

KENSINGTON FIRE PROTECTION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA Wednesday, January 13, 2021 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/95310625318?pwd=Qy9vMHd1QWFnQXRGWWtnNFNwQWhEdz09 (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.

the Board President and Board Clerk via email at <u>public.comment@kensingtonfire.org.</u> 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 <u>public.comment@kensingtonfire.org</u> 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)).

Please click the link below to join the webinar: https://zoom.us/j/95310625318?pwd=Qy9vMHd1QWFnQXRGWWtnNFNwQWhEdz09 Passcode: 279910 Or iPhone one-tap: US: +16699009128, 95310625318# or +12532158782, 95310625318# Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 Webinar ID: 953 1062 5318

International numbers available: https://zoom.us/u/absXeTQea

TIMING OF AGENDA ITEMS: Approximate times are included below but may vary to accommodate appropriate discussion time and attention to the individual items.

1. (7:00pm) CALL TO ORDER/ROLL CALL

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

- 2. (7:01pm) PUBLIC COMMENT. 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.
- 3. (7:05pm) ELECTION OF BOARD SECRETARY FOR CALENDAR YEAR 2021 (ACTION)
 - Director Stein was elected Board Secretary in December 2020 but will be unable to serve due to other commitments.
- 4. (7:10pm) ADOPTION OF CONSENT ITEMS. Items 4.1 4.6 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. (Supporting material)
 - **4.1. Approval of Minutes** of the regular meetings of October 14, October 15, November 11, November 18, and December 9, 2020 (APPROVE)
 - 4.2. Acceptance of Incident Activity Report December 2020 (ACCEPT)
 - **4.3.** Approval of Monthly Transmittal December 2020 (APPROVE)
 - 4.4. Approval of Monthly Financial Reports December 2020 (APPROVE)
 - 4.5. Report on Brown Act Violation Concern from the 12/09/2020 Regular Board Meeting (ACCEPT)
 - 4.6. IGM Final Report Per Contract (ACCEPT)

OLD BUSINESS

- 5. (7:20pm) 2020 PRESIDENT'S REPORT (Outstanding from the December 2020 Regular BOD Mtg)
 - a. Administrative Improvements in 2020 (Verbal and/or supporting material)
 - b. Recommendation for Brown Act Refresher Training

- 6. (7:30pm) BOARD REPORTS (Outstanding from the December 2020 Regular BOD Mtg) Informational reports from Board members or staff covering the following assignments:
 - a. Finance Committee (Stein/Dommer) (Supporting material)

NEW BUSINESS

7. ADMINISTRATIVE ITEMS

- 7.1. (7:40pm) Joint KFPD/KPPCSD Management Report on Public Safety Building Options (Supporting material) (PRESENTATION/DISCUSSION/ACTION)
- **7.2.** (8:40pm) Bank Resolution/Signature Updates (Supporting material) (PRESENTATION/DISCUSSION)
- 8. (8:50pm) FIRE CHIEF'S REPORT (Supporting Material)
- 9. (9:00pm) BOARD COMMITTEE ASSIGNMENTS & REPRESENTATIVES TO OUTSIDE AGENCIES Selection by President with Consent of the Board (APPROVE)
- 10. (9:15pm) PRESIDENT'S REPORT (Supporting Material)
- 11. (9:40pm) GENERAL MANAGER'S REPORT (Verbal General Update)

12. (9:50pm) BOARD REPORTS

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

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

13. (10pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on February 10, 2021 at 7:00pm via Zoom Teleconference. The deadline for agenda items to be included in the Board packet is Wednesday, January 24, 2021 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, February 3, 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.



KENSINGTON FIRE PROTECTION DISTRICT

AGENDA OF ADJOURNED and REGULAR MEETINGS OF THE BOARD OF DIRECTORS MINUTES Wednesday, October 14, 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/98569358705?pwd=SXo5Sk5LQINSVEVWMmRYaDJ4U2VQUT09 (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 <u>public.comment@kensingtonfire.org</u> 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)).

Please click the link below to join the webinar: https://zoom.us/j/98569358705?pwd=SXo5Sk5LQINSVEVWMmRYaDJ4U2VQUT09 Passcode: 680641 Or iPhone one-tap : US: +16699009128,, 98569358705# or +12532158782,, 98569358705# Or Telephone: Dial (for higher quality, dial a number based on your current location): US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799 Webinar ID: 985 6935 8705 International numbers available: https://zoom.us/u/acfT4Ylkls

7:00 PM

1. CALL TO ORDER/ROLL CALL

President Stein called the meeting to order at 7 p.m. 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. ANNOUNCE AND ADJOURN TO CLOSED SESSION

Meeting adjourned to closed session at 7:10 p.m.

4. 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 EMPLOYMENT APPOINTMENT (GC 54957)

Title: General Manager

CONFERENCE WITH LABOR NEGOTIATORS

Agency designated representative: Rachel Hundley, Assistant District Counsel Unrepresented employee: General Manager

8:00 PM

5. RECONVENE TO OPEN SESSION

Meeting reconvened at 8:06 p.m. No Report on Action Taken by the Board During Closed Session.

6. PUBLIC HEARING – Video Time Stamp: 1.18

Adopt Resolution 20-19 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions for: Los Altos Dr. (South Lot) and Los Altos Dr. (North Lot), Kensington, CA (ACTION) (supporting material)

Motion/Seconded: Director Kosel/VP Padian Action: Adopt Resolution 20-19 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions for: Los Altos Dr. (South Lot) and Los Altos Dr. (North Lot), Kensington, CA **Ayes:** President Stein, Directors Dommer, Kosel, and Nagel, Vice-President Padian **Noes: None. Motion Approved**

7. OLD BUSINESS (Note: Items reordered at the September 30, 2020 meeting)

7.8.6 Request from Emergency Preparedness Committee to Hire a Part-Time Emergency Preparedness Coordinator – Video Time Stamp: 10.26

Motion/Seconded: Vice President Padian/none **Action:** To hire a part time Emergency Preparedness Coordinatior to work with the community and Emergency Preparedness representatives inside and outside Kensington to take necessary steps to improve the safety of our citizens. This position is a District hire reporting to the GM, details and suggested duties of the position follow administrative language should be regarded as only a suggestion. **Ayes:** None **Noes:** None. **Motion Failed**

7.8.2 Recommendation to ask the Board to request the El Cerrito Fire Department and the El Cerrito Police Department 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 – Video Time Stamp: 59.50

Board Discussion: This has already been implemented therefore no need for further discussion.

Action: No action.

7.8.3 Status of Proposal for a Pilot Program to Provide Emergency Radios to Members of the Public – Video Time Stamp: 1.02.48

Motion/Seconded: Vice President Padian/Director Nagel **Action:** For the Board to encourage further investigation of providing emergency radios to people in need in Kensington. That need would be determined by financial and medical considerations. **Ayes:** Vice President Padian, Director Nagel **Noes:** President Stein, Directors Dommer and Kosel. **Motion Failed**

Motion/Seconded: President Stein/Director Kosel **Action:** To limit debate to 3 minutes per Board member and 3 minutes per member of the public. **Ayes:** President Stein, Director Kosel **Noes:** Vice President Padian, Directors Dommer and Nagel. **Motion Failed**

7.8.4 Status and Future Steps for Investigating the Acquisition and Installment of Emergency Public Address Systems for Kensington – Video Time Stamp: 1.22.04

Board Discussion: There was a discussion had between the Board members regarding the issue of sirens and whether everyone in the District will hear the warning and what the price would be for something like this. **Action:** No Action

NEW BUSINESS

8. ADOPTION OF CONSENT ITEMS. – Video Time Stamp 1.47.00 Items 8.1 – 8.4 listed below are onsent 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 approve consent items 8.1 & 8.3 with the exception of removing 8.2 & 8.4. **Ayes:** President Stein, Vice President Padian, Directors Dommer, Kosel and Nagel **Noes:** None

- 8.1. Acceptance of Incident Activity Report September 2020 Action: Approved Report
- **8.2.** Approval of Monthly Financial Report September 2020 Action: Postponed to next Board meeting
- 8.3. Approval of Monthly Transmittal September 2020 Action: Approved Transmittal
- 8.4. Adoption of Resolution 20-18 Approving Amendments to Policy 8 Checking Account Action: Postponed to next Board meeting

- 9. President's Report (supporting material) Postponed to next Board Meeting
 - Administrative Advancements Since October 2019
- 10. Interim General Manager's Report Postponed to next Board Meeting
 - **10.1.** Action Plan Update (supporting material)
 - **10.2.** Correspondence with KPPCSD (supporting material)
- 11. Fire Chief's Report (supporting material) Postponed to next Board Meeting

12. ADMINISTRATIVE ITEMS – Postponed to next Board Meeting

- 12.1. Consider Revised Motion Regarding Support for Investigation of Potential Changes in Some Parking Configurations on Kensington Streets, in Conjunction with KPPCSD, and for Solicitation of Residents' Concerns Along with Education About Potential Threats During an Evacuation. (ACTION) (supporting material)
- 12.2. Preliminary Calculations of the Traffic Load on Kensington's Streets During an Emergency Evacuation with Little Warning; Implications for Educating Residents. (DISCUSSION) (supporting material)

13. Board Reports – Postponed to next Board Meeting

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)

14. Consider Ratification of Employment Agreement for General Manager Position – Postponed to next Board Meeting

15. Adjournment

Meeting adjourned at 9:59 p.m.

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on January 13, 2021.

Board Secretary

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

Date of Meeting: October 15, 2020

Time of Meeting: 7:00 p.m.

Place of Meeting: Via Zoom

<u>PRESENT</u>: <u>Directors Present</u>: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein <u>Staff</u>: IGM Mary Morris-Mayorga

1. CALL TO ORDER:

President Stein called the meeting to order at 7:03 p.m. and called roll.

2. ANNOUNCE AND ADJOURN TO CLOSED SESSION:

Adjourned to closed session at 7:08 p.m.

3. CLOSED SESSION

4. RECONVENE TO OPEN SESSION:

Meeting reconvened at 8:20 p.m. with no reportable action.

8.2 Approval of Monthly Financial Report September 2020

MOTION: M/s Kosel/Nagel: To approve the Monthly Financial Report.VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: NoneMotion passed unanimously.Audio Time Stamped: 1.25

8.4 Adoption of Resolution 20-18 Approving Amendments to Policy 8 Checking Account

MOTION: M/s Nagel/Padian: Move to adopt Resolution 20-18 a Resolution of the Board of Directors of the Kensington Fire Protection District Amending Policy 8 Checking Account.

VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: Kosel

Motion passed 4-1

Audio Time Stamped: 11.30

10. INTERIM GENERAL MANAGER'S REPORT:

Interim GM Mary Morris-Mayorga gave her report on the Action Plan Update and the correspondence with KPPCSD.

11. FIRE CHIEF'S REPORT:

Chief Pigoni reviewed his written report on operations, regional issues, and developments.

12.1 Consider Revised Motion Regarding Support for Investigation of Potential Changes in Some Parking Configurations on Kensington Streets, in Conjunction with KPPCSD, and for Solicitation of Residents' Concerns Along with Education About Potential Threats During an Evacuation:

MOTION: M/s Padian/Nagel: For the Board to Support an Investigation of Potential Changes in Some Parking Configurations on Kensington Streets, in Conjunction with Kensington Police Dept., and for Solicitation of Residents' Concerns Along with Education About Potential Threats During an Evacuation.

VOTE: Ayes: Dommer, Nagel, Padian - **Noes:** Stein, Kosel

Motion passed 3-2

Audio Time Stamped: 53.36

MOTION TO ADJOURN THE MEETING

MOTION: M/s Padian/Kosel: Motion to adjourn the meeting to October 23 at 3 p.m.VOTE: Ayes: Dommer, Kosel Nagel, Padian Stein - Noes: NoneMotion passed unanimouslyAudio Time Stamped: 1.25.17

ADJOURNMENT: The meeting was adjourned at 9:49 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on _____.

Attest:

Board Secretary

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

Date of Meeting: November 11, 2020

Time of Meeting: 6:00 p.m.

Place of Meeting: Via Zoom

<u>PRESENT</u>: <u>Directors Present</u>: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein <u>Staff</u>: IGM Mary Morris-Mayorga and Deputy General Counsel Rachel Hundley

1. CALL TO ORDER OCTOBER BOARD MEETING:

President Stein called the meeting to order at 6:00 p.m. and called roll.

