KENSINGTON FIRE PROTECTION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS
AGENDA
Wednesday, November 9th, 2022 7:00pm
The Fireside Room at the
Unitarian Universalist Church of Berkeley
1 Lawson Rd, Kensington CA 94707

This meeting will be held in person in the Fireside Room at the Unitarian Universalist Church of Berkeley, 1 Lawson Rd, Kensington CA 94707. Members of the public not in attendance may provide public comment by emailing the Board President and Board Clerk prior to the meeting at the following address: public.comment@kensingtonfire.org. Such comments will be noted as received and their contents orally summarized; they will then be included as part of the minutes of the meeting. In-person public comments will have a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting can simply raise their hand to be recognized. Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, 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)).

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).

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

1. ***(7:00pm)* CALL TO ORDER/ROLL CALL**
   President Nagel, Secretary Kosel, Director Dommer, Director Stein

2. ***(7:03pm)* ANNOUNCE AND ADJOURN TO CLOSED SESSION**

   a. **Closed Session:** The Board 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.

      Subject: Public Employee Performance Evaluation (GC54957) – (Title: General Manager)

      Subject: Conference with Labor Negotiators (GC54957.6) – Agency designated representatives: President Larry Nagel and Secretary Janice Kosel; Unrepresented employee: General Manager.

3. ***(7:45pm)* RECONVENE TO OPEN SESSION**
   Report on action taken by the Board during closed session, if any, pursuant to California Government Code Section 54957.1

4. ***(7:48pm)* PUBLIC COMMENT**
   This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda.

5. ***(7:55pm)* ADOPTION OF CONSENT ITEMS**
   Items listed below are consent items, which are considered routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are available to the public by contacting the General Manager. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. (Supporting material)

   a. **Approval of Minutes** of the Board of Director's meetings of 04/13/2022, 04/28/2022, 05/11/2022, 06/08/2022, 06/29/2022 (Continued), 06/29/2022 (Special), 07/13/2022, 09/14/2022, 09/21/2022 (Continued), 10/19/2022 (Special) (Approve)

   b. **Acceptance of Incident Activity Report** October 2022 (Accept)

   c. **Approval of Monthly Transmittal** 11/09/2022 (Approve)

   d. **Approval of Monthly Financial Reports** 10/31/2022 (Approve)

   e. **Appointment of Director Stein to the Emergency Preparedness Committee** (Approve)

6. ***(8:00pm)* OLD BUSINESS - None**

7. ***(8:00pm)* NEW BUSINESS**

   a. ***(8:00pm)* Emergency Preparedness Review Including Emergency Warning Systems, Grants, Red Flag Day Parking Restrictions, and Evacuation Drills**
      (Supporting Material)
      President Nagel and Chief Saylors will review the topics from the 10/27/2022 Emergency Preparedness Meeting in order to develop priorities and next steps for the coming year.
      Action = Presentation/Discussion. Direct staff as needed.

   b. ***(8:50pm)* Construction Update on the PSB Seismic Renovation** (Supporting Material)
      The General Manager will provide a brief progress update on the PSB Seismic Renovation.
      Action = Presentation/Discussion. Direct staff as needed.

   c. ***(9:00pm)* At-Will Employment Agreement for General Manager – Consideration of Amended Employment Agreement** (Supporting Material)
      The General Manager's current At-Will Employment Agreement expires on 11/11/2022. The board will consider amending the agreement with new terms including potential adjustments to compensation, benefits, and/or other conditions.
      Action = Discuss and amend the General Manager's At-Will Employment Agreement and approve adjusting the FY2022-2023 budget to accommodate the terms.

d. ***(9:15pm)* Request KPPCSD Board to Approve Use of the Kensington Community Center on the Second Wednesday of Each Month for KFPD Board Meetings**
Since 2020, the General Managers of the KFPD and KPPCSD have anticipated holding KFPD board meetings in the renovated Community Center with hybrid In-Person/Zoom capabilities. With the easing of Covid restrictions and the implementation of the necessary IT equipment, the KFPD asks the KPPCSD board to approve priority use of the Community Center for its regular meeting dates, as there is a booking conflict with another regular group, the Grizzly Peak Fly Fishers, at that time. If the Community Center is not available, then the Board should determine where to hold its meetings during the renovation of the Public Safety Building (until Spring 2024), and assign a budget amount for rental and portable IT costs.
Action = Discuss and direct staff as needed.

8. ***(9:20pm)* FIRE CHIEF'S REPORT** (Supporting Material)
Action = Presentation/Discussion

9. ***(9:27pm)* EMERGENCY PREP COORDINATOR'S REPORT** (Supporting Material)
Action = Presentation/Discussion

10. ***(9:35pm)* GENERAL MANAGER'S REPORT** (Supporting Material)
Action = Presentation/Discussion

11. ***(9:45pm)* COMMITTEE REPORTS**
Informational reports from Board members or staff covering the following assignments:

a. **Emergency Preparedness Committee Meeting** - Nagel (Supporting Material)
Draft Meeting Minutes of 10/27/2022 included for reference.
Action = Report by EPC Chair & Discussion

b. **Finance Committee Meeting** - None

12. ***(9:55pm)* OUTSIDE AGENCIES REPORTS**

a. **Contra Costa Special Districts Association** – None. Next mtg is 11/21/2022.

13. ***(10:00pm)* ADJOURNMENT**
The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on December 14, 2022 at 7:00pm. The deadline for agenda items to be included in the Board packet is Wednesday, November 30, 2022 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, December 7, 2022 by 1:00pm.

KENSINGTON FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
Wednesday, November 9th, 2022 7:00pm
The Fireside Room at the
Unitarian Universalist Church of Berkeley
1 Lawson Rd, Kensington CA 94707

Public Online Access for the November 9th, 2022 Board of Directors Meeting

Please note that for the 11/09/2022 in-person meeting of the KFPD Board of Directors, to be held at the Fireside Room of the Unitarian Universalist Church of Berkeley, the public may attend online and comment during the appropriate agenda items by clicking the link below to join the Zoom webinar. Please see the posted meeting agenda for details on the timing of items. Note that a Closed-Session will be held from 7:00PM to 7:45PM, and the Open-Session will follow.

https://us06web.zoom.us/j/84190497637?pwd=ekFNNW82RW5GM3NmRkVyeERpcHRodz09

Passcode: 6565

Or One tap mobile :
US: +16694449171,,84190497637#,,,,*208913# or +17207072699,,84190497637#,,,,*208913#

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Dial (for higher quality, dial a number based on your current location):
+1 669 444 9171
+1 720 707 2699
+1 253 215 8782
+1 346 248 7799
+1 719 359 4580
+1 360 209 5623
+1 386 347 5053
+1 507 473 4847
+1 564 217 2000
+1 646 558 8656
+1 646 931 3860
+1 689 278 1000
+1 301 715 8592
+1 309 205 3325
+1 312 626 6799

Webinar ID: 841 9049 7637
Passcode: 6565

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: November 3, 2022

TO: Kensington Fire Protection District Board Members

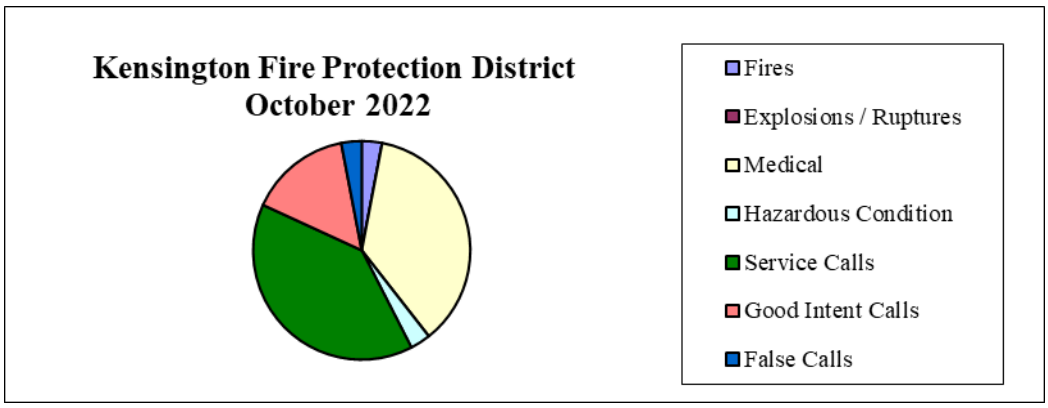
FROM: Jose Castrejon: Battalion Chief

RE: **Incident Activity Reports for the Month of October 2022**

There were 33 incidents that occurred during the month of October in the community of Kensington. This is an increase of 12 incidents over the previous month. Please see the attached "Incident Log" for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of 55 calls for service, which is a decrease of two incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 3,416 calls for service so far this year.

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

	Call Type	Call Type	Call Type	Call Type
1:	**Fires**	*(Structure, Trash, Vehicles, Vegetation Fires)*	1	3.03%
2:	**Explosions / Ruptures**	*(Over Pressure/Ruptures, Explosions, Bombs*	0	0.00%
3:	**Medical**	*(EMS, Vehicle Accidents, Extrication Rescue)*	12	36.36%
4:	**Hazardous Condition**	*(Chemical Spills, Leaks, Down Power Lines)*	1	3.03%
5:	**Service Calls**	*(Distress, Water/Smoke/Odor Problems, Public Assists)*	13	39.39%
6:	**Good Intent Calls**	*(Cancelled En Route, Wrong Location)*	5	15.15%
7:	**False Calls**	*(Wrong Company/Unit Dispatched)*	1	3.03%
	Totals		**33**	**100.00%**



Kensington Responses
October 2022

#	incident	alarmdate	incidenttype	streethighway	type	city	apparatus
1	0022117802	02-Oct-22 05:40:01	550	Arlington	AVE	Kensington	E165
2	0022118082	02-Oct-22 21:46:00	554	Ocean View	AVE	Kensington	E165
3	0022118865	04-Oct-22 18:28:17	554	Anson	WAY	Kensington	E165
4	0022118940	04-Oct-22 22:59:17	321	Beloit	AVE	Kensington	E165
5	0022119582	06-Oct-22 12:05:04	611M	Highland	BLVD	Kensington	E172
6	0022119623	06-Oct-22 14:17:33	321	Arlington	AVE	Kensington	E165
7	0022119995	07-Oct-22 12:30:35	321	Anson	WAY	Kensington	E165
8	0022120297	08-Oct-22 05:54:09	321	Trinity	AVE	Kensington	E165
9	0022120438	08-Oct-22 13:36:20	554	Ocean View	AVE	Kensington	E165
10	0022121525	11-Oct-22 10:18:38	321	Franciscan	WAY	Kensington	E165
11	0022121672	11-Oct-22 16:19:49	554	Sunset	DR	Kensington	E165
12	0022122877	14-Oct-22 13:14:58	400	Lexington	RD	Kensington	E172
13	0022123319	15-Oct-22 16:50:13	611M	Canon	DR	Kensington	E165
14	0022123684	16-Oct-22 17:13:57	550	0-0 Central Park	DR	Kensington	E165
15	0022123718	16-Oct-22 18:42:16	611X	Kerr	AVE	Kensington	E165
16	0022124121	17-Oct-22 18:40:55	321	Jessen	CT	Kensington	E165
17	0022125507	20-Oct-22 22:09:07	5000	Ocean View	AVE	Kensington	E171
18	0022125600	21-Oct-22 07:21:46	700	Trinity	AVE	Kensington	E165
19	0022125854	21-Oct-22 18:30:01	550	Ocean View	AVE	Kensington	E165
20	0022125904	21-Oct-22 21:13:02	5000	Richardson	RD	Kensington	E165
21	0022126679	23-Oct-22 20:53:54	321	Amherst	AVE	Kensington	E165
22	0022127244	25-Oct-22 07:32:59	321	Berkeley Park	BLVD	Kensington	E165
23	0022127857	26-Oct-22 15:26:40	130	Garden	DR	Kensington	E172
24	0022128317	27-Oct-22 16:19:43	550	Arlington	AVE	Kensington	E165
25	0022128414	27-Oct-22 20:32:15	554	Ocean View	AVE	Kensington	E171
26	0022128720	28-Oct-22 14:30:22	554	Amherst	AVE	Kensington	E165
27	0022129038	29-Oct-22 09:11:25	321	Edgecroft	RD	Kensington	E165
28	0022129139	29-Oct-22 14:16:50	611M	Parkside	CT	Kensington	E165
29	0022129327	29-Oct-22 22:53:06	321	York	AVE	Kensington	E165
30	0022129453	30-Oct-22 08:22:14	321	York	AVE	Kensington	E165
31	0022129566	30-Oct-22 13:27:35	321	Wellesley	AVE	Kensington	E165

Kensington Responses
October 2022

32	0022129624	30-Oct-22 15:45:35	611M	Kensington	RD	Kensington	E165
33	0022129824	31-Oct-22 06:51:41	553	Ocean View	AVE	Kensington	E171

Type Series	Description
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)***

Engine 65 Responses
October 2022

#	incident	date	incidenttype	street	type	city	apparatus
1	0022117657	01-Oct-22 17:37:49	611	Shevlin	DR	El Cerrito	E165
2	0022117802	02-Oct-22 05:40:01	550	Arlington	AVE	Kensington	E165
3	0022118082	02-Oct-22 21:46:00	554	Ocean View	AVE	Kensington	E165
4	0022118326	03-Oct-22 12:48:55	412	Bonnie	DR	El Cerrito	E165
5	0022118865	04-Oct-22 18:28:17	554	Anson	WAY	Kensington	E165
6	0022118940	04-Oct-22 22:59:17	321	Beloit	AVE	Kensington	E165
7	0022119623	06-Oct-22 14:17:33	321	Arlington	AVE	Kensington	E165
8	0022119772	06-Oct-22 20:50:12	611F	Bel View	CT	El Cerrito	E165
9	0022119995	07-Oct-22 12:30:35	321	Anson	WAY	Kensington	E165
10	0022120063	07-Oct-22 15:59:16	733	Shevlin	DR	El Cerrito	E165
11	0022120297	08-Oct-22 05:54:09	321	Trinity	AVE	Kensington	E165
12	0022120438	08-Oct-22 13:36:20	554	Ocean View	AVE	Kensington	E165
13	0022121291	10-Oct-22 16:39:10	321	Wildcat Canyon	RD	Berkeley	E165
14	0022121525	11-Oct-22 10:18:38	321	Franciscan	WAY	Kensington	E165
15	0022121672	11-Oct-22 16:19:49	554	Sunset	DR	Kensington	E165
16	0022121768	11-Oct-22 19:20:11	611X	Lincoln	AVE	El Cerrito	E165
17	0022122756	14-Oct-22 08:17:28	611X	Ramona	AVE	El Cerrito	E165
18	0022123184	15-Oct-22 10:00:22	321	Richmond	ST	El Cerrito	E165
19	0022123319	15-Oct-22 16:50:13	611M	Canon	DR	Kensington	E165
20	0022123684	16-Oct-22 17:13:57	550	0-0 Central Park	DR	Kensington	E165
21	0022123718	16-Oct-22 18:42:16	611X	Kerr	AVE	Kensington	E165
22	0022123765	16-Oct-22 21:04:15	321	Leneve	PL	El Cerrito	E165
23	0022124121	17-Oct-22 18:40:55	321	Jessen	CT	Kensington	E165
24	0022124526	18-Oct-22 18:24:07	321	Balra	DR	El Cerrito	E165
25	0022124778	19-Oct-22 10:45:41	611M	Key	BLVD	El Cerrito	E165
26	0022124784	19-Oct-22 10:57:10	353	Lexington	AVE	El Cerrito	E165
27	0022125600	21-Oct-22 07:21:46	700	Trinity	AVE	Kensington	E165
28	0022125609	21-Oct-22 07:44:12	733	Kent	DR	El Cerrito	E165
29	0022125612	21-Oct-22 07:51:09	412	Manila	AVE	El Cerrito	E165
30	0022125854	21-Oct-22 18:30:01	550	Ocean View	AVE	Kensington	E165
31	0022125904	21-Oct-22 21:13:02	5000	Richardson	RD	Kensington	E165

Engine 65 Responses
October 2022

32	0022126679	23-Oct-22 20:53:54	321	Amherst	AVE	Kensington	E165
33	0022126751	24-Oct-22 02:26:09	5000	Terrace	DR	El Cerrito	E165
34	0022126896	24-Oct-22 11:35:02	321	Fern	ST	El Cerrito	E165
35	0022127146	24-Oct-22 21:55:01	321	Villa Nueva	DR	El Cerrito	E165
36	0022127244	25-Oct-22 07:32:59	321	Berkeley Park	BLVD	Kensington	E165
37	0022127422	25-Oct-22 15:08:58	611M	Fleming	AVE	Richmond	E165
38	0022127506	25-Oct-22 19:20:33	900A	Craft	AVE	El Cerrito	E165
39	0022128201	27-Oct-22 12:02:02	321	King	DR	El Cerrito	E165
40	0022128278	27-Oct-22 14:40:46	321	Carlson	BLVD	El Cerrito	E165
41	0022128317	27-Oct-22 16:19:43	550	Arlington	AVE	Kensington	E165
42	0022128488	28-Oct-22 03:22:55	321	Carmel	AVE	El Cerrito	E165
43	0022128650	28-Oct-22 11:51:16	554	King	DR	El Cerrito	E165
44	0022128659	28-Oct-22 12:08:13	733	San Pablo	AVE	El Cerrito	E165
45	0022128720	28-Oct-22 14:30:22	554	Amherst	AVE	Kensington	E165
46	0022128770	28-Oct-22 15:10:00	733	San Pablo	AVE	El Cerrito	E165
47	0022129038	29-Oct-22 09:11:25	321	Edgecroft	RD	Kensington	E165
48	0022129083	29-Oct-22 11:35:57	321	Wildcat	DR	El Cerrito	E165
49	0022129139	29-Oct-22 14:16:50	611M	Parkside	CT	Kensington	E165
50	0022129176	29-Oct-22 15:45:16	321	Bates	AVE	El Cerrito	E165
51	0022129327	29-Oct-22 22:53:06	321	York	AVE	Kensington	E165
52	0022129453	30-Oct-22 08:22:14	321	York	AVE	Kensington	E165
53	0022129566	30-Oct-22 13:27:35	321	Wellesley	AVE	Kensington	E165
54	0022129624	30-Oct-22 15:45:35	611M	Kensington	RD	Kensington	E165
55	0022130043	31-Oct-22 16:30:56	321	Havens	PL	El Cerrito	E165

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 : 11/9/2022
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	11/1/2022	Fire Protection Services 11/01/2022	7840	2328						330,554.02
	Pacific Mobile Structures, Inc.	10/17/2022	Temp Station: Mobile Structure Install/Rent	7847	2310						31,932.10
	Air Exchange	10/18/2022	Temp Station: Light Duty Vehicle Exhausts	7847	2310						5,499.00
	El Cerrito Fire Department	10/25/2022	Temp Station: Moving Expenses	7847	2310						895.64
	CWS Construction Group Inc	10/31/2022	PSB Renovation: Contractor Pmt 01	7847	2310						214,343.75
	OBS Engineering, Inc.	11/1/2022	Temp Station: Contractor Pmt 02	7847	2310						224,827.19
	ZFA Structural Engineers	10/31/2022	PSB Renovation: Soft Costs	7847	2310						2,514.36
	BKF Engineers	11/1/2022	Temp Station: Soft Costs	7847	2310						85.20
	KPPCSD	11/7/2022	Temp Facility: Sublet Oct 2022	7847	2310						2,438.55
	KPPCSD	11/7/2022	Temp Facility: Sublet Nov 2022	7847	2310						2,438.55
	Marjang Design	11/4/2022	PSB Renovation: Soft Costs	7847	2310						21,815.18
50147	KFPD Revolving Fund	11/9/2022	Reimburse Revolving fund	7840	2490						102,171.71
	TOTAL										**939,515.25**

