



KENSINGTON FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA
Wednesday, January 15, 2025, 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (in-person and hybrid)

How to Submit Public Comments:

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: public.comment@kensingtonfire.org up to two hours before the meeting start time. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting (*regular meetings only*). Directors will also have an opportunity to comment on matters not on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

In-person: At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

Via Zoom: 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).

Accommodations: To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email public.comment@kensingtonfire.org 48 hours prior to the meeting.

Agenda and supplemental materials: This agenda is available on the KFPD website under the relevant meeting date: <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 or materials may be presented at the meeting itself.

PLEASE NOTE: The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

Hybrid Meeting Option via Zoom Internet Address:

<https://us06web.zoom.us/j/83111257473?pwd=0Xoxguk00yIsPsmZtERUUVnBbNrpJ7.1>

Telephone Access:

(669) 444-9171 or (253) 205-0468 or (719) 359-4580

Webinar ID: 831 1125 7473

Passcode: 112233

1. Call To Order/Roll Call

President Levine, Vice President Madugo, Secretary Artis, Director Watt

2. Public Comment

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

Directors will also have an opportunity to comment on matters not on the agenda.

3. 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 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, it will be removed from the list of consent items and considered separately on the agenda.

a. **Approval of Meeting Minutes** for November 7, 2024, December 18, 2024 and January 2, 2025

b. **Acceptance of Incident Activity Report** December 2024

c. **Approval of Monthly Transmittal** 01/02/2025

d. **Acceptance of Monthly Financial Reports** 12/31/2024

e. **Approval of Annual Meeting Schedule for 2025**

f. **Approval of Surplus Items List for Disposal**

4. Informational Reports

a. **Fire Chief's Report** – Saylor

b. **General Manager's Report** - Morris-Mayorga

c. **Emergency Prep Coordinator's Report** – Valenzuela

5. Old Business - None

6. New Business

a. **President's appointment of directors to committees** – Levine

b. **Receive presentation of the Consolidation/Reorganization Ad Hoc Committee and consider approval of recommendations** – Levine/Artis

c. **Consider approval of proposal to hold a Town Hall to discuss consolidation/reorganization** – Levine/Artis

d. **Receive information on the cost to upgrade sound system in the Community Center and in Room 3** – Watt

e. **Receive information on the cost to repaint the North side wall of the exterior of PSB** – Watt

f. **Establish an ad hoc committee to commence negotiations with John Gioia and the Contra Costa Public Works Department about enlarging an access route for emergency vehicles to reach the Grizzley Peak Interface with Tilden Park** – Watt

g. **Update Policy Handbook Number 1150.60 to read "The General Manager may transfer budgeted amounts or increase or decrease existing expenditures so long as the Board approves these modifications."** – Watt

7. Committee Reports

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

- a. Emergency Preparedness Committee Meeting** – Levine/Madugo (no report)
- b. Finance Committee Meeting** – Watt/Artis (no report)
- c. Reorganization/Consolidation Ad Hoc Committee** – Levine/Artis (covered under new business)

8. Outside Agencies Reports

- a. Contra Costa Special Districts Association** – Levine (no report)

9. Adjournment

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, February 19, 2025 at 7:00pm at the Kensington Community Center, 59 Arlington Avenue. The deadline for agenda items to be included in the Board packet is Wednesday, February 5, 2025, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, February 12, 2025, by 1:00pm.



**KENSINGTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS JOINT MEETING MINUTES WITH
KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**

DATE/TIME: November 7, 2024 6:00 pm
LOCATION: Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)
PRESENT: KFPD: President Levine, Vice President Madugo,
Secretary Artis, Director Stein, Director Watt
Staff: General Manager Mary Morris-Mayorga
KPPCSD: Vice-President Aquino-Fike, Director Duggan, Director Gough,
Director Hacaj, and President Spath.
Staff: Interim General Manager David Aranda
Clerk of the Board Lynelle M. Lewis

1. Call To Order/Roll Call

Kensington Police Protection & Community District (KPPCSD) Board President David Spath called to order the joint meeting at 6:01 p.m.

2. Meeting Purpose (00:05:15)

KPPCSD President Spath provided context for the meeting purpose.

3. Public Comments (00:07:32)

Addressing the Board were the following persons: 1) Steve Bates commented on the KFPD building; 2) Linda Lipscomb encouraged working together for the betterment of the community; 3) Catherine de Neergaard expressed reservations about consolidation; 4) Pat Gillette asked about the attendance [6 in person, 22 online]; 5) [name not given] asked about advantages/disadvantages of consolidation; and 6) Meryl Rafferty asked about having administrative staff at the fire building citing in a letter written by KFPD Director Stein.

4. Presentation of the Kensington Police Protection and Community Services District and Kensington Fire Protection District Consolidation Fiscal Study (Ridgeline). (00:17:57)

Dmitry Semenov, Principal Municipal Strategies, presented the Consolidated Study and fielded questions for the Boards as well as the public (i.e. completion date, CalPERS costs, staffing for consolidated district, funding, board governance, revenue).

Addressing the Board were the following persons: 1) Gail Feldman asked how the combined district's debt service would impact property taxes; 2) Linda Lipscomb commented that the combined income will be the same and spent on one town's needs; 3) Steve commented on the costs of the consolidation; 4) Meryl Rafferty supported the work on consolidation; 5) Candy Capogrossi commented that based on a KPOA survey, the majority of people support consolidation; and 6) David Fike congratulated the boards on taking up the issue of consolidation.

Moved/Seconded: KPPCSD Director Hacaj / Director Duggan
Action: Approve to accept the Ridgeline final report that includes the consolidated District's fiscal analysis **Ayes:** Directors Aquino-Fike, Duggan, Gough, Hacaj and Spath **Noes:** None
Abstain: None **Absent:** None

Moved/Seconded: KFPD Director Artis / Vice President Madugo
Action: Approve to accept the Ridgeline final report that includes the consolidated District's fiscal analysis **Ayes:** President Levine, Vice President Madugo, Secretary Artis **Noes:** Director Stein, Director Watt **Abstain:** None **Absent:** None

5. **Approve to Hold A Town Hall Meeting on Saturday, January 11th at 10 A.M. at the Kensington Community Center to Present the Joint Fiscal Study to the Community.**
(02:31:46)

There was a consensus by the both boards to hold a town hall meeting on January 11, 2025. Dmitry Semenov noted that updated assumptions in the fiscal analysis would include a CalPERS disclaimer and a corrected assumed consolidation date of July 1, 2025. The report will also include a disclaimer that this information is solely for the purposes of analysis.

6. **Discussion of Next Steps** (02:41:34)

President Levine created an Ad Hoc Committee consisting of himself and Director Artis to work with the Ad Hoc Committee of the KPPCSD to discuss the concrete and high level conceptual overview of what consolidation would look like, what are the steps entailed to bring to the Board for making an informed decision and to hear from the community. The committee will last no longer than nine months from today.

Moved/Seconded: KPPD President Levine / Vice President Madugo
Action: Approve that staff assist the ad hoc committee in whatever capacity is necessary to carry out its work **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Moved/Seconded: KPPCSD Director Duggan / Director Gough
Action: Approve that staff assist the ad hoc committee in moving ahead with all that is needed for consolidation **Ayes:** Directors Aquino-Fike, Duggan, Gough, Hacaj and Spath **Noes:** None **Abstain:** None **Absent:** None

7. **ADJOURNMENT:** The meeting adjourned at 8:50 p.m.

MINUTES PREPARED BY: Raychel Jackson and Mary Morris-Mayorga

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

Attest:

Secretary of the Board



**KENSINGTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING MINUTES**
These minutes will be supplemented by transcription software.

DATE/TIME: December 18, 2024 7:00PM
LOCATION: Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)
PRESENT: Directors: President Daniel Levine, Vice President Danielle Madugo, Secretary Rick Artis, Director Julie Stein, Director Jim Watt
Staff: General Manager Mary Morris-Mayorga
Fire Chief Eric Saylor
ABSENT: Staff: None

1. CALL TO ORDER/ROLL CALL

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

2. PUBLIC COMMENT (00:00:45)

3. Oath of Office (00:04:07)

4. Public Hearing

- a. **Adoption of Resolution 2024-12 Confirming the Costs of Abatement Report for Public Conditions, Weeds, and Flammable Materials and Authorizing Related Actions (00:06:53)**

Moved/Seconded: Vice President Madugo/ Director Watt
Action: Approved Resolution 2024-12 Confirming the Costs of Abatement Report for Public Conditions, Weeds, and Flammable Materials and Authorizing Related Actions. **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None
Abstain: None **Absent:** None
Video Time Stamped: 00:15:49)

5. ADOPTION OF CONSENT ITEMS (00:17:12)

- a. **Approval of Minutes** of the regular meeting of 11/20/2024
- b. **Acceptance of Incident Activity Report** November 2024
- c. **Approval of Monthly Transmittal** 12/18/2024
- d. **Approval of Monthly Financial Reports** 11/30/2024

Moved/Seconded: Vice President Madugo/Director Stein
Action: Approved adopting Consent Item B. **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 00:18:05

Moved/Seconded: Vice President Madugo/Director Stein
Action: Approved adopting Consent Item A. **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 00:19:59

Moved/Seconded: Vice President Madugo/President Levine
Action: Approved adopting Consent Item C. **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 00:35:46

Moved/Seconded: Vice President Madugo/Director Watt
Action: Approved adopting Consent Item D. **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 01:18:48

- 6. **Fire Chief's Report** (01:19:31)
- 7. **General Manager's Report** (01:27:25)
- 8. **Emergency Prep Coordinator's Report** (01:30:47)
- 9. **Public Safety Building Project Update** (01:38:56)

10. **OLD BUSINESS – None**

11. **NEW BUSINESS**

a. **Election of Officers for Calendar Year 2025**

Moved/Seconded: Vice President Madugo/Director Artis
Action: Approve Daniel Levine as President **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Watt **Noes:** Director Stein **Abstain:** None **Absent:** None
Video Time Stamped: 01:41:48

Moved/Seconded: President Levine/Director Artis
Action: Approve Danielle Madugo as Vice President **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 01:44:15

Moved/Seconded: President Levine/ Vice President Madugo
Action: Approve Dean "Rick" Artis as Secretary **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 01:45:13

b. **General Manager Position Description, Goals, and Key Performance Indicators**

- No Action Taken. **Video Time Stamped: 01:45:36**

c. **Budget Amendment to fund finance position as approved by the Board in 2020**

Moved/Seconded: Vice President Madugo/Secretary Artis
Action: Approve the budget amendment in the amount of \$25,190.00 to fund the finance position
Ayes: President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt
Noes: None **Abstain:** None **Absent:** None
Video Time Stamped: 02:12:06

d. **Consulting contract for Tim Barry to include EBRPFD partnership**

Moved/Seconded: Vice President Madugo/Director Artis
Action: Approve a consulting agreement with Tim Barry for work on EBRPD partnership and the related budget amendment in the amount of \$40,320.

Motion withdrawn

Video Time Stamped: 02:18:56
Video Time Stamped: 02:46:07

Board of Directors Regular Meeting Minutes of December 18, 2024

- e. Discussion with East Bay Regional Park on fuel reductions along the Kensington/Tiden interface, and allocations of \$150,000 in FY 24-25 to expedite fuel reduction**

- No Action Taken. **Video Time Stamped: 02:48:42**

- f. Report on CSDA Leadership Academy**

- No Action Taken. **Video Time Stamped: 02:55:32**

- g. Update Policy Handbook Number 1150.60 to read "The General Manager may transfer budgeted amounts or increase or decrease existing expenditures so long as the Board approves these modifications."**

- No Action Taken. **Video Time Stamped: 03:11:23**

12. COMMITTEE REPORTS (03:10:35)

- a. Emergency Preparedness Committee Meeting – none**
- b. Finance Committee Meeting – none**
- c. Consolidation/Reorganization Ad Hoc Committee – none**

13. OUTSIDE AGENCIES REPORTS

- a. Contra Costa Special Districts Association – Levine No report**

14. ADJOURNMENT: The meeting adjourned at 10:30 p.m.

MINUTES PREPARED BY: Raychel Jackson and Mary Morris-Mayorga

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

Attest:

Secretary of the Board



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

These minutes will be supplemented by transcription software.

- DATE/TIME:** January 2, 2025 1:00 pm, adjourned to January 3, 2025 9:00 am
- LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington, Meeting Room 3 (and hybrid)
- PRESENT:** Directors: President Daniel Levine, Vice President Danielle Madugo, Secretary Rick Artis, Director Jim Watt
Staff: General Manager Mary Morris-Mayorga, Executive Assistant Raychel Jackson
- ABSENT:** Staff:

1. Call To Order/Roll Call

President Daniel Levine called the meeting to order at 1:30 p.m. meeting is canceled due to lack of a quorum and adjourned to January 3, 2025 at 9:00 am located at Kensington Community Center, Meeting Room 3.

Moved/Seconded: President Levine / Vice President Madugo
Action: Meeting Canceled due to lack of quorum and adjourned to January 3, 2025 at 9:00 am located at Kensington Community Center, Meeting Room 3. **Ayes:** President Levine, Vice President Madugo, Secretary Artis **Noes:** None **Abstain:** None **Absent:** Director Watt

January 3, 2025 9:00 am

Call to Order/Roll Call

President Daniel Levine called the meeting to order at 9:04 a.m. and confirmed the roll call.

2. Public Comment (00:00:48)

3. Announce And Adjourn To Closed Session (00:00:51)

- a. **Conference with legal counsel—anticipated litigation**
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: 1 case
- b. **Conference with legal counsel—anticipated litigation**
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: 1 case

4. Reconvene to Open Session (00:34:59)

Legal counsel John Bakker reported that the Board authorized unanimously for legal counsel to initiate an action to file a complaint.

