



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** February 4<sup>th</sup>, 2022

**TO:** Kensington Fire Protection District Board

**RE:** GM Timesheets Approved by the Finance Committee

**SUBMITTED BY:** Bill Hansell, General Manager

---

The following General Manager timesheets from 10/01/2021 thru 01/31/2022 were approved by the Finance Committee at its meeting on February 4<sup>th</sup>, 2022, and are included here for review by the Board of Directors. At its meeting, Finance Committee Chair Kosel noted that the GM averaged 25 hours per week during this time period.



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 10/1/2021  
 Pay Period End: 10/15/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
10/1/2021	See Separate Task Sheet	6.50	2.00	3.00			1.50
10/2/2021	"	1.00			1.00		
10/3/2021	"	0.50		0.50			
10/4/2021	"	3.50	2.00				1.50
10/5/2021	"	0.75	0.25		0.50		
10/6/2021	"	8.75	4.00	2.50			2.25
10/7/2021	"	8.50	2.50	1.75	0.50		3.75
10/8/2021	"	12.75	9.50	1.25			2.00
10/9/2021	"	10.75	10.75				
10/10/2021	"	1.50	1.50				
10/11/2021	"	9.25	4.50	4.50	0.25		
10/12/2021	"	3.50	2.00	1.00			0.50
10/13/2021	"	9.50	7.50	0.75	0.25		1.00
10/14/2021	"	3.75	1.25	1.00	0.25		1.25
10/15/2021	"	4.25	0.50		0.25	3.00	0.50
Total Hours		84.75	48.25	16.25	3.00	3.00	14.25
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 8,390.25</u>					

*Bill Hansell*

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

10/15/2021

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Subject	Duration	Day	Subject
KFPD - Finance re: Committee Mtg	2.00	Fri 10/1/2021	KFPD Finance
KFPD - Finance re: NHA coord	0.50	Fri 10/1/2021	KFPD Finance
KFPD - Gen Mgmt re: Timesheets	0.25	Fri 10/1/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, msgs, maintenance check	0.75	Fri 10/1/2021	KFPD Gen Mgmt
KFPD - Finance re: Audit kick-off mtg	0.25	Fri 10/1/2021	KFPD Finance
KFPD - Finance re: Tel w/Maze	0.25	Fri 10/1/2021	KFPD Finance
KFPD - PSB re: DW order, confirmation	0.25	Fri 10/1/2021	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	1.00	Fri 10/1/2021	KFPD Gen Mgmt
KFPD - PSB re: Staff update	1.25	Fri 10/1/2021	KFPD PSB
<b>Day Total:</b>	<b>6.50</b>		
KFPD - EPC re: Evacuation Drill, Restricted Pkg emails	1.00	Sat 10/2/2021	KFPD EPC
<b>Day Total:</b>	<b>1.00</b>		
KFPD - Finance re: FY2020-2021 Audit ?'s	0.50	Sun 10/3/2021	KFPD Finance
<b>Day Total:</b>	<b>0.50</b>		
KFPD - Gen Mgmt re: Correspondence	1.00	Mon 10/4/2021	KFPD Gen Mgmt
KFPD - PSB re: Zoom mtg w/Estimator and Team	1.00	Mon 10/4/2021	KFPD PSB
KFPD - PSB re: Tel w/RB (Lease Negotiations)	0.25	Mon 10/4/2021	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	1.00	Mon 10/4/2021	KFPD Gen Mgmt
KFPD - PSB re: Maintenance repairs	0.25	Mon 10/4/2021	KFPD PSB
<b>Day Total:</b>	<b>3.50</b>		
KFPD - Gen Mgmt re: Timesheets	0.25	Tue 10/5/2021	KFPD Gen Mgmt
KFPD - EPC re: Tel w/JV	0.50	Tue 10/5/2021	KFPD EPC
<b>Day Total:</b>	<b>0.75</b>		
KFPD - Finance re: Invoices	0.75	Wed 10/6/2021	KFPD Finance
KFPD - Finance re: Invoices	1.75	Wed 10/6/2021	KFPD Finance
KFPD - Gen Mgmt re: Correspondence	1.50	Wed 10/6/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	1.00	Wed 10/6/2021	KFPD Gen Mgmt
KFPD - PSB re: Planning issues (Permit Process)	2.25	Wed 10/6/2021	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	1.50	Wed 10/6/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.75</b>		
KFPD - PSB re: Planning issues (Permit Process)	1.50	Thu 10/7/2021	KFPD PSB
KFPD - EPC re: Tel w/MG (Parking Restrictions; Drill)	0.50	Thu 10/7/2021	KFPD EPC
KFPD - Finance re: FY2020-2021 Audit (Tel w/MunCPA)	0.50	Thu 10/7/2021	KFPD Finance
KFPD - PSB re: Pricing Coord; Consul Coord	2.25	Thu 10/7/2021	KFPD PSB
KFPD - Finance re: Update NHA	1.25	Thu 10/7/2021	KFPD Finance
KFPD - Gen Mgmt re: BOD Mtg Agenda and Packet	2.50	Thu 10/7/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.50</b>		
KFPD - Gen Mgmt re: BOD Mtg Agenda and Packet	3.50	Fri 10/8/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/Judi Kallerman (A-P Act process; Plan check)	0.50	Fri 10/8/2021	KFPD PSB
KFPD - PSB re: Tel w/Est; Dwg review	1.25	Fri 10/8/2021	KFPD PSB
KFPD - Gen Mgmt re: BOD Mtg Packet	2.00	Fri 10/8/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	0.25	Fri 10/8/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/KM (Schedule)	0.25	Fri 10/8/2021	KFPD PSB
KFPD - Gen Mgmt re: Post agendas; Mail at PSB; Maintenance issues	0.75	Fri 10/8/2021	KFPD Gen Mgmt
KFPD - Finance re: FY2020-2021 Audit issues	1.25	Fri 10/8/2021	KFPD Finance
KFPD - Gen Mgmt re: BOD Mtg Packet	3.00	Fri 10/8/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>12.75</b>		
KFPD - Gen Mgmt re: BOD Mtg Packet	3.00	Sat 10/9/2021	KFPD Gen Mgmt

