



**KENSINGTON FIRE PROTECTION DISTRICT  
FINANCE COMMITTEE REGULAR MEETING MINUTES**

**DATE/TIME:** May 21, 2021 / 10:00 a.m.

**LOCATION:** Via Zoom

**PRESENT:** Directors: President Nagel, Director Kosel (Chair)  
Staff: GM Hansell, Chief Pigoni  
Guest: Karen Pinkos

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

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

**2. PUBLIC COMMENT:**

No public comment.

**3. FY2021-2022 FEE SCHEDULE FOR EL CERRITO-KENSINGTON FIRE DEPARTMENT CONTRACT:**

Chief Pigoni gave his report on the fee schedule and the FY19/20 budget. He explained the Department's proposed budget was \$700,000 for two years, which he considered to be a low number, considering they usually run around one million dollars. Due to increased PERS costs, pension and unfunded liability costs, along with other items listed in the reconciliation report, actuals came in at \$191,061 over budget. Due to his involvement in the current budget, he improved it by taking out items that seemed unnecessary, such as the salary savings line item. Due to COVID and the inability to fill vacant positions for six months, overtime was high for this current year, but the Department still managed to stay under budget. As part of this year's budget, the labor groups agreed to a three percent raise for both firefighters and battalion chiefs, which equated about \$171,000 in increased labor costs. As a result, their unfunded liability increased by 10%, and, with three new firefighters, there was an increase in the pension, the city's budget came in a little under \$460,000. As far as non-personnel costs, he explained that the server system for public safety was at the end of its life and needed to be replaced and split the cost with the police department, which came to about \$100,000. As a result, the contract for last year was \$3.5 million, and this year's contract, after adding all the additional costs, came to just over \$3.7 million, which represents a slight increase of just over \$200,000 over last year.

The City Manager of El Cerrito, Karen Pinkos, explained that they were able to negotiate with all of their bargaining units last year successfully and, as a result, decided to cancel their COLA and since the contract was extended for a year, it worked as a deferral. She stated that the city council has asked them to approach all of the bargaining units again. Because of COVID, she has been incredibly conservative with budgeting their revenues this year. With that, they are looking into a two or three-year contract for their labor contracts due to many uncertainties and the need for more flexibility. Depending on what the FED decides, the city may receive about \$4 million, so she expects to have a surplus this year, allowing the city to start building their reserves back up. She wanted to make it was apparent to the public that

the city was not in danger of bankruptcy and was committed to making sure the city gets back into fiscal health.

#### **4. DRAFT FY2021-2022 BUDGET:**

GM Hansell presented an overview of the budget. He outlined several general notes. Since the 2020 numbers were based on the audit, there was a slight difference of about \$600. Since the county financial reports are issued at the middle of the month, and the meetings are held in the middle of the following month, he is working with Maze to ensure that monthly financial reports are as accurate as possible. One of the important changes to the budget is the addition of the Emergency Preparedness Coordinator and Grant Writer positions. Due to pending amounts approved by the Board in March but not used yet, those funds are rolled over. The new document is formatted so the reserves of the fund balances are immediately visible as being allocated for their intended reasons.

Director Kosel suggested GM Hansell ask the City Manager for El Cerrito property tax estimates so the District can include a similar percentage in its budget, and also leave the special taxes at their current levels since they will not change.

President Nagel stated that the sale of the fire engine should be on the budget sheet and not in the profit and loss section since it was a trade of one asset for another. GM Hansell believes it would be best if the number is listed as the auditor confirmed but will check.

Director Kosel inquired about the high cost of accounting. GM Hansell commented that the high number resulted from the reconciliation process, which has taken a great deal of time.

President Nagel asked if we knew what the first half of the fiscal year's legal fees looked like compared to the second half of the fiscal year. GM Hansell stated he knew it was substantially less, but did not have the exact numbers.

Director Kosel stated they had agreed to ask the Board members if they had any requests for the budget, and Director Padian was the only one who responded. He requested an increase of \$10,000 for both education and the Emergency Preparedness Coordinator and a \$5,000 allotment to the Emergency Preparedness Committee. She suggested to GM Hansell not to include it in the budget but to have Director Padian raise the issue at the Board meeting and have it voted on. GM Hansell suggested the numbers may be wrong because the numbers he received were \$3,000 for public education, \$10,000 for the Emergency Preparedness Coordinator, and \$40,000 for a financial planner. Director Kosel said she could be wrong, but both of them wanted to make sure the numbers are correct. President Nagel thought it would be best to add a separate line item for emergency preparedness. GM suggested making it a community service activities line item and would add \$5,000 to the line item. Director Kosel discussed water system improvements and suggested carrying the amount forward, so Chief Pignoni has discretion on any fire hydrant upgrades requested by East Bay Mud. Finally, she commented on the firefighters' staff appreciation budget. She would like to move that item forward and add \$3,000 as well, hoping that it would happen again in the near future. President Nagel inquired about the \$24,000 grant going to the DFSC and suggested not adding a line item until the District figured out what happened to the last donation.

#### **5. MANAGEMENT TIMESHEET REVIEW:**

Director Kosel reported she reviewed the timesheets and found everything to be fine. She suggested that she and President Nagel approve all timesheets by consensus, and President Nagel concurred. GM Hansell informed the committee he had just exceeded his weekly hours and requested an official correspondence from President Nagel to notify the Board per the contract terms.

**6. FUTURE AGENDA ITEMS:**

None

**7. ADJOURNMENT:**

Meeting adjourned at 12:23 p.m.

