



# KENSINGTON FIRE PROTECTION DISTRICT

## CONSULTANT AGREEMENT

DATE: 21 June 2021

PARTIES: KFPD: **Kensington Fire Protection District**  
217 Arlington Avenue  
Kensington CA 94707

CONSULTANT: **Altivu**  
954 Randy Way  
Brentwood CA 94513

The Parties agree as follows:

1. Priority of Documents:

Each of the items listed below is hereby incorporated into this Agreement by this reference. In the event of an inconsistency in this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

a. Applicable Federal and State of California statutes and regulations, this Agreement and its exhibits.

2. Scope of Professional Services:

CONSULTANT agrees to provide Emergency Preparedness Coordinator services, per attached Exhibit A: Scope of Services ("Work").

3. Term of Agreement:

This Agreement shall commence on the date of execution by the KFPD General Manager and continue until June 30, 2022, unless this Agreement is terminated earlier as provided herein.

4. Compensation:

The compensation shall be Eight Thousand Three Hundred Thirty-Three Dollars and Thirty-Three Cents (\$8,333.33) per Month for services performed pursuant to this Agreement. Compensation shall not exceed One Hundred Thousand Dollars (\$100,000.00) for services rendered pursuant to this agreement. Payments shall be made within Fifteen (15) days of receipt of invoice from CONSULTANT.

## KENSINGTON FIRE PROTECTION DISTRICT

5. Expense Reimbursement:

KFPD shall reimbursement CONSULTANT for actual expenses incurred in the course of the Work, such as advertising, reasonable and necessary travel, sourcing, support services, background checks, and other related items, as well as costs specifically incurred for the performance of services, such as telecommunications, cellular phone, insurance, postage, and photocopying.

6. Standard of Performance:

CONSULTANT shall perform all Work in a first-class manner in conformance with the standards of quality normally observed by a person practicing in CONSULTANT's profession.

7. Inspection:

All Work performed and materials (if any) provided by CONSULTANT shall be subject to inspection and approval by KFPD.

8. Invoicing:

CONSULTANT shall submit one original and one copy of each invoice to: Kensington Fire Protection District, 217 Arlington Ave., Kensington, CA 94707. All invoices must reference this contract by the name of the parties and date executed, service performed.

9. Consultant's Status:

In the performance of work, duties and obligations imposed by this Agreement, the CONSULTANT is at all times acting as an Independent Contractor practicing his or her profession and not as an employee of the KFPD. CONSULTANT shall perform the CONSULTANT's work in accordance with currently approved methods and standards of practice in the CONSULTANT's professional specialty. A copy of CONSULTANT's current business license shall be provided to KFPD. The CONSULTANT shall not have any claim under this Agreement or otherwise against KFPD for vacation, sick leave, retirement benefits, social security or worker's compensation benefits. The CONSULTANT shall be responsible for federal and state payroll taxes such as social security and unemployment. KFPD will issue a form 1099 at year-end for fees earned.

10. Assignments:

Inasmuch as this Agreement is intended to secure the specialized services of the CONSULTANT, CONSULTANT may not assign, transfer, delegate or subcontract their obligation herein without the prior written consent of KFPD. Any such assignment, transfer, delegation or subcontract without the prior written consent shall be considered null and void.

## KENSINGTON FIRE PROTECTION DISTRICT

11. Non-Exclusive Rights:

This Agreement does not grant to CONSULTANT any exclusive privileges or rights to provide services to KFPD. CONSULTANT may contract with other agencies, private companies or individuals for similar services.

12. Compliance:

CONSULTANT shall comply with all Federal, State and local laws, regulations and requirements necessary for the provision of contracted services. Furthermore, CONSULTANT shall comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation. CONSULTANT represents and warrants that CONSULTANT possesses all licenses, permits, and qualifications legally required for the performance of the Work. CONSULTANT shall, at CONSULTANT's sole cost and expense, maintain all such licenses, permits and qualifications in full force and effect throughout the term of this Agreement.

