



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

Wednesday, May 17th, 2023 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (and hybrid)

5 Island View Way, Sea Bright, NJ
(Remote location – Director Levine)

This meeting will be held in-person in the Kensington Community Center, 59 Arlington Avenue, Kensington CA 94707. Members of the public not in attendance may provide public comment by emailing the Board President and Board Clerk prior to the meeting at the following address: public.comment@kensingtonfire.org. Such comments will be noted as received and their contents orally summarized. Members of the public who attend the meeting either In-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair’s discretion.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting can simply raise their hand to be recognized. 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). Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

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

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.

Hybrid Meeting Option Internet Address:

<https://us06web.zoom.us/j/87864394594?pwd=bEVxdDVuSktaRUtwak40R3MxY0t5QT09>

Telephone Access:

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

Zoom Webinar ID: 878 6439 4594

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 Stein, Vice President Levine, Director Dommer, Director Nagel, Director Watt

2. (7:01pm) PUBLIC COMMENT

Under "Public Comment," the public may address the Board on any subject not listed on the agenda. Each speaker may address the Board once under Public Comment for a limit of three minutes. The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board. The Board cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

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 Board of Director's regular meetings of: 10/12/2022, 11/9/2022, 4/19/2023; and special meetings of: 11/29/2022, and 4/24/2023 (Approve)

b. **Acceptance of Incident Activity Report** April 2023 (Accept)

c. **Approval of Monthly Transmittal** 05/17/2023 (Approve)

d. **Approval of Monthly Financial Reports** 04/30/2023 (Approve)

4. (7:15pm) FIRE CHIEF'S REPORT (Supporting Material)

Action = Presentation/Discussion

5. (7:25pm) EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (Supporting Material)

Action = Presentation/Discussion

6. (7:35pm) OLD BUSINESS

a. **Report from Phase 1 Work With the KPPCSD Temporary Committee on Housing the Kensington Police Department and Status of Committee** – Stein/Watt (Supporting Material)

Action = Presentation/Discussion with potential determination on future status/direction of the Committee

7. (7:55pm) NEW BUSINESS

a. **(7:55pm) GENERAL MANAGER RECRUITMENT REPORT** – Brent Ives (Supporting Material)

Action = Presentation/Discussion

- b. **(8:05pm) PUBLIC SAFETY BUILDING PROJECT UPDATE** – Morris-Mayorga
(Supporting Material)
8. **(8:20pm) GENERAL MANAGER’S REPORT** (Supporting Material)
Action = Presentation/Discussion
9. **(8:30pm) COMMITTEE REPORTS**
Informational reports from Board members or staff covering the following assignments:
- a. **Emergency Preparedness Committee Meeting** – Nagel/Dommer (Supporting Material)
 - b. **Finance Committee Meeting** – Stein/Watt (No Report)
 - c. **Consolidation Liaison Temporary Committee** – Levine (Supporting Material)
 - d. **Information Technology Temporary Committee** – Levine/Nagel (No Report)
10. **(9:10pm) OUTSIDE AGENCIES REPORTS**
- a. **Contra Costa Special Districts Association** – Nagel (Supporting Material)
11. **(9:20pm) ADJOURNMENT**
The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, June 21, 2023 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, June 7, 2023, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, June 14, 2023, by 1:00pm.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org

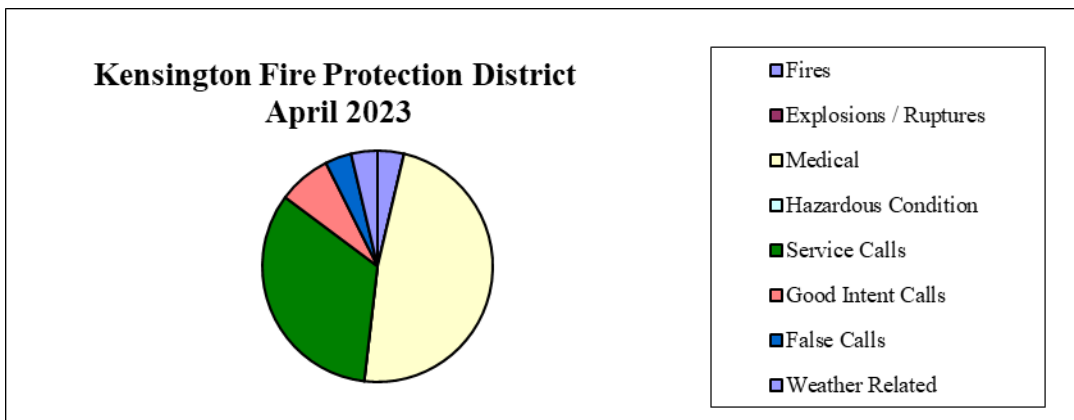


DATE: May 4, 2023
TO: Kensington Fire Protection District Board Members
FROM: Jose Castrejon: Battalion Chief
RE: Incident Activity Reports for the Month of April 2023

Twenty-seven incidents occurred during the month of April in the community of Kensington. This is a decrease of thirty-five incidents from the previous month. Please see the attached “Incident Log” for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 155 responded to sixty-six calls for service, a decrease of nineteen incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 1,441 calls for service so far this year.

The chart below shows 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, the percentage of the total calls for each type, and all the responses in the community of Kensington.

| | | | Percentages |
|---------------|---|-----------|----------------|
| 1: | Fires <i>(Structure, Trash, Vehicles, Vegetation Fires)</i> | 1 | 3.70% |
| 2: | Explosions / Ruptures <i>(Over Pressure/Ruptures, Explosions, Bombs)</i> | 0 | 0.00% |
| 3: | Medical <i>(EMS, Vehicle Accidents, Extrication Rescue)</i> | 13 | 48.15% |
| 4: | Hazardous Condition <i>(Chemical Spills, Leaks, Down Power Lines)</i> | 0 | 0.00% |
| 5: | Service Calls <i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i> | 9 | 33.33% |
| 6: | Good Intent Calls <i>(Cancelled En Route, Wrong Location)</i> | 2 | 7.41% |
| 7: | False Calls <i>(Wrong Company/Unit Dispatched)</i> | 1 | 3.70% |
| 8: | Weather Related <i>(Flooding, wind, lightning)</i> | 1 | 3.70% |
| Totals | | 27 | 100.00% |



