



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

Wednesday, April 13th, 2022 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California AB 361, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe and participate in the meeting by attending the Zoom webinar (on the day and time of the meeting) and may also provide public comment by sending advance comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting either via internet or telephone shall indicate their desire to speak. If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "*9" (star, nine).

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

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

This agenda is available on the KFPD website under the relevant meeting date at: <https://www.kensingtonfire.org/governance>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information and/or materials may be presented at the meeting itself.

Internet Address:

<https://us06web.zoom.us/j/87503882936?pwd=UTRFdWVwb2JZcGJoVk9aK2lvcDRaQT09>

Telephone Access:

(720) 707-2699 or (346) 248-7799 or (253) 215-8782

Webinar ID: 875 0388 2936

Passcode: 112233

TIMING OF AGENDA ITEMS: *Approximate times are included below but may vary to accommodate appropriate discussion time and attention to the individual items.*

1. (7:00pm) CALL TO ORDER/ROLL CALL

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

2. (7:02pm) PUBLIC COMMENT

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.

3. (7:10pm) ADOPTION OF CONSENT ITEMS

Items listed below are consent items, which are considered 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. (Supporting material)

a. **Approval of Minutes** of the regular Board of Director's meetings of 02/09/2022, 02/16/2022, and 03/09/2022 (Approve)

b. **Acceptance of Incident Activity Report** March 2022 (Accept)

c. **Approval of Monthly Transmittal** 04/13/2022 (Approve)

d. **Approval of Monthly Financial Reports** 03/31/2022 (Approve)

e. **Adoption of Resolution 2022-04 Re-Authorizing Remote Meetings for the Period April 14, 2022 thru May 13, 2022** (Adopt)

f. **Adoption of Resolution 2022-05 Declaring Saturday, May 7, 2022 as "Wildfire Community Preparedness Day" Encouraging All Residents, Businesses, and Community Members to Prepare for and Work to Prevent Possible Wildfires in Our Community.** (Adopt)

4. (7:15pm) OLD BUSINESS

a. **None**

5. (7:15pm) NEW BUSINESS

a. **(7:15pm) Adoption of Resolution 2022-06 Approving the Fourth Amendment to an Agreement for Services by and between the Kensington Fire Protection District and the City of El Cerrito** (Supporting Material)

Presentation of the fourth amendment decreasing the required reserve amount to six-months of the annual fire services contract.

Action = Discuss and adopt resolution. (Adopt)

b. **(7:30pm) Report on April 9th, 2022 Kensington Evacuation Drill**

Chief Pignoni will present a summary report on the evacuation drill.
Action = Discuss and direct staff. (Approve)

- c. **(7:45pm) EPC Survey of Residents on Proposed Outdoor Emergency Public Address (EPA) System** (Supporting Material)

Action = Discuss and direct staff as needed.

- d. **(8:15pm) Proposal to Reboot and Expand Hazardous Plant Removal Grant Program Including Budget Increase** (Supporting Material)

Action = Discuss and approve program revisions including budget increase. (Approve)

- e. **(8:35pm) PSB Renovation & Temp Facility Progress Update** (Supporting Materials)

Review progress on the PSB Renovation and the Temporary Facility projects.

Action = Discuss and direct staff as needed. (Approve)

6. (8:55pm) COMMITTEE REPORTS

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

- a. **Emergency Preparedness Committee Meeting** - Padian/Nagel (Supporting Material)

Draft Meeting Minutes of 03/17/2022 included for reference.

Action = Report by EPC Chair & Discussion

- b. **Finance Committee Meeting** - Kosel/Nagel

No meeting since the last report. Next meeting is scheduled for 05/27/2022

Action = None

7. (9:10pm) FIRE CHIEF'S REPORT (Supporting Material)

Note: The March 2022 Fire Chief's Report which was not reviewed in the 03/09/2022 BOD meeting is included as well for reference.

Action = Presentation/Discussion

8. (9:25pm) EMERGENCY PREPAREDNESS COORDINATOR'S REPORT

(Supporting Material)

Note: The March 2022 EP Coordinator's Report which was not reviewed in the 03/09/2022 BOD meeting is included as well for reference.

Action = Presentation/Discussion

9. (9:40pm) GENERAL MANAGER'S REPORT (Supporting Material)

Action = Presentation/Discussion

10. (9:50pm) OUTSIDE AGENCIES REPORTS

- a. **Contra Costa Special Districts Association** - Stein

Review CCSDA meeting of 03/21/2022

Action = Report by District's representative to CCSDA

- b. **2022 Election for LAFCo Special District Seats**

Due to the expiring term of Commissioner Igor Skaredoff, the LAFCo Regular District Member election ballot is due April 15, 2022.

Action = Select preferred candidate for LAFCo Regular District Member.

11. (10:00pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on May 11, 2022 at 7:00pm. The deadline for agenda items to be included in the Board packet is Wednesday, April 27, 2022 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, May 4, 2022 by 1:00pm.



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

DATE/TIME: February 9th, 2022, 7:00PM

LOCATION: Via Zoom

PRESENT: Directors: President Larry Nagel, Vice-President Kevin Padian, Secretary Janice Kosel (Note: Kosel joined the meeting at 7:08pm), Director Don Dommer, Director Julie Stein
Staff: GM Bill Hansell, Chief Michael Pigoni, EPC Johnny Valenzuela

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:01 p.m. and confirmed the roll call.

2. PUBLIC COMMENT:

Director Kosel commented on three items: 1.) The El Cerrito-Kensington Fire Department is offering First Aid/CPR classes on Sat, 4/11, and Sat, 5/21; 2.) Will Cert training start again? (Chief Pigoni) answered affirmatively; 3.) Are all the directors in compliance for ethics and sexual harassment training? (GM Hansell noted that he is still gathering the more recent certifications to check.) Also, an email was received from George Yamashita regarding his concerns about the spreading of mulch and its potential combustibility. GM Hansell noted that Chief Pigoni provided a response on the issue.

3. ADOPTION OF CONSENT ITEMS (0:04:00):

MOTION: M/s Padian/Dommer: Motion to Adopt the Consent Calendar	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 0:07:20

4. SPECIAL PRESENTATION BY SUPERVISOR JOHN GIOIA (0:08:15):

4a. Presentation on Measure X Funding for Fire Issues and Mental Health Crisis Response.

Prior to his presentation, Supervisor Gioia congratulated Chief Pigoni on his retirement announcement and thanked him for his service during a very challenging time. The Supervisor then reviewed the Measure X funding passed in 2020 which provides \$120M County-wide for gaps in social services, health, and safety. For fire services, there is funding for the Pinole Valley Fire Station, as well as \$4M/yr for wildfire prevention in high-risk areas including \$2.5M for a hand-crew on vegetation management. \$2M/yr is

being allocated for large projects and potentially to work with the Diablo Fire Safety Council on distribution of those funds. There also substantial funding for mental health support and crisis response. For the east County, there is funding to open fire stations which have been closed and currently draw coverage from west County departments. Finally, there is funding for body-worn cameras for the Sheriff's Department. President Nagel and Director Kosel thanked the Supervisor for his update. Director Padian asked why Kensington is not receiving funding for the renovation of the Public Safety Building. Supervisor Gioia said the money is focused on re-opening stations and hiring firefighters, which are higher priorities, especially in under-funded departments. Director Padian then asked if there are other sources of funding coming into the County that will be available to Kensington. Supervisor Gioia reviewed the services provided directly by the County that Kensington residents benefit from. For example, transportation for seniors is getting new funding. Supervisor Gioia mentioned the requirement for all-electric appliances in new construction and the inclusion of gas-shutoffs that reduce fire risk. GM Hansell thanked the Supervisor for his support on the County's planning and building permit review of the PSB Renovation project.

5. OLD BUSINESS: None

6. NEW BUSINESS:

6a. Fiscal Year 2020-2021 Audit (0:29:45):

GM Hansell introduced Brad Bartells, Partner with MUN CPAS to present the audit. Mr Bartells stated that there were no compliance standards issues or material weaknesses discovered. This represents an "unmodified, clean opinion". There are no recommended changes to the accounting policies. There were no disagreements with management during the audit. The audit included two adjustments: the first was the change in OPEB assets and the second was the disposal of a capital asset (in this case, an older fire engine). There were three recommendations to management: the first two recommended reviewing older receivables and accounts payable to see if they need to be cleaned up. The third recommendation was to match the capital asset disposals and additions match the detailed financial statements.

Director Kosel noted that the Finance Committee had reviewed the audit the week before and wanted to highlight that assets increased by \$748,373, and that the Capital Reserves are detailed as well as the Unassigned Reserves. She stated the actuarial work will start again in the summer to review OPEB status. Additionally, she pointed out that LAIF interest income has been lower this year, and the committee has asked the GM to look into the other investment options with the County. Finally, the District uses Quickbooks which is not friendly to fund balance accounting so the ledger corrections are due to that.

GM Hansell said he appreciated working with MUN CPAS and Maze Accounting on the process. He feels we have improved our accounting practices since last year.

Director Stein thanked Mr. Bartells and complimented him on the presentation of the financial information.

MOTION: M/s Kosel/Padian: To	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 0:51:00

6b. Mid-Year Budget Review and Adjustments (0:51:50):

GM Hansell presented an overview of the mid-year budget and recommended changes. The revised actuals from the prior year have been included now that the audit is complete. The reduction in interest, as previously discussed, has been updated. The CERBT reimbursements for retiree health care costs are now included to show the funding is covering expense accounts for those purposes. The revenue section also includes COVID funding from the State that CSDA helped to acquire.

For expenses, there are various corrections due to increases in vendor costs (e.g. payroll) and employee compensation review. The CalPERS settlement expense is nearing completion with about \$10K left to payoff. The largest change is a re-allocation of community services categories that were previously carried over from prior years, but the amounts now reflect actual expenses. A line item for “trading cards” has been added per prior director request. Overall, a net surplus of \$838K is projected for the year. The expenditure of capital costs are now starting to show up and those are listed separately.

GM Hansell shared a separate breakdown of *Community Service Activities* that includes expenses to date as well as planned budgets, and an adjustment of \$42K to \$49K.

Chief Pignoni’s Fire Service Budget is also included and the Chief reviewed the adjustments. Director Kosel objected to the naming of some categories as “Emergency Preparedness” items. GM Hansell said they could all be called Community Service Activities if that was more appropriate. Director Stein agreed with Director Kosel’s comment. She asked if the FireSafe Planting Grants have been reduced to \$0. GM Hansell confirmed that it is listed that way because there have been no expenditures for that item. Director Stein said that is due to a lack of advertising, and it should be included in the Preparedness Workbook and the Fire Plug. Stein was also surprised at the cost of the trading cards and thinks sponsorships should be explored or matching funds from the El Cerrito Fire Department. GM Hansell noted that the staff is stretched on time, which is why the EP Coordinator is working on many of the items and why a discussion on priorities would be helpful. For example, given other work the Fire Safe Planting program has not been given any attention. Also, money can be moved between different categories if any individual program has more interest. Separately, acquiring sponsorships for things like the trading cards takes staff time and money.

Director Padian would like to see more funding spent on the Fire Safe Planting grants. He agrees that there should be a separate category for Emergency Preparedness and another one for Public Relations. He does not believe funding nor staff time should be spent on trading cards. GM Hansell stated that the budget category names are driven from prior years and it makes the accounting more difficult if they are changed too drastically, but there will be opportunities in next year’s budget to make improvements. Director Kosel agrees that more advertising is needed for programs.

MOTION: M/s Kosel/Stein: To increase the Fire Safe Planting Grant to \$3,000	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 1:34:45

Public comment was made by Mark Constantini.

MOTION: M/s Padian/Dommer: To remove funding for Firefighter Trading Cards	
VOTE: Ayes: Dommer, Nagel, Padian, Stein Nays: Kosel Abstentions: None Absent: None	
Motion Passed 4-1-0	Video Time Stamped: 1:40:00

MOTION: M/s Padian/Stein: To approve the Mid-Year FY2021/22 Budget as amended.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 1:40:00

6c. Public Safety Building Renovation Progress Update (1:41:45):

GM Hansell referred to the extensive written report. He noted that the variance request to enclose the deck was presented to the KMAC council, who recommended approval. Hansell discussed the project schedule to date starting with the occupancy decision 10 months ago. He explained the financial analysis and the consideration of potential grant funding versus loans. One thing that has changed in the last month is that the pursuit of grants is now affecting the project delivery timeline. Due to FEMA approvals and associated National Environmental Reviews and Build America standards, the grant option adds \$1M to the project and delays it by 18 to 24 months, or longer. Also, if the grant is not awarded, then the delayed project cost would increase pressure on our reserves and require a larger loan, and might become infeasible. There are now two options: Either continue to pursue the grant with its uncertainties, or focus on reserve/loan funding which has a reliable delivery schedule and affordability. Director Kosel is appalled that the grant writer did not provide the info earlier. GM Hansell answered that CalOES and FEMA have pushed back the schedule. Director Padian agrees with GM Hansell that grant funding is constantly shifting. He wants to note that the term "bond" has been used instead of "loan", but that this does not mean a tax increase is necessary. His concern is that continuing construction inflation is the greatest problem we face, and that it doesn't seem like Kensington is a likely candidate for an award. Hansell confirmed that is correct and, also, that neither bidding nor

construction can begin until the grant award decisions have been made. Director Stein commented that the interest amount should be included in the total project cost. She also asked what FEMA wants to know in the Benefit Cost Analysis, and feels that we may want the information in any case. GM Hansell said FEMA wants to confirm that the seismic improvements are worth the funding. He agrees that he would like the answer although it would probably confirm what the prior geo-tech reports expressed. Director Dommer said that the FEMA process is chaotic and the odds of acceptance are probably low. He feels that GM Hansell has done a wonderful job of laying out the options, and he is ready to move forward with a dependable schedule. President Nagel is also surprised that the FEMA option is not more viable, but he feels that spending more money on it is not worth it.

MOTION: M/s Padian/Dommer: To accept the report with the addition of total cost with interest to be listed in the document.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 2:30:30

Director Stein commented that the assistance to the KPPCSD in finding a new location has not been addressed. She would like to know what KFPD is going to contribute financially. She would also like the report to reflect the total cost of the project to include the interest paid over the life of the loan. GM Hansell said that can be included. He has tried each month to talk to the KPPCSD but they have not responded.

Public Comment was received from Mark Constantini, Rob Firmin, Sylvia Hacaij, David Spath, and Gail Firmin.

MOTION: M/s Stein/Dommer: To extend the meeting to 10:15PM	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 2:52:45

Director Stein commented that KPPCSD Interim-GM noted that the available funding for capital improvements is \$800K-\$1M, but the estimated improvements for 303 Arlington is \$1.3M.

MOTION: M/s Padian/Dommer: To discontinue the FEMA grant application process due to its uncertainty, and focus on reserves and loan funding for the project.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 2:57:15

Director Stein asked if a new building could be built on the site. GM Hansell stated that is not correct. The Planning Director stated that if the project is a renovation without expansion, then it is OK to proceed, but a new building would be subject to Alquist-Priolo limitations.

GM Hansell understands that the motion means we will move forward with developing the drawings and schedule targets, and will bring NHA Advisors back to continue tracking the financial strategy.

MOTION: M/s Padian/Stein: To approve \$12K for the funding of the Seismic Risk Evaluation Report.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 3:04:15

Director Dommer asked why the report is necessary if we are no longer pursuing the FEMA grant. GM Hansell said it would just be another confirmation of the need for the work.

MOTION: M/s Padian/Stein: To adjourn the meeting until Wed, Feb 16 th , 2022, at 7:00PM	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 3:04:15

11. ADJOURNMENT: President Nagel adjourned the meeting at 10:08 p.m. The next Board of Directors meeting will occur on February 16th, 2022.

MINUTES PREPARED BY: Bill Hansell

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

Attest:

Secretary of the Board

DRAFT



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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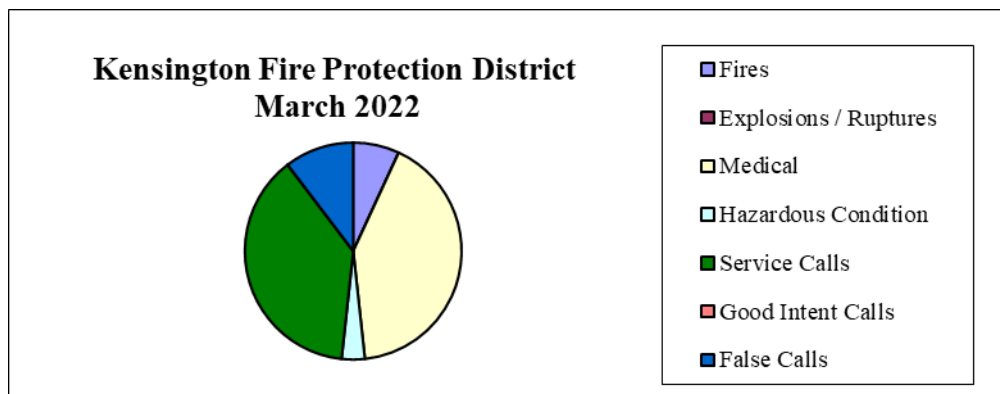
DATE: April 2, 2022
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Fire Chief
RE: **Incident Activity Reports for the Month of March 2022**

There were 29 incidents that occurred during the month of March in the community of Kensington. This is a decrease of 7 calls over the previous month. Please see the attached “Incident Log” for the dates and times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of 56 calls which is an increase of 2 calls over the previous month. The Department responded to a total of 356 incidents throughout the response area in March which is an increase of 76 calls over the previous month.

As noted above there was a decrease in responses within the community although there were two structure fire responses, one on Kingston Road on March 20th and one on Coventry Road on March 30th. Fortunately, both incidents were food on the stove/BBQ and were contained with no damage other than a little smoke in the structure.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
1: Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	2	6.90%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	12	41.38%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	3.45%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	11	37.93%
6: Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	0	0.00%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	3	10.34%
Totals		29	100.00%



Kensington Fire Protection District Community Response Log for March 2022

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0022024517	01-Mar-22 10:55:13	Highgate RD	Kensington	E172	321
2	0022024691	01-Mar-22 17:29:28	Arlington AVE	Kensington	E165	500
3	0022025017	02-Mar-22 12:25:40	Trinity AVE	Kensington	E165	531
4	0022025627	03-Mar-22 19:02:57	Kingston RD	Kensington	E165	700
5	0022025861	04-Mar-22 12:07:13	Purdue AVE	Kensington	E172	321
6	0022026136	05-Mar-22 03:18:06	Coventry RD	Kensington	E165	321
7	0022026579	06-Mar-22 09:20:50	Coventry RD	Kensington	E165	321
8	0022027489	08-Mar-22 11:04:59	Berkeley Park BLVD	Kensington	E165	321
9	0022028821	11-Mar-22 15:21:32	Coventry RD	Kensington	E165	321
10	0022029042	12-Mar-22 03:53:08	Amherst AVE	Kensington	E165	550
11	0022029524	13-Mar-22 11:24:34	Arlington AVE	Kensington	E165	321
12	0022030084	14-Mar-22 20:21:04	Camelot CT	Kensington	E165	321
13	0022030777	16-Mar-22 15:32:48	Arlington AVE	Kensington	E165	554
14	0022031141	17-Mar-22 14:09:32	Ocean View AVE	Kensington	E165	321
15	0022031606	18-Mar-22 17:42:12	Rincon RD	Kensington	E165	551
16	0022032254	20-Mar-22 14:13:33	Eureka AVE	Kensington	E172	444
17	0022032339	20-Mar-22 18:40:03	Kingston RD	Kensington	E165	113
18	0022032475	21-Mar-22 05:22:36	Coventry RD	Kensington	E165	321
19	0022033095	22-Mar-22 14:15:26	Rincon RD	Kensington	E172	740
20	0022034130	24-Mar-22 18:59:34	Norwood AVE	Kensington	E165	550
21	0022034156	24-Mar-22 19:32:31	Coventry RD	Kensington	E165	550
22	0022035715	28-Mar-22 21:35:51	Ocean View AVE	Kensington	E165	550
23	0022035986	29-Mar-22 15:10:49	Rincon RD	Kensington	E172	744
24	0022036117	29-Mar-22 22:18:28	Ocean View AVE	Kensington	E165	554
25	0022036400	30-Mar-22 17:29:27	Lake DR	Kensington	E165	321
26	0022036458	30-Mar-22 21:53:49	Ocean View AVE	Kensington	E165	554
27	0022036459	30-Mar-22 21:59:34	Coventry RD	Kensington	E172	113
28	0022036958	01-Apr-22 04:00:50	Colusa AVE	Kensington	E165	321
29	0022036986	01-Apr-22 06:47:46	Amherst AVE	Kensington	E165	554

Type Series**Description**

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

Kensington Fire Protection District Engine 65 Response Log for March 2022

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0022024691	01-Mar-22 17:29:28	Arlington AVE	Kensington	E165	500
2	0022025017	02-Mar-22 12:25:40	Trinity AVE	Kensington	E165	531
3	0022025627	03-Mar-22 19:02:57	Kingston RD	Kensington	E165	700
4	0022025687	03-Mar-22 22:04:15	Rockway AVE	El Cerrito	E165	733
5	0022025866	04-Mar-22 12:21:36	Moeser LN	El Cerrito	E165	700
6	0022026136	05-Mar-22 03:18:06	Coventry RD	Kensington	E165	321
7	0022026203	05-Mar-22 09:51:10	Ramona AVE	El Cerrito	E165	5000
8	0022026579	06-Mar-22 09:20:50	Coventry RD	Kensington	E165	321
9	0022026893	07-Mar-22 02:56:12	Anza View RD	Berkeley	E165	611M
10	0022027119	07-Mar-22 14:26:54	King CT	El Cerrito	E165	743
11	0022027379	08-Mar-22 06:24:16	Key Route BLVD	El Cerrito	E165	740
12	0022027410	08-Mar-22 08:13:56	Terrace DR	El Cerrito	E165	321
13	0022027453	08-Mar-22 09:49:12	Fairmount AVE	El Cerrito	E165	321
14	0022027489	08-Mar-22 11:04:59	Berkeley Park BLVD	Kensington	E165	321
15	0022027494	08-Mar-22 11:37:28	El Cerrito PLZ	El Cerrito	E165	321
16	0022027499	08-Mar-22 11:23:01	Ashbury AVE	El Cerrito	E165	321
17	0022027506	08-Mar-22 11:34:59	El Cerrito PLZ	El Cerrito	E165	321
18	0022028634	11-Mar-22 06:56:23	Village DR	El Cerrito	E165	321
19	0022028795	11-Mar-22 13:55:39	El Dorado AVE	El Cerrito	E165	321
20	0022028821	11-Mar-22 15:21:32	Coventry RD	Kensington	E165	321
21	0022029042	12-Mar-22 03:53:08	Amherst AVE	Kensington	E165	550
22	0022029524	13-Mar-22 11:24:34	Arlington AVE	Kensington	E165	321
23	0022029649	13-Mar-22 18:07:54	Fairmount AVE	El Cerrito	E165	611M
24	0022029968	14-Mar-22 15:29:21	Santa Fe AVE	El Cerrito	E165	611X
25	0022030084	14-Mar-22 20:21:04	Camelot CT	Kensington	E165	321
26	0022030240	15-Mar-22 10:13:40	Ramona AVE	El Cerrito	E165	553
27	0022030242	15-Mar-22 10:15:20	Lassen ST	El Cerrito	E165	611M
28	0022030365	15-Mar-22 15:59:18	San Carlos AVE	El Cerrito	E165	331
29	0022030777	16-Mar-22 15:32:48	Arlington AVE	Kensington	E165	554
30	0022031112	17-Mar-22 13:01:47	Ashbury AVE	El Cerrito	E165	5000

