



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

Wednesday, March 20th, 2024, 7:00pm  
Kensington Community Center, 59 Arlington Avenue,  
Kensington, CA 94707 (in-person and hybrid)

**How to Submit Public Comments:**

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) by 2:00pm the day of the regular meeting, or by the time posted on the special meeting agenda. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

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

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

*Via Zoom:* If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "\*9" (star, nine).

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

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

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

**Hybrid Meeting Option via Zoom Internet Address:**

<https://us06web.zoom.us/j/88694802530?pwd=pYk3GeWubvFvwhfNBMTDvrx2AGduw.0LFaDquJ-DAMFa-H>

**Telephone Access:**

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

**Webinar ID:** 886 9480 2530

**Passcode:** 799874

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

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

**2. PUBLIC COMMENT**

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

**3. OATH OF OFFICE for Director [insert name]**

**4. ADOPTION OF CONSENT ITEMS**

Items listed below are consent items, which are considered routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, 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 Directors Regular meetings of 01/17/2024, 02/21/2024 and Special meeting of 10/26/2023 (Approve)

b. **Acceptance of Incident Activity Report** February 2024 (Accept)

c. **Approval of Monthly Transmittal** 03/20/2024 (Approve)

d. **Approval of Monthly Financial Reports** 02/29/2024 (Approve)

**5. FIRE CHIEF'S REPORT** (Supporting Material)

Action = Presentation/Discussion

**6. EMERGENCY PREP COORDINATOR'S REPORT** (Supporting Material)

Action = Presentation/Discussion

**7. OLD BUSINESS – None**

**8. NEW BUSINESS**

a. **January 17, 2024 Minutes** – Barry (Supporting Material)

Action = Review, discuss, direct staff, and/or approve

b. **Public Safety Building Project Update** – Barry (Supporting Material)

Action = Presentation/Discussion

A brief progress update on the PSB Seismic Renovation will be presented.

- c. **Emergency Preparedness Committee Work Plan** – Levine/Madugo (Supporting material)  
Action= Report on work plan for discussion.

- d. **Board Secretary Position** – Watt  
Action = Discussion

- 9. **GENERAL MANAGER’S REPORT** (Supporting Material)  
Action = Presentation/Discussion

**10. COMMITTEE REPORTS**

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

- a. **Emergency Preparedness Committee Meeting** – Levine/Madugo (Supporting Material)  
Action = Report on EPC Meeting and Discussion
- b. **Finance Committee Meeting** – Stein/Watt (verbal)  
Action = Report on Finance Committee Meeting and Discussion
- c. **GM Recruitment Committee** – Levine/Watt  
Action = Report and update

**11. OUTSIDE AGENCIES REPORTS**

- a. **Contra Costa Special Districts Association** – Levine

**12. ADJOURNMENT**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, April 17, 2024 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, April 3, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, April 10, 2024, by 1:00pm.



## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

**DATE/TIME:** January 17, 2024, 7:00PM

**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

**PRESENT:** Directors: President Julie Stein, Vice President Director Daniel Levine,  
Director Danielle Madugo, Director Larry Nagel, Director Jim Watt  
Staff: Board Clerk Candace Eros Diaz, GM Mary Morris-Mayorga,  
Fire Chief Eric Saylor  
Consultant: EP Coordinator Johnny Valenzuela, Legal Counsel John Bakker

### 1. CALL TO ORDER/ROLL CALL

President Julie Stein called the meeting to order at 7:06 p.m. and confirmed the roll call.

### 2. PUBLIC COMMENT (00:03:17)

Director Larry Nagel announced his retirement as of January 31, 2024.

KFPD firefighters and Fire Chief Eric Saylor thanked Director's Dommer and Nagel for their service to the KFPD board and presented them with plaques of appreciation. Several members of the public as well as Directors Levine, Madugo, Stein and Watt also thanked Director Nagel for his service to the board and commented on his retirement.

### 3. OATH OF OFFICE for Director Madugo (00:00:44)

This agenda item was taken out of order.

There was no public comment.

### 4. OLD BUSINESS - *Continued from December 20, 2023 BOD Meeting*

#### a. ELECTION OF OFFICERS FOR CALENDAR YEAR 2024 (00:18:27)

The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Nagel/Watt Motion to elect Director Daniel Levine as President for the calendar year 2024.
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<b>VOTE:</b>
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Ayes: Levine, Madugo, Nagel, Stein, and Watt
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Nays: None
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Absent: None
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Motion passed 5-0-0
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<b>Video Time Stamped: 00:22:27</b>
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The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Levine/Nagel Motion to elect Director Danielle Madugo as Vice President calendar year 2024.	
<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:23:28</b>

The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Stein/Levine Motion to elect Director Jim Watt as Secretary calendar year 2024.	
<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:25:16</b>

**5. ADOPTION OF CONSENT ITEMS (00:26:07)**

President Levine proposed to approve all consent items on the agenda with a single motion. The board did not remove any items.

- a. **Approval of Minutes** of the Board of Directors meetings of 11/15/2023 (Revised), 12/20/2023
- b. **Acceptance of Incident Activity Report** December 2023
- c. **Approval of Monthly Transmittal** 01/17/2024
- d. **Approval of Monthly Financial Reports** 12/31/2023
- e. **Annual Meeting Schedule for 2024**

<b>MOTION:</b> M/s Nagel/Stein Motion to approve consent items 5a-5e.	
<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:27:21</b>

**6. FIRE CHIEF'S REPORT (00:27:34)**

Fire Chief Eric Saylor presented the report as included in the packet. He provided operations, training, and public safety updates.

A member of the public thanked the KFPD firefighters and Chief Saylor for their work on the reported incidents.

There was no additional public comment.

**7. EMERGENCY PREP COORDINATOR'S REPORT (00:31:38)**

EP Coordinator Johnny Valenzuela presented the report including presentation. He highlighted community engagement events, district communications/publications, initiatives/deliverables, and past meetings.

A member of the public thanked EP Coordinator Valenzuela for his work and reported their experience with receiving a Replanting Grant.

There was no additional public comment.

**8. NEW BUSINESS (00:40:20)**

**a. Presentation and Discussion of Fiscal Analysis Proposal between the KFPD Board of Directors and Ridgeline Municipal Strategies**

GM Mary Morris-Mayorga introduced and provided background on the item. Mr. Dimitry Semenov of Ridgeline Municipal Strategies presented context for the proposal as included in the packet. He provided additional clarification on outstanding questions and elaborated on his overall approach and recommendations. The board discussed the item and posed questions to Mr. Semenov, who provided advice and clarification on whether or not the two districts are ready to proceed with the fiscal analysis.

A member of the public self-identified as an elected director of the KPPCSD board, speaking for themselves. They stated that Director Nagel's retirement may slow down the fiscal analysis process and recommended the board utilize GM Morris-Mayorga's guidance on the item prior to her departure. They also opined that the community is in favor of consolidation.

Another member of the public present in the room commented on Mr. Semenov's presentation, approach, and overall recommendations.

There was no additional public comment.

**b. Discuss the two emails sent by Mr. Semenov concerning Ridgeline's willingness to proceed with a financial analysis on consolidation (01:35:53)**

Director Stein introduced and provided background on the item. The board and Mr. Semenov discussed the item.

There was no public comment.

**c. Consider approving the above-referenced Proposal as submitted on December 8, 2023 or with requested modifications based on the foregoing presentation and discussion between the Board and Ridgeline Municipal Strategies (01:39:04)**

GM Morris-Mayorga introduced and provided background on the item. The board discussed the item and Mr. Semenov provided additional comments and recommendations. Mr. Semenov confirmed that Ridgeline’s proposal was recommended for approval by the KPPCSD general manager and noted the overall timeline was not discussed by their board.

KFPD legal counsel John Bakker opined on the overall timeline noted in the proposal and the board’s ability to make adjustments to it. The board agreed that the delivery of Ridgeline’s report may be delayed because more data and time to collect said data are needed. Bakker noted that the proposal does not need to be amended, but the board may clarify in the agreement that the timeline will be pushed back while the consultant collects the necessary data. It was determined that the timeline listed in the proposal is flexible to accommodate the work, but this should be noted in the agreement. The KFPD board president noted that this will be a multi-agency agreement.

A member of the public commented on Mr. Semenov’s recommendations and posed questions about these recommendations and the potential of consolidation with another fire district. Another member of the public commented on the community’s efforts to elect board members who would consider consolidation.

There was no additional public comment.

<b>MOTION:</b> M/s Watt/Nagel Motion to proceed with the study with Ridgeline Municipal Strategies as presented and submitted on December 8, 2023.	
<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 01:58:34</b>

**d. Consideration of cost-sharing any engagement with Ridgeline with the KPPCSD, including specifying a cost-sharing ratio or cost-sharing amount of any approved original or modified Proposal (01:58:55)**

GM Morris-Mayorga introduced and provided background on the item. The board discussed the item and Mr. Semenov provided additional comments and recommendations. Mr. Semenov stated Ridgeline Municipal Strategies’ work process and product are indifferent to and independent of the agreement’s funding sources. Director Watt stated he is now in favor of a 50/50 cost-sharing ratio with the KPPCSD given that both boards will have to pay their own costs to produce essential data that is required for the study but is not currently available or does not yet exist.

A member of the public commented that 50/50 cost-sharing seemed fair and reiterated that the KPPCSD and the KFPD boards both have information to provide to Ridgeline Municipal

Strategies before its work on the proposed analysis can begin.

There was no additional public comment.

