



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

Wednesday, October 18th, 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 by emailing the Board President and Board Clerk prior to the meeting by emailing: public.comment@kensingtonfire.org. 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 Dommer, 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.

RESUME ADJOURNED MEETING FROM SEPTEMBER 20, 2023

3. (7:10pm) RESERVES POLICY POTENTIAL REVISIONS (Supporting Material)

Action = Review, discuss, and direct staff

Draft updates to the existing Reserves Policy including samples from other agencies are provided for discussion and feedback to bring back to a future meeting

CONTINUE WITH OCTOBER REGULAR MEETING ITEMS

4. (7:20pm) ADOPTION OF CONSENT ITEMS

Items listed below are consent items, which are considered routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. (Supporting material)

a. Approval of Minutes of the Board of Directors regular meetings: 07/13/2022, 09/14/2022, and 9/20/2023; and special meetings: 09/21/2022 (Approve)

b. Acceptance of Incident Activity Report September 2023 (Accept)

c. Approval of Monthly Transmittal 10/18/2023 (Approve)

d. Approval of Monthly Financial Reports 09/30/2023 (Approve)

5. (7:25pm) FIRE CHIEF’S REPORT (Supporting Material)

Action = Presentation/Discussion

6. (7:35pm) EMERGENCY PREPAREDNESS COORDINATOR’S REPORT (Supporting Material)

Action = Presentation/Discussion

7. (7:45pm) OLD BUSINESS

8. (7:45pm) NEW BUSINESS

a. (7:45pm) Update on Local Hazard Mitigation Plan (LHMP) and Community Input – Morris-Mayorga (Supporting Material)

Action = Discuss and consider directing staff to hold a Town Hall meeting to collect community input as required by Contra Costa County

The County has contracted with a consultant and is expediting development of the LHMP which requires community input on hazards potentially by the end of October. The Town Hall meeting would strictly be for collecting input so would not be a Board meeting.

- b. **(7:55pm) New Purchasing Policy for First Reading** (Supporting Material)
Action = Presentation, discuss, direct staff, and/or approve to hold first reading
- c. **(8:05pm) 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.** - Stein (Supporting material from Directors Watt and Stein)
Proposed Action = Discuss and consider approving a pause to allow for further discussion.
- d. **(8:15pm) Updated RFP for Fiscal Analysis Evaluating Reorganization** – Morris-Mayorga (Supporting Material)
Action = Review, discuss, action to approve issuance and/or direct staff
The joint RFP with KPPCSD has been revised to incorporate feedback from President Stein and Director Watt along with committee revisions for discussion with potential approval to issue the RFP and/or other action as determined by the Board.
- e. **(8:30pm) Replanting Grant Program** – Morris-Mayorga (Supporting Material)
Action = Review, discuss, direct staff, and/or approve
Staff will present the updated Replanting Grant Program for review, discussion and approval.
- f. **(8:40pm) 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** - Watt (Supporting Material)
Action = consider approving staff to request a bid from Marjang
- g. **(8:50pm) Public Safety Building Project Update** – Morris-Mayorga (Supporting Material)
- h. **(9:00pm) Volunteer Resident Appointment to the Emergency Preparedness Committee** (Supporting Material)
Action = Review, discuss, direct staff, and/or approve

THE FOLLOWING INCLUDE CURRENT AND PRIOR MONTH REPORTS FROM ADJOURNED MEETING

- 9. **(9:05pm) GENERAL MANAGER’S REPORT** (Supporting Material)
Action = Presentation/Discussion
- 10. **(9:15pm) COMMITTEE REPORTS**
Informational reports from Board members or staff covering the following assignments:
 - a. **Emergency Preparedness Committee Meeting** – Nagel/Dommer (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)
- 11. **(9:25pm) OUTSIDE AGENCIES REPORTS**
 - a. **Contra Costa Special Districts Association** – Nagel (No Report)

12. (9:25pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, November 15, 2023 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, November 8, 2023, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, November 1, 2023, by 1:00pm.



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

Agenda Item 4a

DATE/TIME: July 13, 2022, 7:00PM

LOCATION: Zoom Teleconference

PRESENT: Directors: President Larry Nagel, Director Don Dommer, Secretary Janice Kosel, Vice President Kevin Padian
Staff: GM Bill Hansell, Fire Marshall Battalion Chief Chase Beckman, Interim Fire Chief Jose Castrejon
Consultants: EPC Coordinator Johnny Valenzuela
Absent: Director Julie Stein

1. CALL TO ORDER/ROLL CALL

President Larry Nagel called the meeting to order at 7:03 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:02:08)

A member of the public commented on their understanding of the Brown Act and noted potential issues of noncompliance. Another member of the public representing Save Kensington's Future commented on the collection of 816 Kensington voter signatures who support having KFPD and KPPCSD in a single building and recommended the board not approve a contract that would allow only the KFPD to occupy the Public Safety Building. Another member of the public commented on their desire for the board to hold a public meeting regarding the status of the Public Safety Building.

There was no additional public comment.

3. ADOPTION OF CONSENT ITEMS (00:13:00)

President Nagel proposed to approve all consent items on the agenda with a single motion. The board removed item 3a to be approved at a later date.

- a. **Approval of Minutes** of the Board of Directors regular meetings of: 04/13/2022, 04/28/2022, and 05/07/2022
- b. **Acceptance of Incident Activity Report** June 2022
- c. **Approval of Monthly Transmittal** 07/13/2022
- d. **Approval of Monthly Financial Reports** 06/30/2022
- e. **Adoption of Resolution 2022-14 Re-Authorizing Remote Meetings**

There was no public comment.

MOTION: M/s Padian/Dommer: Motion to approve consent items 3b-3e.

VOTE: Ayes: Dommer, Nagel, Padian Nays: None Absent: Kosel, Stein	
Motion passed 3-0-2	Video Time Stamped: 00:15:35

4. OLD BUSINESS (00:15:54)

There was no old business.

5. NEW BUSINESS (00:16:00)

a. Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards and Adoption of Resolution 2022-15

President Nagel opened the public hearing and asked for any objections. There were no public objections.

Fire Marshall Battalion Chief Chase Beckman presented the report as included in the packet. He noted that inspections took place between April 18-21, 2022, which was three (3) weeks earlier than in previous years. He also noted that 53 noncompliance letters were sent to residents, two (2) of which remain noncompliant.

There was no public comment. President Nagel closed the public hearing and terminated public testimony.

President Nagel commended the KFPD on these efforts.

MOTION: M/s Padian/Dommer: Motion to adopt Resolution 2022-15 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner.

VOTE: Ayes: Dommer, Nagel, Padian Nays: None Absent: Kosel, Stein	
Motion passed 3-0-2	Video Time Stamped: 00:23:06

b. Adoption of Resolution 2022-16 Approving Site Lease and Lease Agreement

GM Bill Hansell introduced the item and consultants Rob Schmidt, Rick Brandis, Stephanie Downs and KFPD bond attorney Albert Reyes who presented the report as included in the packet.

A member of the public asked when the loan payments would begin, if there was a line item in the budget for these payments, and if there would be a tax increase to Kensington residents as a result of the loan. Rob Schmidt and GM Hansell responded to these questions. Another member of the public asked if the KFPD intends to sell the land where the Public Safety building stands and whether it would get the property back at a cost at

the end of the lease term. Albert Reyes and Stephanie Downs responded to these questions. Another member of the public commented that the agenda item is an attempt to avoid voter approval and requested to table this item until the board votes on item 5c. Another member of the public expressed their concerns about the NHA financial spreadsheet. Another member of the public asked 1) if the loan could be terminated at an earlier date if the remaining balance was paid in full 2) for clarification on the surplus noted in the presentation. Rob Schmidt and GM Hansell responded to these questions. Another member of the public recommended a public meeting to go into detail about NHA's assessment and its assumptions. Another member of the public asked 1) for further clarification about the date of the first loan payment 2) how interest rates might change if construction plans were adjusted. Rob Schmidt and GM Hansell responded to these questions. Another member of the public asked about 1) the precise terms of the lease 2) the obligations of a construction timeline 3) whether approving the lease and financing allowed time to consider and evaluate the bids or whether the approval of the construction bid was required before approving the financing. Albert Reyes responded to these questions.

There was no additional public comment.

MOTION: M/s Padian/Dommer: Motion to adopt Resolution 2022-16 Approving Site Lease and Lease Agreement in order to provide funds for the financing of the acquisition, construction and installation of certain improvements to real property of the District consisting of the design, engineering, demolition, and reconstruction of the Kensington Fire Protection District Public Safety Building.	
VOTE: Ayes: Dommer, Nagel, Padian Nays: None Absent: Kosel, Stein	
Motion passed 3-0-2	Video Time Stamped: 01:16:24

c. Kensington Public Safety Building Seismic Renovation Bid Results & Project Award

GM Hansell presented the report as included in the packet. He recommended that CWS Construction Group Inc. be recognized as the low bidder and begin negotiating the contract. Vice President Kevin Padian asked if the board was required by law to accept the lowest bid. GM Hansell confirmed that KFPD has the option to reject the lowest or all bid(s).

A member of the public commented on their preference for Directors Kosel and Stein's votes to be included on this agenda item. Another member of the public suggested an alternative timeline for approving this motion based on their industry experience. GM Hansell responded to this concern. Another member of the public urged the board not to approve the agenda item and asked the board to let residents know how the current plans can be adapted to reflect voter concerns. GM Hansell responded to this concern. A member of the public read a letter on behalf of Save Kensington's Future. The president of Local 1230 representing the City of El Cerrito firefighters commented that they were in favor of this motion. Several members of the public stated they were in opposition to this motion and several members of the public stated they were in favor of this motion. GM Hansell read several public comments that were submitted in writing prior to the meeting. Director Padian commended the residents of Kensington who have carefully reviewed the supporting documentation and provided their suggestions and feedback. Director Dommer

and President Nagel responded to the various public comments.

There was no additional public comment.

MOTION: M/s Dommer/Padian: Motion to approve the project and authorize staff to enter into contract for work to the lowest qualified bidder, CWS Construction Group Inc.

VOTE:

Ayes: Dommer, Nagel, Padian

Nays: None

Absent: Kosel, Stein

Motion passed 3-0-2

Video Time Stamped: 02:22:45

d. Resolution 2022-17 Adopting Policy 1190 Debt Management – First Reading

GM Hansell introduced the item and consultants Rob Schmidt and Albert Reyes who presented the report as included in the packet.

A member of the public commented on the amount of authorized debt limit and asked 1) if the 5% limit of operational appropriations override the 2% Kensington property assessment value limit in all cases 2) if it is possible that a future board could obtain a portion of the 2% into their debt portfolio, which would allow up to \$30M to be borrowed? GM Hansell and Rob Schmidt responded to these questions. Another member of the public asked if the community supports a district policy that would allow it to take on up to \$30M of debt and expressed their opposition to this policy if this were the case.

There was no additional public comment.

e. Lease Agreement with Unitarian Universalist Church of Berkeley for Use of a Parking Lot on Craft Avenue, Identified as APN 505-302-017, for a Temporary Fire Station Pending Conditional-Use Approval

President Nagel recused himself from this agenda item, which resulted in a loss of quorum. Therefore this item was tabled to the next board meeting. GM Hansell recommended that a special meeting be held to discuss and take action on this item prior to August 1, 2023 and agreed to poll the board to establish a date.

This item was taken out of order upon Secretary Janice Kosel's arrival to the meeting at 02:48:38. President Nagel recused himself and left the meeting at 02:49:38. GM Hansell presented the report as included in the packet.

A member of the public asked for clarification about Secretary Kosel's participation in this discussion and vote. GM Hansell and Director Padian provided this clarification.

There was no additional public comment or board discussion.

MOTION: M/s Padian/Dommer: Motion to approve a lease agreement with the Unitarian Universalist Church of Berkeley for a parking lot to install a temporary fire station and garage shelter during the period in which the District's Station 65 is constructed (a period of approximately 24 months, including the temporary station preparation time and end-of-lease parking lot restoration) and to approve staff to execute the lease pending approval of
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the Conditional Use Permit by the City of El Cerrito, and with approval as to form by the District Counsel.

VOTE:

Ayes: Dommer, Kosel, Padian

Nays: None

Absent: Stein

Abstain: Nagel

Motion passed 3-0-1-1

Video Time Stamped: 02:55:18

6. FIRE CHIEF'S REPORT (02:36:21)

Interim Fire Chief Castrejon presented the report as included in the packet. He reviewed the activity incident report, COVID mandates, and gave fire season and staffing updates.

There was no public comment or board discussion.

MOTION: M/s Padian/Nagel: Motion to extend the meeting to 10:15 p.m.

VOTE:

Ayes: Dommer, Nagel, Padian

Nays: None

Absent: Kosel, Stein

Motion passed 3-0-2

Video Time Stamped: 02:44:35

7. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (02:44:55)

EPC Coordinator Johnny Valenzuela presented the report as included in the packet. He provided updates on Kensington National Night Out and other upcoming events.

Secretary Janice Kosel joined the meeting at 02:48:38.

There was no public comment or board discussion.

8. GENERAL MANAGER'S REPORT (02:56:15)

GM Hansell presented the report as included in the packet. He provided updates on GM timesheets, the Proposal for a Joint Public Meeting with the KPPCSD Board, and hybrid board meeting options. Director Padian stated he would like to explore other meeting option solutions; President Nagel suggested following the lead of the KPPCSD meeting solution decision.

GM Hansell read the remainder of a written public comment pertaining to agenda item 5c that was submitted prior to the meeting.

There was no additional public comment.

9. COMMITTEE REPORTS (03:06:31)

a. Emergency Preparedness Committee Meeting

Director Padian presented the report as included in the packet. He noted that discussion at

the last meeting revolved around the effects of the general manager's report that reflected KFPD's financial advisor's assessment that district funds were in jeopardy, which may necessitate the need for budget cuts, including line items for the elimination of hazardous plants and acquiring an emergency warning system. The committee chose not to make any immediate decisions and noted its desire to preserve EPC Coordinator Valenzuela's work. Director Padian suggested that residents who may have difficulty evacuating Kensington during a fire event consider pre-evacuating if a Diablo Valley wind event occurs.

10. OUTSIDE AGENCIES REPORTS (03:09:37)

a. Contra Costa Special Districts Association

President Nagel presented the report on behalf of Director Stein as included in the packet. He noted a CSDA Board of Director vote was cast for Ryan Clausnitzer.

11. ADJOURNMENT: President Stein adjourned the meeting at 10:14 p.m.

The next Board of Directors meeting will occur on September 14, 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 October 18, 2023.

Attest:

Secretary of the Board



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

DATE/TIME: September 20, 2023, 7:00PM

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

PRESENT: Directors: President Julie Stein, Vice President Director Daniel Levine,
Director Larry Nagel, Director Jim Watt
Staff: Board Clerk Candace Eros Diaz, Interim GM Mary Morris-Mayorga,
Fire Chief Eric Saylor
Consultant: EPC Coordinator Johnny Valenzuela
Absent: Director Don Dommer

1. CALL TO ORDER/ROLL CALL

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

2. ANNOUNCE AND ADJOURN TO CLOSED SESSION (00:00:48 - Part I Recording)

Subject: Conference with Labor Negotiators (GC54957.6) – Agency designated representatives: President Julie Stein and Secretary Larry Nagel; Unrepresented employee: General Manager.

There was no public comment.

3. RECONVENE TO OPEN SESSION

The Board returned from Closed Session at 7:41 p.m. with no reportable actions. President Stein reconfirmed the roll call.

4. EMPLOYMENT AGREEMENT FOR GENERAL MANAGER POSITION (00:00:37 - Part II Recording)

President Stein noted that the contract under discussion for Interim GM Mary Morris-Mayorga was posted to the website and announced that Morris-Mayorga will join the KPPD as the Regular GM for a time period of two (2) years.

Several members of the public congratulated Mary Morris-Mayorga on her appointment and offered praise for her work with the district. A member of the public asked if the district will still pay a search fee to the recruiter for the search process that has already taken place.

President Stein gave thanks to Brent Ives for his work on the recruitment process.

MOTION: M/s Nagel/Levine: Motion to approve the Employment Agreement for General Manager with associated FY 2023-24 budget adjustments for terms as needed.

VOTE:

Ayes: Levine, Nagel, Stein, and Watt

Nays: None

Absent: Dommer

Motion passed 4-0-1

Video Time Stamped: 00:05:23

5. PUBLIC COMMENT (00:06:35)

Director Daniel Levine provided a report on the CSDA Conference he attended in Monterey on August 29-30, 2023. President Stein noted that the KPPD attorney verified that NextDoor does not qualify as “social media” under AB992.

There was no public comment.

6. ADOPTION OF CONSENT ITEMS (00:11:17)

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

Board Clerk Candace Eros Diaz noted 1) the 07/13/2022 minutes were not included in the packet (3a) 2) an edit to agenda item 8d in the 7/19/2023 minutes, which were included in the packet.

- a. **Approval of Minutes** of the Board of Directors regular meetings of: 06/08/2022, 06/29/2022, 07/13/2022, 7/19/2023; and special meetings: 06/29/2022, 09/05/2023
- b. **Acceptance of Incident Activity Report** July and August 2023
- c. **Approval of Monthly Transmittal** 08/31/2023 and 09/20/2023
- d. **Approval of Monthly Financial Reports** 07/31/2023 and 08/31/2023
- e. **Development of New Purchasing Policy for Future First Reading**

There was no public comment.

