



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

Wednesday, July 8, 2020 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://zoom.us/j/98735271685> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

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

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

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Webinar ID: 987 3527 1685

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

1. CALL TO ORDER/ROLL CALL

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

- 2. ORAL COMMUNICATIONS.** This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.

- 3. ADOPTION OF CONSENT ITEMS.** Items 3.1 - 3.4 listed below are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to

assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda.

3.1. Approval of Minutes of the regular meetings of March 11 (*listed on June 10 agenda, omitted in packet*) and June 10, 2020 and special meetings of May 27, June 3, and June 26, 2020 (supporting material) (ACTION)

3.2. Acceptance of Incident Activity Report June 2020 (ACCEPT)

3.3. Approval of Monthly Financial Report June 2020 (APPROVE)

3.4. Approval of Monthly Transmittal June 2020 (APPROVE)

4. PUBLIC HEARING

4.1. Fire Hazard Abatement Hearing on the designation of properties containing fire hazards.

Prior to beginning the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses. Public Hearing Procedure: The President will open the public hearing and then:

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

Resolution 20-09 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner (ACTION)

5. ADMINISTRATIVE ITEMS

5.1. Regional Government Services Invoices for May and June (ACTION)

5.2. Volunteer Resident Appointment to the Emergency Preparedness Committee (ACTION)

5.3. Adoption of Resolution 20-10 Approving Amendments to Policy 130 Pay Periods (Second Reading) (supporting material)

5.4. Proposed Amendment to Policy 1150 Budget Preparation and Review (First Reading) (supporting material)

- 5.5. Final Payment for Fire Apparatus Purchase Authorized in September 2018**
(APPROVE) (supporting material)
- 5.6. Sale or Surplus of Replaced Fire Apparatus** (ACTION) (supporting material)
- 5.7. Public Safety Building Renovation County Evaluation Estimated Cost**
(APPROVE) (supporting material)
- 5.8. Proposed Letter to CCC Fire Chief Re: Cameras on Vollmer Peak** (APPROVE)
(supporting material)
- 5.9. Presentation by ZoneHaven on Proposed Evacuation Tool Subscription Service** (ACTION) (supporting material)
- 6. President's Report**
 - 6.1. On the Horizon: Defining the Roles and Responsibilities of Board Committees Versus Those of the General Manager**
- 7. Interim General Manager's Report**
 - 7.1. Public Safety Building Renovation Update** (supporting material)
 - 7.2. Action Plan Update** (supporting material)
- 8. Fire Chief's Report** (supporting material)
- 9. Board Reports**

Informational reports from Board members or staff covering the following assignments

 - 9.1. Emergency Preparedness Committee** (Padian/Nagel) (supporting material)
 - 9.2. California Special Districts Association Representatives:**
 - 9.2.1. County (Nagel)
 - 9.2.2. State Professional Development and Membership Services Committees (Kosel)
- 10. Adjournment**

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

Date of Meeting: March 11, 2020

Time of Meeting: 7:00 p.m.

Place of Meeting: Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707

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

CALL TO ORDER:

President Stein called the meeting to order at 7:03 p.m. and called roll.

1. ADOPTION OF CONSENT ITEMS: Items 3, 4, 5, 6, & 7

MOTION: M/s Padian/Dommer. To adopt Consent Calendar Items 3 & 4
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed. Audio Time Stamped: 21.28

Director Kosel pulled Consent items 5, 6, & 7.

2. ORAL COMMUNICATIONS:

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

(17 on Agenda) FIRE CHIEF’S REPORT:

Battalion Chief Castrejon gave his report on behalf of Chief Pigoni.

(8 on the agenda) Consideration of Accepting Kensington Fire Protection District’s FY2019 Audit and Financial Statements.

MOTION: M/s Kosel/Padian: To accept the audit & financial statements.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed. Audio Time Stamped: 43.55

CC ITEM 5: APPROVAL OF MONTHLY FINANCIAL REPORT. February, 2020

MOTION: M/s Padian/Dommer: To accept the monthly financial report.
VOTE: Ayes: Dommer, Padian, Stein - Noes: None - Absent: Nagel – Abstain - Kosel
Motion passed. Audio Time Stamped: 51.12

CC ITEM 6: APPROVAL OF MONTHLY TRANSMITTAL. February, 2020

MOTION: M/s Padian/Dommer: To approve the monthly transmittal.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed. Audio Time Stamped: 58.19

CC ITEM 7: Approve a One-Year Extension of Contract with Mann, Urrutia, Nelson, CPA’s & Associates, LLP for the Amount of \$17,500 to Complete the Kensington Fire Protection District Financial Statements FY2020.

MOTION: M/s Kosel/Padian: To approve a 1-year extension of the contract with MUN & Assoc.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed. Audio Time Stamped: 59.21

(9 on the agenda) Request from the Kensington Improvement Club (KIC) for Funds in the amount of \$4,000 for Kiosk Project.

MOTION: M/s Kosel/Padian: To approve \$2,000
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed. Audio Time Stamped: 1.07.34

(10 on Agenda) Consideration to Offer Emergency Radios to Kensington Citizens Under a Voluntary Contribution Program.

MOTION: No Action
VOTE: No Action Audio Time Stamped: 1.38.23

(11 on Agenda) Extension of Agreement Through August 2020 with Regional Government Services (RGS) not to Exceed \$285,000.

MOTION: M/s Kosel/Padian: Approve RGS’s proposal NTE \$285,000 through August 31, 2020
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed. Audio Time Stamped: 2.04.42

(12 on Agenda): Kensington Fire Protection District Mid-Year Budget Revisions.

FIRST MOTION: M/s Kosel/Dommer. Leave water system improvements at \$20,000 rather than the \$0 that is reflected in the handout.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed. Audio Time Stamped: 2.35.55
SECOND MOTION: M/s Padian/Dommer. To approve the remaining line items in the budget.
VOTE: Ayes: Dommer, Padian, Stein - Noes: Kosel- Absent: Nagel
Motion passed. Audio Time Stamped: 2.41.44

(13 on Agenda) The Board will Consider Adopting Banking Resolutions and Authorizing the Board Secretary to Act on Behalf of the District on Banking Matters.

MOTION: M/s Padian/Dommer. To accept the banking resolutions and authorize the Board Secretary to act on behalf the District.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed. Audio Time Stamped: 2.46.30

(14 on Agenda) Consider Authorizing Staff to Seek Cost and Fee Proposals from RossDrulisCusenberry and Mack5 for all Services and Costs to a) Complete a Renovation of the Public Safety Building and b) Establish Temporary Facilities for the Kensington Fire Protection District and Kensington Fire Station.

MOTION: M/s Padian/Dommer. To seek the cost and fee proposals
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed. Audio Time Stamped: 2.50.49

(15 on Agenda) Proposals to Consider Options for Sponsoring a Public Meeting on April 11, 2020, for the Traffic Consultants to Present their Full Traffic Study Report.

MOTION: No Action
VOTE: No Action

MEETING EXTENSION

MOTION: M/s Padian/Dommer. To continue the meeting until 10:15 p.m.
VOTE: Ayes: Dommer, Padian, Stein - Noes: Kosel - Absent: Nagel
Motion passed. Audio Time Stamped: 3.10.00

(16 on Agenda) PRESIDENT’S REPORT:

President Stein gave the President’s report.

(18 on Agenda) BOARD REPORTS:

Board members gave informational reports.

MOTION TO ADJOURN AT 10:15 WITHOUT COMPLETING THE AGENDA

MOTION: M/s Padian/Dommer. Adjourn without completing the agenda.
VOTE: Ayes: Dommer, Padian, Stein - Noes: Kosel - Absent: Nagel
Motion passed. Audio Time Stamped: 3.30.20

ADJOURNMENT: The meeting was adjourned at 10:15 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

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

Attest:

Board Secretary



KENSINGTON FIRE PROTECTION DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
MINUTES
Wednesday, May 27, 2020 3:15 – 5:15pm
Via Zoom Teleconference

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Webinar ID: 884 3981 1767

International numbers available: <https://us02web.zoom.us/j/88439811767>

1. CALL TO ORDER

President Stein called the meeting to order at 3:23pm. **Present:** Director Kosel, Vice President Padian and President Stein; Director Nagel (arrived late), and Director Dommer (arrived late).

2. Consideration of Approving an Agreement with RDC for a Board Workshop on the Public Safety Building Renovation Evaluation and Next Steps

Presentation and Discussion: Mary Morris-Mayorga, Interim General Manager reviewed the RDC Extra Service Order (ESR007) which is for the Public Safety Building Special Meeting presentation and any next steps the Boards directs at that meeting. The Board clarified that direction would be provided to the Interim General Manager who will in turn provide direction to the architect. **Public Comment:** The question was asked whether this meeting will be open to the public and answered affirmatively. **Moved/Seconded** (10:20):

President Stein Director Dommer **Action:** Approved ESR007 to allow RDC to convene the special workshop for the Board. **Ayes:** President Stein, Vice President Padian, Directors Dommer and Kosel **Noes:** None

3. Consideratio of Approving an Agreement with MV Associates for Temporary Finance Support

Presentation and Discussion: Mary Morris-Mayorga, Interim General Manager reviewed the proposal from MV Cheng & Associates for temporary accounting services. **Action:** Approved an agreement in an amount not-to-exceed \$15,000. **Moved/Seconded (31:00):** Director Kosel/Director Nagel **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel, and Nagel **Noes:** None

4. Consideration of Approving Payment to Regional Government Services for March

Presentation and Discussion: Mary Morris-Mayorga, Interim General Manager reviewed the table of RGS billings and services provided stating that all appear to be within the scope of services along with some she specifically cited that were outside of normal day-to-day operations. The Board discussed concerns over the service received and the high price paid for. **Moved/Seconded (23:31):** Vice President Padian/Director Dommer **Action:** Approved payment **Ayes:** President Stein, Vice President Padian, Director Dommer **Noes:** Directors Kosel and Nagel

5. Discussion of General Manager Recruitment with Brent Ives, BHI Management

Presentation and Discussion: Brent Ives with BHI Management presented the recruitment process. **Action:** No action

6. Adjournment

The meeting was adjourned at 5:13pm.



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

Wednesday, June 3, 2020 3:00 – 5:00pm
Via Zoom Teleconference

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1. CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 3:02 pm. Present: Directors Dommer, Kosel, and Nagel; Vice President Padian and President Stein

2. Consideration of Authorizing the Interim General Manager to Hire a Student Intern

Moved/Seconded: Director Kosel/Vice President Padian **Action:** Approved Authorization for Interim General Manager to Hire a Student Intern **Ayes:** President Stein, Vice President Padian, Director Dommer, Kosel and Nagel **Noes:** None

3. Consideration of Authorizing the Interim General Manager to Hire for Temporary Administrative Support from a Staffing Agency

Moved/Seconded: Director Kosel Director Nagel **Action:** Approved Authorization for Interim General Manager to Hire for Temporary Administrative Support from a Staffing Agency **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

4. Presentation on Public Safety Building Renovation Evaluation and Discussion of Next Steps Including Possible Selection of Design Alternative by Mallory Cusenbery/RossDrulisCusenbery Architecture, Inc.

Moved/Second: Director Padian Director Kosel **Action:** Move to no longer consider Option C, **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

Moved/Second: Director Padian Director Dommer **Action:** Rescind resolution to do negotiations with 2 X 2 committee to allow IGM to work with KPPCSD GM **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

Moved/Second: Director Padian/Director Dommer **Action:** Authorize RDC to take Option B to the County for interpretation with the understanding that Option A and B are still under active consideration by the Board. **Ayes:** President Stein, Vice President Padian, Directors Dommer and Nagel **Noes:** Director Kosel

5. Adjournment time 5:21pm



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

Wednesday, June 10, 2020 7:00pm
 Via Zoom Teleconference

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Webinar ID: 913 6808 9032

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

1. CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 7:02pm.

Present (Via Teleconference: President Stein, Vice President Padian, Directors Kosel and Nagel. Director Dommer arrived at 7:31 pm.

- 2. ORAL COMMUNICATIONS.** This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.

Director Kosel shared that La Morinda CERT Fire is offering water drums/fire extinguishers at cost. These items need to be ordered online by 6/18/20. Director Nagel stated that we

are in the middle of fire season and need to motivate the public. Director Padian would like announcements added to the website.

- 3. ADOPTION OF CONSENT ITEMS.** Items 3.1 - 3.6 listed below are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda.

Moved/Seconded: Director Nagel/Director Padian **Action:** Passed a motion to approve consent items 3.1, 3.2, 3.4 – 3.6. **Ayes:** President Stein, Vice President Padian, Directors Kosel and Nagel **Noes:** None

- 3.1. Approval of Minutes** of the regular meetings of March 11, and April 8, 2020 and special meetings of January 25, March 4, March 11, April 15, and May 1, 2020

Action: Approved Minutes

- 3.2. Acceptance of Incident Activity Report May 2020**

Action: Accepted Report

- 3.3. Approval of Monthly Financial Report May 2020**

Moved/Seconded: Director Kosel/Director Nagel **Action:** Removed from consent **Ayes:** President Stein, Vice President Padian, Directors Kosel and Nagel, **Noes:** None **Board Discussion:** Directors raised concerns on the accuracy of the report. **Moved/Seconded:** Director Kosel/Director Nagel **Action:** Rejected Report **Ayes:** President Stein, Directors Dommer, Kosel, and Nagel, Vice-President Padian **Noes:** None

Concerns were raised regarding the April Financial Report – a few questions/concerns the board would like address are below:

- Revenue/expenses vs. actual income received.
- Is this accrual or cash basis?
- Why is interest income so much lower for the currently year?
- Clarification of what the \$29,000 expense for medical services is.
- Is the Battalion Chief car budgeted as \$59,000 expense (should this be reclassified as an asset)?
- Outside Professional Services (RFP Consultants)

- 3.4. Approval of Monthly Transmittal May 2020**

Action: Approved Transmittal

3.5. Approval of Resolution 20-05 Establishing the Appropriations Limit for Fiscal Year 2020-2021

Action: Approved Resolution 20-05

3.6. Approval of Resolution 20-06 Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for Fiscal Year 2020-2021

Action: Approved Resolution 20-06

4. ADMINISTRATIVE ITEMS

4.1. Fire Services Contract Fee Proposal for Fiscal Year 2020-2021

Motion/Seconded: Director Kosel/Director Nagel **Action:** Accepted Fee Proposal
Ayes: President Stein, Directors Dommer, Kosel, and Nagel, Vice-President Padian
Noes: None

Fire Chief Pignoi presented the proposal. Reconciliation from 2018-2019 fiscal year was \$289,193.75. Three retirements unforeseen increased this reconciliation amount. Currently preliminary budget is \$3,518,174 including the reconciliation for 2020-2021 fiscal year. Fire Services is attempting to limit overtime by filling vacancies with the goal of reducing overtime to \$400,000. The goal is to minimize the reconciliation with a stable budget. Salary remains flat for 2020-2021 and Kensington's 10 year contract should protect Kensington from much budget fluctuations. 2019-2020 will have a reconciliation due to one retirement and a medical leave.

4.2. Adopt Resolution 20-07 Preliminary Fiscal Year 2020-2021 Budget

Motion/Seconded: Director Kosel/Director Nagel **Action:** Approved Resolution 20-07
Ayes: President Stein, Directors Dommer, Kosel, and Nagel, Vice-President Padian
Noes: None

Recommendation for additional monies for grant writer and IT/Website items

4.3. RGS April Invoice and Contract Completion

Motion/Seconded: Director Kosel/Director Nagel **Action:** Refuse to pay RSG bill and inform RSG we are seeking legal counsel for a best approach immediately and then call a special board meeting for discussion for a responsible resolution **Ayes:** President Stein, Directors Kosel and Nagel, Vice-President Padian
Noes: Director Dommer

4.4. Accept Consultant's Recommendation to Advertise the General Manager Position as Part-Time

Board Discussion: Discussion on the percentage considered part-time to advertise.

Moved/Seconded: Vice President Padian/Director Dommer **Action:** Approve to advertise General Manager's Work Status as Part-Time up to 80% subject to policies of the board
Ayes: President Stein, Vice-President Padian, Directors Nagel and Dommer **Noes:** Director Kosel

4.5. Proposed Amendment to Policy 130 Pay Periods

Motion/Seconded: Director Kosel/Vice President Padian **Action:** Approve proposed amendments to Policy 130 Pay Periods and hold first reading **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

4.6 – 4.8 will be moved to a future meeting after receiving readable copies for discussion.

Board Discussion: Safe working environment is the reason for the below policies.

4.6. Proposed Amendment to Policy 170 Discrimination, Harassment and Retaliation Prevention

Board Discussion: Much time and research was done by attorney.
Action: No action

4.7. Proposed Amendment to Policy 180 Complaint and Investigation Procedures

Board Discussion: Board requests better copy with attorney present for questions.
Action: No action

4.8. Proposed New Policy 185 Training Requirements

Action: No action

4.9. Provide direction to the Interim General Manager to devise cost-sharing arrangements with KPPCSD for the potential renovation and report back to the Board

Moved/Seconded: Director Kosel/Director Nagel **Action:** Directed the Interim General Manager to Devise Cost-Sharing with KPPCSD Interim General Manager and Report Back
Ayes: President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel
Noes: None

Moved/Seconded: Vice President Padian/Director Dommer **Action:** Extended the meeting 15 minutes **Ayes:** President Stein, Vice President Padian, Directors Dommer and Nagel **Noes:** Director Kosel

Director Kosel left the meeting at 10:00pm

4.10. Accept the Kensington Evacuation Research Project Final Report dated January 8, 2020 and refer implementation of recommendations to the

Emergency Preparedness Committee at a cost not-to-exceed \$5,000 with report back to Board of Directors.

Board Discussion: Vice President Padian to explain how population can be educated and coordinating signs for routes best to travel in evacuation. **Public Comment:** Very strong direction for this project and hope the momentum can continue. Great cooperation from Fire and Police Board and we hope we can continue this positive partnership.

Moved/Seconded: Director Nagel/Vice President Padian **Action:** Accept Report and Refer Implementation to the EPC **Ayes:** President Stein, Vice President Padian, Directors Dommer and Nagel **Noes:** None

5. President's Report

None

6. Fire Chief's Report

Happy with the Kensington Evacuation Research Project Final Report and all the positive work done.

Moved/Seconded: Vice President Padian/Director Dommer **Action:** Extended the meeting 10 minutes **Ayes:** President Stein, Director Dommer, Director Padian, Director Nagel **Noes:** None

7. Interim General Manager's Report

7.1. KPPCSD Lease

IGM Morris-Mayorga reported that legal counsel drafted the lease extension and it has been provided to Bill Lyndsay/IGM, KPPCSD.

