



KENSINGTON FIRE PROTECTION DISTRICT

DATE: December 8, 2021

TO: Board of Directors
Kensington Fire Protection District

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

SUBMITTED BY: Bill Hansell, General Manager

Given December's early meeting time and the Thanksgiving holiday, the last month has passed quickly. In addition to typical business operations and coordination with our various consultants, I focused on the following subjects since the last board meeting:

- 1. FY2020-2021 Audit** – The procedural statements and confirmation letters were completed and sent to MUN CPAS, while Maze has responded to document requests. The auditors have informed me that they will have the draft audit submitted for the February 9th, 2022 board meeting.
- 2. Public Safety Building Progress Update** – The architecture and engineering design team continues to develop the Design Development drawings and will complete that work by the end of the month. Some additional technical code requirements have added miscellaneous minor elements to the project, but the overall scope remains the same. Updated pricing is underway and will be completed with the Design Development set, but was not available in time for this report. I had additional meetings with the firefighting staff to review the plans and answer questions on their concerns about layout, finishes, equipment, etc. Many helpful points were raised and are being explored as we proceed with refinement of the drawings.

Additionally, I met with Ron Kappe, the architect of the Temporary Facility, and Mack5 to discuss the layout and challenges presented by the parking lot site. Mack5 is helping with the logistics of the project, especially considering the design/build process and the use of modular construction. I have reached out to the utility companies as temporary connections will be an important scheduling component of the work. The timing of the project is key to the critical path of the renovation project, so we are expediting the work wherever possible. The architect's current schedule is attached.

- 3. East Bay Wildfire Prevention and Vegetation Management JPA** – The first meeting was held online on December 3rd and was attended by approximately 30 representatives from different agencies and stakeholders. Both Chief Pigoni and I attended the meeting. David Early of Placeworks moderated the meeting and reviewed the incentives for the formation of a JPA, as well as the tentative process for achieving a consensus on the best way to proceed. Numerous questions were raised on the format of the JPA, on precedence, and on whether existing systems fulfilled some or all of the need. While a majority agreed to continue meeting and affirmed interest, there were some who felt this was a "solution looking for a problem" and that a better PR campaign was needed to

explain how many of the areas of concern are already being addressed by current structures. The meeting focused, though, on the exploratory process and did not try to answer any of the questions raised. The next meeting is planned for Friday, January 7th, 2022 at 1:30 p.m. The organizers will invite representatives from the Marin Wildfire Prevention Authority to present an overview of that JPA as an example.

4. **Grant Writer Activity** – We received a confirmation from CalOES that our Notice of Intent for the Hazard Mitigation Grant Program has been approved. We are now able to proceed with the sub application. I will be discussing next steps with our grant writer.
5. **Coordination with KPPCSD** – I am exploring the possibility of some shared executive assistant time with the KPPCSD staff to help with basic weekly tasks until I can complete a search to fill the Board Clerk position.
6. **County Funds** – In accordance with our financial policy and in order to facilitate the dry revenue period prior to the receipt of taxes, I liquidated \$208,000 in investments held in our Special Tax Fund and then moved the majority of that fund's cash, \$400,000, to our General Fund. Typically, the Special Tax Fund should be cleared each year after the revenue receipts are confirmed, so that the General Fund holds all cash/investments. This was not done last year; thus, two years of revenue were transferred in this action. You will see the activity in next month's financial report, and the this should cover our operating expenses while the new tax revenue is received.

KENSINGTON FIRE PROTECTION DISTRICT
 KAPPE ARCHITECTS PRODUCTION SCHEDULE
 KENSINGTON FIRE TEMPORARY FACILITIES

TASK	WEEKS								YEAR 2022 BEGINS						
	NOV 15-19	NOV 22-26	NOV 29-DEC 3	DEC 6-10	DEC 13-17	DEC 20-24	DEC 27-31	JAN 3-7	JAN 10-14	JAN 17-21	JAN 24-28	FEB 1-4	FEB 7-11	FEB 14-18	FEB 21-25
Site Visit, Kick-off meeting		Thanksgiving					Christmas and								
Concept Design		11/24-11/26					New Years								
Meeting with PM, CM							Office closed								
Modular Research							12/25-1/3/22								
Modular cost estimates															
Prelim Contact of Utilities															
Site Plan Design, Layout															
Meeting with PM, CM															
Site Plan Development															
Utility coordination															
Preparation of Submittal package															
Meeting with PM, CM															
Submittal of Construction Package to City															
Prepare Bid Package															
City Review Period (4-6 weeks allowance)															
Respond to Plan check comments, incorporate into bid docs as addendum															
Obtain Building Permit															
Award Contract for Construction															