



KENSINGTON FIRE PROTECTION DISTRICT

DATE: December 14, 2022

TO: Board of Directors
Kensington Fire Protection District

RE: **General Manager's Report**

SUBMITTED BY: Bill Hansell, General Manager

Highlights of the regular business and other special projects for the district by management are noted below:

- 1. Governance Transition** – KFPD email accounts have been created for Director Levine (dlevine@kensingtonfire.org) and Director Watt (jwatt@kensingtonfire.org). Prior director email accounts have been de-activated and archived. If not already filed, new directors must complete a Form 700 - Assuming Office, as well as the requirements for AB1234 Ethics Certification and Sexual Harassment Prevention Training.
- 2. Management Transition** – In anticipation of the Interim-GM appointment, Mary Morris-Mayorga was brought up to date on the PSB renovation project, temporary facilities punch-list, finances, records, committee work, etc. Further transition coordination will occur after the appointment is confirmed. Mary's prior KFPD email account (mmayorga@kensingtonfire.org) has been re-activated. The attached GM Transition Task List has been updated to reflect progress status, given Mary's prior experience with the district.
- 3. Executive Asst / Board Clerk Recruitment** – The attached job description has been posted on the district's website at <https://www.kensingtonfire.org/executive-assistant-board-clerk-recruitment> , and on the CSDA website as well as on Craigslist. It will be posted and distributed further via other outlets over the next week.
- 4. Account Passwords** – President Nagel has been provided *LastPass* account access to the district's secure password list.
- 5. FY2021-2022 Audit** – The audit fieldwork begins on 12/19. As reported previously, the auditor's schedule was delayed by staffing issues. Maria Munoz with Maze Associates is gathering the required records.
- 6. GASB75 Actuarial Report** – Maze Associates is assisting with the information required by Nicolay Consulting to complete the report.

KFPD GM Transition Task List

Goals	Progress	Status/Milestones	Next Steps/Comments
1. Prepare the Interim-GM for a complete, orderly, and prompt transition of services performed by the District, including the timely delivery of all District property and records.	75%	<ul style="list-style-type: none"> • KFPD Procedures: Agenda, Web posting, Noticing, Administrative roles • Finance Procedures • Minutes • District records review • Manual/procedures 	
2. Introduce Interim-GM to the El Cerrito City Manager and Fire Chief, Emergency Prep Coordinator, the General Manager and administrative staff of the Kensington Police Protection and Community Services District (KPPCSD), Hills Emergency Forum, Supervisor Gioia, and County administrative staff as needed.	50%	<ul style="list-style-type: none"> • List of Introductions and corresponding issues for inter-agency coordination. 	
3. Prepare Interim-GM for updating the budget for the FY 2022-2023 Mid-Year Review at the February 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.	50%	<ul style="list-style-type: none"> • Budget Guiding Principles • Budget Development Manual • Draft budget • Finance Committee presentation • Draft narrative report • Budget document printed/posted 	
4. Review all activities and responsibilities related to the renovation of the Public Safety Building, including the roles and procedures of the Construction Manager, General Contractor, Architect, Structural Engineers, Sub-Consultants, Lending Company, Financial Consultants, Related financial reporting, Requests for Information, Change Orders, Schedules, Submittals, Building Permit Inspections, Special Inspections, etc. Also, administer the leases with KPPCSD and the Unitarian Church, and address final punch-list items on Temp Station 65.	5%	<ul style="list-style-type: none"> • Documentation records • Current procedures • Long-lead task items 	
5. Finance Details - Payments of bills and claims, board packet transmittal process, County submittal process, Maze Accounting communication procedures, purchasing procedures, details of County Fund Accounts, details of Mechanics Bank Checking Account, backup of invoices/statements, etc.	50%	<ul style="list-style-type: none"> • Details of Workflow • Mechanics Bank Signatures • CC County Finance Introductions • Investment Review, Procedures 	<ul style="list-style-type: none"> •

KFPD GM Transition Task List - Continued

Goals	Progress	Status/Milestones	Next Steps/Comments
6. Oversight, management, and compliance for the fire services contract between the District and El Cerrito.	100%	<ul style="list-style-type: none"> • Fire svc fee w/ Finance Committee • Review agreement/history 	
7. Admin contact to the District's information technology (IT) services, review temporary conditions during renovation and the eventual restoration of the district server at project completion.	90%	<ul style="list-style-type: none"> • Review with Nerd Crossing • Email migration 	
8. Review California Employers' Retiree Benefit Trust (CERBT) Fund, including disbursement request schedules and procedures, and progress of actuarial report.	90%	<ul style="list-style-type: none"> • OPEB Actuary progress • CalPERS documents and contacts • Review Enrollee list 	
9. Board Clerk/Admin Assistant – Proceed with advertising and search, hiring, and on-boarding.	10%	<ul style="list-style-type: none"> • Interviews • Recommendation • On-boarding 	
10. Long-Term Financial Plan – Prepare to update cash-flow and reserve funds with NHA Advisors as part of the FY2023-2024 Budget Process	0%	<ul style="list-style-type: none"> • 	
11. Review Status of Records Management including procedures for Public Records Act (PRA) requests.	90%	<ul style="list-style-type: none"> • Records stored at KPPCSD modular, 	
12. Form 700 procedures and deadlines; Brown Act and Conflict of Interest training, etc	90%	<ul style="list-style-type: none"> • Review list 	
13. Review progress/next steps on Emergency Preparedness initiatives, role of EP Coordinator and current contract.	50%	<ul style="list-style-type: none"> • 	
14. Oversight of Audit – Role of Maze Accounting and schedule	90%	<ul style="list-style-type: none"> • 	



