



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

Wednesday, April 17th, 2024, 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (in-person and hybrid)

How to Submit Public Comments:

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: public.comment@kensingtonfire.org by 2:00pm the day of the regular meeting, or by the time posted on the special meeting agenda. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting. Please address your comments to the Board of Directors and not to staff and/or the audience. Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

In-person: At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

Via Zoom: If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "*9" (star, nine).

Accommodations: To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email public.comment@kensingtonfire.org 48 hours prior to the meeting.

Agenda and supplemental materials: This agenda is available on the KFPD website under the relevant meeting date: <https://www.kensingtonfire.org/governance>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information or materials may be presented at the meeting itself.

PLEASE NOTE: The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

Hybrid Meeting Option via Zoom Internet Address:

<https://us06web.zoom.us/j/88694802530?pwd=pYk3GeWubvFvwhfNBMTTDvrx2AGduw.0LFaDquJ-DAMFa-H>

Telephone Access:

(669) 444-9171 or (253) 205-0468 or (719) 359-4580

Webinar ID: 886 9480 2530

Passcode: 799874

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

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

President Levine, Vice President Madugo, Director Stein, Secretary Watt

2. (7:02pm) PUBLIC COMMENT

Under “Public Comment,” the public may address the Board on any subject not listed on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Each speaker may address the Board once under Public Comment for a limit of three minutes. The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board. The Board cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

3. (7:07pm) OATH OF OFFICE for Director Dean (Rick) Artis – Levine

4. (7:10pm) ANNOUNCE AND ADJOURN TO CLOSED SESSION

- a. Closed Session: The Board may recess to consider matters of pending litigation (GC 54956.9), personnel (GC 54957), labor relations (GC 54957.6), and real property negotiations (GC54956.8). Records are not available for public inspection.

Subject: PUBLIC EMPLOYMENT APPOINTMENT (GC54957)

Title: General Manager

5. (7:40pm) RECONVENE TO OPEN SESSION – Levine

Report on action taken by the Board during closed session, if any, pursuant to California Government Code Section 54957.1

6. (7:42pm) ADOPTION OF CONSENT ITEMS

Items listed below are consent items, which are considered routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. (Supporting material)

- a. **Approval of Minutes** of the Board of Directors Regular meetings of 02/21/2024 and 03/20/2024 (Approve)

- b. **Acceptance of Incident Activity Report** February 2024, March 2024 (Accept)

- c. **Approval of Monthly Transmittal** 04/17/2024 (Approve)

- d. **Approval of Monthly Financial Reports** 03/31/2024 (Approve)

7. (7:50pm) FIRE CHIEF’S REPORT – Saylor (Supporting Material)

Action = Presentation/Discussion

8. (8:00pm) EMERGENCY PREP COORDINATOR'S REPORT – Valenzuela (Supporting Material)

The board will receive this monthly report and consider approving the emergency evacuation plan materials and cost for community distribution.

Action = Presentation/Discussion/Motion

9. (8:10pm) OLD BUSINESS

a. Review Updated Sketch of a Combined Use PSB – Barry (Supporting Material)

Directors will receive and discuss a sketch made with comments by Marjang Architects in response to a Board request for a cost estimate for a plan for a combined use Public Safety Building.

Action = Discussion/Direction to staff/Motion

10. (8:40pm) NEW BUSINESS

a. Strategic Plan – Barry (Supporting Material)

The board will discuss the strategic planning process and provide direction to staff.

Action = Discussion/Direction to staff/motion

b. Elect New Board Secretary – Barry

Director Watt has stepped down from the role of secretary. A new secretary will be selected.

Action = Discussion and motion

c. Vote on LAFCO Special District Seat Election – Barry (Supporting Material)

LAFCO received two nominations for the Special District seat, including nomination of the incumbent Michael R. McGill (Central Contra Costa Sanitary District) and nomination of John Mackenzie (Crockett Community Services District).

Action = Discussion/Motion

11. (9:10pm) GENERAL MANAGER'S REPORT (Supporting Material)

Action = Presentation/Discussion/Direction

12. (9:20pm) Public Safety Building Project Update – Barry (Supporting Material)

A brief progress update on the PSB Seismic Renovation will be presented.

Action = Presentation/Discussion

13. (9:30pm) COMMITTEE REPORTS

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

a. Emergency Preparedness Committee Meeting – Levine/Madugo (Supporting Material)

Report and discussion on the revised EPC work plan, proposed for board approval. The EPC has recommended to appoint Adrienne Johnson as a citizen member to the committee.

Action = Discussion/motion to appoint citizen member

Action= Discussion/motion to approve EPC Work Plan

b. Finance Committee Meeting – Stein/Watt

14. (9:40pm) OUTSIDE AGENCIES REPORTS

a. Contra Costa Special Districts Association – No report

15. (9:50pm) ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, May 15, 2024 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, May 1, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, May 8, 2024, by 1:00pm.



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING MINUTES

DATE/TIME: February 21, 2024, 7:00PM

LOCATION: Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

PRESENT: Directors: Director Julie Stein, President Daniel Levine, Vice President Danielle Madugo, Director Jim Watt
Staff: Board Clerk Candace Eros Diaz, GM Mary Morris-Mayorga, Fire Chief Eric Saylor
Consultant: EP Coordinator Johnny Valenzuela

1. CALL TO ORDER/ROLL CALL

President Daniel Levine called the meeting to order at 7:03 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:00:52)

A member of the public present in the room commented on Mr. Semenov's January 17, 2024 presentation recommendations and the district's reorganization effort, noting this topic was not on this agenda. They urged the board to move forward with Mr. Semenov's January 17, 2024 presentation recommendations and stated they made the same request of KPPCSD board President Spath. They also asked KFPD board President Levine to consider appointing a new committee for reorganization and stated they made the same request of the KPPCSD board President Spath.

Another member of the public also noted that Mr. Semenov's January 17, 2024 presentation recommendations were not listed on this agenda and urged the board to move forward in tandem with the KPPCSD board.

Director Stein echoed these two public comments and shared quotes from Mr. Semenov's January 17, 2024 presentation recommendations.

3. ADOPTION OF CONSENT ITEMS (00:06:41)

President Levine proposed to approve all consent items on the agenda with a single motion. President Levine removed agenda item 3a.

- a. **Approval of Minutes** of the Board of Directors meetings of 01/17/2024
- b. **Acceptance of Incident Activity Report** February 2024
- c. **Approval of Monthly Transmittal** 02/21/2024
- d. **Approval of Monthly Financial Reports** 02/29/2024
- e. **FY 2022-23 OPEB Actuarial Report**

- f. **Authorize the General Manager/Interim General Manager to Enter Into Necessary Agreements to Allow Mr. Bakker, Who Intends to Join a New Law Firm in March, to Continue Serving as District Counsel**

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| MOTION: M/s Stein/Watt Motion to approve consent items 3b-3f. | |
| VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 00:09:01 |

4. FIRE CHIEF'S REPORT (00:09:17)

Fire Chief Eric Saylor presented the report as included in the packet. He provided operations, training, public safety updates, and noted the agency plans to hire three (3) new firefighters making the agency fully staffed. The board discussed the item.

Chief Saylor went on to review the January 25, 2024 memo addressed to the Emergency Preparedness Committee about forming a CERT program and the possibility of the district forming a 501(c)(3) to support this group. The board discussed the item. Chief Saylor noted that a former colleague of his would be open to making a Zoom presentation to the board and other stakeholders in support of the formation of this group.

There was no public comment.

5. EMERGENCY PREP COORDINATOR'S REPORT (00:24:44)

EPC Johnny Valenzuela presented the report including presentation. He highlighted community engagement events, district communications/publications, initiatives/deliverables, and past meetings. The board discussed the item.

A member of the public asked how residents can obtain an emergency kit. EPC Valenzuela provided this information noting that it will likely be at a June 2024 event with details forthcoming.

There was no additional public comment.

6. OLD BUSINESS - None

7. NEW BUSINESS (00:34:37)

a. Board Vacancy And Appointment Process

GM Morris-Mayorga presented the report as included in the packet. President Levine requested a Special meeting take place prior to the March 20, 2024 regular board meeting. The board discussed the item.

There was no public comment.

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| MOTION: M/s Stein/Levine Motion to accept Director Larry Nagel's letter of retirement dated January 11, 2024. | |
| VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 00:38:25 |

There was no board discussion or public comment.

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| MOTION: M/s Stein/Madugo Motion to approve the vacancy posting of the board position pending finalization of the Special meeting date. | |
| VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 00:39:50 |

GM Morris-Mayorga provided an outline of the application process. The board discussed this motion, specifically addressing what questions the board would ask during the interviews process. It was determined that each director may change the questions they asked during the special board meeting on December 11, 2024.

There was no public comment.

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| MOTION: M/s Stein/Levine Motion to approve posting the information and application online for interested parties to apply to the board vacancy. | |
| VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 00:44:52 |

There was no board discussion or public comment.

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| MOTION: M/s Levine/Madugo Motion to approve placing the interview and appointment selection to a special meeting date to take place after the March 11, 2024 application deadline and prior the March 20, 2024 regular board meeting. | |
| VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 00:46:45 |

b. Appoint Board Members to the Finance Committee (00:46:59)

President Levine introduced and provided background on the item. Directors Stein and Watt expressed an interest in participating in this committee. President Levine made this appointment.

There was no public comment.

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| MOTION: M/s Levine/Madugo Motion to appoint Director's Stein and Watt to the Finance Committee for calendar year 2024. | |
| VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 00:49:33 |

c. At-Will Employment Agreement for Interim General Manager (00:49:48)

GM Morris-Mayorga provided background and presented the report as included in the packet. She noted the candidate's start date would be March 4, 2024.

A member of the public present in the room asked for the definition of "At-Will Employment." GM Morris-Mayorga provided this information.

Candidate Tim Barry introduced himself to the board and public and provided a brief bio.

There was no additional public comment.

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| MOTION: M/s Stein/Levine Motion to approve the At-Will Employment Agreement for the Interim General Manager candidate, Tim Barry. | |
| VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 00:54:04 |

d. Mid-Year Budget Review and Adjustments (00:55:05)

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item. Directors Stein and Watt also noted a few 2024 recommendations for the Finance Committee, which included a flow from the operating fund to replenish the capital reserves to stay on track and starting a building fund. The board discussed the Vehicle Replacement Rental Charge line item, noting that Chief Saylor was going to look into KFPD receiving a credit in the new fee proposal that will be presented in the May 2024 budget meeting.

A member of the public commented on the multi-story buildings along Colusa Avenue that

could benefit from a ladder truck if there were a fire. Director Stein provided clarification on the Vehicle Replacement Rental Charge line item and thanked GM Morris-Mayorga for her work at the last Finance Committee meeting.

There was no additional public comment.

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| MOTION: M/s Stein/Watt Motion to approve the mid-year budget adjustments. | |
| VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 01:10:52 |

- e. **Request a bid from Marjang to prepare a layout of the PSB that would locate the police department on the first floor of the PSB with the use of 100 sq. ft. on the second floor (01:11:03)**

Director Jim Watt presented the report as included in the packet. The board discussed the item.

A member of the public asked why the board is presenting this plan, commented that the Public Safety Building is a municipal building that should maintain a certain character, and suggested asking Marjang for a “schematic plan.”

Another member of the public commented on the overall understanding of the motion amongst all board members and noted their understanding of the distinctions. They also uplifted that the KPPCSD appears to be functioning in their current set up at the El Cerrito module.

A member of the public present in the room commented that Ridgeline Municipal Strategies may be able to use the information presented at the May 2023 KPPCSD board meeting item on joint occupancy and suggested the board share this.

There was no additional public comment.

Director Madugo dissented citing that the appropriate parties should first be consulted before approving the motion.

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| MOTION: M/s Watt/Stein Motion to approve obtaining a price from Marjang to provide a layout of the first floor of the Public Safety Building for police services. | |
| VOTE: Ayes: Levine, Stein, and Watt Nays: Madugo Absent: None | |
| Motion passed 3-1-0 | Video Time Stamped: 02:01:32 |

f. Public Safety Building Project Update (02:02:20)

GM Morris-Mayorga presented the report as included in the packet. She confirmed the board will be able to tour the building and suggested Interim GM Barry move forward with this request.

There was no public comment.

8. GENERAL MANAGER'S REPORT (02:05:13)

GM Morris-Mayorga presented the report as included in the packet. President Levine noted that the Ridgeline Municipal Strategies recommendations were not on this agenda because the GM was in consultation with Mr. Semenov about the direction of future discussions. He also requested a board discussion about strategic planning at the March 20, 2024 regular meeting. The board then discussed the item and President Levine's comments and suggestions. GM Morris-Mayorga confirmed she has met with the KPPCSD and they are in alignment with the terms of the Ridgeline Municipal Strategies proposal, including payment documentation, work product, overall scope, and timeline. She also confirmed that the written fiscal analysis will be done in June or July 2024 at the earliest with meetings about the analysis potentially occurring in August, at the earliest. She confirmed that the KPPCSD and KFPD board presidents and general managers met to discuss how information would be collected and provided and each agreed to a joint meeting(s).

There was no public comment.

9. COMMITTEE REPORTS (02:16:39)

a. Emergency Preparedness Committee Meeting

President Levine presented the report as included in the packet and prepared by GM Morris-Mayorga. He commented on committee membership and how to structure its upcoming shorter-term goals alongside the KFPD board. The board then discussed the item and President Levine's comments. Recommendations included term-limits for the public members of this committee, KFPD board input on expenditures, and a work plan that will describe the goals of this committee.

There was no public comment.

b. Finance Committee Meeting

Director Stein presented the report as included in the packet. Recommendations included Transparency in the Ridgeline Fiscal Analysis Process, which included creating a public repository of information on the process that the public can access. The board then discussed the item.

There was no public comment.

10. OUTSIDE AGENCIES REPORTS (02:29:57)

a. Contra Costa Special Districts Association

President Levine presented the report as included in the packet and expressed an interest in participating in this committee.

There was no public comment.

11. ADJOURNMENT President Levine adjourned the meeting at 9:36 p.m.

The next Board of Directors meeting will occur on March 20, 2024

MINUTES PREPARED BY: Candace Eros Diaz and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on April 17, 2024.

Attest:

Secretary of the Board

DRAFT



KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS SPECIAL MEETING MINUTES

DATE/TIME: March 20, 2024, 7:00PM

LOCATION: Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)

PRESENT: Directors: President Daniel Levine, Vice President Danielle Madugo,
Director Julie Stein, Director Jim Watt
Staff: Interim GM Tim Barry, Board Clerk Candace Eros Diaz

1. CALL TO ORDER/ROLL CALL

President Daniel Levine called the meeting to order at 7:06 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:00:47)

A member of the public noted that the April 27, 2024 shredding event was not in the latest issue of the Fire Plug. They then commented on the tie vote for a new director that took place at the March 18, 2024 special board meeting and commented on the board's processes.

Another member of the public read quotes from Mr. Dmitry Semenov's Ridgeline Municipal Strategies presentation that took place on January 17, 2024 and opined on his statements.

Deborah Lane opined on the board's votes for the director position at the March 18, 2024 special board meeting.

A member of the public commented on the issue of consolidation being a philosophical discussion of good governance and asked the board to consider funding fire prevention projects.

Director Stein commented that a KFPD board planning meeting about how it envisions itself as a separate district moving forward was not listed on the agenda and reminded the board that Mr. Semenov suggested this happen before any joint meeting of the KFPD and the KPPCSD boards were to take place. President Levine responded to these comments. President Stein provided clarification on President Levine's responses.

There was no additional public comment.

3. OATH OF OFFICE for Director [insert name] (00:16:17)

Interim GM Tim Barry introduced, provided background on this item, explained the apparent options available to the board to elect a new director, and asked for staff direction. The board discussed the item. Director's Stein and Watt expressed their interest in holding another special meeting in which all options under Government Code Section 1780 are on the agenda and are made available to the board to appoint a new director. President Levine and Director Madugo were not in favor of this as they stated that they already understood the options available to the

board.

A member of the public commented on the options available to the board to select a new director and asked the board not to discount the possibility it can be an effective four-member board.

Ciara Wood opined on the possible outcomes and dynamics of a four-member board, encouraged it to put off the conversation about consolidation until 2025 when the board has a fifth member, and to hold another special meeting to appoint a new director.

Anthony Knight asked if the appointment of a new director goes to the board of supervisors will the meeting be open to the public, will the candidates be allowed to speak, and if all supervisors will vote on the matter. President Levine confirmed this information.

Catya D asked the board to hold another special meeting to appoint a new director and recommended a special election take place. She also opined that the Contra Costa Board of Supervisors will likely vote in favor of Joe Gioya's vote and noted Gioya is in favor of consolidation and will likely vote in favor of the KFPD candidate who is also in alignment with consolidation.

There was no additional public comment.

President Levine expressed an interest in scheduling a special meeting where a second round of interviews with candidates Dean (Rick) Artis and Thomas Cunniff would take place. Director Watt was in favor of this. Director Stein asked Interim GM Barry to consult with KFPD general counsel about whether the board is able to exclude options under Government Code Section 1780. The board discussed the item further.

The board directed Interim GM Barry to schedule a special meeting where the two options of Government Code Section 1780 are agendized, including inviting the two candidates back for a second round of interviews.

4. ADOPTION OF CONSENT ITEMS (01:05:46)

President Levine noted the regular minutes for 02/21/2024 and the special minutes for 10/26/2024 were not included in the packet and proposed to approve all consent items on the agenda with a single motion. Director Stein moved to remove the 01/17/2024 minutes, which will be discussed under New Business. President Levine also moved to remove agenda item 3b as it was incomplete.

- a. **Approval of Minutes** of the Board of Directors Regular meetings of 01/17/2024, 02/21/2024 and Special meeting of 10/26/2023
- b. **Acceptance of Incident Activity Report** February 2024
- c. **Approval of Monthly Transmittal** 03/20/2024
- d. **Approval of Monthly Financial Reports** 02/29/2024

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| MOTION: M/s Stein/Madugo: Motion to approve consent items 4c-4d. |
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| VOTE: |
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| Ayes: Levine, Madugo, Stein, and Watt |
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| Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 01:08:37 |

5. FIRE CHIEF’S REPORT (01:07:46)

Fire Chief Eric Saylors presented the report as included in the packet. He provided administrative practices, operations, public outreach, and training updates.

There was no board discussion or public comment.

6. EMERGENCY PREP COORDINATOR’S REPORT (01:12:16)

EP Coordinator Johnny Valenzuela presented the report including presentation. He highlighted community engagement events, district communications/publications, initiatives/deliverables, and past meetings. He asked for staff direction on whether a volunteer program to distribute materials for the Evacuation Plan campaign should be formalized or if efforts should be coordinated with other Kensington groups and KFPD volunteer lists. The board decided to discuss this under agenda item 10a. Director Stein asked if statistics are being kept on the number of residents who participate in the shredding event. EP Coordinator Valenzuela provided some qualitative data based on his attendance at the events. President Levine asked to review the materials presented before the board votes on the matter.

Ciara Wood asked for the specific address participating in the Replanting Grant program. EP Coordinator Valenzuela could not provide this information immediately. Ms. Wood said she would follow up for more information.

Lisa Corrona thanked EP Coordinator Valenzuela for his hard work and then provided her sense of resident participation at the shredding event.

Director Watt asked for a copy of the “What’s Happening in Wildcat Canyon” slide of the presentation. EP Coordinator Valenzuela stated he would post it on the KFPD website and in the Outlook.

There was no additional public comment.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS (01:36:24)

- a. **January 17, 2024 Minutes** (10.90.40 in Board Policy Handbook + look at early 2020 for an adopted policy)

Director Stein introduced, provided background on, and specified agenda items 08a-d of the minutes for discussion. She noted her intention to include a more robust discussion and/or a write up of the Ridgeline Municipal Strategies presentation into the January 17, 2024 minutes and recounted her exchange with former GM Morris-Mayorga regarding her initial revisions to the minutes in this regard. Director

Stein asked Interim GM Barry for his guidance on how to implement the alternative that members of the board may submit written statements for agenda items. He stated that a director could verbally present comments on an agenda item that were previously written up and submit them for the record. President Levine uplifted Board Policy 10.90.40 in response. Interim GM Barry suggested that he work with Board Clerk Candace Eros Diaz to present the board with suggestions to change its current policy on minutes. The board discussed the item.

