

Offices”, 03/25/2021), but no action items could be slated for this meeting. At its April 14, 2021 meeting, the KFPD Board approved a motion to *“Direct the General Manager to proceed with the development of a renovation strategy for the Public Safety Building to meet the current and future needs of the KFPD staff and services per concept diagrams presented in November 2019 for full Fire Department occupancy, re: attached documents. The approval will include directing the General Manager to obtain consultant proposals, as needed, for project design, engineering, cost estimating, scheduling, etc. in order to propose future budget amendments to fund and proceed with the full scope of work. Further to direct the GM to continue discussions with the GM of the KPPCSD to determine what constructive arrangements can be made for external housing of the Police Dept. and possibly some additional Fire Dept. facilities.”*

2b. Is there a plan showing that both Police and Fire can occupy a renovated PSB?

In November 2019, the KFPD Board considered the architect’s recommendation for a Fire Department-only plan because joint occupancy was presented as unfeasible. Subsequently, the KPPCSD with the consent of the KFPD asked the architect to make another attempt to accommodate both departments and to see if accessibility requirements could be avoided. Options considered over the course of 2020 did not result in any approved plans. Both General Managers and Chiefs attempted further alternatives in December and outlined the space deficiencies in their January joint report (see [Reference Link A.](#)) The building code requirements triggered by the work were confirmed as unavoidable, and other Fire and Police operations standards were not met by the joint-occupancy plans. None of the plans included space for the administrative staff of either the KFPD or the KPPCSD. For reference, in August and September of 2019, the KFPD Interim General Manager proposed external rental options of up to 1,200sf for administrative offices, a copier workspace, and a conference room. This space need is in addition to other deficiencies described in the Fire Chief’s January 2021 report. The March 2021 KPPCSD report listed “Insufficient space in PSB to co-locate administrative support staff with KPD” as a deficiency (see [Reference Link B:](#) “KPPCSD Preliminary Needs Assessment & Financial Analysis”.) As a general practice, noted by our Chiefs, separating staff and management is operationally inefficient and both General Managers have noted this problem with all the joint-occupancy space plans.

2c. What requirements prevent Police and Fire from both occupying a renovated PSB?

Numerous contemporary requirements of both Departments have increased the needed square footage beyond what the renovated building can provide. In the architect’s public presentation of June 6, 2017, a comparison chart showed the existing versus optimal space requirements of each department. The existing Fire Department area is 3,202sf while the optimal area is 5,955sf (essentially, the size of the entire existing building!). The existing Police Department area is 1,269sf whereas the optimal area is 2,488sf. In total, the existing area is 5,948sf whereas the optimal area is 9,933sf. Even with a reasonable reduction to the optimal total, combined with the new building code demands, there is not enough space. More detailed requirements outlined by the Chiefs are described in [Reference Link A](#) and [Reference Link C](#). The specific space requirements of the Police Department are detailed in the presentations at two KPPCSD board meetings, re: [Reference Link B](#) and [Reference Link D:](#) “KPPCSD Potential Impact of Future Renovation on KPD”. Accommodating both departments in the renovated PSB would require substantial additional space but that is not possible on this site due to the Alquist-Priolo Act restrictions.

2d. How much more space do both departments need than is available in a renovated PSB?

Based on the information referenced in 2c, above, the “optimal” total additional space needed is approximately 4,000sf. Depending on efficiencies, a minimum of 2,000sf may be sufficient. This additional space would need to be supplied by an external commercial rental or within another renovated or new building. Note that in addition to the challenges of finding a new building site described in item 1f, above, the planning approval process for a new location can add many months (or years) to potential occupancy, if approved at all.

2e. Did the KFPD vote to evict the Police Department from the Public Safety Building?

No. As described in 2a, above, the Board directed the General Manager to work with the KPCCSD GM to find a constructive arrangement for housing the Police Department, re: [Reference Link E](#). In the same meeting, they moved to “*Appoint the General Manager to be Lead Negotiator for lease discussions/negotiations so that subsequent proposals may be brought to the Board and scheduled appropriately for review and modification/approval.*” The KFPD General Manager has followed up with a request to collaborate on suitable options and noted the possibility of financial assistance depending upon the nature of the specific proposals. The GM’s request stated, “*It is clear that no matter what the final configuration of the facilities are, there will be a period of construction during which both agencies will have to move out. My current assumption is that will be around the first quarter of 2022. If approved by our board, construction will probably last the better part of 12 months depending on the final design scope. While there is limited time to investigate, discuss, and negotiate alternatives, it will surely fly by. Planning, permitting, and construction of the interim space itself will have to conclude prior to the move. Therefore, time is of the essence.*” (re: [Reference Link F](#)) The GM also noted that construction costs are rapidly escalating and the rental market will most likely follow suit, especially given the small number of options in Kensington. The KFPD Board has accepted the space needs documented by the Chiefs and GMs. It is not practical or possible to accommodate both Departments legally in a building that not only cannot be expanded, but whose footprint will be smaller after the seismic renovations and required code upgrades. As described in item 1f, above, the Fire Department does not have another location option given response times for emergencies.

2f. Do both Police and Fire need to be in the same building?

“*In the United States, it is uncommon for Fire and Police to be co-located in the same facility. For example, out of approximately 18,000 police departments in the United States, less than 150 have consolidated services under one roof.*” (re: [Reference Link B](#)) That’s less than 1%. Joint use facilities are problematic because the Police Dept is an office space while the Fire Dept is both a workplace and a residence (thus, the term “Firehouse”). Office use and residential use have different patterns and requirements for working and living. For emergency services in the midst of a crisis, it is better to have two locations rather than one overcrowded, vulnerable building. Separate facilities would provide enough space for an “Emergency Operations Center,” which joint-occupancy would not provide. “The current co-location hinders comprehensive preparedness for the next pandemic and/or public health emergency” and the advantage of separate facilities is “to mitigate the potential of irreparable damage to both police and fire facilities and apparatus/vehicles at the same time during a local/regional public health and safety emergency.” (re: [Reference Link B](#))

2g. Will there be absolutely no room available for the Police in a renovated PSB?

During the December 2020 review of joint-occupancy, the GMs and Chiefs discussed whether some minimal presence by the Police Department would be helpful. The Police Chief stated that would not make sense because it is better that all the staff be together. *“Both Chief Pigoni and Chief Schuld prepared written comments reflecting the difficulties in developing a conceptual design that meets the facility requirements of both departments.”* (re: [Reference Link B](#)) Both administrations agreed that separate facilities make more sense given the existing building constraints.

2h. Are the KFPD and KPPCSD cooperating on a solution?

The GMs and Chiefs have been working collaboratively and expressed agreement in the January and March reports in their recommendation that additional square footage is needed. The KFPD motion on April 11, 2021 to move forward with planning of the Fire Department occupancy while concurrently offering assistance to the Police Department to find additional space over the interim design/engineering/permitting period during the next 12 months is awaiting engagement by the KPPCSD Board. (re: [Reference Link F](#))

3. Current Options and Potential Solutions

3a. Would the staff of both departments prefer separate spaces?

Yes, for all the reasons stated above and in the interest of providing the highest level of service.

3b. Are there options for housing the Police?

In the interest of presenting options to the both Boards, the General Managers and Chiefs have listed possible options. KFPD Board Directors and the General Manager have expressed possible financial assistance to the KPPCSD should that be a primary obstacle in finding a solution, but nothing specific has yet been proposed or voted on. (re: [Reference Link F](#)) One specific option is commercial rental space at 303 Arlington Ave, next to Ace Hardware, which would provide up to 2,656 sq ft. ([Reference Link B](#)) Both administrations toured the spaces and agree it would be suitable for their needs. Seismic inspection before any negotiation would be mandatory. A long-term lease with a rent increase cap has been discussed with the owner and the cost appears to be below market-rate. Seven dedicated parking lot spaces would be included, which is very hard to find anywhere else. The space is move-in ready but minor renovations such as security requirements or additional partitions could easily be implemented through an over-the-counter tenant improvement (interior) permit. There may be other options but this one is available now and may not be later. Consideration of this or other options is for the KPPCSD to decide. No matter what the final configuration of the renovated PSB, both the Fire and Police Departments will have to move out for +/- 12 months, so the 303 Arlington Ave rental may be the best choice during construction even if it is not a long-term solution.

3c. Can a typical commercial office rental be adapted for Police use?

Yes. The ability to use a space depends on its *“Occupancy Classification”* as defined by the 2019 CA Building Code. Occupancy falls into several categories (re: <https://up.codes/viewer/california/ibc-2018/chapter/3/occupancy-classification-and-use#3>). The Police Department’s use falls under Group B (Business) which is simply generic office space.

