



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

Wednesday, November 11, 2020 7:00pm  
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://zoom.us/j/99650957176?pwd=cE0wWE5mcERVaTNoVWR5c3FFTHBaUT09> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org). Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair’s discretion.

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

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

Please click the link below to join the webinar:

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International numbers available: <https://zoom.us/u/ab8EiOISyG>

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

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

**2. ORAL COMMUNICATIONS.** This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.

3. **ADOPTION OF CONSENT ITEMS.** Items 3.1 – 3.4 listed below are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda.
  - 3.1. **Approval of Minutes** of the regular meetings of September 9, 2020 (supporting material-Angela finishing) (ACTION)
  - 3.2. **Acceptance of Incident Activity Report** October 2020 (ACCEPT) (supporting material)
  - 3.3. **Approval of Monthly Transmittal** October 2020 (APPROVE) (supporting material)
  - 3.4. **Approval of Monthly Financial Reports** October 2020 (APPROVE) (supporting material)
4. **President's Report**
  - **General Remarks** (verbal)
5. **Interim General Manager's Report**
  - **General Updates** (verbal and/or supporting material)
  - **Action Plan Update** (supporting material)
6. **Fire Chief's Report** (supporting material)
7. **ADMINISTRATIVE ITEMS**
  - 7.1. **Proposal to Amend the Structure and Function of the Board's Finance Committee** (Padian) (separate motions) (supporting material)
  - 7.2. **Update on the Status of the Public Safety Building County Evaluation of Conceptual Design and Recommended Next Steps by Mallory Cusenbery/RDC Architecture** (PRESENTATION/DISCUSSION/ACTION) (supporting material)
  - 7.3. **Consider Scheduling a Joint Board Meeting with the KFPD and KPPCSD Board of Directors on the Public Safety Building Conceptual Design and Financing Options** (ACTION) (supporting material)
  - 7.4. **Discussion of Board Priorities for Emergency Preparedness and Public Safety Activities and Education for the immediate and long-term (3-5 years) future** (Padian/Nagel) (DISCUSSION) (supporting material)
8. **Board Reports**

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

  - a. Finance Committee (Stein/Dommer) (supporting material)
  - b. Emergency Preparedness Committee (Padian/Nagel) (supporting material)

- c. California Special Districts Association Representatives:
  - i. County (Nagel)
  - ii. State Professional Development and Membership Services Committees (Kosel)

**9. ANNOUNCE AND ADJOURN TO CLOSED SESSION**

- 10. CLOSED SESSION:** *May recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.*

**PUBLIC EMPLOYMENT APPOINTMENT (GC 54957)**

Title: General Manager

**CONFERENCE WITH LABOR NEGOTIATORS**

Agency designated representative: Rachel Hundley, Assistant District Counsel  
Unrepresented employee: General Manager

**11. RECONVENE TO OPEN SESSION**

Report on Action Taken by the Board During Closed Session, If Any, Pursuant to California Government Code Section 54957.1

- 12. Consider Ratification of Employment Agreement for General Manager Position (ACTION)** (supporting material)

**13. Adjournment**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on December 9, 2020 at 7:00pm via Zoom Teleconference. The deadline for agenda items to be included in the Board packet is Wednesday, December 2, 2020 by 1:00pm.

If you challenge a decision of the Board of Directors in court, you may be limited to raising only those issues you or someone else raised at the Board Meeting or in written correspondence delivered at, or prior to, the Board Meeting.



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

Wednesday, September 9, 2020 7:00pm  
 Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://zoom.us/j/98735271685> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org). Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

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 301 715 8592 or +1 312 626 6799

Webinar ID: 987 3527 1685

International numbers available: <https://zoom.us/u/avFwwJGdw>

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

President Stein called the meeting to order at 7:01pm.

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

- 2. ORAL COMMUNICATIONS.** This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.

- 3. ADOPTION OF CONSENT ITEMS.** Items 3.1 – 3.8 listed below are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to

assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda.

**Moved/Seconded:** Director Kosel/Director Nagel **Action:** Passed a motion to remove consent item 3.4 **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

**Moved/Seconded:** Director Kosel/Director Nagel **Action:** Passed a motion to remove consent items 3.7 and 3.8 **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

**Moved/Seconded:** Director Kosel/Director Nagel **Action:** Passed a motion to adopt consent items 3.1, 3.2, 3.3, 3.5 and 3.6 **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

**3.1. Approval of Minutes** of the regular meetings of August 12, 2020  
**Action:** Approved Minutes

**3.2. Acceptance of Incident Activity Report** August 2020  
**Action:** Accepted Report

**3.3. Approval of Monthly Transmittal** August 2020  
**Action:** Approved Transmittal

**3.4. Adoption of Resolution 20-13 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for Fiscal Year 2020-2021**

IGM Morris-Mayorga discussed a few changes for the budget for the Fiscal Year 2020-2021: increased property taxes (2%) each year; increasing office wages, IT/Equipment; reduced Feasibility Study to estimated; and include a grant writer.

President Stein suggested an analysis of how we utilized attorneys in the past so this can be managed in a more cost effective manner, if possible.

**Moved/Seconded:** Director Nagel/Director Dommer **Action:** Passed a motion to adopt Resolution 20-13 **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

**3.5. Adoption of Resolution 20-14 Establishing New Policy 185 Training Requirements**  
**Action:** Adopted Resolution

**3.6. Adoption of Resolution 20-15 Approving Amendments to Policy 1020 Code of Conduct**  
**Action:** Adopted Resolution

**3.7. Adoption of Resolution 20-16 Approving Amendments to Policy 170 Discrimination, Harassment and Retaliation Prevention**

**Moved/Seconded:** Director Kosel/Director Nagel **Action:** Passed a motion to approve amendments to Policy 170 Discrimination, Harassment and Retaliation Prevention **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None **Motion Approved**

**3.8. Adoption of Resolution 20-17 Approving Amendments to Policy 180 Complaint and Investigation Procedures**

**Moved/Seconded:** Director Kosel/Director Nagel **Action:** Passed a motion to approve amendments to Policy 180 Complaint and Investigation Procedures **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None. **Motion Approved**

**4. President's Report** (verbal report)

President Stein did not have info to report.

**5. Interim General Manager's Report**

**5.1. Report on Status of Fire Danger Sign**

IGM Morris-Mayorga reported that installation of the sign is in progress; however, it requires an encroachment permit which may take several weeks.

**5.2. Action Plan Update**

IGM Morris-Mayorga reported on the status of the expectations/goals. Director Kosel asked for a status update on the Certificate of Transparency; IGM Morris-Mayorga stated she would verify and complete the remaining requirements to submit this soon. Director Nagel inquired what the timeline was for completion; IGM Morris-Mayorga stated the goal is to complete the Action Plan items before the end of the calendar year.

**5.3. Shredding event in October**

This event will need to be postponed for safety reasons.

**6. Fire Chief's Report**

Chief Pigoni presented his report included in the packet. He noted that we are currently getting into the peak of the fire season and the state has already hit a record number of acres burned. The majority of people within community are complying with notices being sent out for the Districts Vegetation Management Program. September is National Preparedness Month; this can be added to the website and the link is included in the Fire Chiefs Report.

The Emergency Operations Plan is in the process of being reviewed and is available on the website for the Board to read through. Chief Pigoni would like to do an Emergency Operations Drill to do a run through of the Emergency Operations Plan in November.

**7. ADMINISTRATIVE ITEMS**

**7.1. Evacuation Messaging and Public Communication (DISCUSSION/POTENTIAL ACTION)**

Director Stein initiated the discussion. While there are a lot of resources available for the general public, there should be a unified message that the District wants to communicate to prevent sending out mixed messages, liability issues, and to ensure controlled evacuations.

Legal Counsel Board Members can make statements that are contrary to Board Policies, however, consequences and sanctions may be imposed.

Director Kosel suggested that the department communicate officially: Fire Chief and IGM Morris-Mayorga, including IGM Morris-Mayorga posting on NextDoor vs. Nixil. There was no motion and the Board will follow up on this matter during the next meeting.

**7.2. Review Final Version of Letter to CCC Fire Chief Re: Cameras on Vollmer Peak Moved/Seconded:** Director Nagel/Vice President Padian **Action:** Passed a motion to approve the President and the Chief to sign the letter and send it off. **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

**7.3. Report Back on ZoneHaven Proposed Subscription Agreement Combined with City of El Cerrito**

IGM Morris-Mayorga worked with Chief Pigoni and proposed for the City of El Cerrito to enter into an agreement and include Kensington.

**Moved/Seconded:** Director Kosel/Director Dommer **Action:** Passed a motion to approve the subscription between the City of El Cerrito and ZoneHaven **Ayes:** President Stein, Directors Dommer, Kosel and Nagel **Noes:** Vice President Padian

**7.4. Review Format of Monthly Financial Reports**

**Moved/Seconded:** Director Nagel/Director Kosel **Action:** Passed a motion to approve this monthly financial report, with the understanding that the format will be similar each month **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

**7.5. Public Safety Building Financing and Decision Plan**

This item was not discussed and/or cut off during the recording.

**7.9 Report on General Manager Recruitment by BHI and Consider Scheduling Special Meetings to Hold Interviews**

Brent Ives/BHI Management Consulting reviewed his report included in the packet. The postings closed on August 14th followed by a review of all eleven candidates who were ranked. The top 5 candidates were selected and scheduled for a Zoom meeting; four of the five candidates stood out as the caliber to send to the board. Mr. Ives will set up a shareable file so the board can review their files, interview tips, and generate 4-5 interview questions they would like to consider for Zoom interviews. He recommends doing the interviews during the 16th - 18th of September. Mr. Ives will facilitate the interview process and work with IGM Morris-Mayorga to schedule interviews after which the four candidates can be narrowed down to the top 1-2 candidates.

**Moved/Seconded:** Director Dommer/Director Kosel **Action:** Passed a motion to approve the process proposed. **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel

**7.6. Authorize the Interim General Manager to Negotiate a Lease for Office Space**

IGM Morris-Mayorga explained the cost of office space: the space on Arlington is \$35,000/year and the space on Colusa is \$30,000-\$35,000/year.

**Moved/Seconded:** Director Kosel/Director Nagel **Action:** Motion to postpone Item 7.6 to lease office space outside the building until we determine whether or not we need to **Ayes:** Directors Dommer, Kosel and Nagel **Noes:** President Stein, Vice President Padian

President Stein asked if there was a motion to extend the meeting and there was none.

**Moved/Seconded:** Director Kosel/Director Nagel **Action:** Motion to adjourn the meeting **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

*The meeting was adjourned prior to completion of the following items:*

**7.7. Proposed Amendment to Policy 8 Checking Account (First Reading) (ACTION)**  
(supporting material)

**7.8. Consider Emergency Preparedness Agenda Items for:**

- **Calling a Special Meeting on All or Specific Items (ACTION), or**
  - **Discussing at the Current Meeting on All or Specific Items (ACTION)**
- 7.8.1. Changes to Kensington Traffic and Evacuation Patterns Now Completed (INFORMATION)**
- 7.8.2. Recommendation to ask the Board to request the El Cerrito Fire Department and the KPPCSD to use Nixle and NextDoor to (1) notify the public of Red Flag Days and (2) notify the public in advance of the first warning of impending Diablo Wind Events (ACTION)**
- 7.8.3. Status of Proposal for a Pilot Program to Provide Emergency Radios to Members of the Public (DISCUSSION/ACTION)**
- 7.8.4. Status and Future Steps for Investigating the Acquisition and Installment of Emergency Public Address Systems for Kensington (DISCUSSION)**
- 7.8.5. Request for the Board to Approve Action Items Proposed by the Kensington Police Department Regarding Investigation into Potential Changes in Parking Configuration on six segments of Kensington streets, including public input, and to approve the production (no cost) of an educational video to explain the rationale for the proposed parking changes (ACTION) (supporting material)**
- 7.8.6. Request from Emergency Preparedness Committee to Hire a Part-Time Emergency Preparedness Coordinator (Discussion and possible ACTION) (supporting material)**
- 7.8.7. Preliminary calculations of the traffic load on Kensington's streets during an emergency evacuation with little warning; implications for educating residents (DISCUSSION)(supporting material)**

**7.9. Report on General Manager Recruitment by BHI and Consider Scheduling Special Meetings to Hold Interviews**

*This item was moved to the location where discussed.*

## **8. Board Reports**

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

- a. Finance Committee (Stein/Dommer) (supporting material)
- b. Emergency Preparedness Committee (Padian/Nagel) (supporting material)
- c. California Special Districts Association Representatives:
  - i. County (Nagel)



- ii. State Professional Development and Membership Services Committees (Kosel)

**9. Adjournment** at 10:00pm

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on November 11, 2020.

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Board Secretary



**KENSINGTON FIRE PROTECTION DISTRICT**  
 SPECIAL and ADJOURNED MEETINGS OF THE  
 BOARD OF DIRECTORS  
 MINUTES

Wednesday, September 30, 2020 7:00pm  
 Via Zoom Teleconference

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**7:00 PM**

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

President Stein called the meeting to order at 7:03pm.

Present: President Stein, Vice President Padian, Directors Dommer and Nagel. Director Kosel was absent during the special meeting which she notified staff in advance of.

**2. ORAL COMMUNICATIONS.** Comments are limited to items on this special meeting agenda. Speakers shall be ~~required~~ requested to provide their names and addresses prior to giving public comments.

Vice President Padian noted the term "required" in Item 2: Oral Communications vs. the term "requested" in Item 4: Oral Communications/Reconvene Adjourned Meeting. IGM Morris-Mayorga will look into this further.

**3. Approve Supplemental Transmittal**

**Action:** Approved Transmittal

IGM Morris-Mayorga reviewed the invoices noting Director Stein's was due to a correction for the County warrant issued.

**Moved/Seconded:** Vice President Padian/Director Dommer **Action:** Passed a motion to approve the Supplemental Transmittal **Ayes:** President Stein, Vice President Padian, Directors Dommer and Nagel **Noes:** None. **Motion Approved**

According to President Stein, the attorney advised that the legal and proper way of adding an agenda item to a continued meeting is to address the new items in the special meeting, adjourn that meeting, and proceed where the Regular Board Meeting left off.

#### **4. ADJOURN SPECIAL MEETING at 7:30pm**

##### **7:15 PM – RECONVENE ADJOURNED MEETING from September 9, 2020**

**ORAL COMMUNICATIONS.** This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.

Present: President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel.

Director Kosel inquired whether the meeting was legal since it was not posted at the Public Safety Building; IGM Morris-Mayorga confirmed it is as all other postings were done.

**Moved/Seconded:** Director Nagel/None **Action:** Motion to consider all items in 7.8 first, then proceed with the order starting with 7.5. No second. **Motion Failed**

#### **7. ADMINISTRATIVE ITEMS**

##### **7.5. Public Safety Building Financing and Decision Plan**

IGM Morris-Mayorga noted this item is for discussion and does not include a decision on the actual building, renovations, or designs at this time. She reviewed options for financing including outside financing and the overall process if the Board offers occupancy to the Police Protection District. RDC is the architect seeking a determination on the conceptual design for the Public Safety Building Renovation and the County has stated that an elevator will be required and may impact the design; RDC provided an updated draft design being reviewed by both agencies.

IGM Morris-Mayorga reviewed the schedule noting the timeline has shifted, with an estimated project duration of 22-months.

IGM Morris-Mayorga will follow up on the percentage of the parking lot allotted as well as consulting a financial advisor on recommended financing.

**Moved/Seconded:** Director Nagel/Kosel **Action:** Motion to postpone the discussion of Item 7.5 **Public Safety Building Financing and Decision Plan** to the October 14, 2020 Board Meeting. **Ayes:** President Stein, Vice President Padian, Directors Kosel and Nagel **Noes:** None **Absent:** Director Dommer was not present during the motion

##### **7.7. Proposed Amendment to Policy 8 Checking Account**

IGM Morris-Mayorga reviewed the proposed policy amendment and reviewed the costs associated with current County payments which offset the potential loss of interest. This item will be on the October 14, 2020 meeting for a second reading.

