



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

Wednesday, February 15th, 2023 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 prior to meeting to the Board President and Board Clerk via email at [public.comment@kensingtonfire.org](mailto: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](mailto:public.comment@kensingtonfire.org) 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

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

**Internet Address:**

<https://us06web.zoom.us/j/88001077214?pwd=TjN6WDIyTU5Cdkw5K1ZtTE5Bb0JnUT09>

**Telephone Access:**

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

**Zoom Webinar ID:** 880 0107 7214

**Passcode:** 112233

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

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

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

**2. (7:01pm) ADOPTION OF RESOLUTION 2023-02 RE-AUTHORIZING REMOTE MEETINGS (Adopt)**

**3. (7:03pm) ANNOUNCE AND ADJOURN TO CLOSED SESSION**

**a. Closed Session:** The Board may recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.

**Subject: Anticipated Litigation (GC54956.9)** – Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 case.

**4. (7:20pm) RECONVENE TO OPEN SESSION**

Report on action taken by the Board during closed session, if any, pursuant to California Government Code Section 54957.1

**5. (7:21pm) 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.

**6. (7:30pm) ADOPTION OF CONSENT ITEMS**

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

**a. Approval of Minutes** of the Board of Director's meetings of 04/13/2022, 04/28/2022, 05/11/2022 (Approve)

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

**c. Approval of Monthly Transmittal** 02/15/2023 (Approve)

**d. Approval of Monthly Financial Reports** 01/31/2023 (Approve)

**7. (7:35pm) GENERAL MANAGER RECRUITMENT – Brent Ives (Verbal Report)**

Action = Presentation/Discussion

**8. (7:45pm) FIRE CHIEF'S REPORT (Supporting Material)**

Action = Presentation/Discussion

- 9. (7:55pm) EMERGENCY PREP COORDINATOR'S REPORT** (Supporting Material)  
Action = Presentation/Discussion

- 10. (8:05pm) OLD BUSINESS – None**

- 11. (8:05pm) NEW BUSINESS**

- a. (8:05pm) Errors in the Watt Presentation on Proposed Alternatives for the Renovation of the Kensington Public Safety Building – Dommer/Nagel** (Supporting Material)  
Action = Presentation/Discussion

- b. (8:25pm) Approval of a Realignment of the Restroom on First Floor of the PSB and a 90-Day Delay in the Construction of the Admin and Meeting Rooms – Watt** (Supporting material)  
Action = Discuss, approve, and work with architect and contractor as needed.

- 12. (8:45pm) GENERAL MANAGER'S REPORT** (Supporting Material)  
Action = Presentation/Discussion

- 13. (8:55pm) COMMITTEE REPORTS**

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

- a. Emergency Preparedness Committee Meeting – Nagel/Dommer** (Verbal Report)  
Action = Report by EPC Chair & Discussion
- b. Finance Committee Meeting – Stein/Watt** (Verbal Report)
- c. Consolidation Liaison Temporary Committee – Levine** (Verbal Report)
- d. Public Safety Building Temporary Committee – Stein/Watt** (Verbal Report)
- e. Information Technology Temporary Committee – Levine/Nagel** (Verbal Report)

- 14. (9:45pm) OUTSIDE AGENCIES REPORTS**

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

- 15. (9:55pm) ADJOURNMENT**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, March 15, 2023 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, March 1, 2023, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, March 8, 2023, by 1:00pm.



**RESOLUTION 2023-02**

**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 FEBRUARY 11, 2023 THRU FEBRUARY 28, 2023 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 previous resolutions 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 February 11, 2023, and shall be effective until the earlier of (i) February 28, 2023, 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.

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The foregoing resolution was duly adopted at a special meeting of the Kensington Fire Protection District on the 15<sup>th</sup> day of February 2023 by the following vote of the Board.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Julie Stein, President**

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**Larry Nagel, Secretary**



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

**DATE/TIME:** April 13<sup>th</sup>, 2022, 7:01PM

**LOCATION:** Via Zoom

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

**ABSENT:** President Larry Nagel

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

Vice President Padian called the meeting to order at 7:01 p.m. and confirmed the roll call.

**2. PUBLIC COMMENT:**

Vice President Padian congratulated all the volunteers and EP Coordinator Valenzuela on the successful evacuation drill. Director Stein commented on new faces attending the meeting. Catherine de Neergaard commented on the evacuation drill. Vida Doro requested the number of attendees to the meeting. Anthony Knight asked about pulling a consent item.

**3. ADOPTION OF CONSENT ITEMS (0:08:15):**

<b>MOTION:</b> M/s Kosel/Stein: Motion to Amend the Consent Calendar to remove the Minutes of 02/26/2022 and 03/09/2022 from item 3a	
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Stein Nays: None Absent: Nagel	
Motion Passed 4-0-1	<b>Video Time Stamped: 0:12:55</b>

<b>MOTION:</b> M/s Kosel/Stein: Motion to Adopt the Consent Calendar except for item 3e	
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Stein Nays: None Absent: Nagel	
Motion Passed 4-0-1	<b>Video Time Stamped: 0:13:55</b>

Director Stein addressed her comments on item 3e and suggested that the district returns to in-person meetings with a hybrid attendance model; the Board discussed. Public members commented in support of this. GM Hansell discussed options for future meetings.

<b>MOTION:</b> M/s Kosel/Stein: Motion to Adopt the Consent Calendar item 3e with the understanding that GM Hansell will investigate options for hybrid meetings.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Stein Nays: None Absent: Nagel	
Motion Passed 4-0-1	<b>Video Time Stamped: 0:30:21</b>

**4. OLD BUSINESS:** None

**5. NEW BUSINESS:**

**5a. Adoption of Resolution 2022-06:**

The Board discussed how the contract reserve requirement of six months fits into the reserves policy and whether the finance committee has reviewed.

<b>MOTION:</b> M/s Kosel/Dommer: Adopt Resolution 2022-06 Approving the Fourth Amendment to an Agreement for Services by and between the Kensington Fire Protection District and the City of El Cerrito.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Stein Nays: None Abstentions: None Absent: Nagel	
Motion Passed 4-0-1	<b>Video Time Stamped: 0:47:38</b>

**5b. Report on April 9th, 2022 Kensington Evacuation Drill:**

Chief Pigoni and EPC Valenzuela presented this item. Positive public comments were received. No action was taken.

**5c. EPC Survey of Residents on Proposed Outdoor Emergency Public Address (EPA) System:**

This item was presented for information and the Board discussed.

**5d. Proposal to Reboot and Expand Hazardous Plant Removal Grant Program Including Budget Increase**

This item was discussed and will be brought back to a future meeting.

**5e. PSB Renovation & Temp Facility Progress Update**

GM Hansell presented this item as included in the packet and also reviewed the public safety building renovation information that is available on the website. NHA Advisors presented financing options. Director Kosel noted safety concerns with the public safety building and that the renovation needs to proceed also citing space issues with both



departments occupying the building. Director Stein has a concern with the ZFA structural report, the FEMA cost-benefit analysis, and would like ZFA to present the report. Director Dommer noted that he is happy with how the project is proceeding with a great deal of confidence in GM Hansell.

Vice President Padian asked for a motion to extend the meeting.

<b>MOTION:</b> M/s Stein/Dommer: Motion to extend the meeting to 10:30pm.	
<b>VOTE:</b> Ayes: Dommer, Padian, Stein Nays: Kosel Absent: Nagel	
Motion Passed 3-1-1	<b>Video Time Stamped: 2:32:55</b>

GM Hansell stated that a motion may be needed directing staff to proceed with the schedule. Rob Schmidt of NHA Advisors clarified what the motion would be.

Public comments were received voicing concerns related to joint occupancy, potential alternatives, and displacement of community programs. Vice President Padian read public comments requesting that the plan pause, citing concerns on building occupancy and park resources.

<b>MOTION:</b> M/s Dommer/Padian: Motion to direct staff to move forward with preparing legal documents and determining method of sale.	
<b>VOTE:</b> Ayes: None Nays: None Absent: Nagel	
Motion was withdrawn	

**Items 6 – 9 were not discussed.**

**6. COMMITTEE REPORTS:**

**6a. Emergency Preparedness Committee Meeting:**

**6b. Finance Committee Meeting**

**7. Fire Chief's Report**

**8. Emergency Preparedness Coordinator's Report**

**9. General Manager's Report**

**10. Outside Agencies Reports**

**10a. Contra Costa Special Districts Association**

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**10b. 2022 Election for LAFCo Special District Seats:**

<b>MOTION:</b> M/s Dommer/Padian: Motion to extend the meeting to vote on Item 10b.	
<b>VOTE:</b> Ayes: Dommer, Padian, Stein Nays: Kosel Absent: Nagel	
Motion Passed 3-1-1	<b>Video Time Stamped: 3:27:20</b>

<b>MOTION:</b> M/s Kosel/Dommer: Cast ballot for the LAFCO incumbent.	
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Stein Nays: None Absent: Nagel	
Motion Passed 4-0-1	<b>Video Time Stamped: 3:29:11</b>

**12. ADJOURNMENT**

The meeting was automatically adjourned at 10:30pm. The next Board of Directors meeting will occur on May 11<sup>th</sup>, 2022.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on February 15, 2023.

Attest:

\_\_\_\_\_  
Secretary of the Board



## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING MINUTES

**DATE/TIME:** April 28, 2022, 7:00PM

**LOCATION:** Via Zoom Teleconference

**PRESENT:** Directors: President Larry Nagel, Vice President Kevin Padian, Director Don Dommer, Director Julie Stein  
Staff: GM Bill Hansell

**ABSENT:** Director(s): Director Kosel

### 1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:03 p.m. and confirmed the roll call.

### 2. PUBLIC COMMENT:

Cassandra Duggan asked several questions. Paul Doro made comments on Item 3b. Director Stein noted there are 18 members of the public in the meeting.

### 3. NEW BUSINESS (0:06:16):

#### a. Exploration of Interest Rate Proposals for CIP Expenses:

GM Hansell introduced this item and reviewed interest rate changes, noting the project is still fundable within reserves. Rob Schmidt of NHA Advisors reviewed the process of engaging a broker-dealer to solicit interest rate bids over 3 – 4 weeks. It is up to the Board whether to move forward with those bids or hold off. Staff is looking for Board approval of the financing proposals; GM Hansell noted the loan would be \$3.5 million.

Director Stein inquired about the existing agreement with NHA Advisors and what might happen if the amount of the loan would need to increase as a result of project increases. GM Hansell noted that contingencies would be included in the project budget as a buffer and reviewed various aspects of the construction estimates for the temporary facility and public safety building. Mr. Schmidt noted that a change in construction costs could be taken from/ reserves and reviewed several scenarios.

Public comment was received from Jim Watt regarding NHA Advisors' contract fee, the amount of the loan, and the financial forecast.

Mr. Schmidt reviewed the process that would be followed if financing was done through the California Special Districts Association (CSDA) versus this one which is a private placement citing that a public offering is more expensive now which is an anomaly. Public offering costs are higher due to the official statement and bond counsel costs. The private placement would involve an RFP process for a broker-dealer.

Public comment was received from Paul Doro that this is not a wise expenditure. Pat Gillette stated this seems like a misuse of public funds due to the unknowns and raised overall concerns on the project. Linda Lipscomb agreed with the previous comments and facts for the contract should be known before entering into. Charles Jennings noted this is being pushed through too quickly and agreed with prior comments.

President Nagel stated that a contract is not being entered into and this would be authorizing the general manager to negotiate a contract with the assistance of legal counsel. GM Hansell is trying to move forward with the policy decisions of the Board to address life safety building issues and to save money.

David Fike noted the significant opposition to the decision that was made a year ago noting the community is concerned about the implications of this on the community.

<b>MOTION:</b> M/s Padian/Dommer: Approval for staff to acquire financing proposals at current interest rates for the Public Safety Renovation Project in order to mitigate anticipated market increases.
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<b>VOTE:</b> Ayes: Nagel, Padian, Dommer Nays: Stein Absent: Kosel
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Motion Passed 3-1-1
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<b>Video Time Stamped: 0:58:20</b>
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**b. Approval of Capital Reserve Expenditure of \$4,717.81 for Down Payment on Temporary Fire Station Apparatus Bay Structure (00:59:00):**

GM Hansell presented this item and reviewed the process followed. Director Stein cited process concerns on this item not including approval of the contract and that this is premature since the space has not yet been secured. She also noted that the full renovation budget has not been approved including an overall limit. GM Hansell reviewed the process for the hard, soft, and related costs for the temporary facility and public safety building.

Director Padian commended GM Hansell for his research on structures to protect engines. He believes the Board authorized the general manager to do research and enter into contract negotiations that would get the best deal for the District.

Director Dommer stated that these types of projects often come together in bits and pieces and GM Hansell is sorting them out. He is happy with GM Hansell and the progress.

Public comments received via email were read. Pam Martin inquired about competing bids and status of the structure after the end of the project also citing traffic concerns. Sophia Martinez, a Craft Avenue resident, objects to the placement of the temporary station. Public comments were received by members in the Zoom meeting. Sylvia Rosales-Fike is concerned about the general manager making decisions about how taxpayer dollars are spent for the community as well as fiscal concerns of the Board.

<b>MOTION:</b> M/s Padian/Dommer: To approve Capital Reserve Expenditure of \$4,717.81 for Down Payment on a Temporary Fire Station Apparatus Bay Structure.
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<b>VOTE:</b> Ayes: Nagel, Padian, Dommer Nays: Stein Absent: Kosel	
Motion Passed 3-1-1	<b>Video Time Stamped: 1:25:56</b>

**4. ANNOUNCE AND ADJOURN TO CLOSED SESSION (1:28:22):**

There was no public comment on the closed session items. President Nagel will recuse himself from 6 c ii. for 1 Lawson Road as a member of the Unitarian Church.

**c. Closed Session:**

- i. Subject: Real Property Negotiations (GC54956.8)**
- ii. Subject: Real Property Negotiations (GC54956.8)**

**5. RECONVENE TO OPEN SESSION (2:18:20) 9:21pm:**

Direction was given to staff on both items with no reportable action.

**6. ADJOURNMENT:** President Nagel adjourned the meeting at 9:21:00 p.m. The next Board of Directors meeting will occur on May 11, 2022.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Special Board Meeting of the Kensington Fire Protection District on February 10, 2023.

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](http://www.el-cerrito.org)



**DATE:** February 6, 2023

**TO:** Kensington Fire Protection District Board Members

**FROM:** Jose Castrejon: Battalion Chief

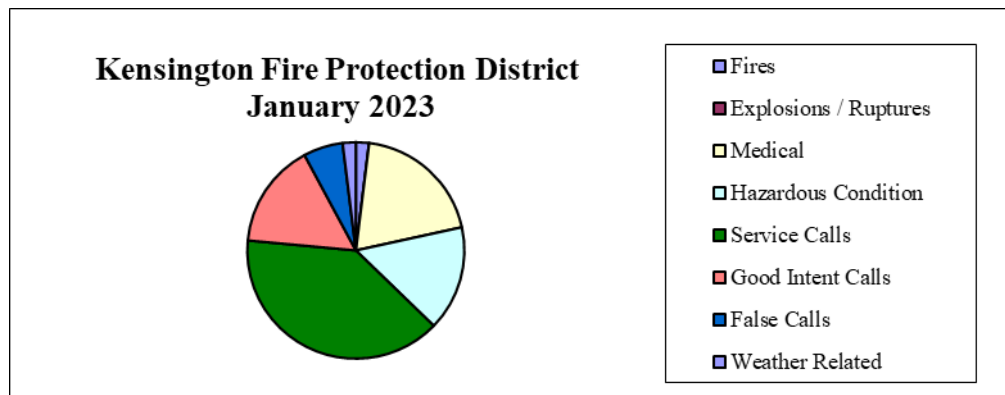
**RE:** **Incident Activity Reports for the Month of January 2023**

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Fifty-one incidents occurred during the month of January in the community of Kensington. This is an increase of five incidents over the previous month. Please see the attached “Incident Log” for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of ninety-nine calls for service, which is an increase of twenty-seven incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 374 calls for service so far this year.

