



**BOARD OF DIRECTORS
MEETING**

February 12, 2019

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

Date of Meeting: February 12, 2020
Time of Meeting: 7:00 p.m.
Place of Meeting: **Building E in Kensington Park**
59 Arlington Avenue, Kensington, CA 94707

Please Note: Copies of the agenda bills and other written documentation relating to each item of business referred to on the agenda are on file in the office of the Kensington Fire Protection District Administration Office, 217 Arlington Avenue, Kensington, and are available for public inspection. A copy of the Board of Directors packet can be viewed on the internet at www.kensingtonfire.org/meetings.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Manager, 510/527-8395. Notification 48 hours prior to the meeting 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).

7:00 p.m. **CALL TO ORDER**

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

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5, 6, 7, 8 & 9

All matters listed with the notation “CC” 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. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors’ table at the Board meetings.

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.)

CC 3. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** January 2020 (ACCEPT)

CC 4. **APPROVAL OF MONTHLY FINANCIAL REPORT.** January 2020 (APPROVE)

CC 5. **APPROVAL OF MONTHLY TRANSMITTAL.** January 2020 (APPROVE)

CC 6. Consideration of moving the location of Kensington Fire Protection District’s regular Board meetings for the year 2020 through February 2021 to the University Unitarian Church of Berkeley (UUCB). (APPROVE) *(supporting documents)*

CC 7. Request from the Kensington Improvement Club (KIC) for funds in the amount of \$4,000 for kiosk project. (to be presented by Sarah Paul, Director KIC). (APPROVE) *(supporting documents)*

CC 8. Request to purchase California Special Districts Association’s administrative salary and benefits survey. (APPROVE) *Kosel/Stein (supporting documents)*

CC 9. Proposed response by Board to request for input by CSDA on draft bill SB 45, “Climate Resiliency, Wildfire, Water Bond”. (ACTION) *Padian (supporting documents)*

NEW BUSINESS

10. Proposed Amendments to policy 1070.11-13 regarding the role of the President and policy 200.10 and 200.11 regarding District Manager and add new section 1190 General Manager. (FIRST READING) *Regional Government Services (supporting documents)*
11. Review and approve proposed job descriptions, compensation package, and recruitment plan for a General Manager and a new administrative support position. (ACTION) *Regional Government Services (supporting documents)*
12. Discussion and possible decision to authorize the Board President to seek proposals for governance and structural recommendations for the Kensington Fire Protection District. (ACTION)
13. Report on traffic patterns and load on the streets of Kensington and adjacent areas (to be presented by Stephen Wong, Consultant). (HEARING) *(supporting documents)/link – [Kensington Evacuation Research Project Final](#)*
14. Engage Meyers Nave to update anti-harassment policy for Kensington Fire Protection District's Board of Directors and staff. (ACTION) *Kosel (supporting documents)*
15. **PRESIDENT'S REPORT**
 - a. Temporary advisory committee to discuss future housing of the police and fire departments.
 - b. Free ethics training for Emergency Preparedness Committee members.

16. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

16. **BOARD REPORTS**

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

- a. Building Committee (Dommer/Nagel) *(supporting documents)*
- b. Emergency Preparedness Committee (Padian/Nagel)
- c. Information Technology Committee (reporting: Glenn Lazof, Director of Finance Services, RGS) (Nagel/Stein)
- d. California Special Districts Association Representatives:
 - i. County (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)
- e. Correspondence: *(supporting documents)*
 - i. Email from KPPCSD Board President re: KPPCSD Board actions
 - ii. Letter from A. Stevens Delk re: Joint Committee on Fire/Police Housing Options
 - iii. Email from A. Stevens Delk re: Kensington Park Use

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, March 11, 2020, at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707 (location subject to change).

The deadline for agenda items to be included in the Board packet for the next regular meeting of 3/11/20 is Wednesday, 2/26/20 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 3/4/20 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



February 3, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

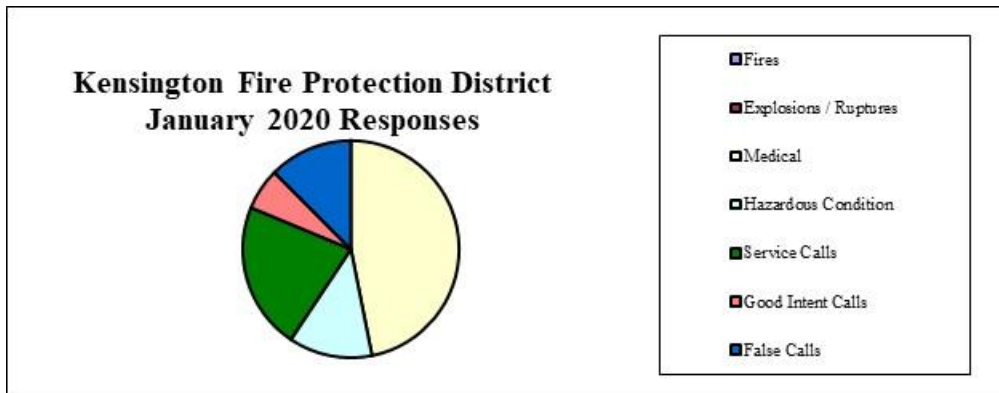
RE: Incident Activity Reports for the Month of January 2020

There were 32 incidents that occurred during the month of January in the community of Kensington. 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 65 responded to a total of 70 calls in all districts.

There was a slight increase in the number of incident due to an increase in medicals last month. Fortunately, there were no fires or property loss.

The chart below is broken down into NFIRS incident types. The following is a list of the response types, 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>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	15	46.88%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	12.50%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	7	21.88%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	6.25%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	4	12.50%
Totals		32	100.00%



Kensington Fire Protection District

Engine 65 Response Log for January 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020000135	01-Jan-20 09:53:15	100 Rincon RD	Kensington	E165	746
2	0020000253	01-Jan-20 16:56:53	415 Balra DR	El Cerrito	E165	5000
3	0020000320	01-Jan-20 20:15:41	8 Cowper AVE	Kensington	E165	444
4	0020000455	02-Jan-20 07:18:26	8 Highgate RD	Kensington	E165	321
5	0020000999	03-Jan-20 15:02:53	19 Kensington CT	Kensington	E165	321
6	0020001102	03-Jan-20 20:07:00	0-0 Lake Anza RD	Orinda	E165	611M
7	0020001366	04-Jan-20 13:59:20	496 Bonnie DR	El Cerrito	E165	5000
8	0020001374	04-Jan-20 14:19:42	269 Colgate AVE	Kensington	E165	700
9	0020001667	05-Jan-20 12:00:46	324 Key Route BLVD	El Cerrito	E165	321
10	0020001867	05-Jan-20 23:44:22	32 Sunset DR	Kensington	E165	321
11	0020001980	06-Jan-20 08:59:33	1644 Oakview AVE	Kensington	E165	5000
12	0020002190	06-Jan-20 17:21:21	118 Windsor AVE	Kensington	E165	321
13	0020002272	06-Jan-20 23:13:33	545 Bonnie DR	El Cerrito	E165	5000
14	0020002296	07-Jan-20 00:59:10	421 Balra DR	El Cerrito	E165	700
15	0020002310	07-Jan-20 02:08:13	524 Seaview DR	El Cerrito	E165	321
16	0020002569	07-Jan-20 15:39:28	295 Colusa AVE	El Cerrito	E165	5000
17	0020002609	07-Jan-20 16:54:56	722 Liberty ST	El Cerrito	E165	321
18	0020002691	07-Jan-20 20:55:43	269 Colgate AVE	Kensington	E165	611M
19	0020002759	08-Jan-20 03:10:41	524 Seaview DR	El Cerrito	E165	5000
20	0020002921	08-Jan-20 12:36:02	415 Balra DR	El Cerrito	E165	321
21	0020002936	08-Jan-20 13:11:08	517 Colusa AVE	El Cerrito	E165	321
22	0020003061	08-Jan-20 18:58:01	540 Ashbury AVE	El Cerrito	E165	735
23	0020003090	08-Jan-20 20:25:30	524 Seaview DR	El Cerrito	E165	321
24	0020003135	09-Jan-20 00:06:25	524 Seaview DR	El Cerrito	E165	5000
25	0020003177	09-Jan-20 05:13:20	26 Arlmont DR	Kensington	E165	321
26	0020003222	09-Jan-20 08:20:01	245 Behrens ST	El Cerrito	E165	321
27	0020003236	09-Jan-20 08:44:38	421 Balra DR	El Cerrito	E165	321
28	0020003341	09-Jan-20 13:35:41	245 Purdue AVE	Kensington	E165	611
29	0020003478	09-Jan-20 20:01:07	1640 Ocean View AVE	Kensington	E165	321
30	0020003677	10-Jan-20 11:13:55	265 Willamette AVE	Kensington	E165	321

31	0020003746	10-Jan-20 14:04:43	7525 Fairmount AVE	El Cerrito	E165	554
32	0020003860	10-Jan-20 18:37:23	I 80 E	Richmond	E165	611
33	0020003869	10-Jan-20 18:56:56	1322 York ST	Richmond	E165	611
34	0020003890	10-Jan-20 19:54:21	2300 Cutting BLVD	Richmond	E165	611
35	0020003923	10-Jan-20 21:31:18	569 Colusa AVE	El Cerrito	E165	700
36	0020004386	12-Jan-20 09:01:52	1641 Ocean View AVE	Kensington	E165	5000
37	0020005019	14-Jan-20 02:07:09	176 Highland BLVD	Kensington	E165	5000
38	0020005349	14-Jan-20 20:41:41	400 Colusa AVE	El Cerrito	E165	321
39	0020005484	15-Jan-20 09:11:05	1150 Ivy CT	El Cerrito	E165	321
40	0020005833	16-Jan-20 05:46:51	26 Arlmont DR	Kensington	E165	554
41	0020005896	16-Jan-20 09:42:19	Stockton AVE	El Cerrito	E165	322
42	0020006076	16-Jan-20 16:43:06	Sunset DR	Kensington	E165	321
43	0020006307	17-Jan-20 09:26:19	83 Kingston RD	Kensington	E165	400
44	0020006332	17-Jan-20 10:29:03	945 Leneve PL	El Cerrito	E165	5000
45	0020006456	17-Jan-20 15:29:00	Fairmount AVE	El Cerrito	E165	5000
46	0020006509	17-Jan-20 17:20:58	7230 Fairmount AVE	El Cerrito	E165	500
47	0020006584	17-Jan-20 20:40:56	147 Key Route BLVD	El Cerrito	E165	5000
48	0020006698	18-Jan-20 07:53:09	320 Yale AVE	Kensington	E165	321
49	0020007141	19-Jan-20 12:18:18	207 Key Route BLVD	El Cerrito	E165	444
50	0020007375	20-Jan-20 03:41:05	269 Colgate AVE	Kensington	E165	700
51	0020008264	22-Jan-20 14:23:44	529 Coventry RD	Kensington	E165	321
52	0020008310	22-Jan-20 15:44:36	320 Yale AVE	Kensington	E165	554
53	0020008387	22-Jan-20 19:37:16	425 Berkeley Park BLVD	Kensington	E165	321
54	0020008745	23-Jan-20 16:44:11	308 Vassar AVE	Kensington	E165	321
55	0020009294	24-Jan-20 22:07:31	1627 Oakview AVE	Kensington	E165	400
56	0020009521	25-Jan-20 14:56:02	7 Pomona AVE	El Cerrito	E165	321
57	0020009719	26-Jan-20 03:28:08	Amherst AVE	Kensington	E165	400
58	0020009872	26-Jan-20 14:34:55	3 Jessen CT	Kensington	E165	5000
59	0020010247	27-Jan-20 15:24:57	254 Stanford AVE	Kensington	E165	321
60	0020010388	27-Jan-20 22:45:48	106 Seaview DR	El Cerrito	E165	321
61	0020010637	28-Jan-20 14:21:53	10387 San Pablo AVE	El Cerrito	E165	611
62	0020010648	28-Jan-20 14:45:57	6000 El Cerrito PLZ	El Cerrito	E165	321
63	0020010726	28-Jan-20 19:15:35	525 Lexington AVE	El Cerrito	E165	611
64	0020011119	29-Jan-20 20:15:22	711 Coventry RD	Kensington	E165	550
65	0020011127	29-Jan-20 20:42:54	369 Colusa AVE	Kensington	E165	321

66	0020011312	30-Jan-20 10:42:57	748 Coventry RD	Kensington	E165	743
67	0020011584	30-Jan-20 23:26:30	2158-221 Grizzly Peak BLVD	Berkeley	E165	611T
68	0020011704	31-Jan-20 10:06:06	118 Windsor AVE	Kensington	E165	321
69	0020011840	31-Jan-20 15:27:39	825 Shevlin DR	El Cerrito	E165	5000
70	0020011927	31-Jan-20 19:27:12	5020 El Cerrito PLZ	El Cerrito	E165	5000

* See Attached Table for Incident Type Explanations

Type Series

Description

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

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31	0020011312	30-Jan-20 10:43:59	748 Coventry RD	Kensington	E165	743
32	0020011704	31-Jan-20 10:06:41	118 Windsor AVE	Kensington	E165	321

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600	<i>(Cancelled En Route, Wrong Location)</i>
700	<i>(Wrong Company/Unit Dispatched)</i>

**Kensington Fire Protection District
Revenue & Expense Budget vs. Actual**

July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	4,263,163.76	4,232,295.00	30,868.76	100.7%
Special Taxes	200,652.50	200,450.00	202.50	100.1%
Other Tax Income	161.96	0.00	161.96	100.0%
Lease Agreement	12,201.00	18,301.50	-6,100.50	66.7%
Interest Income	53,853.85	33,000.00	20,853.85	163.2%
Salary Reimbursement Agreement	22,760.68	33,342.52	-10,581.84	68.3%
Salary Reimb Agreement Recon(s)	199.98	0.00	199.98	100.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	1,610.24	0.00	1,610.24	100.0%
Total Income	4,554,603.97	4,517,389.02	37,214.95	100.8%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
Accounting	3,140.00	2,950.00	190.00	106.4%
Actuarial Valuation	2,900.00	2,900.00	0.00	100.0%
Audit	15,000.00	12,500.00	2,500.00	120.0%
Contra Costa County Expenses	2,728.16	3,450.00	-721.84	79.1%
El Cerrito Contract Fee	1,516,243.74	1,516,244.02	-0.28	100.0%
El Cerrito Reconciliation(s)	68,500.02	0.00	68,500.02	100.0%
Fire Abatement Contract	0.00	11,250.00	-11,250.00	0.0%
Fire Engineer Plan Review	698.66	1,200.00	-501.34	58.2%
RGS Contract	851.00	36,000.00	-35,149.00	2.4%
Grant Writer/Coordinator	0.00	0.00	0.00	0.0%
Risk Management Insurance	12,561.00	14,000.00	-1,439.00	89.7%
LAFCO Fees	2,548.19	2,450.00	98.19	104.0%
Legal Fees	26,812.08	11,500.00	15,312.08	233.1%
Polygon Study	5,000.00	5,000.00	0.00	100.0%
RFP Consultant	0.00	10,000.00	-10,000.00	0.0%
Traffic Study	2,100.00	20,000.00	-17,900.00	10.5%
Water System Improvements	0.00	5,000.00	-5,000.00	0.0%
Website Development/Maintenance	1,028.00	1,200.00	-172.00	85.7%
Wildland Vegetation Mgmt	6,300.00	5,850.00	450.00	107.7%
Total OUTSIDE PROFESSIONAL SER...	1,666,410.85	1,661,494.02	4,916.83	100.3%
RETIREE MEDICAL BENEFITS				
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	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,885.74	18,250.00	-9,364.26	48.7%
Comm. Pharmaceutical Drop-Off	0.00	1,250.00	-1,250.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	7,500.00	-7,500.00	0.0%
Open Houses	902.75	500.00	402.75	180.6%
Community Shredder	1,619.38	1,375.00	244.38	117.8%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	1,500.00	-1,500.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	1,500.00	-1,500.00	0.0%
Volunteer Appreciation	0.00	0.00	0.00	0.0%
Community Center Fire Alarm	0.00	17,500.00	-17,500.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	11,407.87	49,375.00	-37,967.13	23.1%
DISTRICT ACTIVITIES				
Professional Development	3,739.65	3,500.00	239.65	106.8%
Office				
Office Expense	820.57	1,350.00	-529.43	60.8%
Office Supplies	1,376.69	1,080.00	296.69	127.5%
Telephone	4,182.89	3,250.00	932.89	128.7%
Office - Other	55.00	0.00	55.00	100.0%
Total Office	6,435.15	5,680.00	755.15	113.3%
Election	0.00	0.00	0.00	0.0%
Firefighter's Apparel & PPE	0.00	375.00	-375.00	0.0%
Firefighters' Expenses	31.14	4,000.00	-3,968.86	0.8%
Staff Appreciation	1,017.12	0.00	1,017.12	100.0%
Memberships	7,727.00	7,600.00	127.00	101.7%
Building Maintenance				
Needs Assess/Feasibility Study	41,246.41	55,465.00	-14,218.59	74.4%
Gardening service	650.00	1,490.00	-840.00	43.6%
Building alarm	115.00	100.00	15.00	115.0%
Medical Waste Disposal	3,893.38	2,748.00	1,145.38	141.7%
Janitorial Service	630.00	870.00	-240.00	72.4%
Miscellaneous Maint.	8,591.39	8,635.00	-43.61	99.5%
Total Building Maintenance	55,126.18	69,308.00	-14,181.82	79.5%
Building Utilities/Service				
Gas and Electric	5,310.57	4,248.00	1,062.57	125.0%

**Kensington Fire Protection District
Revenue & Expense Budget vs. Actual**

July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Water/Sewer	1,082.86	1,200.00	-117.14	90.2%
Total Building Utilities/Service	6,393.43	5,448.00	945.43	117.4%
Total DISTRICT ACTIVITIES	80,469.67	95,911.00	-15,441.33	83.9%
Staff				
Wages	33,278.00	40,917.00	-7,639.00	81.3%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	5,327.47	1,252.00	4,075.47	425.5%
Vacation Wages	15,713.82	0.00	15,713.82	100.0%
Medical/dental ins compensation	3,920.00	5,880.00	-1,960.00	66.7%
Retirement Contribution	2,529.12	3,793.68	-1,264.56	66.7%
Payroll Taxes	4,201.71	4,459.50	-257.79	94.2%
Workers Compensation/Life Ins	1,497.52	1,260.00	237.52	118.9%
Payroll Processing	616.96	810.00	-193.04	76.2%
Total Staff	68,084.60	59,372.18	8,712.42	114.7%
Contingency				
General	0.00	0.00	0.00	0.0%
Contingency - Other	1,767.50	12,498.00	-10,730.50	14.1%
Total Contingency	1,767.50	12,498.00	-10,730.50	14.1%
Total Expense	1,828,140.49	1,878,650.20	-50,509.71	97.3%
Net Ordinary Income	2,726,463.48	2,638,738.82	87,724.66	103.3%
Net Income	2,726,463.48	2,638,738.82	87,724.66	103.3%

KFPD
Revenue & Expense YTD
Comparison
will be available by
February 12, 2020 meeting