The date of the next Finance Committee meeting is to be determined and will be noticed per the Brown Act and District Policy requirements.

Minutes Approved by:

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Finance Committee Chair

DRAFT



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 3/16/2021  
 Pay Period End: 3/31/2021

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

| Date            | Task/Project            | Hours              | GA    | FB    | EP   | Pol  | PS    |
|-----------------|-------------------------|--------------------|-------|-------|------|------|-------|
| 3/16/2021       | See Separate Task Sheet | 9.25               | 2.00  | 5.75  |      |      | 1.50  |
| 3/17/2021       | "                       | 7.50               | 3.75  | 3.50  |      |      | 0.25  |
| 3/18/2021       | "                       | 8.75               | 1.00  | 2.50  |      |      | 5.25  |
| 3/19/2021       | "                       | 4.75               | 0.50  | 2.00  | 1.00 |      | 1.25  |
| 3/20/2021       | "                       |                    |       |       |      |      |       |
| 3/21/2021       | "                       | 1.00               |       |       |      |      | 1.00  |
| 3/22/2021       | "                       | 8.50               |       |       |      |      | 8.50  |
| 3/23/2021       | "                       | 1.50               | 0.50  | 1.00  |      |      |       |
| 3/24/2021       | "                       | 3.25               | 0.25  | 1.00  |      |      | 2.00  |
| 3/25/2021       | "                       | 8.00               | 0.25  |       | 1.50 |      | 6.25  |
| 3/26/2021       | "                       | 2.25               |       | 0.50  |      |      | 1.75  |
| 3/27/2021       | "                       |                    |       |       |      |      |       |
| 3/28/2021       | "                       |                    |       |       |      |      |       |
| 3/29/2021       | "                       | 2.25               | 0.25  | 1.00  |      |      | 1.00  |
| 3/30/2021       | "                       | 2.00               | 0.50  | 1.50  |      |      |       |
| 3/31/2021       | "                       | 5.00               | 1.25  | 1.75  | 0.50 |      | 1.50  |
| Total Hours     |                         | 64.00              | 10.25 | 20.50 | 3.00 | 0.00 | 30.25 |
| Rate            |                         | \$ 99.00           |       |       |      |      |       |
| Total Gross Pay |                         | <u>\$ 6,336.00</u> |       |       |      |      |       |

*Bill Hansell*

Employee Signature

3/31/2021

Date

DocuSigned by:

6/4/2021

Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

| Subject  | Duration    | Day           |
|--|-------------|---------------|
| KFPD - Finance re: Invoices to Maze                                | 3.25        | Tue 3/16/2021 |
| KFPD - Finance re: Invoices to Maze                                | 1.75        | Tue 3/16/2021 |
| KFPD - Gen Mgmt re: Correspondence                                 | 0.50        | Tue 3/16/2021 |
| KFPD - Gen Mgmt re: Manuals and Handbooks updates                  | 1.00        | Tue 3/16/2021 |
| KFPD - Gen Mgmt re: Timesheets                                     | 0.50        | Tue 3/16/2021 |
| KFPD - Finance re: Deposit to Mechanics Bank                       | 0.25        | Tue 3/16/2021 |
| KFPD - Finance re: Records to Maze                                 | 0.50        | Tue 3/16/2021 |
| KFPD - PSB re: Zoom mtg w/Marti Brown, Bill Lindsay                | 1.50        | Tue 3/16/2021 |
| <b>Day Total:</b>  | <b>9.25</b> |               |
| KFPD - Gen Mgmt re: Correspondence                                 | 3.50        | Wed 3/17/2021 |
| KFPD - Finance re: Withdraw LAIF funds, Tel w/CCC Finance, Records | 2.50        | Wed 3/17/2021 |
| KFPD - Gen Mgmt re: Correspondence                                 | 0.25        | Wed 3/17/2021 |
| KFPD - Finance re: Mechanics Bank                                  | 1.00        | Wed 3/17/2021 |
| KFPD - PSB re: Tel w/MB (Mtg planning)                             | 0.25        | Wed 3/17/2021 |
| <b>Day Total:</b>  | <b>7.50</b> |               |
| KFPD - Finance re: CalPERS payments and records to Maze            | 1.00        | Thu 3/18/2021 |
| KFPD - PSB re: Post Media Advisory                                 | 0.50        | Thu 3/18/2021 |
| KFPD - Finance re: CCC Elec Deposit Program registration           | 1.00        | Thu 3/18/2021 |
| KFPD - PSB re: Tel w/MB (Mtg materials)                            | 0.50        | Thu 3/18/2021 |
| KFPD - PSB re: Mtg materials                                       | 0.25        | Thu 3/18/2021 |
| KFPD - Finance re: CCC Elec Deposit Program registration           | 0.25        | Thu 3/18/2021 |
| KFPD - Gen Mgmt re: Form 700 administrator access issues           | 1.00        | Thu 3/18/2021 |
| KFPD - PSB re: Mtg materials                                       | 1.25        | Thu 3/18/2021 |
| KFPD - Finance re: Order PSB mattresses                            | 0.25        | Thu 3/18/2021 |
| KFPD - PSB re: Mtg materials                                       | 2.75        | Thu 3/18/2021 |
| <b>Day Total:</b>  | <b>8.75</b> |               |
| KFPD - PSB re: Tel w/MB (Mtg materials)                            | 0.75        | Fri 3/19/2021 |
| KFPD - Finance re: Correspondence                                  | 0.50        | Fri 3/19/2021 |
| KFPD - EPC re: Committee Mtg (Agenda, Mins, Webinar post)          | 0.75        | Fri 3/19/2021 |
| KFPD - Finance re: PSB mattresses payment issues                   | 0.50        | Fri 3/19/2021 |
| KFPD - PSB re: Tel w/LN (Mtg Planning)                             | 0.50        | Fri 3/19/2021 |
| KFPD - EPC re: Committee Mtg (Agenda Post)                         | 0.25        | Fri 3/19/2021 |
| KFPD - Finance re: Mechanics Bank                                  | 0.50        | Fri 3/19/2021 |

