



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

Wednesday, April 19th, 2023 7:00pm  
Kensington Community Center, 59 Arlington Avenue,  
Kensington, CA 94707 (and hybrid)

**This meeting will be held in-person in the Kensington Community Center, 59 Arlington Avenue, Kensington CA 94707.** Members of the public not in attendance may provide public comment by emailing the Board President and Board Clerk prior to the meeting at the following address: [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org). Such comments will be noted as received and their contents orally summarized. Members of the public who attend the meeting either In-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 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 can simply raise their hand to be recognized. 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). Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, 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)).

Any member of the public who needs special accommodations should email [public.comment@kensingtonfire.org](mailto: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).

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.

**Hybrid Meeting Option Internet Address:**

<https://us06web.zoom.us/j/88001077214?pwd=TjN6WDIyTU5Cdkw5K1ZtTE5Bb0JnUT09>

**Telephone Access:**

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

**Zoom Meeting ID: 880 0107 7214**

**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 Stein, Vice President Levine, Director Dommer, Director Nagel, Director Watt

**2. (7:01pm) ANNOUNCE AND ADJOURN TO CLOSED SESSION**

**a. Closed Session:** The Board may recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.

**Subject: Anticipated Litigation (GC54956.9)** – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 case.

**3. (7:40pm) RECONVENE TO OPEN SESSION**

**4. (7:41pm) 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.

**5. (7:50pm) 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 Board of Director's meetings of 1/18/2023 (regular and special), 2/15/2023, 2/22/2023, and 3/15/2023 (Approve)

**b. Acceptance of Incident Activity Report** March 2023 (Accept)

**c. Approval of Monthly Transmittal** 04/19/2023 (Approve)

**d. Approval of Monthly Financial Reports** 03/31/2023 (Approve)

**6. (7:55pm) FIRE CHIEF'S REPORT** (Supporting Material)

Action = Presentation/Discussion

**7. (8:05pm) EMERGENCY PREP COORDINATOR'S REPORT** (Supporting Material)

Action = Presentation/Discussion

**8. (8:15pm) OLD BUSINESS – None**

**a. REPORT BACK ON COST PROPOSAL FROM MARJANG, DISTRICT'S ARCHITECT, ON THE POTENTIAL FIRST FLOOR REALIGNMENT OF THE RESTROOM AND KITCHENETTE** – Morris-Mayorga (Supporting Material)

Action = Presentation/Discussion/Provide Staff Direction and/or Approval

**9. (8:30pm) NEW BUSINESS**

- a. **(8:30pm) GENERAL MANAGER RECRUITMENT REPORT** – Brent Ives (Supporting Material)  
Action = For information only
- b. **(8:35pm) VOTE ON 2023 ELECTION FOR LAFCO SPECIAL DISTRICT SEAT (ALTERNATE)** (Supporting Material)  
Action = Discussion/Approval
- c. **(8:40pm) PUBLIC SAFETY BUILDING PROJECT UPDATE** – Morris-Mayorga (Supporting Material)

**10. (8:55pm) GENERAL MANAGER'S REPORT** (Supporting Material)

Action = Presentation/Discussion

**11. (9:05pm) COMMITTEE REPORTS**

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

- a. **Emergency Preparedness Committee Meeting** – Nagel/Dommer (Verbal Report)  
Action = Report by EPC Chair & Discussion
- b. **Finance Committee Meeting** – Stein/Watt (Verbal Report)
- c. **Consolidation Liaison Temporary Committee** – Levine (Verbal Report)
- d. **Public Safety Building Temporary Committee** – Stein/Watt (Verbal Report)
- e. **Information Technology Temporary Committee** – Levine/Nagel (Verbal Report)

**12. (9:30pm) OUTSIDE AGENCIES REPORTS**

- a. **Contra Costa Special Districts Association** – Nagel (Verbal Report)

**13. (9:40pm) ADJOURNMENT**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, May 17, 2023 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, May 3, 2023, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, May 10, 2023, by 1:00pm.



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

**DATE/TIME:** January 18, 2023, 7:00PM

**LOCATION:** Via Zoom Teleconference

**PRESENT:** Directors: President Julie Stein, Director Don Dommer, Vice President  
Director Daniel Levine, Director Larry Nagel, Director Jim Watt  
Staff: GM Mary Morris-Mayorga and Fire Chief Eric Saylor

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

President Stein called the meeting to order at 7:00 p.m. and confirmed the roll call. She announced there were 27 people on the Zoom call.

**2. PUBLIC COMMENT (00:02:40)**

Paul and Vida commented on the consolidation of the two districts in the Public Safety Building and voiced their concerns. David Spath commented on behalf of the Kensington Property Owners Association. He advocated that the KFPD and KPPCSD boards complete a comprehensive cost-benefit operations evaluation for the relocation of the KPPCSD before a vote is taken on a decision. David Fike commented on the consolidation of the two districts in the Public Safety Building and voiced his concerns. He also gave thanks to the KFPD and KPPCSD boards for establishing the Public Safety Building Temporary Committee and asked the board to comment on how it will keep the community informed of their efforts. Mark Constantini submitted a written public comment prior to the meeting.

Director Watt commented that the KFPD and KPPCSD ad hoc committee met Tuesday, January 10, 2023 and discussed the possibility of joint occupancy at the Public Safety Building.

President Stein commented that Director Nagel and Director Levine have formed the Information Technology Temporary Committee. She also confirmed that Director Dommer would not serve on the Public Safety Building Temporary Committee. She then reported out on the committee meeting that took place on January 10, 2023.

**3. ADOPTION OF CONSENT ITEMS (00:28:39)**

President Stein proposed to approve all consent items on the agenda with a single motion.

The board did not vote to remove any consent items and there was no further board discussion.

- a. Approval of Minutes of the Board of Directors meetings of 04/13/2022, 04/28/2022, 05/11/2022. President Stein requested to table this agenda item. No motion was taken.
- b. Acceptance of Incident Activity Report December 2022



Board of Directors Meeting Minutes of January 18, 2023

- c. Approval of Monthly Transmittal 01/18/2023
- d. Approval of Monthly Financial Reports 12/31/2022

<b>MOTION:</b> M/s Levine/Dommer: Motion to approve consent items 3b, 3c, and 3d.	
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:32:12</b>

**4. OLD BUSINESS (00:32:24)**

- a. Approval Of Monthly Financial Reports 11/30/2022

President Stein commented on the \$6.7M invested in UST bills and the Federal Home Loan Bank Securities and wanted to know if these two investments are part of the county portfolio. GM Morris-Mayorga confirmed.

President Stein then commented on the operational policy regarding the formatting of the monthly financial reports. Director Nagel recommended the Finance Committee take up the suggestion of GM Morris-Mayorga reformatting these reports.

David Spath commented on the NHA analysis that took place in July 2022 and asked if El Cerrito has provided any feedback. President Stein recommended the Finance Committee discuss this item.

There was no additional public or board comments.

<b>MOTION:</b> M/s Stein/Levine: Motion to approve monthly financial reports 11/30/2022	
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:38:55</b>

- b. General Manager Search

President Stein motioned to discuss and approve the BHI Management Consulting proposal. Director Nagel commented on Brent Ives' success in previously filling positions for KFPD.

Brent Ives commented on the BHI Management Consulting proposal and next steps.

President Stein and Director Nagel volunteered to serve on an ad-hoc committee to support the search for the permanent part-time general manager.

There was no additional public or board comments.

<b>MOTION:</b> M/s Nagel/Dommer: Motion to approve the BHI Management Consulting proposal
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None
Motion passed 5-0-0 <span style="float: right;"><b>Video Time Stamped: 01:00:06</b></span>

President Stein called for a motion to adjourn and to commence a special meeting (01:03:20)

<b>MOTION:</b> M/s Levine/Watt: Motion to adjourn the regular meeting to the special meeting
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None
Motion passed 5-0-0 <span style="float: right;"><b>Video Time Stamped: 01:04:17</b></span>

President Stein called the meeting back to order at 8:30 p.m. and confirmed the roll call. (01:29:42)

**5. NEW BUSINESS** (01:30:48)

a. Board Standing Committee Assignments

President Stein nominated herself and Director Watt to serve on the Finance Committee.

There was no public comment or board discussion on the nomination.

<b>MOTION:</b> M/s Dommer/Levine: Motion to nominate President Stein and Director Watt to the Finance Committee
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None
Motion passed 5-0-0 <span style="float: right;"><b>Video Time Stamped: 01:32:51</b></span>

Director Nagel commented that the current residents assigned to the KFPD Emergency Preparedness Committee (Lisa Corona, Katie Gluck, Peter Guerrero, Peter Lydell, Daneille Madugo, Paul Moss, and David Spath) will commit to an additional year of service.

Director Nagel and Director Dommer nominated themselves for this committee.

There was no public comment or board discussion on the nomination.

<b>MOTION:</b> M/s Watt/Levine: Motion to nominate Director Nagel, Director Dommer, and the named residents to the KFPD Emergency Preparedness Committee	
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 01:37:30</b>

b. Proposed Policy on Commendation for Board Member Service

Director Levine introduced the first reading of the proposed policy (1100.40).

At a regular meeting immediately following a director’s departure from the board a resolution shall automatically be placed on the agenda as follows: “The Kensington Fire Protection District thanks Director [insert name] for their [insert time of service] to the Kensington community.

Subclause 1100.41: While the board is free to discuss the specific accomplishments and contributions of a board member during the discussion of the above resolution and pursuant to policy 1090.40 director’s may request brief comments with their own attribution be included in the minutes thereby entering into the public record. No other language shall be added to the resolution nor shall additional resolutions thanking director’s for their service be admissible.

Director Nagel opposed proposed policy 1100.40 and provided his reasoning. The board discussed the proposed policy.

Paul and Vida and David Spath commented on the proposed policy.

There was no additional public or board comments.

c. Proposed Resolution 2023-02 Commending the Service of Former Director Janice Kosel

<b>MOTION:</b> M/s Levine/Stein: Motion to adopt resolution 2023-02 Commending the Service of Former Director Janice Kosel	
<b>VOTE:</b> Ayes: N/A Nays: N/A Absent: N/A	
No vote, replaced by a separate motion	<b>Video Time Stamped: 02:01:49</b>

Director Levine commended former Director Janice Kosel for her service on the board. The board discussed the proposed policy and Director Nagel commented on the December 14, 2022 board meeting discussion of Janice Kosel’s service.

Director Levine moved to amend the language of the resolution as stated in the recording (02:28:28).

<b>MOTION:</b> M/s Levine/Stein: Motion to adopt amended resolution 2023-02 Commending the Service of Former Director Janice Kosel	
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 02:14:25</b>

David Ciaparra, department representative for Local 1230, provided a statement of gratitude for Janice Kosel.

There was no additional public or board comments.

**6. FIRE CHIEF'S REPORT (02:15:09)**

Fire Chief Eric Saylor presented the report as included in the packet. He noted the Behavior Health Unit (BHU) staff training, rebuilding of the CERT team, and the addition of BLS ambulances.

Director Nagel and David Spath asked for further discussion on minimal staffing at Station 65.

There was no additional public or board comments.

**7. EMERGENCY PREP COORDINATOR'S REPORT (02:33:23)**

Coordinator Johnny Valenzuela presented the report as included in the packet. He provided an update on the CPR/first aid training, the Wildcat Firewise program, and solicited items for the spring newsletter.

There was no additional public or board comments.

**8. GENERAL MANAGER'S REPORT (02:38:00)**

General Manager Mary Morris-Mayorga presented the report as included in the packet. She commented on her transition, the board clerk hire, and provided an update on the FY2021-2022 audit and actuarial report.

There was no additional public or board comments.

**9. COMMITTEE REPORTS (02:41:26)**

**a. Emergency Preparedness Committee Meeting**

Director Nagel noted the November and December meetings were canceled due to the holidays and the next committee meeting takes place on January 26, 2023.

**b. Finance Committee Meeting**

President Stein noted she will work with GM Morris-Mayorga to establish meeting

dates. The committee will review the mid-year budget.

**10. OUTSIDE AGENCIES REPORTS**

a. **Contra Costa Special Districts Association (02:44:55)**

Director Nagel presented the report as included in the packet. He noted the next meeting is Monday, January 23, 2023 and any director is welcome to attend.

There were no additional comments by the board.

**11. ADJOURNMENT:** President Stein adjourned the meeting at 09:47:00 p.m.

The next Board of Directors meeting will occur on February 15, 2023.

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on April 19, 2023.

Attest:

\_\_\_\_\_  
Secretary of the Board



## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING MINUTES

**DATE/TIME:** January 18, 2023, 7:00PM

**LOCATION:** Via Zoom Teleconference

**PRESENT:** Directors: President Julie Stein, Director Don Dommer, Vice President  
Director Daniel Levine, Director Larry Nagel, Director Jim Watt  
Staff: GM Mary Morris-Mayorga

### 1. CALL TO ORDER/ROLL CALL (01:04:32)

President Stein called the meeting to order at 8:04 p.m. and confirmed the roll call. She also proposed to amend the original agenda to take public comment after the discussion. This change is reflected in the minutes.

### 2. JOINT MEETING WITH KPPCSD AND LAFCO REPRESENTATIVE ON CONSOLIDATION

Alexandra Aquino-Fike, KPPCSD President, noted this motion was unanimously approved by the KPPCSD board on January 16, 2023.

Director Nagel noted the board was not adhering to the Brown Act by not including this motion in the original January 18, 2023 agenda. He then moved to adjourn the special meeting.

President Stein commented on the motion and their understanding of the Brown Act.

David Spath and Cassandra Duggan commented on their preference to proceed with the discussion of the agenda item.

Director Levine commented that the rationale for the motion to adjourn is moot based on President Stein's discussion of the motion.

<b>MOTION:</b> M/s Nagel/Dommer: Motion to adjourn the special meeting	
<b>VOTE:</b> Ayes: Dommer and Nagel Nays: Levine, Watt, and Stein Absent: None	
Motion failed 2-3-0	<b>Video Time Stamped: 01:21:24</b>

Director Levine presented the agenda item as included in the packet. He noted future joint meetings will address public concerns and be purely informational for both boards.

<b>MOTION:</b> M/s Levine/Stein: Motion to approve a joint meeting with KPPCSD Board of Directors and Contra Costa LAFCO's Chief Executive Lou Ann Texeira on the topic of consolidation of the KFPD and KPPCSD.
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<b>VOTE:</b> Ayes: Levine, Dommer, Watt, and Stein Nays: Nagel Absent: None	
Motion passed 4-1-0	<b>Video Time Stamped: 01:29:13</b>

**3. PUBLIC COMMENT (01:25:47)**

David Spath commented on his support for the consolidation of the two districts and a joint meeting of the two boards.

Cassandra Duggan commented on her meeting with the general counsel regarding the process of calling a special meeting within the Brown Act.

**4. ADJOURNMENT TO REGULAR MEETING:** President Stein adjourned the meeting at 8:29 p.m. (01:29:17).

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on April 19, 2023.

Attest:

\_\_\_\_\_  
Secretary of the Board





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

**DATE/TIME:** February 15, 2023, 7:00PM

**LOCATION:** Via Zoom Teleconference

**PRESENT:** Directors: President Julie Stein, Director Don Dommer, Vice President  
Director Daniel Levine, Director Larry Nagel, Director Jim Watt  
Staff: GM Mary Morris-Mayorga, Fire Chief Eric Saylor

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

President Stein called the meeting to order at 7:02 p.m. and confirmed the roll call.

**2. ADOPTION OF RESOLUTION 2023-02 RE-AUTHORIZING REMOTE MEETINGS**

President Stein proposed to adopt this agenda item and provided details of this resolution.

There was no board discussion.

<b>MOTION:</b> M/s Dommer/Levine: Motion to approve the resolution 2023-02 re-authorization of remote meetings.	
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:07:41</b>

President Stein announced the board would not take up agenda items 3, 4, and 11b.

Additionally, she amended the order of the agenda to Adopt the Consent Items prior to taking Public Comment. This change is reflected in the minutes.

**3. ANNOUNCE AND ADJOURN TO CLOSED SESSION (n/a)**

The board did not adjourn for this agenda item.

- a. **Closed Session:** The Board may recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC 54956.8). Records are not available for public inspection.

Subject: Anticipated Litigation (GC 54956.9) – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 case.

**4. RECONVENE TO OPEN SESSION (n/a)**

This agenda item is not applicable per agenda item 3.

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Report on action taken by the Board during closed session, if any, pursuant to California Government Code Section 54957.1

**5. ADOPTION OF CONSENT ITEMS (00:03:57)**

President Stein proposed to approve all consent items on the agenda with a single vote.

The board did not vote to remove any consent items and there was no further board discussion.

- a. Approval of Minutes of the Board of Directors meetings of 04/13/2022 and 04/28/2022. President Stein removed the approval of the 05/11/2022 minutes.
- b. Acceptance of Incident Activity Report January 2023
- c. Approval of Monthly Transmittal 02/15/2023
- d. Approval of Monthly Financial Reports 01/31/2023

<b>MOTION:</b> M/s Nagel/Levine: Motion to approve consent items 5a, 5b, 5c, and 5d.	
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:05:10</b>

**6. PUBLIC COMMENT (00:08:49)**

Vince Wells, President of IAFF Local 1230 and Amit Nath, Kensington Police Officers Association, submitted written public comments prior to the meeting.

Danielle Madugo commented on the earthquake in Turkey that occurred on February 6, 2023 and what could possibly happen if a similar event took place in the Bay Area. She commended the CERT program and Emergency Preparedness committee members for their work in this regard.