2. ANNOUNCE AND ADJOURN TO CLOSED SESSION:

Adjourned to closed session at 6:02 p.m.

3. CLOSED SESSION

4. RECONVENE TO OPEN SESSION:

Meeting reconvened at 7:09 p.m. with a report out by the Deputy General Counsel, Rachel Hundley. She reported that the Board voted unanimously 5-0 to approve an at will employment agreement for General Manager Bill Hansell with an hourly pay of \$99/hr.

14. Consider Ratification of Employment Agreement for General Manager Position

MOTION: M/s Nagel/Kosel: Move to Ratify the Contract wit	h Bill Hansell.
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes	: None
Motion passed unanimously.	Audio Time Stamped: 1.50

1. CALL TO ORDER NOVEMBER BOARD MEETING:

President Stein called the meeting to order at 7:19 p.m. and called roll.

2. ORAL COMMUNICATIONS:

President Stein wanted to clarify that the emails that were sent to the <u>public.comment@kensingtonfire.org</u> that she read the comments as required based on the procedure that is stated on the agenda and if the Board was not comfortable with the procedure that they can look into modifying the agenda.

3. ADOPTION OF CONSENT ITEMS 3.1 - 3.4:

MOTION: M/s Nagel/Dommer: To approve the Consent Calendar Items 3.2 & 3.4

VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None

Motion passed unanimously. Audio Time Stamped: 22.44

President Stein requested to pull Consent Items 3.1 & 3.3.

3.1 CONSENT ITEM - APPROVAL OF MINUTES:

MOTION: M/s Nagel/Dommer: To accept the minutes from the Sept. 30th meeting as corrected to amend the paragraph on pg. 12.

VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None

Motion passed unanimously. Audio Time Stamped: 24.53

MOTION: M/s Padian/: Move that the minutes of the Sept. 9th meeting be removed from approval so that Item 7.1 of the minutes can be edited and approved by Mary.

VOTE: Ayes: Dommer, Nagel Padian - **Noes:** Kosel, Stein

Audio Time Stamped: 33.12

7.2 Update on the Status of the Public Safety Building County Evaluation of Conceptual Design and Recommended Next Steps by Mallory Cusenbery/RDC Architecture:

MOTION: M/s Stein/Kosel: Motion to Close Out ESR007 for no Further Cost to be Incurred by the Fire District Board.

VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - Noes: None

Motion passed unanimously.

Motion passed 3-2

Audio Time Stamped: 38.15

Audio Time Stamped: 2.21.45

3.3 CONSENT ITEM - APPROVAL OF MONTHLY TRANSMITTAL:

MOTION: M/s Kosel/Nagel: To Approve the Transmittal after Deleting Item 50180, Pending Receipt of a New Invoice and will Consider the Item Again Next Month.

VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - **Noes:** None

Motion passed unanimously.

MOTION TO ADJOURN THE MEETING TO WEDNESDAY, NOV. 18TH AT 7:30 P.M.

MOTION: M/s Kosel/Padian: To Adjourn the Meeting to Wednesday, Nov. 18th at 7:30 p.m.

VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - **Noes:** None Motion passed unanimously.

Audio Time Stamped: 2.26.38

ADJOURNMENT: The meeting was adjourned at 9:38 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on

Attest:

Board Secretary

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

Date of Meeting: November 18, 2020

Time of Meeting: 7:30 p.m.

Place of Meeting: Via Zoom

<u>PRESENT</u>: <u>Directors Present</u>: Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein <u>Staff</u>: IGM Mary Morris-Mayorga, GM Bill Hansell and Board Clerk Sasha Amiri-Nair

1. CALL TO ORDER OCTOBER BOARD MEETING:

President Stein called the meeting to order at 7:31 p.m. and called roll.

4. PRESIDENT'S REPORT:

President Stein introduced the new GM Bill Hansell and gave a brief introduction of his history and background. She then introduced Sasha Amiri-Nair as the new Executive Assistant/Board Clerk and asked if the Board members would like to say a few words welcoming the new employees and also thanking Mary for the tremendous job she has done for the District.

5. INTERIM GENERAL MANAGER'S REPORT:

Interim GM Mary Morris-Mayorga gave her report on the Action Plan Update and other general updates.

6. FIRE CHIEF'S REPORT:

Chief Pigoni reviewed his written report on operations, regional issues, and developments.

7.1 Proposal to Amend the Structure and Function of the Board's Finance Committee:

MOTION: M/s Dommer/Padian: Expansion of the Committee to Include Members of Kensington's Public who as for the Emergency Preparedness Committee, apply to and are approved by the Board and nominated by the President.

VOTE: Ayes: Dommer, Nagel Padian - Noes: Stein, Kosel

Motion passed 3-2

Audio Time Stamped: 55.36

MOTION TO EXTEND THE MEETING TO 10:15 P.M.

Motion passed unanimously.

MOTION: M/s Padian/Nagel: To Extend the Meeting to 10:15 p.m.

VOTE: Ayes: Dommer, Kosel, Nagel Padian, Stein - **Noes:** None

Audio Time Stamped: 2.26.16

7.3 Consider Scheduling a Joint Board Meeting with KFPD and KPPCSD Board of Directors on the Public Safety Building Conceptual Design and Financing Options:

MOTION: M/s Padian/Nagel: Motion to try and Schedule a Joint Board Meeting with KFPD and KPPCSD Board of Directors on the Public Safety Building Conceptual Design and Financing Options.

VOTE: Ayes: Dommer, Nagel - Noes: Stein, Padin, Kosel

Audio Time Stamped: 1.55.54

MOTION TO ADJOURN THE MEETING:

Motion failed 3-2

MOTION: M/s Kosel/Nagel: To Adjourn the Meeting.

VOTE: Ayes: Dommer, Kosel, Nagel, Stein - Noes: Padian

Motion passed 4-1 Audio Time Stamped: 2.26.16

ADJOURNMENT: The meeting was adjourned at 10:12 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on _____.

Attest:

Board Secretary

KENSINGTON FIRE PROTECTION DISTRICT SPECIAL & REGULAR MEETINGS OF THE BOARD OF DIRECTORS MINUTES

Date of Meeting: December 9, 2020

Time of Meeting: 7:00 p.m.

Place of Meeting: Via Zoom

PRESENT: Directors Present: Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein

 Directors Absent: Don Dommer arrived at 6:09 p.m.

 Staff: IGM Mary Morris-Mayorga, GM Bill Hansell & Board Clerk Sasha Amiri-Nair and Deputy General Counsel Rachel Hundley

1. CALL TO ORDER SPECIAL BOARD MEETING:

President Stein called the meeting to order at 6:03 p.m. and called roll. Director Dommer arrived at 6:09 P.M.

2. ORAL COMMUNICATIONS:

Director Kosel stated that she will not attend the closed session because she believes it is a violation of the Brown Act. Counsel Rachel Hundley confirmed that Bill Hansell is an employee of the District pursuant to the employment contract that the Board approved and then was executed.

3. ANNOUNCE AND ADJOURN TO CLOSED SESSION:

Adjourned to closed session at 6:12 p.m.

4. RECONVENE TO OPEN SESSION:

Reconvened to open session at 7:07 p.m.

6. CALL TO ORDER REGULAR BOARD MEETING:

President Stein called the meeting to order at 7:07 p.m. and called roll. Director Dommer attended the meeting at 7:15 p.m.

7. ORAL COMMUNICATIONS:

President Stein stated that this is the last meeting working with Mary Morris-Mayorga and what a pleasure it has been working with her.

8. OATH OF OFFICE:

Oath of Office was administered to both Directors Nagel and Dommer.

9. ELECTION OF OFFICERS FOR CALENDAR YEAR 2021:

 MOTION: M/s Kosel/Dommer: To close nominations for President.

 VOTE: Ayes: Dommer, Kosel, Nagel, Padian - Noes: None – Abstain: Stein

 Motion passed 4-0-1
 Audio Time Stamped: 13.36

MOTION: M/s Kosel/Nagel: To Elect Larry Nagel as President of the BoardVOTE: Ayes: Kosel, Nagel, Padian - Noes: None – Abstain: Dommer, SteinMotion passed 4-0-2Audio Time Stamped: 30.39

MOTION: M/s Nagel/Kosel: To Elect Kevin Padian as Vice President.VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: NoneMotion passed unanimously.Audio Time Stamped: 33.50

 MOTION: M/s Nagel/Padian: To Elect Julie Stein as Secretary.

 VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None

 Motion passed unanimously
 Audio Time Stamped: 35.03

10. ADOPTION OF CONSENT ITEMS 10.1 – 10.6:

MOTION: M/s Nagel/Padian: To Approve Items 10.2 & 10.6
VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: None
Motion passed unanimously. Audio Time Stamped: 36.21

VP Padian requested to move item 10.1 and Director Kosel requested to move items 10.3, 10.4 and 10.5.

11. FIRE CHIEF'S REPORT:

Chief Pigoni reviewed his written report on operations, regional issues, and developments.

<u>12.1 Discussion of Board Priorities for Emergency Preparedness and Public Safety</u> Activities and Education for the Immediate and Long-Term (3-5 years) Future:

VP Padian explained how the Committee members had a discussion and agreed that they could use more direction from the Board as to what the responsibilities are for the EPC. The Board members responded and discussed their concerns with the EPC.

10.5 CONSENT ITEM - APPROVAL OF GENERAL MANAGER'S TIMESHEET:

MOTION: M/s Padian/Nagel: To Approve the General Manager's TimesheetVOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: NoneMotion passed unanimouslyAudio Time Stamped: 1.28.37

10.4 CONSENT ITEM - APPROVAL OF MONTHLY FINANCIAL REPORTS:

MOTION: M/s Padian/Kosel: To Approve the Monthly Financial Reports.VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: NoneMotion passed unanimouslyAudio Time Stamped: 1.34.54

10.3 CONSENT ITEM - APPROVAL OF MONTHLY TRANSMITTAL:

 MOTION: M/s Padian/Stein: To Approve the Monthly Transmittal Report As Is.

 VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: Kosel

 Motion passed 4-1

 Audio Time Stamped: 1.40.34

10.1 CONSENT ITEM - APPROVAL OF MINUTES:

MOTION: M/s Padian/Nagel: To Move the item to Review Verbiage and bring it back for the next meeting.

VOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - **Noes:** None

Motion passed unanimously Audio Time Stamped: 1.48.30

<u>12.2 Discuss and Consider a Consulting Agreement with Mary Morris-Mayorga for</u> <u>Operational Support</u>:

 MOTION: M/s Padian/Dommer: Approve Contract as Presented

 VOTE: Ayes: Dommer, Nagel, Padian, Stein - Noes: Kosel

 Motion passed 4-1

 Audio Time Stamped: 2.04.48

MOTION TO ADJOURN THE MEETING UNTIL THE JANUARY REGULAR MEETING

MOTION: M/s Padian/Kosel: To Adjourn the Meeting to until the January Regular MeetingVOTE: Ayes: Dommer, Kosel, Nagel, Padian, Stein - Noes: NoneMotion passed unanimously.Audio Time Stamped: 2.16.38

ADJOURNMENT: The meeting was adjourned at 9:30 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on _____.

Attest:

Board Secretary

ITEM 4.2



EL CERRITO-KENSINGTON FIRE DEPARTMENT 10900 San Pablo Avenue • El Cerrito • CA • 94530 (510) 215-4450 • FAX (510) 232-4917 www.el-cerrito.org



January 4, 2021

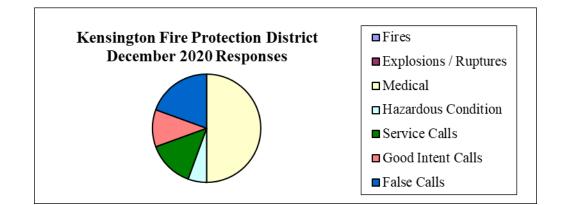
RE:	Incident Activity Reports for the Month of December 2020
FROM:	Michael Pigoni: Fire Chief
TO:	Kensington Fire Protection District Board Members

There were 36 incidents that occurred during the month of December in the community of Kensington. This is an increase of 7 calls over the previous month. Please see the attached "Incident Log" for the dates and 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 56 calls in all areas which is an increase of 5 over the previous month.

