



**BOARD OF DIRECTORS
MEETING**

March 11, 2020

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

Date of Meeting: March 11, 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
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. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meetings of December 11, 2019, January 8, 2020 (APPROVE)
- CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** February 2020 (ACCEPT)
- CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** February 2020 (APPROVE)
- CC 6. **APPROVAL OF MONTHLY TRANSMITTAL.** February 2020 (APPROVE)
- CC 7. Approve a one-year extension of contract with Mann, Urrutia, Nelson, CPAs & Associates, LLP for the Amount of \$17,500 to complete the Kensington Fire Protection District financial statements FY 2020. Regional Government Services (supporting documents) (APPROVE)

8. Consideration of accepting Kensington Fire Protection District's FY2019 Audit and Financial Statements. (to be presented by Bilal Malik, MUN CPAs, LLP and Glenn Lazof, RGS) (ACTION) (*supporting documents*) *Regional Government Services*
9. 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*)
10. Consideration to offer emergency radios to Kensington citizens under a voluntary contribution program. (ACTION) *Padian*
11. Extension of Agreement through August 2020 with Regional Government Services (RGS) not to exceed \$285,000. (to be presented by Glenn Lazof, Finance RGS) (ACTION) (*supporting documents*) *Regional Government Services*
12. Kensington Fire Protection District mid-year budget revisions (to be presented by Glenn Lazof, Finance RGS) (ACTION) (*supporting documents*) *Regional Government Services*
13. The Board will consider adopting banking resolutions and authorizing the Board Secretary to act on behalf of the District on banking matters. (ACTION) *Stein*
14. Consider authorizing staff to seek cost and fee proposals from RossDrulisCusenberry and Mack5 for all services and costs to a) complete a renovation of the Public Safety Building and b) establish temporary facilities for the Kensington Fire Protection District and Kensington Fire Station. (ACTION) *Stein*
15. Proposal to consider options for sponsoring a public meeting on April 11, 2020, for the traffic consultants to present their full traffic study report. (ACTION) *Padian*
16. **PRESIDENT'S REPORT**
 - a. Update on recruitment for a KFPD General Manager and possible special meeting to discuss engaging a recruitment firm
 - b. Designation as an additional charge of the temporary committee of Dommer and Stein, who were appointed as an "ad hoc" committee to discuss with KPPCSD's ad-hoc committee the future housing of the Kensington Police and Fire Departments.
 1. discuss with KPPCSD's designated representatives the lease from KFPD to KPPCSD for KPPCSD's police department and administrative space in the Public Safety Building. The current lease expires on 30 June 2020.
 - c. Philosophy of calling special meetings (non-emergency) of the board of the directors.
 - d. Regional Government Services Activity Report
 - e. Simplified guide to board motions under "The Standard Code of Parliamentary Procedure" by Alice Sturgis ("Sturgis Code").
 1. See, attached "Parliamentary Procedure at a Glance."
 2. Note: A two-thirds vote of a five-member board requires four members to vote in favor of passing the motion.
17. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

18. BOARD REPORTS

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

- a. 2x2 Committee (Dommer/Stein)
- b. Finance Committee (Dommer/Stein)
- c. Code of Conduct Committee (Kosel, Nagel)
- d. Anti-harassment policy update (Kosel)
- e. Building Committee (Dommer/Nagel)
- f. Emergency Preparedness Committee (Padian/Nagel) (supporting documents)
- g. Information Technology Committee (reporting: Glenn Lazof, Director of Finance Services, RGS) (Nagel/Stein/Lazof)
- h. California Special Districts Association Representatives:
 - i. County (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, April 8, 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 4/8/20 is Wednesday, 3/25/20 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 4/1/20 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

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

Date of Meeting: December 11, 2019

Time of Meeting: 7:00 p.m.

Place of Meeting: Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707

PRESENT: Directors Present: Don Dommer, Kevin Padian and Julie Stein
 Directors Absent: Janice Kosel, Larry Nagel
 Staff: Chief Michael Pigoni, Allison Picard, Glenn Lazof, Andrea Ausberry

CALL TO ORDER:

President Stein called the meeting to order at 7:00 p.m. and called roll.

1. ADOPTION OF CONSENT ITEMS: Items 3, 4, 5, 6, 7, 8

MOTION: M/s Dommer/Padian: To approve the Consent Calendar Items 3, 4, 5, 8
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously. Audio Time Stamped: 2.20

Director Padian pulled Consent items 6 and 7.

2. ORAL COMMUNICATIONS:

Commencement of Board member period for oral communications.

CC ITEM 6: APPROVAL OF ZONEHAVEN PROPOSAL. Approval of proposal for acquisition, aggregation and preparation of required GIS data for the Polygon Project, not to exceed \$5,000

MOTION: M/s Padian/Dommer: To approve the Zonehaven proposal.
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously. Audio Time Stamped: 8.30

CC ITEM 7: APPROVAL OF CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SALARY SURVEY. Approval of a request from Director Kosel to purchase the most recent salary survey from the California Special Districts Association at a cost not to exceed \$250

MOTION: M/Stein: To approve Director Kosel's request to purchase the California Special Districts Association Salary Survey at a cost not to exceed \$250
VOTE: Ayes: None - Noes: None - Absent: Kosel, Nagel
No second on the motion; motion fails. Audio Time Stamped: 10.20

(11 on Agenda) PRESIDENT’S REPORT:

President Stein gave the President’s report.

(9 on Agenda) The Board will provide direction to Regional Government Services (RGS) on whether to continue the previous staffing and contract accountant structure for District Administration and Finance or commence a re-organization discussion with RGS support (to be presented by Glenn Lazof, Director of Finance Services, RGS)

MOTION: M/s Padian/Dommer: To ask RGS to develop options other than the model that they have now.
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously. Audio Time Stamped: 1.19.01

(10 on Agenda) Evacuation Notification Update and Polygon Project Completion (to be presented by Battalion Chief Grupalo, Lorena Herrera, Emergency Planning Coordinator and Charlie Crocker, Zonehaven)

Chief Grupalo presented an update on the Polygon Project.

(Separate Notice) SPECIAL MEETING:

MOTION: M/s Padian/Dommer: Move to adjourn to Special Meeting
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously. Audio Time Stamped: 1.54.30

President Stein convened a Special Meeting of the Board of Directors at 8:54 p.m. The purpose of the Special Meeting was to consider authorizing the Emergency Preparedness Committee to send a letter and report to the East Bay Regional Park District on behalf of the Board of Directors.

MOTION: M/s Padian/Dommer: Move to sending the letter.
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously. Audio Time Stamped: 2.01.01

President Stein reconvened the regular meeting at 9:01 p.m. Board members Padian, Dommer and Stein present.

NEW BUSINESS:

(13 on Agenda) Discussion on request from Kensington Police Protection and Community Services District (KPPCSD) for permission from the Kensington Fire Protection District for the KPPCSD to contact architecture firm RossDrulisCusenberry (to be presented by Director Deppe or Director Sherris-Watt).

Director Deppe presented; the Board discussed the item.

(14 on Agenda) Consideration to approve a proposal from Mack 5 to provide a cost estimate for constructing a temporary fire station on the property of the Unitarian Universalist Church of Berkeley (UUCB).

MOTION: M/s Padian/Dommer: To approve a proposal from Mack 5 to provide a cost estimate for constructing a temporary fire station on the property of the Unitarian Universalist Church of Berkeley.
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously.

(16 on Agenda) Election of Officers for Calendar Year 2020.

MOTION: M/s Dommer/Padian: To nominate President Stein as President and Director Padian as Vice President to the Board for the Calendar year 2020.
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously.

MOTION: M/s Padian/Stein: To nominate Director Nagel as Secretary of the Board of Directors.
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously.

(15 on Agenda) Consideration to offer emergency radios to Kensington citizens under a voluntary contribution program.

MOTION: M/s Padian/Stein: Moved to table the item.
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously.

OLD BUSINESS:

(17 on Agenda) Proposed Policy Manual Revisions to Policy 1040-Conflict of Interest Committees of the Board.

Item continued to January 8, 2020, Board of Directors meeting, due to lack of a minimum of four Directors required to approve bylaw changes.

(18 on Agenda) Proposed Purchase and Mounting of Fire Danger Today signs for Arlington median and intersection of Beloit and Grizzly Peak.

MOTION: M/s Padian/Dommer: Approve purchase of double sided fire danger today sign and to mount the sign at the Arlington median.
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously.

19. BOARD REPORTS:

Board members gave informational reports.

Minutes of December 11, 2019

ADJOURNMENT: The meeting was adjourned at 9:58 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on

_____.

Attest:

Board Secretary

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

Date of Meeting: January 8, 2020

Time of Meeting: 7:00 p.m.

Place of Meeting: Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707

PRESENT: Directors Present: Don Dommer, Larry Nagel, Kevin Padian and Julie Stein
 Directors Absent: Janice Kosel
 Staff: Andrea Ausberry

CALL TO ORDER:

President Stein called the meeting to order at 7:00 p.m. and called roll.

1. ADOPTION OF CONSENT ITEMS: Items 3, 4, 5, 6

MOTION: M/s Dommer/Padian: To approve the Consent Calendar Items 4, 5, 6
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Kosel, Nagel
Motion passed unanimously. Audio Time Stamped: 1.40

President Stein pulled Consent item 3.

2. ORAL COMMUNICATIONS:

Commencement of Board member period for oral communications.

CC ITEM 3: APPROVAL OF THE MINUTES. Approval of the minutes of the regular meetings of November 13, 2019, December 11, 2019, and special meeting of December 11, 2019

MOTION: No motion
VOTE: None Audio Time Stamped: 7.10

(8 on Agenda) Proposed Amendment to policy 1070.11-13 regarding the role of the President

MOTION: M/s Nagel/Dommer: To table the first reading of the proposed amendment of the policy 1070.11-.13 regarding the role of the President and instruct RGS to come back with a revised policy that includes the amended roles of the District Manager.
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None - Absent: Kosel,
Motion passed unanimously. Audio Time Stamped: 37.10

(9 on Agenda) Proposed District Manager job description and staffing structure options (to be presented by Allison Picard, Lead Human Resources Advisor, RGS)

MOTION: M/s Nagel/Padian: Schedule a special meeting to review the staffing requirements and the staffing model that we want to pursue with RGS
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None - Absent: Kosel,
Motion passed unanimously. Audio Time Stamped: 1.18.50

(7 on Agenda) Approve Extension of Contract with Regional Government Services Contract to \$101,000. Revise District Budget to Reallocate \$65,000 to Regional Government Services Line Item. (to be presented by Glenn Lazof, Director of Finance Services, RGS)

MOTION #1: M/s Nagel/Padian: Approval to increase the authorization with the contract with RGS by \$65,000
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None - Absent: Kosel,
Motion passed unanimously. Audio Time Stamped: 1.29.44

MOTION #2: M/s Nagel/Dommer: To increase the budget line item with the RGS contract by \$65,000
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None - Absent: Kosel,
Motion passed unanimously. Audio Time Stamped: 1.31.35

(10 on Agenda) APPROVAL OF SIGNATORIES. Authorizing Credit Card users, appointing the Finance Committee as bank, investment and Contra Costa County signatories, removing former District Manager and consultants as needed during transition

MOTION: M/s Padian/Nagel: To approve Finance Committee members as authorized signatories for banking, investment, county and other financial activities and second, authorize President to designate consultants as signatories during transition.
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None - Absent: Kosel,
Motion passed unanimously. Audio Time Stamped: 1.43.30

(11 on Agenda) APPROVAL TO APPROPRIATE FUNDS. Appropriate \$8,500 to New Line Item Information Technology

MOTION: M/s Padian/Dommer: Approve to Appropriate \$8,500 to New Line Information Technology.
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None - Absent: Kosel,
Motion passed unanimously. Audio Time Stamped: 1.53.55

(12 on Agenda) PRESIDENT'S REPORT:

President Stein gave the President's report and referred to the summary in the agenda packet.

(13 on Agenda) FIRE CHIEF'S REPORT:

Chief Pigoni gave his report.

OLD BUSINESS:

(14 on Agenda) Proposed Policy Manual Revisions to Policy 1040-Conflict of Interest Committees of the Board

MOTION: M/s Padian/Nagel: To accept the Policy amendment.
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None - Absent: Kosel,
Motion passed unanimously. Audio Time Stamped: 2.16.45

NEW BUSINESS:

(15 on Agenda) Consideration to offer emergency radios to Kensington citizens under a voluntary contribution program.

The Board discussed this item.

