



KENSINGTON FIRE PROTECTION DISTRICT
SPECIAL & REGULAR MEETINGS OF THE BOARD OF
DIRECTORS AGENDA
Wednesday, December 9, 2020 6:00pm
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://zoom.us/j/94891798457?pwd=Qm5URThCKytsSGJ1aUpyMzAyQmxnUT09> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

Any member of the public who needs special accommodations should email public.comment@kensingtonfire.org 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

Oral communications will be taken on each agenda item. Each member of the public will be allotted the same maximum number of minutes to speak as set by the President before or during its consideration, 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)).

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SPECIAL MEETING AGENDA 6:00 P.M.

- 1. CALL TO ORDER/ROLL CALL**
President Stein, Vice President Padian, Directors Dommer, Kosel, and Nagel
- 2. ORAL COMMUNICATIONS.** Comments are limited to items on this special meeting agenda.
- 3. ANNOUNCE AND ADJOURN TO CLOSED SESSION**
CLOSED SESSION: *May recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.*

PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC 54957)

Title: General Manager

- 4. RECONVENE TO OPEN SESSION**
Report on Action Taken by the Board During Closed Session, If Any, Pursuant to California Government Code Section 54957.1
- 5. ADJOURNMENT**

REGULAR MEETING AGENDA 7:00 P.M.

- 6. CALL TO ORDER/ROLL CALL**
President Stein, Vice President Padian, Directors Dommer, Kosel, and Nagel
- 7. (*originally Item 4*) ORAL COMMUNICATIONS.** This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda.
- 8. (*originally Item 2*) OATH OF OFFICE** for reappointed Directors Don Dommer and Larry Nagel (To be administered by Sasha Amiri, District Clerk)
- 9. (*originally Item 3*) ELECTION OF OFFICERS FOR CALENDAR YEAR 2021 (ACTION)**
 - President
 - Vice President
 - Secretary

10. **(originally Item 5) ADOPTION OF CONSENT ITEMS.** Items 10.1 – 10.6 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 on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and 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.
- 10.1. **(5.1)Approval of Minutes** of the regular meeting of September 9, 2020
(supporting material) (ACTION)
- 10.2. **(5.2)Acceptance of Incident Activity Report** November 2020 (ACCEPT)
- 10.3. **(5.3)Approval of Monthly Transmittal** November 2020 (APPROVE)
- 10.4. **(5.4)Approval of Monthly Financial Reports** November 2020 (APPROVE)
- 10.5. **(5.5)Approval of General Manager’s Timesheet** (APPROVE) (supporting material)
- 10.6. **(5.6)Proposal to award framed certificates of appreciation to community volunteers who have helped significantly in the mission of the Fire District over the past year, using funds from the Volunteer Appreciation budget item.** (Padian/Nagel) (supporting material)
11. **(originally Item 8) Fire Chief’s Report** (supporting material)
12. **(originally Item 9) ADMINISTRATIVE ITEMS**
- 12.1. **(9.1)Discussion of Board Priorities for Emergency Preparedness and Public Safety Activities and Education for the immediate and long-term (3-5 years) future**
(Padian/Nagel) (DISCUSSION) (supporting material)
- 12.2 **(9.2)Discuss and Consider a Consulting Agreement with Mary Morris-Mayorga for Operational Support** (ACTION) (supporting material)
13. **(originally Item 6) President’s Report**
- **Administrative Improvements in 2020** (verbal and/or supporting material)
 - **Recommendation for Brown Act Refresher Training**
14. **(originally Item 7) Interim General Manager’s Report**
- **General Updates** (verbal)
 - **Next Steps on Public Safety Building** (supporting material)
 - **Action Plan Update** (supporting material)

15. (originally Item 10) Board Reports

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

- a. Finance Committee (Stein/Dommer) (supporting material)
- b. Emergency Preparedness Committee (Padian/Nagel) (supporting material)
- c. Building Committee (verbal report)
- d. California Special Districts Association Representatives:
 - i. County (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)

16. Adjournment

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on January 13, 2021 at 7:00pm via Zoom Teleconference. The deadline for agenda items to be included in the Board packet is Wednesday, January 6, 2021 by 1:00pm.

If you challenge a decision of the Board of Directors in court, you may be limited to raising only those issues you or someone else raised at the Board Meeting or in written correspondence delivered at, or prior to, the Board Meeting.

Oath of Office

State of California } ss.

County of Contra Costa

For the office of _____

I, _____
do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Subscribed and sworn to before me, this ____ day of, _____, 2020

Signature of Person Adminstrating Oath

Title



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

Wednesday, September 9, 2020 7:00pm
 Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-25-20 and N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by accessing <https://zoom.us/j/98735271685> (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at public.comment@kensingtonfire.org. Comments will then be read into the record, with a maximum allowance of 5 minutes per individual comment, subject to the Chair's discretion.

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 301 715 8592 or +1 312 626 6799

Webinar ID: 987 3527 1685

International numbers available: <https://zoom.us/u/avFwwJGdw>

1. CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 7:01pm.

Present: President Stein, Vice President Padian, Directors Dommer, Kosel, and Nagel

- 2. ORAL COMMUNICATIONS.** This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.

- 3. ADOPTION OF CONSENT ITEMS.** Items 3.1 – 3.8 listed below are consent items, which are considered to be 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 on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and 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.

Moved/Seconded: Director Kosel/Director Nagel **Action:** Passed a motion to remove consent item 3.4 **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

Moved/Seconded: Director Kosel/Director Nagel **Action:** Passed a motion to remove consent items 3.7 and 3.8 **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

Moved/Seconded: Director Kosel/Director Nagel **Action:** Passed a motion to adopt consent items 3.1, 3.2, 3.3, 3.5 and 3.6 **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

3.1. Approval of Minutes of the regular meetings of August 12, 2020
Action: Approved Minutes

3.2. Acceptance of Incident Activity Report August 2020
Action: Accepted Report

3.3. Approval of Monthly Transmittal August 2020
Action: Approved Transmittal

3.4. Adoption of Resolution 20-13 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for Fiscal Year 2020-2021

IGM Morris-Mayorga discussed a few changes for the budget for the Fiscal Year 2020-2021: increased property taxes (2%) each year; increasing office wages, IT/Equipment; reduced Feasibility Study to estimated; and include a grant writer.

President Stein suggested an analysis of how we utilized attorneys in the past so this can be managed in a more cost effective manner, if possible.

Moved/Seconded: Director Nagel/Director Dommer **Action:** Passed a motion to adopt Resolution 20-13 **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

3.5. Adoption of Resolution 20-14 Establishing New Policy 185 Training Requirements
Action: Adopted Resolution

3.6. Adoption of Resolution 20-15 Approving Amendments to Policy 1020 Code of Conduct
Action: Adopted Resolution

3.7. Adoption of Resolution 20-16 Approving Amendments to Policy 170 Discrimination, Harassment and Retaliation Prevention

Moved/Seconded: Director Kosel/Director Nagel **Action:** Passed a motion to approve amendments to Policy 170 Discrimination, Harassment and Retaliation Prevention **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None **Motion Approved**

3.8. Adoption of Resolution 20-17 Approving Amendments to Policy 180 Complaint and Investigation Procedures

Moved/Seconded: Director Kosel/Director Nagel **Action:** Passed a motion to approve amendments to Policy 180 Complaint and Investigation Procedures **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None. **Motion Approved**

4. President's Report (verbal report)

President Stein did not have info to report.

5. Interim General Manager's Report

5.1. Report on Status of Fire Danger Sign

IGM Morris-Mayorga reported that installation of the sign is in progress; however, it requires an encroachment permit which may take several weeks.

5.2. Action Plan Update

IGM Morris-Mayorga reported on the status of the expectations/goals. Director Kosel asked for a status update on the Certificate of Transparency; IGM Morris-Mayorga stated she would verify and complete the remaining requirements to submit this soon. Director Nagel inquired what the timeline was for completion; IGM Morris-Mayorga stated the goal is to complete the Action Plan items before the end of the calendar year.

5.3. Shredding event in October

This event will need to be postponed for safety reasons.

6. Fire Chief's Report

Chief Pigoni presented his report included in the packet. He noted that we are currently getting into the peak of the fire season and the state has already hit a record number of acres burned. The majority of people within community are complying with notices being sent out for the Districts Vegetation Management Program. September is National Preparedness Month; this can be added to the website and the link is included in the Fire Chiefs Report.

The Emergency Operations Plan is in the process of being reviewed and is available on the website for the Board to read through. Chief Pigoni would like to do an Emergency Operations Drill to do a run through of the Emergency Operations Plan in November.

7. ADMINISTRATIVE ITEMS

7.1. Evacuation Messaging and Public Communication (DISCUSSION/POTENTIAL ACTION)

Director Stein ~~initiated the discussion~~ stated her concern regarding Board member(s) advising residents to evacuate during Red Flag events and asked Chief Pigoni for his feedback. He stated that evacuations are a major concern and everyone has put in a lot of

work to address (traffic study, Zonehaven controlled evacuations zones, promoted evacuation warnings). The advice to residents had been to leave homes now and while he does not want to stop a concerned resident from leaving, the problem in telling residents to leave is that there have been numerous Red Flag Days that often change or are rescinded. In addition, if residents become too used to leaving they may tire from doing so often this may not be prudent. If that is what the Board wants, it should be a unified Board message While there are a lot of resources available for the general public, there should be a unified message that the District wants to communicate to prevent sending out mixed messages, creating liability issues, and to ensure controlled evacuations. There are many evacuation resources for residents to use.

Director Stein asked legal counsel about the risk of liability from statements made by Board members and best way to address. Legal counsel discussed claims and defenses; risk can be avoided by the District speaking in a uniform way. Board members have a first amendment right to say things, though the Board can adopt reasonable policies around communicating on behalf of the District. Legal Counsel. If a Board Member makes a statement that contradictss can make statements that are contrary to Board Policies; however, consequences and sanctions may be imposed.

Director Kosel suggested that the department communicate officially: Fire Chief and IGM Morris-Mayorga, including IGM Morris-Mayorga posting on NextDoor vs. Nixil. Director Padian agreed with legal counsel, but emphasized that Board members have first amendment rights related to when someone is speaking for the Board or not. It cannot be assumed they are speaking for the Board unless they say they are; Board members can privately contradict whatever they want. He reviewed several recent articles and clarified social media postings that residents were not directed to leave. There was additional discussion among the Board on this item.

There was public discussion and the Board made There was no motion; and the Board will follow up on this matter during the next meeting.

7.2. Review Final Version of Letter to CCC Fire Chief Re: Cameras on Vollmer Peak
Moved/Seconded: Director Nagel/Vice President Padian **Action:** Passed a motion to approve the President and the Chief to sign the letter and send it off. **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

7.3. Report Back on ZoneHaven Proposed Subscription Agreement Combined with City of El Cerrito

IGM Morris-Mayorga worked with Chief Pigoni and proposed for the City of El Cerrito to enter into an agreement and include Kensington.

Moved/Seconded: Director Kosel/Director Dommer **Action:** Passed a motion to approve the subscription between the City of El Cerrito and ZoneHaven **Ayes:** President Stein, Directors Dommer, Kosel and Nagel **Noes:** Vice President Padian

7.4. Review Format of Monthly Financial Reports

Moved/Seconded: Director Nagel/Director Kosel **Action:** Passed a motion to approve this monthly financial report, with the understanding that the format will be similar each month **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

7.5. Public Safety Building Financing and Decision Plan

This item was not discussed and/or cut off during the recording.

7.9 Report on General Manager Recruitment by BHI and Consider Scheduling Special Meetings to Hold Interviews

Brent Ives/BHI Management Consulting reviewed his report included in the packet. The postings closed on August 14th followed by a review of all eleven candidates who were ranked. The top 5 candidates were selected and scheduled for a Zoom meeting; four of the five candidates stood out as the caliber to send to the board. Mr. Ives will set up a shareable file so the board can review their files, interview tips, and generate 4-5 interview questions they would like to consider for Zoom interviews. He recommends doing the interviews during the 16th - 18th of September. Mr. Ives will facilitate the interview process and work with IGM Morris-Mayorga to schedule interviews after which the four candidates can be narrowed down to the top 1-2 candidates.

Moved/Seconded: Director Dommer/Director Kosel **Action:** Passed a motion to approve the process proposed. **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel

7.6. Authorize the Interim General Manager to Negotiate a Lease for Office Space

IGM Morris-Mayorga explained the cost of office space: the space on Arlington is \$35,000/year and the space on Colusa is \$30,000-\$35,000/year.

Moved/Seconded: Director Kosel/Director Nagel **Action:** Motion to postpone Item 7.6 to lease office space outside the building until we determine whether or not we need to **Ayes:** Directors Dommer, Kosel and Nagel **Noes:** President Stein, Vice President Padian

President Stein asked if there was a motion to extend the meeting and there was none.