There was no public comment.

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| MOTION: M/s Stein/Levine: Motion to approve the minutes with the amendment to item 08c on page 35 of 46 of the January 17, 2024 agenda packet that reads: “Another member of the public commented on the community’s effort to elect board members who would consider consolidation.” to “Two members of the public commented on their efforts to elect board members who would consider consolidation.” | |
| VOTE: Ayes: Levine, Madugo, Stein, and Watt Nays: None Absent: None | |
| Motion passed 4-0-0 | Video Time Stamped: 01:57:56 |

b. Public Safety Building Project Update (01:57:58)

Interim GM Barry presented the report as included in the packet. The board discussed the item. President Stein asked if “Substantial Completion” or the May 2024 date is what the loan company (Capital One) requires. Interim GM Barry stated he would provide this information at a later date. Director Watt asked for a special meeting where legal counsel would review change orders. Interim GM Barry reviewed the close-out process, which includes the agency’s position on change orders. Director Watt asked for a status update on Marjang’s review of his redesign. Interim GM Barry stated he would provide this information at a later date.

There was no public comment.

c. Emergency Preparedness Committee Work Plan (02:08:30)

President Levine provided background and presented the report as included in the packet. The board discussed the item. Director Watt requested to add a collaboration with East Bay Regional Park District to reduce fuel levels on the Tilden Park ridgeline to the work plan. Director Stein requested a presentation from general counsel about volunteer responsibilities, liabilities, and legal guidelines. Director Stein also requested the board consider the independent consultant position as a potential staff position with more input from the board, including an updated RFP for the EPC position and the possibility of conducting a survey with other fire agencies in this regard. The board discussed the CERT program.

Lisa Corrora commented that the EPC has always included two members of the KFPD board and provided monthly reports to the board. She agreed with the recommendation of an action plan for this committee with activities being approved

by the board. She opined that changes to the EPC job description/position and any regulations around volunteers is an administrative decision, but that the EPC committee could suggest volunteer duties.

There was no public comment.

The board took a recess at 9:28 p.m. The board reconvened at 9:31 p.m.

d. Board Secretary Position (02:25:45)

Director Watt requested a new Secretary be elected to the board. The board discussed the item. A new appointment will be made at the April 17, 2024 regular board meeting.

There was no public comment.

9. GENERAL MANAGER'S REPORT (02:28:08)

Interim GM Barry presented the report as included in the packet and asked the board for direction about the timing of a joint board workshop with the KPPCSD with regards to the Ridgeline Municipal Strategies fiscal analysis. The board discussed the item. Director Stein requested that a public portal/website be established and dedicated to the fiscal analysis where all requests from and information provided to Ridgeline Municipal Strategies will reside. The board discussed how information will be shared between the districts. Director Stein requested the KFPD board have an internal discussion with Fire Chief Saylor, and anyone he would like to include, prior to any joint meeting with the KPPCSD board. Directors Watt and Stein requested that the El Cerrito Fire Department, its Fire Chief, and the City Manager also be involved in any discussions prior to a joint meeting with the KPPCSD board. President Levine noted that former GM Morris-Mayorga be included in the discussion while she is still under a consulting contract with the district. Director Watt and President Levine confirmed that they would like to have a joint meeting with the KPPCSD board to discuss the staffing structure of a unified agency. Vice President Madugo stated her preference to conduct a joint meeting with the KPPCSD board prior to any internal discussion and provided her reasoning.

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|--|-------------------------------------|
| MOTION: M/s Levine/Madugo: Motion to continue the meeting to 10:30 p.m. | |
| VOTE: Ayes: Levine, Madugo, and Watt Nays: Stein Absent: None | |
| Motion passed 3-1-0 | Video Time Stamped: 02:58:14 |

President Stein requested a board visioning discussion with the architect at Marjang.

There was no public comment.

10. COMMITTEE REPORTS (03:03:44)

a. Emergency Preparedness Committee Meeting

President Levine presented the report as included in the packet.

There was no public comment.

b. Finance Committee Meeting

Director Stein recommended moving the hose nozzle costs out of the operating budget and into the capital budget to keep the fire engine fund on track. She noted this can be handled in the annual budget process.

There was no public comment.

c. GM Recruitment Committee

President Levine provided some background on this item. The board discussed the item. The board agreed to discuss this item in further detail at a later date.

There was no public comment.

11. OUTSIDE AGENCIES REPORTS (03:08:54)

a. Contra Costa Special Districts Association

President Levine provided an update on the meeting he attended on Monday, March 18, 2024.

There was no public comment.

12. ADJOURNMENT: President Levine adjourned the meeting at 10:16 p.m.

MINUTES PREPARED BY: Candace Eros Diaz and Tim Barry

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on April 17, 2024.

Attest:

Secretary of the Board



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

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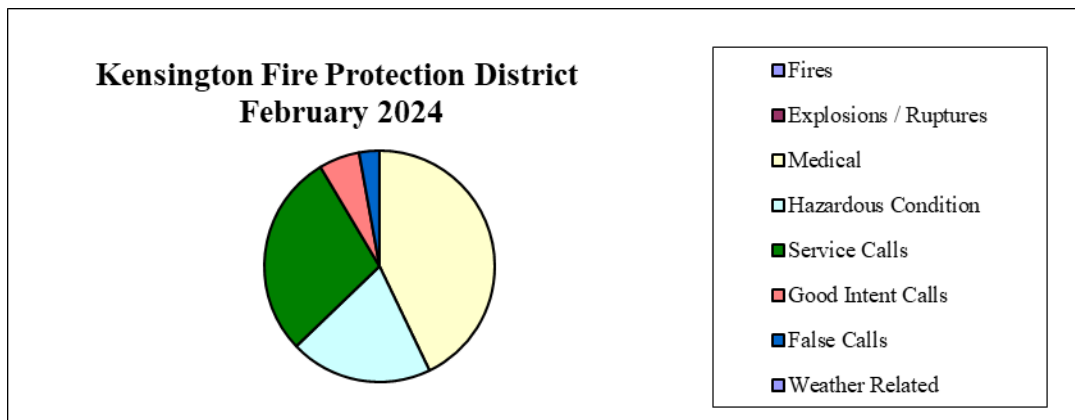


DATE: March 7, 2024
TO: Kensington Fire Protection District Board Members
FROM: Jose Castrejon: Battalion Chief
RE: **Incident Activity Reports for February 2024**

Thirty-five incidents occurred in the Kensington community in February. There was no change from the previous month. Please see the attached "Incident Log" for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 155 responded to a total of fifty calls for service, an increase of nineteen incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 419 calls for service for the year.

The chart below shows the seven incident response types tracked by the State and National fire incident reporting systems. It also includes the number of responses for each type, the percentage of the total calls for each type, and all the responses in the Kensington community.

| | | | <u>Percentages</u> |
|---------------|---|-----------|--------------------|
| 1: | Fires <i>(Structure, Trash, Vehicles, Vegetation Fires)</i> | 0 | 0.00% |
| 2: | Explosions / Ruptures <i>(Over Pressure/Ruptures, Explosions, Bombs)</i> | 0 | 0.00% |
| 3: | Medical <i>(EMS, Vehicle Accidents, Extrication Rescue)</i> | 15 | 42.86% |
| 4: | Hazardous Condition <i>(Chemical Spills, Leaks, Down Power Lines)</i> | 7 | 20.00% |
| 5: | Service Calls <i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i> | 10 | 28.57% |
| 6: | Good Intent Calls <i>(Cancelled En Route, Wrong Location)</i> | 2 | 5.71% |
| 7: | False Calls <i>(Wrong Company/Unit Dispatched)</i> | 1 | 2.86% |
| 8: | Weather Related <i>(flooding, wind, lightning)</i> | 0 | 0.00% |
| Totals | | 35 | 100.00% |



E55 Responses February 2024

| # | Incident | Date | Type | Street | Type | City | Apparatus |
|----|------------|--------------------|------|---------------|------|------------|-----------|
| 1 | 0024013175 | 01-Feb-24 11:47:51 | 321 | El Cerrito | PLZ | El Cerrito | E155 |
| 2 | 0024013250 | 01-Feb-24 14:43:03 | 5000 | Carlson | BLVD | El Cerrito | E155 |
| 3 | 0024013533 | 02-Feb-24 07:48:52 | 554 | Lake | DR | Kensington | E155 |
| 4 | 0024013616 | 02-Feb-24 11:25:59 | 735 | El Cerrito | PLZ | El Cerrito | E155 |
| 5 | 0024013655 | 02-Feb-24 13:05:56 | 412 | Yale | AVE | Kensington | E155 |
| 6 | 0024013703 | 02-Feb-24 15:29:12 | 611 | Berkeley Park | BLVD | Kensington | E155 |
| 7 | 0024013711 | 02-Feb-24 15:46:26 | 321 | Ashbury | AVE | El Cerrito | E155 |
| 8 | 0024013720 | 02-Feb-24 16:04:12 | 735 | El Cerrito | PLZ | El Cerrito | E155 |
| 9 | 0024014154 | 03-Feb-24 18:09:49 | 321 | Lake | DR | Kensington | E155 |
| 10 | 0024014402 | 04-Feb-24 10:28:43 | 321 | Stratford | RD | Kensington | E155 |
| 11 | 0024014462 | 04-Feb-24 12:26:41 | 611 | Cutting | BLVD | El Cerrito | E155 |
| 12 | 0024014512 | 04-Feb-24 13:54:25 | 551 | Stratford | RD | Kensington | E155 |
| 13 | 0024014565 | 04-Feb-24 15:08:35 | 554 | Lake | DR | Kensington | E155 |
| 14 | 0024014580 | 04-Feb-24 15:29:25 | 321 | Balra | DR | El Cerrito | E155 |
| 15 | 0024014587 | 04-Feb-24 15:43:55 | 400 | Coventry | RD | Kensington | E155 |
| 16 | 0024014600 | 04-Feb-24 16:13:34 | 400 | Shevlin | DR | El Cerrito | E155 |
| 17 | 0024014620 | 04-Feb-24 16:39:17 | 400 | Lexington | RD | Kensington | E155 |
| 18 | 0024014627 | 04-Feb-24 16:50:36 | 400 | Beloit | AVE | Kensington | E155 |
| 19 | 0024014757 | 04-Feb-24 19:17:45 | 745 | Ashbury | AVE | El Cerrito | E155 |
| 20 | 0024014784 | 04-Feb-24 19:46:48 | 611F | Merced | ST | Richmond | E155 |
| 21 | 0024014901 | 05-Feb-24 02:59:14 | 400 | Shevlin | DR | El Cerrito | E155 |
| 22 | 0024015024 | 05-Feb-24 10:28:03 | 111 | Florida | AVE | Richmond | E155 |
| 23 | 0024015042 | 05-Feb-24 11:18:37 | 552 | Cutting | BLVD | El Cerrito | E155 |
| 24 | 0024015275 | 05-Feb-24 19:18:38 | 554 | Lake | DR | Kensington | E155 |
| 25 | 0024015418 | 06-Feb-24 08:02:33 | 321 | Terrace | DR | El Cerrito | E155 |
| 26 | 0024015632 | 06-Feb-24 16:45:52 | 321 | Don Carol | DR | El Cerrito | E155 |
| 27 | 0024015669 | 06-Feb-24 18:29:46 | 321 | Schmidt | LN | El Cerrito | E155 |
| 28 | 0024015723 | 06-Feb-24 21:14:19 | 522 | Anson | WAY | Kensington | E155 |
| 29 | 0024016105 | 07-Feb-24 18:02:36 | | Central | AVE | El Cerrito | E155 |

E55 Responses February 2024

| | | | | | | | |
|----|------------|--------------------|------|--------------|-----|------------|------|
| 30 | 0024016458 | 08-Feb-24 14:31:30 | 520 | Sunset | DR | Kensington | E155 |
| 31 | 0024016545 | 08-Feb-24 18:17:13 | 321 | El Cerrito | PLZ | El Cerrito | E155 |
| 32 | 0024016795 | 09-Feb-24 09:05:41 | 611F | El Cerrito | PLZ | El Cerrito | E155 |
| 33 | 0024016832 | 09-Feb-24 10:40:51 | 321 | Coventry | RD | Kensington | E155 |
| 34 | 0024017279 | 10-Feb-24 10:31:29 | 400 | Jordan | AVE | El Cerrito | E155 |
| 35 | 0024017717 | 11-Feb-24 11:35:09 | 321 | Shevlin | PL | El Cerrito | E155 |
| 36 | 0024017778 | 11-Feb-24 13:49:50 | 321 | Julian | CT | El Cerrito | E155 |
| 37 | 0024018381 | 13-Feb-24 01:58:15 | 700 | Central | AVE | El Cerrito | E155 |
| 38 | 0024018676 | 13-Feb-24 17:33:07 | 321 | Terrace | DR | El Cerrito | E155 |
| 39 | 0024019330 | 15-Feb-24 07:41:01 | 445 | Kearney | ST | El Cerrito | E155 |
| 40 | 0024019345 | 15-Feb-24 08:34:48 | 611M | Arlmont | DR | Kensington | E155 |
| 41 | 0024019431 | 15-Feb-24 12:11:40 | 5000 | King | DR | El Cerrito | E155 |
| 42 | 0024019779 | 16-Feb-24 09:26:45 | 700 | Gelston | PL | El Cerrito | E155 |
| 43 | 0024020222 | 17-Feb-24 12:56:47 | 111 | Kearney | ST | El Cerrito | E155 |
| 44 | 0024020235 | 17-Feb-24 13:22:51 | 5000 | El Cerrito | PLZ | El Cerrito | E155 |
| 45 | 0024020292 | 17-Feb-24 16:10:11 | 321 | Arlington | AVE | Kensington | E155 |
| 46 | 0024020926 | 19-Feb-24 09:40:43 | 440 | Beloit | AVE | Kensington | E155 |
| 47 | 0024021199 | 19-Feb-24 23:28:16 | 735 | Terrace | DR | El Cerrito | E155 |
| 48 | 0024021216 | 20-Feb-24 01:29:15 | 321 | Trinity | AVE | Kensington | E155 |
| 49 | 0024021898 | 21-Feb-24 14:49:58 | 321 | Contra Costa | DR | El Cerrito | E155 |
| 50 | 0024021985 | 21-Feb-24 18:23:11 | 400 | Ardmore | RD | Kensington | E155 |

Kensington Incidents February 2024

| # | Incident | Date | Type | Street | Type | st City | Apparatus |
|----|------------|--------------------|------|---------------|------|------------|-----------|
| 1 | 0024013533 | 02-Feb-24 07:48:52 | 554 | Lake | DR | Kensington | E155 |
| 2 | 0024013655 | 02-Feb-24 13:05:56 | 412 | Yale | AVE | Kensington | E155 |
| 3 | 0024013703 | 02-Feb-24 15:29:12 | 611 | Berkeley Park | BLVD | Kensington | E155 |
| 4 | 0024014154 | 03-Feb-24 18:09:49 | 321 | Lake | DR | Kensington | E155 |
| 5 | 0024014402 | 04-Feb-24 10:28:43 | 321 | Stratford | RD | Kensington | E155 |
| 6 | 0024014512 | 04-Feb-24 13:54:25 | 551 | Stratford | RD | Kensington | E155 |
| 7 | 0024014565 | 04-Feb-24 15:08:35 | 554 | Lake | DR | Kensington | E155 |
| 8 | 0024014587 | 04-Feb-24 15:43:55 | 400 | Coventry | RD | Kensington | E155 |
| 9 | 0024014620 | 04-Feb-24 16:39:17 | 400 | Lexington | RD | Kensington | E155 |
| 10 | 0024014627 | 04-Feb-24 16:50:36 | 400 | Beloit | AVE | Kensington | E155 |
| 11 | 0024015275 | 05-Feb-24 19:18:38 | 554 | Lake | DR | Kensington | E155 |
| 12 | 0024015430 | 06-Feb-24 08:27:32 | 400 | Trinity | AVE | Kensington | E151 |
| 13 | 0024015444 | 06-Feb-24 09:32:57 | 321 | Lake | DR | Kensington | E152 |
| 14 | 0024015723 | 06-Feb-24 21:14:19 | 522 | Anson | WAY | Kensington | E155 |
| 15 | 0024016458 | 08-Feb-24 14:31:30 | 520 | Sunset | DR | Kensington | E155 |
| 16 | 0024016832 | 09-Feb-24 10:40:51 | 321 | Coventry | RD | Kensington | E155 |
| 17 | 0024019345 | 15-Feb-24 08:34:48 | 611M | Arlmont | DR | Kensington | E155 |
| 18 | 0024019602 | 15-Feb-24 19:06:54 | 321 | Berkeley Park | BLVD | Kensington | E151 |
| 19 | 0024020292 | 17-Feb-24 16:10:11 | 321 | Arlington | AVE | Kensington | E155 |
| 20 | 0024020296 | 17-Feb-24 16:22:34 | 736 | Arlington | CT | Kensington | E151 |
| 21 | 0024020926 | 19-Feb-24 09:40:43 | 440 | Beloit | AVE | Kensington | E155 |
| 22 | 0024021216 | 20-Feb-24 01:29:15 | 321 | Trinity | AVE | Kensington | E155 |
| 23 | 0024021985 | 21-Feb-24 18:23:11 | 400 | Ardmore | RD | Kensington | E155 |
| 24 | 0024022456 | 22-Feb-24 19:13:49 | 321 | Cambridge | AVE | Kensington | OES413 |
| 25 | 0024022486 | 22-Feb-24 20:32:52 | 321 | Colusa | AVE | Kensington | E151 |
| 26 | 0024022849 | 23-Feb-24 15:59:12 | 550 | Amherst | AVE | Kensington | OES413 |
| 27 | 0024022917 | 23-Feb-24 18:46:41 | 321 | Oakview | AVE | Kensington | E151 |
| 28 | 0024023371 | 24-Feb-24 19:06:34 | 321 | Ardmore | RD | Kensington | OES413 |
| 29 | 0024023570 | 25-Feb-24 09:54:07 | 321 | Camelot | CT | Kensington | OES413 |

Kensington Incidents February 2024

| | | | | | | | |
|----|------------|--------------------|-----|------------|------|------------|--------|
| 30 | 0024023591 | 25-Feb-24 10:41:11 | 321 | Highland | BLVD | Kensington | OES413 |
| 31 | 0024024047 | 26-Feb-24 11:59:08 | 554 | Willamette | AVE | Kensington | E355 |
| 32 | 0024024060 | 26-Feb-24 12:53:36 | 554 | Amherst | AVE | Kensington | E355 |
| 33 | 0024024145 | 26-Feb-24 16:47:51 | 554 | Amherst | AVE | Kensington | E355 |
| 34 | 0024024408 | 27-Feb-24 09:29:11 | 321 | Coventry | RD | Kensington | E355 |
| 35 | 0024025084 | 28-Feb-24 19:09:54 | 321 | Arlington | AVE | Kensington | OES413 |



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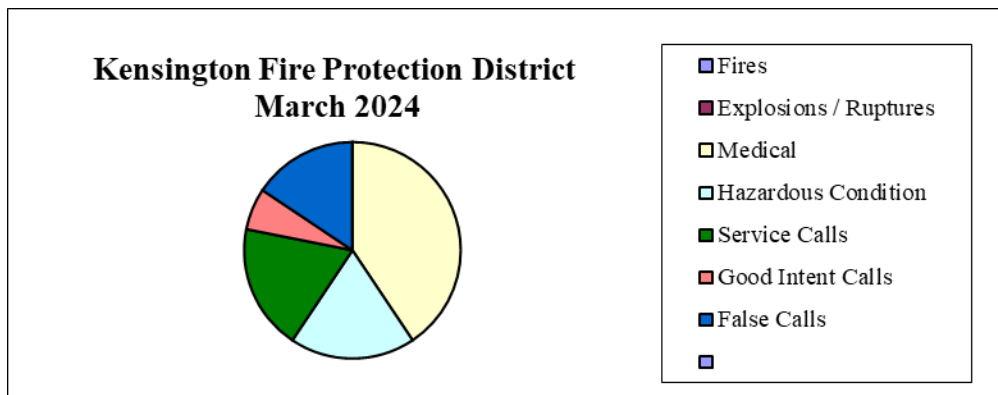


DATE: April 10, 2024
TO: Kensington Fire Protection District Board Members
FROM: Jose Castrejon: Battalion Chief
RE: Incident Activity Reports for March 2024

Thirty-two incidents occurred in the Kensington community in March, a decrease of three incidents from the previous month. Please see the attached “Incident Log” for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Station 55 (OES413) responded to fifty-five calls for service, an increase of five incidents from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 915 calls for service for the year.