The Police Chief confirmed that the Department does not have a “jail” nor any other special holding facilities, so the more restrictive uses such as Group I (Institutional) or H (Hazardous) do not apply. There is nothing different than what you would find in any other office space, with the possible exception of a higher quality security door for the DOJ server closet and the evidence room. The 303 Arlington Ave rental space, for example, is perfectly suited for police occupancy. The current Police offices in the existing PSB are no different in character than what is available in the office rental market.

3d. Can Kensington afford this?

Increasing regulations, safety liabilities, and changing operational needs trigger increased space demands. Although Kensington’s boundaries are not expanding, the Fire Service and Police Service requirements are. For example, today’s wildfire protection requires different equipment and facilities than past fire departments needed. Police standards continue to evolve as well. At present the “square foot per person” total for employees in the PSB is substantially below normal, let alone below best practices (re: [Reference Link B](#) and [Reference Link C](#)). Adequate quarters are needed to maintain quality personnel and services. Financially, the KFPD has built reserve funds for years specifically targeted for apparatus and building improvements. The PSB renovation will be funded with these reserves. With regards to the KPPCSD, the Police Department pays \$3,050 per month plus utilities to support its share of the building. In an April 1, 2021 letter to the KPPCSD, the lease rate history was reviewed and, in accordance with past agreements, a lease to remain in an improved building would range from \$8,026/mo to \$9,617/mo. (Equivalent to \$4.93/sf to \$5.91/sf.) The amount would reflect the KPPCSD’s share of the estimated construction cost. Comparatively, the 303 Arlington Ave rental space would cost \$5,300/mo or \$2.49/sf. Online research and prior comps for rental space range from \$2.75/sf to \$3.75/sf. The potential below market rate for 303 Arlington Ave would be 70% higher than the existing PSB lease but would provide 220% more space. As noted above, the KFPD has extended an offer to find ways to assist financially. For example, a lease space might be shared in order to facilitate partial funding by the KFPD (re: [Reference Link F](#).)

3e. Will separate locations cost taxpayers additional money?

Based on preliminary analyses and KFPD’s prudent reserve funds, the Fire Department’s administration sees no need for a bond measure nor increased special taxes. Lease options such as 303 Arlington Ave provide a possible solution that would not substantially alter budget planning. Building costs are long-term expenses, typically amortized over an expected 50-year life-cycle, although they often are used for much longer, as the current PSB shows. It is for the KPPCSD Board to determine the Police Department’s options and associated budget impact. Continuing to postpone action, though, will result in inflated costs later and even more money, if not lives, should the existing building suffer damage from a quake in the interim.

3f. Will renting office space trigger the same accessibility code as the PSB renovation?

No. The accessibility requirements for the PSB project will be triggered by the extensive scope of the seismic work, which is one of the drivers of the project along with increased space needs. The cost of the seismic work alone far exceeds the maximum “Valuation Threshold”, under which a building only needs limited upgrades. The Valuation Threshold increases every year and it is currently \$172,418. For a simple tenant improvement project with just interior alterations and no building expansion, such as what 303 Arlington Ave would involve, there are no building accessibility triggers. The only requirement would be for an additional 20% to be spent on any accessibility upgrades that are most easily achievable. Given the near move-in

ready state of that rental space, it does not appear that the TI work would exceed the Threshold. If more extensive renovations were desired, that might not be the case, but it should be noted that the total 2,656sf consists of three separate rental suites, so it is likely that three separate TI permits could be obtained, each with its own Valuation Threshold, for a total limit of \$517,214 which appears to far exceed what is minimally needed for occupancy.

3g. How much money has been spent on the analysis and design options to date?

Since the beginning of 2016, KFPD alone has spent approximately \$325,000 on design and engineering consultants, plus staff time, in an effort to thoroughly review the options. Management does not believe additional expenditure nor time will result in different recommendations to proceed than have been approved by the Board of Directors.

3h. Would more joint meetings of the Police and Fire Boards help?

The joint board meeting on March 25, 2021 presented a unified analysis by both management teams that indicated that more space is needed and joint-occupancy plans do not work. Whereas the meeting was helpful to share analysis and opinions simultaneously between the Boards and to the public, rather than in separate meetings, there was no agreed-upon direction to staff at the end of the meeting, because the agenda for the meeting explicitly excluded action items by either Board; it was for information and discussion. In fact, a request to look again at joint-occupancy by some KPPCSD directors was not approved by the KFPD Board. The subsequent action by the KFPD Board on April 14, 2021, as described in item 2e above, confirmed that the KFPD would like to move forward in finding additional space for the KPD, based on all the relevant data. Given that progress now needs to be made on a weekly, not monthly, basis, and that lease or other financial negotiations require a lot of back-and-forth consultations with legal counsel, it is best for subsequent work to be between the two administrations. Of course, any proposals that need to be approved will be vetted publicly in board meetings. There may be occasions for additional joint board meetings where simultaneous presentations and discussions are the best method to proceed. Separate actions by each board will still be required, though, on final motions because each board has its own purview, responsibilities, and budget to attend to.

3i. Where can I access all of the background information on the PSB?

It is posted on the KFPD's website here: <https://www.kensingtonfire.org/public-safety-building>

3j. What are the next steps?

The KFPD staff is proceeding with RFPs for design and engineering services based on the Board's approval and the fact that the "core-and-shell" of the building, i.e. the exterior wall and load-bearing components of the building, can proceed with design no matter what the final arrangement of the interior spaces. That process will take at least six months and be followed by permit review and public bidding for a total "pre-construction" period of at least 12 months. During that time, the General Manager will pursue other economical lease options for both interim space and additional rental locations to solve the larger space needs. The latter depends on the awaited engagement by the KPPCSD Board and what they eventually decide works best for Police services. As described above, it may be beneficial for the Fire Department to have other short-term or long-term external lease space that simultaneously benefits the Police Department. Those options will depend upon the specific approvals for the Boards to consider and, most likely, supplemental long-term financial analysis. Updates on PSB Renovation Project progress will be a regular item in the coming months in order to keep the public informed.



KENSINGTON FIRE PROTECTION DISTRICT

Item 4b

DATE: May 12, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 4b**
Lease Negotiations and Options – Progress Update

SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Accept Report. Discuss and Direct Staff as needed.

Background

Following the KFPD Board's directions in the April 14, 2021 meeting, I spoke with the KPPCSD General Manager to confirm my interest in discussing the space needs of the Police Department. Based on what was stated at the April 8, 2021 KPPCSD Board meeting, I anticipated that the KPPCSD would hold a special meeting to appoint General Manager Marti Brown to be lead negotiator, which would then allow us to proceed appropriately. Unfortunately, that meeting never materialized so I have no progress to report.

Unable to confer on suggested space solutions I presented to you in April, I sent the attached letter to KPPCSD Board President Hacaj on May 6, 2021 to confirm the request to meet. I am hopeful that actions will be taken at the KPPCSD Board meeting on May 13, 2021 that will allow us to move forward.

Fiscal Impact

Not determined at this time.

33 of 65



Kensington Fire Protection District

Board of Directors
President Larry Nagel
Vice President Kevin Padian
Don Dommer
Janice Kosel
Julie Stein

Date: May 6, 2021

To: President Sylvia Hacaj
KPPCSD
shacaj@kppcsd.org

From: Bill Hansell, General Manager
Kensington Fire Protection District
217 Arlington Ave
Kensington CA 94707
Email: bhansell@kensingtonfire.org

Re: Request for Facility Discussions to Start

Dear President Hacaj,

I am following up on the approved motion by the KFPD Board of Directors in our April 14, 2021 meeting regarding Lease Negotiations and Options. As you know, I was appointed lead negotiator so that subsequent proposals may be brought to the KFPD Board. The recommendation noted the intent is *“to negotiate the KPPCSD lease-end transition in a manner that best supports the continuing needs of the public services provided by both the Fire and Police Departments to the residents of Kensington.”*

It also explained the lease history with the KPPCSD, referenced renovation estimates including “Temporary Facility” costs, and identified current lease options at 303 Arlington Ave. It assumed there are other options and alternatives to investigate during facility planning phases over the coming months.

It was stated at this meeting, and referenced previously by board directors and myself, that some form(s) of financial assistance should be explored and I want to emphasize that point again. My introduction to the recommendations stated:

- *Proposing rental options to accommodate the Police Department with the support of the KFPD.*
- *Negotiating on KFPD leasing, sub-leasing, for both short-term or long-term space required by KFPD and/or KPPCSD to benefit the whole community.*

I believe the form and extent of financial support to be completely dependent upon the nature of the specific facility options, so it is difficult to provide more detailed proposals in a vacuum. Since our board meeting, I have been unable to engage further on any possibilities as the KPPCSD has not designated or empowered a counterpart I can talk to. Therefore, I am writing to you to repeat the sincere offer to work on this problem jointly and to ask who your representative will be.