KFPD - Gen Mgmt re: BOD Mtg Packet	4.50	Sat 10/9/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg Packet	0.50	Sat 10/9/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg Packet	2.75	Sat 10/9/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>10.75</b>		
KFPD - Gen Mgmt re: BOD Mtg Packet	1.50	Sun 10/10/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Finance re: Invoices, Statements	0.50	Mon 10/11/2021	KFPD Finance
KFPD - Finance re: Zoom mtg w/NHA	0.50	Mon 10/11/2021	KFPD Finance
KFPD - Finance re: Invoices, Statements	0.50	Mon 10/11/2021	KFPD Finance
KFPD - EPC re: Tel w/KP	0.25	Mon 10/11/2021	KFPD EPC
KFPD - Finance re: Invoices, Statements	3.00	Mon 10/11/2021	KFPD Finance
KFPD - Gen Mgmt re: BOD Mtg Packet	2.50	Mon 10/11/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD Mtg Packet	2.00	Mon 10/11/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>9.25</b>		
KFPD - Gen Mgmt re: Tel w/LN (Mtg review)	0.50	Tue 10/12/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/DD (Plan review)	0.50	Tue 10/12/2021	KFPD PSB
KFPD - Gen Mgmt re: BOD mtg invites	0.75	Tue 10/12/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Pick up prints	0.00	Tue 10/12/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence	0.75	Tue 10/12/2021	KFPD Gen Mgmt
KFPD - Finance re: Update insurance valuations	1.00	Tue 10/12/2021	KFPD Finance
<b>Day Total:</b>	<b>3.50</b>		
KFPD - Finance re: Invoices, Statements	0.75	Wed 10/13/2021	KFPD Finance
KFPD - EPC re: Tel w/KP	0.25	Wed 10/13/2021	KFPD EPC
KFPD - Gen Mgmt re: Mtg prep	1.50	Wed 10/13/2021	KFPD Gen Mgmt
KFPD - PSB re: Planning issues	1.00	Wed 10/13/2021	KFPD PSB
KFPD - Gen Mgmt re: Mtg prep	0.50	Wed 10/13/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg prep	0.75	Wed 10/13/2021	KFPD Gen Mgmt
KFPD - Board Special Mtg	1.00	Wed 10/13/2021	KFPD Board Mtg
KFPD - Board Mtg	3.00	Wed 10/13/2021	KFPD Board Mtg
KFPD - Gen Mgmt re: Complete and post Resolutions	0.75	Wed 10/13/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>9.50</b>		
KFPD - Gen Mgmt re: Complete and post Resolutions	0.25	Thu 10/14/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Mtg Follow-up	1.00	Thu 10/14/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices, Statements	0.50	Thu 10/14/2021	KFPD Finance
KFPD - PSB re: Bldg & Planning Issues	1.00	Thu 10/14/2021	KFPD PSB
KFPD - PSB re: Tel w/RB (Lease Negotiations)	0.25	Thu 10/14/2021	KFPD PSB
KFPD - EPC re: Tel w/JV (Publications)	0.25	Thu 10/14/2021	KFPD EPC
KFPD - Finance re: Tel w/NHA	0.50	Thu 10/14/2021	KFPD Finance
<b>Day Total:</b>	<b>3.75</b>		
KFPD - Gen Mgmt re: Tel w/JK (Update on mtg)	0.50	Fri 10/15/2021	KFPD Gen Mgmt
KFPD - Legal re: Emails to JB (Contracts); Revisions	3.00	Fri 10/15/2021	KFPD Legal
KFPD - EPC re: Tel w/KP	0.25	Fri 10/15/2021	KFPD EPC
KFPD - PSB re: Email to TOR (Temp Facility)	0.50	Fri 10/15/2021	KFPD PSB
<b>Day Total:</b>	<b>4.25</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):</b>	<b>84.75</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 10/16/2021  
 Pay Period End: 10/31/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
10/16/2021	See Separate Task Sheet						
10/17/2021	"						
10/18/2021	"	8.75	2.00	5.25	0.25		1.25
10/19/2021	"	6.50		4.00		0.25	2.25
10/20/2021	"	2.00	1.00	1.00			
10/21/2021	"	8.50	0.75	7.50			0.25
10/22/2021	"	1.25	1.00		0.25		
10/23/2021	"						
10/24/2021	"						
10/25/2021	"	6.25	4.75		1.50		
10/26/2021	"	6.00	6.00				
10/27/2021	"	6.00	6.00				
10/28/2021	"	3.00	0.75		2.00	0.25	
10/29/2021	"	6.00	6.00				
10/30/2021	"	0.50	0.50				
10/31/2021	"						
	Total Hours	54.75	28.75	17.75	4.00	0.50	3.75
	Rate	\$ 99.00					
	Total Gross Pay	<u>\$ 5,420.25</u>					