David spoke on behalf of Station 65 and addressed his concerns about the proposal to consolidate the two districts. Damien Carrion, Captain for the El Cerrito/Kensington Fire Protection District, addressed his concerns about and recommendations for the proposal to consolidate the two districts. John Gaccione requested the board recognize Janet Cosel's years of service. Director Levine confirmed this was complete. Mabry Benson requested that Mark Constantini's public comment emails be kept at three (3) minutes. Mark Figueira, Fire Captain and paramedic for the El Cerrito/Kensington Fire Protection District and Treasurer/Secretary for the United Professional Firefighters of Contra Costa County Local 1230, addressed his concerns about the proposal to consolidate the two districts. Andrew Reed commented on the proposal to consolidate the two districts.

Director Dommer commented on the remodel of the Public Safety building and the proposal to consolidate the two districts.

Director Nagel requested the emailed public comments be posted to the KFPD website.

There were no additional comments by the board.

**7. GENERAL MANAGER RECRUITMENT (00:42:00)**

Brent Ives reported on the search for the part-time permanent general manager. He will conduct an open workshop to discuss the specific details of the search and next best steps. Mr. Ives will send GM Morris-Mayorga potential dates for the workshop. He stated that because the interim GM is a CalPERS retiree it is necessary for the district to engage in a search for a permanent GM.

GM Morris-Mayorga confirmed KFPD is not a CalPERS agency so the interim GM's hours are not limited.

There was no public comment or additional comments by the board.

**8. FIRE CHIEF'S REPORT (00:51:05)**

Fire Chief Eric Saylor presented the report as included in the packet. He gave an update on Albany providing ambulances to Kensington. He stated residents may apply to FEMA grants for any damages related to the winter storms.

**9. EMERGENCY PREP COORDINATOR'S REPORT (00:59:35)**

Coordinator Johnny Valenzuela presented the report as included in the packet. He reviewed the emergency supply sale process and noted the Wildcat Firewise application is in progress. He will provide information on how to recycle expired fire extinguishers, present the process for the recruitment of volunteers, and provide an update on the goat-grazing schedule at the next board meeting.

There was no additional public or board comments.

**10. OLD BUSINESS**

There was no old business.

**11. NEW BUSINESS (01:09:11)**

- a. Errors in the Watt Presentation on Proposed Alternatives for the Renovation of the Kensington Public Safety Building

Director Nagel presented the report as included in the packet and recommended the board review the presentation before moving forward.

Cassandra Duggan commented that the report is in denial of the November 8, 2022 election and that the board should honor the citizens of Kensington. Syliva Elsbury commented on the report and the credibility of the board. She also wanted to know the status of Bart Jones' plans that were submitted to the KFPD. Lynn Price stated she supports the Public Safety Building's renovations. She went on to detail a June 2022 meeting with KFPD. John Gaccione commented that the Public Safety Building is on a major faultline and expressed his concerns about the consolidation of two districts. Matthew Freedman wanted to know if the current plans are pursued does this mean the current plans must be suspended, revised, and re-permitted. He also

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wanted to know how much time and money would be required to make these potential changes and made additional comments about the report. Mabry Benson echoed these comments. Andrew Reed was in support of Cassandra Duggan's comments. He objected to any proposed revisions to the plans that have already been approved. He asked if the board received requests from the county/state for specific upgrades to the Public Safety Building. Danielle Madugo commented that if the community listened to the KFPD and KPPCSD they would not need to consider new plans. She was opposed to consolidating the two districts. Mark Wegner questioned why the KPPCSD needs to be located inside of the boundaries of Kensington.

Director Nagel addressed several of the public comments including the status of Bart Jones' plans, the Alquist-Priolo Act, and whether the board received requests from the county/state for specific upgrades to the Public Safety Building.

Director Watt commented that agenda item 11b will be brought before the board at the April 2023 meeting.

Director Levine, Dommer, and President Stein commented on the 24-page memorandum, the original building plans, and provided their understanding of the language.

There was no additional public or board comments.

- b. Approval of a Realignment of the Restroom on First Floor of the PSB and a 90-Day Delay in the Construction of the Admin and Meeting Rooms (n/a)

President Stein announced the board would not discuss/approve this agenda item.

**12. GENERAL MANAGER'S REPORT (02:06:37)**

General Manager Mary Morris-Mayorga presented the report as included in the packet. She announced the governance and management transition. She noted the 2022-2023 audit is nearly complete.

President Stein commented there are online and live board member trainings with CFDA.

There were no additional comments by the board.

**13. COMMITTEE REPORTS**

- a. **Emergency Preparedness Committee Meeting (02:11:58)**

Director Nagel presented the report as included in the packet. He reported that the last meeting was on January 26, 2023 and provided updates on the agendas for the five (5) subcommittees.

Director Levine wanted confirmation if Zone 0 would be reviewed in the upcoming meeting. Director Nagel confirmed.

There were no additional comments by the board.

b. **Finance Committee Meeting (02:20:48)**

Director Watt presented the report as included in the packet. He noted the committee postponed any further discussion on the adjustments to the 2022-2023 budget. The committee is going to hold a finance meeting in March 2023 where it will discuss the increase in costs associated with KFPD firefighters and what the final results of the completion of the renovations of the Public Safety Building will have on the total budget.

There were no additional comments by the board.

c. **Consolidation Liaison Temporary Committee (02:24:02)**

Director Levine presented the report as included in the packet. He noted there will be a presentation by Luanne Texera about the consolidation of the two districts on April 24, 2023 at 7p.m.

There were no additional comments by the board.

d. **Public Safety Building Temporary Committee (02:26:53)**

President Stein presented the report as included in the packet. She noted this committee has met weekly with the KPPCSD committee and the expectation is that KPPCSD will present a proposal with feedback from this committee. There is no time frame on the completion of this proposal.

There were no additional comments by the board.

e. **Information Technology Temporary Committee (02:29:10)**

Director Levine presented the report as included in the packet. He reported on the details of the first in-person board meeting on March 15, 2023 and had accessibility suggestions.

There were no additional comments by the board.

**14. OUTSIDE AGENCIES REPORTS**

a. **Contra Costa Special Districts Association (02:33:31)**

Director Nagel presented the report as included in the packet. He reported the last meeting was on January 23, 2023 and the next meeting will be on March 20, 2023. He noted staff administrator, Kate Rouch, organized a county-wide wildfire forum. He also noted the anniversary dinner will take place in fall 2023.

President Stein stated there will be a special board meeting before the end of February 2023.

There were no additional comments by the board.

**15. ADJOURNMENT:** President Stein adjourned the meeting at 09:43:00 p.m.

The next Board of Directors meeting will occur on March 15, 2023.

*Board of Directors Meeting Minutes of February 15, 2023*

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on April 19, 2023.

Attest:

\_\_\_\_\_  
Secretary of the Board

DRAFT



## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING MINUTES

**DATE/TIME:** February 22, 2023, 4:30PM

**LOCATION:** Zoom Teleconference

**PRESENT:** Directors: President Larry Nagel, Director Don Dommer, Director Daniel Levine, Director Julie Stein, Director Jim Watt  
Staff: IGM Mary Morris-Mayorga

**ABSENT:** Director Don Dommer

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

President Stein called the meeting to order at 4:35 p.m. and confirmed the roll call, with Director Dommer absent.

### 2. PUBLIC COMMENT:

There was no public comment at this time.

### 3. DEVELOP A CANDIDATE DESCRIPTION FOR THE EXECUTIVE SEARCH PROCESS (0:03:48):

Brent Ives, BHI Management Consulting, presented this item and reviewed the typical qualifications of candidates along with briefly addressing the potential challenges associated with recruiting for a part-time executive level position. He provided an overview discussing: different levels of manager; typical Board/GM relationship; critical aspects of the individual, search, and position; process options; important aspects of expected employment features; and overview of preliminary schedule and communications.

Director Levine sought clarification on the position classification and asked IGM Morris-Mayorga what skills would be needed. IGM Morris-Mayorga responded that a broad background with a variety of agency types along with business operations experience and exposure to capital projects would be beneficial. Director Watt asked questions surrounding reporting relationships. Director Nagel highlighted his view of the major difference between private sector versus public sector candidates, provided input on proximity of the candidate to the District, and noted that an understanding of fire service would be helpful. Director Stein reviewed essential skills (leadership, finance, human resources, supervision) and provided input on proximity. The public safety building renovation and consolidation were discussed with respect to the impact on the search for candidates.

Mr. Ives reviewed the next steps of working with the committee on ad/brochure and marketing along with reviewing the preliminary project schedule.

Public comment was made by Paul Dorroh thanking the Board for the openness and transparency of the meeting, and that the current Interim General Manager is an excellent candidate.

### 4. ADJOURNMENT: President Stein adjourned the meeting at 6:16 p.m.

The next Regular Board of Directors meeting will occur on March 15, 2023 at 7pm.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Regular Board Meeting of the Kensington Fire Protection District on April 19, 2023.

Attest:

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Secretary of the Board





## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

**DATE/TIME:** March 15, 2023, 7:00PM

**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707  
(and hybrid)

**PRESENT:** Directors: President Julie Stein, Director Don Dommer, Vice President  
Director Daniel Levine, Director Larry Nagel, Director Jim Watt  
Staff: Legal Counsel John Bakker/Meyers Nave, Board Clerk Candace  
Eros Diaz, GM Mary Morris-Mayorga, Fire Chief Eric Saylor

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

President Stein called the meeting to order at 7:08 p.m. and confirmed the roll call.

### 2. PUBLIC COMMENT:

Director Stein noted 36 members of the public attending online and approximately 10 members of the public attending in person.

Rob Ferman and John Gaccione commented on the consolidation of the two districts in the Public Safety Building and voiced their concerns. Mabry Benson noted there was no discussion of Matthew Freedman's financial risk analysis of the project delays on this meeting's agenda and requested a special meeting for this discussion. Matt Freidman commented on his March 7, 2023 analysis circulated to the KFPD and KPPCSD boards identifying potential financial risks if completion of the Public Safety Building is delayed. Sierra Witt commended the board on working in a professional and timely manner. Paul Dorroh commented on the Public Safety Building's completion date and the leaseback agreement posted on the KFPD website.

Director Larry Nagel made a point of order that public comment should be reserved for items not listed on the agenda.

A member of the public commented on confidence in the board's ability to remain transparent and represent the taxpaying citizens of Kensington. Andrew Reed commented on the potential financial risks if the completion of the Public Safety Building is delayed. A member of the public gave thanks to the KFPD and KPPCSD boards for coming together to discuss the consolidation of the two districts. Craig Rice, Marina Gutierrez, Claudia McIssac, Peggy Judge, and Marilyn Stollon submitted written public comments prior to the meeting.

The board had no additional comments.

### 3. ADOPTION OF CONSENT ITEMS (00:30:51)

- a. **Approval of Minutes** of the Board of Directors meetings of 05/11/2022, 6/8/2022, 6/29/2022

<b>MOTION:</b> President Stein motioned to table Approval of Minutes for 05/11/2022, 6/8/2022, 6/29/2022 and include in April 2023.	
<b>VOTE:</b> Ayes: n/a Nays: n/a Absent:	
Motion was not voted on	<b>Video Time Stamped: 0:31:24</b>

- b. **Acceptance of Incident Activity Report** February 2023
- c. **Approval of Monthly Transmittal** 03/15/2023
- d. **Approval of Monthly Financial Reports** 02/28/2023

<b>MOTION:</b> M/s Nagel/Dommer: Motion to Accept the consent items except for item 3a.	
<b>VOTE:</b> Ayes: Levine, Dommer, Nagel, Watt, and Stein Nays: None Absent: None	
Motion Passed 5-0-0	<b>Video Time Stamped: 0:31:36</b>

**4. FIRE CHIEF’S REPORT (00:32:34)**

Fire Chief Eric Saylor reported no major incidents in February 2023. He reported that KFPD closed the contract for firefighters between El Cerrito and the 1230 Union. He noted the KFPD is pursuing a grant with the City of Berkeley to clean up fuel loads between El Cerrito and Kensington-Berkeley border. The KFPD proposed the City of Berkeley house one ambulance in Station 65. Last month the City of Albany agreed to continue to send their ambulances to Kensington upon request. Chief Saylor reminded the community that the FEMA grants for any destruction reported from the last storm event cannot be filed by KFPD and must be initiated by residents. He reported on the CERT program’s progress post-pandemic and gave an update on Station 65.

**5. EMERGENCY PREP COORDINATOR’S REPORT (00:39:26)**

Emergency Preparedness Coordinator Johnny Valenzuela reported a sub-webpage on the KFPD website specific to the management, recycling, and disposal of fire extinguishers was created. He noted the East Bay Regional Park District’s goat-grazing schedule is TBA. Coordinator Valenzuela reviewed the objectives and strategies of volunteer recruitment/engagement.

**6. OLD BUSINESS**

There was no old business.

**7. NEW BUSINESS**

**a. GENERAL MANAGER RECRUITMENT REPORT (00:48:02)**

GM Morris-Mayorga noted Brent Ives was unable to attend and she would report out on his behalf. The report advises the board of the status and next steps for the recruitment of a permanent general manager. Any questions or recommendations should be directed

to GM Morris-Mayorga.

There was no public comment.

**b. APPROVAL OF THE DISTRICT'S ARCHITECT, MARJANG, PREPARING A FIRST FLOOR REALIGNMENT OF THE RESTROOM AND A NEW KITCHENETTE AS SHOWN ON THE ATTACHMENTS FOR POSSIBLE MODIFICATIONS TO THE PSB, AT A COST NOT TO EXCEED \$25,000 (00:51:40)**

Director Watt reported on subitem 7b.

Director Nagel noted and detailed their concerns on this agenda subitem and stated he "did not want anything to do with this project as it stands."

President Stein made a point of order that public comment should be reserved for this subitem and invited Director Watt to respond to Director Nagel's comments. President Stein clarified that subitem 7b did not come from the KPPCSD temporary committee, but from Director Watt. She then posed questions for clarity on the proposal itself.

There were comments made by community members on Director Watt's report.

Director Levine commented on Director Watt's report.

GM Morris-Mayorga noted she communicates any direction or proposals from the board directly to Marjang.

Legal Counsel John Bakker commented that if the board approves this subitem the next step is for GM Morris-Mayorga to approach Marjang directly to enter into a contract and execute this subitem. He went on to describe the potential process in detail.

A member of the public commented on the board's discussion of Director Watt's report and this subitem. Matt Friedman commented there was no estimate included in the supporting documents on the costs for this subitem. He also commented on the potential processes, designs, and costs for this subitem. Paul Dorroh commented that the potential proposal submitted to Marjang by GM Morris-Mayorga could be separated into two: the relocation of the restroom and the addition of a kitchenette. Andrew Reed commented that this subitem was overlooked in the original proposal and commended Director Watt for his direction. Sierra Witt commented that the lack of due diligence on this subitem was disappointing and commended Director Levine for his discussion. A member of the public commented on the designs included with this motion and the potential cumulative costs. John Gaccione commented on the distinction of original designs and the designs submitted with this agenda and supports a no vote on this subitem. Gail Feldman thanked Director Levine for his discussion and commented on Director Watt's report. David Spath commented there was no estimate included in the supporting documents on the costs on this subitem. He also commented on the potential processes and design plans. Vincent Wells, the President of the KFPD, commented that it is not ideal for KFPD and KPPCSD to share space. He also commented on the potential processes and costs for this subitem and recommended no changes be made to the original design plans. Elaine Stelton asked if the Public Safety Building was ever considered as a shelter in the case of an emergency. If not, she urged the board to consider this.

The board took a break at 02:12:25 and reconvened at 02:19:25.

A member of the public commented on the design plans submitted with this agenda subitem.

Director Watt motioned to change the wording of subitem 7b: *The motion is to request that the district architect, Marjang, prepare a proposal with a cost estimate for the purpose of preparing a first-floor realignment of the restroom and a new kitchenette as shown on the attached proposed modifications of the Public Safety Building.*

Legal counsel Bakker confirmed this rewording of the agenda item is acceptable.

Director Levine confirmed the original design plans include a drinking fountain in the lobby.

There was no further board discussion.

<b>MOTION:</b> M/s Watt/Stein: Approval for the GM to request a proposal and cost estimate from Marjang to realign the first-floor restroom and include a new kitchenette in the redesign.
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<b>VOTE:</b> Ayes: Levine, Nagel, Watt, Stein Nays: Dommer Absent: None
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Motion Passed 4-1-0
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<b>Video Time Stamped: 02:30:04</b>
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## 8. GENERAL MANAGER'S REPORT (02:32:29)

GM Morris-Mayorga reported on the current COVID-19 masking guidance, governance transitions, the 2021-2022 audit and OPEB actuarial report, financial forecast and Public Safety Building budget, and Public Safety Building updates process for future meetings.

Director Nagel commented that the interim general manager of KPPCSD recommended that the contract with Maze and Associates be terminated and recommended hiring a new accounting firm and that the previous general manager for KFPD shared the same opinion. GM Morris-Mayorga confirmed she will connect with the interim general manager of KPPCSD to discuss.

President Stein noted that any members of the public on the Emergency Preparedness Committee should take the ethics training on the same schedule as the board members, which is every two years, and complete Form 700.

## 9. OUTSIDE AGENCIES REPORTS (02:41:50)

### a. Contra Costa Special Districts Association

Director Nagel reported that the last meeting of the Contra Costa Special District's Association (CCSDA) was held on January 23, 2023. The next meeting is scheduled for March 20, 2023 and will be hybrid. An agenda for this upcoming meeting is not currently available. The CCSDA 30th Anniversary Gala will be held on April 27, 2023 at the

Pleasant Hill Community Center.

## 10. COMMITTEE REPORTS

### a. Emergency Preparedness Committee Meeting (02:43:00)

Director Nagel reported that the last meeting of the Emergency Preparedness Committee was held on February 23, 2023 and noted who was in attendance. He went on to report on the agenda and discussion items.

