



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

Wednesday, January 12th, 2022 7:00pm
Via Zoom Teleconference

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

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

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

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

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

Internet Address:

<https://us06web.zoom.us/j/83271505149?pwd=T1dFL3ZzV3JQZXk2ampSMFNveW83UT09>

Telephone Access:

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

Webinar ID: 832 7150 5149

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. (7:02pm) 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 12/08/2021 (Approve)

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

c. **Approval of Monthly Transmittal** 01/12/2022 (Approve)

d. **Approval of Monthly Financial Reports** 01/12/2022 (Approve)

e. **Adoption of Resolution 2022-01 Re-Authorizing Remote Meetings for the Period January 14, 2022 thru February 12, 2022** (Adopt)

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

5. (7:15pm) NEW BUSINESS

a. **(7:15pm) Board Committee Assignments & Representatives to Outside Agencies -**
Selection by President with Consent of the Board.
Action = Approve assignments.

b. **(7:25pm) 2022 Board Meeting Planning including Strategic Planning Special Mtg -**
Discuss calendar for 2022 Board Meetings as well as the date, scope, and format for a Strategic Planning Special Meeting (Proposed date = Feb 2nd, 2022, 7:00pm).
Action = Approve schedule, scope and format.

c. **(7:45pm) Public Safety Building Renovation Progress Update** (Supporting Materials)
Review work on the Public Safety Building Renovation since the last report.
Action = Accept report. Discuss and direct staff as needed.

- d. **(8:05pm) Evacuation Drill Discussion** (Supporting Materials)
Per Chief Pighoni's memo of November 2nd, 2021 Board meeting, provide board feedback on evacuation drill planning and goals. The Chief will provide a verbal update on planning prior to the discussion.
Action = Discuss and direct staff as needed.

6. **(9:00pm) FIRE CHIEF'S REPORT** (Supporting Material)

7. **(9:15pm) EMERGENCY PREPAREDNESS COORDINATOR'S REPORT**

Action = Presentation/Discussion

8. **(9:25pm) GENERAL MANAGER'S REPORT** (Supporting Material)

Action = Presentation/Discussion

9. **(9:35pm) EMERGENCY PREPAREDNESS COMMITTEE REPORT** (Padian/Nagel)

- a. **Emergency Preparedness Committee Meeting – Next Mtg is January 24th, 2022**
(Draft Meeting Minutes of 12/02/2021 will be included for reference.)

Action = Report by EPC Chair & Discussion

10. **(9:45pm) OUTSIDE AGENCIES REPORTS**

- a. **Contra Costa Special Districts Association** (Nagel)

- b. **State Professional Development and Membership Services Committees** (Kosel)

11. **(10:00pm) ADJOURNMENT**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on February 9, 2022 at 7:00pm. The deadline for agenda items to be included in the Board packet is Wednesday, January 26, 2022 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, February 2, 2022 by 1:00pm.



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

DATE/TIME: December 8th, 2021, 7:00PM

LOCATION: Via Zoom

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

1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:02 p.m. and confirmed the roll call.

2. PUBLIC COMMENT:

There was no public comment.

3. ADOPTION OF CONSENT ITEMS:

Director Stein requested that item 3a “Minutes of the Regular Board of Directors meeting of 11/10/2021” and item 3c “Monthly Transmittal 12/08/2021” be pulled for separate consideration. Director Padian stated he would like a modification to the minutes as well.

MOTION: M/s Kosel/Padian: Motion to Adopt the Consent Calendar except for items 3a and 3c.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 0:03:35

3a. Minutes of the Regular Board of Directors meeting of 11/10/2021:

Director Stein requested more detail on p.4 under item 7d, which should include the GM’s answer that the budget amendment amount would be based on 24 hrs/wk. President Nagel confirmed the request and noted that the GM contract allows for additional hours, if necessary. GM Hansell added that in the meeting the final rate was stated to be \$109 per hour, but he confirmed the math afterward and it is actually \$108 per hour, which is what he has implemented.

VP Padian requested that a sentence be added on p.3 under item 7b to include his request that if any resident feels that the determinations on compliance with local, state, and federal regulations, as determined by the consultants, managers, and chiefs are incorrect, then they should go to the County to find reasons why, in which case those

could be agendized for discussion rather than airing speculations on NextDoor and in the Outlook.

MOTION: M/s Padian/Kosel: Motion to adopt the minutes of the regular Board of Directors meeting of 11/10/2021, as amended.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 0:12:15

3c. Monthly Transmittal 12/08/2021:

Director Stein asked about the payment request for Marjang Architects and what period of services was covered by the bill. GM Hansell answered that it was for services for November and includes all of the sub-consultants work under the architect's contract, except for the structural engineers, ZFA, who did not submit an invoice for the month. Director Stein asked if work by Mack5 is included in Marjang invoices. GM Hansell said there is a different estimator, MicroEstimating, working under Marjang. He added that Mack5 will be used for estimating the Temporary Facilities project. Secretary Kosel asked if the billing amount is what was expected. GM Hansell said it was proportionally correct relative to the stage of their work, as they have fixed fees based on their bid.

MOTION: M/s Padian/Kosel: Motion to adopt the monthly transmittal dated 12/08/2021.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Abstentions: None Absent: None	
Motion Passed 5-0-0	Video Time Stamped: 0:16:15

4. OLD BUSINESS:

NONE

5. NEW BUSINESS:

5a. Election of Officers for Calendar Year 2022:

President Nagel requested nominations for the position of President. VP Padian nominated President Nagel to continue. Director Stein nominated Secretary Kosel.

MOTION: Vote for the position of Board President for 2022
VOTE: Nagel: For Nagel Dommer: For Nagel Padian: For Nagel Kosel: For Kosel Stein: For Kosel
Nagel elected Board President for 2022 by 3-2 Video Time Stamped: 0:18:00

A public comment was made by Linnea Due. Director Stein, President Nagel, and VP Padian made comments regarding the history of agenda requests by directors.

President Nagel requested nominations for the position of Vice President. Director Stein nominated Secretary Kosel. President Nagel nominated VP Padian. There were no public comments.

MOTION: Vote for the position of Board Vice President for 2022
VOTE: Nagel: For Padian Padian: For Padian Dommer: For Padian Kosel: For Kosel Stein: For Kosel
Padian elected Board Vice President for 2022 by 3-2 Video Time Stamped: 0:33:45

President Nagel requested nominations for the position of Secretary. President Nagel nominated Secretary Kosel. VP Padian seconded the nomination. There were no public comments.

MOTION: Vote for the position of Board Secretary for 2022
VOTE: Nagel: For Kosel Padian: For Kosel Dommer: For Kosel Kosel: For Kosel Stein: For Kosel
Kosel elected Board Secretary for 2022 by 5-0 Video Time Stamped: 0:34:00

6. FIRE CHIEF'S REPORT (0:35:15):

Chief Pigoni presented his report. He noted that November was fairly mild in terms of calls. Since November was a drier month than October, it was more typical in terms of routine calls. Engine 65 did respond to a structure fire in Kensington within a residential garage. The Chief is continuing to work on fire check fees given the increased staff time spent on construction permits. The Chief attended the December EPC meeting to discuss evacuation drills and has reviewed material from other communities on their exercises. The target date is early next year.

The Toys for Tots collection continues up until December 18th, but donations will be accepted after that for the following year. The County started to relax COVID-19 regulations but the Omicron variant is now a concern. Nothing has changed in terms of protocols at the station or when staff are on calls.

The Chief described the recruitment activity for (2) Battalion Chiefs and noted an offer has been made to Charles "Chase" Beckman, a 21-year veteran of CalFire from Napa and Solano Counties. He has experience with evacuation and fire-safety in hill areas. He also has experience in vegetation management and fire-wise programs. The Chief hopes to have him on-board by the beginning of the new year.

The department continues to promote registration with the community warning system. President Nagel asked about the recent use of OES engine 413 instead of engine 65. Chief Pigoni said the engine 65 has required some work and availability of parts has delayed its return. Director Dommer asked if the work was under warranty, but the Chief noted that it was not since the engine is six years old. He said that the constant hill-use puts stress on the engine which caused failure of the head gasket.

GM Hansell thanked the public for the Toys for Tots donations.

7. EMERGENCY PREPAREDNESS COORDINATOR REPORT (0:49:30):

President Nagel shared his condolences to EPC Coordinator Valenzuela upon the passing of a family member and thanked him for being present to give the report. Valenzuela summarized his report and activities since the last meeting. He completed a Listos "Train The Trainer" course, which was based on helping families prepare for disasters. On 12/5/2021, he coordinated having the firefighters at the Kensington Farmers Market and assisted residents with sign-ups for the emergency warning system. He received comments on the EP Workbook, although the majority of interaction was with Berkeley, El Cerrito, and Oakland residents. The neighborhood children enjoyed the interaction with the firefighters. In terms of community engagement, the district's publications and social media has helped but the direct interaction with community groups, such as the Kensington Improvement Club and National Night Out block parties, has been more successful. Valenzuela requested feedback on C.O.R.E.

objectives for the district, identified as *Culture, Opportunities, Registration, and Education*. His impression of Kensington *Culture* includes social consciousness, neighborly-values, family-oriented living, and the influence of academia. His opinion on the Kensington *Opportunities* category includes block parties, fire house brunches, National Night Out, Emergency Supply Sales, Toys for Tots, Shred & Meds events, and emergency fairs/carnivals. All will provide training and recruitment opportunities. The *Registration* category includes social media (the district website, NextDoor, Facebook, Instagram, Nixle, etc) and CWS Registration. The goal is to increase subscribers and registrations.

For *Education*, he would like to target three tiers of preparedness, including *Listos* (Household level), *Map Your Neighborhood* (Block level), and *CERT* (Community Level).

Secretary Kosel asked about bringing back Firefighter Training Cards. Valenzuela agreed that would be a great idea and will follow up on it. Kosel also asked that Valenzuela give some attention to reinvigorating CERT. Valenzuela agreed and thanked her for that suggestion.

Chief Pigoni said that CERT classes are being planned again.

Director Stein commented about reviewing future issues of the Emergency Workbook with the Board in advance of printing for feedback and suggestions. VP Padian complimented Valenzuela on his work, but noted that the coordinator's contract does not cover CERT training due to concerns about that scope coming under the obligations of El Cerrito FD. Padian noted that the Workbook draft was reviewed by the President, VP, GM, and others prior to publication. GM Hansell asked that the coordinator be able to attend to at least attend CERT events in order to promote other preparedness issues. VP Padian thought that would be OK as long as the

distinction is made. President Nagel said it is important to reach those who are CERT trained to make sure they are also be educated in general emergency preparedness.

GM Hansell suggested that EPC members think about the presentation this evening and contact Valenzuela directly if they have feedback on the *Community* character or other items covered by the C.O.R.E. slides.

Public comments were made by Peter Liddell, Mabry Benson, and Elaine Stolton.

8. GENERAL MANAGER'S REPORT (1:22:00):

GM Hansell outlined his report. The FY2021 audit is moving along and the draft audit should be submitted in the February meeting with the mid-year review. For the PSB Renovation, the architecture and engineering team will be wrapping up the Design Development phase and has involved more detailed code coordination. The latest cost estimate has been uploaded to the website. The estimate is holding around the same level. In fact, it came down slightly. The next update on the estimate will be at 50% Construction Documents. The Temporary Facilities planning is moving along and the schedule has been included in the packet.

GM Hansell attended the East Bay Wildfire JPA formation meeting. There was an 80/20 split on interest in proceeding with the idea of a JPA, so another meeting will be scheduled. About 20% of attendees felt there would be duplication of efforts by a new JPA.

