



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

Wednesday, December 14th, 2022 7:00pm
The Fireside Room at the
Unitarian Universalist Church of Berkeley
1 Lawson Rd, Kensington CA 94707

This meeting will be held in-person in the Fireside Room at the Unitarian Universalist Church of Berkeley, 1 Lawson Rd, 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).

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

Zoom Information For Virtual Attendance

Internet Address:

<https://us06web.zoom.us/j/86498722605?pwd=dmFRc3l0QytIY0VKWHFhK01TcVU5QT09>

Telephone Access:

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

Zoom Webinar ID: 864 9872 2605

Passcode: 112233

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

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

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

2. (7:03pm) OATH OF OFFICE for Directors Levine, Stein, and Watt

3. (7:15pm) 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.

4. (7:20pm) 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 by contacting the General Manager. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. (Supporting material)

a. Approval of Minutes of the Board of Director's meetings of 04/13/2022, 04/28/2022, 05/11/2022, 06/08/2022, 06/29/2022 (Continued), 06/29/2022 (Special), 07/13/2022, 09/14/2022, 09/21/2022 (Continued), 10/19/2022 (Special), 11/09/2022, 11/29/2022 (Special) - (Approve)

b. Acceptance of Incident Activity Report November 2022 - (Accept)

c. Approval of Monthly Transmittal 12/14/2022 - (Approve)

d. Approval of Monthly Financial Reports 11/30/2022 - (Approve)

5. (7:30pm) OLD BUSINESS - None

6. (7:30pm) NEW BUSINESS

a. (7:30pm) Presentation of Resolution 2022-24 Commending Director Janice Kosel and Resolution 2022-25 Commending Director Kevin Padian on their Exemplary Service to the Residents of Kensington.

(Supporting Material)

Action = Adopt Resolutions 2022-24 and 2022-25. (Adopt)

b. (7:35pm) At-Will Employment Agreement for Interim-General Manager (Supporting Material)

General Manager Hansell's At-Will Employment Agreement expires on 12/31/2022. The board will consider an Interim-General Manager At-Will Employment Agreement with Mary Morris-Mayorga, with a start date of 01/01/2023.

Action = Discuss and approve an Interim-General Manager At-Will Employment Agreement with Mary Morris-Mayorga with associated adjustments to the FY2022-2023 budget to accommodate the terms.

- c. (7:45pm) General Manager Search** (Supporting Material)
Discussion of process for the General Manager recruitment, including consideration of consultants and schedule.
Action = Discuss and direct staff as needed, including approval to contract with a search consultant.
- d. (8:15pm) Construction Update on the PSB Seismic Renovation** (Supporting Material)
The General Manager will provide a brief progress update on the PSB Seismic Renovation.
Action = Presentation/Discussion. Direct staff as needed.
- e. (8:30pm) Date, Time, and Location of KFPD Board Meetings for CY2023**
KFPD Policy Number 1050.10 states: *“Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 7:00 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. All meetings of the Board of Directors shall comply with the Brown Act (California Government Code § 54950 through § 54926.) The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.”*
Action = Discussion. Direct staff as needed.
- f. (9:00pm) Election of Officers for Calendar Year 2023**
I. President
II. Vice-President
III. Secretary
Action = Elect officers for Calendar Year 2023
- 7. (9:10pm) FIRE CHIEF’S REPORT** (Supporting Material)
Action = Presentation/Discussion
- 8. (9:20pm) EMERGENCY PREP COORDINATOR’S REPORT** (Supporting Material)
Action = Presentation/Discussion
- 9. (9:30pm) GENERAL MANAGER’S REPORT** (Supporting Material)
Action = Presentation/Discussion
- 10. (9:40pm) COMMITTEE REPORTS**
Informational reports from Board members or staff covering the following assignments:

 - a. Emergency Preparedness Committee Meeting** – Nagel, Stein
Action = Report by EPC Chair & Discussion on meeting of 12/08/2022.
 - b. Finance Committee Meeting** - None
- 11. (9:50pm) OUTSIDE AGENCIES REPORTS**

 - a. Contra Costa Special Districts Association** – Stein.
Meeting of 11/21/2022 – Recording available on the CCSDA website or [HERE](#).
Next Meeting is 01/23/2023, 10:00AM

12. (10:00pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on January 11, 2023 at 7:00pm. The deadline for agenda items to be included in the Board packet is Wednesday, December 28, 2022 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, January 4, 2023 by 1:00pm.

**CONTRA COSTA COUNTY
GENERAL ELECTION
TUESDAY, NOVEMBER 8 2022
Official Results - Final**

Elector Group	Counting Group	Cards Cast	Voters Cast	Registered Voters	Turnout
Total	Early In-Person	4,032	1,008	701,969	0.14%
	Vote By Mail	1,432,362	358,318		51.04%
	Election Day	139,257	34,827		4.96%
	Total	1,575,651	394,153		56.15%

Precincts Reported: 1,265 of 1,265 (100.00%)

Voters Cast: 394,153 of 701,969 (56.15%)

Cards Cast: 1,575,651

KENSINGTON FIRE PROTECTION DISTRICT, DIRECTOR (Vote for 3)

Precincts Reported: 4 of 4 (100.00%)

	Early In-Person	Vote By Mail	Election Day	Total		
Times Cast	4	3,153	188	3,345 / 4,322	77.39%	
Candidate	Party	Early In-Person	Vote By Mail	Election Day	Total	
JULIE MARIE STEIN		3	2,277	115	2,395	31.06%
DANIEL LEVINE		2	2,122	106	2,230	28.92%
JIM WATT		3	1,892	113	2,008	26.04%
JANICE KOSEL		2	1,022	54	1,078	13.98%
Total Votes		10	7,313	388	7,711	

Certificate of Election

This is to certify that

Daniel Levine

was elected to the office of

Kensington Fire Protection District, Director

of the County of Contra Costa, State of California, to a 4-year term,
at an election duly held therein on the

8th day of November, 2022

IN WITNESS WHEREOF, I have set my hand and affixed my official seal this

2nd day of December, 2022



Deborah Cooper

DEBORAH COOPER
REGISTRAR OF VOTERS

Certificate of Election

This is to certify that

Julie Marie Stein

was elected to the office of

Kensington Fire Protection District, Director

of the County of Contra Costa, State of California, to a 4-year term,
at an election duly held therein on the

8th day of November, 2022

IN WITNESS WHEREOF, I have set my hand and affixed my official seal this

2nd day of December, 2022



Deborah Cooper

DEBORAH COOPER
REGISTRAR OF VOTERS

Certificate of Election

This is to certify that

Jim Watt

was elected to the office of

Kensington Fire Protection District, Director

of the County of Contra Costa, State of California, to a 4-year term,
at an election duly held therein on the

8th day of November, 2022

IN WITNESS WHEREOF, I have set my hand and affixed my official seal this

2nd day of December, 2022



Deborah Cooper

DEBORAH COOPER
REGISTRAR OF VOTERS



Oath of Office

State of California }
County of Contra Costa } ss.

For the office of Director

I, Daniel Levine

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me, this 14th day of, December, 2022.

Signature of Person Adminstrating Oath
President, KFPD Board of Directors

Title



Oath of Office

State of California }
County of Contra Costa } ss.

For the office of Director

I, Julie Marie Stein

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me, this 14th day of, December, 2022.

Signature of Person Adminstrating Oath
President, KFPD Board of Directors

Title



Oath of Office

State of California }
County of Contra Costa } ss.

For the office of Director

I, Jim Watt

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me, this 14th day of, December, 2022.

Signature of Person Adminstrating Oath
President, KFPD Board of Directors

Title



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: December 5, 2022

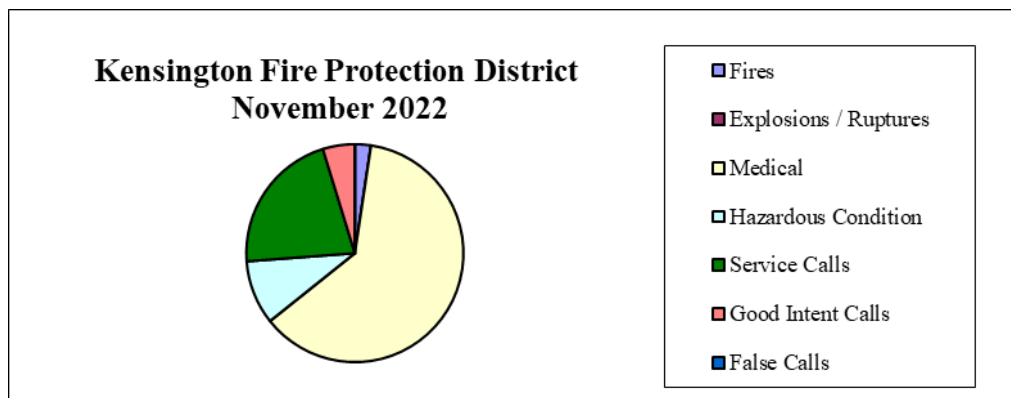
TO: Kensington Fire Protection District Board Members

FROM: Jose Castrejon: Battalion Chief

RE: **Incident Activity Reports for the Month of November 2022**

There were 42 incidents that occurred during the month of November in the community of Kensington. This is an increase of nine incidents over the previous month. Please see the attached “Incident Log” for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of 69 calls for service, which is an increase of 14 incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 3,799 calls for service so far this year. The chart below is a breakdown of the seven incident response types tracked by the State and National fire incident reporting systems. The following is the number of responses for each type and the percentage of the total calls for each type, and all the responses in the community of Kensington.

Call Type	Incident Count	Percentages
1: Fires (Structure, Trash, Vehicles, Vegetation Fires)	1	2.38%
2: Explosions / Ruptures (Over Pressure/Ruptures, Explosions, Bombs)	0	0.00%
3: Medical (EMS, Vehicle Accidents, Extrication Rescue)	26	61.90%
4: Hazardous Condition (Chemical Spills, Leaks, Down Power Lines) (Distress, Water/Smoke/Odor Problems, Public Assists)	4	9.52%
5: Service Calls	9	21.43%
6: Good Intent Calls (Cancelled En Route, Wrong Location)	2	4.76%
7: False Calls (Wrong Company/Unit Dispatched)	0	0.00%
Totals	42	100.00%



**Kensington Fire Protection District
Community Response Log for November 2022**

#	Incident Number	Date & Time	Incident Type	Address	City	Appartus
1	0022130763	02-Nov-22 09:20:31	321	Camelot	CT	Kensington E172
2	0022130767	02-Nov-22 09:27:38	321	Kensington	CT	Kensington E165
3	0022131853	04-Nov-22 16:58:12	321	Arlington	AVE	Kensington E165
4	0022132085	05-Nov-22 09:30:50	321	Norwood	AVE	Kensington E165
5	0022132266	05-Nov-22 19:47:33	5000	Jessen	CT	Kensington E165
6	0022132485	06-Nov-22 11:29:58	321	Yale	AVE	Kensington E165
7	0022132526	06-Nov-22 13:25:14	321	Colgate	AVE	Kensington E165
8	0022132955	07-Nov-22 13:41:02	321	Purdue	AVE	Kensington E165
9	0022133241	08-Nov-22 07:10:21	321	Los Altos	DR	Kensington E165
10	0022133547	08-Nov-22 20:27:48	321	Amherst	AVE	Kensington E165
11	0022133715	09-Nov-22 09:01:27	412	Highgate	RD	Kensington E165
12	0022133916	09-Nov-22 16:26:36	321	Jessen	CT	Kensington E165
13	0022134064	10-Nov-22 00:38:38	321	Oberlin	AVE	Kensington E165
14	0022134324	10-Nov-22 14:50:59	321	Ocean View	AVE	Kensington E165
15	0022134535	11-Nov-22 00:45:11	111	Lawson	RD	Kensington E165
16	0022135170	12-Nov-22 16:36:35	550	Ocean View	AVE	Kensington E165
17	0022135429	13-Nov-22 08:01:50	522	Trinity	AVE	Kensington E165
18	0022135490	13-Nov-22 12:21:41	321	Santa Fe	AVE	Kensington E171
19	0022135862	14-Nov-22 09:36:54	321	Ocean View	AVE	Kensington E171
20	0022135865	14-Nov-22 09:40:22	321	Saint Albans	RD	Kensington E165
21	0022136420	15-Nov-22 12:49:44	321	Purdue	AVE	Kensington E165
22	0022136842	16-Nov-22 10:56:12	321	Coventry	RD	Kensington E165
23	0022136908	16-Nov-22 13:46:20	550	Windsor	AVE	Kensington E165
24	0022136935	16-Nov-22 14:29:44	321	Arlington	AVE	Kensington E165
25	0022137039	16-Nov-22 18:30:56	321	Arlington	AVE	Kensington E165
26	0022137094	16-Nov-22 21:44:39	554	Arlington	AVE	Kensington E165
27	0022137098	16-Nov-22 21:54:57	445	Highland	BLVD	Kensington E172
28	0022137439	17-Nov-22 16:27:38	400	Willamette	AVE	Kensington E165
29	0022137459	17-Nov-22 17:18:35	400	Kenyon	AVE	Kensington E165
30	0022137956	18-Nov-22 20:31:55	554	Ocean View	AVE	Kensington E171
31	0022138671	20-Nov-22 12:36:22	600	Highland	BLVD	Kensington E165

**Kensington Fire Protection District
Community Response Log for November 2022**

32	0022139281	21-Nov-22 15:58:52	321	Canon	DR	Kensington	E165
33	0022139581	22-Nov-22 10:32:33	5000	Franciscan	WAY	Kensington	E171
34	0022140453	24-Nov-22 05:50:36	321	York	AVE	Kensington	E165
35	0022140461	24-Nov-22 07:21:54	321	Canon	DR	Kensington	E165
36	0022140478	24-Nov-22 08:58:01	321	Coventry	RD	Kensington	E165
37	0022142557	29-Nov-22 03:01:46	321	Anson	WAY	Kensington	E165
38	0022142821	29-Nov-22 15:18:10	321	Highgate	RD	Kensington	E172
39	0022143058	30-Nov-22 03:59:56	554	Kensington	CT	Kensington	E165
40	0022143070	30-Nov-22 05:35:34	321	Anson	WAY	Kensington	E165
41	0022143132	30-Nov-22 08:19:09	550	Windsor	AVE	Kensington	E165
42	0022143271	30-Nov-22 11:58:46	611X	Lam	CT	Kensington	E172