Kensington Fire Protection District

As an example of the anticipated negotiations, I will note a significant point about KFPD space needs that has been stated but repeatedly disregarded in the recent public discussions: The PSB has not had space for our administrative offices since 2019 and none of the joint occupancy plans investigated last year provided for that space. In our August 27, 2019 Finance Committee meeting and September 9, 2019 Board Meeting, the prior Interim General Manager presented memos describing possible lease options to fill that need. At the time, the available rental spaces considered ranged up to 1,200sf in order to fit “three workstations, copier/workspace, a conference/meeting room for seven or eight, and convenient location in close proximity to the PSB.” Our need for that square footage is in addition to the deficient square footage problems described in both the January and March staff reports. As I stated last month, this is not a problem of a “couple hundred square feet”. KFPD needs more space and there are many ways that can be accomplished, all of which should be considered as part of the negotiations and which may facilitate financial aid mechanisms for the greater good of both agencies.

It is clear that no matter what the final configuration of the facilities are, there will be a period of construction during which both agencies will have to move out. My current assumption is that will be around the first quarter of 2022. If approved by our board, construction will probably last the better part of 12 months depending on the final design scope. While there is limited time to investigate, discuss, and negotiate alternatives, it will surely fly by. Planning, permitting, and construction of the interim space itself will have to conclude prior to the move. Therefore, time is of the essence.

One additional note, construction costs have escalated more dramatically in the last six months than I have ever experienced during my 30 years in the industry. A recent public project for my local CSD received five bids all within 10% of each other that were 3.5x the estimated cost of the project when it was initially planned four years ago. The backlog of materials, labor shortages, and escalating prevailing wage pricing is not expected to change. We will soon face related issues with the rental market regardless of whether the intention is to rent short-term or long-term, so all the more reason to consider options as expeditiously as possible.

I look forward to hearing from you and moving the dialogue forward.

Sincerely,

A handwritten signature in black ink that reads "Bill Hansell". The signature is written in a cursive, flowing style.

Bill Hansell
General Manager

Cc: KPPCSD GM Marti Brown

El Cerrito / Kensington Community Warning System Test & Emergency Preparedness Survey Results

Pre-Test Promotion:

The test was publicly announced April 14 and promotion was primarily done online consisting of social media postings (Nextdoor, Facebook), email via neighborhood lists (ex. EC Firesafe, individual CERT Area Coordinator's email lists, DCNA) and an EC/K CERT Constant Contact email.

Results: In the month of April, there were **186** new CWS Sign Ups in El Cerrito and **66** in Kensington.

Test Structure: CWS Test notifications were sent to all registered residents of El Cerrito and Kensington in 3 Phases. Each Phase consisted of cell phone calls, reverse 911 (landlines), and texts and emails sent to registered residents in designated evacuation zones.

~ 0800 hrs

Alert zones:

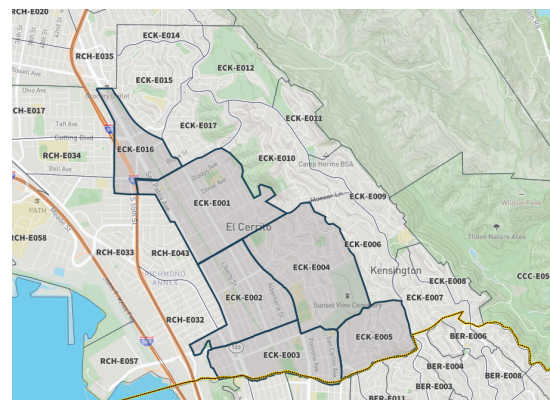
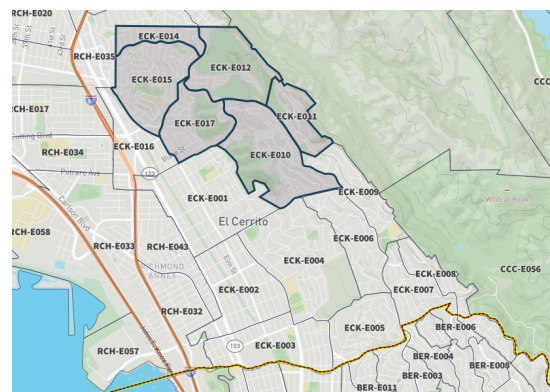
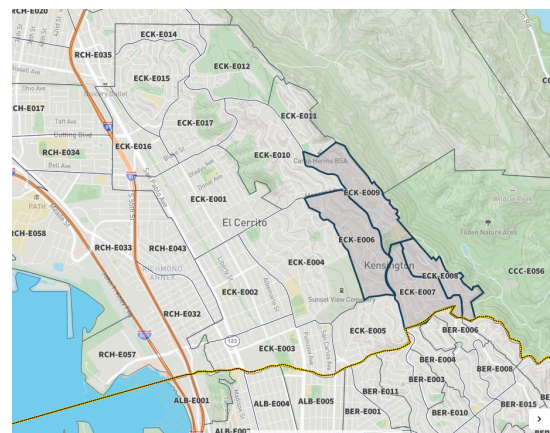
- XCC-ECK-006
- XCC-ECK-007
- XCC-ECK-008
- XCC-ECK-009

~ 0805 hrs

- XCC-ECK-010
- XCC-ECK-011
- XCC-ECK-012
- XCC-ECK-014
- XCC-ECK-015
- XCC-ECK-017

~ 0810 hrs

- XCC-ECK-001
- XCC-ECK-002
- XCC-ECK-003
- XCC-ECK-004
- XCC-ECK-005
- XCC-ECK-016



El Cerrito / Kensington Community Warning System Test & Emergency Preparedness Survey Results

CWS Notification Results:

- 85% success rate in phone calls for residents who were registered for the Community Warning System.
- 76% success rate in reverse-911 phone calls (landlines, no registration)
- 99% success rate in emails delivered.
- 98% success rate in text messages delivered.

- Total accounts that were targeted: 11,833
- Total calls that went out: 15,933
- Total Emails: 8432
- Total Text Messages: 7932

Analysis:

Reverse-911 (landlines) continue to be the least reliable and that is why we ask residents to register their cell phones and other devices. A few reasons why the landline could have failed:

- the system reached an answering machine that asked to press 1
- the phone number is no longer a working number
- the phone number exists but no phone is connected to receive the call.

A few reasons why registered cell phone numbers could have failed:

- Blocked Number
- Out of service area
- Cell phone was off

Additional checking of the phone call success rate (85%) by the CWS office showed that most received the alert via another method (text/email)

Overall, the majority of the registered residents received the alert one way or another, and it is best to sign up for more than one method of notification.

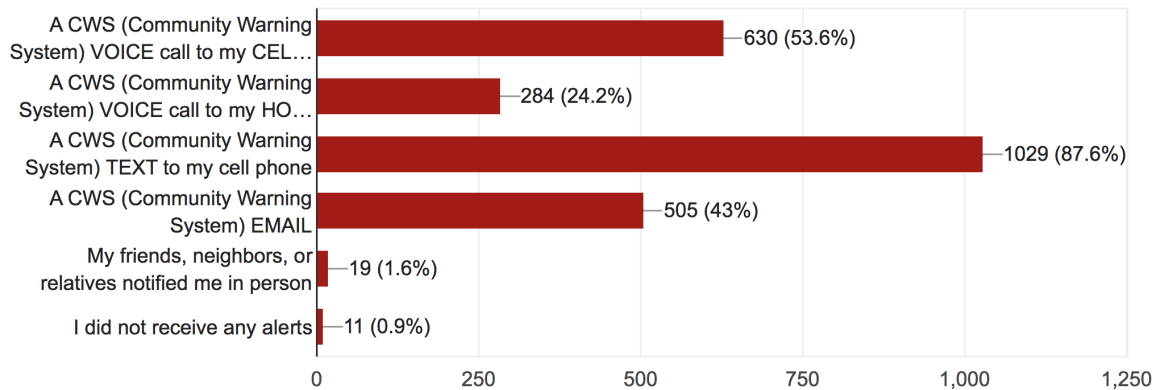
Note: During a real emergency the CWS office would also use IPAWS and social media.

El Cerrito / Kensington Community Warning System Test & Emergency Preparedness Survey Results

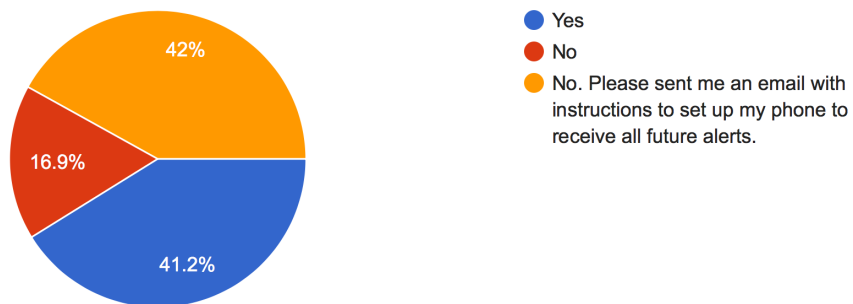
A Google Form Survey was embedded in the test notification. Survey participation was limited to text/email recipients since it required a clickable link. There were 1196 responses to the survey, so 10% of the total number of accounts targeted in the test.

