



## KENSINGTON FIRE PROTECTION DISTRICT FINANCE COMMITTEE REGULAR MEETING MINUTES

**DATE/TIME:** April 2, 2021 / 10:00am

**LOCATION:** Via Zoom

**PRESENT:** Directors: President Nagel, Director Kosel (Chair)  
Staff: GM Hansell,

### 1. CALL TO ORDER/ROLL CALL:

Director Kosel called the meeting to order at 10:01 a.m. and called roll.

### 2. PUBLIC COMMENT:

No public comment.

### 3. MANAGEMENT TIMESHEET REVIEW:

GM Hansell reviewed his timesheet and explained they were for January 15<sup>th</sup> through March 15<sup>th</sup>. The contract states 32 hours in January and drops down to 28 hours a week in February, averaging about 4 hours a day, then drops down again to 24 hours a week after June. Director Kosel asked if the hours worked for him and the District. GM Hansell responded that 48% of his time has been in general administration, 32% in Finance, 5.5% in emergency prep, and 14.5% for the Public Safety Building. General admin and Finance are the typical month-to-month things that take up the most time, but there will be instances in the future that may take up more time. For example, the hiring of the emergency preparedness coordinator and the grant writer will take some time to work with them and get them set up, but to date he has been able to stay within the budget limits. Director Kosel stated that she would like him to keep her updated on the situation to make sure that it works for him. President Nagel said that he would like GM Hansell to give the Board advance warning of any changes in the required time, and it may be the District will have to change the budget and take that into account. Timesheets were approved and brought to the full Board in the regular April Board meeting for informational purposes only.

President Nagel asked if they should be approving the Board Clerk's timesheets. GM Hansell explained, in the contract, the GM approves the employee's timesheets, and the Board approves him, but he will go ahead and include them in the next Board meeting.

### 4. FY2019-2020 DRAFT AUDIT:

Director Kosel began reviewing the audit and asked about the general fund budget. She suggested adding the word "COVID-19" before the word "restrictions" on p.6, so it's clear that it's COVID that restricted community services activity during the pandemic. She commented that the audit listed the District's contract with El Cerrito as expired, but it has been renewed. She does not know if that information should be included in the audit if it was renewed after June 30<sup>th</sup>. She requested to talk to the auditor about whether the date should be included or not. She also wanted it noted that their obligations to the retirees was funded 136%, so there should be no problem for the District in the long term.

President Nagel stated he was upset about this audit coming up with deficiencies, and it should be cause for alarm. He would like to address the deficiencies and make sure it doesn't

happen again. He would also like to make it a goal for the GM to have a clean audit next year. Director Kosel agreed and said she has been on the Board for 26 years and has had nothing but a clean audit. She suggested they need to implement each of the auditor's suggestions and was appalled that there were findings.

GM Hansell thinks part of what happened was the transition after Brenda Navellier left. Brenda was working for the District for the first five months of the fiscal year but then there was other management for the last seven months, followed by another transition when Mary Morris-Mayorga came on board. After GM Hansell saw the findings, he contacted Mary, Maze, and the auditors to get more information on their comments and to explain what we have to do or should be doing to make sure this doesn't happen again.

Director Kosel would like to report to the full Board that these issues have been resolved and asked the GM if that was feasible. GM Hansell stated with the new process set up with accounting, we will not see these types of issues again, and he will have the management responses ready for the Board at the next meeting.

Director Nagel asked Director Kosel if this was the first time we used these auditors. Director Kosel didn't recall but explained that the District typically switches auditors every four or five years. We request sample reports from different auditors to see what they have prepared for other special Districts and then choose someone who has a user-friendly audit presentation.

Director Nagel stated that although he was not happy with the audit results, he was very pleased with the way the audit was presented. He found it honest, thorough, and understandable.

#### **5. FUTURE AGENDA ITEMS:**

Director Kosel stated in the last board meeting she invited Directors to give input on any projects or activities they would like to budget for next year but has not heard from anyone and will ask again in the next Board meeting. She also commented on the budget coming up and asked the GM how much input he wants from them and whether he would like a separate meeting to discuss this. GM Hansell stated he would look at the budget with Chief Pigoni and then schedule a meeting to discuss it.

Director Kosel said she would ask the Board members again if they have any activities that need new funding or additional funding for the budget and suggested they carry forward all of the COVID restricted activities. She also discussed scheduling a meeting with the Fire Chief and EC City Manager at the end of May. GM Hansell asked Director Kosel when they expected a draft budget to be presented. Director Kosel suggested having a preliminary draft budget as an informational item at the May Board meeting. GM Hansell suggested adding it to his management report so the Board can make a few comments, but it would not require a complete discussion.

#### **6. ADJOURNMENT:**

Meeting adjourned at 10:54 a.m.



