



# Kensington Fire Protection District

## Employee Timesheet Summary

FY2021-2022

Bill Hansell, General Manager

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

Date	Target	Actual	GA	FB	EP	PL	PS	HL	SL	VL
7/15/2021	51.45	52.00	37.50	6.25	2.25	0.00	0.00	6.00	0.00	0.00
7/31/2021	54.88	53.50	28.00	16.50	9.00	0.00	0.00	0.00	0.00	0.00
8/15/2021	51.45	51.25	10.25	15.00	5.00	0.00	3.25	0.00	5.00	12.75
8/31/2021	54.88	54.75	15.50	0.50	11.75	0.00	7.00	0.00	0.00	20.00
9/15/2021	51.45	92.50	28.00	26.25	4.00	0.00	28.25	6.00	0.00	0.00
9/30/2021	51.45	53.25	8.00	8.25	10.50	0.00	26.50	0.00	0.00	0.00
10/15/2021	51.45	84.75	48.25	16.25	3.00	3.00	14.25	0.00	0.00	0.00
10/31/2021	54.88	54.75	8.75	17.75	4.00	0.50	3.75	0.00	8.00	12.00
11/15/2021	51.45	68.25	37.75	15.75	3.50	0.00	5.25	0.00	0.00	6.00
11/30/2021	51.45	37.25	4.75	4.75	3.00	0.00	0.00	12.00	3.75	9.00
12/15/2021	51.45	64.50	30.25	10.50	9.50	0.00	14.25	0.00	0.00	0.00
12/31/2021	54.88	33.25	3.50	3.25	0.75	0.00	2.75	15.00	3.00	5.00
1/15/2022	51.45	79.00	28.50	28.50	5.00	0.00	11.00	6.00	0.00	0.00
1/31/2022	54.88	44.25	7.25	10.75	6.75	0.00	8.00	6.00	1.50	4.00
2/15/2022	51.45	75.25	35.50	10.75	3.00	0.00	26.00	0.00	0.00	0.00
2/28/2022	44.59	38.00	5.50	1.50	4.00	0.25	12.75	6.00	3.50	4.50
3/15/2022	51.45	63.00	34.00	7.00	4.00	0.50	17.50	0.00	0.00	0.00
3/31/2022	54.88	34.75	5.00	2.25	5.50	4.50	9.50	0.00	3.00	5.00
4/15/2022	51.45	80.75	43.75	18.25	4.75	0.00	14.00	0.00	0.00	0.00
4/30/2022	51.45	43.75	22.00	0.75	8.25	4.50	4.75	0.00	3.50	0.00
5/15/2022	51.45	68.50	52.75	5.25	0.00	0.00	10.50	0.00	0.00	0.00
5/31/2022	54.88	56.00	5.00	17.75	2.75	0.00	24.50	6.00	0.00	0.00
6/15/2022	51.45	93.00	40.00	16.50	4.75	0.00	31.75	0.00	0.00	0.00
6/30/2022	51.45	46.00	18.00	3.00	2.25	0.00	22.75	0.00	0.00	0.00
<b>Total Hours:</b>	<b>1,251.95</b>	<b>1,422.25</b>	<b>557.75</b>	<b>263.25</b>	<b>117.25</b>	<b>13.25</b>	<b>298.25</b>	<b>63.00</b>	<b>31.25</b>	<b>78.25</b>
		<b>113.60%</b>	<b>39.22%</b>	<b>18.51%</b>	<b>8.24%</b>	<b>0.93%</b>	<b>20.97%</b>	<b>4.43%</b>	<b>2.20%</b>	<b>5.50%</b>
<b>Hrs Per Wk:</b>	<b>24.08</b>	<b>27.35</b>								



# Kensington Fire Protection District

## Employee Timesheet Summary

FY2022-2023

Bill Hansell, General Manager

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

Date	Target	Actual	GA	FB	EP	PL	PS	HL	SL	VL
7/15/2022	51.45	73.50	23.00	12.50	0.00	1.00	31.00	6.00	0.00	0.00
7/31/2022	54.88	36.50	4.50	4.50	2.00	0.00	25.50	0.00	0.00	0.00
8/15/2022	51.45	51.00	4.50	8.00	0.00	2.00	6.00	0.00	13.00	17.50
8/31/2022	54.88	34.00	3.50	8.00	2.50	0.50	16.75	0.00	1.25	1.50
9/15/2022	51.45	0.00								
9/30/2022	51.45	0.00								
10/15/2022	51.45	0.00								
10/31/2022	54.88	0.00								
11/15/2022	51.45	0.00								
11/30/2022	51.45	0.00								
12/15/2022	51.45	0.00								
12/31/2022	54.88	0.00								
1/15/2023	51.45	0.00								
1/31/2023	54.88	0.00								
2/15/2023	51.45	0.00								
2/28/2023	44.59	0.00								
3/15/2023	51.45	0.00								
3/31/2023	54.88	0.00								
4/15/2023	51.45	0.00								
4/30/2023	51.45	0.00								
5/15/2023	51.45	0.00								
5/31/2023	54.88	0.00								
6/15/2023	51.45	0.00								
6/30/2023	51.45	0.00								
<b>Total Hours:</b>	<b>1,251.95</b>	<b>195.00</b>	<b>35.50</b>	<b>33.00</b>	<b>4.50</b>	<b>3.50</b>	<b>79.25</b>	<b>6.00</b>	<b>14.25</b>	<b>19.00</b>
		<b>15.58%</b>	<b>18.21%</b>	<b>16.92%</b>	<b>2.31%</b>	<b>1.79%</b>	<b>40.64%</b>	<b>3.08%</b>	<b>7.31%</b>	<b>9.74%</b>



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 5/16/2022  
 Pay Period End: 5/31/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
5/16/2022	See Separate Task Sheet	5.75	1.00				4.75			
5/17/2022	"	3.25		1.50			1.75			
5/18/2022	"	6.25					6.25			
5/19/2022	"	1.25					1.25			
5/20/2022	"	2.50		2.50						
5/21/2022	"	0.00								
5/22/2022	"	0.50			0.50					
5/23/2022	"	0.00								
5/24/2022	"	6.75		5.25			1.50			
5/25/2022	"	2.50		2.50						
5/26/2022	"	7.25	1.00	3.00	2.25		1.00			
5/27/2022	"	8.50		1.50			7.00			
5/28/2022	"	1.00		1.00						
5/29/2022	"	2.00	2.00							
5/30/2022	"	7.00	1.00					6.00		
5/31/2022	"	1.50		0.50			1.00			
	Total Hours	56.00	5.00	17.75	2.75	0.00	24.50	6.00	0.00	0.00
	Rate	\$ 108.00								
	Total Gross Pay	\$ 6,048.00								

