



KENSINGTON FIRE PROTECTION DISTRICT
AGENDA OF A REGULAR MEETING OF THE BOARD OF
DIRECTORS
Wednesday, June 10, 2020 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, 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 the meeting by accessing <https://zoom.us/j/91368089032> (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.

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).

Oral communications 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)).

Please click the link below to join the webinar:

<https://zoom.us/j/91368089032>

Or iPhone one-tap :

US: +16699009128,,91368089032# or +12532158782,,91368089032#

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US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1
301 715 8592 or +1 312 626 6799

Webinar ID: 913 6808 9032

International numbers available: <https://zoom.us/u/abp4vwVO7D>

1. CALL TO ORDER/ROLL CALL

Directors: Dom Dommer, Janice Kosel, Laurence Nagel, Kevin Padian, and Julie Stein

- 2. ORAL COMMUNICATIONS.** 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. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.

- 3. ADOPTION OF CONSENT ITEMS.** Items 3.1 - 3.6 listed below are consent items, which are considered to be 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.

- 3.1. **Approval of Minutes** of the regular meetings of March 11, and April 8, 2020 and special meetings of January 25, March 4, March 11, April 15, and May 1, 2020 (supporting material) (ACTION)
- 3.2. **Acceptance of Incident Activity Report** May 2020 (ACCEPT)
- 3.3. **Approval of Monthly Financial Report** May 2020 (APPROVE)
- 3.4. **Approval of Monthly Transmittal** May 2020 (APPROVE)
- 3.5. **Approval of Resolution 20-05** Establishing the Appropriations Limit for Fiscal Year 2020-2021 (APPROVE) (supporting material)
- 3.6. **Approval of Resolution 20-06** Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for Fiscal Year 2020-2021 (APPROVE) (supporting material)
4. **ADMINISTRATIVE ITEMS**
 - 4.1. **Fire Services Contract Fee Proposal for Fiscal Year 2020-2021** (ACTION) (supporting material)
 - 4.2. **Adopt Resolution 20-07 Preliminary Fiscal Year 2020-2021 Budget** (ACTION) (supporting material)
 - 4.3. **RGS April Invoice and Contract Completion** (ACTION) (supporting material)
 - 4.4. **Accept Consultant's Recommendation to Advertise the General Manager Position as Part-Time** (ACTION)
 - 4.5. **Proposed Amendment to Policy 130 Pay Periods** (First Reading) (supporting material)
 - 4.6. **Proposed Amendment to Policy 170 Discrimination, Harassment and Retaliation Prevention** (First Reading) Kosel (supporting material)
 - 4.7. **Proposed Amendment to Policy 180 Complaint and Investigation Procedures** (First Reading) Kosel (supporting material)
 - 4.8. **Proposed New Policy 185 Training Requirements** (First Reading) Kosel (supporting material)
 - 4.9. Provide direction to the Interim General Manager to devise cost-sharing arrangements with KPPCSD for the potential renovation and report back to the Board (ACTION)

- 4.10.** Accept the Kensington Evacuation Research Project Final Report dated January 8, 2020 and refer implementation of recommendations to the Emergency Preparedness Committee at a cost not-to-exceed \$5,000 with report back to Board of Directors. (APPROVE) Padian (supporting material)

5. President's Report

- 5.1. Review of recent Special Meeting decisions**

6. Fire Chief's Report (supporting material)

7. Interim General Manager's Report

- 7.1. KPPCSD Lease** (supporting material)
- 7.2. Update on Action Plan** (supporting material)

8. Board Reports

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

- a. Emergency Preparedness Committee (Padian/Nagel) (supporting material)
- b. Information Technology Committee (Nagel/Stein)
- c. California Special Districts Association Representatives:
 - i. County (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)

9. Adjournment

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

Date of Meeting: January 25, 2020

Time of Meeting: 1:00 p.m.

Place of Meeting: Arlington Community Church, 52 Arlington Avenue, Kensington, CA 94707

PRESENT: Directors Present: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein

CALL TO ORDER:

President Stein called the meeting to order at 1:01 p.m. and called roll.

1. Discussion and possible decision on a future staffing model for the Kensington Fire Protection District and identification of impacts to existing policies and procedures.

FIRST MOTION: M/s Nagel/Kosel: To adopt Option 3 in the Kensington Fire Protection District and Organizational Structure and further instruct RGS to come up with policy alterations to support Option 3.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Audio Time Stamped: 58.46
SECOND MOTION: M/s Kosel/Dommer: RGS to prepare a draft job description of a GM and an Admin support staff, based on input from the committee of Kevin & Dom and that RGS give them time required for each position and salary ranges for each position.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Audio Time Stamped: 1.26.24

2. Discussion and possible decision on adopting the summary minute format, also known as discussion minutes or anecdotal minutes, for the District’s regular monthly board meetings.

MOTION: M/s Kosel/Dommer: Effective Feb. 1 they will direct the President to select 1 model of minutes from 2019 as a model for further minutes of the Board and its committees.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Audio Time Stamped: 1.39.25

3. Discussion and possible decision on adopting the summary minute format, also known as discussion minutes or anecdotal minutes, for the District’s standing committee meetings and special board meetings.

MOTION: M/s Kosel/Dommer: Effective Feb. 1 they will direct the President to select 1 model of minutes from 2019 as a model for further minutes of the Board and it’s committees.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Audio Time Stamped: 1.39.25

Item 3.1

4. Discussion and possible decision to authorize the board president to seek proposals for governance and structural recommendations for the Kensington Fire Protection District.

MOTION: M/s Kosel/Padian: Table Item 4 pending receipt of RGS's proposal changes on the policy manual relating to the interrelationship of the President and the General Manager.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously. Audio Time Stamped: 1.42.28

ADJOURNMENT: The meeting was adjourned at 2:48 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on June 10, 2020.

Attest:

Board Secretary

**KENSINGTON FIRE PROTECTION DISTRICT
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VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Audio Time Stamped: 1.26.24

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Motion passed unanimously.	Audio Time Stamped: 1.39.25

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VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously. Audio Time Stamped: 1.42.28

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

Date of Meeting: March 4, 2020

Time of Meeting: 4:00 p.m.

Place of Meeting: Kensington Public Safety Building, Conference Room, 217 Arlington Avenue, Kensington, CA 94707

PRESENT: Directors Present: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein

CALL TO ORDER:

President Stein called the meeting to order at 4:03 p.m. and called roll.

1. Review and Consideration of Approving a Final Draft Job Description for a General Manager to be Used for Recruitment, Including the %FTE, and Possible Recruitment Strategies.

MOTION: M/s Kosel/Nagel: Assign a full time equivalent of no more than ½ to the General Manager Position.	
VOTE: Ayes: Dommer, Kosel, Nagel, Stein - Noes: Padian	
Motion passed.	Audio Time Stamped: 29.28

2. Review and Consideration of Approving %FTE to be Allocated to a Future Position for District Support Staff and Consider Delegating the Hiring Authority for that Position to the General Manager.

MOTION: M/s Kosel/Nagel: Authorize the soon to be General Manager to hire support staff at no more than ½ FTE.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Audio Time Stamped: 1.16.17

ADJOURNMENT: The meeting was adjourned at 5:22 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on June 10, 2020.

Attest:

Board Secretary

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

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Time of Meeting: 4:00 p.m.

Place of Meeting: Kensington Public Safety Building, Conference Room, 217 Arlington Avenue, Kensington, CA 94707

PRESENT: Directors Present: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein

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President Stein called the meeting to order at 4:03 p.m. and called roll.

1. Review and Consideration of Approving a Final Draft Job Description for a General Manager to be Used for Recruitment, Including the %FTE, and Possible Recruitment Strategies.

MOTION: M/s Kosel/Nagel: Assign a full time equivalent of no more than ½ to the General Manager Position.	
VOTE: Ayes: Dommer, Kosel, Nagel, Stein - Noes: Padian	
Motion passed.	Audio Time Stamped: 29.28

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MOTION: M/s Kosel/Nagel: Authorize the soon to be General Manager to hire support staff at no more than ½ FTE.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Audio Time Stamped: 1.16.17

ADJOURNMENT: The meeting was adjourned at 5:22 p.m.

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These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on June 10, 2020.

Attest:

Board Secretary

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

Date of Meeting: April 8, 2020

Time of Meeting: 7:00 p.m.

Place of Meeting: Via Zoom Teleconference

PRESENT: Directors Present: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein

CALL TO ORDER:

President Stein called the meeting to order at 7:04 p.m. and called roll.

1. ADOPTION OF CONSENT ITEMS: Items 3, 4, & 5

MOTION: M/s Nagel/Padian. To adopt Consent Calendar Items 3,4 & 5	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None	
Motion passed unanimously.	Audio Time Stamped: 2.53

2. ORAL COMMUNICATIONS:

Commencement of Board member period for oral communications and public comments.

(6 on Agenda) FIRE CHIEF’S REPORT:

Chief Pigoni gave his report.

(7 on Agenda) PRESIDENT’S REPORT:

President Stein gave the President’s report.

(8 on the agenda) EMERGENCY PREPAREDNESS COMMITTEE REPORT.

MOTION: No action	
VOTE: No action	

(9 on Agenda) 2x2 Committee Verbal Report.

MOTION: No action	
VOTE: No action	

(10 on the agenda) Regional Government Services Report.

MOTION: No action
VOTE: No action

(11 on Agenda) Consideration to Approving the Monthly Transmittal for April 2020.

MOTION: M/s Padian/Nagel: To approve the monthly transmittal for April 2020
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously. Audio Time Stamped: 1.47.34

(12 on Agenda): Consideration of Extending KPPCSD Lease at Current Terms and Conditions Until a Date to be Decided by the Board and Authorizing the President to Offer Such an Extension to KPPCSD.

MOTION: M/s Kosel/Padian. Instruct the attorney to revise the existing term of the lease and to extend it by 3 months and thereafter month by month.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously. Audio Time Stamped: 2.16.45

(13 on Agenda) Discussion and Consideration of Approving Proposals from BHI Management Consulting for the Placement of an Interim General Manager and/or Recruiting a General Manager.

MOTION: M/s Padian/Dommer. Accept both Phase 1 and Phase 2.
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: None – Abstain: Kosel
Motion passed. Audio Time Stamped: 2.46.30

MEETING EXTENSION

MOTION: M/s Nagel/Padian. To extend the meeting until 10:15
VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: Kosel
Motion passed. Audio Time Stamped: 2.47.25

MOTION TO TABLE THE REMAINING AGENDA ITEM

MOTION: M/s Nagel/Kosel. To table the remaining agenda item.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously. Audio Time Stamped: 3.04.54

ADJOURNMENT: The meeting was adjourned at 10:10 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on June 10, 2020.

Attest:

Board Secretary

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

Date of Meeting: April 15, 2020

Time of Meeting: 4 p.m.

Place of Meeting: Via Zoom Teleconference

PRESENT: Directors Present: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein

CALL TO ORDER:

President Stein called the meeting to order at 4:03 p.m. and called roll.

1. Discussion and Consideration of Endorsing a Process to Secure an Interim General Manager, Including the Possibility of Naming an Ad-Hoc Committee to Work with BHI Management Consulting.

MOTION: M/s Nagel/Dommer: The Board appoints Directors Stein & Padian to form an Ad Hoc Committee to work with BHI Management Consulting to find the District a suitable candidate for Interim GM.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian Stein - Noes: None	
Motion passed unanimously.	Audio Time Stamped: 13.23

ADJOURNMENT: The meeting was adjourned at 4:24 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on June 10, 2020.

Attest:

Board Secretary

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

Date of Meeting: May 1, 2020

Time of Meeting: 3 p.m.

Place of Meeting: Via Zoom Teleconference

PRESENT: Directors Present: Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein
Don Dommer attended @ 3:09 p.m.

CALL TO ORDER:

President Stein called the meeting to order at 3:08 p.m. and called roll.

ADJOURN TO CLOSED SESSION @ 3:11 p.m.

RECONVENED TO OPEN SESSION @ 5:10 p.m.

No report.

6. Consideration of Approving a Consulting Service Contract for Financial and Budgetary Process and Procure Development.

MOTION: M/s Padian/Dommer: Approve subject to the correction of the County in paragraph 20
VOTE: Ayes: Dommer, Kosel, Nagel, Padian Stein - Noes: None
Motion passed unanimously. Audio Time Stamped: 1.30.14

7. Consideration of Approving a Proposal for Migration of Email from Host Gator to Another Professional Email Platform.

MOTION: M/s Padian/Nagel: Accept the proposal of the contract with Nerd Crossing.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian Stein - Noes: None
Motion passed unanimously. Audio Time Stamped: 1.40.34

8. Consideration of Approving the Supplemental Monthly Transmittal Report for April 2020

MOTION: M/s Kosel/Nagel: Approve the transmittal deleting the legal fees and RGS's bill pending further documentation.
VOTE: Ayes: None - Noes: Dommer, Nagel, Padian Stein - Absent: Kosel,
Motion failed. Audio Time Stamped: 1.44.19

Director Kosel left the meeting @ 5:36 p.m.

Item 3.1

8. Consideration of Approving the Supplemental Monthly Transmittal Report for April 2020

MOTION: M/s Nagel/Padian: Approve the transmittal report excluding the RGS invoice until further review and the legal counsel invoice for April 22 but to pay the 2891 invoice dated 3/20.
VOTE: Ayes: Dommer, Nagel, Padian Stein - Noes: None – Absent: Kosel
Motion passed. Audio Time Stamped: 1.51.30

ADJOURNMENT: The meeting was adjourned at 5:45 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on June 10, 2020.

Attest:

Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



June 3, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

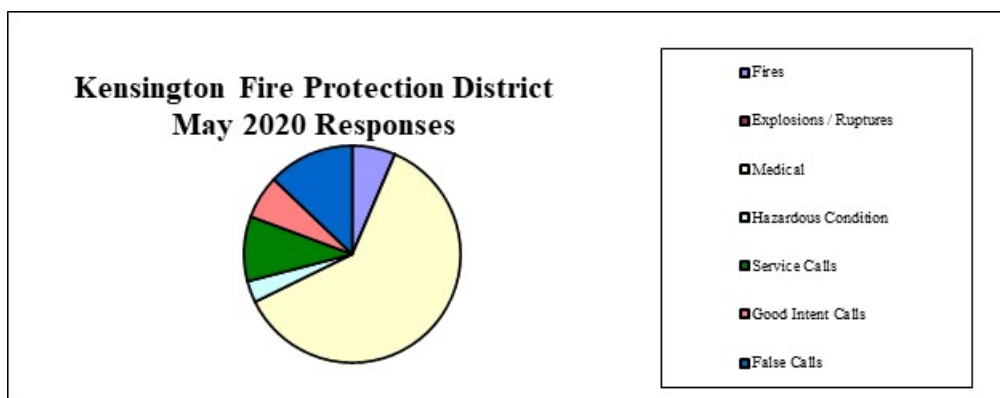
RE: **Incident Activity Reports for the Month of May 2020**

There were 31 incidents that occurred during the month of April in the community of Kensington. This is an increase of 9 calls over the previous month. Please see the attached “Incident Log” for the dates and times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 65 responded to a total of 44 calls in all districts, an increase of 5 calls from last month.

On May 12th, the Fire Department responded to a reported structure fire in the 200 block of Trinity Avenue. Upon arrival, crews were informed that the fire had occurred in the garage but was now out. Upon investigating it was discovered that one of the residents had emptied out an ash tray into a garbage can in the garage that also contained some dry leaves. The fire was contained to the trash can and a throw rug that it was sitting on. On May 25th, there was another reported structure fire in the 200 block of Cambridge Avenue. Upon arrival, the fire was located outside the structure in the back yard where the resident had lit their BBQ but had not taken of the grill cover all the way. When the cover caught fire, it also melted the propane hose to the burners. The fire had been extinguished by the home owner, but the gas was still leaking. Crews isolated the propane tank and insured there was no extension of the fire to the structure.

The chart below is broken down into NFIRS incident types. The following is a list of the response types, 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>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	2	6.45%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	19	61.29%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	3.23%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	3	9.68%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	6.45%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	4	12.90%
Totals		31	100.00%



Kensington Fire Protection District Engine 65 Response Log for May 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020044076	01-May-20 13:58:06	8 Highland BLVD	Kensington	E165	311
2	0020044175	01-May-20 19:42:15	Eureka AVE	El Cerrito	E165	444
3	0020044210	01-May-20 21:47:43	Spruce ST	Kensington	E165	321
4	0020044402	02-May-20 15:41:51	176 Ardmore RD	Kensington	E165	5000
5	0020044712	03-May-20 17:14:43	1190-119 E Wildcat Canyon RD	Orinda	E165	611
6	0020044733	03-May-20 18:31:52	426 Beloit AVE	Kensington	E165	321
7	0020045191	05-May-20 03:26:41	260 Yale AVE	Kensington	E165	321
8	0020045259	05-May-20 10:06:59	Colusa AVE	El Cerrito	E165	5000
9	0020045260	05-May-20 10:07:41	218 Cambridge AVE	Kensington	E165	321
10	0020045683	06-May-20 11:47:36	28 Kerr AVE	Kensington	E165	651
11	0020046816	09-May-20 19:25:09	90 Highland BLVD	Kensington	E165	321
12	0020046920	10-May-20 05:43:01	212 Willamette AVE	Kensington	E165	321
13	0020047313	11-May-20 10:47:29	1011 Contra Costa DR	El Cerrito	E165	251
14	0020047393	11-May-20 14:46:01	237 Los Altos DR	Kensington	E165	321
15	0020047435	11-May-20 16:08:46	350 Berkeley Park BLVD	Kensington	E165	321
16	0020047638	12-May-20 10:06:17	249 Trinity AVE	Kensington	E165	321
17	0020047724	12-May-20 14:48:03	262 Trinity AVE	Kensington	E165	111
18	0020049141	16-May-20 18:22:17	217 Arlington AVE	Kensington	E165	321
19	0020049155	16-May-20 19:25:49	1190-119 E Wildcat Canyon RD	Berkeley	E165	412
20	0020049554	18-May-20 04:38:34	308 Coventry RD	Kensington	E165	743
21	0020050085	19-May-20 23:56:36	39 Norwood AVE	Kensington	E165	554
22	0020050271	20-May-20 15:22:45	505 Village DR	El Cerrito	E165	412
23	0020050348	20-May-20 19:19:04	15 Windsor AVE	Kensington	E165	321
24	0020050989	22-May-20 15:52:56	557 Ashbury AVE	El Cerrito	E165	611F
25	0020050999	22-May-20 16:16:41	524 Seaview DR	El Cerrito	E165	321
26	0020051093	22-May-20 21:34:56	521 Village DR	El Cerrito	E165	500
27	0020051282	23-May-20 14:57:58	48 Highgate RD	Kensington	E165	321
28	0020051451	23-May-20 23:53:43	449 Ocean View AVE	Kensington	E165	444
29	0020051740	24-May-20 21:03:09	735 Pomona AVE	El Cerrito	E165	651
30	0020052056	25-May-20 17:42:53	243 Cambridge AVE	Kensington	E165	113