The chart below shows the seven incident response types tracked by the State and National fire incident reporting systems. It also includes the number of responses for each type, the percentage of the total calls for each type, and all the responses in the Kensington community.

| <u>Call Type</u> | | <u>Incident Count</u> | <u>Percentages</u> |
|--------------------------|--|-----------------------|--------------------|
| 1: Fires | <i>(Structure, Trash, Vehicles, Vegetation Fires)</i> | 0 | 0.00% |
| 2: Explosions / Ruptures | <i>(Over Pressure/Ruptures, Explosions, Bombs)</i> | 0 | 0.00% |
| 3: Medical | <i>(EMS, Vehicle Accidents, Extrication Rescue)</i> | 13 | 40.63% |
| 4: Hazardous Condition | <i>(Chemical Spills, Leaks, Down Power Lines)</i> | 6 | 18.75% |
| 5: Service Calls | <i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i> | 6 | 18.75% |
| 6: Good Intent Calls | <i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i> | 2 | 6.25% |
| 7: False Calls | <i>(Wrong Company/Unit Dispatched)</i> | 5 | 15.63% |
| 8: Weather | <i>(flooding, wind, lightning)</i> | 0 | 0.00% |
| Totals | | 32 | 100.00% |



Kensington Incidents March 2024

| # | Incident | Date | Type | Street | street, st | City | Apparatus |
|----|------------|--------------------|------|--------------|------------|------------|-----------|
| 1 | 0024025685 | 01-Mar-24 10:54:09 | 554 | Amherst | AVE | Kensington | OES413 |
| 2 | 0024025727 | 01-Mar-24 12:17:08 | 611M | Highland | BLVD | Kensington | OES413 |
| 3 | 0024025847 | 01-Mar-24 17:31:48 | 611M | Yale | AVE | Kensington | OES413 |
| 4 | 0024025872 | 01-Mar-24 18:39:46 | 554 | Amherst | AVE | Kensington | OES413 |
| 5 | 0024026065 | 02-Mar-24 06:22:10 | 321 | Grizzly Peak | BLVD | Kensington | OES413 |
| 6 | 0024026494 | 03-Mar-24 08:45:33 | 321 | Coventry | RD | Kensington | E155 |
| 7 | 0024026896 | 04-Mar-24 11:19:10 | 5000 | Lake | DR | Kensington | E152 |
| 8 | 0024026997 | 04-Mar-24 16:07:04 | 5000 | Columbia | AVE | Kensington | OES413 |
| 9 | 0024028095 | 07-Mar-24 07:12:23 | 522 | Trinity | AVE | Kensington | OES413 |
| 10 | 0024028131 | 07-Mar-24 09:12:43 | 321 | Kenyon | AVE | Kensington | OES413 |
| 11 | 0024028874 | 08-Mar-24 19:17:25 | 440 | Willow | LN | Kensington | E155 |
| 12 | 0024029314 | 09-Mar-24 21:57:45 | 746 | Westminster | AVE | Kensington | E155 |
| 13 | 0024029749 | 11-Mar-24 00:45:10 | 321 | Franciscan | WAY | Kensington | OES413 |
| 14 | 0024030143 | 11-Mar-24 21:48:31 | 424 | Coventry | RD | Kensington | OES413 |
| 15 | 0024031217 | 14-Mar-24 08:42:06 | 321 | Kerr | AVE | Kensington | OES413 |
| 16 | 0024031411 | 14-Mar-24 15:24:46 | 554 | Beloit | AVE | Kensington | OES413 |
| 17 | 0024031767 | 15-Mar-24 11:36:14 | 321 | Coventry | RD | Kensington | OES413 |
| 18 | 0024031994 | 15-Mar-24 20:38:27 | 735 | Purdue | AVE | Kensington | OES413 |
| 19 | 0024032193 | 16-Mar-24 11:21:31 | 321 | Norwood | AVE | Kensington | OES413 |
| 20 | 0024032250 | 16-Mar-24 14:13:19 | 735 | Highland | BLVD | Kensington | OES413 |
| 21 | 0024032663 | 17-Mar-24 14:51:46 | 735 | Highland | BLVD | Kensington | OES413 |
| 22 | 0024033167 | 18-Mar-24 15:37:15 | 412 | Willamette | AVE | Kensington | OES413 |
| 23 | 0024033349 | 19-Mar-24 00:58:30 | 321 | Arlington | AVE | Kensington | OES413 |
| 24 | 0024033785 | 19-Mar-24 20:19:52 | 321 | Purdue | AVE | Kensington | OES413 |
| 25 | 0024034991 | 22-Mar-24 17:31:25 | 400 | Stanford | AVE | Kensington | OES413 |
| 26 | 0024035419 | 23-Mar-24 22:10:58 | 400 | Edgecroft | RD | Kensington | OES413 |
| 27 | 0024035946 | 25-Mar-24 08:56:35 | 321 | Windsor | AVE | Kensington | OES413 |
| 28 | 0024036241 | 26-Mar-24 01:44:19 | 321 | Highgate | CT | Kensington | OES413 |
| 29 | 0024036641 | 26-Mar-24 23:02:23 | 321 | Beloit | AVE | Kensington | OES413 |

Kensington Incidents March 2024

| | | | | | | | |
|----|------------|--------------------|-----|-----------|-----|------------|--------|
| 30 | 0024036748 | 27-Mar-24 08:45:56 | 321 | Arlington | AVE | Kensington | OES413 |
| 31 | 0024037398 | 28-Mar-24 19:38:02 | 733 | Lexington | RD | Kensington | E151 |
| 32 | 0024038141 | 30-Mar-24 19:41:51 | 444 | Beverly | RD | Kensington | OES413 |

Station 55 Responses March 2024

| # | Incident | Date | Type | Street | Type | City | Apparatus |
|----|------------|--------------------|------|--------------|------|------------|-----------|
| 1 | 0024025685 | 01-Mar-24 10:54:09 | 554 | Amherst | AVE | Kensington | OES413 |
| 2 | 0024025727 | 01-Mar-24 12:17:08 | 611M | Highland | BLVD | Kensington | OES413 |
| 3 | 0024025847 | 01-Mar-24 17:31:48 | 611M | Yale | AVE | Kensington | OES413 |
| 4 | 0024025872 | 01-Mar-24 18:39:46 | 554 | Amherst | AVE | Kensington | OES413 |
| 5 | 0024026065 | 02-Mar-24 06:22:10 | 321 | Grizzly Peak | BLVD | Kensington | OES413 |
| 6 | 0024026997 | 04-Mar-24 16:07:04 | 5000 | Columbia | AVE | Kensington | OES413 |
| 7 | 0024027339 | 05-Mar-24 12:34:09 | 321 | Rockway | AVE | El Cerrito | OES413 |
| 8 | 0024027562 | 05-Mar-24 22:41:27 | 321 | Moeser | LN | El Cerrito | OES413 |
| 9 | 0024028095 | 07-Mar-24 07:12:23 | 522 | Trinity | AVE | Kensington | OES413 |
| 10 | 0024028131 | 07-Mar-24 09:12:43 | 321 | Kenyon | AVE | Kensington | OES413 |
| 11 | 0024028163 | 07-Mar-24 10:36:30 | 440 | Alameda | AVE | Richmond | OES413 |
| 12 | 0024028192 | 07-Mar-24 11:21:09 | 735 | Fairmount | AVE | El Cerrito | OES413 |
| 13 | 0024028236 | 07-Mar-24 13:31:48 | 611M | Liberty | ST | El Cerrito | OES413 |
| 14 | 0024028273 | 07-Mar-24 14:35:39 | 400 | Liberty | ST | El Cerrito | OES413 |
| 15 | 0024028403 | 07-Mar-24 19:50:33 | 321 | Bay Tree | LN | El Cerrito | OES413 |
| 16 | 0024029749 | 11-Mar-24 00:45:10 | 321 | Franciscan | WAY | Kensington | OES413 |
| 17 | 0024029857 | 11-Mar-24 09:09:03 | 321 | Mound | ST | El Cerrito | OES413 |
| 18 | 0024029938 | 11-Mar-24 12:38:19 | 412 | Balra | DR | El Cerrito | OES413 |
| 19 | 0024030143 | 11-Mar-24 21:48:31 | 424 | Coventry | RD | Kensington | OES413 |
| 20 | 0024030347 | 12-Mar-24 11:02:47 | 5000 | Ramona | AVE | El Cerrito | OES413 |
| 21 | 0024031217 | 14-Mar-24 08:42:06 | 321 | Kerr | AVE | Kensington | OES413 |
| 22 | 0024031392 | 14-Mar-24 14:19:48 | 321 | Arbor | DR | El Cerrito | OES413 |
| 23 | 0024031411 | 14-Mar-24 15:24:46 | 554 | Beloit | AVE | Kensington | OES413 |
| 24 | 0024031508 | 14-Mar-24 18:52:43 | 321 | Lexington | AVE | El Cerrito | OES413 |
| 25 | 0024031530 | 14-Mar-24 19:59:58 | 321 | El Cerrito | PLZ | El Cerrito | OES413 |
| 26 | 0024031720 | 15-Mar-24 10:15:41 | 611 | San Pablo | AVE | El Cerrito | OES413 |
| 27 | 0024031767 | 15-Mar-24 11:36:14 | 321 | Coventry | RD | Kensington | OES413 |
| 28 | 0024031837 | 15-Mar-24 14:32:19 | 321 | Terrace | DR | El Cerrito | OES413 |
| 29 | 0024031994 | 15-Mar-24 20:38:27 | 735 | Purdue | AVE | Kensington | OES413 |

Station 55 Responses March 2024

| | | | | | | | |
|----|------------|--------------------|------|--------------|------|------------|--------|
| 30 | 0024032193 | 16-Mar-24 11:21:31 | 321 | Norwood | AVE | Kensington | OES413 |
| 31 | 0024032228 | 16-Mar-24 13:09:56 | 611 | Cragmont | AVE | Berkeley | OES413 |
| 32 | 0024032250 | 16-Mar-24 14:13:19 | 735 | Highland | BLVD | Kensington | OES413 |
| 33 | 0024032663 | 17-Mar-24 14:51:46 | 735 | Highland | BLVD | Kensington | OES413 |
| 34 | 0024033167 | 18-Mar-24 15:37:15 | 412 | Willamette | AVE | Kensington | OES413 |
| 35 | 0024033349 | 19-Mar-24 00:58:30 | 321 | Arlington | AVE | Kensington | OES413 |
| 36 | 0024033785 | 19-Mar-24 20:19:52 | 321 | Purdue | AVE | Kensington | OES413 |
| 37 | 0024034991 | 22-Mar-24 17:31:25 | 400 | Stanford | AVE | Kensington | OES413 |
| 38 | 0024035149 | 23-Mar-24 03:54:34 | 400 | Eureka | AVE | El Cerrito | OES413 |
| 39 | 0024035419 | 23-Mar-24 22:10:58 | 400 | Edgcroft | RD | Kensington | OES413 |
| 40 | 0024035516 | 24-Mar-24 06:30:37 | 5000 | Eureka | AVE | El Cerrito | OES413 |
| 41 | 0024035750 | 24-Mar-24 19:40:02 | 321 | Everett | ST | El Cerrito | OES413 |
| 42 | 0024035946 | 25-Mar-24 08:56:35 | 321 | Windsor | AVE | Kensington | OES413 |
| 43 | 0024036241 | 26-Mar-24 01:44:19 | 321 | Highgate | CT | Kensington | OES413 |
| 44 | 0024036334 | 26-Mar-24 10:23:38 | 321 | Bates | AVE | El Cerrito | OES413 |
| 45 | 0024036641 | 26-Mar-24 23:02:23 | 321 | Beloit | AVE | Kensington | OES413 |
| 46 | 0024036748 | 27-Mar-24 08:45:56 | 321 | Arlington | AVE | Kensington | OES413 |
| 47 | 0024036773 | 27-Mar-24 09:49:56 | 321 | Balra | DR | El Cerrito | OES413 |
| 48 | 0024037271 | 28-Mar-24 13:13:59 | 611 | Fairmount | AVE | El Cerrito | OES413 |
| 49 | 0024037451 | 29-Mar-24 00:05:53 | 5000 | Stockton | AVE | El Cerrito | OES413 |
| 50 | 0024037905 | 30-Mar-24 08:05:51 | 321 | Terrace | DR | El Cerrito | OES413 |
| 51 | 0024037979 | 30-Mar-24 12:33:57 | 321 | Terrace | DR | El Cerrito | OES413 |
| 52 | 0024038141 | 30-Mar-24 19:41:51 | 444 | Beverly | RD | Kensington | OES413 |
| 53 | 0024038321 | 31-Mar-24 09:15:52 | 611M | Contra Costa | DR | El Cerrito | OES413 |
| 54 | 0024038651 | 01-Apr-24 04:14:22 | 321 | Norwood | AVE | Kensington | OES413 |
| 55 | 0024038688 | 01-Apr-24 07:29:05 | 321 | Terrace | DR | El Cerrito | OES413 |

Kensington Fire Protection District
 Checking Account Replenishment
 April 17, 2024

Transactions:

| Payee | Date | Expenses | Description |
|---|------------|--------------|---|
| Vision Service Plan | 03/01/2024 | \$ 258.48 | VSP Payment March 2024 |
| Google | 03/05/2024 | \$ 288.23 | Email Service |
| Amazon.com | 03/06/2024 | \$ 60.33 | Office Supply |
| M Morris-Mayorga/Candace Eros-Diaz | 03/07/2024 | \$ 7,240.96 | Payroll |
| Fed/State | 03/07/2024 | \$ 4,001.61 | Payroll Tax Withholding |
| Heartland Payroll | 03/07/2024 | \$ 104.53 | Payroll Processing Fee |
| CalPERS | 03/11/2024 | \$ 4,359.84 | Retiree Health |
| Terminix | 03/12/2024 | \$ 168.00 | Pest Control |
| Contra Costa Tax Collector | 03/13/2024 | \$ 438.55 | Stege Sewer Charge Property Tax |
| Amazon.com | 03/14/2024 | \$ 644.44 | Office Supply |
| M Morris-Mayorga/Candace Eros-Diaz | 03/22/2024 | \$ 10,617.68 | Payroll |
| Fed/State | 03/22/2024 | \$ 5,947.64 | Payroll Tax Withholding |
| Heartland Payroll | 03/22/2024 | \$ 108.07 | Payroll Processing Fee |
| Comcast | 03/25/2024 | \$ 204.86 | Internet |
| PG&E | 03/26/2024 | \$ 11.23 | Gas Service |
| East Bay Sanitary | 03/26/2024 | \$ 541.64 | Refuse Collection |
| Delta Dental | 03/26/2024 | \$ 824.31 | Dental Insurance |
| Delta Dental | 03/26/2024 | \$ 824.31 | Dental Insurance |
| Adobe Inc | 03/04/2024 | \$ 19.99 | PDF Software |
| Zoom | 03/06/2024 | \$ 140.00 | Zoom Payment |
| Hulu | 03/19/2024 | \$ 76.99 | Monthly TV Subscription for Temp Facility |
| Docusign Inc | 03/19/2024 | \$ 300.00 | eSignature Standard Edition-Seat Subscription-Seat |
| Comcast | 03/20/2024 | \$ 205.20 | Internet |
| Ooma, Inc | 03/22/2024 | \$ 81.81 | Office Telephone 03/22/2024 |
| Streamline (Check #995320) | 03/04/2024 | \$ 298.00 | Website Development and Maintenance |
| Unitarian Church of Berkley (Check #995327) | 03/12/2024 | \$ 1,344.20 | Temp Facilities - Lot Rental March 2024 |
| Kensington Police Protection Community Service Dist | 03/21/2024 | \$ 2,438.55 | Temp Facilities - Admin Sublet February 2024 |
| Larry Nagel (Check #995329) | 03/06/2024 | \$ 1,173.50 | Reimbursement - Virtual Conference |
| Altivu (Check #995330) | 03/18/2024 | \$ 8,686.20 | Emergency Prep Coordinator |
| Tim Barry (Check #995331) | 03/15/2024 | \$ 1,155.00 | Operational Consultant |
| Ridgeline Municipal Strategies (Check #995332) | 03/26/2024 | \$ 1,200.00 | Jan 17 2024 Board Meeting Attendance and Presentation |
| Kensington Police Protection Community Service Dist | 03/21/2024 | \$ 2,438.55 | Temp Facilities - Admin Sublet March 2024 |
| Corovan Moving & Storage Co (Check #995334) | 03/19/2024 | \$ 2,017.36 | Temp Facilities - Relocation Long Term Storage |
| Pacific Module Structures (Check #995335) | 03/22/2024 | \$ 3,752.92 | Temp Facilities Modular (March Rent 2024) |
| Net Withdrawals for Replenishment | | \$ 61,972.98 | |
| | | \$ - | |
| Replenishment Adjusted for Monthly Bills | | \$ 61,972.98 | |

 Board President Date

 General Manager Date

TO: Auditor Controller of Contra Costa County:

TRANSMITTAL - APPROVAL

Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

**KENSINGTON FPD
TRANSMITTAL - APPROVAL
Invoices**

PY/CY:
BATCH #.:
DATE : 4/17/2024
LOCATION #: 13
FILENAME: KENSINGTON

| VEND # | VENDOR NAME | INVOICE DATE | DESCRIPTION | FUND /ORG | SUB-ACCT | TASK | OPT. | ACTIVITY /WORK AUTH. | ENCUMB (P.O.) / Invoice # | P/C | PAYMENT AMOUNT |
|--------------|---------------------|--------------|-------------------------------------|-----------|----------|------|------|----------------------|---------------------------|-----|---------------------------------|
| 50151 | El Cerrito | 4/1/2024 | Fire Protection Services 04/01/2024 | 7840 | 2328 | | | | | | 352,043.49 |
| 50147 | KFPD Revolving Fund | 4/17/2024 | Reimburse Revolving fund | 7840 | 2490 | | | | | | 61,972.98 |
| 50390 | CWS | 3/31/2024 | PSB Renovation Construction | 7487 | 2310 | | | | PayApp#17 | | 275,360.06 |
| 50180 | Mack5 | 3/31/2024 | PSB Renovation Soft Costs | 7487 | 2310 | | | | 5774 | | 22,595.00 |
| TOTAL | | | | | | | | | | | <u><u>711,971.53</u></u> |

Kensington FPD Approval

Board President

General Manager

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of March 31, 2024**

Current Cash and Investments

| Cash Balance | | Comments |
|---|---------------------|---|
| Petty Cash | 200.00 | |
| KFPD Revolving Acct - Gen Fund | 188,422.26 | Balance as of 03/31/2024 |
| General Fund | 1,075,804.95 | Balance as of 03/31/2024, Pending Reconciliations |
| Special Tax Fund | 113,597.92 | Balance as of 03/31/2024, Pending Reconciliations |
| Capital Fund | 2,731,952.80 | Balance as of 03/31/2024, Pending Reconciliations |
| Total Cash Balance | 4,109,977.93 | |
| | | |
| Investments | | |
| LAIF Balance | 4,053,087.70 | Balance as of 03/31/2024, Pending Reconciliations |
| Total Investments | 4,053,087.70 | |
| | | |
| Total Current Cash and Investments | 8,163,065.63 | |