<b>MOTION:</b> M/s Nagel/Levine: Motion to end the meeting at 10:10 p.m.	
<b>VOTE:</b> Ayes: Dommer, Levine, Nagel, Stein, Watt, Nays: None Absent: None	
Motion Passed 5-0-0	<b>Video Time Stamped: 02:47:00</b>

### b. Finance Committee Meeting (02:47:46)

President Stein noted the City of El Cerrito finalized an agreement with their fire department and looks forward to learning how this will impact the KFPD budget. She also suggested the KPOA budget analysis request begin with the Finance Committee. Director Watt reported that the KFPD is conducting a budget analysis through 2024.

There was no further board discussion on this item.

### c. Consolidation Liaison Temporary Committee (02:49:37)

Director Levin reported that the KFPD and KPPCSD boards voted to call a joint special hybrid board meeting on April 24, 2023 at 7:00 p.m. to hear a presentation by Luanne Texera on the consolidation of the two districts. President Stein proposed this meeting would last one and a half hours and that submitted questions from the community be posted on the KFPD website.

There was no further board discussion on this item.

### d. Public Safety Building Temporary Committee (02:52:50)

President Stein reported this committee has met weekly since January 24, 2023 and noted who was in attendance. She and Director Watt went on to report on the agenda and discussion items presented at these meetings.

Director Nagel noted his concerns that the relocation of the KPPCSD is focused on the Public Safety Building and suggested several alternative locations.

There was no further board discussion on this item.

### e. Information Technology Temporary Committee (03:03:18)

Director Levin reported the technology for this board meeting is in working order. President Stein commended this committee for their work.

*Board of Directors Meeting Minutes of March 15, 2023*

There was no further board discussion on this item.

**11. ADJOURNMENT:** President Stein adjourned the meeting at 10:11:00 p.m.

The next Board of Directors meeting will occur on April 19, 2023.

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Special Board Meeting of the Kensington Fire Protection District on April 19, 2023.

Attest:

\_\_\_\_\_  
Secretary of the Board

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](http://www.el-cerrito.org)

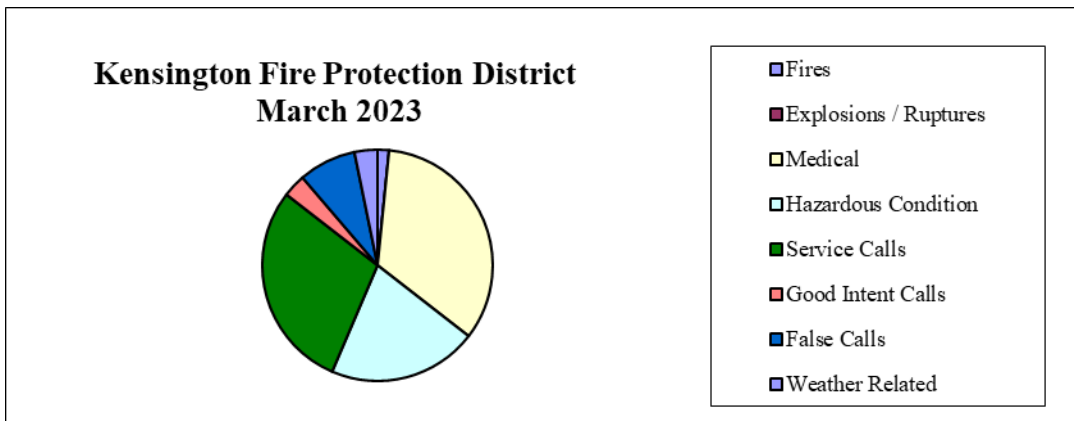


**DATE:** April 3, 2023  
**TO:** Kensington Fire Protection District Board Members  
**FROM:** Jose Castrejon: Battalion Chief  
**RE:** **Incident Activity Reports for the Month of March 2023**

Sixty-two incidents occurred during the month of March in the community of Kensington. This is an increase of thirty-six incidents from the previous month. Please see the attached "Incident Log" for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of eighty-five calls for service, which is an increase of seventeen incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 1,070 calls for service so far this year.

The chart below shows 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, the percentage of the total calls for each type, and all the responses in the community of Kensington.

			<b>Percentages</b>
<b>1: Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	1.61%
<b>2: Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>3: Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	21	33.87%
<b>4: Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	13	20.97%
<b>5: Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	18	29.03%
<b>6: Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	2	3.23%
<b>7: False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	5	8.06%
<b>8: Weather Related</b>	<i>(flooding, wind, lightning)</i>	2	3.23%
<b>Totals</b>		<b>62</b>	<b>100.00%</b>





**Kensington Responses  
March 2023**

#	Incident	date	Type	Street	Type	City	Apparatus
1	0023024995	01-Mar-23 21:10:54	600	Beloit	AVE	Kensington	E165
2	0023025154	02-Mar-23 09:40:22	554	Oakview	AVE	Kensington	E171
3	0023025718	03-Mar-23 15:21:34	700	Ardmore	RD	Kensington	E165
4	0023025768	03-Mar-23 17:13:38	511	Colgate	AVE	Kensington	E165
5	0023025958	04-Mar-23 07:41:42	554	Edgcroft	RD	Kensington	E165
6	0023026161	04-Mar-23 17:34:38	321	Norwood	AVE	Kensington	E165
7	0023026429	05-Mar-23 13:31:10	554	Ocean View	AVE	Kensington	E165
8	0023026478	05-Mar-23 15:50:39	321	Edgcroft	RD	Kensington	E165
9	0023026580	05-Mar-23 20:23:11	321	Edgcroft	RD	Kensington	E165
10	0023027932	09-Mar-23 08:27:51	500	Ocean View	AVE	Kensington	E171
11	0023027946	09-Mar-23 09:22:26	400	Arlington	AVE	Kensington	E165
12	0023028090	09-Mar-23 16:06:55	511	Arlington	AVE	Kensington	E165
13	0023028902	11-Mar-23 11:01:10	321	Oberlin	AVE	Kensington	E172
14	0023029039	11-Mar-23 16:28:14	321	Ocean View	AVE	Kensington	E171
15	0023029377	12-Mar-23 15:01:53	520	Lake	DR	Kensington	E165
16	0023029864	13-Mar-23 16:55:49	322	Arlington	AVE	Kensington	E172
17	0023030367	14-Mar-23 14:23:45	400	Coventry	RD	Kensington	E165
18	0023030528	14-Mar-23 17:13:56	740	Los Altos	DR	Kensington	E165
19	0023030538	14-Mar-23 17:37:36	324	Purdue	AVE	Kensington	E165
20	0023030801	15-Mar-23 09:21:54	444	Coventry	RD	Kensington	E165
21	0023030839	15-Mar-23 10:29:25	321	Norwood	AVE	Kensington	E165
22	0023030841	15-Mar-23 10:34:20	622	Cambridge	AVE	Kensington	E172
23	0023030852	15-Mar-23 10:58:16	740	Trinity	AVE	Kensington	E165
24	0023031258	16-Mar-23 04:47:10	554	Marchant	CT	Kensington	E165
25	0023031336	16-Mar-23 09:16:43	550	Lake	DR	Kensington	E165
26	0023031486	16-Mar-23 14:17:28	321	Highgate	RD	Kensington	E171
27	0023031590	16-Mar-23 18:46:13	321	Ardmore	RD	Kensington	E165
28	0023031631	16-Mar-23 21:05:23	700	Stratford	RD	Kensington	E165
29	0023031814	17-Mar-23 09:40:38	553	Purdue	AVE	Kensington	OES413
30	0023032111	17-Mar-23 23:31:33	321	York	AVE	Kensington	E172
31	0023032161	18-Mar-23 03:11:03	5000	Berkeley Park	BLVD	Kensington	E171

**Kensington Responses  
March 2023**

32	0023032751	19-Mar-23 14:19:52	5000	Berkeley Park	BLVD	Kensington	E171
33	0023032913	20-Mar-23 00:53:29	554	Cambridge	AVE	Kensington	E165
34	0023033110	20-Mar-23 14:07:17	5000	Avon	RD	Kensington	E165
35	0023033467	21-Mar-23 11:23:00	321	Edgecroft	RD	Kensington	E365
36	0023033601	21-Mar-23 16:01:18	400	Los Altos	DR	Kensington	E165
37	0023033604	21-Mar-23 16:08:24	444	Sunset	DR	Kensington	E172
38	0023033614	21-Mar-23 16:15:22	444	Stratford	RD	Kensington	E165
39	0023033634	21-Mar-23 16:34:07	400	Edgecroft	RD	Kensington	E165
40	0023033667	21-Mar-23 16:54:00	400	Colgate	AVE	Kensington	E165
41	0023033683	21-Mar-23 17:01:29	321	Wellesley	AVE	Kensington	E171
42	0023033725	21-Mar-23 17:22:16	800	Rincon	RD	Kensington	E172
43	0023033774	21-Mar-23 18:02:43	444	Ardmore	RD	Kensington	BC71
44	0023033775	21-Mar-23 18:05:13	521	Ardmore	RD	Kensington	BC71
45	0023033810	21-Mar-23 19:04:16	812	Sunset	DR	Kensington	E165
46	0023033860	21-Mar-23 20:13:36	444	Coventry	RD	Kensington	E165
47	0023033975	22-Mar-23 02:57:20	554	Ocean View	AVE	Kensington	E165
48	0023034077	22-Mar-23 09:31:52	444	Cowper	AVE	Kensington	E172
49	0023034115	22-Mar-23 11:04:04	444	Coventry	RD	Kensington	E171
50	0023034564	23-Mar-23 12:36:20	321	York	AVE	Kensington	E365
51	0023034723	23-Mar-23 18:29:11	400	Anson	WAY	Kensington	E165
52	0023035215	25-Mar-23 02:20:32	321	Norwood	CT	Kensington	E165
53	0023035248	25-Mar-23 05:03:53	111	Trinity	AVE	Kensington	E165
54	0023035977	27-Mar-23 07:34:51	321	Willamette	AVE	Kensington	E165
55	0023036017	27-Mar-23 09:09:53	321	Beloit	AVE	Kensington	E165
56	0023036368	28-Mar-23 03:43:43	5000	Purdue	AVE	Kensington	E165
57	0023036511	28-Mar-23 12:20:19	321	Berkeley Park	BLVD	Kensington	E165
58	0023036571	28-Mar-23 14:39:40	321	Lake	DR	Kensington	E165
59	0023036807	29-Mar-23 07:35:32	700	Coventry	RD	Kensington	E165
60	0023036961	29-Mar-23 14:26:39	511	Richardson	RD	Kensington	E165
61	0023037130	29-Mar-23 23:01:42	321	Trinity	AVE	Kensington	E165
62	0023037797	31-Mar-23 14:36:26	321	Kenilworth	CT	Kensington	E165

**Engine 65 Responses  
March 2023**

<b>#</b>	<b>Incident</b>	<b>Date</b>	<b>Type</b>	<b>Street</b>	<b>City</b>	<b>Apparatus</b>
1	0023024995	01-Mar-23 21:10:54	600	Beloit	AVE Kensington	E165
2	0023025107	02-Mar-23 08:04:19	745	Brewster	DR El Cerrito	E165
3	0023025286	02-Mar-23 14:49:56	321	Don Carol	DR El Cerrito	E165
4	0023025718	03-Mar-23 15:21:34	700	Ardmore	RD Kensington	E165
5	0023025768	03-Mar-23 17:13:38	511	Colgate	AVE Kensington	E165
6	0023025861	03-Mar-23 21:45:17	321	Colusa	AVE El Cerrito	E165
7	0023025958	04-Mar-23 07:41:42	554	Edgcroft	RD Kensington	E165
8	0023026161	04-Mar-23 17:34:38	321	Norwood	AVE Kensington	E165
9	0023026273	05-Mar-23 00:01:47	554	Terrace	DR El Cerrito	E165
10	0023026429	05-Mar-23 13:31:10	554	Ocean View	AVE Kensington	E165
11	0023026478	05-Mar-23 15:50:39	321	Edgcroft	RD Kensington	E165
12	0023026580	05-Mar-23 20:23:11	321	Edgcroft	RD Kensington	E165
13	0023026580	05-Mar-23 20:23:11	321	Edgcroft	RD Kensington	E165
14	0023026737	06-Mar-23 09:42:43	735	Harper	ST El Cerrito	E165
15	0023027469	08-Mar-23 03:18:15	321	Seaview	DR El Cerrito	E165
16	0023027698	08-Mar-23 15:19:16	554	Terrace	DR El Cerrito	E165
17	0023027883	09-Mar-23 03:03:55	611M	Seaview	DR El Cerrito	E165
18	0023027946	09-Mar-23 09:22:26	400	Arlington	AVE Kensington	E165
19	0023028090	09-Mar-23 16:06:55	511	Arlington	AVE Kensington	E165
20	0023028187	09-Mar-23 20:38:15	744	Ashbury	AVE El Cerrito	E165
21	0023028530	10-Mar-23 14:45:20	550	Leneve	PL El Cerrito	E165
22	0023028896	11-Mar-23 10:49:26	321	Lawrence	CT El Cerrito	E165
23	0023029123	11-Mar-23 20:27:51	321	Avila	PL El Cerrito	E165
24	0023029377	12-Mar-23 15:01:53	520	Lake	DR Kensington	E165
25	0023029583	13-Mar-23 02:57:02	733	Avis	DR El Cerrito	E165
26	0023029850	13-Mar-23 16:22:13	611U	Everett	ST El Cerrito	E165
27	0023029878	13-Mar-23 17:50:42	611X	Barrett	AVE El Cerrito	E165
28	0023030242	14-Mar-23 13:11:37	444	Terrace	DR El Cerrito	E165
29	0023030288	14-Mar-23 13:37:17	400	Cutting	BLVI El Cerrito	E165
30	0023030367	14-Mar-23 14:23:45	400	Coventry	RD Kensington	E165
31	0023030486	14-Mar-23 16:07:22	611M	Contra Costa	DR El Cerrito	E165

**Engine 65 Responses  
March 2023**

32	0023030528	14-Mar-23 17:13:56	740	Los Altos	DR	Kensington	E165
33	0023030538	14-Mar-23 17:37:36	324	Purdue	AVE	Kensington	E165
34	0023030801	15-Mar-23 09:21:54	444	Coventry	RD	Kensington	E165
35	0023030839	15-Mar-23 10:29:25	321	Norwood	AVE	Kensington	E165
36	0023030852	15-Mar-23 10:58:16	740	Trinity	AVE	Kensington	E165
37	0023031258	16-Mar-23 04:47:10	554	Marchant	CT	Kensington	E165
38	0023031336	16-Mar-23 09:16:43	550	Lake	DR	Kensington	E165
39	0023031488	16-Mar-23 14:19:50	321	Baron	CT	El Cerrito	E165
40	0023031519	16-Mar-23 15:33:00	321	Gelston	PL	El Cerrito	E165
41	0023031590	16-Mar-23 18:46:13	321	Ardmore	RD	Kensington	E165
42	0023031631	16-Mar-23 21:05:23	700	Stratford	RD	Kensington	E165
43	0023032117	17-Mar-23 23:40:04	321	Galvin	DR	El Cerrito	E165
44	0023032210	18-Mar-23 08:32:25	442	Errol	DR	El Cerrito	E165
45	0023032342	18-Mar-23 14:42:33	5000	Stockton	AVE	El Cerrito	E165
46	0023032684	19-Mar-23 11:07:42	5000	Thors Bay	RD	El Cerrito	E165
47	0023032702	19-Mar-23 11:41:32	743	Betty	LN	El Cerrito	E165
48	0023032821	19-Mar-23 18:12:05	5000	Albemarle	ST	El Cerrito	E165
49	0023032913	20-Mar-23 00:53:29	554	Cambridge	AVE	Kensington	E165
50	0023033110	20-Mar-23 14:07:17	5000	Avon	RD	Kensington	E165
51	0023033601	21-Mar-23 16:01:18	400	Los Altos	DR	Kensington	E165
52	0023033614	21-Mar-23 16:15:22	444	Stratford	RD	Kensington	E165
53	0023033634	21-Mar-23 16:34:07	400	Edgcroft	RD	Kensington	E165
54	0023033667	21-Mar-23 16:54:00	400	Colgate	AVE	Kensington	E165
55	0023033810	21-Mar-23 19:04:16	812	Sunset	DR	Kensington	E165
56	0023033860	21-Mar-23 20:13:36	444	Coventry	RD	Kensington	E165
57	0023033884	21-Mar-23 21:23:28	440	Balra	DR	El Cerrito	E165
58	0023033896	21-Mar-23 21:46:07	444	Yosemite	AVE	El Cerrito	E165
59	0023033975	22-Mar-23 02:57:20	554	Ocean View	AVE	Kensington	E165
60	0023034631	23-Mar-23 14:36:14	611	San Pablo	AVE	El Cerrito	E165
61	0023034723	23-Mar-23 18:29:11	400	Anson	WAY	Kensington	E165
62	0023034975	24-Mar-23 12:53:38	444	Craft	AVE	El Cerrito	E165
63	0023034994	24-Mar-23 13:31:39	5000	Seaview	DR	El Cerrito	E165