**Kensington Fire Protection District
Engine 65 Response Log for November 2022**

#	Incident Number	Date & Time	Incident Type	Address		City	Apparatus ID
1	0022130318	01-Nov-22 10:12:22	444	Arlington	BLVD	El Cerrito	E165
2	0022130426	01-Nov-22 14:00:41	554	Terrace	DR	El Cerrito	E165
3	0022130767	02-Nov-22 09:27:38	321	Kensington	CT	Kensington	E165
4	0022130959	02-Nov-22 15:45:14	321	Cutting	BLVD	El Cerrito	E165
5	0022131790	04-Nov-22 15:03:35	321	San Pablo	AVE	Richmond	E165
6	0022131796	04-Nov-22 15:25:51	735	San Pablo	AVE	El Cerrito	E165
7	0022131799	04-Nov-22 15:30:31	321	El Cerrito	PLZ	El Cerrito	E165
8	0022131853	04-Nov-22 16:58:12	321	Arlington	AVE	Kensington	E165
9	0022132085	05-Nov-22 09:30:50	321	Norwood	AVE	Kensington	E165
10	0022132266	05-Nov-22 19:47:33	5000	Jessen	CT	Kensington	E165
11	0022132485	06-Nov-22 11:29:58	321	Yale	AVE	Kensington	E165
12	0022132526	06-Nov-22 13:25:14	321	Colgate	AVE	Kensington	E165
13	0022132892	07-Nov-22 11:38:05	321	San Pablo	AVE	El Cerrito	E165
14	0022132955	07-Nov-22 13:41:02	321	Purdue	AVE	Kensington	E165
15	0022133241	08-Nov-22 07:10:21	321	Los Altos	DR	Kensington	E165
16	0022133431	08-Nov-22 14:56:46	5000	Fairmount	AVE	El Cerrito	E165
17	0022133547	08-Nov-22 20:27:48	321	Amherst	AVE	Kensington	E165
18	0022133715	09-Nov-22 09:01:27	412	Highgate	RD	Kensington	E165
19	0022133790	09-Nov-22 11:53:29	611X	El Cerrito	PLZ	El Cerrito	E165
20	0022133916	09-Nov-22 16:26:36	321	Jessen	CT	Kensington	E165
21	0022134064	10-Nov-22 00:38:38	321	Oberlin	AVE	Kensington	E165
22	0022134113	10-Nov-22 05:09:38	611M	Richmond	ST	El Cerrito	E165
23	0022134324	10-Nov-22 14:50:59	321	Ocean View	AVE	Kensington	E165
24	0022134449	10-Nov-22 20:00:28	5000	Avila	PL	El Cerrito	E165
25	0022134535	11-Nov-22 00:45:11	111	Lawson	RD	Kensington	E165
26	0022134803	11-Nov-22 16:40:21	5000	Bonnie	DR	El Cerrito	E165
27	0022135035	12-Nov-22 09:15:57	400	Errol	DR	El Cerrito	E165
28	0022135170	12-Nov-22 16:36:35	550	Ocean View	AVE	Kensington	E165
29	0022135321	12-Nov-22 22:27:45	611	Wildcat Canyon	RD	Berkeley	E165
30	0022135429	13-Nov-22 08:01:50	522	Trinity	AVE	Kensington	E165

**Kensington Fire Protection District
Engine 65 Response Log for November 2022**

31	0022135455	13-Nov-22 10:03:28	400	Arlington	BLVD	El Cerrito	E165
32	0022135676	13-Nov-22 20:05:40	111	El Cerrito	PLZ	El Cerrito	E165
33	0022135798	14-Nov-22 07:26:53	5000	Contra Costa	DR	El Cerrito	E165
34	0022135865	14-Nov-22 09:40:22	321	Saint Albans	RD	Kensington	E165
35	0022135933	14-Nov-22 11:42:31	321	Arlington	BLVD	El Cerrito	E165
36	0022136054	14-Nov-22 16:32:46	321	El Cerrito	PLZ	El Cerrito	E165
37	0022136317	15-Nov-22 09:45:03	611T	I 80		W Hercules	E165
38	0022136420	15-Nov-22 12:49:44	321	Purdue	AVE	Kensington	E165
39	0022136842	16-Nov-22 10:56:12	321	Coventry	RD	Kensington	E165
40	0022136908	16-Nov-22 13:46:20	550	Windsor	AVE	Kensington	E165
41	0022136935	16-Nov-22 14:29:44	321	Arlington	AVE	Kensington	E165
42	0022137039	16-Nov-22 18:30:56	321	Arlington	AVE	Kensington	E165
43	0022137094	16-Nov-22 21:44:39	554	Arlington	AVE	Kensington	E165
44	0022137380	17-Nov-22 14:02:31	611X	El Cerrito	PLZ	El Cerrito	E165
45	0022137439	17-Nov-22 16:27:38	400	Willamette	AVE	Kensington	E165
46	0022137459	17-Nov-22 17:18:35	400	Kenyon	AVE	Kensington	E165
47	0022138572	20-Nov-22 08:01:04	554	Don Carol	DR	El Cerrito	E165
48	0022138671	20-Nov-22 12:36:22	600	Highland	BLVD	Kensington	E165
49	0022139281	21-Nov-22 15:58:52	321	Canon	DR	Kensington	E165
50	0022139563	22-Nov-22 09:52:33	5000	Terrace	DR	El Cerrito	E165
51	0022140223	23-Nov-22 16:48:08	611M	Contra Costa	DR	El Cerrito	E165
52	0022140264	23-Nov-22 18:21:47	321	Contra Costa	DR	El Cerrito	E165
53	0022140453	24-Nov-22 05:50:36	321	York	AVE	Kensington	E165
54	0022140461	24-Nov-22 07:21:54	321	Canon	DR	Kensington	E165
55	0022140478	24-Nov-22 08:58:01	321	Coventry	RD	Kensington	E165
56	0022140583	24-Nov-22 13:43:55	611	0-0 Wildcat Canyon	RD	Orinda	E165
57	0022140679	24-Nov-22 18:12:23	321	Gladys	AVE	El Cerrito	E165
58	0022140767	24-Nov-22 22:10:59	550	Navellier	ST	El Cerrito	E165
59	0022140913	25-Nov-22 09:49:30	611X	King	DR	El Cerrito	E165
60	0022141286	26-Nov-22 04:18:47	321	Havens	PL	El Cerrito	E165
61	0022141432	26-Nov-22 12:44:39	321	Cutting	BLVD	El Cerrito	E165
62	0022141564	26-Nov-22 17:59:27	611	San Pablo	AVE	El Cerrito	E165

**Kensington Fire Protection District
Engine 65 Response Log for November 2022**

63	0022142557	29-Nov-22 03:01:46	321	Anson	WAY	Kensington	E165
64	0022142803	29-Nov-22 14:54:06	5000	Richmond	ST	El Cerrito	E165
65	0022142819	29-Nov-22 15:16:14	321	Albemarle	ST	El Cerrito	E165
66	0022143003	29-Nov-22 23:28:29	743	Seaview	DR	El Cerrito	E165
67	0022143058	30-Nov-22 03:59:56	554	Kensington	CT	Kensington	E165
68	0022143070	30-Nov-22 05:35:34	321	Anson	WAY	Kensington	E165
69	0022143132	30-Nov-22 08:19:09	550	Windsor	AVE	Kensington	E165

Type Series**Description**

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

TO: Auditor Controller of Contra Costa County:

TRANSMITTAL - APPROVAL

Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

**KENSINGTON FPD
TRANSMITTAL - APPROVAL
Invoices**

PY/CY:
BATCH #.:
DATE : 12/14/2022
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	12/1/2022	Fire Protection Services 12/01/2022	7840	2328						330,554.02
	Mack5	11/30/2022	PSB Renovation: Soft Costs	7847	2310				5318		17,890.00
	Mack5	12/9/2022	Temp Facility: Soft Costs	7847	2310				5327		17,965.00
	ZFA Structural Engineers	11/30/2022	PSB Renovation: Soft Costs	7847	2310				59019		1,320.00
	OBS Engineering Inc	12/5/2022	Temp Fire Station Project - Hard Costs	7847	2310				Pmt App 3		4,447.43
	OBS Engineering Inc	12/6/2022	Temp Fire Station Project - Hard Costs	7847	2310				Retention		20,817.09
50147	KFPD Revolving Fund	12/14/2022	Reimburse Revolving fund	7840	2490						50,817.41
	TOTAL										443,810.95

Kensington FPD Approval

Board President

General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 December 14, 2022

Transactions:

Payee	Date	Expenses	Description
CalPERS	11/01/2022	\$ 7,678.60	Retiree Health
VSP	11/02/2022	\$ 323.10	VSP Payment
Copy Central	11/04/2022	\$ 46.30	Copies
Google	11/07/2022	\$ 90.00	Email Service
W Hansell	11/07/2022	\$ 4,370.79	Payroll
Fed/State	11/07/2022	\$ 3,041.98	Payroll Tax Withholding
Heartland Payroll	11/07/2022	\$ 95.27	Payroll Processing Fee
Bay Shred Inc	11/14/2022	\$ 850.00	Shred Event Down Payment
Stericycle	11/15/2022	\$ 323.82	Disposal Services
Delta Dental	11/21/2022	\$ 1,897.58	Retiree Dental
PG&E	11/22/2022	\$ 73.83	Gas Service
W Hansell	11/22/2022	\$ 3,907.48	Payroll
Fed/State	11/22/2022	\$ 1,828.54	Payroll Tax Withholding
Heartland Payroll	11/22/2022	\$ 95.27	Payroll Processing Fee
CalPERS	11/22/2022	\$ 4,097.20	Retiree Health
Comcast	11/23/2022	\$ 196.60	Internet
East Bay Sanitary	11/25/2022	\$ 498.60	Waste Removal
Ace Hardware	11/28/2022	\$ 676.24	Supplies for Temp Facility
PG&E	11/29/2022	\$ 677.44	Electric Service
Zoom	11/07/2022	\$ 140.00	Zoom Payment
Ooma Inc	11/22/2022	\$ 81.11	Office Telephone
CrashPlan	11/23/2022	\$ 9.99	Monthly Payment for Cloud Backup
Contra Costa Dept of Info Tech (Check #995141)	11/03/2022	\$ 37.61	Data Processing Services
Altivu (Check #995143)	11/09/2022	\$ 8,766.66	Emergency Prep Coordination Services
Fernando Herrera (Check #995144)	11/08/2022	\$ 5,600.00	Move to Temp Fire Station
Pacific Mobile Structures (Check #995145)	11/08/2022	\$ 2,908.40	Temp Station Modular Building Rent
All-Ways Green Services (Check #995146)	11/10/2022	\$ 450.00	Temp Station Deep Clean
Kappe Architects (Check #995147)	11/09/2022	\$ 1,475.00	Architectural Services
Arlington Community Church (Check #995148)	11/25/2022	\$ 80.00	Rent for Board Meeting Space
Air Exchange Inc (Check #995149)	11/08/2022	\$ 500.00	Removal of Vehicle Exhaust System
Net Withdrawals for Replenishment		\$ 50,817.41	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 50,817.41	

Board President _____ Date _____

General Manager _____ Date _____

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of November 30, 2022**

Current Cash and Investments

Cash Balance		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	70,495.13	Balance as of 11/30/2022
General Fund	212,568.46	Balance as of 11/30/2022, Pending Reconciliations
Special Tax Fund	0.02	Balance as of 11/30/2022, Pending Reconciliations
Capital Fund	583,105.13	Balance as of 11/30/2022, Pending Reconciliations
Total Cash Balance	866,368.74	
Investments		
US T-Bills - 4/20/23	3,000,000.00	Balance as of 11/30/2022, Pending Reconciliations
Fed Home Lon Bk Fixed Securities - 9/27/23	3,500,000.00	Balance as of 11/30/2022, Pending Reconciliations
LAIF	17,719.01	Balance as of 11/30/2022, Pending Reconciliations
Total Investments	6,517,719.01	
Total Current Cash and Investments	7,384,087.75	

Reserve Balance Note:

For the end of Fiscal Year 2022-2023, the Minimum Reserve Balance for the El Cerrito Contract Reserve (equal to 6-month operating expenses) and Rolling Stock Reserves = **\$2,863,505**. For detailed projections on minimum reserve amounts, see the attached calculations from the NHA Final Analysis presented on 07/13/2022.

Target Fiscal Year Reserve Balance
for EC Reserve (6-Month Operating Expenses) + Rolling Stock
From NHA Final Analysis Presented on 07/13/2022

Fiscal Year Ending	El Cerrito Contract Reserve	Rolling Stock Reserve	End of Fiscal Year Reserve Balance EC Reserve + Rolling Stock
2022	\$1,921,742	\$662,094	\$2,583,835
2023	\$1,998,611	\$864,894	\$2,863,505
2024	\$2,078,556	\$1,075,806	\$3,154,362
2025	\$2,161,698	\$1,295,154	\$3,456,852
2026	\$2,248,166	\$1,523,277	\$3,771,443
2027	\$2,338,093	\$1,760,524	\$4,098,617
2028	\$2,431,616	\$1,909,832	\$4,341,448
2029	\$2,528,881	\$2,166,438	\$4,695,319
2030	\$2,630,036	\$2,433,309	\$5,063,345
2031	\$2,735,238	\$1,088,280	\$3,823,517
2032	\$2,844,647	\$1,376,927	\$4,221,574
2033	\$2,958,433	\$1,677,121	\$4,635,554
2034	\$3,076,770	\$1,989,322	\$5,066,092
2035	\$3,199,841	\$2,314,011	\$5,513,852
2036	\$3,327,835	\$920,012	\$4,247,847
2037	\$3,460,948	\$1,271,196	\$4,732,144
2038	\$3,599,386	\$1,492,208	\$5,091,594
2039	\$3,743,361	\$1,872,048	\$5,615,410
2040	\$3,893,096	\$2,267,082	\$6,160,178
2041	\$4,048,820	\$2,677,918	\$6,726,738
2042	\$4,210,773	\$3,105,187	\$7,315,960
2043	\$4,379,203	\$3,549,547	\$7,928,750
2044	\$4,554,372	\$4,011,681	\$8,566,053
2045	\$4,736,546	\$4,492,301	\$9,228,847
2046	\$4,926,008	\$2,069,978	\$6,995,986
2047	\$5,123,049	\$2,589,816	\$7,712,865
2048	\$5,327,971	\$2,916,968	\$8,244,938
2049	\$5,541,089	\$3,479,225	\$9,020,314
2050	\$5,762,733	\$4,063,972	\$9,826,705
2051	\$5,993,242	\$1,553,457	\$7,546,700
2052	\$6,232,972	\$2,185,920	\$8,418,892
2053	\$6,482,291	\$2,843,681	\$9,325,972

*See Note Below

* For FY2022-2023, the monthly set-aside equals +/- \$23,306/month.

