



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

Wednesday, October 13th, 2021 7:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California AB 361, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe and participate in the meeting by attending the Zoom webinar (on the day and time of the meeting) and may also provide public comment by sending advance comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

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

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

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

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

Internet Address:

<https://us06web.zoom.us/j/83642940690?pwd=Z3RnZ3BFbG52YVZ6TXZxY0R4TEw0UT09>

Telephone Access:

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

Webinar ID: 836 4294 0690

Passcode: 112233

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

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

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

2. (7:01pm) PUBLIC COMMENT

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

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

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

a. **Approval of Minutes** of the regular Board of Director's meeting of 09/08/2021 (Approve)

b. **Acceptance of Incident Activity Report** September 2021 (Accept)

c. **Approval of Monthly Transmittal** 10/13/2021 (Approve)

d. **Approval of Monthly Financial Reports** 09/30/2021 (Approve)

4. (7:15pm) OLD BUSINESS - None

5. (7:15pm) NEW BUSINESS

a. (7:15pm) Introduction of NHA Advisors and Presentation of Financial Analysis and Planning Services

Action = Review, Discuss, and Provide Feedback to Consultants and Staff

b. (7:45pm) Adoption of Resolution 21-09 Confirming Seismic Vulnerability and Structural Failure of the Kensington Public Safety Building Requiring Urgent Remediation (Supporting Materials)

Present geotechnical letter from Haley Aldrich Environmental Consultants confirming the risk of building failure and the imminent threat to personnel. Consider Resolution 21-09 to verify the need for urgent remediation in order to facilitate Federal and State grant funding applications, and to request assistance from Contra Costa County for expedited planning and building permit approvals in the interest of public safety.

Action = Discuss and adopt Resolution 21-09.



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

DATE/TIME: September 8th, 2021 / 7:00pm

LOCATION: Via Zoom

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

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:02 p.m. GM Hansell called roll.

2. PUBLIC COMMENT:

Public comment was made by Jim Watt and Linnea Due.

3. ADOPTION OF CONSENT ITEMS:

MOTION: M/s Kosel/Nagel: Motion to Adopt the Consent Calendar	
VOTE: Ayes: Dommer, Kosel, Padian, Nagel, Stein - Noes: None	
Motion passed unanimously	Video Time Stamped: 6.53

4. OLD BUSINESS:

No old business to discuss.

5. NEW BUSINESS:

5a. ADOPTION OF RESOLUTION 21-06 APROOVING THE FINAL COMBINED BUDGET FOR REVENUE, OPERATING EXPENDITURES, AND CAPITAL IMPROVEMENT EXPENDITURES FOR FY2021-2022

MOTION: M/s Kosel/Dommer: Motion to Approve the Enactment of 21-06	
VOTE: Ayes: Dommer, Kosel, Padian, Nagel, Stein - Noes: None	
Motion passed unanimously	Video Time Stamped: 18.39

GM Hansell reviewed the item and listed the significant changes from his report. He explained how the budget is organized to distinguish between operating revenues and expenditures versus capital improvement costs. He stated the budget does not have the predicted fund balances yet because he is engaging a municipal advisor to properly estimate them and to include long-range planning. The final budget was included with a presentation letter describing the District's accomplishments in the last fiscal year and what has been done in the first three months of the new fiscal year. There is updated information on the District for historical records, strategic plans, and goals set back in 2015. He is also working with the grant writer on

significant applications that will help with the budget, specifically for the seismic renovation and other projects.

Director Stein asked where the \$3.5 million set-aside for the City of El Cerrito contract, required to keep in reserve, is in the budget. GM Hansell stated that it was held within the three County funds, although it isn't very transparent since it is tracked in QuickBooks. After the audit is complete, he will work with Maze to make sure the funding and tracking structure for this is where it should be. Director Kosel mentioned the Finance Committee will be proposing a written policy about the reserve accounts to show more clearly what the District has set aside. Director Stein asked if the \$3.5 million was set-aside is part of the \$6.99 million showing in the budget, and GM Hansell said that is correct.

Director Stein asked GM Hansell if he has approached El Cerrito about releasing some of the District's reserves for use on the Public Safety Building. Secondly, if the city would be willing to contribute to the construction costs, since the District is going above and beyond what is in the contract. GM Hansell responded that he hasn't done that yet because he needs more information on the project's cost due to extreme inflation in the construction industry, but he will reach out once he has the information he needs.

VP Padian stated that if the renovation project contractors take up most of the reserves, there won't be anything left for an emergency. The Board needs to think about more than just renovating the Public Safety Building and saving for new engines, but must have funds left if there is a real emergency.

Public comment was made by Jim Watt

5b. ADOPTION OF RESOLUTION 21-07 APPROVING PARTICIPATION IN NEGOTIATIONS & MEETINGS TO CONSIDER FORMATION OF A VEGETATION MANAGEMENT JOINT POWERS AGENCY (EBVMJPA) TO ADDRESS FIRE SAFETY IN THE EAST BAY AREA

MOTION: M/s Kosel/Padian: Motion to Adopt Resolution 21-07 Approving Participation in Negotiations and Meetings to Consider Formation of a Vegetation Management Joint Powers Agency	
VOTE: Ayes: Dommer, Kosel, Padian, Nagel, Stein - Noes: None	
Motion passed unanimously	Video Time Stamped: 53.48

GM Hansell presented the report. He explained that the formation committees of the JPA drafted the resolution, and it is to take part in talks, not to officially join the JPA. The draft was presented to the EPC committee, who approved a motion to recommend the resolution to the Board. Stein asked what the JPA charter will be, or if that is what the talks will be about? GM Hansell replied that it will be part of the discussion. She asked how this overlaps or is different from the emergency forum and why do we need this resolution? GM Hansell stated the resolution doesn't seem essential but will help notify everyone of something outside of his typical job description. Stein would like the resolution to specify the "GM" attend and not "staff".

Public comment was made by John Kaufman.

5c. PUBLIC SAFETY BUILDING RENOVATION PROGRESS UPDATE

GM Hansell reviewed the report. He has been meeting with the architects and structural engineers weekly to plan and review the process and to quickly identify any issues that may not have been considered in prior discussions. It is essential to identify the challenges of the scope of the building and what we prefer not to have to touch so that we can keep the scope of work to a reasonable degree. He is also pursuing a FEMA grant, but the District needs to have the project designed and ready to be ahead of the other agencies to have a better chance of getting the grant. He continues to have talks with the Unitarian Universalist Church of Berkeley regarding the use of their space and lease, but he needs more information from the architects first. The parking lot falls under the City of El Cerrito's jurisdiction, so he will be working with them to move the project forward.

Director Stein asked what the difference is between the conceptual, schematic, and the actual design? Hansell stated that Schematic Design is a step up from what was done before. Schematic Design and Design Development will be part of the more detailed design process for making some discretionary decisions. Stein asked who was on the design team. Hansell replied that the team is led by MarJang Architects and ZFA Structural Engineers. The rest of the team includes mechanical, electrical, plumbing, and civil engineers, a site surveyor, and an estimator. Basically, all of the consultants on the project. Stein then asked for someone to address Linea Due's question regarding the relocation of the KPPCSD. Hansell stated that the closed session item for tonight's meeting would be discussing that topic to a degree. He mentioned that he has and will publicly state that he will continue to bring options that benefit the KPPCSD and the District. She would also like to address Jim Watt's comment at the beginning of the meeting regarding the letter from KPPCSD. She thinks we missed an opportunity of goodwill to work with them, whatever the outcome might have been. It was disappointing to her that they didn't invite the President to discuss their letter and have both Boards discuss it openly.

VP Padian said he had a different take on the letter. He thought the letter asked to rescind a decision made by the Board without providing any reasons. He thought the public and their Board members had an opportunity to attend their meetings and make a public comment, but they did not participate in the discussions. He thinks, until we know more from them, he sees no reason to reconsider a letter that was sent informally and not to the Board, and not proposed as an agenda item. He looks forward to constructive engagement when there was evidence that their Board is trying to figure out how to acquire space and finance it. Stein said it was not her desire to have anyone on the Board change their opinion, but raised this as a matter of public process and transparency. Hansell explained that the letters have been posted publicly on both websites and have been discussed in multiple meetings. The Board made its decision to move forward, and there is nothing outside of the Board's public actions on the issue that was raised in those letters. He would like to move forward.

Public comment was made by Jim Watt.

6. FIRE CHIEF'S REPORT:

Chief Pigoni presented his report. The number of calls declined significantly in July, but picked up in August due to the Dixie fire. There were several smoke investigations, as well as several heat-related medical calls. Starting Sept. 17th, Contra Costa County will mandate public safety. All public safety workers would be subject to weekly testing and must show proof of vaccination. They have a PCR program set up through UC Berkeley, and they are receiving rapid tests through the county. Any employee who is not vaccinated, or who refuses to provide vaccination, will be tested at the beginning of their shift. Vaccinations must be completed by 4th

of October for county employees. CERT training is expected to begin in the fall. The city hired a recruiter to find a new battalion chief. With regards to vegetation management, all properties have been cleared.

7. EMERGENCY PREPAREDNESS COORDINATOR REPORT

EPC Coordinator Valenzuela presented his report. There are two major campaigns currently underway, the National Preparedness Month campaign, which runs through September, and the Wildfire Preparedness Workbook. The campaign features weekly topics divided into four weeks. The website has links to resources for the communication that he provided. The Wildfire Preparedness workbook included a communication toolkit, which includes QR codes and links for community members to access and stay informed. The website also offers a link to sign up for the newsletter, with more subscriptions completed this month than in the first half of the year.

8. GENERAL MANAGER'S REPORT:

GM Hansell outlined his report. He wants to point out that he had a discussion with the third municipal advisor applicant. All three individuals and companies provide similar services and fit within the \$30,000 budget. The audit will begin in October and be finished in about four weeks. In addition to reducing workers' compensation insurance, Hansell was able to complete several reports, one of which was a special tax confirmation for the levy, which was approved. Since Sasha has mostly transitioned to her new job, Hansell has been traveling more to the PSB and, therefore, has developed relationships with the new Police Chief and Lieutenant, along with the Fire Department crews. He recently calculated his overall time allocation since the beginning of the year in order to review how his time has been focused. The focus will change since he now has two building projects to manage, as well as coordination with the EP Coordinator, the grant writer and the municipal analyst, which will pull him away from general operations. He said he would try his best to keep track of everything and stick within the allocated time but it will be challenging.

9. EMERGENCY PREPAREDNESS COMMITTEE REPORT:

VP Padian provided an update on the committee meeting. They had hoped to bring the Fire and Police Chiefs together for the August meeting to discuss the emergency warning systems that have been under study. He stated that the National Weather Service band, which provides marine forecasts for the coast and local areas is broadcasted from Monterey, so they can't warn the District about potential dangers. Local agencies can override the frequency on the weather bands, but talking with the chiefs is important because any device such as this would have to be controlled locally. Most of the time, though, it's local officials who decide when it's time to evacuate, so they have to work through these systems. By setting up a control mechanism, the Fire and Police Chiefs would be able to use the county to provide very specific, real-time information to Kensington residents. Padian also discussed weather radios. His only complaint is that they must be tested once a week, and he doesn't think people will accept having the device scream at them every week. In the next meeting, they will get more information about the radios and consider whether they will be an option to rely on.

10. OUTSIDE AGENCIES REPORTS:

10a. Contra Costa Special Districts Association

President Nagel reported that the last meeting CCSDA had was a joint meeting with the Alameda County Special Districts Association. There was a speaker there, Dr. Simmons, who presented a one-pot chemical process they have developed, in which you put ground wood material in the top of the machine and methyl alcohol comes out at the bottom. There was an announcement about East Contra Costa County Fire District merging with Contra Costa County Fire District. There will be a meeting on September 20th if anyone is interested in learning more.

10b. CA Special Districts Association 2021 Conference

Director Kosel discussed how she participated in a seminar on reserve policies and how the Finance Committee will be creating a reserve policy that will be presented to the Board later this year. Additionally, she is going to suggest to President Nagel that the District change the rule arbiter for meetings, since many districts are now using Rosenberg's Rules, which are easier to follow. Also, some suggestions were made for contacts who might help with strategic planning.

President Nagel said there were many external agencies in attendance at the conference. FEMA provided excellent presentations on emergency preparedness and available grants. One thing he will discuss with GM Hansell will be securing contracts with mitigation companies and wildfire recovery companies. Next years conference will be in Palm Springs, sometime in August.

11. ANNOUNCE AND ADJOURN TO CLOSED SESSION

Meeting adjourned to closed session at 9:17 p.m.

12. RECONVENE TO OPEN SESSION

Meeting reconvened at 10:12 p.m.

ADJOURNMENT: The meeting adjourned at 10:13 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on October 13, 2021.

Attest:

Secretary of the Board



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: October 4, 2021

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

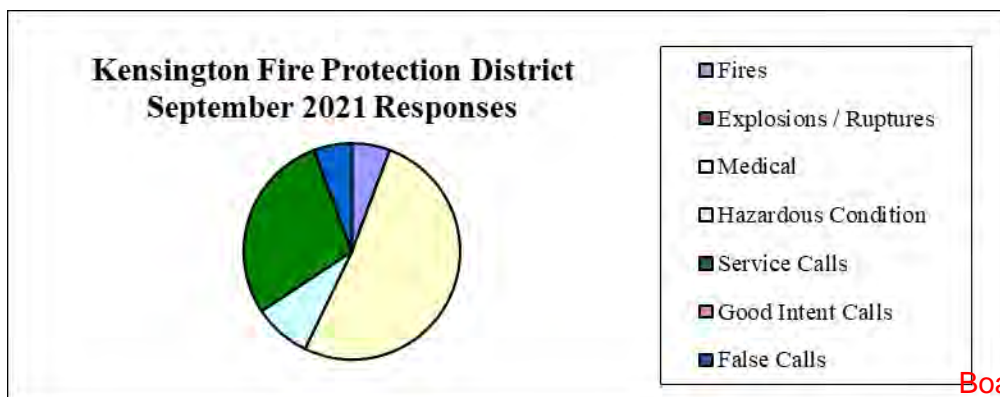
RE: **Incident Activity Reports for the Month of September 2021**

There were 35 incidents that occurred during the month of September in the community of Kensington. This is a decrease of 4 calls over the previous month. Please see the attached “Incident Log” for the dates and times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of 63 calls which is the same as the previous month.

On September 7th, the Fire Department responded to a possible structure fire in the 200 block of Coventry Road that turned out to be a fire confined to the oven. Food had ignited inside the oven and while it created a lot of smoke, there was no damage other than the appliance. On September 11th, the Fire Department responded to a structure fire in the 200 block of Kenyon Avenue. Upon arrival, the crews found a small fire on top of the microwave oven and below the cabinet. The fire was quickly extinguished and with damage only to the appliance and cabinets. Cause was determined to be from towels stored on top of the microwave that appear to have been ignited by an under-cabinet light.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
1: Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	2	5.71%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	18	51.43%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	3	8.57%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	10	28.57%
6: Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	0	0.00%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	5.71%
Totals		35	100.00%



Kensington Fire Protection District Community Response Log for September 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021095441	01-Sep-21 10:11:04	Stanford AVE	Kensington	E172	321
2	0021095520	01-Sep-21 13:59:58	Amherst AVE	Kensington	E165	412
3	0021096870	04-Sep-21 18:13:28	Yale AVE	Kensington	E165	554
4	0021097065	05-Sep-21 03:14:38	Arlington AVE	Kensington	E165	321
5	0021097085	05-Sep-21 05:20:15	Yale AVE	Kensington	E165	5000
6	0021097342	05-Sep-21 22:01:27	Arlington AVE	Kensington	E165	321
7	0021097374	05-Sep-21 23:23:32	Yale AVE	Kensington	E165	554
8	0021098187	07-Sep-21 18:00:42	Coventry RD	Kensington	E165	113
9	0021098242	07-Sep-21 20:13:23	Yale AVE	Kensington	E165	550
10	0021098871	09-Sep-21 06:57:11	Stanford AVE	Kensington	E165	321
11	0021099588	10-Sep-21 20:31:43	Garden DR	Kensington	E165	321
12	0021099662	11-Sep-21 00:49:37	Kenyon AVE	Kensington	E165	111
13	0021099903	11-Sep-21 15:52:40	Cambridge AVE	Kensington	E165	400
14	0021099943	11-Sep-21 17:27:59	Highgate RD	Kensington	E165	321
15	0021100025	11-Sep-21 22:16:22	Willamette AVE	Kensington	E165	321
16	0021100215	12-Sep-21 11:27:35	Cambridge AVE	Kensington	E165	321
17	0021101116	14-Sep-21 11:54:30	Berkeley Park BLVD	Kensington	E165	5000
18	0021101367	14-Sep-21 22:20:57	Westminster AVE	Kensington	E165	322
19	0021101943	16-Sep-21 11:06:16	Arlmont DR	Kensington	E165	520
20	0021102856	18-Sep-21 16:37:17	Yale AVE	Kensington	E165	321
21	0021103204	19-Sep-21 12:01:23	Colusa AVE	Kensington	E165	321
22	0021103568	20-Sep-21 10:35:56	Coventry RD	Kensington	E365	400
23	0021103689	20-Sep-21 15:13:19	Arlington AVE	Kensington	E365	321
24	0021104270	22-Sep-21 00:28:46	Lake DR	Kensington	E165	5000
25	0021105245	24-Sep-21 09:36:53	Arlington AVE	Kensington	E165	322
26	0021105688	25-Sep-21 13:10:10	Yale AVE	Kensington	E165	321
27	0021105883	25-Sep-21 22:43:58	Ardmore RD	Kensington	E165	321
28	0021106064	26-Sep-21 12:04:00	Norwood CT	Kensington	E165	321
29	0021106096	26-Sep-21 14:14:05	Ocean View AVE	Kensington	E165	550
30	0021106759	28-Sep-21 04:34:17	Berkeley Park BLVD	Kensington	E165	321

31	0021106866	28-Sep-21 11:36:42	Lexington RD	Kensington	E165	744
32	0021106959	28-Sep-21 15:40:13	Berkeley Park BLVD	Kensington	E165	5000
33	0021107039	28-Sep-21 18:58:13	Coventry RD	Kensington	E165	5000
34	0021107311	29-Sep-21 14:04:20	Lake DR	Kensington	E165	321
35	0021107523	30-Sep-21 02:01:50	Coventry RD	Kensington	E165	700

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)*

Kensington Fire Protection District Engine 65 Response Log for September 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021095520	01-Sep-21 13:59:58	Amherst AVE	Kensington	E165	412
2	0021095679	01-Sep-21 21:18:03	Carmel AVE	El Cerrito	E165	550
3	0021095739	02-Sep-21 01:45:42	Carmel AVE	El Cerrito	E165	550
4	0021095796	02-Sep-21 07:50:21	Carmel AVE	El Cerrito	E165	321
5	0021096212	03-Sep-21 08:58:38	Blake ST	El Cerrito	E165	321
6	0021096617	04-Sep-21 07:13:57	Balra DR	El Cerrito	E165	321
7	0021096870	04-Sep-21 18:13:28	Yale AVE	Orinda	E165	554
8	0021097065	05-Sep-21 03:14:38	Arlington AVE	Kensington	E165	321
9	0021097085	05-Sep-21 05:20:15	Yale AVE	Kensington	E165	5000
10	0021097216	05-Sep-21 14:25:51	S Park DR	Berkeley	E165	341
11	0021097342	05-Sep-21 22:01:27	Arlington AVE	Kensington	E165	321
12	0021097374	05-Sep-21 23:23:32	Yale AVE	Kensington	E165	554
13	0021098187	07-Sep-21 18:00:42	Coventry RD	Kensington	E165	113
14	0021098242	07-Sep-21 20:13:23	Yale AVE	Kensington	E165	550
15	0021098434	08-Sep-21 09:02:05	Hancock WAY	El Cerrito	E165	321
16	0021098446	08-Sep-21 09:29:43	Arlington BLVD	El Cerrito	E165	321
17	0021098482	08-Sep-21 10:47:54	Liberty ST	El Cerrito	E165	321
18	0021098607	08-Sep-21 15:36:49	El Cerrito PLZ	El Cerrito	E165	651
19	0021098871	09-Sep-21 06:57:11	Stanford AVE	Kensington	E165	321
20	0021099109	09-Sep-21 20:00:14	Grizzly Peak BLVD	Oakland	E365	611F
21	0021099230	10-Sep-21 05:25:39	Norvell ST	El Cerrito	E165	440
22	0021099446	10-Sep-21 14:36:09	Colusa AVE	El Cerrito	E165	611R
23	0021099588	10-Sep-21 20:31:43	Garden DR	Kensington	E165	321
24	0021099662	11-Sep-21 00:49:37	Kenyon AVE	Kensington	E165	111
25	0021099903	11-Sep-21 15:52:40	Cambridge AVE	Kensington	E165	400
26	0021099920	11-Sep-21 16:38:38	0-0 Wildcat Canyon RD	Orinda	E165	611M
27	0021099943	11-Sep-21 17:27:59	Highgate RD	Kensington	E165	321
28	0021100025	11-Sep-21 22:16:22	Willamette AVE	Kensington	E165	321
29	0021100166	12-Sep-21 08:57:25	San Pablo AVE	El Cerrito	E165	321
30	0021100215	12-Sep-21 11:27:35	Cambridge AVE	Kensington	E165	321

31	0021101030	14-Sep-21 08:10:22	Santa Fe AVE	El Cerrito	E165	400
32	0021101116	14-Sep-21 11:54:30	Berkeley Park BLVD	Kensington	E165	5000
33	0021101367	14-Sep-21 22:20:57	Westminster AVE	Kensington	E165	322
34	0021101531	15-Sep-21 11:07:13	Elm ST	El Cerrito	E165	700
35	0021101558	15-Sep-21 12:12:48	El Cerrito PLZ	El Cerrito	E165	735
36	0021101616	15-Sep-21 14:10:15	Balra DR	El Cerrito	E165	554
37	0021101943	16-Sep-21 11:06:16	Arlmont DR	Kensington	E165	520
38	0021102793	18-Sep-21 13:08:20	Fairmount AVE	El Cerrito	E165	311
39	0021102856	18-Sep-21 16:37:17	Yale AVE	Kensington	E165	321
40	0021103005	18-Sep-21 23:29:08	Fairmount AVE	El Cerrito	E165	611F
41	0021103054	19-Sep-21 01:58:09	44th ST	Orinda	E165	131
42	0021103204	19-Sep-21 12:01:23	Colusa AVE	Kensington	E165	321
43	0021103568	20-Sep-21 10:35:56	Coventry RD	Kensington	E365	400
44	0021103654	20-Sep-21 13:40:07	Schmidt LN	El Cerrito	E165	113
45	0021103689	20-Sep-21 15:13:19	Arlington AVE	Kensington	E365	321
46	0021103726	20-Sep-21 16:18:58	Leneve PL	El Cerrito	E165	321
47	0021104270	22-Sep-21 00:28:46	Lake DR	Kensington	E165	5000
48	0021104710	22-Sep-21 22:31:47	Liberty ST	Orinda	E165	162
49	0021104863	23-Sep-21 11:19:25	Norvell ST	El Cerrito	E165	550
50	0021105245	24-Sep-21 09:36:53	Arlington AVE	Kensington	E165	322
51	0021105652	25-Sep-21 11:34:37	Central Park DR	Berkeley	E165	611
52	0021105688	25-Sep-21 13:10:10	Yale AVE	Kensington	E165	321
53	0021105883	25-Sep-21 22:43:58	Ardmore RD	Kensington	E165	321
54	0021106022	26-Sep-21 09:40:27	Shevlin DR	El Cerrito	E165	321
55	0021106064	26-Sep-21 12:04:00	Norwood CT	Kensington	E165	321
56	0021106096	26-Sep-21 14:14:05	Ocean View AVE	Kensington	E165	550
57	0021106562	27-Sep-21 16:09:18	Carlson BLVD	El Cerrito	E165	611M
58	0021106759	28-Sep-21 04:34:17	Berkeley Park BLVD	Kensington	E165	321
59	0021106866	28-Sep-21 11:36:42	Lexington RD	Kensington	E165	744
60	0021106959	28-Sep-21 15:40:13	Berkeley Park BLVD	Kensington	E165	5000
61	0021107039	28-Sep-21 18:58:13	Coventry RD	Kensington	E165	5000
62	0021107311	29-Sep-21 14:04:20	Lake DR	Kensington	E165	321
63	0021107523	30-Sep-21 02:01:50	Coventry RD	Kensington	E165	700

Type Series**Description**

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

TO: Auditor Controller of Contra Costa County: TRANSMITTAL - APPROVAL
 Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

**KENSINGTON FPD
 TRANSMITTAL - APPROVAL
 Invoices**

PY/CY:
 BATCH #.:
 DATE : 10/13/2021
 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	10/1/2021	October 2021	7840	2328						309,743.34
	CCC Dept of Info Tech	8/12/2021	Data Processing July 2021								3.13
	CCC Dept of Info Tech	9/16/2021	Data Processing Aug 2021								19.65
	MarJang Architecture	10/6/2021	PSB Renovation Consultants								56,358.19
	ZFA Structural Engineers	9/24/2021	PSB Renovation Consultants								6,422.50
50147	KFPD Revolving Fund	10/13/2021	Reimburse Revolving fund	7840	2490						<u>40,703.45</u>
TOTAL											<u>413,250.26</u>

Kensington FPD Approval

Kensington Fire Protection District
 Checking Account Replenishment
 October 13, 2021

Transactions:

Payee	Date	Expenses	Description
VSP	09/02/2021	\$ 323.10	VSP Payment
Google	09/07/2021	\$ 90.00	Email Service
Fed/State	09/07/2021	\$ 2,863.97	Payroll Tax Withholding
Heartland Payroll	09/07/2021	\$ 106.29	Payroll Processing Fee
W Hansell	09/07/2021	\$ 4,262.72	Payroll
Office Depot	09/13/2021	\$ 42.15	Office Supplies - Paper
CalPERS	09/16/2021	\$ 952.08	Health Settlement
CalPERS	09/16/2021	\$ 3,017.42	Retiree Health
E-Z Up	09/20/2021	\$ 288.19	Community Service Activities
COMCAST	09/20/2021	\$ 144.97	Internet
Fed/State	09/22/2021	\$ 4,329.47	Payroll Tax Withholding
Heartland Payroll	09/22/2021	\$ 78.54	Payroll Processing Fee
W Hansell	09/22/2021	\$ 5,528.59	Payroll
PG&E	09/23/2021	\$ 109.22	Gas Service
Office Depot	09/27/2021	\$ 24.99	District Activities/Staff Appreciation
Mail Stream	09/27/2021	\$ 599.94	Printing and Postage
Mail Stream	09/27/2021	\$ 1,794.41	Printing and Postage
VSP	09/27/2021	\$ 323.10	VSP Payment
Delta Dental Ins Payment	09/27/2021	\$ 1,897.58	Retiree Dental - August and September 2021
Zoom	09/07/2021	\$ 140.00	Zoom Payment
CrashPlan	09/24/2021	\$ 9.99	Monthly Payment for Cloud Backup
Contra Costa Co. Auditor-Controller (Check #995030)	09/03/2021	\$ 1,960.23	LAFCO Net Cost Appt for FY 2021-22
Altivu (Check #995031)	09/08/2021	\$ 8,333.33	Emergency Prep Coordinator Services
Altivu (Check #995032)	09/14/2021	\$ 483.17	Emergency Prep Coordinator Services Expenses
Maze & Associates (Check #995033)	09/21/2021	\$ 3,000.00	Accounting Services July 2021
Net Withdrawals for Replenishment		\$ 40,703.45	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 40,703.45	

Board President _____ Date _____

General Manager _____ Date _____

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of September 30, 2021**

Current Cash and Investments

Cash Balance		<u>Comments</u>
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	103,297.31	Bank Balance as of 09/30/2021
General Fund	847,476.32	Balance as of 09/30/2021, Pending Reconciliations
Special Tax Fund	201,282.55	Balance as of 09/30/2021, Pending Reconciliations
Capital Fund	17,336.95	Balance as of 09/30/2021, Pending Reconciliations
Total Cash Balance	<u>1,169,593.13</u>	
Investments		
Capital Replacement Funds	1,856,026.10	Balance as of 09/30/2021, Pending Reconciliations
Special Tax Fund	208,156.58	Balance as of 09/30/2021, Pending Reconciliations
Fire Protection Contract Reserves	3,229,642.67	Balance as of 09/30/2021, Pending Reconciliations
E/C Contract Recon Reserves	409,043.34	Balance as of 09/30/2021, Pending Reconciliations
Investments - Other	1,731,428.55	Balance as of 09/30/2021, Pending Reconciliations
Total Investments	<u>7,434,297.24</u>	
Total Current Cash and Investments	<u><u>8,603,890.37</u></u>	

**Kensington Fire Protection District
Profit & Loss Prev Year Comparison**

10/05/21

Accrual Basis

July through September 2021

	Jul - Sep 21	Jul - Sep 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	0.00	4,096,585.28	-4,096,585.28	-100.0%
Lease Agreement	9,150.75	9,096.30	54.45	0.6%
Interest Income	0.00	-21,567.87	21,567.87	100.0%
Total Income	9,150.75	4,084,113.71	-4,074,962.96	-99.8%
Expense				
Staff				
Wages	25,909.56	26,369.55	-459.99	-1.7%
Payroll Taxes	8,502.98	3,228.81	5,274.17	163.4%
Workers Compensation/Life Ins	0.00	384.68	-384.68	-100.0%
Payroll Processing	416.67	347.85	68.82	19.8%
Total Staff	34,829.21	30,330.89	4,498.32	14.8%
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	2,856.24	952.08	1,904.16	200.0%
Total RETIREE MEDICAL BENEFITS	2,856.24	952.08	1,904.16	200.0%
OUTSIDE PROFESSIONAL SERVICES				
Accounting	6,000.00	9,950.00	-3,950.00	-39.7%
Contra Costa County Expenses	42.00	7.93	34.07	429.6%
El Cerrito Contract Fee	881,467.64	807,410.67	74,056.97	9.2%
El Cerrito Reconciliation(s)	47,762.41	82,338.67	-34,576.26	-42.2%
IT Services and Equipment	0.00	6,714.20	-6,714.20	-100.0%
Fire Abatement Contract	0.00	2,450.00	-2,450.00	-100.0%
RGS Contract	0.00	0.00	0.00	0.0%
LAFCO Fees	0.00	2,293.70	-2,293.70	-100.0%
Legal Fees	2,415.42	11,499.84	-9,084.42	-79.0%
BHI/GM Recruitment	0.00	3,500.00	-3,500.00	-100.0%
Temporary Services	0.00	5,952.01	-5,952.01	-100.0%
Traffic Study	0.00	0.00	0.00	0.0%
Website Development/Maintenance	520.00	200.00	320.00	160.0%
Total OUTSIDE PROFESSIONAL SERVICES	938,207.47	932,317.02	5,890.45	0.6%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,406.84	3,090.00	5,316.84	172.1%
DFSC Matching Grants	0.00	24,000.00	-24,000.00	-100.0%
COMMUNITY SERVICE ACTIVITIES - Other	483.17	0.00	483.17	100.0%
Total COMMUNITY SERVICE ACTIVITIES	8,890.01	27,090.00	-18,199.99	-67.2%
DISTRICT ACTIVITIES				
Office				
Office Expense	1,516.57	537.56	979.01	182.1%
Office Supplies	527.10	17.23	509.87	2,959.2%
Telephone	1,142.37	3,658.15	-2,515.78	-68.8%
Office- Other	0.00	187.92	-187.92	-100.0%
Total Office	3,186.04	4,400.86	-1,214.82	-27.6%
Staff Appreciation	93.49	0.00	93.49	100.0%
Memberships	0.00	500.00	-500.00	-100.0%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	15,570.28	-15,570.28	-100.0%
Medical Waste Disposal	297.58	348.84	-51.26	-14.7%
Janitorial Service	251.27	315.00	-63.73	-20.2%
Miscellaneous Maint.	156.00	5,065.42	-4,909.42	-96.9%
Total Building Maintenance	704.85	21,299.54	-20,594.69	-96.7%
Building Utilities/Service				
Gas and Electric	1,897.36	3,502.94	-1,605.58	-45.8%
Water/Sewer	5.45	232.76	-227.31	-97.7%
Total Building Utilities/Service	1,902.81	3,735.70	-1,832.89	-49.1%
Total DISTRICT ACTIVITIES	5,887.19	29,936.10	-24,048.91	-80.3%
Total Expense	990,670.12	1,020,626.09	-29,955.97	-2.9%
Net Ordinary Income	-981,519.37	3,063,487.62	-4,045,006.99	-132.0%
Net Income	-981,519.37	3,063,487.62	-4,045,006.99	-132.0%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July through September 2021