13. Indemnification, Hold Harmless and Defense:

CONSULTANT shall indemnify, defend with counsel acceptable to KFPD, and hold harmless KFPD and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONSULTANT's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of KFPD. Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of CONSULTANT to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782. CONSULTANT's obligation to defend and indemnify shall not be excused because of CONSULTANT's inability to evaluate Liability or because CONSULTANT evaluates Liability and determines that CONSULTANT is not liable to the claimant. CONSULTANT must respond within 30 days to the tender of any claim for defense and indemnity by the KFPD. If CONSULTANT fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due to CONSULTANT under and by virtue of this Agreement as shall reasonably be considered necessary by KFPD, may be retained by KFPD until disposition has been made of the claim or suit for damages, or until CONSULTANT accepts or rejects the tender of defense, whichever occurs first.

14. Discrimination:

CONSULTANT shall not discriminate in the provision of service or in the employment of persons engaged in the performance of this Agreement on account of race, color, national

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origin, ancestry, religion, gender, marital status, sexual orientation, age, physical or mental disability in violation of any applicable local, state or federal laws or regulations

15. Notices:

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be effected by personal delivery or by first class mail, registered or certified, postage prepaid, return receipt requested. Unless otherwise designated by either party in writing, such notices shall be mailed as shown on the first page of this Agreement.

16. Termination:

KFPD may cancel this Agreement at any time and without cause upon written notification to CONSULTANT. In the event of termination, CONSULTANT shall be entitled to compensation for undisputed services performed to the effective date of termination.

17. Conflict of Interest Statement:

CONSULTANT covenants that CONSULTANT, its officers or employees or their immediate family, presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by CONSULTANT under this Agreement. CONSULTANT shall not hire KFPD's employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of KFPD. Performance of services under this Agreement by associates or employees of CONSULTANT shall not relieve CONSULTANT from any responsibility under this Agreement.

18. Drug Free Workplace:

CONSULTANT shall comply with the provisions of Government Code Section 8350 et seq., otherwise known as the Drug-Free Workplace Act.

19. Force Majeure

It is agreed that neither party shall be responsible for delays in delivery or acceptance of delivery or failure to perform when such delay or failure is attributable to Acts of God, war, strikes, riots, lockouts, accidents, rules or regulations of any governmental agencies or other matters or conditions beyond the control of either the seller/contractor or the purchaser.

20. Form Law:

The Laws of the State of California shall govern this Agreement. Venue is Contra Costa County. The provision of this paragraph shall survive expiration or other termination of

## KENSINGTON FIRE PROTECTION DISTRICT

this Agreement regardless of the cause of such termination.

21. Documents:

All drawings, specifications, documents and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the KFPD whether executed by or for the CONSULTANT for KFPD, or otherwise by or for the CONSULTANT, or by or for a subcontractor operating under the CONSULTANT'S supervision, or direction, and all such documents and copies thereof shall be returned or transmitted to KFPD forthwith upon termination or completion of the work under this Agreement.

22. Attorneys' Fees:

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees **in** addition to any other relief to which such party may be entitled.

23. Waiver:

No waiver of any breach of any covenant or provision of this Agreement shall be deemed a waiver of any other covenant or provision hereof, and no waiver shall be valid unless in writing and executed by the waiving party. An extension of time for performance of any obligation or act shall not be deemed an extension of the time for performance of any other obligation or act, and no extension shall be valid unless in writing and executed by the waiving party.

24. No Third Party Beneficiaries:

Nothing contained in this Agreement is intended to or shall be deemed to confer upon any person, other than the parties, any rights or remedies hereunder.

25. Headings:

The headings of the sections and exhibits of this Agreement are inserted for convenience only. They do not constitute part of this Agreement and are not to be used in its construction.

26. Non-Liability of Officials, Employees and Agents:

No officer, official, employee or agent of KFPD shall be personally liable to CONSULTANT in the event of any default or breach by KFPD or for any amount which may become due to CONSULTANT pursuant to this Agreement.

27. Entire Agreement and Modification:

This Agreement supersedes all previous Agreements either oral or in writing and constitutes the entire understanding of the parties hereto. No changes, amendments or alterations shall be effective unless **in** writing and signed by both parties.

KENSINGTON FIRE PROTECTION DISTRICT

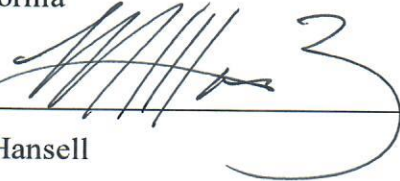
IN WITNESS WHEREOF, KFPD and CONSULTANT have executed this Agreement on the day and year written below.