*Bill Hansell*

5/30/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Crime Renewal Application Policy	1.00	Mon 5/16/2022	KFPD Gen Mgmt
KFPD - PSB re: Dwg revisions	0.50	Mon 5/16/2022	KFPD PSB
KFPD - PSB re: Tel w/Mack5	0.50	Mon 5/16/2022	KFPD PSB
KFPD - PSB re: Dwg revisions	2.25	Mon 5/16/2022	KFPD PSB
KFPD - PSB re: Dwg revisions	1.50	Mon 5/16/2022	KFPD PSB
<b>Day Total:</b>	<b>5.75</b>		
KFPD - PSB re: Dwg revisions	0.50	Tue 5/17/2022	KFPD PSB
KFPD - Finance re: Zoom Mtg (EC Budget Conf)	1.50	Tue 5/17/2022	KFPD Finance
KFPD - PSB re: Temp Facility Progress Mtg	1.25	Tue 5/17/2022	KFPD PSB
<b>Day Total:</b>	<b>3.25</b>		
KFPD - PSB re: Parking lot lease (Tel w/TOR)	0.75	Wed 5/18/2022	KFPD PSB
KFPD - PSB re: Temp Facility Progress Mtg	0.75	Wed 5/18/2022	KFPD PSB
KFPD - PSB re: Tel w/RB (Lease update; Mtg planning)	0.75	Wed 5/18/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Financing RFI)	1.50	Wed 5/18/2022	KFPD PSB
KFPD - PSB re: Dwg revisions	0.50	Wed 5/18/2022	KFPD PSB
KFPD - PSB re: Dwg revisions	2.00	Wed 5/18/2022	KFPD PSB
<b>Day Total:</b>	<b>6.25</b>		
KFPD - PSB re: Dwg revisions	1.50	Thu 5/19/2022	KFPD PSB
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Finance re: Mtg agenda & packet	2.50	Fri 5/20/2022	KFPD Finance
<b>Day Total:</b>	<b>2.50</b>		
KFPD - EPC re: Draft agenda	0.50	Sun 5/22/2022	KFPD EPC
<b>Day Total:</b>	<b>0.50</b>		
KFPD - Finance Committee Mtg (EC Fire Contract Review)	1.50	Tue 5/24/2022	KFPD Finance
KFPD - Finance re: Draft budget	2.00	Tue 5/24/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Comm, Sanitary Connection, Schedule, PGE)	1.50	Tue 5/24/2022	KFPD PSB
KFPD - Finance re: Fire Station Budget Comparison	1.75	Tue 5/24/2022	KFPD Finance
<b>Day Total:</b>	<b>6.75</b>		
KFPD - Finance Committee Mtg (EC Fire Contract Review)	1.50	Wed 5/25/2022	KFPD Finance
KFPD - Finance re: Planning	1.00	Wed 5/25/2022	KFPD Finance
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Finance re: Planning	0.50	Thu 5/26/2022	KFPD Finance
KFPD - Finance re: Timesheet reports	0.50	Thu 5/26/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Site mtg for gate and fence)	0.75	Thu 5/26/2022	KFPD PSB
KFPD - Finance re: Mechancs Bank (Deposit issues; EFT letter)	0.50	Thu 5/26/2022	KFPD Finance
KFPD - EPC re: Tel w/Chief (LRAD RFPs)	0.25	Thu 5/26/2022	KFPD EPC
KFPD - PSB re: Temp Facility (Tel w/Estimator)	0.25	Thu 5/26/2022	KFPD PSB
KFPD - Finance re: Mtg w/Maze	1.00	Thu 5/26/2022	KFPD Finance
KFPD - Finance re: Timesheet reports	0.50	Thu 5/26/2022	KFPD Finance
KFPD - EPC re: Committee Mtg	2.00	Thu 5/26/2022	KFPD EPC
KFPD - Gen Mgmt re: Library Mgr & Supervisor (Location for hybrid mtgs)	1.00	Thu 5/26/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>7.25</b>		
KFPD - PSB re: Temp Facility (Bid package)	7.00	Fri 5/27/2022	KFPD PSB
KFPD - Finance re: Draft budget v2	1.50	Fri 5/27/2022	KFPD Finance
<b>Day Total:</b>	<b>8.50</b>		
KFPD - Finance re: Draft budget v2	1.00	Sat 5/28/2022	KFPD Finance
<b>Day Total:</b>	<b>1.00</b>		
KFPD - Gen Mgmt re: Hybrid mtg options; Emails	2.00	Sun 5/29/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.00</b>		
KFPD - Gen Mgmt re: Holiday	6.00	Mon 5/30/2022	KFPD Holiday
KFPD - Gen Mgmt re: BOD Mtg agenda	1.00	Mon 5/30/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>7.00</b>		
KFPD - PSB re: Temp Facility (Tel w/Keith Marks for bldg permit sched)	0.50	Tue 5/31/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Tel w/Chief on permit, site work)	0.50	Tue 5/31/2022	KFPD PSB
KFPD - Finance re: Invoices	0.50	Tue 5/31/2022	KFPD Finance
<b>Day Total:</b>	<b>1.50</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88hrs Max):</b>	<b>56.25</b>		
<b>Target Hrs (Over/Under)</b>	<b>1.37</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 6/1/2022  
 Pay Period End: 6/15/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
6/1/2022	See Separate Task Sheet	6.75	2.00	0.25			4.50			
6/2/2022	"	11.00		8.50			2.50			
6/3/2022	"	10.75	3.50	3.75	2.00		1.50			
6/4/2022	"	3.00	3.00							
6/5/2022	"	10.50	10.50							
6/6/2022	"	7.50	7.50							
6/7/2022	"	8.75	6.00	1.00			1.75			
6/8/2022	"	8.25	2.25	1.75	0.25		4.00			
6/9/2022	"	2.75	1.50		0.25		1.00			
6/10/2022	"	3.25			0.75		2.50			
6/11/2022	"	0.00								
6/12/2022	"	0.00								
6/13/2022	"	0.25		0.25						
6/14/2022	"	10.00	2.00		1.50		6.50			
6/15/2022	"	10.25	1.75	1.00			7.50			
Total Hours		93.00	40.00	16.50	4.75	0.00	31.75	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 10,044.00</u>								

