States  
 support@hennozzles.com  
 Phone: (330)701-5983

Price Quote: #0000017  
 Issued on: Sep 26, 2023  
 Expiry Date: Jan 1, 2024

**El Cerrito (Kensington) Quote**

**Thomas Wade**

twade@ci.el-cerrito.ca.us  
 10900 San Pablo Avenue  
 El Cerrito, California 94530  
 United States  
 (707)333-8117

Product or Service	Price	Quantity	Line Total
<b>Blade-160t-1.5"NH</b> Adjustable SmoothBore Nozzle 160 GPM @ 50 PSI; Inlet thread: 1.5" NH"; SKU:160T30-NB	\$845.00	7	\$5,915.00
<b>Hydro 138 Shutoff-1.5"NH</b> Stainless steel shutoff with 1 3/8" inch waterway ; 1.5" NH Inlet thread; 1.5" NH Outlet thread ; SKU: 138H33-00 ;	\$645.00	7	\$4,515.00
<b>Blade-265-1.5"NH</b> Adjustable SmoothBore Nozzle 265GPM@50PSI; Inlet: 1.5"NH SKU:265T30-00	\$1,145.00	3	\$3,435.00
<b>Hyrdo 138 Shutoff-2.5"NH</b> Stainless steel shutoff with 1 3/8" inch waterway ; 2.5" NH	\$845.00	3	\$2,535.00

Product or Service	Price	Quantity	Line Total
--------------------	-------	----------	------------

Inlet thread; 1.5" NH Outlet  
thread ;  
SKU: 138H43-00 ;

**Blade-45t-1.5"NH**

Adjustable SmoothBore

Nozzle Tip

45GPM@100PSI;

Inlet Thread 1.5"NH;

SKU: 045T30-00

\$435.00

8

\$3,480.00

**Hydro 100 Shutoff-1.5"NH**

Stainless steel shutoff with

1" inch waterway ; 1.5" NH

Inlet thread; 1.5" NH Outlet

thread ;

SKU: 100H33-NB ;

\$395.00

8

\$3,160.00

Subtotal

\$23,040.00

El Cerrito Sales Tax (10.25%)

\$2,361.60

**Total Price:**

**\$25,401.60**

Notes

Thanks for your order!

Legal Terms





(877) 637-3473

# Quote

**Quote #** QT1743916  
**Date** 09/26/2023  
**Expires** 10/11/2023  
**Sales Rep** Banks, Colin  
**PO #** MATEX HOSE  
**Shipping Method** FedEx Ground  
**Customer** Kensington Fire Protection District (CA)  
**Customer #** C260637

**Bill To**

Kensington Fire Protection District  
 217 Arlington Blvd  
 Kensington CA 94707  
 United States

**Ship To**

Kensington Fire Protection District  
 217 Arlington Blvd  
 Kensington CA 94707  
 United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
MATEX HOSE	DP225CC (ORANGE)-50- D22525ARN		DP225CC(ORANGE)-50-D22525ARN Custom MATEX HOSE 2.30" CC ORANGE X 50' ALUM 2.5" NH	3	\$411.99	\$1,235.97
MATEX HOSE	DP225CC (WHITE)-50- D22525ARN		DP225CC(WHITE)-50-D22525ARN Custom MATEX HOSE 2.30" CC WHITE X 50' ALUM 2.5" NH	4	\$411.99	\$1,647.96
MATEX HOSE	DP225CC (GREEN)-50- D22525ARN		DP225CC(GREEN)-50-D22525ARN Custom MATEX HOSE 2.30" CC GREEN X 50' ALUM 2.5" NH	11	\$411.99	\$4,531.89
MATEX HOSE	DP17CC (ORANGE)-100- ARN		DP17CC(ORANGE)-100-ARN Custom MATEX HOSE Cobra Combat 1.77" hose color orange - 100' ALUM NH	3	\$536.99	\$1,610.97
MATEX HOSE	DP17CC (RED)-100-ARN		DP17CC(RED)-100-ARN Custom MATEX HOSE Cobra Combat - 1.77" hose color -red - 100' ALUM NH	1	\$536.99	\$536.99

Thank you for entrusting MES!

\*Shipping costs my apply at time of invoice to reflect current shipping charges\*

**Subtotal** \$9,563.78  
**Shipping Cost** \$0.00  
**Tax Total** \$836.83  
**Total** \$10,400.61

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1743916



12328 Lower Azusa Road  
Arcadia, CA 91006  
(626) 652-0900

2552 Barrington Court  
Hayward, CA 94545  
(510) 887-6295

**SALES QUOTE**

ECFD092923

Requested by  
Jonh Murphy

Bill To: Kensington Fire Protection District

Ship To: Same

Attn: Thomas Wade

Phone: (707) 333-8117

Email: [twade@ci.el-cerrito.ca.us](mailto:twade@ci.el-cerrito.ca.us)

Date		Date Required	Cust. Order #	Tax Exempt #	Terms	F.O.B.	Salesperson	Ship Via
9/26/2023			<b>Quote</b>		Net 30	Origin	Richert	Drop Ship
Quantity	U/M	AllStar Cost	Description				Price	Amount
20	EA		Key <b>DP17-100S</b> Combat Sniper All Polyester Nitrile Lined Attack Hose, <b>1.75" x 50'</b> , Coupled 1.5" NST, <b>Colors: (8) Yellow, (5) Blue, (7) White, Stenciling on both ends: ECFD 2023</b>				264.00	5,280.00
2	EA		Key <b>DP17-100S</b> Combat Sniper All Polyester Nitrile Lined Attack Hose, <b>1.75"x 10'</b> , Coupled 1.5" NST, <b>Color: Tan, Stenciling on both ends: ECFD 2023</b>				91.75	183.50
			<b>Vendor:</b>		<b>P. O. #</b>			
3	EA		Elkhart <b>01020007</b> 102A Swivel Bell Reducer 2.5 FNH x 1.5 MNH Elk-O-Lite				170.83	512.49
1	EA		Elkhart <b>80035001</b> Standpipe Bag Kit, <b>Included in Kit:</b> (1) Standpipe Bag, (1) 228A-2.5" (1) Pressure Gauge, (1) 105A Elbow, (1) X-86-A Gate Valve, (2) T-464 Spanner Wrench				1,193.40	1,193.40
1	EA		Elkhart <b>11386007</b> 111A 1.5" FNH x 2.5" MNH Increaser				110.12	110.12
			<b>Vendor:</b>		<b>P. O. #</b>			
						Subtotal		\$7,279.51
						Sales Tax	10.250%	\$746.15
						<b>Total</b>		\$8,075.66



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 20, 2023  
**TO:** Board of Directors  
**RE:** Local Hazard Mitigation Plan (LHMP) Update  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

### **Recommended Action**

This item is provided for information only.

### **Background**

In early December, Contra Costa County held several workshops to facilitate the preparers of LHMP updates which Captain David Ciappara and I attended. The County's consultant, Integrated Solutions Consulting, walked attendees through the steps and documents required to complete. Captain Ciappara and Battalion Chief Chase Beckman are working on the District's LHMP update with oversight from Chief Saylor and have submitted the requested documents to the County.

The County and their consultant will review agency submissions and follow up as needed, then prepare a draft for review with the opportunity for agencies to provide comments. Once final updates have been made, the plan will need to be adopted by the Board. We understand this will occur in early Spring so plan to hold the Community Meeting to collect input from Kensington residents in early January, possibly January 10<sup>th</sup> if the date works. This would allow us to incorporate any additional updates as we review the draft plan.

Plan adoption would potentially be ready for the February or March Board meeting, depending upon the County's timing.