Moved/Seconded: Director Kosel/Director Nagel **Action:** Motion to adjourn the meeting **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

The meeting was adjourned prior to completion of the following items:

7.7. Proposed Amendment to Policy 8 Checking Account (First Reading) (ACTION)
(supporting material)

7.8. Consider Emergency Preparedness Agenda Items for:

- **Calling a Special Meeting on All or Specific Items (ACTION), or**
 - **Discussing at the Current Meeting on All or Specific Items (ACTION)**
- 7.8.1. **Changes to Kensington Traffic and Evacuation Patterns Now Completed (INFORMATION)**
- 7.8.2. **Recommendation to ask the Board to request the El Cerrito Fire Department and the KPPCSD to use Nixle and NextDoor to (1) notify the public of Red Flag Days and (2) notify the public in advance of the first warning of impending Diablo Wind Events (ACTION)**
- 7.8.3. **Status of Proposal for a Pilot Program to Provide Emergency Radios to Members of the Public (DISCUSSION/ACTION)**

- 7.8.4. **Status and Future Steps for Investigating the Acquisition and Installment of Emergency Public Address Systems for Kensington (DISCUSSION)**
- 7.8.5. **Request for the Board to Approve Action Items Proposed by the Kensington Police Department Regarding Investigation into Potential Changes in Parking Configuration on six segments of Kensington streets, including public input, and to approve the production (no cost) of an educational video to explain the rationale for the proposed parking changes (ACTION) (supporting material)**
- 7.8.6. **Request from Emergency Preparedness Committee to Hire a Part-Time Emergency Preparedness Coordinator (Discussion and possible ACTION) (supporting material)**
- 7.8.7. **Preliminary calculations of the traffic load on Kensington's streets during an emergency evacuation with little warning; implications for educating residents (DISCUSSION)(supporting material)**

7.9. Report on General Manager Recruitment by BHI and Consider Scheduling Special Meetings to Hold Interviews

This item was moved to the location where discussed.

8. Board Reports

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

- a. Finance Committee (Stein/Dommer) (supporting material)
- b. Emergency Preparedness Committee (Padian/Nagel) (supporting material)
- c. California Special Districts Association Representatives:
 - i. County (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)

9. Adjournment at 10:00pm

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on November 11, 2020.

Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



ITEM 5.2

DATE: December 1, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

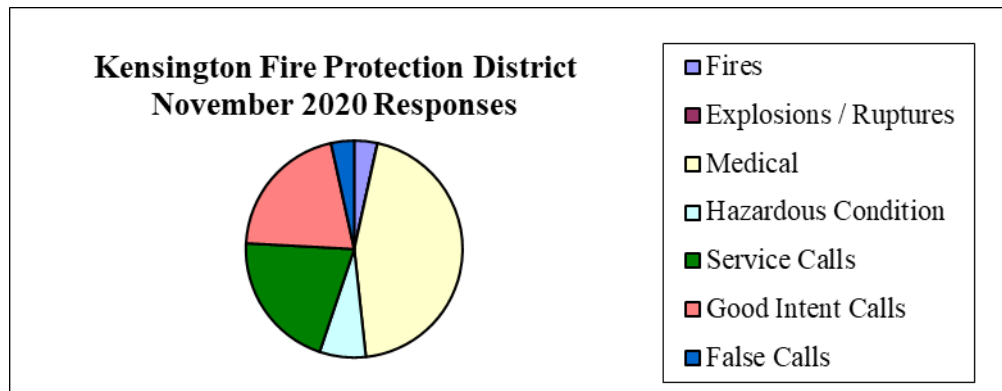
RE: **Incident Activity Reports for the Month of November 2020**

There were 29 incidents that occurred during the month of November in the community of Kensington. This is an increase of 6 calls over the previous month. Please see the attached “Incident Log” for the dates, times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of 51 calls which is the same as last month.

The month of November saw an increase in medical responses, partially due to the flu and cold season coming on and for potential coronavirus cases. Per the County data, Kensington has only had 18 cases reported but there has been 4 in the last 2 weeks as of this date. There was a major vehicle fire on November 9th when an East Bay MUD service vehicle caught fire parked next to a power pole at the El Cerrito/Kensington border. There were no injuries nor damage to any homes. However, the power pole was damaged and had to be replaced and wires repaired.

The chart below is broken down into 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 and the percentage of the total calls for each type for all the responses in the community of Kensington.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
1: Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	3.45%
2: Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
3: Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	13	44.83%
4: Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	6.90%
5: Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	6	20.69%
6: Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	6	20.69%
7: False Calls	<i>(Wrong Company/Unit Dispatched)</i>	1	3.45%
Totals		29	100.00%



Kensington Fire Protection District Response Log for November 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020113201	01-Nov-20 12:52:28	210 Cambridge AVE	Kensington	E172	321
2	0020113474	02-Nov-20 08:31:43	51 Franciscan WAY	Kensington	E165	554
3	0020113563	02-Nov-20 12:46:46	734 Wellesley AVE	Kensington	E165	321
4	0020114076	03-Nov-20 17:57:20	177 Purdue AVE	Kensington	E165	600
5	0020114241	04-Nov-20 09:43:32	279 Berkeley Park BLVD	Kensington	E165	5000
6	0020115033	06-Nov-20 07:26:00	51 Franciscan WAY	Kensington	E165	550
7	0020115377	06-Nov-20 21:41:29	415 Colusa AVE	Kensington	E165	321
8	0020116012	08-Nov-20 18:23:41	673 Coventry RD	Kensington	E165	600
9	0020116201	09-Nov-20 09:41:24	2 Arlington AVE	Kensington	E172	131
10	0020117189	12-Nov-20 07:41:10	511 Coventry RD	Kensington	E165	622
11	0020117798	13-Nov-20 19:17:43	309 Vassar AVE	Kensington	E165	400
12	0020118159	14-Nov-20 18:39:16	34 Stratford RD	Kensington	E165	321
13	0020118822	16-Nov-20 14:37:41	210 Arlington AVE	Kensington	E165	321
14	0020119167	17-Nov-20 11:36:04	388 Colusa AVE	Kensington	E165	321
15	0020119670	18-Nov-20 18:15:07	711 Coventry RD	Kensington	E165	321
16	0020119775	19-Nov-20 01:53:31	176 Highland BLVD	Kensington	E165	321
17	0020119992	19-Nov-20 15:55:45	11 Arlington LN	Kensington	E165	700
18	0020120220	20-Nov-20 09:53:19	281 Lexington RD	Kensington	E165	321
19	0020120270	20-Nov-20 11:51:25	120 Saint Albans RD	Kensington	E165	321
20	0020120295	20-Nov-20 12:51:04	422 Colusa AVE	Kensington	E165	321
21	0020120331	20-Nov-20 14:32:53	31 Norwood AVE	Kensington	E165	412
22	0020120356	20-Nov-20 15:41:29	673 Coventry RD	Kensington	E165	5000
23	0020121069	22-Nov-20 12:31:19	38 Sunset DR	Kensington	E165	554
24	0020122203	25-Nov-20 13:22:57	1643 Oakview AVE	Kensington	E165	321
25	0020122631	26-Nov-20 18:31:58	220 Trinity AVE	Kensington	E165	611X
26	0020122831	27-Nov-20 11:02:56	217 Arlington AVE	Kensington	E165	531
27	0020122929	27-Nov-20 15:24:11	209 Stanford AVE	Kensington	E165	611
28	0020123949	30-Nov-20 16:26:22	Canon DR	Kensington	E365	651
29	0020124122	01-Dec-20 04:51:00	393 Coventry RD	Kensington	E165	321

Type Series**Description**

100	<i>(Structure, Trash, Vehicle, Vegetation Fire)</i>
200	<i>(Over Pressure/Ruptures Explosions, Bombs)</i>
300	<i>(EMS, Vehicle Accidents, Extrication, Rescue)</i>
400	<i>(Chemical Spills, Leaks, Down power Lines)</i>
500	<i>(Distress, Water/ Smoke/Odor Problems, Public Assists)</i>
600	<i>(Cancelled En Route, Wrong Location)</i>
700	<i>(Wrong Company/Unit Dispatched)</i>

Kensington Fire Protection District Engine 65 Response Log for November 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020113287	01-Nov-20 17:05:56	10900 San Pablo AVE	El Cerrito	E165	611M
2	0020113297	01-Nov-20 17:28:46	2606 Tassajara AVE	El Cerrito	E165	651
3	0020113301	01-Nov-20 17:35:36	7211 Mound ST	El Cerrito	E165	321
4	0020113474	02-Nov-20 08:29:20	51 Franciscan WAY	Kensington	E165	554
5	0020113517	02-Nov-20 10:59:25	10203 San Pablo AVE	El Cerrito	E165	550
6	0020113522	02-Nov-20 11:09:16	6000 El Cerrito PLZ	El Cerrito	E165	611M
7	0020113563	02-Nov-20 12:46:17	734 Wellesley AVE	Kensington	E165	321
8	0020113653	02-Nov-20 16:41:35	Wildcat Creek TRL	Orinda	E365	321
9	0020114076	03-Nov-20 17:54:40	177 Purdue AVE	Kensington	E165	600
10	0020114199	04-Nov-20 07:59:33	205 Ramona AVE	El Cerrito	E165	5000
11	0020114241	04-Nov-20 09:40:56	279 Berkeley Park BLVD	Kensington	E165	5000
12	0020114590	05-Nov-20 06:01:20	7614 Terrace DR	El Cerrito	E165	5000
13	0020114654	05-Nov-20 10:17:10	2060 Tapscott AVE	El Cerrito	E165	321
14	0020114945	05-Nov-20 23:52:49	522 Liberty ST	El Cerrito	E165	321
15	0020115033	06-Nov-20 07:25:15	51 Franciscan WAY	Kensington	E165	550
16	0020115173	06-Nov-20 12:10:47	7788 Baron CT	El Cerrito	E165	5000
17	0020115306	06-Nov-20 17:36:34	821 Craft AVE	El Cerrito	E165	622
18	0020115329	06-Nov-20 18:53:26	295 El Cerrito PLZ	El Cerrito	E165	611
19	0020115377	06-Nov-20 21:39:12	415 Colusa AVE	Kensington	E165	321
20	0020116012	08-Nov-20 18:23:08	673 Coventry RD	Kensington	E165	600
21	0020116874	11-Nov-20 08:31:05	SR 24 E	Orinda	E165	611F
22	0020117189	12-Nov-20 07:38:25	511 Coventry RD	Kensington	E165	622
23	0020117674	13-Nov-20 15:23:00	Fish Ranch RD	Orinda	E165	611T
24	0020117798	13-Nov-20 19:16:01	309 Vassar AVE	Kensington	E165	400
25	0020117844	13-Nov-20 20:52:45	Wildcat Canyon RD	Berkeley	E165	611T
26	0020118159	14-Nov-20 18:37:23	34 Stratford RD	Kensington	E165	321
27	0020118546	15-Nov-20 19:23:50	2220 Carlson BLVD	Richmond	E165	611F
28	0020118822	16-Nov-20 14:37:11	210 Arlington AVE	Kensington	E165	321
29	0020119167	17-Nov-20 11:35:26	388 Colusa AVE	Kensington	E165	321
30	0020119670	18-Nov-20 18:13:10	711 Coventry RD	Kensington	E165	321

31	0020119775	19-Nov-20 01:50:40	176 Highland BLVD	Kensington	E165	321
32	0020119844	19-Nov-20 09:24:35	1921 Downey PL	El Cerrito	E165	321
33	0020119992	19-Nov-20 15:54:28	11 Arlington LN	Kensington	E165	700
34	0020120036	19-Nov-20 18:01:23	803 Craft AVE	El Cerrito	E165	611X
35	0020120220	20-Nov-20 09:51:50	281 Lexington RD	Kensington	E165	321
36	0020120270	20-Nov-20 11:50:04	120 Saint Albans RD	Kensington	E165	321
37	0020120295	20-Nov-20 12:48:48	422 Colusa AVE	Kensington	E165	321
38	0020120331	20-Nov-20 14:31:57	31 Norwood AVE	Kensington	E165	412
39	0020120356	20-Nov-20 15:40:51	673 Coventry RD	Kensington	E165	5000
40	0020120881	21-Nov-20 20:46:08	1133 Brewster DR	El Cerrito	E165	651
41	0020120978	22-Nov-20 06:56:56	Eureka AVE	El Cerrito	E165	611
42	0020121069	22-Nov-20 12:30:36	38 Sunset DR	Kensington	E165	554
43	0020121296	23-Nov-20 06:09:19	407 Village DR	El Cerrito	E165	321
44	0020122203	25-Nov-20 13:22:16	1643 Oakview AVE	Kensington	E165	321
45	0020122463	26-Nov-20 07:58:50	821 Kensington RD	El Cerrito	E165	321
46	0020122631	26-Nov-20 18:31:17	220 Trinity AVE	Kensington	E165	611X
47	0020122831	27-Nov-20 11:00:12	217 Arlington AVE	Kensington	E165	531
48	0020122929	27-Nov-20 15:23:22	209 Stanford AVE	Kensington	E165	611
49	0020123843	30-Nov-20 10:54:05	333 Ramona AVE	El Cerrito	E165	5000
50	0020123949	30-Nov-20 16:22:57	Canon DR	Kensington	E365	651
51	0020124122	01-Dec-20 04:41:00	393 Coventry RD	Kensington	E165	321

