



**KENSINGTON FIRE PROTECTION DISTRICT**  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
AGENDA  
Wednesday, December 8th, 2021  
7:00pm  
Via Zoom Teleconference

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

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

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

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

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

**Internet Address:**

<https://us06web.zoom.us/j/82270945813?pwd=ZnFUVEcxZG4yZEFscU5Dck5WR1EzUT09>

**Telephone Access:**

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

**Webinar ID:** 822 7094 5813

**Passcode:** 112233

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

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

President Nagel, Vice President Padian, Directors Dommer, Kosel, and Stein

**2. (7:02pm) PUBLIC COMMENT**

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

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

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

a. **Approval of Minutes** of the regular Board of Director's meeting of 11/10/2021 (Approve)

b. **Acceptance of Incident Activity Report** November 2021 (Accept)

c. **Approval of Monthly Transmittal** 12/08/2021 (Approve)

d. **Approval of Monthly Financial Reports** 11/30/2021 (Approve)

e. **Adoption of Resolution 21-11 Re-Authorizing Remote Meetings for the Period December 14, 2021 thru January 13, 2022** (Adopt)

**4. (7:15pm) OLD BUSINESS - None**

**5. (7:15pm) NEW BUSINESS**

**a. (7:15pm) ELECTION OF OFFICERS FOR CALENDAR YEAR 2022**

Action = Nominate and elect the 2022 President, Vice President, and Secretary

**6. (7:30pm) FIRE CHIEF'S REPORT** (Supporting Material)

**7. (7:50pm) EMERGENCY PREPAREDNESS COORDINATOR'S REPORT** (Supporting Material)

Action = Presentation/Discussion

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

Action = Presentation/Discussion

**9. (8:35pm) EMERGENCY PREPAREDNESS COMMITTEE REPORT (Padian/Nagel)**

- a. Emergency Preparedness Committee Meeting of December 2, 2021**  
(Approved Meeting Minutes of 10/28/2021 are included here for reference.)  
Action = Report by EPC Chair & Discussion

**10. (9:15pm) OUTSIDE AGENCIES REPORTS**

- a. Contra Costa Special Districts Association (Nagel)**
- b. State Professional Development and Membership Services Committees (Kosel)**

**11. (10:00pm) ADJOURNMENT**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on January 12, 2022 at 7:00pm. The deadline for agenda items to be included in the Board packet is Wednesday, December 29, 2021 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, January 5, 2022 by 1:00pm.



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

**DATE/TIME:** November 10<sup>th</sup>, 2021, 7:00PM

**LOCATION:** Via Zoom

**PRESENT:** Directors: President Larry Nagel, Vice-President Kevin Padian, Secretary Janice Kosel, Director Don Dommer, (Note: Director Julie Stein joined the meeting at 7:32pm after the closed session.)  
Staff: GM Bill Hansell, Chief Michael Pigoni, EPC Johnny Valenzuela,  
Guests: NHA Guests: Eric Scriven, Craig Hill, Rob Schmidt

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

President Nagel called the meeting to order at 7:00 p.m. and confirmed the roll call.

**2. ANNOUNCE AND ADJOURN TO CLOSED SESSION:**

President Nagel announced the closed session items as 1.) Real Property Negotiations and 2.) Public Employee Performance Evaluation. The Directors adjourned to closed session at 7:02 p.m.

**3. RECONVENE TO OPEN SESSION:**

President Nagel reconvened to open session at 7:28 p.m. He reported that further instructions were given to the real estate negotiator, GM Hansell, and a fruitful discussion was completed regarding the annual performance evaluation of the General Manager.

**4. PUBLIC COMMENT:**

There was no public comment.

**5. ADOPTION OF CONSENT ITEMS:**

<b>MOTION:</b> M/s Kosel/Padian: Motion to Adopt the Consent Calendar	
<b>VOTE:</b> Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	<b>Video Time Stamped: 0:32:51</b>

**6. OLD BUSINESS:**

**NONE**

## 7. NEW BUSINESS:

### 7a. Presentation of Financial Analysis by NHA Advisors:

GM Hansell stated that he has been working with NHA Advisors since last month's meeting on updated numbers and introduced Rob Schmidt of NHA to proceed with the presentation. Schmidt reviewed data on construction inflation (8.8% since last year), and CPI (the highest in the last 30 years), which are important to keep in mind during the decision-making process. Assumptions for the project include starting in Fall 2022 with an 8% construction inflation rate, and all other inflationary factors at 4%, a 30-yr financing term, and a 3.5% interest rate. Two different borrowing amount scenarios were presented including \$3.33M and \$4.96M with slides showing cash flows over 10 years for each scenario. The impact on reserves were shown for each scenario. The goal was to maintain ongoing reserves sufficient for the rolling stock and EC contract requirements. GM Hansell added that the EC contract reserves were labeled as "operating reserves" as they would be needed in any scenario, even without the EC contract.

Director Kosel inquired when the borrowing amount would have to be determined. Schmidt said that would be made after the bids came in and three months before any cash would be needed. Board approval on borrowing is usually on the same night that the construction bid is awarded. GM Hansell noted that the overall schedule will depend on the project design and planning process for both the renovation project and the temporary facilities project. He also noted that grant awards will affect the amount needed, and that he has been talking to the City Manager of El Cerrito about the possibility of reducing the required contract reserve amount.

Director Stein asked for clarification on the EC reserve requirements. Director Padian asked if a shorter loan term of 15-years would be possible. Schmidt said that would increase the annual debt service considerably. In that scenario, GM Hansell would be concerned about a lack of annual net revenue for contingency expenses. Director Padian agreed wildfire concerns and emergency needs will continue to be important in the future with regards to reserves.

Public comments were made by Gail Feldman and Jim Watt.

### 7b. Public Safety Building Renovation Progress Update:

GM Hansell reported that the design work is continuing and has moved into the Design Development phase with more detailed documentation. He will be submitting for the planning permit soon. Additionally, design work is starting on the Temporary Facilities Project. A number of due-diligence items are being studied prior to any discussion on leasing details for the property, but the Executive Director of the Unitarian church has been very helpful in supplying surveys on the land.

Attached to the report is an update to the Q&A previously published, which is now available on the district's website. Director Kosel noted that the information is very helpful.

Director Padian expressed his concern that the findings and decisions on the project continue to be questioned in public forums, such as NextDoor and the Outlook, without explanation and need to be aired. He noted disinformation by those who will not engage

on the facts, and that the requirements on the renovation are necessary and unavoidable. He feels that denialism is keeping the district from moving forward and addressing the real public safety concerns that Kensington faces.

There was no other public comment.

<b>MOTION:</b> M/s Kosel/Padian: Motion to accept the PSB Renovation Progress Update.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Nagel, Padian Nays: None Abstentions: Stein Absent: None	
Motion Passed 4-0-1	<b>Video Time Stamped: 1:20:45</b>

**7c. Adoption of Resolution 21-10 Re-Authorizing Remote Meetings for the Period November 13, 2021 thru December 13, 2021:**

GM Hansell described the meeting options moving forward but noted that most districts are continuing to meet virtually. Chief Pigoni explained that the County is relaxing some measures but most relate to those who are vaccinated. El Cerrito is continuing to meet virtually through the end of the year. There are reports of another surge coming and the district will have to address distancing and vaccination records if in-person meetings begin. Chief Pigoni recommended that virtual meetings continue for the time being. President Nagel explained the complexity of undertaking hybrid meetings, and that it would be best to wait to make sure a surge doesn't derail the process. Director Kosel agreed. Director Stein agreed and hopes that in the future hybrid meetings are possible.

<b>MOTION:</b> M/s Kosel/Padian: Motion to Adopt Resolution 21-10 Re-Authorizing Remote Meetings for the Period November 13, 2021 thru December 13, 2021.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	<b>Video Time Stamped: 1:36:55</b>

There was no other public comment.

**7d. General Manager's Compensation – FY2021-2022 Budget Amendment for Annual Cost-of-Living Increase and Merit Pay Adjustment**

President Nagel described that GM Hansell's contract calls for an annual Cost-of-Living increase plus a potential merit raise of up to 5%. He recommends that the full 5% be awarded in addition to the Cost-of-Living increase, which will require a budget amendment approving the adjustment. GM Hansell noted that the Bay Area July 2021 CPI was 3.9% and his current compensation is \$99/hr. Director Kosel asked for the compensation of the KPPCSD General Manager. GM Hansell answered that the

KPPCSD's current employment advertisement lists \$105/hr, and that the published study of other GMs for districts was higher. The KPPCSD GM salary is proposed to also include a \$1,300/mo stipend for health benefits, while GM Hansell currently receives \$1,000/mo.

