



BOARD OF DIRECTORS MEETING

April 8, 2020

**KENSINGTON FIRE PROTECTION DISTRICT
AGENDA OF A MEETING OF THE
BOARD OF DIRECTORS**

Date of Meeting: April 8, 2020
Time of Meeting: 7:00 p.m.
Place of Meeting: **Via Zoom teleconference**
<https://zoom.us/j/976649602>

*** COVID-19 NOTICE ***

Consistent with Executive Orders No. -25-20 from the Executive Department of the State of California and the Contra Costa County March 16, 2020 Shelter in Place Order, the KFPD Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting via Zoom Video Conferencing.

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/976649602> (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 public.comment@kensingtonfire.org 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).

Telephone No. (510) 527-8395 Website: www.kensingtonfire.org

This meeting will be conducted via a virtual teleconference.

To participate go to: <https://zoom.us/j/976649602>

Or iPhone one-tap :

US: +16699009128,,976649602# or +13462487799,,976649602#

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 +1 312 626 6799 or +1 646 558 8656 or +1 253 215
8782 or +1 301 715 8592

Webinar ID: 976 649 602

International numbers available: <https://zoom.us/u/adF7G41HjS>

Please Note: Copies of the agenda bills and other written documentation relating to each item of business referred to on the agenda are on file in the office of the Kensington Fire Protection District Administration Office, 217 Arlington Avenue, Kensington, and are available for public inspection. A copy of the Board of Directors packet can be viewed on the internet at www.kensingtonfire.org/meetings.

7:00 p.m. CALL TO ORDER

Directors: Dom Dommer, Janice Kosel, Laurence Nagel, Kevin Padian, and Julie Stein

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, & 5 All matters listed with the notation “CC” are consent 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.
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. **CC: APPROVAL OF THE ACTION MINUTES.** Approval of the action minutes of the regular meeting of September 11, 2019 and special meeting of March 11, 2020. (APPROVE)
4. **CC: ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** March 2020 (ACCEPT)
5. **CC: APPROVAL OF MONTHLY FINANCIAL REPORT.** March 2020 (APPROVE)
6. **FIRE CHIF’S REPORT**
 - a. Review of operations
 - b. Regional issues and developments
7. **PRESIDENT’S REPORT**
 - a. Streamlining operations and remote capacity
 - b. Report on CSD job listing bulletin board and resume search function
 - c. Temporary Committee to review proposals from recruitment firms (Padian/Stein)
 - d. On the horizon for future agendas:
 - i Board approval for professional development and CSDA conferences
 - ii Discontinuing use of personal email for District business
 - iii Conversion to a modern email platform, e.g., Google-based
8. **EMERGENCY PREPAREDNESS COMMITTEE REPORT** (Padian, Nagel)
(Supporting material)
9. 2X2 Committee Verbal Report (Dommer, Stein)
10. Regional Government Services Report (Supporting material)

11. Consideration of Approving the Monthly Transmittal for April 2020 (APPROVE)
12. Consideration of Extending KPPCSD Lease at Current Terms and Conditions Until a Date to be Decided by the Board and Authorizing the President to Offer Such an Extension to KPPCSD (*Dommer, Stein*) (APPROVE) (Supporting material)
13. Discussion and Consideration of Approving Proposals from BHI Management Consulting for the Placement of an Interim General Manager and/or Recruiting a General Manager. (*Padian, Stein*) (APPROVE), (Supporting material)
14. Proposed Policy to Replace the Existing Board Policy 1020 Code of Conduct (*Kosel*), (First Reading), (Supporting material)

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on May 13, 2020 at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707 (location subject to change).

The deadline for agenda items to be included in the Board packet for the next regular meeting of 5/13/20 is Wednesday, 4/29/20 by 1:00 p.m. The deadline for agenda related materials to be included in the Board packet is Wednesday, 5/6/20 by 1:00 p.m., Fire Protection District Administrative Office, 217 Arlington Avenue, Kensington.

IF YOU CHALLENGE A DECISION OF THE BOARD OF DIRECTORS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUE YOU OR SOMEONE ELSE RAISED AT THE BOARD MEETING OR IN WRITTEN CORRESPONDENCE DELIVERED AT, OR PRIOR TO, THE BOARD MEETING.

CONSENT ITEM 3

**KENSINGTON FIRE PROTECTION DISTRICT
SPECIAL MEETING OF THE BOARD OF DIRECTORS
MINUTES**

Date of Meeting: March 11, 2020

Time of Meeting: 6:45 p.m.

Place of Meeting: Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707

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

CALL TO ORDER:

President Stein called the meeting to order at 6:45 p.m. and called roll.

1. Consideration of authorizing the Board President to obtain proposals for executive recruitment services to manage the search and hiring process for a permanent or possible interim General Manager for the Kensington Fire Protection District.

MOTION: M/s Padian/Dommer: To authorize the Board President to obtain proposals for executive recruitment services to manage the search and the hiring process for a permanent or possible interim General Manager for the Kensington Fire Protection District.

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

Motion passed unanimously.

Audio Time Stamped: 8.10

2. Consideration of authorizing the preparation of action minutes for all meetings conducted September 1, 2019 through the appointment of a General Manager for the Kensington Fire Protection District.

MOTION: M/s Padian/Dommer: To authorize the preparation of action minutes for all meetings conducted September 1, 2019 through the appointment of a General Manager for the Kensington Fire Protection District.
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VOTE: Ayes: Dommer, Padian, Stein - Noes: Kosel – Absent: Nagel

Motion passed unanimously.

Audio Time Stamped: 12.28

ADJOURNMENT: The meeting was adjourned at 7:01 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on April 8, 2020.

Attest:

Board Secretary

CONSENT ITEM 3

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

Date of Meeting: September 11, 2019

Time of Meeting: 7:00 p.m.

Place of Meeting: Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707

PRESENT: Directors Present: Don Dommer, Janice Kosel, Kevin Padian and Julie Stein
Directors Absent: Larry Nagel (excused absence)
Staff: Fire Marshall David Gibson, District Manager Brenda Navellier

CALL TO ORDER:

President Stein called the meeting to order at 7:00 p.m. and called roll.

1. ADOPTION OF CONSENT ITEMS: Items 3, 4, 5, 6

MOTION: M/s Padian/Dommer: To approve the Consent Calendar Items 4, 5, 6	
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel	
Motion passed unanimously.	Audio Time Stamped: 2.20

Director Padian pulled Consent item 3.

2. ORAL COMMUNICATIONS:

Commencement of Board member period for oral communications and public comments.

CC ITEM 3: APPROVAL OF THE MINUTES. Approval of the minutes of the regular meetings of July 10, 2019

MOTION: M/s Padian/Dommer: To approve the minutes with the amendment to change students to consultants throughout the minutes.	
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel	
Motion passed unanimously	Audio Time Stamped: 7.33

(7 on the agenda) PUBLIC HEARING. Resolution 19-06 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions for 20 Jessen Court; 205 Yale Ave; 71 Kingston Road; and 149 Lawson Road, Kensington, CA

MOTION: M/s Kosel/Dommer: To approve Resolution 19-06 with new Exhibit A relating to only 2 parcels: 20 Jessen Court and 71 Kingston Road.	
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel	
Motion passed unanimously.	Audio Time Stamped: 13.02

CONSENT ITEM 3

(8 on Agenda) NEW BUSINESS – PART 1: Presentation of Public Safety Building Spatial Program Analysis, Conceptual Floor Plan Alternatives and Updated Seismic Retrofit Analysis by RossDrulisCusenbery Architecture

MOTION: No Action
VOTE: No Action

(11 on Agenda): Proposal from Mack5 for Cost Planning and Estimating Services in the amount of \$12,960

MOTION: M/s Kosel/Dommer: To approve Mack5’s cost estimate proposal for the building renovation at a cost of \$10,960 as provided in their letter dated August 29, 2019.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed unanimously. Audio Time Stamped: 1.41.05

(9 on Agenda) OLD BUSINESS: Amended Proposal from RossDrulisCusenbery Architecture for Extra Services Site Response Time Study in the amount of \$14,955

MOTION #1: M/s Kosel/Padian: To authorize the architect to be paid \$14,955 to determine response times within the community.
VOTE: Ayes: None - Noes: Dommer, Kosel, Padian, Stein - Absent: Nagel
Motion did not pass. Audio Time Stamped:1.50.20

MOTION #2: M/s Kosel/Stein: To call the question on the motion to authorize the architect to be paid \$14,955 to determine response times within the community.
VOTE: Ayes: Dommer, Kosel, Padian, Stein - Noes: None - Absent: Nagel
Motion passed unanimously. Audio Time Stamped: 1.56.20

(10 on Agenda) NEW BUSINESS – PART 2: Proposal from RossDrulisCusenbery Architecture for Extra Services Temporary Fire Station Site Feasibility Study in the amount of \$39,380

MOTION: M/s Stein/Padian: To approve the proposal from RDC Architecture services temporary fire station feasibility study in the amount of \$39,380 conditioned upon receiving approval from the church to use the parking lot at no greater cost than \$2 per sq. ft., per month.
VOTE: Ayes: Dommer, Padian, Stein - Noes: Kosel - Absent: Nagel
Motion passed. Audio Time Stamped: 2.11.43

CONSENT ITEM 3

(12 on Agenda) Proposed Purchase and Mounting of Fire Danger Today signs for the Arlington median and intersection of Beloit and Grizzly Peak

MOTION: Item moved to next meeting.

Audio Time Stamped: 2.13.45

(13 on Agenda) Resolution 19-07 Adopting the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for Fiscal Year 2019-2020

MOTION: M/s Kosel/Dommer: To approve Resolution 19-07 adopting the final combined budget for revenue, operating expenditure, and capital improvement expenditures for Fiscal Year 2019-2020

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

Motion passed unanimously.

Audio Time Stamped: 2.16.30

(14 on Agenda) FIRE CHIEF'S REPORT:

Fire Marshall David Gibson gave his report.

(15 on Agenda) PRESIDENT'S REPORT:

President Stein gave the President's report and referred to the agenda packet.

(16 on Agenda) BOARD REPORTS:

Board members gave informational reports.

ADJOURNMENT: The meeting was adjourned at 9:33 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on April 8, 2020.

Attest:

Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530
(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



April 2, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

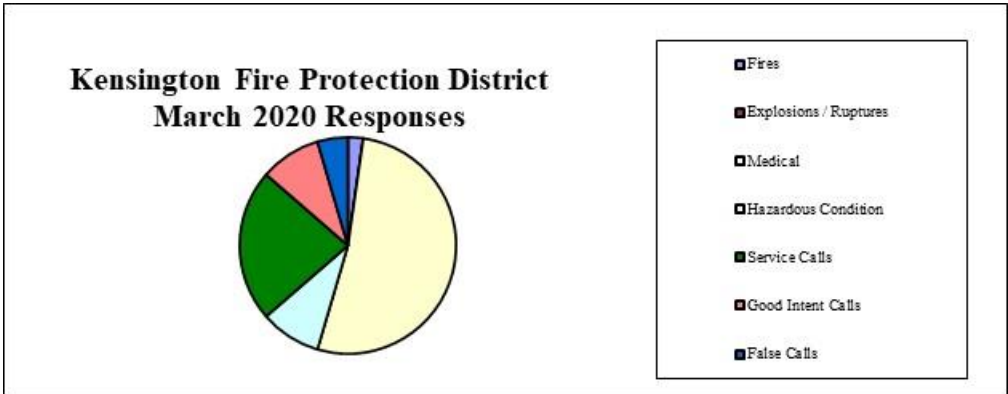
RE: Incident Activity Reports for the Month of March 2020

There were 44 incidents that occurred during the month of March in the community of Kensington. 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 65 responded to a total of 60 calls in all districts, a decrease of 13 calls from last month.

