



KENSINGTON FIRE PROTECTION DISTRICT
 AGENDA OF ADJOURNED and REGULAR MEETINGS OF
 THE BOARD OF DIRECTORS
 Wednesday, October 14, 2020 7:00pm
 Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://zoom.us/j/98569358705?pwd=SXo5Sk5LQINSVEVWMmRYaDJ4U2VQUT09> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

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

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

Please click the link below to join the webinar:

<https://zoom.us/j/98569358705?pwd=SXo5Sk5LQINSVEVWMmRYaDJ4U2VQUT09>

Passcode: 680641

Or iPhone one-tap :

US: +16699009128,, 98569358705# or +12532158782,, 98569358705#

Or Telephone:

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

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

Webinar ID: 985 6935 8705

International numbers available: <https://zoom.us/j/98569358705?pwd=SXo5Sk5LQINSVEVWMmRYaDJ4U2VQUT09>

7:00 PM

1. CALL TO ORDER/ROLL CALL

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

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

3. ANNOUNCE AND ADJOURN TO CLOSED SESSION

4. **CLOSED SESSION:** *May recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.*

PUBLIC EMPLOYMENT APPOINTMENT (GC 54957)

Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representative: Rachel Hundley, Assistant District Counsel

Unrepresented employee: General Manager

8:00 PM

5. **RECONVENE TO OPEN SESSION**

Report on Action Taken by the Board During Closed Session, If Any, Pursuant to California Government Code Section 54957.1

6. **PUBLIC HEARING**

Adopt Resolution 20-19 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions for: Los Altos Dr. (South Lot) and Los Altos Dr. (North Lot), Kensington, CA (ACTION) (supporting material)

7. **OLD BUSINESS** (*Note: Items reordered at the September 30, 2020 meeting*)

- 7.8.6 **Request from Emergency Preparedness Committee to Hire a Part-Time Emergency Preparedness Coordinator** (Discussion and possible ACTION) (supporting material)

- 7.8.2 **Recommendation to ask the Board to request the El Cerrito Fire Department and the El Cerrito Police Department to use Nixle and NextDoor to (1) notify the public of Red Flag Days and (2) notify the public in advance of the first warning of impending Diablo Wind Events** (ACTION)

- 7.8.3 **Status of Proposal for a Pilot Program to Provide Emergency Radios to Members of the Public** (DISCUSSION/ACTION)

- 7.8.4 **Status and Future Steps for Investigating the Acquisition and Installment of Emergency Public Address Systems for Kensington** (DISCUSSION)

NEW BUSINESS

8. **ADOPTION OF CONSENT ITEMS.** Items 8.1 – 8.4 listed below are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda.

- 8.1. **Acceptance of Incident Activity Report** September 2020 (ACCEPT)

- 8.2. **Approval of Monthly Financial Report** September 2020 (APPROVE)

- 8.3. **Approval of Monthly Transmittal** September 2020 (APPROVE)

- 8.4. Adoption of Resolution 20-18 Approving Amendments to Policy 8 Checking Account (Second Reading) (ACTION) (supporting material)**
- 9. President's Report (supporting material)**
 - Administrative Advancements Since October 2019
- 10. Interim General Manager's Report**
 - 10.1. Action Plan Update (supporting material)**
 - 10.2. Correspondence with KPPCSD (supporting material)**
- 11. Fire Chief's Report (supporting material)**
- 12. ADMINISTRATIVE ITEMS**
 - 12.1. Consider Revised Motion Regarding Support for Investigation of Potential Changes in Some Parking Configurations on Kensington Streets, in Conjunction with KPPCSD, and for Solicitation of Residents' Concerns Along with Education About Potential Threats During an Evacuation. (ACTION) (supporting material)**
 - 12.2. Preliminary Calculations of the Traffic Load on Kensington's Streets During an Emergency Evacuation with Little Warning; Implications for Educating Residents. (DISCUSSION) (supporting material)**
- 13. Board Reports**

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

 - a. Finance Committee (Stein/Dommer) (supporting material)
 - b. Emergency Preparedness Committee (Padian/Nagel) (supporting material)
 - c. California Special Districts Association Representatives:
 - i. County (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)
- 14. Consider Ratification of Employment Agreement for General Manager Position (ACTION) (supporting material)**
- 15. Adjournment**

AGENDA BILL

Subject: Hearing on Report of Costs to the Board of Directors regarding abatement of a public nuisance for properties identified in Exhibit A and pursuant to Health and Safety Code 14875 et seq and Government Code Sections 39560 et seq

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

BACKGROUND

At the direction of the Board of Directors, the Fire Department has completed the abatement of those properties declared a public nuisance in Exhibit A. The purpose of the program is to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement.

The property owners of the subject properties identified in Exhibit A; however, failed to abate the declared fire hazards on the subject properties and the Board has followed statutory procedure to remove the hazardous conditions. The procedure is specified in the July 2020 staff report and in Resolution No. 20-09 which specifically declared the subject properties by exhibit a public nuisance at the July 8, 2020 Board of Directors meeting. The subject properties in Exhibit A were declared a public nuisance following a lengthy period of repeated attempts to contact the subject property owner by mail, posting of the property and property visits.

Pursuant to Health and Safety Code Section 14900 the property owner was given the opportunity to object to the subject property being designated a public nuisance. None of the property owners were present at the July 8, 2020 Board of Directors meeting and did not speak in objection of their property's declaration as a public nuisance. The Board of Directors ordered the abatement of the nuisance at the subject property in Resolution No. 20-09.

All Exhibit A properties were posted on August 13, 2020 with a "NOTICE TO REMOVE RUBBISH, WEEDS AND/OR DEBRIS" sign that was either staked or affixed to the property in clear view. This posted or affixed sign serves as 24-hour notice of an impending abatement of the property. Moreover, this notice serves as a last chance opportunity to gain voluntary compliance of the declared public nuisance. In the 2020 process the Fire Department was notified by multiple property owners of posted properties that they would voluntarily abate the declared public nuisance and entered into work agreements with specific deadlines for completion.

Page Two
AGENDA BILL: Fire Hazard Abatement Cost Hearing
October 14, 2020

Exhibit A subject properties were abated of the existing public nuisance conditions between August 17, 2020 and October 5, 2020 as per the July 13, 2020 letter from the Fire Marshal. All abatements were under the supervision of the Fire Prevention Officer. All abatements were completed by contractor Fire Safety Clearing who was the low bid contractor for each of the subject properties.

In the July 13, 2020 letter from the Fire Marshal the Exhibit A property owners were informed of the cost hearing before the Board of Directors on October 14, 2020.

ANALYSIS/DISCUSSION

The fire hazard abatement procedure provides ample due process for the affected property owners. In the case of the subject properties, due process has been far above and beyond that required by statute with an additional courtesy letter sent to the property owners. Moreover, the subject properties were given more than ample time to bring the property into compliance as this process of notification began in mid-May. The most important part of the procedure is that the property owners were individually given the opportunity to contest whether their property constituted a public nuisance and fire hazard at a public hearing before the Board of Directors. Again, this important component was extended to the subject property owners by allowing a hearing for existing hazards on the properties. At the conclusion of the hearing on July 8, 2020 the Exhibit A property owners did not voluntarily abate the nuisance, nor produce an acceptable work plan to abate the nuisance over a period of time.

Given these unfortunate circumstances, the Board of Directors directed Fire Department staff to abate the conditions. This matter now appears before the Board of Directors for the sole purpose of confirming the abatement costs already incurred by the Kensington Fire Protection District for the subject properties identified in Exhibit A. At this hearing, the Board of Directors should review the reasonableness of the costs of abatement for each Exhibit A property as specified, and then determine the abatement costs to be assessed regarding the subject properties at issue.

Page Three
 AGENDA BILL: Fire Hazard Abatement Cost Hearing
 October 14, 2020

Resolution No. 20-19 provides for confirmation of the report of costs for the subject properties identified in Exhibit A. Once confirmed by the Board of Directors, the costs of the abatement will be forwarded to the County Assessor for assessment on the subject property, and a lien will be recorded for the subject property with the County Recorder.

OPTION ANALYSIS

At the conclusion of the hearing, the Board of Directors may:

- Option No. 1: Adopt Resolution 20-19, with Exhibit A as presented.
- Option No. 2: Adopt Resolution 20-19, with Exhibit A as amended.
- Option No. 3: Not adopt Resolution 20-19, thereby not confirming the report of the cost of abatement, not forwarding the costs of abatement to the County for collection, and thereby causing the Kensington Fire Protection District to absorb the full cost of abating the hazardous conditions of the subject property.

FINANCIAL CONSIDERATIONS

The abatement work has been completed by contract labor and the District is required to pay the contractor a total of \$2,450.00 for their work. Total administrative costs of \$1,365.00 may include: (1) Fire Department initial inspection and notice, (2) re-inspection (3) office work and attendance at Fire District Board hearings (4) additional notices (5) vendor bid inspection (6) posting of property (7) vendor observation/inspection (8) submittal of records/liens to the County. In order for the District to recover fully the direct and indirect costs of \$3,815.00 already incurred for the abatement work performed and administrative fees, the Board of Directors should confirm the staff report on the costs of abatement at this time so that these costs can be immediately forwarded to the County for collection from the property owner.

LEGAL CONSIDERATIONS

The Kensington Fire Protection District attorney has reviewed and approved the process.

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District Board of Directors adopt Resolution No. 20-19, with attached Exhibit A, Exhibit B and Exhibit C amended, as may be appropriate, based upon information received at the public hearing.

ATTACHMENTS

Exhibit A – List of Abated Kensington Properties

Exhibit B – Contractors' Invoice and Computation of Costs – Los Altos (South Lot)

Exhibit C – Contractors' Invoice and Computation of Costs – Los Altos (North Lot)

Reviewed by: _____
Michael Pigoni, Fire Chief

Exhibit A

<u>APN</u>	<u>Parcel Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
570-251-020-6	Los Altos Dr. (South Lot)	Kensington	CA	94707
570-251-021-4	Los Altos Dr. (North Lot)	Kensington	CA	94707



Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235
Oakland, CA 94611

ESTIMATE	#8553
ESTIMATE DATE	Aug 14, 2020
SCHEDULED DATE	Wed Aug 12, 2020
	11:30am
TOTAL	\$1,100.00

City of El Cerrito
10600 San Pablo Ave
El Cerrito, CA 94530

CONTACT US

(510) 339-9991
service@oaklandhillsbrushclearing.com

(510) 215-4457
dcarrion@ci.el-cerrito.ca.us

ESTIMATE

Services	amount
FIRE PREVENTION CLEARING: VACANT 11,326 SQ. FT. PARCEL N. OF 281 LOS ALTOS DR. Clear weeds on this vacant, downsloping parcel in accordance with ECFD regulations, 100 ft. from house a 281 Los Altos Dr., and 30 ft. perimeters of property. Minor limbing up of low tree branches min. 6ft. from ground to mitigate "fire-ladder" conditions.	\$1,100.00
Total	\$1,100.00

*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.