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 1/16/2021  
 Pay Period End: 1/31/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
1/16/2021	See Separate Task Sheet						
1/17/2021	"						
1/18/2021	"	6.50	6.50				
1/19/2021	"	7.25	6.50	0.50	0.25		
1/20/2021	"	6.00	5.75	0.25			
1/21/2021	"	1.50	1.50				
1/22/2021	"	1.00	1.00				
1/23/2021	"	1.00	1.00				
1/24/2021	"	3.50	3.50				
1/25/2021	"	12.75	2.00	10.75			
1/26/2021	"	9.50	3.00	6.50			
1/27/2021	"	1.00	1.00				
1/28/2021	"	9.00	2.50	3.50	2.00		1.00
1/29/2021	"	4.00		4.00			
1/30/2021	"						
1/31/2021	"	1.00		1.00			
Total Hours		64.00	34.25	26.50	2.25	0.00	1.00
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 6,336.00</u>					

*Bill Hansell*

Employee Signature

2/1/2021

Date

DocuSigned by:

Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

Subject	Duration	Start
KFPD - Holiday	6.00	Mon 1/18/2021
KFPD - Gen Mgmt re: Emails from/to JS (Banking Resolution issues)	0.50	Mon 1/18/2021
<b>Day Total:</b>	<b>6.50</b>	
KFPD - EPC re: Tel w/JK	0.25	Tue 1/19/2021
KFPD - Gen Mgmt re: Emails	1.50	Tue 1/19/2021
KFPD - Finance re: Tel w/Robert @ Maze (Payroll reporting, accountant to-do list)	0.50	Tue 1/19/2021
KFPD - Gen Mgmt re: Emails	1.50	Tue 1/19/2021
KFPD - Gen Mgmt re: Tel w/Sasha (Zoom issues)	0.50	Tue 1/19/2021
KFPD - Gen Mgmt re: Mtg min issues (11/18/20)	1.00	Tue 1/19/2021
KFPD - Gen Mgmt re: Zoom practice mtg	1.00	Tue 1/19/2021
KFPD - Gen Mgmt re: Zoom issues, follow up to board	1.00	Tue 1/19/2021
<b>Day Total:</b>	<b>7.25</b>	
KFPD - Gen Mgmt re: Revised posting; Pick up Mail; Banking signature from DD; Mail to LN & KP	1.75	Wed 1/20/2021
KFPD - Finance re: Tel w/MMM (goals; finance issues)	0.25	Wed 1/20/2021
KFPD - Special Board Mtg re: Brent Ives	2.50	Wed 1/20/2021
KFPD - Gen Mgmt re: Communications	1.50	Wed 1/20/2021
<b>Day Total:</b>	<b>6.00</b>	
KFPD - Gen Mgmt re: Communications	1.50	Thu 1/21/2021
<b>Day Total:</b>	<b>1.50</b>	
KFPD - Gen Mgmt re: VPN Software for Maze; Emails w/Nerd Crossing	0.50	Fri 1/22/2021
KFPD - Gen Mgmt re: Communications	0.50	Fri 1/22/2021
<b>Day Total:</b>	<b>1.00</b>	
KFPD - Gen Mgmt re: PRA emails	1.00	Sat 1/23/2021
<b>Day Total:</b>	<b>1.00</b>	
KFPD - Gen Mgmt re: PRA emails	2.00	Sun 1/24/2021
KFPD - Gen Mgmt re: PRA response draft to counsel	1.50	Sun 1/24/2021
<b>Day Total:</b>	<b>3.50</b>	
KFPD - Gen Mgmt re: Email agenda item request	0.00	Mon 1/25/2021
KFPD - Gen Mgmt re: CCSDA Zoom meeting	0.50	Mon 1/25/2021
KFPD - Gen Mgmt re: Mtg agendas	0.50	Mon 1/25/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Mon 1/25/2021
KFPD - Finance re: Invoices, Banking	2.00	Mon 1/25/2021
KFPD - Finance re: Tel w/LN (Finance and EPC)	0.75	Mon 1/25/2021