This month there was once again an increase of 4 calls in the community, all due to an increase in public assists. There was also a structure fire on March 4th on Dewey Road. We were assisted with additional resources from Berkeley and Richmond. Fortunately, the reported fire turned out to be a smoking electrical box to an enclosed refrigerator in the house and damage was very limited to just the wiring and refrigerator.

The chart below is broken down into NFIRS incident types. The following is a list of the response types, 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.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	2.27%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	23	52.27%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	9.09%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	10	22.73%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	4	9.09%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	4.55%
Totals		44	100.00%



**Kensington Fire Protection District
Response Log for March 2020**

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0020023471	01-Mar-20 08:59:11	55 Kenyon AVE	Kensington	E165	321
2	0020023685	01-Mar-20 21:40:09	26 Arlmont DR	Kensington	E165	554
3	0020023757	02-Mar-20 04:49:04	629 Beloit AVE	Kensington	E165	321
4	0020023856	02-Mar-20 10:23:56	205 Columbia AVE	Kensington	E165	321
5	0020024262	03-Mar-20 09:11:24	200 Willamette AVE	Kensington	E165	554
6	0020024544	03-Mar-20 22:12:52	406 Berkeley Park BLVD	Kensington	E165	5000
7	0020024935	04-Mar-20 20:56:47	2 Dewey RD	Kensington	E165	113
8	0020025219	05-Mar-20 15:55:34	51 Franciscan WAY	Kensington	E165	321
9	0020025221	05-Mar-20 15:57:24	Arlington AVE	Kensington	E165	321
10	0020025758	07-Mar-20 03:54:29	149 Purdue AVE	Kensington	E165	743
11	0020025835	07-Mar-20 09:56:00	9 Windsor AVE	Kensington	E165	321
12	0020025851	07-Mar-20 10:44:50	9 Windsor AVE	Kensington	E165	321
13	0020025857	07-Mar-20 11:10:56	17 Sunset CT	Kensington	E172	321
14	0020026043	07-Mar-20 20:18:28	325 Berkeley Park BLVD	Kensington	E165	651
15	0020026115	08-Mar-20 05:05:33	26 Arlmont DR	Kensington	E165	554
16	0020026519	09-Mar-20 10:41:43	11 Highgate RD	Kensington	E165	611
17	0020026559	09-Mar-20 12:34:46	48 Avon RD	Kensington	E165	321
18	0020026761	09-Mar-20 22:14:58	17 Sunset CT	Kensington	E165	554
19	0020028174	13-Mar-20 15:59:31	97 Kingston RD	Kensington	E165	321
20	0020028722	15-Mar-20 05:16:19	764 Coventry RD	Kensington	E165	321
21	0020028733	15-Mar-20 07:57:22	123 Arlington AVE	Kensington	E165	5000
22	0020029154	16-Mar-20 10:29:55	10 Kensington CT	Kensington	E165	440
23	0020029333	16-Mar-20 19:55:47	25 Stratford RD	Kensington	E165	444
24	0020029638	17-Mar-20 17:30:58	212 Willamette AVE	Kensington	E165	321
25	0020030429	19-Mar-20 19:06:11	12 Marchant CT	Kensington	E165	444
26	0020030467	19-Mar-20 22:02:41	764 Coventry RD	Kensington	E165	321
27	0020030756	20-Mar-20 17:10:03	Norwood AVE	Kensington	E165	444
28	0020030780	20-Mar-20 18:20:32	161 Purdue AVE	Kensington	E165	611X
29	0020031116	21-Mar-20 19:45:55	236 Trinity AVE	Kensington	E165	321
30	0020031119	21-Mar-20 19:48:27	38 Ardmore RD	Kensington	E172	321

CONSENT ITEM 4

31	0020031122	21-Mar-20 20:12:49	180 Purdue AVE	Kensington	E172	321
32	0020031175	22-Mar-20 00:09:21	300 Coventry RD	Kensington	E165	321
33	0020031280	22-Mar-20 10:30:32	26 Arlmont DR	Kensington	E165	321
34	0020031675	23-Mar-20 15:27:00	337 Colusa AVE	Kensington	E165	321
35	0020031770	23-Mar-20 20:50:50	337 Colusa AVE	Kensington	E165	311
36	0020032023	24-Mar-20 16:21:22	260 Amherst AVE	Kensington	E165	550
37	0020032249	25-Mar-20 08:52:16	337 Colusa AVE	Kensington	E165	600
38	0020032308	25-Mar-20 12:06:37	176 Highland BLVD	Kensington	E165	321
39	0020032819	27-Mar-20 01:11:34	26 Arlmont DR	Kensington	E165	321
40	0020033477	29-Mar-20 07:58:40	269 Colgate AVE	Kensington	E165	700
41	0020033539	29-Mar-20 12:05:59	26 Arlmont DR	Kensington	E165	5000
42	0020033938	30-Mar-20 16:29:58	415 Santa Fe AVE	Kensington	E165	321
43	0020034216	31-Mar-20 15:43:32	1 Edgecroft RD	Kensington	E165	5000
44	0020034296	31-Mar-20 20:20:25	259 Cambridge AVE	Kensington	E165	5000

* See Attached Table for Incident Type Explanations

Type Series

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
 Revenue & Expense Budget vs. Actual
 July 2019 through June 2020

CONSENT ITEM 5

Kensington Fire Protection District

	Approved Budget	Jul '19 - Jan 20	Jul '18 - Jan 19	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Property Taxes	\$ 4,263,164	\$ 4,263,164	\$ 4,045,678	-0	100%
Special Taxes	\$ 200,450	\$ 200,653	\$ 200,453	203	100%
Other Tax Income	\$ 25,250	\$ 12,508	\$ -	-12,742	50%
Lease Agreement	\$ 36,603	\$ 12,201	\$ 17,734	-24,402	33%
Interest Income	\$ 120,000	\$ 29,826	\$ 68,953	-90,174	25%
Salary Reimbursement Agreement	\$ 34,000	\$ 22,761	\$ 37,054	-11,239	67%
Salary Reimb Agreement Recon(s)	\$ 400	\$ 300	\$ -	-100	75%
Grant Revenue	\$ -	\$ -	\$ -	0	0%
Miscellaneous Income	\$ -	\$ 1,610	\$ -	1,610	100%
Total Income	\$ 4,679,867	\$ 4,543,023	\$ 4,369,872	-136,844	97%
Expense					
Staff					
Wages	\$ 33,278	\$ 33,278	\$ 55,463	0	100%
Longevity Pay	\$ 1,000	\$ 1,000	\$ 1,000	0	100%
Overtime Wages	\$ 5,327	\$ 5,327	\$ 823	0	100%
Vacation Wages	\$ 15,714	\$ 15,714	\$ -	-0	100%
Medical/dental ins compensation	\$ 3,920	\$ 3,920	\$ 5,866	0	100%
Retirement Contribution	\$ 2,529	\$ 2,622	\$ 4,215	93	104%
Payroll Taxes	\$ 4,202	\$ 4,202	\$ 4,985	-0	100%
Workers Compensation/Life Ins	\$ 1,498	\$ 1,498	\$ 1,842	-0	100%
Payroll Processing	\$ 617	\$ 794	\$ 984	177	129%
Total Staff	\$ 68,085	\$ 68,355	\$ 75,178	270	100%
RETIREE MEDICAL BENEFITS					
PERS Medical	\$ -	\$ -	\$ -	0	0%
Delta Dental	\$ -	\$ 1,898	\$ -	1,898	100%
Vision Care	\$ -	\$ 1,292	\$ -	1,292	100%
CalPERS Settlement	\$ -	\$ 952	\$ -	952	100%
Total RETIREE MEDICAL BENEFITS	\$ -	\$ 4,142	\$ -	4,142	100%
OUTSIDE PROFESSIONAL SERVICES					
Accounting	\$ 4,000	\$ 5,324	\$ 1,838	1,324	133%
Actuarial Valuation	\$ 2,900	\$ 2,900	\$ -	0	100%
Audit	\$ 16,000	\$ 16,000	\$ 16,000	0	100%
Bank Fee	\$ -	\$ 25	\$ -	25	100%
Contra Costa County Expenses	\$ 37,630	\$ 2,982	\$ 2,764	-34,648	8%
Ei Cerrito Contract Fee	\$ 3,194,000	\$ 1,780,136	\$ 1,796,042	-1,413,864	56%
Ei Cerrito Reconciliation(s)	\$ 137,000	\$ 102,750	\$ -	-34,250	75%
IT Services and Equipment	\$ 15,100	\$ -	\$ -	-15,100	0%
Fire Abatement Contract	\$ 11,250	\$ -	\$ 665	-11,250	0%
Fire Engineer Plan Review	\$ 2,000	\$ 699	\$ -	-1,301	35%
RGS Contract	\$ 226,000	\$ 94,774	\$ -	-131,226	42%
Grant Writer/Coordinator	\$ -	\$ -	\$ -	0	0%
Risk Management Insurance	\$ 14,000	\$ 13,385	\$ 12,507	-615	96%
LAFCO Fees	\$ 2,550	\$ 2,548	\$ 2,278	-2	100%
Legal Fees	\$ 53,600	\$ 31,054	\$ 52,905	-22,546	58%
Polygon Study	\$ 10,000	\$ 5,000	\$ -	-5,000	50%
RFP Consultant	\$ 15,000	\$ -	\$ -	-15,000	0%
Traffic Study	\$ 20,000	\$ 13,890	\$ -	-6,110	69%
Professional Fees	\$ -	\$ 2,260	\$ -	2,260	100%
Water System Improvements	\$ 20,000	\$ -	\$ -	-20,000	0%
Website Development/Maintenance	\$ 2,520	\$ 1,152	\$ 800	-1,368	46%
Wildland Vegetation Mgmt	\$ 12,600	\$ 6,300	\$ 2,500	-6,300	50%
OUTSIDE PROFESSIONAL SERVICES - Other	\$ -	\$ 14,191	\$ -	14,191	100%
Total OUTSIDE PROFESSIONAL SERVICES	\$ 3,796,150	\$ 2,095,369	\$ 1,888,300	-1,700,781	55%
COMMUNITY SERVICE ACTIVITIES					
Public Education	\$ 27,000	\$ 10,730	\$ 6,076	-16,270	40%
Comm. Pharmaceutical Drop-Off	\$ 2,500	\$ -	\$ 371	-2,500	0%
Vial of Life Program	\$ -	\$ -	\$ -	0	0%
Vial of Life Program	\$ -	\$ -	\$ -	0	0%
CERT Emerg Kits/Sheds/Prepared	\$ 3,500	\$ -	\$ -	-3,500	0%
Open Houses	\$ 1,800	\$ 1,125	\$ 261	-675	63%
Community Shredder	\$ 3,200	\$ 1,619	\$ 1,155	-1,581	51%
DFSC Matching Grants	\$ 24,000	\$ -	\$ -	-24,000	0%
Firesafe Planting Grants	\$ 3,000	\$ -	\$ -	-3,000	0%
Demonstration Garden	\$ -	\$ -	\$ 4,122	0	0%
Community Sandbags	\$ 1,500	\$ -	\$ 530	-1,500	0%
Volunteer Appreciation	\$ 1,500	\$ -	\$ -	-1,500	0%
Community Center Contribution	\$ 35,000	\$ -	\$ -	-35,000	0%
Total COMMUNITY SERVICE ACTIVITIES	\$ 103,000	\$ 13,475	\$ 12,515	-89,525	13%
DISTRICT ACTIVITIES					
Professional Development	\$ 7,500	\$ 3,879	\$ 1,639	-3,621	52%
Office					
Office Expense	\$ 2,900	\$ 1,034	\$ 2,046	-1,866	36%
Office Supplies	\$ 2,800	\$ 1,481	\$ 1,210	-1,319	53%
Telephone	\$ 8,000	\$ 7,641	\$ 4,221	-359	96%
Office- Other	\$ 100	\$ 149	\$ -	49	149%
Office - Other	\$ -	\$ 80	\$ -	80	100%
Total Office	\$ 13,800	\$ 10,385	\$ 7,476	-3,415	75%
Election	\$ -	\$ -	\$ 3,856	0	0%
Firefighter's Apparel & PPE	\$ 750	\$ -	\$ -	-750	0%
Firefighters' Expenses	\$ 5,000	\$ 59,100	\$ 1,559	54,100	1182%
Staff Appreciation	\$ 1,750	\$ 1,017	\$ 185	-733	58%
Memberships	\$ 11,000	\$ 8,527	\$ 7,390	-2,473	78%
Building Maintenance					
Needs Assess/Feasibility Study	\$ 115,000	\$ 41,246	\$ -	-73,754	36%
Gardening service	\$ 2,000	\$ 650	\$ 360	-1,350	33%
Building alarm	\$ 800	\$ 1,616	\$ -	816	202%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2019 through June 2020