President Nagel stated that the 3.9% CPI would be applied to the current hourly rate, and then the 5% would be applied to that for the final amount. Director Stein asked about the budget amount. President Nagel noted that the district has an outstanding manager and needs to pay him accordingly. The current salary is at the bottom of the pay scale in the area, as shown on the comparison study.

<b>MOTION:</b> M/s Padian/Dommer: Motion to increase the General Manager's salary by 3.9% CPI and then by 5% for merit, and to increase the budget accordingly.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	<b>Video Time Stamped: 1:45:31</b>

A public comment was made by Gail Feldman.

#### 8. FIRE CHIEF'S REPORT:

Chief Pigoni presented his report. The month started with an extended Red Flag period and increased staffing. There were a number of calls in the county due to this. There were 43 calls for service in the past month, which was an increase from the previous month. The rains caused a number of power pole fires due to accumulated dirt and debris washing off. Power outages were also experienced, and flooding was a problem during the storm.

The Chief noted the increase in costs due to fire plan checks, and he recommends that the board consider fees as are standard with other agencies.

The Toys for Tots program is underway again with a deadline of December 18<sup>th</sup> for this year's distribution. COVID protocols in the Public Safety Building continue. Hiring is proceeding on unfilled positions. It has been a busy but not a record year to date. The State is currently at about 2.5M acres burned, which is better than last year's 4.3M acres total, with 3,600 structures destroyed. Early rains have been helpful.

GM Hansell thanked the Chief for raising the issue of fees for plan check review. Chief Pigoni added the additional problem of ADU's not requiring off-street parking while Kensington streets are already crowded.

Chief Pigoni shared his notes on Red Flag parking issues and evacuation drill questions. With regards to parking restrictions, he reviewed the prior study and discussions to date, and asked that the board address its preferences. Similarly, the scope of a drill needs to be determined by the board. President Nagel suggested that the EPC consider the issue at its next meeting. Directors Padian agreed. He added that the traffic study contains the recommendations that need to be advanced.

## 9. EMERGENCY PREPAREDNESS COORDINATOR REPORT

EPC Coordinator Valenzuela summarized his report and activities since the last meeting. He described the upcoming Shredding Event, and asked for any contributions to the next Fire Plug issue. President Nagel commended Valenzuela on his presentation at the Kensington Improvement Club meeting.

## 10. GENERAL MANAGER'S REPORT:

GM Hansell outlined his report. He noted that the audit is proceeding now that the end-of-year/beginning-of-year reconciliations are complete. He highlighted that the CERBT balance is 140% of anticipated benefit costs. He continues to coordinate with the KPPCSD and met the new finance director. The Wildfire JPA initial meeting has been postponed again to December 3<sup>rd</sup>, 2021. The grant report states that the HMGP NOI is still pending review. He anticipates doing a lot of work in January and February on that application.

## 11. EMERGENCY PREPAREDNESS COMMITTEE REPORT:

### 11a. Emergency Preparedness Committee Meetings of October 28, 2021

VP Padian provided an update on the committee's last meeting. Emergency radios were discussed in detail.

## 12. OUTSIDE AGENCIES REPORTS:

### 12a. Contra Costa Special Districts Association

President Nagel reported the next meeting will be held on Nov. 15<sup>th</sup>. He explained that there are some by-laws amendments proposed, and that the ballots are due by Dec. 15<sup>th</sup>. He asked for approval to submit a ballot on the issue unless there was an objection and the need to discuss it at the next BOD meeting. No objection was voiced.

**13. ADJOURNMENT:** President Nagel adjourned the meeting at 9:36 p.m. in memory of Ms. Linda Spath, who passed away on October 24<sup>th</sup>, 2021. Ms. Spath was a tremendous volunteer for Kensington and very interested in emergency preparedness and the KFPD, in general. She was a wonderful person and will be missed by the community. The next Board of Directors meeting will occur on December 8<sup>th</sup>, 2021.

MINUTES PREPARED BY: Bill Hansell

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on \_\_\_\_\_.

Attest:

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





# EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

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



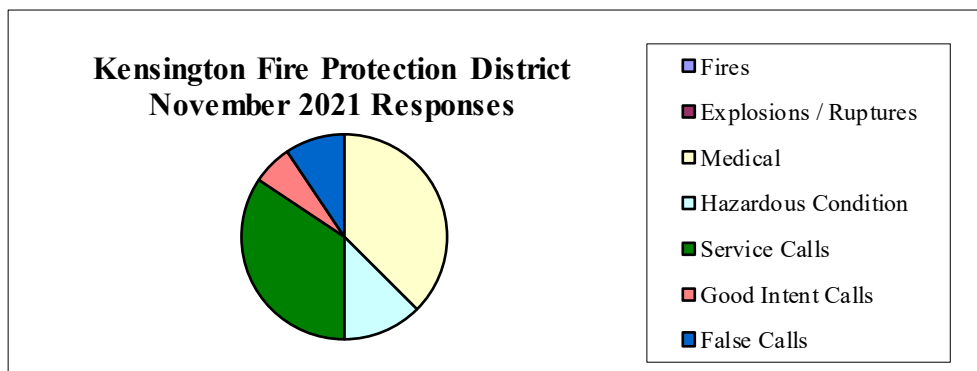
**DATE:** December 1, 2021  
**TO:** Kensington Fire Protection District Board Members  
**FROM:** Michael Pigoni: Fire Chief  
**RE:** **Incident Activity Reports for the Month of November 2021**

There were 32 incidents that occurred during the month of November in the community of Kensington. This is a decrease of 11 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 165 responded to a total of 53 calls which is a decrease of 14 calls over the previous month.

The significant decrease in the number of calls is due primarily to the lack of any severe weather incidents that were present in the month of October. Fortunately, there were no major fires or incidents with property loss during the month of November.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>1: Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>2: Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>3: Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	12	37.50%
<b>4: Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	12.50%
<b>5: Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	11	34.38%
<b>6: Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	2	6.25%
<b>7: False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	3	9.38%
<b>Totals</b>		<b>32</b>	<b>100.00%</b>



## Kensington Fire Protection District Engine 65 Response Log for November 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021121055	01-Nov-21 15:24:13	Edgecroft RD	Kensington	E165	321
2	0021121348	02-Nov-21 11:23:40	Baron CT	El Cerrito	E165	311
3	0021121416	02-Nov-21 14:13:46	Moeser LN	El Cerrito	E165	611X
4	0021121530	02-Nov-21 18:34:26	Amherst AVE	Kensington	E165	554
5	0021122100	04-Nov-21 05:54:23	Beloit AVE	Kensington	E165	611M
6	0021122145	04-Nov-21 09:00:29	Behrens ST	El Cerrito	E165	744
7	0021122187	04-Nov-21 10:47:40	Ardmore RD	Orinda	E165	5000
8	0021122436	04-Nov-21 23:47:37	Oberlin AVE	Kensington	E165	321
9	0021122666	05-Nov-21 15:33:53	Arlington BLVD	El Cerrito	E165	611X
10	0021122825	05-Nov-21 22:26:36	Purdue AVE	Kensington	E165	700
11	0021122951	06-Nov-21 09:15:21	Grizzly Peak BLVD	Morago	E165	611T
12	0021123069	06-Nov-21 15:20:35	El Cerrito PLZ	El Cerrito	E165	5000
13	0021123191	06-Nov-21 22:21:45	Leneve PL	El Cerrito	E165	611M
14	0021123325	07-Nov-21 08:42:41	Willamette AVE	Kensington	E165	550
15	0021123351	07-Nov-21 10:01:00	Ashbury AVE	El Cerrito	E165	611M
16	0021123356	07-Nov-21 10:33:20	Purdue AVE	Kensington	E165	321
17	0021123486	07-Nov-21 16:33:13	Ocean View AVE	Kensington	E165	440
18	0021123744	08-Nov-21 10:20:06	Rincon RD	Kensington	E165	321
19	0021123843	08-Nov-21 14:40:53	Oakview AVE	Kensington	E165	440
20	0021124017	09-Nov-21 01:52:41	Rincon RD	Kensington	OES413	900
21	0021124415	10-Nov-21 06:47:47	Coventry RD	Kensington	OES413	550
22	0021124439	10-Nov-21 08:54:28	Westminster AVE	Kensington	OES413	650
23	0021124474	10-Nov-21 10:32:30	Kearney ST	El Cerrito	OES413	5000
24	0021124497	10-Nov-21 11:40:17	Everett ST	El Cerrito	OES413	550
25	0021124563	10-Nov-21 14:29:48	Edgecroft RD	Kensington	OES413	5000
26	0021125914	14-Nov-21 09:22:11	0-0 Central Park DR	Orinda	OES413	611X
27	0021125985	14-Nov-21 12:40:15	Lone Oak RD	Orinda	OES413	5000
28	0021126921	16-Nov-21 18:57:36	Coventry RD	Kensington	OES413	321
29	0021126980	16-Nov-21 22:46:35	Highland BLVD	Kensington	OES413	321
30	0021127100	17-Nov-21 10:22:40	Stanford AVE	Kensington	OES413	321