(16 on Agenda) Request to the Kensington Police Protection and Community Service District (KPPCSD) Board to participate in a joint committee concerning the future housing of the Kensington Police and Fire Departments

MOTION: M/s Padian/Nagel: To send the letter.
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None - Absent: Kosel,
Motion passed unanimously. Audio Time Stamped: 2.47.50

(17 on Agenda) Appointment of Directors to standing committees for Calendar Year 2020

- a. Finance Committee: Director Dommer – Director Stein
- b. Emergency Preparedness Committee:
 - 1. Director Nagel
 - 2. Director Padian
 - 3. Ms. Lisa Caronna
 - 4. Ms. Cortis Cooper
 - 5. Ms. Katie Gluck
 - 6. Mr. Peter Guerrero
 - 7. Mr. Peter Liddell
 - 8. Mr. Paul Moss
 - 9. Mr. David Spath

MOTION: M/s Nagel/Dommer: To approve the standing committees presented by President Stein
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None - Absent: Kosel,
Motion passed unanimously. Audio Time Stamped: 2.50.30

(18 on Agenda) BOARD REPORTS:

Board members gave informational reports.

ADJOURNMENT: The meeting was adjourned at 10:08 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

Minutes of January 8, 2020

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on _____.

Attest:

Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



March 2, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

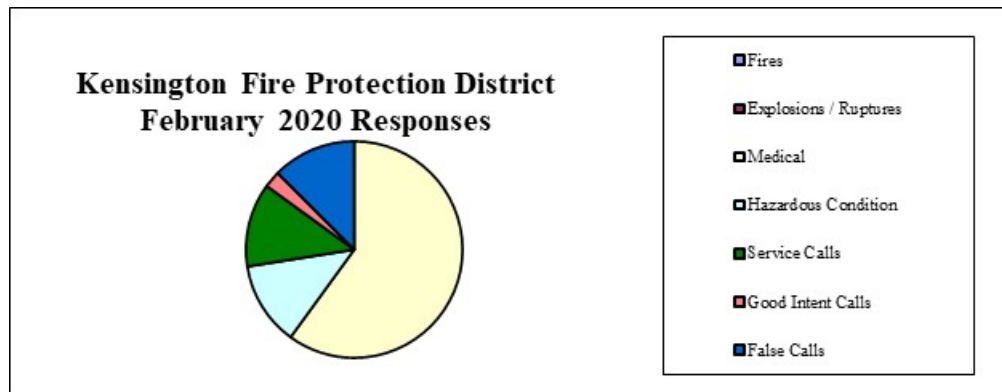
RE: Incident Activity Reports for the Month of February 2020

There were 40 incidents that occurred during the month of February 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 73 calls in all districts, an increase of only 3 calls from last month.

This month there was once again an increase of 8 calls in the community, all due to another increase in medical emergencies. 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>	24	60.00%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	5	12.50%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	12.50%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	1	2.50%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	5	12.50%
Totals		40	100.00%



Kensington Fire Protection District Response Log for February 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020012240	01-Feb-20 16:14:31	280 Purdue AVE	Kensington	E165	321
3	0020013120	04-Feb-20 06:16:09	Kenyon AVE	Kensington	E165	321
4	0020013375	04-Feb-20 17:40:42	231 Lake DR	Kensington	E165	321
5	0020013420	04-Feb-20 20:38:11	280 Purdue AVE	Kensington	E165	321
8	0020015031	09-Feb-20 07:19:29	205 Purdue AVE	Kensington	E165	321
10	0020015336	09-Feb-20 18:07:26	10 Avon RD	Kensington	E165	321
11	0020015443	10-Feb-20 02:59:23	10 Avon RD	Kensington	E165	321
14	0020016025	11-Feb-20 11:55:02	246 Trinity AVE	Kensington	E165	321
15	0020016052	11-Feb-20 12:39:20	764 Coventry RD	Kensington	E165	321
16	0020016069	11-Feb-20 13:10:17	3 Jessen CT	Kensington	E165	321
19	0020016418	12-Feb-20 11:23:40	118 Windsor AVE	Kensington	E165	321
23	0020016978	13-Feb-20 18:14:43	Highland BLVD	Kensington	E165	321
24	0020017480	15-Feb-20 00:40:52	217 Arlington AVE	Kensington	E165	321
25	0020017748	15-Feb-20 18:03:39	247 Columbia AVE	Kensington	E165	321
27	0020018308	17-Feb-20 10:15:24	343 Berkeley Park BLVD	Kensington	E165	321
28	0020018436	17-Feb-20 15:42:12	137 Ardmore RD	Kensington	E165	321
30	0020018942	18-Feb-20 19:38:44	216 Lake DR	Kensington	E165	321
31	0020019478	20-Feb-20 07:18:41	711 Coventry RD	Kensington	E165	321
32	0020019552	20-Feb-20 11:02:10	3 Jessen CT	Kensington	E165	321
33	0020020377	22-Feb-20 11:58:51	601 Plateau DR	Kensington	E165	321
34	0020020737	23-Feb-20 11:49:13	101-199 Colusa AVE	kensington	E171	321
35	0020021097	24-Feb-20 11:41:44	20 Highgate RD	Kensington	E165	321
36	0020021531	25-Feb-20 11:58:44	11 Kensington CT	Kensington	E165	321
39	0020022711	28-Feb-20 09:13:16	672 Coventry RD	Kensington	E165	321
21	0020016848	13-Feb-20 12:42:33	59 Arlington AVE	Kensington	E165	400
18	0020016352	12-Feb-20 08:22:40	1 Lawson RD	Kensington	E165	412
37	0020021569	25-Feb-20 13:45:37	152 York AVE	Kensington	E165	412
9	0020015191	09-Feb-20 12:45:07	2 Kerr AVE	Kensington	E172	444
38	0020021968	26-Feb-20 12:58:06	28 Kerr AVE	Kensington	E165	444
7	0020014509	07-Feb-20 16:42:50	35 Arlington AVE	Kensington	E165	520

20	0020016551	12-Feb-20 17:48:23	374 Ocean View AVE	Kensington	E165	520
2	0020013041	03-Feb-20 20:30:23	264 Yale AVE	Kensington	E165	553
13	0020015931	11-Feb-20 08:26:13	320 Yale AVE	Kensington	E165	553
6	0020014269	07-Feb-20 04:22:43	26 Arlmont DR	Kensington	E165	554
12	0020015716	10-Feb-20 17:14:48	276 Los Altos DR	Kensington	E165	651
26	0020018271	17-Feb-20 07:58:34	69 Stratford RD	Kensington	E165	700
40	0020023090	29-Feb-20 07:23:43	269 Colgate AVE	Kensington	E165	700
17	0020016182	11-Feb-20 17:39:39	63 Kingston RD	Kensington	E165	740
29	0020018775	18-Feb-20 12:39:06	516 Beloit AVE	Kensington	E165	744
22	0020016973	13-Feb-20 17:59:49	161 Purdue AVE	Kensington	E165	746

* 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)

**Kensington Fire Protection District
Profit & Loss Budget Performance
July 2019 through January 2020**

	Approved Budget	Jul '19 - Jan 20	Over (under)	%
Ordinary Income/Expense				
Income				
Property Taxes	4,271,290	4,263,164	-8,126	100%
Special Taxes	200,450	200,653	203	100%
Other Tax Income	25,250	12,508	-12,742	50%
Lease Agreement	36,603	12,201	-24,402	33%
Interest Income	120,000	42,990	-77,010	36%
Salary Reimbursement Agreement	66,685	22,761	-43,924	34%
Salary Reimb Agreement Recon(s)	400	233	-167	58%
Grant Revenue	0	0	0	0%
Miscellaneous Income	0	1,610	1,610	0%
Total Income	4,720,678	4,556,120	-164,558	97%
Expense	0			
OUTSIDE PROFESSIONAL SERVICES				
Accounting	5,500	5,300	-200	96%
Actuarial Valuation	2,900	2,900	0	100%
Audit	16,000	16,000	0	100%
Contra Costa County Expenses	37,630	2,982	-34,648	8%
El Cerrito Contract Fee	3,032,488	1,517,052	-1,515,436	50%
El Cerrito Reconciliation(s)	137,000	79,917	-57,084	58%
IT Services and Equipment	8,500	0	-8,500	0%
Fire Abatement Contract	11,250	0	-11,250	0%
Fire Engineer Plan Review	2,000	699	-1,301	35%
RGS Contract	101,000	57,212	-43,788	57%
Grant Writer/Coordinator	50,000	0	-50,000	0%
Risk Management Insurance	14,000	12,561	-1,439	90%
LAFCO Fees	2,450	2,548	98	104%
Legal Fees	20,000	26,812	6,812	134%
Polygon Study	10,000	5,000	-5,000	50%
RFP Consultant	15,000	0	-15,000	0%
Traffic Study	20,000	2,100	-17,900	11%
Water System Improvements	20,000	0	-20,000	0%
Website Development/Maintenance	2,520	1,028	-1,492	41%
Wildland Vegetation Mgmt	10,000	6,300	-3,700	63%
OUTSIDE PROFESSIONAL SERVICES - Other	0	8,191		
Total OUTSIDE PROFESSIONAL SERVICES	3,518,238	1,746,602	-1,779,827	50%
RETIREE MEDICAL BENEFITS				
PERS Medical	0	0	0	0
Delta Dental	0	0	0	0
Vision Care	0	1,292	1,292	NA
CalPERS Settlement	0	0	0	0
Total RETIREE MEDICAL BENEFITS	0	1,292	1,292	0
COMMUNITY SERVICE ACTIVITIES				
Public Education	35,000	10,730	-24,270	31%
Comm. Pharmaceutical Drop-Off	2,500	0	-2,500	0%
Vial of Life Program	0	0	0	NA
CERT Emerg Kits/Sheds/Prepared	15,000	0	-15,000	0%
Open Houses	500	903	403	181%
Community Shredder	2,750	1,619	-1,131	59%
DFSC Matching Grants	24,000	0	-24,000	0%
Firesafe Planting Grants	3,000	0	-3,000	0%
Demonstration Garden	0	0	0	NA
Community Sandbags	3,000	0	-3,000	0%
Volunteer Appreciation	1,500	0	-1,500	0%
Community Center Fire Alarm	35,000	0	-35,000	0
Total COMMUNITY SERVICE ACTIVITIES	122,250	13,252	-108,998	0
DISTRICT ACTIVITIES				
Professional Development	5,000	3,740	-1,260	75%
Office	0		0	NA
Office Expense	3,000	821	-2,179	27%
Office Supplies	2,350	1,377	-973	59%
Telephone	7,000	5,274	-1,726	75%
Office - Other	0	55		
Total Office	12,350	7,527	-4,879	2
Election	0	0	0	NA
Firefighter's Apparel & PPE	750	0	-750	0%
Firefighters' Expenses	10,000	31	-9,969	0%
Staff Appreciation	1,750	1,017	-733	58%

**Kensington Fire Protection District
Profit & Loss Budget Performance
July 2019 through January 2020**

	<u>Approved Budget</u>	<u>Jul '19 - Jan 20</u>	<u>Over (under)</u>	<u>%</u>
Memberships	7,600	8,127	527	107%
Building Maintenance	0			
Needs Assess/Feasibility Study	115,000	41,246	-73,754	36%
Gardening service	3,200	650	-2,550	20%
Building alarm	1,500	115	-1,385	8%
Medical Waste Disposal	5,500	4,759	-742	87%
Janitorial Service	1,500	735	-765	49%
Miscellaneous Maint.	13,000	9,037	-3,963	70%
Total Building Maintenance	139,700	56,542	-83,158	40%
Building Utilities/Service				
Gas and Electric	8,500	5,433	-3,067	64%
Water/Sewer	2,400	1,083	-1,317	45%
Total Building Utilities/Service	10,900	6,516	-4,384	60%
Total DISTRICT ACTIVITIES	188,050	83,499	-104,606	44%
Staff				
Wages	63,834	33,278	-30,556	52%
Longevity Pay	1,000	1,000	0	100%
Overtime Wages	2,500	5,327	2,827	213%
Vacation Wages	608	15,714	15,106	2585%
Medical/dental ins compensation	11,760	3,920	-7,840	33%
Retirement Contribution	7,587	2,622	-4,965	35%
Payroll Taxes	8,919	4,202	-4,717	47%
Workers Compensation/Life Ins	1,935	1,498	-438	77%
Payroll Processing	1,730	617	-1,113	0
Total Staff	99,873	68,177	-31,696	68%
Contingency				
General	0	0	0	0
Contingency - Other	25,000	1,768	-23,233	7%
Total Contingency	25,000	1,768	-23,233	7%
Total Expense	3,953,412	1,914,590	-2,047,067	48%
Net Ordinary Income	767,266	2,641,530	-1,874,264	344%

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 :	3/11/2020
										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
	Regional Government Services	1/30/2020	Contract Services for Jan 2020	7840	2490						\$31,452.25
50148	CalPERS	1/14/2020	Health & Settlement PERS 7072901257	7840	1061						\$8,390.99
50148	CalPERS	2/14/2020	Health & Settlement PERS 7072901257	7840	1061						\$8,304.83
50151	City of El Cerrito	3/1/2020	March 2020 fire & emergency services	7840	2328						\$263,084.54
	Regional Government Services	2/30/2020	Contract Services for Feb 2020	7840	2490						\$28,133.50
50147	Reimburse Revolving Fund	N?A	Reimburse Revolving Fund	7840	2490						\$4,717.47
TOTAL											\$344,083.58

