



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

Wednesday, June 8th, 2022 7:00pm
Via Zoom Teleconference

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

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

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

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

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

Internet Address:

<https://us06web.zoom.us/j/84253399514?pwd=ZGNyK0RwR1VRVHdITGRTb3hgVGV4UT09>

Telephone Access:

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

Webinar ID: 842 5339 9514

Passcode: 112233

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

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

President Nagel, Vice President Padian, Secretary Kosel, Director Dommer, Director Stein

2. (7:02pm) PUBLIC COMMENT

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

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

Items listed below are consent items, which are considered routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. (Supporting material)

a. **Approval of Minutes** of the regular Board of Director's meetings of 04/13/2022, 04/28/2022, and 05/07/2022 (Approve)

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

c. **Approval of Monthly Transmittal** 06/08/2022 (Approve)

d. **Approval of Monthly Financial Reports** 05/31/2022 (Approve)

e. **Adoption of Resolution 2022-08 Re-Authorizing Remote Meetings** (Adopt)

f. **Adoption of Resolution 2022-09 Establishing the Appropriations Limit of the Kensington Fire Protection District for FY2022-2023** (Adopt)

g. **Adoption of Resolution 2022-10 Authorizing Contra Costa County to Place the Special Tax on the Tax Roll for Fiscal Year 2022-2023 and to Collect the Special Tax on Behalf of the Kensington Fire Protection District** (Adopt)

h. **Adoption of Resolution 2022-11 Ordering the Even Year Board of Directors Election, Consolidation of Elections, and Specifications of the Election Order** (Adopt)

i. **First Posting of Revised Policy 1170 Reserves to be Considered for Adoption at the July 13th, 2022 Board of Directors Meeting.** (Accept First Posting)

4. (7:15pm) OLD BUSINESS

a. **None**

5. (7:15pm) NEW BUSINESS

a. (7:15pm) Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards (Supporting Material)

Prior to beginning the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses.

Public Hearing Procedure: The President will open the public hearing and then:

- (I) Call for staff report and recommendation from staff.
- (II) Call for comments from those in the audience regarding fire hazard abatement.
- (III) Close the public hearing terminating public testimony. The Board of Directors will then deliberate the matter and arrive at a decision.

Action = Approve Resolution 2022-12 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner.

b. (7:25pm) Fire Services Contract Fee Proposal for FY2022-2023 (Supporting Material)

Presentation of the El Cerrito Fire Department Fire Services Contract and Reconciliation.

Action = Discuss and Approve.

c. (7:40pm) Adoption of Resolution 2022-11 Preliminary FY2022-2023 Budget

(Supporting Material)

Presentation of the Preliminary FY2022-2023 Budget.

Action = Discuss and Adopt.

d. (8:10pm) Approval to Proceed with the PSB Seismic Renovation Project Based Upon Prior Findings Calling for Urgent Structural Remediation, 'Essential Services Facility' Building Code Compliance, and Fire Department Space Requirements.

(Supporting Material)

Affirm KFPD Resolution 21-09, adopted October 2021, calling for the "urgent remediation" of the PSB's seismic vulnerability and structural failure; acknowledge the full building code compliance triggered by the seismic upgrade; and confirm the PSB's space deficiencies identified by multiple Fire Chiefs and Police Chiefs, originally identified in the 1997 Needs Assessment, and validated in studies from 2015 thru 2020.

Action = Consider a motion directing the General Manager to continue, as originally instructed in the April 14th, 2021 Board of Director's meeting, to proceed with the seismic renovation plans as developed and presented monthly since September 2021. (Approve)

e. (8:25pm) PSB Seismic Renovation (Supporting Materials)

Review progress on the PSB Seismic Renovation project.

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

f. (8:45pm) Temporary Facility Update (Supporting Materials)

Review progress on the Temporary Facility projects, including the rental of the Unitarian Church Parking Lot for the Fire Station and subletting of modular space from the KPPCSD.

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

- g. (9:00pm) Proposal for a Joint Public Meeting with the KPPCSD Board, the Police Chief, and the Fire Chief to Present the Legal Regulations and Space Requirements for the PSB Renovation, and the Resulting Needs of the Police Department and Fire Department** (Supporting Materials)
Provide the General Manager with direction on the scope, format, and goals of the proposed joint public meeting.
Action = Discuss and direct staff as needed. (Approve)
- 6. (9:20pm) FIRE CHIEF'S REPORT** (Supporting Material)
Action = Presentation/Discussion
- 7. (9:30pm) EMERGENCY PREP COORDINATOR'S REPORT** (Supporting Material)
Action = Presentation/Discussion
- 8. (9:40pm) GENERAL MANAGER'S REPORT** (Supporting Material)
Action = Presentation/Discussion
- 9. (9:45pm) COMMITTEE REPORTS**
Informational reports from Board members or staff covering the following assignments:

 - a. Emergency Preparedness Committee Meeting** - Padian/Nagel (Supporting Material)
Draft Meeting Minutes of 05/26/2022 included for reference.
Action = Report by EPC Chair & Discussion
 - b. Finance Committee Meeting of 05/25/2022** - Kosel/Nagel (Supporting Material)
Action = Report by Finance Committee Chair and Discussion
- 10. (9:55pm) OUTSIDE AGENCIES REPORTS**

 - a. Contra Costa Special Districts Association** – Stein
Action = Report by District's representative to CCSDA
- 11. (10:00pm) ADJOURNMENT**
The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on July 13, 2022 at 7:00pm. The deadline for agenda items to be included in the Board packet is Wednesday, June 29, 2022 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, July 06, 2022 by 1:00pm.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530
 (510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: June 3, 2022

TO: Kensington Fire Protection District Board Members

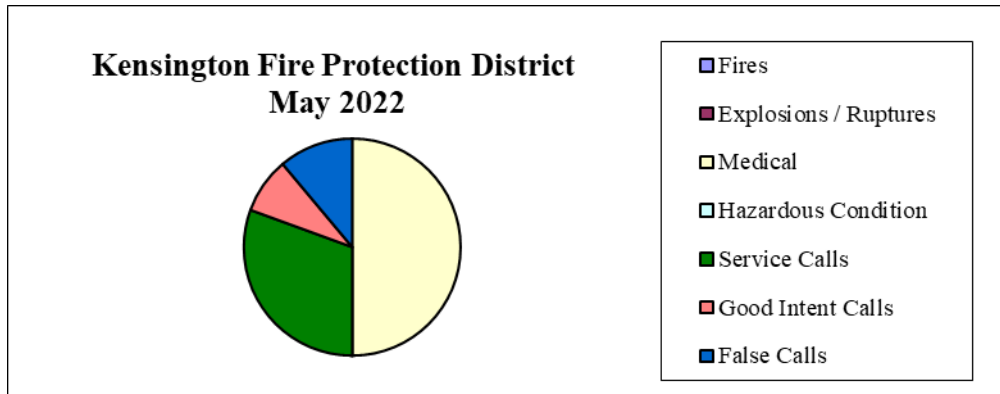
FROM: Jose Castrejon: Interim Fire Chief

RE: **Incident Activity Reports for the Month of May 2022**

There were 36 incidents that occurred during the month of May in the community of Kensington. This is an increase of 12 incidents over the previous month. Please see the attached “Incident Log” for the dates and times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of 65 calls which is an increase of 8 incidents over the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 1,588 calls for service so far this year.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
1: Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	18	50.00%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	11	30.56%
6: Good Intent Calls	<i>(Cancelled Enroute, Wrong Location)</i>	2	8.33%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	4	11.11%
Totals		36	100.00%



Kensington Fire Protection District Community Response Log for May 2022

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0022049662	02-May-22 19:15:03	Purdue AVE	Kensington	E165	321
2	0022049986	03-May-22 14:13:07	Kerr AVE	Kensington	E165	321
3	0022050024	03-May-22 15:38:11	Arlington AVE	Kensington	E165	700
4	0022050368	04-May-22 10:30:56	Arlington AVE	Kensington	E165	321
5	0022051123	05-May-22 21:11:05	Arlington AVE	Kensington	E165	321
6	0022052184	08-May-22 12:49:32	Arlington AVE	Kensington	E165	735
7	0022052189	08-May-22 12:58:43	Coventry RD	Kensington	E165	611M
8	0022052318	08-May-22 18:49:02	Kenyon AVE	Kensington	E165	522
9	0022052658	09-May-22 16:15:29	Rugby AVE	Kensington	E165	321
10	0022052958	10-May-22 10:59:14	Kensington RD	Kensington	E172	550
11	0022053101	10-May-22 16:11:11	Yale AVE	Kensington	E165	321
12	0022053165	10-May-22 19:15:49	Coventry RD	Kensington	E165	321
13	0022053623	11-May-22 19:59:29	Yale AVE	Kensington	E165	322
14	0022053662	11-May-22 23:06:45	Windsor AVE	Kensington	E165	550
15	0022054312	13-May-22 13:27:50	Rincon RD	Kensington	E165	550
16	0022054633	14-May-22 04:10:52	Coventry RD	Kensington	E165	321
17	0022054796	14-May-22 12:45:37	0-0 Wildcat Canyon RD	Kensington	E165	611
18	0022054938	14-May-22 18:56:37	Coventry RD	Kensington	E165	550
19	0022055201	15-May-22 09:55:09	Ocean View AVE	Kensington	E165	321
20	0022055486	15-May-22 21:32:56	Ocean View AVE	Kensington	E165	550
21	0022056047	17-May-22 06:55:02	Ocean View AVE	Kensington	E165	550
22	0022056390	17-May-22 20:05:21	Arlington AVE	Kensington	E165	321
23	0022056896	18-May-22 21:59:43	Highland BLVD	Kensington	E165	321
24	0022056979	19-May-22 03:58:13	Coventry RD	Kensington	E165	321
25	0022057200	19-May-22 14:08:00	Highland BLVD	Kensington	E165	735
26	0022057281	19-May-22 17:00:55	Highland BLVD	Kensington	E165	555
27	0022057497	20-May-22 05:50:47	Ocean View AVE	Kensington	E165	554
28	0022057558	20-May-22 09:27:33	Anson WAY	Kensington	E165	554
29	0022058721	23-May-22 00:21:50	Beloit AVE	Kensington	E165	321
30	0022060178	25-May-22 22:18:03	Yale CIR	Kensington	E165	735

31	0022060569	27-May-22 00:04:53	Lake DR	Kensington	E165	321
32	0022060925	27-May-22 20:46:50	Columbia AVE	Kensington	E165	611
33	0022060949	27-May-22 21:38:05	Yale AVE	Kensington	E165	321
34	0022062021	30-May-22 13:04:01	Berkeley Park BLVD	Kensington	E165	321
35	0022062307	31-May-22 06:54:54	Kenyon AVE	Kensington	E165	554
36	0022062336	31-May-22 08:21:06	Kensington RD	Kensington	E165	321

Type Series

Description

100

(Structure, Trash, Vehicle, Vegetation Fire)

200

(Over Pressure/Ruptures Explosions, Bombs)

300

(EMS, Vehicle Accidents, Extrication, Rescue)

400

(Chemical Spills, Leaks, Down power Lines)

500

(Distress, Water/ Smoke/Odor Problems, Public Assists)

600

(Cancelled En Route, Wrong Location)

700

(Wrong Company/Unit Dispatched)

Kensington Fire Protection District Engine 65 Response Log for May 2022

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0022049129	01-May-22 15:33:11	Golf Course DR	Orinda	E165	322
2	0022049425	02-May-22 10:04:20	Elm ST	El Cerrito	E165	5000
3	0022049662	02-May-22 19:15:03	Purdue AVE	Kensington	E165	321
4	0022049986	03-May-22 14:13:07	Kerr AVE	Kensington	E165	321
5	0022050024	03-May-22 15:38:11	Arlington AVE	Kensington	E165	700
6	0022050064	03-May-22 17:46:54	Leneve PL	El Cerrito	E165	5000
7	0022050072	03-May-22 18:00:57	Havey Canyon Trail/ Wildcat TRL	Richmond	E165	321
8	0022050368	04-May-22 10:30:56	Arlington AVE	Kensington	E165	321
9	0022050495	04-May-22 14:52:47	Macdonald AVE	Richmond	E165	321
10	0022050787	05-May-22 07:48:38	Balra DR	El Cerrito	E165	554
11	0022051123	05-May-22 21:11:05	Arlington AVE	Kensington	E165	321
12	0022051704	07-May-22 08:50:36	Pomona AVE	El Cerrito	E165	611M
13	0022052184	08-May-22 12:49:32	Arlington AVE	Kensington	E165	735
14	0022052189	08-May-22 12:58:43	Coventry RD	Kensington	E165	611M
15	0022052318	08-May-22 18:49:02	Kenyon AVE	Kensington	E165	522
16	0022052520	09-May-22 10:00:55	Elm ST	El Cerrito	E165	611
17	0022052658	09-May-22 16:15:29	Rugby AVE	Kensington	E165	321
18	0022052977	10-May-22 11:42:08	Portola DR	El Cerrito	E165	700
19	0022053101	10-May-22 16:11:11	Yale AVE	Kensington	E165	321
20	0022053165	10-May-22 19:15:49	Coventry RD	Kensington	E165	321
21	0022053623	11-May-22 19:59:29	Yale AVE	Kensington	E165	322
22	0022053662	11-May-22 23:06:45	Windsor AVE	Kensington	E165	550
23	0022054230	13-May-22 10:54:07	Gatto AVE	El Cerrito	E165	611M
24	0022054312	13-May-22 13:27:50	Rincon RD	Kensington	E165	550
25	0022054633	14-May-22 04:10:52	Coventry RD	Kensington	E165	321
26	0022054796	14-May-22 12:45:37	0-0 Wildcat Canyon RD	Kensington	E165	611
27	0022054938	14-May-22 18:56:37	Coventry RD	Kensington	E165	550
28	0022055201	15-May-22 09:55:09	Ocean View AVE	Kensington	E165	321
29	0022055486	15-May-22 21:32:56	Ocean View AVE	Kensington	E165	550
30	0022055859	16-May-22 18:02:04	Arlington BLVD	El Cerrito	E165	743

31	0022056047	17-May-22 06:55:02	Ocean View AVE	Kensington	E165	550
32	0022056167	17-May-22 12:01:57	Ohlone TRL	El Cerrito	E165	142
33	0022056240	17-May-22 14:50:26	San Pablo AVE	El Cerrito	E365	117
34	0022056257	17-May-22 15:11:20	San Pablo AVE	El Cerrito	E365	111
35	0022056321	17-May-22 17:14:39	Arlington BLVD	El Cerrito	E165	611M
36	0022056351	17-May-22 18:25:40	Seaview PL	El Cerrito	E165	321
37	0022056390	17-May-22 20:05:21	Arlington AVE	Kensington	E165	321
38	0022056720	18-May-22 14:56:02	Colusa AVE	El Cerrito	E165	5000
39	0022056741	18-May-22 15:28:11	El Dorado AVE	El Cerrito	E165	444
40	0022056896	18-May-22 21:59:43	Highland BLVD	Kensington	E165	321
41	0022056979	19-May-22 03:58:13	Coventry RD	Kensington	E165	321
42	0022057200	19-May-22 14:08:00	Highland BLVD	Kensington	E165	735
43	0022057281	19-May-22 17:00:55	Highland BLVD	Kensington	E165	555
44	0022057388	19-May-22 21:40:49	Terrace DR	El Cerrito	E165	322
45	0022057497	20-May-22 05:50:47	Ocean View AVE	Kensington	E165	554
46	0022057558	20-May-22 09:27:33	Anson WAY	Kensington	E165	554
47	0022058721	23-May-22 00:21:50	Beloit AVE	Kensington	E165	321
48	0022059092	23-May-22 17:44:56	Terrace DR	El Cerrito	E165	745
49	0022059598	24-May-22 18:13:04	Shevlin DR	El Cerrito	E165	5000
50	0022060178	25-May-22 22:18:03	Yale CIR	Kensington	E165	735
51	0022060569	27-May-22 00:04:53	Lake DR	Kensington	E165	321
52	0022060925	27-May-22 20:46:50	Columbia AVE	Kensington	E165	611
53	0022060949	27-May-22 21:38:05	Yale AVE	Kensington	E165	321
54	0022061192	28-May-22 13:14:16	Canon DR	Orinda	E165	321
55	0022061447	29-May-22 01:57:13	Seaview DR	El Cerrito	E165	5000
56	0022061611	29-May-22 13:40:16	Carmel AVE	El Cerrito	E165	5000
57	0022061924	30-May-22 09:40:02	Pinehurst CT	El Cerrito	E165	321
58	0022061958	30-May-22 10:37:05	Village DR	El Cerrito	E165	554
59	0022062021	30-May-22 13:04:01	Berkeley Park BLVD	Kensington	E165	321
60	0022062199	30-May-22 20:37:20	Carmel AVE	El Cerrito	E165	5000
61	0022062307	31-May-22 06:54:54	Kenyon AVE	Kensington	E165	554
62	0022062336	31-May-22 08:21:06	Kensington RD	Kensington	E165	321
63	0022062577	31-May-22 15:18:04	Kearney ST	El Cerrito	E165	611
64	0022062655	31-May-22 18:29:08	San Pablo AVE	El Cerrito	E165	743
65	0022062694	31-May-22 20:28:59	Alta Vista DR	El Cerrito	E165	611X

Type Series**Description**

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

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 : 6/8/2022
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	6/1/2022	Fire Protection Services 06/01/2022	7840	2328						309,743.34
	Kappe Architects	4/30/2022	Temporary Facilities Architecture	7847	2310						3,100.00
	BKF Engineers	6/1/2022	Temporary Facilities Soft Costs	7847	2310						17,084.59
	List Engineering Company	4/27/2022	Temporary Facilities Soft Costs	7847	2310						2,681.50
	Califonria Generator Service	7/20/2021	Generator Maintenance	7840	2310						1,977.41
	Maze & Associates	2/28/2022	Accounting Services	7840	2310						3,000.00
	Califonria Generator Service	7/22/2021	Generator Maintenance	7840	2310						1,919.82
	Mack5	4/29/2022	Temporary Facilities Soft Costs	7847	2310						3,990.00
	Maze & Associates	4/30/2022	Accounting Services	7840	2310						3,000.00
	Teo Carlone	5/15/2022	Fire Safety Clearing	7840	2310						4,000.00
	Mailstream	5/6/2022	Printing	7840	2310						2,990.63
	NHA Advisors	5/18/2022	Long Term Financial Planning	7840	2310						10,700.00
	Hi-Tech EVS, Inc.	5/23/2022	Vehicle Maintenance	7840	2310						1,466.52
	Altivu	5/23/2022	Emergency Prep Coordinator	7840	2310						8,333.33
	Hi-Tech EVS, Inc.	5/23/2022	Vehicle Maintenance	7840	2310						4,034.53
	List Engineering Company	5/25/2022	Temporary Facilities Soft Costs	7847	2310						645.00
	Marjang Architecture	6/2/2022	PSB Renovation Soft Costs	7847	2310						19,957.12
	Municipal Emergency Services	6/1/2022	Firefighter Expenses	7840	2310						9,140.68
50147	KFPD Revolving Fund	6/8/2022	Reimburse Revolving fund	7840	2490						66,247.09
	TOTAL										474,011.56

Kensington FPD Approval

 Board President

 General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 June 08, 2022

Transactions:

Payee	Date	Expenses	Description
VSP	05/02/2022	\$ 323.10	VSP Payment
Copy Central El Cerrito	05/04/2022	\$ 142.22	Public Education
Bay Shred Inc	05/05/2022	\$ 850.00	Cumminity Shredding Event
CalPERS	05/06/2022	\$ 3,798.54	Retiree Health
W Hansell	05/06/2022	\$ 3,708.78	Payroll
Fed/State	05/06/2022	\$ 2,454.18	Payroll Tax Withholding
Heartland Payroll	05/06/2022	\$ 78.54	Payroll Processing Fee
CalPERS	05/06/2022	\$ 952.08	Health Settlement
Google	05/06/2022	\$ 90.00	Email Service
Delta Dental	05/09/2022	\$ 948.79	Retiree Dental
American Steel Carports Inc	05/09/2022	\$ 4,644.00	Carport for Engines Downpayment
Zoom	05/09/2022	\$ 140.00	Zoom Payment
American Carpots Inc	05/10/2022	\$ 1,630.00	Carport for Engines Downpayment
Mike Logan (Check #995084)	05/12/2022	\$ 41.43	Copy Expense Reimbursement
Meyers Nave (Check #995085)	05/13/2022	\$ 153.36	Legal Services
CCC Department of Conservation and Development	05/13/2022	\$ 20,690.52	Permit Fees
CCC Department of Conservation and Development	05/13/2022	\$ 15.00	Online Payment Service Fee
Altivu (Check #995086)	05/17/2022	\$ 8,333.33	Emergency Prep Coordination Services
Mack5 (Check #995083)	05/17/2022	\$ 1,815.00	Project Management Services
Stericycle	05/17/2022	\$ 308.10	Disposal Services
Maze & Associates (Check #995087)	05/18/2022	\$ 3,000.00	Accounting Services
VistaPrint	05/19/2022	\$ 492.07	Public Education Banners
W Hansell	05/20/2022	\$ 4,662.72	Payroll
Fed/State	05/20/2022	\$ 3,301.23	Payroll Tax Withholding
Heartland Payroll	05/20/2022	\$ 78.54	Payroll Processing Fee
Comcast	05/20/2022	\$ 148.60	Internet
CrashPlan	05/24/2022	\$ 9.99	Monthly Payment for Cloud Backup
PG&E	05/24/2022	\$ 200.25	Gas Service
Fedex Office	05/26/2022	\$ 26.72	Printing/Binding of Finance Meeting Packet
AT&T	05/27/2022	\$ 1,305.72	Office Telephone
PG&E	06/01/2022	\$ 1,329.85	Electric Service
VSP	06/02/2022	\$ 323.10	VSP Payment
City of El Cerrito	06/02/2022	\$ 251.33	Permit Fees
Net Withdrawals for Replenishment		\$ 66,247.09	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 66,247.09	

Board President _____ Date _____

General Manager _____ Date _____

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

Current Cash and Investments

Cash Balance		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	18,638.25	Balance as of 5/31/2022
General Fund	3,010,865.94	Balance as of 5/31/2022, Pending Reconciliations
Special Tax Fund	200,816.00	Balance as of 5/31/2022, Pending Reconciliations
Capital Fund	93,612.83	Balance as of 5/31/2022, Pending Reconciliations
Total Cash Balance	3,324,133.02	
Investments		
Capital Replacement Funds	1,359,742.64	Balance as of 5/31/2022, Pending Reconciliations
Special Tax Fund	514.84	Balance as of 5/31/2022, Pending Reconciliations
Fire Protection Contract Reserves	3,021,642.67	Balance as of 5/31/2022, Pending Reconciliations
E/C Contract Recon Reserves	409,043.34	Balance as of 5/31/2022, Pending Reconciliations
Investments - Other	1,957,046.01	Balance as of 5/31/2022, Pending Reconciliations
Total Investments	6,747,989.50	
Total Current Cash and Investments	10,072,122.52	