31	0021127124	17-Nov-21 11:06:46	Norwood AVE	Kensington	OES413	444
32	0021127892	19-Nov-21 08:43:18	Vassar AVE	Kensington	OES413	743
33	0021128056	19-Nov-21 14:45:45	Mira Vista DR	El Cerrito	OES413	500
34	0021128359	20-Nov-21 12:48:02	Norwood AVE	Kensington	OES413	5000
35	0021128437	20-Nov-21 16:17:01	Arlington AVE	Kensington	OES413	321
36	0021128517	20-Nov-21 20:12:06	Amherst AVE	Kensington	OES413	554
37	0021128985	22-Nov-21 07:17:01	Terrace DR	El Cerrito	OES413	550
38	0021129249	22-Nov-21 19:57:02	Arlington CT	Kensington	OES413	321
39	0021129700	24-Nov-21 00:56:11	Seaview DR	El Cerrito	OES413	321
40	0021129744	24-Nov-21 06:59:38	Leneve PL	El Cerrito	OES413	321
41	0021129776	24-Nov-21 08:25:32	Leneve PL	Orinda	OES413	5000
42	0021129848	24-Nov-21 11:41:11	Yosemite AVE	El Cerrito	OES413	5000
43	0021130277	25-Nov-21 15:11:03	Knott AVE	El Cerrito	OES413	321
44	0021130381	25-Nov-21 19:35:53	Arlington AVE	Kensington	OES413	5000
45	0021130559	26-Nov-21 07:59:11	Colusa AVE	El Cerrito	OES413	611X
46	0021130712	26-Nov-21 16:20:15	Terrace DR	El Cerrito	OES413	111
47	0021130737	26-Nov-21 17:39:33	Pomona AVE	El Cerrito	OES413	5000
48	0021131113	27-Nov-21 17:27:07	Coventry RD	Orinda	OES413	321
49	0021131607	29-Nov-21 02:01:53	Trinity AVE	Kensington	OES413	550
50	0021131668	29-Nov-21 07:38:55	Amherst AVE	Kensington	OES413	550
51	0021132248	30-Nov-21 16:34:59	El Cerrito PLZ	El Cerrito	OES413	700
52	0021132258	30-Nov-21 16:55:48	Arlington AVE	Kensington	OES413	550
53	0021132311	30-Nov-21 19:32:45	Arlington AVE	Kensington	OES413	321

**Type Series**

**Description**

**100**

***(Structure, Trash, Vehicle, Vegetation Fire)***

**200**

***(Over Pressure/Ruptures Explosions, Bombs)***

**300**

***(EMS, Vehicle Accidents, Extrication, Rescue)***

**400**

***(Chemical Spills, Leaks, Down power Lines)***

**500**

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

**600**

***(Cancelled En Route, Wrong Location)***

**700**

***(Wrong Company/Unit Dispatched)***

## Kensington Fire Protection District Community Response Log for November 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021121055	01-Nov-21 15:24:13	Edgecroft RD	Kensington	E165	321
2	0021121530	02-Nov-21 18:34:26	Amherst AVE	Kensington	E165	554
3	0021122100	04-Nov-21 05:54:23	Beloit AVE	Kensington	E165	611M
4	0021122187	04-Nov-21 10:47:40	Ardmore RD	Kensington	E165	5000
5	0021122436	04-Nov-21 23:47:37	Oberlin AVE	Kensington	E165	321
6	0021122825	05-Nov-21 22:26:36	Purdue AVE	Kensington	E165	700
7	0021123325	07-Nov-21 08:42:41	Willamette AVE	Kensington	E165	550
8	0021123356	07-Nov-21 10:33:20	Purdue AVE	Kensington	E165	321
9	0021123486	07-Nov-21 16:33:13	Ocean View AVE	Kensington	E165	440
10	0021123744	08-Nov-21 10:20:06	Rincon RD	Kensington	E165	321
11	0021123843	08-Nov-21 14:40:53	Oakview AVE	Kensington	E165	440
12	0021124017	09-Nov-21 01:52:41	Rincon RD	Kensington	OES413	900
13	0021124415	10-Nov-21 06:47:47	Coventry RD	Kensington	OES413	550
14	0021124439	10-Nov-21 08:54:28	Westminster AVE	Kensington	OES413	650
15	0021124563	10-Nov-21 14:29:48	Edgecroft RD	Kensington	OES413	5000
16	0021126395	15-Nov-21 14:09:02	Yale AVE	Kensington	E172	321
17	0021126921	16-Nov-21 18:57:36	Coventry RD	Kensington	OES413	321
18	0021126980	16-Nov-21 22:46:35	Highland BLVD	Kensington	OES413	321
19	0021127100	17-Nov-21 10:22:40	Stanford AVE	Kensington	OES413	321
20	0021127124	17-Nov-21 11:06:46	Norwood AVE	Kensington	OES413	444
21	0021127892	19-Nov-21 08:43:18	Vassar AVE	Kensington	OES413	743
22	0021128359	20-Nov-21 12:48:02	Norwood AVE	Kensington	OES413	5000
23	0021128437	20-Nov-21 16:17:01	Arlington AVE	Kensington	OES413	321
24	0021128517	20-Nov-21 20:12:06	Amherst AVE	Kensington	OES413	554
25	0021129249	22-Nov-21 19:57:02	Arlington CT	Kensington	OES413	321
26	0021129850	24-Nov-21 11:42:10	Highgate RD	Kensington	E172	400
27	0021130381	25-Nov-21 19:35:53	Arlington AVE	Kensington	OES413	5000
28	0021131113	27-Nov-21 17:27:07	Coventry RD	Kensington	OES413	321
29	0021131607	29-Nov-21 02:01:53	Trinity AVE	Kensington	OES413	550
30	0021131668	29-Nov-21 07:38:55	Amherst AVE	Kensington	OES413	550

31	0021132258	30-Nov-21 16:55:48	Arlington AVE	Kensington	OES413	550
32	0021132311	30-Nov-21 19:32:45	Arlington AVE	Kensington	OES413	321

**Type Series**

**Description**

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

TO: Auditor Controller of Contra Costa County: TRANSMITTAL - APPROVAL  
 Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

**KENSINGTON FPD  
 TRANSMITTAL - APPROVAL  
 Invoices**

**PY/CY:**  
**BATCH #.:**  
**DATE :** 12/8/2021  
**LOCATION #:** 13  
**FILENAME:** KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	12/1/2021	December 2021	7840	2328						309,743.34
	Marjang	12/2/2021	Public Safety Building Renovation	7840	2310						58,852.16
50147	KFPD Revolving Fund	12/8/2021	Reimburse Revolving fund	7840	2490						<u>45,035.22</u>
<b>TOTAL</b>											<b><u>413,630.72</u></b>

Kensington FPD Approval

Kensington Fire Protection District  
 Checking Account Replenishment  
 December 8, 2021

Transactions:

Payee	Date	Expenses	Description
PG&E	11/01/2021	\$ 1,531.51	Electric Service
VSP	11/02/2021	\$ 323.10	VSP Payment
Streamline	11/03/2021	\$ 260.00	Website December 2021
Fed/State	11/05/2021	\$ 2,772.40	Payroll Tax Withholding
Heartland Payroll	11/05/2021	\$ 78.54	Payroll Processing Fee
W Hansell	11/05/2021	\$ 4,139.00	Payroll
Zoom	11/08/2021	\$ 140.00	Zoom Payment
Google	11/08/2021	\$ 90.00	Email Service
Maze & Associates (Check #995051)	11/09/2021	\$ 3,000.00	Accounting Services
Altivu (Check #995050)	11/12/2021	\$ 8,333.33	Emergency Prep Coordinator Services
All-Ways Green Services (Check #995049)	11/12/2021	\$ 195.69	Janitorial Services
All-Ways Green Services (Check #995047)	11/12/2021	\$ 195.69	Janitorial Services
All-Ways Green Services (Check #995046)	11/12/2021	\$ 195.69	Janitorial Services
Acapulco Rock & Soil	11/15/2021	\$ 669.48	Community Sandbags
Copy Central	11/15/2021	\$ 70.34	Copies for November 2021 Board Meeting
CrashPlan	11/22/2021	\$ 9.99	Monthly Payment for Cloud Backup
Fed/State	11/22/2021	\$ 2,973.41	Payroll Tax Withholding
Heartland Payroll	11/22/2021	\$ 81.29	Payroll Processing Fee
W Hansell	11/22/2021	\$ 4,644.71	Payroll
Comcast	11/22/2021	\$ 144.97	Internet
PG&E	11/23/2021	\$ 133.27	Gas Service
State Compensation Insurance Fund	11/23/2021	\$ 752.14	Workers Comp Insurance Payment
Office Depot	11/23/2021	\$ 167.23	Office Supplies
W Hansell (Check #995052)	11/26/2021	\$ 135.00	Shredding Event Food Reimbursement
Maze & Associates (995045)	11/30/2021	\$ 3,000.00	Accounting Services
CalPERS	11/30/2021	\$ 4,353.85	Retiree Health
CalPERS	11/30/2021	\$ 4,348.17	Retiree Health
PG&E	11/30/2021	\$ 1,344.34	Electric Service
CalPERS	11/30/2021	\$ 952.08	Health Settlement
Net Withdrawals for Replenishment		\$ 45,035.22	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 45,035.22	

