



**KENSINGTON FIRE PROTECTION DISTRICT  
FINANCE COMMITTEE REGULAR MEETING MINUTES**

**DATE/TIME:** May 25, 2022 / 10:03 a.m.

**LOCATION:** Via Zoom

**PRESENT:** Directors: Secretary Kosel (Chair), President Nagel  
Staff: GM Hansell, Interim-Fire Chief Jose Castrejon,  
Emergency Prep Coordinator Johnny Valenzuela  
El Cerrito City Manager Karen Pinkos

**1. CALL TO ORDER/ROLL CALL**

Secretary Kosel called the meeting to order at 10:03am and confirmed roll call.

**2. PUBLIC COMMENT**

Chair Kosel submitted a reserve policy amendment and hopes to see it on the June Board of Directors meeting agenda.

**3. ADOPTION OF CONSENT ITEMS**

- a. Approval of the General Manager's Timesheets - Chair Kosel said the timesheets are between Feb 1<sup>st</sup>, 2022 and May 15<sup>th</sup>, 2022. The average weekly totals were higher by 3 hours, which GM Hansell explained were due to the PSB renovation work. Also, the district has not had a Board Clerk, which typically would be 15 hours per week. Kosel asked to see the hours monthly.

**MOTION:** Kosel/Nagel to approval the GM timesheets as submitted.

**VOTE:** Ayes: Kosel, Nagel; Nays: None

**MOTION PASSED:** 2-0

**4. OLD BUSINESS - None**

**5. NEW BUSINESS**

- a. **FY2022-2023 FEE SCHEDULE FOR EL CERRITO-KENSINGTON FIRE DEPARTMENT CONTRACT-**

Chair Kosel introduced the item. City Manager Pinkos thanked the committee and staff for the collaborative work on the fee schedule. This year the city has a balanced budget with a small reserve which it hopes to increase next year. Its financial consultants have projected costs and revenues, including recession scenarios, in order to plan for future years. Interim-Chief Castrejon then explained the proposed fee schedule, which included increases related to workers comp insurance and other COVID impacts. There are training

increases that are required to replace pending retirements. Kosel commented that the year-over-year fee increase history will be added for the board meeting, as well as comparisons of running Station 65 versus other bay area stations. Nagel asked about staffing levels versus overtime cost. The Interim-Chief noted that another two firefighters will be hired along with the new chief to bring the total personnel to 37. Given one individual on long-term disability, the department will then be at full staffing. Nagel also asked about wildfire service crews expenses and reimbursements. The Interim-Chief explained that the calculations are included in the overall budget. Kosel stated that the relationship with El Cerrito continues to be a win-win for both agencies.

**MOTION:** Kosel/Nagel to recommend approval of the proposed fee as submitted.

**VOTE:** Ayes: Kosel, Nagel; Nays: None

**MOTION PASSED:** 2-0

Public Comment: Jim Watt asked about the employee increase versus the overall fee increase. Interim-Chief Castrejon explained that the administrative fee is added which reconciles the two amounts.

#### **b. FY2022-2023 DRAFT BUDGET –**

Chair Kosel outlined the budget item for firefighters' protective gear. Interim-Chief Castrejon explained the changing priorities for the crews and why they would like to purchase personal thermal imagers for this line item. Kosel highlighted the investment income item and adjusted the amount. Nagel asked for a few items to be notated with explanations. Kosel asked if the grant writer item is a placeholder until we determine a revised amount. Hansell explained that the amount was based on the responses to the RFPs which confirmed that \$50K was a moderate assumption. Valenzuela commented on potential grant pursuits related to his emergency prep work. Hansell reviewed miscellaneous changes to the expenditure line items. Hansell also explained the capital expense items listed at the bottom of the budget, which are not part of operations but are important to track. With regards to renovation project funding, Hansell stated that the loan RFPs were sent out and the bank proposals are due after the board meeting. Following that, staff will be able to refine the total CIP impact. Nagel requested that the soft costs invested in the project for the last ten years should be published, so that it is clear that additional money spent on "starting over" would not be prudent.

### **6. FUTURE AGENDA ITEMS**

None

### **7. ADJOURNMENT**

The meeting adjourned at 11:20AM. The next Finance Committee Meeting will be determined at a future date and listed on the district's website with the minimum notice required by the Brown Act.

Minutes Prepared by: GM Hansell

These minutes were approved at the Finance Committee Meeting on September 9, 2022.

Attest:

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Finance Committee Chair

DRAFT