<b>MOTION:</b> M/s Stein/Nagel Motion to approve the cost-sharing of the agreement with the KPPCSD at a ratio of 50/50 for this engagement and in addition compensate Ridgeline Municipal Strategies \$1200 for making an in-person presentation at the KFPD BOD meeting on January 17, 2024.	
<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 02:11:53</b>

**e. Approval of Proposed Contract for Annual Audits of Fiscal Year 2023 - 2027**  
(02:12:11)

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Stein/Watt Motion to approve the audit proposal from Nigro & Nigro for Annual Audits of Fiscal Year 2023 - 2027 and to authorize the GM to sign the engagement letter on behalf of the district.	
<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 02:18:33</b>

**f. Local Hazard Mitigation Plan (LHMP) Draft Review of Submittal to County** (02:18:50)

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item.

There was no public comment.

**g. Public Safety Building Project Update** (02:28:38)

GM Morris-Mayorga presented the report as included in the packet.

There was no board discussion or public comment.

**h. Interim General Manager Recruitment** (02:31:51)

GM Morris-Mayorga introduced and provided background on the item and asked the board



for direction. The board discussed the item. President Levine appointed Director Watt and himself to a temporary ad-hoc committee to find an Interim GM.

There was no public comment.

**9. GENERAL MANAGER'S REPORT (02:39:27)**

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item.

There was no public comment.

**10. COMMITTEE REPORTS (02:41:00)**

**a. Emergency Preparedness Committee Meeting**

There was no report. However, the board discussed committee membership in light of Director Nagel's retirement announcement and Director Madugo's appointment.

There was no public comment.

**b. Finance Committee Meeting**

There was no report.

**11. OUTSIDE AGENCIES REPORTS**

**a. Contra Costa Special Districts Association**

There was no report.

**12. ADJOURNMENT** President Levine adjourned the meeting at 9:50 p.m.

The next Board of Directors meeting will occur on March 20, 2024

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on March 20, 2024.

Attest:

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Secretary of the Board



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue ■ El Cerrito ■ CA ■ 94530

(510) 215-4450 ■ FAX (510) 232-4917

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



**DATE:** March 7, 2024

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

**FROM:** Jose Castrejon: Battalion Chief

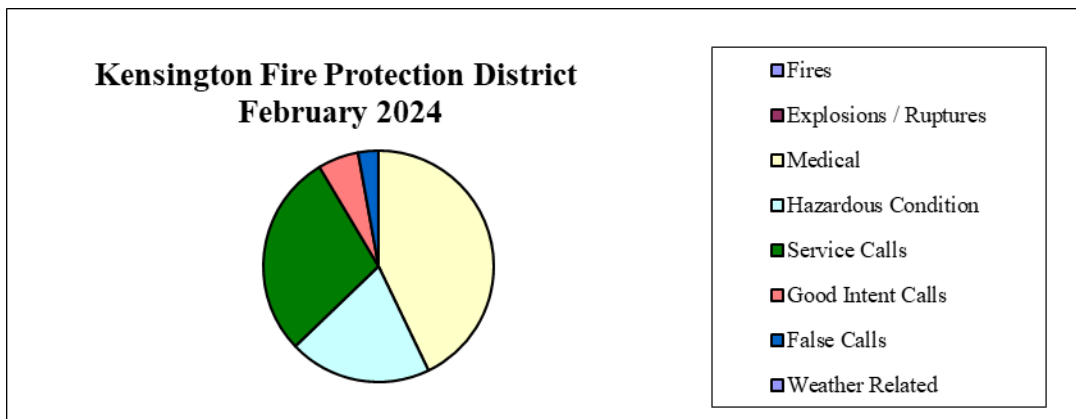
**RE:** **Incident Activity Reports for February 2024**

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Thirty-five incidents occurred in the Kensington community in February. There was no change from the previous month. Please see the attached "Incident Log" for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 155 responded to a total of fifty calls for service, an increase of nineteen incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 419 calls for service for the year.

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

- 1:
  - 2:
  - 3:
  - 4:
  - 5:
  - 6:
  - 7:
  - 8
- 



Kensington Incidents February 2024

#	Incident	Date	Type	Street	Type	City	Apparatus
1	0024013533	02-Feb-24 07:48:52	554	Lake	DR	Kensington	E155
2	0024013655	02-Feb-24 13:05:56	412	Yale	AVE	Kensington	E155
3	0024013703	02-Feb-24 15:29:12	611	Berkeley Park	BLVD	Kensington	E155
4	0024014154	03-Feb-24 18:09:49	321	Lake	DR	Kensington	E155
5	0024014402	04-Feb-24 10:28:43	321	Stratford	RD	Kensington	E155
6	0024014512	04-Feb-24 13:54:25	551	Stratford	RD	Kensington	E155
7	0024014565	04-Feb-24 15:08:35	554	Lake	DR	Kensington	E155
8	0024014587	04-Feb-24 15:43:55	400	Coventry	RD	Kensington	E155
9	0024014620	04-Feb-24 16:39:17	400	Lexington	RD	Kensington	E155
10	0024014627	04-Feb-24 16:50:36	400	Beloit	AVE	Kensington	E155
11	0024015275	05-Feb-24 19:18:38	554	Lake	DR	Kensington	E155
12	0024015430	06-Feb-24 08:27:32	400	Trinity	AVE	Kensington	E151
13	0024015444	06-Feb-24 09:32:57	321	Lake	DR	Kensington	E152
14	0024015723	06-Feb-24 21:14:19	522	Anson	WAY	Kensington	E155
15	0024016458	08-Feb-24 14:31:30	520	Sunset	DR	Kensington	E155
16	0024016832	09-Feb-24 10:40:51	321	Coventry	RD	Kensington	E155
17	0024019345	15-Feb-24 08:34:48	611M	Arlmont	DR	Kensington	E155
18	0024019602	15-Feb-24 19:06:54	321	Berkeley Park	BLVD	Kensington	E151
19	0024020292	17-Feb-24 16:10:11	321	Arlington	AVE	Kensington	E155
20	0024020296	17-Feb-24 16:22:34	736	Arlington	CT	Kensington	E151
21	0024020926	19-Feb-24 09:40:43	440	Beloit	AVE	Kensington	E155
22	0024021216	20-Feb-24 01:29:15	321	Trinity	AVE	Kensington	E155
23	0024021985	21-Feb-24 18:23:11	400	Ardmore	RD	Kensington	E155
24	0024022456	22-Feb-24 19:13:49	321	Cambridge	AVE	Kensington	OES413
25	0024022486	22-Feb-24 20:32:52	321	Colusa	AVE	Kensington	E151
26	0024022849	23-Feb-24 15:59:12	550	Amherst	AVE	Kensington	OES413
27	0024022917	23-Feb-24 18:46:41	321	Oakview	AVE	Kensington	E151
28	0024023371	24-Feb-24 19:06:34	321	Ardmore	RD	Kensington	OES413
29	0024023570	25-Feb-24 09:54:07	321	Camelot	CT	Kensington	OES413

Kensington Incidents February 2024

30	0024023591	25-Feb-24 10:41:11	321	Highland	BLVD	Kensington	OES413
31	0024024047	26-Feb-24 11:59:08	554	Willamette	AVE	Kensington	E355
32	0024024060	26-Feb-24 12:53:36	554	Amherst	AVE	Kensington	E355
33	0024024145	26-Feb-24 16:47:51	554	Amherst	AVE	Kensington	E355
34	0024024408	27-Feb-24 09:29:11	321	Coventry	RD	Kensington	E355
35	0024025084	28-Feb-24 19:09:54	321	Arlington	AVE	Kensington	OES413

E55 Responses February 2024

#	Incident	Date	Type	Street	Type	City	Apparatus
1	0024013175	01-Feb-24 11:47:51	321	El Cerrito	PLZ	El Cerrito	E155
2	0024013250	01-Feb-24 14:43:03	5000	Carlson	BLVD	El Cerrito	E155
3	0024013533	02-Feb-24 07:48:52	554	Lake	DR	Kensington	E155
4	0024013616	02-Feb-24 11:25:59	735	El Cerrito	PLZ	El Cerrito	E155
5	0024013655	02-Feb-24 13:05:56	412	Yale	AVE	Kensington	E155
6	0024013703	02-Feb-24 15:29:12	611	Berkeley Park	BLVD	Kensington	E155
7	0024013711	02-Feb-24 15:46:26	321	Ashbury	AVE	El Cerrito	E155
8	0024013720	02-Feb-24 16:04:12	735	El Cerrito	PLZ	El Cerrito	E155
9	0024014154	03-Feb-24 18:09:49	321	Lake	DR	Kensington	E155
10	0024014402	04-Feb-24 10:28:43	321	Stratford	RD	Kensington	E155
11	0024014462	04-Feb-24 12:26:41	611	Cutting	BLVD	El Cerrito	E155
12	0024014512	04-Feb-24 13:54:25	551	Stratford	RD	Kensington	E155
13	0024014565	04-Feb-24 15:08:35	554	Lake	DR	Kensington	E155
14	0024014580	04-Feb-24 15:29:25	321	Balra	DR	El Cerrito	E155
15	0024014587	04-Feb-24 15:43:55	400	Coventry	RD	Kensington	E155
16	0024014600	04-Feb-24 16:13:34	400	Shevlin	DR	El Cerrito	E155
17	0024014620	04-Feb-24 16:39:17	400	Lexington	RD	Kensington	E155
18	0024014627	04-Feb-24 16:50:36	400	Beloit	AVE	Kensington	E155
19	0024014757	04-Feb-24 19:17:45	745	Ashbury	AVE	El Cerrito	E155
20	0024014784	04-Feb-24 19:46:48	611F	Merced	ST	Richmond	E155
21	0024014901	05-Feb-24 02:59:14	400	Shevlin	DR	El Cerrito	E155
22	0024015024	05-Feb-24 10:28:03	111	Florida	AVE	Richmond	E155
23	0024015042	05-Feb-24 11:18:37	552	Cutting	BLVD	El Cerrito	E155
24	0024015275	05-Feb-24 19:18:38	554	Lake	DR	Kensington	E155
25	0024015418	06-Feb-24 08:02:33	321	Terrace	DR	El Cerrito	E155
26	0024015632	06-Feb-24 16:45:52	321	Don Carol	DR	El Cerrito	E155
27	0024015669	06-Feb-24 18:29:46	321	Schmidt	LN	El Cerrito	E155
28	0024015723	06-Feb-24 21:14:19	522	Anson	WAY	Kensington	E155
29	0024016105	07-Feb-24 18:02:36		Central	AVE	El Cerrito	E155