Altivu

Consultant Name

By:  \_\_\_\_\_  
Consultant Signature

Kensington Fire Protection District,  
A Political subdivision of the State of  
California

By:  \_\_\_\_\_  
Bill Hansell  
General Manager, KFPD

Date: 6/25/2021

Approved as to Form:

By:  \_\_\_\_\_  
District Counsel

**KENSINGTON FIRE PROTECTION DISTRICT**

**EXHIBIT A**  
**SCOPE OF SERVICES**

A site survey was conducted by ALTIVU on Kensington Fire Protection District. A densely populated residential neighborhood with few commercial properties that rests on the edge of the Wildland-Urban Interface atop the ridge overlooking the East SF Bay. Small narrow streets with “No Parking” signs on one side of the street provides little room to navigate large apparatus in a response and poses a risk for evacuations. Moeser Lane can act as a primary evacuation route for a high volume of traffic fed from Arlington Avenue which cuts through the entire upper district adjacent to Tilden Nature Area. This area has the most concern during Diablo Wind events .

By reviewing Kensington Fire Protection District Board meeting recordings/minutes, it is understood that KFPD and its residents place emphasis on the following issues:

**1. Emergency response and evacuation concerns related to egress;**

- a. Obstacles in path-of-travel due to narrow streets.

**RECCOMENDATION:**

- Continue the KFPD Parking Flyer Campaign.
- Redesign the flyer to be more ink-efficient (optimize for black/white print).
- Produce a mini-PSA campaign video that is geo-targeted to district residents on social media.
- Create signage in zones that are impacted by narrow streets to supplement the “No Parking Signs” which hi-lights the need for space for emergency response vehicles.
- Produce a campaign for households in impacted zones with expanded details about the width of response vehicle and required clearance, include photo examples and helpful information to improve community cooperation and education.

- b. Traffic congestion and uncoordinated response during an incident.

**RECCOMENDATION:**

- Create an e-mail or SMS distribution list based on resident streets or zones for evacuation orders to improve communication to better manage the flow of traffic.
- Run a campaign that details the possible scenarios in an evacuation, detailing the risk of not following an orderly plan, and the benefits of working in coordination with an overall safety and evacuation plan.
- Assign designated safety zones outside of the district to reduce congestion and increase efficiency in evacuation,
- Identify possible evacuation routes with clearly understood permanent signage to increase familiarity.
- Identify which roads can be used for inbound responders only, and which roads can be used only for evacuees.
- Run simulations based on historical and expected conditions to create worst-case scenarios for the Emergency Preparedness Committee to build plans.
- Conduct a series of Town Halls and invite local partnering emergency response agencies to discuss their objectives during an incident specific to Kensington Fire Protection District.



## **2. Wildfire preparedness; defensible space and home hardening.**

### RECCOMENDATION:

- Provide workshops on home hardening and clinics for defensible space and vegetation management. Invite vendors to showcase new materials, tools, and best practices to safely carry out home based work.
- Invite guest speakers (landscape architects, botanists) to conduct masterclasses on xeriscaping which reduces maintenance, improves water efficiency, and decreases fire risk.
- Implement programs to improve defensible space for; veterans, elderly, differently-abled persons.
- Increase volunteer efforts by collaborating with local organizations, and implementing volunteer programs through the district to accomplish defensible space goals.
- Identify the most vulnerable and in-need during an emergency and dedicate a task-force to maintain relationships with these households and understand their unique needs. Provide a series of articles that relate to specific dangers for immunocompromised individuals and how they can prepare, with a request to contact for “more information” in a district communication.

## **3. Access to community and public safety information.**

### RECCOMENDATION:

- Provide consistent information to the community to increase engagement and build trust with the audience by delivering reliable and relevant information.
- Develop content for social media platforms to reach and engage the residents with rich video and photo content.
- Collaborate with local faith-based communities, businesses, and other institutions to coordinate communications to their visitors and aide with registering for apps and other initiatives.

ALTIVU will take a community-based approach to leverage a network of community institutions and their interactions with residents. Improving the network of communication across the community’s institutions and to residents improves the performance for proactive initiatives and during an incident response.

This approach was best illustrated during the COVID-19 response. All institutions, businesses and agencies had a coordinated, consistent, and simple message to establish a safety protocol for everyone to practice.

Through increasing awareness and encouraging proactivity, this program has the ability to offset crippling fear and positively manage the human element during an incident. Community members should take a year-round approach to life in fire-prone areas. It is commonly said in sports, “There is no off season”, and this approach should also apply to special districts concerned about the threat of wildfire.