The grant writers are continuing to investigate options for the district.

Coordination continues with the KPPCSD support staff, who may have time outside of their part-time employment to provide some support.

GM Hansell noted that funds are being moved from Reserves to the General Fund to cover the dry revenue period prior to receipt of this year's taxes.

Director Stein asked for a clarification on the PSB Renovation/Temp Facility schedule and why it refers to "city" review. GM Hansell explained that the church parking lot is in the City of El Cerrito. He explained the difference between the Design/Bid/Build approach of the PSB Renovation versus the Design/Build process for the Temp Facility project. Design/Build is more appropriate for the latter given the nature of that work and faster delivery.

Director Stein asked about the approval schedule at this point for the design plans and financial package. To answer that question, GM Hansell showed the schedule from the October 13th, 2021 BOD meeting which listed benchmarks for both the PSB Renovation and the Temp Facility project. He described the critical path of all the steps needed to start construction. He also referred back to the November meeting where he noted that the PSB Renovation bidding is not allowed until after the grant award status is determined, therefore the schedule has moved back a couple of months.

In terms of the board approvals, GM Hansell said that the basic floor plans have not changed since the September meeting presentation and those were based on the November 2019 plan, which was referenced in the Spring 2021 approval by the board to proceed. Progress on the drawings will continue to updated at each board meeting, but the next decision points are around the February 2022 meeting for the Temp Facilities bidding, and then the bidding receipts for the PSB. He said there will be a planning approval for the variance due to the enclosure of the deck. Those documents will have public notifications by the Planning Dept. Any other discussions about design or layouts could happen at any time, but we have had the basic layout for months.

Director Stein assumed that the final design plans would come back for approval but now it sounds like the design has been settled without that. GM Hansell noted that it is natural in the conceptual phase to vote on multiple concepts and schemes, and that was done by the board previously, but moving forward into these later phases, e.g. Design Development and Construction Documents, the standard is to show the progress and ask about any concerns but not schedule further votes on direction. He said that if there is a consensus that a re-

consideration is needed, then the board should articulate that. VP Padian said that it made sense to have those board approvals in the earlier considerations of the site planning and occupancy planning, but that now detailed code questions should be handled by the staff. The board can't vote on legal requirements as they are mandates that have to be followed. GM Hansell showed the floor plans and reviewed the constraints on the layout to explain that there is not much discretion in the layout. Most of the plan is determined by code requirements and what already exists in the building.

9. EMERGENCY PREPAREDNESS COMMITTEE REPORT:

9a. Emergency Preparedness Committee Meetings of December 2, 2021

VP Padian thanked all of the committee members as well as the staff for their work over the past year. He noted that this is the only committee in Kensington that still has community members involved. VP Padian provided an update on the committee's last meeting, including the discussions re: red-flag day parking and evacuations. He emphasized Supervisor Gioia's interest and support for an evaluation of parking conditions, but said that the EPC is trying to facilitate the feedback even though the decision falls under the purview of the County. LT Harms of KPD has stated that he is looking at individual street situations carefully. The period of parking restrictions is also being discussed, e.g. if it should occur just on red-flag days, during all of fire season, or all year-round. There are a lot of possibilities to consider and opinions to gather. With regards to an evacuation drill, Chief Pigoni and LT Harms agreed that two uphill zones would be a place to start. He noted that help will be needed on education and support and that we can't do anything without the County, since it issues warnings and requires coordination with other districts and supervision. Examples of what other agencies have done are being considered and discussed.

GM Hansell stated that he had spoken with a Deputy Chief from Southern Marin Fire, who shared a lot of drill info they have collected over the years. They prefer small drills that target different neighborhoods rather than large drills that take six months of planning and include many volunteers. They collaborate with a research team from Google and are utilizing Zonehaven.

President Nagel suggested using El Cerrito High School parking lots for gathering locations. VP Padian said that Mill Valley utilized the Middle School parking lots to check-in residents during drills.

Chief Pigoni feels that seeing what the traffic flow would be like would be helpful and for residents to test how fast they can mobilize. He described the example that Moraga-Orinda did which went well but required many volunteers. During an actual event those volunteers will not be present. Therefore, the Chief would like to know what the Board is looking to achieve with the drill.

VP Padian believes that the drill has to be for the benefit of what the Fire Department and Police Department staff need to know. He noted that police will have to deal with traffic and they remain understaffed.

Public comments were made by Mabry Benson and David Spath.

10. OUTSIDE AGENCIES REPORTS:

10a. Contra Costa Special Districts Association

President Nagel reported that the next meeting is on Monday, January 24th, 2022. He shared that the bylaws were amended last month to add a Special District At Large

member, to raise the fees, and some other misc items. President Nagel submitted a vote on behalf of the district.

10b. State Professional Development and Membership Services Committees

Secretary Kosel stated that CSDA is continuing to provide educational programs for free. She asked GM Hansell to update the directors on the status of their education requirements, including ethics and sexual harassment training by CSDA and FEMA training by El Cerrito.

11. ADJOURNMENT: President Nagel wished everyone a happy holiday season and adjourned the meeting at 9:28 p.m.

The next Board of Directors meeting will occur on January 12th, 2022.

MINUTES PREPARED BY: Bill Hansell

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on January 12th, 2022.

Attest:

Secretary of the Board



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



DATE: January 3, 2022

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

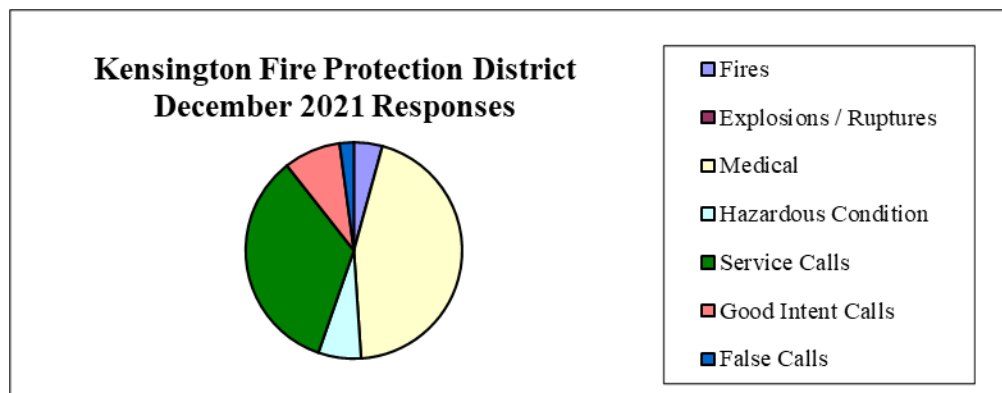
RE: **Incident Activity Reports for the Month of December 2021**

There were 47 incidents that occurred during the month of December in the community of Kensington. This is an increase of 15 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 64 calls which is an increase of 11 calls over the previous month.

The significant increase in the number calls both within and outside of the community was due mostly to a significant increase in medical emergencies. However, there were two structure fires within the community. On December 11th there was roof fire on Anson Way that was caused by embers from a chimney with no screen landing on a dry shake roof and on December 13th, there was another in the 200 block of Yale which caused major damage to the house. More information on both events is in the Chief’s Report.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
1: Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	2	4.26%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	21	44.68%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	3	6.38%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	16	34.04%
6: Good Intent Calls	<i>(Cancelled Enroute, Wrong Location)ss</i>	4	8.51%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	1	2.13%
Totals		47	100.00%



Kensington Fire Protection District Community Response Log for December 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021132730	01-Dec-21 20:41:59	280 Colgate AVE	Kensington	OES413	321
2	0021132798	02-Dec-21 02:01:52	217 Arlington AVE	Kensington	OES413	5000
3	0021133253	03-Dec-21 05:18:17	48 Avon RD	Kensington	OES413	321
4	0021133418	03-Dec-21 14:05:49	128 Highland BLVD	Kensington	OES413	321
5	0021133528	03-Dec-21 17:53:19	58 Norwood AVE	Kensington	OES413	321
6	0021133533	03-Dec-21 18:13:02	201 Amherst AVE	Kensington	E172	321
7	0021133782	04-Dec-21 12:05:45	Ocean View AVE	Kensington	OES413	611M
8	0021133928	04-Dec-21 18:54:38	85 Franciscan WAY	Kensington	OES413	321
9	0021134102	05-Dec-21 08:11:19	189 Highland BLVD	Kensington	OES413	5000
10	0021134828	07-Dec-21 08:02:19	560 Coventry RD	Kensington	OES413	321
11	0021134930	07-Dec-21 11:43:19	191 Highland BLVD	Kensington	OES413	440
12	0021135289	08-Dec-21 09:49:03	256 Cambridge AVE	Kensington	OES413	321
13	0021135532	08-Dec-21 21:16:59	97 Franciscan WAY	Kensington	OES413	500
14	0021136236	10-Dec-21 15:22:26	1645 Ocean View AVE	Kensington	OES413	550
15	0021136785	11-Dec-21 19:40:33	15 Anson WAY	Kensington	OES413	111
16	0021136979	12-Dec-21 09:30:46	105 Highland BLVD	Kensington	OES413	321
17	0021137314	13-Dec-21 05:56:00	216 Yale AVE	Kensington	OES413	611M
18	0021137324	13-Dec-21 06:26:25	303 Arlington AVE	Kensington	OES413	520
19	0021137332	13-Dec-21 07:11:14	85 Ardmore RD	Kensington	OES413	520
20	0021137342	13-Dec-21 08:05:41	215 Yale AVE	Kensington	OES413	111
21	0021137669	13-Dec-21 21:57:06	20 Kenilworth DR	Kensington	OES413	611M
22	0021137761	14-Dec-21 07:05:07	1645 Ocean View AVE	Kensington	OES413	553
23	0021137931	14-Dec-21 14:38:44	77 Norwood AVE	Kensington	OES413	500
24	0021137957	14-Dec-21 16:02:35	623 Parkside CT	Kensington	OES413	321
25	0021137972	14-Dec-21 16:41:23	1 Lawson RD	Kensington	E171	321
26	0021138283	15-Dec-21 12:29:27	8 Edwin DR	Kensington	OES413	400
27	0021139076	17-Dec-21 10:43:44	1550 Oakview AVE	Kensington	OES413	740
28	0021139330	17-Dec-21 22:24:19	1645 Ocean View AVE	Kensington	OES413	550
29	0021139467	18-Dec-21 10:40:02	95 Edgecroft RD	Kensington	OES413	321
30	0021139821	19-Dec-21 08:21:28	133 Windsor AVE	Kensington	OES413	321

31	0021139964	19-Dec-21 16:07:13	285 Arlington AVE	Kensington	OES413	550
32	0021140213	20-Dec-21 09:32:41	260 Amherst AVE	Kensington	OES413	553
33	0021140355	20-Dec-21 16:41:06	19 Franciscan WAY	Kensington	OES413	500
34	0021141001	22-Dec-21 10:32:34	1632 Oakview AVE	Kensington	E165	400
35	0021141782	24-Dec-21 07:12:58	155 Ardmore RD	Kensington	E165	321
36	0021141918	24-Dec-21 14:24:52	22 Kenyon AVE	Kensington	E165	550
37	0021142824	27-Dec-21 00:55:43	1609 Ocean View AVE	Kensington	T171	611M
38	0021143423	28-Dec-21 14:48:57	59 Arlington AVE	Kensington	E165	520
39	0021143752	29-Dec-21 12:32:08	205 Arlington AVE	Kensington	E165	321
40	0021143924	29-Dec-21 19:42:33	16 Edwin DR	Kensington	E165	321
41	0021143925	29-Dec-21 19:46:47	Grizzly Peak BLVD	Kensington	E172	322
42	0021144204	30-Dec-21 13:58:30	242 Stanford AVE	Kensington	E165	321
43	0021144491	31-Dec-21 07:54:21	131 Arlington AVE	Kensington	E165	554
44	0021144693	31-Dec-21 17:37:48	685 Oberlin AVE	Kensington	E165	321
45	0021144696	31-Dec-21 17:50:39	19 Norwood AVE	Kensington	E172	321
46	0021144799	31-Dec-21 22:24:48	1645 Ocean View AVE	Kensington	E165	554
47	0022000024	01-Jan-22 00:44:45	44 Franciscan WAY	Kensington	E165	321