***Type Series**

Description

100
200
300
400
500
600
700

(Structure, Trash, Vehicle, Vegetation Fire)
(Over Pressure/Ruptures Explosions, Bombs)
(EMS, Vehicle Accidents, Extrication, Rescue)
(Chemical Spills, Leaks, Down power Lines)
(Distress, Water/ Smoke/Odor Problems, Public Assists)
(Cancelled En Route, Wrong Location)
(Wrong Company/Unit Dispatched)

ITEM 5.3

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 : 12/9/2020
LOCATION #: 13
FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50296	All-Ways Green Services	12/1/2020	44795/Dec	7840	2490			105.00
	Bay Alarm	10/14/2020	17777683/Oct	7840	2490			115.00
50151	El Cerrito	12/1/2020	December	7840	2328			293,181.22
	Healdsburg Signs Inc.	11/10/2020	201180/Nov	7840	2490			104.40
50167	Nicolay Consulting Group-OPEB/Actuary	11/21/2020	372-2020-11/May-Oct (GASB/audit req)	7840	2490			5,600.00
50131	Meyers Nave	11/16/2020	2020100184/Oct	7840	2490			10,600.75
50321	Office Team	11/11/2020	56646929/Nov6	7840	2490			416.30
50321	Office Team	11/18/2020	56684075/Nov13	7840	2490			333.04
50180	Ross Drulis Cusenbery	11/16/2020	2016029-25R/Oct	7840	2490			1,973.13
50180	Ross Drulis Cusenbery	7/31/202	2016029-22/Jul	7840	2490			20.00
	Streamline	11/22/2020	C2A799C0-0002/Nov-Dec	7840	2490			260.00
50146	Delta Dental	10/9/2020	BE003981289/July	7840	1061			948.79
	Office Equipment Co., Inc.	12/2/2020	AR75380/Dec	7840	2490			140.00
50330	Fernando Herrera	12/2/2020	Nov2019-Nov2020	7840	2490			2,275.00
	Hi-Tech EVS, Inc.	11/25/2020	168990/Nov	7840	2490			329,263.50
50269	Cross Connections	11/30/2020	2020-11-30-El Cerrito FD/Nov	7840	2490			11,220.37
	Air Exchange	9/14/2020	91603036/Sept	7840	2490			1,137.05
	Air Exchange	9/24/2020	91603122/Sept	7840	2490			64.95
	Alliance Graphics	11/4/2020	85991/Nov	7840	2490			1,187.00
	Stericycle	11/1/2020	3005293982/Nov	7840	2490			2,781.43
50326	R & S Erection of Richmond, Inc.	7/28/2020	98959C/July	7840	2490			690.50
50318	Ian Martin (replacement for lost chec	3/5/2020	Sept 2019 - Jan 2020/Traffic study)	7840	2490			3,900.00

TOTAL

666,317.43

Kensington FPD Approval

Kensington Fire Protection District
Revenue & Expense Annual Budget vs. Actual YTD
 July 2020 through June 2021

ITEM 5.4

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	4,110,418.72	4,348,427.00	-238,008.28	94.53%
Special Taxes	0.00	200,450.00	-200,450.00	0.0%
Other Tax Income	0.00	25,250.00	-25,250.00	0.0%
Lease Agreement	12,201.00	36,603.00	-24,402.00	33.33%
Interest Income	29,322.99	121,800.00	-92,477.01	24.08%
Salary Reimbursement Agreement	0.00	0.00	0.00	0.0%
Salary Reimb Agreement Recon(s)	0.00	0.00	0.00	0.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	4,151,942.71	4,732,530.00	-580,587.29	87.73%
Expense				
Staff				
Wages	58,557.50	144,164.00	-85,606.50	40.62%
Longevity Pay	0.00	0.00	0.00	0.0%
Overtime Wages	0.00	0.00	0.00	0.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	0.00	0.00	0.00	0.0%
Retirement Contribution	0.00	0.00	0.00	0.0%
Payroll Taxes	4,481.43	14,416.00	-9,934.57	31.09%
Workers Compensation/Life Ins	384.68	0.00	384.68	100.0%
Payroll Processing	417.42	0.00	417.42	100.0%
Total Staff	63,841.03	158,580.00	-94,738.97	40.26%
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
CalPERS Settlement	4,760.40	11,425.00	-6,664.60	41.67%
Total RETIREE MEDICAL BENEFITS	4,760.40	11,425.00	-6,664.60	41.67%
OUTSIDE PROFESSIONAL SERVICES				
BHI/GM Recruitment	12,900.00	10,000.00	2,900.00	129.0%
Temporary Services	8,782.85	6,000.00	2,782.85	146.38%
Accounting	9,950.00	15,000.00	-5,050.00	66.33%
Actuarial Valuation	5,600.00	5,600.00	0.00	100.0%
Audit	10,000.00	17,500.00	-7,500.00	57.14%
Contra Costa County Expenses	86.75	38,759.00	-38,672.25	0.22%
EI Cerrito Contract Fee	1,614,821.34	3,229,643.00	-1,614,821.66	50.0%
EI Cerrito Reconciliation(s)	154,471.66	288,532.00	-134,060.34	53.54%
IT Services and Equipment	6,714.20	17,480.00	-10,765.80	38.41%
Fire Abatement Contract	2,450.00	10,000.00	-7,550.00	24.5%
Fire Engineer Plan Review	0.00	2,060.00	-2,060.00	0.0%
Grant Writer/Coordinator	0.00	15,000.00	-15,000.00	0.0%
Risk Management Insurance	0.00	14,420.00	-14,420.00	0.0%

Kensington Fire Protection District
Revenue & Expense Annual Budget vs. Actual YTD
 July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
LAFCO Fees	2,293.70	2,601.00	-307.30	88.19%
Legal Fees	30,046.15	55,000.00	-24,953.85	54.63%
PSBConsultant	0.00	30,000.00	-30,000.00	0.0%
Traffic Study	0.00	0.00	0.00	0.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Website Development/Maintenance	860.00	2,520.00	-1,660.00	34.13%
Wildland Vegetation Mgmt	0.00	12,600.00	-12,600.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	1,858,976.65	3,772,715.00	-1,913,738.35	49.27%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,090.00	27,000.00	-23,910.00	11.44%
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	3,500.00	-3,500.00	0.0%
Open Houses	0.00	1,800.00	-1,800.00	0.0%
Community Shredder	0.00	3,200.00	-3,200.00	0.0%
DFSC Matching Grants	24,000.00	24,000.00	0.00	100.0%
Firesafe Planting Grants	0.00	3,000.00	-3,000.00	0.0%
Community Sandbags	0.00	1,500.00	-1,500.00	0.0%
Volunteer Appreciation	0.00	1,500.00	-1,500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	27,090.00	68,000.00	-40,910.00	39.84%
DISTRICT ACTIVITIES				
Professional Development	0.00	10,000.00	-10,000.00	0.0%
Office				
Office Expense	791.58	2,958.00	-2,166.42	26.76%
Office Supplies	17.23	2,856.00	-2,838.77	0.6%
Telephone	4,838.95	8,610.00	-3,771.05	56.2%
Office- Other	317.83	102.00	215.83	311.6%
Total Office	5,965.59	14,526.00	-8,560.41	41.07%
Election	0.00	4,000.00	-4,000.00	0.0%
Firefighter's Apparel & PPE	1,187.00	750.00	437.00	158.27%
Firefighters' Expenses	0.00	5,250.00	-5,250.00	0.0%
Staff Appreciation	0.00	1,750.00	-1,750.00	0.0%
Memberships	7,753.00	11,220.00	-3,467.00	69.1%
Building Maintenance				
Needs Assess/Feasibility Study	17,543.41	50,000.00	-32,456.59	35.09%
Gardening service	2,275.00	2,000.00	275.00	113.75%
Building alarm	115.00	840.00	-725.00	13.69%
Medical Waste Disposal	557.89	8,400.00	-7,842.11	6.64%
Janitorial Service	630.00	1,575.00	-945.00	40.0%
Miscellaneous Maint.	7,975.42	17,850.00	-9,874.58	44.68%
Total Building Maintenance	29,096.72	80,665.00	-51,568.28	36.07%
Building Utilities/Service				
Gas and Electric	5,022.13	11,130.00	-6,107.87	45.12%
Water/Sewer	684.62	2,520.00	-1,835.38	27.17%
Total Building Utilities/Service	5,706.75	13,650.00	-7,943.25	41.81%

Kensington Fire Protection District
Revenue & Expense Annual Budget vs. Actual YTD
 July 2020 through June 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total DISTRICT ACTIVITIES	49,709.06	141,811.00	-92,101.94	35.05%
Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Expense	<u>2,004,377.14</u>	<u>4,177,531.00</u>	<u>-2,173,153.86</u>	<u>47.98%</u>
Net Ordinary Income	2,147,565.57	554,999.00	1,592,566.57	386.95%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - General	0.00	0.00	0.00	0.0%
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	0.00	0.00	0.00	0.0%
Transfers Out - Special	0.00	0.00	0.00	0.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
<Gain>/Loss on Asset Disposal	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	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.0%</u>
Net Income	<u><u>2,147,565.57</u></u>	<u><u>554,999.00</u></u>	<u><u>1,592,566.57</u></u>	<u><u>386.95%</u></u>

12/04/20

Kensington Fire Protection District Profit & Loss Prev Year Comparison

July 1 through December 4, 2020

Accrual Basis

	Jul 1 - Dec 4, 20	Jul 1 - Dec 4, 19	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,110,418.72	4,015,067.81	95,350.91	2.4%
Special Taxes	0.00	200,652.50	-200,652.50	-100.0%
Other Tax Income	0.00	161.96	-161.96	-100.0%
Lease Agreement	12,201.00	18,301.50	-6,100.50	-33.3%
Interest Income	29,322.99	29,826.45	-503.46	-1.7%
Salary Reimbursement Agreement	0.00	22,760.68	-22,760.68	-100.0%
Salary Reimb Agreement Recon(s)	0.00	199.98	-199.98	-100.0%
Miscellaneous Income	0.00	1,610.24	-1,610.24	-100.0%
Total Income	4,151,942.71	4,288,581.12	-136,638.41	-3.2%
Expense				
Staff				
Wages	47,340.00	33,278.00	14,062.00	42.3%
Longevity Pay	0.00	1,000.00	-1,000.00	-100.0%
Overtime Wages	0.00	5,327.47	-5,327.47	-100.0%
Vacation Wages	0.00	15,713.82	-15,713.82	-100.0%
Medical/dental ins compensation	0.00	3,920.00	-3,920.00	-100.0%
Retirement Contribution	0.00	2,529.12	-2,529.12	-100.0%
Payroll Taxes	3,621.52	4,201.71	-580.19	-13.8%
Workers Compensation/Life Ins	384.68	1,497.52	-1,112.84	-74.3%
Payroll Processing	417.42	578.46	-161.04	-27.8%
Total Staff	51,763.62	68,046.10	-16,282.48	-23.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
CalPERS Settlement	4,760.40	0.00	4,760.40	100.0%
Total RETIREE MEDICAL BENEFITS	4,760.40	0.00	4,760.40	100.0%
OUTSIDE PROFESSIONAL SERVICES				
BHI/GM Recruitment	12,900.00	0.00	12,900.00	100.0%
Temporary Services	8,782.85	0.00	8,782.85	100.0%
Accounting	9,950.00	3,140.00	6,810.00	216.9%
Actuarial Valuation	5,600.00	2,900.00	2,700.00	93.1%
Audit	10,000.00	15,000.00	-5,000.00	-33.3%
Contra Costa County Expenses	86.75	2,728.16	-2,641.41	-96.8%
El Cerrito Contract Fee	1,614,821.34	1,768,951.03	-154,129.69	-8.7%
El Cerrito Reconciliation(s)	154,471.66	68,500.02	85,971.64	125.5%
IT Services and Equipment	6,714.20	0.00	6,714.20	100.0%
Fire Abatement Contract	2,450.00	0.00	2,450.00	100.0%
Fire Engineer Plan Review	0.00	373.58	-373.58	-100.0%
RGS Contract	0.00	13,435.74	-13,435.74	-100.0%
Risk Management Insurance	0.00	12,561.00	-12,561.00	-100.0%
LAFCO Fees	2,293.70	2,548.19	-254.49	-10.0%
Legal Fees	30,046.15	26,812.08	3,234.07	12.1%
Polygon Study	0.00	5,000.00	-5,000.00	-100.0%
Traffic Study	0.00	2,100.00	-2,100.00	-100.0%
Website Development/Maintenance	860.00	800.00	60.00	7.5%
Wildland Vegetation Mgmt	0.00	6,300.00	-6,300.00	-100.0%
Total OUTSIDE PROFESSIONAL SER...	1,858,976.65	1,931,149.80	-72,173.15	-3.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,090.00	8,885.74	-5,795.74	-65.2%
Open Houses	0.00	680.25	-680.25	-100.0%
Community Shredder	0.00	1,619.38	-1,619.38	-100.0%
DFSC Matching Grants	24,000.00	0.00	24,000.00	100.0%
Total COMMUNITY SERVICE ACTIVITI...	27,090.00	11,185.37	15,904.63	142.2%
DISTRICT ACTIVITIES				
Professional Development	0.00	3,739.65	-3,739.65	-100.0%
Office				
Office Expense	791.58	820.57	-28.99	-3.5%
Office Supplies	17.23	751.91	-734.68	-97.7%
Telephone	4,838.95	3,385.70	1,453.25	42.9%
Office- Other	317.83	0.00	317.83	100.0%
Total Office	5,965.59	4,958.18	1,007.41	20.3%
Firefighter's Apparel & PPE	1,187.00	0.00	1,187.00	100.0%
Firefighters' Expenses	0.00	31.14	-31.14	-100.0%
Memberships	7,753.00	7,727.00	26.00	0.3%
Building Maintenance				
Needs Assess/Feasibility Study	17,543.41	50,124.41	-32,581.00	-65.0%
Gardening service	2,275.00	650.00	1,625.00	250.0%
Building alarm	115.00	115.00	0.00	0.0%
Medical Waste Disposal	557.89	2,779.01	-2,221.12	-79.9%
Janitorial Service	630.00	630.00	0.00	0.0%
Miscellaneous Maint.	7,975.42	7,493.98	481.44	6.4%
Total Building Maintenance	29,096.72	61,792.40	-32,695.68	-52.9%