**7.8. Consider Emergency Preparedness Agenda Items for:**

- **Calling a Special Meeting on All or Specific Items (ACTION), or**
- **Discussing at the Current Meeting on All or Specific Items (ACTION)**

The order of discussion is as follows: 7.8.7 7.8.1, 7.8.5, 7.8.6, 7.8.2, 7.8.3, 7.8.4

**7.8.7 Preliminary calculations of the traffic load on Kensington's streets during an emergency evacuation with little warning; implications for educating residents**

Director Padian reviewed the following information which was compiled from multiple sources (Contra Costa County, etc): 10 zipcodes in Northern CA were identified as the most hazardous; 1 zipcode in the Bay Area (94708: Upper Kensington & North Berkeley Hills) in terms of evacuation and emergency. Concerns with the traffic load and evacuation with little warning: local evacuation orders issued by Kensington Police and Fire, may utilize Zonehaven, Staged Evacuation, Sunset View Cemetary, etc

**7.8.1. Changes to Kensington Traffic and Evacuation Patterns Now Completed**

Director Padian presented this item: thirty percent (30%) of the traffic load will be relieved with the use of two cemeteries for evacuations; converted 6-8 ballards around town into chains (removable on one side) to ensure vehicles and pedestrians can get through.

**7.8.5 Request for the Board to Approve Action Items Proposed by the Kensington Police Department Regarding Investigation into Potential Changes in Parking Configuration on six segments of Kensington streets, including public input, and to approve the production (no cost) of an educational video to explain the rationale for the proposed parking changes**

This item was discussed and it was noted that KPD will generate a brochure to explain the proposed parking changes.

**Moved/Seconded:** Director Nagel/Vice President Padian **Action:** Motion for the Board to consider approving the request sponsored by the Kensington Police Department and the Emergency Preparedness Committee of the KFPD based on recommendations of the traffic evacuations study commissioned by the KFPD to work in collaboration with the Kensington Police Department to develop parking orientation changes on six Kensington street segments. **Ayes:** Director Nagel **Noes:** President Stein, Vice President Padian, Director Kosel. **Motion Failed**

**Moved/Seconded:** Director Nagel/Vice President Padian **Action:** Motion for the Board to approve the production of an educational video to be accessed on the website to both Boards with public safety officials explaining the need for Evacuation Preparedness and how proposed parking changes implement that. **Ayes:** President Stein, Vice President Padian, Director Nagel **Noes:** None **Motion Approved**

**Moved/Seconded:** Director Nagel/Vice President Padian **Action:** Motion to extend the meeting to 10:15pm. **Ayes:** President Stein, Vice President Padian, Director Nagel **Noes:** Director Kosel. **Motion Approved**

**Moved/Seconded:** Director Nagel/Vice President Padian **Action:** Motion for the Board to approve the production of an educational video to be accessed on the website to both Boards with public safety officials explaining the need for Evacuation Preparedness **Ayes:** President Stein, Vice President Padian, Directors Kosel and Nagel **Noes:** None. **Motion Approved**

**Moved/Seconded:** Director Nagel/Director Kosel **Action:** Motion to adjourn the meeting and to reconvene at the next Board Meeting on October 14, 2020 at 7:00pm **Ayes:** President Stein, Vice President Padian, Directors Kosel and Nagel, **Noes:** None. **Motion Approved**

*This meeting was adjourned prior to the completion of these items:*

- 7.8.2. **Recommendation to ask the Board to request the El Cerrito Fire Department and the KPPCSD to use Nixle and NextDoor to (1) notify the public of Red Flag Days and (2) notify the public in advance of the first warning of impending Diablo Wind Events (ACTION)**
- 7.8.3. **Status of Proposal for a Pilot Program to Provide Emergency Radios to Members of the Public (DISCUSSION/ACTION)**
- 7.8.4. **Status and Future Steps for Investigating the Acquisition and Installment of Emergency Public Address Systems for Kensington (DISCUSSION)**

*Item 7.8.5 was moved to the location where discussed earlier in the meeting.*

*This meeting was adjourned prior to the completion of this item:*

- 7.8.6. **Request from Emergency Preparedness Committee to Hire a Part-Time Emergency Preparedness Coordinator (Discussion and possible ACTION) (supporting material)**

*Item 7.8.7 was moved to the location where discussed earlier in the meeting.*

## **8. Board Reports**

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

- a. Finance Committee (Stein/Dommer) (supporting material)
- b. Emergency Preparedness Committee (Padian/Nagel) (supporting material)
- c. California Special Districts Association Representatives:
  - i. County (Nagel)
  - ii. State Professional Development and Membership Services Committees (Kosel)

## **9. Adjournment at 10:00pm**

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on November 11, 2020.

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Board Secretary



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

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



November 5, 2020

**TO:** Kensington Fire Protection District Board Members  
**FROM:** Michael Pigoni: Fire Chief  
**RE:** **Incident Activity Reports for the Month of October 2020**

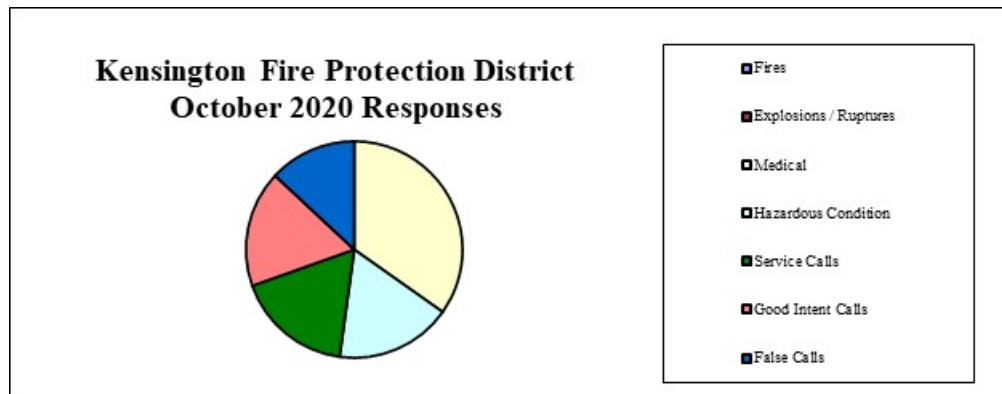
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There were 23 incidents that occurred during the month of October in the community of Kensington. This is an increase of 4 calls over the previous month. Please see the attached "Incident Log" for the dates and times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of 51 calls in all districts, an increase of 6 calls from last month.

There were no fires or property loss last month and the increase of 4 calls within the community were due to the winds and downed limbs and wires during the two Red Flag Warning events. We also had a decrease in medical emergencies.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	8	34.78%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	17.39%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	4	17.39%
<b>Good Intent Calls</b>	<i>(Cancelled En-Route, Wrong Location)</i>	4	17.39%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	3	13.04%
<b>Totals</b>		<b>23</b>	<b>100.00%</b>



## Kensington Fire Protection District Response Log for October 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020101952	02-Oct-20 08:01:19	318 Arlington AVE	Kensington	E365	445
2	0020103868	07-Oct-20 11:33:02	1601 Ocean View AVE	Kensington	E165	400
3	0020104075	07-Oct-20 21:51:12	824 Coventry RD	Kensington	E165	444
4	0020104151	08-Oct-20 07:23:03	67 Kingston RD	Kensington	E165	321
5	0020104469	08-Oct-20 22:03:21	260 Amherst AVE	Kensington	E165	550
6	0020105206	11-Oct-20 03:29:30	193 Highland BLVD	Kensington	E165	321
7	0020105830	12-Oct-20 18:37:27	28 Norwood AVE	Kensington	E165	651
8	0020106492	14-Oct-20 15:12:09	307 Rugby AVE	Kensington	E365	321
9	0020106955	15-Oct-20 19:19:48	132 Highland BLVD	Kensington	E365	412
10	0020107404	16-Oct-20 20:24:54	Highland BLVD	Kensington	E365	700
11	0020107912	18-Oct-20 05:28:07	295 Purdue AVE	Kensington	E165	321
12	0020108365	19-Oct-20 12:20:45	38 Ardmore RD	Kensington	E165	611H
13	0020108380	19-Oct-20 12:49:55	38 Ardmore RD	Kensington	E165	733
14	0020108664	20-Oct-20 10:03:59	27 Edwin DR	Kensington	E365	321
15	0020108851	20-Oct-20 19:08:21	460 Coventry RD	Kensington	E165	651
16	0020109398	22-Oct-20 10:52:11	51 Franciscan WAY	Kensington	E165	554
17	0020110094	24-Oct-20 11:03:22	35 Arlington AVE	Kensington	E165	733
18	0020110188	24-Oct-20 15:52:48	Arlington AVE	Kensington	E165	321
19	0020110259	24-Oct-20 19:27:08	435 Berkeley Park BLVD	Kensington	E171	321
20	0020110532	25-Oct-20 15:58:34	16 Edwin DR	Kensington	E365	5000
21	0020111966	29-Oct-20 00:58:51	38 Avon RD	Kensington	E165	5000
22	0020111992	29-Oct-20 04:55:57	711 Coventry RD	Kensington	E165	321
23	0020112968	31-Oct-20 19:45:27	79 Franciscan WAY	Kensington	E165	651

\* See Attached Table for Incident Type Explanations

### Type Series

**100**

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

**200**

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

**300**

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

**400**

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

**500**

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

**600**

***(Cancelled En Route, Wrong Location)***

**700**

***(Wrong Company/Unit Dispatched)***

## Kensington Fire Protection District Engine 65 Response Log for October 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020101952	02-Oct-20 08:00:37	318 Arlington AVE	Kensington	E365	445
2	0020102696	04-Oct-20 05:24:16	Moeser LANE	El Cerrito	E365	140
3	0020103850	07-Oct-20 10:49:31	6722 Stockton AVE	El Cerrito	E165	400
4	0020103868	07-Oct-20 11:31:02	1601 Ocean View AVE	Kensington	E165	400
5	0020104075	07-Oct-20 21:50:10	824 Coventry RD	Kensington	E165	444
6	0020104151	08-Oct-20 07:21:53	67 Kingston RD	Kensington	E165	321
7	0020104369	08-Oct-20 16:12:16	8106 Terrace DR	El Cerrito	E165	113
8	0020104469	08-Oct-20 22:02:21	260 Amherst AVE	Kensington	E165	550
9	0020104548	09-Oct-20 05:36:50	7148 B ST	El Cerrito	E165	5000
10	0020104991	10-Oct-20 10:57:22	1436 Rifle Range RD	El Cerrito	E165	321
11	0020105206	11-Oct-20 03:29:06	193 Highland BLVD	Kensington	E165	321
12	0020105440	11-Oct-20 18:22:08	10900 San Pablo AVE	El Cerrito	E165	321
13	0020105495	11-Oct-20 19:29:58	1330 Linda Vista DR	El Cerrito	E165	554
14	0020105681	12-Oct-20 09:55:50	10900 San Pablo AVE	El Cerrito	E165	5000
15	0020105830	12-Oct-20 18:35:42	28 Norwood AVE	Kensington	E165	651
16	0020105997	13-Oct-20 09:38:58	123 Pomona AVE	El Cerrito	E165	611X
17	0020106095	13-Oct-20 13:56:25	S Park DR	Orinda	E165	611P
18	0020106360	14-Oct-20 08:37:58	Wildcat Canyon RD	Berkeley	E365	611H
19	0020106492	14-Oct-20 15:10:40	307 Rugby AVE	Kensington	E365	321
20	0020106955	15-Oct-20 19:16:18	132 Highland BLVD	Kensington	E365	412
21	0020107404	16-Oct-20 20:20:02	Highland BLVD	Kensington	E365	700
22	0020107655	17-Oct-20 14:01:48	540 Ashbury AVE	El Cerrito	E165	733
23	0020107752	17-Oct-20 17:41:35	527 Ashbury AVE	El Cerrito	E165	321
24	0020107912	18-Oct-20 05:25:42	295 Purdue AVE	Kensington	E165	321
25	0020108023	18-Oct-20 13:45:22	0-0 Wildcat Canyon RD	Orinda	E165	611
26	0020108147	18-Oct-20 20:26:31	2363 Emeric AVE	Richmond	E165	5000
27	0020108365	19-Oct-20 12:19:32	38 Ardmore RD	Kensington	E165	611H
28	0020108380	19-Oct-20 12:49:22	38 Ardmore RD	Kensington	E165	733
29	0020108618	20-Oct-20 07:21:00	7404 Susan AVE	El Cerrito	E365	550
30	0020108664	20-Oct-20 10:02:20	27 Edwin DR	Kensington	E365	321



31	0020108851	20-Oct-20 19:07:23	460 Coventry RD	Kensington	E165	651
32	0020109398	22-Oct-20 10:48:37	51 Franciscan WAY	Kensington	E165	554
33	0020109857	23-Oct-20 15:40:56	Brook RD	Moraga	E165	5000
34	0020109885	23-Oct-20 17:24:54	3233 Yosemite AVE	El Cerrito	E165	611
35	0020109889	23-Oct-20 17:34:50	San Pablo Dam RD	San Pablo	E165	611
36	0020110086	24-Oct-20 10:50:35	I 80 W	Richmond	E165	132
37	0020110094	24-Oct-20 11:02:11	35 Arlington AVE	Kensington	E165	733
38	0020110108	24-Oct-20 11:23:12	Broadway AVE	San Pablo	E165	713
39	0020110188	24-Oct-20 15:51:55	Arlington AVE	Kensington	E165	321
40	0020110265	24-Oct-20 19:36:05	814 Contra Costa DR	El Cerrito	E165	651
41	0020110457	25-Oct-20 12:15:57	101 Colusa AVE	El Cerrito	E365	651
42	0020110532	25-Oct-20 15:56:16	16 Edwin DR	Kensington	E365	5000
43	0020111110	26-Oct-20 20:10:04	803 Craft AVE	El Cerrito	E165	611
44	0020111323	27-Oct-20 12:36:39	7821 Terrace DR	El Cerrito	E165	554
45	0020111806	28-Oct-20 15:38:11	2522 Mira Vista DR	El Cerrito	E165	611X
46	0020111966	29-Oct-20 00:58:19	38 Avon RD	Kensington	E165	5000
47	0020111992	29-Oct-20 04:55:15	711 Coventry RD	Kensington	E165	321
48	0020112057	29-Oct-20 09:35:38	618 Albemarle ST	El Cerrito	E165	400
49	0020112478	30-Oct-20 14:20:48	7937 Terrace DR	El Cerrito	E165	5000
50	0020112863	31-Oct-20 15:51:01	7832 Eureka AVE	El Cerrito	E165	321
51	0020112968	31-Oct-20 19:42:15	79 Franciscan WAY	Kensington	E165	651

\* See Attached Table for Incident Type Explanations

### Type Series

**100**

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

**600**

***(Cancelled En Route, Wrong Location)***

**700**

***(Wrong Company/Unit Dispatched)***

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 :** 11/11/2020  
**LOCATION #:** 13  
**FILENAME:** KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50296	All-Ways Green Services	11/1/2022	44590/Nov	7840	2490			105.00
50148	CALPERS	11/10/202	November Settlement	7840	1061			952.08
50226	CSDA	10/1/2020	1374/2021	7840	2490			7,253.00
50146	Delta Dental	11/1/2020	BE004104294/Nov	7840	1061			948.79
50293	Digital Deployment	10/22/2020	107487/Nov	7840	2490			200.00
50151	El Cerrito	11/1/2020	November	7840	2328			293,181.22
	Fernando Herrera	9/25/2020	Ballard Removal/Install Signs	7840	2490			2,850.00
50300	Mary Morris-Mayorga	11/4/2020	Sept/Oct	7840	2490			242.72
50131	Meyers Nave	10/23/2020	2020090404/Sept	7840	2490			3,043.98
50046	MUN CPAs	10/15/2020	12264/26312	7840	2490			10,000.00
	Oakland Hills Brush Clearing	8/14/2020	8553/Aug-Abatement Program	7840	2490			1,100.00
	Oakland Hills Brush Clearing	8/14/2020	8552/Aug-Abatement Program	7840	2490			1,350.00
50321	Office Team	10/15/2020	56501511/Oct9	7840	2490			416.30
50321	Office Team	10/20/2020	56526173/Oct16	7840	2490			416.30
50321	Office Team	10/28/2020	56568647/Oct23	7840	2490			416.30
50321	Office Team	11/4/2020	56607359/Nov4	7840	2490			416.30
	Kevin Padian	9/25/2020	EPC/Cemetery Evacuation Signs	7840	2490			293.34
50147	Revolving Fund/Mechanics Bank	11/11/2020	Aug-Oct	7840	2490			0.00
50180	Ross Drullis Cusenbery	10/31/2020	2016029-25/Oct	7840	2490			2,207.50
50298	Julie Stein	10/23/2020	48280219/OctNov	7840	2490			14.99
50192	Stericycle	11/1/2020	November	7840	2490			209.05