### **Fiscal Impact**

There is no fiscal impact at this time.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 20, 2023  
**TO:** Board of Directors  
**RE:** Fiscal Analysis Proposal Review to Request a Presentation by Proposer or Approve Proposal, and Include a Prorated Cost Share in the Budget  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

### Recommended Action

Staff recommends that the Board consider the proposal from Ridgeline Municipal Strategies for approval for award of the project with KPPCSD or request for presentation by the proposer and include a prorated cost share in the budget.

### Background

At the October meeting, the Board approved issuance of the updated Fiscal Analysis Request For Proposals (RFP) with the Kensington Police Protection Community Services District (KPPCSD) at their November meeting. The RFP was then distributed to firms which had completed similar projects as well as publicized by posting on the California Special Districts Association (CSDA) RFP Clearinghouse.

As discussed during several meetings and through the work of two temporary committees (Consolidation Liaison and Consolidation or Reorganization Analysis), combining agencies is done for a variety of reasons aimed at providing public benefit: improved service delivery, organizational efficiency and effectiveness, reduction of costs, improved communications, and coordination. While Kensington might benefit from consolidation or reorganization, the step of completing a fiscal analysis is critical to determine whether there would be reason to consider it further. The analysis may or may not demonstrate a potential financial benefit; however, it is one step of the process and there are other components that the board may consider once that is known.

One proposal was received from Ridgeline Municipal Strategies which demonstrates the firm understands this type of project. Two other firms communicated that they would not be submitting a proposal due to concerns about the scope of work (attached). The Board may consider the proposal for award of the project with KPPCSD; however, has the option to request a presentation by the proposer.

In addition, prorated cost sharing should be considered for approval. There have been prior projects which were undertaken by both districts and costs were shared. In the spirit of participating fully in the process, it is recommended that the Board approve cost sharing. My concern in not agreeing to cost share would be the inability to have sufficient input throughout the analysis.

### Fiscal Impact

If the Board approves cost sharing, the prorated amount will be included in the budget.

**Attachments:** Ridgeline Municipal Strategies Proposal to Prepare Fiscal Analysis  
 Berkson Associates Response to RFP  
 EPS Response to RFP



# Proposal to Prepare Fiscal Analysis Evaluating Reorganization of Kensington Special Districts



**Submitted to:**



and



December 8, 2023

Ms. Mary Morris-Mayorga  
Kensington Fire Protection District  
Mr. David Aranda  
Kensington Police Protection and Community Services District  
10940 San Pablo Avenue  
El Cerrito, CA 94530

Dear Ms. Morris-Mayorga and Mr. Aranda,

Ridgeline Municipal Strategies, LLC ("Ridgeline") is pleased to submit this proposal to prepare a Fiscal Study Evaluating Reorganization of Kensington Special Districts ("Fiscal Study").

Ridgeline is a registered municipal advisory and financial consulting firm assisting California's special districts with financial planning and financing. Our team has over 30 years of combined experience in addressing financing needs of local communities. We have completed over 60 financial consulting assignments and over 150 municipal financings that raised more than \$1 billion in proceeds.

We believe that a comprehensive planning approach is fundamental to the financial health and decision-making process of public agencies. In preparing the Fiscal Study, we will work with you to ensure that all expenses, costs, revenues, and other funding sources and uses are properly captured and incorporated into the fiscal model.

We have read and will comply with all terms and conditions of your RFP. Our proposal is firm and valid for 90 days.

We look forward to working with you on this Fiscal Study.

I, Dmitry Semenov, the Principal of Ridgeline, will be the designated contact on your Project. You can reach me at (916) 250-1590 and [dsemenov@ridgelinemuni.com](mailto:dsemenov@ridgelinemuni.com).

Sincerely,  
RIDGELINE MUNICIPAL STRATEGIES, LLC



Dmitry Semenov  
Principal

# Table of Contents

INTRODUCTION ..... 3

FIRM BACKGROUND and PRIOR EXPERIENCE ..... 3

    Firm Overview ..... 3

    Public Safety Clients ..... 4

    Fiscal Analysis Experience..... 4

    Project Organization and Project Team ..... 5

PROJECT APPROACH ..... 6

SCOPE OF WORK..... 9

    Task 1: Fiscal Analysis of KPPCSD and KFPD as Independent Districts ..... 9

    Task 2: Fiscal Analysis of KPPCSD and KFPD as a Consolidated District ..... 10

    Task 3: Fiscal Study Report Preparation and Presentation ..... 10

PROJECT TIMELINE..... 12

PROJECT BUDGET..... 13

REFERENCES ..... 14

EXCEPTIONS TO THE RFP ..... 15

APPENDIX A: DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER INFORMATION  
FOR RIDGELINE MUNICIPAL STRATEGIES, LLC ..... 17

**RIDGELINE MUNICIPAL STRATEGIES, LLC  
 PROPOSAL TO PREPARE FISCAL ANALYSIS  
 EVALUATING REORGANIZATION  
 of  
 KENSINGTON SPECIAL DISTRICTS**



**INTRODUCTION**

On November 10, 2023, the Kensington Fire Protection District (“KFPD”) and Kensington Police Protection and Community Services District (“KPPCSD”) (collectively, the “Districts”) issued a Request for Proposals (the “RFP”) for the Fiscal Analysis Evaluating Reorganization of Kensington Special Districts (the “Fiscal Study”). Ridgeline Municipal Strategies, LLC (“Ridgeline”) is presenting this proposal in response to the RFP.

**FIRM BACKGROUND and PRIOR EXPERIENCE**

**Firm Overview**

Founded in February 2021, Ridgeline’s vision is to provide personalized, innovative, and independent municipal advisory and financial consulting services to California communities. While we are a young firm, the members of our team have over 30 years of industry experience, completed over 60 various financial consulting assignments, and participated in the preparation and sale of over 150 municipal bond issues, bank loans, and private placements that raised over \$1 billion in financing proceeds.

The public safety (fire and police protection) sector is a core focus of our practice.

**RELEVANT EXPERIENCE OVERVIEW**

<b>FIRE and POLICE SERVICE FOCUS</b>	<b>ANALYSIS &amp; PLANNING</b>
22 public safety clients	11 public safety financing studies
<b>FISCAL STUDIES</b>	<b>LOCAL KNOWLEDGE</b>
7 fiscal studies	Northern CA and Bay Area experience



## Public Safety Clients

The public safety sector experience of Ridgeline and its principal is as follows:

No	Agency Name	Project Description
1	Alpine FPD	UAL Refunding
2	Bonita-Sunnyside FPD	UAL Refunding; Continuing Disclosure
3	Borrego Springs FPD	UAL Refunding
4	Cameron Park CSD	Park and Fire Fee Nexus Study
5	City of Hayward	Fire Station / Police Facility Financing
6	City of Placerville	Police Vehicles and Communication Equipment Financing
7	City of San Marcos	Regional Fire Safety Training Center Financing
8	Cosumnes CSD	Ambulance Financing
9	County of Madera	Fire Apparatus Financing
10	Ebbetts Pass FPD	Pension Cost Optimization, UAL Refunding
11	Kelseyville FPD	Fire Mitigation Fee Nexus Study
12	Lake County FPD	Pension Cost Optimization, UAL Refunding, Fee Nexus Study
13	Lake Valley FPD	UAL Refunding
14	Lakeport FPD	Fire Mitigation Fee Nexus Study
15	Lakeside FPD	Pension Cost Optimization, UAL Refunding, Fire Station Financing
16	Moraga-Orinda FPD	Fiscal Impact Study
17	Multnomah Co Rural FPD No 10	Fire Station Financing
18	Northshore FPD	Fire Mitigation Fee Nexus Study
19	Oceano CSD	UAL Refunding; Fiscal Consulting
20	Penn Valley FPD	UAL Refunding
21	Rancho Adobe FPD	UAL Refunding
22	South Lake County FPD	Fire Mitigation Fee Nexus Study

## Fiscal Analysis Experience

Fiscal analysis is incorporated into most of our work. Specific fiscal study experience of our team members includes the following assignments:

- Town of Moraga & Moraga-Orinda FPD – Rancho Laguna Fiscal Impact Study;
- Placer County – Forest Ranch Fiscal Analysis;
- Placer County – Martis Valley Community Plan Fiscal Analysis;
- City of Auburn – Home Depot Fiscal Analysis
- City of Woodland – Automall Fiscal Analysis;
- City of Woodland / Yolo County – Spring Lake Specific Plan Fiscal Analysis;
- Sacramento County – Arden Arcade Incorporation Fiscal Analysis.

