



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

Wednesday, March 10, 2021 7:00pm
Via Zoom Teleconference

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

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).

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

Internet Address:

<https://zoom.us/j/92053998772?pwd=RIRhY3ZZUG5WdXFZWDJ1RUlpeXA5dz09>

Telephone Access:

(669) 900-9128 or (346) 248-7799 or (253) 215-8782

Webinar ID: 920 5399 8772

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 February 10, 2021 (Approve)
 - b. **Acceptance of Incident Activity Report** February 2021 (Accept)
 - c. **Approval of Monthly Transmittal** February 2021 (Approve)
 - d. **Approval of Monthly Financial Reports** February 2021 (Approve)
 - e. **Approval of Budget Amendment to Purchase Replacement Mattresses** (Approve)
4. **(7:15pm) NEW BUSINESS**
 - a. **Emergency Preparedness Coordinator** (Supporting material)
Staff recommendation to issue an RFP for consulting services to assist the KFPD General Manager with community emergency preparedness and to approve a budget amendment of \$17,000 for the remainder of FY2020-2021, with a commitment of \$100,000 for the pending FY2021-2022 budget, to fund the work.
Action = Approve the recommendation and associated budget amendment.
 - b. **Grant Writer** (Supporting Material)
Staff recommendation to issue an RFP for consulting grant writer services to assist the KFPD General Manager with grant applications and to approve a budget amendment of \$8,500 for the remainder of FY2020-2021, with a commitment of \$50,000 for the pending FY2021-2022 budget, to fund the work.
Action = Approve the recommendation and associated budget amendment.

c. Long-Term Financial Advisor (Supporting Material)

Note: The EPC recommendation for a long-term financial advisor was included in the February 10, 2021, board packet but the item was postponed. Staff recommends continuing postponement until a later date.

Action = None

5. (8:30pm) FIRE CHIEF'S REPORT (Supporting Material)

Action = Presentation/Discussion

6. (8:45pm) GENERAL MANAGER'S REPORT (Supporting Material)

Action = Presentation/Discussion

7. (9:00pm) COMMITTEE & OUTSIDE AGENCY REPORTS

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

a. Emergency Preparedness Committee (Padian/Nagel) (Supporting Material)

- i. EPC Mtg Minutes of January 28, 2021 (Approved by EPC & included for reference.)
- ii. EPC Mtg of February 25, 2021 (Verbal update)

b. Finance Committee (Kosel/Nagel) (Supporting Material)

- i. Update on County Counsel charges.
- ii. Action = Approve Dec. 4, 2020 Special Meeting Minutes (Stein/Dommer)

c. Outside Agencies

- i. Contra Costa Special Districts Association (Nagel)
- ii. State Professional Development and Membership Services Committees (Kosel)

8. (10pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on April 14, 2021 at 7:00pm via Zoom Teleconference. The deadline for agenda items to be included in the Board packet is Wednesday, March 31, 2021 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, April 7, 2021 by 1:00pm.

If you challenge a decision of the Board of Directors in court, you may be limited to raising only those issues you or someone else raised at the Board Meeting or in written correspondence delivered at, or prior to, the Board Meeting.



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

ITEM 3A

DATE/TIME: February 20, 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, Clerk Sasha Amiri-Nair

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:01 p.m. The clerk called roll.

2. PUBLIC COMMENT:

Director Kosel announced that Lamorinda CERT was selling emergency supplies that can be picked up at the El Cerrito corporate yard. Director Stein reminded the community that the Diablo Fire Safe Council was still active, and Kensington's special projects fund has \$62,000 available for juniper and vegetation removal. Residents can apply for these funds through the Diablo Fire Safe Council website. Stein also asked that approved meeting minutes be uploaded to the website and know how the typo would be corrected for the December 2020 meeting minutes.

Catherine De Neergard made a public comment on a past statement by GM Hansell in which he used the phrase "police substation," which she found very unfortunate. She would like clarification on whether GM Hansell was acting as an architect during the recent PSB discussions. She also suggested that online CERT training be offered as the one in November was canceled due to COVID. She complimented the minute taker on the new minutes.

GM Hansell stated that the "substation" term was in a memo not written by him and that he hasn't used that term before. Despite his experience as an architect, he operates as the general manager, and discussions with operations staff have been in that capacity. An architect will be hired if the project proceeds.

3. ADOPTION OF CONSENT ITEMS:

MOTION: M/s Kosel/Padian: Approve Consent Items 3b,e,f,&g	
VOTE: Ayes: Dommer, Kosel, Stein, Padian, Nagel - Noes: None	
Motion passed unanimously.	Video Time Stamped: 10.29

Director Kosel pulled items 3c & 3d and Director Stein pulled item 3a.

3a. APPROVAL OF MINUTES OF THE REGULAR MEETING OF JANUARY 13, 2021 AND SPECIAL MEETING OF JANUARY 20, 2021

MOTION: M/s Padian/Nagel: Motion to accept the minutes as corrected.
VOTE: Ayes: Dommer, Kosel, Stein, Padian, Nagel - Noes: None
Motion passed unanimously. Video Time Stamped: 14.10

Director Stein mentioned that it was nice and informative to have more detailed minutes though there were a few items that she thought were important and included in the January minutes. For the January 13th meeting, in the 2020 President's report, she would like the record to reflect that she thanked VP Padian in return for his valuable help in recruiting the Interim and permanent GM. For Item 6, Board reports, she recalled stating that it was important for the GM to know about the existence of the bank items and to have access himself. For Item 7.1, after the second motion was recorded, the minutes state that she mentioned "Police Chief," she thought she said "Fire Chief" and would like that to be confirmed. For Item 7.2, she would like the record to reflect that the purpose of that agenda item was to get signatures from the full Board. For Item 9, her recollection was to make one motion to accept all of President Nagel's appointments, including his dissolving the Building Committee, which was not reflected in the minutes. Regarding approving Director Kosel to continue in the State Professional Development and Membership Services Committee of the CSDA, she thought it was clarified that it was not a Presidential appointment for the Board to approve.

3c. ACCEPTANCE OF INCIDENT ACTIVITY REPORT JANUARY 2021

MOTION: M/s Kosel/Dommer: Motion to accept Incident Activity Report
VOTE: Ayes: Dommer, Kosel, Stein, Padian, Nagel - Noes: None
Motion passed unanimously. Video Time Stamped: 24.30

Director Kosel requested to pull the item because she wanted to ask why street addresses were deleted for the first time.

Chief Pigoni stated that the ECFD was doing this and discussed it with the GM. Listing street addresses were too close to HIPAA violations. GM Hansell mentioned he had prior experience on this topic with another agency where privacy issues were raised, and the numbers were removed. Therefore, he checked with the Chief, who agreed.

3d. APPROVAL OF MONTHLY TRANSMITTAL JANUARY 2021

MOTION: M/s Kosel/Dommer: Motion to approve the transmittal minus Myers Nave #50131
VOTE: Ayes: Kosel, Nagel - Noes: Dommer, Stein, Padian
Motion failed 2-3 Video Time Stamped: 27.55

Director Kosel pulled the item because she would like to know why the Myers Nave bill was so high, who authorized the legal work, and what benefit they thought any of those services gave to the District. GM Hansell suggested that they pull the item off the transmittal and look into it further with a follow-up at the next meeting.

Director Stein asked about the checking account replenishment. She stated a potential breakdown on the payment approval process policy since she was not asked to sign off on prior electronic payments while on the Finance Committee. She said that if the former IGM was not authorized to make any payments on the bank account and the Finance Committee wasn't asked for signatures, how were the payments approved. She doesn't question their validity but suggested that the policy should be reviewed if the electronic payments continue. President Nagel indicated that one person creates the payment and a second person approves it and will have GM Hansell check the process and get back to the Board with an update. VP Padian agreed to have the payments reviewed because it helps catch unusual expenses. He does not think that two signatures should be required for EFT payments, such as PG&E or the phone bill, but it would make sense for contractor payments.

GM Hansell requested that the transmittal be approved as presented to pay the bills.

MOTION: M/s Padian/Stein: Approval of monthly transmittal
VOTE: Ayes: Dommer, Stein, Padian - Noes: Kosel, Nagel
Motion passed 3-2 Video Time Stamped: 48.34

4a. MID-YEAR BUDGET ADJUSTMENT:

MOTION: M/s Padian/Kosel: Approval of mid-year budget w/adjustments
VOTE: Ayes: Dommer, Kosel, Stein, Padian, Nagel - Noes: None
Motion passed unanimously. Video Time Stamped: 49.38

Director Kosel reviewed line items in the revenue and expense budget and stated that if anyone had any particular budget requests for the coming fiscal year beginning July 1, notify the Finance Committee to be included in the proposed budget presented in June.

Director Stein asked if the actual year-to-date expenditure was presented on a cash flow or accrual basis? GM Hansell informed her that this report came from the Interim GM, which he then updated, but he cannot confirm that it was based on January 13 actuals. Both Director Kosel and GM Hansell agreed that it was based on cash flow accounting.

Public comment was made by Catherine De Neergard, who complimented GM Hansell for the variety of financial documents presented and asked if he could include a report on the cash and investments section to show if the District was saving money in the long term.

4b. UPDATE ON JOINT KFPD & KPPCSD PUBLIC MEETING ON FACILITY OPTIONS:

GM Hansell reviewed his meeting with the new manager, Marti Brown, of the KPPCSD. He explained that she needed a little more time to catch up. She would like to do financial analysis for the KPPCSD and then meet after the March meetings. It was suggested that former IGM Bill Lindsay moderate the joint board meeting, and GM Hansell agreed it was a good suggestion.

A public comment was made by Abi Mondavi stating that he was concerned about the "police substation" phrase and was hoping that this would be cleared up in the joint meeting. He asked GM Hansell if he knew where the term came from and if there was any substance to it. GM Hansell responded that he was not sure where the phrase came from, but that phrase has not been a part of any management discussions. The discussion was about the shared division of

the PSB, percentages of needs for space by the department, and how that could be accommodated or any other options.

Director Stein expressed that the public was getting the idea of the "police substation" phrase from the last meeting, where GM Hansell reported that he had been working with Director Dommer. There were two options they were discussing. If the police dept. had to relocate temporarily and if there wasn't enough room to move them fully back into the PSB, the building itself could become a substation. The remainder of their functionality would stay in their temporary location. She asked why GM Hansell decided to have Bill Lindsay moderate the meeting and not himself. GM Hansell stated that the suggestion came from KPPCSD, and he agreed because Lindsay was familiar with the subject matter, and it would allow both managers to focus on the discussion. GM Hansell reiterated that he was not "working with Director Dommer." All of the conversations that generated the January joint report were between the managers, the Fire Chief, and the Police Chief. The focus was on the managers' and chiefs' consideration of space requirements.

4c. PRIORITIES LIST FOR THE EMERGENCY PREPAREDNESS COMMITTEE:

MOTION: M/s Kosel/Dommer: To accept the report from the EPC.	
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None	
Motion passed unanimously.	Video Time Stamped: 1.20.04

VP Padian reviewed the list of the EPC's recommended priorities and asked that the Board formally accepts the report on behalf of the committee.

4d. EMERGENCY PREPAREDNESS COORDINATOR – PILOT PROGRAM:

MOTION: M/s Padian/Nagel: ORIGINAL MOTION - Move to have the Board agree to establish the position of the Emergency Preparedness Coordinator description and advertisement and procedure to be developed as soon as possible by the GM.	
REVISED MOTION - Proposing that the Board agrees to establish the position of an Emergency Preparedness Coordinator with the details of process and job description and scope of work to be refined later by the GM in consultation with whoever is appropriate and that this procedure be implemented as soon as possible. To add the possibility of arranging the position through El Cerrito be considered and to delete advertising, obtaining, and identifying candidates.	
FINAL MOTION: The Board authorizes an Emergency Preparedness Coordinator position, whether employed by the District or by El Cerrito, with the details to be worked out by the GM.	
VOTE: Ayes: Dommer, Nagel Padian, Stein - Noes: Kosel	
Motion passed 4-1	Video Time Stamped: 1.37.50

VP Padian explained there was too much emergency prep work to be done in the committee beyond the work scope for the GM and the volunteers. Hence, the EPC proposes a pilot program for someone hired as Emergency Preparedness Coordinator. The report included several options on how much time the position would require, and the committee agreed that it

would be best to hire a full-time employee for two years. He thanked both David Spath and Lisa Caronna for writing the proposal that was being presented to the Board.

Director Dommer asked how this was going to be organized regarding the coordinator, the committee, and whom they would report to. VP Padian explained that the coordinator would report to the GM. The EPC would work with the coordinator and the GM to discuss any issues so the GM could set the priorities.

Director Kosel asked what the staffing was like at other districts and what they were doing for emergency preparedness. VP Padian stated that each agency was different. Most have a Battalion Chief doing the work, but there wasn't a place/position comparable to the size of the KFPD.

Director Stein said that comparables were usually presented when the District creates a new position in an organization. She thought it would be interesting to see how salaries scaled with the District's annual budgets and would like to see the GM attempt to survey the field. She asked if the individual would be an employee of the District or an independent contractor. If a motion was made, would it list one of the three possible models or have GM Hansell bring it back to the Board?

VP Padian responded that comparable roles depended on different communities' topography, population, structure, income, and other available operations. The EPC identified the most pressing needs to keep people safe. Most important thing was whether the Board wants to make a serious attempt to get the community ready, to be prepared, to evacuate in case of a fire, to shelter in place in case of an earthquake, to look out for their neighbors by informing them where to go for information, and to make sure that they were fulfilling KFPD's mission.

Public comment was made by Gail Feldman, Lisa Caronna, and Linea Due.

Director Kosel asked if they could refer this item to GM Hansell and Chief Pigoni for their input and recommendation.

Chief Pigoni explained that El Cerrito had not given up CERT, and CERT programs were not available due to COVID-19. He said the most active CERT was the Lamorinda CERT, a volunteer and neighborhood-run program and a 501c non-profit organization. Pigoni clarified that the CERT program was not a Fire Dept. run program, and the training will come back when it is safe to do so. If there are services that the District wants over and above what the Fire Dept. was already doing, the District can contract the work out. If the District wanted the Fire Dept. to put a proposal together, he was more than happy to discuss it. He has the feeling that the public thinks that the ECFD does not want to provide certain services, which is not the case. The Fire Dept. is more than willing to add on and do whatever the District wants over and above what is already being provided.