**TOTAL**

**325,616.87**

Kensington FPD Approval

Kensington Fire Protection District  
 Checking Account Replenishment  
 November 11, 2020

Transactions:

Payee	Date	Debit	Credit	Description
Deposit	08/13/2020		\$ 112,644.40	CERBT Disbursement
Deposit	08/21/2020		\$ 3,050.25	KPPCSD Lease
Fed/State/Heartland Payroll	08/21/2020	\$ 2,278.37		Payroll Tax Withholding/Processing
M Morris-Mayorga	08/21/2020	\$ 3,604.30		Payroll
CALPERS	09/01/2020	\$ 6,270.10		Retiree Health
Google Suite	09/02/2020	\$ 51.30		Monthly Email Service
M Morris-Mayorga	09/04/2020	\$ 2,699.55		Payroll
Fed/State/Heartland Payroll	09/04/2020	\$ 1,487.63		Payroll Tax Withholding/Processing
PG&E	09/15/2020	\$ 367.64		Gas Service
State Comp Insurance Fund	09/16/2020	\$ 384.68		Workers Compensation
Fed/State/Heartland Payroll	09/21/2020	\$ 3,039.85		Payroll Tax Withholding/Processing
M Morris-Mayorga	09/21/2020	\$ 3,399.90		Payroll
CALPERS	09/28/2020	\$ 6.48		Retiree Health
PG&E	09/28/2020	\$ 198.71		Gas Service
COMCAST	10/06/2020	\$ 309.74		Internet
AT&T	10/06/2020	\$ 2,119.07		Telephone
Fed/State/Heartland Payroll	10/07/2020	\$ 3,062.63		Payroll Tax Withholding/Processing
M Morris-Mayorga	10/07/2020	\$ 3,425.58		Payroll
PG&E	10/14/2020	\$ 1,577.66		Electric Service
Fed/State/Heartland Payroll	10/21/2020	\$ 3,039.84		Payroll Tax Withholding/Processing
M Morris-Mayorga	10/21/2020	\$ 3,399.91		Payroll
PG&E	10/22/2020	\$ 103.67		Gas Service
PG&E	10/27/2020	\$ 1,783.16		Electric Service
CALPERS	10/30/2020	\$ 6,214.49		Retiree Health
Deposit	11/02/2020		\$ 3,273.75	KPPCSD Lease/Utilities
Google Suite	11/02/2020	\$ 60.00		Monthly Email Service
		<u>\$ 48,884.26</u>	<u>\$ 118,968.40</u>	
Net Withdrawals for Replenishment			\$ (70,084.14)	
Transfer from CCC General Fund			\$ 70,084.14	Per Board Policy 8 Checking Account
Replenishment Adjusted for Monthly Bills			\$ -	None needed at this time
<i>For District Information Only</i>				
<u>Monthly Bill Estimate:</u>				
All-Ways Green Janitorial			\$ 105.00	
AT&T Telephone			1,200.00	
CalPERS Retiree Health Settlement			952.00	
CalPERS Retiree Health			6,200.00	
Comcast Internet			155.00	
Delta Dental			950.00	
Digital Deployment			200.00	
East Bay MUD			250.00	
Google Suite			60.00	
Miscellaneous			3,000.00	
Payroll			13,000.00	
PG&E Gas/Electric			2,000.00	
Stericycle			300.00	
Temporary/Permanent Accounting			1,200.00	
Temporary/Permanent Administrative Support			1,600.00	
			<u>\$ 31,172.00</u>	
Two Months to Allow for In-transit Reimbursement			<u>62,344.00</u>	

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

	<b>Jul '20 - Jun 21</b>	<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	4,110,418.72	4,348,427.00	-238,008.28	94.53%
Special Taxes	0.00	200,450.00	-200,450.00	0.0%
Other Tax Income	0.00	25,250.00	-25,250.00	0.0%
Lease Agreement	12,201.00	36,603.00	-24,402.00	33.33%
Interest Income	29,322.99	121,800.00	-92,477.01	24.08%
Salary Reimbursement Agreement	0.00	0.00	0.00	0.0%
Salary Reimb Agreement Recon(s)	0.00	0.00	0.00	0.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>4,151,942.71</b>	<b>4,732,530.00</b>	<b>-580,587.29</b>	<b>87.73%</b>
<b>Expense</b>				
<b>Staff</b>				
Wages	47,340.00	144,164.00	-96,824.00	32.84%
Longevity Pay	0.00	0.00	0.00	0.0%
Overtime Wages	0.00	0.00	0.00	0.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	0.00	0.00	0.00	0.0%
Retirement Contribution	0.00	0.00	0.00	0.0%
Payroll Taxes	3,621.52	14,416.00	-10,794.48	25.12%
Workers Compensation/Life Ins	384.68	0.00	384.68	100.0%
Payroll Processing	417.42	0.00	417.42	100.0%
<b>Total Staff</b>	<b>51,763.62</b>	<b>158,580.00</b>	<b>-106,816.38</b>	<b>32.64%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
CalPERS Settlement	3,808.32	11,425.00	-7,616.68	33.33%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>3,808.32</b>	<b>11,425.00</b>	<b>-7,616.68</b>	<b>33.33%</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
BHI/GM Recruitment	12,900.00	10,000.00	2,900.00	129.0%
Temporary Services	7,617.21	6,000.00	1,617.21	126.95%
Accounting	9,950.00	15,000.00	-5,050.00	66.33%
Actuarial Valuation	0.00	5,600.00	-5,600.00	0.0%
Audit	10,000.00	17,500.00	-7,500.00	57.14%
Contra Costa County Expenses	86.75	38,759.00	-38,672.25	0.22%
El Cerrito Contract Fee	1,345,684.45	3,229,643.00	-1,883,958.55	41.67%
El Cerrito Reconciliation(s)	130,427.33	288,532.00	-158,104.67	45.2%
IT Services and Equipment	6,314.20	17,480.00	-11,165.80	36.12%
Fire Abatement Contract	2,450.00	10,000.00	-7,550.00	24.5%
Fire Engineer Plan Review	0.00	2,060.00	-2,060.00	0.0%
Grant Writer/Coordinator	0.00	15,000.00	-15,000.00	0.0%
Risk Management Insurance	0.00	14,420.00	-14,420.00	0.0%
LAFCO Fees	2,293.70	2,601.00	-307.30	88.19%

Unexpended consulting  
fees available  
In place of staff wages until  
hired

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

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
<b>Legal Fees</b>	19,445.40	55,000.00	-35,554.60	35.36%
<b>PSB Consultant</b>	0.00	30,000.00	-30,000.00	0.0%
<b>Website Development/Maintenance</b>	800.00	2,520.00	-1,720.00	31.75%
<b>Wildland Vegetation Mgmt</b>	0.00	12,600.00	-12,600.00	0.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	1,547,969.04	3,772,715.00	-2,224,745.96	41.03%
<b>COMMUNITY SERVICE ACTIVITIES</b>				
<b>Public Education</b>	3,090.00	27,000.00	-23,910.00	11.44%
<b>Comm. Pharmaceutical Drop-Off</b>	0.00	2,500.00	-2,500.00	0.0%
<b>CERT Emerg Kits/Sheds/Prepared</b>	0.00	3,500.00	-3,500.00	0.0%
<b>Open Houses</b>	0.00	1,800.00	-1,800.00	0.0%
<b>Community Shredder</b>	0.00	3,200.00	-3,200.00	0.0%
<b>DFSC Matching Grants</b>	24,000.00	24,000.00	0.00	100.0%
<b>Firesafe Planting Grants</b>	0.00	3,000.00	-3,000.00	0.0%
<b>Community Sandbags</b>	0.00	1,500.00	-1,500.00	0.0%
<b>Volunteer Appreciation</b>	0.00	1,500.00	-1,500.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	27,090.00	68,000.00	-40,910.00	39.84%
<b>DISTRICT ACTIVITIES</b>				
<b>Professional Development</b>	0.00	10,000.00	-10,000.00	0.0%
<b>Office</b>				
<b>Office Expense</b>	651.58	2,958.00	-2,306.42	22.03%
<b>Office Supplies</b>	17.23	2,856.00	-2,838.77	0.6%
<b>Telephone</b>	4,838.95	8,610.00	-3,771.05	56.2%
<b>Office- Other</b>	202.91	102.00	100.91	198.93%
<b>Total Office</b>	5,710.67	14,526.00	-8,815.33	39.31%
<b>Election</b>	0.00	4,000.00	-4,000.00	0.0%
<b>Firefighter's Apparel &amp; PPE</b>	0.00	750.00	-750.00	0.0%
<b>Firefighters' Expenses</b>	0.00	5,250.00	-5,250.00	0.0%
<b>Staff Appreciation</b>	0.00	1,750.00	-1,750.00	0.0%
<b>Memberships</b>	7,753.00	11,220.00	-3,467.00	69.1%
<b>Building Maintenance</b>				
<b>Needs Assess/Feasibility Study</b>	15,570.28	50,000.00	-34,429.72	31.14%
<b>Gardening service</b>	0.00	2,000.00	-2,000.00	0.0%
<b>Building alarm</b>	0.00	840.00	-840.00	0.0%
<b>Medical Waste Disposal</b>	557.89	8,400.00	-7,842.11	6.64%
<b>Janitorial Service</b>	525.00	1,575.00	-1,050.00	33.33%
<b>Miscellaneous Maint.</b>	6,082.92	17,850.00	-11,767.08	34.08%
<b>Total Building Maintenance</b>	22,736.09	80,665.00	-57,928.91	28.19%
<b>Building Utilities/Service</b>				
<b>Gas and Electric</b>	5,022.13	11,130.00	-6,107.87	45.12%
<b>Water/Sewer</b>	1,143.49	2,520.00	-1,376.51	45.38%
<b>Total Building Utilities/Service</b>	6,165.62	13,650.00	-7,484.38	45.17%
<b>Total DISTRICT ACTIVITIES</b>	42,365.38	141,811.00	-99,445.62	29.88%

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

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Contingency	0.00	25,000.00	-25,000.00	0.0%
<b>Total Expense</b>	<b>1,672,996.36</b>	<b>4,177,531.00</b>	<b>-2,504,534.64</b>	<b>40.05%</b>
<b>Net Ordinary Income</b>	<b>2,478,946.35</b>	<b>554,999.00</b>	<b>1,923,947.35</b>	<b>446.66%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - General	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Other Expense</b>				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	0.00	0.00	0.00	0.0%
Transfers Out - Special	0.00	0.00	0.00	0.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>2,478,946.35</b>	<b>554,999.00</b>	<b>1,923,947.35</b>	<b>446.66%</b>

Kensington Fire Protection District  
**Profit & Loss Prev Year Comparison**

11/05/20

Accrual Basis

July 1 through November 5, 2020

	Jul 1 - Nov 5, 20	Jul 1 - Nov 5, 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	4,110,418.72	4,015,909.46	94,509.26	2.4%
Special Taxes	0.00	200,652.50	-200,652.50	-100.0%
Other Tax Income	0.00	161.96	-161.96	-100.0%
Lease Agreement	12,201.00	15,251.25	-3,050.25	-20.0%
Interest Income	29,322.99	29,826.45	-503.46	-1.7%
Salary Reimbursement Agreement	0.00	22,760.68	-22,760.68	-100.0%
Salary Reimb Agreement Recon(s)	0.00	166.65	-166.65	-100.0%
Miscellaneous Income	0.00	1,610.24	-1,610.24	-100.0%
<b>Total Income</b>	<b>4,151,942.71</b>	<b>4,286,339.19</b>	<b>-134,396.48</b>	<b>-3.1%</b>
<b>Expense</b>				
<b>Staff</b>				
Wages	41,602.50	33,278.00	8,324.50	25.0%
Longevity Pay	0.00	1,000.00	-1,000.00	-100.0%
Overtime Wages	0.00	5,327.47	-5,327.47	-100.0%
Vacation Wages	0.00	15,713.82	-15,713.82	-100.0%
Medical/dental ins compensation	0.00	3,920.00	-3,920.00	-100.0%
Retirement Contribution	0.00	2,529.12	-2,529.12	-100.0%
Payroll Taxes	3,182.59	4,201.71	-1,019.12	-24.3%
Workers Compensation/Life Ins	384.68	1,497.52	-1,112.84	-74.3%
Payroll Processing	347.85	539.96	-192.11	-35.6%
<b>Total Staff</b>	<b>45,517.62</b>	<b>68,007.60</b>	<b>-22,489.98</b>	<b>-33.1%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
CalPERS Settlement	4,760.40	0.00	4,760.40	100.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>4,760.40</b>	<b>0.00</b>	<b>4,760.40</b>	<b>100.0%</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
BHI/GM Recruitment	12,900.00	0.00	12,900.00	100.0%
Temporary Services	7,617.21	0.00	7,617.21	100.0%
Accounting	9,950.00	3,140.00	6,810.00	216.9%
Actuarial Valuation	0.00	2,900.00	-2,900.00	-100.0%
Audit	10,000.00	15,000.00	-5,000.00	-33.3%
Contra Costa County Expenses	86.75	2,728.16	-2,641.41	-96.8%
EI Cerrito Contract Fee	1,345,684.45	1,263,536.45	82,148.00	6.5%
EI Cerrito Reconciliation(s)	130,427.33	57,083.35	73,343.98	128.5%
IT Services and Equipment	6,714.20	0.00	6,714.20	100.0%
Fire Abatement Contract	2,450.00	0.00	2,450.00	100.0%
Fire Engineer Plan Review	0.00	373.58	-373.58	-100.0%
RGS Contract	0.00	0.00	0.00	0.0%
Risk Management Insurance	0.00	12,561.00	-12,561.00	-100.0%
LAFCO Fees	2,293.70	2,548.19	-254.49	-10.0%
Legal Fees	19,445.40	17,510.04	1,935.36	11.1%
Polygon Study	0.00	5,000.00	-5,000.00	-100.0%
Traffic Study	0.00	2,100.00	-2,100.00	-100.0%
Website Development/Maintenance	400.00	800.00	-400.00	-50.0%
Wildland Vegetation Mgmt	0.00	3,850.00	-3,850.00	-100.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>1,547,969.04</b>	<b>1,389,130.77</b>	<b>158,838.27</b>	<b>11.4%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	3,090.00	8,885.74	-5,795.74	-65.2%
Open Houses	0.00	556.72	-556.72	-100.0%
Community Shredder	0.00	1,589.00	-1,589.00	-100.0%
DFSC Matching Grants	24,000.00	0.00	24,000.00	100.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>27,090.00</b>	<b>11,031.46</b>	<b>16,058.54</b>	<b>145.6%</b>
<b>DISTRICT ACTIVITIES</b>				
Professional Development	0.00	3,684.65	-3,684.65	-100.0%
<b>Office</b>				
Office Expense	651.58	765.57	-113.99	-14.9%
Office Supplies	17.23	715.63	-698.40	-97.6%
Telephone	4,838.95	2,444.72	2,394.23	97.9%
Office- Other	202.91	0.00	202.91	100.0%
<b>Total Office</b>	<b>5,710.67</b>	<b>3,925.92</b>	<b>1,784.75</b>	<b>45.5%</b>
Firefighters' Expenses	0.00	31.14	-31.14	-100.0%
Memberships	7,753.00	7,727.00	26.00	0.3%
<b>Building Maintenance</b>				
Needs Assess/Feasibility Study	15,570.28	38,966.41	-23,396.13	-60.0%
Gardening service	0.00	650.00	-650.00	-100.0%
Building alarm	0.00	115.00	-115.00	-100.0%
Medical Waste Disposal	557.89	2,097.20	-1,539.31	-73.4%
Janitorial Service	525.00	525.00	0.00	0.0%
Miscellaneous Maint.	6,082.92	6,949.54	-866.62	-12.5%
<b>Total Building Maintenance</b>	<b>22,736.09</b>	<b>49,303.15</b>	<b>-26,567.06</b>	<b>-53.9%</b>
<b>Building Utilities/Service</b>				
Gas and Electric	5,022.13	3,410.54	1,611.59	47.3%
Water/Sewer	1,143.49	862.84	280.65	32.5%
<b>Total Building Utilities/Service</b>	<b>6,165.62</b>	<b>4,273.38</b>	<b>1,892.24</b>	<b>44.3%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>42,365.38</b>	<b>68,945.24</b>	<b>-26,579.86</b>	<b>-38.6%</b>
<b>Total Expense</b>	<b>1,667,702.44</b>	<b>1,537,115.07</b>	<b>130,587.37</b>	<b>8.5%</b>
<b>Net Ordinary Income</b>	<b>2,484,240.27</b>	<b>2,749,224.12</b>	<b>-264,983.85</b>	<b>-9.6%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	0.00	-2,621.54	2,621.54	100.0%
Transfers In - General	0.00	23,510.99	-23,510.99	-100.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>20,889.45</b>	<b>-20,889.45</b>	<b>-100.0%</b>

Kensington Fire Protection District  
Profit & Loss Prev Year Comparison

11/05/20

Accrual Basis

July 1 through November 5, 2020

	Jul 1 - Nov 5, 20	Jul 1 - Nov 5, 19	\$ Change	% Change
<b>Other Expense</b>				
Transfers Out - Capital	0.00	23,510.99	-23,510.99	-100.0%
Transfers Out - General	0.00	-2,621.54	2,621.54	100.0%
<b>Total Other Expense</b>	0.00	20,889.45	-20,889.45	-100.0%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>2,484,240.27</b>	<b>2,749,224.12</b>	<b>-264,983.85</b>	<b>-9.6%</b>



Kensington Fire Protection District  
**Profit & Loss Prev Year Comparison**

11/05/20

Accrual Basis

July 1 through November 5, 2020

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1. Initial Property Tax Apportionment is historically ~\$500,000+ lower than the fiscal year final after collections in December and April; therefore, the District should receive budgeted tax revenue provided there are not significant property devaluations which will become known later in the fiscal year.