Kensington Fire Protection District
Balance Sheet Prev Year Comparison
As of March 31, 2024

04/15/24

Accrual Basis

| | Mar 31, 24 | Mar 31, 23 | \$ Change |
|-------------------------------------|----------------------|----------------------|----------------------|
| ASSETS | | | |
| Current Assets | | | |
| Checking/Savings | | | |
| Petty Cash | 200.00 | 200.00 | 0.00 |
| KFPD Revolving Acct - Gen Fund | 188,422.26 | 174,188.04 | 14,234.22 |
| General Fund | 1,075,804.95 | 1,272,190.09 | -196,385.14 |
| Special Tax Fund | 113,597.92 | 116,340.87 | -2,742.95 |
| Capital Fund | 2,731,952.80 | 1,539,886.22 | 1,192,066.58 |
| Total Checking/Savings | 4,109,977.93 | 3,102,805.22 | 1,007,172.71 |
| Accounts Receivable | | | |
| Accounts Receivable | 4,805.80 | 4,805.80 | 0.00 |
| Advance on Taxes | 2,547,384.69 | 2,406,187.12 | 141,197.57 |
| Advance on Supplemental Taxes | 75,392.05 | 86,245.26 | -10,853.21 |
| Total Accounts Receivable | 2,627,582.54 | 2,497,238.18 | 130,344.36 |
| Other Current Assets | | | |
| Prepaid Services - EC | 0.00 | 0.07 | -0.07 |
| Prepaid Exp. | 6,110.33 | 2,587.29 | 3,523.04 |
| Prepaid CERBT - Retiree Trust | 508,252.48 | 745,105.48 | -236,853.00 |
| Investments | | | |
| LAIF Balance | 4,053,087.70 | 18,366.98 | 4,034,720.72 |
| US TBills - 4/20/23 | 0.00 | 3,000,000.00 | -3,000,000.00 |
| Fed Home Loan Bk - 9/27/23 | 0.00 | 3,500,000.00 | -3,500,000.00 |
| Total Investments | 4,053,087.70 | 6,518,366.98 | -2,465,279.28 |
| Total Other Current Assets | 4,567,450.51 | 7,266,059.82 | -2,698,609.31 |
| Total Current Assets | 11,305,010.98 | 12,866,103.22 | -1,561,092.24 |
| Fixed Assets | | | |
| Land | 5,800.00 | 5,800.00 | 0.00 |
| Equipment | 1,818,946.43 | 1,793,890.43 | 25,056.00 |
| Accumulated Depreciation-Equip | -911,477.25 | -803,767.41 | -107,709.84 |
| Building and Improvements | 2,391,581.26 | 2,391,581.26 | 0.00 |
| Accumulated Depreciation - Bldg | -1,342,172.17 | -1,276,209.07 | -65,963.10 |
| Current Capital Outlay | | | |
| PSB Renovation Soft Costs | 1,293,805.44 | 717,884.46 | 575,920.98 |
| PSB Renovation Hard Cost | 4,650,269.25 | 716,963.78 | 3,933,305.47 |
| Temp Facility - Soft Costs | 261,739.37 | 207,544.62 | 54,194.75 |
| Temp Facilities - Hard Costs | 602,933.03 | 595,392.92 | 7,540.11 |
| Temp Facilities - Lot Rental | 25,809.40 | 9,900.00 | 15,909.40 |
| Temp Facilities - Modular | 65,981.64 | 20,946.60 | 45,035.04 |
| Temp Facilities - Admin Sublet | 48,771.00 | 19,508.40 | 29,262.60 |
| Temp Facilities - Relocation | 41,506.98 | 32,509.54 | 8,997.44 |
| Fire Engine Type I | 0.00 | 104.40 | -104.40 |
| Firefighters Qtrs/Equip | 0.00 | 210.00 | -210.00 |
| Total Current Capital Outlay | 6,990,816.11 | 2,320,964.72 | 4,669,851.39 |
| Total Fixed Assets | 8,953,494.38 | 4,432,259.93 | 4,521,234.45 |
| Other Assets | | | |
| Deferred Outflow of Res. - OPEB | 133,200.00 | 0.00 | 133,200.00 |
| Prop 1A Loan - State of CA | 11,901.56 | 0.00 | 11,901.56 |
| Total Other Assets | 145,101.56 | 0.00 | 145,101.56 |
| TOTAL ASSETS | 20,403,606.92 | 17,298,363.15 | 3,105,243.77 |

Kensington Fire Protection District Balance Sheet Prev Year Comparison

04/15/24

Accrual Basis

As of March 31, 2024

| | Mar 31, 24 | Mar 31, 23 | \$ Change |
|--|----------------------|----------------------|---------------------|
| LIABILITIES & EQUITY | | | |
| Liabilities | | | |
| Current Liabilities | | | |
| Accounts Payable | | | |
| Due to Revolving Acct - Gen Fnd | 38,066.63 | 136,760.83 | -98,694.20 |
| Due to Other - Issued by CCC | 2,466,287.83 | 89,933.01 | 2,376,354.82 |
| Accounts Payable | 697.24 | 1,297.24 | -600.00 |
| Total Accounts Payable | 2,505,051.70 | 227,991.08 | 2,277,060.62 |
| Other Current Liabilities | | | |
| PSB Renovation Loan | 1,539,460.63 | 1,539,460.63 | 0.00 |
| Deferred Inflow of Resources | 0.00 | 141,245.00 | -141,245.00 |
| Total Other Current Liabilities | 1,539,460.63 | 1,680,705.63 | -141,245.00 |
| Total Current Liabilities | 4,044,512.33 | 1,908,696.71 | 2,135,815.62 |
| Long Term Liabilities | | | |
| El Cerrito Reconciliation Liab. | 187,870.08 | 233,481.39 | -45,611.31 |
| Postretirement Health Ben Liab | 0.14 | 0.14 | 0.00 |
| Total Long Term Liabilities | 187,870.22 | 233,481.53 | -45,611.31 |
| Total Liabilities | 4,232,382.55 | 2,142,178.24 | 2,090,204.31 |
| Equity | | | |
| Fund Equity - General | 3,889,496.00 | 3,889,496.00 | 0.00 |
| Fund Equity - Capital Projects | 3,213,698.00 | 3,213,698.00 | 0.00 |
| Fund Equity - Special Revenue | 109,075.00 | 109,075.00 | 0.00 |
| Fund Equity - Gen Fixed Asset | 2,222,992.01 | 2,222,992.01 | 0.00 |
| Fund Equity | 4,643,760.42 | 3,606,611.59 | 1,037,148.83 |
| Net Income | 2,092,202.94 | 2,114,312.31 | -22,109.37 |
| Total Equity | 16,171,224.37 | 15,156,184.91 | 1,015,039.46 |
| TOTAL LIABILITIES & EQUITY | 20,403,606.92 | 17,298,363.15 | 3,105,243.77 |

Kensington Fire Protection District Profit & Loss Prev Year Comparison July 2023 through March 2024

| | Jul '23 - Mar 24 | Jul '22 - Mar 23 | \$ Change |
|--|---------------------|---------------------|-------------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| Property Taxes | 5,403,391.04 | 5,113,488.61 | 289,902.43 |
| Special Taxes | 200,826.80 | 200,436.70 | 390.10 |
| Other Tax Income | 326.99 | 12,079.28 | -11,752.29 |
| Lease Agreement | 0.00 | 3,050.25 | -3,050.25 |
| Interest Income | 28,292.63 | 33,908.14 | -5,615.51 |
| CERBT Reimbursement | 30,735.48 | 18,088.02 | 12,647.46 |
| Miscellaneous Income | 0.00 | 559.28 | -559.28 |
| Total Income | 5,663,572.94 | 5,381,610.28 | 281,962.66 |
| Gross Profit | 5,663,572.94 | 5,381,610.28 | 281,962.66 |
| Expense | | | |
| Staff | | | |
| Wages | 154,642.98 | 100,665.54 | 53,977.44 |
| Vacation Wages | 0.00 | 5,271.36 | -5,271.36 |
| Medical/dental ins compensation | 4,933.33 | 6,000.00 | -1,066.67 |
| Payroll Taxes | 10,377.77 | 7,976.82 | 2,400.95 |
| Workers Compensation/Life Ins | 3,034.73 | 1,760.33 | 1,274.40 |
| Payroll Processing | 2,075.24 | 1,844.08 | 231.16 |
| Total Staff | 175,064.05 | 123,518.13 | 51,545.92 |
| RETIREE MEDICAL BENEFITS | | | |
| PERS Medical | 32,799.37 | 40,251.94 | -7,452.57 |
| Delta Dental | 7,418.79 | 8,539.11 | -1,120.32 |
| Vision Care | 2,003.22 | 2,584.80 | -581.58 |
| Total RETIREE MEDICAL BENEFITS | 42,221.38 | 51,375.85 | -9,154.47 |
| OUTSIDE PROFESSIONAL SERVICES | | | |
| Operational Consultant | 1,155.00 | 2,362.50 | -1,207.50 |
| Crime Insurance Policy | 153.16 | 689.22 | -536.06 |
| Nixle Fee | 3,182.70 | 0.00 | 3,182.70 |
| Long Term Financial Planner | 1,950.00 | 0.00 | 1,950.00 |
| Emergency Prep Coordinator | 80,137.45 | 78,899.94 | 1,237.51 |
| Accounting | 18,000.00 | 27,895.00 | -9,895.00 |
| Audit | 0.00 | 12,500.00 | -12,500.00 |
| Bank Fee | 0.00 | 25.00 | -25.00 |
| Contra Costa County Expenses | 7,084.36 | 56,026.22 | -48,941.86 |
| EI Cerrito Contract Fee | 3,110,226.00 | 2,882,612.33 | 227,613.67 |
| EI Cerrito Reconciliation(s) | 58,165.47 | 92,373.83 | -34,208.36 |
| IT Services and Equipment | 7,687.54 | 2,910.00 | 4,777.54 |
| Fire Engineer Plan Review | 240.00 | 1,000.13 | -760.13 |
| LAFCO Fees | 0.00 | 1,558.61 | -1,558.61 |
| Legal Fees | 7,690.68 | 15,374.34 | -7,683.66 |
| Recruitment | 8,706.00 | 17,560.00 | -8,854.00 |
| Website Development/Maintenance | 2,644.00 | 2,459.88 | 184.12 |
| Wildland Vegetation Mgmt | 0.00 | 2,500.00 | -2,500.00 |
| Total OUTSIDE PROFESSIONAL SERVICES | 3,307,022.36 | 3,196,747.00 | 110,275.36 |
| COMMUNITY SERVICE ACTIVITIES | | | |
| Public Education | 4,908.99 | 7,227.93 | -2,318.94 |
| CERT Emerg Kits/Sheds/Prepared | 1,637.51 | 0.00 | 1,637.51 |
| Open Houses | 0.00 | 718.88 | -718.88 |
| Community Shredder | 2,470.50 | 5,431.69 | -2,961.19 |
| Community Sandbags | 2,373.35 | 3,940.05 | -1,566.70 |
| Total COMMUNITY SERVICE ACTIVITIES | 11,390.35 | 17,318.55 | -5,928.20 |
| DISTRICT ACTIVITIES | | | |
| Professional Development | 6,908.10 | 595.00 | 6,313.10 |

04/15/24
 Accrual Basis

Kensington Fire Protection District Profit & Loss Prev Year Comparison July 2023 through March 2024

| | Jul '23 - Mar 24 | Jul '22 - Mar 23 | \$ Change |
|---|---------------------|---------------------|-------------------|
| Office | | | |
| Mtg Room Rentals | 0.00 | 80.00 | -80.00 |
| Internet | 3,247.68 | 2,030.76 | 1,216.92 |
| Office Equipment | 0.00 | 1,189.03 | -1,189.03 |
| Office Expense | 5,431.98 | 3,396.13 | 2,035.85 |
| Office Supplies | 1,423.50 | 0.00 | 1,423.50 |
| Telephone | 764.15 | 8,597.24 | -7,833.09 |
| Total Office | 10,867.31 | 15,293.16 | -4,425.85 |
| Election | 0.00 | 5,579.18 | -5,579.18 |
| Firefighter's Apparel & PPE | 0.00 | 1,264.02 | -1,264.02 |
| Firefighters' Expenses | 0.00 | 28,581.68 | -28,581.68 |
| Staff Appreciation | 66.15 | 0.00 | 66.15 |
| Memberships | 4,525.02 | 9,505.00 | -4,979.98 |
| Building Maintenance | | | |
| Gardening service | 0.00 | 140.00 | -140.00 |
| Janitorial Service | 0.00 | 806.24 | -806.24 |
| Miscellaneous Maint. | 2,300.06 | 9,921.70 | -7,621.64 |
| Total Building Maintenance | 2,300.06 | 10,867.94 | -8,567.88 |
| Building Utilities/Service | | | |
| Refuse Collection | 2,629.84 | 1,654.24 | 975.60 |
| Gas and Electric | 3,787.76 | 7,700.93 | -3,913.17 |
| Water/Sewer | 3,915.71 | 1,982.36 | 1,933.35 |
| Building Utilities/Service - Other | 671.91 | 0.00 | 671.91 |
| Total Building Utilities/Service | 11,005.22 | 11,337.53 | -332.31 |
| Total DISTRICT ACTIVITIES | 35,671.86 | 83,023.51 | -47,351.65 |
| Total Expense | 3,571,370.00 | 3,471,983.04 | 99,386.96 |
| Net Ordinary Income | 2,092,202.94 | 1,909,627.24 | 182,575.70 |
| Other Income/Expense | | | |
| Other Income | | | |
| Discount on US TBills | 0.00 | 61,625.00 | -61,625.00 |
| Discount on Fixed Security | 0.00 | 143,060.07 | -143,060.07 |
| Total Other Income | 0.00 | 204,685.07 | -204,685.07 |
| Net Other Income | 0.00 | 204,685.07 | -204,685.07 |
| Net Income | 2,092,202.94 | 2,114,312.31 | -22,109.37 |

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2023 through March 2024

| | Jul '23 - Mar 24 | Budget | \$ Over Budget | % of Budget |
|---------------------------------------|---------------------|---------------------|--------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 5,403,391.04 | 5,475,049.00 | -71,657.96 | 98.69% |
| Special Taxes | 200,826.80 | 201,000.00 | -173.20 | 99.91% |
| Other Tax Income | 326.99 | 25,000.00 | -24,673.01 | 1.31% |
| Lease Agreement | 0.00 | 0.00 | 0.00 | 0.0% |
| Interest Income | 28,292.63 | 216,110.00 | -187,817.37 | 13.09% |
| CERBT Reimbursement | 30,735.48 | 63,500.00 | -32,764.52 | 48.4% |
| Miscellaneous Income | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Total Income | 5,663,572.94 | 5,982,659.00 | -319,086.06 | 94.67% |
| Gross Profit | 5,663,572.94 | 5,982,659.00 | -319,086.06 | 94.67% |
| Expense | | | | |
| Staff | | | | |
| Wages | 154,642.98 | 191,468.00 | -36,825.02 | 80.77% |
| Vacation Wages | 0.00 | 5,022.00 | -5,022.00 | 0.0% |
| Medical/dental ins compensation | 4,933.33 | 5,427.00 | -493.67 | 90.9% |
| Payroll Taxes | 10,377.77 | 15,032.00 | -4,654.23 | 69.04% |
| Workers Compensation/Life Ins | 3,034.73 | 3,100.00 | -65.27 | 97.9% |
| Payroll Processing | 2,075.24 | 2,830.00 | -754.76 | 73.33% |
| Total Staff | 175,064.05 | 222,879.00 | -47,814.95 | 78.55% |
| RETIREE MEDICAL BENEFITS | | | | |
| PERS Medical | 32,799.37 | 50,500.00 | -17,700.63 | 64.95% |
| Delta Dental | 7,418.79 | 10,000.00 | -2,581.21 | 74.19% |
| Vision Care | 2,003.22 | 3,000.00 | -996.78 | 66.77% |
| Total RETIREE MEDICAL BENEFITS | 42,221.38 | 63,500.00 | -21,278.62 | 66.49% |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| Operational Consultant | 1,155.00 | 20,000.00 | -18,845.00 | 5.78% |
| Fiscal Analysis Consultant | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Crime Insurance Policy | 0.00 | | | |
| Nixle Fee | 3,182.70 | 3,200.00 | -17.30 | 99.46% |
| Long Term Financial Planner | 1,950.00 | 2,500.00 | -550.00 | 78.0% |
| Emergency Prep Coordinator | 80,137.45 | 107,704.00 | -27,566.55 | 74.41% |
| Accounting | 18,000.00 | 37,080.00 | -19,080.00 | 48.54% |
| Actuarial Valuation | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Audit | 0.00 | 20,500.00 | -20,500.00 | 0.0% |
| Bank Fee | 0.00 | 50.00 | -50.00 | 0.0% |
| Contra Costa County Expenses | 7,084.36 | 39,520.00 | -32,435.64 | 17.93% |
| EI Cerrito Contract Fee | 3,110,226.00 | 4,146,968.00 | -1,036,742.00 | 75.0% |
| EI Cerrito Reconciliation(s) | 58,165.47 | 77,554.00 | -19,388.53 | 75.0% |
| IT Services and Equipment | 7,687.54 | 6,600.00 | 1,087.54 | 116.48% |
| Fire Abatement Contract | 0.00 | 5,250.00 | -5,250.00 | 0.0% |
| Fire Engineer Plan Review | 240.00 | 3,000.00 | -2,760.00 | 8.0% |
| Grant Writer/Coordinator | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| Risk Management Insurance | 153.16 | 21,697.00 | -21,543.84 | 0.71% |
| LAFCO Fees | 0.00 | 2,100.00 | -2,100.00 | 0.0% |
| Legal Fees | 7,690.68 | 15,600.00 | -7,909.32 | 49.3% |
| Recruitment | 8,706.00 | 14,925.00 | -6,219.00 | 58.33% |
| Water System Improvements | 0.00 | 10,000.00 | -10,000.00 | 0.0% |

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2023 through March 2024

| | <u>Jul '23 - Mar 24</u> | <u>Budget</u> | <u>\$ Over Budget</u> | <u>% of Budget</u> |
|---|-------------------------|---------------------|-----------------------|--------------------|
| Website Development/Maintenance | 2,644.00 | 3,600.00 | -956.00 | 73.44% |
| Wildland Vegetation Mgmt | 0.00 | 7,828.00 | -7,828.00 | 0.0% |
| Total OUTSIDE PROFESSIONAL SERVICES | 3,307,022.36 | 4,588,676.00 | -1,281,653.64 | 72.07% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 4,908.99 | 20,000.00 | -15,091.01 | 24.55% |
| EP Coord Expense Account | 0.00 | 1,000.00 | -1,000.00 | 0.0% |
| Comm. Pharmaceutical Drop-Off | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| CERT Emerg Kits/Sheds/Prepared | 1,637.51 | 4,120.00 | -2,482.49 | 39.75% |
| Open Houses | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Community Shredder | 2,470.50 | 5,500.00 | -3,029.50 | 44.92% |
| Firesafe Planting Grants | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Community Sandbags | 2,373.35 | 3,500.00 | -1,126.65 | 67.81% |
| Volunteer Appreciation | 0.00 | 500.00 | -500.00 | 0.0% |
| COMMUNITY SERVICE ACTIVITIES - Other | 0.00 | 500.00 | -500.00 | 0.0% |
| Total COMMUNITY SERVICE ACTIVITIES | 11,390.35 | 64,620.00 | -53,229.65 | 17.63% |
| DISTRICT ACTIVITIES | | | | |
| Professional Development | 6,908.10 | 5,000.00 | 1,908.10 | 138.16% |
| Office | | | | |
| Internet | 3,247.68 | 4,000.00 | | |
| Office Equipment | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| Office Expense | 5,431.98 | 6,000.00 | -568.02 | 90.53% |
| Office Supplies | 1,423.50 | 1,200.00 | 223.50 | 118.63% |
| Telephone | 764.15 | 1,000.00 | -235.85 | 76.42% |
| Office- Other | 0.00 | 515.00 | -515.00 | 0.0% |
| Total Office | 10,867.31 | 15,215.00 | -4,347.69 | 71.43% |
| Firefighter's Apparel & PPE | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Firefighters' Expenses | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| Staff Appreciation | 66.15 | 2,500.00 | -2,433.85 | 2.65% |
| Memberships | 4,525.02 | 9,500.00 | -4,974.98 | 47.63% |
| Building Maintenance | | | | |
| Gardening service | 0.00 | 500.00 | -500.00 | 0.0% |
| Building alarm | 0.00 | 1,500.00 | -1,500.00 | 0.0% |
| Medical Waste Disposal | 0.00 | 2,200.00 | -2,200.00 | 0.0% |
| Janitorial Service | 0.00 | 200.00 | -200.00 | 0.0% |
| Miscellaneous Maint. | 2,300.06 | 2,500.00 | -199.94 | 92.0% |
| Total Building Maintenance | 2,300.06 | 6,900.00 | -4,599.94 | 33.33% |
| Building Utilities/Service | | | | |
| Refuse Collection | 2,629.84 | 3,000.00 | | |
| Gas and Electric | 3,787.76 | 6,300.00 | -2,512.24 | 60.12% |
| Water/Sewer | 3,915.71 | 6,600.00 | -2,684.29 | 59.33% |
| Building Utilities/Service - Other | 671.91 | 3,940.00 | -3,268.09 | 17.05% |
| Total Building Utilities/Service | 11,005.22 | 19,840.00 | -8,834.78 | 55.47% |
| Total DISTRICT ACTIVITIES | 35,671.86 | 65,455.00 | -29,783.14 | 54.5% |
| Contingency | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| Total Expense | 3,571,370.00 | 5,025,130.00 | -1,453,760.00 | 71.07% |
| Net Ordinary Income | 2,092,202.94 | 957,529.00 | 1,134,673.94 | 218.5% |
| Net Income | 2,092,202.94 | 957,529.00 | 1,134,673.94 | 218.5% |



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, 2024
TO: Tim Barry: General Manager
FROM: Eric Saylor: Fire Chief
RE: **Fire Chief's Report for the April 2024 Fire District Board Meeting**

Operations



E51 extinguished a fully involved vehicle fire at the gas station on the corner of Central and Pierce. The fire was contained to the vehicle. One patient was treated and transported to hospital. Vehicle fires spread quickly due to the amount of heat they release and produce numerous poisonous gases from the burning materials. Full turnouts and self-contained burning apparatus (SCBA) are required for the firefighter to survive the event. The fast actions of the firefighters prevented the spread of a potentially catastrophic fire.

