



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 3/16/2021  
 Pay Period End: 3/31/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
3/16/2021	See Separate Task Sheet	9.25	2.00	5.75			1.50
3/17/2021	"	7.50	3.75	3.50			0.25
3/18/2021	"	8.75	1.00	2.50			5.25
3/19/2021	"	4.75	0.50	2.00	1.00		1.25
3/20/2021	"						
3/21/2021	"	1.00					1.00
3/22/2021	"	8.50					8.50
3/23/2021	"	1.50	0.50	1.00			
3/24/2021	"	3.25	0.25	1.00			2.00
3/25/2021	"	8.00	0.25		1.50		6.25
3/26/2021	"	2.25		0.50			1.75
3/27/2021	"						
3/28/2021	"						
3/29/2021	"	2.25	0.25	1.00			1.00
3/30/2021	"	2.00	0.50	1.50			
3/31/2021	"	5.00	1.25	1.75	0.50		1.50
	Total Hours	64.00	10.25	20.50	3.00	0.00	30.25
	Rate	\$ 99.00					
	Total Gross Pay	<u>\$ 6,336.00</u>					

*Bill Hansell*

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Employee Signature

3/31/2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Signature

\_\_\_\_\_  
Date

Subject	Duration	Day
KFPD - Finance re: Invoices to Maze	3.25	Tue 3/16/2021
KFPD - Finance re: Invoices to Maze	1.75	Tue 3/16/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Tue 3/16/2021
KFPD - Gen Mgmt re: Manuals and Handbooks updates	1.00	Tue 3/16/2021
KFPD - Gen Mgmt re: Timesheets	0.50	Tue 3/16/2021
KFPD - Finance re: Deposit to Mechanics Bank	0.25	Tue 3/16/2021
KFPD - Finance re: Records to Maze	0.50	Tue 3/16/2021
KFPD - PSB re: Zoom mtg w/Marti Brown, Bill Lindsay	1.50	Tue 3/16/2021
<b>Day Total:</b>	<b>9.25</b>	
KFPD - Gen Mgmt re: Correspondence	3.50	Wed 3/17/2021
KFPD - Finance re: Withdraw LAIF funds, Tel w/CCC Finance, Records	2.50	Wed 3/17/2021
KFPD - Gen Mgmt re: Correspondence	0.25	Wed 3/17/2021
KFPD - Finance re: Mechanics Bank	1.00	Wed 3/17/2021
KFPD - PSB re: Tel w/MB (Mtg planning)	0.25	Wed 3/17/2021
<b>Day Total:</b>	<b>7.50</b>	
KFPD - Finance re: CalPERS payments and records to Maze	1.00	Thu 3/18/2021
KFPD - PSB re: Post Media Advisory	0.50	Thu 3/18/2021
KFPD - Finance re: CCC Elec Deposit Program registration	1.00	Thu 3/18/2021
KFPD - PSB re: Tel w/MB (Mtg materials)	0.50	Thu 3/18/2021
KFPD - PSB re: Mtg materials	0.25	Thu 3/18/2021
KFPD - Finance re: CCC Elec Deposit Program registration	0.25	Thu 3/18/2021
KFPD - Gen Mgmt re: Form 700 administrator access issues	1.00	Thu 3/18/2021
KFPD - PSB re: Mtg materials	1.25	Thu 3/18/2021
KFPD - Finance re: Order PSB mattresses	0.25	Thu 3/18/2021
KFPD - PSB re: Mtg materials	2.75	Thu 3/18/2021
<b>Day Total:</b>	<b>8.75</b>	
KFPD - PSB re: Tel w/MB (Mtg materials)	0.75	Fri 3/19/2021
KFPD - Finance re: Correspondence	0.50	Fri 3/19/2021
KFPD - EPC re: Committee Mtg (Agenda, Mins, Webinar post)	0.75	Fri 3/19/2021
KFPD - Finance re: PSB mattresses payment issues	0.50	Fri 3/19/2021
KFPD - PSB re: Tel w/LN (Mtg Planning)	0.50	Fri 3/19/2021
KFPD - EPC re: Committee Mtg (Agenda Post)	0.25	Fri 3/19/2021
KFPD - Finance re: Mechanics Bank	0.50	Fri 3/19/2021