	Approved Budget	Jul '19 - Jan 20	Jul '18 - Jan 19	\$ Over Budget	% of Budget
Medical Waste Disposal	\$ 8,000	\$ 4,759	\$ 2,465	-3,242	59%
Janitorial Service	\$ 1,500	\$ 1,050	\$ 735	-450	70%
Miscellaneous Maint.	\$ 17,000	\$ 14,743	\$ 1,265	-2,257	87%
Total Building Maintenance	\$ 144,300	\$ 64,064	\$ 4,826	-80,236	44%
Building Utilities/Service					
Gas and Electric	\$ 10,600	\$ 5,604	\$ 4,680	-4,996	53%
Water/Sewer	\$ 2,400	\$ 1,083	\$ 1,104	-1,317	45%
Total Building Utilities/Service	\$ 13,000	\$ 6,687	\$ 5,784	-6,313	51%
Total DISTRICT ACTIVITIES	\$ 197,100	\$ 153,659	\$ 32,714	-43,441	78%
Contingency					
General	\$ -	\$ -	\$ -	0	0%
Contingency - Other	\$ -	\$ 1,768	\$ -	1,768	100%
Total Contingency	\$ -	\$ 1,768	\$ -	1,768	100%
Capital Outlay					
Firefighter qtrs/equip	\$ 15,000.0				
Office Furniture/Computers	\$ 5,000.0				
Command Vehicle	\$ 60,000.0				
Type III Engine	\$ 372,000.0				
Total Capital Outlay	\$ 452,000.0				
Total Expense	\$ 4,164,335	\$ 2,336,768	\$ 2,008,707	-1,827,567	56%
Net Ordinary Income	\$ 515,532	\$ 2,206,255	\$ 2,361,164	1,690,723	428%
Other Income/Expense					
Other Income					
Transfers In - Capital	\$ -	\$ (2,622)	\$ 567,874	-2,622	100%
Transfers In - General	\$ -	\$ 23,511	\$ 254,782	23,511	100%
Total Other Income	\$ -	\$ 20,889	\$ 822,656	20,889	100%
Other Expense					
Depreciation Expense	\$ -	\$ -	\$ -	0	0%
Transfers Out - Capital	\$ -	\$ 23,511	\$ 29,782	23,511	100%
Transfers Out - Special	\$ -	\$ -	\$ 225,000	0	0%
Transfers Out - General	\$ -	\$ (2,622)	\$ 567,874	-2,622	100%
<Gain>/Loss on Asset Disposal	\$ -	\$ -	\$ 191	0	0%
Total Other Expense	\$ -	\$ 20,889	\$ 822,847	20,889	100%
Net Other Income	\$ -	\$ -	\$ (191)	0	0%
Net Income	\$ 515,532	\$ 2,206,255	\$ 2,360,973	1,690,723	428%

Command Vehicle Replacement Fund	75,880
Engine Replacement Fund	<u>450,000</u>
Public Safety Building Fund	525,880

Designated Funds

Command Vehicle Replacement Fund	0
Engine Replacement Fund	75,880
Public Safety Building Fund	<u>450,000</u>
Total Designated Funds	525,880

Beginning Cash	9,321,224
Revenue	4,679,867
Operating Expenditures	4,164,335
Capital Expenditures	-452,000
Accrual to Cash Adjustment	
ENDING CASH	9,384,756

Cumulative Designated Funds

Capital Replacement Funds	-4,280,053
Prepaid CERBT - Retiree Trust	-1,010,137
El Cerrito Contract 12 month set aside	-3,169,488

AVAILABLE CASH	925,078
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Kensington Fire Protection District
Balance Sheet
As of February 29, 2020

CONSENT ITEM 5

Feb 29, 20

ASSETS

Current Assets

Checking/Savings

Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	11,494.17
General Fund	2,422,662.24
Special Tax Fund	10,152.74
Capital Fund	-6,512.96

Total Checking/Savings 2,437,996.19

Accounts Receivable

Accounts Receivable	-10,533.71
Advance on Taxes	2,130,109.66
Advance on Supplemental Taxes	60,682.81

Total Accounts Receivable 2,180,258.76

Other Current Assets

E/C Salary Reimbursement Receiv	45,220.80
Deposits on Fixed Assets	220,000.00
Prepaid Services - EC	1,516,243.81
Prepaid CERBT - Retiree Trust	255,234.60

Investments

Capital Replacement Funds	3,534,173.00
Fire Protect. Contract Reserves	3,032,487.51
E/C Contract Recon Reserves	335,860.29
Investments - Other	-580,073.59

Total Investments 6,322,447.21

Total Other Current Assets 8,359,146.42

Total Current Assets 12,977,401.37

Fixed Assets

Land	5,800.00
Equipment	1,456,273.95
Accumulated Depreciation-Equip	-830,564.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,070,893.00

Current Capital Outlay

Firefighters Qtrs/Equip	105.00
Type III Engine	10,801.56

Total Current Capital Outlay 10,906.56

Total Fixed Assets 1,963,104.62

TOTAL ASSETS 14,940,505.99

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

Due to Revolving Acct - Gen Fnd	1,942.74
Due to Other - Issued by CCC	339,955.19

Kensington Fire Protection District Balance Sheet

As of February 29, 2020

	<u>Feb 29, 20</u>
Total Accounts Payable	341,897.93
Other Current Liabilities	
Accrued Salary Reimb Income-EC	45,521.32
EI Cerrito Service Contract Pay	1,516,243.74
Wages & PR Taxes Payable	7,785.46
Deferred Inflow of Resources	6,911.00
Total Other Current Liabilities	<u>1,576,461.52</u>
Total Current Liabilities	1,918,359.45
Long Term Liabilities	
EI Cerrito Reconciliation Liab.	273,596.79
CalPERS Settlement Payable	33,322.96
Total Long Term Liabilities	<u>306,919.75</u>
Total Liabilities	2,225,279.20
Equity	
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	2,212,892.01
Fund Equity	774,640.58
Net Income	2,515,425.20
Total Equity	<u>12,715,226.79</u>
TOTAL LIABILITIES & EQUITY	<u><u>14,940,505.99</u></u>



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: April 2, 2020

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for April 2020**

Run Reports

There were 44 incidents that occurred during the month of March in the community of Kensington which was an increase of 4 calls over February. During this same time, Engine 65 responded to a total of 60 calls in all districts which is a decrease of 13 incidents over the number of calls from last month. The "Incident Log" included in the Board packets will provided more details on the dates, times, locations and incident type for these calls.

Corona Virus Update

As we are all aware, the Corona Virus or COVID-19 pandemic has created several challenges for the Fire Department. To protect our personnel from potential exposure and the residents that we come in contact with, new protocols have been put in place from the questions that are asked by dispatch when your dial 911 to the questions our crews are going to ask when we arrive on scene to assist you. We have had to obtain additional personal protective equipment including eye protection, disposable gowns and eye wear. The number of confirmed cases continue to grow each day as more testing is completed.

Firefighter Vacancies

As reported out last month, the application period for firefighter / firefighter-paramedic closed on February 21st. The Department received several applications that are being reviewed for compliance to minimum standards and certifications. Unfortunately, due to the COVID-19 pandemic and the Countywide shelter in place orders, all hiring efforts had be put on hold.

Fuel Reduction

Fortunately, the area has received more rain fall this month. The fuel reduction projects that were scheduled for last month were also put on hold due to the shelter in place orders.

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



ITEM 7

PRESIDENT'S VERBAL REPORT

ITEM 8

Some Activities to date of Emergency Preparedness Committee members

The committee as a whole is responsible for recommending the purchase of a fire danger sign for the district; for analyzing and recommending to the Board the possibility of forming a program to distribute emergency radios to the community; for drawing up recommendations to the Board on priorities coming out of the traffic report; and several other initiatives.

Lisa Caronna and Dave Spath have kept us in touch with the activities of the Kensington Pathkeepers in several important ways. Their first task is to determine ownership of the paths, which requires raising funds for legal fees and surveys. They are working with us to determine the best proposal for ownership and how it might involve either police or fire districts, or a JPA. The traffic study identified the paths as an important potential evacuation route but noted that they need signage and maintenance, and they were all different from each other. It's in the District's interest to encourage these efforts to enhance public safety.

The EPC was asked by the Board President to write a response to the request by the CSDA to provide feedback on the proposed AB 45, an omnibus public safety bill. Peter Guerrero, Paul Moss, Peter Liddell, and Cortis Cooper provided detailed analyses on parts of the proposed bill and identified several areas that could be problematic from Kensington's point of view. Dave Spath also commented on another bill relevant to our interests, and Peter Guerrero drew our attention to the new CalFire grants program which, if the district qualifies for it and can submit a proposal, might provide funding for fire hazard mitigation and other projects.

Cortis Cooper, Peter Guerrero, and Paul Moss have been instrumental in working with the manufacturers of the surveillance cameras now positioned to monitor Tilden Park and other areas, and in raising awareness of their presence.

Paul Moss has put together an excellent, low-cost proposal for a distribution program of go-bags to the community, stocked with basic emergency supplies, that the EPC will consider once we have a sense of what the Board chooses to do about the proposed emergency radio program.

Katie Gluck, along with Peter Liddell and Paul Moss, has been looking into the possibility of obtaining sirens for the District. She has worked with local and regional public safety agencies to see what is available and what has worked and not worked with them. She has also contacted manufacturers and discussed with them available options and FAQs, and is in the process of arranging a no-cost visit by one of the manufacturers to develop an explicit program for Kensington.

The committee has also drawn up plans for the proposed April 11 meeting about the traffic study, and devised copy for the next issue of *The Fireplug* – much of which is based on their efforts.

Kevin Padian and Larry Nagel, 11 March 2020



2x2 COMMITTEE VERBAL REPORT



REGIONAL
GOVERNMENT
SERVICES

SERVING PUBLIC AGENCIES SINCE 2002

TO: Board of Directors
Kensington Fire Protection District

DATE: April 8, 2020

SUBMITTED BY: Glenn Lazof, Administration and Finance Advisor, for the RGS
Kensington Fire Protection District Team

AGENDA ITEM: Regional Government Services Report

RECOMMENDED ACTION

- 1) None

BACKGROUND AND DISCUSSION

The second RGS extension was approved at your last (March 11) meeting. Directors expressed that they wanted to better understand why performance of this contract to provide district operations has required this volume of effort.

As an initial response, Directors received copies of all RGS invoices thru that meeting, including the documentation showing which RGS adviser performs the work charged, the billing rate for each, and more detailed time sheets. The timesheets also include comments that describe the work performed, generally and in abbreviated form. Directors were also requested to submit questions about those invoices before the end of the day, April 1. None were received.