Exhibit B

**KENSINGTON FIRE PROTECTION DISTRICT
ADMINISTRATIVE COST WORK SHEET**

LOS ALTOS DR. (SOUTH LOT) APN# [570-251-020-6](#)

05/20/2020 - Initial inspection and notice.....	15 min @ 195.00/hr.....	\$48.75
06/25/2020 – Re-inspection	15 min @ 195.00/hr.....	\$52.75
7/08/2020- Office work and attend Fire Board Abatement Hearing.....	30 min @ 195.00/hr.....	\$97.50
7/13/2020 – Second notice.....	15 min @ 195.00/hr.....	\$48.75
08/13/2020 – Posting of Property.....	15 min @ 195.00/hr.....	\$52.75
08/14/2020 - Vendor bid inspection.....	30 min @ 195.00/hr.....	\$97.50
8/15/2020 - Re-inspection.....	15 min @ 195.00/hr.....	\$48.75
08/25/2020 - Vendor observation/inspection	15 min @ 195.00/hr.....	\$52.75
10/14/2020- Office work and attend Fire Board Cost Hearing.....	30 min @ 195.00/hr.....	\$97.50
6/30/2021 - County Record Abatement.....	30 min @ 195.00/hr.....	\$97.50

TOTAL ADMINISTRATIVE COST..... \$682.50

TOTAL CONTRACTOR’S INVOICE \$ 1,100.00

TOTAL COST OF ABATEMENT \$1,782.50

Exhibit C

**KENSINGTON FIRE PROTECTION
DISTRICT
ADMINISTRATIVE COST WORK SHEET**

LOS ALTOS DR (NORTH LOT) APN# [571-251-021-4](#)

05/20/2020- Initial inspection and notice.....15 min @ 195.00/hr.....	\$48.75
06/25/2020 – Re-inspection	15 min @ 195.00/hr..... \$52.75
7/08/2020- Office work and attend Fire Board Abatement Hearing.....	30 min @ 195.00/hr.....\$97.50
7/13/2020 – Second notice.....	15 min @ 195.00/hr..... \$48.75
08/13/2020 – Posting of Property.....	15 min @ 195.00/hr.....\$52.75
08/14/2020 - Vendor bid inspection.....	30 min @ 195.00/hr.....\$97.50
8/15/2020 - Re-inspection.....	15 min @ 195.00/hr..... \$48.75
08/25/2020 - Vendor observation/inspection	15 min @ 195.00/hr..... \$52.75
10/14/2020- Office work and attend Fire Board Cost Hearing.....	30 min @ 195.00/hr..... \$97.50
6/30/2021 - County Record Abatement.....	30 min @ 195.00/hr..... \$97.50
<hr/>	
TOTAL ADMINISTRATIVE COST.....	\$682.50
TOTAL CONTRACTOR’S INVOICE	<u>\$1,350.00</u>
TOTAL COST OF ABATEMENT	\$ 2,032.50



Oakland Hills Brush Clearing, LLC

6114 La Salle Ave, 235
Oakland, CA 94611

ESTIMATE	#8552
ESTIMATE DATE	Aug 14, 2020
TOTAL	\$1,350.00

City of El Cerrito
10600 San Pablo Ave
El Cerrito, CA 94530

CONTACT US

(510) 339-9991
service@oaklandhillsbrushclearing.com

(510) 215-4457
dcarrion@ci.el-cerrito.ca.us

ESTIMATE

Services	amount
<p>FIRE PREVENTION CLEARING: 13, 504 . FT. VACANT, DOWNSLOPING PARCEL. SATISFY ECFD REGS.</p> <p>Clear weeds throughout vacant parcel & minor limbing up of tree branches min. 6ft from ground in accordance with ECFD regs. 100 ft. from home at 259 Los Altos Dr., and 30 ft. perimeters of parcel.</p>	\$1,350.00
Total	\$1,350.00

*Note: Unless otherwise specified, our standard clearing involves cutting to a height of 1-2", with up to one inch of flailed vegetation left on-site in 3-8" lengths that will quickly biodegrade. This meets Fire Dept. requirements, while being ecologically sensitive and helping prevent erosion. All clearing work is guaranteed to pass fire inspections within two weeks of completion of work. Clearing of regrowth at a later date can be performed at an additional cost. No trimming of trees above 15ft in height is included, due to license and insurance limitations.



RESOLUTION 20-19

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT CONFIRMING THE REPORT OF THE COSTS OF ABATEMENT OF PUBLIC NUISANCE CONDITIONS, WEEDS AND FLAMMABLE MATERIALS AND AUTHORIZING RELATED ACTIONS

WHEREAS, Health and Safety Code Sections 14875 et. Seq. and Government Code Sections 39560 et. Seq. provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, at the conclusion of the July 8, 2020 public meeting, the Kensington Fire Protection Board of Directors directed the Fire Chief or his designee through Resolution No. 20-09, to remove the public nuisance conditions on a property deemed by the Board to constitute a public nuisance according to the provisions of Health and Safety Code Section 14900, which were and are identified in Exhibit A; and

WHEREAS, the Kensington Fire Protection District Board of Directors further directed that the Fire Chief or his designee keep an account of the cost of abatement of the property in question on which work was performed in accordance with Health and Safety Code Section 14905. The report shall be prepared and presented to the Board of Directors so that, after notice and hearing, these abatement costs could be confirmed as a special assessment on the property in question; and

WHEREAS, as required by Health and Safety Code Section 14910 and Government Code Section 39576, the Kensington Fire Protection District Board of Directors conducted a hearing on October 14, 2020 at which objections were heard regarding the report and the assessment of the abatement costs for the property identified in Exhibit A of this Resolution. Notice of the hearing was provided to the owner of the subject property; and

WHEREAS, at the hearing, Fire Department staff presented evidence for the subject property for which there were no objections concerning the abatement costs and administrative expenses contained in the report; and

WHEREAS, such testimony included a description of the public nuisance conditions which existed at the property prior to abatement, a description of the services required to abate those conditions, the staff and machinery necessary to achieve abatement, the costs to the District in abating those conditions, and such other matter deemed relevant by the Board of Directors; and

WHEREAS, the Kensington Fire Protection District Board of Directors does hereby conclude that the abatement costs for the property in question identified in Exhibit A, as such costs may have been modified by the Board of Directors after a review of the evidence, are fair and reasonable. This determination is based on the evidence submitted by the property owner, the evidence submitted by Fire Department staff, the evidence concerning the nuisance conditions which existed on the property

in question prior to abatement, the evidence concerning the scope of services required to abate those conditions, and such other matter deemed relevant by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Kensington Fire Protection District Board of Directors does hereby confirm the report of costs of abatement as contained in Exhibit B and Exhibit C of this Resolution.

BE IT FURTHER RESOLVED that the costs of abatement shall be levied as a special assessment against the property in question and that these costs shall be certified to the auditor of Contra Costa County so that the costs of abatement shall be collected at the same time and in the same manner as ordinary county taxes.

BE IT FURTHER RESOLVED that a certified copy of this Resolution confirming the abatement costs for the property in question identified in Exhibit A of this Resolution shall be immediately filed with the County Auditor.

BE IT FURTHER RESOLVED that the Fire Chief or designee shall take such action necessary to record the abatement costs for the property in question as identified in Exhibit A of this Resolution with the County Recorder as a lien against the property in question provided for in Health and Safety Code Section 14912.

The foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 14th Day of October 2020, by the following vote of the Board:

- AYES: BOARD MEMBERS:
- NOES: BOARD MEMBERS:
- ABSENT: BOARD MEMBERS:
- ABSTAIN: BOARD MEMBERS:

Julie Stein, President

ATTEST:

Larry Nagel, Secretary

Attachments: Exhibits A, B, C

Proposal for a Part-Time Emergency Preparedness Coordinator, KFPD

Recommendation: The EPC proposes that the KFPD hire a part-time Emergency Preparation Coordinator to work with the community and with emergency preparedness representatives of agencies outside Kensington as necessary to take steps to improve the safety of our citizens.

Historical Introduction

For 25 years Kensington has had a contract with El Cerrito to provide basic fire services. This has been an excellent arrangement for both municipalities. Part of the contract regards public education, and for years the ECFD has provided some CERT and other emergency training, including the use of standard equipment from fire extinguishers to 2-way radios. But El Cerrito's ability to help Kensington residents learn about and cope with a potential crisis has diminished, much to the dismay of both Kensington residents and our ECFD personnel. They are restricted at present partly (and temporarily) because of the COVID pandemic, but more importantly because their financial circumstances will not allow it. Their City Manager and our Fire Chief have recently indicated that they have to eliminate the Battalion Chief position that is responsible for Education, Training, and Evacuation.

If so, there will be little or no CERT training (in recent years about 12-15 Kensington residents per year have taken this), first aid or emergency training, or neighborhood education and organization. This comes at a time when fire danger is much greater than ever, and earthquake danger is always with us. To compound this problem, CERT neighborhood organization in Kensington is far less than it was a decade ago. Our Fire Marshal does a great job of identifying fuel loads in front yards and assuring compliance, now more than ever. But education, training, and evacuation preparation is a different job, one that EC is not going to be able to continue as they did before, or at a level that will meet Kensington's heightened needs.

The Current Situation

Kensington is not like El Cerrito. We are overpopulated with too many cars, large houses that are too close together, and massive over-vegetation, not to mention restrictively narrow roads and dangerous parking arrangements. Our main fuel load, as our Fire Chief points out, is our dwellings, but there is so much more. In contrast, the EC hills are less populated, with smaller and better spaced houses, less vegetation, and wide streets that can accommodate two lanes of parking and two lanes of traffic. Kensington is more like North Berkeley in all these respects, and it is a cause for alarm that a recent study commissioned by USA Today – Network California found that Zip Code 94708 is among 1% of California Zip Codes, among ten in all of Northern California, and the only Zip Code in the Bay Area regarded as equally or more at risk than Paradise, CA with respect to the ratio of population to evacuation routes.

We all know what happened in Paradise, and they had an evacuation plan. Kensington does not. To prepare our citizens for a crisis, we have to take matters in hand ourselves.

It is disconcerting that in the latest EC Emergency Operations Plan (EOP) presented by the Fire Chief at the September KFPD Board meeting, there are only three mentions of Kensington in an 80+ page document. One states that there is a fire services contract with EC. The second provides the boilerplate that Kensington is an unincorporated area of about a square mile and 5000 people with separate Police and Fire districts, etc. The third is in an Appendix that shows a map of fire risk in the El Cerrito area, but the Kensington part of the map is blank, as is a map of landslides a few pages later. Previous EC EOPs contained an appendix entitled "Kensington Annex, El Cerrito Emergency Operations Plan." The previous Kensington Annex described, at least in general terms, how the EOP applied to Kensington including KFPD operations during a disaster and a description of threats facing Kensington such as earthquakes and wildfire.

The Traffic Evacuation Study commissioned by the KFPD Board in 2019 is the only document that actually addresses Kensington's unique situation with respect to evacuation. Its recommendations include public education, because even if traffic conditions are improved, residents may not be prepared to evacuate in case of an emergency. Implementation of these recommendations, in conjunction with Police, Fire, and the County, is a principal goal of the proposed position of Emergency Preparedness Coordinator.

Going Forward

In order to make the relationship between the KFPD and the ECFD succeed with respect to emergency preparation, Kensington has to do its part. Given that for the foreseeable future there will not be the traditional level of support for these programs in Kensington from ECFD, and given that in the current climate crisis we need even more help, Kensington has to step up and take charge of its own fate.

Action: the KFPD hire a part-time Emergency Preparation Coordinator to work with the community and with emergency preparedness representatives inside and outside Kensington to take necessary steps to improve the safety of our citizens. This position is a District hire reporting to the GM. Details and suggested duties of this position follow. Administrative language should be regarded only as suggestion.

Proposed activities, duties and qualifications of a part-time Emergency Preparedness Coordinator

The Kensington Fire Protection District (KFPD) seeks a part-time Coordinator of the implementation of Emergency Preparedness measures approved by the KFPD Board.