## Kensington Fire Protection District

## Trial Balance

As of October 31, 2020

11/05/20

Accrual Basis

	Oct 31, 20	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	103,118.77	
General Fund	1,745,108.54	
Special Tax Fund	10,152.74	
Capital Fund	27,532.57	
Grants Receivable	0.00	
Accounts Receivable - Year End	112,644.40	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	7,801.48	
Interest Receivable	29,322.99	
Advance on Taxes	4,098,958.97	
Advance on Supplemental Taxes	60,166.12	
KPPCSD Note Receivable	0.00	
E/C Salary Reimbursement Receiv	0.00	
Undeposited Funds	0.00	
Deposits on Fixed Assets	220,000.00	
Prepaid Services - EC		1,076,547.49
Prepaid Exp.	7,754.69	
Prepaid CERBT - Retiree Trust	88,015.49	
Investments		1,149,284.88
Investments:Capital Replacement Funds	3,534,838.00	
Investments:Fire Protect. Contract Reserves	3,229,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	1,487,223.95	
Accumulated Depreciation-Equip		920,240.15
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,141,261.00
Water System Improvements	0.00	
Current Capital Outlay:Engine Defibrillators	0.00	
Current Capital Outlay:Public Education	0.00	
Current Capital Outlay:Water System Cistern	0.00	
Current Capital Outlay:Engine	0.00	
Current Capital Outlay:P/S Building Repair/Replace	0.00	
Current Capital Outlay:P/S Bldg Bay Doors	0.00	
Current Capital Outlay:Bay Lighting	0.00	
Current Capital Outlay:Computers/Computerized Equip.	0.00	
Current Capital Outlay:Office Equipment-Copier	0.00	
Current Capital Outlay:P/S Building - MCI Fund	0.00	
Current Capital Outlay:EBRICS Radios	0.00	
Current Capital Outlay:FF High Band Radios	0.00	
Current Capital Outlay:B/C Command Vehicle	59,863.07	
Current Capital Outlay:Thermal Imager	0.00	
Current Capital Outlay:Water System Improvements	0.00	
Current Capital Outlay:Fire Engine Type I	0.00	
Current Capital Outlay:Firefighters Qtrs/Equip	105.00	
Current Capital Outlay:Apparatus Bay Construction	0.00	
Current Capital Outlay:Holmatro Tool	0.00	
Current Capital Outlay:Computers/Furniture	0.00	
Current Capital Outlay:Type III Engine	10,801.56	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		2,772.98
Due to Other - Issued by CCC		423,041.68
Due To Other Funds	118.00	
Accounts Payable	43,281.42	
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
EI Cerrito Service Contract Pay	1,076,547.56	
Wages & PR Taxes Payable		6,585.09
Deferred Comp Payable	0.00	
KPPCSD MCI Deposit Payable	0.00	

**Kensington Fire Protection District  
Trial Balance  
As of October 31, 2020**

11/05/20  
Accrual Basis

	Oct 31, 20	
	Debit	Credit
Deferred Inflow of Resources		6,911.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	16,540.76	
Postretirement Health Ben-Prior	0.00	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,892.01
Fund Equity		1,385,272.18
Opening Bal Equity	0.00	
Property Taxes		4,110,418.72
Lease Agreement		12,201.00
Interest Income		29,322.99
Staff:Wages	41,602.50	
Staff:Payroll Taxes	3,182.59	
Staff:Workers Compensation/Life Ins	384.68	
Staff:Payroll Processing	347.85	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	3,808.32	
OUTSIDE PROFESSIONAL SERVICES:BHI/GM Recruitment	7,600.00	
OUTSIDE PROFESSIONAL SERVICES:Temporary Services	7,617.21	
OUTSIDE PROFESSIONAL SERVICES:Accounting	9,950.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	10,000.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	86.75	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	1,076,547.56	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	106,383.00	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	6,714.20	
OUTSIDE PROFESSIONAL SERVICES:Fire Abatement Contract	2,450.00	
OUTSIDE PROFESSIONAL SERVICES:RGS Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	2,293.70	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	19,445.40	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	400.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	3,090.00	
COMMUNITY SERVICE ACTIVITIES:DFSC Matching Grants	24,000.00	
DISTRICT ACTIVITIES:Office:Office Expense	408.86	
DISTRICT ACTIVITIES:Office:Office Supplies	17.23	
DISTRICT ACTIVITIES:Office:Telephone	4,838.95	
DISTRICT ACTIVITIES:Office:Office- Other	202.91	
DISTRICT ACTIVITIES:Memberships	500.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility Study	15,570.28	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	557.89	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	420.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	6,082.92	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	5,022.13	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	1,143.49	
<b>TOTAL</b>	<b>20,136,831.77</b>	<b>20,136,831.77</b>

**Item 5**

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

**DATE:** November 11, 2020

**RE:** General Updates

**SUBMITTED BY:** Mary A. Morris-Mayorga, Interim General Manager

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**Recommended Action**

This item is for information only.

**Background**

In order to keep the Board apprised of current operational activities that may not be captured on the Action Plan Update, I have listed them below:

**Annual Audit:** We are completing additional items for the auditor. Their plan is to finalize in November/December with presentation to the Board of Directors in January, slightly ahead of schedule over Fiscal Years 2017-2018 and 2018-2019.

**CalPERS Employer Review:** All initial documentation was submitted to the CalPERS auditor with additionally requested documents in progress. We held an Entrance Conference during which the auditor completed a questionnaire and communicated that the review should be finished in November/December with the final report in February 2021 which will include all 60 employers.

**Conflict of Interest Policy:** Policy 1040 Conflict of Interest was amended in January 2020; however, to be fully in effect, this updated policy needed to be approved by Contra Costa County as they maintain the Form 700 filings for the District. This step has now been completed and the District was notified last week that the policy amendment was approved by the County Board of Supervisors.

**Financial/Accounting Services:** Services are no longer being provided by MV Cheng & Associates due to challenges encountered. Of the \$15,000 contract, there is \$4,970 remaining and budgeted. Maze & Associates will begin providing services on an hourly basis at a rate of \$120/hour as needed with hours minimized to remain within the budget authority of the Interim General Manager until a permanent Accountant is hired.

Board of Directors Meeting  
November 11, 2020  
IGM General Updates

Recruitments: *Executive Assistant/District Clerk* is in the final stage with hiring anticipated in the coming week; *Accountant* is in the initial stage with hiring anticipated in December.

Website: The District has now implemented *Streamline Engage* which allows the District to directly email items of interest (meeting notices-agendas/packets, newsletters, announcements, etc.) to those on the emailing list. This allows for much more efficient use of time and resources. We will be reaching out to the community to expand the list to the extent possible. In addition, we have been updating the website to make information more easily accessible and will be continuing in the coming months.

**Fiscal Impact**

There is no fiscal impact at this time.

Kensington Fire Protection District  
Action Plan for the Interim General Manager  
Status as of November 11, 2020

Goals	% Complete	Status/Milestones	Next Steps/Comments
1. Effect a complete, orderly, and prompt transition of services performed by the District's current administrative support contractor, including, but not limited to: conducting exit interviews, as needed, and ensuring the timely delivery from contractor of all District property and records.	100%	<ul style="list-style-type: none"> <li>• KFPD resumed: agenda, web posting, noticing, administrative roles</li> <li>• RGS continuing finance, minutes until end of engagement</li> <li>• Collected District property/records</li> <li>• Received desk manual/procedures</li> </ul>	
2. Develop effective working relationships with the El Cerrito City Manager and Fire Chief, the General Manager and administrative staff of the Kensington Police Protection and Community Services District (KPPCSD), Supervisor Gioia, and County administrative staff as needed.	<b>80%</b> ongoing	<ul style="list-style-type: none"> <li>• Bill Lindsay/KPPCSD-PSB, etc.</li> <li>• Fire Chief-fee sched, contract, etc.</li> <li>• County Departments-Auditor, Assessor, Clerk, Information Technology, Public Works</li> <li>• <b>Conflict of Interest Code approved</b></li> </ul>	<ul style="list-style-type: none"> <li>• Continue outreach/familiarization</li> </ul>
3. Prepare the budget for the FY 2020-21 Fiscal Year for the June 2020 board meeting, to include: analyzing the District's historic practices in developing annual budget; providing budget guideline policy recommendations; drafting a procedure for initiating annual budget development; liaising with the El Cerrito Fire Chief on the fire services fee proposal; and convening the Finance Committee.	100%	<ul style="list-style-type: none"> <li>• Budget Guiding Principles</li> <li>• Budget Development Manual</li> <li>• Draft budget/narrative</li> <li>• Finance Committee presentations</li> <li>• Budget document printed/posted</li> <li>• Board presentation/approval</li> <li>• Final Budget adoption 9/2020</li> </ul>	
4. Oversee, coordinate, and administer all activities related to a potential renovation of the Public Safety Building, including, but not limited to: negotiating a short-term renewal of the current lease to KPPCSD; negotiating cost-sharing agreements with KPPCSD for a potential renovation; and establishing temporary facilities for the fire department and District administration.	<b>70%</b>	<ul style="list-style-type: none"> <li>• KPPCSD lease extension</li> <li>• Reviewed project history</li> <li>• Cost allocations w/Finance Comm</li> <li>• Special Meeting 6/3/2020</li> <li>• Bill Lindsay-decision/project plans</li> <li>• Regular BOD Updates</li> <li>• 1<sup>st</sup> County Evaluation Meeting</li> <li>• Project Decision Timeline</li> <li>• <b>County Determination/presentation</b></li> <li>• <b>Design Revision/Fire Chief</b></li> </ul>	<ul style="list-style-type: none"> <li>• Establish Financing Options and Negotiation of Terms</li> <li>• Additional Meetings</li> </ul>

Kensington Fire Protection District  
Action Plan for the Interim General Manager  
Status as of November 11, 2020

Goals	% Complete	Status/Milestones	Next Steps/Comments
5. Analyze District needs for payments of bills and claims, including, but not limited to: drafting and implementing updates as needed to internal procedures for managing and making payments; internal controls; and procedures for purchasing and credit card usage.	<b>85%</b>	<ul style="list-style-type: none"> <li>• Purchasing Procedure outline</li> <li>• Evaluating electronic payments</li> <li>• Accounting services agreement</li> <li>• Policy 130 amendment</li> <li>• Policy 1150 Amendment</li> <li>• IGM Authorization to Pay Bills</li> <li>• <b>Policy 8 Amendment</b></li> <li>• <b>Recurring Payments Established</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Policy 8 Proposed Amendment</b></li> <li>• Evaluate and Implement Workflow</li> <li>• Purchasing Procedure final (public works projects)</li> </ul>
6. Serve as the primary administrative contact to the City of El Cerrito in matters of oversight, management, and compliance for the fire services contract between the District and El Cerrito.	60% ongoing	<ul style="list-style-type: none"> <li>• Fire svc fee w/Finance Committee</li> <li>• Review agreement/history</li> <li>• Contract services discussions</li> <li>• Agreement abstract/summary</li> <li>• Review contract for compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Develop contacts</li> </ul>
7. Serve as the primary administrative contact to the District's information technology (IT) service provider to ensure the completion of all current and recommended IT and office infrastructure projects.	70% ongoing	<ul style="list-style-type: none"> <li>• Discussion with Nerd Crossing</li> <li>• Email migration project closeout</li> <li>• Business needs outline-laptop</li> <li>• VPN Option Evaluation</li> <li>• <b>Business Needs Assessment</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>IT Master Plan (in progress)</b></li> <li>• Propose to Board of Directors</li> </ul>
8. Analyze District participation and needs regarding the District's California Employers' Retiree Benefit Trust (CERBT) Fund. Prepare and implement a procedure for administration of legacy health benefits payments.	<b>70%</b>	<ul style="list-style-type: none"> <li>• OPEB Actuary Proposals</li> <li>• Complete CalPERS documents</li> <li>• Request 2019-2020 Disbursement</li> <li>• <b>OPEB Actuarial Valuation-Audit</b></li> </ul>	<ul style="list-style-type: none"> <li>• Select/recommend actuary</li> </ul>
9. Assess and make recommendations on cost-saving opportunities and the possible outsourcing of some District administrative functions or employment of additional staff or consultants as necessary.	<b>90%</b>	<ul style="list-style-type: none"> <li>• Data gathering</li> <li>• Conceptual plan in progress</li> <li>• Student Intern, Admin Assistant, Accounting services</li> <li>• Staffing Plan</li> <li>• <b>Recruitments-in progress</b></li> </ul>	<ul style="list-style-type: none"> <li>• Complete final evaluation</li> </ul>

Kensington Fire Protection District  
 Action Plan for the Interim General Manager  
 Status as of November 11, 2020

Goals	% Complete	Status/Milestones	Next Steps/Comments
10. Develop a Long-Term Financial Plan which ensures sustainability for providing District services, including but not limited to: drafting a long-term plan policy; forecasting revenue and expenditures, using relevant inflation factors or other information; incorporating known or foreseeable changes in District operations; and presenting plan to the Finance Committee then Board of Directors for approval.	<b>70%</b>	<ul style="list-style-type: none"> <li>• Policy in progress</li> <li>• Initial plan reviewed w/Finance Committee</li> <li>• Updated reserve projection for PSB funding</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Finalize ten-year plan (in-progress)</b></li> <li>• <b>Complete proposed policy (in-progress)</b></li> <li>• Develop procedure for updates</li> </ul>
11. Establish a Records Management Policy and Records Retention Schedule in accordance with the California Public Records Act (PRA), Government Code Section 12236 and recommended practices, including but not limited to: drafting a records management policy; developing a records retention schedule encompassing District records (specifically and/or by category); and providing public with the process for PRA requests.	<b>70%</b>	<ul style="list-style-type: none"> <li>• Begin list of District records</li> <li>• PRA Request Templates</li> <li>• <b>Evaluate current policy for updates</b></li> </ul>	<ul style="list-style-type: none"> <li>• Incorporate missing components</li> <li>• List of records by category</li> </ul>
12. Apply for or renew, as applicable, certifications recommended by local government best practices, including but not limited to: Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence; SDLF District of Distinction Accreditation; and others as identified.	<b>90%</b>	<ul style="list-style-type: none"> <li>• Review application, list needs</li> <li>• Working w/County on Conflict of Interest Policy update</li> <li>• Updating website</li> <li>• <b>Submitted applications for Transparency Certificate and District of Distinction</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Awaiting response from SDLF for program applications</b></li> </ul>
13. Produce a final report to the District board of directors assessing the status of District administration and recommendations for future revision of District administrative functions.	<b>90%</b>	<ul style="list-style-type: none"> <li>• Action Plan to accompany report</li> <li>• Condition assessment</li> <li>• Policy Amendments</li> <li>• Administrative support procedures</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Administrative Manual (near completion)</b></li> <li>• Policy revisions (as warranted)</li> </ul>





# 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:** November 5, 2020

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

**FROM:** Michael Pigoni: Fire Chief

**RE:** **Fire Chief's Report for the November 2020 Fire District Board Meeting**

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## Run Reports

There were 23 calls for service that occurred during the month of October in the community of Kensington which is 4 more than the previous month. During this same time, Engine 165 responded to a total of 51 calls in all the El Cerrito/Kensington districts which was an increase of 6 incidents compared to last month. The "Incident Log" included in the Board packets will provide more details on the dates, times, locations, and incident types for these calls.

