



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

Wednesday, March 15th, 2023 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (and hybrid)

This meeting will be held in-person in the Kensington Community Center, 59 Arlington Avenue, Kensington CA 94707. Members of the public not in attendance may provide public comment by emailing the Board President and Board Clerk prior to the meeting at the following address: public.comment@kensingtonfire.org. Such comments will be noted as received and their contents orally summarized; they will then be included as part of the minutes of the meeting. In-person public comments will have a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting can simply raise their hand to be recognized. 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). 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. 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)).

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

In accordance with Government Code Section 54954.2 and 54956, the agenda will be posted at least 72 hours before a regular meeting and 24 hours before a special meeting. This posting will be in a location that is freely accessible to members of the public and on the website under the relevant meeting date: <https://www.kensingtonfire.org/governance>. If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132). Supporting materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information and/or materials may be presented at the meeting itself.

Hybrid Meeting Option Internet Address:

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

Telephone Access:

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

Zoom Meeting ID: 880 0107 7214

Passcode: 112233

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

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

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

2. (7:01pm) PUBLIC COMMENT

This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda.

3. (7:10pm) ADOPTION OF CONSENT ITEMS

Consent items are considered routine by the Board of Directors and will be enacted by one motion. There will be no separate discussion of consent items. If discussion is desired, the item may be removed from consent and will be considered separately on the agenda. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. (Supporting material)

a. Approval of Minutes of the Board of Director's meetings of 05/11/2022, 6/8/2022, 6/29/2022 (Approve)

b. Acceptance of Incident Activity Report February 2023 (Accept)

c. Approval of Monthly Transmittal 03/15/2023 (Approve)

d. Approval of Monthly Financial Reports 02/28/2023 (Approve)

4. (7:15pm) FIRE CHIEF'S REPORT (Supporting Material)

Action = Presentation/Discussion

5. (7:25pm) EMERGENCY PREP COORDINATOR'S REPORT (Supporting Material)

Action = Presentation/Discussion

6. (7:35pm) OLD BUSINESS – None

7. (7:35pm) NEW BUSINESS

a. (7:35pm) GENERAL MANAGER RECRUITMENT REPORT – Brent Ives (Supporting Material)

Action = Information only

b. (7:40pm) APPROVAL OF THE DISTRICT'S ARCHITECT, MARJANG, PREPARING A FIRST FLOOR REALIGNMENT OF THE RESTROOM AND A NEW KITCHENETTE AS SHOWN ON THE ATTACHMENTS FOR POSSIBLE MODIFICATIONS TO THE PSB, AT A COST NOT TO EXCEED \$25,000 – Watt (Supporting Material)

Action = Presentation/Discussion/Approval

8. (8:00pm) GENERAL MANAGER'S REPORT (Supporting Material)

Action = Presentation/Discussion

9. (8:10pm) COMMITTEE REPORTS

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

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

10. (9:00pm) OUTSIDE AGENCIES REPORTS

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

11. (9:10pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, April 19, 2023 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, April 5, 2023, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, April 12, 2023, by 1:00pm.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



DATE: March 1, 2023

TO: Kensington Fire Protection District Board Members

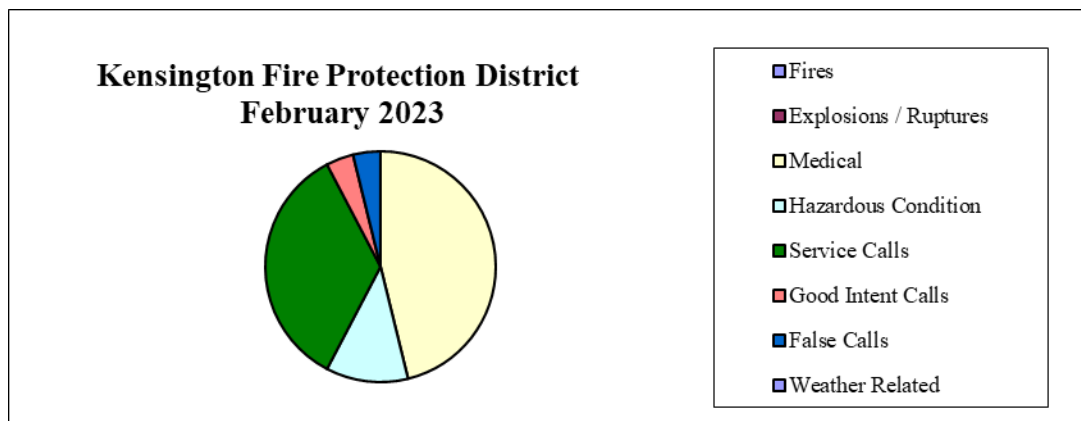
FROM: Jose Castrejon: Battalion Chief

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

Twenty-six incidents occurred during the month of February in the community of Kensington. This is a decrease of twenty-five 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 165 responded to a total of sixty-eight calls for service, which is a decrease of thirty-one incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 654 calls for service so far this year.

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

			Percentages
1:	Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0 0.00%
2:	Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0 0.00%
3:	Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	12 46.15%
4:	Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	3 11.54%
5:	Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	9 34.62%
6:	Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	1 3.85%
7:	False Calls	<i>(Wrong Company/Unit Dispatched)</i>	1 3.85%
8	Weather Related	<i>(flooding, wind, lightning)</i>	0 0.00%
Totals			26 100.00%