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

| Subject   | Duration    | Day           |
|---|-------------|---------------|
| KFPD - Finance re: Invoices, Filing                       | 0.25        | Fri 3/19/2021 |
| KFPD - Finance re: Invoices, Filing                       | 0.25        | Fri 3/19/2021 |
| KFPD - Gen Mgmt re: Confirm Payroll                       | 0.50        | Fri 3/19/2021 |
| <b>Day Total:</b>   | <b>4.75</b> |               |
| KFPD - PSB re: Mtg Planning                               | 1.00        | Sun 3/21/2021 |
| <b>Day Total:</b>   | <b>1.00</b> |               |
| KFPD - PSB re: Mtg Planning                               | 1.00        | Mon 3/22/2021 |
| KFPD - PSB re: Conf w/BL, MB (Mtg planning)               | 3.50        | Mon 3/22/2021 |
| KFPD - PSB re: Conf w/BL, MB (Mtg planning)               | 0.75        | Mon 3/22/2021 |
| KFPD - PSB re: Conf w/BL, MB (Mtg planning)               | 3.25        | Mon 3/22/2021 |
| <b>Day Total:</b>   | <b>8.50</b> |               |
| KFPD - Finance re: Invoices, Emails to Maze               | 0.50        | Tue 3/23/2021 |
| KFPD - Gen Mgmt re: Correspondence                        | 0.50        | Tue 3/23/2021 |
| KFPD - Finance re: Tel w/Auditor re: Mgmt questions       | 0.50        | Tue 3/23/2021 |
| <b>Day Total:</b>   | <b>1.50</b> |               |
| KFPD - Gen Mgmt re: Tel w/Sasha                           | 0.25        | Wed 3/24/2021 |
| KFPD - Finance re: Review audit w/Mary, Hnin, and Maria   | 1.00        | Wed 3/24/2021 |
| KFPD - PSB re: Conf w/BL, MB, Chiefs (Mtg planning)       | 1.00        | Wed 3/24/2021 |
| KFPD - PSB re: PPT corrections                            | 1.00        | Wed 3/24/2021 |
| <b>Day Total:</b>   | <b>3.25</b> |               |
| KFPD - Gen Mgmt re: Tel Zoom (Increase participant count) | 0.25        | Thu 3/25/2021 |
| KFPD - PSB re: Bldg Records                               | 0.75        | Thu 3/25/2021 |
| KFPD - EPC re: Committee Mtg                              | 1.50        | Thu 3/25/2021 |
| KFPD - PSB re: Bldg Records                               | 1.00        | Thu 3/25/2021 |
| KFPD - PSB re: Public Meeting                             | 4.50        | Thu 3/25/2021 |
| <b>Day Total:</b>   | <b>8.00</b> |               |
| KFPD - PSB re: Tel w/Chief Pigoni (Mtg follow-up)         | 0.25        | Fri 3/26/2021 |
| KFPD - Finance re: Tel w/JK (Audit, FC mtg)               | 0.50        | Fri 3/26/2021 |
| KFPD - PSB re: Tel w/MB (Mtg follow-up)                   | 0.50        | Fri 3/26/2021 |
| KFPD - PSB re: Tel w/LN (Mtg follow-up)                   | 0.50        | Fri 3/26/2021 |
| KFPD - PSB re: Tel w/DD (Prior plan records, Process ?'s) | 0.50        | Fri 3/26/2021 |
| <b>Day Total:</b>   | <b>2.25</b> |               |
| KFPD - PSB re: Tel w/MB (Lease options, Next steps)       | 1.00        | Mon 3/29/2021 |

**Kensington Fire Protection District****Timesheet Details****Bill Hansell**

| <b>Subject</b>   | <b>Duration</b>        | <b>Day</b>    |
|--|------------------------|---------------|
| KFPD - Gen Mgmt re: Tel w/Sasha                                      | 0.25                   | Mon 3/29/2021 |
| KFPD - Finance re: FC mtg prep and agenda                            | 1.00                   | Mon 3/29/2021 |
|  | <b>Day Total: 2.25</b> |               |
| KFPD - Finance re: FC mtg packet                                     | 0.50                   | Tue 3/30/2021 |
| KFPD - Gen Mgmt re: Tel w/Sasha; PSB for mail                        | 0.50                   | Tue 3/30/2021 |
| KFPD - Finance re: Mtg postings                                      | 0.50                   | Tue 3/30/2021 |
| KFPD - Finance re: Invoices, Payments                                | 0.50                   | Tue 3/30/2021 |
|  | <b>Day Total: 2.00</b> |               |
| KFPD - Finance re: Invoices, Payments                                | 0.50                   | Wed 3/31/2021 |
| KFPD - Gen Mgmt re: Tel w/Correspondence                             | 0.50                   | Wed 3/31/2021 |
| KFPD - Finance re: Tel w/CC Finance & Treasury re: Elec Dep Program  | 0.75                   | Wed 3/31/2021 |
| KFPD - PSB re: Conf w/MB, BL (Post mtg assessment/options)           | 0.75                   | Wed 3/31/2021 |
| KFPD - Finance re: Check signing; Mail from PSB                      | 0.50                   | Wed 3/31/2021 |
| KFPD - EPC re: RFP planning  | 0.50                   | Wed 3/31/2021 |
| KFPD - Gen Mgmt re: Tel w/LN (Mtg planning)                          | 0.75                   | Wed 3/31/2021 |
| KFPD - PSB re: Tel w/MB (PSB ?'s)                                    | 0.25                   | Wed 3/31/2021 |
| KFPD - PSB re: Pricing, Lease, Schedule, Etc docs                    | 0.50                   | Wed 3/31/2021 |
|  | <b>Day Total: 5.00</b> |               |
| <b>Total (28hrs/wk Allowance = 4hrs/day x 16 days = 64hrs Max) =</b> |                        | <b>64.00</b>  |



