



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 13, 2021

TO: Board of Directors
Kensington Fire Protection District

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

SUBMITTED BY: Bill Hansell, General Manager

Work on day-to-day operations has been augmented by extensive coordination with the consultants on the PSB renovation and temporary facility projects, the Emergency Preparedness Coordinator, the Grant Writer, and the Municipal Advisors. This has put a strain on my regular time allocation to complete the district's business. On a positive note, we have achieved many of the benchmarks set at the beginning of the year, which included adding professional resources to address the district's needs and goals. While the EPC, Grant Writer, and Municipal Advisors will not require as much of my direct time over the coming months, the two building projects (renovation + temp facility) will remain a steady draw into the beginning of next year. Over the next two months, I intend to open a search for more suitable Accountant/Bookkeeper assistance, as well as to fill the Board Clerk/Exec Assistant position. This should relieve some of the tasks on my schedule better delegated to support staff.

This month's new business items include reports that describe the focus of my attention, but other work is described below:

- 1. Grant Writer Activity** – After submitting Notices of Intent for FEMA's BRIC and HMGP applications, I received feedback from the reviewer who suggested that we should focus on the HMGP rather than the BRIC program. Our chances are much better with HMGP, which is CA-only funding, versus BRIC, which includes a national applicant pool and has previously not awarded seismic-related projects. Sudi Shoja, our grant writer, concurred and we withdrew the BRIC NOI. The HMGP application process will continue with more materials to submit into new year and, as I noted in my item 3c report, will not be awarded until August. Meanwhile, Sudi is fielding different grant programs and checking with me on what might be applicable to our interests. For example, we are reviewing the attached list of Wildfire Resiliency Expenditures, amongst others.
- 2. FY2020-2021 Audit** – MUN CPAS began fieldwork for the audit last week after a conference call with myself and Maze on 10/01/2021. In a follow-up call with MUN last week, I reviewed some concerns about the pace of document response from Maze. In particular, there is a leftover issue from last year regarding the EOY/BOY fund balance reconciliation. As noted last year, the problem stems from our use of Quickbooks, which is not set up for proper fund accounting. In my call with MUN, they recommended changing our procedures after we complete this audit to better reconcile the fund balances (i.e. between the County Funds and our QBooks account) on a monthly basis rather than at year's end. Since I have had other issues with our accounting consultants, I believe it would be better to bring the accounting/bookkeeping function back in-house.

That is not something we should do while the audit is underway, though. It will be addressed immediately afterward. In the meantime, I am now focused on the other materials the auditors need to complete their work.

3. **Actuary Report** – Nicolay Consulting Group delivered the draft GASB 75 report for YE2021 and it has been provided to the auditors. The draft predicts a reserve fund balance of 140% of estimated costs.
4. **Coordination with KPPCSD** – I have had regular communications with Chief Gancasz and his staff on issues of concern common to KFPD and KPPCSD. For example, discussions have included evacuation route and parking issues, as well as emergency drills and warning systems.
5. **Public Safety Building Maintenance** – The old dishwasher failed last week. It had been repaired a number times before and the estimated cost for another service call was high enough that a new unit made more sense. A new dishwasher was ordered, and was installed on October 9, 2021.
6. **East Bay Wildfire Prevention and Vegetation Management JPA** – The first meeting to discuss the formation is targeted for the end of October. I am waiting to hear what the exact date will be.