Subject	Duration	Day
KFPD - Finance re: Invoices, Filing	0.25	Fri 3/19/2021
KFPD - Finance re: Invoices, Filing	0.25	Fri 3/19/2021
KFPD - Gen Mgmt re: Confirm Payroll	0.50	Fri 3/19/2021
<b>Day Total:</b>	<b>4.75</b>	
KFPD - PSB re: Mtg Planning	1.00	Sun 3/21/2021
<b>Day Total:</b>	<b>1.00</b>	
KFPD - PSB re: Mtg Planning	1.00	Mon 3/22/2021
KFPD - PSB re: Conf w/BL, MB (Mtg planning)	3.50	Mon 3/22/2021
KFPD - PSB re: Conf w/BL, MB (Mtg planning)	0.75	Mon 3/22/2021
KFPD - PSB re: Conf w/BL, MB (Mtg planning)	3.25	Mon 3/22/2021
<b>Day Total:</b>	<b>8.50</b>	
KFPD - Finance re: Invoices, Emails to Maze	0.50	Tue 3/23/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Tue 3/23/2021
KFPD - Finance re: Tel w/Auditor re: Mgmt questions	0.50	Tue 3/23/2021
<b>Day Total:</b>	<b>1.50</b>	
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Wed 3/24/2021
KFPD - Finance re: Review audit w/Mary, Hnin, and Maria	1.00	Wed 3/24/2021
KFPD - PSB re: Conf w/BL, MB, Chiefs (Mtg planning)	1.00	Wed 3/24/2021
KFPD - PSB re: PPT corrections	1.00	Wed 3/24/2021
<b>Day Total:</b>	<b>3.25</b>	
KFPD - Gen Mgmt re: Tel Zoom (Increase participant count)	0.25	Thu 3/25/2021
KFPD - PSB re: Bldg Records	0.75	Thu 3/25/2021
KFPD - EPC re: Committee Mtg	1.50	Thu 3/25/2021
KFPD - PSB re: Bldg Records	1.00	Thu 3/25/2021
KFPD - PSB re: Public Meeting	4.50	Thu 3/25/2021
<b>Day Total:</b>	<b>8.00</b>	
KFPD - PSB re: Tel w/Chief Pigoni (Mtg follow-up)	0.25	Fri 3/26/2021
KFPD - Finance re: Tel w/JK (Audit, FC mtg)	0.50	Fri 3/26/2021
KFPD - PSB re: Tel w/MB (Mtg follow-up)	0.50	Fri 3/26/2021
KFPD - PSB re: Tel w/LN (Mtg follow-up)	0.50	Fri 3/26/2021
KFPD - PSB re: Tel w/DD (Prior plan records, Process ?'s)	0.50	Fri 3/26/2021
<b>Day Total:</b>	<b>2.25</b>	
KFPD - PSB re: Tel w/MB (Lease options, Next steps)	1.00	Mon 3/29/2021

Subject	Duration	Day
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Mon 3/29/2021
KFPD - Finance re: FC mtg prep and agenda	1.00	Mon 3/29/2021
<b>Day Total:</b>		<b>2.25</b>
KFPD - Finance re: FC mtg packet	0.50	Tue 3/30/2021
KFPD - Gen Mgmt re: Tel w/Sasha; PSB for mail	0.50	Tue 3/30/2021
KFPD - Finance re: Mtg postings	0.50	Tue 3/30/2021
KFPD - Finance re: Invoices, Payments	0.50	Tue 3/30/2021
<b>Day Total:</b>		<b>2.00</b>
KFPD - Finance re: Invoices, Payments	0.50	Wed 3/31/2021
KFPD - Gen Mgmt re: Tel w/Correspondence	0.50	Wed 3/31/2021
KFPD - Finance re: Tel w/CC Finance & Treasury re: Elec Dep Program	0.75	Wed 3/31/2021
KFPD - PSB re: Conf w/MB, BL (Post mtg assessment/options)	0.75	Wed 3/31/2021
KFPD - Finance re: Check signing; Mail from PSB	0.50	Wed 3/31/2021
KFPD - EPC re: RFP planning	0.50	Wed 3/31/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg planning)	0.75	Wed 3/31/2021
KFPD - PSB re: Tel w/MB (PSB ?'s)	0.25	Wed 3/31/2021
KFPD - PSB re: Pricing, Lease, Schedule, Etc docs	0.50	Wed 3/31/2021
<b>Day Total:</b>		<b>5.00</b>
<b>Total (28hrs/wk Allowance = 4hrs/day x 16 days = 64hrs Max) =</b>		<b>64.00</b>