Kensington FPD Approval

Date: ___/___/___

Date: ___/___/___

Kensington Fire Protection District

3/2/2020 5:30 PM

Register: KFPD Revolving Acct - Gen Fund

From 02/04/2020 through 03/09/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/04/2020		KPPCSD	Accounts Receivable	Feb 2020 Lease	3,050.25			-27,946.53
02/04/2020	4165	Kel-Aire	DISTRICT ACTIVITI...	INV-076268	901.49			-28,848.02
02/04/2020	4166	PagePoint	OUTSIDE PROFESSI...	INV - 12438	61.87			-28,909.89
02/12/2020	4167	Sylvia Elsbury	COMMUNITY SERVI...	Reimbursement...	222.50			-29,132.39
02/13/2020			-split-	Deposit			11,270.85	-17,861.54
02/24/2020		Meyers/Nave	Due to Revolving Acct...	File #464.003 ...	1,350.54			-19,212.08
02/25/2020	4168	Regional Governmen...	OUTSIDE PROFESSI...	Reimbursable ...	103.83			-19,315.91
02/25/2020	4169	CalPERS	CalPERS Settlement P...	Monthly Healt...	952.08			-20,267.99
02/25/2020	4170	AT&T - main line	DISTRICT ACTIVITI...	51052783959900	1,835.71			-22,103.70
02/25/2020	4171	All-Ways Green Serv...	DISTRICT ACTIVITI...	42770	105.00			-22,208.70
02/25/2020	4172	PagePoint	OUTSIDE PROFESSI...	12438	61.87			-22,270.57
02/25/2020	4173	Kel-Aire	DISTRICT ACTIVITI...	076268	901.49			-23,172.06
02/25/2020	4174	Digital Deployment	DISTRICT ACTIVITI...	103326 Monthl...	200.00			-23,372.06
02/25/2020	4175	Bay Alarm	DISTRICT ACTIVITI...	899420	236.37			-23,608.43
02/25/2020	4176	Mack5	OUTSIDE PROFESSI...	4263	380.00			-23,988.43
02/25/2020	4177	Olivero Plumbing	DISTRICT ACTIVITI...	36436	227.50			-24,215.93
02/25/2020	4178	1st Responder News...	DISTRICT ACTIVITI...	1009817	25.00			-24,240.93
02/25/2020	4179	Stephen D. Wong	OUTSIDE PROFESSI...	KFPD Researc...	3,900.00			-28,140.93
02/25/2020	4180	Jeremy Halpern	OUTSIDE PROFESSI...	KFPD Researc...	3,990.00			-32,130.93
02/25/2020	4182	Janice Kosel	DISTRICT ACTIVITI...	Reimbursement...	13.50			-32,144.43



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: March 11, 2020

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

AGENDA ITEM: Approve a one-year extension of contract with Mann, Urrutia, Nelson, CPAs & Associates, LLP for the Amount of \$17,500 to complete the Kensington Fire Protection District financial statements FY 2020.

Recommendation:

- 1) Authorize the Board President to execute the FY'20 Kensington Engagement Letter with Mann, Urrutia, Nelson

Background and Discussion:

Mann, Urrutia, Nelson (MUN) have been the District's Auditors for three years. RGS is recommending a one-year extension, engaging MUN to conduct the Audit for the current FY. Best practice is to obtain competitive proposals every 3-5 years. When the same auditor is chosen again, a request is often made to change to a different auditor within the same firm.

The primary factor in this recommendation is that current workload and the ongoing transition suggest this is not optimal time to seek proposals for this service.

Fiscal Impact: The cost for this agreement is \$17,500. This will be reflected in the District's FY 2021 budget.



February 20, 2020

To the Board of Trustees and Management of
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

We are pleased to confirm our understanding of the services we are to provide Kensington Fire Protection District for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Kensington Fire Protection District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Kensington Fire Protection District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Kensington Fire Protection District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) General Fund and Special Revenue Fund – Budget to Actual Schedules
- 3) Schedule of Changes in the District's Net OPEB Asset and Related Ratios
- 4) Schedule of Contributions to the OPEB Plan

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Kensington Fire Protection District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Kensington Fire Protection District's financial statements. Our report will be addressed to Board of Trustees and Management of Kensington Fire Protection District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Kensington Fire Protection District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Kensington Fire Protection District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Kensington Fire Protection District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the

preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Kensington Fire Protection District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mann, Urrutia, Nelson, CPAs & Associates, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any regulators or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mann, Urrutia, Nelson, CPAs & Associates, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit approximately in September 2020 and to issue our reports no later than December 2020. Justin Williams is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$16,000 and \$1,500 for the SCO Report. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client (Kensington Fire Protection District) and accountant (Mann, Urrutia, Nelson CPAs & Associates, LLP) both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by mediation in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to Kensington Fire Protection District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Mann, Urrutia, Nelson, CPAs & Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of Kensington Fire Protection District.

Management signature: _____

Title: _____

Date: _____



**REGIONAL
GOVERNMENT
SERVICES**

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: March 11, 2020

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

AGENDA ITEM: Presentation on the Kensington Fire Protection District's FY 2019
Audit

Recommendation:

- 1) Review Draft Audit and accept as Final the Kensington Fire Protection District 2019 - Financial statements

Background and Discussion:

RGS was not involved in the preparation or review of these financial statements. The District's former CPA, Deborah Russel, remained with the district to assist in the completion of these documents.

RGS clarified the management recommendation. In plain language the Mechanics Bank statement was reconciled on June 28, 2019. There were a few transactions that occurred before the end of June. MUN highlighted the importance of conducting reconciliation for the end of the period, particularly for year-end close.

Fiscal Impact: None.

SUMMARY OF AUDIT RESULTS

KENSINGTON FIRE PROTECTION DISTRICT
YEAR ENDED JUNE 30, 2019

PRESENTER

BILAL MALIK, SENIOR ASSOCIATE
MANN, URRUTIA, NELSON, CPAs & ASSOCIATES, LLP



OVERVIEW

- **Audit Process and Audit Results of Kensington Fire Protection District as of and for the year ended June 30, 2019.**

AUDIT PROCESS

- **Audit of Financial Statements of Kensington Fire Protection District for the year ended June 30, 2019.**
- **Financial Statements – Responsibility of Management**
- **Auditor – Form Opinion on Financial Statements**

AUDIT PROCESS

- **Onsite Fieldwork- September 2019**
 - **Planning- risk assessment, board minutes review, management inquiry**
 - **Internal control process testing**
 - **Testing of Year-End Balances and Activity**
 - **Cut off testing**
 - **Confirmation of balances**
 - **Analytical review procedures**
 - **Detail transaction testing**
 - **Financial Statements**

AUDIT PROCESS

- **Reporting Results of the Audit**
 - **Audit Opinion- Independent Auditor's Report**
 - **Government Auditing Standards Report**
 - **Communication with Those Charged with Governance**
 - **Management Report**

AUDIT RESULTS

- **Independent Auditor's Report**
 - **Types of Opinions- Unmodified, Qualified, Adverse or Disclaimer.**
 - **Kensington Fire Protection District- Unmodified Opinion**
 - **"Clean" Audit Opinion**

AUDIT RESULTS

- **Government Auditing Standards Report**
 - **No Material Weaknesses**
 - **No Compliance Exceptions**
 - **No Significant Deficiencies**

AUDIT RESULTS

- **Communication with Those Charged with Governance- SAS 114**
 - **Accounting Policies and Estimates**
 - **Depreciation, OPEB Asset**
 - **No difficulties or disagreements with management**
 - **Audit Adjustments**
 - **No Audit Adjustments**

AUDIT RESULTS

- **Management letter**
 - **Noted the bank reconciliation was being performed as of the bank statement date, and not the period end date.**

CONCLUSION- SUMMARY

- **Unmodified Opinion**
- **No Compliance Exceptions**
- **No Material Weaknesses**
- **No Significant Deficiencies**
- **No Current Year Audit Adjustments**
- **1 Management Letter Comment**

QUESTIONS?

MANN, URRUTIA, NELSON, CPAs & ASSOCIATES, LLP

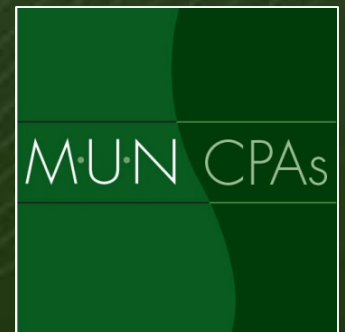
1760 CREEKSIDE OAKS DRIVE, SUITE 160

SACRAMENTO, CALIFORNIA 95833

T. 916.929.0540 F. 916.929.0541

E. BMM@MUNCPAS.COM

WWW.MUNCPAS.COM



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

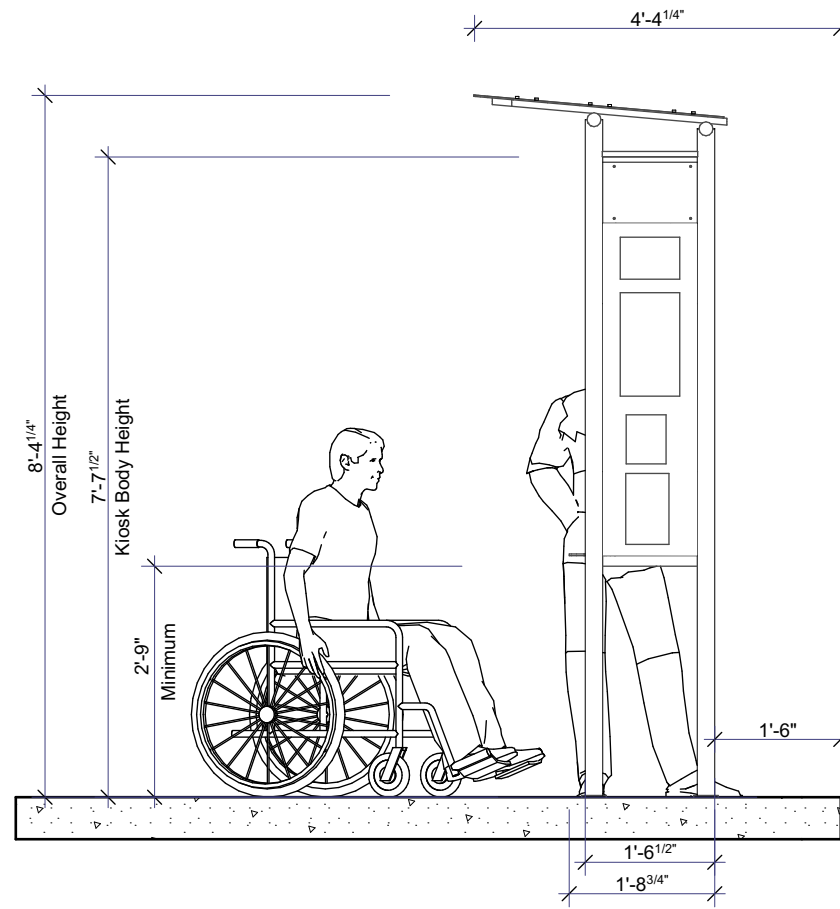
Body Covering

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

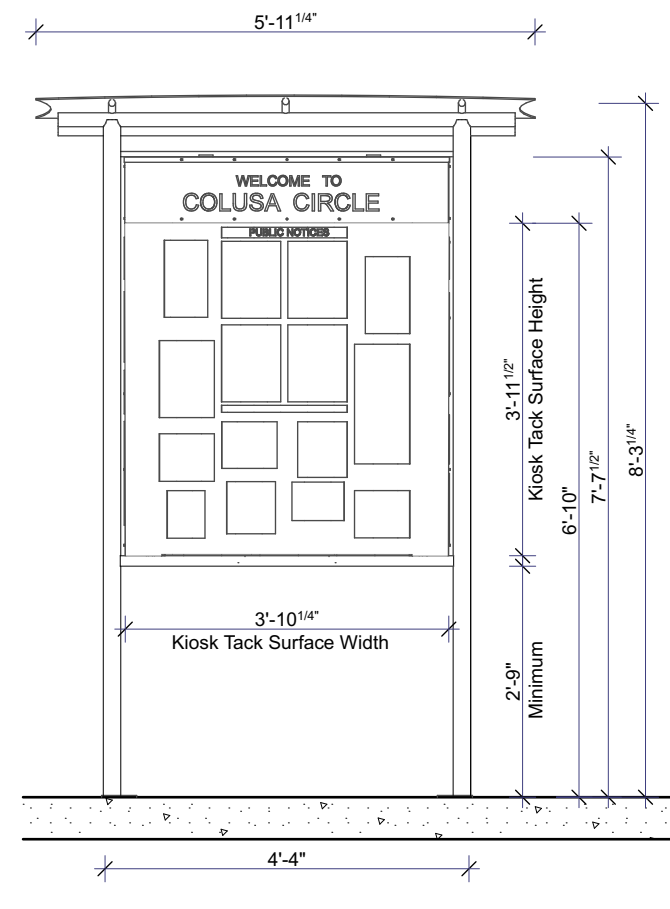
Painting	
Frame – Powder coat	\$750
Sheet Metal panels	\$300
Signage	
Graphic	\$500
Removable Disc with tree logo	\$250
Delivery	\$200
Installation	\$500
Encroachment fee	\$300
Removal and resetting of “No Parking” sign	\$500
Design Services	\$2,500
	<hr/>
	\$12,050

Funds Requested from KFPD:

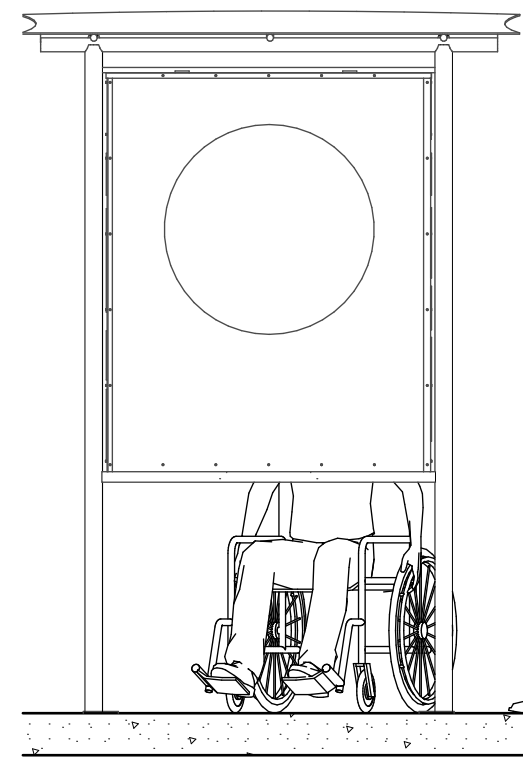
KIC respectfully requests \$4,000 for the construction of the kiosk. Please note that the county will issue the encroachment permit when the kiosk is fabricated and ready for installation.