The survey was entirely optional. Respondents could remain anonymous and none of the questions were required to submit a response. Of the 1196 survey participants the majority (87%) shared addresses allowing the data to be mapped.

How did you receive the Community Warning System Test Alert? (check all that apply):
1,175 responses



Do you have the CWS number ("925-655-0195") added to your cell phone so that alerts will ring through when your phone is set to "Do Not Disturb"?
1,156 responses



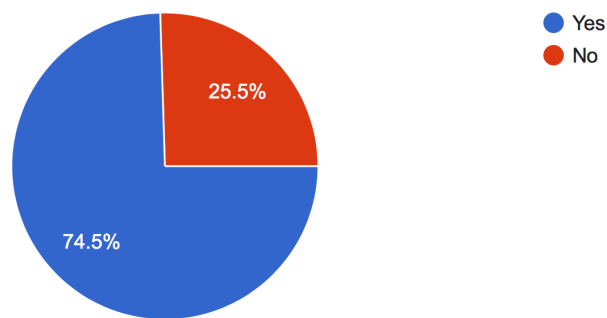
The CWS office is following up directly with residents. This question highlights the issue and should continue to be an important additional step in future CWS sign-up campaigns.

El Cerrito / Kensington Community Warning System Test & Emergency Preparedness Survey Results

The test was promoted for two weeks. The survey was promoted via social media for 24 hours AFTER the notifications were sent, which may explain why survey response numbers don't line up exactly with the new sign up numbers from CWS above. The larger take away: Promoted CWS tests drive increased registration.

Were you registered with the Contra Costa County Community Warning System BEFORE you heard about the El Cerrito/Kensington CWS Test?

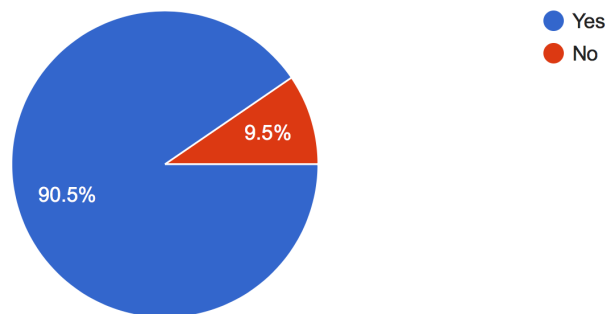
1,122 responses



Mutual aid (Neighbors helping neighbors) is critical in any disaster.

During an actual evacuation would you be willing/able to check on your neighbors before leaving in your vehicle?

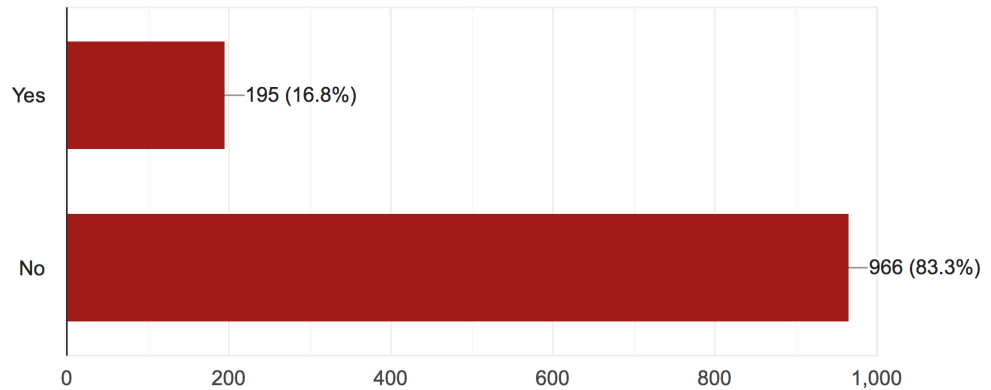
1,153 responses



El Cerrito / Kensington Community Warning System Test & Emergency Preparedness Survey Results

During an actual evacuation do you have any condition or situation which make you likely to NEED ADDITIONAL TIME OR ASSISTANCE before leaving in your vehicle?

1,160 responses

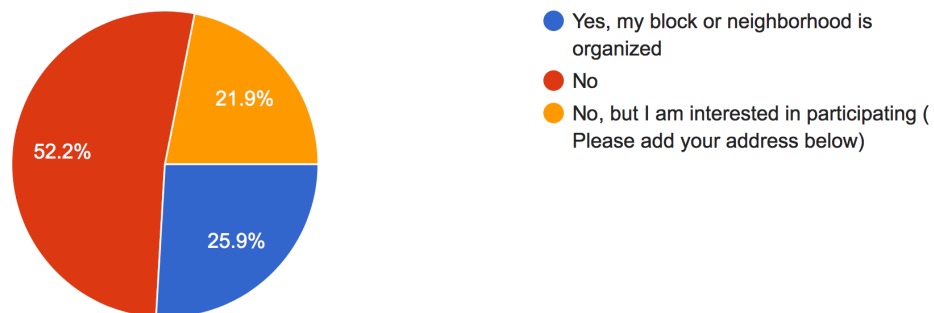


If you are one of the 195 who answered “Yes”

1. No assistance is being offered. There is no such thing as additional time in the event of an evacuation order.
2. It is YOUR responsibility to MAKE A PLAN to get yourself to safety in the even of an evacuation. Start planning now if you haven’t already. See above, and talk to your neighbors if you need assistance.
3. In the event that an EVACUATION WARNING is issued and you fall into this category, **consider the warning to be an order** and leave immediately as a precaution.

Are you a member of an organized block or neighborhood?

1,165 responses



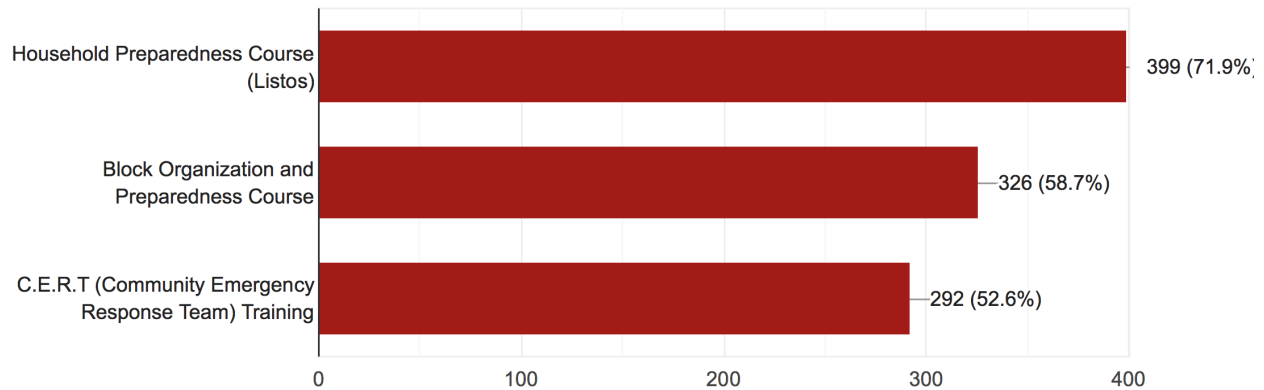
The majority of blocks and neighborhoods are not organized but there is significant interest.

El Cerrito / Kensington Community Warning System Test & Emergency Preparedness Survey Results

There is community interest in Household, Block and CERT level preparedness training and those who provided email addresses will be contacted as programs are scheduled.

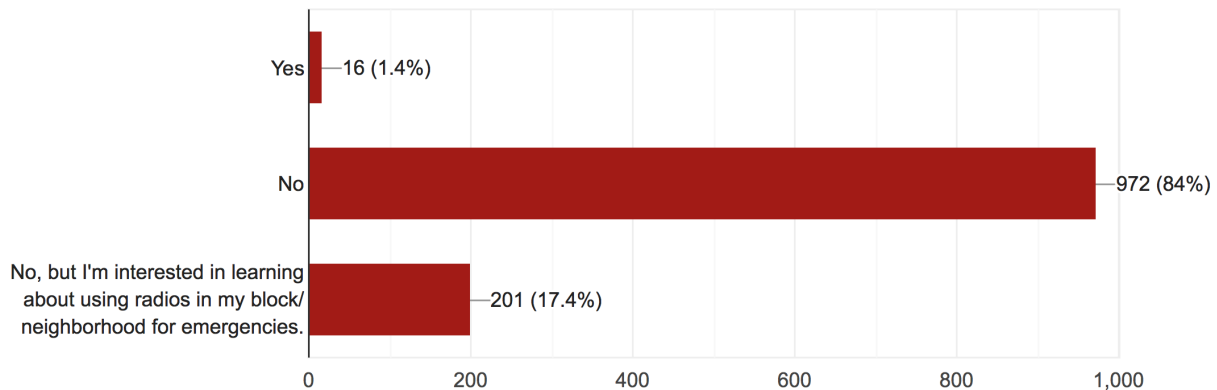
Are you interested in any of the following opportunities: (check all that apply)

555 responses



Did you participate in a radio net (FRS or GMRS) in conjunction with this CWS Test?