## Red Flag Warning Events

October was an extremely bad month for Red Flag Warning events. The month started with a Red Flag Warning and there were two more, one that started October 14<sup>th</sup> and another that started October 25<sup>th</sup>. The Red Flag Warning at the end of the month was also forecasted with Diablo winds of epic proportions. During these Red Flag Warning events, the County upstaffed additional resources through State OES funding. These resources included two strike teams of engines, one hand crew, one bulldozer, one helicopter and extra overhead for the dispatch center and contingency if needed for a major incident. These resources were spread throughout the County to be routed to any incident. The Fire Department also upstaffed with extra personnel and due to the forecasted winds on the 25<sup>th</sup> -26<sup>th</sup>, we also staffed an additional engine. While the community did experience some downed wires and tree branches, there were no fires or serious incidents.

## Auto-Aid Drone Use

On October 24<sup>th</sup> at approximately 10:50 am, the Fire Department responded to a multiple alarm fire on Interstate 80 at Hilltop to assist Richmond Fire with a vehicle accident involving a motorcycle and gasoline tanker truck and trailer carrying 8,500 gallons of gasoline. While it was a non-injury accident, the truck's saddle tanks were ruptured and the diesel caught fire, spreading to the cab and chassis and the tank. Due to the size of the fire and the potential to spread to the neighborhoods through the drain systems, the crews deployed Drome 65 to take an aerial survey of the neighborhoods, observe the thermal currents and check for the spread of fuel in neighboring communities. Footage of this is visible at:

<https://www.facebook.com/elcerritokensingtonfire/videos/354864258940842>

I have also attached a picture from the freeway taken of Captain Joe Gagne getting ready to fly the drone. The drone provides visual intel that was not available anyway else due to the heat and fuel spreading downhill. As for coverage, backfill was provided by Berkeley and Albany as well as we requested a call back and upstaffed our reserve engine.



**Statewide Fires:**

While the weather this past week has been very favorable, there are still 23 wildland fires burning in the state with over 4,500 firefighters on the line. There have been over 8,900 wildland fires since January and almost 4.2 million acres have been burned. Over 10,500 structures have been lost and there have been 31 fatalities due to the fires. Five of the 10 largest fires in the State have occurred this year and have been in Northern California.

**OES #413 to Orange County**

On Monday, October 26<sup>th</sup>, OES #413 was deployed to two new fires in Orange County, the Silverado and the Blue Ridge fires. Our personnel responded as part of a Northern California strike team of OES engines. Once on scene they were tasked with structure protection. Fortunately, due to the favorable weather conditions and diminished Santa Ana winds, the fires were kept under 15,000 acres and resources were released on Friday. Our engine and firefighters arrived home safely at about 8:00 pm Friday night.

**Public Protection Classification and Fire Suppression Rating**

The Fire Department completed their survey and evaluation with the representatives from the Insurance Services Office (ISO) last month. 2014 was the last time that the Department was rated by ISO at which time the Class 2 rating was maintained. This program provides important, up-to-date information about municipal fire protection services that are provided to the community. ISO analyzes the relevant data and assigns a Public Protection Classification, a grading from 1 to 10. Most U.S. insurers of home and business properties use ISO's PPC in calculating premiums. In general, the price of insurance in a community with a good PPC is lower than in a community with a poor PPC, assuming all other factors are equal. Results on the updated classification will take up to 6 months.

**National Prescription Drug Take Back Day**

The U.S. Drug Enforcement Agency's National Prescription Drug Take Back Day this year was October 24<sup>th</sup>. Considering the COVID-19 and the Station being closed to the public, the Fire Department had not planned to participate this year in the event and assumed it would be cancelled altogether. That morning, it was discovered that Kensington P.D. had not cancelled the event and had set up the table and containers in front of the Station. Due to short notice and not being able to hire someone to assist, the Fire Department provided an on-duty person along with KPD when they were available. Crews reported that social distance was maintained and that almost all residents had face masks on.

**New Hires**

The two new firefighter/paramedics that were reported hired last month, started work on October 19 and are currently performing their orientation training and will be on line fully on by November 23<sup>rd</sup>. The Fire Department has also made conditional offer of employment to two additional firefighters, William Ratliff from Novato, and a Daniel Rosas from San Mateo. Both personnel currently are working for Cal Fire and will bring their wildland experience to share with the Department. They are currently in background and medical evaluations and will be completing their psychological evaluation next week. The goal is for them to be to work by the 23<sup>rd</sup> of November. These new hires will also provide a means for the Department to reduce the overtime budget once they are fully trained.

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

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

## Submitted by Directors Padian and Nagel

### **Proposal to amend the structure and function of the Board's Finance Committee (separate motions) (30 minutes)**

The following changes to the structure and function of the Finance Committee are proposed in principle. If approved, appropriate changes in language to the KFPD Policy Manual will be presented for readings at future meetings.

1. MOTION: The Committee meets eight times a year: four regular meetings instead of two, and brief meetings two weeks after each of these four to approve minutes of the previous meeting for rapid publication.

(Rationale: At present the Committee meets only twice a year to manage an eight-figure budget, and minutes of the previous meeting are not approved and published until the next bi-annual meeting.) (ACTION)

2. MOTION: Expansion of the Committee to include members of Kensington's public who, as for the Emergency Preparedness Committee, apply to and are vetted by the Board and approved by the President.

(Rationale: It is a burden to assume that two Board members appointed to this Committee have sufficient financial experience to guide the District, or that the present structure of Committee meetings efficiently garners the external community input and expertise necessary to make the best decisions.) (ACTION)

3. MOTION: Engagement of an external financial expert, not a resident of the District, to review the District's finances and advise on short- and long-term budgetary planning goals and expenditures.

(Rationale: The advisor would attend and deliver analyses at the four major meetings of the Committee each year, but would not be a member of the Committee. The GM would engage this advisor but the advisor would act independently of any Board member or the GM, and could be consulted as needed by the Board or the GM.) (ACTION)



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

**DATE:** November 11, 2020

**RE:** Status of the Public Safety Building County Evaluation of Conceptual Design and Consideration of Approving Recommended Next Steps

**SUBMITTED BY:** Mary A. Morris-Mayorga, Interim General Manager

**Recommended Action**

Receive a presentation by RDC Architecture and consider approval of the plan for next steps.

**Background**

Ross Drulis Cusenbery Architecture (RDC) was engaged by the District following Board authorization for the Interim General Manager to seek determination by the County of Contra Costa (CCC) on the conceptual design plan for the potential public safety building renovation. This effort was estimated to cost \$27,426 with a 50/50 cost-share between KFPD and KPPCSD. Through this process RDC has confirmed that an elevator will be required.

Once this information was conveyed the Interim General Manager requested an updated conceptual design to demonstrate the impact with an estimated cost of \$3,000 which is within approval authority. While a conceptual design is not final until specifics are known (actual measurements/loads, etc.) it is critical to know whether this could or could not meet the needs of KFPD. The Interim General Manager requested review by the Fire Chief to solicit feedback and any concerns on the design, then both met with RDC to discuss options for addressing them. This meeting proved very useful in establishing a level of necessary assurance to the Fire Chief on whether this space would adequately serve operational needs, which will then allow for a meeting with fire staff to ensure they believe this space will serve the needs as well.

While there have been historical costs incurred during the District’s evaluation of the potential Public Safety Renovation, the resulting information provided background to aide the Board in making an informed decision when appropriate. These are listed for reference and attached.

Contract	Date	Status	Amount
Fire Station Feasibility Study & Master Plan	6/2016	Complete	\$104,000
ESR 001	3/3/2017	Complete	\$61,225
ESR 002	7/8/2019	Complete	\$24,481
ESR 003		Not approved	
ESR 004		Not approved	
ESR 005		Not approved	
ESR 006	10/7/19	Complete	\$12,049
ESR 007	5/27/2020	In Progress	\$27,426

Status of the Public Safety Building County Evaluation of Conceptual Design and Consideration of Approving Recommended Next Steps

Mallory Cusenbery will present the outcome of the County evaluation and the updated conceptual design for purposes of laying out the recommended plan of action for Board consideration. Essentially, all research and evaluation that can be done without more detailed specifics of the building has been completed to date.

**Fiscal Impact**

The additional cost of \$3,000 is included within the budget for feasibility study consulting fees.

Attachments: Architect's Report 004 dated 10/28/2020  
Historical ESRs on the Public Safety Building  
Public Safety Building Draft Workplan/Schedule

SCOPE OF SERVICES/SUMMARY FEES ANALYSIS		TOTALS		Architecture		Structural		Mechanical		Electrical & Alert System		Civil Engineering	
		Hours	Fee	RDC Architecture	IDA Structural Engineers	15000 Mech Engineers	Silverman & Light	BKF Engineering					
ITEM	BASIC SERVICES TASKS	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
	<b>Tasks</b>												
	Task I: Data Gathering	20	\$ 3,800	20									
	Task II: Preliminary Facilities Condition Assessment	96	\$ 18,240	36		12		12		18		18	
	Task III: Programming	60	\$ 11,400	48	\$ 8,640	2		2		4		4	
	Task IV: Conceptual Study Options	194	\$ 36,860	128		10		8		20		28	
	Task V: Cost Analysis	42	\$ 7,980	14		6		6		8		8	
	Task VI: Develop Draft Findings and Recommendations	36	\$ 6,840	24		2		2		4		4	
	Task VII: Public Outreach	32	\$ 6,080	32									
	Task VIII: Development of Final Report	40	\$ 7,800	40									
<b>TOTAL BASIC SERVICES HOURS &amp; FEES</b>		<b>520</b>	<b>\$ 99,000</b>	<b>342</b>		<b>32</b>		<b>30</b>		<b>54</b>		<b>62</b>	
<b>REIMBURSIBLE EXPENSES</b>			<b>\$ 5,000</b>										
<b>Travel</b>		Quantity											
	Kick-off Meeting	1	33										
	Site visit/existing fire station precedent tour.	1	33										
	Owner Meetings	6	200										
	Community Public Outreach Meeting	1	33										
<b>Reimbursable Expenses</b>													
	Printing, Reproduction, Communications and Delivery		4700.00										
<b>TOTAL NOT-TO-EXCEED FEE</b>			<b>\$104,000</b>										

\$0.555 Mileage Rate  
60 Miles  
Allowance

Proj No 2016029 **Kensington Fire Station Master Plan** Extra Service Request ESR 001  
**Change / Additional Services Notification** Date: 03/03/2017  
**RossDrulisCusenbery** Owner's Contract Number: \_\_\_\_\_

**Description:** *Next-Level Predesign / Early Schematic Design*

Design Change - Project X Originator Mark Zall AIA  
 Scope Change - Services X Reference Documents \_\_\_\_\_  
 Added Consultants \_\_\_\_\_ ASI Number \_\_\_\_\_

**DESCRIPTION OF POTENTIAL CHANGE**

Scope Of Services: Initial scoping and feasibility studies have been completed. The District has now identified a maximum total project budget of \$10 million. RDC will be provided with a target construction budget, currently assumed to be in the range of approximately \$7 million; this will be verified by others. The attached scope of work identifies tasks needed to develop three project scenarios, and present these schemes to the public.

Driver Of Change: The Owner defined the project budget and has requested additional detailed design of three project options, reconciliation with the Cost Estimator and the preparation of exhibits for public presentations.

Attachments: None

**IMPACT OF POTENTIAL CHANGE**

Mark Up per Contract: 1.00

Schedule Impact - Days				Firm	Base Cost	Subtotal w/ markup per Contract
Delays of Milestone (Work Days)	<u>0</u>	Days	Architect	RDC ARCH	\$55,125.00	\$55,125.00
Delays Proj Completion(Work Days)	<u>0</u>	Days	Structural Engineer	IDA Structural Eng	\$6,100.00	\$6,100.00
			Electrical Engineer		\$0.00	\$0.00
			Mechanical Engineer		\$0.00	\$0.00
			Civil Engineer		\$0.00	\$0.00
			Kitchen Consultant		\$0.00	\$0.00
			Cost Estimator		\$0.00	\$0.00
<b>Architectural Services</b>						
<b>RDC Personnel</b>	Rate	Hours	Subtotal			
Principal	\$220	<u>44</u>	\$9,680			
Proj Mgr / Sr Arch	\$175	<u>47</u>	\$8,225			
Architect	\$160	<u>230</u>	\$36,800			
Job Captain	\$125	<u>0</u>	\$0			
Designer / Admin	\$125	<u>0</u>	\$0			
Drafter	\$100	<u>0</u>	\$0			
Clerical	\$70	<u>6</u>	\$420			
<b>Total RDC Labor Costs</b>			\$55,125			
				<b>Reimbursable Costs</b>	<b>Description</b>	
				Reproduction	\$0.00	\$0.00
				Travel	\$0.00	\$0.00
				Other	\$0.00	\$0.00
				<b>Total Amount Being Requested</b>		<b>\$61,225</b>

Note: The rates above are from the owner/architect agreement

ACTION	AUTHORIZATION	DATE	COMMENTS
Decline:	Proj Mgr _____ Client _____		
Proceed:	Proj Mgr _____ Client <i>Mark Zall</i> <u>3/3/17</u>		
Other ( Note in Comments)	Proj Mgr _____ Client _____		

RossDrulisCusenbery Architecture

Proj No <u>2016029</u>	<b>Kensington Fire Station Master Plan</b>	Extra Service Request	<b>ESR 002</b>
	<b>Extra Services Request</b>	Date:	<b>07/08/2019</b>
<b>RossDrulisCusenbery</b>		Owner's Contract Number:	

<b>Description:</b>		<b>Additional Programming, Master Plan and Structural Services</b>	
Design Change - Project	<u>X</u>	Originator	Mallory Cusenbery
Scope Change - Services	<u>X</u>	Reference Documents	None
Added Consultants	<u>        </u>	ASI Number	None

**DESCRIPTION OF POTENTIAL CHANGE**

Scope of Services: The scope of services include the following.  
RDC Architecture:  
 1. Two (2) program verification meetings. One (1) board meeting/public meeting.  
 2. Modification of the current PSR based on program verification meetings. Actions: a) Adjust the program to current expectations based on meetings.  
 3. Develop new sketch floor plan remodel of the existing facility  
 4. Coordinate and facilitate the structural engineer's work.  
 5. Coordinate with Owner's cost consultant (Mack5).  
IDA Structural Engineers:  
 Refer to attached IDA Extra Service Request #2 for scope of services.

Driver of Change: Owner requested extra services. The Kensington Fire Protection District (KFPD) has requested an update of the Public Safety Building Master Plan based on the possibility of significantly reallocating space for the Kensington Fire Department, Kensington Police Department and Community Services District in the existing building. In addition, an update of the structural evaluation report for the existing site has been requested by KFPD in light of the January 2018 geotechnical report.