06/03/22

Kensington Fire Protection District Profit & Loss Prev Year Comparison

Accrual Basis

July 2021 through May 2022

	Jul '21 - May 22	Jul '20 - May 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,657,690.34	4,522,761.11	134,929.23	3.0%
Special Taxes	204,417.70	200,685.70	3,732.00	1.9%
Other Tax Income	12,378.26	12,437.04	-58.78	-0.5%
Lease Agreement	33,552.75	33,498.30	54.45	0.2%
Interest Income	18,719.13	32,087.61	-13,368.48	-41.7%
Miscellaneous Income	428,441.12	84,212.60	344,228.52	408.8%
Total Income	5,355,199.30	4,885,682.36	469,516.94	9.6%
Expense				
Staff				
Wages	119,875.75	133,825.01	-13,949.26	-10.4%
Payroll Taxes	10,226.08	11,013.29	-787.21	-7.2%
Workers Compensation/Life Ins	576.40	1,597.87	-1,021.47	-63.9%
Payroll Processing	1,788.50	1,584.25	204.25	12.9%
Total Staff	132,466.73	148,020.42	-15,553.69	-10.5%
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	10,472.88	7,616.64	2,856.24	37.5%
Total RETIREE MEDICAL BENEFITS	10,472.88	7,616.64	2,856.24	37.5%
OUTSIDE PROFESSIONAL SERVICES				
Accounting	31,045.00	43,350.00	-12,305.00	-28.4%
Actuarial Valuation	3,000.00	5,600.00	-2,600.00	-46.4%
Audit	16,000.00	16,000.00	0.00	0.0%
Bank Fee	25.00	0.00	25.00	100.0%
Contra Costa County Expenses	53,552.53	34,059.76	19,492.77	57.2%
El Cerrito Contract Fee	3,232,047.96	2,960,505.79	271,542.17	9.2%
El Cerrito Reconciliation(s)	175,128.81	274,693.31	-99,564.50	-36.3%
IT Services and Equipment	272.78	9,161.78	-8,889.00	-97.0%
Fire Abatement Contract	0.00	2,450.00	-2,450.00	-100.0%
Fire Engineer Plan Review	688.00	972.00	-284.00	-29.2%
RGS Contract	0.00	0.00	0.00	0.0%
Grant Writer/Coordinator	6,547.50	844.10	5,703.40	675.7%
LAFCO Fees	0.00	2,293.70	-2,293.70	-100.0%
Legal Fees	6,453.92	44,449.69	-37,995.77	-85.5%
PSB Consultant	0.00	1,425.00	-1,425.00	-100.0%
BHI/GM Recruitment	0.00	14,400.00	-14,400.00	-100.0%
Temporary Services	0.00	8,782.85	-8,782.85	-100.0%
Traffic Study	0.00	0.00	0.00	0.0%
Website Development/Maintenance	2,707.40	2,235.48	471.92	21.1%
Wildland Vegetation Mgmt	4,000.00	0.00	4,000.00	100.0%
OUTSIDE PROFESSIONAL SERVICES - Ot...	0.00	5,950.84	-5,950.84	-100.0%
Total OUTSIDE PROFESSIONAL SERVICES	3,531,468.90	3,427,174.30	104,294.60	3.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	17,761.88	3,100.00	14,661.88	473.0%
Community Shredder	5,300.36	0.00	5,300.36	100.0%
DFSC Matching Grants	0.00	24,000.00	-24,000.00	-100.0%
Community Sandbags	1,728.57	0.00	1,728.57	100.0%
Volunteer Appreciation	449.69	0.00	449.69	100.0%
COMMUNITY SERVICE ACTIVITIES - Other	483.17	0.00	483.17	100.0%
Total COMMUNITY SERVICE ACTIVITIES	25,723.67	27,100.00	-1,376.33	-5.1%
DISTRICT ACTIVITIES				
Professional Development	3,323.58	120.00	3,203.58	2,669.7%

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

	Jul '21 - May 22	Jul '20 - May 21	\$ Change	% Change
Office				
Office Expense	3,518.57	6,508.67	-2,990.10	-45.9%
Office Supplies	694.33	301.74	392.59	130.1%
Telephone	7,160.68	12,646.71	-5,486.03	-43.4%
Office- Other	0.00	317.83	-317.83	-100.0%
Office - Other	0.00	63.83	-63.83	-100.0%
Total Office	11,373.58	19,838.78	-8,465.20	-42.7%
Election	0.00	4,990.83	-4,990.83	-100.0%
Firefighter's Apparel & PPE	0.00	1,187.00	-1,187.00	-100.0%
Staff Appreciation	93.49	1,247.03	-1,153.54	-92.5%
Memberships	7,615.00	7,853.00	-238.00	-3.0%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	31,584.25	-31,584.25	-100.0%
Gardening service	2,275.00	2,275.00	0.00	0.0%
Building alarm	1,264.44	1,494.44	-230.00	-15.4%
Medical Waste Disposal	2,140.61	4,884.89	-2,744.28	-56.2%
Janitorial Service	2,012.48	1,155.00	857.48	74.2%
Miscellaneous Maint.	5,498.72	25,058.39	-19,559.67	-78.1%
Total Building Maintenance	13,191.25	66,451.97	-53,260.72	-80.2%
Building Utilities/Service				
Gas and Electric	10,876.19	10,926.07	-49.88	-0.5%
Water/Sewer	3,256.92	2,220.81	1,036.11	46.7%
Total Building Utilities/Service	14,133.11	13,146.88	986.23	7.5%
Total DISTRICT ACTIVITIES	49,730.01	114,835.49	-65,105.48	-56.7%
Total Expense	3,749,862.19	3,724,746.85	25,115.34	0.7%
Net Ordinary Income	1,605,337.11	1,160,935.51	444,401.60	38.3%
Net Income	<u>1,605,337.11</u>	<u>1,160,935.51</u>	<u>444,401.60</u>	<u>38.3%</u>

Kensington Fire Protection District
Trial Balance
As of May 31, 2022

06/03/22
 Accrual Basis

	May 31, 22	
	Debit	Credit
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	147,629.28	
General Fund	3,010,865.94	
Special Tax Fund	200,816.00	
Capital Fund	93,612.83	
Accounts Receivable	10,699.23	
Advance on Taxes	118,471.19	
Advance on Supplemental Taxes	71,779.71	
Deposits on Fixed Assets	20,000.00	
Prepaid Services - EC	0.07	
Prepaid Exp.	1,159.00	
Prepaid CERBT - Retiree Trust	461,679.48	
Investments	7,788.46	
Investments:Capital Replacement Funds	3,309,515.03	
Investments:Fire Protect. Contract Reserves	3,021,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	2,073,780.43	
Accumulated Depreciation-Equip		1,011,602.78
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,208,874.20
Current Capital Outlay:Temporary Facilities Project	43,134.58	
Current Capital Outlay:PSB Renovation Soft Costs	472,110.94	
Current Capital Outlay:P/S Building Repair/Replace	1,696.98	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Due to Revolving Acct - Gen Fnd		54,454.86
Due to Other - Issued by CCC		21,329.71
Accounts Payable		1,605.65
Deferred Inflow of Resources		9,731.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
Postretirement Health Ben Liab	20,094.86	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,997.01
Fund Equity		2,317,661.58
Property Taxes		4,657,690.34
Special Taxes		204,417.70
Other Tax Income		12,378.26
Lease Agreement		33,552.75
Interest Income		18,719.13
Miscellaneous Income		428,441.12
Vehicle Maintenance	5,501.05	
Staff:Wages	119,875.75	
Staff:Vacation Wages	9,182.25	
Staff:Medical/dental ins compensation	10,000.00	
Staff:Payroll Taxes	10,226.08	
Staff:Workers Compensation/Life Ins	576.40	
Staff:Payroll Processing	1,788.50	
RETIREE MEDICAL BENEFITS:PERS Medical	50,704.15	
RETIREE MEDICAL BENEFITS:Delta Dental	10,436.69	
RETIREE MEDICAL BENEFITS:Vision Care	3,554.10	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	10,472.88	
OUTSIDE PROFESSIONAL SERVICES:Nixle Fee	3,182.70	
OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner	26,031.25	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	91,666.63	
OUTSIDE PROFESSIONAL SERVICES:Accounting	31,045.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	3,000.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	16,000.00	
OUTSIDE PROFESSIONAL SERVICES:Bank Fee	25.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	53,552.53	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	3,232,047.96	

Kensington Fire Protection District

Trial Balance

As of May 31, 2022

06/03/22

Accrual Basis

	May 31, 22	
	Debit	Credit
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	175,128.81	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	272.78	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	688.00	
OUTSIDE PROFESSIONAL SERVICES:Grant Writer/Coordinator	6,547.50	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	6,453.92	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	2,707.40	
OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt	4,000.00	
COMMUNITY SERVICE ACTIVITIES	483.17	
COMMUNITY SERVICE ACTIVITIES:Public Education	17,761.88	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	5,300.36	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	1,728.57	
COMMUNITY SERVICE ACTIVITIES:Volunteer Appreciation	449.69	
DISTRICT ACTIVITIES:Professional Development	3,323.58	
DISTRICT ACTIVITIES:Office:Office Expense	3,518.57	
DISTRICT ACTIVITIES:Office:Office Supplies	694.33	
DISTRICT ACTIVITIES:Office:Telephone	7,160.68	
DISTRICT ACTIVITIES:Staff Appreciation	93.49	
DISTRICT ACTIVITIES:Memberships	7,615.00	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	2,275.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	1,264.44	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	2,140.61	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	2,012.48	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	5,498.72	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	10,876.19	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	3,256.92	
TOTAL	<u>19,853,536.69</u>	<u>19,853,536.69</u>



RESOLUTION 2022-08

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR THE PERIOD JUNE 8, 2022 THRU JULY 8, 2022 PURSUANT TO BROWN ACT PROVISIONS.

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

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

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

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

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

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

WHEREAS, the Board of Directors previously adopted previous resolutions finding that the requisite conditions exist for the legislative bodies of Kensington Fire Protection District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

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

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

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

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

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

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

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

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

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

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

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

Section 5. Effective Date of Resolution. This Resolution shall take effect from June 8, 2022, and shall be effective until the earlier of (i) July 8, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Kensington Fire Protection District may

continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary

RESOLUTION 2022-09**RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR FISCAL YEAR 2022-2023**

WHEREAS, Article XIII B of the California Constitution establishes a limitation on spending by local government agencies, including special districts not otherwise exempted, of funds from proceeds of taxes; and

WHEREAS, each local government agency, including non-exempted special districts, must establish its appropriations limit annually by recorded vote of the governing body; and

WHEREAS, the appropriations limit for Fiscal Year 2021-2022 was established at \$5,142,018 by the Board of Directors of the Kensington Fire Protection District; and

WHEREAS, the applicable factors used to calculate the appropriations limit for Fiscal Year 2022-2023 are (1) the increase in the California per capita personal income of 7.55% as provided by the State Department of Finance; and (2) the applicable change in population from January 2021 to January 2022 of -0.41% (as shown below); and

Fiscal Year 2021-2022 Limit	\$5,142,018
Per Capita Personal Income Ratio	1.0755
Population % Change Ratio	0.9959
Fiscal Year 2022-2023 Limit	\$5,507,566

WHEREAS, the information used in the determination of the calculation of the appropriations limit has been available for public inspection for at least 15 days;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District establishes the appropriations limit for Fiscal Year 2022-2023 as \$5,507,566.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary

RESOLUTION 2022-10

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING CONTRA COSTA COUNTY TO PLACE THE SPECIAL TAX ON THE TAX ROLL FOR FISCAL YEAR 2022-2023 AND TO COLLECT THE SPECIAL TAX ON BEHALF OF THE KENSINGTON FIRE PROTECTION DISTRICT

WHEREAS, the Kensington Fire Protection District is a special district organized under the laws of the State of California and includes within its jurisdiction all properties in the unincorporated portion of the community of Kensington; and

WHEREAS, the Kensington Fire Protection District has enacted by voter approval a special tax to support fire protection services within the community of Kensington; and

WHEREAS, as authorized by State law, Contra Costa County has historically collected the special tax for the Kensington Fire Protection District through the tax roll;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes Contra Costa County to place the Kensington Fire Protection District's special tax on the tax roll for Fiscal Year 2022-2023 and to collect the special tax on behalf of the Kensington Fire Protection District.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2022 by the following vote of the Board.

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

Larry Nagel, President

Janice Kosel, Secretary

RESOLUTION 2022-11

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ORDERING EVEN YEAR BOARD OF DIRECTORS ELECTION, CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the Kensington Fire Protection District and it is to the advantage of the District to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the County for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens, the Board of Directors of the Kensington Fire Protection District must determine whether a charge shall be levied against each candidate submitting a candidate’s statement to be sent to the voters; may establish the cost; and determine whether the costs be paid in advance; and

WHEREAS, Election Code Section 12112 requires the election official of Contra Costa County to publish a notice of the election once in a newspaper of general circulation within the Kensington Fire Protection District

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in the Kensington Fire Protection District on the **8th day of November 2022**, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

1. The Election shall be held on **Tuesday, the 8th day of November 2022**. The purpose of the election is to choose members of the Board of Directors for the following seats:

Director Janice Kosel	Elected 12/7/2018 to 12/1/2022
Director Kevin Padian	Elected 12/7/2018 to 12/1/2022
Director Julie Stein	Elected 12/7/2018 to 12/1/2022

2. The District has determined that the Candidate will pay for the Candidate’s Statement. As a condition of having the Candidate’s Statement published, the candidate shall pay the costs at the time of filing. The Candidate Statement is limited to 250 words. The District hereby establishes the cost

for a candidate statement as the following: \$219.40.

3. The District directs that the County Registrar of Voters of Contra Costa County publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the District, as provided in Elections Code 10400.
5. The District will reimburse Contra Costa County for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The General Manager of this District is ordered to deliver copies of this Resolution to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.

The foregoing resolution was adopted at a regular meeting of the Kensington Fire Protection District upon motion of _____, seconded by _____, on Wednesday, the 8th day of June 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary

KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

POLICY TITLE AND NUMBER: 1170 Financial Reserves

- 1170.00** Having an adequate financial reserve is critical to the successful and stable short- and long-term operation of the district. An adequate reserve ensures that the district will at all times have sufficient funding available to meet its operating and capital needs. The ability of the district to maintain reserve funds is a critical factor in providing reliable service and ensuring overall financial strength.
- 1170.01** A prime purpose of the reserves is to accumulate sufficient assets to pay known future liabilities and expenditures associated with the district's contract with the City of El Cerrito and its equipment outlays.
- 1170.02** The board shall deliberately set aside:
- A. At all times six months of the fee for services under the district's contract with the City of El Cerrito; and
 - B. One fifteenth of the cost of each engine annually, such amount to be indexed by the cost of living; and
 - C. Such other amounts as the board shall deem prudent.
- 1170.03** Reserve funds need not be separated from other funds or accounts of the district.



RESOLUTION 2022-12

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT DECLARING THAT WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON DESIGNATED PRIVATE PROPERTIES CONSTITUTES A PUBLIC NUISANCE AND PROVIDING FOR NOTICE THAT THE FIRE CHIEF OR DESIGNEE SHALL ABATE SUCH PUBLIC NUISANCE CONDITIONS IF NOT ABATED BY THE PROPERTY OWNER.

WHEREAS, Health and Safety Code Sections 14875 et seq provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the Fire Marshal for the Kensington Fire Protection District has identified in Exhibit A to this resolution those private properties, by street name, lot and block number, on which the presence of weeds, as defined in Health and Safety Code Section 14875, constitute a public nuisance; and

WHEREAS, Health and Safety Code Sections 14890 through 14899 provide that notice shall be provided to each person to whom the properties identified in Exhibit A is assessed informing those persons that unless the property owner abates those nuisance conditions, that the Fire District shall abate the public nuisance. The notice shall further state that if the Fire District must abate the public nuisance, then the cost of abatement shall be assessed against the property as a special assessment. The notice shall also specify a date for a hearing at which property owners may present objections to the designation of their properties as public nuisances or to the proposed removal of the weeds by the Fire District; and

WHEREAS, Health and Safety Code Section 14900 provides that after the hearing, the local legislative body may, by motion or resolution, order the Fire Chief or designee to abate the public nuisance. After further proceedings, these abatement costs may be assessed against the property as a special assessment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Fire Protection District that the properties listed in Exhibit A to this resolution are declared a public nuisance and such nuisance conditions shall be ordered abated because the presence of weeds, rubbish, litter or other flammable material on those properties create a fire hazard, a menace to the public health or are otherwise noxious or dangerous.

BE IT FURTHER RESOLVED that the notice shall state that a public hearing shall be held on September 14, 2022 at 7:00 p.m. at a location to be publicly noticed 72 hours prior to the meeting in accordance with the Brown Act. At this hearing, the Board shall receive a written staff report on abatement actions and any objections shall be heard from the property owners identified in Exhibit A liable to be assessed for the abatement.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary

EXHIBIT A

As of 5/31/22

Kensington Fire Protection District
List of Real Property Constituting Public Nuisances

APN	Street Address
572-232-023	23 Anson Way
572-232-017	47 Anson Way
570-050-027	243 Arlington Avenue
570-253-001	Vacant lot Beloit Avenue
570-253-002	Vacant lot Beloit Avenue
570-253-003	Vacant lot Beloit Avenue
570-253-004	Vacant lot Beloit Avenue
570-253-005	Vacant lot Beloit Avenue
570-253-006	Vacant lot Beloit Avenue
570-203-012	285 Colgate Avenue
571-140-002	760 Coventry Road
571-160-001	520 Coventry Road
572-080-017	10 Garden Drive
572-231-010	18 Highgate Road
572-170-006	38 Highgate Road
572-170-011	48 Highgate Road
570-251-020	Vacant lot Los Altos Drive
570-251-021	Vacant lot Los Altos Drive
570-251-019	298 Los Altos Drive
571-180-011	87 Richardson Road



COURTESY REMINDER

REMOVE WILDFIRE HAZARDS

March 15, 2022

Dear Property Owner,

Please take a moment to read this important information as it reflects the commitment and responsibility of the City of El Cerrito/Kensington Fire Department in our continuing efforts to keep our community safe from fire. **This responsibility could have a fiscal impact on you, as a property owner in the communities of El Cerrito/Kensington.**

El Cerrito Municipal Code, Chapter 8.34-Nuisance Abatement, provides information regarding definition(s), responsibility, condition (s), notice(s), hearing(s), abatement(s), cost(s) used for the purpose of abating a public nuisance.

All properties are required to be **COMPLETELY CLEARED** by April 15th of each year and **are required to meet the adopted vegetation standards at all times.** Fire potential within our community and throughout communities within California are no longer seasonal occurrences. The importance of year-round vegetation management on all properties within El Cerrito and Kensington is critical. Our community is unique and fire safety is an important issue to us all. Purposeful agency action and community involvement is central. Strength that exists in numbers facilitates accomplishing small measures of a big picture solution. This is supported and encouraged throughout all levels of community leadership and initiates with a grass roots approach and a “can-do” attitude. A communal effort, coupled with the willingness to create a safer environment is at the center of these preventative measures.

This letter serves as our annual reminder to you as the property owner to have your property cleared of all flammable vegetation and accumulations of combustible materials that constitute a fire hazard **by April 15, 2022.**

If your property contains a rental unit(s) and the tenant(s) are responsible for maintenance and upkeep, it is your obligation to advise them of the City’s/District’s requirements. Be aware that failure of the tenant(s) to comply does not remove the responsibility for compliance by the property owner.

Inspections by the Fire Department will begin the third week of April 2022. Properties not in compliance will be subject to violations and penalties in the manner provided within local ordinance relating to fire hazard abatement or such other manner as authorized by state or local law.

The following are declared to be public nuisances (8.34.040) within the limits of the city and it shall be the responsibility of the owner, occupant, agent or person having charge of the property, upon which such nuisance exist, to abate such nuisances at his or her own expense whenever they may exist:

Overgrown vegetation: Causing detriment to neighbor properties or causing a fire hazard.

Dead, decayed, diseased or hazardous trees, weeds, and other vegetation: Constituting a danger to public safety and welfare or detrimental to nearby property.

El Cerrito/Kensington Fire Department-Fire Marshal Office – 10900 San Pablo Ave – El Cerrito, CA 94530 – (510) 215-4450



CUTTING CRITERIA:

- a. Dried weeds, grasses, brush shall be cut and maintained to a height of **no more than six (6") inches** for a minimum of thirty (30') feet around structure. Note: 100' feet minimum if in identified wildland urban interface (WUI) area OR Very High Fire Hazard Severity Zone (VHFHSZ).
- b. Exception: Single specimens, ornamental shrubbery or similar plants used for ground covers, provided they do not form a means of rapidly transmitting fire from the native growth to a structure.
- c. All parcels **under 3 acres** in size and **all vacant parcels** shall be **completely cut**, including areas around fences.
- d. Dead or dying trees shall be cut down and removed or chipped.
- e. **Trim tree branches** a minimum of ten (10') feet away from roofs or chimneys and **up six (6') feet from the ground.**
- f. **Remove all combustible rubbish, trash, and debris.**

PROPERTY OWNER:

If you wish to have work performed by private contractors, the Fire Department has vendors they have used to perform this type of work (email fpo@ci.el-cerrito.ca.us). The El Cerrito/Kensington Fire Department does not endorse or imply any recommendation for the use of a specific contractor.

For further information on El Cerrito Code sections visit the City's website at:

<https://www.el-cerrito.org/133/Fire-Department> or https://library.municode.com/ca/el_cerrito

For Kensington residents reference the California Public Resources Code 4291 at:

[kensingtonfire.org/vegetation-management](https://www.kensingtonfire.org/vegetation-management) or <https://leginfo.legislature.ca.gov>

For information on how to create defensible visit www.readyforwildfire.org.

In the interest of a fire safe community, we thank you for your prompt attention to this notice.

Respectfully,

A handwritten signature in blue ink, appearing to read "C. D. Beckman".

Chase D. Beckman
Fire Marshal



EL CERRITO-KENSINGTON FIRE DEPARTMENT

Fire Prevention Office

10900 San Pablo Avenue, El Cerrito, CA 94530

(510) 215-4457 FAX (510) 232-4917 fpo@ci.el-cerrito.ca.us



April 25, 2022

Parcel Number: «APN»

Property Address: «Site_Address», «Site_City», «Site_State», «Site_Zip»

Property Owner: «OwnerTenant», «Legal_Property_Owner»

Property Owner's Address: «Mailing_Address», «Mailing_City», «Mailing_State», «Mailing_Zip»

Dear Kensington Property Owner:

With the continued drought conditions, the community is facing its peak fire danger earlier than normal. To reduce the fire danger on private property and provide greater community safety, the Fire Department has been inspecting properties and checking for fire hazards. Recently your property listed above was found that it **does not comply** with the Vegetation Management Guidelines set forth in the Kensington Fire Protection District Vegetation Management Standards. You are being notified now so that you may, if you have not already done so, take steps to remove those fire hazard conditions found on your property.

Enclosed is a copy of the Fire Hazard Reduction Inspection form specifying those areas that are not in compliance as well as the Fire Hazard Reduction Guidelines and Fire Hazard Reductions Checklist that can assist you in bringing your property into compliance. More information on the Vegetation Management Standards and Guidelines may be found on the Fire District's website at: www.kensingtonfire.org under Vegetation Management Standards. Additional information is also available at www.readyforwildfire.org or www.cafiresafecouncil.org as well as many others.

If you have recently completed the work to meet these standards, no further action is required. If not, your property is required to be brought into compliance no later than May 25, 2022. There is no need to contact Fire Department upon completion as we will be re-inspecting all properties. When the Fire Department has cleared your property, you will receive a follow up letter to inform you that your property is currently in compliance.

On June 8, 2022 at 7:00PM the Kensington Fire Protection Board of Directors will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration.

If you have not done so already, please take immediate action to remove those fire hazard conditions and we thank you for your cooperation helping us make Kensington a more fire safe community.

Sincerely,

Chase Beckman

Chase Beckman
Fire Marshal



**EL CERRITO FIRE DEPARTMENT
KENSINGTON FIRE PROTECTION DISTRICT**



**10900 San Pablo Avenue, El Cerrito, Ca. 94530 (510)215-4450
Fire Hazard Reduction Inspection**

Owner/Tenant	Site Address	City	State	Zip Code
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Legal Propety Owner	Mailing Address	City	State	Zip Code
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APN # _____

**YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.
YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:**

ZONE 1

Zero to 30 feet from buildings, structures, decks,etc. in all portions within El Cerrito and Kensington

- ____ 1. Remove all dead plants, grass and weeds.
- ____ 2. Remove dead or dying leaves and pine needles from your yard, roof and rain gutters.
- ____ 3. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- ____ 4. Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter.
- ____ 5. On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3 of their height up to 6' above the ground, but in no case less than 18" from the ground.
- ____ 6. Relocate wood piles to Zone 2 if applicable.
- ____ 7. Remove or prune flammable plants and shrubs near windows.
- ____ 8. Remove vegetation and items that could catch fire from around and under decks.
- ____ 9. Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.
- ____ 10. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

ZONE 2

Thirty to 100 feet from buildings, structures, decks, etc. for all parcels within the Very High Fire Hazard Severity Zone. Zone 1 requirements shall be followed in addition to Zone 2 requirements.