Kensington Fire Protection District Trial Balance

12/04/20

Accrual Basis

As of November 30, 2020

	Nov 30, 20	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	99,923.02	
General Fund	1,081,931.94	
Special Tax Fund	10,152.74	
Capital Fund	27,532.57	
Grants Receivable	0.00	
Accounts Receivable - Year End	112,644.40	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	4,751.23	
Interest Receivable	29,322.99	
Advance on Taxes	4,098,958.97	
Advance on Supplemental Taxes	60,166.12	
KPPCSD Note Receivable	0.00	
E/C Salary Reimbursement Receiv	0.00	
Undeposited Funds	0.00	
Deposits on Fixed Assets	220,000.00	
Prepaid Services - EC		1,345,684.38
Prepaid Exp.	7,754.69	
Prepaid CERBT - Retiree Trust	89,913.07	
Investments		1,149,284.88
Investments:Capital Replacement Funds	3,534,838.00	
Investments:Fire Protect. Contract Reserves	3,229,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	1,487,223.95	
Accumulated Depreciation-Equip		920,240.15
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,141,261.00
Water System Improvements	0.00	
Current Capital Outlay:Engine Defibrillators	0.00	
Current Capital Outlay:Public Education	0.00	
Current Capital Outlay:Water System Cistern	0.00	
Current Capital Outlay:Engine	0.00	
Current Capital Outlay:P/S Building Repair/Replace	0.00	
Current Capital Outlay:P/S Bldg Bay Doors	0.00	
Current Capital Outlay:Bay Lighting	0.00	
Current Capital Outlay:Computers/Computerized Equip.	0.00	
Current Capital Outlay:Office Equipment-Copier	0.00	
Current Capital Outlay:P/S Building - MCI Fund	0.00	
Current Capital Outlay:EBRICS Radios	0.00	
Current Capital Outlay:FF High Band Radios	0.00	
Current Capital Outlay:B/C Command Vehicle	59,863.07	
Current Capital Outlay:Thermal Imager	0.00	
Current Capital Outlay:Water System Improvements	0.00	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	105.00	
Current Capital Outlay:Apparatus Bay Construction	0.00	
Current Capital Outlay:Holmatro Tool	0.00	
Current Capital Outlay:Computers/Furniture	0.00	
Current Capital Outlay:Type III Engine	351,285.43	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		262.98
Due to Other - Issued by CCC		434,842.58
Due To Other Funds	118.00	
Accounts Payable	43,578.98	
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
EI Cerrito Service Contract Pay	1,345,684.45	
Wages & PR Taxes Payable		6,585.09
Deferred Comp Payable	0.00	
KPPCSD MCI Deposit Payable	0.00	

Kensington Fire Protection District Trial Balance

12/04/20

Accrual Basis

As of November 30, 2020

	Nov 30, 20	
	Debit	Credit
Deferred Inflow of Resources		6,911.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	16,540.76	
Postretirement Health Ben-Prior	0.00	
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,892.01
Fund Equity		1,385,272.18
Opening Bal Equity	0.00	
Property Taxes		4,110,418.72
Lease Agreement		12,201.00
Interest Income		29,322.99
Staff:Wages	47,340.00	
Staff:Payroll Taxes	3,621.52	
Staff:Workers Compensation/Life Ins	384.68	
Staff:Payroll Processing	417.42	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	4,760.40	
OUTSIDE PROFESSIONAL SERVICES:BHI/GM Recruitment	12,900.00	
OUTSIDE PROFESSIONAL SERVICES:Temporary Services	8,782.85	
OUTSIDE PROFESSIONAL SERVICES:Accounting	9,950.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	5,600.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	10,000.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	86.75	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	1,345,684.45	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	130,427.33	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	6,714.20	
OUTSIDE PROFESSIONAL SERVICES:Fire Abatement Contract	2,450.00	
OUTSIDE PROFESSIONAL SERVICES:RGS Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	2,293.70	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	30,046.15	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	860.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	3,090.00	
COMMUNITY SERVICE ACTIVITIES:DFSC Matching Grants	24,000.00	
DISTRICT ACTIVITIES:Office:Office Expense	651.58	
DISTRICT ACTIVITIES:Office:Office Supplies	17.23	
DISTRICT ACTIVITIES:Office:Telephone	4,838.95	
DISTRICT ACTIVITIES:Office:Office- Other	317.83	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,187.00	
DISTRICT ACTIVITIES:Memberships	7,753.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility Study	17,543.41	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	115.00	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	557.89	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	525.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	7,975.42	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	5,022.13	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	684.62	
TOTAL	20,415,259.56	20,415,259.56

12/04/20

**Kensington Fire Protection District
Profit & Loss Prev Year Comparison**

Accrual Basis

July 1 through December 4, 2020

	Jul 1 - Dec 4, 20	Jul 1 - Dec 4, 19	\$ Change	% Change
Building Utilities/Service				
Gas and Electric	5,022.13	4,047.96	974.17	24.1%
Water/Sewer	684.62	862.84	-178.22	-20.7%
Total Building Utilities/Service	5,706.75	4,910.80	795.95	16.2%
Total DISTRICT ACTIVITIES	49,709.06	83,159.17	-33,450.11	-40.2%
Contingency	0.00	1,767.50	-1,767.50	-100.0%
Total Expense	1,992,299.73	2,095,307.94	-103,008.21	-4.9%
Net Ordinary Income	2,159,642.98	2,193,273.18	-33,630.20	-1.5%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	-2,621.54	2,621.54	100.0%
Transfers In - General	0.00	23,510.99	-23,510.99	-100.0%
Total Other Income	0.00	20,889.45	-20,889.45	-100.0%
Other Expense				
Transfers Out - Capital	0.00	23,510.99	-23,510.99	-100.0%
Transfers Out - General	0.00	-2,621.54	2,621.54	100.0%
Total Other Expense	0.00	20,889.45	-20,889.45	-100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,159,642.98	2,193,273.18	-33,630.20	-1.5%



TO: Board of Directors
Kensington Fire Protection District

DATE: December 9, 2020

RE: General Manager's Timesheet

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

Consider approval of the General Manager's timesheet.

Background

In accordance with Policy 130 Pay Periods and Timesheets, the Finance Committee has referred the General Manager's timesheet to the Board of Directors for approval.

Fiscal Impact

Payment of wages are included in the budget.

Attachments: General Manager's Timesheet 11/30/2020



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 11/16/2020
 Pay Period End: 11/30/2020

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
11/16/2020	See Separate Task Sheet	0.75	0.75				
11/17/2020	"	1.00	1.00				
11/18/2020	"	3.25	3.25				
11/19/2020	"						
11/20/2020	"	1.00					1.00
11/21/2020	"						
11/22/2020	"						
11/23/2020	"	2.50	0.50				2.00
11/24/2020	"	3.50	3.50				
11/25/2020	"	2.00	1.50		0.25		0.25
11/26/2020	"						
11/27/2020	"	4.50					4.50
11/28/2020	"	4.00					4.00
11/29/2020	"						
11/30/2020	"	2.75	1.50				1.25
Total Hours		25.25	12.00	0.00	0.25	0.00	13.00
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 2,499.75</u>					

Bill Hansell

Employee Signature

12/1/2020

Date

Subject	Duration	Start	End
KFPD - Gen Mgmt re: Conf call w/JS and MMM (agenda review)	1.50	Mon 11/30/2020 3:00 PM	Mon 11/30/2020 4:30 PM
KFPD - Gen Mgmt re: Tel w/DD (PSB)	0.25	Mon 11/30/2020 2:00 PM	Mon 11/30/2020 2:15 PM
KFPD - Gen Mgmt re: Tel w/DD (PSB plans)	0.25	Mon 11/30/2020 10:00 AM	Mon 11/30/2020 10:15 AM
KFPD - Gen Mgmt re: Tel w/MMM (PSB, agenda, Brown Act, etc)	0.75	Mon 11/30/2020 8:30 AM	Mon 11/30/2020 9:15 AM
KFPD - Gen Mgmt re: PSB plan options	2.00	Sat 11/28/2020 3:00 PM	Sat 11/28/2020 5:00 PM
KFPD - Gen Mgmt re: Tel w/DD (proposed revs to option D, budget info)	1.00	Sat 11/28/2020 9:15 AM	Sat 11/28/2020 10:15 AM
KFPD - Gen Mgmt re: PSB option D and exist plans mgt materials	1.00	Sat 11/28/2020 12:00 AM	Sat 11/28/2020 1:00 AM
KFPD - Gen Mgmt re: PSB option D and exist plans mgt materials	1.00	Fri 11/27/2020 11:00 PM	Sat 11/28/2020 12:00 AM
KFPD - Gen Mgmt re: Review PSB evaluations and reports; Collect	1.50	Fri 11/27/2020 9:30 PM	Fri 11/27/2020 11:00 PM
KFPD - Gen Mgmt re: Tel w/JS (PSB)	2.00	Fri 11/27/2020 5:30 PM	Fri 11/27/2020 7:30 PM
KFPD - Gen Mgmt re: Tel w/KP (EPC info)	0.25	Wed 11/25/2020 4:15 PM	Wed 11/25/2020 4:30 PM
KFPD - Gen Mgmt re: Tel w/DD (PSB info)	0.25	Wed 11/25/2020 3:45 PM	Wed 11/25/2020 4:00 PM
KFPD - Gen Mgmt re: Complete new hire forms	1.50	Wed 11/25/2020 12:00 AM	Wed 11/25/2020 1:30 AM
KFPD - Gen Mgmt re: Complete new hire forms	1.75	Tue 11/24/2020 10:15 PM	Wed 11/25/2020 12:00 AM
KFPD - Gen Mgmt re: Emails w/JS (Requested Brown Act assessment)	1.00	Tue 11/24/2020 5:30 PM	Tue 11/24/2020 6:30 PM
KFPD - Gen Mgmt re: Tel w/Rob Firmin (KPOA)	0.75	Tue 11/24/2020 2:30 PM	Tue 11/24/2020 3:15 PM
KFPD - Gen Mgmt re: Review prior PSB docs	1.00	Mon 11/23/2020 10:00 PM	Mon 11/23/2020 11:00 PM
KFPD - Gen Mgmt re: Tel w/Mary (Bill Lindsay introduction)	0.50	Mon 11/23/2020 2:45 PM	Mon 11/23/2020 3:15 PM
KFPD - Gen Mgmt re: Tel w/Fire Chief re: Bldg	1.00	Mon 11/23/2020 10:00 AM	Mon 11/23/2020 11:00 AM
KFPD - Gen Mgmt re: Tel w/JS (intros, PSB)	1.00	Fri 11/20/2020 4:30 PM	Fri 11/20/2020 5:30 PM
KFPD - Board Mtg (Nov Mtg continued)	2.75	Wed 11/18/2020 7:30 PM	Wed 11/18/2020 10:15 PM
KFPD - Gen Mgmt re: Nov Bd Packet review	0.50	Wed 11/18/2020 7:00 PM	Wed 11/18/2020 7:30 PM
KFPD - Gen Mgmt re: Tel w/Mary (Onboarding)	1.00	Tue 11/17/2020 2:00 PM	Tue 11/17/2020 3:00 PM
KFPD - Gen Mgmt re: Tel w/JS (Onboarding, Bldg issues)	0.75	Mon 11/16/2020 1:30 PM	Mon 11/16/2020 2:15 PM

Time Period Total: 25.25

Certificate of Appreciation

We hereby express our sincere appreciation to

NAME HERE

*Who has proven to be an outstanding citizen of
Kensington of the state of California by freely
giving the generous gift of time, talent and
energy as a volunteer on the
Emergency Preparedness Committee*

Presented by the

KENSINGTON FIRE PROTECTION DISTRICT



DATE

Julie Stein, President

List of names to receive recognition for serving on the EPC:

1. Cortis Cooper
2. Katie Gluck
3. Peter Lidell
4. Peter Guerrero
5. Paul Moss
6. David Spath
7. Lisa Caronna
8. Danielle Madugo

List of names to receive recognition for efforts to re-organize CERT:

1. Pamella Martin
2. Hal Graboske

President's Report on Administrative Enhancements in CY2020

Results:

1. Increased accountability.
2. Increased transparency.
3. Enabled staff to conduct District operations remotely when the Covid-19 "shelter-in-place" was ordered.