Administration



On March 22nd, the Richmond Fire Department held its annual Public Safety Awards Dinner. El Cerrito-Kensington's Engine 51 B shift received an award for the lifesaving actions during a structure fire in Richmond. The E51 crew provided exceptional Advance Life Support (ALS) for a victim removed from the structure fire by Engine 66. Every engine in El Cerrito carries ALS equipment and is staffed by Paramedics to improve victim survival of fires and other emergencies. Receiving an award from an

Respect Professionalism



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outside agency is a rare event and reminds us of the exceptional skills and professionalism of our firefighters. Engineer Dawson and Firefighter Ferreira-Clifton are shown with their Battalion Chief Kevin Janes. Captain Renshaw was unable to attend.

Training



On March 13, E51 conducted a confined space rescue exercise with the contractor working on the pipeline installation on Richmond Street. In addition, on March 21, E55 participated in confined space rescue drill at the Chevron facility. The training simulated the department's actions if a workers had an emergency while underground. Confined space rescues are one of the most hazardous incidents firefighters face. The environment tends to release poison gases from the earth while the threat of trench collapse is increased by wet soils and small earthquake tremors. Confined rescues have the tendency to kill more rescuers than workers. All of the firefighters in El Cerrito fire department are confined space rescue technicians.



E51 participated in a multi-agency commercial structure fire drill with units from Contra Costa County fire, including E73, E76, Tr76, and Battalion Chief 7. It requires at least five engines, three trucks, and three battalion chiefs to suppress commercial structure fires. Inner-agency drills are required for firefighters to coordinate strategies and tactics during active firefighting.

Integrity Accountability Teamwork Respect Professionalism



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Public Outreach



E51 participated in the opening ceremony for the 2024 Special Olympics at El Cerrito High School. Captain Ciappara, Engineer Clarine and Engineer Janes welcome the athletes to El Cerrito.



On March 26, civilian Fire prevention officer Tom Peters and Captain Crumpacker meet with Wildcat Firewise community to discuss way residents can harden their homes and yards to the threat of wildfire. Home hardening is best way to prevent wildfires from spreading from incoming embers into houses.

Integrity Accountability Teamwork Respect Professionalism



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 17, 2024

TO: Kensington Fire Protection District Board

RE: Emergency Preparedness Coordinator Report

SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

The following progress items will be reviewed in the KFPD Board of Directors meeting:

1. Community Event/Engagement

- 3/24/2024 Replanting Grant Site Visit- Stanford
- 3/26/2024 Replanting Grant Site Visit - Amherst

2. District Communications/ Publications

- 3/21/2024 Facebook Thunderstorm Outlook
- 3/26/2024 Nextdoor Wildcat Firewise
- 3/26/2024 Facebook Wildcat Firewise
- 3/27/2024 Nextdoor Tsunami Test
- 4/4/2024 Nextdoor CAL FIRE Subdivision Review
- 4/10/2024 Facebook Insurance Non-Renewal
- 4/10/2024 Nextdoor Insurance Non-Renewal
- Outlook May 2024 Article
- Spring 2024 Edition The Fire Plug
- Defensible Space Checklist
- Introductory letter for campaign mailer
- Stay Wildfire-Aware Critical Tools
- Home Hardening Defensible Space Resources

3. Initiatives/ Deliverables

- Add resident emails to the Red Flag Warning Email List
- Ongoing Kensington Firewise Support and Coordination
- Coordinate Meet and Greet between Firewise areas.
- Reconcile vendor payment to Mailstream
- Produce Home Hardening Checklist to Fire Prevention Division
- Collaborate with Kensington Library and ConFire For July Public Presentation
- Produce Signage For Shredding Event
- Place Signage For Shredding Event
- Final Edits on all campaign brochures for Board consideration
- Create Zone/Address List for Campaign Mailer
- Assemble quotes / estimates for campaign material production

4. Meetings

April 19, 2023

Emergency Preparedness Coordinator's Report

- 3/18/2024 EC Chief
- 3/20/2024 KFPD Monthly Board Meeting
- 3/20/2024 Yale CERT
- 3/21/2024 ECK BC
- 3/24/2024 Firewise Maybeck +Pursuit Areas
- 3/25/2024 Wildcat Firewise
- 3/27/2024 ConFire Coordinator
- 3/28/2024 Emergency Preparedness Committee Meeting
- 3/28/2024 ConFire Coordinator
- 4/1/2024 ConFire Coordinator
- 4/4/2024 Kensington Library
- 4/4/2024 Grizzly Firewise Pursuit
- 4/8/2024 Wildcat Firewise
- 4/9/2024 Hills Emergency Forum
- 4/9/2024 ECK BC
- 4/10/2024 CERT Yale/ ECK
- 4/11/2024 CERT Program Manager

Attached for the Kensington Fire Protection District Board consideration and approval of funding the campaign "Evacuation Is Your Responsibility".

1. Mailstream Quote to print:
 - a. Trifold Brochure for Zones 4-9
 - b. One-page insert for all zones
 - c. KFPD Printed Envelope
 - d. Price for Mailing via USPS is not included in the total but the estimated per unit price is provided on the 2nd page.
2. UPrinting estimate to print magnets:
 - a. 6 magnet designs for zones 4-9 are sized for 3.5" x 5 "
3. VistaPrint Estimate for campaign signage for high visible areas (library, retail, churches):
 - a. 20 -11"x17" posters
 - b. 6- 24"x36" Signs for Signicade Stands
4. Est. total project cost \$4,500 which is budgeted for Emergency Preparedness

Continued from inside

3 KNOW YOUR ZONE

Your zone is referred to as **ECK-E004**, or locally it may be verbally abbreviated as **"Zone 4"**.

Use the accompanying magnet as a quick reference to remember which zone you live in. Emergency communications may refer to your zone number in an evacuation message, or it may only contain plain text instructions.

To learn more about Kensington Zones visit www.kensingtonfire.org/zone.

4 PLAN FOR YOUR SAFETY

Establish a plan that ensures:

- 1 Easily grabbing your prepacked Go Bag.
- 2 Using your respective route out of Kensington.
- 3 Having a plan for shelter that suits your needs, whether its with a friend/relative, a hotel, or second home, plan well in advance of an emergency. When an emergency strikes, go there!

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WWW.KENSINGTONFIRE.ORG

A MESSAGE FROM THE CHIEFS



EL CERRITO-KENSINGTON FIRE

Fire Chief Eric Saylor

Use this guide as a prompt to finalize your wildfire evacuation plan. We have provided resources which will help you build an emergency plan. Thank you for doing your part to ensure your safety.

KENSINGTON POLICE DEPARTMENT

Police Chief Mike Gancasz



A wildland fire presents a unique threat to our community. The presence of a fire that sweeps through the hills that comprise the District of Kensington creates a considerable threat to both life and property. Everyone in our community has an important role in ensuring all residents can safely leave an area threatened by a wildfire. Planning, preparing, and practicing simple actions as a community can help make leaving quicker, easier, and safer for residents and first responders, reducing the possibility of injury or worse.

WHEN IN DOUBT - LEAVE EARLY, GET OUT!

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EVACUATION IMPERATIVES

Critical information Kensington residents **need** to know for a community-wide **evacuation**.

KENSINGTON ZONE 4

1 GET OUT & DOWN

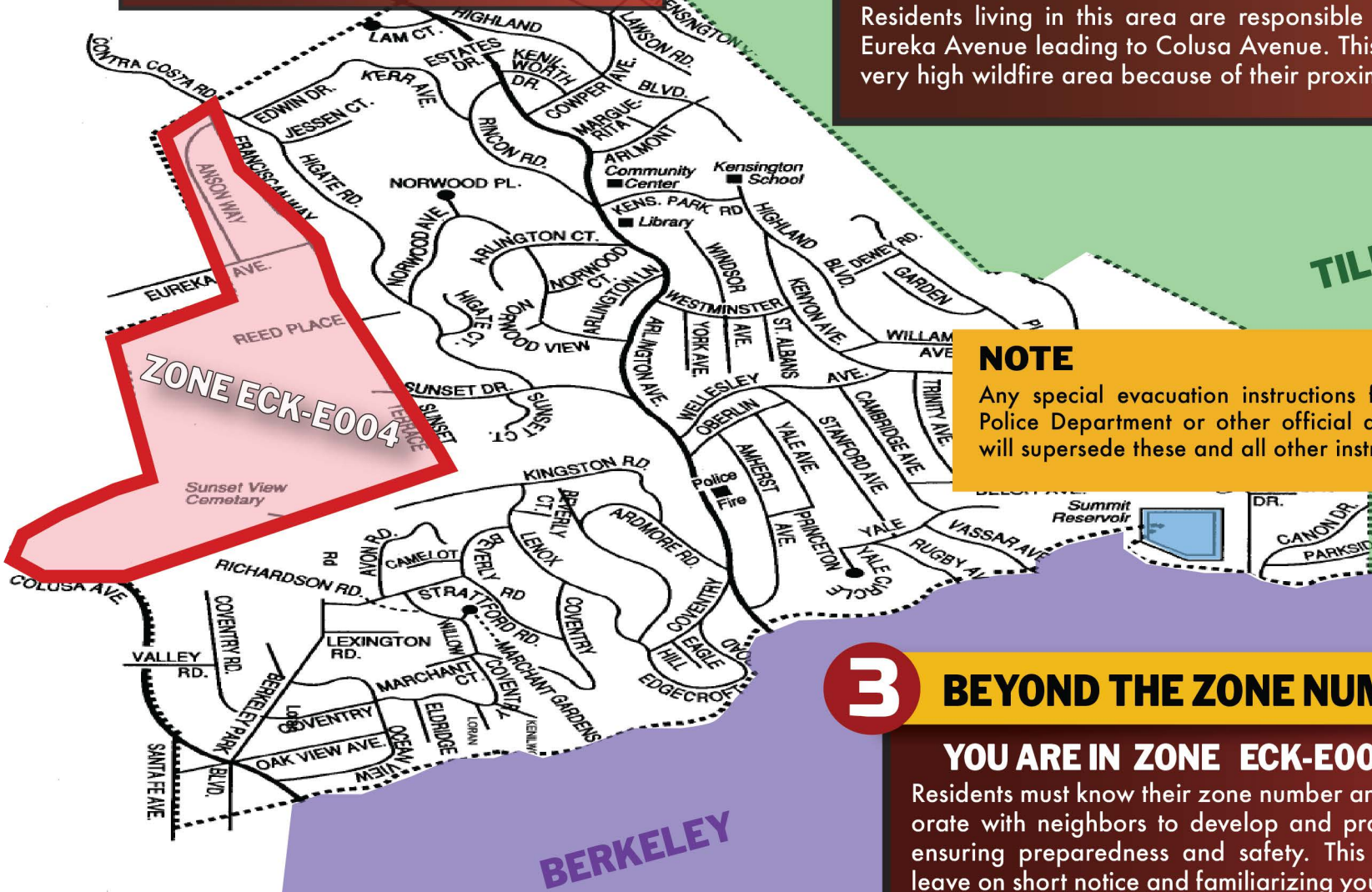
KNOWING HOW TO GET OUT IS YOUR RESPONSIBILITY

Identify at least two ways out of Kensington from your home. Use the nearest available downhill major streets to get out.

2 SITUATIONAL AWARENESS

STAY INFORMED & AWARE

Residents living in this area are responsible for knowing their way to Eureka Avenue leading to Colusa Avenue. This zone includes streets in a very high wildfire area because of their proximity to Wildcat Canyon.



NOTE
Any special evacuation instructions from the Kensington Police Department or other official agencies (e.g. CWS) will supersede these and all other instructions.

3 BEYOND THE ZONE NUMBER

YOU ARE IN ZONE ECK-E004

Residents must know their zone number and all exit routes. Collaborate with neighbors to develop and practice evacuation plans, ensuring preparedness and safety. This entails being ready to leave on short notice and familiarizing yourself with all traffic and walking routes leading to main roads for exiting Kensington during an evacuation. **Continued on back.**

Continued from inside

3 KNOW YOUR ZONE

Your zone is referred to as **ECK-E005**, or locally it may be verbally abbreviated as **"Zone 5"**.

Use the accompanying magnet as a quick reference to remember which zone you live in. Emergency communications may refer to your zone number in an evacuation message, or it may only contain plain text instructions.

To learn more about Kensington Zones visit www.kensingtonfire.org/zone.

4 PLAN FOR YOUR SAFETY

Establish a plan that ensures:

- 1 Easily grabbing your prepacked Go Bag.
- 2 Using your respective route out of Kensington.
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WHEN IN DOUBT - LEAVE EARLY, GET OUT!

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EVACUATION IMPERATIVES

Critical information Kensington residents **need** to know for a community-wide **evacuation**.

KENSINGTON ZONE 5

1 GET OUT & DOWN

KNOWING HOW TO GET OUT IS YOUR RESPONSIBILITY

Identify at least two ways out of Kensington from your home. Use the nearest available downhill major streets to get out.

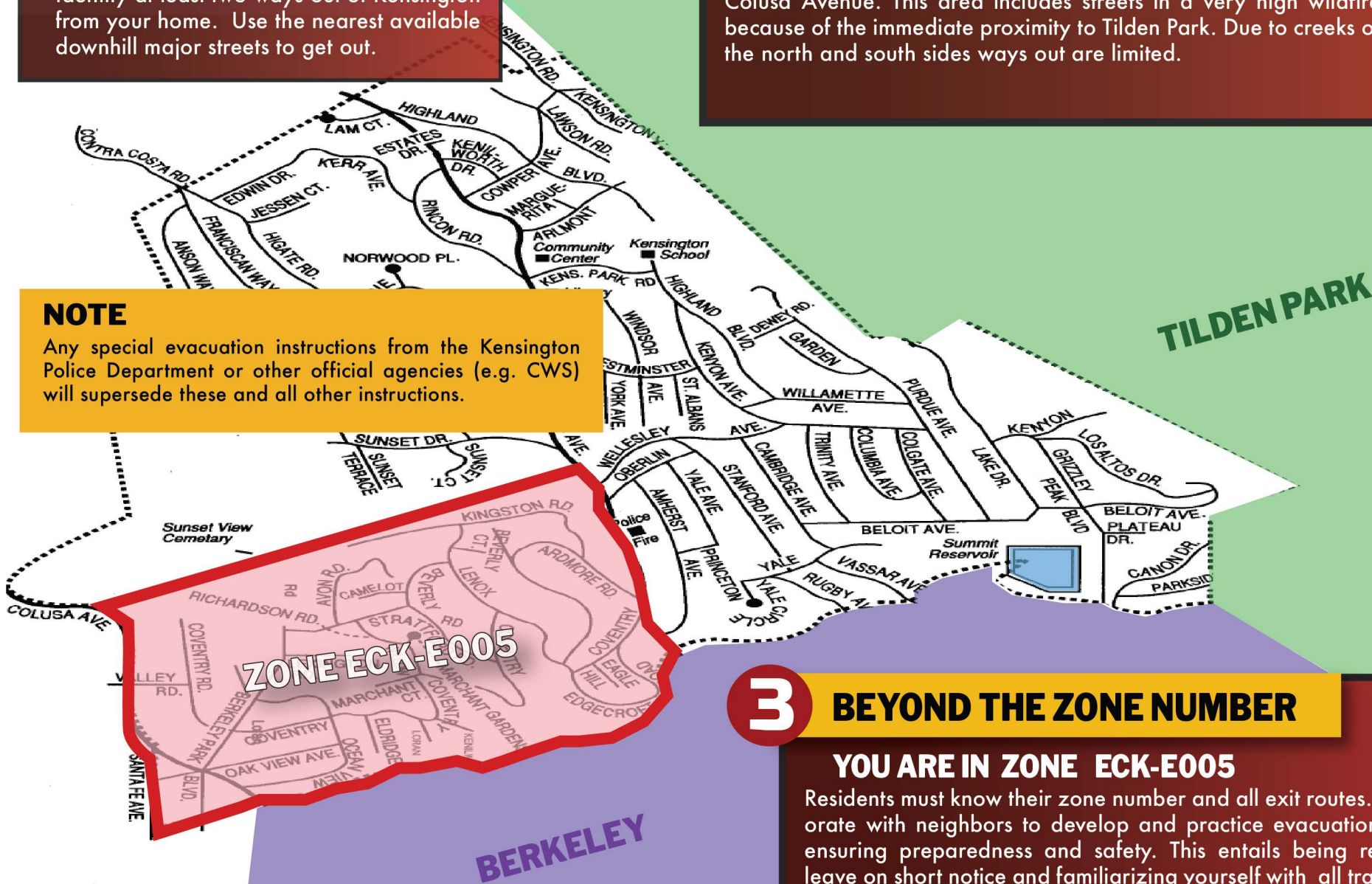
2 SITUATIONAL AWARENESS

STAY INFORMED & AWARE

Residents living in this area are responsible for knowing their way out of Colusa Avenue. This area includes streets in a very high wildfire area because of the immediate proximity to Tilden Park. Due to creeks on both the north and south sides ways out are limited.

NOTE

Any special evacuation instructions from the Kensington Police Department or other official agencies (e.g. CWS) will supersede these and all other instructions.



3 BEYOND THE ZONE NUMBER

YOU ARE IN ZONE ECK-E005

Residents must know their zone number and all exit routes. Collaborate with neighbors to develop and practice evacuation plans, ensuring preparedness and safety. This entails being ready to leave on short notice and familiarizing yourself with all traffic and walking routes leading to main roads for exiting Kensington during an evacuation. **Continued on back.**

Continued from inside

3 KNOW YOUR ZONE

Your zone is referred to as **ECK-E006**, or locally it may be verbally abbreviated as **"Zone 6"**.