MOTION: M/s Nagel/Levine: Motion to approve consent items 3a-3e.	
VOTE:	
Ayes: Levine, Nagel, Stein, and Watt	
Nays: None	
Absent: Dommer	
Motion passed 4-0-1	Video Time Stamped: 00:14:10

7. FIRE CHIEF’S REPORT (00:14:19)

Fire Chief Eric Saylor presented the report as included in the packet. He encouraged the community to take ongoing CERT training and reviewed the incident report, and gave updates on administrative, operations, civic engagement activities that took place since the July 2023 board meeting.

There was no public comment.

8. EMERGENCY PREPAREDNESS COORDINATOR’S REPORT (00:18:13)

EPC 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 commended EPC Coordinator Valenzuela on his work and noted deep community participation at the reported events. EPC Coordinator Valenzuela commended the community and residents for their participation and support.

There was no public comment.

9. OLD BUSINESS (00:23:33)

There was no old business.

10. NEW BUSINESS (00:23:38)

a. Public Safety Building Budget Revision/Project Update

Interim GM Morris-Mayorga presented the report as included in the packet. The board discussed the item. Director Watt asked for the expected completion date of the project. Interim GM Morris-Mayorga confirmed the expected completion date is May 2024.

A member of the public asked 1) for clarification on the budget line item for attorney fees 2) to describe the change orders. President Stein directed members of the public to contact Interim GM Morris-Mayorga for these details.

There was no additional public comment.

MOTION: M/s Nagel/Watt: Motion to approve increasing the Public Safety Building Budget from \$7,925,000 to \$8,997,589.
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VOTE: Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: Dommer
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Motion passed 4-0-1

Video Time Stamped: 00:24:34

b. Resolution 2023-09 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY 2023-2024 (00:35:01)

Interim GM Morris-Mayorga presented the report as included in the packet. She noted one narrative change to the description of the financial plan. Director Nagel asked about 1) a budget line item for a grant writer 2) a \$25,000 budget line item for the fiscal analysis for reorganization. Interim GM Morris-Mayorga responded to these questions. President Stein offered additional context on the Fire Safe planting grants and the water pipe replacement budget and expressed a desire for additional funding for these projects. She also expressed a desire to put a plan in place to operationalize spending and award funding. Interim GM Morris-Mayorga noted she would update the Replanting Grant form on the website. Director Watt asked for clarification on the projected financial forecast for FY 2027-28. Interim GM Morris-Mayorga provided this clarification and the board further discussed this portion of the budget. President Stein and Director Watt commended Interim GM Morris-Mayorga on the creation of a strong budget and for engaging Bill Zenoni to

create the district's five-year financial forecast.

A member of the public asked for clarification on the FY 2023-24 and FY 2024-25 budget line items for rolling stocks and rolling stock reserves. Interim GM Morris-Mayorga provided this clarification and noted she would update these two line items.

There was no additional public comment.

MOTION: M/s Nagel/Levine: Motion to approve Resolution 2023-09 approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY 2023-24.

VOTE:

Ayes: Levine, Nagel, Stein, and Watt

Nays: None

Absent: Dommer

Motion passed 4-0-1

Video Time Stamped: 01:00:18

c. RFP for Financial Analysis Evaluating Reorganization (01:00:51)

Director Nagel presented the report as included in the packet. He noted any analysis is expected to be complete between June 2024 and December 2024. The board discussed the item. Director Watt stated he did not support the action and provided his concerns and rationale. He suggested KFPD and KPPCSD boards meet with any consultant separately and did not recommend the two boards meet jointly. President Stein echoed Director Watt's comments and added her concerns and rationale, referring to the June 21, 2023 minutes. She recommended that all board members have an opportunity to provide their input into any issued RFP and asked that the analysis address: 1) the financial implications of the KPPCSD's policy change to remove all of its funds from the county, specifically implications related to their cash flow, reserves, and staffing 2) the various aspects of CalPERS, specifically what KPPCSD's CalPERS obligations are and if they are on track to fulfill them. She asked the board to consider a 10-year analysis instead of the suggested five-year analysis and a joint powers agreement to share administrative costs. She stated her interest in KFPD merging with other West County fire agencies, as recommended in the Municipal Service Reviews (MSR), and provided her rationale. Director Levine responded to Director Watt and President Stein's comments and went on to provide his own rationale for supporting the motion. Director Nagel noted he does not have an opinion on consolidation due to a lack of data and would like additional information about cost effectiveness and improved efficiencies, which is why he supports this motion. Director Watt noted that KPPCSD does not want to be housed in the Public Safety Building and that the Unitarian Universalist Church recently denied their request. He requested additional information on the financial implications of relocating KPPCSD and noted that a financial consultant may not have the skill set to make these determinations.

Two members of the public, including one who is a Director on the KPPCSD board but commenting as a citizen, stated they are in favor of consolidation and of the motion and provided their opinion and rationale.

MOTION: M/s Levine/Nagel: Motion to extend the meeting to 10:15 p.m.

VOTE:

Ayes: Levine, Nagel, Stein, and Watt

Nays: None Absent: Dommer
Motion passed 4-0-1 Video Time Stamped: 02:03:28

Several members of the public urged the board to approve this motion and provided their opinion and rationale. The board responded to the public comments and further discussed the item.

MOTION: M/s Nagel/Levine: Motion to extend the meeting to 10:30 p.m.
VOTE: Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: Dommer
Motion passed 4-0-1 Video Time Stamped: 02:30:38

A member of the public, who is a board member of the KPPCSD, commented on its decision to approve the proposed RFP and for it to be reviewed by the KFPD.

MOTION: M/s Nagel/Levine: Motion to table the issuance of an RFP to allow the board to make suggestions based on their concerns, and to send these to the GM; allow the ad hoc committee to discuss any changes to the RFP and vote on the motion at the October 18, 2023 meeting.
VOTE: Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: Dommer
Motion passed 4-0-1 Video Time Stamped: 02:32:52

d. Reserves Policy Potential Revisions (02:33:33)

MOTION: M/s Nagel/Levine: Motion to adjourn the meeting and move all remaining agenda items to the October 18, 2023 board meeting.
VOTE: Ayes: Levine, Nagel, Stein, and Watt Nays: None Absent: Dommer
Motion passed 4-0-1 Video Time Stamped: 02:34:30

Note: Items 10d-13a were the items referenced in above motion.

There was no public comment or board discussion.

11. GENERAL MANAGER'S REPORT Supporting Material – current and prior month) Action = Presentation/Discussion

12. COMMITTEE REPORTS (00:00:00)

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

- a. **Emergency Preparedness Committee Meeting** – Nagel/Dommer (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)

13. OUTSIDE AGENCIES REPORTS (00:00:00)

- a. **Contra Costa Special Districts Association** – Nagel (Supporting Material)

14. ADJOURNMENT: President Stein adjourned the meeting at 10:16 p.m.

The next Board of Directors meeting will occur on October 18, 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 October 18, 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: October 4, 2023

TO: Kensington Fire Protection District Board Members

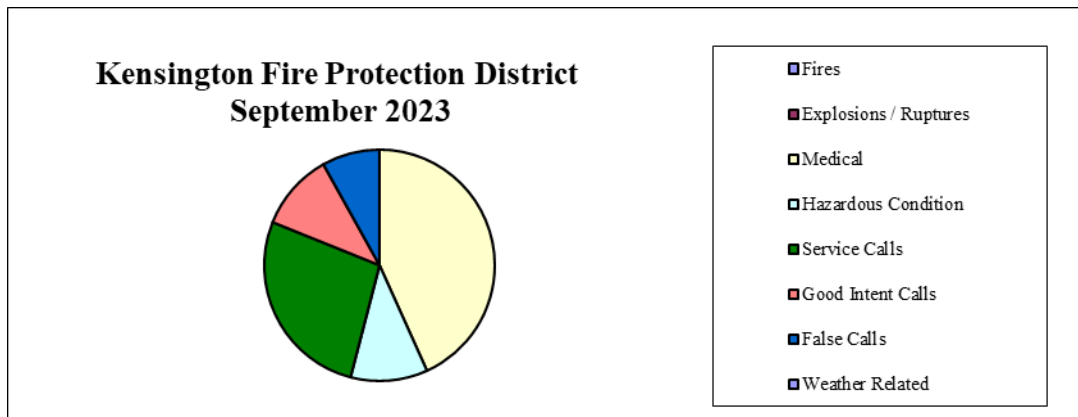
FROM: Jose Castrejon: Battalion Chief

RE: **Incident Activity Reports for the Month of September 2023**

Thirty-seven incidents occurred during the month of September in the community of Kensington. This is an increase of five 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-five calls for service, a decrease of twelve incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 2,902 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>	0 0.00%
2:	Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0 0.00%
3:	Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	16 43.24%
4:	Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4 10.81%
5:	Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	10 27.03%
6:	Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	4 10.81%
7:	False Calls	<i>(Wrong Company/Unit Dispatched)</i>	3 8.11%
8:	Weather Related	<i>(Flooding, wind, lightning)</i>	0 0.00%
Totals			37 100.00%



**Kensington Incidents
September 2023**

#	Incident	Date	Type	Street	Type	City	Apparatus
1	0023103452	01-Sep-23 22:44:16	321	Trinity	AVE	Kensington	E155
2	0023103954	03-Sep-23 10:19:36	542	Rincon	RD	Kensington	E155
3	0023104409	04-Sep-23 11:28:04	542	Rincon	RD	Kensington	E155
4	0023104629	04-Sep-23 21:00:36	5000	Arlington	AVE	Kensington	E155
5	0023104660	04-Sep-23 22:40:24	321	Amherst	AVE	Kensington	E155
6	0023105037	05-Sep-23 18:46:32	321	Colusa	AVE	Kensington	E151
7	0023105540	07-Sep-23 04:57:51	321	Amherst	AVE	Kensington	E155
8	0023105881	07-Sep-23 22:55:33	700	Cambridge	AVE	Kensington	E155
9	0023106048	08-Sep-23 11:45:06	611M	Ocean View	AVE	Kensington	E151
10	0023106326	08-Sep-23 23:31:03	321	Lenox	RD	Kensington	E155
11	0023106557	09-Sep-23 12:45:05	321	Ocean View	AVE	Kensington	E155
12	0023106795	10-Sep-23 01:00:29	5000	Ocean View	AVE	Kensington	E151
13	0023107309	11-Sep-23 08:44:31	321	Highgate	RD	Kensington	E155
14	0023107338	11-Sep-23 09:55:34	611	Sunset	TER	Kensington	E155
15	0023107355	11-Sep-23 10:49:00	321	Sunset	TER	Kensington	E155
16	0023107786	12-Sep-23 11:44:00	611M	Canon	DR	Kensington	E151
17	0023108191	13-Sep-23 11:15:24	444	Kensington	CT	Kensington	E151
18	0023108373	13-Sep-23 17:39:34	321	0-0 Central Park	DR	Kensington	E155
19	0023109451	16-Sep-23 07:44:05	554	Amherst	AVE	Kensington	E155
20	0023109484	16-Sep-23 09:52:25	321	Norwood	AVE	Kensington	E155
21	0023110649	19-Sep-23 08:53:09	412	Yale	AVE	Kensington	E155
22	0023110817	19-Sep-23 15:42:46	554	Edgecroft	RD	Kensington	E155
23	0023110932	19-Sep-23 20:56:43	700	Norwood	AVE	Kensington	E155
24	0023111230	20-Sep-23 15:56:36	321	Highland	BLVD	Kensington	E155
25	0023111482	21-Sep-23 09:06:52	554	Oberlin	AVE	Kensington	E155
26	0023111680	21-Sep-23 16:01:14	321	Coventry	RD	Kensington	E155
27	0023112200	22-Sep-23 18:32:39	321	Los Altos	DR	Kensington	E155
28	0023112851	24-Sep-23 10:38:38	5000	Richardson	RD	Kensington	E155
29	0023112857	24-Sep-23 11:21:44	400	Los Altos	DR	Kensington	E155
30	0023113236	25-Sep-23 12:38:18	5000	Arlington	AVE	Kensington	E155
31	0023113397	25-Sep-23 20:01:37	611X	Camelot	CT	Kensington	E155
32	0023113616	26-Sep-23 11:04:04	412	Yale	AVE	Kensington	E155
33	0023113823	26-Sep-23 18:56:21	321	Cowper	AVE	Kensington	E155
34	0023114201	27-Sep-23 16:29:14	321	Stratford	RD	Kensington	E151
35	0023114397	28-Sep-23 05:04:32	733	Amherst	AVE	Kensington	E155
36	0023115392	30-Sep-23 10:32:07	550	Norwood	AVE	Kensington	E155
37	0023115458	30-Sep-23 13:09:01	321	Beloit	AVE	Kensington	E155

**E55 Responses
September 2023**

#	Incident	Date	Type	Street	Type	City	Apparatus
1	0023103452	01-Sep-23 22:44:16	321	Trinity	AVE	Kensington	E155
2	0023103585	02-Sep-23 11:03:11	622	Moeser	LN	El Cerrito	E155
3	0023103591	02-Sep-23 11:22:12	611X	Fairmount	AVE	El Cerrito	E155
4	0023103954	03-Sep-23 10:19:36	542	Rincon	RD	Kensington	E155
5	0023104312	04-Sep-23 06:32:29	651	Eureka	AVE	El Cerrito	E155
6	0023104312	04-Sep-23 06:32:29	651	Eureka	AVE	El Cerrito	E155
7	0023104409	04-Sep-23 11:28:04	542	Rincon	RD	Kensington	E155
8	0023104629	04-Sep-23 21:00:36	5000	Arlington	AVE	Kensington	E155
9	0023104660	04-Sep-23 22:40:24	321	Amherst	AVE	Kensington	E155
10	0023104801	05-Sep-23 09:33:17	522	Seaview	DR	El Cerrito	E155
11	0023104930	05-Sep-23 14:31:38	611M	Arlington	BLVD	El Cerrito	E155
12	0023105322	06-Sep-23 13:48:12	550	Portola	DR	El Cerrito	E155
13	0023105540	07-Sep-23 04:57:51	321	Amherst	AVE	Kensington	E155
14	0023105691	07-Sep-23 13:53:50	554	Portola	DR	El Cerrito	E155
15	0023105809	07-Sep-23 20:04:27	611M	Wildcat Canyon	RD	**UNDEFINED	E155
16	0023105881	07-Sep-23 22:55:33	700	Cambridge	AVE	Kensington	E155
17	0023105895	07-Sep-23 23:50:06	321	Shevlin	DR	El Cerrito	E155
18	0023106027	08-Sep-23 10:30:54	733	San Carlos	AVE	El Cerrito	E155
19	0023106033	08-Sep-23 10:53:23	444	Terrace	DR	El Cerrito	E155
20	0023106051	08-Sep-23 11:49:41	611U	Fairmount	AVE	El Cerrito	E155
21	0023106183	08-Sep-23 16:49:51	323	Terrace	DR	El Cerrito	E155
22	0023106326	08-Sep-23 23:31:03	321	Lenox	RD	Kensington	E155
23	0023106557	09-Sep-23 12:45:05	321	Ocean View	AVE	Kensington	E155
24	0023106977	10-Sep-23 14:26:21	611	San Pablo	AVE	El Cerrito	E155
25	0023107309	11-Sep-23 08:44:31	321	Highgate	RD	Kensington	E155
26	0023107338	11-Sep-23 09:55:34	611	Sunset	TER	Kensington	E155
27	0023107355	11-Sep-23 10:49:00	321	Sunset	TER	Kensington	E155
28	0023107423	11-Sep-23 13:35:59	600	Carlson	BLVD	El Cerrito	E155
29	0023108373	13-Sep-23 17:39:34	321	0-0 Central Park	DR	Kensington	E155
30	0023108704	14-Sep-23 13:12:08	321	Colusa	AVE	El Cerrito	E155
31	0023108840	14-Sep-23 19:16:39	412	Contra Costa	DR	El Cerrito	E155
32	0023109065	15-Sep-23 10:11:39	321	Terrace	DR	El Cerrito	E155
33	0023109411	16-Sep-23 03:50:23	554	Moeser	LN	El Cerrito	E155