						611M	Item 3.2
31	0020052121	25-May-20 20:03:01	Central Park DR	Berkeley	E165		
32	0020052202	26-May-20 03:56:08	231 Stanford AVE	Kensington	E165	554	
33	0020052231	26-May-20 07:36:38	820 Kensington RD	El Cerrito	E165	321	
34	0020052249	26-May-20 08:54:48	6 Norwood AVE	Kensington	E165	321	
35	0020052549	27-May-20 00:23:53	256 Trinity AVE	Kensington	E165	740	
36	0020052843	27-May-20 18:25:00	0-0 Lake Anza RD	Orinda	E165	611	
37	0020053181	28-May-20 17:50:43	234 Stanford AVE	Kensington	E165	651	
38	0020053404	29-May-20 10:18:47	90 Highland BLVD	Kensington	E165	740	
39	0020053455	29-May-20 13:07:32	685 Wellesley AVE	Kensington	E165	321	
40	0020053577	29-May-20 17:52:06	217 Arlington AVE	Kensington	E165	321	
41	0020053639	29-May-20 21:55:30	90 Highland BLVD	Kensington	E165	740	
42	0020053928	30-May-20 17:56:57	200 Arlington AVE	Kensington	E165	321	
43	0020054003	31-May-20 00:31:18	123 Behrens ST	El Cerrito	E165	744	
44	0020054137	31-May-20 12:09:57	1 Edgcroft RD	Kensington	E165	321	

* See Attached Table for Incident Type Explanations

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 Response Log for May 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020044076	01-May-20 13:59:15	8 Highland BLVD	Kensington	E165	311
2	0020044210	01-May-20 21:49:36	Spruce ST	Kensington	E165	321
3	0020044402	02-May-20 15:41:51	176 Ardmore RD	Kensington	E165	5000
4	0020044733	03-May-20 18:33:41	426 Beloit AVE	Kensington	E165	321
5	0020044757	03-May-20 20:06:20	90 Highland BLVD	Kensington	E171	341
6	0020045191	05-May-20 03:27:48	260 Yale AVE	Kensington	E165	321
7	0020045260	05-May-20 10:09:22	218 Cambridge AVE	Kensington	E165	321
8	0020045683	06-May-20 11:50:34	28 Kerr AVE	Kensington	E165	651
9	0020046816	09-May-20 19:28:01	90 Highland BLVD	Kensington	E165	321
10	0020046920	10-May-20 05:44:28	212 Willamette AVE	Kensington	E165	321
11	0020047393	11-May-20 14:48:01	237 Los Altos DR	Kensington	E165	321
12	0020047435	11-May-20 16:11:00	350 Berkeley Park BLVD	Kensington	E165	321
13	0020047638	12-May-20 10:07:16	249 Trinity AVE	Kensington	E165	321
14	0020047724	12-May-20 14:50:42	262 Trinity AVE	Kensington	E165	111
15	0020049141	16-May-20 18:24:57	217 Arlington AVE	Kensington	E165	321
16	0020049554	18-May-20 04:39:42	308 Coventry RD	Kensington	E165	743
17	0020050085	19-May-20 23:57:25	39 Norwood AVE	Kensington	E165	554
18	0020050348	20-May-20 19:20:58	15 Windsor AVE	Kensington	E165	321
19	0020051282	23-May-20 14:58:44	48 Highgate RD	Kensington	E165	321
20	0020051451	23-May-20 23:54:08	449 Ocean View AVE	Kensington	E165	444
21	0020052056	25-May-20 17:43:53	243 Cambridge AVE	Kensington	E165	113
22	0020052202	26-May-20 03:56:48	231 Stanford AVE	Kensington	E165	554
23	0020052249	26-May-20 08:55:29	6 Norwood AVE	Kensington	E165	321
24	0020052549	27-May-20 00:24:51	256 Trinity AVE	Kensington	E165	740
25	0020053181	28-May-20 17:51:38	234 Stanford AVE	Kensington	E165	651
26	0020053404	29-May-20 10:19:15	90 Highland BLVD	Kensington	E165	740
27	0020053455	29-May-20 13:10:19	685 Wellesley AVE	Kensington	E165	321
28	0020053577	29-May-20 17:52:44	217 Arlington AVE	Kensington	E165	321
29	0020053639	29-May-20 21:56:23	90 Highland BLVD	Kensington	E165	740
30	0020053928	30-May-20 17:57:51	200 Arlington AVE	Kensington	E165	321

* See Attached Table for Incident Type Explanations

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

Kensington Fire Protection District

Balance Sheet

As of April 30, 2020

Apr 30, 20

ASSETS

Current Assets

Checking/Savings

Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	48,918.72
General Fund	891,973.67
Special Tax Fund	10,152.74
Capital Fund	-6,512.96

Total Checking/Savings 944,732.17

Accounts Receivable

Accounts Receivable	-7,766.29
Advance on Taxes	2,130,109.66
Advance on Supplemental Taxes	60,682.81

Total Accounts Receivable 2,183,026.18

Other Current Assets

E/C Salary Reimbursement Receiv	45,287.46
Deposits on Fixed Assets	220,000.00
Prepaid Services - EC	505,414.65
Prepaid CERBT - Retiree Trust	255,234.60

Investments

Capital Replacement Funds	3,534,173.00
Fire Protect. Contract Reserves	3,032,487.51
E/C Contract Recon Reserves	358,693.63
Investments - Other	-581,339.06

Total Investments 6,344,015.08

Total Other Current Assets 7,369,951.79

Total Current Assets 10,497,710.14

Fixed Assets

Land	5,800.00
Equipment	1,456,273.95
Accumulated Depreciation-Equip	-830,564.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,070,893.00

Current Capital Outlay

Firefighters Qtrs/Equip	105.00
Type III Engine	10,801.56

Total Current Capital Outlay 10,906.56

Total Fixed Assets 1,963,104.62

TOTAL ASSETS 12,460,814.76

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Due to Revolving Acct - Gen Fnd	338.19
Due to Other - Issued by CCC	56,294.28

Total Accounts Payable 56,632.47

Kensington Fire Protection District

Balance Sheet

As of April 30, 2020

Apr 30, 20

Other Current Liabilities	
Accrued Salary Reimb Income-EC	45,521.32
EI Cerrito Service Contract Pay	505,414.58
Wages & PR Taxes Payable	7,785.46
Deferred Inflow of Resources	6,911.00
Total Other Current Liabilities	<u>565,632.36</u>
Total Current Liabilities	622,264.83
Long Term Liabilities	
EI Cerrito Reconciliation Liab.	254,921.13
CalPERS Settlement Payable	30,466.72
Total Long Term Liabilities	<u>285,387.85</u>
Total Liabilities	907,652.68
Equity	
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	2,212,892.01
Fund Equity	774,640.58
Net Income	1,353,360.49
Total Equity	<u>11,553,162.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>12,460,814.76</u></u>

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2019 through April 2020

Kensington Fire Protection District

	<u>Approved Budget</u>	<u>Jul '19 - Apr 20</u>	<u>Jul '18 - Apr 19</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
Property Taxes	4,263,164.00	4,263,163.76	4,042,029.49	-0.24	100.0%
Special Taxes	200,450.00	200,652.50	200,453.30	202.50	100.1%
Other Tax Income	25,250.00	12,508.33	12,495.48	-12,741.67	49.54%
Lease Agreement	36,603.00	30,502.50	29,935.02	-6,100.50	83.33%
Interest Income	120,000.00	51,394.32	98,742.81	-68,605.68	42.83%
Salary Reimbursement Agreement	34,000.00	22,760.68	52,933.84	-11,239.32	66.94%
Salary Reimb Agreement Recon(s)	400.00	333.30	0.00	-66.70	83.33%
Grant Revenue	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	1,610.24	4,314.08	1,610.24	100.0%
Total Income	4,679,867.00	4,582,925.63	4,440,904.02	-96,941.37	97.93%
Expense					
Staff					
Wages	33,278.00	33,278.00	79,233.40	0.00	100.0%
Longevity Pay	1,000.00	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	5,327.00	5,327.47	1,851.24	0.47	100.01%
Vacation Wages	15,714.00	15,713.82	0.00	-0.18	100.0%
Medical/dental ins compensation	3,920.00	3,920.00	8,380.00	0.00	100.0%
Retirement Contribution	2,529.00	2,621.96	6,021.60	92.96	103.68%
Payroll Taxes	4,202.00	4,201.71	7,074.55	-0.29	99.99%
Workers Compensation/Life Ins	1,498.00	1,497.52	1,842.06	-0.48	99.97%
Payroll Processing	617.00	871.49	1,381.15	254.49	141.25%
Total Staff	68,085.00	68,431.97	106,784.00	346.97	100.51%
RETIREE MEDICAL BENEFITS					
PERS Medical	0.00	24,113.12	0.00	24,113.12	100.0%
Delta Dental	0.00	2,846.37	0.00	2,846.37	100.0%
Vision Care	0.00	2,584.80	0.00	2,584.80	100.0%
CalPERS Settlement	0.00	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	0.00	29,544.29	0.00	29,544.29	100.0%
OUTSIDE PROFESSIONAL SERVICES					
Accounting	4,000.00	5,903.80	3,682.75	1,903.80	147.6%
Actuarial Valuation	2,900.00	2,900.00	0.00	0.00	100.0%
Audit	16,000.00	16,000.00	16,000.00	0.00	100.0%
Bank Fee	0.00	25.00	0.00	25.00	100.0%
Contra Costa County Expenses	37,630.00	2,982.16	35,741.98	-34,647.84	7.93%
EI Cerrito Contract Fee	3,194,000.00	2,527,880.90	2,565,774.65	-666,119.10	79.15%
EI Cerrito Reconciliation(s)	137,000.00	114,166.70	0.00	-22,833.30	83.33%
IT Services and Equipment	15,100.00	107.40	0.00	-14,992.60	0.71%
Fire Abatement Contract	11,250.00	0.00	665.00	-11,250.00	0.0%
Fire Engineer Plan Review	2,000.00	1,234.16	403.50	-765.84	61.71%
RGS Contract	226,000.00	177,205.54	0.00	-48,794.46	78.41%
Grant Writer/Coordinator	0.00	0.00	0.00	0.00	0.0%
Risk Management Insurance	14,000.00	13,385.00	12,507.00	-615.00	95.61%
LAFCO Fees	2,550.00	2,548.19	2,278.47	-1.81	99.93%
Legal Fees	53,600.00	40,180.86	57,456.65	-13,419.14	74.96%
Polygon Study	10,000.00	5,000.00	0.00	-5,000.00	50.0%
RFP Consultant	15,000.00	15,045.84	0.00	45.84	100.31%
Traffic Study	20,000.00	13,890.00	0.00	-6,110.00	69.45%
Professional Fees	0.00	2,260.00	0.00	2,260.00	100.0%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2019 through April 2020

	<u>Approved Budget</u>	<u>Jul '19 - Apr 20</u>	<u>Jul '18 - Apr 19</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Water System Improvements	20,000.00	0.00	0.00	-20,000.00	0.0%
Website Development/Maintenance	2,520.00	1,151.74	2,000.00	-1,368.26	45.7%
Wildland Vegetation Mgmt	12,600.00	6,300.00	2,500.00	-6,300.00	50.0%
OUTSIDE PROFESSIONAL SERVICES - Other	0.00	10,432.50	0.00	10,432.50	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	3,796,150.00	2,958,599.79	2,699,010.00	-837,550.21	77.94%
COMMUNITY SERVICE ACTIVITIES					
Public Education	27,000.00	10,730.13	8,845.00	-16,269.87	39.74%
Comm. Pharmaceutical Drop-Off	2,500.00	0.00	371.40	-2,500.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	3,500.00	0.00	0.00	-3,500.00	0.0%
Open Houses	1,800.00	1,125.25	261.28	-674.75	62.51%
Community Shredder	3,200.00	1,619.38	2,295.00	-1,580.62	50.61%
DFSC Matching Grants	24,000.00	0.00	23,880.00	-24,000.00	0.0%
Firesafe Planting Grants	3,000.00	0.00	0.00	-3,000.00	0.0%
Demonstration Garden	0.00	0.00	6,147.11	0.00	0.0%
Community Sandbags	1,500.00	0.00	1,993.81	-1,500.00	0.0%
Volunteer Appreciation	1,500.00	0.00	0.00	-1,500.00	0.0%
Community Center Contribution	35,000.00	0.00	0.00	-35,000.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	103,000.00	13,474.76	43,793.60	-89,525.24	13.08%
DISTRICT ACTIVITIES					
Professional Development	7,500.00	3,879.05	3,262.85	-3,620.95	51.72%
Office					
Office Expense	2,900.00	1,033.79	2,680.49	-1,866.21	35.65%
Office Supplies	2,800.00	1,512.62	2,058.83	-1,287.38	54.02%
Telephone	8,000.00	8,813.61	4,841.10	813.61	110.17%
Office- Other	100.00	578.19	0.00	478.19	578.19%
Office - Other	0.00	80.00	0.00	80.00	100.0%
Total Office	13,800.00	12,018.21	9,580.42	-1,781.79	87.09%
Election	0.00	0.00	3,855.77	0.00	0.0%
Firefighter's Apparel & PPE	750.00	0.00	-336.74	-750.00	0.0%
Firefighters' Expenses	5,000.00	59,099.96	1,192.00	54,099.96	1,182.0%
Staff Appreciation	1,750.00	1,017.12	1,275.32	-732.88	58.12%
Memberships	11,000.00	8,727.00	7,390.00	-2,273.00	79.34%
Building Maintenance					
Needs Assess/Feasibility Study	115,000.00	41,246.41	0.00	-73,753.59	35.87%
Gardening service	2,000.00	650.00	600.00	-1,350.00	32.5%
Building alarm	800.00	1,615.81	1,264.44	815.81	201.98%
Medical Waste Disposal	8,000.00	4,758.50	3,723.40	-3,241.50	59.48%
Janitorial Service	1,500.00	1,155.00	1,050.00	-345.00	77.0%
Miscellaneous Maint.	17,000.00	15,674.25	6,081.25	-1,325.75	92.2%
Total Building Maintenance	144,300.00	65,099.97	12,719.09	-79,200.03	45.11%
Building Utilities/Service					
Gas and Electric	10,600.00	6,391.88	5,842.13	-4,208.12	60.3%
Water/Sewer	2,400.00	1,513.64	1,558.52	-886.36	63.07%
Total Building Utilities/Service	13,000.00	7,905.52	7,400.65	-5,094.48	60.81%
Total DISTRICT ACTIVITIES	197,100.00	157,746.83	46,339.36	-39,353.17	80.03%
Contingency					
General	0.00	1,767.50	0.00	1,767.50	100.0%
Contingency - Other	0.00	0.00	0.00	0.00	0.0%
Total Contingency	0.00	1,767.50	0.00	1,767.50	100.0%
Total Expense	4,164,335.00	3,231,332.64	2,895,926.96	-933,002.36	77.6%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2019 through April 2020

	<u>Approved Budget</u>	<u>Jul '19 - Apr 20</u>	<u>Jul '18 - Apr 19</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Net Ordinary Income	515,532.00	1,351,592.99	1,544,977.06	836,060.99	262.17%
Other Income/Expense					
Other Income					
Transfers In - Capital	0.00	-2,621.54	567,874.00	-2,621.54	100.0%
Transfers In - General	0.00	23,510.99	556,423.66	23,510.99	100.0%
Total Other Income	<u>0.00</u>	<u>20,889.45</u>	<u>1,124,297.66</u>	<u>20,889.45</u>	<u>100.0%</u>
Other Expense					
Depreciation Expense	0.00	0.00	0.00	0.00	0.0%
Transfers Out - Capital	0.00	23,510.99	261,423.66	23,510.99	100.0%
Transfers Out - Special	0.00	0.00	295,000.00	0.00	0.0%
Transfers Out - General	0.00	-2,621.54	567,874.00	-2,621.54	100.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	191.00	0.00	0.0%
Total Other Expense	<u>0.00</u>	<u>20,889.45</u>	<u>1,124,488.66</u>	<u>20,889.45</u>	<u>100.0%</u>
Net Other Income	<u>0.00</u>	<u>0.00</u>	<u>-191.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u>515,532.00</u>	<u>1,351,592.99</u>	<u>1,544,786.06</u>	<u>836,060.99</u>	<u>262.17%</u>
Command Vehicle Replacement Fund	75,880				
Engine Replacement Fund	<u>450,000</u>				
Public Safety Building Fund	525,880				
Designated Funds					
Command Vehicle Replacement Fund	0				
Engine Replacement Fund	75,880				
Public Safety Building Fund	<u>450,000</u>				
Total Designated Funds	525,880				
Beginning Cash	9,321,224				
Revenue	4,679,867				
Operating Expenditures	4,164,335				
Capital Expenditures	-452,000				
Accrual to Cash Adjustment					
<u>ENDING CASH</u>	9,384,756				
Cumulative Designated Funds					
Capital Replacement Funds	-4,280,053				
Prepaid CERBT - Retiree Trust	-1,010,137				
El Cerrito Contract 12 month set aside	-3,169,488				
<u>AVAILABLE CASH</u>	925,078				

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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 :	6/10/2020
										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
50131	Meyers Nave	5/11/2020	Legal counsel April 2020 less credit of \$2891.16	7840	2490				2020040047		\$9,776.16
50151	City of El Cerrito	6/1/2020	June fire protection	7840	2328						\$263,084.54
	BHI Management Consulting	5/28/2020	Recruitment of part-time Permanent General Man	7840	2490				020-16		\$6,000.00
	Mary Morris-Mayorga	5/18/2020	Financial consulting services 5/2020	7840	2490				201		\$2,767.50
	AT&T	4/5/2020	Phone service 4/5-5/4/20 & prior balance	7840	2490						\$1,247.43
	East Bay Municipal Utility District	4/9/2020	Water service 2/3-4/2/20	7840	2490						\$430.78
	Office Depot	4/3/2020	Prior balance, late fee & finance charge	7840	2490						\$135.93
	Olivero Plumbing Co	4/28/2020	Plumbing services in kitchen	7840	2490				36973		\$175.00
	PG&E	4/10/2020	Electric charges 3/6-4/5/20	7840	2490						\$923.90
	PG&E	4/5/2020	Gas charges 3/6-4/3/20	7840	2490						\$318.04
	Comcast	4/22/2020	Internet service 4/26-5/25/20	7840	2490						\$144.87
50293	Digital Deployment	5/22/2020	Streamline Monthly Member fee	7840	2490				105169		\$200.00
	Creative Signs	5/28/2020	Decals & striping for Battalion Chief Command Ve	7840	2490				10896		\$794.25
0001	Julie Stein	5/13/2020	Copy Central - Board Meeting Packets 5/13/20	7840	2490						\$44.97
TOTAL											\$286,043.37
Kensington FPD Approval											

Kensington FPD Approval

Date: ___/___/___

Date: ___/___/___

RESOLUTION 20-05

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 2020-2021

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 2019-2020 was established at \$4,660,000 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 2020-2021 are (1) the increase in the California per capita personal income of **3.73%** as provided by the State Department of Finance; and (2) the applicable change in population from January 2019 to January 2020 of **0.26%** (as shown below); and

Fiscal Year 2019-2020 Limit	\$ 4,660,000
Per Capita Personal Income Ratio	1.0373
Population % Change Ratio	1.0026
Fiscal Year 2020-2021 Limit	<u>\$ 4,846,386</u>

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 2020-2021 as \$4,846,386.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 10th day of June 2020 by the following vote of the Board.