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

1:	<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	1.96%
2:	<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3:	<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	10	19.61%
4:	<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	8	15.69%
5:	<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	20	39.22%
6:	<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	8	15.69%
7:	<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	3	5.88%
8:	<b>Weather Related</b>	<i>(flooding, wind, lightning)</i>	1	1.96%
<b>Totals</b>			<b>51</b>	<b>100.00%</b>



**Engine 65 Responses  
January 2023**

#	incident	date	type	st	street	type	city	apparatusid
1	0023000246	01-Jan-23 14:10:16	321		Stanford	AVE	Kensington	E165
2	0023000400	01-Jan-23 20:25:05	611U		San Pablo	AVE	El Cerrito	E165
3	0023000673	02-Jan-23 11:45:00	356		Devils Slide	AVE	Pacifica	E165
4	0023000888	03-Jan-23 02:05:37	611M		Purdue	AVE	Kensington	E165
5	0023001084	03-Jan-23 13:47:13	611M		Brook	RD	Berkeley	E165
6	0023001100	03-Jan-23 14:27:27	321		Kearney	ST	El Cerrito	E165
7	0023001103	03-Jan-23 14:30:54	611M		Colusa	AVE	El Cerrito	E165
8	0023001318	04-Jan-23 03:19:23	5000		Arlington	AVE	Kensington	E165
9	0023001517	04-Jan-23 14:26:03	321		Seaview	DR	El Cerrito	E165
10	0023001605	04-Jan-23 17:48:34	444		Beverly	RD	Kensington	E165
11	0023001743	04-Jan-23 20:59:25	444		Kensington	RD	Kensington	E165
12	0023001749	04-Jan-23 21:26:15	611P		Purdue	AVE	Kensington	E165
13	0023001823	05-Jan-23 00:22:34	735		Ashbury	AVE	El Cerrito	E165
14	0023001902	05-Jan-23 08:20:16	5000		Potrero	AVE	El Cerrito	E165
15	0023001937	05-Jan-23 09:31:39	445		Stanford	AVE	Kensington	E165
16	0023002029	05-Jan-23 12:40:35	522		Stockton	AVE	El Cerrito	E165
17	0023002175	05-Jan-23 18:05:26	740		Buckingham	DR	El Cerrito	E165
18	0023002207	05-Jan-23 19:28:43	444		Highland	BLVD	Kensington	E165
19	0023002287	06-Jan-23 03:16:24	5000		Balra	DR	El Cerrito	E165
20	0023002342	06-Jan-23 08:37:16	611X		Kent	DR	El Cerrito	E165
21	0023002422	06-Jan-23 11:51:42	321		Baron	CT	El Cerrito	E165
22	0023002635	06-Jan-23 19:32:56	554		Ocean View	AVE	Kensington	E165
23	0023002962	07-Jan-23 15:27:04	550		Arlington	CT	Kensington	E165
24	0023003003	07-Jan-23 17:36:16	445		Cowper	AVE	Kensington	E165
25	0023003084	07-Jan-23 22:09:17	743		Buckingham	DR	El Cerrito	E165
26	0023003103	07-Jan-23 22:59:29	445		Cowper	AVE	Kensington	E165
27	0023003146	08-Jan-23 00:10:56	445		Terrace	DR	El Cerrito	E165
28	0023003297	08-Jan-23 09:59:24	444		Liberty	ST	El Cerrito	E165
29	0023003348	08-Jan-23 12:04:39	321		Arlington	AVE	Kensington	E165
30	0023003407	08-Jan-23 14:43:59	444		Oakview	AVE	Kensington	E165
31	0023003519	08-Jan-23 20:34:19	5000		Seaview	DR	El Cerrito	E165

**Engine 65 Responses  
January 2023**

32	0023003675	09-Jan-23 07:32:01	400	Arlington	BLVD	El Cerrito	E165
33	0023003781	09-Jan-23 11:39:40	735	Rincon	RD	Kensington	E165
34	0023003793	09-Jan-23 12:15:16	611	Beloit	AVE	Kensington	E165
35	0023004263	10-Jan-23 11:41:32	321	Gladys	AVE	El Cerrito	E165
36	0023004387	10-Jan-23 16:02:50	550	Ocean View	AVE	Kensington	E165
37	0023004401	10-Jan-23 16:48:57	400	Bonnie	DR	El Cerrito	E165
38	0023004539	11-Jan-23 02:08:15	554	Contra Costa	DR	El Cerrito	E165
39	0023004657	11-Jan-23 11:49:52	611M	Lenox	RD	Kensington	E165
40	0023004872	11-Jan-23 22:11:37	5000	Ardmore	RD	Kensington	E165
41	0023004929	12-Jan-23 04:02:51	5000	Balra	DR	El Cerrito	E165
42	0023004945	12-Jan-23 05:07:10	554	Ocean View	AVE	Kensington	E165
43	0023005213	12-Jan-23 16:43:45	5000	Potrero	AVE	El Cerrito	E165
44	0023005236	12-Jan-23 17:34:36	321	Conlon	AVE	El Cerrito	E165
45	0023005318	12-Jan-23 21:39:27	611M	Fairmount	AVE	El Cerrito	E165
46	0023005375	13-Jan-23 02:25:29	321	Roberta	DR	El Cerrito	E165
47	0023005472	13-Jan-23 09:54:18	321	Cowper	AVE	Kensington	E165
48	0023005716	13-Jan-23 19:05:52	321	Arlington	AVE	Kensington	E165
49	0023005787	14-Jan-23 00:15:26	321	Roberta	DR	El Cerrito	E165
50	0023005889	14-Jan-23 09:46:36	812	Highgate	RD	Kensington	E165
51	0023005918	14-Jan-23 10:42:09	321	Douglas	DR	El Cerrito	E165
52	0023005932	14-Jan-23 11:28:33	322	Lenox	RD	Kensington	E165
53	0023006264	15-Jan-23 10:18:03	5000	Balra	DR	El Cerrito	E165
54	0023006528	16-Jan-23 01:11:23	400	Terrace	DR	El Cerrito	E165
55	0023006556	16-Jan-23 03:06:54	520	Lexington	RD	Kensington	E165
56	0023006627	16-Jan-23 07:24:27	5000	Richardson	RD	Kensington	E165
57	0023006700	16-Jan-23 11:27:23	321	Tamalpais	AVE	El Cerrito	E165
58	0023006716	16-Jan-23 12:08:21	321	Gladys	AVE	El Cerrito	E165
59	0023006744	16-Jan-23 13:13:23	611M	San Pablo	AVE	El Cerrito	E165
60	0023006749	16-Jan-23 13:21:24	553	Terrace	DR	El Cerrito	E165
61	0023006758	16-Jan-23 13:43:17	321	Terrace	DR	El Cerrito	E165
62	0023006787	16-Jan-23 15:11:22	611	San Pablo	AVE	El Cerrito	E165
63	0023007369	17-Jan-23 22:37:55	550	Arlington	AVE	Kensington	E165



**Engine 65 Responses  
January 2023**

64	0023007525	18-Jan-23 10:08:23	520	Sunset	CT	Kensington	E165
65	0023007559	18-Jan-23 11:30:55	611X	Oakview	AVE	Kensington	E165
66	0023007745	18-Jan-23 17:22:43	611X	Beloit	AVE	Kensington	E165
67	0023007871	18-Jan-23 23:58:28	733	Arlington	AVE	Kensington	E165
68	0023008064	19-Jan-23 13:25:57	5000	Liberty	ST	El Cerrito	E165
69	0023008138	19-Jan-23 16:42:46	321	Terrace	DR	El Cerrito	E165
70	0023008425	20-Jan-23 11:43:42	611	Yale	AVE	Kensington	E165
71	0023008450	20-Jan-23 12:39:01	745	Schmidt	LN	El Cerrito	E165
72	0023008512	20-Jan-23 15:09:56	651	Franciscan	WAY	Kensington	E165
73	0023008945	21-Jan-23 16:55:36	520	Coventry	RD	Kensington	E165
74	0023009211	22-Jan-23 10:20:16	554	Balra	DR	El Cerrito	E165
75	0023009270	22-Jan-23 13:52:32	321	Highgate	CT	Kensington	E165
76	0023009373	22-Jan-23 20:17:31	5000	Ocean View	AVE	Kensington	E165
77	0023009389	22-Jan-23 21:13:30	5000	Terrace	DR	El Cerrito	E165
78	0023009673	23-Jan-23 13:45:56	740	Portola	DR	El Cerrito	E165
79	0023009810	23-Jan-23 21:13:46	5000	Terrace	DR	El Cerrito	E165
80	0023010056	24-Jan-23 12:16:40	321	Norwood	CT	Kensington	E165
81	0023010430	25-Jan-23 11:03:21	321	Ashbury	AVE	El Cerrito	E165
82	0023010436	25-Jan-23 11:25:09	321	Stockton	AVE	El Cerrito	E165
83	0023010615	25-Jan-23 20:10:46	554	Norwood	AVE	Kensington	E165
84	0023010644	25-Jan-23 21:36:26	553	Kingston	RD	Kensington	E165
85	0023010844	26-Jan-23 11:32:35	554	Leneve	PL	El Cerrito	E165
86	0023010934	26-Jan-23 15:16:48	554	Arlington	AVE	Kensington	E165
87	0023010990	26-Jan-23 17:32:42	321	Don Carol	DR	El Cerrito	E165
88	0023011365	27-Jan-23 15:30:31	445	Pomona	AVE	El Cerrito	E165
89	0023011543	28-Jan-23 00:14:52	700	Lawson	RD	Kensington	E165
90	0023011627	28-Jan-23 08:24:17	321	Eureka	AVE	El Cerrito	E165
91	0023012107	29-Jan-23 13:10:55	5000	Gladys	AVE	El Cerrito	E165
92	0023012410	30-Jan-23 08:56:17	611X	Kearney	ST	El Cerrito	E165
93	0023012553	30-Jan-23 14:42:28	554	Windsor	AVE	Kensington	E165
94	0023012584	30-Jan-23 16:09:53	321	Norvell	ST	El Cerrito	E165
95	0023012623	30-Jan-23 17:43:43	611F	Yosemite	RD	Berkeley	E165

**Kensington Incidents  
January, 2023**

#	incidentnumber	alarmdate	incident	st street	street	city	apparatus
1	0023000246	01-Jan-23 14:10:16	321	Stanford	AVE	Kensington	E165
2	0023000888	03-Jan-23 02:05:37	611M	Purdue	AVE	Kensington	E165
3	0023001318	04-Jan-23 03:19:23	5000	Arlington	AVE	Kensington	E165
4	0023001605	04-Jan-23 17:48:34	444	Beverly	RD	Kensington	E165
5	0023001708	04-Jan-23 19:46:19	500	Ocean View	AVE	Kensington	E171
6	0023001743	04-Jan-23 20:59:25	444	Kensington	RD	Kensington	E165
7	0023001749	04-Jan-23 21:26:15	611P	Purdue	AVE	Kensington	E165
8	0023001840	05-Jan-23 01:57:24	444	Oakview	AVE	Kensington	E171
9	0023001937	05-Jan-23 09:31:39	445	Stanford	AVE	Kensington	E165
10	0023002207	05-Jan-23 19:28:43	444	Highland	BLVD	Kensington	E165
11	0023002635	06-Jan-23 19:32:56	554	Ocean View	AVE	Kensington	E165
12	0023002962	07-Jan-23 15:27:04	550	Arlington	CT	Kensington	E165
13	0023003003	07-Jan-23 17:36:16	445	Cowper	AVE	Kensington	E165
14	0023003103	07-Jan-23 22:59:29	445	Cowper	AVE	Kensington	E165
15	0023003348	08-Jan-23 12:04:39	321	Arlington	AVE	Kensington	E165
16	0023003407	08-Jan-23 14:43:59	444	Oakview	AVE	Kensington	E165
17	0023003781	09-Jan-23 11:39:40	735	Rincon	RD	Kensington	E165
18	0023003793	09-Jan-23 12:15:16	611	Beloit	AVE	Kensington	E165
19	0023004387	10-Jan-23 16:02:50	550	Ocean View	AVE	Kensington	E165
20	0023004657	11-Jan-23 11:49:52	611M	Lenox	RD	Kensington	E165
21	0023004872	11-Jan-23 22:11:37	5000	Ardmore	RD	Kensington	E165
22	0023004945	12-Jan-23 05:07:10	554	Ocean View	AVE	Kensington	E165
23	0023005001	12-Jan-23 09:00:16	554	Ocean View	AVE	Kensington	E172
24	0023005239	12-Jan-23 17:40:13	321	Colgate	AVE	Kensington	E172
25	0023005472	13-Jan-23 09:54:18	321	Cowper	AVE	Kensington	E165
26	0023005653	13-Jan-23 16:17:07	553	Ocean View	AVE	Kensington	E171
27	0023005716	13-Jan-23 19:05:52	321	Arlington	AVE	Kensington	E165
28	0023005889	14-Jan-23 09:46:36	812	Highgate	RD	Kensington	E165
29	0023005932	14-Jan-23 11:28:33	322	Lenox	RD	Kensington	E165
30	0023006556	16-Jan-23 03:06:54	520	Lexington	RD	Kensington	E165
31	0023006627	16-Jan-23 07:24:27	5000	Richardson	RD	Kensington	E165

**Kensington Incidents  
January, 2023**

32	0023006972	17-Jan-23 02:53:10	321	Ocean View	AVE	Kensington	E171
33	0023007369	17-Jan-23 22:37:55	550	Arlington	AVE	Kensington	E165
34	0023007525	18-Jan-23 10:08:23	520	Sunset	CT	Kensington	E165
35	0023007559	18-Jan-23 11:30:55	611X	Oakview	AVE	Kensington	E165
36	0023007745	18-Jan-23 17:22:43	611X	Beloit	AVE	Kensington	E165
37	0023007871	18-Jan-23 23:58:28	733	Arlington	AVE	Kensington	E165
38	0023008425	20-Jan-23 11:43:42	611	Yale	AVE	Kensington	E165
39	0023008512	20-Jan-23 15:09:56	651	Franciscan	WAY	Kensington	E165
40	0023008945	21-Jan-23 16:55:36	520	Coventry	RD	Kensington	E165
41	0023009270	22-Jan-23 13:52:32	321	Highgate	CT	Kensington	E165
42	0023009373	22-Jan-23 20:17:31	5000	Ocean View	AVE	Kensington	E165
43	0023010056	24-Jan-23 12:16:40	321	Norwood	CT	Kensington	E165
44	0023010615	25-Jan-23 20:10:46	554	Norwood	AVE	Kensington	E165
45	0023010644	25-Jan-23 21:36:26	553	Kingston	RD	Kensington	E165
46	0023010878	26-Jan-23 13:13:33	550	Amherst	AVE	Kensington	E171
47	0023010934	26-Jan-23 15:16:48	554	Arlington	AVE	Kensington	E165
48	0023011543	28-Jan-23 00:14:52	700	Lawson	RD	Kensington	E165
49	0023012553	30-Jan-23 14:42:28	554	Windsor	AVE	Kensington	E165
50	0023013069	31-Jan-23 17:04:00	321	Coventry	RD	Kensington	E165
51	0023013098	31-Jan-23 18:35:13	111	Stanford	AVE	Kensington	E165