31	0022031141	17-Mar-22 14:09:32	Ocean View AVE	Kensington	E165	321
32	0022031538	18-Mar-22 14:19:50	Spruce ST	Berkeley	E165	611F
33	0022031596	18-Mar-22 17:14:20	Behrens ST	El Cerrito	E165	611X
34	0022031606	18-Mar-22 17:42:12	Rincon RD	Kensington	E165	551
35	0022032199	20-Mar-22 11:00:55	0-0 Wildcat Canyon RD	Orinda	E165	611T
36	0022032339	20-Mar-22 18:40:03	Kingston RD	Kensington	E165	113
37	0022032475	21-Mar-22 05:22:36	Coventry RD	Kensington	E165	321
38	0022032980	22-Mar-22 10:11:47	Elm ST	El Cerrito	E165	611X
39	0022034130	24-Mar-22 18:59:34	Norwood AVE	Kensington	E165	550
40	0022034156	24-Mar-22 19:32:31	Coventry RD	Kensington	E165	550
41	0022034469	25-Mar-22 15:07:28	Potrero AVE	El Cerrito	E165	5000
42	0022035469	28-Mar-22 10:06:15	Fairmount AVE	El Cerrito	E165	611M
43	0022035662	28-Mar-22 19:00:01	Ramona AVE	El Cerrito	E165	5000
44	0022035715	28-Mar-22 21:35:51	Ocean View AVE	Kensington	E165	550
45	0022035753	29-Mar-22 00:35:34	Seaview DR	El Cerrito	E165	321
46	0022035986	29-Mar-22 15:10:49	Rincon RD	Kensington	E165	744
47	0022036117	29-Mar-22 22:18:28	Ocean View AVE	Kensington	E165	554
48	0022036168	30-Mar-22 05:06:54	Norvell ST	El Cerrito	E165	744
49	0022036216	30-Mar-22 09:20:53	Contra Costa DR	El Cerrito	E165	321
50	0022036370	30-Mar-22 15:57:43	El Cerrito PLZ	El Cerrito	E165	611M
51	0022036382	30-Mar-22 16:33:44	San Pablo AVE	El Cerrito	E165	321
52	0022036400	30-Mar-22 17:29:27	Lake DR	Kensington	E165	321
53	0022036458	30-Mar-22 21:53:49	Ocean View AVE	Kensington	E165	554
54	0022036679	31-Mar-22 12:16:18	Brook RD	Orinda	E165	611M
55	0022036958	01-Apr-22 04:00:50	Colusa AVE	Kensington	E165	321
56	0022036986	01-Apr-22 06:47:46	Amherst AVE	Kensington	E165	554

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)

TO: Auditor Controller of Contra Costa County: TRANSMITTAL - APPROVAL
 Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

**KENSINGTON FPD
 TRANSMITTAL - APPROVAL
 Invoices**

PY/CY:
BATCH #.:
DATE : 4/13/2022
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	4/1/2022	Fire Protection Services 04/01/2022	7840	2328						309,743.34
	Marjang Design	4/3/2022	Public Safety Building Renovation	7840	2310						37,935.08
	Kappe Architects	3/31/2022	Temporary Facilities Architecture	7840	2310						2,875.00
	ZFA Structural Engineers	3/31/2022	Public Safety Building Renovation	7840	2310						10,475.00
	ZFA Structural Engineers	3/31/2022	Public Safety Building Renovation - Add Services	7840	2310						9,990.00
50147	KFPD Revolving Fund	4/13/2022	Reimburse Revolving fund	7840	2490						65,406.27
	TOTAL										<u>436,424.69</u>

Kensington FPD Approval

 Board President

 General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 April 13, 2022

Transactions:

Payee	Date	Expenses	Description
VSP	03/02/2022	\$ 323.10	VSP Payment
AT&T	03/02/2022	\$ 423.05	Office Telephone
CalPERS	03/02/2022	\$ 952.08	Health Settlement
CalPERS	03/02/2022	\$ 3,798.54	Retiree Health
W Hansell	03/07/2022	\$ 3,354.69	Payroll
Fed/State	03/07/2022	\$ 2,139.77	Payroll Tax Withholding
Heartland Payroll	03/07/2022	\$ 88.54	Payroll Processing Fee
Google	03/07/2022	\$ 90.00	Email Service
Vistaprint	03/14/2022	\$ 342.93	Vinyl Banners
Stericycle	03/15/2022	\$ 308.10	February 2022 Services
Copy Central	03/16/2022	\$ 209.48	Copies - Community Service Activities
Comcast	03/21/2022	\$ 148.60	Internet
Mail Stream	03/22/2022	\$ 610.18	Spring 2022 Newsletter
W Hansell	03/22/2022	\$ 4,324.03	Payroll
Fed/State	03/22/2022	\$ 3,000.47	Payroll Tax Withholding
Heartland Payroll	03/22/2022	\$ 78.54	Payroll Processing Fee
PG&E	03/24/2022	\$ 277.45	Gas Service
State Compensation Insurance Fund	03/29/2022	\$ 182.50	Workers Comp Insurance Payment
Vistaprint	03/29/2022	\$ 222.37	
Stericycle	03/29/2022	\$ 308.49	March 2022 Services
AT&T	03/29/2022	\$ 424.84	Office Telephone
PG&E	03/29/2022	\$ 1,459.48	Electric Service
Zoom	03/07/2022	\$ 140.00	Zoom Payment
Docusign	03/21/2022	\$ 300.00	
CrashPlan	03/24/2022	\$ 9.99	Monthly Payment for Cloud Backup
Northbay Reprographics (Check #995059)	03/01/2022	\$ 91.96	PSB Renovation Blueprints
Northbay Reprographics (Check #995062)	03/25/2022	\$ 176.39	PSB Renovation Copies
Nicolay Consulting Group (Check #995068)	03/08/2022	\$ 3,000.00	Actuarial Work
All-Ways Green Service (Check #995069)	03/11/2022	\$ 195.69	PSB Maintenance
Mun CPAs (Check #995070)	03/08/2022	\$ 16,000.00	FY2020-21 Audit
We Lyons Construction Co (Check #995071)	03/10/2022	\$ 3,500.00	Exploratory As-Built Conditions
Maze & Associates (Check #995072)	03/08/2022	\$ 3,000.00	January 2022 Accounting Services
Mack5 (Check #995073)	03/11/2022	\$ 5,405.00	Temp Facility Proj Mgmt
Maze & Associates (Check #995074)	03/11/2022	\$ 150.00	2021 1099 Preparation
Meyers Nave (Check #995075)	03/11/2022	\$ 76.68	Legal Services through January 2022
Altivu (Check #995076)	03/14/2022	\$ 8,333.33	Emergency Prep Coordination Services
Engineering Solutions Services (Check #995077)	03/21/2022	\$ 1,960.00	Grant Writing Services
Net Withdrawals for Replenishment		\$ 65,406.27	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 65,406.27	

Board President _____ Date _____

General Manager _____ Date _____

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of March 31, 2022**

Current Cash and Investments

Cash Balance		<u>Comments</u>
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	146,565.89	Balance as of 3/31/2022
General Fund	1,454,189.73	Balance as of 3/31/2022, Pending Reconciliations
Special Tax Fund	124,764.10	Balance as of 3/31/2022, Pending Reconciliations
Capital Fund	454,548.26	Balance as of 3/31/2022, Pending Reconciliations
Total Cash Balance	<u>2,180,267.98</u>	
Investments		
Capital Replacement Funds	1,359,742.64	Balance as of 3/31/2022, Pending Reconciliations
Special Tax Fund	514.84	Balance as of 3/31/2022, Pending Reconciliations
Fire Protection Contract Reserves	3,021,642.67	Balance as of 3/31/2022, Pending Reconciliations
E/C Contract Recon Reserves	409,043.34	Balance as of 3/31/2022, Pending Reconciliations
Investments - Other	1,951,615.63	Balance as of 3/31/2022, Pending Reconciliations
Total Investments	<u>6,742,559.12</u>	
Total Current Cash and Investments	<u><u>8,922,827.10</u></u>	

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2021 through March 2022

	<u>Jul '21 - Mar 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	4,642,219.72	4,642,753.00	-533.28	99.99%
Special Taxes	204,417.70	204,418.00	-0.30	100.0%
Other Tax Income	12,233.76	24,000.00	-11,766.24	50.97%
Lease Agreement	27,452.25	27,450.00	2.25	100.01%
Interest Income	13,288.75	30,000.00	-16,711.25	44.3%
CERBT Reimbursement	0.00	80,000.00	-80,000.00	0.0%
Miscellaneous Income	428,441.12	388,159.00	40,282.12	110.38%
Total Income	<u>5,328,053.30</u>	<u>5,396,780.00</u>	<u>-68,726.70</u>	<u>98.73%</u>
Expense				
Staff				
Wages	111,461.00	160,000.00	-48,539.00	69.66%
Vacation Wages	0.00	9,500.00	-9,500.00	0.0%
Medical/dental ins compensation	1,000.00	12,000.00	-11,000.00	8.33%
Payroll Taxes	8,191.41	14,000.00	-5,808.59	58.51%
Workers Compensation/Life Ins	576.40	759.00	-182.60	75.94%
Payroll Processing	1,474.34	2,300.00	-825.66	64.1%
Total Staff	<u>122,703.15</u>	<u>198,559.00</u>	<u>-75,855.85</u>	<u>61.8%</u>
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	70,000.00	-70,000.00	0.0%
Delta Dental	0.00	13,500.00	-13,500.00	0.0%
Vision Care	0.00	3,900.00	-3,900.00	0.0%
CalPERS Settlement	8,568.72	12,377.00	-3,808.28	69.23%
Total RETIREE MEDICAL BENEFITS	<u>8,568.72</u>	<u>99,777.00</u>	<u>-91,208.28</u>	<u>8.59%</u>
OUTSIDE PROFESSIONAL SERVICES				
Nixle Fee	3,182.70	3,183.00	-0.30	99.99%
Long Term Financial Planner	14,981.25	30,000.00	-15,018.75	49.94%
Emergency Prep Coordinator	66,666.64	100,000.00	-33,333.36	66.67%
Accounting	21,150.00	36,000.00	-14,850.00	58.75%
Actuarial Valuation	3,000.00	5,600.00	-2,600.00	53.57%
Audit	16,000.00	17,500.00	-1,500.00	91.43%
Bank Fee	25.00	0.00	25.00	100.0%
Contra Costa County Expenses	53,575.28	35,000.00	18,575.28	153.07%
El Cerrito Contract Fee	2,644,402.88	3,525,860.00	-881,457.12	75.0%
El Cerrito Reconciliation(s)	143,287.21	191,060.00	-47,772.79	75.0%
IT Services and Equipment	22.78	12,000.00	-11,977.22	0.19%
Fire Abatement Contract	0.00	5,000.00	-5,000.00	0.0%
Fire Engineer Plan Review	688.00	3,000.00	-2,312.00	22.93%
Grant Writer/Coordinator	6,547.50	50,000.00	-43,452.50	13.1%
Risk Management Insurance	0.00	14,420.00	-14,420.00	0.0%
LAFCO Fees	0.00	4,254.00	-4,254.00	0.0%
Legal Fees	5,648.78	24,000.00	-18,351.22	23.54%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2021 through March 2022

	<u>Jul '21 - Mar 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Website Development/Maintenance	2,447.40	2,750.00	-302.60	89.0%
Wildland Vegetation Mgmt	0.00	7,600.00	-7,600.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	2,981,625.42	4,077,227.00	-1,095,601.58	73.13%
COMMUNITY SERVICE ACTIVITIES				
Public Education	13,855.36	28,649.00	-14,793.64	48.36%
EP Coord Expense Account	0.00	1,000.00	-1,000.00	0.0%
Comm. Pharmaceutical Drop-Off	0.00	470.00	-470.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	3,532.00	-3,532.00	0.0%
Open Houses	0.00	1,800.00	-1,800.00	0.0%
Community Shredder	2,984.09	4,465.00	-1,480.91	66.83%
Firesafe Planting Grants	0.00	3,000.00	-3,000.00	0.0%
Community Sandbags	1,728.57	1,729.00	-0.43	99.98%
COMMUNITY SERVICE ACTIVITIES - Other	483.17			
Total COMMUNITY SERVICE ACTIVITIES	19,051.19	44,645.00	-25,593.81	42.67%
DISTRICT ACTIVITIES				
Professional Development	3,323.58	10,000.00	-6,676.42	33.24%
Office				
Office Expense	3,011.87	5,000.00	-1,988.13	60.24%
Office Supplies	694.33	2,000.00	-1,305.67	34.72%
Telephone	5,132.07	7,800.00	-2,667.93	65.8%
Office- Other	0.00	382.00	-382.00	0.0%
Total Office	8,838.27	15,182.00	-6,343.73	58.22%
Firefighter's Apparel & PPE	0.00	2,000.00	-2,000.00	0.0%
Firefighters' Expenses	0.00	13,300.00	-13,300.00	0.0%
Staff Appreciation	93.49	3,000.00	-2,906.51	3.12%
Memberships	7,615.00	8,720.00	-1,105.00	87.33%
Building Maintenance				
Needs Assess/Feasibility Study	5,405.00			
Gardening service	2,275.00	5,000.00	-2,725.00	45.5%
Building alarm	1,264.44	1,500.00	-235.56	84.3%
Medical Waste Disposal	2,140.61	7,500.00	-5,359.39	28.54%
Janitorial Service	1,621.10	1,400.00	221.10	115.79%
Miscellaneous Maint.	1,601.49	25,000.00	-23,398.51	6.41%
Total Building Maintenance	14,307.64	40,400.00	-26,092.36	35.42%
Building Utilities/Service				
Gas and Electric	9,267.00	12,500.00	-3,233.00	74.14%
Water/Sewer	3,035.93	3,000.00	35.93	101.2%
Total Building Utilities/Service	12,302.93	15,500.00	-3,197.07	79.37%
Total DISTRICT ACTIVITIES	46,480.91	108,102.00	-61,621.09	43.0%
Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Expense	3,178,429.39	4,553,310.00	-1,374,880.61	69.81%
Net Ordinary Income	2,149,623.91	843,470.00	1,306,153.91	254.86%
Net Income	2,149,623.91	843,470.00	1,306,153.91	254.86%

Kensington Fire Protection District

Trial Balance

As of March 31, 2022

	Mar 31, 22	
	Debit	Credit
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	146,565.89	
General Fund	1,454,189.73	
Special Tax Fund	124,764.10	
Capital Fund	454,548.26	
Accounts Receivable	10,625.37	
Advance on Taxes	2,189,425.96	
Advance on Supplemental Taxes	71,779.71	
Deposits on Fixed Assets	20,000.00	
Prepaid Services - EC	0.07	
Prepaid Exp.	1,159.00	
Prepaid CERBT - Retiree Trust	513,325.66	
Investments	3,547.77	
Investments:Capital Replacement Funds	3,308,325.34	
Investments:Fire Protect. Contract Reserves	3,021,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	2,073,780.43	
Accumulated Depreciation-Equip		1,011,602.78
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,208,874.20
Current Capital Outlay:Temporary Facilities Project	7,875.00	
Current Capital Outlay:PSB Renovation Soft Costs	384,880.76	
Current Capital Outlay:P/S Building Repair/Replace	1,696.98	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Due to Revolving Acct - Gen Fnd		30,568.02
Due to Other - Issued by CCC		15,329.71
Accounts Payable		1,605.65
Deferred Inflow of Resources		9,731.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
Postretirement Health Ben Liab	23,002.76	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,997.01
Fund Equity		2,317,661.58
Property Taxes		4,642,219.72
Special Taxes		204,417.70
Other Tax Income		12,233.76
Lease Agreement		27,452.25
Interest Income		13,288.75
Miscellaneous Income		428,441.12
Staff:Wages	111,461.00	
Staff:Medical/dental ins compensation	1,000.00	
Staff:Payroll Taxes	8,191.41	
Staff:Workers Compensation/Life Ins	576.40	
Staff:Payroll Processing	1,474.34	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	8,568.72	
OUTSIDE PROFESSIONAL SERVICES:Nixle Fee	3,182.70	
OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner	14,981.25	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	66,666.64	
OUTSIDE PROFESSIONAL SERVICES:Accounting	21,150.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	3,000.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	16,000.00	
OUTSIDE PROFESSIONAL SERVICES:Bank Fee	25.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	53,575.28	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	2,644,402.88	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	143,287.21	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	22.78	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	688.00	
OUTSIDE PROFESSIONAL SERVICES:Grant Writer/Coordinator	6,547.50	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	5,648.78	

**Kensington Fire Protection District
Trial Balance
As of March 31, 2022**

	Mar 31, 22	
	Debit	Credit
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	2,447.40	
COMMUNITY SERVICE ACTIVITIES	483.17	
COMMUNITY SERVICE ACTIVITIES:Public Education	13,855.36	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	2,984.09	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	1,728.57	
DISTRICT ACTIVITIES:Professional Development	3,323.58	
DISTRICT ACTIVITIES:Office:Office Expense	3,011.87	
DISTRICT ACTIVITIES:Office:Office Supplies	694.33	
DISTRICT ACTIVITIES:Office:Telephone	5,132.07	
DISTRICT ACTIVITIES:Staff Appreciation	93.49	
DISTRICT ACTIVITIES:Memberships	7,615.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility Study	5,405.00	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	2,275.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	1,264.44	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	2,140.61	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	1,621.10	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	1,601.49	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	9,267.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	3,035.93	
TOTAL	19,796,503.85	19,796,503.85

04/04/22

Kensington Fire Protection District
Profit & Loss Prev Year Comparison
July 2021 through March 2022

Accrual Basis

	Jul '21 - Mar 22	Jul '20 - Mar 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,642,219.72	4,452,787.11	189,432.61	4.3%
Special Taxes	204,417.70	200,685.70	3,732.00	1.9%
Other Tax Income	12,233.76	12,250.32	-16.56	-0.1%
Lease Agreement	27,452.25	27,397.80	54.45	0.2%
Interest Income	13,288.75	14,368.33	-1,079.58	-7.5%
Miscellaneous Income	428,441.12	75,713.50	352,727.62	465.9%
Total Income	5,328,053.30	4,783,202.76	544,850.54	11.4%
Expense				
Staff				
Wages	111,461.00	104,743.56	6,717.44	6.4%
Payroll Taxes	8,191.41	10,400.58	-2,209.17	-21.2%
Workers Compensation/Life Ins	576.40	1,597.87	-1,021.47	-63.9%
Payroll Processing	1,474.34	1,296.21	178.13	13.7%
Total Staff	121,703.15	118,038.22	3,664.93	3.1%
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	8,568.72	5,712.48	2,856.24	50.0%
Total RETIREE MEDICAL BENEFITS	8,568.72	5,712.48	2,856.24	50.0%
OUTSIDE PROFESSIONAL SERVICES				
Accounting	21,150.00	31,370.00	-10,220.00	-32.6%
Actuarial Valuation	3,000.00	5,600.00	-2,600.00	-46.4%
Audit	16,000.00	16,000.00	0.00	0.0%
Bank Fee	25.00	0.00	25.00	100.0%
Contra Costa County Expenses	53,575.28	33,759.01	19,816.27	58.7%
El Cerrito Contract Fee	2,644,402.88	2,422,232.01	222,170.87	9.2%
El Cerrito Reconciliation(s)	143,287.21	226,604.65	-83,317.44	-36.8%
IT Services and Equipment	22.78	9,161.78	-9,139.00	-99.8%
Fire Abatement Contract	0.00	2,450.00	-2,450.00	-100.0%
Fire Engineer Plan Review	688.00	972.00	-284.00	-29.2%
Grant Writer/Coordinator	6,547.50	0.00	6,547.50	100.0%
LAFCO Fees	0.00	2,293.70	-2,293.70	-100.0%
Legal Fees	5,648.78	44,257.99	-38,609.21	-87.2%
BHI/GM Recruitment	0.00	14,400.00	-14,400.00	-100.0%
Temporary Services	0.00	8,782.85	-8,782.85	-100.0%
Website Development/Maintenance	2,447.40	1,640.00	807.40	49.2%
OUTSIDE PROFESSIONAL SERVICES - ...	0.00	5,600.84	-5,600.84	-100.0%
Total OUTSIDE PROFESSIONAL SERVICES	2,896,794.83	2,825,124.83	71,670.00	2.5%
COMMUNITY SERVICE ACTIVITIES				
Public Education	13,855.36	3,090.00	10,765.36	348.4%
Community Shredder	2,984.09	0.00	2,984.09	100.0%
DFSC Matching Grants	0.00	24,000.00	-24,000.00	-100.0%
Community Sandbags	1,728.57	0.00	1,728.57	100.0%
COMMUNITY SERVICE ACTIVITIES - Ot...	483.17	0.00	483.17	100.0%
Total COMMUNITY SERVICE ACTIVITIES	19,051.19	27,090.00	-8,038.81	-29.7%
DISTRICT ACTIVITIES				
Professional Development	3,323.58	0.00	3,323.58	100.0%
Office				
Office Expense	3,011.87	5,475.39	-2,463.52	-45.0%
Office Supplies	694.33	134.00	560.33	418.2%
Telephone	5,132.07	10,893.57	-5,761.50	-52.9%
Office- Other	0.00	317.83	-317.83	-100.0%
Office - Other	0.00	63.83	-63.83	-100.0%
Total Office	8,838.27	16,884.62	-8,046.35	-47.7%

04/04/22

Accrual Basis

Kensington Fire Protection District
Profit & Loss Prev Year Comparison
July 2021 through March 2022

	Jul '21 - Mar 22	Jul '20 - Mar 21	\$ Change	% Change
Election	0.00	4,990.83	-4,990.83	-100.0%
Firefighter's Apparel & PPE	0.00	1,187.00	-1,187.00	-100.0%
Staff Appreciation	93.49	1,247.03	-1,153.54	-92.5%
Memberships	7,615.00	7,753.00	-138.00	-1.8%
Building Maintenance				
Needs Assess/Feasibility Study	5,405.00	31,584.25	-26,179.25	-82.9%
Gardening service	2,275.00	2,275.00	0.00	0.0%
Building alarm	1,264.44	1,494.44	-230.00	-15.4%
Medical Waste Disposal	2,140.61	4,289.40	-2,148.79	-50.1%
Janitorial Service	1,621.10	945.00	676.10	71.5%
Miscellaneous Maint.	1,601.49	23,933.94	-22,332.45	-93.3%
Total Building Maintenance	14,307.64	64,522.03	-50,214.39	-77.8%
Building Utilities/Service				
Gas and Electric	9,267.00	9,091.35	175.65	1.9%
Water/Sewer	3,035.93	1,142.79	1,893.14	165.7%
Total Building Utilities/Service	12,302.93	10,234.14	2,068.79	20.2%
Total DISTRICT ACTIVITIES	46,480.91	106,818.65	-60,337.74	-56.5%
Total Expense	3,092,598.80	3,082,784.18	9,814.62	0.3%
Net Ordinary Income	2,235,454.50	1,700,418.58	535,035.92	31.5%
Net Income	2,235,454.50	1,700,418.58	535,035.92	31.5%



RESOLUTION 2022-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR THE PERIOD APRIL 14, 2022 THRU MAY 13, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Kensington Fire Protection District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Kensington Fire Protection District's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolutions 21-08 on October 13, 2021, 21-10 on November 10, 2021, 21-11 on December 8, 2021, 2022-01 on January 12, 2022, 2022-02 on February 9, 2022, and 2022-03 on March 9th, 2022 finding that the requisite conditions exist for the legislative bodies of Kensington Fire Protection District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, on March 4, 2020, Governor Newsom proclaimed a State of Emergency under the California Emergency Services Act due to COVID-19, which is still in existence; and

WHEREAS, on August 2, 2021, the Contra Costa County Health Officer issued a Health Order requiring the wearing of face coverings in workplaces and public settings due to the rise of the SARS-CoV-2 Delta Variant, which is still in effect and has been amended due to the Omicron Variant; and

WHEREAS, the Board of Directors does hereby find that the State of Emergency due to COVID-19 still exists; that many persons who regularly attend Board meetings are over the age of 65 and therefore considered particularly vulnerable to COVID-19, which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and therefore desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California and the recommendation of social distancing by the Contra Costa County Health Officer; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Kensington Fire Protection District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District provides in the public notices and agendas for all public meetings the online and telephone options for participation in public meetings, protecting the right of the public to address their local officials and to participate in public meetings, and posts this information on the District's website, including instructions on how to access the public meeting remotely.