Type Series

Description

100

(Structure, Trash, Vehicle, Vegetation Fire)

200

(Over Pressure/Ruptures Explosions, Bombs)

300

(EMS, Vehicle Accidents, Extrication, Rescue)

400

(Chemical Spills, Leaks, Down power Lines)

500

(Distress, Water/ Smoke/Odor Problems, Public Assists)

600

(Cancelled En Route, Wrong Location)

700

(Wrong Company/Unit Dispatched)

Kensington Fire Protection District Engine 65 Response Log for December 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021132519	01-Dec-21 11:09:33	San Pablo AVE	El Cerrito	OES413	611X
2	0021132522	01-Dec-21 11:11:41	Terrace DR	El Cerrito	OES413	321
3	0021132730	01-Dec-21 20:41:59	Colgate AVE	Kensington	OES413	321
4	0021132798	02-Dec-21 02:01:52	Arlington AVE	Kensington	OES413	5000
5	0021133023	02-Dec-21 15:11:16	Central AVE	El Cerrito	OES413	321
6	0021133253	03-Dec-21 05:18:17	Avon RD	Kensington	OES413	321
7	0021133418	03-Dec-21 14:05:49	Highland BLVD	Orinda	OES413	321
8	0021133528	03-Dec-21 17:53:19	Norwood AVE	Kensington	OES413	321
9	0021133782	04-Dec-21 12:05:45	Ocean View AVE	Kensington	OES413	611M
10	0021133928	04-Dec-21 18:54:38	Franciscan WAY	Kensington	OES413	321
11	0021134102	05-Dec-21 08:11:19	Highland BLVD	Kensington	OES413	5000
12	0021134217	05-Dec-21 14:55:42	Terrace DR	El Cerrito	OES413	321
13	0021134828	07-Dec-21 08:02:19	Coventry RD	Kensington	OES413	321
14	0021134930	07-Dec-21 11:43:19	Highland BLVD	Kensington	OES413	440
15	0021134954	07-Dec-21 13:02:42	Ashbury AVE	El Cerrito	OES413	553
16	0021134971	07-Dec-21 13:41:33	Balra DR	El Cerrito	OES413	321
17	0021135289	08-Dec-21 09:49:03	Cambridge AVE	Kensington	OES413	321
18	0021135413	08-Dec-21 15:14:52	Galvin DR	El Cerrito	OES413	321
19	0021135532	08-Dec-21 21:16:59	Franciscan WAY	Kensington	OES413	500
20	0021136124	10-Dec-21 11:36:43	Francisco WAY	Richmond	OES413	400
21	0021136236	10-Dec-21 15:22:26	Ocean View AVE	Kensington	OES413	550
22	0021136634	11-Dec-21 12:42:36	Santa Fe AVE	El Cerrito	OES413	321
23	0021136785	11-Dec-21 19:40:33	Anson WAY	Kensington	OES413	111
24	0021136979	12-Dec-21 09:30:46	Highland BLVD	Kensington	OES413	321
25	0021137314	13-Dec-21 05:56:00	Yale AVE	Kensington	OES413	611M
26	0021137324	13-Dec-21 06:26:25	Arlington AVE	Kensington	OES413	520
27	0021137332	13-Dec-21 07:11:14	Ardmore RD	Kensington	OES413	520
28	0021137342	13-Dec-21 08:05:41	Yale AVE	Kensington	OES413	111
29	0021137669	13-Dec-21 21:57:06	Kenilworth DR	Kensington	OES413	611M
30	0021137761	14-Dec-21 07:05:07	Ocean View AVE	Kensington	OES413	553

31	0021137795	14-Dec-21 09:18:32	Bonnie DR	El Cerrito	OES413	5000
32	0021137931	14-Dec-21 14:38:44	Norwood AVE	Kensington	OES413	500
33	0021137957	14-Dec-21 16:02:35	Parkside CT	Kensington	OES413	321
34	0021138194	15-Dec-21 09:08:44	Portola DR	El Cerrito	OES413	735
35	0021138283	15-Dec-21 12:29:27	Edwin DR	Kensington	OES413	400
36	0021138530	15-Dec-21 23:27:08	Blake ST	El Cerrito	OES413	812
37	0021138672	16-Dec-21 09:25:53	Seaview DR	El Cerrito	OES413	321
38	0021138824	16-Dec-21 15:26:42	Arlington AVE	Kensington	OES413	324
39	0021139006	17-Dec-21 05:55:24	Behrens ST	El Cerrito	OES413	5000
40	0021139076	17-Dec-21 10:43:44	Oakview AVE	Kensington	OES413	740
41	0021139330	17-Dec-21 22:24:19	Ocean View AVE	Orinda	OES413	550
42	0021139467	18-Dec-21 10:40:02	Edgecroft RD	Kensington	OES413	321
43	0021139821	19-Dec-21 08:21:28	Windsor AVE	Kensington	OES413	321
44	0021139883	19-Dec-21 12:22:47	Liberty ST	El Cerrito	OES413	400
45	0021139964	19-Dec-21 16:07:13	Arlington AVE	Kensington	OES413	550
46	0021140213	20-Dec-21 09:32:41	Amherst AVE	Kensington	OES413	553
47	0021140355	20-Dec-21 16:41:06	Franciscan WAY	Kensington	OES413	500
48	0021140713	21-Dec-21 15:09:26	El Cerrito PLZ	Orinda	E165	611M
49	0021140913	22-Dec-21 06:09:14	Balra DR	El Cerrito	E165	321
50	0021141001	22-Dec-21 10:32:34	Oakview AVE	Kensington	E165	400
51	0021141617	23-Dec-21 19:09:35	Potrero AVE	El Cerrito	E165	321
52	0021141782	24-Dec-21 07:12:58	Ardmore RD	Kensington	E165	321
53	0021141918	24-Dec-21 14:24:52	Kenyon AVE	Kensington	E165	550
54	0021142816	27-Dec-21 00:05:37	Devonshire DR	El Cerrito	E165	111
55	0021143348	28-Dec-21 11:39:06	Colusa AVE	El Cerrito	E165	5000
56	0021143423	28-Dec-21 14:48:57	Arlington AVE	Kensington	E165	520
57	0021143752	29-Dec-21 12:32:08	Arlington AVE	Kensington	E165	321
58	0021143924	29-Dec-21 19:42:33	Edwin DR	Kensington	E165	321
59	0021144204	30-Dec-21 13:58:30	Stanford AVE	Kensington	E165	321
60	0021144223	30-Dec-21 14:42:29	Norvell ST	El Cerrito	E165	553
61	0021144491	31-Dec-21 07:54:21	Arlington AVE	Kensington	E165	554
62	0021144693	31-Dec-21 17:37:48	Oberlin AVE	Kensington	E165	321
63	0021144799	31-Dec-21 22:24:48	Ocean View AVE	Kensington	E165	554
64	0022000024	01-Jan-22 00:44:45	Franciscan WAY	Kensington	E165	321

Type Series**Description**

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

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

**KENSINGTON FPD
 TRANSMITTAL - APPROVAL
 Invoices**

PY/CY:
 BATCH #.:
 DATE : 1/12/2022
 LOCATION #: 13
 FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	City of El Cerrito	1/1/2022	Jan-22	7840	2328						309,743.34
	Marjang Design	1/5/2022	Public Safety Building Renovation	7840	2310						51,980.50
	Kappe Architects	12/31/2021	Temporary Facilities Architecture	7840	2310						4,650.00
50147	KFPD Revolving Fund	1/12/2022	Reimburse Revolving fund	7840	2490						<u>46,585.45</u>
TOTAL											<u><u>412,959.29</u></u>

Kensington FPD Approval

Kensington Fire Protection District
 Checking Account Replenishment
 January 12, 2022

Transactions:

Payee	Date	Expenses	Description
AT&T	12/01/2021	\$ 421.66	Office Telephone
Delta Dental Ins Payment	12/01/2021	\$ 948.79	Retiree Dental
VSP	12/02/2021	\$ 323.10	VSP Payment
Google	12/06/2021	\$ 90.00	Email Service
Fed/State	12/07/2021	\$ 1,793.99	Payroll Tax Withholding
Heartland Payroll	12/07/2021	\$ 78.54	Payroll Processing Fee
W Hansell	12/07/2021	\$ 3,479.32	Payroll
Contra Costa Tax Collector	12/07/2021	\$ 2,382.78	2021-22 Property Tax
Fedex Office	12/08/2021	\$ 11.68	Board Meeting Packet Binding
CalPERS	12/09/2021	\$ 952.08	Health Settlement
ACI Payments, Inc.	12/14/2021	\$ 3.00	Transaction Fee
ACI Payments, Inc.	12/14/2021	\$ 3,412.00	PSB Renovation - Planning Permit Fee
Acapulco Rock & Soil	12/17/2021	\$ 669.48	Community Sandbags
EBMUD	12/17/2021	\$ 411.46	Building Utilities/Service - Water/Sewer
Comcast	12/20/2021	\$ 144.97	Internet
CalPERS	12/21/2021	\$ 952.08	Health Settlement
CalPERS	12/21/2021	\$ 2,549.19	Retiree Health
Heartland Payroll	12/22/2021	\$ 173.49	Payroll Processing Fee
W Hansell	12/22/2021	\$ 4,906.54	Payroll
Fed/State	12/22/2021	\$ 2,160.46	Payroll Tax Withholding
PG&E	12/23/2021	\$ 156.44	Gas Service
State Fund Compensation Insurance	12/28/2021	\$ 182.50	Workers Comp Insurance Payment
Stericycle	12/28/2021	\$ 308.10	December 2021 Services
PG&E	12/28/2021	\$ 1,480.12	Electric Service
AT&T	12/30/2021	\$ 422.68	Office Telephone
Acapulco Rock & Soil	12/31/2021	\$ 389.61	Community Sandbags
Zoom	12/06/2021	\$ 140.00	Zoom Payment
Terminix	12/06/2021	\$ 156.00	Pest Control
Streamline	12/06/2021	\$ 260.00	Website
CrashPlan	12/24/2021	\$ 9.99	Monthly Payment for Cloud Backup
Maze & Associates (995058)	12/14/2021	\$ 3,000.00	Accounting Services
CC Special Districts Association (995037)	12/07/2021	\$ 100.00	Dues Payment
Stericycle (995053)	12/17/2021	\$ 2,232.50	Shred Event
Fernando Herrera (995054)	12/14/2021	\$ 2,100.00	Landscape Maintenance
Altivu (995055)	12/15/2021	\$ 8,333.33	Emergency Prep Coordination Services
Meyers Nave (995056)	12/14/2021	\$ 1,253.88	Legal Service - October 2021
All-Ways Green Services (995057)	12/20/2021	\$ 195.69	Monthly Building Maintenance
Net Withdrawals for Replenishment		\$ 46,585.45	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 46,585.45	