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

Julie Stein, President

Larry Nagel, Secretary



DEPARTMENT OF
FINANCE
OFFICE OF THE DIRECTOR

GAVIN NEWSOM ■ GOVERNOR
STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

May 2020

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2020, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2020-21. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2020-21 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2020.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data. Given the stay-at-home orders due to COVID-19, growth in the coming years may be substantially lower than recent trends.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s/ Keely Martin Bosler

KEELY MARTIN BOSLER
Director

Attachment

May 2020

Attachment A

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2020-21 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2020-21	3.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2020-21 appropriation limit.

2020-21:

Per Capita Cost of Living Change = 3.73 percent
 Population Change = 0.22 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.73 + 100}{100} = 1.0373$

Population converted to a ratio: $\frac{0.22 + 100}{100} = 1.0022$

Calculation of factor for FY 2020-21: $1.0373 \times 1.0022 = 1.0396$

Fiscal Year 2020-21

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2019 to January 1, 2020 and Total Population, January 1, 2019

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2019-2020	1-1-19	1-1-20	1-1-2020
Contra Costa				
Antioch	0.09	112,423	112,520	112,520
Brentwood	1.17	64,365	65,118	65,118
Clayton	-0.09	11,347	11,337	11,337
Concord	-0.22	130,435	130,143	130,143
Danville	-0.11	43,923	43,876	43,876
El Cerrito	0.41	24,852	24,953	24,953
Hercules	0.16	25,488	25,530	25,530
Lafayette	-0.16	25,644	25,604	25,604
Martinez	-0.85	37,424	37,106	37,106
Moraga	0.04	16,939	16,946	16,946
Oakley	1.15	41,979	42,461	42,461
Orinda	0.52	18,911	19,009	19,009
Pinole	-0.30	19,563	19,505	19,505
Pittsburg	1.03	73,565	74,321	74,321
Pleasant Hill	-0.06	34,286	34,267	34,267
Richmond	0.38	110,793	111,217	111,217
San Pablo	-0.22	31,481	31,413	31,413
San Ramon	1.24	82,100	83,118	83,118
Walnut Creek	-0.14	70,958	70,860	70,860
Unincorporated	0.06	174,061	174,173	174,257
County Total	0.26	1,150,537	1,153,477	1,153,561

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



TO: Board of Directors
Kensington Fire Protection District

DATE: June 10, 2020

RE: **AUTHORIZE CONTRA COSTA COUNTY TO PLACE SPECIAL TAX ON
TAX ROLL AND COLLECT ON BEHALF OF KFPD**

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

Adopt Resolution 20-05 authorizing Contra Costa County to place the Kensington Fire Protection District's special tax on the tax roll for Fiscal Year 2020-2021 and to collect the special tax on behalf of the Kensington Fire Protection District.

Background

The District assesses a voter-approved special tax of \$83 to support fire protection services within the Kensington Community. In order to place this special tax on the County tax roll and collect these funds, the District is required to submit a resolution to the County.

Fiscal Impact

The special tax totaling approximately \$200,000 will be included in the Fiscal Year 2020-2021 Budget.

RESOLUTION 20-06

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 2020-2021 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 2020-2021 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 10th day of June 2020 by the following vote of the Board.

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

Julie Stein, President

Larry Nagel, Secretary



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 20, 2020

TO: Kensington Fire Protection Finance Committee Members

FROM: Michael Pigoni: Fire Chief

RE: **Fiscal Year 2020-21 Fee Schedule**

To Members of the Finance Committee,

Attached please find the Kensington Preliminary Budget for Fiscal Year 2020/21. Included in this file is the worksheets for “Prior Year Reconciliation”, “Prior Year Reconciliation Summary” and the Budget FY20-21 which is the proposed fee schedule for this next year that will begin July 1, 2020. As a point of clarification, the term “Prior Year” refers to Fiscal Year 2018-19 (FY-19). In May of 2018, the proposed fee schedule for FY2018-19 was \$3,016,868 which included \$215,158 budget to actual reconciliation for FY2016-17.

In review of FY-19, the Overtime Pay account was budgeted at \$700,000.00 which was very conservative considering that the Fire Department has been running with 3 vacancies for many years and backfilling with overtime. The overtime average has been steady at just over \$1 million annually for the past 5 years. This has been justified due to the high pension costs and even higher unfunded accrued liability (UAL) costs to recruit and hire the additional firefighters.

This same year, three personnel retired including the Fire Chief, a Battalion Chief, and an Engineer. None of these retirements were budgeted and the vacancies were backfilled with additional overtime while the Fire Department recruited and hired replacements. In addition, the Fire Department had three personnel off on Family Medical Leave Act (FMLA) for an extended amount of time as well as an extended Worker’s Comp injury. All these vacancies added up to an additional overtime costs of approximately \$505,000. Additionally, there were the “One Time Payouts” for vacation and sick leave buyout that amounted to approximately \$122,000 that was not budgeted.

Related costs to these retirements are also seen in “Miscellaneous Professional Services” to hold promotional tests for Engineer, Captain and Battalion Chief as well as background checks, psychological assessments, and medical evaluations for the new recruits. Also, there were the costs to purchase and provided the personal protective equipment for the new hires that is seen in the Clothing and Uniform account. This includes their structural turnout gear, wildland gear, boots, helmets, and gloves.

During this same time, we experienced some major repairs on all the apparatus, potentially due a bad fuel load which required a new fuel injection pump and injectors as well as a head gasket on Engine 165, a new turbocharger on Engine 172 and a fuel injection pump and injectors on Engine 171. Also, our dispatch fee with Contra Costa County Regional Fire Communication Center (Con Fire) was increased over \$25,000 over what was budgeted to upgrade their CAD and Enhanced 911 systems.

These listed items along with some smaller budget to actual true ups adds up to a total reconciliation for FY-19 of \$289,193.75 which would have made the total fee for FY-19 \$3,306,061.91.

KENSINGTON FIRE PROTECTION DISTRICT BUDGET**Prior Year Reconciliation**

LINE ITEM DETAIL BUDGET EXPENDITURES

	FY 2018-19 Budgeted	FY 2018-19 Actual	Difference	Percentage	Reconciliation
5100 SALARIES & BENEFITS					
51110 Salaries	\$5,081,717.00	\$4,899,247.21	\$182,469.79	27.75%	\$50,635.37
51120 Temporary/Part-time Salaries	\$1,500.00	\$0.00	\$1,500.00	27.75%	\$416.25
51130 Temporary/Part-time Salaries	\$0.00	\$0.00	\$0.00	27.75%	
51140 Overtime Pay	\$700,000.00	\$1,205,676.98	(\$505,676.98)	27.75%	(\$140,325.36)
51145 FLSA Overtime pay	\$95,000.00	\$94,201.83	\$798.17	27.75%	\$221.49
51146 Non Suppression Overtime pay	\$84,000.00	\$73,633.37	\$10,366.63	27.75%	\$2,876.74
51150 Special Pay			\$0.00	27.75%	\$0.00
51155 One-Time Payout		\$122,472.36	(\$122,472.36)	27.75%	(\$33,986.08)
51210 PERS Contributions	\$2,235,778.00	\$2,202,928.89	\$32,849.11	27.75%	\$9,115.63
51200 PARS Contributions			\$0.00	27.75%	\$0.00
51220 FICA/MEDICARE	\$76,005.00	\$86,253.95	(\$10,248.95)	27.75%	(\$2,844.08)
51230 Insurance and Benefits	\$784,051.00	\$727,497.71	\$56,553.29	27.75%	\$15,693.54
51235 Life & LTD Insurance	\$40,942.00	\$45,915.10	(\$4,973.10)	27.75%	(\$1,380.04)
51237 Allowances & Other Benefits	\$160,025.00	\$140,625.00	\$19,400.00	27.75%	\$5,383.50
51240 Workers Compensation	\$199,338.00	\$197,397.38	\$1,940.62	27.75%	\$538.52
51242 Workers Compensation Pay (In Lieu of Salary)		\$7,382.79	(\$7,382.79)	27.75%	(\$2,048.72)
51990 Salary Savings	(\$634,104.00)	\$0.00	(\$634,104.00)	27.75%	(\$175,963.86)
TOTAL	\$8,824,252.00	\$9,803,232.57	(\$978,980.57)		(\$271,667.11)
5200 PROFESSIONAL SERVICES					
52190 Misc Professional Services	\$25,000.00	\$43,185.65	(\$18,185.65)	33.33%	(\$6,061.28)
52220 Medical Services	\$15,000.00	\$13,754.62	\$1,245.38	33.33%	\$415.09
52230 Other Technical Services	\$3,500.00	\$2,862.24	\$637.76	33.33%	\$212.57
TOTAL	\$43,500.00	\$59,802.51	(\$16,302.51)		(\$5,433.63)
5300 PROPERTY SERVICES					
53110 Utilities	\$16,000.00	\$15,102.77	\$897.23	0.00%	\$0.00
53230 Building Maintenance Services	\$18,000.00	\$22,732.73	(\$4,732.73)	33.33%	(\$1,577.42)
53240 Landscape/Park Maint Svcs	\$30,000.00	\$44,812.46	(\$14,812.46)	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$90,000.00	\$129,993.41	(\$39,993.41)	25.00%	(\$9,998.35)
53290 Misc R&M Svcs	\$194,000.00	\$224,749.11	(\$30,749.11)	33.33%	(\$10,248.68)
53320 Vehicle & Equip Lease	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
53330 Vehicle Replcmt Rental Charge	\$162,000.00	\$77,083.70	\$84,916.30	18.83%	\$15,989.74
53910 Solid Waste Services	\$8,000.00	\$9,470.92	(\$1,470.92)	33.33%	(\$490.26)
53990 Other Property Services		\$726.50	(\$726.50)	33.33%	(\$242.14)
TOTAL	\$518,000.00	\$524,671.60	(\$6,671.60)		(\$6,567.11)
5400 OTHER SERVICES					
54210 Telephone Expenses	\$17,000.00	\$14,300.86	\$2,699.14	20.00%	\$539.83
54220 Mobile/wireless Expenses	\$17,000.00	\$14,373.08	\$2,626.92	20.00%	\$525.38
54310 Legal Notices & Advertisements	\$3,000.00	\$156.64	\$2,843.36	25.00%	\$710.84
54410 Printing and Binding	\$6,000.00	\$3,263.11	\$2,736.89	25.00%	\$684.22
54610 Travel & Training	\$35,000.00	\$34,997.00	\$3.00	25.00%	\$0.75
54910 Dues & Subscriptions	\$14,000.00	\$14,186.90	(\$186.90)	25.00%	(\$46.72)
54990 Other Administrative Services	\$20,000.00	\$21,438.26	(\$1,438.26)	25.00%	(\$359.57)
TOTAL	\$112,000.00	\$102,715.85	\$9,284.15		\$2,054.73
5500 SUPPLIES					
55110 General Office Supplies	\$6,000.00	\$5,214.87	\$785.13	25.00%	\$196.28
55120 Postage & Delivery	\$1,000.00	\$1,632.65	(\$632.65)	25.00%	(\$158.16)
55130 Photocopying Charges	\$3,000.00	\$146.56	\$2,853.44	25.00%	\$713.36
55210 Fuel	\$30,000.00	\$39,004.79	(\$9,004.79)	27.00%	(\$2,431.29)
55230 Medical Supplies	\$23,000.00	\$27,334.07	(\$4,334.07)	30.00%	(\$1,300.22)
55240 Clothing & Uniform Supplies	\$30,000.00	\$44,652.33	(\$14,652.33)	33.33%	(\$4,883.62)
55250 Vehicle & Equipmt Supplies			\$0.00	25.00%	\$0.00
55290 Other Operating Supplies	\$10,000.00	\$9,885.98	\$114.02	25.00%	\$28.51
55520 Building Supplies	\$6,000.00	\$5,981.97	\$18.03	25.00%	\$4.51
TOTAL	\$109,000.00	\$133,853.22	(\$24,853.22)		(\$7,830.64)
5600 CAPITAL OUTLAY					
56310 Improvements, Not Buildings	\$25,000.00	\$23,348.64	\$1,651.36	0.00%	\$0.00
56410 Office Equipment < \$10K	\$3,000.00	\$2,421.24	\$578.76	0.00%	\$0.00
56710 Other Equipment < \$10K	\$20,000.00	\$21,594.60	(\$1,594.60)	0.00%	\$0.00
TOTAL	\$48,000.00	\$47,364.48	\$635.52		\$0.00
5800 OTHER CHARGES					
58220 Licenses & Permits	\$1,000.00	\$0.00	\$1,000.00	25.00%	\$250.00
TOTAL	\$1,000.00	\$0.00	\$1,000.00		\$250.00
TOTAL EXPENDITURES	\$9,655,752.00	\$10,671,640.23	(\$1,015,888.23)		(\$289,193.75)

KENSINGTON FIRE PROTECTION DISTRICT BUDGET**Prior Year Reconciliation**

<u>Account #</u>	<u>Description</u>	<u>2018-19 Budgeted</u>	<u>2018-19 Actual</u>	<u>Diff.</u>	<u>Percentag</u>	<u>Reconciliation</u>
51110-51990	SALARIES & BENEFITS	\$8,824,252.00	\$9,803,232.57	(\$978,980.57)	27.75%	(\$271,667.11)
SERVICES						
52110	Administrative Services	\$0.00	\$0.00	\$0.00	33.33%	\$0.00
52190	Misc Professional Services	\$25,000.00	\$43,185.65	(\$18,185.65)	33.33%	(\$6,061.28)
52210	Laboratory Services	\$0.00	\$0.00	\$0.00	33.33%	\$0.00
52220	Medical Services	\$15,000.00	\$13,754.62	\$1,245.38	33.33%	\$415.09
52230	Other Technical Services	\$3,500.00	\$2,862.24	\$637.76	33.33%	\$212.57
52240	Misc Technical Services	\$0.00	\$0.00	\$0.00	33.33%	\$0.00
53110	Utilities	\$16,000.00	\$15,102.77	\$897.23	0.00%	\$0.00
53230	Building Services	\$18,000.00	\$22,732.73	(\$4,732.73)	33.33%	(\$1,577.42)
53240	Landscape Services (Weed Abatement)	\$30,000.00	\$44,812.46	(\$14,812.46)	0.00%	\$0.00
53250	Vehicle/Equipmt Services	\$90,000.00	\$129,993.41	(\$39,993.41)	25.00%	(\$9,998.35)
53290	Misc Repair and Maintenance Services	\$194,000.00	\$224,749.11	(\$30,749.11)	33.33%	(\$10,248.68)
53320	Vehicle & Equipment Lease	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
53330	Vehicle Charge	\$162,000.00	\$77,083.70	\$84,916.30	18.83%	\$15,989.74
53910	Solid Waste Service	\$8,000.00	\$9,470.92	(\$1,470.92)	33.33%	(\$490.26)
53990	Other Property Services		\$726.50	(\$726.50)	33.33%	(\$242.14)
54210	Telephone	\$17,000.00	\$14,300.86	\$2,699.14	20.00%	\$539.83
54220	Mobile Expense	\$17,000.00	\$14,373.08	\$2,626.92	20.00%	\$525.38
54230	Internet Expense	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
54310	Legal Notices & Advertisements	\$3,000.00	\$156.64	\$2,843.36	25.00%	\$710.84
54410	Printing	\$6,000.00	\$3,263.11	\$2,736.89	25.00%	\$684.22
54610	Travel & Training	\$35,000.00	\$34,997.00	\$3.00	25.00%	\$0.75
54910	Dues & Subscriptions	\$14,000.00	\$14,186.90	(\$186.90)	25.00%	(\$46.72)
54990	Other Administrative Services	\$20,000.00	\$21,438.26	(\$1,438.26)	25.00%	(\$359.57)
SUPPLIES						
55110	Office Supplies	\$6,000.00	\$5,214.87	\$785.13	25.00%	\$196.28
55120	Postage	\$1,000.00	\$1,632.65	(\$632.65)	25.00%	(\$158.16)
55130	Photocopy	\$3,000.00	\$146.56	\$2,853.44	25.00%	\$713.36
55210	Fuel	\$30,000.00	\$39,004.79	(\$9,004.79)	27.00%	(\$2,431.29)
55220	Safety Supplies	\$0.00	\$0.00	\$0.00	30.00%	\$0.00
55230	Medical Supplies	\$23,000.00	\$27,334.07	(\$4,334.07)	30.00%	(\$1,300.22)
55240	Clothing & Uniforms	\$30,000.00	\$44,652.33	(\$14,652.33)	33.33%	(\$4,883.62)
55250	Vehicle & Equipment Supplies	\$0.00	\$0.00	\$0.00	25.00%	\$0.00
55290	Other Operating Supplies	\$10,000.00	\$9,885.98	\$114.02	25.00%	\$28.51
55520	Building Supplies	\$6,000.00	\$5,981.97	\$18.03	25.00%	\$4.51
55590	Other Maintenance Supplies	\$0.00	\$0.00	\$0.00	25.00%	\$0.00
58220	Licenses & Permits	\$1,000.00	\$0.00	\$1,000.00	25.00%	\$250.00
58920	Misc Finance Expense	\$0.00	\$0.00	\$0.00	25.00%	\$0.00
CAPITAL						
56310-56710	Property & Capital	\$48,000.00	\$47,364.48	\$635.52	0.00%	\$0.00
TOTAL EXPENDITURES		\$9,655,752.00	\$10,671,640.23	(\$1,015,888.23)		(\$289,193.75)

CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT**Proposed Contract Fee for FY 2020-21**LINE ITEM DETAIL BUDGET EXPENDITURES
101 GENERAL FUND

	Proposed Budget FY20-21		
5100 SALARIES & BENEFITS			
51110 Salaries	\$5,412,746.23	27.75%	\$1,502,037.08
51130 Temporary/Part-time Salaries	\$0.00	27.75%	\$0.00
51140 Overtime Pay	\$400,000.00	27.75%	\$111,000.00
51145 FLSA Overtime pay	\$104,655.00	27.75%	\$29,041.76
51146 Non Suppression Overtime pay	\$85,000.00	27.75%	\$23,587.50
51150 Special Pay	\$100,000.00	27.75%	\$27,750.00
51210 PERS Contributions	\$2,455,051.90	27.75%	\$681,276.90
51220 FICA/MEDICARE	\$86,139.45	27.75%	\$23,903.70
51230 Benefits & Insurance	\$1,046,409.80	27.75%	\$290,378.72
51240 Workers Compensation	\$199,245.00	27.75%	\$55,290.49
51990 Salary Savings	\$0.00	27.75%	\$0.00
TOTAL	\$9,889,247.38		\$2,744,266.15
5200 PROFESSIONAL SERVICES			
52190 Misc Professional Services	\$80,000.00	33.33%	\$26,664.00
52220 Medical Services	\$18,540.00	33.33%	\$6,179.38
52230 Other Technical Services	\$13,400.00	33.33%	\$4,466.22
TOTAL	\$111,940.00		\$32,843.38
5300 PROPERTY SERVICES			
53110 Utilities	\$19,200.00	0.00%	\$0.00
53230 Building Maintenance Services	\$20,000.00	33.33%	\$6,666.00
53240 Landscape/Park Maint Svcs	\$53,500.00	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$126,280.00	25.00%	\$31,570.00
53290 Misc R&M Svcs	\$266,976.00	33.33%	\$88,983.10
53320 Vehicle & Equip Lease	\$0.00	0.00%	\$0.00
53330 Vehic Replcmt Rental Charge	\$30,000.00	18.83%	\$5,649.00
53910 Solid Waste Services	\$6,200.00	33.33%	\$2,066.46
TOTAL	\$522,156.00		\$134,934.56
5400 OTHER SERVICES			
54210 Telephone Expenses	\$17,000.00	20.00%	\$3,400.00
54220 Mobile/wireless Expenses	\$13,400.00	20.00%	\$2,680.00
54310 Legal Notices & Advertisements	\$5,000.00	25.00%	\$1,250.00
54410 Printing and Binding	\$6,180.00	25.00%	\$1,545.00
54610 Travel & Training	\$44,970.00	25.00%	\$11,242.50
54910 Dues & Subscriptions	\$14,690.00	25.00%	\$3,672.50
54990 Other Administrative Services	\$300.00	25.00%	\$75.00
TOTAL	\$101,540.00		\$23,865.00