**Kensington Responses
April 2023**

| # | incident | date | type | street | type | city | apparatus |
|----|------------|--------------------|------|------------|------|------------|-----------|
| 1 | 0023038156 | 01-Apr-23 13:07:17 | 611F | Yale | AVE | Kensington | E155 |
| 2 | 0023039428 | 04-Apr-23 16:42:28 | 735 | Rugby | AVE | Kensington | E155 |
| 3 | 0023039734 | 05-Apr-23 11:20:29 | 321 | Arlington | AVE | Kensington | E155 |
| 4 | 0023039869 | 05-Apr-23 16:16:34 | 5000 | Arlington | AVE | Kensington | E155 |
| 5 | 0023040844 | 07-Apr-23 23:44:14 | 321 | Ocean View | AVE | Kensington | E151 |
| 6 | 0023040929 | 08-Apr-23 08:21:53 | 321 | Sunset | DR | Kensington | E155 |
| 7 | 0023040997 | 08-Apr-23 11:52:14 | 5000 | Franciscan | WAY | Kensington | E155 |
| 8 | 0023041206 | 08-Apr-23 21:56:29 | 321 | Kingston | RD | Kensington | E155 |
| 9 | 0023041373 | 09-Apr-23 12:07:46 | 550 | Ocean View | AVE | Kensington | E155 |
| 10 | 0023041832 | 10-Apr-23 12:13:36 | 321 | Beloit | AVE | Kensington | E155 |
| 11 | 0023042491 | 11-Apr-23 20:51:22 | 322 | Arlington | AVE | Kensington | E155 |
| 12 | 0023042715 | 12-Apr-23 12:12:06 | 321 | Beloit | AVE | Kensington | E155 |
| 13 | 0023042802 | 12-Apr-23 15:46:23 | 622 | Los Altos | DR | Kensington | E155 |
| 14 | 0023043260 | 13-Apr-23 16:37:33 | 321 | Highgate | RD | Kensington | E155 |
| 15 | 0023043263 | 13-Apr-23 16:42:17 | 500 | Arlington | AVE | Kensington | E151 |
| 16 | 0023043406 | 14-Apr-23 01:30:42 | 321 | Beverly | RD | Kensington | E155 |
| 17 | 0023044238 | 16-Apr-23 03:12:20 | 554 | Ocean View | AVE | Kensington | E155 |
| 18 | 0023044432 | 16-Apr-23 16:43:30 | 321 | Stratford | RD | Kensington | E155 |
| 19 | 0023044610 | 17-Apr-23 05:04:56 | 554 | Franciscan | WAY | Kensington | E155 |
| 20 | 0023044667 | 17-Apr-23 08:48:42 | 5000 | Ocean View | AVE | Kensington | E151 |
| 21 | 0023045125 | 18-Apr-23 11:04:16 | 321 | Norwood | AVE | Kensington | E151 |
| 22 | 0023045950 | 20-Apr-23 10:38:37 | 812 | Highland | BLVD | Kensington | E155 |
| 23 | 0023046279 | 21-Apr-23 02:55:22 | 553 | Ocean View | AVE | Kensington | E151 |
| 24 | 0023046755 | 22-Apr-23 09:25:32 | 113 | Beloit | AVE | Kensington | E155 |
| 25 | 0023047996 | 25-Apr-23 11:26:21 | 321 | Kensington | RD | Kensington | E155 |
| 26 | 0023048406 | 26-Apr-23 10:43:22 | 321 | Yale | AVE | Kensington | E155 |
| 27 | 0023049862 | 29-Apr-23 19:26:09 | 550 | Ocean View | AVE | Kensington | E151 |

**E155 Responses
April 2023**

| # | incident | date | type | prefix | street | type | city | apparatus |
|----------|-----------------|--------------------|-------------|---------------|---------------|-------------|-------------|------------------|
| 1 | 0023038156 | 01-Apr-23 13:07:17 | 611F | | Yale | AVE | Kensington | E155 |
| 2 | 0023039275 | 04-Apr-23 11:46:28 | 611 | | Central | AVE | Richmond | E155 |
| 3 | 0023039428 | 04-Apr-23 16:42:28 | 735 | | Rugby | AVE | Kensington | E155 |
| 4 | 0023039696 | 05-Apr-23 10:03:37 | 412 | | Balra | DR | El Cerrito | E155 |
| 5 | 0023039734 | 05-Apr-23 11:20:29 | 321 | | Arlington | AVE | Kensington | E155 |
| 6 | 0023039869 | 05-Apr-23 16:16:34 | 5000 | | Arlington | AVE | Kensington | E155 |
| 7 | 0023040179 | 06-Apr-23 11:13:50 | 444 | | Shevlin | DR | El Cerrito | E155 |
| 8 | 0023040655 | 07-Apr-23 13:37:10 | 5000 | | Fairmount | AVE | El Cerrito | E155 |
| 9 | 0023040676 | 07-Apr-23 14:32:37 | 5000 | | El Cerrito | PLZ | El Cerrito | E155 |
| 10 | 0023040717 | 07-Apr-23 17:00:13 | 5000 | | El Cerrito | PLZ | El Cerrito | E155 |
| 11 | 0023040929 | 08-Apr-23 08:21:53 | 321 | | Sunset | DR | Kensington | E155 |
| 12 | 0023040997 | 08-Apr-23 11:52:14 | 5000 | | Franciscan | WAY | Kensington | E155 |
| 13 | 0023041190 | 08-Apr-23 21:20:42 | 321 | | Seaview | DR | El Cerrito | E155 |
| 14 | 0023041206 | 08-Apr-23 21:56:29 | 321 | | Kingston | RD | Kensington | E155 |
| 15 | 0023041213 | 08-Apr-23 22:42:43 | 746 | | Everett | ST | El Cerrito | E155 |
| 16 | 0023041373 | 09-Apr-23 12:07:46 | 550 | | Ocean View | AVE | Kensington | E155 |
| 17 | 0023041832 | 10-Apr-23 12:13:36 | 321 | | Beloit | AVE | Kensington | E155 |
| 18 | 0023041909 | 10-Apr-23 14:56:53 | 400 | | Seaview | DR | El Cerrito | E155 |
| 19 | 0023042282 | 11-Apr-23 11:58:56 | 321 | | San Pablo | AVE | Richmond | E155 |
| 20 | 0023042466 | 11-Apr-23 19:28:30 | 321 | | Contra Costa | DR | El Cerrito | E155 |
| 21 | 0023042491 | 11-Apr-23 20:51:22 | 322 | | Arlington | AVE | Kensington | E155 |
| 22 | 0023042680 | 12-Apr-23 10:52:09 | 321 | | Clayton | AVE | El Cerrito | E155 |
| 23 | 0023042715 | 12-Apr-23 12:12:06 | 321 | | Beloit | AVE | Kensington | E155 |
| 24 | 0023042802 | 12-Apr-23 15:46:23 | 622 | | Los Altos | DR | Kensington | E155 |
| 25 | 0023042936 | 12-Apr-23 20:57:33 | 113 | | Liberty | ST | El Cerrito | E155 |
| 26 | 0023043099 | 13-Apr-23 10:03:43 | 321 | | Potrero | AVE | El Cerrito | E155 |
| 27 | 0023043260 | 13-Apr-23 16:37:33 | 321 | | Highgate | RD | Kensington | E155 |
| 28 | 0023043406 | 14-Apr-23 01:30:42 | 321 | | Beverly | RD | Kensington | E155 |
| 29 | 0023043685 | 14-Apr-23 17:09:30 | 321 | | Civic Center | ST | Richmond | E155 |
| 30 | 0023044238 | 16-Apr-23 03:12:20 | 554 | | Ocean View | AVE | Kensington | E155 |
| 31 | 0023044432 | 16-Apr-23 16:43:30 | 321 | | Stratford | RD | Kensington | E155 |