**E65 Responses
February 2023**

#	incident	alarmdate	type	st	street	type	sufi	city	apparatus
1	0023013353	01-Feb-23 09:45:12	651		Terrace	DR		El Cerrito	E165
2	0023013491	01-Feb-23 15:55:49	561		Hancock	WAY		El Cerrito	E165
3	0023013556	01-Feb-23 18:56:52	5000		Baron	CT		El Cerrito	E165
4	0023013575	01-Feb-23 20:13:09	440		Beloit	AVE		Kensington	E165
5	0023013600	01-Feb-23 21:40:47	554		Windsor	AVE		Kensington	E165
6	0023013607	01-Feb-23 22:09:33	321		Arlington	AVE		Kensington	E165
7	0023013960	02-Feb-23 19:23:13	5000		Village	DR		El Cerrito	E165
8	0023014329	03-Feb-23 16:37:51	611X		Carlson	BLVD		El Cerrito	E165
9	0023014331	03-Feb-23 16:41:34	400		Vassar	AVE		Kensington	E165
10	0023014389	03-Feb-23 19:19:48	321		Beloit	AVE		Kensington	E165
11	0023015065	05-Feb-23 14:45:38	5000		Balra	DR		El Cerrito	E165
12	0023015108	05-Feb-23 17:19:48	550		Kenyon	AVE		Kensington	E165
13	0023015252	06-Feb-23 05:18:10	321		Highland	BLVD		Kensington	E165
14	0023015307	06-Feb-23 08:42:08	321		Villa Nueva	DR		El Cerrito	E165
15	0023015448	06-Feb-23 13:52:55	321		Vassar	AVE		Kensington	E165
16	0023016000	07-Feb-23 18:15:53	5000		Liberty	ST		El Cerrito	E165
17	0023016010	07-Feb-23 18:40:17	5000		Lincoln	AVE		El Cerrito	E165
18	0023016130	08-Feb-23 03:14:13	735		Terrace	DR		El Cerrito	E165
19	0023016251	08-Feb-23 11:02:05	321		Baron	CT		El Cerrito	E165
20	0023016333	08-Feb-23 14:23:56	745		Park Vista			El Cerrito	E165
21	0023016394	08-Feb-23 16:38:42	400		Seaview	DR		El Cerrito	E165
22	0023016458	08-Feb-23 19:47:02	735		Terrace	DR		El Cerrito	E165
23	0023016488	08-Feb-23 21:20:00	5000		Terrace	DR		El Cerrito	E165
24	0023016824	09-Feb-23 15:59:44	611F		Yuba	AVE		El Cerrito	E165
25	0023016874	09-Feb-23 17:55:15	611		Vistamont	AVE		Berkeley	E165
26	0023016962	09-Feb-23 22:16:54	611		Bonnie	DR		El Cerrito	E165
27	0023017251	10-Feb-23 15:57:02	321		Portola	DR		El Cerrito	E165
28	0023017275	10-Feb-23 16:54:44	321		Cutting	BLVD		El Cerrito	E165
29	0023017870	12-Feb-23 10:40:39	352		I 580		W	Richmond	E165
30	0023017942	12-Feb-23 14:21:05	412		Arlington	AVE		Kensington	E165
31	0023017996	12-Feb-23 16:35:00	321		Village	DR		El Cerrito	E165
32	0023018285	13-Feb-23 11:10:49	550		Arlington	AVE		Kensington	E165
33	0023018286	13-Feb-23 11:11:13	611X		Kearney	ST		El Cerrito	E165
34	0023018369	13-Feb-23 14:50:17	700		Oberlin	AVE		Kensington	E165
35	0023018373	13-Feb-23 14:56:42	553		Arlington	AVE		Kensington	E165
36	0023018648	14-Feb-23 09:13:23	321		Blake	ST		El Cerrito	E165
37	0023018659	14-Feb-23 09:37:32	5000		Tapscott	AVE		El Cerrito	E165
38	0023019029	15-Feb-23 08:29:32	111		Everett	ST		El Cerrito	E165
39	0023019094	15-Feb-23 10:52:12	611		Stockton	AVE		El Cerrito	E165
40	0023019147	15-Feb-23 12:38:30	321		Kensington	CT		Kensington	E165
41	0023019350	15-Feb-23 09:16:00	322		3400 Richmond Park			Richmond	E165
42	0023019354	15-Feb-23 21:10:13	611		Colusa	AVE		El Cerrito	E165
43	0023019355	15-Feb-23 21:14:16	321		Lincoln	AVE		El Cerrito	E165

**E65 Responses
February 2023**

44	0023019626	16-Feb-23 14:43:09	5000	Gladys	AVE	El Cerrito	E165
45	0023019658	16-Feb-23 15:34:32	321	Carlson	BLVD	El Cerrito	E165
46	0023019678	16-Feb-23 16:52:33	321	Plank	CT	El Cerrito	E165
47	0023019713	16-Feb-23 18:00:32	5000	Arlington	BLVD	El Cerrito	E165
48	0023019967	17-Feb-23 11:20:19	321	Berkeley Park	BLVD	Kensington	E165
49	0023020772	19-Feb-23 06:28:52	553	Ashbury	AVE	El Cerrito	E165
50	0023020814	19-Feb-23 09:42:04	321	Arlmont	DR	Kensington	E165
51	0023021029	19-Feb-23 19:49:09	321	Villa Nueva	DR	El Cerrito	E165
52	0023021067	19-Feb-23 22:24:12	611X	Norwood	AVE	Kensington	E165
53	0023021367	20-Feb-23 18:11:11	400	Terrace	DR	El Cerrito	E165
54	0023021380	20-Feb-23 19:21:55	321	Norwood	CT	Kensington	E165
55	0023021436	20-Feb-23 22:19:39	651	El Cerrito	PLZ	El Cerrito	E165
56	0023021632	21-Feb-23 11:38:36	321	Potrero	AVE	El Cerrito	E165
57	0023021661	21-Feb-23 12:54:06	746	Elm	ST	El Cerrito	E165
58	0023021696	21-Feb-23 14:44:04	100	San Pablo	AVE	El Cerrito	E165
59	0023021836	21-Feb-23 20:49:26	5000	Edgecroft	RD	Kensington	E165
60	0023022157	22-Feb-23 17:24:42	5000	San Pablo	AVE	El Cerrito	E165
61	0023022533	23-Feb-23 15:18:22	743	Vale	RD	San Pablo	E165
62	0023022578	23-Feb-23 17:09:40	321	San Pablo	AVE	El Cerrito	E165
63	0023022586	23-Feb-23 17:39:02	5000	Key Route	BLVD	El Cerrito	E165
64	0023022790	24-Feb-23 09:02:57	321	Coventry	RD	Kensington	E165
65	0023023378	25-Feb-23 17:21:02	5000	Coventry	RD	Kensington	E165
66	0023023720	26-Feb-23 18:03:31	321	Beloit	AVE	Kensington	E165
67	0023024179	27-Feb-23 20:21:46	710	San Pablo	AVE	El Cerrito	E165
68	0023024477	28-Feb-23 16:32:43	600	Navellier	ST	El Cerrito	E165

**Kensington Incidents
February 2023**

#	incident	alarm date	type	st	street	type	city	apparatus
1	0023013575	01-Feb-23 20:13:09	440		Beloit	AVE	Kensington	E165
2	0023013600	01-Feb-23 21:40:47	554		Windsor	AVE	Kensington	E165
3	0023013607	01-Feb-23 22:09:33	321		Arlington	AVE	Kensington	E165
4	0023014325	03-Feb-23 16:28:35	321		Ocean View	AVE	Kensington	E171
5	0023014331	03-Feb-23 16:41:34	400		Vassar	AVE	Kensington	E165
6	0023014389	03-Feb-23 19:19:48	321		Beloit	AVE	Kensington	E165
7	0023014778	04-Feb-23 20:04:33	554		Ocean View	AVE	Kensington	E171
8	0023015108	05-Feb-23 17:19:48	550		Kenyon	AVE	Kensington	E165
9	0023015252	06-Feb-23 05:18:10	321		Highland	BLVD	Kensington	E165
10	0023015448	06-Feb-23 13:52:55	321		Vassar	AVE	Kensington	E165
11	0023016240	08-Feb-23 10:43:40	321		Rincon	RD	Kensington	E172
12	0023017942	12-Feb-23 14:21:05	412		Arlington	AVE	Kensington	E165
13	0023018285	13-Feb-23 11:10:49	550		Arlington	AVE	Kensington	E165
14	0023018369	13-Feb-23 14:50:17	700		Oberlin	AVE	Kensington	E165
15	0023018373	13-Feb-23 14:56:42	553		Arlington	AVE	Kensington	E165
16	0023019147	15-Feb-23 12:38:30	321		Kensington	CT	Kensington	E165
17	0023019967	17-Feb-23 11:20:19	321		Berkeley Park	BLVD	Kensington	E165
18	0023020770	19-Feb-23 06:09:00	554		Ocean View	AVE	Kensington	E171
19	0023020814	19-Feb-23 09:42:04	321		Arlmont	DR	Kensington	E165
20	0023020986	19-Feb-23 18:10:39	5000		Ocean View	AVE	Kensington	E171
21	0023021067	19-Feb-23 22:24:12	611X		Norwood	AVE	Kensington	E165
22	0023021380	20-Feb-23 19:21:55	321		Norwood	CT	Kensington	E165
23	0023021836	21-Feb-23 20:49:26	5000		Edgcroft	RD	Kensington	E165
24	0023022790	24-Feb-23 09:02:57	321		Coventry	RD	Kensington	E165
25	0023023378	25-Feb-23 17:21:02	5000		Coventry	RD	Kensington	E165
26	0023023720	26-Feb-23 18:03:31	321		Beloit	AVE	Kensington	E165