## SCOPE OF SERVICES

EDUCATION & COMMUNICATION						
DELIVERABLE	CAMPAIGN	PRODUCT	TASK	SUBTASKS	KFPD INVOLVEMENT	
<b>PUBLIC WORKSHOPS</b>	<b>Topic 1</b>	<b>House Hardening Vegetation Management</b>				
		Full schedule of content for the duration of contract, and topics for content development.	Present Topics for Development	Obtain buy-in and approval on topics from General Manager and Emergency Preparedness Committee on full slate of year's topics.		
		Establish archive for content and media to be used by KFPD for future use.	Content Development: Data and Key Concepts	Source relevant data and information related to the topic, provide key concepts for audience that are easily applicable in the household.		
		Images, videos, diagrams, infographics. Either stock or produced specifically for KFPD.	Content Development: visual illustrations and diagrams	Source multi-media, images, diagrams that help illustrate key concepts to accommodate different learning styles.		
		Meeting Presentation Stylized Deck and Templates	Content Development: Presentation Deck	Develop stylized templates for presentation, publication, social media platforms, etc.		
		Final Stylized Deck and Templates	Content Review Meetings	Engage KFPD Emergency Preparedness Committee for peer review of proposed content.		
		Supplemental materials for attendees	Printed Material Development	Select key concepts from overall content to be designated for printed material resources for workshop attendees. Determine style of material and quantity (one-pager 8.5x11, pamphlet, trifold, packet, PDF electronic version, etc.		
		Public Workshop presentation content, and materials, scheduled workshop approved by KFPD Board.	Workshop Planning Meetings	Schedule Workshop through KFPD to align with meeting space/ platform and availability. Present proposed materials and presentation prior to printing and announcement to community.		
Workshop attendees, social media engagement, community institutions/organization relationship development	Develop Marketing/Promotion Plan	Inform community members via social media, signage, publications, and develop new communication touch points through faith-based groups and other institutions.				
	<b>Topic 2</b>	<b>Evacuation &amp; Emergency Preparedness</b>				
		Content Development	Develop Content based on agreed topics from Committee.			
		Content Review Meetings	Follow up meeting with Emergency Preparedness Committee to review progress and obtain feedback on what has been developed to date. Discuss any scope changes.			
		Printed Material Development	Develop printed material on current campaign with QR code / website that leads to online document of previous topic on KFPD website.			
		Workshop Planning Meetings	Develop process improvements, scope changes if needed, and discuss feedback of prior and current campaign.			
		Develop Marketing/Promotion Plan	Expand community reach through social media, signage, publications, and continue developing community touchpoint through organizations and institutions in Kensington.			
	<b>Topic 3</b>	<b>Household Emergency Planning &amp; Getting Critical Information</b>				
		Develop Content	Maintain a cycle of continuous improvement based on the above previous campaigns.			
		Content Review Meetings				
		Printed Material Development				
		Workshop Planning Meetings				
		Develop Marketing/Promotion Plan				
<b>TARGETED PUBLICATIONS</b>	<b>Topic 1</b>	<b>Personal Safety While House Hardening</b>				
		Content Development	Select hi-lights from Public Workshop Topic 1 to incorporate into a publication regarding staying safe at home, wearing PPE, using proper tools for the job, etc.			
		Call To Action	Provide information for the next scheduled Public Workshop and the option to obtain additional information by subscribing to a newsletter, attending a virtual meeting or volunteering.			
			Channel Distribution	Identify best methods for mass communication with the least cost. Develop and strengthen working relationship with community organizations. Tie in with social media partners in the community to share relevant information. Identify other newsletters that are distributed in the community and provide content to editors.		
		<b>Topic 2</b>	<b>Evacuation &amp; Emergency Preparedness</b>			
			Content Development	Select hi-lights from Public Workshop Topic 2 to incorporate into a publication regarding evacuation and emergency preparedness.		
			Call To Action	Provide reference to the previous campaign, promote the upcoming Workshop Topic, develop an e-mail address for community members to request additional information or register as volunteers.		
			Channel Distribution	Continue developing community relationships to expand and improve channel distribution.		
		<b>Topic 3</b>	<b>Household Emergency Planning &amp; Getting Information You Need</b>			
			Content Development	Maintain a cycle of continuous improvement based on the above previous campaigns.		
Call To Action						
Channel Distribution						
<b>OUTLOOK PUBLICATIONS</b>	<b>Article 1</b>	<b>House Hardening Materials &amp; Retrofitting: Home &amp; Garden</b>				
		Content Development				
		Call To Action				
			Channel Distribution			
		<b>Article 2</b>	<b>Evacuation &amp; Emergency Preparedness</b>			
			Content Development			
Call To Action						