8. Board Reports

None

9. Adjournment

Moved/Seconded: Vice President Padian/President Stein **Action:** Adjourned the meeting at 10:17pm **Ayes:** President Stein, Vice President Padian, Directors Dommer and Nagel **Noes:** None



KENSINGTON FIRE PROTECTION DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
MINUTES
Wednesday, May 27, 2020 3:15 – 5:15pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://us02web.zoom.us/j/88439811767> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

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

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

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88439811767>

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Webinar ID: 884 3981 1767

International numbers available: <https://us02web.zoom.us/j/88439811767>

1. CALL TO ORDER

President Stein called the meeting to order at 3:23pm. **Present:** Director Kosel, Vice President Padian and President Stein; Director Nagel (arrived late), and Director Dommer (arrived late).

2. Consideration of Approving an Agreement with RDC for a Board Workshop on the Public Safety Building Renovation Evaluation and Next Steps

Presentation and Discussion: Mary Morris-Mayorga, Interim General Manager reviewed the RDC Extra Service Order (ESR007) which is for the Public Safety Building Special Meeting presentation and any next steps the Boards directs at that meeting. The Board clarified that direction would be provided to the Interim General Manager who will in turn provide direction to the architect. **Public Comment:** The question was asked whether this meeting will be open to the public and answered affirmatively. **Moved/Seconded** (10:20):

President Stein Director Dommer **Action:** Approved ESR007 to allow RDC to convene the special workshop for the Board. **Ayes:** President Stein, Vice President Padian, Directors Dommer and Kosel **Noes:** None

3. Consideratio of Approving an Agreement with MV Associates for Temporary Finance Support

Presentation and Discussion: Mary Morris-Mayorga, Interim General Manager reviewed the proposal from MV Cheng & Associates for temporary accounting services. **Action:** Approved an agreement in an amount not-to-exceed \$15,000. **Moved/Seconded (31:00):** Director Kosel/Director Nagel **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel, and Nagel **Noes:** None

4. Consideration of Approving Payment to Regional Government Services for March

Presentation and Discussion: Mary Morris-Mayorga, Interim General Manager reviewed the table of RGS billings and services provided stating that all appear to be within the scope of services along with some she specifically cited that were outside of normal day-to-day operations. The Board discussed concerns over the service received and the high price paid for. **Moved/Seconded (23:31):** Vice President Padian/Director Dommer **Action:** Approved payment **Ayes:** President Stein, Vice President Padian, Director Dommer **Noes:** Directors Kosel and Nagel

5. Discussion of General Manager Recruitment with Brent Ives, BHI Management

Presentation and Discussion: Brent Ives with BHI Management presented the recruitment process. **Action:** No action

6. Adjournment

The meeting was adjourned at 5:13pm.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



July 1, 2020

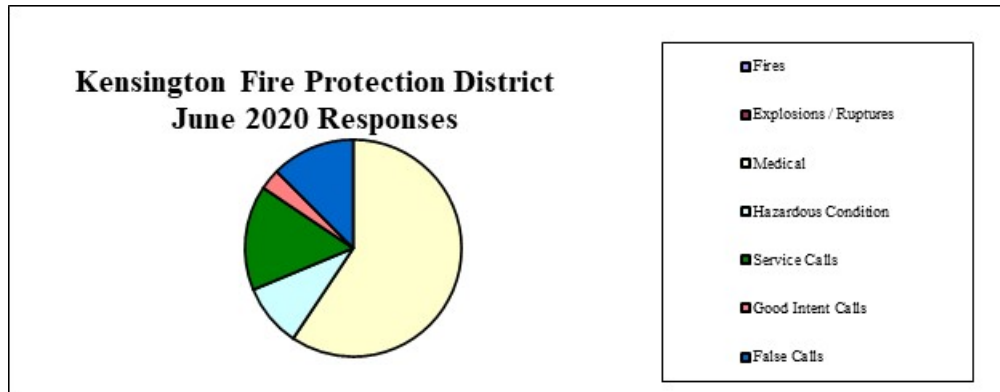
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Fire Chief
RE: **Incident Activity Reports for the Month of June 2020**

There were 32 incidents that occurred during the month of June in the community of Kensington. This is an increase of 1 call over the previous month. Please see the attached “Incident Log” for the dates and times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 65 responded to a total of calls in all districts, an increase of 6 calls from last month.

There was a slight increase in responses last month, one in the community and 6 outside mainly due to an increase in responses into the park for smoke checks and possible vegetation fires. There was one significant call on Edgcroft on June 26th when a hiker in the creek bed between Berkeley and Kensington slipped and fell off a small cliff into the creek bed. The location was approximately 300’ down from the street on a steep incline. The Fire Department was required to set up a rope rescue haul line to get firefighters to the victim to treat and package them up to be hauled back up to the street to be transported.

The chart below is broken down into NFIRS incident types. The following is a list of the response types, the number of responses for each type and the percentage of the total calls for each type for all the responses in the community of Kensington.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	19	59.38%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	3	9.38%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	15.63%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	1	3.13%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	4	12.50%
Totals		32	100.00%



Kensington Fire Protection District Response Log for June 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020054769	02-Jun-20 07:38:49	237 Yale AVE	Kensington	E165	321
2	0020054981	02-Jun-20 18:36:21	316 Vassar AVE	Kensington	E165	321
3	0020055138	03-Jun-20 04:59:42	259 Trinity AVE	Kensington	E165	321
4	0020055442	03-Jun-20 21:51:21	195 Highland BLVD	Kensington	E165	5000
5	0020056104	05-Jun-20 16:51:14	298 Lexington RD	Kensington	E165	321
6	0020056418	06-Jun-20 13:34:25	231 Stanford AVE	Kensington	E165	321
7	0020057312	08-Jun-20 11:27:21	11 Edgecroft RD	Kensington	E165	321
8	0020057419	08-Jun-20 15:50:32	297 Purdue AVE	Kensington	E165	321
9	0020057495	08-Jun-20 20:28:03	39 Norwood AVE	Kensington	E165	554
10	0020057509	08-Jun-20 21:06:49	264 Coventry RD	Kensington	E165	611
11	0020058910	12-Jun-20 10:41:35	312 Rugby AVE	Kensington	E165	743
12	0020059089	12-Jun-20 20:11:36	Canon DR	Kensington	E165	311
13	0020059209	13-Jun-20 08:48:06	220 Arlington AVE	Kensington	E165	321
14	0020059917	15-Jun-20 04:12:56	1645 Ocean View AVE	Kensington	E165	321
15	0020060204	15-Jun-20 20:47:03	39 Norwood AVE	Kensington	E165	321
16	0020060540	16-Jun-20 18:43:19	629 Beloit AVE	Kensington	E165	321
17	0020060752	17-Jun-20 12:24:49	260 Amherst AVE	Kensington	E172	554
18	0020061064	18-Jun-20 08:17:29	260 Amherst AVE	Kensington	E165	554
19	0020062398	21-Jun-20 19:16:05	15 Arlington LN	Kensington	E165	412
20	0020062719	22-Jun-20 14:55:02	205 Arlington AVE	Kensington	E172	5000
21	0020062810	22-Jun-20 18:15:07	8 Arlington CT	Kensington	E165	321
22	0020062926	23-Jun-20 02:15:07	205 Arlington AVE	Kensington	E165	321
23	0020062970	23-Jun-20 07:50:34	191 Highland BLVD	Kensington	E165	321
24	0020063106	23-Jun-20 15:09:44	303 Amherst AVE	Kensington	E165	400
25	0020063170	23-Jun-20 18:11:42	19 Kensington CT	Kensington	E165	400
26	0020063802	25-Jun-20 07:43:27	295 Purdue AVE	Kensington	E165	321
27	0020063992	25-Jun-20 18:50:28	9 Anson WAY	Kensington	E165	745
28	0020064319	26-Jun-20 18:34:50	67 Edgecroft RD	Kensington	E165	381
29	0020064544	27-Jun-20 09:49:30	90 Highland BLVD	Kensington	E165	744
30	0020064698	27-Jun-20 17:23:35	240 Kenyon AVE	Kensington	E165	743

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31	0020065532	29-Jun-20 18:22:59	1645 Ocean View AVE	Kensington	E165	321
32	0020065664	30-Jun-20 00:03:01	35 Rincon RD	Kensington	E165	321

* See Attached Table for Incident Type Explanations

Type Series

Description

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



TO: Board of Directors
Kensington Fire Protection District

DATE: July 8, 2020

RE: Monthly Financial Report - June 2020

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

Recommended Action

Staff recommends approval of the Monthly Financial Report for June 2020.

Background

At the June 10, 2020 Regular Meeting of the Board of Directors, the Board rejecting the monthly financial report for May 2020 citing a variety of questions and concerns. Since that meeting staff has had the opportunity to address many of those raised at that meeting: interest income, retiree health costs, and vehicle purchase. Transactions were recorded and/or reclassified as appropriate.

The June 2020 report includes the updates referenced above and research is being performed on any items that warrant review. As the final month of the fiscal year there will be additional reconciliation performed as part of preparing for the annual audit and final financial statements. Large adjustments are not anticipated at this point; however, with new staff and consultants this work will be completed over the next month.

Fiscal Impact

There is no fiscal impact.

Attachment: Monthly financial Report

Kensington Fire Protection District

Balance Sheet

As of June 30, 2020

07/02/20

Accrual Basis

	<u>Jun 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	31,722.24
General Fund	893,835.54
Special Tax Fund	10,152.74
Capital Fund	-6,512.96
Total Checking/Savings	<u>929,397.56</u>
Accounts Receivable	
Accounts Receivable - Year End	112,644.40
Accounts Receivable	-829.43
Advance on Taxes	2,291,215.96
Advance on Supplemental Taxes	60,682.81
Total Accounts Receivable	<u>2,463,713.74</u>
Other Current Assets	
E/C Salary Reimbursement Receiv	45,354.12
Deposits on Fixed Assets	220,000.00
Prepaid Services - EC	0.07
Prepaid CERBT - Retiree Trust	194,447.89
Investments	
Capital Replacement Funds	3,534,838.00
Fire Protect. Contract Reserves	3,032,487.51
E/C Contract Recon Reserves	381,526.97
Investments - Other	-604,172.40
Total Investments	<u>6,344,680.08</u>
Total Other Current Assets	<u>6,804,482.16</u>
Total Current Assets	<u>10,197,593.46</u>
Fixed Assets	
Land	5,800.00
Equipment	1,456,273.95
Accumulated Depreciation-Equip	-830,564.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,070,893.00
Current Capital Outlay	
B/C Command Vehicle	59,863.07
Firefighters Qtrs/Equip	105.00
Type III Engine	10,801.56
Total Current Capital Outlay	<u>70,769.63</u>
Total Fixed Assets	<u>2,022,967.69</u>
TOTAL ASSETS	<u><u>12,220,561.15</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	12.09
Due to Other - Issued by CCC	619,002.95
Accounts Payable	17,122.97
Total Accounts Payable	<u>636,138.01</u>

Kensington Fire Protection District

Balance Sheet

As of June 30, 2020

07/02/20

Accrual Basis

	<u>Jun 30, 20</u>
Other Current Liabilities	
Accrued Salary Reimb Income-EC	45,521.32
Wages & PR Taxes Payable	7,785.46
Deferred Inflow of Resources	6,911.00
Total Other Current Liabilities	<u>60,217.78</u>
Total Current Liabilities	696,355.79
Long Term Liabilities	
El Cerrito Reconciliation Liab.	256,999.97
CalPERS Settlement Payable	28,562.56
Total Long Term Liabilities	<u>285,562.53</u>
Total Liabilities	981,918.32
Equity	
Fund Equity - General	3,889,496.00
Fund Equity - Capital Projects	3,213,698.00
Fund Equity - Special Revenue	109,075.00
Fund Equity - Gen Fixed Asset	2,212,892.01
Fund Equity	774,640.58
Net Income	1,038,841.24
Total Equity	<u>11,238,642.83</u>
TOTAL LIABILITIES & EQUITY	<u><u>12,220,561.15</u></u>

Kensington Fire Protection District
Revenue & Expense Annual Budget vs. Actual YTD
 July 2019 through June 2020

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	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	4,424,270.06	4,263,164.00	161,106.06	103.8%
Special Taxes	200,652.50	200,450.00	202.50	100.1%
Other Tax Income	12,508.33	25,250.00	-12,741.67	49.5%
Lease Agreement	36,603.00	36,603.00	0.00	100.0%
Interest Income	110,192.65	120,000.00	-9,807.35	91.8%
Salary Reimbursement Agreement	22,760.68	34,000.00	-11,239.32	66.9%
Salary Reimb Agreement Recon(s)	399.96	400.00	-0.04	100.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	1,610.24	0.00	1,610.24	100.0%
Total Income	4,808,997.42	4,679,867.00	129,130.42	102.8%
Expense				
Staff				
Wages	50,474.48	33,278.00	17,196.48	151.7% ¹
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	5,327.47	5,327.00	0.47	100.0%
Vacation Wages	15,713.82	15,714.00	-0.18	100.0%
Medical/dental ins compensation	3,920.00	3,920.00	0.00	100.0%
Retirement Contribution	2,621.96	2,529.00	92.96	103.7%
Payroll Taxes	4,201.71	4,202.00	-0.29	100.0%
Workers Compensation/Life Ins	1,497.52	1,498.00	-0.48	100.0%
Payroll Processing	871.49	617.00	254.49	141.2%
Total Staff	85,628.45	68,085.00	17,543.45	125.8%
RETIREE MEDICAL BENEFITS				
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	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	0.00	0.00	0.00	0.0% ²
OUTSIDE PROFESSIONAL SERVICES				
Accounting	5,903.80	4,000.00	1,903.80	147.6% ³
Actuarial Valuation	2,900.00	2,900.00	0.00	100.0%
Audit	16,000.00	16,000.00	0.00	100.0%
Bank Fee	25.00			
Contra Costa County Expenses	2,982.16	37,630.00	-34,647.84	7.9% ⁴
El Cerrito Contract Fee	3,033,295.48	3,194,000.00	-160,704.52	95.0%
El Cerrito Reconciliation(s)	137,000.04	137,000.00	0.04	100.0%
IT Services and Equipment	1,517.87	15,100.00	-13,582.13	10.1%
Fire Abatement Contract	0.00	11,250.00	-11,250.00	0.0%
Fire Engineer Plan Review	1,234.16	2,000.00	-765.84	61.7%
RGS Contract	177,205.54	226,000.00	-48,794.46	78.4% ⁵
Grant Writer/Coordinator	0.00	0.00	0.00	0.0%
Risk Management Insurance	13,385.00	14,000.00	-615.00	95.6%
LAFCO Fees	2,548.19	2,550.00	-1.81	99.9%
Legal Fees	60,869.88	53,600.00	7,269.88	113.6%
Polygon Study	5,000.00	10,000.00	-5,000.00	50.0%
RFP Consultant	15,045.84	15,000.00	45.84	100.3%
Traffic Study	14,370.00	20,000.00	-5,630.00	71.9%
Professional Fees	2,260.00			
Water System Improvements	0.00	20,000.00	-20,000.00	0.0%
Website Development/Maintenance	1,151.74	2,520.00	-1,368.26	45.7%
Wildland Vegetation Mgmt	6,300.00	12,600.00	-6,300.00	50.0%
OUTSIDE PROFESSIONAL SERVICES - Other	24,600.00 ⁶			
Total OUTSIDE PROFESSIONAL SERVICES	3,523,594.70	3,796,150.00	-272,555.30	92.8%
COMMUNITY SERVICE ACTIVITIES				
Public Education	10,730.13	27,000.00	-16,269.87	39.7%
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00	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	3,500.00	-3,500.00	0.0%
Open Houses	1,125.25	1,800.00	-674.75	62.5%
Community Shredder	1,619.38	3,200.00	-1,580.62	50.6%
DFSC Matching Grants	0.00	24,000.00	-24,000.00	0.0%
Firesafe Planting Grants	0.00	3,000.00	-3,000.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	1,500.00	-1,500.00	0.0%

Kensington Fire Protection District
Revenue & Expense Annual Budget vs. Actual YTD
July 2019 through June 2020

Item 3.3

	Jul '19 - Jun 20	Budget	\$ Over Budget	% of Budget
Volunteer Appreciation	0.00	1,500.00	-1,500.00	0.0%
Community Center Contribution	0.00	35,000.00	-35,000.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	13,474.76	103,000.00	-89,525.24	13.1% 7
DISTRICT ACTIVITIES				
Professional Development	3,879.05	7,500.00	-3,620.95	51.7%
Office				
Office Expense	1,201.55	2,900.00	-1,698.45	41.4%
Office Supplies	1,545.42	2,800.00	-1,254.58	55.2%
Telephone	11,348.79	8,000.00	3,348.79	141.9%
Office- Other	623.16	100.00	523.16	623.2%
Office - Other	80.00			
Total Office	14,798.92	13,800.00	998.92	107.2%
Election	0.00	0.00	0.00	0.0%
Firefighter's Apparel & PPE	0.00	750.00	-750.00	0.0%
Firefighters' Expenses	31.14	5,000.00	-4,968.86	0.6%
Staff Appreciation	1,017.12	1,750.00	-732.88	58.1%
Memberships	9,327.00	11,000.00	-1,673.00	84.8%
Building Maintenance				
Needs Assess/Feasibility Study	50,124.41	115,000.00	-64,875.59	43.6%
Gardening service	650.00	2,000.00	-1,350.00	32.5%
Building alarm	1,615.81	800.00	815.81	202.0%
Medical Waste Disposal	4,758.50	8,000.00	-3,241.50	59.5%
Janitorial Service	1,365.00	1,500.00	-135.00	91.0%
Miscellaneous Maint.	16,200.62	17,000.00	-799.38	95.3%
Total Building Maintenance	74,714.34	144,300.00	-69,585.66	51.8%
Building Utilities/Service				
Gas and Electric	6,105.73	10,600.00	-4,494.27	57.6%
Water/Sewer	1,817.47	2,400.00	-582.53	75.7%
Total Building Utilities/Service	7,923.20	13,000.00	-5,076.80	60.9%
Total DISTRICT ACTIVITIES	111,690.77	197,100.00	-85,409.23	56.7%
Contingency				
General	0.00	0.00	0.00	0.0%
Contingency - Other	1,767.50	0.00	1,767.50	100.0%
Total Contingency	1,767.50	0.00	1,767.50	100.0%
Total Expense	3,736,156.18	4,164,335.00	-428,178.82	89.7%
Net Ordinary Income	1,072,841.24	515,532.00	557,309.24	208.1%
Other Income/Expense				
Other Income				
Transfers In - Capital	-2,621.54	0.00	-2,621.54	100.0%
Transfers In - General	23,510.99	0.00	23,510.99	100.0%
Total Other Income	20,889.45	0.00	20,889.45	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	23,510.99	0.00	23,510.99	100.0%
Transfers Out - Special	0.00	0.00	0.00	0.0%
Transfers Out - General	-2,621.54	0.00	-2,621.54	100.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	20,889.45	0.00	20,889.45	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,072,841.24	515,532.00	557,309.24	208.1%

Kensington Fire Protection District
Revenue & Expense Annual Budget vs. Actual YTD
July 2019 through June 2020

Item 3.3

1. New IGM, funds budgeted in remaining RGS contract
2. Corrected, CERBT Disbursement requested
3. Research
4. Research
5. Remaining funds being used for new IGM vs. contract
6. BHI, Morris-Mayorga, NerdCrossing
7. Research
8. Research, may require 2020-2021 budget amendment in final
9. Vehicle reclassified to asset
10. Research

TO: Auditor Controller of Contra Costa County:

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

**KENSINGTON FPD
TRANSMITTAL - APPROVAL
Invoices**

PY/CY:
BATCH #.:
DATE : 7/8/2020
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	City of El Cerrito	7/1/2020	July Fire Protection	7840	2328						\$293,181.22
50296	All-Ways Green Services	6/22/2020	Janitorial Services 2 x week	7840	2490				43772		\$105.00
50301	AT&T	6/5/2020	Telephone 6/5-7/4/2020	7840	2490				062020		\$1,046.38
50297	BHI Management Consulting	6/29/2020	Recruitment/placement of part-time General Man	7840	2490				020-17		\$5,400.00
	CCSDA	6/12/2020	Annual Membership Dues	7840	2490				2020-2021		\$100.00
	Comcast	6/22/2020	Internet Service 6/26/2020-7/25/2020	7840	2490				1315790720		\$154.87
50293	Digital Deployment	6/22/2020	Streamline Monthly Member Fee	7840	2490				105634		\$200.00
50302	EBMUD	6/8/2020	Monthly service	7840	2490				060820		\$122.02
	Fastrack	6/6/2020	Bridge Toll 1587176	7840	2490				T71200390832		\$6.00
	Google	6/30/2020	G Suite Monthly	7840	2490				3753849091		\$54.20
	Julie Stein	6/30/2020	Reimbursement-Zoom, printing	7840	2490				062020		\$90.00
	Kelaire	6/9/2020	Building Maintance - Filter Service	7840	2490				76766		\$378.37
	Mary Morris-Mayorga	6/30/2020	Reimbursement May/June-Zoom , printing	7840	2490				062020		\$167.76
50131	Meyers Nave	6/18/2020	Legal Counsel May 2020	7840	2490				2020050290		\$8,021.70
50291	NerdCrossing	7/1/2020	Laptop setup	7840	2490				7566		\$660.00
50304	PG&E	6/5/2020	Gas 5/6-6/4/20	7840	2490				052020		\$116.40
50150	VSP	6/20/2020	Retiree Vision July 2020	7840	2490				809672685		\$323.10

TOTAL **\$310,127.02**

Kensington FPD Approval

AGENDA BILL

Subject: Annual Fire Hazard Abatement

Initiated by: David Gibson, Fire Marshal
Damien Carrion, Fire Prevention Officer

BACKGROUND

The Fire Department is continuing its annual fire hazard abatement program. This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement. Ideally 100% of the property owners would do so. Experience in prior years suggests most will comply. Any property owners that do not comply will have the District do the work and place the costs on their tax bill.