5500 SUPPLIES

55110	General Office Supplies	\$6,000.00	25.00%	\$1,500.00
55120	Postage & Delivery	\$2,400.00	25.00%	\$600.00
55130	Photocopying Charges	\$1,000.00	25.00%	\$250.00
55210	Fuel	\$42,800.00	27.00%	\$11,556.00
55230	Medical Supplies	\$28,200.00	30.00%	\$8,460.00
55240	Clothing & Uniform Supplies	\$53,600.00	33.33%	\$17,864.88
55250	Vehicle & Equipmt Supplies	\$14,490.00	25.00%	\$3,622.50
55290	Other Operating Supplies	\$8,500.00	25.00%	\$2,125.00
55520	Building Supplies	\$6,035.00	25.00%	\$1,508.75
TOTAL		\$163,025.00		\$45,387.13

5600 CAPITAL OUTLAY

56310	Improvements, Not Buildings	\$7,800.00	0.00%	\$0.00
56410	Office Equipment <\$10K	\$9,000.00	0.00%	\$0.00
56710	Other Equipment < \$10K	\$6,000.00	0.00%	\$0.00
56720	Other Equipment > \$10K	\$0.00	0.00%	\$0.00
TOTAL		\$22,800.00		\$0.00

5800 OTHER CHARGES

58220	Licenses & Permits	\$5,450.00	25.00%	\$1,362.50
TOTAL		\$5,450.00		\$1,362.50

GRAND TOTAL **\$10,816,158.38** **\$2,982,658.72**

OVERHEAD CHARGES (9% Of Personnel) **\$890,032.26** 27.75% **\$246,983.95**

TOTAL COMPENSATION COST SHARE **\$0.00** 50.00% **\$0.00**

UNRECONCILED CONTRACT AMOUNT **\$3,229,642.67**

RECONCILIATION 2018-2019 FY BUDGET TO ACTUAL **\$289,193.75**

COMPENSATION COST SHARE
RECONCILIATION FY 2018-2019 BUDGET TO
ACTUAL **(\$662.00)**

PROPOSED EC CONTRACT FEE FY 2020-2021 **\$3,518,174.42**

For the current fiscal year, the adopted contract fee was \$3,088,752.09. At the March 11, 2020 Board Meeting, Glenn Lazof of RGS submitted mid-year budget review with an estimated budget to actual reconciliation of \$242,036.00 or a revised total contract fee of \$3,330,749.09.

Reviewing the Fee Schedule Budget for Fiscal Year 2020-21, the proposed contract fee is \$3,518,174.42 which is approximately a 6% increase over the last three years after reconciliation. There are some changes made this year to the Department's operations to reduce overall costs. One of these is historical use of overtime to backfill vacancies. The Kensington Finance Committee as well as the Board has expressed their concerns on the amount of overtime every year and if it is really the most efficient use of labor. I am proposing to the City Council and it is reflected in this proposed fee schedule to fill the three vacancies and reduce the overtime budget. The PERS rates for new hires under the Pension Reform Act are considerably less than the Classic PERS costs.

The Fire Department is also anticipating another retirement by the end of the year and thus I have budgeted for the costs associated for that as well as the onetime costs to recruit, test and hire the new firefighters including their personal protective equipment. I have also budgeted promotional tests to establish new promotional lists that will be valid for 2 year. These measures along with the concessions made by the labor group on their salaries, and updating the personnel spread sheet calculations, I am confident that this budget will be very close to actual and that in future fee reviews, the District will not face large reconciliation costs.

Please contact me with any questions you may have on these budget calculations.

Respectfully,

Michael Pigoni
Fire Chief
El Cerrito-Kensington Fire Department
(510) 812-4503



TO: Board of Directors
Kensington Fire Protection District

DATE: June 10, 2020

RE: **ADOPT PRELIMINARY FISCAL YEAR 2020-2021 BUDGET**

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

Adopt the preliminary combined revenue, operating expense, and capital improvement budget for fiscal year 2020-2021 (Resolution 20-07).

Background

As the District began development of the annual budget, staff created a new process in support of the Guiding Principles provided to the Board of Directors at the May 13, 2020 meeting which are included in the Budget Development Manual. This manual contains reference information useful to the Committee, Board and public for purposes of understanding the budget. Due to the condensed timeframe for budget development this year as a result of staff transition and the pandemic, a high level budget was included in the manual. Further detail on the budget has now been incorporated.

On May 22, 2020 the Finance Committee discussed this item and approved placing this on the agenda for the next regular Board of Directors' Meeting.

Fiscal Impact

The Fiscal Year 2020-2021 Budget is balanced and provide for all District services, programs and activities.

RESOLUTION 20-07

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 2020-2021

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 2020-2021; and

WHEREAS, the preliminary combined budget was reviewed by the Finance Committee at the May 22, 2020 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, 2020;

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 2020-2021 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 10th day of June 2020 by the following vote of the Board.

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

Julie Stein, President

Larry Nagel, Secretary



Kensington Fire Protection District Fiscal Year 2020-2021 Proposed Budget

Presented by
Mary A. Morris-Mayorga
Interim General Manager

Kensington Fire Protection District Fiscal Year 2020-2021 Proposed Budget

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Kensington Fire Protection District
Fiscal Year 2020-2021 Budget

Capital Funds	Type I Vehicle Replacement		Type III Vehicle Replacement		Command Vehicle		Building Improvements/Renovation	
	Annual	Cumulative	Annual	Cumulative	Annual	Cumulative	Annual	Cumulative
FY 2020-21	\$ 75,880	\$ 379,400	\$ 71,167	\$ 71,167	\$ 10,264	\$ 10,264	\$ 450,000	\$ 3,384,432
FY 2021-22	\$ 75,880	\$ 455,280	\$ 71,167	\$ 142,334	\$ 10,264	\$ 20,528		\$ 3,384,432
FY 2022-23	\$ 75,880	\$ 531,160	\$ 71,167	\$ 213,501	\$ 10,264	\$ 30,792		\$ 3,384,432
FY 2023-24	\$ 75,880	\$ 607,040	\$ 71,167	\$ 284,668	\$ 10,264	\$ 41,056		\$ 3,384,432
FY 2024-25	\$ 75,880	\$ 682,920	\$ 71,167	\$ 355,835	\$ 10,264	\$ 51,320		\$ 3,384,432
FY 2025-26	\$ 75,880	\$ 758,800	\$ 71,167	\$ 427,002	\$ 10,264	\$ 61,584		\$ 3,384,432
FY 2026-27	\$ 75,880	\$ 834,680	\$ 71,167	\$ 498,169	\$ 10,264	\$ 71,848		\$ 3,384,432
FY 2027-28	\$ 75,880	\$ 910,560	\$ 71,167	\$ 569,336	\$ 10,264	\$ 82,112		\$ 3,384,432
FY 2028-29	\$ 75,880	\$ 986,440	\$ 71,167	\$ 640,503	\$ 10,264	\$ 92,376		\$ 3,384,432
FY 2029-30	\$ 75,880	\$ 1,062,320	\$ 71,167	\$ 711,670	\$ 10,264	\$ 102,640		\$ 3,384,432
FY 2030-31	\$ 75,880	\$ 1,138,200	\$ 71,167	\$ 782,837	\$ 10,264	\$ 112,904		\$ 3,384,432

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Budget Message

June 10, 2020

Board of Directors
Kensington Fire Protection District

Directors:

It is my pleasure to present to you the Kensington Fire Protection District (“KFPD”) Proposed Budget for Fiscal Year 2020-2021. This budget serves as the foundation for KFPD’s commitment to serving the Kensington community in protecting the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

KFPD has begun implementing a budget format which includes both financial information and narrative describing various aspects of KFPD. This serves not only to demonstrate the planned revenues and expenditures of KFPD, but also to communicate to the public important information on strategic planning and priorities.

In the short-term, priorities include:

- Updates to various policies;
- Potential renovation of the Public Safety Building;
- Refining and improving of internal processes;
- Identifying and implementing cost-savings opportunities; and
- Seeking Special District Certifications.

It is intended that this budget provides useful information to the Directors and members of the public. Your feedback is welcomed to facilitate continuous improvement.

Respectfully submitted,

Mary A. Morris-Mayorga, MBA
Interim General Manager

Elected and Appointed Officials

Board of Directors

Don Dommer
Janice Kosel
Larry Nagel
Kevin Padian, Vice President
Julie Stein, President

Appointed

Mary A. Morris-Mayorga
Interim General Manager

Michael Pigoni
Fire Chief

District Profile

The unincorporated town of Kensington began a volunteer fire department in 1928. Twenty-four years later, the Kensington Fire Protection District (formed in 1937) hired a staff of professional firefighters under the supervision of a fire chief. The District is organized under the State's Health & Safety Code Section 13800, commonly known as the Bergeson Fire District Law. In 1995, the District entered into a contract with the City of El Cerrito whereby El Cerrito would provide all fire prevention, fire suppression and emergency services within Kensington for an annual fee. As a result, the District's only current employee is its Interim General Manager (GM), Mary A. Morris-Mayorga. Salary information for the District's GM can be found at www.publicpay.ca.gov.

The early fire department was housed in a small, quaint English country-style building next to the Chevron Oil gas station on the Arlington. The current public safety building, owned by the District, was constructed in 1970 and substantially renovated in 1999 and 2004. The District owns two fire engines, one specifically engineered for the steep, narrow streets of Kensington and the other a "Type III" or wildland engine for use during high fire season.

In recent years the District embarked on a series of water system improvements by contract with the East Bay Municipal Utility District to enhance the provision of water along the wildland interface and to optimize the placement of hydrants throughout the community. The District initiated paramedic service in 2001. It offers the first engine-based Advanced Life Support service in West Contra Costa County, bringing medications and equipment to a patient's side in under 5 minutes on average.

The District is able to provide a timely and appropriate level of response by active participation with other West Contra Costa County fire agencies in automatic response agreements that use the combined resources of all agencies to serve the area irrespective of jurisdictional lines.

The District operates a Community Emergency Response Team Training (CERT) program under the direction of Battalion Chief David Gibson. For more information on CERT, see our "CERT Training" tab or www.el-cerrito.org/index.aspx?nid=133. Funding for District expenses is provided by property tax revenues as well as a special tax approved by the voters in 1980.

Mission

Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

District Services

Kensington Fire Protection District provides emergency medical, fire education, prevention and suppression services to the town of Kensington, California.

Training 2016

Medical - EMS 785 Hours

Operations 13,592 Hours

Physical Fitness 1,034 Hours

Internet-Based Safety Training 1,071 Hours

Fire Prevention and Public Education 2016

Fire Inspections (Fire Company) 57

Mandatory (Schools/Jails/Convalescent) 2

Self Inspections 8

Vegetation Management Inspections 2,211

Vegetation Management Re-Inspections 69

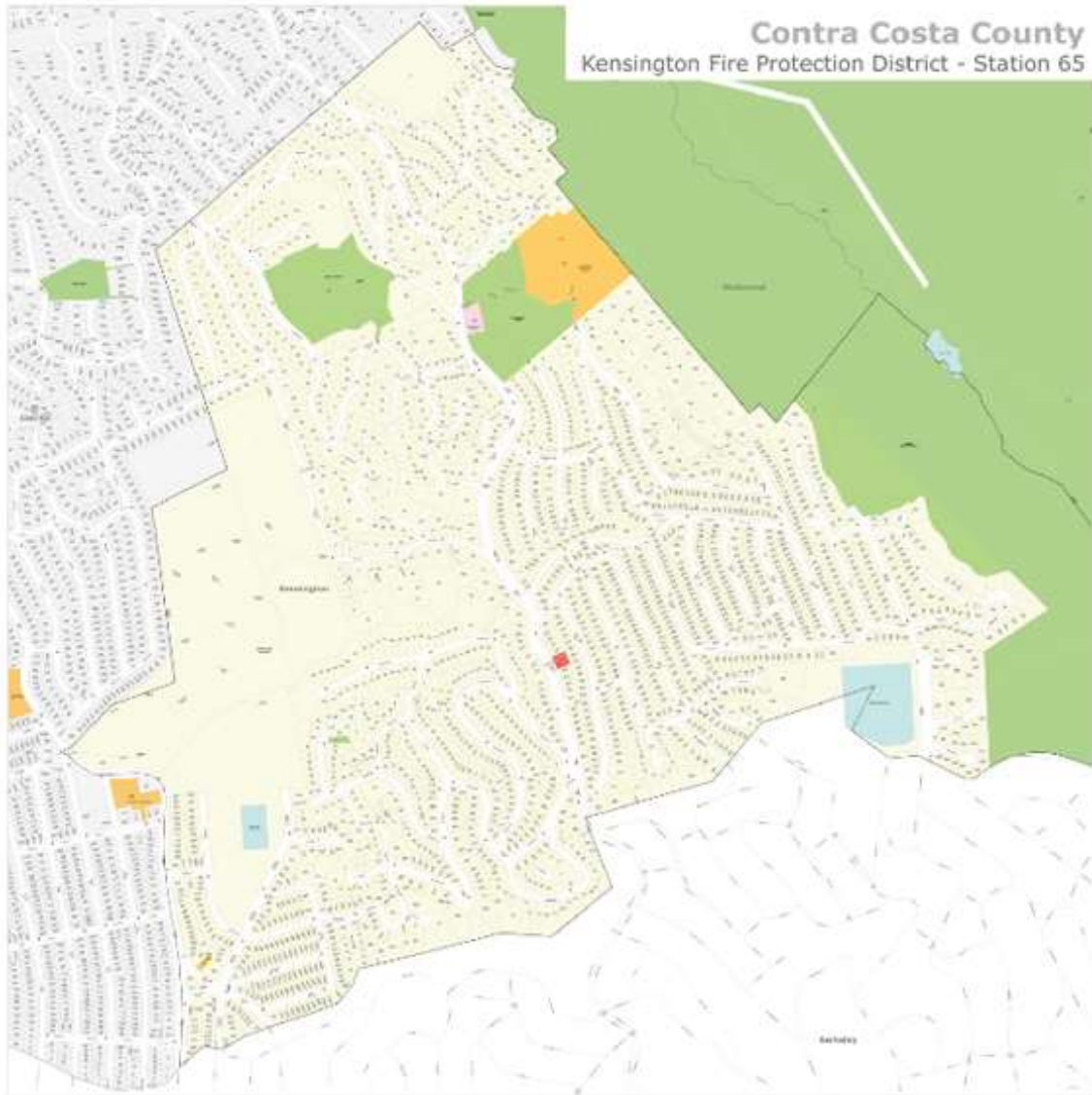
Construction Plan Checks 7

Construction Inspections 12

Community Programs

- Apply to the Emergency Preparedness Committee
- CERT (Community Emergency Response Team)
- Parking Flyer for Neighbors
- CPR / First Aid Training
- Free Smoke Detectors for Elderly, Disabled and Low-Income Resident
- Car Seat Installation Program
- School Tours

Service Area Map

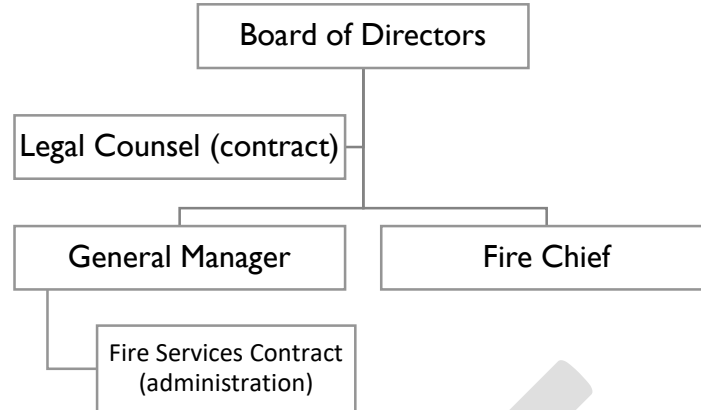


Strategic Planning and Goals

The District's last strategic planning session was held on May 6, 2015 and the following objectives were identified:

1. Reducing loss of life and property and safeguarding the environment by
2. effectively responding to fire, rescue and medical emergencies, hazardous material incidents and major disasters;
3. Helping members of the community reduce the frequency and
4. severity of fires, accidents and natural disasters by providing public education programs;
5. Reducing threats to public safety by enforcing laws, codes and ordinances covering fire and
6. life safety and by abating identified fire hazards on City, private and other agencies' property; and
7. Maintaining personnel, apparatus, equipment and facilities in a constantly ready condition.

Organization Chart



Fund Structure

District financial activities are recorded in three major governmental funds.

General Fund - operating fund of the District and is used for all financial resources except those required to be accounted for in another fund.

Special Revenue Fund - accounts for the special tax authorized by Section 53978 of the Government Code and approved by the District's electorate on April 8, 1980.

Capital Project Fund - used to account for financial resources in the acquisition, construction, or rehabilitation of major capital facilities and inventory.

Budget Schedule

In general, the annual budget schedule is as follows:

Action	When
Strategic Plan	As determined by the BOD
Long-Term Financial Plan (update)	April
Review with Finance Committee	May
Presentation to BOD	June
Approval	June
Adoption	September
Monitoring	Ongoing

Fire Contract

Fire protection is provided pursuant to the contract between the Kensington Fire Protection District and the City of El Cerrito, originally signed in 1995 with updates in 2005 and 2009.

[Kensington-El Cerrito Fire Services Contract](#)

Financial Plan

The District is in the initial phase of developing a long-term financial plan.

Committees

Emergency Preparedness Committee

Directors: Larry Nagel and Kevin Padian

Public Members: Ms. Lisa Caronna, Ms. Katie Gluck, Mr. Peter Guerrero, Mr. Peter Liddell,
Mr. Paul Moss, Mr. David Spath

Finance Committee

Directors: Don Dommer and Julie Stein

Code/Enabling Act

California Health & Safety Code Section 13800, commonly known as the Bergeson Fire District Law.