Kensington Fire Protection District

Balance Sheet

02/05/20

As of December 31, 2019

Accrual Basis

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	35,569.71
General Fund	2,717,660.87
Special Tax Fund	10,152.74
Capital Fund	6,650.77
Total Checking/Savings	2,770,234.09
Accounts Receivable	
Accounts Receivable	8,220.60
Advance on Taxes	2,130,109.66
Advance on Supplemental Taxes	60,682.81
Total Accounts Receivable	2,199,013.07
Other Current Assets	
E/C Salary Reimbursement Receiv	45,154.14
Undeposited Funds	1,512.36
Deposits on Fixed Assets	220,000.00
Prepaid Services - EC	1,516,243.81
Prepaid CERBT - Retiree Trust	254,285.81
Investments	
Capital Replacement Funds	3,534,173.00
Fire Protect. Contract Reserves	3,032,487.51
E/C Contract Recon Reserves	313,026.95
Investments - Other	-796,376.58
Total Investments	6,083,310.88
Total Other Current Assets	8,120,507.00
Total Current Assets	13,089,754.16
Fixed Assets	
Land	5,800.00
Equipment	1,456,273.95
Accumulated Depreciation-Equip	-830,564.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,070,893.00
Current Capital Outlay	
Type III Engine	10,801.56
Total Current Capital Outlay	10,801.56
Total Fixed Assets	1,962,999.62
TOTAL ASSETS	15,052,753.78
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	263,084.54
Total Accounts Payable	263,084.54
Other Current Liabilities	
Accrued Salary Reimb Income-EC	45,521.32
El Cerrito Service Contract Pay	1,516,243.74
Wages & PR Taxes Payable	7,785.46
Deferred Inflow of Resources	6,911.00
Total Other Current Liabilities	1,576,461.52
Total Current Liabilities	1,839,546.06
Long Term Liabilities	

Kensington Fire Protection District

Balance Sheet

02/05/20

As of December 31, 2019

Accrual Basis

	<u>Dec 31, 19</u>
El Cerrito Reconciliation Liab.	250,763.45
CalPERS Settlement Payable	36,179.20
Total Long Term Liabilities	<u>286,942.65</u>
Total Liabilities	2,126,488.71
Equity	
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	774,640.58
Net Income	2,726,463.48
Total Equity	<u>12,926,265.07</u>
TOTAL LIABILITIES & EQUITY	<u><u>15,052,753.78</u></u>

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

KENSINGTON FPD										PY/CY:	
TRANSMITTAL - APPROVAL										BATCH #.: 2170	
Invoices										DATE : 2/11/2020	
										LOCATION #: 13	
										FILENAME: KENSINGTON	
VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) #	P/C	PAYMENT AMOUNT
50151	City of El Cerrito		Fire protection emergency medical services - Feb.	7840	2328						263,084.54
	Regional Government Services	1/6/2020	Outside professional service - DEC	7840	2490						28,133.50
	Downtown Ford	1/31/2020	2020 Ford Expedition	7847	4953						44,554.85
50147	Reimburse Mechanics Bank		Reimburse Revolving Fund, to less than \$35,000 total	7840	2490						26,993.32
TOTAL											335,772.89

Kensington FPD Approval

Date: ___/___/___

Date: ___/___/___

Attachment to Transmittal February 12, 2020

Kensington Fire Protection District Revolving Fund 01406

Detailed invoice for reimbursement to the Revolving Fund for payment of the following expenditures:

INVOICE DATE	DESCRIPTION	AMOUNT
1/6/2020	Copy Central - Community Service - Maps	592.65
1/6/2020	SmokeyZone, LLC - Community Service - Fire Danger Signs	1,251.74
1/6/2020	Digital Deployment - District Activity - Streamline monthly fee Nov	200.00
1/6/2020	PG&E - District Activity - Electric bill	1,014.28
1/6/2020	Delta Dental	978.79
1/6/2020	Terminix - District Activity	133.00
1/6/2020	Comcast - District Activity	296.50
1/6/2020	CalPERS	952.08
1/6/2020	Deborah Russell, CPA - Outside professional service	1,280.00
1/6/2020	City of El Cerrito - Outside professional service	808.00
1/6/2020	Deborah Russell, CPA - Outside professional service	880.00
1/6/2020	All-Ways Green Services - District Activities Jan	105.00
1/6/2020	Digital Deployment - District Activities - Streamline monthly fee Dec	200.00
1/6/2020	PG&E - District Activity - Gas bill	460.00
1/6/2020	Mack5	2,375.00
1/6/2020	MeyersNave	2,508.30
1/23/2020	Nerd Crossing, LLC	8,190.84
1/28/2020	All Star Fire Equipment, Inc.	105.00
1/28/2020	Mechanics Bank Cardmember Service	33.00
1/28/2020	Steicycle, Inc - District Activities	865.12
1/28/2020	Oliver Plumbing - District Activities - Building Maintenance	279.23
1/28/2020	AT&T mainline - District Activities	794.85
1/28/2020	Vision Service Plan	1,292.40
1/28/2020	MUN CPAs - Outside professional service	1,000.00
1/28/2020	Regional Government Services - Outside professional service - Reimbursement	94.44
1/28/2020	CalPERS	952.08
1/28/2020	CalPERS	92.84
2/3/2020	RossDrulisCusenbery	1,880.00
2/3/2020	Comcast - District Activity	154.87
2/3/2020	Delta Dental	948.79
2/3/2020	All-Ways Green Services - District Activities Feb	108.00
	TOTAL	29,812.52

Please complete the enclosed deposit ticket and mail in the attached envelope to The Mechanics Bank.

**County Administrator
Risk Management Division**

2530 Arnold Drive, Suite 140
Martinez, California 94553

Contra Costa County

Risk Management Administration
Fax Number

(925) 335-1400
(925) 335-1497



January 14, 2020

Brenda Navellier
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94507

Re: Monthly Statement

Dear Brenda:

Enclosed is the germane page from the Period 6 (December, 2019) statement of accounts for the Special District Property Damage Internal Service Fund.

Expenditures:

- \$ 428.70 Risk Management charges for December, 2019.
- \$ 8,494.00 RHFPD property damaged on August 16, 2019.
- \$ 1,015.28 CCCFPD property damaged on November 12, 2019

Very truly yours,

A handwritten signature in purple ink, appearing to be "Ah Hing", is written over the typed name "Ah Hing".

Ah Hing

ACCT SUB	ACCOUNT TITLE DESCRIPTION	DOCUMENT NUMBER	TRANSACT DATE	BEGINNING BALANCE	DEBITS	CREDITS	ENDING BALANCE
0010	CASH			384,241.26			

0010	SALARIES-SPEC DIST PROP D	JVI179500	12/20/19		428.70		
	DAILY SUMMARY	21191223	12/23/19		8,494.00		
	DAILY SUMMARY	52191226	12/26/19		1,015.28		
	DAILY SUMMARY	52200102	01/02/20				
	ACCOUNT TOTAL			384,241.26	9,937.98		374,303.28

0500	ACCOUNTS PAYABLE-YEAR END			121.25-			
	DAILY SUMMARY	21191223	12/23/19		121.25		
	ACCOUNT TOTAL						

0540	DUE TO OTHER FUNDS-YR END				379.70		
	DAILY SUMMARY	21191223	12/23/19		379.70-		
	ACCOUNT TOTAL						

0740	BEGINNING FUND BALANCE			8,212.84			
	DAILY SUMMARY	21191223	12/23/19				
	ACCOUNT TOTAL						

0740	FUND BALANCE AVAILABLE			7,954.39			8,212.84
	DAILY SUMMARY	21191223	12/23/19				
	ACCOUNT TOTAL						

0810	REVENUE			410,644.00-			
	DAILY SUMMARY	JVI179500	12/20/19		428.70		
	DAILY SUMMARY	52191226	12/26/19		8,494.00		
	DAILY SUMMARY	52200102	01/02/20		1,015.28		
	ACCOUNT TOTAL			410,644.00-			

0820	EXPENDITURES			18,189.90			
	DAILY SUMMARY	21191223	12/23/19				
	ACCOUNT TOTAL						

0820	FUND TOTAL			18,189.90	9,937.98		28,127.88
	DAILY SUMMARY	21191223	12/23/19				
	ACCOUNT TOTAL						

0820	FUND TOTAL			18,189.90	9,937.98		28,127.88
	DAILY SUMMARY	21191223	12/23/19				
	ACCOUNT TOTAL						

0820	FUND TOTAL			18,189.90	9,937.98		28,127.88
	DAILY SUMMARY	21191223	12/23/19				
	ACCOUNT TOTAL						

0820	FUND TOTAL			18,189.90	9,937.98		28,127.88
	DAILY SUMMARY	21191223	12/23/19				
	ACCOUNT TOTAL						

0820	FUND TOTAL			18,189.90	9,937.98		28,127.88
	DAILY SUMMARY	21191223	12/23/19				
	ACCOUNT TOTAL						

0820	FUND TOTAL			18,189.90	9,937.98		28,127.88
	DAILY SUMMARY	21191223	12/23/19				
	ACCOUNT TOTAL						



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: February 12, 2020

SUBMITTED BY: Andrea Marie Ausberry, Administration Advisor, Regional Government Services

AGENDA ITEM: Approve Moving Location of Kensington Fire Protection District's Regular Board Meetings March 2020 through February 2021 to the University Unitarian Church of Berkeley.

RECOMMENDED ACTION

Approve moving the meeting location of the Kensington Fire Protection District's (KFPD) regular Board meetings from Building E in Kensington Park to the University Unitarian Church of Berkeley (UUCB).

BACKGROUND AND DISCUSSION

Concern has been expressed by Directors and Public that the outdoor lighting at the current meeting site is less than ideal.

UUCB can hold the regular meetings of KFPD throughout 2020, starting in March through February 2021. The contract includes: lectern/podium, sound system for the microphone, setup. Audio visual equipment is available as needed, at a flat-rate charge for a flat-screen TV on a rolling cart for presentations for \$45.00.

A reservation fee of \$4,602.00 is required to reserve twelve (12) dates, which will be applied at the rate of \$383.50 per month through February 2021. The balance due for each meeting is \$206.50; this amount will be due the first of the month for that month's meeting.

The church requires proof of insurance for all rentals. Draft contract attached.

FISCAL IMPACT

\$7200 per year for use of UUCB site.

ALTERNATIVE(S):

- 1) Select another site that will address lighting concern.
- 2) Take no action. Meetings will take place at current site until further board action.



~ The mission of our congregation is to create loving community, inspire spiritual growth, and encourage lives of integrity, joy, and service. ~

DRAFT OF REVISED RENTAL AGREEMENT

February 3, 2020

Julie Stein, President
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

RE: Monthly Rental Agreement, March 2020 through February 2021

Dear Ms. Stein:

I would like to express my appreciation to you and the Board of the Kensington Fire Protection District for your interest in holding your monthly board meetings at UUCB.

The dates included in this contract are based on the second Wednesday of each month, from March 2020 through February 2021.

<u>Date Reserved</u>	<u>Room</u>	<u>Times</u>	<u>Fee</u>
Wednesday, March 11, 2020	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, April 8	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, May 13	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, June 10	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, July 8	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, August 12	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, September 9	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, October 14	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, November 11	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, December 9	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, January 13, 2021	Fireside Room	7:00 to 10:00 pm	\$590.00
Wednesday, February 10	Fireside Room	7:00 to 10:00 pm	\$590.00

The total standard fee for each meeting is \$590.00; see Page 3 for the Rental Fee Schedule. When you need to use AV equipment for showing a slideshow, the flat-rate charge for our large flat-screen TV on rolling cart is \$45.00. We would need to work out a payment method for this: whether you include this amount with your monthly payment for a particular month when you know ahead of time that you will need the equipment, or whether you make a separate payment as soon as you know the equipment will be needed.

A reservation fee of \$4,602.00 is required to reserve the above 12 dates, which will be applied at the rate of \$383.50 per month through February 2021. The balance due for each meeting is \$206.50; this amount will be due the first of the month for that month's meeting.

The church requires proof of insurance for all rentals. We require \$1 million liability coverage with UUCB named as an additional insured. Please email (rentals@uucb.org) or fax (510-525-9631) a copy of your most current certificate to my attention.

In addition to signing and dating the Agreement to Rent on Page 4, please also sign and date the Rules for Renters, i.e., the Facilities Use instructions, on Page 6. While many of the provisions do not apply to KFPD, it is important that you acknowledge having read and understood them.

This document constitutes the 2020-21 agreement between UUCB and the Board of the Kensington Fire Protection District for the above dates. If the terms stated here are acceptable, please indicate your agreement by signing the Agreement to Rent on Page 4 and the Rules for Renters on Page 6 and then return the signed originals to my attention at the following address: Unitarian Universalist Church of Berkeley, 1 Lawson Road, Kensington, CA 94707-1015. Be sure to also keep a copy for your records.

If you have any questions about the contents of this agreement or the use of our facilities, please call me at 510-525-0302, extension 312, or by email at rentals@uucb.org.

With best regards,

A handwritten signature in black ink that reads "Lissa Roos Parker". The signature is written in a cursive, flowing style.

Lissa Roos Parker
Rental Manager and Scheduling Coordinator

Rental Fee Schedule

Kensington Fire Protection District Monthly Board Meetings

Date of Rental: 2nd Wednesdays
 March 2020 - February 2021

Fireside Room	Time In	Time Out	Total Hrs.	Rate/Hr	Ext. Cost
Monthly board meeting	7:00 PM	10:00 PM	3:00	160.00	480.00
After 10:00 p.m.			0:00	100.00	
Total Hours			3:00		\$480.00

Other Rental Items	Description	Qty	Rate	Ext. Cost
<i>every meeting</i>	Microphone	1.0	40.00	40.00
<i>every meeting</i>	Sound system	1.0	45.00	45.00
<i>every meeting</i>	Lectern/podium	1.0		N/C
<i>*only "as needed"</i>	Flat-screen TV on cart*	1.0	45.00	45.00
	Total Other Rental Items			130.00
	Total Rental Fees *			\$610.00

Other Services	Description	Hrs	Rate	Cost
<i>labor charge - maintenance staff will be on-site</i>	Room set-up and re-set		25.00	25.00
	Total Other Services			\$25.00
	TOTAL PER MEETING			\$635.00
	<i>If no need for TV on cart</i>			\$45.00
	ALTERNATE TOTAL PER MEETING			\$590.00

Agreement to Rent

I, Julie Stein on behalf of the Board of the Kensington Fire Protection District, agree to abide by the terms and conditions set forth in this Letter of Agreement, as well as in the Rules for Renters, and to pay all fees as itemized on Page One (1) of this rental contract.

Date of Event: **See schedule on Page One (1), March 2020 through February 2021**
Event: **Kensington Fire Protection District (KFPD) Monthly Board Meeting**

Julie Stein, President
Kensington Fire Protection District

Date

UUCB RULES FOR RENTERS

The Rental Manager will be your liaison with the church throughout your contract process.

Principle Contact. We need one person in your party to serve as the single point of contact for your event. Please let the Rental Manager know who this person will be.

Rental Period. The hours and rooms cited in your contract should be strictly observed. Time for set-up and clean-up is included in your contract hours. The latest departure time permitted is **10:00 p.m.**, unless the Rental Manager – on a case-by-case basis – approves an exception. Any time after 10:00 p.m. will be charged at twice the hourly rental rate.

The Event Host will be on-site during your event to answer questions and to assist with logistics during your event.

Audio/Visual needs and discussion with Facilities Coordinator. If you need assistance with A/V equipment, please contact our Facilities Coordinator at least two weeks in advance of your event.

General Rules	Catering
<p>1 - Remember that you are responsible for the behavior and actions of your guests and vendors. These buildings and grounds are our sacred space – be sure that they are treated with respect.</p> <p>2 - UUCB is located in a residential neighborhood, and we're proud of the relationship we've established as a courteous and considerate good neighbor. Therefore, please maintain a reasonable volume of any amplified music. All amplified music must be turned off by 10:00 PM.</p> <p>3 - Please direct guests to look for UUCB signs rather than posting any directional signs in the neighborhood. Balloons put up in the neighborhood must be removed immediately after your event. <u>You will be charged \$25.00 against your Security Deposit for any signs or decorations that are removed by the church staff after your event.</u></p> <p>4 - In order to receive a full refund of your Security Deposit, the church and church grounds must be left clean, in good order, and without damage. Failure to comply with these instructions will result in a full or partial forfeiture of your Security Deposit.</p>	<p>1 - <u>If you select a caterer that is not on UUCB's Preferred Caterers List, or if you opt to self-cater, you will be charged an additional \$250.00 security deposit.</u></p> <p>2 - It is in your best interest as the renter to secure a copy of your caterer's current Certificate of Liability Insurance and Workman's Compensation Insurance.</p> <p>3 - Either you or your caterer must furnish <u>all</u> supplies and utensils. <u>UUCB does not provide plates, flatware, or linen, or allow the use of its kitchen inventory by outside caterers.</u></p> <p>4 - If you will be using disposable dinnerware, we ask that you please use compostable and biodegradable table settings.</p> <p>5 - Inform your caterer if you are authorized for maximum use of the kitchen at the per-hour rate (surfaces, sinks, all ovens including convection ovens, and the Hobart sanitizer) or for minimum use at the flat rate (surfaces, sinks, and standard ovens only).</p> <p>6 - Please direct your caterer and all delivery vehicles to stay in the parking lot. <u>The sidewalk is not a driveway and may be damaged by heavy vehicles.</u></p>
Food and Beverages	
<p>1 - No hard alcohol of any kind can be served on the premises. UUCB allows the serving of beer, wine, and champagne only. <u>If hard liquor is discovered on the premises during your event, you and/or your guest(s) will be asked to remove it from the premises and your entire Security Deposit is forfeit automatically.</u></p> <p>2 - No food or drink is permitted in the Sanctuary.</p> <p>3 - If red wine or acidic beverages are spilled, <u>please clean up immediately!</u> Acidic beverages will etch the wax finish of the concrete and stain grout and bricks, which will require the floors to be refinished.</p> <p>4 - If you plan to serve wine, beer, or champagne, we strongly encourage you and/or your caterer to provide, or designate, a bartender for the event.</p> <p>5 - Bars may be set up with the provision that all ice containers must be placed at least 6 feet away from any live extension cords or electrical outlets, and any spills or leaks must be cleaned up immediately.</p> <p>6 - Coffee urns are available for your use if included as part of your Rental Agreement. Facilities staff will set up the machines with coffee you provide and move them to the specified location. DO NOT move the urns yourself.</p> <p>7 - Regarding Refrigeration: The right-most section of the refrigerator is available for your use. If you want to bring items to refrigerate the day before your event, please make arrangements for this with the Rental Manager.</p> <p>8 - When using the rooms designated for the Bride and Groom, please do not place any food or drink on the pianos. Also, please do not use the pianos or other instruments without prior permission. These rooms are offered to you as a courtesy – please respect them as part of our church and discard trash and recyclables appropriately.</p>	