NOW, THEREFORE BE IT RESOLVED, that the board of directors of Kensington Fire Protection District does hereby resolve as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and that many persons who regularly attend Board meetings are over the age of 65 and therefore considered particularly vulnerable to COVID-19, which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and therefore desires to affirm the recommendation of social distancing by the Contra Costa County Health Officer.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Kensington Fire Protection District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect from April 14, 2022, and shall be effective until the earlier of (i) May 13, 2022, or such time the Board of Directors

adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Kensington Fire Protection District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 13th day of April 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary



RESOLUTION 2022-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT DECLARING SATURDAY, MAY 7, 2022 AS “WILDFIRE COMMUNITY PREPAREDNESS DAY” ENCOURAGING ALL RESIDENTS, BUSINESSES, AND COMMUNITY MEMBERS TO PREPARE FOR AND WORK TO PREVENT POSSIBLE WILDFIRES IN OUR COMMUNITY.

WHEREAS, the Kensington Fire Protection District constantly lives with the risk of a wildfire disaster because of its location in a Wildland Urban Interface (WUI) and the District geographically has been designated a Very High Fire Hazard Severity Zone (VHFHSZ) by the California Department of Forestry and Fire Protection (Cal Fire); and

WHEREAS, California remains in the midst of a mega-drought as declared by climate scientists with no correction in sight; and

WHEREAS, the dry hot Diablo Winds that occur annually in the late summer can produce fire embers that blow ahead of a wildfire and become significant hazards to homes and businesses throughout the entire District; and

WHEREAS, the Kensington Fire Protection District annually undertakes a Fire Hazard Reduction Program to identify, correct, and cause abatement of fire hazards on properties to lower possible ember and fire dangers; and

WHEREAS, the Kensington Fire Protection District’s mission is “to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions”; and

WHEREAS, each year the first Saturday in May has been declared as “*Wildfire Community Preparedness Day*” by the National Fire Protection Association (NFPA) and by FirewiseUSA to encourage people and organizations everywhere to come together on a single day to take action to raise awareness and reduce wildfire risks; and

WHEREAS, the Kensington Fire Protection District has identified a variety of fire abatement, prevention, and response actions that can be taken by community members to better prepare for a wildfire and possible evacuation, which can include:

- working to conform landscaped vegetation to the District’s Vegetation Management Standards;
- preparing “go-bags” and other personal property for a rapid evacuation;
- determining at least two ways out of your neighborhood to a larger main escape route and work with neighbors on evacuation planning including identifying people who may need additional assistance;

- hardening homes by applying 1/8' metal screen to attic and crawlspace vents, enclosing eaves, and more;
- clearing the first five feet of area around a house and deck of almost all vegetation, removing all combustible plants like junipers from landscaping, maintaining ten feet of space between tree canopies;
- checking the District's website at <https://www.kensingtonfire.org/vegetation-management>, Cal Fire's website at <https://www.readyforwildfire.org>, and the NFPA website at <https://www.nfpa.org/Public-Education> for more ideas on how to prepare, stay safe, and prevent wildfires.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Kensington Fire Protection District declares May 7, 2022 as "*Wildfire Community Preparedness Day*" and encourages residents, business owners, and all community members in Kensington to undertake projects on this day, and throughout the year, to harden their homes and buildings against wildfire risk and to raise awareness to prepare for and prevent possible wildfires in our community.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 13th day of April 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 13, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5a**
Fire Services Contract Fourth Amendment

SUBMITTED BY: Bill Hansell, General Manager
Michael Pigoni, Fire Chief
Karen Pinkos, City Manager

ACTION REQUESTED

Adopt a Resolution approving the Fourth Amendment to the Agreement for Services between the Kensington Fire Protection District and the City of El Cerrito that establishes a six-month financial reserve.

BACKGROUND

The Agreement for Services provides the foundation for the provision of fire prevention, fire suppression, and emergency services by the City of El Cerrito to the Kensington Fire Protection District. Generally, the agreement covers the scope of services the City provides and specifies the determination of the annual fee paid by the Kensington Fire Protection District. This Agreement for Services has been in effect for nearly 25 years and has been mutually beneficial to both the El Cerrito and Kensington communities.

The Kensington Fire Protection District (KFPD) and the City of El Cerrito first entered into an agreement in August of 1995 for the provision of fire services. In July 2005, the term of the Agreement was extended for an additional ten (10) years and the First Amendment to the Agreement was completed. The City and KFPD entered into the Second Amendment to the Agreement in 2009 extending the Agreement through June 2020, and entered into the Third Amendment to the Agreement in 2019 extending the Agreement through June 2030.

Subsection VI.J of the original 1995 agreement established a requirement that the District would establish a capital reserves account as well as a financial reserve account. At that time, the financial reserve account was *"to provide sufficient financial resources to pay for the fire protection services provided for herein for a period of six months."* In the Second Amendment in 2009, this subsection was revised so that the financial reserve amount was increased to a period of twelve months.

KFPD has been working diligently to plan the renovation of the Kensington Public Safety Building at 217 Arlington Avenue for several years, so that the El Cerrito-Kensington Fire personnel at Station 65 will be housed in a seismically safe structure with the resources and space needs of a contemporary essential services facility. Seismic and safety issues

were identified during renovations in the late 1990s, and updated geotechnical reports in 2016 with further analysis in 2021 confirmed the seismic vulnerability of the structure and danger to its occupants. Evidence of the Building's movement due to the slow-motion geologic slide of the site is visible in various locations, the instability of the soil conditions exacerbates the building's vulnerability to seismic damage, and engineers have determined that substantial portions of the building must be removed and replaced in order to stabilize the structure. More information and details on the Building's renovation can be found on the KFPD website at www.kensingtonfire.org/public-safety-building. The District hopes to finalize the building permit by the summer, and have the temporary facilities ready for a Fall construction start date.

KFPD staff has worked with NHA Advisors, who have previously worked with the City on various financing issuances, on their financing strategy for renovating the Public Safety Building. While the District has built substantial cash reserves through good fiscal stewardship for this very purpose, construction inflation over the last couple of years has increased the estimated building cost dramatically. However, KFPD's use of reserves is limited by the amount that KFPD is required to maintain per the Agreement for Services with the City. During the NHA analysis, it became clear that reducing the amount of the required financial reserve and using those funds for the renovation, would reduce the District's financing costs.

ANALYSIS

NHA Advisors provided a presentation to the KFPD Board of Directors showing the base strategy, in which the District maintains the current level of twelve months of reserves (approximately \$3.2M) and employs the remaining available reserve to fund the project. The result would be:

- \$4,860,000 Reserves + \$4,640,000 Bond (30yr) =
\$9,500,000 Project Cost
- \$9,500,000 Project Cost + \$4,052,000 Interest, Fees, etc. =
\$13,552,000 Total Cost

However, if the requirement for financial reserves was reduced to the original Agreement amount of six months (approximately \$1.5M), and the balance was used for the project, the reduced bond would save \$941,000 over 30 years, or an average of \$31,367 per year, as follows:

- \$6,000,000 Reserves + \$3,500,000 Bond (30yr) =
\$9,500,000 Project Cost
- \$9,500,000 Project Cost + \$3,111,000 Interest, Fees, etc. =
\$12,611,000 Total Cost

By amending the Agreement to allow for a six-month reserve instead of twelve months, the lower bond results in an annual debt service of \$229,000 per year for the District, compared to \$300,000 per year for the higher bond. The \$71,000 saved each year would

create a larger cushion between revenues and expenditures, thereby leading to higher reserves for unexpected costs and/or other projects over the next three decades.

KFPD has been financially stable for many years and the NHA projections show that that they can continue to reliably pay the Agreement fee, maintain prudent reserves, and afford the renovation expense. City staff agrees with KFPD staff that a six-month operating reserve is more than adequate, indeed the reduced amount of \$1.5 million would represent 33% of their FY 2021-22 expenditure budget—well above the GFOA recommended 17% for government agencies.

All other provisions of the Agreement would remain in effect.

This Fourth Amendment was heard by the City Council of El Cerrito and approved at its regular meeting on April 5, 2022.

FINANCIAL CONSIDERATIONS

Approval of the amendment will lower the borrowing amount required by the District to renovate the Kensington Public Safety Building, and therefore reduce interest payments. Prior targeted reserve amounts for emergency operations, rolling-stock reserves, and contingencies will not be affected.

LEGAL CONSIDERATIONS

The Fourth Amendment to the Agreement for Services has been reviewed by the District's legal counsel.



RESOLUTION 2022-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT APPROVING THE FOURTH AMENDMENT TO AN AGREEMENT FOR SERVICES BY AND BETWEEN THE KENSINGTON FIRE PROTECTION DISTRICT AND THE CITY OF EL CERRITO

WHEREAS, the City of El Cerrito Fire Department and the Kensington Fire Protection District began shared emergency response in 1972; and

WHEREAS, the City of El Cerrito and the Kensington Fire Protection District joined with other fire agencies in a joint emergency response system that included dispatch and training services in 1982; and

WHEREAS, the City of El Cerrito and the Kensington Fire Protection District first entered into an agreement for services in 1995; and

WHEREAS, in 2005 the City of El Cerrito and the Kensington Fire Protection District extended the term of the agreement for 10 years and approved the first amendment; and

WHEREAS, in 2009 the City of El Cerrito and the Kensington Fire Protection District extended the term of the agreement to July 1, 2020 and approved the second amendment; and

WHEREAS, in 2019 the City of El Cerrito and the Kensington Fire Protection District extended the term of the agreement to July 1, 2030 and approved the third amendment; and

WHEREAS, this Agreement for Services by and between the City of El Cerrito and the Kensington Fire Protection District has served the needs of residents, businesses, and visitors of both communities well; and

WHEREAS, the Kensington Fire Protection District seeks to renovate the Public Safety Building at 217 Arlington Avenue in order to make Station 65 a seismically safe structure with the resources and space needs of a contemporary essential services facility; and

WHEREAS, the second amendment of the agreement included a revision to require a financial reserve to provide sufficient financial resources to pay for the Fire protection services provided for a period of twelve months, an increase from the original requirement of six months; and

WHEREAS, the Kensington Fire Protection District would be able to save on financing costs to renovate the Public Safety Building if they are able to decrease the required reserve amount to the original six-month requirement; and

WHEREAS, the District Board of Directors has determined that approving this amendment is in the best interests of the community of Kensington and the City.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Kensington Fire Protection District hereby authorizes the Board President and the General Manager to sign the Fourth Amendment to the Agreement for Services By and Between the Kensington Fire Protection District and the City of El Cerrito, herein incorporated by reference and made a part of this resolution as Exhibit A.

BE IT FURTHER RESOLVED that this resolution shall become effective immediately upon passage and adoption

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 13th day of April 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary

FOURTH AMENDMENT TO AGREEMENT FOR SERVICES
BY AND BETWEEN THE KENSINGTON FIRE PROTECTION DISTRICT
AND THE CITY OF EL CERRITO

THIS FOURTH AMENDMENT TO AGREEMENT FOR SERVICES BY AND BETWEEN THE KENSINGTON FIRE PROTECTION DISTRICT AND THE CITY OF EL CERRITO ("Fourth Amendment") is hereby entered into this ____ day of ____ 2022 by and between the City of El Cerrito, a [charter city](#) ("CITY"), and Kensington Fire Protection District, a public agency ("DISTRICT").

RECITALS

- A. CITY and DISTRICT are parties to an Agreement for Services, dated August 7, 1995, as amended by the First Amendment to said agreement, dated March 1, 2005, and the Second Amendment to said agreement, dated September 2009, and the third agreement dated July 2019 ("the Agreement").
- B. The parties desire to amend the Agreement pursuant to the terms and conditions set forth below.

NOW, THEREFORE, CITY and DISTRICT hereby agree as follows:

Section 1. Amendment to Subsection VI.J of the Agreement: Size of Reserve Account.

Subsection VI.J of the Agreement is amended to read as follows (with text in ~~strikethrough~~ indicating deletion and text in double underline indicating addition):

"J. As soon as practical, the District shall build up and maintain a capital reserves account to satisfy equipment replacement costs in consideration of the amount recommended by the El Cerrito Fire Chief. The District shall also establish to the extent practicable a reserve account to provide sufficient financial resources to pay for the fire protection services provided for herein for a period of ~~twelve~~ six months."

Section 2. All other provisions of the Agreement shall remain in effect.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date and year first above written.

KENSINGTON FIRE PROTECTION DISTRICT

CITY OF EL CERRITO

Larry Nagel, President

Gabriel Quinto, Mayor

Bill Hansell, General Manager

Karen Pinkos, City Manager

Approved as to form:

John Bakker, District Counsel

Sky Woodruff, City Attorney

Attest:

Holly Charléty, City Clerk

5083771.1

DRAFT

Proposed reboot of “Residential Hazardous Plant Removal” Grant Program of the KFPD

We propose a reboot, a refashioning, and an increased investment in this program.

House hardening has become a major focus of emergency preparedness in California. An article in the February 17, 2022 edition of the *Marin I-J* described that county-wide effort to motivate homeowners to modify their vegetation to improve public safety. This has also become an issue of home insurance, which should be a major focus of Kensington’s Fire Protection District, as the Kensington Property Owners Association and other civic groups have pointed out. The *Marin I-J* reported:

“Twelve insurance companies representing 40% of the insurance market offer discounts to homeowners taking hardening measures. Three years ago, only 7% of the market was offered such discounts,” [said State Insurance Commissioner Ricardo Lara.]

For further details see <https://www.marinij.com/2022/02/17/marin-fire-officials-applaud-new-state-standards/>

A massive public information campaign is under way in Marin County to improve safety, lower homeowner insurance costs, and avoid insurance cancellations. Kensington, rated the most dangerous zip code in the Bay Area for fire risk, needs to get ahead of potential future trends of increased fire danger and insurance cancellations. This can be encouraged by incentives to homeowners to harden their residences in various ways. One approach is education about structural renovations. Another is providing some subsidy for removal of dangerous vegetation, which is the objective of this program.

The traditional “replanting” grant program allotted \$3000 a year for all of Kensington. With 2200 households, this program is inadequate (at less than \$1.50 per household) and does not lead the community in encouraging removal of hazardous plants. The program, if only for reasons of raising public awareness, needs to be more fully funded and publicized. Criteria for awarding these grants, their matching funds, and their reporting back, need to be updated and clarified.

We propose the following guidelines for a rebooted program:

1. The amount in the fund should be raised immediately to \$25,000, with the indication that more can be allotted if demand and success meet expectations.
2. These will be matching grants, at the rate of up to 50%, depending on the project (see criteria below), and awarded after the project is completed.
3. Priority will be given to projects that (a) remove especially hazardous plants in concentrated areas, (b) affect several properties, (c) have significant matching funds from homeowners, (d)

affect roadways, sidewalks, and other evacuation routes, (e) benefit homeowners of limited resources.

4. The Emergency Preparedness Committee will evaluate grant proposals and report to the Board the final decisions.

We propose a major public education and solicitation effort.

Attached is a draft grant proposal.



Kensington Fire Protection District

Application For Subsidy To Remove Hazardous Plants In Kensington

Property Owner's Name: _____

Address: _____

Email: _____

Phone: _____

Address of Property under renovation
(if different from above): _____

PLEASE READ BEFORE ANSWERING:

There are three types of vegetational hazards: (Type 1) surface plants, mulch, etc., with low probability of spreading fire; (Type 2) ground plants, such as bushes and taller herbs, that can contribute to fuel ladders spreading to crown fires; and (Type 3) large flammable trees, which can be removed but also whose flammability can be reduced by removal of fuel around their bases and (e.g., eucalyptus) by removal of low-hanging peeled bark. Please be specific about the types of vegetational hazards that you are asking us to subsidize the removal thereof.

Funding will be prioritized for projects that (a) remove especially hazardous plants in concentrated areas, (b) affect several properties, (c) affect roadways, sidewalks, and other evacuation routes. If you are making requests in collaboration with neighboring homeowners, please explain as part of your application.

Priority for removal will be given to hazardous plants, viz.: juniper, eucalyptus (especially surrounding surface fuels and peeling bark), and bamboo (especially dried or drying), and any other desiccated shrubbery or ground plants, as well as dead trees and shrubs, and other accumulated fuel loads.

1. These are the plants I have removed (please describe and attach photos):

Type 1 vegetation: _____

Type 2 vegetation: _____

Type 3 vegetation: _____

Request Form (Continued)

2. Here are the neighboring properties (provide addresses) that would have been threatened by my (our) plants if they ignited (provide details):

3. This is the cost for removing those plants (please provide receipts):

4. Here is what I contributed and what my neighbors contributed:

5. Amount requested as a subsidy from the Kensington Fire Protection District:

6. Here is why our project deserves priority of funding (see criteria above):

7. Dates when you started and finished this project:

8. Name(s) of person(s) who will receive the subsidy, if granted:

9. Telephone and email of recipient:

*PLEASE PROVIDE "BEFORE" AND "AFTER" PHOTOS OF THE REMOVED VEGETATION.
THANKS!*

Submit all applications by email to
Kensington Fire Protection District
General Manager Bill Hansell
bhansell@kensingtonfire.org



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 13, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5e**
Public Safety Building Renovation and Temporary Facilities –
Progress Update

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Accept Report. Discuss and Direct Staff as needed.

Update

Work on the PSB Renovation and the Temporary Facility has been a focus of management time over the last month. Highlights are noted below:

1. Public Safety Building Renovation –

- a. **El Cerrito Contract Reserves** – As addressed by agenda item 5a in this meeting, the El Cerrito City Council approved the reduction of the Fire Contract Reserves from twelve months to six months. With the board's in-kind approval, this allows substantial savings in loan interest over the course of the loan.
- b. **Financing Update** – While our ability to lower the estimated loan amount from \$4.6M down to \$3.5M due to the reduced Fire Contract Reserve is positive news, NHA Advisors have notified us that interest rate increases since the last analysis must be considered. Attached are revised projections of Reserves and Cash Flow showing two scenarios. The first is the Current Market condition, which lists an increase since March in the Annual Debt Service of \$9K for a total of \$238K per year (Interest and Principal payments.) The District's Cash Flow and Reserve amounts are still able to meet our needs despite the higher interest rate, although any project delays that result in higher interest loans and construction inflation will affect the project feasibility. The second scenario considers an additional 0.5% rate increase, which results in \$254K Annual Debt Service, an additional \$16K per year. NHA has asked if the District would like to lock in the loan now, or continue to wait until the construction bids are received, which is scheduled to be at the beginning of August. Typically, the preference is to wait until the project amount is confirmed, but that is contrary to the current rate trend. As noted in last month's report, the construction estimator's projected amount for the PSB renovation is \$5.53M and includes a Design and Estimating Contingency of 10% plus a mid-point escalation of 8.6%, which we hope provides us with a conservative target for the project that will not be exceeded. Moving the loan schedule forward to May would provide interest savings if the current trend

continues.