Kensington FPD Approval

Board President

General Manager

Kensington Fire Protection District
Checking Account Replenishment
November 9, 2022

Transactions:

Payee	Date	Expenses	Description
VSP	10/03/2022	$ 323.10	VSP Payment
Google	10/05/2022	$ 90.00	Email Service
Zoom	10/06/2022	$ 140.00	Zoom Payment
W Hansell	10/07/2022	$ 5,582.37	Payroll
Fed/State	10/07/2022	$ 4,292.84	Payroll Tax Withholding
Heartland Payroll	10/07/2022	$ 95.27	Payroll Processing Fee
Costco	10/07/2022	$ 607.35	Food for Pancake Breakfast
Costco	10/07/2022	$ 120.00	Costco Membership
CalPERS	10/11/2022	$ 3,801.57	Retiree Health
Nerd Crossing	10/11/2022	$ 250.00	IT Support
State Compensation Insurance Fund	10/11/2022	$ 23.04	Workers Comp Insurance
Airport Home Appliance	10/12/2022	$ 4,125.87	Appliances for Modular Building
Streamline	10/13/2022	$ 260.00	Website
Netgear Inc	10/13/2022	$ 899.23	Mobile Hotspot Equipment
FedEx Office	10/13/2022	$ 11.45	BOD Packet
CCC Tax Collector	10/14/2022	$ 908.89	County Tax Payment
Ooma Inc	10/14/2022	$ 32.45	Office Telephone
Bay Area Automatic Gates (Check #5014)	10/17/2022	$ 18,904.00	Temp Facility Automatic Gate
Terminix	10/17/2022	$ 330.00	ScanMaster
EBMUD	10/17/2022	$ 528.01	Building Utilities/Service - Water/Sewer
Pasttime Hardware	10/17/2022	$ 779.04	Supplies for Temp Facility
Acapulco Rock & Soil	10/17/2022	$ 713.38	Sandbags
Home Depot	10/17/2022	$ 588.76	Supplies for Temp Facility
Zachary's Chicago Pizza	10/17/2022	$ 137.27	Staff food for Move-Out
Andronico's	10/17/2022	$ 58.78	Groundbreaking Ceremony
USPS	10/17/2022	$ 21.05	Change of Address
Maze & Associates (Check #995129)	10/18/2022	$ 3,000.00	Accounting Services
East Bay Sanitary	10/18/2022	$ 124.60	Waste Removal
Stericycle	10/18/2022	$ 323.63	Disposal Services
Bayshore	10/18/2022	$ 308.85	Groundbreaking Ceremony
Pasttime Hardware	10/18/2022	$ 169.52	Supplies for Temp Facility
Nerd Crossing (Check #995139)	10/19/2022	$ 250.00	IT Support
Maze & Associates (Check #995134)	10/20/2022	$ 3,000.00	Accounting Services
Home Depot	10/20/2022	$ 58.14	Supplies for Temp Facility
Meyers Nave (Check #995133)	10/21/2022	$ 306.72	Legal Services
Altivu (Check #995131)	10/21/2022	$ 8,766.66	Emergency Prep Coordination Services
W Hansell	10/21/2022	$ 5,651.77	Payroll
Fed/State	10/21/2022	$ 4,375.83	Payroll Tax Withholding
Heartland Payroll	10/21/2022	$ 95.27	Payroll Processing Fee
Safeway	10/21/2022	$ 52.75	Groundbreaking Ceremony
MailStream (Check #995132)	10/24/2022	$ 1,639.63	Public Education
Ooma Inc	10/24/2022	$ 34.32	Office Telephone
CrashPlan	10/24/2022	$ 9.99	Monthly Payment for Cloud Backup
Comcast	10/24/2022	$ 196.60	Internet
Unitarian Church of Berkeley (Check #995136)	10/25/2022	$ 1,300.00	Parking Lot Rent
PG&E	10/25/2022	$ 134.48	Gas Service
CCC Auditor-Controller (Check #995140)	10/26/2022	$ 2,078.12	LAFCO 22-23
All-Ways Green Services (Check #995135)	10/26/2022	$ 201.56	PSB Maintenance
AT&T	10/28/2022	$ 1,423.78	Office Telephone
Contra Costa County	10/31/2022	$ 1.05	Processing Fee
Contra Costa County	10/31/2022	$ 41.82	Planning Fees
Bay Shred Inc	10/31/2022	$ 1,700.00	Shredding
Mack5 (Check #995138)	10/31/2022	$ 6,300.00	Temp Facility Project Management
Mack5 (Check #995137)	10/31/2022	$ 15,269.75	Temp Facility Project Management
PG&E	10/31/2022	$ 1,718.64	Electric Service
Copy Central	10/31/2022	$ 14.51	Copies
Net Withdrawals for Replenishment		$ 102,171.71	
		$ -	
Replenishment Adjusted for Monthly Bills		$ 102,171.71	

Board President Date

General Manager Date

Kensington Fire Protection District
Cash and Investment Balance Sheet
As of October 31, 2022

Current Cash and Investments

		Comments
Cash Balance		
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	143,528.43	Balance as of 10/31/2022, Pending Reconciliations
General Fund	659,704.08	Balance as of 10/31/2022, Pending Reconciliations
Special Tax Fund	0.02	Balance as of 10/31/2022, Pending Reconciliations
Capital Fund	1,089,894.65	Balance as of 10/31/2022, Pending Reconciliations
Total Cash Balance	**1,893,327.18**	
Investments		
US T-Bills - 4/20/23	3,000,000.00	Balance as of 10/31/2022, Pending Reconciliations
Fed Home Lon Bk Fixed Securities - 9/27/23	3,500,000.00	Balance as of 10/31/2022, Pending Reconciliations
Other	17,719.01	Balance as of 10/31/2022, Pending Reconciliations
Total Investments	6,517,719.01	
Total Current Cash and Investments	**8,411,046.19**	

Kensington Fire Protection District
Profit & Loss Budget vs. Actual
July through October 2022

	Jul - Oct 22	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	4,651,576.24	4,689,181.00	-37,604.76	99.2%
Special Taxes	200,436.70	206,462.00	-6,025.30	97.08%
Other Tax Income	0.00	24,000.00	-24,000.00	0.0%
Lease Agreement	3,050.25	0.00	3,050.25	100.0%
Interest Income	33,260.17	20,000.00	13,260.17	166.3%
CERBT Reimbursement	18,088.02	80,000.00	-61,911.98	22.61%
Miscellaneous Income	163.18	0.00	163.18	100.0%
Total Income	4,906,574.56	5,019,643.00	-113,068.44	97.75%
Expense				
Rent	3,250.00			
Staff				
Wages	50,105.44	130,000.00	-79,894.56	38.54%
Vacation Wages	2,700.00	21,665.00	-18,965.00	12.46%
Medical/dental ins compensation	3,000.00	12,000.00	-9,000.00	25.0%
Payroll Taxes	4,269.12	12,500.00	-8,230.88	34.15%
Workers Compensation/Life Ins	1,760.33	650.00	1,110.33	270.82%
Payroll Processing	753.70	2,500.00	-1,746.30	30.15%
Total Staff	62,588.59	179,315.00	-116,726.41	34.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	11,404.71	72,500.00	-61,095.29	15.73%
Delta Dental	3,795.16	14,000.00	-10,204.84	27.11%
Vision Care	969.30	4,100.00	-3,130.70	23.64%
CalPERS Settlement	0.00	7,616.00	-7,616.00	0.0%
Total RETIREE MEDICAL BENEFITS	16,169.17	98,216.00	-82,046.83	16.46%
OUTSIDE PROFESSIONAL SERVICES				
Nixle Fee	3,182.70	4,000.00	-817.30	79.57%
Long Term Financial Planner	3,162.50	5,000.00	-1,837.50	63.25%
Emergency Prep Coordinator	26,299.98	105,200.00	-78,900.02	25.0%
Accounting	9,000.00	36,000.00	-27,000.00	25.0%
Actuarial Valuation	0.00	5,600.00	-5,600.00	0.0%
Audit	0.00	16,000.00	-16,000.00	0.0%
Bank Fee	0.00	25.00	-25.00	0.0%
Contra Costa County Expenses	23,735.48	38,000.00	-14,264.52	62.46%
El Cerrito Contract Fee	1,281,161.03	3,843,483.00	-2,562,321.97	33.33%
El Cerrito Reconciliation(s)	41,055.03	123,165.00	-82,109.97	33.33%
IT Services and Equipment	1,000.00	15,000.00	-14,000.00	6.67%
Fire Abatement Contract	0.00	5,000.00	-5,000.00	0.0%
Fire Engineer Plan Review	640.00	3,000.00	-2,360.00	21.33%
RGS Contract	0.00	0.00	0.00	0.0%
Grant Writer/Coordinator	0.00	50,000.00	-50,000.00	0.0%
Risk Management Insurance	0.00	19,000.00	-19,000.00	0.0%
LAFCO Fees	0.00	5,000.00	-5,000.00	0.0%

Kensington Fire Protection District
Profit & Loss Budget vs. Actual
July through October 2022

	Jul - Oct 22	Budget	$ Over Budget	% of Budget
Legal Fees	8,281.44	20,000.00	-11,718.56	41.41%
BHI/GM Recruitment	0.00	0.00	0.00	0.0%
Temporary Services	0.00	0.00	0.00	0.0%
Traffic Study	0.00	0.00	0.00	0.0%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	1,040.00	4,500.00	-3,460.00	23.11%
Wildland Vegetation Mgmt	2,500.00	7,600.00	-5,100.00	32.9%
Total OUTSIDE PROFESSIONAL SERVICES	1,401,058.16	4,315,573.00	-2,914,514.84	32.47%
COMMUNITY SERVICE ACTIVITIES				
Groundbreaking Ceremony	420.38			
Public Education	3,998.93	30,000.00	-26,001.07	13.33%
EP Coord Expense Account	0.00	1,000.00	-1,000.00	0.0%
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	4,000.00	-4,000.00	0.0%
Open Houses	607.35	1,800.00	-1,192.65	33.74%
Community Shredder	2,963.51	5,000.00	-2,036.49	59.27%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	25,000.00	-25,000.00	0.0%
Community Sandbags	713.38	1,900.00	-1,186.62	37.55%
Volunteer Appreciation	0.00	500.00	-500.00	0.0%
Community Center Contribution	0.00	500.00	-500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	8,703.55	72,200.00	-63,496.45	12.06%
DISTRICT ACTIVITIES				
Professional Development	595.00	10,000.00	-9,405.00	5.95%
Office				
Office Equipment	899.23			
Office Expense	1,372.95	5,000.00	-3,627.05	27.46%
Office Supplies	0.00	2,000.00	-2,000.00	0.0%
Telephone	6,329.31	8,000.00	-1,670.69	79.12%
Office- Other	0.00	500.00	-500.00	0.0%
Office - Other	0.00	0.00	0.00	0.0%
Total Office	8,601.49	15,500.00	-6,898.51	55.49%
Election	0.00	7,500.00	-7,500.00	0.0%
Firefighter's Apparel & PPE	1,264.02	2,000.00	-735.98	63.2%
Firefighters' Expenses	28,581.68	30,000.00	-1,418.32	95.27%
Staff Appreciation	137.27	3,000.00	-2,862.73	4.58%
Memberships	695.00	9,000.00	-8,305.00	7.72%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	0.00	0.00	0.0%
Gardening service	0.00	4,000.00	-4,000.00	0.0%
Building alarm	0.00	1,500.00	-1,500.00	0.0%
Medical Waste Disposal	124.60	7,500.00	-7,375.40	1.66%
Janitorial Service	806.24	2,000.00	-1,193.76	40.31%
Miscellaneous Maint.	9,199.70	5,000.00	4,199.70	183.99%

Kensington Fire Protection District
Profit & Loss Budget vs. Actual
July through October 2022

	Jul - Oct 22	Budget	$ Over Budget	% of Budget
Total Building Maintenance	10,130.54	20,000.00	-9,869.46	50.65%
Building Utilities/Service				
Gas and Electric	5,042.20	13,000.00	-7,957.80	38.79%
Water/Sewer	1,472.32	4,000.00	-2,527.68	36.81%
Total Building Utilities/Service	6,514.52	17,000.00	-10,485.48	38.32%
Total DISTRICT ACTIVITIES	56,519.52	114,000.00	-57,480.48	49.58%
Contingency				
General	0.00	25,000.00	-25,000.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Expense	1,548,288.99	4,804,304.00	-3,256,015.01	32.23%
Net Ordinary Income	3,358,285.57	215,339.00	3,142,946.57	1,559.53%
Other Income/Expense				
Other Income				
Discount on US TBills	61,625.00			
Discount on Fixed Security	143,060.07			
Total Other Income	204,685.07			
Net Other Income	204,685.07			
Net Income	**3,562,970.64**	**215,339.00**	**3,347,631.64**	**1,654.59%**

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

11/02/22
Accrual Basis

	Jul - Oct 22	Jul - Oct 21	$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,651,576.24	4,441,921.68	209,654.56	4.7%
Special Taxes	200,436.70	204,417.70	-3,981.00	-2.0%
Lease Agreement	3,050.25	12,201.00	-9,150.75	-75.0%
Interest Income	33,260.17	4,530.66	28,729.51	634.1%
CERBT Reimbursement	18,088.02	0.00	18,088.02	100.0%
Miscellaneous Income	163.18	0.00	163.18	100.0%
Total Income	4,906,574.56	4,663,071.04	243,503.52	5.2%
Expense				
Rent	3,250.00	0.00	3,250.00	100.0%
Staff				
Wages	50,105.44	47,038.00	3,067.44	6.5%
Vacation Wages	2,700.00	0.00	2,700.00	100.0%
Medical/dental ins compensation	3,000.00	1,000.00	2,000.00	200.0%
Payroll Taxes	4,269.12	3,674.90	594.22	16.2%
Workers Compensation/Life Ins	1,760.33	-540.74	2,301.07	425.5%
Payroll Processing	753.70	576.50	177.20	30.7%
Total Staff	62,588.59	51,748.66	10,839.93	21.0%
RETIREE MEDICAL BENEFITS				
PERS Medical	11,404.71	0.00	11,404.71	100.0%
Delta Dental	3,795.16	0.00	3,795.16	100.0%
Vision Care	969.30	0.00	969.30	100.0%
CalPERS Settlement	0.00	3,808.32	-3,808.32	-100.0%
Total RETIREE MEDICAL BENEFITS	16,169.17	3,808.32	12,360.85	324.6%
OUTSIDE PROFESSIONAL SERVICES				
Nixle Fee	3,182.70	3,182.70	0.00	0.0%
Long Term Financial Planner	3,162.50	0.00	3,162.50	100.0%
Emergency Prep Coordinator	26,299.98	33,333.32	-7,033.34	-21.1%
Accounting	9,000.00	12,000.00	-3,000.00	-25.0%
Bank Fee	0.00	25.00	-25.00	-100.0%
Contra Costa County Expenses	23,735.48	19,565.05	4,170.43	21.3%
El Cerrito Contract Fee	1,281,161.03	1,175,290.18	105,870.85	9.0%
El Cerrito Reconciliation(s)	41,055.03	63,683.21	-22,628.18	-35.5%
IT Services and Equipment	1,000.00	22.78	977.22	4,289.8%
Fire Engineer Plan Review	640.00	0.00	640.00	100.0%
Legal Fees	8,281.44	3,743.12	4,538.32	121.2%
Website Development/Maintenance	1,040.00	1,040.00	0.00	0.0%
Wildland Vegetation Mgmt	2,500.00	0.00	2,500.00	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	1,401,058.16	1,311,885.36	89,172.80	6.8%
COMMUNITY SERVICE ACTIVITIES				
Groundbreaking Ceremony	420.38	0.00	420.38	100.0%
Public Education	3,998.93	10,223.20	-6,224.27	-60.9%
Open Houses	607.35	0.00	607.35	100.0%
Community Shredder	2,963.51	0.00	2,963.51	100.0%
Community Sandbags	713.38	0.00	713.38	100.0%
Total COMMUNITY SERVICE ACTIVITIES	8,703.55	10,223.20	-1,519.65	-14.9%
DISTRICT ACTIVITIES				
Equipment	0.00	1,696.98	-1,696.98	-100.0%
Professional Development	595.00	3,323.58	-2,728.58	-82.1%
Office				
Office Equipment	899.23	0.00	899.23	100.0%
Office Expense	1,372.95	1,120.47	252.48	22.5%
Office Supplies	0.00	527.10	-527.10	-100.0%
Telephone	6,329.31	2,427.28	3,902.03	160.8%
Total Office	8,601.49	4,074.85	4,526.64	111.1%
Firefighter's Apparel & PPE	1,264.02	0.00	1,264.02	100.0%
Firefighters' Expenses	28,581.68	0.00	28,581.68	100.0%
Staff Appreciation	137.27	93.49	43.78	46.8%
Memberships	695.00	7,615.00	-6,920.00	-90.9%
Building Maintenance				
Medical Waste Disposal	124.60	903.58	-778.98	-86.2%
Janitorial Service	806.24	642.65	163.59	25.5%
Miscellaneous Maint.	9,199.70	5,021.72	4,177.98	83.2%
Total Building Maintenance	10,130.54	6,567.95	3,562.59	54.2%

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

	Jul - Oct 22	Jul - Oct 21	$ Change	% Change
Building Utilities/Service				
Gas and Electric	5,042.20	4,385.54	656.66	15.0%
Water/Sewer	1,472.32	2,840.37	-1,368.05	-48.2%
Total Building Utilities/Service	6,514.52	7,225.91	-711.39	-9.8%
Total DISTRICT ACTIVITIES	56,519.52	30,597.76	25,921.76	84.7%
Total Expense	1,548,288.99	1,408,263.30	140,025.69	9.9%
Net Ordinary Income	3,358,285.57	3,254,807.74	103,477.83	3.2%
Other Income/Expense				
Other Income				
Discount on US TBills	61,625.00	0.00	61,625.00	100.0%
Discount on Fixed Security	143,060.07	0.00	143,060.07	100.0%
Total Other Income	204,685.07	0.00	204,685.07	100.0%
Net Other Income	204,685.07	0.00	204,685.07	100.0%
Net Income	**3,562,970.64**	**3,254,807.74**	**308,162.90**	**9.5%**

Kensington Fire Protection District
Trial Balance
As of October 31, 2022

11/02/22
Accrual Basis

	Oct 31, 22	
	Debit	Credit
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	143,528.43	
General Fund	659,704.08	
Special Tax Fund	0.02	
Capital Fund	1,089,894.65	
Accounts Receivable	4,805.80	
Advance on Taxes	4,697,224.77	
Advance on Supplemental Taxes	95,090.40	
Deposits on Fixed Assets	20,000.00	
Prepaid Services - EC	0.07	
Prepaid Exp.	1,159.00	
Prepaid CERBT - Retiree Trust	461,679.48	
Investments:US TBIlls - 4/20/23	3,000,000.00	
Investments:Fed Home Loan Bk - 9/27/23	3,500,000.00	
Investments:Fire Protect. Contract Reserves	17,719.01	
Land	5,800.00	
Equipment	2,073,780.43	
Accumulated Depreciation-Equip		1,011,602.78
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,208,874.20
Current Capital Outlay:Temporary Facilities Project	379,194.25	
Current Capital Outlay:PSB Renovation Soft Costs	571,907.18	
Current Capital Outlay:P/S Building Repair/Replace	22,803.83	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Due to Revolving Acct - Gen Fnd		4,226.06
Due to Other - Issued by CCC		14,194.76
Accounts Payable		1,605.34
Deferred Inflow of Resources		9,731.00
El Cerrito Reconcilation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
Postretirement Health Ben Liab	20,094.86	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,997.01
Fund Equity		3,470,199.53
Property Taxes		4,651,576.24
Special Taxes		200,436.70
Lease Agreement		3,050.25
Interest Income		33,260.17
CERBT Reimbursement		18,088.02
Miscellaneous Income		163.18
Rent	3,250.00	
Staff:Wages	50,105.44	
Staff:Vacation Wages	2,700.00	
Staff:Medical/dental ins compensation	3,000.00	
Staff:Payroll Taxes	4,269.12	
Staff:Workers Compensation/Life Ins	1,760.33	
Staff:Payroll Processing	753.70	
RETIREE MEDICAL BENEFITS:PERS Medical	11,404.71	
RETIREE MEDICAL BENEFITS:Delta Dental	3,795.16	
RETIREE MEDICAL BENEFITS:Vision Care	969.30	
OUTSIDE PROFESSIONAL SERVICES:Nixle Fee	3,182.70	
OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner	3,162.50	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	26,299.98	
OUTSIDE PROFESSIONAL SERVICES:Accounting	9,000.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	23,735.48	
OUTSIDE PROFESSIONAL SERVICES:El Cerrito Contract Fee	1,281,161.03	
OUTSIDE PROFESSIONAL SERVICES:El Cerrito Reconciliation(s)	41,055.03	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	1,000.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	640.00	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	8,281.44	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	1,040.00	
OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt	2,500.00	
COMMUNITY SERVICE ACTIVITIES:Groundbreaking Ceremony	420.38	