E155 Responses
April 2023

| | | | | | | | | |
|----|------------|--------------------|------|---|------------|------|------------|------|
| 32 | 0023044610 | 17-Apr-23 05:04:56 | 554 | | Franciscan | WAY | Kensington | E155 |
| 33 | 0023044823 | 17-Apr-23 16:20:00 | 611F | S | 52nd | ST | Richmond | E155 |
| 34 | 0023044843 | 17-Apr-23 17:20:36 | 651 | | Richmond | ST | El Cerrito | E155 |
| 35 | 0023045168 | 18-Apr-23 12:03:35 | 611F | W | Richmond | AVE | Richmond | E155 |
| 36 | 0023045368 | 18-Apr-23 22:16:06 | 611 | | Berkeley | WAY | Berkeley | E155 |
| 37 | 0023045402 | 19-Apr-23 00:34:44 | 736 | | Everett | ST | El Cerrito | E155 |
| 38 | 0023045479 | 19-Apr-23 08:08:58 | 321 | | Baron | CT | El Cerrito | E155 |
| 39 | 0023045540 | 19-Apr-23 11:38:11 | 321 | | Arbor | DR | El Cerrito | E155 |
| 40 | 0023045950 | 20-Apr-23 10:38:37 | 812 | | Highland | BLVD | Kensington | E155 |
| 41 | 0023045988 | 20-Apr-23 11:49:59 | 743 | | Arlington | BLVD | El Cerrito | E155 |
| 42 | 0023046481 | 21-Apr-23 15:24:27 | 522 | | Shevlin | PL | El Cerrito | E155 |
| 43 | 0023046543 | 21-Apr-23 18:16:14 | 5000 | | King | DR | El Cerrito | E155 |
| 44 | 0023046613 | 21-Apr-23 21:50:35 | 554 | | Balra | DR | El Cerrito | E155 |
| 45 | 0023046755 | 22-Apr-23 09:25:32 | 113 | | Beloit | AVE | Kensington | E155 |
| 46 | 0023046785 | 22-Apr-23 10:36:40 | 5000 | | Balra | DR | El Cerrito | E155 |
| 47 | 0023047142 | 23-Apr-23 10:12:50 | 522 | | Craft | AVE | El Cerrito | E155 |
| 48 | 0023047261 | 23-Apr-23 16:34:58 | 321 | | Galvin | DR | El Cerrito | E155 |
| 49 | 0023047476 | 24-Apr-23 06:35:41 | 611M | | Marina | WAY | Richmond | E155 |
| 50 | 0023047485 | 24-Apr-23 07:40:52 | 743 | | Carlson | BLVD | El Cerrito | E155 |
| 51 | 0023047512 | 24-Apr-23 09:19:09 | 611U | | Rydin | RD | Richmond | E155 |
| 52 | 0023047532 | 24-Apr-23 10:02:50 | 5000 | | Seagull | CT | Richmond | E155 |
| 53 | 0023047541 | 24-Apr-23 10:39:15 | 552 | | Marina | WAY | Richmond | E155 |
| 54 | 0023047561 | 24-Apr-23 11:30:52 | 5000 | | MACDONALD | AVE | Richmond | E155 |
| 55 | 0023047585 | 24-Apr-23 12:30:04 | 5000 | | Maine | AVE | Richmond | E155 |
| 56 | 0023047996 | 25-Apr-23 11:26:21 | 321 | | Kensington | RD | Kensington | E155 |
| 57 | 0023048017 | 25-Apr-23 12:02:34 | 321 | | Gelston | PL | El Cerrito | E155 |
| 58 | 0023048406 | 26-Apr-23 10:43:22 | 321 | | Yale | AVE | Kensington | E155 |
| 59 | 0023048508 | 26-Apr-23 14:51:20 | 321 | | Devonshire | DR | El Cerrito | E155 |
| 60 | 0023048536 | 26-Apr-23 16:02:55 | 321 | | James | PL | El Cerrito | E155 |
| 61 | 0023048980 | 27-Apr-23 17:53:00 | 611X | | Cutting | BLVD | El Cerrito | E155 |
| 62 | 0023049238 | 28-Apr-23 09:36:00 | 611X | | Kearney | ST | El Cerrito | E155 |
| 63 | 0023049289 | 28-Apr-23 12:04:43 | 611X | | Ashbury | AVE | El Cerrito | E155 |

E155 Responses

April 2023

| | | | | | | | |
|----|------------|--------------------|------|---------|------|------------|------|
| 64 | 0023049355 | 28-Apr-23 14:49:03 | 5000 | Terrace | DR | El Cerrito | E155 |
| 65 | 0023049380 | 28-Apr-23 15:51:28 | 554 | Leneve | PL | El Cerrito | E155 |
| 66 | 0023049850 | 29-Apr-23 18:47:32 | 700 | Carlson | BLVD | Richmond | E155 |

TO: Auditor Controller of Contra Costa County:

TRANSMITTAL - APPROVAL

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

**KENSINGTON FPD
TRANSMITTAL - APPROVAL
Invoices**

PY/CY:
BATCH #.:
DATE : 5/17/2023
LOCATION #: 13
FILENAME: KENSINGTON

| VEND # | VENDOR NAME | INVOICE DATE | DESCRIPTION | FUND /ORG | SUB-ACCT | TASK | OPT. | ACTIVITY /WORK AUTH. | ENCUMB (P.O.) / Invoice # | P/C | PAYMENT AMOUNT |
|--------|---------------------------------|--------------|-------------------------------------|-----------|----------|------|------|----------------------|---------------------------|-----|-------------------|
| 50151 | El Cerrito | 5/1/2023 | Fire Protection Services 05/01/2023 | 7840 | 2328 | | | | | | 330,554.02 |
| | Applied Materials & Engineering | 5/8/2023 | PSB Renovation Soft Costs | 7847 | 2310 | | | | 1220810-0423 | | 9,240.00 |
| 50131 | Meyers Nave | 4/19/2023 | PSB Renovation Soft Costs | 7847 | 2310 | | | | 204642 | | 12,235.86 |
| 50359 | ZFA Structural Engineers | 4/28/2023 | PSB Renovation Soft Costs | 7847 | 2310 | | | | 61826 | | 7,840.92 |
| 50358 | Marjang Design | 5/12/2023 | PSB Renovation Soft Costs | 7847 | 2310 | | | | 2106-18 | | 18,415.34 |
| 50180 | Mack5 | 4/30/2023 | PSB Renovation Soft Costs | 7847 | 2310 | | | | (pending update) | | 23,265.00 |
| 50390 | CWS | 4/30/2023 | PSB Renovation Hard Costs | 7847 | 2310 | | | | Pmt App #6 | | 116,434.57 |
| 50147 | KFPD Revolving Fund | 5/17/2023 | Reimburse Revolving fund | 7840 | 2490 | | | | | | 189,641.09 |
| | TOTAL | | | | | | | | | | 707,626.80 |

Kensington FPD Approval

Board President

General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 May 17, 2023

Transactions:

| Payee | Date | Expenses | Description |
|---|------------|---------------|--|
| VSP | 04/03/2023 | \$ 323.10 | VSP Payment |
| Google | 04/05/2023 | \$ 324.00 | Email Service |
| M Morris-Mayorga | 04/07/2023 | \$ 5,738.19 | Payroll |
| Fed/State | 04/07/2023 | \$ 2,890.41 | Payroll Tax Withholding |
| Heartland Payroll | 04/07/2023 | \$ 98.61 | Payroll Processing Fee |
| CalPERS | 04/10/2023 | \$ 4,365.77 | Retiree Health |
| Vistaprint | 04/12/2023 | \$ 916.46 | Signs and Door Hangers |
| Nerd Crossing | 04/17/2023 | \$ 41.25 | IT Services - Non-Maintenance Work |
| Nerd Crossing | 04/17/2023 | \$ 250.00 | IT Services - February |
| Nerd Crossing | 04/17/2023 | \$ 250.00 | IT Services - March |
| Mailstream | 04/18/2023 | \$ 671.10 | Spring Newsletter Deposit |
| Uprinting | 04/18/2023 | \$ 969.26 | Magnets |
| Stericycle | 04/19/2023 | \$ 323.56 | Disposal Services |
| M Morris-Mayorga | 04/21/2023 | \$ 5,702.43 | Payroll |
| Fed/State | 04/21/2023 | \$ 2,802.11 | Payroll Tax Withholding |
| Heartland Payroll | 04/21/2023 | \$ 98.61 | Payroll Processing Fee |
| EBMUD | 04/21/2023 | \$ 241.06 | Water/Sewer |
| Copy Central | 04/24/2023 | \$ 268.28 | Board Packets |
| Comcast | 04/24/2023 | \$ 201.60 | Internet |
| PG&E | 04/25/2023 | \$ 10.18 | Gas service |
| Zoom | 04/06/2023 | \$ 140.00 | Zoom Payment |
| Hulu | 04/19/2023 | \$ 69.99 | Monthly TV Subscription for Temp Facility |
| CrashPlan | 04/20/2023 | \$ 9.99 | Monthly Payment for Cloud Backup |
| Ooma, Inc. | 04/24/2023 | \$ 81.29 | Office Telephone |
| Unitarian Church of Berkeley (Check #995191) | 04/04/2023 | \$ 3,900.00 | Temp Facility Lot Rental |
| Mack 5 (Check #995194) | 04/10/2023 | \$ 17,890.00 | PSB Renovation Const Mgmt (missed in transition) |
| Hansell Design (Check #995196) | 04/10/2023 | \$ 3,112.50 | Project Management/Management Transition |
| ZFA Structural Engineers (Check #995197) | 04/11/2023 | \$ 3,822.41 | PSB Renovation Engineering |
| BHI Management Consulting (Check #995198) | 04/18/2023 | \$ 4,500.00 | GM Recruitment (Feb) |
| BHI Management Consulting (Check #995199) | 04/25/2023 | \$ 3,375.00 | GM Recruitment (March) |
| Maze & Associates (Check #995200) | 04/24/2023 | \$ 3,000.00 | Accounting Services |
| Mun CPAs (Check #995201) | 04/18/2023 | \$ 12,500.00 | Audit and State Controller's FTR |
| Fernando Herrera (Check #995202) | 04/17/2023 | \$ 140.00 | Temp Facility Relocation - Waste Removal |
| Meyers Nave (Check #995203) | 04/19/2023 | \$ 4,332.42 | Legal Services |
| BKF Engineers (Check #995204) | 04/18/2023 | \$ 114.00 | Temp Facility Engineering |
| Hansell Design (Check #995205) | 04/20/2023 | \$ 5,025.00 | Project Management/Management Transition |
| Corovan Moving & Storage (Check #995206) | 04/25/2023 | \$ 872.51 | Fire Station Storage |
| Rex Key & Security (Check #995207) | 04/27/2023 | \$ 270.00 | Temp Facility Deadbolt |
| Increase to Checking Account Funding Per Board Policy | 05/17/2023 | \$ 100,000.00 | Operations Manual Policy 8 - Checking Account |