Target Fiscal Year Reserve Balance for Rolling Stock (Per Vehicle)
From NHA Final Analysis Presented on 07/13/2022

Fiscal Year Ending	Set-Asides				Outlays				Reserve				
	Type I	Type III	Command Vehicle	Total	Type I	Type III	Command Vehicle	Rolling Stock Outlays	Type I	Type III	Command Vehicle	Rolling Stock Reserve	
2021									\$0	\$440,730	\$0	\$26,363	\$467,094
2022	\$99,000	\$86,500	\$9,500	\$195,000					\$0	\$539,730	\$86,500	\$35,863	\$662,094
2023	\$102,960	\$89,960	\$9,880	\$202,800					\$0	\$642,690	\$176,460	\$45,743	\$864,894
2024	\$107,078	\$93,558	\$10,275	\$210,912					\$0	\$749,769	\$270,018	\$56,019	\$1,075,806
2025	\$111,362	\$97,301	\$10,686	\$219,348					\$0	\$861,130	\$367,319	\$66,705	\$1,295,154
2026	\$115,816	\$101,193	\$11,114	\$228,122					\$0	\$976,946	\$468,512	\$77,818	\$1,523,277
2027	\$120,449	\$105,240	\$11,558	\$237,247					\$0	\$1,097,395	\$573,752	\$89,377	\$1,760,524
2028	\$125,267	\$109,450	\$12,021	\$246,737			\$97,430	\$97,430	\$1,222,662	\$683,202	\$3,968	\$1,909,832	
2029	\$130,277	\$113,828	\$12,501	\$256,607					\$0	\$1,352,939	\$797,031	\$16,469	\$2,166,438
2030	\$135,488	\$118,381	\$13,001	\$266,871					\$0	\$1,488,427	\$915,412	\$29,470	\$2,433,309
2031	\$140,908	\$123,116	\$13,521	\$277,546	\$1,622,575			\$1,622,575	\$6,760	\$1,038,528	\$42,992	\$1,088,280	
2032	\$146,544	\$128,041	\$14,062	\$288,648					\$0	\$153,304	\$1,166,569	\$57,054	\$1,376,927
2033	\$152,406	\$133,163	\$14,625	\$300,194					\$0	\$305,710	\$1,299,732	\$71,679	\$1,677,121
2034	\$158,502	\$138,489	\$15,210	\$312,201					\$0	\$464,212	\$1,438,221	\$86,889	\$1,989,322
2035	\$164,842	\$144,029	\$15,818	\$324,689					\$0	\$629,054	\$1,582,250	\$102,707	\$2,314,011
2036	\$171,436	\$149,790	\$16,451	\$337,677		\$1,731,676		\$1,731,676	\$800,490	\$364	\$119,158	\$920,012	
2037	\$178,293	\$155,782	\$17,109	\$351,184					\$0	\$978,784	\$156,145	\$136,267	\$1,271,196
2038	\$185,425	\$162,013	\$17,793	\$365,231			\$144,220	\$144,220	\$1,164,209	\$318,158	\$9,841	\$1,492,208	
2039	\$192,842	\$168,493	\$18,505	\$379,841					\$0	\$1,357,051	\$486,652	\$28,346	\$1,872,048
2040	\$200,556	\$175,233	\$19,245	\$395,034					\$0	\$1,557,607	\$661,885	\$47,591	\$2,267,082
2041	\$208,578	\$182,242	\$20,015	\$410,836					\$0	\$1,766,185	\$844,127	\$67,606	\$2,677,918
2042	\$216,921	\$189,532	\$20,816	\$427,269					\$0	\$1,983,106	\$1,033,660	\$88,422	\$3,105,187
2043	\$225,598	\$197,113	\$21,648	\$444,360					\$0	\$2,208,704	\$1,230,773	\$110,070	\$3,549,547
2044	\$234,622	\$204,998	\$22,514	\$462,134					\$0	\$2,443,326	\$1,435,771	\$132,584	\$4,011,681
2045	\$244,007	\$213,198	\$23,415	\$480,620					\$0	\$2,687,333	\$1,648,969	\$155,999	\$4,492,301
2046	\$253,767	\$221,726	\$24,351	\$499,844	\$2,922,167			\$2,922,167	\$18,933	\$1,870,695	\$180,350	\$2,069,978	
2047	\$263,918	\$230,595	\$25,325	\$519,838					\$0	\$282,851	\$2,101,289	\$205,676	\$2,589,816
2048	\$274,475	\$239,819	\$26,338	\$540,632			\$213,480	\$213,480	\$557,325	\$2,341,108	\$18,534	\$2,916,968	
2049	\$285,453	\$249,411	\$27,392	\$562,257					\$0	\$842,779	\$2,590,519	\$45,926	\$3,479,225
2050	\$296,872	\$259,388	\$28,488	\$584,747					\$0	\$1,139,651	\$2,849,907	\$74,414	\$4,063,972
2051	\$308,746	\$269,763	\$29,627	\$608,137		\$3,118,651		\$3,118,651	\$1,448,397	\$1,019	\$104,041	\$1,553,457	
2052	\$321,096	\$280,554	\$30,812	\$632,463					\$0	\$1,769,493	\$281,573	\$134,853	\$2,185,920
2053	\$333,940	\$291,776	\$32,045	\$657,761					\$0	\$2,103,434	\$573,349	\$166,898	\$2,843,681
	\$6,207,445	\$5,423,677	\$595,664	\$12,226,786	\$4,544,742	\$4,850,328	\$455,129	\$9,850,199					

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

	<u>Jul - Nov 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	4,637,166.22	4,689,181.00	-52,014.78	98.89%
Special Taxes	200,436.70	206,462.00	-6,025.30	97.08%
Other Tax Income	0.00	24,000.00	-24,000.00	0.0%
Lease Agreement	3,050.25	0.00	3,050.25	100.0%
Interest Income	33,260.17	20,000.00	13,260.17	166.3%
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	<u>4,892,164.54</u>	<u>5,019,643.00</u>	<u>-127,478.46</u>	<u>97.46%</u>
Expense				
Rent	3,330.00			
Vehicle Maintenance	500.00			
Staff				
Wages	62,542.64	130,000.00	-67,457.36	48.11%
Vacation Wages	2,700.00	21,665.00	-18,965.00	12.46%
Medical/dental ins compensation	3,000.00	12,000.00	-9,000.00	25.0%
Payroll Taxes	4,980.71	12,500.00	-7,519.29	39.85%
Workers Compensation/Life Ins	1,760.33	650.00	1,110.33	270.82%
Payroll Processing	944.24	2,500.00	-1,555.76	37.77%
Total Staff	<u>75,927.92</u>	<u>179,315.00</u>	<u>-103,387.08</u>	<u>42.34%</u>
RETIREE MEDICAL BENEFITS				
PERS Medical	23,180.51	72,500.00	-49,319.49	31.97%
Delta Dental	4,743.95	14,000.00	-9,256.05	33.89%
Vision Care	1,292.40	4,100.00	-2,807.60	31.52%
CalPERS Settlement	0.00	7,616.00	-7,616.00	0.0%
Total RETIREE MEDICAL BENEFITS	<u>29,216.86</u>	<u>98,216.00</u>	<u>-68,999.14</u>	<u>29.75%</u>
OUTSIDE PROFESSIONAL SERVICES				
Nixle Fee	3,182.70	4,000.00	-817.30	79.57%
Long Term Financial Planner	3,162.50	5,000.00	-1,837.50	63.25%
Emergency Prep Coordinator	35,066.64	105,200.00	-70,133.36	33.33%
Accounting	9,000.00	36,000.00	-27,000.00	25.0%
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	0.00	25.00	-25.00	0.0%
Contra Costa County Expenses	23,735.48	38,000.00	-14,264.52	62.46%
El Cerrito Contract Fee	1,601,451.29	3,843,483.00	-2,242,031.71	41.67%
El Cerrito Reconciliation(s)	51,318.79	123,165.00	-71,846.21	41.67%
IT Services and Equipment	1,250.00	15,000.00	-13,750.00	8.33%
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	50,000.00	-50,000.00	0.0%
Risk Management Insurance	0.00	19,000.00	-19,000.00	0.0%
LAFCO Fees	0.00	5,000.00	-5,000.00	0.0%

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

	Jul - Nov 22	Budget	\$ Over Budget	% of Budget
Legal Fees	9,815.04	20,000.00	-10,184.96	49.08%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	1,300.00	4,500.00	-3,200.00	28.89%
Wildland Vegetation Mgmt	2,500.00	7,600.00	-5,100.00	32.9%
Total OUTSIDE PROFESSIONAL SERVICES	1,742,422.44	4,315,573.00	-2,573,150.56	40.38%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,045.23	30,000.00	-25,954.77	13.48%
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	4,137.33	5,000.00	-862.67	82.75%
Firesafe Planting Grants	0.00	25,000.00	-25,000.00	0.0%
Community Sandbags	713.38	1,900.00	-1,186.62	37.55%
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	9,614.82	72,200.00	-62,585.18	13.32%
DISTRICT ACTIVITIES				
Professional Development	595.00	10,000.00	-9,405.00	5.95%
Office				
Office Equipment	899.23			
Office Expense	1,586.63	5,000.00	-3,413.37	31.73%
Office Supplies	0.00	2,000.00	-2,000.00	0.0%
Telephone	6,607.02	8,000.00	-1,392.98	82.59%
Office- Other	0.00	500.00	-500.00	0.0%
Total Office	9,092.88	15,500.00	-6,407.12	58.66%
Election	0.00	7,500.00	-7,500.00	0.0%
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	695.00	9,000.00	-8,305.00	7.72%
Building Maintenance				
Gardening service	0.00	4,000.00	-4,000.00	0.0%
Building alarm	0.00	1,500.00	-1,500.00	0.0%
Medical Waste Disposal	0.00	7,500.00	-7,500.00	0.0%
Janitorial Service	1,256.24	2,000.00	-743.76	62.81%
Miscellaneous Maint.	9,199.70	5,000.00	4,199.70	183.99%
Total Building Maintenance	10,455.94	20,000.00	-9,544.06	52.28%
Building Utilities/Service				
Refuse Collection	623.20			
Gas and Electric	5,793.47	13,000.00	-7,206.53	44.57%
Water/Sewer	1,472.32	4,000.00	-2,527.68	36.81%
Total Building Utilities/Service	7,888.99	17,000.00	-9,111.01	46.41%
Total DISTRICT ACTIVITIES	58,573.51	114,000.00	-55,426.49	51.38%

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

	<u>Jul - Nov 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</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>1,919,585.55</u>	<u>4,804,304.00</u>	<u>-2,884,718.45</u>	<u>39.96%</u>
Net Ordinary Income	2,972,578.99	215,339.00	2,757,239.99	1,380.42%
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	204,685.07			
Net Income	<u><u>3,177,264.06</u></u>	<u><u>215,339.00</u></u>	<u><u>2,961,925.06</u></u>	<u><u>1,475.47%</u></u>

12/07/22

Kensington Fire Protection District Profit & Loss Prev Year Comparison

Accrual Basis

July through November 2022

	Jul - Nov 22	Jul - Nov 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,637,166.22	4,429,660.08	207,506.14	4.7%
Special Taxes	200,436.70	204,417.70	-3,981.00	-2.0%
Lease Agreement	3,050.25	15,251.25	-12,201.00	-80.0%
Interest Income	33,260.17	4,530.66	28,729.51	634.1%
CERBT Reimbursement	18,088.02	0.00	18,088.02	100.0%
Miscellaneous Income	163.18	0.00	163.18	100.0%
Total Income	4,892,164.54	4,653,859.69	238,304.85	5.1%
Expense				
Rent	3,330.00	0.00	3,330.00	100.0%
Vehicle Maintenance	500.00	0.00	500.00	100.0%
Staff				
Wages	62,542.64	60,535.00	2,007.64	3.3%
Vacation Wages	2,700.00	0.00	2,700.00	100.0%
Medical/dental ins compensation	3,000.00	1,000.00	2,000.00	200.0%
Payroll Taxes	4,980.71	4,707.42	273.29	5.8%
Workers Compensation/Life Ins	1,760.33	211.40	1,548.93	732.7%
Payroll Processing	944.24	736.33	207.91	28.2%
Total Staff	75,927.92	67,190.15	8,737.77	13.0%
RETIREE MEDICAL BENEFITS				
PERS Medical	23,180.51	0.00	23,180.51	100.0%
Delta Dental	4,743.95	0.00	4,743.95	100.0%
Vision Care	1,292.40	0.00	1,292.40	100.0%
CalPERS Settlement	0.00	5,712.48	-5,712.48	-100.0%
Total RETIREE MEDICAL BENEFITS	29,216.86	5,712.48	23,504.38	411.5%
OUTSIDE PROFESSIONAL SERVICES				
Nixle Fee	3,182.70	3,182.70	0.00	0.0%
Long Term Financial Planner	3,162.50	14,981.25	-11,818.75	-78.9%
Emergency Prep Coordinator	35,066.64	41,666.65	-6,600.01	-15.8%
Accounting	9,000.00	15,000.00	-6,000.00	-40.0%
Bank Fee	0.00	25.00	-25.00	-100.0%
Contra Costa County Expenses	23,735.48	19,850.53	3,884.95	19.6%
El Cerrito Contract Fee	1,601,451.29	1,469,112.72	132,338.57	9.0%
El Cerrito Reconciliation(s)	51,318.79	79,604.01	-28,285.22	-35.5%
IT Services and Equipment	1,250.00	22.78	1,227.22	5,387.3%
Fire Engineer Plan Review	640.00	0.00	640.00	100.0%
Legal Fees	9,815.04	4,997.00	4,818.04	96.4%
Website Development/Maintenance	1,300.00	1,300.00	0.00	0.0%
Wildland Vegetation Mgmt	2,500.00	0.00	2,500.00	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	1,742,422.44	1,649,742.64	92,679.80	5.6%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,045.23	10,293.54	-6,248.31	-60.7%
Open Houses	718.88	0.00	718.88	100.0%
Community Shredder	4,137.33	2,367.50	1,769.83	74.8%
Community Sandbags	713.38	669.48	43.90	6.6%
Total COMMUNITY SERVICE ACTIVITIES	9,614.82	13,330.52	-3,715.70	-27.9%
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				
Office Equipment	899.23	0.00	899.23	100.0%
Office Expense	1,586.63	1,270.46	316.17	24.9%
Office Supplies	0.00	694.33	-694.33	-100.0%
Telephone	6,607.02	2,848.94	3,758.08	131.9%
Total Office	9,092.88	4,813.73	4,279.15	88.9%

12/07/22

Kensington Fire Protection District Profit & Loss Prev Year Comparison

Accrual Basis

July through November 2022

	Jul - Nov 22	Jul - Nov 21	\$ Change	% Change
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	695.00	7,615.00	-6,920.00	-90.9%
Building Maintenance				
Gardening service	0.00	2,100.00	-2,100.00	-100.0%
Medical Waste Disposal	0.00	1,216.15	-1,216.15	-100.0%
Janitorial Service	1,256.24	838.34	417.90	49.9%
Miscellaneous Maint.	9,199.70	5,177.72	4,021.98	77.7%
Total Building Maintenance	10,455.94	9,332.21	1,123.73	12.0%
Building Utilities/Service				
Refuse Collection	623.20	0.00	623.20	100.0%
Gas and Electric	5,793.47	5,097.40	696.07	13.7%
Water/Sewer	1,472.32	2,614.30	-1,141.98	-43.7%
Total Building Utilities/Service	7,888.99	7,711.70	177.29	2.3%
Total DISTRICT ACTIVITIES	58,573.51	34,586.69	23,986.82	69.4%
Total Expense	1,919,585.55	1,770,562.48	149,023.07	8.4%
Net Ordinary Income	2,972,578.99	2,883,297.21	89,281.78	3.1%
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	3,177,264.06	2,883,297.21	293,966.85	10.2%

Kensington Fire Protection District Trial Balance

12/07/22

Accrual Basis

As of November 30, 2022

	Nov 30, 22	
	Debit	Credit
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	194,829.85	
General Fund	212,568.46	
Special Tax Fund	0.02	
Capital Fund	583,105.13	
Accounts Receivable	4,805.80	
Advance on Taxes	4,697,224.77	
Advance on Supplemental Taxes	95,090.40	
Deposits on Fixed Assets	20,000.00	
Prepaid Services - EC	0.07	
Prepaid Exp.	1,159.00	
Prepaid CERBT - Retiree Trust	461,679.48	
Investments:US TBills - 4/20/23	3,000,000.00	
Investments:Fed Home Loan Bk - 9/27/23	3,500,000.00	
Investments:Fire Protect. Contract Reserves	17,719.01	
Land	5,800.00	
Equipment	2,073,780.43	
Accumulated Depreciation-Equip		1,011,602.78
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,208,874.20
Current Capital Outlay:PSB Renovation Hard Cost	214,343.75	
Current Capital Outlay:Temporary Facilities Project	658,128.44	
Current Capital Outlay:PSB Renovation Soft Costs	612,318.18	
Current Capital Outlay:P/S Building Repair/Replace	22,803.83	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Due to Revolving Acct - Gen Fnd		4,173.31
Due to Other - Issued by CCC		31,019.31
Accounts Payable		1,605.34
Deferred Inflow of Resources		9,731.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
Postretirement Health Ben Liab	20,094.86	
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		3,470,199.53
Property Taxes		4,637,166.22
Special Taxes		200,436.70
Lease Agreement		3,050.25
Interest Income		33,260.17
CERBT Reimbursement		18,088.02
Miscellaneous Income		163.18
Rent	3,330.00	
Vehicle Maintenance	500.00	
Staff:Wages	62,542.64	
Staff:Vacation Wages	2,700.00	
Staff:Medical/dental ins compensation	3,000.00	
Staff:Payroll Taxes	4,980.71	
Staff:Workers Compensation/Life Ins	1,760.33	
Staff:Payroll Processing	944.24	
RETIREE MEDICAL BENEFITS:PERS Medical	23,180.51	
RETIREE MEDICAL BENEFITS:Delta Dental	4,743.95	
RETIREE MEDICAL BENEFITS:Vision Care	1,292.40	
OUTSIDE PROFESSIONAL SERVICES:Nixle Fee	3,182.70	
OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner	3,162.50	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	35,066.64	
OUTSIDE PROFESSIONAL SERVICES:Accounting	9,000.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	23,735.48	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	1,601,451.29	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	51,318.79	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	1,250.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	640.00	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	9,815.04	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	1,300.00	