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 :** 2/15/2023  
**LOCATION #:** 13  
**FILENAME:** KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	2/1/2023	Fire Protection Services 02/01/2023	7840	2328						330,554.02
50359	ZFA Structural Engineers	1/25/2023	PSB Renovation: Engineering	7847	2310				60157		5,674.92
50151	El Cerrito	1/17/2023	Temp Facility: Internet Setup	7847	2310						1,073.09
50180	Mack 5	1/31/2023	PSB Renovation: Construction Mgmt	7847	2310				5381		17,890.00
50390	CWS Construction Group, Inc.	1/31/2023	PSB Renovation: General Contractor	7847	2310				App 003		89,149.15
50147	KFPD Revolving Fund	1/18/2023	Reimburse Revolving fund	7840	2490						70,631.07
<b>TOTAL</b>											<b>514,972.25</b>

Kensington FPD Approval

\_\_\_\_\_  
 Board President

\_\_\_\_\_  
 General Manager

**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of January 31, 2023**

**Current Cash and Investments**

<b>Cash Balance</b>		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	81,359.17	Balance as of 1/31/2023
General Fund	2,092,831.67	Balance as of 1/31/2023, Pending Reconciliations
Special Tax Fund	116,340.87	Balance as of 1/31/2023, Pending Reconciliations
Capital Fund	337,814.31	Balance as of 1/31/2023, Pending Reconciliations
<b>Total Cash Balance</b>	<b>2,628,546.02</b>	
<b>Investments</b>		
US T-Bills - 4/20/23	3,000,000.00	Balance as of 1/31/2023, Pending Reconciliations
Fed Home Lon Bk Fixed Securities - 9/27/23	3,500,000.00	Balance as of 1/31/2023, Pending Reconciliations
LAIF Balance	18,366.98	Balance as of 1/31/2023, Pending Reconciliations
<b>Total Investments</b>	<b>6,518,366.98</b>	
<b>Total Current Cash and Investments</b>	<b>9,146,913.00</b>	

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

	<u>Jul '22 - Jan 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Property Taxes	5,112,065.43	4,689,181.00	422,884.43
Special Taxes	200,436.70	206,462.00	-6,025.30
Other Tax Income	12,133.04	24,000.00	-11,866.96
Lease Agreement	3,050.25	0.00	3,050.25
Interest Income	37,040.85	20,000.00	17,040.85
CERBT Reimbursement	18,088.02	80,000.00	-61,911.98
Miscellaneous Income	163.18	0.00	163.18
<b>Total Income</b>	<u>5,382,977.47</u>	<u>5,019,643.00</u>	<u>363,334.47</u>
<b>Expense</b>			
<b>Staff</b>			
Wages	81,315.72	130,000.00	-48,684.28
Vacation Wages	5,271.36	21,665.00	-16,393.64
Medical/dental ins compensation	7,000.00	12,000.00	-5,000.00
Payroll Taxes	6,552.07	12,500.00	-5,947.93
Workers Compensation/Life Ins	1,760.33	650.00	1,110.33
Payroll Processing	1,426.32	2,500.00	-1,073.68
<b>Total Staff</b>	<u>103,325.80</u>	<u>179,315.00</u>	<u>-75,989.20</u>
<b>RETIREE MEDICAL BENEFITS</b>			
PERS Medical	27,145.48	72,500.00	-45,354.52
Delta Dental	6,641.53	14,000.00	-7,358.47
Vision Care	1,615.50	4,100.00	-2,484.50
CalPERS Settlement	0.00	7,616.00	-7,616.00
<b>Total RETIREE MEDICAL BENEFITS</b>	<u>35,402.51</u>	<u>98,216.00</u>	<u>-62,813.49</u>
<b>OUTSIDE PROFESSIONAL SERVICES</b>			
Nixle Fee	0.00	4,000.00	-4,000.00
Long Term Financial Planner	3,162.50	5,000.00	-1,837.50
Emergency Prep Coordinator	52,599.96	105,200.00	-52,600.04
Accounting	18,000.00	36,000.00	-18,000.00
Actuarial Valuation	0.00	5,600.00	-5,600.00
Audit	0.00	16,000.00	-16,000.00
Bank Fee	25.00	25.00	0.00
Contra Costa County Expenses	24,100.09	38,000.00	-13,899.91
El Cerrito Contract Fee	2,242,031.81	3,843,483.00	-1,601,451.19
El Cerrito Reconciliation(s)	71,846.31	123,165.00	-51,318.69
IT Services and Equipment	2,368.75	15,000.00	-12,631.25
Fire Abatement Contract	0.00	5,000.00	-5,000.00
Fire Engineer Plan Review	640.00	3,000.00	-2,360.00
Grant Writer/Coordinator	0.00	50,000.00	-50,000.00
Risk Management Insurance	0.00	19,000.00	-19,000.00
LAFCO Fees	0.00	5,000.00	-5,000.00
Legal Fees	10,045.08	20,000.00	-9,954.92
Recruitment	10,110.00	0.00	10,110.00

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

	<u>Jul '22 - Jan 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Water System Improvements	0.00	10,000.00	-10,000.00
Website Development/Maintenance	1,820.00	4,500.00	-2,680.00
Wildland Vegetation Mgmt	2,500.00	7,600.00	-5,100.00
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>2,439,249.50</b>	<b>4,315,573.00</b>	<b>-1,876,323.50</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>			
Public Education	7,227.93	30,000.00	-22,772.07
EP Coord Expense Account	0.00	1,000.00	-1,000.00
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00
CERT Emerg Kits/Sheds/Prepared	0.00	4,000.00	-4,000.00
Open Houses	718.88	1,800.00	-1,081.12
Community Shredder	4,784.69	5,000.00	-215.31
Firesafe Planting Grants	0.00	25,000.00	-25,000.00
Community Sandbags	3,940.05	1,900.00	2,040.05
Volunteer Appreciation	0.00	500.00	-500.00
Community Center Contribution	0.00	500.00	-500.00
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>16,671.55</b>	<b>72,200.00</b>	<b>-55,528.45</b>
<b>DISTRICT ACTIVITIES</b>			
Professional Development	595.00	10,000.00	-9,405.00
<b>Office</b>			
Mtg Room Rentals	80.00		
Internet	1,146.00		
Office Equipment	1,189.03		
Office Expense	2,186.24	5,000.00	-2,813.76
Office Supplies	0.00	2,000.00	-2,000.00
Telephone	7,933.16	8,000.00	-66.84
Office- Other	0.00	500.00	-500.00
<b>Total Office</b>	<b>12,534.43</b>	<b>15,500.00</b>	<b>-2,965.57</b>
Election	0.00	7,500.00	-7,500.00
Firefighter's Apparel & PPE	1,264.02	2,000.00	-735.98
Firefighters' Expenses	28,581.68	30,000.00	-1,418.32
Staff Appreciation	0.00	3,000.00	-3,000.00
Memberships	9,505.00	9,000.00	505.00
<b>Building Maintenance</b>			
Gardening service	0.00	4,000.00	-4,000.00
Building alarm	-396.10	1,500.00	-1,896.10
Medical Waste Disposal	0.00	7,500.00	-7,500.00
Janitorial Service	806.24	2,000.00	-1,193.76
Miscellaneous Maint.	9,364.70	5,000.00	4,364.70
<b>Total Building Maintenance</b>	<b>9,774.84</b>	<b>20,000.00</b>	<b>-10,225.16</b>
<b>Building Utilities/Service</b>			
Refuse Collection	1,138.72		
Gas and Electric	6,849.75	13,000.00	-6,150.25
Water/Sewer	1,755.96	4,000.00	-2,244.04
Building Utilities/Service - Other	139.98		

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

	<u>Jul '22 - Jan 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Total Building Utilities/Service	9,884.41	17,000.00	-7,115.59
<b>Total DISTRICT ACTIVITIES</b>	<u>72,139.38</u>	<u>114,000.00</u>	<u>-41,860.62</u>
Contingency			
General	0.00	25,000.00	-25,000.00
<b>Total Contingency</b>	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>
<b>Total Expense</b>	<u>2,666,788.74</u>	<u>4,804,304.00</u>	<u>-2,137,515.26</u>
<b>Net Ordinary Income</b>	<u>2,716,188.73</u>	<u>215,339.00</u>	<u>2,500,849.73</u>
<b>Other Income/Expense</b>			
Other Income			
Discount on US TBills	61,625.00		
Discount on Fixed Security	143,060.07		
<b>Total Other Income</b>	<u>204,685.07</u>		
<b>Net Other Income</b>	<u>204,685.07</u>	<u>0.00</u>	<u>204,685.07</u>
<b>Net Income</b>	<u><u>2,920,873.80</u></u>	<u><u>215,339.00</u></u>	<u><u>2,705,534.80</u></u>



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

	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Property Taxes	109.02%
Special Taxes	97.08%
Other Tax Income	50.55%
Lease Agreement	100.0%
Interest Income	185.2%
CERBT Reimbursement	22.61%
Miscellaneous Income	100.0%
<b>Total Income</b>	<b>107.24%</b>
<b>Expense</b>	
<b>Staff</b>	
Wages	62.55%
Vacation Wages	24.33%
Medical/dental ins compensation	58.33%
Payroll Taxes	52.42%
Workers Compensation/Life Ins	270.82%
Payroll Processing	57.05%
<b>Total Staff</b>	<b>57.62%</b>
<b>RETIREE MEDICAL BENEFITS</b>	
PERS Medical	37.44%
Delta Dental	47.44%
Vision Care	39.4%
CalPERS Settlement	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>36.05%</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>	
Nixle Fee	0.0%
Long Term Financial Planner	63.25%
Emergency Prep Coordinator	50.0%
Accounting	50.0%
Actuarial Valuation	0.0%
Audit	0.0%
Bank Fee	100.0%
Contra Costa County Expenses	63.42%
El Cerrito Contract Fee	58.33%
El Cerrito Reconciliation(s)	58.33%
IT Services and Equipment	15.79%
Fire Abatement Contract	0.0%
Fire Engineer Plan Review	21.33%
Grant Writer/Coordinator	0.0%
Risk Management Insurance	0.0%
LAFCO Fees	0.0%
Legal Fees	50.23%
Recruitment	100.0%

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

	% of Budget
Water System Improvements	0.0%
Website Development/Maintenance	40.44%
Wildland Vegetation Mgmt	32.9%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>56.52%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>	
Public Education	24.09%
EP Coord Expense Account	0.0%
Comm. Pharmaceutical Drop-Off	0.0%
CERT Emerg Kits/Sheds/Prepared	0.0%
Open Houses	39.94%
Community Shredder	95.69%
Firesafe Planting Grants	0.0%
Community Sandbags	207.37%
Volunteer Appreciation	0.0%
Community Center Contribution	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>23.09%</b>
<b>DISTRICT ACTIVITIES</b>	
Professional Development	5.95%
<b>Office</b>	
Mtg Room Rentals	
Internet	
Office Equipment	
Office Expense	43.73%
Office Supplies	0.0%
Telephone	99.17%
Office- Other	0.0%
<b>Total Office</b>	<b>80.87%</b>
Election	0.0%
Firefighter's Apparel & PPE	63.2%
Firefighters' Expenses	95.27%
Staff Appreciation	0.0%
Memberships	105.61%
<b>Building Maintenance</b>	
Gardening service	0.0%
Building alarm	-26.41%
Medical Waste Disposal	0.0%
Janitorial Service	40.31%
Miscellaneous Maint.	187.29%
<b>Total Building Maintenance</b>	<b>48.87%</b>
<b>Building Utilities/Service</b>	
Refuse Collection	
Gas and Electric	52.69%
Water/Sewer	43.9%
Building Utilities/Service - Other	

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

	<b>% of Budget</b>
Total Building Utilities/Service	58.14%
<b>Total DISTRICT ACTIVITIES</b>	<b>63.28%</b>
Contingency	
General	0.0%
Total Contingency	0.0%
Total Expense	55.51%
Net Ordinary Income	1,261.36%
Other Income/Expense	
Other Income	
Discount on US TBills	
Discount on Fixed Security	
Total Other Income	
Net Other Income	100.0%
Net Income	<b>1,356.41%</b>

**Kensington Fire Protection District**  
**Profit & Loss Prev Year Comparison**  
**July 2022 through January 2023**

02/09/23

Accrual Basis

	Jul '22 - Jan 23	Jul '21 - Jan 22	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	5,112,065.43	4,642,753.26	469,312.17	10.1%
Special Taxes	200,436.70	204,417.70	-3,981.00	-2.0%
Other Tax Income	12,133.04	12,233.76	-100.72	-0.8%
Lease Agreement	3,050.25	21,351.75	-18,301.50	-85.7%
Interest Income	37,040.85	8,758.09	28,282.76	322.9%
CERBT Reimbursement	18,088.02	40,282.11	-22,194.09	-55.1%
Miscellaneous Income	163.18	388,158.79	-387,995.61	-100.0%
<b>Total Income</b>	<b>5,382,977.47</b>	<b>5,317,955.46</b>	<b>65,022.01</b>	<b>1.2%</b>
<b>Expense</b>				
<b>Staff</b>				
Wages	81,315.72	85,647.00	-4,331.28	-5.1%
Vacation Wages	5,271.36	0.00	5,271.36	100.0%
Medical/dental ins compensation	7,000.00	1,000.00	6,000.00	600.0%
Payroll Taxes	6,552.07	6,216.64	335.43	5.4%
Workers Compensation/Life Ins	1,760.33	393.90	1,366.43	346.9%
Payroll Processing	1,426.32	1,150.18	276.14	24.0%
<b>Total Staff</b>	<b>103,325.80</b>	<b>94,407.72</b>	<b>8,918.08</b>	<b>9.5%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	27,145.48	0.00	27,145.48	100.0%
Delta Dental	6,641.53	0.00	6,641.53	100.0%
Vision Care	1,615.50	0.00	1,615.50	100.0%
CalPERS Settlement	0.00	7,616.64	-7,616.64	-100.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>35,402.51</b>	<b>7,616.64</b>	<b>27,785.87</b>	<b>364.8%</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Nixle Fee	0.00	3,182.70	-3,182.70	-100.0%
Long Term Financial Planner	3,162.50	14,981.25	-11,818.75	-78.9%
Emergency Prep Coordinator	52,599.96	58,333.31	-5,733.35	-9.8%
Accounting	18,000.00	21,150.00	-3,150.00	-14.9%
Actuarial Valuation	0.00	3,000.00	-3,000.00	-100.0%
Audit	0.00	16,000.00	-16,000.00	-100.0%
Bank Fee	25.00	25.00	0.00	0.0%
Contra Costa County Expenses	24,100.09	19,978.28	4,121.81	20.6%
El Cerrito Contract Fee	2,242,031.81	2,056,757.80	185,274.01	9.0%
El Cerrito Reconciliation(s)	71,846.31	111,445.61	-39,599.30	-35.5%
IT Services and Equipment	2,368.75	22.78	2,345.97	10,298.4%
Fire Engineer Plan Review	640.00	688.00	-48.00	-7.0%
Grant Writer/Coordinator	0.00	6,547.50	-6,547.50	-100.0%
Legal Fees	10,045.08	4,997.00	5,048.08	101.0%
Recruitment	10,110.00	0.00	10,110.00	100.0%
Website Development/Maintenance	1,820.00	1,820.00	0.00	0.0%
Wildland Vegetation Mgmt	2,500.00	0.00	2,500.00	100.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>2,439,249.50</b>	<b>2,318,929.23</b>	<b>120,320.27</b>	<b>5.2%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	7,227.93	10,293.54	-3,065.61	-29.8%
Open Houses	718.88	0.00	718.88	100.0%
Community Shredder	4,784.69	2,367.50	2,417.19	102.1%
Community Sandbags	3,940.05	1,728.57	2,211.48	127.9%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>16,671.55</b>	<b>14,389.61</b>	<b>2,281.94</b>	<b>15.9%</b>
<b>DISTRICT ACTIVITIES</b>				
Equipment	0.00	1,696.98	-1,696.98	-100.0%
Professional Development	595.00	3,323.58	-2,728.58	-82.1%
<b>Office</b>				
Mtg Room Rentals	80.00	0.00	80.00	100.0%
Internet	1,146.00	0.00	1,146.00	100.0%
Office Equipment	1,189.03	0.00	1,189.03	100.0%
Office Expense	2,186.24	2,105.30	80.94	3.8%
Office Supplies	0.00	694.33	-694.33	-100.0%
Telephone	7,933.16	3,988.73	3,944.43	98.9%
<b>Total Office</b>	<b>12,534.43</b>	<b>6,788.36</b>	<b>5,746.07</b>	<b>84.7%</b>
Firefighter's Apparel & PPE	1,264.02	0.00	1,264.02	100.0%
Firefighters' Expenses	28,581.68	0.00	28,581.68	100.0%
Staff Appreciation	0.00	93.49	-93.49	-100.0%
Memberships	9,505.00	7,615.00	1,890.00	24.8%