Suggested principal duties will be in three major areas:

1. Rebuilding of Kensington's CERT Area neighborhood coordination programs, including organizations of block groups, recruitment of both new participants and those formerly involved, and assisting with assessments of neighborhood needs;
2. Education of Kensington's public about emergency alert and evacuation procedures and advice, including earthquake preparation, emergency evacuation procedures, house hardening and safe vegetation practices, and neighborhood alert coordination, using District website and other media, NextDoor, the Outlook and other outlets;
3. Working with the community, with our Police and Fire officials, and with other emergency preparedness representatives of agencies outside Kensington as necessary to improve the safety of our citizens.

The District Board will set the goals and objectives of the position. The EPC will provide assistance and advice to the Board on the position. The Coordinator will report to the District's General Manager. This is a position of activism, communication, and education.

The successful candidate should have at least a Bachelor's Degree with a specialization (or substantial life experience) in public administration, writing, conservation biology, or any field related to public safety and communication. CERT expertise is highly preferred. Familiarity with District structure and operations is desirable but can be acquired on the job. Salary and hours, not to exceed 50%, are negotiable depending on experience.

Candidates will please submit a resume with personal contact information, along with a statement of no more than a page summarizing your training and experience and why you are the best fit for this position. Send to fire@kensingtonfire.org by [date]. The KFPD is an equal opportunity employer. [etc.]

Kensington Fire Protection District Engine 65 Response Log for September 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020091122	02-Sep-20 11:40:47	79 Ardmore RD	Kensington	E365	321
2	0020091456	03-Sep-20 10:08:40	543 Coventry RD	Kensington	E365	735
3	0020091746	04-Sep-20 08:20:42	101 Franciscan WAY	Kensington	E165	321
4	0020091842	04-Sep-20 12:18:36	2233 Scenic ST	El Cerrito	E165	111
5	0020091933	04-Sep-20 15:59:54	505 Coventry RD	Kensington	E165	321
6	0020092162	05-Sep-20 06:33:20	295 Purdue AVE	Kensington	E165	321
7	0020092494	05-Sep-20 22:20:42	8143 Terrace DR	El Cerrito	E165	321
8	0020092610	06-Sep-20 09:03:23	0-0 Wildcat Canyon RD	Orinda	E165	611
9	0020092686	06-Sep-20 12:54:38	2501 Grizzly Peak BLVD	Orinda	E165	611
10	0020092700	06-Sep-20 13:40:51	540 Ashbury AVE	El Cerrito	E165	744
11	0020093274	07-Sep-20 20:20:00	49 Bissell WAY	Richmond	E165	322
12	0020093499	08-Sep-20 11:54:16	10 Lam CT	Kensington	E165	321
13	0020093817	09-Sep-20 07:47:13	Stratford RD	Kensington	E165	542
14	0020093849	09-Sep-20 09:29:11	1 Norwood PL	Kensington	E165	5000
15	0020094152	10-Sep-20 07:16:28	295 Purdue AVE	Kensington	E165	5000
16	0020094209	10-Sep-20 10:22:24	624 Parkside CT	Kensington	E165	736
17	0020094486	11-Sep-20 04:02:31	176 Highland BLVD	Kensington	E165	321
18	0020094766	11-Sep-20 21:29:52	230 Carmel AVE	El Cerrito	E165	736
19	0020095430	13-Sep-20 20:27:39	254 Stanford AVE	Kensington	E165	111
20	0020095451	13-Sep-20 21:53:09	7816 Eureka AVE	El Cerrito	E165	520
21	0020095466	13-Sep-20 22:47:23	512 El Cerrito PLZ	El Cerrito	E165	743
22	0020096454	17-Sep-20 00:14:45	501 Bonnie DR	El Cerrito	E165	554
23	0020096710	17-Sep-20 17:47:29	10082 San Pablo AVE	El Cerrito	E165	611
24	0020096929	18-Sep-20 11:38:18	1522 Norvell ST	El Cerrito	E165	5000
25	0020097758	20-Sep-20 17:34:23	1641 Ocean View AVE	Kensington	E165	321
26	0020097809	20-Sep-20 20:54:48	107-152 Golf Course DR	Orinda	E165	611T
27	0020098037	21-Sep-20 15:24:30	Curry AVE	El Cerrito	E165	323
28	0020098331	22-Sep-20 13:36:51	510 El Cerrito PLZ	El Cerrito	E165	611X
29	0020098791	23-Sep-20 18:04:21	42 Kingston RD	Kensington	E165	611
30	0020098971	24-Sep-20 09:59:30	4801 Central AVE	Richmond	E165	611

21

31	0020099008	24-Sep-20 12:10:25	I 580 E	Richmond	E165	611
32	0020099075	24-Sep-20 15:24:48	1656 Ocean View AVE	Kensington	E165	611
33	0020099092	24-Sep-20 16:34:30	6801 Fairmount AVE	El Cerrito	E165	5000
34	0020099435	25-Sep-20 16:24:08	601 Canon DR	Kensington	E165	321
35	0020099598	26-Sep-20 07:45:24	7148 B ST	El Cerrito	E165	611M
36	0020099698	26-Sep-20 11:19:51	295 Purdue AVE	Kensington	E165	321
37	0020099803	26-Sep-20 17:12:47	148 Carmel AVE	El Cerrito	E165	321
38	0020099811	26-Sep-20 17:35:21	434 Kearney ST	El Cerrito	E165	321
39	0020099921	27-Sep-20 01:13:49	28 Highgate CT	Kensington	E165	321
40	0020100179	27-Sep-20 18:04:25	I580 W	Richmond	E365	151
41	0020100635	28-Sep-20 19:29:30	27 Sunset DR	Kensington	E165	550
42	0020100747	29-Sep-20 06:09:00	7564 Terrace DR	El Cerrito	E165	550
43	0020100904	29-Sep-20 14:26:03	1140 Arlington BLVD	El Cerrito	E165	651
44	0020101055	29-Sep-20 21:31:48	Wildcat Canyon RD	Orinda	E165	142
45	0020101532	01-Oct-20 02:48:18	7564 Terrace DR	El Cerrito	E165	554

* See Attached Table for Incident Type Explanations

Type Series

100

(Structure, Trash, Vehicle, Vegetation Fire)

200

(Over Pressure/Ruptures Explosions, Bombs)

300

(EMS, Vehicle Accidents, Extrication, Rescue)

400

(Chemical Spills, Leaks, Down power Lines)

500

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

600

(Cancelled En Route, Wrong Location)

700

(Wrong Company/Unit Dispatched)

Kensington Fire Protection District Response Log for September 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020091122	02-Sep-20 11:43:11	79 Ardmore RD	Kensington	E365	321
2	0020091456	03-Sep-20 10:09:39	543 Coventry RD	Kensington	E365	735
3	0020091746	04-Sep-20 08:22:58	101 Franciscan WAY	Kensington	E165	321
4	0020091933	04-Sep-20 16:01:29	505 Coventry RD	Kensington	E165	321
5	0020092162	05-Sep-20 06:35:37	295 Purdue AVE	Kensington	E165	321
6	0020093499	08-Sep-20 11:55:50	10 Lam CT	Kensington	E165	321
7	0020093817	09-Sep-20 07:48:42	Stratford RD	Kensington	E165	542
8	0020093849	09-Sep-20 09:30:07	1 Norwood PL	Kensington	E165	5000
9	0020094152	10-Sep-20 07:42:25	295 Purdue AVE	Kensington	E165	5000
10	0020094209	10-Sep-20 10:24:48	624 Parkside CT	Kensington	E165	736
11	0020094486	11-Sep-20 04:03:31	176 Highland BLVD	Kensington	E165	321
12	0020095430	13-Sep-20 20:29:04	254 Stanford AVE	Kensington	E165	745
13	0020097758	20-Sep-20 17:36:03	1641 Ocean View AVE	Kensington	E165	321
14	0020098791	23-Sep-20 18:08:47	42 Kingston RD	Kensington	E165	611
15	0020099075	24-Sep-20 15:26:06	1656 Ocean View AVE	Kensington	E165	611
16	0020099435	25-Sep-20 16:25:36	601 Canon DR	Kensington	E165	321
17	0020099698	26-Sep-20 11:22:58	295 Purdue AVE	Kensington	E165	321
18	0020099921	27-Sep-20 01:15:07	28 Highgate CT	Kensington	E165	321
19	0020100635	28-Sep-20 19:29:30	27 Sunset DR	Kensington	E165	550

* See Attached Table for Incident Type Explanations

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



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



October 5, 2020

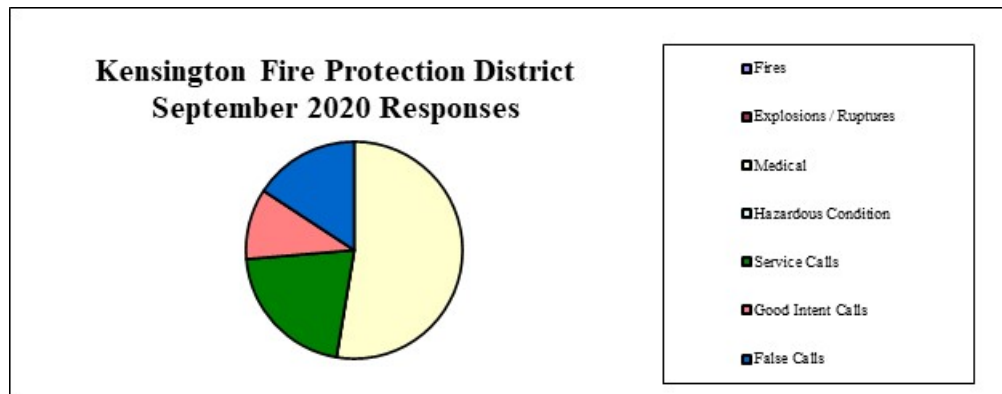
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Fire Chief
RE: **Incident Activity Reports for the Month of September 2020**

There were 19 incidents that occurred during the month of September in the community of Kensington. This is a significant decrease of 10 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 45 calls in all districts, a decrease of 9 calls from last month.

The fires in the North Bay including the new Glass Fire caused significant amounts of smoke to drift into the community over several days although calls for smoke investigations were down. Thankfully, there were no fires or property loss during this past month.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	10	52.63%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	4	21.05%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	10.53%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	3	15.79%
Totals		19	100.00%



