



KENSINGTON FIRE PROTECTION DISTRICT
AGENDA OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS
Wednesday, May 27, 2020 3:15 – 5:15pm
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://us02web.zoom.us/j/88439811767> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

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

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:

<https://us02web.zoom.us/j/88439811767>

Or iPhone one-tap :

US: +16699009128,,88439811767# or +13462487799,,88439811767#

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 +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592

Webinar ID: 884 3981 1767

International numbers available: <https://us02web.zoom.us/j/88439811767>

1. CALL TO ORDER

Directors: Dom Dommer, Janice Kosel, Laurence Nagel, Kevin Padian, and Julie Stein

2. Consideration of Approving an Agreement with Ross Drulis Cusenbery for a Board Workshop on the Public Safety Building Evaluation and Next Steps (ACTION)

3. Consideration of Approving an Agreement with MV Associates for Temporary Finance Support (Supporting Document) (ACTION)

4. Consideration of Approving Transmittal for Payment to Regional Government Services for March (Supporting documents) (ACTION)

5. Discussion of General Manager Recruitment with Brent Ives, BHI Management (Supporting Document)

6. Adjournment



TO: Board of Directors
Kensington Fire Protection District

DATE: May 27, 2020

RE: Agreement with Ross Drulis Cusenbery for a Board Workshop on
the Public Safety Building Evaluation and Next Steps

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

Recommended Action

Consider approval of an agreement with Ross Drulis Cusenbery for a Board Workshop on the Public Safety Building renovation evaluation and next steps.

Background

At the Board of Director's Meeting on May 13, 2020 the Board of Directors discussed the lease for additional office space that was proposed as part of the Public Safety Building renovation. It was identified that the Board of Directors needs to receive information on the status of the renovation evaluation and the opportunity to determine the next steps in order to provide staff direction.

Ross Drulis Cusenbery (RDC) provided a proposal for presenting the information at that workshop; however, the District does not currently have an agreement for this purpose. Pending Board approval of the agreement, staff will use the District's standard professional services agreement to draft this agreement for the Board President's signature.

Fiscal Impact

This agreement will be funded by available budget within professional consulting services.

Attachments:
Proposal



TO: Board of Directors
Kensington Fire Protection District

DATE: May 27, 2020

RE: **MV Cheng & Associates Agreement**

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

Recommended Action

Consider authorizing the Board President to sign an agreement with MV Cheng & Associates for temporary accounting support in an amount not-to-exceed \$13,600 through October 2020.

Background

The Interim General Manager has identified a need for accounting support services to facilitate: evaluation and implementation of internal controls, refining and/or establishing processes, daily accounting tasks, and reconciliation of District to County records. It is estimated the number of weekly hours in the beginning will be approximately 10-15 with anticipated reduction as projects are completed.

Accounting support is critical as the District transitions from the current administrative service provider to allow the Interim General Manager to focus on *Expectations and Responsibilities of the Interim General Manager*. MV Cheng & Associates will provide these services at \$85 per hour which is less than the current rate of \$95 per hour and significantly below the proposal of \$150 per hour for reconciliation of County records from another provider.

Fiscal Impact

There are sufficient funds remaining in the budget for Professional Services. The agreement with RGS currently budgeted at \$285,000 will only use approximately \$200,000 leaving \$85,000 available to cover this agreement.



May 22, 2020

Kensington Fire Protection District
217 Arlington Ave.
Kensington, CA 94707

Dear Ms. Morris-Mayorga:

Please accept this letter as MV Cheng & Associates Inc.'s proposal to your request for an interim Accountant consultant for the Kensington Fire Protection District.

My firm, MV Cheng & Associates Inc., operates as an incorporated business within the State of California, with my associates being sub-contractors of the firm. Having over 20 years of experience in municipal auditing, accounting, and finance in several cities, large and small, has allowed me to be able to lend my expertise as a finance director to cities in need of financial help. I have served as Director of Finance and Director of Finance and Administrative Services for several cities. Currently, I serve as the Interim Finance Officer for the City of Yucaipa. In addition to the cities I serve personally, my sub-contractors have worked in several cities on short and long term assignments ranging from Payroll Technician, Accountant, Senior Accountant, Accounting Manager and Finance Director as well as serving on a long term basis as contract staff. Myself, as well as all of my sub-contractors are former employees of municipal government agencies. We bring a wealth of knowledge and expertise to our city clients, with a level of professionalism and understanding of the culture of the political and city office environments.