KENSINGTON FIRE PROTECTION DISTRICT

Supplemental Transition Checklist for Interim-General Manager December 2022

New Hire

- Forms/Documents

Access/Authorization

- KFPD VPN/Email/IT support - NerdCrossing
- Mechanics Bank
- Debit Card
- County – Investments
- County – Auditor/Controller
- List of Websites/Passwords
- Payroll

Contacts

- Board
- Legal Counsel – Meyers Nave
- Emergency Preparedness Coordinator – Johnny Valenzuela
- Construction Project Manager – Mack5
- Financial Planning Advisors – NHA Advisors
- KPPCSD – Interim GM, Police Chief
- County – Accounts Payable
- County – Treasurer
- County – Department of Information Technology/ (property tax billing reports)
- County – Property Tax Levy/Auditor-Controller

Documentation

- Action Plan/Updates
- Administrative Manual
- GM Exit Final Report
- KFPD digital files
- Email – Gmail
- Electronic files – 2021 and 2022 files are organized, Pre-2020 files are not.

Kensington Fire Protection District

217 Arlington Ave, Kensington, CA 94707



Position Description

Position Title	Executive Assistant/Board Clerk
Status	FLSA Non-Exempt, Part-time, Non-benefitted
Hourly Rate	\$35 - \$45 per hour with a maximum of 15 hours per week
Location:	During the current renovation of the Kensington Public Safety Building, the work will be performed partially at the district's temporary office located at 10940 San Pablo Ave, El Cerrito, CA 94530, and remotely as needed.
District Info:	Background information on the Kensington Fire Protection District is available at: https://www.kensingtonfire.org

Definition:

Under general direction of the General Manager, performs a wide variety of confidential, complex and technical office and administrative support.

Distinguishing Characteristics:

Incumbents in this single-class, part-time position possess a broad understanding of local government administrative functions enabling the interpretation and application of District policies, procedures, and regulatory requirements with minimal work direction and instruction. Responsible for a wide variety of complex professional administrative work requiring independent judgement and discretion including preparation of meeting agendas and minutes.

Supervision Received and Exercised:

Receives supervision from the General Manager; does not supervise.

Essential Duties – *Duties may include, but are not limited to the following:*

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below; there are no marginal duties.

- Greet and assist the public, elected officials, and staff in person, telephone, and by email with inquiries regarding District activities; respond to public records requests.
- Provide routine and complex professional administrative support to staff and elected officials (typing, preparing, assembling, copying, binding, posting, distributing, tracking).
- Prepare meeting agendas and minutes; execute official District documents; post agenda and other documents in public locations and electronically.
- Manage audio/video scheduling, notification, recording, and posting of District meetings and events; communicates with Information Technology consultants and others regarding information and data needs and issues.
- Perform website and external notification system posting updates including: general information and alerts; meeting agendas, documents, recordings, and minutes.

KFPD Executive Assistant/Board Clerk - continued

- Provide general assistance in support of fiscal activities including data entry, deposit of checks, and collection of related signatures.
- Oversees the maintenance and operation of office systems including purchase of supplies and scheduling of service.
- Pick-up and deliver District documents and records.
- Perform related duties as assigned.

Minimum Qualifications:

Any combination of education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way would include:

- Associates degree in a related field.
- Five (5) years of increasingly responsible administrative experience involving the maintenance of official records and documents with three (3) of those years of experience preferably in municipal government

Knowledge and Abilities:

Working knowledge of:

- Local, state and federal laws, codes, regulations, and policies pertaining to public agency governing boards and special districts, including the Brown Act and meeting notice and agenda setting requirements.
- Business writing and formats for reports and correspondence; English grammar, usage, spelling, punctuation, and composition.
- Records management, filing, indexing, and cross-referencing methods.
- Office practices, procedures, business arithmetic, basic accounting, and equipment including computers and related software applications (Word, Excel, PowerPoint, etc.)
- Techniques for providing excellent customer service to the public, elected officials, District staff, regulatory agencies and business partners.

Ability to:

- Understand, interpret, and apply District policies and procedures, and local, state and federal laws applicable to special district and public agency governing Boards.
- Perform a wide variety of complex administrative support duties (calculate, create, compile, compose, proofread, and edit) independently with an emphasis on accuracy, timeliness, and attention to detail in a professional manner.
- Initiate and organize work, exercise sound independent judgment within established policies and guidelines, maintain confidential and/or sensitive information, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Communicate effectively, orally and in writing.
- Demonstrate proficiency in utilization of related computer hardware and software applications to perform the work within established timeframes.
- Establish and maintain cooperative working relationships with coworkers, elected officials, outside agencies and the general public

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Physical Capabilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	95 Percent Indoors/5 Percent Outdoors			

Application and Selection Process:

This position is open until filled and an appointment can occur at any time. To be considered, please email a PDF resume, cover letter, and three work related references (past or present supervisors and colleagues who will not be contacted in the early stages of the recruitment) to: Kensington Fire Protection District, Attention: Mary Morris-Mayorga, Interim-General Manager at: mmayorga@kensingtonfire.org