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 4/1/2021  
 Pay Period End: 4/15/2021

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

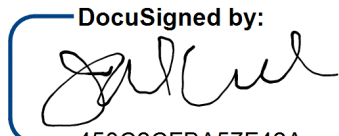
| Date            | Task/Project            | Hours              | GA    | FB    | EP   | Pol  | PS   |
|-----------------|-------------------------|--------------------|-------|-------|------|------|------|
| 4/1/2021        | See Separate Task Sheet | 9.50               | 1.00  | 0.50  |      |      | 8.00 |
| 4/2/2021        | "                       | 1.75               | 0.25  | 1.50  |      |      |      |
| 4/3/2021        | "                       |                    |       |       |      |      |      |
| 4/4/2021        | "                       |                    |       |       |      |      |      |
| 4/5/2021        | "                       | 3.50               | 0.25  | 2.25  |      |      | 1.00 |
| 4/6/2021        | "                       | 3.00               | 0.25  | 2.75  |      |      |      |
| 4/7/2021        | "                       | 8.50               | 0.25  | 6.25  | 2.00 |      |      |
| 4/8/2021        | "                       | 11.50              | 9.50  | 2.00  |      |      |      |
| 4/9/2021        | "                       | 9.25               | 9.25  |       |      |      |      |
| 4/10/2021       | "                       |                    |       |       |      |      |      |
| 4/11/2021       | "                       |                    |       |       |      |      |      |
| 4/12/2021       | "                       | 1.00               | 0.50  |       | 0.50 |      |      |
| 4/13/2021       | "                       | 2.50               | 2.25  |       |      |      | 0.25 |
| 4/14/2021       | "                       | 7.50               | 7.50  |       |      |      |      |
| 4/15/2021       | "                       | 2.00               | 0.75  |       | 1.00 |      | 0.25 |
| Total Hours     |                         | 60.00              | 31.75 | 15.25 | 3.50 | 0.00 | 9.50 |
| Rate            |                         | \$ 99.00           |       |       |      |      |      |
| Total Gross Pay |                         | <u>\$ 5,940.00</u> |       |       |      |      |      |

*Bill Hansell*

Employee Signature

4/15/2021

Date

DocuSigned by:  


6/4/2021

450C2CFBA57F42A...  
 Finance Signature

Date



## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

| Subject  | Duration    | Day          |
|--|-------------|--------------|
| KFPD - PSB re: Pricing, Lease, Schedule, Etc docs  | 3.00        | Thu 4/1/2021 |
| KFPD - PSB re: Response to KPPCSD (Pricing, Lease, Schedule, Etc)                                      | 4.00        | Thu 4/1/2021 |
| KFPD - PSB re: Tel MB (Lease)  | 0.25        | Thu 4/1/2021 |
| KFPD - PSB re: Response to KPPCSD (Pricing, Lease, Schedule, Etc)                                      | 0.75        | Thu 4/1/2021 |
| KFPD - Finance re: Email/Tel CCC   | 0.50        | Thu 4/1/2021 |
| KFPD - Gen Mgmt re: Form 700 info for EPC  | 0.25        | Thu 4/1/2021 |
| KFPD - Gen Mgmt re: Email agenda item request  | 0.00        | Thu 4/1/2021 |
| KFPD - Gen Mgmt re: Timesheets to Maze   | 0.75        | Thu 4/1/2021 |
| <b>Day Total:</b>  | <b>9.50</b> |              |
| KFPD - Finance re: Draft audit review  | 0.50        | Fri 4/2/2021 |
| KFPD - Finance re: FC mtg  | 1.00        | Fri 4/2/2021 |
| KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)  | 0.25        | Fri 4/2/2021 |
| <b>Day Total:</b>  | <b>1.75</b> |              |
| KFPD - Finance re: Invoices, EDP   | 1.00        | Mon 4/5/2021 |
| KFPD - PSB re: 303 Arlington Lease space   | 1.00        | Mon 4/5/2021 |
| KFPD - Gen Mgmt re: PSB for mail   | 0.25        | Mon 4/5/2021 |
| KFPD - Finance re: CCC Treasury for deposit slips, EDP ?'s   | 1.25        | Mon 4/5/2021 |
| <b>Day Total:</b>  | <b>3.50</b> |              |
| KFPD - Finance re: Invoices, Banking Statement   | 0.75        | Tue 4/6/2021 |
| KFPD - Gen Mgmt re: Tel w/Sasha  | 0.25        | Tue 4/6/2021 |
| KFPD - Finance re: Wells Fargo deposit   | 0.25        | Tue 4/6/2021 |
| KFPD - Finance re: Mechanics Bank deposit  | 0.25        | Tue 4/6/2021 |
| KFPD - Finance re: Receipts/Deposit info to Maze   | 1.50        | Tue 4/6/2021 |
| <b>Day Total:</b>  | <b>3.00</b> |              |
| KFPD - Emergency Prep re: Resource Conservation Districts Stakeholders Mtg                             | 2.00        | Wed 4/7/2021 |
| KFPD - Gen Mgmt re: Tel w/Sasha (Mtg mins, agenda)   | 0.25        | Wed 4/7/2021 |
| KFPD - Finance re: Payments; Tel Mechanics Bank for BillPay; Records; Financial Reports for Board Mtg; | 4.75        | Wed 4/7/2021 |
| KFPD - Finance re: Audit response  | 1.50        | Wed 4/7/2021 |
| <b>Day Total:</b>  | <b>8.50</b> |              |
| KFPD - Finance re: Accounts  | 1.00        | Thu 4/8/2021 |
| KFPD - Finance re: Tel w/Auditor (Mgr letter, presentation)  | 0.25        | Thu 4/8/2021 |
| KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)  | 0.25        | Thu 4/8/2021 |
| KFPD - Finance re: Audit follow-up   | 0.75        | Thu 4/8/2021 |