Board President _____ Date _____

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of December 31, 2021**

Current Cash and Investments

Cash Balance		<u>Comments</u>
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	164,616.95	Balance as of 12/31/2021, Pending Reconciliations
General Fund	2,615,950.06	Balance as of 12/31/2021, Pending Reconciliations
Special Tax Fund	124,785.10	Balance as of 12/31/2021, Pending Reconciliations
Capital Fund	(45,447.74)	Balance as of 12/31/2021, Pending Reconciliations
Total Cash Balance	<u>2,860,104.37</u>	
Investments		
Capital Replacement Funds	1,858,672.62	Balance as of 12/31/2021, Pending Reconciliations
Special Tax Fund	453.40	Balance as of 12/31/2021, Pending Reconciliations
Fire Protection Contract Reserves	3,021,642.67	Balance as of 12/31/2021, Pending Reconciliations
E/C Contract Recon Reserves	409,043.34	Balance as of 12/31/2021, Pending Reconciliations
Investments - Other	1,948,519.66	Balance as of 12/31/2021, Pending Reconciliations
Total Investments	<u>7,238,331.69</u>	
Total Current Cash and Investments	<u><u>10,098,436.06</u></u>	

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

01/05/22

Accrual Basis

July through December 2021

	Jul - Dec 21	Jul - Dec 20	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,649,209.40	4,455,782.98	193,426.42	4.3%
Special Taxes	204,417.70	200,685.70	3,732.00	1.9%
Lease Agreement	18,301.50	18,247.05	54.45	0.3%
Interest Income	9,061.32	-21,567.87	30,629.19	142.0%
Miscellaneous Income	387,210.00	223.50	386,986.50	173,148.3%
Total Income	5,268,199.92	4,653,371.36	614,828.56	13.2%
Expense				
Staff				
Wages	52,665.81	64,005.02	-11,339.21	-17.7%
Payroll Taxes	24,916.92	6,211.04	18,705.88	301.2%
Workers Compensation/Life Ins	393.90	384.68	9.22	2.4%
Payroll Processing	988.36	859.27	129.09	15.0%
Total Staff	78,964.99	71,460.01	7,504.98	10.5%
RETIREE MEDICAL BENEFITS				
CalPERS Settlement	6,664.56	2,856.24	3,808.32	133.3%
Total RETIREE MEDICAL BENEFITS	6,664.56	2,856.24	3,808.32	133.3%
OUTSIDE PROFESSIONAL SERVICES				
Accounting	15,000.00	12,500.00	2,500.00	20.0%
Actuarial Valuation	0.00	5,600.00	-5,600.00	-100.0%
Audit	0.00	10,000.00	-10,000.00	-100.0%
Bank Fee	25.00	0.00	25.00	100.0%
Contra Costa County Expenses	19,850.53	-682.98	20,533.51	3,006.5%
El Cerrito Contract Fee	1,762,935.26	1,614,821.34	148,113.92	9.2%
El Cerrito Reconciliation(s)	95,524.81	154,471.66	-58,946.85	-38.2%
IT Services and Equipment	22.78	6,892.80	-6,870.02	-99.7%
Fire Abatement Contract	0.00	2,450.00	-2,450.00	-100.0%
Fire Engineer Plan Review	688.00	0.00	688.00	100.0%
RGS Contract	0.00	0.00	0.00	0.0%
Grant Writer/Coordinator	4,587.50	0.00	4,587.50	100.0%
LAFCO Fees	0.00	2,293.70	-2,293.70	-100.0%
Legal Fees	4,997.00	35,053.03	-30,056.03	-85.7%
BHI/GM Recruitment	0.00	12,900.00	-12,900.00	-100.0%
Temporary Services	0.00	8,782.85	-8,782.85	-100.0%
Traffic Study	0.00	0.00	0.00	0.0%
Website Development/Maintenance	1,560.00	1,120.00	440.00	39.3%
Total OUTSIDE PROFESSIONAL SERVICES	1,905,190.88	1,866,202.40	38,988.48	2.1%
COMMUNITY SERVICE ACTIVITIES				
Public Education	12,127.78	3,090.00	9,037.78	292.5%
Community Shredder	135.00	0.00	135.00	100.0%
DFSC Matching Grants	0.00	24,000.00	-24,000.00	-100.0%
Community Sandbags	1,728.57	0.00	1,728.57	100.0%
COMMUNITY SERVICE ACTIVITIES - Other	483.17	0.00	483.17	100.0%
Total COMMUNITY SERVICE ACTIVITIES	14,474.52	27,090.00	-12,615.48	-46.6%
DISTRICT ACTIVITIES				
Professional Development	3,323.58	0.00	3,323.58	100.0%
Office				
Office Expense	2,438.57	997.64	1,440.93	144.4%
Office Supplies	694.33	82.36	611.97	743.0%
Telephone	3,271.62	7,335.51	-4,063.89	-55.4%
Office- Other	0.00	317.83	-317.83	-100.0%
Office - Other	0.00	64.00	-64.00	-100.0%
Total Office	6,404.52	8,797.34	-2,392.82	-27.2%
Firefighter's Apparel & PPE	810.21	1,187.00	-376.79	-31.7%
Staff Appreciation	93.49	0.00	93.49	100.0%
Memberships	7,615.00	7,753.00	-138.00	-1.8%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	19,125.29	-19,125.29	-100.0%
Gardening service	2,100.00	2,275.00	-175.00	-7.7%
Building alarm	0.00	230.00	-230.00	-100.0%
Medical Waste Disposal	3,756.75	3,339.32	417.43	12.5%
Janitorial Service	1,034.03	630.00	404.03	64.1%
Miscellaneous Maint.	1,280.49	14,993.84	-13,713.35	-91.5%
Total Building Maintenance	8,171.27	40,593.45	-32,422.18	-79.9%
Building Utilities/Service				
Gas and Electric	6,061.79	5,661.40	400.39	7.1%
Water/Sewer	3,025.76	1,157.66	1,868.10	161.4%
Total Building Utilities/Service	9,087.55	6,819.06	2,268.49	33.3%
Total DISTRICT ACTIVITIES	35,505.62	65,149.85	-29,644.23	-45.5%
Total Expense	2,040,800.57	2,032,758.50	8,042.07	0.4%
Net Ordinary Income	3,227,399.35	2,620,612.86	606,786.49	23.2%
Net Income	3,227,399.35	2,620,612.86	606,786.49	23.2%

Kensington Fire Protection District

Trial Balance

As of December 31, 2021

01/05/22

Accrual Basis

	Dec 31, 21	
	Debit	Credit
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	164,616.95	
General Fund	2,615,950.06	
Special Tax Fund	124,785.10	
Capital Fund		45,447.74
Accounts Receivable	6,772.67	
Advance on Taxes	2,192,418.41	
Advance on Supplemental Taxes	71,779.71	
Deposits on Fixed Assets	20,000.00	
Prepaid Services - EC	0.07	
Prepaid Exp.	1,159.00	
Prepaid CERBT - Retiree Trust	498,134.88	
Investments	390.36	
Investments:Capital Replacement Funds	3,807,255.32	
Investments:Fire Protect. Contract Reserves	3,021,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	2,073,780.43	
Accumulated Depreciation-Equip		1,011,602.78
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,208,874.20
Current Capital Outlay:PSB Renovation Soft Costs	228,997.46	
Current Capital Outlay:P/S Building Repair/Replace	1,696.98	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Due to Revolving Acct - Gen Fnd		13,281.04
Due to Other - Issued by CCC		15,329.71
Accounts Payable		1,605.65
Deferred Inflow of Resources		9,731.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
Postretirement Health Ben Liab	21,710.36	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,997.01
Fund Equity		2,317,661.58
Property Taxes		4,649,209.40
Special Taxes		204,417.70
Lease Agreement		18,301.50
Interest Income		9,061.32
Miscellaneous Income		387,210.00
Staff:Wages	52,665.81	
Staff:Medical/dental ins compensation	1,000.00	
Staff:Payroll Taxes	24,916.92	
Staff:Workers Compensation/Life Ins	393.90	
Staff:Payroll Processing	988.36	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	6,664.56	
OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner	14,981.25	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	49,999.98	
OUTSIDE PROFESSIONAL SERVICES:Accounting	15,000.00	
OUTSIDE PROFESSIONAL SERVICES:Bank Fee	25.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	19,850.53	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	1,762,935.26	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	95,524.81	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	22.78	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	688.00	
OUTSIDE PROFESSIONAL SERVICES:Grant Writer/Coordinator	4,587.50	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	4,997.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	1,560.00	
COMMUNITY SERVICE ACTIVITIES	483.17	
COMMUNITY SERVICE ACTIVITIES:Public Education	12,127.78	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	135.00	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	1,728.57	

**Kensington Fire Protection District
Trial Balance**

01/05/22

Accrual Basis

As of December 31, 2021

	Dec 31, 21	
	Debit	Credit
DISTRICT ACTIVITIES:Professional Development	3,323.58	
DISTRICT ACTIVITIES:Office:Office Expense	2,438.57	
DISTRICT ACTIVITIES:Office:Office Supplies	694.33	
DISTRICT ACTIVITIES:Office:Telephone	3,271.62	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	810.21	
DISTRICT ACTIVITIES:Staff Appreciation	93.49	
DISTRICT ACTIVITIES:Memberships	7,615.00	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	2,100.00	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	3,756.75	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	1,034.03	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	1,280.49	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	6,061.79	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	3,025.76	
TOTAL	19,764,811.23	19,764,811.23



RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT PROCLAIMING A LOCAL EMERGENCY PERSISTS, RE-RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR NEWSOM ON MARCH 4, 2020, AND RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR THE PERIOD JANUARY 14, 2022 THRU FEBRUARY 12, 2022 PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Kensington Fire Protection District is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, all meetings of Kensington Fire Protection District’s legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District’s legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provision for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolutions, Number 21-08 on October 13, 2021, Number 21-10 on November 10, 2021, and Number 21-11 on December 8, 2021, finding that the requisite conditions exist for the legislative bodies of Kensington Fire Protection District to conduct remote teleconference meetings without compliance with paragraph (3) of subdivision (b) of section 54953; and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e), the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, emergency conditions persist in the District, specifically, on March 4, 2020, Governor Newsom proclaimed a State of Emergency under the California Emergency Services Act due to COVID-19, which is still in existence; and

WHEREAS, on August 2, 2021, the Contra Costa County Health Officer issued a Health Order requiring the wearing of face coverings in workplaces and public settings due to the rise of the SARS-CoV-2 Delta Variant, which is still in effect and has been amended due to the Omicron Variant; and

WHEREAS, the Board of Directors does hereby find that the State of Emergency due to COVID-19 still exists; that many persons who regularly attend Board meetings are over the age of 65 and therefore considered particularly vulnerable to COVID-19, which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and therefore desires to affirm a local emergency exists and re-ratify the proclamation of state of emergency by the Governor of the State of California and the recommendation of social distancing by the Contra Costa County Health Officer; and

WHEREAS, as a consequence of the local emergency persisting, the Board of Directors does hereby find that the legislative bodies of Kensington Fire Protection District shall continue to conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall continue to comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

WHEREAS, the District provides in the public notices and agendas for all public meetings the online and telephone options for participation in public meetings, protecting the right of the public to address their local officials and to participate in public meetings, and posts this information on the District's website, including instructions on how to access the public meeting remotely.

NOW, THEREFORE BE IT RESOLVED, that the board of directors of Kensington Fire Protection District does hereby resolve as follows:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. Affirmation that Local Emergency Persists. The Board of Directors hereby considers the conditions of the state of emergency in the District and proclaims that a local emergency persists throughout the District, and that many persons who regularly attend Board meetings are over the age of 65 and therefore considered particularly vulnerable to COVID-19, which has caused, and will continue to cause, conditions of peril to the safety of persons within the District that are likely to be beyond the control of services, personnel, equipment, and facilities of the District; and therefore desires to affirm the recommendation of social distancing by the Contra Costa County Health Officer.