(Note: \$100k funding is being requested adequately manage flow of invoices/payments while waiting for County to process reimbursement)

Net Withdrawals for Replenishment \$ 189,641.09

\$ -

Replenishment Adjusted for Monthly Bills \$ 189,641.09

Board President _____ Date

General Manager _____ Date

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

Policy Title and Number: 8 Checking Account

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

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

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

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

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of April 30, 2023**

Current Cash and Investments

| Cash Balance | | <u>Comments</u> |
|--|----------------------------|--|
| Petty Cash | 200.00 | |
| KFPD Revolving Acct - Gen Fund | 62,416.11 | Balance as of 4/30/2023 |
| General Fund | 1,272,190.09 | Balance as of 4/30/2023, Pending Reconciliations |
| Special Tax Fund | 116,340.87 | Balance as of 4/30/2023, Pending Reconciliations |
| Capital Fund | <u>1,539,886.22</u> | Balance as of 4/30/2023, Pending Reconciliations |
| Total Cash Balance | <u>2,991,033.29</u> | |
| | | |
| Investments | | |
| US T-Bills - 4/20/23 | 3,000,000.00 | Balance as of 4/30/2023, Pending Reconciliations |
| Fed Home Lon Bk Fixed Securities - 9/27/23 | 3,500,000.00 | Balance as of 4/30/2023, Pending Reconciliations |
| LAIF Balance | <u>18,366.98</u> | Balance as of 4/30/2023, Pending Reconciliations |
| Total Investments | <u>6,518,366.98</u> | |
| | | |
| Total Current Cash and Investments | <u>9,509,400.27</u> | |

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through April 2023

| | <u>Jul '22 - Apr 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---------------------------------------|-------------------------|---------------------|-----------------------|--------------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 5,113,488.61 | 4,739,500.00 | 373,988.61 | 107.89% |
| Special Taxes | 200,436.70 | 200,752.00 | -315.30 | 99.84% |
| Other Tax Income | 12,079.28 | 24,000.00 | -11,920.72 | 50.33% |
| Lease Agreement | 3,050.25 | 3,050.00 | 0.25 | 100.01% |
| Interest Income | 37,040.85 | 20,000.00 | 17,040.85 | 185.2% |
| CERBT Reimbursement | 18,088.02 | 80,000.00 | -61,911.98 | 22.61% |
| Miscellaneous Income | 163.18 | 0.00 | 163.18 | 100.0% |
| Total Income | <u>5,384,346.89</u> | <u>5,067,302.00</u> | <u>317,044.89</u> | <u>106.26%</u> |
| Expense | | | | |
| Staff | | | | |
| Wages | 121,510.83 | 144,416.00 | -22,905.17 | 84.14% |
| Vacation Wages | 5,271.36 | 5,272.00 | -0.64 | 99.99% |
| Medical/dental ins compensation | 7,000.00 | 7,000.00 | 0.00 | 100.0% |
| Payroll Taxes | 9,689.22 | 13,000.00 | -3,310.78 | 74.53% |
| Workers Compensation/Life Ins | 1,760.33 | 1,761.00 | -0.67 | 99.96% |
| Payroll Processing | 2,041.30 | 2,500.00 | -458.70 | 81.65% |
| Total Staff | <u>147,273.04</u> | <u>173,949.00</u> | <u>-26,675.96</u> | <u>84.66%</u> |
| RETIREE MEDICAL BENEFITS | | | | |
| PERS Medical | 40,251.94 | 51,450.00 | -11,198.06 | 78.24% |
| Delta Dental | 9,487.90 | 11,817.00 | -2,329.10 | 80.29% |
| Vision Care | 2,907.90 | 3,877.00 | -969.10 | 75.0% |
| CalPERS Settlement | 0.00 | 0.00 | 0.00 | 0.0% |
| Total RETIREE MEDICAL BENEFITS | <u>52,647.74</u> | <u>67,144.00</u> | <u>-14,496.26</u> | <u>78.41%</u> |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| Operational Consultant | 2,362.50 | 19,000.00 | | |
| Crime Insurance Policy | 689.22 | | | |
| Nixle Fee | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| Long Term Financial Planner | 3,162.50 | 5,000.00 | -1,837.50 | 63.25% |
| Emergency Prep Coordinator | 78,899.94 | 105,200.00 | -26,300.06 | 75.0% |
| Accounting | 24,000.00 | 36,000.00 | -12,000.00 | 66.67% |
| Actuarial Valuation | 0.00 | 5,600.00 | -5,600.00 | 0.0% |
| Audit | 12,500.00 | 16,000.00 | -3,500.00 | 78.13% |
| Bank Fee | 25.00 | 25.00 | 0.00 | 100.0% |
| Contra Costa County Expenses | 55,919.09 | 38,000.00 | 17,919.09 | 147.16% |
| El Cerrito Contract Fee | 3,202,902.59 | 3,843,483.00 | -640,580.41 | 83.33% |
| El Cerrito Reconciliation(s) | 102,637.59 | 123,165.00 | -20,527.41 | 83.33% |
| IT Services and Equipment | 2,910.00 | 15,000.00 | -12,090.00 | 19.4% |
| Fire Abatement Contract | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Fire Engineer Plan Review | 1,000.13 | 3,000.00 | -1,999.87 | 33.34% |
| Grant Writer/Coordinator | 0.00 | 31,000.00 | -31,000.00 | 0.0% |
| Risk Management Insurance | 0.00 | 21,258.00 | -21,258.00 | 0.0% |
| LAFCO Fees | 1,558.61 | 5,000.00 | -3,441.39 | 31.17% |