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

**KENSINGTON FPD
 TRANSMITTAL - APPROVAL
 Invoices**

PY/CY:
BATCH #.:
DATE : 3/15/2023
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	3/1/2023	Fire Protection Services 02/01/2023	7840	2328						330,554.02
	Applied Materials & Engineering	3/6/2023	PSB Seismic Renovation	7847	2310				1220810-0223		9,136.00
	R&S Erection of Richmond Inc.	1/11/2023	Temp Facility Electrical	7847	2310				107277C		2,640.00
	R&S Erection of Richmond Inc.	1/11/2023	Temp Facility LiftMaster Installation	7847	2310				107283C		8,682.93
	Contra Costa Elections	2/10/2023	Election Costs	7840	2328				2030-A		5,579.18
	Mack 5	2/28/2023	PSB Renovation Construction Management	7847	2310				5411		17,890.00
	Marjang Design	2/28/2023	PSB Renovation Architect	7847	2310				2106-16		13,722.00
	CWS	2/28/2023	PSB Renovation Construction	7847	2310				Pmt App#4		171,530.63
50147	KFPD Revolving Fund	3/15/2023	Reimburse Revolving fund	7840	2490						66,800.90
	TOTAL										626,535.66

Kensington FPD Approval

 Board President

 General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 March 15, 2023

Transactions:

Payee	Date	Expenses	Description
VSP	02/02/2023	\$ 323.10	VSP Payment
Google	02/06/2023	\$ 299.41	Email Service
M Morris-Mayorga	02/07/2023	\$ 5,472.10	Payroll
Fed/State	02/07/2023	\$ 2,495.02	Payroll Tax Withholding
Heartland Payroll	02/07/2023	\$ 95.27	Payroll Processing Fee
AT&T	02/08/2023	\$ 280.58	Telephone Service
Stericycle	02/14/2023	\$ 323.50	Disposal Services
CalPERS	02/15/2023	\$ 4,365.77	Retiree Health
Amazon	02/21/2023	\$ 198.42	Generator Cords for Temp Facility
EBMUD	02/21/2023	\$ 226.40	Water/Sewer
PG&E	02/22/2023	\$ 10.18	Gas Service
M Morris-Mayorga	02/22/2023	\$ 4,909.32	Payroll
Fed/State	02/22/2023	\$ 2,608.50	Payroll Tax Withholding
Heartland Payroll	02/22/2023	\$ 95.27	Payroll Processing Fee
Comcast	02/23/2023	\$ 201.60	Internet
PG&E	02/28/2023	\$ 445.16	Electric Service
Zoom	02/06/2023	\$ 140.00	Zoom Payment
Hostgator.com	02/14/2023	\$ 119.88	Website Domain Package
Streamline	02/16/2023	\$ 260.00	Website
CrashPlan	02/21/2023	\$ 9.99	Monthly Payment for Cloud Backup
Hulu	02/21/2023	\$ 69.99	Monthly TV Subscription for Temp Facility
Ooma, Inc.	02/22/2023	\$ 81.42	Office Telephone
KPPCSD (Check #995170)	02/10/2023	\$ 7,315.65	Sublet Rent
Corovan Moving & Storage Co (Check #995174)	02/01/2023	\$ 872.51	Fire Station Storage
Altivu (Check #995175)	02/01/2023	\$ 8,766.66	Emergency Prep Coordinator
Kappe Architects (Check #995176)	02/02/2023	\$ 2,310.00	Temp Facility Architect
Hansell Design (Check #995177)	02/06/2023	\$ 5,887.50	Project Management/Management Transistion
SP Data (Check #995178)	02/14/2023	\$ 500.00	VPN Setup for Temp Facility
Hansell Design (Check #995179)	02/15/2023	\$ 825.00	Project Management/Management Transistion
BHI Management Consulting (Check #995180)	02/16/2023	\$ 2,950.00	Initial Contract Payment - GM Recruitment
Corovan Moving & Storage Co (Check #995181)	02/16/2023	\$ 872.51	Fire Station Storage
Corovan Moving & Storage Co (Check #995182)	02/22/2023	\$ 13,470.19	Fire Station Storage
Net Withdrawals for Replenishment		\$ 66,800.90	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 66,800.90	

Board President _____ Date _____

General Manager _____ Date _____



KENSINGTON FIRE PROTECTION DISTRICT

DATE: March 15, 2023
TO: Board of Directors
RE: **MONTHLY FINANCIAL REPORTS**
SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

Staff recommends that the Board approve the monthly financial reports as presented.

Background

Monthly financial reports are included as part of consent items on the Board agenda. The reports for this month have incorporated budget amendments which have been:

- previously approved by the Board as part of agenda items (consulting, recruitment, General Manager transition); and
- determined necessary by the Interim General Manager in accordance with Policy 1150 Budget Preparation and Review (attached for reference) which authorizes the General Manager to amend individual budget line items for operational needs which remain within the overall expenditure budget.

Expense	<u>Original Budget</u>	<u>Revised Budget</u>	<u>Increase/(Decrease)</u>
Vacation Wages	23,182.00	5,272.00	-17,910.00
Medical/dental ins compensation	12,000.00	7,000.00	-5,000.00
Payroll Taxes	13,304.00	13,000.00	-304.00
Workers Compensation/Life Ins	650.00	1,761.00	1,111.00
PERS Medical	72,500.00	51,450.00	-21,050.00
Delta Dental	14,000.00	11,817.00	-2,183.00
Vision Care	4,100.00	3,877.00	-223.00
Operational Consultant	0.00	19,000.00	19,000.00
Grant Writer/Coordinator	50,000.00	31,000.00	-19,000.00
Risk Management Insurance	19,000.00	21,258.00	2,258.00
Recruitment	0.00	38,900.00	38,900.00
Telephone	8,000.00	8,695.00	695.00
Election	7,500.00	5,580.00	-1,920.00
Memberships	9,000.00	9,505.00	505.00
			<u>-5,121.00</u>

The Finance Committee reviewed budget amendments at the February 8, 2023 meeting.

Fiscal Impact

The operating budget versus actual performance is better than anticipated with property tax revenue higher this year due to home sales.

Attachment: Monthly Financial Reports
 Policy 1150 Budget Preparation and Review

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of February 28, 2023**

Current Cash and Investments

Cash Balance		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	86,849.05	Balance as of 2/28/2023
General Fund	2,099,833.84	Balance as of 2/28/2023, Pending Reconciliations
Special Tax Fund	116,340.87	Balance as of 2/28/2023, Pending Reconciliations
Capital Fund	1,877,274.94	Balance as of 2/28/2023, Pending Reconciliations
Total Cash Balance	4,180,498.70	
Investments		
US T-Bills - 4/20/23	3,000,000.00	Balance as of 2/28/2023, Pending Reconciliations
Fed Home Lon Bk Fixed Securities - 9/27/23	3,500,000.00	Balance as of 2/28/2023, Pending Reconciliations
LAIF Balance	18,366.98	Balance as of 2/28/2023, Pending Reconciliations
Total Investments	6,518,366.98	
Total Current Cash and Investments	10,698,865.68	