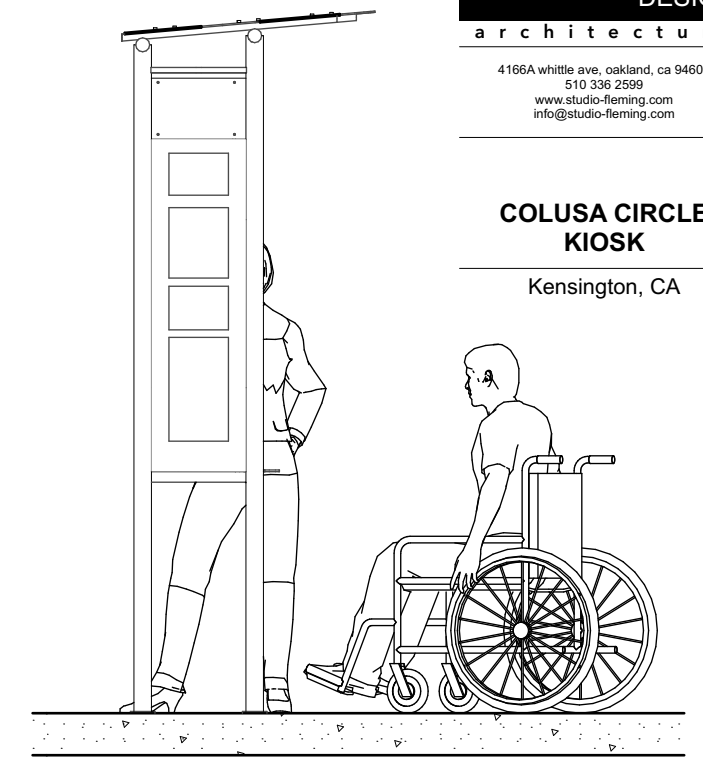
South Elevation - Sidewalk Looking North



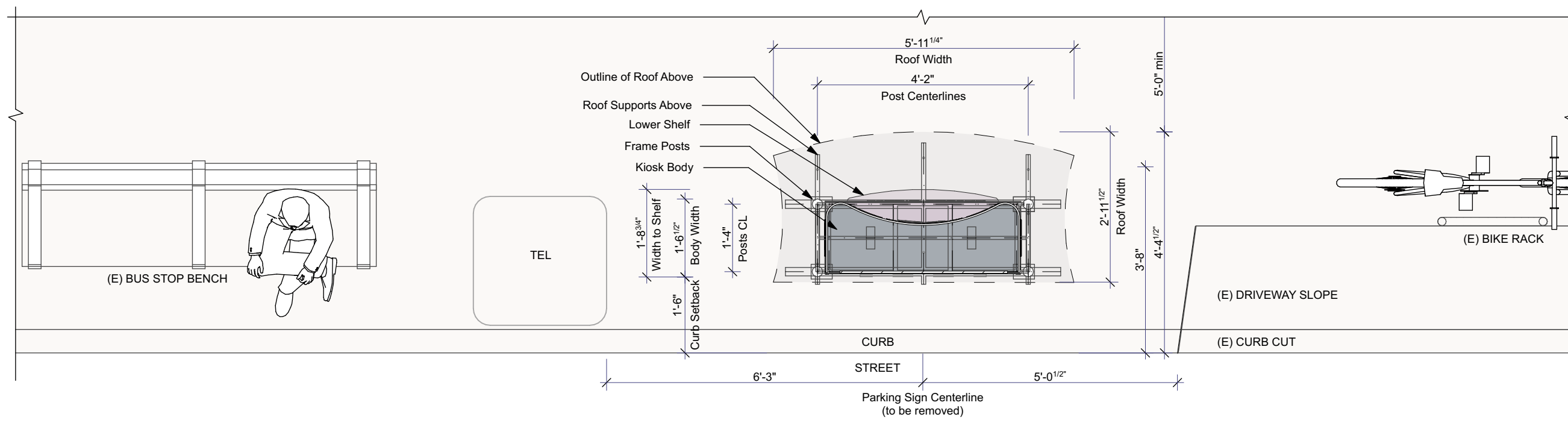
Front Elevation- Sidewalk View



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

COLUSA CIRCLE
KIOSK

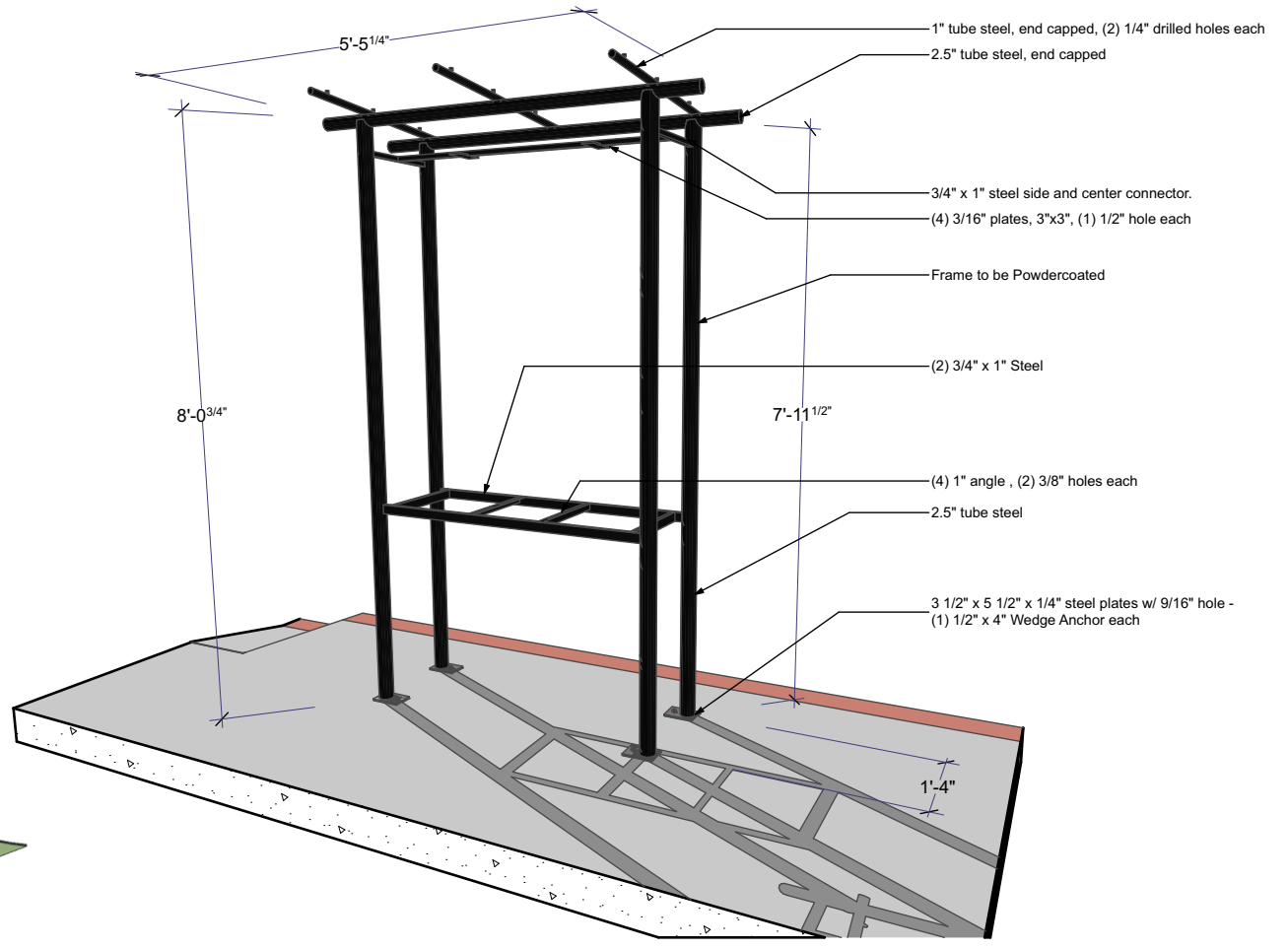
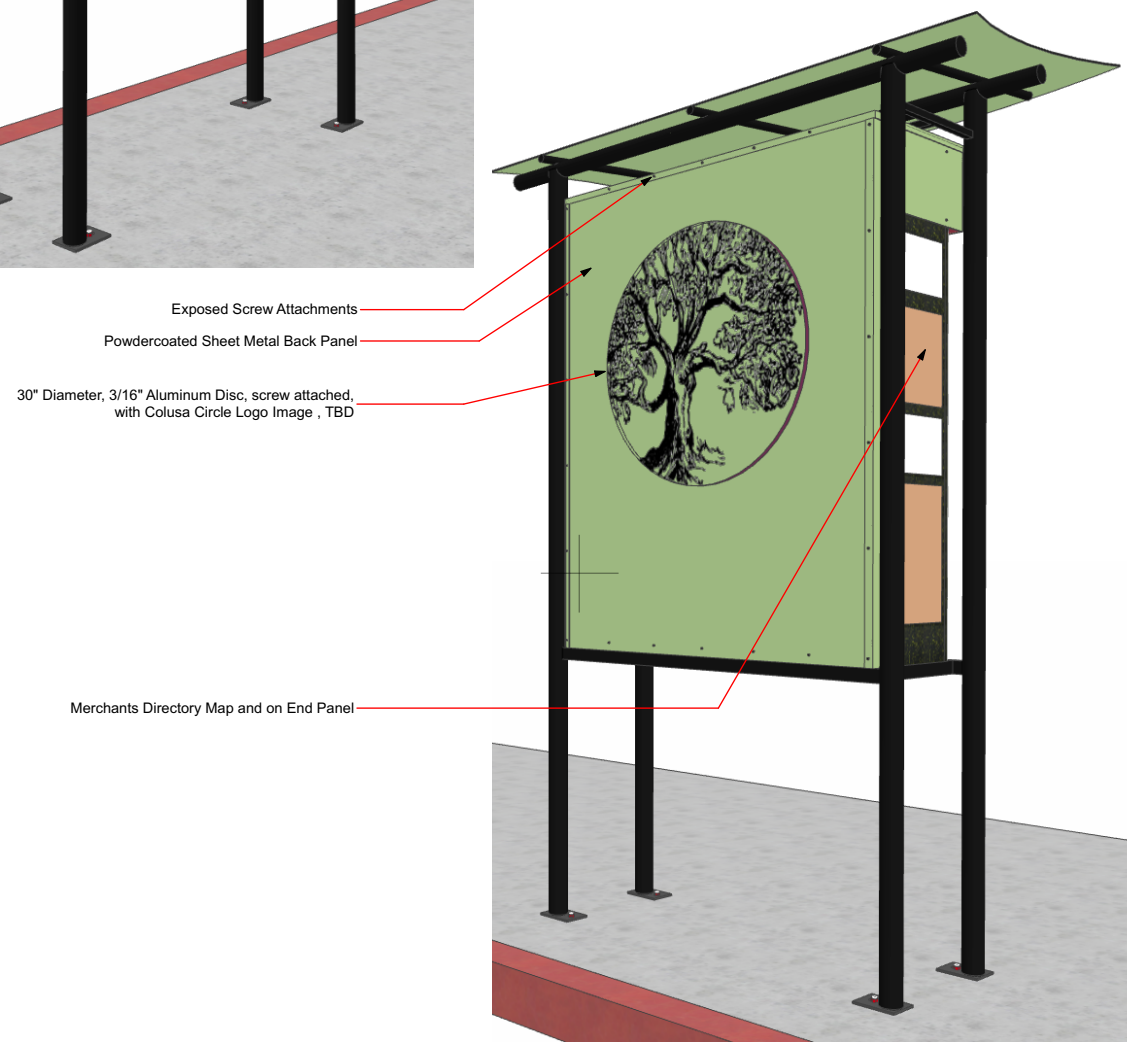
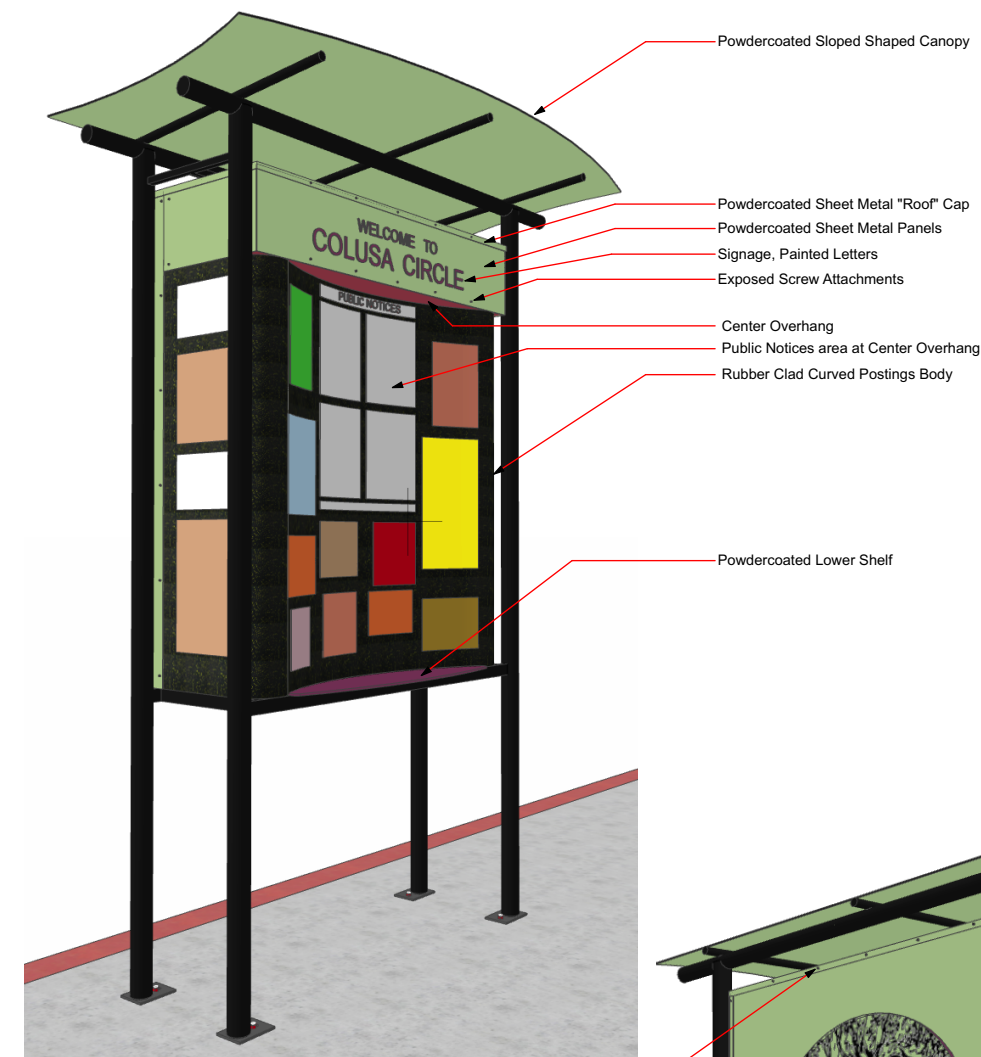
Kensington, CA