Section 3. Re-ratification of Governor's Proclamation of a State of Emergency. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. Remote Teleconference Meetings. The General Manager and legislative bodies of Kensington Fire Protection District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, continuing to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date of Resolution. This Resolution shall take effect from January 14, 2022, and shall be effective until the earlier of (i) February 12, 2022, or such time the Board of

Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of Kensington Fire Protection District may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

The foregoing resolution was duly adopted at a special meeting of the Kensington Fire Protection District on the 12th day of January 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Janice Kosel, Secretary



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 12, 2022
TO: KFPD Board of Directors
RE: **Agenda Item 5b** - Proposed CY2022 KFPD Meeting Schedule
SUBMITTED BY: Bill Hansell, General Manager

January 12 th , 2022	Wednesday	7:00PM	BOD Meeting	
January 27 th , 2022	Thursday	3:00PM	EPC Meeting	
February 2 nd , 2022	Wednesday	7:00PM	BOD Meeting	(Strategy Planning)
February 4 th , 2022	Friday	10:00AM	Finance Mtg	(Mid-Year Review)
February 9 th , 2022	Wednesday	7:00PM	BOD Meeting	
February 24 th , 2022	Thursday	3:00PM	EPC Meeting	
March 9 th , 2022	Wednesday	7:00PM	BOD Meeting	
March 24 th , 2022	Thursday	3:00PM	EPC Meeting	
April 13 th , 2022	Wednesday	7:00PM	BOD Meeting	
April 28 th , 2022	Thursday	3:00PM	EPC Meeting	
May 11 th , 2022	Wednesday	7:00PM	BOD Meeting	
May 26 th , 2022	Thursday	3:00PM	EPC Meeting	
May 27 th , 2022	Friday	10:00AM	Finance Mtg	(Prelim Budget Review)
June 8 th , 2022	Wednesday	7:00PM	BOD Meeting	(Prelim Budget Approval)
June 23 rd , 2022	Thursday	3:00PM	EPC Meeting	
July 13 th , 2022	Wednesday	7:00PM	BOD Meeting	
July 28 th , 2022	Thursday	3:00PM	EPC Meeting	
August 10 th , 2022	Wednesday	7:00PM	BOD Meeting	(Break to Be Confirmed)
August 25 th , 2022	Thursday	3:00PM	EPC Meeting	
September 9 th , 2022	Friday	10:00AM	Finance Mtg	(Final Budget Review)
September 14 th , 2022	Wednesday	7:00PM	BOD Meeting	(Final Budget Adoption)
September 22 nd , 2022	Thursday	3:00PM	EPC Meeting	
October 12 th , 2022	Wednesday	7:00PM	BOD Meeting	
October 27 th , 2022	Thursday	3:00PM	EPC Meeting	
November 9 th , 2022	Wednesday	7:00PM	BOD Meeting	
December 1 st , 2022	Thursday	3:00PM	EPC Meeting	
December 14 th , 2022	Wednesday	7:00PM	BOD Meeting	



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 12, 2022

TO: Board of Directors
Kensington Fire Protection District

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

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Accept Report. Discuss and Direct Staff as needed.

Update

Since the last report, the Public Safety Building architects and engineers completed the *Design Development Phase*. The 100% *Design Development* Drawings have been posted on the district website at:

<https://www.kensingtonfire.org/files/7bad2ff01/20211217+KFPD+PSB+100%25+Design+Development.pdf>

During the DD phase coordination with the MEP engineers including more detailed equipment specifications and code implementation resulted in slight modifications to the plans as needed. For example, the laundry room and bathrooms on the second floor were refined, and it was determined that an elevator machine room (EMR) would have to be included on the first floor, so the storage area was adjusted to accommodate the area needed. Most significantly, a meeting with Chief Pigoni and his staff led to a more efficient layout for the apparatus bay that will maintain a third vehicle space by placing the turnouts along the east (rear) wall, the decon area in the northeast corner, and the workbench/storage on the north wall. The third bay currently provides layout work space and vehicle storage flexibility and the staff felt strongly that should remain an option. By deleting the proposed enclosures shown in the prior plans and maintaining the existing compressor closet and utility sink, we have reduced the new construction scope and will save money in this area.

The project has now entered the *Construction Document Phase*, where the necessary drawings will be prepared for building permit submittal and, eventually, construction bidding. Since the overall extent of work has not changed dramatically, it was decided to wait until 50% CDs for the next cost estimate review. In December, I met with all the shift crews and over the next month we will meet with them again to have the architect review material finishes and other details such as cabinetry. BC Kevin Janes is supplying information on the communications equipment that must be accommodated for both the PSB renovation and the Temporary Facilities project.

In the December report, I stated that a variance request was submitted to the County DCD. A variance is required to enclose the second-floor deck, since the existing building extends over the typical 20' front setback and 5' side setback. The application was made with payment, assigned to a planner, and reviewed for completeness. The attached letter from the planner

requested additional information, which was supplied on January 6th, 2022. The response letter with attachments has been posted at:

<https://www.kensingtonfire.org/files/f964968b9/20220106+KFPD+Response+Letter+to+DCD+with+Attachments.pdf>

Since the project requires a variance, it must be reviewed by the [Kensington Municipal Advisory Council](#), who will subsequently make a recommendation to the planner. Please note that the review in this case is only on the allowance for the enclosure of the deck. I am awaiting confirmation on when the project will be reviewed by KMAC.

With regards to the financing of the building, I met with our grant writers, ESS, on December 15th, 2022. They updated me on the *Hazard Mitigation Grant Program* application process. In order to complete the next step, we are required to submit a Cost-Benefit Analysis which studies the impact of the structural upgrades relative to seismic risk. ZFA Structural Engineers attended the meeting since they will be the ones creating the analysis, and clarified with the grant writer what is required. ZFA will submit a separate fee proposal for this work since it is outside the scope of their regular design services. I understand that if we are awarded the HMGP grant, the cost will be claimed as a project expense. ESS also notified me that the deadline for the application has been pushed back a month, which means the award notification may come later as well. I understood previously that awards would be made by the end of July, and that we can not bid our project until the determination has been made. Thus, a delay in awards will affect the construction schedule as well.

ESS also advised me that, if we are awarded the grant, we will have to complete a NEPA environmental assessment. Although the project is categorically exempt from CEQA since the renovation is within the existing footprint, the FEMA-based grant money triggers a NEPA review. While there do not seem to be any concerns about conflicting with NEPA standards, e.g. the building is not an historical structure and is not on Federal land, ESS believes the approval could take 3 to 12 months to process. Obviously, this would be another significant impact on the construction schedule and requires that we include further construction inflation in our estimate. I have requested that from our estimators for the next round, and also asked that they include the impact of the *Build America/Buy America Act*, which is another requirement of using federal funding. While the grant can potentially fund 75% of the project cost, I will be reviewing the above information with our municipal advisors so they can update the financial strategies we discussed in November and December. I will have further information for the board to consider at the February BOD meeting. We still have time to weigh different financial options, but in the meantime our consultants will continue to work on what is necessary to complete the HMGP application.

Meanwhile, the site plan for the Temp Facility project has been completed. It was reviewed and approved by Chief Pigoni after his requested revisions were included. I met with Kappe Architects and Mack5 a few times to discuss plan details and strategy. During those meetings, we studied a similar project by the Carlsbad Fire Department a few years ago, and used their drawings as a reference for both the modular living unit and the tent structure vehicle storage. The plan will provide the minimum space necessary to continue operations. We are in the process of using the schematic plan to reach out to vendors for the modular unit and the tent structure. Mack5 will use the plan to update the estimate so we can fill-in that component of the overall financial planning. Although we assume we will either buy or rent new structures, I have

reached out to a few agencies to see if any similar units happen to be available, either from recently finished projects or other existing stock that might be coming up. I am checking through the CSDA to get the word out and Chief Pigoni is trying through his association as well. For example, I spoke to the Menlo Park FD, as they utilized a mobile unit a few years ago during a station renovation. Unfortunately, their unit is under lease to the Santa Rosa FD while they rebuild a station that was lost in the wildfires. MPFD intends to take it back after the lease is up later this year because they will be starting another renovation.

Other next steps for the Temp Facility include lease discussions with the Unitarian church now that we have a better idea of the scope, layout, and the available utilities of the site. We will also talk with the city about planning approval, and look into the timeline for utility connections. Fortunately, we confirmed a sanitary line in the street so that should be straightforward, as will the water supply connection. The greatest concern is for the PG&E hook-up, since new service connections can take some time to complete.

The next update will be presented at the February Board of Directors meeting. In the meantime, any new project related documents will continue to be posted on the KFPD website at: <https://www.kensingtonfire.org/public-safety-building>

**Department of
Conservation and
Development**

30 Muir Road
Martinez, CA 94553

Phone:1-855-323-2626

**Contra
Costa
County**



John Kopchik
Director

Aruna Bhat
Deputy Director

Jason Crapo
Deputy Director

Maureen Toms
Deputy Director

Amalia Cunningham
Assistant Deputy Director

January 5, 2022

Bill Hansell
217 Arlington Ave
Kensington, CA 94707

RE: Notice of Incomplete Application for a Variance Request
Site Address: 217 Arlington Ave, Kensington, CA 94707
APN: 570-050-021
County File: #CDVR21-01040

Dear Applicant,

The Department of Conservation and Development has received your variance application and submitted on December 9, 2021, requesting approval of a Variance to allow a 13-foot front yard setback (where 20-feet is the minimum) and a 3-foot, 5-inch side yard (where 5-feet is the minimum) for a 345 square-foot second story addition that will enclose an existing deck and convert it into an office space. We have enough information to move forward, however, please provide this information prior to applying for a building permit.

1. On Sheet A101, please provide the front setback measured from the property line to the closest wall of the second story addition.
2. On Sheet A101, please provide both side yard setbacks measured from the property line to the closest wall of the second story addition.
3. On Sheet A202, the plans show a workshop, turnout and decon that are to be removed from the project scope. Please confirm this is accurate and if so, please revise the plans accordingly.
4. Please confirm if the new offices will be used by new individuals who are not already at the site. Or, will these offices be occupied by staff already on-site (relocation from downstairs to upstairs).

5. Pursuant to 26-2.2006 – Variance permit standards require that the following conditions must be met. Please see the attached PDF containing those standards. Please answer the following three questions for each development in a written response to myself:
- a. What is the physical hardship displayed by the property that necessitates the need for a variance?
 - b. Why is it that granting you this variance would not be giving you a special privilege that your neighbors do not have?
 - c. How would granting this variance help you maintain the property use for its intended purpose?

Agency Comments:

As part of the application process, we have shared the application materials with other organizations and agencies. Staff will forward pending agency comments to you when received.

