



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

Wednesday, May 11th, 2022 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California AB 361, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe and participate in the meeting by attending the Zoom webinar (on the day and time of the meeting) and may also provide public comment by sending advance comments prior to meeting 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.

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

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

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

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

Internet Address:

<https://us06web.zoom.us/j/82290393119?pwd=ZmxhQjRiQ3NRQkpUL0V5dHpTdz09>

Telephone Access:

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

Webinar ID: 822 9039 3119

Passcode: 112233

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

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

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

2. (7:02pm) PUBLIC COMMENT

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

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

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

- a. **Approval of Minutes** of the regular Board of Director's meetings of 02/16/2022, 03/09/2022, 04/13/2022, and 04/28/2022 (Approve)
- b. **Acceptance of Incident Activity Report** April 2022 (Accept)
- c. **Approval of Monthly Transmittal** 05/11/2022 (Approve)
- d. **Approval of Monthly Financial Reports** 04/30/2022 (Approve)
- e. **Adoption of Resolution 2022-06 Re-Authorizing Remote Meetings for the Period May 14, 2022 thru June 13, 2022** (Adopt)
- f. **Approval of NHA Advisors Regulatory Disclosure Letter and Compensation Schedule for 2022 Financing of Kensington Public Safety Building Seismic Upgrade Project** (Approve)
- g. **Approval of Alтиву Contract for Services of Johnny Valenzuela as Emergency Preparedness Coordinator for FY 2022/2023 for \$105,200.00 (equivalent to \$8,766.66 per month or approximately \$50.57 per hour at 40hrs/wk.)** (Approve)
- h. **Approval to Submit Priority Ranking List for Contra Costa Resource Conservation District Wildfire Regional Priority Plan** (Approve)

4. (7:15pm) OLD BUSINESS

- a. **None**

5. (7:15pm) NEW BUSINESS

a. (7:15pm) Presentation of Resolution 2022-07 Commending Retired Fire Chief Michael Pigoni on his Exemplary Service to the Residents of Kensington.

(Supporting Material)

Action = Adopt Resolution 2022-07. (Adopt)

b. (7:35pm) PSB Seismic Renovation & Temp Facility Update (Supporting Materials)

Review progress on the PSB Seismic Renovation and Temporary Facility projects.

Action = Discuss and direct staff as needed. (Approve)

6. (8:00pm) FIRE CHIEF'S REPORT (Supporting Material)

Note: The March 2022 and April 2022 Fire Chief's Reports were not reviewed in the 03/09/2022 and 04/13/2022 BOD meetings, and are included for reference.

Action = Presentation/Discussion

7. (8:30pm) EMERGENCY PREP COORDINATOR'S REPORT (Supporting Material)

Note: The March 2022 and April EP Coordinator's Reports were not reviewed in the 03/09/2022 and 04/13/2022 BOD meetings, and are included for reference.

Action = Presentation/Discussion

8. (9:00pm) GENERAL MANAGER'S REPORT (Supporting Material)

Note: The General Manager's Report was not reviewed in the 04/13/2022 BOD meeting, and is included for reference.

Action = Presentation/Discussion

9. (9:20pm) COMMITTEE REPORTS

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

a. Emergency Preparedness Committee Meeting - Padian/Nagel (Supporting Material)

Draft Meeting Minutes of 03/17/2022 and 04/28/2022 included for reference.

Action = Report by EPC Chair & Discussion

b. Finance Committee Meeting - Kosel/Nagel

No meeting since the last report. Next meeting is currently being scheduled.

Action = None

10. (9:50pm) OUTSIDE AGENCIES REPORTS

a. Contra Costa Special Districts Association – Stein (Supporting Material)

Review CCSDA meeting of 03/21/2022 (Minutes attached)

Action = Report by District's representative to CCSDA

11. (10:00pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on June 08, 2022 at 7:00pm. The deadline for agenda items to be included in the Board packet is Wednesday, May 25, 2022 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, June 01, 2022 by 1:00pm.



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

DATE/TIME: February 16th, 2022, 7:01PM (Continuation of Feb 9th, 2022 Regular Meeting)

LOCATION: Via Zoom

PRESENT: Directors: President Larry Nagel, Vice-President Kevin Padian, Secretary Janice Kosel, Director Don Dommer, Director Julie Stein
Staff: GM Bill Hansell, Chief Michael Pigoni, EPC Johnny Valenzuela

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:01 p.m. and confirmed the roll call.

2. PUBLIC COMMENT: None

3. ADOPTION OF CONSENT ITEMS: Completed on 02/09/2022

4. SPECIAL PRESENTATION BY SUPERVISOR JOHN GIOIA: Completed on 02/09/2022

5. OLD BUSINESS: None

6. NEW BUSINESS:

6a. Fiscal Year 2020-2021 Audit: Completed on 02/09/2022

6b. Mid-Year Budget Review and Adjustments: Completed on 02/09/2022

6c. Public Safety Building Renovation Progress Update: Completed on 02/09/2022

6d. Discussion of the Email Sent from Rob Firmin, President, KPOA to All Directors of the KFPD

President Nagel acknowledged receipt of the correspondence and asked if the Directors had any comments. He suggested that he send a response on behalf of the Board. Director Stein agreed that a response is appropriate and that a Town Hall Meeting as requested in the letter would be a good idea. She added, though, that she wants to understand more about the finances for the PSB renovation, and how reserves are planned for, as well as potential repairs after an earthquake, prior to going to the public. GM Hansell stated that the structural engineers are designing the renovation to bring it to Essential Services Facility standards and he believes that means it will remain functional after a seismic event. Vice-President Padian noted that the KPOA has done good work for the community but the Outlook Citizen Forum was distressing, in that the fire district has done extensive work on financial planning, contrary to the article's assertions, and that the KFPD elected officials have made decisions on complex issues that are mandated by codes and laws, not popular opinion. He explained that the 2x2

committee tried to work for years on the building issue, and the KFPD tried to find solutions, but it was a one-sided effort. GM Hansell then quoted from the structural engineer's design report on how the building will perform. He also referred to the NHA financial studies that show how the district's reserves for rolling stock and emergency operations are accounted for in the financing plan. Hansell said that the Outlook piece stated that the original purpose of the building was for Fire and Police, but Hansell researched the board minutes at the time of the original planning and the Police use was a late entry into the discussion, as the original reason for the building was the replacement of the old fire station by the Fire Dept. Director Stein referred to a different section in the structural engineer's design report and her concern about building reserves. GM Hansell stated that he has advocated for a year's worth of emergency reserves but even half of that would be more than most agencies have, and that there isn't an alternative to the seismic renovation since the existing conditions are not acceptable. Director Dommer is in agreement with what has been said. Secretary Kosel does not believe it would be productive to revisit the question of whether both departments will fit in the renovated building, which is what she believes the KPOA wants, since both chiefs agree that it is not possible. She doesn't think there is any more to discuss until the Police determine where they will go. President Nagel said that for years this issue has been approached with disinformation and a lot of emotionally charged words. He believes that calling the two agencies "dysfunctional" is a great disservice to the staff and the directors, as both agencies' daily service continues to be excellent. He wishes that the use of the loaded words would stop, as they cloud the real issues, which are basically engineering and architectural challenges. GM Hansell agreed and reminded the board that both managers and chiefs worked closely together in early 2021 trying to find a solution for joint occupancy, but could not overcome the obstacles. He said that both fire and police staff work together every day with the resources they have on a variety of service issues, not just on the building problem, and as if they were one entity.

Public comment was received from Rob Firmin and Gail Feldman,

7. COMMITTEE REPORTS:

7a. Emergency Preparedness Committee Meeting (0:50:00):

Vice President Padian reviewed the topics since the last report to the board. Discussions included planning for the evacuation drill and approaches to parking restrictions during Red Flag Days. Both fire and police personnel contributed to the discussion, and VP Padian emphasized that parking is an issue for the entire community's safety, and not a block-by-block matter. Emergency Radios were also discussed, and if weather radios would be useful to distribute, but it was determined that they are not the best option. We have to find better solutions for having an informed community in the event of a disaster, and are looking at what is possible. To that end, the EPC is looking forward to increasing neighborhood awareness by hosting block parties to distribute preparedness information and connect residents. The Emergency Preparedness Coordinator is working on event plans. Finally, the EPC is researching emergency alert systems in the form of outdoor speakers that are much more sophisticated than older sirens.

7b. Emergency Preparedness Committee Meeting (1:09:30):

Secretary Kosel stated that most of the meeting was covered in the prior meeting's audit

and budget agenda items. She stated that the General Manager's timesheets were reviewed and the correct amount of time was being spent per the contract. The Committee will meet again in May to consider the next budget and the El Cerrito contract.

Director Stein asked if the committee is working on a Reserve Policy for the District. Director Kosel agreed that is a priority.

8. Fire Chief's Report (01:11:45):

Chief Pigoni highlighted the incident report and the heightened activity by the department recently. The Chief discussed his retirement in April after over 27 years in the fire service and even longer as a volunteer. The city has initiated a search for a new chief and Chief Pigoni will continue to be available as a consultant should the city and district need help.

Battalion Chief Chase Beckman has started and is taking over the duties of Fire Marshall. His experience in that area will be very valuable. Joseph Torres has also been hired as another Battalion Chief and will be starting work soon. Current Battalion Chief Jose Castrejon will now focus on training duties.

The Chief explained information in the supporting materials regarding a proposed fee structure for fire plan check services. He suggested that the Board eventually adopt fees as the plan check load may increase in the future, and the district should recover those costs.

President Nagel expressed his gratitude for Chief Pigoni's cool-headed and calm nature over the years during stressful challenges, and enjoyed working with him. He offered his admiration, thanks, and respect. Secretary Kosel asked that the fee schedule be scheduled for next month. GM Hansell is checking with legal counsel on the process for adoption. Hansell thanked Chief Pigoni for his work and for the great job he has done in setting up the district for future success. Director Stein asked for more information about the past practice of plan check reviews and charges.

9. Emergency Preparedness Coordinator's Report (01:46:10):

Johnny Valenzuela reviewed his event calendar and activities, which will be announced on the website and by signage in the community. Additionally, he discussed the next issue of the Emergency Preparedness Workbook, which builds on what was provided in the first edition. He presented images of the graphics materials he has created for the various campaigns and evens he is working on. GM Hansell shared that he is seeing a lot of social media advertising from the Marin fire agencies and he has discussed similar distribution by the KFPD. Vice President Padian thanked Johnny for all of his work and substantially advancing Kensington's emergency preparedness.

10. General Manager's Report (02:01:50):

GM Hansell reviewed his written report, including notes on the Wildfire JPA exploratory meetings, work with Berkeley FD on vegetation management funding for Cerrito Canyon, review of district LAIF investments, the initial discussion with City Manager Pinkos regarding reducing the contract reserves, the GM's participation in the Fire Chief interviews, and the talks with KPPCSD management about temporary facilities. On the latter point, he has shared an option to lease empty modulars owned by El Cerrito with Interim-GM Benson, which may work well for the Police Department. Vice President

Padian thanked Hansell for the info on the modulars and hopes the KPPCSD considers the option since the police can patrol and don't need to be centrally located. GM Hansell explained that he shared all the info he has gained over the past six months on temporary facility planning and the lead time required with Interim-GM Benson, since the months are going by quickly. Hansell explained that he received helpful recommendations from the San Rafael Fire Department on their temporary fire stations. Director Padian reminded everyone that the board previously pledged to help the KPPCSD with their relocation costs in some manner, and maybe this will provide an opportunity for that assistance.

11. Outside Agencies Reports (02:13:30):

11a. Contra Costa Special Districts Association:

Director Stein attended the January 24th, 2022 meeting and highlighted the agenda, which included two speakers, Amy Worth on Regional Transportation and Priorities, and Hueling M. Lee on Creating Connections Between Special Districts and School Districts. Both were well-received. There was a vote to amend the bylaws that passed. The next meeting is March 21st, 2022.

11. ADJOURNMENT (02:17:55):

President Nagel adjourned the meeting at 9:18PM. The next Board of Directors meeting will occur on March 9th, 2022.

MINUTES PREPARED BY: Bill Hansell

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

Attest:

Secretary of the Board



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

DATE/TIME: March 9th, 2022, 7:00PM

LOCATION: Via Zoom

PRESENT: Directors: President Larry Nagel, Vice-President Kevin Padian, Secretary Janice Kosel, Director Don Dommer, Director Julie Stein
Staff: GM Bill Hansell, Chief Michael Pigoni, EPC Johnny Valenzuela

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:02 p.m. and confirmed the roll call.

2. PUBLIC COMMENT:

Director Stein requested that agenda item 10a be considered after the Consent Calendar given the due date of the CCSDA Bylaws vote. President Nagel agreed.

Mark Constantini made a comment asking when to address the board on the PSB renovation.

3. ADOPTION OF CONSENT ITEMS (0:06:50):

President Nagel noted that the meeting minutes for 02/09/2022 and 02/16/2022 were not ready yet, so they are pulled from the consent items.

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| MOTION: M/s Padian/Dommer: Motion to Adopt the Consent Calendar except for item 3a. |
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| VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None |
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| Motion Passed 5-0-0 |
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| Video Time Stamped: 0:07:50 |
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10. OUTSIDE AGENCIES REPORTS (Agenda order moved forward)

10a. Contra Costa Special Districts Association (0:08:30)

Director Stein explained that a vote on the proposed CCSDA bylaws change must be submitted by each agency and is due on 03/10/2022.

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| MOTION: M/s Stein/Kosel: To approve the proposed CCSDA bylaws revisions. | |
| VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None | |
| Motion Passed 5-0-0 | Video Time Stamped: 0:09:40 |

OLD BUSINESS:

NONE

5. NEW BUSINESS:

5a. First Reading of Ordinance 2022-01 An Ordinance of the Board of Directors of the Kensington Fire Protection District Adopting a Fee Schedule for Plan Checking, New Construction Inspections, General Fire and Life Safety Inspections and Other Miscellaneous Services Provided (0:10:59):

GM Hansell described the adoption process for the Ordinance. Chief Pigoni explained the need for a fee schedule to reimburse the district for plan checking, inspections, etc. Director Stein asked about the background study for the fee structure. GM Hansell said that the El Cerrito fees are based on a study by the County, so that is the basis of the proposed amounts. Director Stein asked if El Cerrito has been charging fees and the Chief confirmed that was true for city residents but Kensington residents have not been charged because the services were infrequent. The Chief said that the ECFD has absorbed Kensington's costs to date in this area and has not charged the district. President Nagel asked for further details on what the fees covered. Director Stein asked about fee collection.

Public comment was made by Gail Feldman.

5b. Kensington Evacuation Drill (0:30:20):

Chief Pigoni presented the planning for the upcoming evacuation drill. President Nagel thanked the Chief for his work on this and is thrilled by the effort. Secretary Kosel agreed and congratulated the Chief on the plan. Vice President Padian asked the Chief about the importance of knowing which Zonehaven "Zone" one lives in. Chief Pigoni reviewed the various conditions which might occur when a resident is not currently in the zone where they live, but he still suggested knowing what zone one's house is in if you interact with the Zonehaven website. Nixle notifications are different, though, so it is important to know the limitations of all the systems. Padian also commented on the draft language of the notification text. Kosel noted that the Outlook will have an article on the drill prior to the date.

Public comment was made by David Spath, Gail Feldman, Danielle Madugo.

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| MOTION: M/s Padian/Kosel: To Approve the Kensington Evacuation Drill Report. | |
| VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None | |
| Motion Passed 5-0-0 | Video Time Stamped: 1:05:00 |

5c. Temporary Facility Progress Update (1:13:00):

President Nagel recused himself from the discussion, as he has been an officer with the Berkeley Unitarian Church and is a current member, and left the meeting. Vice President Padian assumed the meeting chair.

GM Hansell shared the progress update detailed in the written report. Since the original letter of support sent by the Berkeley Unitarian Church in Sept 2019, offering their parking lot as a location for a temporary fire station, there have been many steps required to determine the needs of the station, the availability of components, and the options for utility connections. Hansell described the due diligence on the structure for the engines and the modular building that are needed. Over the past month, he has also looked at the El Cerrito Modulares and discussed the possibility of subletting space for admin and records, especially if the KPPCSD rents the rest of the buildings from the city. This could be a mechanism for providing financial aid to the KPPCSD.

Chief Pignoni addressed the response time from the Unitarian location, which he believes is acceptable for the period of the renovation. Secretary Kosel described her request to use the south end of the Kensington Library parking lot, instead of the Unitarian Church lot, but that she understands the Chief and GM feel that is not workable. Therefore, she wants the KPPCSD to know that the District will not be able to provide funds by renting property that they own. Padian commented that he wants to see financials from the KPPCSD because he believes they have options to finance their facility. Director Stein asked for more details on why the library lot would not work. Hansell explained the size limitations of that lot and access issues which the Chief has addressed. Hansell also explained that the sub-letting of the EC Modulares may be a very good way to benefit the KPPCSD financially, so that may be more valuable than renting the library lot. Director Stein asked about the generator cost for the temporary fire station, and if the church would be interested in that. Hansell said there will be options to sell it. Director Dommer asked if leasing a generator is being considered. Hansell said he would look into that. Director Stein asked if the EC Modular lease should be between the KPPCSD and the City, in which case KFPD would sublet its area. Hansell described different scenarios for the arrangement. Padian commented on the problems with the Kensington Library lot. Padian asked about the temp facility estimate. Hansell said the current amount is \$1.15M, down from \$1.5M, but it will probably come down further. Padian asked about the total project cost for both the renovation and the temp facility. GM Hansell said the prior total was \$9.5M, with the renovation itself at \$5.4M and temp facility at \$1.15M, plus the other soft costs, but it appears that the new total might be lower. Padian stated that there have been public comments that it is much higher and Hansell noted that he believes those statements are including the 30-year interest total, which is not normally how you quote building cost.

Public comments were received from Mark Constantini, Gail Feldman,

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| MOTION: M/s Kosel/Dommer: To Approve the Temporary Facilities Update, with the clarification that the Kensington Library parking lot discussed is the one to the north of the library owned by the KPPCSD. | |
| VOTE: Ayes: Dommer, Kosel, Padian, Stein Nays: None Abstentions: None Absent: Nagel | |
| Motion Passed 5-0-0 | Video Time Stamped: 2:23:45 |

Note: President Nagel rejoined the meeting and took the chair until adjournment.

9. GENERAL MANAGER'S REPORT (Agenda order moved forward) (2:25:40):

GM Hansell reviewed his report and explained that City Manager Pinkos agrees it would benefit both agencies to reduce the required fire contract reserves to six months, down from twelve months. He presented new financial projections from NHA showing the savings to the reduced loan amount needed due to the change.

The variance hearing for the enclosure of the deck has been completed and the item was approved. Hansell reviewed the project schedule and also spoke about the investigation of potential solar panels for the PSB.

Director Stein commented on the question of the total cost and including the interest amount, as revised by the reduction in the loan due to the EC contract reserve change to six months. Vice President stated that if the total 30-year cost is referred to, then other changes in the value of that cash over time needs to be considered, as well, which is unnecessarily confusing.

No public comments were made on the item.

5d. Planning of Special Meeting to Review Emergency Preparedness Committee Priorities and Scope (2:45:00):

GM Hansell noted that there hasn't been support for a special meeting to set priorities, so he recommends letting the EPC continue setting up their own priority list. Vice President Padian agreed.

Director Stein requested that if there is information from Joe Grupalo that all the directors need to hear, that he be invited to a board meeting instead of just presenting to the EPC.

6. COMMITTEE REPORTS:

6a. Emergency Preparedness Committee Meeting: Continued to the next regular meeting.

6b. Finance Committee Meeting: There was no meeting to report.

7. FIRE CHIEF'S REPORT: Continued to the next regular meeting.

8. EMERGENCY PREPAREDNESS COORDINATOR REPORT: Continued to the next regular meeting.

11. ADJOURNMENT: President Nagel adjourned the meeting at 9:59PM
The next Board of Directors meeting will occur on April 13th, 2022.

MINUTES PREPARED BY: Bill Hansell

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on February 9th, 2022.

Attest:

Secretary of the Board

DRAFT



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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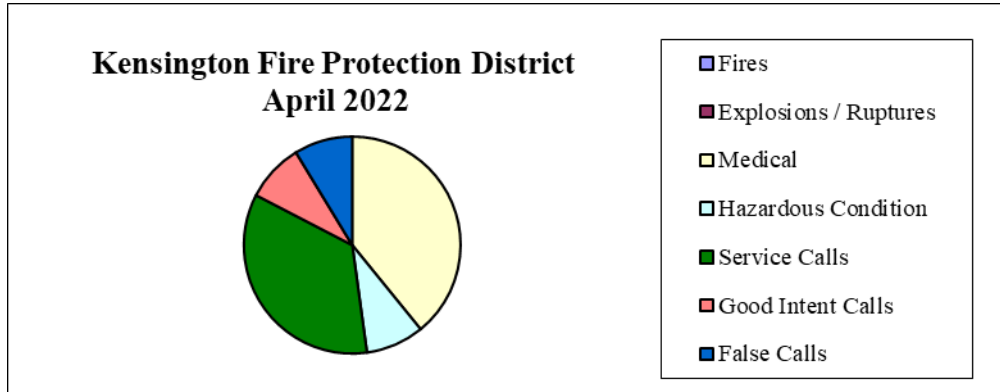


DATE: May 2, 2022
TO: Kensington Fire Protection District Board Members
FROM: Jose Castrejon: Interim Fire Chief
RE: Incident Activity Reports for the Month of April 2022

There were 24 incidents that occurred during the month of April in the community of Kensington. This is a decrease of 5 calls over the previous month. Please see the attached "Incident Log" for the dates and times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of 57 calls which is an increase of 1 incident over the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 934 calls for service so far this year.

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

| <u>Call Type</u> | | <u>Incident Count</u> | <u>Percentages</u> |
|---------------------------------|--|-----------------------|--------------------|
| 1: Fires | <i>(Structure, Trash, Vehicles, Vegetation Fires)</i> | 0 | 0.00% |
| 2: Explosions / Ruptures | <i>(Over Pressure/Ruptures, Explosions, Bombs)</i> | 0 | 0.00% |
| 3: Medical | <i>(EMS, Vehicle Accidents, Extrication Rescue)</i> | 9 | 37.50% |
| 4: Hazardous Condition | <i>(Chemical Spills, Leaks, Down Power Lines)</i> | 2 | 8.33% |
| 5: Service Calls | <i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i> | 9 | 37.50% |
| 6: Good Intent Calls | <i>(Cancelled En Route, Wrong Location)</i> | 2 | 8.33% |
| 7: False Calls | <i>(Wrong Company/Unit Dispatched)</i> | 2 | 8.33% |
| Totals | | 24 | 100.00% |



Kensington Fire Protection District Community Response Log for April 2022

| # | Incident Number | Date & Time | Address | City | Apparatus ID | Incident Type* |
|----|-----------------|--------------------|-------------------|------------|--------------|----------------|
| 1 | 0022037437 | 02-Apr-22 10:22:34 | Coventry RD | Kensington | E165 | 321 |
| 2 | 0022037944 | 03-Apr-22 18:01:38 | Vassar AVE | Kensington | E165 | 321 |
| 3 | 0022038638 | 05-Apr-22 11:54:25 | Coventry RD | Kensington | E165 | 5000 |
| 4 | 0022039481 | 07-Apr-22 13:35:20 | Arlington AVE | Kensington | E165 | 552 |
| 5 | 0022040186 | 09-Apr-22 09:06:05 | Central Park DR | Kensington | E165 | 321 |
| 6 | 0022040516 | 10-Apr-22 00:44:26 | Coventry RD | Kensington | E165 | 321 |
| 7 | 0022040715 | 10-Apr-22 15:41:58 | Ocean View AVE | Kensington | E165 | 550 |
| 8 | 0022041089 | 11-Apr-22 13:45:36 | Ardmore RD | Kensington | E165 | 611X |
| 9 | 0022041147 | 11-Apr-22 16:33:10 | Highgate RD | Kensington | E165 | 500 |
| 10 | 0022041423 | 12-Apr-22 10:57:32 | Arlington CT | Kensington | E165 | 700 |
| 11 | 0022042284 | 14-Apr-22 16:57:18 | Anson WAY | Kensington | E165 | 554 |
| 12 | 0022042468 | 15-Apr-22 06:44:39 | Grizzly Peak BLVD | Kensington | E165 | 611 |
| 13 | 0022042666 | 15-Apr-22 15:52:54 | Lexington RD | Kensington | E165 | 700 |
| 14 | 0022042945 | 16-Apr-22 10:15:49 | Franciscan WAY | Kensington | E165 | 440 |
| 15 | 0022043028 | 16-Apr-22 15:36:41 | Parkside CT | Kensington | E165 | 520 |
| 16 | 0022043559 | 18-Apr-22 00:31:32 | Arlington CT | Kensington | E165 | 321 |
| 17 | 0022044151 | 19-Apr-22 13:53:30 | Ocean View AVE | Kensington | E165 | 550 |
| 18 | 0022044260 | 19-Apr-22 18:53:14 | Cambridge AVE | Kensington | E165 | 321 |
| 19 | 0022045189 | 22-Apr-22 06:20:35 | Purdue AVE | Kensington | E165 | 321 |
| 20 | 0022045237 | 22-Apr-22 09:30:01 | Richardson RD | Kensington | E165 | 400 |
| 21 | 0022046859 | 26-Apr-22 09:55:35 | Ocean View AVE | Kensington | E165 | 554 |
| 22 | 0022048481 | 29-Apr-22 20:50:25 | Purdue AVE | Kensington | E165 | 321 |
| 23 | 0022048710 | 30-Apr-22 12:53:47 | Coventry RD | Kensington | E165 | 321 |
| 24 | 0022048824 | 30-Apr-22 18:51:56 | Arlington AVE | Kensington | E165 | 552 |

Type Series

- 100
- 200
- 300
- 400
- 500
- 600
- 700

Description

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

Kensington Fire Protection District Engine 65 Response Log for April 2022

| # | Incident Number | Date & Time | Address | City | Apparatus ID | Incident Type* |
|----|-----------------|--------------------|-------------------|------------|--------------|----------------|
| 1 | 0022037437 | 02-Apr-22 10:22:34 | Coventry RD | Kensington | E165 | 321 |
| 2 | 0022037890 | 03-Apr-22 16:01:35 | Shevlin DR | El Cerrito | E165 | 321 |
| 3 | 0022037944 | 03-Apr-22 18:01:38 | Vassar AVE | Kensington | E165 | 321 |
| 4 | 0022038638 | 05-Apr-22 11:54:25 | Coventry RD | Kensington | E165 | 5000 |
| 5 | 0022038995 | 06-Apr-22 09:33:30 | Yosemite AVE | El Cerrito | E165 | 611M |
| 6 | 0022038996 | 06-Apr-22 09:41:24 | Terrace DR | El Cerrito | E165 | 321 |
| 7 | 0022039149 | 06-Apr-22 16:30:45 | San Pablo AVE | El Cerrito | E165 | 554 |
| 8 | 0022039475 | 07-Apr-22 13:06:41 | San Carlos AVE | El Cerrito | E165 | 5000 |
| 9 | 0022039481 | 07-Apr-22 13:35:20 | Arlington AVE | Kensington | E165 | 552 |
| 10 | 0022040186 | 09-Apr-22 09:06:05 | Central Park DR | Kensington | E165 | 321 |
| 11 | 0022040516 | 10-Apr-22 00:44:26 | Coventry RD | Kensington | E165 | 321 |
| 12 | 0022040715 | 10-Apr-22 15:41:58 | Ocean View AVE | Kensington | E165 | 550 |
| 13 | 0022041077 | 11-Apr-22 13:00:55 | B ST | El Cerrito | E165 | 740 |
| 14 | 0022041089 | 11-Apr-22 13:45:36 | Ardmore RD | Kensington | E165 | 611X |
| 15 | 0022041147 | 11-Apr-22 16:33:10 | Highgate RD | Kensington | E165 | 500 |
| 16 | 0022041423 | 12-Apr-22 10:57:32 | Arlington CT | Kensington | E165 | 700 |
| 17 | 0022041590 | 12-Apr-22 18:31:11 | Bonnie DR | El Cerrito | E165 | 321 |
| 18 | 0022041637 | 12-Apr-22 20:49:36 | Carmel AVE | El Cerrito | E165 | 5000 |
| 19 | 0022042284 | 14-Apr-22 16:57:18 | Anson WAY | Kensington | E165 | 554 |
| 20 | 0022042468 | 15-Apr-22 06:44:39 | Grizzly Peak BLVD | Kensington | E165 | 611 |
| 21 | 0022042511 | 15-Apr-22 08:46:18 | Ramona AVE | El Cerrito | E165 | 554 |
| 22 | 0022042528 | 15-Apr-22 09:21:18 | Clayton AVE | El Cerrito | E165 | 611 |
| 23 | 0022042666 | 15-Apr-22 15:52:54 | Lexington RD | Kensington | E165 | 700 |
| 24 | 0022042692 | 15-Apr-22 17:13:47 | Thornton Beach RD | Daly City | E165 | 381 |
| 25 | 0022042945 | 16-Apr-22 10:15:49 | Franciscan WAY | Kensington | E165 | 440 |
| 26 | 0022043028 | 16-Apr-22 15:36:41 | Parkside CT | Kensington | E165 | 520 |
| 27 | 0022043370 | 17-Apr-22 13:15:22 | Norvell ST | El Cerrito | E165 | 611 |
| 28 | 0022043522 | 17-Apr-22 22:13:10 | Colusa AVE | El Cerrito | E165 | 550 |
| 29 | 0022043559 | 18-Apr-22 00:31:32 | Arlington CT | Kensington | E165 | 321 |
| 30 | 0022043740 | 18-Apr-22 11:48:06 | Contra Costa DR | El Cerrito | E165 | 321 |

| | | | | | | |
|----|------------|--------------------|---------------------|------------|------|------|
| 31 | 0022044151 | 19-Apr-22 13:53:30 | Ocean View AVE | Kensington | E165 | 550 |
| 32 | 0022044260 | 19-Apr-22 18:53:14 | Cambridge AVE | Kensington | E165 | 321 |
| 33 | 0022044475 | 20-Apr-22 10:23:55 | Moeser LN | El Cerrito | E165 | 735 |
| 34 | 0022044618 | 20-Apr-22 16:48:21 | Ramona AVE | El Cerrito | E165 | 554 |
| 35 | 0022044950 | 21-Apr-22 12:47:12 | Behrens ST | El Cerrito | E165 | 321 |
| 36 | 0022044969 | 21-Apr-22 13:46:38 | San Carlos AVE | El Cerrito | E165 | 321 |
| 37 | 0022045189 | 22-Apr-22 06:20:35 | Purdue AVE | Kensington | E165 | 321 |
| 38 | 0022045237 | 22-Apr-22 09:30:01 | Richardson RD | Kensington | E165 | 400 |
| 39 | 0022045429 | 22-Apr-22 18:40:47 | E Wildcat Canyon RD | Berkeley | E165 | 611M |
| 40 | 0022045784 | 23-Apr-22 17:13:57 | Balra DR | El Cerrito | E165 | 611X |
| 41 | 0022045801 | 23-Apr-22 17:27:04 | Balra DR | El Cerrito | E165 | 743 |
| 42 | 0022046398 | 25-Apr-22 09:18:43 | San Carlos AVE | El Cerrito | E165 | 600 |
| 43 | 0022046556 | 25-Apr-22 15:01:24 | San Pablo AVE | El Cerrito | E165 | 321 |
| 44 | 0022046656 | 25-Apr-22 19:49:53 | Key Route BLVD | El Cerrito | E165 | 321 |
| 45 | 0022046840 | 26-Apr-22 09:11:52 | Highland AVE | Richmond | E165 | 321 |
| 46 | 0022046859 | 26-Apr-22 09:55:35 | Ocean View AVE | Kensington | E165 | 554 |
| 47 | 0022046887 | 26-Apr-22 11:38:51 | Schmidt LN | El Cerrito | E165 | 743 |
| 48 | 0022046911 | 26-Apr-22 13:04:59 | Crest AVE | Richmond | E165 | 611R |
| 49 | 0022047273 | 27-Apr-22 09:20:57 | Ramona AVE | El Cerrito | E165 | 554 |
| 50 | 0022047357 | 27-Apr-22 11:57:04 | Behrens ST | El Cerrito | E165 | 5000 |
| 51 | 0022047904 | 28-Apr-22 13:11:30 | 0-0 Lake Anza RD | Berkeley | E165 | 611 |
| 52 | 0022048377 | 29-Apr-22 16:06:41 | Central Park DR | Orinda | E165 | 321 |
| 53 | 0022048481 | 29-Apr-22 20:50:25 | Purdue AVE | Kensington | E165 | 321 |
| 54 | 0022048710 | 30-Apr-22 12:53:47 | Coventry RD | Kensington | E165 | 321 |
| 55 | 0022048817 | 30-Apr-22 18:26:11 | Pomona AVE | El Cerrito | E165 | 743 |
| 56 | 0022048824 | 30-Apr-22 18:51:56 | Arlington AVE | Kensington | E165 | 552 |
| 57 | 0022049003 | 01-May-22 06:32:57 | Colusa AVE | El Cerrito | E165 | 522 |