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 4/1/2021  
 Pay Period End: 4/15/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
4/1/2021	See Separate Task Sheet	9.50	1.00	0.50			8.00
4/2/2021	"	1.75	0.25	1.50			
4/3/2021	"						
4/4/2021	"						
4/5/2021	"	3.50	0.25	2.25			1.00
4/6/2021	"	3.00	0.25	2.75			
4/7/2021	"	8.50	0.25	6.25	2.00		
4/8/2021	"	11.50	9.50	2.00			
4/9/2021	"	9.25	9.25				
4/10/2021	"						
4/11/2021	"						
4/12/2021	"	1.00	0.50		0.50		
4/13/2021	"	2.50	2.25				0.25
4/14/2021	"	7.50	7.50				
4/15/2021	"	2.00	0.75		1.00		0.25
Total Hours		60.00	31.75	15.25	3.50	0.00	9.50
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,940.00</u>					

*Bill Hansell*

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Employee Signature

4/15/2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Signature

\_\_\_\_\_  
Date

Subject	Duration	Day
KFPD - PSB re: Pricing, Lease, Schedule, Etc docs	3.00	Thu 4/1/2021
KFPD - PSB re: Response to KPPCSD (Pricing, Lease, Schedule, Etc)	4.00	Thu 4/1/2021
KFPD - PSB re: Tel MB (Lease)	0.25	Thu 4/1/2021
KFPD - PSB re: Response to KPPCSD (Pricing, Lease, Schedule, Etc)	0.75	Thu 4/1/2021
KFPD - Finance re: Email/Tel CCC	0.50	Thu 4/1/2021
KFPD - Gen Mgmt re: Form 700 info for EPC	0.25	Thu 4/1/2021
KFPD - Gen Mgmt re: Email agenda item request	0.00	Thu 4/1/2021
KFPD - Gen Mgmt re: Timesheets to Maze	0.75	Thu 4/1/2021
<b>Day Total:</b>	<b>9.50</b>	
KFPD - Finance re: Draft audit review	0.50	Fri 4/2/2021
KFPD - Finance re: FC mtg	1.00	Fri 4/2/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.25	Fri 4/2/2021
<b>Day Total:</b>	<b>1.75</b>	
KFPD - Finance re: Invoices, EDP	1.00	Mon 4/5/2021
KFPD - PSB re: 303 Arlington Lease space	1.00	Mon 4/5/2021
KFPD - Gen Mgmt re: PSB for mail	0.25	Mon 4/5/2021
KFPD - Finance re: CCC Treasury for deposit slips, EDP ?'s	1.25	Mon 4/5/2021
<b>Day Total:</b>	<b>3.50</b>	
KFPD - Finance re: Invoices, Banking Statement	0.75	Tue 4/6/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Tue 4/6/2021
KFPD - Finance re: Wells Fargo deposit	0.25	Tue 4/6/2021
KFPD - Finance re: Mechanics Bank deposit	0.25	Tue 4/6/2021
KFPD - Finance re: Receipts/Deposit info to Maze	1.50	Tue 4/6/2021
<b>Day Total:</b>	<b>3.00</b>	
KFPD - Emergency Prep re: Resource Conservation Districts Stakeholders Mtg	2.00	Wed 4/7/2021
KFPD - Gen Mgmt re: Tel w/Sasha (Mtg mins, agenda)	0.25	Wed 4/7/2021
KFPD - Finance re: Payments; Tel Mechanics Bank for BillPay; Records; Financial Reports for Board Mtg;	4.75	Wed 4/7/2021
KFPD - Finance re: Audit response	1.50	Wed 4/7/2021
<b>Day Total:</b>	<b>8.50</b>	
KFPD - Finance re: Accounts	1.00	Thu 4/8/2021
KFPD - Finance re: Tel w/Auditor (Mgr letter, presentation)	0.25	Thu 4/8/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.25	Thu 4/8/2021
KFPD - Finance re: Audit follow-up	0.75	Thu 4/8/2021