5. Approve Transmittal for Final CWS Payment

Moved/Seconded: Vice President Madugo / Secretary Artis
Action: Approve transmittal for final CWS payment **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 00:37:23

6. Approve board vacancy and appointment process

Moved/Seconded: Secretary Artis / President Levine
Action: Approve the board member vacancy posting with the material edited **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 00:44:11

Moved/Seconded: Vice President Madugo / Secretary Artis
Action: Approve the posting of the information and application online for interested parties to apply **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 00:44:49

Moved/Seconded: President Levine / Vice President Madugo
Action: Approve placing the interviews and appointment selection on January 29th or 30th at 7pm
Ayes: President Levine, Vice President Madugo, Secretary Artis, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 00:45:31

7. ADJOURNMENT: The meeting adjourned at 9:45 a.m.

MINUTES PREPARED BY: Raychel Jackson and Mary Morris-Mayorga

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

Attest:

Secretary of the Board



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: January 6, 2024

TO: Kensington Fire Protection District Board Members

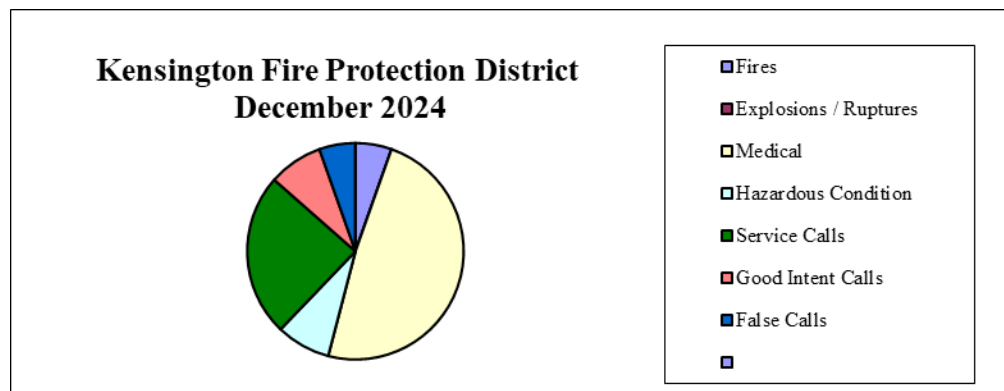
FROM: Jose Castrejon: Battalion Chief

RE: **Incident Activity Reports for December 2024**

Thirty-seven incidents occurred in the Kensington community in December, a decrease of two incidents from the previous month. Please see the attached “Incident Log” for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 55 responded to Sixty-seven calls for service, no change from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 3,764 calls for service for the year.

The chart below shows the seven incident response types tracked by the State and National fire incident reporting systems. It also includes the number of responses for each type, the percentage of the total calls for each type, and all the responses in the Kensington community.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
1: Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	2	5.41%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrinsication Rescue)</i>	18	48.65%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	3	8.11%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	9	24.32%
6: Good Intent Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	3	8.11%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	5.41%
8: Weather	<i>(flooding, wind, lightning)</i>	0	0.00%
Totals		37	100.00%



**E55 Responses
December 2024**

#	Incident	Date	Type	Street	Type	City	Apparatus
1	0024149490	01-Dec-24 14:46:30	554	Morris	AVE	El Cerrito	E155
2	0024149520	01-Dec-24 15:31:50	5000	Liberty	ST	El Cerrito	E155
3	0024149882	02-Dec-24 12:50:38	611F	Golf Course	DR	Orinda	E155
4	0024149904	02-Dec-24 13:47:59	321	King	DR	El Cerrito	E155
5	0024149986	02-Dec-24 16:56:48	321	Norwood	AVE	Kensington	E155
6	0024150017	02-Dec-24 18:08:17	321	Oak	ST	El Cerrito	E155
7	0024150568	04-Dec-24 00:57:35	611X	Amherst	AVE	Kensington	E155
8	0024151072	05-Dec-24 05:27:54	321	Edgecroft	RD	Kensington	E155
9	0024151276	05-Dec-24 13:55:28	611F	Madera	DR	El Cerrito	E155
10	0024151702	06-Dec-24 12:04:48	321	Trinity	AVE	Kensington	E155
11	0024151751	06-Dec-24 13:37:19	118	Fairview	DR	El Cerrito	E155
12	0024152062	07-Dec-24 07:50:41	321	Everett	ST	El Cerrito	E155
13	0024152486	08-Dec-24 08:34:42	444	Balra	DR	El Cerrito	E155
14	0024152494	08-Dec-24 09:17:22	522	Kenyon	AVE	Kensington	E155
15	0024153596	10-Dec-24 19:12:04	400	Arlington	AVE	Kensington	E155
16	0024153635	10-Dec-24 21:00:55	651	Edgehill	CT	El Cerrito	E155
17	0024153715	11-Dec-24 03:22:11	321	Kingston	RD	Kensington	E155
18	0024153849	11-Dec-24 10:27:10	554	Grizzly Peak	BLVD	Kensington	E155
19	0024154153	12-Dec-24 01:47:21	5000	Balra	DR	El Cerrito	E155
20	0024154219	12-Dec-24 08:10:55	321	Trinity	AVE	Kensington	E155
21	0024154728	13-Dec-24 10:48:31	321	Manila	AVE	El Cerrito	E155
22	0024154848	13-Dec-24 15:15:02	321	Shevlin	DR	El Cerrito	E155
23	0024155191	14-Dec-24 10:10:54	400	Arlington	BLVD	El Cerrito	E155
24	0024155198	14-Dec-24 10:24:10	444	Lenox	RD	Kensington	E155
25	0024155262	14-Dec-24 12:07:20	611U	Arlington	AVE	Kensington	E155
26	0024155419	14-Dec-24 18:39:25	733	Highgate	CT	Kensington	E155
27	0024155730	15-Dec-24 12:53:46	550	Arlington	AVE	Kensington	E155
28	0024156055	16-Dec-24 08:24:05	554	Norwood	AVE	Kensington	E155
29	0024156451	17-Dec-24 03:22:41	5000	Highgate	RD	Kensington	E155

**E55 Responses
December 2024**

30	0024157290	18-Dec-24 22:29:05	321	Coventry	RD	Kensington	E155
31	0024157510	19-Dec-24 12:42:15	321	Highland	BLVD	Kensington	E155
32	0024157546	19-Dec-24 13:44:57	444	Kenyon	AVE	Kensington	E155
33	0024157581	19-Dec-24 14:51:53	550	Don Carol	DR	El Cerrito	E155
34	0024157696	19-Dec-24 19:59:32	611M	Grizzly Peak	BLVD	Berkeley	E155
35	0024157746	19-Dec-24 23:41:07	5000	Trinity	AVE	Kensington	E155
36	0024157937	20-Dec-24 13:20:13	321	Kerr	AVE	Kensington	E155
37	0024158000	20-Dec-24 15:44:18	611M	El Cerrito	PLZ	El Cerrito	E155
38	0024158003	20-Dec-24 15:53:33	611M	Tulare	AVE	Richmond	E155
39	0024158019	20-Dec-24 16:36:13	5000	San Pablo	AVE	Richmond	E155
40	0024158319	21-Dec-24 11:33:11	611F	San Pablo	AVE	San Pablo	E155
41	0024158352	21-Dec-24 12:37:14	321	Coventry	RD	Kensington	E155
42	0024158404	21-Dec-24 15:37:43	746	Leneve	PL	El Cerrito	E155
43	0024158512	21-Dec-24 20:27:31	743	Ashbury	AVE	El Cerrito	E155
44	0024158876	22-Dec-24 18:13:33	611	Coventry	RD	Kensington	E155
45	0024158977	23-Dec-24 00:02:32	321	Windsor	AVE	Kensington	E155
46	0024159178	23-Dec-24 11:20:20	611	Pinehurst	RD	Canyon	E155
47	0024159236	23-Dec-24 13:50:34	321	Fairmount	AVE	El Cerrito	E155
48	0024159418	23-Dec-24 20:27:49	400	Brewster	CT	El Cerrito	E155
49	0024159575	24-Dec-24 07:39:02	340	Garden	DR	Kensington	E155
50	0024159608	24-Dec-24 09:17:59	551	Garden	DR	Kensington	E155
51	0024159743	24-Dec-24 15:19:42	735	Yale	AVE	Kensington	E155
52	0024159962	25-Dec-24 02:30:55	321	Anson	WAY	Kensington	E155
53	0024160003	25-Dec-24 07:16:56	554	Hancock	WAY	El Cerrito	E155
54	0024160040	25-Dec-24 09:42:22	554	Lake	DR	Kensington	E155
55	0024160160	25-Dec-24 15:16:27	611M	San Pablo	AVE	El Cerrito	E155
56	0024160482	26-Dec-24 09:23:47	733	Ramona	AVE	El Cerrito	E155
57	0024160562	26-Dec-24 12:28:25	445	San Pablo	AVE	El Cerrito	E155
58	0024160580	26-Dec-24 13:19:31	321	Moeser	LN	El Cerrito	E155
59	0024161972	29-Dec-24 13:45:11	611	Eureka	AVE	El Cerrito	E155

**E55 Responses
December 2024**

60	0024162058	29-Dec-24 17:39:25	321	Highland	BLVD	Kensington	E155
61	0024162257	30-Dec-24 08:28:42	611M	Key Route	BLVD	El Cerrito	E155
62	0024162261	30-Dec-24 08:35:48	321	Camelot	CT	Kensington	E155
63	0024162335	30-Dec-24 11:20:30	321	Highgate	RD	Kensington	E155
64	0024162413	30-Dec-24 13:49:20	321	Ramona	AVE	El Cerrito	E155
65	0024162459	30-Dec-24 15:24:56	5000	San Carlos	AVE	El Cerrito	E155

**Kensington Incidents
December 2024**

#	Incident	Date	Type	Street	Type	City	Apparatus
1	0024149827	02-Dec-24 10:45:14	1000	Purdue	AVE	Kensington	5130
2	0024149986	02-Dec-24 16:56:48	321	Norwood	AVE	Kensington	E155
3	0024150568	04-Dec-24 00:57:35	611X	Amherst	AVE	Kensington	E155
4	0024151072	05-Dec-24 05:27:54	321	Edgecroft	RD	Kensington	E155
5	0024151083	05-Dec-24 05:56:22	321	Windsor	AVE	Kensington	E152
6	0024151702	06-Dec-24 12:04:48	321	Trinity	AVE	Kensington	E155
7	0024152080	07-Dec-24 08:46:11	321	Berkeley Park	BLVD	Kensington	E151
8	0024152494	08-Dec-24 09:17:22	522	Kenyon	AVE	Kensington	E155
9	0024153596	10-Dec-24 19:12:04	400	Arlington	AVE	Kensington	E155
10	0024153715	11-Dec-24 03:22:11	321	Kingston	RD	Kensington	E155
11	0024153849	11-Dec-24 10:27:10	554	Grizzly Peak	BLVD	Kensington	E155
12	0024154219	12-Dec-24 08:10:55	321	Trinity	AVE	Kensington	E155
13	0024155198	14-Dec-24 10:24:10	444	Lenox	RD	Kensington	E155
14	0024155262	14-Dec-24 12:07:20	611U	Arlington	AVE	Kensington	E155
15	0024155419	14-Dec-24 18:39:25	733	Highgate	CT	Kensington	E155
16	0024155730	15-Dec-24 12:53:46	550	Arlington	AVE	Kensington	E155
17	0024156055	16-Dec-24 08:24:05	554	Norwood	AVE	Kensington	E155
18	0024156451	17-Dec-24 03:22:41	5000	Highgate	RD	Kensington	E155
19	0024157290	18-Dec-24 22:29:05	321	Coventry	RD	Kensington	E155
20	0024157510	19-Dec-24 12:42:15	321	Highland	BLVD	Kensington	E155
21	0024157546	19-Dec-24 13:44:57	444	Kenyon	AVE	Kensington	E155
22	0024157746	19-Dec-24 23:41:07	5000	Trinity	AVE	Kensington	E155
23	0024157937	20-Dec-24 13:20:13	321	Kerr	AVE	Kensington	E155
24	0024158352	21-Dec-24 12:37:14	321	Coventry	RD	Kensington	E155
25	0024158876	22-Dec-24 18:13:33	611	Coventry	RD	Kensington	E155
26	0024158977	23-Dec-24 00:02:32	321	Windsor	AVE	Kensington	E155
27	0024159575	24-Dec-24 07:39:02	340	Garden	DR	Kensington	E155
28	0024159608	24-Dec-24 09:17:59	551	Garden	DR	Kensington	E155
29	0024159743	24-Dec-24 15:19:42	735	Yale	AVE	Kensington	E155

**Kensington Incidents
December 2024**

30	0024159962	25-Dec-24 02:30:55	321	Anson	WAY	Kensington	E155
31	0024160040	25-Dec-24 09:42:22	554	Lake	DR	Kensington	E155
32	0024162058	29-Dec-24 17:39:25	321	Highland	BLVD	Kensington	E155
33	0024162261	30-Dec-24 08:35:48	321	Camelot	CT	Kensington	E155
34	0024162335	30-Dec-24 11:20:30	321	Highgate	RD	Kensington	E155
35	0024162417	30-Dec-24 13:59:01	553	Kensington	RD	Kensington	E152
36	0025000024	01-Jan-25 00:46:09	150	Yale	CIR	Kensington	E155
37	0025000045	01-Jan-25 01:45:47	321	Oberlin	AVE	Kensington	E155

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

**KENSINGTON FPD
 TRANSMITTAL - APPROVAL
 Invoices**

PY/CY:
 BATCH #.:
 DATE : 1/15/2025
 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
50180	Mack5	12/31/2024	PSB Renovation Soft Costs	7847	2310				6072		3,035.00
50151	El Cerrito	1/1/2025	Fire Protection Services	7840	2328						356,482.59
50147	KFPD Revolving Fund	1/15/2025	Reimburse Revolving fund	7840	2490						97,268.24

TOTAL

456,785.83

Kensington FPD Approval

 Board President

 General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 January 15, 2025

Transactions:

Payee	Date	Expenses	Description
Amazon	12/02/2024	\$ 557.82	PSB FF&E paper towel disps/shower caddy
Vision Service	12/02/2024	\$ 258.48	Retiree Vision Dec 2024
Fastsigns	12/04/2024	\$ 250.58	FF&E" Description = PSB FF&E bldg number
Microsoft	12/05/2024	\$ 12.50	Monthly Subscription
Castros	12/05/2024	\$ 580.00	Junk removal service
Google Apps	12/05/2024	\$ 302.40	Email/file access - Nov 2024
Zoom	12/06/2024	\$ 168.00	Webinar license 12/6/24-1/5/25
Heartland Payroll	12/06/2024	\$ 239.33	Payroll Processing Fee
Fed/State	12/06/2024	\$ 3,050.64	Payroll Tax Withholding
Mary Morris-Mayorga/Raychel Jackson	12/06/2024	\$ 5,597.70	Payroll
ATT	12/09/2024	\$ 171.20	Internet 11/16 - 12/15
Amazon	12/10/2024	\$ 185.33	PSB FF&E lighting/soap disp
Amazon	12/10/2024	\$ 504.36	PSB FF&E paper towel disps/shower caddy
Blinds.com	12/11/2024	\$ 420.35	PSB FF&E blinds
Fair Price Mover	12/12/2024	\$ 936.14	PSB relocation
Amazon	12/16/2024	\$ 861.32	Telehpones
EBMUD	12/16/2024	\$ 263.38	Water/sewer 09/30-12/03/24
Amazon	12/17/2024	\$ 159.05	Telephones/handsets
Terminix	12/17/2024	\$ 168.00	Pest control - 12/13/2024
USPS	12/18/2024	\$ 1.10	Change of address extension
Copy Central Berkeley	12/18/2024	\$ 66.04	BOD Packets/12-18 Regular Mtg
Copy Central El Cerrito	12/18/2024	\$ 73.74	BOD Packets/12-18 Regular Mtg
Amazon	12/18/2024	\$ 131.58	Mail box
Hulu	12/19/2024	\$ 82.99	Television subscription-December 2024
Acapulco Rock	12/20/2024	\$ 924.10	Sand bags/December
Heartland Payroll	12/20/2024	\$ 110.69	Payroll Processing Fee
Fed/State	12/20/2024	\$ 3,506.48	Payroll Tax Withholding
Mary Morris-Mayorga/Raychel Jackson	12/20/2024	\$ 6,635.84	Payroll
Amazon	12/23/2024	\$ 382.56	Telephones/handsets
PG&E Gas	12/24/2024	\$ 53.19	Gas 11/01 - 12/03/24
Pacific Mobile Structure	12/27/2024	\$ 3,752.92	Temp Facil Modular Rent Dec 2024
PG&E Electric	12/30/2024	\$ 2,603.41	Electricity - 11/01 - 12/03/24
Adobe	12/02/2024	\$ 19.99	Adobe Pro Subscription - December
T-mobile	12/09/2024	\$ 85.00	Cell service 10/18 - 11/17/24
Ooma	12/23/2024	\$ 82.42	Telephone - December
Google Apps	12/24/2024	\$ 1.10	Television subscription-December 2024 (prorate)
Google Apps	12/30/2024	\$ 70.98	Television subscription-January 2025
Starlink	12/30/2024	\$ 140.00	PSB Backup Cellular Internet 12/27/24-01/27/25
AT&T Global (Ck#995444)	12/02/2024	\$ 1,543.76	PSB VOIP/internet install
Gear Grid LLC (Ck#995445)	12/05/2024	\$ 1,258.00	PSB FF gear cage hardware
KBM-Hogue (Ck#995446)	12/18/2024	\$ 34,874.88	PSB furniture and installation (balance due)
SSP Data (Ck#995448)	12/03/2024	\$ 13,765.87	PSB internet equipment/license
Everbridge (Ck#995449)	12/04/2024	\$ 3,182.70	Nixle/Everbridge 9/13/24 - 9/12/25
Altivu (Ck#995451)	12/23/2024	\$ 7,593.88	Emergency Prep Coordinator November 2024
Krisch Company (Ck#995452)	12/24/2024	\$ 1,638.44	Financial Accounting/Reporting - November 2024
Net Withdrawals for Replenishment		\$ 97,268.24	
Replenishment Adjusted for Monthly Bills		\$ 97,268.24	

Board President _____ Date _____

General Manager _____ Date _____



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025
TO: Board of Directors
RE: Monthly Financial Reports
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board accepts the monthly financial reports for December 2024.

Background

December's financial reports include the capital project budget versus actual table for the public safety building renovation to centralize all financial information. In December, it was estimated that the amount allowable to be paid for construction would be approximately \$83,000. This was due to a Stop Payment Order by a subcontractor on the project where the District was required to withhold \$651,500 from construction contractor payments. This was near the end of the project where remaining payments due were: \$90,234.36 for a payment application, (\$12,000) credit for utilities used in construction, \$318,282.16 for retention, and \$338,166.53 in resolved change orders. On December 24th, the District received a release of the Stop Payment Order which required expeditious payment to the contractor due to the required timing of retention payment; therefore, the final payment of \$817,463.83 was submitted to the Board and was approved at a special meeting on January 3rd. Public works projects require a withholding for retention of 5% for quality and financial assurance that the project will be completed and mitigate the risk of failure to complete as well.

Stop Payment Order Withholding	\$ 651,500.00
Pay App #21	90,234.37
Utility Credit	\$ (12,000.00)
Retention	\$ 318,282.16
Change Orders	<u>\$ 338,166.53</u>
12/18/2024 Net due (not issued - final full payment approved 1/3/2025)	<u>\$ 83,183.06</u>
12/24/2024 Release of stop payment order	\$ 651,500.00
1/2/2025 Remaining contract billing	\$ 37,330.00
Change order final resolution	<u>\$ 45,450.77</u>
1/3/2025 Final payment	<u><u>\$ 817,463.83</u></u>

Items to note during review of the reports are:

- Budget for Actuarial valuation, IT services, LAFCO fees, Office Expense, Office Supplies (printing), Telephone, and Gas/Electric will be updated as part of the mid-year budget review. With the move back to the public safety building, costs for office and utility expenditures will be known with better accuracy.

Fiscal Impact

There are a few accounts that will be adjusted as part of the mid-year budget review which occurs each year in February or March, depending upon timing. Each year, the mid-year budget adjustments are reviewed with the Finance Committee and then is presented to the Board of Directors for review and approval. Overall, the District's financial performance is in accordance with budgeted, forecasted results.

Attachments: Monthly Financial Reports – December 2024

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of December 31, 2024**

Current Cash and Investments

Cash Balance		Comments
Petty Cash	-	
KFPD Revolving Acct - Gen Fund	149,616.82	Balance as of 12/31/2024
General Fund	2,843,670.64	Balance as of 12/31/2024
Special Tax Fund	311,838.32	Balance as of 12/31/2024
Capital Fund	(500,503.40)	Balance as of 12/31/2024
Total Cash Balance	2,804,622.38	
 Investments		
LAIF Balance	4,082,297.58	Balance as of 12/31/2024
Total Investments	4,082,297.58	
 Total Current Cash and Investments	6,886,919.96	

01/13/25
 Accrual Basis

Kensington Fire Protection District Balance Sheet Prev Year Comparison As of December 31, 2024

	Dec 31, 24	Dec 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Petty Cash	0.00	200.00	-200.00
KFPD Revolving Acct - Gen Fund	149,616.82	223,284.64	-73,667.82
General Fund	2,843,670.64	5,924,290.97	-3,080,620.33
Special Tax Fund	311,838.32	113,597.91	198,240.41
Capital Fund	-500,503.40	755,002.78	-1,255,506.18
Total Checking/Savings	2,804,622.38	7,016,376.30	-4,211,753.92
Accounts Receivable			
Accounts Receivable	65,688.73	479,377.17	-413,688.44
Advance on Taxes	2,474,715.04	2,547,413.97	-72,698.93
Advance on Supplemental Taxes	191,945.65	86,955.06	104,990.59
Total Accounts Receivable	2,732,349.42	3,113,746.20	-381,396.78
Other Current Assets			
Prepaid Exp.	1,684.83	6,110.33	-4,425.50
Prepaid CERBT - Retiree Trust	508,252.48	508,252.48	0.00
Investments			
LAIF Balance	4,082,297.58	2,527,668.26	1,554,629.32
Total Investments	4,082,297.58	2,527,668.26	1,554,629.32
Total Other Current Assets	4,592,234.89	3,042,031.07	1,550,203.82
Total Current Assets	10,129,206.69	13,172,153.57	-3,042,946.88
Fixed Assets			
Land	5,800.00	5,800.00	0.00
Equipment	1,818,946.43	1,793,890.43	25,056.00
Accumulated Depreciation-Equip	-949,628.73	-911,477.25	-38,151.48
Building and Improvements	2,391,581.26	2,391,581.26	0.00
Accumulated Depreciation - Bldg	-1,410,173.12	-1,342,172.17	-68,000.95
Current Capital Outlay			
PSB Renovation Legal	10,875.60	0.00	10,875.60
PSB Renovation Soft Costs	1,547,118.54	1,143,362.28	403,756.26
PSB Renovation Hard Cost	6,223,456.54	4,091,765.36	2,131,691.18
Temp Facility - Soft Costs	261,739.37	261,739.37	0.00
Temp Facilities - Hard Costs	608,501.11	600,096.82	8,404.29
Temp Facilities - Lot Rental	35,261.81	21,776.80	13,485.01
Temp Facilities - Modular	99,991.51	54,722.88	45,268.63
Temp Facilities - Admin Sublet	63,402.30	41,455.35	21,946.95
Temp Facilities - Relocation	53,547.14	40,362.13	13,185.01

01/13/25
Accrual Basis

Kensington Fire Protection District Balance Sheet Prev Year Comparison As of December 31, 2024

	Dec 31, 24	Dec 31, 23	\$ Change
Firefighters Qtrs/Equip	265,130.54	0.00	265,130.54
Public Safety Building PreConst	3,260.00	0.00	3,260.00
Total Current Capital Outlay	9,172,284.46	6,255,280.99	2,917,003.47
Total Fixed Assets	11,028,810.30	8,192,903.26	2,835,907.04
Other Assets			
Deferred Outflow of Res. - OPEB	133,200.00	133,200.00	0.00
Total Other Assets	133,200.00	133,200.00	0.00
TOTAL ASSETS	21,291,216.99	21,498,256.83	-207,039.84
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Due to Revolving Acct - Gen Fnd	25,617.55	396,078.07	-370,460.52
Due to Other - Issued by CCC	926,402.42	1,534,454.05	-608,051.63
Due To Other Funds	-297,955.06	0.00	-297,955.06
Accounts Payable	697.24	-2.76	700.00
Total Accounts Payable	654,762.15	1,930,529.36	-1,275,767.21
Other Current Liabilities			
Interest Payable	0.00	29,304.00	-29,304.00
PSB Renovation Loan	2,247,912.00	2,160,000.00	87,912.00
Total Other Current Liabilities	2,247,912.00	2,189,304.00	58,608.00
Total Current Liabilities	2,902,674.15	4,119,833.36	-1,217,159.21
Long Term Liabilities			
EI Cerrito Reconciliation Liab.	187,870.08	187,870.08	0.00
Total Long Term Liabilities	187,870.08	187,870.08	0.00
Total Liabilities	3,090,544.23	4,307,703.44	-1,217,159.21
Equity			
Fund Equity - General	3,889,496.00	3,889,496.00	0.00
Fund Equity - Capital Projects	3,258,969.76	3,258,969.76	0.00
Fund Equity - Special Revenue	109,075.00	109,075.00	0.00
Fund Equity - Gen Fixed Asset	2,222,992.01	2,222,992.01	0.00
Fund Equity	5,265,877.37	4,372,495.29	893,382.08
Net Income	3,454,262.62	3,337,525.33	116,737.29
Total Equity	18,200,672.76	17,190,553.39	1,010,119.37
TOTAL LIABILITIES & EQUITY	21,291,216.99	21,498,256.83	-207,039.84

Kensington Fire Protection District Profit & Loss Prev Year Comparison

01/13/25

Accrual Basis

July through December 2024

	Jul - Dec 24	Jul - Dec 23	\$ Change
Ordinary Income/Expense			
Income			
Property Taxes	5,646,949.41	5,405,490.92	241,458.49
Special Taxes	200,826.80	200,826.80	0.00
Other Tax Income	112.52	326.99	-214.47
Interest Income	97,169.78	2,873.16	94,296.62
CERBT Reimbursement	59,443.89	30,735.48	28,708.41
Total Income	6,004,502.40	5,640,253.35	364,249.05
Gross Profit	6,004,502.40	5,640,253.35	364,249.05
Expense			
Interest Expense	14,652.00	0.00	14,652.00
Debt Service - Principal	54,773.00	0.00	54,773.00
Staff			
Wages	67,453.29	92,261.00	-24,807.71
Medical Insurance Contribution	4,000.00	2,833.33	1,166.67
Payroll Taxes	5,545.21	5,051.88	493.33
Workers Compensation/Life Ins	945.61	3,034.73	-2,089.12
Payroll Processing	1,141.00	1,414.52	-273.52
Total Staff	79,085.11	104,595.46	-25,510.35
RETIREE MEDICAL BENEFITS			
PERS Medical	17,394.82	24,079.69	-6,684.87
Delta Dental	4,121.55	4,945.86	-824.31
Vision Care	1,550.88	1,486.26	64.62
Total RETIREE MEDICAL BENEFITS	23,067.25	30,511.81	-7,444.56
OUTSIDE PROFESSIONAL SERVICES			
Fiscal Analysis Consultant	14,326.63	0.00	14,326.63
Operational Consultant	78,689.49	0.00	78,689.49
Crime Insurance Policy	0.00	153.16	-153.16
Nixle Fee	3,182.70	3,182.70	0.00
Long Term Financial Planner	2,000.00	750.00	1,250.00
Emergency Prep Coordinator	42,062.56	62,644.33	-20,581.77
Accounting	16,049.64	18,000.00	-1,950.36
Actuarial Valuation	6,000.00	0.00	6,000.00
Bank Fee	25.00	0.00	25.00
Contra Costa County Expenses	2,228.01	6,918.61	-4,690.60
EI Cerrito Contract Fee	2,160,329.10	2,073,484.02	86,845.08
EI Cerrito Reconciliation(s)	-21,432.91	38,776.98	-60,209.89
IT Services and Equipment	6,187.25	5,525.00	662.25
Fire Engineer Plan Review	0.00	240.00	-240.00
Risk Management Insurance	10,862.00	0.00	10,862.00
LAFCO Fees	2,343.55	0.00	2,343.55
Legal Fees	6,706.80	2,670.84	4,035.96
Recruitment	175.00	8,706.00	-8,531.00
Temporary Services	2,548.91	0.00	2,548.91
Website Development/Maintenance	1,490.00	1,788.00	-298.00
Total OUTSIDE PROFESSIONAL SERVICES	2,333,773.73	2,222,839.64	110,934.09
COMMUNITY SERVICE ACTIVITIES			
Public Education	5,985.98	2,507.33	3,478.65
CERT Emerg Kits/Sheds/Prepared	0.00	1,637.51	-1,637.51
Community Shredder	900.00	2,470.50	-1,570.50
Community Sandbags	1,687.52	2,373.35	-685.83
Total COMMUNITY SERVICE ACTIVITIES	8,573.50	8,988.69	-415.19
DISTRICT ACTIVITIES			
Professional Development	775.00	5,734.60	-4,959.60
Office			
Internet	1,251.32	2,222.36	-971.04
Office Equipment	60.60	314.29	-253.69
Office Expense	4,691.75	3,380.66	1,311.09
Office Supplies	2,537.58	599.33	1,938.25
Telephone	1,635.52	518.72	1,116.80
Office- Other	72.08	0.00	72.08
Total Office	10,248.85	7,035.36	3,213.49
Memberships	4,425.50	4,525.02	-99.52