The month of December saw an increase again in medical responses, partially due to flu and cold season coming on and for potential coronavirus cases. Per the County data, Kensington has had 28 COVID-19 cases reported which is an increase of 10 over the last month and there have been 7 in the last 2 weeks as of this date. Per the County records, there have been no deaths attributed to the coronavirus to date. Fortunately, the community of Kensington has the lowest infection rate in the County.

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:

			Incident	
	<u>Call Type</u>		Count	Percentages
1:	Fires	(Structure, Trash, Vehicles, Vegetation Fires)	0	0.00%
2:	Explosions / Ruptures	(Over Pressure/Ruptures, Explosions, Bombs	0	0.00%
3:	Medical	(EMS, Vehicle Accidents, Extrication Rescue)	18	50.00%
4:	Hazardous Condition	(Chemical Spills, Leaks, Down Power Lines)	2	5.56%
5:	Service Calls	(Distress, Water/Smoke/Odor Problems, Public Assists)	5	13.89%
6:	Good Intent Calls	(Cancelled En Route, Wrong Location)	4	11.11%
7:	False Calls	(Wrong Company/Unit Dispatched)	7	19.44%
	Totals		36	100.00%



Kensington Fire Protection District Response Log for December 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020124231	01-Dec-20 11:21:28	295 Purdue AVE	Kensington	E165	321
2	0020124324	01-Dec-20 15:37:58	36 Windsor AVE	Kensington	E165	321
3	0020124629	02-Dec-20 12:04:43	711 Coventry RD	Kensington	E172	321
4	0020124772	02-Dec-20 19:09:02	51 Franciscan WAY	Kensington	E165	550
5	0020125369	04-Dec-20 12:27:25	Lake DR	Kensington	E165	651
6	0020125382	04-Dec-20 12:56:32	295 Purdue AVE	Kensington	E165	321
7	0020126049	06-Dec-20 09:01:42	42 Avon RD	Kensington	E165	700
8	0020126091	06-Dec-20 11:43:25	217 Arlington AVE	Kensington	E165	321
9	0020126105	06-Dec-20 12:42:44	207 Colgate AVE	Kensington	E165	321
10	0020126203	06-Dec-20 18:34:16	389 Colusa AVE	Kensington	E165	321
11	0020126658	07-Dec-20 23:17:33	601 Plateau DR	Kensington	E165	746
12	0020126919	08-Dec-20 15:05:32	11 Eldridge CT	Kensington	E165	321
13	0020127073	09-Dec-20 00:14:29	685 Wellesley AVE	Kensington	E165	321
14	0020128619	12-Dec-20 21:20:42	413 Ocean View AVE	Kensington	E165	736
15	0020128942	13-Dec-20 19:43:37	685 Wellesley AVE	Kensington	E165	321
16	0020129027	14-Dec-20 01:38:43	206 Colgate AVE	Kensington	E165	321
17	0020129448	15-Dec-20 00:18:30	210 Stanford AVE	Kensington	E165	321
18	0020129662	15-Dec-20 13:41:31	Coventry RD	Kensington	E165	611F
19	0020129777	15-Dec-20 18:53:46	295 Purdue AVE	Kensington	E165	321
20	0020130273	17-Dec-20 06:01:29	50 Kenyon AVE	Kensington	E165	735
21	0020130331	17-Dec-20 09:29:21	711 Coventry RD	Kensington	E165	700
22	0020130758	18-Dec-20 13:29:02	11 Eldridge CT	Kensington	E165	700
23	0020130808	18-Dec-20 16:02:42	31 Norwood AVE	Kensington	E165	520
24	0020131228	19-Dec-20 17:44:07	1 Arlington CT	Kensington	E165	611F
25	0020131949	21-Dec-20 19:52:35	23 Sunset CT	Kensington	E165	321
26	0020132027	22-Dec-20 01:01:03	143 Arlington AVE	Kensington	E165	746
27	0020132787	24-Dec-20 02:11:00	264 Coventry RD	Kensington	E165	611
28	0020132898	24-Dec-20 11:13:18	15 Edgecroft RD	Kensington	E165	400
29	0020133137	24-Dec-20 22:29:16	11 Eldridge CT	Kensington	E165	321
30	0020133654	26-Dec-20 11:23:09	295 Purdue AVE	Kensington	E165	5000

31	0020134341	28-Dec-20 08:54:41	40 Ardmore RD	Kensington	E165	444
32	0020134352	28-Dec-20 09:11:03	2 Highgate RD	Kensington	E165	554
33	0020135108	30-Dec-20 06:58:32	222 Cambridge AVE	Kensington	E165	321
34	0020135297	30-Dec-20 13:58:06	177 Arlington AVE	Kensington	E165	321
35	0020135425	30-Dec-20 19:32:48	295 Purdue AVE	Kensington	E165	550
36	0020135556	31-Dec-20 08:23:11	520 Coventry RD	Kensington	E165	321

Type Series

Description

• 1	-
100	(Structure, Trash, Vehicle, Vegetation Fire)
200	(Over Pressure/Ruptures Explosions, Bombs)
300	(EMS, Vehicle Accidents, Extrication, Rescue)
400	(Chemical Spills, Leaks, Down power Lines)
500	(Distress, Water/ Smoke/Odor Problems, Public Assists)
600	(Cancelled En Route, Wrong Location)
700	(Wrong Company/Unit Dispatched)

Kensington Fire Protection District Engine 65 Response Log for December 2020

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020124231	01-Dec-20 11:20:54	295 Purdue AVE	Kensington	E165	321
2	0020124324	01-Dec-20 15:37:18	36 Windsor AVE	Kensington	E165	321
3	0020124772	02-Dec-20 19:07:03	51 Franciscan WAY	Kensington	E165	550
4	0020124927	03-Dec-20 09:19:22	118 Meadowlark WAY	Hercules	E165	611
5	0020125355	04-Dec-20 11:32:00	8037 Terrace DR	El Cerrito	E165	5000
6	0020125369	04-Dec-20 12:23:54	Lake DR	Kensington	E165	651
7	0020125382	04-Dec-20 12:53:53	295 Purdue AVE	Kensington	E165	321
8	0020125442	04-Dec-20 15:28:57	Wildcat Canyon RD	Orinda	E165	141
9	0020125752	05-Dec-20 12:16:52	639 Norvell ST	El Cerrito	E165	554
10	0020126049	06-Dec-20 09:00:53	42 Avon RD	Kensington	E165	700
11	0020126091	06-Dec-20 11:43:17	217 Arlington AVE	Kensington	E165	321
12	0020126105	06-Dec-20 12:41:05	207 Colgate AVE	Kensington	E165	321
13	0020126203	06-Dec-20 18:33:39	389 Colusa AVE	Kensington	E165	321
14	0020126658	07-Dec-20 23:14:34	601 Plateau DR	Kensington	E165	746
15	0020126919	08-Dec-20 15:04:26	11 Eldridge CT	Kensington	E165	321
16	0020126967	08-Dec-20 17:10:22	1122 Liberty ST	El Cerrito	E165	651
17	0020127073	09-Dec-20 00:13:51	685 Wellesley AVE	Kensington	E165	321
18	0020127208	09-Dec-20 10:59:44	6000 El Cerrito PLZ	El Cerrito	E165	111
19	0020128230	11-Dec-20 19:30:31	10175 San Pablo AVE	El Cerrito	E165	710
20	0020128619	12-Dec-20 21:18:02	413 Ocean View AVE	Kensington	E165	736
21	0020128942	13-Dec-20 19:42:06	685 Wellesley AVE	Kensington	E165	321
22	0020129027	14-Dec-20 01:36:48	206 Colgate AVE	Kensington	E165	321
23	0020129448	15-Dec-20 00:17:30	210 Stanford AVE	Kensington	E165	321
24	0020129662	15-Dec-20 13:40:58	Coventry RD	Kensington	E165	611F
25	0020129777	15-Dec-20 18:49:24	295 Purdue AVE	Kensington	E165	321
26	0020130084	16-Dec-20 15:38:42	7230 Fairmount AVE	El Cerrito	E165	735
27	0020130273	17-Dec-20 06:00:28	50 Kenyon AVE	Kensington	E165	735
28	0020130331	17-Dec-20 09:28:34	711 Coventry RD	Kensington	E165	700
29	0020130603	18-Dec-20 02:54:47	860 S 19th ST	Richmond	E165	735
30	0020130758	18-Dec-20 13:28:04	11 Eldridge CT	Kensington	E165	700

21	0000100000	10 D 20 16 00 46		17	F165	520
31	0020130808	18-Dec-20 16:00:46	31 Norwood AVE	Kensington	E165	520
32	0020131228	19-Dec-20 17:43:14	1 Arlington CT	Kensington	E165	611F
33	0020131855	21-Dec-20 14:55:02	409 Village DR	El Cerrito	E165	321
34	0020131949	21-Dec-20 19:51:24	23 Sunset CT	Kensington	E165	321
35	0020132027	22-Dec-20 00:59:52	143 Arlington AVE	Kensington	E165	746
36	0020132174	22-Dec-20 12:12:57	10 Golf Course DR	Orinda	E165	321
37	0020132227	22-Dec-20 14:58:18	5810 Charles AVE	El Cerrito	E165	743
38	0020132787	24-Dec-20 02:09:07	264 Coventry RD	Kensington	E165	611
39	0020132898	24-Dec-20 11:12:48	15 Edgecroft RD	Kensington	E165	400
40	0020133137	24-Dec-20 22:27:47	11 Eldridge CT	Kensington	E165	321
41	0020133654	26-Dec-20 10:59:16	295 Purdue AVE	Kensington	E165	5000
42	0020133940	27-Dec-20 02:52:10	3230 Carlson BLVD	El Cerrito	E165	321
43	0020134341	28-Dec-20 08:53:52	40 Ardmore RD	Kensington	E165	444
44	0020134352	28-Dec-20 09:07:17	2 Highgate RD	Kensington	E165	554
45	0020134429	28-Dec-20 12:24:11	639 Norvell ST	El Cerrito	E165	554
46	0020134561	28-Dec-20 18:02:08	855 Bates AVE	El Cerrito	E165	611
47	0020134809	29-Dec-20 11:55:40	2015 Key BLVD	El Cerrito	E165	5000
48	0020134830	29-Dec-20 12:43:49	1375 Summit Park CT	El Cerrito	E165	651
49	0020134875	29-Dec-20 14:52:10	103-106 Golf Course DR	Orinda	E165	321
50	0020135108	30-Dec-20 06:56:47	222 Cambridge AVE	Kensington	E165	321
51	0020135297	30-Dec-20 13:56:53	177 Arlington AVE	Kensington	E165	321
52	0020135425	30-Dec-20 19:31:43	295 Purdue AVE	Kensington	E165	550
53	0020135556	31-Dec-20 08:21:32	520 Coventry RD	Kensington	E165	321
54	0020135585	31-Dec-20 09:51:11	861 Arlington BLVD	El Cerrito	E165	321
55	0020135737	31-Dec-20 16:14:07	504 Balra DR	El Cerrito	E165	321
56	0020135793	31-Dec-20 19:13:25	1860 San Antonio AVE	Berkeley	E165	611F
20	0020100100	21 200 20 17.13.23		Deriverey	1100	0111

* See Attached Table for Incident Type Explanations

Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
200	(Over Pressure/Ruptures Explosions, Bombs)
300	(EMS, Vehicle Accidents, Extrication, Rescue)
400	(Chemical Spills, Leaks, Down power Lines)
500	(Distress, Water/ Smoke/Odor Problems, Public Assists)

600(Cancelled En Route, Wrong Location)700(Wrong Company/Unit Dispatched)