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

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	5,110,432.22	4,739,500.00	370,932.22	107.83%
Special Taxes	200,436.70	200,752.00	-315.30	99.84%
Other Tax Income	12,079.28	24,000.00	-11,920.72	50.33%
Lease Agreement	3,050.25	3,050.00	0.25	100.01%
Interest Income	37,040.85	20,000.00	17,040.85	185.2%
CERBT Reimbursement	18,088.02	80,000.00	-61,911.98	22.61%
Miscellaneous Income	163.18	0.00	163.18	100.0%
Total Income	5,381,290.50	5,067,302.00	313,988.50	106.2%
Expense				
Staff				
Wages	95,078.34	144,416.00	-49,337.66	65.84%
Vacation Wages	5,271.36	5,272.00	-0.64	99.99%
Medical/dental ins compensation	7,000.00	7,000.00	0.00	100.0%
Payroll Taxes	7,604.91	13,000.00	-5,395.09	58.5%
Workers Compensation/Life Ins	1,760.33	1,761.00	-0.67	99.96%
Payroll Processing	1,616.86	2,500.00	-883.14	64.67%
Total Staff	118,331.80	173,949.00	-55,617.20	68.03%
RETIREE MEDICAL BENEFITS				
PERS Medical	31,511.25	51,450.00	-19,938.75	61.25%
Delta Dental	6,641.53	11,817.00	-5,175.47	56.2%
Vision Care	1,938.60	3,877.00	-1,938.40	50.0%
CalPERS Settlement	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	40,091.38	67,144.00	-27,052.62	59.71%
OUTSIDE PROFESSIONAL SERVICES				
Operational Consultant	2,362.50	19,000.00		
Nixle Fee	0.00	4,000.00	-4,000.00	0.0%
Long Term Financial Planner	3,162.50	5,000.00	-1,837.50	63.25%
Emergency Prep Coordinator	61,366.62	105,200.00	-43,833.38	58.33%
Accounting	18,000.00	36,000.00	-18,000.00	50.0%
Actuarial Valuation	0.00	5,600.00	-5,600.00	0.0%
Audit	0.00	16,000.00	-16,000.00	0.0%
Bank Fee	25.00	25.00	0.00	100.0%
Contra Costa County Expenses	24,256.09	38,000.00	-13,743.91	63.83%
EI Cerrito Contract Fee	2,562,322.07	3,843,483.00	-1,281,160.93	66.67%
EI Cerrito Reconciliation(s)	82,110.07	123,165.00	-41,054.93	66.67%
IT Services and Equipment	2,368.75	15,000.00	-12,631.25	15.79%
Fire Abatement Contract	0.00	5,000.00	-5,000.00	0.0%
Fire Engineer Plan Review	640.00	3,000.00	-2,360.00	21.33%
Grant Writer/Coordinator	0.00	31,000.00	-31,000.00	0.0%
Risk Management Insurance	21,258.00	21,258.00	0.00	100.0%
LAFCO Fees	0.00	5,000.00	-5,000.00	0.0%
Legal Fees	10,045.08	20,000.00	-9,954.92	50.23%

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

	Jul '22 - Feb 23	Budget	\$ Over Budget	% of Budget
Recruitment	13,060.00	38,900.00	-25,840.00	33.57%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	2,199.88	4,500.00	-2,300.12	48.89%
Wildland Vegetation Mgmt	2,500.00	7,600.00	-5,100.00	32.9%
Total OUTSIDE PROFESSIONAL SERVICES	2,805,676.56	4,356,731.00	-1,551,054.44	64.4%
COMMUNITY SERVICE ACTIVITIES				
Public Education	7,227.93	30,000.00	-22,772.07	24.09%
EP Coord Expense Account	0.00	1,000.00	-1,000.00	0.0%
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	4,000.00	-4,000.00	0.0%
Open Houses	718.88	1,800.00	-1,081.12	39.94%
Community Shredder	5,108.19	5,000.00	108.19	102.16%
Firesafe Planting Grants	0.00	25,000.00	-25,000.00	0.0%
Community Sandbags	3,940.05	1,900.00	2,040.05	207.37%
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	16,995.05	72,200.00	-55,204.95	23.54%
DISTRICT ACTIVITIES				
Professional Development	595.00	10,000.00	-9,405.00	5.95%
Office				
Mtg Room Rentals	80.00			
Internet	1,347.60			
Office Equipment	1,189.03			
Office Expense	2,635.64	5,000.00	-2,364.36	52.71%
Office Supplies	0.00	2,000.00	-2,000.00	0.0%
Telephone	8,295.16	8,695.00	-399.84	95.4%
Office- Other	0.00	500.00	-500.00	0.0%
Total Office	13,547.43	16,195.00	-2,647.57	83.65%
Election	5,579.18	5,580.00	-0.82	99.99%
Firefighter's Apparel & PPE	1,264.02	2,000.00	-735.98	63.2%
Firefighters' Expenses	28,581.68	30,000.00	-1,418.32	95.27%
Staff Appreciation	0.00	3,000.00	-3,000.00	0.0%
Memberships	9,505.00	9,505.00	0.00	100.0%
Building Maintenance				
Gardening service	0.00	4,000.00	-4,000.00	0.0%
Building alarm	-396.10	1,500.00	-1,896.10	-26.41%
Medical Waste Disposal	0.00	7,500.00	-7,500.00	0.0%
Janitorial Service	806.24	2,000.00	-1,193.76	40.31%
Miscellaneous Maint.	9,364.70	9,365.00	-0.30	100.0%
Total Building Maintenance	9,774.84	24,365.00	-14,590.16	40.12%
Building Utilities/Service				
Refuse Collection	1,138.72			
Gas and Electric	7,305.09	13,000.00	-5,694.91	56.19%
Water/Sewer	1,982.36	4,000.00	-2,017.64	49.56%

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

	<u>Jul '22 - Feb 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Building Utilities/Service - Other	209.97			
Total Building Utilities/Service	<u>10,636.14</u>	<u>17,000.00</u>	<u>-6,363.86</u>	<u>62.57%</u>
Total DISTRICT ACTIVITIES	<u>79,483.29</u>	<u>117,645.00</u>	<u>-38,161.71</u>	<u>67.56%</u>
Contingency				
General	0.00	25,000.00	-25,000.00	0.0%
Total Contingency	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
Total Expense	<u>3,060,578.08</u>	<u>4,812,669.00</u>	<u>-1,752,090.92</u>	<u>63.59%</u>
Net Ordinary Income	<u>2,320,712.42</u>	<u>254,633.00</u>	<u>2,066,079.42</u>	<u>911.4%</u>
Other Income/Expense				
Other Income				
Discount on US TBills	61,625.00			
Discount on Fixed Security	143,060.07			
Total Other Income	<u>204,685.07</u>			
Net Other Income	<u>204,685.07</u>	<u>0.00</u>	<u>204,685.07</u>	<u>100.0%</u>
Net Income	<u><u>2,525,397.49</u></u>	<u><u>254,633.00</u></u>	<u><u>2,270,764.49</u></u>	<u><u>991.78%</u></u>