**Kensington Fire Protection District
Trial Balance**

12/07/22

Accrual Basis

As of November 30, 2022

	Nov 30, 22	
	Debit	Credit
OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt	2,500.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	4,045.23	
COMMUNITY SERVICE ACTIVITIES:Open Houses	718.88	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	4,137.33	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	713.38	
DISTRICT ACTIVITIES:Professional Development	595.00	
DISTRICT ACTIVITIES:Office:Office Equipment	899.23	
DISTRICT ACTIVITIES:Office:Office Expense	1,586.63	
DISTRICT ACTIVITIES:Office:Telephone	6,607.02	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,264.02	
DISTRICT ACTIVITIES:Firefighters' Expenses	28,581.68	
DISTRICT ACTIVITIES:Memberships	695.00	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	1,256.24	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	9,199.70	
DISTRICT ACTIVITIES:Building Utilities/Service:Refuse Collection	623.20	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	5,793.47	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	1,472.32	
Discount on US TBills		61,625.00
Discount on Fixed Security		143,060.07
TOTAL	20,707,132.69	20,707,132.69



RESOLUTION 2022-24

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT COMMENDING JANICE KOSEL FOR HER DEDICATED SERVICE AS A DIRECTOR TO THE RESIDENTS OF KENSINGTON

WHEREAS, Janice Kosel pledged herself to serving Kensington as a board director since 1994, repeatedly holding various officer and committee chair duties; and

WHEREAS, Janice Kosel is a lifelong resident of Kensington, a graduate of UC Berkeley (1968) and Boalt Hall School of Law (1971), and is a law professor at Golden Gate University in San Francisco; and

WHEREAS, Janice Kosel supported the district's initial contract for services with El Cerrito resulting in significantly reduced operating costs and one of the lowest operating expenses of any fire station in the Bay Area; and

WHEREAS, Janice Kosel advocated for having at least one paramedic on each medical response team and average response times below five minutes; and

WHEREAS, Janice Kosel reduced fire risk by championing water system improvements to increase water supply and hydrants throughout Kensington resulting in sufficient water flow to serve two engines on the ridge with Tilden Park; and

WHEREAS, Janice Kosel's leadership contributed to the El Cerrito/Kensington Fire Department being awarded a Class 1 Public Protection Classification rating by the Insurance Services Office (ISO), which is the highest possible score that can be given to any fire department nationwide with only 1 percent of communities earning that rating; and

WHEREAS, Janice Kosel's fiscal knowledge led the district to prefund all medical obligations to its retirees and their families, and to set aside cash reserves for replacement engines and other capital expenses; and

WHEREAS, Janice Kosel supported essential seismic renovations of the Kensington Public Safety Building to provide a safer work environment for our firefighters and to better ensure their ability to respond in the event of a natural disaster; and

WHEREAS, Janice Kosel initiated a robust public education program by starting the district's participation in the Solano Stroll parade, the Fire Plug newsletter, annual open houses, toy-drive/spaghetti feeds, Pluggie the Fire Hydrant, 24-hour emergency kits for the community, firefighter trading cards, the Shredding event, and many fire safety message brochures, coloring books, erasers, and pencils; and

WHEREAS, Janice Kosel encouraged the district to join the CSDA, to create a policy handbook based on their template, and to pursue and achieve the District of Distinction Award and Transparency Certificate; and

WHEREAS, Janice Kosel's legal expertise helped to successfully represent the district in arbitration issues; and

WHEREAS, the district has received many compliments and not a single complaint on its emergency service response during Janice Kosel's tenure;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby commends Janice Kosel on her lifelong service to the Kensington Fire Protection District, and wishes her heartfelt thanks and continued success in her future endeavors.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 14th day of December 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Secretary



RESOLUTION 2022-25

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT COMMENDING KEVIN PADIAN FOR HIS DEDICATED SERVICE AS A DIRECTOR TO THE RESIDENTS OF KENSINGTON

WHEREAS, Kevin Padian dedicated himself to serving the Kensington community with compassion for public safety; and

WHEREAS, Kevin Padian served the Kensington Fire Protection District as Director, Vice President, and Co-Chair of the Emergency Preparedness Committee (EPC) for 4 years; and

WHEREAS, Kevin Padian was the driving force behind the establishment of the Emergency Preparedness Committee of the Kensington Fire Protection District and worked tirelessly to improve the preparedness of the Kensington community for wildfire, earthquakes, and other disasters; and

WHEREAS, Kevin Padian campaigned intensely have the Board of Directors of the Kensington Fire Protection District hire a full time Emergency Preparedness Coordinator to raise the awareness of the Kensington community and to create programs to improve the emergency preparedness of the Kensington community; and

WHEREAS, Kevin Padian worked with EPC members, staff of the Kensington Fire Department and the Kensington Police Department, and volunteers from the Kensington community to prepare for emergencies in Kensington; and

WHEREAS, Kevin Padian advocated very hard to have the Board of Directors of the Kensington Fire Protection District support the efforts of the EPC to raise awareness and emergency preparedness of the Kensington Community;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby commends Kevin Padian on his service to the Kensington Fire Protection District, and wishes him heartfelt thanks and continued success in his future endeavors.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 14th day of December 2022 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Larry Nagel, President

Secretary

**KENSINGTON FIRE PROTECTION DISTRICT
AGREEMENT FOR EMPLOYMENT OF
INTERIM GENERAL MANAGER**

This agreement (the “Agreement”) is made and effective as of the 14th day of December, 2022, between Mary A. Morris-Mayorga, an individual (“Employee”), and KENSINGTON FIRE PROTECTION DIRECT, a California special district (“KFPD”), (collectively, the “Parties”).

WHEREAS, KFPD has begun an active and open recruitment to fill its position of General Manager; and

WHEREAS, until such a permanent General Manager is hired, KFPD desires to employ Employee as an at-will employee for services as an Interim General Manager; and

WHEREAS, Employee desires to be employed as an at-will employee for services as an Interim General Manager; and

WHEREAS, Employee has previously served as an Interim General Manager, Assistant General Manager, and other administrative leadership positions with other public agencies and therefore possesses the specialized skills necessary to perform the duties of Interim General Manager for a limited duration; and

WHEREAS, the Parties wish to set forth in writing the terms and conditions of Employee’s employment as Interim General Manager; and

WHEREAS, it is the desire of KFPD to provide compensation on an hourly basis, and establish certain conditions of employment for the position of Interim General Manager.

NOW, THEREFORE, in consideration of the material advantages accruing to the parties and the mutual covenants contained herein, Employee and KFPD agree as follows:

Section 1. Appointment. The Board of Directors hereby appoints Employee to the position of Interim General Manager in and for the Kensington Fire Protection District. Employee hereby accepts such appointment under the terms and conditions of this Agreement.

Section 2. Term.

2.1 This Agreement will become effective upon the date it is executed by both Parties following approval by the Board of Directors. Employee’s first day of employment shall be January 1, 2023. This Agreement will expire at the time KFPD hires a permanent General Manager, unless terminated earlier pursuant to the terms of this Agreement.

2.2 Notwithstanding the foregoing, the District may extend the term for a brief period after KFPD hires a permanent General Manager so that Employee can assist in the transition of the permanent appointment.

Section 3. At-Will Status.

3.1 Employee is an at-will employee who shall serve at the pleasure of the Board of Directors. Accordingly, the Board of Directors may terminate Employee's employment under this Agreement at any time, with or without cause.

3.2 Nothing in this Agreement is intended to, or does, confer upon Employee any right to any property interest in continued employment, or any due process right to a hearing before or after the decision to terminate her employment either for, or not for, good cause. Both parties agree that Employee is retained on a temporary, at-will basis.

3.3 Both parties agree that this relationship is governed solely by this Agreement, and not by any statutory provisions.

3.4 Employee shall be covered as Interim General Manager by KFPD's Workers Compensation coverage in the event of an accident or injury.

Section 4. Employee's Duties. Employee shall render her best professional services and skills for the benefit of KFPD, performing the duties of an Interim General Manager of KFPD. Her primary responsibilities are to temporarily perform all supervisory and administrative tasks generally required of an executive officer for a similarly situated public agency. These General Manager functions include, but are not limited to: supervising all KFPD administrative and financial activities; supervising financial functions; serving as the primary contact with the Board; supervising the preparation of the agendas and staff reports of the Board of Directors, including its subcommittees; pursuing goals and policies adopted by the Board of Directors; and overall responsibility for KFPD's functioning during this interim period. Employee shall be responsible for performing the work under this Agreement in a manner which is consistent with the generally accepted standards for a professional public agency administrator.

Section 5. Compensation, Benefits and Reimbursement.

5.1 Hourly Pay. Employee shall be paid at a rate of \$116.88 per hour for all approved hours worked, less all applicable Federal, State and local withholding, payable on the KFPD-established payroll cycle. Employee shall provide the Finance Committee with a report of hours worked by way of a twice-monthly timesheet. Compensation shall be paid twice per month in accordance with District policies or as established by the Board of Directors.

5.2 It is expected that the position of Interim General Manager will be a fifty-percent full-time equivalent (50% FTE) and that the duties and responsibilities of the Interim General Manager position will require twenty (20) hours per week. KFPD recognizes that the duties and responsibilities of the position may require Employee to work additional time during the initial transition and periodically thereafter due to specific events and tasks. Advance permission is hereby given to work up to forty (40) hours per week during the first thirty (30) days. Hours in excess of thirty (30) hours per week after the first thirty (30) days and through the end of the employment term must be approved in writing in advance by the KFPD Finance Committee. Employee shall have no right to compensation for hours worked in excess of the foregoing limits in this section unless such prior written approval was granted.

5.3 The Parties agree that the position of Interim General Manager is an exempt position under the terms of the federal Fair Labor Standards Act, and that therefore no overtime will be paid under this Agreement.

5.4 Taxes and other legally required deductions will be deducted from Employee's compensation under this Agreement.

5.5 Medical or Other Unavailability. In accordance with state law, Employee shall accrue one hour of paid sick leave for every thirty hours worked. Employee may use such paid sick leave on or after her ninetieth (90th) day of employment. Accrued paid sick leave shall have no cash value, and Employee shall not be paid for available paid sick leave upon termination of this Agreement. Use of paid sick leave shall be subject to any applicable policy adopted by the Board of Directors. Except as set forth in this Agreement, Employee shall not accrue any other type of leave, including personal leave, during the term of this Agreement.

5.6 Expense Reimbursement.

- (i) Employee shall provide her own automobile for use in conducting normal KFPD business.
- (ii) KFPD agrees to pay the travel, including mileage, for trips outside the service area, and subsistence expenses of Employee for that official travel, meetings and occasions which are reasonably necessary to enable Employee to pursue official or other functions for KFPD, provided such travel is consistent with employee activities directed or authorized by the Board of Directors. KFPD will not reimburse expenses related to commuting.

Section 6. Schedule.

6.1 While it is anticipated that Employee will normally work a 20-hour work week, it is expected, due to the nature of the job, that from time to time the 20 hours per week will be exceeded, subject to Section 5, above.

6.2 Manager represents that her current additional activities will not interfere with his/her duties as Interim General Manager.

6.3 Manager shall not engage in any activity which is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Manager shall complete all disclosure forms required by law.

Section 7. Possession and Ownership of Property. Employee may use such KFPD property and materials without charge as is necessary and appropriate to carry out Employee's responsibilities hereunder. Upon termination of this Agreement, regardless of how termination may be effected, or whenever requested by KFPD, Employee shall immediately turn over to KFPD all of KFPD's property, including all items used by Employee in rendering services for KFPD hereunder or otherwise, that may be in Employee's possession, or under her control. All rights, title, royalties and interest to all work product of Employee resulting from her

performance under this Agreement, including software, systems, specifications, data, reports, opinions and any other such information and materials as may be accumulated by Employee in performance of work under this Agreement, whether complete or in progress, shall be vested in KFPD.

Section 8. Termination.

8.1 Either Party may this Agreement at any time, with or without cause, upon giving the other party fourteen (14) days' prior written notice. Neither party's right to terminate this Agreement shall be limited by an implied covenant or oral agreement. In the event of termination of this Agreement for any reason, Employee shall be entitled to payment prorated to the date of termination.

8.2 Notwithstanding subsection (i) of this section, KFPD may terminate Employee for cause without prior written notice. A termination "for cause" may include, but shall not be limited to, the following:

- (i) Violation of administrative policies and procedures;
- (ii) Failure to properly perform assigned duties;
- (iii) Theft of KFPD property;
- (iv) Insubordination;
- (v) Conviction of a felony or misdemeanor relating to Manager's fitness to perform assigned duties;
- (vi) Unauthorized absence from employment;
- (vii) Failure to maintain satisfactory working relationships with other employees, agents, or the public;
- (viii) Improper use of KFPD funds;
- (ix) Unauthorized use of KFPD property;
- (x) Willful misconduct or malfeasance;
- (xi) Any act of moral turpitude or dishonesty; and
- (xii) Other failure of good behavior either during or outside of employment such that Employee's conduct causes discredit to KFPD.
- (xiii) Following any notice of termination, Employee shall fully cooperate with KFPD in all matters relating to the winding up of her pending duties on behalf of KFPD and the orderly transfer of any such pending work to such other employee(s) of KFPD or the permanent General Manager.

Section 9. Indemnification & Professional Liability. KFPD shall defend, hold harmless and indemnify Employee against any tort, civil rights, personnel, discrimination, or professional liability claim, demand, suit, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties in accordance with the provisions of Government Code section 825. KFPD shall provide a defense in accordance with Government Code section 995 through 999.6. KFPD may decline to defend and/or indemnify Employee only as permitted by the Government Code. KFPD may compromise and settle any such claim or suit and pay the amount of any settlement or judgment therefrom.

Section 10. Waiver and Release Concerning Additional Compensation.

10.1 The Parties understand and agree that the consideration specified in Section 5, above, is the sole compensation to which Employee will be entitled for work performed pursuant to this Agreement. By signing this Agreement, to the maximum extent allowed by law, Employee, on behalf of herself and her heirs, estate, executors, managers, successors and assigns waives, releases and discharges KFPD and its elected officials, officers, employees, agents, volunteers, attorneys, affiliated entities, successors, assigns and insurers from any and all compensation or consideration in addition ("Additional Compensation") to that specified in Section 5, above, concerning Employee's performance as Interim General Manager.