02/09/23

**Kensington Fire Protection District**  
**Profit & Loss Prev Year Comparison**  
**July 2022 through January 2023**

Accrual Basis

	Jul '22 - Jan 23	Jul '21 - Jan 22	\$ Change	% Change
<b>Building Maintenance</b>				
Gardening service	0.00	2,275.00	-2,275.00	-100.0%
Building alarm	-396.10	0.00	-396.10	-100.0%
Medical Waste Disposal	0.00	1,832.51	-1,832.51	-100.0%
Janitorial Service	806.24	1,229.72	-423.48	-34.4%
Miscellaneous Maint.	9,364.70	5,333.72	4,030.98	75.6%
<b>Total Building Maintenance</b>	9,774.84	10,670.95	-896.11	-8.4%
<b>Building Utilities/Service</b>				
Refuse Collection	1,138.72	0.00	1,138.72	100.0%
Gas and Electric	6,849.75	7,132.87	-283.12	-4.0%
Water/Sewer	1,755.96	2,820.03	-1,064.07	-37.7%
Building Utilities/Service - Other	139.98	0.00	139.98	100.0%
<b>Total Building Utilities/Service</b>	9,884.41	9,952.90	-68.49	-0.7%
<b>Total DISTRICT ACTIVITIES</b>	72,139.38	40,141.26	31,998.12	79.7%
<b>Total Expense</b>	2,666,788.74	2,475,484.46	191,304.28	7.7%
<b>Net Ordinary Income</b>	2,716,188.73	2,842,471.00	-126,282.27	-4.4%
<b>Other Income/Expense</b>				
Other Income				
Discount on US TBills	61,625.00	0.00	61,625.00	100.0%
Discount on Fixed Security	143,060.07	0.00	143,060.07	100.0%
<b>Total Other Income</b>	204,685.07	0.00	204,685.07	100.0%
<b>Net Other Income</b>	204,685.07	0.00	204,685.07	100.0%
<b>Net Income</b>	<b>2,920,873.80</b>	<b>2,842,471.00</b>	<b>78,402.80</b>	<b>2.8%</b>

# Kensington Fire Protection District Trial Balance

02/09/23

Accrual Basis

As of January 31, 2023

	Jan 31, 23	
	Debit	Credit
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	175,813.09	
General Fund	2,092,831.67	
Special Tax Fund	116,340.87	
Capital Fund	337,814.31	
Accounts Receivable	4,805.80	
Advance on Taxes	2,403,130.73	
Advance on Supplemental Taxes	95,090.40	
Prepaid Services - EC	0.07	
Prepaid Exp.	2,757.00	
Prepaid CERBT - Retiree Trust	420,105.48	
Investments:LAIF Balance	18,366.98	
Investments:US TBills - 4/20/23	3,000,000.00	
Investments:Fed Home Loan Bk - 9/27/23	3,500,000.00	
Land	5,800.00	
Equipment	1,793,886.43	
Accumulated Depreciation-Equip		813,762.41
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,276,205.07
Current Capital Outlay:PSB Renovation Soft Costs	688,171.65	
Current Capital Outlay:PSB Renovation Hard Cost	370,961.80	
Current Capital Outlay:Temp Facility - Soft Costs	152,005.32	
Current Capital Outlay:Temp Facilities - Hard Costs	549,813.93	
Current Capital Outlay:Temp Facilities - Lot Rental	6,000.00	
Current Capital Outlay:Temp Facilities - Modular	13,440.76	
Current Capital Outlay:Temp Facilities - Admin Sublet	12,192.75	
Current Capital Outlay:Temp Facilities - Relocation	14,734.32	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Deferred Outflow of Res. - OPEB	6,527.00	
Due to Revolving Acct - Gen Fnd		10,952.95
Due to Other - Issued by CCC		28,513.04
Accounts Payable		2,274.82
Wages & PR Taxes Payable		6,424.55
EI Cerrito Reconciliation Liab.		233,481.39
Postretirement Health Ben Liab		0.14
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,997.01
Fund Equity		3,454,931.84
Property Taxes		5,112,065.43
Special Taxes		200,436.70
Other Tax Income		12,133.04
Lease Agreement		3,050.25
Interest Income		37,040.85
CERBT Reimbursement		18,088.02
Miscellaneous Income		163.18
Staff:Wages	81,315.72	
Staff:Vacation Wages	5,271.36	
Staff:Medical/dental ins compensation	7,000.00	
Staff:Payroll Taxes	6,552.07	
Staff:Workers Compensation/Life Ins	1,760.33	
Staff:Payroll Processing	1,426.32	
RETIREE MEDICAL BENEFITS:PERS Medical	27,145.48	
RETIREE MEDICAL BENEFITS:Delta Dental	6,641.53	
RETIREE MEDICAL BENEFITS:Vision Care	1,615.50	
OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner	3,162.50	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	52,599.96	
OUTSIDE PROFESSIONAL SERVICES:Accounting	18,000.00	
OUTSIDE PROFESSIONAL SERVICES:Bank Fee	25.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	24,100.09	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	2,242,031.81	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	71,846.31	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	2,368.75	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	640.00	

# Kensington Fire Protection District Trial Balance

02/09/23

Accrual Basis

As of January 31, 2023

	Jan 31, 23	
	Debit	Credit
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	10,045.08	
OUTSIDE PROFESSIONAL SERVICES:Recruitment	10,110.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	1,820.00	
OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt	2,500.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	7,227.93	
COMMUNITY SERVICE ACTIVITIES:Open Houses	718.88	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	4,784.69	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	3,940.05	
DISTRICT ACTIVITIES:Professional Development	595.00	
DISTRICT ACTIVITIES:Office:Mtg Room Rentals	80.00	
DISTRICT ACTIVITIES:Office:Internet	1,146.00	
DISTRICT ACTIVITIES:Office:Office Equipment	1,189.03	
DISTRICT ACTIVITIES:Office:Office Expense	2,186.24	
DISTRICT ACTIVITIES:Office:Telephone	7,933.16	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,264.02	
DISTRICT ACTIVITIES:Firefighters' Expenses	28,581.68	
DISTRICT ACTIVITIES:Memberships	9,505.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm		396.10
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	806.24	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	9,364.70	
DISTRICT ACTIVITIES:Building Utilities/Service	139.98	
DISTRICT ACTIVITIES:Building Utilities/Service:Refuse Collection	1,138.72	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	6,849.75	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	1,755.96	
Discount on US TBills		61,625.00
Discount on Fixed Security		143,060.07
<b>TOTAL</b>	<b>20,839,870.86</b>	<b>20,839,870.86</b>



## EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



**DATE:** February 11, 2023

**TO:** Mary Morris-Mayorga: Interim General Manager

**FROM:** Eric Saylor: Fire Chief

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

---

### Operations

During the *California Severe Winter Storms, Flooding, Landslides, and Mudslides*, the El-Cerrito/Kensington Fire department (ECKFD) responded to flood calls and removed water from residential and commercial buildings, protecting the buildings and the businesses.

During the storms, OES funded a pre-staged strike team for the area consisting of five units and one command unit. The command unit and one type three engine were housed at station 72 to protect the Kensington area.

On January 31, ECKFD contained a structure fire at 208 Stanford Avenue, Kensington. The structure fire threatened four neighboring homes. The steep hills, narrow roads, downslope nature of the construction, and high density of homes made the firefight difficult. The fire took three ECKFD fire engines, two Richmond fire engines, one Berkley fire engine, two ECKFD Chiefs, one Richmond Battalion Chief, and one Contra Costa County Fire Battalion Chief to suppress. The number of fire units above is the minimum response to a working fire in a Very High Fire Severity Zone such as Kensington. There were no injuries or fatalities resulting from the fire. The four exposed homes saved by ECKFD are worth an estimated \$4.5 million.

The availability of ambulances to the Kensington community continues to be a challenge. The Albany ambulance could not respond to the ECKFD district when requested twice in January. The Albany ambulance is a backup to Kensington when Contra Costa County Fire Department ambulances are unavailable. The result was a roughly 45-minute wait for an ambulance into the district. The administration continues to search for options to staff station 65 with a transporting unit to ensure the community's safety.

### Administration

Contra Costa County residents are approved for Individual Assistance from FEMA. Residents can apply for a series of programs to seek assistance for storm-related damages. Residents must apply through FEMA directly. Residents who have sustained property and business damage from the series of Winter storms can seek assistance directly from FEMA. Residents should apply online at [www.disasterassistance.org](http://www.disasterassistance.org) or call 1-800- 621-3362. Applying does not guarantee that assistance will be awarded.

If you have additional questions, this link will take you to a FEMA flyer that explains all the available programs: [https://www.fema.gov/sites/default/files/2020-08/fema\\_help-after-disaster\\_english\\_trifold.pdf](https://www.fema.gov/sites/default/files/2020-08/fema_help-after-disaster_english_trifold.pdf)

### Training

ECKFD assisted Kensington Police Department (KPD) in receiving Narcan training. Narcan is a medication used in the treatment of opioid overdose. Synthetic opioids such as fentanyl have the potential to kill from brief exposure to skin or mucus membranes. The rates of overdose deaths from opioids have increased by 1800% since 2013. Synthetic opioids account for 82% of all opioid-involved deaths. Synthetic opioids found in



suspects' possession are a growing life and safety threat to law enforcement officers in the field and storage facilities. The Department of Homeland Security is considering Synthetic opioids as having the potential for domestic terrorism. An event in El-Cerrito in January exposed a police officer to Fentanyl power found on a suspect. The officer immediately received Narcan and was transported to the hospital via ambulance. ECKFD and KPD will continue to partner closely to ensure the safety of our firefighters and officers when it comes to the discovery and storage of evidence that may contain opioids.

*Citizen Engagement*

ECKFD is planning to start Cert Training in the mid-year of 2023 if an appropriate location is found. Cert training will happen at St 65 once the construction is complete, and we will collaborate with our neighboring Cert programs in Berkeley and Richmond.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** February 15, 2023

**TO:** Kensington Fire Protection District Board

**RE:** Emergency Preparedness Coordinator Report

**SUBMITTED BY:** Johnny Valenzuela, Emergency Preparedness Coordinator

---

The following progress items will be reviewed in the KFPD Board of Directors meeting:

**1. Community Event/Engagement**

N/A

**2. District Communications/ Publications**

- 1/21/2023 Nextdoor Wind Advisory
- 1/21/2023 Facebook Wind Advisory
- 1/26/2023 Nextdoor CPR First Aid Training
- 2/2/2023 Nextdoor CERT Emergency Supply Sale
- 2/2/2023 KFPD Email Announcement RE: CERT Supply Storage
- 2/3/2023 Facebook El Cerrito Engine Response to House Fire
- 2/8/2023 Facebook Brian Cheshareck Recognition Award
- Kensington Outlook Article
- Kensington Outlook Safety Scenario

**3. Initiatives/ Deliverables**

- Register community members for Red Flag Alert Emails
- Assisted community members with registration to CWS
- Review Final Draft Wildcat Firewise application content and strategy.
- Update KFPD Website for Emergency Supply Sale
- Update KFPD Website for information regarding CPR / First Aid Training
- Develop digital and print flyers for CERT Supply Sale Print
- Develop a digital flyer for CPR Training Post
- Develop deliverables and strategy for Volunteer Recruitment Subcommittee
- Establish contacts at CWS/OES for the LRAD System Subcommittee

**4. Meetings**

- 1/18/2023 KFPD Monthly Board Meeting
- 1/26/2023 Emergency Preparedness Meeting
- 1/31/2023 Phone Conference / Lt Harms KPD
- 2/1/2023 Phone Conference / Chris Hilliard CERT Program Manager
- 2/2/2023 Phone Conference / Alan Siegel / Wildcat Firewise Lead

# Errors in the Watt Presentation on Proposed Alternatives for the Renovation of the Kensington Public Safety Building

Directors Don Dommer and Larry Nagel  
Kensington Fire Protection District  
January 15, 2023

# Background

- The Kensington Public Safety Building was built in 1970
- The PSB has been non-compliant per code and police and fire service standards for 25 years and has outlived its useful life
- In 2016, a seismic assessment of the PSB revealed that “because the building does not meet the latest seismic code requirements and due to its proximity to major earthquake faults there is the possibility that significant structural damage may occur with loss of life during a seismic event”
- A project was started immediately to design a seismic renovation of the PSB to bring it up to essential service standards

# Needs Assessment

RDC Architecture was hired to perform a needs assessment and make recommendations as to a future course. The following space requirements were determined in consultation with the Police Chief and the Fire Chief

	Existing	Reduced	Optimal
Fire	3,200 sf	5,500 sf	7,200 sf
Police	1,200 sf	2,900 sf	3,600 sf
Shared	500 sf	700 sf	700 sf
Building	300 sf	1,100 sf	1,100 sf
TOTAL	5,200 sf	10,200 sf	12,600 sf

“A ten pound problem in a five pound bag”

# The Move to a Two Building Solution

- In April, 2021, the Police Chief, the Fire Chief, and both District General Managers agreed that both agencies would not fit into the PSB after it was renovated
- Consequently, the KFPD decided to pursue a fire-only plan for the renovated PSB and the KPPCSD started to pursue another building to house the Police and the KPPCSD staff
- The present plan for Station 65 provides 4,500 sf of space for Fire, which is 1,000 sf less than the “reduced space”
- The temporary police station provides 2,800 sf of space for Police

# The “Watt” and the “Jones” Alternatives

- Neither alternative meets the requirements of the applicable building codes
- Neither the Police Chief nor the Fire Chief were consulted in the preparation of either of the alternatives
- It is not surprising, therefore, that neither alternative meets with the approval of the Police Chief or the Fire Chief, nor does either alternative satisfy the requirements of the Police Department or the Fire Department

# Both Plans Require Two Buildings

- Both plans would require renting or purchasing another building to house the district staff that wouldn't fit into PSB.
- Neither alternative even mentions the space required in another building, let alone estimates the additional cost of renting or purchasing the second building
- It is far less efficient to put half of each agency in one building and the other half in another building than it is to keep both agencies together in separate buildings
- There is much more flexibility in siting the Police Station



# Conclusions

- All of the material supporting this presentation is presented in a 24 page PDF which is included with these presentation slides but which obviously was too much material for this talk
- There is no factual evidence to support co-locating the Police and Fire Departments in the PSB. They won't fit, so two buildings would be required anyway
- Even if either of these alternatives was acceptable, the changes required to implement these plans would most likely increase the cost of the renovation to the point where the project would have to be abandoned



## Kensington Fire Protection District

217 Arlington Avenue  
Kensington, CA 94708

### Board of Directors

President Julie Stein

Don Dommer

Daniel Levine

Larry Nagel

Jim Watt

**Date:** February 8, 2023

**From:** Don Dommer, Director

Larry Nagel, Director

### **Re: Errors in the Watt Presentation and Deficiencies of Proposed Alternatives**

The presentation by Jim Watt at the KFPD Board Special Meeting on January 11, 2023 contained numerous factual errors which need to be corrected for the public record. This memorandum attempts to set the record straight by addressing these errors so that the KFPD Board can proceed with the Public Safety Building seismic renovation with the facts, and only facts, in hand.