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

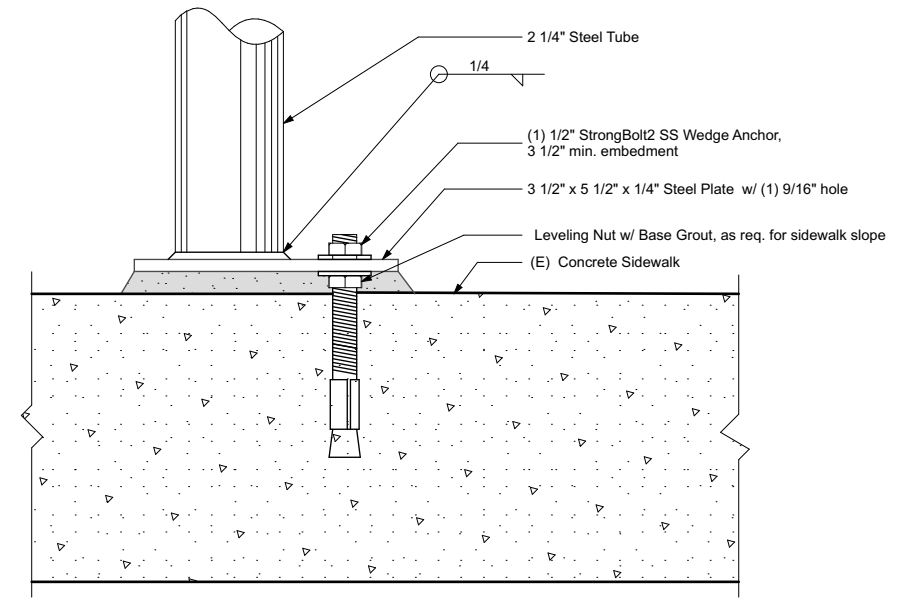
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Street Elevation



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



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

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Sidewalk Looking North

South Elevation

PROPOSAL TO SUPPLY EMERGENCY RADIOS TO KENSINGTON CITIZENS

Motion: The KFPD will offer emergency radios to its citizens under a voluntary contribution program.

Rationale: Many communities from Alaska to Alabama have provided emergency radios to their citizens to help them in case of disasters when electrical power, cell towers, and other facilities fail to work. In the Bay Area, even during PG&E's PSPS events, a significant number of cell towers failed after a few hours. With power down, modems and routers don't work and so there is no internet, and also no internet-based phones. In our recent fire season this became an actual crisis for many citizens who could get no outside information, and this also applied to the people in Paradise, Napa, and Sonoma. The more citizens who have emergency radios, the better informed they will be.

Critically, many Kensington residents are on limited incomes and (or) are not highly mobile or technologically savvy. These are our most vulnerable residents. Supplying them radios is not enough but at least they can have the opportunity to be informed in case of emergency.

What is an emergency radio? It has several sources of power apart from AC current (Li-ion batteries, AA batteries, hand crank, solar panel). It receives AM and FM bands and also NOAA emergency warnings. With several sources of power it is unlikely to be useless when disaster hits, and even works well as a daily radio source in the absence of emergency (through its AC power source). Some radios have an option to turn themselves on automatically and sound an alarm when there is an emergency, so people can know to tune into the relevant stations.

We propose to provide these radios along with an AC-USB adapter for charging, and full, clear, basic instructions for setting up and using the radios. We can also provide some limited personal support for residents who may not be able to follow all the instructions.

Decision tree.

1. The Board can decide to pursue or not pursue the following program (with amendments as needed). However, information about emergency radios (and power sources) can still be disseminated to Kensington residents if no purchase program is approved. Will the Board content itself with providing information or elect to offer a program to help supply radios to the public? If the former, end discussion. If the latter, go to step 2.

2. Choice of radios. Several models were considered by the EPC. One, available for about \$30 including batteries, has five sources of power, flashlight and reading light, and a personal siren in case of being trapped. It does not have an option to turn itself on automatically. A second model has four sources of power (Li-ion, hand crank, solar, and AC, but not AA batteries), no siren or reading light, but it turns itself on automatically (when set) for NOAA emergencies, which now also include MyQuake warnings. This retails for about \$50. The EPC discussions

were highly in favor of this model despite the higher cost. The Board may elect to agree or not with the EPC's discussion. If a type of radio is selected, proceed to step 3.

3. Gauging interest. The district should use email, NextDoor, other social media, and possibly a postcard campaign to explain briefly the radios and the proposed program to supply them, and ask for responses of interest. (An email address at kensingtonfire.org can be generated.) A minimum pilot program should comprise around 500 radios, so there should be about that number of responses before proceeding. (There are about 4500 households in Kensington.)

4. If the program proceeds, residents who have expressed interest will have a radio ordered for them; additional radios can be ordered. Residents will be advised that the radios will be available at the PSB on a given date and time, distributed by EPC members. Donations will be solicited by cash and check, but will not be required. Identification will be required. Residents may obtain radios for housebound people by advance arrangement.

The cost to the board would be approximately 500 radios x \$50 (considering discount, tax, shipping, and AC adaptor), or \$25,000, offset by contributions from people receiving radios, for an unknown revenue (but hopefully at least 50%). If the program is successful and sold out, a second wave can be considered.



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: March 11, 2020

SUBMITTED BY: Glenn Lazof, Transitional Adviser, Regional Government Services

AGENDA ITEM: Approve Extension of Contract with Regional Government Services Contract to \$285,000.

RECOMMENDED ACTION

- 1) Approve Contract Extension with Regional Government Services (RGS) to \$285,000.

BACKGROUND AND DISCUSSION

The District Board of Directors authorized the President to execute a contract with Regional Government Services at the November 13 meeting. Funding was approved for this purpose a budget amendment at the December 11 meeting. A contract extension was approved January 8, bringing the contract to a maximum of \$101,000

The original contract budget was projected to provide services for a three-month period, beginning on October 23, one week before the departure of the former District Manager. Also, at that time it was believed that the services provided by the District's contract CPA would continue until December 31. Subsequently, it was learned that the CPA desired to only complete the audited financial statements for Fiscal Year 2018-19. However, the CPA was amenable to training RGS staff and these ongoing duties have now been transitioned to RGS.

Initially RGS was retained to provide services formerly provided by the District Manager and CPA, under the direction of the Board President, the executive authority of the District. RGS began an operational assessment of ongoing staffing and organizational options for the District which was presented to the Board at the December 11 meeting.

The recommended contract maximum assumes the current pace at which funds are expended for 6 months through August. Six months is reasonably feasible for the

recruitment of a General Manager, contract negotiations in accordance with AB 1344, and adequate notice. Should the District hire staff sooner contract funds need not be expended.

RGS will continue to engage the Board President to ensure that the efforts expended reflect the needs and priorities of the District and to identify possible savings and efficiencies. Primarily, this will entail identifying tasks that can be postponed for our successors.

The current NTE was exceeded approximately during the last week of February.

FISCAL IMPACT

Funds required for the recommended contract, projected through June are reflected in the Mid-year budget proposal. If a lesser amount is approved, the appropriation will be unspent.

ALTERNATIVES TO RECOMMENDED OPTION

Alternative Option 1: The District could approve an increase of \$12,000 which should cover services through this meeting. The District would need to have an alternative plan in place, this option is primarily for illustrative purposes only.

Alternative Option 2: The District may opt for a smaller increase in the contract. If RGS services are still desired another extension would be brought before the board. This option gives the District greater control, but is not administratively efficient.



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: March 11, 2020

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

AGENDA ITEM: Kensington Fire Protection District mid-year budget revisions

Recommended Motion: Approve Mid-year Budget Revisions as shown in attached table, RGS Proposed, as the Board may revise.

Background and Discussion:

RGS initially proposed revisions to the Finance Committee. These were revised following committee input, but remain RGS recommendations.

Income

The most significant revenue reduction is Salary Reimbursement, this reflects that the former District Manager was on the payroll for only four months, thus reducing the revenue derived from the Fire Departments share. This is offset by savings in personnel costs as shown in the Staff Expense section just below revenue.

Expenditures:

The RGS Line item reflects a substantial increase of \$125,000. At the time of this writing neither our recommendation nor the final approved amount is known. This is on the agenda at the upcoming board meeting. The amount shown assumes a worst-case scenario of expenditures at the current rate, continuing until June 30. This amount will be adjusted in accordance with board actions taken at this meeting March 11.

The fire contract analysis is described in greater detail in the following report and table. RGS proposes an increase of \$161,512 in the Fire Contract appropriation based on expenditures made by December 31, 2019.

The grant writer line item is recommended for reduction. Given the transition and current workload, RGS feels it is unlikely that such a program will begin this fiscal year. Funds will be recommended in FY 2021 budget.

Legal Fees are recommended for an increase of \$33,600. The methodology employed in this reduction was a straight-line projection based on expenditures for the first half of the year.