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through April 2023

| | Jul '22 - Apr 23 | Budget | \$ Over Budget | % of Budget |
|--|------------------|--------------|----------------|-------------|
| Legal Fees | 15,374.34 | 20,000.00 | -4,625.66 | 76.87% |
| Recruitment | 20,935.00 | 38,900.00 | -17,965.00 | 53.82% |
| Water System Improvements | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| Website Development/Maintenance | 2,719.88 | 4,500.00 | -1,780.12 | 60.44% |
| Wildland Vegetation Mgmt | 2,500.00 | 7,600.00 | -5,100.00 | 32.9% |
| Total OUTSIDE PROFESSIONAL SERVICES | 3,530,096.39 | 4,356,731.00 | -826,634.61 | 81.03% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 11,417.37 | 30,000.00 | -18,582.63 | 38.06% |
| EP Coord Expense Account | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Comm. Pharmaceutical Drop-Off | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| CERT Emerg Kits/Sheds/Prepared | 0.00 | 4,000.00 | -4,000.00 | 0.0% |
| Open Houses | 718.88 | 1,800.00 | -1,081.12 | 39.94% |
| Community Shredder | 5,755.45 | 5,000.00 | 755.45 | 115.11% |
| Firesafe Planting Grants | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Community Sandbags | 3,940.05 | 1,900.00 | 2,040.05 | 207.37% |
| Volunteer Appreciation | 0.00 | 500.00 | -500.00 | 0.0% |
| Community Center Contribution | 0.00 | 500.00 | -500.00 | 0.0% |
| Total COMMUNITY SERVICE ACTIVITIES | 21,831.75 | 72,200.00 | -50,368.25 | 30.24% |
| DISTRICT ACTIVITIES | | | | |
| Professional Development | 595.00 | 10,000.00 | -9,405.00 | 5.95% |
| Office | | | | |
| Mtg Room Rentals | 80.00 | | | |
| Internet | 1,750.80 | | | |
| Office Equipment | 1,189.03 | | | |
| Office Expense | 3,870.12 | 5,000.00 | -1,129.88 | 77.4% |
| Office Supplies | 268.28 | 2,000.00 | -1,731.72 | 13.41% |
| Telephone | 8,457.87 | 8,695.00 | -237.13 | 97.27% |
| Office- Other | 0.00 | 500.00 | -500.00 | 0.0% |
| Total Office | 15,616.10 | 16,195.00 | -578.90 | 96.43% |
| Election | 5,579.18 | 5,580.00 | -0.82 | 99.99% |
| Firefighter's Apparel & PPE | 1,264.02 | 2,000.00 | -735.98 | 63.2% |
| Firefighters' Expenses | 28,581.68 | 30,000.00 | -1,418.32 | 95.27% |
| Staff Appreciation | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Memberships | 9,505.00 | 9,505.00 | 0.00 | 100.0% |
| Building Maintenance | | | | |
| Gardening service | 140.00 | 4,000.00 | -3,860.00 | 3.5% |
| Building alarm | -396.10 | 1,500.00 | -1,896.10 | -26.41% |
| Medical Waste Disposal | 0.00 | 7,500.00 | -7,500.00 | 0.0% |
| Janitorial Service | 806.24 | 2,000.00 | -1,193.76 | 40.31% |
| Miscellaneous Maint. | 9,364.70 | 9,000.00 | 364.70 | 104.05% |
| Total Building Maintenance | 9,914.84 | 24,000.00 | -14,085.16 | 41.31% |
| Building Utilities/Service | | | | |
| Refuse Collection | 1,654.24 | | | |
| Gas and Electric | 8,138.83 | 13,000.00 | -4,861.17 | 62.61% |

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through April 2023

| | <u>Jul '22 - Apr 23</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|----------------------------|--------------------------|----------------------------|-----------------------|
| Water/Sewer | 2,223.42 | 4,000.00 | -1,776.58 | 55.59% |
| Building Utilities/Service - Other | 349.95 | | | |
| Total Building Utilities/Service | <u>12,366.44</u> | <u>17,000.00</u> | <u>-4,633.56</u> | <u>72.74%</u> |
| Total DISTRICT ACTIVITIES | 83,422.26 | 117,280.00 | -33,857.74 | 71.13% |
| Contingency | | | | |
| General | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Total Contingency | <u>0.00</u> | <u>25,000.00</u> | <u>-25,000.00</u> | <u>0.0%</u> |
| Total Expense | <u>3,835,271.18</u> | <u>4,812,304.00</u> | <u>-977,032.82</u> | <u>79.7%</u> |
| Net Ordinary Income | 1,549,075.71 | 254,998.00 | 1,294,077.71 | 607.49% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Discount on US TBills | 61,625.00 | | | |
| Discount on Fixed Security | 143,060.07 | | | |
| Total Other Income | <u>204,685.07</u> | | | |
| Net Other Income | <u>204,685.07</u> | <u>0.00</u> | <u>204,685.07</u> | <u>100.0%</u> |
| Net Income | <u><u>1,753,760.78</u></u> | <u><u>254,998.00</u></u> | <u><u>1,498,762.78</u></u> | <u><u>687.76%</u></u> |

Kensington Fire Protection District Profit & Loss

05/10/23

Accrual Basis

July 2022 through April 2023

| | Jul '22 - Apr 23 | Jul '21 - Apr 22 | \$ Change | % Change |
|--|---------------------|---------------------|-------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 5,113,488.61 | 4,640,921.96 | 472,566.65 | 10.2% |
| Special Taxes | 200,436.70 | 204,417.70 | -3,981.00 | -2.0% |
| Other Tax Income | 12,079.28 | 12,233.76 | -154.48 | -1.3% |
| Lease Agreement | 3,050.25 | 33,552.75 | -30,502.50 | -90.9% |
| Interest Income | 37,040.85 | 20,294.31 | 16,746.54 | 82.5% |
| CERBT Reimbursement | 18,088.02 | 40,282.11 | -22,194.09 | -55.1% |
| Miscellaneous Income | 163.18 | 388,159.01 | -387,995.83 | -100.0% |
| Total Income | 5,384,346.89 | 5,339,861.60 | 44,485.29 | 0.8% |
| Expense | | | | |
| Staff | | | | |
| Wages | 121,510.83 | 106,752.75 | 14,758.08 | 13.8% |
| Vacation Wages | 5,271.36 | 9,182.25 | -3,910.89 | -42.6% |
| Medical/dental ins compensation | 7,000.00 | 10,000.00 | -3,000.00 | -30.0% |
| Payroll Taxes | 9,689.22 | 9,222.17 | 467.05 | 5.1% |
| Workers Compensation/Life Ins | 1,760.33 | 576.40 | 1,183.93 | 205.4% |
| Payroll Processing | 2,041.30 | 1,631.42 | 409.88 | 25.1% |
| Total Staff | 147,273.04 | 137,364.99 | 9,908.05 | 7.2% |
| RETIREE MEDICAL BENEFITS | | | | |
| PERS Medical | 40,251.94 | 46,905.61 | -6,653.67 | -14.2% |
| Delta Dental | 9,487.90 | 9,487.90 | 0.00 | 0.0% |
| Vision Care | 2,907.90 | 3,231.00 | -323.10 | -10.0% |
| CalPERS Settlement | 0.00 | 10,472.88 | -10,472.88 | -100.0% |
| Total RETIREE MEDICAL BENEFITS | 52,647.74 | 70,097.39 | -17,449.65 | -24.9% |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| Operational Consultant | 2,362.50 | 0.00 | 2,362.50 | 100.0% |
| Crime Insurance Policy | 689.22 | 0.00 | 689.22 | 100.0% |
| Nixle Fee | 0.00 | 3,182.70 | -3,182.70 | -100.0% |
| Long Term Financial Planner | 3,162.50 | 14,981.25 | -11,818.75 | -78.9% |
| Emergency Prep Coordinator | 78,899.94 | 83,333.30 | -4,433.36 | -5.3% |
| Accounting | 24,000.00 | 31,045.00 | -7,045.00 | -22.7% |
| Actuarial Valuation | 0.00 | 3,000.00 | -3,000.00 | -100.0% |
| Audit | 12,500.00 | 16,000.00 | -3,500.00 | -21.9% |
| Bank Fee | 25.00 | 25.00 | 0.00 | 0.0% |
| Contra Costa County Expenses | 55,919.09 | 53,552.53 | 2,366.56 | 4.4% |
| EI Cerrito Contract Fee | 3,202,902.59 | 2,938,225.42 | 264,677.17 | 9.0% |
| EI Cerrito Reconciliation(s) | 102,637.59 | 159,208.01 | -56,570.42 | -35.5% |
| IT Services and Equipment | 2,910.00 | 22.78 | 2,887.22 | 12,674.4% |
| Fire Engineer Plan Review | 1,000.13 | 688.00 | 312.13 | 45.4% |
| Grant Writer/Coordinator | 0.00 | 6,547.50 | -6,547.50 | -100.0% |
| LAFCO Fees | 1,558.61 | 0.00 | 1,558.61 | 100.0% |
| Legal Fees | 15,374.34 | 5,802.14 | 9,572.20 | 165.0% |
| Recruitment | 20,935.00 | 0.00 | 20,935.00 | 100.0% |
| Website Development/Maintenance | 2,719.88 | 2,707.40 | 12.48 | 0.5% |
| Wildland Vegetation Mgmt | 2,500.00 | 0.00 | 2,500.00 | 100.0% |
| Total OUTSIDE PROFESSIONAL SERVICES | 3,530,096.39 | 3,318,321.03 | 211,775.36 | 6.4% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 11,417.37 | 14,136.96 | -2,719.59 | -19.2% |
| Open Houses | 718.88 | 0.00 | 718.88 | 100.0% |
| Community Shredder | 5,755.45 | 4,142.19 | 1,613.26 | 39.0% |
| Community Sandbags | 3,940.05 | 1,728.57 | 2,211.48 | 127.9% |
| Volunteer Appreciation | 0.00 | 449.69 | -449.69 | -100.0% |
| Total COMMUNITY SERVICE ACTIVITIES | 21,831.75 | 20,457.41 | 1,374.34 | 6.7% |
| DISTRICT ACTIVITIES | | | | |
| Equipment | 0.00 | 1,696.98 | -1,696.98 | -100.0% |
| Professional Development | 595.00 | 3,323.58 | -2,728.58 | -82.1% |