GM Hansell appreciated the oversight to further look into this and explain why he supports the proposal. The proposal is to identify candidates, not do the actual hiring, and then come back to the Board with a specific individual proposal.

Director Kosel hopes that GM Hansell will discuss with Chief Pigoni the possibility of contracting some of these services with the El Cerrito Fire Dept.

Director Stein added that GM Hansell needs to lay out what the hiring process will be like from a practical matter. She asked if he would be conducting the hiring process himself, the screening, the interviewing, and making the selection, or would he suggest an Ad Hoc Committee work with him and then have the full Board screen the final candidates?

President Nagel commented that this item was being proposed as a pilot program, which means that they are making it up as they go. Until they formulate a program process, they can't answer those questions.

Public comment was made again by Gail Feldman and Maybury.

MOTION TO EXTEND THE MEETING TO 10:15 p.m.:

MOTION: M/s Padian/Nagel: To extend the meeting to 10:15 p.m.
VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None
Motion passed unanimously. Video Time Stamped: 2.52.36

4e. LONG-TERM FINANCIAL ADVISOR:

MOTION: M/s Kosel/Nagel: Motion to postpone until the next meeting.
VOTE: Ayes: Dommer, Kosel, Nagel, Stein - Noes: Padian
Motion passed 4-1. Video Time Stamped: 2.53.32

5. FIRE CHIEF'S REPORT:

Chief Pigoni reviewed the incident reports and calls that came in for the month. The old engine advertisement has gone out, and the Chief asked if the Board would authorize the GM to work with him to review any bids that they receive and accept the best offer. The department has also been assisting with COVID-19 vaccine clinics and will continue to do so for another month. Everyone in the department has been vaccinated.

6. PRESIDENT'S REPORT:

President Nagel reported that the Board had a good regular meeting followed by an excellent special meeting reviewing goals and objectives. A Finance Committee meeting where finance goals were straightened out and a great EPC meeting confirmed January to be a success.

7. GENERAL MANAGER'S REPORT:

GM Hansell encouraged the public to look through the report in the packet, which covered the other activities that were not discussed.

8. COMMITTEE & OUTSIDE AGENCY REPORTS:

8a. Emergency Preparedness Committee:

President Nagel said there was no other additional information to report except to announce the next meeting, February 25.

8b. Finance Committee:

MOTION: M/s Dommer/Stein: To approve the December 4, 2020, FC regular meeting minutes w/amendments to section 4.3.	
VOTE: Ayes: Dommer, Stein - Noes: None	
Motion passed 3.02.48	Video Time Stamped:
MOTION: M/s Kosel/Nagel: To approve the January 29, 2021 FC regular meeting minutes as corrected.	
VOTE: Ayes: Kosel, Nagel - Noes: None	
Motion passed. 3.02.48	Video Time Stamped:

Director Stein requested that additional information be added to December 4, 2020, FC special meeting minutes and be brought back for approval.

Director Kosel informed everyone that they would be considering the audit at the April Board meeting with the auditors in attendance. There will be a Finance Committee meeting in late March to review the audit before it goes to the full Board.

8c. Outside Agencies:

President Nagel reported a CCSDA meeting in January, and the report was in the packet for review.

Director Kosel gave a few reminders for educational opportunities.

ADJOURNMENT: The meeting adjourned at 10:14 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on _____.

Attest:

Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530

(510) 215-4450 ▪ FAX (510) 232-4917

www.el-cerrito.org



March 2, 2021

TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Fire Chief
RE: **Incident Activity Reports for the Month of February 2021**

There were 26 incidents that occurred during the month of February in the community of Kensington. This is a decrease of 6 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 48 calls which is a decrease of 4 over the previous month.

This past month there was a slight increase in medical emergencies, however with better (drier) weather, there was a decrease in calls for down wires and trees. There was a reported structure fire on the morning of February 17th on Colgate Avenue. The initial report was a fire on the back deck adjacent to the house. Upon arrival, Engine 165 located the homeowner using a garden hose to wet down the deck where a bag of ashes had been set. The resident thought the ashes were cool and set them out and later discovered they were burning. Damage was limited to scorch marks on the deck. Resources from Berkeley and Richmond Fire assisted.

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>	1	3.85%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	15	57.69%
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>	6	23.08%
6: Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	7.69%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	7.69%
Totals		26	100.00%

**Kensington Fire Protection District
February 2021 Responses**



- Fires
- Explosions / Ruptures
- Medical
- Hazardous Condition
- Service Calls
- Good Intent Calls
- False Calls

Kensington Fire Protection District Community Response Log for February 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021012001	02-Feb-21 00:24:38	Coventry RD	Kensington	E165	550
2	0021013031	04-Feb-21 19:34:58	Eldridge CT	Kensington	E165	321
3	0021013034	04-Feb-21 19:47:00	Beloit AVE	Kensington	E172	531
4	0021013428	05-Feb-21 18:44:42	Norwood CT	Kensington	E165	321
5	0021013777	06-Feb-21 16:16:17	Arlington AVE	Kensington	E165	651
6	0021013825	06-Feb-21 18:41:37	Franciscan WAY	Kensington	E165	321
7	0021014169	07-Feb-21 19:04:59	Rugby AVE	Kensington	E165	743
8	0021014173	07-Feb-21 19:29:33	Kenyon AVE	Kensington	E165	733
9	0021014916	09-Feb-21 17:55:47	Eldridge CT	Kensington	E165	321
10	0021015142	10-Feb-21 10:18:52	Rincon RD	Kensington	E165	321
11	0021016933	15-Feb-21 12:46:10	Highgate CT	Kensington	E165	320
12	0021017549	17-Feb-21 08:07:15	Colgate AVE	Kensington	E165	100
13	0021017821	17-Feb-21 19:18:19	Sunset DR	Kensington	E165	651
14	0021017939	18-Feb-21 03:28:50	Highland BLVD	Kensington	E165	321
15	0021018072	18-Feb-21 12:39:49	Coventry RD	Kensington	E165	321
16	0021018524	19-Feb-21 16:35:11	Coventry RD	Kensington	E165	321
17	0021018829	20-Feb-21 13:06:26	Franciscan WAY	Kensington	E165	321
18	0021018947	20-Feb-21 19:09:41	Amherst AVE	Kensington	E165	321
19	0021019640	22-Feb-21 20:56:11	Arlington AVE	Kensington	E165	321
20	0021019659	22-Feb-21 22:01:23	Highgate CT	Kensington	E165	321
21	0021019843	2/23/21 12:02	Ocean View AVE	Kensington	E171	554
22	0021020937	26-Feb-21 06:09:50	Ocean View AVE	Kensington	E165	554
23	0021021010	26-Feb-21 11:14:09	Lenox RD	Kensington	E165	551
24	0021021171	26-Feb-21 18:24:33	Arlington AVE	Kensington	E165	321
25	0021021363	27-Feb-21 10:47:51	Coventry RD	Kensington	E165	5000
26	0021021365	27-Feb-21 10:58:37	Coventry RD	Kensington	E165	321

Type Series

100
200
300
400
500
600
700

Description

(Structure, Trash, Vehicle, Vegetation Fire)
(Over Pressure/Ruptures Explosions, Bombs)
(EMS, Vehicle Accidents, Extrication, Rescue)
(Chemical Spills, Leaks, Down power Lines)
(Distress, Water/ Smoke/Odor Problems, Public Assists)
(Cancelled En Route, Wrong Location)
(Wrong Company/Unit Dispatched)

Kensington Fire Protection District Engine 165 Response Log for February 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021011763	01-Feb-21 11:45:37	Grizzly Peak BLVD	Berkeley	E165	611X
2	0021011914	01-Feb-21 18:04:57	Xal Alameda County	Berkeley	E165	611F
3	0021012001	02-Feb-21 00:24:38	Coventry RD	Kensington	E165	550
4	0021012713	04-Feb-21 01:06:13	Village DR	El Cerrito	E165	5000
5	0021013014	04-Feb-21 18:40:01	Ramona AVE	El Cerrito	E165	553
6	0021013015	04-Feb-21 18:55:26	San Pablo AVE	El Cerrito	E165	611T
7	0021013031	04-Feb-21 19:34:58	Eldridge CT	Kensington	E165	321
8	0021013428	05-Feb-21 18:44:42	Norwood CT	Kensington	E165	321
9	0021013708	06-Feb-21 13:52:47	Wildcat Canyon RD	Orinda	E165	611M
10	0021013777	06-Feb-21 16:16:17	Arlington AVE	Kensington	E165	651
11	0021013825	06-Feb-21 18:41:37	Franciscan WAY	Kensington	E165	321
12	0021013924	07-Feb-21 05:13:26	Colusa AVE	El Cerrito	E165	321
13	0021014169	07-Feb-21 19:04:59	Rugby AVE	Kensington	E165	743
14	0021014173	07-Feb-21 19:29:33	Kenyon AVE	Kensington	E165	733
15	0021014514	08-Feb-21 16:45:18	Richmond ST	El Cerrito	E165	400
16	0021014668	09-Feb-21 04:02:18	Behrens ST	El Cerrito	E165	5000
17	0021014916	09-Feb-21 17:55:47	Eldridge CT	Kensington	E165	321
18	0021015142	10-Feb-21 10:18:52	Rincon RD	Kensington	E165	321
19	0021015733	11-Feb-21 21:10:44	Leneve PL	El Cerrito	E165	5000
20	0021015894	12-Feb-21 10:55:49	El Cerrito PLZ	El Cerrito	E165	651
21	0021016243	13-Feb-21 11:36:27	Terrace DR	El Cerrito	E165	321
22	0021016597	14-Feb-21 10:44:00	Carmel AVE	El Cerrito	E165	550
23	0021016933	15-Feb-21 12:46:10	Highgate CT	Kensington	E165	320
24	0021017220	16-Feb-21 09:53:27	Terrace DR	El Cerrito	E165	321
25	0021017290	16-Feb-21 13:11:13	Hancock WAY	El Cerrito	E165	412
26	0021017549	17-Feb-21 08:07:15	Colgate AVE	Kensington	E165	100
27	0021017587	17-Feb-21 10:08:36	Colusa AVE	El Cerrito	E165	611X
28	0021017623	17-Feb-21 11:42:18	Albemarle ST	El Cerrito	E165	611M
29	0021017821	17-Feb-21 19:18:19	Sunset DR	Kensington	E165	651
30	0021017939	18-Feb-21 03:28:50	Highland BLVD	Kensington	E165	321

31	0021018037	18-Feb-21 10:49:03	Ranchito CT	El Cerrito	E165	5000
32	0021018072	18-Feb-21 12:39:49	Coventry RD	Kensington	E165	321
33	0021018524	19-Feb-21 16:35:11	Coventry RD	Kensington	E165	321
34	0021018788	20-Feb-21 11:07:17	Albemarle ST	El Cerrito	E165	611X
35	0021018829	20-Feb-21 13:06:26	Franciscan WAY	Kensington	E165	321
36	0021018873	20-Feb-21 15:28:43	Madera DR	El Cerrito	E165	522
37	0021018947	20-Feb-21 19:09:41	Amherst AVE	Kensington	E165	321
38	0021019640	22-Feb-21 20:56:11	Arlington AVE	Kensington	E165	321
39	0021019659	22-Feb-21 22:01:23	Highgate CT	Kensington	E165	321
40	0021019780	23-Feb-21 09:27:37	Terrace DR	El Cerrito	E165	412
41	0021020937	26-Feb-21 06:09:50	Ocean View AVE	Kensington	E165	554
42	0021021010	26-Feb-21 11:14:09	Lenox RD	Kensington	E165	551
43	0021021171	26-Feb-21 18:24:33	Arlington AVE	Kensington	E165	321
44	0021021265	27-Feb-21 01:37:08	Carmel AVE	El Cerrito	E165	321
45	0021021363	27-Feb-21 10:47:51	Coventry RD	Kensington	E165	5000
46	0021021365	27-Feb-21 10:58:37	Coventry RD	Kensington	E165	321
47	0021021764	28-Feb-21 11:34:09	S Park DR	Orinda	E165	611T
48	0021021930	28-Feb-21 19:02:04	Arlington BLVD	El Cerrito	E165	321

Type Series

100
200
300
400
500
600
700

Description

(Structure, Trash, Vehicle, Vegetation Fire)
(Over Pressure/Ruptures Explosions, Bombs)
(EMS, Vehicle Accidents, Extrication, Rescue)
(Chemical Spills, Leaks, Down power Lines)
(Distress, Water/ Smoke/Odor Problems, Public Assists)
(Cancelled En Route, Wrong Location)
(Wrong Company/Unit Dispatched)

ITEM 3C

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 : 3/10/2021
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
	Laurence W. Nagel	1/1/2021	Reimbursement for Special Early Bird Virtual Conference 02/02-02/03/21	7840	2490						495.00
	Contra Costa Elections	2/8/2021	1917 11/3/2020 election	7840	2490						4,990.83
	James E.ART,P.E	2/12/2021	Fire Protection Engineer Services	7840	2490						483.50
50296	All-Ways Green Services	3/1/2021	INV-45438/March 2021	7840	2490						105.00
50148	CALPERS	2/1/2021	15095638/February2021	7840	1061						952.08
50146	Delta Dental	3/1/2021	BE004325640/March 2021	7840	1061						948.79
50151	El Cerrito	3/1/2021	March2021	7840	2328						293,181.22
	Kel Aire Heating	1/29/2021	FC0121/ Finance Charge	7840	2490						3.14
	Mary Morris-Mayorga	2/28/2021	103/February 2021 Operational Support Services	7840	2490						1,800.00
	Mary Morris-Mayorga	2/2/2021	102/January 2021 Operational Support Services, & Reimbursement for Zoom	7840	2490						4,200.84
50339	Maze & Associates	1/31/2021	Accounting Services/38996	7840	2490						6,070.00
50339	Maze & Associates	2/28/2021	Accounting Services/39421	7840	2490						5,050.00
50131	Meyers Nave	2/18/2021	2021010675	7840	2490						2,222.91
50303	Office Depot	2/2/2021	Late/Interest fees	7840	2490						17.36
50054	Olivero Plumbing Co	2/1/2021	38914/ Remove Kitchen Sink Faucet, reseal, and reinstall	7840	2490						135.00
50192	Stericycle	3/1/2021	3005451164/ January and March Services	7840	2490						297.72
50064	Streamline	3/1/2021	C2A799C0-0007/Mar-April 2021	7840	2490						260.00
50180	Ross Drulis Cusenbery	4/30/2020	2016029-19/April	7840	2490						6,285.41
50180	Ross Drulis Cusenbery	5/31/2020	2016029-20/May	7840	2490						6,248.55
50292	Terminix	1/11/2021	404580264	7840	2490						148.00
50147	KFPD Revolving Fund	3/10/2021	Reimburse Revolving fund	7840	2490						113,794.25
TOTAL											447,689.60