- ____ 1. Cut or mow weeds and grass to a maximum height of 6 inches.
- ____ 2. All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- ____ 3. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line.

COMMENTS:



KENSINGTON FIRE PROTECTION DISTRICT

c/o El Cerrito Fire Department
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450
FAX (510) 232-4917

June 13, 2022

Parcel Number: **5XX-XXX-XXX**
Property Address:
Property Owner:
Property Owner's Address:

NOTICE TO DESTROY WEEDS AND REMOVE RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL

On **June 8, 2022**, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the June 8, 2022 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and manner of ordinary municipal taxes.

You will not receive any further notices from the District prior to this removal. The District shall perform this removal either through its own staff or through private contract sometime between **July 11, 2022 and August 1, 2022**. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$8,000 per parcel for those parcels with severe nuisance conditions.

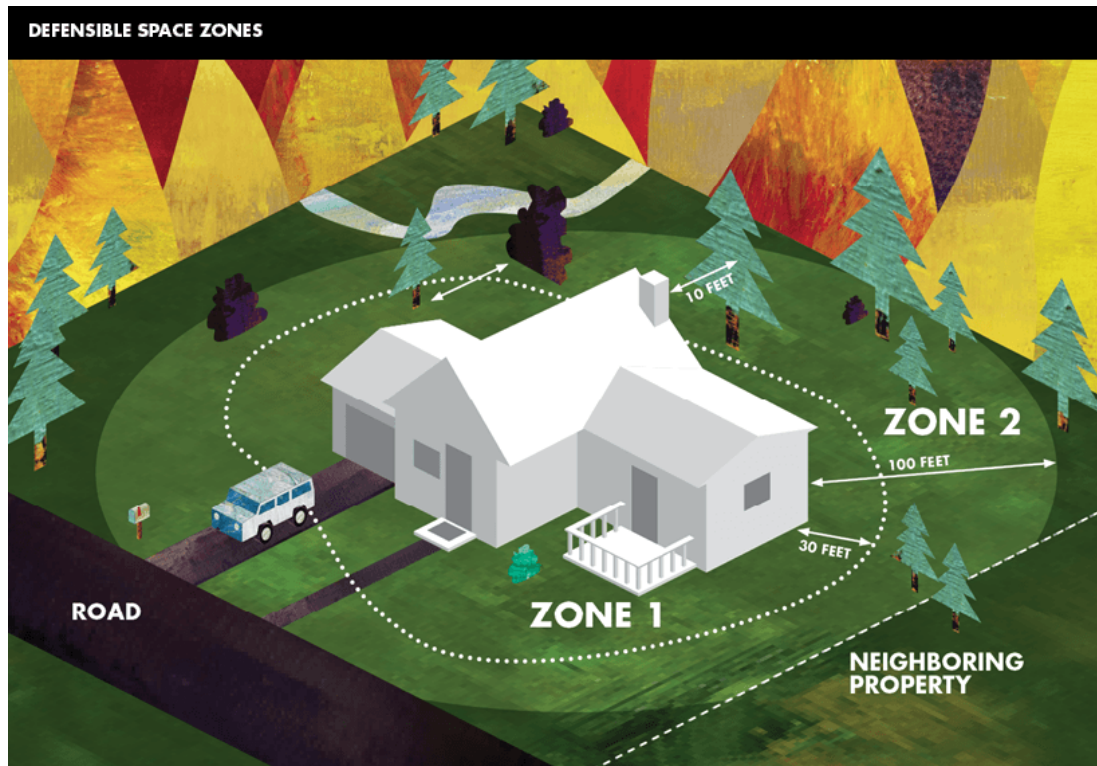
The Kensington Fire Protection District Board of Directors will hold a public hearing on **September 14, 2022 at 7:00 p.m.** At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing. Contact the Fire Department for the location of the meeting or go to the Kensington Fire Protection District website at <https://www.kensingtonfire.org/meetings> for meeting information.

If you have any questions, contact the Fire Department at 10900 San Pablo Avenue, El Cerrito, CA 94530. The phone number is (510) 215-4457.

Chase Beckman

Chase Beckman
Fire Marshal

Kensington Fire Protection District Fire Hazard Reduction Guidelines



Zone 1

Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark.
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- Relocate wood piles to Zone 2 if applicable.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.

Zone 2

Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within the community of Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line. NOTES: (1) All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements: (2) The vast majority of the entire community of Kensington is in the VHFHSZ.

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches.
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.



Fire Hazard Reduction Checklist



Zone 1 Requirements

Definition: Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones

- Remove all dead plants, grass and weeds within 30 feet of buildings, structures, decks, etc.
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18" from the ground
- Relocate wood piles to Zone 2 if applicable
- Remove or prune flammable plants and shrubs near windows
- Remove vegetation and items that could catch fire from around and under decks
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials
- Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line

Zone 2 Requirements

Definition: Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in those areas within the community of Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground
- Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line

To find out if your property is located within the Very High Fire Hazard Severity Zone, go to : <https://egis.fire.ca.gov/FHSZ/> On the upper left hand side, click on the bottom icon for Address Search.

Kensington Fire Protection District Fire Hazard Reduction Program

I. INTRODUCTION

A. Purpose of Vegetation Management Standards

California communities have experienced devastating fire loss because of the severity of fires which occur in the wildland interface areas. These areas exist in the community of Kensington. In these areas the risk of conflagration is increased further by homeowners who create or do not maintain landscaping on their properties. Homes are threatened by fire every year in California largely because of heavy vegetation fuel load very near structures.

Very High Fire Hazard Severity Zones (VHFHSZ) have been identified within the Kensington community by the Kensington Fire Protection District and CAL Fire. As specified by State Law AB 337, property owners within the VHFHSZ must take special precautions with their property, including vegetation management, to reduce the risk of fire. All Kensington property owners must comply with the District's Fire Hazard Reduction standards.

The buildup of unmanaged vegetation, whether native or non-native, steep hillsides with canyons, draws, and periods of extremely hot, dry weather all combine to create in Kensington the potential for catastrophic fire behavior. Catastrophic fires can destroy large numbers of homes, threaten public safety and severely damage the natural areas which contribute to our high quality of living.

A key goal of Kensington's community fire protection planning is to reduce the level of fire hazards throughout the community and particularly in the VHFHSZ. While it is not possible to eliminate all threats of catastrophic wildfire, fire hazards can be reduced to acceptable levels and still allow a "green" community.

Vegetation management planning in the VHFHS Zone focuses on areas where fire poses the greatest risk to life and property. Fires will continue to be a part of California urban living. By implementing vegetation management standards, Kensington residents can significantly reduce the potential a small fire will grow into a catastrophic event. An important component of reducing the community's fire risk requires vegetation management to be practiced by all property owners.

No person shall be prosecuted criminally under the provisions of Section 4 of the Kensington Fire Protection District Ordinance 95-1 until that person has received written notice of how that property violates these standards and until that person has had the reasonable opportunity to meet with District staff concerning the violation. Civil Enforcement of these guidelines as provided for in Section 5 of Ordinance 95-1, pursuant to California Health and Safety Code Section 14912 et. seq. Civil procedures for fire hazard abatement include providing the property owner with (1) written notice on how the property violates these guidelines, (2) reasonable opportunity to comply with the guidelines and (3) opportunity to be heard before the Board of Directors of the Kensington Fire Protection District.

II. FIRE HAZARD REDUCTION GUIDELINES

Many factors combine to create a fire hazard on any specific property. It is difficult to single out a specific vegetation species or configuration to declare it either fire hazardous or completely fire safe in all situations. The Fire Department has developed guidelines conforming to State Law and National Fire Protection Standards which address most situations found on private property within Kensington.

A. Hazard Zones

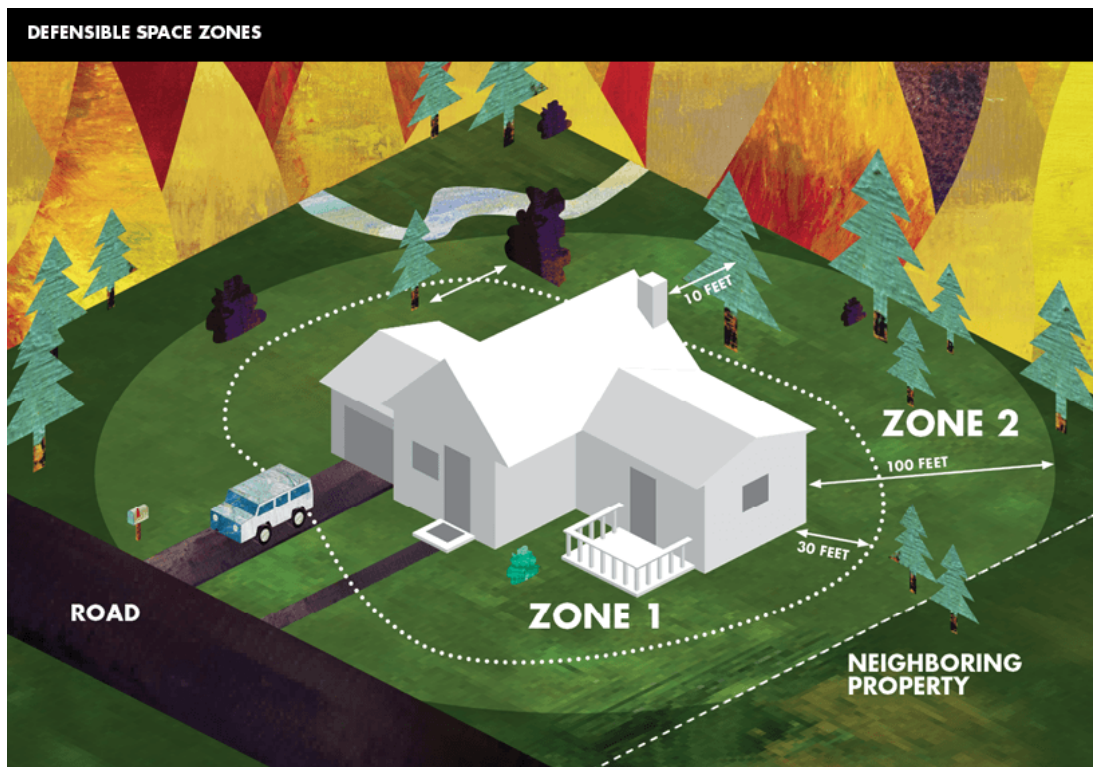
A portion of the Kensington community lies adjacent or near to large wildland areas containing steep slopes and naturally growing vegetation. Every year under certain critical weather conditions, the neighborhoods near these wildland areas are at heightened risk of seasonal wildfire sweeping into the community and burning homes. These areas at heightened risk of wildfire have been designated as Very High Fire Hazard Severity (VHFHS) Zones as designated by CAL Fire. Fire hazard reduction measures common to the entire community are required on both vacant and developed lots.

B. Defensible Space

Defensible space is essential to improve your home's chance of surviving a wildfire. It is the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it. This space is needed to slow or stop the spread of wildfire and it helps protect your home from catching fire—either from direct flame contact or radiant heat. Defensible space is also important for the protection of the firefighters defending your home.

Defensible Space Zones

Two zones make up the required 100 feet of defensible space.



Zone 1

Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark.
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- Relocate wood piles to Zone 2 if applicable.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.

Zone 2

Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line. NOTES: (1) All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements. (2) The vast majority of the entire community of Kensington is in the VHFHSZ.

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches.
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.

C. Additional Considerations for Vegetation Management

1. The Fire Hazard Abatement Program is intended to promote community fire safety by reducing the combustible vegetation fuel mass on private properties. Clearing vegetation by heavy construction methods, such as grading, discing, trenching or dozing shall require special permits from the County. **Disposal by burning is not permitted.**
2. Any parcel where slope stability will be threatened by removal of plants may be exempt from treatment requirements or subject to alternate treatments. The property owner must submit a report documenting the probability of slope failure due to vegetation removal, prepared by a licensed civil, geotechnical or soils engineer. The report shall propose alternative treatment methods to address fire hazards. The report will be reviewed by staff. Review and acceptance by the District of alternative treatment will supersede other requirements.
3. Any parcel or lot which includes plant or animal species that are rare, endangered or of special concern may qualify for alternative plant treatment and spacing requirements. The property owner must submit a report from a qualified resource biologist or landscape architect describing the species, actions required to preserve its environmental value, and proposed alternative measures to address fire hazards. The report will be reviewed by the District. Review and acceptance by the District of alternative treatment will supersede other requirements.

D. Planting Considerations

Any plant will burn if the conditions are right. Some plants are considered to be extremely flammable while other plants are considered to have some resistance to fire. Verifiable tests of fire exposure characteristics for all specific ornamental landscaping plants are not available.

The Vegetation Management Standards for the Kensington Fire Protection District utilizes available information from the Diablo Firesafe Council at <http://diablofiresafe.org/tolerance.html> under Table 1 Plants with a Favorable Fire performance Rating in 3 or More References.

At the base of trees and shrubs, replace flammable vegetation with bark, mulch, rock, gravel or low-growing or more fire-resistant ground covers. This cover reduces the fire danger and minimizes weeds.

Avoid placing medium-sized shrubs beneath trees or taller shrubs. By breaking up the available fuel mass in ornamental landscaping, a fire will be kept at lower intensity, flame lengths will be shorter and fire will be less likely to form a continuous line or front.

E. Structural Fire Safety

The District's roofing and vegetation management standards are designed to reduce the amount of airborne burning material, limiting fire spread. Once a fire starts, it is often accelerated by wind-borne burning material.

Burning embers or brands are the main source of fire spread in mixed urban-wildland fires. The roof of a house is most vulnerable to this type of ignition followed by openings such as vents. Spark arresters with a maximum of ½ inch openings in the mesh are required over the outlet of every chimney. Class A is the top rating for fire resistive roofing, followed by Classes B and C. State and District Ordinance requires that all roofing be Class B or better, and wood shake shingle roofing materials are prohibited in new construction or replacement of more than 50% of the roof. It is recommended to cover vent openings with ¼ inch openings in the mesh to prevent flying embers from entering the structure.

III. GLOSSARY OF TERMS

The following terms are used to describe the vegetation management standards in California State Law and in the Kensington Fire Protection District's Fire Hazard Reduction Program.

Very High Fire Hazard Severity (VHFHS) Zones: Any geographic area designated per Government Code Section 51178 to contain the type and condition of vegetation, topography, weather and structure density to potentially increase the possibility of wildland conflagration fires. As a community adjacent to extensive wildland areas, the community of Kensington is made up on mostly VHFHS zones. A CAL Fire interactive map of these zones is available at <https://egis.fire.ca.gov/FHSZ/>. Fire hazard reduction standards are more extensive for properties located within VHFHS zones.

Defensible Space: A concept in landscape design for homes which provides a band of managed vegetation around a home that slows movement of fire by reducing or denying fuel and provides a space for firefighters to take a stand to protect the house.

Fire Resistant Plants: A relative term used to describe plants that are “more resistant: or “less resistant” than other plants to fire. Given enough heat, all vegetation will burn. Yet plants in fact differ in how fast they burn, how high a flame they produce and their ability to survive fire. Fire resistance is enhanced by higher amounts of moisture within twigs and foliage. Fire-resistant plants can lose this quality altogether if not properly maintained and irrigated. The Vegetation Management Standards for Kensington utilizes available information from the Diablo Firesafe Council at <http://diablofiresafe.org/tolerance.html> under Table 1 Plants with a Favorable Fire performance Rating in 3 or More References.

Fire Hazardous Vegetation: Plants which can burn easily because they generate dry undergrowth, contain flammable oils or produce significant quantities of dead or dying material. Hazardous vegetation is fuel which must be removed or strictly maintained so as not to constitute a fire hazard by igniting easily and then contributing to rapid fire spread. Seasonally dry grass, weeds, brush, and unmaintained and unirrigated trees and ornamental vegetation are examples of fire hazardous vegetation. Properly chipped, mulched and disbursed material does not constitute fire hazardous vegetation. Fire hazardous vegetation is also known as **flammable vegetation and combustible growth.**

Ornamental Landscaping: Decorative plants growing within a tended garden or yard which are appropriately irrigated, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control. The use of fire-resistant plants and the removal of fire hazardous vegetation will enhance fire safety.

Zone 1: Extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones. In Zone 1 vacant lots shall be maintained to be 10 feet wide along the property line.

Zone 2: Extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in those areas within the community of Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. In Zone 2 vacant lots shall be maintained to be 30 feet wide along the property line. For properties within Zone 2, all Zone 1 requirements shall be enforced in addition to Zone 2 requirements.



Fire Hazard Reduction Checklist



Zone 1 Requirements

Definition: Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones

- Remove all dead plants, grass and weeds within 30 feet of buildings, structures, decks, etc.
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18" from the ground
- Relocate wood piles to Zone 2 if applicable
- Remove or prune flammable plants and shrubs near windows
- Remove vegetation and items that could catch fire from around and under decks
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials
- Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line

Zone 2 Requirements

Definition: Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in those areas within the community of Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. **NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements**

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground
- Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line

To find out if your property is located within the Very High Fire Hazard Severity Zone, go to <https://egis.fire.ca.gov/FHSZ/> On the upper left hand side, click on the bottom icon for Address Search.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: May 31, 2022

TO: Bill Hansell: General Manager

FROM: Jose Castrejon: Interim Fire Chief

RE: **Proposed Fiscal Year 2022-23 Contract for Service Fee Schedule**

Attached is the proposed Contract for Service Fee Schedule for Fiscal Year 2022-23. Included with this proposal is the reconciliation worksheet for FY 2020-21. This reconciliation summarizes the adopted fee schedule versus the actual audited expenses. Below is a summary of the proposed fee schedule and reconciliation.

The Fire Department's preliminary budget for FY 2022-23 is \$13,733,480.00 of which 12,903,930.00 is applicable to the Kensington fee schedule. Based on the allocation percentages, this equals a proposed fee schedule of \$3,553,147.38 before reconciliation. The audited reconciliation total from FY2020-21 is \$123,164.96. Based on the proposed FY 2022-23 budget, the fee schedule is \$3,966,648.21 which includes the administration fee of \$290,335.87.

The proposed fee amount is an increase of \$244,653.48 over the FY 2021-22 fee schedule which is an increase of approximately 6.2%. The calculations omit the California Office of Emergency Services (OES) expenditures and revenues as the KFPD does not incur any financial impacts from this activity.

The City will be renegotiating MOUs for the labor and management groups later this year, but the proposed budget includes an anticipated 3% cost of living raise for all employees. Additionally, there is a possibility of three vacancies this year plus another person on long-term disability, which will affect the overtime costs. Due to the time to hire and train new employees, the overtime account increased by approximately \$70,000 to cover the vacancies. The City's Worker's Compensation costs have also increased over 30% from last year due to increased claims for injuries and COVID-19 exposures, which covered mandatory quarantine. Additionally, the pension costs and unfunded accrued liability costs continue to increase.

The budget also reflects increases for travel and training to cover sending up to four personnel to a 20-week regional fire training academy. This has become a necessity due to recent changes by the State Fire Marshal Office now requiring accredited training facilities to certify new firefighters. In the past, the Fire Department could provide the necessary training and testing in-house and facilitate the required firefighter certifications. The cost per firefighter is approximately \$50,000 each to cover academy fees, personal protective equipment, and salaries. The benefit to the Fire Department is a well-trained candidate that will have all their required certifications.

The reconciliation cost for FY 2020-21 is approximately \$68,000 less than the previous fiscal year. It represents the third year in a row that there have been significant decreases in budget-to-actual costs reconciliation. This is primarily due to more accurate budget forecasts.

Page 2: Proposed Fiscal Year 2022-23 Contract for Service Fee Schedule

Overtime costs for FY 2020-21 were affected due to COVID-19 delaying the hiring of four firefighters. Initially scheduled to be hired by July 1, 2020, State and County mandated restrictions delayed interviewing, hiring, and training them for six months. Fortunately, the increased overtime costs were offset by salary savings due to the vacancies.

Other increased costs were associated with pensions and Unfunded Accrued Liability (UAL) which was more than 54% of salaries which was higher than budgeted. Also, increased costs for Worker's Compensation exceeded the budget due to injuries.

As discussed last year, the Fire Department's records management system and the servers involved with the programs that tie all three stations together with dispatch were required to be replaced, and the cost for the equipment is being financed for five years. The FY 2020-21 budget did not include these upgrades or the new Microsoft licenses that are now mandated and have added approximately \$5,000 to the total reconciliation.

More detailed information regarding the FY 2020-21 reconciliation is available in the Kensington Fee Schedule 2022-23 file. This same file also has the FY 2022-23 Fee Schedule spreadsheet. Please contact me with any questions you may have on these budget calculations.