Kensington Fire Protection District
Revenue & Expense Annual Budget vs. Actual YTD
 July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	4,104,607.68	4,348,427.00	-243,819.32	94.39%
Special Taxes	0.00	200,450.00	-200,450.00	0.0%
Other Tax Income	0.00	25,250.00	-25,250.00	0.0%
Lease Agreement	12,201.00	36,603.00	-24,402.00	33.33%
Interest Income	0.00	121,800.00	-121,800.00	0.0%
Salary Reimbursement Agreement	0.00	0.00	0.00	0.0%
Salary Reimb Agreement Recon(s)	0.00	0.00	0.00	0.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	4,116,808.68	4,732,530.00	-615,721.32	86.99%
Expense				
Staff				
Wages	23,805.00	144,164.00	-120,359.00	16.51%
Longevity Pay	0.00	0.00	0.00	0.0%
Overtime Wages	0.00	0.00	0.00	0.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	0.00	0.00	0.00	0.0%
Retirement Contribution	0.00	0.00	0.00	0.0%
Payroll Taxes	1,821.09	14,416.00	-12,594.91	12.63%
Workers Compensation/Life Ins	0.00	0.00	0.00	0.0%
Payroll Processing	139.14	0.00	139.14	100.0%
Total Staff	25,765.23	158,580.00	-132,814.77	16.25%
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
CalPERS Settlement	1,904.16	11,425.00	-9,520.84	16.67%
Total RETIREE MEDICAL BENEFITS	1,904.16	11,425.00	-9,520.84	16.67%
OUTSIDE PROFESSIONAL SERVICES				
Accounting	9,950.00	15,000.00	-5,050.00	66.33%
Actuarial Valuation	0.00	5,600.00	-5,600.00	0.0%
Audit	0.00	17,500.00	-17,500.00	0.0%
Contra Costa County Expenses	0.00	38,759.00	-38,759.00	0.0%
EI Cerrito Contract Fee	879,543.64	3,229,643.00	-2,350,099.36	27.23%
EI Cerrito Reconciliation(s)	34,250.01	288,532.00	-254,281.99	11.87%
IT Services and Equipment	714.20	17,480.00	-16,765.80	4.09%
Fire Abatement Contract	0.00	10,000.00	-10,000.00	0.0%
Fire Engineer Plan Review	0.00	2,060.00	-2,060.00	0.0%
Grant Writer/Coordinator	0.00	15,000.00	-15,000.00	0.0%
Risk Management Insurance	0.00	14,420.00	-14,420.00	0.0%
LAFCO Fees	2,293.70	2,601.00	-307.30	88.19%
Legal Fees	16,392.30	55,000.00	-38,607.70	29.8%
Website Development/Maintenance	200.00	2,520.00	-2,320.00	7.94%
Wildland Vegetation Mgmt	0.00	12,600.00	-12,600.00	0.0%
OUTSIDE PROFESSIONAL SERVICES - Other	12,673.51	46,000.00	-33,326.49	27.55%
Total OUTSIDE PROFESSIONAL SERVICES	956,017.36	3,772,715.00	-2,816,697.64	25.34%
COMMUNITY SERVICE ACTIVITIES				
Public Education	0.00	27,000.00	-27,000.00	0.0%
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00	0.0%

Kensington Fire Protection District
Revenue & Expense Annual Budget vs. Actual YTD
 July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
CERT Emerg Kits/Sheds/Prepared	0.00	3,500.00	-3,500.00	0.0%
Open Houses	0.00	1,800.00	-1,800.00	0.0%
Community Shredder	0.00	3,200.00	-3,200.00	0.0%
DFSC Matching Grants	0.00	24,000.00	-24,000.00	0.0%
Firesafe Planting Grants	0.00	3,000.00	-3,000.00	0.0%
Community Sandbags	0.00	1,500.00	-1,500.00	0.0%
Volunteer Appreciation	0.00	1,500.00	-1,500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	0.00	68,000.00	-68,000.00	0.0%
DISTRICT ACTIVITIES				
Professional Development	0.00	10,000.00	-10,000.00	0.0%
Office				
Office Expense	417.56	2,958.00	-2,540.44	14.12%
Office Supplies	17.23	2,856.00	-2,838.77	0.6%
Telephone	2,410.14	8,610.00	-6,199.86	27.99%
Office- Other	187.92	102.00	85.92	184.24%
Total Office	3,032.85	14,526.00	-11,493.15	20.88%
Election	0.00	4,000.00	-4,000.00	0.0%
Firefighter's Apparel & PPE	0.00	750.00	-750.00	0.0%
Firefighters' Expenses	0.00	5,250.00	-5,250.00	0.0%
Staff Appreciation	0.00	1,750.00	-1,750.00	0.0%
Memberships	500.00	11,220.00	-10,720.00	4.46%
Building Maintenance				
Needs Assess/Feasibility Study	11,129.65	50,000.00	-38,870.35	22.26%
Gardening service	0.00	2,000.00	-2,000.00	0.0%
Building alarm	0.00	840.00	-840.00	0.0%
Medical Waste Disposal	646.46	8,400.00	-7,753.54	7.7%
Janitorial Service	420.00	1,575.00	-1,155.00	26.67%
Miscellaneous Maint.	60.00	17,850.00	-17,790.00	0.34%
Total Building Maintenance	12,256.11	80,665.00	-68,408.89	15.19%
Building Utilities/Service				
Gas and Electric	1,378.93	11,130.00	-9,751.07	12.39%
Water/Sewer	1,143.49	2,520.00	-1,376.51	45.38%
Total Building Utilities/Service	2,522.42	13,650.00	-11,127.58	18.48%
Total DISTRICT ACTIVITIES	18,311.38	141,811.00	-123,499.62	12.91%
Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Expense	1,001,998.13	4,177,531.00	-3,175,532.87	23.99%
Net Ordinary Income	3,114,810.55	554,999.00	2,559,811.55	561.23%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - General	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	0.00	525,880.00	-525,880.00	0.0%
Transfers Out - Special	0.00	0.00	0.00	0.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	0.00	525,880.00	-525,880.00	0.0%
Net Other Income	0.00	-525,880.00	525,880.00	0.0%
Net Income	3,114,810.55	29,119.00	3,085,691.55	10,696.83%

Kensington Fire Protection District
Profit & Loss Prev Year Comparison

10/08/20

Accrual Basis

July 1 through October 8, 2020

	Jul 1 - Oct 8, 20	Jul 1 - Oct 8, 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,104,607.68	4,015,128.11	89,479.57	2.2%
Special Taxes	0.00	200,652.50	-200,652.50	-100.0%
Other Tax Income	0.00	161.96	-161.96	-100.0%
Lease Agreement	12,201.00	9,150.75	3,050.25	33.3%
Salary Reimbursement Agreement	0.00	22,760.68	-22,760.68	-100.0%
Salary Reimb Agreement Recon(s)	0.00	133.32	-133.32	-100.0%
Miscellaneous Income	0.00	1,610.24	-1,610.24	-100.0%
Total Income	4,116,808.68	4,249,597.56	-132,788.88	-3.1%
Expense				
Staff				
Wages	23,805.00	24,958.50	-1,153.50	-4.6%
Longevity Pay	0.00	1,000.00	-1,000.00	-100.0%
Overtime Wages	0.00	2,087.79	-2,087.79	-100.0%
Vacation Wages	0.00	7,857.47	-7,857.47	-100.0%
Medical/dental ins compensation	0.00	2,940.00	-2,940.00	-100.0%
Retirement Contribution	0.00	1,896.84	-1,896.84	-100.0%
Payroll Taxes	1,821.09	2,370.45	-549.36	-23.2%
Workers Compensation/Life Ins	0.00	1,531.90	-1,531.90	-100.0%
Payroll Processing	139.14	470.39	-331.25	-70.4%
Total Staff	25,765.23	45,113.34	-19,348.11	-42.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
CalPERS Settlement	1,904.16	0.00	1,904.16	100.0%
Total RETIREE MEDICAL BENEFITS	1,904.16	0.00	1,904.16	100.0%
OUTSIDE PROFESSIONAL SERVICES				
Accounting	9,950.00	200.00	9,750.00	4,875.0%
Actuarial Valuation	0.00	2,900.00	-2,900.00	-100.0%
Audit	0.00	12,000.00	-12,000.00	-100.0%
EI Cerrito Contract Fee	1,172,724.86	1,010,829.16	161,895.70	16.0%
EI Cerrito Reconciliation(s)	34,250.01	45,666.68	-11,416.67	-25.0%
IT Services and Equipment	714.20	0.00	714.20	100.0%
Fire Engineer Plan Review	0.00	373.58	-373.58	-100.0%
RGS Contract	16,728.00	0.00	16,728.00	100.0%
Risk Management Insurance	0.00	12,561.00	-12,561.00	-100.0%
LAFCO Fees	2,293.70	2,548.19	-254.49	-10.0%
Legal Fees	16,392.30	7,693.38	8,698.92	113.1%
Traffic Study	480.00	2,100.00	-1,620.00	-77.1%
Water System Improvements	458.87	0.00	458.87	100.0%
Website Development/Maintenance	200.00	600.00	-400.00	-66.7%
Wildland Vegetation Mgmt	0.00	3,850.00	-3,850.00	-100.0%
OUTSIDE PROFESSIONAL SERVICES - Other	12,193.51	0.00	12,193.51	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	1,266,385.45	1,101,321.99	165,063.46	15.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	0.00	7,930.96	-7,930.96	-100.0%
Open Houses	0.00	406.75	-406.75	-100.0%
Total COMMUNITY SERVICE ACTIVITIES	0.00	8,337.71	-8,337.71	-100.0%
DISTRICT ACTIVITIES				
Professional Development	0.00	2,128.38	-2,128.38	-100.0%
Office				
Office Expense	417.56	478.12	-60.56	-12.7%
Office Supplies	17.23	443.73	-426.50	-96.1%
Telephone	2,410.14	1,446.94	963.20	66.6%
Office- Other	187.92	0.00	187.92	100.0%
Total Office	3,032.85	2,368.79	664.06	28.0%
Firefighters' Expenses	0.00	31.14	-31.14	-100.0%
Memberships	500.00	7,727.00	-7,227.00	-93.5%
Building Maintenance				
Needs Assess/Feasibility Study	11,129.65	24,685.16	-13,555.51	-54.9%
Gardening service	0.00	350.00	-350.00	-100.0%
Medical Waste Disposal	646.46	1,677.88	-1,031.42	-61.5%
Janitorial Service	420.00	420.00	0.00	0.0%
Miscellaneous Maint.	60.00	6,409.99	-6,349.99	-99.1%
Total Building Maintenance	12,256.11	33,543.03	-21,286.92	-63.5%
Building Utilities/Service				
Gas and Electric	1,378.93	2,551.70	-1,172.77	-46.0%
Water/Sewer	684.62	209.32	475.30	227.1%
Total Building Utilities/Service	2,063.55	2,761.02	-697.47	-25.3%
Total DISTRICT ACTIVITIES	17,852.51	48,559.36	-30,706.85	-63.2%
Total Expense	1,311,907.35	1,203,332.40	108,574.95	9.0%
Net Ordinary Income	2,804,901.33	3,046,265.16	-241,363.83	-7.9%
Other Income/Expense				
Other Income				
Transfers In - General	0.00	11,933.86	-11,933.86	-100.0%
Total Other Income	0.00	11,933.86	-11,933.86	-100.0%
Other Expense				
Transfers Out - Capital	0.00	11,933.86	-11,933.86	-100.0%
Total Other Expense	0.00	11,933.86	-11,933.86	-100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,804,901.33	3,046,265.16	-241,363.83	-7.9%

Kensington Fire Protection District

Trial Balance

As of September 30, 2020

10/08/20

Accrual Basis

	Sep 30, 20	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	7,176.51	
General Fund	2,036,383.97	
Special Tax Fund	10,152.74	
Capital Fund	27,532.57	
Grants Receivable	0.00	
Accounts Receivable - Year End	112,644.40	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	7,801.48	
Interest Receivable	29,322.99	
Advance on Taxes	4,098,958.97	
Advance on Supplemental Taxes	54,517.41	
KPPCSD Note Receivable	0.00	
E/C Salary Reimbursement Receiv	0.00	
Undeposited Funds	0.00	
Deposits on Fixed Assets	220,000.00	
Prepaid Services - EC	0.07	
Prepaid Exp.	7,754.69	
Prepaid CERBT - Retiree Trust	188,175.30	
Investments		845,140.37
Investments:Capital Replacement Funds	3,534,838.00	
Investments:Fire Protect. Contract Reserves	3,229,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	1,487,223.95	
Accumulated Depreciation-Equip		920,240.15
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,141,261.00
Water System Improvements	0.00	
Current Capital Outlay:Engine Defibrillators	0.00	
Current Capital Outlay:Public Education	0.00	
Current Capital Outlay:Water System Cistern	0.00	
Current Capital Outlay:Engine	0.00	
Current Capital Outlay:P/S Building Repair/Replace	0.00	
Current Capital Outlay:P/S Bldg Bay Doors	0.00	
Current Capital Outlay:Bay Lighting	0.00	
Current Capital Outlay:Computers/Computerized Equip.	0.00	
Current Capital Outlay:Office Equipment-Copier	0.00	
Current Capital Outlay:P/S Building - MCI Fund	0.00	
Current Capital Outlay:EBRICS Radios	0.00	
Current Capital Outlay:FF High Band Radios	0.00	
Current Capital Outlay:B/C Command Vehicle	59,863.07	
Current Capital Outlay:Thermal Imager	0.00	
Current Capital Outlay:Water System Improvements	0.00	
Current Capital Outlay:Fire Engine Type I	0.00	
Current Capital Outlay:Firefighters Qtrs/Equip	105.00	
Current Capital Outlay:Apparatus Bay Construction	0.00	
Current Capital Outlay:Holmatro Tool	0.00	
Current Capital Outlay:Computers/Furniture	0.00	
Current Capital Outlay:Type III Engine	10,801.56	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		271.68
Due to Other - Issued by CCC		668,688.18
Due To Other Funds	0.00	
Accounts Payable	41,857.44	
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
EI Cerrito Service Contract Pay	293,181.22	
Wages & PR Taxes Payable		6,585.09
Deferred Comp Payable	0.00	
KPPCSD MCI Deposit Payable	0.00	