E55 Responses February 2024

30	0024016458	08-Feb-24 14:31:30	520	Sunset	DR	Kensington	E155
31	0024016545	08-Feb-24 18:17:13	321	El Cerrito	PLZ	El Cerrito	E155
32	0024016795	09-Feb-24 09:05:41	611F	El Cerrito	PLZ	El Cerrito	E155
33	0024016832	09-Feb-24 10:40:51	321	Coventry	RD	Kensington	E155
34	0024017279	10-Feb-24 10:31:29	400	Jordan	AVE	El Cerrito	E155
35	0024017717	11-Feb-24 11:35:09	321	Shevlin	PL	El Cerrito	E155
36	0024017778	11-Feb-24 13:49:50	321	Julian	CT	El Cerrito	E155
37	0024018381	13-Feb-24 01:58:15	700	Central	AVE	El Cerrito	E155
38	0024018676	13-Feb-24 17:33:07	321	Terrace	DR	El Cerrito	E155
39	0024019330	15-Feb-24 07:41:01	445	Kearney	ST	El Cerrito	E155
40	0024019345	15-Feb-24 08:34:48	611M	Arlmont	DR	Kensington	E155
41	0024019431	15-Feb-24 12:11:40	5000	King	DR	El Cerrito	E155
42	0024019779	16-Feb-24 09:26:45	700	Gelston	PL	El Cerrito	E155
43	0024020222	17-Feb-24 12:56:47	111	Kearney	ST	El Cerrito	E155
44	0024020235	17-Feb-24 13:22:51	5000	El Cerrito	PLZ	El Cerrito	E155
45	0024020292	17-Feb-24 16:10:11	321	Arlington	AVE	Kensington	E155
46	0024020926	19-Feb-24 09:40:43	440	Beloit	AVE	Kensington	E155
47	0024021199	19-Feb-24 23:28:16	735	Terrace	DR	El Cerrito	E155
48	0024021216	20-Feb-24 01:29:15	321	Trinity	AVE	Kensington	E155
49	0024021898	21-Feb-24 14:49:58	321	Contra Costa	DR	El Cerrito	E155
50	0024021985	21-Feb-24 18:23:11	400	Ardmore	RD	Kensington	E155

Kensington Fire Protection District  
 Checking Account Replenishment  
 March 20, 2024

Transactions:

Payee	Date	Expenses	Description
Vision Service Plan	02/01/2024	\$ 258.48	VSP Payment February 2024
Google	02/05/2024	\$ 360.92	Email Service
Nerd Crossing	02/06/2024	\$ 250.00	Monthly IT Service July 2023
Nerd Crossing	02/06/2024	\$ 250.00	Monthly IT Service August 2023
Nerd Crossing	02/06/2024	\$ 250.00	Monthly IT Service September 2023
Nerd Crossing	02/06/2024	\$ 250.00	Monthly IT Service October 2023
Nerd Crossing	02/06/2024	\$ 250.00	Monthly IT Service November 2023
Nerd Crossing	02/06/2024	\$ 250.00	Monthly IT Service December 2023
M Morris-Mayorga/Candace Eros-Diaz	02/07/2024	\$ 7,953.73	Payroll
Fed/State	02/07/2024	\$ 4,572.81	Payroll Tax Withholding
Heartland Payroll	02/07/2024	\$ 104.53	Payroll Processing Fee
Copy Central	02/08/2024	\$ 7.32	Printing/Copying
CalPERS	02/12/2024	\$ 4,359.84	Retiree Health
Copy Central	02/13/2024	\$ 135.72	Printing/Copying
Terminix	02/13/2024	\$ 157.00	Pest Control
EBMUD	02/20/2024	\$ 235.55	Utility
PG&E	02/22/2024	\$ 10.18	Gas Service
M Morris-Mayorga/Candace Eros-Diaz	02/22/2024	\$ 6,701.70	Payroll
Fed/State	02/22/2024	\$ 3,600.40	Payroll Tax Withholding
Heartland Payroll	02/22/2024	\$ 104.53	Payroll Processing Fee
Comcast	02/23/2024	\$ 204.86	Internet
Copy Central	02/26/2024	\$ 7.32	Printing/Copying
Copy Central	02/26/2024	\$ 7.32	Printing/Copying
Copy Central	02/26/2024	\$ 157.70	Printing/Copying
Copy Central	02/26/2024	\$ 182.36	Printing/Copying
Amazon.com	02/27/2024	\$ 682.52	Office Supply
PG&E	02/22/2024	\$ 681.90	Electric Service
Amazon.com	02/28/2024	\$ 94.57	Office Supply
Amazon.com	02/29/2024	\$ 680.68	Office Supply
Adobe Inc	02/02/2024	\$ 19.99	PDF Software
Zoom	02/06/2024	\$ 140.00	Zoom Payment
Hulu	02/20/2024	\$ 76.99	Monthly TV Subscription for Temp Facility
Comcast	02/20/2024	\$ 205.20	Internet
Ooma, Inc	02/22/2024	\$ 81.81	Office Telephone 02/22/2024
Kensington Police Protection Community Service Dis	02/22/2024	\$ 2,438.55	Temp Facilities - Admin Sublet January 2024
EBMUD (Check #995315)	02/06/2024	\$ 30,563.00	Private Water line Fire Sprinklers Installation
Unitarian Church of Berkley (Check #995317)	02/05/2024	\$ 1,344.20	Temp Facilities - Lot Rental February 2024
Altivu (Check #995318)	02/02/2024	\$ 8,842.30	Emergency Prep Coordinator
Streamline (Check #995319)	02/21/2024	\$ 298.00	Website Development and Maintenance
Meyers Nave (Check #995321)	02/16/2024	\$ 4,661.28	Legal Services through January 31, 2024
Applied Materials Engineering Inc (Check #995322)	02/15/2024	\$ 3,480.00	PSB Renovation Seismic Nov 2023
Krisch & Company (Check #995323)	02/15/2024	\$ 9,000.00	Accounting Service October to December 2023
Pacific Module Structures (Check #995325)	02/21/2024	\$ 7,505.84	Temp Facilities Modular (January & February Rent 2024)
High Efficiency Nozzles (Check #995326)	02/22/2024	\$ 25,056.00	Capital Outlay/Rolling Stock - Equipment

Net Withdrawals for Replenishment	\$ 126,475.10
	\$ -
Replenishment Adjusted for Monthly Bills	\$ 126,475.10

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

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

TO: Auditor Controller of Contra Costa County:

TRANSMITTAL - APPROVAL

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

**KENSINGTON FPD  
TRANSMITTAL - APPROVAL  
Invoices**

**PY/CY:**  
**BATCH #.:**  
**DATE :** 3/20/2024  
**LOCATION #:** 13  
**FILENAME:** KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	3/1/2024	Fire Protection Services 03/01/2024	7840	2328						352,043.49
50147	KFPD Revolving Fund	3/20/2024	Reimburse Revolving fund	7840	2490						126,475.10
50180	Mack5	2/29/2024	PSB Renovation Soft Costs	7487	2310				5745		22,280.00
50180	Mack5	12/31/2023	PSB Renovation Soft Costs	7487	2310				5677		18,151.25
50390	CWS	02/29/2023	PSB Renovation Hard Costs	7487	2310				App 16		186,937.67
	US Digital Designs	02/29/2023	PSB Renovation Hard Costs-G2 Alerting System	7487	2310			<i>pending final \$ confirm</i>	5266023321		61,129.79
	<b>TOTAL</b>										<b><u>767,017.30</u></b>

Kensington FPD Approval

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

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



**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of February 29, 2024**

**Current Cash and Investments**

<b>Cash Balance</b>		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	159,504.55	Balance as of 02/29/2024
General Fund	5,033,836.79	Balance as of 02/29/2024, Pending Reconciliations
Special Tax Fund	113,597.92	Balance as of 02/29/2024, Pending Reconciliations
Capital Fund	731,952.80	Balance as of 02/29/2024, Pending Reconciliations
<b>Total Cash Balance</b>	<b>6,039,092.06</b>	
<b>Investments</b>		
LAIF Balance	2,553,087.70	Balance as of 02/29/2024, Pending Reconciliations
<b>Total Investments</b>	<b>2,553,087.70</b>	
<b>Total Current Cash and Investments</b>	<b>8,592,179.76</b>	