10.2 Except as may otherwise be required by law, the "Additional Compensation" waived, released and discharged pursuant to this provision includes, but is not limited to, compensation in the form of benefits pursuant to the Public Employees Retirement System ("PERS") concerning work performed for KFPD, and any and all other compensation or benefits that may otherwise be due Employee under KFPD policies .

Section 11. Waiver and Release of Rights Concerning Termination or Expiration of this Agreement. By signing this Agreement, to the maximum extent allowed by law, Employee, on behalf of herself and her heirs, estate, executors, successors and assigns waives, releases and discharges KFPD and its elected officials, officers, employees, agents, volunteers, attorneys, affiliated entities, successors, assigns and insurers from any and all rights Employee may otherwise have concerning notice, hearing or other procedural rights ("Procedural Rights") under the KFPD policies, or other applicable law, regulation or rule, concerning termination or expiration of this Agreement, so long as such termination or expiration is in accordance with the terms of this Agreement.

Section 12. Waiver and Release of Unknown Claims. By signing this Agreement Employee understands and agrees that the waivers and releases specified in Section 10 and Section 11, above, waive, to the maximum extent allowable by law, any and all existing rights and claims against KFPD arising from the performance of the Services concerning Additional Compensation and Procedural Rights, including those which Employee does not know or suspect to exist in Employee's favor at the time of executing this Agreement which, if known by Employee would have materially affected this Agreement. Employee specifically waives her rights under Section 1542 of the California Civil Code, which provides that:

“A general release does not extend to claims which the creditor does not know or suspect to exist in his or her favor at the time of executing the release, which if known by him or her must have materially affected his or her settlement with the debtor.”

Section 13. Indemnification for PERS Benefits and Liability. In the event a court of competent jurisdiction or an authorized PERS representative determines Employee to be eligible for enrollment in PERS as an employee of KFPD, or determines Employee and/or KFPD to be liable for costs, expenses, penalties or other PERS-related liability arising from or related to Employee’s performance as Interim General Manager pursuant to this Agreement, Employee shall indemnify, defend and hold KFPD harmless for payment of any employee and/or employer contributions for PERS benefits on behalf of Employee, as well as for the payment of any penalties or interest or other liability concerning such contributions or other PERS-related liability that would otherwise be the responsibility of KFPD.

Section 14. Entire Agreement. This Agreement constitutes the entire agreement between the parties and contains all the agreements between them with respect to the subject matter hereof. It also supersedes any and all other agreements (including but not limited to employment or letter agreements) or contracts, either oral or written, between the parties with respect to the subject matter hereof. No party has made or relied upon any representations, warranties or commitments with respect to the subject matter of this Agreement except those specifically set forth herein. This Agreement shall be modified only with a written instrument duly executed by each of the parties.

Section 15. Confidentiality. The Employee agrees that in addition to any other limitation, regardless of the circumstances of the termination of retention, she will not communicate to any person, firm or corporation any confidential information relating to KFPD which she might from time to time acquire in the course of carrying out her responsibilities under this Agreement.

Section 16. Waiver. Failure of either party to require the performance of any term or condition of this Agreement, or the waiver by either party of any breach of this Agreement, shall not prevent subsequent enforcement of any such term or any other term, nor be deemed to be a waiver of any subsequent breach.

Section 17. Notices. Any and all notices or communications required or permitted to be given under this Agreement shall be delivered in writing by registered or certified mail, postage prepaid, and addressed, in the case of Employee, to xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx, and, in the case of the KFPD, to 217 Arlington Avenue, Kensington, CA, 94707, or to such other address as either party hereto shall hereafter designate by written notice to the other party. Mailed notices or communications shall be delivered upon deposit thereof in the mail in accordance with this paragraph.

Section 18. Miscellaneous.

18.1 Amendments. Except as otherwise specifically provided, the terms and conditions of this Agreement may be amended by mutual agreement, provided that before any amendment shall be valid or effective, it must be reduced to writing and signed by both parties.

This Agreement may be extended past its termination date by direction of the Board and written consent of Employee.

18.2 Binding on Heirs, Successors and Assigns. The employee retention provisions of this Agreement are personal to Employee, but the administrative provisions of this Agreement shall be binding upon and inure to the benefit of and shall be enforceable by the heirs, administrators, executors, successors and assigns of the parties hereto.

18.3 Arbitration and Attorney's Fees. If any dispute arises concerning the rights of either party regarding the terms of this Agreement, the parties shall submit that dispute to arbitration and shall accept as final and binding the decision of the duly selected arbitrator. The dispute shall be arbitrated pursuant to the California Employment Dispute Resolution Rules developed by the American Arbitration Association.

18.4 Headings and Severability. The paragraph headings contained in this Agreement are for reference purposes only and do not constitute substantive matter to be considered in construing the terms and provisions of this Agreement. The invalidity or unenforceability of any particular provision of this Agreement shall not affect its other provisions, and this Agreement shall be construed in all respects as if such invalid or unenforceable provision had been omitted.

18.5 Drafting of Agreement. This Agreement was negotiated between the parties and shall be read as if it was prepared jointly by the parties.

18.6 Review. Each party to this Agreement has had the opportunity to adequately review this Agreement, and failure to do so and any consequences thereof shall not be charged to the other party.

18.7 Choice of Law. This Agreement shall be construed and enforced under the laws of the state of California.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement.

Mary A. Morris-Mayorga

Date

Larry Nagel, Board President

Date

ATTEST:

_____, Board Secretary Date

APPROVED AS TO FORM:

John Bakker, General Counsel Date

Mr. Larry Nagel, Board President
Kensington Fire Protection District

November 29, 2022

Proposal for two-step process for 1.) Placement of a Consulting Manager/Interim General Manager, 2.) Permanent General Manager

Scope of Work — PHASE 1:

I am glad to offer services to recruit and place a Consulting/Interim GM (Phase 1) to serve for up to but not limited to a period of about 6 months. This could be preceded by the placement of a consulting manager while specifics are being worked out for the actual interim position. More time may be negotiated if required. BHI will use the currently available job description as a general basis for the search. It is highly desirable to secure an interim who is well professionally qualified and objective to District past and current situations or personnel.

It is seen that sometime between notification to proceed to BHI, 2-4 weeks may be required to identify and vet, then work the logistics and contract of a Consulting or Interim General Manager, with the goal of securing a start date of January 2nd, 2023. Should that not be possible, BHI will work with the Board to take necessary actions for coverage. Contracting with a managing consultant can generally happen rather quickly, whereas a formal Interim includes procedural steps that may not be able to achieve before the end of the calendar year. The In some scenarios, the Consulting or Interim may work for the District through a contract with BHI.

The general approach is utilizing the BHI network of California professionals to identify highly qualified persons that may be interested in such a part time position at a practical hourly rate. The process would include vetting one or more candidates through an ad hoc committee. If possible, the qualified individual would be presented to the District for consideration, then BHI would assist with verbally agreed details, such as contract, lodging, hourly rate, in person office hours, days of week, start date, etc. Those details would be included into a contract, worked in conjunction with the District's counsel to complete contractual details, then presented to the Board at an appropriate Board meeting.

The Interim GM would be responsible for:

1. Daily District operations
2. Managing any tasks currently work with the District through contract
3. Generation of the 2022/2023 annual budget for the District
4. Be prepared to leave the District with an assessment of the state of the District including, but not limited to, staffing versus contract work necessary regarding sustainable daily operations, status of the annual budget, adequacy of District policies and assessing policy/practice audit and more. This report would be required at contract end.

Deliverable for Task A—recruit, vet and place a fully qualified interim General Manager to the KFPD for the 6mo. timeframe.

Estimated Hours/Cost—Fixed fee of \$9,750.00, plus expenses.

Upon placement of the interim(s), BHI may begin the process of recruiting a permanent half-time GM (Phase 2) for the District.

Scope of Work – PHASE 2

Approach: (detailed further below) Five tasks lead the Board through the process. The first will begin at the completion of Phase 1 activities, in January 2023, they will progress through 6-8 months thereafter.

Task 1 - Board preparation meeting/workshop through candidate **description** of the next GM. This may include one-on-one interviews with the Board members if desired.

Task 2 – A. Development of materials necessary to reach a broad and qualified candidate pool, generating interest in the position. **B.** Establish a full suite of qualified candidates based on the GM Candidate Description utilizing numerous different methods to assure the highest-level qualified candidate pool possible. Much of this is completed through the use of contacts and phone calls, along with the standard media outreach and appropriate periodical ads.

Task 3 - Preparing the Board and conduct of a suite of selection activities and assure Board readiness for the decision-making process. Facilitate the selection process.

Task 4 – Conduct the initial starting negotiations with finalist.

Task 5 - (4-6 weeks after start date) Facilitate GM/Board “Successful start-up session” to clarify performance expectations for the first year. This is truly a unique feature of BHI. Please note that there are three (3) optional tasks included herein and outlined below for the Board to consider. Each option is described in the text and costed in the cost table in section 6.

Task 1 - This is a best practice step in finding the best-fit manager for KFPD. This dedicated time upfront gathering input from various sources is crucial to assure that candidates match your true needs and traits/experience that fit at KFPD. The Task includes a 3-4 hour workshop to develop a District GM Candidate Description and discuss important aspects of an upcoming permanent GM recruitment process. Some key questions that must be answered in this work are:

- *What are the aspects of former managers that you all liked, and perhaps did not like?*
- *What level of experience in what fields will be clearly necessary in our next GM?*
- *What are the likely challenges that your next GM will face?*
- *What educational levels of accomplishment are pre-requisite to considering our next GM?*
- *What will be important desired character related traits that our new GM should possess?*
- *What are the obvious needs of the community ratepayers that will be important to our next GM?*
- *What type of manager of employees would we like the new manager to be?*
- *What is clearly necessary regarding communications from and to our next GM?*

The discussion of these and other topics set the baseline for the resultant Candidate Description. The candidate description is used to set the direction for the marketing of the position, the candidate pool sorting and the selection activities with the final candidates. These findings will be carefully mapped with the skills, knowledge, abilities and experience necessary to FIT well with the District. It is important that all Board member points-of-view are considered when conducting such a workshop. Should there be any issues within the Board leading up to this search, those varied points of view

will need to be addressed. Public disagreements by the Board are easy to discover by top candidates, thus it is critical that any of these be addressed early in the search effort.

The workshop to develop the Description is best when preceded by other means of input, often from a variety of sources. The following are optional, pre-Board workshop, activities that assist with the use of workshop time and allow for added perspective for the Board during the Description development. Consultant WILL personally interviews each Board member, one-on-one (ZOOM?).

Task 2 –

• Search activities and Candidate Pool Development and Candidate Pool Narrowing

BHI has been recruiting executives for Special Districts in California over 14 years. There are three proven methods to reach and aggressively develop a candidate pool:

- 1.) Strong media advertising,
- 2.) Proactively contacting targeted currently employed, qualified candidates, and
- 3.) Directly contacting of a well-developed network of qualified individuals.

BHI enjoys a strong network of competent executives working in public agencies and are often sought out by those seeking new challenges and locations. We typically establish a candidate pool with well over 50 candidates with over 20% of the candidates being well qualified, presenting a broad set of candidate options from which the Board/committee can select. It should be noted that the candidate pool for such executive level part-time employees is very limited since many have retired since the Covid-19 pandemic. The media ads and candidate brochure will be strategically crafted and placed within the market and to individuals in order to create interest and visibility of those most qualified. BHI will work with KFPD staff for bring out the best in brochure design and assure accurate descriptions of the full package being offered.

BHI will also establish a target list of those individuals within his well-established network in executive level public agencies across the state and nation. As mentioned above, we are confident that 3-4 individuals that we have recently worked with or have expressed interest to us would be interested in this position. Help from the KFPD Board, staff, partner agencies and others will help formulate this list.

- **Develop Compelling Advertisements and Candidate Brochure:** Ads and all other position marketing materials must be made to compel the highest levels of professional to consider the position. BHI will work with KFPD staff to develop ads and the brochure. If the District Board desires an ad-hoc committee, this will be part of their scope of work as well. We will use District sanctioned logos and consider utilizing the services of printers and other services providers typically used by the District. The District will provide additional guidance for any industry specific ad placements over and above those selected by the Consultant.
- **Strategically place ads:** The Consultant will strategically place advertisements in various electronic media outlets along with appropriate job posting boards. This will key on those publications that industry professionals typically review. Typical on-line publications for such a position are CSDA, PSJobs, Western Cities, local newspapers, KFPD website, LinkedIn jobs and more as directed by District leadership, etc.
- **Proactively seek qualified individuals:** The Consultant will contact and develop interest in the position at logical and available professional associations and may potentially attend events where such professionals attend.

Task 2 - Target Qualified Individuals

BHI will target individuals who meet the criteria, using California Special District and KFPD network. It is anticipated that BHI will market the position at the CSDA General Manager Summit in June. Attendance at these gatherings will present a nominal cost to the District in sharing registration cost for two consultants (Lynda Ives, candidate marketing specialist) and specialized marketing materials for each conference purpose.

Near the end of the position marketing stage, the Consultant will begin sorting the full pool according to the Candidate description developed in Task 1. This down-select process puts the candidates in a rank order of the consultant's view of the pool only and may involve an ad-hoc committee of the Board if one such committee exists. The entire pool is presented to the Board/committee before and further narrowing occurs. In many cases, the consultant will begin calling the references of those most highly qualified. It is important that if 5-10 "highly" qualified candidates express interest in the position, that the consultant demonstrates specific interest in those to keep interest fresh.

The **deliverable** for Task 2 is to develop and present the best most highly qualified candidate pool possible. The candidate description guides this effort and the consultant's network aids in this work.

Also important to this stage is the actual compensation package or package range being offered. KFPD must also be an attractive place to work. All of these are aspects are important considerations that top candidates review and consider.

Task 3 – Selection Activities

It is first critical that the Board is properly and fully prepared for the selection from the pool of qualified candidates. The Consultant will meet with the Board to present all candidates, as directed by the ad-hoc committee. He will lead Board through a finer down-selection process, to a set of four to six finalist candidates, thereby identifying those most qualified for the upcoming, formal finalist's selection activities.

At that time the Consultant and Board will discuss the options for specific selections activities potentially including interviewing, optional on-line leadership/personality/communication assessments (optional), employee panels, community panels, pre-selection activity candidate assignments, potentially, an objective panel of individuals at similar levels, and/or managers, etc. In some cases these activities may present additional cost to the effort. These considerations of options will also be first introduced at the candidate description meeting at the beginning of the process (Task 1) and decided upon at this stage.

The Consultant will prepare the Board and/or panels for all approved selection activities and also prepare for interviewing by providing a briefing on behavioral interviewing to the Board directly prior to final interviews. This unique service allows the Board to be more thoroughly prepared to assess each candidate in areas which have shown to be most important and that align with the description. This will best prepare the Board panel for each step of the selection activity.

BHI will work with and through designated staff assure that all selection activities are well organized, deliberate, have purpose, and add value to the decision makers. The Consultant Brent Ives will guide through each step of this process. Any Board selected ancillary activities, like other panels, will be completed by this time and results prepared for the Board. (Note: inclusion, coordination and management of ancillary group interviewing processes may result in additional cost.)

The **deliverable** of Task 3 is to select a finalist from the entire candidate pool. This will occur through a set of activities of the Board's choosing.

Task 4 – Initial Negotiations

Consultant will assist as needed with the initial offer and negotiations between the chosen finalist and the District. The Consultant may represent the Board with an initial position in negotiations and may lead the Board through decisions on key elements of the contract. It is customary that District General Counsel also assists with this process, and takes the initial discussions through to a contract for consideration. It is recommended however that BHI be included in this process through to completion. A thorough background check on the selected finalist will be performed at this time, along with any specific requirements that the District may typically require (physical fitness, etc.) This may be completed by the District should that be the choice or can be completed by BHI as an option. The background should, at minimum, include checks on educational background, local, State and federal criminal checks, checks on social media, credit, driving and credentials and more.

