



KENSINGTON FIRE PROTECTION DISTRICT

DATE: December 29, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 5**
DRAFT Interim-GM Transition Task List

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Discuss and amend the DRAFT Interim-GM Transition Task List.

Background

The last transition process from Interim-GM to GM took place in 2020 and required approximately seven weeks, during which time the Interim-GM was working approximately 24 hrs/wk to conduct regular business while the pending GM was working on a limited basis of 8 hrs/wk. After the transition period, the former Interim-GM provided additional weekly support time for another +/-45 days.

The current GM contract expires on 12/31/2022 with consultant services agreed to starting 01/01/2023 related to the renovation of the Public Safety Building, which requires additional time and expertise beyond the +/-24 hrs/wk for regular business.

The following draft of transition tasks was modified from the 2020 transition list, as some elements remain the same while others have been updated to reflect current conditions. Please note that the list has not been ordered in terms of priority, but does attempt to be comprehensive. Given the short time to develop this report, there are most likely other items to be added to the list.

KFPD GM Transition Task List

Goals	% Complete	Status/Milestones	Next Steps/Comments
1. Prepare the Interim-GM for a complete, orderly, and prompt transition of services performed by the District, including the timely delivery of all District property and records.	0%	<ul style="list-style-type: none"> KFPD Procedures: Agenda, Web posting, Noticing, Administrative roles Finance Procedures Minutes District records review Manual/procedures 	
2. Introduce Interim-GM to the El Cerrito City Manager and Fire Chief, Emergency Prep Coordinator, the General Manager and administrative staff of the Kensington Police Protection and Community Services District (KPPCSD), Hills Emergency Forum, Supervisor Gioia, and County administrative staff as needed.	0%	<ul style="list-style-type: none"> List of Introductions and corresponding issues for inter-agency coordination. 	
3. Prepare Interim-GM for updating the budget for the FY 2022-2023 Mid-Year Review at the February Board Meeting, to include: analyzing the District's historic practices in developing annual budget; providing budget guideline policy recommendations; drafting a procedure for initiating annual budget development; liaising with the El Cerrito Fire Chief on the fire services fee proposal; and convening the Finance Committee.	0%	<ul style="list-style-type: none"> Budget Guiding Principles Budget Development Manual Draft budget Finance Committee presentation Draft narrative report Budget document printed/posted 	
4. Review all activities and responsibilities related to the renovation of the Public Safety Building, including the roles and procedures of the Construction Manager, General Contractor, Architect, Structural Engineers, Sub-Consultants, Lending Company, Financial Consultants, Related financial reporting, Requests for Information, Change Orders, Schedules, Submittals, Building Permit Inspections, Special Inspections, etc. Also, administer the leases with KPPCSD and the Unitarian Church, and address final punch-list items on Temp Station 65.	0%	<ul style="list-style-type: none"> Documentation records Current procedures Long-lead task items 	
5. Finance Details - Payments of bills and claims, board packet transmittal process, County submittal process, Maze Accounting communication procedures, purchasing procedures, details of County Fund Accounts, details of Mechanics Bank Checking Account, backup of invoices/statements, etc.	0%	<ul style="list-style-type: none"> Details of Workflow Mechanics Bank Signatures CC County Finance Introductions Investment Review, Procedures 	<ul style="list-style-type: none">

KFPD GM Transition Task List - Continued

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



KENSINGTON FIRE PROTECTION DISTRICT

Supplemental Transition Checklist for Interim-General Manager December 2022

New Hire

- Forms/Documents

Access/Authorization

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

Contacts

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

Documentation

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