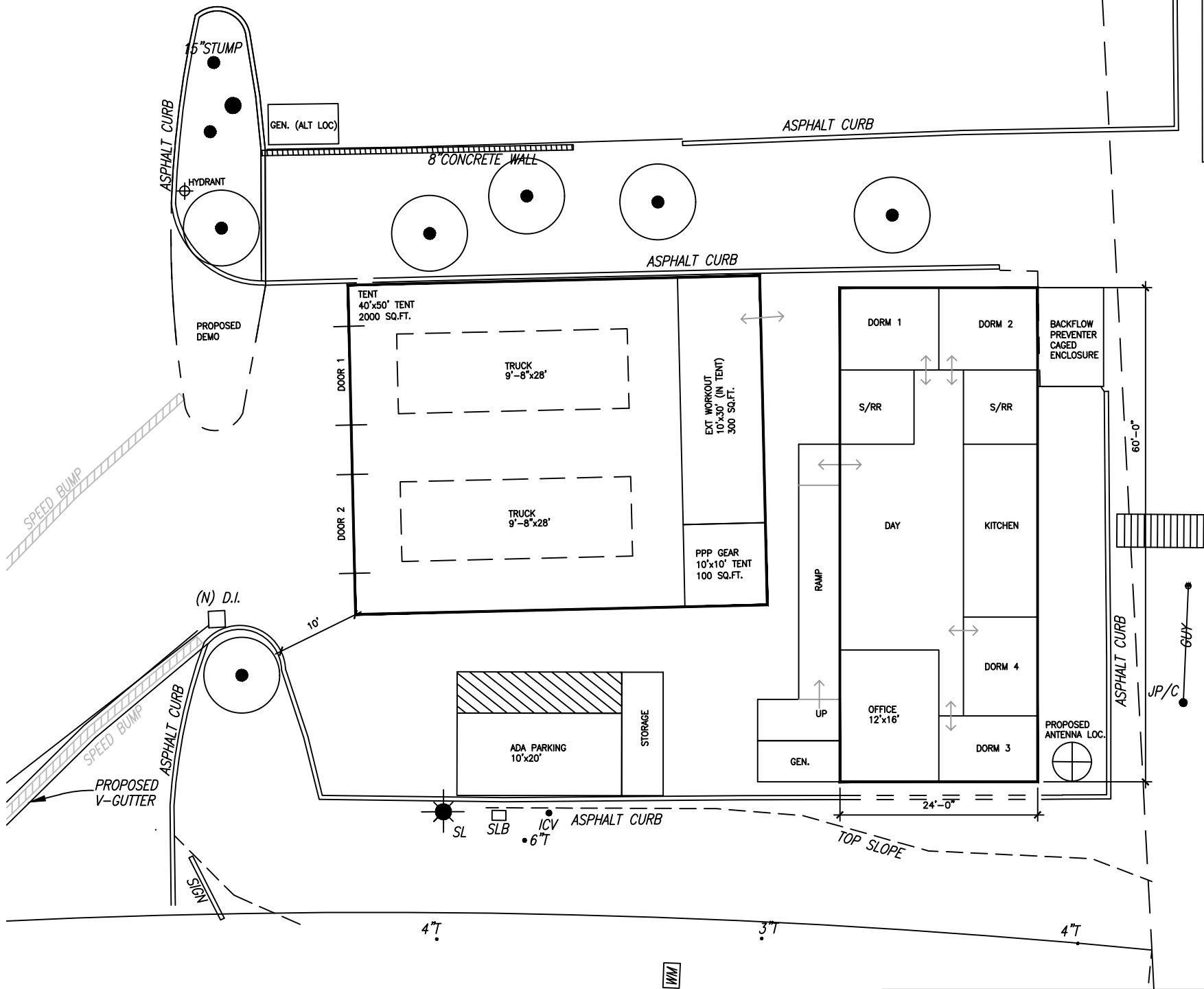
Please send your response and/or revised plans to me via email at Everett.Louie@dcd.cccounty.us. Should you have questions, please feel free to contact me by phone at (925) 655-2873 or via email so that I may be of further assistance.

Sincerely yours,



Everett Louie
Project Planner

Cc: County File #CDVR21-01040
Property Owner: Kensington Fire Protection District 217 Arlington Ave, Kensington, CA 94707



KENSINGTON FIRE

PROGRAMING SITE LAYOUT
SKA-4

KAPPE ARCHITECTS
 Board Packet 32 of 51
 801 'D' STREET SAN RAFAEL, CA 94901
 TEL: 415.457.7801 FAX: 415.457.7885

SCALE: 1" = 16'

12/20/2021





EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: November 2, 2021

NOTE: Re-Issued for January 12, 2022 BOD mtg item 5d

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: **Red Flag Parking & Evacuation Drill Discussion**

To kick start the discussion on “**Red Flag Parking and Evacuation Drills**” I am recommending that the Board and/or the Emergency Preparedness Committee place this topic on their agenda for a focused discussion and decision. The following is a recommended topic for this discussion. The first part on Red Flag parking is to provide feedback to the County on the actual wishes of the District (FIRE and PD)

Red Flag Parking

1. The first point of discussion is whether to endorse no parking on the streets on Red Flag Days.
 - Throughout the Community?
 - Just the main evacuation routes?

2. If the decision is to endorse the no parking, then discuss where the residents would park their cars if off road is not available at their location.
 - Side streets?
 - Out of the area?
 - Percentage of residents that do not have off street parking for one vehicle in their garage or driveway?
 - Would this leave a car for the residents to evacuate later if so needed.

3. Determine the main initial evacuation streets. (Baby steps) These have been discussed in the past but recent conversations with Gioia’s office indicates that the County is not sure of the final plan.
 - Beloit/Cambridge/Yale/Princeton/Amherst to the Arlington?
 - Purdue/Kenyon/Wellesley or Westminster to the Arlington?
 - Sunset/Franciscan or cemetery bypass?
 - Coventry/Berkeley Park?

4. Discuss the needs or benefit of Red Flag/No Parking signs.
 - Consider the visual blight/pollution
 - Public education versus signs
 - Is social media, printed and televised media adequate?
 - Would signs make a difference

Evacuation Drill

1. Discuss approximate time frame for the drill.
 - Suggest 1st quarter of 2022
 - Weekday/Saturday/Sunday
 - Morning versus afternoon

2. Evacuation Area

- One/two zones?
- Entire Community?
- Volunteer evacuees?

3. Destination

- Drive through check in point?
- Virtual or email check in?
- What other data would be desired?

These are just some of the topics that need to be discussed and feedback provided to ensure that the drill be successful.

Notes for Discussion of Proposed Modified Parking Configuration and Evacuation Drill

KFPD EPC Meeting, 2 December 2021

I. Item 04a: Proposed Modified Parking Configurations

A. Focus on road segments that (1) impede emergency vehicle access and/or (2) require residents to turn their cars around in order to go with the traffic evacuation flow.

1. Beloit/Cambridge/Yale/Princeton/Amherst to the Arlington
2. Junction of Princeton and Amherst
3. Purdue/Kenyon/Wellesley or Westminster to the Arlington
4. Windsor, York, St. Albans
5. Sunset to Franciscan
6. Mid-portion of Lenox
7. Coventry/Berkeley Park and Ardmore

B. Types of proposed changes:

1. Two-sided -> one-sided parking (eliminate one parking lane)
2. Reverse direction of one-sided parking, possibly changing the side of the street for parking
3. Elimination of street parking on some street segments

C. Alternatives for proposed changes

1. Year-round: simpler so less confusing, but more inconvenient overall
2. Fire season: from first forecast Diablo Wind Event to first heavy rains
3. Red Flag Days: shorter durations but more confusing; notification difficult

D. Considerations for alternate parking during restricted periods

1. Issue street permit for a second car if the first one is parked on the property
2. Relax County requirement for cars in driveways not to encroach sidewalks
3. Ensure that each household has at least one nearby vehicle for evacuating
4. Enforce 72-hour parking rule on all streets; boats and RVs off the streets

E. Public notification of Fire Season or Red Flag Days

1. Social media, District websites, CWS, Nixle
2. Signs on stanchions posted on main traffic sites (Arlington/Amherst; Arlington/Ardmore; Sunset/Franciscan; W end of Vassar; Grizzly Peak/ Spruce; Colusa Circle)
3. Education of residents must stress that these are not local block/street problems but problems that affect all neighbors in Kensington and beyond
4. Encouragement of pre-evacuation for residents with mobility/time needs

II. Item 04b: Evacuation Drill

- A. Timing: as soon as practically possible but before Fire Season begins again
 - 1. County OES must agree to schedule and coordinate
 - a. Non-interference with other County drills or calendar holidays/events
 - b. Pre-education effort coordinated and approved with County
 - c. Evacuation destination(s) must be coordinated through the County
 - 2. Coordination of Police and Fire Departments
 - a. Adequate staffing from both Depts to coordinate the drill
 - b. Auxiliary staffing from County Sheriff's Office?
 - c. Possible role of citizen volunteers to help with traffic?
 - 3. Day/Time: Other districts have used Saturday mornings for alerts and drills
- B. Evacuation Area
 - 1. One or two "zones"
 - 2. Entire community
 - 3. Triggered by Zonehaven zone alerts?
- C. Destination
 - 1. What is/are the destination(s)?
 - 2. Drive-through check-in point?
 - 3. Virtual text/email check-in (by actual evacuees)?
 - 4. Reliable data on what percentage of residents received the alert (survey)
- D. Preparation and Education of Residents before the Drill
 - 1. Having go-bags and cars packed the night before
 - 2. Informing residents of their destination(s)
 - 3. Discussing traffic protocols and neighborly procedures during evacuation
 - 4. Taking care of less mobile neighbors
 - 5. Follow-up survey on how well the drill went / possible improvements



KENSINGTON COMMUNITY PREPAREDNESS ACTIVITIES

The Kensington Fire Protection District aims to provide the most relevant preparedness topics for the Kensington community. The Kensington Fire Protection District can host a series of events to increase community participation and improve household preparedness. As we face continued county and state pandemic precautions for public engagements, the following program builds on the known success of previously held community virtual town halls and smaller outdoor neighborhood block parties.

Primary Objectives:

- Register all participants for CWS and Nixle.
- Make participants aware of the benefits of subscribing to the KFPD Communication Toolkit platforms.
- Ensure participants understand the risks of Red Flag Days and how they will know when they occur.
- Ensure participants begin planning for alternate living accommodations during evacuations.
- Register mobility challenged individuals with the KPD.
- Ensure participants understand that leaving early is an option that has many benefits.
- Provide participants with information that improves parking and traffic during Red Flag Days.
- Provide participants with resources to improve their home emergency supplies.
- Provide participants with resources to improve their go bags.
- Provide participants with information about training and volunteer opportunities.

EVENT I: (Virtual) Preparedness Webinar

Modeled in the likeness of the 11/2021 Kensington Improvement Club Town Hall, this event will invite several guest speakers to address key issues related to emergency preparedness and evacuations. Each of the guest speakers will have a call to action message for the residents. An example of the agenda and content is as follows:

County OES- CWS

Topics: Community Warning System registration, how it works during an emergency.

Kensington Fire Protection District:

Topics: Communication toolkit, go bags, planning for shelter during an evacuation

Kensington Police Department

Topics: notifying KPD of mobility challenges, road safety and parking during red flag days

El Cerrito Kensington CERT

Topics: supplies / water containers / fire extinguishers / volunteer and training opportunities

Kensington Fire Department

Topics: TBD by Chief Pigoni

KARO/ECHO

Topics: Weather Radio Use and benefits

Short interactive activities can be inserted between segments to engage the audience and collect information that would be helpful for KFPD feedback.

The meeting can be recorded and posted to reach additional attendees that did not have an opportunity to attend the webinar.

EVENT II: Evacuation Drill & Preparedness Block Party

KFPD will coordinate a message with CWS to prompt an evacuation drill. In advance of the drill, KFPD will run a robust print and advertising campaign to push for CWS registration and announce the drill. The evacuation will prompt participants to bring go bags and convene at a predetermined meeting point for the Preparedness Block Party activities.

This drill serves as a registration campaign and awareness of CWS for Kensington residents. The drill has an opportunity to discuss Red Flag Days, parking habits, traffic concerns, and evacuation routes. This drill also serves as an opportunity to further educate and engage the community upon arrival at the meeting point.