Respectfully,

Jose Castrejon
Interim Fire Chief
El Cerrito-Kensington Fire Department
(510) 215-4450

CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT

Proposed Contract Fee for FY 2022-23

	Adopted FY21-22 Budget	Preliminary FY22-23 Budget	KFPD %	KFPD FY22-23 Fee
<u>5100 SALARIES & BENEFITS</u>				
51110 Salaries	\$5,583,637.00	\$5,853,916.00	27.75%	\$1,624,461.69
51130 Temporary/Part-time Salaries	\$1,500.00	\$3,200.00	27.75%	\$888.00
51140 Overtime Pay	\$500,000.00	\$750,000.00	27.75%	\$208,125.00
51145 FLSA Overtime pay	\$104,656.00	\$128,352.00	27.75%	\$35,617.68
51146 Non Suppression Overtime pay	\$50,000.00	\$60,000.00	27.75%	\$16,650.00
51155 One-Time Payout	\$0.00	\$50,000.00	27.75%	\$13,875.00
51210 PERS Contributions	\$983,202.00	\$1,034,713.00	27.75%	\$287,132.86
51211 PERS UAL	\$2,241,677.00	\$2,328,685.00	27.75%	\$646,210.09
51220 FICA/MEDICARE	\$88,094.00	\$91,682.00	27.75%	\$25,441.76
51230 Medical Insurance	\$811,998.00	\$873,244.00	27.75%	\$242,325.21
51235 Life & LTD Insurance	\$40,101.00	\$42,871.00	27.75%	\$11,896.70
51237 Allowances & Other Benefits	\$155,800.00	\$157,075.00	27.75%	\$43,588.31
51240 Workers Compensation	\$154,332.00	\$201,322.00	27.75%	\$55,866.86
51242 Workers Compensation Pay (In Lieu of Salary)		\$50,000.00	27.75%	\$13,875.00
TOTAL	\$10,714,997.00	\$11,625,060.00		\$3,225,954.15
<u>5200 PROFESSIONAL SERVICES</u>				
52190 Misc. Professional Services	\$299,500.00	\$299,500.00	33.33%	\$99,823.35
52220 Medical Services	\$18,200.00	\$20,000.00	33.33%	\$6,666.00
52230 Other Technical Services	\$8,700.00	\$8,700.00	33.33%	\$2,899.71
TOTAL	\$326,400.00	\$328,200.00		\$109,389.06
<u>5300 PROPERTY SERVICES</u>				
53110 Utilities	\$25,700.00	\$28,270.00	0.00%	\$0.00
53230 Building Maintenance Services	\$21,300.00	\$25,000.00	33.33%	\$8,332.50
53240 Landscape/Park Maint Svcs	\$54,500.00	\$55,000.00	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$150,000.00	\$150,000.00	25.00%	\$37,500.00
53290 Misc. R&M Svcs	\$109,100.00	\$100,000.00	33.33%	\$33,330.00
53320 Vehicle & Equip Lease	\$0.00	\$0.00	0.00%	\$0.00
53330 Vehicle Replacement Rental Charge	\$81,000.00	\$156,000.00	18.83%	\$29,374.80
53910 Solid Waste Services	\$8,000.00	\$8,000.00	33.33%	\$2,666.40
TOTAL	\$449,600.00	\$522,270.00		\$111,203.70
<u>5400 OTHER SERVICES</u>				
54210 Telephone Expenses	\$17,000.00	\$18,700.00	20.00%	\$3,740.00
54220 Mobile/wireless Expenses	\$10,728.00	\$12,400.00	20.00%	\$2,480.00
54230 Internet Services	\$36,904.00	\$15,000.00	33.33%	\$4,999.50
54240 Software Licenses & Maintenance	\$2,700.00	\$5,000.00	33.33%	\$1,666.50
54310 Legal Notices & Advertisements	\$2,500.00	\$2,500.00	25.00%	\$625.00
54410 Printing and Binding	\$3,500.00	\$10,000.00	25.00%	\$2,500.00
54610 Travel & Training	\$41,000.00	\$100,000.00	25.00%	\$25,000.00
54910 Dues & Subscriptions	\$15,570.00	\$16,000.00	25.00%	\$4,000.00
54990 Other Administrative Services	\$9,500.00	\$9,500.00	25.00%	\$2,375.00
TOTAL	\$139,402.00	\$189,100.00		\$47,386.00
<u>5500 SUPPLIES</u>				
55110 General Office Supplies	\$6,000.00	\$6,000.00	25.00%	\$1,500.00
55120 Postage & Delivery	\$2,700.00	\$3,700.00	25.00%	\$925.00
55130 Photocopying Charges	\$1,000.00	\$1,000.00	25.00%	\$250.00
55210 Fuel	\$41,700.00	\$54,600.00	27.00%	\$14,742.00
55220 Safety Supplies		\$0.00	30.00%	\$0.00
55230 Medical Supplies	\$25,000.00	\$25,000.00	30.00%	\$7,500.00
55240 Clothing & Uniform Supplies	\$45,900.00	\$75,900.00	33.33%	\$25,297.47
55250 Vehicle & Equipment Supplies	\$13,500.00	\$13,500.00	25.00%	\$3,375.00
55290 Other Operating Supplies	\$10,000.00	\$10,000.00	25.00%	\$2,500.00
55520 Building Supplies	\$10,000.00	\$10,000.00	25.00%	\$2,500.00

TOTAL	\$104,400.00	\$199,700.00		\$58,589.47
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5600 CAPITAL OUTLAY

56310	Improvements, Not Buildings	\$20,000.00	\$20,000.00	0.00%	\$0.00
56410	Office Equipment <\$10K	\$10,000.00	\$10,000.00	0.00%	\$0.00
56710	Other Equipment < \$10K	\$7,100.00	\$7,100.00	0.00%	\$0.00
56720	Other Equipment > \$10K	\$0.00	\$0.00	0.00%	\$0.00

TOTAL	\$37,100.00	\$37,100.00		\$0.00
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5800 OTHER CHARGES

58220	Licenses & Permits	\$2,500.00	\$2,500.00	25.00%	\$625.00
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TOTAL	\$2,500.00	\$2,500.00		\$625.00
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GRAND TOTAL	\$11,825,799.00	\$12,903,930.00	27.54%	\$3,553,147.38
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OVERHEAD CHARGES (9% of Personnel)	\$964,349.73	\$1,046,255.40	27.75%	\$290,335.87
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FY 2022-2023 UNRECONCILED CONTRACT AMOUNT: \$3,843,483.25

FY 2020-21 BUDGET TO ACTUAL RECONCILIATION: \$123,164.96

FY 2022-2023 PROPOSED CONTRACT FEE: \$3,966,648.21

CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT

Reconciliation for FY2020-21

	FY 2020-21 Budgeted	FY 2020-21 Actual	Difference	Percentage	Reconciliation
5100 SALARIES & BENEFITS					
51110 Salaries	\$5,412,746.23	\$4,954,055.62	\$458,690.61	27.75%	\$127,286.64
51120 Temporary/Part-time Salaries	\$0.00	\$0.00	\$0.00	27.75%	\$0.00
51140 Overtime Pay	\$400,000.00	\$1,024,189.22	(\$624,189.22)	27.75%	(\$173,212.51)
51145 FLSA Overtime pay	\$104,655.00	\$105,602.65	(\$947.65)	27.75%	(\$262.97)
51146 Non Suppression Overtime pay	\$85,000.00	\$44,769.29	\$40,230.71	27.75%	\$11,164.02
51155 One-Time Payout	\$100,000.00	\$112,176.78	(\$12,176.78)	27.75%	(\$3,379.06)
51210 PERS Contributions	\$984,513.00	\$1,017,817.73	(\$33,304.73)	27.75%	(\$9,242.06)
51211 PERS UAL	\$1,470,538.90	\$1,819,421.40	(\$348,882.50)	27.75%	(\$96,814.89)
51220 FICA/MEDICARE	\$86,139.45	\$100,337.14	(\$14,197.69)	27.75%	(\$3,939.86)
51230 Medical Insurance	\$853,865.80	\$792,807.29	\$61,058.51	27.75%	\$16,943.74
51235 Life & LTD Insurance	\$40,444.00	\$41,825.96	(\$1,381.96)	27.75%	(\$383.49)
51237 Allowances & Other Benefits	\$152,100.00	\$149,847.58	\$2,252.42	27.75%	\$625.05
51240 Workers Compensation	\$199,245.00	\$143,369.22	\$55,875.78	27.75%	\$15,505.53
51242 Workers Compensation Pay (In Lieu of Salar	\$0.00	\$104,675.38	(\$104,675.38)	27.75%	(\$29,047.42)
TOTALS	\$9,889,247.38	\$10,410,895.26	(\$521,647.88)		(\$144,757.29)
5200 PROFESSIONAL SERVICES					
52190 Misc. Professional Services	\$80,000.00	\$13,679.85	\$66,320.15	33.33%	\$22,104.51
52220 Medical Services	\$18,540.00	\$6,136.00	\$12,404.00	33.33%	\$4,134.25
52230 Other Technical Services	\$13,400.00	\$6,479.76	\$6,920.24	33.33%	\$2,306.52
TOTALS	\$111,940.00	\$26,295.61	\$85,644.39		\$28,545.28
5300 PROPERTY SERVICES					
53110 Utilities	\$19,200.00	\$22,169.78	(\$2,969.78)	0.00%	\$0.00
53230 Building Maintenance Services	\$20,000.00	\$24,365.94	(\$4,365.94)	33.33%	(\$1,455.17)
53240 Landscape/Park Maint Svcs	\$53,500.00	\$22,703.00	\$30,797.00	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$126,280.00	\$131,067.28	(\$4,787.28)	25.00%	(\$1,196.82)
53290 Misc R&M Svcs	\$266,976.00	\$266,155.94	\$820.06	33.33%	\$273.33
53320 Vehicle & Equip Lease	\$0.00	\$10,000.00	(\$10,000.00)	0.00%	\$0.00
53330 Vehicle Replcmt Rental Charge	\$30,000.00	\$0.00	\$30,000.00	18.83%	\$5,649.00
53910 Solid Waste Services	\$6,200.00	\$7,512.49	(\$1,312.49)	33.33%	(\$437.45)
53990 Other Property Services	\$0.00	\$772.82	(\$772.82)	33.33%	(\$257.58)
TOTALS	\$522,156.00	\$484,747.25	\$37,408.75		\$2,575.30
5400 OTHER SERVICES					
54210 Telephone Expenses	\$17,000.00	\$19,007.08	(\$2,007.08)	20.00%	(\$401.42)
54220 Mobile/wireless Expenses	\$13,400.00	\$16,952.67	(\$3,552.67)	20.00%	(\$710.53)
54230 Internet Services	\$0.00	\$16,005.00	(\$16,005.00)	20.00%	(\$3,201.00)
54240 Software Licenses & Maintenance	\$0.00	\$4,481.10	(\$4,481.10)	20.00%	(\$896.22)
54310 Legal Notices & Advertisements	\$5,000.00	\$27.50	\$4,972.50	25.00%	\$1,243.13
54410 Printing and Binding	\$6,180.00	\$1,899.35	\$4,280.65	25.00%	\$1,070.16
54610 Travel & Training	\$44,970.00	\$41,922.55	\$3,047.45	25.00%	\$761.86
54910 Dues & Subscriptions	\$14,690.00	\$13,682.04	\$1,007.96	25.00%	\$251.99
54990 Other Administrative Services	\$300.00	\$970.00	(\$670.00)	25.00%	(\$167.50)
TOTALS	\$101,540.00	\$114,947.29	(\$13,407.29)		(\$2,049.53)
5500 SUPPLIES					
55110 General Office Supplies	\$6,000.00	\$6,102.31	(\$102.31)	25.00%	(\$25.58)
55120 Postage & Delivery	\$2,400.00	\$1,168.51	\$1,231.49	25.00%	\$307.87
55130 Photocopying Charges	\$1,000.00	\$0.00	\$1,000.00	25.00%	\$250.00
55210 Fuel	\$42,800.00	\$38,705.58	\$4,094.42	27.00%	\$1,105.49
55220 Safety Supplies	\$0.00	\$182.16	(\$182.16)	30.00%	(\$54.65)
55230 Medical Supplies	\$28,200.00	\$22,583.56	\$5,616.44	30.00%	\$1,684.93
55240 Clothing & Uniform Supplies	\$53,600.00	\$51,479.83	\$2,120.17	33.33%	\$706.65
55250 Vehicle & Equipmt Supplies	\$14,490.00	\$13,682.13	\$807.87	25.00%	\$201.97
55290 Other Operating Supplies	\$8,500.00	\$6,774.68	\$1,725.32	25.00%	\$431.33
55520 Building Supplies	\$6,035.00	\$7,229.70	(\$1,194.70)	25.00%	(\$298.68)
TOTALS	\$163,025.00	\$147,908.46	\$15,116.54		\$4,309.35

5600 CAPITAL OUTLAY

56310	Improvements, Not Buildings	\$7,800.00	\$353.22	\$7,446.78	0.00%	\$0.00
56410	Office Equipment < \$10K	\$9,000.00	\$9,751.64	(\$751.64)	0.00%	\$0.00
56710	Other Equipment < \$10K	\$6,000.00	\$7,735.42	(\$1,735.42)	0.00%	\$0.00
TOTALS		\$22,800.00	\$17,840.28	\$4,959.72		\$0.00

5800 OTHER CHARGES

58220	Licenses & Permits	\$5,450.00	\$489.65	\$4,960.35	25.00%	\$1,240.09
TOTALS		\$5,450.00	\$489.65	\$4,960.35		\$1,240.09

OVERHEAD CHARGES (9% of Personnel) \$890,032.26 \$936,980.57 (\$46,948.31) 27.75% (\$13,028.16)

TOTAL EXPENDITURES \$11,706,190.64 \$12,140,104.37 (\$433,913.73) (\$123,164.96)

	Prior Study FY2015-16	Current Year FY2021-22	Budget Year FY2022-23	Notes:
Fire Departments (Cost Per Station):				
San Ramon Fire District	6,086,575	8,278,804	8,553,660	10 Stations
Piedmont Fire Department	5,463,900	6,901,461	7,201,208	1 Station (Fire Only w/o Paramedics)
Berkeley Fire Department	5,120,433	6,490,600	<i>Pending</i>	7 Stations (FY2020-21 Budget)
Albany Fire Department	4,840,411	5,778,140	6,054,157	1 Station
Moraga-Orinda Fire Protection District	3,814,965	5,587,792	<i>Pending</i>	5 Stations
Alameda County	4,108,676	5,500,000	<i>Pending</i>	28 Stations (FY2019-20 Budget)
Contra Costa County	4,933,378	5,397,466	<i>Pending</i>	30 Stations
Richmond Fire Department	4,198,264	5,095,767	<i>Pending</i>	7 Stations
Central County	3,867,220	4,350,232	4,668,296	7 Stations
Rodeo/Hercules Fire District	2,367,732	4,316,483	<i>Pending</i>	2 Stations
El Cerrito Fire Department	2,854,590	3,941,933	4,577,827	3 Stations
Average Cost Per Station:	4,332,377	5,603,516		
KFPD/El Cerrito Contract for Station 65:	2,369,530	3,525,860	3,843,483	
Station 65 Cost / Avg Cost Per Station:	54.69%	62.92%		

**Kensington Fire Protection District
Fire Services Contract Fee History**

FY	Contract Fee	Reconciliation	Total Fee	Change Over Prior
2023	\$3,843,483	\$123,165	\$3,966,648	106.7%
2022	\$3,525,860	\$191,060	\$3,716,920	105.6%
2021	\$3,229,643	\$288,532	\$3,518,175	111.7%
2020	\$3,033,275	\$116,571	\$3,149,846	102.3%
2019	\$2,865,231	\$213,699	\$3,078,930	108.9%
2018	\$2,826,907	\$0	\$2,826,907	110.7%
2017	\$2,552,869	\$0	\$2,552,869	107.7%
2016	\$2,369,530	\$0	\$2,369,530	98.1%
2015	\$2,415,339	\$0	\$2,415,339	102.3%
2014	\$2,360,834	\$0	\$2,360,834	99.8%
2013	\$2,365,475	\$0	\$2,365,475	104.6%
2012	\$2,260,942	\$0	\$2,260,942	106.0%
2011	\$2,132,128	\$0	\$2,132,128	100.6%
2010	\$2,120,231	\$0	\$2,120,231	



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 8, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 05c**
Preliminary FY2022-2023 Budget

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Approve Resolution 2022-11 Preliminary FY2022-2023 Budget

Background

The attached Preliminary FY2022-2023 Budget is presented for approval. The budget estimates revenues of **\$5,064,252** and operations expenditures of **\$4,804,304**, resulting in a net increase of **\$259,948**. This supplement to the district's general fund will be offset by the continuation of CIP expenditures for the Public Safety Building Seismic Renovation and associated costs. Prior analysis by NHA Advisors established that the district can continue to meet its operational needs, emergency reserves, and rolling-stock reserves by supplementing its existing CIP funds with a partial building loan. NHA Advisors analyzed the district's cash flow and fund balances, and the loan's annual debt service will not diminish the non-building reserve amounts nor require any revenue increases. Additionally, the investment in the seismic upgrade will substantially reduce the risk to the district and improve the station's ability to provide emergency services in case of a catastrophic event.

The unreconciled EOY 2021-2022 Fund Balances are listed on the final page of the budget showing total reserves as of July 1st, 2022 of **\$9,750,330**. This does not include the net OPEB asset which the district maintains in a separate trust for ongoing OPEB liabilities. Those costs remain more than fully funded. The next Actuarial Report is pending but the prior report listed an asset of **\$420,105**.



RESOLUTION 2022-11

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE PRELIMINARY COMBINED REVENUE, OPERATING EXPENSE, AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2022-2023

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the preliminary annual fee for services from the City of El Cerrito for Fiscal Year 2022-2023; and

WHEREAS, the preliminary combined budget was reviewed by the Finance Committee at the May 25, 2022 public meeting; and

WHEREAS, a final Revenue, Operating Expense and Capital Improvement Budget shall be approved by the Board of Directors of the Kensington Fire Protection District by the statutory required date of October 1, 2022;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby adopts the Preliminary Combined Revenue, Operating Expense and Capital Improvement Budget with its associated schedules for Fiscal Year 2022-2023 which is attached to and made part of this resolution.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary

	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	FY2023 Budget Notes:	% of FY2022
REVENUES						
Property Taxes	4,525,850	4,595,532	4,642,753	4,739,500	See Tax Revenue History Supplement	102.1%
Special Taxes	200,686	200,686	200,719	200,752	See Tax Revenue History Supplement	100.0%
Other Taxes (HOPTR)	24,687	24,000	24,000	24,000		100.0%
Lease Income	36,549	27,450	36,300	0		0.0%
Investment Income	32,087	30,000	26,500	20,000	Review investment options v. cashflow	75.5%
CERBT Disbursement		80,000	81,190	80,000		98.5%
Other Revenues	84,213	0	428,441	0	Covid State Funding FY2022 Only	0.0%
Grant Revenue	0	0	0	0		
Total Revenues	4,904,072	4,957,668	5,439,903	5,064,252		93.1%
EXPENDITURES (Operations)						
Office Wages & Related						
Regular Wages		160,000	130,086	130,000		99.9%
Longevity Pay		0	0	0	Not Provided by District	
Overtime Wages		0	0	0	Not Provided by District	
Vacation/Holiday/Sick Wages		9,500	21,665	21,665	90hrs Vac + 69hrs Hol + 42hrs Sick	100.0%
Medical/dental ins compensation		12,000	12,000	12,000	Fixed \$1,000 per month	100.0%
Retirement Contribution		0	0	0	Not Provided by District	
Payroll Taxes		14,000	12,434	12,500		100.5%
Workers Compensation/Life Ins		759	576	650		112.8%
Payroll Processing		2,300	2,300	2,500		108.7%
Total Office Wages & Related	185,137	198,559	179,061	179,315		100.1%
Retiree Medical Benefits						
PERS Medical		70,000	65,928	72,500		
Delta Dental		13,500	11,385	14,000		
Vision Care		3,900	3,877	4,100		
CalPERS Settlement	24,044	12,377	11,425	7,616	Final Payoff Balance	66.7%
Total Retiree Medical Benefits	24,044	99,777	92,615	98,216		106.0%
Outside Professional Services						
Accounting		36,000	36,000	36,000	Negotiated max with Maze	100.0%
Actuarial Valuation		5,600	3,000	5,600		186.7%
Audit		17,500	16,000	16,000		100.0%
Bank Fees		0	25	25		100.0%
Contra Costa County Expenses	34,142	35,000	37,000	38,000		102.7%
EI Cerrito Contract Fee	3,229,643	3,525,860	3,525,860	3,843,483	See EC Fire Contract Proposal	109.0%
EI Cerrito Reconciliation(s)	298,738	191,060	191,060	123,165	See EC Fire Contract Proposal	64.5%
IT Services and Equipment		12,000	23	15,000	System relocation; Hybrid Mtg Equip	65847.2%
Fire Abatement Contract	2,450	5,000	0	5,000	Pending property inspection results	
Fire Engineer Plan Review		3,000	688	3,000	Pending fee schedule to reimburse	436.0%
Risk Management Insurance	64,529	14,420	17,240	19,000		110.2%
LAFCO Fees	4,254	4,254	4,254	5,000		117.5%
Legal Fees		24,000	10,000	20,000	Budget \$1.7K/mo. Avg	200.0%

	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	FY2023 Budget Notes:	% of FY2022
Professional Fees	168,640	0	0	0		
Operational Consultant		0	0	0		
Recruitment		0	0	0		
Temporary Services		0	0	0		
Water System Improvements		10,000	0	10,000	Chief's Discretion	
Website Development/Maintenance		2,750	3,928	4,500		114.6%
Wildland Vegetation Mgmt	6,500	7,600	0	7,600	Chief's Discretion	
Other Outside Professional Services		0	0	0		
Emergency Preparedness Coordinator		100,000	100,000	105,200	Board Approved Proposal	105.2%
Grant Writer/Coordinator		50,000	6,548	50,000	Grant writer + Support consultant	763.7%
Nixle (Everbridge) Fees		3,183	3,183	4,000		125.7%
Long-Term Financial Planner		30,000	30,000	5,000	For plan updates as needed	16.7%
Total Outside Professional Services	3,808,896	4,077,227	3,984,808	4,315,573		108.3%
Community Service Activities						
Public Education (Emergency Prep)	3,100	28,649	24,000	30,000		125.0%
EP Coord Expense Account		1,000	0	1,000		
Comm. Pharmaceutical Drop-Off		470	2,500	2,500		100.0%
CERT Emerg Kits/Sheds/Prep		3,532	0	4,000	Replace expired emergency kits	
Open Houses		1,800	0	1,800		
Community Shredder		4,465	5,000	5,000		100.0%
DFSC Matching Grants	24,000	0	0	0	DFSC not accepting matching grants	
Firesafe Planting Grants		3,000	1,700	25,000	Board approved EPC amount	1470.6%
Demonstration Garden		0	0	0		
Community Sandbags		1,729	1,729	1,900		109.9%
Volunteer Appreciation		0	0	500		
Community Service - Other	30,950	0	483	500		103.5%
Total Community Service Activities	58,050	44,645	35,412	72,200		203.9%
District Activities						
Professional Development		10,000	3,324	10,000		300.9%
Election	4,991	0	0	7,500	CCC to verify	
Firefighter's Apparel & PPE	1,187	2,000	810	2,000	Chief's Discretion	246.8%
Firefighters' Expenses		13,300	9,141	30,000	Chief's Discretion	
Staff Appreciation	1,247	3,000	93	3,000		3208.9%
Memberships	7,853	8,720	7,615	9,000		118.2%
Total District Activities	15,278	37,020	20,983	61,500		293.1%
Office						
Office Expense	7,444	5,000	3,500	5,000		142.9%
Office Supplies		2,000	1,000	2,000		200.0%
Telephone		7,800	7,500	8,000		106.7%
Office- Other		318	318	500		157.2%
Office - Other		64	64	0		0.0%
Total Office	7,444	15,182	12,382	15,500		125.2%

	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	FY2023 Budget Notes:	% of FY2022
Building Maintenance						
Gardening service		5,000	4,000	4,000		100.0%
Building alarm		1,500	1,500	1,500		100.0%
Medical Waste Disposal		7,500	6,500	7,500		115.4%
Janitorial Service		1,400	2,000	2,000		100.0%
Miscellaneous Maint.		25,000	1,601	5,000		312.3%
Total Building Maintenance	62,722	40,400	15,601	20,000		128.2%
Building Utilities/Service						
Gas and Electric		12,500	12,500	13,000		104.0%
Water/Sewer		3,000	4,000	4,000		100.0%
Bldg Utilities/Services - Other		0				
Total Building Utilities/Service	0	15,500	16,500	17,000		103.0%
Contingency						
General		25,000	0	25,000		
Contingency - Other	0	0	0	0		
Total Contingency	0	25,000	0	25,000		
Total Expenditures (Operations)	4,161,571	4,553,310	4,357,362	4,804,304		110.3%
REVENUE - EXPENDITURES (Operations)	742,501	404,358	1,082,541	259,948		24.0%
EXPENDITURES (Capital)						
Capital Outlay (PSB Renovation Soft Costs)	0	484,252	430,000	80,000	Design Consultants + Permit Fees	18.6%
Capital Outlay (PSB Renovation Hard Costs)	0	0	0		Pending public bid on 06/20/2022	
Capital Outlay (Temp Facilities Soft Costs)	0	130,000	50,000	40,000	Design Consultants + Permit Fees	80.0%
Capital Outlay (Temp Facilities Rental Costs)	0	0	0	44,868	Parking Lot (\$1,300/mo) + EC Modular Sublet (\$2,439/mo)	
Capital Outlay (Temp Facilities Hard Costs)	0	0	0		Pending public bid on 07/01/2022	
Capital Outlay (Equip & Furniture)	0	0	0	0	None planned for FY2022-2023	
Capital Outlay (Rolling Stock)	0	0	0	0	None planned for FY2022-2023	
Total Expenditures (Capital)	566,845	614,252	480,000	164,868	Actual total pending bids	
EXPENDITURES (Annual Debt Service)	0	0	0		Debt Service Amount Pending Loan	
EXPENDITURES TOTAL (Ops, CIP, Debt)	4,728,416	5,167,562	4,837,362	4,969,172		102.72%
FUND BALANCE INCREASE OR (DECREASE)	175,656	-209,894	602,541			

	FY2021 Actual	FY2022 Budget	FY2022 Projected	FY2023 Budget	FY2023 Budget Notes:	% of FY2022
FUND BALANCES (End of Year):	6/30/2021	6/30/2022	6/30/2022	6/30/2023		
CC County Funds:						
General Fund 300700	5,176,904		8,052,810			
Fire Special Tax Fund 300900	409,440		208,190			
Capital Reserve Fund 303100	3,821,952		1,489,330		Bldg Loan Revenue Added Here	
Mechanics Bank Checking Account						
TOTAL FUND BALANCE	9,408,296		9,750,330		Balances pending County EOY report	
OPEB Balance:						
OPEB Asset	1,459,931		1,425,669		Pending new actuarial report	
OPEB Liability	1,072,175		1,005,564		Pending new actuarial report	
Net OPEB: Liability/(Asset)	(387,756)		(420,105)		Liability more than 100% funded	

**Kensington Fire Protection District
Tax Revenue History**

FY	Property Taxes	Special Taxes	Total Taxes	Change Over Prior
<i>Budget Year: Estimated</i>				
2023	\$4,739,500	\$200,752	\$4,940,252	102.00%
<i>Current Year: Projected</i>				
2022	\$4,642,753	\$200,719	\$4,843,472	102.47%
<i>Prior Years: Audited</i>				
2021	\$4,525,850	\$200,686	\$4,726,536	104.20%
2020	\$4,335,438	\$200,653	\$4,536,091	104.82%
2019	\$4,126,850	\$200,453	\$4,327,303	105.80%
2018	\$3,889,704	\$200,395	\$4,090,099	104.46%
2017	\$3,715,003	\$200,287	\$3,915,290	107.37%
2016	\$3,446,307	\$200,345	\$3,646,652	114.59%
2015	\$2,982,110	\$200,346	\$3,182,456	100.00%
2014	\$2,982,113	\$200,428	\$3,182,541	107.27%
2013	\$2,766,585	\$200,395	\$2,966,980	98.91%
2012	\$2,799,582	\$200,196	\$2,999,778	100.49%
2011	\$2,784,872	\$200,221	\$2,985,093	109.54%
2010	\$2,725,229	-	\$2,725,229	-



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 8, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5d**
Approval to Proceed with the PSB Seismic Renovation Project

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Approve proceeding with the project as previously directed.