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

| Subject  | Duration     | Day           |
|--|--------------|---------------|
| KFPD - Gen Mgmt re: Review/Edit mtg mins                             | 0.50         | Thu 4/8/2021  |
| KFPD - Gen Mgmt re: Review/Edit mtg mins                             | 1.25         | Thu 4/8/2021  |
| KFPD - Gen Mgmt re: KPPCSD mtg                                       | 3.50         | Thu 4/8/2021  |
| KFPD - Gen Mgmt re: Review Fire Chief reports                        | 0.50         | Thu 4/8/2021  |
| KFPD - Gen Mgmt re: Mtg Agenda and materials                         | 3.50         | Thu 4/8/2021  |
| <b>Day Total:</b>  | <b>11.50</b> |               |
| KFPD - Gen Mgmt re: Mtg Agenda and materials                         | 0.75         | Fri 4/9/2021  |
| KFPD - Gen Mgmt re: Tel w/LN (Agenda)                                | 1.00         | Fri 4/9/2021  |
| KFPD - Gen Mgmt re: Mtg Agenda and materials                         | 1.75         | Fri 4/9/2021  |
| KFPD - Gen Mgmt re: PSB recommendation                               | 3.00         | Fri 4/9/2021  |
| KFPD - Gen Mgmt re: Lease Negotiator Recommendation                  | 1.75         | Fri 4/9/2021  |
| KFPD - Gen Mgmt re: Mgr report                                       | 0.75         | Fri 4/9/2021  |
| KFPD - Gen Mgmt re: Post agenda and packet                           | 0.25         | Fri 4/9/2021  |
| <b>Day Total:</b>  | <b>9.25</b>  |               |
| KFPD - Emergency Prep re: Warning System mtg                         | 0.50         | Mon 4/12/2021 |
| KFPD - Gen Mgmt re: Tel w/Sasha                                      | 0.50         | Mon 4/12/2021 |
| <b>Day Total:</b>  | <b>1.00</b>  |               |
| KFPD - Gen Mgmt re: Tel w/KP   | 0.25         | Tue 4/13/2021 |
| KFPD - Gen Mgmt re: Tel w/DD (agenda)                                | 0.25         | Tue 4/13/2021 |
| KFPD - Gen Mgmt re: Tel w/LN (agenda)                                | 0.50         | Tue 4/13/2021 |
| KFPD - Gen Mgmt re: Public Correspondence                            | 1.00         | Tue 4/13/2021 |
| KFPD - Gen Mgmt re: Tel w/Chief                                      | 0.25         | Tue 4/13/2021 |
| KFPD - PSB re: Tel w/MB  | 0.25         | Tue 4/13/2021 |
| <b>Day Total:</b>  | <b>2.50</b>  |               |
| KFPD - Gen Mgmt re: Public Correspondence                            | 3.50         | Wed 4/14/2021 |
| KFPD - Board Mtg   | 4.00         | Wed 4/14/2021 |
| <b>Day Total:</b>  | <b>7.50</b>  |               |
| KFPD - Gen Mgmt re: Tel w/LN   | 0.75         | Thu 4/15/2021 |
| KFPD - PSB re: Tel w/MB (Lease Space)                                | 0.25         | Thu 4/15/2021 |
| KFPD - EPC re: Committee Mtg (Agenda)                                | 1.00         | Thu 4/15/2021 |
| <b>Day Total:</b>  | <b>2.00</b>  |               |
| <b>Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =</b> | <b>60.00</b> |               |



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 4/16/2021  
 Pay Period End: 4/30/2021