Modernizing and Professionalizing Topics	Before CY 2020	During CY 2020
Computing and IT, remote access enabling work from home during the Covid-19 constraints.	El Cerrito IT controlled District computers.	KFPD regained control of its computer and network.
	El Cerrito IT did not allow District staff to remotely access its own computer, e.g., from home.	Hired IT firm to support modern software and enabled remote access for working from home.
	Acrobat Reader required time-consuming physical printing and scanning for board agenda packets; Complimentary email program provided very limited email capability.	Purchased new Windows 7 computer, a laptop, and modern time-saving software: Acrobat Pro, updated Microsoft programs, modern email platform using Gmail.
	Manual signature of documents, requiring face-to-face meetings with manager, for every document for each signer.	Purchased DocuSign and Adobe software to enable electronic signatures on most documents, including County Transmittal, contract approvals, board resolutions, and minutes.
Process efficiency and fiduciary improvements.	All transactions, including invoices and payments, conducted by postal mail and paper.	Email account established for Accounts Payable, enabling electronic submission of invoices from vendors.
	Paper-based system and processes.	Electronic-based system and processes.
	All bank transactions took place in person at the branch or on paper.	Online banking access enabled in order to obtain statements electronically and make electronic payments whenever possible, according to policy.
	Banking.	Proper banking resolutions and delegations of authority executed by the board confirming who has access to the bank account.
	Office space for staff.	Emergency access to bank account established for authorized personnel with MasterCard-Debit card. Moved the KFPD Manager office out from Firefighter living quarters. New location is in progress.
Professionalizing the District.	Reporting to board.	General Manager now delivers regular reports on District Matters at monthly board meetings.
	Staff accountability to board.	Board formally sets goals and expectations set for General Manager; finance committee reviews timesheets.
	Budget presentation and financial policy updates.	GM prepared a modern version of a budget narrative and projection, has closed policy gaps, and regularly recommends policy updates to board; proactively manages the policy updates based on modern standards and practice.
Fiduciary information on file with the County.	The County's database of board members and authorized transaction signatories was incomplete.	Proper signature authorities are now on file for transmittal and 700 form filings.
Building security.	Contractors and former employees, possibly others, held access to the building entry codes.	A formal list of authorized users was established between the fire chief and the police chief, along with a formal exit process and access code rotation policy.



TO: Board of Directors
Kensington Fire Protection District

DATE: December 9, 2020

RE: Next Steps on Public Safety Building

SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

For information only, no action is requested.

Background

Over the last several months, there has been a variety of activity on the potential renovation of the Public Safety Building:

- Board discussions and direction provided to the Interim General Manager;
- Meetings between staff of KFPD and KPPCSD;
- Meetings with the architect;
- County evaluation of conceptual design; and
- Presentations by the architect.

With completion of these activities and given the number of moving parts to this very complex project, the new General Manager, Bill Hansell, has become familiar with the project and will develop a plan that will include: project organization and management; roles and responsibilities; and timeline.

Fiscal Impact

There is no fiscal impact at this time.

Kensington Fire Protection District
Action Plan for the Interim General Manager
Status as of December 9, 2020

ITEM 7

Goals	% Complete	Status/Milestones	Next Steps/Comments
1. Effect a complete, orderly, and prompt transition of services performed by the District's current administrative support contractor, including, but not limited to: conducting exit interviews, as needed, and ensuring the timely delivery from contractor of all District property and records.	100%	<ul style="list-style-type: none"> • KFPD resumed: agenda, web posting, noticing, administrative roles • RGS continuing finance, minutes until end of engagement • Collected District property/records • Received desk manual/procedures 	
2. Develop effective working relationships with the El Cerrito City Manager and Fire Chief, the General Manager and administrative staff of the Kensington Police Protection and Community Services District (KPPCSD), Supervisor Gioia, and County administrative staff as needed.	80% ongoing	<ul style="list-style-type: none"> • Bill Lindsay/KPPCSD-PSB, etc. • Fire Chief-fee sched, contract, etc. • County Departments-Auditor, Assessor, Clerk, Information Technology, Public Works • KPOA KFPD/PSB Presentation • Conflict of Interest Code approved 	<ul style="list-style-type: none"> • Transition to Bill • Chiefs-PSB Meeting
3. Prepare the budget for the FY 2020-21 Fiscal Year for the June 2020 board meeting, to include: analyzing the District's historic practices in developing annual budget; providing budget guideline policy recommendations; drafting a procedure for initiating annual budget development; liaising with the El Cerrito Fire Chief on the fire services fee proposal; and convening the Finance Committee.	100%	<ul style="list-style-type: none"> • Budget Guiding Principles • Budget Development Manual • Draft budget/narrative • Finance Committee presentations • Budget document printed/posted • Board presentation/approval • Final Budget adoption 9/2020 	

Kensington Fire Protection District
 Action Plan for the Interim General Manager
 Status as of December 9, 2020

Goals	% Complete	Status/Milestones	Next Steps/Comments
4. Oversee, coordinate, and administer all activities related to a potential renovation of the Public Safety Building, including, but not limited to: negotiating a short-term renewal of the current lease to KPPCSD; negotiating cost-sharing agreements with KPPCSD for a potential renovation; and establishing temporary facilities for the fire department and District administration.	70%	<ul style="list-style-type: none"> • KPPCSD lease extension • Reviewed project history • Cost allocations w/Finance Comm • Special Meeting 6/3/2020 • Bill Lindsay-decision/project plans • Regular BOD Updates • 1st County Evaluation Meeting • Project Decision Timeline • County Determination/presentation • Design Revision/Fire Chief • Bill-becoming familiar with 	<ul style="list-style-type: none"> • Transition to Bill
5. Analyze District needs for payments of bills and claims, including, but not limited to: drafting and implementing updates as needed to internal procedures for managing and making payments; internal controls; and procedures for purchasing and credit card usage.	95%	<ul style="list-style-type: none"> • Purchasing Procedure outline • Evaluating electronic payments • Accounting services agreement • Policy 130 amendment • Policy 1150 Amendment • IGM Authorization to Pay Bills • Policy 8 Amendment • Recurring Payments Established • Workflow improvements • Purchasing Procedure 	<ul style="list-style-type: none"> • Transition to Bill
6. Serve as the primary administrative contact to the City of El Cerrito in matters of oversight, management, and compliance for the fire services contract between the District and El Cerrito.	70% ongoing	<ul style="list-style-type: none"> • Fire svc fee w/Finance Committee • Review agreement/history • Contract services discussions • Agreement abstract/summary • Review contract for compliance 	<ul style="list-style-type: none"> • Transition to Bill
7. Serve as the primary administrative contact to the District's information technology (IT) service provider to ensure the completion of all current and recommended IT and office infrastructure projects.	80% ongoing	<ul style="list-style-type: none"> • Discussion with Nerd Crossing • Email migration project closeout • Business needs outline-laptop • VPN Option Evaluation • Business Needs Assessment 	<ul style="list-style-type: none"> • IT Plan (in progress) • Propose to Board of Directors

Kensington Fire Protection District
Action Plan for the Interim General Manager
Status as of December 9, 2020

Goals	% Complete	Status/Milestones	Next Steps/Comments
8. Analyze District participation and needs regarding the District's California Employers' Retiree Benefit Trust (CERBT) Fund. Prepare and implement a procedure for administration of legacy health benefits payments.	80%	<ul style="list-style-type: none"> • OPEB Actuary Proposals • Complete CalPERS documents • Request 2019-2020 Disbursement • OPEB Actuarial Valuation-Audit • Solicit additional proposals 	<ul style="list-style-type: none"> • Select/recommend actuary • Transition to Bill
9. Assess and make recommendations on cost-saving opportunities and the possible outsourcing of some District administrative functions or employment of additional staff or consultants as necessary.	95%	<ul style="list-style-type: none"> • Data gathering • Conceptual plan in progress • Student Intern, Admin Assistant, Accounting services • Staffing Plan • Recruitments-in progress • Exec Assist/Clerk hired • Accountant hired (contract) 	<ul style="list-style-type: none"> • Final evaluation (in progress)
10. Develop a Long-Term Financial Plan which ensures sustainability for providing District services, including but not limited to: drafting a long-term plan policy; forecasting revenue and expenditures, using relevant inflation factors or other information; incorporating known or foreseeable changes in District operations; and presenting plan to the Finance Committee then Board of Directors for approval.	80%	<ul style="list-style-type: none"> • Policy in progress • Initial plan reviewed w/Finance Committee • Updated reserve projection for PSB funding 	<ul style="list-style-type: none"> • Finalize ten-year plan (in-progress) • Complete proposed policy (in-progress) • Develop procedure for updates • Transition to Bill
11. Establish a Records Management Policy and Records Retention Schedule in accordance with the California Public Records Act (PRA), Government Code Section 12236 and recommended practices, including but not limited to: drafting a records management policy; developing a records retention schedule encompassing District records (specifically and/or by category); and providing public with the process for PRA requests.	70%	<ul style="list-style-type: none"> • Begin list of District records • PRA Request Templates • Evaluate current policy for updates 	<ul style="list-style-type: none"> • Transition to Sasha • Incorporate missing components • List of records by category

Kensington Fire Protection District
 Action Plan for the Interim General Manager
 Status as of December 9, 2020

Goals	% Complete	Status/Milestones	Next Steps/Comments
12. Apply for or renew, as applicable, certifications recommended by local government best practices, including but not limited to: Special District Leadership Foundation (SDLF) District Transparency Certificate of Excellence; SDLF District of Distinction Accreditation; and others as identified.	90%	<ul style="list-style-type: none"> • Review application, list needs • Working w/County on Conflict of Interest Policy update • Updating website • Submitted applications for Transparency Certificate and District of Distinction 	<ul style="list-style-type: none"> • Awaiting response from SDLF for program applications
13. Produce a final report to the District board of directors assessing the status of District administration and recommendations for future revision of District administrative functions.	95%	<ul style="list-style-type: none"> • Action Plan to accompany report • Condition assessment • Policy Amendments • Administrative support procedures 	<ul style="list-style-type: none"> • Administrative Manual (near completion)



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



ITEM 8

DATE: December 1, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for the December 2020 Fire District Board Meeting**

Run Reports

There were 29 calls for service that occurred during the month of November in the community of Kensington which is 6 more than the previous month. During this same time, Engine 165 responded to a total of 51 calls in all the El Cerrito/Kensington districts which was the same as the last month. The "Incident Log" included in the Board packets will provide more details on the dates, times, locations, and incident types for these calls.

Toys for Tots



The Fire Department's annual tradition of collecting toys for the **Toys for Tots** program is upon us. **Toys for Tots** is a 501(c)(3) not-for-profit public charity program run by the United States Marine Corps Reserve which distributes toys to children whose parents cannot afford to buy them gifts for Christmas. The program was founded in 1947 by reservist **Major Bill Hendricks**. People wishing to support **Toys for Tots** are invited to drop off new unwrapped toys at one of the City's Fire Stations or the Police Station.

New Hires

The two new firefighter/EMT's that were reported offered conditional employment last month, started work on November 30 and are currently performing their orientation training and will be on line by December 30th. Both firefighters have worked the last four years for Cal Fire and will be bringing a lot of experience to share with the Department. These new hires will provide a means for the Department to reduce the overtime budget once they are fully trained.

Emergency Cell Phone Number

Last month there was a discussion on cell phones versus land lines and ways to speed up calling in an emergency with a cell phone. In Kensington, most 9-1-1 calls are routed to City of Albany Police Dispatch since they are the public safety answering point (PSAP) due to Kensington Police Department contracting with them for dispatch services. Normally residents land lines will automatically go the Albany dispatch as well as most newer cell phones that have GPS enabled on their phone. However, many people turn off the GPS for various reasons, so the cell tower that picks up the call does not know the location of the caller and then usually routes it to CHP.

When calling from a cell phone, the number (925) 333-1313 is for reaching Contra Costa County Regional Fire Communication Center or more commonly known as Con Fire. This number is the equivalent to 9-1-1 in that it is answered as an emergency line. It is important to note that this is number is only for fire related calls such as a fire, medical, accident etc.

At times like the vehicle fire last month at the El Cerrito/Kensington border, a cell phone may appear to be in one or the other zones and could have been mistakenly sent to the wrong PSAP.