*Bill Hansell*

6/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: BOD mtg packet	1.50	Wed 6/1/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (On site for turning radius)	1.50	Wed 6/1/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB (Mail, Messages)	0.50	Wed 6/1/2022	KFPD Gen Mgmt
KFPD - Finance re: Mechanics Bank (Deposits, Issues w/County reimbursements)	0.25	Wed 6/1/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Unitarian Board Mtg)	1.00	Wed 6/1/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Site Plan revs)	2.00	Wed 6/1/2022	KFPD PSB
<b>Day Total:</b>	<b>6.75</b>		
KFPD - PSB re: Temp Facility (Site Plan revs)	1.50	Thu 6/2/2022	KFPD PSB
KFPD - Finance re: Bookkeeping	0.50	Thu 6/2/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Power Pole Permit)	1.00	Thu 6/2/2022	KFPD PSB
KFPD - Finance re: Bookkeeping	5.00	Thu 6/2/2022	KFPD Finance
KFPD - Finance re: Bookkeeping	3.00	Thu 6/2/2022	KFPD Finance
<b>Day Total:</b>	<b>11.00</b>		
KFPD - Finance re: Bookkeeping	2.00	Fri 6/3/2022	KFPD Finance
KFPD - Finance re: Bookkeeping	1.75	Fri 6/3/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg agenda (Tel w/LN)	1.75	Fri 6/3/2022	KFPD Gen Mgmt
KFPD - EPC re: Wildfire JPA Mtg	2.00	Fri 6/3/2022	KFPD EPC
KFPD - PSB re: Renovation bid posting	1.50	Fri 6/3/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD mtg agenda	1.75	Fri 6/3/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>10.75</b>		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Sat 6/4/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	1.00	Sat 6/4/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	4.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB for mail, post agenda	0.50	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	1.00	Sun 6/5/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Sun 6/5/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>10.50</b>		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.50	Mon 6/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Mon 6/6/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Mon 6/6/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Finance re: Tel w/NHA (Prelim loan responses)	0.50	Tue 6/7/2022	KFPD Finance
KFPD - Gen Mgmt re: Communications	0.50	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg w/Chief (Abatement info)	1.00	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Mtg Mins	1.50	Tue 6/7/2022	KFPD Gen Mgmt
KFPD - PSB re: EC Conditional Use Permit questions (Tel w/SM)	1.00	Tue 6/7/2022	KFPD PSB
KFPD - PSB re: EC Modular, Schedule(Tel w/TK)	0.75	Tue 6/7/2022	KFPD PSB
KFPD - Finance re: Tel w/Tom Phillips, Risk Management (Insurance for tem station	0.50	Tue 6/7/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg supplemental materials	3.00	Tue 6/7/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.75</b>		
KFPD - Gen Mgmt re: BoD mtg supplemental materials	2.00	Wed 6/8/2022	KFPD Gen Mgmt
KFPD - PSB re: NHA consulting (Bond option analysis)	2.00	Wed 6/8/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Dwgs)	0.50	Wed 6/8/2022	KFPD PSB
KFPD - Finance re: Re-issue warrants (Martinez); Mechanics Bank	1.50	Wed 6/8/2022	KFPD Finance
KFPD - EPC re: Community events (Tel w/JV)	0.25	Wed 6/8/2022	KFPD EPC
KFPD - Gen Mgmt re: PSB for mail, msgs	0.25	Wed 6/8/2022	KFPD Gen Mgmt
KFPD - PSB re: KPPCSD coord w/Chief Gancasz	0.50	Wed 6/8/2022	KFPD PSB
KFPD - Finance re: Confirm Recon/Spec Tax History (Tel w/MP)	0.25	Wed 6/8/2022	KFPD Finance
KFPD - PSB re: NHA consulting (Financial Model)	1.00	Wed 6/8/2022	KFPD PSB
<b>Day Total:</b>	<b>8.25</b>		
KFPD - Gen Mgmt re: BoD mtg notices; Outreach to CSD	1.50	Thu 6/9/2022	KFPD Gen Mgmt
KFPD - EPC re: Mtg agenda	0.25	Thu 6/9/2022	KFPD EPC
KFPD - PSB re: NHA consulting (Bond option analysis)	1.00	Thu 6/9/2022	KFPD PSB
<b>Day Total:</b>	<b>2.75</b>		
KFPD - PSB re: NHA consulting (Bond option analysis)	1.50	Fri 6/10/2022	KFPD PSB
KFPD - PSB re: NHA consulting (Bond option analysis)	1.00	Fri 6/10/2022	KFPD PSB
KFPD - EPC re: Committee Mtg agenda	0.75	Fri 6/10/2022	KFPD EPC

	<b>Day Total:</b>	<b>3.25</b>		
KFPD - Finance re: Tel VSP (Account access)		0.25	Mon 6/13/2022	KFPD Finance
	<b>Day Total:</b>	<b>0.25</b>		
KFPD - PSB re: Temp Facility (Submit for Bldg Permit)		0.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Submit for Sanitary Permit)		0.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Renovation (Bid Site Visit)		1.50	Tue 6/14/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Craft Ave neighbor outreach)		1.00	Tue 6/14/2022	KFPD PSB
KFPD - EPC re: HEF Mtg		1.50	Tue 6/14/2022	KFPD EPC
KFPD - Gen Mgmt re: Communications		2.00	Tue 6/14/2022	KFPD Gen Mgmt
KFPD - PSB re: Renovation (Bid Pricing Schedule)		3.00	Tue 6/14/2022	KFPD PSB
	<b>Day Total:</b>	<b>10.00</b>		
KFPD - PSB re: Renovation (Bid Pricing Schedule)		1.00	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Renovation (Loan questions)		0.50	Wed 6/15/2022	KFPD PSB
KFPD - Financial re: CERBT Year-End Webinar		1.00	Wed 6/15/2022	KFPD Finance
KFPD - PSB re: Renovation (Loan questions)		0.50	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Temp Facility (On site for modular delivery)		1.50	Wed 6/15/2022	KFPD PSB
KFPD - Gen Mgmt re: PSB for mail, msgs, staff questions		1.75	Wed 6/15/2022	KFPD Gen Mgmt
KFPD - PSB re: Renovation (RFI's, Bid Docs)		2.00	Wed 6/15/2022	KFPD PSB
KFPD - PSB re: Temp Facility (EC Planning Conditional Use Hearing)		2.00	Wed 6/15/2022	KFPD PSB
	<b>Day Total:</b>	<b>10.25</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):</b>		<b>93.00</b>		
<b>Target Hrs (Over/Under)</b>		<b>41.55</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 6/16/2022  
 Pay Period End: 6/30/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
6/16/2022	See Separate Task Sheet	4.25	1.50	0.75	2.00					
6/17/2022	"	4.75		0.25			4.50			
6/18/2022	"									
6/19/2022	"									
6/20/2022	"	1.00					1.00			
6/21/2022	"	5.50	1.00				4.50			
6/22/2022	"	1.50					1.50			
6/23/2022	"	3.00	1.00				2.00			
6/24/2022	"	4.50					4.50			
6/25/2022	"									
6/26/2022	"	5.50	5.50							
6/27/2022	"	6.00	3.50				2.50			
6/28/2022	"	4.75	1.25	1.00	0.25		2.25			
6/29/2022	"	5.00	4.00	1.00						
6/30/2022	"	0.25	0.25							
Total Hours		46.00	18.00	3.00	2.25	0.00	22.75	0.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 4,968.00</u>								