Compensation: RDC Architecture: Fees will be tracked and invoiced on a time and materials basis. Not to exceed \$21,181.  
IDA Structural Engineers: Fees will be tracked and invoiced on an hourly basis, not to exceed \$3,300.

Attachments: IDA Structural Engineers, Extra Service Request #2, dated June 27, 2019

**IMPACT OF POTENTIAL CHANGE**

Mark Up per Contract: 1.00

Schedule Impact - Days				Firm	Base Cost	Subtotal w/ markup per Contract	
Delays of Milestone (Work Days)	<u>0</u>	Days		Architect	RDC Architecture	\$21,181.00	\$21,181.00
Delays Proj Completion (Work Days)	<u>0</u>	Days		Structural Engineer	IDA Structural Eng.	\$3,300.00	\$3,300.00
				Electrical Engineer		\$0.00	\$0.00
				Mechanical Engineer		\$0.00	\$0.00
				Civil Engineer		\$0.00	\$0.00
				Kitchen Consultant		\$0.00	\$0.00
				Cost Estimator		\$0.00	\$0.00
<b>Architectural Services</b>							
<b>RDC Personnel</b>	Rate	Hours	Subtotal				
Principal	\$245	<u>15</u>	\$3,675				
Proj Mgr	\$195	<u>36</u>	\$7,020				
Sr Arch	\$178	<u>0</u>	\$0				
Architect	\$167	<u>42</u>	\$7,014				
Job Captain	\$139	<u>0</u>	\$0				
Designer	\$139	<u>16</u>	\$2,224				
Programmer	\$111	<u>8</u>	\$888				
Clerical	\$90	<u>4</u>	\$360				
<b>Total RDC Labor Costs</b>			\$21,181				
				<b>Reimbursable Costs</b>			
				<b>Description</b>			
				Reproduction		\$0.00	\$0.00
				Travel	Travel to Meetings \$TBD	\$0.00	\$0.00
				Other		\$0.00	\$0.00
<b>Total Amount Being Requested</b>						<b>\$24,481</b>	

Note: The rates above are from the owner/architect agreement

ACTION	AUTHORIZATION	DATE	COMMENTS
Decline:	Proj Mgr _____ Client _____		
Proceed:	Proj Mgr <u>[Signature]</u> Client <u>Kensington Fire Dist</u>	<u>7/1/19</u>	
Other ( Note in Comments)	Proj Mgr _____ Client _____		



RosDrulisCusenbery Architecture

Proj No <u>2016029</u>	<b>Kensington Fire Station Master Plan</b>	Extra Service Request	<b>ESR 006</b>
	<b>Extra Services Request</b>	Date:	<u>10/07/19</u>
<b>RosDrulisCusenbery</b>		Owner's Contract Number:	_____

<b>Description:</b>		<b>DSA MEETING(S) &amp; PUBLIC MEETING(S)</b>	
Design Change - Project	_____	Originator	Mallory Cusenbery
Scope Change - Services	<u>X</u>	Reference Documents	None
Added Consultants	_____	ASI Number	None

**DESCRIPTION OF POTENTIAL CHANGE**

Scope of Services: The scope of services include the following.  
RDC:  
1. Attend meetings with Department of the State Architect (DSA) and/or other regulatory agencies with the project structural engineer, IDA, to determine the limitations on renovation of an essential services building.  
2. Attend Public Meeting(s) to present the conceptual design of the project.

IDA: Attend meetings with DSA and/or other regulatory agencies to determine the limitations on renovation of an essential services building. Refer to attached IDA proposal dated 10/07/2019 for Structural Engineering scope of services.

Driver of Change: The Kensington Fire Protection District (KFPD) is considering renovating the existing Public Safety Building. There is a recently discovered earthquake fault along the east property line. The California Building Code (CBC) defines a fire station as an essential services building. The CBC places limits on renovation or construction of an essential services building and the allowed proximity to earthquake faults. Meetings with DSA and/or other regulatory are needed to fully understand these limitations. KFPD has requested RDC attendance at Public Meeting(s).

Exclusions:  
Compensation: Hourly, time and materials. RDC rates listed below. IDA rates listed on the attached proposal.  
Attachments: IDA Fee Proposal dated 10/07/2019

**IMPACT OF POTENTIAL CHANGE**

				Mark Up per Contract: <u>1.00</u>		
				<u>Subtotal w/ markup per Contract</u>		
				<b>Firm</b>	<b>Base Cost</b>	<b>Contract</b>
<b>Schedule Impact - Days</b>				Architect	RDC Architecture	\$0.00
Delays of Milestone (Work Days)	<u>0</u>	Days	Structural Engineer	IDA	\$0.00	\$0.00
Delays Proj Completion (Work Days)	<u>0</u>	Days	Electrical Engineer		\$0.00	\$0.00
				Mechanical Engineer	\$0.00	\$0.00
				Civil Engineer	\$0.00	\$0.00
				Kitchen Consultant	\$0.00	\$0.00
				Cost Estimator	\$0.00	\$0.00
<b>Architectural Services</b>						
<b>RDC Personnel</b>	<b>Rate</b>	<b>Hours</b>	<b>Subtotal</b>			
Principal	\$245	<u>0</u>	\$0			
Proj Mgr	\$195	<u>0</u>	\$0			
Sr Arch	\$178	<u>0</u>	\$0			
Architect	\$167	<u>0</u>	\$0			
Job Captain	\$139	<u>0</u>	\$0			
Designer	\$139	<u>0</u>	\$0			
Programmer	\$111	<u>0</u>	\$0			
Clerical	\$90	<u>0</u>	\$0			
<b>Total RDC Labor Costs</b>			<b>\$0</b>			
				<b>Reimbursable Costs</b>		
				<b>Description</b>		
				Reproduction	\$0.00	\$0.00
				Travel	Travel to Meetings \$TBD	\$0.00
				Other	\$0.00	\$0.00
				<b>Total Amount Being Requested</b>		<b>Hourly TBD</b>

Note: The rates above are based on the architect's current 2019 rates.

ACTION	AUTHORIZATION	DATE	COMMENTS
Decline:	Proj Mgr _____ Client _____		
Proceed:	Proj Mgr _____ Client <i>[Signature]</i>	<u>10/07/19</u>	
Other ( Note in Comments)	Proj Mgr _____ Client _____		

Firm:

RossDrulisCusenbery Architecture Inc

Discipline:

Architect &amp; Structural Engineer

Reference Documents ASK XXX Revision Drawings

Date 6/30/20

Documents to Issued Under ASI XX

**Summary of Architectural Fees and Exclusions**
**Total Estimated Amount: \$ 27,426**

CODE RESEARCH					
1	Code research, occupancy analysis, decision matrix and preparation for initial meetings with Contra Costa County regarding Alquist Priolo (seismic) legislation-related development restrictions and ADA accessibility requirements. Coordination with Structural Engineer (IDA).	Principal	245	4	\$ 980
2		Project Manager	195	8	\$ 1,560
3		SR Architect	178	0	\$ -
4		Architect	167	24	\$ 4,008
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter	100	0	\$ -
8		IDA Principal	235	4	\$ 940
9		IDA Engineer	200	12	\$ 2,400
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal RDC Scope</b>					<b>\$ 9,888</b>

MEETINGS -- SEISMIC					
1	Two online meetings (assumes 2 hours per meeting) with Contra Costa County building official to review the structural engineering limitations on the conceptual design proposal regarding Alquist Priolo (seismic) legislation-related development restrictions. Includes initial meeting and followup meeting.	Principal	245	4	\$ 980
2		Project Manager	195	4	\$ 780
3		SR Architect	178	0	\$ -
4		Architect	167	4	\$ 668
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		IDA Principal	235	0	\$ -
9		IDA Engineer	200	4	\$ 800
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 3,228</b>

MEETING FOLLOW-UP -- SEISMIC					
1	Preparation of meeting reports for structural engineering meetings. Revise plans and documentation as needed for second meeting.	Principal	245	1	\$ 245
2		Project Manager	195	8	\$ 1,560
3		SR Architect	178	0	\$ -
4		Architect	167	8	\$ 1,336
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		IDA Principal	235	2	\$ 470
9		IDA Engineer	200	8	\$ 1,600
10	Describe Material Costs:				

11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					\$ 5,211

MEETINGS -- ACCESSIBILITY					
1	Two online meetings (assumes two hours per meeting) with Contra Costa County building official to review the accessibility limitations on the conceptual design proposal. Includes initial meeting and followup meeting.	Principal	245	4	\$ 980
2		Project Manager	195	4	\$ 780
3		SR Architect	178	0	\$ -
4		Architect	167	0	\$ -
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		IDA Principal	235	0	\$ -
9		IDA Engineer	200	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					\$ 1,760

MEETING FOLLOW-UP -- ACCESSIBILITY					
1	Preparation of meeting reports for accessibility meetings. Revise plans and documentation as needed for second meeting.	Principal	245	1	\$ 245
2		Project Manager	195	8	\$ 1,560
3		SR Architect	178	0	\$ -
4		Architect	167	8	\$ 1,336
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		IDA Principal	235	0	\$ -
9		IDA Engineer	200	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					\$ 3,141

SUMMARY DOCUMENTATION					
1	General summary documentation and brief analysis report letter for KFD and KPD. (RDC with RDC Structural Engineering Consultant support).	Principal	245	1	\$ 245
2		Project Manager	195	4	\$ 780
3		SR Architect	178	0	\$ -
4		Architect	167	4	\$ 668
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		IDA Principal	235	1	\$ 235
9		IDA Engineer	200	4	\$ 800
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					\$ 2,728

PRESENTATION					
1	Attend online Board meetings (assume 3 max.).	Principal	245	6	\$ 1,470
2		Project Manager	195	0	\$ -
3		SR Architect	178	0	\$ -
4		Architect	167	0	\$ -

5		Job Capt	139	0	\$ -	
6		Designer	139	0	\$ -	
7		Drafter ( Documentation)	100	0	\$ -	
8		IDA Principal	235	0	\$ -	
9		IDA Engineer	200	0	\$ -	
10	Describe Material Costs:					
11	Describe Travel Expenses:					\$ -
					<b>Subtotal</b>	\$ 1,470

1	<b>TOTALS</b>	Principal	245	21	\$ 5,145	
2		Project Manager	195	36	\$ 7,020	
3		SR Architect	178	0	\$ -	
4		Architect	167	48	\$ 8,016	
5		Job Capt	139	0	\$ -	
6		Designer	139	0	\$ -	
7		Drafter ( Documentation)	100	0	\$ -	
8		IDA Principal	235	7	\$ 1,645	
9		IDA Engineer	200	28	\$ 5,600	
10	Describe Material Costs:					
11	Describe Travel Expenses:					\$ -
					<b>TOTAL</b>	\$ 27,426

**EXCLUSIONS:**

- 1 Cost estimating
- 2 Engineering services beyond the limited structural engineering scope of work described in this ESR
- 3 Detailed site survey or as-built drawings
- 4 Geotechnical analysis and report.
- 5 Seismic analysis
- 6 Meetings beyond those described above.
- 7 Public presentations.
- 8 Reproduction costs of documents.

Proj No <b>2016029</b>	<b>Kensington Fire Station Master Plan</b>	Extra Service Request	<b>ESR 007</b>
	<b>Extra Services Request</b>	Date:	<b>5/26/2020</b>
<b>RosDrulisCusenbery</b>		Owner's Contract Number:	

**CONCEPTUAL DESIGN, REGULATORY AGENCY, MEETING(S) & PUBLIC MEETING(S)**

**Description:**

Design Change - Project _____	Originator _____ Mallory Cusenbery
Scope Change - Services <u>  X  </u>	Reference Documents _____ None
Added Consultants _____	ASI Number _____ None

**DESCRIPTION OF POTENTIAL CHANGE**

Scope of Services: The scope of services include the following task as needed to prepare for, meet, and present conceptual plans to jurisdictional approval agencies for review and feedback on both seismic and accessibility topics. The tasks to be undertaken to achieve this milestone include:

RDC:

1. Prepare for and attend meetings with Department of the State Architect (DSA) and/or other regulatory agencies with the project structural engineer, IDA, to determine the limitations on renovation of an essential services building.
2. Prepare for and attend meetings with County accessibility reviewers to discuss possible alternatives to providing an elevator as part of the facility remodel.
3. Attend Public Meeting(s) to present the conceptual design of the project as needed.
4. Research code requirements and prepare initial code analysis for both accessibility and seismic implications for the plans currently under consideration.
5. Revise floor plans and develop the conceptual design as needed to incorporate ongoing comments and proposed revisions. Prepare presentation materials - drawings, tables, code analyses - as needed to adequately portray the proposed approaches.
6. Attend ongoing Steering Committee meetings - via teleconference, phone, or in person - as needed to advance the design.

IDA:  
Attend meetings with DSA and/or other regulatory agencies to determine the limitations on renovation of an essential services building. Refer to attached IDA proposal dated 10/07/2019 for Structural Engineering scope of services.

Driver of Change: The Kensington Fire Protection District (KFPD) is considering renovating the existing Public Safety Building. There is a recently discovered earthquake fault along the east property line. The California Building Code (CBC) defines a fire station as an essential services building. The CBC places limits on renovation or construction of an essential services building and the allowed proximity to earthquake faults. Meetings with DSA and/or other regulatory are needed to fully understand these limitations. In addition, preparatory work, research and presentation is required to create conceptual plans that meet code, departmental operational needs and policy objectives.

Exclusions:  
Compensation: Hourly, time and materials. RDC rates listed below. IDA rates listed on the attached proposal.  
Attachments: IDA Fee Proposal dated 10/07/2019

**IMPACT OF POTENTIAL CHANGE**

		Mark Up per Contract: <u>  1.00  </u>
		<u>Subtotal w/ markup per Contract</u>
<b>Schedule Impact - Days</b>		
Delays of Milestone (Work Days) <u>  0  </u> Days	Architect	<b>RDC Architecture</b> \$0.00 \$0.00
Delays Proj Completion(Work Day) <u>  0  </u> Days	Structural Engineer	<b>IDA</b> \$0.00 \$0.00
	Electrical Engineer	\$0.00 \$0.00
	Mechanical Engineer	\$0.00 \$0.00
	Civil Engineer	\$0.00 \$0.00
	Kitchen Consultant	\$0.00 \$0.00
	Cost Estimator	\$0.00 \$0.00
<b>Architectural Services</b>		
<b>RDC Personnel</b>	Rate Hours Subtotal	
Principal	\$245 <u>  0  </u> \$0	
Proj Mgr	\$195 <u>  0  </u> \$0	
Sr Arch	\$178 <u>  0  </u> \$0	
Architect	\$167 <u>  0  </u> \$0	
Job Captain	\$139 <u>  0  </u> \$0	
Designer	\$139 <u>  0  </u> \$0	
Programmer	\$111 <u>  0  </u> \$0	
Clerical	\$90 <u>  0  </u> \$0	
<b>Total RDC Labor Costs</b>		<b>\$0</b>
	<b>Reimbursable Costs</b>	<b>Description</b>
	Reproduction	\$0.00 \$0.00
	Travel	Travel to Meetings \$TBD \$0.00 \$0.00
	Other	\$0.00 \$0.00
<b>Total Amount Being Requested</b>		<b>Hourly TBD</b>

Note: The rates above are based on the architect's current 2019 rates.