RGS is preparing an oral presentation to describe some of the factors that have resulted in this assignment consuming many more hours than was originally thought were necessary when we arrived on the scene the last week of October 2019.

Adjacent to this report is the written RGS activity report for March, and a detailed report from Nerd Crossing on IT accomplishments and work ahead.

Here is an update on the current RGS Team at KFPD:

Glenn Lazof: Currently leading the team, advising the executive authority. That role won't be necessary once an interim GM is aboard, but I will assist in any way they request.

John Mercurio: John is increasingly being handed tasks as he familiarizes himself with the work. We will be transitioning much of the co-ordination I have been doing to him. This includes assuring implementation of projects and tasks assigned to the RGS team. After an Interim GM is hired John will liaison directly with her/him

Sasha Amiri-Nair: Is performing as hands on Board Clerk including production of agendas, packets and minutes.

Shahrzad Pantera: Is performing financial tasks, bookkeeping and accounting.

MJ Brown: Is an expert Board Clerk; she has been in a supporting role to Sasha when the more challenging issues arise. Her time has been centered on the Brown Act, serial meeting guidance, email and PRAR policies. Shas been quite valuable as we work out the challenges of these virtual meetings.

Andrea Ausberry: She has found another position outside RGS.

Other advisers may be assigned either for either special expertise or as in the case of Karen Blakely in the February invoices, can provide the service at a lower rate.



TO: President Board of Directors
Kensington Fire Protection District

DATE: April 8, 2020

SUBMITTED BY: Glenn Lazof, Administration and Finance Advisor, for the RGS
Kensington Fire Protection District Team

RGS Activity Report for March

Board Meetings: Notice and Materials Regular Meeting including participation and minutes. A priority became preparing for essential meetings in compliance with the Brown Act as modified by the Governor's emergency executive order. This order was a significant change in the operation of public agency meetings that required both education and multiple discussions. We believe that these expenses are likely reimbursable to the District by FEMA as well as administrative costs related to filing claims. RGS is documenting time expended as a result of compliance with the orders in the event that the District seeks to pursue reimbursement.

The April Finance Committee meeting was canceled, as it was determined that none of the suggested topics qualified as either essential or could not wait until a May meeting. It is now expected that the executive order will be in effect in May. RGS Finance is recommending that our partner agencies adopt a truncated budget process for this spring, adequate enough to meet legal requirements and permit functioning in the new fiscal year, but to hold off full blown more participatory budget discussion and processes until after the emergency. This will also have the advantage of allowing the District to complete its budget when impacts of the crisis will be better known as well as to allow RGS's successor to have a more direct hand in the budget they will need to work under.

Administration: Responding to emails and voice mail we experienced a period during which e-mail access was not current, this has been cured and this is being monitored again. The commitment to be on site 2 days per week was suspended March 17 due to pandemic orders, now assumed to last through April. As of this writing, best information is that the Shelter in Place order, will be extended until May 31.

Fireplug Newsletter: RGS has been working on the newsletter with support from the Board President and Director Padian. We expect it will be published after this writing of this report, but before your meeting.

DocuSign: The District now has a DocuSign account.

Shredding Event and Pharmaceutical Drop Off: Postponed until at least May, due to “Shelter in Place” will be noted in the Newsletter. We have appropriately consulted with district partners in Police and Fire.

Comply with a Public Records Act Request: RGS was able to fully respond in 10-day period.

Timely responses to PRA’s can be challenged by past practices that do not guarantee safeguarding of e-mail, as well as the lack of a modern board approved retention policy. The former has been addressed by RGS, NERD Crossing, and the co-operation of affected Directors. The latter is on the “to do” list, awaiting prioritization.

Finance: AP including report and check processing. Continued communications and research with vendor to resolve questions; Transmittal, and Deposit Processing including County EDP (Electronic Deposit Approval System). Continued improvements to Monthly Financial Reporting.

There were several challenges to this process, related to the shelter in place orders, that had to be overcome. We have requested that the County consider altering wet ink transmittal signatures and other measures to facilitate compliance with the executive order. No responses, as of this writing. Also, no responses to inquiries regarding when previous transmittal will be processed.

Review of County Ledgers, ongoing research Retiree medical payment reporting and source of revenue offsets.

Enter Approved Budget (Midyear) into Quickbooks to reflect in Financial Reporting.

Business Bill Pay has been added to your Business Online Banking user profile and activated, but as of this writing not fully implemented. This will greatly streamline payments from the revolving fund account, and promote better safety during shelter in place. This improved technology was only possible as the result of great deal of effort by President Stein. However, we are working through on line procedures that do not continue to place a large portion of the burden for making payments on the Board President.

Policy (8.2) should be clarified specifically for this efficiency. We believe the approval of two directors each payment is maintained by documenting e-mail approval of Director Dommer, and online payment approval of President Stein.

8.20 Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the Manager and/or the Directors on the Finance Committee.

Building Maintenance: Plumbing emergency, Saturday March 14. Smell of Sewage in Fire Station. Had to call a dispatch service to locate plumber. The District's previous regular plumber is closed weekends, not what I would advise for a best practice for 24-7 public safety operation. Regular plumber was out earlier in the week but smell returned, several return calls as second plumber also has to come out two more times. Our information was that it is normal for to take 2-3 days for the smell to dissipate. We kept the station updated with multiple phone calls.

Miscellaneous: Plan completion of Government Compensation in California report to State Controller's Office

Billing Adjustment: There will be an adjustment credit of \$630 on the RGS Invoice for March. This is a previously agreed upon correction for 4.5 hours of time charged by an RGS Advisor for work that was not requested which had been billed in an earlier month.

Committees: Arrange March 18 CSDA Ethics training for Public Members of the EPC.

2X2 joint committee meeting.

Policy and Procedures: Prepare Budget Authorization policy for Finance Committee Review. Consideration of revisions to travel reimbursement policy.

Information Services:

The reason the KFIRE e-mail went down was because, unknown to anyone other than the former manager (as far as we determined), an AOL account not associated with our official e-mail was established for the district long before RGS was on the scene. It was determined that this may have been an original e-mail account prior to being hosted by "Host Gator"

Our e-mail host "Host Gator" sent their bills to that AOL account. We owed \$108 and were shut down. The President, deeming this an operational emergency, paid via debit card (with great difficulty as we were not yet authorized to do so with Host Gator) and service was restored. The episode probably cost \$1,000 in Nerd use of our block of hours, RGS time, and the loss of quite a bit of the Presidents time which would have beneficial for other matters. It also required us to defer needed IT work until the following week. That work is subsequently on hold due to the emergency order.

Access to e-mail using the office computer, which RGS accesses remotely became unavailable March 24. A priority 1 help ticket was filed. Service was restored the next day. NERD CROSSING believes the problem many have been caused because we cannot shut the computer completely down (other than the quick restart) without losing subsequent access until the permanent remote solution is in place. Nerd XING will now be shutting the computer down and restarting a regular time.

RGS reviewed the status of the Block of hours purchased from Nerd XING. The level of work is burning through the first block much faster than anticipated and we have requested to be invoiced for another block. A report of activities from Nerd XING follows this report.

A district e-mail address is now available to all Directors (Dir. Kosel did not have one). Nerd Crossing can arrange set up by appointment. We also have an account specific to Accounts Payable, AP@kensingtonfire.org RGS has begun contacting vendors to send invoices to that in box.

Minutes Backlog: Workplan is to complete Minutes as follows: May: October 9, October 17, November 13, November 16 and April 8. June: January 25, February 12, March 4, March 8. March 11, and May 13.

Continuing to investigate the cost of transcription services or software to more efficiently meet address Board desire for verbatim recording.

No Progress to Report:

Obtain T Shirts for Firefighters

Identified Policy needs:

 Purchasing and Procurement Policy.

 Payroll Approval Policies.

Conference Room Communications

Verification of Transparency Certificate Compliance



Address: 400 Appian Way, El Sobrante, CA 94803

Website: www.nerdcrossing.com

Email: info@nerdcrossing.com

Phone: 1-888-NERD-XING (1-888-637-3946)

Honest, High Quality Technology Services

Desktop Upgrade Project Summary 2020

Please find below a brief work summary on the work performed for the desktop upgrade project.

Wednesday 2/12,

1. Prepped the new Dell Desktop
 - a. Applied Windows updates
 - b. Installed Adobe reader & Chrome
 - c. Added Fire District's email account in Outlook 2019
 - d. Installed three printers (Two USB printers and One network printer)
 - i. Toshiba e-STUDIO 307 via TCP/IP
 1. IP: 1.68.3.8
 - ii. HP LaserJet Pro P2035n via USB
 - iii. HP PageWide Pro 452dn via USB
 - e. Installed/configure unattended remote access with TeamViewer

Desktop Inventory

Name	PC Name	Service TAG	MFG Date	Warranty Exp	MS Office	ESET Smart Security
Kensington Fire	KFPDKENS001	DGWJH03	1/28/2020	1/29/2023	2019 H&B	Yes

Local Profiles

1. KFPD Desktop

KFPD

1. Username: kfpd
2. Password: KfPD@65

Software Stack

1. MS Office 2019 Home & Business
2. ESET Smart Security
3. Google Chrome
4. Adobe Acrobat Pro 2017
5. Nerd Crossing Monitoring Agent





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Honest, High Quality Technology Services

Network Upgrade Project Summary 2020

Please find below a brief work summary on the work performed for the Network upgrade project.

Tuesday 3/3,

1. Prepped and installed the following network devices on the rack
 - a. USG Pro 4-Port Router
 - b. Ubiquiti Managed POE Switch 8-Port
 - c. Ubiquiti AC Pro Wireless Access Point
 - d. Ubiquiti Cloud-Key

Wednesday 3/4,

1. Called El Cerrito IT on behalf of KFPD and discuss moving three lines currently connected to the District's Comcast router

Tuesday 3/10,

1. Continued prepping the UniFi

Thursday 3/12,

1. Setup UniFi network equipment
2. Assisted in restoring access from HostGator
3. Assisted Julie with her email access
 - a. Reset her email account password
4. IP Schema
 - a. Local Network
 - i. 10.24.32.1/21
 - b. WiFi Network
 - i. Staff
 1. 10.24.104.1/21
 - ii. Guest
 1. 10.24.112.1/21





Address: 400 Appian Way, El Sobrante, CA 94803

Website: www.nerdcrossing.com

Email: info@nerdcrossing.com

Phone: 1-888-NERD-XING (1-888-637-3946)

Honest, High Quality Technology Services

5. Created a wireless network (Wi-Fi)
 - a. Staff WiFi
 - i. SSID: KFPD
 - ii. Key: Station@65!
 - b. Staff WiFi
 - i. SSID: KFPD_Guest
 - ii. Key: Fire2020!

Tuesday 3/18,

1. Installed and configured OpenVPN server on USG router
2. Configured Cloud Key to allow VPN connections
3. Created 8 OVPN config files for 8 users

Pending,

1. Install/configure OpenVPN client on user's computers
 - a. Jim recently send a "Work From Home Guidelines" so that the Work computers are not exposed to outside threats from an unsecured computer. We recommend that the following is performed before installing VPN on your remote computers,
 - i. Have a reputable and paid anti-virus program
 - ii. Perform a full scan for malware
 - iii. Perform updates to operating system and 3rd-Party software
2. Relocate the printer upstairs down to the conference room





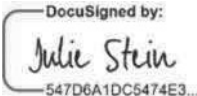
PO Box 1350
Carmel Valley, CA 93924

Invoice

Date	Invoice #
2/29/2020	10688

Bill To:
Kensington Fire Protection District 217 Arlington Avenue Kensington, CA 94707

P.O. No.	Due Date	Inv Sent
	3/30/2020	3/11/2020

Date	Description	Amount
2/29/2020	<p>Contract Services for Feb 2020 - please see attached</p> <p>Balance billed to date is \$110,266 against an NTE of \$285,000</p> <p>RGS has agreed to put the credit of 4.5 hours of Allison's time in January</p> <p>Decline to pay, need to discuss an adjustment from January 2020.</p> <p>DocuSigned by:  547D6A1DC6474E3...</p> <p>President of the Board of Directors</p>	37,199.10

	Total	\$37,199.10
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Shahrzad Pantera

From: Glenn Lazof
Sent: Friday, March 27, 2020 7:06 PM
To: Julie Stein KFPD
Cc: Shahrzad Pantera
Subject: FW: Jan 2020 Kensington Inv #10612 REV-2

Julie,

The adjustment for Alison's 4.5 hours will be reflected on the March Invoice.