1,157 responses



Survey data from those indicating radio interest will be forwarded to Karo Echo for follow up on radio training.



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: May 3, 2021

Item 5

TO: Bill Hansell: General Manager

FROM: Michael Pigoni: Fire Chief

RE: Fire Chief's Report for the May 2021 Fire District Board Meeting

April Run Report

There were 24 incidents in Kensington for the month of April. This was a decrease of 10 calls over the previous month. Biggest decline was in medical incidents and public assists. Total incident for Station 65 in April was 51 calls which was a decrease of 2 calls over the previous month. There was one significant call for a vehicle fire in the 500 block of Coventry Road on April 20th just a few minutes past midnight. The vehicle was totally destroyed, and some landscape was burned, but otherwise no one was injured and no other damage.

Overall, the El Cerrito / Kensington Fire Department responded to 314 calls of service during the month.

Class A Foam

After any fire, there is always a chance that residents may see a foam layer on a structure, in a car or in the burnt vegetation. For over 25 years, the Fire Department has been using a Class A foam concentrate to assist with firefighting efforts. Class A foam used primarily on Class A fuel such as wood, vegetation and similar materials as compared to Class B which is used exclusively for fuels such as gasoline, diesel and oil type fires.

Class A foam is essentially a synthetic detergent (wetting agent) that when mixed with water, reduces the surface tension and allows it to soak into materials easier and extinguish the fire much quicker, cool the material faster and prevent rekindles. While it will make copious amounts of foam (suds), it is actually used at a very low concentration, ½% or 1/2 gallon for every 100 gallons of water. While it will dry skin due to the detergent removing natural oils, it is not hazardous to one's health when used properly.

Class A foam provides faster knockdown by making water more efficient and protects the lives of the firefighters.

Vegetation Management

Seasonal rainfall is all but over it appears and was extremely low this year. The local vegetation fuel moisture levels continue to drop and are at late summer levels. Due to these conditions, the Fire Department has started early this year and is continuing with residential inspections of properties in the community in an attempt to get 100% compliance before the super critical late summer/fall heat and Diablo winds. All residents are urged to cut weeds, trim bushes, and prune up tree limbs to develop a defensible space around their homes and property. Early spring cleanup of resident's property will make the Fire Department's job easier and help everyone avoid inspection fees and abatement costs. Vegetation Management Information is available at the Department's website.

Texas A&M Fire School

Last month the Fire Department's four newest firefighters spent a week in College Station, Texas to attend 5 days of intense live fire training at Texas A&M's fire school. The school is located on hundreds of acres with

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props to simulate all types of fires using liquefied fuel. The education that our firefighters received was an invaluable experience. The entire cost of this training, including air travel, hotels, meals and the school itself, was paid for by Chevron. More information on this school is available at: <https://youtu.be/sM27Asn71Oc>

Occupancy Inspections

With the COVID-19 picture improving, the Fire Department is starting to conduct occupancy or Fire Safety inspections at the businesses and apartments. This program was put on hold most of last year due to the COVID-19 concerns and the initial uncertainties. With many businesses opening back up or increasing their capacities, it is important to complete these inspections and ensure compliance to the fire and safety codes.

Virtual Evacuation Test

The Contra Costa County Office of Emergency Services conducted a virtual live test of the Community Warning System on Sunday May 2nd. The event started at 8:00 am and cycled through the various zones sending out text message, emails and automated phone recordings. The messages were very clear that it was a test only and requested recipients complete a short survey. Hundreds of surveys were received including residents submitting information on special needs such as requiring extra time to evacuated due to mobility and/or other health issues.

Register with the Contra Costa County Community Warning System

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



KENSINGTON FIRE PROTECTION DISTRICT

Item 6

DATE: May 12, 2021

TO: Board of Directors
Kensington Fire Protection District

RE: **Agenda Item 6**
General Manager's Report

SUBMITTED BY: Bill Hansell, General Manager

The focus of management time since the April Board meeting, outside of typical day-to-day operations, was on the preparation, posting, and receipt of RFPs, as described below, and the additional items listed here.

1. Emergency Prep Coordinator and Grant Writer RFPs – RFPs for both consultant positions, attached, were finalized and issued on April 22, 2021 with a due date of May 20, 2021. The RFPs were posted with:

- CSDA (California Special Districts Association)
- Craigslist
- LinkedIn
- Indeed
- Zip Recruiter
- CVNL (Center for Volunteer & Non-Profit Leadership)
- NextDoor

The RFPs were also forwarded to professional contacts for potential referrals. As of this writing, approximately (90) resumes have been received, although review is pending the deadline as the RFPs required more than just a resume and cover letter. Serious candidates will follow the RFP submittal requirements due on 05/20/2021 at 5:00PM. I had a brief conversation with legal counsel regarding the draft contract language which is based on the District's prior consultant agreements. I look forward to reviewing the proposals and speaking with qualified candidates.

2. KFPD Website and NextDoor Updates – I made revisions to the KFPD website including:

- A [Vegetation Management page](#) under the "Services" tab with an additional splash image link on the [Homepage](#),
- A "[Property Inspections](#)" notice under "[News & Events/Announcements](#)" tab,
- additional documents added to the [PSB Information page](#), and
- A new [RFP page](#).

Postings about the RFPs, Property Inspections, and a Red Flag warning were made on the [District's NextDoor account](#).

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3. **CCC Treasurer/Investments** – The April 15, 2021 LAIF report is attached. It lists the quarter end principal (\$7,626,614.00) and the quarterly interest earned (\$7,682.84). Note that transfers from the reserve (investment) account to the General Fund (cash) account are made each month, as needed, to pay the approved transmittal, so the monthly balance changes to accommodate that cash flow.
4. **Annual Government Compensation Report for 2020** – The required annual report was filed with the California State Controller's office prior to the April 30, 2021 deadline.
5. **Other Agencies** – I had introductory meetings with the El Cerrito City Manager and Supervisor Gioia's staff on topics relevant to the District, such as our Fire Services Contract and the County General Plan Update, respectively.
6. **Accounting/Bookkeeping** – This month's transmittal and financial reports process went much smoother due to further refinements with our bookkeeping practices and Maze's staff. As you can see from the Checking Account Replenishment sheet in item 3c, the Mechanics Bank account is being utilized to pay the vast majority of bills. This allows for a much faster turnaround time for payments and avoids the numerous late-payment notices we were receiving due to the County's slow process of executing the approved transactions from the monthly transmittal. Transmittal payments directly from our County funds will be limited to large transactions, such as the monthly EC contract amount or other bills of that scale. Now that we have access to the County's Electronic Payment Deposit Program, receivables such as the monthly rent and utility reimbursement checks will be deposited directly to our County fund via any local Wells Fargo branch. The Mechanics Bank account, therefore, will only be replenished through the monthly transmittal process so you will review that and all the checking account payments in each board packet. This will make for cleaner bookkeeping in the future. Please note that Maze has caught up with reconciliations between our County funds and our Quickbooks records. That process took up more time than budgeted for our normal monthly accounting services and will be reflected in their next invoice. Typical monthly services moving forward will be reduced now that project has concluded. I will be working with Maze through the budget process later in May and June so that Quickbooks is revised appropriately to generate those reports.
7. **KFPD Policy Handbook and Operations Manual** – Sasha has been working on both the Policy Handbook and Operations Manual to correct formatting, references, obsolete information, and inconsistencies. Sasha has provided draft updates for my review and I will include them in a subsequent meeting agenda when they are ready for further scrutiny.



Kensington

Fire Protection District

Request For Proposal (RFP) Emergency Preparedness Coordinator

Response Due:
May 20, 2021, 5:00PM

Submit Responses and Questions by email to:

Bill Hansell, General Manager
bhansell@kensingtonfire.org



KENSINGTON FIRE PROTECTION DISTRICT

REQUEST FOR PROPOSALS EMERGENCY PREPAREDNESS COORDINATOR

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I. INTRODUCTION

Kensington Fire Protection District (KFPD) provides emergency medical, fire education, prevention, and suppression services to the town of Kensington, California. Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

In an effort to support that mission, the KFPD Board of Directors approved support for the work of an **Emergency Preparedness Coordinator (EP Coordinator)**. On a consulting basis, the EP Coordinator will serve as the District lead for working with the community and with emergency preparedness representatives inside and outside Kensington to implement programs intended to improve the safety of Kensington residents. The consultant will work with the General Manager, who in turn will coordinate content guidance with the Emergency Preparedness Committee (EPC). The EPC is a standing committee and meets on the fourth Thursday of every month from 3:00PM to 5:00PM. KFPD Board of Directors meetings are on the second Wednesday of every month from 7:00PM to 10:00PM.