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

Subject	Duration	Start
KFPD - Gen Mgmt re: Tel w/Chief (Committee mtgs, Bldg maintenance, COVID protocols)	0.50	Mon 1/25/2021
KFPD - Finance re: Invoices, Finance issues, CCC docs, Checking acct issues, etc	8.00	Mon 1/25/2021
<b>Day Total:</b>	<b>12.75</b>	
KFPD - Finance re: Invoices, Finance issues, CCC docs, Checking acct issues, etc	2.50	Tue 1/26/2021
KFPD - Gen Mgmt re: Post agenda; Pick up mail; Deposit checks	1.50	Tue 1/26/2021
KFPD - Finance re: Tel w/Sasha (Finance procedures; Records search)	0.50	Tue 1/26/2021
KFPD - Finance re: Correspondence, Finance	1.50	Tue 1/26/2021
KFPD - Gen Mgmt re: IT	0.50	Tue 1/26/2021
KFPD - Finance re: Correspondence, Finance	0.50	Tue 1/26/2021
KFPD - Finance re: Finance; Scan mail	1.00	Tue 1/26/2021
KFPD - Gen Mgmt re: PRA (Emails w/counsel)	1.00	Tue 1/26/2021
KFPD - Finance re: Email invoices	0.50	Tue 1/26/2021
<b>Day Total:</b>	<b>9.50</b>	
KFPD - Gen Mgmt re: Post agendas, notices on NextDoor	1.00	Wed 1/27/2021
<b>Day Total:</b>	<b>1.00</b>	
KFPD - Finance re: Finance Committee Mtg Packet	1.00	Thu 1/28/2021
KFPD - PSB re: Mtg w/Marti Brown, KPPCSD	1.00	Thu 1/28/2021
KFPD - Finance re: Finance Committee Mtg Packet	2.00	Thu 1/28/2021
KFPD - Finance re: Account reconciliation; Tel w/JK	0.50	Thu 1/28/2021
KFPD - EPC re: EPC Committee Mtg	2.00	Thu 1/28/2021
KFPD - Gen Mgmt re: Final PRA response	1.50	Thu 1/28/2021
KFPD - Gen Mgmt re: Transparency Cert (Tel w/LN, press release, website, emails)	1.00	Thu 1/28/2021
<b>Day Total:</b>	<b>9.00</b>	
KFPD - Finance re: Finance Committee Mtg	2.00	Fri 1/29/2021
KFPD - Finance re: Finance Committee Mtg follow-up	1.00	Fri 1/29/2021
KFPD - Finance re: Finance Committee Mtg follow-up	1.00	Fri 1/29/2021
<b>Day Total:</b>	<b>4.00</b>	
KFPD - Finance re: Cover letter for State Controller Report	1.00	Sun 1/31/2021
<b>Day Total:</b>	<b>1.00</b>	
<b>Time Period Total:</b>	<b>64.00</b>	



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 2/1/2021  
 Pay Period End: 2/15/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
2/1/2021	See Separate Task Sheet	4.00	2.00	1.00			1.00
2/2/2021	"	5.00	2.00	3.00			
2/3/2021	"	5.75	2.50	2.75	0.50		
2/4/2021	"	9.00	4.75	3.00	0.25		1.00
2/5/2021	"	7.25	5.00	2.25			
2/6/2021	"						
2/7/2021	"	4.00	4.00				
2/8/2021	"	7.00	6.00	0.50	0.25		0.25
2/9/2021	"	5.50	1.75	3.00	0.25		0.50
2/10/2021	"	4.00	3.50	0.50			
2/11/2021	"	2.50	0.50	2.00			
2/12/2021	"						
2/13/2021	"						
2/14/2021	"						
2/15/2021	Holiday (Presidents Day)	6.00					

Total Hours	60.00	32.00	18.00	1.25	0.00	2.75
Rate	\$ 99.00					
Total Gross Pay	\$ 5,940.00					

*Bill Hansell*

Employee Signature

2/15/2021

Date

DocuSigned by:

Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Mtg agenda	0.50	Mon 2/1/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Mon 2/1/2021
KFPD - Gen Mgmt re: Correspondence	1.00	Mon 2/1/2021
KFPD - PSB re: Mtg w/Marti Brown, KPPCSD	1.00	Mon 2/1/2021
KFPD - Finance re: Correspondence	1.00	Mon 2/1/2021
<b>Day Total:</b>	<b>4.00</b>	
KFPD - Gen Mgmt re: Update Timesheet	1.00	Tue 2/2/2021
KFPD - Finance re: Banking issues	1.00	Tue 2/2/2021
KFPD - Gen Mgmt re: Correspondence; Update EC contact records	1.00	Tue 2/2/2021
KFPD - Finance re: Invoices, Accountants	1.00	Tue 2/2/2021
KFPD - Finance re: Invoices, Accountants, Online accounts	1.00	Tue 2/2/2021
<b>Day Total:</b>	<b>5.00</b>	
KFPD - Finance re: Tel w/Auditor	0.25	Wed 2/3/2021
KFPD - Gen Mgmt re: Correspondence	1.00	Wed 2/3/2021
KFPD - EPC re: Tel w/KP	0.50	Wed 2/3/2021
KFPD - Finance re: Tel w/Mary (Investments)	0.50	Wed 2/3/2021
KFPD - Gen Mgmt re: BOD agenda	0.50	Wed 2/3/2021
KFPD - Gen Mgmt re: BOD agenda	0.50	Wed 2/3/2021
KFPD - Finance re: Accounts	0.50	Wed 2/3/2021
KFPD - Gen Mgmt re: BOD agenda	0.50	Wed 2/3/2021
KFPD - Finance re: Review invoices and sign transmittal for packet	1.00	Wed 2/3/2021
KFPD - Finance re: Accounts	0.50	Wed 2/3/2021
<b>Day Total:</b>	<b>5.75</b>	
KFPD - Gen Mgmt re: Board Mtg agenda, Zoom	2.75	Thu 2/4/2021
KFPD - Finance re: Investments	0.50	Thu 2/4/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Thu 2/4/2021
KFPD - Gen Mgmt re: IT (Nerd Crossing issues)	0.50	Thu 2/4/2021
KFPD - EPC re: Tel w/KP	0.25	Thu 2/4/2021
KFPD - Finance re: Tel w/JK (Mechanics Bank)	0.50	Thu 2/4/2021
KFPD - Gen Mgmt re: Zoom w/LN (BOD agenda)	1.00	Thu 2/4/2021
KFPD - Finance re: Accounts	1.00	Thu 2/4/2021
KFPD - Finance re: Tel w/Investments officer; Tel w/Auditor Controller's Office	1.00	Thu 2/4/2021
KFPD - PSB re: Tel w/Mack5	1.00	Thu 2/4/2021