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				BAT	Y/CY: CH #.:				
			Invoice	es						ATE :	1/13/2021
									LOCAT		13
									FILEN	IAME:	KENSINGTON
VEND		INVOICE		FUND	SUB-			ACTIVITY /WORK	ENCUMB (P.O.) /		PAYMENT
#	VENDOR NAME	DATE	DESCRIPTION	/ORG	ACCT	TASK	OPT.	AUTH.	Invoice #	P/C	AMOUNT
50296	All-Ways Green Services	1/1/2021	45007/Jan2021	7840	2490	-					105.00
50168	Bay Alarm	11/15/2020	89942020115M/Nov	7840	2490						115.00
50151	El Cerrito	1/1/2021	January 2021	7840	2328						293,181.22
50180	Ross Drulis Cusenbery	12/15/2020	2016029-26/Nov	7840	2490						1,296.88
50064	Streamline	12/31/2020	C2A799C0-0005/Jan-Feb	7840	2490						260.00
50146	Delta Dental	12/1/2020	BE004208646/Dec	7840	1061						948.79
50146	Delta Dental	1/1/2021	BE004231672/Jan 2021	7840	1061						948.79
50322	Air Exchange	12/31/2020	91603798/Dec	7840	2490						744.43
50192	Stericycle	1/1/2021	3005374911/Jan 2021	7840	2490						354.63
50326	R & S Erection of Richmond, Inc.	1/5/2021	100201C/Dec	7840	2490						653.35
50326	R & S Erection of Richmond, Inc.	12/7/2020	99996C/Dec	7840	2490						5,514.28
	Kel Aire Heating	11/13/2020	077472/Nov	7840	2490						378.37
50291	Nerd Crossing	12/14/2020	7877/Dec	7840	2490						178.60
50303	Office Depot	11/29/2020	Late Interest fees	7840	2490						65.13
50292	Terminix	11/9/2020	402801467	7840	2490						148.00
	Meyers Nave	12/7/2020	2020050290	7840	2490						2,891.16
50131	Meyers Nave	12/7/2020	2020110004	7840	2490						2,115.72

TOTAL

309,899.35

Kensington FPD Approval

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



	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget	Comments
dinary Income/Expense					
Income					
Property Taxes	4,469,616.42	4,348,427.00	121,189.42	102.79%	Higher than the 2% est increase, good news
Special Taxes	200,685.70	200,450.00	235.70	100.12%	
Other Tax Income	0.00	25,250.00	-25,250.00	0.0%	
Lease Agreement	18,301.50	36,603.00	-18,301.50	50.0%	
Interest Income	29,322.99	121,800.00	-92,477.01	24.08%	Quarterly LAIF interest will be received in January
Total Income	4,717,926.61	4,732,530.00	-14,603.39	99.69%	
Expense	, ,	, . ,	,		
Staff					
Wages	52,820.00	152,009.00	-99,189.00	34.75%	GM/Exec Asst recently hired; mid-year review
Payroll Taxes	4,042.50	4,202.00	-159.50	96.2%	
Workers Compensation/Life Ins	1,597.87	1,498.00	99.87	106.67%	
Payroll Processing	489.43	871.00	-381.57	56.19%	
Total Staff	58,949.80	158,580.00	-99,630.20	37.17%	
	30,040.00		00,000.20	01.1170	
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	4,700.40	11,425.00	-0,004.00	41.07 %	
Accounting	9,950.00	15,000.00	-5,050.00	66.33%	
Actuarial Valuation	5,600.00	5,600.00	-3,030.00	100.0%	
Audit	10,000.00	17,500.00	-7,500.00	57.14%	
Contra Costa County Expenses	-838.08	38,759.00	-39,597.08	-2.16%	Charged later in FY
El Cerrito Contract Fee	-838.08	3,229,643.00	-1,345,684.77	-2.10%	Charged later in F f
El Cerrito Reconciliation(s)	178,515.99	288,532.00	-110,016.01	61.87%	
IT Services and Equipment	6,892.80	17,480.00	-10,587.20	39.43%	
Fire Abatement Contract	2,450.00	10,000.00	-7,550.00	24.5%	
Fire Engineer Plan Review	2,450.00	2,060.00	-2,060.00	0.0%	
-	0.00			0.0%	
Grant Writer/Coordinator Risk Management Insurance	0.00	15,000.00	-15,000.00	0.0%	Charged later in EV
LAFCO Fees	2,293.70	14,420.00	-14,420.00		Charged later in FY
		2,601.00	-307.30	88.19%	One-time/complete
Legal Fees PSB Consultant	35,053.03 0.00	55,000.00 30,000.00	-19,946.97 -30,000.00	63.73% 0.0%	Depends upon project pasts
				0.0%	Depends upon project needs
BHI/GM Recruitment	12,900.00 8,782.85	10,000.00 6,000.00	2,900.00	129.0% 146.38%	Less activity in prior FY/more current; mid-year review
Temporary Services			2,782.85		Admin temp until hiring of Exec Asst; mid-year review
Website Development/Maintenance Wildland Vegetation Mgmt	1,120.00 0.00	2,520.00 12,600.00	-1,400.00 -12,600.00	44.44% 0.0%	
Total OUTSIDE PROFESSIONAL SERVICES				57.17%	
COMMUNITY SERVICE ACTIVITIES	2,156,678.52	3,772,715.00	-1,616,036.48	57.17%	
	2 000 00	27 000 00	22.040.00	101 101	
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%	

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

	Jul '20 - Jun 21	Budget	\$ Over Budget	% of Budget	Comments
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	82.36	2,856.00	-2,773.64	2.88%	
Telephone	7,190.64	8,610.00	-1,419.36	83.52%	
Office- Other	317.83	102.00	215.83	311.6%	
Total Office	8,382.41	14,526.00	-6,143.59	57.71%	
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%	Annual payments
Building Maintenance					
Needs Assess/Feasibility Study	18,840.29	50,000.00	-31,159.71	37.68%	
Gardening service	2,275.00	2,000.00	275.00	113.75%	Recently received invoice for 1 yr; mid-year review
Building alarm	230.00	840.00	-610.00	27.38%	
Medical Waste Disposal	3,693.95	8,400.00	-4,706.05	43.98%	
Janitorial Service	735.00	1,575.00	-840.00	46.67%	
Miscellaneous Maint.	15,784.79	17,850.00	-2,065.21	88.43%	Needs vary by year: mid-year review
Total Building Maintenance	41,559.03	80,665.00	-39,105.97	51.52%	
Building Utilities/Service					
Gas and Electric	5,273.76	11,130.00	-5,856.24	47.38%	
Water/Sewer	700.56	2,520.00	-1,819.44	27.8%	
Total Building Utilities/Service	5,974.32	13,650.00	-7,675.68	43.77%	
Total DISTRICT ACTIVITIES	64,855.76	141,811.00	-76,955.24	45.73%	
Contingency	0.00	25,000.00	-25,000.00	0.0%	
Total Expense	2,312,334.48	4,177,531.00	-1,865,196.52	55.35%	
Net Ordinary Income	2,405,592.13	554,999.00	1,850,593.13	433.44%	
Other Income/Expense					
Other Expense					
Transfers Out - Capital	0.00	525,880.00	-525,880.00	0.0%	
Total Other Expense	0.00	525,880.00	-525,880.00	0.0%	
Net Other Income	0.00	-525,880.00	525,880.00	0.0%	
Net Income	2,405,592.13	29,119.00	2,376,473.13	8,261.25%	

01/07/21

Accrual Basis

Kensington Fire Protection District Profit & Loss Prev Year Comparison July 1, 2020 through January 7, 2021

	Jul 1, '20 - Jan 7, 21	Jul 1, '19 - Jan 7, 20	\$ Change	% Change
Ordinary Income/Expense				
Income Property Taxes	4,469,616.42	4,263,163.76	206,452.66	4.8%
Special Taxes	200,685.70	200,652.50	33.20	0.0%
Other Tax Income	0.00	161.96	-161.96	-100.0%
Lease Agreement	18,301.50	21,351.75	-3,050.25	-14.3%
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) Miscellaneous Income	0.00 0.00	233.31 1,610.24	-233.31 -1,610.24	-100.0% -100.0%
Total Income	4,717,926.61	4,539,760.65	178,165.96	3.9%
Expense				
Staff		~~~~~	10 5 10 00	
Wages	52,820.00 0.00	33,278.00 1,000.00	19,542.00 -1,000.00	58.7% -100.0%
Longevity Pay 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	4,042.50	4,201.71	-159.21	-3.8%
Workers Compensation/Life Ins Payroll Processing	1,597.87 489.43	1,497.52 755.99	100.35 -266.56	6.7% -35.3%
Total Staff	58,949.80	68,223.63	-9,273.83	-13.6%
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	0.050.00	5 000 00	4 050 00	07 70/
Accounting Actuarial Valuation	9,950.00 5,600.00	5,300.00	4,650.00 2,700.00	87.7% 93.1%
Audit	10,000.00	2,900.00 15,000.00	-5,000.00	-33.3%
Contra Costa County Expenses	-838.08	2,728.16	-3,566.24	-130.7%
El Cerrito Contract Fee	1,883,958.23	1,769,759.03	114,199.20	6.5%
El Cerrito Reconciliation(s)	178,515.99	79,916.69	98,599.30	123.4%
IT Services and Equipment	6,892.80	0.00	6,892.80	100.0%
Fire Abatement Contract Fire Engineer Plan Review	2,450.00 0.00	0.00 698.66	2,450.00 -698.66	100.0% -100.0%
RGS Contract	0.00	69,754.90	-69,754.90	-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	35,053.03	28,950.48	6,102.55	21.1%
BHI/GM Recruitment	12,900.00	0.00	12,900.00	100.0%
Temporary Services Polygon Study	8,782.85 0.00	0.00 5.000.00	8,782.85 -5,000.00	100.0% -100.0%
Traffic Study	0.00	2,100.00	-2,100.00	-100.0%
Website Development/Maintenance	1,120.00	1,028.00	92.00	9.0%
Wildland Vegetation Mgmt	0.00	6,300.00	-6,300.00	-100.0%
Total OUTSIDE PROFESSIONAL SERVICES	2,156,678.52	2,004,545.11	152,133.41	7.6%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,090.00	10,730.13	-7,640.13	-71.2%
Open Houses	0.00	902.75	-902.75	-100.0%
Community Shredder DFSC Matching Grants	0.00 24,000.00	1,619.38 0.00	-1,619.38 24,000.00	-100.0% 100.0%
Total COMMUNITY SERVICE ACTIVITIES	27,090.00	13,252.26	13,837.74	104.4%
DISTRICT ACTIVITIES				
Professional Development Office	0.00	3,739.65	-3,739.65	-100.0%
Office Expense	791.58	820.57	-28.99	-3.5%
Office Supplies	82.36	1,376.69	-1,294.33	-94.0%
Telephone	7,190.64	4,479.39	2,711.25	60.5%
Office- Other Office - Other	317.83 0.00	0.00 55.00	317.83 -55.00	100.0%
				-100.0%
Total Office	8,382.41	6,731.65	1,650.76	24.5%

01/07/21 Accrual Basis

Kensington Fire Protection District Profit & Loss Prev Year Comparison July 1, 2020 through January 7, 2021

	Jul 1, '20 - Jan 7, 21	Jul 1, '19 - Jan 7, 20	\$ Change	% Change
Firefighter's Apparel & PPE	1,187.00	0.00	1,187.00	100.0%
Firefighters' Expenses	0.00	31.14	-31.14	-100.0%
Staff Appreciation	0.00	1,017.12	-1,017.12	-100.0%
Memberships	7,753.00	8,127.00	-374.00	-4.6%
Building Maintenance				
Needs Assess/Feasibility Study	18,840.29	50,124.41	-31,284.12	-62.4%
Gardening service	2,275.00	650.00	1,625.00	250.0%
Building alarm	230.00	115.00	115.00	100.0%
Medical Waste Disposal	3.693.95	3,893.38	-199.43	-5.1%
Janitorial Service	735.00	735.00	0.00	0.0%
Miscellaneous Maint.	15,784.79	8,724.39	7,060.40	80.9%
Total Building Maintenance	41,559.03	64,242.18	-22,683.15	-35.3%
Building Utilities/Service				
Gas and Electric	5,273.76	6,785.65	-1,511.89	-22.3%
Water/Sewer	700.56	1,082.86	-382.30	-35.3%
		,		
Total Building Utilities/Service	5,974.32	7,868.51	-1,894.19	-24.1%
Total DISTRICT ACTIVITIES	64,855.76	91,757.25	-26,901.49	-29.3%
Contingency	0.00	1,767.50	-1,767.50	-100.0%
Total Expense	2,312,334.48	2,179,545.75	132,788.73	6.1%
Net Ordinary Income	2,405,592.13	2,360,214.90	45,377.23	1.9%
Other Income/Expense				
Other Income	0.00	0.004.54	0.004.54	400.00
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	2,405,592.13	2,360,214.90	45,377.23	1.9%
			•	