Additionally, the members of our team have performed in-depth fiscal and financial sustainability / credit risk analysis of over 100 public agencies.

## **Project Organization and Project Team**

The following Ridgeline team members will work with the Districts on the Fiscal Study:

*Mr. Dmitry Semenov*, Principal, will be the Project Manager and primary consultant on all Project tasks. He specializes in advising public agencies on fiscal and credit strategies, debt issuance and management, infrastructure, facilities, and equipment financing, and pension cost optimization. Mr. Semenov has completed over 150 municipal financings that raised more than \$1 billion in funding proceeds. Prior to launching Ridgeline, he spent over 10 years in commercial banking, serving fire districts, cities, counties, water and wastewater agencies, transportation agencies, school districts, special districts, and other types of public agencies on the West Coast. He also worked for over 15 years in the public finance consulting and community development field.

Mr. Semenov is a registered Municipal Advisor Professional (Series 50 license) and Municipal Advisor Principal (Series 54 license) with the SEC and MSRB and holds a Master of Business Administration degree from the University of California, Davis and a Bachelor of Science degree in Economics from the Plekhanov University of Economics.

*Mr. Jordan Bird*, Associate, will provide analytical support on the Project. He specializes in fiscal analysis, as well as risk and credit assessment of public agencies. Mr. Bird has performed risk assessment and in-depth financial and fiscal analysis for dozens of local government agencies on the West Coast. Prior to joining the Ridgeline team, he spent over three years as a financial analyst at commercial banks focusing on municipal lending to fire districts, water and wastewater agencies, cities, counties, special districts, and school districts. Mr. Bird holds a Bachelor of Science degree in Economics from the California Polytechnic State University, San Luis Obispo, CA.

*Ms. Galina Rybakova*, Research Associate, will provide analytical and research support on the Project. She specializes in fiscal and data analysis. Prior to joining Ridgeline, she spent a decade working as a data and corporate finance analyst with several financial institutions and manufacturing companies. Ms. Rybakova holds a Bachelor of Science degree in Economics from the State University of Technology and Computer Science, Moscow, Russia.

## PROJECT APPROACH

As the Districts and the public are evaluating the fiscal sustainability of fire and police protection, parks and recreation, and solid waste collection services in the area, it is of utmost importance that detailed and comprehensive fiscal analysis supports the deliberations and the decision-making process.

Ridgeline takes a practical approach to fiscal analysis, rooted in pragmatic realities of prudent financial management that we take into consideration while preparing clients for issuing debt and performing credit due diligence. Our calculations are not theoretical concepts, but rather hands-on cash flow evaluations designed to prepare public agencies for long-term fiscal resiliency and ability to meet the high expectations of lenders and municipal bond investors. We feel that this is particularly important for the Fiscal Study, since the KPPCSD has significant debt exposure. With the possibility of more debt issuance to fund the permanent police station, it is important to start preparing for that as early as practically possible.

One of the most significant financial issues facing California local governments in general and public safety agencies in particular (given their large concentration of Safety employees) is the growing unfunded pension liability and the associated pension costs. Ridgeline has been actively helping the public safety community with optimization of unfunded pension liabilities. While the KPPCSD has issued pension obligation bonds to address its pension liabilities, new unfunded pension obligations have continued to accumulate and need to be proactively managed.

We intend to utilize our hands-on knowledge of pension obligations and CalPERS' practices to help the Districts evaluate alternative approaches to managing their pension costs and identify cost saving strategies.

To ensure quality and efficiency of the Fiscal Study process, we propose the following Project approach:

- **Research Stage:**
  - Gather and review Project-related information, including but not limited to:
    - audited financial statements.
    - budgets and financial forecasts.
    - El Cerrito Fire Services contract.
    - board meeting packets.
    - strategic plans.
    - alternative governance models report.
    - loan agreements.
    - CalPERS and OPEB actuarial valuation reports.

- capital project and equipment programs.
- anticipated grant revenue information.
- reserve policies.
- information pertaining to permanent police station location and costs.
- data on property tax base and growth projection scenarios.
- information on past and proposed tax measures.
- any other relevant information available from the Districts.

A kick-off meeting will be held with the Districts' teams (staff, board members, and any necessary third parties). While the meeting could be done virtually, we recommend an in-person meeting at the Districts' offices, if circumstances allow. During the meeting we will be looking for input on the following topics:

- Strategic initiatives, major upcoming capital projects and equipment purchases, and challenges and opportunities that each District is facing.
- Tax base and growth projections.
- Revenue sources.
- Anticipated funding initiatives (debt financing, grant funding, etc.).
- Reserve targets.
- Regulatory and contractual requirements.
- Billing and collection procedures.
- Desired fiscal analysis alternatives.
- Any other input and themes that need to be incorporated into the Fiscal Study.

During the meeting we will identify and document the Districts' goals and priorities, explore various fiscal alternatives and identify the preferred one, determine capital projects and associated funding mechanisms to be included in the analysis, etc.

Our proposal assumes that the kick-off meeting will be held jointly with both Districts.

- **Analysis Stage:**
  - Based on the information gathered during the Research Stage, Ridgeline will develop fiscal models, analyze historical revenues and expenses, and develop detailed projections for each Project alternative:
    - The KFPD operating independently;
    - The KPPCSD operating independently; and,
    - The Districts operating on a consolidated basis.

The projections will be done for a 10-year period. The models will incorporate staffing assumptions, known and anticipated revenue and cost increases, as well as reserve targets. The revenue and expense categories will generally follow the pattern used in the audited financial statements and budgets to allow for easy verification of data and comparison with future actual performance. Particular attention will be given to the following issues:

- pension and OPEB costs and cost control measures;
- contractual obligations related to the El Cerrito Fire Services contract;
- staffing, major equipment, and capital improvement costs and reserves (including permanent police station, as applicable) and funding sources, including debt issuance and possible grant funding resources;
- borrowing capacity assessment; and
- Districts' ability to meet their existing and anticipated future debt-related financial covenants and maintain targeted reserve levels.

The models will allow the Project team to evaluate the long-term fiscal sustainability of the KFPD and the KPPCSD as independent districts, as well as the long-term fiscal sustainability of the Districts operating on a consolidated basis.

The model outputs will be provided to the Districts' staff for review and comments.

- Once the financial models are approved by the Districts, Ridgeline will prepare the detailed Fiscal Study report, documenting the research, assumptions, analysis, findings, and recommendations. The report will provide substantiated conclusions as to whether the Districts can sustainably operate independently and/or on a consolidated basis. The report will be provided to the Districts in a draft form first to allow for review and comments.

The report will be finalized once the Districts confirm that it has been prepared to their satisfaction.

- **Public Presentation Stage:**

- Ridgeline will prepare and deliver presentations to the Districts' boards of directors and to the public and/or the Contra Costa County LAFCo, if necessary. Presentation materials will be provided to the Districts' staff for review and approval ahead of time.

## SCOPE OF WORK

To complete the Scope of Services outlined in the RFP, Ridgeline proposes the following scope of work.

