



KENSINGTON FIRE PROTECTION DISTRICT

DATE: September 8, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 8**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

The board's decision to skip the August meeting allowed additional management time to focus on moving major initiatives forward over the past two months, including the PSB renovation project and temporary facilities planning, but also on the following tasks, as well as day-to-day operations:

- 1. Emergency Preparedness Coordinator** – As described by the EP Coordinator's report in agenda item 7, there are many topics which Johnny and I have been collaborating on and it is clear that without his focused attention on those issues they would not have progressed. I will continue spending a portion of my time on oversight of the position but assume that will diminish over the course of the year.
- 2. Grant Writer** – Please see the attached report from Sudi Shoja on the start of her grant pursuits for the district. We had a helpful conference call to kick off the process and further share the district's priorities. You will receive monthly updates on her progress.
- 3. Financial Advisor** – I spoke with Catherine Lemaire, CSDA Financial Corporation Coordinator, to pick-up the conversation on supplemental financing for capital projects. In addition to that specific topic, she referred me to three Municipal Advisors with relevant special district experience who can assist us with both short-term funding analysis of the renovation project, as well as long-term forecast modeling. I had extensive conversations with two of three, Eric Scriven of NHA Advisors and Dan Massiello of Kosmont Transactions Services Inc., and by the time of the board meeting will have spoken to the third, Julio Morales with Urban Futures Inc. Our approved preliminary budget includes \$30,000 for this work and I hope to hire a consultant as soon as possible so you will be able to receive some preliminary feedback by the October 13th, 2021 board meeting. I am expediting this work so it is coordinated with the timing of the initial schematic design pricing estimate of the renovation project, which will also be presented at that meeting. There will be a lot of work for the consultant to do in Q2 to respond to the realities of construction costs this year. That will be the first phase of their work while subsequent phases will deal with the long-term financial planning strategy.
- 4. FY2020-2021 Audit** – MUN CPAS have been engaged for the audit. Field work is scheduled for the first week in October. I am working with Maze Consultants to make sure the books are prepared. This will be the first full audit that I oversee for the district. I look forward to understanding how we can further improve our accounts and procedures.

5. **Actuary Report** – Nicolay Consulting Group is updating the report for this year and the results should be delivered by the beginning of October. There have been a number of staff changes at NCG but I hope the process will be straightforward.
6. **Maze Accounting** – Maze Associates has assigned a new accountant, Brandon Collins, to work on the district's books. Maria Munoz, accounting services supervisor, continues to be involved in oversight since this is the third bookkeeper since I started. As noted in the budget, I negotiated a fixed cost of \$3,000/month for this fiscal year as prior billings were escalating. Prior to July of 2022, I will re-assess the situation and will see how what the audit reveals in terms of our monthly process.
7. **Workers Compensation Insurance** – While renewing our workers compensation insurance policy, I noticed that the district did not seem to be properly categorized. I spoke with the State Fund representative who confirmed the error and noted it had been in place for quite some time. The revision appears to have cut the premium by 50%, which is acknowledged in the proposed final budget for this year.
8. **CERBT** – I completed the annual required CERBT reporting.
9. **CCC Tax Collection** – The special tax submittals were filed and the levy confirmed.
10. **Finance Committee Meeting** – Given all of the work noted above related to finance, the next committee meeting is planned for Friday, October 1st, 2021, 10:00AM.
11. **DFSC** – Johnny and I had a helpful introductory conference call with Cheryl Miller to update us on DFSC activities. Cheryl informed us that the matching grant program has been phased out, therefore this year's budget does not assign any funding to that category. According to Cheryl, DFSC is focused on general, non-assigned funding in order to avoid the administrative overhead required by matching grants and to allow more flexibility on spending decisions. Apparently, the \$24K that the district granted last year still has a usable balance for Kensington applicants but I am waiting on a detailed expense report.
12. **Former Fire Chief Markert** – I exchanged emails with Theresa Markert to inform her that the July board meeting was adjourned in Chief Markert's honor. She replied, *"Thank you so much. He loved his district very much. FYI his son, Michael is a Captain at Reno Fire. Thank you too for sending the truck and guys to his service. They were awesome. Made me cry."*
13. **Coordination with KPPCSD** – I spoke with the new KPPCSD Interim General Manager, Rick Benson, about my collaborative work with the prior GM on issues affecting both districts. During my weekly trips to the PSB, I have had the opportunity to further my relationship with Chief Gancasz and his staff, and look forward to doing the same with Mr. Benson.

14. General Manager's Time Allocation – Consistent with my GM contract, I transitioned to a 24 hr/wk schedule on July 1st, 2021. I monitor my time closely to meet the balance limit as noted on my timesheets. I reviewed the first six months of the year to check on the division of time per subject area and the results were as follows:

General Administration = 52%
Finance = 25%
Emergency Preparedness = 8%
Policies & Legal = 1%
Public Safety Building = 14%

For the second half of the year, I anticipate these proportions will change significantly, as the renovation project will demand more oversight, as will the coordination with the Emergency Preparedness Coordinator, Grant Writer, and Municipal Advisor.

15. Board Clerk / Executive Assistant – Sasha remains available to us to write the meeting minutes, but is otherwise fully engaged in her full-time work. After the Municipal Advisor search and the audit field work are complete, I will begin searching for a successor board clerk. Until that time, there are more pressing issues to address and on-boarding a new hire would be difficult to accommodate.

16. KFPD Policy Handbook and Operations Manual – Drafts have been completed but there has not been sufficient time to review and redline them. This scope of work will wait until other priorities are addressed.



To: Mr. Bill Hansell
From: Sudi Shoja, PE
Date: September 2, 2021

Subject: Status Report

Below describes our work on grant research for the Kensington Fire Protection District:

1. We provided the District with the funding notice about the FEMA Building Resilient Infrastructure and Community (BRIC) grant opportunity. The Fire Station Seismic Retrofit project is eligible to apply for this funding opportunity. This grant provides up to 75% of the cost of the project with a maximum of \$50 million. BRIC grant application process starts with submittal of a Notice of Intent (NOI) to California Office of Emergency Services (CalOES) by September 20th. CalOES will review and invite a select group of projects to provide an application. ESS is currently working with the District to set up an account for submittal of the NOI.
2. We have been in communication with CalOES Hazard Mitigation Assistance Branch that has confirmed that we can also submit an application for the Fire Station Seismic Retrofit project under one of the current Hazard Mitigation Grant Programs (HMGP). The funding for HMGP comes from the Presidentially Declared disasters. While the Contra Costa County was not among the declared disaster areas for current available funding, balances from these events are used on applications from other counties. The same application prepared for the BRIC grant can be submitted under this opportunity. The process requires submittal of a NOI similar to the BRIC grant.
3. ESS held a conference call with the District staff to learn about other priority projects. We have started our research for funding on these projects and will be providing a matrix of potential funding opportunities matching the District's projects.