01/13/25

Accrual Basis

Kensington Fire Protection District Profit & Loss Prev Year Comparison

July through December 2024

	Jul - Dec 24	Jul - Dec 23	\$ Change
Building Maintenance			
Janitorial Service	1,800.00	0.00	1,800.00
Miscellaneous Maint.	1,588.00	1,818.06	-230.06
Total Building Maintenance	3,388.00	1,818.06	1,569.94
Building Utilities/Service			
Refuse Collection	1,624.92	2,088.20	-463.28
Gas and Electric	14,567.93	2,583.90	11,984.03
Water/Sewer	805.05	3,241.61	-2,436.56
Building Utilities/Service - Other	479.94	440.94	39.00
Total Building Utilities/Service	17,477.84	8,354.65	9,123.19
Total DISTRICT ACTIVITIES	36,315.19	27,467.69	8,847.50
Total Expense	2,550,239.78	2,394,403.29	155,836.49
Net Ordinary Income	3,454,262.62	3,245,850.06	208,412.56
Other Income/Expense			
Other Income			
Unrealized Gain/Loss	0.00	91,675.27	-91,675.27
Total Other Income	0.00	91,675.27	-91,675.27
Net Other Income	0.00	91,675.27	-91,675.27
Net Income	3,454,262.62	3,337,525.33	116,737.29

Kensington Fire Protection District Profit & Loss Budget vs. Actual July through December 2024

	<u>Jul - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	5,646,949.41	5,712,474.00	-65,524.59	98.85%
Special Taxes	200,826.80	201,000.00	-173.20	99.91%
Other Tax Income	112.52	25,000.00	-24,887.48	0.45%
Interest Income	97,169.78	232,136.00	-134,966.22	41.86%
CERBT Reimbursement	59,443.89	61,000.00	-1,556.11	97.45%
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
Total Income	<u>6,004,502.40</u>	<u>6,233,610.00</u>	<u>-229,107.60</u>	<u>96.33%</u>
Gross Profit	6,004,502.40	6,233,610.00	-229,107.60	96.33%
Expense				
Interest Expense	14,652.00	86,797.00	-72,145.00	16.88%
Debt Service - Principal	54,773.00	54,773.00	0.00	100.0%
Staff				
Wages	67,453.29	176,688.00	-109,234.71	38.18%
Vacation Wages	0.00	5,000.00	-5,000.00	0.0%
Medical Insurance Contribution	4,000.00	10,323.00	-6,323.00	38.75%
Payroll Taxes	5,545.21	13,899.00	-8,353.79	39.9%
Workers Compensation/Life Ins	945.61	3,156.00	-2,210.39	29.96%
Payroll Processing	1,141.00	2,803.00	-1,662.00	40.71%
Total Staff	<u>79,085.11</u>	<u>211,869.00</u>	<u>-132,783.89</u>	<u>37.33%</u>
RETIREE MEDICAL BENEFITS				
PERS Medical	17,394.82	48,000.00	-30,605.18	36.24%
Delta Dental	4,121.55	10,000.00	-5,878.45	41.22%
Vision Care	1,550.88	3,000.00	-1,449.12	51.7%
Total RETIREE MEDICAL BENEFITS	<u>23,067.25</u>	<u>61,000.00</u>	<u>-37,932.75</u>	<u>37.82%</u>
OUTSIDE PROFESSIONAL SERVICES				
Fiscal Analysis Consultant	14,326.63	19,752.00	-5,425.37	72.53%
Operational Consultant	78,689.49	86,130.00	-7,440.51	91.36% Update during mid-year
Nixle Fee	3,182.70	3,277.00	-94.30	97.12%
Long Term Financial Planner	2,000.00	2,500.00	-500.00	80.0%
Emergency Prep Coordinator	42,062.56	110,935.00	-68,872.44	37.92%
Accounting	16,049.64	50,000.00	-33,950.36	32.1%
Actuarial Valuation	6,000.00	5,600.00	400.00	107.14% Update during mid-year
Audit	0.00	20,500.00	-20,500.00	0.0%
Bank Fee	25.00	50.00	-25.00	50.0%
Contra Costa County Expenses	2,228.01	41,101.00	-38,872.99	5.42%
El Cerrito Contract Fee	2,160,329.10	4,320,657.00	-2,160,327.90	50.0%
El Cerrito Reconciliation(s)	-21,432.91	-42,866.00	21,433.09	50.0%
IT Services and Equipment	6,187.25	8,000.00	-1,812.75	77.34% Update during mid-year
Fire Abatement Contract	0.00	5,513.00	-5,513.00	0.0%
Fire Engineer Plan Review	0.00	3,000.00	-3,000.00	0.0%
Risk Management Insurance	10,862.00	23,866.00	-13,004.00	45.51%
LAFCO Fees	2,343.55	2,100.00	243.55	111.6% Update during mid-year
Legal Fees	6,706.80	12,000.00	-5,293.20	55.89%
Recruitment	175.00			Update during mid-year
Temporary Services	2,548.91	5,000.00	-2,451.09	50.98%
Website Development/Maintenance	1,490.00	3,600.00	-2,110.00	41.39%

Kensington Fire Protection District Profit & Loss Budget vs. Actual July through December 2024

	<u>Jul - Dec 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Wildland Vegetation Mgmt	0.00	4,120.00	-4,120.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	2,333,773.73	4,684,835.00	-2,351,061.27	49.82%
COMMUNITY SERVICE ACTIVITIES				
Public Education	5,985.98	15,000.00	-9,014.02	39.91%
CERT Emerg Kits/Sheds/Prepared	0.00	2,474.00	-2,474.00	0.0%
Open Houses	0.00	2,000.00	-2,000.00	0.0%
Community Shredder	900.00	5,500.00	-4,600.00	16.36%
Firesafe Planting Grants	0.00	10,000.00	-10,000.00	0.0%
Community Sandbags	1,687.52	3,500.00	-1,812.48	48.22%
Volunteer Appreciation	0.00	500.00	-500.00	0.0%
Community Center Contribution	0.00	500.00	-500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	8,573.50	39,474.00	-30,900.50	21.72%
DISTRICT ACTIVITIES				
Professional Development	775.00	5,000.00	-4,225.00	15.5%
Office				
Internet	1,251.32	4,500.00	-3,248.68	27.81%
Office Equipment	60.60	500.00	-439.40	12.12%
Office Expense	4,691.75	4,000.00	691.75	117.29% Update during mid-year
Office Supplies	2,537.58	2,000.00	537.58	126.88% Update during mid-year
Telephone	1,635.52	1,100.00	535.52	148.68% Update during mid-year
Office- Other	72.08	68.00	4.08	106.0%
Total Office	10,248.85	12,168.00	-1,919.15	84.23%
Firefighter's Apparel & PPE	0.00	1,500.00	-1,500.00	0.0%
Firefighters' Expenses	0.00	5,000.00	-5,000.00	0.0%
Staff Appreciation	0.00	2,500.00	-2,500.00	0.0%
Memberships	4,425.50	9,500.00	-5,074.50	46.58%
Building Maintenance				
Gardening service	0.00	2,400.00	-2,400.00	0.0%
Building alarm	0.00	1,500.00	-1,500.00	0.0%
Medical Waste Disposal	0.00	2,200.00	-2,200.00	0.0%
Janitorial Service	1,800.00	2,400.00	-600.00	75.0%
Miscellaneous Maint.	1,588.00	5,000.00	-3,412.00	31.76%
Total Building Maintenance	3,388.00	13,500.00	-10,112.00	25.1%
Building Utilities/Service				
Refuse Collection	1,624.92	3,266.00	-1,641.08	49.75%
Gas and Electric	14,567.93	12,000.00	2,567.93	121.4% Update during mid-year
Water/Sewer	805.05	5,000.00	-4,194.95	16.1%
Building Utilities/Service - Other	479.94	1,000.00	-520.06	47.99%
Total Building Utilities/Service	17,477.84	21,266.00	-3,788.16	82.19%
Total DISTRICT ACTIVITIES	36,315.19	70,434.00	-34,118.81	51.56%
Contingency	0.00	20,000.00	-20,000.00	0.0%
Total Expense	2,550,239.78	5,229,182.00	-2,678,942.22	48.77%
Net Ordinary Income	3,454,262.62	1,004,428.00	2,449,834.62	343.9%
Net Income	<u>3,454,262.62</u>	<u>1,004,428.00</u>	<u>2,449,834.62</u>	<u>343.9%</u>

Kensington Fire Protection District
Public Safety Building Renovation Project Budget
December 2024

	Project Budget (11/20/2024)	Budget Adjustment	Project Budget (11/20/2024)	Expended 12/31/2024	Remaining Budget
<u>Public Safety Building:</u>					
Construction - CWS	\$ 6,727,492	\$ 47,098	\$ 6,774,590	\$ 6,774,590	\$ -
Construction - District direct costs	191,828		191,828	185,742	6,086
PSB Renovation Design/Engineering	982,740	10,000	992,740	989,234	3,506
Permits/Inspection/Testing	100,000	12,917	112,917	112,917	-
Construction/Project Management	458,047	2,568	460,615	460,615	-
Furniture, Fixtures, and Equipment	115,000		115,000	94,875	20,125
Legal Counsel	90,000		90,000	75,467	14,533
<u>Temporary Fire Station:</u>					
Construction Cost	604,289		604,289	603,857	432
Design/Engineering/Project Management	100,573		100,573	100,490	83
Relocation	251,566	8,000	259,566	255,018	4,547
Sub-Total:	<u>\$ 9,621,535</u>	<u>\$ 80,583</u>	<u>\$ 9,702,119</u>	<u>\$ 9,652,805</u>	<u>\$ 49,313</u>
Project Contingency Allowance	110,429	(80,583)	29,846	-	29,846
Total Project Budget	<u><u>\$ 9,731,964</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 9,731,964</u></u>	<u><u>\$ 9,652,805</u></u>	<u><u>\$ 79,159</u></u>



KENSINGTON FIRE PROTECTION DISTRICT

2025 Board and Committee Meeting Schedule

Board of Directors

Meets on the third Wednesday of each month at 7:00pm in the Kensington Community Center, 59 Arlington Avenue

Emergency Preparedness Committee

Meets on the fourth Thursday of each month at 4:00pm in the Kensington Community Center, 59 Arlington Avenue

Finance Committee

Typically meets three to four times per year in the Kensington Community Center, 59 Arlington Avenue, with dates scheduled once agenda items are determined.

The meeting schedule for 2025 is listed below with additional meetings scheduled as determined by the Board and/or Committee:

Board of Directors	Emergency Preparedness Committee
January 15	January 23
February 19	February 27
March 19	March 27
April 16	April 24
May 21	May 22
June 18	June 26
July 16	July 24
August 20	August 28
September 17	September 25
October 15	October 23
November 19	November 27 (<i>Thanksgiving-reschedule</i>)
December 17	December 25 (<i>Christmas-reschedule</i>)



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025
TO: Board of Directors
RE: List of Surplus Items for Disposal
SUBMITTED BY: Mary Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board approve the list of surplus items for disposal (sale, donation, or scrap as determined reasonable and most cost effective).

Background

With the relocation of off-site storage items to the Public Safety Building (PSB), we've had the opportunity to evaluate them with input from the fire department on what can and cannot be used at the PSB. The list of items for disposal below contains the year purchased, if the cost was greater than \$500 and the item was maintained on the equipment list:

Quantity	Description
1	"L" Shaped Desk (2005)
2	3-drawer file cabinets
1	Clothes Washer (2002)
1	Clothes Dryer (2002)
2	Desks (2005)
3	36" Flat Screen TV's
10	Turnout Cages (2005/2014)

Quantity	Description
2	Shop Cabinets
1	Exterior Stainless Sink Unit (2002)
1	Electric Stove
1	Refrigerator/Freezer (2005)
1	Dishwasher
2	Portable Plymovent Exhaust Extractors
1	Workbench

Pursuant to Policy 1155 Purchasing:

1155.80 Disposal of Surplus Supplies and Equipment. The General Manager shall have authority to dispose of surplus supplies and equipment which are no longer used or which have become obsolete or worn out pursuant to the following:

1155.81 Exchange or Trade-In. Exchange for or trade-in on new supplies or equipment.

1155.82 Sale of Surplus Items. Following approval of a list of supplies and equipment found by the Board of Directors to be surplus, the items shall be offered for sale on a competitive basis. Bids may be solicited by written request, telephone, fax, e-mail, by public or silent auction, by use of a commercial auction service, by consignment with a used equipment vendor or vendors, by advertisement in any newspaper or magazine, or by any combination of such methods.

1155.83 Donation of Surplus Items. Subject to approval of the Board of Directors, obsolete or surplus property may be donated or sold at a negotiated fair value to any other governmental or public non-profit agency.

1155.84 Disposition as Scrap. After reasonable efforts have been made to obtain competitive bids, if no offers have been received for any item of District-owned surplus personal property, such item may be disposed of for the highest scrap value that can be obtained, if any. If a reasonable effort to sell the item as scrap is not successful, it may, in the General Manager's discretion, be given away on a first-come-first served basis, or disposed of as-is or after demolition in an appropriate solid waste disposal facility.

Fiscal Impact

All items are fully depreciated and not in a condition to be sold.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org

DATE: January 11, 2025
TO: Mary Morris-Mayorga: General Manager
FROM: Eric Saylor: Fire Chief
RE: Fire Chief's Report for the January 2025 Fire District Board Meeting

Administration – Holiday Safety Message

The holiday season is a prime time for residential fires. December, January, and February are the months that most house fires occur. Cooking, holiday decorations, candles, and heating equipment increase the likelihood of a fire. On average, more than one-third of home fire deaths in the United States occur during the winter months. In addition to always having working smoke alarms installed throughout your home, the following tips can help you stay safe during the holiday season.

- Always keep an eye on food being heated and be alert. If you leave the kitchen - turn off the heat!
- If a pan with grease catches fire, carefully slide a lid over the pan to smother the flames and turn off the burner.
- Extinguish all candles when leaving the room or going to sleep.
- Clean and inspect furnaces, fireplaces, and chimneys annually before using them for the upcoming year. Ensure space heaters are approved by a national testing laboratory and have a tip-over shut-off function.
- If you need help, call 911! The fire department is always there for you.



On December 8, Gary Willian was promoted from firefighter to Engineer. The Engineer is responsible for driving the engine and operating the pump at fires. Pumping at fire requires multiple hydraulic calculations and pump adjustments to compensate for hydrant pressure, elevation changes, hose diameter, hose length, and nozzle type while fighting a fire. The Engineer is in a critical position, ensuring our firefighters arrive at the scene safely and receive the correct water pressure to attack a fire effectively. Gary participated in a multi-week training curriculum followed by a competitive testing process to score number one on the ranked list of engineer candidates. The fire department is proud and honored to have dedicated members like Engineer Williams, who are protecting our community. His wife and daughter pinned Gary's badge with his crew at station 51.