	<u>Jul - Sep 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Lease Agreement	9,150.75	0.00	9,150.75	100.0%
Total Income	<u>9,150.75</u>	<u>0.00</u>	<u>9,150.75</u>	<u>100.0%</u>
Expense				
Staff				
Wages	25,909.56	0.00	25,909.56	100.0%
Medical/dental ins compensation	1,000.00	0.00	1,000.00	100.0%
Payroll Taxes	8,502.98	0.00	8,502.98	100.0%
Payroll Processing	416.67	0.00	416.67	100.0%
Total Staff	<u>35,829.21</u>	<u>0.00</u>	<u>35,829.21</u>	<u>100.0%</u>
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	2,856.24	0.00	2,856.24	100.0%
Total RETIREE MEDICAL BENEFITS	<u>2,856.24</u>	<u>0.00</u>	<u>2,856.24</u>	<u>100.0%</u>
OUTSIDE PROFESSIONAL SERVICES				
Emergency Prep Coordinator	16,666.66	0.00	16,666.66	100.0%
Accounting	6,000.00	0.00	6,000.00	100.0%
Contra Costa County Expenses	42.00	0.00	42.00	100.0%
El Cerrito Contract Fee	881,467.64	0.00	881,467.64	100.0%
El Cerrito Reconciliation(s)	47,762.41	0.00	47,762.41	100.0%
Legal Fees	2,415.42	0.00	2,415.42	100.0%
Website Development/Maintenance	520.00	0.00	520.00	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	<u>954,874.13</u>	<u>0.00</u>	<u>954,874.13</u>	<u>100.0%</u>
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,406.84	0.00	8,406.84	100.0%
COMMUNITY SERVICE ACTIVITIES - Other	483.17	0.00	483.17	100.0%
Total COMMUNITY SERVICE ACTIVITIES	<u>8,890.01</u>	<u>0.00</u>	<u>8,890.01</u>	<u>100.0%</u>
DISTRICT ACTIVITIES				
Office				
Office Expense	1,516.57	0.00	1,516.57	100.0%
Office Supplies	527.10	0.00	527.10	100.0%
Telephone	1,142.37	0.00	1,142.37	100.0%
Total Office	<u>3,186.04</u>	<u>0.00</u>	<u>3,186.04</u>	<u>100.0%</u>
Staff Appreciation	93.49	0.00	93.49	100.0%
Building Maintenance				
Medical Waste Disposal	297.58	0.00	297.58	100.0%
Janitorial Service	251.27	0.00	251.27	100.0%
Miscellaneous Maint.	156.00	0.00	156.00	100.0%
Total Building Maintenance	<u>704.85</u>	<u>0.00</u>	<u>704.85</u>	<u>100.0%</u>
Building Utilities/Service				
Gas and Electric	1,897.36	0.00	1,897.36	100.0%
Water/Sewer	5.45	0.00	5.45	100.0%
Total Building Utilities/Service	<u>1,902.81</u>	<u>0.00</u>	<u>1,902.81</u>	<u>100.0%</u>
Total DISTRICT ACTIVITIES	<u>5,887.19</u>	<u>0.00</u>	<u>5,887.19</u>	<u>100.0%</u>

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July through September 2021

	Jul - Sep 21	Budget	\$ Over Budget	% of Budget
Total Expense	1,008,336.78	0.00	1,008,336.78	100.0%
Net Ordinary Income	-999,186.03	0.00	-999,186.03	100.0%
Net Income	-999,186.03	0.00	-999,186.03	100.0%

Kensington Fire Protection District

Trial Balance

10/05/21

As of September 30, 2021

Accrual Basis

	Sep 30, 21	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	162,416.65	
General Fund	847,476.32	
Special Tax Fund	201,282.55	
Capital Fund Cash Total	0.00	
Capital Fund	17,336.95	
Capital Fund:Replacement Funds	0.00	
Grants Receivable	0.00	
Accounts Receivable - Year End	0.00	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	7,076.74	
Interest Receivable	0.00	
Advance on Taxes		744.60
Advance on Supplemental Taxes	46,913.78	
KPPCSD Note Receivable	0.00	
E/C Salary Reimbursement Receiv	0.00	
Undeposited Funds	0.00	
Deposits on Fixed Assets	20,000.00	
Prepaid Services - EC		929,229.98
Prepaid Exp.	8,913.69	
Prepaid CERBT - Retiree Trust	480,291.69	
Investments		12,130.28
Investments:Capital Replacement Funds	3,804,608.80	
Investments:Fire Protect. Contract Reserves	3,229,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	2,104,730.43	
Accumulated Depreciation-Equip		1,015,655.78
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,208,874.20
Water System Improvements	0.00	
Current Capital Outlay	0.00	
Current Capital Outlay:PSB Renovation Soft Costs	37,475.80	
Current Capital Outlay:Ladder Truck	0.00	
Current Capital Outlay:Airpacks	0.00	
Current Capital Outlay:Engine Defibrillators	0.00	
Current Capital Outlay:Public Education	0.00	
Current Capital Outlay:Water System Cistern	0.00	
Current Capital Outlay:Engine	0.00	
Current Capital Outlay:P/S Building Repair/Replace	0.00	
Current Capital Outlay:P/S Bldg Bay Doors	0.00	
Current Capital Outlay:Bay Lighting	0.00	
Current Capital Outlay:Computers/Computerized Equip.	0.00	
Current Capital Outlay:Office Equipment-Copier	0.00	
Current Capital Outlay:P/S Building - MCI Fund	0.00	
Current Capital Outlay:EBRICS Radios	0.00	
Current Capital Outlay:FF High Band Radios	0.00	
Current Capital Outlay:B/C Command Vehicle	0.00	
Current Capital Outlay:Thermal Imager	0.00	
Current Capital Outlay:800 MHz System	0.00	
Current Capital Outlay:Water System Improvements	0.00	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Current Capital Outlay:Apparatus Bay Construction	0.00	
Current Capital Outlay:Holmatro Tool	0.00	
Current Capital Outlay:Computers/Furniture	0.00	
Current Capital Outlay:Type III Engine	0.00	
Current Capital Outlay:Public Safety Building PreConst	0.00	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		311,901.29
Due to Other - Issued by CCC		15,406.93

Kensington Fire Protection District

Trial Balance

As of September 30, 2021

	Sep 30, 21	
	Debit	Credit
Due To Other Funds	0.00	
Accounts Payable		1,605.65
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
EI Cerrito Service Contract Pay	929,230.05	
Wages & PR Taxes Payable	0.00	
Deferred Comp Payable	0.00	
KPPCSD MCI Deposit Payable	0.00	
Deferred Inflow of Resources		9,731.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	21,064.16	
Postretirement Health Ben-Prior	0.00	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,997.01
Fund Equity		2,346,227.99
Opening Bal Equity	0.00	
MCI Income - DON'T USE	0.00	
Property Taxes	0.00	
Special Taxes	0.00	
Other Tax Income	0.00	
Lease Agreement		9,150.75
Interest Income	0.00	
Salary Reimbursement Agreement	0.00	
Salary Reimb Agreement Recon(s)	0.00	
Grant Revenue	0.00	
Surety Bond Claim	0.00	
Miscellaneous Income	0.00	
Staff	0.00	
Staff:Wages	25,909.56	
Staff:Longevity Pay	0.00	
Staff:Overtime Wages	0.00	
Staff:Vacation Wages	0.00	
Staff:Medical/dental ins compensation	1,000.00	
Staff:Retirement Contribution	0.00	
Staff:Payroll Taxes	8,502.98	
Staff:Workers Compensation/Life Ins	0.00	
Staff:Payroll Processing	416.67	
RETIREE MEDICAL BENEFITS	0.00	
RETIREE MEDICAL BENEFITS:PERS Medical	0.00	
RETIREE MEDICAL BENEFITS:Delta Dental	0.00	
RETIREE MEDICAL BENEFITS:Vision Care	0.00	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	2,856.24	
RETIREE MEDICAL BENEFITS:CCCERA Settlement Agreement	0.00	
OUTSIDE PROFESSIONAL SERVICES	0.00	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	16,666.66	
OUTSIDE PROFESSIONAL SERVICES:Accounting	6,000.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	0.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	0.00	
OUTSIDE PROFESSIONAL SERVICES:Bank Fee	0.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	42.00	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	881,467.64	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	47,762.41	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	0.00	
OUTSIDE PROFESSIONAL SERVICES:Emergency Planning	0.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Abatement Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	0.00	
OUTSIDE PROFESSIONAL SERVICES:RGS Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:Grant Writer/Coordinator	0.00	
OUTSIDE PROFESSIONAL SERVICES:Risk Management Insurance	0.00	

Kensington Fire Protection District

Trial Balance

10/05/21

As of September 30, 2021

Accrual Basis

	Sep 30, 21	
	Debit	Credit
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	0.00	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	2,415.42	
OUTSIDE PROFESSIONAL SERVICES:PSB Consultant	0.00	
OUTSIDE PROFESSIONAL SERVICES:BHI/GM Recruitment	0.00	
OUTSIDE PROFESSIONAL SERVICES:Temporary Services	0.00	
OUTSIDE PROFESSIONAL SERVICES:Polygon Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:RFP Consultant	0.00	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Professional Fees	0.00	
OUTSIDE PROFESSIONAL SERVICES:State Mandated Claims Consult	0.00	
OUTSIDE PROFESSIONAL SERVICES:Water System Improvements	0.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	520.00	
OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt	0.00	
COMMUNITY SERVICE ACTIVITIES	483.17	
COMMUNITY SERVICE ACTIVITIES:Public Education	8,406.84	
COMMUNITY SERVICE ACTIVITIES:Comm. Pharmaceutical Drop-Off	0.00	
COMMUNITY SERVICE ACTIVITIES:Vial of Life Program	0.00	
COMMUNITY SERVICE ACTIVITIES:Vial of Life Program	0.00	
COMMUNITY SERVICE ACTIVITIES:CERT Emerg Kits/Sheds/Prepared	0.00	
COMMUNITY SERVICE ACTIVITIES:Open Houses	0.00	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	0.00	
COMMUNITY SERVICE ACTIVITIES:DFSC Matching Grants	0.00	
COMMUNITY SERVICE ACTIVITIES:Firesafe Planting Grants	0.00	
COMMUNITY SERVICE ACTIVITIES:Demonstration Garden	0.00	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	0.00	
COMMUNITY SERVICE ACTIVITIES:Volunteer Appreciation	0.00	
COMMUNITY SERVICE ACTIVITIES:Community Center Contribution	0.00	
DISTRICT ACTIVITIES	0.00	
DISTRICT ACTIVITIES:Professional Development	0.00	
DISTRICT ACTIVITIES:Office	0.00	
DISTRICT ACTIVITIES:Office:Office Expense	1,516.57	
DISTRICT ACTIVITIES:Office:Office Supplies	527.10	
DISTRICT ACTIVITIES:Office:Telephone	1,142.37	
DISTRICT ACTIVITIES:Office:Office- Other	0.00	
DISTRICT ACTIVITIES:Election	0.00	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	0.00	
DISTRICT ACTIVITIES:Firefighters' Expenses	0.00	
DISTRICT ACTIVITIES:Engine Rescue Equipment	0.00	
DISTRICT ACTIVITIES:Airpacks Expense	0.00	
DISTRICT ACTIVITIES:Ladder Truck Expense	0.00	
DISTRICT ACTIVITIES:Staff Appreciation	93.49	
DISTRICT ACTIVITIES:Memberships	0.00	
DISTRICT ACTIVITIES:Memberships:CCCSDA	0.00	
DISTRICT ACTIVITIES:Memberships:CSDA	0.00	
DISTRICT ACTIVITIES:Memberships:Diablo Fire Safe	0.00	
DISTRICT ACTIVITIES:Firefighters' Memorial Contrib	0.00	
DISTRICT ACTIVITIES:Wildland Safety Gear	0.00	
DISTRICT ACTIVITIES:Building Maintenance	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility Study	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	297.58	
DISTRICT ACTIVITIES:Building Maintenance:Storage Room Emergency Repair	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	251.27	
DISTRICT ACTIVITIES:Building Maintenance:Mechanical service	0.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	156.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.:Scheduled Re...	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Garbage	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	1,897.36	
DISTRICT ACTIVITIES:Building Utilities/Service:Sewer Charge	0.00	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	5.45	
DISTRICT ACTIVITIES:Emergency Preparedness Council	0.00	
DISTRICT ACTIVITIES:FireWise Workshop	0.00	

1:23 PM

10/05/21

Accrual Basis

Kensington Fire Protection District
Trial Balance
As of September 30, 2021

	Sep 30, 21	
	Debit	Credit
DISTRICT ACTIVITIES:Hills Emergency Forum	0.00	
Contingency	0.00	
Contingency:CalPERS Settlement for Ret FF	0.00	
Contingency:IFSTA Manuals	0.00	
Contingency:Printer/Fax	0.00	
Contingency:Business Suite	0.00	
Contingency:Graphic Design	0.00	
Contingency:General	0.00	
Contingency:Annexation	0.00	
Contingency:Accounting	0.00	
Contingency:Firefighter T-Shirts	0.00	
Reconciliation Discrepancies	0.00	
Uncategorized Expenses	0.00	
Transfers In - Capital	0.00	
Transfers In - Special	0.00	
Transfers In - General	0.00	
Tranfers In	0.00	
Depreciation Expense	0.00	
Transfers Out - Capital	0.00	
Transfers Out - Special	0.00	
Transfers Out - General	0.00	
Transfers Out	0.00	
<Gain>/Loss on Asset Disposal	0.00	
No acct	0.00	
TOTAL	<u>15733736.06</u>	<u>15733736.06</u>



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 13, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5a**
NHA Municipal Advisors Presentation

SUBMITTED BY: Bill Hansell, General Manager

Background

In my General Manager's Report of September 8, 2021, I noted the progress made on referrals and interviews for the services of a Municipal Advisor, who could both analyze and advise the District on a long-term financial strategy, as well as study the best way to utilize the District's reserves for the Public Safety Building renovation project and other capital intensive projects. Three firms responded to the RFP and were interviewed. I consulted with Director Kosel and President Nagel on the results of the discussions, and am happy to report that NHA Advisors was selected.

Eric Scriven and Craig Hill of NHA were introduced at the October 1, 2021 Finance Committee Meeting and discussed their approach to the work. They received questions and comments from the committee, and have provided the attached document which they will present at the October 13, 2021 Board of Directors Meeting. As stated at the Finance Committee Meeting, the hope is to receive feedback on their proposed scope of work, which they will then use to come back with an initial analysis at the November Board Meeting. Subsequent presentations will follow into 2022.

The timing of their engagement coincides with the Schematic Design construction cost update of the renovation project, and will be essential as we proceed through more advance Design Development and Construction Document phases over the next few months. As the drawings progress, the cost estimates will be revised and NHA will be able to adjust their recommendations accordingly. Since public bids on both the renovation project and the temporary facilities project will not be available until next year, NHA will remain engaged as we see what the actual market conditions present and when cash flow will be directed to the building work. NHA is familiar with our Grant Writer, Sudi Shoja of Engineering Solutions Services, so I will facilitate their coordination as we find out more about grant opportunities and potential awards.

Please note that, although the renovation project requires focus given its scale and planning, I have asked NHA to consider all of the District's financial needs and aspirations in a long-term strategy. Those include staffing and regular operations projections, as well as potential emergency preparedness initiatives. These will need to be further detailed and discussed with the Board as NHA moves forward. While the attached presentation focuses on the building, there is certainly an even larger picture that needs to be assessed.

KENSINGTON FIRE PROTECTION DISTRICT

FACILITIES FUNDING KICK OFF DISCUSSION



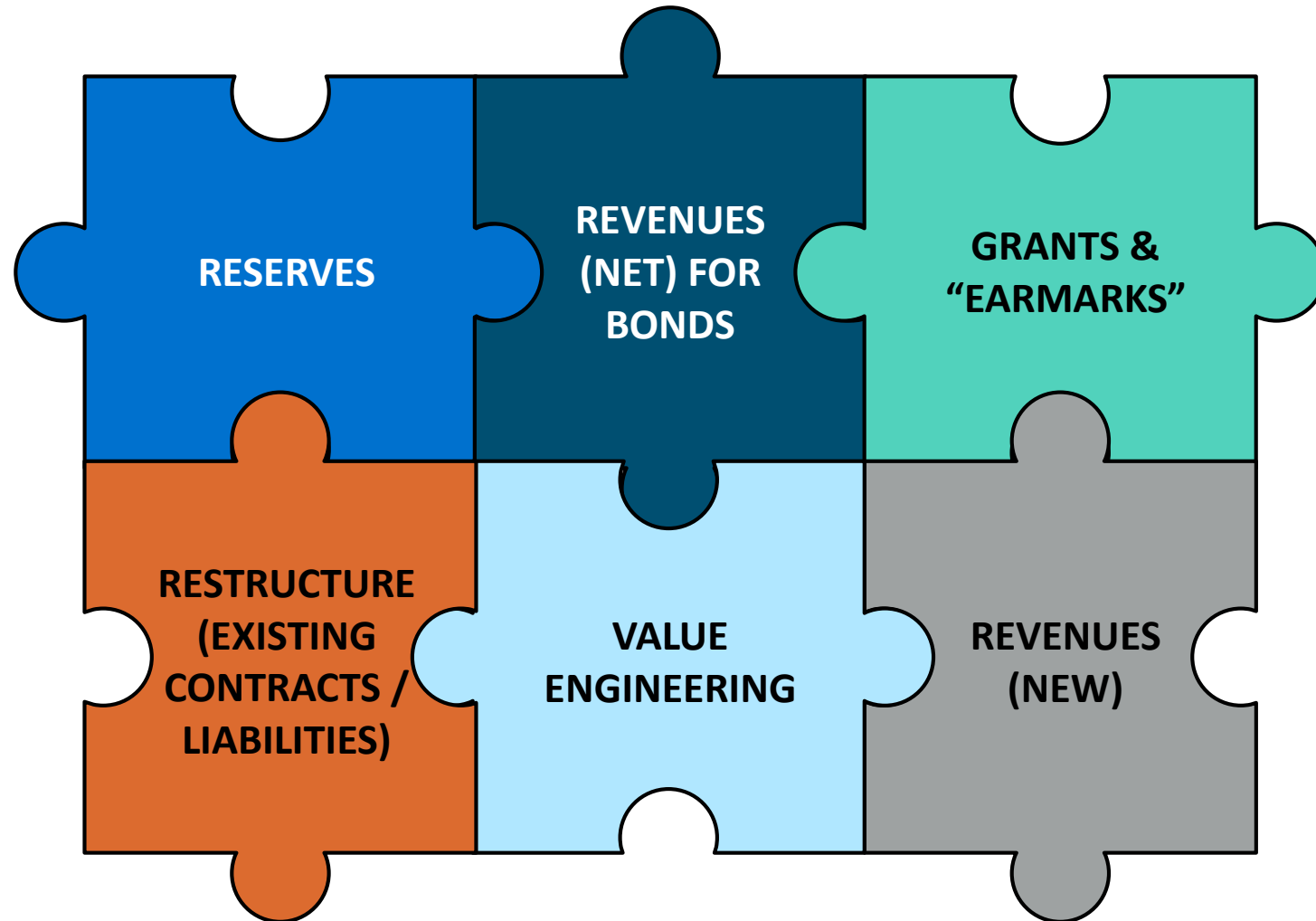
NHA | ADVISORS
Financial & Policy Strategies.
Delivered.

District Objectives

- ▶ Existing District facility requires immediate replacement
 - ▶ Earthquake fault beneath seismically deficient building
 - ▶ Antiquated facility (size, function)
 - ▶ All feasible funding sources must be identified and pursued
 - ▶ Operational and financial management must remain prudent, adaptive and resilient
- ▶ Financial Advisor engaged to assist it with funding strategies
 - ▶ Advise, Present Options and Implement Solution



Funding Sources

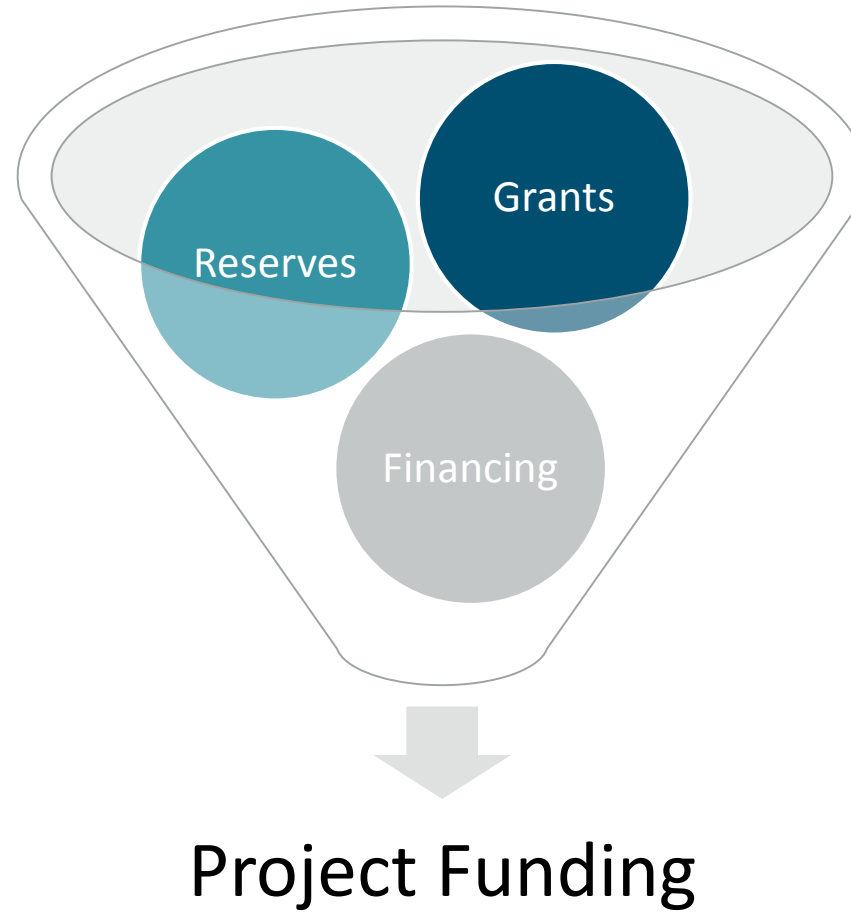


Project Funding Resources

- ▶ Reserves of \$9.5M (excludes CERBT)
 - ▶ El Cerrito Contract reserve of \$3M
 - ▶ \$6.5M Operating Reserve
- ▶ Net Revenues: \$730K
 - ▶ \$4.67M total revenues (property taxes, parcel tax, interest earnings and miscellaneous)
 - ▶ \$3.944M total expenditures (El Cerrito Contract, administration and capital outlays)
- ▶ Potential Grant funds (grant writer engaged)



Sources of Project Funding



Basic Trade-Offs



Grants

- Free money!
- Long approval process
- Uncertainty of award

Reserves

- Lower cash flow requirement (no debt service)
- Reduced liquidity

Financing

- Protects reserves (maintain cash balances)
- Historically low interest rates
- Transaction costs
- Bond interest payments



Summary of Financing Scenarios

Annual Debt Service	\$200,000		\$300,000		\$400,000	
Amortization Period	20-Year	30-Year	20-Year	30-Year	20-Year	30-Year
Interest Rate	2.5%	3%	2.5%	3%	2.5%	3%
Total Debt Service	\$3,725,000	\$5,665,000	\$5,590,000	\$8,540,000	\$7,495,000	\$11,425,000
Project Fund	\$2,630,000	\$3,385,000	\$4,050,000	\$5,205,000	\$5,495,000	\$7,030,000

- ▶ All scenarios assume 18 months of capitalized interest



Typical Financing Process



2022 Project & Funding Schedule Integration

January:

- Temporary Facility Design/Build Bid Out

Early February:

- Temporary Facility Bid Opening

Mid-February:

- Board Meeting to
 - Award Bid
 - Financing Plan Presentation
 - Approval of Reimbursement Resolution (if necessary)

April:

- Begin Temporary Facility Construction

June:

- Begin Bond Financing Process

July:

- Board Approval of Financing

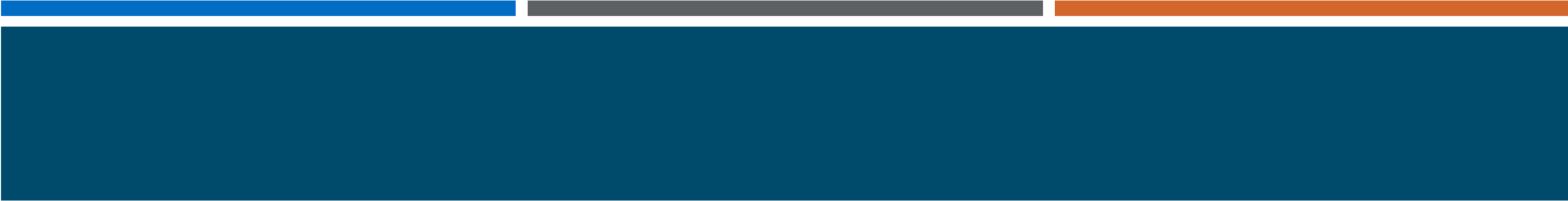
August:

- Temporary Facility Complete
- Begin Relocation
- Lock Financing Terms

September:

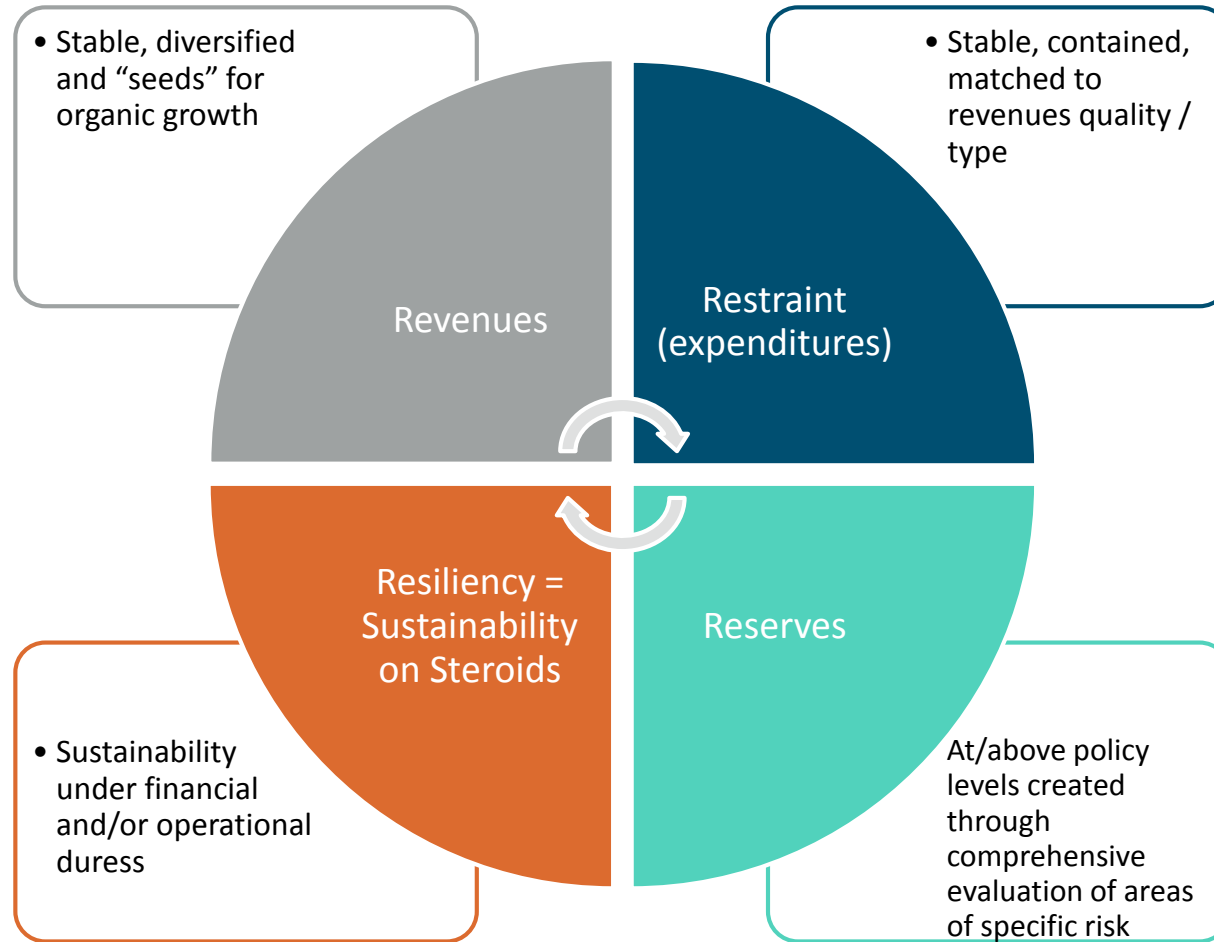
- Relocation Complete
- Start Renovation Project Construction
- Fund Project





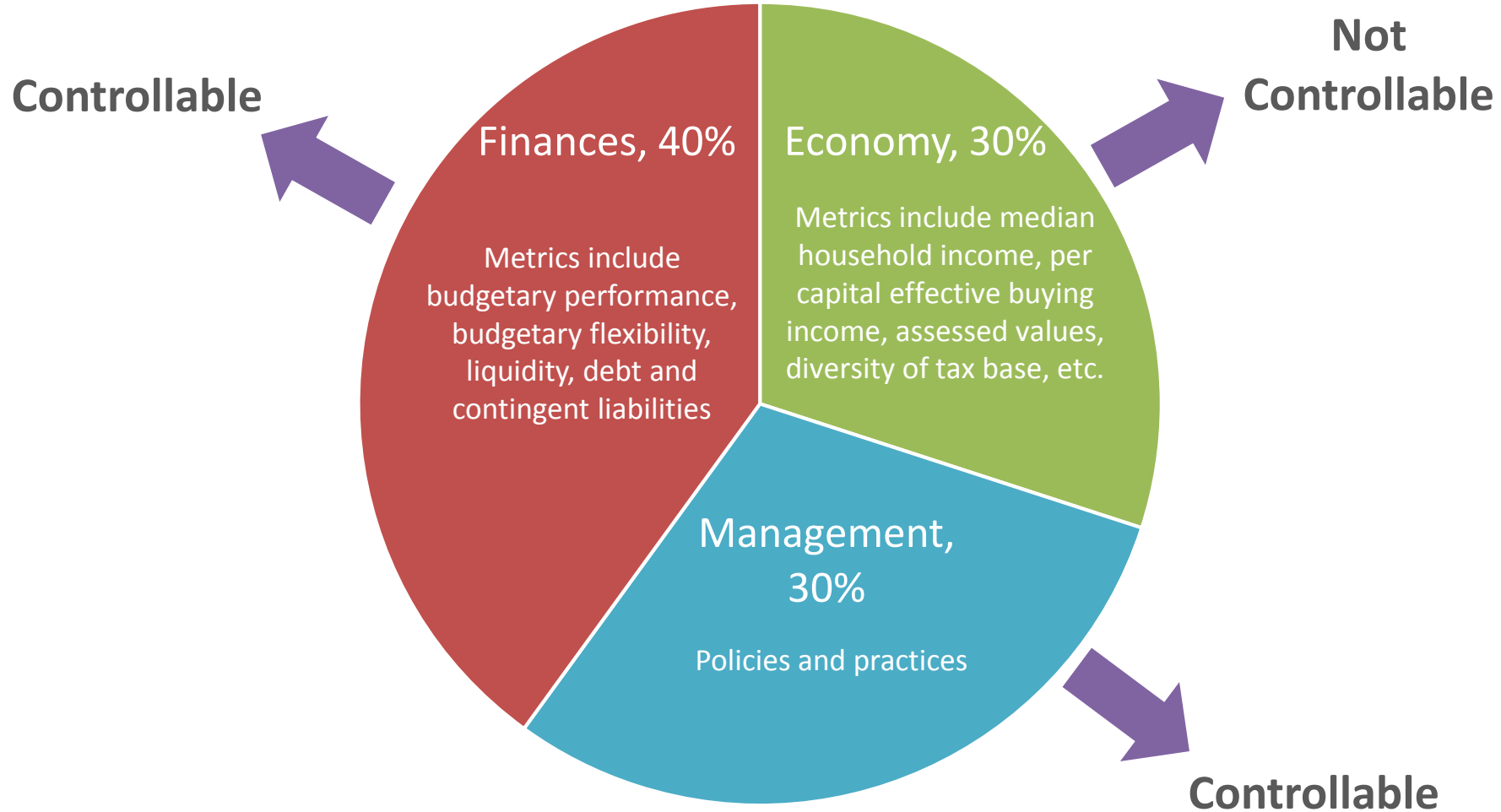
I. KEY CONSIDERATION: FISCAL SUSTAINABILITY & RESILIENCY

Fiscal Sustainability – Core Components



Credit Rating (S&P) Viewpoint on “Weighting” the Metrics

Core Metrics of Fiscal Sustainability



Credit Rating (S&P) Scorecard - EXAMPLE

Example Rating Scorecard			Score Definition		Factor Score Weighted Avg	Indicative Rating
Key Rating Factors	Weight	Score	1	Very Strong	1.00-1.64	AAA
Economy	30%	2.50	2	Strong	1.65-1.94	AA+
Management	20%	2.00	3	Adequate	1.95-2.34	AA
Institutional Framework	10%	2.00	4	Weak	2.35-2.84	AA-
Liquidity	10%	1.00	5	Very Weak	2.85-3.24	A+
Budgetary Performance	10%	3.00			3.25-3.64	A
Budgetary Flexibility	10%	1.00			3.65-3.94	A-
Debt & Contingent Liabilities	10%	4.00			3.95-4.24	BBB+
Estimated Score		2.25			4.25-4.54	BBB+
					4.55-4.74	BBB-



Fiscal Sustainability – One Final Thought

- ▶ Fiscal Sustainability & Resiliency are largely controllable outcomes through thoughtful and disciplined leadership and management

Mission Critical agencies', such as fire districts, fiscal sustainability and resiliency is of utmost importance to a wide range of stakeholders—residents, visitors, property owners, business owners, investors, developers





II. INTRODUCTION TO NHA ADVISORS: “THE WHO, WHAT/WHERE & HOW”

Assigned NHA Team



Rob Schmidt

Vice President

*Serving public agencies since
2004*

- ▶ Co-founder of NHA
- ▶ Experienced Generalist
- ▶ Cities & Special Districts Focus
- ▶ Utility & Land-Secured Expertise
- ▶ Manages Continuing Disclosure Compliance Group
- ▶ B.A. Economics and Specialization in Computing (UCLA)
- ▶ Series 50 License