Gann Limit

Fiscal Year 2019-2020 Limit	\$ 4,660,000
Per Capita Personal Income Ratio	1.0373
Population % Change Ratio	1.0026
Fiscal Year 2020-2021 Limit	<u>\$ 4,846,386</u>

Resources

[District Policies](#)

[Districts Make the Difference](#)

Budget Summary

<u>Revenues</u>	FY 2020	FY 2021	Variance	
	Projected	Budget	Amount	%
Property taxes	\$ 4,263,164	\$ 4,263,164	\$ -	0.0%
Special taxes	200,654	200,450	(204)	-0.1%
Other taxes	25,016	25,250	234	0.9%
Lease income	36,604	36,603	(1)	0.0%
Other revenues	1,610		(1,610)	
Salary reimb/recon income	23,094	-	(23,094)	-67.1%
Investment income	71,673	121,800	50,127	41.8%
Total Revenues	4,621,815	4,647,267	25,452	0.5%
<u>Expenditures</u>				
Fire Services/Expenses	3,390,100	3,528,175	138,075	4.1%
Services/Supplies	661,500	575,400	(86,100)	-11.0%
Utilities	22,003	23,100	1,097	5.0%
Capital Outlay*	437,000	607,311	170,311	39.0%
Total Expenditures	4,510,603	4,733,986	223,383	4.9%
Revenues Less Expenditures	111,212	(86,719)		
Fund Balance - Beginning	4,956,696	5,067,908		
Fund Balance - Ending	\$ 5,067,908	\$ 4,981,189	\$ (86,719)	-1.7%

Capital Outlay includes reserve funding

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Budget Detail

	FY 2019 Actual	FY 2020 Budget	FY 2020 Projected	FY 2021 Budget
Revenues				
Property taxes	\$ 4,126,850	\$ 4,263,164	\$ 4,263,164	\$ 4,263,164
Special taxes	200,453	200,450	200,654	200,450
Other taxes	25,306	25,250	25,016	25,250
Other revenues	4,314	-	1,610	-
Lease income	36,036	36,603	36,604	36,603
Salary reimb/recon income	63,521	34,400	23,094	-
Investment income	73,726	120,000	71,673	121,800
Total Revenues	4,530,206	4,679,867	4,621,815	4,647,267
Expenditures				
City of El Cerrito service contract	2,865,231	3,194,000	3,194,000	3,229,643
City of El Cerrito contract reconciliation	213,699	137,000	137,000	288,532
Retiree Health Insurance	-	-	-	-
Firefighter's apparel/expenses	2,604	5,750	59,100	10,000
Insurance	12,507	14,000	13,385	14,420
Office wages and related expenses	128,663	68,085	88,432	113,834
Contra Costa County expenses	36,061	37,630	37,630	38,759
Wildland vegetation management	7,500	12,600	12,600	12,600
Fire abatement contract	665	11,250	1,000	10,000
LAFCO	2,278	2,550	2,548	2,601
Professional development	3,416	7,500	4,655	10,000
Legal fees	57,457	53,600	48,217	50,000
Professional consulting service fees	5,532	-	-	-
Accounting	4,683	4,000	5,904	20,000
Actuarial valuation	-	2,900	2,900	5,600
Audit fees	16,000	16,000	16,000	17,500
IT services and equipment	2,600	17,620	12,000	12,000
Feasibility study	-	115,000	54,995	60,000
Fire engineer plan review	404	2,000	1,481	2,060
Grant writer/coordinator	-	-	-	-
Polygon study	-	10,000	6,000	10,300
RFP consultant	-	15,000	18,055	15,450
RGS Contract	-	226,000	212,647	-
Temporary Services (Admin Asst)	-	-	-	21,000
Traffic study	-	20,000	16,668	-
Public education	9,551	27,000	12,876	27,810
Pharmaceutical Drop-Off	814	2,500	-	2,575
CERT Emergency Kits/Sheds	3,448	3,500	-	3,605
Open Houses	261	1,800	1,350	1,854
Community Shredder	2,295	3,200	1,943	3,296
Demonstration garden	6,147	-	-	-
DFS Matching Grants	23,880	24,000	-	24,720
Firesafe planting grants	-	3,000	-	3,090
Community sandbags	1,994	1,500	-	1,545
Volunteer appreciation	-	1,500	-	1,545
Community center contribution	-	35,000	35,000	-
Office expense and supplies	5,006	5,800	3,846	5,916
Telephone	5,265	8,200	10,577	8,610
Gardening service	1,560	2,000	780	2,100
Building alarm	1,264	800	1,939	840
Medical waste disposal	4,562	8,000	5,711	8,400
Janitorial Service	1,260	1,500	1,386	1,575
Miscellaneous Maintenance	8,182	17,000	18,809	17,850
Gas and electric	7,112	10,600	7,670	11,130
Water/sewer	2,379	2,400	1,817	2,520
Memberships	7,340	11,000	10,472	11,220
Elections	3,856	-	-	4,000
Staff appreciation	1,275	1,750	1,017	1,750
Contingency	-	-	1,768	25,000
Debt Services - Principal (CalPERS settle	4,760	-	11,425	11,425
Capital Outlay	13,388	437,000	437,000	607,311
Total Expenditures	3,474,899	4,581,535	4,510,603	4,733,986
Revenues Less Expenditures	1,055,307	98,332	111,212	(86,719)
Fund Balance - Beginning	3,901,389	4,956,696	4,956,696	5,067,908
Fund Balance - Ending	\$ 4,956,696	\$ 5,055,028	\$ 5,067,908	\$ 4,981,189

Cash Reserves

	Operating		Capital		CERBT		Total	
Beginning Reserve	\$	4,094,566	\$	4,280,053	\$	1,010,137	\$	9,384,756
Revenue	\$	4,647,267	\$	607,311			\$	5,254,578
Operating Expditures	\$	3,903,292			\$	38,128	\$	14,639,334
Capital Expenditures	\$	607,311					\$	607,311
Ending Reserve	\$	4,231,230	\$	4,887,364	\$	972,009	\$	10,090,603

Capital Funding

Capital Funds	Type I Vehicle Replacement		Type III Vehicle Replacement		Command Vehicle		Building Improvements/Renovation	
	Annual	Cumulative	Annual	Cumulative	Annual	Cumulative	Annual	Cumulative
FY 2020-21	\$ 75,880	\$ 379,400	\$ 71,167	\$ 71,167	\$ 10,264	\$ 10,264	\$ 450,000	\$ 3,384,432
FY 2021-22	\$ 75,880	\$ 455,280	\$ 71,167	\$ 142,334	\$ 10,264	\$ 20,528		\$ 3,384,432
FY 2022-23	\$ 75,880	\$ 531,160	\$ 71,167	\$ 213,501	\$ 10,264	\$ 30,792		\$ 3,384,432
FY 2023-24	\$ 75,880	\$ 607,040	\$ 71,167	\$ 284,668	\$ 10,264	\$ 41,056		\$ 3,384,432
FY 2024-25	\$ 75,880	\$ 682,920	\$ 71,167	\$ 355,835	\$ 10,264	\$ 51,320		\$ 3,384,432
FY 2025-26	\$ 75,880	\$ 758,800	\$ 71,167	\$ 427,002	\$ 10,264	\$ 61,584		\$ 3,384,432
FY 2026-27	\$ 75,880	\$ 834,680	\$ 71,167	\$ 498,169	\$ 10,264	\$ 71,848		\$ 3,384,432
FY 2027-28	\$ 75,880	\$ 910,560	\$ 71,167	\$ 569,336	\$ 10,264	\$ 82,112		\$ 3,384,432
FY 2028-29	\$ 75,880	\$ 986,440	\$ 71,167	\$ 640,503	\$ 10,264	\$ 92,376		\$ 3,384,432
FY 2029-30	\$ 75,880	\$ 1,062,320	\$ 71,167	\$ 711,670	\$ 10,264	\$ 102,640		\$ 3,384,432
FY 2030-31	\$ 75,880	\$ 1,138,200	\$ 71,167	\$ 782,837	\$ 10,264	\$ 112,904		\$ 3,384,432

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TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

KENSINGTON FPD										PY/CY:	
TRANSMITTAL #2 - APPROVAL										BATCH #:	
Invoices										DATE : 6/10/2020	
										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
50283	Regional Government Services	4/30/2020	RGS Contrct Services for April 2020	7840	2490				10919		\$25,388.35
TOTAL											\$25,388.35
Kensington FPD Approval											

Kensington FPD Approval

Date: ___/___/___

Date: ___/___/___



PO Box 1350
Carmel Valley, CA 93924

Invoice

Date	Invoice #
4/30/2020	10919

Bill To:

Kensington Fire Protection District
 217 Arlington Avenue
 Kensington, CA 94707

P.O. No.	Due Date	Inv Sent
	5/30/2020	5/13/2020

Date	Description	Amount
4/30/2020	Contract Services for April - please see attached Balance billed to date is \$173,670 against an NTE of \$285,000	25,388.35
Total		\$25,388.35

Kensington Fire Protection District
--

Month: **April, 2020**

Advisor Name	Hours and Rates by Pay Period				
	1st -15th		16th - EOM		Monthly
	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed
Shaghayegh S Amiri	19.50	\$ 95.00	15.50	\$ 95.00	\$ 3,325.00
Andrea M Ausberry	3.65	\$ 90.00	0.29	\$ 90.00	\$ 354.60
Mary J Brown	1.50	\$ 110.00	0.00	\$ -	\$ 165.00
Tiffany Buraglio	1.00	\$ 95.00	0.00	\$ -	\$ 95.00
Glenn Lazof	42.80	\$ 150.00	21.10	\$ 150.00	\$ 9,585.00
John Mercurio	26.00	\$ 105.00	23.75	\$ 105.00	\$ 5,223.75
Jolene R Miller	0.25	\$ 80.00	2.00	\$ 80.00	\$ 180.00
Shahrzad Pantera	36.50	\$ 95.00	31.50	\$ 95.00	\$ 6,460.00
Totals	131.20		94.14		\$ 25,388.35

Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES
 User Name Shailvina Pannu
 Report Run Date 05/05/2020

Date Range 04/01/2020 to 04/30/2020
 Department Group 3750 - Kensington Fire PD

Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions. 8

Include Comments Yes
 Include signature message on PDF export No

Signature message I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

AMIRI, SHAGHAYEGH S. (00843)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Working on agenda and responding to emails.									
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Working on the agenda									
04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
Employee Comments: Agenda packet preparation, emails & posting									
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Zoom Test meeting									
04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Board Meeting & video recording set up/download									
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: Special meeting agenda prep, posting & emails. Uploaded zoom meeting to website.									
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Emails									
04/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Emails									
04/18/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Emails & Agenda Prep									
04/26/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Emails & EPC Agenda prep and posting.									
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Meeting Minutes									
04/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Special meeting agenda prep & emails									
04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Emails, special meeting & regular meeting agenda prep/posting. Zoom Test call w/Julie & Glenn									
						Regular Overtime		35.000	0.000

Double Time 0.000
Total Hours 35.000

AUSBERRY, ANDREA M. (00781)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.080	0.000	0.000	1.080
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.570	0.000	0.000	2.570
04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.290	0.000	0.000	0.290

Employee Comments: Transition document coordination communication.

Regular 3.940
Overtime 0.000
Double Time 0.000
Total Hours 3.940

BROWN, MARY J. (00845)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Talk w Amiri re Agenda									
04/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Email Amiri re special meeting protocol									
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500

Employee Comments: Special Meeting protocol

Regular 1.500
Overtime 0.000
Double Time 0.000
Total Hours 1.500

BURAGLIO, TIFFANY (00011)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000

Regular 1.000
Overtime 0.000
Double Time 0.000
Total Hours 1.000

LAZOF, GLENN (00033)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.900	0.000	0.000	8.900

Employee Comments: Agenda and Packet, Financials, Other reports include RGS agenda items. Payments check printing, lack of county response, inter-fund transfers, Assist Dir with e-mail, PERS Circular Review, Check printing solutions

04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-	RGS	Regular	6.500	0.000	0.000	6.500
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					Finance					(Manual Entry)
Employee Comments: April 8 meeting, Call with Pres. CPA support, Financials in Packet. Agenda setting meeting										
04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	3.700	0.000	0.000	3.700
Employee Comments: CPA, Virtual meeting, VM and E-mail, Packet Materials.										
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	2.800	0.000	0.000	2.800
Employee Comments: Mail Chimp, Safety Precautions per Chief Pigoni, AP review, Electronic Transmittal, Confirm deposit to Mech Bank, IT issues										
04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	5.100	0.000	0.000	5.100
Employee Comments: IT issues. Meeting issues, engage CPA ph conf with Bd Pres, Dir Padian, Water Bill										
04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	6.300	0.000	0.000	6.300
Employee Comments: Unpaid Transmittal, fireplug update, Financials Review, Meeting prep, Remittance payment issues, banking, Board Meeting										
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	3.800	0.000	0.000	3.800
Employee Comments: PRA Procedure Review, Infofor with BHI, PERS not receiving payments, response for public inquiries, Review Mechanics Bank Reconciliation										
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	2.400	0.000	0.000	2.400
Employee Comments: PERs payments, Lease with KPPCSD GM, IT, Special MTG, OPEB report, IT, Zoom Purchase, Invoice approval process.										
04/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	3.300	0.000	0.000	3.300
Employee Comments: Engage CPA, Special MTG, IT and AP, zoom account, Special Meeting										
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	2.400	0.000	0.000	2.400
Employee Comments: Conf with Pres., Change of e-mail host, supplemental transmittal, establishment of District Zoom account										
04/17/2020	Friday	3750 - Kensington Fire PD	3750-001 - Kensington-COVID19 Finance	RGS		Regular (Manual Entry)	3.300	0.000	0.000	3.300
Employee Comments: IT, AP, Transmittal, Maze CPA, Reconciling payment made to PERS, April Account, Building Renovation, Wildland Management										
04/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	1.700	0.000	0.000	1.700
Employee Comments: PERS payments, IT, EPC Agenda, BHI Contr Execution										
04/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: CPA, BHI and Interim arrangements, CoCo county revenue Journal, CBERT (PERS Trust)										
04/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	2.700	0.000	0.000	2.700
Employee Comments: E-mail retention, Actuarial, CAL PERS, CBERT Trust, Transmittal										
04/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	2.200	0.000	0.000	2.200
Employee Comments: Prep and Meeting with Pres. PERS prmts, CBERT and Report thereon										
04/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	1.700	0.000	0.000	1.700
Employee Comments: IT, Desk Guide, file CBERT Trust, Obtain info needed by Actuary. Spec mtg, and reg mtg planning, AP Guidance										
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	1.700	0.000	0.000	1.700
Employee Comments: PERS, Building MTC Sink, Special MTG, Staff Report, Dental Bennies, Match to Diablo Fire Safe, Transmittal, Lease Motion										
04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS		Regular (Manual Entry)	4.400	0.000	0.000	4.400
Employee Comments: CPA, PERS payment, Transmittals and County Payments, RGS Report, File Trans from RGS VPN to District Computer has docs from RGS era, Desk manual. Staff Report										

Regular	63.900
Overtime	0.000
Double Time	0.000
Total Hours	63.900

MERCURIO, JOHN (00851)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Read and respond to emails									
04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Video conference, read and respond to emails									
04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Phone calls with Shahrzad Pantera and Glenn Lazof, site visit to fire district office to print and prep checks to vendors.									
04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Read and respond to emails, investigate log-in problem, sorting and forwarding fire emails, voicemail check and response, board meeting webinar practice session									
04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500
Employee Comments: Read and respond to emails, phone call with Glenn Lazof, attempt at securing missing Delta Dental invoices									
04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Read and respond to emails, check voice mail, participate in set up of board webinar meeting									
04/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Research Delta Dental and EBMUD bills, read and forward emails and check voicemail of fire district									
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Employee Comments: Check fire district email and voicemail, Read and respond to team emails, phone call with Glenn Lazof, initiate Nerd Crossing support request for assistance with email issue									
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Read and respond to fire district and RGS team emails, BLS monthly reporting, Team video conference.									
04/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Create Nerd Crossing support ticket, read and respond to emails, process fire district emails and voicemail, phone call with Glenn Lazof, coordinate creation of new VPN for fire district computer access									
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Read and respond to RGS and fire district emails, check fire Voicemail									
04/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail									
04/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.250	0.000	0.000	3.250
Employee Comments: Read and respond to KFPD and RGS emails, video conference with Glenn Lazof, phone call to Jim Hammack, email migration issue coordination, check and respond to fire voicemail									
04/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.750	0.000	0.000	2.750
Employee Comments: Read and respond to KFPD and RGS emails, Glenn Lazof phone call, Phone calls to Nicolay consulting and Delta Dental, check and respond to fire voicemail									
04/23/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.750	0.000	0.000	1.750
Employee Comments: Read and respond to KFPD and RGS emails, GASB 75 project, check and respond to fire voicemail									
04/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail, verify KFPD desk manual word doc, video conference on email migration, phone calls with Glenn Lazof and Delta Dental									
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500

Entry)

Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail, phone call with Glenn Lazof, coordinate sink repair at Station 65

04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4,500	0.000	0.000	4,500
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Employee Comments: Read and respond to KFPD and RGS emails, check and respond to fire voicemail, review fire district AOL emails, email report to Glenn Lazof reporting on composition of AOL emails, review draft of district's Fire Plug newsletter, teleconference with KFPD finance team

04/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
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Employee Comments: Read and respond to RGS emails, check and respond to fire voicemail, phone call with Glenn Lazof, submit request for VPN setup for new employee, emails related to district's GASB 75 project

04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3,500	0.000	0.000	3,500
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Employee Comments: Read and respond to RGS emails, check and respond to fire voicemail, submit support ticket for fire email failure, phone calls and emails regarding electrical problem at Station 65, team teleconference regarding KFPD board meeting agenda

Regular	49.750
Overtime	0.000
Double Time	0.000
Total Hours	49.750

MILLER, JOLENE R. (00698)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250

Employee Comments: Fireplug newsletter checkin with John

04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: Fire Plug Newsletter Draft

Regular	2.250
Overtime	0.000
Double Time	0.000
Total Hours	2.250

PANTERA, SHAHRZAD (00693)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
04/01/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000

Employee Comments: AP Prep, bookkeeping and financial filling

04/02/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
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Employee Comments: Kensington AP, Transmittal prep= financial prep

04/03/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: AP- bookkeeping

04/06/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500
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Employee Comments: AR-Invoice generation and sending of invoices, e-mail correspondence, Account reconciliation- AP prep

04/07/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
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Employee Comments: Task list, team meeting, e-mail correspondence

04/08/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
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Employee Comments: team meeting, task list, e-mail correspondence

04/09/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular	4.000	0.000	0.000	4.000
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Finance					(Manual Entry)				
Employee Comments: Financial board meeting report review, prep, transmittal prep, QB update- GL review									
04/10/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Follow up on 4-8 board meeting, prep of transmittal submission report, email correspondance									
04/13/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: processing of 4-8-20 scan of invoices and statements- e-mail correspondance, following up on transmittal and CalPERS									
04/14/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: e-mail correspondance, submitting of March transmittal, AP prep									
04/15/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: E-mail correspondance, meeting , filling									
04/16/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Financial tasks, bookkeeping, e-mails, invoice approvals									
04/17/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: transmittal, invoice prep, bookkeeping									
04/20/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: e-mails, coordination and organizations of files and invoices- follow up on the transmittal									
04/21/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: e-mail, task list, invoice approvals									
04/22/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: task list update, transmittal ,									
04/24/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Task list, invoice approvals, emails, transmittal									
04/27/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: prep of transmittal and e-mail and phone correspondance									
04/28/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Setup VPN, bookkeeping, transmittal for special meeting, team meeting									
04/29/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Meeting with CPA, gathering of transmittals, e-mail correspondance									
04/30/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: e-mails, invoice organizations, working with CPA on data, transmittal prep and review, invoice authorization									

Regular	68.000
Overtime	0.000
Double Time	0.000
Total Hours	68.000

Regular	225.340
Overtime	0.000
Double Time	0.000
Total Hours	225.340



TO: President Board of Directors
Kensington Fire Protection District

DATE: May 13, 2020

SUBMITTED BY: Glenn Lazof, Administration and Finance Advisor
John Mercurio, Project Advisor
Shahzad Pantera, Finance Advisor
Sasha Amiri-Nair, Board Clerk Advisor
MJ Brown, Board Clerk Advisor

RGS Activity Report for April

Board Meetings: Prepare for practice for April regular meeting via Zoom. Begin preparation of Agenda and Materials Regular Meeting of May including participation and minutes. Special meeting of May 1 including discussions regarding agenda, including a fair amount of time with the President working out the complexity of holding a Closed Session on Zoom.