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

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

**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of November 30, 2021**

Item #3d

**Current Cash and Investments**

<b>Cash Balance</b>		<u>Comments</u>
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	166,167.18	Balance as of 11/30/2021, Pending Reconciliations
General Fund	(191,206.22)	Balance as of 11/30/2021, Pending Reconciliations
Special Tax Fund	407,095.25	Balance as of 11/30/2021, Pending Reconciliations
Capital Fund	(45,447.74)	Balance as of 11/30/2021, Pending Reconciliations
<b>Total Cash Balance</b>	<u><b>336,808.47</b></u>	
<b>Investments</b>		
Capital Replacement Funds	1,858,672.62	Balance as of 11/30/2021, Pending Reconciliations
Special Tax Fund	453.40	Balance as of 11/30/2021, Pending Reconciliations
Fire Protection Contract Reserves	3,021,642.67	Balance as of 11/30/2021, Pending Reconciliations
E/C Contract Recon Reserves	409,043.34	Balance as of 11/30/2021, Pending Reconciliations
Investments - Other	1,948,519.66	Balance as of 11/30/2021, Pending Reconciliations
<b>Total Investments</b>	<u><b>7,238,331.69</b></u>	
<b>Total Current Cash and Investments</b>	<u><u><b>7,575,140.16</b></u></u>	



**Kensington Fire Protection District  
Profit & Loss Prev Year Comparison**

12/06/21

Accrual Basis

July through November 2021

	Jul - Nov 21	Jul - Nov 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
MCI Income - DON'T USE	0.00	0.00	0.00	0.0%
Property Taxes	4,429,660.08	4,209,189.33	220,470.75	5.2%
Special Taxes	204,417.70	200,685.70	3,732.00	1.9%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	15,251.25	15,196.80	54.45	0.4%
Interest Income	9,061.32	-21,567.87	30,629.19	142.0%
Salary Reimbursement Agreement	0.00	0.00	0.00	0.0%
Salary Reimb Agreement Recon(s)	0.00	0.00	0.00	0.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Surety Bond Claim	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	223.50	-223.50	-100.0%
<b>Total Income</b>	<b>4,658,390.35</b>	<b>4,403,727.46</b>	<b>254,662.89</b>	<b>5.8%</b>
<b>Expense</b>				
<b>Staff</b>				
Wages	44,279.95	49,467.05	-5,187.10	-10.5%
Longevity Pay	0.00	0.00	0.00	0.0%
Overtime Wages	0.00	0.00	0.00	0.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	0.00	0.00	0.00	0.0%
Retirement Contribution	0.00	0.00	0.00	0.0%
Payroll Taxes	20,962.47	4,997.54	15,964.93	319.5%
Workers Compensation/Life Ins	211.40	384.68	-173.28	-45.1%
Payroll Processing	736.33	628.57	107.76	17.1%
Staff - Other	0.00	0.00	0.00	0.0%
<b>Total Staff</b>	<b>66,190.15</b>	<b>55,477.84</b>	<b>10,712.31</b>	<b>19.3%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
CalPERS Settlement	4,760.40	2,856.24	1,904.16	66.7%
CCCERA Settlement Agreement	0.00	0.00	0.00	0.0%
RETIREE MEDICAL BENEFITS - Other	0.00	0.00	0.00	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>4,760.40</b>	<b>2,856.24</b>	<b>1,904.16</b>	<b>66.7%</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Long Term Financial Planner	0.00	0.00	0.00	0.0%
Emergency Prep Coordinator	0.00	0.00	0.00	0.0%
Accounting	12,000.00	9,950.00	2,050.00	20.6%
Actuarial Valuation	0.00	5,600.00	-5,600.00	-100.0%
Actuarial Study	0.00	0.00	0.00	0.0%
Audit	0.00	10,000.00	-10,000.00	-100.0%
Bank Fee	25.00	0.00	25.00	100.0%
Contra Costa County Expenses	19,850.53	-800.98	20,651.51	2,578.3%
El Cerrito Contract Fee	1,469,112.72	1,345,684.45	123,428.27	9.2%
El Cerrito Reconciliation(s)	79,804.01	130,427.33	-50,623.32	-39.0%
IT Services and Equipment	22.78	6,714.20	-6,691.42	-99.7%
Emergency Planning	0.00	0.00	0.00	0.0%
Fire Abatement Contract	0.00	2,450.00	-2,450.00	-100.0%
Fire Engineer Plan Review	0.00	0.00	0.00	0.0%
RGS Contract	0.00	0.00	0.00	0.0%
Grant Writer/Coordinator	0.00	0.00	0.00	0.0%
Risk Management Insurance	0.00	0.00	0.00	0.0%
LAFCO Fees	0.00	2,293.70	-2,293.70	-100.0%
Legal Fees	4,997.00	30,046.15	-25,049.15	-83.4%
PSB Consultant	0.00	0.00	0.00	0.0%
BHI/GM Recruitment	0.00	12,900.00	-12,900.00	-100.0%
Temporary Services	0.00	8,782.85	-8,782.85	-100.0%
Polygon Study	0.00	0.00	0.00	0.0%
RFP Consultant	0.00	0.00	0.00	0.0%
Traffic Study	0.00	0.00	0.00	0.0%
Professional Fees	0.00	0.00	0.00	0.0%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Website Development/Maintenance	1,300.00	860.00	440.00	51.2%
Wildland Vegetation Mgmt	0.00	0.00	0.00	0.0%
OUTSIDE PROFESSIONAL SERVICES - Other	0.00	0.00	0.00	0.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>1,586,912.04</b>	<b>1,564,907.70</b>	<b>22,004.34</b>	<b>1.4%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
KPPCSD Grant	0.00	0.00	0.00	0.0%
Public Education	12,127.78	3,090.00	9,037.78	292.5%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	0.00	0.00	0.0%
Open Houses	0.00	0.00	0.00	0.0%
Community Shredder	135.00	0.00	135.00	100.0%
DFSC Matching Grants	0.00	24,000.00	-24,000.00	-100.0%
Firesafe Planting Grants	0.00	0.00	0.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	669.48	0.00	669.48	100.0%
Volunteer Appreciation	0.00	0.00	0.00	0.0%
Community Center Contribution	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES - Other	483.17	0.00	483.17	100.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>13,415.43</b>	<b>27,090.00</b>	<b>-13,674.57</b>	<b>-50.5%</b>
<b>DISTRICT ACTIVITIES</b>				
Professional Development	3,323.58	0.00	3,323.58	100.0%
Office				
Office Expense	2,096.90	780.28	1,316.62	168.7%
Office Supplies	694.33	82.36	611.97	743.0%
Telephone	2,703.97	6,153.48	-3,449.51	-56.1%
Office- Other	0.00	317.83	-317.83	-100.0%
Office - Other	0.00	0.00	0.00	0.0%
<b>Total Office</b>	<b>5,495.20</b>	<b>7,333.95</b>	<b>-1,838.75</b>	<b>-25.1%</b>