With respect to the accounting services requested, I will be presenting one candidate. Below is a brief synopsis and the rate. Please refer to the resume attached for more details.

- \$85 per hour- Mellie Deano-Over 30 years of municipal experience with positions consisting of Finance Director, Accounting Manager, Accountant, Auditor, Consultant.

MV Cheng & Associates Inc., is a unique firm in that it employs predominantly only former city/special district employees to work as sub-contractors in various cities on either a temporary/interim basis to long term contract staff. We bring a wealth of municipal knowledge

and expertise in financial accounting that only city employees possess, yet we are consultants that can fill a void or bring change and improvement to a city's finance department. The goal of MV Cheng & Associates Inc. is not to make a huge profit, but to help cities with their needs in the finance department at competitive rates. Thus, **MV Cheng & Associates Inc.** are **Municipal Value Consultants!**

Thank you for taking the time to consider my proposal for accounting assistance for your District. Should you have any further questions, please do not hesitate to contact me at (925) 963-9996 or email me at: mcheng@mvchengassociates.com

Sincerely,

A handwritten signature in black ink, appearing to read 'Misty V. Cheng', written in a cursive style.

Misty V. Cheng
President & CEO



TO: Board of Directors
Kensington Fire Protection District

DATE: May 27, 2020

RE: Regional Government Services Review and Payment of March Invoice

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

Recommended Action

Consider approval of transmittal for payment to Regional Government Services for March invoice.

Background

At the Board of Director’s Meeting on May 13, 2020 the Board of Directors discussed the Regional Government Services invoice at length raising concerns on the reasonableness. Staff suggested an internal review of services and billings that would be provided to the Board of Directors in June. Staff has completed the review and included a summary of services provided which was discussed with the Finance Committee on May 22, 2020. While the amount paid to Regional Government Services was higher than prior District administration costs, there were additional projects which are within the scope of the agreement that would be outside of the typical day-to-day activities:

- 12/11/2019 Staffing structure/re-organization
- 1/8/2020 District Manager job description, staffing structure options
Information Technology Plan of Action
- 1/25/2020 Staffing model - impacts to policies and procedures
Minutes format discussion/direction
Proposals for governance/structure recommendations
- 2/12/2020 Policy 1070 change, new Policy 1190 - President/General Manager
General Manager/support staff job descriptions, FTE %
Recruitment
- 3/11/2020 Bank resolutions
Executive recruitment proposals

Special Meeting of the Board of Directors
May 27, 2020
Regional Government Services Review and Payment of March Invoice

The Committee recommended placing this item on the agenda for the Special Board Meeting on May 27, 2020.

Fiscal Impact

The total not-to-exceed amount of the agreement with Regional Government Services is \$285,000 and it is anticipated that when services are completed on June 4, 2020 the total billed will be approximately \$200,000, well within the agreement total.

Attachments:

Billing/Service Review Summary
Transmittal

PO Box 1350
Carmel Valley, CA 93924

Invoice

Date	Invoice #
3/31/2020	10808

Bill To:
Kensington Fire Protection District 217 Arlington Avenue Kensington, CA 94707

P.O. No.	Due Date	Inv Sent
	4/30/2020	4/11/2020

Date	Description	Amount
3/31/2020	Contract Services for March - please see attached	38,701.75
	Credit of .4 hours for Januay for Allison Picard (.4 x \$140)	-56.00
	Credit of 4.5 hours for January for Allison Picard (4.5 x \$140)	-630.00
	Balance billed to date is \$148,282 against an NTE of \$285,000	

	Total	\$38,015.75
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Kensington Fire Protection District

Month: **March, 2020**

Advisor Name	Hours and Rates by Pay Period				Monthly Total Billed
	1st -15th		16th - EOM		
	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	
Andrea M Ausberry	24.77	\$ 90.00	3.58	\$ 90.00	\$ 2,551.50
Glenn Lazof	70.30	\$ 150.00	55.90	\$ 150.00	\$ 18,930.00
Mary J Brown	11.50	\$ 110.00	14.50	\$ 110.00	\$ 2,860.00
Shahrzad Pantera	33.45	\$ 95.00	37.25	\$ 95.00	\$ 6,716.50
Shaghayegh S Amiri	22.25	\$ 95.00	14.50	\$ 95.00	\$ 3,491.25
John Mercurio	11.00	\$ 105.00	23.50	\$ 105.00	\$ 3,622.50
Jolene R Miller	1.25	\$ 80.00	3.00	\$ 80.00	\$ 340.00
Tiffany Buraglio	0.00	\$ -	2.00	\$ 95.00	\$ 190.00
Totals	174.52		154.23		\$ 38,701.75

Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES
 User Name Shailvina Pannu
 Report Run Date 04/06/2020

Date Range 03/01/2020 to 03/31/2020
 Department Group 3750 - Kensington Fire PD
 Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions. 8
 Include Comments Yes
 Include signature message on PDF export No
 Signature message I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

AMIRI, SHAGHAYEGH S. (00843)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Finance Meeting									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Agenda prep & emails									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.750	0.000	0.000	3.750
Employee Comments: Agenda Packet prep									
03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Agenda prep & posting									
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Agenda prep/issues									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Special meeting agenda prep									
03/11/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
Employee Comments: Special Meeting and Regular Board meeting attendance									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Emails & agenda prep									
03/23/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Agenda update & audio uploads to website									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Conference call with team & Julie									
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
03/28/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
03/29/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: emails									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Agenda & minutes									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500

Employee Comments: Emails, minutes for Sept. 11, 2019 & March 11, 2020.

Regular	36.750
Overtime	0.000
Double Time	0.000
Total Hours	36.750

AUSBERRY, ANDREA M. (00781)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.300	0.000	0.000	1.300
Employee Comments: administrative process: phone and email correspondence.									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.100	0.000	0.000	1.100
Employee Comments: administrative process: phone and email correspondence.									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: administrative process: communications, phone email correspondence									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	10.320	0.000	0.000	10.320
Employee Comments: District Manager Administration, Board Clerk processing agenda, agenda packet, AP, training for a transition, agenda packet overview with board president.									
03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.200	0.000	0.000	1.200
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.300	0.000	0.000	1.300
Employee Comments: administrative process: phone and email correspondence.									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.080	0.000	0.000	5.080
Employee Comments: administrative process: phone and email correspondence. creation of desk manual for District Manager/Clerk, RingCentral Kensington team meeting.									
03/11/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.300	0.000	0.000	2.300
Employee Comments: administrative process: phone and email correspondence.									
03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.170	0.000	0.000	0.170
Employee Comments: administrative process: phone and email correspondence.									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: administrative process: phone and email correspondence.									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.280	0.000	0.000	0.280
Employee Comments: Email correspondence with Team regarding transition									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.180	0.000	0.000	0.180
Employee Comments: Email correspondence with Team regarding transition									
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Email correspondence with Team regarding transition; RC Team meeting.									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.630	0.000	0.000	0.630
Employee Comments: RC Transition training meeting									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.240	0.000	0.000	0.240
Employee Comments: Email correspondence with Team regarding transition.									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000

Entry)

Employee Comments: RC Team meeting.

Regular	28.350
Overtime	0.000
Double Time	0.000
Total Hours	28.350

BROWN, MARY J. (00845)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/01/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Update spreadsheet Email to team									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: Agenda production Brown Act special meeting rules Team call with Lazof									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: emails Call w Amiri									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Research and emails about 2X2 joint subcommittee/Brown Act...advise Stein and Lazoff									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Call with Amiri RingCentral call w Kensington Fire workgroup Email to Stein									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Emails re advice on public records/personal email Emails re Form 700 Research of District Conflict of Interest code									
03/16/2020	Monday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Review of Governors Executive Order and advice Emails with Lazof, Stein									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Review of sample agenda format's to accommodate Governor's EO									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Email retention PRAR Brown Act review and advice - EPC / Padian - serial meetings									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Need for emergency proclamation Email retention									
03/22/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Brown Act - agenda establishment for Committee									
03/23/2020	Monday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Virtual meetings - advice Draft Executive Order posting verbiage - provide samples									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Advice on virtual meetings Advice on email retention Emails with Stein									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Talk to Amiri, emails with Lazof re virtual meeting, teleconference									
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500

Entry);
Regular
(Manual
Entry)

Employee Comments: Email, s w Amiri and Lazof, Form 700, Virtual meeting
Employee Comments: Correspondence w Stein, RGS, re virtual meeting considerations

03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
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Employee Comments: Review of action minutes

Regular	26.000
Overtime	0.000
Double Time	0.000
Total Hours	26.000

BURAGLIO, TIFFANY (00011)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750

Employee Comments: Train and advise on use of RingCentral for virtual Board Meetings due to COVID-19 public health directives.