Kensington Fire Protection District Profit & Loss Prev Year Comparison

03/08/23

Accrual Basis

July 2022 through February 2023

	Jul '22 - Feb 23	Jul '21 - Feb 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	5,110,432.22	4,642,753.26	467,678.96	10.1%
Special Taxes	200,436.70	204,417.70	-3,981.00	-2.0%
Other Tax Income	12,079.28	12,233.76	-154.48	-1.3%
Lease Agreement	3,050.25	24,402.00	-21,351.75	-87.5%
Interest Income	37,040.85	14,863.93	22,176.92	149.2%
CERBT Reimbursement	18,088.02	40,282.11	-22,194.09	-55.1%
Miscellaneous Income	163.18	388,158.79	-387,995.61	-100.0%
Total Income	5,381,290.50	5,327,111.55	54,178.95	1.0%
Expense				
Staff				
Wages	95,078.34	99,553.00	-4,474.66	-4.5%
Vacation Wages	5,271.36	0.00	5,271.36	100.0%
Medical/dental ins compensation	7,000.00	1,000.00	6,000.00	600.0%
Payroll Taxes	7,604.91	7,280.45	324.46	4.5%
Workers Compensation/Life Ins	1,760.33	393.90	1,366.43	346.9%
Payroll Processing	1,616.86	1,307.26	309.60	23.7%
Total Staff	118,331.80	109,534.61	8,797.19	8.0%
RETIREE MEDICAL BENEFITS				
PERS Medical	31,511.25	0.00	31,511.25	100.0%
Delta Dental	6,641.53	0.00	6,641.53	100.0%
Vision Care	1,938.60	0.00	1,938.60	100.0%
CalPERS Settlement	0.00	8,568.72	-8,568.72	-100.0%
Total RETIREE MEDICAL BENEFITS	40,091.38	8,568.72	31,522.66	367.9%
OUTSIDE PROFESSIONAL SERVICES				
Operational Consultant	2,362.50	0.00	2,362.50	100.0%
Nixle Fee	0.00	3,182.70	-3,182.70	-100.0%
Long Term Financial Planner	3,162.50	14,981.25	-11,818.75	-78.9%
Emergency Prep Coordinator	61,366.62	66,666.64	-5,300.02	-8.0%
Accounting	18,000.00	24,150.00	-6,150.00	-25.5%
Actuarial Valuation	0.00	3,000.00	-3,000.00	-100.0%
Audit	0.00	16,000.00	-16,000.00	-100.0%
Bank Fee	25.00	25.00	0.00	0.0%
Contra Costa County Expenses	24,256.09	19,978.28	4,277.81	21.4%
El Cerrito Contract Fee	2,562,322.07	2,350,580.34	211,741.73	9.0%
El Cerrito Reconciliation(s)	82,110.07	127,366.41	-45,256.34	-35.5%
IT Services and Equipment	2,368.75	22.78	2,345.97	10,298.4%
Fire Engineer Plan Review	640.00	688.00	-48.00	-7.0%
Grant Writer/Coordinator	0.00	6,547.50	-6,547.50	-100.0%
Legal Fees	10,045.08	5,073.68	4,971.40	98.0%
Recruitment	13,060.00	0.00	13,060.00	100.0%
Website Development/Maintenance	2,199.88	2,187.40	12.48	0.6%
Wildland Vegetation Mgmt	2,500.00	0.00	2,500.00	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	2,784,418.56	2,640,449.98	143,968.58	5.5%
COMMUNITY SERVICE ACTIVITIES				
Public Education	7,227.93	10,293.54	-3,065.61	-29.8%
Open Houses	718.88	0.00	718.88	100.0%
Community Shredder	5,108.19	2,367.50	2,740.69	115.8%
Community Sandbags	3,940.05	1,728.57	2,211.48	127.9%
Total COMMUNITY SERVICE ACTIVITIES	16,995.05	14,389.61	2,605.44	18.1%
DISTRICT ACTIVITIES				
Equipment	0.00	1,696.98	-1,696.98	-100.0%
Professional Development	595.00	3,323.58	-2,728.58	-82.1%
Office				
Mtg Room Rentals	80.00	0.00	80.00	100.0%
Internet	1,347.60	0.00	1,347.60	100.0%
Office Equipment	1,189.03	0.00	1,189.03	100.0%
Office Expense	2,635.64	2,471.88	163.76	6.6%
Office Supplies	0.00	694.33	-694.33	-100.0%
Telephone	8,295.16	4,560.38	3,734.78	81.9%
Total Office	13,547.43	7,726.59	5,820.84	75.3%
Election	5,579.18	0.00	5,579.18	100.0%
Firefighter's Apparel & PPE	1,264.02	0.00	1,264.02	100.0%
Firefighters' Expenses	28,581.68	0.00	28,581.68	100.0%
Staff Appreciation	0.00	93.49	-93.49	-100.0%
Memberships	9,505.00	7,615.00	1,890.00	24.8%

03/08/23

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

Accrual Basis

	Jul '22 - Feb 23	Jul '21 - Feb 22	\$ Change	% Change
Building Maintenance				
Gardening service	0.00	2,275.00	-2,275.00	-100.0%
Building alarm	-396.10	0.00	-396.10	-100.0%
Medical Waste Disposal	0.00	2,140.61	-2,140.61	-100.0%
Janitorial Service	806.24	1,425.41	-619.17	-43.4%
Miscellaneous Maint.	9,364.70	5,333.72	4,030.98	75.6%
Total Building Maintenance	9,774.84	11,174.74	-1,399.90	-12.5%
Building Utilities/Service				
Refuse Collection	1,138.72	0.00	1,138.72	100.0%
Gas and Electric	7,305.09	8,175.50	-870.41	-10.7%
Water/Sewer	1,982.36	3,251.83	-1,269.47	-39.0%
Building Utilities/Service - Other	209.97	0.00	209.97	100.0%
Total Building Utilities/Service	10,636.14	11,427.33	-791.19	-6.9%
Total DISTRICT ACTIVITIES	79,483.29	43,057.71	36,425.58	84.6%
Total Expense	3,039,320.08	2,816,000.63	223,319.45	7.9%
Net Ordinary Income	2,341,970.42	2,511,110.92	-169,140.50	-6.7%
Other Income/Expense				
Other Income				
Discount on US TBills	61,625.00	0.00	61,625.00	100.0%
Discount on Fixed Security	143,060.07	0.00	143,060.07	100.0%
Total Other Income	204,685.07	0.00	204,685.07	100.0%
Net Other Income	204,685.07	0.00	204,685.07	100.0%
Net Income	2,546,655.49	2,511,110.92	35,544.57	1.4%

Kensington Fire Protection District Trial Balance

03/08/23

Accrual Basis

As of February 28, 2023

	Feb 28, 23	
	Debit	Credit
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	109,012.19	
General Fund	2,099,833.84	
Special Tax Fund	116,340.87	
Capital Fund	1,877,274.94	
Accounts Receivable	4,805.80	
Advance on Taxes	2,403,130.73	
Advance on Supplemental Taxes	86,245.26	
Prepaid Services - EC	0.07	
Prepaid Exp.	2,757.00	
Prepaid CERBT - Retiree Trust	420,105.48	
Investments:LAIF Balance	18,366.98	
Investments:US TBills - 4/20/23	3,000,000.00	
Investments:Fed Home Loan Bk - 9/27/23	3,500,000.00	
Land	5,800.00	
Equipment	1,793,886.43	
Accumulated Depreciation-Equip		813,762.41
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,276,205.07
Current Capital Outlay:PSB Renovation Soft Costs	690,834.15	
Current Capital Outlay:PSB Renovation Hard Cost	460,110.95	
Current Capital Outlay:Temp Facilities - Soft Costs	187,785.32	
Current Capital Outlay:Temp Facilities - Hard Costs	561,835.28	
Current Capital Outlay:Temp Facilities - Lot Rental	6,000.00	
Current Capital Outlay:Temp Facilities - Modular	17,193.68	
Current Capital Outlay:Temp Facilities - Admin Sublet	12,192.75	
Current Capital Outlay:Temp Facilities - Relocation	30,764.52	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Deferred Outflow of Res. - OPEB	6,527.00	
Due to Revolving Acct - Gen Fnd		356,099.08
Due to Other - Issued by CCC		149,006.95
Accounts Payable		1,605.34
PSB Renovation Loan		1,539,460.63
Wages & PR Taxes Payable		6,424.55
EI Cerrito Reconciliation Liab.		233,481.39
Postretirement Health Ben Liab		0.14
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,997.01
Fund Equity		3,454,931.84
Property Taxes		5,110,432.22
Special Taxes		200,436.70
Other Tax Income		12,079.28
Lease Agreement		3,050.25
Interest Income		37,040.85
CERBT Reimbursement		18,088.02
Miscellaneous Income		163.18
Staff:Wages	95,078.34	
Staff:Vacation Wages	5,271.36	
Staff:Medical/dental ins compensation	7,000.00	
Staff:Payroll Taxes	7,604.91	
Staff:Workers Compensation/Life Ins	1,760.33	
Staff:Payroll Processing	1,616.86	
RETIREE MEDICAL BENEFITS:PERS Medical	31,511.25	
RETIREE MEDICAL BENEFITS:Delta Dental	6,641.53	
RETIREE MEDICAL BENEFITS:Vision Care	1,938.60	
OUTSIDE PROFESSIONAL SERVICES:Operational Consultant	2,362.50	
OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner	3,162.50	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	61,366.62	
OUTSIDE PROFESSIONAL SERVICES:Accounting	18,000.00	
OUTSIDE PROFESSIONAL SERVICES:Bank Fee	25.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	24,256.09	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	2,562,322.07	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	82,110.07	