Mission: Protect Lives and Property
Integrity Accountability Teamwork Respect Professionalism



EL CERRITO-KENSINGTON FIRE DEPARTMENT



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Operations



Service above and beyond: During a routine medical aid, the firefighters of Engine 51 noticed blood from a dialysis port had leaked onto the hardwood floors. After caring for the patient, the firefighters stayed behind to clean the floors by hand. Firefighters are trained to act on a series of priorities: life, property, and environment. Once they stabilize and transport patients, they focus on protecting our residents' property, usually in the context of homes during a fire. But in this incident, they made every effort to ensure the person's house was clean and protected.



Probationary firefighter Becker effectively extinguished a car fire on December 11. Car fires are common occurrences and are challenging to fight because of the lighter than water fuel onboard. Frequently, car fires threaten buildings, and firefighters must act quickly to suppress the fire and protect the building.

Mission: Protect Lives and Property
Integrity Accountability Teamwork Respect Professionalism



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025
TO: Board of Directors
RE: General Manager's Report
SUBMITTED BY: Mary Morris-Mayorga, General Manager

Happy New Year! With the holidays and seemingly shorter time span between meetings, activity was much less though has ramped up for the coming months. For December and January, the District continues to advance initiatives which are highlighted here that are not otherwise covered under other agenda items.

Town Hall Meeting – Presentation of Joint Fiscal Study by Dmitry Semenov, Ridgeline Municipal Strategies LLC

KPPCSD's Interim General Manager David Aranda and I coordinated with Dmitry Semenov and staff to facilitate his presentation of the Joint Fiscal Study to the Kensington Community on January 11, 2025.

USDA: Community Wildfire Defense Grant, Deadline: February 28, 2025

We are in the process of identifying projects/programs which would fit within this grant's eligibility to apply for.

Annual Audit

We are working with the accounting team and auditor, Nigro & Nigro, on finalizing the schedule for completion of the fiscal year 2023-2024 annual audit.

Financial Institution

As discussed with the Board in October, staff is currently evaluating financial institutions/banks with dedicated government/municipal services divisions that would modernize financial processes and plans to bring the recommendation to the Board in February.

Financial Processes

With approval to hire to fill a finance position, we are evaluating the overall financial processes for internal flow in conjunction with the external assistance provided by Krisch & Company. The recently hired Executive Assistant/Board Clerk also possesses a financial background in QuickBooks, accounts payable, financial reporting, and budgets.

Public Safety Building

As reported, we have moved back into the building on December 11, 2024. There are still some fine tuning efforts ongoing, but the project is considered complete with final payment to the construction contractor as well. The Open House will be held on February 8, 2025 which has been announced in the Outlook and more details will be forthcoming as well as pushed out through notifications to the community.

Website

We are evaluating the Streamline website platform in conjunction with others available that may better facilitate meeting agendas, compliance, etc. In conjunction with that, we are working to organize posted items for ease of access.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025
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

2. District Communications/ Publications

- 12/14/2024 Nextdoor Thunderstorm Outlook
- 12/14/2024 Facebook Thunderstorm Outlook
- 12/14/2024 Instagram Thunderstorm Outlook
- 12/21/2024 Nextdoor Sandbags
- 12/23/2024 Nextdoor Tilden Firewise Recognition
- 12/24/2024 Nextdoor Diablo Fire Safe Cost-Share
- 12/30/2024 Nextdoor Vegetation Removal Reimbursement Grant
- 1/6/2025 Nextdoor Wind Advisory
- 1/6/2025 Facebook Wind Advisory
- 1/6/2025 Instagram Wind Advisory
- February Outlook Articles

3. Initiatives/ Deliverables

- Add resident emails to the Red Flag Warning Email List
- Monitor Local Alerts / Support Department Communication
- Ongoing Firewise Community Support
- Support Fire Prevention Division Inspection/Assessment/Outreach
- Provide information to inbound calls/email inquiries
- Launch KFPD Hazard Vegetation Removal Reimbursement Application
- Monitor Sandbag staging area (inventory and packing materials)
- Mapping Kensington (and Kensington adjacent) Firewise
- Develop training for Firewise Lead for Application Development
- Develop a Tsunami Response Report /observations
- Drafting Spring Fire Plug
- Distribute Evacuation Readiness Campaign Material per resident request
- Coordinating Arlington/Arlmont Firewise Application Development
- Coordinating Avon Firewise Application Development
- Coordinating Beloit Firewise Application Development
- Coordinating Cerrito Canyon Firewise Application Development

January 15, 2025

Emergency Preparedness Coordinator's Report

- Coordinating Kingston Firewise Application Development
- Coordinating Ardmere/Amherst Firewise Development
- Coordinating 700 Block Coventry Firewise Development
- Provide support for KFPD Reimbursement Grant Applicants
- Support Tilden Firewise with goal revision for application approval

4. Meeting

- 12/16/2024 Tilden Firewise
- 12/18/2024 ConFire Coordination
- 12/21/2024 Wildcat Firewise
- 12/29/2024 ECK Fire
- 12/27/2024 Wildcat Firewise
- 12/31/2024 ECK Fire Marshal
- 12/31/2024 Maybeck Firewise
- 1/3/2025 Wildcat Firewise
- 1/5/2025 Redtail Ridge Coordination
- 1/7/2025 Maybeck Firewise
- 1/7/2025 El Cerrito Kensington Fire Dept Chief Meeting
- 1/7/2025 KFPD GM
- 1/7/2025 Firewise Lead Development

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 1140

1140.10 The Board President shall appoint such temporary committees as may be deemed necessary or advisable by President and/or the Board. The purpose of a temporary advisory committee and the time allowed to accomplish that purpose shall be outlined at the time of appointment. A temporary advisory committee shall be considered dissolved when its purpose has been accomplished or when the timeframe for its existence has expired, whichever occurs first.

1140.11 A temporary advisory committee shall be comprised solely of members of the Board, and shall consist of less than a majority of Board members.

1140.12 A temporary advisory committee may make recommendations to the Board. The Board may not delegate any decision-making power to a temporary advisory committee.

1140.13 A temporary advisory committee shall meet on an as-needed basis and shall not have a meeting schedule fixed by resolution or formal action of the Board.

1140.20 The following shall be standing committees of the Board:

1140.21 A Finance Committee composed of two members of the Board of Directors.

1140.22 An Emergency Preparedness and Warning Systems Committee composed of two members of the Board of Directors, plus a supplemental number of members of the public as needed to fulfill the mission of the committee.

1140.30 The Board President shall appoint and publicly announce the Board members of the standing committees for the ensuing year at the Board's regular meeting in January, subject to approval of the Board.

1140.31 New standing committees may be formed and announced at any time during the calendar year, subject to approval of the Board.

1140.32 Standing committees attain a quorum when a simple majority of the committee members are present.

1140.33 The President may appoint or remove members of the public at any time, subject to approval of the Board.

1140.40 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

1140.50 The Board's standing Finance Committee shall be concerned with the financial management

of the District, including the preparation of an annual budget and major expenditures.

1140.60. The Board's standing Emergency Preparedness Committee shall be concerned with (1) recommendations for allocations of effort and funding of initiatives to make Kensington safer from potential civic emergencies, using a multi-hazard approach; (2) identifying opportunities for articulation with community members and other agencies to reduce risk and enhance evacuation procedures and public safety; (3) development of public education initiatives to accomplish the first two goals; (4) articulation with the KPPCSD standing committee on Emergency Preparedness, as well as other Local, County, and State agencies, to achieve the previous goal.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025
TO: Board of Directors
RE: Consolidation/Reorganization Ad Hoc Committee Presentation
SUBMITTED BY: Directors Daniel Levine and Rick Artis
TRANSMITTED BY: Mary Morris-Mayorga, General Manager

Recommended Action

Following the Consolidation/Reorganization Ad Hoc Committee's presentation, the Board may consider one or more of the following committee recommendations:

- an affirmative vote whether or not the district wishes to pursue a reorganization; and, if so,
- request for staff (and legal counsel, if necessary) to prepare all material needed for such an application.

Background

The Consolidation/Reorganization Ad Hoc Committee was established on November 7, 2024 to detailed concept of a combined district and identify the procedures for creating such a district.

The committee will present its findings on the conceptual overview of what consolidation or reorganization would look like and the necessary steps required of the two districts. Several recommendations will be presented for consideration by the board, including, but not limited to: an affirmative vote whether or not the district wishes to pursue a reorganization, and, if so, request for staff (and legal counsel, if necessary) to prepare all material needed for such an application.

Fiscal Impact

There is no fiscal impact from this item until/unless further action is taken.

Attachments: Presentation of Consolidation/Reorganization Ad Hoc Committee



KENSINGTON FIRE PROTECTION DISTRICT Consolidation/Reorganization Committee

Report of Findings and Recommendations
January 15, 2025

Summary of Findings

The Committee finds that the benefits to Kensington and the Kensington Fire Protection District of combining with the Kensington Police Protection and Community Services District are substantial and recommend that the board consider doing so

Key Committee Recommendations

- “Reorganization” via annexation/dissolution over a “consolidation”
- All board members from KFPD & KPPCSD be transferred to/serve on the combined board, which later shrinks with 3 seats up for election in 2026 and 2 in 2028
- Both districts include a commitment to continue to maintain and seek to improve services currently provided in any resolution put forward
- Adopting the staffing structure agreed to by both boards at the June 5, 2024 Joint Meeting
- Notifying KPPCSD and the City of El Cerrito at least 21 days prior to a vote on applying to LAFCO for reorganization
- Suggest the name of the combined district be the Kensington Community Services District or the Kensington Public Safety and Community Services District

Considerations related to combining districts

- **Financial savings:** a professional third-party analysis of combining the districts indicated savings of ~\$120,000-300,000 per year, totaling over \$1.8m over 9 years
- **Improved staffing support:** the combined district would support multiple full-time positions, including General Manager and Finance Manager, focused exclusively on Kensington, allowing for greater service, more robust responses to issues
- **Organizational resilience:** the vast majority of both districts' management is reliant on one individual. Having multiple staff members with distributed responsibilities allows the organization to better accommodate turnover in staff or absences
- **Improved government access:** rather than multiple, separate local governments, members of the public would have one local government to bring concerns to and hold to account. Unclear jurisdictional boundaries are removed.

Considerations related to combining districts

- **Improved board efficiency:** local government decisions can be adjudicated with respect to all local municipal services, without the need for intergovernmental liaising. There is one ultimate authority for decision-making, accountable for local efforts regarding Public Safety and Emergency Preparedness in Kensington.
- **Increased board scope:** the board will be responsible for more services in the combined district, requiring either more time or less individualized attention
- **Reduced budgetary pressure:** currently, only the KPPCSD is faced with budgetary necessity to be fiscally responsible (third-party analysis indicates it has been successful). In a combined district, that budgetary pressure is alleviated to some extent, and so fiscal responsibility must be maintained via good governance
- **Increased budgeting flexibility:** the combined district would be able to allocate funds to local needs as determined by the board of directors (and via them, the public); this may result in a different breakdown in spending from current levels. Some in the community think this is a good thing, and some a bad thing.

What are Consolidation and Reorganization?

Two processes for combining, both result in Community Services District:

1. Consolidation - Both districts are dissolved and their functions, services, assets, liabilities, contracts, boards of directors, etc. are transferred to a newly created CSD
2. Reorganization (Dissolution/Annexation) - The KFPD is dissolved and annexed by the KPPCSD with all of its functions, services, assets, liabilities, contracts, boards of directors etc. transferred to the KPPCSD

Recommend Reorganization

Reorganization	Consolidation
Much more frequently employed process; Contra Costa LAFCO has extensive experience	No consolidation in County for over 20 years
Simplified - KFPD merges into KPPCSD	Re-creation/set up of new district
Lower anticipated legal costs as assets, liabilities, contracts, etc. of only the KFPD need to be transferred to another organization	Higher anticipated legal as assets, liabilities, contracts, etc. of both KFPD and KPPCSD need to be transferred to another organization
No new CalPERS contract would be required	Resulting district inherits KPPCSD's CalPERS contract in short-term though required to replace it with a new contract in long-term; no increase to CalPERS costs, but requires additional legal costs and staff time

Key distinction between Consolidation and Reorganization

While the directors currently serving on the KFPD and KPPCSD would serve equally in a “reorganized” district, the initial organizational structure and bylaws will be that of the KPPCSD, modified as required by the reorganization process.

A consolidated district would be a true “clean slate” from which to start - but require additional time and effort to build from scratch.

Combined District – Name and Services

- To avoid an unreasonably long name, this committee recommends that the newly combined district be: Kensington Community Services District (KCSD)
- If explicitly calling out public safety services are desired: Kensington Public Safety and Community Services District
- This committee recommends that both districts include a commitment to continue to maintain and seek to improve the services currently provided by both districts in any consolidation or reorganization resolution.

Combined District – Board of Directors

Initial Composition

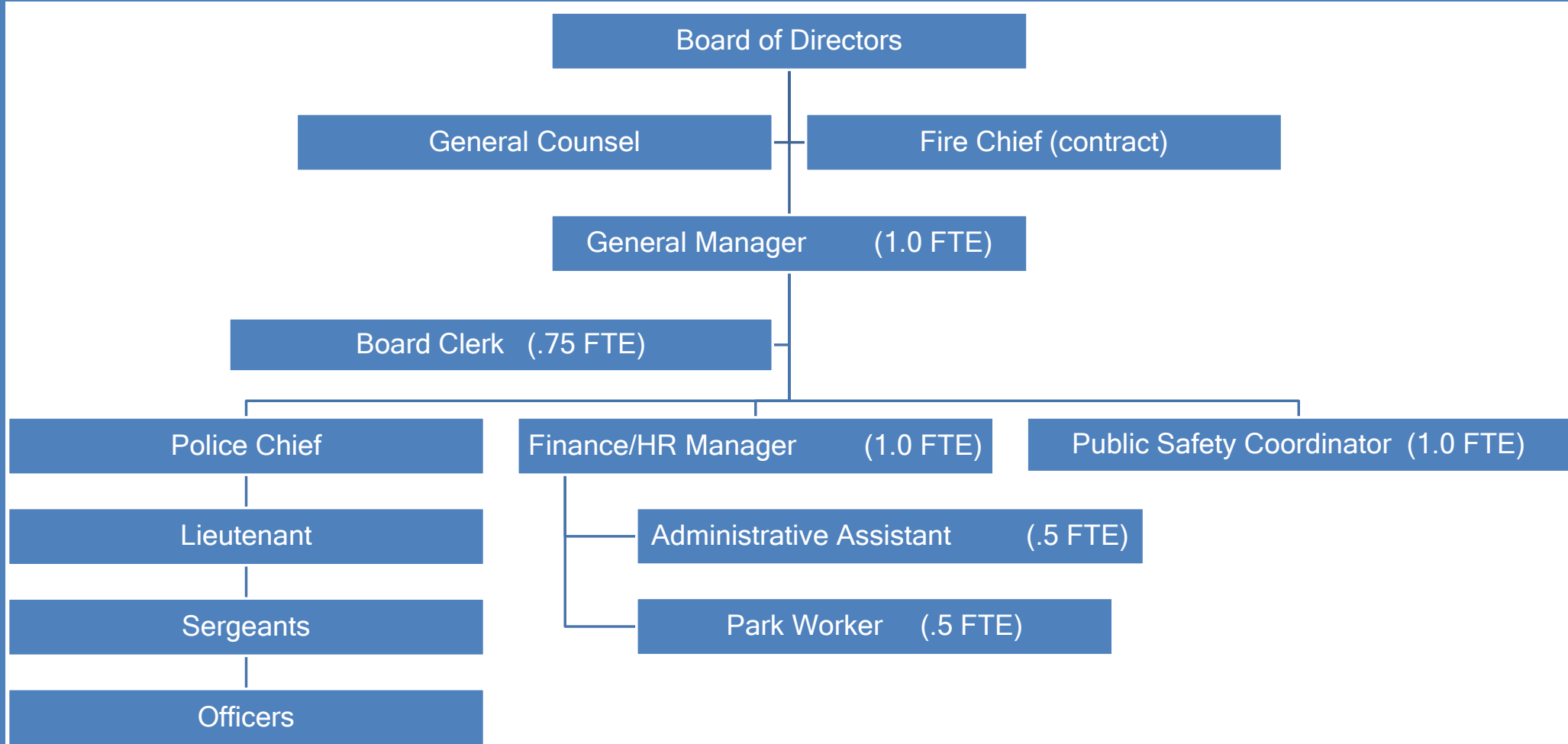
- All currently serving directors from both boards (GC61030); the 10 directors would then select an 11th member via normal vacancy process (GC1780 board appointment or call a special election). This 11th board member would serve until the next even-year general election.