Eric Scriven

Principal

*Serving public agencies since
1990*

- ▶ Experienced Generalist
- ▶ Advisor & Fiduciary Ethos
- ▶ Cities and Special Districts
- ▶ Previous Underwriting Experience (15 Years)
- ▶ Revenue and Tax Backed
- ▶ Specialist in Pension, Utility, Energy, RDA and Land-Secured Projects
- ▶ Strengths: Educator, Translator, Project Manager, Client Advocacy
- ▶ MBA, Haas School of Business; B.S. Urban Land Economics and Finance (both UC Berkeley)
- ▶ Series 50 & 54 Licenses



Craig Hill

Managing Principal

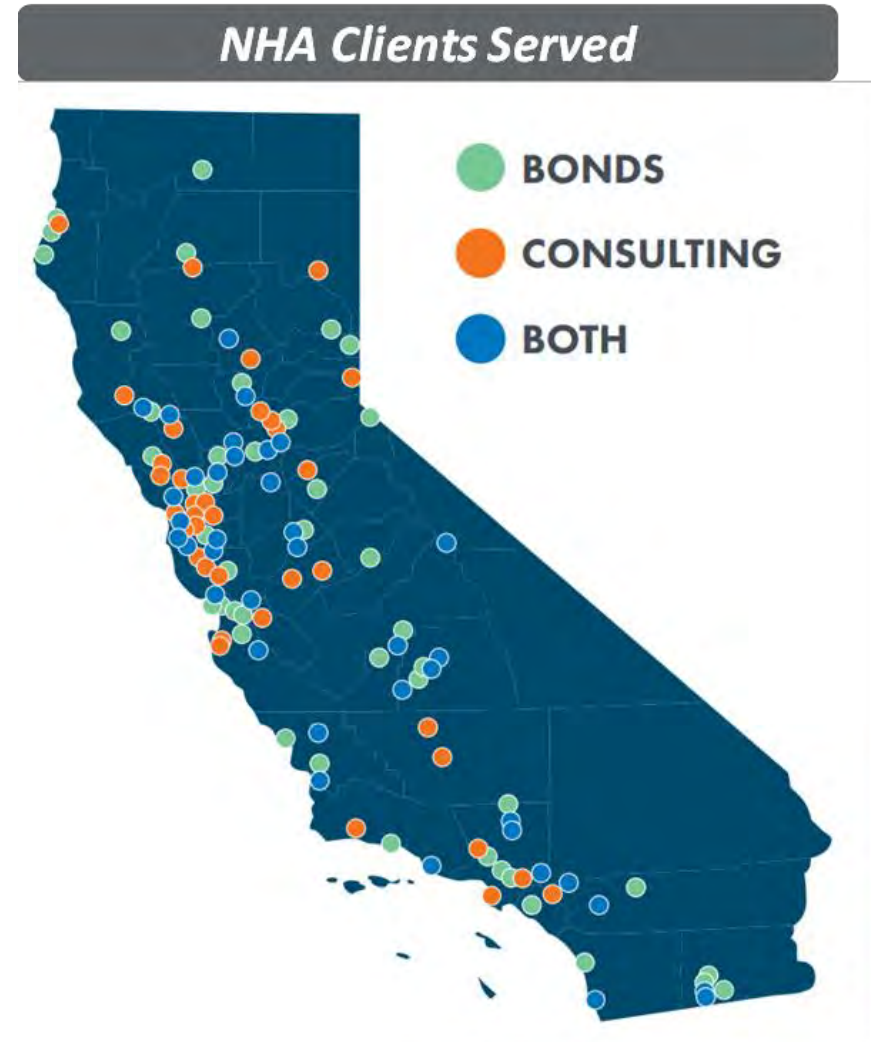
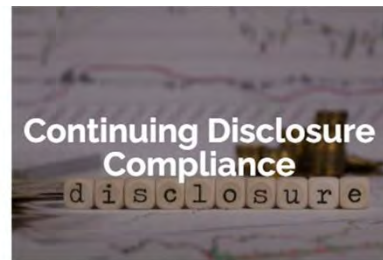
*Serving public agencies since
1989*

- ▶ Co-founder of NHA
- ▶ Experienced Generalist
- ▶ 29 years as Financial Advisor
- ▶ Public Policy/Community Outreach/Revenue Measures Expertise
- ▶ CFD, DDA, OPA Negotiations
- ▶ Renewable Energy Financing Expert
- ▶ Frequent Speaker/ Published - CSMFO, LOC, CDIAC, CMTA, MMANC, and NGOs
- ▶ B.S. Managerial and B.S. Agricultural Economics (UC Davis)
- ▶ Series 50 License

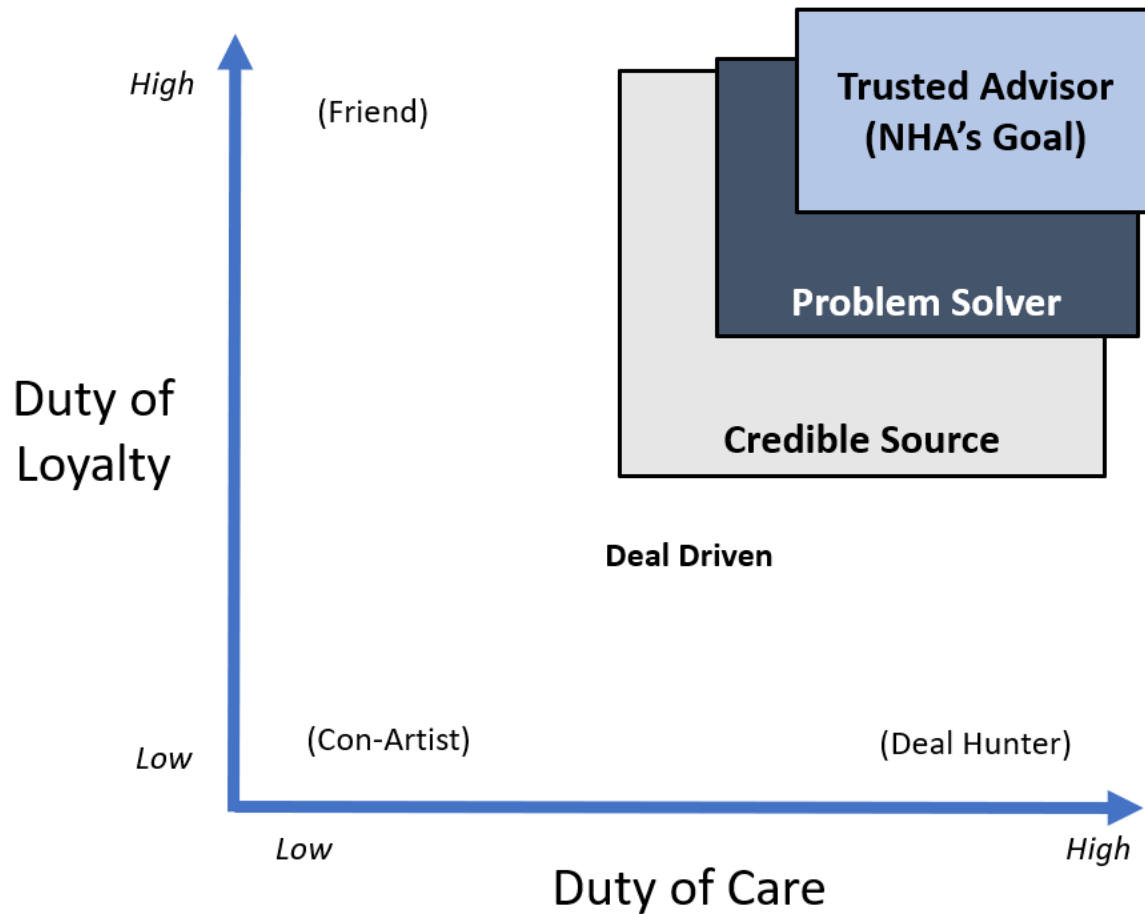


What We Do and Where We Work

8 Practice Groups that Serve our Clients



How - The “NHA Way” Fiduciary-First Approach



Fiduciary Focused

Fact-based, explores ALL options, including “no deal”

Robust discussion of risks & pro/con

Unbiased compensation structure preference

Comprehensive, holistic, policy driven process

Deal Focused

Unsolicited opinions and one recommendation

Gloss over or dismiss risks

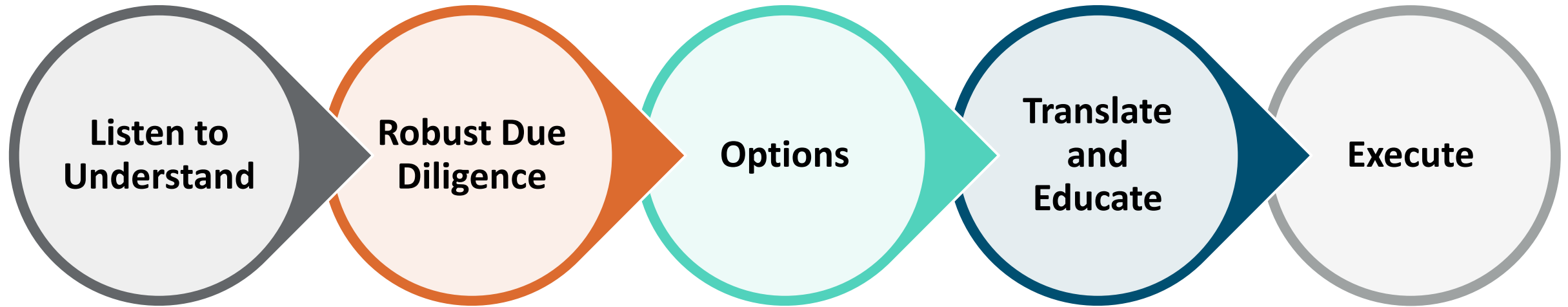
Compensation structure promotes transactions

Focus upon transactional savings / results of deal



How - The “NHA Way”

A Method to Secure the Right Results



- Clarity as to our clients’ goals, opportunities and constraints is a necessary starting point

- Combining our decades of experience and expertise with extensive due diligence effort ensures that a multi-faceted solution set is being investigated for client consideration

- Development and presentation of the most comprehensive set of alternatives is a hallmark of the NHA Way. As a fiduciary, sometimes our duty to client entails advising that “the best deal is no deal.”

- Distilling complexity into simplicity. Honest discussions of the pros/cons and risks of alternatives. Ensuring client decision-makers have their own clarity to make the best decisions for their public agency and its stakeholders.

- Client decides and then client directs staff and NHA to implement. As client’s “go-to” representative and Quarterback to secure most effective, efficient effort is undertaken to ensure client’s interests are served and objectives are met.



Questions?

NHA | ADVISORS

Rob Schmidt, Vice President

- 415.785.2025 x2006
- Rob@NHAadvisors.com

Eric Scriven, Principal

- 415.785.2025 x2003
- Eric@NHAadvisors.com

Craig Hill, Managing Principal

- 415.785.2025 x2001
- Craig@NHAadvisors.com



Regulatory Disclosures

NHA Advisors, LLC is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board (“MSRB”). As such, NHA Advisors, LLC has a Fiduciary duty to the public agency and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care

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

Duty of Loyalty

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





KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 13, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5b**
Resolution 21-09 Urgency of Public Safety Building Repairs

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Approve Resolution 21-09

Background

During the Schematic Design phase of the Public Safety Building renovation project, it has become evident that a Resolution confirming the seismic vulnerability and structural deficiencies of the current building would be helpful for the Board of Directors to approve for the following reasons:

1.) While numerous past geotechnical reports sufficiently document the problem, a summary statement by the Board that both confirms the need for correction and emphasizes its urgency would be helpful to submit as part of grant applications. For instance, we just submitted a Notice of Intent for the FEMA Hazard Mitigation Grant Program (HMGP). Our project matches the goals of the HMGP for seismic projects, and the funding potential is significant (70% of the project cost) with the candidate pool limited to the State. Over the next months, the supplemental application materials will be developed. Documenting the urgency of the repairs will be part of the next submittal and it appears that the definition of “emergency work” includes projects that require longer planning and design approval. While HMGP funds can not be used for construction prior to the award notification, which is August 2022, they can be applied to planning and design expenses that occur after the initial notice, which was August of 2021. Our design work started after that date so, if we receive the grant, we will be able to use it to reimburse our current expenses.

2.) My initial outreach to the Director of Contra Costa County Conservation and Development, which included explaining the challenges of the project, was received well. The Director connected me with the Planning and Building Department heads, who have been very helpful and responsive to date. That said, there are questions regarding the interpretation of the Alquist-Priolo Act that remain to be answered and will have a significant effect on the approval schedule of the project. Clearly expressing how this project affects the safety of Kensington residents and why every month that goes by prolongs the liability of the existing conditions is important for the County to know. Additionally, when the drawings are finally submitted for permit review, we may experience delays due to staffing and the volume of other permits submitted at the time. Documenting our project’s urgency now will help to keep this project a priority. Delays in permitting review can lead to increases in construction cost due to continuing

inflation in the industry. For example, the new cost estimate presented under agenda item 5c represents a \$526K increase over the July 22, 2021 estimate.

3.) From a liability standpoint, it is important for the District to be on the record with its intention to finally address these long-standing concerns, and for the staff occupying the building to know this safety issue is being addressed expeditiously.

In addition to the draft Resolution attached here, I have included a letter from Catherine Ellis with Haley Aldrich, who is the geotechnical engineer currently working on the project. Ms. Ellis's work, along with the prior geotechnical reports, is the basis for the soils design requirements that ZFA Structural Engineers are following in their design calculations and specifications of the renovation scope. You can see in the agenda 5c diagrams and plans that the necessary modifications require substantially taking the building apart and adding or replacing major structural components in order to solve the seismic and landslide vulnerability. That work triggers all the other 2019 CA Building Code requirements (e.g. accessibility, CalGreen energy standards, fire resistance, MEP standards etc.) so this Resolution confirms that the driver for the total scope of the project is the responsibility to fix the landslide and seismic issues.

Please note that Ms. Ellis has included general reference material from Haley Aldrich on the Hayward Fault Impacts, as a reminder to how a major seismic event will affect existing buildings relative to their ability to resist lateral forces. As an Essential Services Facility, the PSB needs to remain functional after such an event, especially given the necessary response to the fire impact shown in the slides, let alone for general critical services to continue.



RESOLUTION 21-09

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT CONFIRMING SEISMIC VULNERABILITY AND STRUCTURAL FAILURE OF THE KENSINGTON PUBLIC SAFETY BUILDING REQUIRING URGENT REMEDIATION

WHEREAS, the stated mission of the Kensington Fire Protection District is “to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions”; and

WHEREAS, the District’s Public Safety Building, located at 217 Arlington Avenue, Kensington, CA, was built in 1970 and serves as the only Essential Services Facility within and central to the District’s borders; and

WHEREAS, the District’s emergency response and administrative personnel work and reside within the building, along with all of the District’s vehicles, equipment, supplies, and communication resources necessary to respond to the Kensington’s daily needs and to provide critical response during a major disaster; and

WHEREAS, Essential Services Facilities must remain operational after a seismic event and, therefore, are designed to higher structural standards than other buildings; and

WHEREAS, evidence of structural failure and concerns about significant seismic vulnerability have been documented in numerous studies of the building, including those by *Seidelman Associates* (June 8, 1990), *Geomatrix Consultants* (October 30, 1997), *Kleinfelder West* (May 5, 2009), *Biggs Cardosa Associates* (February 16, 2016), *IDA Structural Engineers* (July 19, 2016), *Advance Geological Services* (November 6, 2017), *Rockridge Geotechnical* (January 31, 2018), *IDA Structural Engineers* (September 5, 2019), and *Haley Aldrich* (October 8, 2021); and

WHEREAS, the Kleinfelder Geotechnical Report of May 5, 2009 states that “*The major geotechnical concerns for this project include: foundation support, potential for strong ground shaking due to a large earthquake, and continued downslope shallow soil creep of the site*”; and

WHEREAS, the Biggs Cardosa Associates Seismic Assessment of February 16, 2016 states that “*Because the building does not meet the latest seismic code requirements and due to its proximity to major earthquake faults there is the possibility that significant structural damage may occur with loss of life during a seismic event*”; and

WHEREAS, past modifications in 1998, 2004, and 2009 did not sufficiently address the building’s structural problems, nor provide adequate seismic resistance, which remain significant relative to the requirements of the current 2019 California Building Code for Essential Service Facilities; and

WHEREAS, proposed remediation plans, currently underway by ZFA Structural Engineers, have indicated that the building requires extensive new foundation work, new floor and roof framing, and new shear walls in order to meet the current standards of an Essential Services Facility, as well as to protect the District's personnel and assets; and

WHEREAS, alternative sites are not available for the construction of a new Public Safety Building within the constrained borders of Kensington, thereby leaving no other options than to renovate the existing building, as necessary, to serve the community's emergency needs; and

WHEREAS, the design, permitting, bidding, and construction of a project of this scale requires a number of years, during which time the District's personnel and assets remain at risk; and

WHEREAS, the District's Board of Directors recently engaged the services of architects and engineers, who are expeditiously working with District staff to develop the necessary plans and specifications to fully renovate the building in order to resolve the issues noted above; and

WHEREAS, the Kensington Public Safety Building qualifies as critical infrastructure and is eligible for funding assistance from State and Federal resources targeted for that purpose; and

WHEREAS, the District relies upon Contra Costa County officials to process Planning and Building Department permits, which can determine how quickly a safe and lasting Essential Services Facility is achievable.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District confirms that the existing Kensington Public Safety Building's structural and seismic deficiencies have been sufficiently documented and must be urgently remediated in order to continue providing essential services to the community.

BE IT FURTHER RESOLVED that the Board of Directors of the Kensington Fire Protection District requests consideration of any available funding by the State and Federal government in order to bring the Kensington Public Safety Building into compliance with current Essential Service Facilities codes and standards, and directs the General Manager to pursue any grant funding that is targeted for that purpose.

FINALLY, BE IT FURTHER RESOLVED that the Board of Directors of the Kensington Fire Protection District requests assistance from Contra Costa County officials to expedite all Planning and Building Department permit processes in the interest of community safety and for the common good.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 13th day of October 2021 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary

10/13/2021

Page 2 of 2

Board Packet 50 of 143



HALEY & ALDRICH, INC.
1956 Webster St, Suite 300
Oakland, CA 94612
925.949.1012

08 October 2021
File No. 0201747

Kensington Fire Protection District
217 Arlington Avenue
Kensington CA 94707

Attention: Mr. Bill Hansell, General Manager

Subject: Hayward fault
Kensington Public Safety Building
217 Arlington Ave
Kensington, CA 94707

Ladies and Gentlemen:

The purpose of this letter is to present a discussion on seismically retrofitting the Kensington Public Safety Building. The San Francisco Bay Area will be subject to strong shaking from any of its 16 major faults, including the Hayward fault. Each of these faults has the potential to cause significant damage. When evaluating the potential impacts from a seismic event, fault proximity is a major concern and its potential to generate strong ground shaking and other earthquake hazards that may cause extensive damage. As established through geotechnical and geologic studies, the main trace of the Hayward Fault is located west of the site and there is a strong possibility of a fault splay near the eastern property boundary.

When inventorying a building's resilience to risks of damage from an earthquake, factors including soil and rock type, liquefaction potential, landsliding, age, construction type, and number of stories can influence how buildings will perform in an earthquake.

Currently in California, building codes ensure life safety during a major earthquake but are not designed to shelter-in-place standards. This means that while people will not lose their lives through catastrophic collapse, buildings may very well be damaged to the degree that they will be uninhabitable. Older buildings are even more fragile having been constructed under outdated building codes. This is of particular concern for public safety buildings whose function will be critical following a major earthquake.

Risk of damage can be significantly reduced by retrofitting buildings that are likely to be damaged, particularly those that will experience the strongest shaking and were constructed under older building codes. Retrofitting older buildings will reduce damage. Some buildings will be retrofitted to the degree that they will only be able to protect lives but they will be uninhabitable. Other older buildings can be retrofitted to a higher degree where they can be habitable after an earthquake. They may still however experience some damage. Increased resiliency and its reduction in damage will improve the lives of residents, reduce recovery time, protect assets, and help keep communities more intact.

Based on the proximity to the splay of the Hayward fault and the age of the structure, we strongly recommend that the Kensington Public Safety Building be seismically retrofitted to increase resiliency and reduce the potential of damage from a major earthquake along the Hayward fault.

The services provided for this letter have been performed according to generally accepted geotechnical engineering practices that exist in the area at the time the services were provided. No other representation, expressed or implied, and no warranty or guarantee is included or intended in this letter or in any opinion, documented or otherwise.

We appreciate the opportunity to provide our geotechnical services to you on this project. Please contact Catherine at 925.949.4407 if you have any questions about this letter.

Sincerely yours,
HALEY & ALDRICH, INC.



Catherine H. Ellis, P.E., G.E. (CA)
Senior Associate, Geotechnical Engineer

References:

- Aagaard, Brad et al. (2016) "Earthquake Outlook for the San Francisco Bay Region 2014-2043," United States Geological Survey.
- Brechwald, Dana and Seligson, Hope (2018) "Bay Area Earthquake, Residential Building Damage & Displacement White Paper," Association of Bay Area Governments.
- Rockridge (2018) "Preliminary Fault Investigation, Proposed Kensington Essential Services Building, 217 Arlington Avenue, Kensington, California" File Number Project No. 17-1381.

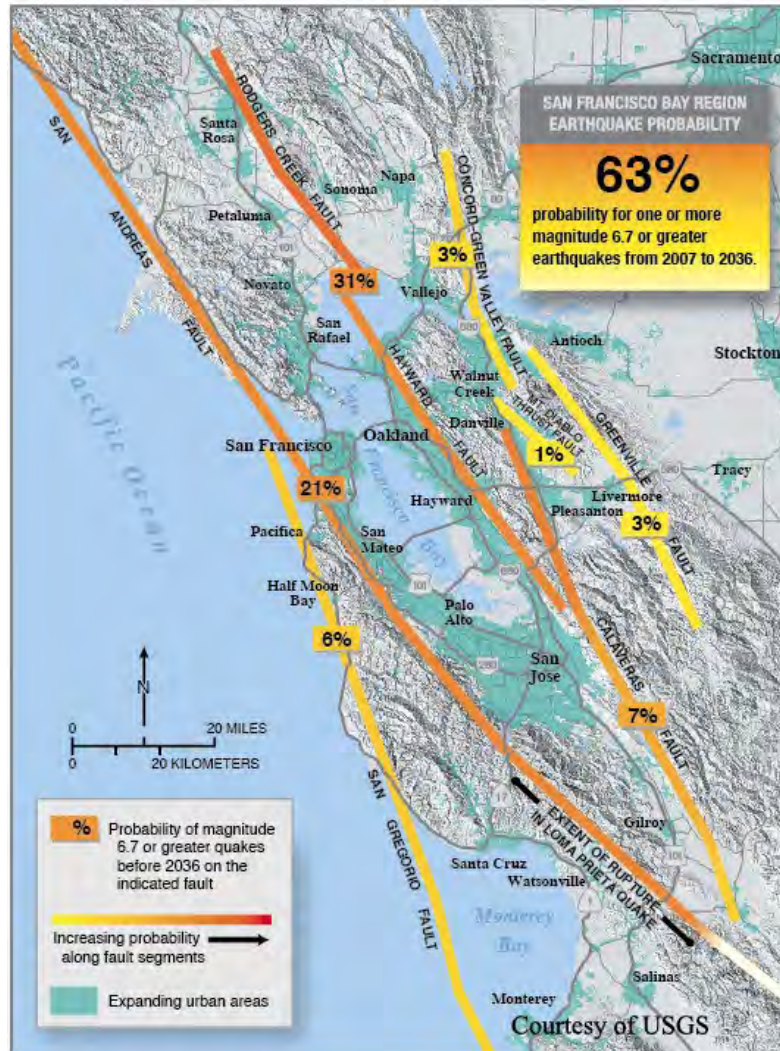
\\haleyaldrich.com\share\CF\Projects\0201747\000\Deliverables\Geotechnical_Info\Letters\2021-1008_HAI_Kensington_Fault.docx

Hayward fault impacts

Catherine Ellis, PE, GE



What are the chances of an earthquake?



- The Bay Area has a 63% chance of having at least a magnitude 6.7 earthquake in the same time period.
- Scientists have studied the faults extensively and determined that the Hayward is probably the most dangerous.
- It has a 31.7% chance of rupturing in a 6.7 magnitude earthquake or greater in the next 26 years.

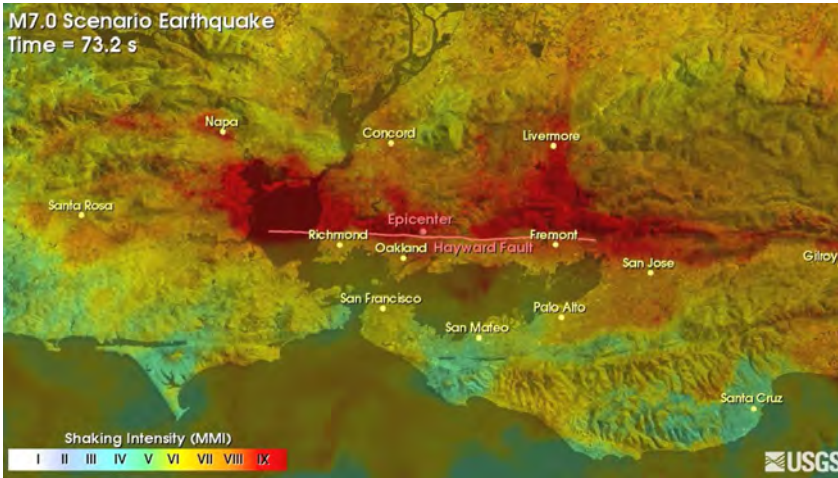
What will the shaking be like?



Intensity	Shaking
I	Not felt
II	Weak
III	Weak
IV	Light
V	Moderate
VI	Strong
VII	Very strong
VIII	Severe
IX	Violent
X	Extreme

https://escweb.wr.usgs.gov/content/learn/topics/shakingsimulations/hayward/HaywardM70_OaklandEp_mapview.mp4

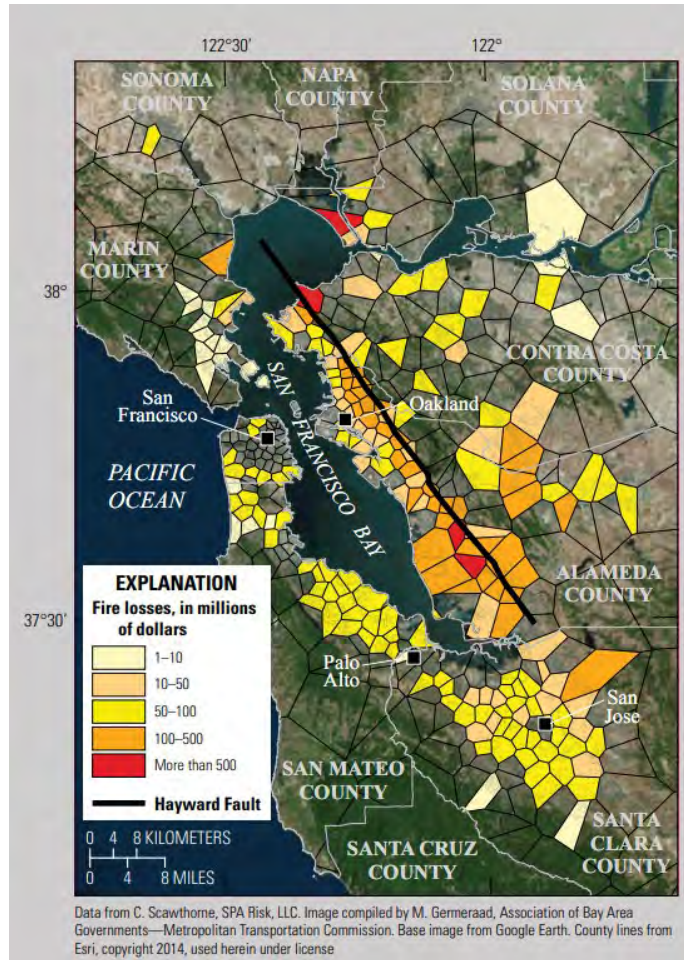
What will the damage be like?



Intensity	Shaking	Description/Damage
I	Not felt	Not felt except by a very few under especially favorable conditions.
II	Weak	Felt only by a few persons at rest, especially on upper floors of buildings.
III	Weak	Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.
IV	Light	Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.
V	Moderate	Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.
VI	Strong	Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight.
VII	Very strong	Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.
VIII	Severe	Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned.
IX	Violent	Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations.
X	Extreme	Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rails bent.

https://escweb.wr.usgs.gov/content/learn/topics/shakingsimulations/hayward/HaywardM70_OaklandEp_mapview.mp4

What will the fire damage be like?



- This map of California’s San Francisco Bay region shows areas burned as a result of fires caused by the hypothetical magnitude-7.0 mainshock of the HayWired earthquake scenario on the Hayward Fault.
- Warmer colors show areas with greater building losses. Effects are most severe near the Hayward Fault itself. These fires would result in a loss of residential and commercial building floor area.
- The fires following the mainshock would be directly responsible for the loss of hundreds of lives.
- Areas (polygons) shown are based on distance to the closest fire station.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 13, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5c**
Public Safety Building Renovation - Progress Update

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Accept Report. Discuss and Direct Staff as needed.

Background

In the January 20, 2021 Strategic Planning Meeting, the first goal listed for the GM to achieve by the end of the year was “Significant progress on the building renovation project”. The following progress update confirms the continuing priority of that goal.

Since the September Board of Director’s meeting, the architecture and engineering design team completed a Schematic Design pricing package, which was then delivered to MicroEstimating, Inc. to produce a new cost estimate. It is important to understand that the work under this phase is far beyond the prior “conceptual plans” that the former architects produced between 2016 and 2019, which consisted of a few diagrammatic plan sheets. That scope was appropriate for very preliminary investigations, but was not able to provide the necessary detailed specifications required to understand the actual structural, mechanical, electrical, and engineering design, let alone to incorporate all the space requirements due to accessibility and functional needs. The prior conceptual plans were not based on laser-measured backgrounds, which was the first step in this Schematic Design phase, while the structural/MEP assumptions were only general and did not reflect an engaged study with the current building code and geotechnical recommendations. Note that the current code is the 2019 CA Building Code, so the prior conceptual work was started under the previous edition, and the old geotechnical recommendations from the 1990’s were made more than seven code cycles ago.

The current Schematic Design phase set consists of (69) 24”x36” sheets and will continue to grow with more details as the project moves through Design Development and Construction Documents. The current set represents about 15% of the design/engineering team’s required work. I have attached only the plan pages here, but the full set is available on the District’s website at: <https://www.kensingtonfire.org/public-safety-building>

I will note that our team’s Schematic Design work began with discussions on the seismic and structural demands to both remediate the building’s problems and also to bring the building up to current Essential Service Facility standards. The latter is not an option but a requirement of doing the remediation work. I have included a set of diagrams that shows how extensive the structural work needs to be. In particular, see the page titled “New Structural Elements”. The purple cylinders are new piers that will be installed to stop the continued downhill slide of the

building. The blue concrete slab with new grade beams will replace half of the building's existing slab and will tie the new piers and superstructure together. The orange vertical rectangle is the new elevator core. Interestingly, while the requirement for the elevator is triggered by the accessibility compliance (which in turn is required by the scope of seismic work), it is actually helping to create a keyway, or central structural element, for the rest of the components.

The green vertical rectangles are new shear walls to resist lateral seismic forces. Their location is facilitated by the new arrangement of the rooms on both floors, so the plan organization is actually directly tied to the seismic resistance. Finally, the yellow horizontal rectangles are the new framing for the floor and roof. In order to adequately brace the walls together, approximately half of the roof and half of the second floor must be removed and rebuilt. Since all of the above components are what is needed to "fix the problem" and remove the liability associated with building failure, the amount of demolition required is substantial and will include most of the existing front façade in order to provide access for all of the work.

As stated above, the scope of the structural remediation will trigger all of the other 2019 CA Building Code upgrades, including accessibility, mechanical, electrical, plumbing, CalGreen requirements, etc. There is no "partial" or "grandfathered" code compliance allowed given the extent of the seismic and demolition work. On the positive side, when construction is complete Kensington will finally have an Essential Services Facility equivalent to a new building in performance.

Once the structural scope was established, the design and engineering team developed schematics for the MEP systems and the civil engineering requirements for the associated sitework. All of this was then reviewed in a series of meetings with the estimator prior to producing the "Opinion of Probable Construction Cost" included here.

Parallel to the work above, I had calls with the Contra Costa County Planning and Building Department heads to understand the review process for permitting and to advocate for priority services. At this point, it appears we will be submitting for a "planning permit" first in order to have the second-floor deck enclosure approved. That process may take a few months and we only need the Schematic Design drawings to submit an application. Separately, the application for a "building permit" will not occur until the Construction Documents are complete which will be in mid-February. Now that I have more information from the County and the Design/Engineering team, I have updated the project schedule accordingly.

Another scope of my work has been to connect with the State Geologist, Steve Bohlen, regarding questions on the Alquist-Priolo Act. He promptly responded and arranged a meeting with Tim Dawson, Senior Engineering Geologist, CA Geological Survey, Seismic Hazards Assessment and Zonation. I met with Mr. Dawson and our geotechnical consultant, Catherine Ellis, at the PSB on 09/24/2021. We reviewed the existing conditions, the history of geotechnical reports, the current design approach, and the details of the Alquist-Priolo Act. He supports our approach to resolving the building's issues, but clarified that CGS only verifies mapping questions and leaves compliance with A-P to the permitting authority, i.e. Contra Costa County. He did explain that there are various interpretations of A-P with regards to compliance. After further discussions with Catherine Ellis, it is apparent that some former assumptions by the District on A-P compliance may be incorrect, or at least incomplete.