<p style="text-align: center;">Tables, Chairs, and Large Props</p> <p>1 – At no additional charge, you may use UUCB’s tables and chairs. 2 – At no additional charge, facilities staff will set up tables and chairs via a floor plan that you provide. Blank floor plans are available from the Rental Manager. 3 - The tables and chairs may be placed as you desire in the room(s) you have rented as long as fire codes are observed. 4. – Floor plans are due <u>2 weeks</u> before your event date. 5. – <u>If you make any changes to the floor plan within 72 hours of the date of your event, you will be charged a fee of \$100.00 against your Security Deposit.</u> 6 – <u>If you make any changes to the floor plan on the date of your event, you will be charged a fee of \$250.00 against your Security Deposit.</u> 7 – Fire codes require that all doors marked with a lighted EXIT sign be kept clear. There should be at least a 6-foot space between marked doors and any obstacles. 8 – Facilities staff will take down all UUCB-owned tables and chairs at the end of the event. 9 – Large props must be delivered and picked up on the day of your event. No overnight storage is available.</p>	<p style="text-align: center;">Decorations</p> <p>1 – <u>NO CONFETTI, RICE, BIRDSEED, GLITTER, OR SOAP BUBBLES!</u> 2. – All balloons must be weighted down or securely attached. <u>If our facilities staff needs to retrieve any balloons that have floated to the ceiling after your event, you will be charged a fee of \$25.00 against your Security Deposit.</u> 3 – Most requests about decorations and furniture for your event can be accommodated. Please be sure to inform the Rental Manager of your needs and intentions. 4 – If you need to use tape for decorations and signs, then you must use blue painter’s tape, which will be kind to our facilities’ surfaces. 5 – Unprotected candles are permitted in the Sanctuary and then <u>only</u> on the Chancel during ceremonies. Candles may be placed in other rooms if they are inside protective glass holders. Fire codes will not permit any other uses. 6 – Pew decorations must be secured using ribbons, pew hooks, large rubber bands, or clamps. DO NOT use tape or tacks. 7 – Do not put anything in the Atrium fountain without the prior consent of the Rental Manager.</p>
<p style="text-align: center;">Outside Rental Equipment</p> <p>1 – For Saturday events: a. Rental drop-offs may be made on the Friday prior to a Saturday event. b. Rental pick-ups must occur on Saturday evening after the event. 2 – For Sunday events: a. Rental drop-offs can be discussed on a case-by-case basis. b. Rental pick-ups may be scheduled for the Monday morning following a Sunday event. 3 – For events on other days of the week: a. Rental drop-offs and pick-ups must occur on the day of the event. Exceptions may be considered.</p>	<p style="text-align: center;">Smoking</p> <p>Smoking is permitted in the cloister, southeast of the main entry. An ash receptacle is set up <u>only</u> in this area. The natural surroundings of our buildings and grounds are highly susceptible to fire. Please smoke only in the designated area and extinguish all flammable materials completely. <u>If smoking debris is found in locations other than the one specified, your entire Security Deposit is forfeit automatically.</u></p>
<p style="text-align: center;">Clean Up and Waste Disposal</p> <p>1 – Take down and remove all decorations, signs, and other items that you brought in. 2 – Items such as dishes and linens must be removed immediately following your event. 3 – Bag all trash in large garbage bags, which the church will supply. Tie the bags securely and place them in the dumpster outside the kitchen door <u>or, if the dumpster becomes full, you must remove the excess waste from the premises.</u> 4 – PLEASE RECYCLE! Our church has recycling bins that are clearly marked just outside the back screen door in the kitchen shed. 5 – Leftover ice may be dumped outside the kitchen shed in the dirt areas. 6 – Sinks are for washing or preparation <u>only</u>. a. Solid food waste must be scraped into garbage cans or into the garbage disposal next to the Hobart sanitizer. b. Grease and gravies must be cooled and then poured off into a lined garbage can. 7 – Thoroughly wipe off all countertops, appliances, and cooking surfaces in the kitchen at the end of the event. 8 – Sweep kitchen floors at the end of the event.</p>	

I have read and understand, and agree to abide by, the UUCB Rules for Renters.

Renter’s Signature

Date



**REGIONAL
GOVERNMENT
SERVICES**

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: February 12, 2020

SUBMITTED BY: Glenn Lazof, Administration and Finance Advisor, Regional Government Services

AGENDA ITEM: Request for \$4,000 for kiosk project. (to be presented by and Sarah Paul, (Kensington Improvement Committee - KIC).

RECOMMENDED MOTION:

- 1) Approve expenditure of \$4,000 for Kiosk Project as proposed by the KIC

FISCAL IMPACT:

If approved the expenditure will be made from the Community Education line item.

Description Kensington Improvement Club Colusa Circle Kiosk

Prepared by Sarah Paul; Architect Alan Fleming

February 5, 2010

Description:

A kiosk with a low width profile in a high-traffic area of the Colusa Circle is envisioned. The design should promote accessibility without restricting pedestrian traffic and meet Country requirements for safety, not obstruct driver's line of sight and have sufficient clearance to comply to the Americans with Disabilities Act. The frame is powder coated metal for durability. The kiosk will support official public notices (KFPD, KPPCSD and KMAC), personal notices and a business directory.

Location:

The location for the kiosk is on the western side of Colusa Ave near the mail box and bench for the bus stop. This site is recommended by the Contra Costa County Public Works department. There is currently a "No Parking Sign" in this location which would be moved and to the north of the 384 Colusa Ave entry.

Timeline:

Target is summer 2020.

Budget:

Frame Materials:

2.25" posts 10'	\$100 each	\$400
Roof – shaped panel, water jet cut		\$350
Interior frame members		\$100

Frame Fabrication \$3,500

Interior Box Frame

Materials	(3) Marine ¾" Plywood	\$450
Fabrication		\$450

Body Covering

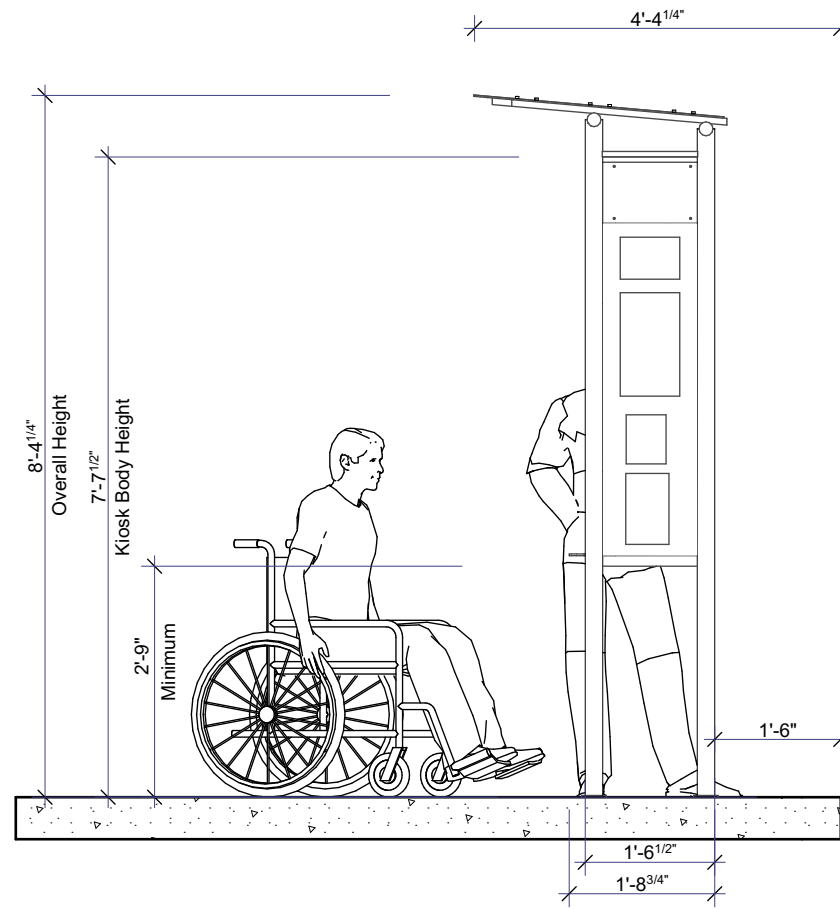
Rubber – (2) layers ¼" rubber roll		\$250
Sheet metal covers		\$250
Back cover		
Corners (2)		
Front top wrap		
Top Flashing		\$500

Painting	
Frame – Powder coat	\$750
Sheet Metal panels	\$300
Signage	
Graphic	\$500
Removable Disc with tree logo	\$250
Delivery	\$200
Installation	\$500
Encroachment fee	\$300
Removal and resetting of “No Parking” sign	\$500
Design Services	\$2,500
	<hr/>
	\$12,050

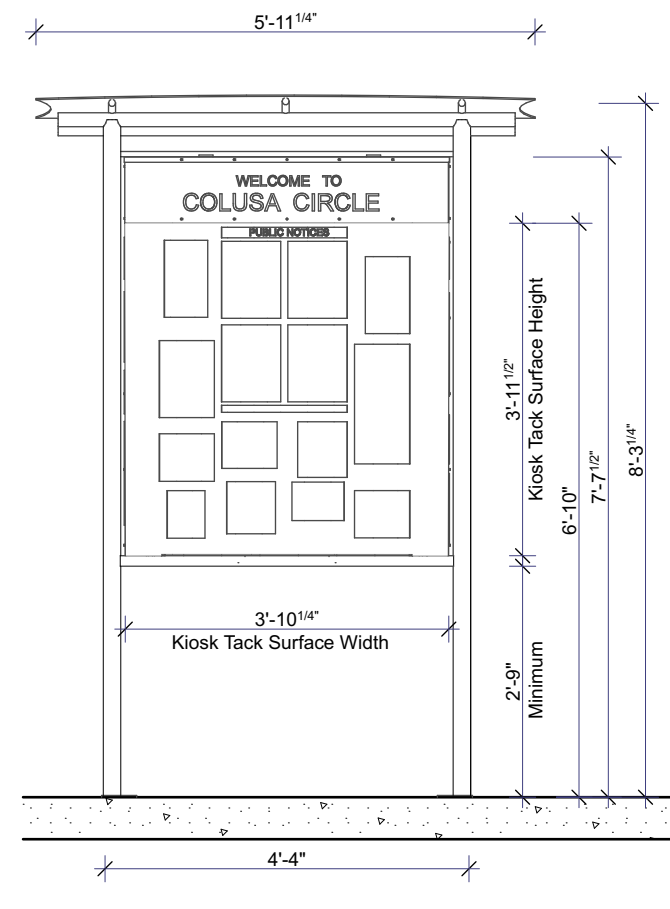
Funds Requested from KFPD:

KIC respectfully requests \$4,000 for the construction of the kiosk. Please note that the county will issue the encroachment permit when the kiosk is fabricated and ready for installation.

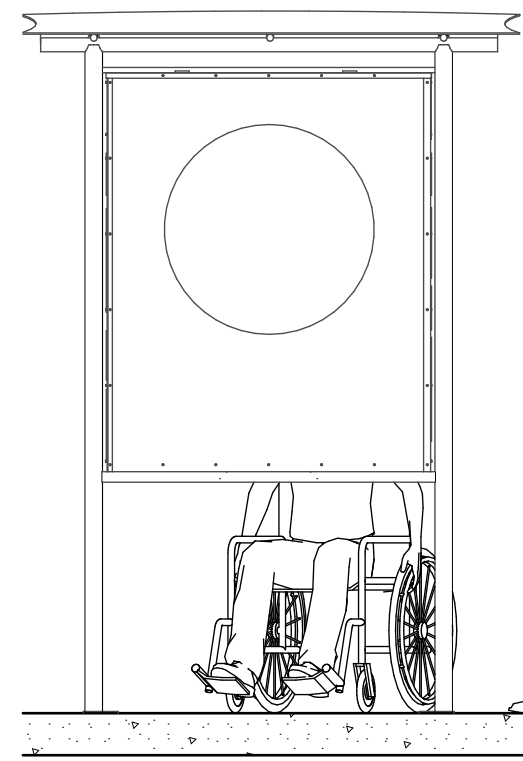
**COLUSA CIRCLE
KIOSK**
Kensington, CA



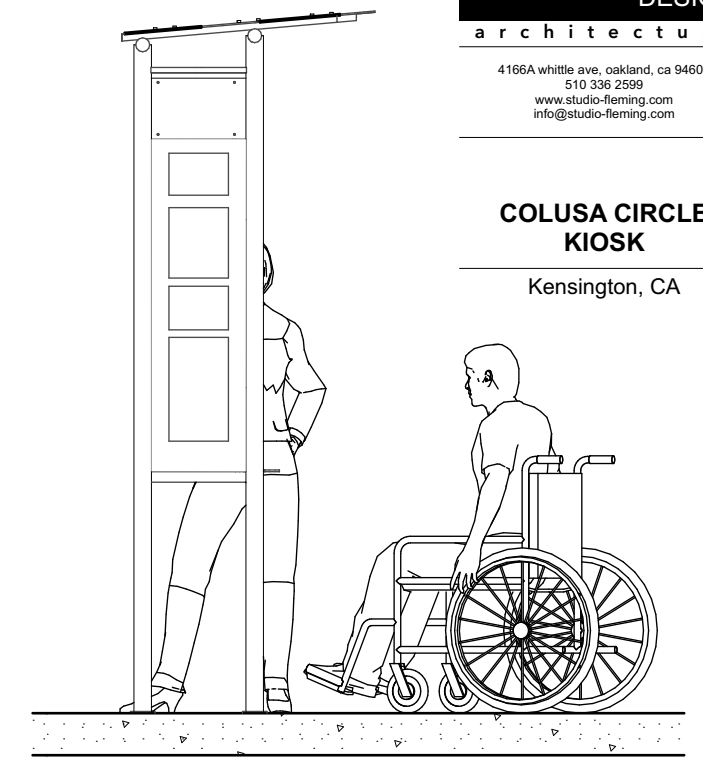
South Elevation - Sidewalk Looking North



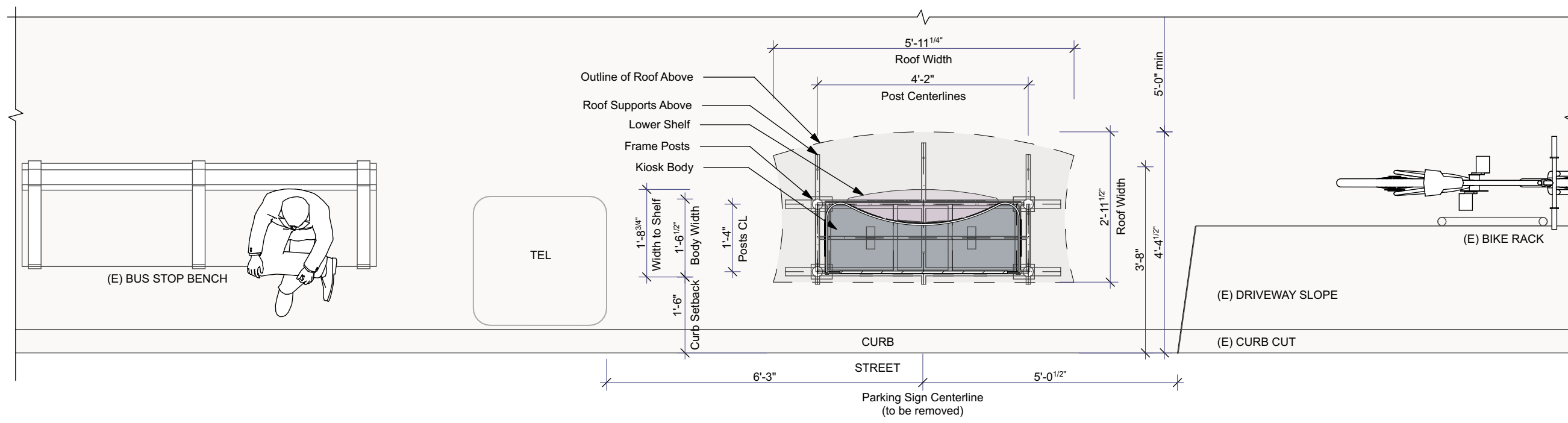
Front Elevation- Sidewalk View



Rear Elevation - Street View



North Elevation - Sidewalk Looking South



Kiosk Sidewalk Plan View

date: 2/5/20
scale: 1/4" = 1'-0"
ID: date: revision:

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COLUSA CIRCLE
KIOSK
Kensington, CA



date: 2/5/20
scale: 1/4" = 1'-0"
ID: date: revision:

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Front Sidewalk View

Sidewalk Elevation



Rear Street View

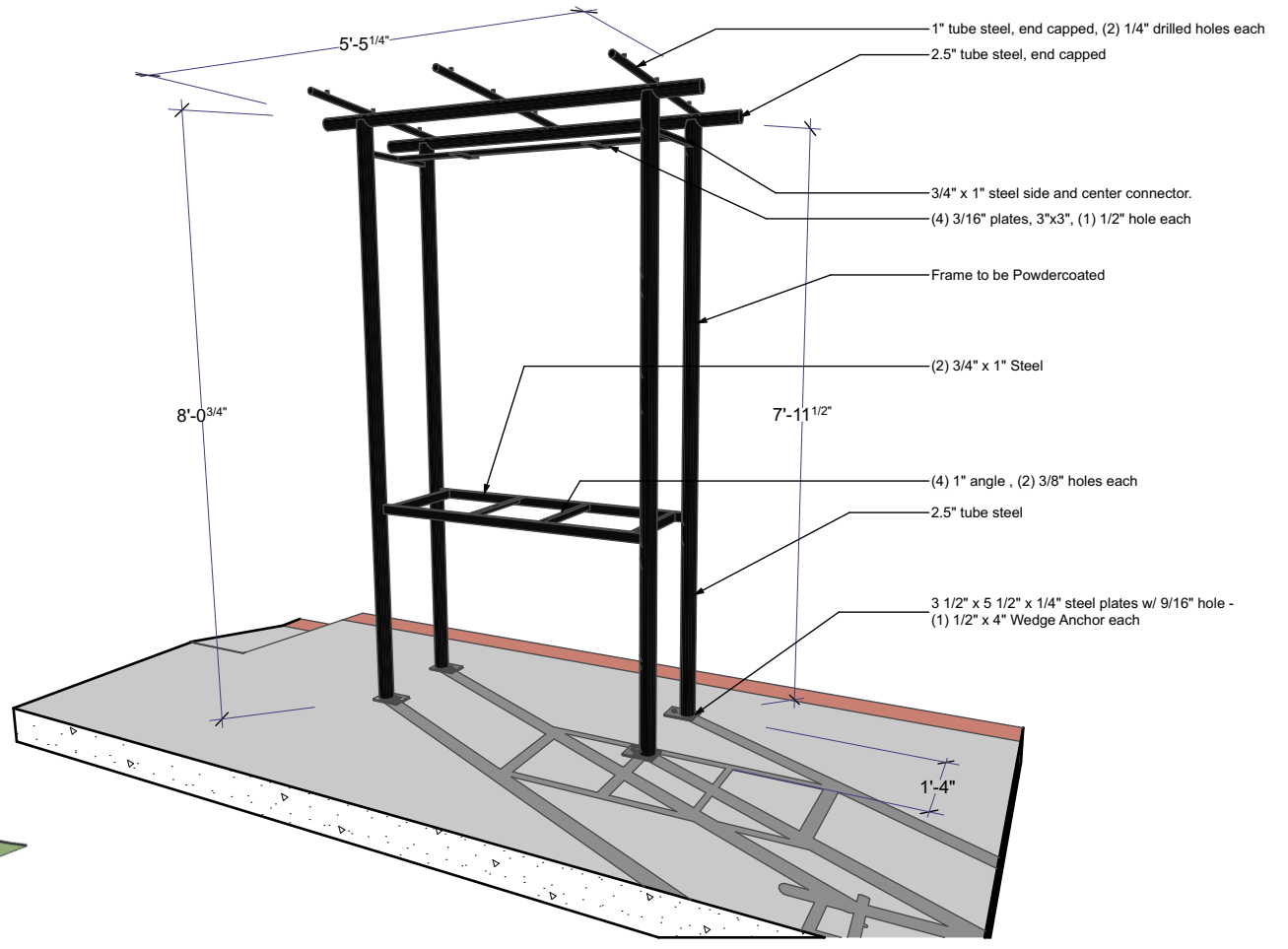
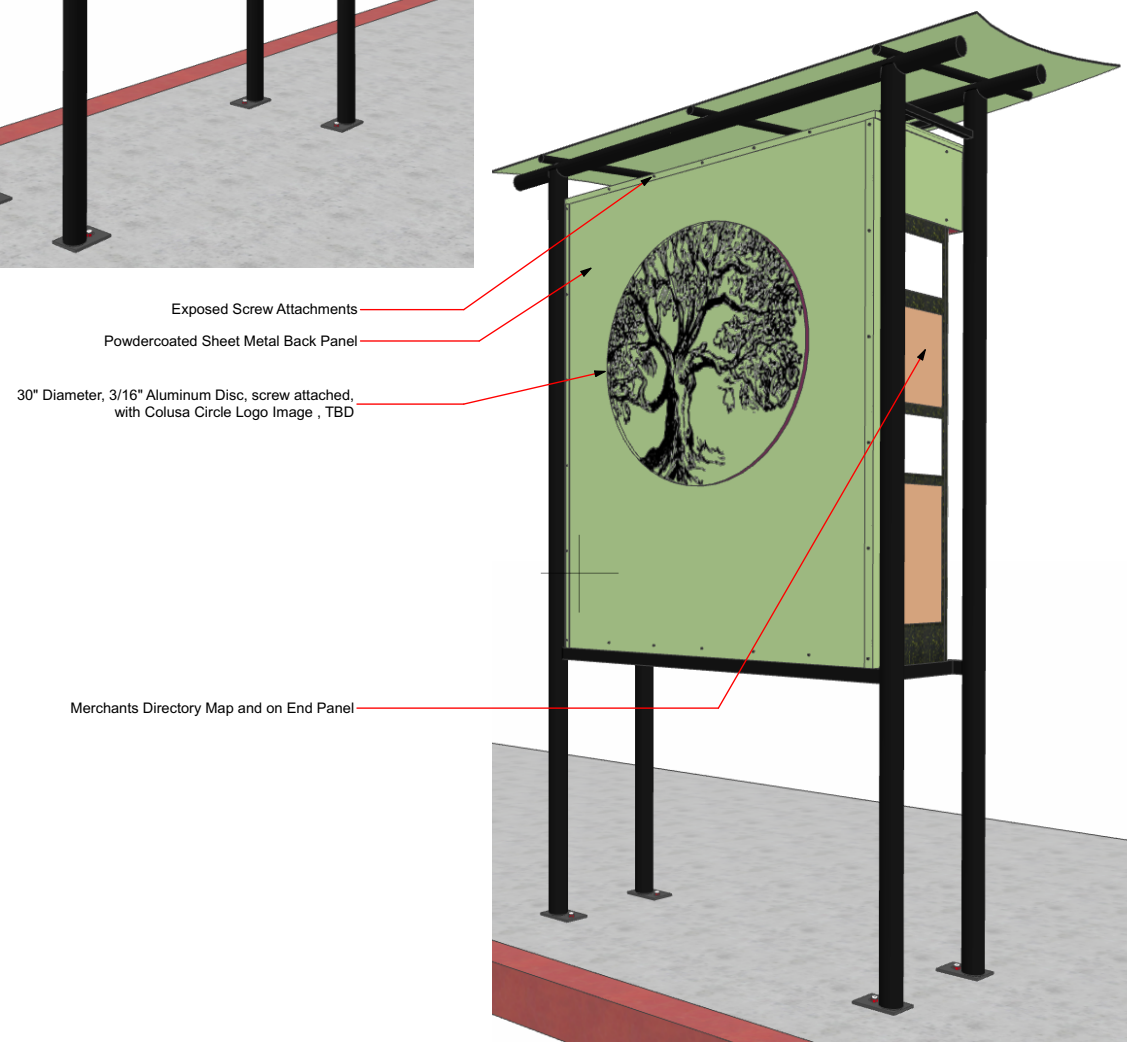
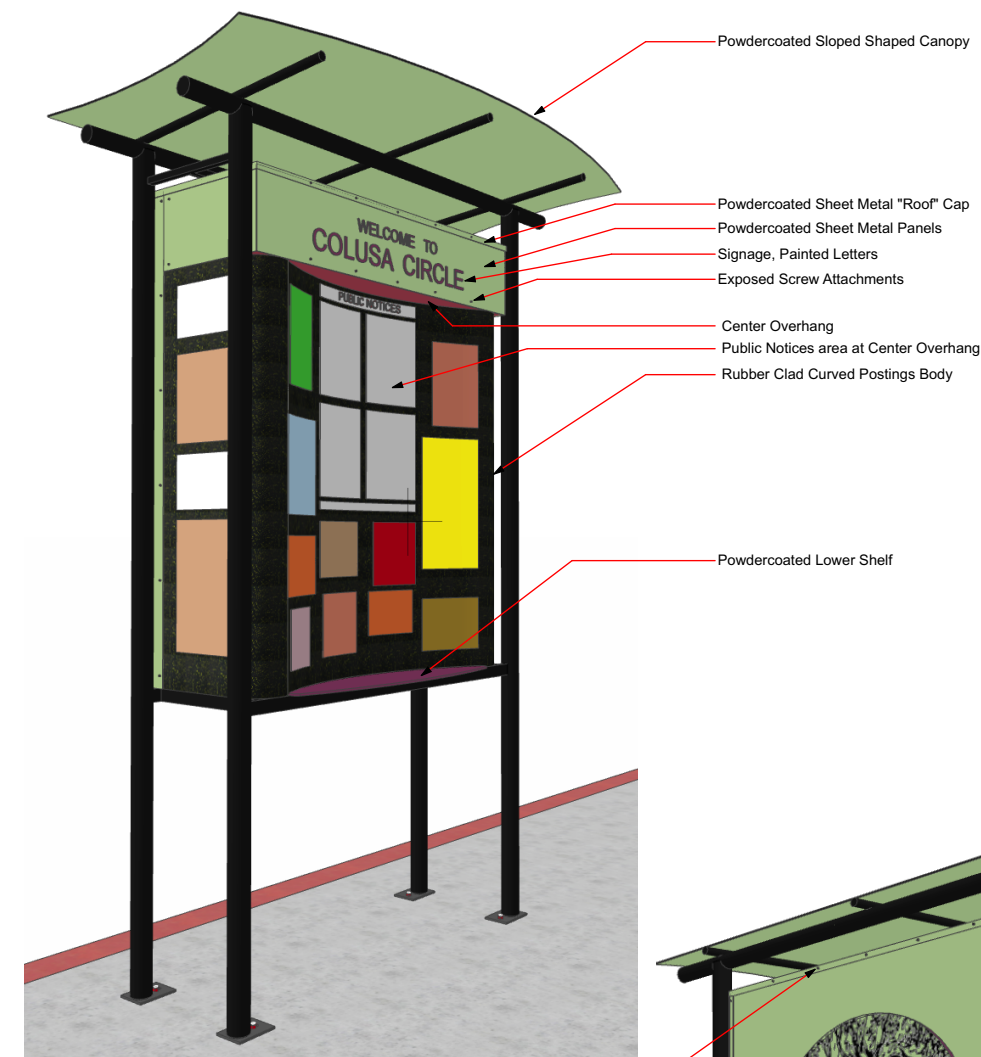
date: 2/5/20
scale: 1/4" = 1'-0"

ID: date: revision:

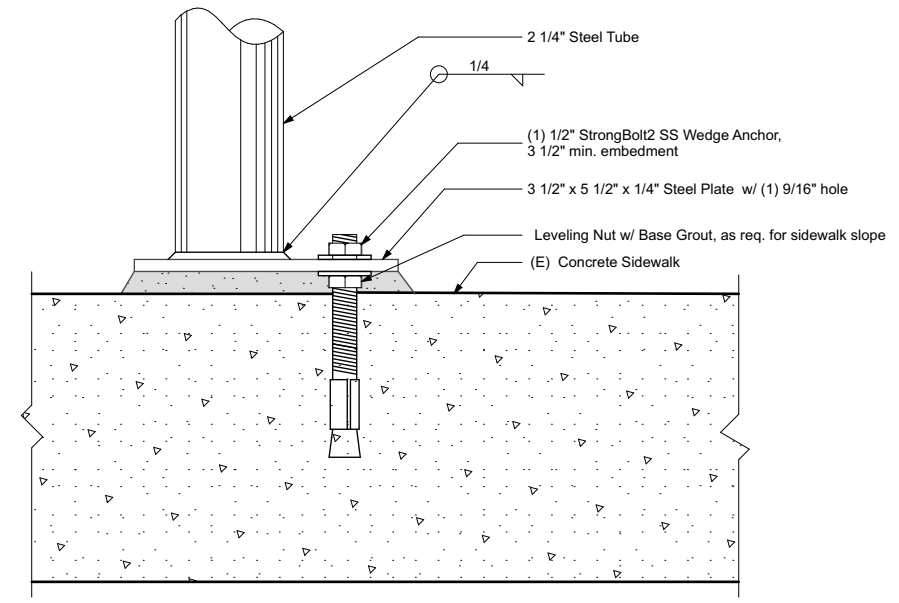
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Street Elevation

A-3



1 Kiosk Frame Only



2 Frame Attachment Detail

date: 2/5/20
 scale: 1/4" = 1'-0"
 ID: date: revision:

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Frame Details

COLUSA CIRCLE
KIOSK

Kensington, CA



date: 2/5/20
scale: 1/4" = 1'-0"

ID: date: revision:

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Sidewalk Looking South

North Elevation

COLUSA CIRCLE
KIOSK

Kensington, CA



date: 2/5/20
scale: 1/4" = 1'-0"

ID: date: revision:

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Sidewalk Looking North

South Elevation



REGIONAL
GOVERNMENT
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: February 12, 2020

SUBMITTED BY: Glenn Lazof, Administration and Finance Advisor, Regional
Government Services

AGENDA ITEM: Request to purchase California Special Districts Association's
(CSDA) administrative salary and benefits survey

BACKGROUND AND DISCUSSION:

The California Special District Association produces a salary benefit survey which is based on voluntary self-reporting member agencies. The cost is \$250, or \$125 for agencies that take part in the survey.

The following is from the CSDA Website:

CSDA has launched a new online survey tool for collection and comparison of special district salary and benefit data. We invite you to participate by entering your agency's administrative salary and benefits data into this user-friendly format. Once the survey results become live and you have purchased the product, you'll have access to the most up-to-date, comprehensive, aggregated information available - 24/7!

Examples of data collected and reported in this survey include:

Salary Information:

- Administrative/Support Positions
- Finance/Accounting Positions
- Human Resources Positions
- Public Relations/Legislative Positions
- Operations Positions

Benefit Information:

- Employee Benefits Offered
-

- Health Insurance Practices
- Retirement Plans
- Vacation & Holidays
- Sick & Other Paid Leave

The CSDA survey provides information on the median pay for positions across the state, It does not identify which agencies, but does group types of agencies. Therefore it may not be that helpful at extreme ends of the cost of living scale.

FISCAL IMPACT:

Maximum is a \$250 expenditure.

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Draft response by KFPD to CSDA request to evaluate proposed SB 45

SB 45 is still in legislative mark-up and will not appear on the ballot until November; the most recent version, dated January 23, can be found on-line at:

https://leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200SB45

This proposed bill is an omnibus with something in it for many constituent groups; it is very broadly framed and covers a wide variety of possible public works that could be supported. Our Emergency Preparedness Committee discussed the draft proposal and offer several questions and thoughts:

1. There is no question of the value of investment in projects that can prevent or mitigate the risk and extent of damage due to wildfire and earthquake. For this reason alone we would support the goals of the bill. It provides funds for all of the things we're interested in: planning, hardening, infrastructure, emergency notification systems and evacuation, and fuel reduction, among others.

2. The CSDA asks how the bill would affect our District. This depends in part on what is meant by "public agency," the term used to describe entities that are eligible for support from the bill's proposed funding.

Specifically, whether Kensington and its boards and districts would be eligible for wildfire prevention funds largely depends on whether its respective boards and districts would be considered "local agencies," a term often used but not defined in the bill. A simple remedy could be to add "local fire and protection agencies, boards and districts" as entities eligible for grants under Chapter 2 (wildfire prevention). But we think it should be more specific.

We suggest that the term "special districts" be added to the list of entities eligible for funding in Chapter 2, Section 80221(a) through (d). Section 80221(e) was amended to include "special districts" but not the other four. The term "special districts" would encompass the fire and police district as well as EBRPD and there is no apparent reason not to include "special districts" as eligible entities for grant funding under (a) through (d). It also might be advisable to include definitions or clarifications for Public Agency, District and Special District to be included in Section 80203. The eligibility of "park and open space districts" is mentioned in 80211 (p. 7).

3. Also, and probably of major importance to our situation: while specific conservancies are allocated funds (such as \$10,000,000 for the small, 480-acre Baldwin Hills Conservancy in Los Angeles), large landowners at the wildland/urban interface, such as the EBRPD comprising 125,000 acres, are not! This is a serious omission. A remedy would be to specifically mention

“large public landowners, including agencies and districts such as the East Bay Regional Park District,” as eligible entities for funding under Chapter 2.

4. The CSDA email asks for a quick response but does not provide a target date or deadline. Therefore it was not clear to our EPC members how much time we would have to delve into the details of the bill. For example, could its funds be used for construction? What kinds of infrastructural improvements might be pre-empted? Would brush clearing be as important as house-hardening? Could funds be used to purchase grates that might bridge gutters of narrow roads? Could road signs for traffic control and evacuation routes be purchased? What about sirens? It is possible that these particular items are not specified in the bill.

5. Because it is so broadly conceived, proposed funding amounts for various categories are only generally described. Strongly emphasized in the bill’s language are “disadvantaged communities,” which are described not only as those threatened by wildfire but also by drought, water quality, and economic depression. Whereas we agree that all these disadvantages are worthy of mitigation, we feel that an especially high priority should be placed on communities that are at high risk for wildfire danger, especially at the WUI, and Kensington is identified as one of those at greatest risk in the state – as well as for earthquake. It is also unusually difficult to evacuate in case of emergency.

6. Finally, we could only find one reference to population risk as a criterion for funding wildfire prevention/mitigation efforts:

80222. Of the funds made available by Section 80220, ~~one hundred ninety five million dollars (\$195,000,000)~~ two hundred eighty million dollars (\$280,000,000) shall be available to the Natural Resources Agency and to its departments, boards, and conservancies for projects to reduce the risk of wildfire spreading into populated areas from wildlands and to improve forest health and fire resiliency.

The presumption here seems to be only state forest lands are potential threats. However, high fire risk areas include all types of jurisdictions, from rural to highly urbanized areas like the East Bay Hills. Risk-based criteria, with preference given to areas already mapped by the state and designated as high fire risk, should be incorporated for all grants under Chapter 2, particularly for funds disbursed by all state agencies, not just natural resource agencies.

Our main questions, therefore, are whether districts such as Kensington’s are eligible for the proposed benefits of SB 45, the lack of specifics about large tracts of public land in WUI areas, the need to consider high risk population areas, and more clarity on exactly what benefits could be supported.

Drafted by the Emergency Preparedness Committee

Peter Guerrero, Paul Moss, Cortis Cooper, David Spath, Katie Gluck, Lisa Caronna, Peter Liddell, Director Larry Nagel, Director Kevin Padian

31 January 2020

NEW BUSINESS



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: February 12, 2020

SUBMITTED BY: Glenn Lazof, Administration and Finance Advisor, Regional
Government Services

**AGENDA ITEM: First Reading Proposed Amendments to policy 1070.11-13
regarding the role of the President and policy 200.10 and 200.11
regarding District Manager and add new section 1190 General
Manager**

RECOMMENDED ACTION

- 1) Discuss and revise as desired the following amendment to District Policy:
Delete sections 1070.11-13 as follows:

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

~~1070.11 Act as chief administrative officer and legal head of the organization.~~

~~1070.12 Exercise supervision over the organization and all its activities and employees.~~

1070.13 Represent and speak for the organization to other organizations and to the public

- 2) Direct that the final approval of Policy revision occurs only when the District is prepared to appoint an authority to fulfil the executive role.
 - 3) Provide Direction on retaining or deleting 1070.13
 - 4) Add new Section 1190 General Manager as follows
-

- 1190.11 Act as chief administrative officer and legal head of the organization.
- 1190.12 Exercise supervision over the organization and all its activities and employees.
- 1190.13 Represent and speak for the organization to other organizations and to the public

BACKGROUND AND DISCUSSION

Discussion at the December meeting indicated that the Board was interested in considering revising the Policy establishing that the President is the executive authority of the District. The Board further moved towards establishment of a Job Classification for a General Manager position at the January 25 Special Meeting

When the recommended revision has received final approval, an alternative needs to be on hand to exercise the authority which is now held by the President. It is therefore recommended that the final approval (second reading) be delayed until an acceptable alternative is in waiting. Approval of the pending revision at this time, would be congruent with organizational decisions being shaped over the upcoming weeks.

Regarding 1070.13: The Board should consider if this authority should remain with the President of the Board or be a Management function.

FISCAL IMPACT

Actual cost will be addressed as organizational (staff) structure is discussed and takes shape. Should the current District Manager position be re-classified as a General Manager, the additional responsibility, and required qualifications would result in a higher compensation. The current Regional Government Services agreement provides for that level of service on a as needed basis.

ALTERNATIVES

- 1) The Board may take no action. The existing policy would conflict with the establishment of the General Manager position establishing staff responsibility for executive functions of the district.



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District (KFPD)

DATE: February 12, 2020

SUBMITTED BY: Allison Picard, Lead Human Resources Advisor, Regional Government Services
Glenn Lazof, Administration and Finance Advisor (Assignment),
Regional Government Services

AGENDA ITEM:

Review and approve proposed job descriptions, compensation package, and recruitment plan for a General Manager and a new administrative support position.

RECOMMENDED ACTIONS

- 1) Review the Ad Hoc committee's findings on proposed job duties for a General Manager and administrative support position (Exhibit A).
 - 2) Review and Approve RGS recommendation that the General Manager and administrative support position be allocated half time (.5 FTE).
 - 3) Review and Approve the revised job description for the General Manager and a new description for District Secretary.
 - 4) Review and Approve the compensation package for each position based on the employment agreement with the former Manager and a salary survey of similar positions.
 - 5) Review a proposed recruitment plan in order to fill these positions.
-

BACKGROUND AND DISCUSSION

At the January 8, 2020 Board meeting RGS presented a list of district oversight and support activities seen as assigned to either a General Manager or someone providing administrative assistance either as a district employee or by contract. A revised job description for the General Manager was also provided for review. The Board President established an Ad Hoc committee to further discuss these duties and provide feedback to RGS on potential staffing models. Exhibit A is a summary of the information provided by the committee on both these positions.

Based on this feedback, a new job description was prepared for the administrative support activities with the proposed title of District Secretary (Exhibit B) and an updated job description for the General Manager is attached (Exhibit C). For both positions, the duties described by the committee are included.

The General Manager is the executive authority for the district and oversees all operations. The District Secretary primarily provides support to the Board for agenda preparation and posting, and meeting minutes as well as bill paying duties and general office support activities for the General Manager. Based on the time spent by RGS staff for these activities over the past few months, the hours attributed to this activity by the previous District Manager, and the expectations expressed by the Board, it is recommended that each of these new positions be allocated as part-time (.5 FTE). While it may be possible to lower the hours projection for the District Secretary which is estimated on the high end, this may also impact the response to a recruitment.