Kensington Fire Protection District

Trial Balance

As of September 30, 2020

10/08/20

Accrual Basis

	Sep 30, 20	
	Debit	Credit
Deferred Inflow of Resources		6,911.00
EI Cerrito Reconciliation Liab.		443,293.35
CalPERS Settlement Payable		27,610.48
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	16,540.76	
Postretirement Health Ben-Prior	0.00	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,892.01
Fund Equity		1,401,656.18
Opening Bal Equity	0.00	
Property Taxes		4,104,607.68
Lease Agreement		9,150.75
Staff:Wages	23,805.00	
Staff:Payroll Taxes	1,821.09	
Staff:Payroll Processing	139.14	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	1,904.16	
OUTSIDE PROFESSIONAL SERVICES	11,777.21	
OUTSIDE PROFESSIONAL SERVICES:Accounting	9,950.00	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	586,362.42	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	34,250.01	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	714.20	
OUTSIDE PROFESSIONAL SERVICES:RGS Contract	16,728.00	
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	2,293.70	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	11,490.72	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	480.00	
OUTSIDE PROFESSIONAL SERVICES:Water System Improvements	458.87	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	200.00	
DISTRICT ACTIVITIES:Office:Office Expense	417.56	
DISTRICT ACTIVITIES:Office:Office Supplies	17.23	
DISTRICT ACTIVITIES:Office:Telephone	2,410.14	
DISTRICT ACTIVITIES:Office:Office- Other	187.92	
DISTRICT ACTIVITIES:Memberships	500.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility Study	11,129.65	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	348.84	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	420.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	60.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	1,378.93	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	232.76	
TOTAL	19,000,576.92	19,000,576.92

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 : 10/14/2020
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50296	All-Ways Green Services	9/1/2020	44372	7840	2490			105.00
50148	CALPERS	9/4/2020	Settlement 10/2020	7840	1061			952.08
50146	Delta Dental	10/10/2020	10/2020	7840	1061			948.79
50293	Digital Deployment	9/22/2020	10/2020	7840	2490			200.00
50302	East Bay Municipal Utility District (EN	10/6/2020	7/30-9/30/2020	7840	2490			451.86
50151	El Cerrito	10/1/2020	October Services	7840	2328			293,181.22
50131	Meyers Nave	8/14/2020	August 2020 Legal	7840	2490			4,901.58
	MV Cheng	8/31/2020	8/31/2020A	7840	2490			6,040.00
50321	Office Team	8/12/2020	56196651 8/7/2020	7840	2490			228.97
50321	Office Team	9/9/2020	56321928 9/4/2020	7840	2490			594.06
50321	Office Team	9/17/2020	56361865 9/17/2020	7840	2490			749.34
50321	Office Team	9/23/2020	56391431 9/18/2020	7840	2490			457.93
50321	Office Team	9/30/2020	56426936 9/25/2020	7840	2490			416.30
50321	Office Team	10/7/2020	56461702 10/2/2020	7840	2490			416.30
50180	Ross Drullis Cusenbery	8/31/2020	2016029-23	7840	2490			381.85
50192	Stericycle	10/1/2020	October Services	7840	2490			297.62
TOTAL								310,322.90

Kensington FPD Approval



TO: Board of Directors
Kensington Fire Protection District

DATE: October 14, 2020

RE: ADOPT RESOLUTION 20-18 APPROVING AMENDMENTS TO POLICY 8
CHECKING ACCOUNT (SECOND READING)

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

Recommended Action

Staff recommends the Board of Directors hold the second reading and adopt Resolution 20-18 approving amendments to *Policy 8 Checking Account*.

Background

In accordance with Policy 1010 Adoption/Amendment of Policies, proposed amendments to *Policy 8 Checking Account* were presented and discussed by the Board during the first reading on September 9, 2020. There have been no revisions requested or made.

Fiscal Impact

Lost interest revenue is more than offset by staff time expended on County payment coordination combined with vendor communication on outstanding invoices.

Attachments: Policy 8 Checking Account (redline and clean)
Resolution 20-18

KENSINGTON FIRE PROTECTION DISTRICT
OPERATIONS MANUAL

Policy Title and Number: 8 Checking Account

8.10 The District shall maintain a revolving fund checking account at a local bank. The balance in said account shall at no time exceed \$200,000. The General Manager or their designee shall request replenishment of this fund from the County through its accounts payable process.

8.20 Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the General Manager and/or the Directors on the Finance Committee.

8.30 Documentation such as receipts and/or invoices shall be maintained for the amount of each expenditure.

8.40 Voided checks shall be maintained in the District's files with the signature portion removed.

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

Policy Title and Number: 8 Checking Account

8.10 The District shall maintain a revolving fund checking account at a local bank. The balance in said account shall at no time exceed \$~~35200~~,000. The General Manager or their designee shall request for replenishment of this fund from the County through its accounts payable process ~~to replenish the checking account in the amount of the checks written during the preceding month.~~

8.20 Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the General Manager and/or the Directors on the Finance Committee.

8.30 Documentation such as (Receipts and/or invoices) shall be maintained for the amount of each expenditure.

8.40 Voided checks shall be maintained in the District's files with the signature portion removed.

3566453.1

RESOLUTION 20-18

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE KENSINGTON FIRE PROTECTION DISTRICT AMENDING
POLICY 8 CHECKING ACCOUNT**

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

WHEREAS, staff presented the benefits of increasing the checking account balance maximum to \$200,000 which will provide efficiency in payment processing and annual cost savings; and

WHEREAS, the Board desires to implement the increased maximum by amending the Handbook; and

WHEREAS, the Board held a first reading of a proposed amendment to Policy 8 Checking Account of the District Handbook on September 9, 2020; and

WHEREAS, the Board now desires to hold a second reading and adopt an amendment to Policy 8 as it pertains to the checking account.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District hereby amends Policy 1020 of Kensington Fire Protection District Policy Handbook as follows (additions in underline, deletions in strikethrough):

Policy Title and Number: 8 Checking Account

8.10 The District shall maintain a revolving fund checking account at a local bank. The balance in said account shall at no time exceed ~~\$35~~200,000. The General Manager or their designee shall request for replenishment of this fund from the County through its accounts payable process ~~to replenish the checking account in the amount of the checks written during the preceding month.~~

8.20 Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the General Manager and/or the Directors on the Finance Committee.

8.30 Documentation such as (rReceipts and/or, invoices) shall be maintained for the amount of each expenditure.

8.40 Voided checks shall be maintained in the District’s files with the signature portion removed.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 14th day of October 2020 by the following vote of the Board.

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

Julie Stein, President

Larry Nagel, Secretary

Kensington Fire Protection District
Action Plan for the Interim General Manager
Status as of October 14, 2020

Item 10.1

Goals	% Complete	Status/Milestones	Next Steps/Comments
1. Effect a complete, orderly, and prompt transition of services performed by the District's current administrative support contractor, including, but not limited to: conducting exit interviews, as needed, and ensuring the timely delivery from contractor of all District property and records.	100%	<ul style="list-style-type: none"> • KFPD resumed: agenda, web posting, noticing, administrative roles • RGS continuing finance, minutes until end of engagement • Collected District property/records • Received desk manual/procedures 	
2. Develop effective working relationships with the El Cerrito City Manager and Fire Chief, the General Manager and administrative staff of the Kensington Police Protection and Community Services District (KPPCSD), Supervisor Gioia, and County administrative staff as needed.	70% ongoing	<ul style="list-style-type: none"> • Bill Lindsay/KPPCSD-PSB, etc. • Fire Chief-fee sched, contract, etc. • County Departments-Auditor, Assessor, Clerk, Information Technology, Public Works 	<ul style="list-style-type: none"> • Continue outreach/familiarization
3. Prepare the budget for the FY 2020-21 Fiscal Year for the June 2020 board meeting, to include: analyzing the District's historic practices in developing annual budget; providing budget guideline policy recommendations; drafting a procedure for initiating annual budget development; liaising with the El Cerrito Fire Chief on the fire services fee proposal; and convening the Finance Committee.	100%	<ul style="list-style-type: none"> • Budget Guiding Principles • Budget Development Manual • Draft budget/narrative • Finance Committee presentations • Budget document printed/posted • Board presentation/approval • Final Budget adoption 9/2020 	
4. Oversee, coordinate, and administer all activities related to a potential renovation of the Public Safety Building, including, but not limited to: negotiating a short-term renewal of the current lease to KPPCSD; negotiating cost-sharing agreements with KPPCSD for a potential renovation; and establishing temporary facilities for the fire department and District administration.	60%	<ul style="list-style-type: none"> • KPPCSD lease extension • Reviewed project history • Cost allocations w/Finance Comm • Special Meeting 6/3/2020 • Bill Lindsay-decision/project plans • Regular BOD Updates • 1st County Evaluation Meeting • Project Decision Timeline 	<ul style="list-style-type: none"> • Final County Determination • Establish Financing Options and Negotiation of Terms • Additional Meetings

Kensington Fire Protection District
Action Plan for the Interim General Manager
Status as of October 14, 2020

Item 10.1

Goals	% Complete	Status/Milestones	Next Steps/Comments
5. Analyze District needs for payments of bills and claims, including, but not limited to: drafting and implementing updates as needed to internal procedures for managing and making payments; internal controls; and procedures for purchasing and credit card usage.	80%	<ul style="list-style-type: none"> • Purchasing Procedure outline • Evaluating electronic payments • Accounting services agreement • Policy 130 amendment • Policy 1150 Amendment • IGM Authorization to Pay Bills 	<ul style="list-style-type: none"> • Policy 8 Proposed Amendment • Evaluate and Implement Workflow • Purchasing Procedure final (public works projects)
6. Serve as the primary administrative contact to the City of El Cerrito in matters of oversight, management, and compliance for the fire services contract between the District and El Cerrito.	60% ongoing	<ul style="list-style-type: none"> • Fire svc fee w/Finance Committee • Review agreement/history • Contract services discussions • Agreement abstract/summary • Review contract for compliance 	<ul style="list-style-type: none"> • Develop contacts
7. Serve as the primary administrative contact to the District's information technology (IT) service provider to ensure the completion of all current and recommended IT and office infrastructure projects.	50% ongoing	<ul style="list-style-type: none"> • Discussion with Nerd Crossing • Email migration project closeout • Business needs outline-laptop • VPN Option Evaluation 	<ul style="list-style-type: none"> • Business Needs Assessment • IT Master Plan • Propose to Board of Directors
8. Analyze District participation and needs regarding the District's California Employers' Retiree Benefit Trust (CERBT) Fund. Prepare and implement a procedure for administration of legacy health benefits payments.	50%	<ul style="list-style-type: none"> • OPEB Actuary Proposals • Complete CalPERS documents • Request 2019-2020 Disbursement 	<ul style="list-style-type: none"> • Select/recommend actuary • OPEB Actuarial Valuation
9. Assess and make recommendations on cost-saving opportunities and the possible outsourcing of some District administrative functions or employment of additional staff or consultants as necessary.	80%	<ul style="list-style-type: none"> • Data gathering • Conceptual plan in progress • Student Intern, Admin Assistant, Accounting services • Staffing Plan 	<ul style="list-style-type: none"> • Complete evaluation • Recruitments, if approved
10. Develop a Long-Term Financial Plan which ensures sustainability for providing District services, including but not limited to: drafting a long-term plan policy; forecasting revenue and expenditures, using relevant inflation factors or other information; incorporating known or foreseeable changes in District operations; and presenting plan to the Finance Committee then Board of Directors for approval.	50%	<ul style="list-style-type: none"> • Policy in progress • Initial plan reviewed w/Finance Committee • Updated reserve projection for PSB funding 	<ul style="list-style-type: none"> • Finalize ten-year plan • Complete proposed policy • Develop procedure for updates

