



KENSINGTON FIRE PROTECTION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA

Wednesday, November 15th, 2023 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 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. 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 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 and/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/87864394594?pwd=bEVxdDVuSktaRUtwak40R3MxY0t5QT09>

Telephone Access:

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

Webinar ID: 878 6439 4594

Passcode: 112233

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

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

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

2. (7:01pm) PUBLIC COMMENT

Under "Public Comment," the public may address the Board on any subject not listed on the agenda. 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. (7:10pm) 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 meetings of 10/18/2023, 09/14/2022, 09/21/2022 (Continued), 10/19/2022 (Special) (Approve)

b. **Acceptance of Incident Activity Report** October 2023 (Accept)

c. **Approval of Monthly Transmittal** 11/15/2023 (Approve)

d. **Approval of Monthly Financial Reports** 10/31/2023 (Approve)

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

Action = Presentation/Discussion

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

Action = Presentation/Discussion

6. (7:35pm) OLD BUSINESS

a. **Report Back on Process for Requesting Changed Use of Space from Marjang –**
Morris-Mayorga

Action = Review, discuss, and direct staff

This is a report back item from the October 18, 2023 Board meeting.

7. (7:45pm) NEW BUSINESS

a. **(7:45pm) Reserves Policy Revisions For First Reading –** Morris-Mayorga (Supporting Material)

Action = Review, discuss, direct staff, and/or approve the first reading

Policy 1170 Financial Reserves (rev Fund Balance and Reserves) has been updated to

incorporate Board feedback received at the October 18th meeting and is provided for review, discussion, staff direction, and/or approval of the first reading. If the Board requests additional changes, those can be incorporated as a part of the first reading at this meeting with the Board approving as amended if desired. The policy would then be brought back to the December meeting for potential adoption by 4/5 vote.

- b. **(7:55pm) New Purchasing Policy for First Reading** (Supporting Material)
Action = Presentation, discuss, direct staff, and/or approve the first reading
Policy 1155 Purchasing has been drafted for discussion, staff direction, and/or approval of the first reading. If the Board requests changes, those can be incorporated as a part of the first reading at this meeting with the Board approving as amended if desired. The policy would then be brought back to the December meeting for potential adoption by 4/5 vote.
 - c. **(8:05pm) New KFPD Board Member Selection Protocol** – Morris-Mayorga (Supporting Material)
Action = Review, discuss, and direct staff
Staff will provide a proposed interview and voting process for Board determination.
 - d. **(8:15pm) Review and Consider Approving the New RFP Proposed by the KPPCSD Board for the Reorganization Fiscal Analysis** – Morris-Mayorga (Supporting Material)
Action = Review, discuss, direct staff, and/or approve
Staff will provide the new RFP proposed by the KPPCSD Board (if applicable) for review, discussion, staff direction, and/or approval.
 - e. **(8:25pm) Process for Launching the Fiscal Analysis RFP** – Morris-Mayorga (Supporting Material)
Action = Review, discuss, and direct staff
Staff will provide an overview of the process to publicize the RFP.
 - f. **(8:35pm) Public Safety Building Project Update** – Morris-Mayorga (Supporting Material)
The General Manager will provide a brief progress update on the PSB Seismic Renovation.
Action = Presentation, discuss, and direct staff as needed.
8. **(8:45pm) GENERAL MANAGER’S REPORT** (Supporting Material)
Action = Presentation/Discussion
9. **(8:55pm) COMMITTEE REPORTS**
Informational reports from Board members or staff covering the following assignments:
- a. **Emergency Preparedness Committee Meeting** – Nagel (Supporting Material)
 - b. **Finance Committee Meeting** – Stein/Watt (No Report)
 - c. **Reorganization Analysis Temporary Committee** – Levine/Nagel (No Report)
 - d. **Information Technology Temporary Committee** – Levine/Nagel (No Report)
10. **(9:05pm) OUTSIDE AGENCIES REPORTS**
- a. **Contra Costa Special Districts Association** – Nagel (No Report)

11. (9:05pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, December 20, 2023 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, December 6, 2023, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, December 13, 2023, by 1:00pm.



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

DATE/TIME: September 14, 2022, 7:00PM

LOCATION: Zoom Teleconference

PRESENT: Directors: Director Don Dommer, Secretary Janice Kosel, Vice President Kevin Padian, President Larry Nagel, Director Julie Stein
Staff: Battalion Chief and Fire Marshall Chase Beckman, Battalion Chief Jose Castrejon, GM Bill Hansell, Fire Chief Eric Saylor
Consultant: EP Coordinator Johnny Valenzuela

1. CALL TO ORDER/ROLL CALL

President Larry Nagel called the meeting to order at 7:00 p.m. and confirmed the roll call. President Nagel welcomed newly hired Fire Chief Eric Saylor to the district.

2. PUBLIC COMMENT (00:01:34)

Secretary Janice Kosel asked GM Bill Hansell if all board members have completed their educational requirements. GM Hansell confirmed not all board members have completed their educational requirements and would offer further detail in the General Manager's report. Secretary Kosel expressed dissatisfaction with the cancellation of the August 17, 2022 board meeting. Director Kevin Padian responded to Secretary Kosel's comments.

A member of the public requested to discuss Consent Item 3a under New Business.

There was no additional public comment.

3. ADOPTION OF CONSENT ITEMS (00:06:08)

President Nagel proposed to approve all consent items on the agenda with a single motion. The board moved Consent Item 3a to New Business and removed Consent Item 3b.

- a. **Adoption of Resolution 2022-18 Re-Authorizing Remote Meetings**
- b. **Approval of Minutes** of the Board of Directors regular meetings of: 04/13/2022, 04/28/2022, 05/11/2022, 06/08/2022, 06/29/2022 (Continued), 06/29/2022 (Special), 07/13/2022
- c. **Acceptance of Incident Activity Report** July and August 2022
- d. **Approval of Monthly Transmittal** 08/10/2022 and 09/14/2022
- e. **Approval of Monthly Financial Reports** 07/31/2022 and 08/31/2022
- f. **NHA Advisors Proposal for Continuing Disclosure & Arbitrage Rebate Compliance**

There was no public comment.

MOTION: M/s Padian/Kosel: Motion to approve consent items 3c-3f.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 00:08:08

4. OLD BUSINESS (00:08:30)

There was no old business.

5. NEW BUSINESS (00:08:34)

The board discussed Consent Item 3a, Adoption of Resolution 2022-18 Re-Authorizing Remote Meetings. GM Hansell stated that legal counsel confirmed the board may continue to reauthorize remote meetings. Two members of the public expressed their frustrations with the ongoing remote meeting policy. President Nagel and GM Hansell responded to the public comments. Another member of the public thanked the board for their work on moving toward hybrid board meetings and noted alternative locations for in-person meetings. Director Julie Stein commented on the City of El Cerrito's hybrid model for their City Council meetings.

There was no additional public comment.

MOTION: M/s Padian/Kosel: Motion to adopt Resolution 2022-18 Re-Authorizing Remote Meetings.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 00:22:34

a. Resolution 2022-19: Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards (00:23:52)

President Nagel opened the public hearing and asked if anyone in the audience had objections to the designation of their property as containing fire hazards and to identify their property addresses. There were no objections from the public.

Battalion Chief Chase Beckman presented the report as included in the packet and gave his recommendations.

There were no public comments. President Nagel closed the public hearing and terminated public testimony.

Secretary Kosel and President Nagel commended Battalion Chief Beckman and staff for their work on this item.

MOTION: M/s Padian/Kosel: Motion to adopt Resolution 2022-19: Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 00:26:11

b. Resolution 2022-20: Confirmation of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions (00:27:31)

President Nagel opened the public hearing. Battalion Chief Chase Beckman presented the report as included in the packet and gave his recommendations.

There were no public comments. President Nagel closed the public hearing and terminated public testimony.

There was no public comment.

MOTION: M/s Padian/Kosel: Motion to adopt Resolution 2022-20: Confirmation of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 00:29:17

c. Resolution 2022-21 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY2022-2023 (00:29:41)

GM Hansell presented the report as included in the packet. Secretary Kosel provided a brief overview of Finance Committee functions. Director Julie Stein asked for clarification on the following: the third paragraph and of the budget message, the second paragraph of the budget narrative, and the Office Wages & Related budget line item, where she requested the board consider placing the authorized Board Clerk position in the budget. GM Hansell provided clarification to all questions. Finally, Director Stein asked how the Finance Committee decided on the 7% COLA line item. Secretary Kosel provided this clarification. Director Stein noted that the El Cerrito contract figure could increase in 2023 based on her field knowledge. Director Padian asked for clarification on how the irrevocable trust accounting is managed. GM Hansell provided this clarification.

A member of the public asked for an approximation of funds set aside for the Public Safety Building construction. GM Hansell and Secretary Kosel responded to the question. Another member of the public expressed their desire for a financial plan that houses both the KFPD and the KPPCSD in the Public Safety Building. Another member of the public asked if the district plans to place the KPPCSD in the Public Safety Building and, if so, how much it would cost to do so. Another member of the public asked when the El Cerrito contract will be updated, if the GM will manage the Public Safety Building construction and the costs

associated with the management of the project. GM Hansell and Secretary Kosel responded to the questions.

There was no public comment.

MOTION: M/s Kosel/Padian: Motion to adopt Resolution 2022-21 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY2022-2023.

VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None

Motion passed 5-0-0

Video Time Stamped: 01:32:34

d. Resolution 2022-17 Adopting Policy 1190 Debt Management – Second Reading & Adoption (01:33:19)

GM Hansell presented the report as included in the packet. Director Stein asked if the financing has already been secured. GM Hansell confirmed this.

A member of the public asked for a brief summary of the policy and a recap of the financing terms. GM Hansell provided this information.

Note: Upon advice of legal counsel, the meeting recording was redacted between timestamps 01:41:52 and 01/44:32. Audio and video resumed at 01:44:33.

There was no additional public comment.

MOTION: M/s Padian/Kosel: Motion to adopt Resolution 2022-17 Adopting Policy 1190 Debt Management – Second Reading & Adoption.

VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None

Motion passed 5-0-0

Video Time Stamped: 01:41:33

e. Ad-Hoc Committee for KFPD General Manager’s Contract (01:45:03)

GM Hansell presented the report as included in the packet and recommended the board form an ad-hoc committee so the GM can discuss the terms of renewal with the board in October 2022. Director Nagel appointed himself and Secretary Kosel to the ad-hoc committee. The ad-hoc committee will meet in a closed session at the October 12, 2022 board meeting to discuss this agenda item.

f. Sublet of KPPCSD Modular Located at 10940 San Pablo, El Cerrito CA 94530 for Admin Storage (01:47:46)

GM Hansell presented the report as included in the packet. Secretary Kosel asked how many square feet the KFPD sublets from the KPPCSD and the total square footage of the building. GM Hansell provided this information.

A member of the public expressed appreciation for the KFPD's efforts to mitigate the financial impact of the KPPCSD vacating the public safety building.

There was no additional public comment.

Secretary Kosel stated the agenda item is an unconstitutional expenditure of KFPD funds, therefore voted nay. Director Stein stated she agrees with the summary of the past legal opinions the board has received on the agenda item.

MOTION: M/s Padian/Dommer: Motion to approve the Sublet of KPPCSD Modular Located at 10940 San Pablo, El Cerrito CA 94530 for Admin Storage.	
VOTE: Ayes: Dommer, Nagel, Padian, Stein Nays: Kosel Absent: None	
Motion passed 4-1-0	Video Time Stamped: 01:59:21

g. Construction Update on the PSB Seismic Renovation and Temporary Facilities Projects (01:59:58)

GM Hansell presented the report as included in the packet. He recommended that construction management not fall under GM duties and asked the board for direction on which construction management firm to hire.

President Nagel and Director's Dommer and Stein stated they were in favor of the agenda item and stated their individual reasons why. Director Dommer recommended Mack5. Director Stein encouraged GM Hansell to use his experience and best judgment to make the final decision.

A member of the public stated they are in agreement with the hiring of a construction management company, expressed concern that the costs associated with this agenda item were not included as a budget line item, and asked if a contingency budget will be recreated in the February 2023 budget. GM Hansell responded to the public comment.

MOTION: M/s Padian/Dommer: Motion to approve the GM to work with the KFPD legal counsel to complete and execute a contract for construction management services.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 02:20:54

h. Discuss Need for a Public Forum on the Minimum Space Requirements of the Fire Department (02:21:15)

GM Hansell presented the report as included in the packet. The board discussed the item. Secretary Kosel asked if the seismology report was included in the packet. GM Hansell confirmed it was not as he chose to focus on the issue of occupancy. However, these geotech documents are listed on the website. Secretary Kosel requested to add this document to the packet.

Fire Chief Saylor stated that housing three (3) and six (6) firefighters in the building was unsafe, that fire problems are only intensifying in the short and long-term, and that any response model has to meet the threat. Battalion Chief Jose Castrejon stated he reviewed Jim Watt's plans and, during a walk through with Mr. Watt and Fire Chief Saylor, conveyed his concerns about the plans. Battalion Chief Castrejon reviewed these concerns in detail with the board.

MOTION: M/s Padian/Dommer: Motion to extend the meeting to 10:15 p.m.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 02:48:04

Director Padian thanked the Fire Chiefs for their report. He motioned to place the supporting documents for this agenda item in pdf form on the KFPD website to make it publicly accessible. There was no second on the motion. He then motioned that the board cease consideration of a public meeting on this agenda item and provided his reasoning. There was no second on the motion.

MOTION: M/s Kosel/Dommer: Motion for the KFPD and KPPCSD GM's to produce a joint mailing, with costs equally shared, to explain to the public the board's rationale for their decision on this agenda item.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 02:48:04

A member of the public stated their appreciation for the board's motion on this item, but expressed concern that the board is not doing enough to hear the public out. They also expressed concern that Jim Watt's alternative plans are being discussed while Jim Watt is running for the board in competition with an existing board member. Another member of the public commented that Jim Watts' plan should have been included in the packet and that using public funds to send out a mailer weeks before an election is problematic and could potentially be considered electioneering.