Transition: Anticipating a Transition to an Interim General Manager, RGS began limiting our activities the first full week of May. This course will avoid duplication of effort, prevent us from being out of sync with the approach of leadership, and of course reduce charges for our services during the month.

As of this writing RGS is restricting activity to:

- Processing bills for transmittal payment.
- Scheduling Board or Committee Meetings, as requested.
- Transferring files, completed desk manuals, and items on the District Computer or other designated locations

Salary Computation for Chief Pignoni for upcoming reconciliation
Review e-mails and voice mail to district and forward or respond as appropriate.
Preparing materials and Agendas for board and committee meetings as requested, including Financial Report
Support for E-mail host migration

This list will continue to be expanded or contracted at the request of the Interim General Manager.

Administration:

On site time, two days per week was suspended through the month. (As of this writing Contra Costa County Shelter in Place is in effect through May).

Fireplug: Final text edit has been submitted by President; distribution should be imminent.

Finance: Ongoing accounts payable AP including report and check processing, Transmittal, and Supplemental Transmittal. Challenges to these processes, related to the shelter in place orders, that had to be overcome. President Stein made the excellent suggestion that we utilize the transmittal process as often as we can during the shelter in place order. We have implemented this and a supplemental transmittal was prepared for the Special Meeting held May 1.

After you have interim staff in place, and the shelter in place is lifted, it is recommended that the Board lift the dollar limit on the amount permitted to be held in the Mechanics Bank account.¹ This would enable your staff to manage cash, and give the district full control of accounts payable. It would also be far less time consuming than the current method. The only item that would need to be on the County Transmittal would be the monthly replenishment of the Mechanics Bank account, although the District might opt to keep the large Monthly Fire Contract payment with the county. The vast majority of public agencies manage all aspects of their Accounts Payable and the Interim General Manager can establish procedures which provide for similar, or stronger controls

¹ Research needed, to determine if there is a legal reason the District has adopted the current system for payable transactions using the County.

than currently exist in place for the account payments and transparent reporting on expenditures. RGS will assist if requested.

Significant time was spent communicating with PERS about payments. Much of the confusion is due to issues with lack of online access to invoices, delayed payments, miscommunications related to payments coming direct from the county among other issues. The Board will soon be able to appoint an administrator to access invoices, post payments, and receive and transmit information online. PERS agreed to help set this up and training for the PERS administrator should occur when the interim GM is appointed. There is strong reason to expect improvements shortly.

RGS and President Stein agreed to engagement of Maze and Associates CPA Jessie Kim. Jessie has had success resolving reconciliations between the KPPCSD's financial system and the County Ledgers. Rather than ask Shahrzad to re-invent the wheel, it was more obviously cost efficient to subcontract to cover the same ground for us, and point the way forward. The objective is to leave the Interim GM with a CPA reviewed starting point for the District Financial reporting, and reconciliation between the County and District records. This phase of the engagement was intended to end May 13, 2020, and permit the Interim GM, who has particular finance expertise, to decide if this service is needed. The District can still contract for this service directly with Maze if the Interim GM is interested.

Jessie's rate with Maze is \$140 an hour. It was agreed that RGS will pass the cost through to the district on the expense invoice. However, only an introductory discussion has occurred so the charge should not be significant.

California Employers' Retiree Benefit Trust (CERBT) Fund: Met with Trustee to discuss particulars of the Trust and Transaction procedures. Filed FY 2019 actuarial report. Wrote memo (attached) for Interim GM and Finance Committee to pass on the information on workings and requirements of CBERT. There are also options in that report to reimbursement that the Interim GM and Board may wish to consider.

RGS completed research into retiree dental payment reporting and source of revenue offsets. We are available to consult with the Interim GM regarding next steps and assist as directed.

RGS Team Change: Shahrzad Pantera will roll off the team May 6. We are joined by Linda Wong. Linda is a CPA with 11 years of Governmental Accounting experience, including the cities of Walnut Creek and Concord. We were fortunate to have overlap to provide for a smooth transition, as Linda shadowed Shahrzad's work.

This change was for RGS' benefit. There will be no charge for Ms. Wong's time prior to Shahrzad's departure, nor will there be a change in the billing rate.

Local Agency Investment Fund: First Quarter 2020 \$21,567.87 earned, final balance \$4,329,310.81. 2.03% interest rate.

Committees: RGS assisted with posting the EPC agenda.

Information Services:

We continued to have issues with e-mail receiving and sending. New e-mail host discussion by Directors scheduled May 1 Special Meeting. The IT Committee desired a Board discussion

Nerd Crossing has proceeded with the improved VPN solution. The establishment of this enhanced connection to the KFPD computer has improved reliability and made access much simpler for the team. The access to email has been much improved.

Minutes Backlog: The minutes of October 10 & 17, November 13, 2019 and February 12, 2020 were completed. We anticipate that minutes of XX, XXX &XX will be presented for approval at the June meeting. This will wipe out the backlog.

Building Maintenance:

There has been a recurring issue with a sink in the Fire Quarters. John Mercurio spoke with fire staff to understand what was going on (a strange gurgling sound and a very slow drain) He called Olivero Plumbing and asked them to make a visit and investigate. No other contact has been received from fire staff.

An ongoing electrical issue was referred to Mighetto Electric. John Mercurio called the owner and described what was occurring, as relayed to him by fire staff. A loud humming was emanating from an electrical box which has caused problems in the past, which Mighetto Electric is familiar with. The possible solution to this is a new part.



TO: Board of Directors
Kensington Fire Protection District

DATE: June 10, 2020

RE: **PROPOSED AMENDMENTS TO POLICY 130 PAY PERIODS
REGARDING TIME APPROVAL FIRST READING**

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

Consider approval of proposed amendments to Policy 130 - Pay Periods and hold first reading.

Background

District policies do not currently contain language for review of staff and the General Manager's timesheets. To support internal controls it is recommended this be incorporated. Policy 130 - Pay Periods is the best fit within policies to include this provision; staff proposed amendments and consulted legal counsel for review and revision.

On May 22, 2020 the Finance Committee discussed this item and approved placing this on the agenda for the next regular Board of Directors' Meeting accordance with Policy 1010 - Adoption/Amendment of Policies.

Fiscal Impact

There is no fiscal impact.

KENSINGTON -FIRE PROTECTION DISTRICT EMPLOYEE- HANDBOOK

POLICY TITLE: Pay Periods and Time Sheets and Time Reporting/Approval
POLICY NUMBER: 130

130.10 The salaries and wages of all District employees shall be paid semibi-monthly, being ~~two-seven~~ business days after the 15th day and ~~two-seven~~ business days after the last day of every month. Pay periods are 1st-15th and 16th – 31st.

130.20 Unless otherwise specified through individual employment agreements, all employees must complete timesheets bi-monthly. Timesheets must be completed and submitted on or before the last day of the pay period. Late submittal may delay payment of wages. All Timesheets, for support staff except that of the General Manager will shall be approved reviewed and approved by the General Manager prior to payroll processing. General Manager timesheets shall be submitted for payroll processing and to the Finance Committee for review. Any issues arising out of the General Manager's timesheets may be referred by the Finance Committee to the Board of Directors. For internal control purposes, the General Manager's timesheet will be approved by the Finance Committee which may be prior to or after payroll processing depending upon meeting schedule. Performance and/or productivity of the General Manager will be assessed by the full Board of Directors through a variety of reporting.

KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

POLICY TITLE: Discrimination, Harassment, and Retaliation Prevention
POLICY NUMBER: 170

170.10- Establishment and Purpose.

The Kensington Fire Protection District (“District”) is committed to providing and maintaining a respectful and inclusive work environment that is free from discrimination and harassment based on a protected category, and an environment free from retaliation for its participating in any protected activity covered by this policy. In accordance with this commitment, it is the policy of the District to provide equal employment opportunities to all employees that is free of harassment and applicants for employment.

Accordingly, the Kensington Fire Protection District hereby adopts this Discrimination, Harassment, and Retaliation Prevention Policy (“DHR Policy”) in order to reaffirm the District’s commitment to preventing and correcting unlawful discrimination, harassment, and retaliation in the workplace; to provide equal employment opportunities to all employees and applicants for employment; to define discrimination, harassment, and retaliation prohibited under this policy; and to set forth procedures and guidelines for investigating and resolving complaints of conduct prohibited by this policy.

The DHR Policy is intended to describe the District’s procedures regarding compliance with state and federal laws and regulations. Nothing in the DHR Policy is intended to be in conflict with such laws and regulations, or inconsistent with other personnel policies maintained by the District including, but not limited to, the Employee Handbook or the Code of Conduct. Should any conflict exist as to the District’s personnel policies, the DHR Policy shall supersede.

170.20 Basis of Authority.

In accordance with Policy No. 1030 of the Policy Handbook, the Board of Directors (“Board”) is the unit of authority within the District.

Effective [REDACTED], 2020, the Board of Directors hereby adopts the Discrimination, Harassment, and Retaliation Prevention Policy and the provisions contained herein.

170.30 Protected Categories and Protected Activities.

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It is the District’s policy to provide a workplace free of unlawful discriminatory or harassing conduct. As such, the District prohibits sexual discrimination or harassment and harassment because based on any of the following categories: race, color, religion, creed (including religious creed, color, dress and grooming practices), national origin or ancestry, citizenship status, physical or mental disability, medical condition, marital status, age (including HIV/AIDS, cancer, or a record or history of cancer), genetic information or genetic characteristics, marital status, sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, gender identity, gender expression, sexual orientation or any other basis protected by federal, state or local, age (40 years and over), veteran and/or military status, political activities or affiliations, status as a victim of domestic violence, assault, or stalking, protected medical leaves (requesting or being approved for leave due to one’s own serious health condition or to care for one’s family), and any other status protected by state or federal law (“protected categories” or “protected characteristics”).

~~170.~~ ordinance or regulation **31**. This policy applies to all aspects of employment, including, but not limited to hiring, job assignment, compensation, promotion, benefits, training, discipline, and termination. Reasonable accommodation may be available for qualified individuals with disabilities or religious beliefs or practices, as defined by law.¹

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~~170.~~ persons involved in the operation of the District and **32** In addition, the District prohibits harassment by retaliation against a person who engages in activities protected under this policy, such as: reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy (“protected activities”).

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170.40 Scope of Protection.

The DHR Policy applies to all District employees² (co-workers, supervisors, and managers), applicants, interns, volunteers, contractors, and elected or appointed officials in the workplace. In addition, the DHR Policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from District premises, such as a business trip or business-related social function.

All employees, as well as any individual who comes in contact with such employees, are expected to support the District’s anti-discrimination, anti-harassment, anti-retaliation, and equal employment opportunity policies, and to take all steps necessary to maintain a workplace free from discrimination, harassment, and retaliation.

¹ The District recognizes and supports the obligation to reasonably accommodate employees with disabilities or religious beliefs or practices in order to allow those employees to perform the essential functions of their jobs. If an employee believes they need a reasonable accommodation based on disability or a religious belief or practice, the employee should discuss the matter with their supervisor or the General Manager.

² Hereinafter, as used in the DHR Policy, “employees” includes interns, volunteers, contractors, and elected or appointed officials in the workplace.

Discriminatory or harassing conduct by or towards any employee of the District, applicant, or anyone who comes into contact with a District employee in the course of their employment will not be tolerated. Any employee who violates this policy will be subject to disciplinary action, up to and including termination of their employment. The District will take appropriate corrective action to remedy any policy violations made by an intern, volunteer, contractor, elected or appointed official, or any other person with whom the District has a business, service, or professional relationship.

170.50 Responsibilities and Rights.

170.51 All employees are expected to assume responsibility for maintaining a work environment that is free from discrimination, harassment, and retaliation. Employees are encouraged to promptly report conduct that they believe violates the DHR Policy so that the District has an opportunity to address and resolve any concerns.

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170.52 Managers and supervisors³ are required to promptly report conduct that they believe violates the DHR Policy. All managerial and supervisory employees must report any complaints of misconduct to the General Manager or their designee. The District is committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

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170.53 All District employees have the following rights:

170.531 The right to a discrimination, harassment, and retaliation-free work environment.

170.532 The right to file a complaint of discrimination, harassment, or retaliation. Employees are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing.

170.533 The right to a full, impartial and prompt investigation by a District representative or designee into allegations of conduct that would violate this policy.

170.534 The right to be timely informed of appropriate information related to the outcome of an investigation either as a complainant or a respondent in the investigation.

170.535 The right to be represented by a person of the complainant's choosing at each and all steps of the complaint process.

³ "Managers" or "supervisors" means any individual having the authority, in the interest of the employer, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or the responsibility to direct them, or to adjust their grievances, or effectively to recommend that action.

170.536 The right to be free from retaliation or reprisal after filing a complaint or participating in the complaint process.

170.537 The right to file a complaint directly with the California Department of Fair Employment and Housing, the federal Equal Employment Opportunity Commission or other appropriate state or federal agencies, or to file a civil action in the appropriate court.

170.60 ~~170.20~~ — **Prohibited Conduct.**

Discrimination or harassment based solely, or in part, on an individual's protected characteristic or association with a member of a protected category, as defined in [Policy No. 170.30](#), is expressly prohibited. In addition, the District also prohibits retaliation against a person engaging in any protected activities, as defined in [Policy No. 170.32](#). The definition of what constitutes discrimination, harassment, and retaliation for purposes of this DHR Policy is provided in further detail below.

Conduct need not rise to the level of a violation of law to violate this policy. A single act can violate the DHR Policy and provide grounds for discipline or other appropriate corrective actions. When the District determines that this policy has been violated, it will take immediate and appropriate action to remedy and prevent such discrimination or harassment in the workplace, in the conduct of employment, or other personnel practices of the District, which may include discipline, up to and including termination. In addition, any employee found to have retaliated against another employee who engages in any protected activities as defined by this policy shall be subject to disciplinary action, up to and including termination.

170.70 **Discrimination.**

As used in the DHR Policy, discrimination is defined as the unequal treatment of an employee or applicant in any aspect of employment, including discrimination based solely, or in part, on the employee or applicant's protected characteristic, as provided in [Policy No. 170.30](#).

170.71 Discrimination includes any adverse employment action or differential treatment of an employee or other person doing business with the District based on the individual's protected characteristic. In addition, prohibited discriminatory conduct under this policy also includes unequal treatment based upon the employee or applicant's association with a member of these protected categories or classes.

170.72 Discrimination may include, but is not necessarily limited to: hostile or demeaning behavior towards applicants or employees because of a protected characteristic; allowing the applicant's or employee's protected characteristic to be a factor in hiring, promotion, compensation or other employment-related decisions unless otherwise permitted by applicable law, and providing unwarranted assistance or withholding work-related assistance, cooperation,

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and/or information to applicants or employees because of their protected characteristic.

170.80 Harassment.

Harassment under this policy is defined as disrespectful or unprofessional conduct, including disrespectful or unprofessional conduct based on any of the protected categories provided in **Policy No. 170.30.**

Harassment can be verbal (such as slurs, jokes, insults, epithets, gestures, or teasing), visual (such as the posting or distribution of offensive posters, symbols, cartoons, drawings, computer displays, or emails), or physical conduct (such as physically threatening another person, blocking someone’s way, making physical contact in an unwelcome manner, etc.).

170.81 Sexual Harassment Definition Examples. Sexual harassment manifests itself in many forms. The following are a few **Harassment**

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As used in this policy, sexual harassment is defined as harassment based on sex or conduct of a sexual nature, and includes harassment based on sex (including pregnancy, childbirth, breastfeeding, or related medical conditions), gender, and gender identity or gender expression. It may include all of the actions described above as harassment, as well as other unwelcome sex-based conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, or other verbal or physical conduct of a sexual nature. Sexually harassing conduct need not be motivated by sexual desire and may include situations that began as reciprocal relationships, but that later cease to be reciprocal.

Some examples of sexual harassment are:

~~170.21 Written: sexually suggestive or obscene letters, notes or invitations.~~
170.811

~~170.22 Verbal: sexually derogatory comments, slurs, jokes, remarks or epithets.~~

~~170.23 Visual: leering, making sexual gestures, or displaying sexually suggestive objectives, pictures, cartoons or posters.~~

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~~170.24 Physical: assault, attempted rape, impeding or blocking movement, or touching.~~

~~170.25 Other:~~

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~~170.251 Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).~~

~~170.252 Employees who are subjected to hazing (this may include being dared or asked to perform unsafe work practices, having tools and equipment stolen, etc.) if requests for~~

~~sexual favors are not met.~~

~~170.253 Employment benefits affected in exchange for sexual favors (may include situations where an individual is treated less favorably because others have acquiesced to sexual advances).~~

~~170.254 Implying or actually withholding support for appointment, promotion, transfer or change of assignment; or initiating a rejection on probation or adverse action; or suggesting that a poor performance report will be prepared if requests for sexual favors are not met.~~

~~170.255 Reprisals or threats after negative response to sexual advances.~~

~~170.30 Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:~~

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~~170.31 Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;~~

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~~170.32 Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, e-mail, faxes, or gestures;~~

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~~170.33 Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an employee because of the employee's sex, race or any other protected basis; and characteristic;~~

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~~170.34 Use of social media to conduct sexual advances and or harassment;~~

~~170.815 Threats and demands to submit to sexual requests in order keep one's job or avoid some other loss, and offers of employment benefits in return for sexual favors;~~

~~170.816 Retaliation for having reported or threatened to report unlawful harassment.~~

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~~170.40 If an employee of the District believes that they have been harassed, they should provide a written complaint to any member of the Board of Directors. As soon as possible thereafter, the Board will undertake an immediate, thorough and objective investigation of the harassment allegation(s).~~

~~170.50 If it is determined that harassment has occurred, effective remedial action will be taken in~~

~~accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination.~~

170.82 Sexual harassment is generally categorized into two types:

170.821 Quid Pro Quo (“this for that”)

1. Submission to sexual conduct is made explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of the conduct by an employee is used as the basis for employment decisions affecting the employee.