Register with the Contra Costa County Community Warning System

It cannot be stressed enough the importance to take a moment to register cell phones with the Contra Costa County Community Warning System (CWS). CWS will alert you when life-threatening incidents, like wildfire or power shutdowns, occur. www.cwsalerts.com

Submitted by Directors Padian and Nagel

"Discussion of Board Priorities for Emergency Preparedness and Public Safety Activities and Education for the immediate and long-term (3-5 years) future (Discussion)" (30 minutes) (supporting information)

The following statements summarize several important circumstances related to public safety in Kensington, based on a series of recent documents, analyses, and discussions at KFPD Board meetings and in other venues.

1. Most of Kensington is in a uniquely hazardous WUI zone, characterized by a ratio of traffic load to evacuation route potential as bad as or worse than that of Paradise and Magalia, CA (which had planned evacuation routes before their devastating fire). Zip code 94708, shared with the North Berkeley hills, is among 1% of such zip codes in California, among only ten in northern California, and the only one in the Bay Area. Houses are large and close together with overgrown vegetation, many property hazards, myriad power lines, too many cars, too narrow streets, and dangerous parking configurations for emergency situations.
2. Insurance companies are increasingly declining to write new fire policies, and are refusing to renew many existing ones, all across California including the WUI from Oakland to Richmond. Our houses present the greatest fuel load for a blaze, and overly dense vegetation too close to houses contributes another vector for propagating fires sparked by embers flying in advance of an encroaching fire. At present no public safety agency is working with our community to advise homeowners on mitigating these threats and potentially preventing the cancellation of their insurance (notably through the construction of FireWise communities).
3. The Traffic Evacuation Study commissioned by the Fire Board identified several dozen recommendations that would enhance public safety and facilitate evacuations. Some of these, such as the opening of Sunset View Cemetery, the removal of bollards from Kensington Park, and plans for the evacuation of Hilltop School, are already in place or in progress. Much more remains to be done.
4. An analysis presented to the Board, and vetted by our local public safety officials, established the difficulty of evacuating Kensington residents in case of a major conflagration. Even with lead times of 3-4 hours, a fire occurring in a Diablo Wind Event or similar will not provide sufficient time to evacuate the residents, even if each household only used one vehicle; choke points and inefficient parking configurations will prohibit efficient draining of the streets. Once a fire reaches the houses on the east end of the ridge, it could take less than an hour to ignite blazes throughout Kensington, down to Colusa Avenue and beyond.
5. The contract between the Fire District and the ECFD provides Kensington residents not only emergency fire and medical services but the same educational opportunities afforded to EC

residents, including CERT, first aid, and other training, and the distribution of information related to house hardening, mitigation of fire hazards, emergency preparation, etc. However, in the past decade, CERT and other neighborhood organization in Kensington has deteriorated even as the fire danger has dramatically worsened. This is not the responsibility of El Cerrito.

6. Kensington's fire risk, as a result of the configuration of houses, people, cars, street widths, and parking configurations, is much different and more dangerous than nearly all of El Cerrito. Education about hazards, mitigation and preparation must be tailored specifically to its needs.

7. At present no agency provides Kensington residents education about public safety and emergency preparedness beyond the basic services from EC just mentioned (including neighborhood organization, development of educational materials tailored to Kensington, social media and website presence, etc.).

8. Many PSPS events staged by PG&E, which cannot be influenced by municipalities, last 5 days to a week or more, regardless of whether some communities are directly affected by the threat of conflagration (this is related to their inclusion in a larger threatened grid, or to equipment that PG&E is concerned may collapse and start a fire). Local examples abound in Marin and Sonoma counties, among others. After an outage of 3-4 days, laptops and cellphones die, cell towers no longer work (it was estimated that last year in some areas of Marin County up to 80% of them were defunct), and there is no available internet because routers lack power. This means that CWS and Nixle alerts will not be received by cellphones. (It is currently impracticable to repair to a café to recharge your devices, and friends in unaffected areas may be reluctant to help you at their houses.) At present only reverse-911 calls on land lines that still have corded (not cordless) handsets will be viable, and the recorded effectiveness of those devices is poor (14-40% success rate in the Tubbs Fire, for example).

9. Without an Emergency Public Address system of outdoor loudspeakers, capable of voice and mechanical notifications, mounted on poles independent of PG&E power, and with solar batteries capable of active broadcasting for 72 hours (plus solar recharging), the only recourse residents will have for information will be a battery-powered radio.

10. Kensington is a community with a substantial proportion of residents who are limited in mobility, have health issues, do not drive, and will need help to evacuate. They cannot depend on fire, EMS, police, Red Cross, or other services to come and evacuate them in a sudden emergency. These people currently lack help in developing support systems in case of the need to evacuate.

Given these and other considerations, the EPC asks the Board members, individually and collectively, to propose a set of priorities for facilitating the improvement of public safety, education, and emergency preparedness, using the resources of the District funded by Kensington's taxpayers, and under the control of the Board, so that this committee, charged by the Board to research and develop recommendations, may carry out its charges.

performance of services, such as telecommunications, cellular phone, insurance, postage, and photocopying.

6. Standard of Performance:

CONSULTANT shall perform all Work in a first-class manner in conformance with the standards of quality normally observed by a person practicing in CONSULTANT's profession.

7. Inspection:

All Work performed and materials (if any) provided by CONSULTANT shall be subject to inspection and approval by KFPD.

8. Invoicing:

CONSULTANT shall submit one original and one copy of each invoice to: Kensington Fire Protection District, 217 Arlington Ave., Kensington, CA 94707. All invoices must reference this contract by the name of the parties and date executed, service performed.

9. Consultant's Status:

In the performance of work, duties and obligations imposed by this Agreement, the CONSULTANT is at all times acting as an Independent Contractor practicing his or her profession and not as an employee of the KFPD. CONSULTANT shall perform the CONSULTANT's work in accordance with currently approved methods and standards of practice in the CONSULTANT's professional specialty. A copy of CONSULTANT's current business license shall be provided to KFPD. The CONSULTANT shall not have any claim under this Agreement or otherwise against KFPD for vacation, sick leave, retirement benefits, social security or worker's compensation benefits. The CONSULTANT shall be responsible for federal and state payroll taxes such as social security and unemployment. KFPD will issue a form 1099 at year-end for fees earned.

10. Assignments:

Inasmuch as this Agreement is intended to secure the specialized services of the CONSULTANT, CONSULTANT may not assign, transfer, delegate or subcontract their obligation herein without the prior written consent of KFPD. Any such assignment, transfer, delegation or subcontract without the prior written consent shall be considered null and void.

11. Non-Exclusive Rights:

This Agreement does not grant to CONSULTANT any exclusive privileges or rights to provide services to KFPD. CONSULTANT may contract with other agencies, private companies or individuals for similar services.

12. Compliance:

CONSULTANT shall comply with all Federal, State and local laws, regulations and requirements necessary for the provision of contracted services. Furthermore, CONSULTANT shall comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation.

CONSULTANT represents and warrants that CONSULTANT possesses all licenses, permits, and qualifications legally required for the performance of the Work. CONSULTANT shall, at CONSULTANT's sole cost and expense, maintain all such licenses, permits and qualifications in full force and effect throughout the term of this Agreement.

13. Indemnification, Hold Harmless and Defense:

CONSULTANT shall indemnify, defend with counsel acceptable to KFPD, and hold harmless KFPD and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONSULTANT's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of KFPD.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil Code Section 2782.

CONSULTANT's obligation to defend and indemnify shall not be excused because of CONSULTANT's inability to evaluate Liability or because CONSULTANT evaluates Liability and determines that CONSULTANT is not liable to the claimant. CONSULTANT must respond within 30 days to the tender of any claim for defense and indemnity by the KFPD. If CONSULTANT fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due to CONSULTANT under and by virtue of this Agreement as shall reasonably be considered necessary by KFPD, may be retained by KFPD until disposition has been made of the claim or suit for damages, or until CONSULTANT accepts or rejects the tender of defense, whichever occurs first.

14. Discrimination:

CONSULTANT shall not discriminate in the provision of service or in the employment of persons engaged in the performance of this Agreement on account of race, color, national origin, ancestry, religion, gender, marital status, sexual orientation, age, physical or mental disability in violation of any applicable local, state or federal laws or regulations.

15. Notices:

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be effected by personal delivery or by first class mail, registered or certified, postage

prepaid, return receipt requested. Unless otherwise designated by either party in writing, such notices shall be mailed as shown on the first page of this Agreement.

16. Termination:

KFPD may cancel this Agreement at any time and without cause upon written notification to CONSULTANT. In the event of termination, CONSULTANT shall be entitled to compensation for undisputed services performed to the effective date of termination.

17. Conflict of Interest Statement:

CONSULTANT covenants that CONSULTANT, its officers or employees or their immediate family, presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by CONSULTANT under this Agreement. CONSULTANT shall not hire KFPD's employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of KFPD. Performance of services under this Agreement by associates or employees of CONSULTANT shall not relieve CONSULTANT from any responsibility under this Agreement.

18. Drug Free Workplace:

CONSULTANT shall comply with the provisions of Government Code Section 8350 et seq., otherwise known as the Drug-Free Workplace Act.

19. Force Majeure

It is agreed that neither party shall be responsible for delays in delivery or acceptance of delivery or failure to perform when such delay or failure is attributable to Acts of God, war, strikes, riots, lockouts, accidents, rules or regulations of any governmental agencies or other matters or conditions beyond the control of either the seller/contractor or the purchaser.

20. Form Law:

The Laws of the State of California shall govern this Agreement. Venue is San Joaquin County. The provision of this paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

21. Documents:

All drawings, specifications, documents and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the KFPD whether executed by or for the CONSULTANT for KFPD, or otherwise by or for the CONSULTANT, or by or for a subcontractor operating under the CONSULTANT'S supervision, or direction, and all such

documents and copies thereof shall be returned or transmitted to KFPD forthwith upon termination or completion of the work under this Agreement.

22. Attorneys' Fees:

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which such party may be entitled.

23. Waiver:

No waiver of any breach of any covenant or provision of this Agreement shall be deemed a waiver of any other covenant or provision hereof, and no waiver shall be valid unless in writing and executed by the waiving party. An extension of time for performance of any obligation or act shall not be deemed an extension of the time for performance of any other obligation or act, and no extension shall be valid unless in writing and executed by the waiving party.

24. No Third Party Beneficiaries:

Nothing contained in this Agreement is intended to or shall be deemed to confer upon any person, other than the parties, any rights or remedies hereunder.

25. Headings:

The headings of the sections and exhibits of this Agreement are inserted for convenience only. They do not constitute part of this Agreement and are not to be used in its construction.

26. Non-Liability of Officials, Employees and Agents:

No officer, official, employee or agent of KFPD shall be personally liable to CONSULTANT in the event of any default or breach by KFPD or for any amount which may become due to CONSULTANT pursuant to this Agreement.

27. Entire Agreement and Modification:

This Agreement supersedes all previous Agreements either oral or in writing and constitutes the entire understanding of the parties hereto. No changes, amendments or alterations shall be effective unless in writing and signed by both parties.

[Signatures follow on next page]

IN WITNESS WHEREOF, KFPD and CONSULTANT have executed this Agreement on the day and year first written above.

Mary A. Morris-Mayorga

Kensington Fire Protection District,
a political subdivision of the State of California

By: _____
Consultant

By: _____
President, Board of directors

Date: _____

Approved as to Form:

By: _____
Rachel Hundley
Assistant General Counsel

SCOPE OF SERVICES

Operational Support During General Manager Transition

1. Provide information upon request by General Manager, or by the Board of Directors through formal action, regarding KFPD operations;
2. Provide assistance upon request by General Manager, or by the Board of Directors through formal action, to General Manager regarding KFPD administration and operations; and
3. Perform other work related to onboarding new General Manager upon request by General Manager or the Board of Directors through formal action.

3637938.3

**MINUTES OF THE MARCH 2, 2020 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

Date of Meeting: March 2, 2020

Time of Meeting: 4 p.m.

**Place of Meeting: Kensington Public Safety Building, Conference Room
217 Arlington Avenue, Kensington, CA 94707**

PRESENT: **Directors Present:** Julie Stein & Don Dommer
 Staff: Chief Pigoni, Glenn Lazof of RGS, Shahrzad Pantera of RGS,
 Sasha Amiri-Nair of RGS
 Public: Cyrus Modavi, Lynn Wolter

CALL TO ORDER:

President Stein called the meeting to order at 4:02 p.m. and called roll.

PUBLIC COMMENT:

None.

(5 on the agenda) Midyear Review a. Fire Contract:

Chief Pigoni gave his review of the Fire Contract and there was a discussion had by the committee.

(5 on the agenda) Midyear Review b. District Budget:

Glenn Lazof gave his report on the District Budget and there was a discussion had by the committee.

(3 on the agenda) FY 2019 Kensington Fire Protection District 2019 – Financial Statements – Final:

There was a discussion had by the committee. No action was taken.