KFPD is requesting proposals from qualified consultants to provide EP Coordinator services over the next 12 months, or possibly longer. Proposals are solicited in accordance with the terms, conditions, and instructions set forth in this Request for Proposal. There is no expressed or implied obligation for the KFPD to reimburse responding individuals for any expenses incurred in preparing proposals in response to the request or for attending any meetings or conferences related to preparing or presenting proposals.

II. KFPD BACKGROUND

The unincorporated town of Kensington, CA began a volunteer fire department in 1928. Twenty-four years later, the Kensington Fire Protection District (formed in 1937) hired a staff of professional firefighters under the supervision of a fire chief. KFPD is organized under the State's Health & Safety Code Section 13800, commonly known as the Bergeson Fire District Law. In 1995, the District entered into a contract with the City of El Cerrito whereby El Cerrito would provide all fire prevention, fire suppression and emergency services within Kensington for an annual fee. As a result, the District's only current employees are a part-time General Manager and Executive Assistant.

The early fire department was housed in a small, quaint English country-style building next to the Chevron Oil gas station on Arlington Avenue. The current public safety building, owned by the District, was constructed in 1970 and substantially renovated in 1999 and 2004. KFPD owns two fire engines, one specifically engineered for the steep, narrow streets of Kensington and the other a "Type III" or wildland engine for use during high fire season.

In recent years, KFPD embarked on a series of water system improvements by contract with the East Bay Municipal Utility District to enhance the provision of water along the wildland interface and to optimize the placement of hydrants throughout the community.

KFPD initiated paramedic service in 2001. It offers the first engine-based Advanced Life Support service in West Contra Costa County, bringing medications and equipment to a patient's side in under 5 minutes on average.

KFPD is able to provide a timely and appropriate level of response by active participation with other West Contra Costa County fire agencies in automatic response agreements that use the combined resources of all agencies to serve the area irrespective of jurisdictional lines. KFPD operates a Community Emergency Response Team Training (CERT) program.

Funding for KFPD expenses is provided by property tax revenues as well as a special tax approved by the voters in 1980. More info is available on the KFPD website at: www.kensingtonfire.org.

III. ELIGIBILITY

The consultant should have a Bachelor's Degree with a specialization in a field related to the position, such as public administration, fire and earthquake safety, conservation biology, community relations, and/or public education. Effective writing and public speaking skills are essential. CERT or related expertise is preferred. Three years of equivalent experience may be substituted for the Bachelor's Degree.

IV. SCOPE OF WORK

Working with the KFPD General Manager, the consultant shall provide the following:

a. Education and Communication (Estimated 40% of workload)

Develop education programs and materials on emergency preparedness to improve the awareness and readiness of Kensington residents about emergency alert and evacuation procedures, house hardening, and vegetation management; Use available methods to reach residents including public workshops, the District website, the *Kensington Outlook*, *Fireplug newsletter*, *NextDoor.com*, and other outlets.

Deliverables

- Prepare a communication plan for the year by the end of the first month of the contract;
- Improve the District website for access to emergency preparedness materials and resources;
- Prepare (2) targeted publications on safety measures such as house hardening, vegetation management, wildfire evacuation, earthquake, etc;
- Submit a minimum (3) articles per year for the *Outlook*, in conjunction with KFPD goals;
- Increase registration for all community warning systems including the County and Nixle;
- Provide supplementary information about emergency communications;
- Use NextDoor for announcements on public workshops and educational presentations;
- Hold at least one public workshop on critical issues related to emergency preparedness.

b. Coordination with local and regional agencies (Estimated 20% of workload)

Work with emergency preparedness representatives from the Kensington Fire and Police departments, neighboring communities, East Bay Regional Park, other Fire Districts, and the County to advance the goals and objectives of the District's emergency preparedness and response program.

Deliverables

- Establish continuing relationship with Kensington Police (KPD) and Fire on KFPD objectives, including evacuation drills, tabletop exercises, and emergency traffic volunteer training.
- Identify all neighboring and regional jurisdictions and relevant staff.
- Coordinate preparation and response with other agencies to maximize effectiveness.
- Align approaches where possible for consistent public messaging.
- Participate in relevant local and regional meetings.

c. Strengthen Community Disaster Preparedness (Estimated 40% of workload)

[Note: Due to Covid-19, some of the following in-person work may be delayed or adapted to virtual meetings/presentations.]

Liaison with Community Emergency Response Team (CERT) area coordinators and block leaders to assist organizing their neighborhoods to be prepared for wildfire evacuation and

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earthquake recovery; Coordinate with the El Cerrito/KFPD and KPD staff to assist in informing and educating neighborhoods about preparation, emergency care for neighbors with limited mobility, and planning household evacuation procedures, plans, and routes. (Note: The coordinator will not train nor assist in training in the actual CERT programs.)

Deliverables

- Work with neighborhood leaders and present/former CERT personnel to organize neighborhood meetings and build awareness of emergency preparedness;
- Help to identify CERT Area Coordinators for all 6 areas;
- Facilitate 2 meetings annually with area and block coordinators;
- Encourage enrollment in CERT training;
- Help neighborhoods to organize “emergency watch programs” for neighbors in need;
- Develop and provide materials for neighborhood preparedness;
- Be a resource and attend block meetings as needed;
- Assist with development of emergency response drills;
- Work with K-groups, schools, churches, child care programs, and other organizations to mobilize residents and spread information through established channels;
- Work with the KPD to identify mobility-impaired residents

V. PROJECT SCHEDULE

Proposals must be received no later than 5:00PM PDT on Thursday, May 20, 2021. Proposals received later than the date and time specified will not be considered. KFPD assumes no responsibility or liability for late delivery or receipt of responses. In order to be considered eligible for the project, the consultant who would be assigned to the project, must be available by online conference to appear at the regularly scheduled monthly meeting of the KFPD Board of Directors on Wednesday, June 9, 2021 at 7:00PM. The project will be awarded and terms finalized on that date or soon thereafter. Selection of a consultant under this Request for Proposal does not commit KFPD to procuring any services pursuant to this Request for Proposal. KFPD will negotiate contract terms upon selection.

VI. PROPOSAL CONTENTS AND REQUIREMENTS

a. Cover Letter:

Summarize your professional background, interest, and proposed approach. Include name, address, and all applicable contact info.

b. Qualifications:

Describe your experience and capabilities as they relate to the Scope of Work outlined above. Identify successful professional achievements completed within the past five years that are similar in scope, size, and complexity or in other ways are related to the Scope of Work. Describe your technical ability (e.g., communications, publishing, and graphics software, etc.)

c. Project Approach:

See Item **VII** below for this requirement.

d. Prior Examples:

Provide at least three examples of recent projects completed (or ongoing) that are relevant to the Scope of Work. If a project is completed by a team, describe your role and responsibility for the work. Identify any relevant information and results in relation to schedule and budget. If applicable, include the name, title, and contact info of any client references.

e. References:

Provide a list, including contact name and complete contact information, of at least three clients you have worked with within the past five years who can verify your ability to provide the scope of services requested. Your references should be able to attest to the quality and effectiveness of your work.

VII. PROJECT APPROACH

Provide a statement of your understanding of KFPD's needs by highlighting the dominant issues and outlining your approach toward addressing those issues. Any recommendations regarding improvements to more effectively meet KFPD's stated objectives should be emphasized in your proposal and would be a clear means of demonstrating your understanding of the project requirements. Include any critical elements and special methodologies that will be employed to ensure a high-quality work product that will meet agreed upon budget and schedule expectations.

a. Scope of Services:

Include in the above, a scope of services and proposed outline of tasks, products, and schedules. Identify the extent of KFPD involvement deemed necessary including key decision points at each stage of the work. Proposed deviations from the desired Scope of Work set forth above should be clearly noted and justified.

b. Fee Proposal:

Provide a fee proposal which presents your cost structure. The proposal should reflect compensation conditions that would change the standard rate, such as prevailing wage and non-prevailing wage projects. Identify any markup for pass through expenses, per diem, travel, and any other relevant data. Sufficient information should be provided in order to serve as a basis for negotiating a contract and any Supplemental Agreements that may be warranted for out-of-scope services. The proposed fee will be used to establish a not-to-exceed contract limit that will be maintained in accordance with the conditions specified herein. Regardless of the proposed method of compensation, any contract resulting from this solicitation will specify a maximum, not-to-exceed fee amount. Except in the unusual situation wherein the consultant encounters circumstances which could not be reasonably anticipated, KFPD will not authorize payment beyond this amount. In consideration of this, any assumptions and/or the need for any contingencies must be clearly spelled out in this proposal and used as a basis to compute a "not-to-exceed" figure for the work. This figure should be sufficient to provide for any reasonably anticipated circumstances which may be encountered during work execution and completion. Unless otherwise stated, KFPD assumes that the fee schedule will be honored for a minimum of 12 months from contract execution.