Elections

- As board members' terms expire, the board will shrink until it has 5 members; 2026 election would elect 3 directors to replace the 7 whose terms are expiring, resulting in a 7-member board. After the 2028 election (2 directors - replacing the 4 whose terms are expiring) there will be 5 board members as required by GC61040.

Projected Evolution of Combined District Board of Directors

Post-reorganization/consolidation	2026 election	Post-2026 election	2028 election	Post-2028 election
Rick Artis (KFPD) Alexandra Aquino-Fike (KPPCSD) Cassandra Duggan (KPPCSD) Sarah Gough (KPPCSD) Sylvia Hacaj (KPPCSD) Daniel Levine (KFPD) Danielle Madugo (KFPD) David Spath (KPPCSD) Jim Watt (KFPD) KFPD appointee (KFPD) Board member 11 (KCSD)	Vote for 3	Rick Artis (KFPD) Sylvia Hacaj (KPPCSD) Danielle Madugo (KFPD) David Spath (KPPCSD) 2026 Elected 1 (KCSD) 2026 Elected 2 (KCSD) 2026 Elected 3 (KCSD)	Vote for 2	2026 Elected 1 (KCSD) 2026 Elected 2 (KCSD) 2026 Elected 3 (KCSD) 2028 Elected 1 (KCSD) 2028 Elected 2 (KCSD)



Combined District - Staffing Structure

Combined District – Standing Committees

- Finance Committee
- Emergency Preparedness Committee

Note: when the board has 11 members, up to 5 directors may serve on a committee; when the board reduces to 7 members, that reduces to 3

Combined District – Tax Revenue

- Receives the sum of the two individual districts
- LAFCO will obtain confirmation of tax transfer
- LAFCO will include as part of the findings to consider at their first hearing

Combined District – Tax Revenue (con't)

- Discussions with Contra Costa LAFCO, the County Auditor's office, and Kensington's County Supervisor John Gioia indicate that all expect the combined district to receive the sum of the two individual districts, no more or less.
- This will be concretely set during the consolidation or reorganization process, after the districts apply to LAFCO, which will obtain confirmation of the tax transfer and include it as part of the findings considered at the first hearing on the matter.
- In such case that the amount of tax revenue would be reduced relative to the individual districts, the consolidation or reorganization process can be halted at that point and the districts would remain separate.

Combined District – Reserves

- Current reserves should remain in place, specifically:
 - KFPD Rolling Stock Reserve
 - KFPD El Cerrito Contract Reserve

Combined District – OPEB Trusts

- Both districts have fully funded Other Post Employment Benefit (OPEB) trusts
- Neither have OPEB trust policies governing usage of funds; however, this is restricted in accordance with the Internal Revenue Code and cannot be used for any other purpose
- Trusts may or may not be merged (to be determined) though the committee recommends that since KFPD's beneficiary pool is closed and ~160% funded, in combined district's OPEB trust policy, KFPD OPEB costs are always paid first from the OPEB trust before any other use of the OPEB trust funds.

Combined District – Board Officers

- After a reorganization, this committee recommends that the current KPPCSD Board officers (President and Vice President) resign so that the full board may elect the Board officers for the remainder of the calendar year in which reorganization occurs.
- After a consolidation, the board will hold an election for board officers immediately, as there would be no currently serving board officers.

Combined District – Staff

- Once reorganization/consolidation is approved, districts should begin staffing searches for full-time GM, Finance/HR manager, and Public Safety Coordinator
- KPPCSD's current GM (or interim GM if no GM has been appointed) would continue as the combined district's GM (or interim GM)
- KFPD's current GM would serve as a consultant for combined district to assist in the transition until a full-time GM can be hired
- KFPD executive assistant/board clerk would also continue in the combined district, providing supplementary services as required until a new permanent board clerk position can be finalized

Process for Combining Districts

- Initial Application
- LAFCO Hearing Process
- Protest Process

Executive Summary

- The Committee finds that the benefits to Kensington and the Kensington Fire Protection District of combining with the Kensington Police Protection and Community Services District are substantial and recommend that the board consider doing so.
- The Committee recommends a reorganization via annexation/dissolution over a consolidation.
- The Committee recommends that all board members from both current districts be transferred and serve on the combined board, with 3 seats up for election in 2026 and 2 in 2028.
- The Committee recommends that both districts include a commitment to continue to maintain and seek to improve the services currently provided by both districts in any consolidation or reorganization resolution.
- The Committee recommends adopting the staffing structure agreed to by both boards at the June 5, 2024 Joint Meeting.
- The Committee recommends that the KPPCSD and the City of El Cerrito be notified at least 21 days prior to a vote on applying to LAFCO for reorganization.
- The Committee suggests the name of the combined district be the Kensington Community Services District or the Kensington Public Safety and Community Services District.
- The Committee makes further recommendations about operating details in the combined district in the following report.

Considerations related to combining the districts

- Financial savings: a professional third-party analysis of combining the districts indicated savings of ~\$120,000-300,000 per year, totaling over \$1.8m over 9 years
- Improved staffing support: the combined district would support multiple full-time positions, including General Manager and Finance Manager, focused exclusively on Kensington, allowing for greater service, more robust responses to issues
- Organizational resilience: the vast majority of both districts' management is reliant on one individual. Having multiple staff members with distributed responsibilities allows the organization to better accommodate turnover in staff or absences
- Improved government access: rather than multiple, separate local governments, members of the public would have one local government to bring concerns to and hold to account. Unclear jurisdictional boundaries are removed.
- Improved board efficiency: local government decisions can be adjudicated with respect to all local municipal services, without the need for intergovernmental liaising. There is one ultimate authority for decision-making.
- Increased board scope: the board will be responsible for more services in the combined district, requiring either more time or less individualized attention

- Reduced budgetary pressure: currently, only the KPPCSD is faced with budgetary pressure to be fiscally responsible (which third-party analysis indicates it has been successful in being). In a combined district, that budgetary pressure is alleviated and so fiscal responsibility must be maintained via good governance alone
- Increased budgeting flexibility: the combined district would be able to allocate funds to local needs as determined by the board of directors (and via them, the public), this may result in a different breakdown in spending from current levels (though it is unlikely that spending will decrease from current levels for any current service, projected cost savings comes primarily from reduced administrative cost, rather than reduced service cost). Some members of the community think this is a good thing and some think it is a bad thing.

Consolidation vs. Reorganization

There are two functionally equivalent processes whereby the KFPD and KPPCSD can be combined into one organization. In either case, the resulting agency will be a Community Services District (CSD) (the only kind of special district with the statutory authority to carry out diverse municipal services) and all current board members from both boards would serve equally on the resulting board:

- 1) Consolidation - Both districts are dissolved and their functions, services, assets, liabilities, contracts, boards of directors, etc. are transferred to a newly created CSD
- 2) Reorganization (Dissolution/Annexation) - The KFPD is dissolved and annexed by the KPPCSD with all of its functions, services, assets, liabilities, contracts, boards of directors etc. transferred to the KPPCSD

Note: Reorganization is defined in statutes governing LAFCO as any process with multiple, simultaneous changes. The term is used in this document to mean the process of dissolution and annexation.

While both processes result in a CSD serving all functions of the previous two, there are some slight differences. Contra Costa LAFCO and this committee recommend the districts pursue a reorganization, rather than a consolidation, for the following reasons:

- 1) The reorganization route is a much more frequently employed process and Contra Costa LAFCO has extensive experience on dozens of reorganizations. There has not been a consolidation in Contra Costa County for more than 20 years.
- 2) Reorganization is somewhat simpler in that a new district does not have to be set up from scratch, as in a consolidation; rather the KFPD would be merged into the KPPCSD.
- 3) It is anticipated that legal costs would be less for a reorganization as the assets, liabilities, contracts, etc. of only the KFPD need to be transferred to another organization, as opposed to both the KFPD and KPPCSD.

- 4) While the district that results from consolidation would inherit the KPPCSD's CalPERS contract in the short-term, CalPERS will require the consolidated district to make a new contract to replace the KPPCSD's contract in the long-term. This is not expected to increase any costs due to CalPERS, but will require additional legal costs and staff time. In a reorganized district, no new contract would be required.

On the other hand, there are arguments for pursuing a consolidation over a reorganization:

- 1) While the directors currently serving on the KFPD and KPPCSD would serve equally in the reorganized district, the initial organizational structure will be that of the KPPCSD, modified as required by the reorganization process. A consolidated district would be a true "clean slate" from which to start.

Name of combined district

Per GC61061(b), the words "community services district" must appear in the name of the combined district. To avoid an unreasonably long name, this committee recommends that the newly combined district be: Kensington Community Services District (KCSD). It is worth noting that this is the former name of the KPPCSD from 1953-1995. Note that several CSD's provide police services without having "police protection" in the name, e.g. Bear Valley CSD, Stallion Springs CSD, and Lake Shastina CSD. As of 2002, GC 53060.7 explicitly guarantees that the KPPCSD, among others, is eligible for grants and state funding as a provider of police services. Whatever the district's name is changed to in a reorganization or consolidation, this law should be updated. GC 30061 should also be updated. As a result of these explicit guarantees and similarly named peer districts, we do not anticipate that the district's name would have any effect on the receipt of police protection funds.

Services in the combined district

Under reorganization, pursuant to GC56886, the KPPCSD would be designated the legal "successor district" to the KFPD and would "step into the shoes" of the KFPD. All KFPD contracts (such as the KFPD contract with El Cerrito for fire services) would transfer to the KPPCSD. Under consolidation, pursuant to GC57500, the resulting new CSD would be designated the legal "successor district" to the KFPD and KPPCSD. The new CSD would thus "step into the shoes" of the KFPD and KPPCSD. All contracts (such as the KFPD contract with El Cerrito for fire services or the KPPCSD memorandum of understanding with the Kensington Peace Officers Association) would transfer to the new CSD. In either process, no changes in the provision of services are thus anticipated. A plan for services must be provided as part of a consolidation or reorganization application to LAFCO, this committee recommends that the plan for services consist of the combination of the two separate districts. Since there is no overlap in services, no changes would be included in the plan for services.

This committee recommends that both districts include a commitment to continue to maintain and seek to improve the services currently provided by both districts in any consolidation or reorganization resolution.

Board of Directors in the combined district

Initial composition

As noted above, this committee recommends that the combined district's board of directors be expanded to 11 members under GC61030. This would include all currently serving directors from both boards. The 10 directors would then select an 11th member via the normal vacancy process as specified in GC1780 (i.e. by board appointment or calling a special election). This 11th board member would serve until the next even-year general election.

Note that for a board of 11 directors, 6 is required for a majority, 8 is a two-thirds majority, and 9 is a four-fifths majority. Per the Brown Act, which limits board director contact outside of a public meeting to less than a majority, at most five directors may communicate with each other outside of a public meeting. Committees of the board (ad-hoc and standing) may also have up to 5 board members.

This committee recommends that the combined district has at least two standing committees: a finance committee and an emergency preparedness committee.

Elections in the combined district

If the districts are combined prior to the 2026 election, and the committee's recommendation that all board members serve on the combined district as described above, then the board will consist of 11 members (alphabetically by term expiration):

Terms expiring in 2026:

Alexandra Aquino-Fike
Cassandra Duggan
Sarah Gough
Daniel Levine
Jim Watt
KFPD Board member to be appointed
New 11th board member

Terms expiring in 2028:

Rick Artis
Sylvia Hacaj
Danielle Madugo
David Spath

Pursuant to GC61030, as board members' terms expire, the board will shrink until it has 5 members. The 2026 election would therefore elect three directors to replace the seven whose terms are expiring, resulting in a 7 member board. After the 2028 election, which will be for two directors, replacing the four directors whose terms are expiring, there will be five board members as required by GC61040.

Post-reorganization/consolidation	2026 election	Post-2026 election	2028 election	Post-2028 election
Rick Artis (KFPD) Alexandra Aquino-Fike (KPPCSD) Cassandra Duggan (KPPCSD) Sarah Gough (KPPCSD) Sylvia Hacaj (KPPCSD) Daniel Levine (KFPD) Danielle Madugo (KFPD) David Spath (KPPCSD) Jim Watt (KFPD) KFPD appointee (KFPD) Board member 11 (KCSD)	Vote for 3	Rick Artis (KFPD) Sylvia Hacaj (KPPCSD) Danielle Madugo (KFPD) David Spath (KPPCSD) 2026 Elected 1 (KCSD) 2026 Elected 2 (KCSD) 2026 Elected 3 (KCSD)	Vote for 2	2026 Elected 1 (KCSD) 2026 Elected 2 (KCSD) 2026 Elected 3 (KCSD) 2028 Elected 1 (KCSD) 2028 Elected 2 (KCSD)

If reorganization occurs after the 2026 election, then a similar course of electing three directors in the 2028 election and two directors in the 2030 election will lead to a board of directors which will be 11 members to 9 members to 5 members.