ACTION	AUTHORIZATION	DATE	COMMENTS
Decline:	Proj Mgr _____ Client _____		
Proceed:	Proj Mgr _____ Client _____ <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">DocuSigned by: <i>Julie Stein</i></div>		
Other ( Note in Comments)	Proj Mgr _____ Client _____		

KENSINGTON PUBLIC SAFETY BUILDING RENOVATION  
DRAFT WORKPLAN

10/12/2020

NO.	DESCRIPTION PHASE / TASK	WEEKS	COMMENTS
	<b>KENSINGTON PUBLIC SFAETY BUILDING RENOVATION</b>		
1	<b>PREDESIGN / DISCOVERY</b> Building scan & as-built drawings Property Survey Geotechnical / Soils Report	6	
2	<b>SCHEMATIC DESIGN (SD)</b>	6	
3	<b>Schematic Design Cost Estimate</b>	2	
4	<b>Owner Review of Schematic Design Documents</b>	2	
5	<b>DESIGN DEVELOPMENT (DD)</b>	10	
6	<b>Design Development Cost Estimate</b>	2	
7	<b>Owner Review of Design Development Documents</b>	2	
8	<b>CONSTRUCTION DOCUMENTS (CD) 75%</b>	10	
9	<b>75% Construction Documents Cost Estimate</b>		2 wks - Concurrent with County Plan Check
10	<b>Owner Review of 75% CD documents</b>		2 weeks - Concurrent with County Plan Check
11	<b>Utility Approvals</b>		Concurrent with CD tasks
12	<b>County Plan Check Process</b>	12	
13	<b>Construction Documents 100% / Bid Documents</b>	2	
	<b>TOTAL DESIGN PHASE</b>	<b>54</b>	11 - 12 months
14	<b>BID PHASE</b> Bidding Contract Award Notice to Proceed	10	2.5 months
15	<b>CONSTRUCTION PHASE</b>	52	12 months
	<b>TOTAL PROJECT DURATION</b>	<b>116</b>	28 - 30 months

KENSINGTON PUBLIC SAFETY BUILDING RENOVATION  
DRAFT WORKPLAN

10/12/2020

NO.	DESCRIPTION PHASE / TASK	WEEKS	COMMENTS
	<b>TEMPORARY PUBLIC SAFETY BUILDING FACILITY</b>		
			Concurrent with Design Phase of main project. Assumes use of modular structures.
16	<b>SITE IDENTIFICATION &amp; ACQUISITION</b>	8	
17	<b>DESIGN</b>	6	
18	<b>PLAN CHECK &amp; PERMIT PROCESS</b>	4	
19	<b>PROCUREMENT OF MODULAR STRUCTURES</b>	12	
20	<b>CONSTRUCTION AND MODULAR INSTALL</b>	4	
21	<b>MOVE KPSB TO TEMPORARY FACILITY</b>	2	
	<b>TOTAL TEMPORARY FACILITY</b>	<b>36</b>	9 months



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

**DATE:** November 11, 2020

**RE:** Consider Scheduling a Joint Board Meeting with the KFPD and KPPCSD Board of Directors on the Public Safety Building Conceptual Design and Financing Options

**SUBMITTED BY:** Mary A. Morris-Mayorga, Interim General Manager

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### **Recommended Action**

Staff recommends the Board consider scheduling a joint Board Meeting with KPPCSD for presentation on the Public Safety Building conceptual design and financing options.

### **Background**

With recent steps completed on the potential Public Safety Building renovation, we appear to have reached a good point in time to receive a full presentation in a workshop-style format. Given that this information is relevant to both KFPD and KPPCSD, it seems beneficial to hold a joint Board Meeting to allow both agencies to receive the information, ask questions, provide feedback and hear public comments.

In discussing with the KPPCSD Interim General Manager, Bill Lindsay, we have discussed the potential structure of the meeting; if both Boards are in concurrence with scheduling a Joint Board Meeting this would be more fully developed in collaboration with Mr. Lindsay. The draft proposed structure would be along these lines:

- Workshop-style to gain any additional information needed for future decision-making
- Facilitated by both Interim General Managers
- Presentations by RDC Architecture and Mack 5:
  - » Overview of History of the Project
  - » Current Status/Conceptual Designs
  - » Recommended Process
  - » Schedule
  - » Project Budget Estimate
- Financing Options

As referenced earlier, this proposed structure would be refined in coordination with Mr. Lindsay.

### **Fiscal Impact**

There is no fiscal impact at this time.



## Submitted by Directors Padian and Nagel

**"Discussion of Board Priorities for Emergency Preparedness and Public Safety Activities and Education for the immediate and long-term (3-5 years) future (Discussion)" (30 minutes) (supporting information)**

The following statements summarize several important circumstances related to public safety in Kensington, based on a series of recent documents, analyses, and discussions at KFPD Board meetings and in other venues.

1. Most of Kensington is in a uniquely hazardous WUI zone, characterized by a ratio of traffic load to evacuation route potential as bad as or worse than that of Paradise and Magalia, CA (which had planned evacuation routes before their devastating fire). Zip code 94708, shared with the North Berkeley hills, is among 1% of such zip codes in California, among only ten in northern California, and the only one in the Bay Area. Houses are large and close together with overgrown vegetation, many property hazards, myriad power lines, too many cars, too narrow streets, and dangerous parking configurations for emergency situations.
2. Insurance companies are increasingly declining to write new fire policies, and are refusing to renew many existing ones, all across California including the WUI from Oakland to Richmond. Our houses present the greatest fuel load for a blaze, and overly dense vegetation too close to houses contributes another vector for propagating fires sparked by embers flying in advance of an encroaching fire. At present no public safety agency is working with our community to advise homeowners on mitigating these threats and potentially preventing the cancellation of their insurance (notably through the construction of FireWise communities).
3. The Traffic Evacuation Study commissioned by the Fire Board identified several dozen recommendations that would enhance public safety and facilitate evacuations. Some of these, such as the opening of Sunset View Cemetery, the removal of bollards from Kensington Park, and plans for the evacuation of Hilltop School, are already in place or in progress. Much more remains to be done.
4. An analysis presented to the Board, and vetted by our local public safety officials, established the difficulty of evacuating Kensington residents in case of a major conflagration. Even with lead times of 3-4 hours, a fire occurring in a Diablo Wind Event or similar will not provide sufficient time to evacuate the residents, even if each household only used one vehicle; choke points and inefficient parking configurations will prohibit efficient draining of the streets. Once a fire reaches the houses on the east end of the ridge, it could take less than an hour to ignite blazes throughout Kensington, down to Colusa Avenue and beyond.
5. The contract between the Fire District and the ECFD provides Kensington residents not only emergency fire and medical services but the same educational opportunities afforded to EC

residents, including CERT, first aid, and other training, and the distribution of information related to house hardening, mitigation of fire hazards, emergency preparation, etc. However, in the past decade, CERT and other neighborhood organization in Kensington has deteriorated even as the fire danger has dramatically worsened. This is not the responsibility of El Cerrito.

6. Kensington's fire risk, as a result of the configuration of houses, people, cars, street widths, and parking configurations, is much different and more dangerous than nearly all of El Cerrito. Education about hazards, mitigation and preparation must be tailored specifically to its needs.

7. At present no agency provides Kensington residents education about public safety and emergency preparedness beyond the basic services from EC just mentioned (including neighborhood organization, development of educational materials tailored to Kensington, social media and website presence, etc.).

8. Many PSPS events staged by PG&E, which cannot be influenced by municipalities, last 5 days to a week or more, regardless of whether some communities are directly affected by the threat of conflagration (this is related to their inclusion in a larger threatened grid, or to equipment that PG&E is concerned may collapse and start a fire). Local examples abound in Marin and Sonoma counties, among others. After an outage of 3-4 days, laptops and cellphones die, cell towers no longer work (it was estimated that last year in some areas of Marin County up to 80% of them were defunct), and there is no available internet because routers lack power. This means that CWS and Nixle alerts will not be received by cellphones. (It is currently impracticable to repair to a café to recharge your devices, and friends in unaffected areas may be reluctant to help you at their houses.) At present only reverse-911 calls on land lines that still have corded (not cordless) handsets will be viable, and the recorded effectiveness of those devices is poor (14-40% success rate in the Tubbs Fire, for example).

9. Without an Emergency Public Address system of outdoor loudspeakers, capable of voice and mechanical notifications, mounted on poles independent of PG&E power, and with solar batteries capable of active broadcasting for 72 hours (plus solar recharging), the only recourse residents will have for information will be a battery-powered radio.

10. Kensington is a community with a substantial proportion of residents who are limited in mobility, have health issues, do not drive, and will need help to evacuate. They cannot depend on fire, EMS, police, Red Cross, or other services to come and evacuate them in a sudden emergency. These people currently lack help in developing support systems in case of the need to evacuate.

**Given these and other considerations, the EPC asks the Board members, individually and collectively, to propose a set of priorities for facilitating the improvement of public safety, education, and emergency preparedness, using the resources of the District funded by Kensington's taxpayers, and under the control of the Board, so that this committee, charged by the Board to research and develop recommendations, may carry out its charges.**

**MINUTES OF THE MARCH 2, 2020 FINANCE COMMITTEE MEETING  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

**Date of Meeting: March 2, 2020**

**Time of Meeting: 4 p.m.**

**Place of Meeting: Kensington Public Safety Building, Conference Room  
217 Arlington Avenue, Kensington, CA 94707**

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**PRESENT:**     **Directors Present:** Julie Stein & Don Dommer  
                  **Staff:**             Chief Pigoni, Glenn Lazof of RGS, Shahrzad Pantera of RGS,  
  Sasha Amiri-Nair of RGS  
                  **Public:**             Cyrus Modavi, Lynn Wolter

**CALL TO ORDER:**

President Stein called the meeting to order at 4:02 p.m. and called roll.

**PUBLIC COMMENT:**

None.

**(5 on the agenda) Midyear Review a. Fire Contract:**

Chief Pigoni gave his review of the Fire Contract and there was a discussion had by the committee.

**(5 on the agenda) Midyear Review b. District Budget:**

Glenn Lazof gave his report on the District Budget and there was a discussion had by the committee.

**(3 on the agenda) FY 2019 Kensington Fire Protection District 2019 – Financial Statements – Final:**

There was a discussion had by the committee. No action was taken.

**ADJOURNMENT:** The meeting was adjourned at 6:07 p.m.

These minutes were approved at the Finance Committee Meeting on August 27, 2020.

Attest:

\_\_\_\_\_  
Finance Committee Member



**KENSINGTON FIRE PROTECTION DISTRICT**  
**Finance Committee Meeting Minutes**

**Thursday, July 16, 2020, 2:00pm**  
**Via Zoom Teleconference**

This meeting will be conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Please click the link below to join the webinar:

<https://zoom.us/j/98009345697>

Or iPhone one-tap :

US: +16699009128,,98009345697# or +13462487799,,98009345697#

Or Telephone:

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

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

Webinar ID: 980 0934 5697

International numbers available: <https://zoom.us/u/aecjyArYKm>

**1. Call to Order/Roll Call**

President Stein called the meeting to order at 2:02pm. Present: President Stein and Director Dommer. One member of the public in attendance.

**2. Public Comment**

None

**3. Approve Minutes of the March 2, and May 22, 2020 Finance Committee Meetings**

The minutes of March 2, 2020 are included in the Regional Government Services (RGS) payment dispute letter and since there is not enough information to act on these yet, the Committee did not approve at this time. The minutes of May 22, 2020 were approved by President Stein and Director Dommer.

**4. Discussion Items**

4.1. Standard Review Process of the Interim General Manager's Timesheets/Reimbursements  
 Interim General Manager (IGM) Morris-Mayorga reviewed the process and timesheets/reimbursements. President Stein asked for clarification on payment of wages and noted a missing reimbursement for FedEx board packet printing. These are for review only, no action is required unless the Committee has issues to refer to the Board.

4.2. Transmittal Approval Process

IGM Morris-Mayorga reviewed this process and provided an overview of an administrative manual which will incorporate this in accordance with the *Expectations of the Interim General Manager*. President Stein inquired about check signatures required.

4.4 Role and Responsibilities of the Finance Committee – Initial Planning

This item was taken prior to 4.3. IGM Morris-Mayorga reviewed the initial planning for this including typical roles and responsibilities. President Stein noted from a sample of another agency that an alternate may be a good idea.

4.3. RDC Architecture Invoices – KFPD vs. KPPCSD Work Billings for April and May 2020

IGM Morris-Mayorga reviewed these invoices with the Committee along with additional information provided by RDC to determine whether it clarified any of the prior questions.

The Committee agreed that these should not be charged to the District with exception of a charge on May 4 for apparatus bay work.

- 4.5 Financing Components and Arrangements on the Public Safety Building Renovation  
IGM Morris-Mayorga briefly reviewed potential financing options for the public safety building renovation in the event the KPPCSD occupies space in the building. Cyrus Modavi, member of the public, commended Director Dommer for all of his work on the public safety building.

## **5. Future Agenda Items**

President Stein confirmed that the Finance Committee would be reviewing the Final Budget at a meeting prior to Board approval in September and noted that the Fire Services Contract Fee should be updated if there are changes in the City of El Cerrito's budget which would impact it.

## **6. Adjournment**

The meeting was adjourned at 3:07pm.



**KENSINGTON FIRE PROTECTION DISTRICT**

**Emergency Preparedness Committee Meeting**

**Meeting Minutes  
Thursday, June 25, 2020**

**Via Zoom Teleconference**

This meeting was conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order. The following people were present.

Directors: Larry Nagel and Kevin Padian

EPC Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Paul Moss, David Spath

Public: Danielle Madugo, Lorika G., Chief Tom Welch (Mill Valley), Mike Shanks and Chris Roller (Genasys)

Staff: Mary Morris-Mayorga

1. Call to Order/Roll Call: The meeting was called to order at 3:05 PM by Chair Kevin Padian.
2. The minutes of the May 28, 2020 Emergency Preparedness Committee meeting were approved.
3. There were no public comment on items not on the agenda.
4. The following brief reports were made by EPC members:

Peter Guerrero: Peter has written a draft of a thank you letter to Wildfire Safety. The letter also asks the Contra Costa County Fire Chief to have the camera pointed down Wildcat Canyon during Red Flag Days. The EPC will ask that the letter be signed by President Julie Stein on behalf of the KFPD Board.

The camera looking NW is called "Vollmer Tower Top." Its current view encompasses the reservoir, Wildcat Canyon, and the

Kensington/ElCerrito/Richmond ridge. The camera looking SE is called "Vollmer Peak" and it is currently looking at Mt. Diablo, south. Diablo winds blow strongly from the NE, so there is currently a blind spot between these two views. The cameras can, however, be rotated.

Lisa Caronna conducted research comparing the Berkeley Chipper Program with the Kensington bi-weekly vegetation debris collection. Should Kensington determine the need for additional vegetation collection, they might consider a neighborhood vegetation dumpster program for certain blocks upon request by the residents of that block.

## 5. Discussion Items

- Presentation on PA/Siren devices by Mike Shanks and Chris Roller of Genasys

Genasys markets a Multi-Channel Public Safety System which includes voice alerting, telecom messaging, sirens, and Integrated Speaker Management and Remote Activation. The system can be activated remotely. The systems are IPAWS certified and have been installed in Newport Beach, Laguna Beach, and Mill Valley.

The preliminary layout for Kensington has three speakers, but more may be required to be heard during high wind conditions (40-60 mph wind). Kevin Padian reported that he has a sample contract, and noted that winds of that speed are seldom if ever reported in Kensington, so there may be no need for more than three devices.

Marin County is using their Measure C funds to pay for the speakers. Berkeley is proposing something similar to Measure C as a possible source of funds. Oakland also is considering investigating speakers in the Oakland hills. Safety officials and public council members generally favor the system, but financing is problematic.

The Genasys estimate was \$ 379,000 for three towers, but this was only an informal figure not subject to negotiation.

Katie Gluck noted that there are other vendors but that she has had trouble contacting them. Katie noted that Mill Valley purchased their equipment from

Genasys and that Oakland and Berkeley are negotiating with them. In Katie's opinion, Genasys seems to be about the only viable vendor. We continue to look into the question.

- Discussion of PA/Siren devices with Mill Valley Deputy Chief of Operations and Training Chief Tom Welch:

Deputy Chief Tom Welch from Mill Valley gave a report on the sirens in Mill Valley. There are six sites built out with sirens. Installation by GRE Electric, a partner with Genasys, went very smoothly. Both the local fire department and police department are able activate the sirens. The D/C opined that if he had to do it again he would have opted for the solar batteries (if financially feasible) for long-term cost savings and greater longevity during outages.

- Proposal from ECFD for a 3-year \$ 5,000 software service contract with ZoneHaven:

Kevin Padian reported that he doesn't understand what the \$ 10,000 allocated by the board has paid for, and he will ask ZoneHaven to give a status report to the full board. The project was advertised as developing "polygons" for Kensington, but it turned out that all of El Cerrito (5x Kensington's size) was also included in the project, and a concern is that this could be viewed as a gift from one municipality to another, apart from the fact that Kensington was never informed that El Cerrito would also be mapped. El Cerrito contributed no funds to the project.