*Bill Hansell*

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

10/31/2021

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Subject	Duration	Day	Subject
KFPD - EPC re: Draft mtg agenda	0.25	Mon 10/18/2021	KFPD EPC
KFPD - Gen Mgmt re: Timesheet	0.50	Mon 10/18/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, voicemail, staff discussions	1.25	Mon 10/18/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/Kate Rauch (Supervisor issues)	0.25	Mon 10/18/2021	KFPD Gen Mgmt
KFPD - PSB re: Arch contract review	1.25	Mon 10/18/2021	KFPD PSB
KFPD - Finance re: Invoices, Statements	2.25	Mon 10/18/2021	KFPD Finance
KFPD - Finance re: Invoices, Statements	3.00	Mon 10/18/2021	KFPD Finance
<b>Day Total:</b>	<b>8.75</b>		
KFPD - Finance re: Invoices, Statements	2.00	Tue 10/19/2021	KFPD Finance
KFPD - Finance re: Deposit EDP at Wells Fargo	0.25	Tue 10/19/2021	KFPD Finance
KFPD - Legal re: PRA 2021-04	0.25	Tue 10/19/2021	KFPD Legal
KFPD - PSB re: Corrections to public comments	2.25	Tue 10/19/2021	KFPD PSB
KFPD - Finance re: Invoices, Statements, Heartland Payroll issues	1.75	Tue 10/19/2021	KFPD Finance
<b>Day Total:</b>	<b>6.50</b>		
KFPD - Finance re: Payroll report for Workers Comp Insurance	0.50	Wed 10/20/2021	KFPD Finance
KFPD - Gen Mgmt re: Tel w/LN (Closed session agenda)	1.00	Wed 10/20/2021	KFPD Gen Mgmt
KFPD - Finance re: Payroll report for Workers Comp Insurance	0.50	Wed 10/20/2021	KFPD Finance
<b>Day Total:</b>	<b>2.00</b>		
KFPD - Finance re: Audit Info	2.75	Thu 10/21/2021	KFPD Finance
KFPD - Finance re: Invoices, Statements	2.50	Thu 10/21/2021	KFPD Finance
KFPD - PSB re: Temp Facility tel w/UUCB	0.25	Thu 10/21/2021	KFPD PSB
KFPD - Gen Mgmt re: Correspondence	0.75	Thu 10/21/2021	KFPD Gen Mgmt
KFPD - Finance re: Audit work	1.25	Thu 10/21/2021	KFPD Finance
KFPD - Finance re: Audit work	1.00	Thu 10/21/2021	KFPD Finance
<b>Day Total:</b>	<b>8.50</b>		
KFPD - EPC re: Tel w/KP (Mtg agenda)	0.25	Fri 10/22/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondence	1.00	Fri 10/22/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.25</b>		
KFPD - EPC re: Committee Mtg (Agenda)	1.00	Mon 10/25/2021	KFPD EPC
KFPD - EPC re: Committee Mtg (Agenda Post)	0.25	Mon 10/25/2021	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail; Staff.	0.75	Mon 10/25/2021	KFPD Gen Mgmt
KFPD - EPC re: Tel w/KP (Agenda)	0.25	Mon 10/25/2021	KFPD EPC
KFPD - Gen Mgmt re:Sick Leave	4.00	Mon 10/25/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.25</b>		
KFPD - Gen Mgmt re:Sick Leave	6.00	Tue 10/26/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Gen Mgmt re:Vacation	6.00	Wed 10/27/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		

KFPD - Legal re: Tel w/John Bakker	0.25	Thu 10/28/2021	KFPD Legal
KFPD - Gen Mgmt re: Public Correspondence (Call from MC)	0.75	Thu 10/28/2021	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 10/28/2021	KFPD EPC
	<b>Day Total:</b>		
	<b>3.00</b>		
KFPD - Gen Mgmt re:Vacation	6.00	Fri 10/29/2021	KFPD Gen Mgmt
	<b>Day Total:</b>		
	<b>6.00</b>		
KFPD - Gen Mgmt re: PSB for mail, msgs	0.50	Sat 10/30/2021	KFPD Gen Mgmt
	<b>Day Total:</b>		
	<b>0.50</b>		
	<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):</b>		
	<b>54.75</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 11/1/2021  
 Pay Period End: 11/15/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
11/1/2021	See Separate Task Sheet	5.00	1.25	3.75			
11/2/2021	"	5.25	0.25	5.00			
11/3/2021	"	3.75	1.75	1.00	1.00		
11/4/2021	"	8.25	6.75	1.50			
11/5/2021	"	8.00	8.00				
11/6/2021	"	1.50	1.50				
11/7/2021	"	9.75	9.75				
11/8/2021	"	3.00	2.00				1.00
11/9/2021	"	4.75	2.50	1.25			1.00
11/10/2021	"	3.50	3.25				0.25
11/11/2021	"	6.00	6.00				
11/12/2021	"	5.25	0.50	1.75			3.00
11/13/2021	"	2.50			2.50		
11/14/2021	"						
11/15/2021	"	1.75	0.25	1.50			
Total Hours		68.25	43.75	15.75	3.50	0.00	5.25
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 6,756.75</u>					

*Bill Hansell*

Employee Signature

11/15/2021

Date

Finance Signature

Date



Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Correspondence	0.75	Mon 11/1/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.50	Mon 11/1/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices; Audit work	2.50	Mon 11/1/2021	KFPD Finance
KFPD - Finance re: Tel w/NHA	0.25	Mon 11/1/2021	KFPD Finance
KFPD - Finance re: Planning w/NHA	1.00	Mon 11/1/2021	KFPD Finance
<b>Day Total:</b>	<b>5.00</b>		
KFPD - Finance re: Planning w/NHA	2.25	Tue 11/2/2021	KFPD Finance
KFPD - Finance re: Invoices	0.25	Tue 11/2/2021	KFPD Finance
KFPD - Gen Mgmt re: Email BoD	0.25	Tue 11/2/2021	KFPD Gen Mgmt
KFPD - Finance re: Mtg w/NHA	1.00	Tue 11/2/2021	KFPD Finance
KFPD - Finance re: Invoices; Payroll	1.50	Tue 11/2/2021	KFPD Finance
<b>Day Total:</b>	<b>5.25</b>		
KFPD - Gen Mgmt re: Correspondence	0.75	Wed 11/3/2021	KFPD Gen Mgmt
KFPD - Finance re: Mtg w/NHA	0.75	Wed 11/3/2021	KFPD Finance
KFPD - Finance re: Invoices	0.25	Wed 11/3/2021	KFPD Finance
KFPD - Gen Mgmt re: Correspondence	1.00	Wed 11/3/2021	KFPD Gen Mgmt
KFPD - EPC re: Communications	1.00	Wed 11/3/2021	KFPD EPC
<b>Day Total:</b>	<b>3.75</b>		
KFPD - Finance re: NHA coordination	0.25	Thu 11/4/2021	KFPD Finance
KFPD - Gen Mgmt re: Board Packet Materials	1.50	Thu 11/4/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet Materials	2.75	Thu 11/4/2021	KFPD Gen Mgmt
KFPD - Finance re: Mtg w/NHA	0.75	Thu 11/4/2021	KFPD Finance
KFPD - Gen Mgmt re: Board Packet Materials	2.50	Thu 11/4/2021	KFPD Gen Mgmt
KFPD - Finance re: Tel w/JK (Update financial planning)	0.50	Thu 11/4/2021	KFPD Finance
<b>Day Total:</b>	<b>8.25</b>		
KFPD - Gen Mgmt re: Board Packet Materials	2.25	Fri 11/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	0.50	Fri 11/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet Materials	3.50	Fri 11/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Post agenda; PSB for mail/msgs; Mtg	1.25	Fri 11/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet Materials	0.50	Fri 11/5/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.00</b>		
KFPD - Gen Mgmt re: Board Packet Materials	1.50	Sat 11/6/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Gen Mgmt re: Board Packet Materials	6.25	Sun 11/7/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet Materials	3.50	Sun 11/7/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>9.75</b>		
KFPD - Gen Mgmt re: Tel w/Karen Pinkos (EC Contract)	1.00	Mon 11/8/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: EC Contract	0.50	Mon 11/8/2021	KFPD Gen Mgmt