Kensington Fire Protection District Trial Balance

03/08/23

Accrual Basis

As of February 28, 2023

	Feb 28, 23	
	Debit	Credit
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	2,368.75	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	640.00	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	10,045.08	
OUTSIDE PROFESSIONAL SERVICES:Recruitment	13,060.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	2,199.88	
OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt	2,500.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	7,227.93	
COMMUNITY SERVICE ACTIVITIES:Open Houses	718.88	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	5,108.19	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	3,940.05	
DISTRICT ACTIVITIES:Professional Development	595.00	
DISTRICT ACTIVITIES:Office:Mtg Room Rentals	80.00	
DISTRICT ACTIVITIES:Office:Internet	1,347.60	
DISTRICT ACTIVITIES:Office:Office Equipment	1,189.03	
DISTRICT ACTIVITIES:Office:Office Expense	2,635.64	
DISTRICT ACTIVITIES:Office:Telephone	8,295.16	
DISTRICT ACTIVITIES:Election	5,579.18	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,264.02	
DISTRICT ACTIVITIES:Firefighters' Expenses	28,581.68	
DISTRICT ACTIVITIES:Memberships	9,505.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm		396.10
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	806.24	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	9,364.70	
DISTRICT ACTIVITIES:Building Utilities/Service	209.97	
DISTRICT ACTIVITIES:Building Utilities/Service:Refuse Collection	1,138.72	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	7,305.09	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	1,982.36	
Discount on US TBills		61,625.00
Discount on Fixed Security		143,060.07
TOTAL	22,842,615.08	22,842,615.08

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.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530

(510) 215-4450 ▪ FAX (510) 232-4917

www.el-cerrito.org



DATE: March 10, 2023
TO: Mary Morris-Mayorga: General Manager
FROM: Eric Saylor: Fire Chief
RE: **Fire Chief's Report for the March 2023 Fire District Board Meeting**

Administration

The firefighter's contract between bargaining unit 1230 and the city of El Cerrito reached an agreement on wages and benefits.

Contra Costa County residents are still approved for Individual Assistance from FEMA. Residents can apply for a series of programs to seek assistance for storm-related damages. Residents must apply through FEMA directly.

Residents who have sustained property and business damage from the series of Winter storms can seek assistance directly from FEMA. Residents should apply online at www.disasterassistance.org or call 1-800- 621-3362. Applying does not guarantee that assistance will be awarded.

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

Training

Firefighters trained on command and control, house fire operations, forcible entry, and special rescues at Camp Herms and the Richmond drill grounds.

Citizen Engagement

ECKFD met with a CERT program manager to start planning our first CERT drill and volunteer academy in 2023. Until St 65 is completed, we plan to meet at El Cerrito city hall for our first orientation. CERT members will learn to assist with setting up an emergency operations center (EOC) and coordination actions with the neighboring CERT team and KARO ECHO.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: March 15, 2023
TO: Kensington Fire Protection District Board
RE: Emergency Preparedness Coordinator Report
SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

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

1. Community Event/Engagement

N/A

2. District Communications/ Publications

- 2/16/2023 Facebook Progressive Hose Lay
- 2/14/2023 Nextdoor CPR First Aid Training
- 2/18/2023 Nextdoor Fire Extinguisher Information
- 2/21/2023 Nextdoor Wind Advisory
- 2/21/2023 Facebook Wind Advisory
- 2/26/2023 Facebook Winter Weather Advisory
- 2/26/2023 Nextdoor Wind Advisory
- 3/3/2023 Nextdoor Firewise Landscaping
- 3/7/2023 Nextdoor EBRP Burn Pile Information
- 3/7/2023 Nextdoor Atmospheric River Briefing
- 3/8/2023 Facebook Wind Advisory
- 3/8/2023 Nextdoor Wind Advisory
- Kensington Outlook Article April Edition
- Kensington Outlook Safety Scenario March & April Editions

3. Initiatives/ Deliverables

- Register community members for Red Flag Alert Emails
- Assisted community members with registration to CWS
- Update KFPD Website to include a page regarding Fire Extinguisher Disposal
- Finalize Door Hanger design inclusive of Chief's Statement
- Contacted EBMUD re: Goat Vegetation Management in Kensington
- Provide a map of the Wildcat Firewise Area for the Application Submittal
- Provide support to Wildcat Firewise lead regarding application content.
- Develop Volunteer Recruitment Presentation for KFPD Board review.

4. Meetings

- 2/15/2023 KFPD Monthly Board Meeting
- 2/23/2023 Emergency Preparedness Meeting
- 3/3/2023 Phone Conference / Lt Harms KPD
- 3/1/2023 Phone Conference / Chris Hilliard CERT Program Manager
- 2/28/2023 Zoom Meeting Chief Saylor / BC Castrejon Chris Hillard re: CERT

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

To: Board of Directors - Kensington Fire Protection District

From: Brent Ives, BHI Management Consulting

Subject: March 2023 Report on GM Recruiting Efforts

Date: March 2, 2023

In January of 2023, a proposal was approved with BHI Management Consulting to begin recruiting a permanent District General Manager for the District. This report is to advise the Board of Directors on the status and next steps status of the recruitment effort for the permanent GM position as of the date above.

- Conducted the candidate workshop
- Met the temporary committee assigned
- Circulated the advertisement language with the temporary committee
- Made calls to circulate the position within my network
- Candidate brochure is in design
- Plans are currently to place ads in when brochure is complete, beginning in March. The ads will be spaced out to a number of venues over March and April depending on candidate action.

In the meantime, you have questions or identify individuals whom I should contact about the position, please advise.

Thank you,

Brent H Ives 3/2/2023

Brent Ives, Principal
BHI Management Consulting
(209)740-6779

REVISIONS TO FIRST FLOOR PSB LAYOUT

The following explains the current plans and possible alternative arrangements to the first and second floor layout of the Public Safety Building.

Exhibit A shows the proposed layout of the first floor excluding the apparatus bay. This area totals approximately 1,500 sq. ft. and includes a 410 sq. ft. meeting room to accommodate 17 people, 380 sq. ft. of administrative space for 3 or more staff and 80 sq. ft. of storage area. The remaining 630 sq. ft. includes hallway, stairwell, elevator and restroom. No drinking fountain or kitchenette is provided.