# Kensington Fire Protection District

## Balance Sheet

As of February 29, 2024

03/15/24

Accrual Basis

	Feb 29, 24	Feb 28, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Petty Cash	200.00	200.00	0.00
KFPD Revolving Acct - Gen Fund	159,504.55	104,849.69	54,654.86
General Fund	5,033,836.79	2,099,833.84	2,934,002.95
Special Tax Fund	113,597.92	116,340.87	-2,742.95
Capital Fund	731,952.80	1,877,274.94	-1,145,322.14
<b>Total Checking/Savings</b>	6,039,092.06	4,198,499.34	1,840,592.72
<b>Accounts Receivable</b>			
Accounts Receivable	4,805.80	4,805.80	0.00
Advance on Taxes	2,547,413.97	2,403,130.73	144,283.24
Advance on Supplemental Taxes	75,392.05	86,245.26	-10,853.21
<b>Total Accounts Receivable</b>	2,627,611.82	2,494,181.79	133,430.03
<b>Other Current Assets</b>			
Prepaid Services - EC	0.00	0.07	-0.07
Prepaid Exp.	6,110.33	2,837.05	3,273.28
Prepaid CERBT - Retiree Trust	508,252.48	745,105.48	-236,853.00
<b>Investments</b>			
LAIF Balance	2,553,087.70	18,366.98	2,534,720.72
US TBills - 4/20/23	0.00	3,000,000.00	-3,000,000.00
Fed Home Loan Bk - 9/27/23	0.00	3,500,000.00	-3,500,000.00
<b>Total Investments</b>	2,553,087.70	6,518,366.98	-3,965,279.28
<b>Total Other Current Assets</b>	3,067,450.51	7,266,309.58	-4,198,859.07
<b>Total Current Assets</b>	11,734,154.39	13,958,990.71	-2,224,836.32
<b>Fixed Assets</b>			
Land	5,800.00	5,800.00	0.00
Equipment	1,818,946.43	1,793,890.43	25,056.00
Accumulated Depreciation-Equip	-911,477.25	-803,767.41	-107,709.84
Building and Improvements	2,391,581.26	2,391,581.26	0.00
Accumulated Depreciation - Bldg	-1,342,172.17	-1,276,209.07	-65,963.10
<b>Current Capital Outlay</b>			
PSB Renovation Soft Costs	1,257,324.76	688,913.96	568,410.80
PSB Renovation Hard Cost	4,584,640.42	460,110.95	4,124,529.47
Temp Facility - Soft Costs	261,739.37	189,540.62	72,198.75
Temp Facilities - Hard Costs	600,096.82	577,023.62	23,073.20
Temp Facilities - Lot Rental	24,465.20	8,600.00	15,865.20
Temp Facilities - Modular	62,228.72	17,193.68	45,035.04
Temp Facilities - Admin Sublet	46,332.45	17,069.85	29,262.60
Temp Facilities - Relocation	39,489.62	31,637.03	7,852.59
Fire Engine Type I	0.00	104.40	-104.40
Firefighters Qtrs/Equip	0.00	210.00	-210.00
<b>Total Current Capital Outlay</b>	6,876,317.36	1,990,404.11	4,885,913.25
<b>Total Fixed Assets</b>	8,838,995.63	4,101,699.32	4,737,296.31
<b>Other Assets</b>			
Deferred Outflow of Res. - OPEB	133,200.00	0.00	133,200.00
<b>Total Other Assets</b>	133,200.00	0.00	133,200.00
<b>TOTAL ASSETS</b>	<b>20,706,350.02</b>	<b>18,060,690.03</b>	<b>2,645,659.99</b>

# Kensington Fire Protection District

## Balance Sheet

As of February 29, 2024

03/15/24

Accrual Basis

	Feb 29, 24	Feb 28, 23	\$ Change
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Due to Revolving Acct - Gen Fnd	6,410.05	397,734.95	-391,324.90
Due to Other - Issued by CCC	2,380,502.55	195,970.66	2,184,531.89
Accounts Payable	697.24	1,297.24	-600.00
<b>Total Accounts Payable</b>	2,387,609.84	595,002.85	1,792,606.99
<b>Other Current Liabilities</b>			
PSB Renovation Loan	1,539,460.63	1,539,460.63	0.00
Deferred Inflow of Resources	0.00	141,245.00	-141,245.00
<b>Total Other Current Liabilities</b>	1,539,460.63	1,680,705.63	-141,245.00
<b>Total Current Liabilities</b>	3,927,070.47	2,275,708.48	1,651,361.99
<b>Long Term Liabilities</b>			
El Cerrito Reconciliation Liab.	187,870.08	233,481.39	-45,611.31
Postretirement Health Ben Liab	0.14	0.14	0.00
<b>Total Long Term Liabilities</b>	187,870.22	233,481.53	-45,611.31
<b>Total Liabilities</b>	4,114,940.69	2,509,190.01	1,605,750.68
<b>Equity</b>			
Fund Equity - General	3,889,496.00	3,889,496.00	0.00
Fund Equity - Capital Projects	3,213,698.00	3,213,698.00	0.00
Fund Equity - Special Revenue	109,075.00	109,075.00	0.00
Fund Equity - Gen Fixed Asset	2,222,992.01	2,222,992.01	0.00
Fund Equity	4,643,760.42	3,606,611.59	1,037,148.83
Net Income	2,512,387.90	2,509,627.42	2,760.48
<b>Total Equity</b>	16,591,409.33	15,551,500.02	1,039,909.31
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>20,706,350.02</b>	<b>18,060,690.03</b>	<b>2,645,659.99</b>

03/15/24

## Kensington Fire Protection District Profit & Loss Prev Year Comparison July 2023 through February 2024

Accrual Basis

	Jul '23 - Feb 24	Jul '22 - Feb 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Property Taxes	5,406,535.67	5,110,432.22	296,103.45
Special Taxes	200,826.80	200,436.70	390.10
Other Tax Income	326.99	12,079.28	-11,752.29
Lease Agreement	0.00	3,050.25	-3,050.25
Interest Income	28,292.63	33,908.14	-5,615.51
Miscellaneous Income	0.00	559.28	-559.28
<b>Total Income</b>	<b>5,635,982.09</b>	<b>5,360,465.87</b>	<b>275,516.22</b>
<b>Gross Profit</b>	<b>5,635,982.09</b>	<b>5,360,465.87</b>	<b>275,516.22</b>
<b>Expense</b>			
<b>Staff</b>			
Wages	123,051.95	90,110.34	32,941.61
Payroll Taxes	14,760.91	7,148.36	7,612.55
Workers Compensation/Life Ins	3,034.73	1,760.33	1,274.40
Payroll Processing	1,862.64	1,616.86	245.78
<b>Total Staff</b>	<b>142,710.23</b>	<b>100,635.89</b>	<b>42,074.34</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>			
Accounting	18,000.00	24,000.00	-6,000.00
Audit	0.00	12,500.00	-12,500.00
Bank Fee	0.00	25.00	-25.00
Contra Costa County Expenses	7,003.61	24,363.22	-17,359.61
El Cerrito Contract Fee	2,764,645.34	2,562,322.07	202,323.27
El Cerrito Reconciliation(s)	51,702.64	82,110.07	-30,407.43
IT Services and Equipment	6,982.77	2,660.00	4,322.77
Fire Engineer Plan Review	240.00	1,000.13	-760.13
LAFCO Fees	0.00	1,385.43	-1,385.43
Legal Fees	3,522.42	12,652.20	-9,129.78
Recruitment	8,706.00	17,560.00	-8,854.00
Website Development/Maintenance	2,346.00	2,199.88	146.12
Wildland Vegetation Mgmt	0.00	2,500.00	-2,500.00
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>2,863,148.78</b>	<b>2,745,278.00</b>	<b>117,870.78</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>			
Public Education	4,908.99	7,227.93	-2,318.94
Open Houses	0.00	718.88	-718.88
Community Shredder	2,470.50	5,108.19	-2,637.69
Community Sandbags	2,373.35	3,940.05	-1,566.70
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>9,752.84</b>	<b>16,995.05</b>	<b>-7,242.21</b>
<b>DISTRICT ACTIVITIES</b>			
Professional Development	5,734.60	595.00	5,139.60
<b>Office</b>			
Office Expense	4,381.36	2,946.14	1,435.22
Office Supplies	1,403.90	0.00	1,403.90
Telephone	682.34	8,492.89	-7,810.55
<b>Total Office</b>	<b>6,467.60</b>	<b>11,439.03</b>	<b>-4,971.43</b>
Election	0.00	5,579.18	-5,579.18
Firefighter's Apparel & PPE	0.00	1,264.02	-1,264.02
Firefighters' Expenses	0.00	28,581.68	-28,581.68
Staff Appreciation	66.15	0.00	66.15
Memberships	4,525.02	9,505.00	-4,979.98
<b>Building Maintenance</b>			
Janitorial Service	0.00	806.24	-806.24
Miscellaneous Maint.	2,132.06	9,364.70	-7,232.64
<b>Total Building Maintenance</b>	<b>2,132.06</b>	<b>10,170.94</b>	<b>-8,038.88</b>

03/15/24

Accrual Basis

**Kensington Fire Protection District**  
**Profit & Loss Prev Year Comparison**  
**July 2023 through February 2024**

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	<u>Jul '23 - Feb 24</u>	<u>Jul '22 - Feb 23</u>	<u>\$ Change</u>
<b>Building Utilities/Service</b>			
<b>Gas and Electric</b>	3,776.53	7,305.09	-3,528.56
<b>Water/Sewer</b>	3,477.16	1,982.36	1,494.80
<b>Building Utilities/Service - Other</b>	594.92	0.00	594.92
<b>Total Building Utilities/Service</b>	<u>7,848.61</u>	<u>9,287.45</u>	<u>-1,438.84</u>
<b>Total DISTRICT ACTIVITIES</b>	<u>26,774.04</u>	<u>76,422.30</u>	<u>-49,648.26</u>
<b>Total Expense</b>	<u>3,042,385.89</u>	<u>2,939,331.24</u>	<u>103,054.65</u>
<b>Net Ordinary Income</b>	<u>2,593,596.20</u>	<u>2,421,134.63</u>	<u>172,461.57</u>
<b>Net Income</b>	<u><u>2,593,596.20</u></u>	<u><u>2,421,134.63</u></u>	<u><u>172,461.57</u></u>