The funding for water system improvements is proposed for elimination for this fiscal year. RGS is not aware of any initiative that would indicate this will occur. Funds will be re-appropriated in FY 2021.

\$19,250 in reductions are proposed in community service activities. Some are reduced based on lack of expenditures at Mid-year, others reflect an expectation that programs will scale back or be paused during this transition year.

The title of the line item, Community Center Alarm, is recommended to be changed to Community Center Contribution.

Contingency (\$25,000) has been recommended for elimination. The District has no policies in place that restrict the use of the contingency line item at this time.

Fiscal Impact: The result of all proposed changes is a potential reduction in net income of \$231,934. The increase in end of year cash could be reduced to \$535,332.

FY 2020 Midyear Review

	Revised Total	Jul - Dec 19	Available	% of Budget	IS Recommendation	Change	% Change
Income							
Property Taxes	4,271,290	4,263,164	8,126	100%	4,263,164	-8,126	0%
Special Taxes	200,450	200,653	-203	100%	200,450	0	0%
Other Tax Income	25,250	162	25,088	1%	25,250	0	0%
Lease Agreement	36,603	12,201.00	24,402	33%	36,603	0	0%
Interest Income	120,000	53,853.85	66,146	45%	120,000	0	0%
Salary Reimbursement Agreement	66,685	22,761	43,924	34%	34,000	-32,684	-49%
Salary Reimb Agreement Recon(s)	400	200	200	50%	400	0	0%
Grant Revenue	0	0	0	0%	0	0	0%
Miscellaneous Income	0	1,610	-1,610	1	0	0	0
Total Income	4,720,677	4,554,604	166,073	96%	4,679,867	-40,810	-1%
Expense							
Staff							
Wages	63,834	33,278	30,556	52.13%	33,278	-30,556	-47.87%
Longevity Pay	1,000	1,000	0	100.0%	1,000	0	0.0%
Overtime Wages	2,500	5,327	-2,827	213.1%	5,327	2,827	113.1%
Vacation Wages	608	15,714	-15,106	2,585.36%	15,714	15,106	2,485.36%
Medical/dental ins compensation	11,760	3,920	7,840	33.33%	3,920	-7,840	-66.67%
Retirement Contribution	7,587	2,529	5,058	33.33%	2,529	-5,058	-66.67%
Payroll Taxes	8,919	4,202	4,717	47.11%	4,202	-4,717	-52.89%
Workers Compensation/Life Ins	1,935	1,498	438	77.39%	1,498	-438	-22.61%
Payroll Processing	1,730	617	1,113	0	617	-1,113	-64.34%
Total Staff	99,873	68,085	31,789	1	68,085	-31,789	-32%
RETIREE MEDICAL BENEFITS							
PERS Medical	0	0	0	0.0%	0	0	0.0%
Delta Dental	0	0	0	0.0%	0	0	0.0%
Vision Care	0	0	0	0.0%	0	0	0.0%
CalPERS Settlement	0	0	0	0.0%	0	0	0.0%
Total RETIREE MEDICAL BENEFITS	0	0	0	0.0%	0	0	0.0%
OUTSIDE PROFESSIONAL SERVICES							
Accounting	5,500	3,140	2,360	57.09%	4,000	-1,500	-27.27%
Actuarial Valuation	2,900	2,900	0	100.0%	2,900	0	0.0%
Audit	16,000	15,000	1,000	93.75%	16,000	0	0.0%
Contra Costa County Expenses	37,630	2,728	34,902	7.25%	37,630	0	0.0%
EI Cerrito Contract Fee	3,032,488	1,516,244	1,516,244	50.0%	3,194,000	161,512	5.33%
EI Cerrito Reconciliation(s)	137,000	68,500	68,500	50.0%	137,000	-0	-0.0%
Information Technology	8,500	0	8,500	0.0%	15,100	6,600	77.65%
Fire Abatement Contract	11,250	0	11,250	0.0%	11,250	0	0.0%
Fire Engineer Plan Review	2,000	699	1,301	34.93%	2,000	0	0.0%
RGS Contract	101,000	28,985	72,016	28.7%	226,000	125,000	123.76%
Grant Writer/Coordinator	50,000	0	50,000	0.0%	0	-50,000	-100.0%
Risk Management Insurance	14,000	12,561	1,439	89.72%	14,000	0	0.0%
LAFCO Fees	2,450	2,548	-98	104.01%	2,550	100	4.09%
Legal Fees	20,000	26,812	-6,812	134.06%	53,600	33,600	168.0%
Polygon Study	10,000	5,000	5,000	50.0%	10,000	0	0.0%
RFP Consultant	15,000	0	15,000	0.0%	15,000	0	0.0%
Traffic Study	20,000	2,100	17,900	10.5%	20,000	0	0.0%
Water System Improvements	20,000	0	20,000	0.0%	0	-20,000	-100.0%
Website Development/Maintenance	2,520	1,028	1,492	40.79%	2,520	0	0.0%
Wildland Vegetation Mgmt	10,000	6,300	450	63.0%	12,600	2,600	26.0%
Total OUTSIDE PROFESSIONAL SERVICES	3,518,238	1,694,544	1,823,694	48.17%	3,776,150	257,912	7.33%
COMMUNITY SERVICE ACTIVITIES							
Public Education	35,000	8,886	26,114	25.39%	27,000	-8,000	-22.86%
Comm. Pharmaceutical Drop-Off	2,500	0	2,500	0.0%	2,500	0	0.0%
Vial of Life Program	0	0	0	0.0%	0	0	0.0%
CERT Emerg Kits/Sheds/Prepared	15,000	0	15,000	0.0%	3,500	-11,500	-76.67%

Open Houses	500	903	-403	180.55%	1,800	1,300	260.0%
Community Shredder	2,750	1,619	1,131	58.89%	3,200	450	16.36%
DFSC Matching Grants	24,000	0	24,000	0.0%	24,000	0	0.0%
Firesafe Planting Grants	3,000	0	3,000	0.0%	3,000	0	0.0%
Demonstration Garden	0	0	0	0.0%	0	0	0.0%
Community Sandbags	3,000	0	3,000	0.0%	1,500	-1,500	-50.0%
Volunteer Appreciation	1,500	0	1,500	0.0%	1,500	0	0.0%
Community Center Contribution	35,000	0	35,000	0.0%	35,000	0	0.0%
Total COMMUNITY SERVICE ACTIVITIES	122,250	11,408	110,842	9.33%	103,000	-19,250	-15.75%
DISTRICT ACTIVITIES							
Professional Development	5,000	3,740	1,260	74.79%	7,500	2,500	50.01%
Office	0		0				
Office Expense	3,000	821	2,179	27.35%	2,900	-100	-3.33%
Office Supplies	2,350	1,377	973	58.58%	2,800	450	19.15%
Telephone	7,000	4,183	2,817	59.76%	8,200	1,200	17.14%
Office - Other	0	55	-55	100.0%	100	100	NA
Total Office	12,350	6,435	5,915	52.11%	14,000	1,650	13.36%
Election		0	0	0.0%	0	0	0.0%
Firefighter's Apparel & PPE	750	0	750	0.0%	750	0	0.0%
Firefighters' Expenses	10,000	31	9,969	0.31%	5,000	-5,000	-50.0%
Staff Appreciation	1,750	1,017	733	58.12%	1,750	0	0.0%
Memberships	7,600	7,727	-127	101.67%	11,000	3,400	44.74%
Building Maintenance	0						
Needs Assess/Feasibility Study	115,000	41,246	73,754	35.87%	115,000	0	0.0%
Gardening service	3,200	650	2,550	20.31%	2,000	-1,200	-37.5%
Building alarm	1,500	115	1,385	7.67%	800	-700	-46.67%
Medical Waste Disposal	5,500	3,893	1,607	70.79%	8,000	2,500	45.45%
Janitorial Service	1,500	630	870	42.0%	1,500	0	0.0%
Miscellaneous Maint.	13,000	8,591	4,409	66.09%	17,000	4,000	30.77%
Total Building Maintenance	139,700	55,126	84,574	39.46%	144,300	4,600	3.29%
Building Utilities/Service							
Gas and Electric	8,500	5,311	3,189	62.48%	10,600	2,100	24.71%
Water/Sewer	2,400	1,083	1,317	45.12%	2,400	0	0.0%
Total Building Utilities/Service	10,900	6,393	4,507	59%	13,000	2,100	19%
Total DISTRICT ACTIVITIES	188,050	80,470	107,580	0	197,300	9,250	5%
Contingency							
General		0	0	0.0%			
Contingency - Other	25,000	1,768	23,233	7.07%	0	-25,000	-100.0%
Total Contingency	25,000	1,768	23,233	7.07%	0	-25,000	
Total Expense	3,953,411	1,856,274	2,097,137	46.95%	4,144,535	191,123	4.83%
	767,266	2,698,330	-1,931,064	351.68%	535,332	-231,934	-30.23%
	767,266	2,698,330	-1,931,064	351.68%	535,332	-231,934	-30.23%



REGIONAL GOVERNMENT SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: March 11, 2020

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

AGENDA ITEM: Kensington Fire Protection District mid-year budget revisions - Fire
Contract

The line items projected to exceed estimates at the beginning of the year are mostly in Salary and Benefits, however it is also where the largest offsets lie:

Overtime - Straight line projection exceeds \$199,000 over budget. It is expected that overtime will level off considerably during the second half of the year, therefore this projection is conservative.

Lack of Salary Savings accounts for a \$182,000 projected budget overage, however there are in fact even greater actual savings in the Salary account.

PERS is projected conservatively, because the unfunded liability is paid for up front actual expenditures will likely be much closer to budget.

FISCAL IMPACT:

See Fire Contract Line item in accompanying report.

LINE ITEM DETAIL BUDGET EXPENDI

City of EL Cerrito 101 GENERAL FUND

RGS Review RGS Projection Over (under)

	Proposed Budget FY19-20		Adopted Contract Fee	Mid-Year Review			Over (under) Budget	
5100 SALARIES & BENEFITS								
51110	Salaries	\$5,249,744	27.75%	1,456,804	\$2,279,708	\$632,806	\$1,265,612	<i>(\$191,192)</i>
51130	Temporary/Part-time Salaries	\$1,560.00	27.75%	433	\$1,350	\$375 \$	749	<i>\$316</i>
51140	Overtime Pay	\$700,000.00	27.75%	194,250	\$709,315	\$196,835 \$	393,670	<i>\$199,420</i>
51145	FLSA Overtime pay	\$98,800.00	27.75%	27,417	\$49,458	\$13,725 \$	27,449	<i>\$32</i>
51146	Non Suppression Overtime pay	\$87,360.00	27.75%	24,242	\$26,375	\$7,319 \$	14,638	<i>(\$9,604)</i>
51150	Special Pay	\$0.00	27.75%		\$0	\$0 \$	-	<i>\$0</i>
51210	PERS Contributions	\$2,467,586.00	27.75%	684,755	\$1,295,468	\$359,492 \$	718,985	<i>\$34,230</i>
51220	FICA/MEDICARE	\$76,005.00	27.75%	21,091	\$47,369	\$13,145 \$	26,290	<i>\$5,198</i>
51230	Benefits & Insurance	\$1,052,346.00	27.75%	292,026	\$558,603	\$155,012 \$	310,025	<i>\$17,999</i>
51240	Workers Compensation	\$199,245.00	27.75%	55,290	\$204,706	\$56,806 \$	56,806	<i>\$1,516</i>
51990	Salary Savings	<i>(\$657,359.00)</i>	27.75%	<i>(182,417)</i>	\$0	\$0 \$	-	<i>\$182,417</i>
	TOTAL	\$9,275,287.00		2,573,892	\$2,891,295	\$1,435,515 \$	2,814,224	\$240,332
5200 PROFESSIONAL SERVICES								
						\$0 \$	-	<i>\$0</i>
					\$16,307	\$5,435 \$	10,870	<i>(\$7,461)</i>
52190	Misc Professional Services	\$55,000.00	33.33%	18,332				
52220	Medical Services	\$15,450.00	33.33%	5,149	\$2,435	\$812 \$	1,623	<i>(\$3,526)</i>
52230	Other Technical Services	\$13,500.00	33.33%	4,500	\$364	\$121 \$	243	<i>(\$4,257)</i>
	TOTAL	\$83,950.00		23,481	\$19,106	\$6,368 \$	12,736	<i>(\$10,745)</i>
5300 PROPERTY SERVICES								
53110	Utilities	\$16,004.00	0.00%		\$7,718	\$0 \$	-	<i>\$0</i>
53230	Building Maintenance Services	\$20,000.00	33.33%	6,666	\$20,870	\$6,956 \$	13,912	<i>\$7,246</i>
53240	Landscape/Park Maint Svcs	\$35,000.00	0.00%		\$113,850	\$0 \$	-	<i>\$0</i>
53250	Vehicle/Equip Maint Svcs	\$97,850.00	25.00%	24,463	\$53,561	\$13,390 \$	26,781	<i>\$2,318</i>
53290	Misc R&M Svcs	\$220,000.00	33.33%	73,326	\$67,783	\$22,592 \$	45,184	<i>(\$28,142)</i>
53320	Vehicle & Equip Lease	\$0.00	0.00%		\$0	\$0 \$	-	<i>\$0</i>
						\$12,101 \$	24,202	<i>(\$7,218)</i>
53330	Vehic Replcmt Rental Charge	\$166,860.00	18.83%	31,420	\$64,265			
53910	Solid Waste Services	\$8,240.00	33.33%	2,746	\$4,729	\$1,576 \$	3,153	<i>\$406</i>
	TOTAL	\$563,954.00		138,621	\$332,777	\$56,616 \$	113,231	<i>(\$25,389)</i>
5400 OTHER SERVICES								
54210	Telephone Expenses	\$17,510.00	20.00%	3,502	\$7,088	\$1,418 \$	2,835	<i>(\$667)</i>
54220	Mobile/wireless Expenses	\$17,510.00	20.00%	3,502	\$10,110	\$2,022 \$	4,044	<i>\$542</i>
54310	Legal Notices & Advertisements	\$6,180.00	25.00%	1,545	\$28	\$7 \$	14	<i>(\$1,531)</i>
54410	Printing and Binding	\$6,180.00	25.00%	1,545	\$5,359	\$1,340 \$	2,679	<i>\$1,134</i>
54610	Travel & Training	\$40,000.00	25.00%	10,000	\$15,135	\$3,784 \$	7,568	<i>(\$2,432)</i>
54910	Dues & Subscriptions	\$14,420.00	25.00%	3,605	\$6,472	\$1,618 \$	3,236	<i>(\$369)</i>
54990	Other Administrative Services	\$20,600.00	25.00%	5,150	\$1,434	\$359 \$	717	<i>(\$4,433)</i>
	TOTAL	\$122,400.00		28,849	\$45,625	\$10,546 \$	21,093	<i>(\$7,756)</i>
5500 SUPPLIES								
55110	General Office Supplies	\$6,180.00	25.00%	1,545	\$1,898	\$474 \$	949	<i>(\$596)</i>
55120	Postage & Delivery	\$1,030.00	25.00%	258	\$1,472	\$368 \$	736	<i>\$479</i>
55130	Photocopying Charges	\$3,090.00	25.00%	773	\$107	\$27 \$	53	<i>(\$719)</i>
55210	Fuel	\$41,200.00	27.00%	11,124	\$10,676	\$7,883 \$	5,765	<i>(\$5,359)</i>
55230	Medical Supplies	\$25,000.00	30.00%	7,500	\$12,367	\$3,710 \$	7,420	<i>(\$80)</i>
55240	Clothing & Uniform Supplies	\$36,050.00	33.33%	12,015	\$11,806	\$3,935 \$	7,870	<i>(\$4,146)</i>
55250	Vehicle & Equipmt Supplies	\$0.00	25.00%		\$0	\$0 \$	-	<i>\$0</i>