**Kensington Fire Protection District  
Profit & Loss Prev Year Comparison  
July through November 2021**

Accrual Basis

	Jul - Nov 21	Jul - Nov 20	\$ Change	% Change
Election	0.00	0.00	0.00	0.0%
Firefighter's Apparel & PPE	810.21	1,187.00	-376.79	-31.7%
Firefighters' Expenses	0.00	0.00	0.00	0.0%
Engine Rescue Equipment	0.00	0.00	0.00	0.0%
Airpacks Expense	0.00	0.00	0.00	0.0%
Ladder Truck Expense	0.00	0.00	0.00	0.0%
Staff Appreciation	93.49	0.00	93.49	100.0%
Memberships				
CCCSDA	0.00	0.00	0.00	0.0%
CSDA	0.00	0.00	0.00	0.0%
Diablo Fire Safe	0.00	0.00	0.00	0.0%
Memberships - Other	7,615.00	7,753.00	-138.00	-1.8%
<b>Total Memberships</b>	<b>7,615.00</b>	<b>7,753.00</b>	<b>-138.00</b>	<b>-1.8%</b>
Firefighters' Memorial Contrib	0.00	0.00	0.00	0.0%
Wildland Safety Gear	0.00	0.00	0.00	0.0%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	17,543.41	-17,543.41	-100.0%
Gardening service	2,100.00	0.00	2,100.00	100.0%
Building alarm	0.00	230.00	-230.00	-100.0%
Medical Waste Disposal	3,448.65	3,339.32	109.33	3.3%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	838.34	525.00	313.34	59.7%
Mechanical service	0.00	0.00	0.00	0.0%
Miscellaneous Maint.				
Scheduled Repairs	0.00	0.00	0.00	0.0%
Miscellaneous Maint. - Other	1,280.49	8,735.13	-7,454.64	-85.3%
<b>Total Miscellaneous Maint.</b>	<b>1,280.49</b>	<b>8,735.13</b>	<b>-7,454.64</b>	<b>-85.3%</b>
Building Maintenance - Other	0.00	0.00	0.00	0.0%
<b>Total Building Maintenance</b>	<b>7,667.48</b>	<b>30,372.86</b>	<b>-22,705.38</b>	<b>-74.8%</b>
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	5,097.40	7,093.06	-1,995.66	-28.1%
Sewer Charge	0.00	0.00	0.00	0.0%
Water/Sewer	2,614.30	684.62	1,929.68	281.9%
Building Utilities/Service - Other	0.00	0.00	0.00	0.0%
<b>Total Building Utilities/Service</b>	<b>7,711.70</b>	<b>7,777.68</b>	<b>-65.98</b>	<b>-0.9%</b>
Emergency Preparedness Council	0.00	0.00	0.00	0.0%
FireWise Workshop	0.00	0.00	0.00	0.0%
Hills Emergency Forum	0.00	0.00	0.00	0.0%
DISTRICT ACTIVITIES - Other	0.00	0.00	0.00	0.0%
<b>Total DISTRICT ACTIVITIES</b>	<b>32,716.66</b>	<b>54,424.49</b>	<b>-21,707.83</b>	<b>-39.9%</b>
Contingency				
CalPERS Settlement for Ret FF	0.00	0.00	0.00	0.0%
IFSTA Manuals	0.00	0.00	0.00	0.0%
Printer/Fax	0.00	0.00	0.00	0.0%
Business Suite	0.00	0.00	0.00	0.0%
Graphic Design	0.00	0.00	0.00	0.0%
General	0.00	0.00	0.00	0.0%
Annexation	0.00	0.00	0.00	0.0%
Accounting	0.00	0.00	0.00	0.0%
Firefighter T-Shirts	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
<b>Total Contingency</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Uncategorized Expenses	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>1,703,994.68</b>	<b>1,704,756.27</b>	<b>-761.59</b>	<b>0.0%</b>
<b>Net Ordinary Income</b>	<b>2,954,395.67</b>	<b>2,698,971.19</b>	<b>255,424.48</b>	<b>9.5%</b>
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - Special	0.00	0.00	0.00	0.0%
Transfers In - General	0.00	0.00	0.00	0.0%
Tranfers In	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	0.00	0.00	0.00	0.0%
Transfers Out - Special	0.00	0.00	0.00	0.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
Transfers Out	0.00	0.00	0.00	0.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>2,954,395.67</b>	<b>2,698,971.19</b>	<b>255,424.48</b>	<b>9.5%</b>

**Kensington Fire Protection District**

**Trial Balance**

As of November 30, 2021

12/06/21

Accrual Basis

	Nov 30, 21	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	166,167.18	
General Fund		191,206.22
Special Tax Fund	407,095.25	
Capital Fund Cash Total	0.00	
Capital Fund		45,447.74
Capital Fund:Replacement Funds	0.00	
Grants Receivable	0.00	
Accounts Receivable - Year End	0.00	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	7,092.32	
Interest Receivable	0.00	
Advance on Taxes	4,520,093.87	
Advance on Supplemental Taxes	71,779.71	
KPPCSD Note Receivable	0.00	
E/C Salary Reimbursement Receiv	0.00	
Undeposited Funds	0.00	
Deposits on Fixed Assets	20,000.00	
Prepaid Services - EC	0.07	
Prepaid Exp.	1,159.00	
Prepaid CERBT - Retiree Trust	495,585.69	
Investments	390.36	
Investments:Capital Replacement Funds	3,807,255.32	
Investments:Fire Protect. Contract Reserves	3,021,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	2,073,780.43	
Accumulated Depreciation-Equip		1,011,602.78
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,208,874.20
Water System Improvements	0.00	
Current Capital Outlay	0.00	
Current Capital Outlay:PSB Renovation Soft Costs	166,461.95	
Current Capital Outlay:Ladder Truck	0.00	
Current Capital Outlay:Airpacks	0.00	
Current Capital Outlay:Engine Defibrillators	0.00	
Current Capital Outlay:Public Education	0.00	
Current Capital Outlay:Water System Cistern	0.00	
Current Capital Outlay:Engine	0.00	
Current Capital Outlay:P/S Building Repair/Replace	1,696.98	
Current Capital Outlay:P/S Bldg Bay Doors	0.00	
Current Capital Outlay:Bay Lighting	0.00	
Current Capital Outlay:Computers/Computerized Equip.	0.00	
Current Capital Outlay:Office Equipment-Copier	0.00	
Current Capital Outlay:P/S Building - MCI Fund	0.00	
Current Capital Outlay:EBRICS Radios	0.00	
Current Capital Outlay:FF High Band Radios	0.00	
Current Capital Outlay:B/C Command Vehicle	0.00	
Current Capital Outlay:Thermal Imager	0.00	
Current Capital Outlay:800 MHz System	0.00	
Current Capital Outlay:Water System Improvements	0.00	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Current Capital Outlay:Apparatus Bay Construction	0.00	
Current Capital Outlay:Holmatro Tool	0.00	
Current Capital Outlay:Computers/Furniture	0.00	
Current Capital Outlay:Type III Engine	0.00	
Current Capital Outlay:Public Safety Building PreConst	0.00	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		312,966.43
Due to Other - Issued by CCC		29,672.52

# Kensington Fire Protection District

## Trial Balance

As of November 30, 2021

12/06/21

Accrual Basis

	Nov 30, 21	
	Debit	Credit
Due To Other Funds	0.00	
Accounts Payable	308,137.69	
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
EI Cerrito Service Contract Pay	0.00	
Wages & PR Taxes Payable	0.00	
Deferred Comp Payable	0.00	
KPPCSD MCI Deposit Payable	0.00	
Deferred Inflow of Resources		9,731.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	21,710.36	
Postretirement Health Ben-Prior	0.00	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,997.01
Fund Equity		2,317,661.58
Opening Bal Equity	0.00	
MCI Income - DON'T USE	0.00	
Property Taxes		4,429,660.08
Special Taxes		204,417.70
Other Tax Income	0.00	
Lease Agreement		15,251.25
Interest Income		9,061.32
Salary Reimbursement Agreement	0.00	
Salary Reimb Agreement Recon(s)	0.00	
Grant Revenue	0.00	
Surety Bond Claim	0.00	
Miscellaneous Income	0.00	
Staff	0.00	
Staff:Wages	44,279.95	
Staff:Longevity Pay	0.00	
Staff:Overtime Wages	0.00	
Staff:Vacation Wages	0.00	
Staff:Medical/dental ins compensation	1,000.00	
Staff:Retirement Contribution	0.00	
Staff:Payroll Taxes	20,962.47	
Staff:Workers Compensation/Life Ins	211.40	
Staff:Payroll Processing	736.33	
RETIREE MEDICAL BENEFITS	0.00	
RETIREE MEDICAL BENEFITS:PERS Medical	0.00	
RETIREE MEDICAL BENEFITS:Delta Dental	0.00	
RETIREE MEDICAL BENEFITS:Vision Care	0.00	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	4,760.40	
RETIREE MEDICAL BENEFITS:CCCERA Settlement Agreement	0.00	
OUTSIDE PROFESSIONAL SERVICES	0.00	
OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner	14,981.25	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	41,666.65	
OUTSIDE PROFESSIONAL SERVICES:Accounting	12,000.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	0.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	0.00	
OUTSIDE PROFESSIONAL SERVICES:Bank Fee	25.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	19,850.53	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	1,469,112.72	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	79,604.01	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	22.78	
OUTSIDE PROFESSIONAL SERVICES:Emergency Planning	0.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Abatement Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	0.00	
OUTSIDE PROFESSIONAL SERVICES:RGS Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:Grant Writer/Coordinator	0.00	