Kensington Fire Protection District Trial Balance As of December 31, 2020

	Dec 3 [·]	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	97,850.03	
General Fund	1,015,861.37	
Special Tax Fund	7,966.35	
Capital Fund Grants Receivable	27,501.57 0.00	
Accounts Receivable - Year End	112,644.40	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	14,047.49	
Interest Receivable	19,286.55	
Advance on Taxes	4,555,209.42	
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		1,614,821.27
Prepaid Exp.	7,754.69	
Prepaid CERBT - Retiree Trust	90,861.86	
Investments		1,639,248.44
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	000 040 44
Accumulated Depreciation-Equip	2 201 591 26	920,240.15
Building and Improvements Accumulated Depreciation - Bldg	2,391,581.26	1,141,261.00
Water System Improvements	0.00	1, 141,201.00
Current Capital Outlay:Engine Defribrillators	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 Current Capital Outlay:Apparatus Bay Construction	105.00	
Current Capital Outlay:Apparatus Bay Construction	0.00 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	0.00	1,975.00
Due to Other - Issued by CCC		85,125.29
Due To Other Funds	118.00	00,120.20
Accounts Payable	43,578.98	
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
El Cerrito Service Contract Pay	1,614,821.34	
Wages & PR Taxes Payable	·,-··,··	6,585.09
Deferred Comp Payable	0.00	

30

Kensington Fire Protection District Trial Balance As of December 31, 2020

	Dec 31, 20	
	Debit	Credit
Deferred Inflow of Resources		6,911.0
El Cerrito Reconcilation Liab.		419,249.04
CalPERS Settlement Payable		28,562.50
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	18,156.26	
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		2,212,892.0
Fund Equity		1,385,272.1
Opening Bal Equity	0.00	
Property Taxes		4,469,616.4
Special Taxes		200,685.7
Lease Agreement		18,301.5
Interest Income		29,322.9
Staff:Wages	52,820.00	
Staff:Payroll Taxes	4,042.50	
Staff:Workers Compensation/Life Ins	384.68	
Staff:Payroll Processing	489.43	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	4,760.40	
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		838.0
OUTSIDE PROFESSIONAL SERVICES: EI Cerrito Contract Fee	1,614,821.34	
OUTSIDE PROFESSIONAL SERVICES: EI Cerrito Reconciliation(s)	154,471.66	
OUTSIDE PROFESSIONAL SERVICES: IT Services and Equipment	6,892.80	
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	35,053.03	
OUTSIDE PROFESSIONAL SERVICES:BHI/GM Recruitment	12,900.00	
OUTSIDE PROFESSIONAL SERVICES: Temporary Services	8,782.85	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	1,120.00	
COMMUNITY SERVICE ACTIVITIES: Public Education	3,090.00	
COMMUNITY SERVICE ACTIVITIES: DFSC Matching Grants	24,000.00	
DISTRICT ACTIVITIES: Office: Office Expense	791.58	
DISTRICT ACTIVITIES: Office: Office Supplies	82.36	
DISTRICT ACTIVITIES: Office: Telephone	7,190.64	
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	18,840.29	
DISTRICT ACTIVITIES: Building Maintenance: Gardening service	2,275.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	230.00	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	3,339.32	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	630.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	15,131.44	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	5,273.76	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	700.56	
TAL	21,393,176.72	21,393,176.72

ITEM 4.5



TO:	Board of Directors Kensington Fire Protection District
DATE:	December 31, 2020
RE:	Brown Act Violation Concern on Election of President
SUBMITTED BY:	Mary A. Morris-Mayorga, Interim General Manager

Recommended Action

For information only, no action is requested.

Background

In late November, I was alerted by Director Stein of her concern that there may be a potential Brown Act violation regarding the election of the President of the Board of Directors. An email had been sent to her by Director Nagel regarding his plan to run for President which he stated that he had already communicated to Director Padian. Director Stein responded to Director Nagel relaying her concern that this may be considered a Brown Act violation and did not engage in further communication related to the election of President.

The Brown Act prevents serial meetings or communications by a majority of the Board members to develop a consensus or decision on upcoming action:

Government Code Section 54952.2 (b) (1) A majority of the members of a legislative body shall not, outside a meeting authorized by this chapter, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

Due to the fact that Director Stein did not participate in the communication and also abstained from voting, there does not appear to be a violation in this case. In addition, the "mention" to Director Kosel of Director Nagel's idea of running months ago during the election process that was identified at the December Board meeting does not appear to have created a violation.

The District is committed to transparency and good governance; therefore, recognizes the critical nature of complying with the Brown Act. Both the Interim General Manager and new General Manager advise that as a best practice to avoid even the appearance that the District is violating the Brown Act, it is important not to engage in communications either in person or by email on District business. The District plans a refresher training for the Directors to ensure all are knowledgeable in the specifics of the Brown Act.

Fiscal Impact

There is no fiscal impact at this time.

ITEM 4.6

12/31/2020

Final Report of Status

Kensington Fire Protection District

Mary A. Morris-Mayorga, MBA

INTERIM GENERAL MANAGER

CONTENTS

Letter of Transmittal	1
Executive Summary	2
Expectations and Responsibilities of the Interim General Manager	2
Condition Assessment of the District Upon My Arrival	2
Electronic Files	2
Board of Directors Meetings	2
Budget	2
Performance of Tasks	3
Human Resources Documents	3
Financial Recording	3
Information Technology	3
Accomplishments/Milestones/Activity	3
Status of the District	4
Business Needs Assessment	5
Appendix	A 1-4

LETTER OF TRANSMITTAL

December 31, 2020

Board of Directors and General Manager:

As the final component of *Expectations and Responsibilities of the Interim General Manager*, I have provided the <u>Final Report of Status of the District</u>. The report reviews the status upon my arrival to the District, activities performed in my role as Interim General Manager, and the resulting status upon my departure. While the Executive Summary provides information intended to be useful at the Board level, the content of the full report will likely prove more useful to staff.

The District had already initiated improvements with more to be made and many have been completed or are in progress; however, there are additional improvements recommended as well as those that may be identified by the incoming General Manager. I have appreciated that the Board has been receptive to implementation of recommended improvements and policy changes, all of which have been aimed at following governmental recommended practices and increasing the efficiency of District workflow.

This report contains:

- Expectations and Responsibilities of the Interim General Manager Action Plan
- Condition Assessment of the District Upon Arrival
- Accomplishments/Milestones/Activity
- Status of the District

I have been honored to serve the District and its community in providing administration and thank you for your trust in me as well as support of many recommendations during much of the past year. The incoming General Manager brings many attributes to the District that will continue a solid future path. All District property and records have been properly stored in the Public Safety Building and/or in the District's shared drive which is contained on the District's desktop computer.

Sincerely,

no-Mayorga

Mary A. Morris-Mayorga, MBA

EXECUTIVE SUMMARY

Expectations and Responsibilities of the Interim General Manager

In May 2020, the Board of Directors established the *Expectations and Responsibilities of the Interim General Manager*. This document provided the policy direction for the Interim General Manager in approaching duties and projects. From that time until now, I have worked diligently to complete or, at the very least, make substantial progress on each. To keep the Board apprised of the plan, progress on, and percent complete, I reported my Action Plan Update each month (final attached). This document summarized the actions taken (Status/Milestones) and open items (Next Steps/Comments).

Condition Assessment of the District Upon My Arrival

When I arrived, the District was in transition from utilization of a consulting firm following departure of the previous District Manager. I immediately embarked on my initial assessment and noted the following conditions:

- Electronic Files
 - » While many files were stored electronically, they were not easily retrievable due to lack of organized folders/locations and/or identifiable names. This is of critical importance with changes in staff and the current remote environment.
 - » Resolutions were not scanned after receipt of the final signed version which creates difficulty in retrieval during times when office presence is not possible.
- Board of Directors Meetings
 - » Staff reports/memos in a standardized format were not regularly prepared for agenda items. Preparing these can assist with providing background for the Board and public.
 - There was no established and approved annual Board Calendar. While regular meetings are on the Second Wednesday of each month, an annual calendar allows the Board to assess whether a meeting for any given month may need to be changed at the beginning of the year. The calendar also provides the Board and staff with important dates at a glance (due dates for agenda items and supporting documents, meeting and event dates, holidays, etc.).
- Budget
 - » The annual budget process was not based upon established budget guidelines or documented pursuant to recommended practices. This should be developed and serves as the foundation for the budget and assists in communicating to the public.
 - » The annual budget was prepared strictly in worksheet format with no accompanying

narrative information which can assist in understanding sources and uses of revenues and variances in expenditures that may occur.

- Performance of Tasks
 - The majority of tasks had been completed by the previous District Manager with some consultant assistance under the former organizational model which does not allow the General Manager an appropriate level of leadership focus and is an inefficient use of the time of a highly paid executive. Lower-level tasks should be performed by technical level staff and/or consultants.
- Human Resources Documents
 - » Employee related forms including: new hire checklist and documents; job description(s); and salary range(s) were not established.
- Financial Recording
 - » Transactions processed by the County were replicated in the District's financial system. This creates a significant amount of duplication with the potential for error and is an inefficient process; summarized entries are recommended.
- Information Technology
 - » Access to the District's sole desktop computer is through Virtual Private Network (VPN) which, for the most part, works fine with one employee or user. With the addition of staff and resource consultants, it has been a challenge at times and may warrant consideration of updating.

Accomplishments/Milestones/Activity

Much of the General Manager's activity is accomplished on a routine basis and not necessary for purposes of reporting to the Board aside from difficulties encountered, etc. The following provides an overview of major accomplishments and/or activities:

- Regional Government Services (RGS) transition
- Budget Guiding Principles/Development Manual
- Comprehensive Budget Document (adopted)
- Updated authorizations and developed checklist for future
- Property Tax Billing coordination with County departments
- Kensington Police Protection and Community Services District lease extension
- Public Safety Building evaluation, discussions, initial timeline plan, CSDA financing option
- Policy updates: budget, payments, payroll, standards of conduct
- Staffing Plan
- Human Resources documentation
- Administrative Procedures Manual

- GASB 75 OPEB Valuation
- Annual Audit (February Board Meeting)
- Business Needs Assessment including recommendations
- Long-Term Financial Plan Policy (draft to GM)
- Public Records Act Request Templates
- CSDA Certificate of Transparency and District of Distinction filings (pending approval by CSDA)
- Streamline Engage Website update

Status of the District

As part of the transition from the Interim General Manager to the new General Manager, operational status updates have been provided. Those outstanding from the *Expectations* and *Responsibilities of the Interim General Manager* are included in the final Action Plan Update (attached).