03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
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Employee Comments: Train and advise on use of RingCentral for virtual Board Meetings due to COVID-19 public health directives.

Regular	2.000
Overtime	0.000
Double Time	0.000
Total Hours	2.000

LAZOF, GLENN (00033)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	4.600	0.000	0.000	4.600

Employee Comments: IT, CALPERS PAy, Finance Co, 1099 corrections

03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	7.200	0.000	0.000	7.200
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Employee Comments: PERS Settlement Past Due and Pay off, IT, Special Meeting or Board, Proposed EPC meeting, March 11 Agenda Item reports, Drug Take Back Day, Management Letter and Recommendation, Legal Costs, Special Meetings and Salary Schedules, Task Follow up, Management Letter, Board Packet Reports

03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	9.000	0.000	0.000	9.000
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Employee Comments: Agenda Reports, Financial Issues, IT, Financials, Transmittal

03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	8.400	0.000	0.000	8.400
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Employee Comments: WIFI issues, Board Agenda Reports, meeting wrap up. 2 X 2, Packet Review

03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	6.600	0.000	0.000	6.600
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Employee Comments: Packet Procedures, building mtc. vendor for phone panel. Obtain nion -RGS recruiter references, conference Room Calendar, Budget, Finance Committee QB Reco

03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	4.900	0.000	0.000	4.900
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Employee Comments: 2 X 2, Fire plug, finance committee, reserves, special meeting, revolving fund, transmittal

03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	4.400	0.000	0.000	4.400
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Employee Comments: EPC Ethics Seminar, IT, Financial Reviews, proposed code of conduct, special meeting, Team and Task coordination. IT, Transmittal Procedures

03/11/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD- Finance	RGS	Regular (Manual Entry)	9.500	0.000	0.000	9.500
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Employee Comments: Meeting Prep, Ethics Training, IT, Ph confs with Julie, Attend Regular Meeting

03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.200	0.000	0.000	7.200
Employee Comments: IT issues cause by unknown district AOL Account. Transmittal Include Preapre, Follow up on County non processing of Feb Mech Bank, Mail of Hard Copies,									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.200	0.000	0.000	4.200
Employee Comments: Desk manual, Brown Act Covid 16 Exec order, Ethics for EPC, Reimbursement Procedures, Implementation of Bd Actions, Proceed with Shredding event? IT (AOL Account), fire plug									
03/14/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.300	0.000	0.000	4.300
Employee Comments: Building mtc, sewage issue to plumber, update President. IT Notes, Shred Event, Cert Funding Protective gear									
03/16/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.700	0.000	0.000	4.700
Employee Comments: SCO Comp Report, Directors reimbursement policy, plumber recall, Social Distancing and Regular Meeting									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.600	0.000	0.000	5.600
Employee Comments: April 8 regular meeting, Covid 19 activity restrictions. Director compliance with E-mail best practices. Correct mapping of e-mail. review of County expenditure ledgers to confirm lack of capital office equio expenditures. Other IT, Public Records Act request									
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.700	0.000	0.000	4.700
Employee Comments: Transmittal Documentation for Shahrzad, 1099's requirements, AP Mailbox in Outlook. More hours fr. Nerd Crossing, Status of Pending Transmittals, PRA, Reflect Board Approved Budget (Mid-year)									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.200	0.000	0.000	8.200
Employee Comments: PRA, plumbing issue, IT Prep for phone meeting/ President, Reimbursement of Directors policy, Ph conf Bd Pres and Implementation: Use of Community Center, Legal Invoices, Emergency Order Impact on County Transactions									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.100	0.000	0.000	1.100
Employee Comments: Reimbursement Memo, PRA, Sewage smell, Antenna report., Mail procedure during emergency, Drug Drop off postponement									
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.500	0.000	0.000	5.500
Employee Comments: Task Tracking, Building security and Lease Expiration, PRA Response delivery, Prep Task prioritization for Pres. , Virtual meet, Plumber Payment, Bank Statement, upcoming agenda									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.400	0.000	0.000	8.400
Employee Comments: Check Policy re Emergency Order, On line banking, Sharzad re AP. Info for Recruit. Director Dommer Concerns, IT, E-mail retention									
		3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	0.300	0.000	0.000	0.300
Employee Comments: Check Policy re Emergency Order									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.400	0.000	0.000	6.400
Employee Comments: Activity review, payment to plumber.overcoming county deposit restrictions during emergency, weekly with Pres and implementation thereof, Virtual Meeting Training for RC. IT reporting, banking,									
		3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	0.200	0.000	0.000	0.200
Employee Comments: Implement FEMA reimb codes.									
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700
Employee Comments: MGMT letter sign off and Subsequent events for 2018/19 Financial Statements, Info re: Recruit Proposals. IT, Online payment procedures, AP Issues									
03/29/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: PERS Circulars, Report, IT issues									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.400	0.000	0.000	1.400
Employee Comments: Task review, Newsletter April 8 meeting, plumber Financials Fire Plug									
		3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: April 8 Virtual Meeting Arrangements									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	4.700	0.000	0.000	4.700