Use the accompanying magnet as a quick reference to remember which zone you live in. Emergency communications may refer to your zone number in an evacuation message, or it may only contain plain text instructions.

To learn more about Kensington Zones visit www.kensingtonfire.org/zone.

4 PLAN FOR YOUR SAFETY

Establish a plan that ensures:

- 1 Easily grabbing your prepacked Go Bag.
- 2 Using your respective route out of Kensington.
- 3 Having a plan for shelter that suits your needs, whether its with a friend/relative, a hotel, or second home, plan well in advance of an emergency. When an emergency strikes, go there!

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A MESSAGE FROM THE CHIEFS



EL CERRITO-KENSINGTON FIRE

Fire Chief Eric Saylor

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KENSINGTON POLICE DEPARTMENT

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EVACUATION IMPERATIVES

Critical information Kensington residents **need** to know for a community-wide **evacuation**.

KENSINGTON ZONE 6

1 GET OUT & DOWN

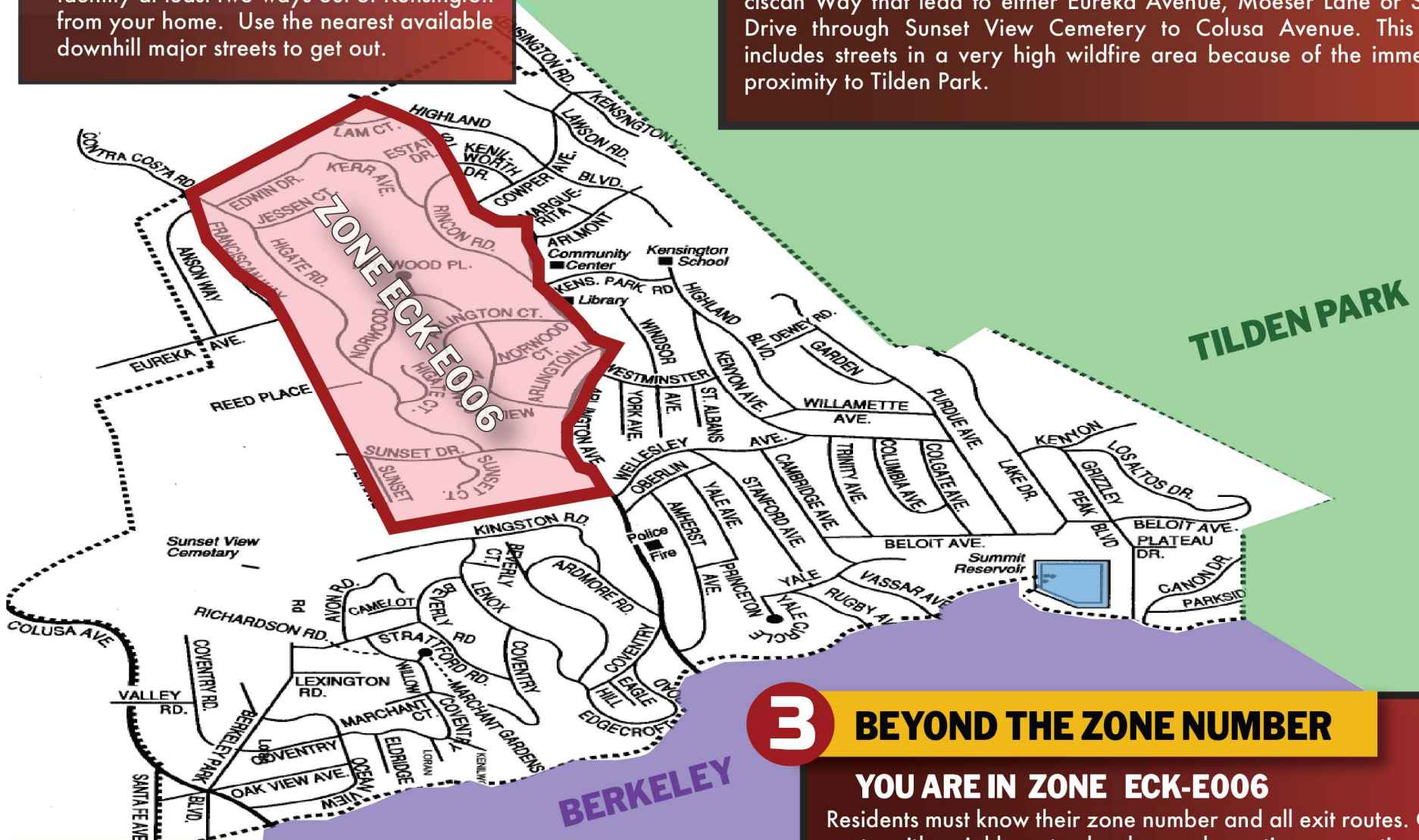
KNOWING HOW TO GET OUT IS YOUR RESPONSIBILITY

Identify at least two ways out of Kensington from your home. Use the nearest available downhill major streets to get out.

2 SITUATIONAL AWARENESS

STAY INFORMED & AWARE

Residents living in this area are responsible for knowing their way to Franciscan Way that lead to either Eureka Avenue, Moeser Lane or Sunset Drive through Sunset View Cemetery to Colusa Avenue. This area includes streets in a very high wildfire area because of the immediate proximity to Tilden Park.



3 BEYOND THE ZONE NUMBER

YOU ARE IN ZONE ECK-E006

Residents must know their zone number and all exit routes. Collaborate with neighbors to develop and practice evacuation plans, ensuring preparedness and safety. This entails being ready to leave on short notice and familiarizing yourself with all traffic and walking routes leading to main roads for exiting Kensington during an evacuation. **Continued on back.**

NOTE

Any special evacuation instructions from the Kensington Police Department or other official agencies (e.g. CWS) will supersede these and all other instructions.

Continued from Inside

3 KNOW YOUR ZONE

Your zone is referred to as **ECK-E007**, or locally it may be verbally abbreviated as **"Zone 7"**.

Use the accompanying magnet as a quick reference to remember which zone you live in. Emergency communications may refer to your zone number in an evacuation message, or it may only contain plain text instructions.

To learn more about Kensington Zones visit www.kensingtonfire.org/zone.

4 PLAN FOR YOUR SAFETY

Establish a plan that ensures:

- 1 Easily grabbing your prepacked Go Bag.
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A MESSAGE FROM THE CHIEFS



EL CERRITO-KENSINGTON FIRE

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EVACUATION IMPERATIVES

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KENSINGTON ZONE 7

1 GET OUT & DOWN

KNOWING HOW TO GET OUT IS YOUR RESPONSIBILITY

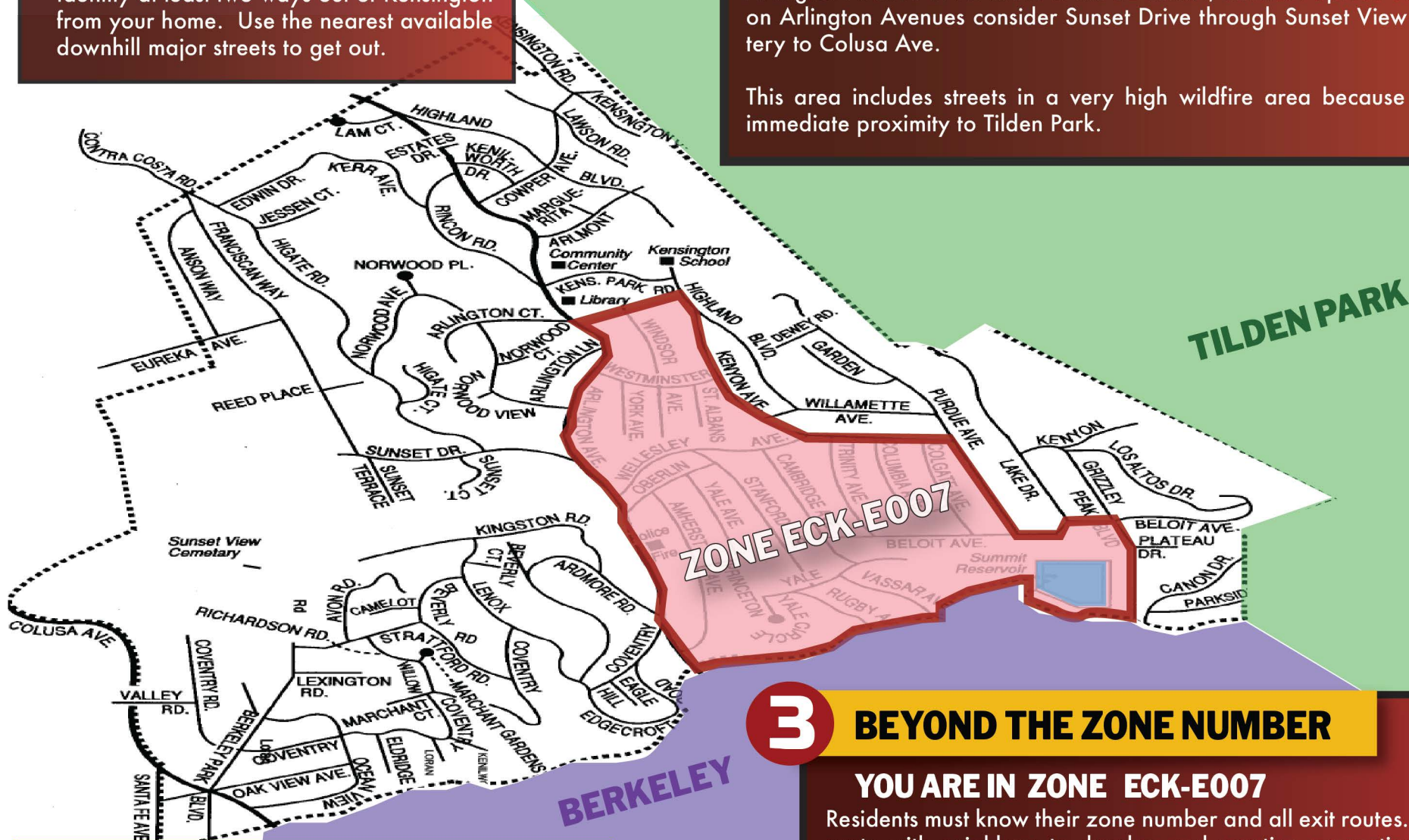
Identify at least two ways out of Kensington from your home. Use the nearest available downhill major streets to get out.

2 SITUATIONAL AWARENESS

STAY INFORMED & AWARE

Residents living in this area are responsible for knowing their way to Arlington Avenue or for those in the SE corner, consider Spruce St. Once on Arlington Avenues consider Sunset Drive through Sunset View Cemetery to Colusa Ave.

This area includes streets in a very high wildfire area because of the immediate proximity to Tilden Park.



3 BEYOND THE ZONE NUMBER

YOU ARE IN ZONE ECK-E007

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NOTE

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Continued from Inside

3 KNOW YOUR ZONE

Your zone is referred to as **ECK-E008**, or locally it may be verbally abbreviated as **"Zone 8"**.

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4 PLAN FOR YOUR SAFETY

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A MESSAGE FROM THE CHIEFS



EL CERRITO-KENSINGTON FIRE

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WHEN IN DOUBT - LEAVE EARLY, GET OUT!

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EVACUATION IMPERATIVES

Critical information Kensington residents **need** to know for a community-wide **evacuation**.

KENSINGTON ZONE 8

Continued from inside

3 KNOW YOUR ZONE

Your zone is referred to as **ECK-E009**, or locally it may be verbally abbreviated as **"Zone 9"**.

Use the accompanying magnet as a quick reference to remember which zone you live in. Emergency communications may refer to your zone number in an evacuation message, or it may only contain plain text instructions.

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A MESSAGE FROM THE CHIEFS



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WHEN IN DOUBT - LEAVE EARLY, GET OUT!

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EVACUATION IMPERATIVES

Critical information Kensington residents **need** to know for a community-wide **evacuation**.

KENSINGTON ZONE 9

1 GET OUT & DOWN

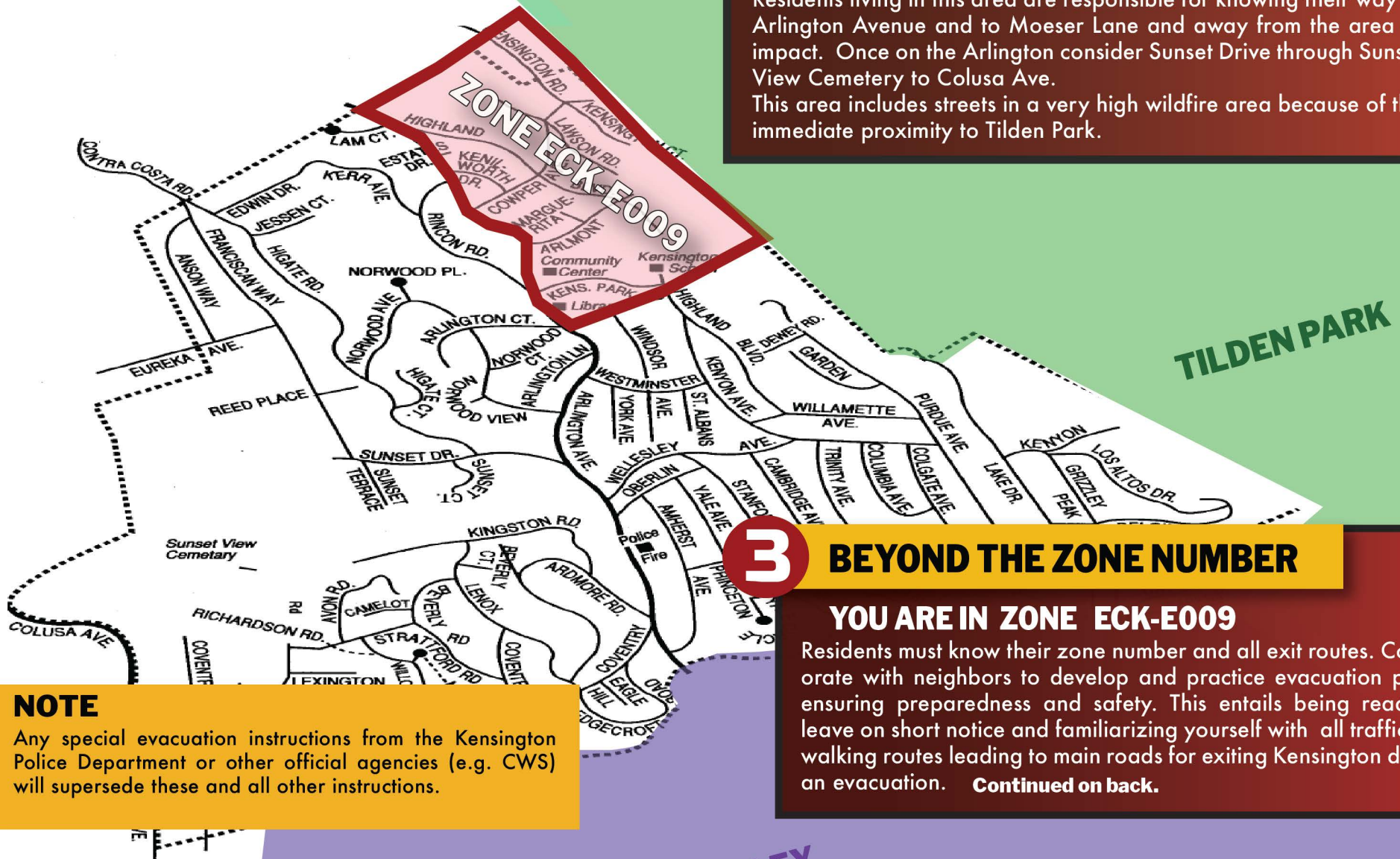
KNOWING HOW TO GET OUT IS YOUR RESPONSIBILITY

Identify at least two ways out of Kensington from your home. Use the nearest available downhill major streets to get out.

2 SITUATIONAL AWARENESS

STAY INFORMED & AWARE

Residents living in this area are responsible for knowing their way to Arlington Avenue and to Moeser Lane and away from the area of impact. Once on the Arlington consider Sunset Drive through Sunset View Cemetery to Colusa Ave. This area includes streets in a very high wildfire area because of the immediate proximity to Tilden Park.



3 BEYOND THE ZONE NUMBER

YOU ARE IN ZONE ECK-E009

Residents must know their zone number and all exit routes. Collaborate with neighbors to develop and practice evacuation plans, ensuring preparedness and safety. This entails being ready to leave on short notice and familiarizing yourself with all traffic and walking routes leading to main roads for exiting Kensington during an evacuation. **Continued on back.**

NOTE

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1 GET OUT & DOWN

KNOWING HOW TO GET OUT IS YOUR RESPONSIBILITY

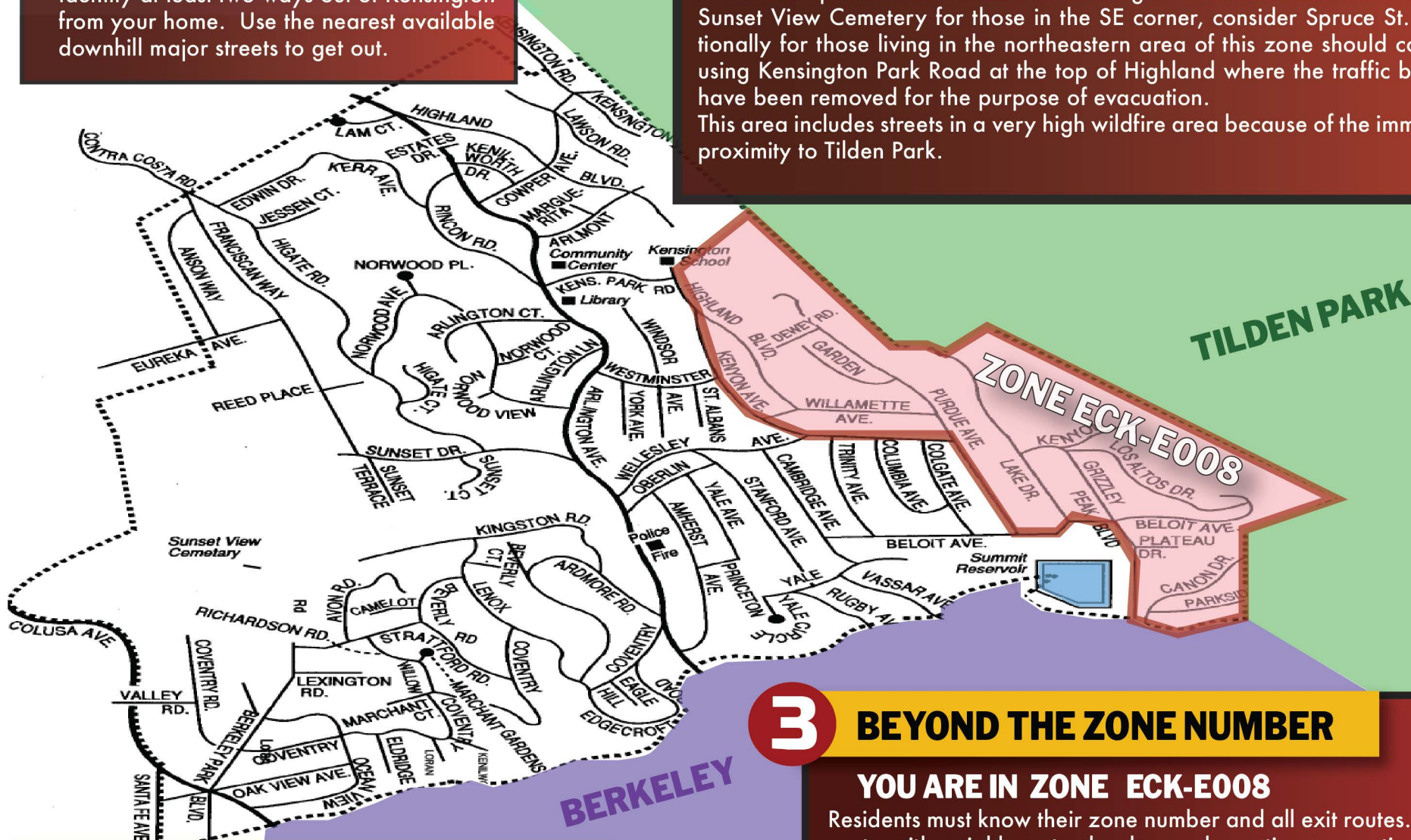
Identify at least two ways out of Kensington from your home. Use the nearest available downhill major streets to get out.