MOTION: M/s Padian/Dommer: Motion to extend the meeting to 10:30 p.m. and limit the four members of the public who wish to make comment to two (2) minutes.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 03:02:53

A member of the public asked the board to hold a public meeting on this agenda item. Jim Watt expressed his disappointment that he did not get to present or discuss the alternative plans he prepared and asked for an opportunity to do so. Another member of the public commented on their support of providing the public with all the studies completed since 2016, wondered if it was wise to locate all earthquake first responders in the same building, and noted that the public's expectation for both agencies to be located in the

remodeled Public Safety Building is only the political position of some groups. Another member of the public stated their appreciation for the Fire Chief's reports on this agenda item and stated their belief that this information is not getting out into the community based on the number of callers in attendance (24).

Director Stein stated that although Jim Watt's co-occupancy plan was never advanced or approved by the board, it became officially recognized when Battalion Chief Castrejon and Fire Chief Saylor met with Jim Watt to discuss it specifically. She also expressed her concerns about the motion to use district funds to produce a one-way communication to the public in the form of a joint mailing and suggested the KFPD and the KPPCSD consider sponsoring a two-way exchange of communication between the public and the district.

Secretary Kosel made the following amendment to the motion: Motion for the KFPD and KPPCSD GM's to produce a joint mailing *after the election*, with costs equally shared, to explain to the public the board's rationale for their decision on this agenda item. There was no second on the motion. She then motioned for the KFPD to conduct a public meeting to discuss this agenda item. There was no second on the motion.

GM Hansell provided additional background and his professional opinion on the item.

MOTION: M/s Nagel/Dommer: Motion to continue the meeting on Wednesday, September 21, 2022 at 7 p.m.	
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 03:22:45

- AGENDA BELOW CONTINUED TO 09/21/2022

i. Amendment of Policy 1170 Reserves – Second Reading & Adoption
(Supporting Material)

This constitutes the second reading and consideration for adoption of the amended Policy 1170 Reserves.

Action = Adopt the amended Policy 1170 Reserves

6. FIRE CHIEF'S REPORT (Supporting Material)
Action = Presentation/Discussion

7. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (Supporting Material)
Action = Presentation/Discussion

8. GENERAL MANAGER'S REPORT (Supporting Material)
Action = Presentation/Discussion

9. COMMITTEE REPORTS

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

a. Emergency Preparedness Committee Meeting - Padian/Nagel (Supporting Material)
Approved Meeting Minutes of 07/28/2022 and Draft Meeting Minutes of 08/25/2022

included for reference. Action = Report by EPC Chair & Discussion

- b. Finance Committee Meeting** - Kosel/Nagel (Supporting Material) Approved Meeting Minutes of 10/01/2021, 02/04/2022, and 05/25/2022, and GM Timesheets from 05/31/2022 thru 08/31/2022 included for reference. Action = Report by FC Chair & Discussion

10. OUTSIDE AGENCIES REPORTS

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

11. ADJOURNMENT: President Stein adjourned the meeting at 10:25 p.m.

The next Board of Directors meeting will occur on September 21, 2022.

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 November 15, 2023.

Attest:

Secretary of the Board



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Continuation of September 14, 2022 Board of Director's Meeting

DATE/TIME: September 21, 2022, 7:00PM

LOCATION: Zoom Teleconference

PRESENT: Directors: Director Don Dommer, Secretary Janice Kosel, Vice President Kevin Padian, President Larry Nagel, Director Julie Stein
Staff: Battalion Chief Jose Castrejon, GM Bill Hansell, Fire Chief Eric Saylor
Consultant: EP Coordinator Johnny Valenzuela

1. CALL TO ORDER/ROLL CALL

President Larry Nagel called the meeting to order at 7:00 p.m. and confirmed the roll call. GM Bill Hansell noted there were 7 attendees on the Zoom call.

2. PUBLIC COMMENT (00:01:35)

Director Kevin Padian noted he reinstated his Contra Costa County voter registration and confirmed with district legal counsel the lapse in his registration did not affect his ability to vote on matters of the board at the September 14, 2022 meeting. He went on to announce his resignation from the board as of September 21, 2022 and provided a summary of his accomplishments. President Nagel thanked Director Padian for his service.

Director Padian left the meeting at approximately 7:09 p.m.

There was no public comment.

3. ADOPTION OF CONSENT ITEMS (00:00:00)

a. Adoption of Resolution 2022-18 Re-Authorizing Remote Meetings

– COMPLETED ON 06/14/2022

b. Approval of Minutes of the Board of Directors regular meetings of: 04/13/2022, 04/28/2022, 05/11/2022, 06/08/2022, 06/29/2022 (Continued), 06/29/2022 (Special), 07/13/2022

– REMOVED FROM CONSENT CALENDAR PENDING COMPLETION

c. Acceptance of Incident Activity Report July and August 2022

– COMPLETED ON 06/14/2022

d. Approval of Monthly Transmittal 08/10/2022 and 09/14/2022

– COMPLETED ON 06/14/2022

e. Approval of Monthly Financial Reports 07/31/2022 and 08/31/2022

– COMPLETED ON 06/14/2022

- f. **NHA Advisors Proposal for Continuing Disclosure & Arbitrage Rebate Compliance**
– COMPLETED ON 06/14/2022

4. **OLD BUSINESS** (00:00:00) - None

5. **NEW BUSINESS** (00:00:00)
– COMPLETED ON 06/14/2022

- a. **Resolution 2022-19: Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards**
– COMPLETED ON 06/14/2022
- b. **Resolution 2022-20: Confirmation of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions**
– COMPLETED ON 06/14/2022
- c. **Resolution 2022-21 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY2022-2023 (00:29:41)**
– COMPLETED ON 06/14/2022
- d. **Resolution 2022-17 Adopting Policy 1190 Debt Management – Second Reading & Adoption**
– COMPLETED ON 06/14/2022
- e. **Ad-Hoc Committee for KFPD General Manager’s Contract**
– COMPLETED ON 06/14/2022
- f. **Sublet of KPPCSD Modular Located at 10940 San Pablo, El Cerrito CA 94530 for Admin Storage**
– COMPLETED ON 06/14/2022
- g. **Construction Update on the PSB Seismic Renovation and Temporary Facilities Projects**
– COMPLETED ON 06/14/2022
- h. **Discuss Need for a Public Forum on the Minimum Space Requirements of the Fire Department**
– COMPLETED ON 06/14/2022

– **AGENDA BELOW CONTINUED TO 09/21/2022**

i. **Amendment of Policy 1170 Reserves – Second Reading & Adoption (00:09:06)**

GM Hansell and Secretary Kosel presented the report as included in the packet. Director Julie Stein noted that the board has no discretion with regards to having an accountant, general counsel, an annual statutory audit, an actuarial audit, and a CalPERS trust so she recommended the board set aside funds to carry out these functions. She also recommended the board reconsider the policy regarding who assumes the executive role in the event there is no funding to support a general manager. Director Nagel asked for clarification between succession planning and the reserve policy. Director Stein and GM Hansell provided this clarification and provided additional context. The board discussed the item.

A member of the public asked if, in a state of emergency, funds from the six-month financial reserves can be diverted. They then commented that reserves are typically set

aside according to expenditures and a percentage thereof and stated they were in agreement with Director Stein's suggestions. Another member of the public stated they were also in agreement with Director Stein's suggestions and provided a status update on the financial reserve policy for the KPPCSD, which sets aside 25% of its annual income.

MOTION: M/s Kosel/Dommer: Motion to adopt the amended Policy 1170 Reserves minus subpolicy 1170.02D.

VOTE:

Ayes: Dommer, Kosel, Nagel

Nays: Stein

Absent: None

Motion failed 3-1-0

Video Time Stamped: 00:35:20

6. FIRE CHIEF'S REPORT (00:36:56)

Fire Chief Eric Saylor presented the July 2022 and August 2022 reports as included in the packet. He provided administration, operations, training, and personnel updates.

There was no public comment or board discussion.

7. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (00:39:35)

EP Coordinator Johnny Valenzuela presented the July 2022 and August 2022 reports as included in the packet. He primarily highlighted community engagement events.

There was no public comment or board discussion.

8. GENERAL MANAGER'S REPORT (00:43:40)

GM Hansell presented the report as included in the packet. He provided updates on the status of hybrid meetings, the annual audit and actuarial evaluation, and gave thanks to Fire Chief Saylor and Battalion Chief Jose Castrejon for their support with the coordination of preparing the Public Safety Building for renovations.

Secretary Kosel asked for an update on the status of educational compliance for board members. GM Hansell provided this update. She noted that under state law Directors are required to complete the California Special Districts Association (CSDA) ethics and sexual harassment training every two years and recommended the Directors also take the FEMA training as it can be a condition of FEMA reimbursement. Director Stein noted she was unable to locate the FEMA training for elected officials online and inquired with Fire Chief Pignoni about FEMA training requirements, but did not receive a response. She then made a second request that the City of El Cerrito confirm if FEMA training is legally mandated and if compliance would impact the district's ability to obtain aid. GM Hansell stated he would confirm this information at a later date. Fire Chief Saylor stated ICS700 and ICS100 are typically recommended for elected officials and offered to support the KFPD and the KPPCSD to get in compliance. Battalion Chief Castrejon stated he would check training records and provide an update to the board at a later date.

A member of the public thanked Secretary Kosel for bringing up the topic of Director trainings and suggested any Director who is not in compliance should consider resigning from the board.

There was no additional public comment or board discussion.

9. COMMITTEE REPORTS (00:59:37)

a. Emergency Preparedness Committee Meeting

President Nagel presented the July 2022 and August 2022 reports as included in the packet.

There was no public comment.

b. Finance Committee Meeting

Secretary Kosel presented the report as included in the packet. She stated she and GM Hansell will meet on Friday, September 23, 2022 to discuss how to invest the reserves. Director Stein asked if removing district funds from the County would affect who conducts its fund management. Secretary Kosel confirmed if the district pulled *any* amount of money from the County it would refuse to collect taxes on the district's behalf. GM Hansell stated he secured cash flow projections for the remainder of the year and will add the projected payments for the capital costs to these numbers. He also noted that he finalized the contract with Mack5 construction management firm, which will begin on September 22, 2022. He also provided an update on the status of hiring a Board Clerk.

There was no public comment.

10. OUTSIDE AGENCIES REPORTS (01:11:33)

a. Contra Costa Special Districts Association

Director Stein noted she was not able to attend the September 19, 2022 meeting, but will watch the recording when it's available. President Nagel provided an update in her stead. He recommended board members view the LAFCO presentation made by Lou Ann Texeira.

A member of the public asked about the status of the KFPD board meeting minutes since April 2022. GM Hansell provided this information. They also gave thanks to Director Kevin Padian for his service on the board.

There was no public comment.

11. ADJOURNMENT: President Nagel adjourned the meeting at 8:18 p.m.

The next Board of Directors meeting will occur on October 12, 2022.

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 November 15, 2023.

Attest:

Secretary of the Board



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

DATE/TIME: October 18, 2023, 7:00PM

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

PRESENT: Directors: President Julie Stein, Director Don Dommer, Vice President
Director Daniel Levine, 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

1. CALL TO ORDER/ROLL CALL

President Julie Stein called the meeting to order at 7:09 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:01:04)

A member of the public noted that October 19, 2023 marks the 32nd anniversary of the Oakland Hills fire. They also noted that there is no room for a potential evacuation if/when fire trucks are parked on Lake Drive.

Director Daniel Levine joined the meeting at 7:13 p.m.

MOTION: M/s Nagel/Stein: Motion to approve Vice President Daniel Levine to attend the meeting remotely in accordance with the Brown Act.

VOTE: Ayes: Dommer, Nagel, Stein, Watt Nays: None Absent: None

Motion passed 4-0-0

Video Time Stamped: 00:06:19

Director Don Dommer announced his retirement from the KFPD board of directors. The directors, Fire Chief Eric Saylor, and several members of the public made remarks and gave thanks for Director Dommer's service.

RESUME ADJOURNED MEETING FROM SEPTEMBER 20, 2023 (00:22:00)

3. RESERVES POLICY POTENTIAL REVISIONS

GM Mary Morris-Mayorga presented the report as included in the packet and asked for director feedback. President Stein noted her overall satisfaction with the policy and her appreciation for the inclusion of the government accounting standard board statement #54, specifically. Director Levine wanted to know under what circumstances would the KFPD use the El Cerrito six-month reserve. GM Morris-Mayorga made note of his question and will report back at a later date. President Stein recommended GM Morris-Mayorga bring the policy back to the board for a second reading at the November 15, 2023 board meeting.

CONTINUE WITH OCTOBER REGULAR MEETING ITEMS

4. ADOPTION OF CONSENT ITEMS (00:31:59)

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

- a. **Approval of Minutes** of the Board of Directors regular meetings: 07/13/2022 and 9/20/2023. President Stein removed the approval of the 09/14/2022 minutes and 09/21/2022 special minutes.
- b. **Acceptance of Incident Activity Report** September 2023
- c. **Approval of Monthly Transmittal** 10/18/2023
- d. **Approval of Monthly Financial Reports** 09/30/2023

There was no public comment.

MOTION: M/s Nagel/Watt Motion to approve consent items 3a-3d.	
VOTE: Ayes: Dommer, Levine, Nagel, Stein, and Watt Nays: None Absent: None	
Motion passed 5-0-0	Video Time Stamped: 00:33:56

5. FIRE CHIEF’S REPORT (00:34:12)

Fire Chief Eric Saylor presented the report as included in the packet. He provided administration, operations, and citizen engagement updates.

There was no public comment.

6. EMERGENCY PREPAREDNESS COORDINATOR’S REPORT (00:34:53)

EP Coordinator Johnny Valenzuela presented the report as included in the packet. He highlighted community engagement events, district communications/publications, initiatives/deliverables, and past meetings. Director Nagel noted the MyShake alert that happened in response to an earthquake in southwest Sacramento County on October 18, 2023.

There was no public comment.

7. OLD BUSINESS (00:41:50)

There was no old business.