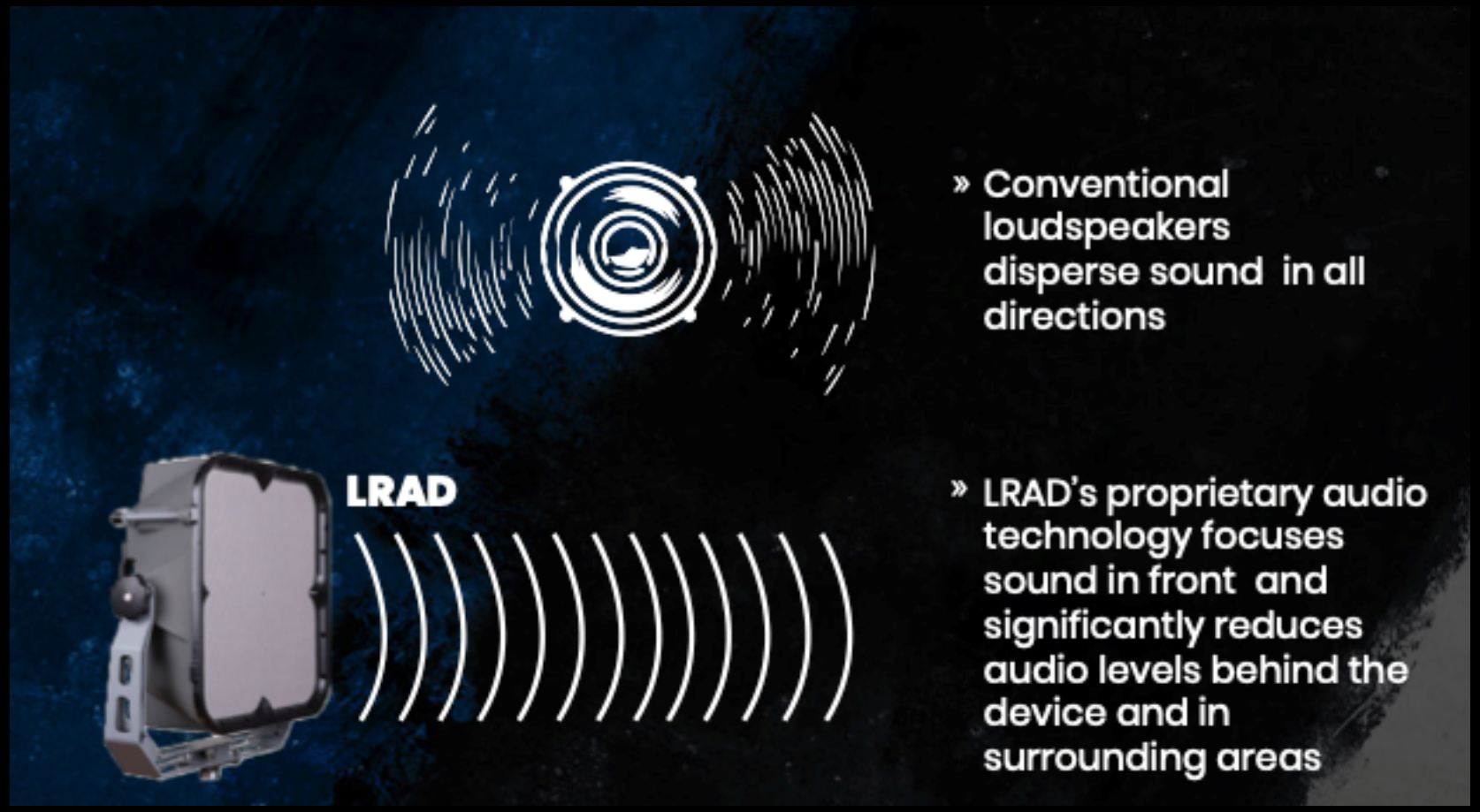
Kensington Fire Protection District
Trial Balance
As of October 31, 2022

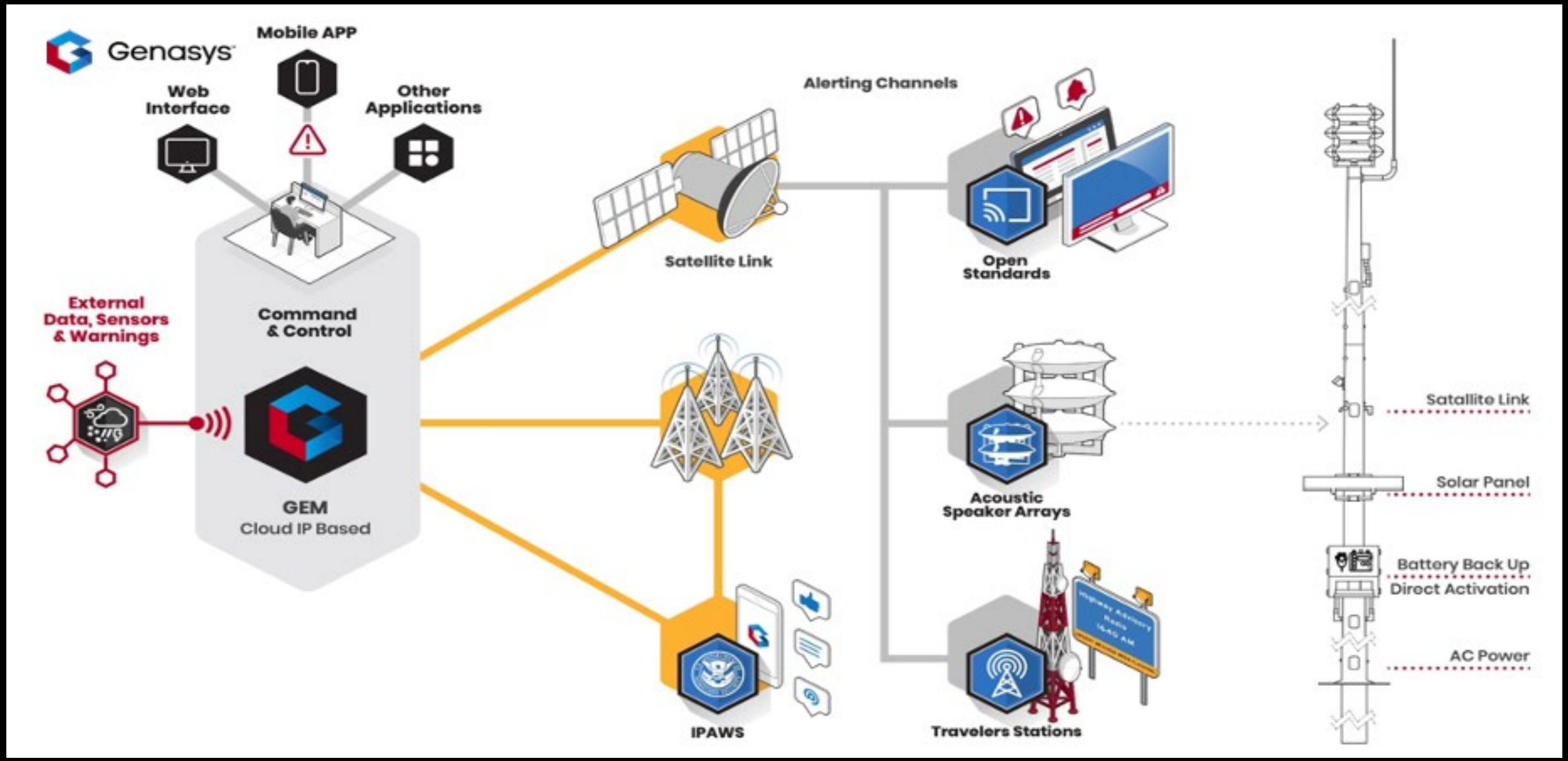
	Oct 31, 22	
	Debit	Credit
COMMUNITY SERVICE ACTIVITIES:Public Education	3,998.93	
COMMUNITY SERVICE ACTIVITIES:Open Houses	607.35	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	2,963.51	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	713.38	
DISTRICT ACTIVITIES:Professional Development	595.00	
DISTRICT ACTIVITIES:Office:Office Equipment	899.23	
DISTRICT ACTIVITIES:Office:Office Expense	1,372.95	
DISTRICT ACTIVITIES:Office:Telephone	6,329.31	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,264.02	
DISTRICT ACTIVITIES:Firefighters' Expenses	28,581.68	
DISTRICT ACTIVITIES:Staff Appreciation	137.27	
DISTRICT ACTIVITIES:Memberships	695.00	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	124.60	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	806.24	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	9,199.70	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	5,042.20	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	1,472.32	
Discount on US TBills		61,625.00
Discount on Fixed Security		143,060.07
TOTAL	**20,704,770.91**	**20,704,770.91**

Long-Range Acoustic Device

Genasys™

Outdoor Warning System (OWS)




Genasys
Mobile APP
Web Interface
Other Applications
External Data, Sensors & Warnings
Command & Control
GEM
Cloud IP Based
Alerting Channels
Satellite Link
Open Standards
Acoustic Speaker Arrays
IPAWS
Travelers Stations
Satallite Link
Solar Panel
Battery Back Up
Direct Activation
AC Power

Software

- Ability to push Calls, SMS, and Email notifications to employees
- Geofence capability to select employees by location.
- Unlimited tags/groups for user management
- Cross-posting to social media: Facebook, Twitter, RSS feed
- Speaker activation, all or by zone
- Automatic Weather Alerts to key staff
- Customizable Panic Button App
- Unlimited Quick Launch Templates

Typical Hardware Equipment

- Each site will include the following equipment to be installed
- Advanced Cabinet
  - MP3 Player
  - Batteries
  - Charging system for 110V and Solar
- Speakers (Eight horns or a 360XL based upon location)
- Solar Panel
- Mounting system such as Pole, Roof Mount or building brackets

Typical Costs

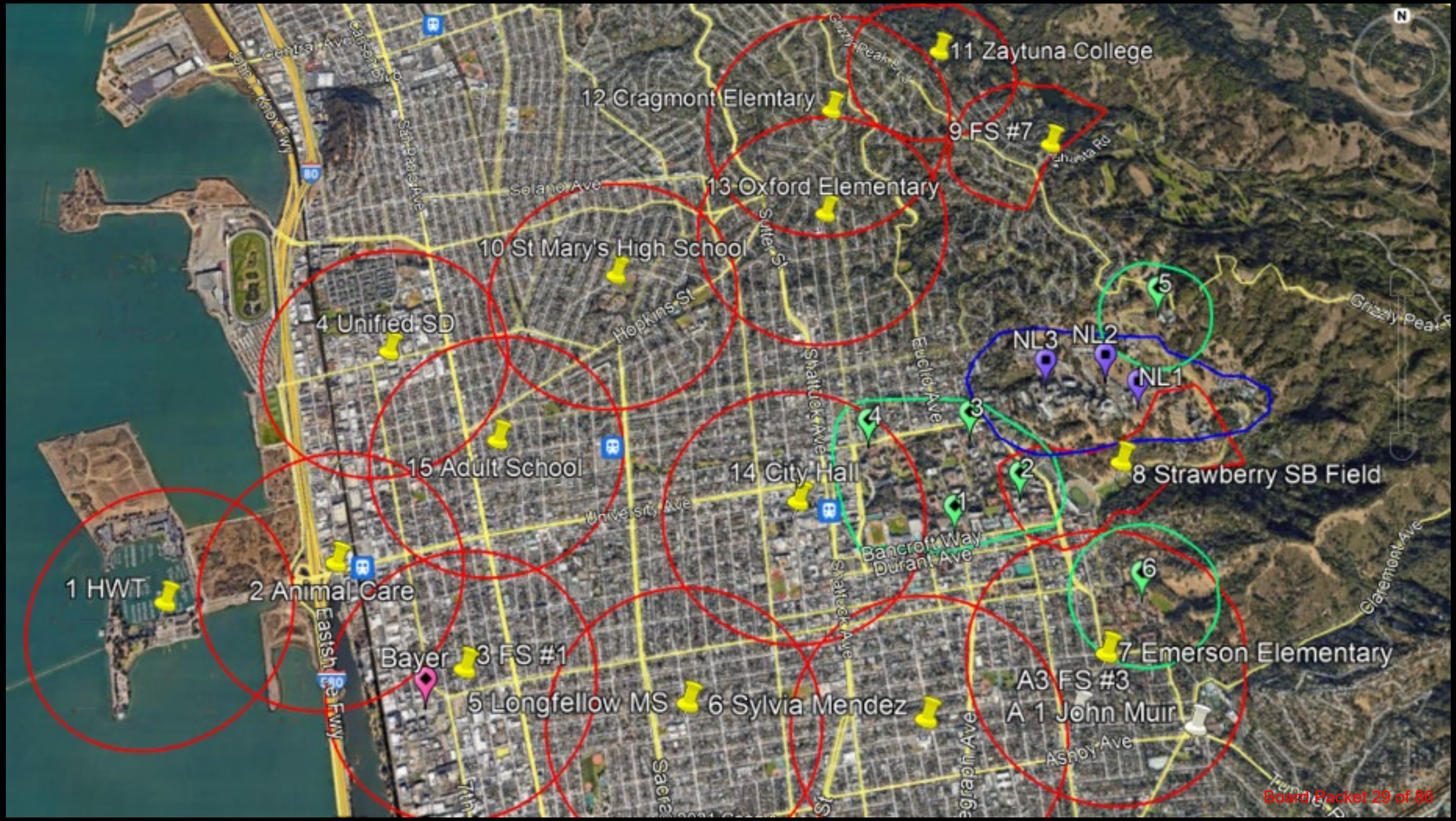
Equipment	**$72,000**
Mounts/Poles	$10,000
Software Setup	$20,000
Installation	$25,000
Software SLA	$44,000
Annual Inspection	$2000

Service Level Agreement

- 24-7 Monitoring and call center for trouble shooting.
- Remote Training
- Software upgrade.
- Annual cloud-based fees and service fees
- Satellite service activation and fees

Berkley's Contract

- Add on to City of Laguna Beach Contract with Genasys
- Funded by Measure FF (2020)
- Recommended by Disaster and Fire Safety Commission and Fire Department OES
- Includes
  - Consulting
  - Planning
  - Construction
  - Installation
  - Software

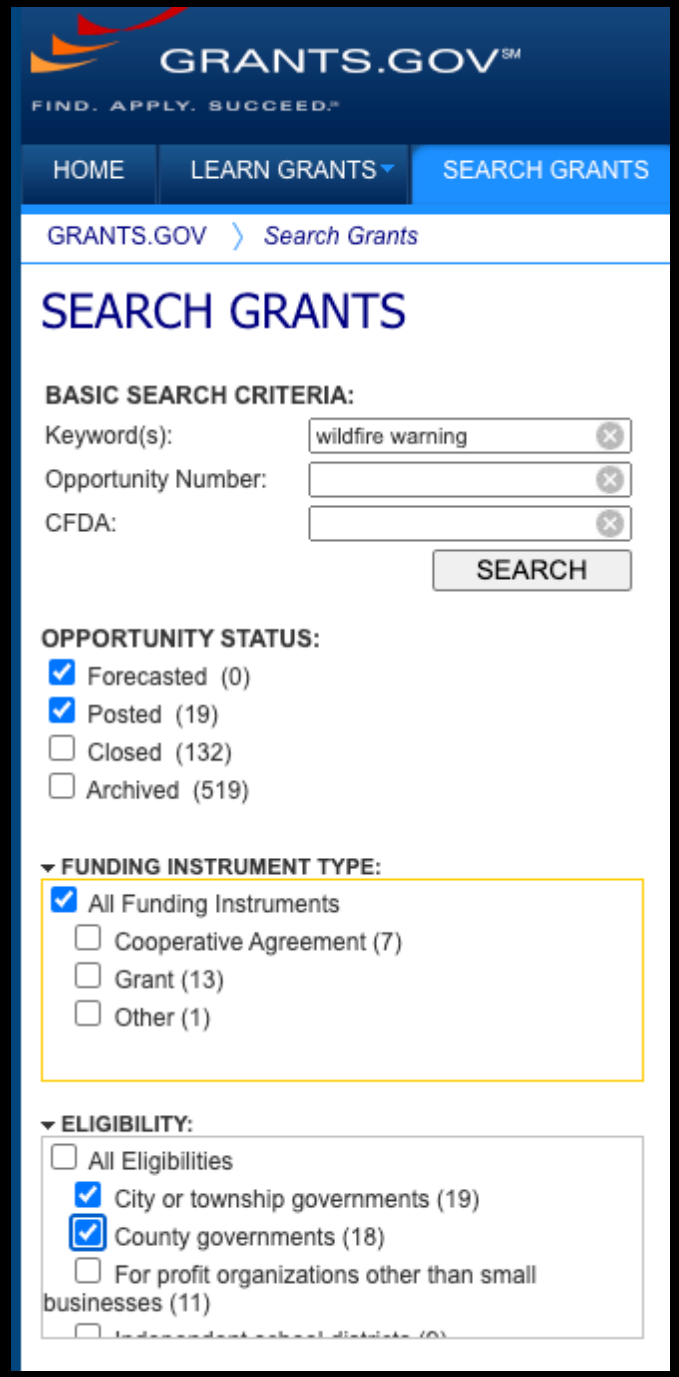

11 Zaytuna College
12 Cragmont Elemtary
9 FS #7
13 Oxford Elementary
10 St Mary's High School
4 Unified SD
NL3
NL2
NL1
15 Adult School
14 City Hall
8 Strawberry SB Field
1 HWT
2 Animal Care
Bayer
3 FS #1
5 Longfellow MS
6 Sylvia Mendez
7 Emerson Elementary
A3 FS #3
A 1 John Muir
Solano Ave
Hopkins St
Sutter St
Shattuck Ave
Euclid Ave
University Ave
Bancroft Way
Durant Ave
Ashby Ave
Grizzly Peak Rd
Claremont Ave
Eastshore Fwy
Central Ave
San Pablo Ave
Sacramento St
Telegraph Ave
Shasta Rd
1
2
3
4
5
6

Berkeley's Costs

- 15 Speakers
- Installations
- Permits and Fees
- 3 years of software SLA
- 3 years of Annual Inspections
  - $1,974456.41

Grant Process

- Start at Grants.gov
- Search grants
- Check eligibility
- Go directly to agencies web site
- Read through funded grant
- Reach out to the program officer



Grants - State

- Fire Prevention Grant Program

Wildfire Prevention Planning

- Wildfire risk or related mapping
- Creation or update of strategic wildfire planning documents, such as:
  - Evacuation plans
  - Community Wildfire Protection Plans (CWPP)
  - Local Hazard Mitigation Plans
  - Safety Elements
  - Wildfire prevention or mitigation plans

FY 2021-2022 Wildfire Prevention Grants Forms

Procedural Guide

Application

Scope of Work

Budget Sheet

Invoice

Advanced Payment Request & Report Accountability Form

Cal MAPPER Form

Grants - Federal

Grants

FEMA Grants

- Preparedness Grants
- Hazard Mitigation Assistance Grants
- Resilience Grants
- Emergency Food and Shelter Program

Writing process

- Stay Concise
- Clear problem statement supported by data
  - Possible Quantitative, Qualitative, or mixed methods using a GAP analysis
- Have a complete budget before writing narrative
- Create SMART objectives
- Goal needs to change a situation –clear outcomes
- Write to the criteria of the funding source

KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 09, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **PSB and Temp Facilities Construction Update**

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Discuss and direct staff as needed.