VIII. SELECTION PROCESS

The General Manager will review the proposals received and may interview one or more individuals prior to negotiating a contract for the requested services. Proposals will be evaluated considering factors including (but not limited to):

- Completeness and quality of response
- Ability to meet requested service needs
- Experience in conducting similar work
- Expertise and availability to meet the Scope of Work
- Total cost to KFPD
- References from no less than three clients

Selection will be based on the qualifications of the individual and on the quality of the proposal. Selection will not be based solely on cost.

The consultant will enter into an agreement with KFPD. The agreement will incorporate an approved action plan and schedule. KFPD expects to begin assigning projects immediately after entering into the agreement with the consultant.

KFPD reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of this Request for Proposal at any time prior to awards.

IX. PROPOSAL INQUIRIES

Up to one week prior to the submission deadline, you may submit specific questions about the project by email to the General Manager at: bhansell@kensingtonfire.org

X. REGISTRATION OF INTENT TO SUBMIT RESPONSE

If you plan to submit a proposal, please register this intent by emailing the General Manager ASAP at: bhansell@kensingtonfire.org. This registration will allow the General Manager to notify all applicants of any changes, questions, concerns, and any other matters related to this RFP. In your email subject line, please reference "**RFP 2021-01 EP Coordinator**". Failure to register may result in not being informed of changes, questions, and concerns related to the RFP.

XI. SUBMISSION DEADLINE

Deadline for submission is Thursday, May 20, 2021, 5PM PDT. Please email proposals in PDF format to:

Bill Hansell, General Manager
Kensington Fire Protection District
bhansell@kensingtonfire.org

XII. DISCLAIMER

The Request for Proposal does not commit the KFPD to engaging a consultant, issuing a contract, or paying any costs incurred in preparation of the proposals or attendance for interviews. KFPD reserves the right to cancel this Request for Proposal in whole or in part, reject any and all proposals, to accept proposals it considers most favorable to KFPD's interests at its sole discretion, and to waive any irregularities or informalities in the proposal procedures. KFPD further reserves the right to reject all proposals and seek new proposals when it is determined to be in the best interest of KFPD. This Request for Proposal covers only the work described herein and does not commit KFPD to any work beyond what is described.

XIII. DISCLOSURE OF PROPOSAL CONTENTS

All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

XIV. NON-DISCRIMINATION

No person shall be excluded from participation in, denied any benefits or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age (over 40), military and veteran status of any person, or any other non-merit factor unrelated to job duties and protected by law.



Kensington

Fire Protection District

Request For Proposal (RFP)

Grant Writer

Response Due:
May 20, 2021, 5:00PM

Submit Responses and Questions by email to:

Bill Hansell, General Manager
bhansell@kensingtonfire.org



KENSINGTON FIRE PROTECTION DISTRICT

REQUEST FOR PROPOSALS GRANT WRITER

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I. INTRODUCTION

Kensington Fire Protection District (KFPD) provides emergency medical, fire education, prevention, and suppression services to the town of Kensington, California. Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

In an effort to support that mission, the KFPD Board of Directors approved support for the work of a **Grant Writer** and seeks proposals from experienced consultants to establish and develop a program of soliciting external financial assistance for the District's various projects from building renovation to emergency preparedness. To date, KFPD has had no independent program of applying for Federal, State, and local agencies for funds to achieve its mission.

The consultant will work with the General Manager, who in turn will coordinate with the Emergency Preparedness Committee (EPC) and the Finance Committee (FC). The EPC is a standing committee that meets on the fourth Thursday of every month from 3:00PM to 5:00PM. The FC is a standing committee that meets quarterly, or as needed. KFPD Board of Directors meetings are on the second Wednesday of every month from 7:00PM to 10:00PM.

KFPD is requesting proposals from qualified consultants to provide Grant Writer services over the next 12 months, or possibly longer. Proposals are solicited in accordance with the

terms, conditions, and instructions set forth in this Request for Proposal. There is no expressed or implied obligation for the KFPD to reimburse responding individuals for any expenses incurred in preparing proposals in response to the request or for attending any meetings or conferences related to preparing or presenting proposals.

II. KFPD BACKGROUND

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The early fire department was housed in a small, quaint English country-style building next to the Chevron Oil gas station on Arlington Avenue. The current public safety building, owned by the District, was constructed in 1970 and substantially renovated in 1999 and 2004. KFPD owns two fire engines, one specifically engineered for the steep, narrow streets of Kensington and the other a "Type III" or wildland engine for use during high fire season.

In recent years, KFPD embarked on a series of water system improvements by contract with the East Bay Municipal Utility District to enhance the provision of water along the wildland interface and to optimize the placement of hydrants throughout the community.

KFPD initiated paramedic service in 2001. It offers the first engine-based Advanced Life Support service in West Contra Costa County, bringing medications and equipment to a patient's side in under 5 minutes on average.

KFPD is able to provide a timely and appropriate level of response by active participation with other West Contra Costa County fire agencies in automatic response agreements that use the combined resources of all agencies to serve the area irrespective of jurisdictional lines. KFPD operates a Community Emergency Response Team Training (CERT) program.

Funding for KFPD expenses is provided by property tax revenues as well as a special tax approved by the voters in 1980. Renovation of the KFPD Public Safety Building located at 217 Arlington Ave, Kensington CA is overdue for a substantial renovation and planning work is proceeding. More info is available on the KFPD website at: www.kensingtonfire.org.

III. ELIGIBILITY

The consultant should have a Bachelor's Degree with a specialization in a field related to the work and subject matter. Effective writing and public speaking skills are essential. Three years of equivalent experience may be substituted for the Bachelor's Degree.

IV. SCOPE OF WORK

The successful candidate will address the following tasks:

- a. Qualify and pre-qualify KFPD for Federal, State, and local funding opportunities.
- b. Prepare standard text for required content of proposals.
- c. Constantly monitor arising funding opportunities and act on them.
- d. Acquire familiarity with Kensington's special districts and community groups, especially the KFPD, to understand needs and resources related to funding opportunities.

Details of these tasks are as follows:

- In the past several years, billions of dollars have been made available in California by agencies including FEMA and CalFire for the purpose of reduction of hazardous fuel, vegetation mitigation, public education in the dangers of wildfire and earthquake, and structural and infrastructural improvements in public safety buildings, among others. KFPD needs to be pre-qualified for these grant opportunities and in a position to be alerted by funding agencies of opportunities immediately as they arise. The Grant Writer will accomplish this.
- Because granting agencies tend to ask many of the same questions in their proposal applications, responses must be prepared in advance as appropriate "boilerplate" for these questions. Specialized knowledge of KFPD's funding goals must be developed in advance so that funding opportunities in specific areas can be responded to quickly and efficiently. The Grant Writer will accomplish this.
- Possible granting opportunities outside the principal Federal, State and local agencies need to be constantly monitored and addressed as they arise. The Grant Writer will put this in motion and monitor the opportunities constantly.
- Deep familiarity with KFPD's situation, history, and needs, including work already done or projected related to disaster preparedness, evacuation procedures, vegetation mitigation, and circumstances and regulations relative to the necessary renovation and possible expansion of KFPD's buildings and facilities must be developed, in coordination with District and local officials. Kensington is an unincorporated area whose municipal functions are met by several Special Districts and community groups that often interact to achieve common goals. The Grant Writer will acquire this knowledge.

In order of priority, the District's anticipated grant proposal needs are:

- a. Support to renovate (for earthquake safety) and remodel (to accommodate updated Federal and State codes) the KFPD Public Safety Building, constructed in the 1960s and historically housing both Kensington's Police and Fire squads and their District administrators. Planning for the project is currently underway.

graphics software, etc.)

c. Project Approach:

See Item VII below for this requirement.

d. Prior Examples:

Provide at least three examples of recent projects completed (or ongoing) that are relevant to the Scope of Work. If a project is completed by a team, describe your role and responsibility for the work. Identify any relevant information and results in relation to schedule and budget. If applicable, include the name, title, and contact info of any client references.

e. References:

Provide a list, including contact name and complete contact information, of at least three clients you have worked with within the past five years who can verify your ability to provide the scope of services requested. Your references should be able to attest to the quality and effectiveness of your work.