### **Task 1: Fiscal Analysis of KPPCSD and KFPD as Independent Districts**

Ridgeline will develop a separate fiscal model for each District as an independent operation. The analysis will include 3-5 years of historical financial data, a 10-year projection for the existing revenue sources, operating expenses, capital improvements, reserves, etc. and an evaluation of the fiscal capacity of each District to continue providing services. The analysis will account for the present and future capital and operational needs of each Districts and include the following:

1. The projected cost of the KPPCSD's requirement to secure a permanent police station location in Kensington under the following scenarios:
  - a. the KPPCSD using its own buildings and land vs. purchasing land and building a new structure; and
  - b. the KPPCSD sharing space with the KFPD in the Kensington Public Safety Building.
2. The KFPD's contractually obligated reserves for the El Cerrito Fire Services contract.
3. The KFPD's current reserve policy for fire engine and vehicle replacement.
4. Staffing costs and capital reserves required to manage and maintain the Kensington Public Safety Building.
5. For each District, Ridgeline will develop a projection of the CalPERS pension costs and OPEB costs, including normal costs and amortization of the unfunded accrued liability, Section 115 Trust contributions, repayment of pension obligation bonds, etc., to the extent applicable. We will work closely with the Districts' staff and CalPERS and third party actuaries to develop future liability projections.
6. An assessment of each District's borrowing capacity.

Ridgeline will work with the Districts' team to obtain on-going feedback and review of the analysis throughout the work process.

Task 1 deliverables:

- Separate fiscal models for each District, prepared in Excel and provided to the Districts in the PDF format.
- Brief technical memorandum documenting the assumptions, methodologies, and results of the fiscal analysis.

## **Task 2: Fiscal Analysis of KPPCSD and KFPD as a Consolidated District**

Ridgeline will develop a fiscal model for the two Districts operating as a consolidated district. The analysis will incorporate assumptions from Task 1 and include a 10-year projection for the existing revenue sources, operating expenses, capital improvements, reserves, etc. and an evaluation of the fiscal capacity of the consolidated district to provide services. The consolidated fiscal analysis will address the following topics:

- An assessment of the consolidation's impact on general fund balances, liquid cash reserves, and capital reserves for dedicated purposes.
- The full immediate and long-term cost of rehousing the Kensington Police Department in an essential service structure in Kensington.
- Identify potential cost savings and increases due to consolidation and potential impacts on the Districts' ability to continue providing their services on a consolidated basis.
- Analysis of staffing changes and the associated CalPERS pension impacts.
- An assessment of the consolidated District's borrowing capacity and its comparison to the borrowing capacities of the Districts operating independently.

The analysis will be consistent with Government Code Section 56653(b)(5). The Districts may need to develop additional documentation to meet the requirements of Government Code Sections 56653(b)(1)-(4).

Task 2 deliverables:

- Fiscal models for the consolidated district, prepared in Excel and provided to the Districts in the PDF format.
- Brief technical memorandum documenting the assumptions, methodologies, and results of the fiscal analysis.

## **Task 3: Fiscal Study Report Preparation and Presentation**

Based on the work completed in prior tasks, Ridgeline will prepare the Fiscal Study report, which will incorporate the following information:

- The description of both Districts and their services.
- Service area description.
- Overview of financial operations for the last 3-5 years.
- The 10-year financial projections developed during Tasks 1 and 2.
- Summary of the capital facilities program.

- The fiscal models developed during Tasks 1 and 2.
- Fiscal analysis assumptions and methodology.
- Comparative analysis of the studied operating scenarios.

The report will be prepared as follows:

- The preliminary report will allow for the District teams' review and comments.
- The administrative draft report will be presented at the Districts' Board of Directors meetings.
- The final report will include the final Board of Directors and staff changes.

The report will be delivered to the Districts in the PDF format. The printing and reproduction costs of the hard copies are not included in the budget and will be the responsibility of the Districts.

The Fiscal Study and its results will be presented at each District's board meeting and subsequently at a public town hall and/or LAFCO meeting. The Project budget includes a total of three (3) presentations.

Task 3 deliverables:

- Preliminary, Administrative Draft, and Final Fiscal Study Reports
- Presentation materials for the District board meetings and public town hall / LAFCO meeting.



## PROJECT TIMELINE

We anticipate the following Project timeline:

- Contract Award – February 1, 2024
- Information Gathering and Review (2-3 weeks) – February 2024
- Kick-off Meeting – Early March 2024
- Fiscal Model Development and Review (3-4 weeks) – March – April 2024
- Report Preparation and Review (4-5 weeks) – April – May 2024
- District Board Meetings – May – June 2024 (depending on Districts’ schedules)
- Town Hall / LAFCO Meeting – June – July 2024 (depending on Districts’ schedules)

The timeline can be revised as necessary. Our current work pipeline allows us to complete the Fiscal Study within the outlined schedule, assuming timely feedback from the Districts.

The timeline assumes one week review time for the fiscal models and report by the Districts’ staff. Board meeting materials will be provided one week prior to board meetings.

Districts’ staff will be responsible for scheduling and coordinating the board meetings and the public town hall / LAFCO meeting.

## PROJECT BUDGET

To complete the Scope of Work, Ridgeline proposes a **not-to-exceed budget of \$49,620**, as detailed in the table below.

Ridgeline will be compensated on a time and materials basis, not-to-exceed total budget. Time may be re-allocated between tasks and team members, as necessary. Invoices will be submitted to the Districts monthly.

If there are material changes to the Scope of Work, a revised budget may be negotiated by a mutual written agreement between Ridgeline and the Districts.

**Kensington Fire Protection District & Kensington Police Protection and Community Services District  
Fiscal Study Project Budget**

Task	Description	Hours [1]			Total	Total Cost [1]
		Principal @ \$315/hr	Associate @ \$195/hr	RA @ \$95/hr		
<b>1</b>	<b>Fiscal Analysis of KPPCSD and KFPD as Independent Districts</b>					
1.1	Gather and Review Project Information / Data	8	8	2	18	\$4,270
1.2	Kick-Off Meeting / Client Interviews	6	6	0	12	\$3,060
1.3	Fiscal Model Development	16	32	4	52	\$11,660
<b>2</b>	<b>Fiscal Analysis of KPPCSD and KFPD as a Consolidated District</b>	8	16	0	24	\$5,640
<b>3</b>	<b>Fiscal Study Report Preparation and Presentation</b>					
3.1	Report Preparation	20	36	8	64	\$14,080
3.2	Board Meetings and Town Hall Presentations	24	6	4	34	\$9,110
	<b>Travel Expenses</b>					\$1,800
	<b>TOTAL</b>	<b>82</b>	<b>104</b>	<b>18</b>	<b>204</b>	<b>\$49,620</b>

[1] Time and cost are estimates and will vary. Billings will be done on T&M basis for actual amount of time required, not to exceed total amount shown.

Our budget includes one (1) in-person kick-off meeting with the Districts' team, two (2) in-person Board meetings and one (1) in-person town hall / LAFCO meeting. Additional in-person meetings will be billed at \$1,200 per meeting (includes travel costs).

All project deliverables will be provided electronically in the PDF format. Printing and reproduction costs will be responsibility of the Districts and are not included in the budget.

## REFERENCES

We encourage you to contact our references listed below:

1. *Lake County Fire Protection District* – fire mitigation fee nexus study, pension cost optimization strategy, comprehensive pension liability management policy, unfunded accrued liability refunding (2022-23).

Ms. Miasha Rivas, Finance Analyst

Mr. Willie Sapeta, Fire Chief

(707) 994-2170

[mrivas@lakecountyfire.com](mailto:mrivas@lakecountyfire.com)



2. *City of San Juan Bautista* – Fiscal and feasibility analysis, financing strategy and financing for water and wastewater compliance projects (full system rebuild) (2021 – on-going):

- a. Project fiscal feasibility analysis for the EPA;
- b. Water and wastewater rate study preparation support;
- c. Financial planning, budget development, financing strategy development and implementation, DWR and EPA negotiation support;
- d. Phase 1 SRF and USDA financing - \$18m and \$10.3m – completed;
- e. Phase 1 interim project financing (bank line of credit) - \$14.6m – completed;
- f. Successful grant applications to USDA (\$6.5m), EPA STAG (\$1m), and State of California (\$3m);
- g. On-going USDA, SRF and interim financings for Phase 2.