55290	Other Operating Supplies	\$10,300.00	25.00%	2,575	\$1,895	\$474	\$	947	(\$1,628)
55520	Building Supplies	\$7,000.00	25.00%	1,750	\$2,720	\$680	\$	1,360	(\$390)
	TOTAL	\$129,850.00		35,737	\$42,940	\$12,550	\$	25,100	(\$10,636)
5600	CAPITAL OUTLAY								
56310	Improvements, Not Buildings	\$25,750.00	0.00%		\$7,929	\$0	\$	-	\$0
56410	Office Equipment <\$10K	\$3,090.00	0.00%		\$1,695	\$0	\$	-	\$0
56710	Other Equipment < \$10K	\$20,600.00	0.00%		\$3,022	\$0	\$	-	\$0
56720	Other Equipment > \$10K	\$0.00	0.00%		\$0	\$0	\$	-	\$0
	TOTAL	\$49,440.00			\$12,647	\$0	\$	-	\$0
5800	OTHER CHARGES								
58220	Licenses & Permits	\$1,030.00	25.00%	258	\$1,236	\$309	\$	618	\$361
	TOTAL	\$1,030.00		258	\$1,236	\$309	\$	618	\$361
	GRAND TOTAL	\$10,225,911		2,800,837	\$5,626,683	\$1,521,905	\$	\$2,987,003	\$278,611
	OVERHEAD CHARGES (9% of	\$834,776		231,650	\$465,512	\$129,196	\$	\$253,280	\$21,630
	TOTAL COMPENSATION COST	\$136,564		(68,282)	-\$45,521	-\$22,761	\$	(\$34,042)	\$34,240
	UNRECONCILED CONTRACT AMOUNT			2,964,206		\$0	\$	\$3,206,241	\$334,480
	RECONCILIATION 2017-2018 FY BUDGET TO ACTUAL			124,527		\$124,527	\$	\$124,527	\$0
	COMPENSATION COST								
	SHARE RECONCILIATION								
	FY 2017-2018 BUDGET TO								
	ACTUAL			(19)		-\$19	\$	(\$19)	
	PROPOSED EC CONTRACT FEE FY 2019-2020			3,088,713		\$1,752,848	\$	\$3,330,749	

RESOLUTION NO. 20-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
KENSINGTON FIRE PROTECTION DISTRICT
DESIGNATING PERSONS AUTHORIZED TO SIGN AND ACT ON
MATTERS RELATED TO MECHANICS BANK**

RECITALS

WHEREAS the Kensington Fire Protection District (“District”) has selected Mechanics Bank as its banking institution and has established accounts therein; and

WHEREAS the District desires to designate the persons authorized to sign and act on behalf of the District on matters related to Mechanics Bank and to revoke all prior authorizations; and

WHEREAS the District desires to authorize the members of the District Finance Committee, as may be appointed from time to time, as such persons who may sign and act on behalf of the District on matters related to Mechanics Bank; and

WHEREAS the District further desires to authorize the General Manager of the District, as may be appointed from time to time, as a person who may sign and act on behalf of the District on matters related to Mechanics Bank; and

WHEREAS such authorization requires the submission of a Mechanics Bank Association Banking Resolution, attached hereto and incorporated herein (“Banking Resolution”) that is signed on behalf of the District, as well as a letter requesting all prior authorizations be revoked; and

WHEREAS the District desires to authorize the District Board Secretary to submit such a letter and to sign and submit the Banking Resolution; and

WHEREAS the District further desires to authorize future changes to its banking authorizations as the members of the Finance Committee and the individual appointed as General Manager change from time to time.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District hereby designates the members of the District Finance Committee as such persons authorized to sign and act on behalf of the District on matters related to Mechanics Bank. The Board of Director also authorizes the person appointed at a future date to the position of General Manager of the District to sign and act on behalf of the District on matters related to Mechanics Bank.

BE IT FURTHER RESOLVED that the Board of Directors of the Kensington Fire Protection District hereby approves the Mechanics Bank Association Banking Resolution attached hereto and authorizes the Board Secretary to sign such resolution and submit it to Mechanics Bank on behalf of the District. The District Board Secretary is further authorized to submit a letter to Mechanics Bank revoking all prior authorizations of the District.

BE IT FURTHER RESOLVED that the District Board Secretary, as may be appointed from time to time, is hereby authorized to update the persons authorized to sign and act on behalf of the District on matters related to Mechanics Bank to reflect the members of the District Finance Committee and the General Manager, as those positions may change from time to time, and to submit such documentation, including letters revoking prior authorizations and association banking resolutions, as may be necessary.

* * * * *

PASSED, APPROVED AND ADOPTED this 11th day of March, 2020,
by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Julie Stein
President, Board of Directors

ATTEST:

APPROVED AS TO FORM

Laurence Nagel
Board Secretary

John Bakker
General Counsel

ASSOCIATION BANKING RESOLUTION

KENSINGTON FIRE PROTECTION DISTRICT

I certify that I am the Secretary of the _____, an Unincorporated Association organized under the laws of the state of CALIFORNIA ("Organization"). I also certify that a meeting of the Organization's Board of Directors (or Organizers) held on _____ at which a quorum was present and acting throughout, the following resolutions were adopted and are now in full effect.

AUTHORITY TO SIGN AND ACT FOR THE ORGANIZATION
(Cross out any of the below acts that the designated officers are not authorized to perform.)

It is resolved that the officers now or subsequently holding the positions named below are individually authorized in the name of and on behalf of the Organization, to:

- Establish any banking accounts and services.
- Sign, or change in writing, any agreement with Bank regarding Organization's banking deposit relationship, including the use of automated teller services.
- Specify in writing to Bank the individuals who are authorized, in the name of and on behalf of Organization to:
 - Withdraw funds from any of Organization's banking accounts on Organization's checks or orders, subject to any multiple signature requirements, as set forth in a separate agreement between Organization and Bank.
 - Individually use an automated teller card to access any of Organization's deposit accounts, regardless of any multiple signature requirements otherwise applicable to the accounts.
 - Endorse and deliver to Bank, for any purpose, and in any amount, negotiable or non-negotiable commercial paper of any kind, owned by, held by, or payable to Organization.
 - Send, review, and/or authorize wire and electronic transfers of funds from Organization's accounts. Such authority may be exercised by such authorized individuals acting alone, regardless of any multiple signature requirements otherwise applicable to the accounts.
 - Otherwise access Organization's deposit accounts.

This authority may be exercised at such time and on such terms as Organization's designated Representatives believe proper. This authority will remain in effect until Bank receives written notice of revocation at the Office where Organization's banking relationship is maintained.

I further certify that the following are true and correct specimen signatures of Organization's designated Representatives, who hold the titles stated below. **Please cross out any unused signature lines.**

Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)

Ratification of Prior Acts

Organization ratifies and authorizes all acts of any of the Organization's designated Representative(s) performed in the name of Organization with respect to Organization's banking deposit relationship before the date of this authorization.

WITNESSED

Secretary's Name (Typed or Clearly Printed)	Secretary's Signature	Date
---	-----------------------	------

When the Secretary is designated as the Organization's sole Representative, this Resolution should also be signed by a second officer, preferably one not so designated:

Name and Title (Typed or Clearly Printed)	Signature	Date
---	-----------	------

Instructions

ASSOCIATION BANKING RESOLUTION

This form establishes the Organization's "Designated Representatives" and defines banking activities the Representatives are authorized to conduct in the name of and on behalf of the Organization. **This form may not be altered without prior agreement and consent from Bank.**

Please read/review the entire Association Banking Resolution and complete as follows:

- In the top portion of the Resolution, indicate, where applicable:
 - The name of the Organization.
 - The name of the state under whose laws the Organization has been organized.
 - The date (month/day/year) of the Organization's meeting that adopted the Resolutions.

- In the middle portion of the Resolution:
 - Type or clearly print the name of each authorized Representative.
 - Each authorized Representative must provide his or her signature specimen.
 - Type or clearly print the Title of each named authorized Representative. **Please cross out any unused signature lines.**

- In the bottom portion of the Resolution:
 - Type or clearly print the name of Organization's Secretary.
 - The Secretary must provide his or her signature specimen.
 - Type or clearly print the date (month/day/year) the Resolution was executed. **The Witnessed section must be completed and signed by the Organization's Secretary.**
 - **If the Secretary is the only Designated Representative**, a second officer of the Organization should:
 - Type or clearly print his or her name.
 - Provide his or her signature specimen.
 - Type or clearly print the date (month/day/year) the Resolution was executed.
 - If a second officer of the Organization is not available, **please cross out the unused signature line.**

[to be printed on KFPD letterhead]

March [signature date, to be inserted], 2020

Mechanics Bank
Kensington Office
279 Arlington Avenue
Kensington, CA 94707

Re: Persons Authorized to Sign and Act On Behalf of Kensington Fire Protection District

To Whom It May Concern:

On March 11, 2020 the Board of Directors of the Kensington Fire Protection District (“District”) duly adopted Resolution 20-01, enclosed with this letter, authorizing the Directors appointed to the District Finance Committee and the General Manager, when the position is filled, as the persons authorized to act on behalf of the District with respect to Mechanics Bank.

The current members of the District Finance Committee are Julie Stein and Don Dommer.

By adopting Resolution 20-01, the Board of Directors also adopted the attached Association Banking Resolution, which names the persons authorized to sign and act on behalf of the District.

Finally, by adopting Resolution 20-01, the Board of Directors authorized me as Board Secretary to submit this letter and request all prior authorizations granted by or on behalf of the District be revoked. Please update your records accordingly.

Warm Regards,

Laurence Nagel
Board Secretary
Kensington Fire Protection District

217 Arlington Avenue, Kensington, CA 94707

tel: 510-527-- 8395 fax: 510-527-8396 fire@kensingtonfire.org

PRESIDENT'S REPORT

President's Report

11 March 2020

1. Update on recruitment for a KFPD General Manager and possible special meeting to discuss engaging a recruitment firm.
2. Designation as an additional charge of the temporary committee of Dommer and Stein, who were appointed as an "ad hoc" committee to discuss with KPPCSD's ad-hoc committee the future housing of the Kensington Police and Fire Departments:
 - discuss with KPPCSD's designated representatives the lease from KFPD to KPPCSD for KPPCSD's police department and administrative space in the Public Safety Building. The current lease expires on 30 June 2020.
3. Philosophy of calling special meetings (non-emergency) of the board of the directors.
4. Regional Government Services Activity Report
5. Simplified guide to board motions under "The Standard Code of Parliamentary Procedure" by Alice Sturgis ("Sturgis Code"):
 - See, attached "Parliamentary Procedure at a Glance."
 - Note: A two-thirds vote of a five-member board requires four members to vote in favor of passing the motion.