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

Subject	Duration	Day
	<b>Day Total: 9.00</b>	
KFPD - Gen Mgmt re: BOD mtg packet	2.00	Fri 2/5/2021
KFPD - Gen Mgmt re: Board Packet	0.50	Fri 2/5/2021
KFPD - Gen Mgmt re: Pay CalPers online	0.25	Fri 2/5/2021
KFPD - Finance re: Tel w/MMM (Mechanics Bank, Mid-Year Revs, OPEB, Accounting costs)	0.25	Fri 2/5/2021
KFPD - Finance re: Mechanics Bank	1.00	Fri 2/5/2021
KFPD - Gen Mgmt re: Post agenda; PSB office for mail, checks;	0.50	Fri 2/5/2021
KFPD - PSB re: Tel w/MB (Public mtg schedule, details)	0.50	Fri 2/5/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Fri 2/5/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Fri 2/5/2021
KFPD - Gen Mgmt re: Tel w/LN; BOD agenda	0.25	Fri 2/5/2021
KFPD - Finance re: Accounts	1.00	Fri 2/5/2021
	<b>Day Total: 7.25</b>	
KFPD - Gen Mgmt re: Board Packet	2.00	Sun 2/7/2021
KFPD - Gen Mgmt re: Board Packet	2.00	Sun 2/7/2021
	<b>Day Total: 4.00</b>	
KFPD - Gen Mgmt re: Board Packet	2.00	Mon 2/8/2021
KFPD - PSB re: Tel w/staff (Broken light replacements)	0.25	Mon 2/8/2021
KFPD - Gen Mgmt re: Board Packet (PSB mtg planning)	0.50	Mon 2/8/2021
KFPD - Finance re: Tel w/Belinda Zhu (CCC Investment options)	0.25	Mon 2/8/2021
KFPD - Gen Mgmt re: Mtg w/Brenda Navellier, JK, and Chief (Historical records, files, procedures,	0.75	Mon 2/8/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Mon 2/8/2021
KFPD - EPC re: Tel w/KP (EPC documents)	0.25	Mon 2/8/2021
KFPD - Gen Mgmt re: Board Packet (PSB mtg planning)	0.50	Mon 2/8/2021
KFPD - Finance re: Emails w/CCC A/C (Signature authorizations)	0.25	Mon 2/8/2021
KFPD - Gen Mgmt re: Board Packet Revisions & posting	0.50	Mon 2/8/2021
KFPD - Gen Mgmt re: Correspondence regarding Board Packet	0.50	Mon 2/8/2021
KFPD - Gen Mgmt re: Form 700 info, Training issues, CCC requirements	1.00	Mon 2/8/2021
	<b>Day Total: 7.00</b>	
KFPD - Finance re: CCC Investment Policy	1.00	Tue 2/9/2021
KFPD - Gen Mgmt re: GM Report	1.00	Tue 2/9/2021
KFPD - PSB re: Tel w/SR Chief Gray (Consultant referrals and process recommendations)	0.50	Tue 2/9/2021
KFPD - EPC re: Tel w/KP (Wildfire agency and grant info)	0.25	Tue 2/9/2021



## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Finance re: Tel w/Auditor-Controller (County Funds)	0.50	Tue 2/9/2021
KFPD - Gen Mgmt re: PSB office (mail, files)	0.25	Tue 2/9/2021
KFPD - Gen Mgmt re: Communications (Public requests)	0.50	Tue 2/9/2021
KFPD - Finance re: Mech Bank (Access, Statements)	0.50	Tue 2/9/2021
KFPD - Finance re: Auditor-Controller (Funds transfer procedures to Mech Bank)	1.00	Tue 2/9/2021
	<b>Day Total:</b>	<b>5.50</b>
KFPD - Finance re: Invoices (Scanned for Maze)	0.50	Wed 2/10/2021
KFPD - Board Mtg	3.50	Wed 2/10/2021
	<b>Day Total:</b>	<b>4.00</b>
KFPD - Gen Mgmt re: Mail from PSB	0.50	Thu 2/11/2021
KFPD - Finance re: Deposit checks (Mechanics Bank)	0.50	Thu 2/11/2021
KFPD - Finance re: Tel w/Auditor-Controller (Transmittal Out)	0.50	Thu 2/11/2021
KFPD - Finance re: CCC Auditor/Control (Transfers to Mech Bank issues)	1.00	Thu 2/11/2021
	<b>Day Total:</b>	<b>2.50</b>
KFPD - Holiday (Presidents Day)	6.00	Mon 2/15/2021
	<b>Day Total:</b>	<b>6.00</b>
	<b>60.00</b>	