Kensington Fire Protection District
Action Plan for the Interim General Manager
Status as of October 14, 2020

Item 10.1

Goals	% Complete	Status/Milestones	Next Steps/Comments
11. Establish a Records Management Policy and Records Retention Schedule in accordance with the California Public Records Act (PRA), Government Code Section 12236 and recommended practices, including but not limited to: drafting a records management policy; developing a records retention schedule encompassing District records (specifically and/or by category); and providing public with the process for PRA requests.	50%	<ul style="list-style-type: none"> • Begin list of District records • PRA Request Templates 	<ul style="list-style-type: none"> • Evaluate current policy • Incorporate missing components • List of records by category
12. Apply for or renew, as applicable, certifications recommended by local government best practices, including but not limited to: Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence; SDLF District of Distinction Accreditation; and others as identified.	70%	<ul style="list-style-type: none"> • Review application, list needs • Working w/County on Conflict of Interest Policy update • Updating website • Address items requiring development/update 	<ul style="list-style-type: none"> • District of Distinction items • Submit application
13. Produce a final report to the District board of directors assessing the status of District administration and recommendations for future revision of District administrative functions.	80%	<ul style="list-style-type: none"> • Action Plan to accompany report • Condition assessment • Policy Amendments • Administrative support procedures 	<ul style="list-style-type: none"> • Administrative Manual • Policy revisions (as warranted)



Mary Morris-Mayorga <mmayorga@kensingtonfire.org>

Special Meeting of KFPD Board of Directors

Mary Morris-Mayorga <mmayorga@kensingtonfire.org>

Wed, Sep 30, 2020 at 6:35 PM

To: Bill Lindsay <BLindsay@kppcsd.org>

Cc: Walt Schuld <WSchuld@kppcsd.org>

Bill,

Thank you for your email regarding the Special and Adjourned Meeting of the KFPD Board of Directors. I believe there may be a miscommunication on my part and need to clear that up immediately as I do not want to impair the working relationship of the two of us and our respective agencies.

The adjourned meeting was a continuation of the KFPD Regular Board of Directors Meeting which contained the Public Safety Building Renovation as most meetings do in order to keep the Board apprised of the status. We did not anticipate this meeting when you and I spoke so I did not have the information to provide or definitely would have. This item contained the project cost estimate (including the updated amount you referenced) and proposed financing options for discussion to determine how the Board would like to proceed and solicit feedback. I anticipate the current budget is on the higher end and may be adjusted downward; however, I need to provide the Board with the information needed to plan for the overall financing of the project on our end to determine whether they would like to explore external financing.

For option D, the Fire Chief has concerns on the design as well so we will be working with the architect to revise to the extent possible. I provided the update for the discussion that the elevator is required which changes design options as I keep them updated along the way. The plan is in no way ready for adoption, this is simply an update of the most current.

I did not intend to blindsides you at all with this meeting as I just finalized the information yesterday morning and would like to offer my sincerest apologies at the surprise and disappointment caused. I look forward to working on any and all mutual projects together as well, it has been a pleasure thus far.

Sincerely,

Mary A. Morris-Mayorga, MBA
Interim General Manager
Kensington Fire Protection District

On Wed, Sep 30, 2020 at 5:59 PM Bill Lindsay <BLindsay@kppcsd.org> wrote:

September 30, 2020

Mary Morris-Mayorga
Interim General Manager
Kensington Fire Protection District

Dear Ms. Morris-Mayorga:

I was both surprised and disappointed to receive your email this afternoon informing me that the Kensington Fire Protection District Board of Directors called a special meeting for tonight for you to discuss "payment options," including a cost allocation to KPPCSD, for a conceptual design of the

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renovation of the Public Safety Building which has not yet been reviewed by KPPCSD staff nor its Board of Directors.

The surprise was in hearing that there was a special meeting called, since you represented to me in our phone conversation last week that the KPPFD Board would not meet until October 14th. This is significant in that the schedule we discussed would have allowed:

- (1) An opportunity for the KPPCSD interim Police Chief and interim General Manager to have a meeting with the architect to discuss specific elements of the "Option D" design, which includes the elevator and patio enclosure. As I confirmed with you today, our meeting with the architect is scheduled for tomorrow, and
- (2) An opportunity for the KPPCSD Board of Directors to discuss the draft "Option D" design with the KPPCSD Board of Directors to determine how it might meet the needs of the KPPCSD Police department, and to provide input to staff and to the architects.

I was also very surprised to see the nearly \$8 million cost estimate for the first time (\$7 million net of the cost of a temporary facility) for what I understand to be the Option D design. While we have discussed in very general terms how costs for the renovated facility might be reasonably allocated between the two agencies, I believe it is premature to do a budget cost allocation for a project option that KPPCSD has not yet even reviewed with the architect.

Perhaps more difficult to accept is the disappointment in your not having communicated with me until this afternoon the change in your schedule for reviewing plans, and the fact that there was no communication whatsoever concerning the material to be presented to the KPPFD Board of Directors this evening. I was under the impression that our communication on this topic was far more open and transparent than I am currently witnessing.

It has always been my perception, one that I believe you share, that government agencies can achieve far more for their constituents if they work together in a cooperative manner. I hope that you will accept this communication in the spirit of continuing to work in this manner, which is my intent in sending it to you.

I look forward to continuing to work with you on the Public Safety Building project, and on other important projects of mutual interest.

Sincerely,

Bill Lindsay

Interim General Manager

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Kensington Police Protection and Community Services District

Bill Lindsay

Interim General Manager

Kensington Police Protection and Community Services District

510-292-7408



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: October 5, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

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

Run Reports

There were 19 calls for service that occurred during the month of September in the community of Kensington which is 10 less than the previous month. During this same time, Engine 165 responded to a total of 45 calls in all the El Cerrito/Kensington districts which is a decrease of 9 incidents over the number of calls from last month. The "Incident Log" included in the Board packets will provided more details on the dates, times, locations, and incident types for these calls.

Vegetation Management

Fire Prevention has completed the re-inspections of all the parcels in the community for compliance to the District's Vegetation Management Policy and only two properties failed to meet the standards. Both properties have been forced abated and the work has been completed. Last month the Fire Prevention Officer also met with representatives for Blake Gardens and toured the property after we received a couple of complaints regarding possible fire hazards. They were very receptive, and work has started on clearing brush and meeting a work plan that was developed and agreed upon to complete the work over the next month.

Statewide Fires:

Fires continue to burn across the State at record levels. Currently there are more than 23 major fires in the State with over 17,000 firefighters assigned to them. There has been over 8,300 wildland fire that has burned over 4 million acres have been this year in the State. The Fire Department has had crews and engines on more than a dozen fires since August 16th, the last being the Glass Fire in Napa and Sonoma County.

Fire Prevention Month/Week

October is Fire Prevention Month. The goal of Fire Prevention Month and week, which is October 4th – 10th this year, is to raise fire safety awareness, and help ensure your home and family has a plan and is ready for the unexpected. The theme this year is "Serve Up Fire Safety in the Kitchen" which not only includes safety around the stove and other appliances especially while cooking but improving home safety throughout the house. It is important that we all be ready at home by installing smoke and carbon monoxide alarms, as well as having fire extinguishers at home.

The Fire Department normally has an open house for Fire Safety Week as well as provide station tours and make fire safety visits to the schools to meet with the children and provide fire safety messages. Unfortunately due to the continued COVID-19 issues, we will not be able to host these great educational programs this year.

New Hires

As discussed during the fee schedule approval, the Fire Department is filling a paramedic position that has been vacant since January as well as three positions that have been vacant for a long time in an effort to decrease the

overtime that is being spent. Two positions have been filled and will be starting on October 19th. The first person is Gary Williams who currently is working AMR in San Francisco and has an extensive fire background in addition to his paramedic career. The second person is James Van Wyck who is currently working for AMR in Contra Costa County. James also has a wild land background with Cal Fire and will be a great asset to the Department. We continue to virtually interview candidates and will be filling the other two positions soon.

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

PROPOSED INITIAL SAFETY PARKING CHANGES FOR KENSINGTON, PHASE ONE

As everyone knows, Kensington is a small town built gradually over several decades but not optimally planned. Our terrain is steep and complex, our roads are narrow and winding, and parking is a perennial problem. We have over 5000 people clustered into a square mile. Getting cars past each other on these narrow streets is difficult at the best of times. We have to make plans in case of emergency.

What we've learned is that in the event of an emergency – such as a fire roaring through Tilden Park – we need better plans in order to evacuate everyone effectively. Our Police and Fire Departments are working together to raise everyone's awareness and help get residents prepared to evacuate. A big part of this is making sure that your path to safety is as clear as possible. And that may require a few changes.

Last year the Fire Board commissioned a Traffic Evacuation Study using experts from UC Berkeley's Institute for Transportation Studies. These experts measured every street in town and counted the cars. They planned out possibilities for evacuating. And they made a series of recommendations for how we can change our traffic patterns to help everyone evacuate more safely.