Background Info

The move to the temporary Fire Station 65 occurred during the week of 10/10/2022 and the station was operational on 10/17/2022. Some final punch-list work is still ongoing, including cable and fiber connections, minor repairs to the modular, finish weather sealing at the base of the carport, gutters, and other sitework improvements, but overall, the station is operating well.

On Thursday, 10/20/2022, a Groundbreaking Ceremony was held in front of the Public Safety Building. Both the El Cerrito-Kensington Fire Department and the Kensington Police Department participated in the proceedings which began with comments by President Nagel, and was followed by lowering of the flags jointly by Firefighter Joel Ferreira-Clifton and Police Lieutenant Brad Harms. President Nagel and Director Dommer then broke ground to officially begin the project. The ceremony was attended by El Cerrito Mayor Gabe Quinto, El Cerrito City Manager Karen Pinkos, KPPCSD Vice-President Mike Logan, Kensington Police Chief Mike Gancasz, the MarJang architecture team, Mack5 construction managers, and members of the public. The audience was then invited to an open house at the new temporary fire station on Craft Avenue. Photos from the event are included below.

The General Contractor, CWS Construction Group Inc., mobilized the Public Safety Building Seismic Renovation Project on 10/17/2022 and begin demolition preparations. A hazardous materials company was engaged to test numerous material samples from the building. The samples were sent to a lab, which identified materials that must be removed by a separate hazmat contractor. The abatement list includes:

Materials with detectable asbestos content:

- *Joint Compound on untextured partition wallboard system throughout building*
- *Light brown adhesive on 4-inch gray cove base*
- *Yellow adhesive on FRP panels*
- *Joint compound on untextured core area wallboard (Restrooms, Laundry Rm., IT/Electrical/Gym Rm)*
- *Joint Compound/Texture on textured wallboard system*
- *Joint Compound on textured perimeter wallboard system throughout building*

Materials with detectable lead content:

- *4-inch white ceramic tile in restrooms*

Abatement is scheduled to start on 11/14/2022 and take approximately one week. In the meantime, site demolition activity has been focused on the removal of items such as doors, trim, shelving, accessories, etc. Some photos of the initial work are attached.

As part of the prep and mobilization work, the GC has been issuing Requests for Information (RFIs) and our Construction Manager, Grace Seferian with Mack5, has been coordinating responses from our architects and engineers. While the hazmat removal has its own schedule, the overall project is proceeding as planned. The Finance Transmittal in the Board Packet includes the first month's construction payment to CWS for the PSB, and the majority of the final balance payment to OBS for the Temp Fire Station.

10/20/2022 PSB Groundbreaking Ceremony

10/20/2022 Temporary Station 65 Open House

10/21/2022 PSB Demolition Underway

Kensington PSB Renovation Groundbreaking
Larry Nagel, President, Kensington Fire Protection District
October 20, 2022

Good morning, everybody!

Today we are celebrating the beginning of the construction for the seismic retrofit and renovation of the Kensington Public Safety Building. This has been a joint collaborative project of the Kensington Fire Protection District (KFPD) and the Kensington Police Protection and Community Services District (KPPCSD) and this project has been in the works since about 2016, so it has been a long time coming. If all goes well, the project will be completed in two years or less, and we will have a virtually new building that will last for 30 years or more.

First, a little history. Although there are memorandums on file since 1997 documenting the need for more space for both districts, it wasn't until February, 2016 that a Seismic Assessment by Biggs Cardoba documented the vulnerability of the PSB to an earthquake and the report ended with a chilling note that "there is the possibility that significant structural damage my occur with loss of life during a seismic event." This began a long and sometimes tortuous path towards providing a safe and adequate space for our firefighters and police officers. In early 2021 the KFPD Board voted to begin the design of the PSB renovation, and now we are actually breaking ground. This is a tremendous achievement for Kensington!

There are so many people to thank for their contributions to this effort, and inevitably I will leave someone off the list, but I do wish to thank everyone who helped with this project. From the KPPCSD, a tremendous thank you to Interim Chief Steve Simpkins, Interim Chief Walt Schuld, and Chief Michael Gancasz for their tireless efforts in planning a better Kensington for both districts, as well as Interim GM Bill Lindsay, GM Marti Brown, Interim GM Rick Benson, and Interim GM Tony Constantouros for their support. I also want to recognize the support of the KPPCSD Board, and in particular President Sylvia Hacaj, Director Rachelle Sherris-Watt, and Director Christopher Deppe. From the KFPD, I want to recognize the tireless effort of our GM Bill Hansell, who spearheaded the renovation, as well as Chief Michael Pigoni, Interim Chief Jose Castrejon, and Chief Eric Saylors for their advice and assistance in the design effort, and last but not least the support of my fellow KFPD Directors. Finally, I want to acknowledge all of the hard work in relocating both the police and fire departments to temporary quarters, led by Sergeant Amit Nath at the Police Department and Battalion Chief Jose Castrejon at the Fire Department, but aided by so many officers and firefighters.

This has been a tremendous effort. Thanks to all who helped.

Thank you!!!
Larry Nagel

AT-WILL EMPLOYMENT AGREEMENT FOR GENERAL MANAGER

This At-Will Employment Agreement ("Agreement") is entered into and effective as of November 11, 2020, by and between the Kensington Fire Protection District ("District" or "Employer") and William Hansel ("Employee"), subject to the following terms and conditions.

RECITALS

This Agreement is made and entered with respect to the following facts:

A. Employer is a public agency and fire protection district organized and existing under and pursuant to the Fire Protection District Law (Health & Safety Code, §13800, *et seq*.) .

B. Employer desires to hire Employee for the position part-time General Manager and to provide compensation on an hourly basis beginning November 11, 2020, subject to the following terms and conditions.

C. Employer and Employee acknowledge that the current Interim General Manager shall be the Acting General Manager through the end of the current calendar year and that Employee shall assume the authority and responsibility of the District's chief administrative officer on January 1, 2021 at 12:01 a.m.

D. Employer and Employee acknowledge that during the period of transition from the commencement date of this Agreement until January 1, 2021 at 12:01am, Employee shall assist the Acting General Manager in the operations of the District in accordance with the following terms and conditions.

E. Employee desires to accept such at-will employment subject to the following terms and conditions.

NOW, THEREFORE, in consideration of the above recitals and of the mutual promises and conditions in this Agreement, Employer and Employee agree as follows:

AGREEMENT

1. Employment.

1.1 General Manager. Employer hereby hires Employee as its part-time General Manager effective November 11, 2020. Employee hereby accepts such employment subject to the terms and conditions of this Agreement. Employee is an at-will employee and in their capacity as General Manager shall serve at the pleasure of the District Board of Directors.

1.2 Transition. From the commencement date of this Agreement and until January 1, 2021 at 12:01 a.m., unless otherwise designated by formal action of the Board of Directors, the Interim General Manager shall be the Acting General Manager of the District. Employee shall hold the title of General Manager during the transition period. However, Employee shall not represent themselves as the chief administrative officer of the District or exercise such authority until the transition period has ended.

2. Term Of Employment. The term of this Agreement shall commence November 11, 2020 and shall continue for two (2) years from the date of commencement unless terminated by either party in accordance with the provisions set forth in Section 10.

3. Employee's Duties Scope.

a. Employee shall serve as Employer's part-time General Manager, and shall perform the functions and duties specified in applicable state laws and the District's Policy Manual, Employee Handbook, and Operations Manual, as the same may be amended from time to time.

b. Employee shall perform other legally permissible functions and duties as the District Board of Directors may assign from time to time pursuant to formal action, including assignments given by an individual or committee pursuant to authority delegated by the Board of Directors by formal action.

c. "Formal action" for this purpose shall mean a motion, resolution, or ordinance approved or adopted by the Board of Directors in accordance with its policies.

d. As General Manager, except when the Board of Directors has designated an Acting General Manager by formal action, Employee shall have full power and authority to manage and conduct District business.

e. Employee shall render their best professional services and skills for the benefit of the District. Employee shall be responsible for performing the work under this Agreement in a manner which is consistent with the generally accepted standards for a professional public agency administrator. Employee agrees to devote sufficient and adequate time, ability, attention, energy, knowledge, and skills to the performance of their duties under this Agreement and, except as provided herein, to remain in the exclusive employ of District during the Term of this Agreement.

3.2 Conflicts. Employee shall not engage in any activity that is or may become a legal conflict of interest or a legally prohibited contract, or that does or may create an incompatibility of office as defined under California law. Employee shall complete all disclosure forms required by law.

3.3 Schedule.

a. While it is anticipated that Employee will normally work an approximately twenty-four- (24-) hour work week, it is expected, due to the nature of the job, that from time to time such hours per week will be exceeded.

b. Additional time beyond the District's normal business hours will be required, including, but not limited to, time in connection with attendance at evening meetings, outside of normal business hours.

c. Employee represents that any current additional activities will not interfere with their duties as General Manager.

d. Employee shall not engage in any activity which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Employee shall complete all disclosure forms required by law.

3.4 **Exempt Position**. The position of General Manager is exempt under the Fair Labor Standards Act.

3.5 **Board Members**. No Board Member shall interfere with the execution of Employee's duties, or order, directly or indirectly, Employee to appoint or remove any person to or from any office or employment of the District, except in accordance with applicable District policies. Individual Board Members shall address any District employees and contract services under Employee's management solely through Employee, and no individual Board Member shall give orders to any subordinate of the Employee, either publicly or privately, except as permitted by the Employee.

3.6 **Location**. Except as stated herein, it is anticipated that the majority of the services provided by Employee under this Agreement will be provided at District facilities.

a. Notwithstanding the foregoing, it is understood by the parties that, at the time of execution of this Agreement, the District does not have suitable office space at its facilities to provide Employee with an office. Until such time the District provides a dedicated facility for the performance of Employee's routine duties, Employee may perform such work remotely. Employee shall be available to meet with members of the Board of Directors, employees, contractors, members of the public, representatives of other agencies, and other individuals having an interest in District business at a District facility on a by-appointment basis.

b. Notwithstanding the foregoing, it is understood by the parties that, at the time of execution of this Agreement, the District conducts certain meetings virtually as a result of the coronavirus pandemic. Employee shall attend and administer all regular and special meetings of the Board of Directors or its committees through the hosted virtual meeting platform. If or when the Board of Directors or its committees hold meetings in person, Employee shall attend and administer such meetings in person.

c. Upon the availability of suitable office space and equipment, Employee shall perform the duties described by this Agreement as specified by formal action of the Board of Directors.

3.7 **Conduct**. Employee acknowledges that the position of General Manager is a position of high visibility before the public. Employee shall conduct themselves before the public, both during and outside of regular working hours, in a manner that reflects favorably upon Employer.

3.8 **Support and Equipment**. The District shall, at District expense, supply Employee with sufficient personnel, contractors, and equipment to allow Employee to perform Employee's duties and obligations under this Agreement. All equipment supplied by District to Employee shall be returned to the District upon termination of this Agreement.

a. The District shall, at District's expense, supply Employee with a cellular phone for the purpose of conducting District business.

b. The District shall, at District's expense, supply Employee with a laptop computer for the purpose of conducting District business.

c. Employee shall use such equipment exclusively for District business once received and shall not conduct District business using person cellular phones or computers.

3.9 **Reimbursement**. Subject to Employer's policies, restrictions, and directions, including submission of receipts or other satisfactory documentation, Employer shall pay or reimburse Employee for actual and necessary expenses reasonably incurred by Employee in the performance of Employee's duties pursuant to this Agreement, including such expenses incurred when traveling on District business. Expenses incurred while commuting to District facilities to carry out employment duties shall not be reimbursed. Employee shall provide her own automobile for use in conducting normal District business. Unless otherwise expressly agreed upon, the District's Employee Handbook, as the same may be amended from time to time, shall govern reimbursement of Employee's business mileage.

4. **Compensation.** As consideration for Employee's performance of their duties under this Agreement, Employee shall receive the following compensation unless and until this Agreement is terminated as hereinafter provided:

See Note: 2

4.1 **Hourly Pay.** Based on a fulltime equivalent ("FTE") annual salary of two hundred five thousand nine hundred twenty dollars and no cents ($205,920.00) per year, Employee shall be paid at a rate of ninety-nine dollars ($99.00) per hour[1] for all authorized hours worked, less all applicable Federal, State and local withholding, payable on the District-established payroll cycle. Employee shall provide the Finance Committee with a report of hours worked in fifteen-minute increments by way of a twice-monthly timesheet. Report shall include such details as required by formal action of the Board of Directors. Compensation shall be paid twice per month in accordance with District policies or as established by the Board of Directors.

4.2 **Deductions**. Taxes and other legally required deductions will be deducted from Employee's compensation under this Agreement.

4.3 **Workload.**

a. It is expected that the position of General Manager will be a sixty-percent full-time equivalent (60% FTE) and that the duties and responsibilities of the General Manager position will require twenty-four (24) hours per week. District recognizes that the duties and responsibilities of the position may require Employee to work additional time during the first three months following the transition described in Section 1.2 and periodically thereafter due to specific events and tasks.

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[1] This is calculated based on 2,080 hours per year for a full-time position.

2 Note: On 12/08/2022, the hourly pay was increased to an FTE annual salary of $224,640.00, with a pay rate of $108.00 per hour

b. During the transition between the current Acting General Manager and incoming General Manager described in Section 1.2, it is understood that Employee will work approximately ten- to -20-percent fulltime equivalent (10-20% FTE), or four (4)- to – eight (8) hours per week for the purpose of assisting the Acting General Manager, attending Board meetings, and for Employee to familiarize themselves with the District's policies, procedures, and operations.

c. Advance permission is hereby given to work up to thirty-two (32) hours per week (80% FTE) during the first thirty (30) days following the transition period described in Section 1.2. After the first thirty days following the transition period and until the six months following the transition period, hours in excess of twenty-eight (28) hours per week (70% FTE) must be approved in writing in advance by the Board President, or as otherwise established by formal action of the Board, and reported to the full Board of Directors within forty-eight (48) hours of such exceedance. Except in the event of an emergency, employee shall have no right to compensation for hours worked in excess of the foregoing limits in this section unless such prior written approval was granted.

4.4 **Annual Cost-Of-Living Increase.** On the anniversary date of this Agreement, and every year thereafter, the hourly rate in Section 4.1, above, shall be increased in an amount equal to the twelve-month percent change for San Francisco-Oakland-Hayward, California CPI-U for July of the current calendar year.

4.5 **Annual Performance Review.** On or before the anniversary date of this Agreement, and each year thereafter, the Board of Directors shall conduct a formal performance evaluation of Employee. Board and Employee shall agree to a work plan for Employee for the following year and shall reevaluate the requirements and limitations set forth in Section 4.3, herein, to determine whether such requirements and limitations should be adjusted. At the time of the annual review, if the Board, in its sole discretion, concludes that Employee has performed exemplary service as General Manager, the Board may award a merit bonus or increase to Employee's hourly rate forth in Section 4.1, as may be increased from time to time, of not more than five percent (5%) of Employee's hourly rate prior to any increase pursuant to Section 4.4 for the current calendar year.

4.6 **Amendment.** Changes to FTE annual base salary or hourly rate, including cost-of-living adjustments and/or merit increases, shall be memorialized by an amendment to this Agreement.

4.7 **No Overtime**. Employee shall not be entitled to receive payment or credit, and Employer shall not pay or credit Employee, for overtime, compensated time off in lieu of overtime or other compensation except as expressly provided in this Agreement.

5. **Employee Benefits**. As consideration for Employee's performance of their duties under this Agreement, Employee shall receive the following benefits unless and until this Agreement is terminated as hereinafter provided. Employer shall pay Employee up to one-thousand dollars and no cents ($1,000.00) per month upon satisfactory proof of coverage and payment for actual costs of health insurance, dental plan, and life insurance policy. If at any time the District offers health, dental, and/or life insurance benefits to employees through an

Employer-sponsored plan, Employee shall be eligible to participate in such plan and will not be entitled to reimbursement.

6. **Vacation Leave.** Upon commencement of employment, Employee shall accrue paid vacation leave at the rate of zero point zero five eight (.058) hours per hour worked up to ninety (90) hours of vacation leave per year. Once the maximum vacation accrual is reached, further accrual shall cease. Accrued and unused vacation time shall carry over to the following year. Accrued but unused vacation leave will be paid in full upon termination of Employee at the current hourly rate. Employee may utilize vacation leave after the first ninety (90) days of employment. Employee may use up to six (6) hours of vacation leave per day.

7. **Sick Leave.** Upon commencement of employment, employee shall accrue sick leave at the rate of one hour per thirty (30) hours worked. Employee may utilize sick leave after the first ninety (90) days of employment. Any unused sick leave days at the time of Employee's termination shall be forfeited and shall not be paid upon termination. Accrued and unused sick leave shall carry over to the following year. Separation from employment with the District shall cause cancellation of any accrued but unused sick leave, except as provided in this section, and no payment other than that provided for in this section shall be made for such accrued but unused sick leave. Employee may use up to six (6) hours of sick leave per day.

8. **Holidays.** District will provide Employee with eleven and a half (11.5) paid holidays annually in accordance with District policies. For the purpose of holiday pay, one "day" shall mean six (6) hours and one "half day" shall mean three (3) hours.

9. **Jury Duty Leave**. In the event Employee is summoned to jury duty, they shall be paid Employee's regular wage for each working day of absence up to six (6) hours up to twenty-four (24) hours per calendar year providing that jury fees, less mileage, are refunded by Employee to the Board. In order to receive payment under this Section, Employee must give Employer prior notice that Employee has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days and hours claimed.

10. **No Other Benefits.** Except as expressly provided in this Agreement, Employee shall not be entitled to enjoy or be paid for any other benefits available to other employees of District.

11. **At-Will Employment; Termination.** It is specifically understood and agreed that Employee serves at the pleasure of the District Board of Directors. This Agreement and the relationship hereby created may be terminated at any time at the will of District, in its sole discretion, with or without cause, subject to the following:

11.1 **For Cause**. If Employee is terminated for cause, Employee's employment and this Agreement will be terminated effective immediately and Employee shall receive pay and benefits only through the effective date of termination. As used in this Agreement, "cause" includes without limitation, as determined in the sole discretion of the Employer, any of the following: (1) insubordination, (2) dishonesty, (3) embezzlement, (4) violation of Federal, State or local requirements pertaining to conflict of interest, (5) conviction of a criminal act, other than minor traffic violations or similar offenses, which is likely to have a material adverse impact on

the District's or Employee's reputation, (6) involvement in any act of moral turpitude that would compromise Employee's effective performance as General Manager, (7) taking a public position adverse to the interests of Employer without Employer's prior written consent, (8) violation of any fiduciary duty owed to Employer, (9) unauthorized or unexcused absence from employment or unauthorized or unexcused failure to perform employment duties for more than forty-eight (48) hours, (10) violation of District policies or procedures, (11) failure to maintain satisfactory working relationships with other employees, agents, or the public, (12) improper use of District funds, and/or (13) other failure of good behavior either during or outside of employment such that Employee's conduct causes discredit to the District. No Severance Compensation shall result from a termination for cause.