Kensington Fire Protection District

Trial Balance

As of November 30, 2021

12/06/21

Accrual Basis

	Nov 30, 21	
	Debit	Credit
OUTSIDE PROFESSIONAL SERVICES:Risk Management Insurance	0.00	
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	0.00	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	4,997.00	
OUTSIDE PROFESSIONAL SERVICES:PSB Consultant	0.00	
OUTSIDE PROFESSIONAL SERVICES:BHI/GM Recruitment	0.00	
OUTSIDE PROFESSIONAL SERVICES:Temporary Services	0.00	
OUTSIDE PROFESSIONAL SERVICES:Polygon Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:RFP Consultant	0.00	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Professional Fees	0.00	
OUTSIDE PROFESSIONAL SERVICES:State Mandated Claims Consult	0.00	
OUTSIDE PROFESSIONAL SERVICES:Water System Improvements	0.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	1,300.00	
OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt	0.00	
COMMUNITY SERVICE ACTIVITIES	483.17	
COMMUNITY SERVICE ACTIVITIES:KPPCSD Grant	0.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	12,127.78	
COMMUNITY SERVICE ACTIVITIES:Comm. Pharmaceutical Drop-Off	0.00	
COMMUNITY SERVICE ACTIVITIES:Vial of Life Program	0.00	
COMMUNITY SERVICE ACTIVITIES:Vial of Life Program	0.00	
COMMUNITY SERVICE ACTIVITIES:CERT Emerg Kits/Sheds/Prepared	0.00	
COMMUNITY SERVICE ACTIVITIES:Open Houses	0.00	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	135.00	
COMMUNITY SERVICE ACTIVITIES:DFSC Matching Grants	0.00	
COMMUNITY SERVICE ACTIVITIES:Firesafe Planting Grants	0.00	
COMMUNITY SERVICE ACTIVITIES:Demonstration Garden	0.00	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	669.48	
COMMUNITY SERVICE ACTIVITIES:Volunteer Appreciation	0.00	
COMMUNITY SERVICE ACTIVITIES:Community Center Contribution	0.00	
DISTRICT ACTIVITIES	0.00	
DISTRICT ACTIVITIES:Professional Development	3,323.58	
DISTRICT ACTIVITIES:Office	0.00	
DISTRICT ACTIVITIES:Office:Office Expense	2,096.90	
DISTRICT ACTIVITIES:Office:Office Supplies	694.33	
DISTRICT ACTIVITIES:Office:Telephone	2,703.97	
DISTRICT ACTIVITIES:Office:Office- Other	0.00	
DISTRICT ACTIVITIES:Election	0.00	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	810.21	
DISTRICT ACTIVITIES:Firefighters' Expenses	0.00	
DISTRICT ACTIVITIES:Engine Rescue Equipment	0.00	
DISTRICT ACTIVITIES:Airpacks Expense	0.00	
DISTRICT ACTIVITIES:Ladder Truck Expense	0.00	
DISTRICT ACTIVITIES:Staff Appreciation	93.49	
DISTRICT ACTIVITIES:Memberships	7,615.00	
DISTRICT ACTIVITIES:Memberships:CCCSDA	0.00	
DISTRICT ACTIVITIES:Memberships:CSDA	0.00	
DISTRICT ACTIVITIES:Memberships:Diablo Fire Safe	0.00	
DISTRICT ACTIVITIES:Firefighters' Memorial Contrib	0.00	
DISTRICT ACTIVITIES:Wildland Safety Gear	0.00	
DISTRICT ACTIVITIES:Building Maintenance	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility Study	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	2,100.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	3,448.65	
DISTRICT ACTIVITIES:Building Maintenance:Storage Room Emergency Repair	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	838.34	
DISTRICT ACTIVITIES:Building Maintenance:Mechanical service	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	1,280.49	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.:Scheduled Re...	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Garbage	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	5,097.40	
DISTRICT ACTIVITIES:Building Utilities/Service:Sewer Charge	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	2,614.30	

# Kensington Fire Protection District

## Trial Balance

As of November 30, 2021

12/06/21

Accrual Basis

	Nov 30, 21	
	Debit	Credit
DISTRICT ACTIVITIES:Emergency Preparedness Council	0.00	
DISTRICT ACTIVITIES:FireWise Workshop	0.00	
DISTRICT ACTIVITIES:Hills Emergency Forum	0.00	
Contingency	0.00	
Contingency:CalPERS Settlement for Ret FF	0.00	
Contingency:IFSTA Manuals	0.00	
Contingency:Printer/Fax	0.00	
Contingency:Business Suite	0.00	
Contingency:Graphic Design	0.00	
Contingency:General	0.00	
Contingency:Annexation	0.00	
Contingency:Accounting	0.00	
Contingency:Firefighter T-Shirts	0.00	
Reconciliation Discrepancies	0.00	
Uncategorized Expenses	0.00	
Transfers In - Capital	0.00	
Transfers In - Special	0.00	
Transfers In - General	0.00	
Tranfers In	0.00	
Depreciation Expense	0.00	
Transfers Out - Capital	0.00	
Transfers Out - Special	0.00	
Transfers Out - General	0.00	
Transfers Out	0.00	
<Gain>/Loss on Asset Disposal	0.00	
No acct	0.00	
<b>TOTAL</b>	<b>19658630.43</b>	<b>19658630.43</b>



## RESOLUTION 21-11

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR THE PERIOD DECEMBER 14, 2021 THRU JANUARY 13, 2022 PURSUANT TO BROWN ACT PROVISIONS.**

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

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

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

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

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

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

**WHEREAS**, the Board of Directors previously adopted Resolutions, Number 21-08 on October 13, 2021 and Number 21-10 on November 10, 2021, finding that the requisite conditions exist for the legislative bodies of Kensington Fire Protection District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

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

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

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

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

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

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

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

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

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

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

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

**Section 5. Effective Date of Resolution.** This Resolution shall take effect from December 14, 2021, and shall be effective until the earlier of (i) January 13, 2022, or such time the Board of Directors adopts a subsequent resolution in accordance with Government Code section



54953(e)(3) to extend the time during which the legislative bodies of Kensington Fire Protection District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

\*\*\*\*\*

The foregoing resolution was duly adopted at a special meeting of the Kensington Fire Protection District on the 8<sup>th</sup> day of December 2021 by the following vote of the Board.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**Larry Nagel, President**

\_\_\_\_\_  
**Janice Kosel, 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](http://www.el-cerrito.org)



**DATE:** December 3, 2021

**TO:** Bill Hansell: General Manager

**FROM:** Michael Pigoni: Fire Chief

**RE:** **Fire Chief's Report for the December 2021 Fire District Board Meeting**

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### November Incident Run Reports

There were 32 incidents in Kensington for the month of October which was a decrease of 11 calls over the previous month. Total incidents for Station 65 in August were 53 calls which was a decrease of 14 calls over the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 320 calls for service during the month.

### Plan Check Costs

In continuing from this report from last month, I have been in contact with County Fire officials and have reviewed the process that the County uses for their fee process and the rates that they charge. The Board will be presented with a report and recommendation for initiating a fee schedule for items related to new construction or remodeling as well as other related fees.

### Evacuation Drills

Last month a report was presented to the Board on an upcoming evacuation drill. There will be a meeting of the EPC on Thursday, December 2 and information from this meeting will be presented at the Board meeting.

### Accepting Donations for the U.S. Marines **Toys for Tots** Program



The El Cerrito-Kensington Fire Department is working with the U.S. Marines Toys for Tots program to spread the word about the need for monetary donations and donating toys to support families in need. To make an on-line donation, please visit: <https://t.co/QJbf5g2jey>. If you wish to drop off toys for the campaign, they may be dropped off at both El Cerrito Fire Stations and the Kensington Fire Station. Toy barrels will also be located at the El Cerrito Community Center, City Hall, and the

Police Department. The last drop-off day is December 18. All toys must be new and unwrapped. No toy weapons or stuffed animals are accepted. Donate early so that the Marines have time to sort, shop and deliver. For more information, please contact Fire Captain Damien Carrion at (510) 215-4450.

### COVID-19 Mandates

The County Health Department loosened the mask requirements among vaccinated personnel last month. The Fire Department continues to enforce masks inside the fire station and apparatus if anyone is not vaccinated and for all visitors to the Station. Those unvaccinated are still being tested in house at the start of their shifts. While the Delta variant surge continues to decline in the County as are the number in the hospitals and ICU beds. County records show that since March of last year, 108 residents in the community have tested positive which is 10 more than last month however there are still no deaths reported. At this point it is too early to tell the impact that the new Omicron variant will have on the County. Crews however will continue to wear full PPE on all medical calls in addition to the mandates in the stations.

### **Battalion Chief Job Offer**

As reported out last month, the Fire Department has made a conditional offer of employment for the position of Battalion Chief to Chase (Charles) Beckman who lives in Martinez with his wife and three children. Chase currently works for Cal Fire at the rank of Captain A and is assigned to the Northern Region Office of the State Fire Marshal in their Land Use Planning Program which works with local governments to address the risk from wildfire for existing land uses and new developments.