170.822 Hostile Work Environment

This type of sexual harassment is defined as conduct of a sexual nature, or on the basis of sex, by any person in the workplace that unreasonably interferes with an employee’s work performance and/or creates an intimidating, hostile, or otherwise offensive working environment. Examples include:

- Unwelcome sexual advances, flirtation, teasing, sexually suggestive or obscene letters, invitations, notes, emails, voicemails or gifts.
- Sex, gender or sexual orientation-related comments, slurs, jokes, remarks or epithets.
- Leering, obscene or vulgar gestures or making sexual gestures.
- Displaying or distributing sexually suggestive or derogatory objects, pictures, cartoons, or posters or any such items.
- Impeding or blocking movement, unwelcome touching or assaulting others.
- Any sexual advances that are unwelcome as well as reprisals or threats after a negative response to sexual advances.
- Conduct or comments consistently targeted at one gender, even if the content is not sexual.

170.90 Retaliation.

170.91 The District values its employees and has an affirmative duty to take reasonable steps to prevent and promptly correct discriminatory and harassing conduct. Accordingly, the District will not retaliate against any employee who files a good faith complaint because of their belief that someone or they themselves were subjected to workplace discrimination or harassment in violation of the DHR Policy.

170.92 As used in this policy, retaliation is defined as any adverse employment action

taken against an employee because the employee engaged in activity protected under this policy. "Protected activities" may include, but are not limited to, reporting or assisting in reporting suspected violations of this policy and/or cooperating in investigations or proceedings arising out of a violation of this policy.

170.93 An "adverse employment action" is conduct or an action that materially affects the terms and conditions of the employee's employment status or is reasonably likely to deter the employee from engaging in protected activity. Even actions that do not result in a direct loss of compensation may be regarded as an adverse employment action when considered in the totality of the circumstances.

170.94 Examples of retaliation under this policy include but are not limited to: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing someone's work assignments for identifying harassment or other forms of discrimination in the workplace; treating people differently such as denying an accommodation; or not talking to an employee when otherwise required by job duties, or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

~~170.51 Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation against anyone filing a complaint will not be permitted or tolerated.~~

~~170.60 Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.~~

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KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

POLICY TITLE: Complaint and Investigation Procedures
POLICY NUMBER: 180

180.10 The District shall take an affirmative role to protect its employees from discrimination, harassment, and retaliation. The District will take all reasonable efforts to resolve complaints internally.

180.20 Any employee or applicant who experiences or witnesses behavior that they believe violates the Discrimination, Harassment, and Retaliation Prevention Policy (“DHR Policy”) contained in Policy No. 170 is encouraged to immediately tell the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior.

180.30 The District maintains the following procedures and guidelines when addressing potential violations of the DHR Policy. All employees, including supervisors and managers, are expected to abide by the procedures and guidelines set forth below.

1. Identify the offensive behavior to the offending employee or other person and request that the behavior cease.
2. Report the offensive behavior either orally or in writing to the employee’s supervisor, manager, or the General Manager. Any manager or supervisor who receives a complaint of harassment or discrimination must immediately report the complaint to the General Manager. Supervisors or managers who learn of any potential violation of this policy are required to immediately report the matter to the General Manager, their designee, or the President of the Board of Directors, and must follow that individual’s instructions as to how best to proceed.
 - a) Written complaints may be made using the Complaint Form contained in **Policy No. 180.60**.
 - b) If the employee directly reports to the alleged offender, the employee should report the conduct to any other supervisor, manager, or the President of the Board of Directors.
3. The General Manager, their designee, or an authorized representative of the District will promptly look into the facts and circumstances of any alleged violation, as appropriate.

4. The District shall initiate an investigation where it has reason to believe that conduct in violation of this policy has occurred. All investigations will be timely, thorough, fair, and completed by qualified personnel.
- a) Even in the absence of a formal complaint, the District may initiate an investigation where it has reason to believe that prohibited conduct under this policy has occurred.
 - b) Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, the District may need to do an environmental assessment or survey to try to determine if misconduct has occurred.
 - c) To the extent possible, the District will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the District's ability to fulfill its obligations under this policy.
 - d) All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation.
5. Upon completion of the investigation, if misconduct is substantiated, the District shall take appropriate remedial action to prevent and correct misconduct and unlawful behavior, up to and including formal discipline where warranted.

To submit a complaint or report of an alleged violation of the Discrimination, Harassment, and Retaliation Prevention Policy, you may contact your supervisor/manager, the General Manager or the President of the Board of Directors.

[GENERAL MANAGER'S NAME]

[E-MAIL ADDRESS]

[WORK PHONE NUMBER]

[BOARD PRESIDENT'S NAME]

[E-MAIL ADDRESS]

[WORK PHONE NUMBER]

180.40 Filing External Complaints.

Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Department of Fair Employment and Housing

2218 Kausen Drive, Suite 100

Elk Grove, CA 95758

800-884-1684 (voice), 800-700-2320 (TTY) or California's Relay Service at 711

contact.center@dfeh.ca.gov

<https://www.dfeh.ca.gov>

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West,

P.O. Box 36025

San Francisco, CA 94102-3661

1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)

<http://www.eeoc.gov/employees>

180.50 Preventative, Corrective, and Remedial Action

180.51 The District shall take appropriate preventative, corrective, and remedial action(s), up to and including formal discipline, against any employee(s) when an investigation has found that misconduct prohibited by the DHR Policy has occurred. If discrimination, harassment, or retaliation, as outlined in this policy, has been found to have occurred, appropriate preventative, corrective, or remedial action(s) will be promptly taken, including but not limited to the initiation of disciplinary procedures.

180.52 During the course of the investigation, the District may take interim relief measures as appropriate to ensure that any alleged harassment or discrimination does not continue, and to ensure that no retaliation occurs. Measures taken will be determined on a case-by-case basis depending on the specific circumstances of the complaint. Interim relief may include changing supervisory relationships, work locations, or reassigning or placing the accused party on paid administrative leave. The complaining party shall not be required to change work locations or assignments, however, such changes may be made at the complaining party's request.

180.53 In addition, preventative, corrective, or remedial action(s) may also include, but are not limited to, letters of reprimand, suspension, demotion, or termination. Additionally, depending on the nature of the violation, civil liability could be imposed on the violator as well as the District.

180.60 Complaint Form

COMPLAINT FORM

COMPLAINANT INFORMATION

NAME: _____

DIVISION / UNIT: _____

OFFICE LOCATION: _____

WORK PHONE: _____

IMMEDIATE SUPERVISOR: _____

Please describe the conduct that you believe violates the Discrimination, Harassment, and Retaliation Prevention Policy. In your narrative, describe: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief, and; (3) When the acts of discrimination, harassment, or retaliation occur (attach additional pages if needed). If you require assistance with completing this form as a reasonable accommodation, please contact the General Manager or their designee.

PERSON(S) ALLEGED TO HAVE VIOLATED THE POLICY

Person #1 - Name: _____ Position: _____ Work Location: _____

Person #2 - Name: _____ Position: _____ Work Location: _____

Person #3 - Name: _____ Position: _____ Work Location: _____

PERSON(S) WITH INFORMATION/KNOWLEDGE OF THE ALLEGED INCIDENTS

Witness #1 - Name: _____ Position: _____ Work Location: _____

Witness #2 - Name: _____ Position: _____ Work Location: _____

Witness #3 - Name: _____ Position: _____ Work Location: _____

HAVE YOU COMPLAINED TO ANYONE AT THE DISTRICT ABOUT THIS MATTER?

If yes, explain the situation. When did you complain, to whom, and what was the result?

Please submit to your supervisor/manager, the General Manager, or the President of the Board of Directors:

[GENERAL MANAGER'S NAME]
[E-MAIL ADDRESS]
[WORK PHONE NUMBER]

[BOARD PRESIDENT'S NAME]
[E-MAIL ADDRESS]
[WORK PHONE NUMBER]

KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

POLICY TITLE: Affirmative Action Complaint and Investigation Procedures
POLICY NUMBER: 180

180.10 It is the policy of the Kensington Fire Protection District that there shall be no take an affirmative role to protect its employees from discrimination, harassment, and retaliation. The District will take all reasonable efforts to resolve complaints internally.

180.20 based upon race, national origin, religion, sex, physical handicap, veteran's status, sexual orientation, or age in any. Any employee or applicant who experiences or witnesses behavior that they believe violates the Discrimination, Harassment, and Retaliation Prevention Policy ("DHR Policy") contained in Policy No. 170 is encouraged to immediately tell the offending individual that the behavior is inappropriate and, if they feel comfortable doing so, to tell the offending individual to stop the behavior.

180.30 The District maintains the following procedures and guidelines when addressing potential violations of the DHR Policy. All employees, including supervisors and managers, are expected to abide by the procedures and guidelines set forth below.

1. Identify the offensive behavior to the offending employee or other person and request that the behavior cease.
2. Report the offensive behavior either orally or in writing to the employee's supervisor, manager, or the General Manager. Any manager or supervisor who receives a complaint of harassment or discrimination must immediately report the complaint to the General Manager. Supervisors or managers who learn of any potential violation of this policy are required to immediately report the matter to the General Manager, their designee, or the President of the Board of Directors, and must follow that individual's instructions as to how best to proceed.
 - a) Written complaints may be made using the Complaint Form contained in Policy No. 180.60.
 - b) If the employee directly reports to the alleged offender, the employee should report the conduct to any other supervisor, manager, or the President of the Board of Directors.

- 3. The General Manager, their designee, or an authorized representative of the District will promptly look into the facts and circumstances of any alleged violation, as appropriate.
- 4. The District shall initiate an investigation where it has reason to believe that conduct in violation of this policy has occurred. All investigations will be timely, thorough, fair, and completed by qualified personnel.
 - a) Even in the absence of a formal complaint, the District may initiate an investigation where it has reason to believe that prohibited conduct under this policy has occurred.
 - b) Anonymous complaints will also be investigated. The method will depend on the details provided in the anonymous complaint. If the complaint is sufficiently detailed, the investigation may be able to proceed in the same manner as any other complaint. If the information is more general, the District may need to do an environmental assessment or survey to try to determine if misconduct has occurred.
 - c) To the extent possible, the District will endeavor to keep the reporting of the applicant or employee's concerns confidential; however, complete confidentiality cannot be guaranteed when it interferes with the District's ability to fulfill its obligations under this policy.
 - d) All employees are required to cooperate fully with any investigation. This includes, but is not limited to, maintaining an appropriate level of discretion regarding the investigation and disclosing any and all information that may be pertinent to the investigation.
- 5. Upon completion of the investigation, if misconduct is substantiated, the District shall take appropriate remedial action; to prevent and correct misconduct and unlawful behavior, up to and including recruitment, appointment, performance evaluation, promotion, formal discipline where warranted.

To submit a complaint or report of an alleged violation of the granting of leaves, and Discrimination, Harassment, and Retaliation Prevention Policy, you may contact your supervisor/manager, the General Manager or the President of the Board of Directors.

[GENERAL MANAGER'S NAME]
 [E-MAIL ADDRESS]
 [WORK PHONE NUMBER]

[BOARD PRESIDENT'S NAME]

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[E-MAIL ADDRESS]
[WORK PHONE NUMBER]

180.40 Filing External Complaints.

Employees and applicants may file formal complaints of discrimination, harassment, or retaliation with the agencies listed below. Individuals who wish to pursue filing with these agencies should contact them directly to obtain further information about their processes and time limits.

California Department of Fair Employment and Housing

2218 Kausen Drive, Suite 100
Elk Grove, CA 95758
800-884-1684 (voice), 800-700-2320 (TTY) or California’s Relay Service at 711
contact.center@dfeh.ca.gov
https://www.dfeh.ca.gov

U.S. Equal Employment Opportunity Commission

450 Golden Gate Avenue 5 West,
P.O Box 36025
San Francisco, CA 94102-3661
1-800-669-4000 or 510-735-8909 (Deaf/hard-of-hearing callers only)
http://www.eeoc.gov/employees

180.50 Preventative, Corrective, and Remedial Action

180.51 The District shall take appropriate preventative, corrective, and remedial action(s), up to and including formal discipline, against any employee(s) when an investigation has found that misconduct prohibited by the DHR Policy has occurred. If discrimination, harassment, or retaliation, as outlined in this policy, has been found to have occurred, appropriate preventative, corrective, or remedial action(s) will be promptly taken, including but not limited to the initiation of disciplinary or grievance action procedures.

180.52 During the course of the investigation, the District may take interim relief measures as appropriate to ensure that any alleged harassment or discrimination does not continue, and to ensure that no retaliation occurs. Measures taken will be determined on a case-by-case basis depending on the specific circumstances of the complaint. Interim relief may include changing supervisory relationships, work locations, or reassigning or placing the accused party on paid administrative leave. The complaining party shall not be required to change work locations or assignments, however, such changes may be made at the complaining party’s request.

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180.53 In addition, preventative, corrective, or remedial action(s) may also include, but are not limited to, letters of reprimand, suspension, demotion, or termination. Additionally, depending on the nature of the violation, civil liability could be imposed on the violator as well as the District.

180.60 Complaint Form

COMPLAINT FORM

COMPLAINANT INFORMATION

NAME: _____

DIVISION / UNIT: _____

OFFICE LOCATION: _____

WORK PHONE: _____

IMMEDIATE SUPERVISOR: _____

Please describe the conduct that you believe violates the Discrimination, Harassment, and Retaliation Prevention Policy. In your narrative, describe: (1) What happened to you; (2) Why you believe you are being discriminated, harassed, or retaliated against, including the reason or evidence you have to support your belief, and; (3) When the acts of discrimination, harassment, or retaliation occur (attach additional pages if needed). If you require assistance with completing this form as a reasonable accommodation, please contact the General Manager or their designee.

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PERSON(S) ALLEGED TO HAVE VIOLATED THE POLICY

<u>Person #1 - Name:</u>	<u>Position:</u>	<u>Work Location:</u>
<u>Person #2 - Name:</u>	<u>Position:</u>	<u>Work Location:</u>
<u>Person #3 - Name:</u>	<u>Position:</u>	<u>Work Location:</u>

PERSON(S) WITH INFORMATION/KNOWLEDGE OF THE ALLEGED INCIDENTS

<u>Witness #1 - Name:</u>	<u>Position:</u>	<u>Work Location:</u>
<u>Witness #2 - Name:</u>	<u>Position:</u>	<u>Work Location:</u>
<u>Witness #3 - Name:</u>	<u>Position:</u>	<u>Work Location:</u>

HAVE YOU COMPLAINED TO ANYONE AT THE DISTRICT ABOUT THIS MATTER?

If yes, explain the situation. When did you complain, to whom, and what was the result?

Please submit to your supervisor/manager, the General Manager, or the President of

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the Board of Directors:

[GENERAL MANAGER'S NAME]
[E-MAIL ADDRESS]
[WORK PHONE NUMBER]

[BOARD PRESIDENT'S NAME]
[E-MAIL ADDRESS]
[WORK PHONE NUMBER]

~~180.20~~ This policy contains two major commitments:

~~180.21~~ To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

~~180.22~~ To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

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KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

POLICY TITLE: Training Requirements
POLICY NUMBER: 185

185.10 All District employees and elected or appointed officials are required to participate in sexual harassment and abusive conduct prevention training. The training will be aimed at increasing their understanding of, and preventing, workplace sexual harassment, as well as their role in creating an underlying culture of mutual respect in the workplace.

185.20 The training will also cover abusive conduct, or workplace bullying, and other types of prohibited harassment, such as harassment based on gender identity, gender expression, and sexual orientation. Specific components of the training will include how to promptly and effectively respond to sexual harassment when it occurs, the effects of abusive conduct in the workplace, and ways to appropriately intervene if one witnesses behavior that is not in keeping with this policy. Employees will be trained on how to identify, investigate, report, and respond to unlawful harassment, discrimination, and retaliation in the workplace.

185.30 At a minimum, all supervisory employees are required to take two hours of training under this section every two years.

185.40 Non-supervisory employees are required to take one hour of training every two years. The District will make this training available to employees during regular working hours at no cost to the employee. Records of these training activities will be maintained in District files.

KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

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**KENSINGTON FIRE PROTECTION DISTRICT
EMPLOYEE HANDBOOK**

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Item 4.10

Item for discussion and possible action by the KFPD Board (ACTION):

The Emergency Preparedness Committee (EPC), following our 27 May 2020 meeting, recommends to the KFPD Board the following actions:

1. Accept the Kensington Evacuation Research Project Final Report dated January 8, 2020 prepared by Stephen Wong, Ian Martin, and Jeremy Halpern and thank them for the comprehensive work as well as their presentations to the public. (APPROVAL)
2. Accept the general findings and recommendations in the report and delegate the further exploration of the recommendations to the EPC. This includes research and meetings with relevant agencies including the General Managers and Chiefs of the KFPD and KPPCSD; Contra Costa County, EBMUD, adjacent local cities and other public agencies as determined; private entities such as the Sunset View Cemetery; and the public. (APPROVAL)
3. Where feasible and at no or very low cost (under \$5,000) to the District, implement and document the procedures established for recommendations such as emergency gate openings and signs at Sunset View Cemetery, EBMUD properties, and removable bollards at Hilltop School and Windsor Avenue, red curb paintings at intersections and along streets as may be recommended to the County in cooperation with the KPD, and local neighborhood block meetings to register residents with CCC CWS and Nixle. (APPROVAL)
4. Report back to the Board on the research and implementation issues on a regular basis and as needed for policy direction, budgetary issues or other action by the KFPD board. (APPROVAL)

Background:

The Kensington Evacuation Research Project prepared January 8, 2020 analyzes street conditions and traffic patterns under differing scenarios to develop an actionable evacuation plan in the event of a major disaster. The report identifies 43 recommendations in key areas of Evacuation Plan Review, Field Survey, and Network Analysis. The recommendations include a wide range of complexity and potential cost, from policies, procedures and coordination with adjacent agencies to physical changes in traffic movement, parking and infrastructure improvements. Whereas some of the recommendation will be easier to implement and others not feasible or cost-prohibitive, the EPC feels that they all deserve serious consideration.

We would like to move forward with the most feasible recommendations in advance of the 2020 fire season. This is a multi-year project for many of the more complicated recommendations and especially those requiring public input and participation. Some recommendations could move forward more quickly and it is recommended that they be implemented as soon as possible.

KENSINGTON EVACUATION RESEARCH PROJECT

EXECUTIVE SUMMARY



Stephen Wong

Ian Martin

Jeremy Halpern

University of California, Berkeley

February 4, 2020

Overview of Tasks

The community of Kensington, California in Contra Costa County faces multiple risks from natural hazards due to its unique geography, especially from wildfires and earthquakes. Consequently, the Kensington Fire Board and community members requested a research project to begin building a community evacuation plan. The final report details all aspects of the research project and creates a series of recommendations for the community of Kensington to consider when building a wildfire evacuation plan and a transportation response strategy. The report:

- Defines the evacuation problem statement for Kensington;
- Summarizes requests for obtaining official right-of-way maps;
- Reviews local emergency and evacuation preparedness guides and plans;
- Reviews academic literature on wildfire evacuations;
- Documents a data protocol for a field survey of Kensington street conditions;
- Analyzes street condition data from the field survey of Kensington streets;
- Provides methodology and results for a network analysis of Kensington;
- Identifies critical intersections, road links, and gathering points for evacuations;
- Provides recommendations for developing a Kensington evacuation plan.