Mr. Don Reynolds, City Manager

(831) 594-6322

[citymanager@san-juan-bautista.ca.us](mailto:citymanager@san-juan-bautista.ca.us)



3. *Lakeside Fire Protection District* – Comprehensive pension cost optimization strategy, pension liability management policy, issuance of \$27.9M pension obligation bonds (public sale), \$4.6M fire station renovation financing (2018-23).

Mr. Don Butz, Fire Chief

(619) 390-2350

[dbutz@lakesidefire.org](mailto:dbutz@lakesidefire.org)



## EXCEPTIONS TO THE RFP

We have read the Fiscal Study RFP dated November 10, 2023. Based on the reviewed information, we believe that we fully understand the Fiscal Study scope and are able to accomplish the work to the Districts' satisfaction.

We do not request any exceptions to the Scope of Work.

We would like to request the following exceptions to the Agreement language:

- As a registered municipal advisory firm under the regulatory authority of the U.S. Securities and Exchange Commission ("SEC") and the Municipal Securities Rulemaking Board ("MSRB"), we are required to include certain provisions and disclosures into all our contracts. We request that the following language be added to the Consultant Agreement:

"Ridgeline is a registered municipal advisor with the Securities and Exchange Commission (the "SEC") and the Municipal Securities Rulemaking Board (the "MSRB"), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2. This Agreement designates Ridgeline as the District's independent registered municipal advisor ("IRMA") with regard to the attached Scope of Services for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the "IRMA Exemption"). Ridgeline shall not be responsible for, or have any liability in connection with, verifying that Ridgeline is independent from any other party seeking to rely on the IRMA Exemption (as such independent status is required pursuant to the IRMA Exemption, as interpreted from time to time by the SEC). The District acknowledges and agrees that any reference to Ridgeline, its personnel, and its role as IRMA, including in the written representation of the District required under SEC Rule 15Ba1-1(d)(3)(vi)(B) shall be subject to prior approval by Ridgeline. The District further agrees not to represent that Ridgeline is the District's IRMA with respect to any aspect of a municipal securities issuance or municipal financial product, outside of the attached Scope of Services or without Ridgeline's prior written consent.

MSRB Rule G-42 requires that municipal advisors make written disclosures to its clients of all material conflicts of interest and certain legal or disciplinary events. Such disclosures are provided in Ridgeline's Disclosure Statement delivered to the District together with this Agreement as Attachment \_\_\_\_."

The Disclosure Statement referenced above is enclosed as Appendix A.

- The following language should be added to the Agreement:

## ELECTRONIC DELIVERY OF DOCUMENTS

Client agrees that delivery of information and documents shall be in a manner acceptable to Ridgeline, and Client agrees and acknowledges that delivery shall normally be via electronic means, including, but not limited to, an emailed hyper-link to the email address provided to Ridgeline by Client. Client hereby consents to such electronic delivery of all documents and information required pursuant to this Agreement, acknowledges that this form of electronic delivery constitutes delivery to Client of the information linked thereto or contained therein and agrees and acknowledges that: (i) Client's consent to electronic delivery means that Client will receive an email that contains either a hyper-link that will connect Client to the relevant information on a particular web page of Ridgeline's website or the web site of a third-party or an attachment, such as a PDF file or other document; (ii) Client has access to this media and the ability to print and/or download the information provided thereby; (iii) Client will update Client's electronic contact information immediately if Client's email address changes; (iv) Client agrees to maintain a working and operational email address, and maintain a computer system that is able to accept and incorporate then-current standards of communication; and (v) Client's consent to electronic delivery, as described herein, is valid until Client effectively revokes such consent. Occasional requests for paper documents will not trigger revocation. Client may revoke such consent to electronic delivery at any time by providing written notice to Ridgeline.

## LIMITATION OF LIABILITY

Except to the extent caused by willful misconduct, bad faith, gross negligence, or reckless disregard of obligations or duties under this Agreement on the part of Ridgeline or any of its associated persons, neither Ridgeline nor any of its associated persons shall have liability to any person for any act or omission in connection with performance of its services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, any municipal financial product or any other financial product or investment, or for any financial or other damages resulting from the Client's election to act or not to act, as the case may be, contrary to or, absent negligence on the part of Ridgeline or any of its associated persons, upon any advice or recommendation provided by Ridgeline to the Client.

# APPENDIX A: DISCLOSURE OF CONFLICTS OF INTEREST AND OTHER INFORMATION FOR RIDGELINE MUNICIPAL STRATEGIES, LLC

## I. Introduction

Ridgeline Municipal Strategies, LLC (hereinafter, referred to as “Ridgeline”) is a registered municipal advisor with the Securities and Exchange Commission (the “SEC”) and the Municipal Securities Rulemaking Board (the “MSRB”), pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2.

The MSRB is the primary rulemaking body for the municipal securities industry in general and municipal advisors in particular. Their website can be accessed at [www.msrb.org](http://www.msrb.org). The website includes, among other things, the municipal advisory client brochure, which describes protections that are provided by the MSRB’s rules and the process for filing complaints with appropriate regulatory authorities. The municipal advisory client brochure can be accessed at:

<http://www.msrb.org/~media/Files/Resources/MSRB-MA-Clients-Brochure.ashx?la=en>.

In accordance with MSRB rules, this disclosure statement is provided by us to each client prior to the execution of our advisory agreement with written disclosures of all material conflicts of interests and legal or disciplinary events that are required to be disclosed with respect to providing financial advisory services pursuant to MSRB Rule G-42(b) and (c)(ii). Ridgeline employs a number of resources to identify and subsequently manage actual or potential conflicts of interest in addition to disclosing actual and potential conflicts of interest provided herein.

### *Fiduciary Duty*

Ridgeline has a fiduciary duty to the Client and must provide both a Duty of Care and a Duty of Loyalty that includes the following.

#### *Duty of Care:*

- Exercise due care in performing its municipal advisory activities;
- Possess the degree of knowledge and expertise needed to provide the Client with informed advice;
- Make a reasonable inquiry as to the facts that are relevant to the Client’s determination as to whether to proceed with a course of action or that form the basis for any advice provided to the Client; and,
- Undertake a reasonable investigation to determine that we are not providing any recommendations on materially inaccurate or incomplete information.
- We must have a reasonable basis for:
  - Any advice provided to or on behalf of the Client;
  - Any representations made in a certificate that we sign that will be reasonably foreseeably relied upon by the Client, any other party involved in the municipal securities transaction or municipal financial product, or investors in the Client’s securities; and,
  - Any information provided to the Client or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

### *Duty of Loyalty:*

We must deal honestly and with the utmost good faith with the Client and act in the Client's best interests without regard to the financial or other interests of Ridgeline. We will eliminate or provide full and fair disclosure (included herein) to the Client about each material conflict of interest (as applicable). We will not engage in municipal advisory activities with the Client, as a municipal entity, if we cannot manage or mitigate our conflicts in a manner that permits us to act in the Client's best interest.

### *How We Identify and Manage Conflicts of Interest*

**Code of Ethics.** Ridgeline requires all of its employees to conduct all aspects of our business with the highest standards of integrity, honesty and fair dealing. All employees are required to avoid even the appearance of misconduct or impropriety and avoid actual or apparent conflicts of interest between personal and professional relationships that would or could interfere with an employee's independent exercise of judgment in performing the obligations and responsibilities owed to a municipal advisor and our clients.