8. NEW BUSINESS (00:45:13)

- a. **Update on Local Hazard Mitigation Plan (LHMP) and Community Input**

GM Morris-Mayorga presented the report as included in the packet and asked for director feedback on the possibility of holding a town hall meeting. The board discussed the item. In addition to a community town hall, the board recommended to agendaize this item at the

November 15, 2023 board meeting. Director Nagel recommended all members of the EPC attend any scheduled town hall and provide input. President Stein noted the KPPCSD and the KFPD have distinct Local Hazard Mitigation Plans and that both would be presented at any town hall. Fire Chief Saylor confirmed Mike Bond authored the previous plan, that the KFPD has selected their member under oversight of the fire marshall, and that the City of El Cerrito is not currently planning a town hall meeting for the same purpose.

A member of the public commented on their understanding of the Brown Act as it pertains to the board of directors attending and speaking at any scheduled town hall meeting.

There was no additional public comment.

MOTION: M/s Nagel/Stein: Motion to direct the KFPD GM to work with the KPPCSD GM to organize a town hall meeting to collect community input as required by Contra Costa County.
VOTE: Ayes: Dommer, Levine, Nagel, Stein, and Watt Nays: None Absent: None
Motion passed 5-0-0 Video Time Stamped: 00:55:29

b. New Purchasing Policy for First Reading (00:55:55)

This agenda item was held over to the November 15, 2023 board of director’s meeting.

c. Pause KFPD activities related to issuing an RFP for the fiscal analysis of reorganization to allow the KFPD board to discuss relevant topics that have not previously been addressed. (01:28:51)

President Stein introduced background on this agenda item, presented the report as included in the packet, and recommended the board dedicate a future meeting to discuss consolidation. The board discussed the item. Director Watt stated it was inappropriate to approve the proposal, commented on the proposed elements of the fiscal analysis, and stated what additional information he would need to consider approving the item. Director Nagel asked for clarification as to whether or not a fiscal analysis is required for reorganization. President Stein confirmed that Lou Ann Texeira only *recommended* a fiscal analysis. Director Levine concurred with the director’s political concerns and noted those concerns do not preclude the need for a fiscal analysis.

Director Dommer left the meeting at 8:55 p.m.

A member of the public commented that fire is the most important service in Kensington and wildland fire is the greatest threat to the community. Board Clerk Candace Eros Diaz read several written public comments that were submitted prior to the meeting.

The board decided not to make a motion on this agenda item.

There was no additional public comment.

d. Updated RFP for Fiscal Analysis Evaluating Reorganization (02:21:31)

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

the item. President Stein confirmed the KPPCSD will review the RFP, which may potentially alter the timeline. GM Morris-Mayorga will consult with the KPPCSD GM on any substantive changes.

A member of the public commended GM Morris-Mayorga's work on this item, apologized for omitting the 2011 MSR in the draft RFP, and thanked the board for their efforts.

There was no additional public comment.

MOTION: M/s Nagel/Levine: Motion to approve issuance of the RFP as included in agenda item 08d and work with the KPPCSD if any updates are required.	
VOTE: Ayes: Levine, Nagel, and Stein Nays: Watt Absent: Dommer	
Motion passed 3-1-1	Video Time Stamped: 02:33:28

e. Replanting Grant Program (02:34:13)

GM Morris-Mayorga presented the report as included in the packet. She noted there is \$25,000 budgeted for this program and that the form was updated based on the EPC recommendations. President Stein asked about the submission and evaluation process. Fire Chief Saylor and GM Morris-Mayorga provided this information.

There was no public comment.

MOTION: M/s Nagel/Watt: Motion to approve the Replanting Grant Program.	
VOTE: Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: Dommer	
Motion passed 4-0-1	Video Time Stamped: 02:40:57

f. Request a bid from Marjang to prepare a layout of the PSB that would locate the police department on the first floor of the PSB with the use of 100 sq. ft. on the second floor (00:56:30)

This agenda item was taken out of order. Director Watt presented the report as included in the packet. The board discussed the item. Director Nagel stated there was no reason to consider this agenda item since the KPPCSD has decided it will not occupy Station 55. Directors Levine and Dommer agreed with Director Nagel's comments. Director Watt responded to Director Nagel's comment.

A member of the public commented that the KFPD board shouldn't attempt to satisfy KPPCSD board members' priorities on this agenda item. Another member of the public provided their opinion on the layouts included in the packet. Another member of the public commented that they see no downside to requesting a bid. Another member of the public commented on the KFPD and KPPCSD board members who ran on a platform to keep the police in the same building as the fire.

President Stein commented on the April 17, 2023 letter from the president of the KPPCSD board and the steps the KFPD board took in response. She recommended continuing this agenda item to allow KPPCSD time to respond to and further explore the KFPD's offer to collaborate on the item. Director Dommer provided historical context on the item. President Stein asked GM Morris-Mayorga to inquire if the architect would prepare a layout free of charge. GM Morris-Mayorga confirmed she would inquire and report back at a later date. Directors Nagel and Levine commented that it is disingenuous to ask Marjang to prepare a bid when the Fire and Police Chiefs are opposed to this agenda item.

There was no additional public comment.

g. Public Safety Building Project Update (02:41:49)

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

There was no public comment or board discussion.

h. Volunteer Resident Appointment to the Emergency Preparedness Committee (00:41:10)

This agenda item was taken out of order. Director Nagel introduced Douglas Bevington as the newest volunteer appointed to this committee. President Stein confirmed this appointment.

There was no public comment.

MOTION: M/s Nagel/Watt: Motion to approve the recommendation to appoint Douglas Bevington to the Emergency Preparedness Committee.

VOTE: Ayes: Dommer, Levine, Nagel, Stein, and Watt Nays: None Absent: None

Motion passed 5-0-0

Video Time Stamped: 00:44:20

THE FOLLOWING INCLUDE CURRENT AND PRIOR MONTH REPORTS FROM ADJOURNED MEETING

9. GENERAL MANAGER'S REPORT (02:43:24)

GM Morris-Mayorga presented the report as included in the packet. President Stein asked for clarification on the process to replace retired Director Don Dommer. GM Morris-Mayorga provided this information and recommended a replacement be found within 60 days.

There was no public comment or board discussion.

MOTION: M/s Nagel/Stein: Motion to extend the meeting to 10:10 p.m.

VOTE: Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: Dommer

Motion passed 4-0-1

Video Time Stamped: 02:48:05

10. COMMITTEE REPORTS (02:48:22)

a. Emergency Preparedness Committee Meeting

Director Nagel presented the reports on the last three (3) EPC meetings as included in the packet. President Stein and Director Nagel commented on the formal and informal survey of Berkeley residents regarding the Berkeley Fire Alert Fest and Siren Test. President Stein asked about the possibility of utilizing the Laguna Beach RFP in lieu of the KFPD generating its own RFP for the purchase of any LRAD systems. GM Morris-Mayorga provided this information.

b. Finance Committee Meeting

There was no report.

c. Reorganization Analysis Temporary Committee

There was no report.

d. Information Technology Temporary Committee

There was no report.

11. OUTSIDE AGENCIES REPORTS (02:54:34)

a. Contra Costa Special Districts Association

Director Nagel presented the report as included in the packet. He noted a new measure not to increase property taxes will be on the 2024 ballot. Mike McGill, the Contra Costa County District Associations's LAFCO representative, volunteered to give a presentation on the LAFCO process for consolidation at an upcoming board meeting. Director Nagel recommended the board schedule a time for McGill to give his presentation to the board.

12. ADJOURNMENT President Stein adjourned the meeting at 10:10 p.m.

The next Board of Directors meeting will occur on November 15, 2023.

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 November 15, 2023.

Attest:

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

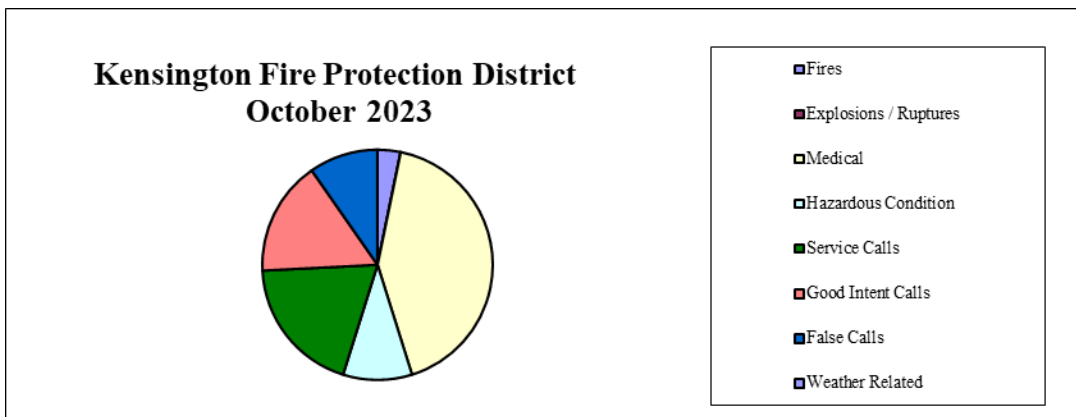


DATE: November 2, 2023
TO: Kensington Fire Protection District Board Members
FROM: Jose Castrejon: Battalion Chief
RE: **Incident Activity Reports for the Month of October 2023**

Thirty-one incidents occurred during the month of October in the community of Kensington. This is a decrease of six incidents from the previous month. Please see the attached "Incident Log" for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 155 responded to sixty-two calls for service, a decrease of three incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 3,240 calls for service so far this year.

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

			Percentages
1: Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	3.23%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	13	41.94%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	3	9.68%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	6	19.35%
6: Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	5	16.13%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	3	9.68%
8 Weather Related	<i>(flooding, wind, lightning)</i>	0	0.00%
Totals		31	100.00%



**Kensington Incidents
October 2023**

#	incident	date	type	st	street	type	st	city	apparatus
1	0023115843	01-Oct-23 11:01:27	321		Saint Albans	RD		Kensington	E155
2	0023115913	01-Oct-23 14:23:05	550		Kensington	CT		Kensington	E155
3	0023115969	01-Oct-23 16:19:06	321		Coventry	RD		Kensington	E155
4	0023116219	02-Oct-23 09:49:48	554		Amherst	AVE		Kensington	E155
5	0023116389	02-Oct-23 15:30:01	554		Oberlin	AVE		Kensington	E155
6	0023116706	03-Oct-23 11:30:46	321		Beverly	CT		Kensington	E155
7	0023117181	04-Oct-23 10:44:41	520		Amherst	AVE		Kensington	E155
8	0023117602	05-Oct-23 10:46:53	554		Coventry	RD		Kensington	E155
9	0023118327	06-Oct-23 19:27:46	324		Colusa	AVE		Kensington	E151
10	0023118799	07-Oct-23 21:21:50	651		Ocean View	AVE		Kensington	E151
11	0023119187	08-Oct-23 20:33:24	400		Marchant	CT		Kensington	E155
12	0023119367	09-Oct-23 10:48:04	520		Yale	AVE		Kensington	E151
13	0023119460	09-Oct-23 14:31:55	400		Ardmore	RD		Kensington	E152
14	0023119561	09-Oct-23 19:09:43	321		Arlington	AVE		Kensington	E155
15	0023119867	10-Oct-23 13:07:29	111		Lake	DR		Kensington	E155
16	0023120967	13-Oct-23 01:43:22	550		Willamette	AVE		Kensington	E155
17	0023121019	13-Oct-23 06:55:16	321		Amherst	AVE		Kensington	E155
18	0023121165	13-Oct-23 13:31:02	321		Coventry	RD		Kensington	E155
19	0023122043	15-Oct-23 17:30:26	5000		Avon	RD		Kensington	E155
20	0023122744	17-Oct-23 11:28:44	700		Oakview	AVE		Kensington	E155
21	0023124415	20-Oct-23 23:20:49	321		Berkeley Park	BLVD		Kensington	E151
22	0023124789	21-Oct-23 21:44:03	321		Purdue	AVE		Kensington	E155
23	0023125744	24-Oct-23 09:42:49	745		Sunset	DR		Kensington	E155
24	0023126300	25-Oct-23 15:38:27	321		Sunset	DR		Kensington	E155
25	0023126498	26-Oct-23 03:11:30	311		Trinity	AVE		Kensington	E155
26	0023127056	27-Oct-23 09:49:54	412		Arlington	AVE		Kensington	E155
27	0023127248	27-Oct-23 16:02:50	321		Wellesley	AVE		Kensington	E155
28	0023127537	28-Oct-23 11:36:02	400		Cambridge	AVE		Kensington	E155
29	0023127700	28-Oct-23 18:03:50	650		Los Altos	DR		Kensington	E155
30	0023127760	28-Oct-23 19:49:37	321		Windsor	AVE		Kensington	E155
31	0023128770	30-Oct-23 23:52:51	746		Purdue	AVE		Kensington	E155