ANALYSIS/DISCUSSION

The Fire Hazard Abatement process under the direction of the Fire Department should proceed according to Health and Safety Code Sections 14875 et seq which specify the following:

1. The El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined hazards that must be abated. Pursuant to these code sections, hazards are defined as weeds, rubbish, litter or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the boundaries of the District.
2. Notice was sent by mail that the Fire District has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to ordering the Fire Chief or his designee to perform abatement.
3. At the July 8, 2020 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the July 8, 2020 hearing, a second and final notice shall be sent to each property owner prior to abatement. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the Fire District shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.
5. Sometime between August 17, 2020 and October 5, 2020, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.

Item 4.1

6. After October 5, 2020, the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on October 14, 2020 the Board of Directors of the Fire District shall receive and consider the written staff report on abatement actions taken by the District and shall hear any objections from the property owners liable to be assessed for the abatement. The Board of Directors may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
8. After Board of Directors confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

FINANCIAL CONSIDERATIONS

The abatement program will be administered by Fire Department staff with minimum costs expended for printing and mailing. Abatement work will be completed by private contract labor as appropriate. Program costs will be recovered through the special assessment and lien process.

LEGAL CONSIDERATIONS

The Fire District's Attorney has reviewed and approved the process. The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to sections 15304 and 15308 or the CEQA Guidelines. Therefore, no further CEQA review is required.

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District authorize through the adoption of Resolution 20-09 the initiation of the abatement process by declaring weeds, rubbish, litter, and other flammable material on specific parcels of property within District boundaries as public nuisances, which must be abated.

Reviewed by: _____
David Gibson, Fire Marshal

ATTACHMENTS

Resolution 20-09
Exhibit A of Address's and APN #'s
Fire Hazard Letter from the Fire Marshal
Fire Marshal's Letter of Declared Fire Hazard
Fire Marshal's Correction Letter for Cleared Properties
Kensington Vegetation Management Standards
Kensington Vegetation Management Standards Checklist
Fire Hazard Abatement Inspection Form - Example

RESOLUTION 20-09

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

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

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

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

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

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

BE IT FURTHER RESOLVED that the notice shall state that a public hearing shall be held on October 14, 2020 at 7:00 p.m. during the Regular Meeting of the Board of Directors. At this hearing, the Board shall receive a written staff report on abatement actions and any objections shall be heard from the property owners identified in Exhibit A liable to be assessed for the abatement.

Page Two
Resolution 20-09
July 8, 2020

The foregoing resolution was duly and regularly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 8th Day of July 2020, by the following vote of the Board:

AYES:
NOES:
ABSENT:

Julie Stein, President

ATTEST:

Larry Nagel, Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530
(510) 215-4457 • FAX (510) 232-4917 • fpo@ci.el-cerrito.ca.us



May 27, 2020

Parcel Number: **«APN»**
Property Address: «Site_Address», «Site_City», «Site_State» «Site_Zip»
Property Owner: «OwnerTenant», «Legal_Property_Owner»
Property Owner's Address: «Mailing_Address», «Mailing_City», «Mailing_State»
 «Mailing_Zip»

Dear Kensington Property Owner:

We are approaching the season of our highest fire danger when the grass, weeds, brush, other vegetation and can become highly flammable. To reduce the fire danger on private property, the Fire Department has begun its annual Fire Hazard Reduction Program. We have inspected your property and found that it **does not comply** with the Vegetation Management Guidelines set forth in the Kensington Fire Protection District Vegetation Management Standards. You are being contacted now so that you may remove those fire hazard conditions found on your property.

Please find the enclosed copy of the Fire Hazard Reduction Inspection form for the property listed above, the Kensington Vegetation Management Guidelines which explains the requirements within the Community and a Fire Hazard Reduction Checklist. **Please read these enclosed documents carefully.** Your property is required to be brought into compliance no later than June 15, 2020 as the Fire Department shall begin re-inspections for properties not found to be following the Vegetation Management Guidelines. There is no need to contact us to inform us that your property has been brought into compliance as we will re-inspect all non-compliant properties found prior to the date of this letter. Once your property has been brought into compliance and has received a re-inspection, we will send you a follow up letter to inform you that your property is currently in compliance with the Vegetation Management Guidelines.

On July 8, 2020 at 7:00PM the Kensington Fire Protection District Board of Directors will hold a public hearing to declare those properties not in compliance with the Vegetation Management Guidelines as a public nuisance. You are required to bring your property into compliance prior to the public hearing or risk your property being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board of Directors at the July 8, 2020 public hearing to dispute your property being declared a public nuisance.

We ask that you please take immediate action to remove those fire hazard conditions found on your property and we thank you for your cooperation helping us make Kensington a more fire safe community.

Sincerely,

David R. Gibson

David R. Gibson, Fire Marshal



KENSINGTON FIRE PROTECTION DISTRICT Item 4.1

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

July 13, 2020

Parcel Number:
Property Address:
Property Owner:
Property Owner's Address:

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

On **July 8, 2020**, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the July 8, 2020 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and manner of ordinary municipal taxes.

You will not receive any further notices from the District prior to this removal. The District shall perform this removal either through its own staff or through private contract sometime between **August 17, 2020 and October 5, 2020**. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on **October 14, 2020 at 7:00 p.m.** At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing. Contact the Fire Department for the location of the meeting or go to the Kensington Fire Protection District website at <https://www.kensingtonfire.org/meetings> for meeting information.

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

David Gibson

David Gibson
Fire Marshal



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



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

Item 4.1

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

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

ZONE 1

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

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

ZONE 2

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

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

COMMENTS:

Inspected by	Inspection #	Date	Time
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EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530
(510) 215-4457 • FAX (510) 232-4917 • fpo@ci.el-cerrito.ca.us



June 30, 2020

Parcel Number: **«APN»**
Property Address: «Site_Address», «Site_City», «Site_State» «Site_Zip»
Property Owner: «OwnerTenant», «Legal_Property_Owner»
Property Owner's Address: «Mailing_Address», «Mailing_City», «Mailing_State»
 «Mailing_Zip»

Dear Kensington Property Owner:

A letter dated May 27, 2020 was sent to Kensington Property Owners stating that the Fire Department had begun its annual Fire Hazard Reduction Program to eliminate fire hazards in the community and that we had initially found that your property did not comply with the Vegetation Management Guidelines set forth in the Kensington Fire Protection District Vegetation Management Standards. We requested that property be brought into compliance by June 15, 2020 as we would begin re-inspections in the community.

We are pleased to inform you that we have completed re-inspection of your property and your property was found to now be in compliance with the Vegetation Management Guidelines set forth in the Kensington Fire Protection District Vegetation Management Standards. We very much appreciate your efforts in taking immediate action to bring your property into compliance and we thank you for helping us make Kensington a more fire safe community. Your property **shall be removed** from our list of properties that will be sent to the Kensington Fire Protection District Board of Directors on July 8, 2020 and there will be no further abatement action based on the initial inspection. There is no need or requirement for you to attend the Kensington Fire Protection District Board of Directors Public Hearing on July 8, 2020 at 7:00PM regarding the May 27, 2020 letter.

We ask that you continue your fire hazard reduction efforts and maintain your property in compliance with the Vegetation Management Guidelines set forth in the Kensington Fire Protection District Vegetation Management Standards as we move further into the fire season. Again, your efforts are very much appreciated by the Fire Department, Kensington Fire Protection District Board of Directors and the Community of Kensington for your cooperation in helping us make Kensington a more fire safe community.

With Appreciation,

David R. Gibson

David R. Gibson, Fire Marshal

EXHIBIT A**Item 4.1**

Kensington Fire Protection District
List of Real Property Constituting Public Nuisances

APN	Street Address
573-091-009-7	89 Kensington Road
573-092-004-7	98 Kensington Road
572-034-018-0	158 Lawson Road
572-231-010-8	18 Highgate Road
572-222-018-2	20 Jessen Court
571-300-022-1	1643 Oak View
571-170-037-6	533 Coventry Road
571-110-017-1	17 Beverley Court
571-190-010-9	657 Coventry Road
571-190-011-7	91 Stratford Road
571-190-013-3	83 Stratford Road
572-181-034-8	80 Norwood Avenue
572-130-015-9	21 Westminster Ave
572-122-006-8	128 Kenyon Ave
572-122-007-6	182 Kenyon Avenue
572-110-006-2	8 Kenyon Ave
570-072-006-2	247 Amherst Avenue
570-081-007-9	245 Yale Avenue
570-253-005-5	Beloit Avenue
570-253-004-8	Beloit Avenue
570-253-003-0	Beloit Avenue
570-253-002-2	Beloit Avenue
570-253-001-4	Beloit Avenue
570-251-020-6	Los Altos Drive
570-251-021-4	Los Altos Drive

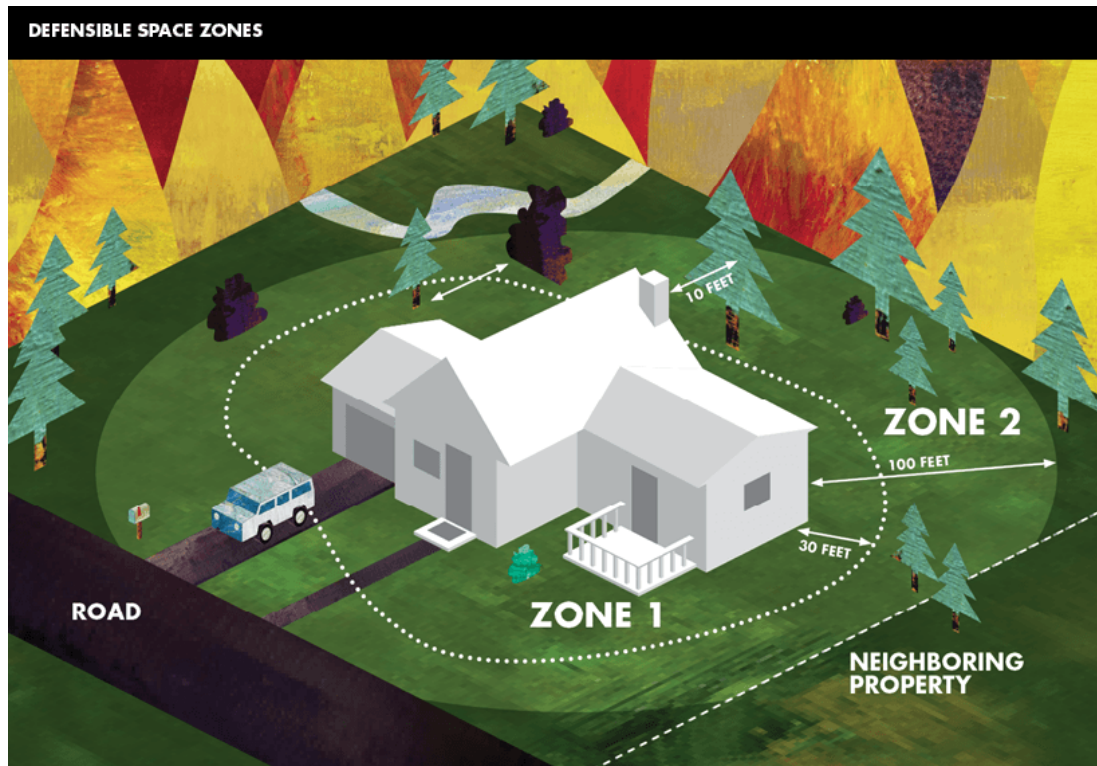
EXHIBIT A

Item 4.1

Kensington Fire Protection District
List of Real Property Constituting Public Nuisances

APN	Street Address
571-290-004-1	303 Berkeley Park Blvd.
571-280-016-7	403 Coventry Road
571-290-005-8	301 Berkeley Park Blvd.
571-211-011-2	1 Lenox Road
572-070-014-4	133 Purdue Avenue
572-070-013-6	131 Purdue Avenue
572-060-018-7	129 Purdue Avenue
572-050-013-0	99 Purdue Avenue
572-080-005-0	Garden Drive
570-161-009-8	Williamette Avenue
570-203-012-2	285 Colgate Avenue
570-092-003-5	242 Cambridge Avenue

Kensington Fire Protection District Fire Hazard Reduction Guidelines



Zone 1

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

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

Zone 2

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

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



Fire Hazard Reduction Checklist



Zone 1 Requirements

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

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

Zone 2 Requirements

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

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

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

Kensington Fire Protection District Fire Hazard Reduction Program

I. INTRODUCTION

A. Purpose of Vegetation Management Standards

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

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

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

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

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

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

II. FIRE HAZARD REDUCTION GUIDELINES

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

A. Hazard Zones

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

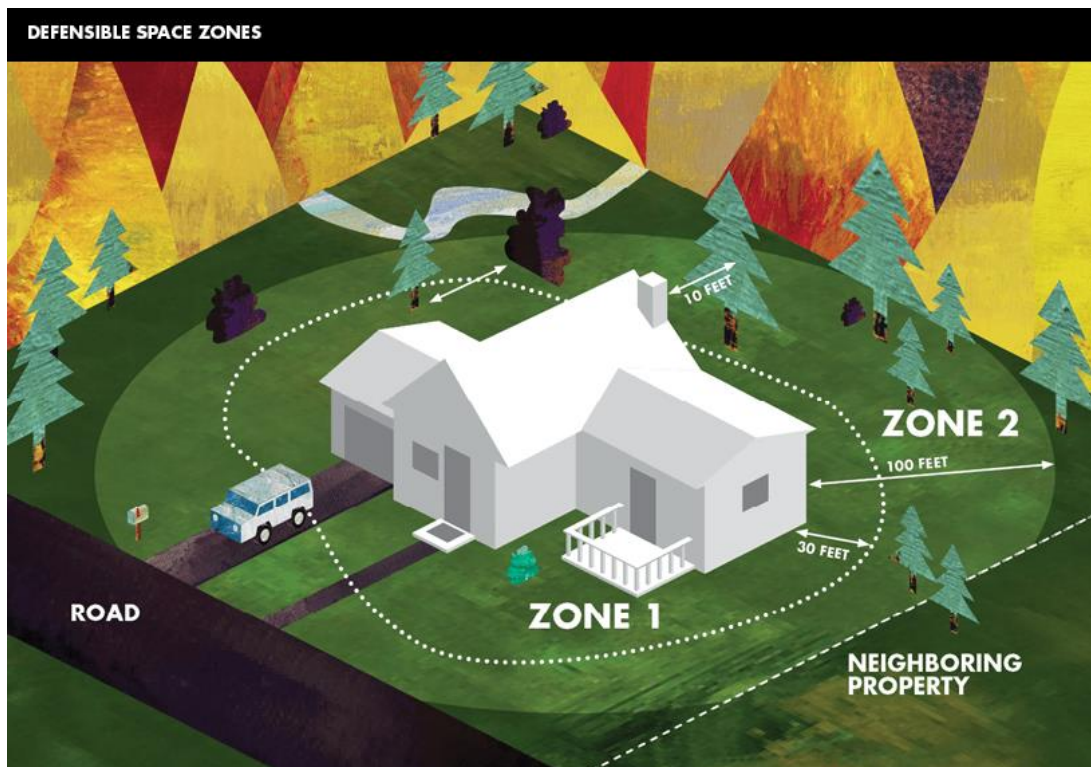
Page 2

B. Defensible Space

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

Defensible Space Zones

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

*Zone 1*

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

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

Zone 2

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

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

C. Additional Considerations for Vegetation Management

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

D. Planting Considerations

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

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

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

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

E. Structural Fire Safety

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

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

III. GLOSSARY OF TERMS

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

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

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

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

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

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

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

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



Fire Hazard Reduction Checklist



Zone 1 Requirements

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

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

Zone 2 Requirements

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

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

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

Invoice

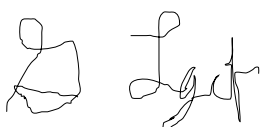


PO Box 1350
Carmel Valley, CA 93924

Date	Invoice #
5/31/2020	11087

Bill To:
Kensington Fire Protection District 217 Arlington Avenue Kensington, CA 94707

P.O. No.	Due Date	Inv Sent
	6/30/2020	6/19/2020

Date	Description	Amount
5/31/2020	Contract Services for May - please see attached Balance billed to date is \$189037 against an NTE of \$285,000 	15,366.75

	Total	\$15,366.75
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Kensington Fire Protection District
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Month: **May, 2020**

Advisor Name	Hours and Rates by Pay Period				Monthly Total Billed
	1st -15th		16th - EOM		
	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	
Shaghayegh S Amiri	34.00	\$ 95.00	13.00	\$ 95.00	\$ 4,465.00
Glenn Lazof	32.50	\$ 150.00	4.70	\$ 150.00	\$ 5,580.00
John Mercurio	18.25	\$ 105.00	2.50	\$ 105.00	\$ 2,178.75
Jolene R Miller	2.00	\$ 80.00	0.00	\$ -	\$ 160.00
Shahrzad Pantera	2.50	\$ 95.00	0.00	\$ -	\$ 237.50
Linda L Wong	13.00	\$ 95.00	15.90	\$ 95.00	\$ 2,745.50
Totals	102.25		36.10		\$ 15,366.75

Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES
 User Name Shailvina Pannu
 Report Run Date 06/03/2020

Date Range 05/01/2020 to 05/31/2020
 Department Group 3750 - Kensington Fire PD

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

Include Comments Yes
 Include signature message on PDF export No

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

AMIRI, SHAGHAYEGH S. (00843)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
05/01/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
Employee Comments: Emails, special meeting agenda prep, posting and special meeting attendance.									
05/04/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Emails & Posting									
05/06/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.500	0.000	0.000	6.500
Employee Comments: Board meeting, emails & minutes									
05/07/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
Employee Comments: Conference call, emails, agenda prep & minutes									
05/08/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Agenda prep, emails & posting									
05/09/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Emails & posting									
05/11/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Agenda, emails & posting									
05/12/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Emails & agenda prep									
05/13/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
Employee Comments: Board meeting & emails									
05/15/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: Posting & instructions for Mary									
05/18/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Minutes and GM desk manual update									
05/29/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Minutes backlog									
05/30/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Minutes backlog.									
05/31/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: Minutes backlog.									