**Policies and Procedures.** Ridgeline has adopted policies and procedures that include specific rules and standards for conduct. Some of these policies and procedures provide guidance and reporting requirements about matters that allow us to monitor behavior that might give rise to a conflict of interest. These include policies concerning the making of gifts and charitable contributions, entertaining clients, and engaging in outside activities, all of which may involve relationships with clients and others that are important to our analysis of potential conflicts of interest.

**Supervisory Structure.** Ridgeline has both a compliance and supervisory structure in place that enables us to identify and monitor employees' activities, both on a transaction and firm-wide basis, to ensure compliance with appropriate standards. Prior to undertaking any engagement with a new client or an additional engagement with an existing client, appropriate municipal advisory personnel will review the possible intersection of the client's interests, the proposed engagement, our engagement personnel, experience and existing obligations to other clients and related parties. This review, together with employing the resources described above, allows us to evaluate any situations that may be an actual or potential conflict of interest.

**Disclosures.** Ridgeline will disclose to clients those situations that it believes would create a material conflict of interest, such as:

- 1) any advice, service or product that any affiliate may provide to a client that is directly related to the municipal advisory work of Ridgeline;
- 2) any payment made to obtain or retain a municipal advisory engagement with a client;
- 3) any fee-splitting arrangement with any provider of an investment or services to a client;
- 4) any conflict that may arise from the type of compensation arrangement we may have with a client; and
- 5) any other actual or potential situation that Ridgeline is or becomes aware of that might constitute a material conflict of interest that could reasonably be expected to impair our ability to provide advice to or on behalf of clients consistent with regulatory requirements.

If Ridgeline identifies such situations or circumstances, we will prepare meaningful disclosure describing the implications of the situation and how we intend to manage the situation. Ridgeline will also disclose any legal or disciplinary events that are material to a client's evaluation or the integrity of our management or advisory personnel. Ridgeline will provide this disclosure (or a means to access this information) in writing prior to starting our proposed engagement, and will provide such additional information or

clarification as the client may request. Ridgeline will also advise clients in writing of any subsequent material conflict of interest that may arise, as well as the related implications, its plan to manage that situation, and any additional information such client may require.

## **II. General Conflict of Interest Disclosures**

### ***Disclosure of Conflicts Concerning the Firm's Affiliates***

Ridgeline does not have any affiliates that provide any advice, service, or product to or on behalf of the Client that is directly or indirectly related to the municipal advisory activities to be performed by Ridgeline.

### ***Disclosure of Conflicts Related to the Firm's Compensation***

Ridgeline has not made any payments directly or indirectly to obtain or retain the Client's municipal advisory business.

Ridgeline has not received any payments from third parties to enlist Ridgeline's recommendation to the Client of its services, any municipal securities transaction or any municipal finance product.

Ridgeline has not engaged in any fee-splitting arrangements involving Ridgeline and any provider of investments or services to the Client.

From time to time, Ridgeline may be compensated by a municipal advisory fee that is or will be set forth in an agreement with the client to be, or that has been, negotiated and entered into in connection with a municipal advisory service. Payment of such fee may be contingent on the closing of the transaction and the amount of the fee may be based, in whole or in part, on a percentage of the principal or par amount of municipal securities or municipal financial product. While this form of compensation is customary in the municipal securities market, it may be deemed to present a conflict of interest since we may appear to have an incentive to recommend to the client a transaction that is larger in size than is necessary. Further, Ridgeline may also receive compensation in the form of a fixed fee arrangement. While this form of compensation is customary, it may also present a potential conflict of interest if the transaction ultimately requires less work than contemplated and we are perceived as recommending a more economically friendly pay arrangement. Finally, Ridgeline may contract with clients on an hourly fee basis. If Ridgeline and the client do not agree on a maximum amount of hours at the outset of the engagement, this arrangement may pose a conflict of interest as we would not have a financial incentive to recommend an alternative that would result in fewer hours. Ridgeline manages and mitigates all of these types of conflicts by disclosing the fee structure to the client, and by requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, after reasonable inquiry, including the client's needs, objectives, and financial circumstances.

### ***Disclosure Concerning Provision of Services to State and Local Government, and Non-Profit Clients***

Ridgeline regularly provides financial advisory services to state and local governments, their agencies, and instrumentalities, and non-profit clients. While our clients have expressed that this experience in providing services to a wide variety of clients generally provides great benefit for all of our clients, there may be or may have been clients with interests that are different from (and adverse to) other clients. If for some reason any client sees our engagement with any other particular client as a conflict, we will mitigate this conflict by engaging in a broad range of conduct, if and as applicable. Such conduct may include one or any combination of the following: 1) disclosing the conflict to the client; 2) requiring that there be a review of the municipal securities transaction or municipal financial product to ensure that it is suitable for the client in light of various factors, including the client's needs, objectives and financial circumstances; 3) implementing procedures that establishes a "firewall" that creates physical, technological and procedural



barriers and/or separations to ensure that non-public information is isolated to particular area such that certain governmental transaction team members and supporting functions operate separately during the course of work performed; and 4) in the rare event that a conflict cannot be resolved, we will withdraw from the engagement.

#### ***Disclosure Related to Legal and Disciplinary Events***

As registered municipal advisors with the SEC and the MSRB, pursuant to the Securities Exchange Act of 1934 Rule 15Ba1-2, our legal, disciplinary and judicial events are required to be disclosed on our forms MA and MA-I filed with the SEC, in 'Item 9 Disclosure Information' of form MA, 'Item 6 Disclosure Information' of form MA-I, and if applicable, the corresponding disclosure reporting page(s). To review the foregoing disclosure items and material change(s) or amendment(s), if any, clients may electronically access Ridgeline filed forms MA and MA-I on the SEC's Electronic Data Gathering, Analysis, and Retrieval system, listed by date of filing starting with the most recently filed at [www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html).

Ridgeline does not have any legal or disciplinary events or disciplinary history on its Form MA and Form(s) MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgements, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation. There have been no material changes to a legal or disciplinary event disclosure on any form MA or Form MA-I filed with the SEC.

#### ***Disclosure Related to Recommendations***

If Ridgeline makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the Client and is within the scope of the engagement, Ridgeline will determine, based on the information obtained through reasonable diligence of Ridgeline whether a municipal securities transaction or municipal financial product is suitable for the Client. In addition, Ridgeline will inform the Client of:

- the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- the basis upon which Ridgeline reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Client; and,
- whether Ridgeline has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the Client's objectives.

If the Client elects a course of action that is independent of or contrary to the advice provided by Ridgeline, Ridgeline is not required on that basis to disengage from providing services to the Client.

#### ***Disclosure Related to Record Retention***

Pursuant to the SEC record retention regulations, Ridgeline is required to maintain in writing, all communications and created documents between Ridgeline and the Client for five (5) years.

### **III. Specific Conflicts of Interest Disclosures - Client**

To our knowledge, following reasonable inquiry, as of the commencement of the Project, we are not aware of any actual or potential conflict of interest that could reasonably be anticipated to impair our ability to provide advice to or on behalf of the Client in accordance with applicable standards of conduct of MSRB Rule G-42. If we become aware of any potential conflict of interest that arises after this disclosure, we will disclose the detailed information in writing to the Client in a timely manner.

Ridgeline does not act as principal in any of the transactions related to its role / work on the Project.

Ridgeline does not have any other engagements or relationships that might impair Ridgeline's ability to either render unbiased and competent advice to or on behalf of the Client, or to fulfill our fiduciary duty to the Client, as applicable.



Mary Morris-Mayorga  
General Manager  
Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 94707

December 8, 2023

*sent via email*

Dear Ms. Morris-Mayorga,

I appreciate receiving the RFP for Fiscal Analysis Evaluating Reorganization of the Kensington Police Protection and Community Services District (KPPCSD) and the Kensington Fire Protection District (KFPD).