Jeff Kise is RGS' Finance & Operations Manager. Jeff reported that the accounting system is locked down as we are migrating to CORE, our new financial system. This why they can't revise the February invoice.

Would you be willing to approve the February invoice with the understanding that the adjustment will occur in the March Invoice.

Glenn

From: Jefferson Kise <jkise@rgs.ca.gov>
Sent: Friday, March 27, 2020 9:50 AM
To: Glenn Lazof <glazof@rgs.ca.gov>; Sandra Strong <sstrong@rgs.ca.gov>; AP <AP@Kensingtonfire.org>; Julie Stein <jstein@kensingtonfire.org>
Subject: RE: Jan 2020 Kensington Inv #10612 REV-2

It has to be the March invoice. We've just locked the accounting file and sent to CORE for conversion which we delayed to accommodate this adjustment.

Thanks,

Jeff Kise
Finance and Operations Manager
831-308-2718

From: Glenn Lazof <glazof@rgs.ca.gov>
Sent: Friday, March 27, 2020 9:47 AM
To: Sandra Strong <sstrong@rgs.ca.gov>; AP <AP@Kensingtonfire.org>; Julie Stein <jstein@kensingtonfire.org>
Cc: Jefferson Kise <jkise@rgs.ca.gov>
Subject: RE: Jan 2020 Kensington Inv #10612 REV-2

Unfortunately, January is already at the County, following approved by the KFPD Board last month, and signed by the Finance Committee. Can we instead make the Alison hours an adjustment to either the February that has not yet been to the Board or to the March Invoice to come in the next couple of weeks?

From: Sandra Strong <sstrong@rgs.ca.gov>
Sent: Friday, March 27, 2020 9:33 AM
To: AP <AP@Kensingtonfire.org>; Julie Stein <jstein@kensingtonfire.org>

Kensington Fire Protection District
--

Month:

February, 2020

Advisor Name	Hours and Rates by Pay Period				Monthly Total Billed
	1st -15th		16th - EOM		
	Reg Hrs	Bill Rate	Reg Hrs	Bill Rate	
Andrea M Ausberry	61.61	\$ 90.00	53.13	\$ 90.00	\$ 10,326.60
Glenn Lazof	47.90	\$ 150.00	56.10	\$ 150.00	\$ 15,600.00
Allison Picard	13.75	\$ 140.00	0.00	\$ -	\$ 1,925.00
Shahrzad Pantera	28.00	\$ 95.00	35.00	\$ 95.00	\$ 5,985.00
Shaghayegh S Amiri	24.00	\$ 95.00	3.50	\$ 95.00	\$ 2,612.50
Karen Blakely	7.50	\$ 100.00	0.00	\$ -	\$ 750.00
Totals	182.76		147.73		\$ 37,199.10



Attendance - Time Card Detail

Company Name REGIONAL GOVERNMENT SERVICES
 User Name Shailvina Pannu
 Report Run Date 03/05/2020

Date Range 02/01/2020 to 02/29/2020
 Department Group 3750 - Kensington Fire PD
 Highlight when a day's "Total Time" is Greater Than (Default 8). The highlight will be visible on printed versions. 8
 Include Comments Yes
 Include signature message on PDF export No
 Signature message I have reviewed the time clock punches above and acknowledge that they are correct, complete, and accurately reflect any and all breaks for the dates listed.

AMIRI, SHAGHAYEGH S. (00843)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
02/01/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.000	0.000	0.000	8.000
Employee Comments: Verbatim minutes for the 1/25/20 meeting.									
02/03/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.000	0.000	0.000	1.000
Employee Comments: 1/27 - 1 hour putting together motions & votes for Jan. 25th meeting. Did not get a chance to put on time card.									
02/09/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
Employee Comments: Action minutes for Dec. 11, 2019 & Jan. 8, 2020									
02/10/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Action Minutes & responding to emails									
02/12/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
Employee Comments: Meeting attendance for 2/12/20 Board Meeting									
02/18/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.500	0.000	0.000	0.500
Employee Comments: review of minutes									
02/27/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: Meeting with Andrea/Julie & Glenn									
						Regular		27.500	
						Overtime		0.000	
						Double Time		0.000	
						Total Hours		27.500	

AUSBERRY, ANDREA M. (00781)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
02/03/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.200	0.000	0.000	8.200
Employee Comments: Dist Mgmt/ Clerk and administration; building maintenance; pest control; call with hazardous waste control vendor for compliance of pharmaceutical and controlled substance bins onsite; Bay Alarm faulty station alarm; AP report and check processing; agenda prep									
02/04/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.000	0.000	0.000	7.000
Employee Comments: Dist Mgmt/ Clerk and administration: communication and research; emails and calls; agenda prep and coordination									
02/05/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7.950	0.000	0.000	7.950
Employee Comments: Dist Mgmt/ Clerk and administration: Bldg maintenance; electrical panel day-room; phone line day-room down; communication and research with vendor to resolve; AP; Agenda prep									
02/06/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.530	0.000	0.000	8.530

Entry)

Employee Comments: Dist Mgmt/ Clerk and administration;BOD meeting agenda/packet prep and distribution; communications/ call returns/response to emails; follow-up Bldg maintenance heating system; phone line fire living qts.

02/07/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8,930	0.000	0.000	8,930
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Employee Comments: Dist Mgmt/ Clerk and administration; BOD meeting agenda/packet prep and distribution; posting through Kensington; communications/ call returns/response to emails

02/10/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4,000	0.000	0.000	4,000
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Employee Comments: Dist. Mgmt: agenda mgmt; BOD training compliance follow-up CSDA and CCC Netfile 700

02/12/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4,600	0.000	0.000	4,600
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Employee Comments: Dist Mgmt/ Clerk and administration;BOD meeting coordination; training meeting Clerk; BOD mtg set-up communications/ call returns/response to emails

02/13/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7,400	0.000	0.000	7,400
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Employee Comments: District mgmt and process; meeting with new IT vendor; AP, communication and research - CCC transmittal submissions; bank deposit; building mgmt maintenance.

02/14/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5,000	0.000	0.000	5,000
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Employee Comments: Dist Mgmt/ Clerk and administration: EPC agenda coordination, posting; BOD audio upload; communication and research - emails, phone, copy machine vendor; AP

02/17/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4,500	0.000	0.000	4,500
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Employee Comments: Dist Mgmt/ Clerk and administration;, communications/ call returns/response to emails

02/18/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7,400	0.000	0.000	7,400
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Employee Comments: Dist Mgmt/ Clerk and administration; organization of files, communications return calls/response to emails; research reconciliation A/P; agenda item list maintenance

02/19/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5,030	0.000	0.000	5,030
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Employee Comments: Dist Mgmt/ Clerk and administration;calls/response to emails; research;transparency cert research

02/20/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7,230	0.000	0.000	7,230
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Employee Comments: Dist Mgmt/ Clerk and administration;calls/response to emails; research;transparency cert research; AP; Building Management

02/21/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4,370	0.000	0.000	4,370
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Employee Comments: Dist Mgmt/ Clerk and administration;calls/response to emails; research;transparency cert research

02/24/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5,170	0.000	0.000	5,170
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Employee Comments: Dist Mgmt/ Clerk and administration;BOD agenda creation, communications - emails/call; RingCental Team mtg /emails; transparency Cert

02/25/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	7,230	0.000	0.000	7,230
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Employee Comments: Mgmt/ Clerk and administration;BOD agenda creation, communications call; RingCental Team mtg /emails; transparency Cert; building mgmt

02/26/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3,000	0.000	0.000	3,000
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Employee Comments: Dist Mgmt/ Clerk and administration;communications - call/emails

02/27/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5,820	0.000	0.000	5,820
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Employee Comments: Dist Mgmt/ Clerk and administration;BOD agenda prep communications/ call returns/response to emails; Clerk training; AP check processing; BOD agenda mtg review; Finance Cmte posting/throughout Kensington

02/28/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3,380	0.000	0.000	3,380
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Employee Comments: Dist Mgmt/ Clerk and administration;BOD agenda prep; communications/ call returns/response to emails; AP;Finance Cmt agenda notice NextDoor; CERT Training Notice Next Door

Regular	114,740
Overtime	0.000
Double Time	0.000
Total Hours	114,740

BLAKELY, KAREN (00780)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
02/03/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1,500	0,000	0,000	1,500
Employee Comments: Kensington Fire Survey									
02/04/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4,900	0,000	0,000	4,900
Employee Comments: Kensington Fire Survey									
02/05/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1,100	0,000	0,000	1,100
Employee Comments: Kensington Fire Survey									
						Regular		7,500	
						Overtime		0,000	
						Double Time		0,000	
						Total Hours		7,500	

LAZOF, GLENN (00033)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
02/03/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6,300	0,000	0,000	6,300
Employee Comments: Minutes and Bank Authority, Staff report Job Description, By-Laws, Kiosk, Anti Harassment Ph conf with President.									
02/04/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6,400	0,000	0,000	6,400
Employee Comments: Sandbags, Blue paper, IT equip install planning.financial reports,, Payroll Controls, CSDA Survey, Agenda review, Review Financials									
02/05/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5,400	0,000	0,000	5,400
Employee Comments: Financials and Financial procedure. 2X2 meeting. IT, Job Description report, CSDA survey report, location change									
02/06/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4,500	0,000	0,000	4,500
Employee Comments: Insurance Invoice, Final Agenda conf with Pres, Banking issues. Staff report editing, Recruit message with Pres.									
02/07/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2,800	0,000	0,000	2,800
Employee Comments: Packet, Meeting set up Sasha Andrea hand off, Special Mtg Disc. With Pres									
02/08/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1,100	0,000	0,000	1,100
Employee Comments: Deposit, Redirect on minutes, Brown Act and By-laws re: regular meeting location									
02/10/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3,600	0,000	0,000	3,600
Employee Comments: Financial reporting, Action minutes for special meeting and cancellation thereof., IT Update Location Change									
02/11/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6,800	0,000	0,000	6,800
Employee Comments: Transmittal and Revolving Fund Account, IT Practice around Blind cc, Prep for Pres Call, Finance Co, Payment issue									
02/12/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5,200	0,000	0,000	5,200
Employee Comments: Update Assign, Finance Committee meeting, County EDP instr and entry., Ph conf Bd Pres, Meeting Set up.									
02/13/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5,200	0,000	0,000	5,200
Employee Comments: IT Install with Nerd Crossing, Walk through county process Wells Fargo deposit. Ph conf with Pres. 2X2 Committee Schedule									
02/14/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0,600	0,000	0,000	0,600
Employee Comments: Finance Committee Prep, Access to and Quickbooks and security thereof, Traffic Study Community Meeting									
02/16/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1,500	0,000	0,000	1,500

Entry)

Employee Comments: EPC Ethics, RGS Report, IT Info, Financials

02/17/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
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Employee Comments: Financials, Finance Co, Action Minutes, Payroll Issue, task review, reconcile vendor and 1099 report

02/18/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.900	0.000	0.000	5.900
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Employee Comments: 2X2 meeting, review apparent discrepancy financials and CPA pay, PRA, IT, Minutes recommendations, Conflict of Interest Code Amendment.

