



KENSINGTON FIRE PROTECTION DISTRICT

DATE: January 12, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 8**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

Despite the December holidays and reduced time, there has been a lot of progress on the general business of the district since the last board meeting. Some of that is covered in the PSB update, but below are other items of note:

- 1. FY2020-2021 Audit** – MUNCPAS conducted its virtual fieldwork starting the week of January 3rd. This consisted of a very large number of email requests for documents sent to myself and Maze Accounting. Maze has been handling the bulk of the detailed accounting responses with some backup research from me, while I have covered policy questions. I hope to have confirmation by the time of our meeting that the draft audit will be available for the February BOD meeting.
- 2. East Bay Wildfire Prevention and Vegetation Management JPA** – I attended the second formation meeting of the potential JPA on Friday, January 7th. Chief Pigoni and EPC member Peter Guerrero also attended. Attached is an “Overview of Needs to be Addressed” which was presented at the meeting by the steering committee. In general, there was greater concern expressed by various agency professionals about possible redundancies a JPA might create. Supervisor Gioia stated his concerns and asked Fire Chief Broschard of CCCFPD to articulate his opinion. Chief Broschard feels it is important to implement simple steps and is particular concerned about a multi-county JPA that would be unwieldy. There was a call for a response to the “Overview” document that would explain current solutions already in place. The group agreed to meet again on February 5th and were told that meeting would include a presentation from the Marin County Wildfire JPA. The facilitators, Placeworks, suggested that a discussion begin about the actual format of a JPA, e.g. board structure, but Supervisor Gioia felt that is still premature until the needs study is agreed upon.
- 3. Hills Emergency Forum** – I attended the HEF Staff Liaison Committee meeting on December 14th, which was very informative and comprehensive. I reported recent KFPD activities to the group. Attached is the agenda for the next meeting on January 11th, which includes the meeting minutes from December for your review.
- 4. Grant Writer Activity** – The PSB Update report, item 5c, explains progress on the HMGP application for the renovation project. In addition, I have been discussing grants for vegetation management with our consultants, ESS. These include a separate HMGP grant application for that purpose, as well as upcoming opportunities from the Conservation Conservancy and CalFire. Overgrowth in Cerrito Canyon is one target

project to pursue funding for, although we may not have the scope materials, price estimates, work schedules, and other background materials that are needed to pursue the next round of deadlines. In order to leverage partnerships, I have contacted Assistant Chief Chris Pinto with the Berkeley Fire Department, as I understand they will be applying for an HMGP grant. I asked if KFPD could be added as a partner agency on their grant so we can address border issues like Cerrito Canyon together, and leverage their staffing advantages and resources.

5. **Sandbag Program** – So far this season, we have made 300 sandbags available at the Arlington Community Church parking lot for residents to pick up. At the last check, there were about 24 left, and we have posted reminders on NextDoor that they are also available from the Recycling Center. The orders to date have totaled +/- \$1,750, which is above our budget of \$1,500, but given the amount of stormwater so far that is not surprising. We will continue to monitor the need.
6. **Board Directors Education Requirements** – I will follow up individually this week on summaries of the education requirements, as requested by Secretary Kosel at the December meeting.
7. **GM Hours** – As a check on the amount of time required for my position in 2021, I reviewed the final payroll document for the year and will note that the total averaged out to 25 hours per week, which is in-line with the contract I am currently working under.
8. **Board Clerk/Executive Assistant and Accounting/Booking Positions** – I intend to address this need further over the next month in terms of posting openings, but I continue to explore alternative options with KPPCSD staff and our prior board clerk.
9. **Coordination with KPPCSD** – During weekly trips to the PSB for mail, messages, and renovation meetings, I continue to check in regularly with the KPPCSD admin and police staff on common issues and concerns. I appreciate the sense of collaboration we have been fostering on a staff and operations level.