His 21-year career with the State started off as a seasonal firefighter both engine based and on a helitack team. As a Captain, he has worked suppression operations in Napa County and as a Fire Crew and Administrative Captain at Delta Conservation Camp. Prior to his current assignment, Chase was the Deputy Fire Marshal for Napa County performing plan reviews, street evaluations, residential and commercial inspections, and the County Chipping Program. He is also qualified as a Strike Team/Task Force Leader and Division Group Supervisor as well as several Incident Management Team positions.

Chase brings to El Cerrito-Kensington his 21 years of diversified firefighting experience in both wildland and city-based operations, vegetation management practices as well as his knowledge and skills working as a Deputy Fire Marshal and his network connection with the State. Currently he is going through his pre-employment process of background, medical and psychological evaluation. Please contact me if you have any questions.

### **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](http://www.cwsalerts.com)



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 08, 2021

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

**RE:** Emergency Preparedness Coordinator Report

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

---

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

### 1. Community Event/Engagement

- 11/13/2021 Shred & Meds Drop Off
- 12/05/2021 Kensington Farmers Market

### 2. District Communications/ Publications

- 11/05/2021 Nextdoor Earthquake Notification
- 11/08/2021 Nextdoor Grant Funds Hardening
- 11/08/2021 Facebook Earthquake Preparedness Post
- 11/08/2021 Facebook Emergency Supply Seminar re-shared from Richmond
- 11/09/2021 Nextdoor Home Hardening Secure Water Heater
- 11/17/2021 Facebook Earthquake Notification
- 11/25/2021 Nextdoor Firefighter Toys For Tots Campaign
- Assembly of The Fire Plug 2021 December Edition
- Drafted Content for The Fire Plug Dec 2021
  - EBMUD Rebate Article
  - Listos Article
  - CWS Registration Reminder
  - Communication Toolkit
  - Winter Weather Hazards
  - QR Codes
  - Preparedness Resources

### 3. Initiatives/ Deliverables

- Facilitated Shred & Meds Event, setup information booth, coordinated vendors, coordinate with volunteers and staff, engage with community.
- Designed leaflets to direct drug drop off to CVS per DEA.
- 11/20/2021 Completed Listos Training via Zoom
- Designed Toys For Tots campaign based on El Cerrito Firefighter Flyer
- Coordinate with Firefighters and Kensington Farmers Market to setup collection booth.
- Coordinate with CERT Manager and Board to provide content for The Fire Plug.
- Uploaded Preparedness Content to KFPD Website:
  - Listos Disaster Directory
  - Listos Disaster Ready Guide

- Compose Proposed Event Calendar for 2022
- Develop Proposed Trivia Game for Online (or block) Engagement
- Developing Organizational Chart for community volunteer coordination
- Develop in-person training for Block Coordinators
- Develop in-person training/activities for community members based on district objectives (home preparedness, alert/notification registration, evacuation readiness)

**4. Meetings**

- 11/10/2021 KFPD Monthly Board Meeting
- 11/15/2021 Post Event Recap re: Shred & Meds Event

**5. Introductions / Correspondences**

- Gustavo Agredano Listos Training Coordinator
- KARO/ECHO: Armando Picciotto
- Kensington Pathkeepers: Sarah & Rodney Paul
- Kensington PTA President: Amy Mullareky
- Kensington Farmers Market: Chris Hall
- El Cerrito Firefighter: Damien Carrion
- El Cerrito Firefighter: Battalion Chief Kevin Janes
- 50+ Kensington residents that participated in Shred & Meds Event

**6. Miscellaneous**

Registered for Listos Train the Trainer upon completion of Listos Basic Training



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 8, 2021

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

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

**SUBMITTED BY:** Bill Hansell, General Manager

Given December's early meeting time and the Thanksgiving holiday, the last month has passed quickly. In addition to typical business operations and coordination with our various consultants, I focused on the following subjects since the last board meeting:

1. **FY2020-2021 Audit** – The procedural statements and confirmation letters were completed and sent to MUN CPAS, while Maze has responded to document requests. The auditors have informed me that they will have the draft audit submitted for the February 9<sup>th</sup>, 2022 board meeting.
2. **Public Safety Building Progress Update** – The architecture and engineering design team continues to develop the Design Development drawings and will complete that work by the end of the month. Some additional technical code requirements have added miscellaneous minor elements to the project, but the overall scope remains the same. Updated pricing is underway and will be completed with the Design Development set, but was not available in time for this report. I had additional meetings with the firefighting staff to review the plans and answer questions on their concerns about layout, finishes, equipment, etc. Many helpful points were raised and are being explored as we proceed with refinement of the drawings.

Additionally, I met with Ron Kappe, the architect of the Temporary Facility, and Mack5 to discuss the layout and challenges presented by the parking lot site. Mack5 is helping with the logistics of the project, especially considering the design/build process and the use of modular construction. I have reached out to the utility companies as temporary connections will be an important scheduling component of the work. The timing of the project is key to the critical path of the renovation project, so we are expediting the work wherever possible. The architect's current schedule is attached.

3. **East Bay Wildfire Prevention and Vegetation Management JPA** – The first meeting was held online on December 3<sup>rd</sup> and was attended by approximately 30 representatives from different agencies and stakeholders. Both Chief Pigoni and I attended the meeting. David Early of Placeworks moderated the meeting and reviewed the incentives for the formation of a JPA, as well as the tentative process for achieving a consensus on the best way to proceed. Numerous questions were raised on the format of the JPA, on precedence, and on whether existing systems fulfilled some or all of the need. While a majority agreed to continue meeting and affirmed interest, there were some who felt this was a "solution looking for a problem" and that a better PR campaign was needed to

explain how many of the areas of concern are already being addressed by current structures. The meeting focused, though, on the exploratory process and did not try to answer any of the questions raised. The next meeting is planned for Friday, January 7<sup>th</sup>, 2022 at 1:30 p.m. The organizers will invite representatives from the Marin Wildfire Prevention Authority to present an overview of that JPA as an example.

4. **Grant Writer Activity** – We received a confirmation from CalOES that our Notice of Intent for the Hazard Mitigation Grant Program has been approved. We are now able to proceed with the sub application. I will be discussing next steps with our grant writer.
5. **Coordination with KPPCSD** – I am exploring the possibility of some shared executive assistant time with the KPPCSD staff to help with basic weekly tasks until I can complete a search to fill the Board Clerk position.
6. **County Funds** – In accordance with our financial policy and in order to facilitate the dry revenue period prior to the receipt of taxes, I liquidated \$208,000 in investments held in our Special Tax Fund and then moved the majority of that fund's cash, \$400,000, to our General Fund. Typically, the Special Tax Fund should be cleared each year after the revenue receipts are confirmed, so that the General Fund holds all cash/investments. This was not done last year; thus, two years of revenue were transferred in this action. You will see the activity in next month's financial report, and the this should cover our operating expenses while the new tax revenue is received.

KENSINGTON FIRE PROTECTION DISTRICT  
 KAPPE ARCHITECTS PRODUCTION SCHEDULE  
 KENSINGTON FIRE TEMPORARY FACILITIES

TASK	WEEKS								YEAR 2022 BEGINS						
	NOV 15-19	NOV 22-26	NOV 29-DEC 3	DEC 6-10	DEC 13-17	DEC 20-24	DEC 27-31	JAN 3-7	JAN 10-14	JAN 17-21	JAN 24-28	FEB 1-4	FEB 7-11	FEB 14-18	FEB 21-25
Site Visit, Kick-off meeting		Thanksgiving					Christmas and								
Concept Design		11/24-11/26					New Years								
Meeting with PM, CM							Office closed								
Modular Research							12/25-1/3/22								
Modular cost estimates															
Prelim Contact of Utilities															
Site Plan Design, Layout															
Meeting with PM, CM															
Site Plan Development															
Utility coordination															
Preparation of Submittal package															
Meeting with PM, CM															
<b>Submittal of Construction Package to City</b>															
<b>Prepare Bid Package</b>															
City Review Period (4-6 weeks allowance)															
Respond to Plan check comments, incorporate into bid docs as addendum															
Obtain Building Permit															
Award Contract for Construction															





**KENSINGTON FIRE PROTECTION DISTRICT**  
MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE  
MEETING MINUTES  
Thursday, October 28, 2021 3:00pm-5:00pm  
Via Zoom Teleconference

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

Called to order by Kevin Padian at 15:05

Directors: Larry Nagel and Kevin Padian

Public Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Danielle Madugo, Paul Moss

Staff: General Manager Bill Hansell

Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

Public Attendees: Chris Hilliard

**2. PUBLIC COMMENT**

Kevin announced that Linda Spath passed away about an hour before the meeting. We observed a moment of silence in her honor.

Danielle Madugo reported that there are “tons of brush” on the Olde School Trail. There is also a tree with a broken branch that is hanging over the trail. Bill said he would notify the FD to see whose property it is on.