Finance

(Manual Entry)

Employee Comments: Financials, Prepare for April 8 report, balance sheet, April 8. April RGS report template Online Payment, Decipher the PERS Invoice.

Regular	126.200
Overtime	0.000
Double Time	0.000
Total Hours	126.200

MERCURIO, JOHN (00851)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Phone meetings for board agenda packet and newsletter. Reading task lists									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Phone call with Glenn Lazof -- background on KFPD									
03/05/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.250	0.000	0.000	3.250
Employee Comments: Meeting at KFPD to familiarize with district. Also video conference with board pres.									
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Set up remote access to district files and video conf. regarding newsletter.									
03/10/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Send and respond to emails video conference regarding board meeting									
03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Board ethics training registration research									
03/16/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.250	0.000	0.000	3.250
Employee Comments: Video conf with Glenn Lazof, emails re: Fire Plug, agenda and remote work									
03/17/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Read/respond emails									
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Employee Comments: Read and respond to emails, video conf. with Glenn Lazof, review KFPD latest financial reports									
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Reading and responding to emails, compiling PRA request, troubleshooting access to KFPD emails									
03/20/2020	Friday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: PRA request fulfillment, clean up and augment task list.									
03/23/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Resolving email issue, phone call with Glenn Lazof									
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Call with Glenn Lazof, Creating Nerd Crossing support ticket, email to task assignees, group video conference									
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.750	0.000	0.000	1.750
Employee Comments: Phone call with Glenn Lazof, read and respond to emails, group video conference									
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Read and respond to emails, Read and sort KFPD emails, Phone call with Andrea Ausberry regarding KFPD emails, create Nerd Crossing ticket									

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

To: KFPD Board of Directors

From: Brent Ives, BHI Management Consulting

Subject: Upcoming Workshop Agenda

Date: May 25, 2020

The Board and Consultant will discuss the following topics as we meet on May 27th at 3:45pm. Since I have been able to discuss the position with all of you, some of these topics simply need Board consideration to move ahead with the process.

- Discuss typical Board/GM Relationship
- Discuss the critical aspects of the individual sought (personality, SKA's, prerequisites, salary, PT vs. Half, etc.)
- Look at Process options
- Discuss important aspects of expected employment features
- Discuss overview of preliminary schedule and communications

I will facilitate the meeting allowing all to speak, but may ask for time limits allowing you to engage on all the matters.

I look forward to our discussions. If, in the meantime, you have questions or identify individuals whom I should contact about the position, please advise.

Thank you,

Brent H Ives

Brent Ives, Principal
BHI Management Consulting

03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.750	0.000	0.000	2.750
Employee Comments: Attempt to resolve email access issue, call with Glenn Lazof, read and respond to emails, forward relevant emails to Shahrzad, Bureau of Labor Statistics reporting									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.750	0.000	0.000	1.750
Employee Comments: Phone call with Glenn Lazof, read and respond to emails, follow up on Nerd Crossing ticket									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Check KFPD emails, read Fire Plug draft, phone call with Andrea Ausberry re: accessing fire voicemails, read and respond to emails, video conference with Glenn Lazof and the team									
						Regular			34.500
						Overtime			0.000
						Double Time			0.000
						Total Hours			34.500

MILLER, JOLENE R. (00698)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Morning and rescheduled afternoon meeting for fire plug distribution									
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Newsletter update for all									
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Communications with Glen, last year's newsletter in word for editing.									
						Regular			4.250
						Overtime			0.000
						Double Time			0.000
						Total Hours			4.250