Type Series

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- 200
- 300
- 400
- 500
- 600
- 700

Description

- (Structure, Trash, Vehicle, Vegetation Fire)*
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Kensington Fire Protection District Engine 65 Response Log for April 2022

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| 18 | 0022041637 | 12-Apr-22 20:49:36 | Carmel AVE | El Cerrito | E165 | 5000 |
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- (Cancelled En Route, Wrong Location)*
- (Wrong Company/Unit Dispatched)*

TO: Auditor Controller of Contra Costa County:

TRANSMITTAL - APPROVAL

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

**KENSINGTON FPD
TRANSMITTAL - APPROVAL
Invoices**

PY/CY:
BATCH #.:
DATE : 5/11/2022
LOCATION #: 13
FILENAME: KENSINGTON

| VEND # | VENDOR NAME | INVOICE DATE | DESCRIPTION | FUND /ORG | SUB-ACCT | TASK | OPT. | ACTIVITY /WORK AUTH. | ENCUMB (P.O.) / Invoice # | P/C | PAYMENT AMOUNT |
|--------|----------------------|--------------|-------------------------------------|-----------|----------|------|------|----------------------|---------------------------|-----|--------------------------|
| 50151 | El Cerrito | 5/1/2022 | Fire Protection Services 05/01/2022 | 7840 | 2328 | | | | | | 309,743.34 |
| | Kappe Architects | 3/31/2022 | Temporary Facilities Architecture | 7847 | 2310 | | | | | | 2,875.00 |
| | MARJANG Architecture | 4/30/2022 | PSB Renovation Architecture | 7847 | 2310 | | | | | | 26,311.35 |
| | BKF Engineers | 5/4/2022 | Temporary Facilities Engineering | 7847 | 2310 | | | | | | 5,599.08 |
| 50147 | KFPD Revolving Fund | 5/11/2022 | Reimburse Revolving fund | 7840 | 2490 | | | | | | 41,421.69 |
| | TOTAL | | | | | | | | | | <u>385,950.46</u> |

Kensington FPD Approval

Board President

General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 May 11, 2022

Transactions:

| Payee | Date | Expenses | Description |
|--|------------|--------------|---|
| Elkhorn | 04/04/2022 | \$ 55.57 | CCC Dept of C&D Convenience Fee |
| Bay Alarm | 04/04/2022 | \$ 1,264.44 | Alarm Monitoring Fee |
| Mail Stream | 04/04/2022 | \$ 1,639.63 | Spring Newsletter |
| CCC Department of Conservation and Development | 04/04/2022 | \$ 2,222.66 | CCC Dept of C&D Planning Permit Fee |
| VSP | 04/04/2022 | \$ 323.10 | VSP Payment |
| Delta Dental | 04/05/2022 | \$ 948.79 | Retiree Dental |
| Delta Dental | 04/05/2022 | \$ 948.79 | Retiree Dental |
| CalPERS | 04/05/2022 | \$ 952.08 | Health Settlement |
| CalPERS | 04/05/2022 | \$ 3,798.54 | Retiree Health |
| Office Depot | 04/06/2022 | \$ 44.35 | Drill Clipboards for Community Service Activities |
| Google | 04/06/2022 | \$ 90.00 | Email Service |
| Bay Shred Inc | 04/07/2022 | \$ 850.00 | Comm Service Activities/Community Shredder |
| W Hansell | 04/07/2022 | \$ 3,154.55 | Payroll |
| Fed/State | 04/07/2022 | \$ 1,962.06 | Payroll Tax Withholding |
| Heartland Payroll | 04/07/2022 | \$ 78.54 | Payroll Processing Fee |
| Vistaprint | 04/19/2022 | \$ 195.91 | Banners |
| Stericycle | 04/19/2022 | \$ 308.17 | April 2022 Services |
| Kensington Fine Foods | 04/19/2022 | \$ 449.69 | Volunteer lunch for Community Service Activities |
| Comcast | 04/20/2022 | \$ 148.60 | Internet |
| EBMUD | 04/21/2022 | \$ 441.97 | Building Utilities/Service - Water/Sewer |
| W Hansell | 04/22/2022 | \$ 5,360.60 | Payroll |
| Fed/State | 04/22/2022 | \$ 4,027.55 | Payroll Tax Withholding |
| Heartland Payroll | 04/22/2022 | \$ 78.54 | Payroll Processing Fee |
| PG&E | 04/25/2022 | \$ 211.08 | Gas Service |
| AT&T | 04/28/2022 | \$ 423.94 | Office Telephone |
| PG&E | 04/29/2022 | \$ 1,195.51 | Electric Service |
| Streamline | 04/01/2022 | \$ 260.00 | Website |
| Zoom | 04/06/2022 | \$ 140.00 | Zoom Payment |
| CrashPlan | 04/25/2022 | \$ 9.99 | Monthly Payment for Cloud Backup |
| All-Ways Green Services (Check #995078) | 04/13/2022 | \$ 195.69 | Monthly Building Maintenance |
| All-Ways Green Services (Check #995079) | 04/13/2022 | \$ 195.69 | Monthly Building Maintenance |
| Meyers Nave (Check #995080) | 04/12/2022 | \$ 575.10 | Legal Services |
| Altivu (Check #995081) | 04/12/2022 | \$ 8,333.33 | Emergency Prep Coordination Services |
| Fire Smart Promotions (Check #995082) | 04/11/2022 | \$ 537.23 | Public Education - Carabiners and Wristbands |
| Net Withdrawals for Replenishment | | \$ 41,421.69 | |
| | | \$ - | |
| Replenishment Adjusted for Monthly Bills | | \$ 41,421.69 | |

Board President _____ Date _____

General Manager _____ Date _____

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of April 30, 2022**

Current Cash and Investments

| Cash Balance | | Comments |
|---|----------------------|--|
| Petty Cash | 200.00 | |
| KFPD Revolving Acct - Gen Fund | 105,144.20 | Balance as of 4/30/2022 |
| General Fund | 3,455,416.71 | Balance as of 4/30/2022, Pending Reconciliations |
| Special Tax Fund | 200,817.00 | Balance as of 4/30/2022, Pending Reconciliations |
| Capital Fund | 454,524.26 | Balance as of 4/30/2022, Pending Reconciliations |
| Total Cash Balance | 4,216,102.17 | |
| | | |
| Investments | | |
| Capital Replacement Funds | 1,359,742.64 | Balance as of 4/30/2022, Pending Reconciliations |
| Special Tax Fund | 514.84 | Balance as of 4/30/2022, Pending Reconciliations |
| Fire Protection Contract Reserves | 3,021,642.67 | Balance as of 4/30/2022, Pending Reconciliations |
| E/C Contract Recon Reserves | 409,043.34 | Balance as of 4/30/2022, Pending Reconciliations |
| Investments - Other | 1,951,615.63 | Balance as of 4/30/2022, Pending Reconciliations |
| Total Investments | 6,742,559.12 | |
| | | |
| Total Current Cash and Investments | 10,958,661.29 | |

**Kensington Fire Protection District
Profit & Loss Prev Year Comparison
July 2021 through April 2022**

05/09/22

Accrual Basis

| | Jul '21 - Apr 22 | Jul '20 - Apr 21 | \$ Change | % Change |
|--|---------------------|---------------------|-------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 4,640,921.96 | 4,452,950.14 | 187,971.82 | 4.2% |
| Special Taxes | 204,417.70 | 200,685.70 | 3,732.00 | 1.9% |
| Other Tax Income | 12,233.76 | 12,250.32 | -16.56 | -0.1% |
| Lease Agreement | 33,552.75 | 30,448.05 | 3,104.70 | 10.2% |
| Interest Income | 13,288.75 | 22,051.17 | -8,762.42 | -39.7% |
| Miscellaneous Income | 428,441.12 | 75,713.50 | 352,727.62 | 465.9% |
| Total Income | 5,332,856.04 | 4,794,098.88 | 538,757.16 | 11.2% |
| Expense | | | | |
| Staff | | | | |
| Wages | 106,752.75 | 119,219.56 | -12,466.81 | -10.5% |
| Payroll Taxes | 9,222.17 | 12,095.42 | -2,873.25 | -23.8% |
| Workers Compensation/Life Ins | 576.40 | 1,597.87 | -1,021.47 | -63.9% |
| Payroll Processing | 1,631.42 | 1,440.23 | 191.19 | 13.3% |
| Total Staff | 118,182.74 | 134,353.08 | -16,170.34 | -12.0% |
| RETIREE MEDICAL BENEFITS | | | | |
| CalPERS Settlement | 9,520.80 | 6,664.56 | 2,856.24 | 42.9% |
| Total RETIREE MEDICAL BENEFITS | 9,520.80 | 6,664.56 | 2,856.24 | 42.9% |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| Accounting | 30,150.00 | 37,310.00 | -7,160.00 | -19.2% |
| Actuarial Valuation | 3,000.00 | 5,600.00 | -2,600.00 | -46.4% |
| Audit | 16,000.00 | 16,000.00 | 0.00 | 0.0% |
| Bank Fee | 25.00 | 0.00 | 25.00 | 100.0% |
| Contra Costa County Expenses | 53,551.53 | 34,059.76 | 19,491.77 | 57.2% |
| EI Cerrito Contract Fee | 2,938,225.42 | 2,691,368.90 | 246,856.52 | 9.2% |
| EI Cerrito Reconciliation(s) | 159,208.01 | 250,648.98 | -91,440.97 | -36.5% |
| IT Services and Equipment | 22.78 | 9,161.78 | -9,139.00 | -99.8% |
| Fire Abatement Contract | 0.00 | 2,450.00 | -2,450.00 | -100.0% |
| Fire Engineer Plan Review | 688.00 | 972.00 | -284.00 | -29.2% |
| RGS Contract | 0.00 | 0.00 | 0.00 | 0.0% |
| Grant Writer/Coordinator | 6,547.50 | 312.68 | 6,234.82 | 1,994.0% |
| LAFCO Fees | 0.00 | 2,293.70 | -2,293.70 | -100.0% |
| Legal Fees | 5,648.78 | 44,257.99 | -38,609.21 | -87.2% |
| PSB Consultant | 0.00 | 1,425.00 | -1,425.00 | -100.0% |
| BHI/GM Recruitment | 0.00 | 14,400.00 | -14,400.00 | -100.0% |
| Temporary Services | 0.00 | 8,782.85 | -8,782.85 | -100.0% |
| Traffic Study | 0.00 | 0.00 | 0.00 | 0.0% |
| Website Development/Maintenance | 2,707.40 | 1,975.48 | 731.92 | 37.1% |
| OUTSIDE PROFESSIONAL SERVICES - Other | 0.00 | 5,600.84 | -5,600.84 | -100.0% |
| Total OUTSIDE PROFESSIONAL SERVICES | 3,215,774.42 | 3,126,619.96 | 89,154.46 | 2.9% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 14,051.27 | 3,100.00 | 10,951.27 | 353.3% |
| Community Shredder | 4,142.19 | 0.00 | 4,142.19 | 100.0% |
| DFSC Matching Grants | 0.00 | 24,000.00 | -24,000.00 | -100.0% |
| Community Sandbags | 1,728.57 | 0.00 | 1,728.57 | 100.0% |
| Volunteer Appreciation | 449.69 | 0.00 | 449.69 | 100.0% |
| COMMUNITY SERVICE ACTIVITIES - Other | 483.17 | 0.00 | 483.17 | 100.0% |
| Total COMMUNITY SERVICE ACTIVITIES | 20,854.89 | 27,100.00 | -6,245.11 | -23.0% |
| DISTRICT ACTIVITIES | | | | |
| Professional Development | 3,323.58 | 50.00 | 3,273.58 | 6,547.2% |
| Office | | | | |
| Office Expense | 3,161.86 | 6,250.88 | -3,089.02 | -49.4% |
| Office Supplies | 738.68 | 301.74 | 436.94 | 144.8% |
| Telephone | 5,557.76 | 12,081.06 | -6,523.30 | -54.0% |
| Office- Other | 0.00 | 317.83 | -317.83 | -100.0% |
| Office - Other | 0.00 | 63.83 | -63.83 | -100.0% |
| Total Office | 9,458.30 | 19,015.34 | -9,557.04 | -50.3% |
| Election | 0.00 | 4,990.83 | -4,990.83 | -100.0% |
| Firefighter's Apparel & PPE | 0.00 | 1,187.00 | -1,187.00 | -100.0% |
| Staff Appreciation | 93.49 | 1,247.03 | -1,153.54 | -92.5% |
| Memberships | 7,615.00 | 7,753.00 | -138.00 | -1.8% |

05/09/22

**Kensington Fire Protection District
Profit & Loss Prev Year Comparison
July 2021 through April 2022**

Accrual Basis

| | Jul '21 - Apr 22 | Jul '20 - Apr 21 | \$ Change | % Change |
|---|---------------------|---------------------|-------------------|--------------|
| Building Maintenance | | | | |
| Needs Assess/Feasibility Study | 7,220.00 | 31,584.25 | -24,364.25 | -77.1% |
| Gardening service | 2,275.00 | 2,275.00 | 0.00 | 0.0% |
| Building alarm | 1,264.44 | 1,494.44 | -230.00 | -15.4% |
| Medical Waste Disposal | 2,140.61 | 4,587.06 | -2,446.45 | -53.3% |
| Janitorial Service | 1,816.79 | 1,050.00 | 766.79 | 73.0% |
| Miscellaneous Maint. | 1,601.49 | 24,621.94 | -23,020.45 | -93.5% |
| Total Building Maintenance | 16,318.33 | 65,612.69 | -49,294.36 | -75.1% |
| Building Utilities/Service | | | | |
| Gas and Electric | 9,346.09 | 9,517.95 | -171.86 | -1.8% |
| Water/Sewer | 3,256.92 | 1,807.71 | 1,449.21 | 80.2% |
| Total Building Utilities/Service | 12,603.01 | 11,325.66 | 1,277.35 | 11.3% |
| Total DISTRICT ACTIVITIES | 49,411.71 | 111,181.55 | -61,769.84 | -55.6% |
| Total Expense | 3,413,744.56 | 3,405,919.15 | 7,825.41 | 0.2% |
| Net Ordinary Income | 1,919,111.48 | 1,388,179.73 | 530,931.75 | 38.3% |
| Net Income | 1,919,111.48 | 1,388,179.73 | 530,931.75 | 38.3% |

Kensington Fire Protection District

Trial Balance

As of April 30, 2022

05/09/22

Accrual Basis

| | Apr 30, 22 | |
|--|--------------|--------------|
| | Debit | Credit |
| Petty Cash | 200.00 | |
| KFPD Revolving Acct - Gen Fund | 105,144.20 | |
| General Fund | 3,455,416.71 | |
| Special Tax Fund | 200,817.00 | |
| Capital Fund | 454,524.26 | |
| Accounts Receivable | 10,699.23 | |
| Advance on Taxes | 118,471.19 | |
| Advance on Supplemental Taxes | 71,779.71 | |
| Deposits on Fixed Assets | 20,000.00 | |
| Prepaid Services - EC | 0.07 | |
| Prepaid Exp. | 1,159.00 | |
| Prepaid CERBT - Retiree Trust | 461,679.48 | |
| Investments | 3,547.77 | |
| Investments:Capital Replacement Funds | 3,308,325.34 | |
| Investments:Fire Protect. Contract Reserves | 3,021,642.67 | |
| Investments:E/C Contract Recon Reserves | 409,043.34 | |
| Land | 5,800.00 | |
| Equipment | 2,073,780.43 | |
| Accumulated Depreciation-Equip | | 1,011,602.78 |
| Building and Improvements | 2,391,581.26 | |
| Accumulated Depreciation - Bldg | | 1,208,874.20 |
| Current Capital Outlay:Temporary Facilities Project | 10,750.00 | |
| Current Capital Outlay:PSB Renovation Soft Costs | 425,094.07 | |
| Current Capital Outlay:P/S Building Repair/Replace | 1,696.98 | |
| Current Capital Outlay:Fire Engine Type I | 104.40 | |
| Current Capital Outlay:Firefighters Qtrs/Equip | 210.00 | |
| Due to Revolving Acct - Gen Fnd | | 368,727.00 |
| Due to Other - Issued by CCC | | 29,019.71 |
| Accounts Payable | | 1,605.65 |
| Deferred Inflow of Resources | | 9,731.00 |
| EI Cerrito Reconciliation Liab. | | 419,249.04 |
| CalPERS Settlement Payable | | 28,562.56 |
| Postretirement Health Ben Liab | 20,094.86 | |
| Fund Equity - General | | 3,889,496.00 |
| Fund Equity - Capital Projects | | 3,213,698.00 |
| Fund Equity - Special Revenue | | 109,075.00 |
| Fund Equity - Gen Fixed Asset | | 2,212,997.01 |
| Fund Equity | | 2,317,661.58 |
| Property Taxes | | 4,640,921.96 |
| Special Taxes | | 204,417.70 |
| Other Tax Income | | 12,233.76 |
| Lease Agreement | | 33,552.75 |
| Interest Income | | 13,288.75 |
| Miscellaneous Income | | 428,441.12 |
| Staff:Wages | 106,752.75 | |
| Staff:Vacation Wages | 9,182.25 | |
| Staff:Medical/dental ins compensation | 10,000.00 | |
| Staff:Payroll Taxes | 9,222.17 | |
| Staff:Workers Compensation/Life Ins | 576.40 | |
| Staff:Payroll Processing | 1,631.42 | |
| RETIREE MEDICAL BENEFITS:PERS Medical | 43,107.07 | |
| RETIREE MEDICAL BENEFITS:Delta Dental | 9,487.90 | |
| RETIREE MEDICAL BENEFITS:Vision Care | 2,907.90 | |
| RETIREE MEDICAL BENEFITS:CalPERS Settlement | 9,520.80 | |
| OUTSIDE PROFESSIONAL SERVICES:Nixle Fee | 3,182.70 | |
| OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner | 14,981.25 | |
| OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator | 74,999.97 | |
| OUTSIDE PROFESSIONAL SERVICES:Accounting | 30,150.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation | 3,000.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Audit | 16,000.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Bank Fee | 25.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses | 53,551.53 | |
| OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee | 2,938,225.42 | |
| OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s) | 159,208.01 | |

Kensington Fire Protection District

Trial Balance

As of April 30, 2022

05/09/22

Accrual Basis

| | Apr 30, 22 | |
|---|-----------------------------|-----------------------------|
| | Debit | Credit |
| OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment | 22.78 | |
| OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review | 688.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Grant Writer/Coordinator | 6,547.50 | |
| OUTSIDE PROFESSIONAL SERVICES:Legal Fees | 5,648.78 | |
| OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance | 2,707.40 | |
| COMMUNITY SERVICE ACTIVITIES | 483.17 | |
| COMMUNITY SERVICE ACTIVITIES:Public Education | 14,051.27 | |
| COMMUNITY SERVICE ACTIVITIES:Community Shredder | 4,142.19 | |
| COMMUNITY SERVICE ACTIVITIES:Community Sandbags | 1,728.57 | |
| COMMUNITY SERVICE ACTIVITIES:Volunteer Appreciation | 449.69 | |
| DISTRICT ACTIVITIES:Professional Development | 3,323.58 | |
| DISTRICT ACTIVITIES:Office:Office Expense | 3,161.86 | |
| DISTRICT ACTIVITIES:Office:Office Supplies | 738.68 | |
| DISTRICT ACTIVITIES:Office:Telephone | 5,557.76 | |
| DISTRICT ACTIVITIES:Staff Appreciation | 93.49 | |
| DISTRICT ACTIVITIES:Memberships | 7,615.00 | |
| DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility Study | 7,220.00 | |
| DISTRICT ACTIVITIES:Building Maintenance:Gardening service | 2,275.00 | |
| DISTRICT ACTIVITIES:Building Maintenance:Building alarm | 1,264.44 | |
| DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal | 2,140.61 | |
| DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service | 1,816.79 | |
| DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint. | 1,601.49 | |
| DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric | 9,346.09 | |
| DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer | 3,256.92 | |
| TOTAL | <u>20,153,155.57</u> | <u>20,153,155.57</u> |

**Kensington Fire Protection District
Profit & Loss Prev Year Comparison
July 2021 through April 2022**

05/09/22

Accrual Basis

| | Jul '21 - Apr 22 | Jul '20 - Apr 21 | \$ Change | % Change |
|--|---------------------|---------------------|-------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 4,640,921.96 | 4,452,950.14 | 187,971.82 | 4.2% |
| Special Taxes | 204,417.70 | 200,685.70 | 3,732.00 | 1.9% |
| Other Tax Income | 12,233.76 | 12,250.32 | -16.56 | -0.1% |
| Lease Agreement | 33,552.75 | 30,448.05 | 3,104.70 | 10.2% |
| Interest Income | 13,288.75 | 22,051.17 | -8,762.42 | -39.7% |
| Miscellaneous Income | 428,441.12 | 75,713.50 | 352,727.62 | 465.9% |
| Total Income | 5,332,856.04 | 4,794,098.88 | 538,757.16 | 11.2% |
| Expense | | | | |
| Staff | | | | |
| Wages | 106,752.75 | 119,219.56 | -12,466.81 | -10.5% |
| Payroll Taxes | 9,222.17 | 12,095.42 | -2,873.25 | -23.8% |
| Workers Compensation/Life Ins | 576.40 | 1,597.87 | -1,021.47 | -63.9% |
| Payroll Processing | 1,631.42 | 1,440.23 | 191.19 | 13.3% |
| Total Staff | 118,182.74 | 134,353.08 | -16,170.34 | -12.0% |
| RETIREE MEDICAL BENEFITS | | | | |
| CalPERS Settlement | 9,520.80 | 6,664.56 | 2,856.24 | 42.9% |
| Total RETIREE MEDICAL BENEFITS | 9,520.80 | 6,664.56 | 2,856.24 | 42.9% |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| Accounting | 30,150.00 | 37,310.00 | -7,160.00 | -19.2% |
| Actuarial Valuation | 3,000.00 | 5,600.00 | -2,600.00 | -46.4% |
| Audit | 16,000.00 | 16,000.00 | 0.00 | 0.0% |
| Bank Fee | 25.00 | 0.00 | 25.00 | 100.0% |
| Contra Costa County Expenses | 53,551.53 | 34,059.76 | 19,491.77 | 57.2% |
| EI Cerrito Contract Fee | 2,938,225.42 | 2,691,368.90 | 246,856.52 | 9.2% |
| EI Cerrito Reconciliation(s) | 159,208.01 | 250,648.98 | -91,440.97 | -36.5% |
| IT Services and Equipment | 22.78 | 9,161.78 | -9,139.00 | -99.8% |
| Fire Abatement Contract | 0.00 | 2,450.00 | -2,450.00 | -100.0% |
| Fire Engineer Plan Review | 688.00 | 972.00 | -284.00 | -29.2% |
| RGS Contract | 0.00 | 0.00 | 0.00 | 0.0% |
| Grant Writer/Coordinator | 6,547.50 | 312.68 | 6,234.82 | 1,994.0% |
| LAFCO Fees | 0.00 | 2,293.70 | -2,293.70 | -100.0% |
| Legal Fees | 5,648.78 | 44,257.99 | -38,609.21 | -87.2% |
| PSB Consultant | 0.00 | 1,425.00 | -1,425.00 | -100.0% |
| BHI/GM Recruitment | 0.00 | 14,400.00 | -14,400.00 | -100.0% |
| Temporary Services | 0.00 | 8,782.85 | -8,782.85 | -100.0% |
| Traffic Study | 0.00 | 0.00 | 0.00 | 0.0% |
| Website Development/Maintenance | 2,707.40 | 1,975.48 | 731.92 | 37.1% |
| OUTSIDE PROFESSIONAL SERVICES - Other | 0.00 | 5,600.84 | -5,600.84 | -100.0% |
| Total OUTSIDE PROFESSIONAL SERVICES | 3,215,774.42 | 3,126,619.96 | 89,154.46 | 2.9% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 14,051.27 | 3,100.00 | 10,951.27 | 353.3% |
| Community Shredder | 4,142.19 | 0.00 | 4,142.19 | 100.0% |
| DFSC Matching Grants | 0.00 | 24,000.00 | -24,000.00 | -100.0% |
| Community Sandbags | 1,728.57 | 0.00 | 1,728.57 | 100.0% |
| Volunteer Appreciation | 449.69 | 0.00 | 449.69 | 100.0% |
| COMMUNITY SERVICE ACTIVITIES - Other | 483.17 | 0.00 | 483.17 | 100.0% |
| Total COMMUNITY SERVICE ACTIVITIES | 20,854.89 | 27,100.00 | -6,245.11 | -23.0% |
| DISTRICT ACTIVITIES | | | | |
| Professional Development | 3,323.58 | 50.00 | 3,273.58 | 6,547.2% |
| Office | | | | |
| Office Expense | 3,161.86 | 6,250.88 | -3,089.02 | -49.4% |
| Office Supplies | 738.68 | 301.74 | 436.94 | 144.8% |
| Telephone | 5,557.76 | 12,081.06 | -6,523.30 | -54.0% |
| Office- Other | 0.00 | 317.83 | -317.83 | -100.0% |
| Office - Other | 0.00 | 63.83 | -63.83 | -100.0% |
| Total Office | 9,458.30 | 19,015.34 | -9,557.04 | -50.3% |
| Election | 0.00 | 4,990.83 | -4,990.83 | -100.0% |
| Firefighter's Apparel & PPE | 0.00 | 1,187.00 | -1,187.00 | -100.0% |
| Staff Appreciation | 93.49 | 1,247.03 | -1,153.54 | -92.5% |
| Memberships | 7,615.00 | 7,753.00 | -138.00 | -1.8% |

05/09/22

Kensington Fire Protection District
Profit & Loss Prev Year Comparison
July 2021 through April 2022

Accrual Basis

| | Jul '21 - Apr 22 | Jul '20 - Apr 21 | \$ Change | % Change |
|---|---------------------|---------------------|-------------------|--------------|
| Building Maintenance | | | | |
| Needs Assess/Feasibility Study | 7,220.00 | 31,584.25 | -24,364.25 | -77.1% |
| Gardening service | 2,275.00 | 2,275.00 | 0.00 | 0.0% |
| Building alarm | 1,264.44 | 1,494.44 | -230.00 | -15.4% |
| Medical Waste Disposal | 2,140.61 | 4,587.06 | -2,446.45 | -53.3% |
| Janitorial Service | 1,816.79 | 1,050.00 | 766.79 | 73.0% |
| Miscellaneous Maint. | 1,601.49 | 24,621.94 | -23,020.45 | -93.5% |
| Total Building Maintenance | 16,318.33 | 65,612.69 | -49,294.36 | -75.1% |
| Building Utilities/Service | | | | |
| Gas and Electric | 9,346.09 | 9,517.95 | -171.86 | -1.8% |
| Water/Sewer | 3,256.92 | 1,807.71 | 1,449.21 | 80.2% |
| Total Building Utilities/Service | 12,603.01 | 11,325.66 | 1,277.35 | 11.3% |
| Total DISTRICT ACTIVITIES | 49,411.71 | 111,181.55 | -61,769.84 | -55.6% |
| Total Expense | 3,413,744.56 | 3,405,919.15 | 7,825.41 | 0.2% |
| Net Ordinary Income | 1,919,111.48 | 1,388,179.73 | 530,931.75 | 38.3% |
| Net Income | 1,919,111.48 | 1,388,179.73 | 530,931.75 | 38.3% |



RESOLUTION 2022-06

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

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

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

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

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

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

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

WHEREAS, the Board of Directors previously adopted Resolutions 21-08 on October 13, 2021, 21-10 on November 10, 2021, 21-11 on December 8, 2021, 2022-01 on January 12, 2022, 2022-02 on February 9, 2022, 2022-03 on March 9th, 2022, and 2022-04 on April 13th, 2022 finding that the requisite conditions exist for the legislative bodies of Kensington Fire Protection District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

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

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

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

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

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

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

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

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

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

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

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

Section 5. Effective Date of Resolution. This Resolution shall take effect from May 14, 2022, and shall be effective until the earlier of (i) June 13, 2022, or such time the Board of Directors

adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Kensington Fire Protection District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 11th day of May 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary

4040 Civic Center Drive, Suite 200
San Rafael, CA 94903

Office: 415.785.2025
www.NHAadvisors.com

April 29, 2022

Bill Hansell
General Manager
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

RE: Kensington Fire Protection District 2022 Financing (Public Safety Building) – Regulatory Disclosure Letter

Dear Bill,

NHA Advisors, LLC (“NHA Advisors”) is required to send this Regulatory Disclosure Letter per Municipal Securities Rulemaking Board (“MSRB”) rules. This letter specifies the terms and details of the work that NHA Advisors will perform for the Kensington Fire Protection District (the “District”) relating to the above referenced project (the “Project”). Additionally, this letter provides certain duties and disclosures that municipal advisors must present to all clients prior to beginning work on a municipal transaction.