Background

On April 14, 2021, the Board of Directors approved a motion to proceed with the seismic renovation of the Public Safety Building. The decision was based on studies and recommendations by geotechnical consultants, architects, structural engineers, and staff (including General Managers and Department Chiefs of both the Fire Department and Police Department) during the six-year period from 2015 to 2021. The studies cost the KFPD approximately \$300K. A Needs Assessment in 1997 by the Fire Chief and Police Chief first identified the seismic concerns as well as the operational space deficiencies for both departments. Unfortunately, PSB renovation projects in 1998 and 2005 failed to resolve the problems.

Due to the extensive seismic upgrade scope, full compliance with the 2019 California Building Code is now required, which includes Title 24 Energy Compliance and Accessibility conformance, in addition to meeting the operational needs of modern firefighting work. A public meeting was held in November 2019, explaining the complex problem, including the lack of other site locations for a new building. A renovation plan to accommodate the Fire Department only, given the lack of space for the Police Department's needs, was included in the options. Following the meeting, an additional year was spent attempting to co-locate both departments in a renovated PSB. Both agency staffs, though, reported that such a solution was not feasible, as expressed in a joint-agency public meeting in March 2021. Subsequent presentations by the Police Department in April 2021 confirmed that their space needs were greater than what the renovated building could provide.

The KFPD board's decision to proceed with the renovation was based upon the only viable alternative given the exhaustive number of options explored. It was apparent that continued delays would just increase the cost to the public. Therefore, the General Manager was directed to implement the work, which included the hiring of architects and engineers, as well as financial consultants to ensure the financial feasibility of the project.

All of the information regarding the project has been published on the district's website at <https://www.kensingtonfire.org/public-safety-building> and summarized in an FAQ, dated November 2021, published on the site.

June 8, 2022
Board of Directors Regular Meeting
Agenda Item 5d
Approval to Proceed with the PSB Seismic Renovation Project

Underscoring the urgency of the project, the board adopted [Resolution 21-09](#) acknowledging that the seismic vulnerability and structural landslide issues continue to endanger the emergency service professionals in the building with great liability to the district and the community at large if the building were to fail in an earthquake. Beginning in May 2021, design consultants were hired through an RFP process to develop permit drawings, while financial advisors confirmed long-term planning showing that the project was viable and would not require increased tax revenue. The General Manager provided monthly progress updates to the board, which were presented and discussed in open session. Permit applications were submitted for both the renovation project and the temporary facility followed by bid packages, with bid openings pending by the end of June 2022. The FY2021-2022 Budget included capital outlay for soft costs of \$614,252 for this process. Anticipated expenditures by July 1, 2022 are estimated to be \$480,000, and the Preliminary FY2022-2023 Budget will be updated with the approved bid amounts when the hard costs are determined in the next month. A bid package was also issued for the loan-portion of the project with results pending shortly, so that the board can acquire the best rate.

During the past year, no new information has arisen that shows another viable alternative to the project, while construction costs and interest rates have continued to rise. Recent public correspondences, though, have questioned proceeding with the work. Unfortunately, the comments do not acknowledge the time and funds already expended, and more importantly the unavoidable code, professional, and legal requirements that mandate the project. Recent calls for the exploration of another site for a replacement building do not consider the substantially higher cost (estimated to be double the current renovation cost) and longer schedule, even if planning approvals and environmental (EIR) compliance were eventually obtained, which is highly speculative. In fact, the proposed site next to the Kensington Library was roundly rejected by the public in both the late 1990's, as board meeting records from the time show, as well as in the 2015 to 2021 study period.

On June 2, 2022, the attached letter from the United Professional Firefighters of Contra Costa County, AIFF Local 1230, was received by the district, expressing their concerns about the seismic liability, NFPA 1500 compliance, and prolonged study of the current conditions. The letter references the *"long overdue construction/modernization of Fire Station 65"* and concludes by stating *"...we strongly urge your continued support of this project."*

Given these facts, it is necessary for the board to re-affirm its prior findings and the current direction on the seismic renovation, and to instruct the General Manager to proceed with bringing the bids and financial proposal to the board for consideration in the July 13, 2022 regular board meeting.



United Professional Firefighters Contra Costa • Local 1230

112 Blue Ridge Drive • Martinez, California 94553

Phone (925) 932-1230 • Fax (925) 932-1521 • www.contracostafirefighters.org

June 2, 2022

Kensington Fire Protection Board of Directors,

On behalf of the United Professional Firefighters of Contra Costa County, I would like to express our support for the long overdue construction/modernization of Fire Station 65 in Kensington. This station serves a critical role in the county's emergency fire response due to several factors. First and foremost, the type 1 and type 3 fire engines that respond from this station are in close proximity and equipped to mitigate the hazards that are of the greatest concerns to your community. Additionally, due to the difficulties associated with access to various locations within this geographical area, the type and specifics of the responding apparatus from this station are critical in the rapid response and early intervention of most emergency incidents. Lastly, and perhaps most importantly, the personnel assigned to Fire Station 65 with the mission of protecting your community possess the local knowledge and expertise, supported by continuous training, necessary to efficiently serve the citizens of Kensington with any issue that may arise.

As several geotechnical engineering studies have shown, the current station is seismically unsafe in the event of a moderate/major earthquake. To put it simply, even if the building shifted slightly during an earthquake, the ability of your fire engines to pass through the apparatus doors (which already maintain minimal clearance) would be compromised. With regards to the space necessary in a modern fire station, NFPA 1500 defines the impacts of fire station design as it pertains to areas dedicated to training, firefighter fitness, spaces where firefighters can unwind from the stresses of the profession, office work, etc. These spaces must not only accommodate the standard, three person crew at the station, but also additional emergency personnel that staff the station in times of increased emergency staffing needs. Lastly, while several attempts to find an alternate location for a fire station have been attempted, the current site is not only central to the entire primary response area within the Fire District, but provides for the most efficient use of time in terms of demolition/reconstruction. Continual research in finding a new site simply prolongs the existing sub-par condition with the potential of encumbering emergency response in the event of a major seismic emergency.

In conclusion, we strongly urge your continued support of this project. A modernized Fire Station 65 with efficient use of space meeting the minimum requirements of NFPA 1500 is critical to the Kensington Fire Protection District's future. This station will be immensely beneficial in providing the proper workspace required for your firefighters to perform their duties in the most efficient manner possible. In turn, the Board can rest assured that these professionals will be prepared, equipped, and able to serve the community of Kensington and the county of Contra Costa when the need arises.

Vincent Wells, President

United Professional Firefighters of Contra Costa County, IAFF Local 1230



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 8, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5e**
Public Safety Building Seismic Renovation – Progress Update

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Accept Report. Discuss and Direct Staff as needed.

Update

For the seismic renovation project, the building permit submittal is still under review by the County. Comments on any details should be received within the next two weeks and the permit issued within the next month.

The PSB bid package was issued on Friday, June 3, 2022. The bid opening date is set for July 1, 2022. Bid review and verification is expected to last a week. Awarding of the bid is planned for the July 13, 2022 board meeting.

A revised schedule for both the seismic renovation and the temporary station is attached.

SCHEDULE UPDATE
KFPD PSB SEISMIC RENOVATION & TEMP FACILITY

05/27/2022 = Posted Temp Facility Bid Documents - COMPLETE
06/03/2022 = Posted PSB Renovation Bid Documents - COMPLETE
06/15/2022 = Temp Facility Conditional Use Permit Hearing
06/20/2022 = Temp Facility Bid Opening Date
*06/29/2022 = Temp Facility Bid Award (**Special Board Meeting**)*
07/01/2022 = PSB Renovation Bid Opening Date
07/01/2022 = Building Permit Approval (Pending County Review Schedule)
07/05/2022 = Temp Facility Site Work Start Date (Pending El Cerrito Permit Approval)
*07/13/2022 = PSB Renovation Bid Award and Approval of Bond (**Regular Board Mtg**)*
10/06/2022 = Temp Facility Site Move-in Date
10/10/2022 = PSB Renovation Construction Start Date
03/29/2024 = PSB Renovation Construction Complete (Note: Assumes 18mos schedule)
04/05/2024 = Temp Facility Decommissioned / Parking Lot Restoration

Please note that all documents related to the PSB Seismic Renovation may be found on the district's website at: <https://www.kensingtonfire.org/public-safety-building>



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 8, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5f**
Temporary Facility – Progress Update

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Accept Report. Discuss and Direct Staff as needed.

Update

1. Temporary Fire Station at Craft Ave Parking Lot:

- a. **Bid Package Issued** – The bid package for the Temporary Facility was issued on Friday, May 27, 2022. The bid opening date is planned for June 20, 2022, and a Board of Directors Special Meeting will be called for June 29, 2022 to approve the bid award.
 - b. **Conditional Use Permit** – An El Cerrito Planning Commission hearing is scheduled for June 15, 2022 at 7:30PM (Notice attached) for the consideration of a conditional use permit for the Craft Avenue parking lot owned by the Unitarian Church. Chief Castrejon provided the attached description of operations to the planner to supplement the drawings.
 - c. **Presentation to Unitarian Church Trustees** – Chief Castrejon and I attended the Unitarian Church Board of Trustees meeting on Wednesday, June 1, 2022 at 7:00PM by Zoom. We explained how the temporary station will be used and the site plan layout, and answered various questions by the Trustees. The Trustees expressed support for the plan and we thanked them for their willingness to host the temporary station. Earlier that same day, the crew on duty tested the maneuverability on the lot and confirmed the layout and access will work.
 - d. **Parking Lot Lease Terms** –The lease will be contingent upon acquisition of the conditional use permit and will be presented to the board after review by Counsel. The previously negotiated key terms include a monthly payment of \$1,300 plus a pro-rata share of utility use, and the resurfacing of the lot at the end of the lease term.
2. **Sub-lease with KPPCSD for City of El Cerrito Modulars** – GM Benson has informed me that the lease with El Cerrito is pending. I am waiting for the final details in order to present the sub-lease option to the board for the use of our IT server, record files, and other administrative needs. As you can see in the preliminary budget, I have earmarked \$2,439 per month pending approval by the board of the details.



Community Development Department – Planning and Building Division
10890 San Pablo Avenue, El Cerrito, CA 94530
(510) 215-4330 - FAX: (510) 233-5401
planning@ci.el-cerrito.ca.us

CITY OF EL CERRITO PLANNING COMMISSION
NOTICE OF PUBLIC HEARING
Wednesday, June 15, 2022 at 7:30 p.m.

This meeting will be held via teleconference at:
<https://us06web.zoom.us/j/89171827849?pwd=USs3T1VxeTVSOGE5ZmRsaVhhdFRxUT09>

Meeting ID: 891 7182 7849 **Passcode:** 616616
Or Dial in: 408-638-0968

This meeting will be held via teleconference, consistent with the Brown Act as amended by AB 361 (2021). Under the amended rules, the City will not provide a physical location for members of the public to participate in the teleconference meeting.

Notice is hereby given that the City of El Cerrito Planning Commission will conduct a public hearing on the matters described herein, at the date and time specified above via teleconference:

1. Conditional Use Permit – 956 Sea View Dr

Application: PL22-0028
Applicant: Charles Green
Location: 956 Sea View Drive
APN: 505-221-045
Zoning: RS-5 (Single Family Residential)
General Plan: Low Density Residential
Request: Planning Commission consideration of a Conditional Use Permit for a proposed retaining wall which is taller than 4 feet in the front setback and for two retaining walls which are taller than 6 feet located outside of the front setback.
CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15303 & 15304 of the CEQA Guidelines, Class 3: New construction or conversion of small structures and Class 4: Minor Alterations to Land.

2. Conditional Use Permit – 2060 Tapscott Ave

Application: PL21-0258
Applicant: Prospect Sierra School
Location: 2060 Tapscott Ave
APN: 501-370-002
Zoning: Public and Semipublic
General Plan: Institutional & Utility
Request: Planning Commission consideration of a Conditional Use Permit to amend the existing Conditional Use Permit to allow the construction of a black vinyl chain link fence along the eastern boundary of the elementary school campus.
CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15304 of the CEQA Guidelines, Class 4: Minor Alterations to Land.

3. Conditional Use Permit – Kensington Fire Protection District Temporary Fire Station

Application: PL22-0069
Applicant: Kensington Fire Protection District
Location: 814 Craft Avenue (Parking lot of the Unitarian Universalist Church of Berkeley)
APN: 505-302-017
Zoning: RS-5 (Single Family Residential)
General Plan: Low Density Residential
Request: Planning Commission consideration of a Conditional Use Permit to allow a temporary fire station for a period no longer than 24 months.
CEQA: This project is categorically exempt from the provisions of CEQA pursuant to Section 15303 & 15304 of the CEQA Guidelines, Class 3: New construction or conversion of small structures and Class 4: Minor Alterations to Land, and the general rule in Section 15061(b)(3) of the CEQA Guidelines.

4. Conditional Use Permit Amendment – The Civic (10290 San Pablo Avenue)

Application: PL22-0067
Applicant: Brian Baniqued
Location: 10290 San Pablo Avenue
APN: 503-394-024, -026
Zoning: Transit Oriented Higher Intensity Mixed Use (TOHIMU)
General Plan: Transit Oriented Higher Intensity Mixed Use (TOHIMU)
Request: Planning Commission consideration of amendments to the conditions of approval with regard to timing of payment of open space in-lieu and public benefit contributions for a previously approved project containing 50 residential units and 4 live-work units
CEQA: This project has been found to be consistent with the Program Environmental Impact Report prepared for the San Pablo Avenue Specific Plan, pursuant to CEQA Guidelines Section 15168 and Government Code Section 65457(a).

Any person wishing to speak to the Planning Commission on any of these matters is invited to participate via teleconference as described above. The City encourages submission of written comments to the Planning Commission prior to the hearing in care of the Planning Division, City of El Cerrito, 10890 San Pablo Avenue, El Cerrito, CA 94530 or planning@ci.el-cerrito.ca.us. You may also contact the Planning Division by telephone at the number noted above. Any person wishing to view the application, project file and/or environmental documentation may contact City staff at (510) 215-4330 or planning@ci.el-cerrito.ca.us to facilitate viewing of the application.

An appeal of a decision by the Planning Commission may be filed within 10 calendar days after the Commission's decision on this matter. If you challenge the actions of the Planning Commission in court, you may be limited to raising only those issues which you or someone else raised at the Public Hearings, or which were communicated to the Planning Commission in writing at, or prior to, said Hearings.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 8, 2022

TO: Sean Moss, Planning Manager
City of El Cerrito Planning Department

FROM: Jose Castrejon, Interim Fire Chief

RE: **Kensington Fire Protection District Temporary Fire Station
Description of Operations**

The proposed temporary fire station 65 for the Kensington Fire Protection District is located in the lower north parking lot at 1 Lawson Road Kensington. The station will consist of a portable structure which will typically be staffed by three personnel 24 hours per day. In addition, two fully equipped pieces of fire apparatus will be housed in a temporary carport at this location. The station will also have a backup generator to power the station during power outages.

The call volume is relatively low for Engine 65. The station averages two (2) emergency calls daily. During extreme fire weather events (red flag days), traffic will increase due to regular patrols along the ridgeline. The engine companies also have daily work assignments, including fire prevention inspections, hydrant checks, and company training. These activities are mostly limited to either morning or afternoon.

The main route of travel will be through the north driveway onto Craft Avenue, west on Terrace Drive, then south on Arlington Boulevard. An incident may occur in the area east of Arlington Avenue and north of Arlmont Drive. In these limited cases, the most direct route may be through the parking lot onto Lawson Rd. A low speed is maintained through these narrow residential streets, and siren use is kept to a minimum. The noise produced by the engines is relatively low, and the diesel exhaust system meets the most current emission standards.

A visual equipment inspection is conducted at shift change. The running of tools and equipment is delayed until 9 am. The goal is to keep noise to a minimum and not create unnecessary noise during quiet hours. Each engine is equipped with several power tools such as a power unit to the Jaws of Life, a chainsaw, and a gas-powered blower. The tools are operated weekly to ensure reliability.

Outdoor activities may include loading and unloading of PPE during shift change. Physical fitness activities by the crews. The proposed gym is located to the rear of the carport, closest to the station. Crews are accustomed to having close neighbors, and they make every attempt to minimize any inconveniences their presence may cause.



KFPD Engine Maneuvering Test at Parking Lot & on Craft Ave

06/01/2022

ID	Task Name	Duration	Start	Finish	June			July			August			September			October		
					M	E	B	M	E	B	M	E	B	M	E	B	M	E	
1	Kensington Fire Temporary Facility	96 days	Fri 5/27/22	Fri 10/7/22															
2	Permits	25 days	Wed 6/1/22	Tue 7/5/22															
3	Planning CUP Hearing	0 days	Wed 6/15/22	Wed 6/15/22															
4	Building permit approval	15 days	Wed 6/15/22	Tue 7/5/22															
5	Sanitary, Data service submittal/approval	25 days	Wed 6/1/22	Tue 7/5/22															
6	PG&E Temp Power	40 days	Wed 6/1/22	Tue 7/26/22															
7																			
8	Bid, Contracting	32 days	Fri 5/27/22	Mon 7/11/22															
9	Bidding	17 days	Fri 5/27/22	Mon 6/20/22															
10	Bid review, Contract award	10 days	Tue 6/21/22	Mon 7/4/22															
11	Contract execution	5 days	Tue 7/5/22	Mon 7/11/22															
12																			
13	Construction	61 days	Fri 7/15/22	Fri 10/7/22															
14	NTP	1 day	Fri 7/15/22	Fri 7/15/22															
15	Mobilize, site work, utilities, electrical, prep for temp structure installation etc	30 days	Mon 7/18/22	Fri 8/26/22															
16	Deliver, Install temp structure	8 days	Mon 8/29/22	Wed 9/7/22															
17	Hook up utilities, misc finish work, carport lighting, power, generator install etc	10 days	Thu 9/8/22	Wed 9/21/22															
18	Telecom, Data, IT work, Plymovent	7 days	Thu 9/22/22	Fri 9/30/22															
19	Fencing, Gates	3 days	Thu 9/22/22	Mon 9/26/22															
20	Punch list, demobilize	3 days	Mon 10/3/22	Wed 10/5/22															
21	Move in	2 days	Thu 10/6/22	Fri 10/7/22															



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 8, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5g**
Proposal for a Joint Public Meeting with the KPPCSD Board, the Police Chief, and the Fire Chief to Present the Legal Regulations and Space Requirements for the PSB Renovation, and the Resulting Needs of the Police Department and Fire Department

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Provide the General Manager with direction on the scope, format, and goals of a proposed joint public meeting.

Background

The KFPD hosted a special board meeting at the Arlington Community Church on Tuesday, November 16, 2019 at 9:00AM to present the challenges in solving the seismic and space issues with the Public Safety Building. For reference, an audio of the meeting is available on the KFPD website under <https://www.kensingtonfire.org/public-safety-building> or directly at this [link](#). The format included a presentation by the Fire Chief and the architects Ross Drulis Cusenbery, who had been studying the problems since 2015. The meeting included Q&A by the public during the presentations and lasted 2 hours.

Subsequently, a KFPD-KPPCSD joint board meeting was held on Thursday, March 25, 2021 at 7:00PM via Zoom to present the collaborative work of both agency general managers and chiefs over the prior five months on the problem. Former KPPCSD Interim-GM Bill Lindsey moderated the meeting, which lasted 4 ½ hours. Presentations were provided by staff and included reviews of the project history, the minimal operational facility needs of a Police Department and of a Fire Department, and the current PSB design variables and constraints (i.e. codes and site limitations.) Public questions were then received, followed by a discussion by the board directors. For reference, a video of the meeting is available on the KFPD website under <https://www.kensingtonfire.org/public-safety-building> or directly at this [link](#).

Both meetings extensively covered the material facts in different formats, but focused on the data and variables rather than decisions. Should the KFPD board wish to host a special meeting on the latter (e.g. to explain the structural demands, legal regulations, and space requirements that led to the board's decision), then a clear direction to the GM is needed on the scope, format, participants, and goals of the meeting.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: June 3, 2022

TO: Bill Hansell: General Manager

FROM: Jose Castrejon: Interim Fire Chief

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

May Incident Run Reports

There were 36 incidents that occurred during the month of May in the community of Kensington. This is an increase of 12 incidents from the previous month. Engine 165 responded to a total of 65 incidents in May which is a decrease of 8 incidents over the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 1,588 calls for service so far this year.

There was an increase in incidents last month. Engine 165's total was higher within the community. The primary area of calls for service continues to be medical emergencies and assists.

Vegetation Inspections

The Fire Department has completed the initial round of residential inspections for compliance with the District's Vegetation Management Policy. Residents with properties that were found to be out of compliance have been notified and will move on to the public hearing phase. State Law requires compliance in "Very High Fire Hazard Severity Zones" at all times. This includes annual grasses and weeds are required to be always cut and maintained to a height of 4" to 6". While this entails more frequent maintenance the benefit is a reduced risk of a fire while mowing. Mowing grasses before noon also lowers the fire risk of unintentionally starting a fire. For more information on the District's website as well as Cal Fire's website on safe practices around the home to create a safe environment.

COVID-19 Mandates

The County has seen an uptick in COVID infections for the month of May. There were no new deaths reported in Kensington from the virus at this time. Twenty-six new cases were reported in the last fourteen days bringing the positive test count to 369 in the community. The County and the Fire Department have relaxed some of their protocols, the Department continues to test all non-vaccinated personnel at the start of their shift and requires masks to be worn on all responses.

Fire Season

The month of May has brought an early start to fire season. As part of California Interagency Incident Management Teams, fire department personnel have seen early deployments to assist with incidents in Arizona and New Mexico. Regionally we have experienced several Red Flag days to the North in Solano County and East in the Central Valley. Thankfully the District has been spared from the Red Flag Days primarily due to the

higher humidity provided by the San Francisco Bay. Let us use this as a reminder to take steps to be prepared for the potential of a wildfire. Please visit www.readyforwildfire.org to learn more.