*Bill Hansell*

6/30/2022

Employee Signature

Date

Finance Signature

Date



Subject	Duration	Day	Subject
KFPD - Gen Mgmt re: Wildfire Regional Priority Plan Stakeholder Meeting #6	1.50	Thu 6/16/2022	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 6/16/2022	KFPD EPC
KFPD - Financial re: Transmittal	0.75	Thu 6/16/2022	KFPD Finance
<b>Day Total:</b>	<b>4.25</b>		
KFPD - PSB re: Renovation (Revised Bid Set)	1.00	Fri 6/17/2022	KFPD PSB
KFPD - Financial re: Timesheet. Payroll	0.25	Fri 6/17/2022	KFPD Finance
KFPD - PSB re: Renovation (Revised Bid Set)	3.50	Fri 6/17/2022	KFPD PSB
<b>Day Total:</b>	<b>4.75</b>		
KFPD - PSB re: Temp Facility Bid Opening	1.00	Mon 6/20/2022	KFPD PSB
<b>Day Total:</b>	<b>1.00</b>		
KFPD - Gen Mgmt re: Document signatures	0.50	Tue 6/21/2022	KFPD Gen Mgmt
KFPD - PSB re: Mtg w/Residents	3.00	Tue 6/21/2022	KFPD PSB
KFPD - Gen Mgmt re: Document signatures	0.50	Tue 6/21/2022	KFPD Gen Mgmt
KFPD - PSB re: RFI Response review w/Arch	1.50	Tue 6/21/2022	KFPD PSB
<b>Day Total:</b>	<b>5.50</b>		
KFPD - PSB re: Bid RFI	0.50	Wed 6/22/2022	KFPD PSB
KFPD - PSB re: Temp Facility planning issues	1.00	Wed 6/22/2022	KFPD PSB
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Temp Facility re: PGE Mtg; School Director	1.00	Thu 6/23/2022	KFPD PSB
KFPD - Gen Mgmt re: Docs at PSB	1.00	Thu 6/23/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Sanitary District, EC City Hall	1.00	Thu 6/23/2022	KFPD PSB
<b>Day Total:</b>	<b>3.00</b>		
KFPD - PSB re: Scheduling; Coordination	1.50	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: NHA Zoom Mtg	0.50	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: Public Forum planning	1.00	Fri 6/24/2022	KFPD PSB
KFPD - PSB re: Scheduling; Coordination	1.50	Fri 6/24/2022	KFPD PSB
<b>Day Total:</b>	<b>4.50</b>		
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	1.50	Sun 6/26/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	4.00	Sun 6/26/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>5.50</b>		
KFPD - Temp Facility re: Mack5 Mtg	1.00	Mon 6/27/2022	KFPD PSB
KFPD - Gen Mgmt re: Special Mtg Agenda and Packet	3.50	Mon 6/27/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Bid Protest Response	1.50	Mon 6/27/2022	KFPD PSB
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Temp Facility re: Revised Bid Pricing Schedule	1.50	Tue 6/28/2022	KFPD PSB
KFPD - Temp Facility re: Tel w/KPPCSD GM	0.25	Tue 6/28/2022	KFPD PSB
KFPD - EPC re: Tel w/EP Coord (Purchases, Solano Stroll, FireWise)	0.25	Tue 6/28/2022	KFPD EPC
KFPD - Finance re: Check signature	0.50	Tue 6/28/2022	KFPD Finance
KFPD - Gen Mgmt re: PSB for mail, msg, staff mtg	0.75	Tue 6/28/2022	KFPD Gen Mgmt
KFPD - Temp Facility re: Sanitary District for permit	0.50	Tue 6/28/2022	KFPD PSB
KFPD - Gen Mgmt re: Tel w/Chief	0.50	Tue 6/28/2022	KFPD Gen Mgmt
KFPD - Finance re: CERBT Disbursement	0.50	Tue 6/28/2022	KFPD Finance
<b>Day Total:</b>	<b>4.75</b>		
KFPD - Finance re: CERBT Disbursement	0.50	Wed 6/29/2022	KFPD Finance
KFPD - Finance re: Submit CERBT Disbursement	0.50	Wed 6/29/2022	KFPD Finance
KFPD - Board Special Mtg re: Temp Facility Bid Approval	1.00	Wed 6/29/2022	KFPD Gen Mgmt
KFPD - Board Regular BoD Mtg	3.00	Wed 6/29/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>5.00</b>		
KFPD - Gen Mgmt re: PSB for mail, msg	0.25	Thu 6/30/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>0.25</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):</b>	<b>46.00</b>		
<b>Target Hrs (Over/Under)</b>	<b>(5.45)</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 7/1/2022  
 Pay Period End: 7/15/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
7/1/2022	See Separate Task Sheet	5.00					5.00			
7/2/2022	"	1.50					1.50			
7/3/2022	"									
7/4/2022	"	6.00						6.00		
7/5/2022	"	1.75	0.75			1.00				
7/6/2022	"	1.00					1.00			
7/7/2022	"	13.00	3.00				10.00			
7/8/2022	"	8.00	8.00							
7/9/2022	"	6.75	6.75							
7/10/2022	"	5.00		5.00						
7/11/2022	"	3.00		2.50			0.50			
7/12/2022	"	7.50	3.00	4.50						
7/13/2022	"	4.00	1.50				2.50			
7/14/2022	"	11.00		0.50			10.50			
7/15/2022	"									
Total Hours		73.50	23.00	12.50	0.00	1.00	31.00	6.00	0.00	0.00
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 7,938.00</u>								