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

| Date            | Task/Project            | Hours              | GA    | FB   | EP   | Pol  | PS   |
|-----------------|-------------------------|--------------------|-------|------|------|------|------|
| 4/16/2021       | See Separate Task Sheet | 5.75               | 1.50  |      | 2.50 |      | 1.75 |
| 4/17/2021       | "                       |                    |       |      |      |      |      |
| 4/18/2021       | "                       |                    |       |      |      |      |      |
| 4/19/2021       | "                       | 6.25               | 0.75  |      |      |      | 5.50 |
| 4/20/2021       | "                       | 6.00               | 6.00  |      |      |      |      |
| 4/21/2021       | "                       | 6.25               | 4.50  | 1.75 |      |      |      |
| 4/22/2021       | "                       | 11.75              | 9.25  |      | 2.50 |      |      |
| 4/23/2021       | "                       | 2.75               | 2.50  | 0.25 |      |      |      |
| 4/24/2021       | "                       | 2.50               | 2.50  |      |      |      |      |
| 4/25/2021       | "                       |                    |       |      |      |      |      |
| 4/26/2021       | "                       | 0.50               | 0.50  |      |      |      |      |
| 4/27/2021       | "                       | 7.00               | 6.00  |      |      |      | 1.00 |
| 4/28/2021       | "                       | 3.25               | 1.25  | 0.50 | 1.50 |      |      |
| 4/29/2021       | "                       | 2.00               | 1.00  | 1.00 |      |      |      |
| 4/30/2021       | "                       | 6.00               | 4.75  | 0.75 |      |      | 0.50 |
| Total Hours     |                         | 60.00              | 40.50 | 4.25 | 6.50 | 0.00 | 8.75 |
| Rate            |                         | \$ 99.00           |       |      |      |      |      |
| Total Gross Pay |                         | <u>\$ 5,940.00</u> |       |      |      |      |      |

*Bill Hansell*

Employee Signature

5/1/2021

Date

DocuSigned by:

*[Signature]*

6/4/2021

450C2CFBA57F42A...  
Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

| Subject  | Duration     | Day           |
|--|--------------|---------------|
| KFPD - EPC re: Committee Mtg (Agenda)              | 1.75         | Fri 4/16/2021 |
| KFPD - PSB re: Bldg Code review                    | 1.75         | Fri 4/16/2021 |
| KFPD - EPC re: Committee Mtg (Packet)              | 0.75         | Fri 4/16/2021 |
| KFPD - Gen Mgmt re: Correspondence                 | 0.50         | Fri 4/16/2021 |
| KFPD - Gen Mgmt re: PSB for mail, agenda post      | 1.00         | Fri 4/16/2021 |
| <b>Day Total:</b>                                  | <b>5.75</b>  |               |
| KFPD - PSB re: Background info                     | 5.50         | Mon 4/19/2021 |
| KFPD - Gen Mgmt re: Submit Payroll                 | 0.75         | Mon 4/19/2021 |
| <b>Day Total:</b>                                  | <b>6.25</b>  |               |
| KFPD - Gen Mgmt re: Sick Leave                     | 6.00         | Tue 4/20/2021 |
| <b>Day Total:</b>                                  | <b>6.00</b>  |               |
| KFPD - Finance re: Invoices, Emails to Maze        | 0.50         | Wed 4/21/2021 |
| KFPD - Finance re: Invoices, Payments              | 1.00         | Wed 4/21/2021 |
| KFPD - Gen Mgmt re: Correspondence                 | 0.25         | Wed 4/21/2021 |
| KFPD - Gen Mgmt re: Files                          | 0.50         | Wed 4/21/2021 |
| KFPD - Finance re: LAIF Transfer to Cash           | 0.25         | Wed 4/21/2021 |
| KFPD - Gen Mgmt re: Correspondence                 | 2.00         | Wed 4/21/2021 |
| KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer | 1.25         | Wed 4/21/2021 |
| KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer | 0.50         | Wed 4/21/2021 |
| <b>Day Total:</b>                                  | <b>6.25</b>  |               |
| KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer | 3.75         | Thu 4/22/2021 |
| KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer | 3.25         | Thu 4/22/2021 |
| KFPD - Gen Mgmt re: Tel w/Sasha                    | 0.25         | Thu 4/22/2021 |
| KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer | 2.00         | Thu 4/22/2021 |
| KFPD - EPC re: Committee Mtg                       | 2.50         | Thu 4/22/2021 |
| <b>Day Total:</b>                                  | <b>11.75</b> |               |
| KFPD - Finance re: Mechanics Bank deposit          | 0.25         | Fri 4/23/2021 |
| KFPD - Gen Mgmt re: PSB for mail, files            | 2.00         | Fri 4/23/2021 |
| KFPD - Gen Mgmt re: Ads for RFPs                   | 0.50         | Fri 4/23/2021 |
| <b>Day Total:</b>                                  | <b>2.75</b>  |               |
| KFPD - Gen Mgmt re: Ads for RFPs                   | 2.00         | Sat 4/24/2021 |
| KFPD - Gen Mgmt re: Ads for RFPs                   | 0.50         | Sat 4/24/2021 |
| <b>Day Total:</b>                                  | <b>2.50</b>  |               |