The District Secretary position would be covered by the Fair Labor Standards Act (FLSA) and subject to payment of overtime (hourly rate plus one half or equivalent in comp time off) if they work more than 40 hours in a defined workweek. The General Manager position is considered exempt from FLSA requirements due to the executive and administrative duties performed and overtime payment would not be required for hours worked over 40 hours in a week. However, nothing in the law prohibits an employer from compensating an exempt employee for hours worked that exceed either their defined work week (40 hours) or a fixed schedule (20 hours). This compensation can be at the regular hourly rate or at time and one-half at the District's discretion.

Salary Survey

Typically, a compensation analysis is not conducted until job descriptions are finalized to ensure all relevant duties are considered, and a decision is made regarding full or part-time status is determined. However, the attached drafts are sufficiently fleshed out to perform a review of possible comparable positions in order to propose salary recommendations (Exhibit D). Recruiting for part-time positions can be challenging and depending on the benefits the District wishes to offer, there may be some flexibility with the compensation package for each position that can assist with the recruitment effort.

A summary of the employment agreement for the former full-time District Manager is provided below as a baseline for what might be considered for the newly established General Manager. The former District Manager split her time 50/50 between the District and the City of El Cerrito. While the net time for the District is not proposed to change (.5 FTE), the responsibility to act as the executive authority is recommended to be transferred from the Board President to this position which is a significant expansion of duties.

The salary for the former District Manager was \$8319.50 per month, or \$99,384 annually (based on 40 total hours) and had several benefits provided:

- 1) Health/Dental - a flat contribution of \$950 per month was paid for medical insurance plus \$30 per month for dental for purchase by the employee.
- 2) Deferred Compensation (457 plan) - District match of employee contribution up to 5% of employee base annual salary; in FY14-15 a District contribution of 2.6% of employee base salary was added requiring no employee match.
- 3) Longevity Bonus - \$1,000 annually paid in August of each year for an employee exceeding 15 years of service.
- 4) Life Insurance - District provides at no cost to employee a term policy equivalent to employee's annual salary.
- 5) Holidays - 11.5 paid holidays plus 4 floating holidays.
- 6) Sick leave - 2 weeks annually
- 7) Vacation - accrual begins with 10 days in the first year; increases to 15 days at year 5; 18 days at year 15; 20 days at year 20. The employee may cash out up to 10 days annually.

In order to attract qualified candidates who can act as the executive authority, it is recommended that the District advertise a salary of \$120,036-\$203,840 on an annualized basis. This is based on review of special district and other public agency managers (Exhibit D). The low end of the range is based on the non-special district positions, and the upper range is based on the Kensington Police Community Service District which is slightly lower than the average of those agencies reviewed. Due to the variable nature of duties attributed in any one agency, it is difficult to establish pure "comparable" positions for purposes of salary analysis, and it is recommended that the Board provide itself maximum flexibility when negotiating a compensation package with the selected candidate. For the position of District Secretary, \$40 per hour (or \$83,200 annually) is recommended based on similar positions within the County.

Because this is a unique hiring situation, it may also be appropriate to instead of offering specific benefits up front, indicate instead that the District will be flexible in responding to the needs of the successful candidate for General Manager. It is possible to negotiate the provision of medical insurances, deferred compensation contributions, leave accruals, etc. as well as salary based on what the parties can mutually agree to after a tentative job offer has been made. For example, one candidate may not require health insurance but would prefer a higher salary or

contribution to a deferred compensation plan. Assuming the Board is willing to continue the full array of the current benefits, those could be listed by way of example, but it can be specified that negotiation on benefits and advertised salary is possible within the current full compensation package.

There are no benefits currently established for a District Secretary and some feedback from the Board is requested about preferences in this area. It is recommended that a similar package be offered for this position as the General Manager and allow it to be subject to negotiation with caps or limits which the Board may wish to establish in advance.

Recruitment Process

When the Board is ready to proceed with the recruitment of the General Manager, it is recommended that an Ad Hoc Board Committee be appointed for this purpose. Once a job description is finalized, RGS can quickly implement a recruitment plan that includes the creation and distribution of a recruitment brochure, and a timetable for the various review steps including opening and closing dates, a preliminary review by RGS for minimum qualifications and a preliminary screening interview, and then a more structured interview to determine a list of finalists for consideration by the full Board. The more structured interview is typically a panel of reviewers, which based on Board feedback, might include the two Board Ad Hoc committee members and perhaps the Fire Chief who will work closely with the General Manager. It is also possible to expand the panel to include a manager from another public agency, members of the community, or others if desired. It is suggested that dates for these events be pre-determined so that it can be included in the brochure which not only ensures the process happens expeditiously but increases the likelihood of candidates staying in the process due to advance notification of critical dates.

It is recommended that the General Manager be appointed first so that person can participate in the selection of the District Secretary who they will supervise.

The recruitment for a General Manager can be expected to take a minimum of 12-16 weeks and a typical schedule for an executive recruitment would be as follows:

Weeks 1-2: Establish recruitment plan, develop brochure, determine dates for interviews, meet with/review proposed plan with Board Ad Hoc committee

Weeks 3-7: Recruitment open and closes; screening occurs on a flow basis

Weeks 8-9: Complete initial screening and interviews; establish which candidates will be invited to Panel Interview, send invites

Week 10: Conduct Panel Interview; determine finalists

Week 11-12: Conduct interview with full Board; select top candidate to do background checks

Week 13-14: Make a job offer/negotiate compensation package

Depending on where a candidate may currently be employed or located, notice and relocation can add 2-4 additional weeks before an individual may begin at the

District. While this schedule can be tightened, pre-planning and notice to those participating is key for completing the recruitment process promptly.

FISCAL IMPACT

The Board must approve budget revisions for these positions. This will be part of the Midyear Revisions and will be reflected in the 2020/2021 Budget. RGS's cost estimate for this process, per the timeline above, is \$12,000 to \$15,000.

ALTERNATIVE(S)

The Board can use the duties currently contained in the employment agreement of the previous District Manager or provide direction on modifications to the recommended job descriptions.

The Board may wish to consider revising the FTE allocation for the General Manager and District Secretary lower or higher than .5 but this decision needs to be made before a recruitment can be initiated.

The Board may develop an alternative recruitment plan in whole or in part. Risks depend on the course chosen.

**AD HOC COMMITTEE DESCRIPTION OF DISTRICT
MANAGEMENT AND SUPPORT DUTIES**

GENERAL MANAGER:

- Monitor and answer all phone calls and emails
- Monitor all District investments and consult Finance Committee on any necessary reinvestment
- Create financial reports and schedules including balance sheet and Budget/YTD reports
- Work annually with auditors
- Work semi-annually with actuary
- Work with legal counsel and President on contracts, closed sessions, and confidential issues
- Hire contractors for building maintenance and repairs
- Communicate with El Cerrito Fire Department (ECFD) administration and staff about necessary functions and issues
- Communicate with County personnel about necessary functions and issues
- Work with East Bay Regional Parks District (EBRPD), Diablo Fire Safe Council (DFSC), and other regional agencies on issues important to the KFPD
- Place special assessment on tax rolls annually
- Assure compliance on contract with ECFD
- Hire consultants for District projects and monitor progress of projects; report to Board
- Keep up with state-mandated training and Fair Political Practices Commission compliance for directors and others
- Oversee and assure filing of records and destruction of records as necessary
- Write bi-annual District newsletter (“The Fireplug”)
- Oversee development, updating, and improvement of District website
- Create draft budget and monitor throughout the year
- Review the policy manual bi-annually and update it as necessary
- Oversee all District staff, hiring, evaluating, and terminating as necessary
- Monitor new funding opportunities and write or hire writers of grant proposals as necessary

ADMINISTRATIVE SUPPORT:

- Order all office equipment, supplies, and other District items
- Schedule and shop for special events
- Schedule periodic Board, Emergency Preparedness Committee, and Finance Committee meetings
- Attend all Board and Finance Committee meetings and transcribe narrative minutes
- Assist President in developing Board meeting agendas
- Solicit and obtain all items for meeting agendas and packets and deliver and post them
- Pay all regular bills through checking account and county as appropriate
- Arrange for signing of checks and other financial authorizations by District authorities
- Create monthly transmittal roster with checking account and all larger bills
- Reconcile monthly bank and other financial statements using QuickBooks
- Communicate with IT consultants and others regarding information and data issues
- Post agenda packets, meeting notices, and important information on District website
- Post on NextDoor and District email list important information and meeting agendas
- Post on Nixle important safety notices and events

District Secretary

JOB DESCRIPTION

F.L.S.A. Status: Non-Exempt	Reports To: General Manager	Established Date: MM/DD/2020
---------------------------------------	---------------------------------------	--

General Overview

Under general direction, performs confidential, complex, and technical support to the General Manager and Board of Directors of the Kensington Fire Protection District, including: assists in preparation of meeting agendas; takes and transcribes minutes of all Board and Finance Committee meetings; organizes and maintains District documents and records; and performs other duties as assigned.

Distinguishing Characteristics

The District Secretary receives direction from the General Manager.

This single-position classification provides direct support to the General Manager and Board of Directors, and is responsible for clerk of the board functions for the District. The work requires the interpretation and application of policies, procedures, regulations, and contact with the public. It is distinguished from other classifications by the nature, diversity, and scope of responsibilities, and exercise of discretion and independent judgment in preparing agendas, transcribing minutes, and following legal requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Receives and screens visitors, emails and telephone calls; assists callers or refers them to others as circumstances warrant.
- Provides administrative support to the General Manager such as the preparation and distribution of agendas, correspondence and reports.
- Schedules periodic Board of Directors, Emergency Preparedness Committee, Finance Committee meetings, and special events as needed; contacts participants; reserves rooms; prepares and issues notices and agendas; assembles materials and documents for meetings.
- Attends all Board and Finance Committee meetings; records, transcribes and distributes official minutes of meetings for the Board of Directors and committees.
- Assists in preparing, assembling and distributing agendas and accompanying materials for meetings of the Board of Directors and committees.
- Uploads agendas, materials, notices, and information to the District website and other communication outlets, including NextDoor, District email lists, and Nixle.

- Provides logistics for Board meetings and other special events including scheduling, purchasing, and arranging any required catering.
- Performs a variety of routine to complex fiscal support duties related to accounts receivable and accounts payable, including posting, balancing, adjusting, and maintaining manual and computerized account and financial records, according to established policies and procedures.
- Prepares financial reports and schedules, including balance sheets, monthly expenditure reports, and budget/year-to-date reports.
- Arranges for required signatures on checks and other financial documents in accordance with established policies and procedures.
- Interprets policies, rules, and regulations in response to inquiries and complaints, and refers inquiries as appropriate; assists the Board, public and staff by providing information and research assistance.
- Oversees the maintenance and operation of office systems, including purchase of supplies and equipment.
- Communicates with Information Technology consultants and others regarding information and data issues.
- Prepares or directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Codes, regulations, policies, and local, state and federal laws and regulations pertaining to public agency governing boards and special districts, including the Brown Act and meeting notice and agenda setting requirements.
- Business letter writing, and formats for reports and correspondence.
- English grammar, usage, spelling, punctuation, and composition.
- Records management, filing, indexing, and cross-referencing methods.
- Modern office practices, procedures, and equipment including computers and word processing and spreadsheet software applications.
- Office practices, principles, and techniques, including business arithmetic, and basic statistics and accounting.
- Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Handle and control confidential and sensitive information.
- Understand, interpret, and apply District policies and procedures, and local, state and federal laws applicable to special district and public agency governing Boards.
- Perform a wide variety of high-level administrative support duties with little or minimal supervision, with an emphasis on accuracy, timeliness, and attention to detail.

- Communicate effectively both orally and in writing.
- Initiate and organize work, exercise sound independent judgment within established policies and guidelines, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Interpret, explain, and apply regulations, standards, and procedures.
- Be punctual, reliable, personable, and professional.
- Use word processing, spreadsheet, financial, and other office administrative software with sufficient speed and accuracy to perform the work within established timeframes.
- Make accurate arithmetic and statistical calculations.
- Compose accurate and effective general correspondence and letters, reports, legal notices, certifications, informational packets, forms, official announcements, and other written materials.
- Create, proofread and edit materials for accuracy, completeness, compliance with District policies, format, and English usage including grammar, punctuation, and spelling.
- Compile and maintain accurate records and files.
- Understand and carry out oral and written directions.
- Read, understand, and follow work rules and procedures.
- Establish and maintain effective working relationships with those contacted in the course of work, including elected officials, staff and public.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Possession of a high school diploma, GED equivalency, or a high school proficiency certificate.

-and-

Experience: Five (5) years of increasingly responsible experience in office administration in a public agency which has included providing high level administrative and/or secretarial support to management staff. At least one (1) year of experience working with Boards and Committees is desirable.

-OR-

Education: Equivalent to the completion of thirty (30) units of college coursework in public administration, business administration, management, communication. or closely related field

-and-

Experience: Three (3) years of increasingly responsible experience in office administration in a public agency which has included providing high level administrative and/or secretarial support to management staff. At least one (1) year of experience working with Boards and Committees is desirable.

Licenses and Certifications:

- Must possess and maintain a valid Class C California driver's license. Must continue to meet all terms and conditions of the District's insurance program as condition of employment.

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting with infrequent trips outdoors in all weather conditions.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents; and hearing in the normal audio range with or without correction. **Frequent** sitting, reaching, bending; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; and lifting objects that weigh up to 15 lbs. **Occasional** standing, walking; carrying or pushing objects that weigh up to 15 lbs., and lifting, carrying, or pushing objects that weigh up to 25 lbs. **Infrequent** climbing; lifting, carrying, or pushing objects that weigh 26 - 40 lbs.

Agencies	Title	Purchasing	Contracts Admin	HR/Risk Mngt	IT	Board Clerk	Records Mngt	Lead Direction	Supervision	Step 1	Top Step	Other
Counties												
Solano Co	Admin Svcs Mngr	X			Some			X	X	\$8,091.91	\$9,543.03	Fiscal/Budget, Legislation
Solano Co	Central Svcs Mngr	X	X				X	X	X			Fiscal/Budget, Mail
Sonoma Co	ASO II	X	X	X				X	X	\$7,851.05	\$9,543.36	Fiscal/Budget, Policy, Facility mngt
Alameda Co	ASO	X	X	X				X	X	\$7,097.07	\$9,484.80	Fiscal/Budget, Policy
Alameda Co	Mngt Analyst		X					X		\$6,219.20	\$8,337.33	Policy, Analytical studies
Napa Co	Admin Mngr/Clerk of Bd					X	X	X	X	\$8,373.73	\$10,176.40	Bidget, Policy/goals,
Napa Co	Mngt Analyst II		X					X		\$7,593.73	\$9,231.73	Fiscal/Budget, Analytical, Policy
Napa Co	Purchasing Mngr	X						X	X	\$7,971.60	\$9,692.80	Bidget, Policy/goals,
San Mateo Co	Admin Svcs Mngr I	X	X					X	X	\$8,980.40	\$11,225.07	Bidget, Policy/goals, Payroll, Bldg Maint
San Mateo Co	Mngt Analyst		X	X				X		\$7,754.93	\$9,694.53	Bidget, Policy/goals,
Marin Co	ASO	X	X	Some	Some			X	X	\$6,771.38	\$8,180.25	Bidget, Policy/goals,
Contra Costa Co	ASO							X	X	\$7,029.94	\$9,454.49	Fiscal/Budget, Policy, Facility mngt
Contra Costa Co	Mngt Analyst II			Some						\$6,992.44	\$8,499.40	Bidget, Policy/goals,
Cities												
Vallejo	Admin Mngr	X	X	Some	Some			X	X	\$8,742.92	\$10,627.08	Fiscal/Bidget, Policy/goals, Legislation
Hayward	Mngt Analyst II		X							\$7,858.93	\$9,550.67	Fiscal/Budget, Analytical, Policy
Oakland	ASO II		X	X	Some		X	X		\$9,922.87	\$12,184.41	Fiscal/Budget, Policy/Goals,
Pleasanton	Mngt Analyst									\$9,665.00	\$9,665.00	Fiscal/Budget, Analytical, Policy
Martinez	Mngt Analyst		X							\$7,437.00	\$9,676.00	Fiscal/Bidget, Policy/goals, Legislation
Richmond	Mngt Analyst II			Some						\$6,357.00	\$7,684.00	Fiscal/Budget, Analytical, Policy
San Ramon	Program Mngr		X					X	X	\$9,189.02	\$12,252.03	Fiscal/Budget, Analytical, Policy
Livermore	Mngt Analyst II				Some					\$8,445.94	\$10,557.42	Fiscal/Budget, Analytical, Policy
Fremont	Purchasing Svcs Mngr	X						X	X	\$9,356.13	\$12,631.68	
San Mateo	Mngt Analyst II									\$7,756.79	\$9,246.90	Fiscal/Budget, Analytical, Policy
Novato	Mngt Analyst II									\$6,278.87	\$7,632.01	Fiscal/Budget, Analytical, Policy
Concord	Purchaing Agent	X						X	X	\$8,474.27	\$11,651.47	
Concord	Admin Svcs Mngr		X					X	X	\$9,219.60	\$12,677.60	Fiscal/Budget, Analytical, Policy

Agencies	Title	Step 1	Top Step	Other
Sonoma Co	ASO II	\$7,851.05	\$9,543.36	Fiscal/Budget, Policy, Facility mngt
Alameda Co	ASO	\$7,097.07	\$9,484.80	Fiscal/Budget, Policy
Marin Co	ASO	\$6,771.38	\$8,180.25	Budget, Policy/goals,
Oakland	ASO II	\$9,922.87	\$12,184.41	Fiscal/Budget, Policy/Goals,
Vallejo	Admin Mngr	\$8,742.92	\$10,627.08	Fiscal/Budget, Policy/goals, Legislation
Median		\$8,077.06	\$10,003.98	

GENERAL MANAGER

JOB DESCRIPTION

Status: At-will	F.L.S.A Status: Exempt
Reports To: Board of Directors	Established Date: MM/DD/2020

General Overview

The District Manager is responsible for overall operations of the Kensington Fire Protection District (KFPD including all administrative, financial and facility management. This position is appointed by, and serves in at at-will capacity, to the District Board of Directors. The District Manager provides support to the Authority, serves as the official clerk to the Board, and represents the District with other governmental entities. This position also oversees contract compliance with the City of El Cerrito with whom the District contracts for fire protection services.

Distinguishing Characteristics

The District Director receives general direction from the Board of Directors.

The position is responsible for supervising any assigned support staff and may direct the work of contractors and consultants. The incumbent is expected to be available on-call for needed staff support during and after emergencies within District boundaries.

This is a professional level administrative classification. A professional and diplomatic demeanor with Board Members, elected officials, staff, and the public is required. Incumbents must possess the judgment necessary for handling confidential issues, and function effectively under deadlines with minimal supervision. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and independent decision-making.

Specific Functions and Responsibilities

Duties may include, but are not limited to, the following functional areas:

General Administrative Oversight

- Manage all District activities on behalf of the Board of Directors within approved policies.