**Kensington Fire Protection District**

**Timesheet Details**

**Bill Hansell**

KFPD - PSB re: Temp Facility site mtg	1.00	Mon 11/8/2021	KFPD PSB
KFPD - Gen Mgmt re: PSB (mail, msgs)	0.50	Mon 11/8/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Finance re: Funds transfer; Invoices	1.25	Tue 11/9/2021	KFPD Finance
KFPD - Gen Mgmt re: Correspondence	0.75	Tue 11/9/2021	KFPD Gen Mgmt
KFPD - PSB re: Area calcs	1.00	Tue 11/9/2021	KFPD PSB
KFPD - Gen Mgmt re: DOIT token	1.75	Tue 11/9/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>4.75</b>		
KFPD - Gen Mgmt re: Correspondence	0.50	Wed 11/10/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/RB (Lease)	0.25	Wed 11/10/2021	KFPD PSB
KFPD - Gen Mgmt re: BOD mtg prep	0.50	Wed 11/10/2021	KFPD Gen Mgmt
KFPD - Board Mtg	2.25	Wed 11/10/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.50</b>		
KFPD - Holiday (6hrs)	6.00	Thu 11/11/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - PSB re: On site for Eng floor level survey; Mtg w/Crew on plans	3.00	Fri 11/12/2021	KFPD PSB
KFPD - Finance re: Transmittal signatures	0.50	Fri 11/12/2021	KFPD Finance
KFPD - Gen Mgmt re: Signatures for minutes	0.50	Fri 11/12/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.25	Fri 11/12/2021	KFPD Finance
<b>Day Total:</b>	<b>5.25</b>		
KFPD - Gen Mgmt re: Shred Event	2.50	Sat 11/13/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Finance re: Invoices, Fund transfers, Timesheets	1.50	Mon 11/15/2021	KFPD Finance
KFPD - Gen Mgmt re: Post Mtg Mins	0.25	Mon 11/15/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.75</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):</b>	<b>68.25</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 11/16/2021  
 Pay Period End: 11/30/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
11/16/2021	See Separate Task Sheet	1.00			1.00		
11/17/2021	"						
11/18/2021	"						
11/19/2021	"	1.25	0.50		0.75		
11/20/2021	"	1.00		1.00			
11/21/2021	"	1.25		1.25			
11/22/2021	"	4.00	4.00				
11/23/2021	"	3.75	3.75				
11/24/2021	"	6.00	6.00				
11/25/2021	"	6.00	6.00				
11/26/2021	"	8.50	8.50				
11/27/2021	"						
11/28/2021	"						
11/29/2021	"	3.25	0.75	1.25	1.25		
11/30/2021	"	1.25		1.25			
Total Hours		37.25	29.50	4.75	3.00	0.00	0.00
Rate		\$ 108.00					
Total Gross Pay		<u>\$ 4,023.00</u>					

*Bill Hansell*

Employee Signature

11/30/2021

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - EPC re: Zoom w/LN, JV (Shredding Event recap)	1.00	Tue 11/16/2021	KFPD EPC
<b>Day Total:</b>	<b>1.00</b>		
KFPD - EPC re: Emails (DFSC)	0.75	Fri 11/19/2021	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail, msgs	0.50	Fri 11/19/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.25</b>		
KFPD - Finance re: Audit forms	1.00	Sat 11/20/2021	KFPD Finance
<b>Day Total:</b>	<b>1.00</b>		
KFPD - Finance re: Audit forms	1.25	Sun 11/21/2021	KFPD Finance
<b>Day Total:</b>	<b>1.25</b>		
KFPD - Gen Mgmt re: Office supplies; Maintenance emails, calls	1.00	Mon 11/22/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Email agenda item request	0.00	Mon 11/22/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Vacation	3.00	Mon 11/22/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>4.00</b>		
KFPD - Gen Mgmt re: Sick Leave	3.75	Tue 11/23/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.75</b>		
KFPD - Gen Mgmt re: Vacation	6.00	Wed 11/24/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Holiday	6.00	Thu 11/25/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Holiday	6.00	Fri 11/26/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, calls, maintenance	1.50	Fri 11/26/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Public correspondence	1.00	Fri 11/26/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.50</b>		
KFPD - EPC re: Mtg agenda	0.50	Mon 11/29/2021	KFPD EPC
KFPD - EPC re: Mtg agenda	0.75	Mon 11/29/2021	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail; agenda post; msgs	0.75	Mon 11/29/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices, Fund transfer	1.25	Mon 11/29/2021	KFPD Finance
<b>Day Total:</b>	<b>3.25</b>		
KFPD - Finance re: Invoices, Fund transfer	1.25	Tue 11/30/2021	KFPD Finance
<b>Day Total:</b>	<b>1.25</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):</b>	<b>37.25</b>		
<b>Target Hrs (Over/Under)</b>	<b>(14.20)</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 12/1/2021  
 Pay Period End: 12/15/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
12/1/2021	See Separate Task Sheet	2.25			0.25		2.00
12/2/2021	"	5.00	0.50	2.00	2.50		
12/3/2021	"	7.75	2.50	2.50	1.75		1.00
12/4/2021	"	4.00	2.25	1.25	0.50		
12/5/2021	"	5.50	5.50				
12/6/2021	"	7.50	5.25	1.50	0.75		
12/7/2021	"	8.50	7.25		1.25		
12/8/2021	"	7.00	3.00	0.75	0.50		2.75
12/9/2021	"						
12/10/2021	"	2.00					2.00
12/11/2021	"						
12/12/2021	"						
12/13/2021	"	2.25	2.00	0.25			
12/14/2021	"	4.50	1.00	0.25	1.50		1.75
12/15/2021	"	8.25	1.00	2.00	0.50		4.75
Total Hours		64.50	30.25	10.50	9.50	0.00	14.25
Rate		\$ 108.00					
Total Gross Pay		<u>\$ 6,966.00</u>					