Scope of Municipal Advisory Activities to be Performed

A detailed Scope of Services can be found in Exhibit A.

Independent Registered Municipal Advisor (“IRMA”)

If acting in the capacity of an Independent Registered Municipal Advisor (“IRMA”), with regard to the IRMA exemption of the U. S. Securities and Exchange Commission (“SEC”) Rule, NHA Advisors will review all third-party recommendations submitted to NHA Advisors in writing by the District.

Term of the Project

The Project will commence on May 1, 2022 and end on the earlier of either December 31, 2022 or upon closing of the transaction, unless the term of the Project is otherwise terminated or extended. Any extensions must be mutually agreed upon by all parties in writing.

Termination of NHA Advisors’ Role on Project

The District may terminate NHA Advisors’ role on the Project at any time and without cause upon written notification to NHA Advisors.

In the event of termination, NHA Advisors shall be entitled to compensation for services performed to the effective date of termination. The District, however, may condition payment of such compensation upon NHA Advisors delivering to the District any or all documents, photographs, computer software, video and audio tapes, and other materials provided to NHA Advisors or prepared by or for NHA Advisors or the District in connection with NHA Advisors’ work on the Project.

NHA Advisors may terminate upon 45 days' written notice to the District and shall include in such notice the reasons for termination.

Compensation and Out-of-Pocket Expenses

A detailed proposal for compensation and expenses can be found in Exhibit B.

Fiduciary Duty

NHA Advisors is registered as a Municipal Advisor with the SEC and MSRB. As such, NHA Advisors has a fiduciary duty to the District and must provide both a Duty of Care and a Duty of Loyalty that entail the following.

Duty of Care:

- a) exercise due care in performing its municipal advisory activities;
- b) possess the degree of knowledge and expertise needed to provide the District with informed advice;
- c) make a reasonable inquiry as to the facts that are relevant to the District's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the District; and
- d) undertake a reasonable investigation to determine that NHA Advisors is not forming any recommendation on materially inaccurate or incomplete information; NHA Advisors must have a reasonable basis for:
 - i. any advice provided to or on behalf of the District;
 - ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the District, any other party involved in the municipal securities transaction or municipal financial product, or investors in the District securities; and
 - iii. any information provided to the District or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

NHA Advisors must deal honestly and with the utmost good faith with the District and act in the District's best interests without regard to the financial or other interests of NHA Advisors. NHA Advisors will eliminate or provide full and fair disclosure (included herein) to the District about each material conflict of interest (as applicable). NHA Advisors will not engage in municipal advisory activities with the District as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the District's best interest.

Conflicts of Interest and Other Matters Requiring Disclosures

As of the commencement date of the Project, there are no actual or potential material conflicts of interest, other than those noted below, that NHA Advisors is aware of that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty. If NHA Advisors becomes aware of any material potential conflict of interest that arises after this disclosure, NHA Advisors will disclose the detailed information in writing to the District in a timely manner.

The following are potential conflicts of interest to be considered.

- NHA Advisors represents that in connection with the issuance of municipal securities, NHA Advisors may receive compensation from the District for services rendered, which compensation is contingent upon the successful closing of a transaction and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, NHA Advisors hereby discloses that such contingent and/or transactional compensation may present a potential conflict of interest regarding NHA Advisors' ability to provide unbiased advice to enter into such transaction. This potential conflict of interest will not impair NHA Advisors' ability to render unbiased and competent advice or to fulfill its fiduciary duty to the District.
- The fee paid to NHA Advisors increases the cost of investment to the District. The increased cost occurs from compensating NHA Advisors for municipal advisory services provided.
- NHA Advisors serves a wide variety of other clients that may, from time to time, have interests that could have a direct or indirect impact on the interests of another NHA Advisors client. For example, NHA Advisors serves as municipal advisor to other municipal advisory clients and, in such cases, owes a regulatory duty to such other clients just as it does to the District. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, NHA Advisors could potentially face a conflict of interest arising from these competing client interests. NHA Advisors fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with the District.
- Gerald Craig Hill, the Managing Principal of NHA Advisors is currently serving as an outside director for the HdL Companies based in Diamond Bar, CA. HdL Companies is a software and professional services consulting company providing revenue data and collections information to local governments, potentially including NHA Advisors' clients. HdL Companies have affiliates including, but not limited to, HdL Coren & Cone. From time to time, NHA Advisors utilizes the services of HdL Coren & Cone for its clients. NHA Advisors is mindful of this conflict of interest and fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith when this situation arises.
- NHA Advisors does not have any affiliate that provides any advice, service, or product to or on behalf of the District that is directly or indirectly related to the municipal advisory activities to be performed by NHA Advisors.
- NHA Advisors has not made any payments directly or indirectly to obtain or retain NHA Advisors' municipal advisory business.
- NHA Advisors has not received any payments from third parties to enlist NHA Advisors' recommendation to the District of its services, any municipal securities transaction, or any municipal finance product.
- NHA Advisors has not engaged in any fee-splitting arrangements involving NHA Advisors and any provider of investments or services to the District.
- NHA Advisors does not have any legal or disciplinary event that is material to the District's evaluation of the municipal advisory or the integrity of its management or advisory personnel.
- NHA Advisors does not act as principal in any of the transaction(s) related to this Project.
- During the term of the municipal advisory relationship, this disclosure will be promptly amended or supplemented to reflect any material changes in or additions to the terms or information within this disclosure and the revised writing will be promptly delivered to the District.

Pursuant to MSRB Rule G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal entity and obligated person clients which include the following:

- NHA Advisors is currently registered as a Municipal Advisor with the SEC and the MSRB.
- Within the MSRB website at www.msrb.org, District may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

Legal Events and Disciplinary History

NHA Advisors does not have any legal events and disciplinary history on its Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The District may electronically access NHA Advisors' most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC.

Recommendations

If NHA Advisors makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the District and is within the scope of the engagement, NHA Advisors will determine, based on the information obtained through reasonable diligence of NHA Advisors whether a municipal securities transaction or municipal financial product is suitable for the District. In addition, NHA Advisors will inform the District of:

- the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- the basis upon which NHA Advisors reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the District; and
- whether NHA Advisors has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the District objectives.

If the District elects a course of action that is independent of or contrary to the advice provided by NHA Advisors, NHA Advisors is not required on that basis to disengage from the District.

Record Retention

Effective July 1, 2014, pursuant to the SEC record retention regulations, NHA Advisors is required to maintain in writing, all communication and created documents between NHA Advisors and the District for five (5) years.

If there are any questions regarding the above, please do not hesitate to contact NHA Advisors.

Sincerely,



Eric Scriven, Principal
NHA Advisors, LLC

EXHIBIT A

SCOPE OF SERVICES MUNICIPAL ADVISORY SERVICES

The scope of work will generally include, but may not be limited to, the following services:

◆ Project Management

- Manage financing process, including assembly of the financing team and assignment of tasks for all parties involved in the financing.
- Provide information and advice on the timing of the financing process and develop timeline (schedule) of tasks.
- Upon request, work with District staff to solicit and select a registered broker-dealer (underwriter or placement agent), bond/disclosure counsel, trustee service provider, or other consultants that may be required as part of financing process. Provide recommendation(s) and negotiate preferred terms and pricing for said consultant(s).

◆ Quantitative Analysis and Financial Structuring

- Prepare, review, analyze, and provide structuring advice for the proposed financing and or refinancing.
- Evaluate the method of sale (private placement or public offering), bond structure, legal approach, and financial advantages for each alternative, including the financing terms and call provisions.
- Analyze credit enhancement options (bond insurance and reserve surety bond policies).
- Meetings or conference calls with credit enhancement or insurance companies to discuss the transaction, as appropriate.

◆ Project Implementation

- Provide advice on the financing structure for incorporation into financing documents.
- Coordinate the efforts of bond counsel, disclosure counsel, and/or any other legal counsel to prepare the financing documents for approval by the District Board.
- Review financing documents to ensure accuracy with the financing plan.
- Upon request, NHA Advisors will make presentations or attend meetings with the District Board or stakeholders to answer questions about the financing and process.
- Work with selected financing partner or funding source to determine optimal bond structure, including serial/term bonds, premium/discount bonds, and redemption provisions.

- If a public offering method of sale is utilized:
 - Coordinate preparation of a comprehensive credit presentation to the rating services and bond insurance companies, if applicable.
 - Work with disclosure counsel to assemble the official statement (investor disclosure document) for the financing in a manner consistent with existing laws, regulations, and standards of the securities industry.
 - If completed as a negotiated sale, assist the District in the negotiation of underwriting spreads and interest rates for the proposed financing. Monitor the underwriter's sales effort to ensure the lowest financing costs are achieved.
 - Assist with the solicitation of an investment advisor to coordinate investment of bond proceeds and/or accounts, as necessary.
 - Coordinate the delivery, printing and final approval of legal documents, and the preparation of closing certificates and final official statement.
- If a private placement method of sale is utilized:
 - Prepare a credit package for potential investor banks.
 - If a placement agent has been engaged, work with placement agent to solicit bids from various banks that invest in municipal debt.
 - Manage bond or loan pricing and final financing structure (debt service and bond terms).
 - Coordinate the delivery, final approval of legal documents, and the preparation of closing certificates.
- Work with bond counsel to finalize documents for execution by the District.
- Prepare or coordinate preparation of a closing memorandum outlining a detailed flow of funds at the time of closing.

EXHIBIT B

COMPENSATION SCHEDULE

For work described in the Scope of Services, compensation will be contingent on completion of the financing and is expected to be paid from proceeds of the transaction at the time of closing. The fee for these services is based on a number of factors, including the method of sale, financing structure, complexity, series of bonds, funding source, and the time expected to be required to manage the financing process.

Base Municipal Advisory Services

The transaction is expected to utilize one of the following methods of sale: (1) private placement with a private party or bank (requiring no public offering disclosure document), or (2) negotiated public offering with a pre-selected underwriter. Based on the method of sale, NHA Advisors will receive a fee for services as follows.

| Method of Sale | Bond, Loan or Other Debt Financing Fee |
|-----------------------------------|--|
| Private Placement | \$39,000 ⁽¹⁾ |
| Public Offering – Negotiated Sale | \$52,500 ⁽²⁾ |

- 1) Assumes a single bank RFP process is required. Additional bank RFP process(es) would be subject to the add-on fee outlined in the Additional Services section below.
- 2) Assumes the District goes through the bank RFP process and pivots to a public offering.

Additional Services

Additional Bank RFP Process (as Needed) – If more than one bank RFP process is required by the District, NHA Advisors’ will receive \$4,000 for each additional bank RFP process.

In-Person Meetings (Upon Request) – NHA Advisors will be reimbursed \$1,500 for each in-person meeting. NHA Advisors will participate on conference calls and virtual meetings at no additional cost to the District.

Request for Proposals (Upon Request) – If the District has not engaged consultants to provide certain services required as part of financing process, at the District’s direction, NHA Advisors will undertake the solicitation of one or more of these parties for the fees outlined in the following rate table.

| Request for Proposal Process | Fee ⁽¹⁾ |
|---|--------------------|
| Broker-Dealer (Underwriter/Placement Agent) | \$5,000 |
| Bond/Disclosure Counsel | \$2,500 |
| Trustee | \$1,000 |

- 1) If the District elects to forgo the RFP process and accepts a direct recommendation from NHA Advisors for one or more of these service providers, no additional fee will be assessed by NHA Advisors.

Expenses (Out-of-Pocket)

All expenses will be billed directly at cost to the District. Expenses will be limited to those necessary for completion of the project.

EXHIBIT C

MUNICIPAL ADVISOR DISCLOSURES

Fiduciary Duty

NHA Advisors, LLC (“NHA Advisors”) is registered as a Municipal Advisor with the U. S. Securities and Exchange Commission (“SEC”) and Municipal Securities Rulemaking Board (“MSRB”). As such, NHA Advisors has a fiduciary duty to the District and must provide both a Duty of Care and a Duty of Loyalty that entail the following.

Duty of Care:

- e) exercise due care in performing its municipal advisory activities;
- f) possess the degree of knowledge and expertise needed to provide the District with informed advice;
- g) make a reasonable inquiry as to the facts that are relevant to the District’s determination as to whether to proceed with a course of action or that form the basis for any advice provided to the District; and
- h) undertake a reasonable investigation to determine that NHA Advisors is not forming any recommendation on materially inaccurate or incomplete information; NHA Advisors must have a reasonable basis for:
 - i. any advice provided to or on behalf of the District;
 - ii. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the District, any other party involved in the municipal securities transaction or municipal financial product, or investors in the District securities; and
 - iii. any information provided to the District or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

NHA Advisors must deal honestly and with the utmost good faith with the District and act in the District’s best interests without regard to the financial or other interests of NHA Advisors. NHA Advisors will eliminate or provide full and fair disclosure (included herein) to the District about each material conflict of interest (as applicable). NHA Advisors will not engage in municipal advisory activities with the District as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the District’s best interest.

Conflicts of Interest and Other Matters Requiring Disclosures

As of the commencement date of the Project, there are no actual or potential material conflicts of interest, other than those noted below, that NHA Advisors is aware of that might impair its ability to render unbiased and competent advice or to fulfill its fiduciary duty. If NHA Advisors becomes aware of any material potential conflict of interest that arises after this disclosure, NHA Advisors will disclose the detailed information in writing to the District in a timely manner.

The following are potential conflicts of interest to be considered.

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www.sec.gov/edgar/searchedgar/companysearch.html

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Recommendations

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2022/23 CONTRACT PROPOSAL

KENSINGTON FIRE PROTECTION DISTRICT

EMERGENCY PREPAREDNESS COORDINATOR

DATE: 5/5/2022

APPLICANT: ALTIVU / J.VALENZUELA

Kensington is working to be the most prepared and resilient community in the Bay Area. Although this is not an official goal of the Kensington Fire Protection District, it is achievable through the accomplishments and initiatives brought to the community. The District has several initiatives that address concerns that benefit the community's safety and increase understanding of the need for home and community emergency preparedness. Over 96% of respondents to a recent poll have registered for Contra Costa County Community Warning System. The County's Office of Emergency Services has stated the Kensington Community has, per capita, the highest registration rate in the County for emergency alerts. Although the District established this high benchmark, we must work to maintain this performance and improve other areas of preparedness across the community. The role of the Emergency Preparedness Coordinator presents benefits to the effectiveness of the Kensington Fire Protection District's objectives to serve the community.

Customer Service

The Emergency Preparedness Coordinator responds to public inquiries through the website, social media, or passed through the El Cerrito Fire Department Admin Staff. This dedicated customer service resource is now exclusive to Kensington residents. The Kensington Fire Protection District is now an approachable and accessible agency that responds to inquiries about programs, upcoming events, or other safety-related issues. The response time is a timely and near real-time manner.

Public Information

Communication is the primary pillar of preparedness. Kensington residents heavily rely on the established channels of printed communication which are not effective for emergencies. Developing new forms of communication while maintaining a presence in the Kensington Outlook and The Fire Plug is necessary and critical to the community's resiliency. It is now clear that Kensington Residents prefer to stay informed through email, text, and Nextdoor for immediately actionable, timely information.

Skilled Resource for Fire Chief and Officers

The Kensington Evacuation Drill was executed under the leadership of Chief Pigoni in coordination with Kensington Police through the capable coordination of the Emergency Preparedness Coordinator. With years of fire service, project management, and marketing experience - a drill was planned and executed successfully with robust marketing and public awareness campaigns in less than 30 days.

A Bridge Between Law Enforcement and Fire

Kensington has a unique culture with the public safety agencies housed in the same building. The Public Safety Building renovation has stirred a variety of concerns and sentiments related to the separation of the agencies. Public relations has been a tandem effort with the emergency preparedness initiatives. The conscientious effort of the Emergency Preparedness Coordinator ensures the Kensington Police and Kensington Firefighters are working together in a coordinated manner in the public eye.

It is an honor to serve the community while the District continues to deliver an invaluable service to Kensington residents. Please accept this expressed interest in continuing the work for the community.

Thank you for your consideration.

Johnny Valenzuela

Emergency Preparedness Coordinator / Kensington Fire Protection District

PROJECT APPROACH

The first year of the Emergency Preparedness Coordinator contract focused on creating a foundation to communicate and educate the community on emergency preparedness initiatives and build relationships with neighboring agencies and community groups. Upon this foundation, the Kensington Fire Protection District has effectively launched several robust public safety campaigns and events such as; National Night Out, September's National Preparedness Month, Kensington Evacuation Drill, Red Flag Warnings, and various other publications and public engagements. Local restrictions on public gatherings were an obstacle for most of the year. However, the District maintained a steady cadence of public interactions to keep the Fire District accessible and present in the residents' daily lives.

Proceeding into a second year, the Emergency Preparedness Coordinator shall continue programming initiatives and campaigns built with the CORE concepts as presented to the Kensington Fire District Board in the December 2021 Monthly Board Meeting. These CORE elements incorporate the following into the District's program:

Culture: Align initiatives with Kensington's values to create a culture of preparedness.

Opportunities: Provide meaningful engagements and opportunities for community members to connect and build relationships leading to collaborative preparedness activity.

Registration: Promote registration for alerts, notifications, and direct communication between the Fire District and the community to maintain and improve preparedness objectives.

Education: Leverage public engagements, communication channels, and training opportunities to educate the public and provide skills that improve preparedness and resiliency during emergencies.

RECOMMENDATIONS

It is recommended to develop a culture of preparedness to ensure the District's achievements are not lost, and progress is made with other initiatives.

Wildfire Preparedness Workbook

Continue revising the Wildfire Preparedness Workbook to include changes and new information. The second edition now contains findings discovered from the Kensington Evacuation Drill, specifically mentioning CWS calls being flagged as spam by service providers. A second publication will be developed focusing on community resources. This publication will detail the fire district's programs and tools to help community members connect and organize their blocks.

Neighborhood Emergency Preparedness Block Parties

Inspired by the success of Kensington's National Night Out, these block parties are intended to bring neighbors together to discuss and plan how to make their community more resilient. It is an opportunity for the fire district to capture relevant data, distribute preparedness information, and have meaningful interaction with the community to understand better how to serve the community.

Volunteer Recruitment

As the Kensington Fire Protection District's initiatives become more complex and demanding, volunteers are needed to support the objectives. There will be a time for these volunteers to continue the work done by current community members. It may be necessary to establish a volunteer organization or fire department auxiliary as the need for fire department dedicated volunteers increases. This model is very successful and beneficial in special districts in rural areas. Collaborating with other K-Groups is another effective method of sourcing volunteers for events and initiatives.

Firewise Recognition

The concern of funding vegetation abatement projects has been a concern in Kensington. Specifically for Cerrito Canyon and the eastern ridge bordering East Bay Parks. Firewise recognition has been a proposed solution to pursue grants and lower individual homeowners' insurance expenses. All of the activities programmed by the Emergency Preparedness Coordinator supplement the application for Firewise recognition. The application can be filed in November of this year.

Evacuation Drills

The first Kensington Evacuation Drill created a template that can be used and adapted for evacuation scenarios throughout the District. Nine agencies were involved in supporting the Kensington Evacuation Drill, which can be increased by coordinating a safety fair at the final check-in location. Neighboring agencies participating in the Tri-City Safety Fair can incorporate an evacuation drill leading to the safety fair. Participants can attend an exciting community event after an evacuation drill instead of showing up at a parking lot, giving their address, and going home.

New Resident Welcome Packets

Assemble a packet that includes district materials. Invite other K-Groups to participate in providing their leaflets and brochures to be presented to new Kensington residents as a welcome gift. This packet is an opportunity to connect directly with new community members without waiting for them to discover us.

FEE SCHEDULE

Compensation rates have increased per the most recent US Bureau of Labor Statistics CPI calculation of 5.2%. The total contract value of \$105,200.00 shall be paid monthly, with each billing not to exceed \$8,766.66. The contract begins on July 1st, 2022, immediately after the current contract's expiration. All other contract terms established in the current agreement may remain.

SCOPE OF SERVICES

| EDUCATION & COMMUNICATION | |
|--|--|
| DELIVERABLE | |
| Firewise | <p align="center">Support the community's ambition for Firewise Recognition</p> <p>Provide Firewise application material for residents pursuing recognition.</p> <p>Collaborate with Fire Dept to provide assessment data to complete the application.</p> <p>Assist communities to organize and connect them with Fire Safe Council resources.</p> |
| Hazardous Plants | <p align="center">Support Fire Department Personnel with grant campaign</p> <p>Develop a campaign to launch the program and build an efficient and secure application tool.</p> <p>Provide a list of hardy fire-resistant plant species to the community.</p> |
| Public Information | <p align="center">Continue posting relevant information to the community</p> <p>Continue staying aware of weather conditions and communicate alerts to the community. Pass on information from surrounding agencies that are relevant to the community.</p> |
| Neighborhood Block Party | <p align="center">Attend Block Parties</p> <p>Provide current district objectives and design methods to capture data and track preparedness performance/progress.</p> |
| Publications | <p align="center">Fire Plug</p> <p>At least two publications in the contract term mailed to district residents.</p> <p align="center">The Kensington Outlook</p> <p>Provide content to The Kensington Outlook at least on a quarterly basis. Provide articles that announce campaigns and provide the follow up in the following month.</p> <p align="center">Wildfire Preparedness Workbook</p> <p>Continue refining the content as changes are made in the community. Use content in stand alone campaigns and action items in other publications and articles.</p> <p align="center">Community Preparedness Playbook</p> <p>Develop a new publication as a resource for community and block organization.</p> |
| Supplemental Information | Share supplemental information as needed, develop ad hoc campaigns as needed. |
| Website Resources | Continue adding resources to the web library. |
| Community Warning Notification Registration | Continue working with CWS to register residents for alerts/notifications. |
| Public Events | Continue participating in community events such as: National Night Out, National Preparedness Month, Shred & Meds, Farmers' Market, Toys For Tots, Kensington Hilltop Carnival, Wildfire Community Preparedness Day, etc. |

SCOPE OF SERVICES

| AGENCY COORDINATION | | |
|--------------------------------------|---|--|
| DELIVERABLE | CATEGORY | SUBTASKS |
| KPD/KPFD Objectives | Emergency Preparedness Committee | Attend regularly scheduled EPC meetings, exchange input, act on initiatives with consensus. |
| | Communication | Continue communication templates for imminent evacuations, voluntary evacuations, red flag warnings, and other advisories. |
| Maintain Agency Relationships | Continue building relationships with neighboring agencies. | |
| | County of Alameda | Maintain the social media platforms for Kensington Fire Protection District which connect to all local agencies and major organizations that impact the district residents. |
| | County of Contra Costa | |
| | El Cerrito- Kensington Fire | |
| | Berkeley Fire | |
| | Albany Fire | |
| | Richmond Fire | |
| | Berkeley Fire | |
| | Alameda County Fire | |
| | Orinda-Moraga Fire | |
| | San Pablo Fire | |
| | Hercules Rodeo Fire | |
| | Cal Fire | |
| | Sheriff Alameda | |
| | Sheriff Contra Costa | |
| | CHP | |
| | Contra Costa County Fire | |
| | Oakland Fire | |
| | San Francisco Fire | |
| | CalOES | |
| | US Geological Survey | |
| | National Parks Service | |
| | US Coast Guard Pacific Area | |
| | BART | |
| | CalTRANS | |
| | East Bay Regional Parks | |
| | PG&E | |
| | East Bay MUD | |
| | National Weather System | |
| | Bay Area Air Quality Management District | |
| | KTVU News | |
| | KRON4 News | |
| | ABC7 News | |
| | NBC Bay Area | |
| Public Information Continuity | Align approaches for consistent public messaging. | Through established connections by following the above agencies, and building relationships with counterparts in other agencies. Sharing information via social media directly from their accounts, or mirroring the content to echo from the district channels will maintain continuity in messaging. |
| Relevant Regional Meetings | Attend relevant local meetings | Provide feedback to KFPD and associated committees of updates and key developments from other agencies. Take the opportunity to meet other counterparts at relevant meetings. Report any findings relevant to the community in publications. |

SCOPE OF SERVICES

| Community Preparedness | | |
|---|--|--|
| DELIVERABLE/INITIATIVE | PRODUCT | TASKS |
| Community Collaboration Meetings | Neighborhood Emergency Preparedness | Block Parties |
| | Continue promoting the NEP Block Party campaign to capture interested organizers. | Establish Neighborhood Emergency Preparedness Block Parties across Kensington |
| | Create a resource hub on KFPD website | Document the success and practices of block organization in Kensington, post what tools and methods are being used across the community to inspire others. |
| | Register and Recruit | Register community members for communication platforms and CWS. Build a roster of possible volunteer recruits. |
| CERT Logistics | Liaise with CERT area coordinators and block leaders to assist organizing their neighborhoods to be prepared for wildfire evacuation and earthquake recovery. | |
| | Continue promoting the CERT program and identify interested parties to grow and maintain CERT participation. | Ensure all CERT areas have a lead or can be incorporated to a neighboring active CERT area. |
| | Storage of emergency supplies and inventory list. Have a rotation process and donation drives where stored inventory goes to out of district incidents on mutual aid response and donations refill the back stock. | Work with Committee to establish emergency supply needs. |
| | Map with designated safety zones for evacuees | Work with Committee to establish safety zones and designate all roads out of Kensington as Evacuation Zones with proper signage. |
| CERT /Volunteer Recruitment | Encourage enrollment in CERT training and help organize emergency watch programs | |
| | Public Awareness Campaign | Establish a public awareness campaign that promotes a culture of caring for those in need. Recruit volunteers to look after neighbors that require extra time and attention for evacuation. |
| Content Development | Develop and provide materials for neighborhood preparedness. | |
| | Recruitment Content | Incorporate volunteer recruitment with all public engagements and relevant publications. |
| | Print & Publication Materials for fire preparedness and earthquake recovery. | Maintain and improve the Wildfire Preparedness Workbook and develop a Community Preparedness Playbook to focus on community resources and block organization. |
| Emergency Drill Development | Assist with development of emergency response drills. | |
| | Work with the Fire Chief to coordinate an evacuation drill. | Using the Kensington Evacuation Drill template from 2022- develop a new simulation involving additional zones. |
| Community Information/Engagement | Work with K-groups, Schools, churches, child care programs, and other organizations to mobilize residents and spread information through established channels. | |
| | Block Party Format for Organizations | Continue developing relationships among K-Groups and other organizations. Treat organizations that gather in a central location as a block - develop block meeting resources for these organizations to increase preparedness. |
| | Increased awareness and community interface | Continue attending community events and engagements such as the Kensington Farmers' Market, the Kensington Improvement Club Town Hall and the Kensington Hilltop Carnival. |
| Mobility-Impaired Resident Initiatives | Work with Kensington Residents and KPD to assist mobility-impaired residents. | |
| | Create a campaign that brings awareness to neighbors in need. | Use the data from recent surveys that show 11 percent of individuals will need extra time and assistance in evacuations. Build a culture of being neighborly and caring for those in need. |
| | Enlist community members that will assist community members that require extra time for evacuation. | Establish a method of registering volunteers that will assist mobility-impaired residents. Share information and resources that will help care for the mobility-impaired. |
| | Create a campaign to provide resources for those that require extra time in evacuations. | Provide resources in print and on the KFPD website that cater to mobility-impaired residents. |
| | List of local organizations to coordinate efforts for emergency preparedness and evacuation. | Engage local organizations / institutions that interface with mobility-impaired residents. |



EXAMPLE OF DELIVERABLES

KENSINGTON FIRE PROTECTION DISTRICT

5/5/2022


APPLICANT: ALTIVU / J.VALENZUELA

PUBLIC INFORMATION / COMMUNICATION




FIRE WEATHER WATCH
POTENTIAL DRY LIGHTNING
EAST BAY HILLS
SUN 7/18 5:00 PM - MON 7/19 11:00 AM


**KEEP YOUR PHONE
CHARGED DURING
EMERGENCIES**
 **KENSINGTON**
FIRE PROTECTION DISTRICT


**PLANNING AHEAD FOR
WILDFIRE SMOKE**
PREPARATION FOR POOR AIR QUALITY &
HEALTH CONSIDERATIONS


 **KENSINGTON**
FIRE PROTECTION DISTRICT
**What to
consider
when
evacuating
your home**
EVACUATION
ROUTE



RED FLAG WARNING
POTENTIAL DRY LIGHTNING
EAST BAY HILLS
SUN 7/18 5:00 PM - MON 7/19 5:00 PM


ALTIVŪ
MANAGEMENT / PR / MARKETING

EVENT MARKETING / EVENT PLANNING



★ KENSINGTON ★
NATIONAL NIGHT OUT

AUGUST 3RD 2021
6PM-8PM

KENSINGTON
FIRE PROTECTION DISTRICT

EL CERRITO FIRE DEPARTMENT &
US MARINE CORPS IN PARTNERSHIP WITH

KENSINGTON FARMERS' MARKET
SUNDAY DECEMBER 5TH

Drop off new unwrapped toys this Sunday.
No toy weapons or stuffed animals accepted.