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 2/16/2021  
 Pay Period End: 2/28/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
2/16/2021	See Separate Task Sheet	7.00	2.50	3.50			1.00
2/17/2021	"	4.75	0.25	1.50	2.00		1.00
2/18/2021	"	8.00	5.00	3.00			
2/19/2021	"	6.50	3.00	1.50	2.00		
2/20/2021	"						
2/21/2021	"						
2/22/2021	"	9.00	0.50	4.00	3.50		1.00
2/23/2021	"	5.25	1.50	2.75	1.00		
2/24/2021	"	2.00		1.50	0.50		
2/25/2021	"	4.00	0.75		2.50		0.75
2/26/2021	"	5.50	2.50	1.00	0.50		1.50
2/27/2021	"						
2/28/2021	"						

Total Hours	52.00	16.00	18.75	12.00	0.00	5.25
Rate	\$ 99.00					
Total Gross Pay	<u>\$ 5,148.00</u>					

*Bill Hansell*

Employee Signature

2/28/2021

Date

DocuSigned by:

Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Finance re: Bills, County, Maze	3.50	Tue 2/16/2021
KFPD - Gen Mgmt re: Correspondence	2.50	Tue 2/16/2021
KFPD - PSB re: Correspondence	1.00	Tue 2/16/2021
<b>Day Total:</b>	<b>7.00</b>	
KFPD - PSB re: Correspondence	1.00	Wed 2/17/2021
KFPD - EPC re: Tel w/Chief (Coordinator position)	0.50	Wed 2/17/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Wed 2/17/2021
KFPD - Finance re: CCC Auditor-Controller (Checking Account issues); Timesheets to Maze	1.50	Wed 2/17/2021
KFPD - EPC re: Zoom mtg re: EP Coordinator discussion	1.50	Wed 2/17/2021
<b>Day Total:</b>	<b>4.75</b>	
KFPD - Finance re: Bills, County, Maze	3.00	Thu 2/18/2021
KFPD - Gen Mgmt re: IT protocols w/2nd computer	5.00	Thu 2/18/2021
<b>Day Total:</b>	<b>8.00</b>	
KFPD - Gen Mgmt re: IT	1.00	Fri 2/19/2021
KFPD - Finance re: invoices, account management	1.50	Fri 2/19/2021
KFPD - EPC re: Mtg agenda, minutes, emails	1.50	Fri 2/19/2021
KFPD - EPC re: Committee Mtg (Agenda Post)	0.50	Fri 2/19/2021
KFPD - Gen Mgmt re: Mail at PSB; Bills.	1.00	Fri 2/19/2021
KFPD - Gen Mgmt re: Email public correspondence; BOD video posting issues	1.00	Fri 2/19/2021
<b>Day Total:</b>	<b>6.50</b>	
KFPD - Finance re: invoices, account management, CalPERS	2.50	Mon 2/22/2021
KFPD - Gen Mgmt re: Email agenda item request	0.50	Mon 2/22/2021
KFPD - Finance re: CCC for Mechanics Bank check	1.00	Mon 2/22/2021
KFPD - PSB re: Tel w/Mallory Cusenberry (update on status, inquire about public mtg, ?'s on ADA)	1.00	Mon 2/22/2021
KFPD - EPC re: Committee Mtg packet	0.50	Mon 2/22/2021
KFPD - EPC re: Committee Mtg packet	1.00	Mon 2/22/2021
KFPD - EPC re: Committee Mtg packet	2.00	Mon 2/22/2021
KFPD - Finance re: accounting issues	0.50	Mon 2/22/2021
<b>Day Total:</b>	<b>9.00</b>	
KFPD - Finance re: CalPERS	0.25	Tue 2/23/2021
KFPD - Finance re: Mechanics Bank deposit; Delta Dental invoice issues; Emails to Maze	2.00	Tue 2/23/2021
KFPD - Gen Mgmt re: Emails	0.50	Tue 2/23/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Tue 2/23/2021