Kensington FPD Approval

Kensington Fire Protection District
 Checking Account Replenishment
 March 10,2021

Transactions:

Payee	Date	Expenses	Description	
Janice Kosel	04/16/2020	\$ 13.50	Janice Kosel	x
Julie M Stein	04/16/2020	\$ 54.99	Julie M Stein	x
CalPERS	04/22/2020	\$ 952.08	Health Settlement	x
Fed/State/Heartland Payroll	05/27/2020	\$ 542.28	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	05/27/2020	\$ 1,628.18	Payroll	x
All-Ways Green Services	05/01/2020	\$ 105.00	All-Ways Green Services	x
Google Suite	06/01/2020	\$ 8.70	Email Service	x
Fed/State/Heartland Payroll	06/03/2020	\$ 2,250.78	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	06/03/2020	\$ 4,422.01	Payroll	x
Fed/State/Heartland Payroll	06/19/2020	\$ 2,946.86	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	06/19/2020	\$ 5,406.37	Payroll	x
Google Suite	07/03/2020	\$ 54.20	Email Service	x
Fed/State/Heartland Payroll	07/07/2020	\$ 2,149.69	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	07/07/2020	\$ 4,435.31	Payroll	x
PG&E	07/13/2020	\$ 2,486.16	Electric Service	x
Copy Central Berkely	07/15/2020	\$ 11.30	XX7559 CHK Purchase COPY CENTRAL BERKELEY CA	x
Fed/State/Heartland Payroll	07/22/2020	\$ 2,455.50	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	07/22/2020	\$ 4,807.78	Payroll	x
Google Suite	08/03/2020	\$ 60.00	Email Service	x
Fed/State/Heartland Payroll	08/07/2020	\$ 2,414.82	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	08/07/2020	\$ 3,758.51	Payroll	x
Fed/State/Heartland Payroll	08/21/2020	\$ 2,278.37	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	08/21/2020	\$ 3,604.30	Payroll	x
CalPERS	09/01/2020	\$ 6.95	CalPERS	x
CalPERS	09/01/2020	\$ 48.66	CalPERS	x
CalPERS	09/01/2020	\$ 6,214.49	Retiree Health	x
Google Suite	09/02/2020	\$ 51.30	Email Service	x
Fed/State/Heartland Payroll	09/04/2020	\$ 1,487.63	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	09/04/2020	\$ 2,699.55	Payroll	x
PG&E	09/15/2020	\$ 367.64	PG&E	x
State Compensation Insurance Fund	09/16/2020	\$ 276.81	Workers Compensation	x
Fed/State/Heartland Payroll	09/21/2020	\$ 3,039.85	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	09/21/2020	\$ 3,399.90	Payroll	x
CalPERS	09/28/2020	\$ 6.48	CalPERS	x
PG&E	09/28/2020	\$ 198.71	Gas Service	x
COMCAST	10/06/2020	\$ 309.74	Internet	x
AT&T	10/06/2020	\$ 2,119.07	Telephone	x
Fed/State/Heartland Payroll	10/07/2020	\$ 3,062.63	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	10/07/2020	\$ 3,425.58	Payroll	x
PG&E	10/14/2020	\$ 1,577.66	PG&E	x
Fed/State/Heartland Payroll	10/21/2020	\$ 3,039.84	Payroll Tax Withholding/Processing	x
M Morris-Mayorga	10/21/2020	\$ 3,399.91	Payroll	x
PG&E	10/22/2020	\$ 103.67	Gas Service	x
PG&E	10/27/2020	\$ 1,783.16	Electric Service	x
CalPERS	10/30/2020	\$ 6,214.49	CalPERS	x
Google Suite	11/02/2020	\$ 60.00	Email Service	x
PG&E	02/01/2021	\$ 1,109.79	Electric Service	x
VSP	02/02/2021	\$ 323.10	VSP Payment	x
Fed/State/Heartland Payroll	02/05/2021	\$ 3,059.21	Payroll Tax Withholding/Processing	x
A Shaghayegh / W Hansell	02/05/2021	\$ 4,756.24	Payroll	x
Google Suite	02/08/2021	\$ 73.15	Email Service	x
Los Moles El Cerrito	02/09/2021	\$ 88.48	Business Mtg w/ECFD admin	x
Copy Central Berkely	02/10/2021	\$ 15.92	BOD Mtg packet copies	x
CalPERS	02/10/2021	\$ 6,373.89	Retiree Health	x
Deluxe Bus Sys. BUS PRODS	02/11/2021	\$ 76.19	Mechanics Bank check print order	x
Fed/State/Heartland Payroll	02/22/2021	\$ 2,813.83	Payroll Tax Withholding/Processing	x
A Shaghayegh / W Hansell	02/22/2021	\$ 4,417.15	Payroll	x
COMCAST	02/22/2021	\$ 144.87	Internet	x
EBMUD	02/22/2021	\$ 435.20	Utility Payment	x
PG&E	02/23/2021	\$ 366.82	Gas Service	x

Net Withdrawals for Replenshment	\$ 113,794.25
	\$ -
Replenishment Adjusted for Monthly Bills	\$ 113,794.25

GENERAL MANAGER'S NOTE: Amounts listed above prior to 02/01/2021 are included in this reimbursement request because they were not replenished from the General Fund in 2020. Moving forward, every monthly transmittal will include all the past month's expenditures so the Contra Costa Auditor Controller is able to record the activity. Deposits into the account other than General Fund reimbursements will be moved back to the General Fund in order to properly record revenue sources outside of tax collection.

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of March 3, 2021**

ITEM 3D

Current Cash and Investments

		Comments
Cash Balance		
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	142,354.34	Pending reconciliation to GL (Bank Balance as of 02/26/2021)
General Fund	372,390.15	Pending reconciliation to GL (Used County' GL as of 02/11/2021)
Special Tax Fund	114,594.45	Pending reconciliation to GL (Used County' GL as of 02/11/2021)
Capital Fund	17,449.95	Pending reconciliation to GL (Used County' GL as of 02/11/2021)
Total Cash Balance	646,988.89	
Investments		
Capital Replacement Funds	2,062,119.39	Pending reconciliation to GL (Used County' GL as of 02/11/2021)
Fire Protection Contract Reserves	3,229,642.67	Pending reconciliation to GL (Used QB's Balance as of 03/04/2021)
E/C Contract Recon Reserves	409,043.34	Pending reconciliation to GL (Used QB's Balance as of 03/04/2021)
Investments - Other	2,475,809.00	Pending reconciliation to GL
Total Investments	8,176,614.40	
Total Current Cash and Investments	8,823,603.29	
Deposits:		
Cash on hand - Petty Cash	200.00	
Mechanics Bank	142,354.34	
County Treasurer	504,434.55	
Total Deposits	646,988.89	
Investments:		
Local Agency Investment Funds	8,176,614.40	
Fixed Income Securities/Certificate of Deposits	-	
Total Investments - US Government Agencies and CD's	8,176,614.40	
Total Deposits and Investments	8,823,603.29	

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

03/04/21

Accrual Basis

July 1, 2020 through March 4, 2021

	Jul 1, '20 - Mar 4, 21	Jul 1, '19 - Mar 4, 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,470,838.75	4,259,788.47	211,050.28	5.0%
Special Taxes	200,685.70	200,652.50	33.20	0.0%
Other Tax Income	12,250.32	12,508.33	-258.01	-2.1%
Lease Agreement	27,452.25	27,452.25	0.00	0.0%
Interest Income	58,009.21	53,853.85	4,155.36	7.7%
Salary Reimbursement Agreement	0.00	22,760.68	-22,760.68	-100.0%
Salary Reimb Agreement Recon(s)	0.00	299.97	-299.97	-100.0%
Miscellaneous Income	0.00	1,610.24	-1,610.24	-100.0%
Total Income	4,769,236.23	4,578,926.29	190,309.94	4.2%
Expense				
Staff				
Wages	94,340.51	33,278.00	61,062.51	183.5%
Payroll Taxes	7,605.44	4,201.71	3,403.73	81.0%
Workers Compensation/Life Ins	1,597.87	1,497.52	100.35	6.7%
Payroll Processing	1,013.05	794.49	218.56	27.5%
Total Staff	104,556.87	39,771.72	64,785.15	162.9%
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	6,664.56	0.00	6,664.56	100.0%
Total RETIREE MEDICAL BENEFITS	6,664.56	0.00	6,664.56	100.0%
OUTSIDE PROFESSIONAL SERVICES				
Accounting	23,620.00	5,323.80	18,296.20	343.7%
Actuarial Valuation	5,600.00	2,900.00	2,700.00	93.1%
Audit	10,000.00	16,000.00	-6,000.00	-37.5%
Bank Fee	0.00	25.00	-25.00	-100.0%
Contra Costa County Expenses	-850.09	3,019.16	-3,869.25	-128.2%
El Cerrito Contract Fee	2,422,232.01	2,275,173.61	147,058.40	6.5%
El Cerrito Reconciliation(s)	226,604.85	102,750.03	123,854.82	120.5%
IT Services and Equipment	9,246.86	0.00	9,246.86	100.0%
Fire Abatement Contract	2,450.00	0.00	2,450.00	100.0%
Fire Engineer Plan Review	483.50	698.66	-215.16	-30.8%
RGS Contract	0.00	138,862.92	-138,862.92	-100.0%
Risk Management Insurance	0.00	13,385.00	-13,385.00	-100.0%
LAFCO Fees	2,293.70	2,548.19	-254.49	-10.0%
Legal Fees	43,763.35	30,301.02	13,462.33	44.4%
BHI/GM Recruitment	14,400.00	0.00	14,400.00	100.0%
Temporary Services	8,782.85	0.00	8,782.85	100.0%
Polygon Study	0.00	5,000.00	-5,000.00	-100.0%
RFP Consultant	0.00	8,190.84	-8,190.84	-100.0%
Traffic Study	0.00	9,990.00	-9,990.00	-100.0%
Website Development/Maintenance	1,640.00	1,151.74	488.26	42.4%
Wildland Vegetation Mgmt	0.00	6,300.00	-6,300.00	-100.0%
OUTSIDE PROFESSIONAL SERVICES - Other	5,600.84	0.00	5,600.84	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	2,775,867.67	2,621,619.97	154,247.70	5.9%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,090.00	10,730.13	-7,640.13	-71.2%
Open Houses	0.00	1,125.25	-1,125.25	-100.0%
Community Shredder	0.00	1,619.38	-1,619.38	-100.0%
DFSC Matching Grants	24,000.00	0.00	24,000.00	100.0%
Total COMMUNITY SERVICE ACTIVITIES	27,090.00	13,474.76	13,615.24	101.0%
DISTRICT ACTIVITIES				
Professional Development	0.00	3,753.15	-3,753.15	-100.0%
Office				
Office Expense	1,324.38	1,033.79	290.59	28.1%
Office Supplies	134.00	1,376.69	-1,242.69	-90.3%
Telephone	9,562.51	7,419.69	2,142.82	28.9%
Office- Other	317.83	0.00	317.83	100.0%
Office - Other	0.00	80.00	-80.00	-100.0%
Total Office	11,338.72	9,910.17	1,428.55	14.4%
Election	4,990.83	0.00	4,990.83	100.0%
Firefighter's Apparel & PPE	1,187.00	0.00	1,187.00	100.0%
Firefighters' Expenses	0.00	31.14	-31.14	-100.0%
Staff Appreciation	1,247.03	1,017.12	229.91	22.6%
Memberships	7,753.00	8,327.00	-574.00	-6.9%
Building Maintenance				
Needs Assess/Feasibility Study	31,374.25	50,124.41	-18,750.16	-37.4%
Gardening service	2,275.00	650.00	1,625.00	250.0%
Building alarm	230.00	351.37	-121.37	-34.5%
Medical Waste Disposal	4,289.40	4,758.50	-469.10	-9.9%
Janitorial Service	945.00	1,050.00	-105.00	-10.0%
Miscellaneous Maint.	16,070.93	11,377.10	4,693.83	41.3%
Total Building Maintenance	55,184.58	68,311.38	-13,126.80	-19.2%
Building Utilities/Service				
Gas and Electric	7,184.79	4,695.64	2,489.15	53.0%
Water/Sewer	685.89	1,082.86	-396.97	-36.7%
Total Building Utilities/Service	7,870.68	5,778.50	2,092.18	36.2%
Total DISTRICT ACTIVITIES	89,571.84	97,128.46	-7,556.62	-7.8%
Contingency	0.00	1,767.50	-1,767.50	-100.0%
Total Expense	3,003,750.94	2,773,762.41	229,988.53	8.3%
Net Ordinary Income	1,765,485.29	1,805,163.88	-39,678.59	-2.2%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	-2,621.54	2,621.54	100.0%
Transfers In - General	0.00	23,510.99	-23,510.99	-100.0%
Total Other Income	0.00	20,889.45	-20,889.45	-100.0%

03/04/21

Kensington Fire Protection District
Profit & Loss Prev Year Comparison
July 1, 2020 through March 4, 2021

Accrual Basis

	Jul 1, '20 - Mar 4, 21	Jul 1, '19 - Mar 4, 20	\$ Change	% Change
Other Expense				
Transfers Out - Capital	0.00	23,510.99	-23,510.99	-100.0%
Transfers Out - General	0.00	-2,621.54	2,621.54	100.0%
Total Other Expense	0.00	20,889.45	-20,889.45	-100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,765,485.29	1,805,163.88	-39,678.59	-2.2%

Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	4,470,839	4,469,616	1,222	100.03%
Special Taxes	200,686	200,686	-	100.0%
Other Tax Income	12,250	25,250	(13,000)	48.52%
Lease Agreement	27,452	36,603	(9,151)	75.0%
Interest Income	58,009	121,800	(63,791)	47.63%
Total Income	<u>4,769,236</u>	<u>4,853,955</u>	<u>(84,719)</u>	<u>98.26%</u>
Expense				
Staff				
Wages	94,341	155,892	(61,551)	60.52%
Medical/dental ins compensation	0	6,000	(6,000)	0.0%
Payroll Taxes	7,605	12,151	(4,546)	62.59%
Workers Compensation/Life Ins	1,598	1,900	(302)	84.1%
Payroll Processing	1,013	1,670	(657)	60.66%
Total Staff	<u>104,557</u>	<u>177,613</u>	<u>(73,056)</u>	<u>58.87%</u>
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	6,665	11,425	(4,760)	58.33%
Total RETIREE MEDICAL BENEFITS	<u>6,665</u>	<u>11,425</u>	<u>(4,760)</u>	<u>58.33%</u>
OUTSIDE PROFESSIONAL SERVICES				
Accounting	23,620	33,600	(9,980)	70.3%
Actuarial Valuation	5,600	5,600	-	100.0%
Audit	10,000	17,500	(7,500)	57.14%
Contra Costa County Expenses	-850	38,759	(39,609)	-2.19%
EI Cerrito Contract Fee	2,422,232	3,229,643	(807,411)	75.0%
EI Cerrito Reconciliation(s)	226,605	288,532	(61,927)	78.54%
IT Services and Equipment	9,247	17,480	(8,233)	52.9%
Fire Abatement Contract	2,450	2,450	-	100.0%
Fire Engineer Plan Review	484	2,060	(1,577)	23.47%
Grant Writer/Coordinator	0	15,000	(15,000)	0.0%
Risk Management Insurance	0	14,420	(14,420)	0.0%
LAFCO Fees	2,294	2,294	-	100.0%
Legal Fees	43,763	55,000	(11,237)	79.57%
PSB Consultant	0	30,000	(30,000)	0.0%
Operational Consultant	5,601	7,500	(1,899)	74.68%
BHI/GM Recruitment	14,400	14,400	-	100.0%
Temporary Services	8,783	9,000	(217)	97.59%
Website Development/Maintenance	1,640	2,740	(1,100)	59.85%
Wildland Vegetation Mgmt	0	7,600	(7,600)	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	<u>2,775,868</u>	<u>3,793,578</u>	<u>(1,017,710)</u>	<u>73.17%</u>
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,090	17,000	(13,910)	18.18%
Comm. Pharmaceutical Drop-Off	0	2,500	(2,500)	0.0%
CERT Emerg Kits/Sheds/Prepared	0	3,500	(3,500)	0.0%

Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget
Open Houses	0	1,800	(1,800)	0.0%
Community Shredder	0	3,200	(3,200)	0.0%
DFSC Matching Grants	24,000	24,000	-	100.0%
Firesafe Planting Grants	0	3,000	(3,000)	0.0%
Community Sandbags	0	1,500	(1,500)	0.0%
Volunteer Appreciation	0	1,500	(1,500)	0.0%
Total COMMUNITY SERVICE ACTIVITIES	27,090	58,000	(30,910)	46.71%
DISTRICT ACTIVITIES				
Professional Development	0	10,000	(10,000)	0.0%
Office				
Office Expense	1,324	2,958	(1,634)	44.77%
Office Supplies	134	2,856	(2,722)	4.69%
Telephone	9,563	18,000	(8,437)	53.13%
Office- Other	318	500	(182)	63.57%
Total Office	11,339	24,314	(12,975)	46.64%
Election	4,991	4,000	991	124.77%
Firefighter's Apparel & PPE	1,187	1,650	(463)	71.94%
Firefighters' Expenses	0	3,250	(3,250)	0.0%
Staff Appreciation	1,247	1,750	(503)	71.26%
Memberships	7,753	8,720	(967)	88.91%
Building Maintenance				
Needs Assess/Feasibility Study	31,374	30,000	1,374	104.58%
Gardening service	2,275	6,000	(3,725)	37.92%
Building alarm	230	840	(610)	27.38%
Medical Waste Disposal	4,289	8,400	(4,111)	51.06%
Janitorial Service	945	1,260	(315)	75.0%
Miscellaneous Maint.	16,071	17,850	(1,779)	90.03%
Total Building Maintenance	55,185	64,350	(9,165)	85.76%
Building Utilities/Service				
Gas and Electric	7,185	11,130	(3,945)	64.55%
Water/Sewer	686	2,520	(1,834)	27.22%
Total Building Utilities/Service	7,871	13,650	(5,779)	57.66%
Total DISTRICT ACTIVITIES	89,572	131,684	(42,112)	68.02%
Contingency	0	25,000	(25,000)	0.0%
Total Expense	3,003,751	4,197,300	(1,193,549)	71.56%
Net Ordinary Income	1,765,485	656,655	1,108,830	268.86%
Net Income	1,765,485	656,655	1,108,830	268.86%

Kensington Fire Protection District Trial Balance

03/04/21

Accrual Basis

As of February 28, 2021

	Feb 28, 21	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	141,652.29	
General Fund	277,867.18*	
Special Tax Fund	114,594.45	
Capital Fund		302,526.05
Grants Receivable	0.00	
Accounts Receivable - Year End	112,644.40	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	14,047.49	
Interest Receivable	40,854.42	
Advance on Taxes	2,200,789.36	
Advance on Supplemental Taxes	56,078.10	
KPPCSD Note Receivable	0.00	
E/C Salary Reimbursement Receiv	0.00	
Undeposited Funds	0.00	
Deposits on Fixed Assets	220,000.00	
Prepaid Services - EC		2,153,095.05
Prepaid Exp.	7,754.69	
Prepaid CERBT - Retiree Trust	313,529.87	
Investments	730,186.88*	
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	1,487,223.95	
Accumulated Depreciation-Equip		920,240.15
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,141,261.00
Water System Improvements	0.00	
Current Capital Outlay:Engine Defibrillators	0.00	
Current Capital Outlay:Public Education	0.00	
Current Capital Outlay:Water System Cistern	0.00	
Current Capital Outlay:Engine	0.00	
Current Capital Outlay:P/S Building Repair/Replace	0.00	
Current Capital Outlay:P/S Bldg Bay Doors	0.00	
Current Capital Outlay:Bay Lighting	0.00	
Current Capital Outlay:Computers/Computerized Equip.	0.00	
Current Capital Outlay:Office Equipment-Copier	0.00	
Current Capital Outlay:P/S Building - MCI Fund	0.00	
Current Capital Outlay:EBRICS Radios	0.00	
Current Capital Outlay:FF High Band Radios	0.00	
Current Capital Outlay:B/C Command Vehicle	59,863.07	
Current Capital Outlay:Thermal Imager	0.00	
Current Capital Outlay:Water System Improvements	0.00	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	105.00	
Current Capital Outlay:Apparatus Bay Construction	0.00	
Current Capital Outlay:Holmatro Tool	0.00	
Current Capital Outlay:Computers/Furniture	0.00	
Current Capital Outlay:Type III Engine	351,285.43	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		6,996.50
Due to Other - Issued by CCC		95,346.34
Due To Other Funds	118.00	
Accounts Payable	46,250.48	
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
EI Cerrito Service Contract Pay	2,153,095.12	
Wages & PR Taxes Payable		6,585.09
Deferred Comp Payable	0.00	
KPPCSD MCI Deposit Payable	0.00	

*Balance for February 2021 includes a \$2.6 million transfer to Investments

Kensington Fire Protection District Trial Balance

03/04/21

Accrual Basis

As of February 28, 2021

	Feb 28, 21	
	Debit	Credit
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	18,802.46	
Postretirement Health Ben-Prior	0.00	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,892.01
Fund Equity		1,610,156.38
Opening Bal Equity	0.00	
Property Taxes		4,470,838.75
Special Taxes		200,685.70
Other Tax Income		12,250.32
Lease Agreement		24,402.00
Interest Income		58,009.21
Staff:Wages	94,340.51	
Staff:Payroll Taxes	7,605.44	
Staff:Workers Compensation/Life Ins	1,597.87	
Staff:Payroll Processing	1,013.05	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	6,664.56	
OUTSIDE PROFESSIONAL SERVICES	5,600.84	
OUTSIDE PROFESSIONAL SERVICES:Accounting	23,620.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	5,600.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	10,000.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses		850.09
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	2,153,095.12	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	202,560.32	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	9,246.86	
OUTSIDE PROFESSIONAL SERVICES:Fire Abatement Contract	2,450.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	483.50	
OUTSIDE PROFESSIONAL SERVICES:RGS Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	2,293.70	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	43,763.35	
OUTSIDE PROFESSIONAL SERVICES:BHI/GM Recruitment	14,400.00	
OUTSIDE PROFESSIONAL SERVICES:Temporary Services	8,782.85	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	1,380.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	3,090.00	
COMMUNITY SERVICE ACTIVITIES:DFSC Matching Grants	24,000.00	
DISTRICT ACTIVITIES:Office:Office Expense	1,324.38	
DISTRICT ACTIVITIES:Office:Office Supplies	134.00	
DISTRICT ACTIVITIES:Office:Telephone	9,562.51	
DISTRICT ACTIVITIES:Office:Office- Other	317.83	
DISTRICT ACTIVITIES:Election	4,990.83	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,187.00	
DISTRICT ACTIVITIES:Staff Appreciation	1,247.03	
DISTRICT ACTIVITIES:Memberships	7,753.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility S...	18,840.29	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	2,275.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	230.00	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	3,991.68	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	840.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	16,070.93	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	7,184.79	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	685.89	
TOTAL	20885946.24	20885946.24



KENSINGTON FIRE PROTECTION DISTRICT

ITEM 3E

DATE: March 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 3e**
Approval of Budget Amendment to Purchase Replacement Mattresses

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Approve purchasing replacement mattresses for the Public Safety Building by amending the Fiscal Year 2020-2021 Budget to increase the "Building Maintenance/Misc Maintenance" line item by \$6,000 from \$17,850 to \$23,850.

Background

Five mattresses in the Public Safety Building are overdue for replacement. The attached purchase order, dated 02/18/2021, was obtained from Mattress Firm in El Cerrito for a delivered total cost of \$5,398.44.

The Fiscal Year 2020-2021 Budget was approved in June 2020, adopted in September 2020, and last amended on February 10, 2021. The current "Building Maintenance/Misc. Maintenance" line item has a budget total of \$17,850 with year-to-date expenses of \$16,071, thus an available balance of \$1,779. A budget increase of \$6,000 for this line item is recommended to allow the purchase of the mattresses plus a small contingency for the last few months of the fiscal year.

Fiscal Impact

Approval of the budget amendment increases expenditures by \$6,000 and reduces the net gain for the fiscal year listed in the February budget amendment to \$650,655 for reserves (independent of any other amendments proposed since that time.)

MATTRESSFIRM®

El Cerrito (ST) #502015
 9999 San Pablo Ave
 El Cerrito, CA 94530 USA
 Phone : 510-526-0221

Rune Hoyer-Neilsen
 217 Arlington Ace
 Berkeley, CA 94707 USA

Primary Phone No: 510-215-4450

Secondary Phone No:

E-mail: rhyer-neilsen@ci.el-cerrito.ca.us

DATE: 2/18/2021

ORDER NO: Q002062738

CUSTOMER NO: C017740773

STATUS: Quote

SALES ASSOCIATE: Lisa E Jaffurs

SALES ASSOCIATE:

Qty	SKU#	Description	Guaranteed Low Price	Price Each	Extended Price	Method of Delivery	Delivery Address
3	V000246796	PRESSURESMART FIRM MATT TWIN XL PRIME	\$1,079.99	\$879.99	\$2,639.97	Red Carpet 2/27/2021 8:00 AM- 9:00 PM	217 Arlington Ace Berkeley, CA 94707 USA
		Manager Approval Savings	\$600.00				
2	V000246819	PRESSURESMART PLUSH MATT TWIN XL PRIME	\$1,279.99	\$1,079.99	\$2,159.98	Red Carpet 2/27/2021 8:00 AM- 9:00 PM	217 Arlington Ace Berkeley, CA 94707 USA
		Advertised Special	\$400.00				
5	114279	CALIFORNIA RECYCLING FEE	\$10.50	\$10.50	\$52.50		
5	103405	HAUL OFF	\$10.99	\$0.00	\$0.00		
		Manager Approval Savings	\$54.95				
1	135406	PLATINUM SERVICE	\$149.99	\$149.99	\$149.99		
1	103401	Delivery	\$0.00	\$0.00	\$0.00		

Comments:

10 yr warranty

SUBTOTAL: \$5,002.44

SALES TAX: \$396.00

TOTAL SALE: \$5,398.44

PAYMENTS: \$0.00

FINANCE AMOUNT: \$0.00

BALANCE DUE: \$5,398.44

Thank you for shopping at **MATTRESSFIRM**

Sleep Happy, you saved . . .

\$1,054.95



KENSINGTON FIRE PROTECTION DISTRICT

DATE: March 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4a**
Emergency Preparedness Coordinator Recommendation

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Direct the General Manager to:

- 1.) Refine and issue a Request for Proposals for an “*Emergency Preparedness Coordinator*” from appropriately experienced and credentialed individuals, as previously outlined in the Emergency Preparedness Committee’s pilot program draft qualifications and duties, below;
- 2.) Interview potential candidates to assess and determine the most suitable candidate;
- 3.) Develop a contract with the District’s legal counsel; and
- 4.) Hire the consultant on a limited contract basis with a Not-To-Exceed total amount of \$100,000/year.

Also, approve a budget amendment to provide for the expenditure of funds for this contract with a prorated amount of \$17,000 for the remainder of FY2020-2021, and plan to include \$100,000/yr to continue funding for FY2021-2022.

Background

For some time, extensive work has been undertaken by the Emergency Preparedness Committee to identify potential and vital improvements necessary for increasing the safety of Kensington’s residents and property. The Board of Directors accepted the Priorities List for the EPC, presented at its February 10, 2021, meeting, and discussed a proposal for an Emergency Preparedness Coordinator staff position. In that meeting, the Board confirmed the need for a coordinator but directed the GM to investigate options for the position to be provided by expanding the services contract with the El Cerrito Fire Department, e.g., by an ECFD employee under the supervision of the Fire Chief. The Board also requested that the GM look into any comparable positions with other local agencies.

Following the February meeting, the GM discussed options with Fire Chief Pigoni, who thoughtfully proposed a draft suggestion to both fill the Coordinator role, as he understood it, and also provide other augmented services of value to the KFPD. The Chief’s suggestions are

outlined in the attached correspondence of 02/23/2021. The Chief made valid points regarding chain of command concerns and introduced other creative ideas such as the ability to “assist the engine company for emergencies” as a sworn and trained position.