EDUCATION & COMMUNICATION						
designated space provides consistency and reliability of information to the audience in contrast to ad hoc articles about the fire district that seem to be peppered throughout the outlook publications and sometimes make the front page.			Channel Distribution			KFPD involvement.
	Article 3		Household Emergency Planning & Getting Information You Need			
			Content Development			LOW: program fully implemented without increased KFPD involvement.
			Call To Action			
			Channel Distribution			
Supplemental Information			Share supplemental information that improves emergency preparedness and incident awareness for community.	Provide suggested apps, interesting articles, posts from other agencies, news stories, technology that improve emergency preparedness, etc.		LOW
Communication Plan			Implement a consolidated social media strategy for the KFPD.	Continue use of NextDoor for Public Agencies in conjunction with other platforms to reach community members and grow a local audience to have direct contact with residents. Propose establishing a branded Kensington Fire Protection District Facebook Page that can share posts from El Cerrito Kensington Fire Department and El/Cerrito Kensington CERT account.		MED
Website Resources			Build a library of content and resources for community members on the district website. Use the website as a platform to educate, and engage community members on and off-line.	Develop a landing page on the <a href="http://www.kensingtonfire.org">www.kensingtonfire.org</a> site to host and highlight archived content, increase volunteer and community engagement. Use social media and other publication streams to make this resource known, publish "things you can learn about or discover" about the KFPD.		MED: Requires KFPD Access to Website platform
Community Warning Notification Registration			Develop a consistent campaign to encourage registration for Nixle and other notifications.			LOW
			Explore opportunities to have volunteers conduct registration events throughout the community hosted by different organizations			HIGH: KFPD Volunteers

## SCOPE OF SERVICES

DELIVERABLE	AGENCY COORDINATION		KFPD INVOLVEMENT
	CATEGORY	SUBTASKS	
KPD/KFPD Objectives	Emergency Preparedness Committee	Attend regularly scheduled EPC meetings, exchange input, act on initiatives with consensus.	MED: requires coordination of Committee, General Manager and EP Coordinator.
	Evacuation Drills	Prepare communication templates for imminent evacuations, voluntary evacuations, red flag warnings, and other advisories. Develop a process of communication between CERT Volunteers, Incident Command, and associated Public Information Officers.	HIGH: Requires coordination of command staff, volunteers, CERT, and General Manager-communication requires coordinator efforts.
	Tabletop Exercises	Research historical information and incidents in other areas that can be used to develop tabletop exercises. Include community members as a recruitment opportunity to increase engagement while preparing for all-response scenarios.	MED: requires coordination of Committee, General Manager and EP Coordinator.
	Emergency Traffic Volunteer Training	Attend training to develop content for recruitment campaigns and publications centered around district objectives.	HIGH: Involves participation from volunteers, CERT coordinators, EP Committee.
<b>Establish Agency Relationships</b>	<b>Identify all neighboring agencies and regional jurisdictions and relevant staff.</b>		
	County of Alameda	Consolidate a single platform for Kensington Fire Protection District which can connect to all local agencies and major organizations that impact the district residents. Establish contact with individuals in local neighboring districts to develop a relationship for coordination and collaboration on content and resources for public service. Make contact with every agency PIO/ Communications Director to build a working relationship. Form a knowledge share forum with other agency contacts to stay informed of any developments, improvements, trends, methods, tools, that may improve service.	LOW: only requires effort of the Emergency Preparedness Coordinator
	County of Contra Costa		
	<b>El Cerrito- Kensington Fire</b>		
	<b>Berkeley Fire</b>		
	<b>Albany Fire</b>		
	<b>Richmond Fire</b>		
	<b>Berkeley Fire</b>		
	<b>Alameda County Fire</b>		
	<b>Orinda-Moraga Fire</b>		
	<b>San Pablo Fire</b>		
	Hercules Rodeo Fire		
	<b>Cal Fire</b>		
	<b>Sheriff Alameda</b>		
	Sheriff Contra Costa		
	CHP		
	Contra Costa County Fire		
	Oakland Fire		
	San Francisco Fire		
	CalOES		
	US Geological Survey		
	National Parks Service		
	US Coast Guard Pacific Area		
	<b>BART</b>		
	<b>CalTRANS</b>		
	East Bay Regional Parks		
	PG&E		
	<b>East Bay MUD</b>		