Subject	Duration	Day
KFPD - Gen Mgmt re: Review/Edit mtg mins	0.50	Thu 4/8/2021
KFPD - Gen Mgmt re: Review/Edit mtg mins	1.25	Thu 4/8/2021
KFPD - Gen Mgmt re: KPPCSD mtg	3.50	Thu 4/8/2021
KFPD - Gen Mgmt re: Review Fire Chief reports	0.50	Thu 4/8/2021
KFPD - Gen Mgmt re: Mtg Agenda and materials	3.50	Thu 4/8/2021
<b>Day Total:</b>	<b>11.50</b>	
KFPD - Gen Mgmt re: Mtg Agenda and materials	0.75	Fri 4/9/2021
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	1.00	Fri 4/9/2021
KFPD - Gen Mgmt re: Mtg Agenda and materials	1.75	Fri 4/9/2021
KFPD - Gen Mgmt re: PSB recommendation	3.00	Fri 4/9/2021
KFPD - Gen Mgmt re: Lease Negotiator Recommendation	1.75	Fri 4/9/2021
KFPD - Gen Mgmt re: Mgr report	0.75	Fri 4/9/2021
KFPD - Gen Mgmt re: Post agenda and packet	0.25	Fri 4/9/2021
<b>Day Total:</b>	<b>9.25</b>	
KFPD - Emergency Prep re: Warning System mtg	0.50	Mon 4/12/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Mon 4/12/2021
<b>Day Total:</b>	<b>1.00</b>	
KFPD - Gen Mgmt re: Tel w/KP	0.25	Tue 4/13/2021
KFPD - Gen Mgmt re: Tel w/DD (agenda)	0.25	Tue 4/13/2021
KFPD - Gen Mgmt re: Tel w/LN (agenda)	0.50	Tue 4/13/2021
KFPD - Gen Mgmt re: Public Correspondence	1.00	Tue 4/13/2021
KFPD - Gen Mgmt re: Tel w/Chief	0.25	Tue 4/13/2021
KFPD - PSB re: Tel w/MB	0.25	Tue 4/13/2021
<b>Day Total:</b>	<b>2.50</b>	
KFPD - Gen Mgmt re: Public Correspondence	3.50	Wed 4/14/2021
KFPD - Board Mtg	4.00	Wed 4/14/2021
<b>Day Total:</b>	<b>7.50</b>	
KFPD - Gen Mgmt re: Tel w/LN	0.75	Thu 4/15/2021
KFPD - PSB re: Tel w/MB (Lease Space)	0.25	Thu 4/15/2021
KFPD - EPC re: Committee Mtg (Agenda)	1.00	Thu 4/15/2021
<b>Day Total:</b>	<b>2.00</b>	
<b>Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =</b>	<b>60.00</b>	