- Update and discussion of implementing Traffic Evacuation Study recommendations with KPD:

Kevin reported that he and KPD Traffic Officer Brad Harms visited Sunset Cemetery last Friday and had a meeting with the management. Sunset Cemetery is agreeable to opening the cemetery in an emergency and has given Officer Harms a key to the gates. They have agreed to allow us to install exit signs in the cemetery as well as "Emergency Evacuation Route" signs on the Sunset Avenue gate.

There are eight bollards in town that are controlled by the county. These will be replaced by chains that can be unhitched in an emergency. The chains will



not be locked but will be fused to the post on one end so that they cannot be taken away.

Kevin Padian reported that the KPD is considering that parking on some street segments may be changed either permanently or on Red Flag Days and Diablo Wind Events. These changes will follow actions initiated by the KPD in concert with the Contra Costa County Department of Public Works. A meeting with John Gioia's office, Contra Costa Department of Public Works, the KPD, and KFPD is in the works. Kevin also reported that the KPD wants to develop a corps of volunteers, working with Kensington/El Cerrito Fire Department, as well as with the KPD and other agencies, to help with emergency preparation and education activities and potentially provide some emergency traffic assistance. These volunteers would receive training from Officer Harms, who operated a very successful volunteer program in his previous department. However, the COVID crisis has forced the cancellation of all in-person public education activities concerning potential parking changes in Kensington, and alternate routes will have to be found.

Kevin Padian reported that the EBMUD is reluctant to let their reservoir be used as a Temporary Refuge Area (TRA) because of liability and security issues. Conversations are continuing.

6. Future Agenda Items:

- Increasing use of local communication resources for information and evacuation planning
- Possible positions: part-time Emergency Preparedness Coordinator; grant-writing consultant
- Increasing and improving cell signal coverage for Kensington
- Hilltop Elementary School evacuation plans

7. The next meeting will be held via Zoom on July 23, 2020 beginning at 3 PM.

8. The meeting was adjourned at 5:02 PM.

**These minutes were prepared by Larry Nagel and approved at the Committee meeting on 22 October 2020.**



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

Emergency Preparedness Committee Member



**KENSINGTON FIRE PROTECTION DISTRICT**

**Emergency Preparedness Committee Meeting**

**Meeting Minutes**

**Thursday, July 30, 2020 3:00 – 5:00pm**

**Via Zoom Teleconference**

This meeting was conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Directors: Larry Nagel and Kevin Padian  
Public Members: Peter Guerrero, Peter Liddell, Danielle Madugo, David Spath, Paul Moss, Lisa Caronna, Katie Gluck  
Staff: Mary Morris-Mayorga  
Public: Cyrus Modavi, Julie Stein, Pam Martin, Annette McCoubrey

1. Call to Order/Roll Call: The meeting was called to order by Kevin Padian at 3:10 PM. Larry Nagel recorded the attendance (all present).
2. Public comment on items not on the agenda (none)
3. Recommendation to accept minutes from June 25 meeting (ACTION) Moved and seconded (Liddell, Nagel) to accept minutes; approved unanimously
4. Brief reports from EPC members: evacuation plan for Kensington Elementary School (Danielle); Vollmer cameras letter; emergency radios; fire danger sign; Wildcat Canyon PG&E transmission lines (Peter G); cell tower follow-up; status of EBMUD discussions on using the Sunset Reservoir for temporary evacuation

Danielle Madugo: Evacuation plan for Kensington Elementary School. Met with Kevin, Brad Harms, and reviewed evacuation. Danielle is pushing for an off campus evacuation plan for the school. The PTA Emergency Preparedness Committee is planning an evacuation drill in the fall of 2021.

Mary Morris-Mayorga: Letter on the Vollmer Peak cameras is still in the works and should be signed by President Stein this week.

Kevin Padian: Emergency radios. Nothing further has been done. The board is still working on how to collect money for the radios.

Kevin Padian: Fire danger sign was delivered in March and is still housed in the Public Safety Building. Fernando Herrera (CCC DPW) has offered to install the sign in the median on his own time.

Peter Guerrero: Letter regarding the camera on Wildcat Canyon PG&E transmission lines. Also on Vollmer Peak cameras, Peter noted that there is a blind spot and that a fire in Wildcat Canyon would not be detected. Peter noted that Chief Pigoni has the ability to re-aim the camera. Peter thinks we need a discussion with Cal Fire and County as well as Chief Pigoni to discuss how to manage the cameras. Danielle Madugo also noted that the cameras are pointed in the wrong direction for detecting fires in Wildcat Canyon.

Danielle Madugo: Cell tower coverage AT&T has an app (mark the spot) to measure cell signal strength. Kevin noted that cell service providers deal directly with FCC rather than local agencies, which means that locally we have less influence on their numbers and placements, their power reserves in outages, etc.

Kevin Padian (on behalf of KPD Ofc Brad Harms): status of EBMUD discussions on using the Summit Reservoir for temporary evacuation. EBMUD is balking at using the reservoir as a TRA (Temporary Refuge Area). One of their concerns is liability, and the other is the possibility that someone might try to poison the water supply. Police are interested in having a space at the reservoir for emergency supplies in case of extended community crisis (earthquake, fire). Peter Guerrero noted that EBMUD has cut back the grass on the reservoir surface, so it is less a fire hazard now.

## 5. Discussion Items

- Checking to make sure we all are registered for CCC CWS alerts!\* (Larry)

Everyone on the meeting was pretty sure they were signed up for Nixle and CoCo CWS.

- Discussion of debris bins / chippers (Lisa)

Lisa reported on her research on chippers. BayView will take whatever is put out on garbage day. Berkeley pickups are twice a year in May and September. Berkeley's pickup program costs \$130 K per year. Peter Guerrero noted that a chipper program would require a major volunteer effort and that we have bigger fish to fry.

- Report on meeting with Mike Shanks, Genasys, on possible sites for PA devices, and discussion and possible recommendation to Fire Board

Kevin Padian reported that he had a further meeting with Mike Shanks and Brad Harms. There is no written proposal or negotiation, only gathering of information for potential comparisons with other companies. Genasys would cover the area with three towers. There are several options. Telephone poles are already there but not good structurally. Genasys recommends separate poles that are 40 feet tall and 20 feet deep. There are options including PG&E and solar panels. Solar panels would not require PG&E boxes and bills, and would provide 72 hrs of renewable power in an outage. Next step would be to have a discussion with the board. San Francisco will have ITL replace their sirens. Katie will check with San Francisco FD to see what they are pursuing.

- Update on progress with emergency signs for Sunset View Cemetery

Emergency signs have been erected in the cemetery. Two Emergency Evacuation signs at the Sunset Avenue gate and two Emergency Exit signs.

- Discussion of proposed software service contract with ZoneHaven and possible recommendation to Fire Board (ACTION; supp info)

Tabled

- Update and discussion of implementing TES recommendations with KPD

Kevin, Danielle, and Officer Harms are working on school evacuation. The bollards in Kensington Park have been replaced with chains that can be detached on one end to allow larger vehicles to pass.

- Report on meeting about Kensington Parking organized by Sup. Gioia's office and possible recommendation to Fire Board

Recommendation by Chris Deppe that the Police and Fire Boards (a) approve the recommendations for investigating changing parking on six streets (Item 5.7) and (b) that a video be produced to assist in educating the public. We need to work with Berkeley FD to coordinate evacuation routes. Lisa Coronna asked that we add the need for public input and public education in advance of recommendations to the county on the proposed parking changes. Also add Willamette to the list of streets where parking changes happen (this is the discretion of KPD; we'll check).

- Discussion and possible recommendation to Fire Board to hire a part-time Emergency Preparedness coordinator (ACTION; supp info) (see also item 6.1)

Kevin led the discussion on the need for a part-time Emergency Preparedness Coordinator. Mary will contact Chief Pigoni to ascertain the status of Emergency Preparedness training with respect to the contract with ECFD and report back to the EPC.

- Recommendation to clear vegetation from upper Kensington Park Drive near the elementary school and east of the soccer field to mitigate evacuation (ACTION)

KFD has to work with School District and the KPPCSD to coordinate vegetation removal.

- Report on Orinda Virtual Evacuation Survey Preliminary results (supp info)

For our information only.

- Recommendation to KFPD Board to ask KFD and KPD to issue red flag day and Diablo Wind Event warnings on Nixle, NextDoor, and email lists

888777 – Nixle alerts from El Cerrito, Berkeley, and Richmond. Supposedly the Kensington PD is also subscribed. Fire Departments typically are not supposedly subscribed. Mary Morris-Mayorga will talk with the KPD and Chief Pigoni to see who is responsible for managing Nixle alerts on Red Flag Days,

6. Future Agenda Items:

- 6.1 Increasing use of local communication resources for information and evacuation planning

7. Scheduling next meeting: The next meeting tentatively will be held on August 27 at 3 PM.

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

\* Note: on their website "cwsalerts.com" says:

**EXTREME WEATHER INFORMATION**

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Typically, the fire season in California starts at the beginning of May and runs through November.

The National Weather Service may issue **Red Flag Warnings** due to extreme weather conditions. To check if any red flag warnings are in effect for your area please go to: <https://www.weather.gov/mtr/>

**These minutes were prepared by Larry Nagel and approved at the Committee meeting on 22 October 2020.**



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

Emergency Preparedness Committee Member



**KENSINGTON FIRE PROTECTION DISTRICT**  
**Emergency Preparedness Committee Meeting**

**Meeting Minutes**

**Thursday, September 24, 2020 3:00 – 5:00pm**

**Via Zoom Teleconference**

This meeting was conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Directors: Larry Nagel and Kevin Padian  
 Committee Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Danielle Madugo, Paul Moss, David Spath  
 Staff: Mary Morris-Mayorga  
 Public: Jim Watt, Julie Stein, Lorika G, Ofc. Brad Harms (KPD)

1. Call to Order/Roll Call: The meeting was called to order by Kevin Padian at 3:09 PM. The attendance was taken by Larry Nagel.
2. Ofc. Harms gave a report for KPD. There is a new e-mail address just for people with evacuation questions : [evac@kppcsd.org](mailto:evac@kppcsd.org). Chief Schuld and Officer Harms will be having meetings with concerned citizens. The KPD is putting together a brochure on evacuation for the public that should be released within a week. There was a question about Willamette Avenue parking orientation, which Officer Harms will look into. Lisa Coronna asked if a representative from the Fire Department will also attend the citizen meetings. Officer Harms noted that Chief Pigoni and Chief Grupalo have been heavily involved in firefighting and have not been available. Lorika G asked a question about which roads the fire department will be using so that she can avoid them. There are no specific plans.
3. Public comment on items not on the agenda: None
4. Recommendation to accept minutes from July 30 meeting (ACTION): Draft minutes were distributed but will be deferred
5. Brief reports from EPC members:

Paul Moss: Paul reported that yesterday he received a response from Chief Pigoni regarding the condominiums on Mira Vista Heights Road. Chief Pigoni is looking into



the possibility of having a camera installed and to organize the residents into a neighborhood fire watch. Paul noticed that EBRPD has removed a lot of prairie grass in Wildcat Canyon. Also the PG&E Right of way has been mowed.

Peter Guerrero: Peter reported that he will be having a meeting with Contra Costa County Fire Chief Brouchard next Tuesday. They will be discussing reaiming the camera as well as a volunteer corps of people to monitor the cameras.

Danielle Madugo: Danielle reported that she is the Kensington CERT (K3) coordinator and that she attended a meeting with Chris Hilliard (CERT Coordinator for ECFD). Chris handed out portable FRS radios so that CERT members can patrol the Wildland Urban Interface during fire weather. The Area Coordinator meeting was also attended by Hal Graboske (K6). The Great Shakeout will happen on October 15 at 10:15 AM. The link for the National Earthquake Drill is <https://www.shakeout.org/california/>. The KARO/ECHO emergency radio test will be held on October 24. The link to purchase EQ kit and water storage supplies through Lamorinda CERT is <https://www.lamorindacert.org/resource/water-2/>.

Lisa Caronna: Lisa reported on paths. Rodney Paul is conducting virtual tours of the paths. A survey of Kensington residents concerning path usage noted that evacuation is the primary interest for paths.

Larry Nagel: Larry reported that he regularly attends the EBRPD Board Meetings to stay abreast of EBRPD issues. There is a lot of pressure to reopen as much of the park as possible, and this presents challenges for cleanliness as well as fire danger.

## 6. Discussion Items

- Changes to Kensington Traffic and Evacuation Patterns Now Completed (INFORMATION) : Kevin Padian reported that evacuation signs have been installed in the Sunset Cemetery. The bollards have been replaced by chains for evacuating the southeast neighborhoods as well as the Hilltop School. The brochure the KPD is preparing will be helpful in educating the public.
- Recommendation to ask the Board to request the El Cerrito Fire Department and the KPPCSD to use Nixle and NextDoor to (1) notify the public of Red Flag Days and (2) notify the public in advance of the first warning of impending Diablo Wind Events (ACTION): Kevin reported that we would like clarity on this matter,

because different Districts use their Nixle accounts in different ways. At a recent Zoom meeting regarding evacuation plans for local areas in case of Wildfire, Supervisor John Gioia stated that evacuations would not be issued by the County but instead by local agencies (in our case, joint consultation of Kensington Police and Fire). More needs to be known about how these decisions will be made. Paul Moss noted that he brought Nixle to Kensington, and the system works. However, the last Red Flag Alert was delayed by a twelve hour delay from when the Red Flag Alert was issued and when it came out over Nixle.

- Status of Proposal for a Pilot Program to Provide Emergency Radios to Members of the Public (DISCUSSION/ACTION): The last time the Board considered this item, they suggested that the item be postponed until we had a General Manager. Lisa Coronna suggested we need to do more research. Dave Spath agreed that we need to put more thought into a program like this.
- Status and Future Steps for Investigating the Acquisition and Installment of Emergency Public Address Systems for Kensington (DISCUSSION): Kevin reported that we have talked with one vendor and have talked to Mill Valley who have such a system. We have been told that Berkeley and Oakland have agreed in principle to acquiring such a system, but they will need to find funding. Mary Morris-Mayorga suggested that we should check with the CSDA.
- Status and Future Steps for Investigating the Acquisition and Installment of Emergency Public Address Systems for Kensington (DISCUSSION): Kevin reported that we have talked with one vendor and have talked to Mill Valley who have such a system. We have been told that Berkeley and Oakland have agreed in principle to acquiring such a system, but they will need to find funding. Mary Morris-Mayorga suggested that we should check with the CSDA.
- Request for the Board to Approve Action Items Proposed by the Kensington Police Department Regarding Investigation into Potential Changes in Parking Configuration on six segments of Kensington streets, including public input, and to approve the production (no cost) of an educational video to explain the rationale for the proposed parking changes (ACTION) (supporting material): Kevin noted that the Board approved that we work with the Police Department to create a video to educate the public. The Board still needs to vote on approving

the investigation into proposed parking changes and education and consultation with the public.

- Request from Emergency Preparedness Committee to Hire a Part-Time Emergency Preparedness Coordinator (Discussion and possible ACTION) (supporting material): Kevin presented the idea of KFPD hiring a Part-Time Emergency Coordinator. The first step is to determine if El Cerrito has the wherewithall to run a CERT program in Kensington, much less other Emergency Preparedness items. We then need to research how our own coordinator would operate with the El Cerrito Fire Department to provide seamless CERT operation.
- Preliminary calculations of the traffic load on Kensington’s streets during an emergency evacuation with little warning; implications for educating residents (DISCUSSION): Kevin reviewed a study done by the state of ZIP codes in the state that are most at risk.

7. Future Agenda Items: None

8. Scheduling next meeting: The next meeting is tentatively scheduled for October 22 at 3 PM.

9. Adjournment: The meeting was adjourned by Kevin Padian at 5:23 PM.

**These minutes were prepared by Larry Nagel and approved at the Committee meeting on 22 October 2020.**



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

Emergency Preparedness Committee Member