Numerical changes due to an expanded board

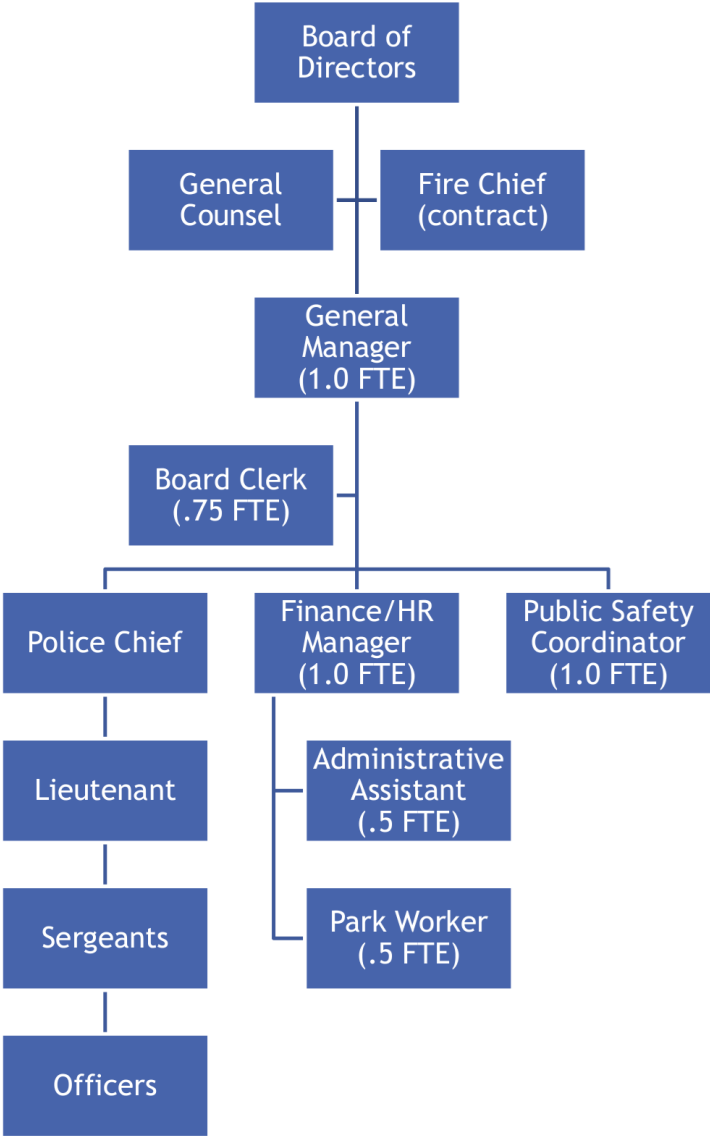
The expanded board will result in the following numerical changes to typical board parameters:

	11 members	9 members	7 members	5 members (typical)
Votes needed to constitute a majority/quorum	6	5	4	3
Largest number of directors who may discuss matters outside of a public meeting (Brown Act limitation)/largest number of directors on a committee	5	4	3	2
$\frac{2}{3}$ supermajority	8	6	5	4
$\frac{4}{5}$ supermajority	9	8	6	4

Governance in the combined district

Staffing structure

At the joint board meeting on June 5, 2024, both boards indicated support for the following staffing structure:



As such, this committee recommends this structure for the combined district.

Standing committees

This committee recommends that the combined district continue the existing standing committees of the individual districts, that is, a finance committee and an emergency preparedness committee. As noted above, when the board has 11 members as would be the

case initially, up to 5 directors may serve on a committee. When the board reduces to 7 members, that reduces to 3.

Finances of a combined board

Tax revenue

Discussions with Contra Costa LAFCO, the County Auditor's office, and Kensington's County Supervisor John Gioia indicate that all expect the combined district to receive the sum of the two individual districts, no more or less. This will be concretely set during the consolidation or reorganization process. This occurs after the districts apply to LAFCO; LAFCO will obtain confirmation of the tax transfer and include it as part of the findings that LAFCO will consider at the first hearing on the matter. In such case that the amount of tax revenue would be reduced relative to the individual districts, the consolidation or reorganization process can be halted at that point and the districts would remain separate.

As described in detail in the fiscal analysis of Ridgeline Municipal Services, the majority of both districts' revenue is due to *ad valorem* property taxes, which is not restricted to any specific purpose (a General Fund). Special taxes for police, fire, and parks services will continue to be dedicated to those services in the budget of the combined district. All district services (with the exception of solid waste in the KPPCSD) require funding from their district's General Fund and that will continue to be the case in a combined district.

Ridgeline Municipal Service's analysis indicates that the combined district is expected to spend between \$121,000 and \$292,000 annually less than the districts individually over the course of the next nine years, with a total savings of approximately \$1.82 million over that period.

Reserves

Both districts currently have multiple reserve funds for various purposes and this committee recommends that all of these funds continue in the combined district, funding as they are in the individual districts. There are several specific funds that deserve special mention:

- KFPD Rolling Stock Fund - The KFPD currently sets aside money annually to support the replacement of the district's fire engines every 15 years and the district's battalion chief vehicle every 8 years. This fund would be transferred in its entirety to the combined district and continue to be funded at a level to maintain this replacement schedule, as is the case in the KFPD currently.
- KFPD El Cerrito Contract Reserve - The KFPD's contract for services with the City of El Cerrito requires a reserve fund containing 6 months of the annual contract fee. As this contract will be continuing in the combined district, this fund shall be transferred in its entirety to the combined district and maintained at the required funding level as is required by the contract and is the case in the KFPD currently.

OPEB Trusts

Both districts currently have Other Post Employment Benefit (OPEB) trusts which are more than 100% funded, though neither have OPEB trust policies governing the usage of such funds. Currently, the KFPD uses its OPEB trust to fund the medical, dental, and vision benefits of the closed pool of beneficiaries from when the district employed firefighters directly, while the KPPCSD presently does not utilize its OPEB trust to cover retired police officers medical benefits. As indicated by Ridgeline Municipal Services, these trusts may or may not be merged in the combined district. In either case, this committee recommends that, since the KFPD's beneficiary pool is closed and ~160% funded, in the combined district's OPEB trust policy, the current beneficiaries of the KFPD's pool are always paid first from the OPEB trust before any other use of the OPEB trust funds. This ensures the KFPD's commitments to its firefighters continue to be honored in the combined district.

Transition

Board Officers

After a reorganization, this committee recommends that the current KPPCSD Board officers (President and Vice President) resign so that the full board may elect the Board officers for the remainder of the calendar year in which reorganization occurs. After a consolidation, the board will hold an election for board officers immediately, as there would be no currently serving board officers.

Staff

As it is recommended that the combined district have a full-time general manager, a new contract for a GM will be needed since both districts currently have part-time GM staff. It is recommended that, as soon as reorganization or consolidation is approved, the districts begin staffing searches for a full-time GM, full-time finance/HR manager, and full-time public safety coordinator.

In the case of reorganization, the current GM (or interim GM if no GM has been appointed) of the KPPCSD would continue as the combined district's GM (or interim GM). After consultation with the KFPD's current GM, it is this committee's recommendation that the GM of the KFPD would be appointed as a consultant for the combined district at substantially similar hourly rate to their current position to assist in the transition until a full-time GM can be hired. The KFPD executive assistant/board clerk would also continue in the combined district, providing supplementary services as required until a new permanent board clerk position can be finalized. The committee confirmed that this is acceptable to the current KFPD board clerk.

Process for combining districts

Initial application

To initiate either a consolidation or a reorganization, both boards would approve “substantially similar” Resolutions of Application. These resolutions would indicate the process being followed (i.e. consolidation or reorganization) and any terms or conditions of the process (e.g. initial board composition, timing of elections, etc.). All of this is submitted along with the fiscal analysis (already completed by Ridgeline Municipal Services) and a Plan for Service.

The Plan for Service indicates how services will be provided in the combined district and this committee has been advised by Contra Costa LAFCO Executive Officer Lou Ann Texeira that this document can be readily prepared by district staff without outside consultants needed. Since the two districts provide entirely different services and all services are merely being combined under one organization, the most recent Municipal Service Reviews (MSRs), which detail how services are currently being provided in Kensington, can be combined to produce the Plan for Service.

In a reorganization, the KPPCSD will be activating its latent power to provide fire services. As such, per GC 56824.12(c)(1), the KPPCSD must publish a notice 21 days in advance of adopting a resolution to activate that power.

Notice of the application for reorganization or consolidation must be sent to all affected local agencies (this committee believes that includes El Cerrito). This can either be done by the districts at least 21 days before adopting Resolutions of Application (GC 56654(c)) or LAFCO will send notices and hold the application for 20 days (GC 56658(b)(1) and (d)(2)).

After the application is sent to LAFCO, they will notify the County Auditor and County Assessor, who will send a report to the County Auditor of the total assessed value of property in the affected area. The Auditor will then indicate the proportion of the property taxes that are attributable to the affected area. The Board of Supervisors, in consultation with the boards and the GMs, will then negotiate the property tax transfer. As noted above, all of these parties have indicated that all current property tax revenue would be transferred in whole. The boards will be notified of the results of the tax transfer negotiation and could act to amend or withdraw the application. The tax transfer plan will be included as part of the packet at the first LAFCO hearing on the matter.

LAFCO Hearing Process

Once the application has been submitted to LAFCO, LAFCO will contact the County Auditor, Assessor, and Board of Supervisors as required to ascertain and ensure all of the details of the proposed application, as described above. LAFCO will make an announcement of a first hearing in a local paper of general circulation at least 21 days in advance (GC 56660-56661). According

to EO Teixeira, this newspaper would be the *East Bay Times*. This committee asked if the *Kensington Outlook* could also be included and she agreed that additional notice locations are permitted, but they would be unofficial and the responsibility of the districts. Contra Costa LAFCO typically meets monthly on second Wednesdays. At least five days before the hearing, the Executive Officer must prepare a report on the application, including a recommendation on the application, and must give a copy of the report to the affected districts and other local agencies requesting the report. The commission will receive the report from the LAFCO Executive Officer and will hear oral and written protests and evidence, though Executive Officer Teixeira has also indicated that, if both agencies have filed “substantially similar” resolutions requesting the process, then GC56853(a) requires that LAFCO shall approve it. Executive Officer Teixeira has advised that, regardless of whether or not protests are received at the hearing, she will recommend LAFCO hold a protest hearing (she has recommended this course of action in past reorganizations).

Protest process

After this first LAFCO hearing, LAFCO will notice a second (protest) hearing, also at least 21 days in advance. Lou Ann Teixeira indicated that this is typically held at the following month’s LAFCO meeting. LAFCO will accept written protests up until the conclusion of that hearing on LAFCO’s official protest form. If fewer than 25% of registered voters (as of the Nov 2024 election, there are 4,414 registered voters in Kensington, so 25% is ~1,104 voters) or 25% of landowners protest, then the commission will approve and order the reorganization. If between 25% and 50% of voters or landowners protest, then a special election will be called and the outcome will determine if the reorganization proceeds (a simple majority in favor will order the reorganization and a simple majority against will terminate the proceedings). If more than 50% of voters or landowners protest, then the process is terminated.

Note of clarification about “voters or landowners”. In the process, two lists are drawn up. Every protest is either a voter, a landowner, or both. The list of voters protesting is sent to the County Election Board to verify that each protestor is a voter in Kensington. The list of landowners is sent to the County Assessor’s office to verify that person is a landowner in Kensington and what the value of their land is (the landowner list is required to have both 25% of landowners (i.e. the fraction of persons) owning at least 25% of the assessed value of land in Kensington to meet the 25% threshold). If either the voter list or the landowner and assessed value list meets the above thresholds, the threshold is met.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025
TO: Board of Directors
RE: Consolidation/Reorganization Town Hall
SUBMITTED BY: Directors Daniel Levine and Rick Artis
TRANSMITTED BY: Mary Morris-Mayorga, General Manager

Recommended Action

The Consolidation/Reorganization Ad Hoc Committee recommends that a Town Hall be held to present findings and receive feedback, comments, and questions from the community on the topic of reorganization. Additionally, the committee would like to invite the KPPCSD's corresponding Ad Hoc Committee to join (i.e. a joint Town Hall) with a proposed date of Saturday, March 1, 2025 at 10:00 am.

Fiscal Impact

There will be minor costs associated with staff time to hold this meeting which are included within the budget.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025
TO: Board of Directors
RE: Cost to Upgrade Community Center Audio Visual System
SUBMITTED BY: Director Jim Watt
TRANSMITTED BY: Mary Morris-Mayorga, General Manager

Recommended Action

Director Watt recommends the Board consider getting a quote on the cost to upgrade the sound system in the Community Center including meeting room and how this cost might be shared with KPPCSD.

Background

Staff consulted with Interim General Manager David Aranda on whether there are plans for upgrades(s) to the Community Center audio visual system which there are not currently. The audio-visual system used in the meeting rooms is done with KFPD portable equipment which has limited capability which is further challenged by the acoustics of the room itself. Staff can upgrade that equipment while the Community Center itself is not using KFPD equipment and is used by other organizations as well.

Fiscal Impact

There is no fiscal impact from this item until/unless further action is taken.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025
TO: Board of Directors
RE: Cost to repaint the north side wall exterior of PSB
SUBMITTED BY: Director Jim Watt
TRANSMITTED BY: Mary Morris-Mayorga, General Manager

Recommended Action

Director Watt recommends the Board consider getting a quote on the cost to repaint the north side wall of the exterior of the PSB to a lighter color to accommodate the adjacent neighbors who suffered a reduction in daylight when the second floor of the PSB was expanded.

Background

The Board discussed this at the special meeting on October 1, 2024 and determined not to take further action at that time. Staff had collected a quote; however, the contractor did not use prevailing wage which is required on a public works project. Given the Board was not in consensus on proceeding with additional quotes with no request for further action, staff did not consult with additional contractors for quotes.

Fiscal Impact

The fiscal impact will depend upon quotes received from contractors using the prevailing wage.

Attachment

Staff Report from October 1, 2024 - Exterior Painting of PSB



KENSINGTON FIRE PROTECTION DISTRICT

DATE: September 18, 2024
TO: Board of Directors
RE: Exterior Painting of PSB
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board review and consider whether to approve painting three or four sides of the Public Safety Building to address neighbor concerns and aesthetics.

Background

At the July 17, 2024 Board of Directors meeting, the Board discussed the potential exterior re-painting of the Public Safety Building and determined that quotes should be gathered for painting three or four sides of the building.

Tim Barry, Consultant, assisted in seeking an additional detailed and professional quote which is quite bit lower than the initial quote of \$16k:

- Front and Sides (three sides) \$8,305.00
- Back (fourth side) \$2,920.00
- Shed (recommended to match) \$800.00

Painting of the roof stack which is reflecting light would be performed separately through MarJang's contractor since this may require special paint and they are also addressing parking lot lighting (lowering light pole 2' and fabricating shields).