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Emails	0.75	Tue 2/23/2021
KFPD - EPC re: Committee Mtg packet supplement	1.00	Tue 2/23/2021
KFPD - Finance re: accounting issues	0.50	Tue 2/23/2021
<b>Day Total:</b>	<b>5.25</b>	
KFPD - Finance re: Invoices	0.50	Wed 2/24/2021
KFPD - EPC re: Emails	0.50	Wed 2/24/2021
KFPD - Finance re: Fire Dept expenses; ATT; Invoices	1.00	Wed 2/24/2021
<b>Day Total:</b>	<b>2.00</b>	
KFPD - PSB re: Tel w/Marti Brown (Prior bldg studies on sf & \$, Lease rates, Joint Mtg planning)	0.75	Thu 2/25/2021
KFPD - Gen Mgmt re: Emails	0.75	Thu 2/25/2021
KFPD - EPC re: Committee Mtg	2.50	Thu 2/25/2021
<b>Day Total:</b>	<b>4.00</b>	
KFPD - Finance re: Mechanics Bank reimbursables review	1.00	Fri 2/26/2021
KFPD - PSB re: Zoom mtg w/Marti Brown, Bill Lindsay	1.50	Fri 2/26/2021
KFPD - Gen Mgmt re: Set up Gmail account for Hnin; Forward ap@ for accounting	1.00	Fri 2/26/2021
KFPD - Gen Mgmt re: Zoom Mtg w/John Bakker, Larry Nagel, Janice Kosel	1.50	Fri 2/26/2021
KFPD - EPC re: Tel w/LN, KP	0.50	Fri 2/26/2021
<b>Day Total:</b>	<b>5.50</b>	



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 3/1/2021  
 Pay Period End: 3/15/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
3/1/2021	See Separate Task Sheet	1.00	0.50	0.50			
3/2/2021	"	1.50	0.50				1.00
3/3/2021	"	7.50	1.00	6.50			
3/4/2021	"	8.25	4.25	3.75	0.25		
3/5/2021	"	10.50	5.50	5.00			
3/6/2021	"	3.25	3.00	0.25			
3/7/2021	"	0.00					
3/8/2021	"	6.75	5.75	1.00			
3/9/2021	"	2.50	0.50				2.00
3/10/2021	"	4.50	3.00				1.50
3/11/2021	"	8.75		8.25			0.50
3/12/2021	"	2.50		0.25			2.25
3/13/2021	"	0.00					
3/14/2021	"	0.00					
3/15/2021	"	3.00	2.50				0.50
Total Hours		60.00	26.50	25.50	0.25	0.00	7.75
Rate		\$ 99.00					
Total Gross Pay		\$ 5,940.00					

*Bill Hansell*

Employee Signature

3/15/2021

Date

DocuSigned by:

Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Finance re: Mech Bank statement, etc, to Maze	0.50	Mon 3/1/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Mon 3/1/2021
<b>Day Total:</b>	<b>1.00</b>	
KFPD - PSB re: Zoom mtg w/Marti Brown, Bill Lindsay	1.00	Tue 3/2/2021
KFPD - Gen Mgmt re: Timesheets to Maze	0.50	Tue 3/2/2021
<b>Day Total:</b>	<b>1.50</b>	
KFPD - Finance re: Invoices to Maze; Transmittal prep	3.50	Wed 3/3/2021
KFPD - Finance re: Invoices to Maze; Transmittal prep	2.00	Wed 3/3/2021
KFPD - Finance re: Old Invoices to Maze for reimbursements	1.00	Wed 3/3/2021
KFPD - Gen Mgmt re: CalOES letter	0.50	Wed 3/3/2021
KFPD - Gen Mgmt re: CSDA Salary Survey	0.50	Wed 3/3/2021
<b>Day Total:</b>	<b>7.50</b>	
KFPD - Finance re: DeltaDental online access issues; Unpaid RDC invoices	1.50	Thu 3/4/2021
KFPD - Finance re: Transmittal review/revisions; RDC invoice issues	1.00	Thu 3/4/2021
KFPD - Gen Mgmt re: Board Mtg agenda (Tel w/LN)	1.25	Thu 3/4/2021
KFPD - EPC re: Tel w/Chief Schuld, Offc Harms (Traffic controls issue)	0.25	Thu 3/4/2021
KFPD - Finance re: Tel w/JN (Transmittal, Revolving Fund issues)	1.25	Thu 3/4/2021
KFPD - Gen Mgmt re: Board Mtg Packet (Review materials)	3.00	Thu 3/4/2021
<b>Day Total:</b>	<b>8.25</b>	
KFPD - Gen Mgmt re: Board Mtg Packet (Agenda, Materials)	2.00	Fri 3/5/2021
KFPD - Finance re: Withdraw LAIF funds, Tel w/CCC Finance, Board Packet financials (Issues w/Maze	3.00	Fri 3/5/2021
KFPD - Gen Mgmt re: Board Mtg Packet (Recommendations for EPC)	1.00	Fri 3/5/2021
KFPD - Finance re: Board Packet financials (Issues w/Maze reports)	1.00	Fri 3/5/2021
KFPD - Finance re: Board Packet financials (Issues w/Maze reports)	1.00	Fri 3/5/2021
KFPD - Gen Mgmt re: Board Mtg Packet (Grant Writer Recommendation, Upload files, Revs)	2.00	Fri 3/5/2021
KFPD - Gen Mgmt re: Board Mtg Packet (Mgr Report, Final review)	0.50	Fri 3/5/2021
<b>Day Total:</b>	<b>10.50</b>	
KFPD - Gen Mgmt re: Board Mtg Packet (Mgr Report, Final review)	2.50	Sat 3/6/2021
KFPD - Gen Mgmt re: Board Mtg Packet (Issue, order prints)	0.50	Sat 3/6/2021 9:00 AM
KFPD - Finance re: Receipts	0.25	Sat 3/6/2021 2:00 PM
<b>Day Total:</b>	<b>3.25</b>	
KFPD - Gen Mgmt re: Kensington interview	0.75	Mon 3/8/2021
KFPD - Gen Mgmt re: Tel w/Sasha	5.00	Mon 3/8/2021