**E155 Responses
October 2023**

#	incident	date	type	street	streett city	apparatus
1	0023115843	01-Oct-23 11:01:27	321	Saint Albans	RD Kensington	E155
2	0023115868	01-Oct-23 12:25:30	321	Shasta	RD Berkekey	E155
3	0023115913	01-Oct-23 14:23:05	550	Kensington	CT Kensington	E155
4	0023115969	01-Oct-23 16:19:06	321	Coventry	RD Kensington	E155
5	0023116219	02-Oct-23 09:49:48	554	Amherst	AVE Kensington	E155
6	0023116389	02-Oct-23 15:30:01	554	Oberlin	AVE Kensington	E155
7	0023116706	03-Oct-23 11:30:46	321	Beverly	CT Kensington	E155
8	0023116760	03-Oct-23 14:10:26	321	Don Carol	DR El Cerrito	E155
9	0023117181	04-Oct-23 10:44:41	520	Amherst	AVE Kensington	E155
10	0023117362	04-Oct-23 17:55:39	700	Baron	CT El Cerrito	E155
11	0023117602	05-Oct-23 10:46:53	554	Coventry	RD Kensington	E155
12	0023117881	05-Oct-23 20:01:19	321	Galvin	DR El Cerrito	E155
13	0023118022	06-Oct-23 06:41:19	321	Roberta	DR El Cerrito	E155
14	0023118025	06-Oct-23 07:01:23	321	Avis	DR El Cerrito	E155
15	0023118293	06-Oct-23 18:18:49	321	Ricardo	CT El Cerrito	E155
16	0023118633	07-Oct-23 13:23:50	611	San Pablo	AVE El Cerrito	E155
17	0023118741	07-Oct-23 18:49:33	734	Ashbury	AVE El Cerrito	E155
18	0023118747	07-Oct-23 19:01:28	321	El Cerrito	PLZ El Cerrito	E155
19	0023119187	08-Oct-23 20:33:24	400	Marchant	CT Kensington	E155
20	0023119542	09-Oct-23 18:16:19	611M	Golf Course	DR Orinda	E155
21	0023119561	09-Oct-23 19:09:43	321	Arlington	AVE Kensington	E155
22	0023119760	10-Oct-23 09:34:04	611	Alva	AVE El Cerrito	E155
23	0023119790	10-Oct-23 10:43:44	5000	Ernest	AVE El Cerrito	E155
24	0023119826	10-Oct-23 11:46:56	321	Pomona	AVE El Cerrito	E155
25	0023119867	10-Oct-23 13:07:29	111	Lake	DR Kensington	E155
26	0023120238	11-Oct-23 10:32:46	412	Olive	AVE Richmond	E155
27	0023120275	11-Oct-23 11:41:50	321	Leneve	PL El Cerrito	E155
28	0023120420	11-Oct-23 18:43:20	5000	San Pablo	AVE El Cerrito	E155
29	0023120967	13-Oct-23 01:43:22	550	Willamette	AVE Kensington	E155
30	0023121019	13-Oct-23 06:55:16	321	Amherst	AVE Kensington	E155
31	0023121165	13-Oct-23 13:31:02	321	Coventry	RD Kensington	E155

**E155 Responses
October 2023**

32	0023121677	14-Oct-23 18:33:13	733	Norvell	ST	El Cerrito	E155
33	0023122043	15-Oct-23 17:30:26	5000	Avon	RD	Kensington	E155
34	0023122413	16-Oct-23 14:13:10	743	Julian	CT	El Cerrito	E155
35	0023122744	17-Oct-23 11:28:44	700	Oakview	AVE	Kensington	E155
36	0023122757	17-Oct-23 12:06:27	353	Cutting	BLVD	El Cerrito	E155
37	0023122800	17-Oct-23 13:23:54	400	Navellier	ST	El Cerrito	E155
38	0023123391	18-Oct-23 19:15:33	113	King	DR	El Cerrito	E155
39	0023124283	20-Oct-23 16:33:57	554	Bates	AVE	El Cerrito	E155
40	0023124789	21-Oct-23 21:44:03	321	Purdue	AVE	Kensington	E155
41	0023124894	22-Oct-23 05:33:52	743	Kent	DR	El Cerrito	E155
42	0023125484	23-Oct-23 16:27:55	611	El Cerrito	PLZ	El Cerrito	E155
43	0023125494	23-Oct-23 16:54:08	321	Knott	AVE	El Cerrito	E155
44	0023125731	24-Oct-23 09:05:24	700	Schmidt	LN	El Cerrito	E155
45	0023125744	24-Oct-23 09:42:49	745	Sunset	DR	Kensington	E155
46	0023125957	24-Oct-23 19:01:01	650	Moeser	LN	El Cerrito	E155
47	0023126024	24-Oct-23 22:28:14	700	Avila	ST	El Cerrito	E155
48	0023126242	25-Oct-23 12:57:42	700	0-0 Wildcat Canyon	RD	Berkeley	E155
49	0023126300	25-Oct-23 15:38:27	321	Sunset	DR	Kensington	E155
50	0023126498	26-Oct-23 03:11:30	311	Trinity	AVE	Kensington	E155
51	0023126699	26-Oct-23 13:39:08	700	Kearney	ST	El Cerrito	E155
52	0023127056	27-Oct-23 09:49:54	412	Arlington	AVE	Kensington	E155
53	0023127191	27-Oct-23 14:26:42	311	Elm	ST	El Cerrito	E155
54	0023127248	27-Oct-23 16:02:50	321	Wellesley	AVE	Kensington	E155
55	0023127322	27-Oct-23 19:36:48	611	Norvell	ST	El Cerrito	E155
56	0023127537	28-Oct-23 11:36:02	400	Cambridge	AVE	Kensington	E155
57	0023127700	28-Oct-23 18:03:50	650	Los Altos	DR	Kensington	E155
58	0023127760	28-Oct-23 19:49:37	321	Windsor	AVE	Kensington	E155
59	0023127816	28-Oct-23 22:07:57	5000	Edgehill	CT	El Cerrito	E155
60	0023128124	29-Oct-23 14:02:37	611F	S 41st	ST	Richmond	E155
61	0023128770	30-Oct-23 23:52:51	746	Purdue	AVE	Kensington	E155
62	0023128860	31-Oct-23 08:57:04	611X	Portola	DR	El Cerrito	E155

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 : 11/15/2023
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	11/1/2023	Fire Protection Services 11/01/2023	7840	2328						352,043.49
50147	Mack5	10/31/2023	PSB Renovation Soft Costs	7847	2310				5625		22,781.25
50147	CWS	10/31/2023	PSB Renovation Construction	7847	2310			<i>pending CM final confirmation</i>	Pay App 12		582,979.45
50147	KFPD Revolving Fund	11/15/2023	Reimburse Revolving fund	7840	2490						103,622.47
	TOTAL										<u>1,061,426.66</u>

Kensington FPD Approval

 Board President

 General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 November 15, 2023

Transactions:

Payee	Date	Expenses	Description
VSP	10/02/2023	\$ 64.62	VSP Payment (incl adj for retiree updates)
Official Payment Web Pmts	10/05/2023	\$ 3.00	PSB Renovation - Building Permit Fees
Contra Costa Payment	10/05/2023	\$ 220.00	PSB Renovation - Building Permit Fees
Google	10/05/2023	\$ 388.80	Email Service
M Morris-Mayorga/Candace Eros-Diaz	10/06/2023	\$ 6,446.65	Payroll
Fed/State	10/06/2023	\$ 3,488.83	Payroll Tax Withholding
Heartland Payroll	10/06/2023	\$ 104.53	Payroll Processing Fee
CalPERS	10/10/2023	\$ 3,943.97	Retiree Health
EBMUD	10/17/2023	\$ 267.85	Water/Sewer Service
Copy Central	10/18/2023	\$ 140.57	Printing
Albany Florist	10/19/2023	\$ 59.80	Retirement bouquet - Don Dommer
M Morris-Mayorga/Candace Eros-Diaz	10/20/2023	\$ 5,061.71	Payroll
Fed/State	10/20/2023	\$ 3,808.09	Payroll Tax Withholding
Heartland Payroll	10/20/2023	\$ 104.53	Payroll Processing Fee
Comcast	10/23/2023	\$ 201.60	Internet
PG&E	10/26/2024	\$ 11.23	Gas Service
VSP	10/26/2023	\$ 258.48	VSP Payment
Delta Dental	10/26/2023	\$ 450.87	Retiree Dental (incl retiree updates)
Delta Dental	10/26/2023	\$ 824.31	Retiree Dental
Delta Dental	10/26/2023	\$ 948.79	Retiree Dental
Viking Shred LLC	10/31/2023	\$ 1,500.00	Shred Event
PG&E	10/31/2023	\$ 387.50	Electric Service
Costco	10/03/2023	\$ 120.00	Costco Membership
Zoom	10/06/2023	\$ 140.00	Zoom Payment
Hulu	10/19/2023	\$ 76.99	Monthly TV Subscription for Temp Facility
CrashPlan	10/20/2023	\$ 9.99	Monthly Payment for Cloud Backup
Comcast	10/20/2023	\$ 201.90	Internet
Ooma, Inc	10/23/2023	\$ 81.81	Office Telephone
David Aranda (Check #995271)	10/02/2023	\$ 57.00	CDSA Conference Dinner Reimb-D Levine
KPPCSD (Check #995272)	10/20/2023	\$ 2,438.55	Temp Facility Sublet - September
Pacific Mobile Structures (Check #995273)	10/03/2023	\$ 3,752.92	Modular Building Rent
Advanced Systems Group (Check #995274)	10/17/2023	\$ 1,350.00	Pro Services Engineer
Unitarian Church of Berkeley (Check #995275)	10/10/2023	\$ 1,344.20	Temp Facility September Lot Rental
Daniel Levine (Check #995276)	10/05/2023	\$ 185.14	CDSA Conference Reimbursement
BHI Management Consulting (Check #995277)	10/04/2023	\$ 4,956.00	GM Recruitment-final
Hansell Design (Check #995278)	10/04/2023	\$ 900.00	PSB Renovation Project Management
Corovan Moving & Storage (Check #995279)	10/11/2023	\$ 1,745.02	Long Term Storage - August & September
Krisch & Company (Check #995280)	10/11/2023	\$ 3,000.00	August Accounting Services
Pacific Mobile Structures (Check #995281)	10/11/2023	\$ 3,752.92	Modular Building Rent
Altivu (Check #995282)	10/17/2023	\$ 8,972.60	Emergency Prep Coordinator
Marjang Architecture (Check #995283)	10/19/2023	\$ 37,846.85	PSB Architect - July & August
KPPCSD (Check #995284)	10/20/2023	\$ 2,438.55	Temp Facility Sublet - October
Meyers Nave (Check #995285)	10/18/2023	\$ 672.30	Legal Services - July
Streamline (Check #995286)	10/24/2023	\$ 894.00	Website

Net Withdrawals
for Replenishment

\$ 103,622.47
\$ -

Replenishment Adjusted for
Monthly Bills

\$ 103,622.47

Board President _____ Date _____

General Manager _____ Date _____

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of October 31, 2023**

Agenda Item 3d

Current Cash and Investments

Cash Balance		<u>Comments</u>
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	187,688.58	Balance as of 10/31/2023
General Fund	3,966,833.20	Balance as of 10/31/2023, Pending Reconciliations
Special Tax Fund	(1,772.10)	Balance as of 10/31/2023, Pending Reconciliations
Capital Fund	<u>1,692,676.93</u>	Balance as of 10/31/2023, Pending Reconciliations
Total Cash Balance	<u>5,845,626.61</u>	
Investments		
LAIF Balance	<u>2,527,688.29</u>	Balance as of 10/31/2023, Pending Reconciliations
Total Investments	<u>2,527,688.29</u>	
Total Current Cash and Investments	<u><u>8,373,314.90</u></u>	

Kensington Fire Protection District

Balance Sheet

As of October 31, 2023

11/10/23

Accrual Basis

	Oct 31, 23	Oct 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Petty Cash	200.00	200.00	0.00
KFPD Revolving Acct - Gen Fund	209,819.42	143,475.68	66,343.74
General Fund	3,966,833.20	659,704.08	3,307,129.12
Special Tax Fund	-1,772.10	0.02	-1,772.12
Capital Fund	1,692,676.93	1,089,894.65	602,782.28
Total Checking/Savings	5,867,757.45	1,893,274.43	3,974,483.02
Accounts Receivable			
Accounts Receivable	4,805.80	4,805.80	0.00
Advance on Taxes	5,132,107.76	4,697,224.77	434,882.99
Advance on Supplemental Taxes	86,955.06	95,090.40	-8,135.34
Total Accounts Receivable	5,223,868.62	4,797,120.97	426,747.65
Other Current Assets			
Prepaid Services - EC	0.00	0.07	-0.07
Prepaid Exp.	3,153.17	3,836.09	-682.92
Prepaid CERBT - Retiree Trust	745,105.48	745,105.48	0.00
Investments			
LAIF Balance	2,527,668.29	0.00	2,527,668.29
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
Fire Protect. Contract Reserves	0.00	14,586.30	-14,586.30
Total Investments	2,527,668.29	6,514,586.30	-3,986,918.01
Total Other Current Assets	3,275,926.94	7,263,527.94	-3,987,601.00
Total Current Assets	14,367,553.01	13,953,923.34	413,629.67
Fixed Assets			
Land	5,800.00	5,800.00	0.00
Equipment	1,793,890.43	1,793,890.43	0.00
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
Current Capital Outlay			
PSB Renovation Soft Costs	1,079,154.28	612,746.65	466,407.63
PSB Renovation Hard Cost	2,083,897.81	214,343.75	1,869,554.06
Temp Facility - Soft Costs	261,739.37	133,955.12	127,784.25
Temp Facilities - Hard Costs	600,096.82	276,331.30	323,765.52
Temp Facilities - Lot Rental	16,444.20	3,250.00	13,194.20
Temp Facilities - Modular	47,217.04	3,026.52	44,190.52
Temp Facilities - Admin Sublet	36,578.25	4,877.10	31,701.15
Temp Facilities - Relocation	37,744.60	13,411.81	24,332.79
Fire Engine Type I	0.00	104.40	-104.40
Firefighters Qtrs/Equip	0.00	210.00	-210.00
Total Current Capital Outlay	4,162,872.37	1,262,256.65	2,900,615.72
Total Fixed Assets	6,100,494.64	3,373,551.86	2,726,942.78
TOTAL ASSETS	20,468,047.65	17,327,475.20	3,140,572.45
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Due to Revolving Acct - Gen Fnd	706,288.89	60,718.19	645,570.70
Due to Other - Issued by CCC	44,443.68	266,388.37	-221,944.69
Accounts Payable	1,605.34	1,605.34	0.00
Total Accounts Payable	752,337.91	328,711.90	423,626.01

Kensington Fire Protection District

Balance Sheet

As of October 31, 2023

11/10/23

Accrual Basis

	Oct 31, 23	Oct 31, 22	\$ Change
Other Current Liabilities			
PSB Renovation Loan	1,539,460.63	0.00	1,539,460.63
Deferred Inflow of Resources	141,245.00	141,245.00	0.00
Total Other Current Liabilities	1,680,705.63	141,245.00	1,539,460.63
Total Current Liabilities	2,433,043.54	469,956.90	1,963,086.64
Long Term Liabilities			
El Cerrito Reconciliation Liab.	233,481.39	233,481.39	0.00
Postretirement Health Ben Liab	0.14	0.14	0.00
Total Long Term Liabilities	233,481.53	233,481.53	0.00
Total Liabilities	2,666,525.07	703,438.43	1,963,086.64
Equity			
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	4,590,578.62	3,636,792.13	953,786.49
Net Income	3,775,682.95	3,551,983.63	223,699.32
Total Equity	17,801,522.58	16,624,036.77	1,177,485.81
TOTAL LIABILITIES & EQUITY	20,468,047.65	17,327,475.20	3,140,572.45