The following paragraphs address the various errors in the presentation by Director Watt on a slide by slide basis. Appendix A contains in its entirety the slides from the presentation by Director Watt at the January 11, 2023 KFPD Board Meeting. Appendix B is a detailed list of the deficiencies of the Bart Jones alternative described in the presentation by Director Watt. Appendix C is a detailed list of the deficiencies of the Jim Watt alternative described in the presentation by Director Watt. Finally, Appendix D lists the applicable sections of the 2009 California Public Contract Code which describe the legal requirements should the district decide to significantly alter the construction plans for the Public Safety Building at this late date.

### **Detailed Critique of the Presentation by Director Watt at the January 11, 2023 KFPD Board Meeting (see Appendix A for the presentation Slides)**

"Background" slide 1: "'Fire-Only' Station is a violation of policy."

**False** - This is a misleading statement. The policy was created as a *legal convenience* to allow for the collection of rental income from the KPPCSD to the KFPD in order to avoid concerns about "gifting of public funds" from one agency to another. In fact, the initial 1950's planning of the PSB was as a fire station to replace the older fire station further south on Arlington, which had outlived its useful life after +/-40 years. Meeting minutes from the 1960's describe the initial fire-only planning. It was only later that

"rental space" by the Kensington Police was requested by a KCSD Board Director and then considered by the KFPD board. The earliest drawing from May 9, 1997 shows adjacent but separate Fire and Police departments on the site south of the Kensington Library. The 1970 as-built plan of the PSB had completely separate entrances for Fire (217 Arlington) and Police (215 Arlington) and was completed at a time when policy and building codes allowed for small shared bunkrooms, and non-accessible restrooms, with obviously no IT space needs and smaller requirements for engines and gear, and fewer personnel. Even after the separate "215 Arlington" entrance porch and stair was filled-in and the police and fire use distribution in the building was inter-mixed in the 1998 plans, the building was non-compliant for current use and had no contingency space for any changing needs. It was established by both the Fire Chief and Police Chief in 1997 letters that more space was required for both departments. Note that the board policy can be amended at any time due to evolving needs of the agency. It is in no way an impediment to providing the necessary space for both departments.

"Background" slide 1: *"For 52 years, Police and Fire have co-exists (sic)..."*

**False** - As noted above, the building has been non-compliant per code and police/fire service standards for 25 years and outlived its useful life as a joint-facility. This was established in the studies between 2015 and 2019, which cost the district \$300,000, and confirmed that more square footage was needed, resulting in the 2019 recommendations for a fire-only renovation.

"Background" slide 1: *"The current central location is ideal for both Police and Fire".*

**False** - As repeated in many public meetings by the Police and Fire staff, the Police Department *"patrols"* and does not require a central location. It makes no sense to force the Police Department into a location where it does not need to while at the same time refusing to provide the Police Department the space that it requires to meet current standards. The flexibility of the Police Department location is an advantage to Kensington given the lack of a single large site for a properly sized joint structure.

"Background" slide 1: *"The long search for alternative locations for the Police shows that alternative, suitable locations of the police will be difficult to find, expensive to construct, and not centrally located".*

**False** - There is an option (and possibly more than one) to relocate the renovated police modular, and therefore not lose the \$200K renovation investment already made to the building, which provides the necessary space. Recent KPPCSD meetings directed the architect to provide pricing on relocation to the KPPCSD-owned side of the Arlington parking lot, and that has not been made public for consideration. Given 2022 bid-pricing on the PSB renovation site-work and the Temp Station 65 sitework, the costs for relocation could be financially sustainable. In fact, the excessive costs of changing the PSB renovation project in mid-construction could be used to pay for the bulk of the Police modular sitework. Why is this not being financially analyzed? Another option would be to consult with the Unitarian Church to see if the Craft Ave temp location would be an option. The KFPD has already substantially invested in upgrading that secure site and owns the large carport structure, all of which will be vacated after the renovation project is complete. Why will the KPPCSD not fully investigate this option and reveal the financial cost to the public? Also, the financial discussions and architect's

analysis by the KPPCSD for the 303 Arlington Ave location (which remains unoccupied) were not disclosed to the public. Per legal requirements, those discussions and documents are publicly disclosable and not privileged. Why were they not published for the public record and review? It is premature to conclude the study of Police Dept options when valuable information has not been disclosed or developed.

"Background" slide 2: "A fire-only plan was introduced (in April 2021) which replaced all further discussions on joint plans"

**False** - The approved fire-only plan at the time was presented in November, 2019 after four years and \$300K in consultant expenses, which established that both departments need more area to operate. An additional 18-months was spent by the KFPD and KPPCSD on many joint-occupancy alternatives, none of which were operationally acceptable and workable. With increasing construction inflation over all of that analysis time, it was clear that continued discussions would not provide any reasonable option and that the joint-occupancy alternatives had no contingency space for the future. What responsible public agency spends millions of dollars on renovations with no planning for the future and space-planning that are already out of date and non-compliant as soon as they are complete?

"Background" slide 2: "303 Arlington...proved unworkable"

**False** - As noted above, none of the architect's analysis and owner negotiations have been made public. This information is not privileged and should be disclosed to the public for full transparency. Since the location is still unoccupied and the rental economy has evolved, the owner may have a different perspective on negotiations.

"Background" slide 2: "Director Dommer and GM Hansell said the PSB could move forward as fire-only and interior changes could later be considered to house the Police."

**False** - This statement misleadingly does not reveal that any revisions needed to occur before or during the 9-months of design, engineering, and construction drawings prior to the permit submission and approval, and the subsequent public bidding, and start of construction. As a public contract project, it is illegal to change the project during construction without going through re-bidding. It was also noted repeatedly in public meetings that the option to house the police, if seriously considered, would be limited to the +/-800sf on the first floor with no changes to interior structural shear walls, and in that case, the fire department would need to rent administrative space elsewhere (with a diminished cost/benefit of the change). It is well documented that the Police Dept needs much more than 800sf, let alone more than the 1,200sf they previously occupied. Neither the Jim Watt alternative nor the Bart Jones alternative solve that problem, and both are deficient and unworkable in numerous ways (see the comprehensive non-compliance lists in Appendices B and C below). Per the Contra Costa Building Code and Essential Services design requirements, the proposed changes would require construction to stop completely, new RFPs issued for design and engineering services, new schedules for construction documents to be completed, new plan check by the County to be completed, the issuance of permit revisions, and new RFPs issued for construction bidding based on the revised permit drawings, followed by the selection of a new low-bidder. Only after this extensive process, could construction resume with all the additional costs of de-mobilization and re-mobilization with inflation costs added

over the 2022 bids. See Appendix D for the public contracting code requirements that apply to revisions to the current contract, as confirmed by legal counsel. Changes of this nature would require 5-6 months even before construction could start, with additional impacts on the cost of extending temporary facilities.

"Background" slide 2: *"When the 10-year fire contract was signed in 2020, El Cerrito requested no expansion of Kensington Fire Station 65."*

**False** - In the needs analysis from 2015 to 2019, and during the considerations of the prior "joint-proposals" from 2019 to 2021, Fire Chief Pigoni repeatedly pointed out the deficiencies of the proposals that lacked the proper space requirements, so it was emphasized by El Cerrito prior to the 2020 contract extension. The Chief also noted that those proposals had no contingency plans for the future, which is unheard of in terms of proper fire station planning. Also, the 2022 El Cerrito approval of the reduction in the contract reserve amount from 12-months to 6-months was based on achieving the necessary space required for its employees who service the contract.

"Background" slide 2: *"Although 40% of the Station 65 calls go into El Cerrito, El Cerrito is not contributing to the expansion."*

**False** - This is a completely misleading statement, as the contract with El Cerrito provides fire services at a much more affordable rate than Kensington could support if it had continued to operate an independent single fire station. Kensington benefits from the extensive resources of El Cerrito to an equal, and in some cases a greater degree, given the options of staffing and additional resources of two El Cerrito Fire Stations and admin. Kensington is responsible for the cost of its fire house while El Cerrito is responsible for Stations 71 and 72, which provide backup services to Kensington when needed.

"Background" slide 2: *"El Cerrito Station 72 (further up the Arlington) is similar in size to the portion of the PSB that is currently used for fire (4500sf) but El Cerrito has no plans to expand Station 72."*

**False** - Station 72 was built more recently and is not as out of date as Station 65. Also, per the Fire Chief, Wildfire response staffing should be placed at 65 as well as 72 for proper coverage on extreme fire hazard days. If Kensington does not provide the necessary space at 65, then the department will be forced to staff the additional crew only at 72, in which case response times to Kensington on extreme fire hazard days will suffer.

"KEPD and KPPCSD Financial Impacts" slide 3: *"This would leave the KFPD with virtually no remaining cash reserves"*

**False** - This is completely untrue. As shown in the NHA financial planning studies, the current cost of the renovation allows for the annual debt payment on the loan and the use of the "building" reserves, while continuing to provide 6-months of reserves for the EC contract, as required by contract, and the ongoing reserves for rolling stock (2 engines and a chief's SUV). The analysis covers contingencies for inflation and conservative revenue projections for twenty years. All of the financial information was presented publicly and is published on the district's website. Director Watt provides no

financial data to substantiate his statements. As the analysis shows, after the first two years of bulk construction payments for the project, the KFPD will begin building unrestricted reserves again (i.e. in addition to the required EC Contract and rolling stock reserves noted above.) Those reserves will be available for other disaster prep needs, since the building expenses will be substantially complete for the life of the structure. Ironically, if the current construction process is halted and extensive funds are spent to change the design and re-bid the project, that will definitely require the district to redirect the required EC Contract and rolling-stock reserve funds to pay for the added cost, which would destabilize the cash flow and reserves of the district. For full transparency, the cost of any design/construction changes at this late stage will far exceed the benefit, and it would be irresponsible for the Board to approve changes without a proper financial analysis that is at least equal to the degree which NHA reviewed the approved project.

"KFPD and KPPCSD Financial Impacts" slide 3: "District costs are likely to continue to raise faster than property tax revenues"

**False** - This is another very misleading statement as the NHA analysis included inflation indexes in its 20-year projections and applied documented historical trends in both growth and recession periods. The current project finances already take this into consideration.

"KFPD and KPPCSD Financial Impacts" slide 3: "The KPPCSD has limited available cash for their own station"

**False** - This is another misleading statement as the KPPCSD has not proceeded with the complete financial strategic planning that it started in 2021 under GM Brown but discontinued. Due to rising interest rates, the KPPCSD has already limited its options by not acting faster on long-term financing and will continue to make things worse by delaying action in the face of ongoing construction cost inflation. What is needed is expedient and transparent action on the costs for relocating the modular building, or the other options stated above, and the review of financing options that are typical for capital investments in buildings that have a long service life. Refusing to properly study the problem does not imply that the absence of a proper solution.

"KFPD and KPPCSD Financial Impacts" slide 3: "Proposed alternative KPPCSD sites, including Arlington Park, could cost \$4-6M, requiring debt service on \$3M-5M."

**False** - These are completely fabricated numbers with no backup provided and counter to the real-world amounts that Kensington established by bidding the PSB Renovation and the Temp Station in 2022. The KPPCSD should proceed with realistic projections based on cost-estimating services and comprehensive long-term financial studies, just as the KFPD did. It is irresponsible and reckless to stop a public construction project in mid-stream that has been well-planned and reviewed over seven years from 2015-2022 without any substantial feasibility and in-depth cost impact analysis.

"KFPD and KPPCSD Financial Impacts" slide 3: "Such costs could require a property tax assessment increase."

**False** - The PSB renovation project was thoroughly planned financially in order to not require a tax increase, and that process is well documented on the district's website.

The 4,500 sf provided to the Fire Department in the renovated building is actually far less than the Needs Analysis recommended for "optimal" conditions and is even less than the "reduced minimum" area calculations. Efficiencies have already been employed in order to avoid a tax increase, while simultaneously providing the service level that Kensington needs. The KPPCSD must undertake the same financial planning process to show that Police services do not have to be compromised by unnecessarily providing non-compliant and too little space. Without a proper review of the options, it is misleading to project tax increases.

"Kensington PD Modular Building Plan" slide 5:

**Note** - This is *not* the final plan as executed, so the layout is incorrect. The Police Chief developed the final layout based on the department's current and future needs, in a manner that complies with DOJ, security, and building code requirements. \$200K was invested into a layout that works. Conversely, the Bart Jones alternative and the Jim Watt alternative were developed without any input from the Police Chief and Staff. The police department personnel have stated that they cannot do their jobs and provide the services Kensington requires if they are forced to work in unsuitable and non-compliant conditions. Not only do the proposals not work but they are seriously compromising morale and the future staffing levels of the Police Department. Both the fire and police department personnel need to be consulted publicly on their space requirements, in a manner that was last done in 1997 when the Fire and Police Chiefs were asked to make public recommendations to the boards, as documented in the reports of the time which led to the 1998-99 renovations. The Kensington public needs to hear directly from the service professionals in order to determine what is "necessary".