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 4/16/2021  
 Pay Period End: 4/30/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
4/16/2021	See Separate Task Sheet	5.75	1.50		2.50		1.75
4/17/2021	"						
4/18/2021	"						
4/19/2021	"	6.25	0.75				5.50
4/20/2021	"	6.00	6.00				
4/21/2021	"	6.25	4.50	1.75			
4/22/2021	"	11.75	9.25		2.50		
4/23/2021	"	2.75	2.50	0.25			
4/24/2021	"	2.50	2.50				
4/25/2021	"						
4/26/2021	"	0.50	0.50				
4/27/2021	"	7.00	6.00				1.00
4/28/2021	"	3.25	1.25	0.50	1.50		
4/29/2021	"	2.00	1.00	1.00			
4/30/2021	"	6.00	4.75	0.75			0.50
Total Hours		60.00	40.50	4.25	6.50	0.00	8.75
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,940.00</u>					

*Bill Hansell*

\_\_\_\_\_  
Employee Signature

5/1/2021

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Signature

\_\_\_\_\_  
Date



Subject	Duration	Day
KFPD - EPC re: Committee Mtg (Agenda)	1.75	Fri 4/16/2021
KFPD - PSB re: Bldg Code review	1.75	Fri 4/16/2021
KFPD - EPC re: Committee Mtg (Packet)	0.75	Fri 4/16/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Fri 4/16/2021
KFPD - Gen Mgmt re: PSB for mail, agenda post	1.00	Fri 4/16/2021
<b>Day Total:</b>	<b>5.75</b>	
KFPD - PSB re: Background info	5.50	Mon 4/19/2021
KFPD - Gen Mgmt re: Submit Payroll	0.75	Mon 4/19/2021
<b>Day Total:</b>	<b>6.25</b>	
KFPD - Gen Mgmt re: Sick Leave	6.00	Tue 4/20/2021
<b>Day Total:</b>	<b>6.00</b>	
KFPD - Finance re: Invoices, Emails to Maze	0.50	Wed 4/21/2021
KFPD - Finance re: Invoices, Payments	1.00	Wed 4/21/2021
KFPD - Gen Mgmt re: Correspondence	0.25	Wed 4/21/2021
KFPD - Gen Mgmt re: Files	0.50	Wed 4/21/2021
KFPD - Finance re: LAIF Transfer to Cash	0.25	Wed 4/21/2021
KFPD - Gen Mgmt re: Correspondence	2.00	Wed 4/21/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	1.25	Wed 4/21/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	0.50	Wed 4/21/2021
<b>Day Total:</b>	<b>6.25</b>	
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	3.75	Thu 4/22/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	3.25	Thu 4/22/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Thu 4/22/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	2.00	Thu 4/22/2021
KFPD - EPC re: Committee Mtg	2.50	Thu 4/22/2021
<b>Day Total:</b>	<b>11.75</b>	
KFPD - Finance re: Mechanics Bank deposit	0.25	Fri 4/23/2021
KFPD - Gen Mgmt re: PSB for mail, files	2.00	Fri 4/23/2021
KFPD - Gen Mgmt re: Ads for RFPs	0.50	Fri 4/23/2021
<b>Day Total:</b>	<b>2.75</b>	
KFPD - Gen Mgmt re: Ads for RFPs	2.00	Sat 4/24/2021
KFPD - Gen Mgmt re: Ads for RFPs	0.50	Sat 4/24/2021
<b>Day Total:</b>	<b>2.50</b>	

Subject	Duration	Day
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Mon 4/26/2021
<b>Day Total:</b>	<b>0.50</b>	
KFPD - PSB re: Tel w/MB	1.00	Tue 4/27/2021
KFPD - Gen Mgmt re: Email agenda item request	0.00	Tue 4/27/2021
KFPD - Gen Mgmt re: Sick Leave	6.00	Tue 4/27/2021
<b>Day Total:</b>	<b>7.00</b>	
KFPD - EPC re: County Wildfire Zoom mtg	1.50	Wed 4/28/2021
KFPD - Gen Mgmt re: Tel w/Chief (Budget, Wildfire issues)	0.50	Wed 4/28/2021
KFPD - Finance re; Tel w/JK (Budget)	0.50	Wed 4/28/2021
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	0.75	Wed 4/28/2021
<b>Day Total:</b>	<b>3.25</b>	
KFPD - Finance re: SCO Report	0.75	Thu 4/29/2021
KFPD - Finance re: SCO Report	0.25	Thu 4/29/2021
KFPD - Gen Mgmt re: Outreach for Grant Writer RFP	0.75	Thu 4/29/2021
KFPD - Gen Mgmt re: Outreach for Grant Writer RFP	0.25	Thu 4/29/2021
<b>Day Total:</b>	<b>2.00</b>	
KFPD - Finance re: Banking	0.75	Fri 4/30/2021
KFPD - Gen Mgmt re: Tel w/John Bakker	0.50	Fri 4/30/2021
KFPD - PSB re: Tel w/DD (Arch, Eng services)	0.50	Fri 4/30/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.25	Fri 4/30/2021
KFPD - Gen Mgmt re: Sick Leave	4.00	Fri 4/30/2021
<b>Day Total:</b>	<b>6.00</b>	
<b>Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =</b>	<b>60.00</b>	