11.2 **Incapacity**. Employer shall have the option to terminate this Agreement without further payment of compensation and benefits, or Severance Compensation, if Employee becomes deceased, disabled, or incapacitated to such an extent that Employee cannot perform the General Manager duties for a period of two (2) successive weeks beyond any accrued sick leave, or for twenty (20) working days over a thirty (30) working day period.

11.3 **By Employee**. Employee may terminate this Agreement and resign their employment at any time, for any reason, upon two (2) months' prior written notice to Employer. This Agreement and Employee's employment shall terminate upon the expiration of the two-month notice period. Once Employee gives Employer such written notice, Employee shall not have the right to rescind it without an affirmative vote of the majority of Employer's elected directors in office as of the date Employee requests, in writing, that said written notice be rescinded. Upon receipt of Employee's written notice of resignation and termination of this Agreement, Employer shall have the right to immediately remove Employee from their position as General Manager, or to permit Employee to remain in the position of General Manager for all or any part of the two-month notice period. If Employer elects to immediately remove Employee from their position as General Manager, or to remove Employee from their position as General Manager before the expiration of the two-month notice period, then Employer shall pay Employee an amount equal to the prorated salary and benefits that Employee would have received if Employee had remained in the position of General Manager for the two-month period. If Employer requests that Employee continue to perform the duties of General Manager during the two-month notice period and Employee fails or refuses to do so, then Employee shall receive no salary or benefits after the last date upon which Employee actually performs the duties required of them as General Manager pursuant to this Agreement.

11.4 **Severance**. Unless Employee is terminated for cause, Employer shall pay Employee an amount equal to three (3) months of gross pay as severance compensation ("Severance Compensation") in addition to the pay and benefits Employee earns under this Agreement through the effective date of termination. All such gross pay shall be subject to usual state and federal withholding. Said payment of Severance Compensation shall be conditioned upon Employee executing a waiver and release agreement forever releasing and waiving any and all claims against the District in a form acceptable to the District. With the exception of the foregoing, Employer shall not pay Employee any other amounts whatsoever upon termination of Employee's employment. Employee shall not be entitled to receive any Severance Compensation if Employee resigns their employment with Employer. California Government

Codec Sections 53243, 53243.1, 53243.2, 53243.3 and 53243.4 are incorporated by reference as if fully set forth herein.

11.5 **Elections**. Employee shall not be terminated without cause during the 30-day period preceding or following any District election for membership on the Board of Directors, or during the 90-day period following any change in membership of the Board of Directors.

12. **Waiver and Release Concerning Additional Compensation**. The Parties understand and agree that the consideration specified in Section 4 and Section 5, above, is the sole compensation to which Employee will be entitled for work performed pursuant to this Agreement. By signing this Agreement, to the maximum extent allowed by law, Employee, on behalf of themselves and their heirs, estate, executors, managers, successors and assigns waives, releases and discharges the District and its elected officials, officers, employees, agents, volunteers, attorneys, affiliated entities, successors, assigns and insurers from any and all compensation or consideration in addition ("Additional Compensation") to that specified in Section 4 and Section 5, above, concerning Employee's performance as General Manager. Except as may otherwise be required by law, the Additional Compensation waived, released and discharged pursuant to this provision includes, but is not limited to, compensation in the form of benefits pursuant to the Public Employees Retirement System ("PERS") concerning work performed for District, and any and all other compensation or benefits that may otherwise be due Employee under District policies.

13. **Waiver and Release of Rights Concerning Termination or Expiration of this Agreement**. By signing this Agreement, to the maximum extent allowed by law, Employee, on behalf of themselves and their heirs, estate, executors, successors and assigns waives, releases and discharges the District and its elected officials, officers, employees, agents, volunteers, attorneys, affiliated entities, successors, assigns and insurers from any and all rights Employee may otherwise have concerning notice, hearing or other procedural rights ("Procedural Rights") under the District's policies, or other applicable law, regulation or rule, concerning termination or expiration of this Agreement, so long as such termination or expiration is in accordance with the terms of this Agreement.

14. **Waiver and Release of Unknown Claims**. By signing this Agreement Employee understands and agrees that the waivers and releases specified in Section 11 and Section 12, above, waive, to the maximum extent allowable by law, any and all existing rights and claims against the District arising from the performance of this Agreement concerning Additional Compensation and procedural rights thereof, including those which Employee does not know or suspect to exist in Employee's favor at the time of executing this Agreement which, if known by Employee would have materially affected this Agreement. Employee specifically waives their rights under Section 1542 of the California Civil Code, which provides that:

> A GENERAL RELEASE DOES NOT EXTEND TO CLAIMS WHICH THE CREDITOR DOES NOT KNOW OR SUSPECT TO EXIST IN HIS OR HER FAVOR AT THE TIME OF EXECUTING THE RELEASE, WHICH IF KNOWN BY HIM OR HER MUST HAVE MATERIALLY AFFECTED HIS OR HER SETTLEMENT WITH THE DEBTOR.

15. Indemnification for PERS Benefits and Liability. In the event a court of competent jurisdiction or an authorized PERS representative determines Employee to be eligible for enrollment in PERS as an employee of the District, or determines Employee and/or District to be liable for costs, expenses, penalties or other PERS-related liability arising from or elated to Employee's performance as General Manager pursuant to this Agreement, Employee shall indemnify, defend and hold District harmless for payment of any employee and/or employer contributions for PERS benefits on behalf of Employee, as well as for the payment of any penalties or interest or other liability concerning such contributions or other PERS-related liability that would otherwise be the responsibility of the District.

16. Employer Property. All correspondence, memoranda, records, files, plans, papers, notes, notebooks, reports, manuals, ideas, intellectual property, trademarks, copyrights, patents, computer software or hardware and other materials (regardless of their form) that Employee receives, creates or produces in connection with this Agreement or with Employee's employment by Employer shall be and remain the exclusive property of Employer. Employee shall immediately deliver all originals of any such materials or matters that are either in Employee's possession or under Employee's control to Employer upon termination of this Agreement or upon request of any officer of Employer. In addition to the foregoing, immediately upon termination of Employee's employment, Employee shall cease using and shall surrender to Employer all keys issued to Employee to Employer's building, all passwords and other methods of gaining access to Employer's premises, property, email accounts, data, bank accounts, or information, all credit cards, debit cards, mobile telephones and radios, laptops, portable storage or recording devices, and all other property of Employer. The foregoing notwithstanding, Employee shall be permitted to retain copies of records prepared by Employee that would be available to any member of the public pursuant to a bona fide request under the Public Records Act, Government Code Section 6250 *et seq*. Employer shall be represented by the Board President, District Counsel, or other designee of the Board to effect and complete the surrender of Employer Property from Employee.

16.1 Assignment. This Agreement is personal in nature and the parties hereto shall not assign or transfer this Agreement or any rights or obligations hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld.

16.2 Entire Agreement. This Agreement supersedes any and all other agreements and amendments to agreements, either oral or in writing, between the parties hereto with respect to the relationship between District and Employee, and contains all of the covenants and agreements between them with respect to that relationship. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as jointly drafted by the parties, and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any provision of the Agreement.

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16.3 Modification. Any modification of this Agreement will be effective only if it is in writing and signed by District and Employee.

16.4 Partial Invalidity. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

17. Indemnification. Pursuant to the requirement of the California Government Code, including but not limited to Sections 825, 995, 995.2, 995.8 and 996.4, as amended from time to time, District shall defend, save harmless and indemnify Employee against any tort, professional liability claim, and demand or other claim or legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of Employee's duties as General Manager. Said defense shall be provided by District until such time as all legal action on the matter is concluded. Any District funds provided for the legal defense of Employee shall be fully reimbursed in accordance with California Government Code Section 53243.1 if they are convicted of a crime involving an abuse of office or position as defined in California Government Code Section 53243.4.

18. Law Governing. This Agreement shall be governed and construed in accordance with the laws of the State of California. Jurisdiction for any dispute arising out of or relating to this Agreement shall be exclusively with the Superior Court of the State of California. Venue for any such dispute shall be exclusively within Contra Costa County, California.

19. Headings. The headings used throughout this Agreement are used for convenience of reference only and shall not in any way limit or be deemed to construe or interpret the provisions of this Agreement.

20. Cooperation. Each party hereto agrees to execute and deliver any documents and to take any other actions that may be reasonably requested by the other party to accomplish the purposes of this Agreement.

21. Waiver Of Breach. No waiver of any breach of this Agreement shall be effective unless in writing and no waiver shall constitute a waiver of any subsequent breach.

[Continued on next page]

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22. **Notices.** Notices pursuant to this Agreement shall be in writing given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707
Attention: Board President

(2) William Hansel
[redacted]

Alternatively, notices required by this Agreement may be personally served in the same manner as applicable to civil judicial process.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date first written above.

EMPLOYEE	KENSINGTON FIRE PROTECTION DISTRICT
DocuSigned by: C4DFF0D27E714F3...	DocuSigned by: Julie Stein 547D6A1DC5474E3...
William Hansell	By: Julie Stein, President

3624485.3

KENSINGTON FIRE PROTECTION DISTRICT
POLICY HANDBOOK

POLICY TITLE: **Board Meetings**
POLICY NUMBER: **1050**

1050.10 Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 7:00 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. All meetings of the Board of Directors shall comply with the Brown Act (California Government Code § 54950 through § 54926. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

1050.11 Member of the Board includes newly elected and appointed officials prior to assuming office.

1050.12 Meetings through the use of intermediaries, serial communications, or emails are prohibited.

1050.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

1050.21 All Directors, the Manager and the Fire Chief shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

1050.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Brown Act shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone or electronic mail as soon after the meeting is scheduled as practicable.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

1050.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1050.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1050.21, above. An emergency situation means a crippling

disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.

1050.31 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

1050.40 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the President may declare the meeting adjourned to a stated time and place.

1050.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.

1050.60 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1050.70 The Chairperson and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

1050.80 Board meeting recordings shall be posted to the District website to allow for public access.

1050.90 Committees created by formal action of the Board shall comply with the Brown Act.

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: November 4, 2022

TO: Bill Hansell: General Manager

FROM: Eric Saylors: Fire Chief

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

Operations
September Incident Run Reports
Thirty-two incidents occurred during October in the community of Kensington. Engine 165 responded to fifty-five calls.

Administration
Standard Operating Procedures
The El Cerrito-Kensington fire department is issuing a captain's test on November 10th. The agency currently has five candidates and will evaluate them on their ability to manage emergency incidents and supervise personnel. We are all very excited to develop the next generation.
El Cerrito-Kensington issued its first standard operation procedures (SOG) for residential fires and its first doctrine on diversity, equity, and inclusion (DEI).
The fire chief presented to Kensington's Emergency Preparedness Committee on outdoor warning systems and grants. The presentation included a brief overview of the warning systems and the city of Berkley's planned building out of fifteen speakers.
Vegetation Inspections
The Fire Department continues its residential inspections for compliance with the District's Vegetation Management Policy. State Law requires compliance in "Very High Fire Hazard Severity Zones" at all times; Annual grasses and weeds must always be maintained to 4" to 6". Cutting or mowing short dry grass is much safer than waiting until it is 2' or taller and dry. The District's and Cal Fire's websites provide information on safe practices around the home to create a safe environment.

Training
Active Shooter Drill
Fire department members continue to participate in an active shooter at grammar school with law enforcement agencies. The drill allows the fire department to improve its planning and response to active shooter events. The fire chief participated in a Kensington hilltop grammar school walk-through to evaluate security upgrades. The department is exploring using the Adams Middle School off of Arlington Patterson to hold joint training for law enforcement and the fire department.

Citizen Engagement
Registering with the Contra Costa County Community Warning System can save lives. All residents of Kensington should register their cell phones with the Contra Costa County Community Warning System (CWS). CWS will alert you when life-threatening incidents, like wildfires or power shutdowns, occur. Registration can take place at www.cwsalerts.com

KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 09, 2022

TO: Kensington Fire Protection District Board

RE: Emergency Preparedness Coordinator Report

SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

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

1. **Community Event/Engagement**
   - 10/11/2022 Firewise Zoom Webinar Ft. Cal Fire
   - 10/20/2022 Public Safety Building Groundbreaking
   - 10/23/2022 Kensington Community Picnic
   - 10/29/2022 Shred & Meds

2. **District Communications/ Publications**
   - 10/4/2022 Facebook Temp Station Installation
   - 10/9/2022 Facebook Seismic Renovation Meeting
   - 10/10/2022 Nextdoor Zoom Webinar Login Link
   - 10/10/2022 Facebook Temporary Station Progress
   - 10/17/2022 Nextdoor Shred & Meds
   - 10/17/2022 Facebook PSB Groundbreaking Invitation
   - 10/20/2022 Facebook Public Safety Building Groundbreaking
   - 10/21/2022 Nextdoor Sandbags Delivered to Kensington
   - Kensington Emergency Preparedness Doorhanger
   - Kensington Outlook November Cal Fire Zoom Webinar Article
   - Kensington Outlook Safety Scenario December Edition

3. **Initiatives/ Deliverables**
   - Register community members for Red Flag Alert Emails
   - Assisted community members with registration to CWS
   - Order Round Stickers for PSB Groundbreaking
   - Source Red Helmet PPE for PSB Groundbreaking
   - Setup reception at Temp Station for Open House
   - Emergency Preparedness Recruitment Video Edit and Upload
   - Create Volunteer Website Page and Registration

4. **Meetings**
   - 10/12/2022 KFPD Monthly Board Meeting
   - 09/22/2022 Emergency Preparedness Committee Meeting
   - 11/1/2022 Kensington Court Firewise Lead Prospect

KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 09, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **General Manager's Report**

SUBMITTED BY: Bill Hansell, General Manager

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

1. **Investments –** Per the direction of the Finance Committee, I liquidated the LAIF assets and made two deposits into more favorable interest securities. $3.5M was invested in a 12-month Federal Home Loan Bank deposit at 4.145%, and $3.0M was invested in 6-month US Treasury Bills at 4.25%. For refence, our former investments in LAIF reported 1.35% interest for FY22-23 Q1, and ranged from 0.24% to 0.75% in FY21-22.

2. **Utilities** – As part of the decommissioning of the PSB for the renovation project, I cancelled utility accounts that will not be necessary during the scope of work and/or will be modified by the project. This included the ATT phone service. There were six legacy lines on the account but it appears only two are necessary. The ATT charges had grown again recently to +$1,400/month. I transferred the districts main number and one other number (formerly used for faxes) to a VOIP service, Ooma Office. The new service is much more versatile as it is internet-based and provides a very good automated answering service with an expandable extension directory, voicemails forwarded to email, call-forwarding to and returns from cell phones or computers that still show the caller-ID of the district. The current billing is under $100/month.

3. **County Insurance Pool** – As part of the annual review of district insurance requirements covered by the County insurance pool, I updated our coverage to reflect the renovation work (the GC's policy covers the property during this time) and our temporary station location. Separately, prior to the start of construction I conveyed all the GC's final insurance documents to the lender, as required.

4. **General Manager Timesheets** – Attached are timesheets from 07/01/2022 to 10/31/2022, as well as a summary showing the category totals for each period. The September and October timesheets show the intensive amount of work required to finalize the temporary fire station, relocate from the PSB, and start the renovation project. Approximately 45% of my total time was focused on that work. Now that the Construction Managers are handling the renovation and the Temp Station is substantially complete, that amount will be reduced and I intend to limit my hours in the following pay periods to bring the average total back to target. Currently, the total hours are 15.7% above the budgeted amount, but that can be corrected in the following quarters. Please note that I am also covering the hours of a Board Clerk/Secretary, so overall personnel expenses are within budget. The advertisement to fill that position is being placed this week.

Kensington Fire Protection District

Employee Timesheet Summary

FY2022-2023

Bill Hansell, General Manager

Activity Code	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Target	Actual	GA	FB	EP	PL	PS	HL	SL	VL
7/15/2022	51.45	73.50	23.00	12.50	0.00	1.00	31.00	6.00	0.00	0.00
7/31/2022	54.88	36.50	4.50	4.50	2.00	0.00	25.50	0.00	0.00	0.00
8/15/2022	51.45	51.00	4.50	8.00	0.00	2.00	6.00	0.00	13.00	17.50
8/31/2022	54.88	34.00	3.50	8.00	2.50	0.50	16.75	0.00	1.25	1.50
9/15/2022	51.45	76.75	36.50	15.25	3.50	0.00	15.50	6.00	0.00	0.00
9/30/2022	51.45	75.68	23.50	0.50	2.50	1.00	44.75	0.00	3.43	0.00
10/15/2022	51.45	86.25	11.50	18.00	4.00	1.00	51.75	0.00	0.00	0.00
10/31/2022	54.88	54.50	6.00	12.25	2.00	0.00	28.25	0.00	6.00	0.00
11/15/2022	51.45	0.00								
11/30/2022	51.45	0.00								
12/15/2022	51.45	0.00								
12/31/2022	54.88	0.00								
1/15/2023	51.45	0.00								
1/31/2023	54.88	0.00								
2/15/2023	51.45	0.00								
2/28/2023	44.59	0.00								
3/15/2023	51.45	0.00								
3/31/2023	54.88	0.00								
4/15/2023	51.45	0.00								
4/30/2023	51.45	0.00								
5/15/2023	51.45	0.00								
5/31/2023	54.88	0.00								
6/15/2023	51.45	0.00								
6/30/2023	51.45	0.00								
Total Hours:	**1,251.95**	**488.18**	**113.00**	**79.00**	**16.50**	**5.50**	**219.50**	**12.00**	**23.68**	**19.00**
		38.99%	**23.15%**	**16.18%**	**3.38%**	**1.13%**	**44.96%**	**2.46%**	**4.85%**	**3.89%**

Kensington Fire Protection District

Employee Timesheet

	Program Areas
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Employee Name: Bill Hansell
Title: General Manager
Pay Period Start: 10/16/2022
Pay Period End: 10/31/2022

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
10/16/2022	See Separate Task Sheet	5.00					5.00			
10/17/2022	"	9.00	3.50				5.50			
10/18/2022	"	5.00					5.00			
10/19/2022	"	4.75	0.50	1.50			2.75			
10/20/2022	"	4.50					4.50			
10/21/2022	"	4.00	1.00				3.00			
10/22/2022	"									
10/23/2022	"									
10/24/2022	"	6.00							6.00	
10/25/2022	"	1.50		1.50						
10/26/2022	"	1.50	1.00		0.50					
10/27/2022	"	3.50		1.00	1.50		1.00			
10/28/2022	"	0.75		0.75						
10/29/2022	"									
10/30/2022	"	3.50		3.50						
10/31/2022	"	5.50		4.00			1.50			
	Total Hours	54.50	6.00	12.25	2.00	0.00	28.25	0.00	6.00	0.00
	Rate	$ 108.00								
	Total Gross Pay	$ 5,886.00								