*Bill Hansell*

Employee Signature

12/15/2021

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Facility site mtg w/A Shift	2.00	Wed 12/1/2021	KFPD PSB
KFPD - EPC re: Tel w/JV	0.25	Wed 12/1/2021	KFPD EPC
<b>Day Total:</b>	<b>2.25</b>		
KFPD - EPC re: Committee Mtg	2.50	Thu 12/2/2021	KFPD EPC
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	0.50	Thu 12/2/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices; Reports	2.00	Thu 12/2/2021	KFPD Finance
<b>Day Total:</b>	<b>5.00</b>		
KFPD - Finance re: Invoices, Fund transfer	2.50	Fri 12/3/2021	KFPD Finance
KFPD - Gen Mgmt re: Timesheets	0.75	Fri 12/3/2021	KFPD Gen Mgmt
KFPD - PSB re: Temp Facilities mtg	1.00	Fri 12/3/2021	KFPD PSB
KFPD - EPC re: Wildfire JPA mtg	1.50	Fri 12/3/2021	KFPD EPC
KFPD - Gen Mgmt re: Board Packet	1.75	Fri 12/3/2021	KFPD Gen Mgmt
KFPD - EPC re: Tel w/KP	0.25	Fri 12/3/2021	KFPD EPC
<b>Day Total:</b>	<b>7.75</b>		
KFPD - Finance re: Invoices	1.25	Sat 12/4/2021	KFPD Finance
KFPD - Gen Mgmt re: Board Packet	1.25	Sat 12/4/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Agenda Post	0.50	Sat 12/4/2021	KFPD Gen Mgmt
KFPD - EPC re: Parking issues w/Lt. BH	0.50	Sat 12/4/2021	KFPD EPC
KFPD - Gen Mgmt re: Board Packet	0.50	Sat 12/4/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>4.00</b>		
KFPD - Gen Mgmt re: Board Packet	3.25	Sun 12/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet	1.50	Sun 12/5/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet	0.75	Sun 12/5/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>5.50</b>		
KFPD - Gen Mgmt re: Board Packet	1.00	Mon 12/6/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Board Packet	4.25	Mon 12/6/2021	KFPD Gen Mgmt
KFPD - Finance re: Tel w/JK (Audit)	1.00	Mon 12/6/2021	KFPD Finance
KFPD - EPC re: Wildfire grant funding options	0.75	Mon 12/6/2021	KFPD EPC
KFPD - Finance re:: Invoices	0.50	Mon 12/6/2021	KFPD Finance
<b>Day Total:</b>	<b>7.50</b>		
KFPD - EPC re: Evacuation Drill info from SMFPD/MVFD	1.25	Tue 12/7/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondence, Tel w/LN	2.75	Tue 12/7/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence; Records	2.25	Tue 12/7/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Retiree benefit issues with CalPERS	1.75	Tue 12/7/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PRA on compensation	0.50	Tue 12/7/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.50</b>		
KFPD - EPC re: Wildfire grant funding options	0.50	Wed 12/8/2021	KFPD EPC
KFPD - Gen Mgmt re: PRA (emergency call details request)	0.50	Wed 12/8/2021	KFPD Gen Mgmt

**Kensington Fire Protection District**

**Timesheet Details**

**Bill Hansell**

KFPD - PSB re: Site mtg w/Chief	1.00	Wed 12/8/2021	KFPD PSB
KFPD - PSB re: Site mtg w/Demo GC	1.25	Wed 12/8/2021	KFPD PSB
KFPD - PSB re: 50% DD plans and estimate	0.50	Wed 12/8/2021	KFPD PSB
KFPD - Board Mtg	2.50	Wed 12/8/2021	KFPD Gen Mgmt
KFPD - Finance re: Transmittal	0.75	Wed 12/8/2021	KFPD Finance
<b>Day Total:</b>	<b>7.00</b>		
KFPD - PSB re: Site mtg w/BC Janes	2.00	Fri 12/10/2021	KFPD PSB
<b>Day Total:</b>	<b>2.00</b>		
KFPD - Gen Mgmt re: Correspondences	1.50	Mon 12/13/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: KFPD PRA 2021_05 CY2020 Gov Comp Report	0.25	Mon 12/13/2021	KFPD Gen Mgmt
KFPD - Finance re: Submit CERBT Disbursement	0.25	Mon 12/13/2021	KFPD Finance
KFPD - Gen Mgmt re: Tel Code Enforcement ?'s	0.25	Mon 12/13/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.25</b>		
KFPD - EPC re: Hills Emerg Forum SLC Mtg	1.50	Tue 12/14/2021	KFPD EPC
KFPD - Gen Mgmt re: Correspondences	0.50	Tue 12/14/2021	KFPD Gen Mgmt
KFPD - PSB re: Layout issues	0.25	Tue 12/14/2021	KFPD PSB
KFPD - PSB re: Layout issues	1.00	Tue 12/14/2021	KFPD PSB
KFPD - Gen Mgmt re: Correspondences	0.50	Tue 12/14/2021	KFPD Gen Mgmt
KFPD - Finance re: Invoices	0.25	Tue 12/14/2021	KFPD Finance
KFPD - PSB re: Info and correspondence to JW	0.50	Tue 12/14/2021	KFPD PSB
<b>Day Total:</b>	<b>4.50</b>		
KFPD - PSB re: Info and correspondence to JW	2.50	Wed 12/15/2021	KFPD PSB
KFPD - Gen Mgmt re: Tel w/LN	0.50	Wed 12/15/2021	KFPD Gen Mgmt
KFPD - PSB re: Tel w/Arch	0.25	Wed 12/15/2021	KFPD PSB
KFPD - Finance re: Invoices	0.75	Wed 12/15/2021	KFPD Finance
KFPD - PSB re: Mtg w/Grant Writer	1.00	Wed 12/15/2021	KFPD PSB
KFPD - PSB re: plan revs	1.00	Wed 12/15/2021	KFPD PSB
KFPD - Gen Mgmt re: Tel w/Chief	0.50	Wed 12/15/2021	KFPD Gen Mgmt
KFPD - EPC re: Sandbags	0.50	Wed 12/15/2021	KFPD EPC
KFPD - Finance re: EDP access	1.25	Wed 12/15/2021	KFPD Finance
<b>Day Total:</b>	<b>8.25</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):</b>	<b>64.50</b>		
<b>Target Hrs (Over/Under)</b>	<b>13.05</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 12/15/2021  
 Pay Period End: 12/31/2021