KENSINGTON
FIRE PROTECTION DISTRICT

WILDFIRE COMMUNITY PREPAREDNESS DAY

SATURDAY MAY 7 2022
KENSINGTON PARK 11am-1:00pm

KENSINGTONFIRE.ORG/EVENT

KIDS ACTIVITIES & "TOUCH-A-TRUCK"
UPDATES ON COMMUNITY INITIATIVES
FOOD TRUCK, & LOCAL ORGANIZATION BOOTHS

FEATURING EXPERTS IN EMERGENCY PREPAREDNESS

American Red Cross Bay Area
CONTRA COSTA HEALTH SERVICES
EBMUD
CAER
CERT
Mobility Matters

PUBLIC NOTICE

KENSINGTON EVACUATION DRILL

SAT, APRIL 9th, 9:00AM

For more information and participant registration, visit:
www.kensingtonfire.org/drill

PREPARING IN PARTNERSHIP FOR WILDFIRE

KENSINGTON
FIRE PROTECTION DISTRICT

COMMUNITY NEWSLETTER PUBLICATIONS



KENSINGTON FIRE PROTECTION DISTRICT



THE FIRE PLUG

Summer Edition | 2021
www.kensingtonfire.org



Annual Property Inspections Are Underway

The Kensington Fire Protection District would like to remind all property owners about upcoming annual inspections for compliance to the KFPD's Vegetation Management Standards. In 2020, there were almost 10,000 vegetation fires in the State of California, many of them close to Kensington. These incidents burned over four million acres, damaged or destroyed over 10,000 structures and accounted for 33 fatalities. This year it appears our area will remain in extreme drought conditions with only about 35% of the normal rainfall at this point.

It is the property owners' responsibility to maintain their property year-round in compliance with the KFPD's Vegetation Management Standards. The full standards can be found [here](#), or visiting the KFPD website at www.kensingtonfire.org and going to the SERVICES menu tab.

The last page of the Standards includes a Fire Hazard Reduction Checklist to assist you in ensuring your property complies. Use the Checklist to walk around your own property and assess it for compliance.

There is no need to contact us to inform us that your property is or has been brought into accordance as we make an attempt to inspect every property in the District to verify compliance with the Vegetation Management Standards.

Remember, the threat of wildland fires and potential catastrophic damage exists year around. As we move into the peak fire danger season, we ask that you please take the time to remove any fire hazard conditions you find on your property and to maintain your property free of fire dangers throughout the year. You can avoid costly fees and abatement charges if the District is forced to bring your property into compliance.

We thank you in advance for your cooperation with the District's fuel reduction program and contributing to our efforts in making Kensington a more fire safe community.



IN THIS ISSUE

| | |
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| Fire Safe Gardening Do's and Don'ts | 2 |
| New Emergency Evacuation Route through Cemetery | 2 |
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| Public Safety Building Renovation | 3 |

New Fire Danger Sign Installed in Front of the Public Safety Building

Last Fall the Fire District erected a Fire Danger sign on the median strip near the PSB at 217 Arlington. Notifications of low, medium, high, and extreme fire danger are adjusted by our firefighters daily, and now viewed by many hundreds of people who travel up and down the Arlington each day, bringing additional awareness all along our hilly corridor.

Fire Surveillance Cameras Now on Vollmer Peak and Elsewhere

During Diablo Wind Events (DWEs) a wildfire in our heavily overgrown region could sweep into Kensington from Tilden Park in a matter of minutes. Two video cameras were installed last year to monitor wildfire on a 24/7 basis in Wildcat Canyon and surrounding areas. Because there is no proven automated method of detecting fire, a local group of about 40 trained Kensington volunteers take turns monitoring these cameras 24/7 during DWEs to provide an early warning to fire officials should a fire ignite. Find out more about this group and volunteer to help protect your neighbors at: <https://wildcatwatchgroup.blogspot.com>.

The KFPD's Emergency Preparedness Committee and community volunteers are working to place additional cameras to give more complete coverage of the Canyon in time for this year's fire season.



THE FIRE PLUG

Spring Edition | 2022
www.kensingtonfire.org



PUBLIC NOTICE

KENSINGTON EVACUATION DRILL SATURDAY APRIL 9th 2022

Kensington Evacuation Drill Planned for Saturday, April 9, 2022, 9:00 AM

On Saturday, April 9, Kensington Fire Protection District and Kensington Police Department will conduct an evacuation drill. Our agencies will coordinate a test with the Contra Costa County Community Warning System with a drilled response to a simulated wildfire originating in Tilden Park with a westward projection toward Kensington.

This evacuation drill aims to educate the public in raising awareness for wildfire dangers, test the County Communication Warning System, evaluate traffic flow on critical streets, and provide an opportunity for residents to assess their readiness and resiliency.

The Kensington Fire Protection District has identified high-priority areas within Kensington and will work with those areas to coordinate evacuation exercises. These high-priority areas face a higher threat due to several variables such as limited access and proximity to wildland areas. For this evacuation drill, community members residing east of Arlington Avenue and South of Hilltop School are in the test zone. The fire department will be using Zonehaven to manage the evacuation drill. The zones targeted in this drill will be ECK-E007 and ECK-E008.

To find your zone, visit community.zonehaven.com and input your address.

What should Kensington residents expect to experience?

At 9:00 AM on Saturday, April 9, residents of Kensington Zone ECK-E008 will receive a message from Contra Costa County Community Warning System ordering an immediate (safe and orderly) evacuation to the El Cerrito Plaza BART Station to check-in with site volunteers. When residents arrive, they will provide volunteers with their street name, and the simulation will be complete.

At 9:15 AM on Saturday, April 9, residents of Kensington Zone ECK-E007 will receive a message from Contra Costa County Community Warning System to acknowledge receipt of the notification and shelter in place and provide feedback on a short survey. Residents in ECK-E007 will not participate in the evacuation portion to El Cerrito Plaza BART.

Because Kensington is an unincorporated part of Contra Costa County, all residents are strongly encouraged to register with the County's Community Warning System (CWS). Before the drill begins, residents wishing to participate in the exercise must register with the Contra Costa County Community Warning System (CWS). Additional information is available on the Kensington Fire Protection District website: www.kensingtonfire.org/drill.



Follow us on Facebook & Instagram.
[@kensingtonfpd](https://www.facebook.com/kensingtonfpd)

MAGNET MAILER



KENSINGTON FIRE PROTECTION DISTRICT

KENSINGTON Emergency Numbers

KENSINGTON EMERGENCY NUMBERS: A BRIEF GUIDE

Our instinct is to call 911 in case of emergency (Police or Fire). This is still the best option if you have a land line. However, it may be less efficient to call 911 from cell phones because, depending on the type of phone and your settings, your location may not be transmitted correctly, and our call may be routed to a distant agency (such as the California Highway Patrol in Vallejo). It can take a while to get you rerouted, and that increases response times.

Simply put, the best option for cell phones is to use these emergency numbers below. Please enter them RIGHT NOW into your phone contact lists and speed dials.

BEST OPTION FOR CELL PHONES



SCAN TO SAVE
THE CONTACT
TO YOUR PHONE



FIRE/MEDICAL CALLS
925-933-1313



KENSINGTON POLICE
510-525-7573



SCAN TO SAVE
THE CONTACT
TO YOUR PHONE

LAND LINES DIAL 9-1-1



CONTRA COSTA COUNTY
OFFICE OF THE SHERIFF
COMMUNITY WARNING SYSTEM



Enter these numbers in your cell phones now! Remember to register with Contra Costa County Community Warning System (CWS) to be notified during an emergency.

To register, visit www.cwsalerts.com/registration. Once you have registered, text your zip code to "888777" using your cell phone.

www.kensingtonfire.org

KENSINGTON
FIRE PROTECTION DISTRICT

@kensingtonfpd

KENSINGTON Emergency Numbers

BEST OPTION FOR CELL PHONES



FIRE/MEDICAL CALLS
925-933-1313



KENSINGTON POLICE
510-525-7573

LAND LINES DIAL 9-1-1

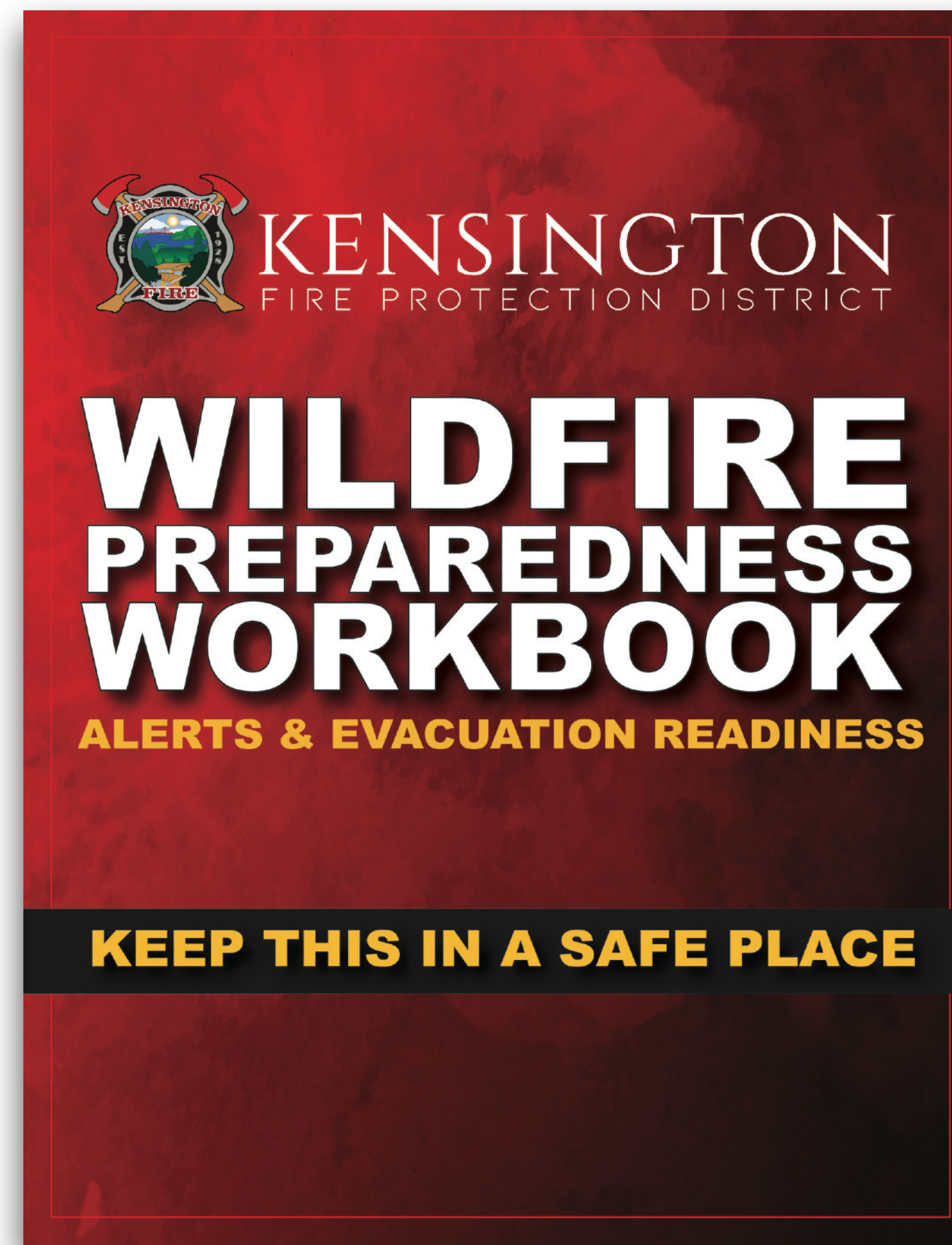
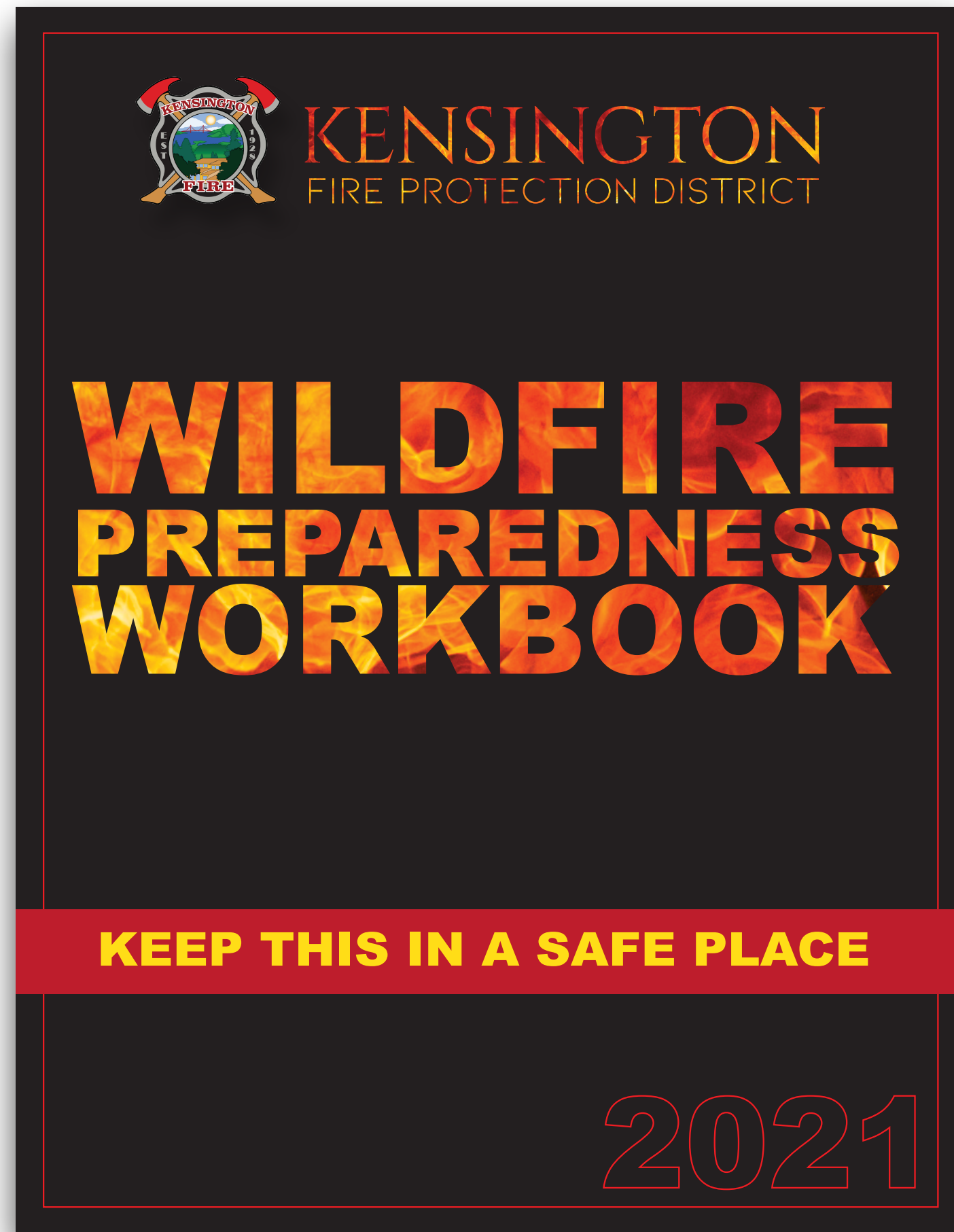
Enter these numbers in your cell phones now! Remember to register with Contra Costa County Community Warning System (CWS) to be notified during an emergency.

To register, visit www.cwsalerts.com/registration. Once you have registered, text your zip code to "888777" using your cell phone.

KENSINGTON @kensingtonfpd
FIRE PROTECTION DISTRICT www.kensingtonfire.org

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MANAGEMENT / PR / MARKETING

PREPAREDNESS PUBLICATIONS



PRINTED FLYERS

COMING MAY 2022



NEIGHBORHOOD EMERGENCY PREPAREDNESS BLOCK PARTY

Safety starts at home.

Join your neighbors for a party that makes your block safer and better prepared for emergencies. Meet new neighbors and get the latest safety information from the Kensington Fire Protection District.

Need help connecting with neighbors? Contact: prepare@kensingtonfire.org

REGISTER FOR CWS ALERTS
visit: www.cwsalerts.com

SUBSCRIBE TO KFPD EMAILS
Scan the QR to send an email
request for email notifications.



@kensingtonfpd

KENSINGTON FIRE PROTECTION DISTRICT UPCOMING EVENTS

4/09 EVACUATION DRILL

Register for CWS Alerts before the drill, then visit www.kensingtonfire.org/drill for additional information about how to participate or how this impacts you.

4/16 CPR / FIRST AID TRAINING

Training will be hosted by El Cerrito Fire Department. Please visit www.kensingtonfire.org for additional information or call: 510-215-4450.

4/30 SHRED & MEDS COLLECTION

Paper Shredding and Pharmaceutical collection held at the Kensington Library Parking Lot from 10:00am-1:00pm. Visit: www.kensingtonfire.org for more information.

5/16 KENSINGTON HILLTOP CARNIVAL

Visit us at the annual carnival at Kensington Hilltop.

YOUR STREET IS INCLUDED IN A SIMULATED EMERGENCY

KENSINGTON EVACUATION DRILL SAT, APRIL 9th, 9:00AM

www.kensingtonfire.org/drill

Invest 15 minutes in completing the preparedness steps on the back of this door hanger. Preparing for this evacuation drill also prepares you for an actual emergency.

PREPARING IN PARTNERSHIP



KENSINGTON
FIRE PROTECTION DISTRICT

READY, SET, GO!

Ready,

1. Register to receive emergency alerts. Visit: www.cwsalerts.com.
2. Text your zip code to 888777 from your mobile phone to receive Nixel Text Alerts.
3. Visit kensingtonfire.org/drill to read the evacuation drill objectives and plan.

Encourage neighbors to register and participate.

Set,

1. Have your Go Bag accessible.
2. Learn multiple evacuation route options.

Improve evacuation efficiency by adopting your street's car parking etiquette. Collaborate with your neighbors to establish best practices.

GO!

1. On April 9th at 9:00 am, You will receive a message from CWS. This message will include instructions specific to your street. Visit kensingtonfire.org/drill to see what you should expect.
2. After the evacuation drill, please complete the online survey provided with the CWS alert. This survey will give first responders valuable information to improve emergency planning.

This drill is voluntary; however, participation is critical to planning for an emergency. We encourage every resident to be aware of the Kensington Evacuation Drill and the intent to increase preparedness and resiliency in the community.

Please visit our library of preparedness resources: www.kensingtonfire.org/prepare.

To subscribe for email Red Flag alerts and other district-related messages, send a message to: subscribe@kensingtonfire.org.

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Regional Priority Ranking

Thank you for your time in ranking these regional priorities as assembled by Contra Costa RCD and Alameda County RCD staff and expressed by Stakeholders in Contra Costa and Alameda County since June 2021. This short ranking survey should take ~5 minutes and will help identify regional priorities as they relate to wildfire prevention and mitigation in Contra Costa and Alameda Counties.

For more information on this project, please visit our project website at <https://alameda-and-contra-costa-county-regional-priority-plan-ccrcd.hub.arcgis.com/> or email us at regionalpriorityplan@ccrcd.org or regionalpriorityplant@acrcd.org.

All regional priority topics will be included within the final planning document in the order ranked by stakeholders in Alameda and Contra Costa county. These priorities will be used to communicate to state agencies what the highest priorities and needs are in Contra Costa and Alameda County with regard to protection of natural resources from wildfire. For more information, please visit the project website listed above for a recording of the meeting where these regional priorities were covered in depth.

Please note that some regional priority expressed examples could fit within other regional priorities (i.e. education of post-fire do's and don'ts could fit under "Post-fire recovery planning and preparation" and "Fire education and outreach"). In these cases, the project team chose the regional priority that it fit under best. We recognize that it could fit elsewhere, but aimed to reduce confusion and duplicative projects.

For explanations of each Regional Priority, please see the recording of our April 6th meeting here. <https://youtu.be/1uMaGTH-Kxo?t=523>

lnagel@kensingtonfire.org [Switch account](#)

 Draft saved

* Required

Email *

lnagel@kensingtonfire.org

Please type your name.

Larry Nagel



Please self-identify which sector best applies to you.

- Federal Agency
- State Agency
- City/County Government
- Other Local Government (Special Districts, JPAs, etc.)
- Individual (Member of the Public)
- Non-Profit/Non-Governmental Organization
- Private Business
- Fire Department
- Indigenous / Tribal Organization
- University / College
- Other:

Clear selection

Please rank your top three regional priorities as they relate to protecting natural * resources from wildfire in Contra Costa and Alameda Counties.

| | Equipment and personnel capacity building | Fundraising capacity building | Broadening prescribed burning capacity | Fire education and outreach | Fuel reduction project support | Long-term planning and management | Resource sharing |
|-----------------|---|-------------------------------|--|----------------------------------|----------------------------------|-----------------------------------|-----------------------|
| First Priority | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Second Priority | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Third Priority | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

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Regional Priority Ranking

Inagel@kensingtonfire.org [Switch account](#)

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Broadening prescribed burning capacity

This regional priority refers to an expressed need to increase prescribed burning capacity amongst agencies, government, and private citizens with many stakeholders expressing the desire to see more prescribed burning as a management tool, but lacking knowledge, staff, or training how to implement it. Other stakeholders expressed a need to work with the regulatory community to determine a path forward for safe and effective prescribed burning.

For further explanation, this section was discussed at this time stamp at our April 6th meeting. Broadening Prescribed Burning Capacity:10:32 (<https://youtu.be/1uMaGTH-Kxo?t=632>)

Please rank your top two projects or ideas within this regional priority

| | Develop a Prescribed Burn Association for private and public landowners | Facilitating prescribed burning trainings (Fire Training Exchange, Burn Boss education, cultural burns, etc.) | Work with regulators to reduce regulatory burden |
|-----------------|---|---|--|
| First Priority | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Second Priority | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| | | | Clear selection |

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Regional Priority Ranking

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Fire education and outreach

This regional priority refers to an expressed need of stakeholders to educate the public and themselves on available resources to achieve fuel and fire reduction. Stakeholders also expressed a need to establish or become educated on a variety of best management practices relating to a number of different elements regarding wildland fire prevention and reduction.

For further explanation, this section was discussed at this time stamp at our April 6th meeting.
Fire Education & Outreach: 11:34 (<https://youtu.be/1uMaGTH-Kxo?t=694>)

Please rank your top two projects or ideas within this regional priority

| | Develop and educate on best management practices (fuel management, invasive species management, biodiversity/species protection) | "Office Hours" for private landowners on permitting, governmental assistance programs, other resources | Establish technical assistance capacity to meet with landowners for pre-fire work | Promote MatchGraze.com and other resources to landowners | Establish resource advisors within ICS | Esti Aq equi rar aq s |
|-----------------|--|--|---|--|--|-----------------------|
| First Priority | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | |
| Second Priority | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | |



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Regional Priority Ranking

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Fuel reduction project support

This regional priority refers to the need for support to achieve fuel reduction related including increasing the number and size of projects across the region, developing markets and facilities to handle treatment waste (biomass), etc.

For further explanation, this section was discussed at this time stamp at our April 6th meeting. Fuel Reduction Project Support: 12:35 (<https://youtu.be/1uMaGTH-Kxo?t=755>)

Please rank your top two projects or ideas within this regional priority

| | Increased number and size of shaded fuel breaks | Wood product facilities and market for removed/burned vegetation | Infrastructure support for grazing management | Invasive plant removal from creeks and other sensitive areas | Develop water supplies along containment lines via rainfall recover | Maintain greenbelts/agri buffers around wildfire bu |
|-----------------|---|--|---|--|---|---|
| First Priority | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Second Priority | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |



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Wildfire Regional Priority Plan - Priority Ranking Now Open!

Bill Hansell <bhansell@kensingtonfire.org>
Draft

Sat, May 7, 2022 at 11:34 AM

From: **Ben Weise** <bweise@ccrcd.org>
Date: Wed, Apr 27, 2022 at 8:59 AM
Subject: Wildfire Regional Priority Plan - Priority Ranking Now Open!
To: Wildfire RPP <regionalpriorityplan@ccrcd.org>, Regional Priority Plan <regionalpriorityplan@acrcd.org>
Cc: Courtney Coon <courtney.coon@acrcd.org>, Jennifer Trevis <jennifer.trevis@acrcd.org>, Ben Weise <bweise@ccrcd.org>

Good afternoon Regional Priority Plan Stakeholders,

Thank you for your time and comments reviewing our Draft Regional Priority list. We've attached the Final Regional Priority List for your reference.

Please use [this Google Form](#) to rank our regional priorities. It should take 5-10 minutes. The form will be open from **April 27th through May 18th**. Please only take this survey once per individual, but please feel free to share within your networks and with your colleagues. With increased participation, this regional priority ranking becomes a better representation of the wildfire needs of the region.

If you have further questions, please feel free to email us at either regionalpriorityplan@ccrcd.org or regionalpriorityplan@acrcd.org.

Thank you for your time and participation in this important wildfire mitigation endeavor!

Regional Priority Plan Development Team



Chris Lim
Contra Costa Resource Conservation District
5552 Clayton Road, Concord, CA 94521
www.ccrd.org



Katherine Boxer
Alameda County Resource Conservation District
3585 Greenville Road, Suite 2, Livermore, CA 94550
www.acrcd.org

Final Regional Priority List

Alameda/Contra Costa County Regional Priority Plan

April 26, 2022

Regional Priority List and Examples

List is not in order of priority

- **Equipment and personnel capacity building**
 - Identify needs and invest in infrastructure and mechanical capacity for field work (e.g., equipment for pre-fire work)
 - Sharing and training of best practices, crews/volunteers, and equipment for fuel reduction and treatment before, during, and after wildfire conditions
 - Development of long-term partnerships, interagency and organization coordination, with regular meetings and shared regional grant writing capacity for promotion of existing resources
 - Permitting assistance: CEQA compliance, permit and regulation streamlining, and/or obtaining a programmatic permit for vegetation management, e.g., Santa Cruz County Forest Health and Fire Resilience Public Works Plan ([RCDSCC's PWP](#)).
 - Utilize California Conservation Corps for wildfire reduction fieldwork
 - Identify and develop on-call service list for biological consulting, CEQA Compliance, etc.
 - Build local human capital [paid and volunteer], e.g.,
 - Help fuel crews to consider natural resource benefits when prioritizing projects
 - Develop multi-site projects that broadly reduce wildfire risk and protect natural resources that could be accomplished by volunteer groups (i.e. Scouts BSA, Girl Scouts, Venture Scouts, etc.)
 - Training and/or contracting with the California Conservation Corps (CCC) for pre- and post-fire field work
 - Develop personnel or contract with grazing management firms to write and implement grazing management plans with ranchers and public agencies for uniform fuel standards across rangelands

- **Fundraising capacity building**
 - Increase capacity for agencies, special districts, and nonprofits to seek and apply for grants for both training, wildfire related projects, and capacity building
 - Continue advocacy for wildfire related grant funding from local, state, and federal sources

- **Broadening prescribed burning capacity**
 - Explore development of Prescribed Burn Association
 - Prescribed burn training
 - Development of a local Prescribed Fire Training Exchange (TREX) program to train and educate individuals interested in prescribed burning on public and private lands
 - Training or finding locally available burn bosses
 - Increasing tribal capacity to participate in planning efforts, burns, etc.
 - Reducing regulatory burden on using prescribed fire at state and local levels

- **Fire education and outreach**
 - Develop and educate on best management practices for:

- Local fuel management (forest and grasslands)
 - invasive weed fuel management including techniques, treatment, and disposal
 - PPE for biodiversity/species protection
 - Vegetative waste
 - Fire wise landscaping for enhanced habitat
 - Sponsor a series of webinars for private landowners on:
 - Government assistance programs e.g., EQIP
 - Permitting
 - Available resources
 - Fire safety laws and compliance
 - Evacuation of people and livestock
 - Establish / invest in a consulting program to meet with landowners for wildfire reduction and natural resource management on their properties
 - Develop Demonstration Project: water tank/guzzler installation
 - Promote MatchGraze.com in Alameda and Contra Costa
 - Establish a resource advisor within Fire Incident Command System and develop appropriate training
 - Establish Emergency Ag Pass for ranchers, agency staff
- **Fuel reduction project support**
 - Increase number and size of shaded fuel breaks and open spaces managed to reduce wildfire spread throughout Contra Costa and Alameda Counties
 - Identify wood product facilities and market for removed or burned vegetation
 - Infrastructure support for grazing management
 - Invasive plant removal in creeks
 - Develop water supplies along containment lines via rainfall recovery (co-benefit: water available to wildlife and livestock)
 - Maintain greenbelts / agricultural buffers around WUI areas as wildfire buffers
- **Long-term planning and management**
 - Work with Bay Area Air Quality Management District to develop reasonable air quality standards for prescribed burning
 - Work with local agencies regarding watershed related concerns
 - Facilitate cultural burns in appropriate areas
- **Resource Sharing**
 - Develop list of resources (between fire districts, organizations, and private landowners) that could be shared through formal Mutual Aid Agreements
 - Share and train with other agencies regarding the assessment and mapping of vegetation across Alameda and Contra Costa for regional planning that has been accomplished
 - Map locations of all projects completed, planned and needed across the region
 - Facilitate neighbor-to-neighbor sharing of resources to promote greater fuel reduction and “dissolve boundary approaches”
- **Post-fire damage assessment, restoration, recovery planning and preparation needs**
 - Prepare for wildfire recovery by increasing local supply of native plants and trees: establish native nurseries and seed banks.
 - Educate landowners on appropriate post-fire restoration strategies and provide direction on where to find reliable resources and information

- Expand capacity to perform post-fire landscape damage assessment, management and treatment
 - Reduce fuel loading as feasible over time
 - Increase locally available consulting staff if needed
- Identify strategies for habitat and cover re-establishment, identify forage needs of wildlife and develop planting plan, post-fire soil stability for riparian protection and erosion control, source water protection, human and health hazard abatement, etc.



RESOLUTION 2022-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT COMMENDING FIRE CHIEF MICHAEL PIGONI ON THE OCCASION OF HIS RETIREMENT FOR HIS DEDICATED SERVICE TO PROTECTING THE RESIDENTS OF KENSINGTON

WHEREAS, Fire Chief Michael Pigoni dedicated himself to serving the Kensington community for 27 years with professionalism and compassion for public safety; and

WHEREAS, Michael’s 40-plus years in the fire service began as a volunteer firefighter with the Geyserville Volunteer Fire Department, where he was promoted to the rank of Captain/EMT; and

WHEREAS, Michael has served as a member of Geyserville Volunteer Fire Department for 35 years and participated in drills, trainings, and fire & emergency response; and served over 600 attendees as the Head Chef for Geyserville Volunteer Fire Department dinners and fundraisers and raised over \$80,000 annually for equipment; and

WHEREAS, Michael started working for the El Cerrito-Kensington Fire Department in 1995 as a firefighter, was promoted to Captain in 2000, became a Battalion Chief in 2007 and promoted to Fire Chief in 2018; and

WHEREAS, Michael has led several strike teams as Strike Team Leader; and

WHEREAS, Michael has worked with partnering agencies and the community to increase vegetation management programs, emergency operations and response plans; and

WHEREAS, Michael has held every rank in the Fire Department and has always strived to empower those around him to believe in themselves, excel in their jobs, achieve their dreams and provide outstanding customer service for the community they serve; and

WHEREAS, Michael is supported every day by his wife Carol and their extended family.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby commends Fire Chief Pigoni on his service to the Kensington Fire Protection District, and wishes him heartfelt thanks and continued success in his future endeavors.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 11th day of May 2022 by the following vote of the Board.