At the Emergency Preparedness Committee meeting of 02/25/2021, Director Padian led a comprehensive discussion on the options that included research on related positions collected by the committee, also attached, and consideration of Chief Pighoni’s suggested approach. Committee members as well as public attendees expressed their opinions on the alternatives presented. Director Padian asked that the committee send any additional thoughts to GM Hansell over the following weekend. Both the comments during the meeting and subsequent emails clearly favored a direct hire by the District, especially given the estimated higher cost of an ECFD employee, approximately \$210,000/yr with benefits v. an estimated \$100,000/yr for a KFPD hire.

Unless the board believes that the expanded services provided by an additional ECFD uniformed employee would be suitable at this time, it appears a direct hire would be more appropriate to the nature of this pilot program. That said, it also might be better to address the potentially temporary or intermittent nature of this work by engaging an individual as a contract consultant rather than as an employee. There may be unique candidates willing to engage in that capacity as opposed to a staff position with a termination date. Also, this would leave the District with more options after evaluating the work product and results at the end of the first year. With regards to chain of command concerns, the contract should clarify that the GM oversees the work of the consultant so that field work or community engagement can be coordinated by management.

Thus, the preferred option presented herein is to seek and hire an independent contractor via an RFP process as described in the Recommended Action, above.

Draft Qualifications for the Request for Proposals:

The candidate should have a Bachelor’s Degree with a specialization in a field related to the position, such as public administration, fire and earthquake safety, conservation biology, community relations, or public education. Effective writing skills are essential. CERT or related expertise is preferred. Three years of equivalent experience may be substituted for the Bachelor’s Degree.

Duties

Working under the supervision of the KFPD General Manager, the consultant shall provide the following:

1. Education and Communication (Estimated 40% of workload)

Develop education programs and materials on emergency preparedness to improve the awareness and readiness of Kensington residents about emergency alert and evacuation

procedures, house hardening, and vegetation management; Use available methods to reach residents including public workshops, the District website, the *Outlook*, *Fireplug*, NextDoor, and other outlets.

Deliverables

- Prepare communication plan for the year by the end of the first month of the contract;
- Improve District website for access to emergency preparedness materials and resources;
- Prepare (2) targeted publications on safety measures such as house hardening, vegetation management, wildfire evacuation, earthquake, etc;
- Submit a minimum (3) articles per year for the *Outlook*, in conjunction with KFPD goals;
- Increase registration for all community warning systems including the County and Nixle;
- Provide supplementary information about emergency communications;
- Use NextDoor for announcements on public workshops and educational presentations;
- Hold at least one public workshop on critical issues related to emergency preparedness.

2. Coordination with local and regional agencies (Estimated 20% of workload)

Work with emergency preparedness representatives from the Kensington Fire and Police departments, neighboring communities, East Bay Regional Park, other Fire Districts, and the County to advance the goals and objectives of the District's emergency preparedness and response program.

Deliverables

- Establish continuing relationship with Kensington Police and Fire on EP objectives, including evacuation drills, tabletop exercises, and emergency traffic volunteer training.
- Identify all neighboring and regional jurisdictions and relevant staff.
- Coordinate preparation and response with other agencies to maximize effectiveness.
- Align approaches where possible for consistent public messaging.
- Participate in relevant local and regional meetings.

3. Strengthen Community Disaster Preparedness (Estimated 40% of workload)

[Note: Due to Covid-19, some of the following in-person work may be delayed or adapted to virtual meetings/presentations.]

Liaison with Community Emergency Response Team (CERT) area coordinators and block leaders to assist organizing their neighborhoods to be prepared for wildfire evacuation and earthquake recovery; Coordinate with the EC/KFD and KPD staff to assist in informing and educating neighborhoods about preparation, emergency care for neighbors with limited mobility, and planning household evacuation procedures, plans, and routes. (Note: The coordinator will not train nor assist in training in the actual CERT programs.)

Deliverables

- Work with neighborhood leaders and present/former CERT personnel to organize neighborhood meetings and build awareness of emergency preparedness;
- Help to identify CERT Area Coordinators for all 6 areas;
- Facilitate 2 meetings annually with area and block coordinators;
- Encourage enrollment in CERT training;
- Help neighborhoods to organize “emergency watch programs” for neighbors in need;
- Develop and provide materials for neighborhood preparedness;
- Be a resource and attend block meetings as needed;
- Assist with development of emergency response drills;
- Work with K-groups, schools, churches, child care programs, and other organizations to mobilize residents and spread information through established channels;
- Work with the KPD to identify mobility-impaired residents

Fiscal Impact

Approval of the budget amendment increases expenditures by \$17,000 and reduces the net gain for the fiscal year listed in the February budget amendment to \$639,655 for reserves (independent of any other amendments proposed since that time.) Future expenditure of \$100,000 for Fiscal Year 2021-2022 budget for continuation of the contract.

KFPD - Emergency Prep Coordinator

Michael Pigoni
To: Bill Hansell

Tue, Feb 23, 2021 at 12:23 PM

Good Morning Bill,

I read through the principal duties submitted by Director Padian and since this is a full time position that would taper down to half time and then be re-evaluated after would not be a job that the Fire Department could provide as it could require the City to partially absorb the position or potentially lay off the employee if the Fire District decided to discontinue the position. If the Fire District was to hire this position, then I have concerns that a civilian position working directly for (representing) the Fire District will create the perception that they are part of the Fire Department. Some of the principal duties outlined in agenda item cross over and/or parallel duties that the Fire Department has been providing such as working with the CERT groups, public education, vegetation management, emergency evacuation plans earthquake preparedness and in general working to keep residents safe. There is no clear chain of command for this position in that the Board would set goals and objectives, the EPC would provide assistance to, but the person would report to the GM. This along with the fact the fact they would need to interface with the Fire personnel would blur who they actually work for and make it more difficult for a unified message.

If this position was to be a full-time job, then the Fire Department could consider providing a sworn position based on the following:

- Based on the job prerequisites, this position would start off at approximately \$50.00 per hour plus full benefits.
- The position would be a 40 hour per week sworn non-exempt flexible work schedule to accommodate night and weekend meetings without incurring overtime.
- Total compensation for this position would be approximately \$210,000 with benefits
- As a sworn position, this person would be available to assist the engine company for emergencies providing additional help when needed.
- The position would require a cell phone, laptop, radio, and vehicle, preferably a pickup.
- Chain of Command would be Fire District Board > General Manager > Fire Chief > Battalion Chiefs > Emergency Preparedness Coordinator

This position would coordinate with the Fire Department to:

- Obtain information on the CERT groups and the members as they exist now including the CERT sheds that were developed years ago.
- Set up meetings, in person or virtual with each team to determine level of participation and potential needs
- Provide in person or virtual classes/presentations to gain interest in CERT
- Coordinate with the Fire Department CERT instructors to set up training classes when health restrictions are lifted
- Update the District website
- Make presentations at all the K-Groups to continue public education on emergency preparedness
- Develop and set up programs to provide home inspections and triage reports on hardening homes
- Develop Fire Wise USA neighborhood program
- Work with KPD and Fire on continued improvements in evacuation plans

This is just a general list of duties that the Fire Department can provide. The EPC and the Board would need to fine-tune the job description and scope of work to provide a more accurate cost to provide this position. There is no doubt the District can provide this position at a lower cost due to pension costs, I just have concerns on the mixed messages and the similarities of duties between the Fire Department and this position.

Hope this helps a little,

Michael Pigoni
Fire Chief
El Cerrito / Kensington Fire Department

EXAMPLES OF EMERGENCY SERVICES COORDINATOR JOB DESCRIPTIONS

Class Title: Emergency Services Coordinator
Bargaining Unit: Service Employees International Union, Local 1021 (Comm Svcs & PT Rec Leaders)
Class Code: 28840
Salary: \$45.64 - \$54.20 Hourly
 \$3,651.12 - \$4,335.69 Biweekly
 \$7,910.76 - \$9,393.99 Monthly
 \$94,929.12 - \$112,727.89 Annually

<p>DEFINITION</p> <p>Under general supervision, plans, organizes, and coordinates Citywide emergency management and disaster mitigation activities within the Fire Department; provides assistance to City management staff in areas of responsibility and performs related work as assigned.</p> <p>CLASS CHARACTERISTICS</p> <p>Emergency Services Coordinator is a non-sworn, full-journey level single position class in the Fire Department. The incumbent provides technical expertise in the development of emergency response plans and implementation of related preparedness, public education and training programs. The incumbent acts as liaison with local, County, State and federal agencies involved in emergency preparedness and disaster planning. The incumbent exercises independent judgment while making sound recommendations in the development and implementation of emergency services programs, plans, and training activities. This classification may supervise and review the work of para-professional and office support staff. This classification is distinguished from the Associate Management Analyst in that the latter is involved in general administrative, statistical and management analyses, and departmental staff support activities.</p>
<p>Examples of Duties:</p>
<p>The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s), and is not intended to be an all-inclusive list of duties. The omission of a specific duty does not exclude it from the position if the work is consistent with the class concept, or is similar or closely related to another duty.</p> <ol style="list-style-type: none"> 1. Plans, organizes, directs and evaluates emergency management functions and programs, including building evacuation plans, emergency operating procedures, and incident response plans; 2. Directs and maintains a community-based comprehensive hazards risk assessment and develops and maintains a risk management program in accordance with the results of the hazards risk assessment; develops, prioritizes and implements disaster prevention and mitigation plans and programs; 3. Represents the department before civic and community groups; promotes and responds to media and public inquiries; prepares new and revised ordinances or codes to implement emergency management programs; increases community participation in the programs via outreach activities; 4. Coordinates and conducts staff training in emergency preparedness, response and recovery practices; assesses Citywide training needs and develops training programs; 5. Conducts Citywide disaster exercises in accordance with State and federal requirements, operates and tests Emergency Operations Center (EOC) equipment and systems, develops activation procedures, prepares checklists

for positions in the Incident Command System for training programs and tabletop drills; activates sections of the emergency plan at the direction of Fire Chief or City Manager

6. Confers with and negotiates agreements with public, non-profit and private sector resource agencies for support to the City before, during and after a declared emergency;

7. Develops and conducts disaster preparedness, response briefings and education programs to residential, commercial and civic organizations; promotes citizen and community hazards awareness and disaster education programs;

8. Liaisons with federal, State and local offices; staffs and serves on committees with other departments, agencies, commissions and emergency management groups; coordinates the activities of the programs with other divisions, departments and agencies concerned with emergency management;

9. Confers with State and federal emergency management representatives in supporting City emergency management activities; assures conformity of City emergency management programs with federal and State requirements;

10. Prepares budgets and related documents for federal, State and City funding, and oversees the expenditure of funds;

11. Plans, directs and critiques disaster training exercises to test all elements of the City's emergency plan; provides related training for City employees; participates in professional peer review of City's emergency management programs;

12. Coordinates fund recovery efforts during declared disasters; coordinates with Federal Emergency Management Agency (FEMA) representatives and prepares and submits required documents;

13. Stocks and maintains supplies for the Emergency Operations Center; schedules regular testing procedures to insure operational efficiency;

14. Promotes and maintains effective relations with community organizations, groups and others to encourage citizen participation and positive public relations for assigned services and programs that includes public recognition and reward for disaster safety efforts;

15. Researches and prepares grants related to emergency preparedness;

16. Coordinates regional training and emergency preparedness/response programs with department personnel, neighborhood agencies, local business, the Red Cross, medical care personnel, utility companies, the County of Alameda, FEMA, Office of Emergency Services (OES) and other State and Federal representatives; and

17. Performs related duties as assigned.

Knowledge and Abilities:

Note: The level and scope of the knowledges and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of public administration related to the control and administration of a major city's population in emergency situations, and to the techniques of employing available resources;

2. Principles and practices of disaster preparedness, planning, program development and management;

3. Perceived risk to hazards as a baseline for risk communication and public outreach campaigns;

4. Particular emergency and natural disaster hazards which may affect the emergency planning needs of a city;
5. The functions of FEMA, the Red Cross and County and State EOC operations as they impact emergency preparedness and emergency response;
6. Internal controls necessary to meet Federal, State and City funding requirements and for the effective and efficient oversight of the expenditure of funds;
7. Techniques to gain community involvement in risk assessment, disaster planning, citizen and community disaster education and other emergency management programs; and
8. Basic supervisory principles and practices.

Ability to:

1. Administer and manage emergency management projects and programs;
2. Deal tactfully and effectively with a wide variety of government officials, civic groups, private vendors, the public and City staff to enlist their support and cooperation; and use multidisciplinary approaches to achieving goals and objectives;
3. Act sensitively to social and cultural diversity with an awareness of societal vulnerability prior to and during disaster;
4. Recommend comprehensive emergency management policy and programs based upon community needs, available resources and overall City priorities and policies;
5. Coordinate emergency management programs with other departments and agencies for the most effective and sustainable utilization of resources;
6. Prepare clear, concise and accurate written studies, proposals and reports;
7. Represent the City in meetings with the public, media, and government bodies to successfully promote program goals;
8. Organize and coordinate staff and volunteers, and secure necessary resources to accomplish program objectives;
9. Articulate a persuasive and scientifically defensible case for disaster prevention and mitigation programs, plans and policies; and
10. Operate a desktop computer with familiarity and proficiency using standard office business applications.

Minimum Qualifications:

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND ABILITIES IS:
 Equivalent to graduation from an accredited 4-year college or university with major coursework in emergency management, public policy, planning, public or business administration or a closely related field; and two (2) years of professional experience in emergency management, emergency preparedness, disaster response, emergency response and/or public education programs.

OTHER REQUIREMENTS

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license and a satisfactory driving record. Must be able to attend evening and weekend meetings,

and be able to be on-call for response to emergencies on an around-the clock basis, seven days a week. Completion of Incident Command System 100, 200, 300, 400, 700, and 800 training is highly desirable.

Emergency Preparedness Coordinator Positions

Cities of Tiburon and Belvedere

The cities of Tiburon and Belvedere share an Emergency Preparedness Coordinator (EPC) who is housed in the Tiburon Police Department. The EPC is responsible for disaster preparedness, maintenance of the Emergency Operations Center and coordination of a wide range of related activities.

Job description (Page 5): <https://www.cityofbelvedere.org/DocumentCenter/View/6098/Policy-101---General-Administration-Department?bidId=>

Laurie Nilsen, EPC
Phone: (415) 789-2805
lnilsen@tiburonpd.org

Salary range: \$6,351 to \$7,938 (two steps)

The cities also have a Joint Disaster Advisory Council made up of representatives from both communities. The Joint Disaster Advisory Council was created by the municipalities as an advisory body to help both cities to better prepare for and respond to disasters that will eventually strike the peninsula. The Joint Disaster Council works closely with the operations of the [Get Ready 94920!](#) program.