*Bill Hansell*

7/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Renovation (Bid Opening)	1.00	Fri 7/1/2022	KFPD PSB
KFPD - PSB re: Renovation (Bid Analysis and Summary)	3.00	Fri 7/1/2022	KFPD PSB
KFPD - PSB re: Renovation (Coordination and Report)	1.00	Fri 7/1/2022	KFPD PSB
<b>Day Total:</b>	<b>5.00</b>		
KFPD - PSB re: Renovation (Coordination and Report)	1.50	Sat 7/2/2022	KFPD PSB
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Gen Mgmt re: Holiday	6.00	Mon 7/4/2022	KFPD Holiday
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Gen Mgmt re: Mtg videos	0.75	Tue 7/5/2022	KFPD Gen Mgmt
KFPD - Legal re: Mtg w/Meyers Nave (Various Issues)	1.00	Tue 7/5/2022	KFPD Legal
<b>Day Total:</b>	<b>1.75</b>		
KFPD - PSB re: Plan Check Response (Egress issues)	1.00	Wed 7/6/2022	KFPD PSB
<b>Day Total:</b>	<b>1.00</b>		
KFPD - PSB re: Plan Check Response (Egress issues)	1.50	Thu 7/7/2022	KFPD PSB
KFPD - Gen Mgmt re: Return election materials	1.50	Thu 7/7/2022	KFPD Gen Mgmt
KFPD - PSB re: Plan Check Response (Egress issues)	2.50	Thu 7/7/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Draft lease)	3.50	Thu 7/7/2022	KFPD PSB
KFPD - Gen Mgmt re: BoD Agenda Materials	1.50	Thu 7/7/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility (Draft lease)	2.50	Thu 7/7/2022	KFPD PSB
<b>Day Total:</b>	<b>13.00</b>		
KFPD - Gen Mgmt re: BoD Mtg Agenda and Documents	6.00	Fri 7/8/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Election materials	2.00	Fri 7/8/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>8.00</b>		
KFPD - Gen Mgmt re: Return election materials	2.50	Sat 7/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: BoD Mtg Agenda and Documents	2.50	Sat 7/9/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: Post agenda; PSB for mail, msgs	1.75	Sat 7/9/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>6.75</b>		
KFPD - Finance re: Invoices	1.00	Sun 7/10/2022	KFPD Finance
KFPD - Finance re: Invoices	2.00	Sun 7/10/2022	KFPD Finance
KFPD - Finance re: Invoices	0.50	Sun 7/10/2022	KFPD Finance
KFPD - Finance re: Invoices	1.50	Sun 7/10/2022	KFPD Finance
<b>Day Total:</b>	<b>5.00</b>		
KFPD - Finance re: Invoices	1.00	Mon 7/11/2022	KFPD Finance
KFPD - PSB re: Tel Legal Counsel (appeal hearing)	0.50	Mon 7/11/2022	KFPD PSB
KFPD - Finance re: Invoices	1.50	Mon 7/11/2022	KFPD Finance
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Finance re: Invoices	2.00	Tue 7/12/2022	KFPD Finance
KFPD - Finance re: Invoices	1.50	Tue 7/12/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD Mtg Agenda and Documents	1.50	Tue 7/12/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: HEF Mtg	1.50	Tue 7/12/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.00	Tue 7/12/2022	KFPD Finance
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Gen Mgmt re: BoD Mtg Documents	1.50	Wed 7/13/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Facility bldg permit submissions	2.50	Wed 7/13/2022	KFPD PSB
<b>Day Total:</b>	<b>4.00</b>		
KFPD - PSB re: Lease documents	1.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Conf Call w/NHA, Capital One	0.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Update	1.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Lease documents; Notary; Forwarding	3.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Lease documents	1.50	Thu 7/14/2022	KFPD PSB
KFPD - PSB re: Lease documents	2.00	Thu 7/14/2022	KFPD PSB
KFPD - Finance re: Fund Transfer Request	0.50	Thu 7/14/2022	KFPD Finance
<b>Day Total:</b>	<b>11.00</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):</b>	<b>73.50</b>		
<b>Target Hrs (Over/Under)</b>	<b>22.05</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 7/16/2022  
 Pay Period End: 7/31/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
7/16/2022	See Separate Task Sheet									
7/17/2022	"									
7/18/2022	"	1.00					1.00			
7/19/2022	"	7.50					7.50			
7/20/2022	"	5.50	1.00				4.50			
7/21/2022	"									
7/22/2022	"									
7/23/2022	"									
7/24/2022	"									
7/25/2022	"	1.00					1.00			
7/26/2022	"	2.00					2.00			
7/27/2022	"	1.00					1.00			
7/28/2022	"	7.50		0.50	2.00		5.00			
7/29/2022	"	7.50		4.00			3.50			
7/30/2022	"	3.50	3.50							
7/31/2022	"									
	Total Hours	36.50	4.50	4.50	2.00	0.00	25.50	0.00	0.00	0.00
	Rate	\$ 108.00								
	Total Gross Pay	\$ 3,942.00								

*Bill Hansell*

7/31/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Leaseback Issues (Insurance)	1.00	Mon 7/18/2022	KFPD PSB
<b>Day Total:</b>	<b>1.00</b>		
KFPD - PSB re: Leaseback Issues (Reimbursable expenses to date)	3.00	Tue 7/19/2022	KFPD PSB
KFPD - Temp Facility re: City Council Hearing	4.50	Tue 7/19/2022	KFPD PSB
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Gen Mgmt re: PSB (Mail; Msgs); Station 71	1.00	Wed 7/20/2022	KFPD Gen Mgmt
KFPD - PSB re: Leaseback Closing Docs	1.50	Wed 7/20/2022	KFPD PSB
KFPD - Temp Facility re: PM coordination; OBS Notice To Proceed	2.50	Wed 7/20/2022	KFPD PSB
KFPD - PSB re: Mail docs to KutakRock	0.50	Wed 7/20/2022	KFPD PSB
<b>Day Total:</b>	<b>5.50</b>		
KFPD - Gen Mgmt re: PSB (Mail; Msgs); Power Out	1.00	Mon 7/25/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.00</b>		
KFPD - PSB re: Temp Facility (GC Contract)	2.00	Tue 7/26/2022	KFPD PSB
<b>Day Total:</b>	<b>2.00</b>		
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)	1.00	Wed 7/27/2022	KFPD PSB
<b>Day Total:</b>	<b>1.00</b>		
KFPD - PSB re: Temp Facility (NTP)	0.50	Thu 7/28/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)	3.50	Thu 7/28/2022	KFPD PSB
KFPD - EPC re: Committee Mtg	2.00	Thu 7/28/2022	KFPD EPC
KFPD - PSB re: Submit Bldg Plan Comments Response	1.00	Thu 7/28/2022	KFPD PSB
KFPD - Finance re: Submit CERBT Disbursement	0.50	Thu 7/28/2022	KFPD Finance
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Finance re: Invoices to Maze	0.50	Fri 7/29/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Insurance coverage)	1.00	Fri 7/29/2022	KFPD PSB
KFPD - Finance re: Submit CERBT Disbursement	1.00	Fri 7/29/2022	KFPD Finance
KFPD - Finance re: Invoices	1.50	Fri 7/29/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)	1.50	Fri 7/29/2022	KFPD PSB
KFPD - Finance re: CERBT report due 7/29	1.00	Fri 7/29/2022	KFPD Finance
KFPD - PSB re: Submit Bldg Plan Comments Response	1.00	Fri 7/29/2022	KFPD PSB
<b>Day Total:</b>	<b>7.50</b>		
KFPD - Gen Mgmt re: Communications	3.50	Sat 7/30/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.50</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88 hrs Max):</b>	<b>36.50</b>		
<b>Target Hrs (Over/Under)</b>	<b>(18.38)</b>		