**Engine 65 Responses  
March 2023**

64	0023035215	25-Mar-23 02:20:32	321	Norwood	CT	Kensington	E165
65	0023035248	25-Mar-23 05:03:53	111	Trinity	AVE	Kensington	E165
66	0023035421	25-Mar-23 15:34:46	322	Fairmount	AVE	El Cerrito	E165
67	0023035434	25-Mar-23 16:04:14	5000	Norvell	ST	El Cerrito	E165
68	0023035977	27-Mar-23 07:34:51	321	Willamette	AVE	Kensington	E165
69	0023036017	27-Mar-23 09:09:53	321	Beloit	AVE	Kensington	E165
70	0023036187	27-Mar-23 16:12:49	611F	Brewster	DR	El Cerrito	E165
71	0023036235	27-Mar-23 18:34:46	745	Ivy	CT	El Cerrito	E165
72	0023036368	28-Mar-23 03:43:43	5000	Purdue	AVE	Kensington	E165
73	0023036511	28-Mar-23 12:20:19	321	Berkeley Park	BLVI	Kensington	E165
74	0023036571	28-Mar-23 14:39:40	321	Lake	DR	Kensington	E165
75	0023036807	29-Mar-23 07:35:32	700	Coventry	RD	Kensington	E165
76	0023036886	29-Mar-23 11:20:34	321	El Cerrito	PLZ	El Cerrito	E165
77	0023036961	29-Mar-23 14:26:39	511	Richardson	RD	Kensington	E165
78	0023037130	29-Mar-23 23:01:42	321	Trinity	AVE	Kensington	E165
79	0023037282	30-Mar-23 10:41:30	353	Ashbury	AVE	El Cerrito	E165
80	0023037315	30-Mar-23 11:37:52	554	Bates	AVE	El Cerrito	E165
81	0023037714	31-Mar-23 11:01:15	321	Terrace	DR	El Cerrito	E165
82	0023037767	31-Mar-23 13:09:15	111	Hancock	WAY	El Cerrito	E165
83	0023037797	31-Mar-23 14:36:26	321	Kenilworth	CT	Kensington	E165
84	0023037817	31-Mar-23 15:48:19	550	San Pablo	AVE	El Cerrito	E165
85	0023037833	31-Mar-23 16:35:13	321	San Pablo	AVE	El Cerrito	E165

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 :** 4/13/2023  
**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	4/1/2023	Fire Protection Services 04/01/2023	7840	2328						330,554.02
	Air Exchange Inc	3/24/2023	Temp Facility - Plymovement System	7847	2310				91609305		10,439.30
	Air Exchange Inc	1/18/2023	Temp Facility - Plymovement System	7847	2310				91608798		3,132.34
	Applied Materials & Engineering	4/3/2023	PSB Renovation Soft Costs	7847	2310				0323		6,514.00
	Applied Materials & Engineering	1/18/2023	PSB Renovation Soft Costs	7847	2310				0129		1,517.00
	Questa Engineering	11/9/2022	Temp Station Soft Costs	7847	2310				25270		1,755.30
	Watson Electric	1/13/2023	Temp Station Hard Costs-generator	7847	2310						11,786.00
50330	Fernando Herrera	3/26/2023	Temp Station Hard Costs-fence/gutters	7847	2310						7,930.00
50358	Marjang Design	3/31/2023	PSB Renovation Soft Costs-incl geotech subs	7847	2310						28,489.99
50180	Mack5	3/31/2023	PSB Renovation Construction Management	7847	2310						17,890.00
50390	CWS	3/31/2023	PSB Renovation Construction	7847	2310				Pmt App #5		85,322.20
50147	KFPD Revolving Fund	4/13/2023	Reimburse Revolving fund	7840	2490						64,085.38
	<b>TOTAL</b>										<b>569,415.53</b>

Kensington FPD Approval

\_\_\_\_\_  
Board President

\_\_\_\_\_  
General Manager

Kensington Fire Protection District  
 Checking Account Replenishment  
 April 13, 2023

Transactions:

Payee	Date	Expenses	Description
VSP	03/02/2023	\$ 323.10	VSP Payment
Google	03/06/2023	\$ 310.50	Email Service
M Morris-Mayorga	03/07/2023	\$ 3,432.41	Payroll
Fed/State	03/07/2023	\$ 1,478.37	Payroll Tax Withholding
Heartland Payroll	03/07/2023	\$ 128.61	Payroll Processing Fee
Stericycle	03/21/2023	\$ 323.76	Disposal Services
CalPERS	03/22/2023	\$ 4.59	Retiree Health-Feb
CalPERS	03/22/2023	\$ 4,370.33	Retiree Health-Mar
M Morris-Mayorga	03/22/2023	\$ 4,536.90	Payroll
Fed/State	03/22/2023	\$ 1,903.68	Payroll Tax Withholding
Heartland Payroll	03/22/2023	\$ 98.61	Payroll Processing Fee
Comcast	03/23/2023	\$ 201.60	Internet
PG&E	03/27/2023	\$ 11.23	Gas Service
East Bay Sanitary	03/27/2023	\$ 515.52	Refuse Collection
PG&E	03/31/2023	\$ 384.61	Electric Service
Delta Dental	03/31/2023	\$ 948.79	Retiree Dental-Jan
Delta Dental	03/31/2023	\$ 948.79	Retiree Dental-Feb
Delta Dental	03/31/2023	\$ 948.79	Retiree Dental-Mar
Zoom	03/06/2023	\$ 140.00	Zoom Payment
Streamline	03/07/2023	\$ 260.00	Website-March
Streamline	03/07/2023	\$ 260.00	Website-April
Hulu	03/21/2023	\$ 69.99	Monthly TV Subscription for Temp Facility
CrashPlan	03/21/2023	\$ 9.99	Monthly Payment for Cloud Backup
DocuSign	03/21/2023	\$ 300.00	DocuSign Subscription
Ooma, Inc.	03/22/2023	\$ 81.42	Office Telephone
Corovan Moving & Storage Co. (Check #995183)	03/01/2023	\$ 872.51	Fire Station Storage
Hansell Design (Check #995184)	03/01/2023	\$ 4,162.50	Project Management/Management Transistion
Meyers Nave (Check #995185)	03/02/2023	\$ 996.84	Legal Services
Marjang Architecture (Check #995186)	03/06/2023	\$ 6,785.28	PSB Renovation Architect
Maze & Associates (Check #995187)	03/02/2023	\$ 3,000.00	Accounting Services
Altivu (Check #995188)	03/06/2023	\$ 8,766.66	Emergency Prep Coordinator
Pacific Mobile Structures (Check #995189)	03/28/2023	\$ 3,752.92	Modular Building Rent
Pacific Mobile Structures (Check #995190)	03/29/2023	\$ 3,752.92	Modular Building Rent
Altivu (Check #995192)	03/30/2023	\$ 8,766.66	Emergency Prep Coordinator
Hansell Design (Check #995193)	03/29/2023	\$ 1,237.50	Project Management/Management Transistion
Net Withdrawals for Replenishment		\$ 64,085.38	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 64,085.38	

\_\_\_\_\_  
 Board President Date

\_\_\_\_\_  
 General Manager Date



**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of March 31, 2023**

**Current Cash and Investments**

<b>Cash Balance</b>		<u>Comments</u>
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	85,256.30	Balance as of 3/31/2023
General Fund	1,272,190.09	Balance as of 3/31/2023, Pending Reconciliations
Special Tax Fund	116,340.87	Balance as of 3/31/2023, Pending Reconciliations
Capital Fund	1,539,886.22	Balance as of 3/31/2023, Pending Reconciliations
<b>Total Cash Balance</b>	<u><b>3,013,873.48</b></u>	
<b>Investments</b>		
US T-Bills - 4/20/23	3,000,000.00	Balance as of 3/31/2023, Pending Reconciliations
Fed Home Lon Bk Fixed Securities - 9/27/23	3,500,000.00	Balance as of 3/31/2023, Pending Reconciliations
LAIF Balance	18,366.98	Balance as of 3/31/2023, Pending Reconciliations
<b>Total Investments</b>	<u><b>6,518,366.98</b></u>	
<b>Total Current Cash and Investments</b>	<u><u><b>9,532,240.46</b></u></u>	

04/12/23

**Kensington Fire Protection District**  
**Profit & Loss Prev Year Comparison**  
**July 2022 through March 2023**

Accrual Basis

	Jul '22 - Mar 23	Jul '21 - Mar 22	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	5,113,488.61	4,642,219.72	471,268.89	10.2%
Special Taxes	200,436.70	204,417.70	-3,981.00	-2.0%
Other Tax Income	12,079.28	12,233.76	-154.48	-1.3%
Lease Agreement	3,050.25	30,502.50	-27,452.25	-90.0%
Interest Income	37,040.85	14,863.93	22,176.92	149.2%
CERBT Reimbursement	18,088.02	40,282.11	-22,194.09	-55.1%
Miscellaneous Income	163.18	388,159.01	-387,995.83	-100.0%
<b>Total Income</b>	<b>5,384,346.89</b>	<b>5,332,678.73</b>	<b>51,668.16</b>	<b>1.0%</b>
<b>Expense</b>				
<b>Staff</b>				
Wages	105,633.54	111,461.00	-5,827.46	-5.2%
Vacation Wages	5,271.36	0.00	5,271.36	100.0%
Medical/dental ins compensation	7,000.00	1,000.00	6,000.00	600.0%
Payroll Taxes	8,433.37	8,191.41	241.96	3.0%
Workers Compensation/Life Ins	1,760.33	576.40	1,183.93	205.4%
Payroll Processing	1,844.08	1,474.34	369.74	25.1%
<b>Total Staff</b>	<b>129,942.68</b>	<b>122,703.15</b>	<b>7,239.53</b>	<b>5.9%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	40,256.50	0.00	40,256.50	100.0%
Delta Dental	8,539.11	0.00	8,539.11	100.0%
Vision Care	2,261.70	0.00	2,261.70	100.0%
CalPERS Settlement	0.00	9,520.80	-9,520.80	-100.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>51,057.31</b>	<b>9,520.80</b>	<b>41,536.51</b>	<b>436.3%</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Operational Consultant	2,362.50	0.00	2,362.50	100.0%
Nixle Fee	0.00	3,182.70	-3,182.70	-100.0%
Long Term Financial Planner	3,162.50	14,981.25	-11,818.75	-78.9%
Emergency Prep Coordinator	78,899.94	74,999.97	3,899.97	5.2%
Accounting	24,000.00	27,150.00	-3,150.00	-11.6%
Actuarial Valuation	0.00	3,000.00	-3,000.00	-100.0%
Audit	12,500.00	16,000.00	-3,500.00	-21.9%
Bank Fee	25.00	25.00	0.00	0.0%
Contra Costa County Expenses	55,919.09	53,575.28	2,343.81	4.4%
EI Cerrito Contract Fee	2,882,612.33	2,644,402.88	238,209.45	9.0%
EI Cerrito Reconciliation(s)	92,373.83	143,287.21	-50,913.38	-35.5%
IT Services and Equipment	2,368.75	22.78	2,345.97	10,298.4%
Fire Engineer Plan Review	640.00	688.00	-48.00	-7.0%
Grant Writer/Coordinator	0.00	6,547.50	-6,547.50	-100.0%
Legal Fees	15,374.34	5,648.78	9,725.56	172.2%
Recruitment	17,560.00	0.00	17,560.00	100.0%
Website Development/Maintenance	2,459.88	2,447.40	12.48	0.5%
Wildland Vegetation Mgmt	2,500.00	0.00	2,500.00	100.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>3,192,758.16</b>	<b>2,995,958.75</b>	<b>196,799.41</b>	<b>6.6%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	7,227.93	13,855.36	-6,627.43	-47.8%
Open Houses	718.88	0.00	718.88	100.0%
Community Shredder	5,431.69	2,984.09	2,447.60	82.0%
Community Sandbags	3,940.05	1,728.57	2,211.48	127.9%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>17,318.55</b>	<b>18,568.02</b>	<b>-1,249.47</b>	<b>-6.7%</b>
<b>DISTRICT ACTIVITIES</b>				
Equipment	0.00	1,696.98	-1,696.98	-100.0%
Professional Development	595.00	3,323.58	-2,728.58	-82.1%

04/12/23  
 Accrual Basis

## Kensington Fire Protection District Profit & Loss Prev Year Comparison July 2022 through March 2023

	Jul '22 - Mar 23	Jul '21 - Mar 22	\$ Change	% Change
<b>Office</b>				
Mtg Room Rentals	80.00	0.00	80.00	100.0%
Internet	1,549.20	0.00	1,549.20	100.0%
Office Equipment	1,189.03	0.00	1,189.03	100.0%
Office Expense	3,396.13	3,011.87	384.26	12.8%
Office Supplies	0.00	694.33	-694.33	-100.0%
Telephone	8,376.58	5,133.82	3,242.76	63.2%
<b>Total Office</b>	14,590.94	8,840.02	5,750.92	65.1%
<b>Election</b>	5,579.18	0.00	5,579.18	100.0%
Firefighter's Apparel & PPE	1,264.02	0.00	1,264.02	100.0%
Firefighters' Expenses	28,581.68	0.00	28,581.68	100.0%
Staff Appreciation	0.00	93.49	-93.49	-100.0%
Memberships	9,505.00	7,615.00	1,890.00	24.8%
<b>Building Maintenance</b>				
Gardening service	140.00	2,275.00	-2,135.00	-93.9%
Building alarm	-396.10	1,264.44	-1,660.54	-131.3%
Medical Waste Disposal	0.00	2,140.61	-2,140.61	-100.0%
Janitorial Service	806.24	1,621.10	-814.86	-50.3%
Miscellaneous Maint.	9,364.70	5,498.72	3,865.98	70.3%
<b>Total Building Maintenance</b>	9,914.84	12,799.87	-2,885.03	-22.5%
<b>Building Utilities/Service</b>				
Refuse Collection	1,654.24	0.00	1,654.24	100.0%
Gas and Electric	7,700.93	8,537.26	-836.33	-9.8%
Water/Sewer	1,982.36	3,035.93	-1,053.57	-34.7%
Building Utilities/Service - Other	279.96	0.00	279.96	100.0%
<b>Total Building Utilities/Service</b>	11,617.49	11,573.19	44.30	0.4%
<b>Total DISTRICT ACTIVITIES</b>	81,648.15	45,942.13	35,706.02	77.7%
<b>Total Expense</b>	3,472,724.85	3,192,692.85	280,032.00	8.8%
<b>Net Ordinary Income</b>	1,911,622.04	2,139,985.88	-228,363.84	-10.7%
<b>Other Income/Expense</b>				
Other Income				
Discount on US TBills	61,625.00	0.00	61,625.00	100.0%
Discount on Fixed Security	143,060.07	0.00	143,060.07	100.0%
<b>Total Other Income</b>	204,685.07	0.00	204,685.07	100.0%
<b>Net Other Income</b>	204,685.07	0.00	204,685.07	100.0%
<b>Net Income</b>	<b>2,116,307.11</b>	<b>2,139,985.88</b>	<b>-23,678.77</b>	<b>-1.1%</b>

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through March 2023

	<u>Jul '22 - Mar 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	5,113,488.61	4,689,181.00	424,307.61	109.05%
Special Taxes	200,436.70	206,462.00	-6,025.30	97.08%
Other Tax Income	12,079.28	24,000.00	-11,920.72	50.33%
Lease Agreement	3,050.25	0.00	3,050.25	100.0%
Interest Income	37,040.85	20,000.00	17,040.85	185.2%
CERBT Reimbursement	18,088.02	80,000.00	-61,911.98	22.61%
Miscellaneous Income	163.18	0.00	163.18	100.0%
<b>Total Income</b>	<u>5,384,346.89</u>	<u>5,019,643.00</u>	<u>364,703.89</u>	<u>107.27%</u>
<b>Expense</b>				
<b>Staff</b>				
Wages	105,633.54	130,000.00	-24,366.46	81.26%
Vacation Wages	5,271.36	21,665.00	-16,393.64	24.33%
Medical/dental ins compensation	7,000.00	12,000.00	-5,000.00	58.33%
Payroll Taxes	8,433.37	12,500.00	-4,066.63	67.47%
Workers Compensation/Life Ins	1,760.33	650.00	1,110.33	270.82%
Payroll Processing	1,844.08	2,500.00	-655.92	73.76%
<b>Total Staff</b>	<u>129,942.68</u>	<u>179,315.00</u>	<u>-49,372.32</u>	<u>72.47%</u>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	40,256.50	72,500.00	-32,243.50	55.53%
Delta Dental	8,539.11	14,000.00	-5,460.89	60.99%
Vision Care	2,261.70	4,100.00	-1,838.30	55.16%
CalPERS Settlement	0.00	7,616.00	-7,616.00	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<u>51,057.31</u>	<u>98,216.00</u>	<u>-47,158.69</u>	<u>51.99%</u>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Operational Consultant	2,362.50			
Nixle Fee	0.00	4,000.00	-4,000.00	0.0%
Long Term Financial Planner	3,162.50	5,000.00	-1,837.50	63.25%
Emergency Prep Coordinator	78,899.94	105,200.00	-26,300.06	75.0%
Accounting	24,000.00	36,000.00	-12,000.00	66.67%
Actuarial Valuation	0.00	5,600.00	-5,600.00	0.0%
Audit	12,500.00	16,000.00	-3,500.00	78.13%
Bank Fee	25.00	25.00	0.00	100.0%
Contra Costa County Expenses	55,919.09	38,000.00	17,919.09	147.16%
El Cerrito Contract Fee	2,882,612.33	3,843,483.00	-960,870.67	75.0%
El Cerrito Reconciliation(s)	92,373.83	123,165.00	-30,791.17	75.0%
IT Services and Equipment	2,368.75	15,000.00	-12,631.25	15.79%
Fire Abatement Contract	0.00	5,000.00	-5,000.00	0.0%
Fire Engineer Plan Review	640.00	3,000.00	-2,360.00	21.33%
Grant Writer/Coordinator	0.00	50,000.00	-50,000.00	0.0%
Risk Management Insurance	0.00	19,000.00	-19,000.00	0.0%
LAFCO Fees	0.00	5,000.00	-5,000.00	0.0%
Legal Fees	15,374.34	20,000.00	-4,625.66	76.87%