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

Larry Nagel, President

Janice Kosel, Secretary



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 11, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5b**
Public Safety Building Renovation and Temporary Facilities –
Progress Update

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Accept Report. Discuss and Direct Staff as needed.

Update

Work on the PSB Renovation and the Temporary Facility has been a focus of management time over the last month. Highlights are noted below:

1. Public Safety Building Renovation –

- a. **Review of the Space Needs For Fire and Police in the Renovated PSB –** Attached is a Feb 9th, 2022 letter to Lin Due, Kensington Outlook editor, in response to an information request on the available space within the PSB once the seismic renovation is complete. As noted, this topic was covered in the 2019 community forum and again at the 2021 joint board meeting, but it is provided here given the renewed public questions on the topic. Existing and New Plan diagrams are included along with area calcs illustrating why the building is unable to accommodate both the Fire and Police staff and equipment.
- b. **CC County Building Department Building Permit Submittal –** The building permit drawings were submitted to the County on April 21st, and are being reviewed for compliance.
- c. **PSB Renovation Construction Schedule –** Key targets and approvals are noted in the schedule below.

2. Temporary Facilities Update –

- a. **Site Planning and Design Revisions –** The architect/engineering team continue to refine the site plan in preparation for the issuance of bid documents, as needed.
- b. **Parking Lot Lease Terms –** A lease proposal is being reviewed by counsel and will be presented to the Board for consideration. The lease will be contingent upon acquisition of a Temporary Use Permit as submitted by the district to the EI

Cerrito Planning Department on 05/06/2022.

- c. **Sub-lease with KPPCSD for City of El Cerrito Modulars** – A sub-lease will be presented for consideration as soon as the KPPCSD completes its agreements with the City of El Cerrito and the modular vendor.
- d. **Temp Facility Schedule** – See below.

SCHEDULE UPDATE

KFPD PSB RENOVATION & TEMP FACILITY

05/06/2022 = Submit Temp Facility Planning Application (COMPLETE)
05/16/2022 = Issue Temp Facility Site Work Bid Documents
05/30/2022 = Issue PSB Renovation Bid Documents
06/15/2022 = Temp Facility Temporary Use Permit Hearing
06/15/2022 = Building Permit Approval (Pending County Review Schedule)
06/23/2022 = Temp Facility Site Work Bid Award
06/29/2022 = PSB Renovation Bids Due
07/04/2022 = Temp Facility Site Work Start Date
07/13/2022 = PSB Renovation Bid Award (Note: Date of Bond Approval unless obtained earlier)
10/03/2022 = Temp Facility Site Move-in Date
10/10/2022 = PSB Renovation Construction Start Date
03/29/2024 = PSB Renovation Construction Complete (Note: Assumes 18mos schedule)
04/05/2024 = Temp Facility Decommissioned / Parking Lot Restoration

The next general update will be presented at the June 8, 2022 Board of Directors meeting. Please note that since the April meeting, the following documents have been added to the PSB Renovation page at: <https://www.kensingtonfire.org/public-safety-building>

- *Apr 11, 2022 ZFA Engineers Structural Risk Assessment*
- *Apr 13, 2022 PSB Renovation Progress Update*



Board of Directors
Larry Nagel (President)
Kevin Padian (Vice President)
Don Dommer
Janice Kosel
Julie Stein

February 9, 2022

Lin Due
Kensington Outlook

Dear Lin,

I am responding to the question you asked by email: *"Is there a reason why the code OKs a large meeting room and five offices but cannot hold the police? If it is true that codes and regulations forbid the police from occupying the building that should be the end of it. Can Bill illuminate this issue?"*

My general response as to why the renovated PSB cannot fit both the Fire and Police personnel is to refer to many past presentations on that issue which articulated both the impact of the seismic renovation and other code triggers, as well as inadequacies for both departments identified as long ago as 1997 when the Chiefs' Needs Assessment was presented. More recently, there were presentations starting in 2015 that referenced the issue, culminating in the [09/11/2019 KFPD board meeting](#) and [11/16/2019 Community Forum](#) that showed space-use diagrams and professional standards for both Fire and Police. The latter presentation included a slide that distilled it all: *"A ten pound problem in a five pound bag."* After architectural studies in 2020 failed to reveal a different conclusion, the GMs and Chiefs presented info to both boards from January thru March 2021 that backed up that realization. This included the 03/11/2021 presentation by the KPPCSD GM and Police Chief with details on their space needs, which ranged from a minimum of +/-2,600sf to an optimal +/-4,000sf. The space needs of the Fire Department had been previously identified as a minimum of +/-6,500sf to an optimal of +/-8,000sf. That is a combined total range of 9,000sf to 12,000sf, so even with further efficiencies it is nowhere near the existing 6,133sf gross building area.

All of the background documents substantiating this are available on our website at:
<https://www.kensingtonfire.org/public-safety-building>.

We also addressed the topic comprehensively in our FAQ, which I have attached, but can also be found at: https://www.kensingtonfire.org/files/22955f827/20211110_07b+PSB+Report+Fact+Sheet.pdf

In an attempt to further explain the issue, I have highlighted and noted the most recent *"PSB Construction Document Net Area Calcs"* list, attached. This shows the existing and new areas side-by-side. It notes all of the new areas that are affected by the current building code requirements, which we have no control over. To further assist in understanding the limitations, I have included current space diagrams (existing and new) with references back to the Area Calc list. I have also highlighted items such as the meeting room, which is changing from +/-17'x16' to +/-15'x26' and is by no means excessively large. It is also not the source of the occupancy problem, as you can see by the scale of the problem.

In brief, after all the code requirements are addressed, there is only 887sf net on the ground floor (indicated in purple on sheet A202), which could be considered in lieu of what the Police Depts current uses, which is 1,398sf net. Even if that were occupied by the Police Dept, the Fire Dept would then have to lease a similar amount of space elsewhere, which would come at additional rental cost and inefficiency by separating admin and records from the rest of the fire staff.

Therefore, the current plans show that the problem has not changed since it was identified years ago. Even with full occupancy of the building with a gross area of 6,133sf, the Fire Department is still 367sf smaller than the "Reduced Area" recommendation, and 1,867sf smaller than the Optimal size. Per the KPPCSD's own studies, the 887sf net remaining area I referred to above is 511sf short (63%) of what the Police currently use, and 1,713sf short of their stated absolute minimum of 2,600sf.

I hope this helps clarify the space challenges of the building renovation to date, and why the options have been extremely limited. Please let me know if you have any further questions.

Sincerely,

A handwritten signature in black ink that reads "Bill Hansell". The signature is written in a cursive, flowing style.

Bill Hansell
General Manager



Kensington Fire Protection District

Public Safety Building Construction Documents Net Area Calcs

| EXISTING ROOM | EXISTING (Net SF) |
|----------------------------------|-------------------|
| First Floor | |
| Garage (3 Bay) | 1467 |
| Entry | 46 |
| Hall/Files/Print | 234 (Police) |
| Staff | 56 |
| - | |
| - | |
| Hall 2 | 98 (Police) |
| Office 1 | 116 (Police) |
| Office 2 | 89 (Police) |
| Office 3 | 73 (Police) |
| Office 4 | 73 (Police) |
| Office 5 | 96 (Police) |
| Meeting | 274 (1/2 Police) |
| Restroom | 66 |
| Storage | 46 |
| Compressor | 20 |
| Apparatus Closet | 6 |
| Police 1st FI Net = 972sf | 2760 |

| Second Floor | |
|---------------------|--------------|
| Radio | 62 |
| - | |
| IT/Elec/Gym | 188 |
| Office 1 | 67 |
| Office 2 | 89 |
| Office 3 | 212 (Police) |
| Office 4 | 99 (Police) |
| Kitchen/Dining | 403 |
| Dayroom | 302 |
| Hall 1 | 77 |
| - | |
| Hall 2 | 113 |
| Dorm 1 | 102 |
| Dorm 2 | 175 |
| Dorm 3 | 217 |
| Bath 1 | 65 |
| Bath 2 | 49 |

| PROPOSED ROOM | PROPOSED (Net SF) |
|--|-------------------|
| First Floor | |
| 101 Apparatus Bay (3 Bay) | 1450 |
| 105 Lobby | 118 (Re: Code) |
| 106 Hall 1 | 89 (Re: Code) |
| 107 Staff (Security receipt for lobby) | 167 |
| 109 EMR (Elev Machine Rm) | 50 |
| 110 Administration | 248 |
| - (Includes 2 desks, Servers, Printers, Secure Files, and Public Records ; | |
| - Currently, not accommodated in the PSB. Servers, files, & desks are in the exist mtg room) | |
| 111 Meeting (Avg 15'x26' room) | 398 |
| 112 ADA Restroom | 54 (Re: Code) |
| 113 Storage (Tables/Chairs for DOC) | 74 |
| 102 Compressor | 20 |
| Net KFPD Admin & Mtg from above = 887sf | 2668 |

| Second Floor | |
|---------------------------------------|----------------|
| 201 (E) Radio | 62 |
| 202 (E) Storage | 85 |
| 203 (E) IT/ELEC (Gym equip removed) | 131 (Re: Code) |
| 204 Office 1 (Former deck) | 127 (New) |
| 205 Captain's Office (Former deck) | 127 (New) |
| - | |
| - | |
| 206 Kitchen/Dining | 550 (Re: Code) |
| 207 Dayroom (This includes work area) | 461 |
| 208 Hall 2 | 185 (Re: Code) |
| 209 Exercise (Relocated from IT/Elec) | 284 (Re: Code) |
| 211 Hall 3 | 120 (Re: Code) |
| 212 Dorm 1 | 152 (Re: Code) |
| 213 Dorm 2 | 152 (Re: Code) |
| 214 Dorm 3 | 152 (Re: Code) |
| 217 Bath 1 | 63 (Re: Code) |
| 216 Bath 2 (ADA) | 69 (Re: Code) |



Kensington Fire Protection District

| EXISTING ROOM | EXISTING (Net SF) |
|----------------------------------|-------------------|
| Toilet | 24 |
| Toilet | 24 |
| Laundry | 85 |
| Locker Room | 50 (Police) |
| Locker Room | 65 (Police) |
| Mechanical | 68 |
| Police 2nd FI Net = 426sf | 2536 |

| Vertical Circulation | |
|----------------------|-----------|
| - | |
| Stair Shaft | 93 |
| | 93 |

| EXISTING TOTAL AREA (Net SF) | |
|------------------------------|-------------|
| | 5389 |

| PROPOSED ROOM | PROPOSED (Net SF) |
|---------------|-------------------|
| - | |
| 215 Laundry | 54 (Re: Code) |
| - | |
| 218 Storage | 36 |
| | 2810 |

| Vertical Circulation | |
|----------------------|----------------|
| Elevator Shaft | 52 (Re: Code) |
| Stair Shaft | 133 (Re: Code) |
| | 185 |

| PROPOSED TOTAL AREA (Net SF) | |
|------------------------------|-------------|
| | 5663 |

Total Police Exist Net Area = 1,398sf

Note:

In the renovated building the equivalent available area would be 750sf, per the note to the right.

The 03/11/2021 "KPPCSD Space Needs Analysis" states that the KPPCSD requires:

- Optimal (Net Use + Circulation, Mech) = +/-4,000sf
- Reduced (Net Use + Circulation, Mech) = +/-3,000sf
- Optimal w/Cuts = +/-2,600sf

Note:

Even with the minimal "Optimal w/Cuts" option at 2,600sf, the renovated available space of 750sf would be deficient by 1,850sf

Discretionary Area Added from prior Police Use = 750sf

Note: The above is so low because code requirements use up 648sf.

New Net Area Added by Deck Enclosure = 254sf

Note: This new area can only be accessed by Fire.

Total Net Area Added For KFPD Use = 1,288sf

"Re: Code" indicates areas guided by building code requirements and/or other regulations.

Fire Dept Space Needs from 09/11/2019 KFPD board mtg & 11/16/2019 public mtg:

- Optimal (Net Use + Circulation, Mech) = +/-8,000sf
- Reduced (Net Use + Circulation, Mech) = +/-6,500sf

Note: Even with Fire Dept-Only occupancy, the Gross Building Area at 6,133sf is 367sf smaller than the "Reduced" recommendation and 1,867sf smaller than the "Optimal" recommendation.

STAMP

PROJECT ADDRESS
**217 ARLINGTON AVE.
 KENSINGTON, CA 94707**

PROJECT TEAM
 CLIENT: KENSINGTON FIRE PROTECTION DISTRICT
 217 ARLINGTON AVE
 KENSINGTON, CA 94707
 CONTACT: BILL HANSELL
 T: (415) 378-9064

ARCHITECT: MARJANG ARCHITECTURE
 930 COLE STREET STE 101
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STRUCTURAL: ZFA STRUCTURAL ENGINEERS
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 SAN CARLOS, CA 94070
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CIVIL: BKF ENGINEERS
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GEOTECH: HALEY ALDRICH
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 OAKLAND, CA 94612
 CONTACT: CATHERINE ELLIS
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MEP: LIST ENGINEERING CO.
 2 HARRIS CT STE A7
 MONTEREY, CA 93940
 CONTACT: RON BLUE
 T: (831) 373-4390

AUDIOVISUAL: SMITH FAUSE MCDONALD INC.
 351 8TH STREET
 SAN FRANCISCO, CA 94103
 CONTACT: PETER MCDONALD
 T: (415) 255-9140

ESTIMATOR: MICROESTIMATION INC.
 850 S. VAN NESS AVE, #26
 SAN FRANCISCO, CA 94110
 CONTACT: HENRY TOORYANI
 T: (415) 826-9626

SHEET NOTES

- DIMENSIONS ARE TAKEN FROM GRIDLINE TO FACE OF STUD. DIMENSIONS NOTED WITH CLR. ARE FROM FACE OF FINISH TO FACE OF FINISH.
- FURNITURE, FIXTURES, AND EQUIPMENT SHOWN FOR REFERENCE. SEE FF&E PLAN AND SPECIFICATIONS
- SEE RCP ON SHEET A205 AND A206
- SEE ROOF PLAN ON SHEET A208
- SEE WALL TYPES ON SHEET A901
- FOR EXTERIOR WALL ASSEMBLIES/TYPES, SEE DETAIL CALLOUTS ON EXTERIOR ELEVATIONS
- PROVIDE ADEQUATE BLOCKING IN WALLS FOR CABINETS AND WALL MOUNTED ACCESSORIES INCLUDING BATHROOM FIXTURES, SEE DETAIL XIA9XX
- PROVIDE FIRE BLOCKING FOR WALL CAVITIES THAT EXCEED CBC HEIGHT LIMITATIONS.
- ALL WALL FRAMING TO EXTEND TO BOTTOM OF FLOOR FRAMING OR ROOF FRAMING, U.O.N.

KEYNOTES

- 02 41 00.E4 (E) SECTIONAL DOORS TO REMAIN
- 02 41 00.E16 (E) COMPRESSOR AND CLOSET TO REMAIN. REPLACE (E) DOOR
- 03 30 00.A CONCRETE APP BAY FLOOR, SLOPE TO DRAINS. REFER TO PLUMBING DRAWINGS FOR MORE INFORMATION
- 06 41 00.A BASE CABINETS, DOORS, DRAWERS, AND ADJUSTABLE SHELVES
- 06 41 00.B UPPER CABINETS, DOORS, AND ADJUSTABLE SHELVES
- 06 41 00.C FULL HEIGHT CABINETS, LOCKABLE DOORS AND ADJUSTABLE SHELVES
- 06 43 00.A (N) WOOD FRAMED STAIR
- 12 36 16.A METAL COUNTERTOPS
- 14 24 00.A1 HYDRAULIC ELEVATOR
- 22 42 16.C DECON SERVICE SINK WITH INTEGRAL WORKTABLE, SEE PLUMBING DRAWINGS
- 22 45 16.A SAFETY SHOWER AND EYEWASH, SEE PLUMBING DRAWINGS

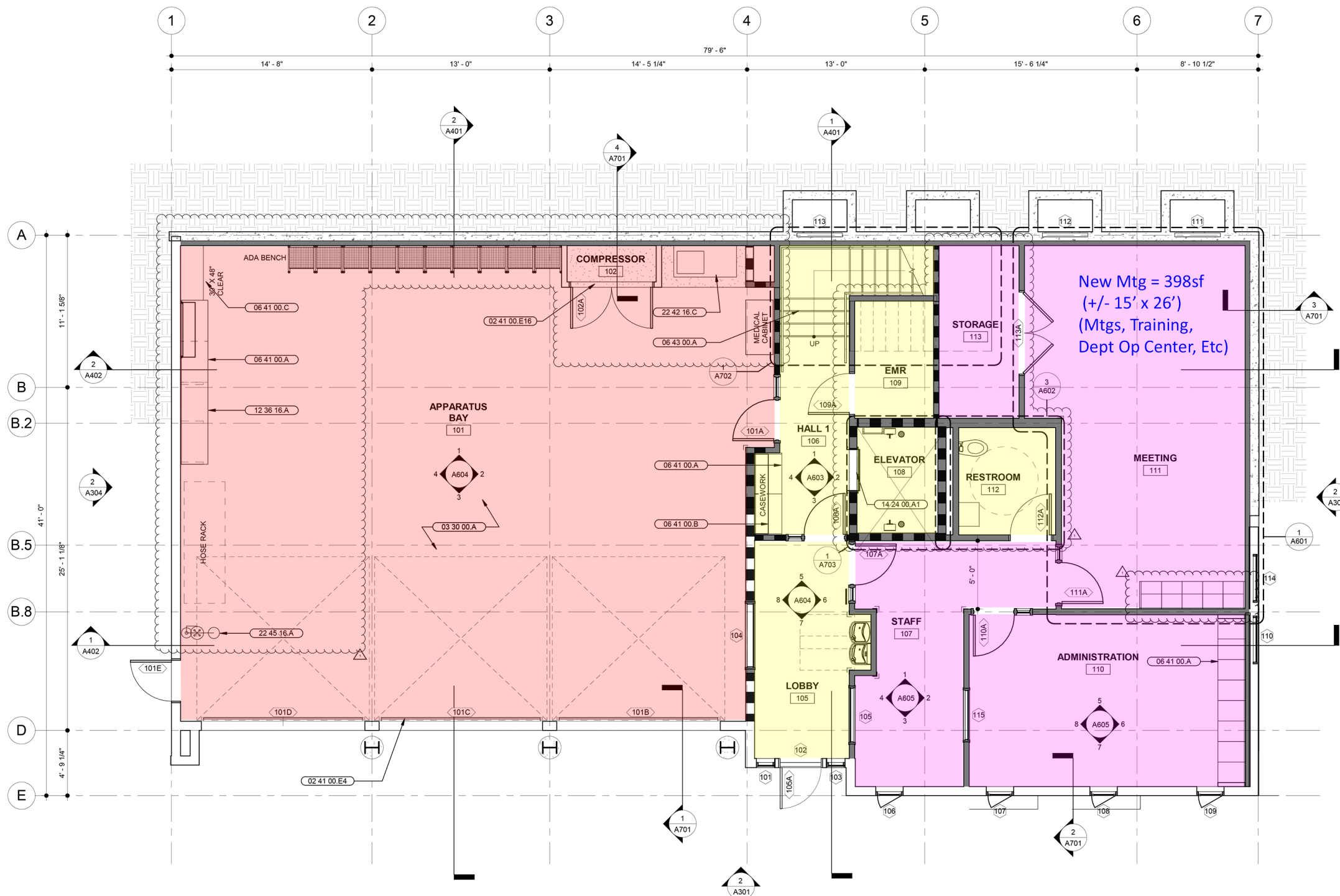
WALL LEGEND

- EXISTING WALL TO REMAIN
- EXISTING WALL TO BE DEMOLISHED
- PROPOSED WALL
- 1-HR RATED WALL
- 1/2-HR RATED WALL
- FLOOR AREA TO BE REMOVED

| NO. | DESCRIPTION | DATE |
|-----|-----------------------------------|------------|
| 1 | PRELIMINARY SCHEMATIC PRICING SET | 09/27/2021 |
| 2 | PLANNING SUBMITTAL | 11/01/2021 |
| 3 | 50% DESIGN DEVELOPMENT | 11/19/2021 |
| 4 | 100% DESIGN DEVELOPMENT | 12/17/2021 |
| 5 | PLANNING SUBMITTAL R1 | 01/06/2022 |

JOB NO.
 0000 KENSINGTON FIRE PROTECTION DISTRICT
 PUBLIC SAFETY BUILDING

DESCRIPTION
 PROPOSED GROUND FLOOR PLAN



1 PROPOSED 1ST LEVEL PLAN
 SCALE: 1/4" = 1'-0"

Indicates areas guided by building code requirements and/or other regulations.

“Fire Dept Space Needs” from 09/11/2019 KFPD board mtg & 11/16/2019 public mtg:
 Optimal (Net Use + Circulation, Mech) = +/-8,000sf
 Reduced (Net Use + Circulation, Mech) = +/-6,500sf

New Fire Dept-Only occupancy as shown = 5,663sf Net

Indicates area for Fire Admin/Public Records/Computers/Etc including Meeting Rm used for training and emergency Dept Operations Center (DOC) = 887sf



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: May 2022

TO: Bill Hansell, General Manager

FROM: Jose Castrejon, Interim Fire Chief

RE: **Fire Chief's Report for the May 2022 Board of Directors Meeting**

April Incident Run Reports

There were 24 incidents that occurred during the month of April in the community of Kensington. This is a decrease of 5 incidents from the previous month. Engine 165 responded to a total of 57 incidents in all communities in April which is an increase of one incident over the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 934 calls for service so far this year.

There was a slight decrease in incidents last month. Engine 165's responses trended lower within the community. The main area of decrease was in fire responses and medical emergencies.

Fire Chief Recruitment

The executive recruitment company Peckham and McKenney has been retained by the City of El Cerrito to recruit a new Fire Chief. A total of eight finalists were interviewed by two separate panels consisting of the City Manager, Assistant City Manager, department heads, a labor representative as well as a Fire District representative. Three candidates were recommended for a second interview. The City Manager is currently holding interviews for the final three candidates. The City Manager has appointed me as Interim Chief until a permanent Fire Chief is hired and brought on board.

Vegetation Inspections

Recent rains in the area have temporarily decreased fire danger in the area but encouraged vegetation growth. The rains have had a minimal impact on the current drought as it extends into a third consecutive year. The Fire Department has completed the initial round of residential inspections for compliance with the District's Vegetation Management Policy. Fifty-three residents were sent non-compliance letters on April 25th, asking them to clear their properties by May 25, 2022. Residents maintaining their property is not a seasonal task as State Law requires compliance in "Very High Fire Hazard Severity Zones" at all times. Annual grasses and weeds are required to always be cut and maintained to a height of 4" to 6". While it entails more frequent maintenance, it is much safer to cut or mow short dry grass than waiting until it is 12' high or taller and dry. There is more information on both the District's and Cal Fire's websites on fire safe practices around the home to create a safer environment.

COVID-19 Mandates

The County continues to see a decline in COVID infections and hospitalizations since the peak in January. There were no new deaths reported in Kensington from the virus at this time. Thirteen new cases were reported in the last fourteen days bringing the positive test count to 310 in the community. The County and the Fire Department have relaxed some of their protocols though the Department continues to test all non-vaccinated personnel at the start of their shift and requires masks to be worn on all responses.

Evacuation Drill

KFPD, with the support and collaboration of the Contra Costa County Sheriff's Office Community Warning System (CWS) and Zonehaven, held a practice evacuation drill on Saturday, April 9th. The area between Arlington Blvd. Kensington Park and the Berkeley city border to the ridgeline fall within evacuation zones XCC-ECK- 007/8. Zone 7 practiced a "virtual drill" while many residents in Zone 8 took part in the practice evacuation to El Cerrito Plaza. Sunset View Cemetery also assisted by opening their gates as an evacuation route. Kensington had a robust turnout from the residents and many volunteers assisted. This was a great opportunity to provide practice to both the public and our first responders to simulate a community evacuation.

Register with the Contra Costa County Community Warning System

It would not have been possible to hold the evacuation drill if residents were not registered with the Contra Costa County Community Warning Systems (CWS). It cannot be stressed enough the importance for all residents to take a moment to register cell phones and landlines with the CWS. CWS will alert you when life-threatening incidents, like wildfire or power shutdowns, occur. www.cwsalerts.com



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: April 6, 2022

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for the April 2022 Fire District Board Meeting**

March Incident Run Reports

There were 29 incidents that occurred during the month of March in the community of Kensington. This is a decrease of 7 calls over the previous month. Engine 165 responded to a total of 56 calls in March which is an increase of 2 calls over the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 356 calls for service during the month which is an increase of 76 calls over the previous month.

While there was a significant increase in incidents last month. Engine 165's total response remained steady with a significant decrease within the community. The main area of decrease was medicals and false alarms. The increase overall is attributed to the fact that March has more days than February as well as some of the colder weather led to an increase in exterior warming fires along the avenue and freeways which did not affect Station 65.

Fire Chief Recruitment

The executive search company Peckham and McKenney retrained by the City of El Cerrito to recruit a new Fire Chief have reported that they have several qualified personnel that have applied for the position. Panels consisting of the City Manager and Assistant City Manager, department heads, labor representative as well as a Fire District representative will be interviewing the candidates on April 21st. There is no time frame for the final process, but the City will be expediting the process to bring the new Chief on board prior to the start of budget planning.

Evacuation Drill

Planning for the evacuation drill is progressing and is on schedule for April 9th at 9:00 am. Fire and Kensington PD has plans in place to conduct a voluntary evacuation exercise of zone ECK-E0008 (Zone 8) and a shelter in place drill for zone ECK-E0007 (Zone 7). All residents of Zones 7&8 will be provided with a link to the District's website to indicate they received the alerts and provide feedback. More information will be provided at the Board meeting on the April 13.

Vegetation Inspections

With the dry start to the year and the area entering the third year of drought, the Fire Department has started residential inspections for compliance to the District's Vegetation Management Policy. Residents maintaining their property is not a seasonal task as State Law requires compliance in "Very High Fire Hazard Severity Zones" at all times. Even annual grasses and weeds are required to be always cut and maintained to a height of 4" to 6". While it entails more work, it is much safer to cut or mow short dry grass that waiting till it is 2' or taller and dry. There is more information on the District's website as well as Cal Fire's web site on safe practices around the home to create a safe environment.

COVID-19 Mandates

The County continues to see a decline in COVID infections and hospitalizations since the peak in January. There were no new deaths reported in Kensington from the virus and at this time there has been only 10 new cases since last month and only been 2 new cases in the last 14 days in the community. While the County and the Fire Department has relaxed some of their protocols, the Department continue to test all non-vaccinated personnel at the start of their shift and require masks to be worn on all responses.

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



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10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: March 2, 2022

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for the March 2022 Fire District Board Meeting**

February Incident Run Reports

There were 36 incidents that occurred during the month of February in the community of Kensington. This is a small increase of 3 calls over the previous month. Engine 165 responded to a total of 54 calls in February which is a decrease of 2 calls over the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 280 calls for service during the month of February.

New Battalion Chief

I am pleased to share that Battalion Chief Joseph Torres has officially started his employment with the El Cerrito-Kensington Fire Department. He completed the lengthy background checks, medical exams, and psychological evaluation. His first day on the job was this past Monday, March 7th. Joe will be assigned to C shift and will also handle support services for the Department. Joe brings great work ethics and experience to the Department and his knowledge of West County will make his transition to our department much easier.

Vegetation Inspections

With the dry start to the year and area entering its third year of drought, the Fire Department will soon be starting residential inspections for compliance to the District's Vegetation Management Policy. Residents maintaining their property is not a seasonal task as State Law requires compliance in "Very High Fire Hazard Severity Zones" at all times. Even annual grasses and weeds are required to be always cut and maintained to a height of 4" to 6". While it entails more work, it is much safer to cut or mow short dry grass that waiting till it is 2' tall and dry. These is more information on the District's website as well as Cal Fire's web site.

COVID-19 Mandates

The County continues to see a decline in COVID infections and hospitalizations since the pickup in January. Health officials in the County are aligning with the State's guidelines including masks not being required for K-12 students and for most indoor venues. However, they are allowing local districts and businesses to continue with the mandates if they choose.

The County is still requiring all previously vaccinated public safety personnel to obtain a booster shot and recommending it for all residents. The Department is still requiring those individuals that have not had their booster as well as the unvaccinated to be tested every week prior to their shift until such time they can provide proof of vaccination. County records show that since the start of the pandemic in March of 2020, there have been 275 positive cases reported for residents of Kensington which about 22 more than last month. Sadly, after almost 2 years with no reported deaths, this past month there was 1 reported COVID death in the community.

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

APRIL 2022 KENSINGTON EVACUATION DRILL
OPERATIONAL REPORT AND SURVEY RESULTS

Background

In March 2022, the Kensington Fire Protection District Board of Directors approved Fire Chief Pigoni's plan to execute a simulated evacuation drill. This plan aimed to test the Community Warning System, Zonehaven, and observe traffic impacts through the newly established evacuation route via Sunset View Cemetery. A collaborative effort between Kensington Police and Kensington Fire Protection District planned the drill and launched a robust public awareness campaign to increase community resiliency and emergency preparedness.

Objectives

The Kensington Evacuation Drill presented a unique opportunity to observe and collect data, improve communication, increase direct contact points among Kensington residents, and find areas of needed improvement for public safety agencies and community members. The Drill was structured to focus on the following objectives.

Public Education

- Alerts & Notifications
- Emergency Preparedness
- Evacuation Routes

Test of the County Community Warning System (CWS)

- Obtain data through participation and registration rates.
- Provide first responders an opportunity to initiate an emergency alert in coordination with CWS, and to see the response rate in real-time in Kensington.