The **deliverable** for Task 4 is a fully executed contract with the selected candidate.

Task 5 – Successful “Start-up” Session

A very unique service incorporated in the BHI process happens four to six weeks after the start day of the new GM. The Consultant will schedule the 2-hour performance workshop with the Board and the GM. This is the final yet critical stage of getting off to a good start. The deliverables for the assembled group are performance goals and expectations for the first year. These goals and expectations can then be integrated into the first year performance evaluation, or if the Board desires an initial 6-month performance review. This best practice allows for a beginning of the relationship with documented clarity and feeds into a well informed and professional performance review process. This process is also a unique and critical part of securing BHI as your search firm. The **deliverable** for Task 5 is a clearly understood start-up set of performance expectations for the GM and assurance of the Board of clear direction.

1. Firm

BHI Management Consulting, a wholly owned sole proprietorship
2459 Neptune Ct.
Tracy, CA 95304
Website: www.bhiconsulting.com
Email: brent@bhiconsulting.com
Project lead, contact and sole consultant: Brent Ives
Cell Phone #: 209-740-6779

BHI affirms understanding and the ability to comply with the requirements of KFPD standard professional services agreement. BHI is a sole-proprietor owned business, fully insured and benefited. Those individuals that BHI provides to assignments are single purpose contractors with BHI, under BHI coverage.

2. Background on BHI Management Consulting and Brent Ives

BHI Management Consulting is owned and operated by Brent Ives and is based in Tracy, California. Since 1994 the firm has specialized in serving public agencies to find and keep great leaders and employees as well as a variety of other organizational projects. It is important to understand that BHI offers this service as a focused, customized service to California Special Districts, not doing dozens each year but 5-6 annually. This presents a more focused, present and attentive recruitment process to KFPD. Your consultant throughout the entire process is the firm’s Principal, Brent Ives. BHI will support much of the effort with administrative support at their offices and use additional support at conferences while marketing the position.

Brent has served as a City Council member for the City of Tracy, California since 1992 and as directly elected Mayor of the City of Tracy, termed-out in 2014. This experience and knowledge allows Brent to bring valuable perspective to the executive search process.

At BHI we believe that, while we must be able to, and are consistently successful at, establishing a strong and qualified candidate pool, a co-equal challenge is assuring overall job-fit. Therefore, the process outlined herein, BHI is fully prepared, experienced and will focus only on your description development. BHI can meet all insurance requirements for this engagement.

BHI also includes a number of 'back-office' associates who support search efforts with the care and providing clear information to all candidates. This respect of the candidate pool is what we believe to be representative of the District and important to begin establishing a proper relationship. Our firm is known for taking the extra time in communicating with both the client District and the candidate pool.

It is very important to note that BHI is very and careful with both candidate and District confidentiality, search inclusivity, avoiding any bias and sensitivity to internal candidates while conducting all elements of the search.

References: BHI Executive Recruitment

•• Mt. View Sanitary District (2019)– nationwide search for **District Manager**
DM –Lilia Corona, lcorona@mvsd.org, (925) 586-5605....(925) 228-5635
Board President – Stan Caldwell – emails – (stan_caldwell@comcast.net),
Director.caldwell@mvsd.org – (925) 228-8922

•• East Contra Costa County Fire Protection District, nationwide search for **Business Services Manager**
Chief Brian Helmick, Fire Chief - (925) 584-8468
BHelmick@eccfpd.org
Recruitment for Business Services Manager – manager successfully placed

•• Ironhouse Sanitary District, nationwide search for **General Manager**
Chris Laurizen, Board President
Chad Davisson, General Manager
davisson@isd.us.com, Office: (925) 809-3001, Cell: (925) 727-2938 Placed
Chad Davisson as GM.

•• Calaveras County Water District, nationwide search for **General Manager.**
Mr. Scott Ratterman, Board Member,
ratt@goldrush.com, (209) 754-3426
Placed David Eggerton as GM, (209) 754-3543

Cost/Schedule

Cost - The following table outlines the cost per task and per BHI individual assigned for each Phase. As such, anticipated hours/costs include preparation for and conducting the workshop and providing

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the Interim GM and GM Recruitment, including task descriptions within each scope. Basic charges for Phase 1 are fixed at **\$9,750.00**. Effort charges for Phase 2 are quoted at **\$29,150.00**. Expenses are also included in the table and anticipated to include typical travel related expenses. Should it become advantageous for the consultant to attend a candidate-rich conference to assist with the search, consultant will negotiate expenses to attend which are not currently estimated within this table. It should be clear that one or both of the work phases above may be commissioned.

GM Recruitment Estimated Effort Costs	Principal (Ives@ \$375/hr)	(BHI Admin@ \$80/hr)	Cand. Specialist (@ \$80/hr.)	Labor Hour s/task Total		Comments
	Hours	Hours	Hours	Hours	Dollars	
INTERIM GM - PHASE 1	Hours	Hours	Hours	Hours	Dollars	Notes
1. Effort necessary to complete the placement	26	-	-	26	\$9,750.00	
TOTAL FOR INTERIM RECRUITING					\$9,750.00	
PERMANENT GM - PHASE 2	Hours	Hours	Hours	Hours	Dollars	Notes
1. Input and GM Description	8	0	0	8	\$3,000.00	Meetings/calls, Etc.
2. Position marketing	36	24	12	72	\$16,380.00	Anticipated 60-90 days.
3. Selection Activities	24	0	0	24	\$9,000.00	Meetings as needed (Note: the actual cost of this stage can vary with the Board's decision to include other groups within the selection)
4. Initial Negotiations	6	0	0	6	\$2,250.00	
5. Start-up Session	8	0	0	8	\$3,000.00	Board workshop
TOTAL PERMANENT GM RECRUITING SERVICES	68	24	12	104	\$28,500.00	
ESTIMATED EXPENSES						
	Time or Expense	Cost per	Cost		Dollars	
Travel expenses	Estimated travel expenses for attending meetings of District	3 Visits	\$500.00	-	\$500.00	Trip costs are estimated and can vary. For budget purposes, \$100/tip is used as a basis.
Office Supplies, printing, postage and telephone costs	-	-	\$150.00	-	\$150.00	
TOTAL EXPENSES	0	0	\$650.00	0	\$650.00	
TOTAL PHASE 2 - PERMANENT GM					\$29,150.00	

Should none of the final candidates be deemed sufficient to the Board for hire, BHI will work with the District to identify others with the candidate pool to consider for hire. Efforts may also be taken to re-market the position as well for cost. Should the selected candidate be dismissed for cause

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within one year of placement, BHI will conduct a search using all foundational elements of the original to establish a process for another selection. This will take place after a negotiated price plan as appropriate.

Schedule and requirements – BHI is prepared to begin the process with phase #1 within days of notice to proceed. BHI assumes that, upon approval, with Board President, ad-hoc committee and District Counsel will be available to the consultant for discussions during the process and for contractual assistance. It is also expected that BHI will be allowed to provide recommendations to the Board of Directors for structure governance improvements as the process evolves. The Board is provided a monthly written update during all phases of the search. Depending on the agreed position marketing time allowed and contract negotiations, the search process can take up to 6-8 months to fulfill the placement. Notice to proceed must minimally take place via email from the General Manager of the District.

Summary – We fully understand that this is a critically important task for the District Board of Directors. Solving the immediate issues for interim management is critical. The choices involved with the next GM are vitally important for the District and its future.

Job/position/location/community/Board ‘fit’ are unique and challenging but must be carefully assessed to the chances of a long- term, productive association. BHI offers to lead the District Board through the entire process with a deliberate and focused effort to get the very best candidates for the Board to consider, and then help to get off to a strong start with the selected individual. We welcome any questions or thoughts you may have on this proposal.

Sincerely,

Brent H. Ives 11/28/2022

Brent H. Ives, Principal
BHI Management
Consulting
brent@bhiconsulting.com

(Brent H. Ives is authorized to sign and bind the firm through contractual agreements)

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KENSINGTON FIRE PROTECTION DISTRICT

DATE: December 14, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **PSB and Temp Facilities Construction Update**

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Discuss and direct staff as needed.

Background Info

Punch-list work is still ongoing for the Temporary Fire Station on Craft Avenue, including Comcast cable and ATT fiber connections, gutters, weather sealing at the base of the carport, and electrical additions for engine exhaust systems and garage door power operators. The recent rains exposed a leak in the modular building that was repaired by the leasing company. Although the carport has an asphalt floor and is not mechanically conditioned, it contains the turnout gear storage and the fitness area. Rainwater penetrating under the metal side walls is causing damp conditions for the clothing, boots, exercise equipment, etc. The addition of gutters and base sealing has been delayed by limited contractor availability, but once completed will reduce the wet conditions. Fans and heaters will be added to dry the air in order to create more workable conditions. Additional electrical work is underway to accommodate the increased power needs of the mechanical conditioning. The large coil garage doors need power operators installed given their large size and to reduce response time. Electrical circuits have been added for the operators and we are waiting for a proposal from the vendor. Other minor punch-list items include pest abatement, minor repairs and installations such as an exterior utility sink. Overall, the crews have been making the most of the temporary conditions.

As stated in the prior report, the General Contractor, CWS Construction Group Inc., mobilized the Public Safety Building Seismic Renovation Project on 10/17/2022. Hazardous material abatement started on 11/14/2022 and was completed on 12/05/2022. During removal of the drywall, additional asbestos was discovered covering water pipes, which delayed the completion of the work. The total cost of the abatement is still being determined but the testing and removal expense is estimated to be +/- \$100,000, or about 40% of the \$251,000 contingency allowance listed in the FY2022-23 budget. Given the extensive demolition scope of the project already completed (see the photos below), the framing is now completely exposed so there will be no further contingency needed for this phase of the project. Further demolition of the existing framing and the concrete slab is well underway to accommodate the new design.

The contractor, design team, and construction manager continue to work daily on construction administration. To date, 45 RFIs (Requests for Information) have been issued by CWS and more arrive weekly. These are reviewed by the architect/engineers and Mack5 prior to consultation with the General Manager in preparation for response. CWS has issued 82 submittals for approval, requesting confirmations on equipment, material specifications, and details as required by the construction documents. These are also reviewed and responded to by the design team and GM. Construction progress photos from 12/12/2022 are attached.

12/12/2022 Construction Photos



First Floor - Apparatus Bay



First Floor - Apparatus Bay



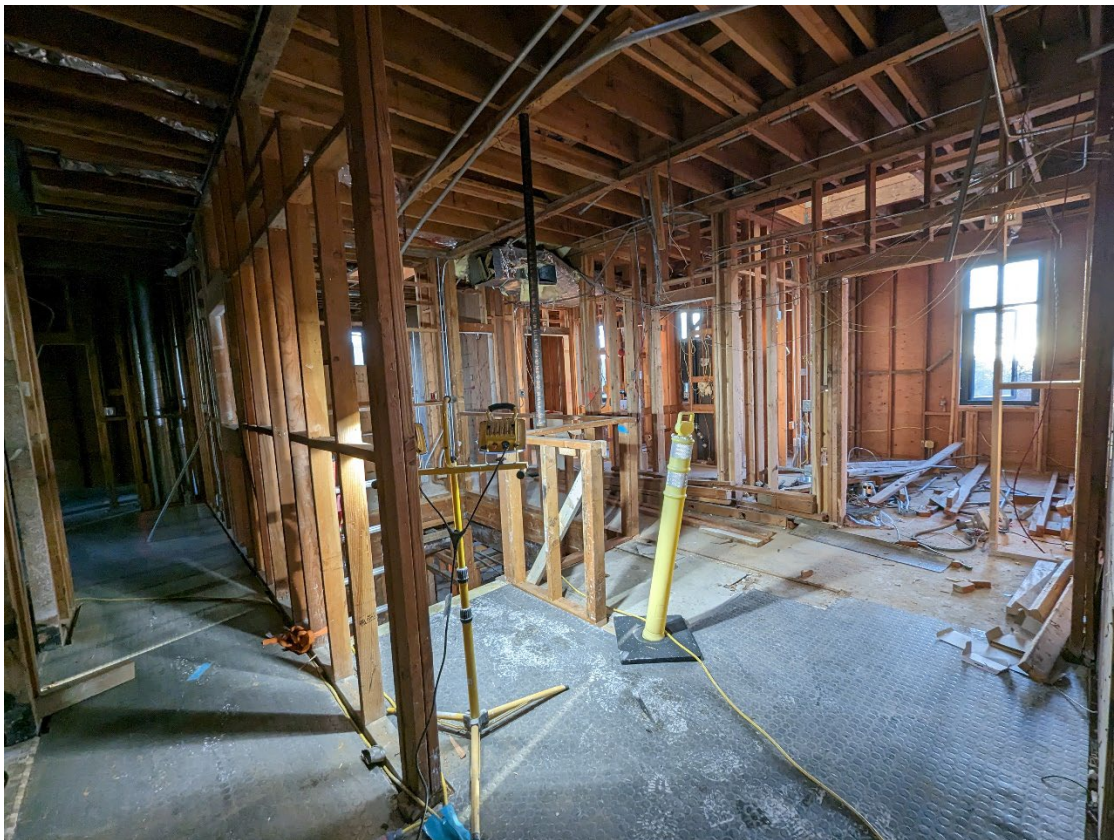
First Floor – Office Areas



First Floor – Office Areas



Second Floor – Living Areas



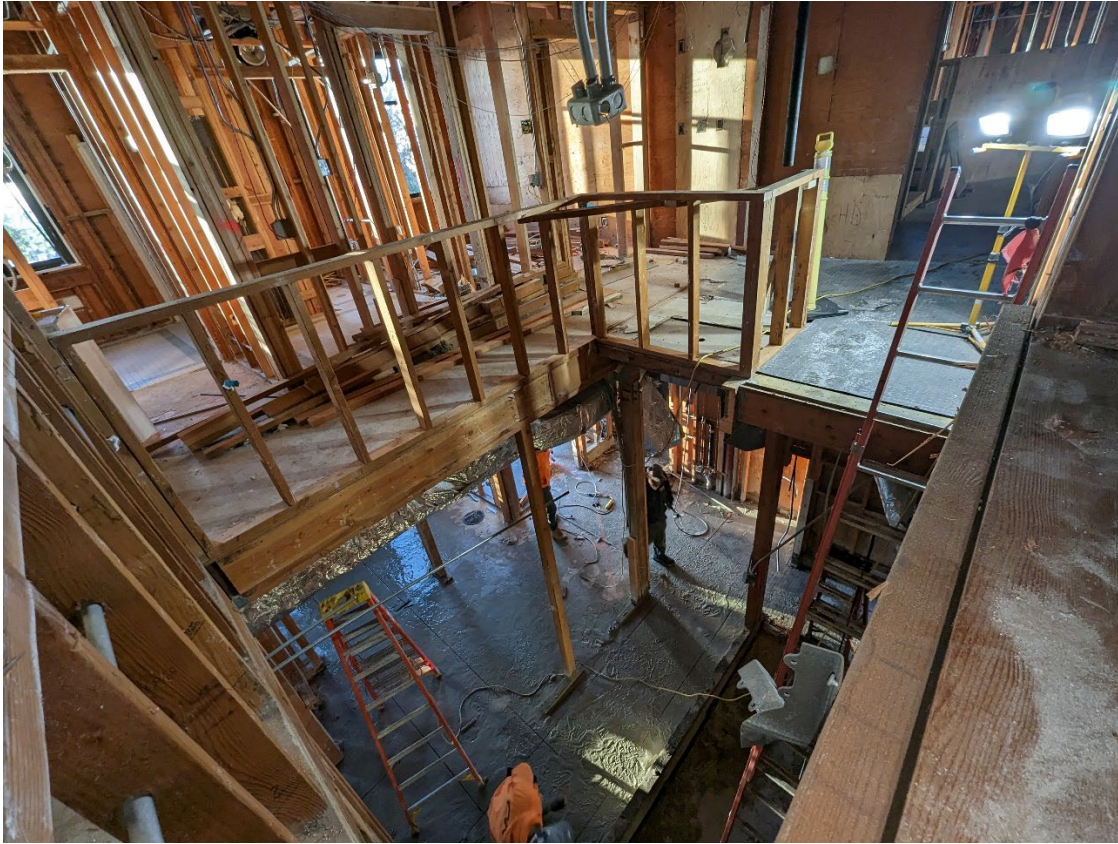
Second Floor – Living Areas



Second Floor – Living Areas



Second Floor – Living Areas



Second Floor – Living Areas





KENSINGTON FIRE PROTECTION DISTRICT

DATE: December 14, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **PSB and Temp Facilities Construction Update - SUPPLEMENT**