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through March 2023

	Jul '22 - Mar 23	Budget	\$ Over Budget	% of Budget
Recruitment	17,560.00	0.00	17,560.00	100.0%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	2,459.88	4,500.00	-2,040.12	54.66%
Wildland Vegetation Mgmt	2,500.00	7,600.00	-5,100.00	32.9%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>3,192,758.16</b>	<b>4,315,573.00</b>	<b>-1,122,814.84</b>	<b>73.98%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	7,227.93	30,000.00	-22,772.07	24.09%
EP Coord Expense Account	0.00	1,000.00	-1,000.00	0.0%
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	4,000.00	-4,000.00	0.0%
Open Houses	718.88	1,800.00	-1,081.12	39.94%
Community Shredder	5,431.69	5,000.00	431.69	108.63%
Firesafe Planting Grants	0.00	25,000.00	-25,000.00	0.0%
Community Sandbags	3,940.05	1,900.00	2,040.05	207.37%
Volunteer Appreciation	0.00	500.00	-500.00	0.0%
Community Center Contribution	0.00	500.00	-500.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>17,318.55</b>	<b>72,200.00</b>	<b>-54,881.45</b>	<b>23.99%</b>
<b>DISTRICT ACTIVITIES</b>				
Professional Development	595.00	10,000.00	-9,405.00	5.95%
<b>Office</b>				
Mtg Room Rentals	80.00			
Internet	1,549.20			
Office Equipment	1,189.03			
Office Expense	3,396.13	5,000.00	-1,603.87	67.92%
Office Supplies	0.00	2,000.00	-2,000.00	0.0%
Telephone	8,376.58	8,000.00	376.58	104.71%
Office- Other	0.00	500.00	-500.00	0.0%
<b>Total Office</b>	<b>14,590.94</b>	<b>15,500.00</b>	<b>-909.06</b>	<b>94.14%</b>
Election	5,579.18	7,500.00	-1,920.82	74.39%
Firefighter's Apparel & PPE	1,264.02	2,000.00	-735.98	63.2%
Firefighters' Expenses	28,581.68	30,000.00	-1,418.32	95.27%
Staff Appreciation	0.00	3,000.00	-3,000.00	0.0%
Memberships	9,505.00	9,000.00	505.00	105.61%
<b>Building Maintenance</b>				
Gardening service	140.00	4,000.00	-3,860.00	3.5%
Building alarm	-396.10	1,500.00	-1,896.10	-26.41%
Medical Waste Disposal	0.00	7,500.00	-7,500.00	0.0%
Janitorial Service	806.24	2,000.00	-1,193.76	40.31%
Miscellaneous Maint.	9,364.70	5,000.00	4,364.70	187.29%
<b>Total Building Maintenance</b>	<b>9,914.84</b>	<b>20,000.00</b>	<b>-10,085.16</b>	<b>49.57%</b>
<b>Building Utilities/Service</b>				
Refuse Collection	1,654.24			
Gas and Electric	7,700.93	13,000.00	-5,299.07	59.24%
Water/Sewer	1,982.36	4,000.00	-2,017.64	49.56%

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through March 2023

	<u>Jul '22 - Mar 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Building Utilities/Service - Other	279.96			
Total Building Utilities/Service	<u>11,617.49</u>	<u>17,000.00</u>	<u>-5,382.51</u>	<u>68.34%</u>
<b>Total DISTRICT ACTIVITIES</b>	<u>81,648.15</u>	<u>114,000.00</u>	<u>-32,351.85</u>	<u>71.62%</u>
Contingency				
General	0.00	25,000.00	-25,000.00	0.0%
Total Contingency	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>3,472,724.85</u>	<u>4,804,304.00</u>	<u>-1,331,579.15</u>	<u>72.28%</u>
<b>Net Ordinary Income</b>	<u>1,911,622.04</u>	<u>215,339.00</u>	<u>1,696,283.04</u>	<u>887.73%</u>
Other Income/Expense				
Other Income				
Discount on US TBills	61,625.00			
Discount on Fixed Security	<u>143,060.07</u>			
Total Other Income	<u>204,685.07</u>			
<b>Net Other Income</b>	<u>204,685.07</u>	<u>0.00</u>	<u>204,685.07</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>2,116,307.11</u></u>	<u><u>215,339.00</u></u>	<u><u>1,900,968.11</u></u>	<u><u>982.78%</u></u>

**Kensington Fire Protection District**  
**Trial Balance**  
**As of March 31, 2023**

04/12/23  
 Accrual Basis

	Mar 31, 23	
	Debit	Credit
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	174,188.04	
General Fund	1,272,190.09	
Special Tax Fund	116,340.87	
Capital Fund	1,539,886.22	
Accounts Receivable	4,805.80	
Advance on Taxes	2,406,187.12	
Advance on Supplemental Taxes	86,245.26	
Prepaid Services - EC	0.07	
Prepaid Exp.	2,757.00	
Prepaid CERBT - Retiree Trust	420,105.48	
Investments:LAIF Balance	18,366.98	
Investments:US TBills - 4/20/23	3,000,000.00	
Investments:Fed Home Loan Bk - 9/27/23	3,500,000.00	
Land	5,800.00	
Equipment	1,793,886.43	
Accumulated Depreciation-Equip		813,762.41
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,276,205.07
Current Capital Outlay:PSB Renovation Soft Costs	729,052.34	
Current Capital Outlay:PSB Renovation Hard Cost	631,641.58	
Current Capital Outlay:Temp Facilities - Soft Costs	205,675.32	
Current Capital Outlay:Temp Facilities - Hard Costs	588,960.35	
Current Capital Outlay:Temp Facilities - Lot Rental	6,000.00	
Current Capital Outlay:Temp Facilities - Modular	20,946.60	
Current Capital Outlay:Temp Facilities - Admin Sublet	12,192.75	
Current Capital Outlay:Temp Facilities - Relocation	31,637.03	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Deferred Outflow of Res. - OPEB	6,527.00	
Due to Revolving Acct - Gen Fnd		38,507.76
Due to Other - Issued by CCC		56,981.57
Accounts Payable		1,605.34
PSB Renovation Loan		1,539,460.63
Wages & PR Taxes Payable		6,424.55
EI Cerrito Reconciliation Liab.		233,481.39
Postretirement Health Ben Liab		0.14
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		3,457,486.01
Property Taxes		5,113,488.61
Special Taxes		200,436.70
Other Tax Income		12,079.28
Lease Agreement		3,050.25
Interest Income		37,040.85
CERBT Reimbursement		18,088.02
Miscellaneous Income		163.18
Staff:Wages	105,633.54	
Staff:Vacation Wages	5,271.36	
Staff:Medical/dental ins compensation	7,000.00	
Staff:Payroll Taxes	8,433.37	
Staff:Workers Compensation/Life Ins	1,760.33	
Staff:Payroll Processing	1,844.08	
RETIREE MEDICAL BENEFITS:PERS Medical	40,256.50	
RETIREE MEDICAL BENEFITS:Delta Dental	8,539.11	
RETIREE MEDICAL BENEFITS:Vision Care	2,261.70	
OUTSIDE PROFESSIONAL SERVICES:Operational Consultant	2,362.50	
OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner	3,162.50	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	78,899.94	
OUTSIDE PROFESSIONAL SERVICES:Accounting	24,000.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	12,500.00	
OUTSIDE PROFESSIONAL SERVICES:Bank Fee	25.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	55,919.09	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	2,882,612.33	

**Kensington Fire Protection District  
Trial Balance  
As of March 31, 2023**

04/12/23

Accrual Basis

	Mar 31, 23	
	Debit	Credit
OUTSIDE PROFESSIONAL SERVICES:El Cerrito Reconciliation(s)	92,373.83	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	2,368.75	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	640.00	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	15,374.34	
OUTSIDE PROFESSIONAL SERVICES:Recruitment	17,560.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	2,459.88	
OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt	2,500.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	7,227.93	
COMMUNITY SERVICE ACTIVITIES:Open Houses	718.88	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	5,431.69	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	3,940.05	
DISTRICT ACTIVITIES:Professional Development	595.00	
DISTRICT ACTIVITIES:Office:Mtg Room Rentals	80.00	
DISTRICT ACTIVITIES:Office:Internet	1,549.20	
DISTRICT ACTIVITIES:Office:Office Equipment	1,189.03	
DISTRICT ACTIVITIES:Office:Office Expense	3,396.13	
DISTRICT ACTIVITIES:Office:Telephone	8,376.58	
DISTRICT ACTIVITIES:Election	5,579.18	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,264.02	
DISTRICT ACTIVITIES:Firefighters' Expenses	28,581.68	
DISTRICT ACTIVITIES:Memberships	9,505.00	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	140.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm		396.10
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	806.24	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	9,364.70	
DISTRICT ACTIVITIES:Building Utilities/Service	279.96	
DISTRICT ACTIVITIES:Building Utilities/Service:Refuse Collection	1,654.24	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	7,700.93	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	1,982.36	
Discount on US TBills		61,625.00
Discount on Fixed Security		143,060.07
<b>TOTAL</b>	<b>22,438,608.94</b>	<b>22,438,608.94</b>





## EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530

(510) 215-4450 ▪ FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



**DATE:** April 19, 2023

**TO:** Mary Morris-Mayorga: General Manager

**FROM:** Eric Saylor: Fire Chief

**RE:** **Fire Chief's Report for the April 2023 Fire District Board Meeting**

---

### Operations

In March, multiple winter storms struck Kensington, triggering downed trees and power outages. The fire department staffed additional units as part of an OES pre-staged strike team at station 72 during storm events to assist with the increased call volume and any major disaster. During the storm events, the fire department assisted with flooding and removing downed trees in roadways.

### Administration

The executive fire chiefs of Contra Costa County meet to discuss a request for Measure X funds to assist with the replacement of outdated radios. In addition, the fire department continues to work with our partners in Alameda County, including Berkley Fire Department and Albany Fire Department, to solidify shared response agreements. Contra Costa County is renumbering its fire stations and units. Starting in May, the following changes will occur in the numbering of ECKFD:

- Battalion 71 to Battalion 5
- Station 71 to Station 51
- Station 72 to Station 52
- Station 65 to Station 55

### Training

The fire department initiated training for future engineers that will continue through May 2023. In addition, planning for a large-scale wildland drill between El Cerrito/Kensington Fire, Berkley Fire, Oakland Fire, and Organa-Moraga Fire started. The exercise will occur in May of 2023 and involve an initial response to a fire in the Berkley Hills.

### Citizen Engagement

ECKFD Continues to meet with the CERT program manager to begin recruiting new members and plan our first CERT drill and volunteer academy in 2023. Until St 65 is completed, we plan to meet at El Cerrito city hall for our first orientation. CERT members will learn to assist with setting up an emergency operations center (EOC) and coordinate actions with the neighboring CERT team and KARO ECHO.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** April 19, 2023

**TO:** Kensington Fire Protection District Board

**RE:** Emergency Preparedness Coordinator Report

**SUBMITTED BY:** Johnny Valenzuela, Emergency Preparedness Coordinator

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The following progress items will be reviewed in the KFPD Board of Directors meeting:

**1. Community Event/Engagement**

N/A

**2. District Communications/ Publications**

- 3/9/2023 Nextdoor Sandbag Update
- 3/12/2023 Facebook NWS Rain Forecast
- 3/13/2023 Nextdoor Wind Advisory
- 3/15/2023 Facebook Earthquake Supplies Sale
- 3/20/2023 Nextdoor Storm Advisory
- 3/20/2023 Facebook Rain Forecast
- 3/26/2023 Nextdoor Wind Hazard
- 3/26/2023 Facebook Wind Hazard
- 4/2/2023 Nextdoor Diablo Fire Safe Council Update
- 4/9/2023 Nextdoor Paper Shredding Event Announcement
- 4/13/2023 Nextdoor Wildfire Prevention Chipping Program
- 4/13/2023 Facebook Engine 71/65 Ladder and Hose Training
- Spring 2023 Fire Plug Publication
- Kensington Outlook Article May Edition
- Kensington Outlook Safety Scenario May Edition

**3. Initiatives/ Deliverables**

- Register community members for Red Flag Alert Emails
- Assisted community members with registration to CWS
- Articles are written for The Fire Plug Spring Edition
- Remake Shredding Event Campaign and Post to social media & District Website
- Create a District Volunteer Hub on the KFPD Website with supporting organizations.
- Create Survey Campaign w/ CERT Program Manager to collect Preparedness Data
- Create signage for the Shredding Event to direct residents to the new event location.
- Create Red Flag Magnet for distribution in May 2023
- Provide EPC with concern from resident re: VOIP and loss of ability to communicate.
- Provide Wildcat Firewise with a logo for Fire Wise communications.
- Sourcing volunteers for future community-related events/initiatives

**4. Meetings**

- 3/14/2023 CERT Planning Meeting
- 3/15/2023 KFPD Monthly Board Meeting

April 19, 2023

## Emergency Preparedness Coordinator's Report

- 3/23/2023 Emergency Preparedness Meeting
- 3/28/2023 CERT Planning Meeting
- 4/3/2023 KPOA Annual Meeting Planning (Rob Firmin/Dave Spath)
- 4/11/2023 Hills Emergency Forum



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** April 19, 2023

**TO:** Board of Directors  
Kensington Fire Protection District

**RE:** Cost Proposal From Marjang Architecture - Potential First Floor  
Realignment of the Restroom And Kitchenette

**SUBMITTED BY:** Mary Morris-Mayorga, Interim General Manager

---

### Recommended Action

Staff recommends that the Board discuss the design cost proposal for potential first floor revisions as provided by Marjang, and determine whether action or approval is desired, and/or provide staff direction.

### Background

At the meeting held on March 15, 2023, the Board of Directors requested that staff seek a design cost proposal from Marjang Architecture for potential first floor revisions. Marjang Architecture has provided the design and structural engineering cost proposal associated with the potential revisions in the amount of \$63,400. The time estimated for scheduling and producing the design is 8 – 12 weeks which would then require submission to the County.

As an alternative, the Board discussed the potential for a sink and mini refrigerator in the existing meeting room. Marjang Architecture confirmed that these could be included in the design at no charge and would only require minor construction costs for plumbing, electrical, fixtures, and associated labor.

### Fiscal Impact

The design costs for realignment of the restroom and kitchenette of \$63,400 would increase the construction budget for the Public Safety Building renovation project. In addition, there would be increased construction costs along with demolition costs for any work that has already been completed.

Alternatively, there would be no design costs for the addition of a sink and mini refrigerator in the meeting room; however, there would be minor construction costs.

### Attachments

- A. Marjang Architecture Proposed Contract Modification**
- B. ZFA Structural Engineers Proposed Extra Services Authorization**

# MARJANG

April 8, 2023

Mary Morris-Mayorga, Interim General Manager  
Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 94707

RE: Kensington FPD Public Safety Building Contract Modification 04

Dear Mary,

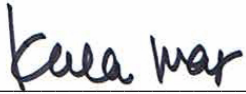
We are requesting the additional services outlined below per the Scope of Work outlined in 20230320 KFPD Design Cost Proposal Request\_MarJang (incl att).pdf provided to MarJang Architecture on 3/20/23 from the Kensington Fire Protection District.

The scope of work includes the relocation of a 1st floor restroom and addition of a kitchenette and plan revisions to the 1st and 2nd floors of the Kensington Fire Protection District Public Safety Building located at 217 Arlington Avenue, Kensington, CA. The work will include submission of the permit revision required for this work to Contra Costa County.

Original Contract Scope	\$418,112.50
Modification 01	\$109,085.13
Modification 02	\$4,200.00
Modification 03	\$82,925.00
Revised Contract Amount	\$614,322.63
Modification 04 - Revision Submittal - Restroom Relocation & Kitchenette	
4.1 - MarJang Architecture	\$26,000.00
4.2 - List Engineers - Mechanical/Plumbing	\$7,400.00
Modification 04 Subtotal	\$33,400.00
Revised Contract Amount	\$647,722.63

Please review and process at your earliest convenience.

Sincerely,



Karen Mar, Principal  
MarJang Architecture

Modification Approval by:

Mary Morris-Mayorga, KPFD Interim General Manager  
Kensington Fire Protection District

Date



List Engineering Company  
Mechanical Consultants

Monterey 831.373.4390  
San Francisco 415.355.1962

[www.listengineering.com](http://www.listengineering.com)

## C O N T R A C T   A D D E N D U M

PROJECT: Kensington Public Safety, Kitchenette and Bathroom Revisions  
NUMBER: LEC 21025.02

CLIENT: MARJANG Architects  
ADDENDUM No.: 2

ADDRESS: PROJECT MGR.: Ron Blue

DATE: 7 April 2023

ATTN.: Karen Mar  
VIA:  PHONE  EMAIL  
 LETTER  FAX

DESCRIPTION OF WORK: Revise MEP drawings to reflect hidden conditions discovered during construction.

ADDENDUM FEE: Fixed fee \$7,400

TIMELINE: When authorized

REASON FOR THE CHANGE: City request.

COMMENTS: Fee presumes (e) DHW, AC and electrical designs can support the added features. If not, there will be further discussion and fee requests.

PROJECT MANAGER: /Ron Blue/

THE ABOVE DESCRIBED WORK WILL PROCEED UPON RETURN OF THIS SIGNED ADDENDUM.

THE ABOVE DESCRIBED WORK IS IN PROCESS BASED UPON YOUR VERBAL REQUEST.

CLIENT: \_\_\_\_\_

DATE: \_\_\_\_\_

Please sign and return a copy of this Contract Addendum within seven days. All conditions of the original Contract apply to this Addendum.