Kensington Fire Protection District

Profit & Loss

July through October 2023

11/10/23

Accrual Basis

	Jul - Oct 23	Jul - Oct 22	\$ Change
Ordinary Income/Expense			
Income			
Property Taxes	5,113,509.53	4,651,576.24	461,933.29
Special Taxes	200,826.80	200,436.70	390.10
Other Tax Income	332.96	0.00	332.96
Lease Agreement	0.00	3,050.25	-3,050.25
Interest Income	2,873.16	33,260.17	-30,387.01
CERBT Reimbursement	30,735.48	18,088.02	12,647.46
Miscellaneous Income	0.00	163.18	-163.18
Total Income	5,348,277.93	4,906,574.56	441,703.37
Expense			
Staff			
Wages	57,792.26	44,137.44	13,654.82
Vacation Wages	0.00	2,700.00	-2,700.00
Medical/dental ins compensation	0.00	3,000.00	-3,000.00
Payroll Taxes	2,328.90	3,812.57	-1,483.67
Workers Compensation/Life Ins	3,034.73	1,760.33	1,274.40
Payroll Processing	854.40	753.70	100.70
Total Staff	64,010.29	56,164.04	7,846.25
RETIREE MEDICAL BENEFITS			
PERS Medical	11,831.91	19,083.31	-7,251.40
Delta Dental	3,297.24	3,795.16	-497.92
Vision Care	969.30	1,292.40	-323.10
Total RETIREE MEDICAL BENEFITS	16,098.45	24,170.87	-8,072.42
OUTSIDE PROFESSIONAL SERVICES			
Crime Insurance Policy	153.16	306.32	-153.16
Nixle Fee	3,182.70	0.00	3,182.70
Long Term Financial Planner	750.00	3,162.50	-2,412.50
Emergency Prep Coordinator	35,868.02	35,066.64	801.38
Accounting	6,000.00	12,000.00	-6,000.00
Contra Costa County Expenses	6,918.61	23,773.09	-16,854.48
EI Cerrito Contract Fee	1,382,322.70	1,281,161.03	101,161.67
EI Cerrito Reconciliation(s)	25,851.32	41,055.03	-15,203.71
IT Services and Equipment	2,225.00	1,000.00	1,225.00
Fire Engineer Plan Review	0.00	640.00	-640.00
LAFCO Fees	0.00	692.71	-692.71
Legal Fees	134.46	8,281.44	-8,146.98
Recruitment	8,706.00	0.00	8,706.00
Website Development/Maintenance	894.00	1,040.00	-146.00
Wildland Vegetation Mgmt	0.00	2,500.00	-2,500.00
Total OUTSIDE PROFESSIONAL SERVICES	1,473,005.97	1,410,678.76	62,327.21
COMMUNITY SERVICE ACTIVITIES			
Public Education	2,507.33	7,181.63	-4,674.30
Open Houses	0.00	718.88	-718.88
Community Shredder	2,470.50	2,963.51	-493.01
Community Sandbags	0.00	713.38	-713.38
Total COMMUNITY SERVICE ACTIVITIES	4,977.83	11,577.40	-6,599.57
DISTRICT ACTIVITIES			
Professional Development	1,309.10	595.00	714.10
Office			
Mtg Room Rentals	0.00	80.00	-80.00
Internet	1,210.50	752.80	457.70
Office Equipment	0.00	899.23	-899.23
Office Expense	1,766.36	1,399.03	367.33
Office Supplies	200.37	0.00	200.37
Telephone	355.10	5,773.11	-5,418.01
Total Office	3,532.33	8,904.17	-5,371.84

Kensington Fire Protection District

Profit & Loss

July through October 2023

11/10/23

Accrual Basis

	Jul - Oct 23	Jul - Oct 22	\$ Change
Firefighter's Apparel & PPE	0.00	1,264.02	-1,264.02
Firefighters' Expenses	0.00	28,581.68	-28,581.68
Memberships	3,056.68	695.00	2,361.68
Building Maintenance			
Janitorial Service	0.00	806.24	-806.24
Miscellaneous Maint.	1,190.06	9,199.70	-8,009.64
Total Building Maintenance	1,190.06	10,005.94	-8,815.88
Building Utilities/Service			
Refuse Collection	1,031.04	124.60	906.44
Gas and Electric	1,552.85	5,042.20	-3,489.35
Water/Sewer	2,543.42	1,472.32	1,071.10
Building Utilities/Service - Other	286.96	0.00	286.96
Total Building Utilities/Service	5,414.27	6,639.12	-1,224.85
Total DISTRICT ACTIVITIES	14,502.44	56,684.93	-42,182.49
Total Expense	1,572,594.98	1,559,276.00	13,318.98
Net Ordinary Income	3,775,682.95	3,347,298.56	428,384.39
Other Income/Expense			
Other Income			
Discount on US TBills	0.00	61,625.00	-61,625.00
Discount on Fixed Security	0.00	143,060.07	-143,060.07
Total Other Income	0.00	204,685.07	-204,685.07
Net Other Income	0.00	204,685.07	-204,685.07
Net Income	3,775,682.95	3,551,983.63	223,699.32

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

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	5,113,509.53	5,316,717.00	-203,207.47	96.18%
Special Taxes	200,826.80	201,000.00	-173.20	99.91%
Other Tax Income	332.96	25,000.00	-24,667.04	1.33%
Lease Agreement	0.00	3,050.00	-3,050.00	0.0%
Interest Income	2,873.16	200,979.00	-198,105.84	1.43%
CERBT Reimbursement	30,735.48	68,000.00	-37,264.52	45.2%
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
Total Income	<u>5,348,277.93</u>	<u>5,816,746.00</u>	<u>-468,468.07</u>	<u>91.95%</u>
Expense				
Staff				
Wages	57,792.26	163,191.00	-105,398.74	35.41%
Vacation Wages	0.00	6,816.00	-6,816.00	0.0%
Medical/dental ins compensation	0.00	9,333.00	-9,333.00	0.0%
Payroll Taxes	2,328.90	13,820.00	-11,491.10	16.85%
Workers Compensation/Life Ins	3,034.73	3,500.00	-465.27	86.71%
Payroll Processing	854.40	2,545.00	-1,690.60	33.57%
Total Staff	<u>64,010.29</u>	<u>199,205.00</u>	<u>-135,194.71</u>	<u>32.13%</u>
RETIREE MEDICAL BENEFITS				
PERS Medical	11,831.91	52,000.00	-40,168.09	22.75%
Delta Dental	3,297.24	12,000.00	-8,702.76	27.48%
Vision Care	969.30	4,000.00	-3,030.70	24.23%
CalPERS Settlement	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	<u>16,098.45</u>	<u>68,000.00</u>	<u>-51,901.55</u>	<u>23.67%</u>
OUTSIDE PROFESSIONAL SERVICES				
Operational Consultant	0.00	5,000.00	-5,000.00	0.0%
Crime Insurance Policy	153.16			
Nixle Fee	3,182.70	4,120.00	-937.30	77.25%
Long Term Financial Planner	750.00	2,500.00	-1,750.00	30.0%
Emergency Prep Coordinator	35,868.02	108,356.00	-72,487.98	33.1%
Accounting	6,000.00	37,080.00	-31,080.00	16.18%
Actuarial Valuation	0.00	2,800.00	-2,800.00	0.0%
Audit	0.00	20,000.00	-20,000.00	0.0%
Bank Fee	0.00	50.00	-50.00	0.0%
Contra Costa County Expenses	6,918.61	39,520.00	-32,601.39	17.51%
EI Cerrito Contract Fee	1,382,322.70	4,146,968.00	-2,764,645.30	33.33%
EI Cerrito Reconciliation(s)	25,851.32	77,554.00	-51,702.68	33.33%
IT Services and Equipment	2,225.00	2,500.00	-275.00	89.0%
Fire Abatement Contract	0.00	5,250.00	-5,250.00	0.0%
Fire Engineer Plan Review	0.00	3,000.00	-3,000.00	0.0%
Grant Writer/Coordinator	0.00	15,000.00	-15,000.00	0.0%
Risk Management Insurance	0.00	21,697.00	-21,697.00	0.0%
LAFCO Fees	0.00	2,100.00	-2,100.00	0.0%

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

	Jul - Oct 23	Budget	\$ Over Budget	% of Budget
Legal Fees	134.46	20,600.00	-20,465.54	0.65%
PSB Consultant	0.00	0.00	0.00	0.0%
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	894.00	3,120.00	-2,226.00	28.65%
Wildland Vegetation Mgmt	0.00	7,828.00	-7,828.00	0.0%
OUTSIDE PROFESSIONAL SERVICES - Other	0.00	0.00	0.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	1,473,005.97	4,549,968.00	-3,076,962.03	32.37%
COMMUNITY SERVICE ACTIVITIES				
Replanting Grant	0.00	25,000.00	-25,000.00	0.0%
Public Education	2,507.33	20,000.00	-17,492.67	12.54%
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%
Community Sandbags	0.00	2,000.00	-2,000.00	0.0%
Volunteer Appreciation	0.00	500.00	-500.00	0.0%
COMMUNITY SERVICE ACTIVITIES - Other	0.00	500.00	-500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	4,977.83	63,120.00	-58,142.17	7.89%
DISTRICT ACTIVITIES				
Professional Development	1,309.10	5,000.00	-3,690.90	26.18%
Office				
Internet	1,210.50			
Office Equipment	0.00	5,000.00	-5,000.00	0.0%
Office Expense	1,766.36	58,000.00	-56,233.64	3.05%
Office Supplies	200.37	1,030.00	-829.63	19.45%
Telephone	355.10	8,240.00	-7,884.90	4.31%
Office- Other	0.00	515.00	-515.00	0.0%
Office - Other	0.00	0.00	0.00	0.0%
Total Office	3,532.33	72,785.00	-69,252.67	4.85%
Election	0.00	0.00	0.00	0.0%
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	0.00	2,500.00	-2,500.00	0.0%
Memberships	3,056.68	9,500.00	-6,443.32	32.18%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	0.00	0.00	0.0%
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.	1,190.06	2,000.00	-809.94	59.5%
Total Building Maintenance	1,190.06	6,400.00	-5,209.94	18.6%

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

	<u>Jul - Oct 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Building Utilities/Service				
Refuse Collection	1,031.04			
Gas and Electric	1,552.85	14,300.00	-12,747.15	10.86%
Water/Sewer	2,543.42	4,120.00	-1,576.58	61.73%
Building Utilities/Service - Other	286.96	3,940.00	-3,653.04	7.28%
Total Building Utilities/Service	<u>5,414.27</u>	<u>22,360.00</u>	<u>-16,945.73</u>	<u>24.21%</u>
Total DISTRICT ACTIVITIES	14,502.44	125,045.00	-110,542.56	11.6%
Contingency	0.00	20,000.00	-20,000.00	0.0%
Total Expense	<u>1,572,594.98</u>	<u>5,025,338.00</u>	<u>-3,452,743.02</u>	<u>31.29%</u>
Net Ordinary Income	3,775,682.95	791,408.00	2,984,274.95	477.08%
Other Income/Expense				
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Total Other Expense	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u><u>3,775,682.95</u></u>	<u><u>791,408.00</u></u>	<u><u>2,984,274.95</u></u>	<u><u>477.08%</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



Agenda Item 04

DATE: Nov 18, 2023
TO: Mary Morris-Mayorga: General Manager
FROM: Eric Saylor: Fire Chief
RE: Fire Chief's Report for the November 2023 Fire District Board Meeting

Administration

- On October 23, ECKFD celebrated the retirement of the Engineer Matt Alexander, one of the agencies first paramedics. Matt served the district for 23 years help maintain the EMS program. He will be missed.



Operations

- Engine 51 B shift (Captain/Paramedic Renshaw, Engineer Dawson and FF/Paramedic Van Wyck) responded to a vehicle accident on I80 eastbound with Richmond Fire Department. Seven vehicles were involved with two people having to be extricated.



Integrity Accountability Teamwork Respect Professionalism



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



- On October 16th ECKFD assisted Richmond Fire Department with a brush fire at Point Molate



Training

- From October 17th to October 19th, the El Cerrito-Kensington Fire Department, Berkeley Fire Department, Richmond Fire Department, and Kensington PD participated in a tabletop exercise involving an earthquake on the Hayward Fault. The exercise included a landslide involving 25 homes, a BART train derailment into an apartment building, two soft-story structural collapses, and two conflagrations started from broken gas lines. The participants formed an incident management team and navigated the first operational period. All members performed exceptionally.



Integrity Accountability Teamwork Respect Professionalism



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



- On October 17th, ECKFD led Helicopter Rescue Training with the California Highway Patrol and Rodeo-Hercules FPD. Guiding the training on behalf of ECFD-KFPD were Captain/Paramedic Hoyer-Nielsen, Engineer/Paramedic Birdsell, FF/Paramedic Williams and FF Arechiga.



Citizen Engagement

- Engine 55 attended the Halloween parade at a local preschool and talked about public safety.
- Tickets to our Annual Holiday Pancake Breakfast & Toy Drive. We're partnering with the El Cerrito-Kensington Fire Department, El Cerrito Police Department, and the Marine Corps Reserve to bring back our community holiday breakfast. Saturday, December 2nd 9AM - 11AM El Cerrito Community Center (7007 Moeser Lane)
 - \$10/per person (1 year & under is free)
 - Don't forget to bring a new & unused toy to donate to Toys for Tots.
 - Tickets can be purchased online at: www.el-cerrito.org/online and click on "Special Events"
- On October 9th, Engine 51 (Captain Gagne, Engineer/Paramedic Birdsell and Captain/Paramedic Renshaw) attended Home Depot's monthly kids workshop in honor of Fire Prevention Week.