Regular	47.000
Overtime	0.000
Double Time	0.000
Total Hours	47.000

LAZOF, GLENN (00033)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
05/01/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.700	0.000	0.000	5.700
Employee Comments: LAIF report, Special MTG less closed session, Meeting report: GM Authority. Invoice Approvals,									
05/04/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.800	0.000	0.000	1.800
Employee Comments: Redo Transmittal as approved, prep regular., Transition Preparations									
05/05/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.200	0.000	0.000	2.200
Employee Comments: Finance Committee, E-mail migration, voice and e-mail. Financials and Remittance. Staff report									
05/06/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.300	0.000	0.000	8.300
Employee Comments: Financials, Transmittal, and other reports for May 13 packet. Prep for weekly with Pres. 18 19 Navillier Salary Reconciliation, Request questions re RGS invoice from the Board.									
05/07/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.100	0.000	0.000	2.100
Employee Comments: Prep for MTG with Pres. & Mary Mayorga, IT, Maze engage update, Agenda Packet Instr. Review Finance Activities, March April PERS payment									
05/12/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.900	0.000	0.000	6.900
Employee Comments: E-mail to Mayorga re: Chain of command, Upcoming Bd meeting. And President re: Bill Lindsay, Salary Reconciliation. March 11 Transmittal Package to Board President, Transition prep: Transfer of e-mails, documents, PERS, AP, Task, Financial Issues lists, Invoice Approval, Board Meeting Procedure, Agenda Packet Posting, Status of Maze Support, Correspondence review and info for Linda and Mary, Meeting protocol, and Prep. SCO report									
05/13/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.400	0.000	0.000	5.400
Employee Comments: W-2 contact, Ph Conf, Mayorga, Board Meeting and Prep, Invoice Procedure Changes per new exec authority									
05/15/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.100	0.000	0.000	0.100
Employee Comments: Transition Communications									
05/18/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.300	0.000	0.000	1.300
Employee Comments: Confirm and direct remaining RGS tasks, Finance to do list, Respond to request to reissue checks.									
05/19/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.100	0.000	0.000	0.100
Employee Comments: Info for Backlog of Minutes									
05/20/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.800	0.000	0.000	0.800
Employee Comments: Direction and clarifications re: Minutes backlog, transmittal, correspondence with County Auditor,									
05/21/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.600	0.000	0.000	1.600
Employee Comments: Transmittal Transition. PERS Info, Docs for Trans to District, Desk Manual Update									
05/26/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.300	0.000	0.000	0.300
Employee Comments: Review copies of Final Documents, redirect invoice									
05/27/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.400	0.000	0.000	0.400
Employee Comments: Desk Manual Review									
05/29/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.200	0.000	0.000	0.200
Employee Comments: Desk Manual									

Regular	37.200
Overtime	0.000
Double Time	0.000
Total Hours	37.200

MERCURIO, JOHN (00851)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
05/04/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Read and respond to fire district and RGS emails, Phone call with Glenn Lazof, respond to electrical panel issue at fire station									
05/05/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.750	0.000	0.000	3.750
Employee Comments: Read and respond to fire district and RGS emails, review fire district voicemail, video conference on email migration, RGS finance team video conference									
05/06/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Employee Comments: Read and respond to fire district and RGS emails, monitor fire district voicemail, edit and proof two memos, phone call with Glenn Lazof									
05/07/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000
Employee Comments: Read and respond to fire district and RGS emails, check and respond to fire district emails, video conference with Julie, Mary and Glenn, write my portion of RGS board report, board agenda video conference									
05/08/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
Employee Comments: Read and respond to fire district and RGS emails, fire district voicemail monitoring, write meeting notes to Glenn, RGS board report edits									
05/11/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Read and respond to fire district and RGS emails									
05/12/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
Employee Comments: Read and respond to fire district and RGS emails, respond to fire district voicemails									
05/13/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Read and respond to fire district and RGS emails, check and respond to voicemail, phone call with Glenn Lazof									
05/14/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Read and respond to fire district and RGS emails									
05/19/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Read and respond to emails, review and revise desk manual									
05/26/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Read and respond to emails, copy files from RGS VPN to KFPD									
05/29/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: Read and respond to emails, revise desk manual									

Regular	20.750
Overtime	0.000
Double Time	0.000
Total Hours	20.750

MILLER, JOLENE R. (00698)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
05/04/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-	RGS	Regular	2.000	0.000	0.000	2.000

Finance

(Manual Entry)

Employee Comments: Spring FirePlug Newsletter drafted in publisher and edits with Julie

Regular	2.000
Overtime	0.000
Double Time	0.000
Total Hours	2.000

PANTERA, SHAHRZAD (00693)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
05/01/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500

Employee Comments: AP processing- working on transmittal

Regular	2.500
Overtime	0.000
Double Time	0.000
Total Hours	2.500

WONG, LINDA L. (00861)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
05/06/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.000	0.000	0.000	5.000

Employee Comments: QuickBooks entries, emails, prep financial reports for Agenda. Prep transmittal 2 for 5-13 meeting. DocuSign invoice for approval. Meeting with Glenn re. Agenda documents.

05/08/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
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Employee Comments: Respond to email regarding mail & payments received at office. Save attachments to KFPD computer. Send transmittal Excel file to County.

05/11/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: Analyze A/R for KPPCSD for invoice & journal entry prep. Analyze City of El Cerrito accounts for journal entry prep. Send info request emails to Katherine/KPPCSD & Carolina/County.

05/12/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
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Employee Comments: Emails regarding correspondence received

05/13/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
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Employee Comments: Process payables, research prior unpaid balances, create invoice for utility billing to PD, Mechanics Bank April bank reconciliation, build June transmittal, save scanned invoices to R drive June AP folder, view emails to AP, respond to emails, and review County Ledger.

05/20/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: Emails with Glenn & Mary regarding pending items, send follow-up emails to County and PD

05/21/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: Emails with Glenn & Mary, prep transmittal for DocuSign approval

05/22/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.400	0.000	0.000	0.400
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Employee Comments: Respond to emails regarding RossDrulis invoice and AP invoice download.

05/25/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: Email to Director Dommer to sign Transmittal. Email to vendor Deborah Russell regarding status of invoice payment. Check District computer for emails to AP and respond to several, download new invoices, update June 10 transmittal sheet. Setup Ring Meeting for Wednesday with Mary regarding creating DocuSign items for approval.

05/26/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Respond to emails. Prep transmittal for Special Meeting on 5/27. Prepare DocuSign for Julie's approval. Create DocuSign notes for Wednesday

meeting with Mary.

05/27/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: Online meeting with Mary to review processes for transmittals, AP invoices and using DocuSign for approval. Log in to District computer to check AP invoice emails and update AP files & transmittal. Send emails.

05/28/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500
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Employee Comments: Review status of AP invoices approved by Julie, send emails, create transmittal #2 for RGS invoice. Update 6/10 transmittal for invoices approved by Julie. Check emails on District computer. Download more AP invoices & warrant register. Enter Bills for 6/10 transmittal and Bill Payments for 5/1 transmittal in QuickBooks. Update 6/10 transmittal for more invoices.

Regular	28.900
Overtime	0.000
Double Time	0.000
Total Hours	28.900

Regular	138.350
Overtime	0.000
Double Time	0.000
Total Hours	138.350

Punch In Date	Employee	Punch Department	Regular	Employee Comments
5/1/2020	AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	6.00	Emails, special meeting agenda prep, posting and special meeting attendance.
5/1/2020	LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	5.70	LAIF report, Special MTG less closed session, Meeting report: GM Authority. Invoice Approvals,
5/1/2020	PANTERA, SHAHRZAD (00693)	3750-000 - Kensington Fire PD-Finance	2.50	AP processing- working on transmittal
5/4/2020	AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	1.00	Emails & Posting
5/4/2020	LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	1.80	Redo Transmittal as approved, prep regular., Transition Preparations
5/4/2020	MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	0.75	Read and respond to fire district and RGS emails, Phone call with Glenn Lazof, respond to electrical panel issue at fire station
5/4/2020	MILLER, JOLENE R. (00698)	3750-000 - Kensington Fire PD-Finance	2.00	Spring FirePlug Newsletter drafted in publisher and edits with Julie
5/5/2020	LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	2.20	Finance Committee, E-mail migration, voice and e-mail. Financials and Remittance. Staff report
5/5/2020	MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	3.75	Read and respond to fire district and RGS emails, review fire district voicemail, video conference on email migration, RGS finance team video conference
5/6/2020	AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	6.50	Board meeting, emails & minutes
5/6/2020	LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	8.30	Financials, Transmittal, and other reports for May 13 packet. Prep for weekly with Pres. 18 19 Naviellier Salary Reconciliation, Request questions re RGS invoice from the Board.
5/6/2020	MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	2.25	Read and respond to fire district and RGS emails, monitor fire district voicemail, edit and proof two memos, phone call with Glenn Lazof
5/6/2020	WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	5.00	QuickBooks entries, emails, prep financial reports for Agenda. Prep transmittal 2 for 5-13 meeting.
5/7/2020	AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	6.00	DocuSign invoice for approval. Meeting with Glenn re. Agenda documents.
				Conference call, emails, agenda prep & minutes

5/7/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	2.10	Prep for MTG with Pres. & Mary Mayorga, IT, Maze engage update, Agenda Packet Instr. Review Finance Activities, March April PERS payment
5/7/2020 MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	5.00	Read and respond to fire district and RGS emails, check and respond to fire district emails, video conference with Julie, Mary and Glenn, write my portion of RGS board report, board agenda video conference
5/8/2020 AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	5.00	Agenda prep, emails & posting Read and respond to fire district and RGS emails, fire district voicemail monitoring, write meeting notes to Glenn, RGS board report edits
5/8/2020 MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	1.50	Respond to email regarding mail & payments received at office. Save attachments to KFPD computer. Send transmittal Excel file to County.
5/8/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	1.00	transmittal Excel file to County.
5/9/2020 AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	2.00	Emails & posting
5/11/2020 AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	2.50	Agenda, emails & posting
5/11/2020 MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	0.25	Read and respond to fire district and RGS emails Analyze A/R for KPPCSD for invoice & journal entry prep. Analyze City of El Cerrito accounts for journal entry prep. Send info request emails to Katherine/KPPCSD & Carolina/County.
5/11/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	2.00	Katherine/KPPCSD & Carolina/County.
5/12/2020 AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	1.00	Emails & agenda prep
5/12/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	6.90	E-mail to Mayorga re: Chain of command, Upcoming Bd meeting. And President re: Bill Lindsay, Salary Reconciliation. March 11 Transmittal Package to Board President, Transition prep: Transfer of e-mails, documents, PERS, AP, Task, Financial Issues lists, Invoice Approval, Board Meeting Procedure, Agenda Packet Posting, Status of Maze Support, Correspondence review and info for Linda and Mary, Meeting protocol, and Prep. SCO report
5/12/2020 MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	2.50	Read and respond to fire district and RGS emails, respond to fire district voicemails

5/12/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	1.00	Emails regarding correspondence received
5/13/2020 AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	3.50	Board meeting & emails W-2 contact, Ph Conf, Mayorga, Board Meeting and Prep, Invoice Procedure Changes per new exec
5/13/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	5.40	authority Read and respond to fire district and RGS emails, check
5/13/2020 MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	2.00	and respond to voicemail, phone call with Glenn Lazof Process payables, research prior unpaid balances, create invoice for utility billing to PD, Mechanics Bank April bank reconciliation, build June transmittal, save scanned invoices to R drive June AP folder, view emails
5/13/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	4.00	to AP, respond to emails, and review County Ledger.
5/14/2020 MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	0.25	Read and respond to fire district and RGS emails
5/15/2020 AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	0.50	Posting & instructions for Mary
5/15/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	0.10	Transition Communications
5/18/2020 AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	1.00	Minutes and GM desk manual update Confirm and direct remaining RGS tasks, Finance to do
5/18/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	1.30	list, Respond to request to reissue checks.
5/19/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	0.10	Info for Backlog of Minutes Read and respond to emails, review and revise desk
5/19/2020 MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	0.75	manual Direction and clarifications re: Minutes backlog,
5/20/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	0.80	transmittal, correspondence with County Auditor, Emails with Glenn & Mary regarding pending items,
5/20/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	2.00	send follow-up emails to County and PD Transmittal Transition. PERS Info, Docs for Trans to
5/21/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	1.60	District, Desk Manual Update Emails with Glenn & Mary, prep transmittal for
5/21/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	2.00	DocuSign approval Respond to emails regarding RossDrulis invoice and AP
5/22/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	0.40	invoice download.

		<p>Email to Director Dommer to sign Transmittal. Email to vendor Deborah Russell regarding status of invoice payment. Check District computer for emails to AP and respond to several, download new invoices, update June 10 transmittal sheet. Setup Ring Meeting for Wednesday with Mary regarding creating DocuSign items for approval.</p>
5/25/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	3.50
5/26/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	0.30
		<p>Review copies of Final Documents, redirect invoice Read and respond to emails, copy files from RGS VPN to KFPD</p>
5/26/2020 MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	0.75
		<p>Respond to emails. Prep transmittal for Special Meeting on 5/27. Prepare DocuSign for Julie's approval. Create DocuSign notes for Wednesday meeting with Mary.</p>
5/26/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	1.50
5/27/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	0.40
		<p>Desk Manual Review</p> <p>Online meeting with Mary to review processes for transmittals, AP invoices and using DocuSign for approval. Log in to District computer to check AP invoice emails and update AP files & transmittal. Send emails.</p>
5/27/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	2.00
		<p>Review status of AP invoices approved by Julie, send emails, create transmittal #2 for RGS invoice. Update 6/10 transmittal for invoices approved by Julie. Check emails on District computer. Download more AP invoices & warrant register. Enter Bills for 6/10 transmittal and Bill Payments for 5/1 transmittal in QuickBooks. Update 6/10 transmittal for more invoices.</p>
5/28/2020 WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	4.50
5/29/2020 AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	4.00
5/29/2020 LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	0.20
5/29/2020 MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	1.00
5/30/2020 AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	4.00
5/31/2020 AMIRI, SHAGHAYEGH S. (00843)	3750-000 - Kensington Fire PD-Finance	4.00
		<p>Minutes backlog</p> <p>Desk Manual</p> <p>Read and respond to emails, revise desk manual</p> <p>Minutes backlog.</p> <p>Minutes backlog.</p>

Invoice

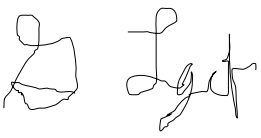


PO Box 1350
Carmel Valley, CA 93924

Date	Invoice #
6/30/2020	11088

Bill To:
Kensington Fire Protection District 217 Arlington Avenue Kensington, CA 94707

P.O. No.	Due Date	Inv Sent
	7/30/2020	6/19/2020

Date	Description	Amount
6/30/2020	Contract Services for June - please see attached Balance billed to date is \$190,398 against an NTE of \$285,000 	1,361.25

	Total	\$1,361.25
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Kensington Fire PD

Month: **June, 2020**

Hours and Rates by Pay Period					
	1st -15th		16th - EOM		Monthly
Advisor Name	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	Total Billed
Glenn Lazof	1.70	\$ 150.00	0.00	\$ 150.00	\$ 255.00
John Mercurio	3.75	\$ 105.00	0.00	\$ 105.00	\$ 393.75
Linda L Wong	7.50	\$ 95.00	0.00	\$ 95.00	\$ 712.50
Totals	12.95		0.00		\$ 1,361.25

Attendance - Time Card Detail

Company Name	REGIONAL GOVERNMENT SERVICES
User Name	Shailvina Pannu
Report Run Date	06/22/2020
Date Range	06/01/2020 to 06/23/2020
Department Group	3750 - Kensington Fire PD
Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions.	8
Include Comments	Yes
Include signature message on PDF export	No
Signature message	I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

LAZOF, GLENN (00033)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
06/02/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.700	0.000	0.000	0.700
Employee Comments: Desk Manual, Final Docs, Ph Conf with IGM									
06/03/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.400	0.000	0.000	0.400
Employee Comments: Edits to Desk Manual									
06/04/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.600	0.000	0.000	0.600
Employee Comments: PERS invoices									

Regular	1.700
Overtime	0.000
Double Time	0.000
Total Hours	1.700

Supervisor Signature _____ Employee Signature _____

MERCURIO, JOHN (00851)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
06/01/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.250	0.000	0.000	2.250
Employee Comments: Troubleshooting and copying KFPD files from RGS VPN									
06/02/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.250	0.000	0.000	1.250
Employee Comments: Read and respond to emails, complete process of transferring KFPD files from RGS VPN									
06/03/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.250	0.000	0.000	0.250
Employee Comments: Read and respond to emails									

Regular	3.750
Overtime	0.000
Double Time	0.000
Total Hours	3.750

Supervisor Signature _____ Employee Signature _____

WONG, LINDA L. (00861)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
06/01/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000

Employee Comments: Send more invoices to DocuSign. Email invoices to be signed by Dommer. Download more AP invoices from District email & send through DocuSign. Enter bills & Bill Payments in QuickBooks. Send 2 transmittals to County with invoice attachments. Complete April 2020 bank reconciliation, enter missing deposit, correct check nos. per bank statement. Correct City of El Cerrito contract for missing bill for February and apply bill payment for 12/30.