Board of Directors  
Julie Stein (President)  
Daniel Levine (Vice-President)  
Larry Nagel (Secretary)  
Don Dommer  
Jim Watt

March 20, 2023

Ms. Karen Mar  
MARJANG Architecture  
930 Cole Street, Suite 101  
San Francisco, CA 94117  
[karen@marjang.com](mailto:karen@marjang.com)

**Subject: Kensington Fire Protection District (KFPD) Public Safety Building - Proposal for Cost Estimate of Potential First Floor Design Changes**

Dear Karen:

The KFPD Board of Directors met last week and requested that staff seek a cost proposal from Marjang Architecture for designs on several potential first floor revisions. These costs would be brought back to the Board for their review and decision on whether to proceed at a future meeting. As you know, there have been discussions of potential joint occupancy by KFPD and KPPCSD; however, there has not been any decision made related to occupancy at this time. The Board has requested the cost estimates for these potential changes within the currently planned fire occupancy.

The potential changes are included on Exhibit B and C (Attachment 1) for:

- realignment of the first-floor restroom; and
- inclusion of a kitchenette in the meeting room.

Following the meeting, I provided the Board with an update on our understanding of the shear walls related to this potential restroom realignment and that they could not be moved (Attachment 2). Please confirm that our understanding is correct. The potential for a kitchenette appears to be possible given the cabinets and ability to connect with plumbing on the current plans. Exhibit C displays a larger kitchenette, so I am not clear on whether that is possible.

Please let me know if you have any questions and the potential timeline for receipt of design cost estimates.

Sincerely,

Mary A. Morris-Mayorga, MBA, CSDM  
Interim General Manager  
[mmayorga@kensingtonfire.org](mailto:mmayorga@kensingtonfire.org)



## REVISIONS TO FIRST FLOOR PSB LAYOUT

The following explains the current plans and possible alternative arrangements to the first and second floor layout of the Public Safety Building.

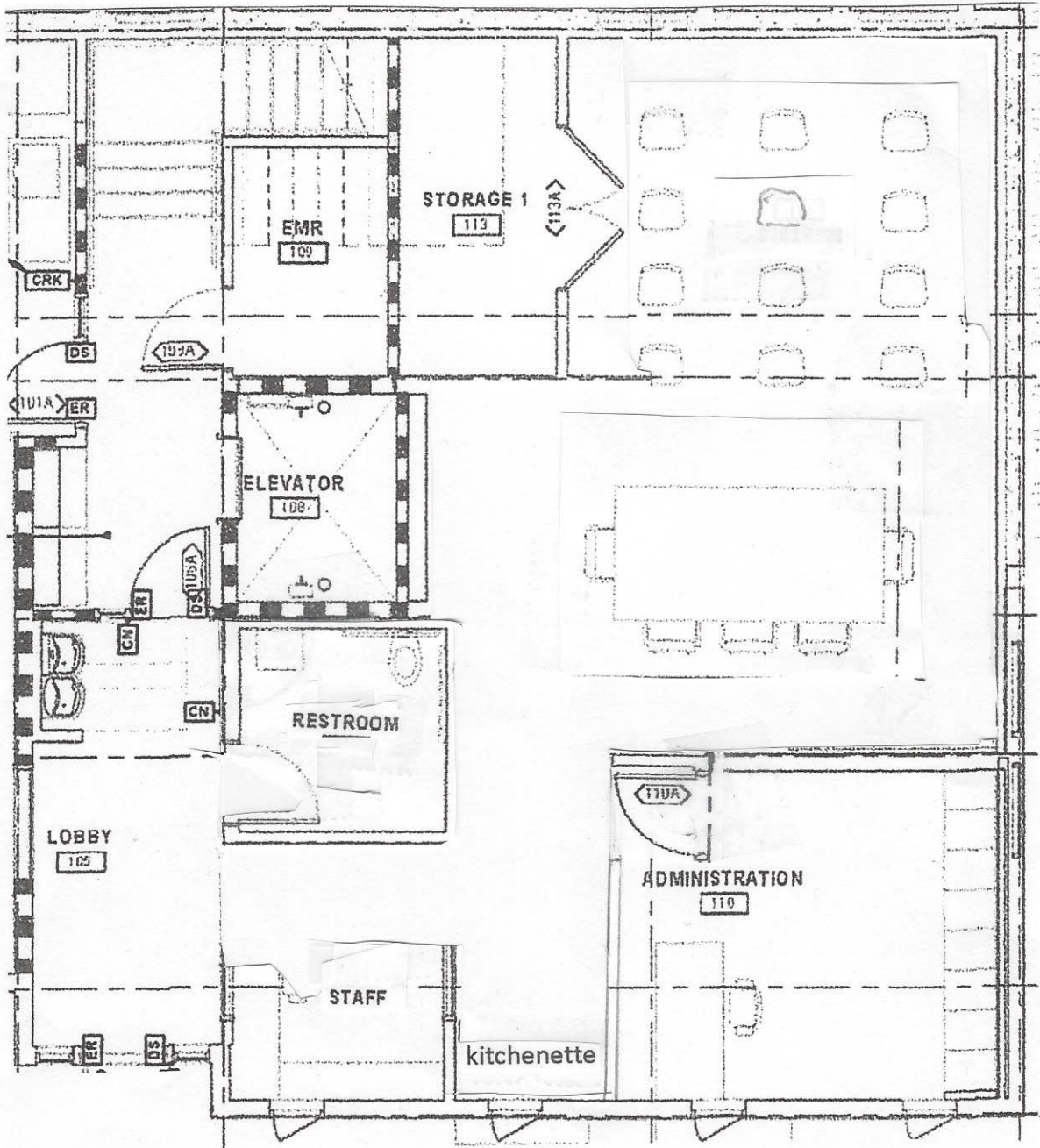
**Exhibit A** shows the proposed layout of the first floor excluding the apparatus bay. This area totals approximately 1,500 sq. ft. and includes a 410 sq. ft. meeting room to accommodate 17 people, 380 sq. ft. of administrative space for 3 or more staff and 80 sq. ft. of storage area. The remaining 630 sq. ft. includes hallway, stairwell, elevator and restroom. No drinking fountain or kitchenette is provided.

**Exhibit B** shows the relocation of the restroom to the west side of the elevator providing a hallway entrance and thus better restroom access for firefighters and visitors. This change also expands the meeting room area. Also included is a kitchenette for water and snack items. These changes will require modifications to existing plumbing and some ceiling lighting.

**Exhibit C** shows an alternative plan for the first floor that would convert approximately 1,015 sq. ft. (outlined in blue) of space for police use in addition to about 185 sq. ft. of shared entry, passageway and restroom space for both firefighters, police officers and guests. This would provide the police with 1,200 sq. ft. of useable first floor space. The corridor, stairwell and elevator (outlined in red) total about 300 sq. ft. and are for firefighter use only.

# EXHIBIT B

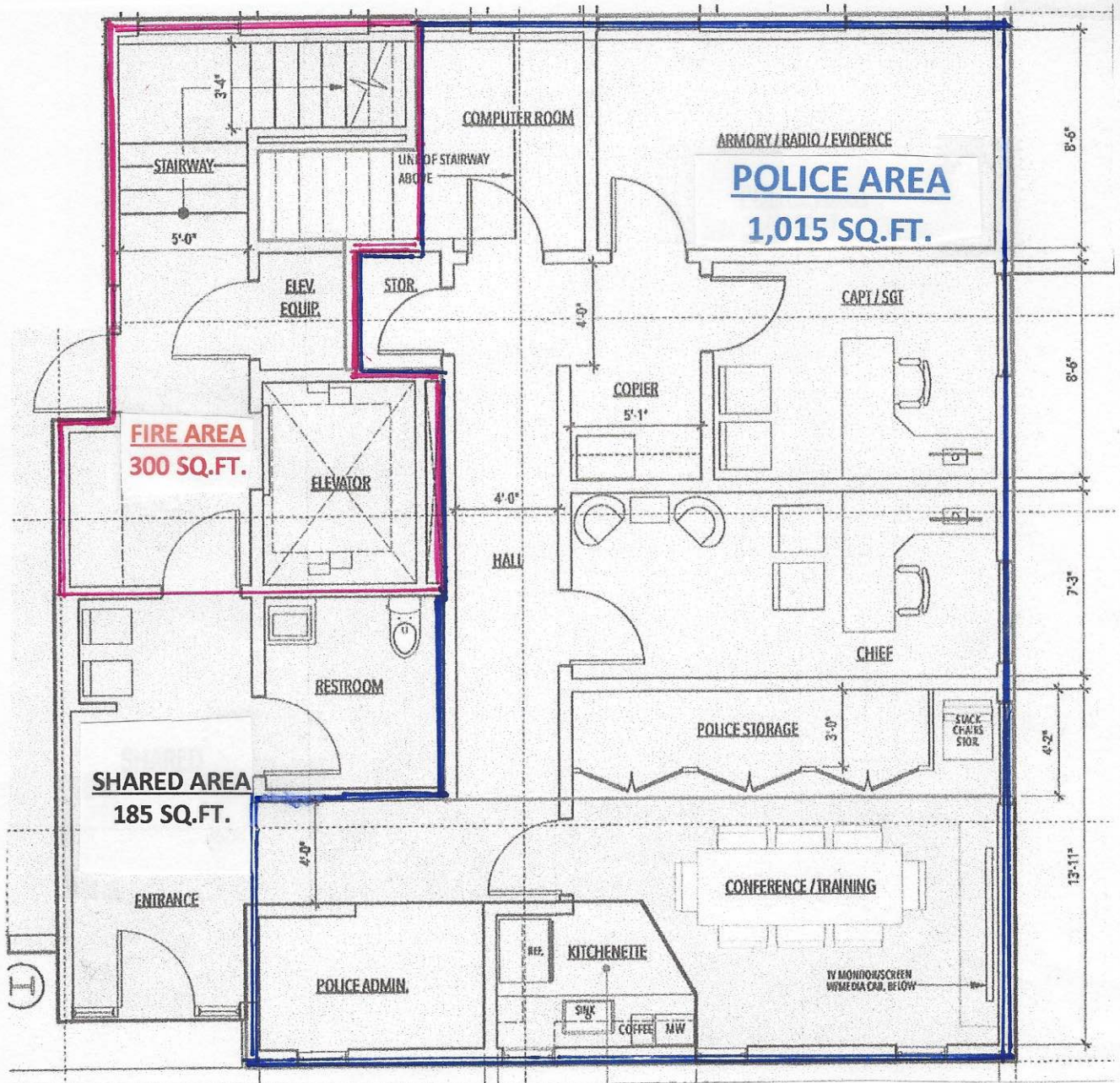
## REVISED FIRST FLOOR AREA





# EXHIBIT C

## POLICE USE OF FIRST FLOOR AREA





Mary Morris-Mayorga &lt;mmayorga@kensingtonfire.org&gt;

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## KFPD Board Action to Request Proposal - Additional Information

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**Mary Morris-Mayorga** <mmayorga@kensingtonfire.org>

Fri, Mar 17, 2023 at 10:04 AM

To: Mary Morris-Mayorga &lt;mmayorga@kensingtonfire.org&gt;

Bcc: Julie Stein &lt;jstein@kensingtonfire.org&gt;, Don Dommer &lt;ddommer@kensingtonfire.org&gt;, Daniel Levine &lt;dlevine@kensingtonfire.org&gt;, Jim Watt &lt;jwatt@kensingtonfire.org&gt;, Larry Nagel &lt;lnagel@kensingtonfire.org&gt;, John Bakker &lt;jbakker@meyersnave.com&gt;, Eric Saylor &lt;ESaylors@ci.el-cerrito.ca.us&gt;, Johnny Valenzuela &lt;jvalenzuela@kensingtonfire.org&gt;

Good morning to all Directors, staff, and legal counsel (Bcc'd to avert discussion outside of public meetings in accordance with Brown Act):

I have received clarification information from the project team related to the PSB action this week, so wanted to forward it as an informational update.

**Sheet S201** - This is the structural drawing that shows the two shear walls at the bathroom as well as the shear wall between the admin office and the meeting room. Also, indicated are the foundation beams and the piers that are already excavated and/or poured. The shear walls are on top of that new foundation and hold up the second floor shear walls above, so they cannot be moved.

**Sheet A012** - This is a page near the beginning of the set for the interior signage, but it also shows a sink at the meeting room cabinets. One of the public comments at the meeting about the sink was probably based on this drawing, but in the later drawings (see below) it was removed. It may have been that staff did indicate they needed it given the drinking fountains and the bathroom sink. There are already outlets at the cabinet so it was assumed that a coffee maker was sufficient; however, a sink can be added back. The base cabinets can be adapted to fit an undercounter fridge (no special power requirements for that). These cabinets are planned to hold media equipment to serve the room and there is an A/V plan that has already been designed for that purpose (whether for public meetings or for use as a EOC based on input from the fire staff).

**Sheet A202** - This is the architectural plan that shows the shear walls, the cabinet with the added sink note, and the drinking fountains in the lobby with an image included of the unit that is specified for the fountains. Please note that this drawing also shows the doors that create a secure lobby. There will be programmable locks at the door going to the elevator lobby, so only firefighters have access, and at the door to the office hallway for admin staff. The door to the office hallway can be opened for public meetings which is also why the restroom is located off of that hallway and not directly accessible from the entry lobby, where it would be accessible to anyone who walks in the front door. The admin office is secured to protect the financial and personnel records. There are minimum clearances required in all of these areas for ADA access, so those also dictated the layout. Note that the "EMR" room next to the stair is the Elevator Machine Room and cannot be reduced in size as it must fit the required elevator equipment per the engineer's specifications. Finally, the "Storage 1" closet off of the Meeting Room only has a four foot high ceiling in the area that is dashed, because it is underneath the stair landing. It is mostly for chair and table storage that can be stacked in that low headroom.

**Sheet P202** - This is the plumbing plan for the ground level. It shows that there is a 4" waste line planned to service the bathrooms above. Fortunately, it would be relatively easy to tie in a new sink at the meeting room cabinet to that line.

This information will be included when the proposal from the architect is brought back to the Board at the next meeting. Thank you,

Mary A. Morris-Mayorga, MBA, CSDM  
Interim General Manager  
[Kensington Fire Protection District](#)  
217 Arlington Avenue  
Kensington CA 94707

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 **20220401 KFPD PSB Design Notes.pdf**  
4061K



MARK	B	H	REF	REIN	REMARKS
CF24	24"	24"	(3) #5	T&B	TYP UNO
CF24A	24"	52"	(3) #5	T&B	
CF30	30"	30"	(5) #6	T&B	(3) STIRRUPS AT 12" OC

MARK	B	H	LONGITUDINAL REINFORCEMENT				STIRRUPS AND TIES				
			BOTTOM		TOP		SPACING		LENGTH L1	REMARKS	
			TYP	ADD	TYP	ADD	S3	S4			
GB24	24"	24"	(3) #5	-	(3) #5	-	-	12"	12"	FULL	
GB24A	24"	30"	(4) #7	-	(4) #7	-	-	6"	12"	8"	130' HK ES
GB30	30"	30"	(5) #6	-	(5) #6	-	-	6"	12"	4"	130' HK ES
GB24B	24"	24"	(3) #5	-	(3) #5	-	-	6"	12"	4"	130' HK ES

**FOUNDATION PLAN NOTES:**

- REFER TO SHEETS S001, S101, S102, S103, S104 AND S105 FOR GENERAL NOTES AND TYPICAL DETAILS. THE FOLLOWING DETAIL REFERENCES ARE PROVIDED FOR THE CONTRACTOR'S CONVENIENCE ONLY. ALL GENERAL NOTES AND TYPICAL DETAIL SHEETS NOTED ABOVE ARE APPLICABLE AND SHALL BE FOLLOWED.
- DIMENSIONS ARE TO FACE OF STUD UNLESS NOTED OTHERWISE. COORDINATE ALL DIMENSIONS WITH ARCHITECTURAL DRAWINGS PRIOR TO CONSTRUCTION. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES.
- SEE DETAILS FOR CURB LOCATIONS. COORDINATE WITH ARCHITECTURAL DRAWINGS PRIOR TO CONSTRUCTION. NOTIFY ARCHITECT/ENGINEER OF ANY DISCREPANCIES. PROVIDE LONGER ANCHOR BOLTS AT CURBS PER CODE.
- ALL EXTERIOR WALLS NOT DESIGNATED AS SHEAR WALLS ON PLANS (INCLUDING WALLS ADJACENT TO SEISMIC GAPS) SHALL BE SHEATHED AS SHEAR WALL TYPE 'A' PER SHEAR WALL SCHEDULE, UNO.
- PLUMBING AND ELECTRICAL CONDUIT AND GROUND STRAP SHALL NOT BE LAID WITHIN FOUNDATIONS. NO UTILITY PIPES OR CONDUITS SHALL BE LOCATED THRU COLUMN FOOTINGS OR FRAME FOOTINGS. NO PIPES OR CONDUITS THRU SLAB FLATES SHALL BE WITHIN 12" OF HOLDOWN BOLTS. NO MECHANICAL, ELECTRICAL, OR PLUMBING OPENINGS SHALL BE LOCATED IN SHEAR WALLS UNLESS SHOWN AND DETAILED ON THE STRUCTURAL DRAWINGS. NO VERTICAL OR HORIZONTAL PIPES OR CONDUITS SHALL BE LOCATED THROUGH STEEL FRAMES, STEEL COLUMNS, OR STEEL BASE PLATES. PROVIDE FLURRING AND/OR THICKENED CONCRETE WHERE REQUIRED TO CLEAR UTILITY SYSTEMS. NOTIFY STRUCTURAL ENGINEER/ARCHITECT PRIOR TO ANY INSTALLATION NOT CONFORMING TO THESE DETAILS.