Specifically, A-P restricts building construction within 50' of identified faults, but in the case of the PSB, the apparent (and not verified) fault lies under the east parking lot retaining wall which is +/-43' away from the building face. Outside of the 50' zone, A-P does not restrict construction. Since the renovation plans do not propose any additional building toward the fault, and the work is constrained to the existing enclosure, the vast majority of which is outside the A-P zone, a number of questions have now arisen. For example:

Does A-P apply to the building at its current distance from the assumed fault line?

Since the only way to confirm the fault is to remove the retaining wall and trench across property lines, which would be prohibitively expensive, how is the A-P distance determined, since the assumed fault could be further from or closer to the building?

What will the County's position be and what is the process of any approval prior to the issuance of a building permit?

If A-P only applies to restricting building in the parking lot, is the District relieved of the 50% replacement cost limit? As noted above, the current scope of the Schematic Design drawings does not contain any "discretionary" elements. There is very little we can really "value-engineer" out. Therefore, any reduction in scope driven by A-P limits may be against the building code and may reduce seismic safety, which is the opposite intention of A-P. Preliminarily, the County agrees this does not make sense.

None of the above questions affect the design/engineering approach necessary to fix the building's problems. They only influence how the County will process our application. Unfortunately, I have been told by the senior department officials that they "do not have experience with the A-P Act" and, given the circumstances of our renovation, they will "need to determine an approach." That said, they agree that the preeminent goal should be to allow the District to achieve a safe and code-compliant building. I will be having further discussions with the County over the next few weeks to proactively confirm the review process.

Since last month, other work related to the project included the following items:

I reviewed the Schematic Design plans with Chief Pigoni. His letter is attached here. I am pleased that he agrees the new layout provides an efficient compromise given the inability to increase the total area of the building and other limiting factors.

I shared the plans with the firefighting staff and will be engaged in further reviews as we get to more of the relevant details for their quarters. So far, the response has been very positive and they are glad we are making progress, but more feedback is needed.

Per my last update, two architecture firms presented proposals and were interviewed for the Temporary Facilities Project. Both firms were well qualified but Kappe Architects was selected for the project. They anticipate starting work by the end of the month. The design/engineering phases of the Temporary Facility Project are identical to those of the renovation project, so we are managing two significant projects, not just one.

October 13, 2021
 Agenda Item 5c
 PSB Renovation Recommendation

Obviously, both projects overlap with the work of the grant writer and municipal advisors, so I will continue to coordinate all the consultants throughout the design/engineering process.

Finally, with updated schedule information from the architects/engineers of both the renovation and temporary facilities projects, combined with permit review estimates by the County, and taking into consideration potential grant award dates, I am able to present a more comprehensive estimate on the overall timeline, below. Please note that this estimate is subject to many variables that may change and affect individual critical path items:

Target	Project	Benchmark
10/20/2021	PSB Renovation	Planning Permit Submittal
11/05/2021	PSB Renovation	Design Development Updated Pricing Estimate
12/03/2021	PSB Renovation	Design Development Updated Pricing Estimate
01/03/2022	Temp Facility	Design/Build Bid Out
02/07/2022	Temp Facility	Bid Opening
02/16/2022	Temp Facility	Bid Award
02/18/2022	PSB Renovation	Construction Documents Complete
02/21/2022	PSB Renovation	Building Permit Submittal
04/18/2022	Temp Facility	Permit Approval (City of El Cerrito)
04/25/2022	PSB Renovation	Building Permit Approval (Contra Costa County)
04/25/2022	Temp Facility	Construction Starts
05/09/2022	PSB Renovation	Bid Package Out
06/13/2022	PSB Renovation	Bid Opening
07/13/2022	PSB Renovation	Bid Award
08/01/2022	PSB Renovation	FEMA HMGP award notification
08/22/2022	Temp Facility	Complete / Relocation Begins
09/05/2022	Temp Facility	Relocation Complete
09/06/2022	PSB Renovation	Construction Starts
-----	PSB Renovation	Est Construction Schedule = 15 Months
12/11/2023	PSB Renovation	Construction Complete
01/02/2024	PSB Renovation	Move-In Complete
01/03/2024	Temp Facility	Demolition / Site Restoration Begins

The following documents are attached to this report for your review:

_ Fire Chief Comments on Proposed Design

_ Scope of Work Diagrams

_ Schematic Design Plans

(Note: Full set is available at: <https://www.kensingtonfire.org/public-safety-building>)

_ Renovation Cost Estimate

_ Architect's Look-Ahead Schedule



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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



DATE: October 7, 2021

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: **Proposed Design Comments**

Thank you for the updated proposed station design concepts that were provided by Marjang Architecture. In reviewing these new floor layouts, most of the concerns and needs for the proper and safe operation of this building as a fire station that were noted in my January 7th, 2021 review of the prior joint-occupancy plan have been addressed. These include the following areas:

- 1. Conference Room:** The conference room has been revised and enlarged so that it will provide an on-site location as Department Operation Center in the event of a large incident, as well as for regular Board and Committee meetings. It is also large enough to host training classes such as CPR and/or First Aid for the public. The entrance from the street maintains the station's security and allows the room to be used by other public groups for small meetings, and for the fire staff to meet vendors without bringing them into the secure areas of the building.
- 2. Apparatus Bay:** While there is still a preference to maintain the third apparatus bay for reasons noted before, this design is a compromise that addresses firefighter health and safety by providing a decontamination area and proper equipment for cleaning personal protective equipment. By maintaining the third rollup door, it still allows access to the prior bay for other equipment maintenance needs and to place apparatus back in service after a call.
- 3. Kitchen:** The kitchen has been maintained in its current location and the redesigned open space is an improvement that provides more room, mobility, and code compliance. We would like to explore the possibility of an exit door to the parking lot from this room, but at this point, the design meets the needs of the Fire Department.
- 4. Bedrooms:** The bedrooms have been redesigned to accommodate two beds in each room as well as locker space and room for a desk or work station for quiet study. The new bathrooms are more functional and code compliant. There is still a preference for an additional dorm to meet increased staffing needs, but it is agreed that there is not enough room to accommodate this request. The removal of the Captain's office from the bedrooms is a positive design change and, overall, this layout is acceptable.
- 5. Captain's Office:** The need for a separate office space for the captain has been designed in to the proposed plans and is acceptable.
- 6. Crew Office Space:** The need for office/report /study area for the crew has been addressed and is acceptable.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530
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7. **Workout Room:** The new location for the exercise room is an improvement and being located adjacent to the parking lot allows for personnel to use the larger work out equipment that is stored outside without having to walk through the station.
8. **Radios:** The exact areas for the radios and printers still needs to be worked out, but there are a number of acceptable locations that can accommodate both. There are no issues with this need.
9. **Historical Display/Museum:** While the current plan does not show the display case location, there are ample walls that can be designed for display cases to show off the Kensington Fire history and pay tribute to those that set the groundwork for the community's fire protection.
10. **Restrooms:** The concerns for restrooms on both levels has been addressed and is acceptable.
11. **Parking:** As a dedicated fire station, employee parking is finally addressed in this plan.
12. **Ballistic Protection:** As a dedicated fire station, there is no need for the prior concern regarding ballistic protection from police areas.

It is notable that a lot of thought has been put into this proposed design and is appreciated by the Fire Department and the labor group. The Fire Department supports this design and looks forward to fine tuning the final plans.

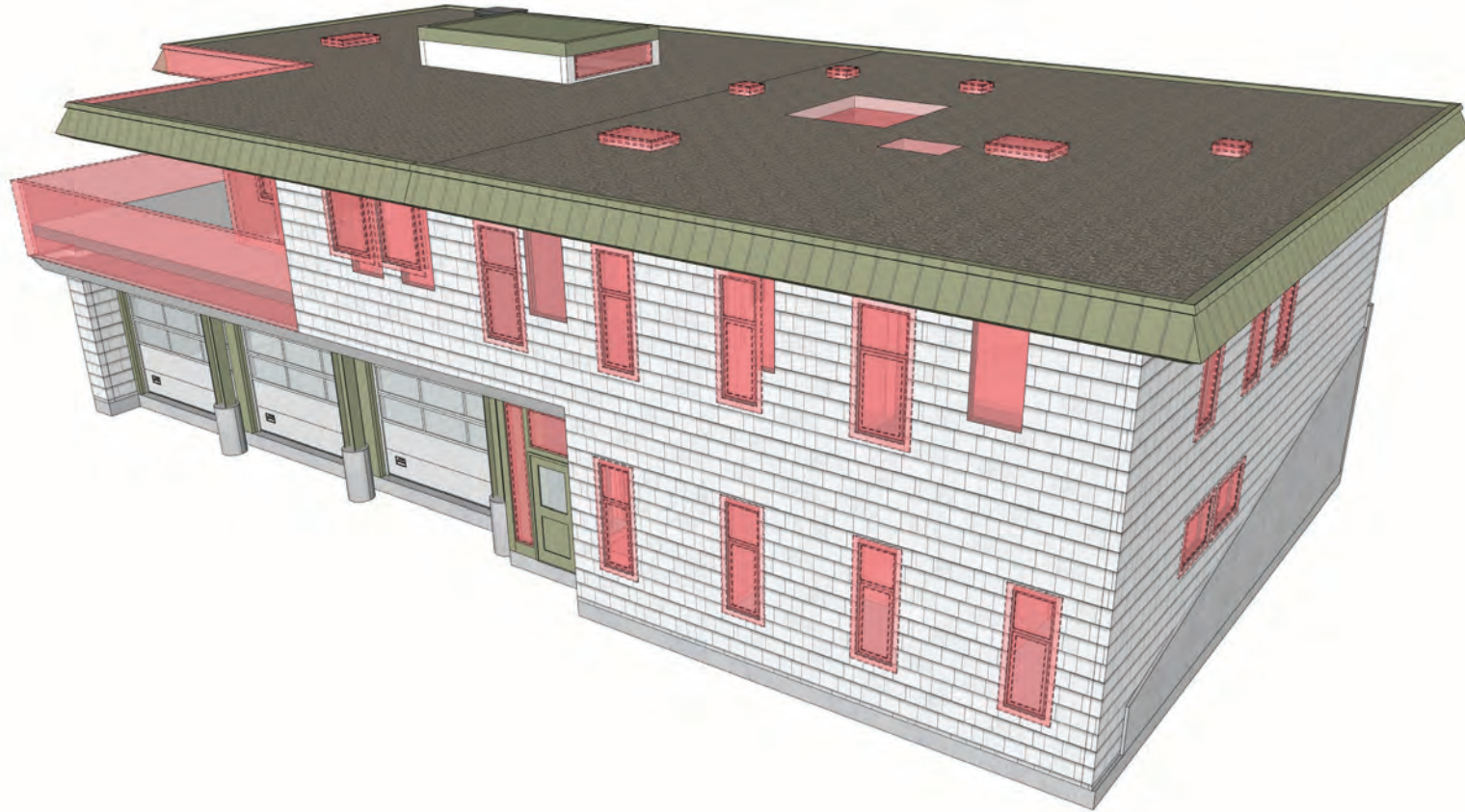
Respectfully,

Michael Pigoni
Fire Chief
El Cerrito – Kensington Fire Department

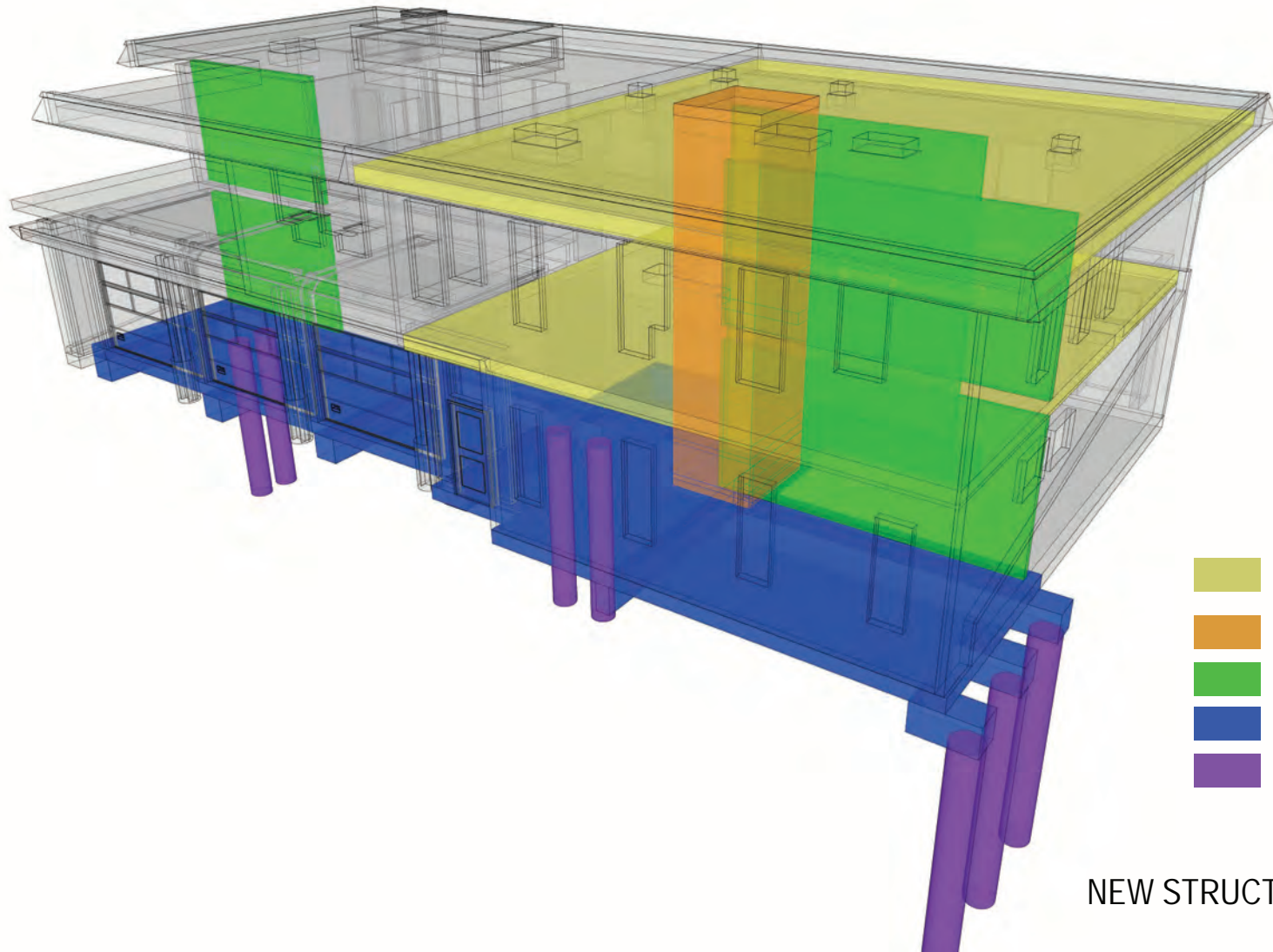
KENSINGTON PUBLIC SAFETY BUILDING



EXISTING BUILDING

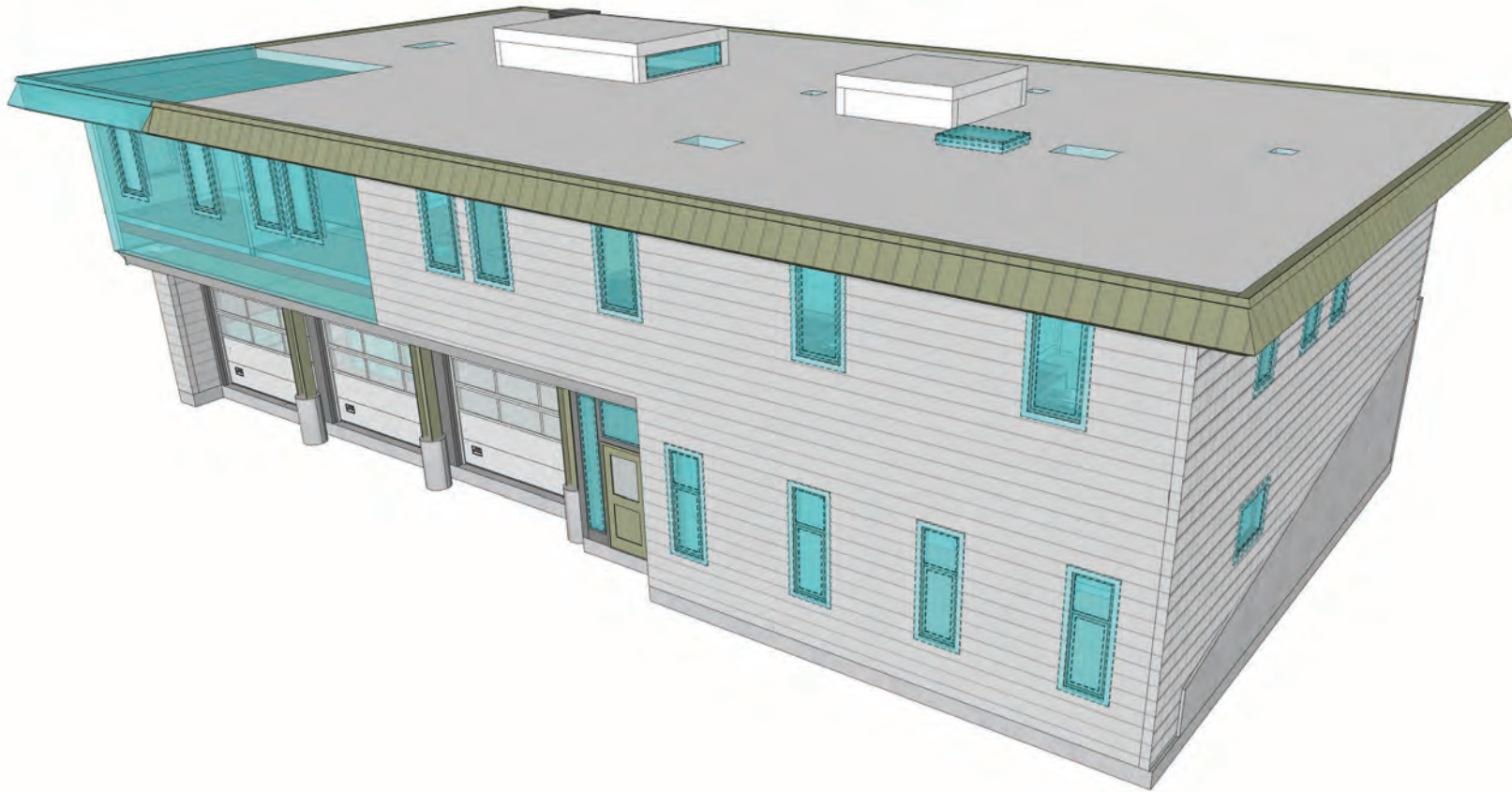


EXISTING BUILDING ELEMENTS TO BE REMOVED



- NEW FLOOR AND ROOF STRENGTHENING
- NEW ELEVATOR SHAFT
- NEW SHEAR WALLS
- NEW CONCRETE SLAB
- NEW CONCRETE PIERS

NEW STRUCTURAL ELEMENTS



NEW ARCHITECTURAL ELEMENTS

KENSINGTON PUBLIC SAFETY BUILDING



PROPOSED REMODEL AND ADDITION

STAMP

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KENSINGTON, CA 94707

PROJECT TEAM

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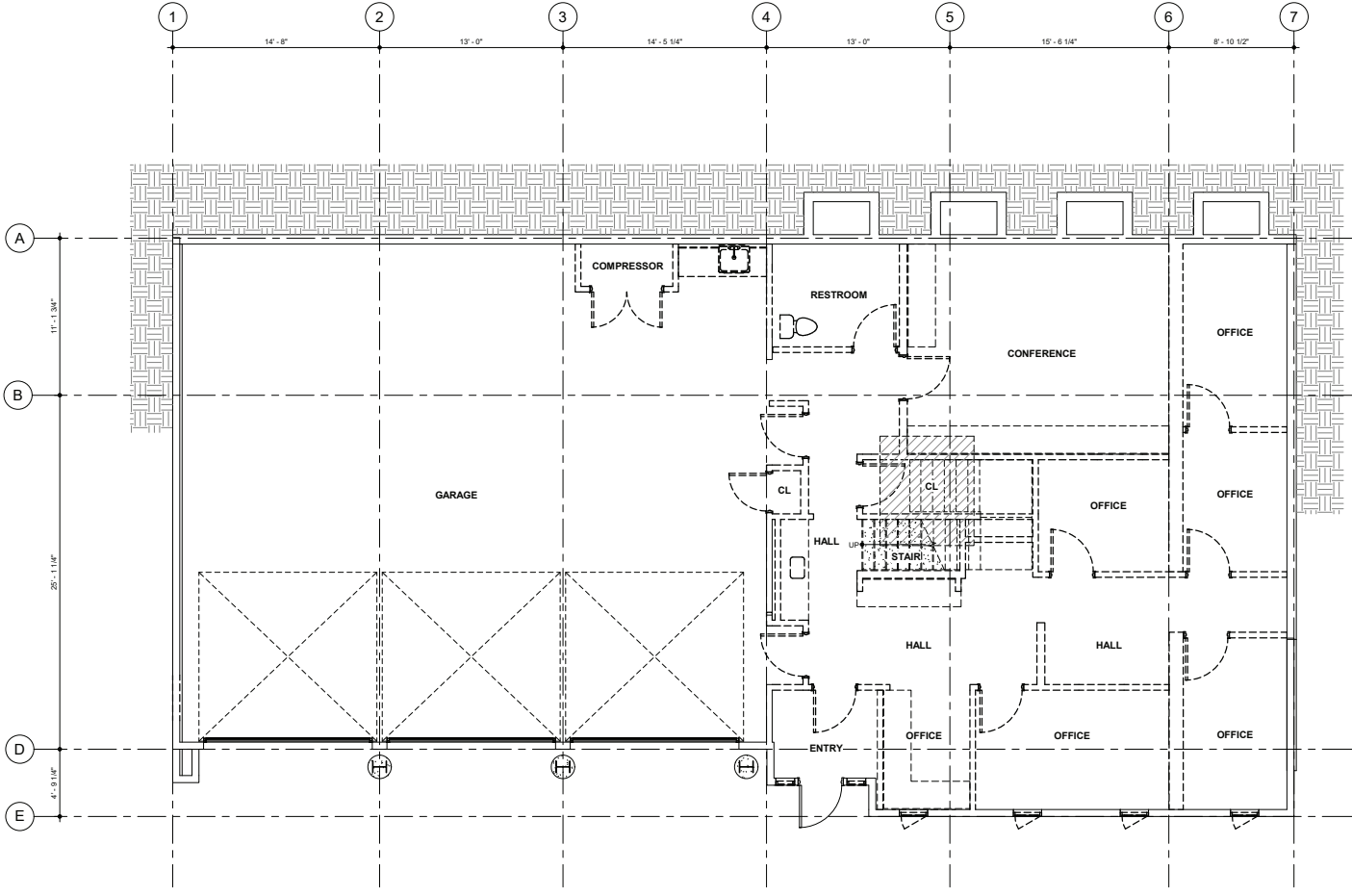
ESTIMATOR: MICROESTIMATION INC.
650 S VAN NESS AVE, #26
SAN FRANCISCO, CA 94110
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NO.	DESCRIPTION	DATE

JOB NO. 0000 KENSINGTON PUBLIC SAFETY BUILDING

DESCRIPTION
EXISTING AND DEMOLITION
GROUND FLOOR PLAN

A201



1 EXISTING (DEMOLITION) 1ST LEVEL PLAN
SCALE: 1/4" = 1'-0"

WALL LEGEND

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

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STAMP

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**217 ARLINGTON AVE.
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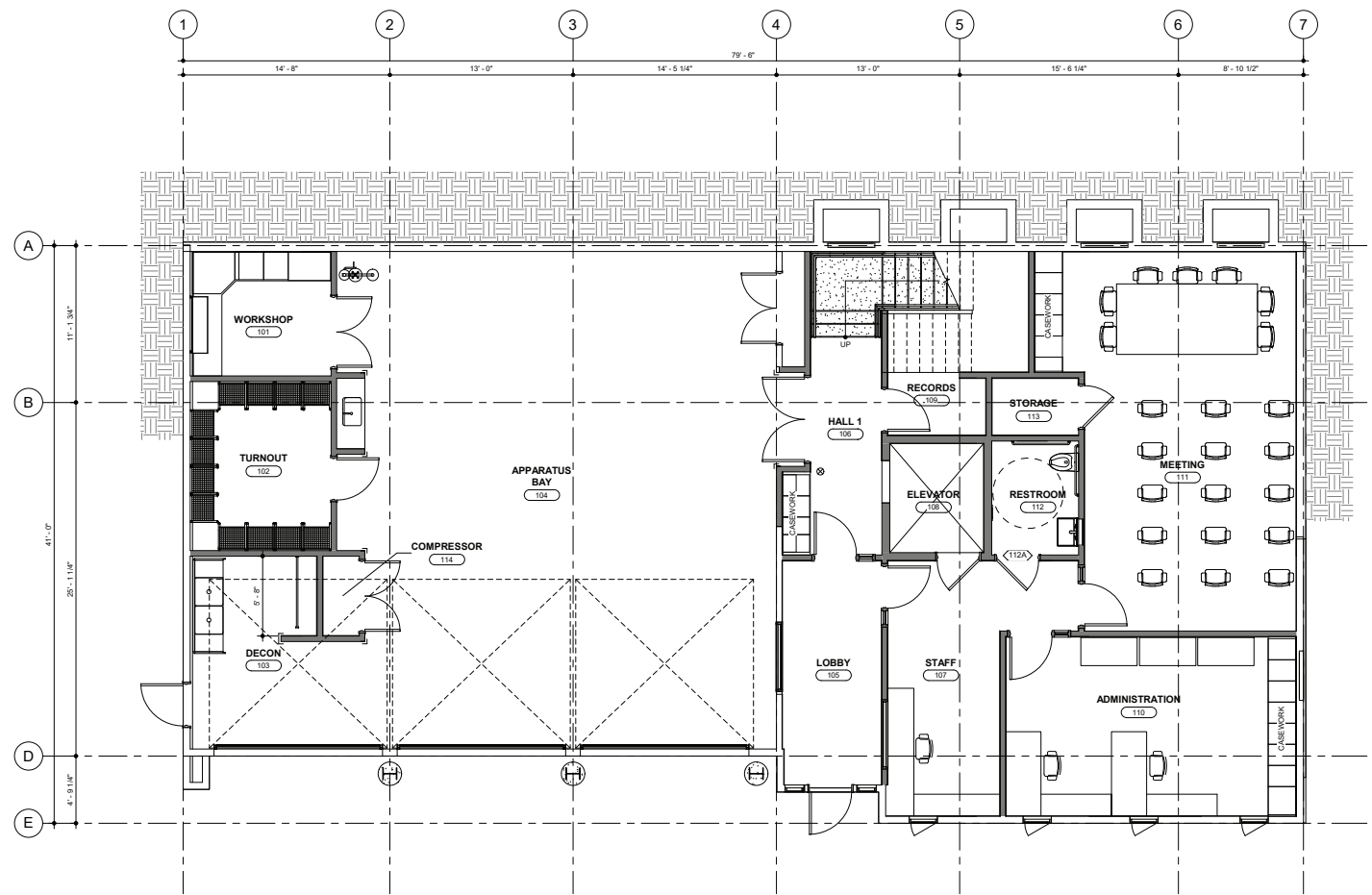
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NO.	DESCRIPTION	DATE

JOB NO.
0000 KENSINGTON PUBLIC SAFETY BUILDING

DESCRIPTION
PROPOSED GROUND FLOOR PLAN

A202



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

WALL LEGEND

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

STAMP

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

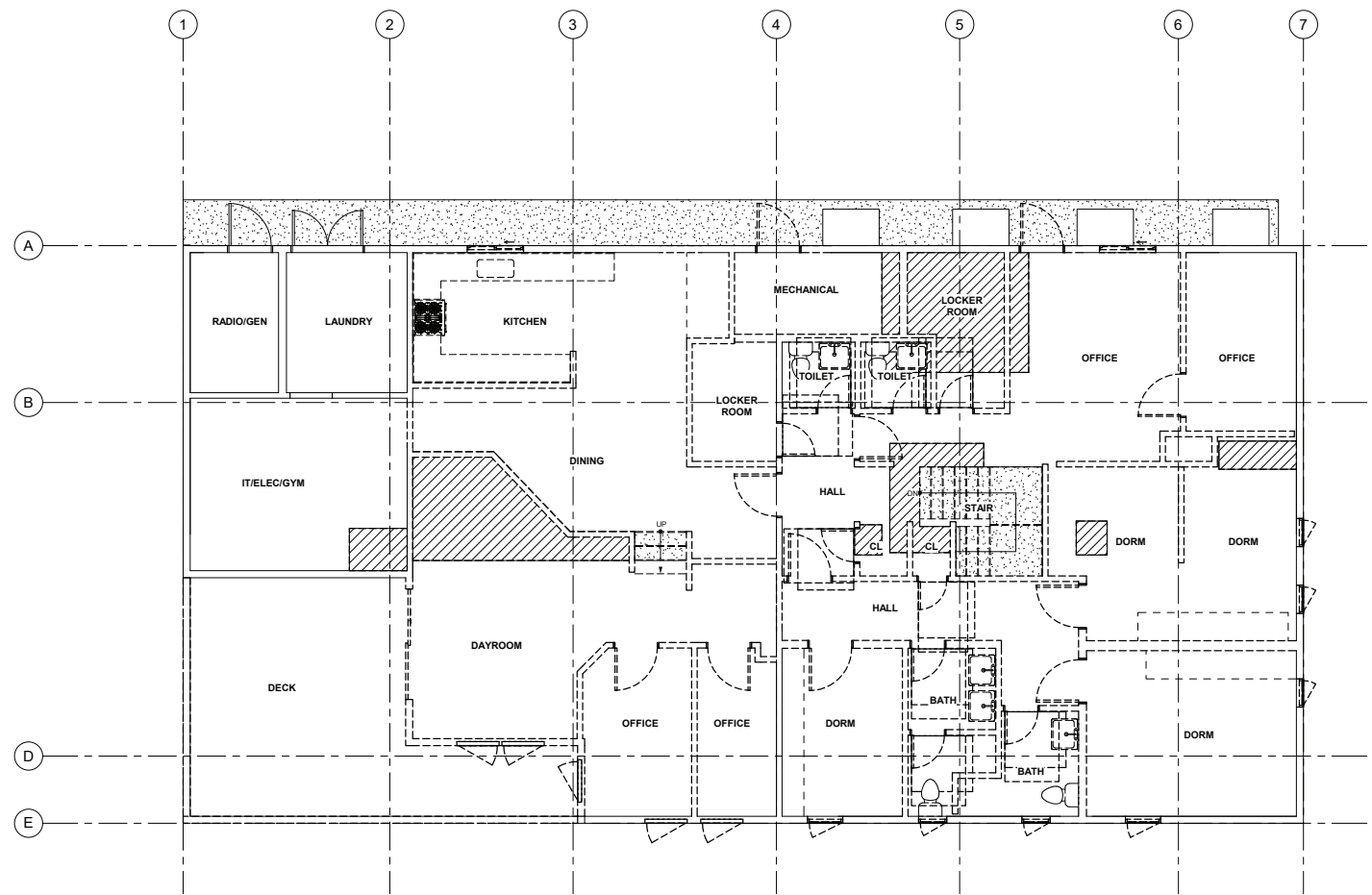
PROJECT TEAM
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NO.	DESCRIPTION	DATE

JOB NO.
**0000 KENSINGTON PUBLIC SAFETY
BUILDING**

DESCRIPTION
**EXISTING AND DEMOLITION SECOND
FLOOR PLAN**

A203



1 EXISTING (DEMOLITION) 2ND LEVEL PLAN
SCALE: 1/4" = 1'-0"

- WALL LEGEND**
- EXISTING WALL
 - -- EXISTING WALL TO BE DEMOLISHED
 - PROPOSED WALL
 - PROPOSED 1-HR RATED WALL
 - PROPOSED 1/2-HR RATED WALL
 - ▨ AREA TO BE DEMOLISHED

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Opinion of Probable Construction Cost

Cost Estimate Report Dated 10-07-2021

Kensington Public Safety Building Renovation
217 Arlington Avenue
Kensington, CA 94707



Prepared By:



MicroEstimating Inc.
a preconstruction services company

850 South Van Ness Avenue, Suite #26, San Francisco, CA 94110 O (415) 826-9626

www.microestimating.com

Board Packet 74 of 143

Kensington Public Safety Building Renovation

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

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PROJECT CONTACT INFORMATION
Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Prepared for:

Kensington Fire Protection District

217 Arlington Avenue, Kensington, CA 94707

General Manager: Bill Hansell Email: bhansell@kensingtonfire.org Phone: (415) 378-9064

Prepared by:

MicroEstimating Inc.

Preconstruction Services Consulting

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3055 Alvarado Street, San Leandro, CA 94577

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Certified Professional Estimator Active General Contractor License A & B

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MarJang Architecture

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Architect: Karen Mar Email: karen@marjang.com Phone: (415) 522-0600 x1001 Mobile: (415) 516-3454

Snr. Designer/Job Captain: Robert Soo Hoo Email: robert@marjang.com Phone: (650) 394-8869 x302 Mobile: (415) 516-3454

Designer: Khristine Melendez khristine@marjang.com Phone: (415) 522-0600 x1004

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ZFA Structural Engineers

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Engineer: Jamie Brownell jamieb@zfa.com Phone: (650) 394-8869 x309

MEP Consultant:

List Engineering Company

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Proj. Mechanical Engr: Lettie Tang Email: lettie@listengineering.com Phone: (831) 373-4390 x6

EEOR: Paul Miller Email: paul@engent.com Phone: (510) 263-1522

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Sr. Project Engineer: Keith Palmer Email: kpalmer@bkf.com Mobile: (925) 940-2232

AV Consultants:

SFM Inc.