BUSINESS NEEDS ASSESSMENT

Overview of Current Situation

Hardware/Software

- Desktop Computer Conference Room
- Laptop Executive Assistant/District Clerk
- Virtual Private Network (VPN) Access (Desktop Computer)
- Software Windows, MS Office, QuickBooks, Adobe Pro
- Telephone System voicemail
- Website Streamline
- Email Google G Suite

Administrative/Finance Processes

- Voicemail retrieval/response
- Email retrieval/response/retention
- Mail retrieval/processing/retention
- Invoice receipt/processing/payment
- County transmittal preparation/processing/submittal
- Recurring payment management
- Billing invoice preparation/recording/emailing
- Deposit receipt/processing/recording
- Property tax processing/submittal
- Financial transaction recording/reporting/reconciliation
- Annual Audit preparation/reconciliation/review
- Budget development/maintenance/monitoring/reporting
- External reporting
- Building maintenance contact/schedule providers

Gaps/Barriers/Deficiencies

- VPN access is limited to a single user which requires coordination and is not optimal
- One laptop may not be sufficient depending upon needs of General Manager and future finance position
- QuickBooks account structure is cumbersome for retrieval and reporting
- QuickBooks allows electronic uploading of invoices and related documents; however, this feature is not used
- Electronic payments require maintenance at the providers website or District online banking which takes additional time to manage
- Streamline Engage full features are not yet utilized
- Document sharing via email for review/edit purposes can be inefficient
- Some vendors still send invoices via mail which is not ideal in this remote

environment

- While many electronic enhancements have been made, more are available
- Financial transactions report from County requires duplicate entry into QuickBooks
- While building maintenance arises sporadically, it can be challenging to coordinate given time constraints, needs and deadlines

Recommendations

- Consider purchase of an additional desktop computer to allow multi-user access
- Consider purchase of an additional laptop if needed for user(s)
- Evaluate revising QuickBooks account structure based upon information retrieval and reporting needs
- Utilize QuickBooks for electronic uploading of invoices and related documents for ease of research and audit preparation
- Determine QuickBooks capability of creating an EFT file for bank upload to avoid duplication of entry
- Utilize Streamline Engage training to become familiar with all benefits
- Evaluate Google Docs or other document sharing option(s)
- Continue to work with vendors on electronic billing
- Evaluate additional electronic banking features/options
- While financial transaction entry from County is now being done on a summarized versus detail basis, explore additional options such as obtaining an upload file if available
- Consider exploring building maintenance outsourcing service providers to determine if cost effective

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

۵	Goals	% Complete		status/ Milestones	INC	ואפאר סופוסא כטווווופוונא
4	. Effect a complete, orderly, and prompt transition of services	100%	•	KFPD resumed: agenda, web		
	performed by the District's current administrative support			posting, noticing, administrative		
	contractor, including, but not limited to: conducting exit			roles		
	interviews, as needed, and ensuring the timely delivery from		•	RGS continuing finance, minutes		
	contractor of all District property and records.			until end of engagement		
			•	Collected District property/records		
			•	Received desk manual/procedures		
N	. Develop effective working relationships with the EI Cerrito City	80%	•	Bill Lindsay/KPPCSD-PSB, etc.	 Transi 	Transition to Bill
	Manager and Fire Chief, the General Manager and administrative	ongoing	•	Fire Chief-fee sched, contract, etc.	 Chiefs 	Chiefs-PSB Meeting
	staff of the Kensington Police Protection and Community Services		•	County Departments-Auditor,		
	District (KPPCSD), Supervisor Gioia, and County administrative			Assessor, Clerk, Information		
	staff as needed.			Technology, Public Works		
			•	KPOA KFPD/PSB Presentation		
			•	Conflict of Interest Code approved		
			•			
ω	. Prepare the budget for the FY 2020-21 Fiscal Year for the June	100%	•	Budget Guiding Principles		
	2020 board meeting, to include: analyzing the District's historic		•	Budget Development Manual		
	practices in developing annual budget; providing budget guideline		•	Draft budget/narrative		
	policy recommendations; drafting a procedure for initiating		•	Finance Committee presentations		
	annual budget development; liaising with the El Cerrito Fire Chief		•	Budget document printed/posted		
	Committee		•	Board presentation/approval		
			•	Final Budget adoption 9/2020		

Appendix

Page
N
q
4

		 Business Needs Assessment 			
		 VPN Option Evaluation 		ininastructure projects.	
		 Business needs outline-laptop 		completion of all current and recommended IT and office	
 Propose to Board of Directors 	•	 Email migration project closeout 	ongoing	information technology (IT) service provider to ensure the	
 IT Master Plan (in progress) 	•	 Discussion with Nerd Crossing 	80%	Serve as the primary administrative contact to the District's	7.
		Review contract for compliance			
		 Agreement abstract/summary 			
		 Contract services discussions 		the fire services contract between the District and El Cerrito.	
		 Review agreement/history 	ongoing	Cerrito in matters of oversight, management, and compliance for	
Transition to Bill		 Fire svc fee w/Finance Committee 	70%	Serve as the primary administrative contact to the City of El	<u>,</u> 0
		 Purchasing Procedure 			
		 Workflow improvements 			
	<u> </u>	 Recurring Payments Established 			
		 Policy 8 Amendment 			
		 IGM Authorization to Pay Bills 			
		 Policy 1150 Amendment 		usage.	
		 Policy 130 Amendment 		internal controls; and procedures for purchasing and credit card	
		 Accounting services agreement 		to internal procedures for managing and making payments;	
		 Evaluating electronic payments 		but not limited to: dratting and implementing updates as needed	
 Transition to Bill 	•	 Purchasing Procedure outline 	95%	Analyze District needs for payments of bills and claims, including,	ហ
		•			
		 Design Revision/Fire Chief 			
	ition	County Determination/presentation			
		 Project Decision Timeline 			
		 1st County Evaluation Meeting 			
		 Regular BOD Updates 		ומסווויניס וסי נווס וווס מסטמומווסווג מוומ סוסמוסג ממוווווווסממניסון	
	Ins	 Bill Lindsay-decision/project plans 		facilities for the fire department and District administration	
		 Special Meeting 6/3/2020 		Redoen for a potential reportion, and establishing temporary	
	m	 Cost allocations w/Finance Comm 		not limited to: negotiating a snort-term renewal of the current	
 Meeting-Chiefs/GMs 	•	 Reviewed project history 		potential renovation of the Public Safety Building, including, but	
 Transition to Bill 	•	 KPPCSD lease extension 	70%	Oversee, coordinate, and administer all activities related to a	<u>4</u>
			Complete		
Next Steps/Comments		Status/Milestones	%	SIE	Goals
		Plan for the Interim General Manager Status as of December 9, 2020	or the Inter as of Dece	Action Plan for the Interim Genera Status as of December 9, 20	
		Kensington Fire Protection District	ton Fire Pro	Kensing	

						18
G	Goals	% Complete		Status/Milestones		Next Steps/Comments
œ	Analyze District participation and needs regarding the District's	80%	•	OPEB Actuary Proposals	•	Select/recommend actuary
	California Employers' Retiree Benefit Trust (CERBT) Fund.		•	Complete CalPERS documents	•	Transition to Bill
	Prepare and implement a procedure for administration of legacy		•	Request 2019-2020 Disbursement		
	health benefits payments.		٠	OPEB Actuarial Valuation-Audit		
			•	Solicit additional proposals		
<u>o</u>	Assess and make recommendations on cost-saving opportunities	95%	•	Data gathering	٠	Final evaluation (in progress)
	and the possible outsourcing of some District administrative		٠	Conceptual plan in progress		
	functions or employment of additional staff or consultants as		•	Student Intern, Admin Assistant,		
	necessary.			Accounting services		
			•	Staffing Plan		
			٠	Recruitments-in progress		
			٠	Exec Assist/Clerk hired		
			•	Accountant hired (contract)		
10	10. Develop a Long-Term Financial Plan which ensures sustainability	80%	•	Policy in progress	٠	Finalize ten-year plan (in-progress)
	for providing District services, including but not limited		•	Initial plan reviewed w/Finance	٠	Complete proposed policy (in-
	to: drafting a long-term plan policy; forecasting revenue and			Committee		progress)
	expenditures, using relevant inflation factors or other information;		٠	Updated reserve projection for PSB	٠	Develop procedure for updates
	operations: and presenting plan to the Finance Committee then			funding	٠	Transition to Bill
	Board of Directors for approval.					
1	11. Establish a Records Management Policy and Records Retention	70%	•	Begin list of District records	•	Transition to Sasha
	Schedule in accordance with the California Public Records Act		•	PRA Request Templates	•	Incorporate missing components
	(PRA), Government Code Section 12236 and recommended		•	Evaluate current policy for updates	•	List of records by category
	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.					

Kensington Fire Protection District Action Plan for the Interim General Manager Status as of December 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
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.	%06	 Review application, list needs Working w/County on Conflict of Interest Policy update Updating website Submitted aplications for Transparency Certificate and District of Distinction 	 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%	 Action Plan to accompany report Condition assessment Policy Amendments Administrative support procedures 	 Administrative Manual (near completion)

ITEM 5

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	
	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.	
Computing and IT, remote access enabling work from home during the Covid-19 constraints.	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.	
	All transactions, including invoices and payments, conducted by postal mail and paper. Paper-based system and processes.	Email account established for Accounts Payable, enabling electronic submission of invoices from vendors. Electronic-based system and processes. Online banking access enabled in order to obtain	
Drocoss officionay and	All bank transactions took place in	statements electronically and make electronic payments	
Process efficiency and fiduciary improvements.	person at the branch or on paper. Banking.	whenever possible, according to policy. Proper banking resolutions and delegations of authority executed by the board confirming who has access to the bank account. Emergency access to bank account established for authorized personnel with MasterCard-Debit card.	
	Office space for staff.	Moved the KFPD Manager office out from Firefighter living quarters. New location is in progress.	
	Reporting to board.	General Manager now delivers regular reports on District Matters at monthly board meetings.	
Professionalizing the	Staff accountability to board.	Board formally sets goals and expectations set for General Manager; finance committee reviews timesheets.	
District.	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.	

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

Page 2|3



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

ITEM 7.1

KFPD BOARD OF DIRECTORS MEETING January 13, 2021 ITEM 7.1 KPPCSD BOARD OF DIRECTORS MEETING January 14, 2021 ITEM 8

JOINT STATUS REPORT ON PUBLIC SAFETY BUILDING RENOVATION AND CONSIDERATION TO INITIATE A JOINT REVIEW OF THE CURRENT CONCEPTUAL DESIGN BY MEMBERS OF THE KPPCSD AND KENSINGTON FIRE PROTECTION DISTRICT BOARDS

SUMMARY OF RECOMMENDATION

Receive a status report on the Public Safety Building renovation project, and consider directing staff to schedule a public meeting consisting of two members from each of the KPPCSD and KFPD boards to review the project.

BACKGROUND

A renovation or replacement of the KFPD Public Safety Building (PSB) has been a subject of consideration since 2016 when a seismic evaluation by Biggs Cardosa Associates Inc., Structural Engineers, determined that *"Because the building does not meet the latest seismic code requirements and due to its proximity to major earthquake faults there is the possibility that significant structural damage may occur with loss of life during a seismic event."* The report, dated 02/16/2016, recommended that *"the existing building be replaced or fully evaluated based on the requirements of the 2013 California Building Code by a registered Structural Engineer to determine the structural framing elements that are deficient"* and that *"a replaced structure would not only perform better during an earthquake but address many of the operational issues of the existing station."* It should be noted that the current 2019 CA building code is now two cycles beyond the 2013 version and has increased requirements for building life safety.

Subsequent studies of the PSB evaluated numerous options to remedy the safety and operational deficiencies of the building. In January, 2017, the architectural firm of RossDrulisCusenbery (RDC) presented a "Feasibility and Master Plan Final Report" which fully assessed the existing building, site, programmatic space requirements, civil infrastructure (BKF Engineers), structural (IDA Structural Engineers), and cost estimates (Mack5 Consultants) for the following:

1) Renovation (6K gsf at \$652psf = \$4M),

- 2) Replacement on site (14K gsf at \$579psf = \$8M), or
- 3) Building at a new location (19K gsf at \$595psf = \$11.5M).

In November, 2017, a geophysical investigation report by Advanced Geological Services on the existing PSB site stated that "No definitive fault indications were observed..." but suggested that "...there may be a geologic discontinuity...along the retaining wall between the back of the firehouse parking lot and the neighbor's yard." A further report by Rockridge Geotechnical in January 2018 stated that, "The location

of the suspected fault and resulting setbacks are expected to significantly limit the potential of extending the footprint of the proposed building to the eastern property line."

At a KFPD board meeting on 09/11/2019, RDC presented a summary of the thirteen schemes studied to date which referenced a "Conceptual Retrofit Design" that included an explanation of the Alquist-Priolo Earthquake Zone Act. The Act "...prohibits the location of developments and structures for human occupancy across the traces of active faults" and limits alterations or additions of existing buildings on such sites to 50% of the value of the structure. RDC's presentation detailed all the areas of both the Fire Department and the Police Department which are deficient and do not meet standards and practice codes for contemporary levels of service. The RDC recommendation, based on solving both the seismic vulnerability and the inadequate facilities for both departments, was to renovate the PSB for use by the Fire Department and to find safe and appropriate space for the Police Department elsewhere.

Before proceeding with this recommendation, the KPPCSD Board pursued the idea of having RDC develop a design that would house both the Fire and Police departments in the PSB, and the Board worked with the Fire District for permission to engage RDC to explore this possibility.

At its meeting of January 23, 2020, the KPPCSD Board, with the concurrence of the KFPD, approved an agreement with RDC in the amount of \$15,673 for their firm to develop a design for the renovation of the Public Safety Building that could accommodate space needs of both KFPD and the KPPCSD Police Department. It was understood that there was no guarantee that this work by RDC would result in a feasible design, but the Board majority felt that it was worthwhile to fund this additional work.