Register with the Contra Costa County Community Warning System

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



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 8, 2022

TO: Kensington Fire Protection District Board

RE: Emergency Preparedness Coordinator Report

SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

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

1. Community Event/Engagement

- Neighborhood Emergency Preparedness Block Party – Highland Blvd
- Kensington Hilltop Carnival
- Neighborhood Emergency Preparedness Block Party – Kensington Ct
- Neighborhood Emergency Preparedness Block Party – Lake Drive
- Neighborhood Emergency Preparedness Block Party – Rugby Ave

2. District Communications/ Publications

- 05/04/2022 Facebook Wild Cat Canyon Rescue video reshare CHP
- 05/05/2022 Nextdoor Wildfire Workbook and Community Preparedness Day
- 05/12/2022 Facebook Spring Carnival Announcement Reshare from PTA
- 05/25/2022 Nextdoor Redefined Fire Weather Zones for Red Flag Warnings
- 05/25/2022 Facebook Redefined Fire Weather Zones for Red Flag Warnings
- Develop One Pager Summary of NEP Block Party to post on KFPD Website
- Develop Firework Awareness Campaign w/ KPD
- June Outlook Publication Content re: Community Events
- June Outlook Publication Safety Scenario Spotlight
- July Outlook Publication Safety Scenario
- July Outlook Article re: NEP Block Parties
- Kensington Evacuation Drill Report

Initiatives/ Deliverables

- Bay Area Station Operating Budgets Comparison
- Register community members for Red Flag Alert Emails
- Compile survey data from Block Parties
- Prepare demonstration materials for block parties
- Publish Evacuation Drill Report on KFPD Website
- Initiate planning for National Night Out 2022 with KFPD
- Create a retractable banner for Red Flag Email Notifications
- Create a retractable banner for Alerts

June 08, 2022

Emergency Preparedness Coordinator's Report

3. Meetings

- 04/28/2022 Emergency Preparedness Committee
- 05/09/2022 Kensington Firewise Exploration
- 05/11/2022 KFPD Monthly Board Meeting
- 05/12/2022 Chiefs' Meeting
- 05/25/2022 Finance Committee Meeting
- 05/26/2022 Emergency Preparedness Committee
- 06/01/2022 Firewise Establishment Meeting

4. Introductions / Correspondences

Jadyne & David Bucholz
Officer Megan Farley
Ciara Wood
Richmond Fire BC Victor Bontempo
Christina Henrickson re: Evacuation Assistance for neighbor
Mike Pendergast re: Medical Supplies

5. Miscellaneous

N/A



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 08, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 08**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

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

1. **Hybrid Board Meeting Options** – Since the May meeting, I checked again with the KPPCSD Interim-GM to see if any progress has been made on hybrid meeting options for the Kensington Community Center, but was told that no new information is available. I reiterated the proposal to share the cost of any IT upgrades, but have not received a response. I assume the transition of interim-managers is not helping. In lieu of that, I visited the Kensington Library to follow-up on Supervisor Gioia's suggestion of installing the appropriate video technology to host KMAC meetings, as well as for other local agency use. While the Kensington Librarian was open to it, the Supervisor's office informed me that the County Library staff have a number of concerns and it is unlikely to proceed. Separate from these options, if the board wishes to purchase a compact hybrid package, the *Neat Board* has been recommended by another CSDA agency: <https://neat.no/board/>. The optional stand allows it to be portable and quickly set-up and controllable by one operator during the meeting. The package is \$7,100 + tax/shipping, so it is more expensive than separate components, but the latter require more handling in setup, especially when moving from one temporary location to another, and also more tech troubleshooting and operational oversight. At this point, the board can decide to continue with Zoom for the July meeting, revert to in-person only meetings at whatever space is available (Community Center, Station 65 App Bay, Arlington Community Church, etc?), or purchase a system such as the Neat Board and see how it works in one of those physical locations. If the board would like to try the latter, then I will need time to acquire the equipment, set it up, and test it, before its initial use in a meeting.
2. **East Bay Wildfire Prevention and Vegetation Management JPA** – A Zoom meeting was held on Friday, June 3, 2022 to address the response from the Hills Emergency Forum on the JPA group's suggestion to expand the Forum. I attended, along with Chief Castrejon and Peter Guerrero. Per my report last month, HEF rejected the offer. The JPA group discussed the attached proposal and decided the smaller working group of elected officials, fire chiefs, and citizen reps should meet to develop a more precise plan.
3. **November Election Info** – The key dates for the November 8, 2022 election are attached again for your reference.

**Proposal
for a Regional Wildfire Prevention Coordination Group
May, 2022**

Introduction

The following proposal has been drafted by PlaceWorks on behalf of the Community Organizing Committee seeking to enhance regional coordination of wildfire prevention efforts in the East Bay Hills. The Community Organizing Committee has based this proposal partially on ideas generated by a Working Group of elected officials and fire officials who met in March, 2022.

The Working Group originally proposed to augment the Hills Emergency Forum (HEF), but that proposal was declined by the HEF. However, HEF members stated that they are amenable to working with any future group that is formed to meet common goals regarding regional wildfire prevention, including providing expertise and participating in regional efforts to improve grant funding and wildfire hazard reduction.

Therefore, the Community Organizing Committee has retooled the previous proposal to create a separate group of local agencies who can work together on regional wildfire prevention efforts. This proposal will be considered at the June 3 agency meeting convened by the Community Organizing Committee.

Proposal

1. Alameda and Contra Costa Counties, together with all cities, towns and fire districts in the East Bay Hills that include areas in high wildfire risk zones determined by CalFire, would be invited to join a Wildfire Prevention Coordination Group (WPCG). An agency would join the WPCG through a vote of its governing board.
2. The WPCG would collaborate on strategies and activities to minimize wildfire hazards in the East Bay Hills, as determined by its membership. Efforts would initially include (but not be limited to) developing a progressive model fire code for local adoption, and seeking funding to engage in vegetation removal on private and public lands.
3. The most appropriate structure for the WPCG would be explored with the aid of legal counsel. A Memorandum of Understanding (MOU) signed by all member agencies might provide a structure to make joint decisions and access new funding.
4. The meeting and governance structure of the WPCG would be decided by the member agencies. One potential structure could be representation by one elected official appointed by the governing board of each local jurisdiction. Meetings of the elected representatives would be conducted in accordance with the Brown Act.
5. If deemed necessary, each member agency could be asked to contribute annual dues to support the WPCG. Funding could allow the WPCG to hire staff to oversee and implement programs.
6. If needed, one member agency could be identified to serve as the fiscal agent and sponsor for the WPCG's activities. The role of fiscal agent / sponsor could be rotated to other member agencies on a regular schedule, but it might be expeditious to have a permanent fiscal agent / sponsor.
7. If potential member agencies are interested in joining the WPCG, then the Community Organizing Committee will use grant funds to create a draft formation document, which will be brought to potential member agencies for comment and ultimate adoption. This work could be guided by a Working Group similar to the one that met in March.

KEY DATES
November 8, 2022 General Election

	APPLIES TO	DATES
Filing Period	All Cities, School and Special Districts	Jul. 18 – Aug. 12 E-113 – 88
Last day to place a measure on the ballot	Local Measures	Aug. 12 E-88
Public Review of “Ballot Designations” and “Candidate Statements”	All candidates	Aug. 15 – 22 E-85 – 78
Last day to withdraw “Candidate Statement”	All candidates	Aug. 15 E-85
Last day to file a petition forcing a contest on the General Election ballot	Applies only to contests with insufficient candidates to appear on the ballot	Aug. 17 E-83
Randomized alphabet drawing for ballot placement and Measure Letter Assignment	All candidates and Local Measures	Aug. 18 E-82
Deadline for Primary Arguments For/Against	Local Measures	Aug. 24 E-76
Deadline for Rebuttal Arguments	Local Measures	Aug. 29 E-71
Last Date to File Writ of Mandate	Local Measures	Sept. 7 E-62
Estimated Voter Information Guide mailing	Local Measures	Sept. 29 E-40
Deadline to file a “Write-In Candidacy”	Write-In candidates	Oct. 25 E-14

Extended Filing Period

Extended Filing Period	Offices for which no incumbent files nomination papers by Aug. 12. Only non-incumbents may file.	Aug. 15 – 17 E-85 – 83
Public Review	Candidates who filed during the extended filing period	Aug. 18 – 27 E-82 – 73
Withdraw “Candidate Statement”	Candidates who filed during the extended filing period	Aug. 18 E-82

Updated 2/15/2022



KENSINGTON FIRE PROTECTION DISTRICT
 MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE
 MINUTES
 Thursday, May 26, 2022 3:00pm-5:00pm
 Via Zoom Teleconference

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

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

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

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

Internet Address:

<https://us06web.zoom.us/j/87825759932?pwd=QnVaenN4eDE3MEdVd2x1M0dydW9Ldz09>

Telephone Access:

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

Webinar ID: 878 2575 9932

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. CALL TO ORDER/ROLL CALL

Directors: Larry Nagel and Kevin Padian

Public Members: Katie Gluck, Peter Guerrero, Peter Liddell, Danielle Madugo, Paul Moss, David Spath

Staff: General Manager Bill Hansell

Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

Members of the Public: None

2. PUBLIC COMMENT

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

Paul Moss noted that he was approached by a neighbor who was unaware that the EPC meeting and the Board meeting are recorded and are available on our website.

Larry Nagel congratulated Johnny Valenzuela for running three successful neighborhood meetings last weekend.

3. ADOPTION OF CONSENT ITEMS

Items listed below are consent items, which are considered routine and will be enacted by one motion. Reports and recommendations prior to assigning consent item designations to the various items have been received and considered. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. (Supporting material)

a. Approval of Minutes of the regular meeting of April 28, 2022 (Approve)

MOTION: Nagel/Spath to approve the minutes.

Motion adopted by consensus.

4. OLD BUSINESS

a. Update on status of RFP and survey plans for EWAs

Kevin noted that Bill agreed to attempt to locate an RFP for an LRAD system and that the survey was postponed until the RFP has been circulated. Bill Hansell noted that he is still working on locating an RFP. David Spath asked if we would send the RFP to several vendors. Kevin noted that the Board may want to do this.

b. FireWise Communities: Plan to report to KFPD Board on potential action

Action = Discuss and make decisions about related issues, including (1) whole community vs. neighborhoods, (2) house hardening to resist fire vs. retaining insurance, and (3) efforts that the District could vs. should potentially take; appointment of members to research certain issues further.

Kevin stated that in bringing this topic to the Board there are the three issues as stated above.

(1) Whole community vs neighborhood. Johnny noted that we can have Kensington become a Firewise Community. Johnny thinks that having only one would be easier. We could target the entire ridge line as the starting point. David Spath noted that there is a lot more outreach that needs to be done. More important, we need to get individuals engaged. Peter Guerrero noted that a community wide plan reduces the administrative overhead and will make it easier to get volunteers. Johnny noted that not every single home has to be on board to obtain the Firewise designation. Peter noted that Berkeley has staff to help with the compliance, and suggested that if the Firewise community begins to take hold, the KFPD should allocate resources to assist Johnny. Paul Moss noted that Orinda has 30 Firewise communities while Berkeley has one, and it isn't clear which approach is more effective. Dave Spath noted that Chief Winnacker did not suggest that there was any advantage to consolidating the 30 Firewise communities, and that having contiguous homes in smaller communities also had advantages. Danielle Madugo noted that Firewise communities can be as small as 8 homes and as large as 2500 communities and that a community requires a board of neighbors to file the reports.

Peter Guerrero noted that all of the Firewise communities will have approximately the same applications. Paul Moss and Peter Guerrero volunteered to speak with Chief Winnacker to determine how much of an administrative burden Firewise communities are.

Paul Moss asked Johnny Valenzuela how difficult it was to establish a community in Mosquito, El Dorado County. Johnny noted that there was a lot of effort by the neighbors because the Mosquito Fire District was not supportive of the program. Johnny believes it will not be as much of a problem here because of the resources provided by KFPD.

5. NEW BUSINESS

a. Measure X Funding and PG&E undergrounding (Supporting Materials)

Action = Recommend to the Board to send a letter (or ask Bill or the Chief) to Supt. Gioia asking about the potential availability of funds from Measure X for vegetation reduction and removal along the WUI, and to ask him about the possibility that PG&E could underground their high-risk power lines and other lines in the Wildcat Canyon vicinity.

Action = forward a draft letter to the KFPD Board

Kevin suggested that we draft a letter to Supervisor John Gioia to pursue funding from Measure X for fuel reduction projects as well as undergrounding PG&E undergrounding projects. Peter Guerrero suggested that this might be better handled by having our Chief contact the Contra Costa County Fire Protection District (CON Fire) regarding Measure X funds. Bill Hansell agreed that we should ask Interim Chief Jose Castrejon to pursue this matter. Peter Guerrero noted that being a Firewise community might expedite obtaining

Measure X funds. Peter also noted that we need to work with EBRPD on fuel reduction.

b. Brief report on new developments from Berkeley's recent wildfire preparedness meeting

Peter Guerrero noted that they inspected 7,644 homes and 5,784 homes passed. An architect noted that 90% of the fire risk is from embers. This compares to Kensington where 98% of the properties pass inspection. Bill Hansell noted that the Board will be considering mitigation at the June Board meeting.

6. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT

Johnny Valenzuela gave a report on the Block Parties that were held recently. The slides of Johnny's presentation are attached. Johnny noted that it is important to have the Fire Department at these parties as well as members of the Emergency Preparedness Committee. Danielle Madugo asked if Johnny will be sharing various neighborhood projects and Johnny said that information would be available to the entire community.

7. REPORTS FROM COMMITTEE MEMBERS

Peter Guerrero reported on sudden oak death in East Bay Regional Park District parklands.

8. CALL FOR FUTURE AGENDA ITEMS

None

9. ADJOURNMENT

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on June 16, 2022 at 1:00pm via Zoom Conference, unless noticed otherwise per the Brown Act.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on June 16, 2022.

Attest:

Emergency Preparedness Committee Member

Supplementary Material: Draft Letter to KFPD Board to Supervisor Gioia

Dear Supervisor Gioia:

The Kensington Fire Protection Board understands that over \$3 million in Measure X funds are available for vegetation reduction and removal in Contra Costa County. Priorities are being set by CCCFD in consultation with local FDs. As you know, Kensington is in a very dangerous part of the WUI bordering Tilden Park, and several trail areas such as Schoolhouse and Hilltop are adjacent to areas that could be cleaned up. We write to ask about the priority that the County has placed on Kensington for reception of some Measure X funds for these purposes. We realize that large-ticket infrastructure items, such as (re-)opening fire stations in rural areas, have been given first priority in Measure X funding as a whole. We ask whether there are specific funds for which we can apply.

We also know that your office is monitoring the question of how PG&E is identifying high risk power lines in our area that they can begin undergrounding. We understand that they have been making repairs to some large trestles, such as those along Moeser Lane into Wildcat Canyon, but we urge your support for corridors along the WUI in Kensington, some of which have poles that are over 60 years old and in deteriorating shape. These are impediments to evacuation of areas with few, narrow, convoluted roads and a danger of falling over during earthquake and wildfire. We ask if PG&E has presented you any plans and a potential schedule for undergrounding their equipment in Kensington and our immediate area.

As always, we thank you for your attention to Kensington's needs and issues.

Cc: Interim Chief Jose Castrejon



KENSINGTON

FIRE PROTECTION DISTRICT

EMERGENCY PREPAREDNESS COORDINATOR

MAY 2022



KENSINGTON
FIRE PROTECTION DISTRICT



***WILDFIRE COMMUNITY
PREPAREDNESS DAY***

SATURDAY MAY 7 2022

KENSINGTON PARK 11am-1:00pm

**KIDS' ACTIVITIES & "TOUCH-A-TRUCK"
LOCAL ORGANIZATION BOOTHS & FOOD TRUCK**



KENSINGTON
FIRE PROTECTION DISTRICT

**RED FLAG DAYS
REQUIRE YOUR ACTION.**
DON'T MISS YOUR CHANCE TO PREPARE FOR WILDFIRE
WILDFIRE PREPAREDNESS WORKBOOK
STAY INFORMED & SAFE
CHECK YOUR GAS BAG
CHECK YOUR CAR FOR POSSIBLE FLAMMABLES
HELP YOUR RESIDENT PREPARE
WILDFIRE PREPAREDNESS WORKBOOK

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NEIGHBORHOOD EMERGENCY PREPAREDNESS

BLOCK PARTY

Safety starts at home.



KENSINGTON
FIRE PROTECTION DISTRICT

KENSINGTON

FIRE PROTECTION DISTRICT



DON'T MISS A CRITICAL MESSAGE!

COMPLETE THESE STEPS TO KNOW WHEN AN EMERGENCY IS OCCURRING AT HOME.

1. ADD THE CWS CONTACT CARD TO YOUR MOBILE DEVICE'S CONTACT LIST.



Some cell carriers categorize unknown callers as spam. Download the card now and enable Emergency Bypass for the contact.

SCAN TO DOWNLOAD THE CONTACT CARD

CWS 925-655-0195

2. REGISTER WITH CWS TO ENSURE YOUR DEVICE RECEIVES ALERTS.



Central Costa County Community Warning Systems (CWS) will work with first responders to contact residents during an emergency. Registration is vital to receiving alerts.

SCAN TO VISIT THE REGISTRATION SITE

VISIT: CWSALERTS.COM

3. OPT-IN TO NIXLE BY TEXTING YOUR ZIP CODE TO '888777' ON YOUR MOBILE DEVICE.



Nixle is a notification platform controlled by local public safety agencies. Kensington Police and Fire use Nixle to communicate directly with the community.

SCAN FOR THE NIXLE APP

VISIT: WWW.NIXLE.COM

@kensingtonfpd

KENSINGTON

FIRE PROTECTION DISTRICT



RED FLAG DAYS REQUIRE YOUR ACTION!
KNOW WHEN YOU NEED TO BE READY.

Register for Red Flag and Emergency Preparedness Email Notifications from Kensington Fire Protection District.

- STAY INFORMED OF RED FLAG DAYS
- PACK YOUR GO BAG
- STAY AWARE OF WILDFIRE RISKS
- STAGE YOUR CAR FOR POSSIBLE EVACUATION
- HELP YOUR NEIGHBORS PREPARE

TO SUBSCRIBE, SEND AN EMAIL TO: SUBSCRIBE@KENSINGTONFIRE.ORG

SCAN TO SUBSCRIBE FOR EMAIL ALERTS



WHAT IS A RED FLAG WARNING?

Red Flag Warnings are Issued by the National Weather Service when conditions combine to produce the possibility of extreme fire behavior. Be ready on Red Flag Days.

- High Temperatures
- Strong Winds 25 MPH or more
- Dry Fuels
- Low Humidity 20% RH or below
- Possibility of Dry Lightning Strikes

@kensingtonfpd

PRIORITY FOCUS ON COMMUNICATION

- CWS Registration
- CWS Contact Card
- Red Flag Email Notifications
- Opt-Into Nixle

CONCERNS RAISED BY RESIDENTS

- **EB Parks Vegetation Management Plans**
- **Alternative Warning Systems that don't rely on personal electronics**
- **PG&E Lines**
- **Insurance Non-Renewals**
- **Illegal Fireworks**
- **Parking Red Flag Days**
- **Evacuation Routes**
- **Hazardous Plant Removal**



Do you want Kensington to be a Firewise community?

WHAT IS A FIREWISE COMMUNITY IN CALIFORNIA?

The Firewise USA program is a part of California's efforts to ensure communities are prepared against wild-fire, and CAL FIRE Office of the State Fire Marshal's new Community Wildfire Preparedness & Mitigation Division works to assist local communities in receiving this designation.

WHAT ARE THE BENEFITS OF BEING A FIREWISE COMMUNITY?

- Benefits of Firewise communities reach beyond fire protection
- Doable, cost-effective plans.
- Feel safer in our environment.
- Prepared to act quickly.
- Invest in education, safety.
- Get involved, learn more.

6 STEPS TO BECOMING A FIREWISE COMMUNITY

- Form a board/committee comprised of residents and other wildfire stakeholders
- Obtain a wildfire risk assessment from the Fire Department
- Host a minimum of one wildfire risk reduction educational outreach event, or related activity
- Develop a multi-year action plan based on the site's risk reduction priorities
- Meet the minimum wildfire risk reduction investment
- Create a Firewise USA® Portal account and submit an application to your state Firewise USA liaison



SCAN TO RECEIVE MORE INFORMATION

TO LEARN MORE, VISIT WWW.KENSINGTONFIRE.ORG/KENSINGTONFIREWISE



FIREWISE USA®
RESIDENTS REDUCING WILDFIRE RISKS



TRAINING OPPORTUNITIES

• CERT TRAINING

In a disaster, you may be on your own. Your neighbors are learning what to do...are you? The Community Emergency Response Team will learn to help themselves and others! Through CERT you can receive:

- Disaster First Aid Training
- Disaster Preparedness
- Basic Firefighting
- Light Search and Rescue
- Damage Assessment
- How to Turn Off Utilities



WATCH CERT IN ACTION FROM FEMA



• CPR/FIRST AID

NEXT SESSION: Saturday, May 21, 2022

The El Cerrito / Kensington Fire Department offers the following classes to the general public:

- Adult CPR with AED
- Child CPR
- Infant CPR
- Basic First Aid

Space is limited. Priority registration is available for Kensington and El Cerrito residents. The processing fee is \$55 for CPR and \$110 for CPR/First Aid for El Cerrito and Kensington residents. Non-residents will pay \$65 for CPR and \$130 for CPR/First Aid.

Classes are offered throughout the year. Registration is necessary and has already begun for these classes. Space is limited. Priority registration is available for Kensington and El Cerrito residents. The processing fee is \$55 for CPR and \$110 for CPR/First Aid for El Cerrito and Kensington residents. Non-residents will pay \$65 for CPR and \$130 for CPR/First Aid.

TO LEARN MORE, VISIT WWW.KENSINGTONFIRE.ORG/COMMUNITY-PROGRAMS

SCAN TO VIEW TRAINING OPTIONS



INITIATIVE FOR SUBSIDIZED HAZARDOUS PLANT REMOVAL



JUNIPER

SCOTCH BROOM

BAMBOO

House hardening has become a significant focus of emergency preparedness in California. The Marin Independent Journal described a county-wide effort to motivate homeowners to modify their vegetation to improve public safety. This has also become an issue of home insurance, which should be a major focus of Kensington's Fire Protection District, as the Kensington Property Owners Association and other civic groups have pointed out.

To learn more information and to be notified when this program goes live, scan the QR Code below, or visit www.kensingtonfire.org/plants.

SCAN FOR MORE INFORMATION



TO LEARN MORE, VISIT WWW.KENSINGTONFIRE.ORG/PLANTS



DON'T MISS A CRITICAL MESSAGE!
COMPLETE THESE STEPS TO KNOW AN EMERGENCY IS OCCURRING.

1. ADD THE CWS CONTACT CARD TO YOUR MOBILE DEVICE'S CONTACT LIST.
Some cell carriers categorize unknown callers as spam. Don't let this happen to you. Download the card now and enable Emergency Bypass for the contact.

2. WITH CWS TO ENSURE RECEIVES ALERTS.
Warning System (CWS) contact residents during... on the Bay Area's



HELP
KINGSTON
Emergency Services
1-800-333-3333

Keep Out
POLICE

KINGSTON
WILDFIRE
PREPAREDNESS
WORKBOOK

HIGHLAND BLVD 5/7



HIGHLAND BLVD 5/7



HIGHLAND BLVD 5/7



KENSINGTON CT 5/19
Board Packet 95 of 124



KENSINGTON CT 5/19

Board Packet 06 of 124



KENSINGTON CT 5/19



LAKE DRIVE 5/22



E65

LAKE DRIVE 5/22

KENSINGTON
FIRE PROTECTION DISTRICT

KENSINGTON
FIRE

LAKE DRIVE 5/22

KENSINGTON FIRE PROTECTION DISTRICT



241

DO NOT MISS A CRITICAL MESSAGE!
USE THESE STEPS TO KNOW AN EMERGENCY IS OCCURRING.

REGISTER WITH CWS TO ENSURE YOUR DEVICE RECEIVES ALERTS.
Alameda County Community Warning System (CWS) is a notification platform controlled by local safety agencies. Kensington Police and Fire use it to communicate directly with the community.

TEXT-IN TO NIXLE BY TEXTING YOUR ZIP CODE TO '886777' ON YOUR MOBILE DEVICE.
Nixle is a notification platform controlled by local safety agencies. Kensington Police and Fire use it to communicate directly with the community.

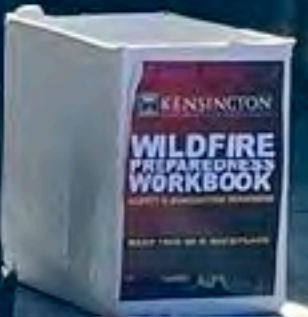
WWW.NIXLE.COM

RED FLAG DAYS REQUIRE YOUR ACTION.
KNOW WHEN YOU NEED TO BE READY!

- STAY INFORMED OF RED FLAG DAYS
- PACK YOUR GO BAG
- STAY AWARE OF WILDFIRE RISKS
- STAGE YOUR CAR FOR POSSIBLE EVACUATION
- HELP YOUR NEIGHBORS PREPARE

CONTACT: PREPARE@KENSINGTONFPD.COM

WHAT IS A RED FLAG WARNING?
Red Flag Warnings are issued by the National Weather Service when conditions combine to produce the possibility of extreme fire behavior. Be ready on Red Flag Days.