Examples of Emergency Preparedness Coordinator Positions

City of Berkeley

Community Preparedness and Engagement Program (CPEP)

[https://www.cityofberkeley.info/Health_Human_Services/Public_Health/Public_Health_Emergency_Preparedness.aspx#Community_Preparedness_and_Engagement_Program_\(CPEP\)](https://www.cityofberkeley.info/Health_Human_Services/Public_Health/Public_Health_Emergency_Preparedness.aspx#Community_Preparedness_and_Engagement_Program_(CPEP))

CPEP facilitates community preparedness outreach events and educational workshops to build disaster preparedness readiness among residents within their existing community groups. Educational workshops for community-based organizations, neighborhood groups and businesses can be scheduled with CPEP staff by emailing rarodriguez@ci.berkeley.ca.us.

Workshops that are available:

- Earthquake Preparedness
- Wildfire Preparedness
- Disaster First Aid and Psychological First Aid

Rachel Rodriguez, Community Preparedness and Engagement Coordinator

Email: rarodriguez@ci.berkeley.ca.us

The CPEP is part of the Public Health Emergency Preparedness (PHEP) program.
https://www.cityofberkeley.info/Health_Human_Services/Public_Health/Public_Health_Emergency_Preparedness.aspx#Emergency_Preparedness_and_Response_Planning_Resources

The PHEP has a staff of four. Interesting that the CPEP is housed in the City of Berkeley, Public Health Division rather than the Office of Emergency Services.

Orinda-Moraga Fire District

EMERGENCY PREPAREDNESS PROGRAM (Includes the City of Lafayette)

The purpose of the Emergency Preparedness Program is to promote interagency collaboration among Lamorinda agencies, businesses, and local groups with respect to disaster preparedness and response. The program aids in planning and coordinating community disaster preparedness and training efforts to preserve the life, health and welfare of all who reside or work in Lamorinda. Numerous opportunities exist where collaboration can occur between the District, the cities of Lafayette and Orinda, the Town of Moraga, Saint Mary's College and the School Districts. These include but are not limited to: sharing Emergency Operations Center personnel and facilities, interagency communications, emergency preparedness training, developing shared emergency preparedness resource inventories, presenting drills for the community, organizing neighborhoods to be more self-sufficient during a disaster, and public education related to preparedness. The emergency preparedness program seeks to identify areas of weakness or redundancy and works to develop strategies that strengthen and improve coordination between the stakeholders.

Lamorinda's Community Emergency Response Team (CERT) is a key component of the District's Emergency Preparedness Program. CERT's mission is to train and inform residents so they will be better able to help themselves, their families, neighbors, and co-workers in the event of a disaster that slows, hinders or overwhelms the public safety agency response capabilities. CERT members are a critical support resource for all of the local agency's emergency operations.

The Emergency Preparedness Program is partially funded by the City of Lafayette.

STANDARD LEVEL OF PERFORMANCE

- Create and maintain professional relationships with Lamorinda's community emergency preparedness stakeholders and other emergency management professionals.
- Serve as the sponsoring agency for and support the Lamorinda Community Emergency Response Team (CERT).
- Periodically review and recommend updates to cooperating agency Emergency Operations Plans and plan annexes.
- Coordinate training and drills for the Lamorinda's emergency operations center personnel to meet SEMS and NIMS requirements.
- Work with the communities to create compatible/interoperable EOC/DOC facilities in Lamorinda.
- Support the District's Volunteer Communications-Support Unit personnel as a regional resource providing auxiliary communications and logistical support to the agencies and cooperators.

GOALS & OBJECTIVES FOR FISCAL YEAR 2021

1. Continue to support Lamorinda CERT's training, education and community outreach programs to help Lamorinda residents become more resilient when disaster strikes.
2. Recruit, equip and train 10 new Communications-Support Unit volunteers to bring the unit up to its authorized staffing level of 25.
3. Coordinate training and exercises for the Lamorinda's emergency operations centers.
4. Work with Fire Operations and Prevention staff to support National Night Out events, the Great ShakeOut exercises and the Lamorinda Community Safety Fair.
5. Maintain HeartSafe Community status with Contra Costa County Emergency Medical Services for Lafayette, Moraga and Orinda.

STAFFING SUMMARY

Emergency Preparedness Coordinator (1) Full Time

PROGRAM MANAGEMENT Program Administrator – Emergency Preparedness Coordinator:
Dennis Rein (925) 258-4529

FY2021 Salary: \$97,637

Salary and Benefits: \$130,820

Budget for the Emergency Preparedness is on Page 38 of the 2021 Fiscal Year Budget
<https://www.mofd.org/home/showpublisheddocument?id=1356>

City of Lafayette

Lafayette, in addition to working with the Orinda-Moraga Fire District, Emergency Preparedness Coordinator, has an Emergency Preparedness Commission that coordinates preparation and planning efforts to mitigate the effects of natural and man-made disasters. The main focus of the Commission is to bring the Emergency Operations Center to a state of readiness by providing the necessary materials and resources for the assigned staff.
<https://www.lovelafayette.org/city-hall/commissions-committees/emergency-preparedness>

City of Mill Valley

Mill Valley has an Emergency Preparedness Commission, which assists the City of Mill Valley to prepare their businesses, residents and schools for a natural disaster by developing risk awareness, providing safety and risk mitigation education and by advocating the need for ongoing emergency and disaster preparedness. The Commission also provides recommendations and support to the City on aspects of disaster impact mitigation, response planning, and recovery processes.

The Commission's 2019 Annual Report can be found here:

<https://www.cityofmillvalley.org/civicax/filebank/blobdload.aspx?blobid=32594>

City of Richmond

Richmond has an Office of Emergency Services (OES) within the Fire Department. Richmond OES has manager who oversees the program. <https://www.ci.richmond.ca.us/206/Office-of-Emergency-Services>



DATE: March 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4b**
Grant Writer Recommendation

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Direct the General Manager to:

- 1.) Refine and issue a Request for Proposals for a “*Grant Writer*” from appropriately experienced and credentialed individuals, as previously outlined in the Emergency Preparedness Committee’s draft qualifications and duties, below;
- 2.) Interview potential candidates to assess and determine the most suitable candidate;
- 3.) Develop a contract with the District’s legal counsel; and
- 4.) Hire the consultant on a limited contract basis with a Not-To-Exceed total amount of \$50,000/year.

Also, affirm the expenditure of \$8,500 out of the currently budgeted \$15,000 for FY2020-2021 for this contract and plan to include \$50,000/yr to continue funding for FY2021-2022.

Background

The Board of Directors accepted the Priorities List for the EPC, presented at its February 10, 2021 meeting, that included the hiring of a Grant Writer. The List noted that *“in order to apply for and receive the copious public funds that are available to support its goals, the District has to be on the radar of these agencies and has to generate proposals. A proposal writer is likely to bring in far more money than the salary pays, and would generate proposals not only for EPC initiatives but for larger ones like the Public Safety Building.”*

Engaging the contract services of a Grant Writer on a limited time and fee basis will allow the District to pursue funding that is beyond the expertise and schedule allowance of the GM’s duties. The Grant Writer will report directly to the GM. If approved, an Emergency Preparedness Coordinator will also be on board to compliment a team effort with the Grant Writer toward achieving the District’s goals.

Grant Writer Request for Proposals (Draft)

Qualifications:

The successful applicant will have at least three years of success in writing grant proposals and procuring funds specifically related to public service agencies such as Special Districts; a record of attempts and successes should be provided along with three letters of recommendation.

Tasks and Goals:

The KFPD seeks proposals from experienced Grant Writer consultants to establish and develop a program of soliciting external financial assistance for the District's various projects from building renovation to emergency preparedness. The KFPD is a California Special District, and one of the objectives of its mission is "*helping residents of Kensington reduce the frequency and severity of fires, accidents and natural disasters by providing public education programs.*" To date, the District has had no independent program of applying for Federal, State, and local agencies for funds to achieve its mission. The successful candidate will address the following tasks:

- A. Qualify and pre-qualify the District for Federal, State, and local funding opportunities.
- B. Prepare standard text for required content of proposals.
- C. Constantly monitor arising funding opportunities and act on them.
- D. Acquire familiarity with Kensington's special districts and community groups, especially the KFPD, to understand needs and resources related to funding opportunities.

Details of these tasks are as follows:

1. In the past several years, billions of dollars have been made available in California by agencies including FEMA and CalFire for the purpose of reduction of hazardous fuel, vegetation mitigation, public education in the dangers of wildfire and earthquake, and structural and infrastructural improvements in public safety buildings, among others. The KFPD needs to be pre-qualified for these grant opportunities and in a position to be alerted by funding agencies of opportunities immediately as they arise. The Grant Writer will accomplish this.
2. Because granting agencies tend to ask many of the same questions in their proposal applications, responses must be prepared in advance as appropriate "boilerplate" for these questions. Specialized knowledge of the District's funding goals must be developed in advance so that funding opportunities in specific areas can be responded to quickly and efficiently. The Grant Writer will accomplish this.

3. Possible granting opportunities outside the principal Federal, State and local agencies need to be constantly monitored and addressed as they arise. The Grant Writer will put this in motion and monitor the opportunities constantly.
4. Deep familiarity with the District's situation, history, and needs, including work already done or projected related to disaster preparedness, evacuation procedures, vegetation mitigation, and circumstances and regulations relative to the necessary renovation and possible expansion of the District's buildings and facilities must be developed, in coordination with District and local officials. Kensington is an unincorporated area whose municipal functions are met by several Special Districts and community groups that often interact to achieve common goals. The Grant Writer will acquire this knowledge.

In order of priority, the District's anticipated grant proposal needs are:

- i. Support to renovate (for earthquake safety) and remodel (to accommodate updated Federal and State codes) the Public Safety Building, constructed in the 1960s and historically housing both Kensington's Police and Fire squads and their District administrators. The scope of the project is being determined and, hopefully, will be finalized soon.
- ii. Support for major expenses associated with changes in Kensington's parking configurations that will reduce or eliminate congestion and bottlenecks along major arteries in case of evacuation due to wildfire. Such expenses may include signage, curb painting, gutter gratings, and public education about the need for such changes. This a long-term initiative.
- iii. Support for the development of initiatives aimed at educating and incentivizing Kensington property owners to harden their houses and reduce their vegetation risks, both as a means of lessening potential fire risk and retaining as far as possible the ability for owners to acquire and maintain fire and property insurance.
- iv. Support for the development of specific vegetation mitigation grants, in conjunction with CalFire, ConFire, FEMA, Diablo FireSafe Council, and other agencies, to reduce hazards in especially vulnerable places such as Cerritos Creek and especially areas along the boundary with Tilden Park (in conjunction with the East Bay Regional Parks). Related to this objective are educational materials and support staff to educate the public about the replacement of hazardous plants in their yards.
- v. Support for the funding of an Emergency Preparedness Coordinator whose major responsibilities are to organize community neighborhoods and prepare them for wildfire and earthquake disasters by developing and disseminating resources to enhance their safety.

Fiscal Impact

Approval of the contract will not affect the current FY2020-2021 budget as \$15,000 remains available for this scope. An allowance of \$50,000 for the pending Fiscal Year 2021-2022 budget will be required to continue the work.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: March 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4c**
Long-Term Financial Advisor Recommendation

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Postpone Item for consideration at a later date

Background

The following recommendation was made by the Emergency Preparedness Committee and presented in the February 10, 2021, Board meeting packet but the item was postponed to the March 10, 2021, meeting.

Management agrees in principle to the recommendation but prefers to hold consideration by the board until further determinations are made on the Public Safety Building project, and the proposed Emergency Preparedness Coordinator and/or Grant Writer contracts are engaged. Additionally, coordination of long-term financial advice with a strategic plan exercise would be helpful and, depending on staff resources and time, should be planned for the Fall 2021.

Fiscal Impact

None at this time.

As presented in the February 10, 2021, EPC memo:

Proposal to Engage a Consultant Expert in Long-Term Municipal Financial Planning

The KFPD has experienced substantial structural, infrastructural, and financial changes in the past several years. These changes have paralleled the concomitant increase in wildfire disaster risk, the perpetual risk of a severe earthquake, and the need to prepare Kensington's citizens for responding to these threats.

The financial challenges that accompany these circumstances include renovating the Public Safety Building, decanting its personnel and services during the renovation, the possible need to procure additional space for District functions, and the costs of responding adequately and thoughtfully to the need to educate and prepare residents for disaster.

The District's income is more or less fixed relative to progressive economic trends, as are many of its expenses such as the Contract with El Cerrito, saving for emergency equipment and maintenance, and other costs such as services and utilities. However, the District faces some daunting one-time and possibly continuing costs. Among the former, and by far the greatest, is the cost of renovation and decanting of the PSB and its contents. The possible

acquisition or development of other external space for District functions would be both one-time (building and/or remodeling) and continuing (utilities, maintenance, rent or mortgage, etc.). Vital to the District's future will be developing its Emergency Preparedness functions far more than has been done in the past.

It is clear that the District cannot function responsibly on a "save and spend" financial policy. It is imperative to have reserves, and not only for the requirements of the Fire Services Contract. However, if the District builds up other reserves over the years only to deplete them drastically in paying cash for the PSB renovation, it will likely be unable to pursue other necessary projects, remain financially nimble, and serve the community responsibly.

This is a Proposal to Engage a Consultant Expert in Long-Term Municipal Financial Planning. This is not about investment counseling, because the District investments are mostly held by the County, although our Accountants have expressed the possibility of managing some of them somewhat differently. The General Manager may have some experience in such planning but it is good to have an external sounding board; the GM's job description does not mention long-term financial planning.

Money is currently inexpensive to borrow, and most financial consultants advocate borrowing as much as practicably possible to finance known and anticipated future expenses, under the assumption that return on investments will meet or exceed interest rates, and that inflation will reduce the cost of repayment over the years. Such a strategy, combining projections of economic trends, borrowing and financing, and obtaining external grant funding, would be the goal of this position.

It is recommended to engage a suitable consultant outside Kensington so as to avoid any perceived bias. The consultant would first examine the history, structure, financial picture, and mission and goals of the District (and coordinate districts as appropriate) and work with the GM and the Board as needed to develop a range of long-term strategies. In the long run, the consultant would meet with the Finance Committee, the GM, and the Board as necessary to review progress and changing economic circumstances and to provide continuing advice.