351 8th Street, San Francisco, CA 94103 Phone: (415) 826-9626

Project Manager: Peter A. McDonald Email: peter@smfi.com Phone: (415) 255-9140

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description

Cost/GSF

Group Extension

Gross Area	6,133	SF
Enclosed Area	6,133	SF
Foot Print Area	2,898	SF
Gross Wall Area	3,060	SF
Windows or Glazing Area	222	SF
Roof Area - Flat	3,745	SF
Interior Partition Length	397	LF

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Cost/GSF	Group Extension
EXECUTIVE SUMMARY REPORT		
RENOVATION COST	\$ 915.99	\$ 5,617,778
SITE WORK COST		\$ 279,932
RENOVATION + SITEWORK	\$ 961.64	\$ 5,897,710

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Cost/GSF	Group Extension
Division 01 - GENERAL REQUIREMENTS	N/A	See Indirect
Division 02 - EXISTING CONDITIONS	\$ 31.67	\$ 194,251
Division 03 - CONCRETE	\$ 55.72	\$ 341,742
Division 04 - MASONRY		NIC
Division 05 - METALS	\$ 13.54	\$ 83,071
Division 06 - WOOD AND PLASTICS	\$ 76.50	\$ 469,157
Division 07 - THERMAL AND MOISTURE PROTECTION	\$ 38.06	\$ 233,447
Division 08 - OPENINGS	\$ 25.95	\$ 159,141
Division 09 - FINISHES	\$ 54.16	\$ 332,146
Division 10 - SPECIALTIES	\$ 9.68	\$ 59,359
Division 11 - EQUIPMENT	\$ 8.15	\$ 50,000
Division 12 - FURNISHINGS	\$ 19.22	\$ 117,850
Division 13 - SPECIAL CONSTRUCTION		N/A
Division 14 - CONVEYING SYSTEMS	\$ 24.46	\$ 150,000
Division 21 - FIRE SUPPRESSION	\$ 10.00	\$ 61,330
Division 22 - PLUMBING	\$ 26.13	\$ 160,250
Division 23 - HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)	\$ 112.28	\$ 688,620
Division 26 - ELECTRICAL	\$ 45.53	\$ 279,259
Division 27 - COMMUNICATION	\$ 20.36	\$ 124,895
Division 28 - ELECTRONIC SAFETY AND SECURITY	\$ 17.75	\$ 108,852
Division 33 - UTILITIES	\$ 7.84	\$ 48,100
SUBTOTAL OF DIRECT COST BEFORE CONTINGENCY	\$ 597.01	\$ 3,661,470
CONTINGENCIES (DESIGN & ESTIMATING)	10.00%	\$ 366,147
TOTAL DIRECT TRADE COST INCLUDING CONTINGENCY		\$ 4,027,617
INDIRECT COST		

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

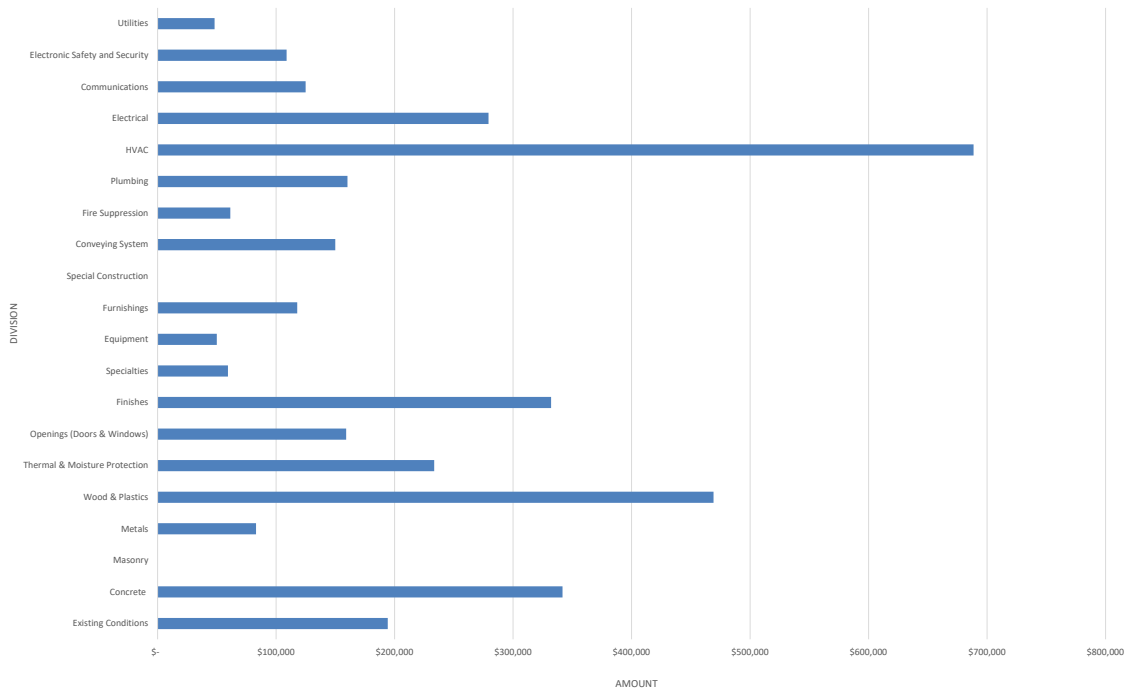
Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Cost/GSF	Group Extension
GENERAL CONDITIONS and GR	15.00%	\$ 604,143
OFFICE OVERHEAD/GENERAL CONTRACTOR FEE	10.00%	\$ 463,176
BOND AND INSURANCE	2.00%	\$ 101,899
TOTAL COST BEFORE ESCALATION		\$ 5,196,835
ESCALATION TO MID- POINT OF CONSTRUCTION	8.10%	\$ 420,944
TOTAL CONSTRUCTION COST WITHOUT OWNER'S (FEE/PM/DELIVERY) COST	\$ 915.99	\$ 5,617,778

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Estimate Date:

Building Cost Breakdown	Amount
General Requirements	See Indirect
Existing Conditions	\$ 194,251
Concrete	\$ 341,742
Masonry	NIC
Metals	\$ 83,071
Wood & Plastics	\$ 469,157
Thermal & Moisture Protection	\$ 233,447
Openings (Doors & Windows)	\$ 159,141
Finishes	\$ 332,146
Specialties	\$ 59,359
Equipment	\$ 50,000
Furnishings	\$ 117,850
Special Construction	N/A
Conveying System	\$ 150,000
Fire Suppression	\$ 61,330
Plumbing	\$ 160,250
HVAC	\$ 688,620
Electrical	\$ 279,259
Communications	\$ 124,895
Electronic Safety and Security	\$ 108,852
Utilities	\$ 48,100
Total Trades Cost	\$ 3,661,470
Total Indirect Cost	\$ 1,956,308
Total Construction Cost	\$ 5,617,778



Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
TRADE ESTIMATE					
Div. 01 GENERAL REQUIREMENTS					
01 91 13	General Commissioning Requirements				See Indirect Cost
Division 01 - GENERAL REQUIREMENTS					See Indirect
Div. 02 EXISTING CONDITIONS					
02 40 00	Hazardous Waste Removal				\$ 37,656
02 50 00	Building Demolition				\$ 156,595
Division 02 - EXISTING CONDITIONS					\$ 194,251
Div. 03 CONCRETE					
03 00 00	Special Foundation				\$ 115,450
03 00 00	Footings				\$ 44,040
03 00 00	Walls				\$ 31,550
03 00 00	Slab On Grade				\$ 99,140
03 50 00	Underpinning & Shoring				\$ 27,900
03 35 11	Densified Polished Sealed Concrete - PC-1				\$ 16,500
03 35 11	Sealed Concrete - SC-1				\$ 7,162
Division 03 - CONCRETE					\$ 341,742
Div. 04 MASONRY					
04 10 00	Masonry				NIC
Division 04 - MASONRY					\$ -
Div. 05 METALS					
05 100 00	Stair Construction				\$ 51,250
05 50 100	Miscellaneous				\$ 25,071
05 59 00	Stainless Steel				\$ 6,750
Division 05 - METALS					\$ 83,071
Div. 06 WOOD & PLASTICS					
06 11 00	Wood Framing				\$ 197,854
06 11 00	Ceiling Joists				\$ 70,128
06 11 00	Wall Strengthened Shear Walls				\$ 182,416
06 40 53	Misc. Carpentry				\$ 13,509
06 41 00	Architectural Wood Casework (Framing and Backing)				\$ 5,250
Division 06 - WOOD & PLASTICS					\$ 469,157
Div. 07 THERMAL AND MOISTURE PROTECTION					
07 30 00	Roof Coverings				\$ 91,000
07 50 00	Flashing & Sheet Metal				\$ 18,725
07 75 00	Exterior Wall				\$ 72,190
07 75 00	Exterior Soffit				\$ 18,000
07 75 00	Enclosure to (E) Exterior Deck				\$ 9,000
07 90 00	Miscellaneous				\$ 24,532

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
Division 07 - THERMAL AND MOISTURE PROTECTION					\$ 233,447
Div. 08	OPENINGS				
08 11 13	Hollow Metal Doors & Frames			\$	31,700
08 20 00	Wood and Plastic Doors			\$	28,400
08 33 00	Overhead Doors			\$	10,000
08 31 16	Access Panels and Frames			\$	2,500
08 51 00	Metal Windows			\$	39,091
08 60 00	Skylight			\$	2,100
08 71 00	Door Hardware			\$	45,350
Division 08 - OPENINGS					\$ 159,141
Div. 09	FINISHES				
09 29 00	Gypsum Board			\$	164,648
09 51 13	Acoustical Panel Ceilings			\$	20,952
09 60 00	Flooring			\$	1,440
09 83 00	Acoustic Finishes			\$	4,800
09 60 00	Bases			\$	7,810
09 30 00	Porcelain Tile Flooring - TL-3			\$	33,175
09 65 00	Static Dissipative Tile - 1/8" - SDT-1			\$	4,959
09 65 00	Resilient Athletic Flooring - RR-1			\$	3,584
09 65 00	Resilient Flooring - RF-1			\$	18,088
09 68 00	Carpet - CP-1			\$	15,478
09 91 23	Interior Paint			\$	57,211
Division 09 - FINISHES					\$ 332,146
Div. 10	SPECIALTIES				
10 14 00	Signage			\$	18,399
10 26 12	Wall Protection and Corner Guards			\$	5,000
10 21 16	Compartments			\$	10,700
10 28 00	Toilet and Bath Accessories			\$	3,310
10 40 00	Safety Specialties			\$	8,000
10 50 00	Storage			\$	13,950
Division 10 - SPECIALTIES					\$ 59,359
Div. 11	EQUIPMENT				
11 13 00	Commercial Equipment			\$	50,000
Division 11 - EQUIPMENT					\$ 50,000
Div. 12	FURNISHINGS				
12 40 00	Moveable Furnishings			\$	30,000
12 36 00	Casework			\$	63,800
12 36 00	Countertops			\$	16,250
12 40 00	Furnishings and Accessories				N/A
12 48 00	Rugs and Mats			\$	1,500
12 21 23	Roll Down Blinds - BL-1			\$	6,300
Division 12 - FURNISHINGS					\$ 117,850

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

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Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
Div. 13 SPECIAL CONSTRUCTION					
13 00 00 Special Construction					N/A
Division 13 - SPECIAL CONSTRUCTION				\$	-
Div. 14 CONVEYING SYSTEMS					
14 00 00 Elevator and Lift				\$	150,000
Division 14 - CONVEYING SYSTEMS				\$	150,000
Div. 21 FIRE SUPPRESSION					
21 00 00 Fire Suppression				\$	61,330
Division 21 - FIRE SUPPRESSION				\$	61,330
Div. 22 PLUMBING					
22 02 00 Plumbing				\$	160,250
Division 22 - PLUMBING				\$	160,250
Div. 23 HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)					
23 00 00 HVAC				\$	688,620
Division 23 - HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)				\$	688,620
Div. 26 ELECTRICAL					
26 00 00 Electrical				\$	279,259
Division 26 - ELECTRICAL				\$	279,259
Div. 27 COMMUNICATIONS					
27 00 00 Communications				\$	124,895
Division 27 - Communications				\$	124,895
Div. 28 ELECTRONIC SAFETY AND SECURITY					
28 00 00 Security and life safety				\$	108,852
Division 28 - ELECTRONIC SAFETY AND SECURITY				\$	108,852
Div. 33 UTILITIES					
33 00 00 Electrical Site Utilities				\$	48,100
Division 33 - UTILITIES				\$	48,100
SUBTOTAL OF DIRECT CONSTRUCTION COST				\$	3,661,470

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description		Quantity	Unit	Unit Cost	Extension	Group Extension
Div. 01	GENERAL REQUIREMENTS					
01 91 13	General Commissioning Requirements					See Indirect Cost
Division 01 - GENERAL REQUIREMENTS						See Indirect Cost
Div. 02	EXISTING CONDITIONS					
02 40 00	Hazardous Waste Removal			\$ 6.14		\$ 37,656
	Foremen	48	MHRS	\$ 137.61	\$ 6,605	
	Laborer - 3 Ea.	144	MHRS	\$ 121.70	\$ 17,525	
	Equipment	48	MHRS	\$ 50.00	\$ 2,400	
	Temporary Protections & Enclosures	1	LS	\$ 4,850.00	\$ 4,850	
	Subcontractor's Contractor OH&P	20%		\$ 31,380.08	\$ 6,276	
02 50 00	Building Demolition					\$ 49,632
	First Floor					
	Remove Floor Finishes	2,871	SF	\$ 5.00	\$ 14,355	
	Remove Ceilings	2,871	SF	\$ 3.00	\$ 8,613	
	Slab Demolition for Footings/Trenching for Utilities	1	LS	\$ 10,000.00	\$ 10,000	
	Remove the Stairs with 14 Steps	1	EA	\$ 3,920.00	\$ 3,920	
	Remove Single Door	12	EA	\$ 121.00	\$ 1,452	
	Remove Double Door	1	EA	\$ 242.00	\$ 242	
	Remove Walls/Partitions	215	LF	\$ 50.00	\$ 10,750	
	Remove Casework at Office	12	LF	\$ 25.00	\$ 300	
	Remove Plumbing Fixtures				Included in Plumbing	
	Remove Mechanical Items				Included in Plumbing	
	Remove Electrical Devices				Included in Plumbing	
	Second Floor					\$ 58,229
	Remove Floor Finishes	3,262	SF	\$ 5.00	\$ 16,310	
	Remove Ceilings	3,262	SF	\$ 3.00	\$ 9,786	
	Remove of Second Floor Framing	1,500	SF	\$ 5.00	\$ 7,500	
	Remove Stairs with 9 Steps	1	EA	\$ 2,520.00	\$ 2,520	
	Remove Stairs with 2 Steps	1	EA	\$ 560.00	\$ 560	
	Remove Single Door	18	EA	\$ 121.00	\$ 2,178	
	Remove Walls/Partitions	330	LF	\$ 50.00	\$ 16,500	
	Remove Casework	67	LF	\$ 25.00	\$ 1,675	
	Remove Appliance In Kitchen	1	LS	\$ 1,200.00	\$ 1,200	
	Remove Plumbing Fixtures				Included in Plumbing	
	Remove Mechanical Items				Included in Plumbing	
	Remove Electrical Devices				Included in Plumbing	
	Exterior Building Demolition					\$ 48,734
	Demo And Remove Window Glazing	222	SF	\$ 30.00	\$ 6,660	
	Remove Cement Board Siding at West	619	SF	\$ 11.00	\$ 6,809	
	Remove Cement Board Siding at Deck West & North	421	SF	\$ 11.00	\$ 4,634	
	Remove Skylights at Roof	7	EA	\$ 250.00	\$ 1,750	
	Remove Parapet at Roof	33	LF	\$ 50.00	\$ 1,650	
	Remove Eave Fascia at Roof	15	SF	\$ 5.00	\$ 75	
	Remove of Roofing Framing	1,800	SF	\$ 5.00	\$ 9,000	
	Demo Roof Area for Elevator Overhead Shaft	50	SF	\$ 15.00	\$ 750	
	Remove Exterior Doors	2	EA	\$ 250.00	\$ 500	
	Remove Sliding Door	1	EA	\$ 1,500.00	\$ 1,500	
	Demo Concrete Slab Area For Elevator Pit	51	SF	\$ 20.00	\$ 1,020	
	Demo Exterior Deck Guard Wall	45	LF	\$ 15.00	\$ 675	
	Demo & Remove Wall at North and West	33	LF	\$ 50.00	\$ 1,650	
	Demo & Remove Roofing System	3,446	SF	\$ 3.50	\$ 12,061	
Division 02 - EXISTING CONDITIONS						\$ 194,251 \$ 194,251

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Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description		Quantity	Unit	Unit Cost	Extension	Group Extension
Div. 03	CONCRETE					
03 00 00	Special Foundation					\$ 115,450
	Mobilization and Demobilization	8	EA	\$ 2,000.00	\$ 16,000	
	Testing	8	EA	\$ 1,250.00	\$ 10,000	
	Interior 24" Drilled Piers with Low Overhead	4	EA	\$ 12,500.00	\$ 50,000	
	Interior 24" Drilled Piers	1	EA	\$ 12,000.00	\$ 12,000	
	Exterior 24" Drilled Piers	3	EA	\$ 9,150.00	\$ 27,450	
03 00 00	Footings					\$ 44,040
	Footings - 140 LF	22	CY	\$ 850.00	\$ 18,700	
	Pier Caps	5	CY	\$ 2,000.00	\$ 10,000	
	Rebar 110#/CY	2,420	LBS	\$ 2.00	\$ 4,840	
	Drilled Dowels at & Inspections - All (E) Slab Edges - 140 LF & 12" C/C	140	EA	\$ 75.00	\$ 10,500	
03 00 00	Walls					\$ 31,550
	Elevator Pit Walls	340	SF	\$ 75.00	\$ 25,500	
	Rebar	1,713	LBS	\$ 2.00	\$ 3,425	
	Drilled Dowels at Footings & Piers Cap	35	EA	\$ 75.00	\$ 2,625	
03 00 00	Slab On Grade					\$ 99,140
	9" Thick SOG at Apparatus Area	636	SF	\$ 50.00	\$ 31,800	
	8" Thick SOG at Office Area	601	SF	\$ 40.00	\$ 24,040	
	14" Elevator Pit	85	SF	\$ 100.00	\$ 8,500	
	Rebar 100#/CY	4,200	LBS	\$ 2.00	\$ 8,400	
	Drilled Dowels at Slab on Grade	352	EA	\$ 75.00	\$ 26,400	
03 50 00	Underpinning & Shoring					\$ 27,900
	Foundation Underpinning/ Labor & Equipment	60	MHRS	\$ 250.00	\$ 15,000	
	Shore Under Girders/ Labor & Equipment	24	MHRS	\$ 225.00	\$ 5,400	
	Material	1	LS	\$ 7,500.00	\$ 7,500	
03 35 11	Densified Polished Sealed Concrete - PC-1					\$ 16,500
	Repair and Patch	1,100	SF	\$ 15.00	\$ 16,500	
03 35 11	Sealed Concrete - SC-1					\$ 7,162
	Workshop - 101	86	SF	\$ 5.00	\$ 430	
	Turnout - 102	118	SF	\$ 5.00	\$ 591	
	Decon - 103	113	SF	\$ 5.00	\$ 564	
	Apparatus Bay - 104	1,101	SF	\$ 5.00	\$ 5,504	
	Compressor - 114	15	SF	\$ 5.00	\$ 73	
Division 03 - CONCRETE					\$ 341,742	\$ 341,742
Div. 04	MASONRY					
04 100 00	CMU Masonry					NIC
	Not In Scope				NIC	
Division 04 - MASONRY						NIC
Div. 05	METALS					
05 100 00	Stair Construction					\$ 51,250
	New Stair	14	Risers	\$ 2,000.00	\$ 28,000	
	Railings	62	LF	\$ 250.00	\$ 15,500	
	Short ADA Stair	2	Risers	\$ 2,000.00	\$ 4,000	
	Railings	5	LF	\$ 250.00	\$ 1,250	
	Pit Ladder	1	LS	\$ 2,500.00	\$ 2,500	

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
05 50 100 Miscellaneous					\$ 25,071
Miscellaneous Metal	6,133	GSF	\$ 2.50	\$ 15,333	
Align Shear Wall Directly Under Existing Beam	16	MHRS	129.25	\$ 2,068	
Strengthening of (E) WF Beam at Second Floor as Well as (N) WF Beam at Rebuilt 2nd Floor Area	40	MHRS	129.25	\$ 5,170	
Steel Post	1	LS	\$ 2,500.00	\$ 2,500	
05 59 00 Stainless Steel					\$ 6,750
Wall Backsplash - SS-1	45	SF	\$ 150.00	\$ 6,750	
Division 05 - METALS				\$ 83,071	\$ 83,071
Div. 06 WOOD AND PLASTICS					
06 11 00 Wood Framing					\$ 197,854
Interior Partitions	5,634	SF	\$ 18.00	\$ 101,417	
Interior Partitions 8" Elevator Shaft Wall	725	SF	\$ 20.00	\$ 14,490	
Misc. Work at Kitchen Ponywall for Lift & Stairs	1	LS	\$ 1,500.00	\$ 1,500	
Gypsum Board Ceiling	4,621	SF	\$ 15.00	\$ 69,315	
Exterior Wall Framing for Addition at Deck Area	506	SF	\$ 22.00	\$ 11,132	
Framing for Stair	Included in Metal Fabrication Above				
06 11 00 Ceiling Joists					\$ 70,128
New Ceiling Joists 2X 12 at 16" C/C	3,896	SF	\$ 12.00	\$ 46,752	
Plywood Floor/Roof Sheeting	7,792	SF	\$ 3.00	\$ 23,376	
06 11 00 Wall Strengthened Shear Walls					\$ 182,416
Strengthened Shear Walls/ S 200 (150 LF X 22'-6" H)	3,375	SF	\$ 35.00	\$ 118,125	
Simpson Holdown to Footings	55	EA	\$ 200.00	\$ 11,000	
Tie Downs	1	LS	\$ 5,000.00	\$ 5,000	
Provide Posts	22	EA	\$ 200.00	\$ 4,400	
Anchor Bolts to Strengthened Shear Wall	75	EA	\$ 75.00	\$ 5,625	
Steel Structural Framing additions to add Strength	40	LF	\$ 250.00	\$ 10,000	
Scaffolding and Shoring	6,133	GSF	\$ 2.00	\$ 12,266	
Bracing During Construction	80	MHRS	\$ 200.00	\$ 16,000	
Align Shear Wall Directly Under Existing Beam	See Division 5				
06 40 53 Misc. Carpentry					\$ 13,509
Misc. Carpentry	80	MHRS	\$ 137.61	\$ 11,009	
Misc. Material & Tools	1	LS	\$ 2,500.00	\$ 2,500	
06 41 00 Architectural Wood Casework (Framing and Backing)					\$ 5,250
Backing for Upper and Lower Cabinetry/Lockers for Fixed Casework and Countertop See Div. 12 Below.	150	LF	\$ 35.00	\$ 5,250	See Div. 12
Division 06 - WOOD AND PLASTICS				\$ 469,157	\$ 469,157
Div. 07 THERMAL AND MOISTURE PROTECTION					
07 30 00 Roof Coverings					\$ 91,000
New Roofing System	3,745	SF	\$ 20.00	\$ 74,900	
Roofing System to Deck Area	322	SF	\$ 50.00	\$ 16,100	
07 50 00 Sheetmetal and Flashing					\$ 18,725
Flashing & Sheet Metals	3,745	SF	\$ 5.00	\$ 18,725	
07 75 00 Exterior Wall					\$ 72,190
(N) Cement Siding at West Elevation (Front)	799	SF	\$ 50.00	\$ 39,950	
Patch and Repair (E) Siding at East Elevation	750	SF	\$ 5.00	\$ 3,750	
(N) Prep and Paint Entire Structure	2,849	SF	\$ 10.00	\$ 28,490	
07 75 00 Exterior Soffit					\$ 18,000

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
New Wood soffit	240	SF	\$ 75.00	\$ 18,000	
07 75 00 Enclosure to New Exterior at Existing Deck					\$ 9,000
(N) Cement Siding at West Elevation North & West	180	SF	\$ 50.00	\$ 9,000	
07 90 00 Misc.					\$ 24,532
Caulking and Sealants	6,133	GSF	\$ 2.00	\$ 12,266	
Insulation	6,133	GSF	\$ 2.00	\$ 12,266	
Division 07 - THERMAL AND MOISTURE PROTECTION				\$ 233,447	\$ 233,447
Div. 08 OPENINGS					
08 11 13 Hollow Metal Doors & Frames					\$ 31,700
Hollow Metal Frames 28/70	1	EA	\$ 850.00	\$ 850	
Hollow Metal Frames 30/70	13	EA	\$ 850.00	\$ 11,050	
Hollow Metal Frames 30/70 w/Sidelite	7	EA	\$ 1,200.00	\$ 8,400	
Hollow Metal Frames 50/70	3	EA	\$ 1,000.00	\$ 3,000	
Hollow Metal Frames 60/70	1	EA	\$ 1,200.00	\$ 1,200	
Hollow Metal Doors 30/70	1	EA	\$ 950.00	\$ 950	
Hollow Metal Doors 50/70	3	PR	\$ 1,500.00	\$ 4,500	
Hollow Metal Doors 60/70	1	PR	\$ 1,500.00	\$ 1,500	
20 Min Rating	1	EA	\$ 250.00	\$ 250	
08 20 00 Wood and Plastic Doors					\$ 28,400
Wood Doors 30/70	18	EA	\$ 1,350.00	\$ 24,300	
Wood Doors 28/70	1	EA	\$ 1,350.00	\$ 1,350	
Vision Glass/Panel	4	EA	\$ 250.00	\$ 1,000	
20 Min Rating	7	EA	\$ 250.00	\$ 1,750	
08 33 00 Overhead Doors					\$ 10,000
Refurbish Existing Bay Door Keep (E) Roll Up Doors	1	LS	\$ 10,000.00	\$ 10,000	
08 31 16 Access Panels and Frames					\$ 2,500
Fire-Rated Access Door	1	ALLOW	\$ 2,500.00	\$ 2,500	
08 51 00 Metal Windows					\$ 39,091
Fixed Windows	51	SF	\$ 110.00	\$ 5,610	
Casement Upper Lite	48	SF	\$ 145.00	\$ 6,960	
Casement	182	SF	\$ 125.00	\$ 22,750	
Interior Window HM Frame	34	SF	\$ 110.00	\$ 3,771	
08 60 00 Skylight					\$ 2,100
Skylight	12	SF	\$ 175.00	\$ 2,100	
08 71 00 Door Hardware					\$ 45,350
Door Hardware	25	EA	\$ 1,000.00	\$ 25,000	
Kick Plates	29	EA	\$ 150.00	\$ 4,350	
Door Louvers	3	EA	\$ 250.00	\$ 750	
Door Operator (Not Shown 104A/105A?)	1	Allow	\$ 10,000.00	\$ 10,000	
Card Reader Hardware (Wiring & Hookups See Div. 28)	7	EA	\$ 750.00	\$ 5,250	
Division 08 - OPENINGS				\$ 159,141	\$ 159,141
Div. 09 FINISHES					
09 29 00 Gypsum Board					\$ 164,648
New Walls 5/8" X	11,340	SF	\$ 8.00	\$ 90,720	
Perimeter Walls 5/8" X	2,960	SF	\$ 8.00	\$ 23,680	
New 2-Hr Shaft Wall	690	SF	\$ 12.00	\$ 8,280	
Gypsum Ceiling	4,621	SF	\$ 8.00	\$ 36,968	
Misc. Patch and Repair of (E) Walls and Ceilings	1	LS	\$ 5,000.00	\$ 5,000	

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
09 51 13 Acoustical Panel Ceilings					\$ 20,952
Acoustical Panel Ceilings	1,164	SF	\$ 18.00	\$ 20,952	
09 60 00 Flooring					\$ 1,440
Stairs and Landing Finishes	120	SF	\$ 12.00	\$ 1,440	
09 83 00 Acoustic Finishes					\$ 4,800
Tackboard at Meeting Room (Assume Long Wall)	240	SF	\$ 20.00	\$ 4,800	
09 60 00 Bases					\$ 7,810
RB -1	1,562	LF	\$ 5.00	\$ 7,810	
09 30 00 Porcelain Tile Flooring - TL-3					\$ 33,175
Porcelain Floor Tile Restroom	48	SF	\$ 30.00	\$ 1,440	
Porcelain Floor Tile Bathroom	170	SF	\$ 30.00	\$ 5,100	
Porcelain Tile Cove Base Restroom	25	LF	\$ 35.00	\$ 875	
Porcelain Wall Tile Bathroom to 8'	920	SF	\$ 28.00	\$ 25,760	
09 65 00 Static Dissipative Tile - 1/8" - SDT-1					\$ 4,959
Radio - 201	61	SF	\$ 18.00	\$ 1,095	
Storage - 202	84	SF	\$ 18.00	\$ 1,504	
IT/Elec - 203	131	SF	\$ 18.00	\$ 2,361	
09 65 00 Resilient Athletic Flooring - RR-1					\$ 3,584
Exercise - 209	239	SF	\$ 15.00	\$ 3,584	
09 65 00 Resilient Flooring - RF-1					\$ 18,088
Lobby - 105	112	SF	\$ 12.00	\$ 1,339	
Hall 1 - 106	90	SF	\$ 12.00	\$ 1,080	
Storage - 113	25	SF	\$ 12.00	\$ 294	
Kitchen/Dining - 206	520	SF	\$ 12.00	\$ 6,242	
Dayroom - 207	483	SF	\$ 12.00	\$ 5,793	
Hall 2 - 208	179	SF	\$ 12.00	\$ 2,154	
Laundry - 217	63	SF	\$ 12.00	\$ 762	
Storage - 218	35	SF	\$ 12.00	\$ 425	
09 68 00 Carpet - CP-1					\$ 15,478
Staff - 107	172	SF	\$ 9.00	\$ 1,544	
Records - 109	30	SF	\$ 9.00	\$ 270	
Administration - 110	260	SF	\$ 9.00	\$ 2,338	
Meeting - 111	432	SF	\$ 9.00	\$ 3,890	
Office 1 - 204	125	SF	\$ 9.00	\$ 1,129	
Captain's Office - 205	125	SF	\$ 9.00	\$ 1,129	
Hall 3 - 211	125	SF	\$ 9.00	\$ 1,123	
Dorm 1 - 212	151	SF	\$ 9.00	\$ 1,355	
Dorm 2 - 213	150	SF	\$ 9.00	\$ 1,351	
Dorm 3 - 214	150	SF	\$ 9.00	\$ 1,348	
09 91 23 Interior Paint					\$ 57,211
Painting Walls & Ceilings	16,477	SF	\$ 3.00	\$ 49,431	
Apparatus Bay Ceiling	1,256	SF	\$ 5.00	\$ 6,280	
Misc. Patch and Paint	1	LS	\$ 1,500.00	\$ 1,500	

Division 09 - FINISHES

\$ 332,146 \$ 332,146

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Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

Draft Estimate Date: 10/07/2021

Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description		Quantity	Unit	Unit Cost	Extension	Group Extension
Div. 10 SPECIALTIES						
10 14 00	Signage					\$ 18,399
	New Interior Signage (ADA, ID, Egress)	6,133	GSF	\$ 3.00	\$ 18,399	
10 26 12	Wall Protection and Corner Guards					\$ 5,000
	Wall and Corner Protection	1	Allow	\$ 5,000.00	\$ 5,000	
10 21 16	Compartment					\$ 10,700
	Shower Compartment and Accessories	2	EA	\$ 2,850.00	\$ 5,700	
	Office Partition Administration	1	Allow	\$ 5,000.00	\$ 5,000	
10 28 00	Toilet and Bath Accessories					\$ 3,310
	Grab Bars	6	EA	\$ 85.00	\$ 510	
	Toilet Paper Dispenser	3	EA	\$ 150.00	\$ 450	
	Automatic Soap Dispenser	3	EA	\$ 150.00	\$ 450	
	Recessed Auto Paper Towel Dispenser w/Waste Recept	1	EA	\$ 650.00	\$ 650	
	Shower Folding Seat	1	EA	\$ 500.00	\$ 500	
	Steel Channel Mirror 24"x36"	3	EA	\$ 250.00	\$ 750	
10 40 00	Safety Specialties					\$ 8,000
	Fire Extinguisher Cabinets	1	Allow	\$ 3,000.00	\$ 3,000	
	Misc. Emergency Aid (Defib Cab/First Aid Etc.)	1	Allow	\$ 5,000.00	\$ 5,000	
10 50 00	Storage					\$ 13,950
	Dorm Lockers Single Tier 72"	9	EA	\$ 950.00	\$ 8,550	
	Turnout Lockers (4-Compartment 24") (By Owner?)	3	EA	\$ 1,800.00	\$ 5,400	
Division 11 - EQUIPMENT					\$ 59,359	\$ 59,359
Div. 11 EQUIPMENT						
11 13 00	Commercial Equipment					\$ 50,000
	Commercial Appliances	1	Allow	\$ 50,000.00	\$ 50,000	
	Kitchen Equipment's				Included in above	
	Residential Equipment's				Included in above	
	Equipment's at Turnout room				Included in above	
	Washer Extractor				Included in above	
	Drying Cabinet				Included in above	
	Fitness Equipment's				Included in above	
Division 11 - EQUIPMENT					\$ 50,000	\$ 50,000
Div. 12 FURNISHINGS						
12 40 00	Moveable Furnishings					\$ 30,000
	Furniture's	1	Allow	\$ 30,000.00	\$ 30,000	
	Dayroom/Bedroom/Sleep room Furnishings				Included in above	
	Office Desk and Chairs				Included in above	
	Classroom Tables and Chairs				Included in above	
	Other Furniture				Included in above	
12 36 00	Casework					\$ 63,800
	Fixed Lower Casework	55	LF	\$ 450.00	\$ 24,750	
	Fixed Upper Casework	63	LF	\$ 350.00	\$ 22,050	
	Fixed Kitchen Island Counter	10	LF	\$ 500.00	\$ 5,000	
	Fixed Kitchen Pantry	14	LF	\$ 500.00	\$ 7,000	
	Workshop Lower Casework and Countertops	20	LF	\$ 250.00	\$ 5,000	
12 36 00	Countertops					\$ 16,250
	Solid Surface Countertops	65	LF	\$ 250.00	\$ 16,250	