- c. **Approval of Variance for Deck Enclosure** – The Planning Approval for the project was received on April 1st, 2022 and has been posted on the PSB page on our website.
- d. **Construction Document Progress** – Construction documents suitable for the building permit application were completed on April 1st, 2022. The set consists of 144 sheets of architectural, structural, mechanical, electrical, plumbing, civil, audio-visual, communications, and security elements, and is posted on the PSB page.
- e. **Structural Risk Assessment Report** – Attached is the additional structural analysis requested by the Board and completed by ZFA Structural Engineers. The analysis includes information on (4) analytical building models – (2) existing and (2) retrofitted. The software used “provides values for standard building components and evaluates the probability of damage across 2,500 iterations at each prescribed intensity.” Five different Seismic Event Intensity levels (“Return Periods”) were evaluated. The summary reflects an attempt to “provide a clear statement of performance for the Public Safety Building” and the highlights are as follows:
 - **Financial Losses:** *In the existing building, the expected (mean) losses were 42% of the total building replacement value. In the retrofitted structure, the losses were reduced to 14%, for a net gain of 28%. This 28% gain is equivalent to approximately \$3 million saved in post-earthquake construction costs for the design-level event – the relative intensity of shaking which the retrofit is deemed to meet.*
 - **Casualties:** *For the existing building, the anticipated number of persons injured in a design level event is ~0.40 and the probability that any one person will be injured anywhere in the building is 11%. For the retrofitted condition, the number of persons drops to ~0.05 and the probability of a single injury is 1.62%. The relative improvement in safety based on probability of injury is a near 10x reduction due to the retrofit.*
 - **Recovery:** *In its current condition, the structure is expected to require 4.4 months to meet the Functional Recovery requirements of ATC-138, the latest draft standard in functional recovery. After the retrofit, the expected functional recovery time is approximately 3.0 months.*
 - **Red Tag Probability:** *It is anticipated that in the 10% in 50-year event, the existing building would have a 27% probability of receiving a red tag. The retrofitted building would not likely receive a red tag for the design event, as the theoretical probability is 0%.*

Please note that the existing building is not only subject to the potential seismic damage analyzed in this study, but is also currently failing due to the slow-motion landslide that is occurring on the site as discussed by our geo-technical engineer and evidenced in wall and slab cracks. The proposed structural engineering

improvements address the landslide issue as well, so stopping future financial losses due to that condition also need to be considered.

It is also important to note that the life-safety imperative that is the main driver for the project triggers full compliance with the 2019 California Building Code, and even building components that are not necessarily “structural” in nature contribute to the safety level of the building occupancy, in addition to providing ancillary benefits to the District such as professional level space needs, energy efficiency, accessibility, and future functionality. The cost/benefit of these improvements need to be considered as well.

- f. **CC County Building Department Building Permit Submittal** – The permit drawings noted above will be submitted to the County this week and, per prior estimates, should take 4-6 weeks for approval.
- g. **Renovation Construction Schedule** – As noted last month, if the bid notice goes out in June, the responses will be received in July. A brief period of bid review is required to check compliance. The winning bid could potentially be presented at the August 10, 2022 board meeting, with the contract finalized and a *Notice To Proceed* issued shortly after. That would also be the date for the bond approval, unless the Board wishes to do that earlier per 1b, above. The schedule at the end of this report has been adjusted to allow for the most current Temporary Facility availability. The anticipated PSB Renovation completion date is March 29th, 2022.
- h. **Solar Power Option** – Last month, a structural proposal for the addition of solar panels was discussed, but investigations into the cost/benefit of the panels is still pending further work.

2. Temporary Facilities Update

- a. **Site Planning and Design Revisions** – The site plan for the Unitarian Church Parking Lot has been revised based on further consideration of the apparatus garage options and maneuverability of the engines for ingress/egress. A visit to a San Rafael temporary facility currently in-use was helpful to identify areas of concern. An important revision has been the change from a tent structure to a metal carport. Originally, a fully conditioned and insulated tent was considered (see the proposal by Sprung in the last report), but it was clear that it was too expensive for a limited use. Two other tent companies were contacted but there were functionality issues with each. Chief Pigoni contacted a metal carport vendor that the City previously used, American Steel Inc, and the proposed structure is less expensive and will work much better. For the living/working quarters, the used modular from Pacific Mobile Structures, attached, is still available. The carport will be a purchased item and will have some resale value left when the renovation project is complete. The modular building will be a rental as noted in the proposal.

- b. Design and Engineering Consultants** – Kappe Architects was previously hired for the project, while Mack5 has provided supplemental project management based on their prior services contract. Some additional engineering and documentation required for the permit and bid sets have necessitated some consulting assistance from BKF Civil Engineers and List Engineering (Mechanical, Electrical, Plumbing.) We are currently working with BKF and List on the PSB Renovation so they have made themselves available for this limited scope. Also, Mack5 has extended their contract work now that we are moving into the permitting and, eventually, the building phase. The approved FY2021-22 budget for soft costs is \$130K, and the current limit covers the work to the end of the fiscal year. If there are any adjustments necessary, they will be presented as part of the FY2022-23 planning over the next two months.
- c. Parking Lot Lease Terms** – Negotiations on the lease terms of the lot continue and hopefully will be presented to the Board soon. The Executive Director is out this week so the target date for agreement has been pushed back.
- d. Schedule** – The revised schedule is attached. There are a number of critical path items such as permitting, bidding, and lead-times that may affect the schedule, but the availability of the used modular and the short turnaround time for the carport are beneficial factors.
- e. Cost** – A new estimate by Mack5 was completed on 4/12/2022. The prior Rough Order of Magnitude estimate was \$1.15M, but the substantially lower cost of the metal carport has reduced the total to \$841,000. If the current soft cost estimate is added, that brings the total to \$971,000 compared to the original estimate used in the financial analysis of \$1.5M. The reduced amount allows for another contingency in our financial planning.
- f. Board Approvals** – The following critical path approvals will soon be scheduled for the board to consider. Specific amounts are pending confirmation:
- Parking Lot Lease Agreement with Berkeley Unitarian Universalist Church.
 - Deposit to hold the Pacific Mobile Structures modular building.
 - Down payment on the American Steel Inc. Metal Carport
 - PG&E engineering costs for power pole.
- g. Sub-lease with KPPCSD for City of EI Cerrito Modulars** – Interim-GM Rick Benson communicated that negotiations are underway with the City. Options for the KFPD to sub-lease some of the space will be presented to the Board as soon as details are available. This will provide financial assistance to the KPPCSD during the period that the district is able to use some of the space for administration and records storage purposes.

KFPD PSB RENOVATION – SCHEDULE UPDATE

04/04/2022 = Construction Documents Completed
04/14/2022 = Submit for Building Permit
06/15/2022 = Building Permit Approval (Pending County Review Schedule)
07/01/2022 = Publish Bid Documents
08/01/2022 = Bids Due
08/10/2022 = Bid Award (Note: Date of Bond Approval unless obtained earlier)
10/03/2022 = Construction Start Date
03/29/2024 = Construction Complete (Note: Assumes 18mos schedule)

The following reference documents are attached:

- NHA Advisors **Financial Analysis Update** dated 04/13/2022
- ZFA Structural Engineers **Risk Assessment Report** dated 04/11/2022
- Kappe Architects **Temp Facility Site Plan Revised** dated 04/06/2022
- American Steel Carports **Temp Facility Carport Proposal** dated 04/11/2022
- Pacific Mobile Structures **Temp Facility Modular Proposal** dated 01/19/2022
- Mack5 **Temp Facility Schedule Revised** dated 04/04/2022
- Mack5 **Temp Facility ROM Estimate Revised** dated 04/12/2022

The next general update will be presented at the May 11, 2022 Board of Directors meeting. Please note that since the March meeting, the following documents have been added to the PSB Renovation page at: <https://www.kensingtonfire.org/public-safety-building>

- *Mar 09, 2022 Temporary Facilities Progress Update*
- *Mar 09, 2022 GM Report with PSB Renovation Update*
- *Mar 18, 2022 PSB Planning Permit Approval*
- *Apr 01, 2022 PSB Renovation Building Permit Submittal*

KENSINGTON FIRE PROTECTION DISTRICT

FACILITIES FUNDING DISCUSSION UPDATE



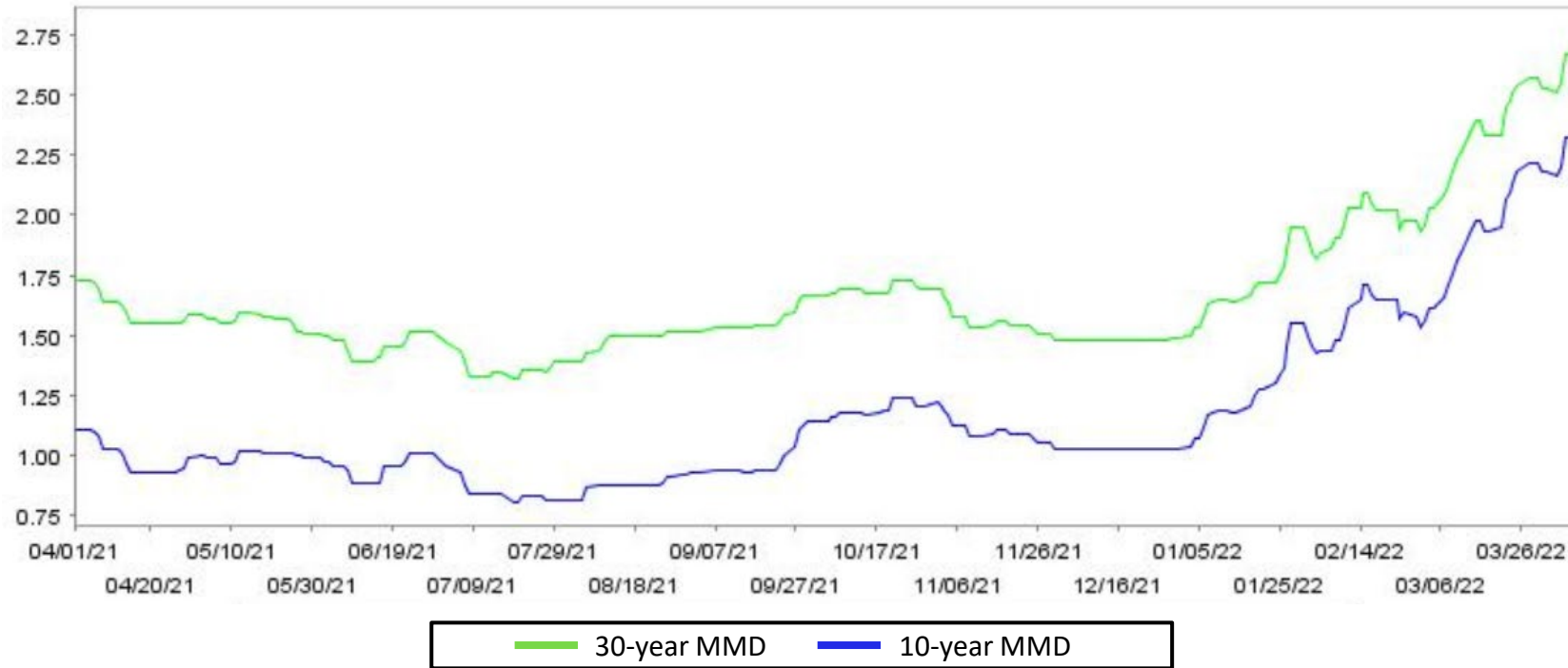
NHA | ADVISORS
Financial & Policy Strategies.
Delivered.

April 13, 2022

Historical Interest Rates

- ▶ Interest rates have risen significantly in 2022

Municipal Market Index (MMD)

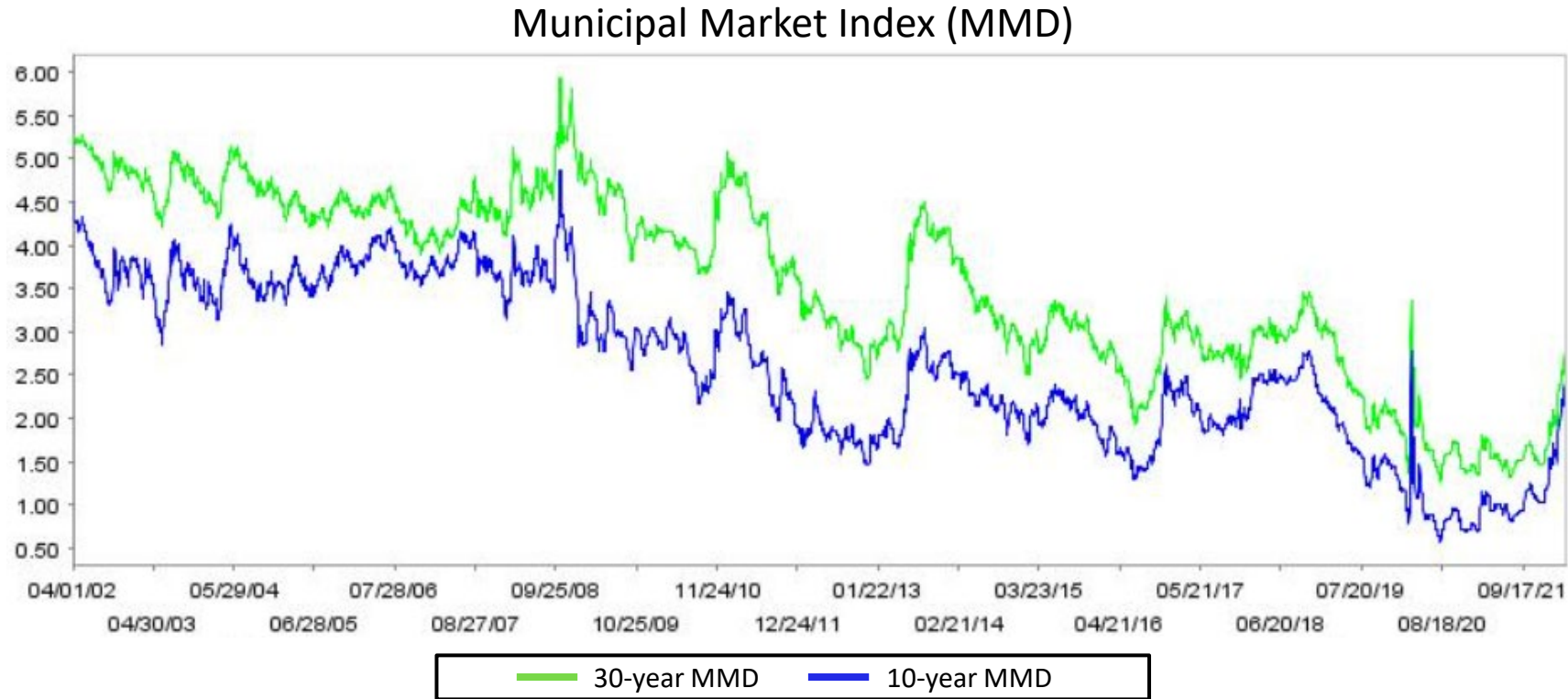


- ▶ However...



Historical Interest Rates

- ▶ ...Interest rates are still low by historical standards

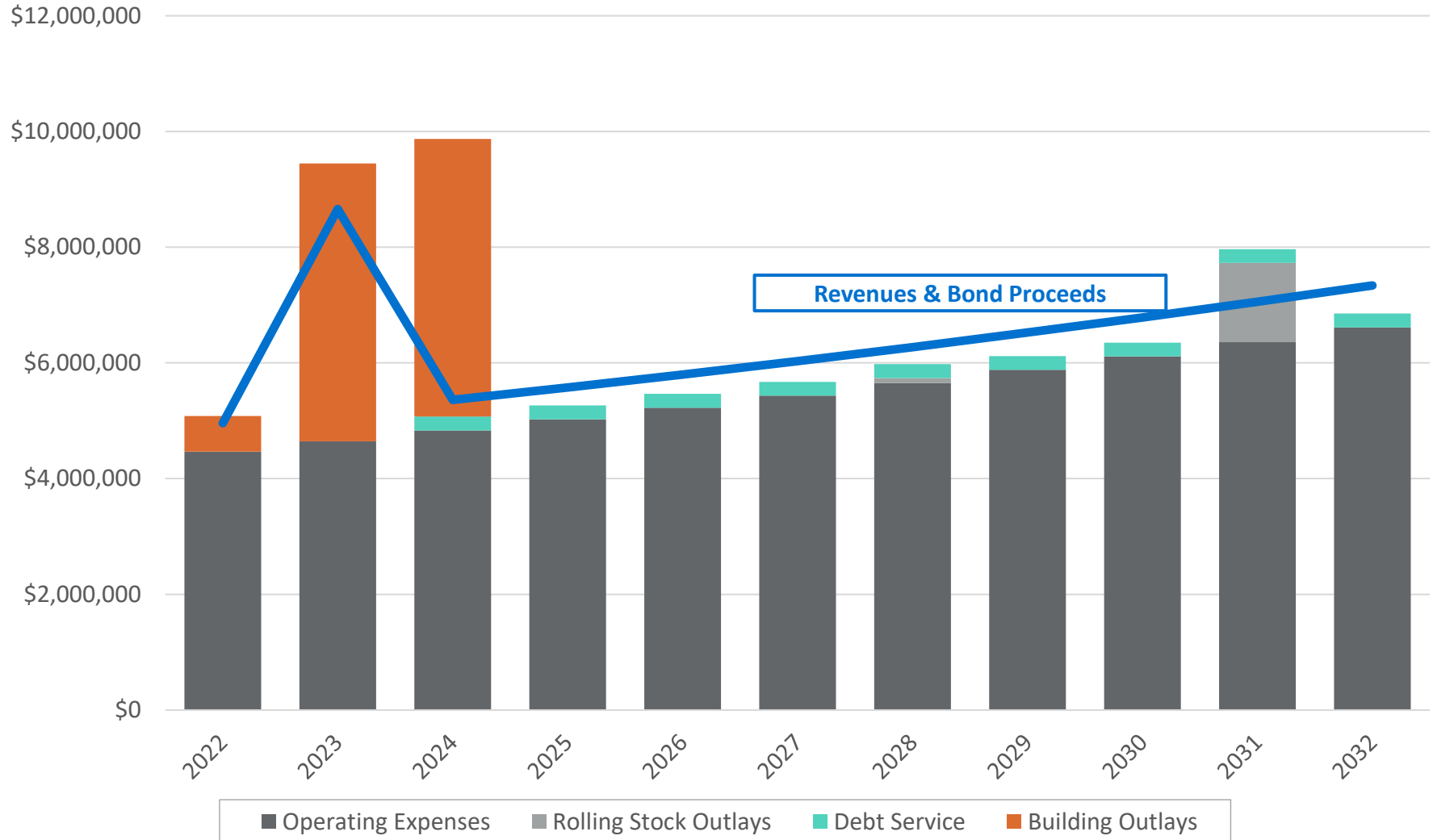


- ▶ It's hard to predict where rates might be in the summer



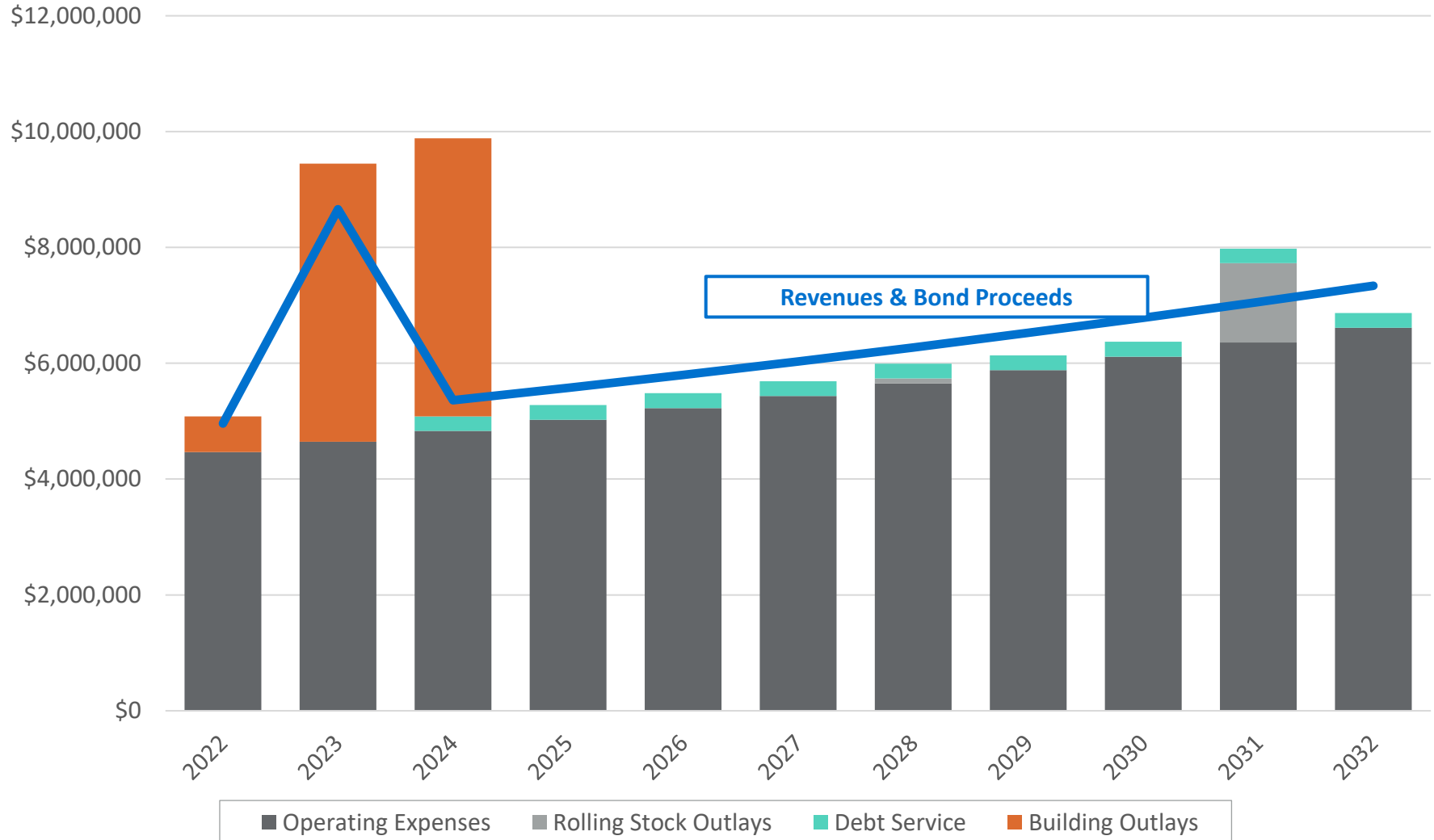
Cash Flows – Current Market (\$238K Annual Debt Service)

- ▶ \$238K of annual debt service is estimated to generate \$3.5M for projects
- ▶ An increase of \$9k since early March