Kensington Fire Protection District

Profit & Loss

July 2022 through April 2023

05/10/23

Accrual Basis

| | Jul '22 - Apr 23 | Jul '21 - Apr 22 | \$ Change | % Change |
|---|---------------------|---------------------|--------------------|---------------|
| Office | | | | |
| Mtg Room Rentals | 80.00 | 0.00 | 80.00 | 100.0% |
| Internet | 1,750.80 | 0.00 | 1,750.80 | 100.0% |
| Office Equipment | 1,189.03 | 0.00 | 1,189.03 | 100.0% |
| Office Expense | 3,870.12 | 3,251.86 | 618.26 | 19.0% |
| Office Supplies | 268.28 | 694.33 | -426.05 | -61.4% |
| Telephone | 8,457.87 | 5,706.36 | 2,751.51 | 48.2% |
| Total Office | 15,616.10 | 9,652.55 | 5,963.55 | 61.8% |
| Election | 5,579.18 | 0.00 | 5,579.18 | 100.0% |
| Firefighter's Apparel & PPE | 1,264.02 | 0.00 | 1,264.02 | 100.0% |
| Firefighters' Expenses | 28,581.68 | 0.00 | 28,581.68 | 100.0% |
| Staff Appreciation | 0.00 | 93.49 | -93.49 | -100.0% |
| Memberships | 9,505.00 | 7,615.00 | 1,890.00 | 24.8% |
| Building Maintenance | | | | |
| Gardening service | 140.00 | 2,275.00 | -2,135.00 | -93.9% |
| Building alarm | -396.10 | 1,264.44 | -1,660.54 | -131.3% |
| Medical Waste Disposal | 0.00 | 2,140.61 | -2,140.61 | -100.0% |
| Janitorial Service | 806.24 | 1,816.79 | -1,010.55 | -55.6% |
| Miscellaneous Maint. | 9,364.70 | 5,498.72 | 3,865.98 | 70.3% |
| Total Building Maintenance | 9,914.84 | 12,995.56 | -3,080.72 | -23.7% |
| Building Utilities/Service | | | | |
| Refuse Collection | 1,654.24 | 0.00 | 1,654.24 | 100.0% |
| Gas and Electric | 8,138.83 | 9,346.09 | -1,207.26 | -12.9% |
| Water/Sewer | 2,223.42 | 3,256.92 | -1,033.50 | -31.7% |
| Building Utilities/Service - Other | 349.95 | 0.00 | 349.95 | 100.0% |
| Total Building Utilities/Service | 12,366.44 | 12,603.01 | -236.57 | -1.9% |
| Total DISTRICT ACTIVITIES | 83,422.26 | 47,980.17 | 35,442.09 | 73.9% |
| Total Expense | 3,835,271.18 | 3,594,220.99 | 241,050.19 | 6.7% |
| Net Ordinary Income | 1,549,075.71 | 1,745,640.61 | -196,564.90 | -11.3% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Discount on US TBills | 61,625.00 | 0.00 | 61,625.00 | 100.0% |
| Discount on Fixed Security | 143,060.07 | 0.00 | 143,060.07 | 100.0% |
| Total Other Income | 204,685.07 | 0.00 | 204,685.07 | 100.0% |
| Net Other Income | 204,685.07 | 0.00 | 204,685.07 | 100.0% |
| Net Income | 1,753,760.78 | 1,745,640.61 | 8,120.17 | 0.5% |