2 SITUATIONAL AWARENESS

STAY INFORMED & AWARE

Residents living in this area are responsible for knowing their way to Arlington Avenue or Spruce Street. Once on the Arlington consider Sunset Drive through Sunset View Cemetery for those in the SE corner, consider Spruce St. Additionally for those living in the northeastern area of this zone should consider using Kensington Park Road at the top of Highland where the traffic bollards have been removed for the purpose of evacuation.

This area includes streets in a very high wildfire area because of the immediate proximity to Tilden Park.



3 BEYOND THE ZONE NUMBER

YOU ARE IN ZONE ECK-E008

Residents must know their zone number and all exit routes. Collaborate with neighbors to develop and practice evacuation plans, ensuring preparedness and safety. This entails being ready to leave on short notice and familiarizing yourself with all traffic and walking routes leading to main roads for exiting Kensington during an evacuation. **Continued on back.**

NOTE

Any special evacuation instructions from the Kensington Police Department or other official agencies (e.g. CWS) will supersede these and all other instructions.

EVACUATION IS YOUR RESPONSIBILITY



KENSINGTON
FIRE PROTECTION DISTRICT

Enclosed you'll find a refrigerator magnet and a map marking your specific zone in Kensington. This is part of our initiative to bolster evacuation preparedness. Your zone is uniquely identified for clarity.

More than 90% of Kensington residents are registered to receive Contra Costa County Community Warning System (CWS) alerts, we've noticed a number of residents that need evacuation planning and practice. The enclosed resources are designed to get residents to plan for evacuations and understand what their responsibilities are.

Place the magnet where it's easily seen to remind you of your zone. Then, use the map to better understand your zone, it's situation in Kensington, and knowing your ways out for an evacuation.

If you haven't signed up for CWS alerts, please register at www.cwsalerts.com or call 925-655-0111 for assistance for registration.

For additional emergency preparedness information, visit our website at www.kensingtonfire.org/prepare. For any questions or assistance reach out to Johnny Valenzuela the Kensington Fire Protection District Emergency Preparedness Coordinator at prepare@kensingtonfire.org.



KENSINGTON

FIRE PROTECTION DISTRICT

**I LIVE IN
ZONE:**

**THE FULL ZONE NAME
ACCORDING TO THE
COUNTY IS:**

ECK-E004

4

ECK = EL CERRITO/KENSINGTON

For more information about your zone and how to better prepare for emergencies, visit the website below.

www.kensingtonfire.org/zone



KENSINGTON

FIRE PROTECTION DISTRICT

**I LIVE IN
ZONE:**

**THE FULL ZONE NAME
ACCORDING TO THE
COUNTY IS:**

ECK-E005

5

ECK = EL CERRITO/KENSINGTON

For more information about your zone and how to better prepare for emergencies, visit the website below.

www.kensingtonfire.org/zone



KENSINGTON

FIRE PROTECTION DISTRICT

**I LIVE IN
ZONE:**

**THE FULL ZONE NAME
ACCORDING TO THE
COUNTY IS:**

ECK-E006

ECK = EL CERRITO/KENSINGTON

For more information about your zone and how to better prepare for emergencies, visit the website below.

www.kensingtonfire.org/zone



KENSINGTON

FIRE PROTECTION DISTRICT

**I LIVE IN
ZONE:**

**THE FULL ZONE NAME
ACCORDING TO THE
COUNTY IS:**

ECK-E007

7

ECK = EL CERRITO/KENSINGTON

For more information about your zone and how to better prepare for emergencies, visit the website below.

www.kensingtonfire.org/zone



KENSINGTON

FIRE PROTECTION DISTRICT

**I LIVE IN
ZONE:**

**THE FULL ZONE NAME
ACCORDING TO THE
COUNTY IS:**

ECK-E008

8

ECK = EL CERRITO/KENSINGTON

For more information about your zone and how to better prepare for emergencies, visit the website below.

www.kensingtonfire.org/zone



KENSINGTON

FIRE PROTECTION DISTRICT

**I LIVE IN
ZONE:**

**THE FULL ZONE NAME
ACCORDING TO THE
COUNTY IS:**

ECK-E009

9

ECK = EL CERRITO/KENSINGTON

For more information about your zone and how to better prepare for emergencies, visit the website below.

www.kensingtonfire.org/zone



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 17, 2024
TO: Board of Directors
RE: Updated Sketch of Combined Use PSB
SUBMITTED BY: Tim Barry, Interim General Manager

Background

At the Feb. 21st board meeting, the board gave staff direction: "Approve obtaining a price from Marjang to provide a layout of the first floor of the Public Safety Building for police services." The preliminary sketch provided by Director Watt (Exhibit A) was sent to Marjang Architects and their 3/4/24 response was: "From a cursory view of the plan, the locker room and admin aid room are not large enough to be code compliant for accessibility. The furniture at the chief's area is also not compliant. Also, the added item in the lobby/egress path would likely not be allowed. This plan will not be able to be executed as diagrammed." Karen Mar of Marjang agreed to provide a new sketch at no cost to the district. She stated that when we receive that sketch(s), "and if the District chooses a desired sketch, Marjang would price the cost of conceptual drawings and working drawings but we would insist that a representative of the KPPCSD be part of the process to ensure their needs are being addressed in the re-design to avoid a waste of time and resources."

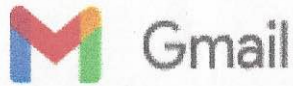
On March 25th we received Marjang's revised sketch (Exhibit B) of the downstairs area of the PSB designed for use by KPPCSD and it was distributed to the board. Karen Mar's accompanying message was: "Attached is a preliminary layout that meets ADA requirements for office areas. The cuffing bench, previously shown in the break area could still possibly fit in an area where counter is currently shown however, we do not recommend this for an office environment, especially since a hold room is not being provided and this may be a public safety situation."

The items formerly located in the lobby and the removal of the door before the elevator will also not be possible as the door separates the "house" areas of the firestation from the public areas downstairs. The counter/storage with printer for fire alert information also cannot be taken over as a janitorial area.

In general, we do not feel that the area downstairs is adequate for police activities from a public safety perspective. Please let us know if you have further questions or concerns."

Discussion

It is expected that directors will discuss this sketch. If the board's intent from your direction at the Feb. 21st board meeting has been satisfied with the submission of this sketch from Marjang, then staff will await any further direction from the board on the matter.



Request

Jim Watt <jwatt@kensingtonfire.org>

April Board meeting

3 messages

Jim Watt <jwatt@kensingtonfire.org>
To: Tim Barry <tbarry@kensingtonfire.org>

Sat, Mar 30, 2024 at 11:40 AM

I'd like to include the revised plan showing how the police might fit into the PSB in the April Board meeting. The project description might be:
Review and approve the plan prepared by Marjang for including the police in the first floor of the PSB as requested by Ridgeline, and discuss possible costs of implementing.

I'm awaiting the redraft of the plan, per my recent request. I'll send it with a writeup, when received.

Jim

Tim Barry <tbarry@kensingtonfire.org>
To: Jim Watt <jwatt@kensingtonfire.org>

Mon, Apr 1, 2024 at 1:40 PM

Thanks Jim. By the way, Mary and I were not able to meet last Friday as scheduled to discuss budgetary matters. She had to go to her doctor. I'm scheduling a time to meet with her, then I can schedule a time to meet with you on the questions you asked. Thanks.

Tim
[Quoted text hidden]

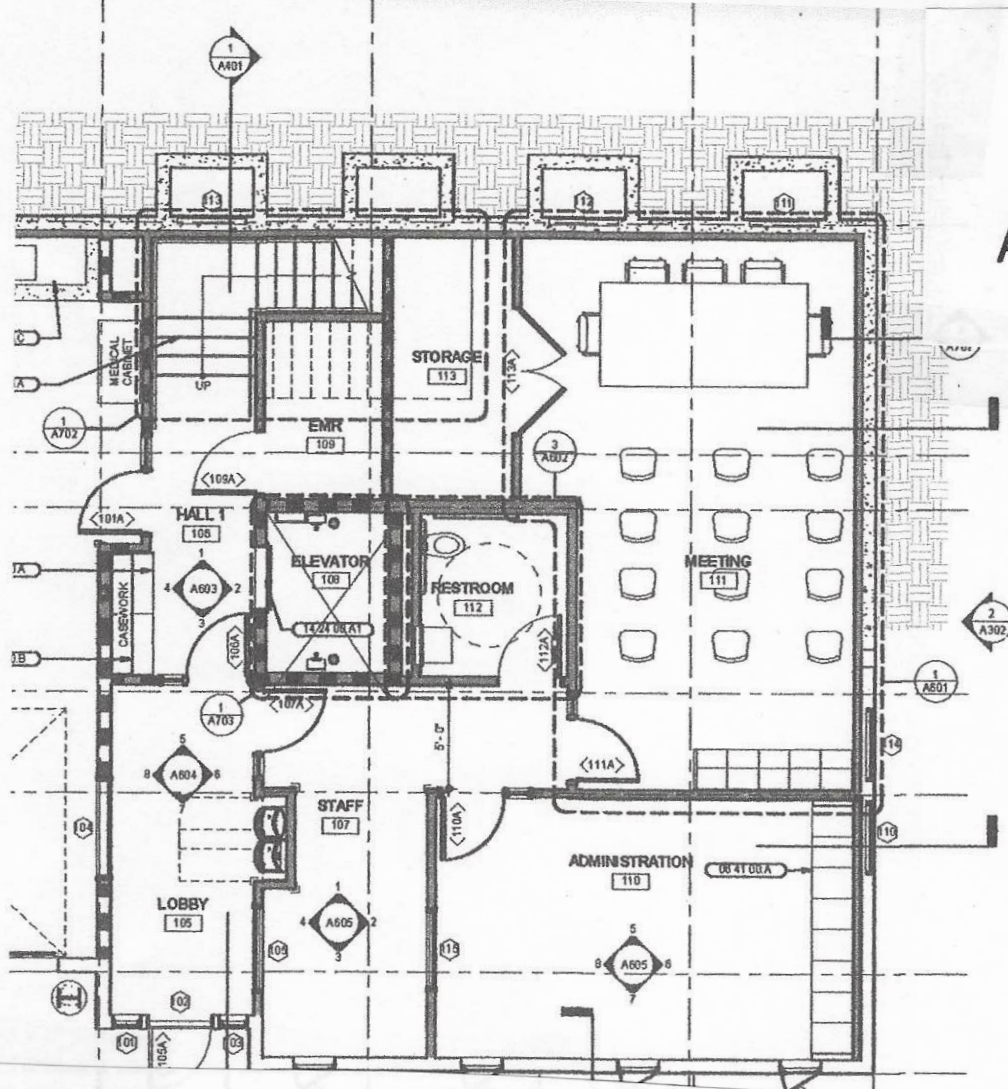
Jim Watt <jwatt@kensingtonfire.org>
To: Tim Barry <tbarry@kensingtonfire.org>

Wed, Apr 3, 2024 at 10:58 AM

When you get the chance, that's fine. Regarding the upcoming April board meeting, please let me know if Marjang plans to redo the site plan I sent you. I'm planning to have it on the agenda as a discussion item with approval to use as the Fire Board's response to Ridgeway regarding bringing the police back into the PSB. I'd like to have it shown on the screen, so when it is discussed people can be looking at it.

Jim

Attachment #1



CURRENT USE OF FIRST FLOOR

- MEETING ROOM FOR 17 PEOPLE – EST. 500 SQ.FT.
- ADMINISTRATION OFFICE – EST 400 SQ. FT.

SCOPE OF WORK

Exhibit #2

To complete the Scope of Services outlined in the RFP, Ridgeline proposes the following scope of work.

Task 1: Fiscal Analysis of KPPCSD and KFPD as Independent Districts

Ridgeline will develop a separate fiscal model for each District as an independent operation. The analysis will include 3-5 years of historical financial data, a 10-year projection for the existing revenue sources, operating expenses, capital improvements, reserves, etc. and an evaluation of the fiscal capacity of each District to continue providing services. The analysis will account for the present and future capital and operational needs of each Districts and include the following:

1. The projected cost of the KPPCSD's requirement to secure a permanent police station location in Kensington under the following scenarios:
 - a. the KPPCSD using its own buildings and land vs. purchasing land and building a new structure; and
 - b. the KPPCSD sharing space with the KFPD in the Kensington Public Safety Building.
2. The KFPD's contractually obligated reserves for the El Cerrito Fire Services contract.
3. The KFPD's current reserve policy for fire engine and vehicle replacement.
4. Staffing costs and capital reserves required to manage and maintain the Kensington Public Safety Building.
5. For each District, Ridgeline will develop a projection of the CalPERS pension costs and OPEB costs, including normal costs and amortization of the unfunded accrued liability, Section 115 Trust contributions, repayment of pension obligation bonds, etc., to the extent applicable. We will work closely with the Districts' staff and CalPERS and third party actuaries to develop future liability projections.
6. An assessment of each District's borrowing capacity.

Ridgeline will work with the Districts' team to obtain on-going feedback and review of the analysis throughout the work process.

Task 1 deliverables:

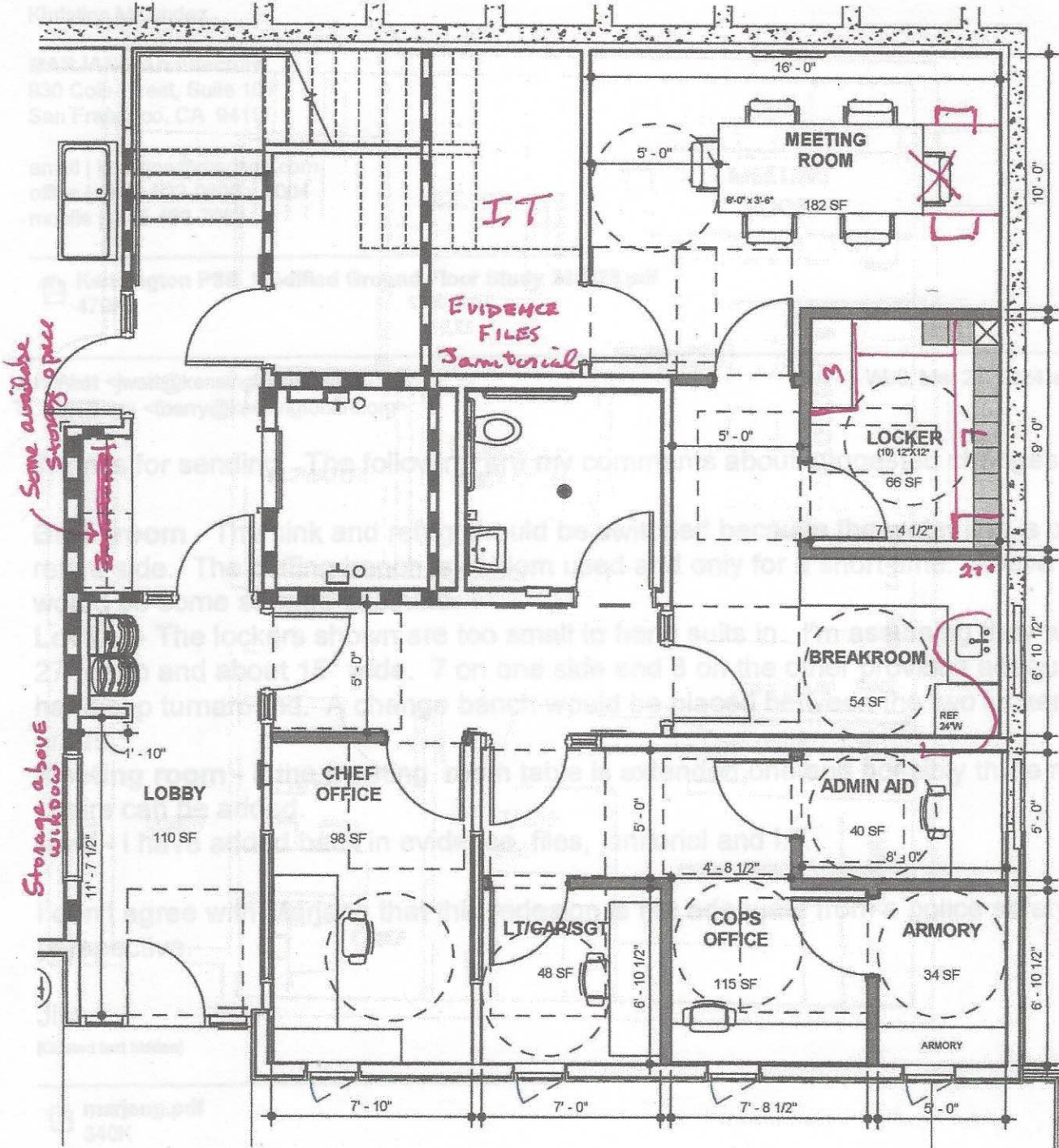
- Separate fiscal models for each District, prepared in Excel and provided to the Districts in the PDF format.
- Brief technical memorandum documenting the assumptions, methodologies, and results of the fiscal analysis.