Exhibit B shows the relocation of the restroom to the west side of the elevator providing a hallway entrance and thus better restroom access for firefighters and visitors. This change also expands the meeting room area. Also included is a kitchenette for water and snack items. These changes will require modifications to existing plumbing and some ceiling lighting.

Exhibit C shows an alternative plan for the first floor that would convert approximately 1,015 sq. ft. (outlined in blue) of space for police use in addition to about 185 sq. ft. of shared entry, passageway and restroom space for both firefighters, police officers and guests. This would provide the police with 1,200 sq. ft. of useable first floor space. The corridor, stairwell and elevator (outlined in red) total about 300 sq. ft. and are for firefighter use only.

Exhibit D is a revised plan of the second floor that provides the police with 100 sq. ft. of space at the rear of the PSB with direct access to the parking area. This police space could be used for storage of criminal evidence, and infrequently used data and supplies. Adding this second floor area for police use brings the total available police space to 1,300 sq. ft. Additionally, instead of having a shared conference room on the first floor, the firefighters would use space in the large second floor dayroom for a portable table and chairs when group meetings are needed.

Recommendation

That the PSB project architect, Marjang, provide a redesign of the first floor area for the relocation of the restroom and the inclusion of a kitchenette, as shown on Exhibits B and C. The primary purpose of the redesign will be to better serve downstairs inhabitants regardless of whether the first floor is for fire use only or includes police offices.