**E55 Responses
September 2023**

34	0023109451	16-Sep-23 07:44:05	554	Amherst	AVE	Kensington	E155
35	0023109474	16-Sep-23 09:31:26	611	Carlson	BLVD	El Cerrito	E155
36	0023109484	16-Sep-23 09:52:25	321	Norwood	AVE	Kensington	E155
37	0023109592	16-Sep-23 15:25:27	321	Bates	AVE	El Cerrito	E155
38	0023109781	17-Sep-23 01:28:34	5000	Moeser	LN	El Cerrito	E155
39	0023110649	19-Sep-23 08:53:09	412	Yale	AVE	Kensington	E155
40	0023110803	19-Sep-23 15:12:36	651	Contra Costa	DR	El Cerrito	E155
41	0023110817	19-Sep-23 15:42:46	554	Edgecroft	RD	Kensington	E155
42	0023110932	19-Sep-23 20:56:43	700	Norwood	AVE	Kensington	E155
43	0023111230	20-Sep-23 15:56:36	321	Highland	BLVD	Kensington	E155
44	0023111482	21-Sep-23 09:06:52	554	Oberlin	AVE	Kensington	E155
45	0023111680	21-Sep-23 16:01:14	321	Coventry	RD	Kensington	E155
46	0023111990	22-Sep-23 10:40:33	511	Waldo	AVE	El Cerrito	E155
47	0023112138	22-Sep-23 16:10:59	321	Cabrillo	ST	El Cerrito	E155
48	0023112159	22-Sep-23 16:45:34	554	Leneve	PL	El Cerrito	E155
49	0023112200	22-Sep-23 18:32:39	321	Los Altos	DR	Kensington	E155
50	0023112851	24-Sep-23 10:38:38	5000	Richardson	RD	Kensington	E155
51	0023112857	24-Sep-23 11:21:44	400	Los Altos	DR	Kensington	E155
52	0023113052	24-Sep-23 23:09:24	321	Villa Nueva	DR	El Cerrito	E155
53	0023113236	25-Sep-23 12:38:18	5000	Arlington	AVE	Kensington	E155
54	0023113305	25-Sep-23 15:29:20	321	Cutting	BLVD	El Cerrito	E155
55	0023113397	25-Sep-23 20:01:37	611X	Camelot	CT	Kensington	E155
56	0023113602	26-Sep-23 10:38:40	321	Contra Costa	DR	El Cerrito	E155
57	0023113616	26-Sep-23 11:04:04	412	Yale	AVE	Kensington	E155
58	0023113766	26-Sep-23 16:21:56	5000	Central	AVE	El Cerrito	E155
59	0023113823	26-Sep-23 18:56:21	321	Cowper	AVE	Kensington	E155
60	0023113926	27-Sep-23 00:09:38	321	Terrace	DR	El Cerrito	E155
61	0023114397	28-Sep-23 05:04:32	733	Amherst	AVE	Kensington	E155
62	0023114439	28-Sep-23 08:25:33	611X	San Pablo	AVE	El Cerrito	E155
63	0023115258	29-Sep-23 23:50:10	550	Don Carol	DR	El Cerrito	E155
64	0023115392	30-Sep-23 10:32:07	550	Norwood	AVE	Kensington	E155
65	0023115458	30-Sep-23 13:09:01	321	Beloit	AVE	Kensington	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 : 10/18/2023
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	10/1/2023	Fire Protection Services 10/01/2023	7840	2328						352,043.49
50390	CWS	9/30/2023	PSB Renovation Hard Costs	7847	2310				App 011		323,110.20
50180	Mack5	7/31/2023	PSB Renovation Soft Costs	7847	2310	(missed orig emailed inv)			5545		20,160.00
50180	Mack5	9/30/2023	PSB Renovation Soft Costs	7847	2310				5601		22,428.75
50147	KFPD Revolving Fund	10/18/2023	Reimburse Revolving fund	7840	2490						63,705.45
TOTAL											781,447.89

Kensington FPD Approval

 Board President

 General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 October 18, 2023

Transactions:

Payee	Date	Expenses	Description
VSP	09/01/2023	\$ 323.10	VSP Payment
Copy Central	09/05/2023	\$ 135.01	Printing - Finance Committee Pkts
Google	09/05/2023	\$ 388.80	Email Service
M Morris-Mayorga/Candace Eros-Diaz	09/07/2023	\$ 5,679.09	Payroll
Fed/State	09/07/2023	\$ 2,667.64	Payroll Tax Withholding
Heartland Payroll	09/07/2023	\$ 104.53	Payroll Processing Fee
CalPERS	09/08/2023	\$ 3,522.61	Retiree Health
State Comp Insurance Fund	09/12/2023	\$ 864.72	Workers Comp Insurance
Copy Central	09/20/2023	\$ 223.26	Printing - BOD Pkts
Vistaprint	09/21/2023	\$ 271.82	EPC Printing
Official Payment Web Pmts	09/21/2023	\$ 3.00	PSB Renovation - Building Permit Fees
Contra Costa Payment	09/21/2023	\$ 220.00	PSB Renovation - Building Permit Fees
PG&E	09/21/2023	\$ 10.18	Gas Service
M Morris-Mayorga/Candace Eros-Diaz	09/22/2023	\$ 5,598.13	Payroll
Fed/State	09/22/2023	\$ 2,861.55	Payroll Tax Withholding
Heartland Payroll	09/22/2023	\$ 104.53	Payroll Processing Fee
Comcast	09/25/2023	\$ 201.60	Internet
East Bay Sanitary	09/26/2023	\$ 515.52	Disposal Services
State Comp Insurance Fund	09/27/2023	\$ 2,170.01	Workers Comp Insurance
Mailstream	09/29/2023	\$ 710.07	EPC Postage
PG&E	09/29/2023	\$ 377.43	Electric Service
Zoom	09/06/2023	\$ 140.00	Zoom Payment
Hulu	09/19/2023	\$ 69.99	Monthly TV Subscription for Temp Facility
CrashPlan	09/20/2023	\$ 9.99	Monthly Payment for Cloud Backup
Comcast	09/20/2023	\$ 201.90	Internet
Ooma, Inc	09/22/2023	\$ 81.58	Office Telephone
James Art (Check #995243)	09/06/2023	\$ 1,445.19	Fire Protection Engineer Review Services
Kel-Aire (Check #995260)	09/01/2023	\$ 876.06	Maintenance
Contra Costa Dept of Info Tech (Check #995262)	09/05/2023	\$ 40.01	Telecomm Services
Contra Costa County Auditor-Controller (Check #995263)	09/05/2023	\$ 2,017.59	FY 2023-2024 CCC Auditor Charges
Contra Costa Dept of Info Tech (Check #995265)	09/05/2023	\$ 120.03	Telecomm Services
KPPCSD (Check \$995266)	09/15/2023	\$ 2,438.55	Temp Facility Sublet
Marjang Architecture (Check #995267)	09/06/2023	\$ 16,148.91	PSB Architect
Mailstream (Check #995268)	09/21/2023	\$ 3,438.70	Postage
NHA Advisors (Check #995269)	09/19/2023	\$ 750.00	Continuing Annual Disclosure on Bldg loan
Altivu (Check #995270)	09/07/2023	\$ 8,974.35	Emergency Prep Coordinator
Net Withdrawals for Replenishment		\$ 63,705.45	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 63,705.45	

Board President _____ Date

General Manager _____ Date

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of September 30, 2023**

Current Cash and Investments

Cash Balance		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	168,766.14	Balance as of 9/30/2023
General Fund	4,247,597.97	Balance as of 9/30/2023, Pending Reconciliations
Special Tax Fund	415.72	Balance as of 9/30/2023, Pending Reconciliations
Capital Fund	1,906,679.49	Balance as of 9/30/2023, Pending Reconciliations
Total Cash Balance	6,323,659.32	
Investments		
LAIF Balance	2,524,989.81	Balance as of 9/30/2023, Pending Reconciliations
Total Investments	2,524,989.81	
Total Current Cash and Investments	8,848,649.13	

Kensington Fire Protection District

Balance Sheet

As of September 30, 2023

10/17/23

Accrual Basis

	Sep 30, 23	Sep 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Petty Cash	200.00	200.00	0.00
KFPD Revolving Acct - Gen Fund	190,896.98	140,927.43	49,969.55
General Fund	4,247,597.97	1,875,079.47	2,372,518.50
Special Tax Fund	415.72	7,674.95	-7,259.23
Capital Fund	1,906,679.49	1,337,169.63	569,509.86
Total Checking/Savings	6,345,790.16	3,361,051.48	2,984,738.68
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.	3,887.34	2,527.26	1,360.08
Prepaid CERBT - Retiree Trust	745,105.48	745,105.48	0.00
Investments			
LAIF Balance	2,524,989.81	0.00	2,524,989.81
Capital Replacement Funds	0.00	1,949,062.95	-1,949,062.95
Fire Protect. Contract Reserves	0.00	3,018,509.96	-3,018,509.96
E/C Contract Recon Reserves	0.00	409,043.34	-409,043.34
Investments - Other	0.00	13,340.88	-13,340.88
Total Investments	2,524,989.81	5,389,957.13	-2,864,967.32
Total Other Current Assets	3,273,982.63	6,137,589.94	-2,863,607.31
Total Current Assets	14,843,641.41	14,295,762.39	547,879.02
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	1,039,646.59	571,655.85	467,990.74
PSB Renovation Hard Cost	2,083,897.81	0.00	2,083,897.81
Temp Facility - Soft Costs	261,739.37	133,507.82	128,231.55
Temp Facilities - Hard Costs	600,096.82	5,684.00	594,412.82
Temp Facilities - Lot Rental	15,100.00	3,250.00	11,850.00
Temp Facilities - Modular	39,711.20	0.00	39,711.20
Temp Facilities - Admin Sublet	31,701.15	4,877.10	26,824.05
Temp Facilities - Relocation	35,999.58	0.00	35,999.58
Fire Engine Type I	0.00	104.40	-104.40
Firefighters Qtrs/Equip	0.00	210.00	-210.00
Total Current Capital Outlay	4,107,892.52	719,289.17	3,388,603.35
Total Fixed Assets	6,045,514.79	2,830,584.38	3,214,930.41
TOTAL ASSETS	20,889,156.20	17,126,346.77	3,762,809.43
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Due to Revolving Acct - Gen Fnd	900,896.45	71,911.36	828,985.09
Due to Other - Issued by CCC	55,699.86	16,517.69	39,182.17
Accounts Payable	1,605.34	1,605.34	0.00
Total Accounts Payable	958,201.65	90,034.39	868,167.26

Kensington Fire Protection District Balance Sheet

10/17/23

Accrual Basis

As of September 30, 2023

	Sep 30, 23	Sep 30, 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	2,638,907.28	231,279.39	2,407,627.89
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	2,872,388.81	464,760.92	2,407,627.89
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	3,990,927.76	3,589,532.71	401,395.05
Total Equity	18,016,767.39	16,661,585.85	1,355,181.54
TOTAL LIABILITIES & EQUITY	20,889,156.20	17,126,346.77	3,762,809.43

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

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	4,950,253.38	5,475,048.00	-524,794.62	90.42%
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	194.68	216,110.00	-215,915.32	0.09%
CERBT Reimbursement	0.00	68,000.00	-68,000.00	0.0%
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
Total Income	<u>5,151,607.82</u>	<u>5,990,208.00</u>	<u>-838,600.18</u>	<u>86.0%</u>
Expense				
Staff				
Wages	40,323.35	163,191.00	-122,867.65	24.71%
Vacation/Holiday/Sick 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	992.53	13,820.00	-12,827.47	7.18%
Workers Compensation/Life Ins	3,034.73	3,500.00	-465.27	86.71%
Payroll Processing	645.34	2,545.00	-1,899.66	25.36%
Total Staff	<u>44,995.95</u>	<u>199,205.00</u>	<u>-154,209.05</u>	<u>22.59%</u>
RETIREE MEDICAL BENEFITS				
PERS Medical	7,887.94	52,000.00	-44,112.06	15.17%
Delta Dental	1,897.58	12,000.00	-10,102.42	15.81%
Vision Care	646.20	4,000.00	-3,353.80	16.16%
CalPERS Settlement	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	<u>10,431.72</u>	<u>68,000.00</u>	<u>-57,568.28</u>	<u>15.34%</u>
OUTSIDE PROFESSIONAL SERVICES				
Operational Consultant	0.00	5,000.00	-5,000.00	0.0%
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	17,932.29	108,356.00	-90,423.71	16.55%
Accounting	3,000.00	37,080.00	-34,080.00	8.09%
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	4,562.79	39,520.00	-34,957.21	11.55%
EI Cerrito Contract Fee	1,036,742.04	4,146,968.00	-3,110,225.96	25.0%
EI Cerrito Reconciliation(s)	19,388.49	77,554.00	-58,165.51	25.0%
IT Services and Equipment	875.00	2,500.00	-1,625.00	35.0%
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	153.16	21,697.00	-21,543.84	0.71%
LAFCO Fees	0.00	2,100.00	-2,100.00	0.0%

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

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Legal Fees	0.00	20,600.00	-20,600.00	0.0%
PSB Consultant	0.00	0.00	0.00	0.0%
Recruitment	3,750.00	14,925.00	-11,175.00	25.13%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	0.00	3,120.00	-3,120.00	0.0%
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	1,090,336.47	4,549,968.00	-3,459,631.53	23.96%
COMMUNITY SERVICE ACTIVITIES				
Replanting Grants	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	970.50	5,500.00	-4,529.50	17.65%
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	3,477.83	63,120.00	-59,642.17	5.51%
DISTRICT ACTIVITIES				
Professional Development	1,066.96	5,000.00	-3,933.04	21.34%
Office				
Office Equipment	0.00	5,000.00	-5,000.00	0.0%
Office Expense	2,034.57	58,000.00	-55,965.43	3.51%
Office Supplies	0.00	1,030.00	-1,030.00	0.0%
Telephone	273.29	8,240.00	-7,966.71	3.32%
Office- Other	0.00	515.00	-515.00	0.0%
Office - Other	0.00	0.00	0.00	0.0%
Total Office	2,307.86	72,785.00	-70,477.14	3.17%
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	2,202.51	9,500.00	-7,297.49	23.18%
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 September 2023

	<u>Jul - Sep 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Building Utilities/Service				
Gas and Electric	1,154.12	14,300.00	-13,145.88	8.07%
Water/Sewer	2,275.57	4,120.00	-1,844.43	55.23%
Building Utilities/Service - Other	1,241.01	3,940.00	-2,698.99	31.5%
Total Building Utilities/Service	<u>4,670.70</u>	<u>22,360.00</u>	<u>-17,689.30</u>	<u>20.89%</u>
Total DISTRICT ACTIVITIES	11,438.09	125,045.00	-113,606.91	9.15%
Contingency	0.00	20,000.00	-20,000.00	0.0%
Total Expense	<u>1,160,680.06</u>	<u>5,025,338.00</u>	<u>-3,864,657.94</u>	<u>23.1%</u>
Net Ordinary Income	3,990,927.76	964,870.00	3,026,057.76	413.62%
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>3,990,927.76</u></u>	<u><u>964,870.00</u></u>	<u><u>3,026,057.76</u></u>	<u><u>413.62%</u></u>

Kensington Fire Protection District

Profit & Loss

July through September 2023

10/17/23

Accrual Basis

	Jul - Sep 23	Jul - Sep 22	\$ Change
Ordinary Income/Expense			
Income			
Property Taxes	4,950,253.38	4,528,876.89	421,376.49
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	194.68	12,631.00	-12,436.32
CERBT Reimbursement	0.00	18,088.02	-18,088.02
Miscellaneous Income	0.00	163.18	-163.18
Total Income	5,151,607.82	4,763,246.04	388,361.78
Expense			
Staff			
Wages	40,323.35	26,649.00	13,674.35
Vacation Wages	0.00	2,700.00	-2,700.00
Medical/dental ins compensation	0.00	2,000.00	-2,000.00
Payroll Taxes	992.53	2,398.20	-1,405.67
Workers Compensation/Life Ins	3,034.73	1,760.33	1,274.40
Payroll Processing	645.34	563.16	82.18
Total Staff	44,995.95	36,070.69	8,925.26
RETIREE MEDICAL BENEFITS			
PERS Medical	7,887.94	11,404.71	-3,516.77
Delta Dental	1,897.58	2,846.37	-948.79
Vision Care	646.20	969.30	-323.10
Total RETIREE MEDICAL BENEFITS	10,431.72	15,220.38	-4,788.66
OUTSIDE PROFESSIONAL SERVICES			
Crime Insurance Policy	153.16	229.74	-76.58
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	17,932.29	26,299.98	-8,367.69
Accounting	3,000.00	9,000.00	-6,000.00
Contra Costa County Expenses	4,562.79	21,302.00	-16,739.21
EI Cerrito Contract Fee	1,036,742.04	960,870.77	75,871.27
EI Cerrito Reconciliation(s)	19,388.49	30,791.27	-11,402.78
IT Services and Equipment	875.00	750.00	125.00
Fire Engineer Plan Review	0.00	640.00	-640.00
Legal Fees	0.00	8,281.44	-8,281.44
Recruitment	3,750.00	0.00	3,750.00
Website Development/Maintenance	0.00	780.00	-780.00
Wildland Vegetation Mgmt	0.00	2,500.00	-2,500.00
Total OUTSIDE PROFESSIONAL SERVICES	1,090,336.47	1,064,607.70	25,728.77
COMMUNITY SERVICE ACTIVITIES			
Public Education	2,507.33	7,167.12	-4,659.79
Community Shredder	970.50	616.51	353.99
Total COMMUNITY SERVICE ACTIVITIES	3,477.83	7,783.63	-4,305.80
DISTRICT ACTIVITIES			
Professional Development	1,066.96	595.00	471.96
Office			
Internet	807.00	556.20	250.80
Office Expense	1,227.57	1,147.59	79.98
Telephone	273.29	4,282.56	-4,009.27
Total Office	2,307.86	5,986.35	-3,678.49
Firefighter's Apparel & PPE	0.00	1,264.02	-1,264.02
Firefighters' Expenses	0.00	28,581.68	-28,581.68
Memberships	2,202.51	575.00	1,627.51

Kensington Fire Protection District

Profit & Loss

July through September 2023

10/17/23

Accrual Basis

	Jul - Sep 23	Jul - Sep 22	\$ Change
Building Maintenance			
Janitorial Service	0.00	604.68	-604.68
Miscellaneous Maint.	1,190.06	9,199.70	-8,009.64
Total Building Maintenance	1,190.06	9,804.38	-8,614.32
Building Utilities/Service			
Refuse Collection	1,031.04	0.00	1,031.04
Gas and Electric	1,154.12	3,189.08	-2,034.96
Water/Sewer	2,275.57	35.42	2,240.15
Building Utilities/Service - Other	209.97	0.00	209.97
Total Building Utilities/Service	4,670.70	3,224.50	1,446.20
Total DISTRICT ACTIVITIES	11,438.09	50,030.93	-38,592.84
Total Expense	1,160,680.06	1,173,713.33	-13,033.27
Net Ordinary Income	3,990,927.76	3,589,532.71	401,395.05
Net Income	3,990,927.76	3,589,532.71	401,395.05



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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Agenda Item 5

DATE: Oct 18, 2023

TO: Mary Morris-Mayorga: General Manager

FROM: Eric Saylor: Fire Chief

RE: Fire Chief's Report for the October 2023 Fire District Board Meeting

Administration

- The El Cerrito/Kensington Fire Department (ECKFD) continues to partner with Lamorinda Community Emergency Response Team (CERT) for fall and winter training sessions, providing training for our community for a standard resident fee of \$40.