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 8/1/2022  
 Pay Period End: 8/15/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
8/1/2022	See Separate Task Sheet	1.00					1.00			
8/2/2022	"	6.00							6.00	
8/3/2022	"	6.00							6.00	
8/4/2022	"	3.50	0.50	1.00			1.00		1.00	
8/5/2022	"	2.50	2.50							
8/6/2022	"									
8/7/2022	"	0.50	0.50							
8/8/2022	"	7.00					1.00			6.00
8/9/2022	"	7.00				1.00				6.00
8/10/2022	"	4.00		2.00		1.00	1.00			
8/11/2022	"	2.50	1.00	1.50						
8/12/2022	"	5.00		3.50			1.50			
8/13/2022	"									
8/14/2022	"									
8/15/2022	"	6.00					0.50			5.50
Total Hours		51.00	4.50	8.00	0.00	2.00	6.00	0.00	13.00	17.50
Rate		\$ 108.00								
Total Gross Pay		<u>\$ 5,508.00</u>								

*Bill Hansell*

8/15/2022

Employee Signature

Date

Finance Signature

Date

Subject	Duration	Day	Subject
KFPD - PSB re: Temp Facility (Bldg Plan Check Issues)	1.00	Mon 8/1/2022	KFPD PSB
<b>Day Total:</b>	<b>1.00</b>		
KFPD - Sick	6.00	Tue 8/2/2022	KFPD Sick
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Sick	6.00	Wed 8/3/2022	KFPD Sick
<b>Day Total:</b>	<b>6.00</b>		
KFPD - Sick	1.00	Thu 8/4/2022	KFPD Sick
KFPD - PSB re: Struct Plan Check verification	1.00	Thu 8/4/2022	KFPD PSB
KFPD - Finance re: DOIT tax roll request	1.00	Thu 8/4/2022	KFPD Finance
KFPD - Gen Mgmt re: BoD mtg agenda	0.50	Thu 8/4/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>3.50</b>		
KFPD - Gen Mgmt re: BoD mtg agenda	2.50	Fri 8/5/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Gen Mgmt re: Mtg cancellation notice	0.50	Sun 8/7/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>0.50</b>		
KFPD - PSB re: Temp Facility (Permit Fees)	0.50	Mon 8/8/2022	KFPD PSB
KFPD - PSB re: Temp Facility (Proj Mgmt)	0.50	Mon 8/8/2022	KFPD PSB
KFPD - Vacation	6.00	Mon 8/8/2022	KFPD Vacation
<b>Day Total:</b>	<b>7.00</b>		
KFPD - Vacation	6.00	Tue 8/9/2022	KFPD Vacation
KFPD - Legal re: AB361	1.00	Tue 8/9/2022	KFPD Legal
<b>Day Total:</b>	<b>7.00</b>		
KFPD - Finance re: Special Tax Levy Forms	1.50	Wed 8/10/2022	KFPD Finance
KFPD - Legal re: AB361	1.00	Wed 8/10/2022	KFPD Legal
KFPD - PSB re: Temp Facility (Carpport issues)	1.00	Wed 8/10/2022	KFPD PSB
KFPD - Finance re: Special Tax Levy Forms	0.50	Wed 8/10/2022	KFPD Finance
<b>Day Total:</b>	<b>4.00</b>		
KFPD - Finance re: Invoices	0.50	Thu 8/11/2022	KFPD Finance
KFPD - Gen Mgmt re: PSB (Mail; Msgs; Staff)	1.00	Thu 8/11/2022	KFPD Gen Mgmt
KFPD - Finance re: Invoices	1.00	Thu 8/11/2022	KFPD Finance
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Finance re: Invoices	0.50	Fri 8/12/2022	KFPD Finance
KFPD - Finance re: Invoices	3.00	Fri 8/12/2022	KFPD Finance
KFPD - PSB re: Notice of Award to CWS (Insurance docs)	1.50	Fri 8/12/2022	KFPD PSB
<b>Day Total:</b>	<b>5.00</b>		
KFPD - Vacation	5.50	Mon 8/15/2022	KFPD Vacation
KFPD - PSB re: Temp Station (Gate details, payment)	0.50	Mon 8/15/2022	KFPD PSB
<b>Day Total:</b>	<b>6.00</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 15 days = 51.45 hrs Max):</b>	<b>51.00</b>		
<b>Target Hrs (Over/Under)</b>	<b>(0.45)</b>		

KFPD - PSB re:	KFPD PSB
KFPD - EPC re:	KFPD EPC
KFPD - Finance re:	KFPD Finance
KFPD - Gen Mgmt re:	KFPD Gen Mgmt
KFPD - Legal re:	KFPD Legal
KFPD - Vacation	KFPD Vacation
KFPD - Holiday	KFPD Holiday
KFPD - Sick	KFPD Sick



## Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell  
 Title: General Manager  
 Pay Period Start: 8/16/2022  
 Pay Period End: 8/31/2022

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

Date	Task/Project	Hours	GA	FB	EP	PL	PS	HL	SL	VL
8/16/2022	See Separate Task Sheet									
8/17/2022	"	3.50		1.00			2.50			
8/18/2022	"	3.75					3.75			
8/19/2022	"									
8/20/2022	"									
8/21/2022	"	1.50	1.00		0.50					
8/22/2022	"	1.50				0.50	1.00			
8/23/2022	"	1.50								1.50
8/24/2022	"	1.75					0.50		1.25	
8/25/2022	"	2.50	0.50		2.00					
8/26/2022	"	4.00	2.00				2.00			
8/27/2022	"									
8/28/2022	"	1.50					1.50			
8/29/2022	"	2.50					2.50			
8/30/2022	"	3.00		1.00			2.00			
8/31/2022	"	7.00		6.00			1.00			
	Total Hours	34.00	3.50	8.00	2.50	0.50	16.75	0.00	1.25	1.50
	Rate	\$ 108.00								
	Total Gross Pay	\$ 3,672.00								