Integrity Accountability Teamwork Respect Professionalism



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

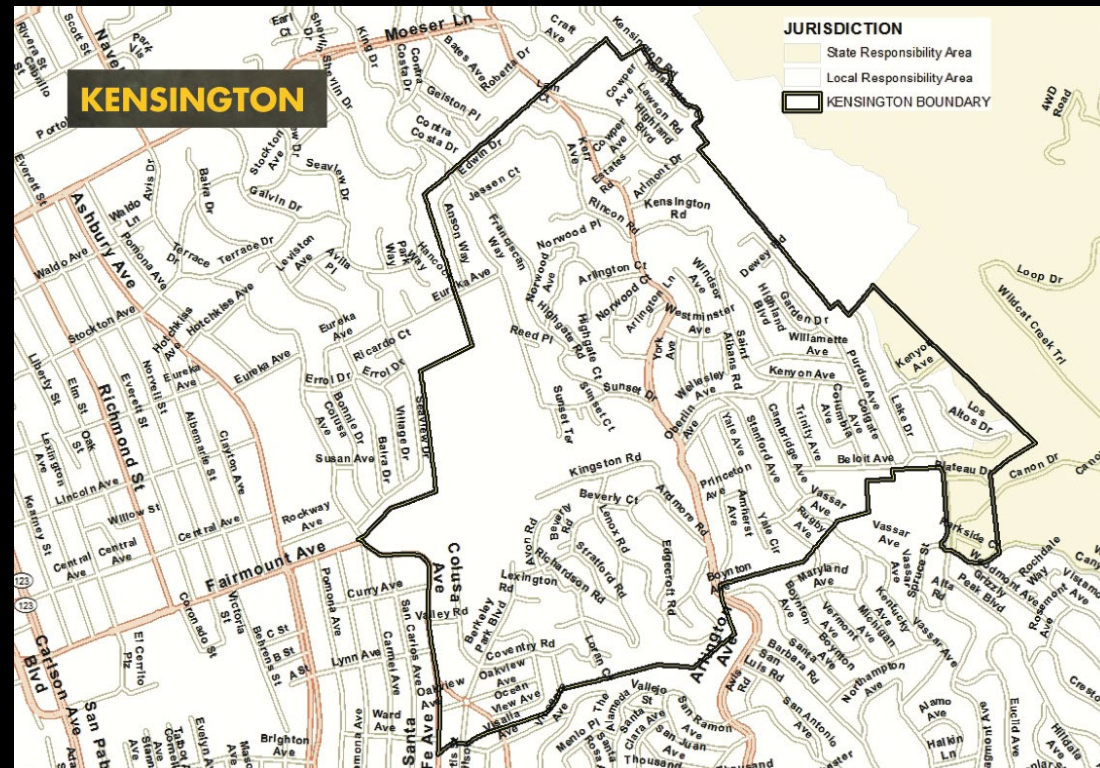
www.el-cerrito.org



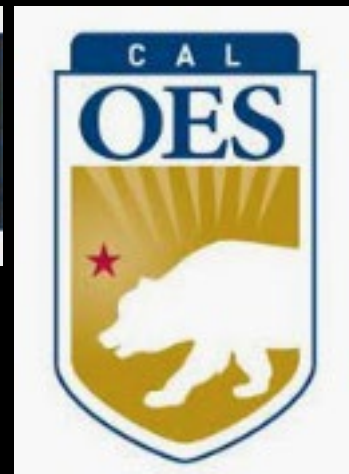
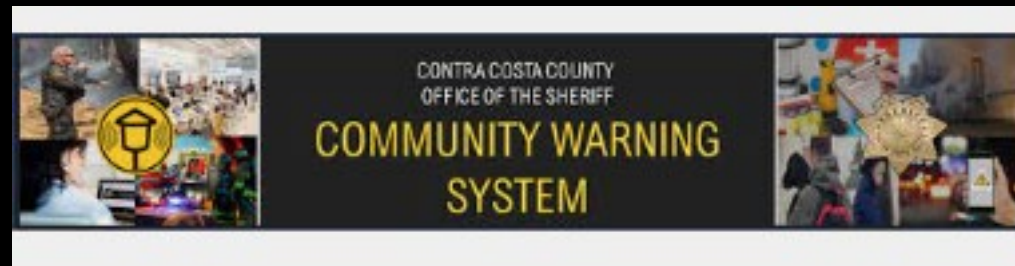
- ECKFD is actively seeking CERT members and surveying residents for preparedness and participation with an online survey at <https://tinyurl.com/4rx8dzt5>.
- Registration for CERT training offered at Lamorinda is provided online at <https://classes.lamorindacert.org>.

Integrity Accountability Teamwork Respect Professionalism

Evacuation Standard Operating Guideline





References



- Contra County Community Warning System (CWS)
- Cal OES Emergency Support Function 13 Law Enforcement
 - ESF-13 helps maintain situational awareness, manage evacuation procedures, and ensure the safety and security of residents and communities throughout California during crises.
- Cal OES Emergency Support Function 4 Fire Department
- Cal Penal Code 409.5 (c)
 - Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

Definitions

 <p>Potential threat to life/property. Leave now if you need additional time to evacuate or have pets or livestock.</p>	 <p>A lawful order to evacuate due to immediate threat to life/property.</p>
Evacuation Warning	Evacuation Order



AVOID AREA



SHELTER IN PLACE



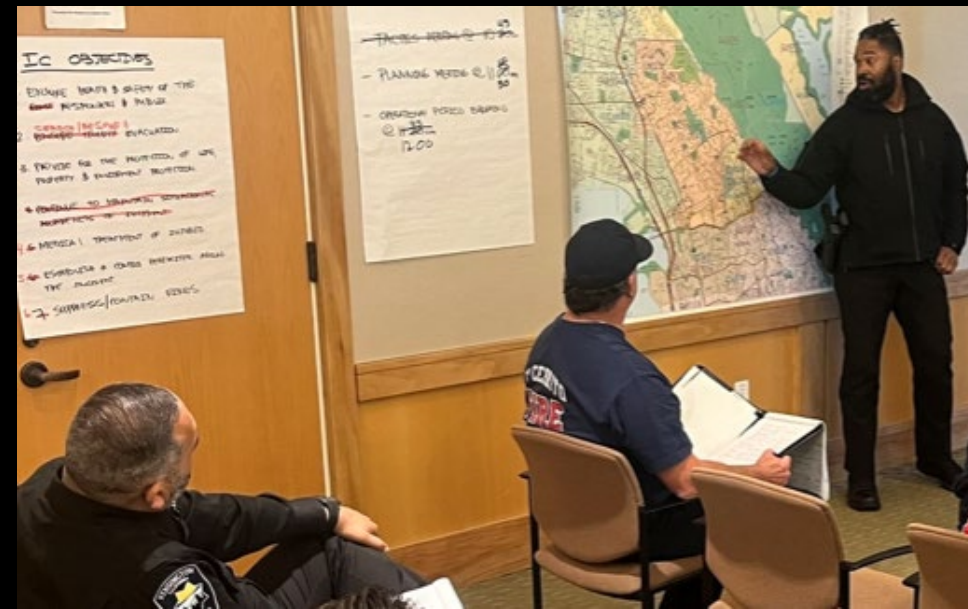
POLICE ACTIVITY

Nixle VS Zonehaven VS Evacuation Orders



Procedures

- Unified Command
- Request CWS activation
- Provide
 - What
 - Hazard, risks, actions needed
 - When
 - Timeframe
 - Where
 - Zonehaven zone vs streets



Thank you for you support



Integrity Accountability Teamwork Respect
Professionalism

Title	Evacuation/Shelter in Place SOG
Scope	El Cerrito/Kensington Fire
Purpose	This document is intended to establish basic Standard Operating Guidelines and procedures for evacuation warnings, evacuation orders, avoid the area, shelter in place, lockdown for law enforcement activity, and Hazmat releases.
Version	1.0
Date published	11/01//2023
Date in effect	11/01/2023
Date of last update	11/01/2023

1. References

1. Contra County Community Warning System (CWS)
2. Cal OES Emergency Support Function 13 Law Enforcement
 - ESF-13 helps maintain situational awareness, manage evacuation procedures, and ensure the safety and security of residents and communities throughout California during crises.
3. Cal OES Emergency Support Function 4 Fire Department
4. Cal Penal Code 409.5 (c)
 - Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

2. Definitions

1. Avoid the area
 - An alert to avoid the area due to heavy law enforcement/EMS/ or fire activity with potential road closures and specific directions for individuals who elect to visit the scene.
2. Evacuation warning
 - An evacuation warning means an impending danger to your life or property. If a warning is given, assume an evacuation order will follow. It is a time to start gathering important items for your family and pets. Individuals needing extra time to evacuate, or anyone with large animals, should pack up and leave when a warning is issued.
3. Evacuation orders

- An evacuation order means there's an immediate threat to your life, and you need to leave right now! It's critical to follow all directions from law enforcement to ensure you and your family evacuate safely.
- 4. Lockdown for law enforcement activity
 - An order is issued due to the condition where a particular human threat exists, and buildings need to have exterior doors/entrances locked to prevent an unauthorized person or persons from entering the building.
- 5. Hazmat releases
 - Chemical, biological, or radiological contaminants are released into the environment.
- 6. Nixle
 - Software used by law enforcement to provide information. Nixle enables real-time, two-way communication through text, email, voice messages, social media, and the Nixle mobile app. Organizations use Nixle for critical situations such as Severe Weather Events, Evacuations, Safety Hazards, and Security Threats.
- 7. Shelter in place
 - Describes a condition where the recommended action is for all people in a building to stay in or seek a room/area that can be locked or secured. If a threat is from a person or persons during the shelter-in-place recommendation, the most secure room or area should be used. If the threat is from a weather condition, interior rooms or spaces are recommended, avoiding exterior windows or glass walls, if possible. If a room or space is chosen during a shelter-in-place, and the room cannot be locked, consider furniture or other items that can be used to discourage or prevent access to the room.

3. Procedures

1. Fire must enter into a unified command with the Law Enforcement agency with jurisdiction over the affected area.
2. The Incident commander requests CWS activation from the Contra County Sheriff's Dispatch at (925) 228-8280
3. The follow information is provided:
 - What
 - What is the hazard,
 - What are risks
 - What are the protective actions needed
 - When
 - When does the public need to take action
 - Where
 - Zonehaven zone or
 - Streets to streets

- Who is the alerting authority (Law enforcement agency), and who can the public call with questions
- The incident command may consider notifying neighboring agencies of evacuations if they may be affected.
 - Berkeley Fire
 - Albany Fire
 - Richmond Fire



KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 15, 2023

TO: Kensington Fire Protection District Board

RE: Emergency Preparedness Coordinator Report

SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

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

1. Community Event/Engagement

- 10/20/2023 Wildcat Firewise Chipping Assistance
- 10/28/2023 Shredding & Medical Collection Event

2. District Communications/ Publications

- 10/18/2023 Nextdoor Hotter Temperature Outlook
- 10/18/2023 Nextdoor Earthquake Alert
- 10/18/2023 Facebook Heat Advisory
- 10/19/2023 Nextdoor KIC Townhall
- 10/23/2023 Facebook Weather Outlook Seasonal Precipitation
- 10/25/2023 Nextdoor Red Flag Warning
- 10/27/2023 Nextdoor Reminder Shred & Med Event
- 10/27/2023 Nextdoor Director Dommer Retirement
- 10/27/2023 Facebook Fire Weather Watch
- 10/27/2023 Facebook Director Don Dommer Retirement
- 10/27/2023 Facebook Red Flag Warning
- 11/8/2023 Facebook Weather Pattern Outlook
- 11/9/2023 Nextdoor Sandbag Information

3. Initiatives/ Deliverables

- Assist community members with registration to CWS.
- Add resident emails to Red Flag Warning Email List
- Coordinate with CWS to confirm registration for alerts for resident inquiries.
- Ongoing Kensington Firewise Support and Coordination
- Coordinate Sandbag Procurement / Relay Information to the Community
- Compose templated holding statements for emergency-related public posts
- Draft and consolidate brainstorm topics for EPC Subcommittee meeting re: Evacuation Drill
- Update Red Flag Page on KFPD website during effective period

4. Meetings

April 19, 2023

Emergency Preparedness Coordinator's Report

- 10/18/2023 KFPD Monthly Board Meeting
- 10/17/2023 Genasys Huddle
- 10/26/2023 KFPD Emergency Preparedness Committee
- 10/27/2023 Firewise Inquiry: Canon/Parkside/Plateau
- 11/3/2023 Highland Firewise
- 11/8/2023 East Bay Firewise Coordinators Call



KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 15, 2023
TO: Board of Directors
RE: Policy 1170 Financial Reserves Revisions for First Reading
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board consider holding the first reading for revisions to the current *Policy 1170 Financial Reserves* which is retitled to a *Policy 1170 Fund Balance and Reserves*.

Background

At the regular meeting of the Board of Directors on October 18, 2023, revisions to the existing *Policy 1170 Financial Reserves* were presented to the Board for discussion. Highlights of the policy revisions include:

- new title of *Policy 1170 Fund Balance and Reserves*;
- a purpose which is consistent with and conveys current practices for budgeting, forecasting, and funding of operations as well as capital needs;
- adding definitions for fund balance categories including examples;
- expanding the policy statement; and
- listing existing reserve classifications.

The Board discussed the revisions and requested that the requirements for deposit and use of funds be included; that additional language has now been incorporated for a potential first reading.

Fiscal Impact

Revision of this policy would not increase or decrease overall District funds.

Attachments: Policy 1170 Fund Balance and Reserves (clean and redline)



KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1170
Policy Title	Fund Balance and Reserves
Last Revision Date	11/15/2023, 05/01/2018

1170.00 Purpose: The District shall maintain funds as designated by this Fund Balance and Reserves Policy. Having an adequate financial reserve is critical to the successful and stable short- and long-term operation of the district. An adequate reserve ensures that the district will at all times have sufficient funding available to meet its operating and capital needs. The ability of the district to maintain reserve funds is a critical factor in providing reliable service and ensuring overall financial strength. This policy establishes a hierarchy of fund balance expenditures in conformance with Governmental Accounting Standards Board guidelines, reporting of fund balance classifications, and prudent reserve funding to achieve the following goals:

- a) Maintain operational sustainability in periods of economic uncertainty.
- b) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- c) Fund replacement and major repairs for the District's physical assets; and
- d) Fund capital improvements.