Operations

- On September 1st, OES 413 swapped out crews for the Smith River Complex Fire in Northern CA. Captain/Paramedic Hoyer-Nielsen, Engineer Dawson, Engineer Stroud, and Firefighter Arechiga led by Strike Team Leader/Battalion Chief Castrejon.



- On September 12th, Engine 51 responded to a bicycle accident on Moeser Lane this morning. Helicopter evacuation for the trauma patient was activated.



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- On September 22nd, Engine 51 B shift (Acting Captain Dawson, Engineer Janes and FF/Paramedic Van Wyck) responded to Cutting Blvd at the Ohlone Trail for a vehicle vs. bicyclist. The patient sustained major injuries and was flown to John Muir Hospital trauma center for treatment.



Citizen Engagement

- On September 13th, More than 50 residents from Wildcat Firewise (El Cerrito and Kensington) joined El Cerrito-Kensington Firefighters from Station 55 on a walk to identify wildfire risks and learn how residents can harden their homes, create defensible space, and be prepared for evacuations.



- On September 15th, Engine 51 (Captain/Paramedic Ciappara, Engineer Dawson and Firefighter Ferreira-Clifton), participated in the Grandparents Day celebration at El Cerrito Royale.



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- El Cerrito-Kensington Fire Department and Richmond Fire during a demonstration at this weekend's Tri-City Safety Day at the El Cerrito Plaza.



- 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



KENSINGTON FIRE PROTECTION DISTRICT

Agenda Item 6

DATE: October 18, 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

- N/A

2. District Communications/ Publications

- 9/14/2023 Nextdoor Outdoor Warning System Test
- 9/19/2023 Nextdoor Alert Shelter In Place
- 9/19/2023 Nextdoor Gas Leak Contained- Register for Alerts
- 9/19/2023 Facebook Air Quality Report
- 9/20/2023 Facebook KRON Gas Leak All Clear
- 9/20/2023 Nextdoor Shredding Event Announcement
- 9/20/2023 Nextdoor Tri-City Safety Day
- 10/7/2023 Nextdoor The Fire Plug Posted Online
- Fire Plug Fall 2023 Edition
- National Preparedness Month Campaign
- November Outlook Article & Safety Scenario

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 inquires.
- Ongoing Kensington Firewise Support and Coordination
- Liaise with Kensington Hilltop to relay concerns of vegetation wildfire risk
- Shredding Event Logistics for 10.28
- Design and produce signage for Shredding Event
- Coordinate and confirm with CalFire for Subdivision Inspection on Purdue
- Measure X Fund Application Information updated to KFPD website.
- Compose and coordinate printing and distribution of Fire Plug Fall Edition

4. Meetings

- 9/20/2023 KFPD Monthly Board Meeting
- 9/19/2023 Genasys Huddle
- 9/28/2023 KFPD Emergency Preparedness Meeting

April 19, 2023

Emergency Preparedness Coordinator's Report

- 9/28/2023 Emergency Management Concepts
- 10/3/2023 Genasys Huddle
- 10/4/2023 SCC Recovery From Disasters Santa Clara County EOC
- 10/11/2023 KFPD/ConFire Coordinator Touch Point re: Measure X
- 10/13/2023 Kensington Firewise Updates



Agenda item: Pause KFPD activities related to issuing an RFP for the fiscal analysis of the proposed “reorganization”. (Discussion and possible board action.)

Purpose: Allow the KFPD board at its next meeting to discuss topics and questions that have not previously been deliberated by the KFPD board, to include but not limited to:

1. Brainstorming, and determining, from the perspective of the Kensington Fire Protection District, what is the “Statement of the Problem” to frame the RFP, relative to the delivery of the KFPD’s mission-critical fire protection and emergency medical services.
2. Reviewing and discussing adopted LAFCO Municipal Service Review (MSR) options and recommendations for KPPCSD and KFPD that were not previously disclosed by the committee to the full board or to the public.
3. Discussing proposed updates to the DRAFT “Request for Fiscal Analysis” from KFPD board members Stein and Watt. (See, attached feedback from Directors Watt and Stein.)
4. Considering policy and operational items of concern that may be too detailed to include in the RFP, potentially by asking the KFPD General Manager to investigate and provide analysis or updates to the KFPD at a future KFPD board meeting.
5. Reviewing and discussing fire protection and emergency medical service delivery models for neighboring Bay Area communities located in hazard zones similar to or identical to Kensington.

1. Feedback (Jim Watt):

The proposed financial analysis is broken down by three objectives. The following need to be modified before the two boards proceed with considering consolidation.

Objective I - A 5-year forecast is critical, but that forecast should be undertaken beforehand by the KPPCSD, their general manager and any consultants - like Bill Zenoni. The 5-year financial forecast should be adopted by the full board in a public meeting. The forecast should provide realistic estimates of a permanent 2,000 sq. ft. Kensington police facility constructed to meet seismic safety codes with parking for 7 police cars, staff and a handicap visitor. These estimates should be broken out by land acquisition, seismic studies, architectural services, site preparation, construction, FF&E, other necessary consultants and county approvals. Any costs for a new police facility exceeding available cash should carry financing at 7% interest (probably payable over 30 years) with annual debt service included in KPPCSD's 5-year budget - probably starting in the 4th year.

Objective II - This analysis should cover the cost/benefits of combining the two districts assuming mostly full time personnel with PERS benefits. Reserve set-asides should include 6 months reserves for El Cerrito fire services, reserves for fire engine and battalion chief vehicles (i.e. rolling stock) replacement; KPPCSD liquid cash reserves for officer and staff payroll until the county distributes property taxes in December; and reserves for Bay View use.

Objective III - The final analysis prepared by the consultant should be presented separately to each board for their review and approval. If approved by both boards, other necessary steps toward reorganization/consolidation, including development of the proposal to LAFCO for delivery of services, could proceed.

2. Feedback (Julie Stein):

- A. On the Fiscal Analysis RFP.
- B. On relevant policy and operational issues that the KFPD General Manager could investigate separately and inform the KFPD Board.

A. Feedback on the Fiscal Analysis RFP:

1. Please add a “STATEMENT OF THE PROBLEM” to frame this analysis, which will add context and clarity to the purpose of seeking the analysis.
2. Please fully disclose **all** LAFCO recommendations or options cited from every Municipal Service Review that it has conducted and formally adopted that involves or references KFPD or KPPCSD. (See, Appendix A for a summary of all adopted MSR options and recommendations and Appendix B for source document links.)
 - Alternatively, do not reference **any** LAFCO recommendations as grounds for doing this analysis.
3. Ideally, to be objective and standardized, consider indicating that the fiscal analysis should encompass the standard and usual fiscal parameters in any LAFCO-commissioned MSR and include an assessment of the “before and after” impact of reorganization, both annually and per capita, on delivery of mission-critical services.
 - The districts exist solely for the purpose of delivering mission-critical services.
4. The period used in the fiscal analysis could be set at the discretion of the proposer, perhaps ranging from five to ten years (“analysis period”). The range of the analysis period is due to the largely undeveloped and costly tasks facing the KPPCSD to identify and potentially purchase a permanent location for the Kensington Police Department within Kensington’s physical boundaries, and to conduct all relevant studies associated with financing, building, or leasing an appropriate seismically compliant structure at that location or at a location within KPPCSD property.

5. Comments on the Objectives

Objective 1 – Conduct a Fiscal Analysis of the KPPCSD and the KFPD.

- The following should be **required** and not listed as an “e.g.”: The projected cost of KPPCSD’s requirement to secure a permanent police station located in Kensington to deliver police protection services to Kensington residents.
- The proposer should include an assessment or overview of prior MSR recommendations in their report as to whether they remain relevant or viable options for consideration noting potential implications as warranted.
- For each district, provide a full accounting and disclosure of the CalPERS and OPEB obligations and liabilities for the past and the future during the analysis period, including existing or required OPEB trusts and OPEB obligation estimates, and any unfunded accrued past and future pension liabilities.

- Given that the RFP already asks the proposer to analyze the cost of providing a permanent location in Kensington for the police department, consider adding:
 - “An assessment of the opportunity cost versus benefit to both Districts, individually and combined, for:
 - a) the KPPCSD using its own assets of buildings and land versus purchasing land and procuring a new structure; or
 - b) the KPD sharing space in the Kensington Public Safety Building.”

Objective II – No comment.

Objective III – Prepare a Report and Present the Fiscal Analysis.

- Amend to request that the selected consultant will present the report separately to each board of the KPPCSD and KFPD and then, upon acceptance by each district board, to the public at a Public Townhall Meeting to be facilitated by the General Managers of each district.

B. Feedback on relevant policy and operational issues that the KFPD General Manager could investigate separately and report back to the KFPD Board:

1. The impact on the current and potential combined district of the KPPCSD’s recent policy decision to pursue withdrawal of its property tax revenue from the County in order to manage its revenue and financial transactions locally, including the impact on:
 - a. Whether the KPPCSD will still be included in the Teeter Plan, and
 - b. The cost of staffing for the KPPCSD to assume local administration of the finance functions that had been performed by the County, and
 - c. Any increased level of engagement of KPPCSD board members to implement local administration of district financial drawdowns from the County and regular payments for payroll and contracts, and
 - d. The impact on the level of cash reserves required to ensure year-round liquidity of the KPPCSD in a locally managed cash basis fiscal plan, and
 - e. Any impact on the overall management of fiscal risk when the KPPCSD withdraws its funds from the County, and
 - f. An assessment of how, under reorganization, this would impact the management of the dissolved KFPD funds that would be inherited by the KPPCSD and, in particular, the security to be able to pay the significant monthly obligation for the El Cerrito contract fee when other unexpected or competing urgent payments arise.

2. An assessment of whether there will be a continued need for a KPPCSD Gann Appropriations Limit Ballot Initiative and how that would impact the spending limit for the funds that KPPCSD will inherit if the KFPD is dissolved:
 - The KPPCSD has placed an initiative on the ballot every four years since the early 1980's to increase the Gann Appropriations Limit, i.e., its per-person spending limit. Passage of each initiative has been deemed by the KPPCSD in its financial reports to be essential to the future viability of the District.
 - July 14, 2022 (Anthony Constantouros, Interim General Manager on Measure I): "If the measure should pass, it will set the District's appropriations limit through fiscal year 2026- 2027. **If the measure should fail the District will not be able to fully fund its operations.**"
 - The KFPD, as a financially viable independent special district, has never required a ballot initiative for an increase in its Gann Appropriations Limit.
 - See, below, for background on the recent KPPCSD Ballot Initiative (Measure I, November 2022 General Election):
 - ⇒ <https://www.kppcsd.org/files/11e5c407c/Item+04+Election+to+Establish+Appropriations+Limit.pdf>
 - ⇒ <https://votersedge.org/ca/en/election/2022-11-08/contra-costa-county/kensington-police-protection-and-community-services-district/measure/measure-i>

3. If feasible, an assessment of the borrowing capacity of each district individually assuming existing revenues and taxes, and whether a combined district would be fiscally stronger as a prospective borrower and be able to take on greater future borrowing than the total of what the two existing districts could take on as separate entities. (This is a question that a resident asked to be addressed.)

Appendix A: Summary of all MSRS conducted by LAFCO that reference KPPCSD or KFPD

To my knowledge, the six Municipal Service Reviews (MSRs) that include or reference the KFPD or KPPCSD during the period from August 2009 to June 2021 are listed below with a summary of the recommendations related to reorganization: (See, Appendix B for links to source documents.)

June 9, 2021: Final Parks and Recreation MSR (Second Round) (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: None.

June 12, 2019: "City Services" MSR & SOI Study (2nd Round) (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: None.

August 10, 2016: Fire/EMS MSR (2nd Round) (KFPD)

- Findings on governance structure, service delivery, or consolidation: None.

August 10, 2011: Law Enforcement Services MSR (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: The status quo should remain.
 1. The consolidation of Kensington Fire Protection District (KFPD) and Kensington Police Protection and Community Services District (KPPCSD) was identified in two previous LAFCO MSRs, i.e., in 2009. At the time, the KPPCSD was having significant fiscal issues. Subsequently, KPPCSD successfully passed a special tax to remedy (at least in the short-term) their fiscal crisis. Consolidation of these two districts is still a governance/boundary option. However, until such time as the residents of Kensington are unwilling to fund high-level police and fire protection services, the status quo should remain.

November 18, 2009: West County Sub-Regional MSR (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: (summary)
 1. Annexation [of KPPCSD] into the City of El Cerrito could provide further options for maintaining future levels of service in light of the District's revenue constraints.
 2. Consolidation of KFPD with the KPPCSD is an option identified in the Fire and Emergency Medical Service Providers MSR (August 2009). Consolidation of KFPD with KPPCSD could streamline local government, and offer cost saving opportunities to the community by providing more options on allocating local property tax dollars spent on fire, emergency medical services, law enforcement, and other services.
 - a. It is likely that the property tax collected by the KFPD would be transferred to the KPPCSD, should those districts be combined. Further, it is likely that if the KPPCSD were to begin providing fire protection services after such a combination, its KPPCSD Board of Directors probably would have the authority to allocate those transferred revenues in its sole discretion. Restriction of the use of such revenues exclusively for fire protection purposes might be accomplished by the formation of a zone within the CSD or by special legislation.
 3. For the [KPPCS] District to explore future contracts for service provision by other agencies; for instance, contracting police services to the City of El Cerrito.

August 12, 2009: Fire and Emergency Medical Services MSR (KFPD)

- Findings on governance structure, service delivery, or consolidation: (summary)

1. Annexation of territory served by KFPD at the EBMUD reservoir is a government structure option. The affected area is in a very high fire hazard severity zone.
2. Consolidation of KFPD with the Kensington Community Services District (KCSD) is an option. Consolidation of KFPD with KCSD would streamline local government. Currently, KCSD is reported to face financing challenges in delivering adequate law enforcement services to the community. Consolidation would offer opportunities to the community in exercising greater control over the share of local property tax dollars spent on fire, EMS, law enforcement and other services.
3. Consolidation among west county fire providers is an option to improve the efficiency of service areas, promote facility-sharing and improve service levels. This option has been entertained in the past, but encountered opposition from the cities of Richmond and El Cerrito.

Appendix B: Municipal Service Review (MSR) Source Document links

June 9, 2021: Final Parks and Recreation MSR (Second Round) (KPPCSD)

https://www.contracostalafco.org/municipal_service_reviews/parks-and-recreation-services/Final%20Parks%20and%20Recreation%20Services%20MSR%20-%20June%202021.pdf

June 12, 2019: "City Services" MSR & SOI Study (2nd Round) (KPPCSD)

https://www.contracostalafco.org/municipal_service_reviews/City-Services/City%20Services%20MSR%20Final%20Adopted.pdf

August 10, 2016: Fire/EMS MSR (2nd Round) (KFPD)

https://www.contracostalafco.org/municipal_service_reviews/fire_and_emergency_medical_services/FireEMS%20MSR%20Final%20Report%20with%20Attachments%208-10-16.pdf

August 10, 2011: Law Enforcement Services MSR (KPPCSD)

https://www.contracostalafco.org/municipal_service_reviews/law_enforcement/Final%20Law%20Enforcement%20MSR.pdf

November 18, 2009: West County Sub-Regional MSR (KPPCSD)

https://www.contracostalafco.org/municipal_service_reviews/west_county_sub-regional/WestCountySubregionalMSR_Final.pdf

August 12, 2009: Fire and Emergency Medical Services MSR (KFPD)

https://www.contracostalafco.org/municipal_service_reviews/fire_and_emergency_medical_services/CoCo%20Fire%20MSR%20Master%20-%20FINAL.pdf



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 18, 2023
TO: Board of Directors
RE: Updated RFP for Fiscal Analysis Evaluating Reorganization
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board take the following actions on the Request for Proposals (RFP) for Fiscal Analysis Evaluating Reorganization:

- Discuss and consider the updated RFP;
- Approve Issuance of the RFP (which may also require approval by the KPPCSD for updates); and/or
- Provide staff direction for any follow-up needed.

Background

There has been discussion on the potential for the Kensington Fire Protection District (KFPD) and Kensington Police Protection Community Services District (KPPCSD) to consolidate or reorganize for years. Agencies consolidate for a variety of reasons which are aimed at providing public benefit:

- Improved service delivery
- Organizational efficiency and effectiveness
- Reduction of costs
- Improved communications and coordination

For Kensington, I have noted several areas where the districts might benefit from consolidation or reorganization if the Boards decided to proceed with evaluating: challenges in recruiting a part-time general manager; duplication/redundancy of efforts with respect to administrative, clerk, and finance functions: coordination of emergency preparedness; and grant funding.

In April, a Joint Board Meeting between KFPD and KPPCSD was held for a LAFCO presentation to provide an overview of the process and answer a variety of community and Board questions as well as identify next steps should the agencies determine to proceed with evaluating. One step cited by the LAFCO Executive Director as a requirement for evaluating the financial condition of both agencies separately and then combined was a fiscal analysis.