SUBMITTED BY: Bill Hansell, General Manager

Supplemental Information

The attached financial reports are included here for reference showing the total Kensington PSB Project expenses from 2016 through 2022(YTD). The summary amounts are:

2016 to 2020:	PSB Design Feasibility Study Expenses	=	\$289,379.72
2020 to 2022:	PSB Renovation – Soft Cost (Design/Eng/Permits)	=	\$654,023.16
	PSB Renovation – Hard Cost (General Contractor)	=	<u>\$214,343.75</u>
	PSB Renovation – Sub-Total	=	\$868,366.91
	Temp Facilities – Soft Cost (Design/Eng/Permits)	=	\$161,316.47
	Temp Facilities – Hard Cost (General Contractor)	=	\$523,546.56
	Temp Facilities – Parking Lot Rental	=	\$ 3,250.00
	Temp Facilities – Modular Rental	=	\$ 9,687.84
	Temp Facilities – Admin Sublet from KPPCSD	=	\$ 4,877.10
	Temp Facilities – Relocation Expenses (Paid)	=	\$ 6,941.76
	Temp Facilities – Relocation Expenses (Pending)*	=	<u>\$ 30,000.00</u>
	Temp Facilities – Sub-Total	=	\$739,619.73
	PSB Renovation + Temp Facilities Sub-Total	=	\$1,607,986.64
2016 to 2022:	Total Expenses To Date (Feasibility/Design/Const)	=	\$1,897,366.36

The following estimated project totals were reported in the July 13, 2022 report. Note that these do not include the prior \$289,379.72 spent from 2016 to 2020 on the design feasibility studies:

PSB Seismic Renovation Construction Cost.....	\$5,475,000
Temp Fire Station Construction Cost.....	\$740,000
PSB Seismic Renovation Design/Engineering.....	\$600,000
Temp Fire Station Design/Engineering Estimate.....	\$90,000
Relocation/FFE/Etc Estimate.....	\$300,000
Sub-Total.....	\$7,205,000
10% Project Contingency (if needed)	\$720,000
Total Project Cost.....	\$7,925,000

Construction Management services by Mack5 totaling \$326,540 were approved in the 09/14/2022 BoD meeting. This increases the total project cost to **\$8,251,540**.

The NHA Advisors strategic planning analysis presented in the 07/13/2022 BoD meeting was based on a total project estimate of **\$8.0M**, so the current project estimate is **+/- \$250K** above that amount. Since the NHA analysis considered all the district's obligations over the next 25 years including operations, rolling stock purchases, and emergency reserves (6-month Emergency Reserves), the Board should carefully consider the effect of any project design changes that would increase the total cost. NHA's Cash Flow and Reserve Charts show that any further project cost would not be sustainable as cash flow would not support the annual debt service without operations cuts or reductions to the rolling stock and emergency reserve amounts.

Finally, in order to ensure sustainable cash flow over the next two years and to maximize the district's investment strategy (e.g. currently 6-month and 12-month TBills), tax revenue schedules and operations expenses have been reviewed and coordinated with the following estimated payments for the PSB construction payments. Note, that these do not include Change Orders or Design Revisions, so any revisions to the project scope will need to be reviewed for cash flow and investment coordination, in addition to the overall effect on the strategic planning mentioned above.

Estimated Payment Amounts for PSB Renovation Hard Cost (General Contractor Base Bid):

<u>Month</u>	<u>Est Payment</u>
Nov 2022	\$215,000
Dec 2022	\$265,000
Jan 2023	\$400,000
Feb 2023	\$400,000
Mar 2023	\$400,000
Apr 2023	\$400,000
May 2023	\$400,000
Jun 2023	\$400,000
Jul 2023	\$400,000
Aug 2023	\$345,000
Sep 2023	\$300,000
Oct 2023	\$300,000
Nov 2023	\$250,000
Dec 2023	\$250,000
Jan 2024	\$250,000
Feb 2024	\$250,000
Mar 2024	\$250,000
Total Contract Bid Amount =	\$5,475,000*

**Note: Not including Change Orders or Design Revisions.*

KFPD PSB Design Feasibility Study Expenses From 2016 Through 2020

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
02/05/2016	Biggs Cardoso		4,250.00	4,250.00
03/05/2016	Biggs Cardoso		750.00	5,000.00
04/29/2016	Mack5		11,778.00	16,778.00
05/05/2016	Biggs Cardoso	public presentation	1,200.00	17,978.00
05/31/2016	Mack5	3249	883.40	18,861.40
06/30/2016	BPXpress	pdf blueprints	245.70	19,107.10
06/30/2016	Mack5	3273	883.40	19,990.50
07/30/2016	Mechanics Bank	scan documents	79.48	20,069.98
07/31/2016	Mack5	July project mgmt	441.70	20,511.68
07/31/2016	RossDrulisCusenbery	July architectural	14,859.50	35,371.18
08/31/2016	Mack5	August project mgmt	883.40	36,254.58
08/31/2016	RossDrulisCusenbery		18,310.09	54,564.67
09/30/2016	RossDrulisCusenbery		30,899.08	85,463.75
09/30/2016	Mack5	September proj mgmt	2,192.55	87,656.30
10/31/2016	Mack5	October project mgmt/cost estimating	8,160.00	95,816.30
10/31/2016	RossDrulisCusenbery	October architectural fees	5,997.70	101,814.00
11/30/2016	Mack5	November proj mgmt	730.85	102,544.85
11/30/2016	RossDrulisCusenbery	November arch fees	10,110.42	112,655.27
12/28/2016	RossDrulisCusenbery	December architectural fees	576.15	113,231.42
12/30/2016	Mack5	December project mgmt	441.70	113,673.12
01/31/2017	Mack5	Jan project mgmt	660.00	114,333.12
01/31/2017	RossDrulisCusenbery	Jan arch fees	15,826.93	130,160.05
03/31/2017	RossDrulisCusenbery	March architectural fees	9,270.42	139,430.47
04/30/2017	Mack5	April project mgmt/cost estimating	3,876.00	143,306.47
04/30/2017	RossDrulisCusenbery	April architectural fees	21,728.75	165,035.22
05/31/2017	Mack5	May project management/cost estimating	10,659.00	175,694.22
05/31/2017	RossDrulisCusenbery	May architectural fees	24,634.00	200,328.22
06/30/2017	Mechanics Bank	feasibility study/master plan reprographics	2,498.01	202,826.23
06/30/2017	RossDrulisCusenbery	June arch fees	12,636.66	215,462.89
07/31/2017	Mack5	July proj mgmt	4,845.00	220,307.89
11/14/2017	Rockridge Geotechnical		6,203.50	226,511.39
11/15/2017	Darwin Myers Associates	peer view of geophysicist study	1,162.50	227,673.89
11/30/2017	Mack5		3,570.00	231,243.89
12/31/2017	Mack5	December	595.00	231,838.89
01/25/2018	Mechanics Bank	copy of building plans	68.20	231,907.09
02/05/2018	Mack5	January project mgmt	85.00	231,992.09
02/08/2018	Rockridge Geotechnical	geotechnical report	6,598.22	238,590.31
07/31/2019	RossDrulisCusenbery	July 2019	902.50	239,492.81
08/31/2019	RossDrulisCusenbery	ESR 002 2016029	15,495.52	254,988.33
09/05/2019	BPXpress	color copies for buildin committee	86.55	255,074.88
09/30/2019	RossDrulisCusenbery	20160229-15ESR 002	8,200.59	263,275.47
10/25/2019	Arlington Community Church	11/16/19 meeting rental	150.00	263,425.47
10/28/2019	Mack5	conceptual cost plan	10,960.00	274,385.47

KFPD PSB Design Feasibility Study Expenses From 2016 Through 2020

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Balance</u>
10/31/2019	RossDrulisCusenbery	2016029-16 ESR 006	3,171.25	277,556.72
11/30/2019	Mack5	4209 project management	2,280.00	279,836.72
11/30/2019	RossDrulisCusenbery	2016029-17 ESR 006	8,878.00	288,714.72
06/30/2020		Reclass Mack5 PSB Value Est from Investmnts to Feasability Costs	665.00	289,379.72
07/24/2020	Mack5		3,325.00	292,704.72
07/31/2020	RossDrulisCusenbery	needs assesement feasibility	7,422.80	300,127.52
08/31/2020	RossDrulisCusenbery	August Services ESR007	381.85	300,509.37
09/30/2020	RossDrulisCusenbery	September	3,585.63	304,095.00
09/30/2020	Mack5	Renovation Project Advisory Services	855.00	304,950.00
11/16/2020	RossDrulisCusenbery	October Services	1,973.13	306,923.13
12/15/2020	RossDrulisCusenbery	November 2020 Services	1,296.88	308,220.01
12/31/2020	Mack5	Project Management Advisory Services for 10/20-12/20	285.00	308,505.01
03/04/2021	RossDrulisCusenbery	2016029-19 ESR 006 Invoice dated April 2020	6,285.41	314,790.42
03/04/2021	RossDrulisCusenbery	2016-029-20 ESR 006 Invoice dated May 2020	6,248.55	321,038.97
03/25/2021	RossDrulisCusenbery	To record difference b/w County's GL & QB, Warrant#642873	20.00	321,058.97
03/25/2021	Mack5	To record the difference between County's GL and Quickbooks, Warrant#624074	-95.00	320,963.97
06/30/2021		FY 2021 Closing Entry - To reclass expenses to fixed asset account	-31,584.25	289,379.72
			289,379.72	289,379.72

KFPD PSB Renovation Expenses From 2020 Through 2022

Date	Name	Memo	Debit
12/31/2021	Kappe Architects	CIP Expense/Soft Costs for Temp Facility	4,650.00
01/31/2022	Mack5	CIP Expense/Soft Costs for Temp Facility January 2022 Project Management Advisory Services	5,405.00
02/28/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facility February 2022 Architecture Services	3,225.00
03/31/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facility March 2022 Architecture Services	2,875.00
03/31/2022	Mack5	CIP Expense/Soft Costs for Temp Facility March 2022	1,815.00
04/27/2022	List Engineering Co	CIP Expense/Soft Costs for Temp Facility	2,681.50
04/29/2022	Mack5	CIP Expense/Soft Costs for Temp Facility	3,990.00
04/30/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facility	5,975.00
05/04/2022	BKF Engineers	CIP Expense/Soft Costs for Temp Facility	5,599.08
05/06/2022	American Steel Carports	CIP Expense/Soft Costs for Temp Facility	4,644.00
05/09/2022	American Carports Inc	CIP Expense/Soft Costs for Temp Facility	1,630.00
05/25/2022	List Engineering Co	CIP Expense/Soft Costs for Temp Facility	645.00
05/31/2022	Mack5	Temp Facilities Soft Costs	4,515.00
05/31/2022	Kappe Architects	CIP Expense/Soft COsts for Temp Facilities Project	1,575.00
06/01/2022	BKF Engineers	CIP Expense/Soft Costs for Temp Facility	17,084.59
06/03/2022	Pacific Mobile Structures	Temp Faciliites Soft Costs - Permit Drawings for Mobile Foundation	575.00
06/06/2022	City of El Cerrito	Temp Facility Soft Costs - Permit Fees for Planning	1,137.47
06/24/2022	Stege Sanitary District	Temp Facilities Soft Cost - Sewer Lateral Permit Fee	2,863.20
06/27/2022	List Engineering Co	Temporary Facilities Soft Costs	9,918.50
06/30/2022	Mack5	Temp Facilities Soft Costs	6,850.00
06/30/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facilities Project	4,200.00
07/06/2022	BKF Engineers	CIP Expense/Soft Costs for Temporary Facility	4,180.50
07/21/2022	PG&E - Eng Advance	Temp Facilities/Soft Costs	1,200.00
07/31/2022	Mack5	CIP Expense/Soft Costs for Temporary Facility	6,565.00
08/02/2022	BKF Engineers	CIP Expense/Soft Costs for Temporary Facility	411.00
08/08/2022	City of El Cerrito	Permit Fees for Bldg	2,224.99
08/29/2022	List Engineering Co	CIP Expense/Soft Costs for Temporary Facility	752.50
08/30/2022	BKF Engineers	CIP Expense/Soft Costs for Temporary Facility	667.25
08/31/2022	Kappe Architects	CIP Expense/Soft Costs for Temp Facilities Project	2,310.00
08/31/2022	Mack5	CIP Expense/Soft Costs for Temporary Facility	9,315.00
09/01/2022	El Cerrito Building Dept	Building Permit Fees for Carport	1,461.16
09/23/2022	List Engineering Co	CIP Expense/Soft Costs for Temporary Facility	215.00
09/30/2022	Mack5	CIP Expense/Soft Costs for Temporary Facility	15,269.75
09/30/2022	Kappe Architects	CIP Expense/Soft Costs for Temo Facilities Project	1,475.00
10/06/2022	BKF Engineers	CIP Expense/Soft Costs for Temporary Facility	447.30
10/17/2022	USPS	Change of Address - Mail forwarding	21.05
10/17/2022	All-Ways Green Services	Temp Fire Station Deep Clean	450.00
11/01/2022	BKF Engineers	CIP Expense/Soft Costs for Temporary Facility	85.20
12/05/2022	OBS Engineering, Inc.	App #3	4,447.43
12/09/2022	Mack5	CIP Expense/Soft Costs for Temp Facility	17,965.00

**Temp Facility -
Soft Costs**

161,316.47

KFPD PSB Renovation Expenses From 2020 Through 2022

Date	Name	Memo	Debit
07/27/2022	Bay Area Automatic Gates	Temp Facility Hard Costs - Rolling security gate	1,040.00
10/07/2022	American Carports Inc	Final payment for carport engines	50,406.13
10/11/2022	Airport Home Appliance	Appliances for Modular building	4,125.87
10/11/2022	OBS Engineering, Inc.	Capital Outlay (Temp Facilities Hard Costs)	166,250.00
10/12/2022	Bay Area Automatic Gates	Temp Facility Hard Costs - Rolling security gate	18,904.00
10/17/2022	Passtime Hardware	Temp Facilities Hard Costs	779.04
10/17/2022	Home Depot	Capital Outlay (Temp Facilities Hard Costs)	588.76
10/17/2022	Pacific Mobile Structures	Fire Installation	28,905.58
10/18/2022	Passtime Hardware	Temp Facilities Hard Costs	169.52
10/18/2022	Air Exchange, Inc.	Capital Outlay (Temp Facilities Hard Costs)	5,499.00
10/18/2022	Air Exchange, Inc.	Capital Outlay (Temp Facilities Hard Costs)	500.00
10/20/2022	Home Depot	Capital Outlay (Temp Facilities Hard Costs)	58.14
11/01/2022	OBS Engineering, Inc.	Temp Facilities - Hard Costs	224,827.19
11/28/2022	Ace Hardware	Capital Outlay (Temp Facilities Hard Costs)	676.24
12/05/2022	OBS Engineering, Inc.	Capital Outlay (Temp Facilities Hard Costs)	20,817.09
Temp Facilities - Hard Costs			523,546.56
09/01/2022	Unitarian Church of Berkeley	1/2 Aug + Sept 2022 Pkg Lot Rent	1,950.00
09/30/2022	Unitarian Church of Berkeley	October 2022 Rent	1,300.00
Temp Facilities - Lot Rental			3,250.00
10/17/2022	Pacific Mobile Structures	Rent for November 2022	3,026.52
11/01/2022	Pacific Mobile Structures	Rent 11/2022	2,908.40
12/01/2022	Pacific Mobile Structures	Rent for December 2022	3,752.92
Temp Facilities - Modular			9,687.84
11/07/2022	KPPCSD	Temporary Facility Admin Sublet	2,438.55
11/07/2022	KPPCSD	Temporary Facility Admin Sublet	2,438.55
Temp Facilities - Admin Sublet			4,877.10
10/15/2022	Fernando Herrera	Move to Temp Fire Station	5,600.00
10/17/2022	Zachary's Chicago Pizza	Staff Food for Move-Out	137.27
10/18/2022	Bayshore Safety	Hard Hat Cap Style - Moving Expense	308.85
10/25/2022	City of El Cerrito	Temp facilities relocation	895.64
Temp Facilities - Relocation			6,941.76
Total Expenses			1,577,986.64



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: December 5, 2022

TO: Bill Hansell: General Manager

FROM: Eric Saylor: Fire Chief

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

Operations

November Incident Run Reports

Thirty-one incidents occurred during November in the community of Kensington. Engine 165 responded to Thirty-two calls.