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Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description		Quantity	Unit	Unit Cost	Extension	Group Extension
12 40 00	Furnishings and Accessories FF & E (By Owner includes all furniture, tables, chairs, etc...)	Excluded				N/A
12 48 00	Rugs and Mats Walk Off Mats	1	LS	\$ 1,500.00	\$ 1,500	\$ 1,500
12 21 23	Roll Down Blinds - BL-1 Roll Down Blinds (All Windows)	315	SF	\$ 20.00	\$ 6,300	\$ 6,300
Division 12 - FURNISHINGS					\$ 117,850	\$ 117,850
Div. 13	SPECIAL CONSTRUCTION					N/A
Division 13 - SPECIAL CONSTRUCTION						N/A
Div. 14	CONVEYING SYSTEMS					
14 00 00	Elevator & Lift					\$ 150,000
	Two-Stop Otis Hydro Fit unit standard Otis Fixtures, Finishes, Cab Interior	1	EA	\$ 120,000.00	\$ 120,000	
	Cab Finishes	1	EA	\$ 25,000.00	\$ 25,000	
	Wheelchair Lift	1	EA	\$ 5,000.00	\$ 5,000	
Division 14 - CONVEYING SYSTEMS					\$ 150,000	\$ 150,000
Div. 21	FIRE SUPPRESSION					
21 00 00	Fire Protection System					\$ 61,330
	Fire Protection System	6,133	GSF	\$ 10.00	\$ 61,330	
	New Fire Water Connection (FDC)				Included in Site Cost	
	Backflow Preventer				Included in Site Cost	
Division 21 - FIRE SUPPRESSION					\$ 61,330	\$ 61,330
Div. 22	PLUMBING					
22 00 00	Domestic Water/ Sanitary Waste/ Vent & Service Piping Including Connections and Rough In					\$ 160,250
	Management, Detailing, Submittals, Permits & Clean-up	1	LS	\$ 15,000.00	\$ 15,000	
	Waste & Vent Piping	1	LS	\$ 30,000.00	\$ 30,000	
	Water Closet	3	EA	\$ 3,000.00	\$ 9,000	
	Lavatory	3	EA	\$ 3,200.00	\$ 9,600	
	Mop sink	1	EA	\$ 3,850.00	\$ 3,850	
	Service sink, double	3	EA	\$ 3,300.00	\$ 9,900	
	Kitchen sink, dbl, SS faucet, disposer				Existing to be used	
	Laundry sink, single				Existing to be used	
	Shower Complete System	2	EA	\$ 4,400.00	\$ 8,800	
	Emergency Shower	1	EA	\$ 6,500.00	\$ 6,500	
	Laundry Box, with WHA	1	EA	\$ 2,000.00	\$ 2,000	
	Connection for Dishwasher	1	EA	\$ 500.00	\$ 500	
	FS-1 Floor Sink	2	EA	\$ 2,500.00	\$ 5,000	
	FD-1 Floor Drain	2	EA	\$ 1,500.00	\$ 3,000	
	Linear Trench Drain	28	LF	\$ 125.00	\$ 3,500	
	WH-1 Water Heater	1	EA	\$ 8,500.00	\$ 8,500	
	CP-1 Hot Water Recirculation Pump	1	EA	\$ 2,500.00	\$ 2,500	
	ET-1 Expansion Tank	1	EA	\$ 3,850.00	\$ 3,850	
	SOI -1 Sand & Oil Interceptor	1	EA	\$ 18,250.00	\$ 18,250	
	Fire Stopping & Acoustical Seal Penetrations	1	LS	\$ 2,500.00	\$ 2,500	
	Demo	1	LS	\$ 3,000.00	\$ 3,000	
	Saw Cutting	1	LS	\$ 15,000.00	\$ 15,000	
Division 22 - PLUMBING					\$ 160,250	\$ 160,250
Div. 23	HEATING, VENTILATING, and AIR CONDITIONING (HVAC)					

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

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Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
23 00 00 Heating & Cooling System					\$ 688,620
ERV-1, Energy Recovery Unit 3,200-cfm	1	EA	\$ 40,900.00	\$ 40,900	
OU-1 & 2 VRF Outdoor Heat Recovery Condenser	4	EA	\$ 15,200.00	\$ 60,800	
IU-1 thru 18 VRF Indoor Units	18	EA	\$ 3,280.00	\$ 59,040	
IR-1 thru 9 Infrared Heaters	9	EA	\$ 3,550.00	\$ 31,950	
DX Piping	1	LS	\$ 115,500.00	\$ 115,500	
VRF Hook-up	18	EA	\$ 1,600.00	\$ 28,800	
Supply Air Galvanized Ducting	1	LS	\$ 114,400.00	\$ 114,400	
Roof Supports	1	LS	\$ 33,250.00	\$ 33,250	
Fire Smoke Damper	20	EA	\$ 1,650.00	\$ 33,000	
Air Outlets & Volume Dampers	48	EA	\$ 135.00	\$ 6,480	
Roof Supports Duct & Pipe	1	LS	\$ 15,000.00	\$ 15,000	
Fire Stopping & Acoustical Seal Penetrations	1	LS	\$ 2,500.00	\$ 2,500	
Duct Insulation	1	LS	\$ 20,000.00	\$ 20,000	
HVAC Controls	1	LS	\$ 90,000.00	\$ 90,000	
Louvers	2	EA	\$ 1,500.00	\$ 3,000	
Air & Water Balance	1	LS	\$ 14,000.00	\$ 14,000	
Demo	1	LS	\$ 5,000.00	\$ 5,000	
Management, Detailing, Submittals, Permits & Clean-up	1	LS	\$ 15,000.00	\$ 15,000	
Division 23 - HEATING, VENTILATING, and AIR CONDITIONING (HVAC)				\$ 688,620	\$ 688,620
Div. 26 ELECTRICAL					
26 00 00 Electrical					\$ 279,259
26 00 00 Electrical Demolition					
Soft demo	6,133	SF	\$ 2.00	\$ 12,266	
Switchgear and Feeders					
Electrical panels and feeders (add or revise existing)	1	LS	\$ 25,000.00	\$ 25,000	
Lighting					
Lighting fixtures including branch wiring	6,133	SF	\$ 17.00	\$ 104,261	
Fixture type F1	5	EA			
Fixture type F2	9	EA			
Fixture type F3	33	EA			
Fixture type F4	13	EA			
Fixture type F5	1	EA			
Fixture type F6	10	EA			
Fixture type F7-2'	2	EA			
Fixture type F7-4'	3	EA			
Fixture type F8	2	EA			
Fixture type F9	1	EA			
Fixture type F10	6	EA			
Fixture type F11	4	EA			
Fixture type F12	3	EA			
Fixture type F13	2	EA			
Fixture type F14	1	EA			
Fixture type F15	2	EA			
Fixture type F16	4	EA			
Fixture type X1	4	EA			
Lighting outlets	105	EA			
Branch conduit and wire	2,000	LF			
Lighting controls					
Allowance for devices to include	6,133	SF	\$ 4.00	\$ 24,532	
Ceiling mounted occupancy sensor	INCL				
Power pack	INCL				
Lighting bridge	INCL				
Lighting interface module	INCL				
Lighting emergency dimming power pack	INCL				
Lighting control relay panel	INCL				

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

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Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
Lighting receptacle power pack	INCL				
Lighting dimming power pack	INCL				
Lighting wall occupancy sensor	INCL				
Lighting dimming control	INCL				
Branch conduit and wire	INCL				
Title 24 requirements	INCL				
Testing	INCL				
Devices	6,133	SF	\$ 5.00	\$ 30,665	
Duplex receptacle	INCL				
4plex	INCL				
WP GFI	INCL				
Controlled duplex	INCL				
USB duplex	INCL				
Cord reels	INCL				
L5-20 outlets	INCL				
L5-30 outlets	INCL				
Floor box	INCL				
Branch conduit and wire	INCL				
Connection to Mechanical					
30 amp connection	17	EA	\$ 344.05	\$ 5,849	
60 amp connection	3	EA	\$ 454.28	\$ 1,363	
30 amp disconnect N-1	14	EA	\$ 446.94	\$ 6,257	
60 amp disconnect N-1	2	EA	\$ 597.07	\$ 1,194	
30 amp disconnect N-3R	1	EA	\$ 496.64	\$ 497	
60 amp disconnect N-3 R	1	EA	\$ 693.82	\$ 694	
Allowance for equipment not shown	1	LS	\$ 5,000.00	\$ 5,000	
Elevator feeder	50	LF	\$ 65.00	\$ 3,250	
Elevator disconnect	1	EA	\$ 725.00	\$ 725	
Car lighting disconnect	1	EA	\$ 446.94	\$ 447	
Pit wiring	1	EA	\$ 1,270.00	\$ 1,270	
Gate motor controller	1	LS	\$ 1,500.00	\$ 1,500	
Branch circuits	1000	LF	\$ 23.99	\$ 23,990	
Misc.					
ARC Fault	1	LS	\$ 2,500.00	\$ 2,500	
Temp Power	1	LS	\$ 15,000.00	\$ 15,000	
Temp power maintenance	1	LS	\$ 8,500.00	\$ 8,500	
Fire caulk	1	LS	\$ 4,500.00	\$ 4,500	
Division 26 - ELECTRICAL				\$ 279,259	\$ 279,259
Div. 27 COMMUNICATIONS					
27 00 00 Communication					\$ 124,895
Provision for IT room (plywood, cable tray grounding and	1	LS	\$ 15,000.00	\$ 15,000	
Data voice outlets	18	EA	\$ 140.00	\$ 2,520	
Conduit from com room to roof antenna	1	LS	\$ 2,500.00	\$ 2,500	
WAP	12	EA	\$ 920.00	\$ 11,040	
Rack	3	EA	\$ 325.00	\$ 975	
Patch panel	3	EA	\$ 450.00	\$ 1,350	
Patch cord	144	EA	\$ 9.60	\$ 1,382	
Testing labeling terminating	144	EA	\$ 12.00	\$ 1,728	
POE switch	1	EA	\$ 4,500.00	\$ 4,500	
Cat6 cable	4,800	LF	\$ 9.50	\$ 45,600	
FSAS (owner furnished and installed)					
Conduit rough in for FSAS	1	ls	\$ 7,500.00	\$ 7,500	
CATV					
Outlet and wiring for (flat screen TV by owner)	11	LS	\$ 1,800.00	\$ 19,800	
Video intercom master	1	LS	\$ 3,500.00	\$ 3,500	
Video intercom slave	3	EA	\$ 2,500.00	\$ 7,500	
Division 27 - COMMUNICATIONS				\$ 124,895	\$ 124,895
Div. 28 ELECTRONIC SAFETY AND SECURITY					

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

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Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
28 00 00 Security and life safety					\$ 108,852
Fire Alarm					
All devices to include	6,133	SF	\$ 6.00	\$ 36,798	
FACP		INCL			
FAA		INCL			
Smoke detector		INCL			
Heat detector		INCL			
Flow and tamper		INCL			
PIV		INCL			
Horn/strobe		INCL			
Strobe		INCL			
Elevator connection		INCL			
Pull station		INCL			
Conduit and cable		INCL			
Testing		INCL			
Certification		INCL			
Training		INCL			
Security					
Access Control					
Head end	1	EA	\$ 1,800.00	\$ 1,800	
Card reader	7	EA	\$ 390.00	\$ 2,730	
Door position switch	8	EA	\$ 420.00	\$ 3,360	
Electric lock	7	EA	\$ 410.00	\$ 2,870	
Roll up door positioning switch	4	EA	\$ 525.00	\$ 2,100	
Window position switch	7	EA	\$ 510.00	\$ 3,570	
Testing	1	LS	\$ 2,500.00	\$ 2,500	
Training	1	LS	\$ 2,500.00	\$ 2,500	
Branch conduit and wire	1360	LF	\$ 23.99	\$ 32,626	
CCTV					
360 camera outdoor	3	EA	\$ 3,500.00	\$ 10,500	
Wall arm	3	EA	\$ 750.00	\$ 2,250	
Data port	3	EA	\$ 150.00	\$ 450	
Branch conduit and wire.	200	LF	\$ 23.99	\$ 4,798	
Division 28 - ELECTRONIC SAFETY AND SECURITY				\$ 108,852	\$ 108,852

Div. 33 UTILITIES					
33 00 00 Electrical Site Utilities					\$ 48,100
Misc. Electrical Site Utilities .	1	LS	\$ 15,000.00	\$ 15,000	
1" PVC for future EVC, end at N-17 box					
1" RGS MT from roof to future PV panel, terminate in N-3R					
Connect motorized gate controller					
Install conduit for loop detection to gate controller					
Install stanchion for card reader and associated 3/4"					
3/4" PVC w/ 4/#10 for power to gates					
Ditchwitch					
Site Communication to include	1	LS	\$ 25,000.00	\$ 25,000	
4" PVC ATT conduit					
24x36x24 ATT in ground pull box. Demo existing box and					
2-2" PVC for MCTB traffic					
2" Comcast service conduit					
17x 30 Comcast box with traffic lid					
2" PVC w/3-CAT6A outdoor rated					
PIV fire alarm switch					
3/*4" PVC w/1-16TSP					
Excavation, backfill and compaction					

Kensington Public Safety Building Renovation



Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

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Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
None shown add allowance for cameras	1	LS	\$ 8,100.00	\$ 8,100	
Underground Pipe Utilities					
Division 33 - Utilities				\$ 48,100	\$ 48,100
SUBTOTAL OF DIRECT CONSTRUCTION COST				\$ 3,661,470	\$ 3,661,470

Based on Preliminary Schematic Pricing Set Design Dated 09/27/21

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Ground Street Level	2,871	SF
<u>Second Level</u>	<u>3,262</u>	<u>SF</u>
Total Gross Area	6,133	SF

Description	Quantity	Unit	Unit Cost	Extension	Group Extension
SITE IMPROVEMENTS COST					
Div. 32 SITE IMPROVEMENTS COST					
Parking Lot					\$ 60,750
Existing Parking - Concrete Repair	1,500	SF	\$ 8.00	\$ 12,000	
Existing Asphalt Aodifications	5,000	SF	\$ 4.00	\$ 20,000	
Draiveway Repair	1,000	SF	\$ 15.00	\$ 15,000	
Replace Sidewalk	450	SF	\$ 25.00	\$ 11,250	
Striping & Signage	1	LS	\$ 2,500.00	\$ 2,500	
Pedestarin Improvements					\$ 22,500
Replace Cub & Gutter	100	LF	\$ 50.00	\$ 5,000	
Rplace Ramp	500	SF	\$ 35.00	\$ 17,500	
Landscape & Irrigation					\$ 5,000
Landscape & Irrigation	250	SF	\$ 15.00	\$ 3,750	
Irrigation	250	SF	\$ 5.00	\$ 1,250	
Site Utilities					\$ 62,700
Sewer Lines	30	LF	\$ 150.00	\$ 4,500	
Manhole	1	EA	\$ 5,500.00	\$ 5,500	
Trench drain	80	LF	\$ 125.00	\$ 10,000	
Domestic Water	30	LF	\$ 90.00	\$ 2,700	
Fire Water	200	LF	\$ 150.00	\$ 30,000	
Backflow Preventer	1	EA	\$ 7,500.00	\$ 7,500	
FDC	1	EA	\$ 2,500.00	\$ 2,500	
All Electrical Site Utilities are included in the Building Cost			Included in Building Cost		
Additional Improvements					\$ 31,500
Site Improvements at Arlington Street	700	SF	\$ 45.00	\$ 31,500	
SUBTOTAL OF DIRECT CONSTRUCTION COST				\$ 182,450	\$ 182,450
CONTINGENCIES (DESIGN & ESTIMATING)			10.00%		\$ 18,245
TOTAL DIRECT TRADE COST INCLUDING CONTINGENCY					\$ 200,695
INDIRECT COST					
GENERAL CONDITIONS and GR			15.00%		\$ 30,104
OFFICE OVERHEAD/GENERAL CONTRACTOR FEE			10.00%		\$ 23,080
BOND AND INSURANCE			2.00%		\$ 5,078
TOTAL COST BEFORE ESCALATION					\$ 258,957
ESCALATION TO MID- POINT OF CONSTRUCTION			8.10%		\$ 20,975
TOTAL CONSTRUCTION COST WITHOUT OWNER'S (FEE/PM/DELIVERY) COST					\$ 279,932

Qualifications & Assumptions

Kensington Public Safety Building Renovation

Basis of the Estimate:

This estimate is based on the plans and specifications which is labeled as Preliminary Schematic Pricing Set Design prepared by MARJANG Architecture Dated 09/27/2021.

Project Description:

Complete Rebuild of Area above First Floor Between grids 4-7

Exterior Work Includes New Siding And Paint, Patch And Repair To Existing.

New Covering At Roof At Eaves.

Full Interior Remodel

See Civil, Structural, Mechanical, Electrical, Plumbing, Fire Protection, Audio Visual, Electrical, And Security Drawings For Scope Of Work.

Exclusions

- 1) Utility Connection Fees
- 2) Furniture Fitting and Equipment (FFE) - An Allowance is included in the Estimate
- 3) Engineering and Architectural or any other Design Fees
- 4) Land Cost, Financing Cost and Legal Fees
- 5) Permit & Plan Check Fees
- 6) Testing and Inspection Cost
- 7) Quality Control Costs
- 8) Owner's Project Administration, Management and Supervision
- 9) Cost of Change Orders during Construction
- 10) Cost of Escalation Beyond the Assumed Construction Schedule
- 11) Owner's Relocation Costs
- 12) Any Work Related to Existing Conference Room and Security Storage Room is Excluded from this

Allowances

An Allowance for FF&E is included in the Estimate

Construction Schedule

Construction Duration Assumed to be 15 Months which will be started in 06/01/2022 and will be completed in 09/01/2023. The work will be constructed in one phase with a normal construction period.

All work is to be performed during regular working hour.

No overtime work allowed in the estimate.

Project Delivery Method

The estimate reflects our Opinion of Probable Construction Costs obtainable in the project locality on the date of this estimate under competitive bidding for a lump sum (Design-Bid-Build) contract with a minimum of 3 bids.

Qualifications & Assumptions

Kensington Public Safety Building Renovation

Basis of the Estimate:

Basis of Quantities

Wherever possible, this estimate has been based upon the actual measurement of different items of work. For the remaining items, parametric measurements were used in conjunction with references from other

Direct Cost

- 1) The unit prices used in the direct cost estimate section are composite unit prices which include costs for material, labor, equipment and subcontractor's/supplier's mark-ups and sales tax.
- 2) Subcontractor's overhead and profit is included in each line item unit cost.
- 3) Labor costs are based on Prevailing wages for Bay Area focusing in XX county.

Indirect Cost

Markups are added in the Summary to cover the following needed costs:

- a) General Contractor's general conditions and general requirements
- b) General contractor's overhead and profit, bonds and insurance
- c) Design phase contingency
- d) Cost escalation beyond the assumed construction mid-point
- e) Other indirect costs which may be needed to complete the project.

Cost Escalation

Escalation is based on 6% Average annually to the mid [point of construction. Project Construction anticipated to start on 06/01/2022 with a completing in 09/01/2023 with 15 Month Duration.

Items Impacting Costs

The following is a list of items that may affect the cost estimate:

- a) Modifications to the scope of work or assumptions included in this estimate
- b) Unforeseen sub-surface conditions such rock and hazardous material
- c) Special phasing requirements
- d) Restrictive technical specifications or excessive contract conditions
- e) Any specified item of equipment, material, or product that cannot be obtained from at least three
- f) Any other non-competitive bid situations.
- g) Any cost of handling, removal, treatment and transportation of hazardous Waste Material is Excluded.

Qualifications & Assumptions

Kensington Public Safety Building Renovation

Basis of the Estimate:

General Qualifications of the Estimate

This estimate represents MicroEstimating's opinion of probable construction costs based on professional experience and qualifications. Since we have no control over the cost of labor, materials or equipment, services furnished by others, contractor's method of pricing and carrying out of work, design work still to be completed, competitive bidding, or market conditions, we cannot guarantee that bid or final construction costs will not vary from our opinion of probable costs. These opinions of cost are based on current market conditions with a relatively low level of participation from General Contractors and Subcontractors on public works and private projects.

Bid Conditions

Experience shows fewer bidders may result in higher bids, and conversely more bidders may result in lower bids. Therefore, it is important to obtain as many bids as possible.

Market Conditions:

Due to the high number of construction projects currently underway in Bay Area there is a shortage or lack of participation in some special trades, as well as shortages of labor and skilled workers that may impact the cost of construction projects. These conditions may continue for a few years before construction slows. For this reason we suggest that the owner carry an additional 10% above and beyond this construction cost. This 10% is not considered to be a contingency of escalation factor, but is only to account for market volatility.

Kensington Public Safety Building Renovation



ESCALATION CALCULATION

Date of Estimate Pricing	10/07/2021
Start of Construction	6/1/2022
End of Construction	9/1/2023
Construction Duration in Calendar Days	457 Days 15 Months
Number of Days as of Estimate Report	237 Days
1/2 of construction period (Mid-Point)	229 Days
Day of estimate pricing to mid-point	466 Days 16 Months
Mid-Point of Construction	1/15/2023
Escalation Per Year Factor	6.0%
Total Escalation to Mid-Point of Construction	8.10%



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: October 4, 2021

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for the October 2021 Fire District Board Meeting**

September Incident Run Reports

There were 35 incidents in Kensington for the month of September which was a decrease of 4 calls over the previous month. Total incidents for Station 65 in August were 63 calls which was the same as the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 343 calls for service during the month.

Structure Fires

There were two reported structure fires in the community in September. On September 7th, the Fire Department was dispatched to the 200 block of Coventry Road for a fire in an oven. Upon arrival, the fire had been extinguished and was contained to the appliance. Upon investigation, it appeared that the food that the occupant had in the stove had ignited. Crews removed the smoke from the structure and disconnect the gas and power to the stove.

On September 11th, the Fire Department was dispatched to a reported structure fire in the 200 block of Kenyon Avenue. Upon arrival, crews found a small fire in the kitchen isolated to the top of the microwave oven. After investigating, it appeared that the fire was caused by towels that were stored on top of the appliance were in contact with an under-cabinet light. Damage was limited to the microwave over and the cabinets. Crews removed the microwave to the yard and isolated the power to the plug and under-cabinet lights.

COVID-19 Mandates

The Fire Department continues to enforce masks inside the fire station and apparatus and those unvaccinated are still being tested in house at the start of their shifts. The Delta variant surge continues to decline in the County as are the number in the hospitals and ICU beds. County records show that since March of last year, 90 residents in the community have tested positive with no deaths. Crews however will continue to wear full PPE on all medical calls in addition to the mandates in the stations.

Battalion Chief Interviews

The business management consultant firm Peckham & McKenney has begun interviews for the Battalion Chief/Fire Marshall to replace BC Gibson who retired in December of 2020. Department interviews will be on September 19th and a choice will be made by the end of the month.

Out of County Deployment

On September 24th, the OES Engine #413 was deployed and assigned to the Fawn Fire northeast of Shasta Lake. Fortunately, the State deployed resources quickly and the fire was contained to approximately 8,500 acres. Since then, the engine has returned, and all crews are back on duty.

Statewide there have been over 7,700 wildfires this year and there are 12 active large fires currently burning. More than 2,500,000 acres have burned, and more than 3,600 structures have been damaged or destroyed. While currently the Fire Department has no one deployed, so far this year personnel have been deployed 19 times to 8 different fires so far and have logged over 7,700 hours.

Vegetation Management

Despite a couple of precipitation occurrences and recent marine layers in the area, the local vegetation fuel moisture levels continue to drop and are at November levels. At this point all properties that were notified of violations have complied with standards. However, the Fire Department is continuing with residential inspections of properties in the community. Based on these past and ongoing inspections, it appears that the majority of the residents are complying with the District. Vegetation Management Information is available at the Department's website.

Ready for Wildfire?

In a continuing effort for residents to be prepared for wildfires, Cal Fire has an opt-in program that anyone can register their cell phone and ZIP code to receive text updates on any fire in the local area. There are also helpful check lists and other information to help you evaluate your home and property to be better prepared for a wildfire event. The link to this sign in is:

<https://incidents.readyforwildfire.org/>

Register with the Contra Costa County Community Warning System

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



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 13, 2021

TO: Kensington Fire Protection District Board

RE: Emergency Preparedness Coordinator Report

SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

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

1. Community Event/Engagement

- 10/08/2021 El Cerrito / Kensington CERT Emergency Supply Pick-Up

2. District Communications/ Publications

- 08/29/2021 Cal Fire video
- 08/31/2021 National Forest Closure Announcement
- 09/01/2021 National Preparedness Month Week 1
- 09/02/2021 CWS Poll on Nextdoor
- 09/07/2021 Communication Tools Poll on Nextdoor
- 09/07/2021 National Preparedness Month Week 2
- 09/07/2021 Article re: Keeping Phone Charged in Disaster
- 09/08/2021 Fire Weather Watch
- 09/09/2021 Red Flag Warning
- 09/11/2021 20th Anniversary 9/11 Remembrance
- 09/15/2021 National Preparedness Month Week 3
- 09/15/2021 National Preparedness Month Emergency Supply Sale
- 09/19/2021 Red Flag Warning
- 09/21/2021 Washington Post article re: Cell Phone Charge for Emergencies
- 09/22/2021 National Preparedness Month Week 4
- 10/04/2021 NWS Smoke Advisory Notification
- 10/06/2021 Shred & Meds Event Posting on NextDoor & KFPD Homepage, Outlook

3. Initiatives/ Deliverables

- Shred Event Vendor Quotes
- National Preparedness Month Campaign Signage Production/Placement
- National Preparedness Month Campaign weekly content
- Subscriptions to KFPD emails
- Emergency Radios for KFPD Website
- Updated Service Stats on KFPD website per Chief/GM Hansell
- Review/feedback EP Committee submissions to Outlook October Edition
- Collaborate with K-Groups for Shred & Meds Event
- Development of graphic design options of apparel
- Development of graphic design options for promotional items
- Procurement of promotional items for public education events

- Procurement of Home Hardening resources for Realtor Groups/Public Tabling
- Developing content for Kensington Improvement Club Townhall
- Development of Social Media Campaign for Survey Data Collection efforts
- Nexis Emergency Kit renewal for expired products

4. Meetings

- 09/02/2021 Marty Westby Phone Conference
- 09/03/2021 Lisa Corona Phone Conference
- 09/03/2021 R&S Paul introduction to Kensington Paths
- 09/03/2021 Chris Hilliard CERT/ Data Collection
- 09/08/2021 KFPD Monthly Meeting
- 09/10/2021 Anne Forrest
- 09/15/2021 KFPD/KPD/Public Works Red Flag Parking Meeting
- 09/16/2021 Everbridge Nixle Webinar
- Chris Hilliard Working Session Phone Conference
- 09/23/2021 ZCEB Team Meeting re: Real Estate & Home Hardening
- 09/23/2021 Emergency Preparedness Committee
- 09/27/2021 Survey Mapping Demo
- 09/28/2021 WCC Fire Meeting
- 09/30/2021 WCC Emergency Manager Lunch Meeting

5. Introductions / Correspondences

- Eileen Nottoli
- Camden Richards
- Caitlyn Vincent
- Jaima Roberts
- Josh Dickinson
- Lisa Fox-Mullen
- Pamela Martin
- Jacob Day - Arlington Community Church
- Jim Yoke - Richmond Emergency Manager
- Doug Pittman - San Pablo Emergency Manager
- Brent Green - Request for property inspection
- Steve Pelly re: Shred Event Information

6. Miscellaneous

Attended Alameda County Firefighters Local 55 Fundraising event



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 13, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 8**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

Work on day-to-day operations has been augmented by extensive coordination with the consultants on the PSB renovation and temporary facility projects, the Emergency Preparedness Coordinator, the Grant Writer, and the Municipal Advisors. This has put a strain on my regular time allocation to complete the district's business. On a positive note, we have achieved many of the benchmarks set at the beginning of the year, which included adding professional resources to address the district's needs and goals. While the EPC, Grant Writer, and Municipal Advisors will not require as much of my direct time over the coming months, the two building projects (renovation + temp facility) will remain a steady draw into the beginning of next year. Over the next two months, I intend to open a search for more suitable Accountant/Bookkeeper assistance, as well as to fill the Board Clerk/Exec Assistant position. This should relieve some of the tasks on my schedule better delegated to support staff.

This month's new business items include reports that describe the focus of my attention, but other work is described below:

1. **Grant Writer Activity** – After submitting Notices of Intent for FEMA's BRIC and HMGP applications, I received feedback from the reviewer who suggested that we should focus on the HMGP rather than the BRIC program. Our chances are much better with HMGP, which is CA-only funding, versus BRIC, which includes a national applicant pool and has previously not awarded seismic-related projects. Sudi Shoja, our grant writer, concurred and we withdrew the BRIC NOI. The HMGP application process will continue with more materials to submit into new year and, as I noted in my item 3c report, will not be awarded until August. Meanwhile, Sudi is fielding different grant programs and checking with me on what might be applicable to our interests. For example, we are reviewing the attached list of Wildfire Resiliency Expenditures, amongst others.
2. **FY2020-2021 Audit** – MUN CPAS began fieldwork for the audit last week after a conference call with myself and Maze on 10/01/2021. In a follow-up call with MUN last week, I reviewed some concerns about the pace of document response from Maze. In particular, there is a leftover issue from last year regarding the EOY/BOY fund balance reconciliation. As noted last year, the problem stems from our use of Quickbooks, which is not set up for proper fund accounting. In my call with MUN, they recommended changing our procedures after we complete this audit to better reconcile the fund balances (i.e. between the County Funds and our QBooks account) on a monthly basis rather than at year's end. Since I have had other issues with our accounting consultants, I believe it would be better to bring the accounting/bookkeeping function back in-house.

That is not something we should do while the audit is underway, though. It will be addressed immediately afterward. In the meantime, I am now focused on the other materials the auditors need to complete their work.

3. **Actuary Report** – Nicolay Consulting Group delivered the draft GASB 75 report for YE2021 and it has been provided to the auditors. The draft predicts a reserve fund balance of 140% of estimated costs.
4. **Coordination with KPPCSD** – I have had regular communications with Chief Gancasz and his staff on issues of concern common to KFPD and KPPCSD. For example, discussions have included evacuation route and parking issues, as well as emergency drills and warning systems.
5. **Public Safety Building Maintenance** – The old dishwasher failed last week. It had been repaired a number times before and the estimated cost for another service call was high enough that a new unit made more sense. A new dishwasher was ordered, and was installed on October 9, 2021.
6. **East Bay Wildfire Prevention and Vegetation Management JPA** – The first meeting to discuss the formation is targeted for the end of October. I am waiting to hear what the exact date will be.



KENSINGTON FIRE PROTECTION DISTRICT
 MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE
 MINUTES
 Thursday, August 26, 2021 3:00pm-5:00pm
 Via Zoom Teleconference

1. CALL TO ORDER/ROLL CALL

Directors: Larry Nagel and Kevin Padian

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

Staff: Chief Michael Pigoni, General Manager Bill Hansell

Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

Public: Mike Shanks (Genasys), Sgt. Nath (KPD), Meredith Gerhardt (OES), Chris Roller,
 Chris Hilliard, Lorena Herrera (CWS), Paul Dorroh, 14154716586

2. PUBLIC COMMENT

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

There was no public comment.

3. ADOPTION OF CONSENT ITEMS

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

a. Approval of Minutes of the regular meeting of July 22, 2021 (Approve)

MOTION: Moss/Spath: To adopt consent items.

Motion passed by consensus.

4. NEW BUSINESS

a. Emergency Warning System

Kevin introduced the topic of emergency warning systems. He prefaced his remarks by noting that in a prolonged outage (wildfire, earthquake, PSPS) after a few days most cellphones and laptops would be dead, as would routers. Cell towers would mostly be down and providers would likely not be able to recharge them. Battery-powered radios could be the only option because CWS, WEA, reverse-911, etc. would not work. PA systems could be the only effective local source of notifications and warnings (blocked routes, electrical and other hazards, etc.). But they would have to

be controlled and activated through our Police and Fire departments and the County OES, and this is what we needed to learn about.

Chief Pighoni weighed in on the warning systems. He has no problem with a public warning system as an additional level of warning for the public. His concern is how the system would be used in conjunction with other communities and the county. One major design problem is who will do the testing and where should speakers be positioned. Another question is whether County will be willing to support these systems. We've been talking about this for two or three years. Chief Pighoni noted that it is time to get more details such as determining how many speakers we need, what permits will be necessary, whether the public is supportive of these systems or whether they are opposed to the noise. Another issue that needs to be resolved is how will these systems be activated and who will be responsible for activation. Chief Pighoni feels that there is a lot more research to be done.