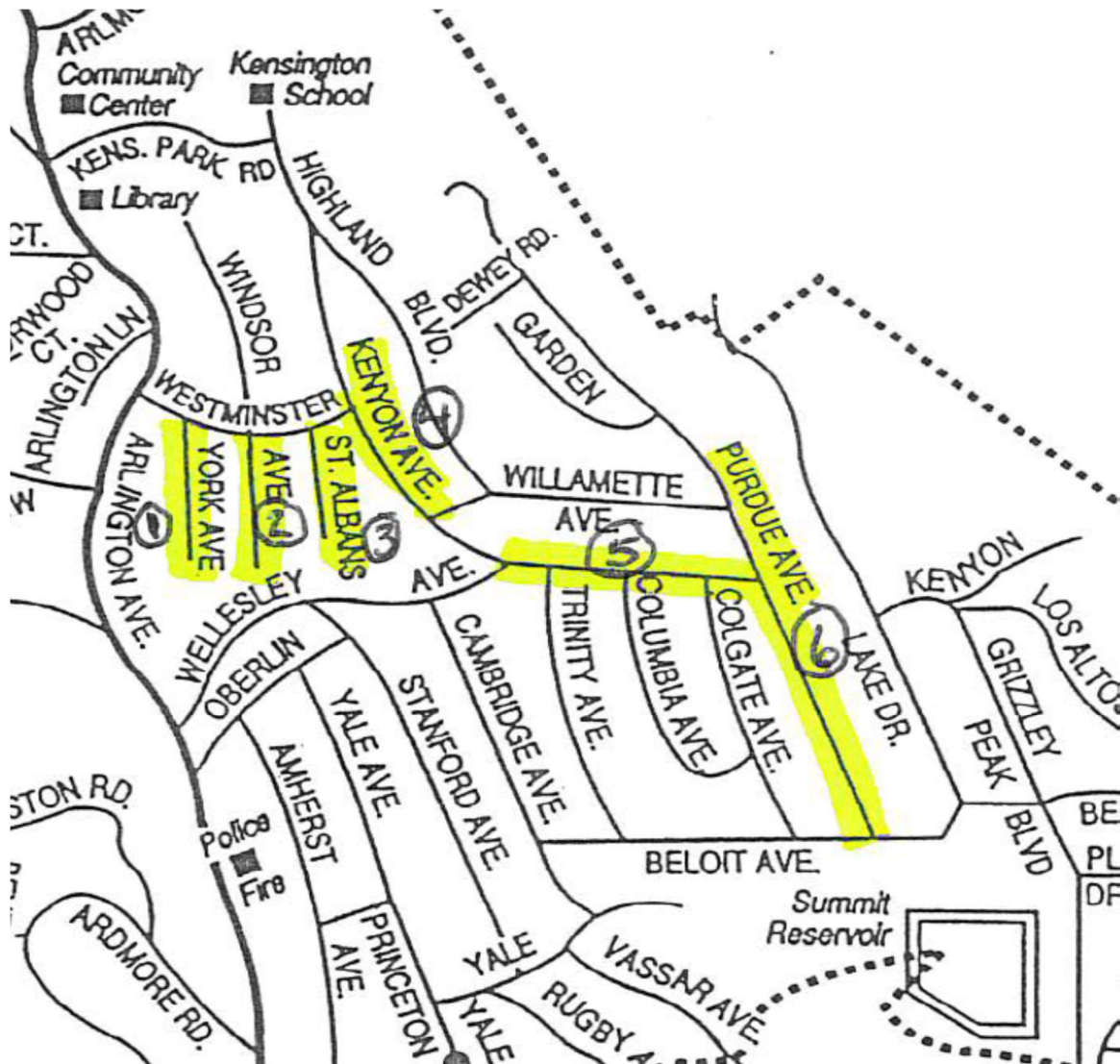
With this new Traffic Evacuation Study, we have data to work with. The most problematic area for evacuation in town is the southeast part. This roughly encompasses the neighborhoods from the Summit Reservoir to around Hilltop School. The streets are narrow and steep, and parking is tight. And it's not always oriented in the most efficient direction for evacuation and safety.

In considering traffic recommendations, we focused first on the area around Hilltop School, because we want to keep our children safe and be able to get them out quickly in case of emergency. This means coordinating those plans with surrounding streets. There are some changes in the orientation of parking on some street segments that can be made for everyone's safety.

At the outset, we want to consider six changes, which fall into two groups. The first group is the three one-block cul-de-sacs off Westminster. These are York, Windsor, and St. Albans. Right now, the cars are parked on the west side of the street, facing the cul-de-sac. And frankly, that's very hazardous. In case of an emergency, every car on that street has to do a K-turn to face outward. This will slow everyone's evacuation. And if someone tries to drive to the end of the cul-de-sac to turn around, they'll be going in the opposite direction of evacuating traffic. So this is not workable.

On these three blocks, it makes sense to turn parking to the other side of the street, facing north toward Westminster. It's a simple shift, but it can save lives.

The second group of considered changes is on Purdue and Kenyon (another section on Willamette has since been identified for a later Phase). Specifically, the changes are:



1. **York Avenue** (Note: new direction the parked vehicles will now be facing, is outward towards Westminister, no longer facing the end of the cul-de-sac).
2. **Windsor Avenue** (Note: new direction the parked vehicles will now be facing, is outward towards Westminister, no longer facing the end of the cul-de-sac).
3. **St. Albans** (Note: new direction the parked vehicles will now be facing, is outward towards Westminister, no longer facing the end of the cul-de-sac).
4. **Kenyon Avenue** between Willamette Avenue and Westminister. (Note: -New direction the parked vehicles will now be facing, is downhill towards Arlington Avenue).
5. **Kenyon Avenue** between Purdue Avenue and Wellesley Avenue. (Note: -New direction the parked vehicles will now be facing, is downhill towards Arlington Avenue).
6. **Purdue Avenue** between Beloit Avenue and Kenyon Avenue. (Note: -New direction the parked vehicles will now be facing, is downhill towards Arlington Avenue).

The KPD and the EPC believe, based on the data from the traffic study and the larger picture for all of Kensington, that these changes are going to make this neighborhood safer. We know it's not a perfect solution for everyone. Some people will feel inconvenienced. We understand that, and we're sorry to have to ask you to change. But the evidence presented by our experts indicates that this is good change, and we hope you'll cooperate to help your neighbors.

We want to hear your concerns, and we'll do everything we can if there's a problem. We also want you to think of your neighbors, not just in your immediate neighborhood, but in those uphill from you and downhill from you, wherever you live. All of you will have to evacuate in case of an emergency. A choke point, a traffic jam, anywhere in the system will affect others. And these choke points prevent fire engines and other emergency vehicles from getting where they need to be. Many of our street segments that will need to be used in an evacuation have parking on both sides of the street with room for only one lane of traffic. All the cars on one side of the street will have to do K-turns to face the evacuation direction. The cumulative effect of this pattern will stall evacuation for blocks and blocks, taking time that we will not have.

These are the first of a number of changes that Kensington Police and Fire, working with the County Supervisor's office, will want to propose. But other things are happening. We're removing the concrete bollards around Kensington Park and elsewhere and replacing them with chain link that can be removed in emergencies to help evacuation. We've arranged with Sunset View Cemetery to allow evacuation through their property at the gate at Sunset and Franciscan. Our traffic experts estimate that this will drain 30% of traffic through the hills and alleviate stress on surrounding streets. And once we work out the details, you should be seeing blue emergency evacuation signs at important intersections throughout town.

We ask the District Boards and the people of Kensington to support these proposed changes because in an emergency they will save lives. Please approve the proposed motions so that we can proceed in this vital work. Thank you.

1. The Board considers approving a request sponsored by the KPD and the Emergency Preparedness Committee of the KFPD, based on recommendations of the Traffic Evacuation study commissioned by the KFPD, to support the investigation of proposed parking orientation changes on multiple Kensington street segments by the KPD, to support the KPD in gathering the input of residents, and to present this input to the Board for consideration and possible recommendation to the County. (ACTION)

2. The Board considers approving the production of an educational video, to be accessed on the websites of both Boards, with public safety officials explaining the need for evacuation preparations and how proposed parking changes implement that. (ACTION)

**FIRE DANGER AND TRAFFIC EVACUATION: FACTS, FIGURES, AND SIMULATIONS
FOR KENSINGTON AND SURROUNDING COMMUNITIES**

The information herein is compiled from sources including KFPD's Traffic Evacuation Report, Fire Chief Pigoni, B/C Grupalo, Police Chief Schuld, Ofc. Harms, Contra Costa County, and other sources, as of October 2020. It was reviewed by the four people above, plus KFPD's Director Nagel and other members of the Emergency Preparedness Committee.

From an article forwarded by B/C Joe Grupalo, found at:

<https://www.vcstar.com/in-depth/news/local/2019/04/25/california-wildfire-evacuation-routes-traffic-jams/3238313002/>

A USA TODAY Network-California analysis of populations, fire risk zones and roadways shows roughly one out of every 100 ZIP codes in California has a population-to-evacuation-route ratio that is near to or worse than that of Paradise and its neighbor Magalia.

Among that 1% of zip codes, in all of Northern California, only ten zip codes were identified as most hazardous. **94708 is one of them, and it is the only one in the Bay Area.** That is upper Kensington and the North Berkeley Hills, although not upper El Cerrito (for historical reasons of how the respective communities were built up; drive around to see the difference). So upper Kensington lives in the most dangerous zip code in the entire Bay Area in terms of evacuation in an emergency. How to respond to this situation? Here is some evidence and analysis.

1. The Problem

If Kensington residents have to evacuate with little or no notice, because a sudden fire has sprung up in Tilden Park and a strong northeasterly wind is spreading it quickly toward the slope east of the homes on the ridge, how long will it take the town to evacuate?

Some useful data emerge from the Traffic Evacuation Study commissioned by the Fire Board, as well as information from the County and our Police and Fire Departments. The following combines these data in a hypothetical model on which there are no statistical constraints but a range of variables. The model can be tested using other variables, values, and assumptions, and such tests are most welcome.

1. There are about 2800 households in Kensington.
2. Each household has on average 1-2.5 cars. We start with 1.5 cars per household being put on the road during an evacuation, as the traffic consultants do.

3. Assume you need a minimum of 15 feet per car, including space between you and the next car. (This is a very conservative estimate.)
4. Consider an estimate of ten miles of Kensington roads to evacuate on. (This is approximately correct if all but the smallest tributaries and lanes are counted: these are visible on a Google map of Kensington at a map scale of 1000 feet.)

Under these conservative figures, each car would be able to occupy a road length of 12-13 feet, including the space between you and the next car. That's not enough room if everyone is on the road at once. (But see below.)

If every household evacuates in only one car, we get 50% more room, so 18-19 feet per car. Still not great, especially in motion. Essentially, if this model is anywhere near accurate, we are bumper to bumper throughout town. (Some other values can be substituted, but the picture does not improve much.) It is not only the closeness between cars but the backup at the many intersections of small roads in the hills that must be considered.

2. How long will it take to evacuate Kensington?

How long, under these circumstances, will it take to evacuate if you live in the hills? If people are polite at intersections and allow alternate merging, you'll still be slowed by every tributary to the larger roads, including those from outside neighborhoods. It may be difficult to turn on the Arlington. (Don't expect a traffic officer at every junction: police staffing is 1-4 uniforms at any time and they will be at Arlington intersections: Amherst, Sunset, Kensington Park Drive. Assistance may be requested from the County Sheriff, but that mutual aid will depend on other situations in the County.) Some evacuation routes could run through Berkeley and El Cerrito, producing slightly more or less traffic on our streets than estimated here.

What, then, would your rate of progress be, bumper to bumper and alternating at intersections? Would you say one mile an hour? Two? Likely not five, especially if you live in the upper hills. Now, how many miles would you have to go to escape the advancing flames? Recall that once you get to the flatlands, many people there will be evacuating too. Streets may be crowded. Albany and El Cerrito police will have to deal with their own neighborhoods, we are told.

Now think about how many hours you may have to escape. Concord is 12 miles away, and our Fire Chief has noted repeatedly that wildfires during a Diablo Wind Event (the hot, dry northeasterly winds that last a few days several times a year) typically travel at 3-4 mph in this area. (The figures in major fires such as Paradise can be twice that.) So, 3-4 hours to reach Kensington, even from that far away. Does that seem like enough time to evacuate the whole town of 5000 people? Remember that many people will not have go-bags packed. On major evacuation arteries such as Coventry and Ardmore, many blocks have two-way parking with only one traffic lane. Half of the cars parked on those blocks are facing the wrong way, so they

will need to do K-turns. That will delay not only their immediate neighbors but everyone to the east trying to head downhill, and those people will experience a series of bottlenecks.

What if a fire begins nearer to Kensington – say, at the Little Farm in Tilden Park? That’s 1000 feet downslope from the houses on Los Altos Drive. At that rate it reaches these homes in 3-4 minutes. Even at one mile per hour, you might have only 15-20 minutes to evacuate.