Kensington Fire Protection District
Trial Balance
As of April 30, 2023

05/10/23
 Accrual Basis

| | Apr 30, 23 | |
|--|--------------|--------------|
| | Debit | Credit |
| Petty Cash | 200.00 | |
| KFPD Revolving Acct - Gen Fund | 84,546.95 | |
| General Fund | 1,272,190.09 | |
| Special Tax Fund | 116,340.87 | |
| Capital Fund | 1,539,886.22 | |
| Accounts Receivable | 4,805.80 | |
| Advance on Taxes | 2,406,187.12 | |
| Advance on Supplemental Taxes | 86,245.26 | |
| Prepaid Services - EC | 0.07 | |
| Prepaid Exp. | 2,587.29 | |
| Prepaid CERBT - Retiree Trust | 420,105.48 | |
| Investments:LAIF Balance | 18,366.98 | |
| Investments:US TBills - 4/20/23 | 3,000,000.00 | |
| Investments:Fed Home Loan Bk - 9/27/23 | 3,500,000.00 | |
| Land | 5,800.00 | |
| Equipment | 1,793,886.43 | |
| Accumulated Depreciation-Equip | | 813,762.41 |
| Building and Improvements | 2,391,581.26 | |
| Accumulated Depreciation - Bldg | | 1,276,205.07 |
| Current Capital Outlay:PSB Renovation Soft Costs | 790,675.11 | |
| Current Capital Outlay:PSB Renovation Hard Cost | 716,963.78 | |
| Current Capital Outlay:Temp Facilities - Soft Costs | 207,544.62 | |
| Current Capital Outlay:Temp Facilities - Hard Costs | 595,392.92 | |
| Current Capital Outlay:Temp Facilities - Lot Rental | 9,900.00 | |
| Current Capital Outlay:Temp Facilities - Modular | 24,699.52 | |
| Current Capital Outlay:Temp Facilities - Admin Sublet | 21,946.95 | |
| Current Capital Outlay:Temp Facilities - Relocation | 32,509.54 | |
| Current Capital Outlay:Fire Engine Type I | 104.40 | |
| Current Capital Outlay:Firefighters Qtrs/Equip | 210.00 | |
| Deferred Outflow of Res. - OPEB | 6,527.00 | |
| Due to Revolving Acct - Gen Fnd | | 517,792.44 |
| Due to Other - Issued by CCC | | 21,880.77 |
| Accounts Payable | | 1,605.34 |
| PSB Renovation Loan | | 1,539,460.63 |
| Wages & PR Taxes Payable | | 6,424.55 |
| EI Cerrito Reconciliation Liab. | | 233,481.39 |
| Postretirement Health Ben Liab | | 0.14 |
| Fund Equity - General | | 3,889,496.00 |
| Fund Equity - Capital Projects | | 3,213,698.00 |
| Fund Equity - Special Revenue | | 109,075.00 |
| Fund Equity - Gen Fixed Asset | | 2,212,997.01 |
| Fund Equity | | 3,459,564.13 |
| Property Taxes | | 5,113,488.61 |
| Special Taxes | | 200,436.70 |
| Other Tax Income | | 12,079.28 |
| Lease Agreement | | 3,050.25 |
| Interest Income | | 37,040.85 |
| CERBT Reimbursement | | 18,088.02 |
| Miscellaneous Income | | 163.18 |
| Staff:Wages | 121,510.83 | |
| Staff:Vacation Wages | 5,271.36 | |
| Staff:Medical/dental ins compensation | 7,000.00 | |
| Staff:Payroll Taxes | 9,689.22 | |
| Staff:Workers Compensation/Life Ins | 1,760.33 | |
| Staff:Payroll Processing | 2,041.30 | |
| RETIREE MEDICAL BENEFITS:PERS Medical | 40,251.94 | |
| RETIREE MEDICAL BENEFITS:Delta Dental | 9,487.90 | |
| RETIREE MEDICAL BENEFITS:Vision Care | 2,907.90 | |
| OUTSIDE PROFESSIONAL SERVICES:Operational Consultant | 2,362.50 | |
| OUTSIDE PROFESSIONAL SERVICES:Crime Insurance Policy | 689.22 | |
| OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner | 3,162.50 | |
| OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator | 78,899.94 | |
| OUTSIDE PROFESSIONAL SERVICES:Accounting | 24,000.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Audit | 12,500.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Bank Fee | 25.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses | 55,919.09 | |

**Kensington Fire Protection District
Trial Balance
As of April 30, 2023**

05/10/23

Accrual Basis

| | Apr 30, 23 | |
|--|----------------------|----------------------|
| | Debit | Credit |
| OUTSIDE PROFESSIONAL SERVICES:El Cerrito Contract Fee | 3,202,902.59 | |
| OUTSIDE PROFESSIONAL SERVICES:El Cerrito Reconciliation(s) | 102,637.59 | |
| OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment | 2,910.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review | 1,000.13 | |
| OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees | 1,558.61 | |
| OUTSIDE PROFESSIONAL SERVICES:Legal Fees | 15,374.34 | |
| OUTSIDE PROFESSIONAL SERVICES:Recruitment | 20,935.00 | |
| OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance | 2,719.88 | |
| OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt | 2,500.00 | |
| COMMUNITY SERVICE ACTIVITIES:Public Education | 11,417.37 | |
| COMMUNITY SERVICE ACTIVITIES:Open Houses | 718.88 | |
| COMMUNITY SERVICE ACTIVITIES:Community Shredder | 5,755.45 | |
| COMMUNITY SERVICE ACTIVITIES:Community Sandbags | 3,940.05 | |
| DISTRICT ACTIVITIES:Professional Development | 595.00 | |
| DISTRICT ACTIVITIES:Office:Mtg Room Rentals | 80.00 | |
| DISTRICT ACTIVITIES:Office:Internet | 1,750.80 | |
| DISTRICT ACTIVITIES:Office:Office Equipment | 1,189.03 | |
| DISTRICT ACTIVITIES:Office:Office Expense | 3,870.12 | |
| DISTRICT ACTIVITIES:Office:Office Supplies | 268.28 | |
| DISTRICT ACTIVITIES:Office:Telephone | 8,457.87 | |
| DISTRICT ACTIVITIES:Election | 5,579.18 | |
| DISTRICT ACTIVITIES:Firefighter's Apparel & PPE | 1,264.02 | |
| DISTRICT ACTIVITIES:Firefighters' Expenses | 28,581.68 | |
| DISTRICT ACTIVITIES:Memberships | 9,505.00 | |
| DISTRICT ACTIVITIES:Building Maintenance:Gardening service | 140.00 | |
| DISTRICT ACTIVITIES:Building Maintenance:Building alarm | | 396.10 |
| DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service | 806.24 | |
| DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint. | 9,364.70 | |
| DISTRICT ACTIVITIES:Building Utilities/Service | 349.95 | |
| DISTRICT ACTIVITIES:Building Utilities/Service:Refuse Collection | 1,654.24 | |
| DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric | 8,138.83 | |
| DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer | 2,223.42 | |
| Discount on US TBills | | 61,625.00 |
| Discount on Fixed Security | | 143,060.07 |
| TOTAL | 22,884,870.94 | 22,884,870.94 |



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530

(510) 215-4450 ▪ FAX (510) 232-4917

www.el-cerrito.org



DATE: May 12, 2023

TO: Mary Morris-Mayorga: General Manager

FROM: Eric Saylor: Fire Chief

RE: **Fire Chief's Report for the May 2023 Fire District Board Meeting**

Operations

The El Cerrito-Kensington Fire Department (ECKFD) responded to a large, 3 alarm fire in Richmond as auto aid. The fire involved a two-story commercial building and two homes. The response included Battalion Chief 5, the training Battalion Chief, and Engine 51. Units on scene contained the fire to the building of origin and saved four neighboring structures worth approximately 1.8 million dollars.

Administration

ECKFD meet with the ECHO KARO group to draft standard operating guidelines for the group to interact with CERT and the fire department during a large-scale drill or disaster.

Training

ECKFD continued training for future engineers including pumping and ladder placement. In addition, the department meet with Berkley and Albany fire departments to draft standard operating guidelines for large commercial buildings. Finally, the department completed a helicopter rescue technician drill, assuring our skills are ready for a rescue in the canyons east of Kensington.

Citizen Engagement

ECKFD continues to meet with the CERT program manager. Recruitment for new members should start in May and June of 2023. Until St 65 is completed, we plan to meet at El Cerrito city hall for our first orientation. CERT members will learn to assist with setting up an emergency operations center (EOC) and coordinate actions with the neighboring CERT team and KARO ECHO.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 17, 2023

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 Directors meeting:

1. Community Event/Engagement

- 4/29/2023 Paper Shredding Event
- 5/6/2023 CERT Water Storage Supply Distribution

2. District Communications/ Publications

- 4/19/2023 Nextdoor Inspection Announcement
- 4/19/2023 Facebook Inspection Announcement
- 4/25/2023 Nextdoor Supply Sale Final Announcement
- 4/26/2023 Facebook Supply Sale Final Announcement
- 4/25/2023 Nextdoor Preparedness Survey
- 5/1/2023 Nextdoor Wildfire Preparedness Week
- 5/2/2023 Nextdoor Station Numbering
- 5/2/2023 Facebook Station Numbering
- Uploaded Spring 2023 Fire Plug Edition to KFPD Website
- Kensington Outlook Article June Edition
- Kensington Outlook Safety Scenario June Edition

3. Initiatives/ Deliverables

- Register community members for Red Flag Alert Emails
- Assist community members with registration to CWS
- Develop Wildfire Preparedness Week Campaign in response to Gov Newsome proclamation.
- Refine Survey Tool w/ CERT Program Manager to collect Preparedness Data
- Provide support to Wildcat Firewise for launch date activities.
- Sourcing volunteers for future community-related events/initiatives
- Development of CERT recruitment campaign with collaboration of Recruitment subcommittee
- Provide feedback to Nextdoor for Agencies to improve visibility of public safety posts.
- Bringing VOIP concern from community member to the EPC meeting for consideration.
- Collaborate with CERT program manager to introduce Fire Ambassador Program to Kensington to supplement Fire Risk Reduction Initiatives
- Develop plan to distribute door hangers throughout Kensington in June with volunteer groups.