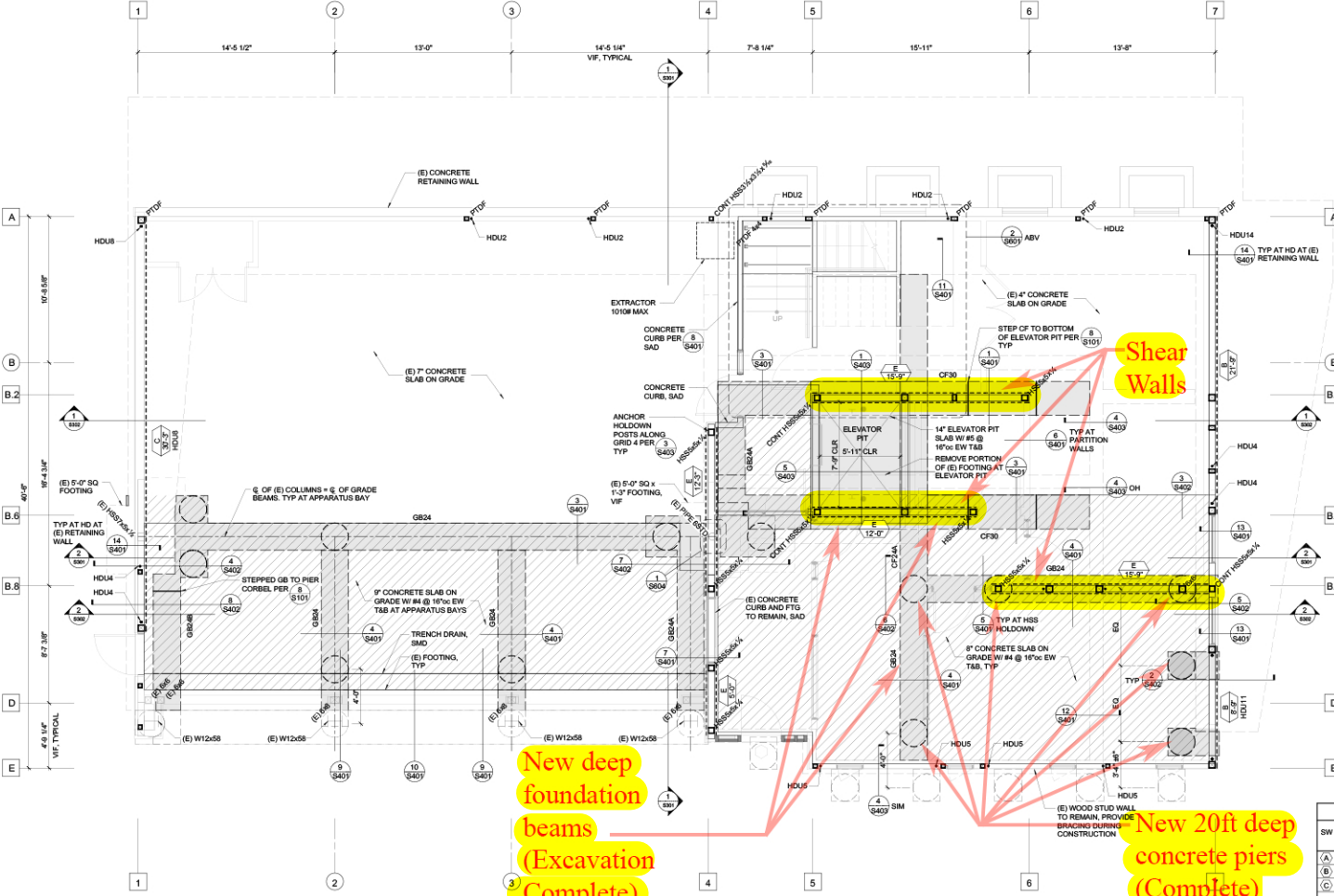
PIPES THROUGH FOOTINGS SHALL BE PER 203101 AND 303101.  
 PIPES PARALLEL TO FOOTINGS SHALL BE PER 503101.  
 PIPES AT SLAB ON GRADE SHALL BE PER 732101.  
 PIPES THROUGH WOOD FRAMING SHALL BE PER 203103 AND 503104.

- ELEVATION OF THE TOP OF FINISHED SLAB = 0'-0", UNLESS NOTED OTHERWISE.
- TYPICAL STRUCTURAL WALL BLOCCING FOR ALL GRAB BAR, HANDRAIL, SHOWER SEAT AND OTHER ARCHITECTURAL (A), MECHANICAL (M), ELECTRICAL (E), PLUMBING (P) ATTACHMENTS SHALL BE 4x MINIMUM x WALL WIDTH STUD BOLTS WITH ASA TOP AND BOTTOM, EACH END TYPICAL.

SYMBOL	REFERENCE DETAIL	DESCRIPTION
[Symbol]	103103	INDICATES STRUCTURAL WALL.
[Symbol]	73103 / C1002	INDICATES SHEAR WALL TYPE AND MINIMUM WALL LENGTH. SYMBOL LOCATION INDICATES SHEATHED FACE OF WALL UNLESS NOTED OTHERWISE.
[Symbol]	E9001	INDICATES WOOD POST.
[Symbol]	803103	INDICATES POST WITH HOLDOWN. POSTS WITH HOLDOWN ARE FULL HEIGHT FROM SLL TO TOP PLATE.
[Symbol]	93104	INDICATES STEEL COLUMN.
[Symbol]		INDICATES FOUNDATION.
[Symbol]	CF24	INDICATES CONTINUOUS FOOTING SIZE AND REINFORCING PER SCHEDULE.
[Symbol]	GB24	INDICATES GRADE BEAM SIZE AND REINFORCING PER SCHEDULE.
[Symbol]	[Symbol]	INDICATES STEP IN ELEVATION. SEE ARCHITECTURAL DRAWINGS.
[Symbol]	[Symbol]	INDICATES GRIDLINE AT FACE OF STUD.
[Symbol]	[Symbol]	INDICATES GRIDLINE AT CENTERLINE OF COLUMN.
[Symbol]	[Symbol]	INDICATES ELEVATION.
[Symbol]		INDICATES EXISTING FOUNDATION.
[Symbol]		INDICATES EXISTING FRAMING.
[Symbol]		HATCHED REGION INDICATES NEW SLAB ON GRADE.
[Symbol]	10402	INDICATES 24"x8" x 1/2" MIN DRILLED CONCRETE PIER.
[Symbol]		INDICATES EXISTING CONCRETE PIER TO REMAIN.

SW	APA RATED SHEATHING	NAILING (PEN)	ANCHORAGE				REMARKS
			1/2" MIN	3/4" MIN	1" MIN	1 1/4" MIN	
(A)	1/2" (32/16) EXP 1	10d @ 8" OC	32" OC	48" OC	6" OC	24" OC	16" OC
(B)	1/2" (32/16) EXP 1	10d @ 4" OC	24" OC	32" OC	4" OC	16" OC	10" OC
(C)	1/2" (32/16) EXP 1	10d @ 3" OC	16" OC	24" OC	3" OC	8" OC	8" OC
(D)	1/2" (32/16) STRUC 1	10d @ 2" OC	-	16" OC	8" OC	8" OC	8" OC
(E)	1/2" (32/16) STRUC 1 BOTH SIDES	10d @ 2" OC	-	12" OC	8" OC	8" OC	8" OC

\*2x SLL: SDR 1/4" @ 1/2"; 3x SLL: SDR 3/4" @ 1/2". FOR SDRS @ 6" OC OR LESS, PROVIDE 4x BK BLU.



**New deep foundation beams (Excavation Complete)**

**New 20ft deep concrete piers (Complete)**

NOTE: CONTRACTOR TO SHORE EXISTING STRUCTURE ABOVE PRIOR TO UNDERPINNING OF EXISTING FOUNDATIONS. INSTALL NEW FOUNDATIONS ON EACH SIDE OF THE EXISTING FOOTINGS IN SEPARATE SEQUENCES TO AVOID SETTLEMENT OF EXISTING FOUNDATIONS. CONTRACTOR TO SUBMIT SEQUENCING PLAN TO SEOR FOR REVIEW PRIOR TO ANY EXCAVATIONS.

**ZFA STRUCTURAL ENGINEERS**  
 1390 el camino real | suite 100 zfa.com  
 san carlos ca 94070 650.394.8869  
 zfa job no. 21479 copyright © 2022



**PROJECT ADDRESS**  
 217 ARLINGTON AVE.  
 KENSINGTON, CA 94707

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 831 6TH STREET  
 SAN FRANCISCO, CA 94103  
 CONTACT: PETER MCDONALD  
 T: (415) 255-1140

**ESTIMATOR:** MICROESTIMATION INC.  
 850 S. VAN NESS AVE. #25  
 SAN FRANCISCO, CA 94110  
 CONTACT: HENRY TOORYANI  
 T: (415) 506-8626

NO.	DESCRIPTION	DATE
1	PRELIMINARY SCHEMATIC PRICING SET	9/27/2021
3	50% DESIGN DEVELOPMENT	11/19/2021
4	100% DESIGN DEVELOPMENT	12/17/2021
5	PERMIT SUBMITTAL	4/01/2022

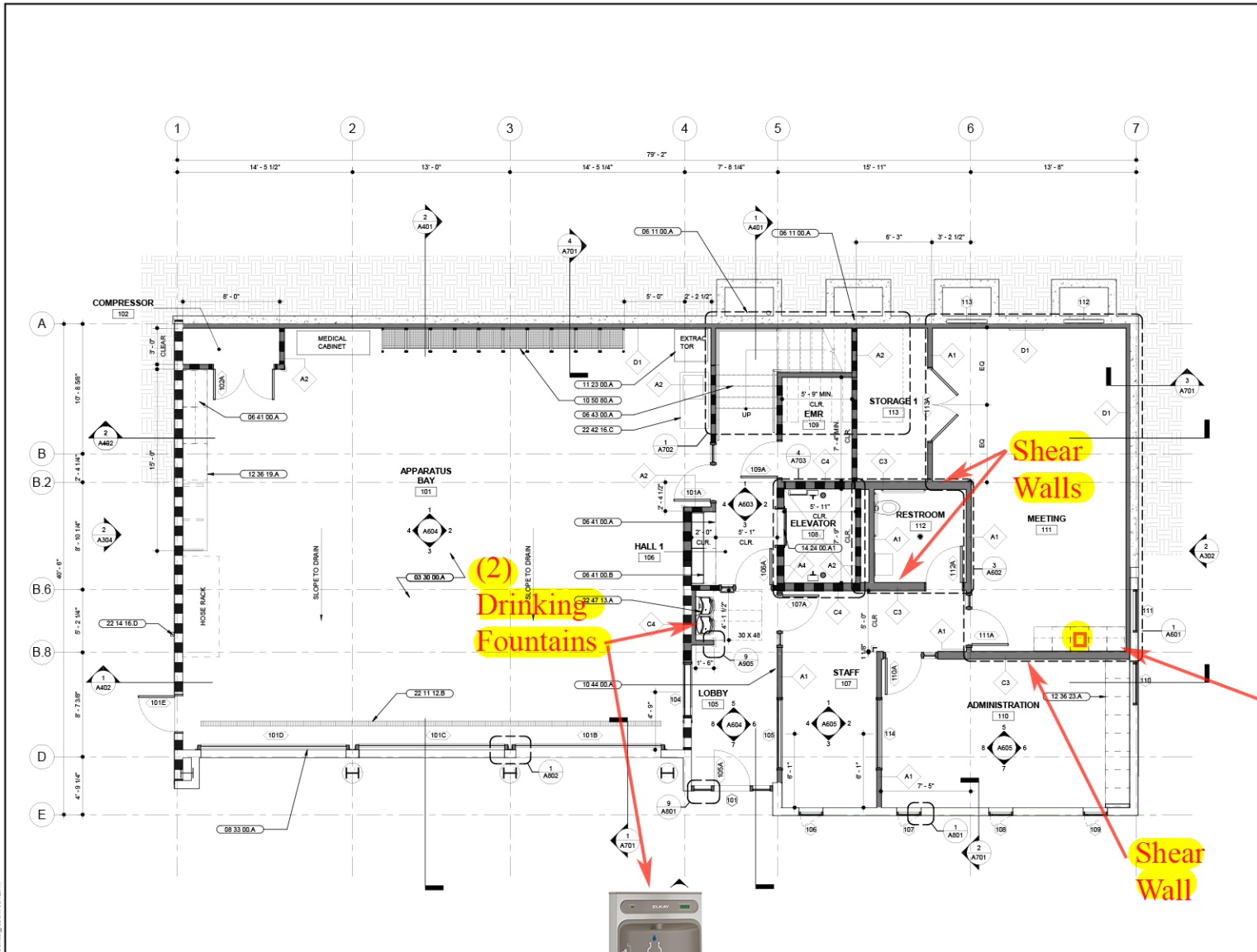
**JOB NO.** 21479  
**KENSINGTON FIRE PROTECTION DISTRICT PUBLIC SAFETY BUILDING**

**FOUNDATION PLAN**

**S201**



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**1** PROPOSED 1ST LEVEL PLAN  
SCALE: 1/4" = 1'-0"



- SHEET NOTES**
- DIMENSIONS ARE TAKEN FROM GRIDLINE TO FACE OF STUD. DIMENSIONS NOTED WITH CLR. ARE FROM FACE OF FINISH TO FACE OF FINISH.
  - FURNITURE, FIXTURES, AND EQUIPMENT SHOWN FOR REFERENCE. SEE FINE PLAN AND SPECIFICATIONS.
  - SEE RCP ON SHEET A205 AND A206.
  - SEE ROOF PLAN ON SHEET A208.
  - SEE WALL TYPES ON SHEET A301.
  - FOR EXTERIOR WALL ASSEMBLIES/TYPES, SEE DETAIL CALLOUTS ON EXTERIOR ELEVATIONS.
  - PROVIDE ADEQUATE BLOCKING IN WALLS FOR CABINETS AND WALL MOUNTED ASSEMBLIES INCLUDING BATHROOM FIXTURES. SEE DETAIL 3A902.
  - PROVIDE FIRE BLOCKING FOR WALL CAVITIES THAT EXCEED CBC HEIGHT LIMITATIONS.
  - ALL WALL FRAMING TO EXTEND TO BOTTOM OF FLOOR FRAMING OR ROOF FRAMING, U.O.A.

**KEYNOTE**

- 03 30 00.A CONCRETE APP BAY FLOOR. SLOPE TO DRAINS. REFER TO PLUMBING DRAWINGS FOR MORE INFORMATION.
- 06 11 00.A INFILL (E) WINDOW OPENING AT INDICATED LIGHT WELL.
- 06 41 00.A BASE CABINETS, DOORS, DRAWERS, AND ADJUSTABLE SHELVES.
- 06 41 00.B UPPER CABINETS, DOORS, AND ADJUSTABLE SHELVES.
- 06 43 00.A (N) WOOD FRAMED STAIR.
- 06 33 00.A (N) OVERHEAD COILING DOOR WITH MOTOR AND CONTROLLER.
- 10 44 00.A FIRE EXTINGUISHER CABINET.
- 10 50 00.A TURNOUT GEAR LOCKERS.
- 11 23 00.A COMMERCIAL EXTRACTOR.
- 12 36 19.A BUTCHER BLOCK COUNTERTOPS.
- 12 36 23.A PLASTIC LAMINATE COUNTERTOPS.
- 14 24 00.A1 HYDRAULIC ELEVATOR.
- 22 11 12.B TRENCH DRAIN. SEE PLUMBING DRAWINGS.
- 22 14 16.D (N) RAINWATER LEADER AT EXTERIOR. SEE PLUMBING DRAWINGS.
- 22 42 16.C DECON SERVICE SINK WITH INTERGRAL WORKTABLE. SEE PLUMBING DRAWINGS.
- 22 47 13.A HI-LO DRINKING FOUNTAIN. SEE PLUMBING DRAWINGS.