The picture for the entire town, unfortunately, does not get better. Los Altos Drive and nearby streets bordering the park are approximately a mile (as the crow flies; longer on the roads) from Colusa Ave. (That’s only provided as a landmark; reaching Colusa Ave. is not reaching safety.) The same fire, traveling 3-4 miles per hour, would take 15-20 minutes to reach Colusa. This may be mitigated because fire could travel more slowly downhill, but on the other hand volatile embers in advance of the flames could leapfrog the front of the fire and ignite new ones farther downslope. Even if the fire only travels one mile per hour, it reaches Colusa in an hour.

In the September 2020 Glass (combined) fires that ravaged Napa and Sonoma Counties, there were documented reports of embers six to eight inches on a side, wafting half a mile to a mile in advance of the fire line. Some people recognized them as eucalyptus. Imagine those embers spreading a mile in advance of the fire line on the Kensington ridge, wafting toward Colusa.

Fire Marshal Dave Gibson has often said in his presentations that in a suburban conflagration another house ignites every four seconds. CNN noted that the Camp Wildfire spread at a rate of one football field a second, a figure quoted by Chief Pigoni. The Chief has also noted that the Butte County Fire was spreading at 2000 acres per hour, or 1.15 square miles, an area slightly larger than Kensington. These must be seen as time-averaged numbers because fires grow geometrically, not linearly, through time. But the rate is still astonishing. If a broad fire line reaches Kensington’s eastern border, the Chief’s note is appropriate for Kensington.

Can a stepped evacuation plan work in Kensington?

If the numbers discussed in these hypothetical models are anywhere near accurate, some important questions are raised about how and when Kensington residents will be warned that they may have to evacuate, should consider evacuating if they feel threatened, and must evacuate. Supervisor Gioia and the County OES have stressed that the County has no evacuation plan and will not issue evacuation orders; that must be handled on a local basis. The City of El Cerrito has announced that it will not use its Nixle account to issue evacuation orders. There should be more public information about who, when, how, and by what criteria the “may, should, must” evacuation advice will be given, particularly to Kensington.

What we know is that “local” evacuation orders will be issued by Kensington’s Police and Fire Departments. The staff on duty will receive the information about the perceived threat, and will consult their superiors (Police Chief and Fire Battalion Chief) for guidance on issuing

announcements. These can be done through the CWS (County Warning Systems), in which all residents should enroll, and through KPD and KFD Nixle accounts.

It is important to understand that public directions come in three levels: **alerts, warnings, and orders**. Residents can receive an “alert” that emphasizes awareness of their surroundings, and suggestions to prepare to pack to leave if necessary. A “warning” suggests that evacuation may be imminent, and those who feel threatened should pre-evacuate. An “order,” of course, is mandatory. But public officials stress not to wait for an official order. Residents of many communities in California, including experienced police and fire officials, testify that they never received notifications. Consider pre-evacuating if you have people with health problems, limited mobility, kids and pets, or the need to gather possessions. This is your life and your decision. If you feel uncomfortable or threatened, you should leave.

Recently the KFPD Board engaged ZoneHaven to create a map of “polygons” of the town that, in theory, would be evacuated sequentially in the event of an emergency so as not to stress all evacuation routes at once. The map comprises 17 polygons in El Cerrito and Kensington, of which three and parts of two others are in Kensington. The most obvious direction of evacuation in case of a Diablo fire event is east to west. Kensington, as noted, is about a mile in length east to west. Considering evacuating in three general stages, how long is the evacuation interval for each of these stages? Given three hours of warning before the fire reaches the eastern slopes, perhaps one hour each. With an hour’s notice, 20 minutes each. **The more advance warning, the better for a stepped evacuation.**

A further question involves how residents will be notified, and not notified, to evacuate according to this model. What will happen if residents to the west are not told to evacuate, or are told not to evacuate, as cars from the east drive past them? What if they need more time to evacuate? And what could be the liability to a public agency if injury or death occurs to people who feel that they should have been evacuated earlier? Our public safety officials should consider these questions in light of the information developed and presented here, and inform the Police and Fire Boards and the public about their plans to implement evacuations.

Conclusion

The information and hypotheses developed here need to be checked and discussed further among our public safety officials, including our Police and Fire Boards. If the estimates need modification, they should be changed, and if necessary a range of estimates should be provided. Public safety measures should be developed and adopted based on reliable evidence and models. Most importantly, the public needs to be educated about the threat that they face and the measures they should take to give themselves the best chance of survival in the event of a conflagration. This is ultimately the responsibility of elected officials.



**KENSINGTON FIRE PROTECTION DISTRICT
Finance Committee Meeting Minutes**

**Thursday, July 16, 2020, 2:00pm
Via Zoom Teleconference**

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

Please click the link below to join the webinar:

<https://zoom.us/j/98009345697>

Or iPhone one-tap :

US: +16699009128,,98009345697# or +13462487799,,98009345697#

Or Telephone:

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

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

Webinar ID: 980 0934 5697

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

1. Call to Order/Roll Call

President Stein called the meeting to order at 2:02pm. Present: President Stein and Director Dommer. One member of the public in attendance.

2. Public Comment

None

3. Approve Minutes of the March 2, and May 22, 2020 Finance Committee Meetings

The minutes of March 2, 2020 are included in the Regional Government Services (RGS) payment dispute letter and since there is not enough information to act on these yet, the Committee did not approve at this time. The minutes of May 22, 2020 were approved by President Stein and Director Dommer.

4. Discussion Items

4.1. Standard Review Process of the Interim General Manager's Timesheets/Reimbursements
Interim General Manager (IGM) Morris-Mayorga reviewed the process and timesheets/reimbursements. President Stein asked for clarification on payment of wages and noted a missing reimbursement for FedEx board packet printing. These are for review only, no action is required unless the Committee has issues to refer to the Board.

4.2. Transmittal Approval Process

IGM Morris-Mayorga reviewed this process and provided an overview of an administrative manual which will incorporate this in accordance with the *Expectations of the Interim General Manager*. President Stein inquired about check signatures required.

4.4 Role and Responsibilities of the Finance Committee – Initial Planning

This item was taken prior to 4.3. IGM Morris-Mayorga reviewed the initial planning for this including typical roles and responsibilities. President Stein noted from a sample of another agency that an alternate may be a good idea.

4.3. RDC Architecture Invoices – KFPD vs. KPPCSD Work Billings for April and May 2020

IGM Morris-Mayorga reviewed these invoices with the Committee along with additional information provided by RDC to determine whether it clarified any of the prior questions.

The Committee agreed that these should not be charged to the District with exception of a charge on May 4 for apparatus bay work.

- 4.5 Financing Components and Arrangements on the Public Safety Building Renovation
IGM Morris-Mayorga briefly reviewed potential financing options for the public safety building renovation in the event the KPPCSD occupies space in the building. Cyrus Modavi, member of the public, commended Director Dommer for all of his work on the public safety building.

5. Future Agenda Items

President Stein confirmed that the Finance Committee would be reviewing the Final Budget at a meeting prior to Board approval in September and noted that the Fire Services Contract Fee should be updated if there are changes in the City of El Cerrito's budget which would impact it.

6. Adjournment

The meeting was adjourned at 3:07pm.



KENSINGTON FIRE PROTECTION DISTRICT

Emergency Preparedness Committee Meeting

Meeting Minutes
Thursday, June 25, 2020

Via Zoom Teleconference

This meeting was conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order. The following people were present.

Directors: Larry Nagel and Kevin Padian
 EPC Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Paul Moss, David Spath
 Public: Danielle Madugo, Lorika G., Chief Tom Welch (Mill Valley), Mike Shanks and Chris Roller (Genasys)
 Staff: Mary Morris-Mayorga

1. Call to Order/Roll Call: The meeting was called to order at 3:05 PM by Chair Kevin Padian.
2. The minutes of the May 28, 2020 Emergency Preparedness Committee meeting were approved.
3. There were no public comment on items not on the agenda.
4. The following brief reports were made by EPC members:

Peter Guerrero: Peter is writing a thank you letter to Wildfire Safety. Also asked to have the camera pointed down Wildcat Canyon during read flag days. The letter will be signed by Julie Stein, the President of the KFPD.

The camera looking NW is caked "Vollmer Tower Top." It's current view encompasses the reservoir., Wildcat Canyon, and the Kensington/EI Cerrito/Richmond ridge. The camera looking SE is called "Vollmer Peak" and it is currently looking at Mt. Diablo, south. Diablo winds blow strongly from the NE, so there is currently a blind spot between these two views. The cameras can, however, be rotated.

Lisa Caronna has done some research on chippers. She is suggesting that think about placing dumpsters around town. We will discuss this further at the next meeting.

5. Discussion Items

5.1. Presentation on PA/Siren devices by Mike Shanks and Chris Roller of Genasys

Genasys markets a Multi-Channel Public Safety System which includes audio alerting, telecom messaging, sirens, and Integrated Speaker Management and Remote Activation. The system can be activated remotely. The systems is IPAWS certified and systems have been installed in Newport Beach, Laguna Beach and Mill Valley.

The preliminary layout for Kensington has three speakers, but more may be required to heard during high wind conditions (40-60 mph wind). Kevin Padian reported that has received a sample contract.

Marin County is using their Measure C funds to pay for the speakers. Berkeley is proposing something similar to Measure C as a possible source of funds. Oakland also is considering investigating speakers in the Oakland hills.

The Genasys quote was \$ 379,000 for three towers.

Katie Gluck noted that there are other vendors but that she has had trouble contacting them.

5.2. Discussion of PA/Siren devices with Mill Valley Deputy Chief of Operations and Training Chief Tom Welch:

Chief Tom Welch from Mill Valley gave a report on the sirens in Mill Valley. There are six sites built out with sirens. Installation by and went very smoothly. Both the local fire department and police department are able activate the sirens.

Sirens were installed by GRE Electric, which is a partner with Genasys.

5.3. Proposal from ECFD for a 3-year, \$5000 software service contract with ZoneHaven:

Kevin Padian reported that he doesn't understand what the \$ 10,000 allocated by the board has paid for, and he will ask ZoneHaven to give a status report to the full board.

5.4. Update and discussion of implementing Traffic Evacuation Study recommendations with KPD

Kevin reported that he and KPD Traffic Officer Brad Harms visited Sunset Cenetary last Friday and had a meeting with the management. Sunset Cenetary is agreeable to opening the cemetery in an emergency and have given Officer Harms a key to the gates. They have agreed to allow us to install exit signs in the cemetery.

There are eight ballards in town that are controlled by the county. These will be replaced by chains that can be unlocked in an emergency.

Kevin Padian reported that parking will be changed on Red Flag Days. A meeting with John Gioia's office, Contra Costa Department of Public Works, the KPD, and KFPD is in the works. Kevin also reported that he has ordered 24 vests for volunteer traffic guides.

Officer Harms operated a very successful volunteer program in his previous department.

Kevin Padian reported that the EBMUD is reluctant to let their reservoir be used as a Temporary Refuge Area (TRA) because of liability and security issues.

6. Future Agenda Items:

5.1 Increasing use of local communication resources for information and evacuation planning

5.2 Possible positions: part-time Emergency Preparedness Coordinator; grant-writing consultant

5.3 Increasing and improving cell signal coverage for Kensington

5.4 Hilltop Elementary School evacuation plans

7. The next meeting will be held on July 23, 2020 at 3-5 PM via Zoom.

8. Adjournment Meeting adjourned at 5:02 PM.

These minutes were prepared by Larry Nagel and approved at the Committee meeting on 30 July 2020.

Attest: _____
Emergency Preparedness Committee Member