06/03/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: Prepare transmittals for June 10 Agenda. Prepare QuickBooks reports for Agenda (balance sheet & Revenue Expense statement). QuickBooks entries for Bills and Bill Pay. Send W-9 form to vendor. Send transitional email to Mary.

Regular	7.500
Overtime	0.000
Double Time	0.000
Total Hours	7.500

Supervisor Signature _____ Employee Signature _____

Regular	12.950
Overtime	0.000
Double Time	0.000
Total Hours	12.950

Punch In

Date	Employee	Punch Department	Regular	Employee Comments
6/2/2020	LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	0.70	Desk Manual, Final Docs, Ph Conf with IGM
6/3/2020	LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	0.40	Edits to Desk Manual
6/4/2020	LAZOF, GLENN (00033)	3750-000 - Kensington Fire PD-Finance	0.60	PERS invoices Prepare transmittals for June 10 Agenda. Prepare QuickBooks reports for Agenda (balance sheet & Revenue Expense statement). QuickBooks entries for Bills and Bill Pay. Send W-9 form to vendor. Send transitional email to
6/3/2020	WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	3.50	Mary.
6/3/2020	MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	0.25	Read and respond to emails
6/2/2020	MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	1.25	Read and respond to emails, complete process of transferring KFPD files from RGS VPN
				Send more invoices to DocuSign. Email invoices to be signed by Dommer. Download more AP invoices from District email & send through DocuSign. Enter bills & Bill Payments in QuickBooks. Send 2 transmittals to County with invoice attachments. Complete April 2020 bank reconciliation, enter missing deposit, correct check nos. per bank statement. Correct City of El Cerrito contract for
6/1/2020	WONG, LINDA L. (00861)	3750-000 - Kensington Fire PD-Finance	4.00	missing bill for February and apply bill payment for 12/30.
6/1/2020	MERCURIO, JOHN (00851)	3750-000 - Kensington Fire PD-Finance	2.25	Troubleshooting and copying KFPD files from RGS VPN



Kensington Fire Protection District

Application to Serve on the KFPD EMERGENCY PREPAREDNESS COMMITTEE

Name : Danielle Madugo Date : May 13, 2020
 (Please do not supply private contact information; this document is accessible to the public.)

I am a Kensington resident aged 18 or over

Areas of interest (check all that apply) :

- Evacuation preparation
 - Emergency notification (remote sensing/cameras, sirens, cell towers, radios, phones)
 - Path ownership, clearing, etc.
 Articulation with other agencies (County, Parks, FireSafe Councils, other towns)
 - Hazard mitigation (education about hazardous plants, house-hardening, etc.)
 - CERT training and network formation
 Development of FireSafe neighborhood designations
 - Public education about emergency preparedness and other topics
- Other: _____

Please explain your experience AND current efforts in your areas of interest :

I am a research and consulting geologist (unlicensed) specializing in earthquake geology, seismic hazard studies and assessment. I'm currently working as a visiting assistant project scientist at UCLA's Garrick Institute for Risk to help compile a new fault displacement database used for probabilistic fault hazard studies. I also work with Earth Consultants International doing fault and landslide hazard evaluations on a project basis.

If named to the Committee, what would be your goals and objectives for your first year?

- 1) Help create/give input towards response/evacuation plans for different hazards (EQ, fire, landslides, etc.)
- 2) Promote installing an emergency siren and/or fire camera in our community
- 3) Push for better cell coverage in Kensington to aid in receipt of emergency notifications
- 4) Use my GIS knowledge to create helpful materials, assessments and maps for Kensington residents
- 5) Use my earthquake geology background to inform the committee about what to expect in an earthquake on the Hayward fault, e.g., shaking, localization of surface rupture, shaking-induced landsliding, etc.
- 6) Re-energize my block CERT representatives and learn more about the program
- 7) Share my current household methods and strategies for emergency preparedness and evacuation and explore new ones to possibly implement at home and in the community (Pulsepoint, AC Alert/CC Alert, EQ prep supplies, etc.)

Thanks for your interest. Applications will be considered on a rolling basis. Committee size is limited.
 Please email your application to fire@kensingtonfire.org.



TO: Board of Directors
Kensington Fire Protection District

DATE: July 8, 2020

RE: **PROPOSED AMENDMENTS TO POLICY 130 PAY PERIODS SECOND READING AND APPROVAL**

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

Recommended Action

Staff recommends holding the second reading and adopting Resolution 20-10 amending Policy 130 - Pay Periods.

Background

District policies do not currently contain language for review of staff and the General Manager's timesheets. To support internal controls and incorporate timesheet approvals Policy 130 - Pay Periods contains proposed amendments recommended by staff, reviewed by legal counsel and the Finance Committee. The first reading was held at the Regular Meeting of the Board of Directors on June 10, 2020.

This item is now placed on the agenda to hold the second reading and request final approval.

Fiscal Impact

There is no fiscal impact.

Attachments: Policy 130 Amendment (redline)
Policy 130 Amendment (clean)
Resolution 20-10

**KENSINGTON FIRE PROTECTION DISTRICT
EMPLOYEE HANDBOOK**

POLICY TITLE: Pay Periods and Time Sheets
POLICY NUMBER: 130

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

130.20 Unless otherwise specified through individual employment agreements, all employees must complete timesheets bi-monthly. Timesheets must be completed and submitted on or before the last day of the pay period. Late submittal may delay payment of wages. All timesheets, except that of the General Manager shall be reviewed and approved by the General Manager prior to payroll processing. General Manager timesheets shall be submitted for payroll processing and to the Finance Committee for review. Any issues arising out of the General Manager's timesheets may be referred by the Finance Committee to the Board of Directors.

**KENSINGTON -FIRE PROTECTION DISTRICT
EMPLOYEE- HANDBOOK**

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

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

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

RESOLUTION 20-10

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AMENDING POLICY 130 PAY PERIODS

WHEREAS, the Board of Directors (“Board”) of the Kensington Fire Protection District (“District”) has established the Employee Handbook (“Handbook”) which sets employee policies; and

WHEREAS, the Board desires to incorporate internal controls pertaining to employee time reporting and approval by amending the Handbook; and

WHEREAS, the Board held a first reading of a proposed amendment to Section 130 Pay Periods of the District Handbook on June 10, 2020; and

WHEREAS, the Board now desires to hold a second reading and adopt an amendment to Section 130 as it pertains to employee time reporting and approval;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District hereby amends Policy 130 of Kensington Fire Protection District Employee Handbook as follows (additions in underline, deletions in strikethrough):

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

130.20 Unless otherwise specified through individual employment agreements, all employees must complete timesheets bi-monthly. Timesheets must be completed and submitted on or before the last day of the pay period. Late submittal may delay payment of wages. All timesheets, except that of the General Manager shall be reviewed and approved by the General Manager prior to payroll processing. General Manager timesheets shall be submitted for payroll processing and to the Finance Committee for review. Any issues arising out of the General Manager’s timesheets may be referred by the Finance Committee to the Board of Directors.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of July 2020 by the following vote of the Board.

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

Julie Stein, President

Larry Nagel, Secretary



TO: Board of Directors
Kensington Fire Protection District

DATE: July 8, 2020

RE: PROPOSED AMENDMENT TO POLICY 1150 BUDGET PREPARATION
AND REVIEW (FIRST READING)

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

Recommended Action

Staff recommends approval of proposed amendments to *Policy 1150 Budget Preparation and Review* and hold the first reading.

Background

As the District began development of the annual budget, staff identified a need for additional clarity within *Policy 1150 Budget Preparation and Review*. Proposed amendments to the policy are intended to bring the policy into compliance with the Health and Safety Code, allow budget continuation in the event a new budget is not adopted, state the level of budget control as well as methods of monitoring, and add consistency in terminology. Legal counsel has reviewed and provided assistance with those revisions.

Amendments to 1150.30 and 1150.40 allow flexibility in timing of preliminary budget and final budget adoption adding “no later than” in both. In accordance with the Code this inclusion would allow the Board to adopt the final budget in June without the need for an additional adoption in September if the Board so desired.

On May 22, 2020 an initial draft of the amendments were reviewed with the Finance Committee and additional updates do not change the substance of that review, they simply clarify further and include the language referenced in the preceding paragraph.

Fiscal Impact

There is no fiscal impact.

Attachments: Policy 1150 Budget Preparation and Review (redline and clean)

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Budget Preparation and Review
POLICY NUMBER: 1150

1150.10 On an annual basis, the General Manager shall draft a proposed annual budget. Such proposed annual budget shall be balanced.

1150.20 Prior to review by the Board of Directors, the General Manager shall present the proposed annual budget to the Board's Finance Committee for review and amendment.

1150.30 The General Manager shall present the proposed preliminary annual budget, as reviewed and amended by the Finance Committee, to the Board for review and amendment no later than the Board's regular meeting in June, or as otherwise scheduled by resolution of the Board.

1150.40 The proposed final annual budget, as reviewed and amended by the Board, shall be adopted no later than the Board's regular meeting in September, or as otherwise scheduled by resolution of the Board.

1150.50 In the event an annual budget is not adopted prior to the start of the fiscal year, the budget last approved by the Board shall remain in effect until such annual budget is adopted.

1150.60 Budget control is maintained at the operational level. The General Manager is authorized to transfer budgeted amounts so long as District expenditures remain within the adopted budget, or as amended by the Board. Budget modifications that increase or decrease the overall annual budget must be approved by the Board.

1150.60 The Board shall review budget performance on a semi-annual basis.

1150.70 The General Manager shall develop administrative procedures that are consistent with the Board's policies, and devise and maintain systems of budgetary control. Such controls may include, but are not limited to:

1. Monthly financial reports to the Board of Directors.
2. Evaluation and reporting of budget variances.
3. Budget amendments for Board approval, as required.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Budget Preparation and Review
POLICY NUMBER: 1150

1150.10 ~~On an annual basis, An annual~~ the General Manager shall draft a proposed annual budget ~~proposal shall be drafted by the Manager. Such proposed annual~~ The budget will be balanced.

1150.20 Prior to review by the Board of Directors, the General Manager shall present the proposed annual budget to the Board's Finance Committee for review and amendment. ~~shall meet with the Manager and review his/her annual budget proposal.~~

1150.30 The General Manager shall present the proposed preliminary annual budget, as reviewed and amended by the Finance Committee, ~~shall be to the reviewed by the~~ Board for review and amendment no later than at its the Board's regular meeting in June, or as otherwise scheduled by resolution of the Board. ~~The legal level of budgetary control is at the operating level; District expenditures will be within the total approved and/or adopted budget unless amended.~~

1150.40 The proposed final annual budget, as reviewed and amended by the Board, ~~during its review~~ shall be adopted no later than at its the Board's regular meeting in September, or as otherwise scheduled by resolution of the Board.

1150.50 In the event an annual budget is not adopted prior to the start of the fiscal year, the budget last approved by the Board shall remain in effect until such annual budget is adopted.

1150.60 Budget control is maintained at the operational level. The General Manager is authorized to transfer budgeted amounts so long as District expenditures remain within the adopted budget, or as amended by the Board. Budget modifications that increase or decrease the overall annual budget must be approved by the Board.

1150.650 The Board ~~of Directors~~ shall review budget performance on a semi-annual basis.

1150.760 The General Manager will ~~shall~~ develop administrative procedures that are consistent with the Board's policies, and devise and maintain systems of budgetary control. Such controls may, ~~including,~~ but are not limited to:

1. Monthly financial reports to the Board of Directors.
2. Evaluation and reporting of budget variances.
3. Budget amendments for Board approval, as required.



TO: Board of Directors
Kensington Fire Protection District

DATE: July 8, 2020

RE: FINAL PAYMENT FOR FIRE APPARATUS, PURCHASE APPROVED IN
SEPTEMBER 2018

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

Recommended Action

Staff recommends approval of the final payment for the fire apparatus in the amount of \$360,000.

Background

In September 2018 the Board of Directors adopted Resolution 18-08 Authorizing Purchase of a 1,500 gpm Type III Fire Apparatus with a Pre-Purchase of the Cab and Chassis from Hi-Tech Emergency Vehicle Services. After delays created by COVID-19 along with tariff wars last year delivery is finally expected by the end of July or first week of August.

Fiscal Impact

Funds for this payment are contained within the capital replacement funds.



TO: Board of Directors
Kensington Fire Protection District

DATE: July 8, 2020

RE: SALE OR SURPLUS OF REPLACED FIRE APPARATUS

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

Recommended Action

Staff recommends the Board authorize staff to sell or surplus the replaced fire apparatus.

Background

With pending delivery of the fire apparatus, the old apparatus will be ready to sell or surplus. Staff will seek the most cost-effective option.

Fiscal Impact

Funds received from sale or surplus will be deposited into the capital replacement fund.



TO: Board of Directors
Kensington Fire Protection District

DATE: July 8, 2020

RE: Public Safety Building County Evaluation Estimated Cost

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

Recommended Action

Staff recommends approval of RDC Architecture's estimated cost for County evaluation of the Public Safety Building Renovation.

Background

At the Special Meeting of the Board of Directors held on June 3, 2020, the Board authorized the Interim General Manager to seek County evaluation of the Public Safety Building Renovation Option B. KFPD is working with RossDrulisCusenbery Architecture on this effort in coordination with KPPCSD.

At the June 10, 2020 Regular Meeting of the Board of Directors, the Board authorized the Interim General Manager to devise cost-sharing arrangements with KPPCSD for the potential renovation and report back to the Board. KFPD has established an agreement with RDC via Extra Service Request (ESR007) approved by the Board of Directors on May 27, 2020 and understands RDC is in the process of establishing a similar agreement with KPPCSD.

RDC has now provided an estimate of the County evaluation in the amount of \$27,426 which will be shared 50/50 between KFPD and KPPCSD. While RDC is working on approval of the RDC agreement in order to proceed with the County, the KFPD Board authorized the Interim General Manager to pay all costs and invoice KPPCSD for 50% if that agreement is not approved in early July in order to avoid a project delay. RDC plans to set up meetings with the County in the near future and will keep KFPD apprised on the status of their agreement with KPPCSD.

Fiscal Impact

Capital project reserves contain funds for this effort.

Attachment: ESR007 Cost Estimate

Firm:

RossDrulisCusenbery Architecture Inc

Discipline:

Architect & Structural Engineer

Reference Documents ASK XXX Revision Drawings

Date 6/30/20

Documents to Issued Under ASI XX

Summary of Architectural Fees and Exclusions

Total Estimated Amount: \$ 27,426

CODE RESEARCH					
1	Code research, occupancy analysis, decision matrix and preparation for initial meetings with Contra Costa County regarding Alquist Priolo (seismic) legislation-related development restrictions and ADA accessibility requirements. Coordination with Structural Engineer (IDA).	Principal	245	4	\$ 980
2		Project Manager	195	8	\$ 1,560
3		SR Architect	178	0	\$ -
4		Architect	167	24	\$ 4,008
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter	100	0	\$ -
8		IDA Principal	235	4	\$ 940
9		IDA Engineer	200	12	\$ 2,400
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
Subtotal RDC Scope					\$ 9,888

MEETINGS -- SEISMIC					
1	Two online meetings (assumes 2 hours per meeting) with Contra Costa County building official to review the structural engineering limitations on the conceptual design proposal regarding Alquist Priolo (seismic) legislation-related development restrictions. Includes initial meeting and followup meeting.	Principal	245	4	\$ 980
2		Project Manager	195	4	\$ 780
3		SR Architect	178	0	\$ -
4		Architect	167	4	\$ 668
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter (Documentation)	100	0	\$ -
8		IDA Principal	235	0	\$ -
9		IDA Engineer	200	4	\$ 800
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
Subtotal					\$ 3,228

MEETING FOLLOW-UP -- SEISMIC					
1	Preparation of meeting reports for structural engineering meetings. Revise plans and documentation as needed for second meeting.	Principal	245	1	\$ 245
2		Project Manager	195	8	\$ 1,560
3		SR Architect	178	0	\$ -
4		Architect	167	8	\$ 1,336
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter (Documentation)	100	0	\$ -
8		IDA Principal	235	2	\$ 470
9		IDA Engineer	200	8	\$ 1,600
10	Describe Material Costs:				

11	Describe Travel Expenses:				\$ -
				Subtotal	\$ 5,211

MEETINGS -- ACCESSIBILITY					
1	Two online meetings (assumes two hours per meeting) with Contra Costa County building official to review the accessibility limitations on the conceptual design proposal. Includes intial meeting and followup meeting.	Principal	245	4	\$ 980
2		Project Manager	195	4	\$ 780
3		SR Architect	178	0	\$ -
4		Architect	167	0	\$ -
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter (Documentation)	100	0	\$ -
8		IDA Principal	235	0	\$ -
9		IDA Engineer	200	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
				Subtotal	\$ 1,760

MEETING FOLLOW-UP -- ACCESSIBILITY					
1	Preparation of meeting reports for accessibility meetings. Revise plans and documentation as needed for second meeting.	Principal	245	1	\$ 245
2		Project Manager	195	8	\$ 1,560
3		SR Architect	178	0	\$ -
4		Architect	167	8	\$ 1,336
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter (Documentation)	100	0	\$ -
8		IDA Principal	235	0	\$ -
9		IDA Engineer	200	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
				Subtotal	\$ 3,141

SUMMARY DOCUMENTATION					
1	General summary documentation and brief analysis report letter for KFD and KPD. (RDC with RDC Structural Engineering Consultant support).	Principal	245	1	\$ 245
2		Project Manager	195	4	\$ 780
3		SR Architect	178	0	\$ -
4		Architect	167	4	\$ 668
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter (Documentation)	100	0	\$ -
8		IDA Principal	235	1	\$ 235
9		IDA Engineer	200	4	\$ 800
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
				Subtotal	\$ 2,728

PRESENTATION					
1	Attend online Board meetings (assume 3 max.).	Principal	245	6	\$ 1,470
2		Project Manager	195	0	\$ -
3		SR Architect	178	0	\$ -
4		Architect	167	0	\$ -

5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter (Documentation)	100	0	\$ -
8		IDA Principal	235	0	\$ -
9		IDA Engineer	200	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				
				Subtotal	\$ 1,470

1	TOTALS	Principal	245	21	\$ 5,145
2		Project Manager	195	36	\$ 7,020
3		SR Architect	178	0	\$ -
4		Architect	167	48	\$ 8,016
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter (Documentation)	100	0	\$ -
8		IDA Principal	235	7	\$ 1,645
9		IDA Engineer	200	28	\$ 5,600
10	Describe Material Costs:				
11	Describe Travel Expenses:				
				TOTAL	\$ 27,426

EXCLUSIONS:

- 1 Cost estimating
- 2 Engineering services beyond the limited structural engineering scope of work described in this ESR
- 3 Detailed site survey or as-built drawings
- 4 Geotechnical analysis and report.
- 5 Seismic analysis
- 6 Meetings beyond those described above.
- 7 Public presentations.
- 8 Reproduction costs of documents.