ADJOURNMENT: The meeting was adjourned at 6:07 p.m.

These minutes were approved at the Finance Committee Meeting on August 27, 2020.

Attest:

Finance Committee Member



**KENSINGTON FIRE PROTECTION DISTRICT
Finance Committee Meeting Minutes**

**Thursday, July 16, 2020, 2:00pm
Via Zoom Teleconference**

This meeting will be conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Please click the link below to join the webinar:

<https://zoom.us/j/98009345697>

Or iPhone one-tap :

US: +16699009128,,98009345697# or +13462487799,,98009345697#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 301 715 8592 or +1
312 626 6799 or +1 646 558 8656

Webinar ID: 980 0934 5697

International numbers available: <https://zoom.us/u/aecjyArYKm>

1. Call to Order/Roll Call

President Stein called the meeting to order at 2:02pm. Present: President Stein and Director Dommer. One member of the public in attendance.

2. Public Comment

None

3. Approve Minutes of the March 2, and May 22, 2020 Finance Committee Meetings

The minutes of March 2, 2020 are included in the Regional Government Services (RGS) payment dispute letter and since there is not enough information to act on these yet, the Committee did not approve at this time. The minutes of May 22, 2020 were approved by President Stein and Director Dommer.

4. Discussion Items

4.1. Standard Review Process of the Interim General Manager's Timesheets/Reimbursements
Interim General Manager (IGM) Morris-Mayorga reviewed the process and timesheets/reimbursements. President Stein asked for clarification on payment of wages and noted a missing reimbursement for FedEx board packet printing. These are for review only, no action is required unless the Committee has issues to refer to the Board.

4.2. Transmittal Approval Process

IGM Morris-Mayorga reviewed this process and provided an overview of an administrative manual which will incorporate this in accordance with the *Expectations of the Interim General Manager*. President Stein inquired about check signatures required.

4.4 Role and Responsibilities of the Finance Committee – Initial Planning

This item was taken prior to 4.3. IGM Morris-Mayorga reviewed the initial planning for this including typical roles and responsibilities. President Stein noted from a sample of another agency that an alternate may be a good idea.

4.3. RDC Architecture Invoices – KFPD vs. KPPCSD Work Billings for April and May 2020

IGM Morris-Mayorga reviewed these invoices with the Committee along with additional information provided by RDC to determine whether it clarified any of the prior questions.

July 16, 2020

Finance Committee Meeting Minutes

Page 2 of 2

The Committee agreed that these should not be charged to the District with exception of a charge on May 4 for apparatus bay work.

- 4.5 Financing Components and Arrangements on the Public Safety Building Renovation
IGM Morris-Mayorga briefly reviewed potential financing options for the public safety building renovation in the event the KPPCSD occupies space in the building. Cyrus Modavi, member of the public, commended Director Dommer for all of his work on the public safety building.

5. Future Agenda Items

President Stein confirmed that the Finance Committee would be reviewing the Final Budget at a meeting prior to Board approval in September and noted that the Fire Services Contract Fee should be updated if there are changes in the City of El Cerrito's budget which would impact it.

6. Adjournment

The meeting was adjourned at 3:07pm.



**KENSINGTON FIRE PROTECTION DISTRICT
Finance Committee Meeting**

**Minutes
Thursday, August 27, 2020, 1:30pm**

Via Zoom Teleconference

This meeting will be conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Please click the link below to join the webinar:

<https://zoom.us/j/98047362815>

Or iPhone one-tap :

US: +16699009128,,98047362815# or +13462487799,,98047362815#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 900 9128 or +1 346 248 7799 or +1 253 215 8782 or +1 312 626 6799 or +1 646 558
8656 or +1 301 715 8592

Webinar ID: 980 4736 2815

International numbers available: <https://zoom.us/u/adSpp6GSS1>

1. Call to Order/Roll Call

The meeting was called to order at 1:30pm.

Present

Directors: President Stein and Director Dommer

Staff: Interim General Manager Mary Morris- Mayorga, Fire Chief Michael Pigoni

2. Public Comment

There was no public comment at this time.

4. Discussion Items

The following item was taken next:

4.5. Fire Services Contract Fee (supporting documentation)

Chief Pigoni discussed the City's budget issues and noted that in his June presentation the fee schedule incorporated reductions in the Non-Suppression Overtime, deferring replacement of an engine, then COVID-19 set in making it impossible to provide training programs such as CPR and CERT. He reviewed other cuts in capital improvement which is not part of the fee schedule as well as increases in CalPERS contributions that may be offset by other savings such as PEPPRA. The budget as presented to the Board in June for shared costs remains the same.

3. Approve Minutes of the March 2, and July 16, 2020 Finance Committee Meetings

With a correction on the March 2nd minutes to include a member of the public, Lynn Wolter, the Committee is in agreement on approving the minutes.

4. Discussion Items

4.1. Interim General Manager's Timesheets/Reimbursements

The committee reviewed these and had no concerns.

4.6. Final Budget FY2020-21 (discussed in conjunction with 4.2 Long-Term Financial Plan)

Interim General Manager Mary Morris-Mayorga reviewed the budget and changes that have been made since approval of the Preliminary Budget. Cash reserve funds were reviewed to assist in planning for the public safety building renovation.

4.3. Public Safety Building Shared Financing: Decision Plan and Draft Proposal for Board Review in September

IGM Morris-Mayorga provided an update to the Committee that the County has verbally stated an elevator will be required; however, official notification may not be received for weeks. In a meeting with RDC it was recommended that the conceptual design be revisited to determine if it is possible to accommodate both agencies meeting the needs of the Fire and Police Chiefs. For the schedule, it would be beneficial to incorporate more specific estimate of dates in conjunction with Board meetings. This will be provided in the Board proposal.

4.4. Office Space Lease

IGM Morris-Mayorga presented various office space lease locations that have been reviewed and there are two that may provide the necessary space for the District. Even if the public safety building is not renovated, it is not ideal for housing administrative staff.

5. Future Agenda Items

6. Adjournment at 3:25pm



KENSINGTON FIRE PROTECTION DISTRICT
Emergency Preparedness Committee Meeting

Meeting Minutes
Thursday, June 25, 2020

Via Zoom Teleconference

This meeting was conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order. The following people were present.

Directors: Larry Nagel and Kevin Padian
EPC Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Paul Moss, David Spath
Public: Danielle Madugo, Lorika G., Chief Tom Welch (Mill Valley), Mike Shanks and Chris Roller (Genasys)
Staff: Mary Morris-Mayorga

1. Call to Order/Roll Call: The meeting was called to order at 3:05 PM by Chair Kevin Padian.
2. The minutes of the May 28, 2020 Emergency Preparedness Committee meeting were approved.
3. There were no public comment on items not on the agenda.
4. The following brief reports were made by EPC members:

Peter Guerrero: Peter has written a draft of a thank you letter to Wildfire Safety. The letter also asks the Contra Costa County Fire Chief to have the camera pointed down Wildcat Canyon during Red Flag Days. The EPC will ask that the letter be signed by President Julie Stein on behalf of the KFPD Board.

The camera looking NW is called "Vollmer Tower Top." Its current view encompasses the reservoir, Wildcat Canyon, and the

Kensington/ElCerrito/Richmond ridge. The camera looking SE is called "Vollmer Peak" and it is currently looking at Mt. Diablo, south. Diablo winds blow strongly from the NE, so there is currently a blind spot between these two views. The cameras can, however, be rotated.

Lisa Caronna conducted research comparing the Berkeley Chipper Program with the Kensington bi-weekly vegetation debris collection. Should Kensington determine the need for additional vegetation collection, they might consider a neighborhood vegetation dumpster program for certain blocks upon request by the residents of that block.

5. Discussion Items

- Presentation on PA/Siren devices by Mike Shanks and Chris Roller of Genasys

Genasys markets a Multi-Channel Public Safety System which includes voice alerting, telecom messaging, sirens, and Integrated Speaker Management and Remote Activation. The system can be activated remotely. The systems are IPAWS certified and have been installed in Newport Beach, Laguna Beach, and Mill Valley.

The preliminary layout for Kensington has three speakers, but more may be required to be heard during high wind conditions (40-60 mph wind). Kevin Padian reported that he has a sample contract, and noted that winds of that speed are seldom if ever reported in Kensington, so there may be no need for more than three devices.

Marin County is using their Measure C funds to pay for the speakers. Berkeley is proposing something similar to Measure C as a possible source of funds. Oakland also is considering investigating speakers in the Oakland hills. Safety officials and public council members generally favor the system, but financing is problematic.

The Genasys estimate was \$ 379,000 for three towers, but this was only an informal figure not subject to negotiation.

Katie Gluck noted that there are other vendors but that she has had trouble contacting them. Katie noted that Mill Valley purchased their equipment from

Genasys and that Oakland and Berkeley are negotiating with them. In Katie's opinion, Genasys seems to be about the only viable vendor. We continue to look into the question.

- Discussion of PA/Siren devices with Mill Valley Deputy Chief of Operations and Training Chief Tom Welch:

Deputy Chief Tom Welch from Mill Valley gave a report on the sirens in Mill Valley. There are six sites built out with sirens. Installation by GRE Electric, a partner with Genasys, went very smoothly. Both the local fire department and police department are able activate the sirens. The D/C opined that if he had to do it again he would have opted for the solar batteries (if financially feasible) for long-term cost savings and greater longevity during outages.

- Proposal from ECFD for a 3-year \$ 5,000 software service contract with ZoneHaven:

Kevin Padian reported that he doesn't understand what the \$ 10,000 allocated by the board has paid for, and he will ask ZoneHaven to give a status report to the full board. The project was advertised as developing "polygons" for Kensington, but it turned out that all of El Cerrito (5x Kensington's size) was also included in the project, and a concern is that this could be viewed as a gift from one municipality to another, apart from the fact that Kensington was never informed that El Cerrito would also be mapped. El Cerrito contributed no funds to the project.

- Update and discussion of implementing Traffic Evacuation Study recommendations with KPD:

Kevin reported that he and KPD Traffic Officer Brad Harms visited Sunset Cemetery last Friday and had a meeting with the management. Sunset Cemetery is agreeable to opening the cemetery in an emergency and has given Officer Harms a key to the gates. They have agreed to allow us to install exit signs in the cemetery as well as "Emergency Evacuation Route" signs on the Sunset Avenue gate.

There are eight bollards in town that are controlled by the county. These will be replaced by chains that can be unhitched in an emergency. The chains will

not be locked but will be fused to the post on one end so that they cannot be taken away.

Kevin Padian reported that the KPD is considering that parking on some street segments may be changed either permanently or on Red Flag Days and Diablo Wind Events. These changes will follow actions initiated by the KPD in concert with the Contra Costa County Department of Public Works. A meeting with John Gioia's office, Contra Costa Department of Public Works, the KPD, and KFPD is in the works. Kevin also reported that the KPD wants to develop a corps of volunteers, working with Kensington/El Cerrito Fire Department, as well as with the KPD and other agencies, to help with emergency preparation and education activities and potentially provide some emergency traffic assistance. These volunteers would receive training from Officer Harms, who operated a very successful volunteer program in his previous department. However, the COVID crisis has forced the cancellation of all in-person public education activities concerning potential parking changes in Kensington, and alternate routes will have to be found.

Kevin Padian reported that the EBMUD is reluctant to let their reservoir be used as a Temporary Refuge Area (TRA) because of liability and security issues. Conversations are continuing.

6. Future Agenda Items:

- Increasing use of local communication resources for information and evacuation planning
- Possible positions: part-time Emergency Preparedness Coordinator; grant-writing consultant
- Increasing and improving cell signal coverage for Kensington
- Hilltop Elementary School evacuation plans

7. The next meeting will be held via Zoom on July 23, 2020 beginning at 3 PM.

8. The meeting was adjourned at 5:02 PM.

June 25, 2020
Emergency Preparedness Committee Meeting

**These minutes were prepared by Larry Nagel and approved at the
Committee meeting on 22 October 2020.**

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

Attest: _____

Emergency Preparedness Committee Member



KENSINGTON FIRE PROTECTION DISTRICT

Emergency Preparedness Committee Meeting

Meeting Minutes

Thursday, July 30, 2020 3:00 – 5:00pm

Via Zoom Teleconference

This meeting was conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Directors: Larry Nagel and Kevin Padian
Public Members: Peter Guerrero, Peter Liddell, Danielle Madugo, David Spath, Paul Moss, Lisa Caronna, Katie Gluck
Staff: Mary Morris-Mayorga
Public: Cyrus Modavi, Julie Stein, Pam Martin, Annette McCoubrey

1. Call to Order/Roll Call: The meeting was called to order by Kevin Padian at 3:10 PM. Larry Nagel recorded the attendance (all present).
2. Public comment on items not on the agenda (none)
3. Recommendation to accept minutes from June 25 meeting (ACTION) Moved and seconded (Liddell, Nagel) to accept minutes; approved unanimously
4. Brief reports from EPC members: evacuation plan for Kensington Elementary School (Danielle); Vollmer cameras letter; emergency radios; fire danger sign; Wildcat Canyon PG&E transmission lines (Peter G); cell tower follow-up; status of EBMUD discussions on using the Sunset Reservoir for temporary evacuation

Danielle Madugo: Evacuation plan for Kensington Elementary School. Met with Kevin, Brad Harms, and reviewed evacuation. Danielle is pushing for an off campus evacuation plan for the school. The PTA Emergency Preparedness Committee is planning an evacuation drill in the fall of 2021.