REGIONAL
GOVERNMENT
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: March 11, 2020

SUBMITTED BY: Glenn Lazof, Administration and Finance Advisor
Andrea Ausberry, Clerk / Administrative Advisor
Shahzad Pantera, Finance Advisor
Sasha Amiri, Board Clerk Advisor
MJ Brown, Sr. Advisor/ Boards

RGS Activity Report for February

Board and Committee Meetings: Notice and Materials Regular Meeting including participation and minutes, 2 Special Meetings (including Traffic Town Hall), Staff Reports, Packet Publication and Agenda Posting for February regular meeting. Planning for regular meeting agenda. Schedule Finance Committee meeting. Action minutes. Also planning for 2 X 2 meeting, proposed Emergency Preparedness Meeting (not held)

Administration: Responding to emails and voice mail; on site 2 days per week. Ceased use of blue paper in Agenda Packet. On going effort to remove former manager from Contra Costa County initiated correspondence. Advise on best practices for governing Boards. Research of District's Conflict of Interest Code and filing procedures for Form 700 (due April 1)

Finance: AP including report and check processing. communication and research with vendor to resolve; Transmittal, and Deposit Processing including County EDP system. Monthly Financial Reporting, Reissue lost check following stop payment, research unspecified Contra Costa County charge, research credit card payments. Process Dir. Reimbursement. Research prior payroll.

Miscellaneous:

Committees: Schedule and Prepare materials and Agenda for Finance Committee. Arrange Ethics training for Public Members of the EPC. Request to KPPCSD President re: scheduling 2X2 joint committee meeting.

Board Training and Development: BOD training compliance follow-up CSDA

Policy and Procedures: Prepare Budget Authorization policy for Finance Committee Review.

Information Services:

Installed new computer including:

- Quickbooks and data migration

- Migrated Other files from the Network

Internet Connectivity remains on El Cerrito. Will lose scanner, printer when off El Cerrito.

Identified location of Comcast connection.

RGS has reached out to Police and Chief Pigoni. They have our IT consultants contact info should they find any issues.

Cloud Back up in place, Nerd Crossing agreed to pass through cost, as we lack credit card access.

Final Payroll: Review and report

Begun not finished in February

Copier Scanner is what is holding up full migration. Decision to move or buy new pending cost info. Copier Printer - Likely new copier will be more cost effective than moving existing. We have small printers, but no access to big printer scanner until copier is moved purchased.

Equipment to Install

- Router (Additional layer of security)

- Switch

- Cloud Key

Wireless Access Point

(more upon discovery, possible)

Looking into portable locking cabinet.

Back up to cloud service from El Cerrito.

Purchase and Install Adobe Professional

RGS has remote access (party line, one at a time) through a temporary solution. Full solution awaits further equipment install.

Engage County Treasurer for electronic deposit.

Banking Authorizations: Ongoing efforts, not yet successful.

Debit Card: Board designation of Authorized user required

Credit Card: No authorized users

Minutes Backlog: Near Verbatim for 1/25/20 meeting. Action minutes for January and December regular meeting.

Building Maintenance; pest control; Bay Alarm faulty station alarm; electrical panel day-room; phone line day-room down

Community Services: Call with hazardous waste control vendor for compliance of pharmaceutical and controlled substance bins onsite.

Financial Review: Reconciliation of Quickbooks with Bank and County Ledger. Comprehensive Financial Reporting.

Fireplug Newsletter: Identified publish and distribution resource.

Gann Limit: Identify error in SCO report. Inquiry to Counsel re: applicability of Special Tax

No Progress to Report:

Identified Policy needs:

Budget Authorization Policy

Purchasing and Procurement Policy.
Payroll Approval.
Administrative Rights to Quick Books
Admin rights to Host Gator e-mail

Parliamentary Procedure at a Glance

(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

Principal Motions (Listed in Order of Precedence)

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	What Vote is Required?
*Adjourn the meeting	"I move the meeting be adjourned"	NO	YES	YES (RESTRICTED)	MAJORITY
*Recess the meeting	"I move that the meeting be recessed until..."	NO	YES	YES**	MAJORITY
Complain about noise, room temperature, etc.	"I rise to the question of personal privilege"	YES	NO	NO	NONE
Postpone temporarily (Table)	"I move that this motion be tabled"	NO	YES	NO	MAJORITY (REQUIRES TWO-THIRDS IF IT WOULD SUPPRESS)
End debate	"I move to vote immediately"	NO	YES	NO	TWO-THIRDS
*Limit debate	"I move that each speaker be limited to a total of two minutes per discussion"	NO	YES	YES**	TWO-THIRDS
*Postpone consideration of an item to a certain time	"I move to postpone this item until 2:00pm..."	NO	YES	YES**	MAJORITY
*Have something referred to committee	"I move this matter be referred to..."	NO	YES	YES**	MAJORITY
*Amend a motion	"I move to amend this motion by..."	NO	YES	YES	MAJORITY
*Introduce business (the Main Motion)	"I move that..."	NO	YES	YES	MAJORITY
*Amend a previous action	"I move to amend the motion that was adopted..."	NO	YES	YES	MAJORITY
Ratify action taken in absence of a quorum or in an emergency	"I move to ratify the action taken by the Council..."	NO	YES	YES	MAJORITY
Reconsider	"I move to reconsider..."	YES	YES	YES**	MAJORITY
Rescind (a main motion)	"I move to rescind the motion..."	NO	YES	YES	MAJORITY
Resume consideration of a tabled item	"I move to resume consideration of...?"	NO	YES	NO	MAJORITY

*Amendable

**Debatable if no Other Motion is Pending

Parliamentary Procedure at a Glance

(Based on *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

Incidental Motions

TO DO THIS	YOU SAY THIS	May You Interrupt Speaker?	Must You Be Seconded?	Is The Motion Debatable?	What Vote is Required?
Vote on a ruling by the Chair	"I appeal the Chair's decision"	YES	YES	YES	MAJORITY
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	NO	YES	NO	TWO-THIRDS
To discuss an issue without restrictions of parliamentary rules	"I move that we consider informally..."	NO	YES	NO	MAJORITY
To call attention to a violation of the rules or error in procedure, and to secure a ruling on the question raised	"I rise to a point of order"	YES	NO	NO	NONE
To ask a question relating to procedure	"I rise to a parliamentary inquiry"	YES	NO	NO	NONE
To allow the maker of a motion to remove the motion from consideration	"I move to withdraw my motion"	YES	NO	NO	NONE
To separate a multi-part question into individual questions for the purpose of voting	"I move division of the question"	NO	NO	NO	NONE
To verify an indecisive voice or hand vote by requiring voters to rise and be counted	"I move to divide the Assembly"	YES	NO	NO	NONE

*Amendable

**Debatable if no Other Motion is Pending

THE CHIEF PURPOSES OF MOTIONS

PURPOSE	MOTION
Present an idea for consideration and action	Main motion Resolution Consider informally
Improve a pending motion	Amend Division of question
Regulate or cut off debate	Limit or extend debate Close debate
Delay a decision	Refer to committee Postpone to a certain time Postpone temporarily Recess Adjourn
Suppress a proposal	Table Withdraw a motion
Meet an emergency	Question of privilege Suspend rules
Gain information on a pending motion	Parliamentary inquiry Request for information Request to ask member a question Question of privilege
Question the decision of the presiding officer	Point of order Appeal from decision of chair
Enforce rights and privileges	Division of assembly Division of question Parliamentary inquiry Point of order Appeal from decision of chair
Consider a question again	Resume consideration Reconsider Rescind Renew a motion Amend a previous action Ratify
Change an action already taken	Reconsider Rescind Amend a previous action
Terminate a meeting	Adjourn Recess

(From The Standard Code of Parliamentary Procedure by Alice Sturgis)

Parliamentary Strategy

(From *The Standard Code of Parliamentary Procedure* by Alice Sturgis)

TO SUPPORT A MOTION		TO OPPOSE A MOTION
<ol style="list-style-type: none">1. Second it promptly and enthusiastically.2. Speak in favor of it as soon as possible.3. Do your homework; know your facts; have handouts, charts, overhead projector slides, etc., if appropriate.4. Move to amend motion, if necessary, to make it more acceptable to opponents.5. Vote against motion to table or to postpone, unless delay will strengthen your position.6. Move to recess or postpone, if you need time to marshal facts or work behind the scenes.7. If defeat seems likely, move to refer to committee, if that would improve chances.8. If defeat seems likely, move to divide question, if appropriate, to gain at least a partial victory.9. Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i>, in case of a procedural dispute.10. If motion is defeated, move to reconsider, if circumstances warrant it.11. If motion is defeated, consider reintroducing it at a subsequent meeting.		<ol style="list-style-type: none">1. Speak against it as soon as possible. Raise questions; try to put proponents on the defensive.2. Move to amend the motion so as to eliminate objectionable aspects.3. Move to amend the motion to adversely encumber it.4. Draft a more acceptable version and offer as amendment by substitution.5. Move to postpone to a subsequent meeting.6. Move to refer to committee.7. Move to table.8. Move to recess, if you need time to round up votes or obtain more facts.9. Question the presence of a quorum, if appropriate.10. Move to adjourn.11. On a voice vote, vote emphatically.12. If the motion is adopted, move to reconsider, if you might win a subsequent vote.13. If the motion is adopted, consider trying to rescind it at a subsequent meeting.14. Have available a copy of the organization's standing rules, its bylaws, and <i>The Standard Code of Parliamentary Procedure</i>, in case of a procedural dispute.

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: March 2, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for March 2019**

Run Reports

There were 40 incidents that occurred during the month of February in the community of Kensington which was an increase of 8 calls over January. During this same time, Engine 65 responded to a total of 73 calls in all districts which is 3 additional incidents over the 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.

Firefighter Vacancies

The application period for firefighter / firefighter-paramedic closed on February 21st. The Department received several applications that are being reviewed for compliance to minimum standards and certifications. Later this month the Department will be setting up interviews for firefighter/paramedic to fill the vacancy left when one of our personnel left for San Diego. These interviews will also establish a 2-year hiring list.

Fuel Reduction

With the dry weather in February and low rain fall for the season, vegetation is drying out quickly. The Fire Department is working with the Bay Area Air Quality Management Board to secure burning permits to burn brush piles left over from last year's fuel reduction efforts. Notification will be issued prior to any control burns taking place.

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

BOARD REPORTS

Temporary Committee on “2x2” discussions

11 March 2020 Report (as of 5 March 2020; developments will be reported at the board meeting.)

- KFPD President reached out on 11 February 2020 to KPPCSD President Deppe with available meeting times and a hope to schedule two meetings by the end of the second week of March.
- Scheduling of meetings was delegated to district staff (Glenn Lazof (“GL”), Tony Constantouros (“TC”)).
- On 25 February, KPPCSD staff TC presented the agenda below for a meeting to be held on March 4, 2020. KFPD staff GL agreed to include KPPCSD’s proposed items:
 1. Call to order by KFPD President
 2. Introductions & Committee Membership
 3. Committee Organization Discussion
 - a. Presiding Officer/ Chair
 - i. Selection
 - ii. On-going
 - b. Meeting
 - i. Location
 - ii. Frequency
 - iii. Term
 - c. Mechanics & Brown Act
 - i. Agendas/Posting
 - ii. Public Comment
 - iii. Minutes
 - iv. Procedures/Voting
 4. Goals of Committee
 - i. Discussion
 - ii. Determination of Goals
 5. Topics for next Meeting.
 6. Adjournment
- On February 25, KFPD temporary committee members requested to add at least one “programmatic” item related to the charge of the committees with a suggestion of: Discussion of the space needs of the Kensington Police Department in the Public Safety Building.
- On February 28, KFPD staff GL informed the KFPD temporary committee that KPPCSD staff TC was unable to agree to a meeting on March 4, 2020 as a result of KFPD’s request to include a programmatic item on the agenda.
- On March 5, 2020, the architectural firm of RossDrulisCusenberry (“RDC”) informed Dommer and Stein that RDC has conducted its initial program meeting with the KPD Steering Committee. RDC has reached out to Dommer and Stein to schedule a meeting between “the KFD and the KPD” to work though the needs of both departments. The proposed date is March 18, 2020. At present, it is not clear whether board members of both districts are invited or expected to attend that meeting.
- KFPD temporary committee members had discussions with the Kensington Interim Police Chief at public meetings on 29 February 2020 and incidentally at the Public Safety Building to learn his view of the most important space considerations for the Kensington Police Department.