PANTERA, SHAHRZAD (00693)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
03/02/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.000	0.000	0.000	8.000
Employee Comments: Travel, finance committee meeting, financial prep, GL accounting									
03/03/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Remote log in, GL reconciliation, e-mail and meeting with Glenn									
03/04/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Meeting with Glenn, email and remote log in filling									
03/06/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.450	0.000	0.000	0.450
Employee Comments: E-mail and meeting with Glenn									
03/09/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: E-mail correspondence- financial research and review of agency audit									
03/12/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.750	0.000	0.000	2.750
Employee Comments: E-mail correspondence, research for transmittal submission, review of files									
03/13/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	9.500	0.000	0.000	9.500

Finance						(Manual Entry)				
Employee Comments: Travel, transmittal preparation, bookkeeping and AP run										
03/14/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500	
Employee Comments: Mailing of transmittal, travel, deposit of lease and utilities payment into bank.										
03/15/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750	
Employee Comments: E-mail correspondence, follow up on issue with sewer at station.										
03/16/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000	
Employee Comments: Team meeting, email correspondence, review of AP and financial procedures and deadlines										
03/18/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000	
Employee Comments: Meeting with Glenn, correspondence with CCC, meeting with finance regarding W9 and procedures, bank deposit EDP, general ledger review and start of reconciliation										
03/19/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: online banking, meeting with Julie, purchase of DocuSign and update of BOD w9										
03/20/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: E-mail correspondence- invoice processing										
03/24/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: Two team meetings, finance reconciliation, AP set up, budget review										
03/25/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: Finance meeting regarding SOP for KFPD- Invoice review										
03/26/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000	
Employee Comments: Financial reconciliation, meeting, email and remote log in filling										
03/27/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.750	0.000	0.000	3.750	
Employee Comments: QB budget update, invoice entry, filling, remote log in, AP letter										
03/28/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: Meeting with district BOD- discussion on upcoming BOD meeting- financial data review										
03/30/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: E-mail correspondence- AP prep - invoice processing- bookkeeping- following up with vendors										
03/31/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000	
Employee Comments: Financial prep for BOD meeting- financial reporting- financial review, e-mail correspondence, team meeting										
							Regular			70.700
							Overtime			0.000
							Double Time			0.000
							Total Hours			70.700

Regular	328.750
Overtime	0.000
Double Time	0.000
Total Hours	328.750

Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES
 User Name Shailvina Pannu
 Report Run Date 02/05/2020

Date Range 01/01/2020 to 01/31/2020
 Department Group 3750 - Kensington Fire PD

Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions. 8

Include Comments Yes
 Include signature message on PDF export No

Signature message I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

AMIRI, SHAGHAYEGH S. (00843)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/25/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Manager Comments: Special Board Meeting for the Kensington Fire District									
01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Manager Comments: Listening to the audio to confirm all actions & motions and emailing them to Glenn & Andrea									
						Regular		3.250	
						Overtime		0.000	
						Double Time		0.000	
						Total Hours		3.250	

AUSBERRY, ANDREA M. (00781)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	9.320	0.000	0.000	9.320
Employee Comments: District management administration research and communications									
01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	9.170	0.000	0.000	9.170
Employee Comments: District management administration, research, communications and agenda/packet creation and distribution.									
01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.230	0.000	0.000	6.230
Employee Comments: District management, administration, research and communications									
01/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.540	0.000	0.000	1.540
Employee Comments: District management administration research and communications									
01/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: District management administration research and communications									
01/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.730	0.000	0.000	7.730
Employee Comments: District management administration research and communications									
01/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: District management administration research and communications									
01/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.430	0.000	0.000	3.430
Employee Comments: District management administration research, communications and county form 700 training									
01/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.530	0.000	0.000	8.530
Employee Comments: Dist Mgmt/ Clerk and administration; Onsite - organization of files, communications return calls/response to emails; research reconciliation									

A/P;minutes creation; agenda item list maintenance; building maintenance follow up