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: March 3, 2021

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

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

February Run Report

There were 26 incidents in Kensington for the month of February. This is a decrease of 6 calls over the previous month primarily due to the mild weather and no storm related downed trees and wires as well as the shorter number of days this past month.

There was a reported structure fire on the morning of February 17th on Colgate Avenue. The initial report was a fire on the back deck adjacent to the house. Upon arrival, Engine 165 located the homeowner using a garden hose to wet down the deck where a bag of ashes had been set. The resident thought the ashes were cool and set them out and later discovered they were burning. Damage was limited to scorch marks on the deck. In addition to El Cerrito – Kensington engines, auto aid was received from Berkeley and Richmond Fire.

Vegetation Management

Seasonal rainfall so far is less than 10" with a bleak forecast in the future. Fuel moistures are already extremely low and while the annual grasses may still be green, they will be drying out sooner than normal. The Fire Department will be starting the annual vegetation inspection process earlier than normal this year to try and beat the potential critical time period. All residents are urged to cut weeds, trim bushes, and prune up tree limbs to develop a defensible space around their homes and property. Early spring cleanup of residents' property will make the Fire Department's job easier and help everyone avoid inspection fees and abatement costs. Vegetation Management Information is available at the Department's website.

Surplus Sale of Engine 365

Last month it was reported out that the old type III engine was being advertised for sale with a deadline of February 19th for anyone to submit an offer. The Cordelia Fire District in Solano County offered \$75,500.00 and were the highest received. Their bank wired and transferred the funds to the District's account and they took delivery of the apparatus on Friday, February 26th.

Fire Agency Operated COVID-19 Vaccine Clinics

The Fire Department in conjunction with all the Contra Costa County fire agencies continue to work closely with law enforcement agencies, County EMS and the County OES to support County Health Services with fire-service-hosted public vaccination clinics throughout the County. These drive through clinics are continuing to be held in the West County in the parking lot of the Valley Bible Church on Willow Avenue in Hercules. Additional clinics are being held at Los Medanos College in Brentwood and Bishop Ranch parking structure in San Ramon. We are working with the County and State OES as well as FEMA to obtain reimbursement for the costs of staffing these clinics.

Residents can go to the Contra County Health Services website at the link below to request a vaccination. There is a series of questions that will help the County determine your eligibility. The link is:

<https://www.coronavirus.cchealth.org/get-vaccinated>

Residents can also go to the State site My Turn to register for a vaccination at one of various other sites in the Bay Area. The link is <https://myturn.ca.gov/>

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



DATE: March 10, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 6**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

February was a very productive and busy month further clarifying my understanding of prior operations of the District while refining certain aspects that needed improvement. Work included the following:

1. **Joint KFPD & FPPCSD Public Meeting on Facility Options** – Since the meeting planning update I presented on February 10th, I met twice with GM Marti Brown and former IGM Bill Lindsey to discuss how best to facilitate the meeting. After checking on the availability of all the participants, we agreed to hold the meeting on Thursday, March 25, 2021, at 7pm. The agenda is still being developed and we will have at least two more planning meetings prior to finalizing it. GM Brown has been focused on her analysis of KPPCSD's space needs and budget which I believe will be discussed on March 11th. In the meantime, I contacted Mallory Cusenbery with RDC to update him on the status of the project since he was last involved and to let him know about the joint meeting. The participation of prior consultants, such as RDC, has not been determined yet but will be defined in the final planning meetings.
2. **Additional Budget Information** – Given the separate proposals for the PSB mattress purchases, the Emergency Preparedness Coordinator, the Grant Writer, and the delayed payment to RDC's invoices from last April/May, I have attached a revised budget update that highlights all of the items and their joint effect on the budget. The collective increase in expenses for the remainder of this fiscal year would be \$24,374 with a net revenue of \$632,281 left for reserves.
3. **Accounting/Bookkeeping** – I established accounting protocols with Maze in January but the second half of February required the onboarding of a different accountant, Hnin Phew, within the company. Consequently, additional time was needed reviewing this month's board packet financials and transmittals which hopefully will not be necessary in future months now that Hnin is more familiar with the process and records.
4. **FY 2019_2020 Audit** – A Finance Committee meeting has been tentatively scheduled for Friday, 04/02/2021, 10AM (to be confirmed) to preview the draft audit. The audit will formally be presented in the April Board of Directors meeting.
5. **FY 2021_2022 Budget** – An initial draft will be on the agenda for the above FC meeting, although ECFD numbers will not be available until later in May, I believe.

6. **Local Hazard Mitigation Planning Letter** – I submitted the attached letter on behalf of the District which will be joined with others in the County in applying to CalOES and FEMA for a planning grant to fund the mitigation plan.
7. **CSDA Salary Survey** - I completed the CSDA salary survey request on behalf of the District.
8. **CCC Auditor/Controller** – Extensive time was spent communicating with the Auditor/Controller's office to clarify the proper procedures for tracking the District's revolving fund at Mechanic's Bank. In 2020, requests for reimbursements to the account were not made after early April. During the second half of the calendar year, the account was being funded by KPPCSD rent/utility deposits and CERBT reimbursements which precluded the need for reimbursements from the General Fund. Unfortunately, this means that the A/C was unable to record any of the expenditures or understand where the funding was coming from. While this is a KFPD account, the A/C still plays an oversight role to a degree and approves moving funds between our County General Fund and Mechanics Bank based on the review of the latter's expenditures. Another result of delayed reimbursement requests is that the expenditure list of the account were not regularly being reviewed by the Board as a whole (a reimbursement list was included in the November packet but it showed a reimbursement of \$0 so the A/C did not review the details and, for the Board, the list did not include all of the expense details since April.) While our Quickbooks records accurately documented everything from the bank statements and totals were reflected in the monthly finance reports, it is better to keep the reimbursement records up to date. As you can see from the note on this month's reimbursement request:
"Amounts listed above prior to 02/01/2021 are included in this reimbursement request because they were not replenished from the General Fund in 2020. Moving forward, every monthly transmittal will include all the past month's expenditures so the Contra Costa Auditor Controller is able to record the activity. Deposits into the account other than General Fund reimbursements will be moved back to the General Fund in order to properly record revenue sources outside of tax collections."
For example, moving funds from Mechanics Bank back to the General Fund will be necessary and prudent when we receive large deposits such the recent Fire Engine sale receipts or CERBT reimbursements in order to maximize our investment dollars in the General Fund account.
9. **CCC Treasurer/Investments** – Currently, all the District's investment funds are in the LAIF account (<https://www.treasurer.ca.gov/pmia-laif/laif/index.asp>). In order to maximize interest, I am tracking our monthly transmittal requirements and only keeping minimum cash in the Fund (with some reasonable cushion for the timing of accounts payable.)
10. **Mechanics Bank Account** – Payments for utilities and regular expenses in accordance with the budget and finance policies continue to be made electronically. I am looking into the Bill Pay option but a technical glitch has prevented it from working as it should. Regardless, between my review of invoices prior to payment which are then copied to Maze for input, then reviewed again with the backup material for the General Fund reimbursement form, and then by the Board in the transmittal reports, and finally in the

annual audit, there are multiple backups already in place for financial control, oversight, error, and fraud prevention.

11. **Technology Infrastructure** –Nerd Crossing completed the installation of the second computer at the PSB on 02/10/2021. The order for a printer/scanner for Sasha to use is pending soon so she can scan and file postal mail and print using District equipment remotely.
12. **Communications** – A brief discussion regarding the next issue of the Fire Plug was part of the last EPC meeting but other work has precluded focus on its planning. Given the pending joint public meeting on the PSB, it would be helpful to use the issue to cover the outcome, status, and next steps of the project.
13. **Traffic Control Issues** – Understanding that an informational update to our board might be pending regarding KPD traffic control issues and coordination with our agency, I had a joint call with Chief Schuld and Officer Harms who explained their concerns and prior work on the subject. Currently, no update is requested but Officer Harms graciously offered to provide more information for my education at a later date.
14. **Required Training & Certifications** –The annual Form 700 filings are due by April 1st.

Kensington Fire Protection District
Revenue Expense Annual Budget vs. Actual YTD
 July 2020 through June 2021
 As of March 3, 2021

	Actual YTD	Projected Actual	Budget	Budget Amendment	Revised Budget	Notes
Ordinary Income/Expense						
Income						
Property Taxes	4,470,839	4,469,616	4,469,616	0	4,469,616	
Special Taxes	200,686	200,686	200,686	0	200,686	
Other Tax Income	12,250	25,250	25,250	0	25,250	
Lease Agreement	27,452	36,603	36,603	0	36,603	
Interest Income	58,009	121,800	121,800	0	121,800	
Total Income	4,769,236	4,853,955	4,853,955	0	4,853,955	
Expense						
Staff						
Wages	94,341	155,892	155,892	0	155,892	
Medical/dental ins compensation	0	6,000	6,000	0	6,000	
Payroll Taxes	7,605	12,151	12,151	0	12,151	
Workers Compensation/Life Ins	1,598	1,900	1,900	0	1,900	
Payroll Processing	1,013	1,670	1,670	0	1,670	
Total Staff	104,557	177,613	177,613	0	177,613	
RETIREE MEDICAL BENEFITS						
CalPERS Settlement	6,665	11,425	11,425	0	11,425	
Total RETIREE MEDICAL BENEFITS	6,665	11,425	11,425	0	11,425	
OUTSIDE PROFESSIONAL SERVICES						
Accounting	23,620	33,600	33,600	0	33,600	
Actuarial Valuation	5,600	5,600	5,600	0	5,600	
Audit	10,000	17,500	17,500	0	17,500	
Contra Costa County Expenses	-850	38,759	38,759	0	38,759	
El Cerrito Contract Fee	2,422,232	3,229,643	3,229,643	0	3,229,643	
Emergency Preparedness Coordinator	0	17,000	0	17,000	17,000	FY20/21 = (2) Months
El Cerrito Reconciliation(s)	226,605	288,532	288,532	0	288,532	
IT Services and Equipment	9,247	17,480	17,480	0	17,480	
Fire Abatement Contract	2,450	2,450	2,450	0	2,450	
Fire Engineer Plan Review	484	2,060	2,060	0	2,060	
Grant Writer/Coordinator	0	15,000	15,000	0	15,000	\$8,500 = (2) Months
Risk Management Insurance	0	14,420	14,420	0	14,420	
LAFCO Fees	2,294	2,294	2,294	0	2,294	
Legal Fees	43,763	55,000	55,000	0	55,000	
PSB Consultant	0	30,000	30,000	0	30,000	
Operational Consultant	5,601	7,500	7,500	0	7,500	
BHI/GM Recruitment & Training	14,400	14,400	14,400	0	14,400	
Temporary Services	8,783	9,000	9,000	0	9,000	
Website Development/Maintenance	1,640	2,740	2,740	0	2,740	
Wildland Vegetation Mgmt	0	7,600	7,600	0	7,600	
Total OUTSIDE PROFESSIONAL SERVICES	2,775,868	3,810,578	3,793,578	17,000	3,810,578	
COMMUNITY SERVICE ACTIVITIES						
Public Education	3,090	17,000	17,000	0	17,000	
Comm. Pharmaceutical Drop-Off	0	2,500	2,500	0	2,500	
CERT Emerg Kits/Sheds/Prepared	0	3,500	3,500	0	3,500	
Open Houses	0	1,800	1,800	0	1,800	
Community Shredder	0	3,200	3,200	0	3,200	
DFSC Matching Grants	24,000	24,000	24,000	0	24,000	
Firesafe Planting Grants	0	3,000	3,000	0	3,000	
Community Sandbags	0	1,500	1,500	0	1,500	
Volunteer Appreciation	0	1,500	1,500	0	1,500	
Total COMMUNITY SERVICE ACTIVITIES	27,090	58,000	58,000	0	58,000	
DISTRICT ACTIVITIES						
Professional Development	0	10,000	10,000	0	10,000	
Office						
Office Expense	1,324	2,958	2,958	0	2,958	
Office Supplies	134	2,856	2,856	0	2,856	
Telephone	9,563	18,000	18,000	0	18,000	
Office- Other	318	500	500	0	500	
Total Office	11,339	24,314	24,314	0	24,314	
Election	4,991	4,000	4,000	0	4,000	
Firefighter's Apparel & PPE	1,187	1,650	1,650	0	1,650	
Firefighters' Expenses	0	3,250	3,250	0	3,250	

Kensington Fire Protection District
Revenue Expense Annual Budget vs. Actual YTD
 July 2020 through June 2021
 As of March 3, 2021

	Actual YTD	Projected Actual	Budget	Budget Amendment	Revised Budget	Notes
Staff Appreciation	1,247	1,750	1,750	0	1,750	
Memberships	7,753	8,720	8,720	0	8,720	
Building Maintenance						
Needs Assess/Feasibility Study	31,374	31,374	30,000	1,374	31,374	Late Invoice Pmt
Gardening service	2,275	6,000	6,000	0	6,000	
Building alarm	230	840	840	0	840	
Medical Waste Disposal	4,289	8,400	8,400	0	8,400	
Janitorial Service	945	1,260	1,260	0	1,260	
Miscellaneous Maint.	16,071	23,850	17,850	6,000	23,850	Purchase Mattresses
Total Building Maintenance	55,185	71,724	64,350	7,374	71,724	
Building Utilities/Service						
Gas and Electric	7,185	11,130	11,130	0	11,130	
Water/Sewer	686	2,520	2,520	0	2,520	
Total Building Utilities/Service	7,871	13,650	13,650	0	13,650	
Total DISTRICT ACTIVITIES	89,572	139,058	131,684	7,374	139,058	
Contingency	0	25,000	25,000	0	25,000	
Total Expense	3,003,751	4,221,674	4,197,300	24,374	4,221,674	
Net Ordinary Income	1,765,485	632,281	656,655	-24,374	632,281	



Kensington Fire Protection District

Board of Directors
President Larry Nagel
Vice President Kevin Padian
Don Dommer
Janice Kosel
Julie Stein

Date: March 3, 2021

To: Cal OES

From: Bill Hansell, General Manager
Kensington Fire Protection District
217 Arlington Ave
Kensington CA 94707
Email: bhansell@kensingtonfire.org

Re: **Letter of Commitment as Participating Jurisdiction in Contra Costa County Multi-jurisdictional Hazard Mitigation Planning**

Dear State Hazard Mitigation Officer:

As the Federal Emergency Management Agency's (FEMA) Local Mitigation Plan requirements under 44 CFR §201.6 specifically identify criteria that allow for multi-jurisdictional mitigation plans and that many issues are better resolved by evaluating hazards more comprehensively by coordinating at the county, regional, or watershed level, the Kensington Fire Protection District is submitting this letter of commitment to confirm that Kensington Fire Protection District has agreed to participate in the Contra Costa County Multi-jurisdictional Hazard Mitigation Planning.