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

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
12/16/2021	See Separate Task Sheet	1.50	0.50	0.75	0.25		
12/17/2021	"	4.00	1.75		0.25		2.00
12/18/2021	"	0.75		0.75			
12/19/2021	"						
12/20/2021	"	0.50	0.50				
12/21/2021	"	3.00	3.00				
12/22/2021	"	2.50	0.75	1.75			
12/23/2021	"	5.75	5.00				0.75
12/24/2021	"	6.00	6.00				
12/25/2021	"						
12/26/2021	"						
12/27/2021	"	6.00	6.00				
12/28/2021	"						
12/29/2021	"						
12/30/2021	"	0.25			0.25		
12/31/2021	"	3.00	3.00				
	Total Hours	33.25	26.50	3.25	0.75	0.00	2.75
	Rate	\$ 108.00					
	Total Gross Pay	<u>\$ 3,591.00</u>					

*Bill Hansell*

Employee Signature

12/31/2021

Date

Finance Signature

Date



Subject	Duration	Day	Subject
KFPD - EPC re: Sandbag order	0.25	Thu 12/16/2021	KFPD EPC
KFPD - Gen Mgmt re: Regional Priority Plan Reboot Mtg	0.50	Thu 12/16/2021	KFPD Gen Mgmt
KFPD - Finance re: EDP deposit	0.50	Thu 12/16/2021	KFPD Finance
KFPD - Finance re: EDP deposit	0.25	Thu 12/16/2021	KFPD Finance
<b>Day Total:</b>	<b>1.50</b>		
KFPD - PSB re: Temp Facilities mtg	1.25	Fri 12/17/2021	KFPD PSB
KFPD - PSB re: Temp Facilities (Tel Carlsbad Fire, Menlo Park Fire)	0.25	Fri 12/17/2021	KFPD PSB
KFPD - Gen Mgmt re: CalPERS (Retiree issues)	1.25	Fri 12/17/2021	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB (Sandbags, Mail, Msgs)	0.50	Fri 12/17/2021	KFPD Gen Mgmt
KFPD - PSB re: Temp Facilities (Tel w/Chief)	0.50	Fri 12/17/2021	KFPD PSB
KFPD - EPC re: Tel w/JV (Posts, FirePlug, Evac)	0.25	Fri 12/17/2021	KFPD EPC
<b>Day Total:</b>	<b>4.00</b>		
KFPD - Finance re: Invoices	0.75	Sat 12/18/2021	KFPD Finance
<b>Day Total:</b>	<b>0.75</b>		
KFPD - Gen Mgmt re: Timesheet	0.50	Mon 12/20/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>0.50</b>		
KFPD - Gen Mgmt re: Sick Leave	3.00	Tue 12/21/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Finance re: Invoices	1.00	Wed 12/22/2021	KFPD Finance
KFPD - Finance re: EDD issues (Fraud filing)	0.75	Wed 12/22/2021	KFPD Finance
KFPD - Gen Mgmt re: Correspondences	0.75	Wed 12/22/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Gen Mgmt re: Vacation	5.00	Thu 12/23/2021	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility	0.75	Thu 12/23/2021	KFPD PSB
<b>Day Total:</b>	<b>5.75</b>		
KFPD - Holiday (Christmas Eve Day = 6hrs)	6.00	Fri 12/24/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Holiday (Christmas Day = 6hrs)	6.00	Mon 12/27/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - EPC re: Sandbag order	0.25	Thu 12/30/2021	KFPD EPC
<b>Day Total:</b>	<b>0.25</b>		
KFPD - Holiday (Half Day = 3hrs)	3.00	Fri 12/31/2021	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.00</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):</b>		<b>33.25</b>	
<b>Target Hrs (Over/Under)</b>		<b>(21.63)</b>	



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 1/1/2022  
 Pay Period End: 1/15/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
1/1/2022	See Separate Task Sheet									
1/2/2022	"									
1/3/2022	"	9.75		3.75				6.00		
1/4/2022	"	3.25	1.25	0.50			1.50			
1/5/2022	"	3.25	0.50	2.25			0.50			
1/6/2022	"	8.25	0.50	2.50	0.25		5.00			
1/7/2022	"	8.25	1.50	5.00	1.75					
1/8/2022	"	9.50	7.25	2.25						
1/9/2022	"	4.75	4.75							
1/10/2022	"	9.25	4.00	4.75			0.50			
1/11/2022	"	4.75	1.75	0.50	2.25		0.25			
1/12/2022	"	7.00	4.50	1.75			0.75			
1/13/2022	"	5.75	2.00	1.75	0.75		1.25			
1/14/2022	"	5.25	0.50	3.50			1.25			
1/15/2022	"									
Total Hours		79.00	28.50	28.50	5.00	0.00	11.00	6.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		\$ 8,532.00								