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

| Subject  | Duration     | Day           |
|--|--------------|---------------|
| KFPD - Gen Mgmt re: Tel w/Sasha                                      | 0.50         | Mon 4/26/2021 |
| <b>Day Total:</b>  | <b>0.50</b>  |               |
| KFPD - PSB re: Tel w/MB  | 1.00         | Tue 4/27/2021 |
| KFPD - Gen Mgmt re: Email agenda item request                        | 0.00         | Tue 4/27/2021 |
| KFPD - Gen Mgmt re: Sick Leave                                       | 6.00         | Tue 4/27/2021 |
| <b>Day Total:</b>  | <b>7.00</b>  |               |
| KFPD - EPC re: County Wildfire Zoom mtg                              | 1.50         | Wed 4/28/2021 |
| KFPD - Gen Mgmt re: Tel w/Chief (Budget, Wildfire issues)            | 0.50         | Wed 4/28/2021 |
| KFPD - Finance re; Tel w/JK (Budget)                                 | 0.50         | Wed 4/28/2021 |
| KFPD - Gen Mgmt re: Tel w/LN (Agenda)                                | 0.75         | Wed 4/28/2021 |
| <b>Day Total:</b>  | <b>3.25</b>  |               |
| KFPD - Finance re: SCO Report  | 0.75         | Thu 4/29/2021 |
| KFPD - Finance re: SCO Report  | 0.25         | Thu 4/29/2021 |
| KFPD - Gen Mgmt re: Outreach for Grant Writer RFP                    | 0.75         | Thu 4/29/2021 |
| KFPD - Gen Mgmt re: Outreach for Grant Writer RFP                    | 0.25         | Thu 4/29/2021 |
| <b>Day Total:</b>  | <b>2.00</b>  |               |
| KFPD - Finance re: Banking   | 0.75         | Fri 4/30/2021 |
| KFPD - Gen Mgmt re: Tel w/John Bakker                                | 0.50         | Fri 4/30/2021 |
| KFPD - PSB re: Tel w/DD (Arch, Eng services)                         | 0.50         | Fri 4/30/2021 |
| KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)                            | 0.25         | Fri 4/30/2021 |
| KFPD - Gen Mgmt re: Sick Leave                                       | 4.00         | Fri 4/30/2021 |
| <b>Day Total:</b>  | <b>6.00</b>  |               |
| <b>Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =</b> | <b>60.00</b> |               |



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 5/1/2021  
 Pay Period End: 5/15/2021

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

| Date      | Task/Project            | Hours | GA   | FB   | EP   | Pol | PS   |
|-----------|-------------------------|-------|------|------|------|-----|------|
| 5/1/2021  | See Separate Task Sheet | 0.50  | 0.50 |      |      |     |      |
| 5/2/2021  | "                       |       |      |      |      |     |      |
| 5/3/2021  | "                       | 1.50  | 1.00 | 0.50 |      |     |      |
| 5/4/2021  | "                       | 4.25  | 1.00 | 1.75 | 0.75 |     | 0.75 |
| 5/5/2021  | "                       | 7.25  | 4.25 | 2.25 |      |     | 0.75 |
| 5/6/2021  | "                       | 9.25  | 9.25 |      |      |     |      |
| 5/7/2021  | "                       | 9.25  | 6.75 |      |      |     | 2.50 |
| 5/8/2021  | "                       | 6.00  | 1.00 |      |      |     | 5.00 |
| 5/9/2021  | "                       | 4.00  | 4.00 |      |      |     |      |
| 5/10/2021 | "                       | 5.50  | 5.00 |      |      |     | 0.50 |
| 5/11/2021 | "                       | 6.50  | 3.00 |      |      |     | 3.50 |
| 5/12/2021 | "                       | 4.75  | 3.75 |      |      |     | 1.00 |
| 5/13/2021 | "                       | 1.25  | 0.75 |      | 0.25 |     | 0.25 |
| 5/14/2021 | "                       |       |      |      |      |     |      |
| 5/15/2021 | "                       |       |      |      |      |     |      |

|                 |                    |       |      |      |      |       |
|-----------------|--------------------|-------|------|------|------|-------|
| Total Hours     | 60.00              | 40.25 | 4.50 | 1.00 | 0.00 | 14.25 |
| Rate            | \$ 99.00           |       |      |      |      |       |
| Total Gross Pay | <u>\$ 5,940.00</u> |       |      |      |      |       |

*Bill Hansell*

Employee Signature

5/15/2021

Date

DocuSigned by:

*[Signature]*

6/4/2021

Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

| Subject  | Duration    | Day          |
|--|-------------|--------------|
| KFPD - Gen Mgmt re: Policy Manual                                    | 0.50        | Sat 5/1/2021 |
| <b>Day Total:</b>  | <b>0.50</b> |              |
| KFPD - Finance re: Timesheets, MB Statement                          | 0.50        | Mon 5/3/2021 |
| KFPD - Gen Mgmt re: Tel w/Sasha                                      | 0.25        | Mon 5/3/2021 |
| KFPD - Gen Mgmt re: Public Correspondence                            | 0.75        | Mon 5/3/2021 |
| <b>Day Total:</b>  | <b>1.50</b> |              |
| KFPD - Finance re: Payments  | 0.50        | Tue 5/4/2021 |
| KFPD - PSB re: Tel w/Struct Eng                                      | 0.50        | Tue 5/4/2021 |
| KFPD - EPC re: Vegetation Mgmt on website and notice                 | 0.75        | Tue 5/4/2021 |
| KFPD - Gen Mgmt re: Mtg w/EC manager                                 | 1.00        | Tue 5/4/2021 |
| KFPD - PSB re: Tel w/KP (Struct Questions)                           | 0.25        | Tue 5/4/2021 |
| KFPD - Finance re: Invoices, payments, records                       | 0.25        | Tue 5/4/2021 |
| KFPD - Finance re: Invoices, payments, records                       | 1.00        | Tue 5/4/2021 |
| <b>Day Total:</b>  | <b>4.25</b> |              |
| KFPD - Finance re: Invoices, payments, records                       | 1.00        | Wed 5/5/2021 |
| KFPD - PSB re: Tel w/MB  | 0.75        | Wed 5/5/2021 |
| KFPD - Finance re: Backup info for Transmittal to Maze               | 0.25        | Wed 5/5/2021 |
| KFPD - Gen Mgmt re: Board Mtg Agenda                                 | 2.00        | Wed 5/5/2021 |
| KFPD - Gen Mgmt re: Tel w/LN (agenda, legal)                         | 1.50        | Wed 5/5/2021 |
| KFPD - Gen Mgmt re: Legal  | 0.75        | Wed 5/5/2021 |
| KFPD - Finance re: Draft Transmittal review, corrections             | 1.00        | Wed 5/5/2021 |
| <b>Day Total:</b>  | <b>7.25</b> |              |
| KFPD - Gen Mgmt re: Board Packet Materials                           | 3.00        | Thu 5/6/2021 |
| KFPD - Gen Mgmt re: Board Packet Materials                           | 0.75        | Thu 5/6/2021 |
| KFPD - Gen Mgmt re: Tel w/Kate Rauch (Density issues, tree removals) | 0.50        | Thu 5/6/2021 |
| KFPD - Gen Mgmt re: Board Packet Materials                           | 1.75        | Thu 5/6/2021 |
| KFPD - Gen Mgmt re: Tel w/JK (Agenda item request)                   | 0.50        | Thu 5/6/2021 |
| KFPD - Gen Mgmt re: Board Packet Materials                           | 2.75        | Thu 5/6/2021 |
| <b>Day Total:</b>  | <b>9.25</b> |              |
| KFPD - Gen Mgmt re: Board Packet Materials                           | 2.50        | Fri 5/7/2021 |
| KFPD - Gen Mgmt re: Board Packet Materials                           | 2.75        | Fri 5/7/2021 |
| KFPD - Gen Mgmt re: Board Packet Materials                           | 1.50        | Fri 5/7/2021 |
| KFPD - PSB re: Board Packet Materials                                | 2.50        | Fri 5/7/2021 |