LAKE DRIVE BLOCK PARTY

KENSINGTON EVACUATION DRILL

Informational posters and QR codes for community events and safety resources.



HIGHLAND BLOCK PARTY Preparedness Assessment

This assessment will help the Kensington Fire Protection District know how prepared your street is for emergencies. Your neighborhood will see how your street compares with others in Kensington. We will use these scores to improve our community programs.

1. Which street do you live on?: _____

2. Is the CWS phone number added to your mobile phone contacts?

CIRCLE YOUR ANSWER	YES	NO
--------------------	-----	----

3. Did you register with CWS for emergency alerts?

CIRCLE YOUR ANSWER	YES	NO
--------------------	-----	----

4. Is your Go Bag packed and accessible for the upcoming fire season?

CIRCLE YOUR ANSWER	YES	NO
--------------------	-----	----

5. Do you have emergency supplies for shelter in place at home?

CIRCLE YOUR ANSWER	YES	NO
--------------------	-----	----

6. Do you have a unification plan or a meeting place established with friends/family for emergencies?

CIRCLE YOUR ANSWER	YES	NO
--------------------	-----	----

**THANK YOU FOR YOUR PARTICIPATION.
WE LOOK FORWARD TO SHARING THE RESULTS WITH YOU SOON.**



KENSINGTON FIRE PROTECTION DISTRICT

Highland Block Party Preparedness Assessment

This assessment will help the Kensington Fire Protection District know how prepared your street is for emergencies. Your neighborhood will see how your street compares with others in Kensington. We will also use these scores to improve our initiatives for the community.

jvalenzuela@kensingtonfire.org (not shared) [Switch account](#)

* Required

Select your street name. *

Choose

Next

Page 1 of 2

Clear form



BLOCK PARTY PREPAREDNESS METRICS

	EVACUATION DRILL SURVEY RESULTS	HIGHLAND BLVD BLOCK PARTY	KENSINGTON CT BLOCK PARTY	LAKE DRIVE BLOCK PARTY	RUGBY AVE BLOCK PARTY
The CWS phone number added to mobile phone contacts.	45.7%	63.2%	63.6%	75%	
Registered with CWS for emergency alerts.	96.1%	78.9%	81.8%	87.5%	
Go Bag packed and accessible for the upcoming fire season.	67.7%	52.6%	54.5%	75%	TBD
Emergency supplies for shelter in place at home.	67.4%	84.2%	72.7%	93.8%	
Reunification plan or a meeting place established with friends/family for emergencies.	55.1%	52.6%	45.5%	56.3%	

NEIGHBORHOOD EMERGENCY PREPAREDNESS

BLOCK PARTY

Safety starts at home.

JUNE 3RD - RUGBY AVE

5:30 PM



KENSINGTON
FIRE PROTECTION DISTRICT



Kensington Fire Protection District

Employee Timesheet Summary

FY2021-2022

Bill Hansell, General Manager

Activity Code	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Target	Actual	GA	FB	EP	PL	PS	HL	SL	VL
7/15/2021	51.43	52.00	37.50	6.25	2.25	0.00	0.00	6.00	0.00	0.00
7/31/2021	54.86	53.50	28.00	16.50	9.00	0.00	0.00	0.00	0.00	0.00
8/15/2021	51.43	51.25	10.25	15.00	5.00	0.00	3.25	0.00	5.00	12.75
8/31/2021	54.86	54.75	15.50	0.50	11.75	0.00	7.00	0.00	0.00	20.00
9/15/2021	51.43	92.50	28.00	26.25	4.00	0.00	28.25	6.00	0.00	0.00
9/30/2021	51.43	53.25	8.00	8.25	10.50	0.00	26.50	0.00	0.00	0.00
10/15/2021	51.43	84.75	48.25	16.25	3.00	3.00	14.25	0.00	0.00	0.00
10/31/2021	54.86	54.75	8.75	17.75	4.00	0.50	3.75	0.00	8.00	12.00
11/15/2021	51.43	68.25	37.75	15.75	3.50	0.00	5.25	0.00	0.00	6.00
11/30/2021	51.43	37.25	4.75	4.75	3.00	0.00	0.00	12.00	3.75	9.00
12/15/2021	51.43	64.50	30.25	10.50	9.50	0.00	14.25	0.00	0.00	0.00
12/31/2021	54.86	33.25	3.50	3.25	0.75	0.00	2.75	15.00	3.00	5.00
1/15/2022	51.43	79.00	28.50	28.50	5.00	0.00	11.00	6.00	0.00	0.00
1/31/2022	54.86	44.25	7.25	10.75	6.75	0.00	8.00	6.00	1.50	4.00
2/15/2022	51.43	75.25	35.50	10.75	3.00	0.00	26.00	0.00	0.00	0.00
2/28/2022	44.57	38.00	5.50	1.50	4.00	0.25	12.75	6.00	3.50	4.50
3/15/2022	51.43	63.00	34.00	7.00	4.00	0.50	17.50	0.00	0.00	0.00
3/31/2022	54.86	34.75	5.00	2.25	5.50	4.50	9.50	0.00	3.00	5.00
4/15/2022	51.43	80.75	43.75	18.25	4.75	0.00	14.00	0.00	0.00	0.00
4/30/2022	51.43	43.75	22.00	0.75	8.25	4.50	4.75	0.00	3.50	0.00
5/15/2022	51.43	68.50	52.75	5.25	0.00	0.00	10.50	0.00	0.00	0.00
5/30/2022	51.43									
6/15/2022	51.43									
6/30/2022	51.43									
Total Hours:	1248.04	1227.25	494.75	226	107.5	13.25	219.25	57	31.25	78.25
		98.33%	40.31%	18.42%	8.76%	1.08%	17.87%	4.64%	2.55%	6.38%



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 2/1/2022
 Pay Period End: 2/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
2/1/2022	See Separate Task Sheet	3.75	0.75	2.00			1.00			
2/2/2022	"	1.25					1.25			
2/3/2022	"	5.75	1.25	2.00			2.50			
2/4/2022	"	10.25	3.75	4.00	2.00		0.50			
2/5/2022	"	9.50	8.00	1.25			0.25			
2/6/2022	"	12.50	12.50							
2/7/2022	"	4.50	4.00				0.50			
2/8/2022	"	7.25	3.00		0.75		3.50			
2/9/2022	"	6.25	1.75				4.50			
2/10/2022	"	5.50	0.25	1.50	0.25		3.50			
2/11/2022	"	5.75	0.25				5.50			
2/12/2022	"									
2/13/2022	"									
2/14/2022	"	1.50					1.50			
2/15/2022	"	1.50					1.50			
Total Hours		75.25	35.50	10.75	3.00	0.00	26.00	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 8,127.00</u>								

Bill Hansell

2/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Finance Committee Mtg re: Post agenda; PSB for mail	0.50	Tue 2/1/2022	KFPD Finance
KFPD - Finance re: Update Advisors on schedule/options	0.50	Tue 2/1/2022	KFPD Finance
KFPD - PSB Renovation re: Emails and Calls	1.00	Tue 2/1/2022	KFPD PSB
KFPD - Finance re: Mtg w/Tel w/JK (FC mtg; Audit update; Budget review)	1.00	Tue 2/1/2022	KFPD Finance
KFPD - Gen Mgmt re: Timesheets and Payroll records	0.75	Tue 2/1/2022	KFPD Gen Mgmt
Day Total:	3.75		
KFPD - PSB Renovation re: Tel w/County Planner (Setback)	0.50	Wed 2/2/2022	KFPD PSB
KFPD - PSB Renovation re: Tel w/RB (KPPCSD coord)	0.75	Wed 2/2/2022	KFPD PSB
Day Total:	1.25		
KFPD - PSB re: Arch/Eng Mtg	1.50	Thu 2/3/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondence;	1.25	Thu 2/3/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: Standards; Setback issues	1.00	Thu 2/3/2022	KFPD PSB
KFPD - Finance re: Mid-Year Budget Data	2.00	Thu 2/3/2022	KFPD Finance
Day Total:	5.75		
KFPD - Finance re: Mid-Year Budget Data	1.25	Fri 2/4/2022	KFPD Finance
KFPD - Finance Committee Mtg	0.50	Fri 2/4/2022	KFPD Finance
KFPD - Finance re: Records, Investments	2.25	Fri 2/4/2022	KFPD Finance
KFPD - Gen Mgmt re: PSB for mail, msgs	0.50	Fri 2/4/2022	KFPD Gen Mgmt
KFPD - EPC re: Wildfire JPA mtg	2.00	Fri 2/4/2022	KFPD EPC
KFPD - PSB Renovation re: Tel w/CalOES grant coordinator	0.50	Fri 2/4/2022	KFPD PSB
KFPD - Gen Mgmt re: Agenda	1.00	Fri 2/4/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Agenda	0.50	Fri 2/4/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Agenda	1.75	Fri 2/4/2022	KFPD Gen Mgmt
Day Total:	10.25		
KFPD - Gen Mgmt re: Agenda	1.50	Sat 2/5/2022	KFPD Gen Mgmt
KFPD - Finance re: Transmittals, Replenishment accounting	1.25	Sat 2/5/2022	KFPD Finance
KFPD - Gen Mgmt re: BOD Mtg Packet	1.50	Sat 2/5/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: Update net area calcs	0.25	Sat 2/5/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg Packet	5.00	Sat 2/5/2022	KFPD Gen Mgmt
Day Total:	9.50		
KFPD - Gen Mgmt re: BOD Mtg Packet (Budget Revs)	2.75	Sun 2/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg Packet	3.75	Sun 2/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg Packet	3.50	Sun 2/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg Packet	2.50	Sun 2/6/2022	KFPD Gen Mgmt
Day Total:	12.50		
KFPD - Gen Mgmt re: BOD Mtg Packet	1.50	Mon 2/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg Packet	1.50	Mon 2/7/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: Tel w/County Bldg (Prelim review mtg)	0.50	Mon 2/7/2022	KFPD PSB

KFPD - Gen Mgmt re: Mtg w/EC City Mgr	1.00	Mon 2/7/2022	KFPD Gen Mgmt
Day Total:	4.50		
KFPD - PSB Renovation re: Revise financial plan	0.75	Tue 2/8/2022	KFPD PSB
KFPD - PSB Renovation re: Tel w/Geotech (Email to County on peer review)	0.25	Tue 2/8/2022	KFPD PSB
KFPD - PSB Renovation re: Tel w/DD (Questions on schedule/options)	0.25	Tue 2/8/2022	KFPD PSB
KFPD - EPC re: Tel w/KP	0.75	Tue 2/8/2022	KFPD EPC
KFPD - PSB Renovation re: Bldg Area Calcs	1.00	Tue 2/8/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg Packet	2.50	Tue 2/8/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: NHA Analysis update	1.25	Tue 2/8/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg Packet (Final posts; Prints)	0.50	Tue 2/8/2022	KFPD Gen Mgmt
Day Total:	7.25		
KFPD - Gen Mgmt re: BOD Mtg Packet copies	0.25	Wed 2/9/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: Space Needs Info/References/Letter	4.50	Wed 2/9/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg Follow-up	1.50	Wed 2/9/2022	KFPD Gen Mgmt
Day Total:	6.25		
KFPD - Gen Mgmt re: BOD Mtg Post Notice	0.25	Thu 2/10/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: Updates to consultants	1.25	Thu 2/10/2022	KFPD PSB
KFPD - Finance re: Transmittal for signature	0.25	Thu 2/10/2022	KFPD Finance
KFPD - Finance re: Budget Revisions, Posting	1.00	Thu 2/10/2022	KFPD Finance
KFPD - EPC re: Tel w/JV (Priority List)	0.25	Thu 2/10/2022	KFPD EPC
KFPD - PSB Renovation re: NHA revisions	0.50	Thu 2/10/2022	KFPD PSB
KFPD - Finance re: Transmittal to CCC	0.25	Thu 2/10/2022	KFPD Finance
KFPD - PSB Renovation re: Letter to EC City Manager (Contract Reserve)	1.75	Thu 2/10/2022	KFPD PSB
Day Total:	5.50		
KFPD - PSB Renovation re: Letter to EC City Manager (Contract Reserve)	1.25	Fri 2/11/2022	KFPD PSB
KFPD - PSB re: Geotech Reports to Planner	0.50	Fri 2/11/2022	KFPD PSB
KFPD - PSB re: Temp Facilities Mtg w/Arch, Mack5	1.00	Fri 2/11/2022	KFPD PSB
KFPD - PSB re: Geotech Reports to Planner	0.25	Fri 2/11/2022	KFPD PSB
KFPD - PSB re: Temp Facilities (Visit EC Modular Units)	0.50	Fri 2/11/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB (Msgs, Mail)	0.25	Fri 2/11/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: Mtg w/Shift Crew & Arch (Finishes, Storage, Etc)	2.00	Fri 2/11/2022	KFPD PSB
Day Total:	5.75		
KFPD - PSB Renovation re: Mtg w/Shift Crew & Arch (Finishes, Storage, Etc)	1.50	Mon 2/14/2022	KFPD PSB
Day Total:	1.50		
KFPD - PSB Renovation re: Mtg w/Shift Crew & Arch (Finishes, Storage, Etc)	1.50	Tue 2/15/2022	KFPD PSB
Day Total:	1.50		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):	75.25		
Target Hrs (Over/Under)	23.80		

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Tel w/LN (BOD mtg)	0.50	Wed 2/16/2022	KFPD Gen Mgmt
KFPD - EPC re: Tel w/JV (EP schedule)	0.25	Wed 2/16/2022	KFPD EPC
KFPD - Gen Mgmt re: Board Education Requirements	0.50	Wed 2/16/2022	KFPD Gen Mgmt
KFPD - Board Meeting (Continued)	2.25	Wed 2/16/2022	KFPD Board Mtg
KFPD - EPC re: Mtg Agenda	0.50	Wed 2/16/2022	KFPD EPC
Day Total:	4.00		
KFPD - PSB re: Arch/Eng Mtg	1.50	Thu 2/17/2022	KFPD PSB
KFPD - PSB re: Plan revisions	0.50	Thu 2/17/2022	KFPD PSB
KFPD - PSB re: Mtg w/CDC (Pre-App Review)	1.00	Thu 2/17/2022	KFPD PSB
KFPD - PSB re: Plan revisions	0.75	Thu 2/17/2022	KFPD PSB
KFPD - PSB re: Review plans, dtls w/Chief	0.75	Thu 2/17/2022	KFPD PSB
Day Total:	4.50		
KFPD - PSB re: Plan revisions to arch	2.25	Fri 2/18/2022	KFPD PSB
KFPD - EPC re: Agenda	0.50	Fri 2/18/2022	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail, msgs, post agenda, bldg info to staff	0.75	Fri 2/18/2022	KFPD Gen Mgmt
Day Total:	3.50		
KFPD - Gen Mgmt re: Holiday	6.00	Mon 2/21/2022	KFPD Holiday
Day Total:	6.00		
KFPD - PSB re: Temp Facilities (Tel w/Arch, San Rafael docs)	0.50	Tue 2/22/2022	KFPD PSB
KFPD - Legal re: Email (Plan Check Fees)	0.25	Tue 2/22/2022	KFPD Legal
KFPD - PSB re: Temp Facilities (Tel w/Arch, San Rafael docs)	1.00	Tue 2/22/2022	KFPD PSB
Day Total:	1.75		
KFPD - PSB re: Tel w/County, Geotech, Geologist (A-P act compliance; Planning approval)	2.00	Wed 2/23/2022	KFPD PSB
KFPD - Gen Mgmt re: Sick	3.50	Wed 2/23/2022	KFPD Sick
Day Total:	5.50		
KFPD - PSB re: Arch/Eng Mtg	1.75	Thu 2/24/2022	KFPD PSB
KFPD - EPC re: Committee Mtg	2.75	Thu 2/24/2022	KFPD EPC
Day Total:	4.50		
KFPD - Gen Mgmt re: Vacation	4.50	Fri 2/25/2022	KFPD Vacation
Day Total:	4.50		
KFPD - Gen Mgmt re: PSB for mail and msgs; Update shift on PSB	0.50	Sun 2/27/2022	KFPD Gen Mgmt
KFPD - PSB re: Struct review set for DCD; Const Estimate	0.75	Sun 2/27/2022	KFPD PSB
Day Total:	1.25		
KFPD - Gen Mgmt re: Correspondence	1.00	Mon 2/28/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.50	Mon 2/28/2022	KFPD Finance
Day Total:	2.50		
Total (24hrs/wk Allowance = 3.43hrs/day x 13 days = 44.59hrs Max):	38.00		
Target Hrs (Over/Under)	(6.59)		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 3/1/2022
 Pay Period End: 3/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
3/1/2022	See Separate Task Sheet	6.25	0.75	5.50						
3/2/2022	"	2.50	1.00	1.00		0.50				
3/3/2022	"	1.75	0.75				1.00			
3/4/2022	"	5.75	2.75				3.00			
3/5/2022	"	5.00	5.00							
3/6/2022	"	3.00	3.00							
3/7/2022	"	11.50	6.75				4.75			
3/8/2022	"	12.00	10.50				1.50			
3/9/2022	"	5.00	2.00		1.00		2.00			
3/10/2022	"	2.25	0.25				2.00			
3/11/2022	"	5.75	1.25		2.00		2.50			
3/12/2022	"									
3/13/2022	"	0.50			0.50					
3/14/2022	"	0.75		0.50			0.25			
3/15/2022	"	1.00			0.50		0.50			
Total Hours		63.00	34.00	7.00	4.00	0.50	17.50	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 6,804.00</u>								

Bill Hansell

3/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Tel w/DD (Financing)	0.25	Tue 3/1/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	2.50	Tue 3/1/2022	KFPD Finance
KFPD - Gen Mgmt re: Tel w/JK	0.50	Tue 3/1/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	3.00	Tue 3/1/2022	KFPD Finance
Day Total:	6.25		
KFPD - Finance re: Invoices	0.25	Wed 3/2/2022	KFPD Finance
KFPD - Finance re: Invoices	0.75	Wed 3/2/2022	KFPD Finance
KFPD - Gen Mgmt re: Tel w/LN (BOD mtg agenda)	1.00	Wed 3/2/2022	KFPD Gen Mgmt
KFPD - Legal re: Emails to counsel	0.50	Wed 3/2/2022	KFPD Legal
Day Total:	2.50		
KFPD - PSB re: Temp Facilities Mtg	1.00	Thu 3/3/2022	KFPD PSB
KFPD - Gen Mgmt re: Tel w/LN (Payroll)	0.75	Thu 3/3/2022	KFPD Gen Mgmt
Day Total:	1.75		
KFPD - PSB re: Arch/Eng Mtg	1.00	Fri 3/4/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg agenda	0.50	Fri 3/4/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg agenda	0.50	Fri 3/4/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Info to Unitarian Church)	1.25	Fri 3/4/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg agenda	1.00	Fri 3/4/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Email to KPPCSD)	0.75	Fri 3/4/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg agenda post; PSB for mail, msg	0.75	Fri 3/4/2022	KFPD Gen Mgmt
Day Total:	5.75		
KFPD - Gen Mgmt re: BOD Mtg packet	3.75	Sat 3/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg packet	1.25	Sat 3/5/2022	KFPD Gen Mgmt
Day Total:	5.00		
KFPD - Gen Mgmt re: BOD Mtg packet	1.25	Sun 3/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg packet	1.75	Sun 3/6/2022	KFPD Gen Mgmt
Day Total:	3.00		
KFPD - Gen Mgmt re: BOD Mtg packet	0.50	Mon 3/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PRA 2022-01 (Sprinkler Cost History to 2017)	0.50	Mon 3/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg packet	1.25	Mon 3/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg packet	1.50	Mon 3/7/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: ZA Hearing	1.00	Mon 3/7/2022	KFPD PSB
KFPD - PSB Renovation re: Tel w/LN	0.50	Mon 3/7/2022	KFPD PSB

Kensington Fire Protection District

Timesheet Details

Bill Hansell

KFPD - PSB Renovation re: ?'s from Jim Watt	1.50	Mon 3/7/2022	KFPD PSB
KFPD - PSB Renovation re: Tel w/Struct	0.25	Mon 3/7/2022	KFPD PSB
KFPD - Gen Mgmt re: Grant Writer update	0.50	Mon 3/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PRA 2022-01 (Sprinkler Cost History to 2017)	0.75	Mon 3/7/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: KPPCSD modular lease issues	1.50	Mon 3/7/2022	KFPD PSB
KFPD - Gen Mgmt re: Board Packet	1.75	Mon 3/7/2022	KFPD Gen Mgmt
Day Total:	11.50		
KFPD - Gen Mgmt re: Board Packet	2.50	Tue 3/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg packet	2.25	Tue 3/8/2022	KFPD Gen Mgmt
KFPD - PSB Temp Facility re: Tel w/UUCB ED	1.00	Tue 3/8/2022	KFPD PSB
KFPD - PSB Renovation re: Zoom w/EC on Reserves (Modular rental?)	0.50	Tue 3/8/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg packet	1.50	Tue 3/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg packet	1.25	Tue 3/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg packet	3.00	Tue 3/8/2022	KFPD Gen Mgmt
Day Total:	12.00		
KFPD - Gen Mgmt re: BOD Mtg packet	0.75	Wed 3/9/2022	KFPD Gen Mgmt
KFPD - EPC re: Tel w/JV (Drill, events)	0.25	Wed 3/9/2022	KFPD EPC
KFPD - EPC re: Evac Drill Planning	0.25	Wed 3/9/2022	KFPD EPC
KFPD - PSB Temp Facility re: KPPCSD Negotiations	2.00	Wed 3/9/2022	KFPD PSB
KFPD - Gen Mgmt re: Tel w/LN (Board Mtg)	0.25	Wed 3/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/DD (Board Mtg ?'s)	0.25	Wed 3/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Education Reminders	0.75	Wed 3/9/2022	KFPD Gen Mgmt
KFPD - EPC re: Agenda draft	0.50	Wed 3/9/2022	KFPD EPC
Day Total:	5.00		
KFPD - PSB re: Arch/Eng Mtg	0.50	Thu 3/10/2022	KFPD PSB
KFPD - PSB Renovation re: Tel w/Planning Director on process	0.50	Thu 3/10/2022	KFPD PSB
KFPD - PSB Renovation re: Code email	1.00	Thu 3/10/2022	KFPD PSB
KFPD - Gen Mgmt re: KPPCSD mtg comments	0.25	Thu 3/10/2022	KFPD Gen Mgmt
Day Total:	2.25		
KFPD - PSB re: Temp Facility Mtg	1.00	Fri 3/11/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Emails to Engineers)	0.75	Fri 3/11/2022	KFPD PSB
KFPD - EPC re: Mtg agenda	1.00	Fri 3/11/2022	KFPD EPC
KFPD - PSB Renovation re: Mtg w/CCC Structural Review	0.75	Fri 3/11/2022	KFPD PSB
KFPD - EPC re: Print Order for signage	0.50	Fri 3/11/2022	KFPD EPC

KFPD - Gen Mgmt re: PSB for mail, msgs, Shift check-in; Coord w/PD	1.25	Fri 3/11/2022	KFPD Gen Mgmt
KFPD - EPC re: Post agenda	0.50	Fri 3/11/2022	KFPD EPC
	Day Total:		5.75
KFPD - EPC re: Re-Post agenda	0.50	Sun 3/13/2022	KFPD EPC
	Day Total:		0.50
KFPD - PSB re: Update webpage	0.25	Mon 3/14/2022	KFPD PSB
KFPD - Gen Mgmt re: Transmittal	0.50	Mon 3/14/2022	KFPD Finance
	Day Total:		0.75
KFPD - EPC re: RPP Project Application	0.50	Tue 3/15/2022 9:00	KFPD EPC
KFPD - PSB re: ZA conditions	0.50	Tue 3/15/2022 4:30	KFPD PSB
	Day Total:		1.00
	Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):		63.00
	Target Hrs (Over/Under)		11.55