A temporary committee was formed by each agency to review this topic and the committees worked together to draft an RFP which was presented to the KFPD Board of Directors in September. There was discussion on the topic with comments and concerns that the Board determined to provide to the General Manager for committee review to bring back to the Board of Directors in October for consideration. Directors provided feedback, which the committee addressed (with my assistance) resulting in an updated fiscal analysis RFP for Board review.

Some feedback was not incorporated fully due to complexity or the ability to resolve the question prior to releasing the RFP:

- Teether Plan and Cash Management Implications for KPPCSD's Transfer of Treasury Authority
KPPCSD's transfer of treasury authority from the County to its Board will not impact coverage of property tax revenue under the Teether Plan (i.e. all property tax revenues will

be received regardless of delinquencies); however, the funds will no longer be advanced prior to payment of tax installments. Any change in costs related to cash management activities will be included in the KPPCSD financial forecast which will also identify cash flow fluctuations or potential issues. Cash flow would also be included in the fiscal analysis of the two agencies combined. The KPPCSD or combined agency could reestablish the County Treasury relationship at any time.

- GANN Limit Initiative for KPPCSD

A GANN Limit Ballot Initiative which has been in place for some time will not be needed by the KPPCSD in the future as they are not and do not plan to exceed appropriation limits

The fiscal analysis is a recommendation of LAFCO to determine that the special district will have sufficient revenues to carry out the proposed services; however, it would be impossible for LAFCO or the districts to determine the combined revenues and expenditures without a fiscal analysis of the combined KFPD/KPPCSD. The fiscal analysis would show whether the consolidation/reorganization would even be feasible or demonstrate any potential cost savings.

Fiscal Impact

There is no fiscal impact at this time.

Attachments: RFP for Fiscal Analysis Evaluating Consolidation or Reorganization



Kensington Fire Protection District and
Kensington Police Protection and Community Services District

Request for Proposals

Fiscal Analysis Evaluating Reorganization of Kensington Special Districts

The Kensington Police Protection and Community Services District (KPPCSD) and the Kensington Fire Protection District (KFPD) (collectively “Districts”) invite qualified firms or individuals (“consultants”) to respond to this Request for Proposals (“RFP”) to develop a comprehensive fiscal analysis to evaluate the fiscal impact of reorganizing (via dissolution with annexation) the KFPD and KPPCSD into a single Community Services District.

RFP Schedule (placeholders for discussion)

Listed below are the events and target dates. The Districts reserve the right to change these events and dates at any time.

RFP issued	November 1, 2023
Proposals due	December 1, 2023, by 5:00 p.m.
Review of responses	December 20, 2023
Finalist notified	January 5, 2024
Contract awarded	February 1, 2024

BACKGROUND, SCOPE OF WORK, AND OBJECTIVES

Background

Kensington is an unincorporated community encompassing approximately one square mile in Contra Costa County. The population is estimated to be 5,288 according to the American Community Survey.¹

Kensington is served by two independent special districts: (1) The Kensington Police Protection and Community Services District (KPPCSD), founded in 1946 as a Police Protection District and reorganized as a CSD in 1953. The KPPCSD provides law enforcement, parks and recreation, and solid waste collection services; and (2) the Kensington Fire Protection District (KFPD), founded in 1928 and reorganized as an independent special district in 1937, provides fire protection and emergency medical services (EMS). Since 1995, the KFPD’s services are provided through a contract with the City of El Cerrito. While the KFPD contracts with El Cerrito for personnel and other services, it maintains ownership of the Kensington Public Safety Building, which contains a fire station, and associated fire engines, vehicles, and equipment. The Sphere of Influence of both the KPPCSD and KFPD are coterminous with their respective boundaries. The two districts’ boundaries are essentially the same except

¹ <https://censusreporter.org/profiles/16000US0638086-kensington-ca/>

that KPPCSD is one parcel larger, encompassing an East Bay Municipal Utilities District water distribution reservoir property.

The Contra Costa County Local Agency Formation Commission (LAFCO) has conducted and formally adopted several Municipal Service Reviews (MSRs) since 2009 (see Appendix A) that have recommended on and off that the Kensington special districts consider consolidation or reorganization as a governance option.

Reorganization by annexation of the KFPD by the KPPCSD, with dissolution of the KFPD is under consideration.

Both Districts understand from written LAFCO guidance that there is no specific requirement in the Cortese Knox Hertzberg Act (CKH Act) for a fiscal analysis for an annexation/dissolution or a consolidation. However, for any major boundary “reorganization” such as the contemplated Kensington reorganization, a fiscal analysis is recommended.

The recommended independent fiscal analysis should address all aspects of applicable government codes relevant to reorganization as well as the specific questions and concerns of individual directors and staff of both districts.

Scope Of Work

The Kensington Police Protection and Community Services District (KPPCSD) and the Kensington Fire Protection District (KFPD) seek a consultant to carry out all tasks related to the recommended fiscal analysis of dissolving and reorganizing the KFPD into the KPPCSD

The fiscal analysis should encompass the standard fiscal parameters in any LAFCO-commissioned MSR and be responsive to additional questions posted by each district in this RFP.

The period used in the fiscal analysis should be from five to ten years (“analysis period”), to be established in the scope of work at the discretion of the proposing consultant. Factors which may necessitate a longer range include tasks associated with locating the KPPCSD's police station, which may stretch on for a number of years as that process is only beginning.

If the KFPD and KPPCSD boards both, independently, vote to proceed with reorganization into a single special district via annexation with dissolution, this fiscal analysis will be used as part of the application to Contra Costa LAFCO. The analysis should be suitable for this purpose and include all information required by the application provisions of Government Code section 56653(b) and be responsive to points of concern or questions raised by staff and individual directors of both districts as set forth in this RFP. This analysis will also be used by the Districts’ respective Board of Directors to aid in determining if reorganization is an appropriate choice for Kensington.

Accordingly, it should include detail sufficient for LAFCO and for a District-wide public discussion of the benefits and shortcomings that reorganization could introduce.

Submission of a proposal shall constitute a firm offer to the KPPCSD and KFPD for 90 days from the date proposals are due to the Districts. By submitting the proposal, it is expected that the Proposer has carefully read and fully understands this RFP. A Proposer may withdraw its proposal at any time before the submittal deadline by delivering a written request for withdrawal signed by, or on behalf of, the Proposer.

Objectives

The consultant selected will be required to complete the following objectives:

Objective 1 – Conduct a Fiscal Analysis of the KPPCSD and the KFPD

The consultant shall prepare a fiscal analysis of each district as an independent special district based on current policies and circumstances, which may differ substantially from those in place during the various MSRs cited in the introduction. The analysis shall include an assessment of existing sources of revenue and the cost annually of existing levels of services, with a five-to-ten year projection, at the discretion of the proposing consultant, of the fiscal capacity of each district to provide the services for which it is presently authorized. The analysis should account for the present and future capital and operational needs of both districts and should explicitly include:

1. The projected cost of KPPCSD's requirement to secure a permanent police station located in Kensington. This should include an assessment of the opportunity cost versus benefit to both Districts, individually and combined, for:
 - a) the KPPCSD using its own assets of buildings and land versus purchasing land and procuring a new structure; and
 - b) the KPPCSD sharing space with KFPD in the Kensington Public Safety Building.
2. KFPD's contractually obligated reserves for the El Cerrito Fire Services contract.
3. KFPD's current reserve policy for fire engine replacement and battalion chief vehicle replacement.
4. Staffing costs and capital reserves required to manage and maintain the Kensington Public Safety Building.
5. For each district, a full accounting and disclosure of the CalPERS and OPEB obligations and liabilities for the past and the future during the analysis period, including existing or required OPEB trusts and OPEB obligation estimates, any unfunded accrued past and future pension liabilities.
6. Assessment of the borrowing capacity of each district individually assuming existing revenues and taxes, and whether a combined district would be fiscally stronger as a prospective borrower and be able to take on greater future

borrowing than the total of what the two existing districts could take on as separate entities.

Objective II – Conduct a Fiscal Analysis of the KPPCSD and KFPD as a Combined District

The consultant shall prepare a fiscal analysis of the two districts operating as a combined district, including those topics described in Objective I. The comprehensive analysis shall:

- Include an assessment of existing sources of revenue that would be available to a combined district and the cost of existing levels of services annually that would be provided by a combined district, including the impact on general fund balances, liquid cash reserves, and capital reserves for dedicated purposes.
- Include a five-to-ten year projection of the fiscal capacity of the new combined district to provide the services for which the two existing districts are presently authorized and explicitly include the full immediate and long-term cost of rehousing the Kensington Police Department in an essential service structure in Kensington.
- Identify any potential reduction or increase in costs that may accrue from reorganization as well as any potential impact of reorganization on the services presently provided. As the districts currently only employ part-time administrative staff, and the KFPD is not a CalPERS agency, the analysis should identify if full-time staff options, including staff positions that may become subject to CalPERS, would be beneficial from either a cost or service perspective. The analysis shall be consistent with those applicable portions of Government Code section 56653(b).

Objective III – Prepare a Report and Present the Fiscal Analysis separately to the Boards of the KPPCSD and KFPD and then, upon acceptance by each district board, to the public at a Public Townhall Meeting to be facilitated by the General Managers of each district.

The consultant shall prepare a report with findings and conclusions on the fiscal capacity of the districts to continue to provide existing services, to relocate the Kensington Police Department to Kensington, and to provide those services as a reorganized district. The consultant will prepare a draft report for review and comment by the staff and full boards of both districts. Upon resolution of any questions or concerns by both district boards and staff, the consultant shall develop presentation materials for final review and approval by the Boards of both districts (as warranted) and make a presentation of the fiscal analysis at a public town hall meeting.

Submittal Requirements

Each proposal shall include the following information:

1. Background information on the consultant, including details of experience with similar projects, all services offered, and a brief resume of the individual(s) assigned to this project.
2. A description of the approach to the project that demonstrates the proposer's understanding of the desired scope of work and objectives described in the Scope of Work.
3. A detailed scope of work that describes the research, analysis, and related tasks that the consultant will complete. *Note: if interviews with board members are planned, this should include an interview of all board members.*
4. A proposed timeline for the completion of all objectives and related activities described in the Scope of Work including the estimated time to complete those activities. The schedule shall also include an estimate of the time for review of the draft report by staff and the boards of both districts.
5. A fixed-fee or time-and-materials not-to-exceed budget that shows the proposed project cost by objective, task, or activity (as applicable) plus a description and listing of any reimbursable costs.
6. A listing of similar projects completed by the consultant that demonstrate the consultant's understanding of the operation, including housing requirements, for fire and police departments, fiscal projections for public services, including fire protection, emergency medical, and police services, and familiarity with the regional community context such as limitations for construction in a hazardous fire zone, an active earthquake zone, and/or a slide zone.
7. Three (3) references from jurisdictions/agencies for which consultant has provided similar services, including agency name, project name and date, name of contact person, title, email address and phone number, and type of deliverable prepared.
8. A listing of any exceptions requested to the standard contract terms listed in Attachment A.

Submit twelve (12) bound copies and electronic copies of your full proposal no later than 5 p.m., December 1, 2023, to:

Bound copies:

KPPCSD/KFPD
Attn: RFP for Fiscal Analysis
10940 San Pablo Avenue
El Cerrito, CA 94530

Electronic copies:

David Aranda
KPPCSD Interim General Manager

Mary Morris-Mayorga
KFPD General Manager

daranda@kppcsd.org

mmayorga@kensingtonfire.org

Selection Process

The proposals submitted in response to this RFP will be used as a basis for selecting the consultant for this project. The consultant's proposal will be evaluated and ranked according to the criteria listed below:

- Responsiveness to this Request for Proposals
- Qualifications and experience of the individuals assigned to the project
- Experience with similar projects with an emphasis on the Bay Area and municipalities located in a high hazard zones (fire, earthquake, slide)
- Schedule and availability
- Cost of services
- Reference contact results

The Districts reserve the right to reject any or all responses, to waive any informality in any responses, and to select the consultant that best meets the Districts' needs. Responses must be submitted no later than the date and time stated in this request for proposals. Responses shall be reviewed and rated as set forth above. The Districts will then jointly determine and agree upon which consultant best meets the requirements of both Districts. The Districts reserve the right to negotiate final pricing with the most qualified consultant. All submitted proposals will be publicly available and shared with every member of the board of directors of both Districts before the final selection is made.

Consultants submitting proposals may be requested to make oral presentations as part of the evaluation process. Once submitted, the proposals will be the property of both districts. Submission of a proposal shall constitute a firm offer to the KFPD and KPPCSD for 90 days from the date proposals are due to the Districts. By submitting the proposal, it is expected that the consultant has carefully read and fully understands this RFP. A consultant may withdraw its proposal at any time before the submittal deadline by delivering a written request for withdrawal signed by, or on behalf of, the consultant.

Upon award of the contract, it is expected that the successful consultant will accept the agreement terms and conditions "as is" without modification. Any contract modifications are to be stated at the time of submittal. The consultant shall furnish the Districts with such additional information as they may reasonably require.

Questions about this Request for Proposals

Any questions about this RFP must be submitted to the Districts by no later than ten (10) days prior to the proposal due date. Questions may be sent via e-mail to the KPPCSD Interim General Manager and the KFPD General Manager.

Appendix A: Summary of all MSRS conducted by LAFCO that reference KPPCSD or KFPD

KFPD or KPPCSD during the period from August 2009 to June 2021 are listed below with a summary of the recommendations related to reorganization: (See, Appendix B for links to source documents.)

June 9, 2021: Final Parks and Recreation MSR (Second Round) (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: None.

June 12, 2019: “City Services” MSR & SOI Study (2nd Round) (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: None.

August 10, 2016: Fire/EMS MSR (2nd Round) (KFPD)

- Findings on governance structure, service delivery, or consolidation: None.

August 10, 2011: Law Enforcement Services MSR (KPPCSD)

- Findings on governance structure, service delivery, or consolidation: The status quo should remain.
 1. The consolidation of Kensington Fire Protection District (KFPD) and Kensington Police Protection and Community Services District (KPPCSD) was identified in two previous LAFCO MSRs, i.e., in 2009. At the time, the KPPCSD was having significant fiscal issues. Subsequently, KPPCSD successfully passed a special tax to remedy (at least in the short-term) their fiscal crisis. Consolidation of these two districts is still a governance/boundary option. However, until such time as the residents of Kensington are unwilling to fund high-level police and fire protection services, the status quo should remain.

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 1. Annexation [of KPPCSD] into the City of El Cerrito could provide further options for maintaining future levels of service in light of the District’s revenue constraints.
 2. Consolidation of KFPD with the KPPCSD is an option identified in the Fire and Emergency Medical Service Providers MSR (August 2009). Consolidation of KFPD with KPPCSD could streamline local government, and offer cost saving opportunities to the community by providing more options on allocating local property tax dollars spent on fire, emergency medical services, law enforcement, and other services.
 - a. It is likely that the property tax collected by the KFPD would be transferred to the KPPCSD, should those districts be combined. Further, it is likely that if the KPPCSD were to begin providing fire protection services after such a combination, its KPPCSD Board of

Directors probably would have the authority to allocate those transferred revenues in its sole discretion. Restriction of the use of such revenues exclusively for fire protection purposes might be accomplished by the formation of a zone within the CSD or by special legislation.

3. For the [KPPCS] District to explore future contracts for service provision by other agencies; for instance, contracting police services to the City of El Cerrito.

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- Findings on governance structure, service delivery, or consolidation: (summary)
 1. Annexation of territory served by KFPD at the EBMUD reservoir is a government structure option. The affected area is in a very high fire hazard severity zone.
 2. Consolidation of KFPD with the Kensington Community Services District (KCSD) is an option. Consolidation of KFPD with KCSD would streamline local government. Currently, KCSD is reported to face financing challenges in delivering adequate law enforcement services to the community. Consolidation would offer opportunities to the community in exercising greater control over the share of local property tax dollars spent on fire, EMS, law enforcement and other services.
 3. Consolidation among west county fire providers is an option to improve the efficiency of service areas, promote facility-sharing and improve service levels. This option has been entertained in the past, but encountered opposition from the cities of Richmond and El Cerrito.

Appendix B: Municipal Service Review (MSR) Source Document links

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June 12, 2019: “City Services” MSR & SOI Study (2nd Round) (KPPCSD)

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August 12, 2009: Fire and Emergency Medical Services MSR (KFPD)

https://www.contracostalafco.org/municipal_service_reviews/fire_and_emergency_medical_services/CoCo%20Fire%20MSR%20Master%20-%20FINAL.pdf



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 18, 2023
TO: Board of Directors
RE: Update on Local Hazard Mitigation Plan (LHMP)
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Discuss and consider directing staff to hold a Town Hall meeting to collect community input as required by Contra Costa County for the Local Hazard Mitigation Plan (LHMP).

Background

In 2018, the District's Local Hazard Mitigation Plan (LHMP) was adopted as part of Contra Costa County's LHMP. The County has embarked on the plan update and recently held a webinar to review the process and schedule, with expected completion in early 2024 as it is required for FEMA grant eligibility. This will allow agencies to be eligible for hazard mitigation assistance grants including the Hazard Mitigation Assistance Program (HMGP) and Building Resilience Infrastructure in Communities (BRIC).

A new component of BRIC is a two-phase process for communities that have a known problem but have not yet identified a solution since it may require design and analyses: planning and design phase, and project implementation phase. BRIC's 2024 application process begins in summer 2024 with Notice of Intent to apply for a grant with the application due in the fall. Cal OES emphasizes the importance of being comprehensive by including a "wish list" of known or potential projects for the next 5 years which does not obligate an agency to complete those projects.