During the course of the work by RDC, several technical design issues arose that required additional analysis and meeting(s) with the Contra Costa County Building Official. These issues involved accessibility and seismic requirements for the renovated Public Safety Building, and were outside of the original scope of work contracted for by KPPCSD. To continue this architectural analysis, the KPPCSD provided additional funding for an Extra Service Request (ESR 001), with the cost of that ESR split evenly with the Fire District. The cost to each agency was approximately \$13,000.

On September 17, 2020, KPPCSD and KFPD staff received from the architect the draft conceptual plans for a new "Option D" for the renovated Public Safety Building. This conceptual plan incorporated an elevator and a wheelchair lift, and redesigned space on the ground floor to improve the layout of the Kensington Police Department based on prior comments from the department. The plan also incorporated an altered layout for the apparatus bays and support spaces. This conceptual design enclosed the outdoor deck area, and included modifications to meet accessibility codes.

Neither the Fire District nor the Police Department staff found design "Option D" to be completely acceptable, and both KPPCSD staff and Fire District staff participated in discussions with the architect to review their specific concerns associated with the conceptual design. At the November 11th, 2020, regular board meeting of the KFPD, the directors approved closing out RDC's ESR007, effectively pausing any further work in lieu of the concerns expressed.

CURRENT STATUS OF BUILDING DESIGN

Following several additional discussions independent of RDC in December 2020 that included the KPPCSD General Manager Bill Lindsay, KFPD General Manager Bill Hansell, Police Chief Walt Schuld, and Fire Chief Michael Pigoni, Mr. Hansell made revisions to the prior conceptual Option D plan (attached)

that attempted to address concerns by each of the chiefs. Both Chief Pigoni and Chief Schuld have prepared written comments reflecting the difficulties in developing a conceptual design that meets the facility requirements of both departments. These comments are attached to this report. The managers and chiefs briefly discussed alternatives that would solve the space constraints of renovating the existing building, but, at this juncture, staff believes that it is important to receive a policy review by board members from each of the agencies so that there is an understanding at the governance level of what facility needs can and cannot be addressed through renovation of the Public Safety Building within the existing building footprint. Specifically, the general managers believe that the boards should authorize staff to schedule a joint committee consisting of two members of each board to review the status of the project in detail. (It may be noted that each board previously appointed a committee that could serve this purpose.)

While the agenda, format and objectives need to be more fully developed, the concept for a joint committee or board meeting is as follows:

- The meeting would be a public meeting;
- No decisions would be made at the meeting; it would involve a workshop-style presentation and discussion by members of both Boards to gather information needed for future, separate decisionmaking by each of the respective Boards;
- The meeting would be jointly facilitated by the general managers from both agencies;
- The workshop would include a presentation by KFPD General Manager Hansell, and police and fire staff, that would provide information on issues that are common to both agencies:
 - Overview and history of the project;
 - Review of initial design objectives;
 - Current status, including conceptual designs;
 - Feasibility of pursuing joint occupancy in the PSB;
 - Alternatives to joint occupancy in the PSB (if applicable);
 - o Recommended process for closure on a final conceptual design;
 - Preliminary project schedule; and
 - Project budget estimate.

The above is meant only to be a tentative listing of topics to be addressed.

RECOMMENDATION

Receive a status report on the Public Safety Building renovation project, and consider directing staff to schedule a public meeting consisting of two members from each of the KPPCSD and KPFD boards to review the project.

FISCAL IMPACT

There is no significant additional fiscal impact associated with the recommended action described in this report.

ATTACHMENTS

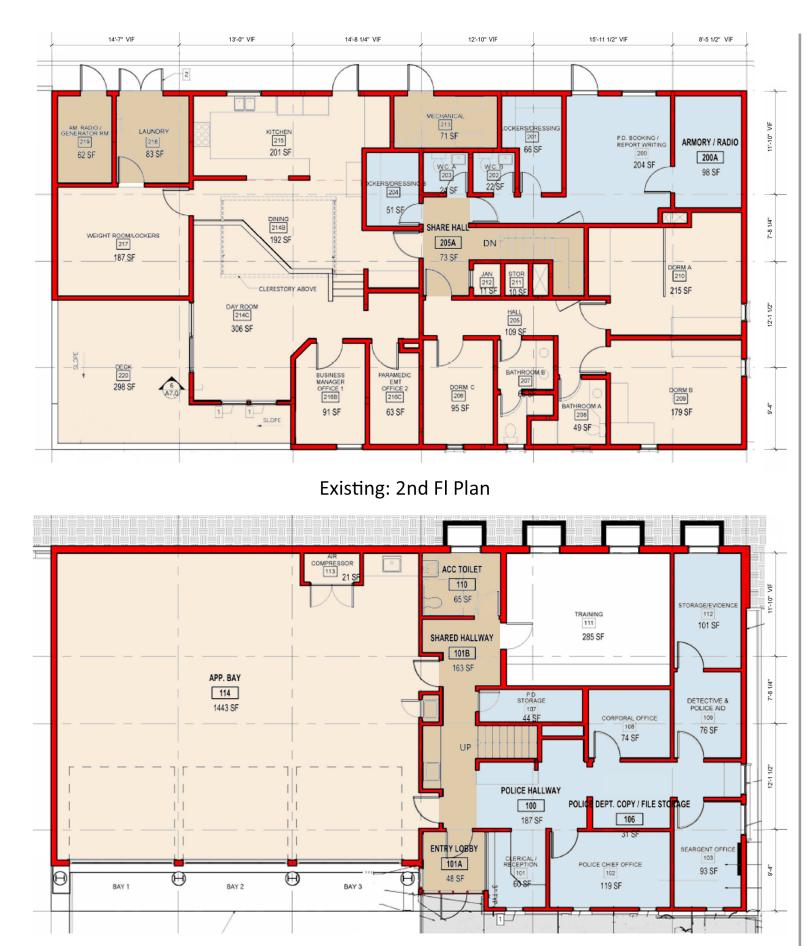
- Current analysis of the renovated Kensington Public Safety Building as prepared by KFPD General Manager Bill Hansell
- Memorandum from KFPD Fire Chief Pigoni Regarding Public Safety Building Design
- Memorandum from KPPCSD Police Chief Walter Schuld Regarding Public Safety Building Design

SUBMITTED BY:

Bill Lindsay Interim General Manager, KPPCSD

And

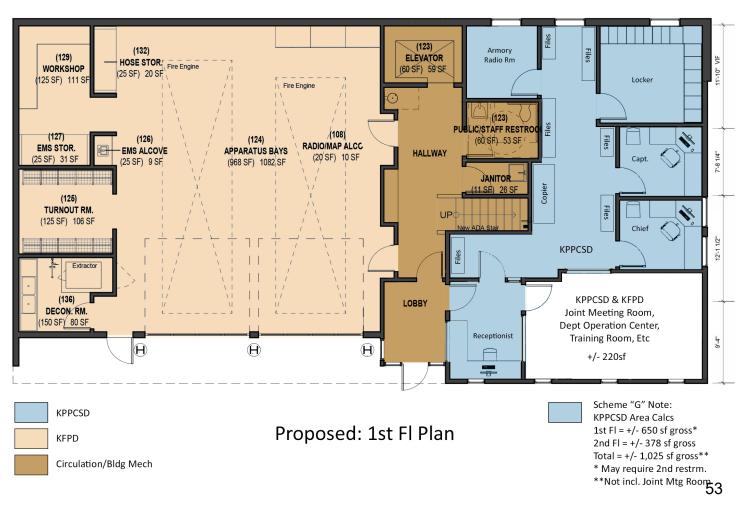
Bill Hansell General Manager, KFPD



Existing: 1st Fl Plan



Proposed: 2nd Fl Plan





Kensington Public Safety Building

Τ

01/08/202



EL CERRITO-KENSINGTON FIRE DEPARTMENT 10900 San Pablo Avenue • El Cerrito • CA • 94530 (510) 215-4450 • FAX (510) 232-4917 www.el-cerrito.org

DATE: January 7, 2021

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: Revision G Comments

Per your request after our meeting today regarding the Station remodel, I have updated my memo to you that was dated December 31, 2020. I have discussed the new layout represented in Revision G with the labor group as well as the management group to get more perspective views on the design. Below is a list of concerns, thoughts and wishes that were brought forward as well as ones of my own, many of which have already been shared.

- 1. **Conference Room:** The Public Safety building currently has a joint use conference room that is approximately 285 sq. ft. Revision G has a joint meeting room that is technically within the PD side of the room and is only 220 sq. ft. While this is smaller than the existing room, it can be made to work, but would need confirmation that there is no security concern with PD in that the public/vendors/others would be entering this space. The importance of a dedicated conference/meeting room needs to be a high priority for potential large scale emergencies, shift meetings and/or training. There is also the concern that this shared room would be used as part time office space by non-sworn police staff or other CSD personnel. *Preference is still for a dedicated office for Fire on the first floor as well as a larger shared conference room accessed directly from the public area that is set up for training and to serve as a an EOC and/or DOC.*
- 2. Apparatus Bay: Preference is to not lose the third apparatus bay. The spare bay provides room to reload hose packs, layout and inspect rescue equipment, work on projects, provide a training area for practicing with fire equipment, running positive pressure fans etc. without moving the apparatus outside. This space also provides area for growth if the District in the future wants to consider additional equipment to augment services. This could include a type 6 brush truck or a utility pickup, portable water tank trailer and pump with hose reels for pre-positioning during high fire danger, decontamination trailer, or an emergency equipment cache trailer with equipment similar to the CERT sheds that could be towed to neighborhoods in the event of a major event. *Preference is to leave hose/turnout racks where they are (which works fine) and look at modifying the work shop area to have the extractor towards the rear of the apparatus room.*
- **3. Kitchen:** It was pointed out that moving the kitchen to the current deck/patio area would create issues with using the outdoor barbeque grills that are located in the parking area just outside the kitchen window. This would require the firefighters to be moving back and forth between the kitchen and outside traversing the through the day room and stairs multiple times. Additionally, there appears to be a loss in storage area in the kitchen, mainly the pantry for each shift. *Due to the possible safety issue and disturbance to others, preference is to leave the kitchen in the current location with the revisions as laid out in Revision D.*
- 4. Bedrooms: The bedroom layout permits two beds and a workstation/desk in each one. While normally only one person uses each bedroom at a time, during high fire danger (Red Flag) when the Department increases staffing, personnel are forced to share rooms. In retrospect of this current pandemic, it is evident that larger bedrooms would provide better isolation when additional personnel are required. An alternative to larger

rooms would be a 4th dorm that not only assists for additional staffing, but in looking to the future, it would provide the option for the District to consider a 4th firefighter and provided the NFPA 1720 required staffing of 4 personnel on an engine. A fourth firefighter, commonly referred to as 4/0 staffing would provide for safer and more efficient operations at emergency scenes. *Preference is for a total of 4 dorms with two beds in each that provide a minimum of 6' between the beds and a work station in each one.*

- **5.** Captain's Office: The Captain's office is shown in what is currently the workout/electrical room. Three of the four walls have considerable amount of equipment including electrical panels, conduit, computer servers, phone system, etc. I would question if this infrastructure can be relocated easily. Additionally, attention needs to be made for insulating the walls to provide privacy when meeting/counseling personnel or other work that requires discretion. *Preference would be to increase the size of this room to allow to meet with the whole crew at one time and/or provide a dedicated larger office on the first floor*.
- 6. Crew Office Space: The work area/office off the day room for the engineer and firefighter is viewed as not optimal due to the potential distraction if someone else is in the day room. At a minimum, there should be a door installed and additional insulation with possible 6" walls to isolate outside distractions. *Preference would be to relocate the work spaces away from the day room*.
- 7. Workout Room: The relocated area for the workout room to the current kitchen area is not acceptable due to the size. This area is no larger than the current area being utilized (when including the area in the day room that is also used) and would actually have less floor space considering the walkway to access the parking lot cannot be used and must be kept clear. The other option discussed of using the current deck area is also not an acceptable location due to the noise distraction to the proposed Captains office and day room. This area is also smaller than currently being used when considering the area in the day room also being utilized for equipment. *Preference is to go back to Revision D design*.
- 8. Radios: While there is a location now for the dispatch printers by the doors to the apparatus on the first floor, there needs to be a location in the upstairs area to install the radios for both Richmond and Con Fire. The radios need to be located where they can be accessed easily. This will require something centrally located in the kitchen/dayroom area with countertop area for writing on next to them. Currently they are located adjacent to the kitchen on the counter under the historical cabinet and door to the stairwell. *Preference is to locate the radios on the second floor near the center workstation that is shown near the wheelchair lift for the upper day room*.
- **9. Historical Display/Museum:** Revision G does not have any area designed for the historical items that are currently on display above the radio cabinet. History is extremely important in the Fire Service as are displaying items from years gone by. *Preference is to provide an adequate display cabinet in the day room area.*
- **10. Restrooms:** I question the feasibility of only one restroom for PD and it is located on the first floor. There is no facility on the second floor. As currently designed, anyone in custody will need to be allowed to use the public restroom in the first floor hallway. This is a safety concern for Fire personnel and any public that is brought in. *Preference is that a secure restroom be provided for PD on the second floor to be more convenient for them and promote safety in the public areas.*
- **11. Parking:** Parking behind the Station has always been a problem and was made even worse years ago when the emergency generator was installed and took up more spaces. Currently Fire has two spaces against the wall and then nose into the garbage can storage area. Every other day when there is shift change, it requires personnel to play musical chairs with the cars to switch out positions. Most days one or two oncoming firefighters will park in front of the Station which has and continues to generate complaints from citizens.