Evaluation of traffic flow on critical streets

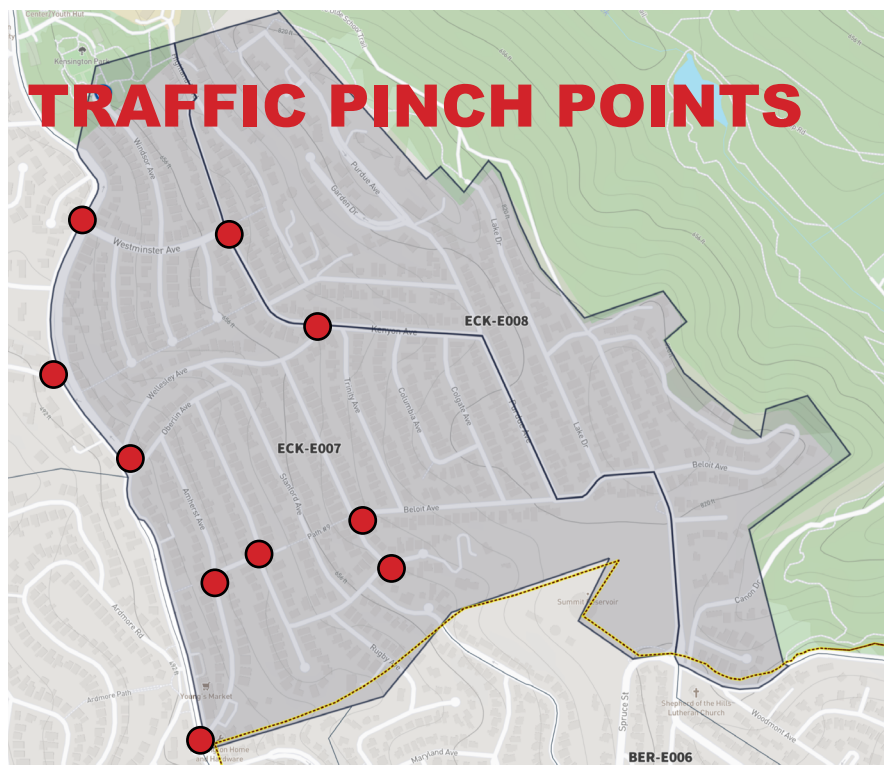
- Beloit @ Cambridge
- Cambridge @ Yale
- Yale @ Princeton
- Princeton @ Amherst
- Amherst @ Arlington (North or South)
- Kenyon @ Wellesley
- Wellesley / Oberlin @ Arlington
- Kenyon @ Westminster
- Westminster @ Arlington (North or South)
- Sunset @ Sunset View Cemetery

“Readiness & Resiliency”

- Go Bag Preparation
- Home Preparedness
- Communication Tools

Zonehaven “Know Your Zone”

- Debut Zonehaven platform
- Have residents learn their zone



Public Awareness Campaign

The public awareness campaign targeted two geographic groups. The first group included Residents in Zone 7 and 8, and the second had all other Kensington residents. The challenge of this campaign was to promote voluntary participation while prompting a different call to action for three separate areas in the community. The most significant challenge was to keep the attention of community members that reside outside of Zone 7 and 8. The likelihood of losing their attention was high as the evacuation drill did not include their specific areas of Kensington.

Signs and banners placed on Arlington Avenue and Amherst ensured any residents traveling into the targeted zones knew about the planned evacuation drill. The signage included a link to the campaign URL on the Fire District website (kensingtonfire.org/drill).

Door hangers targeted individual households in Zones 7 and 8. Hangers were distributed to every home with the help of Fire Department Personnel and community volunteers.

Residents received two publications to announce the Kensington Evacuation Drill. The Kensington Outlook provided front-page coverage in the April 2022 edition. The Fire Plug was mailed with a public notice and a front-page article detailing the evacuation drill plan.

This campaign was designed for all platforms to lead to the Kensington Fire Protection District Website via an easy-to-remember URL(kensingtonfire.org/drill). Once the campaign launched online, other K-Groups reshared the posts, further increasing the campaign's reach and increasing social media followers. A short survey at the top of the drill's website landing page allowed residents to provide their CWS registration status and register for KFPD email notifications.

On Friday, April 8th, 2022, the National Weather Service declared a Red Flag Warning for parts of Northern California, including the East Bay Hills. The Red Flag Warning was an opportune time to send a notification to KFPD Red Flag email subscribers that signed up through the Evacuation Drill Campaign. As a result of the drill campaign and the Red Flag Warning, over 450 residents subscribed for KFPD email notifications.

Incident Command Mission

Conduct an Emergency Evacuation Fire Drill involving Kensington Zonehaven XCC-ECK-007 and Kensington Zonehaven XCC-ECK-008. The mission is to: Educate the Public on Emergency Preparedness, test the Contra Costa County Community Warning System (CWS), evaluate the traffic flow on critical streets, and obtain data to enhance safety and improve our readiness in the event of an actual incident.

Simulation

The Kensington Fire Protection District has identified high-priority areas within Kensington and will work with those areas to coordinate evacuation exercises. These high-priority areas face a higher threat due to several variables such as limited access and proximity to wildland areas (as noted in the Traffic Consultant's Report.) For this drill, the Kensington Evacuation Drill will be responding to a wildfire originating in Tilden Park with a westward projection toward Kensington.

Community members residing east of Arlington Avenue and South of Hilltop School are in the test zone. The fire department will be using Zonehaven to manage the evacuation drill. The zones targeted in this drill will be ECK-E007 and ECK-E008.

Participation

114* out of 339 vehicles identified in Zonehaven XCC-ECK-008 participated, a 33% participation rate based on daytime zone occupancy. Residents outside the targeted evacuation zone participated in the evacuation drill, which is not reflected in the count coming from zone ECK-008.

There were multiple agencies involved including:

- Albany PD Dispatch
- BART PD
- Contra Costa Sheriff's Department
- El Cerrito PD
- El Cerrito/Kensington Fire Department
- Kensington PD
- Office of Emergency Services
- Richmond Fire Department
- Rodeo-Hercules Fire Department

13 community volunteers assisted in the evacuation drill, primarily at the check-in location at El Cerrito Plaza BART. Representatives of KFPD, KPPCSD, and KPOA were among the volunteers.

Community Feedback

The Kensington Evacuation Drill deployed two surveys. The first survey focused on general preparedness, which went out to everyone that received the CWS Alert. The other was deployed at the El Cerrito Plaza BART Station parking lot. Only those who participated in the physical evacuation provided feedback on the evacuation route. 115 survey responses were captured at the evacuation checkpoint. The following are the participation rates in the evacuation listed by point of origin.

- 20% Purdue
- 14.8% Lake
- 13% Kenyon
- 11.3% Highland
- 8.7% Beloit
- 8.7% Willamette
- 3.5% Garden
- 3.5% Lakeside
- 3.5% Los Altos
- 3.5% Parkside
- 2.6% Plateau
- 1.7 Amherst
- 1.7 Canon
- 1.7 Grizzly Peak
- 1.7% Yale
- 0.9% Arlington
- 0.9% Cambridge
- 0.9% Dewey
- 0.9% Trinity

84.3% of evacuation drill participants used the cemetery route.
15.7% of evacuation drill participants used other routes.

The following is a consolidated selection of comments provided by Kensington residents that participated in the evacuation drill.

- Parking Orientation changes are requested to improve traffic flow, especially on Sunset Drive.
- Traffic direction at Fairmont / Colusa to improve flow out of the cemetery.
- Provide explicit volunteer instructions at the check-in site to improve efficiency.
- Provide additional signage along the evacuation route, primarily through the cemetery.
- Some residents had difficulty registering with CWS online.
- Arlington is a bottleneck that needs additional traffic flow solutions.
- Willamette should be established as a One-Way to improve traffic flow.
- Have additional check-in attendants with tablets to take information from residents.
- Notifications that come through as an “Amber Alert” style would be more attention-getting.
- Notifications came through inconsistently on different registered devices in the same household.
- CWS calls were marked as “possible spam.”
- The use of Fire engine sirens would help alert the community.
- Develop a map of all available evacuation routes for Kensington.
- Provide an option to answer that” I have received the alert” and want not to receive any additional alerts.

Several residents of zone ECK-008 received messages intended for zone ECK-007. The evacuation order was not received. This confused residents who anticipated an evacuation order but were told: “no action required.”

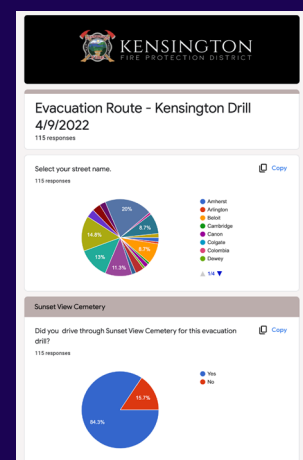
The following is an overview of data from the survey deployed through the CWS Test Alert. 287 responses were collected from this survey focusing on general emergency preparedness.

- 96% have registered for alerts
- 41% have spoken to neighbors about emergency preparedness
- 55% have established evacuation routes, family reunification plans
- 67% have packed go bags and prepared shelter in place supplies
- 89% have affirmed they are willing to check on neighbors before leaving in vehicle during an evacuation.
- 13% have a condition or situation which requires additional time or assistance before leaving in a vehicle for an evacuation.
- 64% are not participating in an organized block or neighborhood.
- 77% would like to be added to KFPD email distribution lists.

To view the complete evacuation drill survey responses and data, visit:

Evacuation Route Survey
www.kensingtonfire.org/drillreport

General Preparedness Survey
www.kensingtonfire.org/preparednessreport



Recommendations

Continue working with the County and PD to implement traffic and parking changes throughout Kensington. Promote community and block-level engagements to foster buy-in for parking etiquette practices aligned with parking and traffic optimization plans.

Establish a standard practice with El Cerrito for Fairmont/ Colusa and communicate the expectation to the community. Share findings with surrounding agencies and develop best practices for concise messaging that do not lead to confusion.

Designate all routes out of Kensington as Evacuation routes with placed permanent evacuation route signage. Publish a map of routes for Kensington, which includes all possible routes out of the community. Develop a campaign that ensures community members understand all routes may serve as their evacuation route if emergency conditions compromise their preferred route.

Conduct Registration “Office hours” during public events to assist with CWS registration. Enlist volunteers to provide registration assistance at community events or by appointment—train community members with CWS resources and literature.

Promote the KFPD Communication toolkit so residents can know the information options available to them.

Encourage residents to add the CWS contact card to devices preventing the risk of emergency calls categorized as possible spam calls.

Recruit additional volunteer resources for the Check-In station. Develop self-check stations with QR codes and simple instructions to efficiently process a large number of residents. Allocate volunteer attendants to stations with tablets and Paper forms to cater to individuals that need assistance or prefer physical surveys.

Share the complete survey responses and data with CWS and surrounding agencies to develop process improvements and best practices.

Integrate a community festival at the evacuation drill checkpoint. Invite vendors and neighboring agencies to participate.

Hire or enlist volunteer photographers and videographers to capture content for use in public awareness campaigns.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 11th, 2022
TO: Kensington Fire Protection District Board
RE: Emergency Preparedness Coordinator Report
SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

The following progress items will be reviewed in the KFPD Board of Director's meeting:

1. Community Event/Engagement

- Kensington Evacuation Drill
- Shred & Meds
- Wildfire Community Preparedness Day
- Neighborhood Emergency Preparedness Block Party – Highland Ave

2. District Communications/ Publications

- 04/05/2022 Nextdoor Register To Receive Alerts Kensington Evacuation Drill
- 04/06/2022 Facebook Firefighter Door Hanger Post
- 04/06/2022 Nextdoor Zonehaven Know Your Zone – Kensington Evacuation Drill
- 04/08/2022 Nextdoor Red Flag Alert
- 04/08/2022 Facebook Red Flag Alert
- 04/08/2022 Email notification Red Flag Alert to KFPD distribution list
- 04/09/2022 Nextdoor Emergency Alert Test Kensington Evacuation Drill
- 04/09/2022 Facebook Evacuation Drill Volunteers and Agency Partners
- 04/12/2022 Nextdoor Shred & Meds
- 04/26/2022 Nextdoor Wildfire Community Preparedness Day
- 04/26/2022 Instagram Wildfire Community Preparedness Day
- 05/01/2022 Instagram Nextdoor Shred & Meds Update
- 05/01/2022 Nextdoor Shred & Meds Update
- 05/01/2022 KFPD Email Distro – Re: Wildfire Community Preparedness Day Event
- 05/04/2022 Facebook Repost El Cerrito /Kensington Fire - Trail Rescue Wildcat
- May Outlook Publication Content re: Wildfire Community Preparedness Day
- Kensington Evacuation Drill Report

Initiatives/ Deliverables

- Provide Lunch for Kensington Evacuation Drill AAR Meeting.
- Design Evacuation Drill Survey, physical survey and google form.
- Compile Evacuation Drill feedback, input physical forms to google form.
- Publish Evacuation Drill Report with summary of findings and feedback.
- Assist community members with CWS registration.
- Import registrants to KFPD distribution lists.
- Create PowerPoint presentation for the Kensington Evacuation Drill IC Briefing
- Recruit volunteers to assist with Kensington Evacuation Drill

- Conduct safety meeting with volunteers and obtain acknowledgment signatures
- Provide feedback for Evacuation Drill Operations Plan to Lt Brad Harms
- Confirm participation of agency partners for Wildfire Community Preparedness Day
- Finalize campaign for Wildfire Community Preparedness Day
- Confirm NEP Block Party at Lake Drive
- Confirm NEP Block Party at Kensington Court.
- Confirm NEP Block Party at Highland Blvd.
- Provide receipt and reimbursement information for Mike Logan re: Evacuation Survey
- Print Wildfire Preparedness Workbook for distribution
- Enable the URL in the digital version of Wildfire Preparedness Workbook
- Prepare and design print material for the Block Parties
- Establish contact with Taco Truck to participate in Wildfire Community Prep Day
- Organize kids' activities for Wildfire Community Prep Day
- Create online log to capture interested individuals for Firewise initiative.
- Develop teaser poster for Fire Hazard Plant Removal Campaign

3. Meetings

- 04/09/2022 Evacuation Drill IC Meeting
- 04/09/2022 Evacuation Drill AAR
- 04/13/2022 Monthly KFPD Board Meeting
- 04/28/2022 Emergency Preparedness Committee

4. Introductions / Correspondences

Anne Forrest
Paul Moss
Danielle Madugo
Julie Cavallero (CWS)
Lisa Fox-Mullen
Rosa Ruiz KPPCSD
Joe Grupalo Zonehaven
BC Chase Beckman
Officer Megan Farley KPD
Maritza Jimenez DEA/DOJ
Gail Feldman
Knute Fisher
Natalie Manier (Red Cross)
Stan Massie (Red Cross)
Diana Graham (Red Cross)
Lori McDonald Contra Costa CAER
David Benet (Mobility Matters)
Theresa Dade-Boone (Contra Costa County Health Services)
Cassandra Duggan
Alan Siegel
Gloria Kreuger



KENSINGTON

FIRE PROTECTION DISTRICT

EMERGENCY PREPAREDNESS COORDINATOR

APRIL 2022

EVACUATION DRILL

PUBLIC NOTICE

KENSINGTON EVACUATION DRILL

SAT, APRIL 9th, 9:00AM

For more information and participant registration, visit:
www.kensingtonfire.org/drill

**PREPARING IN
PARTNERSHIP**



KENSINGTON
FIRE PROTECTION DISTRICT



SHRED & MEDS



KENSINGTON
FIRE PROTECTION DISTRICT

COMMUNITY SAFETY EVENT

SHRED & MEDS

PAPER AND PHARMACEUTICAL DROP-OFF

KENSINGTON LIBRARY PARKING LOT

SATURDAY APRIL 30TH

10:00am-1:00pm

INFO: KENSINGTONFIRE.ORG

FUNDED BY KENSINGTON FIRE PROTECTION DISTRICT



KENSINGTON
FIRE PROTECTION DISTRICT

NEIGHBORHOOD EMERGENCY PREPAREDNESS

BLOCK PARTY

Safety starts at home.



KENSINGTON
FIRE PROTECTION DISTRICT

WILDFIRE PREPAREDNESS WORKBOOK



KENSINGTON
FIRE PROTECTION DISTRICT

WILDFIRE PREPAREDNESS WORKBOOK

ALERTS & EVACUATION READINESS

KEEP THIS IN A SAFE PLACE

PACK & PERSONALIZE YOUR GO BAG

Assemble your Go Bag before a wildfire, or other disaster occurs, and keep it easily accessible to take with you when an evacuation order is issued. Plan to be away from your home for an extended period. Use the 6 P's to help plan your priorities. These include but are not limited to; people and pets, papers (vital documents), photos and priceless irreplaceable mementos, plastic payment and cash, PC /laptop and access to information/files, Pills and prescriptions and medical devices. Everyone will have the same basic needs, but many will have different preferences, use the suggestions below to prepare for your individual needs.

FIRST AID

- Adhesive strips
- Medical tape
- Wound Dressing
- Antiseptic Swab
- Tweezers / Scissors
- Medication

HYGIENE

- Antibacterial Soap
- Dental Care Products
- Alcohol / Hydrogen Peroxide
- Antibacterial Wet Napkins
- Grooming Products
- Sanitary Products

TOOLS

- Portable AM/FM Radio
- Flashlight
- Whistle
- Pocket Knife / Multi-Tool
- Multipurpose Rope
- Thermal Blanket

VITAL DOCS

- Vital Documents Binder
- Cash and Credit Cards
- Identification
- Data Storage Device
- Resealable Plastic Bags
- Emergency Contacts

FOOD KIT

- Bottled Water
- Trail Mix
- Energy Bars
- Crackers
- Non-Perishable Food
- Utensil / Can Opener

PETS

- Water bottle
- Food & Water Dish
- Waste Bags
- Dry Food and Treats
- Leash & Toys
- Pet Bed / Blanket

PACK SMART TRAVEL LIGHT

Each person in your household should have a readily accessible Go Bag. Backpacks work great for storing these items and are easy to carry when you leave. Keep it light enough to carry on foot, if needed.

DRESS FOR SAFE TRAVEL

Dress yourself in clothes that will shield you from heat and flames. Natural fibers like cotton, denim or pure wool are best. Avoid synthetics. Keep the items in your Go Bag during your evacuation.

KEEP CALM AND COMFORT

An evacuation is a stressful time. Remember to include items that can keep you comfortable while away from home. Consider adding a book, a yoga mat, or even a pet.

EVACUATION READINESS



**Being Neighborly
is part of your
preparedness plan.**

**Preparedness starts at home.
Include your neighbors for a safer community.**

- Get to know your neighbors.
- Understand each others' needs.
- Coordinate preparedness efforts.
- Form a collective supply stockpile.
- Attend Neighborhood Emergency Preparedness Block Parties.

Need help getting introduced? Email: prepare@kensingtonfire.org



PG&E PUBLIC SAFETY POWER SHEDDING

PG&E will provide you advance notice about events affecting your service area that may require the possible need to turn off power for public safety power shedding. This is called a Public Safety Power Shedd (PSPS). While turning off the power helps prevent wildfires, we know this can be inconvenient. While turning off the power helps prevent wildfires, we know you are working year-round to improve PSPS events for our customers.

PREPARING FOR A SAFETY POWER SHEDDING

During severe weather, high winds could cause tree branches to fall on power lines and start fires. That's why PG&E may need to turn off power to help prevent wildfires. This is called a Public Safety Power Shedd (PSPS). While turning off the power helps prevent wildfires, we know this can be inconvenient. While turning off the power helps prevent wildfires, we know you are working year-round to improve PSPS events for our customers.

HERE ARE 5 WAYS TO PREPARE FOR A PSPS:

- 1** Make sure PG&E can reach you before a PSPS by updating your contact information at pge.com/mywildfirealerts.
- 2** Pack or restock your family's emergency kit including food, water, batteries, radio and a first aid kit.
- 3** Make preparations for anyone in your family who depends on electricity for medical needs.
- 4** Practice manually opening your garage door.
- 5** Ensure any backup power sources are ready and safe to operate.

To learn more ways to prepare for a PSPS and any emergency, visit safetyactioncenter.pge.com

For translated support in over 200 languages, please contact PG&E at 866-743-6589.

WILDFIRE COMMUNITY PREPAREDNESS DAY

KENSINGTON
FIRE PROTECTION DISTRICT

***WILDFIRE COMMUNITY
PREPAREDNESS DAY***

SATURDAY MAY 7 2022

KIDS ACTIVITIES & “TOUCH-A-TRUCK”
COMMUNITY INITIATIVES UPDATES
FIRST RESPONDER EQUIPMENT DEMONSTRATION
VENDOR & ORGANIZATION BOOTHS





KENSINGTON FIRE PROTECTION DISTRICT

DATE: March 9, 2022
TO: Kensington Fire Protection District Board
RE: Emergency Preparedness Coordinator Report
SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

The following progress items will be reviewed in the KFPD Board of Director's meeting:

1. Community Event/Engagement

- N/A

2. District Communications/ Publications

- 01/31/2022 Wind Advisory Nextdoor
- 01/31/2022 Wind Advisory Facebook
- 02/02/2022 Training Reminder Nextdoor CPR/First Aid
- 02/09/2022 Nextdoor Harden Your Home – Rain Gutter Debris Removal
- 02/12/2022 Nextdoor Harden Your Home – Roof & Siding
- 02/15/2022 Nextdoor Harden your Home – Covering vents
- 02/19/2022 Nextdoor El Cerrito CERT Water Storage Sale
- 02/19/2022 Facebook El Cerrito CERT Water Storage Sale
- 02/19/2022 Nextdoor IBHS Research Lab video
- 03/02/2022 Facebook Vegetation Management Inspections
- 03/02/2022 Nextdoor Vegetation Management Inspections

Initiatives/ Deliverables

- Coordinate with Peter Lidell for NOAA Radio Distribution
- Establish KPD point of contact for April Drug Take Back Event
- Register as participant agency for National Night Out 2022
- Build budget and event program for community events FY2022
- Proposal of additional promotional branded items for community events
- Fire Hazard Reduction Guidelines Campaign
- Harden Your Home – Rain Gutter Debris Article uploaded to KFPD Website
- Harden Your Home – Roof & Siding Article uploaded to KFPD Website
- Harden Your Home – Covering vents & Openings uploaded to KFPD website
- Placed quote for ordering KFPD Promotional items
- Reserve parking lot for Shred & Med event 04/30/2022
- Reserve shred truck for Shred Event
- Coordinate w/ Lt. Harms for Drug Drop-Off Operation
- Content for Outlook re: upcoming events, re-planting grant
- Coordinate with Paul Moss for Outlook Safety Reminder
- Revision of Wildfire Preparedness Workbook
 - Building Go Bag

Emergency Preparedness Coordinator's Report

- Protective Clothing for Evacuation
- Provide mailing list to ECFD for Fire Risk Mitigation mailer
- Coordinate with Hal Graboske on KARO/ECHO radio one-pager
- Reformat Risk Mitigation Checklist- tailored for KFPD
- Design brand concept of the Neighborhood Emergency Prep Block Party

3. Meetings

- 02/04/2022 KFPD Finance Committee Meeting
- 02/09/2022 KFPD Monthly Board Meeting
- 02/16/2022 KFPD Monthly Board Meeting (continued)
- 02/28/2022 Paul Moss Phone Conference re: Block Party Concept

4. Introductions / Correspondences

Khari Helae / East Bay Regional Park District
Cheryl Miller / Diablo Fire Safe Council
Eric Govan/ Richmond City Fire Marshal
Timothy Simmons. / Richmond Police Captain
Lon Goetsch / Assistant Fire Chief Contra Costa County Fire
Heather Tiernan / CWS Manager
Jim Yoke / Richmond OES Manager
Gail Feldman / KPOA
BC Jose Castrejon / El Cerrito Fire Department
Anna Martinez – Follow up on scheduled Shred Event Inquiry
Roxy Schaefer – Albany Resident inquiry on CPR Training
Kay Reed – Block Party Coordinator
Valerie Myers – Block Party Coordinator

5. Miscellaneous

- Delivered NOAA radios to Peter Lidell for pickup at the PSB.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 11, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 08**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

Highlights of the regular business and other special projects for the district by management are noted below:

1. **Hybrid Board Meeting Options** – I spoke with Jim Hammack with Nerd Crossing about options for hybrid board meetings. In order to suggest alternatives, he requested room plans for the proposed location, so I contacted Rick Benson to coordinate with the KPPCSD strategy, assuming both agencies will use the same setup. Mr. Benson has asked their IT consultant for a proposal but has not received it yet. Mr. Hammack's suggestion is that the district(s) "...should probably invest in one of the conference room technology leaders: 1) Logitech, 2) Cisco WebEx or 3) Polycom. Each has some customizable solutions based on the size of the room and the needs. For example, here's Logitech's: <https://www.logitech.com/en-us/video-collaboration/logitech-zoom-room-solutions.html> . My guesstimate is you'll need to invest at least \$5K-\$10K based on the layout, who you want mic'ed, how many screens, etc." When I have a proposed system and location that can allow for functional hybrid meetings, I will present it to the board for consideration. In the meantime, the option to continue meeting by Zoom remains, or the board could choose to return to traditional in-person meetings with or without live video streaming (but without the hybrid ability for remote attendance and interaction.)
2. **Coordination Meetings with Interim Fire Chief Castrejon** – Since Fire Chief Pigoni's retirement, I have been working with our Interim Chief on communication protocols, planning for the Public Safety Building renovation and temporary facility projects, and budget development. I appreciate Chief Castrejon's quick response to these coordination issues, given the large amount of new information and tasks he is faced with. We are fortunate to benefit from Chief Castrejon's experience until the new Fire Chief is in place. El Cerrito City Manager Pinkos informed me that they are in negotiations with a preferred candidate and hopes to have an announcement soon.
3. **East Bay Wildfire Prevention and Vegetation Management JPA** – On May 10th, 2022 the Hills Emergency Forum met to discuss the proposal by the JPA exploratory group to expand HEF with potential governance changes. The majority of the member agencies were not in favor of the proposal and HEF will respond with a letter explaining their concerns.

4. **Adoption of Fee Schedule Ordinance** – The Fee Schedule Ordinance adoption has been postponed until the July meeting. While it will be helpful to establish fees for service, our annual volume of permit reviews does not require urgent attention, and the measure can be implemented at any time with proper notice and action.
5. **California Uniform Public Construction Cost Accounting (CUPCCA) Act** – Adoption has been postponed until the July meeting. As explained in my prior report, this is also an option that the district should implement, but it can wait until more pressing matters are attended to.
6. **November 8, 2022 General Election** – Attached is a schedule of key dates for the Fall election. The County will be sending out more info by the end of May.
7. **Education Requirements** – Per the April report, there are still outstanding requirements and I am assisting the directors who need updates.

KEY DATES
November 8, 2022 General Election

| | APPLIES TO | DATES |
|--|---|---------------------------------|
| Filing Period | All Cities, School and Special Districts | Jul. 18 – Aug. 12 E-113 – 88 |
| Last day to place a measure on the ballot | Local Measures | Aug. 12 E-88 |
| Public Review of “Ballot Designations” and “Candidate Statements” | All candidates | Aug. 15 – 22 E-85 – 78 |
| Last day to withdraw “Candidate Statement” | All candidates | Aug. 15 E-85 |
| Last day to file a petition forcing a contest on the General Election ballot | Applies only to contests with insufficient candidates to appear on the ballot | Aug. 17 E-83 |
| Randomized alphabet drawing for ballot placement and Measure Letter Assignment | All candidates and Local Measures | Aug. 18 E-82 |
| Deadline for Primary Arguments For/Against | Local Measures | Aug. 24 E-76 |
| Deadline for Rebuttal Arguments | Local Measures | Aug. 29 E-71 |
| Last Date to File Writ of Mandate | Local Measures | Sept. 7 E-62 |
| Estimated Voter Information Guide mailing | Local Measures | Sept. 29 E-40 |
| Deadline to file a “Write-In Candidacy” | Write-In candidates | Oct. 25 E-14 |

Extended Filing Period

| | | |
|--------------------------------|--|---------------------------|
| Extended Filing Period | Offices for which no incumbent files nomination papers by Aug. 12. Only non-incumbents may file. | Aug. 15 – 17 E-85 – 83 |
| Public Review | Candidates who filed during the extended filing period | Aug. 18 – 27 E-82 – 73 |
| Withdraw “Candidate Statement” | Candidates who filed during the extended filing period | Aug. 18 E-82 |

Updated 2/15/2022



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 13, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 09**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

Highlights of the regular business and other special projects for the district by management are noted below:

- 1. Cerrito Canyon Fuel Reduction Project** – Chief Pigoni and I met with HEF and Berkeley FD staff on the potential Cerrito Canyon Fuel Reduction Project, re: attached summary sheet. The need for vegetation management in the canyon and the impact of potential wildfire in the area is substantial and obviously affects both Kensington and Berkeley equally. Initially, I contacted Berkeley FD to see if we could jointly apply for HMGP funding to address the problem. This led to utilizing HEF as a forum to move our collaboration forward. The focus of the most recent meeting was on potential funding mechanisms. One possibility is from the Coastal Conservancy, while another is from CalFire. We discussed the steps necessary to prepare for applications, including the formation of FireWise communities of the residents bordering the canyon. This is an excellent opportunity to show a cross-county, multi-jurisdictional effort. Our Emergency Preparedness Coordinator has started work on the FireWise outreach and our staff will continue to work with Berkeley FD and HEF on the next steps. We recognize that there are various intricacies to the mitigation, including sensitivity to natural habitats and erosion control measures, so the project will require an extensive amount of research prior to more detailed plans and schedules.
- 2. East Bay Wildfire Prevention and Vegetation Management JPA** – The JPA formation study group had its fourth meeting on April 1st, 2022. Chief Pigoni and I attended as well as EPC member Peter Guerrero. A presentation was given by the subcommittee consisting of representative fire chiefs, politicians, and residents from within the larger body, and the suggestion was made to investigate whether the expansion of the Hills Emergency Forum (HEF) might be the first step in achieving the intent of the JPA proponents. The attached letter was drafted, reviewed, and sent to HEF. At HEF's April 12th, 2022 meeting, the letter was presented and discussed by the member agency representatives. I attended that meeting and commented on the suggestions. The HEF members decided to discuss the proposal individually with their agency heads and to reconvene at a subsequent meeting to agree upon a response.
- 3. Adoption of Fee Schedule Ordinance** – Last month, the first reading of the Fee Schedule Ordinance was completed. I was notified by our legal counsel that we need further backup materials for our records that substantiate the cost analysis. I am working with Chief Pigoni to obtain those from the County. After that step is complete, I will

publish the required newspaper notice for the adoption hearing to take place during a subsequent BOD meeting.