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 3/16/2022
 Pay Period End: 3/31/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
3/16/2022	See Separate Task Sheet	4.00	0.25	1.25	1.75		0.75			
3/17/2022	"	8.50		1.00	3.00	4.50				
3/18/2022	"	2.25					2.25			
3/19/2022	"									
3/20/2022	"									
3/21/2022	"	2.75	1.75				1.00			
3/22/2022	"									
3/23/2022	"									
3/24/2022	"	6.00					1.00			5.00
3/25/2022	"									
3/26/2022	"	0.50	0.50							
3/27/2022	"									
3/28/2022	"	1.50			0.75		0.75			
3/29/2022	"	3.00							3.00	
3/30/2022	"	4.00	2.25				1.75			
3/31/2022	"	2.25	0.25				2.00			
	Total Hours	34.75	5.00	2.25	5.50	4.50	9.50	0.00	3.00	5.00
	Rate	\$ 108.00								
	Total Gross Pay	\$ 3,753.00								

Bill Hansell

3/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - EPC re: Zoom Mtg (Drill Planning Mtg)	1.00	Wed 3/16/2022	KFPD EPC
KFPD - PSB re: Arch Finish Presentation	0.75	Wed 3/16/2022	KFPD PSB
KFPD - EPC re: Fire Plug edits; Print orders	0.75	Wed 3/16/2022	KFPD EPC
KFPD - Finance re: Monthly transmittal	0.50	Wed 3/16/2022	KFPD Finance
KFPD - Gen Mgmt re: Tel w/SA (Employment)	0.25	Wed 3/16/2022	KFPD Gen Mgmt
KFPD - Finance re: County Report	0.50	Wed 3/16/2022	KFPD Finance
KFPD - Gen Mgmt re: Confirm Payroll	0.25	Wed 3/16/2022	KFPD Finance
Day Total:	4.00		
KFPD - PSB re: Temp Facility (Contact EC Building/Planning)	1.50	Thu 3/17/2022	KFPD PSB
KFPD - PSB re: Temp Facility Mtg	0.75	Thu 3/17/2022	KFPD PSB
KFPD - PSB re: Arch/Eng Mtg	2.00	Thu 3/17/2022	KFPD PSB
KFPD - EPC re: Committee Special Mtg	2.25	Thu 3/17/2022	KFPD EPC
KFPD - PSB Renovation re: Variance Appeal Period Ends; Tel Planner	0.25	Thu 3/17/2022	KFPD PSB
KFPD - EPC re: Firesafe Planting Program	0.75	Thu 3/17/2022	KFPD EPC
KFPD - Gen Mgmt re: Correspondence	1.00	Thu 3/17/2022	KFPD Finance
Day Total:	8.50		
KFPD - PSB re: On site for Mech Eng	1.50	Fri 3/18/2022	KFPD PSB
KFPD - PSB re: Email Congressman (Federal Community Project Funding)	0.75	Fri 3/18/2022	KFPD PSB
Day Total:	2.25		
KFPD - Gen Mgmt re: CCSDA mtg	1.75	Mon 3/21/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility Mtg	0.25	Mon 3/21/2022	KFPD PSB
KFPD - PSB re: Temp Facility Contract with List Engineering	0.75	Mon 3/21/2022	KFPD PSB
Day Total:	2.75		
KFPD - Vacation	5.00	Thu 3/24/2022	KFPD Vacation
KFPD - PSB re: Arch/Eng Mtg	1.00	Thu 3/24/2022	KFPD PSB
Day Total:	6.00		
KFPD - Gen Mgmt re: PSB for mail, msgs	0.50	Sat 3/26/2022	KFPD Gen Mgmt
Day Total:	0.50		
KFPD - EPC re: Cerrito Canyon RPP mtg w/BFD Chief Abraham	0.75	Mon 3/28/2022	KFPD EPC
KFPD - Gen Mgmt re: Vmail to Grant Writer	0.00	Mon 3/28/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Modular, Tent, etc)	0.75	Mon 3/28/2022	KFPD PSB
Day Total:	1.50		
KFPD - Sick	3.00	Tue 3/29/2022	KFPD Sick
Day Total:	3.00		
KFPD - Gen Mgmt re: Form 700 reminders and assistance	1.00	Wed 3/30/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility	1.75	Wed 3/30/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	1.00	Wed 3/30/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Form 700 assistance	0.25	Wed 3/30/2022	KFPD Gen Mgmt
Day Total:	4.00		
KFPD - PSB re: Temp Facility (Visit Station 55 at 955 St San Pedro Rd)	0.50	Thu 3/31/2022	KFPD PSB
KFPD - PSB re: Arch/Eng Mtg	0.75	Thu 3/31/2022	KFPD PSB
KFPD - PSB re: Temp Facility planning	0.75	Thu 3/31/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg agenda	0.25	Thu 3/31/2022	KFPD Gen Mgmt
Day Total:	2.25		
Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88 hrs Max):	34.75		
Target Hrs (Over/Under)	(20.13)		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 4/1/2022
 Pay Period End: 4/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
4/1/2022	See Separate Task Sheet	9.25	2.25	2.50	2.50		2.00			
4/2/2022	"	6.75		5.00			1.75			
4/3/2022	"	8.75	0.75	7.50			0.50			
4/4/2022	"	10.75	5.50	1.25			4.00			
4/5/2022	"	9.75	6.25	1.50			2.00			
4/6/2022	"	3.00	3.00							
4/7/2022	"	3.25	2.00				1.25			
4/8/2022	"	0.50	0.25		0.25					
4/9/2022	"									
4/10/2022	"									
4/11/2022	"	5.25	4.50		0.25		0.50			
4/12/2022	"	11.25	9.00		1.00		1.25			
4/13/2022	"	8.50	7.75	0.50			0.25			
4/14/2022	"	3.00	1.75		0.75		0.50			
4/15/2022	"	0.75	0.75							
Total Hours		80.75	43.75	18.25	4.75	0.00	14.00	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		\$ 8,721.00								

Bill Hansell

4/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Facility Mtg	0.75	Fri 4/1/2022	KFPD PSB
KFPD - EPC re:Tel MailStream for Fire Plug order (925-676-6711)	0.25	Fri 4/1/2022	KFPD EPC
KFPD - Finance re: Invoices	1.00	Fri 4/1/2022	KFPD Finance
KFPD - Finance re: Invoices	0.75	Fri 4/1/2022	KFPD Finance
KFPD - EPC re: Wildfire JPA mtg #4	2.00	Fri 4/1/2022	KFPD EPC
KFPD - PSB re: Temp Facility planning	0.75	Fri 4/1/2022	KFPD PSB
KFPD - EPC re: Evacuation Drill	0.25	Fri 4/1/2022	KFPD EPC
KFPD - PSB re: Tel w/RB (Rental in EC modulars)	0.25	Fri 4/1/2022	KFPD PSB
KFPD - Gen Mgmt re: Ordinance 2022-01 publication prep	1.00	Fri 4/1/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	0.75	Fri 4/1/2022	KFPD Finance
KFPD - Gen Mgmt re: Ordinance 2022-01 counsel review	1.25	Fri 4/1/2022	KFPD Gen Mgmt
KFPD - PSB re: Struct assessment study draft	0.25	Fri 4/1/2022	KFPD PSB
Day Total:	9.25		
KFPD - PSB re: Tel w/RB (Rental in EC modulars)	1.00	Sat 4/2/2022	KFPD PSB
KFPD - Finance re: Invoices	0.75	Sat 4/2/2022	KFPD Finance
KFPD - Finance re: Invoices	1.50	Sat 4/2/2022	KFPD Finance
KFPD - Finance re: Invoices	2.00	Sat 4/2/2022	KFPD Finance
KFPD - Finance re: Invoices	0.75	Sat 4/2/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Alt layout)	0.75	Sat 4/2/2022	KFPD PSB
Day Total:	6.75		
KFPD - PSB re: Temp Facility (Alt layout)	0.50	Sun 4/3/2022	KFPD PSB
KFPD - Finance re: Invoices	1.50	Sun 4/3/2022	KFPD Finance
KFPD - Finance re: Invoices	4.00	Sun 4/3/2022	KFPD Finance
KFPD - Gen Mgmt re: Timesheets and Payroll	0.75	Sun 4/3/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.00	Sun 4/3/2022	KFPD Finance
KFPD - Finance re: Invoices	1.00	Sun 4/3/2022	KFPD Finance
Day Total:	8.75		
KFPD - Gen Mgmt re: Correspondence and filing	2.00	Mon 4/4/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoice to Maze; County records requested	0.25	Mon 4/4/2022	KFPD Finance
KFPD - Finance re: Invoices	1.00	Mon 4/4/2022	KFPD Finance
KFPD - PSB re: Temp Facility	0.75	Mon 4/4/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	0.50	Mon 4/4/2022	KFPD Gen Mgmt
KFPD - PSB re: Area of modulars; Rent calcs; Negotiations w/KPPCSD	3.25	Mon 4/4/2022	KFPD PSB
KFPD - Gen Mgmt re: Agenda and materials	3.00	Mon 4/4/2022	KFPD Gen Mgmt
Day Total:	10.75		
KFPD - Gen Mgmt re: Agenda and materials	1.50	Tue 4/5/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility Mtg	1.50	Tue 4/5/2022	KFPD PSB
KFPD - PSB re: Info to City (permit)	0.50	Tue 4/5/2022	KFPD PSB
KFPD - Gen Mgmt re: Agenda and materials	1.00	Tue 4/5/2022	KFPD Gen Mgmt
KFPD - Finance re: Elec Deposits	1.50	Tue 4/5/2022	KFPD Finance
KFPD - Gen Mgmt re: EC Fire Services Contract	1.50	Tue 4/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Post agenda; PSB mail	0.50	Tue 4/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet	1.75	Tue 4/5/2022	KFPD Gen Mgmt
Day Total:	9.75		
KFPD - Gen Mgmt re: Board Packet	2.00	Wed 4/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	1.00	Wed 4/6/2022	KFPD Gen Mgmt
Day Total:	3.00		
KFPD - Gen Mgmt re: KPPCSD Mtg	2.00	Thu 4/7/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Parking Lot lease negotiations)	1.25	Thu 4/7/2022	KFPD PSB
Day Total:	3.25		
KFPD - Gen Mgmt re: PRA questions	0.25	Fri 4/8/2022	KFPD Gen Mgmt
KFPD - EPC re: Drill issues	0.25	Fri 4/8/2022	KFPD EPC
Day Total:	0.50		
KFPD - Gen Mgmt re: Correspondence	1.00	Mon 4/11/2022	KFPD Gen Mgmt
KFPD - PSB re: Tel w/NHA (Interest Rates; Revise projections)	0.25	Mon 4/11/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Tel w/RB KPPCSD Modular Lease)	0.25	Mon 4/11/2022	KFPD PSB
KFPD - EPC re: Tel w/KP	0.25	Mon 4/11/2022	KFPD EPC
KFPD - Gen Mgmt re: Mtg Packet	3.50	Mon 4/11/2022	KFPD Gen Mgmt
Day Total:	5.25		
KFPD - Gen Mgmt re: Mtg Packet	1.75	Tue 4/12/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility Mtg	1.25	Tue 4/12/2022	KFPD PSB

KFPD - EPC re: Tel w/KP	0.75	Tue 4/12/2022	KFPD EPC
KFPD - Gen Mgmt re: HEF mtg	1.50	Tue 4/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg Packet	3.00	Tue 4/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: tel w/LN (BOD Mtg)	0.25	Tue 4/12/2022	KFPD Gen Mgmt
KFPD - EPC re: Draft Agenda	0.25	Tue 4/12/2022	KFPD EPC
KFPD - Gen Mgmt re: Mtg Packet	0.75	Tue 4/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	0.75	Tue 4/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg Packet	1.00	Tue 4/12/2022	KFPD Gen Mgmt
Day Total:	11.25		
KFPD - Gen Mgmt re: Mtg Packet	0.75	Wed 4/13/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	0.75	Wed 4/13/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg Packet; Correspondence	5.25	Wed 4/13/2022	KFPD Gen Mgmt
KFPD - Finance re: Tel w/JK (Interest rates)	0.50	Wed 4/13/2022	KFPD Finance
KFPD - Gen Mgmt re: Mtg Packet	1.00	Wed 4/13/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (RB KPPCSD Lease)	0.25	Wed 4/13/2022	KFPD PSB
Day Total:	8.50		
KFPD - PSB re: Temp Facility (RB KPPCSD Lease)	0.25	Thu 4/14/2022	KFPD PSB
KFPD - EPC re: Tel w/Chief	0.25	Thu 4/14/2022	KFPD EPC
KFPD - EPC re: Tel w/JV	0.50	Thu 4/14/2022	KFPD EPC
KFPD - Gen Mgmt re: Tel w/JK	0.50	Thu 4/14/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (RB KPPCSD Lease)	0.25	Thu 4/14/2022	KFPD PSB
KFPD - Gen Mgmt re: KPPCSD meeting	0.25	Thu 4/14/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	1.00	Thu 4/14/2022	KFPD Gen Mgmt
Day Total:	3.00		
KFPD - Gen Mgmt re: PSB (Mail, Msgs, Staff)	0.75	Fri 4/15/2022	KFPD Gen Mgmt
Day Total:	0.75		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):	80.75		
Target Hrs (Over/Under)	29.30		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 4/16/2022
 Pay Period End: 4/30/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
4/16/2022	See Separate Task Sheet	0.00								
4/17/2022	"	0.00								
4/18/2022	"	5.25	2.00		1.00	0.75	1.50			
4/19/2022	"	3.75				3.75				
4/20/2022	"	1.50	1.00		0.50					
4/21/2022	"	9.50	8.00	0.25			1.25			
4/22/2022	"	5.00	5.00							
4/23/2022	"	0.50	0.50							
4/24/2022	"	3.25	0.50		2.75					
4/25/2022	"	3.50							3.50	
4/26/2022	"	0.25			0.25					
4/27/2022	"	1.00					1.00			
4/28/2022	"	6.50	2.50		3.50		0.50			
4/29/2022	"	3.00	2.00	0.50			0.50			
4/30/2022	"	0.75	0.50		0.25					
Total Hours		43.75	22.00	0.75	8.25	4.50	4.75	0.00	3.50	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 4,725.00</u>								

Bill Hansell

4/30/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Legal re: PRA 2022_02 (Email counsel; Response)	0.50	Mon 4/18/2022	KFPD Legal
KFPD - Gen Mgmt re: Correspondence	1.00	Mon 4/18/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	1.00	Mon 4/18/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Tel w/RB lease spaces)	0.25	Mon 4/18/2022	KFPD PSB
KFPD - Legal re: PRA 2022_02 (Response)	0.25	Mon 4/18/2022	KFPD Legal
KFPD - EPC re: FireWise Community	1.00	Mon 4/18/2022	KFPD EPC
KFPD - PSB re: Update documents	1.25	Mon 4/18/2022	KFPD PSB
Day Total:	5.25		
KFPD - PSB re: Temp Facility Mtg	2.00	Tue 4/19/2022	KFPD PSB
KFPD - PSB re: On site for gate review	0.50	Tue 4/19/2022	KFPD PSB
KFPD - PSB re: Mtg w/TOR (Lease negotiation)	1.25	Tue 4/19/2022	KFPD PSB
Day Total:	3.75		
KFPD - Gen Mgmt re: Tel w/LN (Mtg planning; updates)	1.00	Wed 4/20/2022	KFPD Gen Mgmt
KFPD - EPC re: Tel w/KP (Mtg agenda; Firesafe Planting)	0.50	Wed 4/20/2022	KFPD EPC
Day Total:	1.50		
KFPD - PSB re: Bldg Permit Dwgs submitted online	1.25	Thu 4/21/2022	KFPD PSB
KFPD - Finance re: Transmittal to County	0.25	Thu 4/21/2022	KFPD Finance
KFPD - Gen Mgmt re: Fire Chief interviews	8.00	Thu 4/21/2022	KFPD Gen Mgmt
Day Total:	9.50		
KFPD - Gen Mgmt re: Tel w/JK	0.25	Fri 4/22/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	1.25	Fri 4/22/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/LN (Special Mtg)	0.50	Fri 4/22/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/TOR (Parking Lot negotiation)	0.25	Fri 4/22/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/KP (Special Mtg)	0.25	Fri 4/22/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/TOR (Parking Lot negotiation; Conf Cost)	0.25	Fri 4/22/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	2.25	Fri 4/22/2022	KFPD Gen Mgmt
Day Total:	5.00		
KFPD - Gen Mgmt re: Public Correspondence; Update mtg posting	0.50	Sat 4/23/2022	KFPD Gen Mgmt
Day Total:	0.50		
KFPD - EPC re: Mtg Agenda, Supporting materials	2.00	Sun 4/24/2022	KFPD EPC
KFPD - EPC re: Tel w/KP (Agenda, Supporting materials)	0.75	Sun 4/24/2022	KFPD EPC
KFPD - Gen Mgmt re: Post agenda; PSB for msgs/vmails	0.50	Sun 4/24/2022	KFPD Gen Mgmt
Day Total:	3.25		
KFPD - Sick Leave	3.50	Mon 4/25/2022	KFPD Sick
Day Total:	3.50		
KFPD - EPC re: Tel w/JV (Events)	0.25	Tue 4/26/2022	KFPD EPC
Day Total:	0.25		
KFPD - PSB re: Conf w/EC Planning (Temp Bldg Permit)	0.75	Wed 4/27/2022	KFPD PSB
KFPD - PSB re: Tel w/Chief (Temp Facility planning application)	0.25	Wed 4/27/2022	KFPD PSB
Day Total:	1.00		
KFPD - PSB re: Lease negotiations	0.50	Thu 4/28/2022	KFPD PSB
KFPD - EPC re: Board Packet info	1.50	Thu 4/28/2022	KFPD EPC
KFPD - EPC re: Committee Mtg	2.00	Thu 4/28/2022	KFPD EPC
KFPD - Gen Mgmt re: Special Mtg	2.50	Thu 4/28/2022	KFPD Gen Mgmt
Day Total:	6.50		
KFPD - Gen Mgmt re: Conf w/Nerd Crossing (Annual IT audit; Hybrid Meetings)	0.50	Fri 4/29/2022	KFPD Gen Mgmt
KFPD - Finance re: State Compensation Report	0.50	Fri 4/29/2022	KFPD Finance
KFPD - Gen Mgmt re: Correspondence	1.50	Fri 4/29/2022	KFPD Gen Mgmt
KFPD - PSB re: Tel w/KP (EC Modulars, Update)	0.50	Fri 4/29/2022	KFPD PSB
Day Total:	3.00		
KFPD - EPC re: Shreds/Meds Event	0.25	Sat 4/30/2022	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail, msgs	0.50	Sat 4/30/2022	KFPD Gen Mgmt
Day Total:	0.75		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):	43.75		
Target Hrs (Over/Under)	(7.70)		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 5/1/2022
 Pay Period End: 5/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
5/1/2022	See Separate Task Sheet									
5/2/2022	"	1.25	1.25							
5/3/2022	"	5.75	3.75				2.00			
5/4/2022	"	11.00	8.50				2.50			
5/5/2022	"	7.00	5.00	2.00						
5/6/2022	"	9.00	4.00	2.75			2.25			
5/7/2022	"	7.00	7.00							
5/8/2022	"									
5/9/2022	"	5.25	4.75				0.50			
5/10/2022	"	9.50	7.50				2.00			
5/11/2022	"	8.50	7.50				1.00			
5/12/2022	"	3.25	3.00				0.25			
5/13/2022	"	1.00	0.50	0.50						
5/14/2022	"									
5/15/2022	"									
Total Hours		68.50	52.75	5.25	0.00	0.00	10.50	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		\$ 7,398.00								

Bill Hansell

5/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Tel w/LN (BOD Mtgs; Personnel issues)	0.50	Mon 5/2/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/KP (BOD Mtgs; Personnel issues)	0.75	Mon 5/2/2022	KFPD Gen Mgmt
Day Total:	1.25		
KFPD - Gen Mgmt re: Tel w/Interim Chief (Procedures)	0.75	Tue 5/3/2022	KFPD Gen Mgmt
KFPD - PSB re: Carport contract, plans, schedule; Tel w/Vendor	2.00	Tue 5/3/2022	KFPD PSB
KFPD - Gen Mgmt re: Census Form	0.50	Tue 5/3/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Fire Chief Commendation	0.50	Tue 5/3/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: HEF/JPA issues; Chief Correspondence	1.50	Tue 5/3/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	0.50	Tue 5/3/2022	KFPD Gen Mgmt
Day Total:	5.75		
KFPD - PSB re: Temp Facility site plan; lease	0.50	Wed 5/4/2022	KFPD PSB
KFPD - Finance re: CCC reports; Maze coord	3.50	Wed 5/4/2022	KFPD Finance
KFPD - PSB re: Tel w/NHA (Loan process)	0.50	Wed 5/4/2022	KFPD PSB
KFPD - Finance re: CCC reports; Maze coord	2.50	Wed 5/4/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Arch/Eng Coordination)	1.50	Wed 5/4/2022	KFPD PSB
KFPD - Finance re: Invoices	2.50	Wed 5/4/2022	KFPD Finance
Day Total:	11.00		
KFPD - Gen Mgmt re: Correspondence	1.00	Thu 5/5/2022	KFPD Gen Mgmt
KFPD - Finance re: EDP issues w/County	0.50	Thu 5/5/2022	KFPD Finance
KFPD - Gen Mgmt re: Mtg w/LN, KP	2.50	Thu 5/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for staff mtg; Mail, msgs	1.50	Thu 5/5/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.50	Thu 5/5/2022	KFPD Finance
Day Total:	7.00		
KFPD - Finance re: Invoices	1.00	Fri 5/6/2022	KFPD Finance
KFPD - Finance re: Invoices	1.75	Fri 5/6/2022	KFPD Finance
KFPD - PSB re: Temp Facility design issues	1.00	Fri 5/6/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Approve Carport Contract/Payment)	0.25	Fri 5/6/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg agenda and packet	1.00	Fri 5/6/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility submit Planning Permit	1.00	Fri 5/6/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg agenda and packet	3.00	Fri 5/6/2022	KFPD Gen Mgmt
Day Total:	9.00		
KFPD - Gen Mgmt re: BOD Mtg agenda and packet	4.50	Sat 5/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg agenda and packet	2.50	Sat 5/7/2022	KFPD Gen Mgmt
Day Total:	7.00		
KFPD - PSB re; Temp Facility (KPPCSD sublease)	0.25	Mon 5/9/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Tel w/MG on modulars)	0.25	Mon 5/9/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD mtg packet	2.25	Mon 5/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD mtg packet	2.50	Mon 5/9/2022	KFPD Gen Mgmt
Day Total:	5.25		
KFPD - Gen Mgmt re: Tel w/LAFCO	0.50	Tue 5/10/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD mtg packet	1.00	Tue 5/10/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility Progress Mtg	2.00	Tue 5/10/2022	KFPD PSB
KFPD - Gen Mgmt re: HEF SLC Mtg	1.50	Tue 5/10/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD mtg packet	3.00	Tue 5/10/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg Mins	1.50	Tue 5/10/2022	KFPD Gen Mgmt
Day Total:	9.50		
KFPD - Gen Mgmt re: Mtg Mins	2.00	Wed 5/11/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	1.50	Wed 5/11/2022	KFPD Gen Mgmt
KFPD - PSB re: Tel w/DD (Progress questions)	0.50	Wed 5/11/2022	KFPD PSB
KFPD - PSB re: Tel w/NHA Finance	0.50	Wed 5/11/2022	KFPD PSB
KFPD - Gen Mgmt re: Mtg Mins	3.00	Wed 5/11/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	1.00	Wed 5/11/2022	KFPD Gen Mgmt
Day Total:	8.50		
KFPD - PSB re: Tel w/NHA (Confirm RFP for team)	0.25	Thu 5/12/2022	KFPD PSB
KFPD - Gen Mgmt re: Mtg w/Interim Chief, JV (Communications)	2.50	Thu 5/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: KPPCSD	0.50	Thu 5/12/2022	KFPD Gen Mgmt
Day Total:	3.25		
KFPD - Gen Mgmt re: PSB (Mail, Msgs, Staff)	0.50	Fri 5/13/2022	KFPD Gen Mgmt
KFPD - Finance re: Budget	0.50	Fri 5/13/2022	KFPD Finance

	Day Total:	1.00
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):		68.50
Target Hrs (Over/Under)		17.05