BM Hansell 10/31/2022

Employee Signature Date

Finance Signature Date

Subject		Duration	Day	Subject
KFPD - PSB re: Complete Move-Out		5.00	Sun 10/16/2022	KFPD PSB
	Total:	**5.00**		
KFPD - Gen Mgmt re: PSB mobilization		2.00	Mon 10/17/2022	KFPD Gen Mgmt
KFPD - PSB re: PSB mobilization		3.00	Mon 10/17/2022	KFPD PSB
KFPD - PSB re: PSB mobilization		1.50	Mon 10/17/2022	KFPD PSB
KFPD - PSB re: Temp Station Added Work		1.00	Mon 10/17/2022	KFPD PSB
KFPD - Gen Mgmt re: KPPCSD info request		1.50	Mon 10/17/2022	KFPD Gen Mgmt
	Total:	**9.00**		
KFPD - PSB re: Temp Station Added Work		5.00	Tue 10/18/2022	KFPD PSB
	Total:	**5.00**		
KFPD - Gen Mgmt re: Schedule Rex Locksmith		0.25	Wed 10/19/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Repair light)		0.25	Wed 10/19/2022	KFPD PSB
KFPD - PSB re: Temp Station Added Work		2.00	Wed 10/19/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Clear site)		0.50	Wed 10/19/2022	KFPD PSB
KFPD - Finance (Risk Mgmt Insurance)		1.50	Wed 10/19/2022	KFPD Finance
KFPD - Gen Mgmt re: Special Mtg		0.25	Wed 10/19/2022	KFPD Gen Mgmt
	Total:	**4.75**		
KFPD - PSB re: Groundbreaking Ceremony		4.50	Thu 10/20/2022	KFPD PSB
	Total:	**4.50**		
KFPD - PSB re: Temp Station (Security details)		3.00	Fri 10/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Computer Network		1.00	Fri 10/21/2022	KFPD Gen Mgmt
	Total:	**4.00**		
KFPD - Sick Leave		6.00	Mon 10/24/2022	KFPD Sick
	Total:	**6.00**		
KFPD - Finance (Cash Flow; Transfer from LAIF)		1.50	Tue 10/25/2022	KFPD Finance
	Total:	**1.50**		
KFPD - EPC re: Coord w/JV		0.50	Wed 10/26/2022	KFPD EPC
KFPD - Gen Mgmt re: Communications (Ooma Account)		1.00	Wed 10/26/2022	KFPD Gen Mgmt
	Total:	**1.50**		
KFPD - PSB re: Team Mtg		1.00	Thu 10/27/2022	KFPD PSB
KFPD - Finance (Cash Flow; Investments; Transfers)		1.00	Thu 10/27/2022	KFPD Finance
KFPD - EPC re: Committee Mtg		1.50	Thu 10/27/2022	KFPD EPC
	Total:	**3.50**		
KFPD - Finance (Cash Flow; Investments; Transfers)		0.75	Fri 10/28/2022	KFPD Finance
	Total:	**0.75**		
KFPD - Finance re: Invoices		3.50	Sun 10/30/2022	KFPD Finance
	Total:	**3.50**		
KFPD - Finance re: Invoices		4.00	Mon 10/31/2022	KFPD Finance
KFPD - PSB re: Temp Fire Station CORs		1.50	Mon 10/31/2022	KFPD PSB
	Total:	**5.50**		
Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):		**54.50**		
Target Hrs (Over/Under)		**(0.38)**		

Kensington Fire Protection District

Employee Timesheet

	Program Areas
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Employee Name: Bill Hansell
Title: General Manager
Pay Period Start: 10/1/2022
Pay Period End: 10/15/2022

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
10/1/2022	See Separate Task Sheet									
10/2/2022	"									
10/3/2022	"									
10/4/2022	"	3.00					3.00			
10/5/2022	"	2.50					2.50			
10/6/2022	"	8.50	0.50	3.50		1.00	3.50			
10/7/2022	"	5.00	1.50	1.00	0.50		2.00			
10/8/2022	"									
10/9/2022	"	3.50	2.50				1.00			
10/10/2022	"	10.50	3.50				7.00			
10/11/2022	"	10.00	0.50	4.50	1.00		4.00			
10/12/2022	"	11.00	2.50	1.00			7.50			
10/13/2022	"	10.75	0.50	5.00			5.25			
10/14/2022	"	10.50		3.00	0.50		7.00			
10/15/2022	"	11.00			2.00		9.00			
	Total Hours	86.25	11.50	18.00	4.00	1.00	51.75	0.00	0.00	0.00
	Rate	$ 108.00								
	Total Gross Pay	$ 9,315.00								

BM Hansell 10/15/2022

Employee Signature Date

Finance Signature Date

Subject		Duration	Day	Subject
KFPD - PSB re: Temp Station (Carport delivered)		3.00	Tue 10/4/2022	KFPD PSB
	Total:	**3.00**		
KFPD - PSB re: Pre-Con Site Mtg		1.50	Wed 10/5/2022	KFPD PSB
KFPD - PSB re: Temp Bldg Coordination		1.00	Wed 10/5/2022	KFPD PSB
	Total:	**2.50**		
KFPD - Legal re: Contract		1.00	Thu 10/6/2022	KFPD Legal
KFPD - PSB re: Temp Bldg Coordination		3.50	Thu 10/6/2022	KFPD PSB
KFPD - Gen Mgmt re:2022 Biennial Notice - Conflict of Interest Code		0.50	Thu 10/6/2022	KFPD Gen Mgmt
KFPD - Finance re: invoices		3.50	Thu 10/6/2022	KFPD Finance
	Total:	**8.50**		
KFPD - Finance re: invoices		1.00	Fri 10/7/2022	KFPD Finance
KFPD - Gen Mgmt re: Agenda		1.50	Fri 10/7/2022	KFPD Gen Mgmt
KFPD - EPC re: Pancake Breakfast Event (Supplies)		0.50	Fri 10/7/2022	KFPD EPC
KFPD - PSB re: Temp Bldg (Carport completion); Move Coordination		2.00	Fri 10/7/2022	KFPD PSB
	Total:	**5.00**		
KFPD - Gen Mgmt re: UUCB Pancake Breakfast		2.50	Sun 10/9/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Bldg (Appliances, Paving, Carport doors)		1.00	Sun 10/9/2022	KFPD PSB
	Total:	**3.50**		
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)		3.50	Mon 10/10/2022	KFPD PSB
KFPD - Gen Mgmt re: Contract review		1.00	Mon 10/10/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)		3.50	Mon 10/10/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Mtg Packet		2.50	Mon 10/10/2022	KFPD Gen Mgmt
	Total:	**10.50**		
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)		1.00	Tue 10/11/2022	KFPD PSB
KFPD - EPC re: Webinar on FireWise Communities		1.00	Tue 10/11/2022	KFPD EPC
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)		3.00	Tue 10/11/2022	KFPD PSB
KFPD - Gen Mgmt re: Notify Cleaners, Stericycle,		0.50	Tue 10/11/2022	KFPD Gen Mgmt
KFPD - Finance (Invoice Pmts)		3.00	Tue 10/11/2022	KFPD Finance
KFPD - Finance (Invoice Pmts)		1.50	Tue 10/11/2022	KFPD Finance
	Total:	**10.00**		
KFPD - Gen Mgmt re: BoD Mtg Packet		2.50	Wed 10/12/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)		3.00	Wed 10/12/2022	KFPD PSB
KFPD - PSB re: Temp Facility relocation (movers, ramp, gate, fence coord)		4.00	Wed 10/12/2022	KFPD PSB
KFPD - PSB re: Notice to Residents		0.50	Wed 10/12/2022	KFPD PSB
KFPD - Finance (Invoice Pmts)		1.00	Wed 10/12/2022	KFPD Finance
	Total:	**11.00**		
KFPD - Finance (Invoice Pmts)		1.00	Thu 10/13/2022	KFPD Finance
KFPD - PSB re: Temp Facility relocation (utilities, service changes, etc)		1.00	Thu 10/13/2022	KFPD PSB
KFPD - Finance (Invoice Pmts)		2.50	Thu 10/13/2022	KFPD Finance
KFPD - Gen Mgmt re: ATT to VOIP		0.50	Thu 10/13/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Fire Station (ATT HotSpot)		0.50	Thu 10/13/2022	KFPD PSB
KFPD - PSB re: Temp Facility Modular Cleaning Company		0.50	Thu 10/13/2022	KFPD PSB
KFPD - PSB re: Move Admin materials		3.25	Thu 10/13/2022	KFPD PSB
KFPD - Finance (Invoice Pmts)		1.50	Thu 10/13/2022	KFPD Finance
	Total:	**10.75**		
KFPD - Finance (Invoices)		1.50	Fri 10/14/2022	KFPD Finance
KFPD - EPC re: Sandbag order		0.50	Fri 10/14/2022	KFPD EPC
KFPD - PSB re: PSB complete move out		7.00	Fri 10/14/2022	KFPD PSB
KFPD - Finance (Invoices)		1.50	Fri 10/14/2022	KFPD Finance
	Total:	**10.50**		
KFPD - EPC re: Wildfire Response Planning		2.00	Sat 10/15/2022	KFPD EPC
KFPD - PSB re: Temp Facility relocation		9.00	Sat 10/15/2022	KFPD PSB
	Total:	**11.00**		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):		**86.25**		
Target Hrs (Over/Under)		**34.80**		

Kensington Fire Protection District

Employee Timesheet

	Program Areas
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Employee Name: Bill Hansell
Title: General Manager
Pay Period Start: 9/16/2022
Pay Period End: 9/30/2022

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
9/16/2022	See Separate Task Sheet	6.00					6.00			
9/17/2022	"									
9/18/2022	"	6.50	0.50				6.00			
9/19/2022	"	7.00	1.00				6.00			
9/20/2022	"	5.50	2.50		0.50		2.50			
9/21/2022	"	10.00	3.00			1.00	6.00			
9/22/2022	"	7.50	4.50		2.00		1.00			
9/23/2022	"	7.00	5.00	0.50			1.50			
9/24/2022	"									
9/25/2022	"									
9/26/2022	"									
9/27/2022	"	8.25	5.50				2.75			
9/28/2022	"	6.93					3.50		3.43	
9/29/2022	"	5.00					5.00			
9/30/2022	"	6.00	1.50				4.50			
	Total Hours	75.68	23.50	0.50	2.50	1.00	44.75	0.00	3.43	0.00
	Rate	$ 108.00								
	Total Gross Pay	$ 8,173.44								

BM Hansell 9/30/2022

Employee Signature Date

Finance Signature Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Station (RFIs)	2.50	Fri 9/16/2022	KFPD PSB
KFPD - PSB re: CM	3.50	Fri 9/16/2022	KFPD PSB
Day Total:	**6.00**		
KFPD - Gen Mgmt re: Timesheets/Payroll	0.50	Sun 9/18/2022	KFPD Gen Mgmt
KFPD - PSB re: Review and report on alternate plans	6.00	Sun 9/18/2022	KFPD PSB
Day Total:	**6.50**		
KFPD - Gen Mgmt re: CCSDA Mtg	1.00	Mon 9/19/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Fire Station site mtg for Fence/Gate and Generator; Access with	1.00	Mon 9/19/2022	KFPD PSB
KFPD - PSB re: Relocation coordination	2.00	Mon 9/19/2022	KFPD PSB
KFPD - PSB re: Project Management	3.00	Mon 9/19/2022	KFPD PSB
Day Total:	**7.00**		
KFPD - EPC re: Committee correspondence; postings	0.50	Tue 9/20/2022	KFPD EPC
KFPD - PSB re: Project Management	2.00	Tue 9/20/2022	KFPD PSB
KFPD - Gen Mgmt re: Recording redactions	1.00	Tue 9/20/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: CCSDA Mtg	1.50	Tue 9/20/2022	KFPD Gen Mgmt
KFPD - PSB re: Project Management	0.50	Tue 9/20/2022	KFPD PSB
Day Total:	**5.50**		
KFPD - PSB re: Project Management	3.50	Wed 9/21/2022	KFPD PSB
KFPD - PSB re: Insurance docs; CM coordination	1.00	Wed 9/21/2022	KFPD PSB
KFPD - Legal re: Email/Tel w/Counsel	1.00	Wed 9/21/2022	KFPD Legal
KFPD - PSB re: Temp Station coord	1.50	Wed 9/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	1.50	Wed 9/21/2022	KFPD Gen Mgmt
KFPD - Board Mtg	1.50	Wed 9/21/2022	KFPD Gen Mgmt
Day Total:	**10.00**		
KFPD - PSB re: Team Mtg	1.00	Thu 9/22/2022	KFPD PSB
KFPD - Gen Mgmt re: Resolution files	3.00	Thu 9/22/2022	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 9/22/2022	KFPD EPC
KFPD - Gen Mgmt re: Resolution, Minutes files	1.50	Thu 9/22/2022	KFPD Gen Mgmt
Day Total:	**7.50**		
KFPD - Gen Mgmt re: Resolution, Minutes files	1.50	Fri 9/23/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mtg; msgs; mail; signatures	2.50	Fri 9/23/2022	KFPD Gen Mgmt
KFPD - Finance re: Investment (LAIF options)	0.50	Fri 9/23/2022	KFPD Finance
KFPD - PSB re: Temp Station coord	1.50	Fri 9/23/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	1.00	Fri 9/23/2022	KFPD Gen Mgmt
Day Total:	**7.00**		
KFPD - PSB re: Temp Station (Modular delivery issues)	2.00	Tue 9/27/2022	KFPD PSB
KFPD - Gen Mgmt re: Fire Chief at PSB	2.00	Tue 9/27/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (On site)	0.75	Tue 9/27/2022	KFPD PSB
KFPD - Gen Mgmt re: Communications; Emails	3.50	Tue 9/27/2022	KFPD Gen Mgmt
Day Total:	**8.25**		
KFPD - PSB re: Temp Station (Modular, Carport, Notifications; Coord)	3.50	Wed 9/28/2022	KFPD PSB
KFPD - Sick Leave	3.43	Wed 9/28/2022	KFPD Sick
Day Total:	**6.93**		
KFPD - PSB re: Temp Station (Coordination)	5.00	Thu 9/29/2022	KFPD PSB
Day Total:	**5.00**		
KFPD - PSB re: Temp Station (Modular delivery)	3.50	Fri 9/30/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB for msg, staff	1.50	Fri 9/30/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (Modular delivery)	1.00	Fri 9/30/2022	KFPD PSB
Day Total:	**6.00**		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):	**75.68**		
Target Hrs (Over/Under)	**24.23**		

KFPD - PSB re:	KFPD PSB
KFPD - EPC re:	KFPD EPC
KFPD - Finance re:	KFPD Finance
KFPD - Gen Mgmt re:	KFPD Gen Mgmt
KFPD - Legal re:	KFPD Legal
KFPD - Vacation	KFPD Vacation
KFPD - Holiday	KFPD Holiday

KFPD - Sick	KFPD Sick

Kensington Fire Protection District

Employee Timesheet

	Program Areas
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Employee Name: Bill Hansell
Title: General Manager
Pay Period Start: 9/1/2022
Pay Period End: 9/15/2022

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
9/1/2022	See Separate Task Sheet	4.25	0.25				4.00			
9/2/2022	"	1.75	1.00				0.75			
9/3/2022	"									
9/4/2022	"									
9/5/2022	"	7.50	0.50	1.00				6.00		
9/6/2022	"	6.00	0.50	2.50			3.00			
9/7/2022	"	6.50		3.50	2.00		1.00			
9/8/2022	"	8.50	1.50	6.00			1.00			
9/9/2022	"	10.50	8.25	2.25						
9/10/2022	"									
9/11/2022	"	1.50	1.50							
9/12/2022	"	8.00	8.00							
9/13/2022	"	7.00	5.50		1.50					
9/14/2022	"	8.75	8.50				0.25			
9/15/2022	"	6.50	1.00				5.50			
	Total Hours	76.75	36.50	15.25	3.50	0.00	15.50	6.00	0.00	0.00
	Rate	$ 108.00								
	Total Gross Pay	$ 8,289.00								

BM Hansell 9/15/2022

Employee Signature Date

Finance Signature Date

Subject		Duration	Day	Subject
KFPD - PSB re: Temp Station (Carport coordination)		2.00	Thu 9/1/2022	KFPD PSB
KFPD - Gen Mgmt re: IT Notebook Maintenance		0.25	Thu 9/1/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (Carport coordination)		1.00	Thu 9/1/2022	KFPD PSB
KFPD - PSB re: GC & Design Team Coordination		1.00	Thu 9/1/2022	KFPD PSB
	Day Total:	**4.25**		
KFPD - Gen Mgmt re: Misc emails		1.00	Fri 9/2/2022	KFPD Gen Mgmt
KFPD - PSB re: GC docs; Correspondences		0.75	Fri 9/2/2022	KFPD PSB
	Day Total:	**1.75**		
KFPD - Gen Mgmt re: Holiday		6.00	Mon 9/5/2022	KFPD Holiday
KFPD - Agenda for Finance Committee Mtg		1.00	Mon 9/5/2022	KFPD Finance
KFPD - Gen Mgmt re: Post agenda, PSB for mail, msgs		0.50	Mon 9/5/2022	KFPD Gen Mgmt
	Day Total:	**7.50**		
KFPD - PSB re: GC docs;		1.00	Tue 9/6/2022	KFPD PSB
KFPD - PSB re: Contract coordination		0.50	Tue 9/6/2022	KFPD PSB
KFPD - Gen Mgmt re: CalPERS issues		0.50	Tue 9/6/2022	KFPD Gen Mgmt
KFPD - PSB re: GC Insurance		0.50	Tue 9/6/2022	KFPD PSB
KFPD - Finance re: GASB 75 FY 6/30/2022 Data Request		0.50	Tue 9/6/2022	KFPD Finance
KFPD - Finance re: Invoices		0.50	Tue 9/6/2022	KFPD Finance
KFPD - PSB re: CM search		1.00	Tue 9/6/2022	KFPD PSB
KFPD - Finance re: FC Mtg Mins		1.50	Tue 9/6/2022	KFPD Finance
	Day Total:	**6.00**		
KFPD - EPC re: Mtg w/Chief, JV		2.00	Wed 9/7/2022	KFPD EPC
KFPD - PSB re: Chief review of plans		1.00	Wed 9/7/2022	KFPD PSB
KFPD - Finance re: FC Mtg Mins		1.50	Wed 9/7/2022	KFPD Finance
KFPD - Finance re: FC Mtg Mins		1.00	Wed 9/7/2022	KFPD Finance
KFPD - Finance re: FC Mtg Mins		1.00	Wed 9/7/2022	KFPD Finance
	Day Total:	**6.50**		
KFPD - Finance re: FC Packet		3.00	Thu 9/8/2022	KFPD Finance
KFPD - Finance re: Budget		3.00	Thu 9/8/2022	KFPD Finance
KFPD - PSB re: Temp Station (RFIs)		1.00	Thu 9/8/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet		1.50	Thu 9/8/2022	KFPD Gen Mgmt
	Day Total:	**8.50**		
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet		2.00	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Finance Committee Mtg		1.25	Fri 9/9/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet		0.75	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB (Staff, Msgs, Mail)		0.50	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet		1.00	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices		1.00	Fri 9/9/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet		3.00	Fri 9/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Agenda and Packet		1.00	Fri 9/9/2022	KFPD Gen Mgmt
	Day Total:	**10.50**		
KFPD - Gen Mgmt re: BoD Mtg Packet		1.50	Sun 9/11/2022	KFPD Gen Mgmt
	Day Total:	**1.50**		
KFPD - Gen Mgmt re: BoD Mtg Packet		0.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mtg;		1.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet		2.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet		1.50	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet		1.00	Mon 9/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet		1.00	Mon 9/12/2022	KFPD Gen Mgmt
	Day Total:	**8.00**		
KFPD - Gen Mgmt re: BoD Mtg Packet		2.50	Tue 9/13/2022	KFPD Gen Mgmt
KFPD - EPC re: HEF mtg		1.50	Tue 9/13/2022	KFPD EPC
KFPD - Gen Mgmt re: BoD Mtg Packet		3.00	Tue 9/13/2022	KFPD Gen Mgmt
	Day Total:	**7.00**		
KFPD - Gen Mgmt re: BoD Mtg Packet		3.00	Wed 9/14/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet		0.50	Wed 9/14/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Packet		4.50	Wed 9/14/2022	KFPD Gen Mgmt
KFPD - PSB re: Tel w/Fire Staff		0.25	Wed 9/14/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Mtg Packet		0.50	Wed 9/14/2022	KFPD Gen Mgmt

Day Total:	**8.75**		
KFPD - Gen Mgmt re: BoD Mtg Packet	1.00	Thu 9/15/2022	KFPD Gen Mgmt
KFPD - PSB re: Team Mtg	1.00	Thu 9/15/2022	KFPD PSB
KFPD - PSB re: Tel w/Contract Insurance issues	1.50	Thu 9/15/2022	KFPD PSB
KFPD - PSB re: CM	3.00	Thu 9/15/2022	KFPD PSB
Day Total:	**6.50**		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):	**76.75**		
Target Hrs (Over/Under)	**25.30**		