- Perform complex administrative assignments, which may include confidential matters, including the preparation of correspondence, staff reports, memoranda, agendas, resolutions, ordinances, requests for proposals, consultant agreements, presentations and other documents as needed.
- Communicate regularly with El Cerrito Fire Department administration and staff about contract services, as well as East Bay Regional Park District, Diablo Fire Safety Council, County staff and other agencies on issues related to KFPD operations.
- Interface with legal counsel as necessary regarding matters subject to closed session, potential litigation, risk management and confidential matters.
- Manage the District headquarters building including hiring contractors for repairs, maintenance and capital improvement projects, and acts as a liaison with the District's tenant in the building (Kensington Community Services District).
- Oversee headquarter activities including coordination of the shared meeting room calendar with the Kensington Police Department; Responsible for overall office operations including equipment and services.
- Prepare and deliver a monthly report to the Board of Directors on matters of interest concerning District operations and oversee the development and distribution twice a year of a newsletter to Kensington residents; performs various community outreach activities.
- Responsible for the hiring, evaluation and supervision of any District staff.
- Oversee updates and maintenance of the District website.
- Responsible for the bi-annual review and update of the District's policies and procedures.
- Enroll the District in the County Fire District's Joint Power Authority Association and attend the annual meeting on behalf of the District, and attend other meetings representing the District as directed by the Board.
- Assist the Board in defining program goals and objectives, and carry out varied special assignments, programs and projects as directed.

Contract Administration

- Prepare, administer, monitor, and audit the close-out of contracts; resolve contract payment disputes and confer with vendors and other divisions concerning contract payments and compliance.
- Review contract terms and conditions prior to submission for legal review and approval by the Board of Directors.

- Ensure compliance for fire services with the City of El Cerrito, and all District contracts; provide progress reports as directed.
- Ensure receipt of required documentation related to certificates of insurance, worker's compensation insurance, or performance bonds, as required.

Financial/Budget Oversight

- Oversee the processing of all incoming accounts payable and receivable, and monthly financial transmittals and statements; ensure account reconciliations.
- Monitor all investments within District policy.
- Develop and monitor the District fiscal year budget; calculate the annual appropriations limit; coordinate health benefit program for retired employees, and work with the District's contract accountant and auditor to ensure appropriate reports are produced in compliance with State law and Board policy, including the Government Accounting Standards Board (GASB).
- Assist in the identification of, and application for, grant or other new revenue sources which are compatible with the District's operations.
- Perform all necessary procedures to assist the County with District elections and placing the special tax on the tax roll.

Clerk of the Board

- Assist the Board President in the development of Board agendas and supporting materials; ensure preparation is in accordance with District policy and properly posted and uploaded to the website.
- Attend Board meetings and ensure minutes of Board actions are accurately reflected in the permanent record of proceedings; prepare memoranda to communicate significant actions to interested parties, and initiate follow-up on actions authorized by the Board.
- Oversee and orientations for new Board members; ensure filing requirements are met for staff, elected officials and consultants for the Fair Political Practices Commission, including distribution, collection and filing of required forms with the County Clerk as well as AB1234 Ethics Training.
- Respond to requests for public information in accordance with the Public Records Act.
- Oversee the filing and destruction of District records in compliance with policy and applicable law.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices and techniques related to assigned functions including financial reporting, budget preparation and monitoring, contract administration, and general office and employee supervision
- Techniques for providing a high level of customer service and dealing effectively with the public, Board Authority members, vendors, contractors, and staff, in person and over the telephone
- Standard office practices and procedures

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals
- Oversee and monitor complex projects, on-time and within budget
- Function effectively under deadlines with minimal supervision.
- Plan, organize, train, schedule, assign, review and evaluate the work of staff
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner
- Interpret, apply, and ensure compliance with federal, state and local policies, laws and regulations
- Effectively represent the District in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Purchase supplies and equipment effectively regarding quantity, quality and price
- Use tact and diplomacy with members of the public, Authority Board members, other agencies, government officials, employees, vendors, and customers
- Maintain accurate records and files, organize and maintain accurate and complex recordkeeping and indexing systems
- Use discretion with confidential information and protect sensitive files and data
- Prepare clear, accurate, and concise reports, meeting minutes, specifications, correspondence, presentations, policies, procedures and other written materials
- Follow oral and written directions, and communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of the work

- Use modern office equipment, including computer equipment and specialized software applications efficiently and effectively
- Attend work and perform duties on a regular and consistent basis
- Function effectively under the pressure of recurring deadlines, prioritize workload, and exercise sound judgment
- Maintain high ethical standards in personal behavior

MINIMUM QUALIFICATIONS

Education and/or Experience

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, or a related field.
- Five (5) years of progressively more responsible experience providing management oversight in a government agency or business.

Licenses and Certifications

Must possess and maintain a valid Class C California driver's license. Must continue to meet all terms and conditions of the District's insurance program as condition of employment.

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is primarily performed indoors in a standard office setting with infrequent trips outdoors in all weather conditions.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents; and hearing in the normal audio range with or without correction. **Frequent** sitting, reaching, bending; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold; and lifting objects that weigh up to 15 lbs. **Occasional** standing, walking; carrying or pushing

objects that weigh up to 15 lbs., and lifting, carrying, or pushing objects that weigh up to 25 lbs.
Infrequent climbing; lifting, carrying, or pushing objects that weigh 26 - 40 lbs.

GENERAL MANAGER SALARY SURVEY INFO

EXHIBIT D

Comparator Agency	Max Salary	Notes
Special Districts:		
San Ramon Valley Fire Protection District	None	No GM position
Median CSDA Annual Salary Max *	\$210,060	Includes responses from 7 agencies
Ironhouse Sanitary District *	\$235,610	
Kensington Police/CSD *	\$203,840	Full time rate; position is part-time (\$98/hour)
East Contra Costa Irrigation District *	\$163,176	
Median Rate	\$206,950	Maximum salary average
Hourly Rate	\$99.50	

* No job description available

Other Public Agency Managers:			Step 1	Top Step	
Sonoma Co	ASO II		\$7,851.05	\$9,543.36	
Alameda Co	ASO		\$7,097.07	\$9,484.80	
Marin Co	ASO		\$6,771.38	\$8,180.25	
Oakland	ASO II		\$9,922.87	\$12,184.41	
Vallejo	Admin Mngr		\$8,742.92	\$10,627.08	
Median			\$8,077.06	\$10,003.98	

BOARD SECRETARY

Comparator Agency	Max Salary
Compensation Details: Board Secretary	
East Contra Costa Irrigation District	\$85,280
Sonoma Co Transportation Authority	\$73,007
LAFCO Contra Costa	\$70,387
Kensington Police/CSD *	\$83,200
San Ramon Valley Fire Protection District	\$106,404
Median Rate	\$83,200
Hourly Rate	\$40.00

* No job description available

Not utilized - Professional level/Supv	\$136,614
Not utilized - Professional level/Supv	\$116,532
Not utilized - Professional level/Supv	\$127,320

KENSINGTON EVACUATION RESEARCH PROJECT

EXECUTIVE SUMMARY



Stephen Wong

Ian Martin

Jeremy Halpern

University of California, Berkeley

February 4, 2020

Overview of Tasks

The community of Kensington, California in Contra Costa County faces multiple risks from natural hazards due to its unique geography, especially from wildfires and earthquakes. Consequently, the Kensington Fire Board and community members requested a research project to begin building a community evacuation plan. The final report details all aspects of the research project and creates a series of recommendations for the community of Kensington to consider when building a wildfire evacuation plan and a transportation response strategy. The report:

- Defines the evacuation problem statement for Kensington;
- Summarizes requests for obtaining official right-of-way maps;
- Reviews local emergency and evacuation preparedness guides and plans;
- Reviews academic literature on wildfire evacuations;
- Documents a data protocol for a field survey of Kensington street conditions;
- Analyzes street condition data from the field survey of Kensington streets;
- Provides methodology and results for a network analysis of Kensington;
- Identifies critical intersections, road links, and gathering points for evacuations;
- Provides recommendations for developing a Kensington evacuation plan.

These tasks provide the starting point for the community of Kensington to develop an actionable evacuation plan in the event of a major disaster. We highlight the two primary data-based tasks from the report in the following sections of this executive summary.

Field Survey of Kensington Streets

In Fall 2019, we conducted a field survey of Kensington street conditions to capture a “worst-case” scenario for a wildfire evacuation. We determined that a “worst-case” scenario would occur at night when most of the population would be home and parking occupancy along streets would be highest. Populations would also be higher during the weekday (as opposed to a weekend) due to weekend travel and vacations. Consequently, we collected data on weekdays (Monday through Thursday) between the hours of 5:00 and 8:00AM or between the hours of 8:00 and 11:00PM. A final day of collection occurred during the daytime to qualitatively assess paths and stairs and gather additional visual evidence of key bottlenecks. The field survey collected the following data:

- Centerline markings
- Minimum lane width
- Percent of street length under 20 feet wide
- Percent of street length containing parked vehicles
- Vegetation (both tree cover and underbrush)

- Roadway grades
- Intersection information
- Walking path conditions

Key results from the field survey of Kensington streets included:

- Minimal centerline markings across the community but some designated through-routes that relied on multiple roads;
- Extremely narrow streets (measured at the narrowest pinch point) of under seven feet on many segments, particularly in the southeast quadrant of Kensington;
- Majority of streets in Kensington with a minimum lane width under ten feet, caused by several issues including: parked vehicles, deep gutters, non-navigable driveways, and narrow rights-of-way, and other obstructions (such as poles);
- Nearly all street segments with at least one pinch-point and a significant number of streets with more than 50% of their length as pinch points (including major through streets);
- Significant portion of Kensington streets with over 25% of the length occupied by parked vehicles, which is an indirect measure of parking demand and potential hazards;
- High vegetation levels in the southwest and southeast part of Kensington and along major routes that could block exits or lead to additional fire danger while evacuating;
- Steep inclines, including along some routes with centerline markings and minimal pinch points, which could slow evacuations;
- Minimal traffic controls at intersections and unconventional intersections that could be hazardous during an evacuation;
- Minimal signage of walking paths and varying conditions of paths with the highest quality ones in the southwest quadrant and the most overgrown or unmaintained in the southeast and northeast quadrants, indicating potential evacuation danger;
- Four additional connections identified - Sunset View Cemetery, a connection from the community center to the school, a connection from Windsor Avenue to the community center, and an East Bay Municipal Utility District access road along Summit Reservoir - that would require removal of gates or bollards for evacuation access.

Network Analysis

We also conducted a network analysis of Kensington streets to uncover highly used routes, problematic links, and busy intersections. A closest facility model was used with the Network Analyst tool in ArcGIS. The model spatially assigns “incidents” to the closest “facilities” via the shortest route. In this scenario, the incidents are the nodes simulating

Kensington's population and the facilities are the designated exit routes. Nodes, including intersections and dead ends, were used as origin points. We conducted nine scenarios with different assumptions:

- Local approach (all exits at Kensington borders);
- Regional approach (four chosen exits in El Cerrito and Berkeley);
- Northern wildfire (no northern exits);
- Southern wildfire (no southern exits);
- Cemetery access; and
- No cemetery access.

We found several key results from the network analysis across the nine scenarios.

- Under shortest-path conditions, evacuees sometimes opted to travel uphill or towards the wildland-urban interface, which would create extensive conflicts and potential fire risks;
- Under shortest-path conditions, evacuees took faster but narrow roads, causing high congestion particularly in the southeast quadrant and on key intersections that do not have any traffic control;
- Under a regional analysis, significant queuing of vehicles along major roads (including those in other jurisdictions) would lead to heavy congestion;
- Under a regional analysis with the cemetery open, a significant amount of evacuees in the middle of Kensington (30% overall) would choose to evacuate through the cemetery;
- For both fire directions with the cemetery open, a significant number of evacuees would route through the cemetery, which would increase with more blocked egress points;
- For both fire directions, smaller roads often experienced a rapid increase in evacuees since their nearest egress was eliminated;
- Consistently across scenarios, Arlington Avenue, Grizzly Peak Boulevard, and Colusa Avenue were key routes for evacuees.

Key Recommendations

Based on the results from the field survey and network analysis, along with review of local evacuation plans and wildfire evacuation literature, we developed a series of recommendations for Kensington.

Literature and Evacuation Plan Review Recommendations

- Kensington should ensure that emergency response plans, evacuation plans, reentry plans, preparedness guides, and fire suppression activity guides are free and easily accessible to the public online and in print.

- Officials should consider developing joint evacuation and emergency plans with neighboring communities, specifically El Cerrito and Berkeley. Plans need to state how evacuees from Kensington may impact those jurisdictions.
- Kensington should develop a campaign that encourages residents to sign up for emergency alerts for both Contra Costa and Alameda counties. This campaign should attempt to reach a critical mass of registered users to ensure that information is widely distributed.
- Kensington officials should be proactive in issuing evacuation orders to ensure that evacuees have time to leave.
- Mandatory evacuation orders and wildfire information should be dispersed consistently across multiple platforms to increase knowledge and reduce confusions and rumors.
- Kensington should consider supplementing official orders with information to Community Emergency Response Teams (CERTs) and neighborhood-based groups to encourage evacuations.

Field Survey Recommendations

- First responders should identify uphill routes for emergency vehicles that minimize conflicts with downhill traffic.
- Kensington should consider reducing vegetation where possible along major evacuation routes.
- Kensington should examine the potential for emergency personnel to remove bollards by Kensington Elementary School.
- Emergency personnel should consider using the EBMUD access road at Summit Reservoir as an alternate route for emergency vehicles. In extreme circumstances, the EBMUD access road could be used to evacuate vehicles.
- Officials should work with Contra Costa county to further establish “clear zones” at intersections to reduce congestion and improve turning ability of vehicles.
- Officials should investigate alternate gutter designs that could enable greater right of way width, particularly for installation in the southeast quadrant along segments of Beloit, Cambridge, Columbia, Trinity, and Willamette Avenues.
- Kensington and/or neighborhood groups should add clearly visible signage at both ends of each segment of the pathway network, and vegetation along the paths should be managed to allow safe passage during an emergency.
- Kensington should improve wayfinding regarding evacuation routes and gathering points.

Network Analysis Recommendations

- Kensington should consider designating identified road combinations as primary evacuation routes for wildfires (see report for recommended routes).
- Fire, police, and/or community officials should have access to the Sunset View Cemetery gate. Officials need to create an arrangement with cemetery personnel to ensure that the gate can be opened at any time.
- Kensington should consider improving Sunset Drive and the nearby area, especially if Kensington intends to use the cemetery for evacuation.
- Kensington should consider deploying traffic coordinators at key intersections to facilitate more efficient traffic flow. They should have a system to communicate with each other and central command.
- Kensington officials should consider instituting one-way directions (either all the time or only red flag warning days) along roads particularly in the southeast quadrant. Parking restrictions at some pinch points may also be necessary, particularly for roads that could be bidirectional.
- In the case of a wildfire (regardless of directionality), Kensington should establish strong coordination with El Cerrito regarding traffic supervision and direction at the intersection of Fairmount Avenue and Colusa Avenue, or work with El Cerrito to define alternate east-west routes.

Conclusion

Overall, Kensington should consider the following transportation changes to improve evacuation outcomes, reduce congestion, and improve flow through the community:

- Removing some on-street parking and/or restricting parking during red flag days, particularly on suggested evacuation routes and roads with enough width for two lanes;
- Designating some very narrow roads as one-way traffic permanently or for red flag days, particularly on highly impacted links;
- Improving intersection signage with yield signs as appropriate to improve flow through the intersection and set precedent to evacuation routes;
- Removing several spaces of parking near tight, unconventional, and/or critical intersections to improve turning radii and set staging areas for first responders;
- Considering some two-way streets as single direction downhill in an evacuation (e.g., Berkeley Park Blvd, Coventry Rd, Moeser Ln, Sunset Dr, all roads within the cemetery); and
- Encouraging residents to park vehicles in driveways or as far off the street as possible before potential emergencies.



REGIONAL
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SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: February 12, 2020

SUBMITTED BY: Glenn Lazof, Administration and Finance Advisor, Regional
Government Services

AGENDA ITEM: Engage Meyers Nave to update anti-harassment policy for Kensington
Fire Protection District's Board of Directors and staff

RECOMMENDED ACTION

Policy

BACKGROUND AND DISCUSSION

Meyers Nave provided an informational report (attached) to their e-mail subscription list with an update on SB 778, new legislation on harassment prevention training.

The legislation will not impact the District until sometime in calendar year 2022. The effective date of the legislation is January 2021, however staff who receive training prior to that need not have additional training for two years. The District has no staff at this time. Any staff hired in the next year will receive training in accordance with existing law and District policy, and therefore would not receive training under this legislation until 2022.

These are minimum legal requirements which the District has the option to exceed.

FISCAL IMPACT

Standard legal fees would apply.

SB 778 Requires Employers to Provide New Harassment Prevention Training by January 1, 2021

(Advisory Note: anti-harassment policies should also be updated)

When Governor Gavin Newsom signed [Senate Bill 778](#) into law in 2019, he extended by one year the deadline for employers to implement new harassment prevention training requirements. Senate Bill 778 addressed concerns relating to [Senate Bill 1343](#), which substantially expanded state law training requirements and gave employers until January 1, 2020 to comply with the new training requirements, including additional course content and training of all employees – supervisory and non-supervisory. Senate Bill 778 gives employers an additional year, until January 1, 2021, to develop and implement new anti-harassment training that meets the new mandates outlined below. Anti-harassment policies should also be reviewed and updated in conjunction with new training programs.

What Are the New Harassment Prevention Training Requirements?

By January 1, 2021, California employers with five or more employees must provide:

- At least two hours of harassment prevention training to all supervisory employees once every two years
- At least one hour of harassment prevention training to all non-supervisory employees once every two years
- At least two hours of harassment prevention training to new supervisory employees within six months after assuming the supervisory position
- At least one hour of harassment prevention training to new non-supervisory employees within six months after the hire date

Beginning January 1, 2020, at least one hour (non-supervisory positions) or two hours (supervisory positions) of harassment prevention training to seasonal, temporary, or other employees hired to work for less than 6 months, by the time whichever event occurs first – 30 calendar days after the hire date or 100 hours worked.

What Should Employers Do Now?

Though the one-year extension grants temporary relief, all employers are required to implement training of their supervisors and employees during calendar year 2020. The new legislation also clarifies that employees who completed the requisite harassment prevention training in 2019 are not required to receive refresher training courses until 2021.

The myriad of new California anti-harassment laws make clear that employers must take affirmative steps to prevent harassment in the workplace and failure to do so can lead to increased liability. Employers should not simply “check the box” when it comes to anti-harassment policies and training programs. Instead, policies and training must meet the needs of each employer’s unique workplace, as well as the type of employees being trained. Meyers Nave offers harassment prevention policy drafting and training for supervisory and non-supervisory employees that satisfy the requirements mandated under SB 778, and that promote positive, respectful and inclusive workplace culture.

For more information about our anti-harassment policy development assistance and training programs, please contact [Camille Hamilton-Pating](mailto:cpating@meyersnave.com), Chair of our [Workplace Investigations Practice Group](#) at cpating@meyersnave.com.

CONTACT



Camille Hamilton Pating
E-mail

Camille chairs the Workplace Investigations Practice, specializing in investigations involving government officials, employees and executives of public, private and non-profit organizations. She also provides advice and training on numerous labor and employment law matters, including discipline, discharge, harassment, discrimination, whistleblower retaliation, employee privacy, and workplace violence. Camille also helps employers create, enhance and implement Diversity, Equity and Inclusion programs and initiatives.

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FIRE CHIEF'S REPORT



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue □ El Cerrito □ CA □ 94530

(510) 215-4450 □ FAX (510) 232-4917

www.el-cerrito.org



DATE: February 2, 2020
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Fire Chief
RE: Fire Chief's Report for February 2019

Run Reports

There were 32 incidents that occurred during the month of January in the community of Kensington which was just a slight increase over November. During this same time, Engine 65 responded to a total of 70 calls in all districts which is the same number of calls from last month. The "Incident Log" included in the Board packets will provide more details on the dates, times, locations and incident type for these calls.