Furthermore, as a condition of participation in the mitigation planning, Kensington Fire Protection District agrees to meet the requirements for mitigation plans identified in 44 CFR §201.6 and to provide such cooperation as is necessary and in a timely manner to Contra Costa County to complete the plan in conformance with FEMA requirements.

Kensington Fire Protection District understands that it must engage in the following planning process, as more fully described in [FEMA's Local Mitigation Planning Handbook](#), including, but not limited to:

- Identification of hazards unique to the jurisdiction and not addressed in the master planning document;
- The conduct of a vulnerability analysis and an identification of risks, where they differ from the general planning area;
- The formulation of mitigation goals responsive to public input and development of mitigation actions complementary to those goals. A range of actions must be identified specific for each jurisdiction. ;
- Demonstration that there has been proactively offered an opportunity for participation in the planning process by all community stakeholders (examples of participation include relevant involvement in any planning process, attending meetings, contributing research, data, or other information, commenting on drafts of the plan, etc.); and
- Documentation of an effective process to maintain and implement the plan; and,
- Formal adoption of the Multi-jurisdictional Hazard Mitigation Plan by the jurisdiction's governing body (each jurisdiction must officially adopt the plan).



Kensington Fire Protection District

Therefore, with a full understanding of the obligations incurred by participating in the FEMA hazard mitigation planning process as a participant in a multi-jurisdictional plan; I, Bill Hansell, commit Kensington Fire Protection District to the Contra Costa County Multi-jurisdictional Hazard Mitigation Planning effort.

This document is executed this third day of March, 2021.

Please contact Bill Hansell at (510) 527-8395, bhansell@kensingtonfire.org, with questions.

Sincerely,

A handwritten signature in black ink that reads "Bill Hansell". The signature is written in a cursive, flowing style.

Bill Hansell
General Manager
(510) 527-8395
bhansell@kensingtonfire.org



**KENSINGTON FIRE PROTECTION DISTRICT
EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES**

DATE/TIME: January 28, 2021 / 3:00pm to 5:00pm

LOCATION: Via Zoom

PRESENT: Directors: Larry Nagel and Kevin Padian
Committee: Lisa Caronna, Katie Gluck, Peter Guerrero, Peter Liddell,
Danielle Madugo, Paul Moss, David Spath
Staff: GM Bill Hansell
Public: Gail Feldman, Chris Hilliard, Hal Graboske, K. J. Fitzsimmons,
Linnae Due, Lorika G.

1. CALL TO ORDER/ROLL CALL:

Director Padian called the meeting to order at 3:04 p.m. and called roll.

2. PUBLIC COMMENT:

- Gail Feldman commented on Tilden Park saying there were several trees down in Tilden Park near Memory Trail and asked the EPC to notify the Park Fire Department.
- Linnae Due asked why not all panelists were viewable on Zoom. Bill Hansell will investigate Zoom settings.

3. RECOMMENDATION TO ACCEPT MINUTES FROM PREVIOUS MEETINGS:

MOTION: M/s Caronna/Nagel: To accept minutes from previous meetings.
VOTE: Unanimous
Motion passed.

4. EPC COORDINATOR POSITION:

1. Review first attempt at worksheet / flow chart for EPC Priorities; discuss proposed EPC Coordinator position
 - Kevin reviewed a spreadsheet on proposed Fire District activities related to emergency preparedness, divided into one-time and continuing present and projected activities
 - Paul Moss and Lisa Caronna noted that the spreadsheet does not reflect priorities and therefore doesn't give a roadmap on how to proceed. This will be corrected.

- Regarding the potential item for an Emergency Warning System, Chris Hilliard noted he is interested in the Emergency One system as well as satellite systems for early warning. We are considering many options.
- Linnae Due asked why we need a Emergency Preparedness Coordinator when we have a CERT coordinator from EC/K Fire Department. (An item in the meeting packet is an email from Chief Pigoni stating that the EC Contract doesn't cover this kind of education and communication. This position is not a CERT Coordinator.) Linnea also likes the idea of a grant writer. Lin suggested that perhaps the job of an EC Coordinator and Grant Writer could be combined.
- Peter Guerrero echoed that the DFSC is defunct. He noted that it makes a lot of sense to have a grant writer. (We are not sure if it is defunct but it has at least temporarily lost its major funding.)
- David Spath noted that CalFire has grants for fuel reduction and fire prevention. The Cal Fire budget has increased and the money will be there, so we need to be ready with grant applications.
- Danielle Madugo suggested adding a timeline onto the spreadsheet. This will be considered.
- Kevin then reviewed the Emergency Preparedness Coordinator position, which was mainly developed by Lisa Caronna and Dave Spath. CERT began as Earthquake Preparedness but has evolved to include wildfires as well. The proposal suggests several options: this position might start off as full time and then be reduced to part time. This employee would report to the General Manager.
- Lisa Caronna noted that the exact duties of the Emergency Preparedness Coordinator need to be clearly defined, and here they are divided into three categories.
- Bill Hansell agreed that an Emergency Preparedness Coordinator would be a valuable addition and he noted the need for a long term strategic plan that incorporates additional positions. He said that this proposal is good in going from the general to the specific; that the PSB and other duties are taking up most of his time, so that this position would be welcome; and that it should be aggressively funded from the start.
- Danielle Madugo noted that there are other entities in Kensington that need to be involved including the Hilltop School, the churches, and child-care facilities. These will be incorporated into the proposal
- Gail Feldman noted that some of the activities could be accomplished. She thinks a lot of research needs to be done. There are other things that could be worked on. This proposal needs more work. Would like to see more effort on evacuation drill and vegetation management.
- There are three options for hiring an Emergency Preparedness Coordinator:
 - One-year of a full-time position
 - A year of full-time and a year of half-time
 - Two years of half-time

The consensus of the committee was option two, a year of full-time and a year of half-time.

5. LONG-TERM FINANCIAL PLANNER FOR THE KFPD

Brief discussion of possible long-term financial planner for the Fire District

- Kevin described the lack of a long-term financial plan and suggested the need for a professional planner to advise us on allocating, borrowing, financing, and planning.
- Lisa Caronna, Bill, and Kevin all stated that having a financial plan is important so that the EPC can plan a roadmap for EPC activities, but also so that the District can plan for major expenses such as the PSB, engines and other equipment, etc.
- Larry noted that the Special Board Meeting on January 20 set the goals for the GM, including a long-term strategic plan. There was consensus that this consultant would be important to developing that plan, and Bill agreed.

6. EMERGENCY RADIO PROGRAM:

Update on proposed emergency radio program

- Kevin described the status of providing emergency radios to residents. Chief Pigoni (supp info) confirmed that NOAA radios will likely not inform us of an approaching fire, because it is too local an event. Apparently, NOAA emergency warnings are too general to be of use. We may want to rethink the recommendation of specific radios.
- Peter Liddell noted that no one warning device will meet all of our needs, that radios are an important part of awareness, and that we should use as many as possible.
- Peter Guerrero noted that radios may be useful as an alert system. They are not a fire warning system. They are a good source of information. The most important warning systems are CWS and Nixle. Peter doesn't think we need to buy radios for the public, but we should encourage them to use the tools that are available. There also are early warning systems including AI and cameras as well as satellite. Peter noted that if we provide radios we may be suggesting that they would provide an alarm for local emergencies and they will not do that.
- Katie agreed with Peter L. and noted that she thinks it is most important that we keep an eye out for the most vulnerable members of our communities. Also, redundancy is important in emergency warning.
- Paul Moss noted that the most important systems are CWS and Nixle, and that radios may be of doubtful benefit. Paul noted that community organizing also provides a useful alerting system.

7. UPDATE ON PRELIMINARY INFORMATION ON EMERGENCY WARNING SYSTEMS

- Kevin reported there is a large range of options, and we have so far identified three vendors who will provide the kind of systems that meet our objectives. Much information has been gathered and it has to be organized into a spreadsheet, which has been delayed by holidays and other deadlines.

- Katie Gluck noted that she is anxious to get moving on this

8. PROPOSAL TO DEVELOP UPDATED REFRIGERATOR MAGNETS

- Kevin suggested having refrigerator magnets that would have all of the emergency numbers.
- Larry Nagel suggested that stickers for a cell phone might be more with the times than refrigerator magnets.
- Lorika G. suggested that these numbers also be put on the website.
- Chris Hilliard noted that maybe both magnets and sticker, and that information about Zones should also be distributed, along with radio frequencies, GMRS, FRS, etc.

9. UPDATE ON PATHS AND SOUTHERN MARIN FIRE DISTRICT VEGETATION MANAGEMENT PRACTICES

- Lisa requested this be held over to the next meeting

10. POSSIBLE FORMATION OF A SUB-COMMITTEE TO LOOK INTO GRANT OPPORTUNITIES FOR FIRE PREVENTION AND OTHER PROJECTS

- David noted that CalFire will be making grants available because of the increase in the CalFire budget. Dave's thought is that, if we do not get a grant writer, then we should form a sub-committee to get involved with grant writing. Dave thinks this is a golden opportunity for us and volunteered to be on the committee. Kevin will talk to Arrieta Chakos to help us. Kevin Padian and Lisa Caronna are willing to help.

11. BRIEF REPORTS FROM EPC MEMBERS ON ITEMS NOT ALREADY COVERED (e.g., Vollmer cameras)

- Kevin noted that the Vollmer camera status – the Site on Rifle Range has been tabled. Peter Guerrero noted the idea was abandoned because of privacy concerns. The other possible site is Thors Bay Rd and that is being investigated. There's also an old Nike base that is a candidate. The Vollmer top camera has been damaged but will be repaired.
- Chris Hilliard noted that he lives in the area and will talk to Peter Guerrero offline.
- Paul Moss noted that he spoke with Linnea Due about a column or small notices in the *Outlook* reminding people of small things they can do to prepare, as well as larger issues. Kevin asked if there was a price, and Paul said money was not discussed.
- Paul talked about the need to remind people constantly about preparing for emergency communication (CWS, Nixle), and updating them on "Right now, what evacuation plan do we have?", noting the ZoneHaven plan and how residents can familiarize themselves with it. He also noted that Hal Graboske has been very active in

KARO/ECHO and in CERT and could talk to the EPC on short notice. Hal was attending the meeting and stated that he would be happy to speak with the committee.

- Danielle Madugo noted that the planning of an evacuation is in progress with the principal and the teachers.

12. FUTURE AGENDA ITEMS TO BE PUT ON THE CALENDAR

- These will be solicited.

13. SCHEDULING NEXT MEETING

- Next meeting will be February 25, 2021.

14. ADJOURNMENT: The meeting was adjourned at 5:21 p.m.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on February 25, 2021.

Attest:



Emergency Preparedness Committee Member



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

DATE/TIME: December 04, 2020 / 2:15pm

LOCATION: Via Zoom

PRESENT: Directors: President Stein, Director Dommer
Staff: IGM Mary Morris-Mayorga, GM Hansell
Consultants: Deputy General Counsel Rachel Hundley

1. CALL TO ORDER/ROLL CALL:

President Stein called the meeting to order at 2:16 p.m. and called roll.

2. PUBLIC COMMENT:

No public comment.

3. CONSIDER AND REFER TO THE BOARD OF DIRECTORS A CONSULTING AGREEMENT WITH MARY MORRIS-MAYORGA FOR OPERATIONAL SUPPORT (SUPPORTING MATERIALS)

Deputy General Counsel Hundley reviewed the proposed consultant agreement to contract with Mary Morris-Mayorga for operational support services. This contract was based on the same contract that they used for Mary prior to being hired as Interim GM, so all of the standard terms have remained the same. The original draft had a period of 6 months and it was changed to 4 months due to Mary's travel plans. The contract would be on an as needed basis with an hourly rate of \$100. She asked the committee for their feedback regarding the terms going through the end of April, the hourly rate, and if they should recommend a not-to-exceed clause or leave it blank and have the full Board weigh in on what they would like to see for the NTE, if they would like one. She explained the scope of work would include operational support during the General Manager transition.

Director Stein asked what the distinction was between item 1 and 2. DGC Hundley stated that the first item was about her sharing her knowledge of things and the second item would be her actually doing things. Director Stein asked if the District needed Mary beyond the April contract date, would they renew the contract or is she allowed to come back and help the District? DGC Hundley suggested that it would be appropriate to either negotiate or create a new contract. Director Stein asked what she thought would work best for the NTE, a dollar amount or hours. She recommended to have a lump sum amount since the hours would be difficult to anticipate. Director Stein also mentioned that she did not have enough time to go over was what that figure would be based on the budget and whether there was room in the budget for this. She doesn't feel comfortable recommending a limit in this meeting because she would like to see the latest financial report and see if there was a place in the existing budget to find room for this. If there wasn't room in the budget, then there would have to be a budget amendment.

DGC Hundley suggested that they could shorten the terms of the contract and when GM Hansell has a better idea as to what he needs help with in February, they could do an amendment to the contract at the February meeting.

Director Stein suggested that they could wait until after January 1, and at the January Board meeting, when GM Hansell was officially in place as GM, he could bring a proposal to the Board for these services. DGC Hundley was worried that if they did wait and there was a gap before that, people may contact Mary with questions while she's not on a contract and would not be getting paid.

Director Stein stated that they could put a list of variables together and have the Board discuss it and would be willing to recommend going through to February and then GM Hansell could bring it back to the Board if he thought he needed more time. Director Dommer suggested not making the contract too short because there would be a little bit of a learning curve. Director Stein agreed to go through to April 30th but would like to have a NTE clause included in the contract. Director Dommer did not want to go to the Board with the contract until they have calculated a dollar amount to include, so Stein calculated some numbers and Dommer suggested to go on the higher end that way they do not have to keep coming back to the Board for approval and thought that \$10,000 was a good amount to begin with. Stein's concern was having too much available and then going through it when it wasn't needed and suggested \$7,500 instead which Dommer agreed to.

4. ADJOURNMENT:

Meeting adjourned at 2:56pm