The meeting point can be a community center, park, or just a sidewalk of various residences, like National Night Out. This event will be an opportunity to connect community members with other preparedness enthusiasts to evaluate and improve individual preparedness efforts.

The KFPD can set up a booth at this event which will provide an opportunity to promote CWS registration. The KFPD may also have pamphlets for the Communication toolkit, CERT Emergency supply sale information, volunteer opportunities, additional preparedness resources, and home hardening information.

This event can be used for various scenarios. The KFPD can align the event with National Wildfire Community Preparedness day, which takes place the first Saturday in May annually. This activity can also be tailored to other risk scenarios such as landslides, earthquakes, chemical hazards, and more.

These two events are designed to identify community members that would likely serve as CERT volunteers, which helps sustain a recruitment pool for the program.

This program can be paired with a pancake breakfast/brunch when dedicated volunteers are identified.

Please feel free to contact me about refining these programs to better suit the needs of the district and community.

Johnny Valenzuela
Emergency Preparedness Coordinator
Kensington Fire Protection District



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www.el-cerrito.org



DATE: January 5, 2022

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

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

December Incident Run Reports

There were 47 incidents that occurred during the month of December in the community of Kensington. This is an increase of 15 calls over the previous month. The annual number of calls in the community was 401 for 2021. Engine 165 responded to a total of 64 calls in December which is an increase of 11 calls over the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 340 calls for service during the month. There was a total of 3,762 incidents for the year.

Structure Fires

This month the Fire Department responded to two structure fires in the community that caused significant damage. On December 11th, crews responded to a structure fire on Anson Way that was caused by embers from a chimney with no screen landing on a dry shake roof and igniting. The fire burned through the roofing material, but the firefighters were able to extinguish it before it reached the attic.

On December 13th, there was another fire in the 200 block of Yale which caused major damage to the house. Prior to the fire, crews had been dispatched earlier to this same house for a domestic issue in which there were threats of burning the house. A few hours later, the Fire Department returned to find the house burning and well involved. Through the great efforts of the firefighters, the fire was contained to the one structure with no damage to the exposures. Exact cause is still under investigation.

Plan Check Costs

The Fire Department is still working on the Plan Check fees. Due to the lack of availability of personnel through the Holidays, we were not able to complete the report for review.

U.S. Marines Toys for Tots Program



This year was an exceptional year for the Toys for Tots program. El Cerrito and Kensington residents' donations filled 24 boxes of toys that were delivered and distributed through various programs.

COVID-19 Mandates

While last month the County Health Department loosened the mask requirements among vaccinated personnel, on December 28th, the County once again rescinded that health order and is now requiring masks for everyone indoors regardless of vaccination status. In addition, the County is now requiring all previously vaccinated public safety personnel to obtain a booster shot. Those individuals as well as the unvaccinated will be required to be tested every week prior to their shift until such time they can provide proof of vaccination. This change is in response to the surge of omicron variant in the County. County records show that since March of 2020, 156

residents in the community have tested positive which is 44 more than last month however there are still no deaths reported. At the beginning of this month, COVID-19 hospitalization accounted for approximately 11% of the total patients in the County.

Register with the Contra Costa County Community Warning System

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



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 12, 2022

TO: Kensington Fire Protection District Board

RE: Emergency Preparedness Coordinator Report

SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

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

1. Community Event/Engagement

- 12/5/2021 Kensington Farmers' Market – Toys for Tots Collection

2. District Communications/ Publications

- 11/29/2021 Facebook Earthquake Activity
- 11/30/2021 Nextdoor KFPD Emergency Prep Meeting Reminder
- 12/03/2021 Nextdoor Toys for Tots Drive / Farmers Market Reminder
- 12/12/2021 Nextdoor Wind Advisory
- 12/12/2021 Facebook Wind Advisory
- 12/13/2021 Nextdoor Fire Prevention Chimney Fire
- 12/13/2021 Facebook Areal Flood Advisory Bay Area
- 12/16/2021 Nextdoor Winter Storm Readiness Sandbags
- 12/17/2021 Nextdoor CPR/First Aid Class
- 12/19/2021 Facebook NWS Rain Total Report
- 12/20/2021 Nextdoor Christmas Tree Watering Poll
- 12/21/2021 Facebook Rain Forecast
- Revised Content for The Fire Plug Dec 2021
- Added Online Safety Posts to Fire Plug Dec 2021

Initiatives/ Deliverables

- Drafted new edition of Firefighter Trading Cards
- Propose CORE objectives for KFPD Board
- Develop a draft virtual emergency preparedness exercise
- Develop a draft in-person emergency preparedness exercise
- Add CPR/First Aid information to the KFPD Website
- Add Toys for Tots Digital Banner to KFPD Homepage
- Add CPR/First Aid Digital Banner to KFPD Homepage
- Uploaded Preparedness Content to KFPD Website:
 - Preventing Chimney Fires White Papers
- Review Moraga-Orinda Fire District Preparedness Exercise Documents to tailor to KFPD initiatives
- Develop Trivia Game on Kahoot! For review by CERT Program Manager use.

3. Meetings

- 12/02/2021 KFPD Emergency Preparedness Meeting
- 12/08/2021 KFPD Monthly Board Meeting
- 01/06/2022 Dennis Rein LAMORINDA Fire

4. Introductions / Correspondences

- Lon Poole re: Wildfire Preparedness Workbook
- Dennis Rein
- Katie Gluck
- Diego Latorree Re: School Evacuation
- Tom Welch

5. Miscellaneous

Obtained Certificate of Completion – Listos Train The Trainer Course



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 12, 2022

TO: Board of Directors
Kensington Fire Protection District

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

SUBMITTED BY: Bill Hansell, General Manager

Despite the December holidays and reduced time, there has been a lot of progress on the general business of the district since the last board meeting. Some of that is covered in the PSB update, but below are other items of note:

1. **FY2020-2021 Audit** – MUNCPAS conducted its virtual fieldwork starting the week of January 3rd. This consisted of a very large number of email requests for documents sent to myself and Maze Accounting. Maze has been handling the bulk of the detailed accounting responses with some backup research from me, while I have covered policy questions. I hope to have confirmation by the time of our meeting that the draft audit will be available for the February BOD meeting.
2. **East Bay Wildfire Prevention and Vegetation Management JPA** – I attended the second formation meeting of the potential JPA on Friday, January 7th. Chief Pigoni and EPC member Peter Guerrero also attended. Attached is an “Overview of Needs to be Addressed” which was presented at the meeting by the steering committee. In general, there was greater concern expressed by various agency professionals about possible redundancies a JPA might create. Supervisor Gioia stated his concerns and asked Fire Chief Broschard of CCCFPD to articulate his opinion. Chief Broschard feels it is important to implement simple steps and is particular concerned about a multi-county JPA that would be unwieldy. There was a call for a response to the “Overview” document that would explain current solutions already in place. The group agreed to meet again on February 5th and were told that meeting would include a presentation from the Marin County Wildfire JPA. The facilitators, Placeworks, suggested that a discussion begin about the actual format of a JPA, e.g. board structure, but Supervisor Gioia felt that is still premature until the needs study is agreed upon.
3. **Hills Emergency Forum** – I attended the HEF Staff Liaison Committee meeting on December 14th, which was very informative and comprehensive. I reported recent KFPD activities to the group. Attached is the agenda for the next meeting on January 11th, which includes the meeting minutes from December for your review.
4. **Grant Writer Activity** – The PSB Update report, item 5c, explains progress on the HMGP application for the renovation project. In addition, I have been discussing grants for vegetation management with our consultants, ESS. These include a separate HMGP grant application for that purpose, as well as upcoming opportunities from the Conservation Conservancy and CalFire. Overgrowth in Cerrito Canyon is one target

project to pursue funding for, although we may not have the scope materials, price estimates, work schedules, and other background materials that are needed to pursue the next round of deadlines. In order to leverage partnerships, I have contacted Assistant Chief Chris Pinto with the Berkeley Fire Department, as I understand they will be applying for an HMGP grant. I asked if KFPD could be added as a partner agency on their grant so we can address border issues like Cerrito Canyon together, and leverage their staffing advantages and resources.

5. **Sandbag Program** – So far this season, we have made 300 sandbags available at the Arlington Community Church parking lot for residents to pick up. At the last check, there were about 24 left, and we have posted reminders on NextDoor that they are also available from the Recycling Center. The orders to date have totaled +/- \$1,750, which is above our budget of \$1,500, but given the amount of stormwater so far that is not surprising. We will continue to monitor the need.
6. **Board Directors Education Requirements** – I will follow up individually this week on summaries of the education requirements, as requested by Secretary Kosel at the December meeting.
7. **GM Hours** – As a check on the amount of time required for my position in 2021, I reviewed the final payroll document for the year and will note that the total averaged out to 25 hours per week, which is in-line with the contract I am currently working under.
8. **Board Clerk/Executive Assistant and Accounting/Booking Positions** – I intend to address this need further over the next month in terms of posting openings, but I continue to explore alternative options with KPPCSD staff and our prior board clerk.
9. **Coordination with KPPCSD** – During weekly trips to the PSB for mail, messages, and renovation meetings, I continue to check in regularly with the KPPCSD admin and police staff on common issues and concerns. I appreciate the sense of collaboration we have been fostering on a staff and operations level.



KENSINGTON FIRE PROTECTION DISTRICT
 MEETING OF THE EMERGENCY PREPAREDNESS COMMITTEE
 MEETING MINUTES
 Thursday, December 2, 2021 3:00pm-5:00pm
 Via Zoom Teleconference

1. CALL TO ORDER/ROLL CALL

Directors: Larry Nagel and Kevin Padian
 Public Members: Lisa Caronna, Katie Gluck, Peter Liddell, Danielle Madugo, Paul Moss, David Spath
 Staff: General Manager Bill Hansell, EC/K Battalion Chief Jose Castrejon, EC/K Chief Michael Pigoni, KPD Lt. Brad Harms
 Consultant: Emergency Preparedness Coordinator Johnny Valenzuela

2. PUBLIC COMMENT

None

3. ADOPTION OF CONSENT ITEMS

a. **Approval of Minutes** of the regular meeting of October 28, 2021 (Approve)

MOTION: Moss/Madugo to accept the minutes as corrected.
 Motion adopted by consensus.

4. NEW BUSINESS

a. **Proposed Modified Parking Configurations for Kensington**

Per request of Sup. Gioia's office through Chief Pigoni, discussion and possible recommendations to the KFPD Board on the attached, Item 1.

Kevin introduced the topic by noting that this agenda is undertaken at the request of Chief Pigoni, following a request from Sup. Gioia's office to get input from the Kensington community about proposed parking changes and a planned evacuation drill in the Spring. Emphasis that the EPC and in fact the Fire Board have no authority over parking; that is negotiated by Police and Fire with the County. Here, recommendations from our Traffic Evacuation Study are being examined and implemented as possible. We want to be transparent to residents and to get their views. Emphasis that this problem is NOT about individual streets or blocks; it affects all of Kensington as well as neighboring areas, because blockages in one area affect everyone upstream during emergencies.

Chief Pigoni noted that we need to take it in small steps. The County will support what we can recommend. Meeting at Gioia's office, they were very much in favor of parking changes at least on streets that we designated as primary evacuation routes coming off

the hill. Those plus dead-end roads, as outlined in the agenda, with the input of the police department, should implement those recommendations to the County and work with them along with Johnny Valenzuela through public education so that residents will understand what we need to do.