*Bill Hansell*

8/31/2022

Employee Signature

Date

Finance Signature

Date



Subject	Duration	Day	Subject
KFPD - PSB re: Temp Station (Lease)	1.00	Wed 8/17/2022	KFPD PSB
KFPD - Finance re: Invoices	1.00	Wed 8/17/2022	KFPD Finance
KFPD - PSB re: Temp Station (CA)	1.50	Wed 8/17/2022	KFPD PSB
<b>Day Total:</b>	<b>3.50</b>		
KFPD - PSB re: Temp Station (Carport Permit Issues)	1.25	Thu 8/18/2022	KFPD PSB
KFPD - PSB re: Temp Station (Code Issues)	1.50	Thu 8/18/2022	KFPD PSB
KFPD - PSB re: Temp Station (Code Issues)	1.00	Thu 8/18/2022	KFPD PSB
<b>Day Total:</b>	<b>3.75</b>		
KFPD - EPC re: Agenda posts	0.50	Sun 8/21/2022	KFPD EPC
KFPD - Gen Mgmt re: PSB for Mail, Msgs, Staff	1.00	Sun 8/21/2022	KFPD Gen Mgmt
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Legal re: Virtual Meetings	0.50	Mon 8/22/2022	KFPD Legal
KFPD - PSB re: Temp Station (Lease and Insurance)	1.00	Mon 8/22/2022	KFPD PSB
<b>Day Total:</b>	<b>1.50</b>		
KFPD - Vacation	1.50	Tue 8/23/2022	KFPD Vacation
<b>Day Total:</b>	<b>1.50</b>		
KFPD - PSB re: Dwg Set	0.50	Wed 8/24/2022	KFPD PSB
KFPD - Sick	1.25	Wed 8/24/2022	KFPD Sick
<b>Day Total:</b>	<b>1.75</b>		
KFPD - Gen Mgmt re: Public Correspondence	0.50	Thu 8/25/2022	KFPD Gen Mgmt
KFPD - EPC re: Committee Mtg	2.00	Thu 8/25/2022	KFPD EPC
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Gen Mgmt re: PSB Generator Issues	0.50	Fri 8/26/2022	KFPD Gen Mgmt
KFPD - Gen Mgmt re: PSB (Mail; Msgs; Staff)	1.50	Fri 8/26/2022	KFPD Gen Mgmt
KFPD - PSB re: Temp Station (Modular)	2.00	Fri 8/26/2022	KFPD PSB
<b>Day Total:</b>	<b>4.00</b>		
KFPD - PSB re: GC Contract (Include insurance requirements)	1.50	Sun 8/28/2022	KFPD PSB
<b>Day Total:</b>	<b>1.50</b>		
KFPD - PSB re: Temp Station (RFI's)	2.50	Mon 8/29/2022	KFPD PSB
<b>Day Total:</b>	<b>2.50</b>		
KFPD - Finance re: Invoices	1.00	Tue 8/30/2022	KFPD Finance
KFPD - PSB re: Temp Station (RFI's)	2.00	Tue 8/30/2022	KFPD PSB
<b>Day Total:</b>	<b>3.00</b>		
KFPD - Finance re: Invoices	1.00	Wed 8/31/2022	KFPD Finance
KFPD - Finance re: Invoices	3.50	Wed 8/31/2022	KFPD Finance
KFPD - PSB re: Temp Facility (Proj Mgmt)	1.00	Wed 8/31/2022	KFPD PSB
KFPD - Finance re: Invoices	1.50	Wed 8/31/2022	KFPD Finance
<b>Day Total:</b>	<b>7.00</b>		
<b>Total (24hrs/wk Allowance = 3.43hrs/day x 16 days = 54.88 hrs Max):</b>	<b>34.00</b>		
<b>Target Hrs (Over/Under)</b>	<b>(20.88)</b>		



## KENSINGTON FIRE PROTECTION DISTRICT FINANCE COMMITTEE REGULAR MEETING MINUTES

**DATE/TIME:** October 01, 2021 / 10:00 a.m.

**LOCATION:** Via Zoom

**PRESENT:** Directors: Secretary Kosel (Chair), President Nagel  
Staff: GM Hansell

### 1. CALL TO ORDER/ROLL CALL

Secretary Kosel called the meeting to order at 10:05am and confirmed roll call.

### 2. PUBLIC COMMENT

There was no public comment.

### OLD BUSINESS

(None)

### NEW BUSINESS

### 3. INTRODUCTION OF NHA ADVISORS AND PRESENTATION/DISCUSSION OF SERVICE PROPOSAL FOR FINANCIAL ANALYSIS AND PLANNING

GM Hansell reviewed the RFP process for financial advisors to review the District's finances and strategic planning for the PSB renovation and other emergency preparedness priorities. He introduced NHA Advisors who were selected and will be recommended to the Board. Eric Scriven and Craig Hill of NHA presented the firm's background and how they will approach the work. They reviewed the initial discussions with GM Hansell regarding the district's priorities and received further suggestions from the committee. GM Hansell noted that a lot of information on the renovation will be coming in the next few months as the design/engineering is finalized and then next level of cost estimating is complete. President Nagel asked about the coordination of NHA with grant writers. Chair Kosel asked about lease revenue bonds and if there would be an advantage to doing conventional financing with a bank. NHA stated that the latter are usually limited to 20-year loans, so they are not recommended for projects like the PSB renovation. GM Hansell discussed the project schedule for the renovation and the temporary station and asked how the financing schedule would be coordinated with that. NHA presented various options and considerations for the schedule of their review, recommendations, and financing bid services. Chair Kosel thanked NHA for their presentation. GM Hansell confirmed that NHA will present to the full board at the next meeting.

#### 4. FY2021-2022 BUDGET STATUS UPDATE

GM Hansell discussed the cost of NHA Advisors within the budget. Chair Kosel asked about the schedule for response on grant applications. GM Hansell noted that the FEMA BRIC grant previously mentioned is unlikely, but the grant writers suggested focusing on the FEMA HMGP grant for the renovation project. That application will have an impact on the permitting and construction schedule, though.

#### 5. MANAGEMENT TIMESHEET REVIEW

Chair Kosel said that all the information has been provided and suggested approval.

**MOTION:** Kosel/Nagel to approval the GM timesheets as submitted.

**VOTE:** Ayes: Kosel, Nagel; Nays: None

MOTION PASSED: 2-0

#### 6. FUTURE AGENDA ITEMS

None

#### 7. ADJOURNMENT

The meeting adjourned at 11:23AM. The next Finance Committee Meeting will be determined at a future date and listed on the district's website with the minimum notice required by the Brown Act.

Minutes Prepared by: GM Hansell

These minutes were approved at the Finance Committee Meeting on September 9, 2022.

Attest:

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Finance Committee Chair



## KENSINGTON FIRE PROTECTION DISTRICT FINANCE COMMITTEE REGULAR MEETING MINUTES

**DATE/TIME:** February 04, 2022 / 10:00 a.m.

**LOCATION:** Via Zoom

**PRESENT:** Directors: Secretary Kosel (Chair), President Nagel  
Staff: GM Hansell,  
Emergency Prep Coordinator Johnny Valenzuela  
Accountant Maria Munoz, Maze Accounting

### 1. CALL TO ORDER/ROLL CALL

Secretary Kosel called the meeting to order at 10:01am and confirmed roll call.