- 4. California Uniform Public Construction Cost Accounting (CUPCCA) Act –**
Last month, my report included information the CUPCCA Act, which allows public entities to use an informal bidding process that is less burdensome than typical formal bidding. Under our current Public Contract Code conditions, we are required to bid any project over \$25K. By adopting a resolution to follow the CUPCCA Act, we would be able to negotiate contracts up to \$60K directly, and could follow informal bidding procedures for projects up to \$200K. Anything over \$200K would require normal bidding procedures. I included an FAQ in my prior report covering details on the process, and a list of participating agencies. There are 1,473 currently registered with CUPCCA in California and approximately 45 in Contra Costa County alone. I did not receive any questions or comments on the Act, but there was not enough time to include a resolution on this month's agenda. I will endeavor to do that for the May BOD meeting.
- 5. Grant Writer Activity –** I exchanged further communications with our grant writer, Engineering Solutions Services (ESS), regarding my concerns about needing more comprehensive assistance than they provide, e.g. providing the background materials for applications such as project descriptions, budgets, and schedules instead of just informing us of grant listings and forwarding the application forms. We did not come to an agreement on that issue, nor on the quality of their services to date, particularly with communications about the HMGP funding that they referred us to for the PSB Renovation Project. I received an invoice for their services in January and February totaling \$7,527.50, but do not believe the charges are justified relative to the work product I was aware of during that time. I have asked them for more specific details on the billing, and am no longer am confident in continuing our contract with them. I intend to return to some of the prior contacts I made during the RFP process to see if there are more suitable consultants that can meet our needs.
- 6. EBRPD Wildfire Mitigation and Safe, Resilient Forests and Communities Project –**
At the request of the EBRPD and in keeping with the District's emergency preparedness goals, I submitted the attached funding support letter to Senator Padilla. EBRPD sent the request to all of the HEF agencies and it is an example of our efforts to collaborate on mutually beneficial projects, even at the ancillary support level.
- 7. Form 700 Filings –** Filings from all of the board directors and EPC members were sent to the County and are complete. Thank you for your assistance in this matter.
- 8. Education Requirements –** There are still outstanding requirements, although I did receive a number of verifications last month that I am still filing.
- 9. GASB 75 Work –** I confirmed with Nicolay Consulting Group that their data request for actuarial services will arrive in May and the delivery timeframe will be late October.

Project Collaboration:

Potential project Cerrito Canyon



Goal: Reduce hazardous fuel loads on private property in Berkeley and Kensington (Alameda and Contra Costa Counties) along Cerrito Creek/ in Cerrito Canyon area.

Potential HEF Partners

- Berkeley
- El Cerrito
- Kensington

Project Components

- Support residents to develop a Firewise Community around Cerrito Creek + refine boundaries.
- Assist with assessment to identify hazardous fuel reduction goals and opportunities. Work with property owners.
- Identify support and incentives options for homeowners to work collectively to reduce hazardous fuels and harden homes.
- Seek additional project partners and funding.

April 4, 2022

Fire Marshal Todd LaBerge
Chair, Hills Emergency Forum

Ms. Cheryl Miller
Hills Emergency Forum Staff

Dear Fire Marshal LaBerge and Ms. Miller:

As the Hills Emergency Forum well knows, wildfire is a regional problem that affects all of the jurisdictions and fire districts in the East Bay Hills. With this in mind, the Oakland Firesafe Council (OFSC) and a host of other resident groups have been working for the past three years to enhance the ways that local jurisdictions and fire districts cooperate on regional fire prevention efforts.

Since December 2021, OFSC and a citizens' committee have been convening monthly meetings of elected officials and fire officials from throughout the East Bay Hills to discuss formation of an entity that would coordinate regional fire prevention work. So far, we have held four meetings with attendance by over 40 individuals, and two meetings of a smaller 'working group' consisting of five elected officials and six fire chiefs.

The group recognizes that the Hills Emergency Forum (HEF) was conceived of, operates, and has effectively executed these same objectives since the tragic Tunnel Fire in 1991. At the most recent meeting of the larger group on April 1, all representatives in attendance (see attached list) agreed to propose to the HEF that the HEF be augmented to enhance collaboration and explore potential new wildfire prevention funding opportunities. While this letter is signed by the co-chairs of the citizens' committee, it has been reviewed by representatives of various jurisdictions who were nominated at the April 1 meeting, namely Fire Chiefs Brannigan, Montoya and Winnacker, Supervisor Gioia, and Councilmembers McLaughlin and Wengraf.

The proposal includes three key points:

- HEF membership would be expanded. The Counties of Alameda and Contra Costa, all municipalities and fire districts in the East Bay Hills wildfire risk area extending from Pinole to Fremont, and other entities such as Caltrans and PG&E would be invited to join.
- The HEF's existing meetings of key fire officials discussing operational issues would continue, with participation by the fire officials from the new member agencies.
- The HEF would create a forum, Board, or similar "arm" consisting of elected officials from local agencies and senior officials from other member agencies, which would meet on a regular basis (subject to the Brown Act).

At this time, the representatives who attended the April 1 are not making specific proposals regarding the expanded HEF's scope of work, structure, or financing. If the existing HEF is open to this overall proposal, OFSC would continue to convene the meetings of regional representatives and the smaller working group (both of which include HEF members) to work out the details of an expansion proposal.

We understand that the HEF will conduct its regular monthly meeting on April 12. We request that HEF members discuss this proposal at that meeting, and we are (of course) available to answer any questions prior to or during the meeting. If the HEF is open to proceeding, we propose to continue our discussions and work with the HEF to flesh out the details of how an HEF expansion might work.

We look forward to hearing from you.

Sincerely,

Jon Kaufman, Co-chair of the Citizens' Committee and President of the Claremont Canyon Conservancy
Lisa Jacobs, Co-chair of the Citizens' Committee and Secretary of the Oakland Firesafe Council

Attendees of April 1 Meeting

| | | |
|-------------------------|--------------------------------------|--|
| John Gioia | County Supervisor | Contra Costa County, District 1 |
| Robert Rogers | District Coordinator | Contra Costa County, District 1 (Gioia) |
| James Lyons | District Coordinator | Contra Costa County, District 1 (Gioia) |
| Jill Ray | Field Representative | Contra Costa County, District 2 (Andersen) |
| Lewis Broschard | Fire Chief | Contra Costa County FPD |
| Karen Pinkos | City Manager | City of El Cerrito |
| Michael Pighi | Fire Chief | City of El Cerrito |
| Paul Fadelli | Councilmember | City of El Cerrito |
| Chris Wynkoop | Fire Chief | City of Pinole |
| Maureen Toms | Councilmember | City of Pinole |
| Angel Montoya | Fire Chief | City of Richmond |
| Gayle McLaughlin | Councilmember | City of Richmond |
| Bill Hansell | General Manager | Kensington Fire Protection District |
| Peter Guerrero | Emergency Preparedness Committee | Kensington Fire Protection District |
| Steve Danziger | Board of Directors | Moraga-Orinda Fire District |
| Craig Jorgens | Board of Directors | Moraga-Orinda Fire District |
| David Winnacker | Fire Chief | Moraga-Orinda Fire District |
| Susan Wengraf | Councilmember | City of Berkeley |
| Abe Roman | Fire Chief | City of Berkeley |
| Chris Pinto | Assistant Fire Chief | City of Berkeley |
| Curtis Jacobson | Fire Chief | City of Fremont |
| Heather Mozdean | Deputy Fire Chief | City of Oakland |
| Keara O'Doherty | Policy Advisory & Community Liaison | City of Oakland, District 1 (Kalb) |
| Brandon Harami | Communications Director | City of Oakland, District 4 (Thao) |
| Dave Brannigan | Fire Chief | City of Piedmont |
| Joan Malloy | City Manager | City of Union City |
| Damian Breen | Deputy Air Pollution Control Officer | Bay Area Air Quality Management District |
| Ken Kennedy | Engineer | Caltrans |
| Scott Hill | Manager of Watershed and Recreation | EBMUD |
| Sarah Yoell | Government Relations Representative | PG&E |



Board of Directors
Larry Nagel (President)
Kevin Padian (Vice President)
Don Dommer
Janice Kosel
Julie Stein

March 30, 2022

The Honorable Alex Padilla
112 Hart Senate Office Building
Washington, D.C. 20510

RE: Support for Wildfire Mitigation, and Safe, Resilient Forests and Communities

Dear Senator Padilla:

On behalf of Kensington Fire Protection District, I am writing to express our support for the East Bay Regional Park District's Wildfire Mitigation, and Safe, Resilient Forests and Communities Project. The Park District is submitting a Community Project Funding request for \$1,500,000 to address significant tree mortality in Alameda and Contra Costa counties.

Since October 2020, the Park District has been impacted by a sudden onset of tree mortality and dieback, affecting Eucalyptus, Acacia, Bay and Pine. This has led to an increase in standing dead trees of various species and sizes, and other hazardous conditions in the wildland-urban interface of the East Bay hills. The Park District has identified over 1,500 acres of tree mortality within its jurisdiction, nearly all within State Responsibility Areas (SRAs) – over 1.3 million dead trees need to be removed. The wildfire risk presented by vegetation mortality is substantial – upright dead and dying trees can widely spread airborne embers. The cost of tree removals along with flammable vegetation treatments and reduction is in the multiple millions. The Park District's Wildfire Hazard Reduction and Resource Management Plan (WHRRMP) enables immediate action to remove the dead and dying trees.

In response to the East Bay's identified 1,500 acres impacted by tree mortality, the Park District is requesting resources to proactively mitigate against catastrophic wildfires consistent with the Park District's approved WHRRMP. The full scope of work – from identification and treatment to debris management and reestablishment of healthier ecosystems – has the potential to be a model nationally. The Park District stands ready to share all lessons learned and best practices across the state and nation for the benefit of all communities.

We strongly support the Park District's Community Project Funding request and respectfully request favorable consideration.

Sincerely,

Bill Hansell
General Manager



KENSINGTON FIRE PROTECTION DISTRICT
 MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE
 MEETING MINUTES
 Thursday, April 28, 2022 3:00pm-5:00pm
 Via Zoom Teleconference

1. CALL TO ORDER/ROLL CALL

Directors: Larry Nagel and Kevin Padian

Public Members: Lisa Caronna, Katie Gluck, Peter Liddell, Danielle Madugo, Paul Moss, David Spath

Staff: General Manager Bill Hansell

Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

2. PUBLIC COMMENT

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

3. ADOPTION OF CONSENT ITEMS

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

a. Approval of Minutes of the regular meeting of March 17, 2022 (Approve)

MOTION: Spath/Moss to accept the minutes.

Motion adopted by consensus.

4. OLD BUSINESS

a. Modifications of "Hazardous Plant Removal" reboot proposal (Approve; material attached)

Kevin introduced the proposal. Kevin stated that both General Manager Bill Hansell and Chief Pigoni both preferred to have the Fire Department do the grant selection process. Also, the proposal would be submitted ahead of time and then submit receipts for reimbursement.

Larry Nagel noted that this grant originally was intended to replace plantings that were removed with a Diablo Fire Safe Council grant, which was limited to fuel reduction.

Dave Spath recommended that the Fire Marshall simply judge the merits of the proposal and not attempt to evaluate the cost of the project.

General Manager Bill Hansell agreed to amend the proposal to make it easier from an administrative point of view.

b. Report on KFPD Board Discussion of EPA Survey proposal (information)

Kevin noted that we will be taking the survey to the Board for review and amendment if necessary. General Manager Bill Hansell will be coordinating changes and additions to the survey.

5. NEW BUSINESS

a. Easements for possible structures supporting outdoor EPAs (discussion; possible advising of staff; material attached)

The committee reviewed the letter from Robert Rogers in John Gioia's office.

Danielle Madugo asked who owned the median on Arlington Avenue. Lisa Caronna said that the median is owned by the County. Dave Spath asked if the vendors will identify how many devices are needed and where they should be placed.

Bill Hansell noted that these questions are normally answered by vendors and he feels we should be engaging vendors to design a system and answer these systems.

Larry Nagel stated that he still was not convinced that people would be able to hear these devices in a high wind event and he wanted to hear from the vendors.

Katie Gluck stated that when she spoke with Mike Shanks he said that Genasys would come out and size the system. However, Genasys has not yet pursued this.

Bill Hansell noted that there are two ways to pursue this. First is to hire a consultant to develop a very specific RFP for our town and go out for bids. The second approach is to develop a more generic RFP and then have vendors design their individual systems. Bill feels that we should pursue the RFPs first and then go for a survey for the residents of Kensington.

The committee asked General Manager Bill Hansell to pursue a RFP for a LRAD warning system and bring it back to the May Board meeting.

b. Needed replacement for Paul Moss on monthly Outlook "Safety Reminder" squibs (discussion, possible recommendation)

Kevin noted that Paul Moss has asked to be relieved from the duty of writing blurbs for the Kensington Outlook. It was agreed that Johnny Valenzuela would take over this task and that committee members were encouraged to submit their ideas and drafts.

c. Discussion of Evacuation Drill and lessons learned (Johnny Valenzuela)

Johnny presented the data from survey that was taken by each participant in the drill. The results are attached to these minutes.

Lisa Caronna thanked all those who worked on the drill and brought it to fruition.

Dave Spath echoed Lisa's comments. One thing that disturbed Dave was that people have not programmed their phones to be sure that the call is not identified as spam. Dave also noted that some of the zone boundaries run down the middle of the street.

Johnny noted that the drill was complicated by the fact that only two zones were included.

d. Recommendation to the Board to extend EPC Coordinator Position for one year at 100%, with COLA adjustment (discussion; possible motion)

MOTION: Caronna/Spath to extend the contract for Johnny Valenzuela as EPC Coordinator.

Motion adopted by consensus.

e. Report on webinar "2022 Preparing Your City for Wildfire" (Larry Nagel; information)

Postponed until next meeting

f. Updates from Peter Guerrero on (1) JPA discussions; (2) CA Insurance Commissioner's proposed regulation on underwriting wildfire risks (material attached); (3) Kensington as a FireWise community (material attached) (discussion)

Peter reviewed FireWise and Cal Fire Defensible Space requirements. This comparison is attached to these minutes. Peter noted that there is some progress in establishing criteria for home hardening.

Peter noted that there are a lot of houses in Kensington that do not adhere to FireWise standards. Peter is recommending that we encourage the community to pursue FireWise designation.

Bill Hansell noted that he has been speaking with Berkeley Fire Department for a fuel mitigation project in Cerrito Canyon. We are actively pursuing FireWise designation for Cerrito Canyon. Berkeley now has a staff of 4 or 5 retirees that are working on fuel reduction.

Dave Spath asked whether all houses within a Very High Fire Zone Area fall under FireWise criteria.

Danielle Madugo likes the idea of having a template for residents. Block parties would be an excellent vehicle for pushing out information on FireWise.

Peter Guerrero noted that the FireWise website has numerous templates and information about setting up FireWise communities.

Peter Guerrero reported that there is no news to report on the JPA committee. Bill Hansell noted that the committee postponed their meeting in May so that the Hills Emergency Forum (HEF) could weigh in on JPA formation.

6. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT

Johnny Valenzuela reviewed the programs that are upcoming in the next few months. The slides are attached these minutes.

7. REPORTS FROM COMMITTEE MEMBERS

None

8. CALL FOR FUTURE AGENDA ITEMS; request to move May and June EPC meetings one week earlier (action)

It was decided to move the June EPC meeting to June 16 at 1 PM.

9. ADJOURNMENT

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on May 26, 2022 at 3:00pm via Zoom Conference, unless noticed per the Brown Act as an in-person meeting.

The meeting was adjourned at 4:59 PM by Chair Kevin Padian.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on May 26, 2022.

Attest:

Emergency Preparedness Committee Member



KENSINGTON FIRE PROTECTION DISTRICT
MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE
MINUTES
Thursday, March 17, 2022 1:00pm-3:00pm
Via Zoom Teleconference

1. CALL TO ORDER/ROLL CALL

Directors: Larry Nagel and Kevin Padian

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

Staff: General Manager Bill Hansell

Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

Guest: Joe Grupalo, Zonehaven

2. PUBLIC COMMENT

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

3. ADOPTION OF CONSENT ITEMS

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

a. Approval of Minutes of the regular meeting of February 24, 2022 (Approve)

MOTION: Spath/Nagel to accept the minutes as corrected.

Motion passed unanimously

4. OLD BUSINESS

None

5. NEW BUSINESS

a. Emergency Public Address (EPA) Systems and Zonehaven

Discussion of the deployment and coordination of EPA devices with Zonehaven's Joe Grupalo, former battalion chief of EC-K Fire Department (see attached report from Joe Grupalo, plus updated Q&A submitted by Board Members)

Kevin introduced the topic by saying the discussion would cover how EPAs work, and how they are activated. Kevin mentioned that Meredith, Lorraine, and Heather have left CWS and Julie Cavallero will now head up the CWS effort.

Danielle Madugo asked if the Berkeley EPAs are installed yet and when can we see them. Joe said the Berkeley EPA system has been ordered but it is not yet installed.

Lisa Caronna asked when and how the EPAs would be activated. Specifically, who would create the messages. Joe stated the Fire Department and Police Department would be responsible for

Bill Hansell noted that when there was a fire in Lucas Valley he had no problem hearing the EPA system even though it was a very windy night.

David Spath asked about how the EPA systems address overlap. Joe noted that the speakers are spaced according to topology, not zones. In talking with Berkeley Fire Department Chief May, the systems can be interconnected to allow communities to share systems.

Kevin noted that Mike Shanks had told him that we needed an open bidding process so that we are talking to other EPA vendors as well

Paul Moss asked which public properties would we use for placing EPAs.

Kevin asked Robert Rogers (John Gioia's office) about what precedents are set about placing EPAs on

Danielle Madugo asked about which areas have conducted drills using an EPA system. Joe mentioned that the speakers are tested every month.

Peter Liddell asked about placement of the siren. Peter stated that the county has an easement of eight feet from every road.

Peter mentioned that the EPAs system would be useful for an earthquake for informing the public of evacuation routes that are still viable.

Dave Spath asked about the vulnerability of the devices to wildfire. Joe mentioned that as long as the vegetation management is good, the devices should survive.

Dave Spath asked about satellite speakers and what service they use. Joe mentioned

Dave asked about coordination between CWS and Genasys EPAs. The LRAD system was used as a secondary system, with CWS being used as the primary. Joe responded that Zonehaven does directly send messages out to the public. This is illustrated on the slides Joe provided (see attached).

Lisa Caronna asked about the cost. Joe stated that that Berkeley contract \$2M comes to \$130K per speaker (except installation). Maintenance is a few thousand per year per speaker.

Danielle Madugo noted that there is a parking lot behind the school that belongs to Richmond.

Danielle Madugo asked about Everbridge. Joe answered that Everbridge does the alerting software and partners with Genasys. Everbridge also owns Nixle. Other alerting vendors include CodeRed and Blackberry.

Kevin noted that he promised Chief Pigoni that he would ask how important it is to “know your zone.” Joe stated that

Public comment from Katya de Neergaard. She asked how tall the poles are, and the answer is 40 feet. She also asked if people not signed up for Zonehaven can use the Zonehaven software. The answer is yes. She also asked if Zonehaven has any other software.

Public comment from Linnea Due who asked if the systems provide both a warning sound and a voice message. Joe Grupalo answered that indeed they do.

Danielle Madugo asked if Genasys speakers could be used for earthquake warning systems.

Bill Hansell noted that he has checked into the Laguna Beach RFP and that state has. It's not clear that we can sole source like Berkeley did.

b. EPAs: Information about acquisition and deployment in Mill Valley, Laguna Beach, Berkeley, etc.

See attached information from Brendan Manning (Laguna Beach), two reports

from Berkeley, and refer to previous Q&As on Mill Valley)

Kevin spoke about the Laguna Beach experience.

Paul Moss asked about how Laguna Beach determined that their experience with the EPA system was a success.

Dave Spath noted that Laguna Beach will followup on the experience.

MOTION: Nagel/Spath to recommend to the board that the district create an RFP for the design of an EPA system for Kensington.

Motion adopted by consensus without objection

c. EPAs: Plan to educate and survey residents

Proposal to finalize and distribute an educational document and survey to residents

Kevin started the discussion of the need for a survey to determine public opinion on the need for an installation of a EPA system. It turns out the survey was inadvertently omitted from the agenda packet, but it was included in the agenda packet for the last meeting.

Peter Guerrero suggested that a public meeting would be more effective than a survey or, at the very least, should precede the survey.

Paul Moss noted that the survey is not just research but it also is a way of publicizing EPA systems and gaining community response.

d. Proposal to reboot and expand KFPD “replanting” grant program

Initial consideration (action to be postponed to next meeting) of keeping pace with other communities, State, and insurance companies on incentives for clearing hazardous brush and other plants (draft proposal attached)

Kevin explained the replanting grant program and noted that he wanted to “reboot” the program and increase the funding level of the program. Kevin suggested that we instruct Bill Hansell to put forward an agenda item to ask the KFPD Board to reconstitute the program.

MOTION: Nagel/Caronna to ask General Manager Bill Hansell to reboot the replanting program

Motion adopted by consensus without objection

6. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT

No further report

7. REPORTS FROM COMMITTEE MEMBERS

None

8. CALL FOR FUTURE AGENDA ITEMS

None

9. ADJOURNMENT

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on April 28, 2022 at 3:00pm via Zoom Conference.

The meeting was adjourned at 3:24 PM by Kevin Padian.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on April 28, 2022.

Attest:



Emergency Preparedness Committee Member

Town of Kensington

Zonehaven

Evacuation Management
Software

Wildfire Threat - Tilden Park & Diablo Wind Events

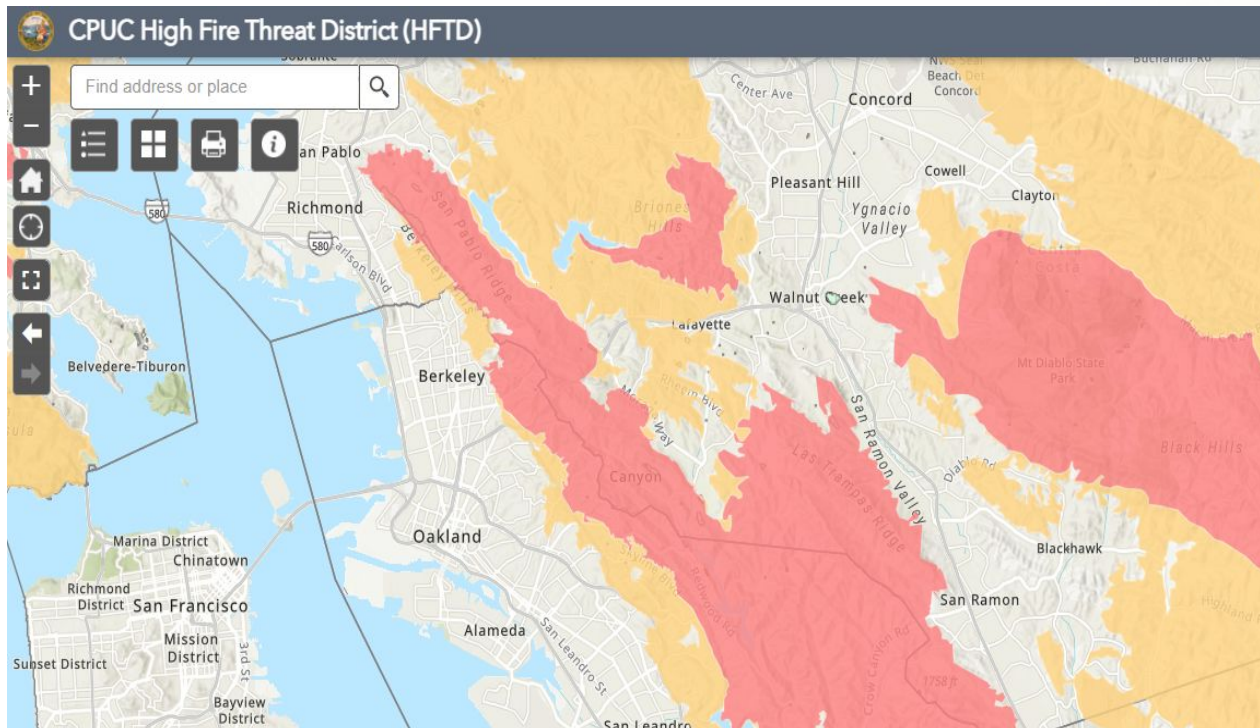




Wildfire Threat to Kensington

Combination of:

- **Weather**
- **Location**

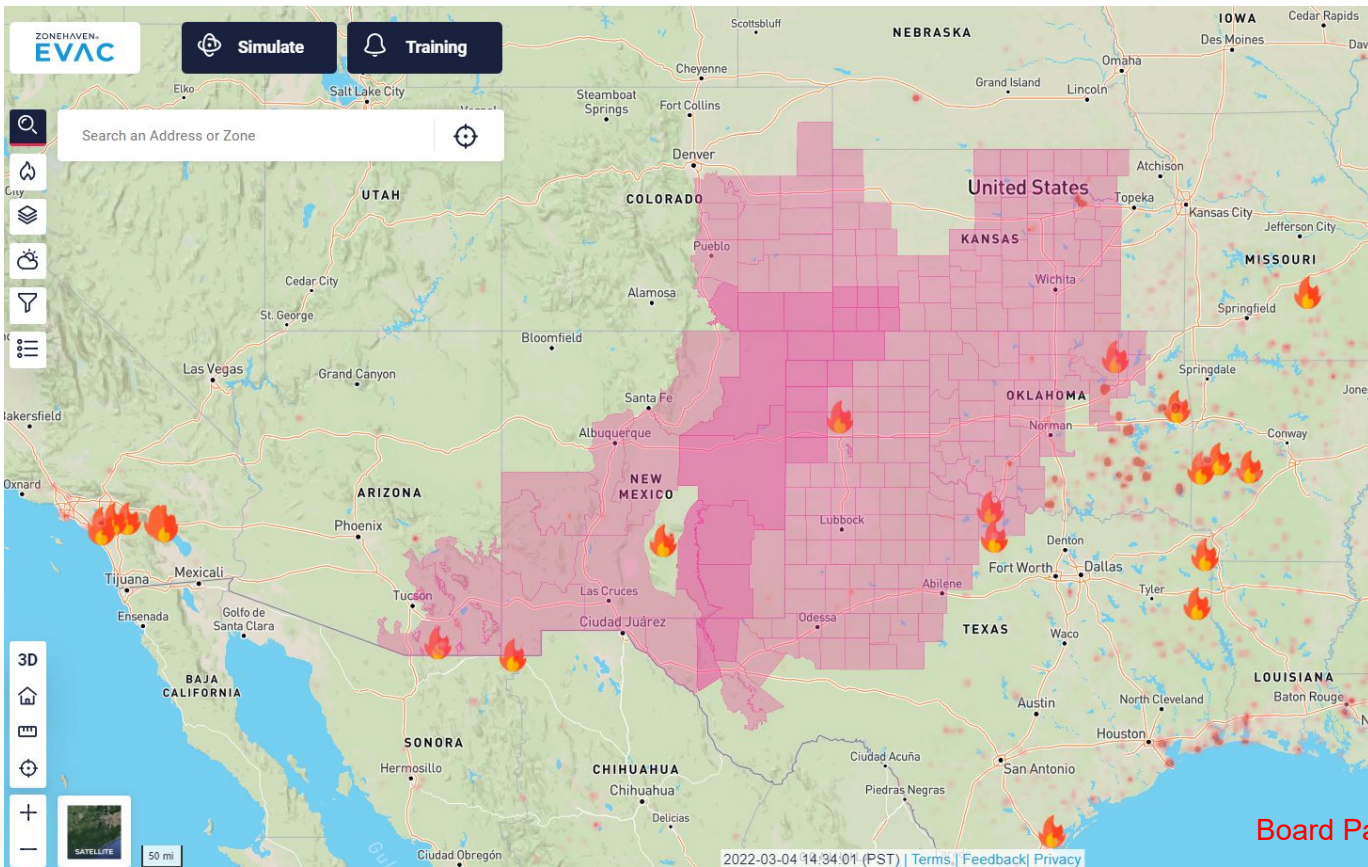


Worst Case Scenario:

Ignition start in Tilden Park/Orinda (to the east) during a bad fire weather day.



National Weather Service - Red Flag Warnings





Red Flag Warning (RFW) - NWSBayArea

| Red Flag Weather Matrix | | Sustained Winds | | | | |
|-------------------------|--|-----------------|-----------|-----------|-----------|------------|
| | | <6 mph | 6--11 mph | 12-20 mph | 21-29 mph | 30+ mph |
| Humidity | Daytime Min <29-42% and/or Night Max 60-80% | Low | Medium | High | Very High | RFW |
| | Daytime Min <19-28% and/or Night Max 46-60% | Low | High | Very High | RFW | RFW |
| | Daytime Min <9-18% and/or Night Max 31-45% | High | Very High | RFW | RFW | RFW |
| | Daytime Min <9% and/or Night Max <31% | Very High | RFW | RFW | RFW | PDS RFW |
| | | Low | Medium | High | Very High | Extreme |



Weather: Non-RFW Day

Valley Fire 2018



Fire Crews Stop Progress and Contain



Extreme Fire Weather - Diablo Wind Events

Diablo and Santa Ana Winds at a Glance

This is how the hot, powerful Santa Ana winds in Southern California and Diablo winds in Northern California increase the regions' fire risk.

HOW SANTA ANA AND DIABLO WINDS OCCUR

- 1 A high-pressure system in the Great Basin generates clockwise desert winds.
- 2 These winds flow over the Sierras and desert ranges, compressing and warming, losing humidity. As a result, the relative humidity drops and dries out vegetation.
- 3 Winds squeeze through canyons like water through a hose, gusting up to 60 mph.
- 4 These strong, hot winds fan fires and create turbulence and unpredictable conditions for firefighters.