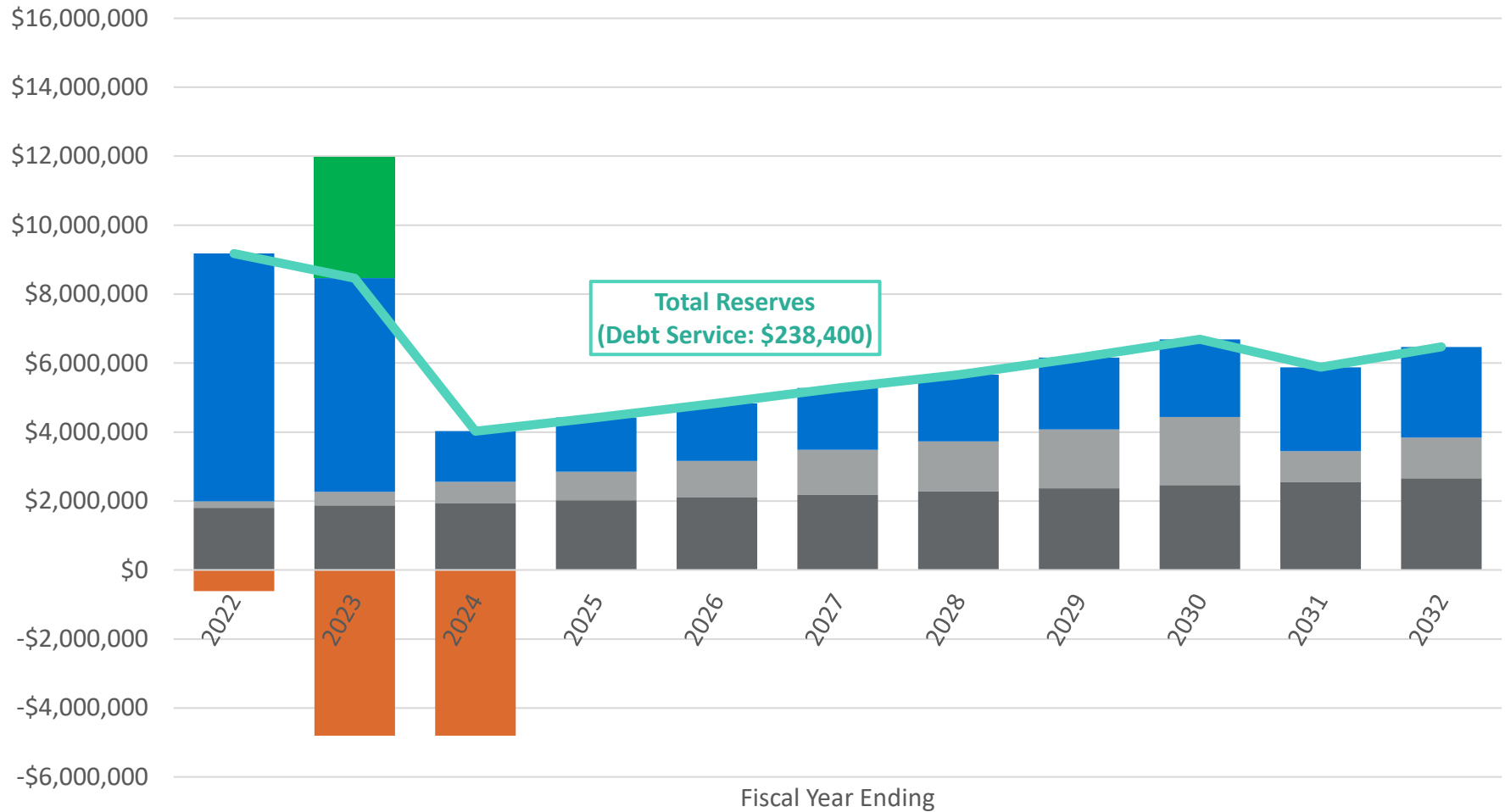
Cash Flows – Current Market + 0.5% (\$254K Annual Debt Service)

- ▶ \$254K of annual debt service is estimated to generate \$3.5M for projects
- ▶ A hypothetical 0.50% rise in rates would increase annual debt service by an additional \$16k



Reserves – Current Market (\$238K Annual Debt Service)

- ▶ Annual debt service of \$238K would:
- ▶ Fund \$3.5M of building projects
- ▶ Result in lower reserves than shown in early March



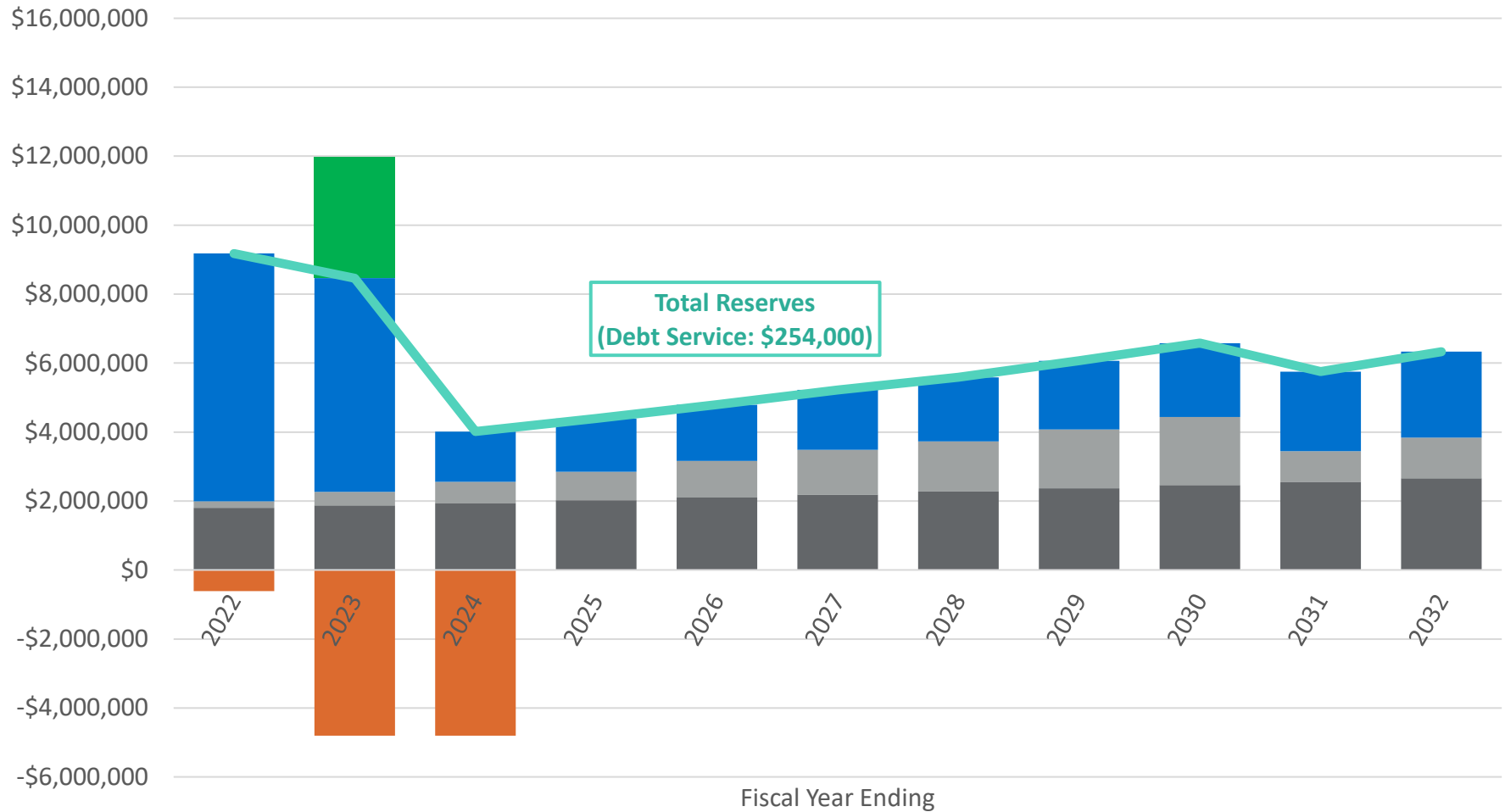
Emergency Operating Reserve
 Rolling Stock Reserve
 Building Reserve
 Bond Proceeds
 Building Projects



Reserves – Current Market + 0.5% (\$254K Annual Debt Service)

- ▶ Annual debt service of \$254K would:

 - ▶ Fund \$3.5M of building projects
 - ▶ Result in lower reserves due to higher debt service costs



■ Emergency Operating Reserve ■ Rolling Stock Reserve ■ Building Reserve ■ Bond Proceeds ■ Building Projects



Kensington Public Safety Building: Risk Assessment Report

The Kensington Public Safety Building is undergoing a retrofit in accordance with the 2019 California Existing Building Code in order to address potentially life-threatening seismic deficiencies. While this retrofit will conform to code due to the extensive nature of the planned upgrades to the building, the Board of Directors desires to better quantify the increase in performance the structure experiences due to the retrofit. ZFA has performed an Advanced SP3 Risk Analysis following the FEMA P-58 methodology, a national standard for performing seismic risk assessments. The methodology focuses on three key metrics – Financial Losses, Loss of Life, and Recovery Time – in the wake of a seismic event.

Summary of Risk Assessment Approach

To properly capture the performance of the building, ZFA produced (4) analytical building models in the SP3 software – (2) existing and (2) retrofitted – and then averaged the results of the models based on the proportion of building area included in each. The models included structural and non-structural components which are assigned acceleration and drift capacities. In an earthquake, the whole building and its contents move. SP3 provides values for standard building components and evaluates the probability of damage across 2500 iterations at each prescribed intensity. For the Kensington Public Safety Building, ZFA evaluated the following **Return Periods**: 50% in 50 year, 10% in 50 year, Code Design Earthquake, 5% in 50 year, Code Maximum Considered Earthquake, and the 2% in 50 Year. These **Return Periods** coincide with a particular **Seismic Event Intensity**, as defined below, of shaking and peak ground acceleration. The ground acceleration values are based on the United States Geological Survey (USGS) database. The damage consequences are defined as cost, risk to human life, and time to repair or regain function.

In this report, ZFA has focused on the 10% in 50 year event as the return period is independent of the site. Typically, the 10% in 50 year event is equivalent in intensity to the Code Design Earthquake. However, the Code Design Earthquake return period and intensity varies by site which leads to difficulty in comparing and understanding risk assessment results. Thus, to provide a clear statement of performance for the Public Safety Building, we highlight the 10% in 50 year seismic event.

In addition to this brief report, ZFA has prepared a set of summary sheets featuring graphics and figures related to the analyses performed at each intensity.

Risk Assessment Background – Definitions

- **Scenario Expected Loss (SEL):** The average losses for a given scenario
- **Scenario Upper Loss (SUL):** Losses which have a 90% probability of not being exceeded for a given scenario
- **Seismic Event Intensity:** The probability of exceedance of ground shaking in a given time period; e.g. “10% in 50 years” corresponds to the level of shaking that has a 10% probability of being exceeded over a 50-year period.
- **Casualty:** Injury or Death due to earthquake shaking and falling hazards.
- **Functional Recovery:** Time to complete repairs such that the damaged building can support its pre-earthquake function.

- **Red Tag:** Unsafe placard posting from a post-earthquake building evaluation. Red-tagged buildings
- **Code Design Earthquake*:** The earthquake effects that are two-thirds of the corresponding risk-targeted maximum considered earthquake (MCE_R) effects.
- **Code Maximum Considered Earthquake (MCE_R)*:** The most severe earthquake effects considered by ASCE 7 determined for the orientation that results in the largest maximum response to horizontal ground motions and with adjustment for targeted risk.

*Definitions taken directly from ASCE 7-16, *Minimum Design Loads and Associated Criteria for Buildings and Other Structures*

Results Summary – 10% in 50-year Event

Financial Losses: In the existing building, the expected (mean) losses were 42% of the total building replacement value. In the retrofitted structure, the losses were reduced to 14%, for a net gain of 28%. This 28% gain is equivalent to approximately \$3 million saved in post-earthquake construction costs for the design-level event – the relative intensity of shaking which the retrofit is deemed to meet.

Casualties: For the existing building, the anticipated number of persons injured in a design level event is ~0.40 and the probability that any one person will be injured anywhere in the building is 11%. For the retrofitted condition, the number of persons drops to ~0.05 and the probability of a single injury is 1.62%. The relative improvement in safety based on probability of injury is a near 10x reduction due to the retrofit.

Recovery: In its current condition, the structure is expected to require 4.4 months to meet the Functional Recovery requirements of ATC-138, the latest draft standard in functional recovery. After the retrofit, the expected functional recovery time is approximately 3.0 months.

Red Tag Probability: It is anticipated that in the 10% in 50 year event, the existing building would have a 27% probability of receiving a red tag. The retrofitted building would not likely receive a red tag for the design event, as the theoretical probability is 0%.

Limitations

The seismic performance assessment summarized in the above was completed using industry standards of practice and care. The findings are in accordance with our best prediction of the building performance during a seismic event and consider the variation in results for a range of seismic intensities.

It is important to note that it is unrealistic to precisely predict any of the probabilistic assessment information or data. Each factor affecting the seismic performance of a building has a degree of uncertainty that affects our ability to predict exact frequency values. For example, the fault that will produce the next earthquake and the magnitude of shaking that will occur are not known with any certainty. Nor is there a perfect understanding of the structural seismic behavior, including factors such as damping, stiffness and strength degradation, soil-structure interaction effects, and elements designed to resist only gravity loads. The smaller city of Christchurch, New Zealand (population <400,000 people) is still, over a decade later, struggling to rebuild the central business district following a M6.2 earthquake in 2011. Therefore, the recovery times provided in this study are limited to a stand-alone building because the impeding factors remain largely unknown at this time.

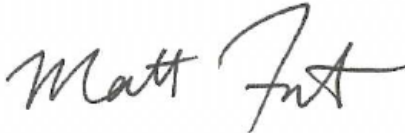
Regards,



Tommy Sidebottom
ZFA STRUCTURAL ENGINEERS
Designer



Steve Patton, SE
ZFA STRUCTURAL ENGINEERS
Senior Associate



Matt Frantz, SE
ZFA STRUCTURAL ENGINEERS
Associate Principal

Kensington Public Safety Building

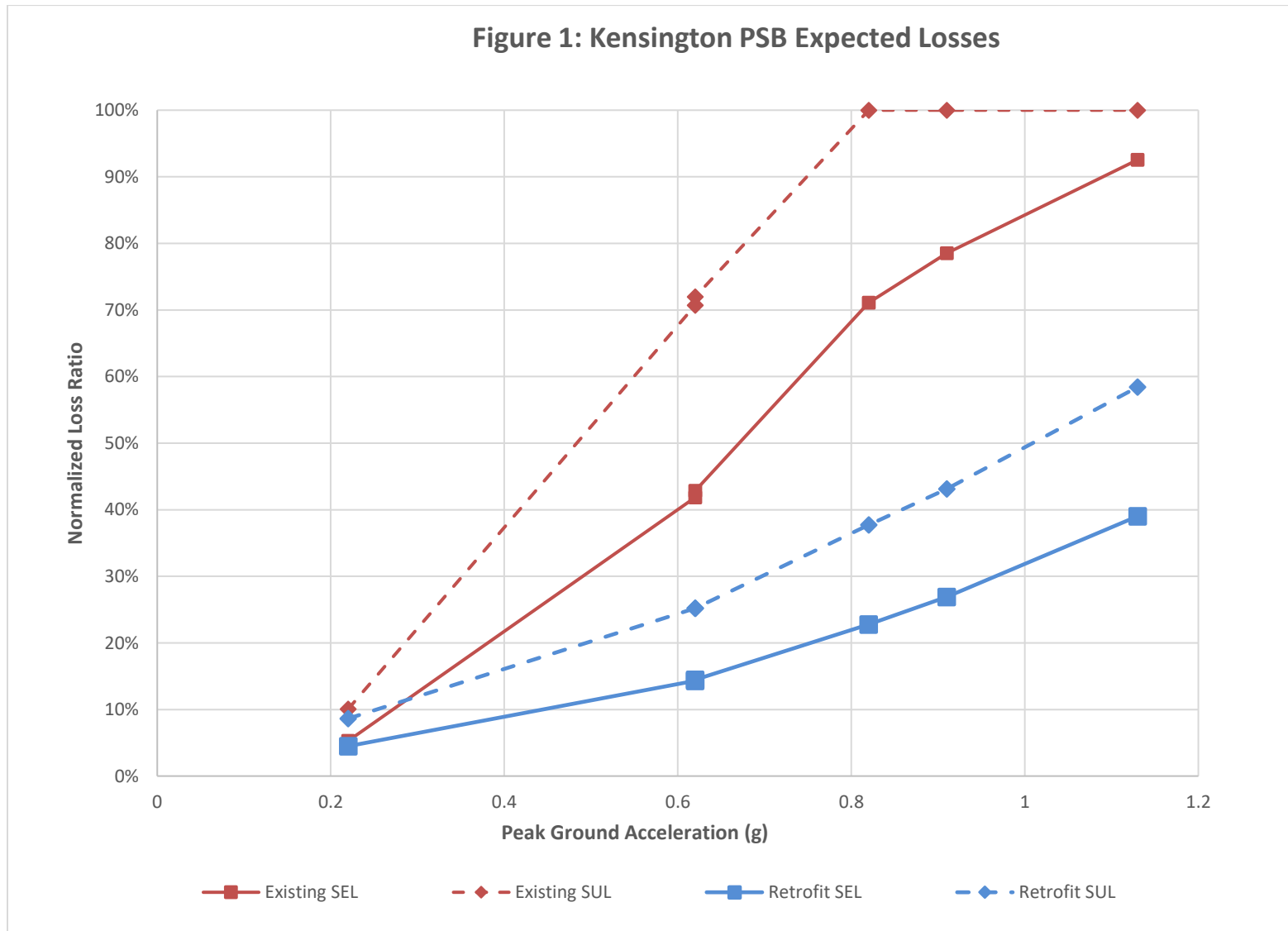
217 Arlington Avenue
Kensington, CA 94707



Site Coordinates	Lat 37.75868; Long -121.95975
Retrofit Building Code	2019 California Existing Building Code
Year Constructed	1969
# of Stories	Two Stories
Occupancy / Use	Fire Station
Structural Seismic Systems (ASCE 41-17 Building Type)	Wood Light Frame w/ Concrete shear wall and steel moment frame in longitudinal direction at ground floor (W2, C2, S1a)
Total Area	6133 SF
Building Aspect Ratio	1.95
Replacement Cost per SF	\$1794 / SF
Story Heights	13'-6" at First Floor 9'-0" at Second Floor
Building Irregularities	None
Risk Category	IV
Soil Site Class	C – Stiff Soil
Type of Construction	Wood frame structure with gypsum board on wood partitions.
Existing Foundation System	Grade Beams and Piers on three sides, and at interior. Concrete retaining wall along East face of building.

1. Financial Losses:

Based on an expected building replacement value of approximately \$11 million, for the 10% in 50-year event (PGA = 0.62), the retrofit provides a mean cost savings of \$3 M.



2. Casualties:**Table 1: Existing Building**

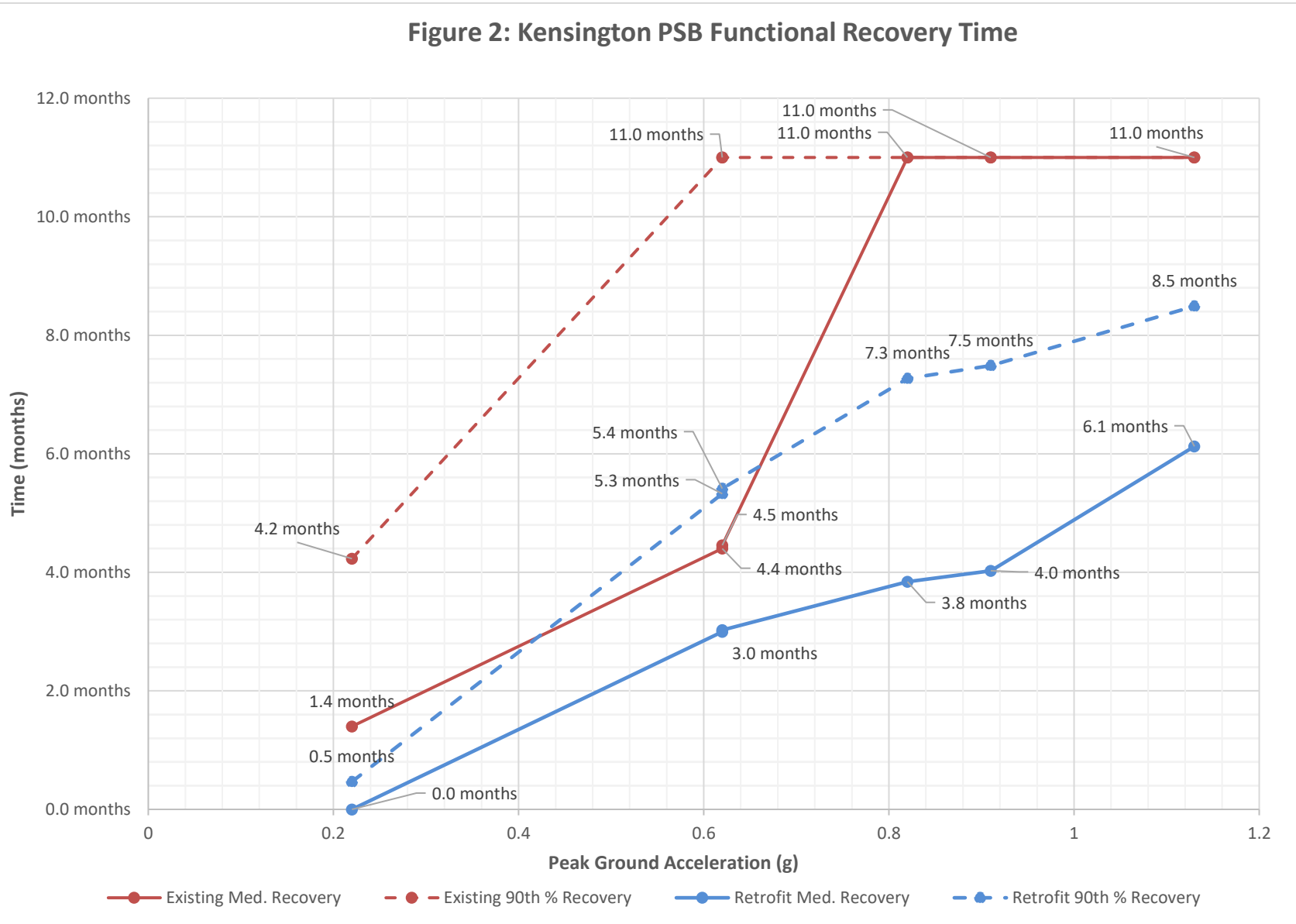
Total Casualties	50%/50 year	10%/50 year	DE	5%/50 year	MCER	2%/50 year
Injury (number people)	0.0780	0.3880	0.3913	0.5904	0.6616	0.8230
% single person is injured anywhere	(2.370)	(11.055)	(11.098)	(16.249)	(18.094)	(22.398)
Death (number of people)	0.0007	0.0037	0.0037	0.0058	0.0065	0.0082
% single person is killed anywhere	(0.021)	(0.099)	(0.100)	(0.153)	(0.174)	(0.220)