### 2. PUBLIC COMMENT

There was no public comment.

### 3. ADOPTION OF CONSENT ITEMS

- a. Approval of the General Manager's Timesheets - Chair Kosel said that all the information has been provided and the weekly average is 25 hours per week, which is on target per the contract.

**MOTION:** Nagel/Kosel to approval the GM timesheets as submitted.

**VOTE:** Ayes: Kosel, Nagel; Nays: None

**MOTION PASSED:** 2-0

### 4. OLD BUSINESS - None

### 5. NEW BUSINESS

#### a. FY2020-2021 Draft Audit Review -

Chair Kosel highlighted the revenues, expenses, and account balances. She commented on the actuarial report, which will be revised this year, and the CalPERS settlement amount which should be paid off this year. Kosel asked about the district's investments with LAIF and whether there are any options to gain better interest. She highlighted that the audit is a "clean report." Nagel agreed.

**MOTION:** Kosel/Nagel to recommend approval of the audit as submitted.

**VOTE:** Ayes: Kosel, Nagel; Nays: None

**MOTION PASSED:** 2-0

Maria Munoz from Maze Accounting explained some of the issues with fund accounting and Quickbooks. Although there are better options for tracking separate funds, the district is small enough that staff recommends sticking with Quickbooks.

**b. MID-YEAR REVIEW OF DISTRICT BUDGET –**

GM Hansell referred to the Chief's mid-year financial report, which reflects that the City now has reserves again. Hansell then discussed the district's mid-year budget. Kosel noted that the district is nearly \$500K better than where we expected to be, in large part due to the COVID relief funding championed by CSDA. Kosel noted again that the low interest rate for the investment accounts was her only criticism. Hansell outlined the EPC costs for the year to date. There were no other amendments to the draft.

**6. FUTURE AGENDA ITEMS**

None

**7. ADJOURNMENT**

The meeting adjourned at 10:35AM. The next Finance Committee Meeting will be determined at a future date and listed on the district's website with the minimum notice required by the Brown Act.

Minutes Prepared by: GM Hansell

These minutes were approved at the Finance Committee Meeting on September 9, 2022.

Attest:

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Finance Committee Chair



**KENSINGTON FIRE PROTECTION DISTRICT  
FINANCE COMMITTEE REGULAR MEETING MINUTES**

**DATE/TIME:** May 25, 2022 / 10:03 a.m.

**LOCATION:** Via Zoom

**PRESENT:** Directors: Secretary Kosel (Chair), President Nagel  
Staff: GM Hansell, Interim-Fire Chief Jose Castrejon,  
Emergency Prep Coordinator Johnny Valenzuela  
El Cerrito City Manager Karen Pinkos

**1. CALL TO ORDER/ROLL CALL**

Secretary Kosel called the meeting to order at 10:03am and confirmed roll call.

**2. PUBLIC COMMENT**

Chair Kosel submitted a reserve policy amendment and hopes to see it on the June Board of Directors meeting agenda.

**3. ADOPTION OF CONSENT ITEMS**

- a. Approval of the General Manager's Timesheets - Chair Kosel said the timesheets are between Feb 1<sup>st</sup>, 2022 and May 15<sup>th</sup>, 2022. The average weekly totals were higher by 3 hours, which GM Hansell explained were due to the PSB renovation work. Also, the district has not had a Board Clerk, which typically would be 15 hours per week. Kosel asked to see the hours monthly.

**MOTION:** Kosel/Nagel to approval the GM timesheets as submitted.

**VOTE:** Ayes: Kosel, Nagel; Nays: None

**MOTION PASSED:** 2-0

**4. OLD BUSINESS - None**

**5. NEW BUSINESS**

- a. **FY2022-2023 FEE SCHEDULE FOR EL CERRITO-KENSINGTON FIRE DEPARTMENT CONTRACT-**

Chair Kosel introduced the item. City Manager Pinkos thanked the committee and staff for the collaborative work on the fee schedule. This year the city has a balanced budget with a small reserve which it hopes to increase next year. Its financial consultants have projected costs and revenues, including recession scenarios, in order to plan for future years. Interim-Chief Castrejon then explained the proposed fee schedule, which included increases related to workers comp insurance and other COVID impacts. There are training

increases that are required to replace pending retirements. Kosel commented that the year-over-year fee increase history will be added for the board meeting, as well as comparisons of running Station 65 versus other bay area stations. Nagel asked about staffing levels versus overtime cost. The Interim-Chief noted that another two firefighters will be hired along with the new chief to bring the total personnel to 37. Given one individual on long-term disability, the department will then be at full staffing. Nagel also asked about wildfire service crews expenses and reimbursements. The Interim-Chief explained that the calculations are included in the overall budget. Kosel stated that the relationship with El Cerrito continues to be a win-win for both agencies.

**MOTION:** Kosel/Nagel to recommend approval of the proposed fee as submitted.

**VOTE:** Ayes: Kosel, Nagel; Nays: None

**MOTION PASSED:** 2-0

Public Comment: Jim Watt asked about the employee increase versus the overall fee increase. Interim-Chief Castrejon explained that the administrative fee is added which reconciles the two amounts.

#### **b. FY2022-2023 DRAFT BUDGET –**

Chair Kosel outlined the budget item for firefighters' protective gear. Interim-Chief Castrejon explained the changing priorities for the crews and why they would like to purchase personal thermal imagers for this line item. Kosel highlighted the investment income item and adjusted the amount. Nagel asked for a few items to be notated with explanations. Kosel asked if the grant writer item is a placeholder until we determine a revised amount. Hansell explained that the amount was based on the responses to the RFPs which confirmed that \$50K was a moderate assumption. Valenzuela commented on potential grant pursuits related to his emergency prep work. Hansell reviewed miscellaneous changes to the expenditure line items. Hansell also explained the capital expense items listed at the bottom of the budget, which are not part of operations but are important to track. With regards to renovation project funding, Hansell stated that the loan RFPs were sent out and the bank proposals are due after the board meeting. Following that, staff will be able to refine the total CIP impact. Nagel requested that the soft costs invested in the project for the last ten years should be published, so that it is clear that additional money spent on "starting over" would not be prudent.

### **6. FUTURE AGENDA ITEMS**

None

### **7. ADJOURNMENT**

The meeting adjourned at 11:20AM. The next Finance Committee Meeting will be determined at a future date and listed on the district's website with the minimum notice required by the Brown Act.

Minutes Prepared by: GM Hansell

These minutes were approved at the Finance Committee Meeting on September 9, 2022.

Attest:

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Finance Committee Chair

DRAFT