The County reviewed new FEMA requirements effective in the spring to engage the public to be part of the planning process allowing "An opportunity for the public to comment on the plan during the drafting stage AND prior to plan approval." To address this, I spoke with KPPCSD Interim General Manager David Aranda and Fire Chief Eric Saylor who agreed that a Kensington Town Hall meeting to collect input would assist us in efficiently facilitating this. To that end, we would like to schedule this meeting in the near future with the intent that it not be structured as a Board meeting.

Fiscal Impact

There is no fiscal impact at this time.

Attachments: KFPD Local Hazard Mitigation Plan (LHMP)

28. KENSINGTON FIRE PROTECTION DISTRICT

28.1 HAZARD MITIGATION PLAN POINT OF CONTACT

Primary Point of Contact

Michael Bond, Battalion Chief
10900 San Pablo Ave.
El Cerrito CA 94530
Telephone: 510-215-4450
e-mail Address: mbond@ci.el-cerrito.ca.us

Alternate Point of Contact

Lance Maples, Fire Chief
10900 San Pablo Ave.
El Cerrito CA 94530
Telephone: 510-215-4450
e-mail Address: lmaples@ci.el-cerrito.ca.us

28.2 JURISDICTION PROFILE

28.2.1 Overview

Kensington Fire Protection District is a relatively small fire district that serves the small unincorporated community of Kensington, which is located in Western Contra Costa County. The community is neighbored by the City of El Cerrito on the west and north, the City of Berkeley on the south, and East Bay Regional Parks open area on the east.

The Kensington Fire Protection District serves approximately 1.1 square miles with about 2,300 homes and businesses. The population of Kensington is approximately 5,250 people and has an assessed value of over \$1,650,000,000. The community of Kensington is almost entirely built out and has a very low growth rate. The community is largely an elder population with fixed incomes. However, lately resale or inheritance of existing home stocks have been trending towards a younger population. With this growth trend we expect the population to remain consistent with today's demographics.

The unincorporated town of Kensington began a volunteer fire department in 1928. Twenty-four years later, the Kensington Fire Protection District (formed in 1937) hired a staff of professional firefighters under the supervision of a fire chief. In 1995, the District entered into a contract with the City of El Cerrito whereby El Cerrito would provide all fire prevention, fire suppression and emergency services within Kensington for an annual fee. Currently, the Kensington Fire Protection District has one employee who serves as the District's Administrator.

The early fire department was housed in a small, quaint English country-style building next to the Chevron Oil gas station on the Arlington. The current public safety building, owned by the District, was constructed in 1970 and substantially renovated in 1998-1999. In addition to seismic upgrading of the Public Safety Building, the Board of Directors works to enhance public safety. As a result, the District owns two fire engines. These fire engines are specifically engineered for the steep, narrow streets of Kensington and the urban interface fire situation that the community faces. One of these fire engines is a Type I engine for structural firefighting and the other engine is a Type III or wildland fire engine for use during high fire season.

The district initiated paramedic service in 2001. It offers the first engine-based Advanced Life Support service in West Contra Costa County, bringing medications and equipment to a patient’s side in under five minutes on average. In addition to our paramedic service, we are able to provide a timely and appropriate level of response by active participation with other West Contra Costa County fire agencies in automatic response agreements that use the combined resources of all agencies to serve the area irrespective of jurisdictional lines.

To help ensure our community’s safety, the District developed and operates a Community Emergency Response Team (CERT) training program. This program has been offered to the community since 1995 and has trained several hundred community members to be prepared and self-sustaining for several days after a major disaster. The District is governed by a five-person Board of Directors elected by the voters of Kensington and is funded by property tax revenues as well as a special tax approved by the voters in 1980.

The Kensington Fire Protection District assumes responsibility for the adoption of this plan: the Kensington Fire Protection District will oversee its implementation.

The District participates in the Public Protection Class Rating System and currently has a rating of 3.

28.2.2 Assets

Table 28-1 summarizes the critical assets of the district and their value.

Table 28-1. Special District Assets	
Asset	Value
Property	
.5 acres of land	\$500,00.00
Critical Infrastructure and Equipment	
Type 1 Fire Engine	\$650,000.00
Type 3 Fire Engine	\$450,000.00
Emergency Generator	\$200,000.00
Total:	\$1,000,000.00
Critical Facilities	
Fire Station	\$6,000,000.00
Total:	\$6,000,000.00

28.3 CAPABILITY ASSESSMENT

28.3.1 Planning and Regulatory Capabilities

Jurisdictions develop plans and programs and implement rules and regulations to protect and serve residents. When effectively prepared and administered, these plans, programs and regulations can support the implementation of mitigation actions. The following existing codes, ordinances, policies, programs or plans are applicable to this hazard mitigation plan:

- **California Department of Public Health**—The Community of Kensington Fire protection District (KFPD) is under the direction of the Contra Costa County Health Department and has function in that manner.
- **California and US Environmental Protection Agencies**—The KFPD follows all CEQA & NEQA guidelines.
- **California Code of Regulations**—KFPD subscribes to the 2017 CCR
- **Federal Endangered Species Act**

- **California Environmental Quality Act (CEQA)**—KFPD uses current and published CEQA guidelines
- **Contra Costa County, Community Wildfire Protection Plan (CWPP)**—The KFPD developed and adopted their own CWPP in 2017
- **California Building Codes**—The Kensington Fire Protection District currently is subject to the California Building Codes and falls within the Very High Fire Severity Zone and all new building is subject to the California Wildland Urban Interface Codes.
- **Vegetation Management Standards**—The District has adopted “Vegetation Management Standards” that all property owners must comply with.

28.3.2 Fiscal, Administrative and Technical Capabilities

Fiscal capability is an indicator of a jurisdiction’s ability to fulfill the financial needs associated with hazard mitigation projects. An assessment of fiscal capabilities is presented in Table 28-2. Administrative and technical capabilities represent a jurisdiction’s staffing resources for carrying out the mitigation strategy. An assessment of administrative and technical capabilities is presented in Table 28-3.

Table 28-2. Fiscal Capability

Financial Resource	Accessible or Eligible to Use?
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	Yes
User Fees for Water, Sewer, Gas or Electric Service	No
Incur Debt through General Obligation Bonds	Yes
Incur Debt through Special Tax Bonds	Yes
Incur Debt through Private Activity Bonds	No
State-Sponsored Grant Programs	Yes
Development Impact Fees for Homebuyers or Developers	No
Federal Grant Programs	Yes
Other	No

Table 28-3. Administrative and Technical Capability

Staff/Personnel Resource	Available?	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes	By Contract
Engineers or professionals trained in building or infrastructure construction practices	Yes	By Contract
Planners or engineers with an understanding of natural hazards	Yes	By Contract
Staff with training in benefit/cost analysis	Yes	By Contract
Surveyors	Yes	By Contract
Personnel skilled or trained in GIS applications	Yes	By Contract
Scientist familiar with natural hazards in local area	Yes	By Contract
Emergency manager	Yes	Fire Chief
Grant writers	Yes	By Contract
Other	No	None

28.3.3 Education and Outreach Capabilities

Outreach and education capability identifies the connection between government and community members, which opens a dialogue needed for a more resilient community. An assessment of education and outreach capabilities is presented in Table 28-4.

Table 28-4. Education and Outreach

Criterion	Response
Do you have a Public Information Officer or Communications Office?	Yes
Do you have personnel skilled or trained in website development?	No
Do you have hazard mitigation information available on your website? • If yes, please briefly describe	Yes CWPP, CERT, LHMP
Do you utilize social media for hazard mitigation education and outreach? • If yes, please briefly describe	Yes Nextdoor
Do you have any citizen boards or commissions that address issues related to hazard mitigation? • If yes, please briefly specify	Yes The Kensington Emergency Preparedness Group
Do you have any other programs already in place that could be used to communicate hazard-related information? • If yes, please briefly describe	Yes CWS, TENS, CERT, KARO/ECHO Amateur Radio Group and District website
Do you have any established warning systems for hazard events? • If yes, please briefly describe	Yes CWS, TENS

28.3.4 Adaptive Capacity for Climate Change

Given the uncertainties associated with how hazard risk may change with a changing climate, a jurisdiction’s ability to track such changes and adapt as needed is an important component of the mitigation strategy. Table 28-5 summarizes the District’s adaptive capacity for climate change.

28.4 INTEGRATION WITH OTHER PLANNING INITIATIVES

The information on hazards, risk, vulnerability and mitigation contained in this hazard mitigation plan is based on the best available data. Plan integration is the incorporation of this information into other relevant planning mechanisms, such as general planning and capital facilities planning. It includes the integration of natural hazard information and mitigation policies, principles and actions into local planning mechanisms and vice versa. Additionally, plan integration is achieved through the involvement of key staff and community officials in collaboratively planning for hazard mitigation.

28.4.1 Existing Integration

In the performance period since adoption of the previous hazard mitigation plan, the Kensington Fire Protection District made progress on integrating hazard mitigation goals, objectives and actions into other planning initiatives. The following plans and programs currently integrate components of the hazard mitigation strategy:

- **Community Wildfire Protection Plan (CWPP)**—The CWPP includes information on risk and potential mitigation strategies to the wildfire hazard. Information has been incorporated from this plan into the hazard mitigation plan as appropriate, and vice versa.

Resources listed in Section 28.10 were used to provide information on hazard events and local capabilities within the jurisdiction.

Table 28-5. Adaptive Capacity for Climate Change

Criterion	Jurisdiction Rating ^a
Technical Capacity	
Jurisdiction-level understanding of potential climate change impacts <i>Comments/Additional Information: Limited to non-scientific staff with an interest in Climate Change</i>	Medium
Jurisdiction-level monitoring of climate change impacts <i>Comments/Additional Information: Limited to non-scientific staff with an interest in Climate Change</i>	Low
Technical resources to assess proposed strategies for feasibility and externalities <i>Comments/Additional Information: Limited to non-scientific staff with an interest in Climate Change</i>	Low
Jurisdiction-level capacity for development of greenhouse gas emissions inventory <i>Comments/Additional Information: Small district with no regulatory control over greenhouse gasses</i>	Low
Capital planning and land use decisions informed by potential climate impacts <i>Comments/Additional Information: Small district with no regulatory control over development</i>	Low
Participation in regional groups addressing climate risks <i>Comments/Additional Information: None provided</i>	Low
Implementation Capacity	
Clear authority/mandate to consider climate change impacts during public decision-making processes <i>Comments/Additional Information: District has no authority to regulate influences in climate change</i>	Low
Identified strategies for greenhouse gas mitigation efforts <i>Comments/Additional Information: No regulatory jurisdiction of such influences</i>	Low
Identified strategies for adaptation to impacts <i>Comments/Additional Information: New equipment bought with concern with pollution</i>	Medium
Champions for climate action in local government departments <i>Comments/Additional Information: Board members prescribe to and support climate change initiatives</i>	Medium
Political support for implementing climate change adaptation strategies <i>Comments/Additional Information: Board members support climate change initiatives in local government</i>	Medium
Financial resources devoted to climate change adaptation <i>Comments/Additional Information: In new apparatus and facilities upgrades or purchases</i>	Low
Local authority over sectors likely to be negative impacted <i>Comments/Additional Information: None The district reduces negative impacts of wildfire by enforcing vegetation management standards</i>	Low
Public Capacity	
Local residents knowledge of and understanding of climate risk <i>Comments/Additional Information: The community is extremely environmentally aware and conscious of climate change</i>	High
Local residents support of adaptation efforts <i>Comments/Additional Information: The community strongly supports all climate change efforts</i>	High
Local residents' capacity to adapt to climate impacts <i>Comments/Additional Information: The community is an older population with many residents living on fixed incomes</i>	Medium
Local economy current capacity to adapt to climate impacts <i>Comments/Additional Information: The community is an older population with many residents living on fixed incomes</i>	Medium
Local ecosystems capacity to adapt to climate impacts <i>Comments/Additional Information: The local ecosystem is very adaptive in the short term</i>	Medium

- a. High = The capacity exists and is in use; Medium = The capacity may exist, but is not used or could use some improvement; Low = Capacity does not exist or could use substantial improvement; Unsure= Not enough information is known to assign a rating.

28.4.2 Opportunities for Future Integration

As this hazard mitigation plan is implemented, the Kensington Fire Protection District will use information from the plan as the best available science and data on natural hazards. The capability assessment presented in this annex identifies codes, plans and programs that provide opportunities for integration. The area-wide and local action plans developed for this hazard mitigation plan include actions related to plan integration, and progress on these actions will be reported through the progress reporting process described in Volume 1. New opportunities for integration also will be identified as part of the annual progress report. The capability assessment identified the following plans and programs that do not currently integrate goals or recommendations of the hazard mitigation plan but provide opportunities to do so in the future:

- **Emergency Operations Plan**—At the time of its next update, information from the hazard mitigation plan will be incorporated as appropriate.
- **Local amendments to the CFC**—Information from the risk assessment will be used to inform local amendments to the CFC, as appropriate.

28.5 JURISDICTION-SPECIFIC NATURAL HAZARD EVENT HISTORY

Table 28-6 lists past occurrences of natural hazards for which specific damage was recorded in the Kensington Fire Protection District. Other hazard events that broadly affected the entire planning area, including the Kensington Fire Protection District, are listed in the risk assessments in Volume 1 of this hazard mitigation plan.

Table 28-6. Natural Hazard Events

Type of Event	FEMA Disaster # (if applicable)	Date	Damage Assessment
Severe Weather, Winter Storm	FEMA-1203-DR	2/9/1998	No estimates available
Earthquake	FEMA-845	10/17/1989	No estimates available

28.6 JURISDICTION-SPECIFIC VULNERABILITIES

Volume 1 of this hazard mitigation plan provides complete risk assessments for each identified hazard of concern. Noted vulnerabilities within the district include the following:

- The district is bisected by the Hayward Fault and has been classified as a High Risk Seismic Zone (formerly Seismic Zone 4)
- 100 percent of the KFPD is within the Very High Fire Hazard Severity Zone.

28.7 HAZARD RISK RANKING

Table 28-7 presents a local ranking for the Kensington Fire Protection District of all hazards of concern for which Volume 1 of this hazard mitigation plan provides complete risk assessments. This ranking summarizes how hazards vary for this jurisdiction. As described in detail in Volume 1, the ranking process involves an assessment of the likelihood of occurrence for each hazard, along with its potential impacts on people, property and the economy.

28.8 STATUS OF PREVIOUS PLAN ACTIONS

Table 28-8 summarizes the actions that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

Table 28-7. Hazard Risk Ranking

Rank	Hazard Type	Risk Rating Score (Probability x Impact)	Category
1	Earthquake	54	High
1	Wildfire	54	High
1	Landslide	54	High
1	Severe weather	54	High
2	Dam and levee failure	0	None
2	Flood	0	None
2	Drought	0	None
2	Sea level rise	0	None
2	Tsunami	0	None

Table 28-8. Status of Previous Plan Actions

Action Item	Completed	Removed; No Longer Feasible	Carried Over to Plan Update	
			Check if Yes	Enter Action #
KFPD 01—Continue to support the implementation, monitoring, maintenance, and updating of this Plan, as defined in the 2011 Hazard Mitigation Plan. <i>Comment: Continual and ongoing</i>	X		X	KFPD-2
KFPD 02—Integrate Local Hazard Mitigation Plan into the Safety Element of the General Plan <i>Comment: When the safety element of the General Plan is updated the HMP will be incorporated. The County is the lead agency for this action and it is not within the jurisdiction of KFD.</i>		X		
KFPD 03—Upgrade the Emergency Operations Center’s (EOC) internal communication system and maintain it in a fully functional state <i>Comment: The Kensington Public Safety Building is the districts EOC</i>	X		X	KFPD-3
KFPD 04—Develop and conduct multi hazard seasonal public awareness program to include exercises <i>Comment: Need to be completed annually</i>	X		X	KFPD-4
KFPD 05—Conduct a mass care and shelter Drill which involve; district, city, county, CERTs and NGOs <i>Comment: Need to be completed annually</i>	X		X	KFPD-5
KFPD 06—Enhance/Improve District Code language and enforcement including: District Fire Codes to Increase Compliance with SB 1369 Defensible Space and Other Fire Safe Requirements within the City. <i>Comment: Revised during code cycles</i>	X		X	KFPD-6
KFPD 07—Improve, expand and develop new programs that increase awareness of and reduce risk to wildfires including: Support Diablo Fire Safe Council & Fire Dept. Chipper Program <i>Comment: Ongoing</i>	X		X	KFPD-7
KFPD 08—Ensure that government-owned facilities are subject to the same or more stringent regulations as imposed on privately-owned development <i>Comment: The Fire Station needs to be replaced</i>	X		X	KFPD-8
KFPD 09—Prior to acquisition of property to be used as a critical facility, conduct a study to ensure the absence of significant hazards <i>Comment: When property is bought or acquired it is done</i>	X		X	KFPD-9

Action Item	Completed	Removed; No Longer Feasible	Carried Over to Plan Update	
			Check if Yes	Enter Action #
KFPD 10—Establish a framework and process for pre-event planning for post-event recovery that specifies roles, priorities, and responsibilities for various departments within local government organization, and that outlines a structure and process for policy-making involving elected and appointed advisory committees <i>Comment: In the Emergency Operations Plan (EOP)</i>	X		X	KFPD-10
KFPD 11—Establish a goal for the resumption of local government services that may vary from function to function <i>Comment: In the Emergency Operations Plan (EOP)</i>	X		X	KFPD-11
KFPD 12—Maintain and update as necessary the local government’s Standardized Emergency Management System Plan <i>Comment: All new employees are trained</i>	X		X	KFPD-12
KFPD 13—Purchase command vehicles for use as mobile command/EOC vehicles if current vehicles are unsuitable or inadequate <i>Comment: Equipment must be replaced after it reaches the end of its service life</i>	X		X	KFPD-13
KFPD 14—Continue to participate not only in general mutual-aid agreements, but also in agreements with adjoining jurisdictions for cooperative response to all hazards and disasters <i>Comment: Mutual aid has expanded to the City of Berkeley</i>	X		X	KFPD-14
KFPD 15—Develop a business continuity plan that includes backup storage of vital records, such as essential medical records and financial information <i>Comment: Ongoing as demand increase and equipment wears out</i>	X		X	KFPD-15
KFPD 16—Increase efforts to reduce hazards in existing development in Very High Fire Hazard Fire Severity Zones (VHFHSZ) through improving engineering design and vegetation management standards for mitigation, appropriate code enforcement and public education on defensible space mitigation strategies. <i>Comment: Annual inspections of all properties for fire hazards</i>	X		X	KFPD-16
KFPD 17—Require new homes in Wildland-Urban-Interface and VHFHSZ threatened communities to be constructed of fire resistant building materials to increase structural survivability and reduce ignitability <i>Comment: All new homes in the district are required to be built in accordance With the CBC chapter 7a</i>	X		X	KFPD-17
KFPD 18—Ensure new development provides required improvements to the storm drainage system necessary to accommodate increased flows from the development <i>Comment: This action is routinely conducted by CCC PW</i>	X			
KFPD 19—Support County-wide initiatives identified in the 2011 Hazard Mitigation Plan. <i>Comment: KFPD supported the County-wide initiatives identified in the 2011 plan and will continue to support those in the updated plan.</i>	X			
KFPD 20- Retrofit or replace the existing fire station <i>Comment: The existing fire police station is not built to current standards.</i>			X	KFPD-18

28.9 HAZARD MITIGATION ACTION PLAN AND EVALUATION OF RECOMMENDED ACTIONS

Table 28-9 lists the actions that make up the Kensington Fire Protection District hazard mitigation action plan. Table 28-10 identifies the priority for each action. Table 28-11 summarizes the mitigation actions by hazard of concern and mitigation type.