Lt. Harms agreed with Chief Pigoni that baby steps are needed. We should start with the Lenox corridor; then we can assess timing, pros and cons. The Amherst and Princeton junction curbs need to be painted red. We need to find critical junctures to address initially, then see ramifications of how that affects us on a daily basis. After that we can address other identified areas. Community buy-in is important but the safety of everyone is paramount. He would like to meet with both Kensington District Boards to explain this and do a site assessment of targeted street segments; then meet with County personnel.

ECFD Battalion Chief Castrejon noted that emergency vehicles need access into the areas. He thinks we should take small chunks of problematic street segments at a time. He participated in an Albany evacuation drill some time ago. He noted that we have to work on choke points.

Lisa Caronna stated that she thinks painting the curbs red should be a high priority item that can be implemented immediately. David Spath agreed.

David Spath asked the question of what the intent of this discussion is. Kevin replied that we are responding to a request from Chief Pigoni regarding what steps should be taken. The request from Chief Pigoni, in turn, came from a meeting between Chief Pigoni and Supervisor John Gioia.

Peter Liddell asked what if we need to evacuate when school is in? Danielle explained that there is a tentative plan, organizing teachers, but the scenario hasn't yet been developed. Meeting with new Principal and Lt. Harms on finalizing plans. Lt. Harms agreed we've been working on this, and the response of the Police Department will be proportional in case of evacuation need during school hours. The teachers now have two-way radios and Chris Hilliard provided them organization on running things during an evacuation.

Chief Pigoni addressed the question whether proposed changes should be year-round, during fire season, or only on Red Flag Days? He prefers full time. We're wet now with the recent rains, but we could dry out soon during a wind event. Not only fuel loads from Tilden are in the mix, but houses transmitting to other houses. So it's really a year-round problem.

Lt. Harms said he is not opposed to year-round parking changes, but would need an on-site survey to perhaps whittle down a certain amount of impact on neighborhood parking with John Swann and Monish Sen (County DPW) in order to meet the objective. The problem would be enforcement by issuing parking tickets. Lt. Harms noted that we will need an education campaign to let neighbors know how they'll be affected. He prefers fire season ban which would require mass notifications. We would need to place warnings on cars once fire season starts.

Danielle noted that Willamette needs to turn around parking between Highland and Purdue, which will be clogged by uphill parking. (This is already in progress, with

cooperation from the residents.) She agrees with temporary parking restrictions, preferably during Red Flag Days; would make residents more pro-active. Fire season is just going to get longer.

B/C Castrejon stated that he supports Chief Pigoni's point about vehicle access, and not only on Red Flag days.

Kay Reed (Ardmore resident) stated that she appreciates the work of the EPC, and Lt. Harms's view to treat every street segment separately. There is a large parking load on lower Ardmore because some lots have two or three buildings on them and inadequate off-street parking. Moving parking from west to east sides may eliminate up to 40% of spaces on the 700 block of Coventry. Good to bring in Public Works. Changing parking could increase damage to parked cars. Best to make it as brief as possible the times when people have to restrict parking. Kevin suggested that we might ask the county to install a couple of speed bumps on Coventry by the affected curve near the junction of Ardmore and Coventry.

Lt. Harms agreed with what Kay says. We should institute Neighborhood Watch with captains for street segments to text people to coordinate in case of evacuation need. We can build this into our neighborhood awareness training.

Lt. Harms noted that, as for the question of relaxing County requirements not to encroach on sidewalks, generally our police take this on a case by case basis. For example, they didn't ticket a car parked in front of a driveway leading to a non-operable garage. But then the owner of the house complained about the car parked in front of his non-operable garage. This is called "weaponizing the police" to get cars moved on the basis of technicalities, rather than neighbors talking to neighbors. The Police Department officers try to work by education. Lifting the restriction on cars blocking sidewalks would require a resolution by the KPPCSD Board. The Police District would then have to work with the County attorneys.

Lisa Caronna noted that putting up signboards for seasonal restrictions on main corridors is extremely helpful. Johnny Valenzuela supports electronic traffic signs on main avenues and triangular stanchions combined with QR codes for emergency alerts. David Spath agrees with Lisa and Johnny. Signs on streets will be most useful.

Lt. Harms noted that we now have blue evacuation signs at Sunset/Arlington; we'd like additional ones in upper Kensington.

Bill Hansell reported on a preliminary meeting initiated by Sup. Gioia's office with Bill, Johnny, and the Chiefs. Our Traffic Evacuation Study recommended that identified primary evacuation routes be labeled and/or named. County DPW resisted, saying that they don't have a precedent for "designating" specific roads as evacuation routes. The County is supposed to get back to us about what is possible. Any evacuation situation, they say, will be fluid and will depend on circumstances; won't Zonehaven be used on these? The response of Kensington is that major routes will inevitably be used and could be signed and posted. Discussions are still in progress. Bill says that Kensington residents and chiefs need to affirm that we need to do this in order to influence the County. New State laws will require identifying and signing evacuation routes, so the County may be behind the curve on this.

David Spath noted the need to coordinate evacuation routes with changes in parking configurations.

The question was raised whether certain roads would have to be designated “uphill only” so that emergency vehicles could get up to the ridge in an evacuation. B/C Castrejon noted that Fire engines will want to be up on the hill well before evacuations happen but there are too many variables to be precise about where that may be in any event.

Additional Public Comment on This Issue

Director Padian then communicated the substance of five letters received by the District office relevant to the possible proposed parking configuration changes.

Jason Taylor: likes Red Flag Days model; understandable to residents, like snowstorm days in the East.

Elaine Stelton: one part of Ardmore used to be a trolley turnaround. People can move cars around easily. Lenox needs to be changed.

b. Evacuation Drill

To the question of whether a drill should encompass the whole town or only certain neighborhoods or zones, Chief Pigoni suggested that we do two zones at first, preferably the eastern (uphill) zones, where traffic can be best assessed. Lt. Harms agreed; we can learn from a smaller drill. Would evacuate by Zonehaven zones.

Lisa Caronna stated that we need to be realistic about the capacity for running this. We'll need to open the gate to the cemetery as well, so we need to involve them. Paul Moss works with the PIO and Emergency Coordinator in Orinda; he observed their evacuation drill and it's a big deal. They used 100 people moving cars down Minor Road to Camino Pablo, including civilian volunteers. The Orinda PIO thought the virtual drill got more bang for the buck than actually moving cars; he said he would not want to do the big drill again. Paul said the drill ran smoothly at 7 am. A Fire engine led two lines of cars along the road; it was highly scripted, so not realistic. Paul thinks a full evacuation drill, moving vehicles, is what residents here want. Would Bill Hansell and the Chiefs want to have a consultant like the Orinda PIO on this?

Chief Pigoni: we would definitely have a check-in point during an evacuation drill (not necessarily at a Temporary Refuge Area) because you'd need the data on how many people participated. An Email survey would also be useful.

Lt. Harms: agree; Police take a back seat to Fire on organizing a drill. Dave: this discussion illustrates how complicated this kind of operation is and how much time and education it will take to put it together. Suggests taking two zones closest to WUI, but one of those zones also encompasses EC, so this will have to be considered, as well as another zone that impinges on Berkeley and its roads.

Paul Moss asked why does there need to be a tally of participants? Why do we need a destination point when the point is to get away? Also, donuts at the end will get people to participate, per the Orinda PIO.

Larry Nagel suggested that maybe we should form a subcommittee to look into some of these things, chasing down answers to questions. We don't need the whole EPC to hash this out. We need answers from people with experience. Kevin suggested that he and Larry compare notes from the meeting to identify exactly what questions we need to answer, and then we'll know whom to consult.

Danielle Madugo noted that previous drills have been at 8 or 8:30; maybe 9 or 10 would be better for families. Possibly an early start was to avoid tying up early morning Saturday traffic. Kevin noted that in Mill Valley they started at 8 am and the whole exercise was over in about 45 minutes.

There was no public comment.

5. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT

6. REPORTS FROM COMMITTEE MEMBERS

Danielle Madugo reported that Chris Hilliard gave a great presentation to the teachers at Hilltop School.

David Spath thanked everyone for the lemon tree that was given to him by the committee in memory of his wife Linda.

7. CALL FOR FUTURE AGENDA ITEMS

8. ADJOURNMENT

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on January 27, 2022 at 3:00pm via Zoom Teleconference.

Meeting adjourned at 5:17 PM by Kevin Padian.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on January 27, 2022.

Attest:

Emergency Preparedness Committee Member

Notes for Discussion of Proposed Modified Parking Configuration and Evacuation Drill

KFPD EPC Meeting, 2 December 2021

I. Proposed Modified Parking Configurations

- A. Focus on road segments that (1) impede emergency vehicle access and/or (2) require residents to turn their cars around in order to go with the traffic evacuation flow.
1. Beloit/Cambridge/Yale/Princeton/Amherst to the Arlington
 2. Junction of Princeton and Amherst
 3. Purdue/Kenyon/Wellesley or Westminster to the Arlington
 4. Windsor, York, St. Albans
 5. Sunset to Franciscan
 6. Mid-portion of Lenox
 7. Coventry/Berkeley Park and Ardmore
- B. Types of proposed changes:
1. Two-sided -> one-sided parking (eliminate one parking lane)
 2. Reverse direction of one-sided parking, possibly changing the side of the street for parking
 3. Elimination of street parking on some street segments
- C. Alternatives for proposed changes
1. Year-round: simpler so less confusing, but more inconvenient overall
 2. Fire season: from first forecast Diablo Wind Event to first heavy rains
 3. Red Flag Days: shorter durations but more confusing; notification difficult
- D. Considerations for alternate parking during restricted periods
1. Issue street permit for a second car if the first one is parked on the property
 2. Relax County requirement for cars in driveways not to encroach sidewalks
 3. Ensure that each household has at least one nearby vehicle for evacuating
 4. Enforce 72-hour parking rule on all streets; boats and RVs off the streets
- E. Public notification of Fire Season or Red Flag Days
1. Social media, District websites, CWS, Nixle
 2. Signs on stanchions posted on main traffic sites (Arlington/Amherst; Arlington/Ardmore; Sunset/Franciscan; W end of Vassar; Grizzly Peak/ Spruce; Colusa Circle)
 3. Education of residents must stress that these are not local block/street problems but problems that affect all neighbors in Kensington and beyond
 4. Encouragement of pre-evacuation for residents with mobility/time needs

II. Evacuation Drill

- A. Timing: as soon as practically possible but before Fire Season begins again
 - 1. County OES must agree to schedule and coordinate
 - a. Non-interference with other County drills or calendar holidays/events
 - b. Pre-education effort coordinated and approved with County
 - c. Evacuation destination(s) must be coordinated through the County
 - 2. Coordination of Police and Fire Departments
 - a. Adequate staffing from both Depts to coordinate the drill
 - b. Auxiliary staffing from County Sheriff's Office?
 - c. Possible role of citizen volunteers to help with traffic?
 - 3. Day/Time: Other districts have used Saturday mornings for alerts and drills
- B. Evacuation Area
 - 1. One or two "zones"
 - 2. Entire community
 - 3. Triggered by Zonehaven zone alerts?
- C. Destination
 - 1. What is/are the destination(s)?
 - 2. Drive-through check-in point?
 - 3. Virtual text/email check-in (by actual evacuees)?
 - 4. Reliable data on what percentage of residents received the alert (survey)
- D. Preparation and Education of Residents before the Drill
 - 1. Having go-bags and cars packed the night before
 - 2. Informing residents of their destination(s)
 - 3. Discussing traffic protocols and neighborly procedures during evacuation
 - 4. Taking care of less mobile neighbors
 - 5. Follow-up survey on how well the drill went / possible improvements