## **Conclusions**

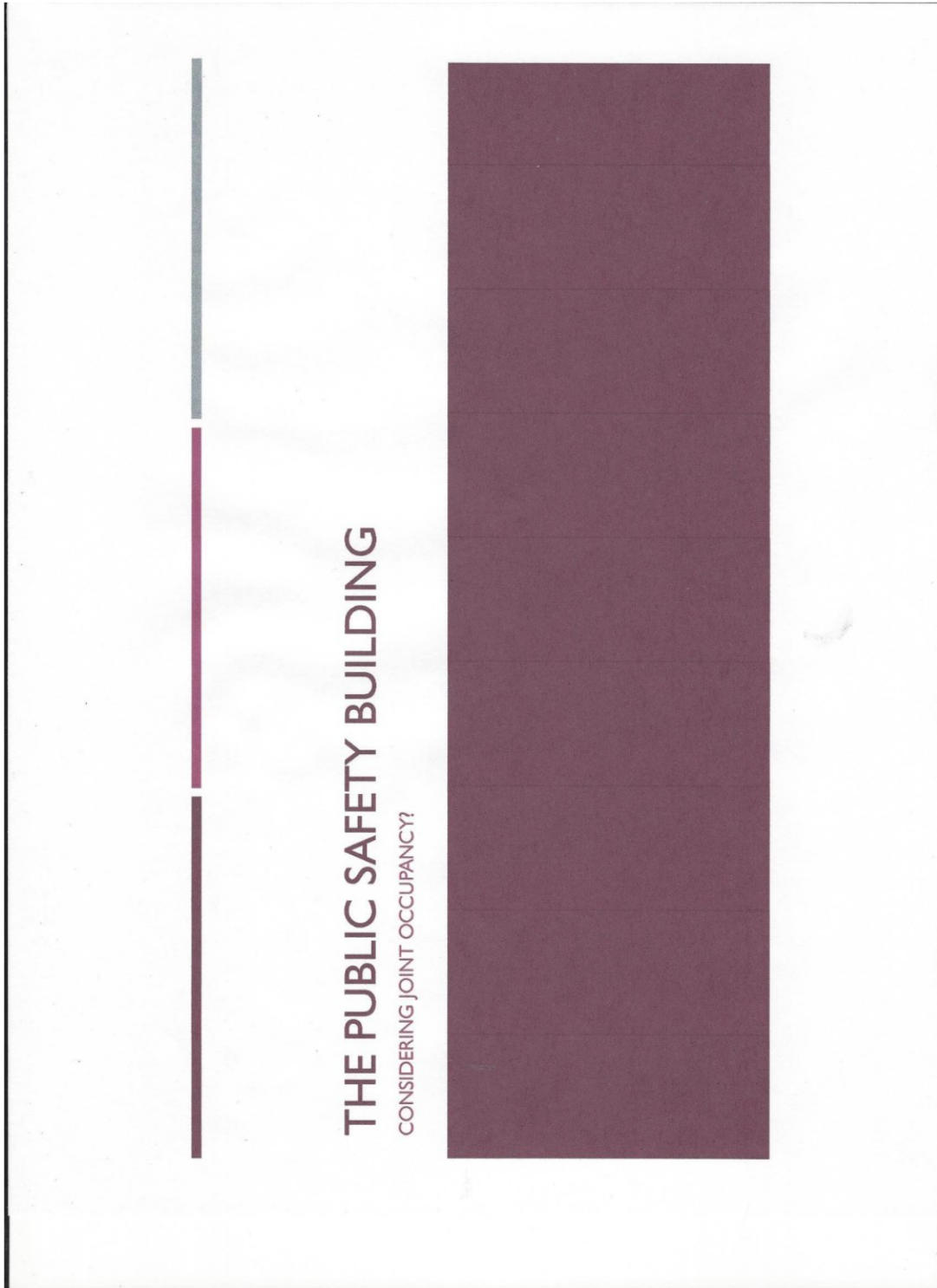
The bottom line here is that neither of the alternatives described in the presentation by Director Watt meet the requirements of the applicable building codes. In addition, neither the Police Chief nor the Fire Chief were consulted in the construction of either of these alternatives. It is not surprising, therefore, that neither alternative satisfies the requirements of the Police Department nor the Fire Department. Finally, even if either of these plans was acceptable, the changes required to implement these plans would most likely increase the cost of the renovation to the point where the project would have to be abandoned.

## **Acknowledgments**

The authors would like to acknowledge many helpful discussions with and information from Kensington Police Chief Mike Gancasz, El Cerrito/Kensington Fire Chief Eric Saylor, and former KFPD General Manager Bill Hansell.

Appendix A  
Presentation by Director Jim Watt  
January 11, 2023 KFPD Special Board Meeting

Slide 1





## BACKGROUND

- **The PSB was built in 1970 for Fire and Police use**
  - KFPD Board Policy 11:30 states "The building is for the benefit of both police and fire functions"
  - Moving forward on the "fire only" station is a violation of this policy
- **Joint use of the PSB has been mutually beneficial**
  - For 52 years, Police and Fire have co-exists and the police have contributed to the maintenance and upgrading of the PSB
  - The current central location is ideal for both Police and Fire
  - The long search for alternative locations for the Police shows that alternative, suitable locations of the police will be difficult to find, expensive to construct, and not centrally located

## BACKGROUND

- **In April 2021, the KFPD decided to pursue a fire-only plan because:**
  - A fire-only plan was introduced at that time which replaced all further discussions on joint plans
  - 303 Arlington (next to Ace Hardware) appeared to be a viable Police option, but that proved unworkable
  - Director Dommer and GM Hansell said the PSB could move forward as fire-only and interior changes could later be considered to house the Police
- **All the costs of the fire-only PSB are borne by Kensington**
  - When the 10 year fire contract was signed in 2020, El Cerrito requested no expansion of Kensington Fire Station 65
  - Although 40% of the Station 65 calls go into El Cerrito, El Cerrito is not contributing to the expansion
  - El Cerrito Station 72 (further up the Arlington) is similar in size to the portion of the PSB that is currently used for fire (~4500 sqft) but El Cerrito has no plans to expand Station 72

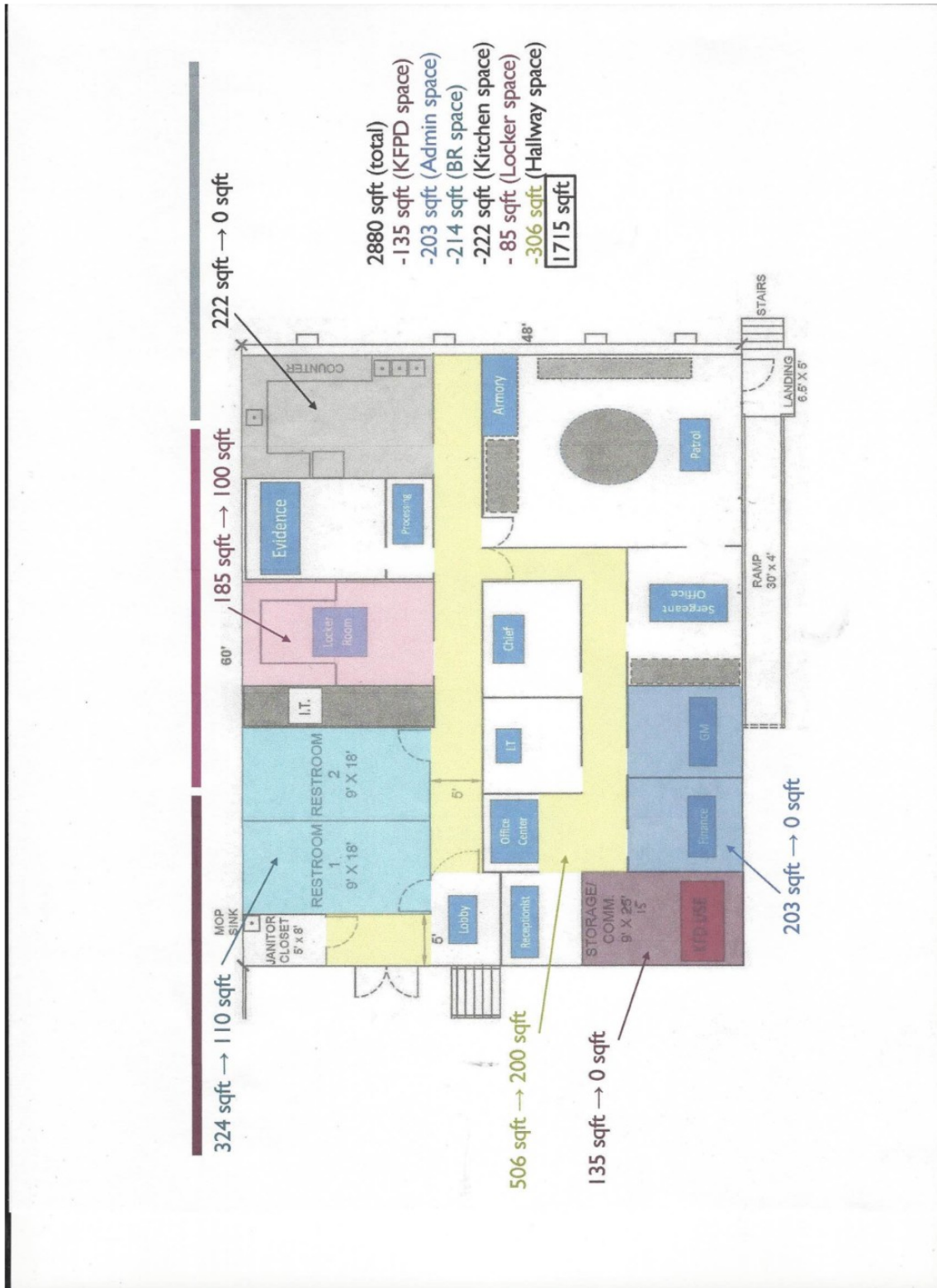
## KFPD AND KPPCSD FINANCIAL IMPACTS

- **The total KFPD cost of the current fire-only plans is ~\$8.0M + \$2.0M in interest**
  - This would leave the KFPD with virtually no remaining cash reserves
  - Other emergency preparedness initiatives may have to be delayed indefinitely
  - District costs are likely to continue to raise faster than property tax revenues
- **The KPPCSD has limited available cash for their own station**
  - Unrestricted cash reserves are about 1.0 million
  - Proposed alternative KPPCSD sites, including Arlington Park, could cost \$4-6M, required debt service on \$3-5M
  - Such costs could require a property tax assessment increase

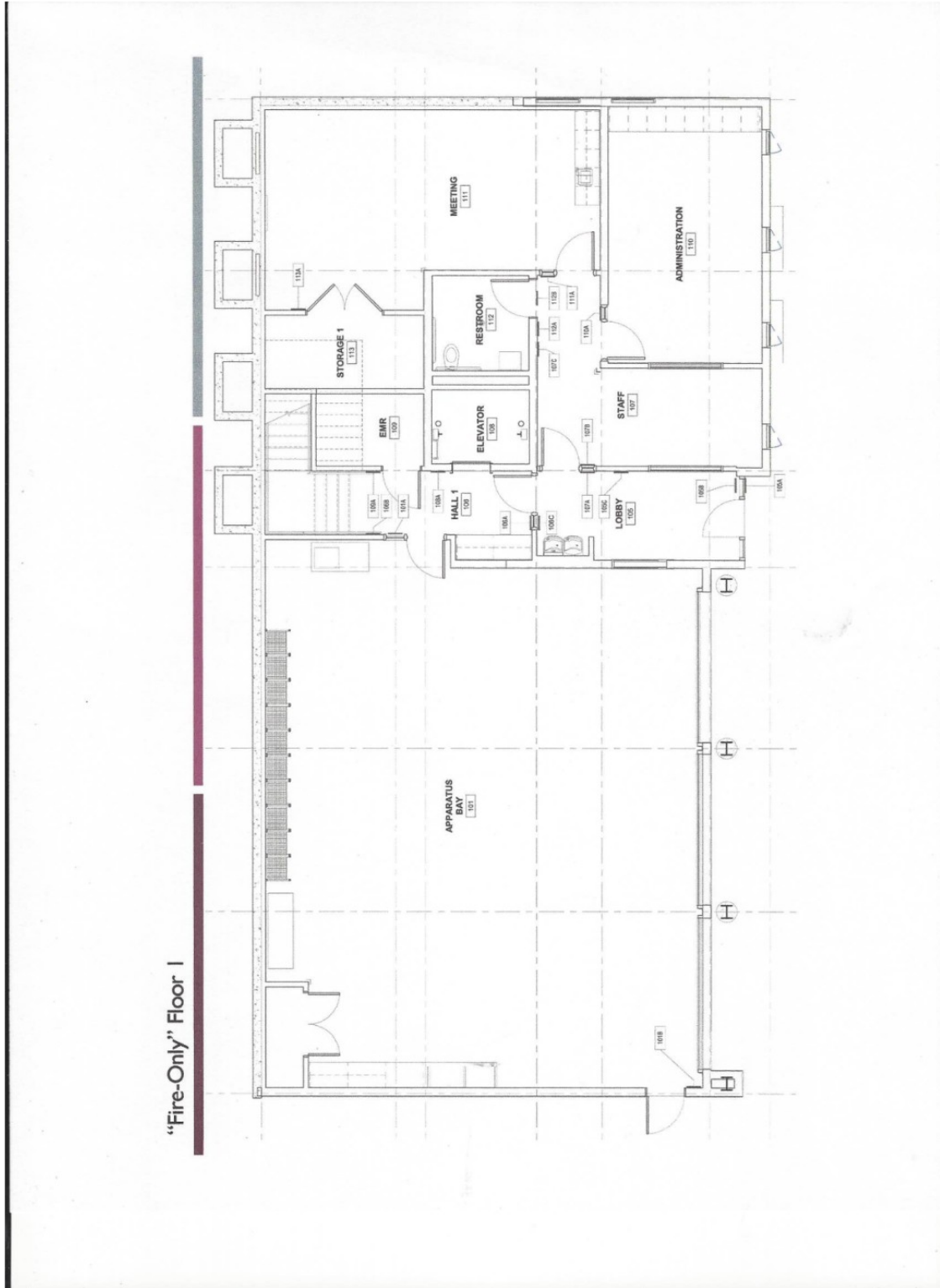
## LAYOUT OF THE TEMPORARY EL CERRITO POLICE STATION

- Before turning to joint occupancy plans, let us review the current Temporary Station
- The Temporary Kensington Station is 2880 sqft
- Let's take a look at what this station provides and what is necessary