02/19/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.100	0.000	0.000	3.100
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Employee Comments: Audit Ext, Arrange County Deposit Training, Finance Committee, task updates, invoice process, IT, Contract with Traffic Study Vendors. Financial Tasks, Conflict of Interest Code

02/20/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.900	0.000	0.000	5.900
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Employee Comments: Audit, 2X2 meeting.QB Admin PW, Conference Board Pres, and implement matters discussed in call.

02/21/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Staff report info Minutes, invoice QC, Assignments, 2X2 Co.

02/22/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.100	0.000	0.000	1.100
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Employee Comments: Implementation of tasks, Fire Plug

02/23/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: RGS report, Newsletter Special Meeting traffic, 2 X2 meeting.

02/24/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.100	0.000	0.000	5.100
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Employee Comments: 2 X 2 Committee, Special MTG, DocuSign, Regular meeting Agenda, re-establish remote access, Conf with Pres, Job Description, Minutes , Finance Committee, Co-ord, "Fireplug",

02/25/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.200	0.000	0.000	6.200
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Employee Comments: Task review, Finance Committee including materials, Fireplug, Gann Limit, special meeting minutes and , PRA

02/26/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.700	0.000	0.000	6.700
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Employee Comments: Task Implementation, 2X2 meeting. Traffic Town Hall. Fire Plug Form 700, Format of Minutes, IT Issues, March 11 Agenda payments not reported in past financials?

02/27/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	11.000	0.000	0.000	11.000
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Employee Comments: Task Implementation, 2X2 meeting. Traffic Town Hall. Fire Plug Form 700, Format of Minutes, IT Issues, March 11 Agenda payments not reported in past financials?

02/28/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.600	0.000	0.000	2.600
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Employee Comments: 3 11 Meeting, 2X2 with Tony, Track Financial reporting and related concerns, EPC Meeting Notice

Regular	104.000
Overtime	0.000
Double Time	0.000
Total Hours	104.000

PANTERA, SHAHRZAD (00693)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
02/03/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
Employee Comments: e-mail phone call with glenn, task list,ccc communication									
02/04/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	8.000	0.000	0.000	8.000
Employee Comments: Travel to KFPD, ledger reconciliation, financial update									
02/05/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000

Entry)

Employee Comments: e-mail correspondence, financial review

02/06/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: e-mail, task list, planning

02/07/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Phone call with Glenn, task list update

02/10/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Task list, financial review

02/11/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Board meeting prep- financial review- email communication

02/12/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
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Employee Comments: Meeting with RGS team, task list, financial review, email correspondence

02/14/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.500	0.000	0.000	3.500
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Employee Comments: Meeting with Andrea, task list, remote log in, AP prep

02/15/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
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Employee Comments: Quickbook analysis and cleanup, GL reconciliation

02/16/2020	Sunday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Financial investigation and task list

02/17/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
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Employee Comments: GL reconciliation review- task list

02/18/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
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Employee Comments: Warrant register, invoice review and filling -

02/19/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
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Employee Comments: Creation of invoices, QB accounting and analysis

02/20/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
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Employee Comments: E-mail correspondence, creation of review of alternative financial reporting, gathering data

02/21/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	1.500	0.000	0.000	1.500
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Employee Comments: Meeting with Glenn regarding task list - update on financials - e-mail correspondence

02/25/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.500	0.000	0.000	4.500
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Employee Comments: Task meeting, financial data review- e-mail correspondence- working with team on site

02/26/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.500	0.000	0.000	2.500
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Employee Comments: Email correspondence, financial data review, preparation for finance committee

02/27/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	6.000	0.000	0.000	6.000
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Employee Comments: Prep for Finance committee meeting

02/28/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	3.000	0.000	0.000	3.000
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Employee Comments: email correspondence- preparation for fiancé committee

02/29/2020	Saturday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
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Employee Comments: prep for finance committee meeting, financial review, 1099 adjustment

Regular	63.000
Overtime	0.000
Double Time	0.000
Total Hours	63.000

PICARD, ALLISON (00806)

Date	Start Day	Department Group	Department	Location	Shift	Reg	Ovt	Other	Total
02/03/2020	Monday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	5.500	0.000	0.000	5.500
Employee Comments: Draft staff report; job description development; salary survey disc with Karen B; phone mtg with Glenn									
02/04/2020	Tuesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: email updates to Glenn on survey; phone mtg with Karen providing direction on final survey product and job soec for admin position									
02/05/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	4.000	0.000	0.000	4.000
Employee Comments: finalizing survey results, finalizing staff report, job descriptions									
02/06/2020	Thursday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: email to Glenn re: staffing at KPD; review of report edits; phone meeting with Glenn; review of final report and additional comments									
02/07/2020	Friday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	0.750	0.000	0.000	0.750
Employee Comments: Phone meeting with Glenn about survey and prep for Board meeting; review of emails									
02/12/2020	Wednesday	3750 - Kensington Fire PD	3750-000 - Kensington Fire PD-Finance	RGS	Regular (Manual Entry)	2.000	0.000	0.000	2.000
Employee Comments: Prep and presentation at Brd mtg; follow-up email on next steps									

Regular	13.750
Overtime	0.000
Double Time	0.000
Total Hours	13.750

Regular	330.490
Overtime	0.000
Double Time	0.000
Total Hours	330.490

Lease Agreement between Kensington Fire Protection District and Kensington Police Protection and Community Services District for Occupancy of Kensington Public Safety Building

This Lease ("Lease") is made and entered into, as of 25th October, 2018, by and between the Kensington Fire Protection District ("KFPD" or "Landlord") and the Kensington Police Protection and Community Services District ("KPPCSD" or "Tenant"), who agree as follows:

Lease Provisions

1. Landlord leases to Tenant and Tenant leases from Landlord the Premises, as defined below, within the public safety building located at 215/217 Arlington Avenue, Kensington, California ("the Building"). The "Premises" is defined as that area within the Building designated for the Tenant's use and highlighted in the Permit Submittal dated September 10, 1998, submitted by Marcy Li Wong, Architects, which is attached hereto as Exhibit A. Additional areas included in this lease for nonexclusive use are the exterior common areas of the parking lot, the driveway and the front entrance of the building and the interior common areas as highlighted in the Permit Submittal. Landlord, however, has the sole discretion to determine the manner in which those public and common areas are maintained, operated and used. Tenant acknowledges that the Landlord has made no representation or warranty regarding the condition of the Real Property except as specifically stated in this Lease.

Dedicated Parking Spaces

2. There are currently ten (10) parking spaces in the rear parking lot. Six (6) spaces shall be dedicated for use by the Tenant and its employees, and four (4) shall be dedicated for use by the Landlord and its employees and agents. Use of the apparatus bay apron for parking is prohibited.

Term of Lease

3. The term of this Lease shall be for eighteen months commencing on January 1, 2019 ("the Commencement Date") and expiring on June 30, 2020, unless this Lease is sooner terminated as provided in this Lease ("the Lease Term"). The lease may be terminated by Landlord or Tenant with ninety (90) days written notice.

Rent

4. Beginning with the Commencement Date, Tenant shall pay to Landlord monthly rent of \$3,050.25 in monthly installations, payable on the 1st of each month for the duration of the Lease Term, without any prior demand, abatement, setoff, or deduction.

Permitted Use

5. Tenant shall use the Premises solely as administrative offices for the provision of the governmental services provided by Tenant, including those customarily associated with a police station. Tenant shall not use or permit the Premises to be used for any other purpose without Landlord's prior written consent, which may be granted or withheld in Landlord's sole discretion.

The parties further agree that use of the Building, other than by police and fire personnel or for their respective business and operations, shall be subject to the approval of the Police Chief and the Fire Chief.

Repair and Maintenance Obligations

6. *Landlord's Obligations.* Landlord shall repair and maintain in good order and condition (reasonable wear and tear excepted) (a) the structural portions of the Premises; (b) the Building; (c) The Base Building Systems (as defined below) located outside the Premises; (d) the exterior portions of the Building and Real Property; and (e) All other common areas located in the Building, or in or on the Real Property, including the parking facilities serving the Building. "Base Building Systems" means all systems and equipment (including plumbing, HVAC, electrical, fire/life-safety, elevator, and security systems) that serve the entire Building or portions of the Building other than simply the Premises, excluding all Premises Systems. "Premises Systems" means all systems and equipment that serve only the Premises, regardless of whether such systems or equipment are located within or outside the Premises.

7. *Tenant's Obligations.* Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease, keep the Premises (including all tenant improvements, Alterations, fixtures, and furnishings) in good order, repair, and condition at all times during the Lease Term. Under Landlord's supervision, subject to Landlord's prior approval, and within any reasonable period specified by Landlord, Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease promptly and adequately repair all damage to the Premises and replace or repair all damaged or broken fixtures and other leasehold improvements. At Landlord's option or if Tenant fails to make such repairs, Landlord may, but need not, make the repairs and replacements. On receipt of an invoice from Landlord, Tenant shall pay Landlord Landlord's out-of-pocket costs incurred in connection with such repairs and replacements. Tenant waives and releases its rights, including its right to make repairs at Landlord's expense, under California Civil Code sections 1941-1942 or any similar law, statute, or ordinance now or hereafter in effect.

Alterations and Additions

8. Tenant may not make any improvements, alterations, additions, or changes to the Premises ("Alterations") without first obtaining Landlord's prior written consent.

Damage and Destruction

9. Tenant agrees to notify Landlord in writing promptly of any damage to the Premises resulting from fire, earthquake, or any other identifiable event of a sudden, unexpected, or unusual nature ("Casualty"). If the Premises are damaged by a Casualty or any common areas of the Building providing access to the Premises are damaged to the extent that Tenant does not have reasonable access to the Premises, the Parties shall as soon as reasonably possible meet and confer to determine whether the Premises should be repaired or whether the Lease should be terminated. In the event of such a Casualty, either party shall have the right to terminate the Lease upon the giving of notice to the other party, which notice shall be given within 10 days of the meeting required by the preceding sentence. The determination of whether the Premises are repaired shall be within the Landlord's sole discretion, after conferring with Tenant, but among the factors that Landlord shall consider are whether the estimated repair cost exceeds the insurance proceeds, if any, available for such repair (not including the deductible, if any, on Landlord's property insurance), plus any amount that Tenant is obligated or elects to pay for such repair; whether the estimated repair cost of the Premises or the Building, even though covered by insurance, exceeds fifty percent (50%) of the full replacement cost; or whether the Building cannot be restored except in a substantially different structural or architectural form than existed before the Casualty.

Shared Cost of Utilities

10. The Tenant shall pay to the Landlord one half (1/2) the monthly cost of utilities such as gas, electricity, and water, except when such utilities are separately metered. In the case of separate meters for a particular utility, the party served by the meter will pay the entire bill. Tenant shall pay one half (1/2) the yearly sewer charge. Each party shall pay its own telephone bills. A copy of the applicable invoice shall be presented to the Tenant upon receipt, and payment by the Tenant shall be made on that invoice within thirty (30) calendar days.

Insurance

11. The Tenant shall procure, at its sole expense, and maintain in full force and effect during the term of this lease, the following insurance naming the Landlord as additional insured and/or loss payee: Comprehensive General Liability insurance against claims for bodily and personal injury, death and property damage caused by or occurring in conjunction with the lease of the Premises with a policy limit of at least One Million Dollars (\$1,000,000) per occurrence.

The Tenant shall provide the Landlord with a certificate of insurance that indicates the insurance will not be canceled without 30 days written notice. Neither party shall be responsible to the other for any property damage or loss, unless such damage or loss results from the sole negligence of the other party.