Fiscal Impact

The cost (as determined by the Board) would be added to the Public Safety Building Budget.

Attachments:

Woodwise Painting Quote
Report from Jim Watt, Director (July 17, 2024)
MarJang Exterior Painting Color Schemes



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025
TO: Board of Directors
RE: Establish Ad Hoc Committee for Emergency Vehicle Access Route
SUBMITTED BY: Director Jim Watt
TRANSMITTED BY: Mary Morris-Mayorga, General Manager

Recommended Action

Director Watt recommends the Board consider establishing an ad hoc committee to commence negotiations with John Gioia and the Contra Costa Public Works Department about enlarging an access route for emergency vehicles to reach the Grizzly Peak interface with Tilden Park.

Background

See attached presentation material from Director Watt.

Fiscal Impact

The fiscal impact provided by Director Watt is estimated to be \$750,000.

Attachment

Proposed Emergency Vehicle Routes and Map

PROPOSED EMERGENCY VEHICLE ROUTES

Kensington has two low points on the hillside that borders Tilden Park. These low points are along the south side of Kensington Hilltop School and at the end of Grizzly Peak Blvd. On normal days when the wind is coming from the west (Golden Gate Bridge), there is always a wind, especially at the school. When the Diablo winds are blowing to the west these two areas form the route of least resistance and are likely to be the area of most concern in the event of a fire coming from Tilden Park.

Additionally, because of Kensington's limited staging possibilities, these two areas provide logical locations for staging fire equipment to fight a Tilden Park fire. It can be expected that fire engines will be coming from multiple jurisdictions, and in the last year Grizzly Peak had about 20 fire trucks parked on the street to discuss emergency procedures.

However, reaching these two destinations via the Arlington could be very problematic because parking is allowed on one side of most Kensington streets, limiting the paved street from 20 feet to about 15 feet. Since fire engines need about 10 feet of street width, this leaves only 5 feet for traffic going in the other direction and requires those vehicles to pull over to allow a fire engine to pass. In an extreme emergency this could be a major problem both for emergency vehicles and residents attempting to pick up items at home, kids at school or leave the area.

It is unlikely this problem can be solved by requiring home owners to park on their property because many have multiple cars and no alternative parking. Adding about 5 feet of extra pavement to the street could work but will require the elimination of the landscape strip owned by the county but maintained by the home owners. And, the widening of the street with new paving, curbs and gutters will be

expensive – preliminary estimates are several million dollars. In order to get this work completed quickly the cost of this street enlargement may have to be paid for using the Kensington Fire District’s annual available surplus of about \$750,000.

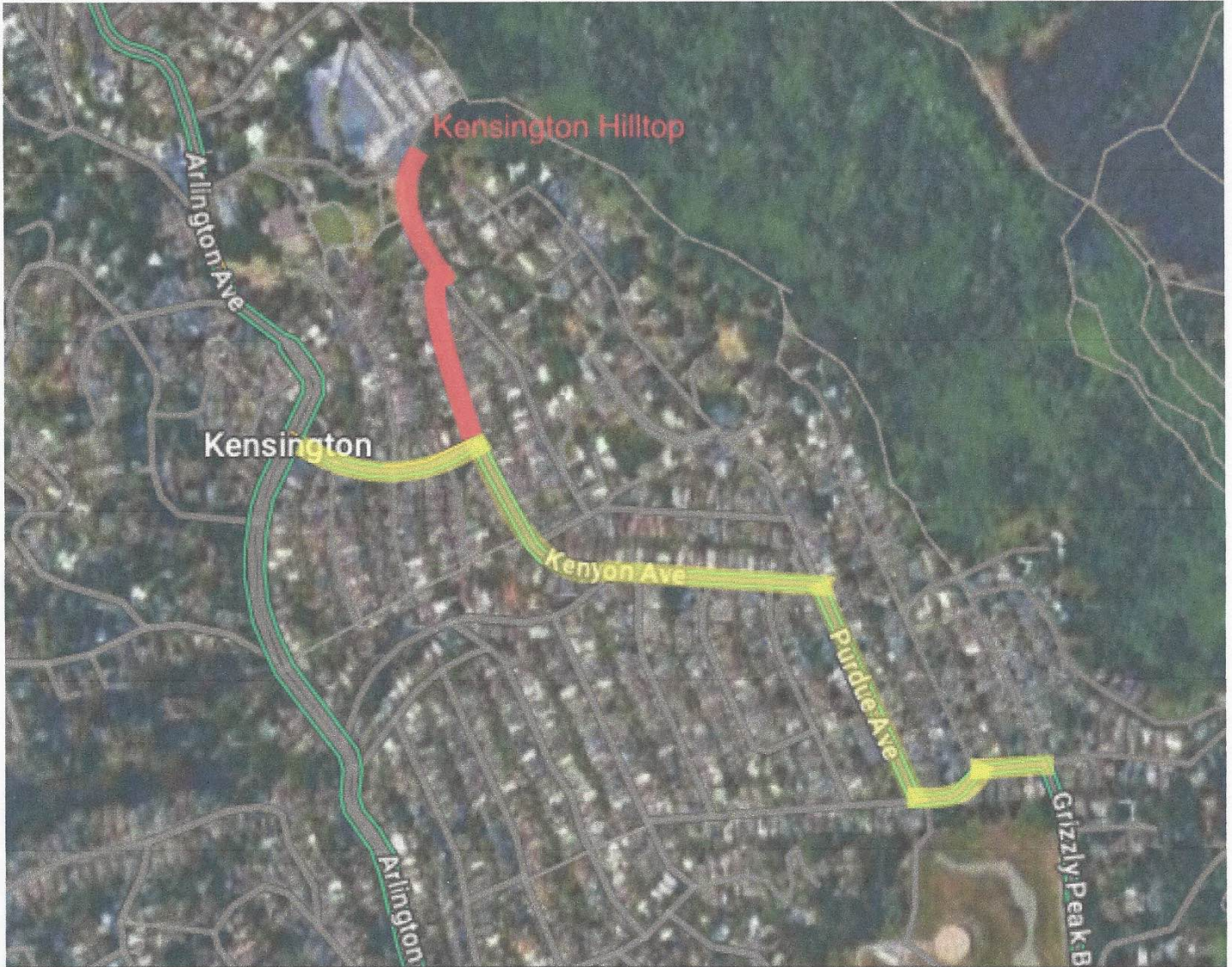
As indicated by this agenda item request, the first step is to establish an ad hoc committee to start evaluating the process.

Jim Watt

Additionally, because of Kensington’s limited staging possibilities, these two areas provide logical locations for staging fire equipment to fight a Tilden Park fire. It can be expected that fire engines will be coming from multiple jurisdictions, and in the last year Grizzly Peak had about 20 fire trucks parked on the street to discuss emergency procedures.

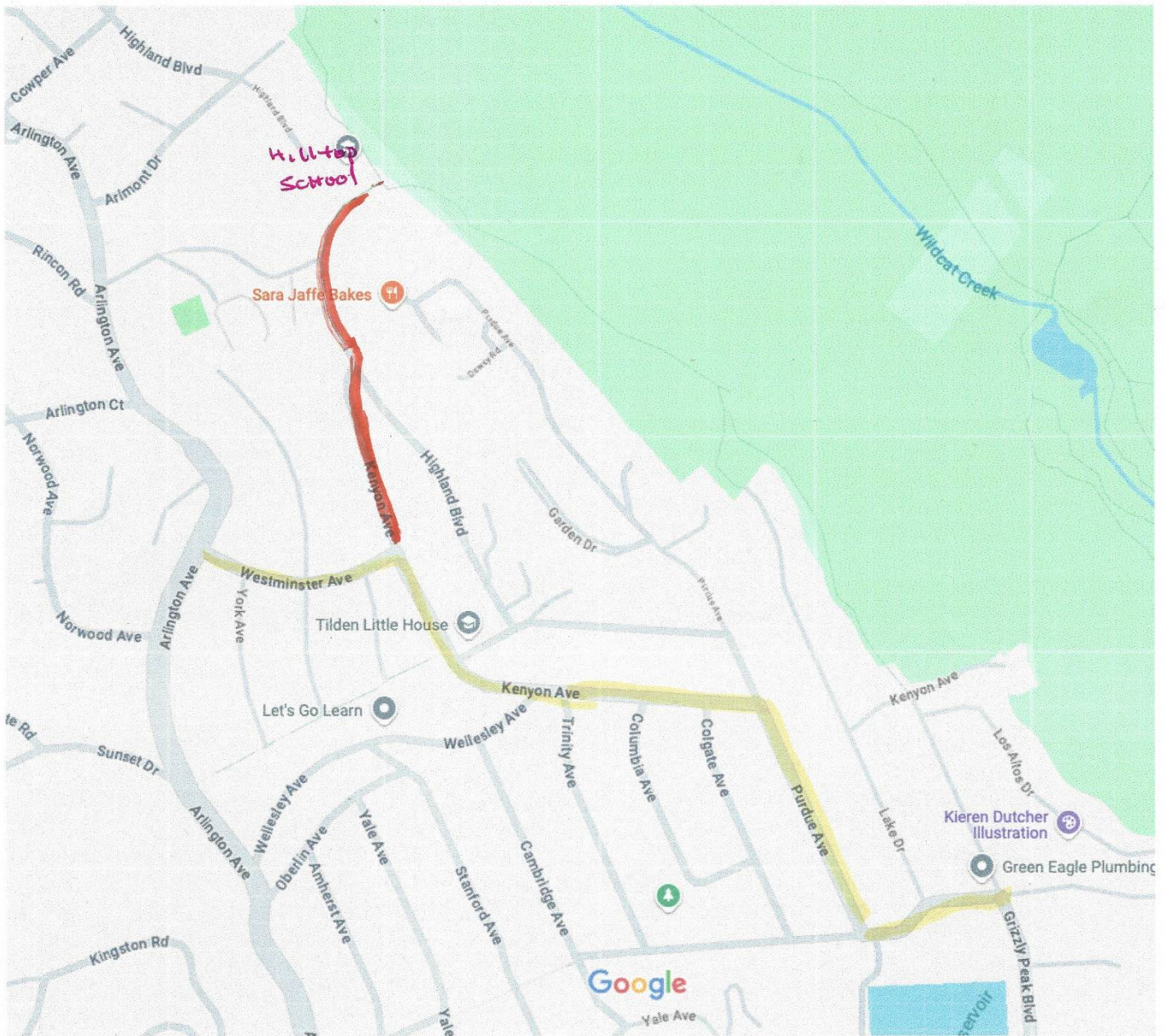
However, reaching these two destinations via the Arlington could be very problematic because parking is allowed on one side of most Kensington streets, limiting the paved street from 20 feet to about 15 feet. Since fire engines need about 10 feet of street width, this leaves only 5 feet for traffic going in the other direction and requires those vehicles to pull over to allow a fire engine to pass. In an extreme emergency this could be a major problem both for emergency vehicles and residents attempting to pick up items at home, kids at school or leave the area.

It is unlikely this problem can be solved by requiring home owners to park on their property because many have multiple cars and no alternative parking. Adding about 5 feet of extra pavement to the street could work but will require the elimination of the landscape strip owned by the county but maintained by the home owners. And, the widening of the street with new paving, curbs and gutters will be



Routes to Tilden Park

- To Kensington Hilltop School
- To Grizzly Peak Blvd



Map data ©2025 200 ft



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 15, 2025
TO: Board of Directors
RE: Change to Policy 1150.60
SUBMITTED BY: Jim Watt, Director
TRANSMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Director Watt recommends that the Board consider a change to Policy 1150.

Background

Provided by Director Watt

Section 1150:40 of the Policy Handbook requires Board approval for the proposed final annual budget. However, Policy 1150-60 allows the General Manager, without Board approval, to transfer budgeted amounts between budget categories so long as total expenditures have not changed from the adopted budget. In a recent budget change, the GM has also added a new category that was not in the adopted budget, thereby further expanding the GM's unilateral authority. *(Staff note – this was an administrative error of the accounting team that has since been addressed and may have been stated at the meeting.)*

This gives the GM the ability to move funds to different categories and even create new categories without Board approval.

In reviewing other jurisdictions, including the KPPCSD, I found no evidence that any other agency gives its GM this right, and believe budget changes should be the right of the Board as provided in Policy 1150-40. The proposed modification to Policy 1150-60 would give the Board the right to approve any budget modifications.

Provided by Staff

In my many years of experience with both private and public agencies, the executive retains control over the budget at the operating level (total operating budget). Budgets in all agencies are developed as a plan that can often change based on agency needs sometimes immediately following adoption, depending upon how dynamic the environment is. Although KFPD is not typically very dynamic, the past two years especially with the public safety building and transitions have been more so which require increased flexibility. An agency leader needs the ability to act upon these changes which may impact the budget without the need to call a special meeting which allows staff to continue operations while allowing the Board to focus at the policy level. These changes are captured as part of the mid-year report which is reviewed with the Finance Committee then the Board for approval in February or March of each year, which has been the practice for many years and is a standard operating procedure of government agencies.

While there have been some recent financial coding transaction errors, these will simply be corrected as part of the account reconciliation process that the accounting team performs, which is normal in any agency, and are not a cause for concern as they will be addressed.

Fiscal Impact

There is no fiscal impact from this item.

Attachment: *Policy 1150 Budget Preparation and Review*

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Budget Preparation and Review
POLICY NUMBER: 1150

1150.10 On an annual basis, the General Manager shall draft a proposed annual budget. Such proposed annual budget shall be balanced.

1150.20 Prior to review by the Board of Directors, the General Manager shall present the proposed annual budget to the Board's Finance Committee for review and amendment.

1150.30 The General Manager shall present the proposed preliminary annual budget, as reviewed and amended by the Finance Committee, to the Board for review and amendment no later than the Board's regular meeting in June, or as otherwise scheduled by resolution of the Board.

1150.40 The proposed final annual budget, as reviewed and amended by the Board, shall be adopted no later than the Board's regular meeting in September, or as otherwise scheduled by resolution of the Board.

1150.50 In the event an annual budget is not adopted prior to the start of the fiscal year, the budget last approved by the Board shall remain in effect until such annual budget is adopted.

1150.60 Budget control is maintained at the operational level. The General Manager is authorized to transfer budgeted amounts so long as District expenditures remain within the adopted budget, or as amended by the Board. Budget modifications that increase or decrease the overall annual budget must be approved by the Board.

1150.60 The Board shall review budget performance on a semi-annual basis.

1150.70 The General Manager shall develop administrative procedures that are consistent with the Board's policies, and devise and maintain systems of budgetary control. Such controls may include, but are not limited to:

1. Monthly financial reports to the Board of Directors.
2. Evaluation and reporting of budget variances.
3. Budget amendments for Board approval, as required.