*Bill Hansell*

1/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Holiday re: NYD	6.00	Mon 1/3/2022	KFPD Holiday
KFPD - Finance re: Invoices	3.75	Mon 1/3/2022	KFPD Finance
<b>Day Total:</b>	<b>9.75</b>		
KFPD - Finance re: Invoices	0.50	Tue 1/4/2022	KFPD Finance
KFPD - PSB re: Temp Facility layout	0.25	Tue 1/4/2022	KFPD PSB
KFPD - PSB re: Tel w/Planner (Variance App)	0.50	Tue 1/4/2022	KFPD PSB
KFPD - PSB re: Tel w/DD (Plan layout; Progress)	0.25	Tue 1/4/2022	KFPD PSB
KFPD - PSB re: Emails to KMAC (Variance presentation)	0.50	Tue 1/4/2022	KFPD PSB
KFPD - Gen Mgmt re: Tel w/LN (Bd Mtg agenda, updates)	1.25	Tue 1/4/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.25</b>		
KFPD - Gen Mgmt re: Correspondences	0.50	Wed 1/5/2022	KFPD Gen Mgmt
KFPD - Finance re: Audit fieldwork	1.50	Wed 1/5/2022	KFPD Finance
KFPD - PSB re: Tel w/Arch (Progress Dwgs, Variance, Costs)	0.50	Wed 1/5/2022	KFPD PSB
KFPD - Finance re: Audit fieldwork	0.75	Wed 1/5/2022	KFPD Finance
<b>Day Total:</b>	<b>3.25</b>		
KFPD - PSB re: Arch/Eng mtg	0.50	Thu 1/6/2022	KFPD PSB
KFPD - Gen Mgmt re: Correspondences (JW response)	0.50	Thu 1/6/2022	KFPD Gen Mgmt
KFPD - EPC re: Tel w/JV (Evacuation Planning Info)	0.25	Thu 1/6/2022	KFPD EPC
KFPD - PSB re: Arch (Variance Dwg Revs)	0.25	Thu 1/6/2022	KFPD PSB
KFPD - PSB re: Variance App Letter Response	2.50	Thu 1/6/2022	KFPD PSB
KFPD - Finance re: Audit fieldwork	2.50	Thu 1/6/2022	KFPD Finance
KFPD - PSB re: Communications specs; Temp Facility; Exploratory demo contract	1.75	Thu 1/6/2022	KFPD PSB
<b>Day Total:</b>	<b>8.25</b>		
KFPD - Gen Mgmt re: BOD Mtg (Post agenda)	0.50	Fri 1/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, msgs; Coord w/KPPCSD	1.00	Fri 1/7/2022	KFPD Gen Mgmt
KFPD - EPC re: Tel w/JV (Drill and Info one-sheet)	0.25	Fri 1/7/2022	KFPD EPC
KFPD - EPC re: Wildfire JPA mtg	1.50	Fri 1/7/2022	KFPD EPC
KFPD - Finance re: Audit fieldwork	3.25	Fri 1/7/2022	KFPD Finance
KFPD - Finance re: Audit fieldwork	1.75	Fri 1/7/2022	KFPD Finance
<b>Day Total:</b>	<b>8.25</b>		
KFPD - Finance re: Audit fieldwork	2.25	Sat 1/8/2022	KFPD Finance
KFPD - Gen Mgmt re: BOD mtg packet	1.00	Sat 1/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD mtg packet	4.25	Sat 1/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD mtg packet	2.00	Sat 1/8/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>9.50</b>		
KFPD - Gen Mgmt re: BOD mtg packet	2.00	Sun 1/9/2022	KFPD Gen Mgmt

KFPD - Gen Mgmt re: BOD mtg packet	2.75	Sun 1/9/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>4.75</b>		
KFPD - Finance re: Audit of Payroll tracking	4.75	Mon 1/10/2022	KFPD Finance
KFPD - Gen Mgmt re: BOD mtg packet	2.50	Mon 1/10/2022	KFPD Gen Mgmt
KFPD - PSB re: Email Supervisor's office (conference)	0.50	Mon 1/10/2022	KFPD PSB
KFPD - Gen Mgmt re: BOD mtg packet	1.00	Mon 1/10/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BOD mtg packet	0.50	Mon 1/10/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>9.25</b>		
KFPD - Gen Mgmt re: BOD mtg packet	1.50	Tue 1/11/2022	KFPD Gen Mgmt
KFPD - EPC re: Tel w/KP (Priority issues)	0.25	Tue 1/11/2022	KFPD EPC
KFPD - Gen Mgmt re: Board Packet record copy	0.25	Tue 1/11/2022	KFPD Gen Mgmt
KFPD - EPC - EHF SLC Zoom Mtg	1.50	Tue 1/11/2022	KFPD EPC
KFPD - Finance re: Tel w/JK on Committee mtgs/goals	0.50	Tue 1/11/2022	KFPD Finance
KFPD - EPC re: Mtg w/David Early (JPA discussion)	0.50	Tue 1/11/2022	KFPD EPC
KFPD - Temp Facilities re: Mack5 (Estimate)	0.25	Tue 1/11/2022	KFPD PSB
<b>Day Total:</b>	<b>4.75</b>		
KFPD - Temp Facilities re: Portable and Tent info	0.75	Wed 1/12/2022	KFPD PSB
KFPD - Finance re: Audit	1.75	Wed 1/12/2022	KFPD Finance
KFPD - Gen Mgmt re: Board Education Requirements	1.00	Wed 1/12/2022	KFPD Gen Mgmt
KFPD - Board Mtg	3.00	Wed 1/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Tel w/LN (Planning)	0.50	Wed 1/12/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>7.00</b>		
KFPD - PSB re: Arch/Eng mtg	1.25	Thu 1/13/2022	KFPD PSB
KFPD - EPC re: Tel w/KP (EPC mtg issues; BOD agendas)	0.50	Thu 1/13/2022	KFPD EPC
KFPD - EPC re: Tel w/Kevin Revilla, Berkeley FD (Joint grant proposal)	0.25	Thu 1/13/2022	KFPD EPC
KFPD - Finance re: Grant Writer updates	0.50	Thu 1/13/2022	KFPD Finance
KFPD - Finance re: Audit	0.50	Thu 1/13/2022	KFPD Finance
KFPD - Gen Mgmt re: Communications	2.00	Thu 1/13/2022	KFPD Gen Mgmt
KFPD - Finance re: Grant communications	0.75	Thu 1/13/2022	KFPD Finance
<b>Day Total:</b>	<b>5.75</b>		
KFPD - Finance re: Reports for insurance; Audit draft MD&A	1.75	Fri 1/14/2022	KFPD Finance
KFPD - Temp Facilities re: Mack5 mtg	1.00	Fri 1/14/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB for mail, msgs; Check sandbags	0.50	Fri 1/14/2022	KFPD Gen Mgmt
KFPD - Finance re: Review Audit w/Maze	1.25	Fri 1/14/2022	KFPD Finance
KFPD - Finance re: Audit (GASB 75)	0.50	Fri 1/14/2022	KFPD Finance
KFPD - Temp Facilities re: Portable and Tent info	0.25	Fri 1/14/2022	KFPD PSB
<b>Day Total:</b>	<b>5.25</b>		

Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45hrs Max):	79.00
Target Hrs (Over/Under)	27.55



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 1/16/2022  
 Pay Period End: 1/31/2022

Program Areas	
GA	General Administration
FB	Finance & Bookkeeping
EP	Emergency Preparedness
PL	Policies & Legal
PS	Public Safety Bldg
HL	Holiday Leave
SL	Sick Leave
VL	Vacation Leave