Kensington Fire Protection District

Employee Timesheet

	Program Areas
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Employee Name: Bill Hansell
Title: General Manager
Pay Period Start: 8/16/2022
Pay Period End: 8/31/2022

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
8/16/2022	See Separate Task Sheet									
8/17/2022	"	3.50		1.00			2.50			
8/18/2022	"	3.75					3.75			
8/19/2022	"									
8/20/2022	"									
8/21/2022	"	1.50	1.00		0.50					
8/22/2022	"	1.50				0.50	1.00			
8/23/2022	"	1.50								1.50
8/24/2022	"	1.75					0.50		1.25	
8/25/2022	"	2.50	0.50		2.00					
8/26/2022	"	4.00	2.00				2.00			
8/27/2022	"									
8/28/2022	"	1.50					1.50			
8/29/2022	"	2.50					2.50			
8/30/2022	"	3.00		1.00			2.00			
8/31/2022	"	7.00		6.00			1.00			
	Total Hours	34.00	3.50	8.00	2.50	0.50	16.75	0.00	1.25	1.50
	Rate	$ 108.00								
	Total Gross Pay	$ 3,672.00								

BN Hansell 8/31/2022

Employee Signature Date

Finance Signature Date

Subject		Duration	Day	Subject
KFPD - PSB re: Temp Station (Lease)		1.00	Wed 8/17/2022	KFPD PSB
KFPD - Finance re: Invoices		1.00	Wed 8/17/2022	KFPD Finance
KFPD - PSB re: Temp Station (CA)		1.50	Wed 8/17/2022	KFPD PSB
	Day Total:	**3.50**		
KFPD - PSB re: Temp Station (Carport Permit Issues)		1.25	Thu 8/18/2022	KFPD PSB
KFPD - PSB re: Temp Station (Code Issues)		1.50	Thu 8/18/2022	KFPD PSB
KFPD - PSB re: Temp Station (Code Issues)		1.00	Thu 8/18/2022	KFPD PSB
	Day Total:	**3.75**		
KFPD - EPC re: Agenda posts		0.50	Sun 8/21/2022	KFPD EPC
KFPD - Gen Mgmt re: PSB for Mail, Msgs, Staff		1.00	Sun 8/21/2022	KFPD Gen Mgmt
	Day Total:	**1.50**		
KFPD - Legal re: Virtual Meetings		0.50	Mon 8/22/2022	KFPD Legal
KFPD - PSB re: Temp Station (Lease and Insurance)		1.00	Mon 8/22/2022	KFPD PSB
	Day Total:	**1.50**		
KFPD - Vacation		1.50	Tue 8/23/2022	KFPD Vacation
	Day Total:	**1.50**		
KFPD - PSB re: Dwg Set		0.50	Wed 8/24/2022	KFPD PSB
KFPD - Sick		1.25	Wed 8/24/2022	KFPD Sick
	Day Total:	**1.75**		
KFPD - Gen Mgmt re: Public Correspondence		0.50	Thu 8/25/2022	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg		2.00	Thu 8/25/2022	KFPD EPC
	Day Total:	**2.50**		
KFPD - Gen Mgmt re: PSB Generator Issues		0.50	Fri 8/26/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB (Mail; Msgs; Staff)		1.50	Fri 8/26/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (Modular)		2.00	Fri 8/26/2022	KFPD PSB
	Day Total:	**4.00**		
KFPD - PSB re: GC Contract (Include insurance requirements)		1.50	Sun 8/28/2022	KFPD PSB
	Day Total:	**1.50**		
KFPD - PSB re: Temp Station (RFI's)		2.50	Mon 8/29/2022	KFPD PSB
	Day Total:	**2.50**		
KFPD - Finance re: Invoices		1.00	Tue 8/30/2022	KFPD Finance
KFPD - PSB re: Temp Station (RFI's)		2.00	Tue 8/30/2022	KFPD PSB
	Day Total:	**3.00**		
KFPD - Finance re: Invoices		1.00	Wed 8/31/2022	KFPD Finance
KFPD - Finance re: Invoices		3.50	Wed 8/31/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Proj Mgmt)		1.00	Wed 8/31/2022	KFPD PSB
KFPD - Finance re: Invoices		1.50	Wed 8/31/2022	KFPD Finance
	Day Total:	**7.00**		
	Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88 hrs Max):	**34.00**		
	Target Hrs (Over/Under)	**(20.88)**		

Kensington Fire Protection District

Employee Timesheet

	Program Areas
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Employee Name: Bill Hansell
Title: General Manager
Pay Period Start: 8/1/2022
Pay Period End: 8/15/2022

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
8/1/2022	See Separate Task Sheet	1.00					1.00			
8/2/2022	"	6.00							6.00	
8/3/2022	"	6.00							6.00	
8/4/2022	"	3.50	0.50	1.00			1.00		1.00	
8/5/2022	"	2.50	2.50							
8/6/2022	"									
8/7/2022	"	0.50	0.50							
8/8/2022	"	7.00					1.00			6.00
8/9/2022	"	7.00				1.00				6.00
8/10/2022	"	4.00		2.00		1.00	1.00			
8/11/2022	"	2.50	1.00	1.50						
8/12/2022	"	5.00		3.50			1.50			
8/13/2022	"									
8/14/2022	"									
8/15/2022	"	6.00					0.50			5.50
	Total Hours	51.00	4.50	8.00	0.00	2.00	6.00	0.00	13.00	17.50
	Rate	$ 108.00								
	Total Gross Pay	$ 5,508.00								

BN Hansell 8/15/2022

Employee Signature Date

Finance Signature Date

Subject		Duration	Day	Subject
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)		1.00	Mon 8/1/2022	KFPD PSB
	Day Total:	**1.00**		
KFPD - Sick		6.00	Tue 8/2/2022	KFPD Sick
	Day Total:	**6.00**		
KFPD - Sick		6.00	Wed 8/3/2022	KFPD Sick
	Day Total:	**6.00**		
KFPD - Sick		1.00	Thu 8/4/2022	KFPD Sick
KFPD - PSB re: Struct Plan Check verification		1.00	Thu 8/4/2022	KFPD PSB
KFPD - Finance re: DOIT tax roll request		1.00	Thu 8/4/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg agenda		0.50	Thu 8/4/2022	KFPD Gen Mgmt
	Day Total:	**3.50**		
KFPD - Gen Mgmt re: BoD mtg agenda		2.50	Fri 8/5/2022	KFPD Gen Mgmt
	Day Total:	**2.50**		
KFPD - Gen Mgmt re: Mtg cancellation notice		0.50	Sun 8/7/2022	KFPD Gen Mgmt
	Day Total:	**0.50**		
KFPD - PSB re: Temp Facility (Permit Fees)		0.50	Mon 8/8/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Proj Mgmt)		0.50	Mon 8/8/2022	KFPD PSB
KFPD - Vacation		6.00	Mon 8/8/2022	KFPD Vacation
	Day Total:	**7.00**		
KFPD - Vacation		6.00	Tue 8/9/2022	KFPD Vacation
KFPD - Legal re: AB361		1.00	Tue 8/9/2022	KFPD Legal
	Day Total:	**7.00**		
KFPD - Finance re: Special Tax Levy Forms		1.50	Wed 8/10/2022	KFPD Finance
KFPD - Legal re: AB361		1.00	Wed 8/10/2022	KFPD Legal
KFPD - PSB re: Temp Facility (Carport issues)		1.00	Wed 8/10/2022	KFPD PSB
KFPD - Finance re: Special Tax Levy Forms		0.50	Wed 8/10/2022	KFPD Finance
	Day Total:	**4.00**		
KFPD - Finance re: Invoices		0.50	Thu 8/11/2022	KFPD Finance
KFPD - Gen Mgmt re: PSB (Mail; Msgs; Staff)		1.00	Thu 8/11/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices		1.00	Thu 8/11/2022	KFPD Finance
	Day Total:	**2.50**		
KFPD - Finance re: Invoices		0.50	Fri 8/12/2022	KFPD Finance
KFPD - Finance re: Invoices		3.00	Fri 8/12/2022	KFPD Finance
KFPD - PSB re: Notice of Award to CWS (Insurance docs)		1.50	Fri 8/12/2022	KFPD PSB
	Day Total:	**5.00**		
KFPD - Vacation		5.50	Mon 8/15/2022	KFPD Vacation
KFPD - PSB re: Temp Station (Gate details, payment)		0.50	Mon 8/15/2022	KFPD PSB
	Day Total:	**6.00**		
	Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):	**51.00**		
	Target Hrs (Over/Under)	**(0.45)**		

KFPD - PSB re:	KFPD PSB
KFPD - EPC re:	KFPD EPC
KFPD - Finance re:	KFPD Finance
KFPD - Gen Mgmt re:	KFPD Gen Mgmt
KFPD - Legal re:	KFPD Legal
KFPD - Vacation	KFPD Vacation
KFPD - Holiday	KFPD Holiday
KFPD - Sick	KFPD Sick

Kensington Fire Protection District

Employee Timesheet

	Program Areas
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Employee Name: Bill Hansell
Title: General Manager
Pay Period Start: 7/16/2022
Pay Period End: 7/31/2022

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
7/16/2022	See Separate Task Sheet									
7/17/2022	"									
7/18/2022	"	1.00					1.00			
7/19/2022	"	7.50					7.50			
7/20/2022	"	5.50	1.00				4.50			
7/21/2022	"									
7/22/2022	"									
7/23/2022	"									
7/24/2022	"									
7/25/2022	"	1.00					1.00			
7/26/2022	"	2.00					2.00			
7/27/2022	"	1.00					1.00			
7/28/2022	"	7.50		0.50	2.00		5.00			
7/29/2022	"	7.50		4.00			3.50			
7/30/2022	"	3.50	3.50							
7/31/2022	"									
	Total Hours	36.50	4.50	4.50	2.00	0.00	25.50	0.00	0.00	0.00
	Rate	$ 108.00								
	Total Gross Pay	$ 3,942.00								

BN Hansell 7/31/2022

Employee Signature Date

Finance Signature Date

Subject		Duration	Day	Subject
KFPD - PSB re: Leaseback Issues (Insurance)		1.00	Mon 7/18/2022	KFPD PSB
	Day Total:	**1.00**		
KFPD - PSB re: Leaseback Issues (Reimbursable expenses to date)		3.00	Tue 7/19/2022	KFPD PSB
KFPD - Temp Facility re: City Council Hearing		4.50	Tue 7/19/2022	KFPD PSB
	Day Total:	**7.50**		
KFPD - Gen Mgmt re: PSB (Mail; Msgs); Station 71		1.00	Wed 7/20/2022	KFPD Gen Mgmt
KFPD - PSB re: Leaseback Closing Docs		1.50	Wed 7/20/2022	KFPD PSB
KFPD - Temp Facility re: PM coordination; OBS Notice To Proceed		2.50	Wed 7/20/2022	KFPD PSB
KFPD - PSB re: Mail docs to KutakRock		0.50	Wed 7/20/2022	KFPD PSB
	Day Total:	**5.50**		
KFPD - Gen Mgmt re: PSB (Mail; Msgs); Power Out		1.00	Mon 7/25/2022	KFPD Gen Mgmt
	Day Total:	**1.00**		
KFPD - PSB re: Temp Facility (GC Contract)		2.00	Tue 7/26/2022	KFPD PSB
	Day Total:	**2.00**		
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)		1.00	Wed 7/27/2022	KFPD PSB
	Day Total:	**1.00**		
KFPD - PSB re: Temp Facility (NTP)		0.50	Thu 7/28/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)		3.50	Thu 7/28/2022	KFPD PSB
KFPD - EPC re: Committee Mtg		2.00	Thu 7/28/2022	KFPD EPC
KFPD - PSB re: Submit Bldg Plan Comments Response		1.00	Thu 7/28/2022	KFPD PSB
KFPD - Finance re: Submit CERBT Disbursement		0.50	Thu 7/28/2022	KFPD Finance
	Day Total:	**7.50**		
KFPD - Finance re: Invoices to Maze		0.50	Fri 7/29/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Insurance coverage)		1.00	Fri 7/29/2022	KFPD PSB
KFPD - Finance re: Submit CERBT Disbursement		1.00	Fri 7/29/2022	KFPD Finance
KFPD - Finance re: Invoices		1.50	Fri 7/29/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)		1.50	Fri 7/29/2022	KFPD PSB
KFPD - Finance re: CERBT report due 7/29		1.00	Fri 7/29/2022	KFPD Finance
KFPD - PSB re: Submit Bldg Plan Comments Response		1.00	Fri 7/29/2022	KFPD PSB
	Day Total:	**7.50**		
KFPD - Gen Mgmt re: Communications		3.50	Sat 7/30/2022	KFPD Gen Mgmt
	Day Total:	**3.50**		
Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88 hrs Max):		**36.50**		
Target Hrs (Over/Under)		**(18.38)**		

Kensington Fire Protection District

Employee Timesheet

	Program Areas
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Employee Name: Bill Hansell
Title: General Manager
Pay Period Start: 7/1/2022
Pay Period End: 7/15/2022

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
7/1/2022	See Separate Task Sheet	5.00					5.00			
7/2/2022	"	1.50					1.50			
7/3/2022	"									
7/4/2022	"	6.00						6.00		
7/5/2022	"	1.75	0.75			1.00				
7/6/2022	"	1.00					1.00			
7/7/2022	"	13.00	3.00				10.00			
7/8/2022	"	8.00	8.00							
7/9/2022	"	6.75	6.75							
7/10/2022	"	5.00		5.00						
7/11/2022	"	3.00		2.50			0.50			
7/12/2022	"	7.50	3.00	4.50						
7/13/2022	"	4.00	1.50				2.50			
7/14/2022	"	11.00		0.50			10.50			
7/15/2022	"									
	Total Hours	73.50	23.00	12.50	0.00	1.00	31.00	6.00	0.00	0.00
	Rate	$ 108.00								
	Total Gross Pay	$ 7,938.00								

BM Hansell 7/15/2022

Employee Signature Date

Finance Signature Date

Subject		Duration	Day	Subject
KFPD - PSB re: Renovation (Bid Opening)		1.00	Fri 7/1/2022	KFPD PSB
KFPD - PSB re: Renovation (Bid Analysis and Summary)		3.00	Fri 7/1/2022	KFPD PSB
KFPD - PSB re: Renovation (Coordination and Report)		1.00	Fri 7/1/2022	KFPD PSB
	Day Total:	**5.00**		
KFPD - PSB re: Renovation (Coordination and Report)		1.50	Sat 7/2/2022	KFPD PSB
	Day Total:	**1.50**		
KFPD - Gen Mgmt re: Holiday		6.00	Mon 7/4/2022	KFPD Holiday
	Day Total:	**6.00**		
KFPD - Gen Mgmt re: Mtg videos		0.75	Tue 7/5/2022	KFPD Gen Mgmt
KFPD - Legal re: Mtg w/Meyers Nave (Various Issues)		1.00	Tue 7/5/2022	KFPD Legal
	Day Total:	**1.75**		
KFPD - PSB re: Plan Check Response (Egress issues)		1.00	Wed 7/6/2022	KFPD PSB
	Day Total:	**1.00**		
KFPD - PSB re: Plan Check Response (Egress issues)		1.50	Thu 7/7/2022	KFPD PSB
KFPD - Gen Mgmt re: Return election materials		1.50	Thu 7/7/2022	KFPD Gen Mgmt
KFPD - PSB re: Plan Check Response (Egress issues)		2.50	Thu 7/7/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Draft lease)		3.50	Thu 7/7/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Agenda Materials		1.50	Thu 7/7/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Draft lease)		2.50	Thu 7/7/2022	KFPD PSB
	Day Total:	**13.00**		
KFPD - Gen Mgmt re: BoD Mtg Agenda and Documents		6.00	Fri 7/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Election materials		2.00	Fri 7/8/2022	KFPD Gen Mgmt
	Day Total:	**8.00**		
KFPD - Gen Mgmt re: Return election materials		2.50	Sat 7/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Agenda and Documents		2.50	Sat 7/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Post agenda; PSB for mail, msgs		1.75	Sat 7/9/2022	KFPD Gen Mgmt
	Day Total:	**6.75**		
KFPD - Finance re: Invoices		1.00	Sun 7/10/2022	KFPD Finance
KFPD - Finance re: Invoices		2.00	Sun 7/10/2022	KFPD Finance
KFPD - Finance re: Invoices		0.50	Sun 7/10/2022	KFPD Finance
KFPD - Finance re: Invoices		1.50	Sun 7/10/2022	KFPD Finance
	Day Total:	**5.00**		
KFPD - Finance re: Invoices		1.00	Mon 7/11/2022	KFPD Finance
KFPD - PSB re: Tel Legal Counsel (appeal hearing)		0.50	Mon 7/11/2022	KFPD PSB
KFPD - Finance re: Invoices		1.50	Mon 7/11/2022	KFPD Finance
	Day Total:	**3.00**		
KFPD - Finance re: Invoices		2.00	Tue 7/12/2022	KFPD Finance
KFPD - Finance re: Invoices		1.50	Tue 7/12/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD Mtg Agenda and Documents		1.50	Tue 7/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: HEF Mtg		1.50	Tue 7/12/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices		1.00	Tue 7/12/2022	KFPD Finance
	Day Total:	**7.50**		
KFPD - Gen Mgmt re: BoD Mtg Documents		1.50	Wed 7/13/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility bldg permit submissions		2.50	Wed 7/13/2022	KFPD PSB
	Day Total:	**4.00**		
KFPD - PSB re: Lease documents		1.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Conf Call w/NHA, Capital One		0.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Update		1.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Lease documents; Notary; Forwarding		3.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Lease documents		1.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Lease documents		2.00	Thu 7/14/2022	KFPD PSB
KFPD - Finance re: Fund Transfer Request		0.50	Thu 7/14/2022	KFPD Finance
	Day Total:	**11.00**		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):		**73.50**		
Target Hrs (Over/Under)		**22.05**		

Kensington Fire Protection District

Employee Timesheet

	Program Areas
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Employee Name: Bill Hansell
Title: General Manager
Pay Period Start: 6/16/2022
Pay Period End: 6/30/2022

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
6/16/2022	See Separate Task Sheet	4.25	1.50	0.75	2.00					
6/17/2022	"	4.75		0.25			4.50			
6/18/2022	"									
6/19/2022	"									
6/20/2022	"	1.00					1.00			
6/21/2022	"	5.50	1.00				4.50			
6/22/2022	"	1.50					1.50			
6/23/2022	"	3.00	1.00				2.00			
6/24/2022	"	4.50					4.50			
6/25/2022	"									
6/26/2022	"	5.50	5.50							
6/27/2022	"	6.00	3.50				2.50			
6/28/2022	"	4.75	1.25	1.00	0.25		2.25			
6/29/2022	"	5.00	4.00	1.00						
6/30/2022	"	0.25	0.25							
	Total Hours	46.00	18.00	3.00	2.25	0.00	22.75	0.00	0.00	0.00
	Rate	$ 108.00								
	Total Gross Pay	$ 4,968.00								