May 17, 2023

Emergency Preparedness Coordinator's Report

4. Meetings

- 4/19/2023 KFPD Monthly Board Meeting
- 4/27/2023 Emergency Preparedness Meeting
- 4/25/2023 CERT Planning Meeting
- 4/13/2023 Lamorinda Fire Ambassador Training

To: Board of Directors - Kensington Fire Protection District

From: Brent Ives, BHI Management Consulting

Subject: May 2023 Report on GM Recruiting Efforts

Date: May 6, 2023

In January of 2023, a proposal was approved with BHI Management Consulting to begin recruiting a permanent District General Manager for the District. This report advises the Board of Directors on the status and next steps status of the recruitment effort for the permanent GM position as of the date above. In general, I am taking a moderate, yet deliberate marketing approach and am pleased with the current status.

- Conducted meetings with the special committee on certain potential candidates.
- Completed development of candidate brochure and advertisement.
- The IGM placed the advertisement on the District website and NextDoor Kensington in appropriate format with linkages back to BHI.
- I have made very constructive contact with two candidate who have come forward
- I met with committee to determine proper next steps, then did further background research on these two.

I brought the two back to the committee, and it was decided to bring the candidates to the full Board.

- We have generated 14 interested candidates over the month, several through the LinkedIn ad. I am currently reviewing all candidates, including two which have particular nexus with the position. Of these, only these two individuals merit moving forward.
- Made several calls and emails to circulate the position within my professional network.

As such, the IGM has schedule interviews with these two individuals on May 22nd. The specifics of timeframes are being worked out. I am confident that either of these two individuals are quite qualified to be your next general manager. I will send a list of interviewing questions for you to consider, if everyone chooses 5 or 6 and others you would like to use. I will then prepare and interview sheet with 12-14 questions to use on that day. We will have a short time to prepare the specifics of who asks what when, etc. and go over some basic interview protocols.

In the meantime, should you have questions please free quite free to contact me or let me know of any individuals whom I should contact about the position, please advise.

Thank you,

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Brent H Ives 4/13/2023

Brent Ives, Principal
BHI Management Consulting
Call/Text to (209)740-6779

KENSINGTON FIRE PROTECTION DISTRICT



DATE: May 17, 2023
TO: Board of Directors
 Kensington Fire Protection District
RE: Public Safety Building Project Update
SUBMITTED BY: Mary Morris-Mayorga, Interim General Manager

Recommended Action

For information only, no action is requested at this time.

Background Info

The project team (contractor, architect/design, and construction manager) continues to work daily on construction and project administration (e.g. review/respond to RFIs, review/respond to submittals and change orders; site visits/meetings; and review construction schedule). In progress and/or planned construction for the coming weeks includes: elevator pit/foundation pours and repair/replacement of partial sewer lines (part planned/part unforeseen conditions).

An update on the project expenses and comparison with total estimated project cost is included below:

1.) The following are Kensington PSB Project expenses from 2016 through 2023(YTD).

| | |
|--|---------------------|
| 2016 to 2020: PSB Design Feasibility Study Expenses | \$ 289,380 |
| 2020 to 2023: PSB Renovation – Soft Cost (Design/Eng/Permits) | \$ 757,638 |
| PSB Renovation – Hard Cost (General Contractor) | 833,398 |
| PSB Renovation – Sub-Total | \$ 1,591,036 |
| Temp Facilities – Soft Cost (Design/Eng/Permits) | \$ 205,675 |
| Temp Facilities – Hard Cost (General Contractor) | 590,749 |
| Temp Facilities – Parking Lot Rental | 9,900 |
| Temp Facilities – Modular Rental | 24,700 |
| Temp Facilities – Admin Sublet from KPPCSD | 21,947 |
| Temp Facilities – Relocation Expenses (Paid) | 32,510 |
| Temp Facilities – Sub-Total | \$ 885,480 |
| PSB Renovation + Temp Facilities Sub-Total | \$ 2,476,516 |
| 2016 to 2023: Total Expenses To Date (Feasibility/Design/Const) | \$ 2,765,896 |

2.) The prior and current PSB Project estimates are listed below. Note that the **Total Project Cost** (\$7,925,000) is used in the NHA Financial Advisors spreadsheet charts.

| <u>Date of Estimate:</u> | <u>7/13/2022</u> | <u>4/30/2023</u> | <u>Notes:</u> |
|---------------------------------------|---------------------|---------------------|-------------------------|
| PSB Renovation Construction Cost: | \$ 5,475,000 | \$ 5,653,355 | Includes Change Orders |
| Temp Fire Station Construction Cost: | 740,000 | 561,835 | Complete |
| PSB Renovation Design/Engineer: | 600,000 | 1,129,239 | Includes Mack5 cost |
| Temp Fire Station Design/Engineering: | 90,000 | 205,675 | Complete |
| Relocation/FFE/Etc Estimate: | 300,000 | 32,510 | Complete |
| Sub-Total: | \$ 7,205,000 | \$ 7,582,614 | |
| <u>Project Contingency Allowance:</u> | <u>720,000</u> | <u>342,387</u> | Use For Future COs |
| Total Project Cost: | <u>\$ 7,925,000</u> | <u>\$ 7,925,000</u> | Financial Planning Amt. |



KENSINGTON FIRE PROTECTION DISTRICT

DATE: May 17, 2023

TO: Board of Directors
Kensington Fire Protection District

RE: General Manager’s Report

SUBMITTED BY: Mary Morris-Mayorga, Interim General Manager

Highlights of the regular business and other special projects for the district by management which are not covered in other agenda items are noted below:

1. **Governance Transition** – We are working with a City Clerk to provide a training presentation on one or more governance topics that would be of interest to the Board, staff, and community. This will be held at a regular or special meeting as time allows in coordination with scheduling the presenter. Staff continues development of a BOD Member packet/binder for new and existing members.
2. **FY2021-2022 Audit** – MUN CPAs is wrapping up the final review and will have the draft report ready by May 31st for reviewing with the Finance Committee then the full Board of Directors. Aside from the delayed timing, all has gone well with the audit and a clean opinion is fully expected with no significant issues. In checking with the former general manager, MUN CPAs had communicated that they anticipated some delay due to staffing which many CPA firms have experienced over the past several years. Additional contributing factors in the completion of last year’s audit were the delay in receipt of the OPEB actuarial valuation and general manager transition. Staff is preparing for this year’s audit to avoid a delay in completion of.
3. **Financial Forecast and Public Safety Building Budget** – We are preparing to finalize a draft update to review with the Finance Committee.
4. **FY 2023-2024 Budget** – The draft budget is being finalized for review with the Finance Committee.
5. **GASB75 Actuarial Report for FY 2023** – Staff will review a plan for this with the Finance Committee at the next meeting.
6. **Board/Committee Meeting Videos** – Staff continues work on implementing this change.
7. **Board Meeting Minutes** – Staff is working diligently to get fully caught up on these and has made great progress. In addition, transcription software options are being evaluated which would supplement action minutes.