Table 2: Retrofit Building

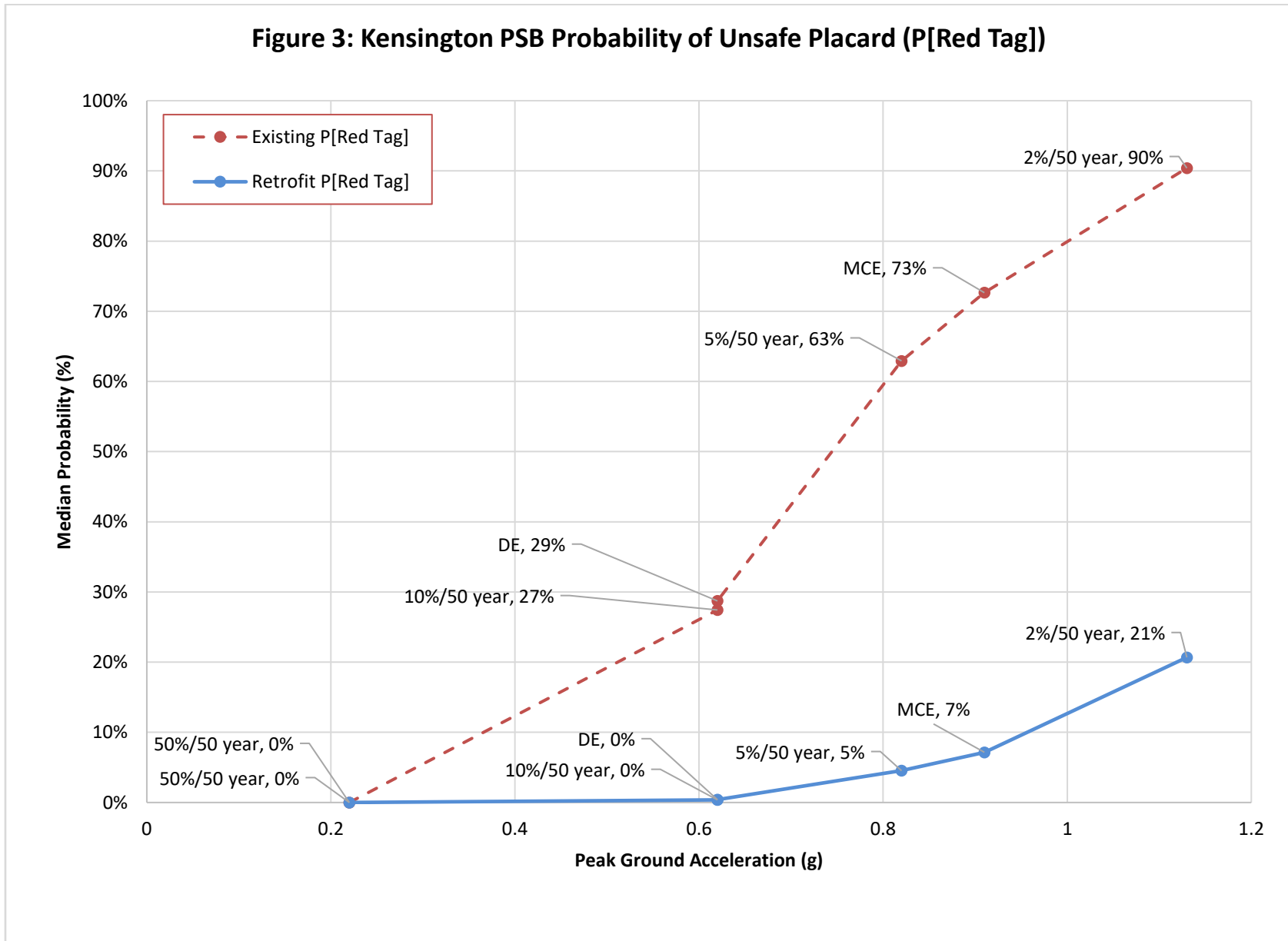
Total Casualties	50%/50 year	10%/50 year	DE	5%/50 year	MCER	2%/50 year
Injury (number people)	0.0006	0.0512	0.0579	0.0834	0.1043	0.1450
% single person is injured anywhere	(0.033)	(1.615)	(1.776)	(2.755)	(3.444)	(4.902)
Death (number of people)	0.0000	0.0000	0.0000	0.0001	0.0002	0.0006
% single person is killed anywhere	0.000	(0.001)	(0.001)	(0.005)	(0.010)	(0.024)

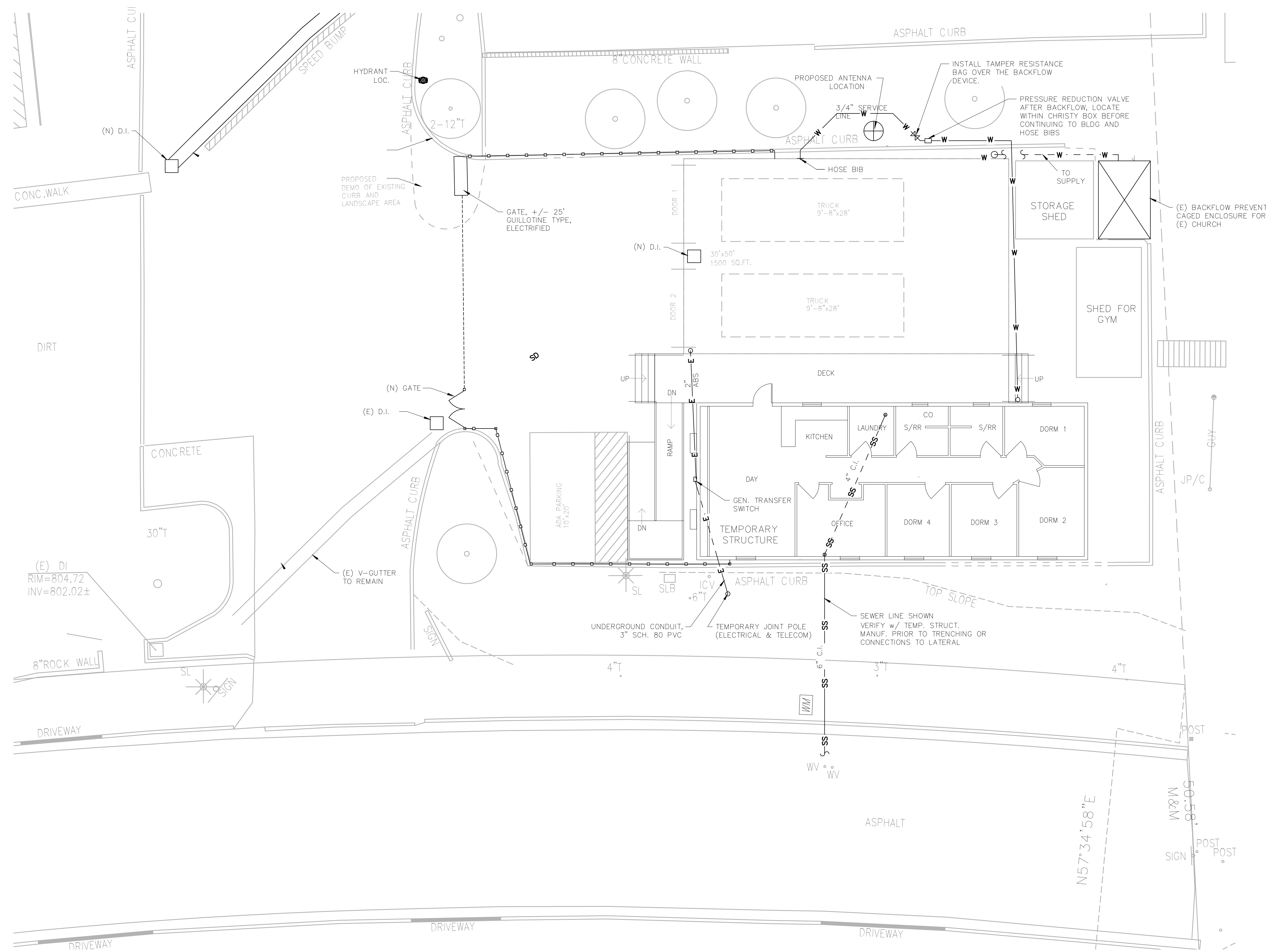
3. Recovery:

Figure 2: Kensington PSB Functional Recovery Time



4. Red Tag Probability:





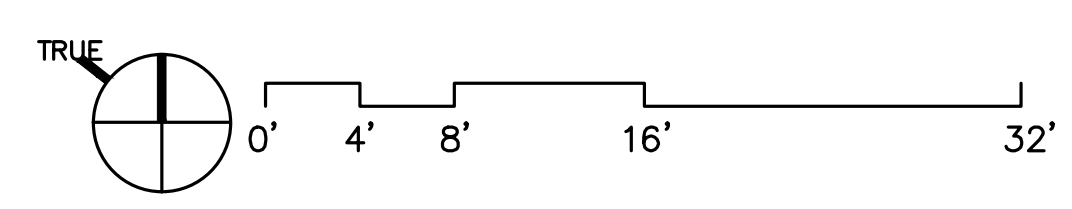
1 UTILITY SITE PLAN
1/8" = 1'-0"

SITE PLAN - ABBREVIATIONS

- C.I. CAST IRON
- CO CLEANOUT
- DI DRAIN INLET
- PVC-80 SCHEDULE 80 PVC

UTILITY LINES LEGEND

- FENCE LINE
- W—W—W—W— WATER LINE
- G—G—G—G— GAS LINE
- E—E—E—E— ELECTRIC LINE
- SS—SS—SS—SS— SEWAGE LINE
- SS—SS—SS—SS— STORM DRAIN



KAPPE ARCHITECTS
 801 D STREET SAN RAFAEL CA 94901
 TEL: 415.457.7801

**KENSINGTON FIRE DEPARTMENT
 TEMPORARY FIRE STATION**
 808 CRAFT AVENUE
 EL CERRITO, CA 94530

Project:
**KENSINGTON FIRE DEPARTMENT
 TEMPORARY FIRE STATION**
 APN: 505-302-017
 Registration:

Project No.:	21.07
Drawn By:	GC
Checked By:	RK
Issued Date:	04/06/2022
Revision	No. Date

All drawings and written material herein are the original and unpublished property of Kappe Architects. The same may not be duplicated, used without written or disclosed consent. Material herein is for use by authorized contractors, bidders and subcontractors in connection with this project only. All dimensions on these drawings shall take precedence over scaled dimensions. Contractors shall be responsible to verify all dimensions and conditions on the job. This office must be notified of any variations from the dimensions and conditions shown by these drawings. Shop drawings must be reviewed by this office before proceeding with fabrication.

Sheet Title:
UTILITY SITE PLAN
 Scale: As indicated
 Sheet No.:
A1.01

Lease Quotation #Q029282



Date: 1/19/2022

Company:
Kensington Fire Protection District
217 Arlington Ave
Kensington, CA 94707-1401

Site Location:
KFPD - Kensington
217 Arlington Ave
Kensington, CA 94707-1401

Ian Clark
Cell: 415.629.7443
Office: 209.846.7272

Contact:
Ron Kappe - 415.457.7801
ron@kappearchitects.com

Site Contact:
Bill Hansell - 415.378.9064
bhansell@kensingtonfire.org

Term: 18 Months

Rental Costs Per Month	Qty	Rate	Total
24x60 Office w/RR Rental	1	\$2,628.00	\$2,628.00
Rental - OSHA Step	1	\$19.00	\$19.00
Rental - ADA 6'6"x12' landing 38' switchback 5 tread step	1	\$357.00	\$357.00
Rental - Waste Manifold	1	\$10.00	\$10.00
Rental - Security Kit - Doors & Windows	1	\$25.00	\$25.00
Total monthly charges			\$3,039.00

Installation Costs	Qty	Rate	Total
Engineering - Site Specific Foundation Plan/Calcs	1	\$575.00	\$575.00
Delivery - Pilot Cars	2	\$325.00	\$650.00
Delivery - Permits	2	\$85.00	\$170.00
Delivery - Freight	2	\$613.00	\$1,226.00
ADA Ramp Delivery/Install (PW)	1	\$1,375.00	\$1,375.00
Vinyl Skirting Provide, Install, Remove Hitches (PW)	1	\$4,788.00	\$4,788.00
Prevailing Wage Install	1	\$3,975.00	\$3,975.00
Tiedown Install (PW)	20	\$145.00	\$2,900.00
Total startup charges			\$15,659.00

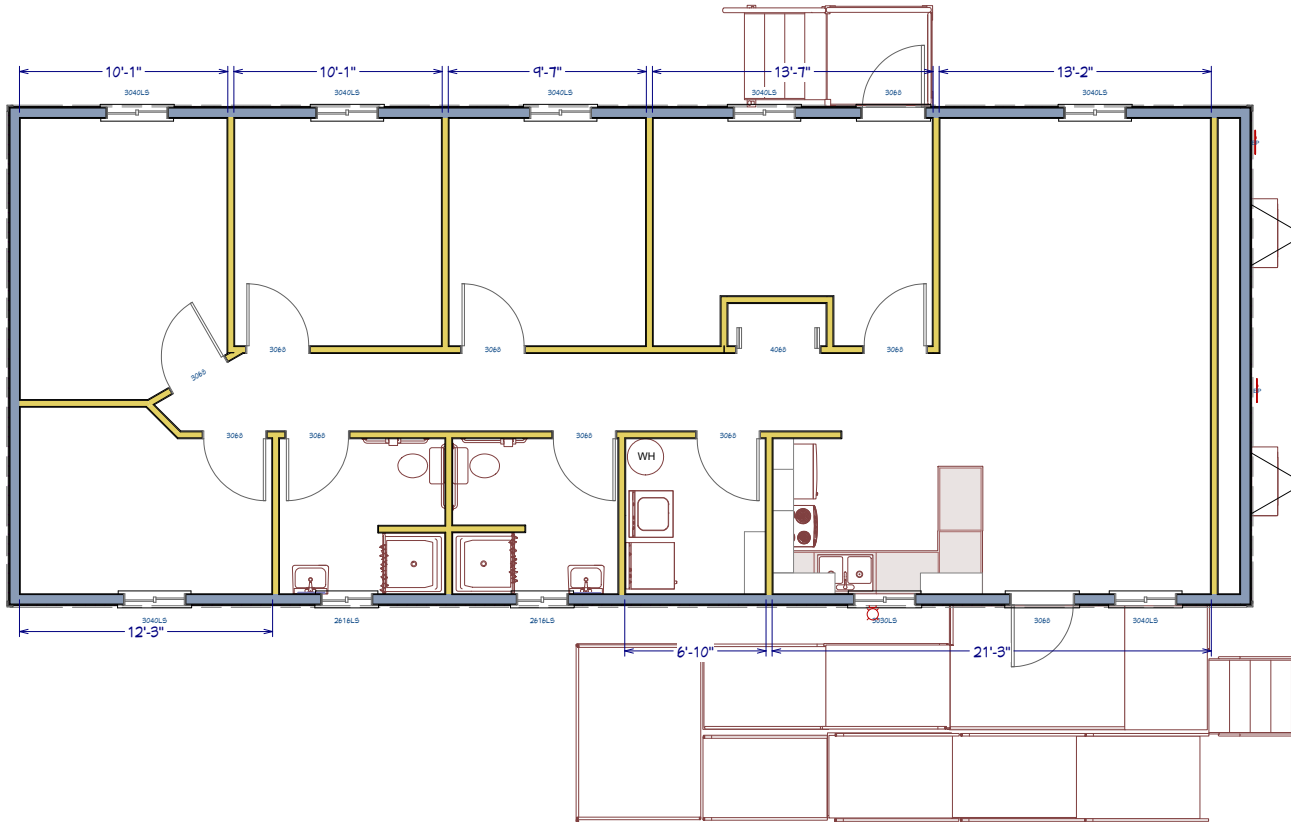
Estimated Removal Costs*	Qty	Rate	Total
ADA Ramp Removal/Return (PW)	1	\$1,375.00	\$1,375.00
Vinyl Skirting Removal (PW)	1	\$924.00	\$924.00
Prevailing Wage Teardown	1	\$3,150.00	\$3,150.00
Tiedown Removal (PW)	20	\$55.00	\$1,100.00
Return - Freight	2	\$613.00	\$1,226.00
Return - Pilot Cars	2	\$325.00	\$650.00
Return - Permits	2	\$85.00	\$170.00
Total end of lease charges			\$8,595.00

*Calculated at return using current market rates for lease terms greater than 12 mo.

Customer responsibilities: Site preparation, all connection to utilities such as water/sewer, electrical, phone/data, fire alarms/sprinklers, building permits, and permit fees. An insurance certificate that meets general liability and property damage requirements is required before delivery. Please be sure that the site is dry, compacted with minimum 1,500 PSF, level to +/- 6" difference in grade, and accessible by standard truck delivery. If the site is not fully accessible, there may be additional charges. Extra trip charges may occur if the customer decides to stop work in progress. Pricing excludes applicable taxes, ADA ramp access, prevailing wages, removal of axles/hitches, transport pilot cars, and permits (unless noted otherwise). The quote is good for 30-days and is limited to the availability of stock on hand. Please schedule as soon as possible to secure your preferred delivery date.

This drawing is the property of Pacific Mobile Structures, Inc. and may not be duplicated without approval. Actual features may vary due to available inventory.

ALL APPLIANCES NOT INCLUDED (JUST SHOWN AS EXAMPLE)



FEATURES

- Outrigger Chassis w/hitch
- Carpet & Lino Flooring
- Vinyl wrapped interior wall covering
- 8' suspended ceiling
- 2x4 troffer lights
- Endwall HVAC w/ducted supply Plenum wall ducted return
- Galvanized Steel roof covering
- Stucco Hardipanel siding Grey siding / Blue trim
- 3040 Horizontal sliding windows
- 3068 Painted steel exterior doors w/closer, passage, and deadbolt
- 3068 Prefinished interior doors w/Timely frame and passage

LEGEND

- ⊞ Panel Box
- ⊙ Porch Light
- ⊕ Thermostat
- ⊕ Duplex Outlet
- ⊙ Light Switch
- Perm. Interior wall
- ⊞ Temp. Interior wall
- ⊞ Empty data box

UNIT #6144

24' X 60' MOBILE OFFICE

This drawing is the property of Pacific Mobile Structures, Inc. and may not be duplicated without approval. Actual features may vary due to available inventory.



ID	Task Name	Duration	Start	Finish	March			April			May			June			July			August			Sept		
					B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B	M	E	B		
1	Kensington Fire Temporary Facility	147 days	Fri 3/4/22	Mon 9/26/22																					
2	Design	40 days	Fri 3/4/22	Thu 4/28/22																					
3	Collect information on app bay tent structure and modular building	30 days	Fri 3/4/22	Thu 4/14/22																					
4	Finalize site bid set	10 days	Fri 4/15/22	Thu 4/28/22																					
5																									
6	Permits	60 days	Fri 4/29/22	Thu 7/21/22																					
7	Building Permit submittal/approval	15 days	Fri 4/29/22	Thu 5/19/22																					
8	Power & Sanitary service submittal/approval	15 days	Fri 4/29/22	Thu 5/19/22																					
9	PG&E	60 days	Fri 4/29/22	Thu 7/21/22																					
10																									
11	Bid, Contracting	33 days	Fri 4/29/22	Tue 6/14/22																					
12	Compile bid set	3 days	Fri 4/29/22	Tue 5/3/22																					
13	Bidding	15 days	Wed 5/4/22	Tue 5/24/22																					
14	Bid review, Contract award	10 days	Wed 5/25/22	Tue 6/7/22																					
15	Contract execution	5 days	Wed 6/8/22	Tue 6/14/22																					
16																									
17	Procurement of Temporary Structures	30 days	Fri 4/15/22	Thu 5/26/22																					
18	Finalize scope, cost proposals	15 days	Fri 4/15/22	Thu 5/5/22																					
19	Contract approval & execution	15 days	Fri 5/6/22	Thu 5/26/22																					
20																									
21	Construction	71 days	Mon 6/20/22	Mon 9/26/22																					
22	NTP	1 day	Mon 6/20/22	Mon 6/20/22																					
23	Mobilize, site work, utilities, prep for temp structure installation etc	35 days	Tue 6/21/22	Mon 8/8/22																					
24	Deliver, Install temp structure	15 days	Tue 8/9/22	Mon 8/29/22																					
25	Hook up utilities, misc finish work	5 days	Tue 8/30/22	Mon 9/5/22																					
26	Telecom, Data, IT work	7 days	Tue 9/6/22	Wed 9/14/22																					
27	Punch list, demobilize	3 days	Thu 9/15/22	Mon 9/19/22																					
28	Move in	5 days	Tue 9/20/22	Mon 9/26/22																					

CSI UniFormat Summary		%	\$,000
Site Preparation & Demolition		3%	\$22
Site Improvement		12%	\$75
App Bay - Erection & Dismantling, Utility Connections		10%	\$63
Office & Living Quarters - Utility Connections		5%	\$35
Site Mechanical Utilities		16%	\$100
Site Electrical Utilities		18%	\$112
Subtotal		63%	\$407
Bonds & Insurance	2.50%	2%	\$10
General Conditions/General Requirements	15.00%	10%	\$63
Contractor's Overhead & Profit	10.00%	7%	\$48
Subtotal		82%	\$528
Contingency for Design Development	15.00%	12%	\$79
Cost Escalation (to midpoint of construction)	5.70%	5%	\$35
TOTAL CONSTRUCTION BUDGET		100%	\$642
TEMPORARY STRUCTURES			\$,000
Apparatus Bay			\$80
Office and Living Quarters			\$119
TOTAL CONSTRUCTION & TEMP STRUCTURE BUDGET			\$841

Detail	Job #19650a
	April 12, 2022

SITE PREPARATION & DEMOLITION	Quantity	Unit	Rate	Total (\$)
Site Clearing, Preparation, Trimming etc	13,650	SF	\$0.50	\$6,825
Erosion Control	13,650	SF	\$0.35	\$4,778
Misc Site Work - AC Berm, AC grinding, levelling	13,650	SF	\$0.75	\$10,238
Earthwork/Grading				<i>NIC, Excluded</i>
Hazardous Materials Abatement				<i>NIC, Excluded</i>
Subtotal For Site Preparation & Demolition:				\$21,840