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Finance re: Email Maze for service improvements	1.00	Mon 3/8/2021
<b>Day Total:</b>	<b>6.75</b>	
KFPD - Gen Mgmt re: Tel w/DD (Board packet ?'s)	0.25	Tue 3/9/2021
KFPD - PSB re: Tel w/Marti Brown (KPPCSD bldg info)	0.75	Tue 3/9/2021
KFPD - Gen Mgmt re: Correspondence	0.25	Tue 3/9/2021
KFPD - PSB re: PSB history documents	1.25	Tue 3/9/2021
<b>Day Total:</b>	<b>2.50</b>	
KFPD - Gen Mgmt re: Correspondence	0.50	Wed 3/10/2021
KFPD - PSB re: Tel w/MB, MC (Bldg info); Parcel info	1.50	Wed 3/10/2021
KFPD - Gen Mgmt re: Tel w/LN (Board Mtg, Misc Updates)	0.75	Wed 3/10/2021
KFPD - Board Mtg	1.75	Wed 3/10/2021
<b>Day Total:</b>	<b>4.50</b>	
KFPD - Finance re: Transmittal follow-up w/Maze; Records	2.00	Thu 3/11/2021
KFPD - PSB re: Tel w/MB re: ?'s on record docs	0.50	Thu 3/11/2021
KFPD - Finance re: Transmittal signed/sent	0.50	Thu 3/11/2021
KFPD - Finance re: Instructions/Procedures to Maze	0.75	Thu 3/11/2021
KFPD - Finance re: Budget updates to Maze/ Category process	5.00	Thu 3/11/2021
<b>Day Total:</b>	<b>8.75</b>	
KFPD - Finance re: Budget updates to Maze/ Category process	0.25	Fri 3/12/2021
KFPD - PSB re: Zoom mtg w/Marti Brown, Bill Lindsay	1.75	Fri 3/12/2021
KFPD - PSB re: Memo (Request for board ?'s)	0.50	Fri 3/12/2021
<b>Day Total:</b>	<b>2.50</b>	
KFPD - Gen Mgmt re: CCSDA Mtg	1.50	Mon 3/15/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Mon 3/15/2021
KFPD - Gen Mgmt re: PSB for mail	0.50	Mon 3/15/2021
KFPD - PSB re: Record drawings	0.50	Mon 3/15/2021
<b>Day Total:</b>	<b>3.00</b>	
<b>Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =</b>	<b>60.00</b>	

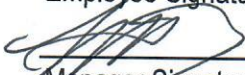


## Kensington Fire Protection District Employee Timesheet

Employee Name: Sasha Amiri  
 Title: EA/BC  
 Pay Period Start: 1/16/2021  
 Pay Period End: 1/31/2021

Time (4pm=16:00)

Date	Task/Project	Total Hours	Time (4pm=16:00)				
			In	Out	In	Out	In
1/16/2021		0.00					
1/17/2021		0.00					
1/18/2021		0.00					
1/19/2021	Email/Call w/GM re: Zoom Issues	2.00					
1/20/2021		0.00					
1/21/2021	Emails/EPC Agenda Prep/Video Posting/Call w/GM	2.50					
1/22/2021		0.00					
1/23/2021		0.00					
1/24/2021		0.00					
1/25/2021	Emails/EPC Agenda/Cw/GM/Website Update	2.50					
1/26/2021	Emails/C w/GM/Ethics Research	2.50					
1/27/2021	Emails/Posting	0.50					
1/28/2021	Emails/FC Agenda Prep/Posting	2.00					
1/29/2021	Emails/FC Meeting	3.00					
1/30/2021	1/13 & 1/20 Meeting Minutes	6.00					
1/31/2021		0.00					
Total Hours		<u>21.00</u>	0.00	0.00	0.00	0.00	0.00