BM Hansell 6/30/2022

Employee Signature Date

Finance Signature Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Wildfire Regional Priority Plan Stakeholder Meeting #6	1.50	Thu 6/16/2022	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 6/16/2022	KFPD EPC
KFPD - Financial re: Transmittal	0.75	Thu 6/16/2022	KFPD Finance
Day Total:	**4.25**		
KFPD - PSB re: Renovation (Revised Bid Set)	1.00	Fri 6/17/2022	KFPD PSB
KFPD - Financial re: Timesheet. Payroll	0.25	Fri 6/17/2022	KFPD Finance
KFPD - PSB re: Renovation (Revised Bid Set)	3.50	Fri 6/17/2022	KFPD PSB
Day Total:	**4.75**		
KFPD - PSB re: Temp Facility Bid Opening	1.00	Mon 6/20/2022	KFPD PSB
Day Total:	**1.00**		
KFPD - Gen Mgmt re: Document signatures	0.50	Tue 6/21/2022	KFPD Gen Mgmt
KFPD - PSB re: Mtg w/Residents	3.00	Tue 6/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Document signatures	0.50	Tue 6/21/2022	KFPD Gen Mgmt
KFPD - PSB re: RFI Response review w/Arch	1.50	Tue 6/21/2022	KFPD PSB
Day Total:	**5.50**		
KFPD - PSB re: Bid RFI	0.50	Wed 6/22/2022	KFPD PSB
KFPD - PSB re: Temp Facility planning issues	1.00	Wed 6/22/2022	KFPD PSB
Day Total:	**1.50**		
KFPD - Temp Facility re: PGE Mtg; School Director	1.00	Thu 6/23/2022	KFPD PSB
KFPD - Gen Mgmt re: Docs at PSB	1.00	Thu 6/23/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Sanitary District, EC City Hall	1.00	Thu 6/23/2022	KFPD PSB
Day Total:	**3.00**		
KFPD - PSB re: Scheduling; Coordination	1.50	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: NHA Zoom Mtg	0.50	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: Public Forum planning	1.00	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: Scheduling; Coordination	1.50	Fri 6/24/2022	KFPD PSB
Day Total:	**4.50**		
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	1.50	Sun 6/26/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	4.00	Sun 6/26/2022	KFPD Gen Mgmt
Day Total:	**5.50**		
KFPD - Temp Facility re: Mack5 Mtg	1.00	Mon 6/27/2022	KFPD PSB
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	3.50	Mon 6/27/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Bid Protest Response	1.50	Mon 6/27/2022	KFPD PSB
Day Total:	**6.00**		
KFPD - Temp Facility re: Revised Bid Pricing Schedule	1.50	Tue 6/28/2022	KFPD PSB
KFPD - Temp Facility re: Tel w/KPPCSD GM	0.25	Tue 6/28/2022	KFPD PSB
KFPD - EPC re: Tel w/EP Coord (Purchases, Solano Stroll, FireWise)	0.25	Tue 6/28/2022	KFPD EPC
KFPD - Finance re: Check signature	0.50	Tue 6/28/2022	KFPD Finance
KFPD - Gen Mgmt re: PSB for mail, msg, staff mtg	0.75	Tue 6/28/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Sanitary District for permit	0.50	Tue 6/28/2022	KFPD PSB
KFPD - Gen Mgmt re: Tel w/Chief	0.50	Tue 6/28/2022	KFPD Gen Mgmt
KFPD - Finance re: CERBT Disbursement	0.50	Tue 6/28/2022	KFPD Finance
Day Total:	**4.75**		
KFPD - Finance re: CERBT Disbursement	0.50	Wed 6/29/2022	KFPD Finance
KFPD - Finance re: Submit CERBT Disbursement	0.50	Wed 6/29/2022	KFPD Finance
KFPD - Board Special Mtg re: Temp Facility Bid Approval	1.00	Wed 6/29/2022	KFPD Gen Mgmt
KFPD - Board Regular BoD Mtg	3.00	Wed 6/29/2022	KFPD Gen Mgmt
Day Total:	**5.00**		
KFPD - Gen Mgmt re: PSB for mail, msg	0.25	Thu 6/30/2022	KFPD Gen Mgmt
Day Total:	**0.25**		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):	**46.00**		
Target Hrs (Over/Under)	**(5.45)**		

Kensington Fire Protection District

Employee Timesheet

	Program Areas
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Employee Name: Bill Hansell
Title: General Manager
Pay Period Start: 6/1/2022
Pay Period End: 6/15/2022

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
6/1/2022	See Separate Task Sheet	6.75	2.00	0.25			4.50			
6/2/2022	"	11.00		8.50			2.50			
6/3/2022	"	10.75	3.50	3.75	2.00		1.50			
6/4/2022	"	3.00	3.00							
6/5/2022	"	10.50	10.50							
6/6/2022	"	7.50	7.50							
6/7/2022	"	8.75	6.00	1.00			1.75			
6/8/2022	"	8.25	2.25	1.75	0.25		4.00			
6/9/2022	"	2.75	1.50		0.25		1.00			
6/10/2022	"	3.25			0.75		2.50			
6/11/2022	"	0.00								
6/12/2022	"	0.00								
6/13/2022	"	0.25		0.25						
6/14/2022	"	10.00	2.00		1.50		6.50			
6/15/2022	"	10.25	1.75	1.00			7.50			
	Total Hours	93.00	40.00	16.50	4.75	0.00	31.75	0.00	0.00	0.00
	Rate	$ 108.00								
	Total Gross Pay	$ 10,044.00								

BM Hansell 6/15/2022

Employee Signature Date

Finance Signature Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: BOD mtg packet	1.50	Wed 6/1/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (On site for turning radius)	1.50	Wed 6/1/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB (Mail, Messages)	0.50	Wed 6/1/2022	KFPD Gen Mgmt
KFPD - Finance re: Mechanics Bank (Deposits, Issues w/County reimbursements)	0.25	Wed 6/1/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Unitarian Board Mtg)	1.00	Wed 6/1/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Site Plan revs)	2.00	Wed 6/1/2022	KFPD PSB
Day Total:	**6.75**		
KFPD - PSB re: Temp Facility (Site Plan revs)	1.50	Thu 6/2/2022	KFPD PSB
KFPD - Finance re: Bookkeeping	0.50	Thu 6/2/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Power Pole Permit)	1.00	Thu 6/2/2022	KFPD PSB
KFPD - Finance re: Bookkeeping	5.00	Thu 6/2/2022	KFPD Finance
KFPD - Finance re: Bookkeeping	3.00	Thu 6/2/2022	KFPD Finance
Day Total:	**11.00**		
KFPD - Finance re: Bookkeeping	2.00	Fri 6/3/2022	KFPD Finance
KFPD - Finance re: Bookkeeping	1.75	Fri 6/3/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg agenda (Tel w/LN)	1.75	Fri 6/3/2022	KFPD Gen Mgmt
KFPD - EPC re: Wildfire JPA Mtg	2.00	Fri 6/3/2022	KFPD EPC
KFPD - PSB re: Renovation bid posting	1.50	Fri 6/3/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD mtg agenda	1.75	Fri 6/3/2022	KFPD Gen Mgmt
Day Total:	**10.75**		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Sat 6/4/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	1.00	Sat 6/4/2022	KFPD Gen Mgmt
Day Total:	**3.00**		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	4.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, post agenda	0.50	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	1.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Sun 6/5/2022	KFPD Gen Mgmt
Day Total:	**10.50**		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.50	Mon 6/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Mon 6/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Mon 6/6/2022	KFPD Gen Mgmt
Day Total:	**7.50**		
KFPD - Finance re: Tel w/NHA (Prelim loan responses)	0.50	Tue 6/7/2022	KFPD Finance
KFPD - Gen Mgmt re: Communications	0.50	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re; Mtg w/Chief (Abatement info)	1.00	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg Mins	1.50	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - PSB re: EC Conditional Use Permit questions (Tel w/SM)	1.00	Tue 6/7/2022	KFPD PSB
KFPD - PSB re: EC Modular, Schedule(Tel w/TK)	0.75	Tue 6/7/2022	KFPD PSB
KFPD - Finance re: Tel w/Tom Phillips, Risk Management (Insurance for tem station	0.50	Tue 6/7/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Tue 6/7/2022	KFPD Gen Mgmt
Day Total:	**8.75**		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Wed 6/8/2022	KFPD Gen Mgmt
KFPD - PSB re: NHA consulting (Bond option analysis)	2.00	Wed 6/8/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Dwgs)	0.50	Wed 6/8/2022	KFPD PSB
KFPD - Finance re: Re-issue warrants (Martinez); Mechanics Bank	1.50	Wed 6/8/2022	KFPD Finance
KFPD - EPC re: Community events (Tel w/JV)	0.25	Wed 6/8/2022	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail, msgs	0.25	Wed 6/8/2022	KFPD Gen Mgmt
KFPD - PSB re: KPPCSD coord w/Chief Gancasz	0.50	Wed 6/8/2022	KFPD PSB
KFPD - Finance re: Confirm Recon/Spec Tax History (Tel w/MP)	0.25	Wed 6/8/2022	KFPD Finance
KFPD - PSB re: NHA consulting (Financial Model)	1.00	Wed 6/8/2022	KFPD PSB
Day Total:	**8.25**		
KFPD - Gen Mgmt re: BoD mtg notices; Outreach to CSD	1.50	Thu 6/9/2022	KFPD Gen Mgmt
KFPD - EPC re: Mtg agenda	0.25	Thu 6/9/2022	KFPD EPC
KFPD - PSB re: NHA consulting (Bond option analysis)	1.00	Thu 6/9/2022	KFPD PSB
Day Total:	**2.75**		
KFPD - PSB re: NHA consulting (Bond option analysis)	1.50	Fri 6/10/2022	KFPD PSB
KFPD - PSB re: NHA consulting (Bond option analysis)	1.00	Fri 6/10/2022	KFPD PSB
KFPD - EPC re: Committee Mtg agenda	0.75	Fri 6/10/2022	KFPD EPC

Day Total:	**3.25**		
KFPD - Finance re: Tel VSP (Account access)	0.25	Mon 6/13/2022	KFPD Finance
Day Total:	**0.25**		
KFPD - PSB re: Temp Facility (Submit for Bldg Permit)	0.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Submit for Sanitary Permit)	0.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Renovation (Bid Site Visit)	1.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Craft Ave neighbor outreach)	1.00	Tue 6/14/2022	KFPD PSB
KFPD - EPC re: HEF Mtg	1.50	Tue 6/14/2022	KFPD EPC
KFPD - Gen Mgmt re: Communications	2.00	Tue 6/14/2022	KFPD Gen Mgmt
KFPD - PSB re: Renovation (Bid Pricing Schedule)	3.00	Tue 6/14/2022	KFPD PSB
Day Total:	**10.00**		
KFPD - PSB re: Renovation (Bid Pricing Schedule)	1.00	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Renovation (Loan questions)	0.50	Wed 6/15/2022	KFPD PSB
KFPD - Financial re: CERBT Year-End Webinar	1.00	Wed 6/15/2022	KFPD Finance
KFPD - PSB re: Renovation (Loan questions)	0.50	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Temp Facility (On site for modular delivery)	1.50	Wed 6/15/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB for mail, msgs, staff questions	1.75	Wed 6/15/2022	KFPD Gen Mgmt
KFPD - PSB re: Renovation (RFI's, Bid Docs)	2.00	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Temp Facility (EC Planning Conditional Use Hearing)	2.00	Wed 6/15/2022	KFPD PSB
Day Total:	**10.25**		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):	**93.00**		
Target Hrs (Over/Under)	**41.55**		

KENSINGTON FIRE PROTECTION DISTRICT

MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE

MEETING MINUTES

Thursday, October 27, 2022 3:00pm-5:00pm

Via Zoom Teleconference

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1. CALL TO ORDER/ROLL CALL

Directors: Larry Nagel
Public Members: Lisa Caronna, Katie Gluck, Peter Liddell, Danielle Madugo, Paul Moss, David Spath
Staff: General Manager Bill Hansell, KFD Chief Eric Saylors, KPD Lt. Brad Harms
Consultant: Emergency Preparedness Coordinator Johnny Valenzuela
Visitors: Julie Stein

2. PUBLIC COMMENT

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

None

3. ADOPTION OF CONSENT ITEMS

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

a. Approval of Minutes of the Meeting of September 22, 2022 (Approve)

A motion was made by Dave Spath and seconded by Lisa Caronna to approve the minutes of the August 25, 2022 Meeting. Motion passed 6-0.

4. OLD BUSINESS

None

5. NEW BUSINESS

a. Introduction of Director Julie Stein who will be joining the EPC once she is approved by the KFPD Board of Directors

b. Discussion with EC/K FD Chief Eric Saylors About His Experiences With LRAD Systems

Action: Discussion

Chief Saylors gave a presentation on LRAD systems and with writing grantws. The slides for this presentation can be found here. A video of Chief Saylors' presentation can be found here. A discussion by the EPC followed the presentation.

Lisa Caronna asked about the coordination with Berkeley in using an LRAD system. Chief Saylors noted that we have control over the use of the system

David Spath asked if we only need three devices above the Arlington. Chief Saylors said that three was a guess based on available information. Ultimately we would integrate this system with Berkeley and El Cerrito.

Katie Gluck noted that Mike from Genasys had walked the area and his estimate was that three speakers were required.

Danielle Madugo asked if El Cerrito would be pursuing a warning system. Chief Saylors answered that El Cerrito would be pursuing an LRAD system but at the moment there were higher priorities including evacuation routes and parking on red flag days.

Bill Hansell asked about the Berkeley model of using the Laguna Beach contract, thereby eliminating the need for rebidding an LRAD system. Chief Saylors noted that the Laguna contract is still open and therefore should be available to us.

Lisa Caronna asked about how telephone systems failure during an emergency might impose severe limitations on communications and how an LRAD system would fit into that scenario. Chief Saylors noted that an LRAD system is the best available option because they have their own battery and they communicate with satellite systems.

David Spath asked if LRAD devices would be resistant to wildfire. Chief Saylors did not have any information on how resistant LRAD systems are to wildfire.

He also asked about the Laguna contract if that would allow us to sole source. Chief Saylors noted that if we could add on to the Laguna contract that would allow us to circumvent the RFQ process.

Cassandra Duggan complemented Chief Saylors on his presentation and asked if El Cerrito's near bankruptcy was hindering implementing an LRAD system. Chief Saylors noted that finances were not hindering implementing an LRAD system.

c. Discussion with EC/K FD Chief Eric Saylors About His Experiences With Writing Grant Proposals
This agenda item was combined with 5b above.

d. Update by KPD Lt. Brad Harms On The Next Evacuation Drill
Action: Discussion

Brad Harms summarized the Emergency Evacuation Drill this spring. The drill included an evacuation of Zone 008 and a notification for Zone 007 but did not evacuate.

We could potentially do another Evacuation Drill next Spring with different zones. That way, every Kensington Zone would have the opportunity to participate. After that, we could

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do a future evacuation drill with all zones.

Larry Nagel asked what the Emergency Preparedness Committee could to to assist in the planning of the next Evacuation Drill next Spring. Lt. Harms noted that the objective today is to determine if this is something the Fire Board would like to pursue. If there is consensus on conducting another drill, then Lt. Harms could start the planning of picking a date and determining which zones would be affected, and working with Contra Costa Emergency Services. This would be a joint decision of El Cerrito/Kensington Fire and Kensington Police.

Larry Nagel stated that he would put this topic on the agenda for the next Board Meeting on November 9, 2022 to have the Board approve an Evacuation Drill.

Danielle Madugo asked about the Camp Fire and the need to implement contraflow along the main arteries of town during an emergency. Chief Saylors noted that the last drill through the cemetery showed that this eliminated about 30% of the congestion. Each zone will have a different egress route.

David Spath asked about egress options for each zone. Lt. Harms stated that we would present options for each zone. Dave noted that it would be useful to prepare a document for each zone to list the options for egress.

Dave also asked what the objective would be for the next evacuation drill. Lt. Harms noted that the objectives would be to test egress routes and to raise public awareness. We would send the message to the community that we are taking this seriously and therefore the community also should take this seriously.

Dave also asked if it would be worthwhile to evacuate both zones simultaneously to evaluate where the choke points are. Lt. Harms noted that this would be the objective for the drill two years from now.

e. Update by KPD Lt. Brad Harms on the Progress of Parking Restrictions on Red Flag Days
Action: Discussion

Lt. Harms talked about the parking rules. It still has not been ratified to change the parking directions for Purdue and Kenyon. All of the roads going downhill from Purdue are facing Beloit. But vehicles on Lake, Grizzly Peak, Los Altos and Kenyon actually have three options: Beloit, Grizzly Peak or Spruce. Purdue has been identified as a major thoroughfare and would require a vote to move the signs so that all streets facing Beloit will not face that bottleneck.

Dave Spath asked about the possibility of changing the direction on Beloit. Lt. Harms stated that that would require additional study and one problem is that the gutter on one side is very steep and would require some sort of grating to change direction.

Katie Gluck complemented Lt. Harms on his work and asked about the status of working with County DPW to move the signs and change direction. Lt. Harms noted that there is a protocol for changing the signs. This would require community buy in through block parties and provision for funding the cost to the county (approximately $18,000). If this is something the Board wants to pursue and budget, then the project would go for a vote at the County level like we did on Lenox.

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Katie also commented that we should coordinate traffic flow with Berkeley because they have made several changes to their traffic flow. Lt. Harms agreed.

Larry Nagel noted that he will be giving a presentation to the Board at the next Board meeting and will be including this topic in his presentation.

Mabry Benson stated that we could suggest that people park on opposite side of the street. Brad Harms noted that Vehicle Code requires that. Disobeying this code could mean that the district would take on an enormous amount of liability.

f. Update by Paul Moss on door hanger project emphasizing wildfire preparedness focused on evacuation
Action: Discussion

Paul Moss stated that he had been working with Johnny Valenzuela and they have developed a door hanger. Johnny then presented the door hanger design. and that the door hanger is awaiting approval from Chief Saylors.

g. Proposal by Larry Nagel to cancel the November 24, 2022 and December 22, 2022 and instead to have a Special Meeting on December 8, 2022 at 3 PM.

A motion was made by Danielle Madugo and seconded by Peter Liddell Caronna to cancel the November 24, 2022 and December 22, 2022 and instead to have a Special Meeting on December 8, 2022 at 3 PM. Motion passed 6-0.

h. Request from President Larry Nagel to all members of the EPC to submit their intention to remain on the EPC for one more year commencing on December 1, 2022
The bylaws state that all membership on standing committees must be approved annually by the Board of Directors. This approval will be on the agenda for the November 9, 2022 regular meeting.

6. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT

Johnny reported that there are free sandbags available in preparation for the rainy season. The next paper shredding and pharmaceutical drop-off event will be Saturday, October 29, from 10 AM to 1 PM. There also will be a Toys for Tots toy drive. The video describing how to form a Firewise community is posted to the KFPD website. There will be a block party on Sunset Drive late this month. Chris Hilliard is working on a date for the annual emergency supply sale including water containers and fire extinguishers.

Lisa Caronna asked how can the EPC help in distributing the door hangers. Johnny noted the door hanger is awaiting approval. Distributing to the community will require volunteers to distribute the door hangers. Paul Moss noted that unless these door hangers can be distributed in the next few weeks, it may be a better to postpone distributing these door hangers until the beginning of fire season next year.

Dave Spath noted that some residents would like to purchase water containers but have no way of picking the containers up and bringing them home. Larry Nagel noted that the people working the pickup deliver the containers after the pickup is over.

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7. REPORTS FROM COMMITTEE MEMBERS

Danielle reported on what's going on at the school. The staff is busy securing boundaries of the school for security as the need was noted at the latest active shooter drill. This will eliminate access to the school from the Olde School Trail. Danielle noted that the school will be meeting with Chief Saylors and the Fire Marshall Chase Beckman about shelter in place at the school as opposed to evacuation.

Sue Duncan from El Cerrito Firesafe noted that the they were very concerned about the evacuation of the Madeira Elementary and they met with the WCCUSD Safety Officer. They found that he was very helpful in the evacuation planning.

8. CALL FOR FUTURE AGENDA ITEMS

None

9. ADJOURNMENT

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on January 26, 2023 at 3:00pm via Zoom Conference, unless noticed otherwise per the Brown Act.

Meeting Adjourned at 4:38 PM by Director Larry Nagel.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on January 26, 2023.

Attest:

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Emergency Preparedness Committee Member

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