SITE IMPROVEMENT	Quantity	Unit	Rate	Total (\$)
Vehicular Paving Slurry seal at the end of lease period with new pavement in select areas	13,650	SF	\$5.50	\$75,075
Subtotal For Site Improvement:				\$75,075

APP BAY - GC Support, Electrical based on metal carport structure	Quantity	Unit	Rate	Total (\$)
Electrical Lighting & Power	1,500	SF	\$35.00	\$52,500
GC Support - allowance	1	LS	\$10,000.00	\$10,000
Subtotal For App Bay - Gc Support, Electrical Based On Metal Carport Structure:				\$62,500

OFFICE & LIVING QUARTERS - UTILITY CONNECTIONS	Quantity	Unit	Rate	Total (\$)
Utility Hook Ups after Install				
Electrical	1	LS	\$5,000.00	\$5,000
Water	1	LS	\$1,500.00	\$1,500
Sewer	1	LS	\$2,500.00	\$2,500
Data/Telecom	1	LS	\$1,000.00	\$1,000
GC Coordination, Assistance with install, removal - allowance	1	LS	\$20,000.00	\$20,000
Kitchen Equipments	1	LS	\$5,000.00	\$5,000
Subtotal For Office & Living Quarters - Utility Connections:				\$35,000

Detail	Job #19650a
	April 12, 2022

SITE MECHANICAL UTILITIES	Quantity	Unit	Rate	Total (\$)
OPTION 1;				
Water				
Point of connection	1	EA	\$1,500.00	\$1,500
Waterline 1"	100	LF	\$50.00	\$5,000
Waterline 3/4"	24	LF	\$40.00	\$960
Reduced Backflow preventor	1	EA	\$1,500.00	\$1,500
Reduced pressure valve after backflow on the water meter	1	EA	\$1,500.00	\$1,500
Hose bibb	1	EA	\$750.00	\$750
Sanitary Sewer				
Point of connection	1	EA	\$10,000.00	\$10,000
Sewer line, C.I., 4" dia	56	LF	\$125.00	\$7,000
Sewer line, ABS 2" dia	104	LF	\$75.00	\$7,800
Cleanout	6	EA	\$1,100.00	\$6,600
Storm Drainage				
Point of connection	1	EA	\$4,000.00	\$4,000
Storm drain, 6" SCH 80 PVC (N) Drain inlet	164	LF	\$76.00	\$12,464
	3	EA	\$2,500.00	\$7,500
Site Demolition				
Trenching, excavation/disposal and repave	448	LF	\$75.00	\$33,600
Subtotal For Site Mechanical Utilities:				\$100,174

SITE ELECTRICAL UTILITIES	Quantity	Unit	Rate	Total (\$)
Temporary Joint Pole (Electrical and Telecom)	1	EA	\$4,000.00	\$4,000
Conduit Pole Riser	1	LS	\$2,500.00	\$2,500
(1)-3"C PVC Sch#80 Power Service Conduit in Trench - to Temp Joint Pole	26	LF	\$80.00	\$2,080
Panel "PH1" 200A MCB 208/120V	1	EA	\$5,000.00	\$5,000
(1) - 2" C rigid to App Bay with wire, no trench	60	LF	\$55.00	\$3,300
ATS 200A 208/120V	1	EA	\$5,500.00	\$5,500
Grounding	1	LS	\$2,500.00	\$2,500
New Diesel Generator (allow 50kW) at Primary Location 208/120V including Testing/Commissioning, Concrete Pad	1	EA	\$73,300.00	\$73,300

Detail	Job #19650a
	April 12, 2022

200A Genset Feeder Conduit and Wiring in Trench (in Primary Genset Location)	20	LF	\$152.00	\$3,040
200A Feeder in EMT - ATS to Panel PH1	10	LF	\$115.00	\$1,150
Testing/Permits/Fees/Coordination	1	LS	\$5,000.00	\$5,000
Trenching, excavation/disposal and repave - allowance	1	LS	\$5,000.00	\$5,000

Subtotal For Site Electrical Utilities: **\$112,370**

APP. BAY - 30 x 50 Metal Carport Structure Purchase
--

	Quantity	Unit	Rate	Total (\$)
American Steel Inc Metal Carport Structure budget based on 4/12/22 proposal	1	LS	\$70,000.00	\$70,000
Misc. Allowance	1	LS	\$10,000.00	\$10,000
Subtotal For App. Bay - 30 X 50 Metal Carport Structure Purchase:				\$80,000

OFFICE & LIVING QUARTERS - MODULAR STRUCTURE (24 MONTH LEASE)
--

Temporary mobile office trailer, 24' x 60'; including offices and 2-restrooms with carpet/linoleum flooring, vinyl wrapped interior wall covering, suspended ceiling, lighting fixtures, endwall HVAC ducted supply plenum, galvanized steel roof covering, stucco hardipanel siding, sliding windows, painted exterior doors, and prefinished interior doors (ref. Lease Quote provided by Pacific Mobile Structures dated 1/19/2022)

	Quantity	Unit	Rate	Total (\$)
Rental cost/month	24	MO	\$3,200.00	\$76,800
Installation cost	1	LS	\$17,500.00	\$17,500
Removal cost	1	LS	\$10,000.00	\$10,000
Miscellaneous allowance	1	LS	\$15,000.00	\$15,000
Subtotal For Office & Living Quarters - Modular Structure (24 Month Lease):				\$119,300



KENSINGTON FIRE PROTECTION DISTRICT
MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE
MINUTES
Thursday, March 17, 2022 3:00pm-5:00pm
Via Zoom Teleconference

1. CALL TO ORDER/ROLL CALL

Directors: Larry Nagel and Kevin Padian
Public Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Peter Liddell, Danielle Madugo, Paul Moss, David Spath
Staff: General Manager Bill Hansell
Consultant: Emergency Preparedness Coordinator Johnny Valenzuela
Guest: Joe Grupalo, Zonehaven

2. PUBLIC COMMENT

This place on the agenda is reserved for comments and inquiries concerning matters that do not otherwise appear on the agenda.

3. ADOPTION OF CONSENT ITEMS

Items listed below are consent items, which are considered routine and will be enacted by one motion. Reports and recommendations prior to assigning consent item designations to the various items have been received and considered. 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. (Supporting material)

a. Approval of Minutes of the regular meeting of February 24, 2022 (Approve)

MOTION: Spath/Nagel to accept the minutes as corrected.
Motion passed unanimously

4. OLD BUSINESS

None

5. NEW BUSINESS

a. Emergency Public Address (EPA) Systems and Zonehaven

Discussion of the deployment and coordination of EPA devices with Zonehaven's Joe Grupalo, former battalion chief of EC-K Fire Department (see attached report from Joe Grupalo, plus updated Q&A submitted by Board Members). Kevin introduced the topic by saying the discussion would cover how EPAs work, and how they are activated. Kevin mentioned that Meredith, Lorraine, and Heather have left CWS and Julie Cavallero will now head up the CWS effort.

Joe was asked at the request of some EPC members because he is so familiar with the Zonehaven system (Zonehaven has merged with Genasys, an EPA provider, but our discussion would not be specific to Genasys (Joe is on the Zonehaven side, not the Genasys side).

Danielle Madugo asked if the Berkeley EPAs are installed yet and when can we see them. Joe said the Berkeley EPA system has been ordered but it is not yet installed.

Lisa Caronna asked when and how the EPAs would be activated. Specifically, who would create the messages. Joe stated that the Fire Department and Police Department would be responsible for requesting the activation of the system and would supply the content of messages and non-verbal sounds to the OES, which would activate the devices remotely.

Bill Hansell noted that when there was a fire in Lucas Valley he had no problem hearing the EPS system even though it was a very windy night.

David Spath asked about how the EPA systems address overlap. Joe noted that the speakers are spaced according to topology, not zones. In talking with Berkeley Fire Department Chief May, the systems can be interconnected to allow communities to share systems.

Kevin noted that unless we get a waiver, we need an open bidding process so we are talking to other EPA vendors as well. The job of the EPC is to do research and gather data.

Paul Moss asked which public properties would we use for placing EPAs.

Kevin asked Robert Rogers (John Gioia's office) about what precedents are set about placing EPAs on public lands (school grounds, parks, median strips, etc., according to the best topological placements). Robert and Sup. Gioia prefer that their office handle these inquiries with County offices. They will follow up. Joe Grupalo testified that it is much easier to work on public than on private lands.

Danielle Madugo asked about which areas have conducted drills using an EPA system. Joe mentioned that the speakers are tested every month.

Peter Liddell asked about placement of the sirens. Peter stated that the county has an easement of eight feet from every road.

Peter mentioned that the EPA system would be useful for an earthquake for informing the public of evacuation routes that are still viable.

Dave Spath asked about the vulnerability of the devices to wildfire. Joe mentioned that as long as the vegetation management is good, the devices should survive.

Dave Spath asked about satellite speakers and what service they use. Joe did not have specifics, but could provide the information on consultation with Genasys (he could not speak for other providers).

Dave asked about coordination between CWS and Genasys EPAs. The LRAD system was used as a secondary system, with CWS being used as the primary. Joe responded that Zonehaven does directly send messages out to the public. This is illustrated on the slides Joe provided (see attached).

Lisa Caronna asked about the cost. Joe stated that Berkeley contract is for \$2M, which comes to \$130K per speaker (except installation). Maintenance is a few thousand per year per speaker.

Danielle Madugo noted that there is a parking lot behind the school that belongs to Richmond. It is therefore a public space that could be considered as a site.

Danielle Madugo asked about Everbridge. Joe answered that Everbridge does the alerting software and partners with Genasys. Everbridge also owns Nixle. Other alerting vendors include CodeRed and Blackberry.

Kevin noted that he promised Chief Pigoni that he would ask how important it is to “know your zone.” The premise is that if there is an emergency, people will be warned on their phones and other devices to evacuate, shelter in place, etc. They will not be told “Zone 8, evacuate.” Joe agreed, and we discussed how “knowing your zone” gives you an idea of your neighborhood that will be alerted all at once, which is useful for planning evacuation routes, and so on.

Public comment from Katya de Neergaard. She asked how tall the poles are, and the answer is 40 feet (and 20 feet below ground). She also asked if people not signed up for Zonehaven can use the Zonehaven software. The answer is

yes. She also asked if Zonehaven has any other software.

Public comment from Linnea Due asked whether the systems provide a warning sound and a voice message. The answer is yes, and usually a non-verbal sound is produced first to alert people that verbal information is forthcoming (for example, after an earthquake to advise people of closed roads, downed electrical wires, etc.).

Danielle Madugo asked if Genasys speakers could be used for earthquake warning systems.

Bill Hansell noted that he has checked into the Laguna Beach RFP and that state has. It's not clear that we can sole source like Berkeley did.

b. EPAs: Information about acquisition and deployment in Mill Valley, Laguna Beach, Berkeley, etc.

See attached information from Brendan Manning (LB), two reports from Berkeley, and refer to previous Q&As on MV)

Kevin spoke about the Laguna Beach experience. They were able to activate only a few areas to start an evacuation. They don't use Zonehaven but they have a local system to activate their Genasys devices. They told us that the only people who did not hear instructions clearly were in an unincorporated area that declined installation of the devices; but they still heard them from other quarters.

Paul Moss asked about how Laguna Beach determined that their experience with the EPA system was a success. Dave Spath noted that Laguna Beach will follow up on the experience.

MOTION: Nagel/Spath to recommend to the board that the district create an RFP for the design of an EPA system for Kensington.

Motion adopted by consensus without objection

c. EPAs: Plan to educate and survey residents

Proposal to finalize and distribute an educational document and survey to residents

Kevin started the discussion of the need for a survey to educate the public on our research and to gauge public opinion on the need for an installation of a EPA system. It turns out the survey was inadvertently omitted from the agenda

packet, but it was included in the agenda packet for the last meeting.

Peter Guerrero suggested that a public meeting would be more effective than a survey or, at the very least, should precede the survey.

Paul Moss noted that the survey is not just research but it also is a way of publicizing EPA systems and gaining community response.

It was decided to solicit a final round of comments from EPC members, given our discussion, and then to notify the Board at its next meeting that we would be conducting research in the community through the survey, after which we would present the results to the Board along with a request to authorize an RFP, if appropriate

d. Proposal to reboot and expand KFPD “replanting” grant program

Initial consideration (action to be postponed to next meeting) of keeping pace with other communities, State, and insurance companies on incentives for clearing hazardous brush and other plants (draft proposal attached)

Kevin explained the replanting grant program and noted that he wanted to “reboot” the program and increase the funding level of the program. Kevin suggested that we instruct Bill Hansell to put forward an agenda item to ask the KFPD Board to reconstitute the program.

MOTION: Nagel/Caronna to ask General Manager Bill Hansell to reboot the replanting program

Motion adopted by consensus without objection

6. EMERGENCY PREPAREDNESS COORDINATOR’S REPORT

No further report

7. REPORTS FROM COMMITTEE MEMBERS

None

8. CALL FOR FUTURE AGENDA ITEMS

None

9. ADJOURNMENT

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on April 28, 2022 at 3:00pm via Zoom Conference.

The meeting was adjourned at 5:24 PM by Kevin Padian.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on April 28, 2022.

Attest:

Emergency Preparedness Committee Member

DRAFT



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, 2022

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for the March 2022 Fire District Board Meeting**

February Incident Run Reports

There were 36 incidents that occurred during the month of February in the community of Kensington. This is a small increase of 3 calls over the previous month. Engine 165 responded to a total of 54 calls in February which is a decrease of 2 calls over the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 280 calls for service during the month of February.

New Battalion Chief

I am pleased to share that Battalion Chief Joseph Torres has officially started his employment with the El Cerrito-Kensington Fire Department. He completed the lengthy background checks, medical exams, and psychological evaluation. His first day on the job was this past Monday, March 7th. Joe will be assigned to C shift and will also handle support services for the Department. Joe brings great work ethics and experience to the Department and his knowledge of West County will make his transition to our department much easier.

Vegetation Inspections

With the dry start to the year and area entering its third year of drought, the Fire Department will soon be starting residential inspections for compliance to the District's Vegetation Management Policy. Residents maintaining their property is not a seasonal task as State Law requires compliance in "Very High Fire Hazard Severity Zones" at all times. Even annual grasses and weeds are required to be always cut and maintained to a height of 4" to 6". While it entails more work, it is much safer to cut or mow short dry grass that waiting till it is 2' tall and dry. These is more information on the District's website as well as Cal Fire's web site.

COVID-19 Mandates

The County continues to see a decline in COVID infections and hospitalizations since the pickup in January. Health officials in the County are aligning with the State's guidelines including masks not being required for K-12 students and for most indoor venues. However, they are allowing local districts and businesses to continue with the mandates if they choose.

The County is still requiring all previously vaccinated public safety personnel to obtain a booster shot and recommending it for all residents. The Department is still requiring those individuals that have not had their booster as well as the unvaccinated to be tested every week prior to their shift until such time they can provide proof of vaccination. County records show that since the start of the pandemic in March of 2020, there have been 275 positive cases reported for residents of Kensington which about 22 more than last month. Sadly, after almost 2 years with no reported deaths, this past month there was 1 reported COVID death in the community.

Register with the Contra Costa County Community Warning System

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



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: April 6, 2022

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for the April 2022 Fire District Board Meeting**

March Incident Run Reports

There were 29 incidents that occurred during the month of March in the community of Kensington. This is a decrease of 7 calls over the previous month. Engine 165 responded to a total of 56 calls in March which is an increase of 2 calls over the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 356 calls for service during the month which is an increase of 76 calls over the previous month.

While there was a significant increase in incidents last month. Engine 165's total response remained steady with a significant decrease within the community. The main area of decrease was medicals and false alarms. The increase overall is attributed to the fact that March has more days than February as well as some of the colder weather led to an increase in exterior warming fires along the avenue and freeways which did not affect Station 65.

Fire Chief Recruitment

The executive search company Peckham and McKenney retrained by the City of El Cerrito to recruit a new Fire Chief have reported that they have several qualified personnel that have applied for the position. Panels consisting of the City Manager and Assistant City Manager, department heads, labor representative as well as a Fire District representative will be interviewing the candidates on April 21st. There is no time frame for the final process, but the City will be expediting the process to bring the new Chief on board prior to the start of budget planning.

Evacuation Drill

Planning for the evacuation drill is progressing and is on schedule for April 9th at 9:00 am. Fire and Kensington PD has plans in place to conduct a voluntary evacuation exercise of zone ECK-E0008 (Zone 8) and a shelter in place drill for zone ECK-E0007 (Zone 7). All residents of Zones 7&8 will be provided with a link to the District's website to indicate they received the alerts and provide feedback. More information will be provided at the Board meeting on the April 13.

Vegetation Inspections

With the dry start to the year and the area entering the third year of drought, the Fire Department has started residential inspections for compliance to the District's Vegetation Management Policy. Residents maintaining their property is not a seasonal task as State Law requires compliance in "Very High Fire Hazard Severity Zones" at all times. Even annual grasses and weeds are required to be always cut and maintained to a height of 4" to 6". While it entails more work, it is much safer to cut or mow short dry grass that waiting till it is 2' or taller and dry. There is more information on the District's website as well as Cal Fire's web site on safe practices around the home to create a safe environment.

COVID-19 Mandates

The County continues to see a decline in COVID infections and hospitalizations since the peak in January. There were no new deaths reported in Kensington from the virus and at this time there has been only 10 new cases since last month and only been 2 new cases in the last 14 days in the community. While the County and the Fire Department has relaxed some of their protocols, the Department continue to test all non-vaccinated personnel at the start of their shift and require masks to be worn on all responses.

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



KENSINGTON FIRE PROTECTION DISTRICT

DATE: March 9, 2022

TO: Kensington Fire Protection District Board

RE: Emergency Preparedness Coordinator Report

SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

The following progress items will be reviewed in the KFPD Board of Director's meeting:

1. Community Event/Engagement

- N/A

2. District Communications/ Publications

- 01/31/2022 Wind Advisory Nextdoor
- 01/31/2022 Wind Advisory Facebook
- 02/02/2022 Training Reminder Nextdoor CPR/First Aid
- 02/09/2022 Nextdoor Harden Your Home – Rain Gutter Debris Removal
- 02/12/2022 Nextdoor Harden Your Home – Roof & Siding
- 02/15/2022 Nextdoor Harden your Home – Covering vents
- 02/19/2022 Nextdoor El Cerrito CERT Water Storage Sale
- 02/19/2022 Facebook El Cerrito CERT Water Storage Sale
- 02/19/2022 Nextdoor IBHS Research Lab video
- 03/02/2022 Facebook Vegetation Management Inspections
- 03/02/2022 Nextdoor Vegetation Management Inspections

Initiatives/ Deliverables

- Coordinate with Peter Lidell for NOAA Radio Distribution
- Establish KPD point of contact for April Drug Take Back Event
- Register as participant agency for National Night Out 2022
- Build budget and event program for community events FY2022
- Proposal of additional promotional branded items for community events
- Fire Hazard Reduction Guidelines Campaign
- Harden Your Home – Rain Gutter Debris Article uploaded to KFPD Website
- Harden Your Home – Roof & Siding Article uploaded to KFPD Website
- Harden Your Home – Covering vents & Openings uploaded to KFPD website
- Placed quote for ordering KFPD Promotional items
- Reserve parking lot for Shred & Med event 04/30/2022
- Reserve shred truck for Shred Event
- Coordinate w/ Lt. Harms for Drug Drop-Off Operation
- Content for Outlook re: upcoming events, re-planting grant
- Coordinate with Paul Moss for Outlook Safety Reminder
- Revision of Wildfire Preparedness Workbook
 - Building Go Bag

Emergency Preparedness Coordinator's Report

- Protective Clothing for Evacuation
- Provide mailing list to ECFD for Fire Risk Mitigation mailer
- Coordinate with Hal Graboske on KARO/ECHO radio one-pager
- Reformat Risk Mitigation Checklist- tailored for KFPD
- Design brand concept of the Neighborhood Emergency Prep Block Party

3. Meetings

- 02/04/2022 KFPD Finance Committee Meeting
- 02/09/2022 KFPD Monthly Board Meeting
- 02/16/2022 KFPD Monthly Board Meeting (continued)
- 02/28/2022 Paul Moss Phone Conference re: Block Party Concept

4. Introductions / Correspondences

Khari Helae / East Bay Regional Park District
Cheryl Miller / Diablo Fire Safe Council
Eric Govan/ Richmond City Fire Marshal
Timothy Simmons. / Richmond Police Captain
Lon Goetsch / Assistant Fire Chief Contra Costa County Fire
Heather Tiernan / CWS Manager
Jim Yoke / Richmond OES Manager
Gail Feldman / KPOA
BC Jose Castrejon / El Cerrito Fire Department
Anna Martinez – Follow up on scheduled Shred Event Inquiry
Roxy Schaefer – Albany Resident inquiry on CPR Training
Kay Reed – Block Party Coordinator
Valerie Myers – Block Party Coordinator

5. Miscellaneous

- Delivered NOAA radios to Peter Lidell for pickup at the PSB.



KENSINGTON

FIRE PROTECTION DISTRICT

EMERGENCY PREPAREDNESS COORDINATOR

APRIL 2022

EVACUATION DRILL

PUBLIC NOTICE

KENSINGTON EVACUATION DRILL

SAT, APRIL 9th, 9:00AM

For more information and participant registration, visit:
www.kensingtonfire.org/drill

**PREPARING IN
PARTNERSHIP**



KENSINGTON
FIRE PROTECTION DISTRICT



SHRED & MEDS



KENSINGTON
FIRE PROTECTION DISTRICT

COMMUNITY SAFETY EVENT

SHRED & MEDS

PAPER AND PHARMACEUTICAL DROP-OFF

KENSINGTON LIBRARY PARKING LOT

SATURDAY APRIL 30TH

10:00am-1:00pm

INFO: KENSINGTONFIRE.ORG

FUNDED BY KENSINGTON FIRE PROTECTION DISTRICT



KENSINGTON
FIRE PROTECTION DISTRICT

NEIGHBORHOOD EMERGENCY PREPAREDNESS

BLOCK PARTY

Safety starts at home.