Annual Run Report

The El Cerrito/Kensington Fire Department responded to a total of 389 incidents within the community of Kensington in 2019. This is an increase of approximately 40 calls from 2018. Engine 165 responded to 720 calls overall which is an increase of 76 calls over 2018.

Wild Fire Cameras

The Fire Department continues to work with PG&E inquiring on installing more cameras on their towers that would provide more coverage of the Wild Cat Canyon area. These would be in addition to the two cameras discussed last month that are already in service in the county and maintained by ALERTWildfire. The Fire Department will continue to support of this and to discuss the possibilities and locations. As a reminder, the other cameras can be viewed at <http://www.alertwildfire.org/southeastbay/index.html>

Firefighter Vacancies

In January the Fire Department had one their paramedic firefighters resign to take a job in San Diego. This has created a vacancy that we are now working to fill. The application period is now open on the City's website and will remain open till the 21st of this month. The invitations were sent to all paramedics on the State's Fire Candidates Testing Center list. Interviews will start in early February.

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



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue □ El Cerrito □ CA □ 94530

(510) 215-4450 □ FAX (510) 232-4917

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DATE: February 5, 2020

TO: Kensington Fire Protection District Board Members

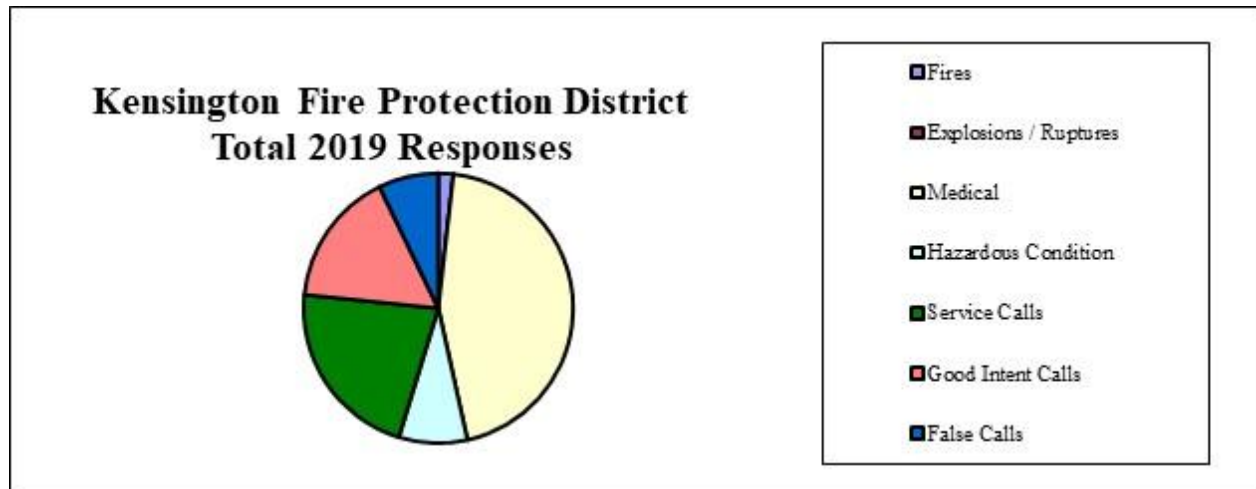
FROM: Michael Pigoni: Fire Chief

RE: **Total Incident Activity Reports for 2019**

The El Cerrito/Kensington Fire Department responded to a total of 389 incidents within the community of Kensington in 2019. This is an increase of approximately 40 calls from 2018. Engine 165 responded to 720 calls overall which is an increase of 76 calls over 2018

The chart below is broken down into NFIRS incident types. The following is a list of the response types, the number of responses for each type and the percentage of the total calls for each type for all the incidents in the community.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	7	1.80%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	174	44.73%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	32	8.23%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	85	21.85%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	63	16.20%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	28	7.20%
Totals		389	100.00%





MEMORANDUM

TO: Mayor and City Council
Karen Pinkos, City Manager

FROM: Michael Pigoni, Fire Chief

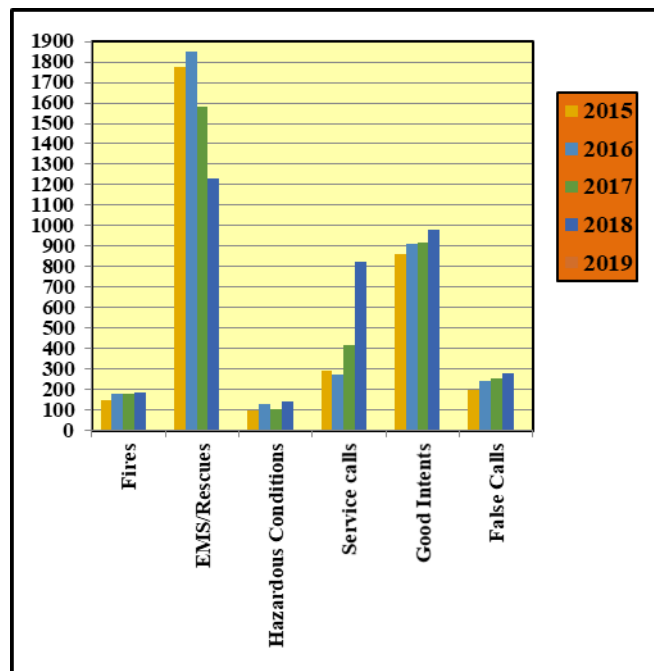
DATE: January 8, 2020

SUBJECT: Weekly Report

2019 Emergency Response Overview

The Fire Department ended 2019 with another record year of calls at 3,643 incidents. Below is a breakdown of all the calls and a breakdown of the type of incidents. The information provided in this overview is intended to give provide an understanding of the Fire Department's Request for Services over the past five years. As an al-risk department, the El Cerrito Fire Department responds to a wide variety of calls for service. Calls for service are as follows:

- **Fire** – Structure Fires, Vehicle Fires, Wildland Fires, Explosions
- **Medical** – Rescues, Vehicle Accidents
- **Hazardous Condition** – Spills, Electrical Problems, Toxic Conditions
- **Service Calls** – Person in Distress, Lock Outs, Water Problems
- **Good Intent** – Cancelled Calls, Wrong Locations, No Hazard Found
- **False Calls** – False Alarms, System Malfunctions, Malicious False Alarms



Over the past five years, the Fire Department has responded to an average of 3,477

calls per year. Since 2015, the calls for service have increased 9%. The following is a list of total responses for the past five years:

Year	Number of Responses
2019	3643
2018	3452
2017	3585
2016	3378
2015	3326
Total	17,384
Average	3,477
5 Year Change	9%

As previously reported, in 2018, there was a decrease in the call volume due to the change of being dispatched by Contra Costa County Regional Fire Communication Center (Con Fire). As a dedicated fire communication center, Con Fire triages all medical calls and many incidents that the Fire Department would have responded to prior to the change, are considered non-emergency, ambulance only responses. Although the medical emergencies have continued to decrease, the requests for public services continue to increase, in fact over an additional 400 this past year. This is again primarily due to medical triage services, many previous “Code 3” calls were code 2 “pick me ups”.

Even with this decrease, the trend in the Fire Department responses has increased 9% over the last 5 years and will continue to grow as more residential units are built. These impacts and future impacts need to be balanced out in future budgets.

The following lists the fire losses for the City of El Cerrito from 2015 thru 2019:

Year	Dollar Loss
2019	\$195,720
2018	\$407,085
2017	\$204,650
2016	\$323,835
2015	\$112,715
Total	\$1,244,005
Average	\$248,801

Fire losses over this five-year period averaged \$248,801.00 per year. This is a decrease over last year and El Cerrito’s total fire loss averages remain low compared to cities with similar demographics. The total value of the properties that experienced fire losses exceeded \$10 million.

BOARD REPORT



**Kensington Public Safety Building
217 Arlington Avenue
Kensington, CA 94707**

Conceptual Cost Plan
for
**Kensington Fire Station
Renovation**

December 23, 2019

DRAFT for REVIEW and COMMENT

mack⁵

1900 Powell Street, Suite 470

Emeryville, CA 94608

ph: 510.595.3020

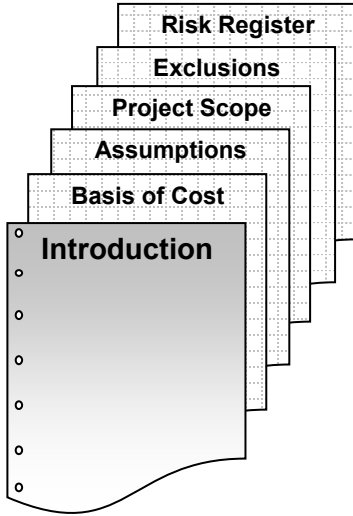
www.mack5.com

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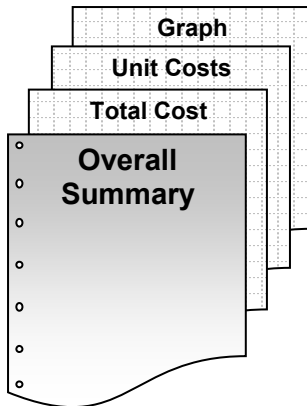
introduction



mack5 was requested to carry out a Conceptual Design Cost Plan for the renovation of existing Kensington Fire Station, located at 217 Arlington Avenue, Kensington, CA 94707

The first part of the Report contains the basis of the report, the assumptions made, description of the project scope, and exclusions to the costs which contain items that have potential to impact cost at some point in the future.

The Overall Summary section contains a Summary of Gross Floor Areas, an Overall Project Summary, and Component and Trade Cost Summaries with Graphs.



Each section contains Control Quantities, a Cost Summary and Graph, and a Detailed Breakdown of Costs.

project introduction

Kensington Fire Protection District proposes to renovate the existing fire station. The existing 6,060gsf, 2-story, Kensington Public Safety building houses the fire and police department. It is a wood & steel framed structure constructed in 1971. The building has undergone multiple renovation in 1998, 2004 and 2010. Trash and storage structures have been added behind the building at the north end of the parking lot.

The existing fire station includes 3-apparatus bays (converted to 2), apparatus support spaces including a workshop, medical storage and clean-up room, turnout storage and related janitor facilities, ADA restroom and station office, kitchen, dining, dayroom and laundry room, private sleeping quarters with unisex restrooms and mechanical/electrical/communications rooms.

Bay area construction market is expected to stay busy for the years ahead. Based on the current bid environment, if fewer than 4-5 bids are received, bids have high likelihood of coming in over estimated cost - potentially up to 25%, and more if only 1 bid is received.

items used for cost estimate

narrative/drawing	Preliminary Space Requirements prepared by RossDrullisCusenberry Architecture, Inc., dated 08/21/2019 Conceptual Retrofit Design prepared by IDA, dated 09/05/2019
architectural	Architectural floor plans prepared by RossDrullisCusenberry Architecture, Inc., dated 09/05/2019 A-01 Existing first floor A-02 Existing second floor A-03 Renovation first floor A-04 Renovation second floor - Option1 A-05 Renovation second floor - Option2

assumptions

- (a) Construction will start in January, 2021
- (b) A construction period of 12 months
- (c) The general contract will be competitively bid by a minimum of five (5) qualified contractors
- (d) The general contractor will have full access to the site during normal business hours
- (e) There are no phasing requirements
- (f) The contractor will be required to pay prevailing wages

exclusions

- (a) Cost escalation beyond a start date of January, 2021
- (b) Loose furniture and equipment except as specifically identified
- (c) Compression of schedule, premium or shift work, and restrictions on the contractor's working hours
- (d) Soft Cost such as testing and inspection fees, architectural design and construction management fees, assessments, taxes, finance, legal and development charges
- (e) Scope change and post contract contingencies
- (f) Environmental impact mitigation
- (g) Temporary housing for displaced management and staff
- (h) Moving and relocation cost
- (i) Utility fees

DRAFT for REVIEW and COMMENT

	Area	%	\$/SF	\$,000
Building Renovation	6,213	95%	\$638.53	\$3,967
Site Improvement	7,700	5%	\$26.55	\$204
TOTAL CONSTRUCTION & SITEWORK	6,213	100%	\$671.44	\$4,172

Construction Cost Analysis:	\$,000
Replacement Construction Cost	\$7,791
50% Replacement Construction Cost	\$3,896
Renovation Construction Cost (ref. Building Renovation Cost Above)	\$3,967
Overage	\$72

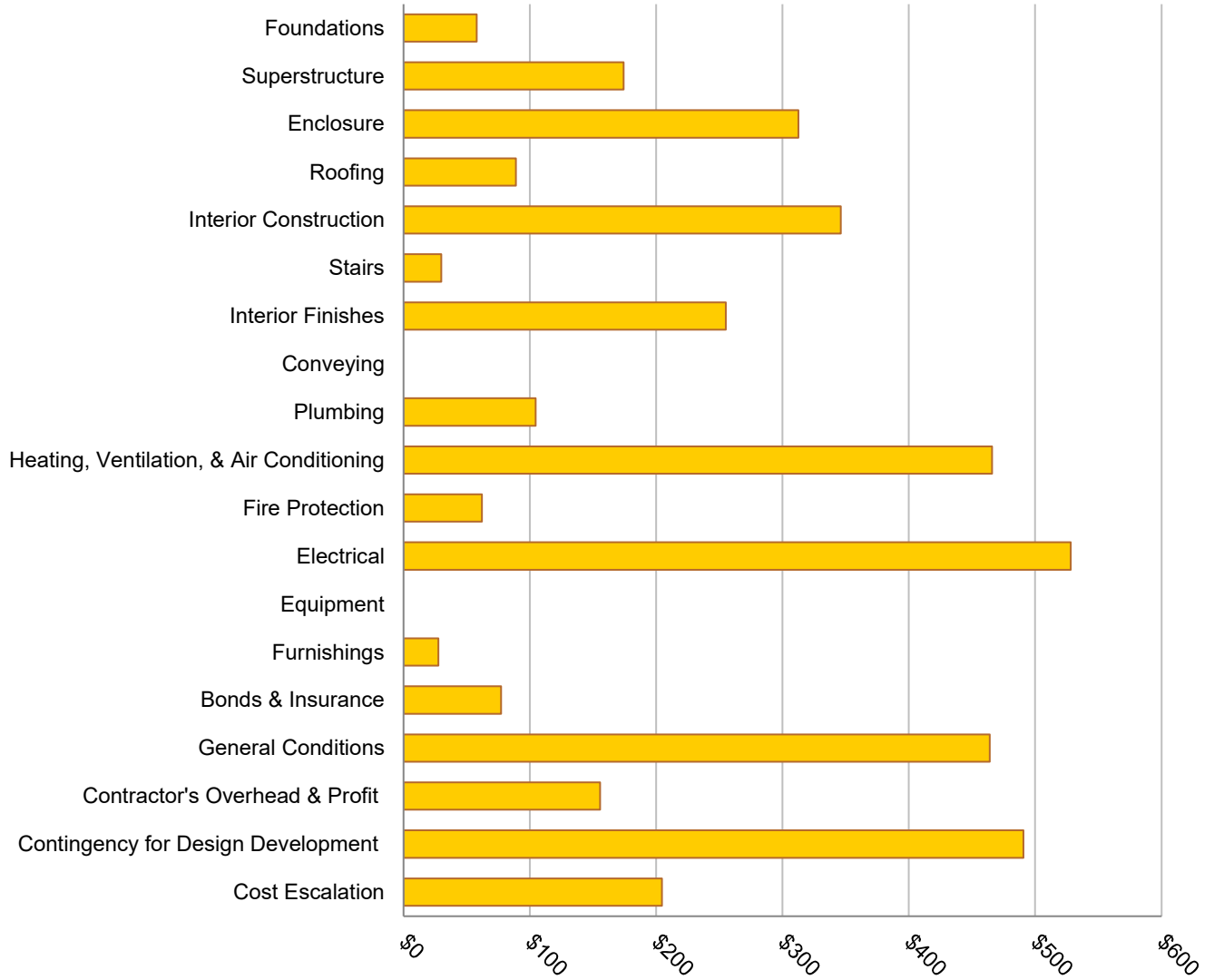
DRAFT for REVIEW and COMMENT

CSI UniFormat Summary	6,213 SF	%	\$/SF	,\$,000
Foundations		1%	\$9.35	\$58
Superstructure		4%	\$28.05	\$174
Enclosure		8%	\$50.31	\$313
Roofing		2%	\$14.32	\$89
Interior Construction		9%	\$55.72	\$346
Stairs		1%	\$4.83	\$30
Interior Finishes		6%	\$41.08	\$255
Conveying		0%	\$0.00	\$0
Plumbing		3%	\$16.86	\$105
Heating, Ventilation, & Air Conditioning		12%	\$75.00	\$466
Fire Protection		2%	\$10.00	\$62
Electrical		13%	\$85.00	\$528
Equipment		0%	\$0.00	\$0
Furnishings		1%	\$4.46	\$28
Selective Building Demolition		3%	\$19.41	\$121
Subtotal - Building Construction		65%	\$414.40	\$2,575
Bonds & Insurance	3.00%	2%	\$12.43	\$77
General Conditions	17.50%	12%	\$74.70	\$464
Contractor's Overhead & Profit	5.00%	4%	\$25.08	\$156
Subtotal		82%	\$526.61	\$3,272
Contingency for Design Development	15.00%	12%	\$78.99	\$491
Cost Escalation	5.44%	5%	\$32.94	\$205
TOTAL CONSTRUCTION BUDGET		100%	\$638.53	\$3,967

NOTE: Inclusions and Exclusions listed in the Commentary Section.