Fire Chief Lewis Broschard
Contra Cost County Fire Protection District
4005 port Chicago Highway, Suite 250
Concord, CA 94520-1180

Alert Wildfire
Dr. Graham M. Kent, Nevada Seismological Laboratory
1664 N. Virginia St.
University of Nevada
Reno, Nevada 89557

Chief Broschard, Dr. Kent:

Kensington Fire Protection District (KFPD) is the primary agency responsible for the protection of Kensington from fire, particularly wildfires emanating from the heavily vegetated Wildcat Canyon immediately to our east. We are heartened that Alert Wildfire has added a second camera on Vollmer Peak to allow more detailed monitoring of the East Bay parklands. Thank you for listening to our concerns and suggestions in this regard.

We understand that the focus area of each camera can be controlled by CCCFPD and CalFire. We are asking for your support in making sure that the new fire camera installed on Vollmer Peak (<http://www.alertwildfire.org/southeastbay/index.html?camera=Axis-Vollmer>) monitors Wildcat Canyon during Diablo wind events. The Canyon has large stands of highly flammable eucalyptus which will burn extremely hot and send embers many miles during Diablo wind conditions. Of particular concern would be a fire started by an arsonist in Wildcat Canyon late in the night during a Diablo wind event or by a discarded cigarette or park picnickers carelessly leaving hot coals behind.

To have any realistic hope of containing a fire emanating from the Canyon during a Diablo wind event, firefighters would need to be mobilized within minutes of ignition. In addition, evacuations from the Berkeley Hills would need to start immediately because the narrow, congested streets will greatly impede traffic. Recent, informal surveys of Wildcat Canyon by experts from ALERTWildfire and by U. of California Agriculture Extension indicated it would only take about 15 minutes for a fire starting at Wildcat creek to begin engulfing parts of eastern Kensington, El Cerrito, and Berkeley during a Diablo wind event. Once a firestorm enters these densely populated residential areas it could easily jump from house to house given the small distances between homes.

In short, it is critical that firefighters and those in charge of evacuation get the earliest possible notification of a fire in Wildcat or Tilden during a Diablo wind event. The cameras on Vollmer could provide that advanced notice. With this in mind, we request that you work with the appropriate authorities to ensure that one of the two Vollmer ALERTWildfire cameras monitor Wildcat Canyon during strong Diablo winds. If this is done, the KFPD is willing to organize a neighborhood watch to help monitor the Canyon during these high risk events. Citizen involvement of this

nature has been successfully implemented in Orange County and we look forward to working with you on how best to set up such a program here.

Sincerely,

Julie Stein, President
Kensington Fire Protection Board

Cc: John Gioia, CCC Supervisor.
Susan Wengraf, Deputy Mayor, Berkeley
Sue Duncan, Make El Cerrito Fire Safe
Michael Pigoni, Chief, KFPD
Aileen Theile, Chief, EBRPD Fire Department
Elizabeth Eichols, Director, Ward 1, EBRPD



TO: Board of Directors
Kensington Fire Protection District

DATE: July 8, 2020

RE: Presentation by ZoneHaven on Proposed Evacuation Tool
Subscription Service

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

Recommended Action

Receive presentation by ZoneHaven and consider whether to approve an annual evacuation tool subscription.

Background

In 2019 the Board of Directors approved the Polygon Project for road network data collection and zone mapping; \$5,000 was paid to ZoneHaven on that project. KFPD received a request from Joe Grupalo, Battalion Chief, to consider a ZoneHaven Evacuation Tool subscription. Several Counties have entered into an agreement for this: San Mateo (<https://youtu.be/P3pXJ9NKEfc>) and Santa Clara, others are considering.

In order to provide the Board of Directors with information on the subscription benefit(s) and cost as well as the opportunity to ask questions, ZoneHaven will provide a presentation.

Fiscal Impact

While Contra Costa County has been awarded grant funding for cities and towns in the County there is no information on availability or guarantee of funds for Kensington; this information may not be known until 2021. This annual subscription is not currently budgeted.

Attachments: ZoneHaven Presentation



EVACUATION ALERT PROCESS

Diablo Wind Driven Wildfire – Kennedy Grove Regional Park, El Sobrante

What We Know

- **Extreme Fire Hazard Zone**
- **Diablo Wind Weather Event**
- **Road Network Challenges**



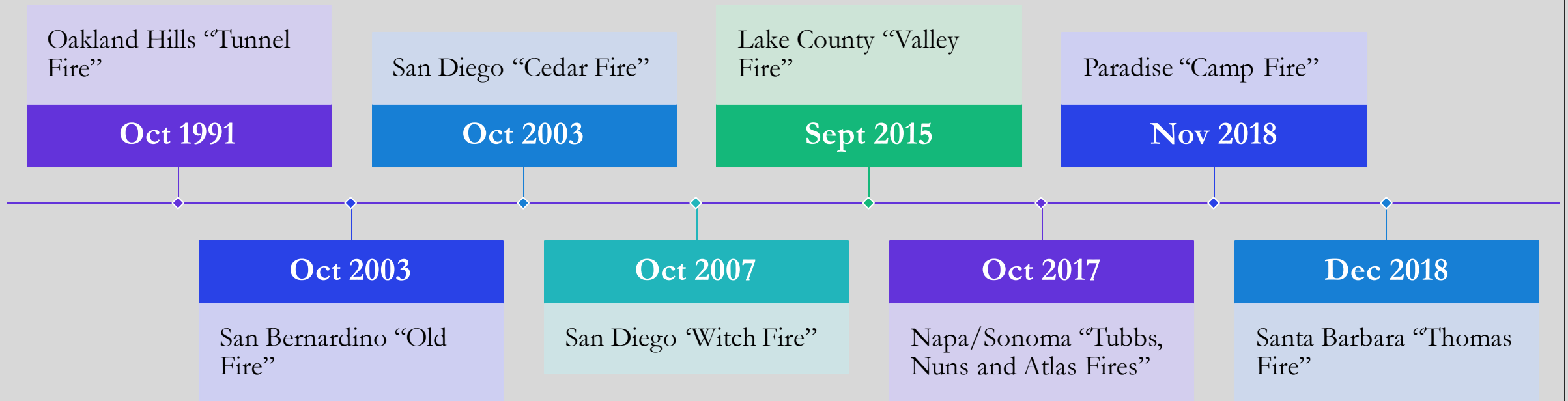
1991 Oakland Hills “Tunnel Fire” - Road Network Challenges

What is a
"Diablo Wind"?

Sept-Oct-Nov



- In Top 10 - Most Destructive California Wildfires **** All Wind Driven Fires ****





Building high pressure will result in gusty north to east wind

developing today and persisting into Wednesday. Combined with warming temperatures and lowering humidity, this will lead to critical fire weather conditions across portions of Interior

Northern California. Cooler Thursday with wetter weather returning Friday.

CAZ218-240100-
Carquinez Strait and Delta-
330 AM PDT Mon Sep 23 2019

...RED FLAG WARNING IN
EFFECT FROM 1 PM THIS
AFTERNOON TO 11 AM
PDT WEDNESDAY...



**NATIONAL
WEATHER
SERVICE**

**ALERT
ACTIVATED**



.TODAY...
*
Sky/Weather.....Sunny.
Locally breezy.
* Max Temperature.....88-
93.
* 24 HR
Trend.....Little
change.
* Min
Humidity.....14-21
percent.
* 24 HR
Trend.....Little
change.
* 20-Foot
Winds.....Northwest
winds up to 13 mph. Local
gusts
to 25 mph.
* LAL.....1.
* CWR.....0
percent.

NATIONAL
WEATHER
SERVICE

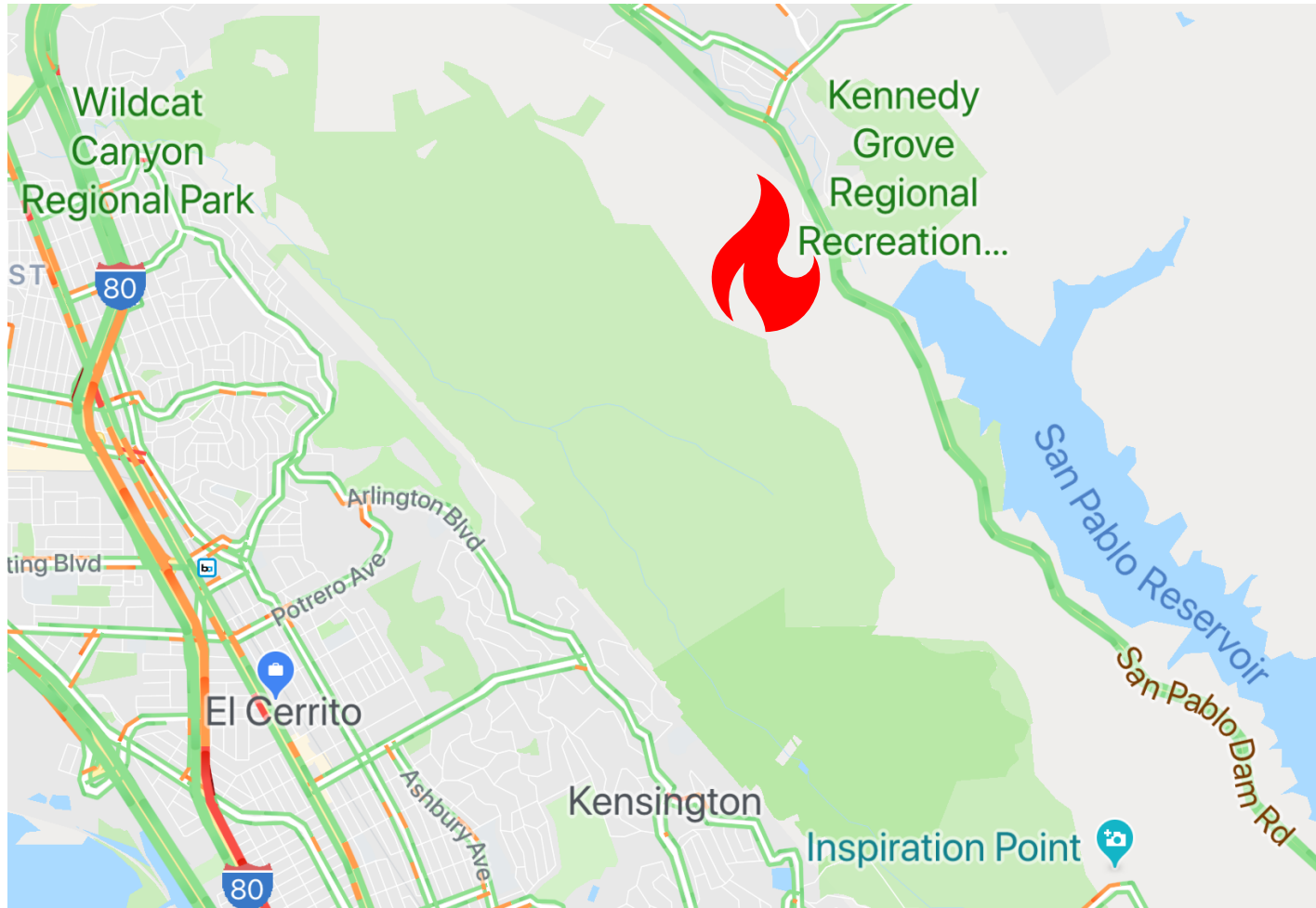
RELATIVE
HUMIDITY

WIND SPEEDS

What does a Diablo Wind look like?



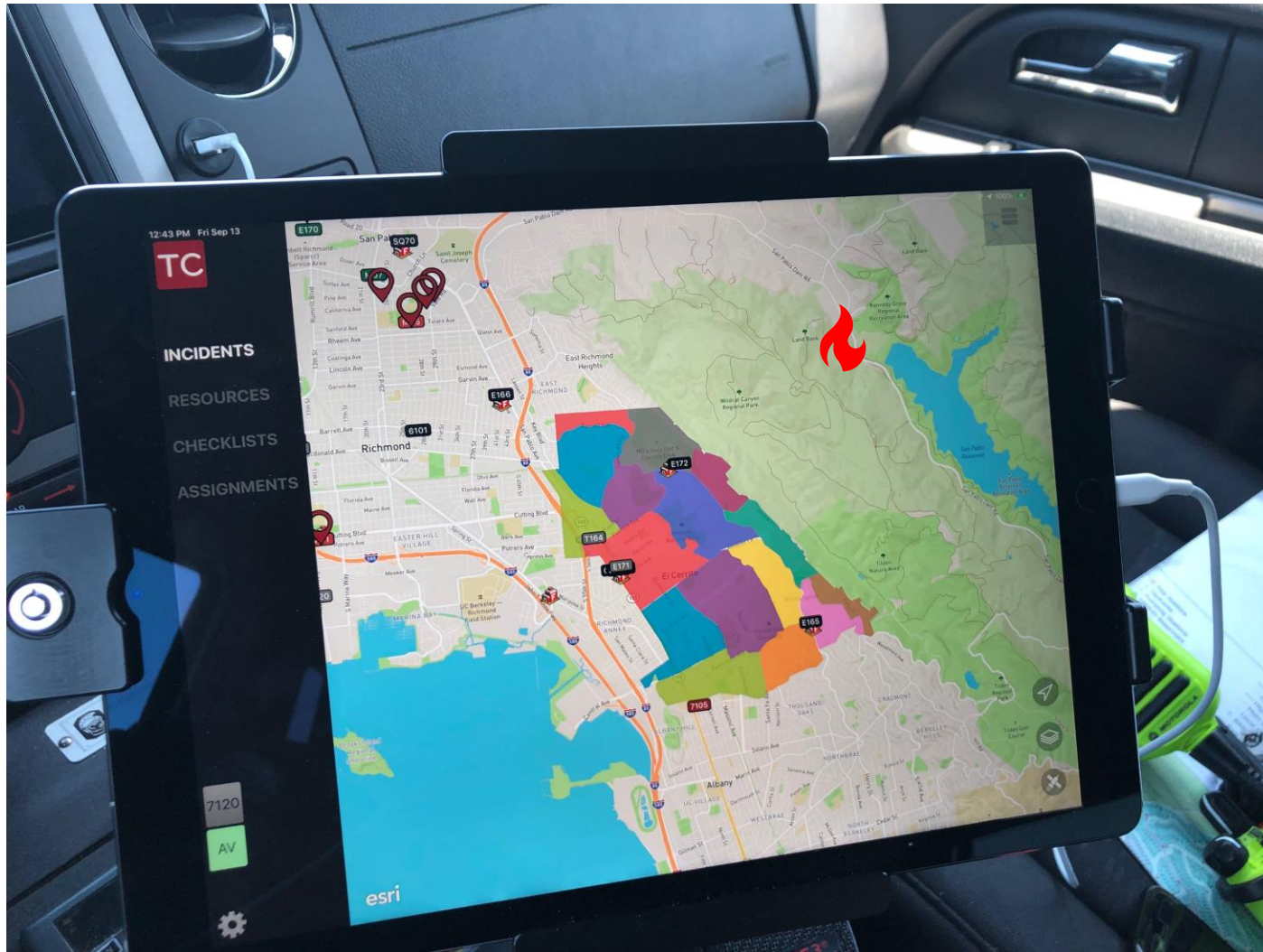
Relative Humidity: 14%
Temperature: 93 F
Offshore Wind: 25 mph
(Blowing towards the SF Bay)



IGNITION START

**SCENARIO:
KENNEDY GROVE
REGIONAL PARK**

4PM



FIRST ON-SCENE "IC"

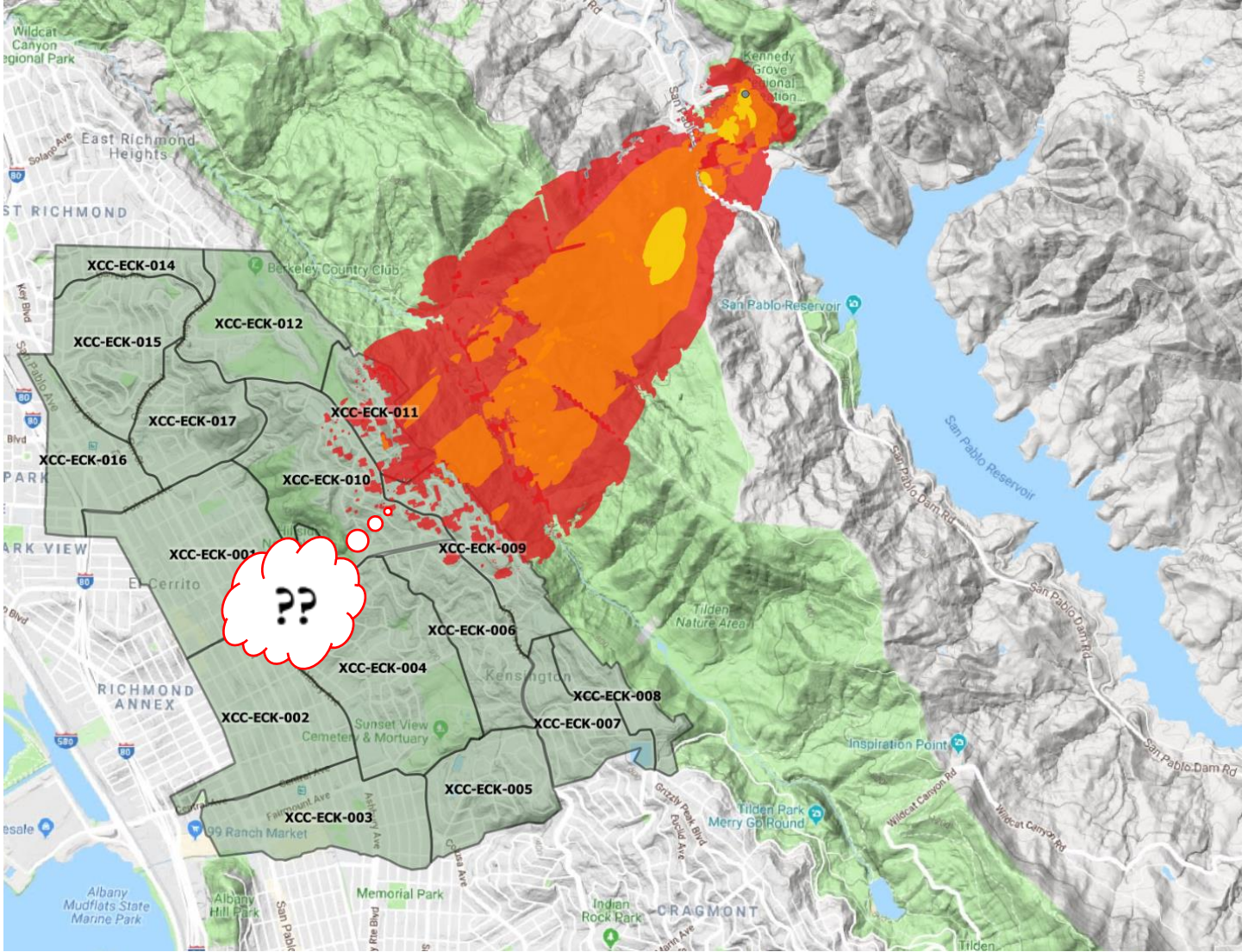
CONFIRMS FIRE

**RECOGNIZES
LIFE SAFETY THREAT**

REQUESTS EVACUATIONS

(IMMEDIATE & ADVISORY)

Yellow = 1 hr. Orange = 3 hr. Red = 5 hr.