**3. ADOPTION OF CONSENT ITEMS**

**a. Approval of Minutes** of the regular meeting of September 23, 2021 (Approve)

**MOTION:** Moss/Madugo to accept the minutes as corrected.  
Motion adopted by consensus.

**4. NEW BUSINESS**

**a. Update and Discussion on NOAA/NWS radios and their possible utility**

Kevin said that NOAA/NWS radios are likely not going to be of much assistance in an emergency. The bottom line is that none of the radio experts in town (Hal Graboske, Kevin Jaynes, Don Simon) think these radios will be useful. For example, the radios are tested every week and residents may not tolerate having these tests. Also, the information is not

KFPD Emergency Preparedness Committee Meeting  
Minutes for October 28, 2021 Meeting

fine-grained enough and there is too much marine information. Many of the frequencies are heavily maritime and that information is not terribly useful to us in an emergency. It is also not clear how the County OES would provide information to NOAA/NWS for broadcast, and whether it would be fine-grained enough to make much difference to Kensington. For most people is this an advantage over a battery-powered AM/FM radio? Larry Nagel noted that Santa Rosa is buying many weather radios for residents and asked if we could check with them.

Peter Liddell wanted to make a pitch for the radios. He stated that we should check on how many residents are elderly and not very mobile. Peter suggested that we check with El Cerrito and Berkeley about their FM radio stations.

Danielle Madugo said that she also was in favor of the radios. She noted that the radios also have AM/FM bands. Danielle also suggested we look into GMRS radios that also can receive AM, FM, and weather.

Peter Guerrero noted that he has been researching weather radios. Peter noted that the Eton X comes with solar cells and can charge in a few hours of sunlight. We can advocate that residents buy these radios without needing to subsidize the radios except for a small group of residents. Peter noted that some radios can be programmed to handle county and other local information (SAFE).

Larry Nagel noted that we should be talking about warning systems for fires, not weather. He feels that the combination of local radio and television stations and apps that are available on cell phones are more than adequate for weather alerts.

Lisa Caronna suggested a subcommittee be formed to study the need for weather radios.

Katie Gluck noted that not all radios are created equal and that we need to survey the available radios to see if any of them fit our needs.

Kevin asked Johnny Valenzuela to weigh in. Johnny's experience was that his fire district wanted to provide radios to the community and the residents were resistant to having the radios because they already felt they had sources for local information. Johnny felt that radios could be included into a training program for Emergency Preparedness.

Paul Moss offered his opinion on radios having an annoying sound. He doesn't think this is a legitimate reason for not having a radio. Paul has a NOAA radio that cost about \$25 and has lasted forever.

Peter Guerrero noted that weather radios are one component of a mix of emergency warning systems that we need to implement.

**b. Update and Discussion on possible procurement of an outdoor Public Address System**

Kevin proposed tabling the discussion of Public Address Systems

**c. Update and Discussion of possible priorities for community education and awareness**

Kevin noted that organizing the neighborhoods and holding community events should be a top priority, working with CERT organizers where they still exist but not centering efforts on them. This is where we raise neighborhood awareness about people who need help, evacuation routes, parking configurations, and emergency equipment.

Johnny suggested that we can organize the school for presentations in the Multi-Purpose room at the Hilltop School. The children will bring the parents, and Johnny feels this is the most effective way of reaching the community. Johnny described outdoor events with lights for the children and found them to be very successful.

Larry Nagel noted that we need to explore methods of reaching our elderly population who are a substantial portion of our population and are very vulnerable in emergencies.

Paul Moss noted that we need to recruit block captains and organize the community block by block. Johnny noted that the response to the EPC Workbook was a little disappointing and we need more one on one contact.

Chris Hilliard noted that about 60 people responded to the survey in the Workbook. Chris noted that we have a start on block parties that we can build on. Chris also noted that we have distributed about 30,000 gallons of water storage. This program could be extended to distribute radios. Chris is using El Cerrito/Kensington CERT funds to purchase GMRS radios for CERT members. He suggested that he could buy about 20 radios as a pilot program to see how they are accepted.

**5. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT**

Danielle Madugo noted that she really appreciated the signs around town.

Lisa Caronna noted that she really appreciated the flier that was mailed to all residents.

Johnny noted that he helped with the Emergency Supplies distribution at the El Cerrito Public Works Yard.

Johnny noted he has created a lot of handouts for public service events.

Johnny also noted that he is preparing training materials for block party style events.

Johnny will be presenting at the KIC Town Hall Meeting on November 6.

**6. REPORTS FROM COMMITTEE MEMBERS**

Lisa Caronna reported on the paths. Berkeley organized a pedestrian evacuation drill. The work to acquire the paths is progressing with the next meeting in November.

KFPD Emergency Preparedness Committee Meeting  
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Danielle Madugo reported a successful Shake Out drill at the Hilltop School. The teachers now have two-way Motorola radios for organizing emergency drills.

Bill Hansell reported that the first meeting on the WUI JPA will be in December. Bill also asked all members of the EPC to read Bill's report and become familiar with the report.

**7. CALL FOR FUTURE AGENDA ITEMS**

**8. ADJOURNMENT**

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District falls on November 25, 2021, which is Thanksgiving. The next regular meeting after that falls on December 23, which is two days before Christmas. It was decided to cancel both the November and December Regular EPC meetings and instead hold a Special Meeting of the EPC on Thursday, December 2. at 3:00pm via Zoom Teleconference.

Adjourned at 5:11 PM by Director Kevin Padian in memory of Linda Spath.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on December 2, 2021.

Attest:



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**Emergency Preparedness Committee Member**

## Notes for Discussion of Proposed Modified Parking Configuration and Evacuation Drill

KFPD EPC Meeting, 2 December 2021

### I. Item 04a: Proposed Modified Parking Configurations

A. Focus on road segments that (1) impede emergency vehicle access and/or (2) require residents to turn their cars around in order to go with the traffic evacuation flow.

1. Beloit/Cambridge/Yale/Princeton/Amherst to the Arlington
2. Junction of Princeton and Amherst
3. Purdue/Kenyon/Wellesley or Westminster to the Arlington
4. Windsor, York, St. Albans
5. Sunset to Franciscan
6. Mid-portion of Lenox
7. Coventry/Berkeley Park and Ardmore

B. Types of proposed changes:

1. Two-sided -> one-sided parking (eliminate one parking lane)
2. Reverse direction of one-sided parking, possibly changing the side of the street for parking
3. Elimination of street parking on some street segments

C. Alternatives for proposed changes

1. Year-round: simpler so less confusing, but more inconvenient overall
2. Fire season: from first forecast Diablo Wind Event to first heavy rains
3. Red Flag Days: shorter durations but more confusing; notification difficult

D. Considerations for alternate parking during restricted periods

1. Issue street permit for a second car if the first one is parked on the property
2. Relax County requirement for cars in driveways not to encroach sidewalks
3. Ensure that each household has at least one nearby vehicle for evacuating
4. Enforce 72-hour parking rule on all streets; boats and RVs off the streets

E. Public notification of Fire Season or Red Flag Days

1. Social media, District websites, CWS, Nixle
2. Signs on stanchions posted on main traffic sites (Arlington/Amherst; Arlington/Ardmore; Sunset/Franciscan; W end of Vassar; Grizzly Peak/ Spruce; Colusa Circle)
3. Education of residents must stress that these are not local block/street problems but problems that affect all neighbors in Kensington and beyond
4. Encouragement of pre-evacuation for residents with mobility/time needs

## II. Item 04b: Evacuation Drill

- A. Timing: as soon as practically possible but before Fire Season begins again
  - 1. County OES must agree to schedule and coordinate
    - a. Non-interference with other County drills or calendar holidays/events
    - b. Pre-education effort coordinated and approved with County
    - c. Evacuation destination(s) must be coordinated through the County
  - 2. Coordination of Police and Fire Departments
    - a. Adequate staffing from both Depts to coordinate the drill
    - b. Auxiliary staffing from County Sheriff's Office?
    - c. Possible role of citizen volunteers to help with traffic?
  - 3. Day/Time: Other districts have used Saturday mornings for alerts and drills
- B. Evacuation Area
  - 1. One or two "zones"
  - 2. Entire community
  - 3. Triggered by Zonehaven zone alerts?
- C. Destination
  - 1. What is/are the destination(s)?
  - 2. Drive-through check-in point?
  - 3. Virtual text/email check-in (by actual evacuees)?
  - 4. Reliable data on what percentage of residents received the alert (survey)
- D. Preparation and Education of Residents before the Drill
  - 1. Having go-bags and cars packed the night before
  - 2. Informing residents of their destination(s)
  - 3. Discussing traffic protocols and neighborly procedures during evacuation
  - 4. Taking care of less mobile neighbors
  - 5. Follow-up survey on how well the drill went / possible improvements