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

| Subject  | Duration               | Day           |
|--|------------------------|---------------|
|  | <b>Day Total: 9.25</b> |               |
| KFPD - PSB re: Board Packet Materials                            | 2.00                   | Sat 5/8/2021  |
| KFPD - Gen Mgmt re: Board Packet Materials                       | 1.00                   | Sat 5/8/2021  |
| KFPD - PSB re: Board Packet Materials                            | 3.00                   | Sat 5/8/2021  |
|  | <b>Day Total: 6.00</b> |               |
| KFPD - Gen Mgmt re: Board Packet Materials                       | 4.00                   | Sun 5/9/2021  |
|  | <b>Day Total: 4.00</b> |               |
| KFPD - Gen Mgmt re: Compile, Print Mtg Packet                    | 0.50                   | Mon 5/10/2021 |
| KFPD - PSB re: Correspondence on elevator issues                 | 0.50                   | Mon 5/10/2021 |
| KFPD - Gen Mgmt re: Copy Central                                 | 0.25                   | Mon 5/10/2021 |
| KFPD - Gen Mgmt re: PSB for mail; Staff issues; Drop-off packets | 2.75                   | Mon 5/10/2021 |
| KFPD - Gen Mgmt re: Ethics Training                              | 1.50                   | Mon 5/10/2021 |
| KFPD - Gen Mgmt re: Email notice to General List                 | 0.00                   | Mon 5/10/2021 |
|  | <b>Day Total: 5.50</b> |               |
| KFPD - PSB re: RFP for Architect and Structural Engineer         | 1.00                   | Tue 5/11/2021 |
| KFPD - Gen Mgmt re: Tel w/JK                                     | 0.75                   | Tue 5/11/2021 |
| KFPD - Gen Mgmt re: Tel w/Chief Pignoni                          | 0.25                   | Tue 5/11/2021 |
| KFPD - PSB re: RFPs  | 0.50                   | Tue 5/11/2021 |
| KFPD - Gen Mgmt re: Tel w/LN (Agenda, Closed Session)            | 1.00                   | Tue 5/11/2021 |
| KFPD - PSB re: Record Files                                      | 0.25                   | Tue 5/11/2021 |
| KFPD - Gen Mgmt re: Public Correspondence                        | 1.00                   | Tue 5/11/2021 |
| KFPD - PSB re: RFPs  | 0.75                   | Tue 5/11/2021 |
| KFPD - PSB re: RFPs  | 1.00                   | Tue 5/11/2021 |
|  | <b>Day Total: 6.50</b> |               |
| KFPD - Gen Mgmt re: Email Counsel                                | 0.50                   | Wed 5/12/2021 |
| KFPD - Gen Mgmt re: Correspondence                               | 0.25                   | Wed 5/12/2021 |
| KFPD - Gen Mgmt re: Correspondence                               | 0.50                   | Wed 5/12/2021 |
| KFPD - PSB re: As-built Dwg proposals                            | 0.50                   | Wed 5/12/2021 |
| KFPD - PSB re: RFPs  | 0.50                   | Wed 5/12/2021 |
| KFPD - Special Board of Directors Mtg                            | 0.50                   | Wed 5/12/2021 |
| KFPD - Regular Board of Directors Mtg                            | 2.00                   | Wed 5/12/2021 |
|  | <b>Day Total: 4.75</b> |               |
| KFPD - EPC re: "Wildfire Watch" posted on website, NextDoor      | 0.25                   | Thu 5/13/2021 |



**Kensington Fire Protection District**

**Timesheet Details**

**Bill Hansell**

| <b>Subject</b>   | <b>Duration</b>   | <b>Day</b>    |
|--|-------------------|---------------|
| KFPD - Gen Mgmt re: ICMA Webinar (Developing Excellence in Fire and Emergency Service Departments and Professionals) | 0.75              | Thu 5/13/2021 |
| KFPD - Finance re: Transmittal to LN for signature   | 0.25              | Thu 5/13/2021 |
|  | <b>Day Total:</b> | <b>1.25</b>   |
| <b>Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =</b>   | <b>60.00</b>      |               |