EVACUATION REQUEST

IMMEDIATE
ZONES 9 & 11

ADVISORY
ZONES 8 & 10

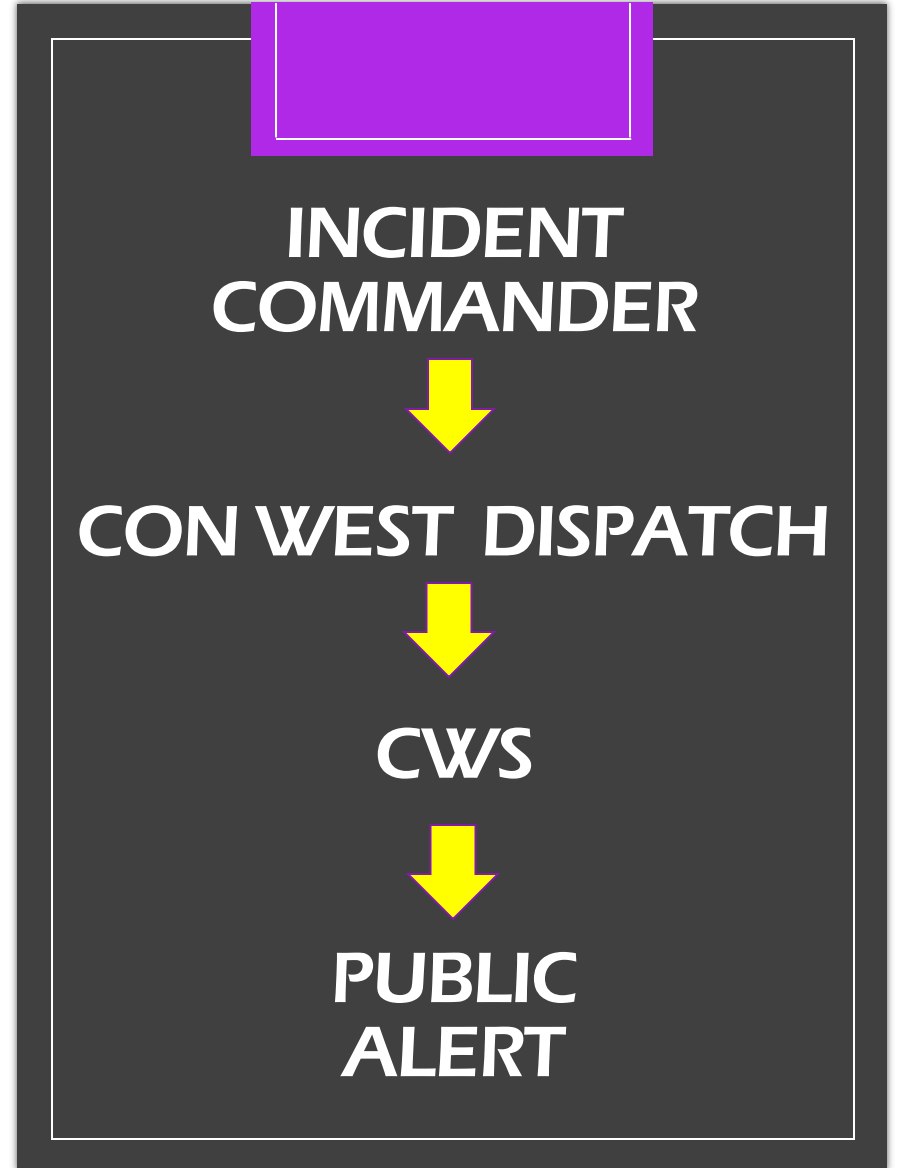
THERE IS NO BURN RATE
FORMULA FOR HOMES

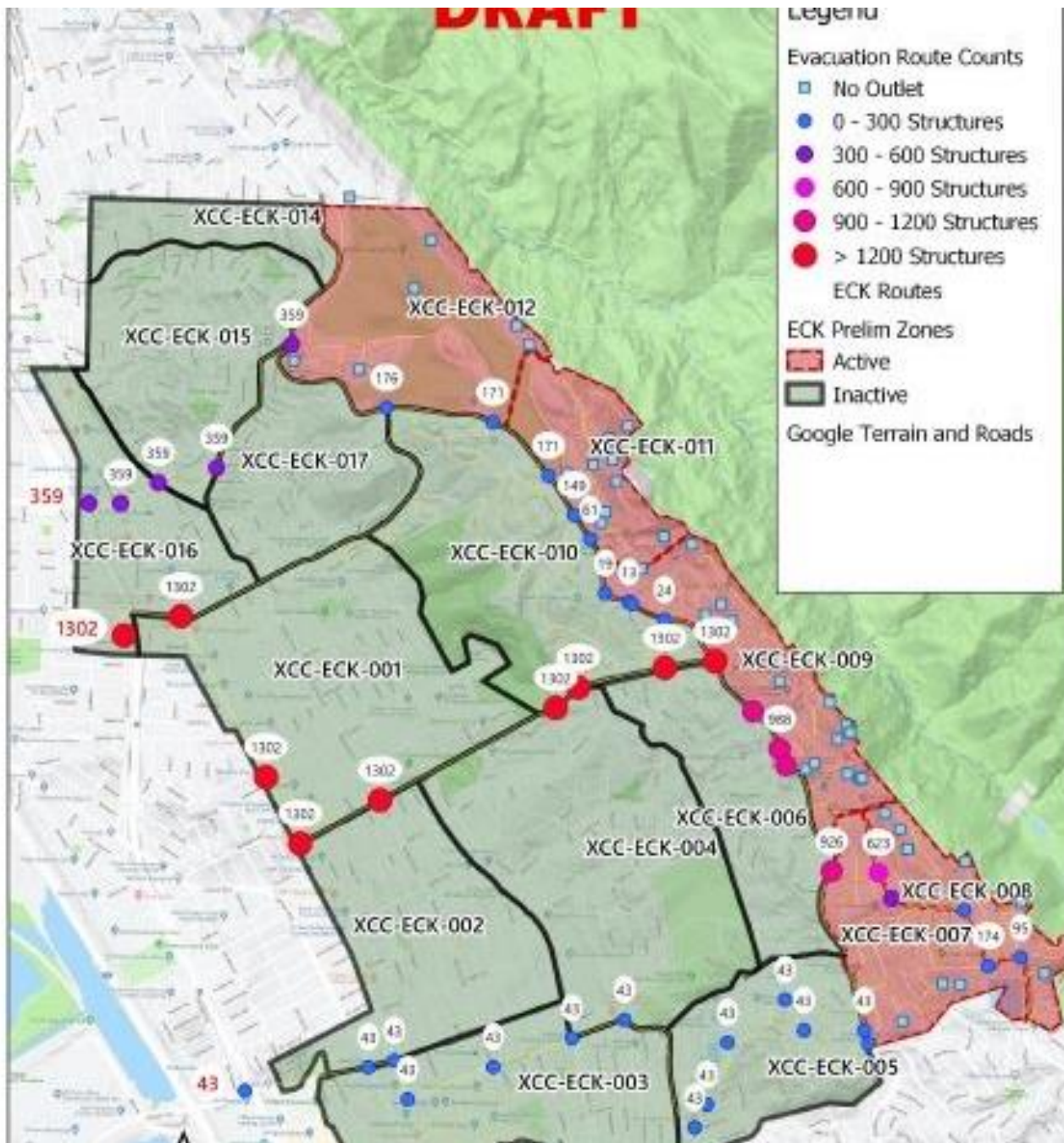
DEFENSIBLE SPACE
IS CRITICAL

?? Unknown fire rate of spread = Directly related to Defensible Space



CWS Test – Dec 2019



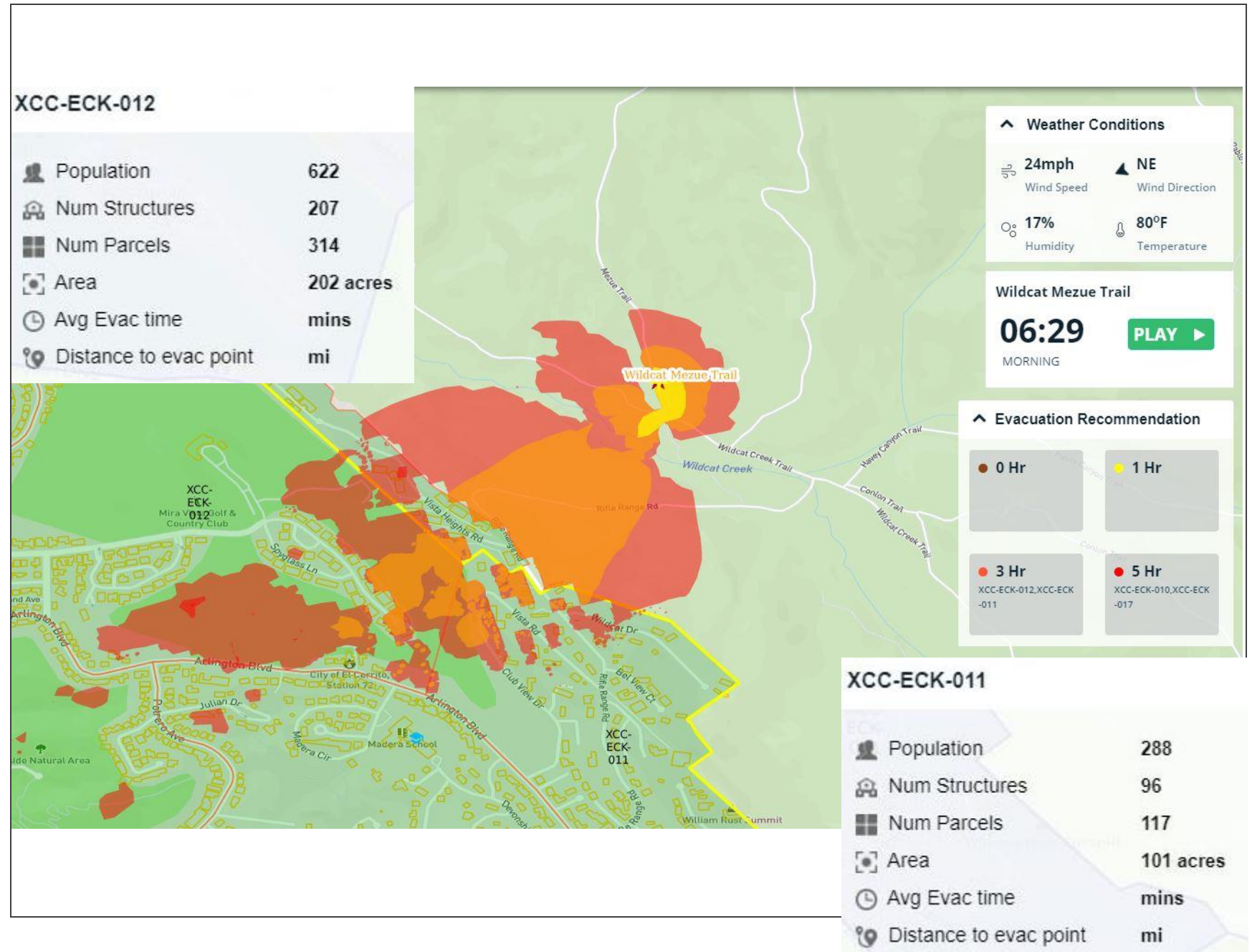


POLICE DEPARTMENT

PRE-DETERMINED EVACUATION ROUTES & CHOKE POINTS

How Can We Do Better?

Use of Intelligent Technology





Zonehaven – Technology Beyond the Polygon Foundation



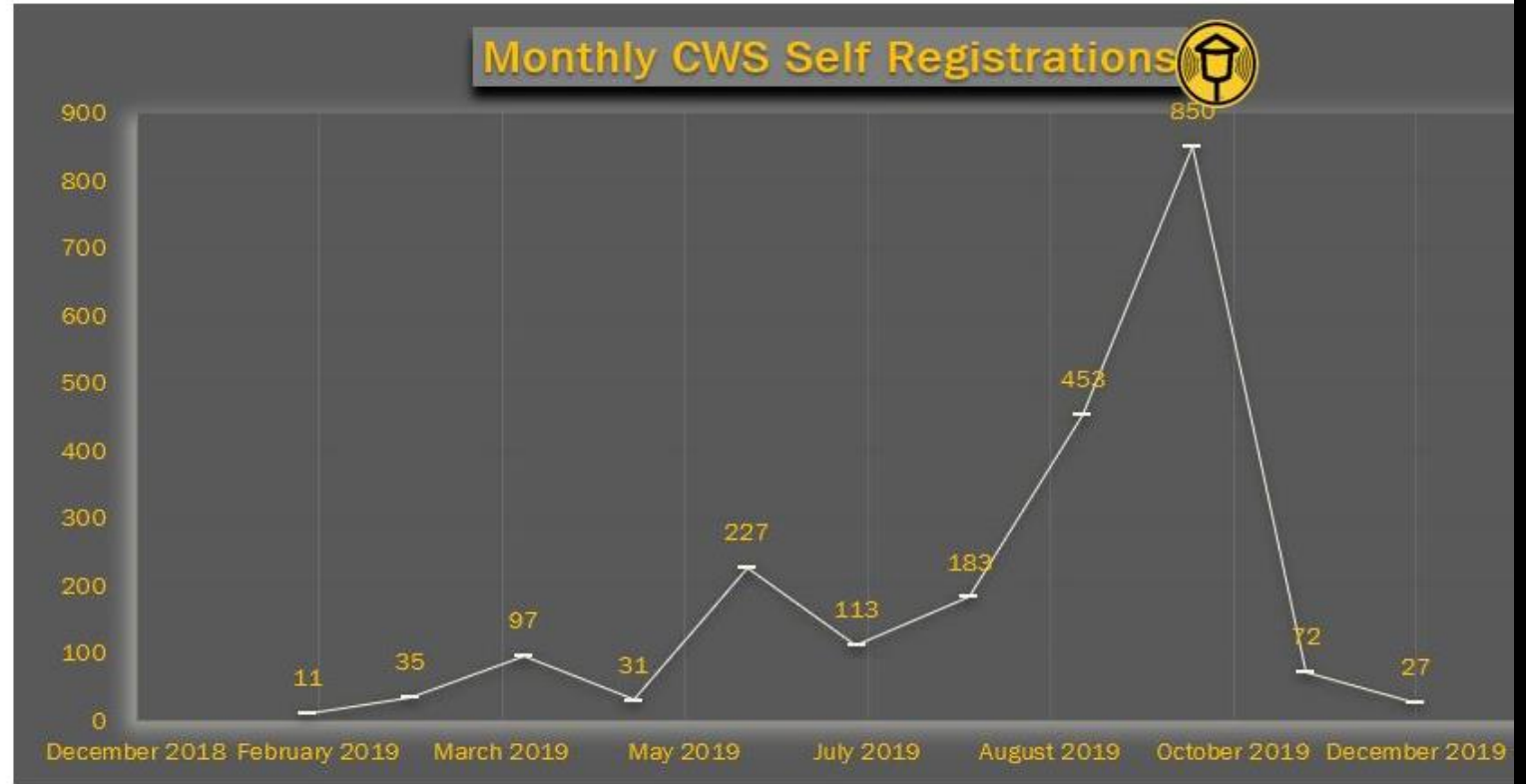
CWS SIGN UPS - A MUST DO ACTION!

El Cerrito CWS Self Registrations 2019

MONTHLY REPORT

As of February 1st 2019 there were 2556 residents registered for CWS in El Cerrito

Month	Monthly CWS Self Registrations	February 2019 to Date Total
February 2019	11	11
March 2019	35	46
April 2019	97	143
May 2019	31	174
June 2019	227	401
July 2019	113	514
August 2019	183	697
September 2019	453	1,150
October 2019	850	2,000
November 2019	72	2,072
December 2019	27	2,099



Total # of registered residents to date **4,655**

Kensington CWS Self Registrations 2019

MONTHLY REPORT

As of February 1st 2019 there were 4541 residents registered for CWS in Kensington

Month	Monthly CWS Self Registrations	February 2019 to Date Total
February 2019	8	8
March 2019	13	21
April 2019	29	50
May 2019	25	75
June 2019	69	144
July 2019	46	190
August 2019	104	294
September 2019	156	450
October 2019	245	695
November 2019	23	718
December 2019	13	731



Total # of registered residents to date **5,272**



PRO BONO WORK
COMPLETE

CHARLIE CROCKER
&
ROBERT SHEAR

Thank You!

Charlie Crocker
CEO

Robert Shear
Founder





TO: Board of Directors
Kensington Fire Protection District

DATE: July 8, 2020

RE: Public Safety Building Renovation Update

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

Recommended Action

For information only; no action requested at this time.

Background

Over the last several months there has been a variety of activity on the Public Safety Building potential renovation:

- May 27, 2020 Board of Directors Special Meeting; KFPD established an agreement with RDC Architecture via Extra Service Request (ESR007) to provide a Board Workshop
- June 3, 2020 Board of Directors Special Meeting; RDC presented on the Public Safety Building Renovation; Board of Directors authorized the Interim General Manager to request RDC seek County evaluation of the Public Safety Building Renovation Option B
- June 10, 2020 Regular Meeting of the Board of Directors; Board of Directors authorized the Interim General Manager to devise cost-sharing arrangements with KPPCSD for the potential renovation and report back to the Board.
- June 26, 2020 Board of Directors Special Meeting: Board of Directors authorized the Interim General Manager to pay all costs associated with the County evaluation and invoice KPPCSD for 50% if needed to continue project.
- July 8, 2020 Board of Directors Regular Meeting; Interim General Manager seeking Board approval of the County evaluation cost estimate of \$27,146 (50/50 cost allocation to KFPD/KPPCSD) and provided project update.

RDC is currently working with KPPCSD on approval of their agreement, and is in the process of setting up meetings with the County. While the outcome of the County

evaluation impacts the future of the project, the Interim General Managers for both KFPD and KPPCSD began (and will continue) discussing the following potential road map for the remainder of the project which will include, but not be limited to:

1. Design Feasibility
2. Defining and establishing the parameters for the KPPCSD decision point committing to occupancy of space in the renovated building.
3. Cost Estimates/Allocation (final cost depends upon bidding timing/climate/number of bidders, change orders
4. Financing
5. Temporary Space
6. Future Lease
7. Project Management

Fiscal Impact

There is no fiscal impact.