The project is very important and challenging; however, I must decline the request to submit a proposal at this time. I understand that one of the RFP's objectives is to provide a concise fiscal analysis of potential reorganization, but the scope of the RFP includes additional objectives and multiple options, for example issues surrounding KPPCSD building and space needs and location. These additional, indirectly related issues expand the scope significantly and require additional consultant staff capacity and expertise.

Please let me know if you have any questions or whether I can be of assistance in the future.

Respectfully,

A handwritten signature in black ink, appearing to read 'Richard L. Berkson', written in a cursive style.

Richard Berkson, Principal, BERKSON ASSOCIATES  
34 Terrace Avenue  
San Anselmo, CA 94960  
(510) 612-6906

cc: David Aranda, Interim General Manager, Kensington Police Protection and Community Services District

---

**From:** Ashleigh Kanat <[akanat@epsys.com](mailto:akanat@epsys.com)>  
**Sent:** Thursday, December 7, 2023 5:50 PM  
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Subject:** RE: RFP

Hi David,

Just following up to confirm that EPS will not be submitting a proposal. I appreciate your call the other day and the clarification provided, especially related to the PERS issues. I considered submitting a proposal with an alternative approach/scope but ultimately decided it was too risky, especially in light of our limited capacity as we approach the end of the year. I hope you end up with a great consultant to help you out. If not, and if you choose to reissue the RFP, I would recommend separating your request for facility analysis from the financial analysis. The combination results in more variables and greater complexity than may be strictly necessary.

Thank you,  
Ashleigh

**ASHLEIGH KANAT** (*she/her/hers*)  
**PRINCIPAL**

Economic & Planning Systems (EPS)  
T 510-841-9190  
D 510-626-8384

---

**From:** Ashleigh Kanat  
**Sent:** Tuesday, November 28, 2023 3:34 PM  
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Cc:** Edward Sullivan <[egads@epsys.com](mailto:egads@epsys.com)>  
**Subject:** RE: RFP

Hi David,

My colleague Ed Sullivan and I just reviewed the RFP much more closely, and I'm now realizing the requested experience goes a bit beyond what we can provide. Specifically, we can't satisfy item #6 under submittal requirements. We also mapped out the number of scenarios that are required to address the questions posed in the RFP, and it comes to 18 when we layer in the CalPers alternatives and various facility alternatives on top of the reorganization alternatives. I'm afraid it's not as straightforward as I indicated yesterday!

We are not going to be able to respond at this time. I did forward the RFP to Richard Berkson (Berkson Associates) – he may be interested. I also think you may need a public safety consultant – not just a fiscal/financial consultant.

Thank you,  
Ashleigh

**ASHLEIGH KANAT** (*she/her/hers*)  
**PRINCIPAL**

Economic & Planning Systems (EPS)  
T 510-841-9190  
D 510-626-8384

---

**From:** Ashleigh Kanat  
**Sent:** Monday, November 27, 2023 6:18 PM  
**To:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Subject:** RE: RFP

Hi David,

Yes, I did receive the RFP – thank you.

I've reviewed it and it all looks straight-forward. I'm working on trying to figure out a staffing plan – we're surprisingly busy given that we're heading into the end-of-year holidays! I'll figure that out this week and then draft a proposal next week.

Best,  
Ashleigh

**ASHLEIGH KANAT** (*she/her/hers*)  
**PRINCIPAL**

Economic & Planning Systems (EPS)  
T 510-841-9190  
D 510-626-8384

---

**From:** David Aranda <[DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)>  
**Sent:** Monday, November 27, 2023 10:48 AM

To: Ashleigh Kanat <[akanat@epsys.com](mailto:akanat@epsys.com)>  
Subject: RFP

Hi Ashleigh: I hope you are doing well. I wanted to confirm that you received the RFP for the Kensington consolidation Financial study for KPPCSD and KFPD? Would you please confirm if you are planning on responding to the proposal?  
Thanks David

David Aranda  
Interim General Manager

---

**Kensington Police**

**Protection & Community Services District**



510-526-4141 | Main

510-960-0716 | Cell  
510-440-5410 | Fax  
Email: [DAranda@kppcsd.org](mailto:DAranda@kppcsd.org)  
10940 San Pablo Avenue | El Cerrito, CA. 94530



---

STATEMENT OF CONFIDENTIALITY | This electronic message and any files or attachments transmitted with it may be confidential, privileged, or proprietary information of the Kensington Police Protection & Community Services District. The information is solely for the use of the individual or entity to which it was intended to be addressed. If the reader of this message is not the intended recipient, you are hereby notified that use, distribution, or copying of this e-mail is strictly prohibited. If you received this e-mail in error, please notify the sender immediately, destroy any copies.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 20, 2023  
**TO:** Board of Directors  
**RE:** Election of Officers for 2024  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

### **Recommended Action**

Staff recommends that the Board takes the necessary steps to elect the President, Vice President, and Secretary for 2024.

### **Background**

In accordance with *Policy 1050 Board Meetings* (attached), the Board will hold an annual organizational meeting at the regular December meeting and elect the President, Vice President, and Secretary for the following calendar year. *Policy 1070 Board Officers* (attached) describes the positions.

### **Fiscal Impact**

There is no fiscal impact.

**Attachments:** *Policy 1050 Board Meetings*  
*Policy 1070 Board Officers*

disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.

**1050.31** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

**1050.40** Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the President may declare the meeting adjourned to a stated time and place.

**1050.50** Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.

**1050.60** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**1050.70** The Chairperson and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

**1050.80** Board meeting recordings shall be posted to the District website to allow for public access.

**1050.90** Committees created by formal action of the Board shall comply with the Brown Act.

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY NUMBER and TITLE: 1070 Board Officers**

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

- 1070.11** [Reserved]
- 1070.12** [Reserved]
- 1070.13** Represent and speak for the organization to other organizations and to the public.
- 1070.14** Preside at business meetings.
- 1070.15** Appoint committees.
- 1070.16** Sign letters or documents necessary to carry out the will of the organization.
- 1070.17** Preside at meetings of the Board of Directors or governing board.

**1070.20** The **Vice President** of the Board of Directors assumes the duties of the President in case of absence or incapacity of the President. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

**1070.30** The **Secretary** of the Board of Directors shall certify the correctness of the minutes and enter them in the official minute book; sign official documents to attest to their authenticity; and carry on the official correspondence of the organization as directed, except correspondence assigned to other officers.





## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 20, 2023  
**TO:** Board of Directors  
**RE:** Public Safety Building Project Update  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

### Recommended Action

For information only, no action is requested at this time.

### Background

The project team (contractor, architect/design, and construction manager) continues to work daily on construction and project administration (e.g. review/respond to RFIs, review/respond to submittals and change orders; site visits/meetings; and review construction schedule). The most recent construction progress noted by the design team is listed below including photographs.

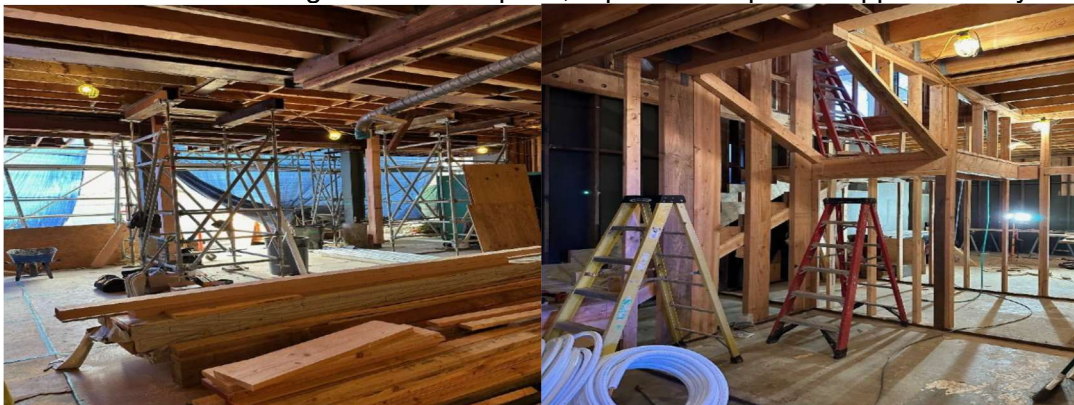
The monthly schedule update is in progress; however, the current schedule shows substantial completion to be May 31, 2024 with the contract allowing 30 days max for completion of punch list items. Depending upon punch list items, move in may occur during this time including furniture installations. We are in the process of evaluating furniture needs to be ready for that step.