EXHIBIT B

REVISED FIRST FLOOR AREA

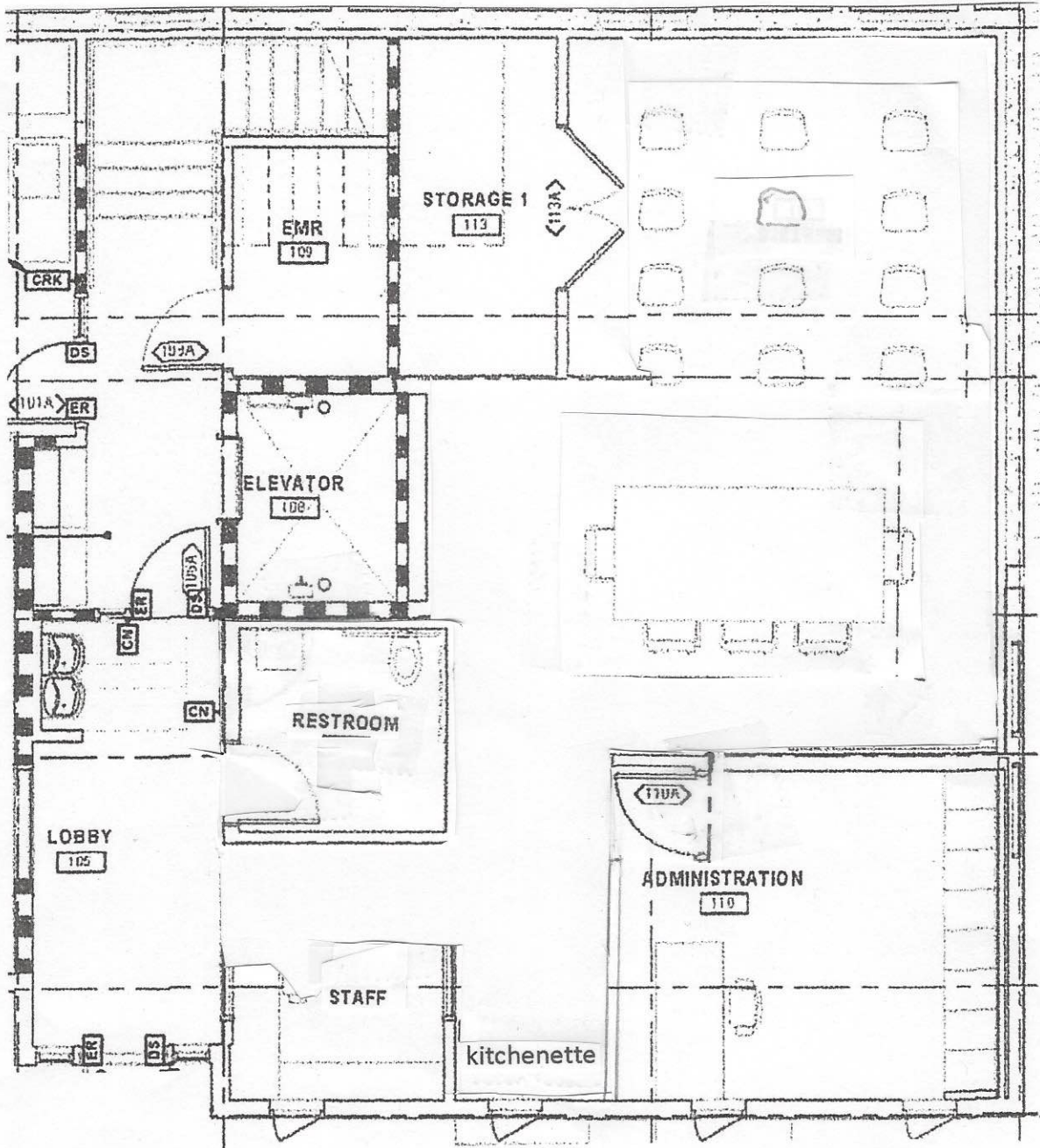


EXHIBIT C

POLICE USE OF FIRST FLOOR AREA

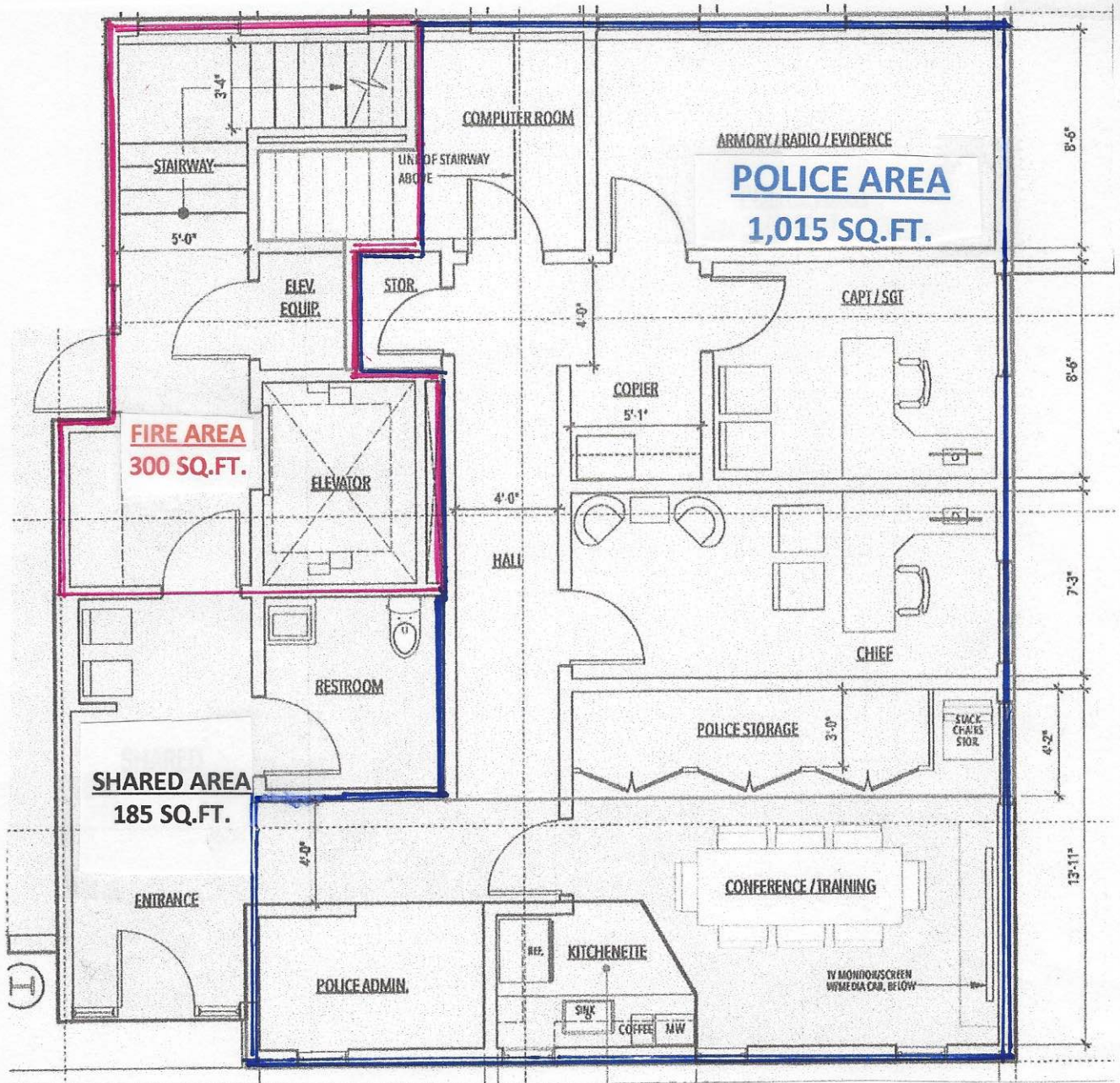
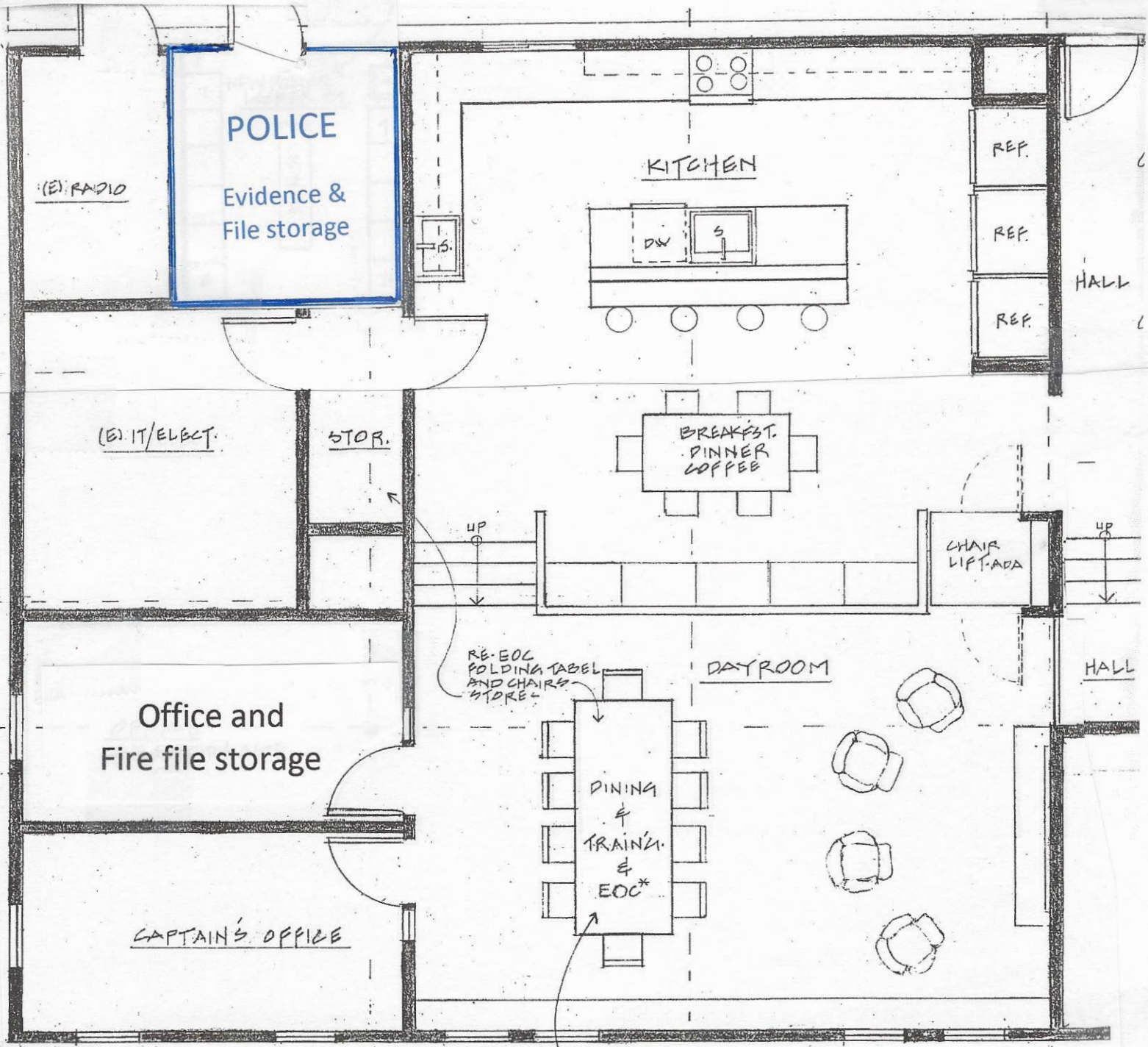


EXHIBIT D

POLICE USE OF SECOND FLOOR AREA





KENSINGTON FIRE PROTECTION DISTRICT

DATE: March 15, 2023

TO: Board of Directors
Kensington Fire Protection District

RE: Monthly Financial Reports

SUBMITTED BY: Mary Morris-Mayorga, Interim General Manager

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

1. **KFPD In-Person Meetings Masking Guidance** – With the end of the State of the Emergency and restart of in-person meetings, the question has been raised about the masking guidance or policy. KFPD did not establish a policy though followed the KPPCSD’s protocols related to masking. According to the CDC Community COVID-19 Levels, Contra Costa County is considered “Low”. Masking guidance at this level are:
People who are at low risk of serious illness – personal preference
People who are at higher risk of serious illness – consider masking

 I recommend following local guidance; however, would like the Board to provide feedback as desired.
2. **Governance Transition** – Staff is in the process of identifying additional onboarding training for new Directors. This will include a New Board Member packet for future use as well.
3. **FY2021-2022 Audit** – Maze & Associates has provided the auditors with some additional requested information and the final report will be complete within the coming weeks, prior to March 31 in order to meet continuing disclosure reporting requirements.
4. **GASB75 Actuarial Report** – We have requested the status of the final report and are awaiting the response from Nicolay Consulting.
5. **Financial Forecast and Public Safety Building Budget** – We have compiled information related to operational and construction cost updates to evaluate impacts in the long-term financial forecast. Bill Zenoni will be working on the update based on formats that had been useful during his time with KPPCSD. The update should be complete in May for review by the Finance Committee then brought to the Board. This will provide the projected reserves throughout the project and beyond in order to ensure sustainability.
6. **Public Safety Building Updates** – Staff is in the process of developing standard updates on the Public Safety Building for reporting to the Board as well as public which will begin within the next few weeks.