(unknown why) Preference is to re-negotiate the contract with PD to provide one or two more parking spaces for Fire.

12. Ballistic Protection: At this point, the location of the PD's armory is not indicated and assumed it would be back on the second floor if Revision G is followed, but once located, there remains the same concern as today for protection from an accidental discharge with ballistic reinforcement added to the walls and/or ceiling depending on final location.

KENSINGTON POLICE DEPARTMENT 217 Arlington Ave Kensington, CA 94707-1401 (510) 526-4141



Walt Schuld Interim Chief of Police

DATE: January 7, 2021

TO: Bill Lindsay, Interim General Manager

FROM: Walt Schuld, Interim Chief of Police

SUBJECT: Public Safety Building

I have reviewed the latest proposal "Option G" for sharing space with the Fire Department in the Public Safety Building. There are concerns about the amount of space available to provide for a professional and efficient police department.

Our existing space consists of 1222 sq. ft. which is constricted but if needed we can make it work. Option G shows our gross square footage to be 1,025 sq. ft. We lose 200 sq. ft. of usable space. In addition, with the insertion of a mandatory computer room¹ of at least 110 sq. ft. we lose a total of 310 sq. ft. from an already confined space. The following are the deficiencies that we will have with Option G:

- 1. We are losing more space rather than gaining needed space.
- 2. We lose the office for the sergeants to do paperwork or conduct counseling sessions.
- 3. We lose dedicated workstations for the Police Services Assistant to run stats, purchase supplies, arrange for training, keep records, fill out reports for DOJ, etc.
- 4. We lose a dedicated workstation for the Detective and Traffic/Community Services officer. Both are on the computer for all our law enforcement software and responding to the community by email, phone and zoom meetings.
- 5. Nine employees will have to share three workstations.
- 6. We lose our evidence storage including temporary storage.
- 7. No room for growth for Reserves or Volunteers. Volunteers would have to be offsite.
- 8. No sink, small refrigerator, or cupboards. Officers will be required to keep non-perishable food items in their uniform lockers or eat out.
- 9. Live Scan machine will have to take the space of one of the file cabinets.
- 10. No separate locker room for females.
- 11. Only one public restroom (not very significant but we currently have a private restroom upstairs and a public restroom downstairs).

Some of the above deficient areas we can make do without but overall, I cannot recommend that the police department attempt to fit into a 1,025 sq. ft. space. The proposal actually deteriorates the conditions that is now available for the police department and certainly does not look toward future growth (volunteers, reserve officers, and cadets).

chule

Walt Schuld Interim Chief of Police

1 Department of Justice requirement to have a secure computer room. We are currently out of compliance.

ITEM 7.2



TO:	Board of Directors Kensington Fire Protection District
DATE:	January 7, 2021
RE:	Bank Resolution/Signature Update
SUBMITTED BY:	Mary A. Morris-Mayorga, Consultant

Recommended Action

This item does not require Board action, but simply administrative action in accordance with the previously adopted resolution.

Background

In March 2020 the Board of Directors adopted *Resolution No. 20-01 Designating Persons Authorized to Sign and Act on Matters Related to Mechanics Bank* which authorized submission of the Mechanics Bank *Association Banking Resolution*. The Mechanics Bank resolution includes name, title, and signature of the Finance Committee members and General Manager. Now that the District has a new General Manager this document needs to be updated to reflect that along with any change in members of the Finance Committee, if any.

The Mechanics Bank Association Banking Resolution requires wet signatures of each person listed. As a recommended practice and pursuant to the recommendation by Mechanics Bank this document should list the General Manager and all Board Members due to the fact that appointment to the Finance Committee may change at least annually. Listing all Directors will be a more efficient process for banking authorizations and provide for continuity as members of the committee change. This will remain compliant with District policies as the designated persons authorized will be those signing and acting on behalf of the District.

Staff will circulate the document to collect signatures along with completion of related administrative documents which are required, then return to the bank to complete the update.

Fiscal Impact

There is no fiscal impact at this time.

FURT	EL CERRITO-KENSINGTON FIRE DEPARTMENT 10900 San Pablo Avenue • El Cerrito • CA • 94530 (510) 215-4450 • FAX (510) 232-4917 www.el-cerrito.org
DATE:	January 3, 2021
то:	Bill Hansell: General Manager
FROM:	Michael Pigoni: Fire Chief

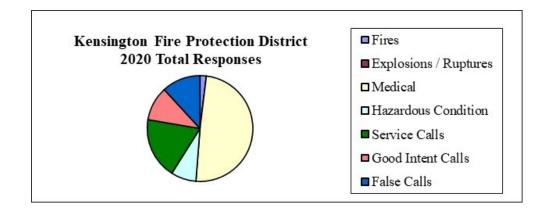
RE: Fire Chief's Report for the January 2020 Fire District Board Meeting

Run Reports

There were 36 calls for service that occurred during the month of December in the community of Kensington which is 7 more than the previous month. During this same time, Engine 165 responded to a total of 56 calls in all the El Cerrito/Kensington districts which was 5 more than last month. The "Incident Log" included in the Board packet will provide more details on the dates, times, locations, and incident types for these calls.

2020 Response Totals for the Community of Kensington

	<u>Call Type</u>		<u>Incident</u> <u>Count</u>	<u>Percentages</u>
1:	Fires	(Structure, Trash, Vehicles, Vegetation Fires)	7	1.93%
2:	Explosions / Ruptures	(Over Pressure/Ruptures, Explosions, Bombs	0	0.00%
3:	Medical	(EMS, Vehicle Accidents, Extrication Rescue)	179	49.31%
4:	Hazardous Condition	(Chemical Spills, Leaks, Down Power Lines)	28	7.71%
5:	Service Calls	(Distress, Water/Smoke/Odor Problems, Public Assists)	68	18.73%
6:	Good Intent Calls	(Cancelled En Route, Wrong Location)	38	10.47%
7:	False Calls	(Wrong Company/Unit Dispatched)	43	11.85%
	Totals		363	100.00%



ITEM 8

COVID-19 Vaccinations

The County Health Department has started giving vaccinations for the coronavirus to first responders. The Fire Department started on December 28th with the first round of the Moderna vaccine. The second round will start later in January allowing for the minimum 28 days waiting period between shots.

Holiday Appreciation Meals

On behalf of the El Cerrito – Kensington firefighters, I wanted to express our gratitude for the holiday meals that were provided by the Fire District and Board of Directors. This has been a long-standing tradition for many years and in the past was an opportunity for each shift to come together to share a meal and holiday spirit. This year presented a new challenge though as with the pandemic and restrictions, crews were not permitted to have a group meal. Arrangements were made through Los Moles and Macaroni Grill to make separate meals for each Station which were then delivered. While it was too late this year, Director Padian forwarded a great suggestion to arrange meals at the Inn Kensington. If the District budgets the holiday meal for next year, we will contact them as they are a great local business.

Toys for Tots



The Fire Department's annual tradition of collecting toys for the **Toys for Tots** program was once again a total success. The Fire Department delivered over 30 large boxes of toys to the program prior to Christmas and had another pickup load that were dropped off in the last few days leading up to the Holiday. **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.

Emergency Cell Phone Number

When calling from a cell phone, the number (925) 933-1313 is a direct line to the Contra Costa County Regional Fire Communication Center or more commonly known as Con Fire. This number is the equivalent of 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, or 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. <u>www.cwsalerts.com</u>





KENSINGTON FIRE PROTECTION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA Wednesday, January 13, 2021 7:00pm Via Zoom Teleconference

Agenda Item 10 – Supporting Material

Larry Nagel, President

PRESIDENT'S REPORT

After only six days as President, my report will be short. I am very optimistic about the future but I do see significant challenges ahead. My two top priorities for 2021 are:

- We must get Kensington prepared for a wildfire. I'm confident that, in cooperation with the Kensington Police Department, we can establish a workable evacuation plan and my goal is to have an evacuation drill with community members in early Spring. The meteorologists are predicting a dry winter and a dangerous fire season for 2021. We must be able to evacuate Kensington residents out of harm's way.
- I think we can make significant progress on finding safe and sufficient space for the Kensington Fire Department and the Kensington Police Department. I think this will require some out-of-the-box thinking and exploring options that have not yet been considered. With a bad wildfire season coming on and earthquakes an ever-present danger, we have to get moving on this.

As I say, I am optimistic that we can solve these problems. The district needs to work together as a team, and I'm confident we can do that.



KENSINGTON FIRE PROTECTION DISTRICT

REGULAR MEETING OF THE BOARD OF DIRECTORS AGENDA Wednesday, January 13, 2021 7:00pm Via Zoom Teleconference

Agenda Item 12 – Supporting Material

Larry Nagel, President

BOARD REPORTS

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

- a. Emergency Preparedness Committee (Padian/Nagel) (Supporting material)
- b. California Special Districts Association Representatives:
 - i. County (Nagel)

Contra Costa County Special Districts Association (CC SDA) Report Larry Nagel, CC SDA Representative

There have been three meetings of the Contra Costa Special Districts Association since I last had a chance to report: July 13, September 21, and November 16. As might be expected, all three meetings concentrated heavily on COVID-19 response and protocols.

July 13, 2020: - This was a joint meeting with the Alameda County Special District Association.

The first guest speaker was Deborah Allen, who is a Director of BART. Ms. Allen reported that BART has experienced a 65% decrease in ridership which is impacting their budget. BART is rebuilding the organization by bringing in a new General Manager and Executive Team. Internal process improvements are being implemented and a new Inspector General has been put in place.

The second guest speaker was State Senator Stephen Glazier, who explained that the current legislative focuses are bills affected by COVID-19, the housing crisis, and the threat of wildfires and their effects on utilities such as PG&E.

September 21, 2020

The guest speaker was Dr. Thomas Warne who is the Deputy Health Officer for Contra Costa County. Dr. Warne explained that the current number of OCVID-19 case was declining and that sheltering in place, masks, and hand washing were critical in flattening the curve. Dr. Warne explained the four shelter-in-place tiers:

- Purple: widespread number of cases seven per 100,000 or more that 8% positivity
- Red- substantial four per 100,000 or anything more thatn 5% positivity
- Orange moderate

• Yellow - minimal

Dr. Warne also explained the Contra Costa County testing program (250 tests per day) and stated that the Pandemic may last until the end of next year.

November 16, 2020

The first guest speaker was Lynn Mackey, who is the Superintendent of Schools for the Contra Costa Office of Education. Ms. Mackey reported on Education in the COVID world and described how Contra Costa Schools are dealing with distance learning, hybrid programs, and predicted that schools probably wouldn't be back to "normal" until Fall, 2021.

The second guest speaker was Emily Barnett, who is the Communications & Intergovernmental Relations Manager for the Central Contra Costa Sanitary District. Ms. Barrett's spoke about effective socially distanced public outreach concepts for Special Districts.

The next CSDA Meeting will be held virtually on January 18,2020

ii. State Professional Development and Membership Services Committees (Kosel)