# Slide 6



Slide 7

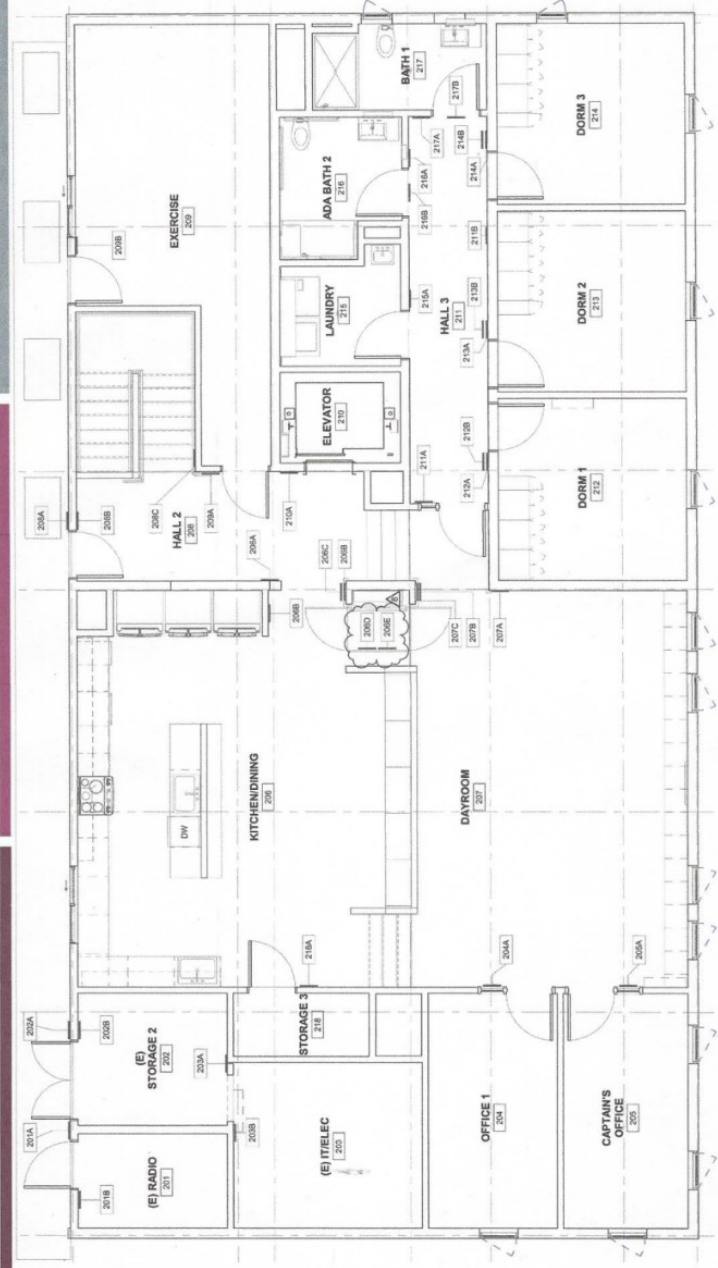


"Fire-Only" Floor I

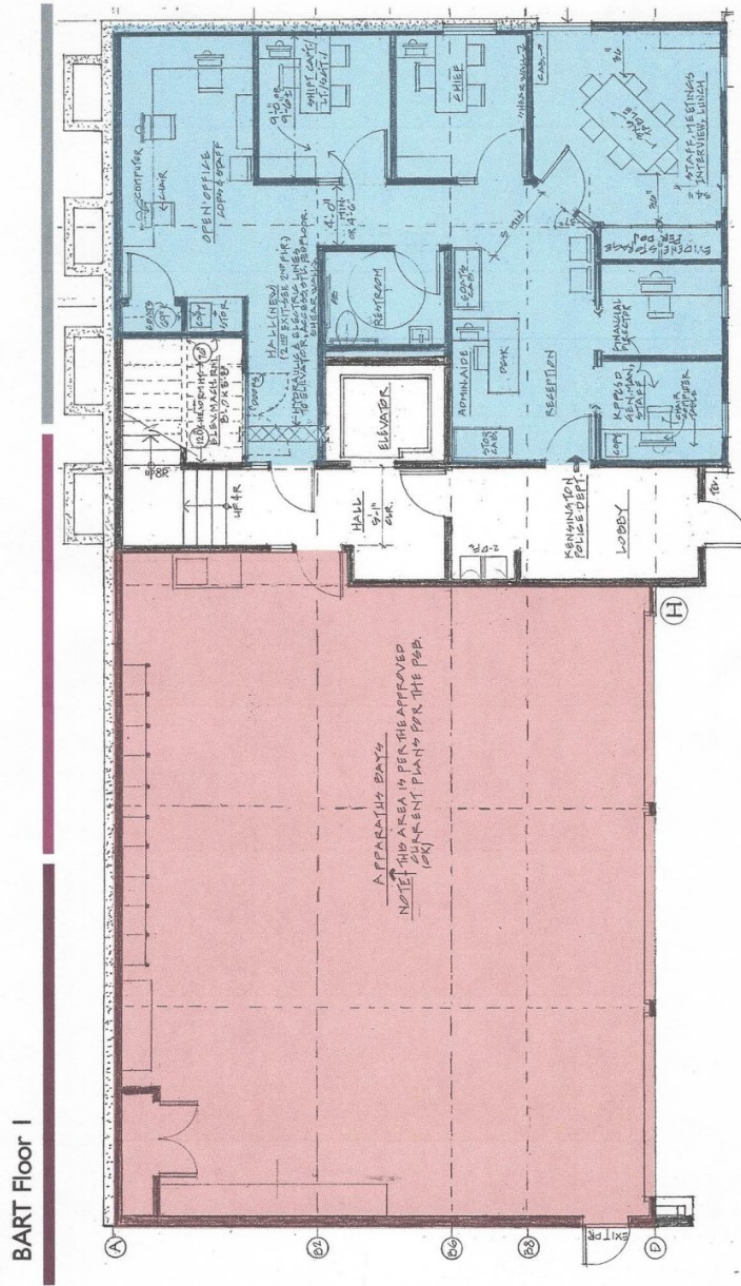
Slide 8

total proposed living area is 1700 → 2880 sqft

“Fire-Only” Floor 2



Slide 9

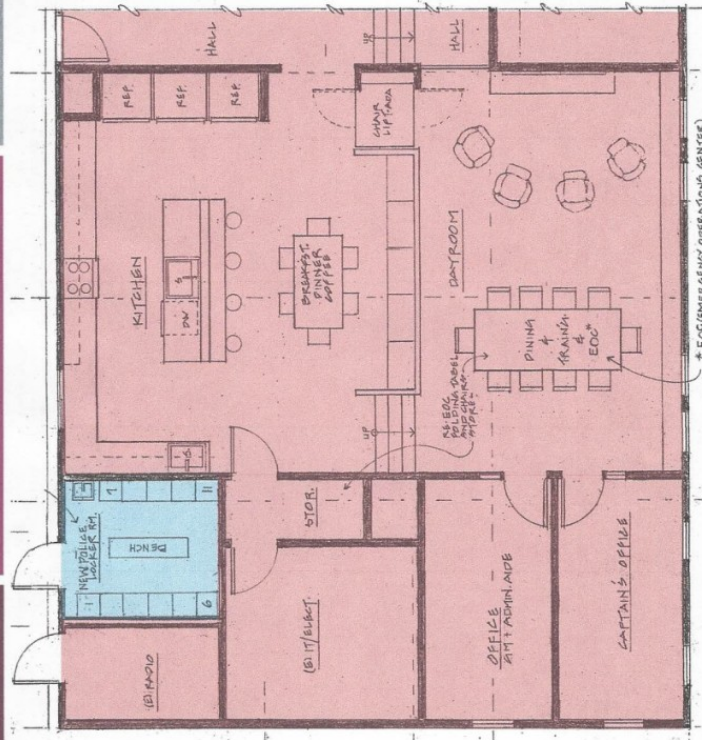




Slide 10

BART Floor 2 Living Area

total proposed living area 1700 → ~2730 sqft









THE RECENT ELECTION RESULTS INDICATE THAT  
WE REVISIT JOINT OCCUPANCY PLANS



**Appendix B**  
**List of Deficiencies with the Bart Jones Alternative**

1st Floor Issues:

- \_ Non-Compliant Building Issues - *Significant structural change* to interior shear wall over drilled piers on line B-8. Insufficient seismic compliance.
- \_ Non-Compliant Building Issues - Elevator Machine Room is too small and does not have necessary headroom clearance.
- \_ Non-Compliant Police Area - Insufficient clearance under stair landing for NE corner of PD open office area
- \_ Non-Compliant Police Area - No Secure Comm/IT Room per DOJ compliance
- \_ Non-Compliant Police Area - No secure Desks for (2) Sergeants
- \_ Non-Compliant Police Area - No Secure Office for Lieutenant
- \_ Non-Compliant Police Area - No Secure Patrol Room area
- \_ Non-Compliant Police Area - Evidence Room deleted: Insufficient space/security
- \_ Non-Compliant Police Area - Insufficient security separations
- \_ Non-Compliant Fire Dept Area - Insufficient KPPCSD admin/staff area, Non-compliant for accessibility code requirements
- \_ Non-Compliant Fire Dept Area - No KFPD admin/staff area (No direct communication with fire staff)
- \_ Non-Compliant Fire Dept Area - No meeting area for vendors outside of private quarters
- \_ Non-Compliant Fire Dept Area - No secure records area
- \_ Non-Compliant Fire Dept Area - No DOC/EOC
- \_ Non-Compliant Fire Dept Area - No future contingency option for increasing ambulance/medical response

2nd Floor Issues:

- \_ Non-Compliant Police Area - Locker Room does not meet accessibility code; Insufficient space & no direct access to workspace.
- \_ Non-Compliant Fire Dept Area - DOC/EOC & Training Room is insufficient and unacceptable in Day Room
- \_ Non-Compliant Fire Dept Area - No future contingency option for 4th bedroom in Day Room area as provided by the approved plan
- \_ Non-Compliant Fire Dept Area - Insufficient fire staff parking, as noted in previous "joint-occupancy" designs

**Appendix C**  
**List of Deficiencies with the Jim Watt Alternative**

**1st Floor Issues:**

- \_ Non-Compliant Building Issues - *Significant structural change* to interior shear walls over drilled piers on lines B-2 & B6. Insufficient seismic compliance.
- \_ Non-Compliant Building Issues - *Significant structural change* to interior shear wall over drilled piers on line B-8. Insufficient seismic compliance.
- \_ Non-Compliant Building Issues - Elevator Machine Room is too small.
- \_ Non-Compliant Building Issues - Insufficient clearance under stair landing for compliant Computer Rm
- \_ Non-Compliant Police Area - Non-accessible compliant "Police Administration" (Too narrow for furniture clearances)
- \_ Non-Compliant Police Area - Non-accessible compliant "Conference room". (Too narrow for furniture clearances)
- \_ Non-Compliant Police Area - Non-accessible compliant "Kitchenette" (Too narrow for equipment clearances)
- \_ Non-Compliant Police Area - Inefficient space planning and excessive hallway circulation wasting usable space in a confined area.
- \_ Non-Compliant Police Area - Insufficient building security at entry (Unrestricted public access to secure police areas)
- \_ Non-Compliant Police Area - Evidence Room cannot be combined with Radio and Armory.
- \_ Non-Compliant Police Area - Non-accessible Chief's Office (Too narrow for furniture clearances)
- \_ Non-Compliant Police Area - No secure Desks for (2) Sergeants
- \_ Non-Compliant Police Area - No Secure Office for Lieutenant
- \_ Non-Compliant Police Area - No Secure Patrol Room area.
- \_ Non-Compliant Police Area - Insufficient KPPCSD admin/staff area, Non-compliant for accessibility code requirements
- \_ Non-Compliant Fire Dept Area - No KFPD admin/staff area (No direct communication with fire staff)
- \_ Non-Compliant Fire Dept Area - No meeting area for vendors outside of private quarters;
- \_ Non-Compliant Fire Dept Area - No secure records area
- \_ Non-Compliant Fire Dept Area - No DOC/EOC
- \_ Non-Compliant Fire Dept Area - No future contingency option for increasing ambulance/medical response

**2nd Floor Issues:**

- \_ Non-Compliant Building Issues - Egress from "Fire Area" does not meet code requirements. Also, sliding doors as shown do not provide proper response time access to stair with secure closure.
- \_ Non-Compliant Building Issues - Egress from "Police Area" has non-compliant door clearance due to proposed walls.
- \_ Non-Compliant Building Issues - Insufficient security separations between Police areas and Fire residence areas. Inefficient space planning and circulation.

- \_ Non-Compliant Police Area - Non-compliant accessibility at "Locker Room"
- \_ Non-Compliant Police Area - Non-compliant egress at "ADU Restroom"
- \_ Non-Compliant Police Area - Non-accessible "Sgt Office" (Too narrow for furniture clearances)
- \_ Non-Compliant Fire Dept Area - "Exercise Room" cannot be located in the NW corner as shown since ceiling height is 7'-10" and workout equipment requires 9'-0" min. vertical clearance. The only option with the required clearance is the SE corner which has higher existing ceilings due to the floor level change.
- \_ Non-Compliant Fire Dept Area - No secure and separate Captain's office.
- \_ Non-Compliant Fire Dept Area - "Workstations" do not provide acoustical separation as required for training and office work. Replacing the shared Office Rm 204 in the existing approved plan means that there is no immediate flex space for bunking on Red Flag Days.
- \_ Non-Compliant Fire Dept Area - Exterior door opening at "Kitchen" is under a major structural E-W roof beam and must be filled in for structural compliance. Exterior door in that location also reduces usable space/efficiency and adds an unnecessary security point.
- \_ Non-Compliant Fire Dept Area - Insufficient refrigerator storage for rotating (3) crews and (9) personnel w/no future contingency planning.
- \_ Non-Compliant Fire Dept Area - Inefficient kitchen layout as required for (3) adults and lacking required accessible code requirements.
- \_ Non-Compliant Fire Dept Area - Inefficient circulation in "Dining" area by inclusion of wall (near line B, which has already been demolished)
- \_ Non-Compliant Fire Dept Area - Unsecured access to fire residence areas by Comm/IT/Utility maintenance vendors by open egress at "Dining"
- \_ Non-Compliant Fire Dept Area - No future contingency option for 4th bedroom in Dayroom area as provided in current approved plan.
- \_ Non-Compliant Fire Dept Area - Insufficient fire staff parking, as noted in previous "joint-occupancy" designs

**Appendix D**  
**2009 California Public Contract Code**  
**Section 20810-20813 :: Article 53. Fire Protection Districts**

PUBLIC CONTRACT CODE  
SECTION 20810-20813

20810. The provisions of this article shall apply to contracts by fire protection districts as provided for in the Fire Protection District Law pursuant to Division 12 (commencing with Section 13000) of the Health and Safety Code.

20811. When a district board determines that it is in the public interest, a district may contract with any other public agency for fire protection services, rescue services, emergency medical services, hazardous material emergency response services, ambulance services, and any other emergency services for the protection of lives and property.

20812. (a) A district board may contract for special services. These contracts shall be with persons specially trained, experienced, expert, and competent to perform the special services. The special services shall be limited to the fields of accounting, administration, ambulance, architecture, custodial, economics, engineering, finance, insurance, labor relations, law, maintenance, mechanics, medicine, planning, science, technology, and other services which are incidental to the operation of the district.

(b) In the case of a district which has a final budget in excess of one million dollars (\$1,000,000), the district shall follow the contracting and purchasing procedures which apply to the county government of its principal county or the procedures in subdivision (c).

(c) In the case of a district which has a final budget less than one million dollars (\$1,000,000), the district shall follow the procedures of this subdivision.

(1) When the expenditure required for the service contract exceeds twenty-five thousand dollars (\$25,000), it shall be contracted for and let to the lowest responsible bidder. If two or more bids are the same and the lowest, the district board may accept the one it chooses.

(2) The notice inviting bids shall set a date for the opening of bids. The first publication or posting of the notice shall be at least 10 days before the date of opening the bids. Notice shall be published at least twice, at least five days apart, in a newspaper of general circulation in the district, or if there is none, it shall be posted in at least three public places in the district. The notice shall distinctly state the service to be performed.

(3) The district board may reject any bids. If the district board rejects all bids, it may either readvertise or adopt a resolution, by two-thirds vote, declaring that the service can be performed more economically by the district's employees or obtained at a lower



price in the open market. Upon adoption of the resolution, the district board may undertake the service contract without further complying with this section.

(4) If no bids are received, the district board may undertake the service contract without further complying with this section.

(5) In the case of an emergency, the district board shall respond to the emergency pursuant to Chapter 2.5 (commencing with Section 22050) if notice for bids to let contracts will not be given.

20813. (a) All contracts for the construction or completion of any building, structure, or improvement, when the expenditure required for the work exceeds ten thousand dollars (\$10,000), shall be contracted for and let to the lowest responsible bidder after notice.

If two or more bids are the same and the lowest, the district board may accept the one it chooses.

(b) The notice inviting bids shall set a date for the opening of bids. The first publication or posting of the notice shall be at least 10 days before the date of opening the bids. Notice shall be published at least twice, not less than five days apart, in a newspaper of general circulation in the district, or if there is none, it shall be posted in at least three public places in the district. The notice shall distinctly state the work to be done.

(c) In its discretion, the district board may reject any bids presented and readvertise.

(d) In the case of an emergency, the district board may act pursuant to Chapter 2.5 (commencing with Section 22050).

(e) The district board may, subject to the provisions of Chapter 7 (commencing with Section 3247) of Title 15 of Part 4 of Division 3 of the Civil Code, require the posting of those bonds it deems desirable as a condition to the filing of a bid or the letting of a contract.

(f) Cost records of the work shall be kept in the manner provided in Chapter 1 (commencing with Section 4000) of Division 5 of Title 1 of the Government Code.