Administration

Standard Operating Procedures

The El Cerrito-Kensington fire department issued a success captain's test on November 10th that produced five highly qualified candidates. El Cerrito-Kensington is planning its first high-rise drill schedule in February 2023. The drill will include the city of Berkeley, Albany, and Richmond.

Vegetation Inspections

The Fire Department continues its residential inspections for compliance with the District's Vegetation Management Policy. State Law requires compliance in "Very High Fire Hazard Severity Zones" at all times; Annual grasses and weeds must always be maintained to 4" to 6". Cutting or mowing short dry grass is much safer than waiting until it is 2' or taller and dry. The District's and Cal Fire's websites provide information on safe practices around the home to create a safe environment.

Training

Active Shooter Drill

The department is planning to use the Adams Middle School off of Arlington Patterson to hold joint training for law enforcement and the fire department in 2023.

Citizen Engagement

Registering with the Contra Costa County Community Warning System can save lives. All residents of Kensington should register their cell phones with the Contra Costa County Community Warning System (CWS). CWS will alert you when life-threatening incidents, like wildfires or power shutdowns, occur. Registration can take place at www.cwsalerts.com

**KENSINGTON FIRE PROTECTION DISTRICT**

DATE: December 14, 2022
TO: Kensington Fire Protection District Board
RE: Emergency Preparedness Coordinator Report
SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

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

1. Community Event/Engagement

2. District Communications/ Publications

- 11/04/2022 Facebook Kensington Preparedness Video
- 11/18/2022 Facebook El Cerrito-Kensington Fire Dept Training Water Rescue
- 12/09/2022 Nextdoor Toys For Tots
- 12/09/2022 Facebook Toys For Tots
- Kensington Emergency Preparedness Doorhanger
- Kensington Outlook Articles

3. Initiatives/ Deliverables

- Register community members for Red Flag Alert Emails
- Assisted community members with registration to CWS
- Provide KPOA Evacuation Drill Data and Summary
- Provide resident explanation regarding Kensington Evacuation Routes
- Provide residents with best practice for dialing 911 in Kensington (vs dispatch).
- Assist resident with recruitment campaign to establish Wildcat Firewise Community.
- Finalize Door Hanger Campaign holding until 2023 Evacuation Drill.
- Placed second order for sandbags delivered to Kensington.
- Reserved April 2023 Shredding Event Shred Truck
- Develop 2023 EP Coordinator Objectives

4. Meetings

- 11/09/2022 KFPD Monthly Board Meeting
- 11/29/2022 Retired CalFire State Fire Marshall re: Home Hardening
- 12/08/2022 CERT Program Manager / KFPD EPC Touchpoint
- 12/08/2022 KFPD Emergency Preparedness Committee Meeting
- 12/09/2022 KPD Officer Brad Harms



KENSINGTON FIRE PROTECTION DISTRICT

DATE: December 14, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **General Manager's Report**

SUBMITTED BY: Bill Hansell, General Manager

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

- 1. Governance Transition** – KFPD email accounts have been created for Director Levine (dlevine@kensingtonfire.org) and Director Watt (jwatt@kensingtonfire.org). Prior director email accounts have been de-activated and archived. If not already filed, new directors must complete a Form 700 - Assuming Office, as well as the requirements for AB1234 Ethics Certification and Sexual Harassment Prevention Training.
- 2. Management Transition** – In anticipation of the Interim-GM appointment, Mary Morris-Mayorga was brought up to date on the PSB renovation project, temporary facilities punch-list, finances, records, committee work, etc. Further transition coordination will occur after the appointment is confirmed. Mary's prior KFPD email account (mmayorga@kensingtonfire.org) has been re-activated. The attached GM Transition Task List has been updated to reflect progress status, given Mary's prior experience with the district.
- 3. Executive Asst / Board Clerk Recruitment** – The attached job description has been posted on the district's website at <https://www.kensingtonfire.org/executive-assistant-board-clerk-recruitment> , and on the CSDA website as well as on Craigslist. It will be posted and distributed further via other outlets over the next week.
- 4. Account Passwords** – President Nagel has been provided *LastPass* account access to the district's secure password list.
- 5. FY2021-2022 Audit** – The audit fieldwork begins on 12/19. As reported previously, the auditor's schedule was delayed by staffing issues. Maria Munoz with Maze Associates is gathering the required records.
- 6. GASB75 Actuarial Report** – Maze Associates is assisting with the information required by Nicolay Consulting to complete the report.

KFPD GM Transition Task List

Goals	Progress	Status/Milestones	Next Steps/Comments
1. Prepare the Interim-GM for a complete, orderly, and prompt transition of services performed by the District, including the timely delivery of all District property and records.	75%	<ul style="list-style-type: none"> • KFPD Procedures: Agenda, Web posting, Noticing, Administrative roles • Finance Procedures • Minutes • District records review • Manual/procedures 	
2. Introduce Interim-GM to the El Cerrito City Manager and Fire Chief, Emergency Prep Coordinator, the General Manager and administrative staff of the Kensington Police Protection and Community Services District (KPPCSD), Hills Emergency Forum, Supervisor Gioia, and County administrative staff as needed.	50%	<ul style="list-style-type: none"> • List of Introductions and corresponding issues for inter-agency coordination. 	
3. Prepare Interim-GM for updating the budget for the FY 2022-2023 Mid-Year Review at the February Board Meeting, to include: analyzing the District's historic practices in developing annual budget; providing budget guideline policy recommendations; drafting a procedure for initiating annual budget development; liaising with the El Cerrito Fire Chief on the fire services fee proposal; and convening the Finance Committee.	50%	<ul style="list-style-type: none"> • Budget Guiding Principles • Budget Development Manual • Draft budget • Finance Committee presentation • Draft narrative report • Budget document printed/posted 	
4. Review all activities and responsibilities related to the renovation of the Public Safety Building, including the roles and procedures of the Construction Manager, General Contractor, Architect, Structural Engineers, Sub-Consultants, Lending Company, Financial Consultants, Related financial reporting, Requests for Information, Change Orders, Schedules, Submittals, Building Permit Inspections, Special Inspections, etc. Also, administer the leases with KPPCSD and the Unitarian Church, and address final punch-list items on Temp Station 65.	5%	<ul style="list-style-type: none"> • Documentation records • Current procedures • Long-lead task items 	
5. Finance Details - Payments of bills and claims, board packet transmittal process, County submittal process, Maze Accounting communication procedures, purchasing procedures, details of County Fund Accounts, details of Mechanics Bank Checking Account, backup of invoices/statements, etc.	50%	<ul style="list-style-type: none"> • Details of Workflow • Mechanics Bank Signatures • CC County Finance Introductions • Investment Review, Procedures 	<ul style="list-style-type: none"> •

KFPD GM Transition Task List - Continued

Goals	Progress	Status/Milestones	Next Steps/Comments
6. Oversight, management, and compliance for the fire services contract between the District and El Cerrito.	100%	<ul style="list-style-type: none"> • Fire svc fee w/ Finance Committee • Review agreement/history 	
7. Admin contact to the District's information technology (IT) services, review temporary conditions during renovation and the eventual restoration of the district server at project completion.	90%	<ul style="list-style-type: none"> • Review with Nerd Crossing • Email migration 	
8. Review California Employers' Retiree Benefit Trust (CERBT) Fund, including disbursement request schedules and procedures, and progress of actuarial report.	90%	<ul style="list-style-type: none"> • OPEB Actuary progress • CalPERS documents and contacts • Review Enrollee list 	
9. Board Clerk/Admin Assistant – Proceed with advertising and search, hiring, and on-boarding.	10%	<ul style="list-style-type: none"> • Interviews • Recommendation • On-boarding 	
10. Long-Term Financial Plan – Prepare to update cash-flow and reserve funds with NHA Advisors as part of the FY2023-2024 Budget Process	0%	<ul style="list-style-type: none"> • 	
11. Review Status of Records Management including procedures for Public Records Act (PRA) requests.	90%	<ul style="list-style-type: none"> • Records stored at KPPCSD modular, 	
12. Form 700 procedures and deadlines; Brown Act and Conflict of Interest training, etc	90%	<ul style="list-style-type: none"> • Review list 	
13. Review progress/next steps on Emergency Preparedness initiatives, role of EP Coordinator and current contract.	50%	<ul style="list-style-type: none"> • 	
14. Oversight of Audit – Role of Maze Accounting and schedule	90%	<ul style="list-style-type: none"> • 	



KENSINGTON FIRE PROTECTION DISTRICT

Supplemental Transition Checklist for Interim-General Manager December 2022

New Hire

- Forms/Documents

Access/Authorization

- KFPD VPN/Email/IT support - NerdCrossing
- Mechanics Bank
- Debit Card
- County – Investments
- County – Auditor/Controller
- List of Websites/Passwords
- Payroll

Contacts

- Board
- Legal Counsel – Meyers Nave
- Emergency Preparedness Coordinator – Johnny Valenzuela
- Construction Project Manager – Mack5
- Financial Planning Advisors – NHA Advisors
- KPPCSD – Interim GM, Police Chief
- County – Accounts Payable
- County – Treasurer
- County – Department of Information Technology/ (property tax billing reports)
- County – Property Tax Levy/Auditor-Controller

Documentation

- Action Plan/Updates
- Administrative Manual
- GM Exit Final Report
- KFPD digital files
- Email – Gmail
- Electronic files – 2021 and 2022 files are organized, Pre-2020 files are not.

Kensington Fire Protection District

217 Arlington Ave, Kensington, CA 94707



Position Description

Position Title	Executive Assistant/Board Clerk
Status	FLSA Non-Exempt, Part-time, Non-benefitted
Hourly Rate	\$35 - \$45 per hour with a maximum of 15 hours per week
Location:	During the current renovation of the Kensington Public Safety Building, the work will be performed partially at the district's temporary office located at 10940 San Pablo Ave, El Cerrito, CA 94530, and remotely as needed.
District Info:	Background information on the Kensington Fire Protection District is available at: https://www.kensingtonfire.org

Definition:

Under general direction of the General Manager, performs a wide variety of confidential, complex and technical office and administrative support.

Distinguishing Characteristics:

Incumbents in this single-class, part-time position possess a broad understanding of local government administrative functions enabling the interpretation and application of District policies, procedures, and regulatory requirements with minimal work direction and instruction. Responsible for a wide variety of complex professional administrative work requiring independent judgement and discretion including preparation of meeting agendas and minutes.

Supervision Received and Exercised:

Receives supervision from the General Manager; does not supervise.

Essential Duties – *Duties may include, but are not limited to the following:*

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below; there are no marginal duties.

- Greet and assist the public, elected officials, and staff in person, telephone, and by email with inquiries regarding District activities; respond to public records requests.
- Provide routine and complex professional administrative support to staff and elected officials (typing, preparing, assembling, copying, binding, posting, distributing, tracking).
- Prepare meeting agendas and minutes; execute official District documents; post agenda and other documents in public locations and electronically.
- Manage audio/video scheduling, notification, recording, and posting of District meetings and events; communicates with Information Technology consultants and others regarding information and data needs and issues.
- Perform website and external notification system posting updates including: general information and alerts; meeting agendas, documents, recordings, and minutes.

KFPD Executive Assistant/Board Clerk - continued

- Provide general assistance in support of fiscal activities including data entry, deposit of checks, and collection of related signatures.
- Oversees the maintenance and operation of office systems including purchase of supplies and scheduling of service.
- Pick-up and deliver District documents and records.
- Perform related duties as assigned.

Minimum Qualifications:

Any combination of education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way would include:

- Associates degree in a related field.
- Five (5) years of increasingly responsible administrative experience involving the maintenance of official records and documents with three (3) of those years of experience preferably in municipal government

Knowledge and Abilities:

Working knowledge of:

- Local, state and federal laws, codes, regulations, and policies pertaining to public agency governing boards and special districts, including the Brown Act and meeting notice and agenda setting requirements.
- Business writing and formats for reports and correspondence; English grammar, usage, spelling, punctuation, and composition.
- Records management, filing, indexing, and cross-referencing methods.
- Office practices, procedures, business arithmetic, basic accounting, and equipment including computers and related software applications (Word, Excel, PowerPoint, etc.)
- Techniques for providing excellent customer service to the public, elected officials, District staff, regulatory agencies and business partners.

Ability to:

- Understand, interpret, and apply District policies and procedures, and local, state and federal laws applicable to special district and public agency governing Boards.
- Perform a wide variety of complex administrative support duties (calculate, create, compile, compose, proofread, and edit) independently with an emphasis on accuracy, timeliness, and attention to detail in a professional manner.
- Initiate and organize work, exercise sound independent judgment within established policies and guidelines, maintain confidential and/or sensitive information, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Communicate effectively, orally and in writing.
- Demonstrate proficiency in utilization of related computer hardware and software applications to perform the work within established timeframes.
- Establish and maintain cooperative working relationships with coworkers, elected officials, outside agencies and the general public

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	95 Percent Indoors/5 Percent Outdoors			

Application and Selection Process:

This position is open until filled and an appointment can occur at any time. To be considered, please email a PDF resume, cover letter, and three work related references (past or present supervisors and colleagues who will not be contacted in the early stages of the recruitment) to: Kensington Fire Protection District, Attention: Mary Morris-Mayorga, Interim-General Manager at: mmayorga@kensingtonfire.org