1170.01 Definitions: The two components of this policy, Fund Balance and Reserves, are often used interchangeably; however, are different due to the inclusion of non-cash accounts in fund balance (e.g. accounts receivable, prepaid, inventory).

Fund Balance – the difference between assets and liabilities

Reserve – the cash reserve balance for each designated fund or account

The District shall account for fund balance as required by Governmental Accounting Standards Board Statement No. 54 among these classes: non-spendable, restricted, committed, assigned and unassigned.

Assigned - A fund balance that is earmarked for intended use. The intent is established by the Board of Directors.

Committed - A fund balance incorporating limitations in its use as determined and defined by the Board of Directors. This is typically the El Cerrito Contract reserve in operating funds. For capital funds, this is the Public Safety Building renovation and Rolling Stock reserve.

Non-Spendable - A fund that is non-spendable due to constraints placed on the funds in this category such as committed loans or liens. At fiscal year-end, this amount is typically prepaid expenses for the upcoming fiscal year (i.e. annual memberships).

Restricted - A fund that has externally enforceable limitations on the use of the fund balance such as creditors, grantors, or laws regulating the use of the funds (e.g. bond proceeds, transportation funds).

Unassigned - Encompasses all fund balances left after considering the other four categories. Use is less restrained in this fund category.

1170.20 Policy: The Board of Directors shall be responsible for the establishment and management of all District reserves which will be reported within fund balance as referenced above.

- a) The Reserve fund accounts shall be established by the Board of Directors through adoption of this policy and codified by passage of a resolution.
- b) Changes to existing fund balances, establishment of new fund accounts and balances, and authorization for expenditures from fund balances shall require action by the Board of Directors.
- c) The balances of each Reserve Fund shall be reviewed by the Board of Director's Finance Committee as part of the budget each year. Any recommended changes to reserves for the upcoming fiscal year shall be presented to the full Board of Directors as an action item.

The following reserves reflect those which have been established by the Board of Directors and include the use of funds:

- a) El Cerrito Contract Reserve: This reserve account funds fire protection services provided by the City of El Cerrito for a period of 12 months; however, in May 2022 a contract amendment reduced the requirement to a period of 6 months in recognition of the public safety building renovation. Use of this fund is exclusively to pay for contract fire protection services in the event operating funds are not sufficient to cover (i.e. in advance of property tax installments).
- b) Vehicle Replacements (Type I, Type III, and Command Vehicles): This reserve account funds vehicle replacements and is funded annually as part of the budget from operating funds. Use of this fund will be authorized through vehicle purchases included in the budget and approved by the Board of Directors.
- c) Building Maintenance: After completion of the public safety building renovation, this reserve account will fund future maintenance needs. Use of this fund will be authorized as part of the budget when operating funds are not sufficient to cover maintenance.
- d) Building Improvements/Renovation: This reserve account funds the public safety building renovation and is anticipated to be depleted by the end of Fiscal Year 2024 or the end of the project. Use of this fund will be authorized as part of the project budget.
- e) Such other amounts as the Board shall deem prudent.

1170.03 Reserve funds need not be segregated from other funds or accounts of the District and are pooled for investment purposes.



KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1170
Policy Title	<u>Financial Fund Balance and Reserves</u>
Last Revision Date	05/01/2018

1170.040 Purpose: The District shall maintain funds as designated by this Fund Balance and Reserves Policy. Having an adequate financial reserve is critical to the successful and stable short- and long-term operation of the district. An adequate reserve ensures that the district will at all times have sufficient funding available to meet its operating and capital needs. The ability of the district to maintain reserve funds is a critical factor in providing reliable service and ensuring overall financial strength. This policy establishes a hierarchy of fund balance expenditures in conformance with Governmental Accounting Standards Board guidelines, reporting of fund balance classifications, and prudent reserve funding to achieve the following goals:

- a) Maintain operational sustainability in periods of economic uncertainty.
- b) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- c) Fund replacement and major repairs for the District's physical assets; and
- d) Fund capital improvements.

1170.01 Definitions: The two components of this policy, Fund Balance and Reserves, are often used interchangeably; however, are different due to the inclusion of non-cash accounts in fund balance (e.g. accounts receivable, prepaid, inventory).

Fund Balance – the difference between assets and liabilities

Reserve – the cash reserve balance for each designated fund or account

The District shall account for fund balance as required by Governmental Accounting Standards Board Statement No. 54 among these classes: non-spendable, restricted, committed, assigned and unassigned.

Assigned - A fund balance that is earmarked for intended use. The intent is established by the Board of Directors.

Committed - A fund balance incorporating limitations in its use as determined and defined by the Board of Directors. This is typically the El Cerrito Contract reserve in operating funds. For capital funds, this is the Public Safety Building renovation and Rolling Stock reserve.

Non-Spendable - A fund that is non-spendable due to constraints placed on the funds in this category such as committed loans or liens. At fiscal year-end, this amount is typically prepaid expenses for the upcoming fiscal year (i.e. annual memberships).

Restricted - A fund that has externally enforceable limitations on the use of the fund balance such as creditors, grantors, or laws regulating the use of the funds (e.g. bond proceeds, transportation funds).

Unassigned - Encompasses all fund balances left after considering the other four categories. Use is less restrained in this fund category.

1170.20 Policy: The Board of Directors shall be responsible for the establishment and management of all District reserves which will be reported within fund balance as referenced

above.

- a) The Reserve fund accounts shall be established by the Board of Directors through adoption of this policy and codified by passage of a resolution.
- b) Changes to existing fund balances, establishment of new fund accounts and balances, and authorization for expenditures from fund balances shall require action by the Board of Directors.
- c) The balances of each Reserve Fund shall be reviewed by the Board of Director's Finance Committee as part of the budget each year. Any recommended changes to reserves for the upcoming fiscal year shall be presented to the full Board of Directors as an action item.

The following reserves reflect those which have been established by the Board of Directors and include the use of funds:

- a) El Cerrito Contract Reserve: This It is the District's policy to establish, to the extent practicable, a reserve account to funds fire protection services provided by the City of El Cerrito for a period of 12 months; however, in May 2022 a contract amendment reduced the requirement to a period of 6 months in recognition of the public safety building renovation. Use of this fund is exclusively to pay for contract fire protection services in the event operating funds are not sufficient to cover (i.e. in advance of property tax installments).
- b) Vehicle Replacements (Type I, Type III, and Command Vehicles): This reserve account funds vehicle replacements and is funded annually as part of the budget from operating funds. Use of this fund will be authorized through vehicle purchases included in the budget and approved by the Board of Directors.
- c) Building Maintenance: After completion of the public safety building renovation, this reserve account will fund future maintenance needs. Use of this fund will be authorized as part of the budget when operating funds are not sufficient to cover maintenance.
- d) Building Improvements/Renovation: This reserve account funds the public safety building renovation and is anticipated to be depleted by the end of Fiscal Year 2024 or the end of the project. Use of this fund will be authorized as part of the project budget.
- e) Such other amounts as the Board shall deem prudent.

~~1170.20 The District shall maintain a capital reserves account to satisfy equipment and building replacement costs in amounts recommended by the Fire Chief. A replacement cost schedule will be included as part of the annual budget.~~

1170.03 Reserve funds need not be segregated from other funds or accounts of the District and are pooled for investment purposes.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 15, 2023
TO: Board of Directors
RE: *New Policy 1155 Purchasing* for First Reading
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends the Board consider the new *Policy 1155 Purchasing* for holding a first reading.

Background

The District does not currently have a Purchasing Policy with the topic briefly addressed within *Policy 1150 Budget Preparation and Review* and *Operations Policy 7 Expense Authorization*; however, it does not include certain limits and allowable purchasing mechanisms which could prove to be beneficial to the District.

In September, the Board approved for staff to proceed with development of a Purchasing Policy to bring back to the next meeting to hold a first reading. The policy was not ready for presentation at that meeting; however, is now completed and is presented for Board discussion. *Policy 1155 Purchasing* conveys the purpose, authority, and mechanisms for purchasing and disposal of surplus assets.

These purchasing practices are currently in place and aligned with applicable rules, regulations, and District policies. The major component of the policy which has not previously been explicitly stated is the authority to (does not require to) utilize cooperative purchasing, commonly referred to as “piggybacking” off of a contract which has been awarded by another government agency. This is a cost-effective method of purchasing which complies with a competitive bid, RFP, or procurement process while not requiring a duplication of efforts when it is determined to be in the best interests of the District.

Fiscal Impact

Adoption and implementation of this new policy would not increase or decrease overall District funds; however, may allow for cost-savings in staff time on future purchases if a cooperative purchasing program were used.

Attachments: *Policy 1155 Purchasing*
Policy 1150 Budget Preparation and Review
Operations Policy 7 Expense Authorization



KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1155
Policy Title	Purchasing
Last Revision Date	XX/XX/2023 <i>New</i>

1155.10 Purpose: This policy is intended to establish and maintain financial control over purchases, to clearly define purchasing authority and to assure the quality of District purchases of supplies, services and equipment at the lowest possible cost commensurate with the quality needed. All purchases of and contracts for materials, supplies, furnishings, services, equipment and other personal property required by the District shall be made by the General Manager, or the General Manager's designee, in accordance with this policy.

1155.20 Purchasing Officer. The General Manager, or their designee, shall act as purchasing officer with authority as described herein.

1155.30 Authority. The purchasing officer as defined above is granted the following authority:

1155.31 Purchase or contract for required supplies, equipment and services pursuant to this policy, administrative procedures established by the purchasing officer and such other rules and regulations as may be prescribed by the Board of Directors.

1155.31 Negotiate, award and, as required herein, recommend execution of contracts for the purpose of supplies, services and equipment for the District.

1155.32 Act to procure required quality and quantity of supplies, services and equipment in the most cost-effective manner for the District.

1155.33 Endeavor to obtain as full and open competition as practical on all purchases.

1155.34 Supervise the inspection of all supplies and equipment and evaluate services purchased to insure conformance with District requirements.

1155.35 Recommend to the Board of Directors the sale or disposition of all supplies and equipment which cannot be used, which is surplus to the District's needs or which has become unsuitable for use by the District.

1155.36 Establish and maintain a fixed asset inventory control system coordinated with the procurement of all items determined to be fixed assets under generally accepted accounting criteria.

1155.40 Professional Services. Contracts for professional services may be established following the solicitation and evaluation of requests for proposals, statements of qualifications, or other applicable standard. Awards of professional services contracts may be made by the purchasing officer when they are budgeted for either specifically or within contingency and are in accordance with the General Manager's authority or other action of the Board of Directors.

1155.50 Cooperative Purchasing. When, through cooperative purchasing with any federal, state, county or other public agencies, the advantage of buying may be obtained through contracts

awarded by the lead procurement agency based on competitive bidding, proposal, or other procurement procedures. This would include purchasing from or selling to another governmental agency when such action is beneficial to the interests of the District.

1155.60 Immediate or Urgent Need. When there is a breakdown in essential machinery, essential services, or when unforeseen circumstances, arise including delays by contractors, delays in transportation, and unanticipated volume of work which require the immediate attention of a professional or immediate service/repair in order to protect public health, safety, welfare and/or property.

1155.70 Consolidation of Orders for Related Items. If the District would benefit from quantity prices or discounts for items that could be used within a reasonable amount of time, consolidating orders will be exercised to the extent practical. No order will be broken into smaller units to evade any requirement of this policy.

1155.80 Disposal of Surplus Supplies and Equipment. The General Manager shall have authority to dispose of surplus supplies and equipment which are no longer used or which have become obsolete or worn out pursuant to the following:

1155.81 Exchange or Trade-In. Exchange for or trade-in on new supplies or equipment.

1155.82 Sale of Surplus Items. Following approval of a list of supplies and equipment found by the Board of Directors to be surplus, the items shall be offered for sale on a competitive basis. Bids may be solicited by written request, telephone, fax, e-mail, by public or silent auction, by use of a commercial auction service, by consignment with a used equipment vendor or vendors, by advertisement in any newspaper or magazine, or by any combination of such methods.

1155.83 Donation of Surplus Items. Subject to approval of the Board of Directors, obsolete or surplus property may be donated or sold at a negotiated fair value to any other governmental or public non-profit agency.

1155.84 Disposition as Scrap. After reasonable efforts have been made to obtain competitive bids, if no offers have been received for any item of District-owned surplus personal property, such item may be disposed of for the highest scrap value that can be obtained, if any. If a reasonable effort to sell the item as scrap is not successful, it may, in the General Manager's discretion, be given away on a first-come-first served basis, or disposed of as-is or after demolition in an appropriate solid waste disposal facility.

1155.90 Contracts for materials and supplies for construction or completion of any building, structure, or improvements shall be contracted for in accordance with the California Public Contracts Code as applicable.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Budget Preparation and Review
POLICY NUMBER: 1150

1150.10 On an annual basis, the General Manager shall draft a proposed annual budget. Such proposed annual budget shall be balanced.

1150.20 Prior to review by the Board of Directors, the General Manager shall present the proposed annual budget to the Board's Finance Committee for review and amendment.

1150.30 The General Manager shall present the proposed preliminary annual budget, as reviewed and amended by the Finance Committee, to the Board for review and amendment no later than the Board's regular meeting in June, or as otherwise scheduled by resolution of the Board.

1150.40 The proposed final annual budget, as reviewed and amended by the Board, shall be adopted no later than the Board's regular meeting in September, or as otherwise scheduled by resolution of the Board.

1150.50 In the event an annual budget is not adopted prior to the start of the fiscal year, the budget last approved by the Board shall remain in effect until such annual budget is adopted.

1150.60 Budget control is maintained at the operational level. The General Manager is authorized to transfer budgeted amounts so long as District expenditures remain within the adopted budget, or as amended by the Board. Budget modifications that increase or decrease the overall annual budget must be approved by the Board.