28.10 REVIEW AND INCORPORATION OF RESOURCES FOR THIS ANNEX

The following technical reports, plans, and regulatory mechanisms were reviewed to provide information for this annex.

- **Community Wildfire Protection Plan**—The Community Wildfire Plan was used to evaluate wildfire risks and develop mitigation plans
- **Kensington Emergency Operations Plan**—The Emergency Operations Plan was used identify emergency response and recovery needs
- **Hazard Mitigation Plan Annex Development Tool-kit**—The tool-kit was used to support the development of this annex including past hazard events, noted vulnerabilities, risk ranking and action development.

Table 28-9. Hazard Mitigation Action Plan Matrix

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Responsible Agency ^a	Estimated Cost	Sources of Funding	Timeline
KFPD-1 —Where appropriate, support retrofitting or relocation of structures in high hazard areas, prioritizing structures that have experienced repetitive losses.						
Existing	All Hazards	1, 4, 7, 9, 12, 14, 15, 17	KFPD	High	HMGP, PDM, FMA	Short-term
KFPD-2 —Actively participate in the plan maintenance protocols outlined in Volume 1 of this hazard mitigation plan.						
New and Existing	All Hazards	3, 8, 16	KFPD	Low	Staff Time, General Funds	Short-term
KFPD-3 —Upgrade the Emergency Operations Center's (EOC) internal communication system and maintain it in a fully functional state						
Existing	All Hazards	1, 2	KFPD	Medium	Staff time General Funds HMGP, PDM, EMPG	Long-term
KFPD-4 —Develop and conduct multi hazard seasonal public awareness program to include exercises						
N/A	All Hazards	3, 16	KFPD	Low	Staff Time General Funds	Ongoing
KFPD-5 —Conduct a mass care and shelter Drill which involve; district, city, county, CERTs and NGOs						
N/A	All Hazards	3, 16	KFPD	Low	Staff Time General Funds	Ongoing
KFPD-6 —Enhance/Improve District Code language and enforcement including: District Fire Codes to Increase Compliance with SB 1369 Defensible Space and Other Fire Safe Requirements within the District						
New and Existing	Wildfire	5, 6	KFPD	Low	Staff Time General Funds	Ongoing
KFPD-7 —Improve, expand and develop new programs that increase awareness of and reduce risk to wildfires including: Support Diablo Fire Safe Council & Fire Dept. Chipper Program						
N/A	Wildfire	2, 17	KFPD	Medium	Staff Time General Funds HMGP, PDM	Ongoing

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Responsible Agency ^a	Estimated Cost	Sources of Funding	Timeline
KFPD-8 —Ensure that government-owned facilities are subject to the same or more stringent regulations as imposed on privately-owned development						
New and Existing	All Hazards	1, 2, 6	KFPD	High	Staff Time General Funds	Ongoing
KFPD-9 —Prior to acquisition of property to be used as a critical facility, conduct a study to ensure the absence of significant hazards						
New	All Hazards	1, 2, 6	KFPD	High	Staff Time General Funds HMGP, PDM, FMA	Ongoing
KFPD-10 —Establish a framework and process for pre-event planning for post-event recovery that specifies roles, priorities, and responsibilities for various departments within local government organization, and that outlines a structure and process for policy-making involving elected and appointed advisory committees						
N/A	All hazards	2, 3	KFPD	Low	Staff Time General Fund	Ongoing
KFPD-11 —Establish a goal for the resumption of local government services that may vary from function to function						
Existing	All Hazards	2, 3	KFPD	Low	Staff Time General Fund	Ongoing
KFPD-12 —Maintain and update as necessary the local government’s Standardized Emergency Management System Plan						
Existing	All Hazards	2, 3	KFPD	Low	Staff time General Funds	Ongoing
KFPD-13 —Purchase command vehicles for use as mobile command/EOC vehicles if current vehicles are unsuitable or inadequate						
New	All Hazards	1, 2	KFPD	High	Staff Time General Funds, EMPG	Ongoing
KFPD-14 —Continue to participate not only in general mutual-aid agreements, but also in agreements with adjoining jurisdictions for cooperative response to all hazards and disasters						
N/A	All Hazards	2, 16	KFPD	Low	Staff Time General Fund	Ongoing
KFPD-15 —Develop a business continuity plan that includes backup storage of vital records, such as essential medical records and financial information						
Existing	All Hazards	1, 2	KFPD	Medium	Staff Time General Fund HMGP	Ongoing
KFPD-16 —Increase efforts to reduce hazards in existing development in Very High Fire Hazard Fire Severity Zones (VHFHSZ) through improving engineering design and vegetation management standards for mitigation, appropriate code enforcement and public education on defensible space mitigation strategies.						
New and Existing	Wildfire	3, 5	KFPD	Medium	Staff Time General Fund	Ongoing
KFPD-17 —Require new homes in Wildland-Urban-Interface and VHFHSZ threatened communities to be constructed of fire resistant building materials to increase structural survivability and reduce ignitability						
New	Wildfire	3, 5	KFPD	Low	Staff Time General fund	Ongoing
KFPD-18 —Retrofit or replace the existing fire station						
Existing	All Hazards	1, 2, 15	KFPD	High	Staff Time General Fund HMGP, PDM, FMA	Short-term
KFPD-19 —Upgrade, replace or add new fire main into VHFHSZ						
New and Existing	Wildfire, Earthquake	1, 2, 15	KFPD	High	Staff Time General Fund HMPG, PDM	Ongoing

a. Where multiple responsible agencies are listed, an asterisk (*) identifies the lead agency.

Table 28-10. Mitigation Action Priority

Action #	# of Objectives Met	Benefits	Costs	Do Benefits Equal or Exceed Costs?	Is Project Grant-Eligible?	Can Project Be Funded Under Existing Programs/ Budgets?	Implementation Priority ^a	Grant Pursuit Priority ^a
KFPD-1	8	High	High	Yes	Yes	No	Medium	High
KFPD-2	3	Low	Low	Yes	No	Yes	High	Low
KFPD-3	2	High	High	Yes	Yes	No	Medium	High
KFPD-4	2	High	Low	Yes	No	Yes	High	Low
KFPD-5	2	Low	Low	Yes	No	Yes	High	Low
KFPD-6	2	Medium	Low	Yes	No	Yes	High	Low
KFPD-7	2	Low	Low	Yes	Yes	No	Medium	Medium
KFPD-8	3	Medium	Low	Yes	No	No	Medium	Low
KFPD-9	3	Medium	High	No	Yes	No	Medium	High
KFPD-10	2	High	Low	Yes	No	Yes	High	Low
KFPD-11	2	High	Low	Yes	No	Yes	High	Low
KFPD-12	2	Low	Low	Yes	No	Yes	High	Low
KFPD-13	2	Low	High	No	Yes	No	Medium	Medium
KFPD-14	2	High	Low	Yes	No	Yes	High	Low
KFPD-15	2	Medium	Low	Yes	Yes	Yes	High	Medium
KFPD-16	2	High	Low	Yes	No	Yes	High	Low
KFPD-17	2	High	Low	Yes	No	Yes	High	Low
KFPD-18	3	High	High	Yes	Yes	No	Medium	High
KFPD-19	3	High	High	Yes	Yes	No	Medium	Medium

a. See the introduction to this volume for explanation of priorities.

Table 28-11. Analysis of Mitigation Actions

Hazard Type	Action Addressing Hazard, by Mitigation Type ^a							
	Prevention	Property Protection	Public Education & Awareness	Natural Resource Protection	Emergency Services	Structural Projects	Climate Resilient	Community Capacity Building
All hazards	1, 2, 7, 9, 11, 12, 13	13	1, 2, 4, 5, 11, 12, 13, 14, 15	13, 14	1, 2, 4, 5, 8, 9, 10, 11, 12, 13, 14, 15	15	1, 15	2, 4, 5
Dam and Levee Failure								
Drought		1, 15		1, 2, , 13				
Earthquake	4	1, 2, 4, 11, 12, 14, 15	5	1, 2, 3, 4, 13		2		
Flood	4	1, 2, 4, 12, 14, 15		1, 2, 3, 4, 12, 13		1, 2		
Landslide	4, 5	1, 2, 4, 5, 12, 14, 15	3	1, 2, 3, 12, 13	5	1, 2		
Severe weather		1, 2, 3, 4, 5, 12, 14	3	1, 2, 3, 4, 12	3	1, 2		
Tsunami								
Wildfire	3, 4, 5, 6, 7, 8, 9, 10, 14, 15, 16, 17, 18, 19	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 14, 15, 16, 17, 18, 19	5, 6, 7, 10, 16, 17,	1, 2, 5, 4, 6, 7, 10, 12, 16, 17, 18, 19	5, 6, 7, 16, 17, 18, 19	1, 2, 6, 7, 8, 9, 16, 17, 18, 19	16, 17, 18, 19	

a. See the introduction to this volume for explanation of mitigation types.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 18, 2023
TO: Board of Directors
RE: Replanting Grant Program
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board discuss and consider approval of the Replanting Grant Program.

Background

In the Fiscal Year 2023-2024 Final Budget, \$25,000 was included for funding of the Replanting Grant Program. This funding was also included in the prior year's budget; however, it was determined that the program criteria and documentation required update. The program was reviewed and discussed by the Emergency Preparedness Committee in March and April 2022; however, it does not appear that it was finalized and approved by the Board.

I have based the updated criteria and form on the EPC recommendation for Board approval of the program with a maximum match of 50% up to \$2,000 per application/grant.

Fiscal Impact

Funding in the amount of \$25,000 is included in the budget.

Attachments: Replanting Grant Program and Application
Replanting Grant Program Recommendation from Emergency Preparedness Committee on April 28, 2022



KENSINGTON FIRE PROTECTION DISTRICT Replanting Grant Program and Application

Replanting Grant Program

Provides 50% matching funds up to \$2,000 for removal of hazardous plants/debris. Funding will be prioritized for projects that (a) remove especially hazardous plants in concentrated areas, (b) affect several properties, (c) affect roadways, sidewalks, and other evacuation routes. If you are making requests in collaboration with neighboring homeowners, please explain as part of your application. **Funding cannot be considered for projects that are already completed.**

Priority for removal will be given to hazardous plants: juniper, eucalyptus (especially surrounding surface fuels and peeling bark), and bamboo (especially dried or drying), and any other desiccated shrubbery or ground plants, as well as dead trees and shrubs, and other accumulated fuel loads.

Please fill out the application below and attach detailed receipts demonstrating what plants/materials were purchased to support the receipts. Please also attach before/after pictures showing the hazardous landscape that was removed and what fire-resistant landscaping has been installed.

Submit applications via email to: fire@kensingtonfire.org (questions may be directed there as well).

There are three types of vegetational hazards: (Type 1) surface plants, mulch, etc., with low probability of spreading fire; (Type 2) ground plants, such as bushes and taller herbs, that can contribute to fuel ladders spreading to crown fires; and (Type 3) large flammable trees, which can be removed but also whose flammability can be reduced by removal of fuel around their bases and (e.g., eucalyptus) by removal of low-hanging peeled bark. Priority will be given to Types 2 and 3 and to accumulated flammable debris. Please be specific about the types of vegetational hazards that you are removing.

Application

Property Owner's Name and Address:

Email:

Telephone:

1. Describe plants/debris which has been removed:
Type 2 vegetation:
Type 3 vegetation:
Other flammable debris:
2. Date of removal/replanting:
3. Grant amount requested:
4. Neighboring property address(es) that would be threatened by plants if ignited (provide details):
5. Reason this project deserves priority of funding (see criteria above):

Proposed reboot of “Residential Hazardous Plant Removal” Grant Program of the KFPD, v2

We propose a reboot, a refashioning, and an increased investment in this program.

House hardening has become a major focus of emergency preparedness in California. An article in the February 17, 2022 edition of the *Marin I-J* described that county-wide effort to motivate homeowners to modify their vegetation to improve public safety.¹ This has also become an issue of home insurance, which should be a major focus of Kensington’s Fire Protection District, as the Kensington Property Owners Association and other civic groups have pointed out. The *Marin I-J* reported:

“Twelve insurance companies representing 40% of the insurance market offer discounts to homeowners taking hardening measures. Three years ago, only 7% of the market was offered such discounts,” [said State Insurance Commissioner Ricardo Lara.]

For further details see <https://www.marinij.com/2022/02/17/marin-fire-officials-applaud-new-state-standards/>

A massive public information campaign is under way in Marin County to improve safety, lower homeowner insurance costs, and avoid insurance cancellations. Kensington, rated the most dangerous zip code in the Bay Area for fire risk, needs to get ahead of potential future trends of increased fire danger and insurance cancellations. This can be encouraged by incentives to homeowners to harden their residences in various ways. One approach is education about structural renovations. Another is providing some subsidy for removal of dangerous vegetation, which is the objective of this program.

The traditional “replanting” grant program allotted \$3000 a year for all of Kensington. With 2200 households, this program is inadequate (at less than \$1.50 per household) and could better lead the community in encouraging removal of hazardous plants. The program, if only for reasons of raising public awareness, should be more fully funded and publicized. Criteria for awarding these grants, their matching funds, and their reporting back, should be updated and clarified.

We propose the following guidelines for a rebooted program:

1. The amount in the fund should be raised immediately to \$25,000, with the indication that more could be considered if demand and success meet expectations. External funds may also be sought.

¹ AB 3074, passed and signed into law in 2021, requires fuel-reduction measures for all structures between 5-30 feet around it, and an ember-resistant zone within 5 feet. The law takes effect in 2023.

2. These will be matching grants, at the rate of up to 50%, and up to \$2000 per project, depending on the project (see criteria below), and awarded after the project is completed.
3. The program will begin annually on April 1 and continue until funds are exhausted, or until October 1, whichever comes first. Projects will be considered on a rolling basis (i.e., as they are received). Decisions will normally be made within 30 days of receipt of application.
4. Priority will be given to projects that (a) remove especially hazardous plants and debris in concentrated areas, (b) affect several properties, (c) have significant matching funds from homeowners, (d) affect roadways, sidewalks, and other evacuation routes, (e) benefit homeowners of limited resources.
5. Funds will be designated to remove materials that are hazardous to the community, in line with the mission of the Fire District. No funds for replanting will be provided, and no “beautification” proposals will be considered.
6. The EC-K Fire Marshal or designee will evaluate grant proposals and report the recommendations for funding to the General Manager. The GM will first receive the proposals and make sure that they are complete before forwarding to the Fire Marshal. The Fire Marshal can recommend an amount, a percentage, or a range of either, or simply evaluate the merits of the proposal. The GM will make final decisions based on available funding. Proposals will be considered on a rolling basis.
7. Awarded funds will be transmitted once the work is completed and receipts submitted to the District office (photos sent to fire@kensingtonfire.org). Before and after photos are welcome!

We propose a major public education and solicitation effort through the EPC and EP Coordinator.

Attached is a draft grant proposal.

Request Form for subsidy to remove hazardous plants and debris in Kensington

Property Owner's Name and Address:

Email and Phone:

Address of Property under renovation (if different from above):

PLEASE READ BEFORE ANSWERING

There are three types of vegetational hazards: (Type 1) surface plants, mulch, etc., with low probability of spreading fire; (Type 2) ground plants, such as bushes and taller herbs, that can contribute to fuel ladders spreading to crown fires; and (Type 3) large flammable trees, which can be removed but also whose flammability can be reduced by removal of fuel around their bases and (e.g., eucalyptus) by removal of low-hanging peeled bark. Priority will be given to Types 2 and 3 and to accumulated flammable debris. Please be specific about the types of vegetational hazards that you are removing.