Date	Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.350	0.000	0.000	3.350
Employee Comments: Dist Mgmt/ Clerk and administration - calls/response to emails; research;minutes creation; agenda item list maintenance									
01/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.970	0.000	0.000	5.970
Employee Comments: Dist Mgmt/ Clerk and administration;EPC meeting coordination, agenda creation, communications - call returns/response to emails									
01/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.930	0.000	0.000	5.930
Employee Comments: Dist Mgmt/ Clerk and administration; onsite, mail distribution, EPC meeting coordination, agenda creation, communications - call and emails; BOD Special meeting coordination agenda, location reservation; minutes creation; research meeting locations change; file organization									
01/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.170	0.000	0.000	6.170
Employee Comments: Dist Mgmt/ Clerk and administration;EPC meeting coordination, agenda creation, communications - call /emails									
01/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.580	0.000	0.000	7.580
Employee Comments: Dist Mgmt/ Clerk and administration; Onsite, Special BOD meeting coordination, agenda/packet distribution communications - calls/emails ; meeting w/BOD President contract approval, agenda posting throughout town									
01/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Dist Mgmt/ Clerk and administration;communications - subscriber/call/emails; contract negotiation meeting location rental.									
01/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.530	0.000	0.000	5.530
Employee Comments: Dist Mgmt/ Clerk and administration;communications - calls/emails; SCO coordination; BOD location contract negotiations; agenda prep; research; Docusign submittals									
01/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.870	0.000	0.000	6.870
Employee Comments: Dist Mgmt/ Clerk and administration; Onsite, BOD agenda creation, communications - call/emails; mail distribution; A/P									
01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.670	0.000	0.000	5.670
Employee Comments: Dist Mgmt/ Clerk and administration;BOD agenda meeting creation, communications/ call/emails; research parliamentary procedures contract revision mtg location; RC mtg w/Lead and BOD president.									
01/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.500	0.000	0.000	6.500
Employee Comments: Dist Mgmt/ Clerk and administration; BOD agenda creation, communications - calls/emails; building maintenance; call direction to Fire for resident fire alarm malfunction; CCC contract coordination.									
01/31/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.630	0.000	0.000	5.630
Employee Comments: Dist Mgmt/ Clerk and administration;BOD agenda creation, communications - calls/emails; HostGator/NerdCrossing IT admin authorization resolution; CSD ethics webinar setup; contract revision negotiations mtg location; CCC Duty Board Clerk NetFile Form 700 call.									

Regular	116.150
Overtime	0.000
Double Time	0.000
Total Hours	116.150

LAZOF, GLENN (00033)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.800	0.000	0.000	8.800
Employee Comments: Prep for Discussion and Plan org Discussion, Review Agenda Packet, Manager Role with Julie, Legal Invoices, Phone Conf, Julie Re: Packet									
01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.100	0.000	0.000	4.100
Employee Comments: Agenda Packer, payroll access, Finance and admin Task review.									
01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.700	0.000	0.000	2.700
Employee Comments: E-mails to President, Procedures, Incl Dir. Kosel Code of Conduct, Minutes. Finance Co.									
01/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	3.300	0.000	0.000	3.300

					Finance		(Manual Entry)			
Employee Comments: Code of Conduct, Docusign, IT, Finance Processes, instruction for updating by laws per May revision, task review										
01/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.200	0.000	0.000	8.200	
Employee Comments: Meet with Andrea, President, Board Meeting, Prep for Board Meeting, Legal Invoices										
01/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.500	0.000	0.000	5.500	
Employee Comments: Meeting Follow UP, Sandbags, Payroll inquiry, Feb Board meeting										
01/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.700	0.000	0.000	3.700	
Employee Comments: Mtg Follow up, Ad Hoc Committee. Sandbag vendor, Signature Authority. It Committee, Organization Struct Committee. Conflict of Interest, Audit Requirement Completion										
01/12/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.700	0.000	0.000	0.700	
Employee Comments: Web site payment. Meeting follow-up										
01/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.900	0.000	0.000	2.900	
Employee Comments: Meeting location, I, Cod of Conduct, finance Committee. Streamline payment, Authorization, Finance Tasks, Organizational Discussion										
01/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.600	0.000	0.000	2.600	
Employee Comments: Financial Task review, Authorizations, ethics webinar, agenda items, May addition to the By-laws.										
01/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.800	0.000	0.000	2.800	
Employee Comments: Ph. Call Contra Costa County Treasurer re Authorizations, Facilitating payments requested by BC Grupalo Committees Mid year adjustment, priorities review, grants										
01/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.800	0.000	0.000	3.800	
Employee Comments: Ph Conf with Board Pres. and follow up. IT, Outreach to Ad Hoc org committee. Credit card statements. Copy Central and related Fire KPFD communications.										
01/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500	
Employee Comments: E-mail, IT vendors, code of conduct, Web posting, review LAIF Transfer completion, Special Meeting Planning										
01/19/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.300	0.000	0.000	1.300	
Employee Comments: Horde, EPC Public Member training, Sandbags, Call to Julie										
01/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500	
Employee Comments: Prop Spec. Meeting and Emerg. Prep Co. Meeting, Web Post, FY 2019 Finacncial Transactions Report, Check signing workflow										
01/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.500	0.000	0.000	6.500	
Employee Comments: IT, Gann Limit, payment Procedures, Special and Committee meetings, conf with President, Minute Order, Review mid year fire District										
01/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.100	0.000	0.000	3.100	
Employee Comments: Spec Mtg, Executed Agreement, Minute order, ph conf with Bd Pres. Mid year review										
01/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000	
Employee Comments: Minutes, AMM (PERS), Special Agenda - Vendor Payment follow up, Staffing recommendation mtg locations, legal invoices, Minute order, banking										
01/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.700	0.000	0.000	1.700	
Employee Comments: Agenda Topics re: Special MTG , recording, Transaction Authorization										
01/25/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.800	0.000	0.000	0.800	
Employee Comments: Gann Limit, special meeting minutes and tape, follow up, Gann Limit										
01/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.400	0.000	0.000	3.400	
Employee Comments: Spec Mtg. Follow up, ph conf with board pres. Fire Midyear, FTR and filing thereof.										
01/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	4.800	0.000	0.000	4.800	