Roof: parapet and membrane flashing has been installed; copper flashing is not installed.

Second Floor: electrical conduit, plumbing, HVAC is ongoing; routing and location of fire sprinkler lines as well as HVAC routing at the hall are being reviewed.



First Floor: stair framing is ~50% complete; replacement post at apparatus bay has been installed.



Exterior: existing door openings at the rear were reviewed; exterior windows have been installed.



**Fiscal Impact**

An update on the project budget versus expended is included below with change orders that have been required for unforeseen conditions since the amended budget in a separate column. These have been necessary for: storm drains – investigation and additional, waterproofing, piers, dry rot, abatement, and repair/replacement of app bay posts.

	Project Budget 9/20/2023	Change Orders	Paid Through 11/30/2023	Remaining Budget
<u>Public Safety Building:</u>				
Construction	\$ 5,882,253	\$ 222,816	\$ 3,415,662	\$ 2,689,407
PSB Renovation Design/Engineering	774,740		276,663	498,077
Permits/Inspection/Testing	141,017		121,982	19,036
Construction/Project Management	394,987		272,461	122,526
Furniture, Fixtures, and Equipment	200,000		-	200,000
Legal Counsel	130,000		45,012	84,988
<u>Temporary Fire Station:</u>				
Construction Cost	595,453		595,453	1
Design/Engineering/Project Management	107,573		80,116	27,457
Relocation	221,566		149,882	71,683
Sub-Total:	\$ 8,447,589	\$ 222,816	\$ 4,957,231	\$ 3,713,174
Project Contingency Allowance	550,000	(222,816)	-	327,184
Total Project Budget	<u>\$ 8,997,589</u>	<u>\$ -</u>	<u>\$ 4,957,231</u>	<u>\$ 4,040,358</u>



## Supporting Material for Agenda Item: President's Report

### President's Report

1. Expression of gratitude for board member service on the various temporary committees.
2. Sunsetting of all CY 2023 temporary committees that were established by Presidential appointment.

Temporary committees appointed by the current board president are decommissioned as of the completion of the board meeting 20 December 2023, as noted below, in anticipation that this board will adjourn until the new year unless urgent matters arise. Any unanticipated urgent district issues related to these committees that may arise before the new year of 2024 can be managed by the full board.

### Happy New Year to all and thank you!

#### 1. EXPRESSION OF GRATITUDE FOR BOARD MEMBER SERVICE ON TEMPORARY COMMITTEES.

(In alphabetical order.)

Thank you to **Director Levine** for his service this year on two temporary board committees:

- Information Technology
- Consolidation liaison and reorganization analysis

Thank you to **Director Nagel** for his service this year on three temporary board committees:

- Information Technology
- Recruitment for Permanent KFPD GM
- Consolidation or reorganization analysis

Thank you to **Director Watt** for his service this year on one temporary board committee:

- Public Safety Building

#### 2. SUMMARY OF TEMPORARY COMMITTEES OF THE 2023 KFPD BOARD

##### A. INFORMATION TECHNOLOGY (Daniel Levine, Larry Nagel) - SUNSETTED ON 20 DECEMBER 2023

- Project scope includes: provide policy support to Interim GM and board members for matters requiring information technology expertise including but not limited to effective execution of hybrid meetings, new applications of information technology solutions to further streamline district operations, e.g., voice recognition transcription of audio to minutes. Liaise with KFPD's information technology service provider as needed.

##### B. RECRUITMENT COMMITTEE FOR PERMANENT KFPD GM (Larry Nagel, Julie Stein) – SUNSETTED BY SUCCESSFUL COMPLETION OF COMMITTEE SCOPE IN SEPTEMBER 2023

- Work with BHI Consulting on the recruitment process and associated materials.
- Participate in preliminary introductions to candidates, as needed, and make recommendations for board meeting agenda items.
- Be available as needed to provide feedback to BHI Consulting.

**C. CONSOLIDATION OR REORGANIZATION ANALYSIS (Danial Levine, Larry Nagel) – SUNSETTED ON 20 DECEMBER 2023**

Committee charge, to include but not limited to:

- Report to the KFPD board on significant developments in the KPPCSD’s discussions and actions related to consolidation or reorganization of KPPCSD and KFPD.
- Develop a clear statement of the proposed problem that is being addressed by consolidation or reorganization and, if applicable, consider developing alternative approaches for consideration by the KFPD board.
- Ensure the use of official and standard LAFCO terminology and methods during the course of the independent analysis and any associated outreach.  
[E.g., see, Glossary of LAFCO Terms recommended by Contra Costa County LAFCO: <https://www.sdlafco.org/resources/extras/glossary-of-lafco-terms>].
- To the extent feasible, research and respond to issues and concerns raised by the KFPD board at board meetings about the analysis and related matters.
- Identify factors relevant to consolidation or reorganization that may not be considered in the LAFCO standard independent financial analysis.
- Consult with fire protection and fire safety service providers and stakeholders as needed.
- Recommend agenda items for regular or special KFPD board meetings as applicable.
- Recommend public meetings as needed, including public meetings between this committee and any related committee formed by the KPPCSD and outreach meetings with the public and stakeholders.

**D. PUBLIC SAFETY BUILDING (Julie Stein and Jim Watt) – SUNSETTED IN MAY 2023**

- Project scope includes: Liaise with counterparts on the KPPCSD board, if applicable, and with KFPD’s interim GM and other staff, consultants, contractors, and constituents related to progress, occupancy options, and financial updates on the seismic renovation of the Public Safety Building.

**E. CONSOLIDATION LIAISON (Danial Levine) – SUNSETTED IN JUNE 2023 (REPLACEMENT COMMITTEE ON REORGANIZATION ANALYSIS WAS APPOINTMED)**

- Project scope includes: report to the KFPD board on any significant developments in the KPPCSD board’s discussions and actions related to consolidation or unification of KPPCSD and KFPD (“consolidation”). Recommend agenda items for KFPD board meetings when applicable. For background, refer to KPPCSD board meeting action on the topic of consolidation at the December 2022 regular meeting. This liaison role (temporary committee of one board member) may be expanded to a committee of two-board members in the future.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 20, 2023  
**TO:** Board of Directors  
**RE:** General Manager's Report  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

Highlights of the regular business activities, other special projects, and updates for the District which are not covered in other agenda items are noted below for November/December:

### *New Board Member Appointment*

The County Board of Supervisors in coordination with the Elections Office are working to complete this appointment in January and will provide me with an update as available.

### *FY 2022-2023 Audit*

With anticipated acceptance of the new auditor at this meeting, staff will begin coordinating with the audit firm as soon as possible. The audit is expected to be complete by the end of March.

### *Certificate of Transparency*

Once we have two training certificates, all items will be complete for transmittal to CSDA.

### *District of Distinction and Certificate of Transparency*

With the training certificates above and once my follow up with CSDA on the Governance Foundations training requirement for new directors, this will be complete as well.

### *Agenda Management Platform Evaluation*

Candace and I have begun evaluating some options that will integrate with the website as well as facilitate PRA requests. We will provide more information in the coming months.