DRAFT for REVIEW and COMMENT

CSI UniFormat Summary



DRAFT for REVIEW and COMMENT

FOUNDATIONS	Quantity	Unit	Rate	Total (\$)
Special Foundation				
11.2 Add Drilled piers to resist slope failure				
Mobilization and demobilization	1	LS	\$15,000.00	\$15,000
Testing	1	LS	\$10,000.00	\$10,000
18" diameter pier x 10' deep	3	EA	\$7,500.00	\$22,500
Slab On Grade				
Allowance to patch/repair existing slab on grade, affected by the seismic retrofit	1,060	SF	\$10.00	\$10,600
Subtotal For Foundations:				\$58,100

SUPERSTRUCTURE	Quantity	Unit	Rate	Total (\$)
Structural Mitigation				
11.1 Strengthen diaphragm and vertical transition at split level, with plywood diaphragm nailing	425	SF	\$30.00	\$12,750
11.3 Strengthen shear wall at grid 1,4,7,A&E; add plywood shearwalls and holdowns or increase nailing at existing shearwalls and replace holdowns as required	3,504	SF	\$30.00	\$105,120
11.4 Provide holddown to foundation, typical at line E (allow at 12" o.c.)	52	EA	\$200.00	\$10,400
11.4 Provide posts to end of shearwall, typical at line E (allow at 12" o.c.)	44	LF	\$200.00	\$8,800
11.5 Install additional anchor bolts to strengthen connection of moment frame to foundation	1	LS	\$3,000.00	\$3,000
11.6 Strengthen moment frame beams by adding steel to build up beam section	43	LF	\$250.00	\$10,750
11.6 Columns strengthening as required	44	LF	\$250.00	\$11,000

Roof Structure

Extend roof structure over exterior deck; including plywood sheathing and wood framing

NIC, No work required

DRAFT for REVIEW and COMMENT

SUPERSTRUCTURE	Quantity	Unit	Rate	Total (\$)
Miscellaneous				
Temporary scaffolding, shoring and safety measure	6,213	GSF	\$2.00	\$12,426
Subtotal For Superstructure:				\$174,246

ENCLOSURE	Quantity	Unit	Rate	Total (\$)
Enclosure to (E) exterior deck Wood shingles, complete with water vapor membrane, sheathing, rigid insulation and metal stud frame	90	SF	\$104.00	\$9,360
Exterior Wall (N) Horizontal shingles and building paper, over existing plywood	3,592	SF	\$50.00	\$179,600
(N) gypboard, fire taped over (E) plywood - allowance	3,592	SF	\$10.00	\$35,920
Interior Finish To Exterior Wall Painted gypwall over insulation and metal stud frame	90	SF	\$16.00	\$1,440
Exterior Windows Replace (E) window to match existing (N) Aluminum framed window at dayroom, allow 5-0"high	114	SF	\$130.00	\$14,755
			<i>NIC, Existing Terrace To Remain</i>	
Fascias, Bands and Trims Architectural detailing and trim	4,110	GWA	\$2.00	\$8,220
Exterior Doors Existing single leaf door, refinished & repaint	5	EA	\$300.00	\$1,500
Replace (E) double leaf door to match existing - to laundry room				<i>NIC, Deleted</i>
New single leaf door to apparatus bay	1	EA	\$3,000.00	\$3,000
Overhead roll-up door at apparatus bay (re-use existing door)	2	EA	\$10,000.00	\$20,000

ENCLOSURE	Quantity	Unit	Rate	Total (\$)
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DRAFT for REVIEW and COMMENT

Exterior Soffit					
New wood soffit	160	SF	\$50.00	\$8,000	
Miscellaneous					
Caulking and sealants	6,213	GSF	\$2.00	\$12,426	
(N) flashing at foundation wall	245	LF	\$75.00	\$18,375	
Subtotal For Enclosure:				\$312,596	

ROOFING	Quantity	Unit	Rate	Total (\$)	
Roof Coverings					
Redo existing asphalt built up roofing system, including rigid insulation	3,560	SF	\$20.00	\$71,200	
Extend roofing system to deck area					<i>NIC, Existing Terrace To Remain</i>
Modification/interface to (E) roofing system					<i>NIC, Existing Terrace To Remain</i>
Roofing Upstands and Sheetmetal					
Flashing, gutters and rainwater downpipes	3,560	SF	\$5.00	\$17,800	
Roof Lights					
Clerestory roof					<i>NIC, Existing to remain in place</i>
Skylights					<i>NIC, Existing to remain in place</i>
Subtotal For Roofing:				\$89,000	

INTERIOR CONSTRUCTION	Quantity	Unit	Rate	Total (\$)	
Interior Partitions					
Metal stud framing with gypwall on both sides, non-rated allow 10'high	6,400	SF	\$30.00	\$192,000	
Premium for 20% rated partition	1,280	SF	\$8.00	\$10,240	
Blocking and backing	6,213	GSF	\$1.00	\$6,213	
Window Walls					
Sidelight and interior glasswall	82	SF	\$100.00	\$8,200	

INTERIOR CONSTRUCTION	Quantity	Unit	Rate	Total (\$)	
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DRAFT for REVIEW and COMMENT

Interior Doors & Door Hardware

Single leaf door	19	EA	\$2,800.00	\$53,200
Double leaf door	2	PR	\$5,000.00	\$10,000
Double leaf door, at storage room	2	PR	\$4,000.00	\$8,000
Premium for specialty door hardwares; card key locking system and automatic openers where required	1	LS	\$10,000.00	\$10,000

Fittings

Protective guards, barriers and bumpers	6,213	GSF	\$0.50	\$3,107
Prefabricated toilet compartments, showers and accessories				
Toilet Accessories, single stall	4	RM	\$1,000.00	\$4,000
Shower stall and accessories	2	EA	\$3,000.00	\$6,000
Shelving and millwork				
Janitor's shelf and mop rack				<i>NIC, Move to FF&E Budget</i>
Storage casework				<i>NIC, Move to FF&E Budget</i>
Hose storage				<i>NIC, Move to FF&E Budget</i>
Cabinets and countertops				
At workshop				<i>NIC, Move to FF&E Budget</i>
At EMS Storage & alcove				<i>NIC, Move to FF&E Budget</i>
At Radio/Map alcove	8	LF	\$500.00	\$4,000
At Decon Rm				<i>NIC, Move to FF&E Budget</i>
At training room/doc	22	LF	\$600.00	\$13,200
At kitchen				<i>NIC, Reuse Existing</i>
At laundry				<i>NIC, Reuse Existing</i>
Pantry casework	6	LF	\$700.00	\$4,200
Entertainment center at dayroom				<i>NIC, Move to FF&E Budget</i>
District/museum casework				<i>NIC, Move to FF&E Budget</i>
Built-in desk at business manager & watch office				<i>NIC, Move to FF&E Budget</i>
Allowance for miscellaneous casework				<i>NIC, Move to FF&E Budget</i>

Chalkboards, insignia and graphics

Door ID/signage	23	EA	\$200.00	\$4,600
Directional & wayfinding signs	6,213	GSF	\$1.00	\$6,213
Chalkboards/tackboards and mapping wall				<i>NIC, Move to FF&E Budget</i>
Retain and remount (E) exterior signage			\$3,000.00	\$3,000

Subtotal For Interior Construction: \$346,173**STAIRS**

Quantity	Unit	Rate	Total (\$)
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DRAFT for REVIEW and COMMENT

Stair Construction

New ADA stair, complete with
handrail/guardrail
Fire pole

1 LS \$30,000.00 \$30,000
NIC, Deleted

Ladders and Fire Escapes

Roof access ladder

NIC, Keep existing

Subtotal For Stairs: \$30,000

INTERIOR FINISHES

	Quantity	Unit	Rate	Total (\$)
Floor Finishes				
Durable quality carpet tile in sleep rooms	525	SF	\$8.00	\$4,200
Sealed concrete on apparatus bay & mechanical/electrical room	1,344	SF	\$3.00	\$4,032
Athletic flooring tiles in exercise/fitness room	400	SF	\$12.00	\$4,800
Tile or similar in lobbies/hallway	580	SF	\$30.00	\$17,400
Ceramic floor tile and base at restrooms	305	SF	\$25.00	\$7,625
Resilient sheet flooring in offices, living areas, storage, kitchen & training room	2,979	SF	\$10.00	\$29,790
Water vapor emission control - allowance	3,904	SF	\$4.00	\$15,616
Bases				
Allow for rubber base	1,767	LF	\$4.00	\$7,068
Wall finishes				
Paint to interior walls	12,800	SF	\$2.50	\$32,000
Ceramic tile in bathrooms & showers, allow 6'high	696	SF	\$25.00	\$17,400
Painted plywood wainscot at apparatus bays, 8' high	928	SF	\$5.00	\$4,640
Protective wainscot at primary operational circulation, 48"high				<i>NIC, Deleted</i>
Ceiling Finishes				
Gypsum board ceilings, painted; 30% Lay-in ACT; 70%	3,616	SF	\$25.00	\$90,388
Paint exposed ceiling in apparatus bay	1,550	SF	\$8.00	\$12,396
Allowance for soffits	968	SF	\$3.00	\$2,904
	100	LF	\$50.00	\$5,000

Subtotal For Interior Finishes: \$255,259

CONVEYING

	Quantity	Unit	Rate	Total (\$)
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DRAFT for REVIEW and COMMENT*No work anticipated in this section***Subtotal For Conveying:****PLUMBING**

	Quantity	Unit	Rate	Total (\$)
Plumbing Fixtures and connection piping; including domestic water, sanitary waste, vent and service piping				
Water closet, floor, manual flush	4	EA	\$3,000.00	\$12,000
Lavatory, wall hung, lever faucet	4	EA	\$3,200.00	\$12,800
Kitchen sink, dbl, SS faucet, disposer			<i>NIC, Reuse Existing</i>	
Mop sink, floor type, trim	1	EA	\$3,400.00	\$3,400
Service sink, double	1	EA	\$3,300.00	\$3,300
Laundry sink, single			<i>NIC, Reuse Existing</i>	
Shower receptor, drain, valve & head	2	EA	\$4,400.00	\$8,800
Laundry box, recessed w/ WHA	1	EA	\$2,000.00	\$2,000
Dishwasher (connections only)	1	EA	\$350.00	\$350
Miscellaneous fixtures	6,213	GSF	\$2.00	\$12,426
Plumbing equipments; including water heater, recirculating pump and expansion tank	6,213	GSF	\$3.00	\$18,639
Rain Water Drainage	6,213	GSF	\$2.00	\$12,426
Trade Specialties; including testing and sterilization, pipe sleeves, fire stopping, etc.	6,213	GSF	\$3.00	\$18,639

Subtotal For Plumbing:**\$104,780****HEATING, VENTILATION, & AIR-CONDITIONING**

	Quantity	Unit	Rate	Total (\$)
Heating & Cooling System				
New heating & cooling system; including trade demo, air handling equipments, air distribution system including exhaust & grille, VRF system and fan coil units, controls and instrumentation, system testing & balancing	6,213	GSF	\$75.00	\$465,975

Subtotal For Heating, Ventilation, & Air-Conditioning:**\$465,975****FIRE PROTECTION**

	Quantity	Unit	Rate	Total (\$)
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DRAFT for REVIEW and COMMENT

Fire Sprinkler System				
Automatic fire sprinkler system	6,213	GSF	\$10.00	\$62,130

Subtotal For Fire Protection: \$62,130

ELECTRICAL

	Quantity	Unit	Rate	Total (\$)
Electrical Service and Distribution for normal and emergency power; including distribution equipments, feeders and grounding and miscellaneous equipment connections	6,213	GSF	\$30.00	\$186,390
Lighting and Power Specialties Wiring; including LED lighting fixtures, lighting controls, branch receptacles and branch circuitry	6,213	GSF	\$26.00	\$161,538
Communications and Security				
Fire alarm system	6,213	GSF	\$6.00	\$37,278
Telecommunications rough-in & devices and cabling	6,213	GSF	\$5.00	\$31,065
Public Announce/Fire Alert System	6,213	GSF	\$5.00	\$31,065
Security equipments; including installation, cable and programming	6,213	GSF	\$4.00	\$24,852
Audio Visual system rough-in and power	6,213	GSF	\$4.00	\$24,852
Trade Specialties; including trade demo, seismic restraint, fees & permits, testing & studies and lightning protection	6,213	GSF	\$5.00	\$31,065

Subtotal For Electrical: \$528,105

EQUIPMENT

	Quantity	Unit	Rate	Total (\$)
Commercial Equipment				
Commercial grade kitchen equipments, including (3) refrigerators, (1) freezer, range/oven, hood exhaust, dishwasher, garbage disposal, microwave oven				NIC, FF&E
Residential grade Laundry equipment; Washer & Dryer				NIC, FF&E
Equipments at turnout room				NIC, FF&E
Washer extractor				NIC, FF&E
Drying cabinet				NIC, FF&E
Fitness Equipments				NIC, FF&E

Subtotal For Equipment:

DRAFT for REVIEW and COMMENT

FURNISHINGS	Quantity	Unit	Rate	Total (\$)
Fixed Furnishings				
Light control & vision equipments				
Window shades, manual	114	SF	\$15.00	\$1,703
Project screens at training room				<i>NIC, FF&E</i>
Amenities & convenience items				
Fire extinguisher cabinets	1	LS	\$3,000.00	\$3,000
Entrance mats and frames	1	LS	\$5,000.00	\$5,000
Staff mailboxes				<i>NIC, FF&E</i>
Bike storage				<i>NIC, FF&E</i>
Mirrors in exercise/fitness				<i>NIC, FF&E</i>
Wire mesh lockers at turnout room				<i>NIC, FF&E</i>
Shop finish lockers at dorm	18	EA	\$1,000.00	\$18,000
Moveable Furnishings				
Dayroom/Bedroom/sleep room furnishings				<i>NIC, FF&E</i>
Office desk and chairs				<i>NIC, FF&E</i>
Classroom tables and chairs				<i>NIC, FF&E</i>
Subtotal For Furnishings:				\$27,703

SELECTIVE BUILDING DEMOLITION	Quantity	Unit	Rate	Total (\$)
Exterior Demolition				
Demo and remove (E) shingles at exterior wall	3,592	SF	\$10.00	\$35,920
Demo and remove (E) window glazing	114	SF	\$30.00	\$3,405
Demo and remove (E) apparatus bay door	1	EA	\$1,250.00	\$1,250
Salvage (E) apparatus bay door	2	EA	\$750.00	\$1,500
Demo and remove (E) roofing system	3,560	SF	\$3.00	\$10,680
Interior Building Demolition				
Demo and remove (E) gypwall	6,133	SF	\$3.00	\$18,399
Demo and remove (E) floor, wall, ceiling finishes and casework	6,133	SF	\$3.00	\$18,399
Hazardous Materials Abatement - allowance	6,213	GSF	\$5.00	\$31,065
Subtotal For Selective Building Demolition:				\$120,618

From: Christopher Deppe
Date: Monday, February 3, 2020 at 1:32 PM
To: Julie Stein
Subject: KPPSD Board actions

Hi Julie,

As you may know, at the last KPPCSD board meeting we approved some items that relate to your board:

1. We approved the creation of a joint 2x2 committee with your board. Rachelle and I are the committee members from our board. We also suggested an alternating/rotating chair format, where the chair rotates between someone from your board and someone from our board, with the first chair role to be decided by a coin toss.
2. We approved allowing our attorney, Ann Danforth, to work with counsel chosen by the KFPD to clarify the rights and responsibilities given to each special district in developing lands acquired through bonds. Our attorney will also share all research done to date on this issue. This help would be limited to ten hours of time before August of 2020.
3. We approved allowing the KFPD to do a seismic study of Kensington Park at the location identified by the KFPD building committee in March of 2019. This location is adjacent to the library building facing Arlington Avenue about 300 feet from the stop light and intersection. This approval is in effect until August 2020

Note that none of the above implies or approves further development or action on Kensington Park property.

Let me know if you have any questions.

Chris Deppe
President, KPPCSD

To: Julie Stein, KFPD Board President
Kevin Padian, KFPD Board Vice President
Chris Deppe, KPPCSD Board President
Rachelle Sherris-Watt, KPPCSD Board Vice President
From: A. Stevens Delk
Date: February 2, 2020
Subject: Joint Committee on Fire/Police Housing Options

In the recent *Kensington Outlook* story about the PSB,¹ Vice President Padian is quoted as saying that the notion of the joint KFPD/KPPCSD committee is “to let the public know that we are trying to do this...[and] want the talks to be public and transparent.” But the article later states that he said that “because of the Brown Act, the meetings needed to be irregularly scheduled (otherwise it would be considered a standing committee), and would be noticed to the public.”

This joint KFPD/KPPCSD committee is a temporary, *ad hoc*, advisory committee,^{2,3} and it is unlikely that committee members could even agree to a regular meeting schedule. So whether meetings must be public may depend strictly on the committee’s function. That is, if its purpose is simply “to exchange information and report back to their respective bodies,” it is exempt — but if its purpose is “to perform a task, such as the making of a recommendation,” it would be subject to Brown.⁴

But it is not clear if this joint “2x2” committee is exempt from Brown compliance under any circumstances, because it is **not** “composed solely of the members of the legislative body that are less than a quorum of the legislative body.”² It is composed of directors from two different districts and “an advisory committee consisting of representatives from both [legislative] bodies...would be subject to the open meeting and notice provision,⁴ according to the Attorney General’s Office.

But what do I know — I’m not a legal scholar, not even an illegal one. However, I am sure you will be doing the best thing by keeping the public informed to the fullest extent possible.

Delk

1. **Kensington Outlook**, February 2020, volume 78, number 1, front and back pages, http://www.kensingtonoutlook.com/issues/outlook_feb_20.pdf:

2. **California Government code 54952** regarding meetings of local agencies (color added), https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=54952:

CHAPTER 9. Meetings [54950 - 54963], Section 54952.

As used in this chapter, “legislative body” means:

- (a) The governing body of a local agency or any other local body created by state or federal statute.
- (b) A commission, **committee**, board, or other body of a local agency, whether permanent or **temporary**, decisionmaking or **advisory**, created by charter, ordinance, resolution, or formal action of a legislative body. However, **advisory committees, composed solely of the members of the legislative body that are less than a quorum of the legislative body are not legislative bodies**, except that standing committees of a legislative body, irrespective of their composition, which have a continuing subject matter jurisdiction, or a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body are legislative bodies for purposes of this chapter.

3. **Open & Public V, A Guide to the Ralph M. Brown Act**, 2016, League of California Cities, section concerning the definition of a standing committee, page 13 of the online version (color added), <https://www.cacities.org/Resources-Documents/Resources-Section/Open-Government/Open-Public-2016.aspx>:

Standing committees of a legislative body, **irrespective of their composition**, which have **either**: (1) a **continuing subject matter jurisdiction**; or (2) a **meeting schedule fixed** by charter, ordinance, resolution, or formal action of a legislative body. Even if it **comprises less than a quorum** of the governing body, a **standing committee is subject** to the Brown Act. For example, if a governing body creates long-term committees on budget and finance or on public safety, those are standing committees subject to the Brown Act. Further, according to the California Attorney General, **function over form** controls. For example, a statement by the legislative body that the advisory committee “shall not exercise continuing subject matter jurisdiction” or the fact that the committee does not have a fixed meeting schedule is not determinative. “Formal action” by a legislative body includes authorization given to the agency’s executive officer to appoint an advisory committee pursuant to agency-adopted policy.

4. **The Brown Act: Open Meetings for Local Legislative Bodies**, 2003, California Attorney General’s Office, section describing a joint committee with members from multiply jurisdictions, pages 19-20 of the online version (color added), <https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/brownAct2003.pdf>:

When a legislative body designates **less than a quorum** of its members that **does not constitute a standing committee** to meet with representatives of another legislative body **to exchange information and report back** to their respective bodies, a meeting between the representatives **would be exempt** from the Act. (*Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799, 805.) **However**, if a legislative body designates less than a quorum of its members to meet with representatives of another legislative body **to perform a task**, such as the **making of a recommendation**, an advisory **committee consisting of the representatives from both bodies** would be created. Such a committee would be **subject to the open meeting and notice provisions** of the Act. (*Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799, 805.) The fact that the advisory committee was contingent upon the second body’s compliance does not detract from the conclusion that the creation of the committee must be attributed to the first body’s action. (*Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799, 805.)

From: A Stevens Delk

Date: Tuesday, January 28, 2020 at 9:56 AM

To: "Dir. Deppe" "Dir. Sherris-Watt" "Pres. Stein"

Subject: Kensington Park Use

I came across something in KIC's book **Kensington: Past and Present** that may be another impediment to using part of the Park property for the public safety building. It's on page 87 and related to the Naylor Act (California Education Code 17485-17500) concerning the sale of surplus school district property.

"The Legislature is concerned that school playgrounds, playing fields, and recreational real property will be lost for those uses by the surrounding communities if those communities in their planning process have assumed that the properties would be permanently available for recreational purposes. It is the intent of the Legislature in enacting this article to allow school districts to recover their investment in surplus property while making it possible for other agencies of government to acquire the property and keep it available for playground, playing field or other outdoor recreational and open-space purposes."

The act apparently allows school property, which is used for recreational purposes, to be sold to a local governing jurisdiction for the purpose of continued recreational use or as open, at 25% its fair market price. Although KPPCSD bought the WCCUSD property at close to full value, Naylor may still apply.

You should have legal counsels provide opinions.