## Kensington Fire Protection District Profit & Loss Prev Year Comparison July 2023 through February 2024

Accrual Basis

	% Change
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Property Taxes	5.8%
Special Taxes	0.2%
Other Tax Income	-97.3%
Lease Agreement	-100.0%
Interest Income	-16.6%
Miscellaneous Income	-100.0%
<b>Total Income</b>	5.1%
<b>Gross Profit</b>	5.1%
<b>Expense</b>	
<b>Staff</b>	
Wages	36.6%
Payroll Taxes	106.5%
Workers Compensation/Life Ins	72.4%
Payroll Processing	15.2%
<b>Total Staff</b>	41.8%
<b>OUTSIDE PROFESSIONAL SERVICES</b>	
Accounting	-25.0%
Audit	-100.0%
Bank Fee	-100.0%
Contra Costa County Expenses	-71.3%
El Cerrito Contract Fee	7.9%
El Cerrito Reconciliation(s)	-37.0%
IT Services and Equipment	162.5%
Fire Engineer Plan Review	-76.0%
LAFCO Fees	-100.0%
Legal Fees	-72.2%
Recruitment	-50.4%
Website Development/Maintenance	6.6%
Wildland Vegetation Mgmt	-100.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	4.3%
<b>COMMUNITY SERVICE ACTIVITIES</b>	
Public Education	-32.1%
Open Houses	-100.0%
Community Shredder	-51.6%
Community Sandbags	-39.8%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	-42.6%
<b>DISTRICT ACTIVITIES</b>	
Professional Development	863.8%
<b>Office</b>	
Office Expense	48.7%
Office Supplies	100.0%
Telephone	-92.0%
<b>Total Office</b>	-43.5%
Election	-100.0%
Firefighter's Apparel & PPE	-100.0%
Firefighters' Expenses	-100.0%
Staff Appreciation	100.0%
Memberships	-52.4%
<b>Building Maintenance</b>	
Janitorial Service	-100.0%
Miscellaneous Maint.	-77.2%
<b>Total Building Maintenance</b>	-79.0%

03/15/24

Accrual Basis

**Kensington Fire Protection District**  
**Profit & Loss Prev Year Comparison**  
July 2023 through February 2024

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	<u>% Change</u>
<b>Building Utilities/Service</b>	
<b>Gas and Electric</b>	-48.3%
<b>Water/Sewer</b>	75.4%
<b>Building Utilities/Service - Other</b>	100.0%
	<hr/>
<b>Total Building Utilities/Service</b>	-15.5%
	<hr/>
<b>Total DISTRICT ACTIVITIES</b>	-65.0%
	<hr/>
<b>Total Expense</b>	3.5%
	<hr/>
<b>Net Ordinary Income</b>	7.1%
	<hr/>
<b>Net Income</b>	<u>7.1%</u>

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2023 through February 2024

	<u>Jul '23 - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	5,406,535.67	5,475,049.00	-68,513.33	98.75%
Special Taxes	200,826.80	201,000.00	-173.20	99.91%
Other Tax Income	326.99	25,000.00	-24,673.01	1.31%
Lease Agreement	0.00	0.00	0.00	0.0%
Interest Income	28,292.63	216,110.00	-187,817.37	13.09%
CERBT Reimbursement	30,735.48	63,500.00	-32,764.52	48.4%
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
<b>Total Income</b>	<u>5,666,717.57</u>	<u>5,982,659.00</u>	<u>-315,941.43</u>	<u>94.72%</u>
<b>Gross Profit</b>	5,666,717.57	5,982,659.00	-315,941.43	94.72%
<b>Expense</b>				
<b>Staff</b>				
Wages	123,051.95	191,468.00	-68,416.05	64.27%
Vacation Wages	0.00	5,022.00	-5,022.00	0.0%
Medical/dental ins compensation	4,333.33	5,427.00	-1,093.67	79.85%
Payroll Taxes	14,760.91	15,032.00	-271.09	98.2%
Workers Compensation/Life Ins	3,034.73	3,100.00	-65.27	97.9%
Payroll Processing	1,862.64	2,830.00	-967.36	65.82%
<b>Total Staff</b>	<u>147,043.56</u>	<u>222,879.00</u>	<u>-75,835.44</u>	<u>65.98%</u>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	28,439.53	50,500.00	-22,060.47	56.32%
Delta Dental	5,770.17	10,000.00	-4,229.83	57.7%
Vision Care	1,744.74	3,000.00	-1,255.26	58.16%
<b>Total RETIREE MEDICAL BENEFITS</b>	<u>35,954.44</u>	<u>63,500.00</u>	<u>-27,545.56</u>	<u>56.62%</u>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Operational Consultant	0.00	20,000.00	-20,000.00	0.0%
Fiscal Analysis Consultant	0.00	25,000.00	-25,000.00	0.0%
Nixle Fee	3,182.70	3,200.00	-17.30	99.46%
Long Term Financial Planner	750.00	2,500.00	-1,750.00	30.0%
Emergency Prep Coordinator	62,644.33	107,704.00	-45,059.67	58.16%
Accounting	18,000.00	37,080.00	-19,080.00	48.54%
Actuarial Valuation	0.00	3,000.00	-3,000.00	0.0%
Audit	0.00	20,500.00	-20,500.00	0.0%
Bank Fee	0.00	50.00	-50.00	0.0%
Contra Costa County Expenses	7,003.61	39,520.00	-32,516.39	17.72%
El Cerrito Contract Fee	2,764,645.34	4,146,968.00	-1,382,322.66	66.67%
El Cerrito Reconciliation(s)	51,702.64	77,554.00	-25,851.36	66.67%
IT Services and Equipment	6,982.77	6,600.00	382.77	105.8%
Fire Abatement Contract	0.00	5,250.00	-5,250.00	0.0%
Fire Engineer Plan Review	240.00	3,000.00	-2,760.00	8.0%
Grant Writer/Coordinator	0.00	15,000.00	-15,000.00	0.0%



## Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2023 through February 2024

	Jul '23 - Feb 24	Budget	\$ Over Budget	% of Budget
Risk Management Insurance	153.16	21,697.00	-21,543.84	0.71%
LAFCO Fees	0.00	2,100.00	-2,100.00	0.0%
Legal Fees	3,522.42	15,600.00	-12,077.58	22.58%
Recruitment	8,706.00	14,925.00	-6,219.00	58.33%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	2,346.00	3,600.00	-1,254.00	65.17%
Wildland Vegetation Mgmt	0.00	7,828.00	-7,828.00	0.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>2,929,878.97</b>	<b>4,588,676.00</b>	<b>-1,658,797.03</b>	<b>63.85%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	4,908.99	20,000.00	-15,091.01	24.55%
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	4,120.00	-4,120.00	0.0%
Open Houses	0.00	2,000.00	-2,000.00	0.0%
Community Shredder	2,470.50	5,500.00	-3,029.50	44.92%
Firesafe Planting Grants	0.00	25,000.00	-25,000.00	0.0%
Community Sandbags	2,373.35	3,500.00	-1,126.65	67.81%
Volunteer Appreciation	0.00	500.00	-500.00	0.0%
COMMUNITY SERVICE ACTIVITIES - Other	0.00	500.00	-500.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>9,752.84</b>	<b>64,620.00</b>	<b>-54,867.16</b>	<b>15.09%</b>
<b>DISTRICT ACTIVITIES</b>				
Professional Development	5,734.60	5,000.00	734.60	114.69%
Office				
Internet	2,837.62	4,000.00	-1,162.38	70.94%
Office Equipment	0.00	2,100.00	-2,100.00	0.0%
Office Expense	4,381.36	6,000.00	-1,618.64	73.02%
Office Supplies	1,403.90	1,600.00	-196.10	87.74%
Telephone/Internet	682.34	1,000.00	-317.66	68.23%
Office- Other	0.00	515.00	-515.00	0.0%
<b>Total Office</b>	<b>9,305.22</b>	<b>15,215.00</b>	<b>-5,909.78</b>	<b>61.16%</b>
Firefighter's Apparel & PPE	0.00	1,500.00	-1,500.00	0.0%
Firefighters' Expenses	0.00	5,000.00	-5,000.00	0.0%
Staff Appreciation	66.15	2,500.00	-2,433.85	2.65%
Memberships	4,525.02	9,500.00	-4,974.98	47.63%
Building Maintenance				
Gardening service	0.00	500.00	-500.00	0.0%
Building alarm	0.00	1,500.00	-1,500.00	0.0%
Medical Waste Disposal	0.00	2,200.00	-2,200.00	0.0%
Janitorial Service	0.00	200.00	-200.00	0.0%
Miscellaneous Maint.	2,132.06	2,500.00	-367.94	85.28%
<b>Total Building Maintenance</b>	<b>2,132.06</b>	<b>6,900.00</b>	<b>-4,767.94</b>	<b>30.9%</b>
Building Utilities/Service				

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2023 through February 2024

	<u>Jul '23 - Feb 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Refuse Collection	2,088.20	3,000.00		
Gas and Electric	3,776.53	6,300.00	-2,523.47	59.95%
Water/Sewer	3,477.16	6,600.00	-3,122.84	52.68%
Building Utilities/Service - Other	594.92	3,940.00	-3,345.08	15.1%
<b>Total Building Utilities/Service</b>	<u>9,936.81</u>	<u>19,840.00</u>	<u>-9,903.19</u>	<u>50.09%</u>
<b>Total DISTRICT ACTIVITIES</b>	<u>31,699.86</u>	<u>65,455.00</u>	<u>-33,755.14</u>	<u>48.43%</u>
Contingency	0.00	20,000.00	-20,000.00	0.0%
<b>Total Expense</b>	<u>3,154,329.67</u>	<u>5,025,130.00</u>	<u>-1,870,800.33</u>	<u>62.77%</u>
<b>Net Ordinary Income</b>	<u>2,512,387.90</u>	<u>957,529.00</u>	<u>1,554,858.90</u>	<u>262.38%</u>
<b>Net Income</b>	<u><u>2,512,387.90</u></u>	<u><u>957,529.00</u></u>	<u><u>1,554,858.90</u></u>	<u><u>262.38%</u></u>



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

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



**DATE:** March, 2024

**TO:** Tim Barry: General Manager

**FROM:** Eric Saylors: Fire Chief

**RE:** **Fire Chief's Report for the March 2024 Fire District Board Meeting**

## Administration

Captain/Paramedic Thomas Wade was presented with the Firefighter of the Year award from Chief Saylors. All department personnel vote on the annual Firefighter of the Year. 2023 was Wade's first full year as a Captain--he made quite an impression! Congratulations, Captain/Paramedic Wade!