Finance

(Manual Entry)

Employee Comments: Audio Tape , Co-ordinate with Pres due to Jury Duty, FTR, Research for Vacation pay out, AMM and misc Finance issues, Shred and Rx disposal event, Agenda request form, leglal invoices, Minutes style.

01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	10.300	0.000	0.000	10.300
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Employee Comments: Legal Invoices, Conference Room, Agenda Item Request form, SB 778, Tape review action and discussion special meeting. Recruitment Materials Follow up. AMM, AB 778, payroll Accrual, Comp Study

01/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.500	0.000	0.000	6.500
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Employee Comments: Feb Staff Reports and Financials, IT , Conf with Pres, QB report error, payroll oayments, plan for minutes back up.

01/31/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: Payroll Review, Job Description, Direction to Finance, Access issues, Banking.assure appropraite review of Capital Purchase.

Regular	103.000
Overtime	0.000
Double Time	0.000
Total Hours	103.000

PANTERA, SHAHRZAD (00693)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: e-mails payroll agenda packet Fire department 2 + Phone call with Glenn, set up account with Payroll									
01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Financial follow up, e-mail follow up									
01/05/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Task list items and update of list									
01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Follow-up on board package, on qrt taxes, closing end of year payroll, work on SOP									
01/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: E-mail and communication follow up									
01/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Task list- email follow up									
01/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: E-mail, task list, member communication									
01/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Task list - email communication									
01/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Meeting with Glenn task list and documentation review									
01/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: E-mail correspondence and document review, filling									
01/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	9.000	0.000	0.000	9.000
Employee Comments: Travel time to and back to office, GL reconciliation and bookkeeping, cash management.									
01/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500

Employee Comments: W9 review, 1099 filings and e-mail correspondence

01/19/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: LAIF approval and funds transfer setup - e-mail correspondence

01/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
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Employee Comments: Phone call and txt with team

01/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Team meeting and task list update

01/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
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Employee Comments: Task list review with Glenn and follow up

01/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
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Employee Comments: E-mail correspondence and task list followup

01/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: Meeting prep, email correspondence, task list item

01/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: meeting prep, task list, email correspondence, vacation accrual research

01/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Task list update, meeting with Glenn & Andrea

01/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: phone call with Glenn & Andrea task management

Regular	36.000
Overtime	0.000
Double Time	0.000
Total Hours	36.000

PICARD, ALLISON (00806)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
01/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500

Employee Comments: Drafting of 1/8 staff report; major edits after Glenn and Board President feedback; edits to Glenn's staff report; edits to Board meeting minutes transmitted; review of multiple emails and responses

01/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: Phone mtg with Glenn, another with him and Board President; more edits to staff report

01/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
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Employee Comments: Final edits and transmittal to Andrea and Glenn; phone mtg with Sophia about project status

01/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.400	0.000	0.000	0.400
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Employee Comments: respond to emails from Board President

01/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
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Employee Comments: Prep and presentation at Board meeting; follow-up email on next steps

01/31/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: .5 phone mtg with Glenn about salary GM survey and recruitment; review of staff report outline; phone mtg with Kay regarding recruitment planning; begin salary survey research

Regular	13.400
Overtime	0.000
Double Time	0.000
Total Hours	13.400

Regular	271.800
Overtime	0.000
Double Time	0.000
Total Hours	271.800