**WALL LEGEND**

- EXISTING WALL TO REMAIN
- - - - EXISTING WALL TO BE DEMOLISHED
- PROPOSED WALL
- 1-HR RATED WALL
- 1/2-HR RATED WALL
- - - - FLOOR AREA TO BE REMOVED

NO.	DESCRIPTION	DATE
1	PRELIMINARY SCHEMATIC PRICING SET	09/27/2021
2	PLANNING SUBMITTAL	11/01/2021
3	50% DESIGN DEVELOPMENT	11/19/2021
4	100% DESIGN DEVELOPMENT	12/17/2021
5	PLANNING SUBMITTAL #1	01/06/2022
7	ISSUED FOR BUILDING PERMIT	04/01/2022

JOB NO. 2106  
KENSINGTON FIRE PROTECTION DISTRICT  
PUBLIC SAFETY BUILDING

DESCRIPTION  
PROPOSED 1ST LEVEL FLOOR PLAN

**MARJANG ARCHITECTURE**

STAMP

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MEP: LIST ENGINEERING CO.  
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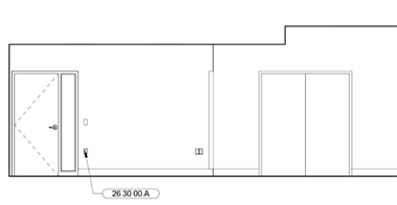
AUDIO/VISUAL: SMITH FAUZE McDONALD INC.  
105 WESTBURY ST #300  
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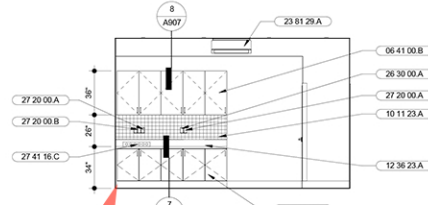
**A202**





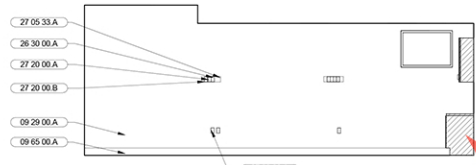


12 | MEETING/E.O.C. 111 - NORTH  
SCALE: 1/4" = 1'-0"

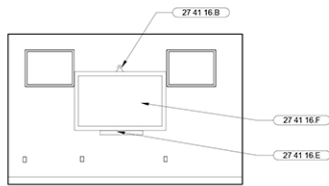


11 | MEETING 111 - WEST  
SCALE: 1/4" = 1'-0"

Meeting Rm  
Cabinets

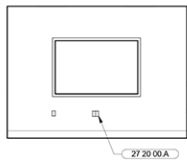


10 | MEETING 111 - SOUTH  
SCALE: 1/4" = 1'-0"

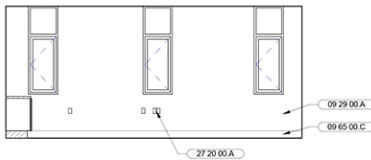


9 | MEETING 111 - EAST  
SCALE: 1/4" = 1'-0"

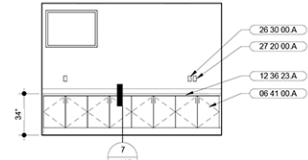
Meeting Rm  
Cabinets



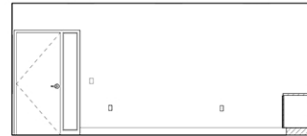
8 | ADMINISTRATION 110 - NORTH  
SCALE: 1/4" = 1'-0"



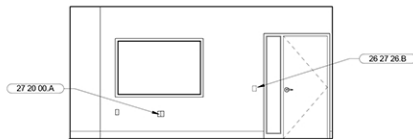
7 | ADMINISTRATION 110 - WEST  
SCALE: 1/4" = 1'-0"



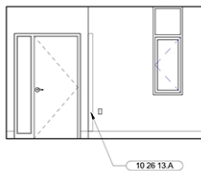
6 | ADMINISTRATION 110 - SOUTH  
SCALE: 1/4" = 1'-0"



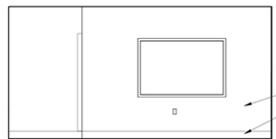
5 | ADMINISTRATION 110 - EAST  
SCALE: 1/4" = 1'-0"



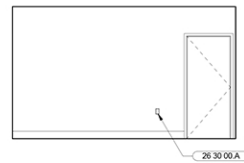
4 | STAFF 107 - NORTH  
SCALE: 1/4" = 1'-0"



3 | STAFF 107 - WEST  
SCALE: 1/4" = 1'-0"



2 | STAFF 107 - SOUTH  
SCALE: 1/4" = 1'-0"



1 | STAFF 107 - EAST  
SCALE: 1/4" = 1'-0"

- SHEET NOTES**
1. ALL DIMENSIONS ARE TO FACE OF FINISH FOR REQUIRED CLEARANCES: U.O.M.
  2. ALL SINKS AND COUNTERS MUST MEET THE ACCESSIBILITY REQUIREMENTS OF THE 2019 CBC CHAPTER 11B AS DETERMINED BY THE AUTHORITY HAVING JURISDICTION.
  3. FOR ACCESSIBLE TOILET ACCESSORIES, TOILET MOUNTING, WATER CLOSET CLEARANCES, AND SHOWER CLEARANCES, SEE A012.
  4. PROVIDE BACKING AS REQUIRED FOR ALL WALL MOUNTED EQUIPMENT, CABINETS AND ACCESSORIES: SEE BACKING DETAIL 3/A002.
  5. REFER TO APPLIANCE SCHEDULE FOR APPLIANCES. SEE A7XX.
  6. CONTRACTOR TO VERIFY DIMENSIONS OF APPLIANCES, FIXTURES, AND EQUIPMENT PRIOR TO CASEWORK FABRICATION. TYPICAL.
  7. REFER TO FINISH SCHEDULE FOR FINISH MATERIALS. SEE A503.
  8. VERIFY TILE LAYOUT AND JOINTS WITH ARCHITECT PRIOR TO INSTALLATION.
  9. FFE SHOWN FOR REFERENCE, OPCI.

- KEYNOTES**
- 06 41 00 A BASE CABINETS, DOORS, DRAWERS, AND ADJUSTABLE SHELVES
  - 06 41 00 B UPPER CABINETS, DOORS, AND ADJUSTABLE SHELVES
  - 09 29 00 A GYPSUM BOARD
  - 09 65 00 A VINYL COMPOSITION TILE (ANTI-STATIC)
  - 09 65 00 C RUBBER BASE, ACCESSORIES AND ATTACHMENTS
  - 10 11 23 A TACKBOARDS
  - 10 26 13 A STAINLESS STEEL CORNER GUARD
  - 12 36 23 A PLASTIC LAMINATE COUNTERTOPS
  - 23 81 29 A VRF INDOOR WALL MOUNTED UNIT
  - 26 26 26 B SWITCH, SEE ELECTRICAL DRAWINGS
  - 26 30 00 A RECEPTACLE, SEE ELECTRICAL DRAWINGS
  - 27 05 33 A FLAT PANEL WALL BOX ROUGH-IN CONNECTION, SEE AUDIOVISUAL DRAWINGS
  - 27 20 00 A NETWORK DATA/VOICE DEVICE PLATE, SEE COMMUNICATION DRAWINGS
  - 27 20 00 B BROADBAND VIDEO DEVICE PLATE, SEE COMMUNICATION DRAWINGS
  - 27 41 16 B CONFERENCE CAMERA, SEE AUDIOVISUAL DRAWINGS
  - 27 41 16 C AV CONTROL BUTTON PANEL, SEE AUDIOVISUAL DRAWINGS
  - 27 41 16 E LOUD SPEAKER SOUNDBAR, SEE AUDIOVISUAL DRAWINGS
  - 27 41 16 F FLAT PANEL DISPLAY, SEE AUDIOVISUAL DRAWINGS

**MARJANG ARCHITECTURE**



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SAN FRANCISCO, CA 94110  
CONTACT: HENRY TOORYANI  
T: (415) 608-9626

NO.	DESCRIPTION	DATE
3	50% DESIGN DEVELOPMENT	11/19/2021
4	100% DESIGN DEVELOPMENT	12/17/2021
7	ISSUED FOR BUILDING PERMIT	04/01/2022

JOB NO.  
2106 KENSINGTON FIRE PROTECTION DISTRICT  
PUBLIC SAFETY BUILDING

DESCRIPTION  
ENLARGED PLAN & INTERIOR ELEVATIONS

**A605**

**BHI MANAGEMENT CONSULTING**

"Organizational Efficiency for Public Agencies"

**To: Board of Directors - Kensington Fire Protection District**

**From: Brent Ives, BHI Management Consulting**

**Subject: April 2023 Report on GM Recruiting Efforts**

**Date: April 13, 2023**

---

In January of 2023, a proposal was approved with BHI Management Consulting to begin recruiting a permanent District General Manager for the District. I apologize for not being present for this evening's meeting. It happened to coincide with our 49<sup>th</sup> wedding anniversary. This report however advises the Board of Directors on the status and next steps status of the recruitment effort for the permanent GM position as of the date above. In general, I am taking a very soft, yet deliberate marketing approach and am pleased with the responses.

- Conducted meetings with the special committee on certain potential candidates.
- Completed development of candidate brochure and advertisement.
- I have made constructive contact with one candidate who a Board member mentioned.
- Circulated advertisements on the free LinkedIn sector.
- We have generated 13 interested candidates over the month, several through the LinkedIn ad. I am currently reviewing all candidates, including two which have particular nexus with the position. Those two I am doing initial reference work on.
- Made several calls and emails to circulate the position within my professional network.
- IGM and I are currently placing the advertisement on the District website and NextDoor Kensington in appropriate format with linkages back to BHI.

Overall, for a soft announcement, I am quite pleased with the response. I plan on ramping up the LinkedIn presence this month through paying for extra exposure there. In the meantime, should you have questions please feel free to contact me or let me know of any individuals whom I should contact about the position, please advise.

Thank you,

Brent H Ives 4/13/2023

Brent Ives, Principal  
BHI Management Consulting  
Call/Text to (209)740-6779



Lou Ann Teixeira  
 Executive Officer

April 4, 2023

**TO:** Presiding Officer or Designated District Voting Delegate  
**FROM:** Lou Ann Teixeira, LAFCO Executive Officer  
**SUBJECT:** 2023 Election for LAFCO Special District Seat (Alternate)

In early February 2023, LAFCO staff announced a Special District (Alternate Member) vacancy on Contra Costa LAFCO in conjunction with the passing of Stan Caldwell. At that time, LAFCO called for nominations and the names of district voting delegates.

The deadline for submitting nominations was April 3, 2023. LAFCO received seven nominations. The attached ballot lists the seven candidates and their districts.

The *Independent Special District Selection Committee*, 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. LAFCO is conducting the election via email and postal mail. Your district is receiving this message and ballot via 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 and 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](mailto: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 2023 election process, we must receive completed ballots from a majority of the districts (at least 21 districts) no later than **May 19<sup>th</sup>**. If a majority of ballots is not received by **May 19<sup>th</sup>**, 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 and/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.

Attachments:

- Ballot
- List of Voting Delegates

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

**OFFICIAL BALLOT**

Election of **ALTERNATE** Special District Member - term of office on  
Contra Costa LAFCO to May 2026

**VOTE FOR ONE:**

- David Alvarado**  
*(West County Wastewater District)*
  
- Michelle Lee**  
*(San Ramon Valley Fire Protection District)*
  
- Antonio Martinez**  
*(Contra Costa Water District)*
  
- Susan Morgan**  
*(Iron House Sanitary District)*
  
- Dawn Morrow**  
*(Iron House Sanitary District)*
  
- Scott Pastor**  
*(Diablo Water District)*
  
- Igor Skaredoff**  
*(Contra Costa Resource Conservation District)*

Name of Voting District: Kensington Fire Protection District

Name of Voting Member: Julie Stein, President

Signature of Voting Member: \_\_\_\_\_

*Please return ballot to the LAFCO office no later than **May 19, 2023**  
via email to [LouAnn.Texeira@lafco.cccounty.us](mailto:LouAnn.Texeira@lafco.cccounty.us) **or** mail to Contra Costa LAFCO  
40 Muir Road, 1<sup>st</sup> Floor, Martinez, CA 94553*

**2023 INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE**

<b>DISTRICT</b>	<b>NAME</b>	<b>TITLE</b>	<b>ALTERNATE</b>
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	Emil Geddes, Trustee
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, Vice Pres
BYRON SANITARY DISTRICT	Danny Hamby	President	Bobby Byer, Vice President
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Tad Pilecki	Board Member	Barbara Hockett, Pres
CONTRA COSTA MOSQUITO & VECTOR CONTROL	James Murray	President	Darryl Young, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Walter Pease	President	
CONTRA COSTA WATER DISTRICT	Ernesto Avila	President	Antonio Martinez, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Jena Goodman, Vice Pres
DIABLO CSD	Kathy Urbelis	President	Matthew Cox, Vice Pres
DIABLO WATER DISTRICT	Marilyn Tiernan	President	Scott R. Pastor, Vice Pres
TOWN OF DISCOVERY BAY CSD	Michael Callahan	Vice President	Ashley Porter, President
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Kathi Bachelor	President	Donna Coon, Vice President
IRONHOUSE SANITARY DIST	Dawn Morrow	President	Chris Lauritzen, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Julie Stein	President	Daniel Levine, Vice Pres
KENSINGTON POLICE PROT & CSD	Alexandra Aquino-Fike	President	Sarah Gough, Vice Pres
TOWN OF KNIGHTSEN CSD	Trish Bello-Kunkel	Chair	Gilbert Somerhalder, Vice Chair
MORAGA-ORINDA FIRE DIST	John Jex	President	Mike Roemer, 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	Chad Davisson	President	Domenic Cianfichi, Secretary
RD 2024	Don Wagenet, Trustee		John Jackson, Thomas Robinson, Trustees
RD 2025	David Forkel	Chair	Clark Misner, Randall Neudeck
RD 2026*	David Forkel	Chair	Russell Ryan, Randall Neudeck
RD 2059	Rob Davies	President	William Hall
RD 2065*	Coleman Foley		Thomas Baldocchi, Sr. Thomas Baldocchi, Jr.
RD 2090*	Jake Messerli	Chair	Robert Eddings. Secretary
RD 2117*	Joyce Speckman		Sandra Speckman Kiefer Kent L. Kiefer
RD 2122	Douglas Rischbieter	President	Katherine Wadsworth, VP
RD 2137*	Ed Schmidt	James Eckman	
RODEO-HERCULES FIRE PROTECTION DIST	Steve Hill	Vice Chair	
RODEO SANITARY DISTRICT	Connie Batchelder	President	Janet Callaghan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	Michelle Lee	President	Jay Kerr, Vice Pres
STEGE SANITARY DISTRICT	Juliet Christian-Smith	President	Paul Gilbert-Snyder, VP
WEST COUNTY WASTEWATER DIST	Cheryl Sudduth	President	David Alvarado, Vice Pres



**KENSINGTON FIRE PROTECTION DISTRICT**

**DATE:** April 19, 2023  
**TO:** Board of Directors  
 Kensington Fire Protection District  
**RE:** Public Safety Building Project Update  
**SUBMITTED BY:** Mary Morris-Mayorga, Interim General Manager

**Recommended Action**

For information only, no action is requested at this time.

**Background Info**

With the project at roughly 25% complete, the project team (contractor, architect/design, and construction manager) works daily on construction and project administration. Activities include: review/respond to RFIs (Requests for Interpretation), review/respond to submittals (confirmations on equipment/material specifications/details) and change orders; weekly site visits/meetings (additional as needed); and review construction schedule. In progress and/or planned construction for the coming weeks includes: excavation-elevator pit/grade beams; installation of grade beams; and foundation pour.

An update on the project expenses and comparison with total estimated project cost is included below:

1.) The following are Kensington PSB Project expenses from 2016 through 2023(YTD).

<b>2016 to 2020:</b>	PSB Design Feasibility Study Expenses	=	<b>\$ 289,379.72</b>
<b>2020 to 2023:</b>	PSB Renovation – Soft Cost (Design/Eng/Permits)	=	\$ 699,970.15
	PSB Renovation – Hard Cost (General Contractor)	=	<u>\$ 460,110.95</u>
	PSB Renovation – Sub-Total	=	<b>\$1,160,081.10</b>
	Temp Facilities – Soft Cost (Design/Eng/Permits)	=	\$ 205,675.32
	Temp Facilities – Hard Cost (General Contractor)	=	\$ 561,835.28
	Temp Facilities – Parking Lot Rental	=	\$ 6,000.00
	Temp Facilities – Modular Rental	=	\$ 17,193.68
	Temp Facilities – Admin Sublet from KPPCSD	=	\$ 12,192.75
	Temp Facilities – Relocation Expenses (Paid)	=	\$ 30,764.52
	Temp Facilities – Sub-Total	=	<b>\$ 833,661.55</b>
	PSB Renovation + Temp Facilities Sub-Total	=	<b>\$1,993,742.65</b>
<b>2016 to 2023:</b>	Total Expenses To Date (Feasibility/Design/Const)	=	<b>\$2,283,122.37</b>

2.) The prior and current PSB Project estimates are listed below. Note that the **Total Project Cost** (\$7,925,000) is used in the NHA Financial Advisors spreadsheet charts.

<u>Date of Estimate:</u>	<u>07/13/2022:</u>	<u>03/31/2023:</u>	<u>Notes:</u>
PSB Renovation Construction Cost:	\$5,475,000	\$5,653,355	<i>Includes Change Orders</i>
Temp Fire Station Construction Cost:	\$ 740,000	\$ 561,835	<i>Complete</i>
PSB Renovation Design/Engineer:	\$ 600,000	\$1,056,676	<i>Includes Mack5 cost</i>
Temp Fire Station Design/Engineering:	\$ 90,000	\$ 205,675	<i>Complete</i>
Relocation/FFE/Etc Estimate:	\$ 300,000	\$ 30,765	<i>Complete</i>
<b>Sub-Total:</b>	<b>\$7,205,000</b>	<b>\$7,508,306</b>	-
<u>Project Contingency Allowance:</u>	<u>\$ 720,000</u>	<u>\$ 416,694</u>	<i>Use For Future COs</i>
<b>Total Project Cost:</b>	<b>\$7,925,000</b>	<b>\$7,925,000</b>	<i>Financial Planning Amt.</i>

**KENSINGTON FIRE PROTECTION DISTRICT**

**DATE:** April 19, 2023

**TO:** Board of Directors  
Kensington Fire Protection District

**RE:** General Manager's Report

**SUBMITTED BY:** Mary Morris-Mayorga, Interim General Manager

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Highlights of the regular business and other special projects for the district by management which are not covered in other agenda items are noted below:

1. **Governance Transition** – Staff continues work on identifying additional onboarding training for new Directors. This will include a New Board Member packet for future use as well.
2. **FY2021-2022 Audit** – MUN CPAs is performing the final review and will provide the anticipated date for the final report within the next week. We will work to ensure the next audit is completed sooner.
3. **GASB75 Actuarial Report** – This has now been completed by the actuary and provided to the auditors.
4. **Financial Forecast and Public Safety Building Budget** –I met with Bill Zenoni to review the updated financial forecast he has prepared for the upcoming budget as well as to project reserves during and after the public safety building project.
5. **FY 2023-2024 Budget** – Budget development is in progress and is anticipated to be reviewed with the Finance Committee in late April or early May.
6. **KPOA Annual Meeting** – I will be speaking at this meeting to make a presentation on District activities.
7. **Board/Committee Meeting Videos** – While these are currently stored on the District's website and allow public access, there is an alternative method of storing these on a YouTube channel which can improve access. Staff is in the process of implementing this change.