## Operations

On February 3, Captain/Paramedic Renshaw was picked up by the CHP from Kensington Park for a rescue mission. The helicopter rescue program is a partnership between ECKFD and CHP that provides medical care and extrication from areas in the region that are inaccessible by vehicle. The ongoing collaboration assures we can rescue our citizens from areas in the East Bay parks that are out of reach from our vehicles.



Integrity Accountability Teamwork Respect Professionalism



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On Saturday, February 3, ECKFD assisted Contra Costa Fire in suppressing a residential house fire. At 4:16 am, dispatchers received multiple phone calls reporting a single-family residential home was on fire on Mifflin Avenue in El Sobrante. The first units on the scene confirmed heavy fire was visible from the front of the house. Firefighters immediately conducted a primary search and found one person in the home. The fire was contained to the single home. Medics on the scene transported the occupant to an area hospital in critical condition. Additional assistance came from the Richmond Fire Department and Rodeo-Hercules Fire Protection District.



### Public Outreach

On February 16, E 51 A shift (Captain Gagne, Captain/Paramedic Ciappara, and FF/Paramedic Williams) visited Fairmount School for public education and outreach. The children enjoyed hearing from the firefighters and instructions on how to exit a house safely.



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### Training

New fire recruits from the joint El Cerrito/ Richmond academy spent two days training in a real house on 945 King. The training included fire hose advancement, victim search, and victim removal. The academy currently has three firefighters from ECFD and nine from Richmond. The academy comprises 14 weeks of intense training from joint staff.



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Integrity Accountability Teamwork Respect Professionalism

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## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** March 20, 2024

**TO:** Kensington Fire Protection District Board

**RE:** Emergency Preparedness Coordinator Report

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

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

### **1. Community Event/Engagement**

- 2/25/2024 Replanting Grant Site Visit – Purdue
- 2/25/2024 Replanting Grant Site Visit – Lake Drive
- 3/11/2024 Wildcat Firewise Community Chipping Day

### **2. District Communications/ Publications**

- 2/16/2024 Facebook NWS Weather Outlook
- 2/17/2024 Facebook NWS Weather Outlook
- 2/17/2024 Nextdoor NWS Weather Outlook
- 2/17/2024 Facebook Captain Renshaw/CHP Rescue Mission
- 2/8/2024 Facebook NWS Weather Outlook
- 2/29/2024 Nextdoor Volunteer Opportunity
- 2/29/2024 Volunteer Opportunity Email to District Volunteer Email List
- 3/1/2024 Nextdoor NWS Weather Outlook
- 3/1/2024 Facebook NWS Weather Outlook
- 3/2/2024 Nextdoor Paper Shredding Announcement
- 3/13/2024 Nextdoor NWS Weather Outlook
- 3/13/2024 Facebook NWS Weather Wind Warning
- 3/14/2024 Nextdoor CPR Training
- 3/14/2024 CPR Training Email to District Volunteer Email List

### **3. Initiatives/ Deliverables**

- Add resident emails to the Red Flag Warning Email List
- Ongoing Kensington Firewise Support and Coordination
- Provide KFPD Evacuation Drill Report/Summary to EP Committee/Fire Chief
- Provide follow-up resources to KFPD Replanting Grant Applicants
- Upload El Cerrito EOP to KFPD Website
- Revise Draft Evacuation is Your Responsibility Trifold w Chief Gancasz Statement.
- Update Shredding Event Details on KFPD/Social Media for 4/27
- Assist resident re: questions related to vegetation removal/Measure X
- Create Reimbursement Request Form for KFPD Replanting Grant
- Create Digital Reimbursement Request Portal for KFPD Replanting Grant
- Create Maybeck Firewise Map to include parcel lines for application submittal

April 19, 2023

## Emergency Preparedness Coordinator's Report

- Create KFPD Zone page on the KFPD Website to coincide with magnet mailer
- Create KFPD Zone Magnets for each zone

#### 4. **Meetings**

- 2/21/2024 KFPD Monthly Board Meeting
- 2/27/2024 Emergency Preparedness Committee Meeting
- 3/5/2024 ConFire Coordinator Meeting re: Wildfire Mitigation Initiatives
- 3/7/2024 ECK Fire Coordination
- 3/14/2024 ECK Fire Dept Wildland Training Planning



## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

**DATE/TIME:** January 17, 2024, 7:00PM

**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

**PRESENT:** Directors: President Julie Stein, Vice President Director Daniel Levine,  
Director Danielle Madugo, Director Larry Nagel, Director Jim Watt  
Staff: Board Clerk Candace Eros Diaz, GM Mary Morris-Mayorga,  
Fire Chief Eric Saylor  
Consultant: EP Coordinator Johnny Valenzuela, Legal Counsel John Bakker

### 1. CALL TO ORDER/ROLL CALL

President Julie Stein called the meeting to order at 7:06 p.m. and confirmed the roll call.

### 2. PUBLIC COMMENT (00:03:17)

Director Larry Nagel announced his retirement as of January 31, 2024.

KFPD firefighters and Fire Chief Eric Saylor thanked Director's Dommer and Nagel for their service to the KFPD board and presented them with plaques of appreciation. Several members of the public as well as Directors Levine, Madugo, Stein and Watt also thanked Director Nagel for his service to the board and commented on his retirement.

### 3. OATH OF OFFICE for Director Madugo (00:00:44)

This agenda item was taken out of order.

There was no public comment.

### 4. OLD BUSINESS - *Continued from December 20, 2023 BOD Meeting*

#### a. ELECTION OF OFFICERS FOR CALENDAR YEAR 2024 (00:18:27)

The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Nagel/Watt Motion to elect Director Daniel Levine as President for the calendar year 2024.
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<b>VOTE:</b>
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Ayes: Levine, Madugo, Nagel, Stein, and Watt
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Nays: None
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Absent: None
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Motion passed 5-0-0
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<b>Video Time Stamped: 00:22:27</b>
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The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Levine/Nagel Motion to elect Director Danielle Madugo as Vice President calendar year 2024.	
<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:23:28</b>

The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Stein/Levine Motion to elect Director Jim Watt as Secretary calendar year 2024.	
<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:25:16</b>

**5. ADOPTION OF CONSENT ITEMS (00:26:07)**

President Levine proposed to approve all consent items on the agenda with a single motion. The board did not remove any items.

- a. **Approval of Minutes** of the Board of Directors meetings of 11/15/2023 (Revised), 12/20/2023
- b. **Acceptance of Incident Activity Report** December 2023
- c. **Approval of Monthly Transmittal** 01/17/2024
- d. **Approval of Monthly Financial Reports** 12/31/2023
- e. **Annual Meeting Schedule for 2024**

<b>MOTION:</b> M/s Nagel/Stein Motion to approve consent items 5a-5e.	
<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 00:27:21</b>

**6. FIRE CHIEF'S REPORT (00:27:34)**

Fire Chief Eric Saylor presented the report as included in the packet. He provided operations, training, and public safety updates.

A member of the public thanked the KFPD firefighters and Chief Saylor for their work on the reported incidents.

There was no additional public comment.

**7. EMERGENCY PREP COORDINATOR'S REPORT (00:31:38)**

EP Coordinator Johnny Valenzuela presented the report including presentation. He highlighted community engagement events, district communications/publications, initiatives/deliverables, and past meetings.

A member of the public thanked EP Coordinator Valenzuela for his work and reported their experience with receiving a Replanting Grant.

There was no additional public comment.

**8. NEW BUSINESS (00:40:20)**

**a. Presentation and Discussion of Fiscal Analysis Proposal between the KFPD Board of Directors and Ridgeline Municipal Strategies**

GM Mary Morris-Mayorga introduced and provided background on the item. Mr. Dimitry Semenov of Ridgeline Municipal Strategies presented context for the proposal as included in the packet. He provided additional clarification on outstanding questions and elaborated on his overall approach and recommendations. The board discussed the item and posed questions to Mr. Semenov, who provided advice and clarification on whether or not the two districts are ready to proceed with the fiscal analysis.

A member of the public self-identified as an elected director of the KPPCSD board, speaking for themselves. They stated that Director Nagel's retirement may slow down the fiscal analysis process and recommended the board utilize GM Morris-Mayorga's guidance on the item prior to her departure. They also opined that the community is in favor of consolidation.

Another member of the public present in the room commented on Mr. Semenov's presentation, approach, and overall recommendations.

There was no additional public comment.

**b. Discuss the two emails sent by Mr. Semenov concerning Ridgeline's willingness to proceed with a financial analysis on consolidation (01:35:53)**

Director Stein introduced and provided background on the item. The board and Mr. Semenov discussed the item.

There was no public comment.

**c. Consider approving the above-referenced Proposal as submitted on December 8, 2023 or with requested modifications based on the foregoing presentation and discussion between the Board and Ridgeline Municipal Strategies (01:39:04)**

GM Morris-Mayorga introduced and provided background on the item. The board discussed the item and Mr. Semenov provided additional comments and recommendations. Mr. Semenov confirmed that Ridgeline’s proposal was recommended for approval by the KPPCSD general manager and noted the overall timeline was not discussed by their board.