## PURPOSE OF RELOCATING 1<sup>ST</sup> FLOOR RESTROOM

**Exhibit A-1** shows the space allocation of the 1<sup>st</sup> floor planned for fire use. As shown, the 1<sup>st</sup> floor will be used for a large meeting room that can accommodate 17 people, a storage area and a sizeable area for administrative staff. None of this space is required by code and the 17 seat conference room actually exceeds the occupancy capacity allowed by code. **Moreover, the restroom is located in the center of the floor creating layout inefficiencies in the overall floor plan.**

**Exhibit A-2** indicates that by relocating the restroom from the south to the west side of the elevator the office layout becomes much more efficient. And, since discussions are underway about possibly providing this downstairs area to the police a relocation of the restroom should be undertaken soon in order to maximize the layout efficiencies for possible police use.

Two concept plans were prepared by Bart Jones and Jim Watt. The Jones plan did not relocate the restroom and the Watt plan did. These plans for the 1<sup>st</sup> floor only are attached as **Jones** and **Watt**. Both plans provide about 1,100 sq. ft. of police useable space, but have the following strengths and weaknesses.

**Jones Plan (attached)** – Because this plan requires minimal structural changes it could be implemented with little delays in Contra Costa County plan check approvals. The negatives include layout inefficiencies because of the hall behind the elevator/bathroom and the limited depth of the offices for the chief and Capt/Lt/Sgt. It also restricts the use of the restroom and the proposed staff meeting room to police use, requiring firefighters to use their upstairs restroom and to carve out a conference table in their upstairs day room.

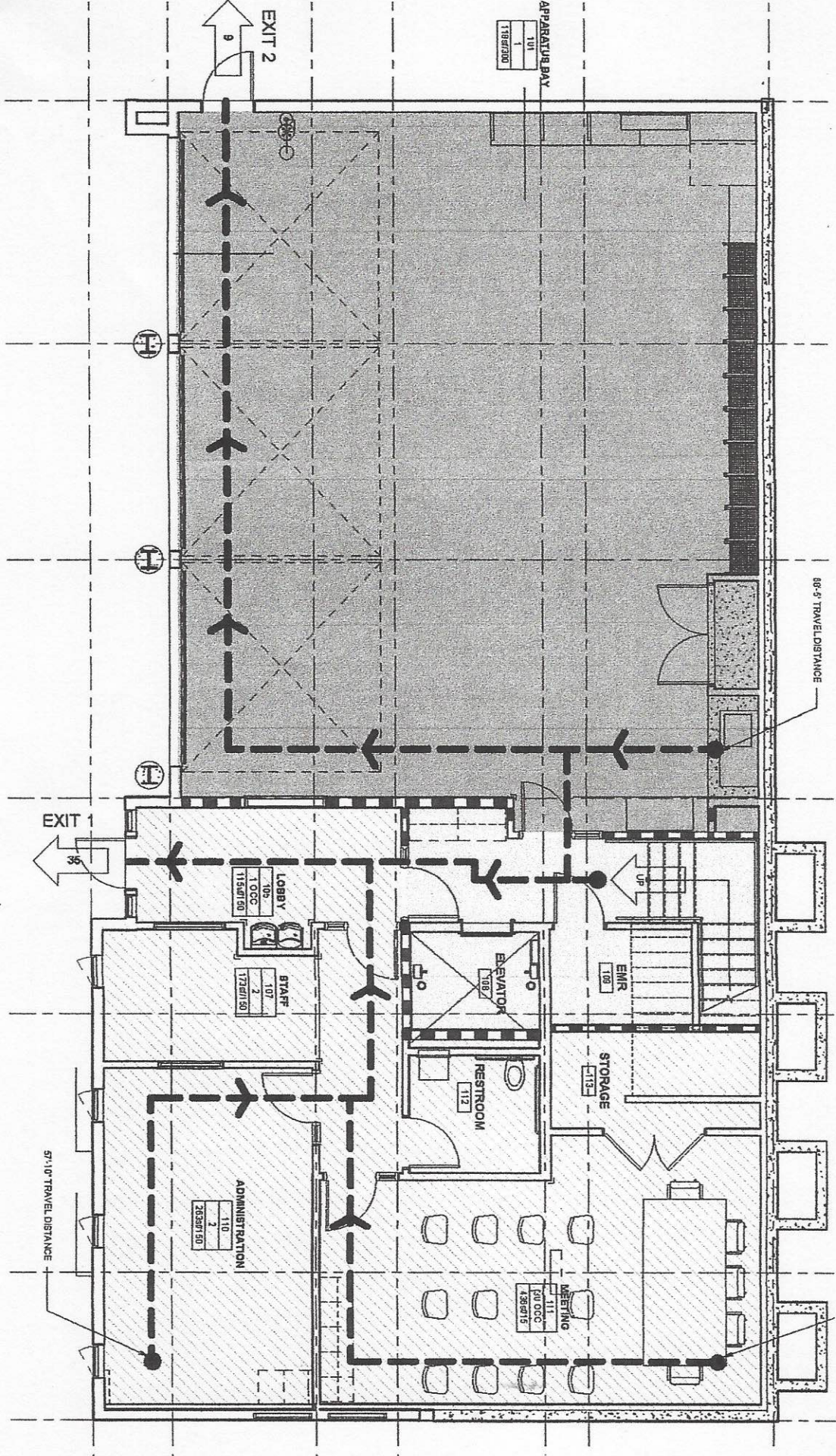
**Watt Plan (attached)** – This plan relocated the restroom in front of the elevator with the restroom door facing the entry hall, thereby making it accessible from the hallway (visitors) the apparatus bay (firefighters) and the police offices. The negative to this plan is the need for an revision to the approved floor plan which will require architectural work, plan check time and a change order with the contractor.

**Both Jones and Watt plans are concepts, and easily changed** – Both of these plans were prepared assuming some upstairs space would also be included for police, If upstairs space is not included the interior 1<sup>st</sup> floor layout can be changed in any way that best satisfies police needs.

**Recommendation** – The efficiencies of the proposed relocation of the restroom should more than compensate for any cost increase. And, should this space be converted to police use it will leave firefighters with the use of the 1<sup>st</sup> floor restroom and conference room.

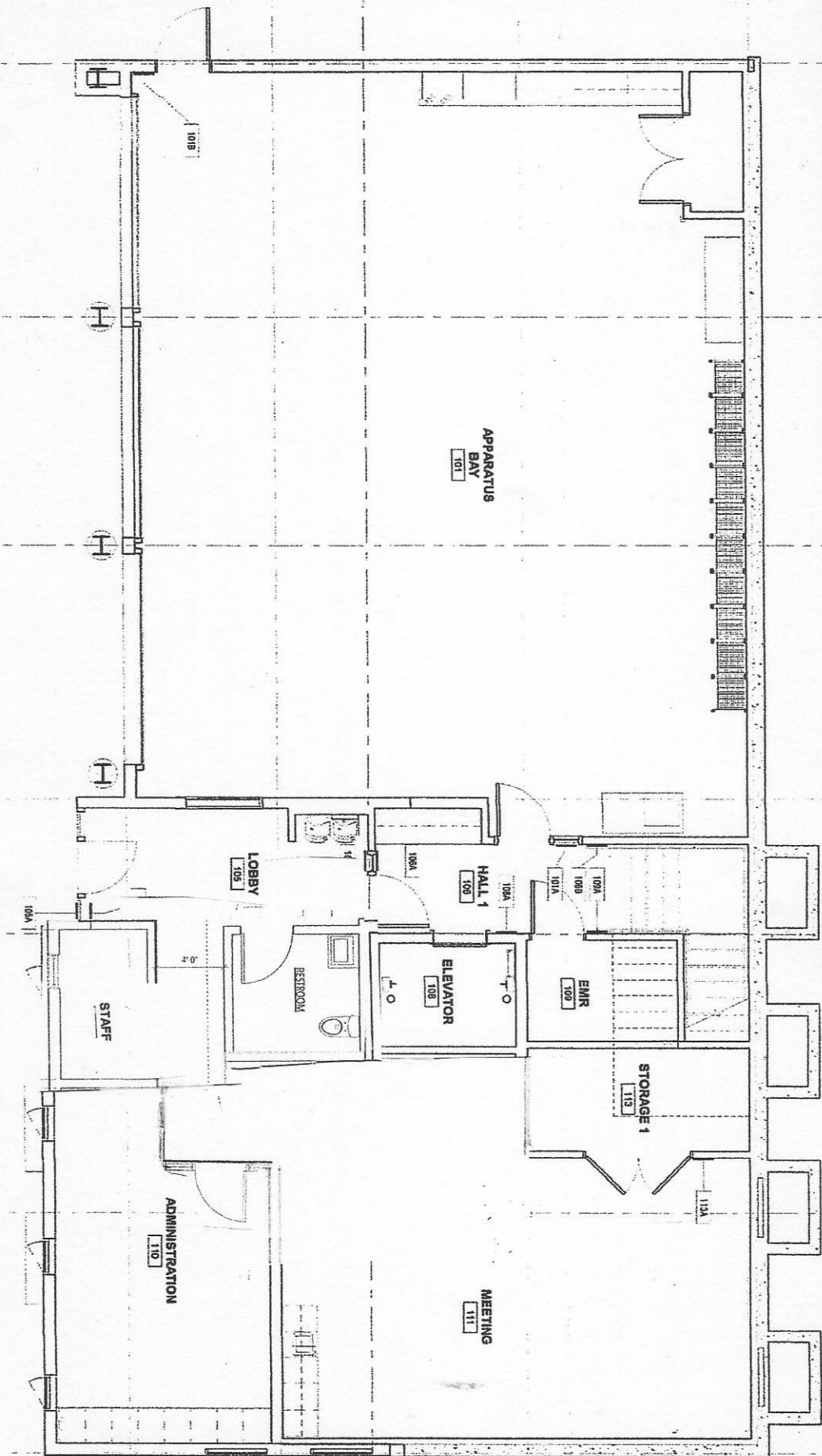
It is proposed that further construction of the 1<sup>st</sup> floor office area be delayed until June 1, 2023, to allow time to reach a decision with the KPPCSD on possible joint occupancy of the PSB. On or before June 1, 2023 the fire Board will decide whether to proceed with the revised plan for joint occupancy or continue with the construction of the PSB for fire use only.

# EXHIBIT A-1 CURRENT 1<sup>ST</sup> FLOOR PLAN



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

"Fire-Only" Floor 1

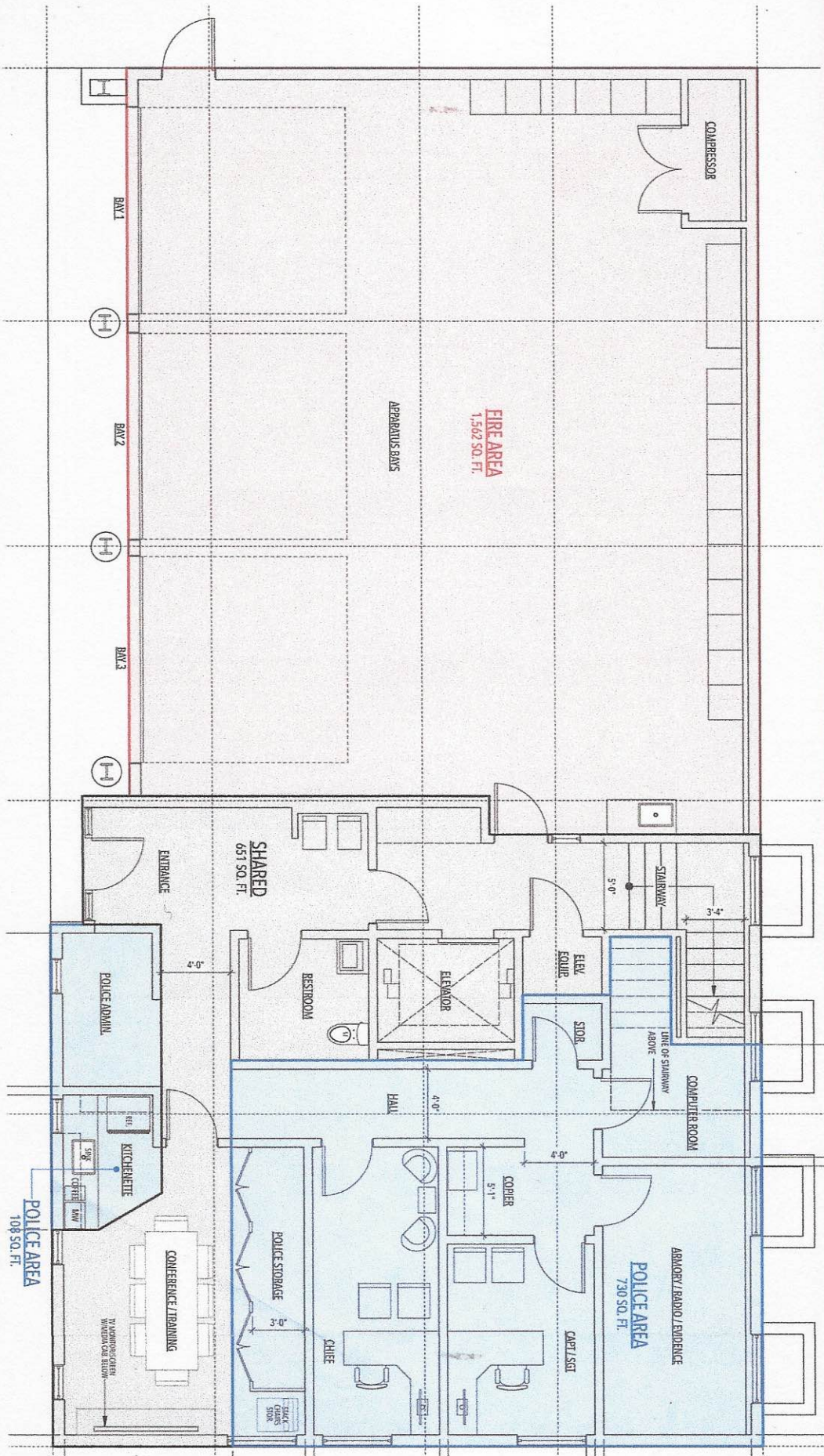


**EXHIBIT A-2**  
**REVISED 1<sup>st</sup> FLOOR PLAN**



WATT Floor 1

WATT PLAN





## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** February 15, 2023

**TO:** Board of Directors  
Kensington Fire Protection District

**RE:** **General Manager's Report**

**SUBMITTED BY:** Mary Morris-Mayorga, Interim General Manager

Highlights of the regular business and other special projects for the district by management are noted below:

1. **Governance Transition** – Notified Directors of required elected official training (AB1234 Ethics and Sexual Harassment Prevention) as well as recommended governance training offered by the California Special Districts Association (CSDA). Staff will also provide onboarding training to new Directors as identified.
2. **Management Transition** – This process is nearly complete with a few minor items in progress.
3. **FY2021-2022 Audit** – The audit fieldwork is complete with a few follow-up items that the District is providing to the auditors. It is anticipated to be finalized in February in order to bring to the Finance Committee then Board in March.
4. **GASB75 Actuarial Report** – Maze Associates has provided the information required by Nicolay Consulting to complete the report, so we anticipate completion this month.
5. **Financial Forecast and Public Safety Building Budget** – We are in the process of compiling information related to any operational and construction revisions to evaluate impacts in the long-term financial forecast. The update should be complete in May for review by the Finance Committee then brought to the Board. This will provide the projected reserves throughout the project and beyond in order to ensure sustainability.
6. **Professional Services with Bill Zenoni** – We are in the process of identifying ways to utilize these services.
7. **End of the State of Emergency** – With the State of Emergency ending on February 28, 2023, the District will return to in-person meetings and allow for a hybrid option with a report from the IT Committee on this topic later in this meeting).