AGENCY COORDINATION			
	<b>National Weather System</b>		
	Bay Area Air Quality Management District		
	KTVU News		
	KRON4 News		
	ABC7 News		
	NBC Bay Area		
<b>Public Information Continuity</b>	<b>Align approaches for consistent public messaging.</b>	Through established connections by following the above agencies, and building relationships with counterparts in other agencies. Sharing information via social media directly from their accounts, or mirroring the content to echo from the district channels will maintain continuity in messaging.	LOW: only requires effort of the Emergency Preparedness Coordinator
<b>Relevant Regional Meetings</b>	<b>Attend relevant local meetings</b>	Provide feedback to KFPD and associated committees of updates and key developments from other agencies. Take the opportunity to meet other counterparts at relevant meetings. Report any findings relevant to the community in publications.	LOW: only requires effort of the Emergency Preparedness Coordinator

## SCOPE OF SERVICES

Community Preparedness				
DELIVERABLE/INITIATIVE	PRODUCT	TASKS	SUBTASKS	KFPD INVOLVEMENT
<b>Community Collaboration Meetings</b>	<b>Work with neighborhood leaders and CERT personnel to organize neighborhood meetings and build awareness of emergency preparedness.</b>			
	Prioritized list of items to develop and create content for building awareness of emergency preparedness in publications and campaigns.	Establish Neighborhood Emergency Preparedness Meetings	Set Agenda and Objectives with Committee	HIGH: requires collaboration of Committee CERT, Command Staff, Board aligned with KFPD objectives.
	Develop a universal presentation that can be held at any time or be publicized for general recruitment and information.	Assemble presentation based on the established aesthetic adopted by KFPD.	Develop Meeting Content and additional resources	LOW: compose presentation with content derived from meetings and established decks.
	Contact list of volunteers to engage.	Register volunteers and build roster of interested participants.	Identify recruitment points to capture individuals interested in participating in emergency preparedness and response. Establish qualifications and means of capturing inquiries-preferably via an established email account through KFPD.	MED: collaborate with Emergency Preparedness Committee on prospective strategies.
<b>CERT Logistics</b>	<b>Liaise with CERT area coordinators and block leaders to assist organizing their neighborhoods to be prepared for wildfire evacuation and earthquake recovery.</b>			
	Organizational Structure that matrixes to local agency resources / tasks.	Identify CERT Area Coordinators for all 6 areas.	Establish tasks, roles, training schedule, task book, back-up personnel for coordinators.	MED: collaborate with Emergency Preparedness Committee and volunteers to establish personnel.
	Increased skills and participation from coordinators.	Facilitate 2 Meetings annually with area and block coordinators.	Set meetings 6 months apart, coordinate timing with seasonal need for fire season.	MED: collaborate with Emergency Preparedness Committee, General Manager to facilitate meetings.
	Storage of emergency supplies and inventory list. Have a rotation process and donation drives where stored inventory goes to out of district incidents on mutual aid response and donations refill the back stock.	Work with Committee to establish emergency supply needs.	Assign volunteers to coordinate emergency supply inventory and distribution during an incident.	HIGH: coordinate resources and logistics with Emergency Preparedness Committee, volunteers, General Manager and KFPD Board.
	Map with designated safety zones for evacuees	Work with Committee to establish safety zones.	Research large areas within the area to feasibly receive high volume of evacuees.	MED: collaborate with Emergency Preparedness Committee, General Manager and KFPD command staff to designate zones.