Lorena Herrera (Contra Costa County OES) noted that the CWS can already reach local neighborhoods (and Zonehaven is a localized grid to facilitate this). We have WEA, reverse-911, and the NWS (NOAA) radio notifications. She said that in an emergency the County can use the NWS system, but that likely this would be a last resort compared to the other systems.

(In a subsequent conversation, Meredith from the OES clarified, if I am understanding it correctly, that the County would not be asking NWS to make an announcement. Instead they would override the frequency, much as an EWS can interrupt a TV program to issue a bulletin. We need more clarification on this.)

Danielle Madugo asked whether we could depend on NOAA weather bands for local evacuation orders, and we need to confirm this. She also noted that PA systems can give real-time, fine-grained information for local neighborhoods. (A big question is who will issue such information during emergencies, because all personnel may be engaged in the field. To be discussed ...)

Mike Shanks noted that Berkeley will be using warning sounds and voice messages. Chief May at the Berkeley Fire Department is a lot farther down the road on these issues. Mike noted that all these different services are great and all of the systems are complementary.

Kevin Padian noted that there are about 100 sirens in Contra Costa County but it isn't clear who operates them. Kevin noted that it is inevitable that there will be complaints from citizens, but we will need a strong program of education and a survey of the community to find out what they understand and what their concerns are.

General Manager Bill Hansell noted that he and Johnny Valenzuela had a meeting with Assistant Chief Keith May from the Berkeley Fire Department and the meeting was very productive. There will be a proposal presented to the Berkeley City Council in September. Bill noted that Chief May and his staff have come a long way and are completely behind the public alerting system. Bill also noted that messages from the Berkeley system will be prefaced with the information about who the messages are for. Bill's goal for our new Grant Proposal Writer is first to focus on the PSB funding and second on the possibility of getting funds for these devices, should the

Board decide to acquire them.

Dave Spath asked if there could be interference in notifications with Zonehaven because three of the zones overlap both Kensington and El Cerrito. (We'd need to know more about how Zonehaven might be used, and we'd need potential examples of how a PA notice in Kensington could possibly mislead folks in El Cerrito.)

Larry Nagel asked how well the system could be heard in high winds. Mike Shanks answered that the speakers have been designed to render intelligible voice, but the answer is very dependent on individual circumstances. Bill Hansell noted in his conversation with Chief May that Berkeley believes that the alerts can be heard by many but not all of the Berkeley residents. Kevin Padian noted that it is not necessary that every resident hear the system; with a neighborhood alert system that must be part of this project, neighbors will help neighbors.

Sgt. Nath, substituting last-minute for Chief Gancasz, affirmed that the Chiefs agree with each other and that they will support the technology if it's acquired. He stressed that we will need a broad campaign of community awareness.

Lisa Caronna expressed concerns about using NOAA because people are just not familiar with this service. Lisa noted that the EOC would be responsible for providing information to the public, so it is important to tie in a local system with the EOC.

Danielle Madugo asked Mike Shanks how the Genasys system would be tied into the Earthquake Warning System. Mike noted that the quick answer is that the Genasys system can take in a number of inputs, including an Earthquake Detection System.

Mike Shanks noted that Genasys just purchased Zonehaven and that they are still working on the integration process.

b. Evacuation Communication Discussion

Bill brought up the related question of the evacuation plan for Kensington. Police and Fire are coordinating on plans to modify parking configurations as needed. Chief Pigoni stated that the Zonehaven zones are up and running, and could be used today if needed. They will use CWS for a controlled evacuation with Zonehaven. We're going on faith that the residents know the roads well enough that they can have alternate evacuation routes in mind if necessary. Sgt. Nath noted that Lt. Harms and the DPW have erected two new evacuation signs near Arlington and Sunset, and he recommended that people watch the Netflix biopic on the Paradise Fire and the evacuation hazards that they faced. Larry said that zones are important, because we can't very well all evacuate at once; pre-evacuation is important but will we have the luxury? (This might also be said for deploying zones sequentially, if a fire flares close to us suddenly.) Danielle announced that Hilltop School has a new principal so hopefully progress on evacuation drill procedures can continue.

(Another note from a later conversation with Meredith: she asked why we would be interested in spending money on outdoor PA systems when we could simply buy everyone in town a weather radio that can be programmed to go off (sound and light) for an emergency announcement. Good idea, although this could be a labor-intensive project: the devices have to be charged, plugged in, and activated for alerts in order

to be of use, and this may be difficult for some residents to do or maintain. Moreover, the NWS tests its emergency notification system once a week, so you have this huge noise and flashing lights going off in your house all the time; after a few weeks some residents might simply unplug the things. But maybe there are similar, less problematic solutions ...)

Mike Pigoni noted that we have zones for evacuation. There are only a few ways to get out of town and residents have to know the roads and know how to use alternate routes to get out of town.

Sergeant Nath noted that changing the parking culture in Kensington will be difficult. Also, the Police Department will not have a lot of people to assist with an evacuation.

Kevin agreed that we have to address the parking issue. Residents have to understand that these decisions are not the purview of individual blocks or neighborhoods. Obstructions farther along the evacuation routes will lead to blockages and hazards at upper levels. We need a strong campaign of education and sensitizing residents to the reality that they influence more than their own blocks.

Larry Nagel noted that we have to evacuate by zones or we will overload the roads.

Johnny Valenzuela asked if there is anything keeping us from evacuating by zones. At present, the only thing keeping us from evacuating by zones is a lack of understanding of Zonehaven zones.

Paul Moss noted that the CWS will, at the direction of the incident commander, notify the residents of which zones to evacuate and which routes to take.

c. JPA for Vegetation Management of East Bay WUI

Bill Hansell gave an update on a meeting with David Early regarding the formation of the East Bay Vegetation Management Joint Powers Agency (JPA). This agency is in the very early stages of formation and would have as a mission funding and managing vegetation management projects along the WUI extending from Oakland to El Sobrante. The members of the Emergency Preparedness Committee thought that there was power in numbers and that we should investigate this matter further. Peter Guerrero volunteered to serve on a committee, and it was decided to bring the matter before the Kensington Fire Protection District Board.

PA for Vegetation Management of East Bay WUI

5. (4:15pm) Update on meeting with David Early regarding formation.

- a.** Action – Approve motion to recommend participation to the Board of Directors.

MOTION: Nagel/Madugo to participate in discussions regarding the formation of the East Bay Vegetation Management Joint Powers Agency (JPA)

Motion passed unanimously.

b. Emergency Preparedness Coordinator Report

Emergency Preparedness Coordinator Johnny Valenzuela noted that he has put together a pamphlet that addresses emergency preparedness, including go kits, red flag days, parking, evacuation. This will be mailed very soon.

Johnny also noted that National Night Out was very successful in getting the word out for emergency preparedness. Neighbors in the Willamette area were very constructive about possibilities of altering parking configurations as needed to facilitate evacuation.

Lisa Caronna expressed her appreciation for the two articles in the latest *Outlook* on Emergency Preparedness

c. Emergency Radio Page on Website

This item is in progress.

d. Reports from Committee Members

Danielle Madugo noted that we now have a principal at Hilltop and we are moving on an evacuation drill.

Kevin Padian noted that Lt. Harms has largely been pulled off traffic evacuation planning, because several senior officers have left the District and he is responsible for a lot of training and administrative work until some new people can be hired. We have new evacuation signs at the cemetery and the old signs are now at Sunset and Arlington.

Bill Hansell reported progress on the building and on a temporary building for the Police Department and the Fire Department. Our grant writer is working on grants for the earthquake retro fit of Station 65, as well.

6. CALL FOR FUTURE AGENDA ITEMS

7. ADJOURNMENT

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on September 23, 2021 at 3:00pm via Zoom Teleconference.

The meeting was adjourned with a moment of silence for the tragic events that happened today in Afghanistan.

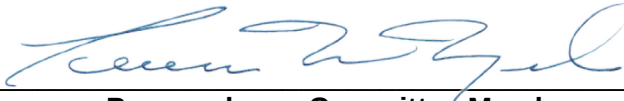
Adjourned at 5:05 PM by Director Kevin Padian

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on September 23, 2021.

KFPD Meeting of the Emergency Preparedness Committee
Meeting Minutes for August 26, 2021

Attest:



Emergency Preparedness Committee Member



Kensington Fire Protection District Timesheets Year To Date

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 1/1/2021
 Pay Period End: 9/30/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies & Legal
PS	Public Safety Bldg

Date	Hours	GA	FB	EP	Pol	PS
1/15/2021	64.00	52.00	5.75	1.50		4.75
1/31/2021	64.00	34.25	26.50	2.25		1.00
2/15/2021	54.00	32.00	18.00	1.25		2.75
2/28/2021	52.00	16.00	18.75	12.00		5.25
3/15/2021	60.00	26.50	25.50	0.25		7.75
3/31/2021	64.00	10.25	20.50	3.00		30.25
4/15/2021	60.00	31.75	15.25	3.50		9.50
4/30/2021	60.00	40.50	4.25	6.50		8.75
5/15/2021	60.00	40.25	4.50	1.00		14.25
5/31/2021	72.75	17.75	30.75	6.50		17.75
6/15/2021	59.50	32.75	14.25	11.00		1.50
6/30/2021	55.25	33.00	0.25	10.00		12.00
7/15/2021	52.00	43.50	6.25	2.25		0.00
7/31/2021	53.50	28.00	16.50	9.00		0.00
8/15/2021	51.25	28.00	15.00	5.00		3.25
8/31/2021	54.75	35.50	0.50	11.75		7.00
9/15/2021	92.50	34.00	26.25	4.00		28.25
9/30/2021	53.25	8.00	8.25	10.50		26.50
Total Hours	1,082.75	544.00	257.00	101.25	0.00	180.50
Percentage of Total	100.00%	50.24%	23.74%	9.35%	0%	16.67%



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 9/16/2021
 Pay Period End: 9/30/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies & Legal
PS	Public Safety Bldg

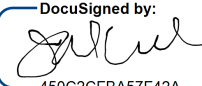
Date	Task/Project	Hours	GA	FB	EP	Pol	PS
9/16/2021	See Separate Task Sheet	6.75		0.50	0.75		5.50
9/17/2021	"	8.50	2.25	2.25	1.25		2.75
9/18/2021	"	0.50	0.50				
9/19/2021	"	0.50			0.50		
9/20/2021	"	5.75			1.50		4.25
9/21/2021	"	1.25			0.50		0.75
9/22/2021	"	0.50			0.50		
9/23/2021	"	4.00	0.50		3.25		0.25
9/24/2021	"	7.25	0.75	2.00	0.25		4.25
9/25/2021	"	3.25		0.50			2.75
9/26/2021	"	0.75					0.75
9/27/2021	"	7.25	2.50	3.00			1.75
9/28/2021	"	3.25	1.50		1.00		0.75
9/29/2021	"	1.75			1.00		0.75
9/30/2021	"	2.00					2.00
Total Hours		53.25	8.00	8.25	10.50	0.00	26.50
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,271.75</u>					



Employee Signature

9/30/2021

Date

DocuSigned by:

 450C2CEBA57E42A

Finance Signature

10/11/2021

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day	Subject
KFPD - EPC re: Evacuation/Parking video follow-up	0.75	Thu 9/16/2021	KFPD EPC
KFPD - PSB re: Schematic Design issues	1.00	Thu 9/16/2021	KFPD PSB
KFPD - Finance re: MA proposals	0.50	Thu 9/16/2021	KFPD Finance
KFPD - PSB re: State Geologist correspondence	1.50	Thu 9/16/2021	KFPD PSB
KFPD - PSB re: State Geologist correspondence	3.00	Thu 9/16/2021	KFPD PSB
Day Total:	6.75		
KFPD - Gen Mgmt re: Correspondence	2.25	Fri 9/17/2021	KFPD Gen Mgmt
KFPD - EPC re: Correspondence	0.75	Fri 9/17/2021	KFPD EPC
KFPD - Finance re: Timesheet	0.75	Fri 9/17/2021	KFPD Finance
KFPD - EPC re: Evacuation Issues	0.50	Fri 9/17/2021	KFPD EPC
KFPD - PSB re: Tel w/DD (SD plan)	0.75	Fri 9/17/2021	KFPD PSB
KFPD - PSB re: Tel w/RB (Lease Negotiations)	0.75	Fri 9/17/2021	KFPD PSB
KFPD - PSB re: Temp Facil	1.00	Fri 9/17/2021	KFPD PSB
KFPD - Finance re: Tel Municipal Analyst	1.00	Fri 9/17/2021	KFPD Finance
KFPD - Finance re: Tel Municipal Analyst	0.50	Fri 9/17/2021	KFPD Finance
KFPD - PSB re: Temp Facil	0.25	Fri 9/17/2021	KFPD PSB
Day Total:	8.50		
KFPD - Gen Mgmt re: PSB for mail/messages	0.50	Sat 9/18/2021	KFPD Gen Mgmt
Day Total:	0.50		
KFPD - EPC re: Committee Mtg (Agenda, Board Packet)	0.50	Sun 9/19/2021	KFPD EPC
Day Total:	0.50		
KFPD - EPC re: Committee Mtg (Agenda, Board Packet)	0.50	Mon 9/20/2021	KFPD EPC
KFPD - PSB re: Mtg w/CCC Planning and Building	1.50	Mon 9/20/2021	KFPD PSB
KFPD - PSB re: Tel w/MJA	0.50	Mon 9/20/2021	KFPD PSB
KFPD - EPC re: Committee Mtg (Agenda Post)	0.50	Mon 9/20/2021	KFPD EPC
KFPD - PSB re: Mtg w/Temp Facility Arch	1.00	Mon 9/20/2021	KFPD PSB
KFPD - PSB re: Mtg w/Engineers	0.75	Mon 9/20/2021	KFPD PSB
KFPD - PSB re: Tel w/Geotech	0.50	Mon 9/20/2021	KFPD PSB
KFPD - EPC re: Committee Mtg correspondence	0.50	Mon 9/20/2021	KFPD EPC
Day Total:	5.75		
KFPD - PSB re: Mtg w/Engineers	0.50	Tue 9/21/2021	KFPD PSB
KFPD - PSB re: Tel w/BKF (Parking space)	0.25	Tue 9/21/2021	KFPD PSB
KFPD - EPC re: Tel w/Kate Rauch	0.50	Tue 9/21/2021	KFPD EPC
Day Total:	1.25		
KFPD - EPC re: Tel w/KP (Mtg prep)	0.50	Wed 9/22/2021	KFPD EPC
Day Total:	0.50		
KFPD - PSB re: Tel w/arch (HVAC, EE, Parking, Schedule)	0.25	Thu 9/23/2021	KFPD PSB
KFPD - Gen Mgmt re: PSB Maintenance Issues (AC not working)	0.50	Thu 9/23/2021	KFPD Gen Mgmt

Kensington Fire Protection District

Timesheet Details

Bill Hansell

KFPD - EPC re: Committee Mtg	2.50	Thu 9/23/2021	KFPD EPC
KFPD - EPC re: Coord on Zonehaven, Parking, Etc	0.75	Thu 9/23/2021	KFPD EPC
Day Total:	4.00		
KFPD - EPC re: Coord on Zonehaven, Parking, Etc	0.25	Fri 9/24/2021	KFPD EPC
KFPD - PSB re: Arch contract	0.25	Fri 9/24/2021	KFPD PSB
KFPD - Finance re:: Invoices	1.00	Fri 9/24/2021	KFPD Finance
KFPD - PSB re: Mtg prep (plans)	0.50	Fri 9/24/2021	KFPD PSB
KFPD - PSB re: Mtg w/Tim Dawson, Senior Engineering Geologist; & geotech	1.75	Fri 9/24/2021	KFPD PSB
KFPD - Finance re: Tel w/NHA, UFI (Mun Adv decision)	0.50	Fri 9/24/2021	KFPD Finance
KFPD - Finance re: Conf w/Grant Writers	0.50	Fri 9/24/2021	KFPD Finance
KFPD - Gen Mgmt re: Correspondence	0.75	Fri 9/24/2021	KFPD Gen Mgmt
KFPD - PSB re: Contracts	1.75	Fri 9/24/2021	KFPD PSB
Day Total:	7.25		
KFPD - PSB re: Contracts for Arch, Eng; Legal research	2.75	Sat 9/25/2021	KFPD PSB
KFPD - Finance re: Invoices	0.50	Sat 9/25/2021	KFPD Finance
Day Total:	3.25		
KFPD - PSB re: Contracts for Arch, Eng; Legal research	0.75	Sun 9/26/2021	KFPD PSB
Day Total:	0.75		
KFPD - Finance re: Munic Advisor consultant agreement	0.25	Mon 9/27/2021	KFPD Finance
KFPD - Finance re: Special District COVID-19 Relief Fund webinar	1.00	Mon 9/27/2021	KFPD Finance
KFPD - Finance re: Munic Advisor consultant agreement	1.25	Mon 9/27/2021	KFPD Finance
KFPD - PSB re: Tel w/Arch (Schedule review)	0.50	Mon 9/27/2021	KFPD PSB
KFPD - Finance re: Post Committee Mtg Agenda	0.50	Mon 9/27/2021	KFPD Finance
KFPD - Gen Mgmt re: PSB for mail, msgs; Plumbing issues needing service call	1.00	Mon 9/27/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/LN (Update on progress)	0.75	Mon 9/27/2021	KFPD PSB
KFPD - PSB re: Tel w/DD (Temp Facilities project)	0.50	Mon 9/27/2021	KFPD PSB
KFPD - Gen Mgmt re: Computer issues w/QBooks; Bldg Maintenance calls; Correspondence	1.50	Mon 9/27/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Email agenda item request	0.00	Mon 9/27/2021	KFPD Gen Mgmt
Day Total:	7.25		
KFPD - Gen Mgmt re: Timesheet	0.50	Tue 9/28/2021	KFPD Gen Mgmt
KFPD - PSB re: SD plans to DCD Planning for review	0.50	Tue 9/28/2021	KFPD PSB
KFPD - EPC re: Wildcat Fire Mtg	0.50	Tue 9/28/2021	KFPD EPC
KFPD - EPC re: Wildcat Fire Mtg	0.50	Tue 9/28/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondence	1.00	Tue 9/28/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/Arch (Cost Est)	0.25	Tue 9/28/2021	KFPD PSB
Day Total:	3.25		
KFPD - PSB re: Tel w/Plumber, Emails (Maintenance problems)	0.75	Wed 9/29/2021	KFPD PSB
KFPD - EPC re: Wildfire publication review	0.75	Wed 9/29/2021	KFPD EPC
KFPD - EPC re: Tel w/KP	0.25	Wed 9/29/2021	KFPD EPC

Kensington Fire Protection District

Timesheet Details

Bill Hansell

	Day Total:	1.75		
KFPD - PSB re: Tel w/Fire Captain (Maintenance problems)		0.25	Thu 9/30/2021	KFPD PSB
KFPD - PSB re: Tel w/Fire Captain (Maintenance problems)		0.25	Thu 9/30/2021	KFPD PSB
KFPD - PSB re: Pricing est work		0.75	Thu 9/30/2021	KFPD PSB
KFPD - PSB re: DW replacement		0.75	Thu 9/30/2021	KFPD PSB
	Day Total:	2.00		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):		53.25		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 9/1/2021
 Pay Period End: 9/15/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies & Legal
PS	Public Safety Bldg

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
9/1/2021	See Separate Task Sheet	1.00		1.00			
9/2/2021	"	3.25	2.25				1.00
9/3/2021	"	8.50	6.50	2.00			
9/4/2021	"	6.25	6.00		0.25		
9/5/2021	"	8.50	0.25	8.25			
9/6/2021	"	13.25	9.25	4.00			
9/7/2021	"	2.25	0.75	1.50			
9/8/2021	"	14.75	6.50	7.50	0.50		0.25
9/9/2021	"	3.50	0.50		0.75		2.25
9/10/2021	"	11.00	1.00	0.50			9.50
9/11/2021	"						
9/12/2021	"						
9/13/2021	"	6.25					6.25
9/14/2021	"	6.50	0.50		0.75		5.25
9/15/2021	"	7.50	0.50	1.50	1.75		3.75
Total Hours		92.50	34.00	26.25	4.00	0.00	28.25
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 9,157.50</u>					

Bill Hansell

Employee Signature

9/15/2021

Date

DocuSigned by:
[Signature]

Finance Signature

10/11/2021

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day	Subject
KFPD - Finance re: Accounts to Maze	1.00	Wed 9/1/2021	KFPD Finance
Day Total:	1.00		
KFPD - PSB re: Hist docs for consultants	0.25	Thu 9/2/2021	KFPD PSB
KFPD - PSB re: Hist docs for consultants	0.25	Thu 9/2/2021	KFPD PSB
KFPD - PSB re: Communication	0.50	Thu 9/2/2021	KFPD PSB
KFPD - Gen Mgmt re: Correspondences	0.50	Thu 9/2/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Timesheets	0.75	Thu 9/2/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	1.00	Thu 9/2/2021	KFPD Gen Mgmt
Day Total:	3.25		
KFPD - Gen Mgmt re: Correspondence	1.50	Fri 9/3/2021	KFPD Gen Mgmt
KFPD - Finance re: Tel w/Cathrine Lemaire, CSDA Finance Corp Coordinator	0.75	Fri 9/3/2021	KFPD Finance
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	1.00	Fri 9/3/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Agenda and Packet	3.00	Fri 9/3/2021	KFPD Gen Mgmt
KFPD - Finance re: Tel w/Financial Planner (Dan)	0.50	Fri 9/3/2021	KFPD Finance
KFPD - Finance re: Tel w/Financial Planner (Eric)	0.75	Fri 9/3/2021	KFPD Finance
KFPD - Gen Mgmt re: Post agenda; PSB for mail/messages	0.75	Fri 9/3/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel LL (KIC mtg)	0.25	Fri 9/3/2021	KFPD Gen Mgmt
Day Total:	8.50		
KFPD - Gen Mgmt re: Board Mtg Packet	2.00	Sat 9/4/2021	KFPD Gen Mgmt
KFPD - EPC re: Tel w/JV	0.25	Sat 9/4/2021	KFPD EPC
KFPD - Gen Mgmt re: Board Mtg Packet	2.50	Sat 9/4/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg Packet	1.50	Sat 9/4/2021	KFPD Gen Mgmt
Day Total:	6.25		
KFPD - Finance re: FY2021-2022 Final Budget	1.75	Sun 9/5/2021	KFPD Finance
KFPD - Gen Mgmt re: Public Correspondence	0.25	Sun 9/5/2021	KFPD Gen Mgmt
KFPD - Finance re: FY2021-2022 Final Budget	3.25	Sun 9/5/2021	KFPD Finance
KFPD - Finance re: FY2021-2022 Final Budget	3.25	Sun 9/5/2021	KFPD Finance
Day Total:	8.50		
KFPD - Holiday (6hrs)	6.00	Mon 9/6/2021	KFPD Holiday
KFPD - Finance re: FY2021-2022 Final Budget	4.00	Mon 9/6/2021	KFPD Finance
KFPD - Gen Mgmt re: Board Mtg Packet	3.25	Mon 9/6/2021	KFPD Gen Mgmt
Day Total:	13.25		
KFPD - Gen Mgmt re: Tel w/LN (Mtg packet review)	0.75	Tue 9/7/2021	KFPD Gen Mgmt
KFPD - Finance re: ?'s to Maze	1.50	Tue 9/7/2021	KFPD Finance
Day Total:	2.25		
KFPD - Gen Mgmt re: Correspondence	1.25	Wed 9/8/2021	KFPD Gen Mgmt
KFPD - Finance re: FY2021-2022 Final Budget (Revisions)	2.75	Wed 9/8/2021	KFPD Finance
KFPD - Finance re: FY2021-2022 Final Budget (Revisions)	0.75	Wed 9/8/2021	KFPD Finance

Kensington Fire Protection District

Timesheet Details

Bill Hansell

KFPD - Finance re: FY2021-2022 Final Budget (Revisions)	0.75	Wed 9/8/2021	KFPD Finance
KFPD - Finance re: Tel w/JK (Final budget)	1.00	Wed 9/8/2021	KFPD Finance
KFPD - Finance re: FY2021-2022 Final Budget (Revisions)	2.25	Wed 9/8/2021	KFPD Finance
KFPD - Gen Mgmt re: Board Mtg Packet revs/repost	0.75	Wed 9/8/2021	KFPD Gen Mgmt
KFPD - EPC re: Tel w/KP	0.50	Wed 9/8/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondence	0.50	Wed 9/8/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/Kappe Architects (Temp Facilities)	0.25	Wed 9/8/2021	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	0.75	Wed 9/8/2021	KFPD Gen Mgmt
KFPD - Board Mtg	3.25	Wed 9/8/2021	KFPD Board Mtg
Day Total:	14.75		
KFPD - PSB re: Tel w/John Kopchik, DCD director	0.50	Thu 9/9/2021	KFPD PSB
KFPD - PSB re: Zoning, Planning, Records	1.00	Thu 9/9/2021	KFPD PSB
KFPD - EPC re: Tel w/JV	0.25	Thu 9/9/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondence	0.50	Thu 9/9/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/Rick Benson (Temp Facilities)	0.25	Thu 9/9/2021	KFPD PSB
KFPD - PSB re: Tel w/LN (Temp Facilities)	0.50	Thu 9/9/2021	KFPD PSB
KFPD - EPC re: Tel w/KP (Publication)	0.50	Thu 9/9/2021	KFPD EPC
Day Total:	3.50		
KFPD - PSB re: Schematic Plans	5.00	Fri 9/10/2021	KFPD PSB
KFPD - Gen Mgmt re: Tel w/LN (PSB issues)	0.50	Fri 9/10/2021	KFPD PSB
KFPD - Gen Mgmt re: PSB	0.50	Fri 9/10/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/DD (Temp Facilities)	0.25	Fri 9/10/2021	KFPD PSB
KFPD - PSB re: Mtg w/Arch	1.25	Fri 9/10/2021	KFPD PSB
KFPD - PSB re: Email to John Kopchik	1.00	Fri 9/10/2021	KFPD PSB
KFPD - PSB re: Tel w/JB (Arch contracts, Public funds)	0.75	Fri 9/10/2021	KFPD PSB
KFPD - PSB re: Emails to JB (Legal)	0.75	Fri 9/10/2021	KFPD PSB
KFPD - Gen Mgmt re: Resolutions for signature	0.50	Fri 9/10/2021	KFPD Gen Mgmt
KFPD - Finance re: Transmittal signature	0.50	Fri 9/10/2021	KFPD Finance
Day Total:	11.00		
KFPD - PSB re: Mtg w/Arch/Eng (LV systems)	1.00	Mon 9/13/2021	KFPD PSB
KFPD - PSB re: Mtg w/Arch	1.50	Mon 9/13/2021	KFPD PSB
KFPD - PSB re: Schematic Design	2.25	Mon 9/13/2021	KFPD PSB
KFPD - PSB re: Schematic Design	1.50	Mon 9/13/2021	KFPD PSB
Day Total:	6.25		
KFPD - PSB re: Schematic Design	0.50	Tue 9/14/2021	KFPD PSB
KFPD - PSB re: Mtg w/Arch/Eng	0.50	Tue 9/14/2021	KFPD PSB
KFPD - PSB re: Schematic Design plans; Alquist-Priolo research	0.75	Tue 9/14/2021	KFPD PSB
KFPD - PSB re: Mtg w/MEP	1.25	Tue 9/14/2021	KFPD PSB
KFPD - PSB re: Tel w/Chief (Schematic layout)	0.75	Tue 9/14/2021	KFPD PSB

Kensington Fire Protection District

Timesheet Details

Bill Hansell

KFPD - PSB re: Mtg w/Arch, Civil	0.50	Tue 9/14/2021	KFPD PSB
KFPD - PSB re: Mtg w/Arch (SD revs)	0.50	Tue 9/14/2021	KFPD PSB
KFPD - EPC re: Tel w/KP	0.75	Tue 9/14/2021	KFPD EPC
KFPD - PSB re: Tel w/LN (Update)	0.50	Tue 9/14/2021	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	0.50	Tue 9/14/2021	KFPD Gen Mgmt
Day Total:			6.50
KFPD - Finance re: Invoices	0.50	Wed 9/15/2021	KFPD Finance
KFPD - Gen Mgmt re: Correspondence	0.50	Wed 9/15/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices; CalPERS annual info request	0.25	Wed 9/15/2021	KFPD Finance
KFPD - Finance re: Pay CalPers online	0.25	Wed 9/15/2021	KFPD Finance
KFPD - PSB re: Schematic Design issues	1.00	Wed 9/15/2021	KFPD PSB
KFPD - EPC re: CCC DPW Red Flag Day Parking	1.75	Wed 9/15/2021	KFPD EPC
KFPD - PSB re: Schematic Design issues	1.00	Wed 9/15/2021	KFPD PSB
KFPD - PSB re: Schematic Design issues	0.75	Wed 9/15/2021	KFPD PSB
KFPD - PSB re: Schematic Design issues	1.00	Wed 9/15/2021	KFPD PSB
KFPD - Finance re: Tel w/JK	0.50	Wed 9/15/2021	KFPD Finance
Day Total:			7.50
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):			92.50
Total from 09/01/2021 to 09/07/2021 =			43.00
Total from 09/08/2021 to 09/15/2021 =			49.50



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 8/16/2021
 Pay Period End: 8/31/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies & Legal
PS	Public Safety Bldg

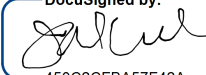
Date	Task/Project	Hours	GA	FB	EP	Pol	PS
8/16/2021	See Separate Task Sheet	6.50	6.50				
8/17/2021	"	3.25	1.25		1.50		0.50
8/18/2021	"						
8/19/2021	"	4.75	1.50		1.75		1.50
8/20/2021	"	8.00	6.75	0.50	0.75		
8/21/2021	"						
8/22/2021	"						
8/23/2021	"	2.75	0.25		1.50		1.00
8/24/2021	"	7.00	7.00				
8/25/2021	"	3.75	3.00		0.75		
8/26/2021	"	5.00			2.50		2.50
8/27/2021	"	4.25			2.75		1.50
8/28/2021	"	1.25	1.25				
8/29/2021	"						
8/30/2021	"	7.50	7.50				
8/31/2021	"	0.75	0.50		0.25		
Total Hours		54.75	35.50	0.50	11.75	0.00	7.00
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,420.25</u>					

Bill Hansell

Employee Signature

9/1/2021

Date

DocuSigned by:

 450C2CFBA57F42A...