KFPD legal counsel John Bakker opined on the overall timeline noted in the proposal and the board’s ability to make adjustments to it. The board agreed that the delivery of Ridgeline’s report may be delayed because more data and time to collect said data are needed. Bakker noted that the proposal does not need to be amended, but the board may clarify in the agreement that the timeline will be pushed back while the consultant collects the necessary data. It was determined that the timeline listed in the proposal is flexible to accommodate the work, but this should be noted in the agreement. The KFPD board president noted that this will be a multi-agency agreement.

A member of the public commented on Mr. Semenov’s recommendations and posed questions about these recommendations and the potential of consolidation with another fire district. Another member of the public commented on the community’s efforts to elect board members who would consider consolidation.

There was no additional public comment.

<b>MOTION:</b> M/s Watt/Nagel Motion to proceed with the study with Ridgeline Municipal Strategies as presented and submitted on December 8, 2023.	
<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	<b>Video Time Stamped: 01:58:34</b>

**d. Consideration of cost-sharing any engagement with Ridgeline with the KPPCSD, including specifying a cost-sharing ratio or cost-sharing amount of any approved original or modified Proposal (01:58:55)**

GM Morris-Mayorga introduced and provided background on the item. The board discussed the item and Mr. Semenov provided additional comments and recommendations. Mr. Semenov stated Ridgeline Municipal Strategies’ work process and product are indifferent to and independent of the agreement’s funding sources. Director Watt stated he is now in favor of a 50/50 cost-sharing ratio with the KPPCSD given that both boards will have to pay their own costs to produce essential data that is required for the study but is not currently available or does not yet exist.

A member of the public commented that 50/50 cost-sharing seemed fair and reiterated that the KPPCSD and the KFPD boards both have information to provide to Ridgeline Municipal

Strategies before its work on the proposed analysis can begin.

There was no additional public comment.

<b>MOTION:</b> M/s Stein/Nagel Motion to approve the cost-sharing of the agreement with the KPPCSD at a ratio of 50/50 for this engagement and in addition compensate Ridgeline Municipal Strategies \$1200 for making an in-person presentation at the KFPD BOD meeting on January 17, 2024.
---

<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None
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Motion passed 5-0-0
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<b>Video Time Stamped: 02:11:53</b>
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**e. Approval of Proposed Contract for Annual Audits of Fiscal Year 2023 - 2027**  
(02:12:11)

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item.

There was no public comment.

<b>MOTION:</b> M/s Stein/Watt Motion to approve the audit proposal from Nigro & Nigro for Annual Audits of Fiscal Year 2023 - 2027 and to authorize the GM to sign the engagement letter on behalf of the district.
---

<b>VOTE:</b> Ayes: Levine, Madugo, Nagel, Stein, and Watt Nays: None Absent: None
--

Motion passed 5-0-0
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<b>Video Time Stamped: 02:18:33</b>
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**f. Local Hazard Mitigation Plan (LHMP) Draft Review of Submittal to County** (02:18:50)

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item.

There was no public comment.

**g. Public Safety Building Project Update** (02:28:38)

GM Morris-Mayorga presented the report as included in the packet.

There was no board discussion or public comment.

**h. Interim General Manager Recruitment** (02:31:51)

GM Morris-Mayorga introduced and provided background on the item and asked the board

for direction. The board discussed the item. President Levine appointed Director Watt and himself to a temporary ad-hoc committee to find an Interim GM.

There was no public comment.

**9. GENERAL MANAGER'S REPORT (02:39:27)**

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item.

There was no public comment.

**10. COMMITTEE REPORTS (02:41:00)**

**a. Emergency Preparedness Committee Meeting**

There was no report. However, the board discussed committee membership in light of Director Nagel's retirement announcement and Director Madugo's appointment.

There was no public comment.

**b. Finance Committee Meeting**

There was no report.

**11. OUTSIDE AGENCIES REPORTS**

**a. Contra Costa Special Districts Association**

There was no report.

**12. ADJOURNMENT** President Levine adjourned the meeting at 9:50 p.m.

The next Board of Directors meeting will occur on March 20, 2024

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on March 20, 2024.

Attest:

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Secretary of the Board



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** March 20, 2024  
**TO:** Board of Directors  
**RE:** Public Safety Building Project Update  
**SUBMITTED BY:** Tim Barry, Interim General Manager

### Recommended Action

For information only, no action is requested at this time.

### Background

#### Ongoing

The project team (contractor, architect/design, and construction manager) continues to work daily on construction and project administration (e.g. review/respond to RFIs, review/respond to submittals and change orders; site visits/meetings; and review construction schedule). Site visits by Directors and staff are scheduled for March 19 and 20. Staff met with a citizen at their home, in close proximity to the project site and discussed county requirements for sound attenuation of equipment on the roof of the facility. Further information will be provided to the citizen once secured..

#### Schedule

The current schedule shows substantial completion to be May 31, 2024 with the contract allowing 30 days max for completion of punch list items. Depending upon punch list items, move in may occur during this time including furniture installations. We are in the process of evaluating furniture needs in conjunction with items in storage to be ready for that step. I attended the March 14, 2023 project team site meeting, toured the building and noted progress, reviewed current issues and change order requests, and viewed the look ahead of work to be expected in the coming weeks. Work this week included planning on sewer connection, exterior siding, planning for building key system and security, interior tape and prep for painting, and prep for tiling bathroom areas.

### Fiscal Impact

An update on the project budget versus expended is included below with change orders that have been required for unforeseen conditions since the amended budget in a separate column. These have been necessary for: storm drains, 2<sup>nd</sup> floor/roof leveling, added plates for app bay posts, lead paint testing, carpentry changes due to differing site conditions.

	Project Budget 9/20/2023	Change Orders	Paid Through 02/29/2024	Remaining Budget
<b>Public Safety Building:</b>				
Construction	\$ 5,882,253	\$ 308,710	\$ 4,598,704	\$ 1,592,259
PSB Renovation Design/Engineering	774,740		365,152	409,588
Permits/Inspection/Testing	141,017		121,982	19,036
Construction/Project Management	394,987		336,177	58,810
Furniture, Fixtures, and Equipment	200,000		-	200,000
Legal Counsel	130,000		48,732	81,268
<b>Temporary Fire Station:</b>				
Construction Cost	595,453		595,453	(0)
Design/Engineering/Project Management	107,573		80,116	27,457
Relocation	221,566		175,264	46,301
Sub-Total:	\$ 8,447,589	\$ 308,710	\$ 6,321,580	\$ 2,434,718
Project Contingency Allowance	550,000	(308,710)	-	241,290
Total Project Budget	\$ 8,997,589	\$ -	\$ 6,321,580	\$ 2,676,008

**Attachment:** Kensington Public Safety Building Construction Progress Report

**Kensington Public Safety Building Construction Progress Report**

MarJang Architecture

Location: 217 Arlington Drive, Kensington CA

Date: 2/29/2024

Time: 10:30am

Weather: Raining, 55 degrees

Attendance: Robert Soo Hoo MJA, Grace Seferian Mack 5, Adam Greenlief CWS, Erick Medrano CWS

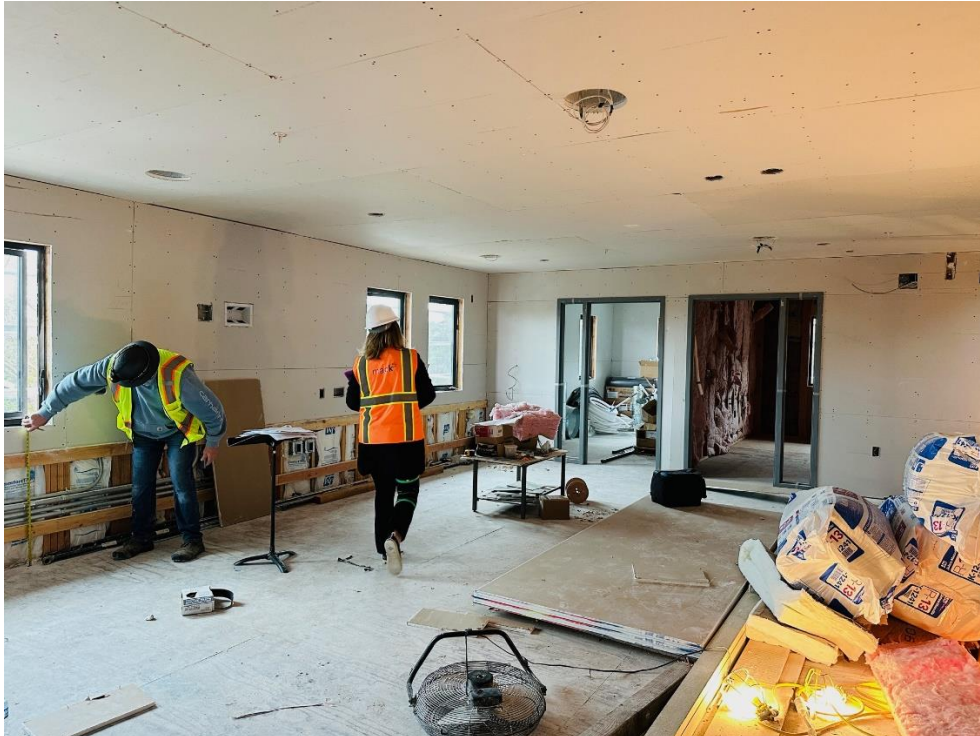
**Exterior:**

- It was observed that 90% of the exterior siding has been installed.
- Soffit panels have been installed.
- Window trim and waterproofing was being installed during the site visit
- The fire sprinkler riser was being installed.
- Sill flashing at concrete curbs have been installed.