1150.60 The Board shall review budget performance on a semi-annual basis.

1150.70 The General Manager shall develop administrative procedures that are consistent with the Board's policies, and devise and maintain systems of budgetary control. Such controls may include, but are not limited to:

1. Monthly financial reports to the Board of Directors.
2. Evaluation and reporting of budget variances.
3. Budget amendments for Board approval, as required.

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Expense Authorization
POLICY NUMBER: 7

7.10 Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

7.20 All purchases made for the District shall be authorized by the Manager, and shall be in conformance with the approved District budget.

7.30 A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

7.31 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

7.32 The petty cash fund shall be included in the District's annual independent accounting audit.

7.40 Whenever employees or Directors of the District incur cash outlay expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash or checking account revolving fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

7.50 Credit cards: A credit card shall be issued to the Manager. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.

7.51 All credit card bills shall be paid timely to avoid late fees and finance charges.

All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.

7.52 All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

7.53 A member of the Finance Committee shall review and approve credit card transactions by the Manager.

7.54 All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 15, 2023
TO: Board of Directors
RE: New Board Member Selection Process
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends the Board consider, discuss, provide staff direction, and/or approve the proposed new board member selection process.

Background

At the special meeting of the Board of Directors on October 26, 2023, the Board discussed and approved the Board of Director Vacancy Appointment Process (Notice of Vacancy, Application for Appointment to the Board, and Deadlines) with the date pending for the special meeting during which the Board would interview candidates for purposes of appointing a new Board member. The special meeting has now been scheduled for December 7, 2023 at 5:15 p.m. The Notice of Vacancy and Application for Appointment to the KFPD Board have been posted.

The remaining component of the process to define is the interview/selection process. Based on a review of some recent governing body appointments and director input, I have drafted a process for discussion and revision as determined by the Board.

Proposed Interview and Selection Process on December 7, 2023

1. Prior to interviews, place candidates in a random drawing to determine the order in which they will be interviewed.
2. Candidates may be present during interviews of other candidates. Alternatively, candidates could be asked to leave the room; however, may not be required to be in accordance with the Brown Act.
3. Board members will ask all candidates one question that has not been disclosed prior to the meeting for a total of four questions for each candidate. Board members are encouraged to bring a list of several questions to select from in the event their question is the same as or similar to another Board member's question.
4. Candidates may make a closing statement.
5. Members of the public will then be offered the opportunity to provide comments.
6. The Board will have the opportunity to discuss and deliberate candidates.
7. Following discussion, each Board member will submit their nomination to the Board Clerk (email or preprinted ballot).
8. The Board Clerk will share the list of candidates displaying Board member nominations.

An example of nominations to demonstrate process only

Candidate*	Levine	Nagel	Stein	Watt
1				
2	X	X	X	X
3				
4				

* Names would be listed

- a. The Board would have the opportunity to motion that the candidate who received the most nominations (*Candidate 2 in the example above*) be appointed to the Board vacancy followed by a second and voting.
- b. If this motion does not receive a first/second, the nominations will continue until a motion is supported by a majority of the Board.
- c. If no candidate receives more nominations than any other candidate, any Board member may move to appoint one of the candidates to the Board vacancy which would then require a second.
- d. The selected candidate will take the Oath of Office at the December 20th meeting.

Fiscal Impact

There is no fiscal impact from this item.

Attachments: Board Member Appointment Process
Notice of Vacancy
Application For Appointment to Fill A Vacancy on the KFPD Board



KENSINGTON FIRE PROTECTION DISTRICT

Board Member Vacancy and Appointment Process

October 26, 2023

The appointment process as determined by the Board will be as follows:

1. Candidates are required to submit an application and may include a candidate statement (maximum words 500). District applications are required, or the candidate will be disqualified.
2. The board may encourage members of the public to apply. All board communications with the public regarding any of the candidates shall strictly adhere to all elements of the Brown Act.
3. Applications may be withdrawn at any time; however, if not withdrawn prior to the KFPD website publishing date will remain on the website and not be removed.
4. Candidate interviews will be held in person at a board meeting which will be held on December 7, 2023. Board members may determine one question to ask all candidates that would not be disclosed prior to the meeting which would result in four questions for each candidate. Candidates may make a closing statement.
5. The nomination and voting process will be finalized at the November 15, 2023 meeting.

Attachments: Notice of Vacancy
Application For Appointment to Fill a Vacancy on the KFPD Board



KENSINGTON FIRE PROTECTION DISTRICT

NOTICE OF VACANCY ON KENSINGTON FIRE PROTECTION DISTRICT BOARD

Kensington Fire Protection District Notice of Vacancy and Intent to Appoint Director

The community served by the Kensington Fire Protection District is hereby notified pursuant to Government Code §1780 that there is a vacancy on the Board of Directors due to the retirement of Director Don Dommer. The Kensington Fire Protection District Board of Directors intends to fill the vacancy by appointment made at a special Board meeting to be held on Thursday, December 7, 2023, at 5:15 p.m. The appointee will represent the community served by the Kensington Fire Protection District as a Board Director. The position to be filled will serve the remaining term beginning December 2023 and ending November 2024.

To apply, candidates must submit an application and may include a candidate statement to the Kensington Fire Protection District, attention Mary Morris-Mayorga mmayorga@kensingtonfire.org by Thursday, November 16, 2023 at 2:00 PM. Alternatively, application materials may be dropped off at 10940 San Pablo Avenue, Building B, El Cerrito, CA 94530.

Eligibility:

Any person who is 18 years of age or older, a registered voter, residing in the Kensington community, and who is not disqualified by the Constitution or laws of the state from holding office, is eligible to be appointed a member of the Board of Directors. Board members are subject to the Conflict of Interest Policy: [Policy 1040 Conflict of Interest \(Amended 2020\)](#)

Interviews:

The Board of Directors will interview prospective candidates in person at a public meeting on December 7, 2023, accept oral or written public comment at that time, and select the appointee by a majority vote.

This notice will be posted in three places at least 15 days prior to the anticipated appointment on December 7, 2023.



KENSINGTON FIRE PROTECTION DISTRICT

Application For Appointment to Fill a Vacancy on the Kensington Fire Protection District (KFPD) Board

Application must be completed and submitted to KFPD by **November 16, 2023 at 2 p.m.**

Application Process:

1. Candidates are required to submit an application and may include a candidate statement (maximum words 500). Applications are required, or the candidate will be disqualified.
2. All communications with board members shall strictly adhere to all elements of the Brown Act.
3. Applications may be withdrawn at any time; however, if not withdrawn prior to the KFPD website publishing date (expected to be November 27, 2023) will remain on the website and not be removed.
4. Candidate interviews will be held in person at a special board meeting on December 7, 2023. Board members will ask each candidate one question for a total of four questions. Candidates may make a closing statement.

Please complete the following information:

Date: _____

Name: _____

Home address: _____

Business or Mailing address: _____

Phone (daytime): _____ Phone (evening): _____

Email: _____

Are you currently at least 18 years of age, a registered voter, and residing in Kensington? Yes No

Note: Board members are subject to the Conflict of Interest Policy: [Policy 1040 Conflict of Interest](#)

Please answer the following questions on a separate page with a maximum of 350 words each:

1. Why did you decide to apply?
2. How do you consider the sufficiency of Fire District revenues for expenditures over the next five years?
3. What is your position on consolidating the two districts?
4. If appointed to the Board of Directors, what will be your priorities for the Fire District in the next year?
5. Consistent with the mission of the Fire District, what do you think needs to be done to prepare Kensington better for a catastrophic emergency (wildfire, earthquake, severe weather, landslide)?

I certify that the information contained in this application is true and correct.

Signature _____ Date _____



KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 15, 2023
TO: Board of Directors
RE: Process for Fiscal Analysis RFP Launch
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

This is for information only with staff direction by the Board as determined.

Background

The Fiscal Analysis Request For Proposals (RFP) has been approved by both the KFPD and KPPCSD Board of Directors. The next phase of the process is to distribute and publicize the RFP to prospective consultants. This will be accomplished in several ways:

- posting to both Districts' websites;
- posting on NextDoor;
- posting on California Special Districts Association website for RFPs;
- distributing to consultants which are identified as having completed such projects for other agencies; and
- other methods as identified.

Fiscal Impact

There is no fiscal impact.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 15, 2023
TO: Board of Directors
RE: Public Safety Building Project Update
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

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

Background

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). The most recent construction progress is listed below including photographs.

Roof: framing has been completed; roof drains have been installed in this location; parapet wall framing is 50% completed between gridlines 1 to 4; mechanical curbs have been installed.



Second Floor: the wall framing has been completed on the 2nd floor; electrical conduit and plumbing has started to be installed.



First Floor: most of the wall framing has been completed; electrical boxes and conduit is continuing to be installed; plumbing has started to be installed; material for fire sprinklers are on site and being stored in the Apparatus Bay; windows are on site and being stored in the Apparatus Bay.



Storm Drain: the rear yard piping has been covered; new storm drain pipe was being installed at the front driveway.



Fiscal Impact

An update on the project budget versus expended is included below:

	Project Budget 9/20/2023	Paid Through 10/31/2023	Remaining Budget
<u>Public Safety Building:</u>			
Construction	\$ 5,882,253	\$ 2,666,897	\$ 3,215,356
PSB Renovation Design/Engineering	774,740	252,526	522,214
Permits/Inspection/Testing	141,017	121,982	19,036
Construction/Project Management	394,987	249,411	145,576
Furniture, Fixtures, and Equipment	200,000	-	200,000
Legal Counsel	130,000	44,206	85,794
<u>Temporary Fire Station:</u>			
Construction Cost	595,453	595,453	-
Design/Engineering/Project Management	107,573	80,116	27,457
Relocation	221,566	141,484	80,082
Sub-Total:	<u>\$ 8,447,589</u>	<u>\$ 4,152,073</u>	<u>\$ 4,295,516</u>
Project Contingency Allowance	550,000	-	550,000
Total Project Budget	<u>\$ 8,997,589</u>	<u>\$ 4,152,073</u>	<u>\$ 4,845,516</u>



KENSINGTON FIRE PROTECTION DISTRICT

DATE: November 15, 2023
TO: Board of Directors
RE: General Manager's Report
SUBMITTED BY: Mary A. Morris-Mayorga, 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 October:

FY 2022-2023 Audit

An RFP has been issued through the CSDA RFP Clearinghouse to solicit proposals from potential auditors and will provide an update throughout the process with the potential for auditor approval in December.

Local Hazard Mitigation Plan Update

The remaining checklist items should be complete by the end of this week.

Public Survey

English: <https://survey.alchemer.com/s3/7511228/2024-Contra-Costa-County-Hazard-Mitigation-Questionnaire>

Spanish: <https://survey.alchemer.com/s3/7531453/2024-Condado-de-Contra-Costa-Encuesta-comunitaria-sobre-la-preparaci-n-para-emergencias>

Public Meetings

Central County

Date: Monday, December 4th

Time: 6:30 PM

Location: Contra Costa County Office of the Sheriff - Auditorium, 1850 Muir Rd, Martinez

West County

Date: Tuesday, December 5th

Time: 6:30 PM

Location: San Pablo Community Center, 2450 Road 20 San Pablo, CA 94806

East County

Date: Wednesday, December 6th

Time: 6:30 PM

Location: Oakley City Council Chambers, 3231 Main Street, Oakley

District of Distinction and Certificate of Transparency

The remaining checklist items should be complete by the end of this week.



**Report on Agenda Item 9a at KFPD Regular Meeting
October 26, 2023 Emergency Preparedness Committee Meeting
Larry Nagel
November 14, 2023**

The meeting was called to order by Co-chair Larry Nagel after President Julie Stein appointed herself to fill the co-chair vacancy created when Director Don Dommer announced his retirement at the October 18 KFPD Board Meeting. There were two Board members (Larry Nagel and Julie Stein) and six public members present (Doug Bevington, Lisa Caronna, Katie Gluck, Peter Liddell, Paul Moss, David Spath) in addition to Interim General Manager Mary Morris-Mayorga and Emergency Preparedness Coordinator Johnny Valenzuela.

The first agenda item was public comment where Alan Siegel gave a report on the status of the Wildcat Firewise Community. They have received a Measure X grant which funded a very successful chipping day in October, and there are plans to have another chipping day in November. Alan is waiting to hear more about the cause of the grass fire that occurred on August 8, 2023 on Terrace Drive.

The second agenda item was old business which included

- An update on the replanting program. Mary Morris-Mayorga presented an updated grant application form and the committee unanimously approved the form. Mary still needs to work out who approves the applications.
- An update on the possibility of using the Laguna Beach contract to essentially sole source the purchase of the LRADs from Genasys. Mary Morris-Mayorga noted that changes to the purchasing policy were approved at the October 18 Board meeting and these changes would allow this.
- An update on the County's Local Hazard Mitigation Plan Schedule. Mary noted that this is still a work in progress.

The next agenda item was two announcements by co-chair Larry Nagel. First, Larry was very pleased to announce that the application of Doug Bevington for EPC member was approved unanimously at the October 18 Board meeting. Second, with regrets Larry announced that Co-Chair Don Dommer announced his retirement from the KFPD Board of Directors at the October 18 Board meeting. Larry thanked Don for his contributions and Don noted that he wanted to continue as an attendee at the EPC meetings.

The next agenda item was to reschedule the November and December EPC Meetings. The fourth Thursday of November is November 23, which is Thanksgiving. The fourth Thursday of December is December 28, which is three days after Christmas. The committee decided to cancel the regular November and December meetings and schedule a special meeting halfway between on December 7.

The next item was a discussion of a proposal by Paul Moss and Johnny Valenzuela to start a new project for Zonehaven Zones. Paul and Johnny described the need for and implementation of a new project to help Kensington residents identify which zone they are located in so that they may more quickly follow the instructions during a CWS alert.

Johnny Valenzuela presented the Emergency Preparedness Coordinators report which will also be presented at this Board Meeting.

The meeting was adjourned at 5:00 PM by Co-chair Larry Nagel.

Respectively submitted,

A handwritten signature in blue ink, appearing to read "Laurence W. Nagel".

Laurence W. Nagel
Co-chair
Emergency Preparedness Committee
Kensington Fire Protection District