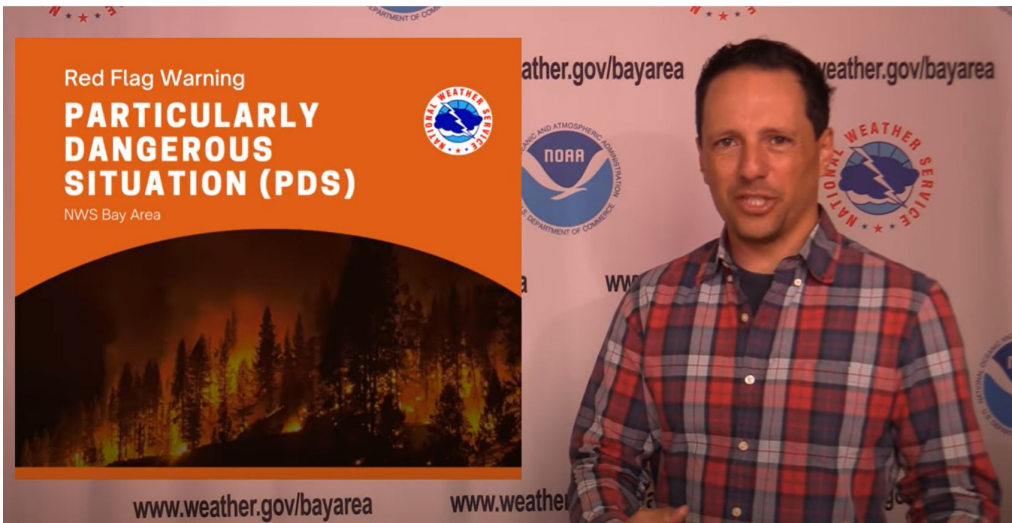
SOURCES: Natl. Weather Service; InsideClimate News research

inside climate news

PAUL HORN / InsideClimate News



Particularly Dangerous Situation (PDS RFW)



| Red Flag Weather Matrix | | Sustained Winds | | | | |
|--------------------------------------|--|-----------------|-----------|-----------|-----------|------------------|
| | | <6 mph | 6-11 mph | 12-20 mph | 21-29 mph | 30+ mph |
| H u m i d i t y | Daytime Min <29-42% and/or Night Max 60-80% | Green | Green | Yellow | Orange | Red (RFW) |
| | Daytime Min <19-28% and/or Night Max 46-60% | Green | Yellow | Orange | Red (RFW) | Red (RFW) |
| | Daytime Min <9-18% and/or Night Max 31-45% | Yellow | Orange | Red (RFW) | Red (RFW) | Red (RFW) |
| | Daytime Min <9% and/or Night Max <31% | Orange | Red (RFW) | Red (RFW) | Red (RFW) | Purple (PDS RFW) |

| | | | | |
|-------|--------|--------|-----|--------|
| Green | Yellow | Orange | Red | Purple |
|-------|--------|--------|-----|--------|

Particularly Dangerous Situation Explanation

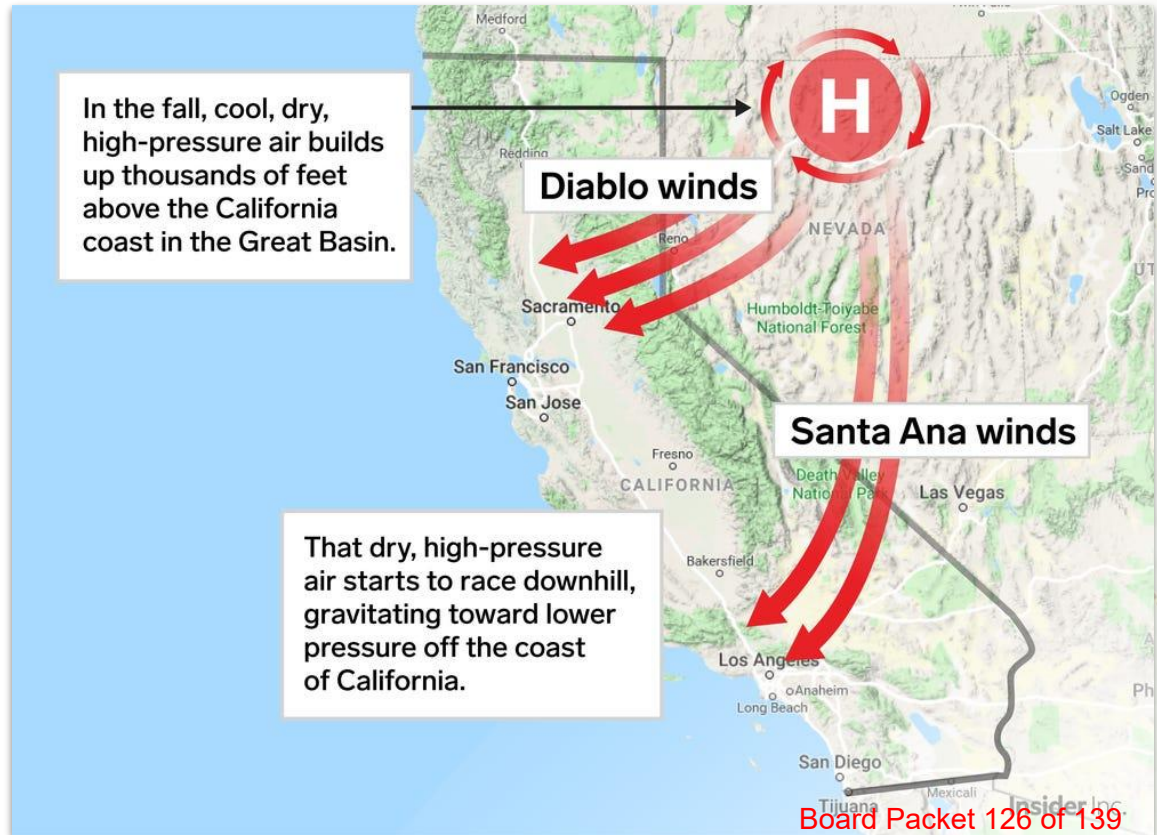
Brian Garcia - NWS BayArea





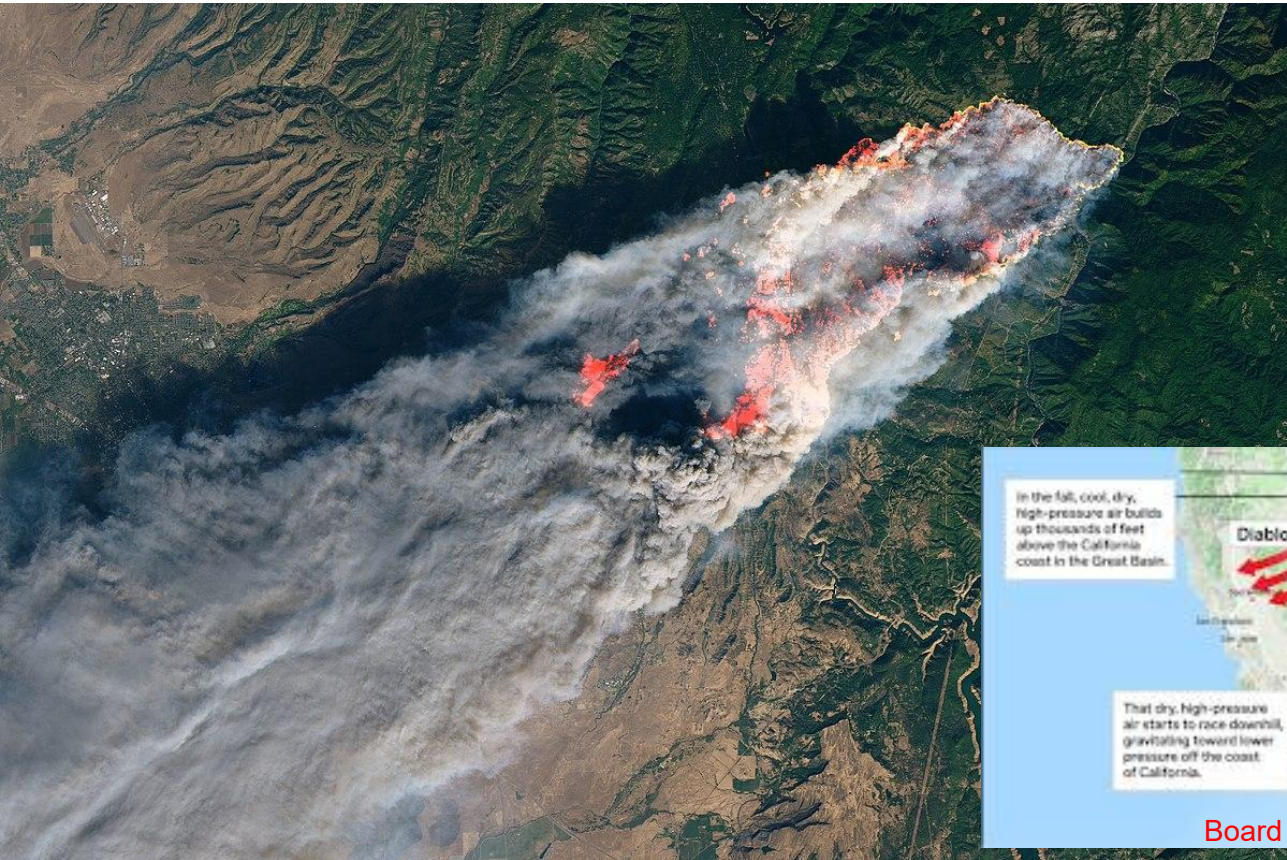
PDS - Particularly Dangerous Situation

- NWS: PDS RFW Warning
- PG&E: PSPS Warning





PDS - Particularly Dangerous Situation



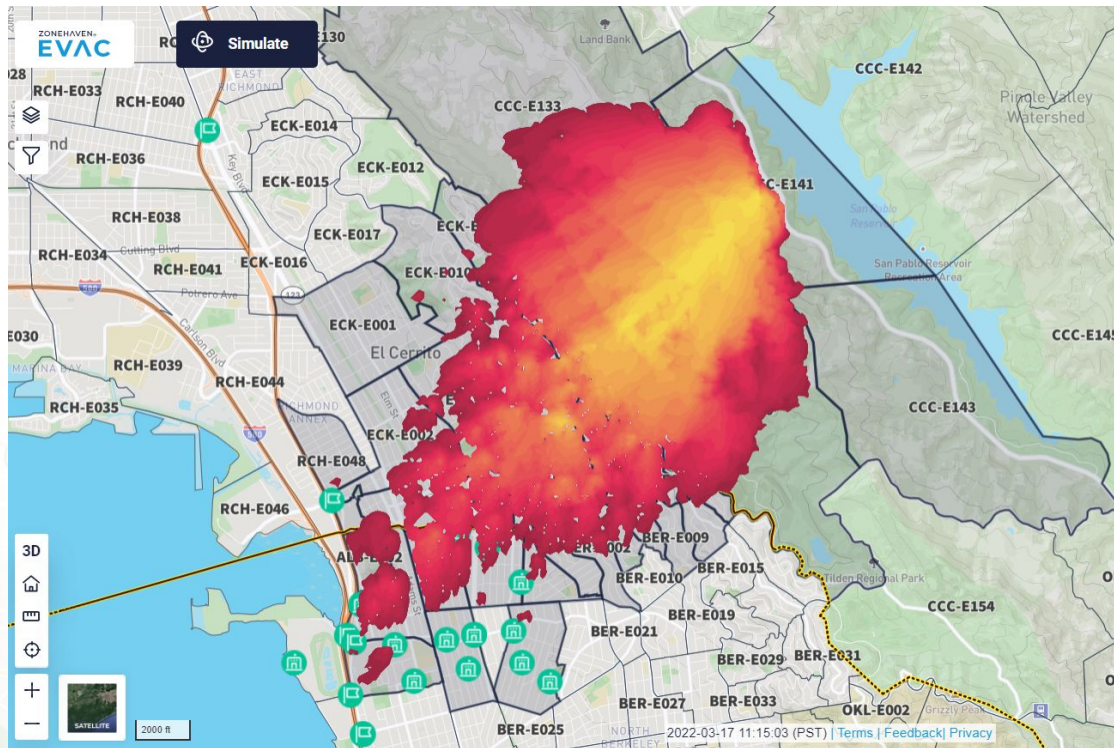
Paradise Fire





Worst Case Scenario - PDS RFW

Ignition Start in Tilden Park/Orinda region during a PDS RFW



San Pablo Reservoir PDS RFW 24 hr

Orinda, Contra Costa County
2022-03-17 11:04:23

Show simulation conditions

Impacted zones

Summary

| | |
|------------|--------------|
| POPULATION | 152.4k |
| VEHICLES | 34,842 |
| AREA | 10,171 acres |
| STRUCTURES | 20,136 |
| ZONES | 33 |

View by hour

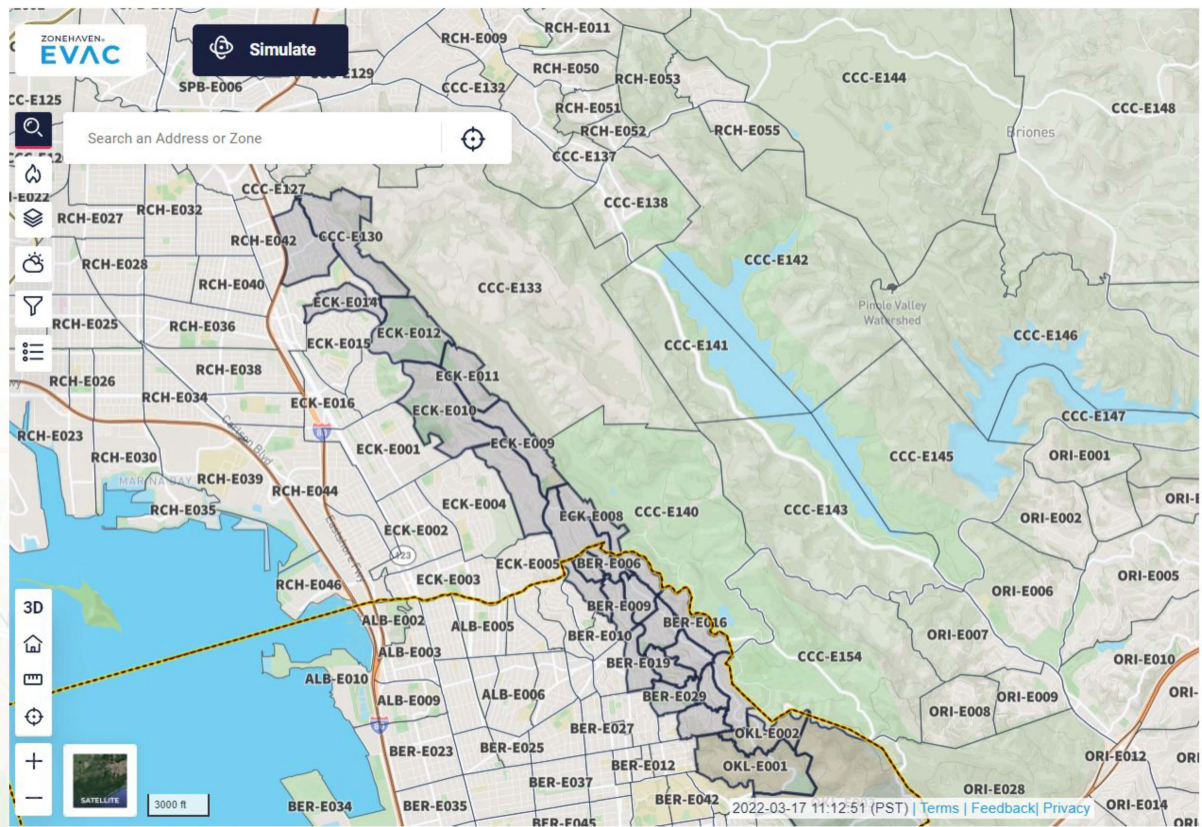
1

Back

Create new



PDS = Trigger for Advisory Status in EVAC?



28 Zones selected

- Hide zones list
- | | | | |
|------------------------------|---|------------------------------|---|
| US-CA-XAL-BER-E004 Normal | X | US-CA-XAL-BER-E005 Normal | X |
| US-CA-XAL-BER-E006 Normal | X | US-CA-XAL-BER-E007 Normal | X |
| US-CA-XAL-BER-E008 Normal | X | US-CA-XAL-BER-E009 Normal | X |
| US-CA-XAL-BER-E015 Normal | X | US-CA-XAL-BER-E016 Normal | X |
| US-CA-XAL-BER-E017 Normal | X | US-CA-XAL-BER-E018 Normal | X |
| US-CA-XAL-BER-E019 Normal | X | US-CA-XAL-BER-E029 Normal | X |
| US-CA-XAL-BER-E030 Normal | X | US-CA-XAL-BER-E031 Normal | X |
| US-CA-XAL-BER-E032 Normal | X | US-CA-XAL-OKL-E001 Normal | X |
| US-CA-XAL-OKL-E002 Normal | X | US-CA-XAL-OKL-E003 Normal | X |



Pause for Questions?

ZONEHAVEN®
EVAC



ZONEHAVEN®
AWARE





Review Zonehaven Tools

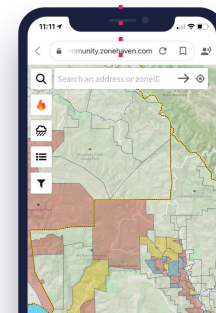
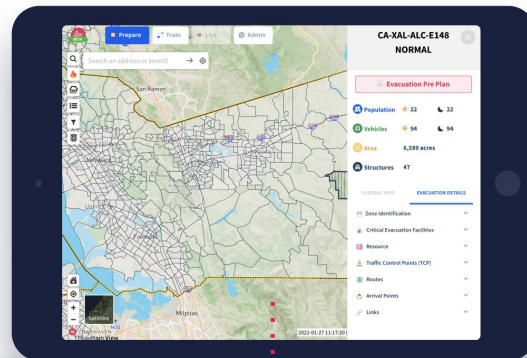
ZONEHAVEN®
EVAC

- **app.zonehaven.com**
 - Public Safety ONLY
 - Zone Status and Data Inputting

ZONEHAVEN®
AWARE

- **community.zonehaven.com**
 - This is LIVE to the Internet 24/7
 - Public Facing Immediately

***Recommendation - have both sites up and running while working in the applications.**





Review: County CWS Alert Request Workflow

2

Info "Relay"

Multi-Channel Notifications

1

Unified Command Request thru SO



Zone Status Change
In EVAC



Update

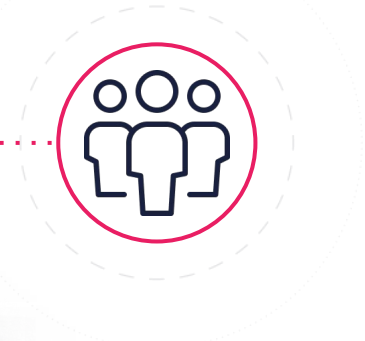
Code Red,
Everbridge, GEM



Send

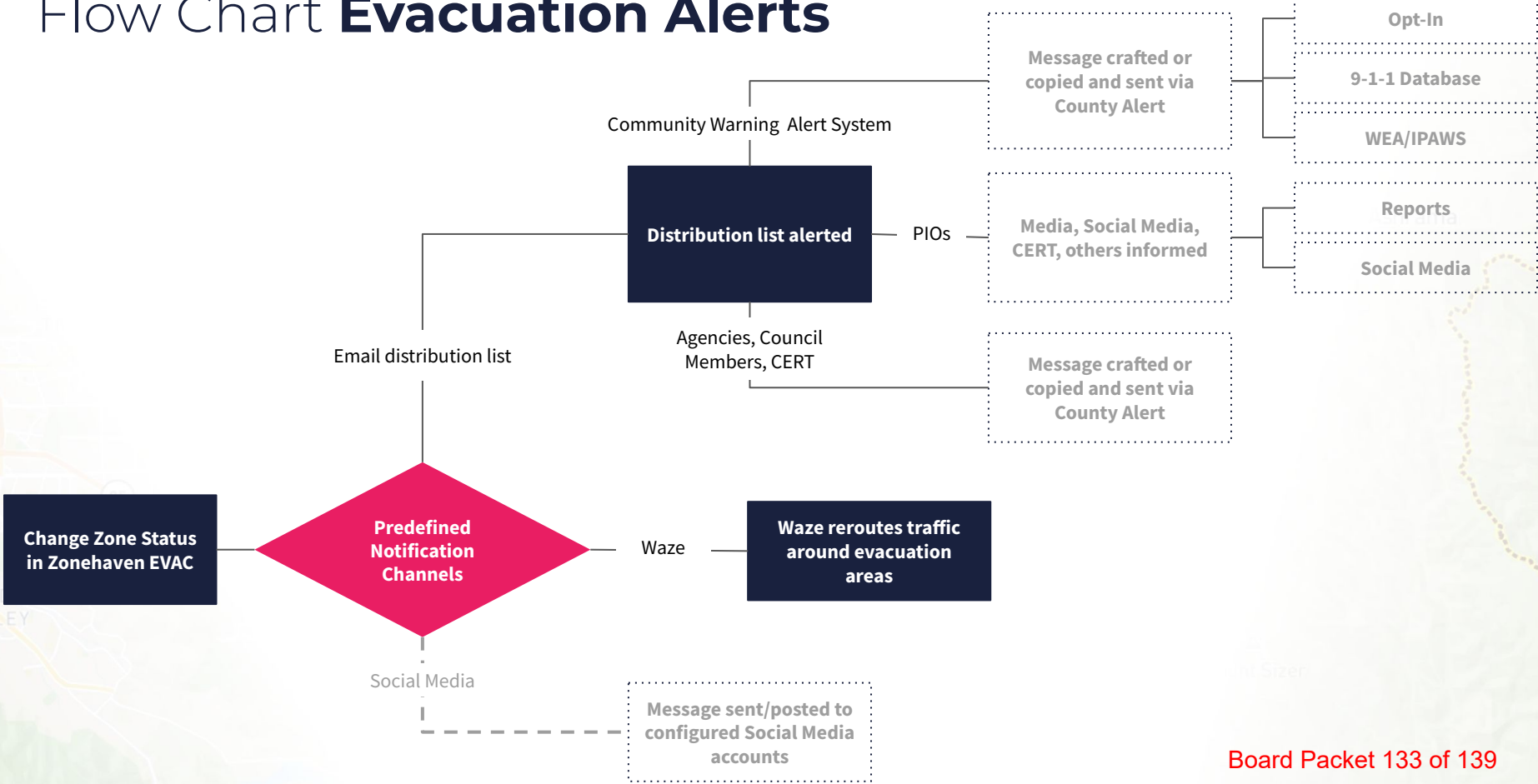
3

Notification out to the Public





Flow Chart **Evacuation Alerts**





Unified Command Alert Request Process

- <https://youtu.be/PiC6kNmWGDg>



Get Ready Marin County: Know Your Zone

3.2K views • 1 month ago



Marin Wildfire Prevention Authority

Learn more about Marin County's improved evacuation system

CC



Zone Status Change in EVAC is Critical

ZONEHAVEN.
EVAC



Zone Status Changes Made by “Alerters” in EVAC application.

Examples:

- Police LT's, Capt's, Sgt's
- Fire: 2nd-in BC, AC, DC
- OES: EM's



Contra Costa County Special District Association Meeting Minutes

| | | |
|--|--|--|
| 3.21.2022 | Meeting Time: 10:00 a.m. | In order to comply with State and County Health Orders, this meeting was held via teleconference. |
| Call to Order / Breakout Session | <p>At 9:30 a.m., a Meet and Greet session was held via Zoom for an open discussion among Association Members.</p> <p>At 10:04 a.m., the meeting was called to order.</p> | |
| Minutes | Cecilia Goff, District Secretary, Ironhouse Sanitary District | |
| Link to Zoom Recording | 3.21.2022 CCSDA Meeting Recording Link | |
| Attendees | Attendees Signed-In Via Zoom | |
| Welcome | | |
| <p>Mr. Chad Davisson, CCSDA President, called the meeting to order and welcomed members.</p> <p>The Association approved the January 24, 2022 CCSDA meeting minutes.</p> | | |
| Guest Speaker – Tamia Brown, Executive Director of the Workforce Development Board of Contra Costa County | | |
| <p>Mr. Mike McGill introduced Ms. Tamia Brown, Executive Director of the Workforce Development Board of Contra Costa County. Ms. Brown previously worked for Alameda and San Jose Counties.</p> <p>Ms. Brown provided an overview of how the Workforce Development Board of Contra Costa County (CCWDB) operates and explained that the agency which 100% grant funded and she is responsible for locating that funding. Funding is typically based on how the economy flows. CCWDB provides services to laid off workers, adults and youth. Current efforts for economic recovery are initiating the blending of training, education and experience. Workers are provided with paid on-the-job experiences while receiving training. Some current focuses are on disadvantaged communities including people who receive subsidized assistance or are returning from incarceration. CCWDB's mission is to provide no cost training and career exploration for quality jobs to youth and young adults to allow them to be self-sufficient and sustaining.</p> | | |

CCWDB is applying for grants from multiple funding streams and has joined the “Good Job Challenge” created by the Economic Development Administration. This program aims to get Americans back to work by bringing together employers who have hiring needs with key entities to train workers with in-demand skills that lead to good-paying jobs.

Ms. Brown explained that current trends such as “the great resignation,” migration, affordable housing, and parents of young children not returning back to work are creating barriers to employment. CCWDB is focusing on how to attract more people to return to work, target emerging jobs and determine today’s workforce needs vs future needs. Ms. Brown explained that 1-in-6 pre-pandemic jobs offered remote work; whereas now, 1-in-67 jobs offer remote work.

Questions from the Association were solicited and answered. Mr. McGill thanked Ms. Brown for her presentation.

District Highlights– Mt. View Sanitary District, Robin Mitchell, Public Outreach Coordinator

Mr. Chad Davisson introduced Ms. Robin Mitchell, Public Outreach Coordinator, Mt. View Sanitary District (MVSD) and explained that she has 20 years of experience.

Ms. Mitchell explained that Mt. View Sanitary District was incorporated in 1923 and serves 22,000 residents in Martinez. The District treats approximately 1 MGD during dry weather with its 73 miles of pipelines. Ms. Mitchell provided an overview of MVSD’s services. MVSD owns two marshes that provide an award winning educational opportunity to students ranging from elementary school to college as well as to bird and wildlife enthusiasts. Their outreach education programs serves 1000 students annually (pre-COVID-19).

An overview of recently completed projects was provided including the cleaning 73 miles of pipelines, inspected 500 manholes and updated technology, including the SCADA system in 2021. Currently, MVSD is conducting a study to modernize the influent flow meters. A UV disinfection replacement project is in progress.

In honor of MVSD’s upcoming 100 year anniversary in 2023, an artwork competition is being hosted. The artwork will be displayed on a biotower that is viewable from highway 680. The theme will be focused on pollution prevention.

Questions were solicited and answered. Mr. Davisson thanked Ms. Mitchell for her presentation.

Changes to Chapter Bylaws

The Executive Committee sent ballots requesting that all member agencies vote to authorize amending certain language in the Bylaws. 17 out of 30 agencies voted in favor of amending the Bylaws via email. An additional vote was conducted during the meeting. The Association approved the changes to the Chapter Bylaws.

CCSDA 30th Anniversary Ad-Hoc Committee Update – Susan Morgan

Susan Morgan, CCSDA Vice President, explained that the CCSDA 30th Anniversary will be held at the Pleasant Hill Recreation Center, which can hold up to 220 people. The facility has audio/visual capabilities, a stage and full kitchen for catering. Two, two-minute videos will be created to highlight special district interviews in addition to a looping slideshow. There will be three speakers, a full plated dinner, and multi-level sponsorship opportunities. The Association is considering a raffle, display tables, proclamations from County, State and Federal representatives, and inviting the Alameda County Special District Chapter. Ms. Morgan thanked the ad-hoc committee members for their efforts and welcomed association members to join. Questions were solicited and answered.

Establishment of Ad-Hoc Committee for CCSDA Website Revision

Mr. Davisson explained that the Association would like to establish an ad-hoc committee to update the content and structure on the CCSDA website, hosted by Streamline. Mr. Davisson explained that ad-hoc committee responsibilities will include reviewing current website content for relevance and accuracy, identifying and soliciting input in regards to the recommended changes to provide value to the membership and to work with website host to provide updates and complete website revisions.

Mr. Stan Caldwell volunteered to participate in the ad-hoc committee. Mr. Davisson requested that anyone interested in the ad-hoc committee contact the Association.

LAFCo Update – Mike McGill

Mr. McGill explained that at the last meeting, LAFCo voted to dissolve the East Contra Costa Fire Protection District (ECCFPD) and to annex the ECCFPD territory into the Contra Costa Fire Protection District. Final action will be taken at the April 13, 2022 meeting. MSR's for Resource Conservation and Mosquito and Vector Control Districts, both on-going, will be released this summer. LAFCo previously voted to dissolve the Los Medanos Healthcare Community District. Mr. McGill explained that LAFCo placed conditions on that action and there was litigation around this. The Supreme Court did not take up the appellate court ruling that the dissolution was legal and appeals were exhausted. LAFCo filed the dissolution papers last week.

Mr. McGill provided an update on the LAFCo election for the special district seats. Mr. Caldwell is the incumbent and is running uncontested. Mr. Igor Skaredoff's, also an

an incumbent, has four additional nominations. Time was provided for nominees to speak to the Association.

Mr. Skaredoff provided an overview of his experience and accomplishments since joining the LAFCo Board in 2014 and requested support of his nomination.

Mr. Antonio Martinez provided an overview of his experience and explained that he is looking forward to working with LAFCo and to be more involved in the community.

CSDA Update and Legislation in Progress – Colleen Haley

Ms. Colleen Haley, California Special Districts Association (CSDA) legislative representative, explained that the National Special Districts Coalition Districts Make the Difference Video Contest expanded from California to nationwide. High school students are invited to create a short video highlighting the ways special districts 'Make the Difference' in local communities for a chance to win a scholarship. The deadline to submit videos is March 31st.

Ms. Haley explained that it is too early to develop opinions on bills, however the CSDA legislative committee is in the review process. CSDA is requesting that Special Districts adopt a resolution to prevent initiative 21-0042A, the "Tax-Payer Protection and Government Accountability Act." CSDA is also suggesting that Districts use the email template on the CSDA website to communicate unmet pandemic-related financial needs to their county as this may be the final opportunity to request reimbursements. CSDA is hosting the Special District Legislative Days in person on May 17-18, 2022 and encouraged association members to register early.

Ms. Haley will be on maternity leave soon and explained that a fellow representative will assist during her leave.

Announcements and Member Comments

Mr. Davisson explained that the July CCSDA meeting will be a joint meeting with the Alameda County Chapter on July 11, 2022. This meeting will be held in person and lunch will be provided. He also solicited interest from Association Members in CCSDA resuming in person regular meetings, possibly at Central San. Approximately 25% of members in attendance would prefer to continue to meet remotely. Mr. Davisson will follow up on this issue outside of the meeting and provide an update to the Association.

Adjourn

The meeting was adjourned at 12:04 p.m. The next CCSDA meeting will be held on May 16, 2022.