2<sup>nd</sup> Floor:

- It was observed that most of the 2<sup>nd</sup> floor utilities have been installed.
- It was observed that sheet rock was currently being installed. It was noted taping and mudding to start next week after nailing inspection.
- It was observed that casework field measurements were being taken.
- All hollow metal door frames have been installed. Doors have yet to be hung.





1<sup>st</sup> Floor:

- It was observed that sheet rock was currently being installed.
- The apparatus bay still requires utilities to be installed at the high ceiling.
- The vehicle exhaust system was discussed. The existing duct still remains. The new fan has not been installed. The hoses will be moved from the temporary fire station. Mack 5/MJA to confirm power requirements and supply to new fan and follow up on the controller system.





## KENSINGTON FIRE PROTECTION DISTRICT Emergency Preparedness Committee

2024-2025 Emergency Preparedness Committee Work Plan		
Planned Projects	Questions/Resources Needed	Action Steps
1. Establish a small subcommittee to interact with the Emergency Preparedness Committee, the Fire Chief, and the Police Chief to determine what form of CERT Kensington can build now given resources and capabilities that can evolve over time.	<ul style="list-style-type: none"> <li>● Local CERT classes</li> <li>● Integration of municipal services</li> <li>● Reaching out to volunteers</li> </ul>	<ul style="list-style-type: none"> <li>● Develop a plan</li> <li>● Bring plan to EPC</li> <li>● Present to BOD</li> <li>● Target event for May</li> </ul>
2. Assess the feasibility for an evacuation drill or tabletop exercise in coordination with the Fire Chief and Police Chief.	<ul style="list-style-type: none"> <li>● Does Kensington have the resources for this?</li> <li>● Test message drill?</li> </ul>	<ul style="list-style-type: none"> <li>● Determine resources</li> <li>● Potential for once PD has resources</li> </ul>
3. Determine next steps for Long Range Acoustic Devices (LRADs).	<ul style="list-style-type: none"> <li>● Funding, grant writing</li> <li>● Cellular network concerns</li> </ul>	<ul style="list-style-type: none"> <li>● Assess funding/cellular</li> <li>● Bring back to EPC</li> <li>● Coordinate with KPD</li> </ul>
4. Develop volunteer program guide/resources. <i>(The District should develop a BOD policy to cover volunteer activities).</i>	<ul style="list-style-type: none"> <li>● KFPD volunteer activities?</li> <li>● Confirm insurance requirements</li> </ul>	<ul style="list-style-type: none"> <li>● Develop policy (GM) for BOD Approval</li> </ul>
5. Plan for disaster recovery and business continuity.	<ul style="list-style-type: none"> <li>● Confirm what is covered by fire service contract.</li> <li>● Are there other mutual aid opportunities available?</li> </ul>	<ul style="list-style-type: none"> <li>● Develop plan for items which are not already addressed for BOD Approval</li> </ul>
6. Develop Evacuation Communication Guidelines for residents.	<ul style="list-style-type: none"> <li>● Confirm what information is needed in coordination with existing fire plans.</li> </ul>	<ul style="list-style-type: none"> <li>● Develop draft</li> <li>● Bring to EPC for review</li> <li>● Present for BOD approval</li> </ul>



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** March 20, 2024  
**TO:** Board of Directors  
**RE:** General Manager's Report  
**SUBMITTED BY:** Tim Barry, Interim General Manager

Highlights of the regular business activities, other special projects, and updates for the District which are not covered in other agenda items are noted below for February/March:

### *GM Orientation and Training*

My orientation and training has been intense since my start date of March 4th and I have enjoyed meeting with directors individually, in addition to meeting with staff and consultants. I have had the challenge of getting caught up on District information, processes, procedures, and past issues while at the same time having to address current communications and issues. Past GM Mary Morris-Mayorga, even while on vacation abroad, has been extremely helpful and supportive as has Board Clerk Candace Eros Diaz. Yes, I'm behind on reading and answering emails and inquiries but will be caught up in due course and I appreciate your patience.

### *Fiscal Analysis Project with Ridgeline*

I met with Dmitry Semenov of Ridgeline, former GM Mary Morris-Mayorga and the KPPCSD Interim General Manager on clarifying the documents requested by Ridgeline, the process of which has begun. After discussion, we anticipate that the analysis may be done as soon as July/August. The Board Presidents of KPPCSD and KFPD, along with the KPPCSD Interim General Manager and Mary, also met to coordinate on board meetings/timing related to the project schedule. Per the proposal it is recommended that a joint board workshop be scheduled for early April so that both boards can discuss a vision of a consolidated agency organization and staffing. With the board's consent we can work with KPPCSD to schedule that meeting. The Ridgeline agreement was finalized and is currently being signed by all parties and counsels.

### *Strategic Planning*

We have had many discussions over the past several months that would benefit from strategic planning with the last process done in 2021 ([Strategic Planning](#)). This is in the initial planning stages to determine whether an in-house effort or one facilitated by an outside party would be best and will be discussed at a future meeting. Since we are so close to the appointment of a fifth board member, it would be prudent to wait until the fifth board member has been placed on the board to proceed with this discussion.

### *Sketch of Downstairs of PSB for Discussion*

At the last board meeting, the board gave staff direction: "Approve obtaining a price from Marjang to provide a layout of the first floor of the Public Safety Building for police services." Here was Karen Mar's 3/4/24 response to that request "From a cursory view of the plan, the locker room and admin aid room are not large enough to be code compliant for accessibility. The furniture at the chief's area is also not compliant. Also, the added item in the lobby/egress path would likely not be allowed. This plan will not be able to be executed as diagrammed, can we propose an alternative diagram for review of scope prior to providing a proposal?" On 3/15 I discussed whether the next step, of having them sketch a code compliant first floor with the intent indicated in the sketch that they received from us, would cost the District any money. She responded, no, that it would be considered part of their service for the project in terms of

sketching revisions. I asked her to go ahead with that task and she said they would work on it at the beginning of the week of March 18th. When we receive that sketch(s), and if the District chooses a desired sketch, they would price the cost of conceptual drawings and working drawings but they would insist that a representative of the KPPCSD be part of the process to ensure their needs are being addressed in the re-design to avoid a waste of time and resources.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** March 2, 2024  
**TO:** Board of Directors  
**RE:** Emergency Preparedness Committee Meeting - 2/27/24  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager (thru 3/3)

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### **Recommended Action**

For information only, no action is required.

### **Background**

The Emergency Preparedness Committee met on February 27, 2024 and discussed the following topics:

- Discussion with Chief Saylor on CERT  
President Levine provided an overview of the topic as discussed at the last EPC meeting noting questions that arose. Chief Saylor discussed the benefits of a formal CERT group and interaction with the fire department along with the ideal formation being multi-jurisdictional. He views the EPC as a group that may have success in recruiting or identifying participants interested in forming a working group to strategize on the possibilities. This is addressed in EPC Work Plan #1.
- Review and Discuss Draft Work Plan  
The Draft Work Plan as drafted at the last EPC meeting was reviewed and updated following discussion by the committee.

2024-2025 Emergency Preparedness Committee Work Plan		
Planned Projects	Questions/Resources Needed	Action Steps
1. Establish a small subcommittee to interact with the Emergency Preparedness Committee, the Fire Chief, and the Police Chief to determine what form of CERT Kensington can build now given resources and capabilities that can evolve over time.	<ul style="list-style-type: none"> <li>Local CERT classes</li> <li>Integration of municipal services</li> <li>Reaching out to volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Develop a plan</li> <li>Bring plan to EPC</li> <li>Present to BOD</li> <li>Target event for May</li> </ul>
2. Assess the feasibility for an evacuation drill or tabletop exercise in coordination with the Fire Chief and Police Chief.	<ul style="list-style-type: none"> <li>Does Kensington have the resources for this?</li> <li>Test message drill?</li> </ul>	<ul style="list-style-type: none"> <li>Determine resources</li> <li>Potential for once PD has resources</li> </ul>
3. Determine next steps for Long Range Acoustic Devices (LRADs).	<ul style="list-style-type: none"> <li>Funding, grant writing</li> <li>Cellular network concerns</li> </ul>	<ul style="list-style-type: none"> <li>Assess funding/cellular</li> <li>Bring back to EPC</li> <li>Coordinate with KPD</li> </ul>
4. Develop volunteer program guide/resources. <i>(The District should develop a BOD policy to cover volunteer activities).</i>	<ul style="list-style-type: none"> <li>KFPD volunteer activities?</li> <li>Confirm insurance requirements</li> </ul>	<ul style="list-style-type: none"> <li>Develop policy (GM) for BOD Approval</li> </ul>
5. Plan for disaster recovery and business continuity.	<ul style="list-style-type: none"> <li>Confirm what is covered by fire service contract.</li> <li>Are there other mutual aid opportunities available?</li> </ul>	<ul style="list-style-type: none"> <li>Develop plan for items which are not already addressed for BOD Approval</li> </ul>
6. Develop Evacuation Communication Guidelines for residents.	<ul style="list-style-type: none"> <li>Confirm what information is needed in coordination with existing fire plans.</li> </ul>	<ul style="list-style-type: none"> <li>Develop draft</li> <li>Bring to EPC for review</li> <li>Present for BOD approval</li> </ul>

- Present the Resident Evacuation Responsibilities Campaign and share the document that's been worked on before it goes to the Chiefs for review  
 Chief Saylor clarified that evacuation is officially ordered by law enforcement. If fire needs to evacuate specific areas, this would be requested by law enforcement and CWS would send out the alerts. The committee discussed the draft and it will need further review prior to presenting to the Board for approval.

**Fiscal Impact**

There is no fiscal impact identified at this time.