KENSINGTON
FIRE PROTECTION DISTRICT

WILDFIRE PREPAREDNESS WORKBOOK



KENSINGTON
FIRE PROTECTION DISTRICT

WILDFIRE PREPAREDNESS WORKBOOK

ALERTS & EVACUATION READINESS

KEEP THIS IN A SAFE PLACE

PACK & PERSONALIZE YOUR GO BAG

Assemble your Go Bag before a wildfire, or other disaster occurs, and keep it easily accessible to take with you when an evacuation order is issued. Plan to be away from your home for an extended period. Use the 6 P's to help plan your priorities. These include but are not limited to; people and pets, papers (vital documents), photos and priceless irreplaceable mementos, plastic payment and cash, PC /laptop and access to information/files, Pills and prescriptions and medical devices. Everyone will have the same basic needs, but many will have different preferences, use the suggestions below to prepare for your individual needs.

FIRST AID

- Adhesive strips
- Medical tape
- Wound Dressing
- Antiseptic Swab
- Tweezers / Scissors
- Medication

HYGIENE

- Antibacterial Soap
- Dental Care Products
- Alcohol / Hydrogen Peroxide
- Antibacterial Wet Napkins
- Grooming Products
- Sanitary Products

TOOLS

- Portable AM/FM Radio
- Flashlight
- Whistle
- Pocket Knife / Multi-Tool
- Multipurpose Rope
- Thermal Blanket

VITAL DOCS

- Vital Documents Binder
- Cash and Credit Cards
- Identification
- Data Storage Device
- Resealable Plastic Bags
- Emergency Contacts

FOOD KIT

- Bottled Water
- Trail Mix
- Energy Bars
- Crackers
- Non-Perishable Food
- Utensil / Can Opener

PETS

- Water bottle
- Food & Water Dish
- Waste Bags
- Dry Food and Treats
- Leash & Toys
- Pet Bed / Blanket

PACK SMART TRAVEL LIGHT

Each person in your household should have a readily accessible Go Bag. Backpacks work great for storing these items and are easy to carry when you leave. Keep it light enough to carry on foot, if needed.

DRESS FOR SAFE TRAVEL

Dress yourself in clothes that will shield you from heat and flames. Natural fibers like cotton, denim or pure wool are best. Avoid synthetics. Keep the items in your Go Bag during your travels.

KEEP CALM COMFORT

An evacuation is a stressful time. Remember to include items that can keep you comfortable while away from home. Consider adding a book, a yoga mat, or even a small pet.

EVACUATION READINESS



**Being Neighborly
is part of your
preparedness plan.**

**Preparedness starts at home.
Include your neighbors for a safer community.**

- Get to know your neighbors.
- Understand each others' needs.
- Coordinate preparedness efforts.
- Form a collective supply stockpile.
- Attend Neighborhood Emergency Preparedness Block Parties.

Need help getting introduced? Email: prepare@kensingtonfire.org



PG&E PUBLIC SAFETY POWER SHEDDING

PG&E will provide you advance notice about events affecting your service area that may require the possible need to turn off power for public safety power sheding. This is called a Public Safety Power Sheding (PSPS) event. While turning off the power helps prevent wildfires, we know this can be inconvenient. We are working year-round to improve PSPS events for our customers.

PREPARING FOR A SAFETY POWER SHEDDING

During severe weather, high winds could cause tree branches to fall on power lines and start fires. That's why PG&E may need to turn off power to help prevent wildfires. This is called a Public Safety Power Sheding (PSPS) event. While turning off the power helps prevent wildfires, we know this can be inconvenient. We are working year-round to improve PSPS events for our customers.

HERE ARE 5 WAYS TO PREPARE FOR A PSPS:

1. **Make sure PG&E can reach you before a PSPS** by updating your contact information at pge.com/mywildfirealerts.
2. **Pack or restock your family's emergency kit** including food, water, batteries, radio and a first aid kit.
3. **Make preparations for anyone in your family who depends on electricity for medical needs.**
4. **Practice manually opening your garage door.**
5. **Ensure any backup power sources are ready and safe to operate.**

To learn more ways to prepare for a PSPS and any emergency, visit safetyactioncenter.pge.com

For translated support in over 200 languages, please contact PG&E at 866-743-6589.

WILDFIRE COMMUNITY PREPAREDNESS DAY

KENSINGTON
FIRE PROTECTION DISTRICT

***WILDFIRE COMMUNITY
PREPAREDNESS DAY***

SATURDAY MAY 7 2022

KIDS ACTIVITIES & “TOUCH-A-TRUCK”
COMMUNITY INITIATIVES UPDATES
FIRST RESPONDER EQUIPMENT DEMONSTRATION
VENDOR & ORGANIZATION BOOTHS



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 13, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 09**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

Highlights of the regular business and other special projects for the district by management are noted below:

1. **Cerrito Canyon Fuel Reduction Project** – Chief Pigoni and I met with HEF and Berkeley FD staff on the potential Cerrito Canyon Fuel Reduction Project, re: attached summary sheet. The need for vegetation management in the canyon and the impact of potential wildfire in the area is substantial and obviously affects both Kensington and Berkeley equally. Initially, I contacted Berkeley FD to see if we could jointly apply for HMGP funding to address the problem. This led to utilizing HEF as a forum to move our collaboration forward. The focus of the most recent meeting was on potential funding mechanisms. One possibility is from the Coastal Conservancy, while another is from CalFire. We discussed the steps necessary to prepare for applications, including the formation of FireWise communities of the residents bordering the canyon. This is an excellent opportunity to show a cross-county, multi-jurisdictional effort. Our Emergency Preparedness Coordinator has started work on the FireWise outreach and our staff will continue to work with Berkeley FD and HEF on the next steps. We recognize that there are various intricacies to the mitigation, including sensitivity to natural habitats and erosion control measures, so the project will require an extensive amount of research prior to more detailed plans and schedules.
2. **East Bay Wildfire Prevention and Vegetation Management JPA** – The JPA formation study group had its fourth meeting on April 1st, 2022. Chief Pigoni and I attended as well as EPC member Peter Guerrero. A presentation was given by the subcommittee consisting of representative fire chiefs, politicians, and residents from within the larger body, and the suggestion was made to investigate whether the expansion of the Hills Emergency Forum (HEF) might be the first step in achieving the intent of the JPA proponents. The attached letter was drafted, reviewed, and sent to HEF. At HEF's April 12th, 2022 meeting, the letter was presented and discussed by the member agency representatives. I attended that meeting and commented on the suggestions. The HEF members decided to discuss the proposal individually with their agency heads and to reconvene at a subsequent meeting to agree upon a response.
3. **Adoption of Fee Schedule Ordinance** – Last month, the first reading of the Fee Schedule Ordinance was completed. I was notified by our legal counsel that we need further backup materials for our records that substantiate the cost analysis. I am working with Chief Pigoni to obtain those from the County. After that step is complete, I will

publish the required newspaper notice for the adoption hearing to take place during a subsequent BOD meeting.

- 4. California Uniform Public Construction Cost Accounting (CUPCCA) Act –**
Last month, my report included information the CUPCCA Act, which allows public entities to use an informal bidding process that is less burdensome than typical formal bidding. Under our current Public Contract Code conditions, we are required to bid any project over \$25K. By adopting a resolution to follow the CUPCCA Act, we would be able to negotiate contracts up to \$60K directly, and could follow informal bidding procedures for projects up to \$200K. Anything over \$200K would require normal bidding procedures. I included an FAQ in my prior report covering details on the process, and a list of participating agencies. There are 1,473 currently registered with CUPCCA in California and approximately 45 in Contra Costa County alone. I did not receive any questions or comments on the Act, but there was not enough time to include a resolution on this month's agenda. I will endeavor to do that for the May BOD meeting.
- 5. Grant Writer Activity –** I exchanged further communications with our grant writer, Engineering Solutions Services (ESS), regarding my concerns about needing more comprehensive assistance than they provide, e.g. providing the background materials for applications such as project descriptions, budgets, and schedules instead of just informing us of grant listings and forwarding the application forms. We did not come to an agreement on that issue, nor on the quality of their services to date, particularly with communications about the HMGP funding that they referred us to for the PSB Renovation Project. I received an invoice for their services in January and February totaling \$7,527.50, but do not believe the charges are justified relative to the work product I was aware of during that time. I have asked them for more specific details on the billing, and am no longer am confident in continuing our contract with them. I intend to return to some of the prior contacts I made during the RFP process to see if there are more suitable consultants that can meet our needs.
- 6. EBRPD Wildfire Mitigation and Safe, Resilient Forests and Communities Project –**
At the request of the EBRPD and in keeping with the District's emergency preparedness goals, I submitted the attached funding support letter to Senator Padilla. EBRPD sent the request to all of the HEF agencies and it is an example of our efforts to collaborate on mutually beneficial projects, even at the ancillary support level.
- 7. Form 700 Filings –** Filings from all of the board directors and EPC members were sent to the County and are complete. Thank you for your assistance in this matter.
- 8. Education Requirements –** There are still outstanding requirements, although I did receive a number of verifications last month that I am still filing.
- 9. GASB 75 Work –** I confirmed with Nicolay Consulting Group that their data request for actuarial services will arrive in May and the delivery timeframe will be late October.

Project Collaboration:

Potential project Cerrito Canyon



Goal: Reduce hazardous fuel loads on private property in Berkeley and Kensington (Alameda and Contra Costa Counties) along Cerrito Creek/ in Cerrito Canyon area.

Potential HEF Partners

- Berkeley
- El Cerrito
- Kensington

Project Components

- Support residents to develop a Firewise Community around Cerrito Creek + refine boundaries.
- Assist with assessment to identify hazardous fuel reduction goals and opportunities. Work with property owners.
- Identify support and incentives options for homeowners to work collectively to reduce hazardous fuels and harden homes.
- Seek additional project partners and funding.

April 4, 2022

Fire Marshal Todd LaBerge
Chair, Hills Emergency Forum

Ms. Cheryl Miller
Hills Emergency Forum Staff

Dear Fire Marshal LaBerge and Ms. Miller:

As the Hills Emergency Forum well knows, wildfire is a regional problem that affects all of the jurisdictions and fire districts in the East Bay Hills. With this in mind, the Oakland Firesafe Council (OFSC) and a host of other resident groups have been working for the past three years to enhance the ways that local jurisdictions and fire districts cooperate on regional fire prevention efforts.

Since December 2021, OFSC and a citizens' committee have been convening monthly meetings of elected officials and fire officials from throughout the East Bay Hills to discuss formation of an entity that would coordinate regional fire prevention work. So far, we have held four meetings with attendance by over 40 individuals, and two meetings of a smaller 'working group' consisting of five elected officials and six fire chiefs.

The group recognizes that the Hills Emergency Forum (HEF) was conceived of, operates, and has effectively executed these same objectives since the tragic Tunnel Fire in 1991. At the most recent meeting of the larger group on April 1, all representatives in attendance (see attached list) agreed to propose to the HEF that the HEF be augmented to enhance collaboration and explore potential new wildfire prevention funding opportunities. While this letter is signed by the co-chairs of the citizens' committee, it has been reviewed by representatives of various jurisdictions who were nominated at the April 1 meeting, namely Fire Chiefs Brannigan, Montoya and Winnacker, Supervisor Gioia, and Councilmembers McLaughlin and Wengraf.

The proposal includes three key points:

- HEF membership would be expanded. The Counties of Alameda and Contra Costa, all municipalities and fire districts in the East Bay Hills wildfire risk area extending from Pinole to Fremont, and other entities such as Caltrans and PG&E would be invited to join.
- The HEF's existing meetings of key fire officials discussing operational issues would continue, with participation by the fire officials from the new member agencies.
- The HEF would create a forum, Board, or similar "arm" consisting of elected officials from local agencies and senior officials from other member agencies, which would meet on a regular basis (subject to the Brown Act).

At this time, the representatives who attended the April 1 are not making specific proposals regarding the expanded HEF's scope of work, structure, or financing. If the existing HEF is open to this overall proposal, OFSC would continue to convene the meetings of regional representatives and the smaller working group (both of which include HEF members) to work out the details of an expansion proposal.

We understand that the HEF will conduct its regular monthly meeting on April 12. We request that HEF members discuss this proposal at that meeting, and we are (of course) available to answer any questions prior to or during the meeting. If the HEF is open to proceeding, we propose to continue our discussions and work with the HEF to flesh out the details of how an HEF expansion might work.

We look forward to hearing from you.

Sincerely,

Jon Kaufman, Co-chair of the Citizens' Committee and President of the Claremont Canyon Conservancy
Lisa Jacobs, Co-chair of the Citizens' Committee and Secretary of the Oakland Firesafe Council

Attendees of April 1 Meeting

John Gioia	County Supervisor	Contra Costa County, District 1
Robert Rogers	District Coordinator	Contra Costa County, District 1 (Gioia)
James Lyons	District Coordinator	Contra Costa County, District 1 (Gioia)
Jill Ray	Field Representative	Contra Costa County, District 2 (Andersen)
Lewis Broschard	Fire Chief	Contra Costa County FPD
Karen Pinkos	City Manager	City of El Cerrito
Michael Pighi	Fire Chief	City of El Cerrito
Paul Fadelli	Councilmember	City of El Cerrito
Chris Wynkoop	Fire Chief	City of Pinole
Maureen Toms	Councilmember	City of Pinole
Angel Montoya	Fire Chief	City of Richmond
Gayle McLaughlin	Councilmember	City of Richmond
Bill Hansell	General Manager	Kensington Fire Protection District
Peter Guerrero	Emergency Preparedness Committee	Kensington Fire Protection District
Steve Danziger	Board of Directors	Moraga-Orinda Fire District
Craig Jorgens	Board of Directors	Moraga-Orinda Fire District
David Winnacker	Fire Chief	Moraga-Orinda Fire District
Susan Wengraf	Councilmember	City of Berkeley
Abe Roman	Fire Chief	City of Berkeley
Chris Pinto	Assistant Fire Chief	City of Berkeley
Curtis Jacobson	Fire Chief	City of Fremont
Heather Mozdean	Deputy Fire Chief	City of Oakland
Keara O'Doherty	Policy Advisory & Community Liaison	City of Oakland, District 1 (Kalb)
Brandon Harami	Communications Director	City of Oakland, District 4 (Thao)
Dave Brannigan	Fire Chief	City of Piedmont
Joan Malloy	City Manager	City of Union City
Damian Breen	Deputy Air Pollution Control Officer	Bay Area Air Quality Management District
Ken Kennedy	Engineer	Caltrans
Scott Hill	Manager of Watershed and Recreation	EBMUD
Sarah Yoell	Government Relations Representative	PG&E



Board of Directors
Larry Nagel (President)
Kevin Padian (Vice President)
Don Dommer
Janice Kosel
Julie Stein

March 30, 2022

The Honorable Alex Padilla
112 Hart Senate Office Building
Washington, D.C. 20510

RE: Support for Wildfire Mitigation, and Safe, Resilient Forests and Communities

Dear Senator Padilla:

On behalf of Kensington Fire Protection District, I am writing to express our support for the East Bay Regional Park District's Wildfire Mitigation, and Safe, Resilient Forests and Communities Project. The Park District is submitting a Community Project Funding request for \$1,500,000 to address significant tree mortality in Alameda and Contra Costa counties.

Since October 2020, the Park District has been impacted by a sudden onset of tree mortality and dieback, affecting Eucalyptus, Acacia, Bay and Pine. This has led to an increase in standing dead trees of various species and sizes, and other hazardous conditions in the wildland-urban interface of the East Bay hills. The Park District has identified over 1,500 acres of tree mortality within its jurisdiction, nearly all within State Responsibility Areas (SRAs) – over 1.3 million dead trees need to be removed. The wildfire risk presented by vegetation mortality is substantial – upright dead and dying trees can widely spread airborne embers. The cost of tree removals along with flammable vegetation treatments and reduction is in the multiple millions. The Park District's Wildfire Hazard Reduction and Resource Management Plan (WHRRMP) enables immediate action to remove the dead and dying trees.

In response to the East Bay's identified 1,500 acres impacted by tree mortality, the Park District is requesting resources to proactively mitigate against catastrophic wildfires consistent with the Park District's approved WHRRMP. The full scope of work – from identification and treatment to debris management and reestablishment of healthier ecosystems – has the potential to be a model nationally. The Park District stands ready to share all lessons learned and best practices across the state and nation for the benefit of all communities.

We strongly support the Park District's Community Project Funding request and respectfully request favorable consideration.

Sincerely,

A handwritten signature in black ink that reads "Bill Hansell". The signature is written in a cursive, flowing style.

Bill Hansell
General Manager



CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION

40 Muir Road, 1st Floor • Martinez, CA 94553

e-mail: LouAnn.Teixeira@lafco.cccounty.us

(925) 313-7133

Lou Ann Teixeira
Executive Officer

March 11, 2022

TO: Presiding Officer or Designated District Voting Delegate

FROM: Lou Ann Teixeira, LAFCO Executive Officer

SUBJECT: 2022 Election for LAFCO Special District Seats

In January 2022, LAFCO staff announced two Special District vacancies on LAFCO in conjunction with the expiring terms of Commissioner Igor Skaredoff (Regular Member) and Commissioner Stan Caldwell (Alternate Member). At that time, LAFCO also called for nominations and the names of district voting delegates.

The deadline for submitting nominations was March 4, 2022. Regarding the alternate seat, only one candidate was nominated – Stan Caldwell, incumbent. No election for this seat is required, and Stan Caldwell will retain his seat as Alternate Special District Member. Regarding the Regular seat, LAFCO received five nominations, including nomination of the incumbent Igor Skaredoff. The attached ballot shows the five candidates.

The Independent Special District Selection Committee (ISDSC), consisting of the presiding officer (or his/her designee) of the legislative body of each independent special district, appoints the special district members of LAFCO. In lieu of a meeting to conduct the election, we are conducting the election by postal mail and email. Your district is receiving this message and ballot via email and postal mail.

The LAFCO Executive Officer may conduct the election by mail if it is determined that a meeting of the ISDSC is not feasible. Given the ongoing pandemic, the LAFCO Executive Officer will conduct the election by email and postal mail.

Enclosed is the official ballot and list of presiding officers/voting delegates. If your district has not yet provided the name of your presiding officer or voting delegate (must be a board member), please do so as soon as possible.

We ask that each district complete and return its signed ballot to Contra Costa LAFCO office either by email to LouAnn.Teixeira@lafco.cccounty.us or via postal mail to Contra Costa LAFCO, 40 Muir Road, First Floor, Martinez, CA 94553. In order to complete the 2022 election process, we must receive completed ballots from a majority of the districts (at least 21) no later than **April 15th**. If a majority of ballots is not received by **April 15th**, a further extension of this election may be required.

This is a time sensitive matter and we ask that you forward this information including the attachments to your presiding officer or voting delegate at your earliest convenience.

Please contact the LAFCO office if you have any questions or need additional information. Thank you for your attention to this matter.

INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE

DISTRICT	NAME	TITLE	ALTERNATE
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	Mae Torlakson, Vice Chair
B-B-K-U CEMETERY DIST	Patricia Bristow	Chair	Barbara Guise, Trustee
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, VP
BYRON SANITARY DISTRICT	Danny Hamby	Chair	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Tad Pilecki	Board Member	Barbara Hockett
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Michael Krieg	President	Perry Carlston, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Igor Skaredoff	President	
CONTRA COSTA WATER DISTRICT	Lisa Borba	President	Ernesto Avila, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Scott Bartlebaugh, VP
DIABLO CSD	Kathy Urbelis	President	Leonard Becker, Vice Pres
DIABLO WATER DISTRICT	Paul Seger	President	Scott R. Pastor, Vice Pres
TOWN OF DISCOVERY BAY CSD	Kevin Graves	President	Ashley Porter, Vice Pres
EAST CONTRA COSTA FIRE PROTECTION DISTRICT	Brian Oftedal	President	Carrie Nash, VP
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Adam Glimme	Board Member	
IRONHOUSE SANITARY DIST	Susan Morgan	President	Dawn Morrow, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Laurence Nagel	President	Kevin Padian, Vice Pres
KENSINGTON POLICE PROT & CSD	Sylvia Hacaj	President	Eileen Nottoli, Vice Pres
TOWN OF KNIGHTSEN CSD	Trish Bello-Kunkel	Chair	Gilbert Somerhalder, Vice Chair
MORAGA-ORINDA FIRE DIST	Michael Donner	President	Steven Danziger, Vice Pres
MT. VIEW SANITARY DIST	Dave Maggi	President	Brian Danley, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Bobby Glover	Chair	Sandra Bonato, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price	President	Richard Kent, Vice Pres
RD 800	Robert Lyman	President	David Harris, Secretary
RD 830	Chris Lauritzen		Susan Morgan
RD 2024 *	Don Wagenet	President	John Jackson, Trustee Thomas Robinson, Trustee
RD 2025	David Forkel	Chair	Pamela A. Forbus, Secretary
RD 2026*	David A. Forkel	Chair	Pamela A. Forbus, Secretary
RD 2059	Rob Davies	President	
RD 2065*	Coleman Foley	President	Thomas Baldocchi, Sr., Trustee Thomas Baldocchi, Jr., Trustee
RD 2090*	Jake Messerli	Chair	Pamela A. Forbus, Attorney
RD 2117*	Joyce Speckman	President	Sandra Kiefer, Trustee
RD 2122	Katherine Wadsworth	President	
RD 2137*	Pamela A. Forbus	Attorney/Secretary	
RODEO-HERCULES FIRE PROTECTION DIST	Damon Covington	Chair	Steve Hill, Vice Chair
RODEO SANITARY DISTRICT	Connie Batchelder	President	Janet Callaghan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	Ryan Crean	President	H. Jay Kerr, Vice Pres
STEGE SANITARY DISTRICT	Dwight Merrill	President	Juliet Christian-Smith, VP
WEST COUNTY WASTEWATER DIST	Cesar Zepeda	President	Cheryl Sudduth, Vice Pres

**INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE
CONTRA COSTA LAFCO**

OFFICIAL BALLOT

Election of **REGULAR** Special District Member for a term of office on LAFCO to May 2026

Vote for one:

- Igor Skaredoff**
(Contra Costa Resource Conservation District)

- Marilyn Tiernan**
(Diablo Water District)

- Patricia Bristow**
(Byron-Brentwood-Knightsen Union Cemetery District)

- Cesar Zepeda**
(West County Wastewater District)

- Antonio Martinez**
(Contra Costa Water District)

Name of Voting District: _____

Name of Voting Member: _____

Signature of Voting Member: _____

*Please return ballot to the LAFCO office no later than **April 15, 2022**
via email to LouAnn.Texeira@lafco.cccounty.us **or** mail to Contra Costa LAFCO
40 Muir Road, 1st Floor, Martinez, CA 94553*