Kensington Fire Protection District
Action Plan for the Interim General Manager
Status as of July 8, 2020

Item 7.2

Goals	% Complete	Status/Milestones	Next Steps/Comments
1. Effect a complete, orderly, and prompt transition of services performed by the District's current administrative support contractor, including, but not limited to: conducting exit interviews, as needed, and ensuring the timely delivery from contractor of all District property and records.	100%	<ul style="list-style-type: none"> • KFPD resumed: agenda, web posting, noticing, administrative roles • RGS continuing finance, minutes until end of engagement • Collected District property/records • Received desk manual/procedures 	
2. Develop effective working relationships with the El Cerrito City Manager and Fire Chief, the General Manager and administrative staff of the Kensington Police Protection and Community Services District (KPPCSD), Supervisor Gioia, and County administrative staff as needed.	40% ongoing	<ul style="list-style-type: none"> • Introductory and additional conversations with Bill Lyndsey/KPPCSD • Meet w/Fire Chief re: fee proposal • County Department interactions 	<ul style="list-style-type: none"> • Continue outreach/familiarization
3. Prepare the budget for the FY 2020-21 Fiscal Year for the June 2020 board meeting, to include: analyzing the District's historic practices in developing annual budget; providing budget guideline policy recommendations; drafting a procedure for initiating annual budget development; liaising with the El Cerrito Fire Chief on the fire services fee proposal; and convening the Finance Committee.	95%	<ul style="list-style-type: none"> • Budget Guiding Principles • Budget Development Manual • Draft budget/narrative • Finance Committee presentation • Budget document printed/posted • Board presentation/approval 	<ul style="list-style-type: none"> • Final budget adoption 9/2020
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.	40%	<ul style="list-style-type: none"> • Lease-worked w/Legal, to KPPCSD, KPPCSD approved • Reviewed project history • Cost allocations w/Finance Comm and assigned for evaluation • Special Meeting June 3, 2020 • Discussions w/Bill Lyndsey 	<ul style="list-style-type: none"> • Executive Summary of project evaluation process/actions • Required information gaps • Decision matrix for project components/pros/cons • Additional meetings
5. Analyze District needs for payments of bills and claims, including, but not limited to: drafting and implementing updates as needed to internal procedures for managing and making payments; internal controls; and procedures for purchasing and credit card usage.	40%	<ul style="list-style-type: none"> • Purchasing Procedure outline • Evaluating electronic payment options • Accounting services agreement • Policy 130 amendment 	<ul style="list-style-type: none"> • Policy 1150 amendment • Purchasing Procedure final • Evaluate and implement workflow

Kensington Fire Protection District
 Action Plan for the Interim General Manager
 Status as of July 8, 2020

Item 7.2

Goals	% Complete	Status/Milestones	Next Steps/Comments
6. Serve as the primary administrative contact to the City of El Cerrito in matters of oversight, management, and compliance for the fire services contract between the District and El Cerrito.	20% ongoing	<ul style="list-style-type: none"> • Fire svc fee w/Finance Committee • Review agreement/history 	<ul style="list-style-type: none"> • Develop contacts • Review contract for compliance
7. Serve as the primary administrative contact to the District's information technology (IT) service provider to ensure the completion of all current and recommended IT and office infrastructure projects.	40% ongoing	<ul style="list-style-type: none"> • Discussion with Nerd Crossing • Email migration project closeout • Business needs outline-laptop 	<ul style="list-style-type: none"> • Business Needs Assessment • IT Master Plan • Propose to Board of Directors
8. Analyze District participation and needs regarding the District's California Employers' Retiree Benefit Trust (CERBT) Fund. Prepare and implement a procedure for administration of legacy health benefits payments.	50%	<ul style="list-style-type: none"> • OPEB Actuary Proposals • Complete CalPERS documents • Request 2019-2020 Disbursement 	<ul style="list-style-type: none"> • Select/recommend actuary • OPEB Actuarial Valuation
9. Assess and make recommendations on cost-saving opportunities and the possible outsourcing of some District administrative functions or employment of additional staff or consultants as necessary.	60%	<ul style="list-style-type: none"> • Data gathering • Conceptual plan in progress • Student Intern, Admin Assistant, Accounting services 	<ul style="list-style-type: none"> • Complete evaluation • Developing staffing/service plan • Propose to Board of Directors
10. Develop a Long-Term Financial Plan which ensures sustainability for providing District services, including but not limited to: drafting a long-term plan policy; forecasting revenue and expenditures, using relevant inflation factors or other information; incorporating known or foreseeable changes in District operations; and presenting plan to the Finance Committee then Board of Directors for approval.	30%	<ul style="list-style-type: none"> • Policy in progress • Initial plan reviewed w/Finance Committee 	<ul style="list-style-type: none"> • Finalize ten-year plan • Complete proposed policy • Develop procedure for updates
11. Establish a Records Management Policy and Records Retention Schedule in accordance with the California Public Records Act (PRA), Government Code Section 12236 and recommended practices, including but not limited to: drafting a records management policy; developing a records retention schedule encompassing District records (specifically and/or by category); and providing public with the process for PRA requests.	40%	<ul style="list-style-type: none"> • Begin list of District records • PRA Request Templates 	<ul style="list-style-type: none"> • Evaluate current policy • Incorporate missing components • List of records by category

Kensington Fire Protection District
 Action Plan for the Interim General Manager
 Status as of July 8, 2020

Item 7.2

Goals	% Complete	Status/Milestones	Next Steps/Comments
12. Apply for or renew, as applicable, certifications recommended by local government best practices, including but not limited to: Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence; SDLF District of Distinction Accreditation; and others as identified.	20%	<ul style="list-style-type: none"> • Review application, list needs • Working w/County on Conflict of Interest Policy update 	<ul style="list-style-type: none"> • Address items requiring development/update • Update website as needed • Submit application
13. Produce a final report to the District board of directors assessing the status of District administration and recommendations for future revision of District administrative functions.	40%	<ul style="list-style-type: none"> • Action Plan to accompany report • Condition assessment • Policy Amendments • Administrative support procedures 	<ul style="list-style-type: none"> • Administrative Manual • Policy revisions (as warranted)



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530

(510) 215-4450 ▪ FAX (510) 232-4917

www.el-cerrito.org



DATE: July 1, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

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

Run Reports

There were 32 calls for service that occurred during the month of June in the community of Kensington which is 1 more than the previous month. During this same time, Engine 165 responded to a total of 50 calls in all the El Cerrito/Kensington districts which is an increase of 6 incidents over the number of calls from last month. This increase was primarily due to the reports of smoke and mutual aid calls for possible vegetation fires in the park. The "Incident Log" included in the Board packets will provided more details on the dates, times, locations, and incident types for these calls.

Edgcroft Rescue

On June 26th at approximately 6:30 pm, Engine 165 was dispatched to a medical emergency for a person that had fallen in a creek below 67 Edgcroft Road. Upon arrival, the crew located a person approximately 300' down the hillside between Kensington and Berkeley that had fallen off a small cliff onto the rocks in the creek bed. The access was extremely steep and the lighting was diminishing fast in the creek. E165's Captain requested additional engines to assist with a long-haul rope rescue as well as a helicopter to possibly perform a long-line rescue from above the tree line. Berkeley was also requested to respond to check for access off San Antonio Avenue in Berkeley (other side of the creek). With a collaborative effort with Kensington Police Department, Engine 171, 172 and 165, a rope system was set up and the patient was treated, placed in a stokes rescue basket and brought back up to Edgcroft Road. Due to weather conditions, air transport was not possible and the patient was transported via ground ambulance to Highland Hospital in Oakland. (See pictures at the end of this report)

Vegetation Management

As reported out last month, the first round of vegetation inspections was completed with approximately 90 parcels being cited and notified by mail with a copy of the Kensington Vegetation Management Standard. Second round inspections found the 37 parcels had fail to comply to the notice and are being brought forward for the Board to approve the fire hazard abatement of this property.

Corona Virus Update

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

Emergency Water Container Program

The Lamorinda CERT group hosted another emergency water container drive at the beginning of June which was offered to residents of Kensington and El Cerrito. This was the third drive for these containers and it has

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been a great success with 2,400 5 gallon containers, 66 15 gallon barrels and 109 55 gallon barrels being purchased in Kensington and El Cerrito. In addition all the Fire Stations have two 55-gallon drums filled, sanitized, sealed and stored in case of an emergency.

Register with the Contra Costa County Community Warning System

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







KENSINGTON FIRE PROTECTION DISTRICT

Item 9.1

Emergency Preparedness Committee Meeting

Agenda

Thursday, May 28, 2020 3:00 – 5:00pm

Via Zoom Teleconference

This meeting will be conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Join the meeting

Please click the link below to join the webinar:

<https://zoom.us/j/99101037006>

Or iPhone one-tap :

US: +16699009128,,99101037006# or +12532158782,,99101037006#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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

Webinar ID: 991 0103 7006

International numbers available: <https://zoom.us/u/a7ezHzu5k>

Directors:	Larry Nagel and Kevin Padian	
Public Members:	Ms. Lisa Caronna	Ms. Katie Gluck
	Mr. Peter Guerrero	Mr. Peter Liddell
	Mr. Paul Moss	Mr. David Spath

1. Call to Order/Roll Call
2. Public Comment (on items not on the Agenda)
3. Approval of EPC Meeting Minutes from April (ACTION)
4. Updates on Activities and Items of Interest from Committee Members
5. Discussion Items
 - 5.1. Resignation and applications
 - 5.2. Traffic Evacuation Report: Review of Webinar; Proposed recommendations for Board action (supplementary material) (ACTION)
 - 5.3. Sirens
 - 5.4. Joint Powers Authority, an East Bay Wildfire Prevention Vegetation Management Agency
 - 5.5. Plans for KFPD vegetation inspections and prior year compliance rate
 - 5.6. Possibility of engaging a chipper
 - 5.7. Disposition of Fire Danger Sign acquired for the KFPD
6. Future Agenda Items and scheduling next meeting
7. Adjournment

KENSINGTON FIRE PROTECTION DISTRICT

EMERGENCY PREPAREDNESS COMMITTEE MINUTES

Date of Meeting: May 28, 2020
Time of Meeting: 3:00 PM
Place of Meeting: Zoom <https://zoom.us/j/99101037006>

Committee Members: Kevin Padian, Peter Guerrero
Lisa Caronna, Katie Gluck, Peter Liddell, Paul Moss, David Spath
(Absent: Larry Nagel)

Public: Danielle Madugo, Officer Brad Harms KPD

1. Call to Order – Kevin Padian called the meeting to order at 3:15 PM.
2. Public Comment – None
3. Approval of EPC Meeting Minutes (ACTION) – Minutes from the meeting were approved unanimously with minor corrections.
4. Updates from committee members – it was determined that all EPC members have taken the required Ethics training, but none (apart from Larry and Kevin) have been sent the 700 forms link by the County. IGM Mary Morris-Mayorga will follow up.
5. Discussion Items
 - 5.1 Cortis Cooper’s resignation from the committee was accepted with regret. Danielle Madugo’s application was accepted unanimously with enthusiasm to be recommended to the Board President. (ACTION)
 - 5.2 Ofc. Brad Harms (KPD) joined us for a discussion of the recommendations that issued from the Traffic Evacuation Study and his progress on addressing them:
 - (a) The owners of Sunset Cemetery are on board with our request to use their roads through the Sunset/Franciscan gate as an emergency route, thereby offloading an estimated 30% of traffic heading west from that region. They will cooperate with our request to install more exit signs and offered \$500 to help with the project. They have four people, at least one of which is always present, who are now signed up for the CCC CWS. They have provided the KPD keys to the Sunset Gate and the two exit roads. Discussion will be needed about whether local residents can assist. Policing of the area during an emergency will be complicated.

The potential danger of the Arlington/Sunset intersection was discussed, because drivers heading north and turning left on Sunset have to cross and even briefly occupy a southbound lane before reaching Sunset. (This is more a

problem for non-residents.) A traffic light might be useful, but it is expensive and may not be practical in an emergency. In an evacuation, this intersection and the Arlington/Amherst intersection are the two greatest priorities for officers on duty to direct traffic.

(b) Ofc. Harms is drawing up a list of priorities for what the KPD officers on duty will do in case of emergency. His goal is to train local residents at two levels of authority to assist with traffic, the opening of gates, etc. (It was pointed out that CERT teams used to be trained to do this.)

© Discussions have begun with EBMUD regarding the use of the Summit Reservoir as a Temporary Refuge Area. During fire season there is a KPD trailer that can be stationed there with emergency supplies and water (it was pointed out that this would be more useful in earthquake than in fire, but access to water would be especially important in fire for a TRA). Access to the broad field above the reservoir is easiest if local residents (e.g., some EPC members) are provided keys; cutting the lock is another option. The access road between Beloit and Grizzly Peak/Spruce west of the Reservoir could be opened for emergency vehicles. EBMUD would need a “hold harmless” agreement. It was pointed out that the reservoir’s field is planted with tall grasses, which would be hazardous in case of fire. It needs to be determined whether there is a good source of water at the surface for the protection of evacuees taking refuge.

(d) Bollards throughout the town need to be removed during fire season for 3-4 months until the first big Spring rain each year. They should be replaced with removable chains and a hanging sign that prohibits removal. The bollards outside Hilltop School are currently in the control of the school, but this needs to be changed; the lower Kensington Park Drive bollards and those on Windsor Avenue are controlled by the KPD.

€ Ofc. Harms has been in contact with Mr. Monash Sen (CCC DPW in charge of traffic operations) to ask about painting some curbs red and changing the direction of parking on some cul-de-sacs (Windsor, St. Albans, York, etc.).

(f) Block party meetings will be planned to introduce neighborhood residents to necessary changes in parking. Heather at the CCC OES will provide CWS packets and we’ll get copies of the Traffic Evacuation Study findings. (It was noted that over 90% of Kensington residents are apparently already signed up for CCC CWS, but Nixle and other systems can also be installed.)

(g) In the longer term, we will want to procure blue generic evacuation signs for critical intersections and paths, as well as signs for any newly designated one-way streets, as well as curbs that need to be painted red.

Lisa Caronna pointed out that (1) projected changes need both follow-up and memorialization, i.e., good communication with the public and buy-in from the District Boards, and (2) it is really helpful during public presentations (Board meetings, block parties, town hall meetings) that representatives of both the FD and PD are present to show cooperation, solidarity, and the importance of changes that may be unwelcome to some residents.

Kevin proposed that Lisa and he revise her draft proposed recommendations to the KFPD Board for approval (ACTION); seconded by Dave Spath; passed 7-0.

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5.3 Sirens: Katie Gluck reported that she provided the Polygon map and a street map of Kensington to the people at Genasys (siren manufacturer in southern CA). They have created a sound map and projected the need for three sirens in Kensington and their possible placement. Now they have to reconnoiter the town and potential locations along with the topography and sound sheds (Danielle will help Katie provide them the data). During or after this visit, Kevin, Larry, Katie, and Danielle will work with them regarding additional information and questions. Following that we can schedule a Zoom meeting with the full committee and other emergency personnel to discuss next steps.

5.4 Peter Guerrero summarized a recent discussion hosted by Supervisor Gioia's office about a possible Joint Powers Authority to address wildfire risks in the East Bay Hills. Under California law, the Authority would be composed of East Bay cities and counties and authorities and districts, including EBMUD and EBRPD. An Authority would provide for citizen involvement in decision-making as well as improved likelihood that East Bay communities would receive grants and funding needed to reduce wildfire risks. It was noted that this is particularly timely since the future of the Diablo Fire Safety Council is uncertain and the Hills Emergency Forum has neither dedicated funding nor authority to require risk reduction activities.

5.5 Discussion of projected KFPD vegetation inspections had to be curtailed for lack of time.

5.6 Berkeley's annual chipper service for neighborhoods was discussed. Our situation may be different than Berkeley, and much green waste may already be handled by BayView Refuse. However, larger items like trunks and big branches may not be accepted. Moreover, as Peter G pointed out, it is a great motivating factor to institute a community effort to clean up, given a concrete deadline for the chipper, and they will take material larger than green waste. Lisa volunteered to check with BayView and with the Berkeley Parks people.

5.7 Kevin noted that the Fire Danger Sign arrived at the PSB on March 2, but RGS was not able to work with the County to get it installed. Kevin will work with Chief Pigoni to identify the exact location for it, and Mary can follow up with the County to make arrangements for its installation.

6. The next meeting will be held on Thursday, June 25, 3-5 pm. Agenda items will be due on Monday, June 15, and supplemental materials by Monday, June 22. Mary will set up the meeting with the District's Zoom account.
7. Adjourn: The meeting was adjourned at 5:09 PM.

These minutes were prepared by Kevin Padian and approved at the Committee meeting on 25 June 2020.

Attest:



Laurence W. Nagel, Co-chair, Emergency Preparedness Committee

Progress on Traffic Evacuation Implementation, June 2020

At the June 25 meeting of the Emergency Preparedness Committee we discussed with Ofc. Brad Harms of KPD the current status of various projects to help mitigate traffic dangers in case of a conflagration.

1. Ofc. Harms and Director Padian met with the Sunset View Cemetery director, who was very cooperative. They are cognizant of the value of using the cemetery roads to evacuate vehicles and people (helping about 30% of expected traffic to drain from the hills), and to serve as a Temporary Refuge Area. We agreed to purchase two high-reflection "Exit" signs to be placed inside the cemetery at critical junctions to aid evacuation. We will also procure blue "emergency evacuation route" signs to be placed at the Sunset Avenue gate, which may be opened by police personnel and hopefully by local residents (see below).
2. Working with the CCC DPW, the eight bollards around town, particularly in the area of Kensington Park, will be removed and replaced with a removable chain and a sign indicating "Emergency Evacuation Route Only." This will allow two more exit routes from Hilltop School and surrounding streets during an emergency.
3. Negotiations continue with EBMUD over the possibility of using the field atop Summit Reservoir as a Temporary Refuge Area.
4. Plans are under way to organize local neighborhood groups to meet with KFPD and KPD personnel to raise awareness of good traffic practices, the need to plan evacuation routes, and potential necessary changes in parking during Red Flag Days and other times. Ofc. Harms recommended the formation of a corps of trained volunteers to help with this education campaign, to take important information from residents regarding their evacuation needs, and other concerns. At his recommendation we are procuring vests for volunteers to use during these and other events, and additional copies of the "El Cerrito & Kensington Residents Guide to Wildfire Preparedness and Evacuation," which was distributed last year to Kensington residents. Specific evacuation routes are being planned for several neighborhoods in which parking changes may need to be temporarily or permanently implemented. Once these routes are determined, blue evacuation signs will be procured for all relevant intersections.
5. The EPC recommends that the Board send a letter (draft attached) to the CCC Fire Chief and other officials, asking that one of the two cameras on Vollmer Peak exclusively survey Wildcat Canyon during DWE events, and offering the services of local residents to help monitor the cameras.
6. The EPC recommends that the Board invite a representative of ZoneHaven, which created the "polygon" model for Kensington and El Cerrito, to attend a Board meeting to explain the particulars of their work related to contractual, financial, and legal obligations, as well as the specific function and operation of their model and potential requests for future support and implementation (summary attached).