Mary Morris-Mayorga: Letter on the Vollmer Peak cameras is still in the works and should be signed by President Stein this week.

Kevin Padian: Emergency radios. Nothing further has been done. The board is still working on how to collect money for the radios.

Kevin Padian: Fire danger sign was delivered in March and is still housed in the Public Safety Building. Fernando Herrera (CCC DPW) has offered to install the sign in the median on his own time.

Peter Guerrero: Letter regarding the camera on Wildcat Canyon PG&E transmission lines. Also on Vollmer Peak cameras, Peter noted that there is a blind spot and that a fire in Wildcat Canyon would not be detected. Peter noted that Chief Pigoni has the ability to re-aim the camera. Peter thinks we need a discussion with Cal Fire and County as well as Chief Pigoni to discuss how to manage the cameras. Danielle Madugo also noted that the cameras are pointed in the wrong direction for detecting fires in Wildcat Canyon.

Danielle Madugo: Cell tower coverage AT&T has an app (mark the spot) to measure cell signal strength. Kevin noted that cell service providers deal directly with FCC rather than local agencies, which means that locally we have less influence on their numbers and placements, their power reserves in outages, etc.

Kevin Padian (on behalf of KPD Ofc Brad Harms): status of EBMUD discussions on using the Summit Reservoir for temporary evacuation. EBMUD is balking at using the reservoir as a TRA (Temporary Refuge Area). One of their concerns is liability, and the other is the possibility that someone might try to poison the water supply. Police are interested in having a space at the reservoir for emergency supplies in case of extended community crisis (earthquake, fire). Peter Guerrero noted that EBMUD has cut back the grass on the reservoir surface, so it is less a fire hazard now.

5. Discussion Items

- Checking to make sure we all are registered for CCC CWS alerts!* (Larry)

Everyone on the meeting was pretty sure they were signed up for Nixle and CoCo CWS.

- Discussion of debris bins / chippers (Lisa)

Lisa reported on her research on chippers. BayView will take whatever is put out on garbage day. Berkeley pickups are twice a year in May and September. Berkeley's pickup program costs \$130 K per year. Peter Guerrero noted that a chipper program would require a major volunteer effort and that we have bigger fish to fry.

- Report on meeting with Mike Shanks, Genasys, on possible sites for PA devices, and discussion and possible recommendation to Fire Board

Kevin Padian reported that he had a further meeting with Mike Shanks and Brad Harms. There is no written proposal or negotiation, only gathering of information for potential comparisons with other companies. Genasys would cover the area with three towers. There are several options. Telephone poles are already there but not good structurally. Genasys recommends separate poles that are 40 feet tall and 20 feet deep. There are options including PG&E and solar panels. Solar panels would not require PG&E boxes and bills, and would provide 72 hrs of renewable power in an outage. Next step would be to have a discussion with the board. San Francisco will have ITL replace their sirens. Katie will check with San Francisco FD to see what they are pursuing.

- Update on progress with emergency signs for Sunset View Cemetery

Emergency signs have been erected in the cemetery. Two Emergency Evacuation signs at the Sunset Avenue gate and two Emergency Exit signs.

- Discussion of proposed software service contract with ZoneHaven and possible recommendation to Fire Board (ACTION; supp info)

Tabled

- Update and discussion of implementing TES recommendations with KPD

Kevin, Danielle, and Officer Harms are working on school evacuation. The bollards in Kensington Park have been replaced with chains that can be detached on one end to allow larger vehicles to pass.

- Report on meeting about Kensington Parking organized by Sup. Gioia's office and possible recommendation to Fire Board

Recommendation by Chris Deppe that the Police and Fire Boards (a) approve the recommendations for investigating changing parking on six streets (Item 5.7) and (b) that a video be produced to assist in educating the public. We need to work with Berkeley FD to coordinate evacuation routes. Lisa Coronna asked that we add the need for public input and public education in advance of recommendations to the county on the proposed parking changes. Also add Willamette to the list of streets where parking changes happen (this is the discretion of KPD; we'll check).

- Discussion and possible recommendation to Fire Board to hire a part-time Emergency Preparedness coordinator (ACTION; supp info) (see also item 6.1)

Kevin led the discussion on the need for a part-time Emergency Preparedness Coordinator. Mary will contact Chief Pigoni to ascertain the status of Emergency Preparedness training with respect to the contract with ECFD and report back to the EPC.

- Recommendation to clear vegetation from upper Kensington Park Drive near the elementary school and east of the soccer field to mitigate evacuation (ACTION)

KFD has to work with School District and the KPPCSD to coordinate vegetation removal.

- Report on Orinda Virtual Evacuation Survey Preliminary results (supp info)

For our information only.

- Recommendation to KFPD Board to ask KFD and KPD to issue red flag day and Diablo Wind Event warnings on Nixle, NextDoor, and email lists

888777 – Nixle alerts from El Cerrito, Berkeley, and Richmond. Supposedly the Kensington PD is also subscribed. Fire Departments typically are not supposedly subscribed. Mary Morris-Mayorga will talk with the KPD and Chief Pigoni to see who is responsible for managing Nixle alerts on Red Flag Days,

6. Future Agenda Items:

- 6.1 Increasing use of local communication resources for information and evacuation planning

7. Scheduling next meeting: The next meeting tentatively will be held on August 27 at 3 PM.

8. Adjournment: The meeting was adjourned at 5:35 PM.

* Note: on their website "cwsalerts.com" says:

EXTREME WEATHER INFORMATION

Typically, the fire season in California starts at the beginning of May and runs through November.

The National Weather Service may issue **Red Flag Warnings** due to extreme weather conditions. To check if any red flag warnings are in effect for your area please go to: <https://www.weather.gov/mtr/>

These minutes were prepared by Larry Nagel and approved at the Committee meeting on 22 October 2020.



Attest: _____

Emergency Preparedness Committee Member



KENSINGTON FIRE PROTECTION DISTRICT

Emergency Preparedness Committee Meeting

Meeting Minutes

Thursday, September 24, 2020 3:00 – 5:00pm

Via Zoom Teleconference

This meeting was conducted exclusively in remote access format in compliance with Executive Order N-29-20 issued by Governor Newsom and the Contra Costa County Shelter-in-Place Order.

Directors: Larry Nagel and Kevin Padian
Committee Members: Lisa Caronna, Katie Gluck, Peter Guerrero, Danielle Madugo, Paul Moss, David Spath
Staff: Mary Morris-Mayorga
Public: Jim Watt, Julie Stein, Lorika G, Ofc. Brad Harms (KPD)

1. Call to Order/Roll Call: The meeting was called to order by Kevin Padian at 3:09 PM. The attendance was taken by Larry Nagel.
2. Ofc. Harms gave a report for KPD. There is a new e-mail address just for people with evacuation questions : evac@kppcsd.org. Chief Schuld and Officer Harms will be having meetings with concerned citizens. The KPD is putting together a brochure on evacuation for the public that should be released within a week. There was a question about Willamette Avenue parking orientation, which Officer Harms will look into. Lisa Coronna asked if a representative from the Fire Department will also attend the citizen meetings. Officer Harms noted that Chief Pigoni and Chief Grupalo have been heavily involved in firefighting and have not been available. Lorika G asked a question about which roads the fire department will be using so that she can avoid them. There are no specific plans.
3. Public comment on items not on the agenda: None
4. Recommendation to accept minutes from July 30 meeting (ACTION): Draft minutes were distributed but will be deferred
5. Brief reports from EPC members:

Paul Moss: Paul reported that yesterday he received a response from Chief Pigoni regarding the condominiums on Mira Vista Heights Road. Chief Pigoni is looking into

the possibility of having a camera installed and to organize the residents into a neighborhood fire watch. Paul noticed that EBRPD has removed a lot of prairie grass in Wildcat Canyon. Also the PG&E Right of way has been mowed.

Peter Guerrero: Peter reported that he will be having a meeting with Contra Costa County Fire Chief Brouhard next Tuesday. They will be discussing reaiming the camera as well as a volunteer corps of people to monitor the cameras.

Danielle Madugo: Danielle reported that she is the Kensington CERT (K3) coordinator and that she attended a meeting with Chris Hilliard (CERT Coordinator for ECFD). Chris handed out portable FRS radios so that CERT members can patrol the Wildland Urban Interface during fire weather. The Area Coordinator meeting was also attended by Hal Graboske (K6). The Great Shakeout will happen on October 15 at 10:15 AM. The link for the National Earthquake Drill is <https://www.shakeout.org/california/>. The KARO/ECHO emergency radio test will be held on October 24. The link to purchase EQ kit and water storage supplies through Lamorinda CERT is <https://www.lamorindacert.org/resource/water-2/>.

Lisa Caronna: Lisa reported on paths. Rodney Paul is conducting virtual tours of the paths. A survey of Kensington residents concerning path usage noted that evacuation is the primary interest for paths.

Larry Nagel: Larry reported that he regularly attends the EBRPD Board Meetings to stay abreast of EBRPD issues. There is a lot of pressure to reopen as much of the park as possible, and this presents challenges for cleanliness as well as fire danger.

6. Discussion Items

- Changes to Kensington Traffic and Evacuation Patterns Now Completed (INFORMATION) : Kevin Padian reported that evacuation signs have been installed in the Sunset Cemetery. The bollards have been replaced by chains for evacuating the southeast neighborhoods as well as the Hilltop School. The brochure the KPD is preparing will be helpful in educating the public.
- Recommendation to ask the Board to request the El Cerrito Fire Department and the KPPCSD to use Nixle and NextDoor to (1) notify the public of Red Flag Days and (2) notify the public in advance of the first warning of impending Diablo Wind Events (ACTION): Kevin reported that we would like clarity on this matter,

because different Districts use their Nixle accounts in different ways. At a recent Zoom meeting regarding evacuation plans for local areas in case of Wildfire, Supervisor John Gioia stated that evacuations would not be issued by the County but instead by local agencies (in our case, joint consultation of Kensington Police and Fire). More needs to be known about how these decisions will be made. Paul Moss noted that he brought Nixle to Kensington, and the system works. However, the last Red Flag Alert was delayed by a twelve hour delay from when the Red Flag Alert was issued and when it came out over Nixle.

- Status of Proposal for a Pilot Program to Provide Emergency Radios to Members of the Public (DISCUSSION/ACTION): The last time the Board considered this item, they suggested that the item be postponed until we had a General Manager. Lisa Coronna suggested we need to do more research. Dave Spath agreed that we need to put more thought into a program like this.
- Status and Future Steps for Investigating the Acquisition and Installment of Emergency Public Address Systems for Kensington (DISCUSSION): Kevin reported that we have talked with one vendor and have talked to Mill Valley who have such a system. We have been told that Berkeley and Oakland have agreed in principle to acquiring such a system, but they will need to find funding. Mary Morris-Mayorga suggested that we should check with the CSDA.
- Status and Future Steps for Investigating the Acquisition and Installment of Emergency Public Address Systems for Kensington (DISCUSSION): Kevin reported that we have talked with one vendor and have talked to Mill Valley who have such a system. We have been told that Berkeley and Oakland have agreed in principle to acquiring such a system, but they will need to find funding. Mary Morris-Mayorga suggested that we should check with the CSDA.
- Request for the Board to Approve Action Items Proposed by the Kensington Police Department Regarding Investigation into Potential Changes in Parking Configuration on six segments of Kensington streets, including public input, and to approve the production (no cost) of an educational video to explain the rationale for the proposed parking changes (ACTION) (supporting material): Kevin noted that the Board approved that we work with the Police Department to create a video to educate the public. The Board still needs to vote on approving

the investigation into proposed parking changes and education and consultation with the public.

- Request from Emergency Preparedness Committee to Hire a Part-Time Emergency Preparedness Coordinator (Discussion and possible ACTION) (supporting material): Kevin presented the idea of KFPD hiring a Part-Time Emergency Coordinator. The first step is to determine if El Cerrito has the wherewithall to run a CERT program in Kensington, much less other Emergency Preparedness items. We then need to research how our own coordinator would operate with the El Cerrito Fire Department to provide seamless CERT operation.
- Preliminary calculations of the traffic load on Kensington's streets during an emergency evacuation with little warning; implications for educating residents (DISCUSSION): Kevin reviewed a study done by the state of ZIP codes in the state that are most at risk.

7. Future Agenda Items: None

8. Scheduling next meeting: The next meeting is tentatively scheduled for October 22 at 3 PM.

9. Adjournment: The meeting was adjourned by Kevin Padian at 5:23 PM.

These minutes were prepared by Larry Nagel and approved at the Committee meeting on 22 October 2020.



Attest: _____

Emergency Preparedness Committee Member