

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

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"> <li>• KFPD resumed: agenda, web posting, noticing, administrative roles</li> <li>• RGS continuing finance, minutes until end of engagement</li> <li>• Collected District property/records</li> <li>• Received desk manual/procedures</li> </ul>	
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"> <li>• Introductory conversation with Bill Lyndsey/KPPCSD</li> <li>• Meet w/Fire Chief re: fee proposal</li> </ul>	<ul style="list-style-type: none"> <li>• Continue outreach/familiarization</li> </ul>
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"> <li>• Budget Guiding Principles</li> <li>• Budget Development Manual</li> <li>• Draft budget</li> <li>• Finance Committee presentation</li> <li>• Draft narrative report</li> <li>• Budget document printed/posted</li> </ul>	<ul style="list-style-type: none"> <li>• Board presentation</li> <li>• Board approval</li> </ul>
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"> <li>• Worked w/Legal counsel on lease</li> <li>• Reviewed project history</li> <li>• Cost allocation methodologies w/Finance Comm</li> <li>• Special Meeting June 3, 2020</li> <li>• Lease amendment to KPPCSD</li> </ul>	<ul style="list-style-type: none"> <li>• Executive Summary of project evaluation process/actions</li> <li>• Required information gaps</li> <li>• Decision matrix for project components/pros/cons</li> <li>• Additional meetings</li> </ul>
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"> <li>• Purchasing Procedure outline</li> <li>• Evaluating electronic payment options</li> <li>• Accounting services agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Purchasing Procedure final</li> <li>• Evaluate and implement workflow</li> </ul>

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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"> <li>• Fire svc fee w/Finance Committee</li> <li>• Review agreement/history</li> </ul>	<ul style="list-style-type: none"> <li>• Develop contacts</li> <li>• Review contract for compliance</li> </ul>
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"> <li>• Discussion with Nerd Crossing</li> <li>• Email migration project closeout</li> </ul>	<ul style="list-style-type: none"> <li>• Business Needs Assessment</li> <li>• IT Master Plan</li> <li>• Propose to Board of Directors</li> </ul>
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"> <li>• OPEB Actuary Proposals</li> <li>• Complete CalPERS documents</li> </ul>	<ul style="list-style-type: none"> <li>• Board approval of documents</li> <li>• Select/recommend actuary</li> <li>• OPEB Actuarial Valuation</li> </ul>
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"> <li>• Data gathering</li> <li>• Conceptual plan in progress</li> <li>• Student Intern, Admin Assistant, Accounting services</li> </ul>	<ul style="list-style-type: none"> <li>• Complete evaluation</li> <li>• Developing staffing/service plan</li> <li>• Propose to Board of Directors</li> </ul>
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"> <li>• Policy in progress</li> <li>• Initial plan reviewed w/Finance Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Finalize ten-year plan</li> <li>• Complete proposed policy</li> <li>• Develop procedure for updates</li> </ul>
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"> <li>• Begin list of District records</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate current policy</li> <li>• Incorporate missing components</li> <li>• List of records by category</li> </ul>

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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"> <li>• Review application, list needs</li> </ul>	<ul style="list-style-type: none"> <li>• Address items requiring development/update</li> <li>• Update website as needed</li> <li>• Submit application</li> </ul>
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"> <li>• Action Plan to accompany report</li> <li>• Condition assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Policy revisions (as warranted)</li> <li>•</li> </ul>