Finance Signature

10/11/2021

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Timesheets	0.50	Mon 8/16/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Vacation Time	6.00	Mon 8/16/2021	KFPD Gen Mgmt
Day Total:	6.50		
KFPD - Gen Mgmt re: Correspondence	0.50	Tue 8/17/2021	KFPD Gen Mgmt
KFPD - PSB re: Temp Facilities	0.25	Tue 8/17/2021	KFPD PSB
KFPD - EPC re: Mtg w/Chief Pigoni, JV	1.50	Tue 8/17/2021	KFPD EPC
KFPD - Gen Mgmt re: PBS for mail	0.75	Tue 8/17/2021	KFPD Gen Mgmt
KFPD - PSB re: Temp Facilities	0.25	Tue 8/17/2021	KFPD PSB
Day Total:	3.25		
KFPD - Finance re: Actuary info	0.50	Thu 8/19/2021	KFPD Finance
KFPD - Finance re: EDP	0.50	Thu 8/19/2021	KFPD Finance
KFPD - PSB re: ZFA on site	1.50	Thu 8/19/2021	KFPD PSB
KFPD - EPC re: Zoom w/Chief May, JV	0.75	Thu 8/19/2021	KFPD EPC
KFPD - Finance re: EDP deposit to Wells Fargo	0.50	Thu 8/19/2021	KFPD Finance
KFPD - EPC re: Agenda template	0.50	Thu 8/19/2021	KFPD EPC
KFPD - EPC re: Agenda	0.50	Thu 8/19/2021	KFPD EPC
Day Total:	4.75		
KFPD - EPC re: Tent order	0.25	Fri 8/20/2021	KFPD EPC
KFPD - Finance re: Update State Fund Workers Comp Policy Questionnaire	0.50	Fri 8/20/2021	KFPD Finance
KFPD - Gen Mgmt re: CalPERS benefits question from Theresa Markert	0.75	Fri 8/20/2021	KFPD Gen Mgmt
KFPD - EPC re: Agenda template	0.50	Fri 8/20/2021	KFPD EPC
KFPD - Gen Mgmt re: Vacation Time	6.00	Fri 8/20/2021	KFPD Gen Mgmt
Day Total:	8.00		
KFPD - EPC re: Committee Mtg (Agenda Post)	0.50	Mon 8/23/2021	KFPD EPC
KFPD - Gen Mgmt re: PBS for mail	0.25	Mon 8/23/2021	KFPD Gen Mgmt
KFPD - PSB re: Zoom w/FOG Architects (Temp Facilities)	1.00	Mon 8/23/2021	KFPD PSB
KFPD - EPC re: Conf w/Grant Writer	1.00	Mon 8/23/2021	KFPD EPC
Day Total:	2.75		
KFPD - Gen Mgmt re: Correspondence	0.75	Tue 8/24/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Email agenda item request	0.25	Tue 8/24/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Vacation Time	6.00	Tue 8/24/2021	KFPD Gen Mgmt
Day Total:	7.00		
KFPD - Gen Mgmt re: Tel w/LN	1.00	Wed 8/25/2021	KFPD Gen Mgmt
KFPD - EPC re: Mtg Packet	0.75	Wed 8/25/2021	KFPD EPC
KFPD - Gen Mgmt re: Vacation Time	2.00	Wed 8/25/2021	KFPD Gen Mgmt
Day Total:	3.75		

Kensington Fire Protection District

Timesheet Details

Bill Hansell

KFPD - PSB re: Site mtg w/arch, consultants	2.50	Thu 8/26/2021	KFPD PSB
KFPD - EPC Tel w/KP	0.50	Thu 8/26/2021	KFPD EPC
KFPD - EPC re: Committee Mtg	2.00	Thu 8/26/2021	KFPD EPC
Day Total:	5.00		
KFPD - EPC re: Zoom w/JV	2.00	Fri 8/27/2021	KFPD EPC
KFPD - PSB re: Tel w/arch	0.50	Fri 8/27/2021	KFPD PSB
KFPD - EPC re:OES	0.75	Fri 8/27/2021	KFPD EPC
KFPD - PSB re: Tel w/Rick Benson	1.00	Fri 8/27/2021	KFPD PSB
Day Total:	4.25		
KFPD - Gen Mgmt re: Correspondence	1.25	Sat 8/28/2021	KFPD Gen Mgmt
Day Total:	1.25		
KFPD - Gen Mgmt re: Correspondences	1.25	Mon 8/30/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Sick Leave	5.00	Mon 8/30/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail; Correspondences	1.25	Mon 8/30/2021	KFPD Gen Mgmt
Day Total:	7.50		
KFPD - EPC re: Tel w/JV (Draft publication)	0.25	Tue 8/31/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondences	0.50	Tue 8/31/2021	KFPD Gen Mgmt
Day Total:	0.75		
Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):	54.75		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 8/1/2021
 Pay Period End: 8/15/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies & Legal
PS	Public Safety Bldg

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
8/1/2021	See Separate Task Sheet						
8/2/2021	"	7.50	6.00		1.50		
8/3/2021	"	7.50	6.75		0.75		
8/4/2021	"	1.75	1.25		0.50		
8/5/2021	"	0.25		0.25			
8/6/2021	"	3.00	3.00				
8/7/2021	"	1.25		1.25			
8/8/2021	"	2.25	0.50	1.75			
8/9/2021	"	3.25		3.25			
8/10/2021	"	6.25	3.75	2.50			
8/11/2021	"	4.50	3.75		0.75		
8/12/2021	"	7.25	3.00	3.25			1.00
8/13/2021	"	6.50		2.75	1.50		2.25
8/14/2021	"						
8/15/2021	"						

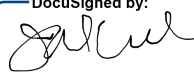
Total Hours	51.25	28.00	15.00	5.00	0.00	3.25
Rate	\$ 99.00					
Total Gross Pay	<u>\$ 5,073.75</u>					



Employee Signature

8/15/2021

Date

DocuSigned by:

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Finance Signature

10/11/2021

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day	Subject
KFPD - EPC re: Wildcat Canyon Fire Group Zoom Mtg	1.50	Mon 8/2/2021	KFPD EPC
KFPD - Vacation Hours	6.00	Mon 8/2/2021	KFPD Gen Mgmt
Day Total:	7.50		
KFPD - EPC re: Zoom Mtg to Review East Bay Wildfire Protection Vegetation Management JPA	0.75	Tue 8/3/2021	KFPD EPC
KFPD - Gen Mgmt re: Timesheets	0.75	Tue 8/3/2021	KFPD Gen Mgmt
KFPD - Vacation Hours	6.00	Tue 8/3/2021	KFPD Gen Mgmt
Day Total:	7.50		
KFPD - EPC re: Tel w/JV (NNO update)	0.50	Wed 8/4/2021	KFPD EPC
KFPD - Gen Mgmt re: Tel w/MB (Lease ?'s)	0.50	Wed 8/4/2021	KFPD Gen Mgmt
KFPD - Vacation Hours	0.75	Wed 8/4/2021	KFPD Gen Mgmt
Day Total:	1.75		
KFPD - Finance re: Invoices/Receipts	0.25	Thu 8/5/2021	KFPD Finance
Day Total:	0.25		
KFPD - Gen Mgmt re: Special Tax forms	1.75	Fri 8/6/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Special Tax forms	1.25	Fri 8/6/2021	KFPD Gen Mgmt
Day Total:	3.00		
KFPD - Finance re: Invoices, Payments	0.50	Sat 8/7/2021	KFPD Finance
KFPD - Finance re: Invoices, Payments	0.75	Sat 8/7/2021	KFPD Finance
Day Total:	1.25		
KFPD - Finance re: Invoices, Payments	0.50	Sun 8/8/2021	KFPD Finance
KFPD - Finance re: Invoices, Payments	1.25	Sun 8/8/2021	KFPD Finance
KFPD - Gen Mgmt re: PSB for mail, vmails	0.50	Sun 8/8/2021	KFPD Gen Mgmt
Day Total:	2.25		
KFPD - Finance re: Invoices, Payments	1.00	Mon 8/9/2021	KFPD Finance
KFPD - Finance re: Invoices, Payments	1.50	Mon 8/9/2021	KFPD Finance
KFPD - Finance re: Invoices, Payments	0.75	Mon 8/9/2021	KFPD Finance
Day Total:	3.25		
KFPD - Finance re: Invoices, Payments	2.50	Tue 8/10/2021	KFPD Finance
KFPD - Gen Mgmt re: Scan PRA 2021_03 records	0.25	Tue 8/10/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Scan PRA 2021_03 records	0.25	Tue 8/10/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Scan PRA 2021_03 records	2.25	Tue 8/10/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Scan PRA 2021_03 records	0.50	Tue 8/10/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Scan PRA 2021_03 records	0.50	Tue 8/10/2021	KFPD Gen Mgmt
Day Total:	6.25		
KFPD - Gen Mgmt re: Scan PRA 2021_03 records	1.50	Wed 8/11/2021	KFPD Gen Mgmt

Kensington Fire Protection District

Timesheet Details

Bill Hansell

KFPD - EPC re: Coord w/JV	0.25	Wed 8/11/2021	KFPD EPC
KFPD - Gen Mgmt re: PSB to file records; Mail	2.25	Wed 8/11/2021	KFPD Gen Mgmt
KFPD - EPC re: Coord w/JV	0.50	Wed 8/11/2021	KFPD EPC
Day Total:	4.50		
KFPD - Finance re: Invoices, Payments	0.75	Thu 8/12/2021	KFPD Finance
KFPD - Gen Mgmt re: Tel w/LN	0.50	Thu 8/12/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices, Payments	1.00	Thu 8/12/2021	KFPD Finance
KFPD - Gen Mgmt re: Correspondence	1.00	Thu 8/12/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices, Payments	0.50	Thu 8/12/2021	KFPD Finance
KFPD - PSB re: Tel w/KM; Notice To Proceed	1.00	Thu 8/12/2021	KFPD PSB
KFPD - Gen Mgmt re: KPPCSD mtg	1.50	Thu 8/12/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices, Payments	1.00	Thu 8/12/2021	KFPD Finance
Day Total:	7.25		
KFPD - Finance re: Invoices, Payments	1.25	Fri 8/13/2021	KFPD Finance
KFPD - PSB re: Tel w/MB (Lease Neg)	0.75	Fri 8/13/2021	KFPD PSB
KFPD - Finance re: Invoices, Payments	0.50	Fri 8/13/2021	KFPD Finance
KFPD - EPC re: Tel w/Cheryl Miller DFSC & JV	1.00	Fri 8/13/2021	KFPD EPC
KFPD - EPC re: Coord w/JV	0.50	Fri 8/13/2021	KFPD EPC
KFPD - Finance re: County Transmittal	0.50	Fri 8/13/2021	KFPD Finance
KFPD - PSB re: Tel w/Mack5	0.75	Fri 8/13/2021	KFPD PSB
KFPD - PSB re: Tel Don Kappe; Church docs to Mack5	0.75	Fri 8/13/2021	KFPD PSB
KFPD - Finance re: County Transmittal	0.50	Fri 8/13/2021	KFPD Finance
Day Total:	6.50		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.43hrs Max):	51.25		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 7/16/2021
 Pay Period End: 7/31/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies & Legal
PS	Public Safety Bldg

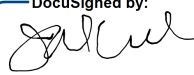
Date	Task/Project	Hours	GA	FB	EP	Pol	PS
7/16/2021	See Separate Task Sheet	4.25	2.25	2.00			
7/17/2021	"	5.25	1.50	2.00	1.75		
7/18/2021	"	0.50			0.50		
7/19/2021	"	7.25	1.00	3.00	3.25		
7/20/2021	"	3.00	3.00				
7/21/2021	"	7.25	7.25				
7/22/2021	"	6.25	1.00	2.75	2.50		
7/23/2021	"						
7/24/2021	"						
7/25/2021	"						
7/26/2021	"	5.25	5.25				
7/27/2021	"	1.50	1.50				
7/28/2021	"	3.75	3.25		0.50		
7/29/2021	"	1.50		1.00	0.50		
7/30/2021	"	7.75	2.00	5.75			
7/31/2021	"						
Total Hours		53.50	28.00	16.50	9.00	0.00	0.00
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,296.50</u>					

Bill Hansell

Employee Signature

7/31/2021

Date

DocuSigned by:

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Finance Signature

10/11/2021

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Email JS re: Mtg agendas	0.25	Fri 7/16/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	1.25	Fri 7/16/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Grant Writer contract	0.75	Fri 7/16/2021	KFPD Gen Mgmt
KFPD - Finance re: Special Taxes	2.00	Fri 7/16/2021	KFPD Finance
KFPD - EPC re: Mtg agenda; EP Coordinator	1.75	Sat 7/17/2021	KFPD EPC
KFPD - Finance re: Special Taxes	1.50	Sat 7/17/2021	KFPD Finance
KFPD - Gen Mgmt re: BOD Mtg Packet	1.50	Sat 7/17/2021	KFPD Gen Mgmt
KFPD - Finance re: Timesheets	0.50	Sat 7/17/2021	KFPD Finance
Day Total:	9.50		
KFPD - EPC re: Committee Mtg Agenda and Packet	0.50	Sun 7/18/2021	KFPD EPC
KFPD - Finance re: Invoices & Accounting	3.00	Mon 7/19/2021	KFPD Finance
KFPD - EPC re: Committee Mtg Agenda and Packet	1.25	Mon 7/19/2021	KFPD EPC
KFPD - EPC re: Post agenda and packet	0.50	Mon 7/19/2021	KFPD EPC
KFPD - Gen Mgmt re: PSB for recording stamp; Coord w/MB	1.00	Mon 7/19/2021	KFPD Gen Mgmt
KFPD - EPC re: Finalize packet and post; Email EPC members	1.50	Mon 7/19/2021	KFPD EPC
KFPD - Gen Mgmt re: PRA, Scan mtg mins	0.75	Tue 7/20/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Jim Watt at PSB for PRA	2.25	Tue 7/20/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: 2020 Hazard Mitigation resolution (Records search, correspondence)	1.00	Wed 7/21/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for 20-19 resolution signatures, stamps	3.00	Wed 7/21/2021	KFPD Gen Mgmt
KFPD - Board Mtg	3.25	Wed 7/21/2021	KFPD Board Mtg
KFPD - Finance re: Transmittal to Maze	0.25	Thu 7/22/2021	KFPD Finance
KFPD - Finance re: Invoices & Accounting	1.50	Thu 7/22/2021	KFPD Finance
KFPD - Finance re: Tel w/Peter Medina (QC)	1.00	Thu 7/22/2021	KFPD Finance
KFPD - EPC re: Tel w/JV	0.50	Thu 7/22/2021	KFPD EPC
KFPD - EPC re: Committee Mtg	2.00	Thu 7/22/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondence	1.00	Thu 7/22/2021	KFPD Gen Mgmt
Day Total:	24.25		
KFPD - Gen Mgmt re: Weed Abatement issues	0.25	Mon 7/26/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Post minutes, resolutions; Correspondence	5.00	Mon 7/26/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Elections Dept letter; Correspondence	1.50	Tue 7/27/2021	KFPD Gen Mgmt
KFPD - EPC re: Tel w/JV (NNO, Priority List)	0.50	Wed 7/28/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondence	3.25	Wed 7/28/2021	KFPD Gen Mgmt
KFPD - EPC re: Bkgnd Materials to Grant Writer	0.50	Thu 7/29/2021	KFPD EPC
KFPD - Finance re: Invoices/Receipts; New computer access and email account for Brandon at Maze	1.00	Thu 7/29/2021	KFPD Finance
KFPD - Finance re: CERBT Employer OPEB Contribution Summary for GASB Reporting due	5.75	Fri 7/30/2021	KFPD Finance
KFPD - Gen Mgmt re: PSB for mail, PRA records	1.00	Fri 7/30/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Files	1.00	Fri 7/30/2021	KFPD Gen Mgmt
Day Total:	19.75		

Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max): 53.50



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 7/1/2021
 Pay Period End: 7/15/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies & Legal
PS	Public Safety Bldg

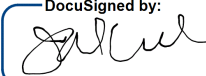
Date	Task/Project	Hours	GA	FB	EP	Pol	PS
7/1/2021	See Separate Task Sheet	2.50	1.00		1.50		
7/2/2021	"	3.00	1.50	0.75	0.75		
7/3/2021	"						
7/4/2021	"						
7/5/2021	"	6.00	6.00				
7/6/2021	"	0.50		0.50			
7/7/2021	"	4.00		4.00			
7/8/2021	"	7.50	6.50	1.00			
7/9/2021	"	5.25	5.25				
7/10/2021	"	2.25	2.25				
7/11/2021	"						
7/12/2021	"	7.00	7.00				
7/13/2021	"	5.00	5.00				
7/14/2021	"	5.25	5.25				
7/15/2021	"	3.75	3.75				
Total Hours		52.00	43.50	6.25	2.25	0.00	0.00
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,148.00</u>					

Bill Hansell

Employee Signature

7/15/2021

Date

DocuSigned by:

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Finance Signature

10/11/2021

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day	Category
KFPD - EPC re: Mtg w/LN, KP, JV (Traffic survey)	1.50	Thu 7/1/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondence; Timesheets; Payroll	1.00	Thu 7/1/2021	KFPD Gen Mgmt
Day Total:	2.50		
KFPD - Finance re: MB statements; County reports; Email Maze	0.75	Fri 7/2/2021	KFPD Finance
KFPD - EPC re: Fire Plug final edit	0.75	Fri 7/2/2021	KFPD EPC
KFPD - Gen Mgmt re: PRA (PSB records, etc)	0.50	Fri 7/2/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, records, staff	1.00	Fri 7/2/2021	KFPD Gen Mgmt
Day Total:	3.00		
KFPD - Holiday (6hrs)	6.00	Mon 7/5/2021	KFPD Holiday
Day Total:	6.00		
KFPD - Finance re: Invoices	0.50	Tue 7/6/2021	KFPD Finance
Day Total:	0.50		
KFPD - Finance re: Invoices	1.00	Wed 7/7/2021	KFPD Finance
KFPD - Finance re: Invoices & Accounting	1.00	Wed 7/7/2021	KFPD Finance
KFPD - Finance re: Invoices & Accounting	2.00	Wed 7/7/2021	KFPD Finance
Day Total:	4.00		
KFPD - Finance re: Invoices & Accounting	1.00	Thu 7/8/2021	KFPD Finance
KFPD - Gen Mgmt re: Board Mtg agenda and packet	1.50	Thu 7/8/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg agenda and packet	5.00	Thu 7/8/2021	KFPD Gen Mgmt
Day Total:	7.50		
KFPD - Gen Mgmt re: Board Mtg agenda and packet	1.25	Fri 7/9/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg agenda and packet	3.00	Fri 7/9/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg agenda and packet	1.00	Fri 7/9/2021	KFPD Gen Mgmt
Day Total:	5.25		
KFPD - Gen Mgmt re: Board Mtg agenda and packet	2.25	Sat 7/10/2021	KFPD Gen Mgmt
Day Total:	2.25		
KFPD - Gen Mgmt re: CCSDA mtg	2.00	Mon 7/12/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for records search	5.00	Mon 7/12/2021	KFPD Gen Mgmt
Day Total:	7.00		
KFPD - Gen Mgmt re: Correspondence	0.50	Tue 7/13/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Resolution 2021_05	2.00	Tue 7/13/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PRA 2021_03 Response	2.50	Tue 7/13/2021	KFPD Gen Mgmt
Day Total:	5.00		
KFPD - Gen Mgmt re: Tel w/LN (Mtg planning, Legal update)	0.50	Wed 7/14/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg posting issues; Legal counsel; Correspondence on rescheduling	1.50	Wed 7/14/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/Grant Writer Sudi Shoja	0.25	Wed 7/14/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Conf Call w/Grant Writer Sudi Shoja	1.00	Wed 7/14/2021	KFPD Gen Mgmt

Kensington Fire Protection District

Timesheet Details

Bill Hansell

KFPD - Gen Mgmt re: Board Mtg posting issues; Legal counsel; Correspondence on rescheduling	2.00	Wed 7/14/2021	KFPD Gen Mgmt
	Day Total: 5.25		
KFPD - Gen Mgmt re: KPPCSD coordination issues	3.75	Thu 7/15/2021	KFPD Gen Mgmt
	Day Total: 3.75		
Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max)	52.00		



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 6/16/2021
 Pay Period End: 6/30/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies & Legal
PS	Public Safety Bldg

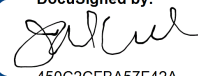
Date	Task/Project	Hours	GA	FB	EP	Pol	PS
6/16/2021	See Separate Task Sheet	0.75	0.75				
6/17/2021	"	5.00	2.75		1.00		1.25
6/18/2021	"	3.75	1.50		1.75		0.50
6/19/2021	"	0.00					
6/20/2021	"	1.25			1.25		
6/21/2021	"	7.75	3.00		0.50		4.25
6/22/2021	"	7.75	4.00				3.75
6/23/2021	"	1.75	1.00				0.75
6/24/2021	"	5.50	0.50		4.25		0.75
6/25/2021	"	1.00	0.75				0.25
6/26/2021	"	0.00					
6/27/2021	"	0.00					
6/28/2021	"	8.25	6.75		1.00		0.50
6/29/2021	"	6.25	6.00	0.25			
6/30/2021	"	6.25	6.00		0.25		
Total Hours		55.25	33.00	0.25	10.00	0.00	12.00
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,469.75</u>					

Bill Hansell

Employee Signature

6/30/2021

Date

DocuSigned by:

 450C2CFBA57F42A...

Finance Signature

10/11/2021

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Tel w/LN (agenda)	0.75	Wed 6/16/2021
Day Total:	0.75	
KFPD - Gen Mgmt re: Correspondence	1.00	Thu 6/17/2021
KFPD - PSB re: Planning	0.75	Thu 6/17/2021
KFPD - Gen Mgmt re: PSB for mail/files	0.75	Thu 6/17/2021
KFPD - PSB re: Planning	0.50	Thu 6/17/2021
KFPD - Gen Mgmt re: Grant Writer proposal	1.00	Thu 6/17/2021
KFPD - EPC re: Coordinator contract	1.00	Thu 6/17/2021
Day Total:	5.00	
KFPD - EPC re: Coordinator contract	1.00	Fri 6/18/2021
KFPD - EPC re: Coordinator contract to legal; Signed	0.75	Fri 6/18/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Fri 6/18/2021
KFPD - Gen Mgmt re: Correspondence	1.00	Fri 6/18/2021
KFPD - PSB re: Planning	0.50	Fri 6/18/2021
Day Total:	3.75	
KFPD - EPC re: Committee Mtg Agenda and Packet	1.25	Sun 6/20/2021
Day Total:	1.25	
KFPD - PSB re: Post, print proposals	1.00	Mon 6/21/2021
KFPD - PSB re: Arch LCA Interview	1.50	Mon 6/21/2021
KFPD - PSB re: Arch Interview with Gutierrez Associates	1.75	Mon 6/21/2021
KFPD - EPC re: Revise Coordinator contract	0.50	Mon 6/21/2021
KFPD - Sick Leave	3.00	Mon 6/21/2021
Day Total:	7.75	
KFPD - PSB re: Mtg at Unitarian Church	1.75	Tue 6/22/2021
KFPD - PSB re: Arch Interview with MarJang Architects	1.50	Tue 6/22/2021
KFPD - PSB re: Review proposals	0.50	Tue 6/22/2021
KFPD - Sick Leave	4.00	Tue 6/22/2021
Day Total:	7.75	
KFPD - PSB re: Call MarJang references	0.50	Wed 6/23/2021
KFPD - PSB re: Tel MarJang (Award and contract details)	0.25	Wed 6/23/2021
KFPD - Gen Mgmt re: Board Mtg agenda issues	1.00	Wed 6/23/2021
Day Total:	1.75	
KFPD - PSB re: Tel w/MB (Lease Discussions)	0.75	Thu 6/24/2021
KFPD - EPC re: CC Resource Conservation District Wildfire Mitigation mtg	1.50	Thu 6/24/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

KFPD - EPC re: Committee Mtg	2.00	Thu 6/24/2021
KFPD - EPC re: Tel w/EP Coord	0.25	Thu 6/24/2021
KFPD - Gen Mgmt re: Tel w/Counsel	0.50	Thu 6/24/2021
KFPD - EPC re: Email Set-Up for Coord; Fire Plug draft forwarded	0.50	Thu 6/24/2021
Day Total:	5.50	
KFPD - PSB re: Tel w/MB (Lease Discussions)	0.25	Fri 6/25/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agendas)	0.75	Fri 6/25/2021
Day Total:	1.00	
KFPD - EPC re: Tel w/KP (Coord work plan)	0.25	Mon 6/28/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agendas)	0.75	Mon 6/28/2021
KFPD - PSB re: Tel w/MB (Lease Discussions)	0.50	Mon 6/28/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.00	Mon 6/28/2021
KFPD - EPC re: Tel w/JV; Emails (Coord work plan; Fire Plug)	0.75	Mon 6/28/2021
KFPD - Vacation Leave	6.00	Mon 6/28/2021
Day Total:	8.25	
KFPD - Gen Mgmt re: Email agenda item request	0.00	Tue 6/29/2021
KFPD - Finance re: Email Financial Planner	0.25	Tue 6/29/2021
KFPD - Vacation Leave	6.00	Tue 6/29/2021
Day Total:	6.25	
KFPD - EPC re: Tel w/KP (Traffic study)	0.25	Wed 6/30/2021
KFPD - Vacation Leave	6.00	
Day Total:	6.25	
Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max)	55.25	



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 6/1/2021
 Pay Period End: 6/15/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

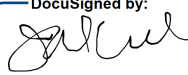
Date	Task/Project	Hours	GA	FB	EP	Pol	PS
6/1/2021	See Separate Task Sheet	5.00	1.25	3.75			
6/2/2021	"	8.50	0.25	7.75	0.50		
6/3/2021	"	6.00	5.50				0.50
6/4/2021	"	13.00	12.50	0.50			
6/5/2021	"	5.75	5.75				
6/6/2021	"						
6/7/2021	"	2.75			2.25		0.50
6/8/2021	"	5.25	0.50		4.75		
6/9/2021	"	7.50	6.00		1.50		
6/10/2021	"	2.75	0.50	1.75			0.50
6/11/2021	"						
6/12/2021	"						
6/13/2021	"						
6/14/2021	"	3.00	0.50	0.50	2.00		
6/15/2021	"						
Total Hours		59.50	32.75	14.25	11.00	0.00	1.50
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,890.50</u>					

Bill Hansell

Employee Signature

6/15/2021

Date

DocuSigned by:

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Finance Signature

10/11/2021

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Finance re: Invoices, Deposits	2.00	Tue 6/1/2021
KFPD - Finance re: Tel w/BN (Levy Process)	0.25	Tue 6/1/2021
KFPD - Finance re: Email to Dorothy Lim (Levy Submission Process ?'s)	0.25	Tue 6/1/2021
KFPD - Gen Mgmt re: Correspondences	1.25	Tue 6/1/2021
KFPD - Finance re: Invoices	0.50	Tue 6/1/2021
KFPD - Finance re: Invoices	0.75	Tue 6/1/2021
Day Total:	5.00	
KFPD - Finance re: Invoices, Deposits	2.00	Wed 6/2/2021
KFPD - Finance re: Invoices	2.00	Wed 6/2/2021
KFPD - Finance re: Invoices	0.75	Wed 6/2/2021
KFPD - EPC re: Tel w/KP (RFP interviews)	0.50	Wed 6/2/2021
KFPD - Finance re: Invoices, Accounting	0.75	Wed 6/2/2021
KFPD - Gen Mgmt re: Tel w/Legal	0.25	Wed 6/2/2021
KFPD - Finance re: Invoices, Accounting	2.25	Wed 6/2/2021
Day Total:	8.50	
KFPD - PSB re: Tel w/Chief Gancasz (Coord site measurements of PSB)	0.25	Thu 6/3/2021
KFPD - PSB re: Tel w/Chief Gancasz (Coord site measurements of PSB)	0.25	Thu 6/3/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Thu 6/3/2021
KFPD - Gen Mgmt re: Board Packet	2.75	Thu 6/3/2021
KFPD - Gen Mgmt re: Board Packet	2.50	Thu 6/3/2021
Day Total:	6.00	
KFPD - Gen Mgmt re: Board Packet	0.50	Fri 6/4/2021
KFPD - Gen Mgmt re: Board Packet	2.00	Fri 6/4/2021
KFPD - Finance re: Tel w/Financial Planner	0.50	Fri 6/4/2021
KFPD - Gen Mgmt re: Board Packet	0.75	Fri 6/4/2021
KFPD - Gen Mgmt re: Board Packet	5.50	Fri 6/4/2021
KFPD - Gen Mgmt re: Board Packet	3.75	Fri 6/4/2021
Day Total:	13.00	
KFPD - Gen Mgmt re: KPOA Annual Mtg	2.00	Sat 6/5/2021
KFPD - Gen Mgmt re: Board Packet	3.75	Sat 6/5/2021
Day Total:	5.75	
KFPD - EPC re: Interview w/Chris Hilliard	1.75	Mon 6/7/2021
KFPD - EPC re: Tel w/Applicant; Schedule mtgs	0.50	Mon 6/7/2021
KFPD - PSB re: Tel w/RCD (Contract follow-up)	0.25	Mon 6/7/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

KFPD - PSB re: Tel w/DD (Schedule recommendations)	0.25	Mon 6/7/2021
Day Total:	2.75	
KFPD - EPC re: Interview w/Johnny Valenzuela	1.75	Tue 6/8/2021
KFPD - EPC re: Interview w/William Boldenweck	1.50	Tue 6/8/2021
KFPD - EPC re: Tel References, Selected Candidate	1.50	Tue 6/8/2021
KFPD - Gen Mgmt re: Email counsel; Post invites	0.50	Tue 6/8/2021
Day Total:	5.25	
KFPD - EPC re: Contract	1.00	Wed 6/9/2021
KFPD - EPC re: Tel w/Candidates	0.50	Wed 6/9/2021
KFPD - Gen Mgmt re: Mtg prep	2.00	Wed 6/9/2021
KFPD - Board Mtg	4.00	Wed 6/9/2021
Day Total:	7.50	
KFPD - PSB re: Tel w/Tess O'Riva (Temp location)	0.50	Thu 6/10/2021
KFPD - Finance re: CERBT Tel w/Colleen Cain-Herrback	0.75	Thu 6/10/2021
KFPD - Finance re: CERBT Reporting Webinar	1.00	Thu 6/10/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Thu 6/10/2021
Day Total:	2.75	
KFPD - EPC re: Wildcat Canyon Fire Group	2.00	Mon 6/14/2021
KFPD - Finance re: Invoices & Payments	0.50	Mon 6/14/2021
KFPD - Gen Mgmt re: Exec Orders on Meetings	0.50	Mon 6/14/2021
Day Total:	3.00	
Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max)	59.50	



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 5/16/2021
 Pay Period End: 5/31/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

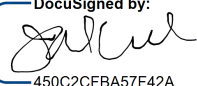
Date	Task/Project	Hours	GA	FB	EP	Pol	PS
5/16/2021	See Separate Task Sheet						
5/17/2021	"	8.25	4.25	2.50	1.00		0.50
5/18/2021	"	8.75		1.00			7.75
5/19/2021	"	13.00		7.75			5.25
5/20/2021	"	11.50		10.00			1.50
5/21/2021	"	6.50	1.75	2.75	0.50		1.50
5/22/2021	"						
5/23/2021	"						
5/24/2021	"	10.50	1.75	6.75	2.00		
5/25/2021	"						
5/26/2021	"						
5/27/2021	"	7.00	3.50		2.25		1.25
5/28/2021	"						
5/29/2021	"						
5/30/2021	"	1.25	0.50		0.75		
5/31/2021	Paid Holiday	6.00	6.00				
	Total Hours	72.75	17.75	30.75	6.50	0.00	17.75
	Rate	\$ 99.00					
	Total Gross Pay	<u>\$ 7,202.25</u>					

Bill Hansell

Employee Signature

5/31/2021

Date

DocuSigned by:

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Finance Signature

10/11/2021

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: CCSDA meeting	1.00	Mon 5/17/2021
KFPD - EPC re: Controlled Burn Notice on NextDoor	0.50	Mon 5/17/2021
KFPD - Finance re: Timesheets, approvals, forward to Maze	0.75	Mon 5/17/2021
KFPD - Finance re: Prepare and post Agenda for FC mtg	1.00	Mon 5/17/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Mon 5/17/2021
KFPD - Finance re: Agenda Post for FC mtg	0.75	Mon 5/17/2021
KFPD - Gen Mgmt re: Tel w/LN	0.50	Mon 5/17/2021
KFPD - PSB re: Tel w/MB (Lease negotiations)	0.50	Mon 5/17/2021
KFPD - Gen Mgmt re: Correspondence	2.50	Mon 5/17/2021
KFPD - EPC re: Tel w/KP (EP Coordinator RFP)	0.50	Mon 5/17/2021
Day Total:	8.25	
KFPD - PSB re: Tel w/Mack5 (RFPs, Update to consulting agreement, Temp Facilities)	7.25	Tue 5/18/2021
KFPD - PSB re: Tel w/Chief (Temp Facilities)	0.50	Tue 5/18/2021
KFPD - Finance re: EC Contract Fee	1.00	Tue 5/18/2021
Day Total:	8.75	
KFPD - Finance re: FY2022 Draft Budget	0.75	Wed 5/19/2021
KFPD - Finance re: FY2022 Draft Budget	5.50	Wed 5/19/2021
KFPD - PSB re: Letter from/to KPPCSD	2.75	Wed 5/19/2021
KFPD - PSB re: Letter from/to KPPCSD	2.50	Wed 5/19/2021
KFPD - Finance re: FY2022 Draft Budget	1.50	Wed 5/19/2021
Day Total:	13.00	
KFPD - Finance re: FY2022 Draft Budget	4.00	Thu 5/20/2021
KFPD - Finance re: FY2022 Draft Budget	0.75	Thu 5/20/2021
KFPD - Finance re: FY2022 Draft Budget (Consult w/ auditors)	0.75	Thu 5/20/2021
KFPD - Finance re: FY2022 Draft Budget	2.25	Thu 5/20/2021
KFPD - PSB re: Zoom Conf (KPPCSD response)	0.50	Thu 5/20/2021
KFPD - Finance re: FY2022 Draft Budget	1.25	Thu 5/20/2021
KFPD - PSB re: Letter to KPPCSD	1.00	Thu 5/20/2021
KFPD - Finance re: FY2022 Draft Budget	1.00	Thu 5/20/2021
Day Total:	11.50	
KFPD - Finance re: FC mtg	2.00	Fri 5/21/2021
KFPD - Gen Mgmt re: Public Correspondence	0.75	Fri 5/21/2021
KFPD - Finance re: FY2022 Draft Budget (Requests from Chief)	0.75	Fri 5/21/2021
KFPD - PSB re: Zoom Conf w/MB (Lease negotiations)	1.50	Fri 5/21/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Tel w/LN	1.00	Fri 5/21/2021
KFPD - EPC re: Mtg Agenda	0.50	Fri 5/21/2021
	Day Total: 6.50	
KFPD - Finance re: Invoices, accounting	6.75	Mon 5/24/2021
KFPD - EPC re: Committee Mtg (Agenda revisions, Supp Materials, post)	1.50	Mon 5/24/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Mon 5/24/2021
KFPD - EPC re: Committee Mtg (Agenda Post)	0.50	Mon 5/24/2021
KFPD - Gen Mgmt re: Emails	1.50	Mon 5/24/2021
	Day Total: 10.50	
KFPD - PSB re: Tel w/MB (Lease Negotiations)	0.50	Tue 5/25/2021
KFPD - Gen Mgmt re: RFP submittals for EPC & Grant Writer	2.75	Thu 5/27/2021
KFPD - Gen Mgmt re: RFP submittals for EPC & Grant Writer	0.50	Thu 5/27/2021
KFPD - PSB re: RFP ?'s from architects	0.75	Thu 5/27/2021
KFPD - EPC re: Committee Mtg	2.25	Thu 5/27/2021
KFPD - Gen Mgmt re: Update website w/audit	0.25	Thu 5/27/2021
	Day Total: 7.00	
KFPD - Gen Mgmt re: Fire Plug articles	0.50	Sun 5/30/2021
KFPD - EPC re: Fire Plug Spring Issue draft material to SA	0.75	Sun 5/30/2021
	Day Total: 1.25	
KFPD - Holiday	6.00	Mon 5/31/2021
	Day Total: 6.00	
	Total (28hrs/wk Allowance = 4hrs/day x 16 days = 64hrs Max)	
	+ (12) Additional Hrs Approved on 05/21/2021 = 76hrs Max	72.75