12. Landlord and Tenant agree to cause the insurance companies issuing their respective property (first party) insurance to waive any subrogation rights that those companies may have against Tenant or Landlord, respectively, as long as the insurance is not invalidated by the waiver. If the waivers of subrogation are contained in their respective insurance policies, Landlord and Tenant waive any right that either may have against the other on account of any loss or damage to their respective property to the extent that the loss or damage is insured under their respective insurance policies.

Indemnification

13. Tenant shall indemnify and hold harmless Landlord from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring in, on or about the Premises, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Tenant, its employees, officers, agents, volunteers, or its visitors. Landlord shall indemnify and hold harmless Tenant from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring outside the Premises either on the property or in the building, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Landlord, its employees, officers, agents, volunteers, or its visitors.

Assignment and Subleasing

14. Tenant shall obtain the Landlord's written consent before entered into or permitting any Transfer. A Transfer ("Transfer") consists of any of the following, whether voluntary or involuntary and whether effected by death, operation of law, or otherwise:

(a) Any assignment, mortgage, pledge, encumbrance, or other transfer of any interest in this Lease;

(b) Any sublease or occupancy of any portion of the Premises by any persons other than Tenant and its employees; and

(c) Any of change of organization, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code sections 56000 et seq.), that substantially changes the corporate nature of Tenant.


Dispute Resolution

15. Should any disagreement arise regarding any part of this agreement, both boards shall attempt to solve the dispute through negotiations. Should negotiations fail, the two parties agree to mediation, and to share the costs of the mediation. Each party further agrees to be responsible for its own legal costs associated with the mediation.

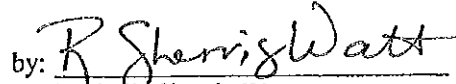
Should mediation fail, the two parties agree to binding arbitration by the American Arbitration Association. The losing party shall pay the costs incurred in such action, including the legal costs of the other party.

KENSINGTON FIRE PROTECTION DISTRICT, a California special district

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, a California special district

by: 

Janice E. Kosei
President of Board of Directors

by: 

Raphelle Sherris-Watt
President of Board of Directors

Ms. Julie Stein, Board President
Kensington Fire Protection District

March 27, 2020

Subject: Proposal for Recruiting an Interim and Permanent General Manager

Phase 1 Interim ½ Time General Manager:

It is our pleasure to provide this proposal to work with the District to secure the next General Manager. The approach is to offer services to recruit and place an interim GM (Phase 1) for a period of about 6 months. More time may be negotiated if required. BHI will use the currently available job description as a general basis for the search. It is highly desirable to secure an interim who is well professionally qualified and objective to District past and current situations or personnel.

It is seen that sometime between notification to proceed to BHI, 2-4 weeks may be required to identify and vet, then work the logistics and contract of an Interim to begin work. In some cases the Interim may work for the District through a contract with BHI.

The general approach is utilizing the BHI network of California professionals to identify a highly qualified person that may be interested in such a part-time position at a practical hourly rate. If possible two qualified individuals would be presented to the District for consideration, then BHI would work the details, such as contract, lodging, hourly rate, days of week, start date, etc. Those details would be included into a contract, worked in conjunction with the District's counsel to complete contractual details.

The Interim GM would be responsible for:

1. Daily District operations
2. Managing any tasks currently work with the District through contract
3. Generation of the 2020/2021 annual budget for the District
4. Be prepared to leave the District with an assessment of the state of the District including, but not limited to, staffing versus contract work necessary regarding sustainable daily operations, status of the annual budget, adequacy of District policies and assessing policy/practice audit and more. This report would be required at contract end.

Deliverable for Task A – recruit, vet and place a fully qualified interim General Manager to the KFPD for the 6 mo. timeframe.

Estimated Hours/Cost – 32 hrs. plus expenses -\$9600.00

Upon placement of the interim, BHI may begin the process of recruiting a permanent half-time GM (Phase 2) for the District.

Phase 2: Recruitment of a permanent ½ time General Manager

Our firm is not like the large bulk-hiring firms; we specialize, performing only about 5-6 truly selective executive searches each year. Our work on the placement of any GM is unique for each client and we carefully leverage our connections to the California special districts in general, to the advantage of each search. The key to long-term productive placement is identifying and assuring fit for the individual professional and the particular District Board, staff and community.

Unique elements of our approach:

- Our process is very Board centric is and communicative with the Board from start to hire. We feel strongly that since the Board/Manager relationship is the prime relationship within a local public agency, the Board must be well prepared for all stages of the search process.
- Our Principal, Brent Ives, will be with the Board in all phases of the project, including interviews, selection and early negotiations. We focus specifically on the specific experience, environment and needs of KFPD
- We will only search for one Fire Protection District agency related GM in California while engaged with KFPD.
- We will use all options available for targeting candidates including all typical media outreach, but also attendance at strategic conferences, and utilization of our extensive network of professionals in the industry to stimulate interest in this position. We are confident that we currently have 3-4 qualified candidates for this type of position in your location. These individuals are simply waiting for the right position to become open.
- We are very proud of our track record with executive placement. For the last ten years, 90% of those whom we place at the executive level remain in their jobs. Those whom have left their jobs have retired from that position.
- We will lead the new GM and Board through a start-up performance goals and objectives workshop within 6 weeks of hiring.

Approach: (detailed further below) All or some of these activities can be performed in concert with a Board ad-hoc committee if desired.

Task 1 - Board preparation meeting/workshop through candidate **description** of the next GM. This may include one-on-one interviews with the Board members if desired.

Task 2 – A. Development of materials necessary to reach a broad and qualified candidate pool, generating interest in the position. **B.** Establish a full suite of qualified candidates based on the GM Candidate Description utilizing numerous different methods to assure the highest-level qualified candidate pool possible. Much of this is completed through the use of contacts and phone calls, along with the standard media outreach and appropriate periodical ads.

Task 3 - Preparing the Board and conduct of a suite of selection activities and assure Board readiness for the decision making process.

Task 4 - Initial negotiations with finalist.

Task 5 - (4-6 weeks after start date) Facilitate GM/Board “Successful start-up session” to clarify performance expectations for the first year. This is truly a unique feature of BHI.

Please note that there are three (3) optional tasks included herein and outlined below for the Board to consider. Each option is described in the text and costed in the cost table in section 6.

3. Scope of Work – PHASE 2

Task 1 - This is a best practice step in finding the best-fit manager for KFPD. This dedicated time upfront gathering input from various sources is crucial to assure that candidates match your true needs and traits/experience that fit at KFPD. The Task includes a 3-4 hour workshop to develop a District GM Candidate Description and discuss important aspects of an upcoming permanent GM recruitment process. Some key questions that must be answered in this work are:

- *What are the aspects of former managers that you all liked, and perhaps did not like?*
- *What level of experience in what fields will be clearly necessary in our next GM?*
- *What are the likely challenges that your next GM will face?*
- *What educational levels of accomplishment are pre-requisite to considering our next GM?*
- *What will be important desired character related traits that our new GM should possess?*
- *What are the obvious needs of the community ratepayers that will be important to our next GM?*
- *What type of manager of employees would we like the new manager to be?*
- *What is clearly necessary regarding communications from and to our next GM?*

The discussion of these and other topics set the baseline for the resultant Candidate Description. The candidate description is used to set the direction for the marketing of the position, the candidate pool sorting and the selection activities with the final candidates. These findings will be carefully mapped with the skills, knowledge, abilities and experience necessary to FIT well with the District. It is important that all Board member points-of-view are considered when conducting such a workshop. Should there be any issues within the Board leading up to this search, those varied points of view will need to be addressed. Public disagreements by the Board are easy to find by top candidates, thus it is critical that any of these be addressed early in the search effort.

The workshop to develop the Description is best when preceded by other means of input, often from a variety of sources. The following are optional pre-Board workshop activities that assist with the use of workshop time and allow for added perspective for the Board during the Description development. Consultant WILL personally interviews each Board member, one-on-one (ZOOM?).

Task 2 –

Search activities and Candidate Pool Development and Candidate Pool Narrowing

BHI has been recruiting executives for Special Districts in California over 14 years. There are three proven methods to reach and aggressively develop a candidate pool:

- 1.) Strong media advertising,
- 2.) Proactively contacting targeted currently employed, qualified candidates, and
- 3.) Directly contacting of a well-developed network of qualified individuals.

BHI enjoys a strong network of competent executives working in public agencies and are often sought out by those seeking new challenges and locations. We typically establish a candidate pool

with well over 50 candidates with over 20% of the candidates being well qualified, presenting a broad set of candidate options from which the Board/committee can select. The media ads and candidate brochure will be strategically crafted and placed within the market and to individuals in order to create interest and visibility of those most qualified. BHI will work with KFPD staff for bring out the best in brochure design and assure accurate descriptions of the full package being offered.

BHI will also establish a target list of those individuals within his well-established network in executive level public agencies across the state and nation. As mentioned above, we are confident that 3-4 individuals that we have recently worked with or have expressed interest to us would be interested in this position. Help from the KFPD Board, staff, partner agencies and others will help formulate this list.

- **Develop Compelling Advertisements and Candidate Brochure:** Ads and all other position marketing materials must be made to compel the highest levels of professional to consider the position. BHI will work with KFPD staff to develop ads and the brochure. If the District Board desires an ad-hoc committee, this will be part of their scope of work as well. We will use District sanctioned logos and consider utilizing the services of printers and other services providers typically used by the District. The District will provide additional guidance for any industry specific ad placements over and above those selected by the Consultant.
- **Strategically place ads:** The Consultant will strategically place advertisements in various electronic media outlets along with appropriate job posting boards. This will key on those publications that industry professionals typically review. Typical on-line publications for such a position are CSDA, PSJobs, Western Cities, local newspapers, KFPD website, LinkedIn jobs and more as directed by District leadership, etc.
- **Proactively seek qualified individuals:** The Consultant will contact and develop interest in the position at logical and available professional associations and may potentially attend events where such professionals attend.

Task 2 - Target Qualified Individuals

BHI will target individuals who meet the criteria, using California Special District and KFPD network. It is anticipated that BHI will market the position at the CSDA General Manager Summit in June. Attendance at these gatherings will present a nominal cost to the District in sharing registration cost for two consultants (Lynda Ives, candidate marketing specialist) and specialized marketing materials for each conference purpose.

Near the end of the position marketing stage, the Consultant will begin sorting the full pool according to the Candidate description developed in Task 1. This down-select process puts the candidates in a rank order of the consultant's view of the pool only and may involve an ad-hoc committee of the Board if one such committee exists. The entire pool is presented to the Board/committee before and further narrowing occurs. In many cases, the consultant will begin calling the references of those most highly qualified. It is important that if 5-10 "highly" qualified candidates express interest in the position, that the consultant demonstrates specific interest in those to keep interest fresh.

The **deliverable** for Task 2 is to develop and present the best most highly qualified candidate pool possible. The candidate description guides this effort and the consultant's network aids in this work.

Also important to this stage is the actual compensation package or package range being offered. KFPD must also be an attractive place to work. All of these are aspects are important considerations that top candidates review and consider.

Task 3 – Selection Activities

It is first critical that the Board is properly and fully prepared for the selection from the pool of qualified candidates. The Consultant will meet with the Board to present all candidates, as directed by the ad-hoc committee. He will lead Board through a finer down-selection process, to a set of four to six finalists candidates, thereby identifying those most qualified for the upcoming, formal finalist's selection activities.

At that time the Consultant and Board will discuss the options for specific selections activities potentially including interviewing, optional on-line leadership/personality/communication assessments (optional), employee panels, community panels, pre-selection activity candidate assignments, potentially, an objective panel of individuals at similar levels, and/or managers, etc. In some cases these activities may present additional cost to the effort. These considerations of options will also be first introduced at the candidate description meeting at the beginning of the process (Task 1) and decided upon at this stage.