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
1/16/2022	See Separate Task Sheet									
1/17/2022	"	6.00						6.00		
1/18/2022	"	0.50	0.50							
1/19/2022	"	0.75	0.25	0.50						
1/20/2022	"	2.75	0.25		0.50		2.00			
1/21/2022	"	3.00	1.25		1.25		0.50			
1/22/2022	"									
1/23/2022	"									
1/24/2022	"									
1/25/2022	"	7.50	2.50	2.25			2.75			
1/26/2022	"	3.50			2.25		1.25			
1/27/2022	"	9.50		6.00	2.75		0.75			
1/28/2022	"	6.00	0.50						1.50	4.00
1/29/2022	"									
1/30/2022	"									
1/31/2022	"	4.75	2.00	2.00			0.75			
	Total Hours	44.25	7.25	10.75	6.75	0.00	8.00	6.00	1.50	4.00
	Rate	\$ 108.00								
	Total Gross Pay	\$ 4,779.00								

*Bill Hansell*

1/31/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Holiday re: MLK	6.00	Mon 1/17/2022	KFPD Holiday
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Gen Mgmt re: Post mtg recordings; Public Correspondence	0.50	Tue 1/18/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>0.50</b>		
KFPD - Gen Mgmt re: Tel w/Chief Pigoni (Retirement)	0.25	Wed 1/19/2022	KFPD Gen Mgmt
KFPD - Finance re: Monthly transmittal to County	0.50	Wed 1/19/2022	KFPD Finance
<b>Day Total:</b>	<b>0.75</b>		
KFPD - PSB re: Arch/Eng mtg	1.00	Thu 1/20/2022	KFPD PSB
KFPD - EPC re: Radio issues (Tel w/JV)	0.25	Thu 1/20/2022	KFPD EPC
KFPD - PSB Renovation re: Mtg w/Supervisor Gioia	1.00	Thu 1/20/2022	KFPD PSB
KFPD - EPC re: Tel w/KP (Mtg agenda, Red Flag Parking)	0.25	Thu 1/20/2022	KFPD EPC
KFPD - Gen Mgmt re: Tel w/LN (Supervisor update)	0.25	Thu 1/20/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.75</b>		
KFPD - EPC re: Agenda	0.50	Fri 1/21/2022 1:15	KFPD EPC
KFPD - EPC re: Post Agenda	0.25	Fri 1/21/2022 2:45	KFPD EPC
KFPD - EPC re: Mtg w/Berkeley FD Chief Roman	0.50	Fri 1/21/2022 3:00	KFPD EPC
KFPD - Gen Mgmt re: PSB (Mail, Msgs, Info table, KPPCSD coord)	1.25	Fri 1/21/2022 3:30	KFPD Gen Mgmt
KFPD - PSB Renovation re: Tel w/TOR (Unitarian Church update)	0.25	Fri 1/21/2022 4:45	KFPD PSB
KFPD - PSB Renovation re: Tel w/Municipal Advisors	0.25	Fri 1/21/2022 5:00	KFPD PSB
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Gen Mgmt re: Correspondence; Records	1.75	Tue 1/25/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence; Records	0.75	Tue 1/25/2022	KFPD Gen Mgmt
KFPD - Finance re: Audit work	2.25	Tue 1/25/2022	KFPD Finance
KFPD - PSB re: KMAC presentation	2.50	Tue 1/25/2022	KFPD PSB
KFPD - PSB re: Neighbor emails	0.25	Tue 1/25/2022	KFPD PSB
<b>Day Total:</b>	<b>7.50</b>		
KFPD - PSB Renovation re: Tel w/Planner; Emails on KMAC approval	0.50	Wed 1/26/2022	KFPD PSB
KFPD - PSB Renovation re: Temp Facilities (Utility work)	0.75	Wed 1/26/2022	KFPD PSB
KFPD - EPC re: Wildfire RPP Meeting #3	1.75	Wed 1/26/2022	KFPD EPC
KFPD - EPC re: Tel w/KP (agenda items)	0.50	Wed 1/26/2022	KFPD EPC
<b>Day Total:</b>	<b>3.50</b>		
KFPD - Gen Mgmt re: KPPCSD special mtg	0.00	Thu 1/27/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices; Records	3.00	Thu 1/27/2022	KFPD Finance
KFPD - Finance re: Invoices; Records	0.50	Thu 1/27/2022	KFPD Finance
KFPD - PSB Renovation re: Temp Facilities (Utility work)	0.75	Thu 1/27/2022	KFPD PSB
KFPD - EPC re: Committee Mtg	2.00	Thu 1/27/2022	KFPD EPC

KFPD - Finance re: Audit	0.50	Thu 1/27/2022	KFPD Finance
KFPD - EPC re: Tel w/JV (Action items)	0.25	Thu 1/27/2022	KFPD EPC
KFPD - EPC re: Mtg Recordings; Post EP Coord Report	0.50	Thu 1/27/2022	KFPD EPC
KFPD - Finance re: LAIF withdrawal	0.75	Thu 1/27/2022	KFPD Finance
KFPD - Finance re: Elec Deposit Program	1.00	Thu 1/27/2022	KFPD Finance
KFPD - Finance re: Check w/Maze on budget update to QB	0.25	Thu 1/27/2022	KFPD Finance
<b>Day Total:</b>	<b>9.50</b>		
KFPD - Sick Leave	1.50	Fri 1/28/2022	KFPD Sick Leave
KFPD - Vacation	4.00	Fri 1/28/2022	KFPD Vacation
KFPD - Gen Mgmt re: PSB ( Mail, Msgs)	0.50	Fri 1/28/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Finance re: Mtg w/Auditors	0.50	Mon 1/31/2022	KFPD Finance
KFPD - Gen Mgmt re: Correspondence; Records	0.75	Mon 1/31/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Correspondence; Records	0.75	Mon 1/31/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: 1099's; Tel w/James Art, Fire Insp	0.50	Mon 1/31/2022	KFPD Gen Mgmt
KFPD - PSB Renovation re: Emails and Calls	0.75	Mon 1/31/2022	KFPD PSB
KFPD - Finance Committee Mtg re: Agenda	1.50	Mon 1/31/2022	KFPD Finance
<b>Day Total:</b>	<b>4.75</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):</b>	<b>44.25</b>		
<b>Target Hrs (Over/Under)</b>	<b>(10.63)</b>		