Sasha Amiri  
 Employee Signature  
  
 Manager Signature

2/1/21  
 Date  
2/1/2021  
 Date





## Kensington Fire Protection District Employee Timesheet

Employee Name: Sasha Amiri-Nair  
 Title: Exec Asst/Clerk  
 Pay Period Start: 2/1/2021  
 Pay Period End: 2/15/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
2/1/2021	Call w/GM/Emails/Agenda Prep	2.00	2.00				
2/2/2021	Emails/Meeting Mins	3.00	0.50	2.50			
2/3/2021	Emails/Meeting Mins	4.00	2.00	2.00			
2/4/2021	Emails/Agenda Prep/Call w/GM	2.00	2.00				
2/5/2021	VM Check	0.15	0.15				
2/6/2021							
2/7/2021							
2/8/2021	Emails/Agenda Prep/Call w/GM	2.50	2.50				
2/9/2021	VM Check	0.25	0.25				
2/10/2021	Board Meeting/Call w/GM	3.50	3.50				
2/11/2021							
2/12/2021							
2/13/2021							
2/14/2021							
2/15/2021							
Total Hours		17.40	12.90	4.50	0.00	0.00	0.00
Rate		\$ 40.00					
Total Gross Pay		\$ 696.00					

Sasha Amiri  
 Employee Signature

2/15/21  
 Date

  
 Manager Signature

02/15/2021  
 Date



## Kensington Fire Protection District Employee Timesheet

Employee Name: Sasha Amiri-Nair  
 Title: Exec Asst/Clerk  
 Pay Period Start: 2/16/2021  
 Pay Period End: 2/28/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
2/16/2021							
2/17/2021	VM/Call w/GM	0.50	0.50				
2/18/2021							
2/19/2021							
2/20/2021	Website Updates	0.50	0.50				
2/21/2021	Minutes	3.00	3.00				
2/22/2021	VM/EPC Agenda	1.50	0.50		1.00		
2/23/2021	Call w/GM	0.25	0.25				
2/24/2021	VM	0.25	0.25				
2/25/2021	Minutes/Emails/Responded to Calls	7.00	7.00				
2/26/2021	Minutes/Drove to Kensington/Mail/Bank	6.00	6.00				
2/27/2021	Minutes/Files organization	9.00	9.00				
2/28/2021							
3/1/2021							
3/2/2021							
	Total Hours	28.00	27.00	0.00	1.00	0.00	0.00
	Rate	\$ 40.00					
	Total Gross Pay	\$ 1,120.00					

Sasha Amiri-Nair  
Employee Signature

3/2/21  
Date

Bill Hansell

03/02/2021  
Date

Manager Signature



## Kensington Fire Protection District Employee Timesheet

Employee Name: Sasha Amiri-Nair  
 Title: Exec Asst/Clerk  
 Pay Period Start: 3/1/2021  
 Pay Period End: 3/15/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
3/1/2021	Emails/C w/GM	1.00	1.00				
3/2/2021	Agenda Prep	1.00	1.00				
3/3/2021	File Organization	1.00	1.00				
3/4/2021	Form Update	1.00	1.00				
3/5/2021	Agenda Prep-Review-Posting/Call w/GM/Emails	4.00	4.00				
3/6/2021	Agenda Packet Prep-Review-Posting/Mail	4.00	4.00				
3/7/2021							
3/8/2021							
3/9/2021							
3/10/2021	Board Meeting/Revise Mins	2.50	2.50				
3/11/2021	Email/Invoices	1.50	1.50				
3/12/2021							
3/13/2021							
3/14/2021							
3/15/2021							
	Total Hours	16.00	16.00	0.00	0.00	0.00	0.00
	Rate	\$ 40.00					
	Total Gross Pay	\$ 640.00					

Sasha Amiri-Nair  
 Employee Signature

3/15/21  
 Date

  
 Manager Signature

03/16/2021  
 Date



## Kensington Fire Protection District Employee Timesheet

Employee Name: Sasha Amiri-Nair  
 Title: Exec Asst/Clerk  
 Pay Period Start: 3/16/2021  
 Pay Period End: 3/31/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
3/16/2021	Emails/C w/GM	1.00	1.00				
3/17/2021							
3/18/2021	Form 700 Research	2.00	2.00				
3/19/2021	Emails/C w/GM/Agenda Posting	2.00	1.00		1.00		
3/20/2021							
3/21/2021							
3/22/2021	Form 700/Emails/VM	2.00	2.00				
3/23/2021	Emails	1.00	1.00				
3/24/2021	Form 700/Emails/C w/GM/Minutes/Policy Handbook update	3.00	2.00			1.00	
3/25/2021	Minutes/VM/Emails/Joint Meeting	7.50	3.00				4.50
3/26/2021	Mail & stand p/u/email/VM	2.00	2.00				
3/27/2021							
3/28/2021							
3/29/2021	Minutes/Call w/GM	2.00	2.00				
3/30/2021	Minutes/Emails	3.00	1.00	1.00	1.00		
3/31/2021	Minutes/vm/emails/Calls w/ATT	4.50	4.50				
	Total Hours	30.00	21.50	1.00	2.00	1.00	4.50
	Rate	\$ 40.00					
	Total Gross Pay	\$ 1,200.00					

Sasha Amiri-Nair  
 Employee Signature

04/01/21  
 Date

Bill Hansell  
 Manager Signature

04/01/2021  
 Date