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 5/1/2021  
 Pay Period End: 5/15/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
5/1/2021	See Separate Task Sheet	0.50	0.50				
5/2/2021	"						
5/3/2021	"	1.50	1.00	0.50			
5/4/2021	"	4.25	1.00	1.75	0.75		0.75
5/5/2021	"	7.25	4.25	2.25			0.75
5/6/2021	"	9.25	9.25				
5/7/2021	"	9.25	6.75				2.50
5/8/2021	"	6.00	1.00				5.00
5/9/2021	"	4.00	4.00				
5/10/2021	"	5.50	5.00				0.50
5/11/2021	"	6.50	3.00				3.50
5/12/2021	"	4.75	3.75				1.00
5/13/2021	"	1.25	0.75		0.25		0.25
5/14/2021	"						
5/15/2021	"						
Total Hours		60.00	40.25	4.50	1.00	0.00	14.25
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,940.00</u>					

*Bill Hansell*

Employee Signature

5/15/2021

Date

Finance Signature

Date

Subject	Duration	Day
KFPD - Gen Mgmt re: Policy Manual	0.50	Sat 5/1/2021
<b>Day Total:</b>	<b>0.50</b>	
KFPD - Finance re: Timesheets, MB Statement	0.50	Mon 5/3/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Mon 5/3/2021
KFPD - Gen Mgmt re: Public Correspondence	0.75	Mon 5/3/2021
<b>Day Total:</b>	<b>1.50</b>	
KFPD - Finance re: Payments	0.50	Tue 5/4/2021
KFPD - PSB re: Tel w/Struct Eng	0.50	Tue 5/4/2021
KFPD - EPC re: Vegetation Mgmt on website and notice	0.75	Tue 5/4/2021
KFPD - Gen Mgmt re: Mtg w/EC manager	1.00	Tue 5/4/2021
KFPD - PSB re: Tel w/KP (Struct Questions)	0.25	Tue 5/4/2021
KFPD - Finance re: Invoices, payments, records	0.25	Tue 5/4/2021
KFPD - Finance re: Invoices, payments, records	1.00	Tue 5/4/2021
<b>Day Total:</b>	<b>4.25</b>	
KFPD - Finance re: Invoices, payments, records	1.00	Wed 5/5/2021
KFPD - PSB re: Tel w/MB	0.75	Wed 5/5/2021
KFPD - Finance re: Backup info for Transmittal to Maze	0.25	Wed 5/5/2021
KFPD - Gen Mgmt re: Board Mtg Agenda	2.00	Wed 5/5/2021
KFPD - Gen Mgmt re: Tel w/LN (agenda, legal)	1.50	Wed 5/5/2021
KFPD - Gen Mgmt re: Legal	0.75	Wed 5/5/2021
KFPD - Finance re: Draft Transmittal review, corrections	1.00	Wed 5/5/2021
<b>Day Total:</b>	<b>7.25</b>	
KFPD - Gen Mgmt re: Board Packet Materials	3.00	Thu 5/6/2021
KFPD - Gen Mgmt re: Board Packet Materials	0.75	Thu 5/6/2021
KFPD - Gen Mgmt re: Tel w/Kate Rauch (Density issues, tree removals)	0.50	Thu 5/6/2021
KFPD - Gen Mgmt re: Board Packet Materials	1.75	Thu 5/6/2021
KFPD - Gen Mgmt re: Tel w/JK (Agenda item request)	0.50	Thu 5/6/2021
KFPD - Gen Mgmt re: Board Packet Materials	2.75	Thu 5/6/2021
<b>Day Total:</b>	<b>9.25</b>	
KFPD - Gen Mgmt re: Board Packet Materials	2.50	Fri 5/7/2021
KFPD - Gen Mgmt re: Board Packet Materials	2.75	Fri 5/7/2021
KFPD - Gen Mgmt re: Board Packet Materials	1.50	Fri 5/7/2021
KFPD - PSB re: Board Packet Materials	2.50	Fri 5/7/2021