Community Preparedness				
	Communication Plan involving local agencies, CERT coordinators, KFPD residents.	Coordinate with local agencies to establish communication plan for CERT.	Contact local agencies and inquire their procedures for coordinating information with their CERT leads, and best practices.	LOW: requires data entry and integrating with communication channel plan.
<b>CERT /Volunteer Recruitment</b>	<b>Encourage enrollment in CERT training and help organize emergency watch programs</b>			
	Recruitment Campaign	Establish emergency watch programs for neighbors in need.	Develop recruitment campaign based on focus areas established by CERT coordinators and EP Committee.	MED: collaborate with CERT coordinators to develop content and campaign.
	Increase number of individuals to assist residents that are not attached to property in the district.	Recruit non-residents that are often in district to volunteer.	Build relationships with local businesses to encourage employee participation. Communicate the benefits of skill development and service to the community.	MED: collaborate with CERT coordinators to develop recruitment strategy.
<b>Meeting Participation</b>	<b>Be a resource and attend block meetings as needed.</b>			
	Improved team resources and collaboration.	Provide additional resources to team based on collaboration from neighboring agencies.	Identify neighboring agencies with CERT teams and cross-collaborate to obtain best practices and resources that may be applicable to KFPD.	LOW: requires coordinator research only
<b>Content Development</b>	<b>Develop and provide materials for neighborhood preparedness.</b>			
	Recruitment Content	Develop campaign to recruit volunteers and encourage CERT participation.	Take photos at meetings, trainings, and events to build content library for recruitment campaigns.	MED: collaborate with CERT coordinators to develop content and campaign.
	Print & Publication Materials for fire preparedness and earthquake recovery.	Identify which topics will be printed for specific campaigns and meetings.	Design templates for print and publication materials for fire preparedness and earthquake recovery.	MED: collaborate with CERT coordinators to develop content and campaign.
	Supplemental materials / brochures, pamphlets.	Incorporate campaigns with Education & Communication initiatives.	Align content and provide as supplemental materials with Workshops and Campaigns.	LOW: requires coordinator efforts only.
<b>Emergency Drill Development</b>	<b>Assist with development of emergency response drills.</b>			
	Focused prioritized initiatives.	Collaborate with CERT coordinators, and Emergency Preparedness Committee on identified priorities.	Develop relationship with coordinators by participating in meetings and trainings drills.	HIGH: requires collaboration of Committee CERT, Command Staff, Board aligned with KFPD objectives.
	Expanded resources to build CERT and emergency response training for district volunteers and residents.	Provide additional resource to team sourced from agency partners.	Reach out to local agency counterparts to obtain additional resources, and the opportunity for cross-agency training out of district.	LOW: requires coordinator research only
<b>Community Information/Engagement</b>	<b>Work with K-groups. Schools, churches, child care programs, and other organizations to mobilize residents and spread information through established channels.</b>			

Community Preparedness				
	Contact list of volunteers to establish channels of information and coordination.	Develop a communication to recruit volunteers or contacts from each organization to list as a point of contact.	Build a database of all organizations in the district and adjacent areas bordering the community.	MED: collaborate with CERT coordinators to develop resource.
	Increased awareness and community interface	Attend community events and engagements.	Establish a team of volunteers and firefighters to attend community events with information pertaining to recruitment, emergency preparedness and other topics.	HIGH: requires involvement and participation from volunteers, personnel and greater community.
<b>Mobility-Impaired Resident Initiatives</b>	<b>Work with KPD to identify mobility-impaired residents.</b>			
	Articles to provide perspective and insight to assist preparation for evacuation of mobility-impaired residents and their households.	Source content related to go-bags, preparing for medication, arrangements for evacuation to suitable accommodations for mobility-impaired.	Collaborate with EP Committee to identify a list of needs and resources to assemble go-bags for mobility-impaired residents.	MED: collaborate with CERT coordinators to develop needs.
	Database of residents to aid in identification and mobilization for evacuations.	Establish a method of registering mobility-impaired residents to voluntarily provide information to allow accommodation for evacuation.	Create campaigns, and tagline that are attached to articles to capture and encourage registration of mobility-impaired residents.	MED: collaborate with CERT coordinators to develop campaign.
	Online campaign to register residents that are identified as mobility-impaired.	Register and identify mobility-impaired residents.	Establish a registration portal on the KFPD website.	LOW: requires coordinator efforts only.
			Run a campaign on social media for awareness of benefits to register.	LOW: requires coordinator efforts only.
	List of local organizations to coordinate efforts for emergency preparedness and evacuation.	Engage local organizations / institutions that interface with mobility-impaired residents.	Establish relationships with local hospice services, hospitals, clinics etc. to make this a consideration when developing home care treatments.	MED: collaborate with CERT coordinators to develop needs.