VII. PROJECT APPROACH

Provide a statement of your understanding of KFPD's needs by highlighting the dominant issues and outlining your approach toward addressing those issues. Any recommendations regarding improvements to more effectively meet KFPD's stated objectives should be emphasized in your proposal and would be a clear means of demonstrating your understanding of the project requirements. Include any critical elements and special methodologies that will be employed to ensure a high-quality work product that will meet agreed upon budget and schedule expectations.

a. Scope of Services:

Include in the above, a scope of services and proposed outline of tasks, products, and schedules. Identify the extent of KFPD involvement deemed necessary including key decision points at each stage of the work. Proposed deviations from the desired Scope of Work set forth above should be clearly noted and justified.

b. Fee Proposal:

Provide a fee proposal which presents your cost structure. The proposal should reflect compensation conditions that would change the standard rate, such as prevailing wage and non-prevailing wage projects. Identify any markup for pass through expenses, per diem, travel, and any other relevant data. Sufficient information should be provided in order to serve as a basis for negotiating a contract and any Supplemental Agreements that may be warranted for out-of-scope services. The proposed fee will be used to establish a not-to-exceed contract limit that will be maintained in accordance with the conditions specified herein. Regardless of the proposed method of compensation, any contract resulting from this solicitation will specify a maximum, not-to-exceed fee amount. Except in the unusual situation wherein the consultant encounters circumstances which could not be reasonably anticipated, KFPD will not authorize payment beyond this amount. In consideration of this, any assumptions and/or the need for any contingencies must be clearly spelled out in this proposal and used as a basis to compute a "not-to-exceed" figure for the work. This figure should be sufficient to

provide for any reasonably anticipated circumstances which may be encountered during work execution and completion. Unless otherwise stated, KFPD assumes that the fee schedule will be honored for a minimum of 12 months from contract execution.

VIII. SELECTION PROCESS

The General Manager will review the proposals received and may interview one or more individuals prior to negotiating a contract for the requested services. Proposals will be evaluated considering factors including (but not limited to):

- Completeness and quality of response
- Ability to meet requested service needs
- Experience in conducting similar work
- Expertise and availability to meet the Scope of Work
- Total cost to KFPD
- References from no less than three clients

Selection will be based on the qualifications of the individual and on the quality of the proposal. Selection will not be based solely on cost.

The consultant will enter into an agreement with KFPD. The agreement will incorporate an approved action plan and schedule. KFPD expects to begin assigning projects immediately after entering into the agreement with the consultant.

KFPD reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the response, to accept or reject any or all responses received, and/or to cancel all or part of this Request for Proposal at any time prior to awards.

IX. PROPOSAL INQUIRIES

Up to one week prior to the submission deadline, you may submit specific questions about the project by email to the General Manager at: bhansell@kensingtonfire.org

X. REGISTRATION OF INTENT TO SUBMIT RESPONSE

If you plan to submit a proposal, please register this intent by emailing the General Manager ASAP at: bhansell@kensingtonfire.org. This registration will allow the General Manager to notify all applicants of any changes, questions, concerns, and any other matters related to this RFP. In your email subject line, please reference “**RFP 2021-02 Grant Writer**”. Failure to register may result in not being informed of changes, questions, and concerns related to the RFP.

XI. SUBMISSION DEADLINE

Deadline for submission is Thursday, May 20, 2021, 5PM PDT. Please email proposals in PDF format to:

Bill Hansell, General Manager
Kensington Fire Protection District
bhansell@kensingtonfire.org

XII. DISCLAIMER

The Request for Proposal does not commit the KFPD to engaging a consultant, issuing a contract, or paying any costs incurred in preparation of the proposals or attendance for interviews. KFPD reserves the right to cancel this Request for Proposal in whole or in part, reject any and all proposals, to accept proposals it considers most favorable to KFPD's interests at its sole discretion, and to waive any irregularities or informalities in the proposal procedures. KFPD further reserves the right to reject all proposals and seek new proposals when it is determined to be in the best interest of KFPD. This Request for Proposal covers only the work described herein and does not commit KFPD to any work beyond what is described.

XIII. DISCLOSURE OF PROPOSAL CONTENTS

All proposals are subject to the provisions of the California Public Records Act, California Government Code section 6250 et seq., and any information submitted with a response is a public record subject to disclosure, unless a specific exemption applies.

XIV. NON-DISCRIMINATION

No person shall be excluded from participation in, denied any benefits or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, sexual orientation, age (over 40), military and veteran status of any person, or any other non-merit factor unrelated to job duties and protected by law.



BETTY T. YEE

California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	KENSINGTON FPD
Account Number	17-07-011

As of 04/15/2021, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2021.

Earnings Ratio		.00001214175683392
Interest Rate		0.44%
Dollar Day Total	\$	632,761,483.92
Quarter End Principal Balance	\$	7,626,614.40
Quarterly Interest Earned	\$	7,682.84



**KENSINGTON FIRE PROTECTION DISTRICT
EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES**

DATE/TIME: March 25, 2021 / 3:00pm to 5:00pm

LOCATION: Via Zoom

PRESENT: Directors: Larry Nagel and Kevin Padian
Committee: Lisa Caronna, Katie Gluck, Peter Guerrero, Peter Liddell,
Danielle Madugo, Paul Moss, David Spath
Staff: GM Bill Hansell
Public: Chris Hilliard

1. CALL TO ORDER/ROLL CALL:

Director Padian called the meeting to order at 3:04 p.m. and called roll.

2. PUBLIC COMMENT:

- Chris Hilliard noted that water barrel pickup is this weekend.

3. ADOPTION OF CONSENT ITEMS

- a. **Approval of Minutes** of the regular meeting of February 25, 2021 (Approve)

MOTION: M/s Caronna/Nagel: To adopt consent items.
VOTE: Unanimous
Motion passed.

4. OLD BUSINESS

- a. **Report from Committee Members on previous agenda items (20 mins)**
 1. Proposed hires of Emergency Preparedness Coordinator and Grant Writer
 - o Bill Hansell is working on the RFPs for the two positions and will report back at future meetings.
 2. Refrigerator magnets project
 - o Kevin Padian reported that he has contacted several vendors and the cost varies considerably. Kevin will be doing some more research and will report back.
 3. Emergency Radio Program
 - o Kevin Padian reported that there was no further progress on this project. Further discussion is needed about advising the community and the new Coordinator may be useful in this regard.

4. Update on Report from KPD on progress with evacuation procedures
 - Kevin Padian reported that the Kensington Police Department, in particular Traffic Officer Brad Harms, has not been able to devote a lot of time to this project because he has been assigned to other tasks occasioned by a shortage of personnel in the KPD.

5. NEW BUSINESS

a. Priorities for informing the public about Emergency Preparedness

- The discussion was combined with **5b** below.

b. Possible Projects to Inform Residents about EP in Advance of Next Fire Season (Fire Plug Issue, Articles, Websites, Social Media, Etc.)

- The committee had a brainstorming session on how to best inform Kensington residents about Emergency Preparation.
- Kevin suggested that the EPC take a lead role in preparing the *Fireplug* mailer which is mailed twice a year. The articles need to be tailored to Kensington. Some drafts of these have been circulated and a revised version will be submitted to our GM and the EPC next month.
- Several members suggest more articles in the Kensington *Outlook*. Paul Moss already is doing a fine job of submitting very brief articles on Emergency Preparedness.
- It was agreed that the website could be more informative. Some suggestions have been circulated and a revised version will be submitted to our GM and the EPC next month.

c. Form 700 Compliance

- Kevin Padian noted that all EPC members are required to file a California Form 700 by April 1. The form is straightforward and should require no more than about a half an hour to complete.

6. EPC MEMBER REPORTS ON OTHER ITEMS

a. Status of the Paths with respect to vegetation management and improvements (Lisa)

- Lisa Caronna talked to people in Mill Valley where they have 350 paths. Two different agencies are working together for safety and recreation of citizens.
- Lisa noted that actual vegetation management is costing \$40,000 for 100 of the 350 paths.
- Paul Moss questioned if the Mill Valley project will scale down to Kensington's 11 Paths.

b. Other reports

- Peter Guerrero reported on status of Vollmer Peak cameras.
- Bill Hansell reported that there will be a joint meeting of two Boards and encouraged everyone to attend.

7. CALL FOR FUTURE AGENDA ITEMS AND ADJOURNMENT

- Paul Moss suggested having sirens on next agenda.
- Paul Moss also suggested having Hal Graboske give a presentation on the role of KARO/ECHO in Emergency Preparedness.

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on April 22, 2021 at 3:00pm via Zoom Teleconference.

The meeting was adjourned by Director Padian at 4:29 PM.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on April 22, 2021.

Attest:



Emergency Preparedness Committee Member