Subject	Duration	Day
	<b>Day Total: 9.25</b>	
KFPD - PSB re: Board Packet Materials	2.00	Sat 5/8/2021
KFPD - Gen Mgmt re: Board Packet Materials	1.00	Sat 5/8/2021
KFPD - PSB re: Board Packet Materials	3.00	Sat 5/8/2021
	<b>Day Total: 6.00</b>	
KFPD - Gen Mgmt re: Board Packet Materials	4.00	Sun 5/9/2021
	<b>Day Total: 4.00</b>	
KFPD - Gen Mgmt re: Compile, Print Mtg Packet	0.50	Mon 5/10/2021
KFPD - PSB re: Correspondence on elevator issues	0.50	Mon 5/10/2021
KFPD - Gen Mgmt re: Copy Central	0.25	Mon 5/10/2021
KFPD - Gen Mgmt re: PSB for mail; Staff issues; Drop-off packets	2.75	Mon 5/10/2021
KFPD - Gen Mgmt re: Ethics Training	1.50	Mon 5/10/2021
KFPD - Gen Mgmt re: Email notice to General List	0.00	Mon 5/10/2021
	<b>Day Total: 5.50</b>	
KFPD - PSB re: RFP for Architect and Structural Engineer	1.00	Tue 5/11/2021
KFPD - Gen Mgmt re: Tel w/JK	0.75	Tue 5/11/2021
KFPD - Gen Mgmt re: Tel w/Chief Pignoni	0.25	Tue 5/11/2021
KFPD - PSB re: RFPs	0.50	Tue 5/11/2021
KFPD - Gen Mgmt re: Tel w/LN (Agenda, Closed Session)	1.00	Tue 5/11/2021
KFPD - PSB re: Record Files	0.25	Tue 5/11/2021
KFPD - Gen Mgmt re: Public Correspondence	1.00	Tue 5/11/2021
KFPD - PSB re: RFPs	0.75	Tue 5/11/2021
KFPD - PSB re: RFPs	1.00	Tue 5/11/2021
	<b>Day Total: 6.50</b>	
KFPD - Gen Mgmt re: Email Counsel	0.50	Wed 5/12/2021
KFPD - Gen Mgmt re: Correspondence	0.25	Wed 5/12/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Wed 5/12/2021
KFPD - PSB re: As-built Dwg proposals	0.50	Wed 5/12/2021
KFPD - PSB re: RFPs	0.50	Wed 5/12/2021
KFPD - Special Board of Directors Mtg	0.50	Wed 5/12/2021
KFPD - Regular Board of Directors Mtg	2.00	Wed 5/12/2021
	<b>Day Total: 4.75</b>	
KFPD - EPC re: "Wildfire Watch" posted on website, NextDoor	0.25	Thu 5/13/2021

Subject	Duration	Day
KFPD - Gen Mgmt re: ICMA Webinar (Developing Excellence in Fire and Emergency Service Departments and Professionals)	0.75	Thu 5/13/2021
KFPD - Finance re: Transmittal to LN for signature	0.25	Thu 5/13/2021
	<b>Day Total:</b>	<b>1.25</b>
<b>Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =</b>	<b>60.00</b>	