These tasks provide the starting point for the community of Kensington to develop an actionable evacuation plan in the event of a major disaster. We highlight the two primary data-based tasks from the report in the following sections of this executive summary.

Field Survey of Kensington Streets

In Fall 2019, we conducted a field survey of Kensington street conditions to capture a “worst-case” scenario for a wildfire evacuation. We determined that a “worst-case” scenario would occur at night when most of the population would be home and parking occupancy along streets would be highest. Populations would also be higher during the weekday (as opposed to a weekend) due to weekend travel and vacations. Consequently, we collected data on weekdays (Monday through Thursday) between the hours of 5:00 and 8:00AM or between the hours of 8:00 and 11:00PM. A final day of collection occurred during the daytime to qualitatively assess paths and stairs and gather additional visual evidence of key bottlenecks. The field survey collected the following data:

- Centerline markings
- Minimum lane width
- Percent of street length under 20 feet wide
- Percent of street length containing parked vehicles
- Vegetation (both tree cover and underbrush)

- Roadway grades
- Intersection information
- Walking path conditions

Key results from the field survey of Kensington streets included:

- Minimal centerline markings across the community but some designated through-routes that relied on multiple roads;
- Extremely narrow streets (measured at the narrowest pinch point) of under seven feet on many segments, particularly in the southeast quadrant of Kensington;
- Majority of streets in Kensington with a minimum lane width under ten feet, caused by several issues including: parked vehicles, deep gutters, non-navigable driveways, and narrow rights-of-way, and other obstructions (such as poles);
- Nearly all street segments with at least one pinch-point and a significant number of streets with more than 50% of their length as pinch points (including major through streets);
- Significant portion of Kensington streets with over 25% of the length occupied by parked vehicles, which is an indirect measure of parking demand and potential hazards;
- High vegetation levels in the southwest and southeast part of Kensington and along major routes that could block exits or lead to additional fire danger while evacuating;
- Steep inclines, including along some routes with centerline markings and minimal pinch points, which could slow evacuations;
- Minimal traffic controls at intersections and unconventional intersections that could be hazardous during an evacuation;
- Minimal signage of walking paths and varying conditions of paths with the highest quality ones in the southwest quadrant and the most overgrown or unmaintained in the southeast and northeast quadrants, indicating potential evacuation danger;
- Four additional connections identified - Sunset View Cemetery, a connection from the community center to the school, a connection from Windsor Avenue to the community center, and an East Bay Municipal Utility District access road along Summit Reservoir - that would require removal of gates or bollards for evacuation access.

Network Analysis

We also conducted a network analysis of Kensington streets to uncover highly used routes, problematic links, and busy intersections. A closest facility model was used with the Network Analyst tool in ArcGIS. The model spatially assigns "incidents" to the closest "facilities" via the shortest route. In this scenario, the incidents are the nodes simulating

Kensington's population and the facilities are the designated exit routes. Nodes, including intersections and dead ends, were used as origin points. We conducted nine scenarios with different assumptions:

- Local approach (all exits at Kensington borders);
- Regional approach (four chosen exits in El Cerrito and Berkeley);
- Northern wildfire (no northern exits);
- Southern wildfire (no southern exits);
- Cemetery access; and
- No cemetery access.

We found several key results from the network analysis across the nine scenarios.

- Under shortest-path conditions, evacuees sometimes opted to travel uphill or towards the wildland-urban interface, which would create extensive conflicts and potential fire risks;
- Under shortest-path conditions, evacuees took faster but narrow roads, causing high congestion particularly in the southeast quadrant and on key intersections that do not have any traffic control;
- Under a regional analysis, significant queuing of vehicles along major roads (including those in other jurisdictions) would lead to heavy congestion;
- Under a regional analysis with the cemetery open, a significant amount of evacuees in the middle of Kensington (30% overall) would choose to evacuate through the cemetery;
- For both fire directions with the cemetery open, a significant number of evacuees would route through the cemetery, which would increase with more blocked egress points;
- For both fire directions, smaller roads often experienced a rapid increase in evacuees since their nearest egress was eliminated;
- Consistently across scenarios, Arlington Avenue, Grizzly Peak Boulevard, and Colusa Avenue were key routes for evacuees.

Key Recommendations

Based on the results from the field survey and network analysis, along with review of local evacuation plans and wildfire evacuation literature, we developed a series of recommendations for Kensington.

Literature and Evacuation Plan Review Recommendations

- Kensington should ensure that emergency response plans, evacuation plans, reentry plans, preparedness guides, and fire suppression activity guides are free and easily accessible to the public online and in print.

- Officials should consider developing joint evacuation and emergency plans with neighboring communities, specifically El Cerrito and Berkeley. Plans need to state how evacuees from Kensington may impact those jurisdictions.
- Kensington should develop a campaign that encourages residents to sign up for emergency alerts for both Contra Costa and Alameda counties. This campaign should attempt to reach a critical mass of registered users to ensure that information is widely distributed.
- Kensington officials should be proactive in issuing evacuation orders to ensure that evacuees have time to leave.
- Mandatory evacuation orders and wildfire information should be dispersed consistently across multiple platforms to increase knowledge and reduce confusions and rumors.
- Kensington should consider supplementing official orders with information to Community Emergency Response Teams (CERTs) and neighborhood-based groups to encourage evacuations.

Field Survey Recommendations

- First responders should identify uphill routes for emergency vehicles that minimize conflicts with downhill traffic.
- Kensington should consider reducing vegetation where possible along major evacuation routes.
- Kensington should examine the potential for emergency personnel to remove bollards by Kensington Elementary School.
- Emergency personnel should consider using the EBMUD access road at Summit Reservoir as an alternate route for emergency vehicles. In extreme circumstances, the EBMUD access road could be used to evacuate vehicles.
- Officials should work with Contra Costa county to further establish “clear zones” at intersections to reduce congestion and improve turning ability of vehicles.
- Officials should investigate alternate gutter designs that could enable greater right of way width, particularly for installation in the southeast quadrant along segments of Beloit, Cambridge, Columbia, Trinity, and Willamette Avenues.
- Kensington and/or neighborhood groups should add clearly visible signage at both ends of each segment of the pathway network, and vegetation along the paths should be managed to allow safe passage during an emergency.
- Kensington should improve wayfinding regarding evacuation routes and gathering points.

Network Analysis Recommendations

- Kensington should consider designating identified road combinations as primary evacuation routes for wildfires (see report for recommended routes).
- Fire, police, and/or community officials should have access to the Sunset View Cemetery gate. Officials need to create an arrangement with cemetery personnel to ensure that the gate can be opened at any time.
- Kensington should consider improving Sunset Drive and the nearby area, especially if Kensington intends to use the cemetery for evacuation.
- Kensington should consider deploying traffic coordinators at key intersections to facilitate more efficient traffic flow. They should have a system to communicate with each other and central command.
- Kensington officials should consider instituting one-way directions (either all the time or only red flag warning days) along roads particularly in the southeast quadrant. Parking restrictions at some pinch points may also be necessary, particularly for roads that could be bidirectional.
- In the case of a wildfire (regardless of directionality), Kensington should establish strong coordination with El Cerrito regarding traffic supervision and direction at the intersection of Fairmount Avenue and Colusa Avenue, or work with El Cerrito to define alternate east-west routes.

Conclusion

Overall, Kensington should consider the following transportation changes to improve evacuation outcomes, reduce congestion, and improve flow through the community:

- Removing some on-street parking and/or restricting parking during red flag days, particularly on suggested evacuation routes and roads with enough width for two lanes;
- Designating some very narrow roads as one-way traffic permanently or for red flag days, particularly on highly impacted links;
- Improving intersection signage with yield signs as appropriate to improve flow through the intersection and set precedent to evacuation routes;
- Removing several spaces of parking near tight, unconventional, and/or critical intersections to improve turning radii and set staging areas for first responders;
- Considering some two-way streets as single direction downhill in an evacuation (e.g., Berkeley Park Blvd, Coventry Rd, Moeser Ln, Sunset Dr, all roads within the cemetery); and
- Encouraging residents to park vehicles in driveways or as far off the street as possible before potential emergencies.



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 5, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for June 2020 Board Meeting**

Run Reports

There were 31 calls for service that occurred during the month of May in the community of Kensington which is 9 more than the previous month when the Department experienced a drastic decrease. The increase in medicals plus two structure fires added to these totals. During this same time, Engine 165 responded to a total of 44 calls in all the El Cerrito/Kensington districts which is an increase of 5 incidents over the number of calls from last month. The "Incident Log" included in the Board packets will provide more details on the dates, times, locations, and incident types for these calls. The next update discusses possible reasons for these drastic decreases in calls.

Structure Fires

On May 12th, the Fire Department responded to a reported structure fire in the 200 block of Trinity Avenue. In addition to the El Cerrito/Kensington engines, resources responded from Berkeley and Richmond to assist. Fortunately upon arrival, crews were informed that the fire had occurred in the garage but was now out. Upon investigating it was discovered that one of the residents had emptied out an ash tray into a garbage can in the garage that also contained some dry leaves. The fire was contained to the trash can and a throw rug that it was sitting on.

On May 25th, there was another reported structure fire in the 200 block of Cambridge Avenue. Again, in addition to the El Cerrito/Kensington engines, resources from Berkeley and Richmond responded to assist. Upon arrival, the fire was located outside the structure in the back yard where the resident had lit their BBQ but had not taken off the grill cover all the way off. When the cover caught fire, it also melted the propane hose to the burners. The fire had been extinguished by the home owner, but the gas was still leaking. Crews isolated the propane tank and insured there was no extension of the fire into the structure.

Corona Virus Update

The Corona Virus or COVID-19 pandemic continues to present challenges for the Fire Department. We continue to practice all the County recommended and mandated protocols as well as we have started morning health screening for all our personnel in which when they arrive at work and every morning while on duty they monitor their temperature as well as complete a health screening questionnaire.

Vegetation Management

The Fire Prevention Officer has completed his first round of inspections in Kensington. This year there was a drastic improvement in the number of violations with only 90 parcels being issued violations versus the 300 yesterday. These properties were mailed notices and have 30 days to remedy the problem. Those that do not will be cited again and we will return to the Board to issue nuisance notices and seek approval for forced abatements.

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

**FIRST AMENDMENT TO LEASE AGREEMENT BETWEEN
KENSINGTON FIRE PROTECTION DISTRICT AND
KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT
FOR OCCUPANCY OF KENSINGTON PUBLIC SAFETY BUILDING**

THIS FIRST AMENDMENT is hereby entered into this ___ day of June, 2020 by and between the Kensington Police Protection and Community Services District, a public agency (“KPPCSD”), and Kensington Fire Protection District, a public agency (“KFPD”).

RECITALS

A. KPPCSD and KFPD are parties to a Lease Agreement dated October 25, 2018 (“the Lease”) regarding that certain Premises within the public safety building located at 215/217 Arlington Avenue, Kensington, California.

B. The current term of the Lease ends on June 30, 2020.

C. The parties desire to extend the term of the Lease until September 30, 2020, after which the Lease will continue as a month-to-month tenancy until notice of non-renewal is timely given, subject to the terms and conditions set forth below.

NOW, THEREFORE, KPPCSD and KFPD hereby agree as follows:

1. Recitals. The Recitals are incorporated into this First Amendment as if fully set forth in this Section 1.

2. Definitions. Any and all capitalized terms used herein, unless otherwise specified, shall have the meanings ascribed to them in the Lease.

3. Extension of Lease Term. The Lease Term is hereby extended through to and including September 30, 2020, under the same terms and conditions as set forth in the Lease, except as otherwise provided in this First Amendment. On October 1, 2020, the Lease Term will be month-to-month until either party delivers thirty (30) days advance written notice of termination. Any such termination shall be effective at the end of the month following the delivery of the notice.

4. Other Provisions. All other provisions of the Lease shall remain in effect.

5. Severability. The parties hereto intend and believe that each provision in this First Amendment comports with all applicable local, state and federal laws and judicial decisions. However, if any provision in this First Amendment is found by a court of law to be in violation of any applicable ordinance, statute, law, administrative or judicial decision, or public policy, and if such court should declare such provision to be illegal, void or unenforceable as

First Amendment to Lease Agreement between
Kensington Fire Protection District and
Kensington Police Protection and Community Services District for
Occupancy of Kensington Public Safety Building

written, then such provision shall be given force to the fullest possible extent that the same is legal, valid and enforceable and the remainder of this First Amendment shall be construed as if such provision was not contained therein.

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

KENSINGTON FIRE PROTECTION
DISTRICT

KENSINGTON POLICE PROTECTION
AND COMMUNITY SERVICES DISTRICT

Julie Stein, President

[Name], [Title]

Approved as to form:
DISTRICT COUNSEL

John Bakker

First Amendment to Lease Agreement between
Kensington Fire Protection District and
Kensington Police Protection and Community Services District for
Occupancy of Kensington Public Safety Building

Kensington Fire Protection District
 Action Plan for the Interim General Manager
 Status as of June 5, 2020

Item 7.2

Goals	% Complete	Status/Milestones	Next Steps/Comments
1. Effect a complete, orderly, and prompt transition of services performed by the District's current administrative support contractor, including, but not limited to: conducting exit interviews, as needed, and ensuring the timely delivery from contractor of all District property and records.	100%	<ul style="list-style-type: none"> • KFPD resumed: agenda, web posting, noticing, administrative roles • RGS continuing finance, minutes until end of engagement • Collected District property/records • Received desk manual/procedures 	
2. Develop effective working relationships with the El Cerrito City Manager and Fire Chief, the General Manager and administrative staff of the Kensington Police Protection and Community Services District (KPPCSD), Supervisor Gioia, and County administrative staff as needed.	20% ongoing	<ul style="list-style-type: none"> • Introductory conversation with Bill Lyndsey/KPPCSD • Meet w/Fire Chief re: fee proposal 	<ul style="list-style-type: none"> • Continue outreach/familiarization
3. Prepare the budget for the FY 2020-21 Fiscal Year for the June 2020 board meeting, to include: analyzing the District's historic practices in developing annual budget; providing budget guideline policy recommendations; drafting a procedure for initiating annual budget development; liaising with the El Cerrito Fire Chief on the fire services fee proposal; and convening the Finance Committee.	90%	<ul style="list-style-type: none"> • Budget Guiding Principles • Budget Development Manual • Draft budget • Finance Committee presentation • Draft narrative report • Budget document printed/posted 	<ul style="list-style-type: none"> • Board presentation • Board approval
4. Oversee, coordinate, and administer all activities related to a potential renovation of the Public Safety Building, including, but not limited to: negotiating a short-term renewal of the current lease to KPPCSD; negotiating cost-sharing agreements with KPPCSD for a potential renovation; and establishing temporary facilities for the fire department and District administration.	25%	<ul style="list-style-type: none"> • Worked w/Legal counsel on lease • Reviewed project history • Cost allocation methodologies w/Finance Comm • Special Meeting June 3, 2020 • Lease amendment to KPPCSD 	<ul style="list-style-type: none"> • Executive Summary of project evaluation process/actions • Required information gaps • Decision matrix for project components/pros/cons • Additional meetings
5. Analyze District needs for payments of bills and claims, including, but not limited to: drafting and implementing updates as needed to internal procedures for managing and making payments; internal controls; and procedures for purchasing and credit card usage.	30%	<ul style="list-style-type: none"> • Purchasing Procedure outline • Evaluating electronic payment options • Accounting services agreement 	<ul style="list-style-type: none"> • Purchasing Procedure final • Evaluate and implement workflow

Kensington Fire Protection District
Action Plan for the Interim General Manager
Status as of June 5, 2020

Item 7.2

Goals	% Complete	Status/Milestones	Next Steps/Comments
6. Serve as the primary administrative contact to the City of El Cerrito in matters of oversight, management, and compliance for the fire services contract between the District and El Cerrito.	20% ongoing	<ul style="list-style-type: none"> • Fire svc fee w/Finance Committee • Review agreement/history 	<ul style="list-style-type: none"> • Develop contacts • Review contract for compliance
7. Serve as the primary administrative contact to the District's information technology (IT) service provider to ensure the completion of all current and recommended IT and office infrastructure projects.	20% ongoing	<ul style="list-style-type: none"> • Discussion with Nerd Crossing • Email migration project closeout 	<ul style="list-style-type: none"> • Business Needs Assessment • IT Master Plan • Propose to Board of Directors
8. Analyze District participation and needs regarding the District's California Employers' Retiree Benefit Trust (CERBT) Fund. Prepare and implement a procedure for administration of legacy health benefits payments.	20%	<ul style="list-style-type: none"> • OPEB Actuary Proposals • Complete CalPERS documents 	<ul style="list-style-type: none"> • Board approval of documents • Select/recommend actuary • OPEB Actuarial Valuation
9. Assess and make recommendations on cost-saving opportunities and the possible outsourcing of some District administrative functions or employment of additional staff or consultants as necessary.	40%	<ul style="list-style-type: none"> • Data gathering • Conceptual plan in progress • Student Intern, Admin Assistant, Accounting services 	<ul style="list-style-type: none"> • Complete evaluation • Developing staffing/service plan • Propose to Board of Directors
10. Develop a Long-Term Financial Plan which ensures sustainability for providing District services, including but not limited to: drafting a long-term plan policy; forecasting revenue and expenditures, using relevant inflation factors or other information; incorporating known or foreseeable changes in District operations; and presenting plan to the Finance Committee then Board of Directors for approval.	30%	<ul style="list-style-type: none"> • Policy in progress • Initial plan reviewed w/Finance Committee 	<ul style="list-style-type: none"> • Finalize ten-year plan • Complete proposed policy • Develop procedure for updates
11. Establish a Records Management Policy and Records Retention Schedule in accordance with the California Public Records Act (PRA), Government Code Section 12236 and recommended practices, including but not limited to: drafting a records management policy; developing a records retention schedule encompassing District records (specifically and/or by category); and providing public with the process for PRA requests.	20%	<ul style="list-style-type: none"> • Begin list of District records 	<ul style="list-style-type: none"> • Evaluate current policy • Incorporate missing components • List of records by category

Kensington Fire Protection District
 Action Plan for the Interim General Manager
 Status as of June 5, 2020

Item 7.2

Goals	% Complete	Status/Milestones	Next Steps/Comments
12. Apply for or renew, as applicable, certifications recommended by local government best practices, including but not limited to: Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence; SDLF District of Distinction Accreditation; and others as identified.	10%	<ul style="list-style-type: none"> • Review application, list needs 	<ul style="list-style-type: none"> • Address items requiring development/update • Update website as needed • Submit application
13. Produce a final report to the District board of directors assessing the status of District administration and recommendations for future revision of District administrative functions.	20%	<ul style="list-style-type: none"> • Action Plan to accompany report • Condition assessment 	<ul style="list-style-type: none"> • Policy revisions (as warranted) •