The Consultant will prepare the Board and/or panels for all approved selection activities and also prepare for interviewing by providing a briefing on behavioral interviewing to the Board directly prior to final interviews. This unique service allows the Board to be more thoroughly prepared to assess each candidate in areas which have shown to be most important and that align with the description. This will best prepare the Board panel for each step of the selection activity.

BHI will work with and through designated staff assure that all selection activities are well organized, deliberate, have purpose, and add value to the decision makers. The Consultant Brent Ives will guide through each step of this process. Any Board selected ancillary activities, like other panels, will be completed by this time and results prepared for the Board. (Note: inclusion, coordination and management of ancillary group interviewing processes may result in additional cost.)

The **deliverable** of Task 3 is to select a finalist from the entire candidate pool. This will occur through a set of activities of the Board's choosing.

Task 4 – Initial Negotiations

Consultant will assist as needed with the initial offer and negotiations between the chosen finalist and the District. The Consultant may represent the Board with an initial position in negotiations and may lead the Board through decisions on key elements of the contract. It is customary that District General Counsel also assists with this process, and takes the initial discussions through to a contract for consideration. It is recommended however that BHI be included in this process through to completion. A thorough background check on the selected finalist will be performed at this time, along with any specific requirements that the District may typically require (physical fitness, etc.) This may be completed by the District should that be the choice or can be completed by BHI as an option. The background should, at minimum, include checks on educational background, local, State and federal criminal checks, checks on social media, credit, driving and credentials and more.

The **deliverable** for Task 4 is a fully executed contract with the selected candidate.

Task 5 – Successful “Start-up” Session

A very unique service incorporated in the BHI process happens four to six weeks after the start day of the new GM. The Consultant will schedule the 2-hour performance workshop with the Board and the GM. This is the final yet critical stage of getting off to a good start. The deliverables for the assembled group are performance goals and expectations for the first year. These goals and expectations can then be integrated into the first year performance evaluation, or if the Board desires an initial 6-month performance review. This best practice allows for a beginning of the relationship with documented clarity and feeds into a well informed and professional performance review process. This process is also a unique and critical part of securing BHI as your search firm. The **deliverable** for Task 5 is a clearly understood start-up set of performance expectations for the GM and assurance of the Board of clear direction.

1. Firm

BHI Management Consulting, a wholly owned sole proprietorship
2459 Neptune Ct.
Tracy, CA 95304
Website: www.bhiconsulting.com
Email: brent@bhiconsulting.com
Project lead, contact and sole consultant: Brent Ives
Cell Phone #: 209-740-6779

BHI affirms understanding and the ability to comply with the requirements of KFPD standard professional services agreement. BHI is a sole-proprietor owned business, fully insured and benefited. Those that BHI provides to assignments are single purpose contractors with BHI, under BHI coverage.

2. Background on BHI Management Consulting and Brent Ives

BHI Management Consulting is owned and operated by Brent Ives and is based in Tracy, California. Since 1994 the firm has specialized in serving public agencies to find and keep great leaders and employees as well as a variety of other organizational projects. It is important to understand that BHI offers this service as a focused, customized service to California Special Districts, not doing dozens each year but 5-6 annually. This presents a more focused, present and attentive recruitment process to KFPD. Your consultant through the entire process is the firm’s Principal, Brent Ives. BHI will support much of the effort with administrative support at their offices and use additional support at conferences while marketing the position.

Brent has served as a City Council member for the City of Tracy, California since 1992 and as directly elected Mayor of the City of Tracy, retiring in 2014. This experience and knowledge helps Brent to bring valuable perspective to the executive search process.

Brent and BHI have facilitated dozens of such meetings in preparation for executive searches and profiling activities. The guiding principle of BHI Management Consulting is to provide public

agencies with focused, careful, thorough, practical, no-nonsense, fairly priced services with recruiting, hiring and keeping great employees.

At BHI we believe that, while we must be able to, and are consistently successful at, establishing a strong and qualified candidate pool, a co-equal challenge is assuring overall job-fit. Therefore, the process outlined herein, BHI is fully prepared, experienced and will focus only on your description development. BHI can meet all insurance requirements for this engagement.

BHI also includes a number of 'back-office' associates who support search efforts with the care and providing clear information to all candidates. This respect of the candidate pool is what we believe to be representative of the District and important to begin establishing a proper relationship. Our firm is known for taking the extra time in communicating with both the client District and the candidate pool.

It is very important to note that BHI is very and careful with both candidate and District confidentiality, search inclusivity, avoiding any bias and sensitivity to internal candidates while conducting all elements of the search.

References: BHI Executive Recruitment

•• Mt. View Sanitary District (2019)– nationwide search for **District Manager**
DM –Lilia Corona, lcorona@mvsd.org, (925) 586-5605....(925) 228-5635
Board President – Stan Caldwell – emails – (stan_caldwell@comcast.net),
Director.caldwell@mvsd.org – (925) 228-8922

•• East Contra Costa County Fire Protection District, nationwide search for **Business Services Manager**
Chief Brian Helmick, Fire Chief - (925) 584-8468
BHelmick@eccfpd.org
Recruitment for Business Services Manager – manager successfully placed

•• Ironhouse Sanitary District, nationwide search for **General Manager**
Chris Laurizen, Board President
Chad Davisson, General Manager
davisson@isd.us.com, Office: (925) 809-3001, Cell: (925) 727-2938
Placed Chad Davisson as GM.

•• Calaveras County Water District, nationwide search for **General Manager**.
Mr. Scott Ratterman, Board Member,
ratt@goldrush.com, (209) 754-3426
Placed David Eggerton as GM, (209) 754-3543

•• San Mateo County Harbor District, international search for **General Manager**
Tom Mattusch, Commission President, tommattusch@comcast.net, (650) 619-0459

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Placed Steve McGrath who recently retired from this position. (650) 583-4962...Cell:(650) 515-7792

Cost/Schedule

Cost - The following table outlines the cost per task and per BHI individual assigned for each Phase. As such, anticipated hours/costs include preparation for and conducting the workshop and providing the Interim GM and GM Recruitment, including task descriptions within each scope. Basic charges for Phase 1 is \$9600.00. Effort charges for Phase 2 is \$23,400.00. Expenses are also included in the table and anticipated to include typical travel related expenses including a percentage for conference attendance). It should be clear that one or both of the work phases above may be commissioned.

GM Recruitment Estimated Effort Costs	Principal (Ives@\$300/hr)	(BHI Admin@\$80/hr)	Cand. Specialist (@\$80/hr.)	LaborHours /task Total		Comments
INTERIM GM - PHASE 1	Hours	Hours	Hours	Hours	Dollars	Notes
1. Tasks necessary to complete the recruitment	32	-	-	30	\$9,600.00	
TOTAL FOR INTERIM RECRUITING					\$9,600.00	
PERMANENT GM - PHASE 2	Hours	Hours	Hours	Hours	Dollars	Notes
1. Input and GM Description	8	0	0	8	\$2,400.00	Meetings/calls. Etc.
2. Position marketing	36	24	12	72	\$13,680.00	Anticipated 60-90 days.
3. Selection Activities	24	0	0	24	\$7,200.00	Meetings as needed (Note: the actual cost of this stage can vary with the Board's decision to include other groups within the selection activities process)
4. Initial Negotiations	6	0	0	6	\$1,800.00	
5. Start-up Session	8	0	0	8	\$2,400.00	Board workshop
TOTAL PERMANENT GM RECRUITING SERVICES	68	24	12	104	\$23,400.00	
ESTIMATED EXPENSES						
	Time or Expense	Cost per	Cost		Dollars	
Travel expenses	Estimated travel expenses for attending meetings at District	3 Visits	\$300.00	-	\$300.00	Trip costs are estimated and can vary. For budget purposes, \$100/tip is used as a basis.
Office Supplies, printing, postage and telephone costs	-	-	\$150.00	-	\$150.00	
Printing and position marketing costs*	-	-	\$1,250.00	-	\$1,250.00	This cost is borne by the District yet billed directly through BHI.
TOTAL ESTIMATED COSTS (for all tasks)	0	0	\$1,700.00	0	\$25,100.00	

Should none of the final candidates be deemed sufficient to the Board for hire, BHI will work with the District to identify others with the candidate pool to consider for hire. Efforts may also be taken

to re-market the position as well for cost. Should the selected candidate be dismissed for cause within one year of placement, BHI will conduct a search using all foundational elements of the original to establish a process for another selection. This will take place after a negotiated price plan as appropriate.

Schedule and requirements – BHI is prepared to begin the process with phase #1 within 2-3 weeks of notice to proceed. BHI assumes that upon approval with Board President, District Counsel will be available to the consultant for consultation during the process and for contractual assistance. It is also expected that BHI will be allowed to provide recommendations to the Board of Directors for structure governance improvements as the process evolves. The Board is provided a monthly written update during all phases of the search. Depending on the agreed position marketing time allowed and contract negotiations, the search process can take up to 6 months to full hire.

Summary – We fully understand that this is a critically important task for the District Board of Directors. The choices involved with the next GM are vitally important for the District and its future. Job/position/location/community/Board Fit are critical to assess the best chances of a long-term, productive association. BHI offers to lead the District Board through the entire process with a deliberate and focused effort to get the very best candidates for the Board to consider, and then help to get off to a strong start with the selected individual. We welcome any questions or thoughts you may have on this proposal.

Sincerely,

Brent H. Ives, Principal
BHI Management Consulting
brent@bhiconsulting.com

(Brent H. Ives is authorized to sign and bind the firm through contractual agreements)

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: **Code of Conduct**
POLICY NUMBER: **1020**

1020.10 The Board of Directors of the Kensington Fire Protection District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

1020.11 The dignity, style, values and opinions of each Director shall be respected.

1020.12 Responsiveness and attentive listening to communication is encouraged.

1020.13 The needs of the District's constituents should be the priority of the Board of Directors.

1020.14 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

1020.15 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

1020.16 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

1020.17 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not creating barriers to the implementation of said action.

1020.20 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

1020.21 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels.

1020.22 Directors should develop a working relationship with the Manager and the Fire Chief wherein current issues, concerns and District projects can be discussed comfortably and openly.

1020.23 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

1020.24 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

CODE OF CONDUCT

A. Basic responsibilities of individual directors:

1. To be familiar with the laws and policies governing the district.
2. To understand the nature of fire protection services.
3. To be familiar with district finances.
4. To maintain regular attendance at board meetings. Board members should be on time and stay for the entire meeting. If they are unable to attend or know they will be arriving late or leaving early, they should advise the President.
5. To support decisions made by the board, even if there is individual disagreement with those decisions.
6. To be current on required CSDA ethics and sexual harassment training and recommended FEMA training.

B. Required conduct: In order to ensure cooperation and a good working relationship among board members, the following rules should be observed:

1. The dignity, style, values and opinions of each board member shall be respected.
2. Responsiveness and attentive listening in communication is encouraged.
3. Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable, uncivil, or disparaging of others. Once the board takes action, board members should commit to supporting the action and not create barriers to the implementation of the action.
4. Board members should function as a part of the whole. Issues should be brought to the attention of the board as a whole, rather than to individual members selectively.
5. Board members should refuse to participate in meetings that do not conform to the Brown Act.
6. An individual board member may not commit, nor represent that they commit, the district to any policy, act or expenditure.
7. The basic function of the board is policy and not administration.
8. The general manager has full administrative authority for properly discharging duties within the limits of established board policies.
9. District constituents have the right to be heard at official meetings within established parameters and guidelines for public testimony.
10. Directors shall at all times conduct themselves with courtesy to each other, to staff, and to members of the audience present at board meetings and public sessions.