*Funding will be prioritized for projects that (a) remove especially hazardous plants in concentrated areas, (b) affect several properties, (c) affect roadways, sidewalks, and other evacuation routes. If you are making requests in collaboration with neighboring homeowners, please explain as part of your application. **Funding cannot be considered for projects that are already completed.***

Priority for removal will be given to hazardous plants, viz.: juniper, eucalyptus (especially surrounding surface fuels and peeling bark), and bamboo (especially dried or drying), and any other desiccated shrubbery or ground plants, as well as dead trees and shrubs, and other accumulated fuel loads.

1. These are the plants/debris I will remove (please describe and attach photos):

Type 2 vegetation:

Type 3 vegetation:

Other flammable debris:

2. Here are the neighboring properties (provide addresses) that would be threatened by my (our) plants if they ignited (provide details):

3. This is the estimated cost for removing those plants (please provide estimate):

4. Here is how my neighbors and I plan to share the costs (if applicable):

5. Amount requested as a subsidy from the Kensington Fire Protection District:
6. Here is why our project deserves priority of funding (see criteria above):
7. Dates when you will start and finish this project (approximate):
8. Name(s) of person(s) who will receive the subsidy, if granted:
9. Telephone and email of recipient:

PLEASE PROVIDE "BEFORE" AND "AFTER" PHOTOS OF THE REMOVED VEGETATION, IF POSSIBLE. THANKS!

Submit all applications to **fire@kensingtonfire.org**.

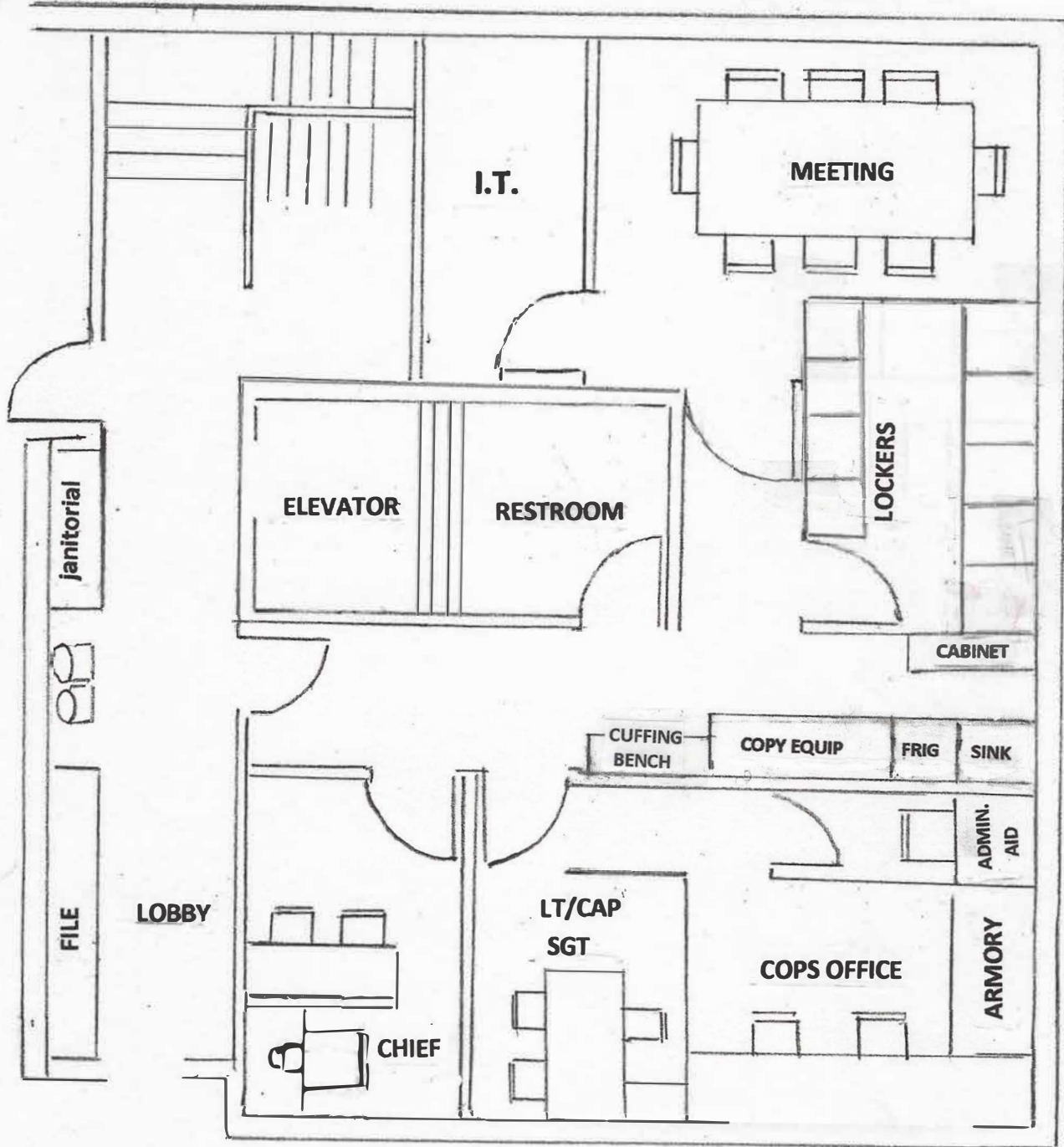


KENSINGTON FIRE PROTECTION DISTRICT

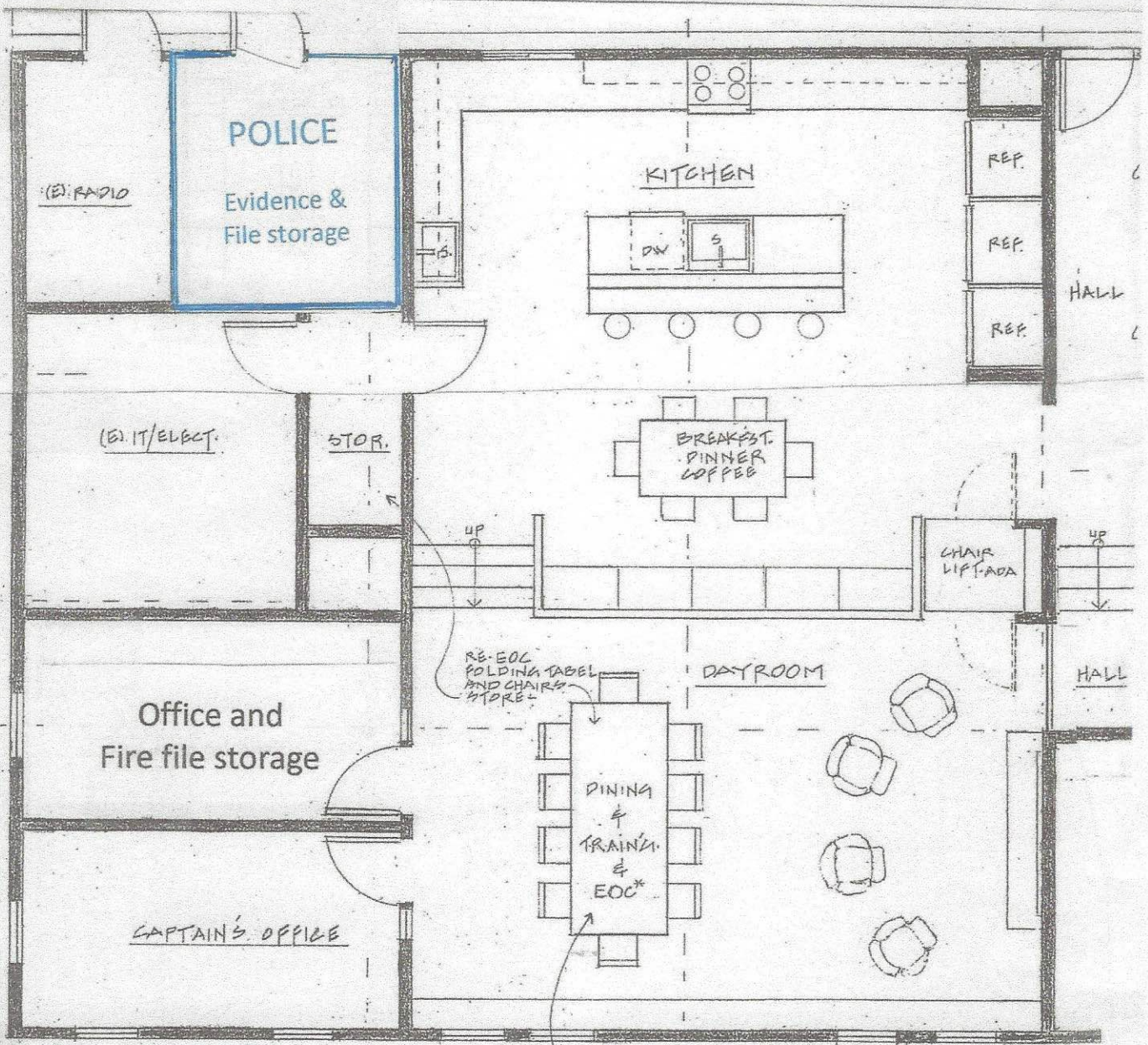
October 18, 2023

Agenda Item 8f

POSSIBLE FIRST FLOOR LAYOUT



POLICE USE OF SECOND FLOOR AREA





KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 18, 2023
TO: Board of Directors
RE: Updated RFP for Fiscal Analysis Evaluating Reorganization
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 - most of the framing has been completed.



Second floor - most of the wall framing has been completed.



First Floor - most of the wall framing has been completed; electrical boxes and conduit is being installed.



Exterior Rear Yard - the side walk has been demolished and new piping has been installed.



Fiscal Impact

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

	Project Budget 9/20/2023	Paid Through 9/30/2023	Remaining Budget
<u>Public Safety Building:</u>			
Construction	\$ 5,882,253	\$ 2,083,917	\$ 3,798,336
PSB Renovation Design/Engineering	774,740	252,526	522,214
Permits/Inspection/Testing	141,017	121,982	19,036
Construction/Project Management	394,987	246,917	148,070
Furniture, Fixtures, and Equipment	200,000	-	200,000
Legal Counsel	130,000	43,668	86,332
<u>Temporary Fire Station:</u>			
Construction Cost	595,453	595,453	1
Design/Engineering/Project Management	107,573	80,116	27,457
Relocation	221,566	133,076	88,490
Sub-Total:	\$ 8,447,589	\$ 3,557,654	\$ 4,889,935
Project Contingency Allowance	550,000	-	550,000
Total Project Budget	\$ 8,997,589	\$ 3,557,654	\$ 5,439,935



KENSINGTON FIRE PROTECTION DISTRICT

Application to Serve on the KFPD EMERGENCY PREPAREDNESS COMMITTEE

Name: Douglas Bevington Date: 8/31/23

(Please do not supply private contact information; this document is accessible to the public.)

- I am a Kensington resident aged 18 or over

Areas of interest (check all that apply):

- Evacuation preparation
- Emergency notification (remote sensing/cameras, sirens, cell towers, radios, phones)
- Path ownership, clearing, etc.
- Articulation with other agencies (County, Parks, FireSafe Councils, other towns)
- Hazard mitigation (education about hazardous plants, house-hardening, etc.)
- CERT training and network formation
- Development of FireSafe neighborhood designations
- Public education about emergency preparedness and other topics
- Other: _____

Please explain your experience AND current efforts in your areas of interest :

Since 2007, I have worked :

Expanded from response above-

Since 2007, I have worked as the forest program director for an environmental grantmaking foundation. Wildfire issues have been a central part of my job. I have worked with and provided funding for fire scientists, wildland firefighters, educators, and environmental organizations. In 2021, I compiled, edited, and wrote the introduction for a report titled "Working from the Home Outward: Lessons from California for Federal Wildfire Policy." This report highlighted importance of home hardening and related measures for community safety, and recommended increasing resources to assist homeowners and communities with those steps. And I currently continue to learn more about fire issues, work to identify the most effective steps for helping keep communities fire-safe, and share what I learn.

If named to the Committee, what would be your goals and objectives for your first year?

One of the main sources of

One of the main sources of home ignitions during wildfires comes from wind-blown embers that get inside homes. Fortunately, there are effective, low-cost ways to prevent embers from getting inside homes by installing fine-mesh screens over vents. Such steps offer big benefits at low cost, so I would be interested in working on strategies to increase Kensington homeowners taking these steps. If this seems like a worthwhile goal to the EPC, I would be happy to complete assembling resources for encouraging community preparedness re: ember ignitions during my first year. Another key challenge, particularly in higher-density communities, is the danger of houses being ignited by adjacent burning buildings once the embers from a wildfire has trigger some ignitions. From what I've learned so far, I think the question of how to prevent house-to-house fire spread during a wildfire will be an even bigger challenge than keeping embers out. Given those complexities, I don't know if it is realistic to expect to produce a set of recommendations within my first year, but I would at least like to get involved with helping do more research on ways to address this key challenge for Kensington. I have a daughter attending Kensington Hilltop, so I am also very interested in preparations for what will be done if a wildfire occurs while school is in session. It is my understanding that some initial planning for Hilltop regarding evacuation and/or shelter-in-place has occurred, but with a new principal there now and other staff changes, there may be good reason to update those plans now. If so, I would be interested in participating in that process, completing an update within a year, and helping to integrate the Hilltop plan with other evacuation planning for Kensington.

Thanks for your interest. Applications will be considered on a continuous basis and/or as the need arises. Committee size is limited. Please email your application to fire@kensingtonfire.org.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 18, 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 September:

AB 557 – Brown Act and Remote Meetings During States of Emergency

The District had utilized AB 361 for remote meetings during the pandemic and it was set to expire at the end of 2023. AB 557 was signed by the Governor which removes the sunset date and extends the renewal resolution timing to 45 days process from the prior 30 days. This will only be an option during certain states of emergency.

FY 2022-2023 Audit

Staff has issued an RFP to solicit proposals from potential auditors and will provide an update throughout the process with the potential for auditor approval in November or December.

Finance Process and Accounting Software Improvements

We have identified invoice payment approval process as well as accounting software improvements that our accounting firm, Krisch & Company CPAs (formerly Maze & Associates), will be assisting to implement. Invoices are received by the District from vendors and agencies through several sources: email to the General Manager; email to ap@kensingtonfire.org; postal mail to the administrative portable sublet in El Cerrito; and through email notifications which require staff retrieval of invoices. Invoices are coded, approved, and submitted for payment either through online bill payment or monthly transmittal to the County. Most of this is performed by the General Manager; however, many tasks can appropriately be transitioned to Krisch & Company CPAs with the General Manager retaining approvals and oversight. In addition, payment for Krisch & Company CPAs will move from a flat monthly fee to hourly billing each month which is not anticipated to increase the annual amount.

The District's auditors cited the accounting software structure as one challenge in completing the audit. After discussing with Krisch & Company CPAs, they identified several measures the District can take to establish account numbers which will effectively create a fund accounting structure. They will be assisting in this implementation in the coming months.

District of Distinction and Certificate of Transparency

Staff is in the process of completing the checklist items by the end of October.



**Report on Agenda Item 10a at KFPD Regular Meeting
September 28, 2023 Emergency Preparedness Committee Meeting
Larry Nagel
October 18, 2023**

The meeting was called to order by Co-chair Larry Nagel, and there were six members present in addition to Interim General Manager Mary Morris-Mayorga, Administrative Assistant Candace Eros Diaz, Emergency Preparedness Coordinator Johnny Valenzuela. and El Cerrito/Kensington CERT Program Manager Chris Hilliard.

The first agenda item was public comment where Alan Siegel gave a report on the status of the Wildcat Firewise Community. They just completed a walking tour of the neighborhood on September 9, 2023 with Johnny Valenzuela and the crew of Engine 155 and the tour was very well attended with more than 40 neighbors present. They have applied for several Measure X grants and to date have received one grant. They also are concerned 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

- Update on the replacement on the EPC for Peter Guerrero. Mary Morris-Mayorga reported that there has been one response from Steve Bennington. That application will be forwarded to the Board at the next regular meeting.
- Update on the possibility of using the Laguna Beach RFP *en lieu* of generating our own RFP. Mary Morris-Mayorga stated that she updated the District purchasing policy to allow reuse of RFPs from other districts and the Board approved this policy at the last Board meeting, to we are free to use the Laguna Beach RFP.
- Update on the replanting program. Mary Morris-Mayorga stated that she had some outdated forms that she is updated. David Spath noted that there actually was one grant awarded and Mary will see if she can find it.

The next agenda item was an update on CERT by Chris Hilliard. Chris reported that the fire extinguisher sales and water barrel sales are continuing. The will be a CERT meeting on September 20, 2023. Chris mentioned an effort to revise the CERT areas to conform with the Zonehaven zones. Chris also mentioned the need to match up CERT areas and Fire Districts. Finally, Chris described a survey tool that he has developed to assist in CERT organization.

The next item was a discussion of the September 17, 2023 Berkeley Fire Alert Fest and Siren Test. Larry Nagel attended the Alert Fest and the Siren Test and he presented his experiences and his frustration with not being able to hear the test at the intersection of Spruce Avenue and Grizzly Peak Boulevard. Several other members had various amounts of success in hearing the test. The performance of the LRAD system needs further investigation.

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.

The next meeting of the EPC will be October October 26, 2023.

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