MARJANG

Attachment #3

Exhibit #3

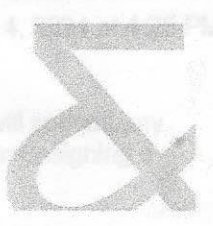
MODIFIED GROUND FLOOR STUDY
03/25/2024



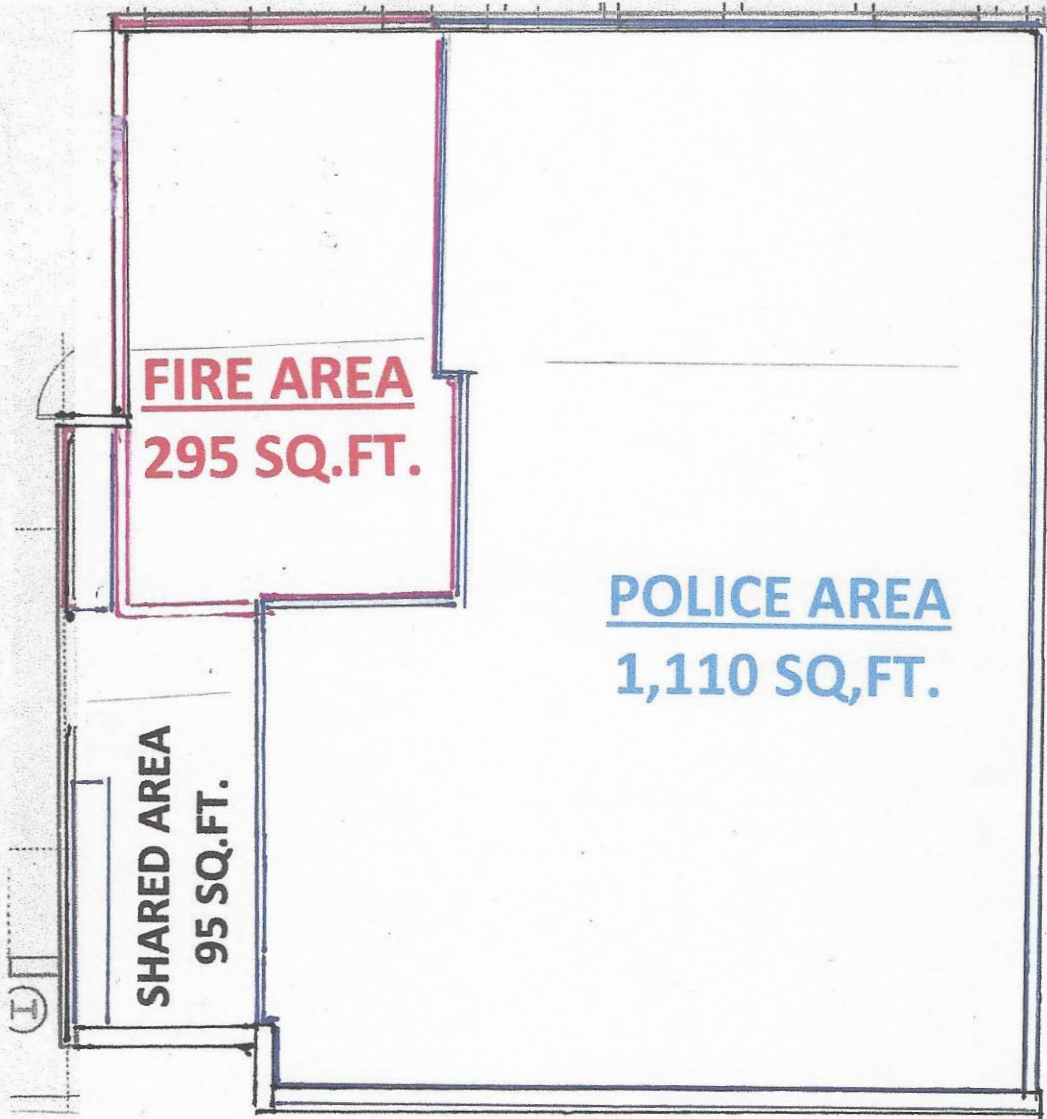
MARJANG Architecture

930 Cole Street, #101
San Francisco, CA 94117

(415) 522-0600

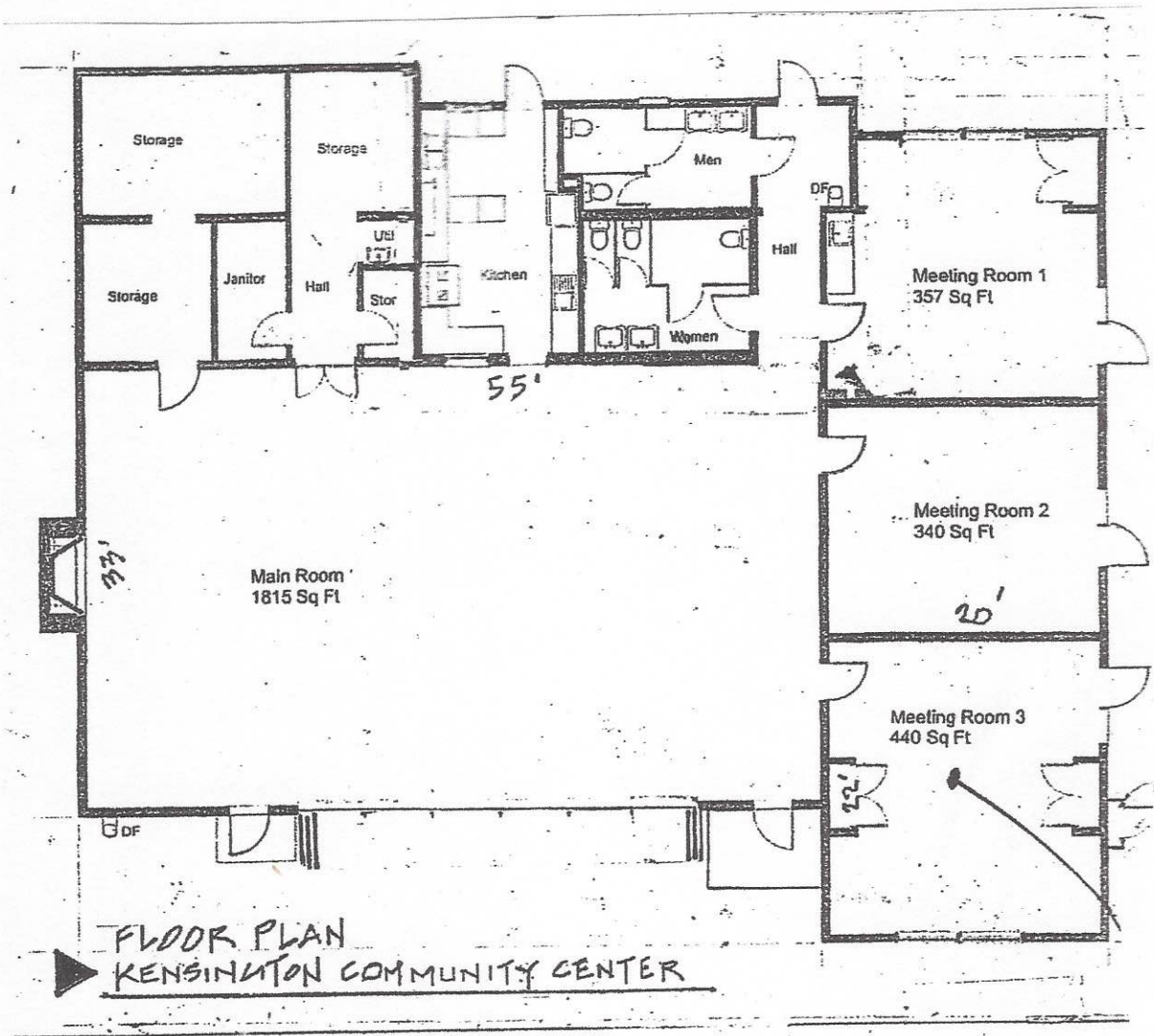


POLICE USE OF FIRST FLOOR AREA



TOTAL POLICE USE --- 1,205 SQ.FT.

COMMUNITY CENTER



FLOOR PLAN
KENSINGTON COMMUNITY CENTER

**MEETING ROOM #1
357 SQ. FT.
INCLUDES SINK**

ATTACHMENT #6

Exhibit #6

FACTORS FAVORING THE PSB FOR POLICE

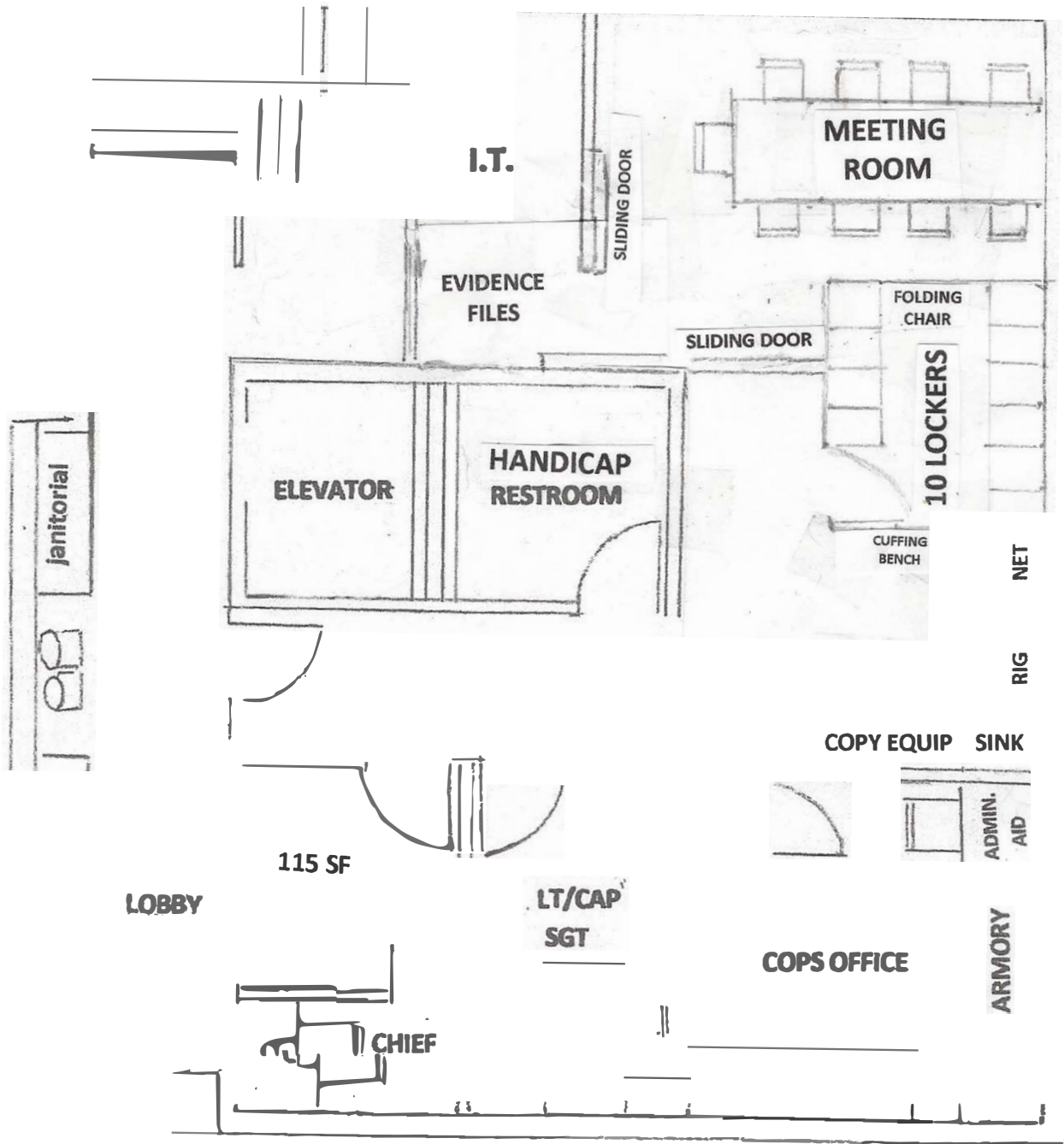
- ALL ESSENTIAL POLICE SERVICES CAN FIT IN THE PSB, AND 357 SQ. FT. IS AVAILABLE IN THE COMMUNITY CENTER FOR ADMIN AND FILES.**
- FORMER POLICE CHIEFS SIMPKINS AND SCHIELD SAID THEY COULD MAKE 1,200 SQ. FT. WORK.**
- THE LAYOUT REQUIRES NO SHEAR WALL REMOVAL SO MOVE-IN COSTS ARE LIMITED TO FF&E (FURNITURE, FIXTURES AND EQUIPMENT) AT A POSSIBLE COST OF \$200,000.**
- THE KFPD WOULD DELIVER THIS SPACE IN PERPETUITY TO KPPCSD THEREBY SAVING THE KENSINGTON TAXPAYERS AT LEAST \$10.0 MILLION IN SEPARATE RELOCATION COSTS.**
- THE SAVING WOULD ELIMINATE THE EXCESSIVE COSTS OF CONSOLIDATING THE TWO DISTRICTS AND RESULT IN SAVINGS THAT COULD BE USED TO IMPROVE THE APPEARANCE OF THE HILLSIDE IN KENSINGTON PARK AND REDUCE FIRE THREATS FROM TILDEN PARK.**



KENSINGTON FIRE PROTECTION DISTRICT

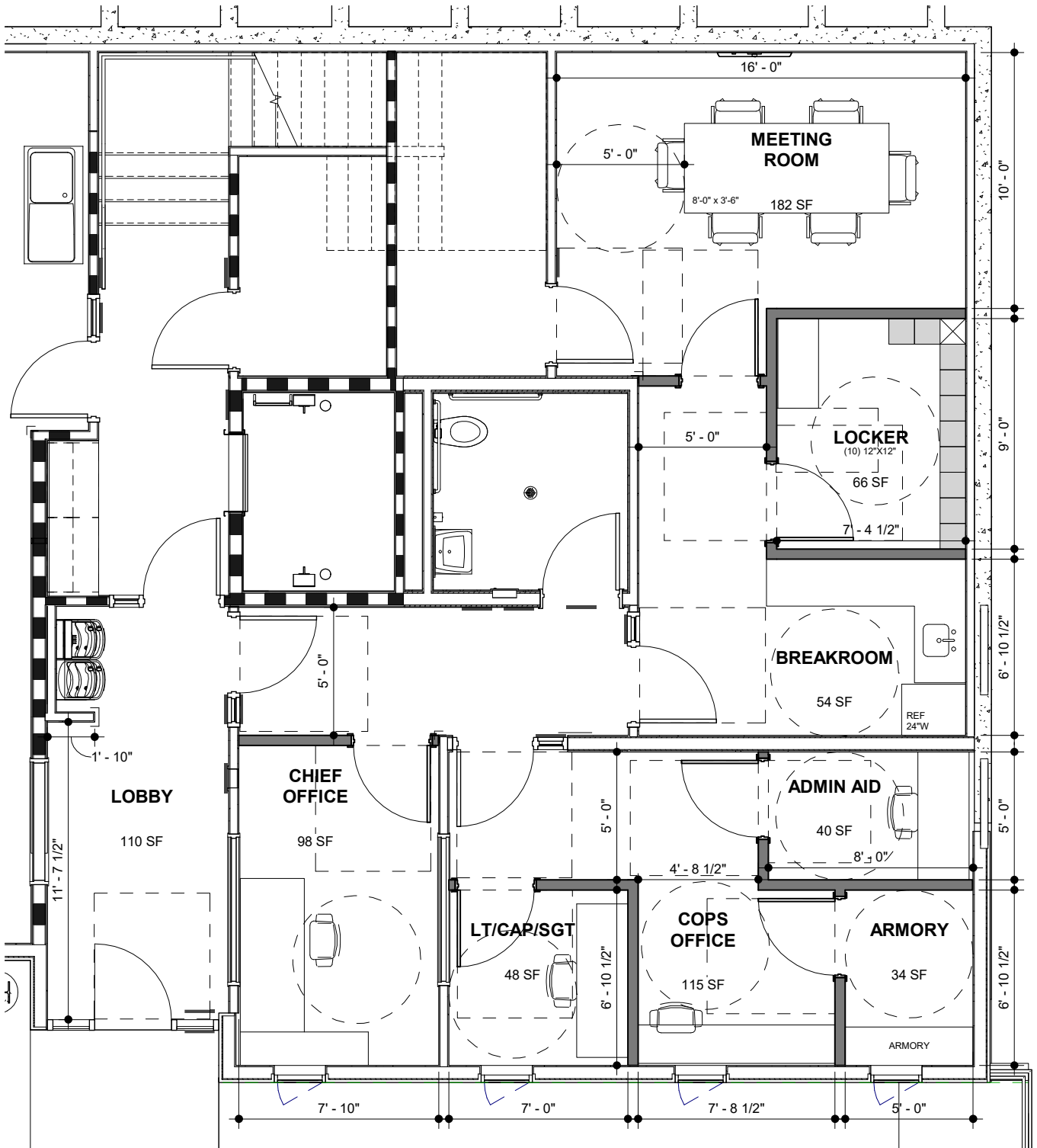
FEBRUARY 21, 2024

POSSIBLE FIRST FLOOR LAYOUT



MARJANG

MODIFIED GROUND FLOOR STUDY
03/25/2024





KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 17, 2024
TO: Board of Directors
RE: Strategic Plan
SUBMITTED BY: Tim Barry, Interim General Manager

Background

In the March 20, 2024 Board meeting, I wrote in the General Manager's report that it's recommended to wait until the fifth board member is appointed before embarking upon the new strategic planning process. Director Rick Artis is to be sworn in at this meeting and join the board, so that time has arrived.

The district's current mission, objectives and goals are posted to the website under Policy and Employee Handbook and Operations Manual, and will be reviewed by the board as part of the strategic planning process. A lot has transpired since these were adopted and the direction of the current board is to go through a process and develop the district's strategic plan. There are many models and methods of strategic planning. I've attached one such framework for a strategic plan, generated by organizational support website Asana.com. An informative article by Julia Martins can be found on their website at <https://asana.com/resources/strategic-planning> and I've attached what they call an Issue-based Model (Attachment A) as an example of a framework our district could use. The article states that the five basic steps of a strategic plan are:

1. Assess your current business strategy and business environment.
2. Identify your company's goals and objectives.
3. Develop your strategic plan and determine performance metrics.
4. Implement and share your plan.
5. Revise and restructure as needed.

There are many websites and resources on this subject, and this is just one; however their clear, straight forward approach is one I appreciate. Directors and Chief Saylor may have their own ideas of a framework to use, and if the board chooses to use a consultant, they will no doubt have a preferred method of generating a plan.

Discussion

This item is for board discussion and to give staff direction on how the board wishes to proceed. I am not an expert on the topic, and I'm new to the organization, but I've participated in extensive strategic planning processes in a couple of city organizations where I served in the past. I'm sure our directors have also had their own experiences in their organizations. Questions the board may want to discuss may be:

- a. Does the board wish to utilize district staff to facilitate the process, or hire a consultant.
- b. How detailed should the plan be and what are the expectations for monitoring progress towards stated goals and objectives?
- c. When does the board wish to conclude the process and implement the strategic plan?
- d. What input from key individuals and organizations in the community does the board wish to receive and in what manner?

A special board meeting is scheduled in April, a part of which is to begin the process, further identify elements the board wishes to see in the process, and give staff further direction.

Strategic Planning

Issue-based model (source: Asana.com)

Also called goal-based planning model, this is essentially an extension of the basic strategic planning model. It's a bit more dynamic and very popular for companies that want to create a more comprehensive plan.

Best for:

- Organizations with basic strategic planning experience
- Businesses that are looking for a more comprehensive plan

Steps:

1. Conduct a SWOT analysis. Assess your organization's strengths, weaknesses, opportunities, and threats with a SWOT analysis to get a better overview of what your strategic plan should focus on. We'll get into how to conduct a SWOT analysis when we get into the strategic planning frameworks below.
2. Identify and prioritize major issues and/or goals. Based on your SWOT analysis, identify and prioritize what your strategic plan should focus on this time around.
3. Develop your main strategies that address these issues and/or goals. Aim to develop one overarching strategy that addresses your highest-priority goal and/or issue to keep this process as simple as possible.
4. Update or create a mission and vision statement. Make sure that your business's statements align with your new or updated strategy. If you haven't already, this is also a chance for you to define your organization's values.
5. Create action plans. These will help you address your organization's goals, resource needs, roles, and responsibilities.
6. Develop a yearly operational plan document. This model works best if your business repeats the strategic plan implementation process on an annual basis, so use a yearly operational plan to capture your goals, progress, and opportunities for next time.
7. Allocate resources for your year-one operational plan. Whether you need funding or dedicated team members to implement your first strategic plan, now is the time to allocate all the resources you'll need.
8. Monitor and revise the strategic plan. Record your lessons learned in the operational plan so you can revisit and improve it for the next strategic planning

phase.

The issue-based plan can repeat on an annual basis (or less often once you resolve the issues). It's important to update the plan every time it's in action to ensure it's still doing the best it can for your organization.

You don't have to repeat the full process every year—rather, focus on what's a priority during this run.

**INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE
CONTRA COSTA LAFCO
OFFICIAL BALLOT**

Election of **REGULAR** Special District Member - term of office on
Contra Costa LAFCO to May 2028

VOTE FOR ONE:

- Michael R. McGill**
(Central Contra Costa Sanitary District)

- John Mackenzie**
(Crockett Community Services District)

Name of Voting District: _____

Name of Voting Member: _____

Signature of Voting Member: _____

*Please return ballot to the LAFCO office no later than **April 19, 2024**
via email to LouAnn.Texeira@lafco.cccounty.us or mail to Contra Costa LAFCO
40 Muir Road, 1st Floor, Martinez, CA 94553*



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 17, 2024
TO: Board of Directors
RE: General Manager's Report
SUBMITTED BY: Tim Barry, Interim General Manager

Highlights of the regular business activities, other special projects, and updates for the District which are not covered in other agenda items are noted below for March/April.

Board Appointment of Dean (Rick) Artis

We immediately notified the Contra Costa Board of Supervisors via email of the board's March 28th appointment of Rick Artis to the vacant seat on the board. We also notified Mr. Jacob Stull, Elections Services Supervisor both via email and via hard copy letter that was mailed of this development. The orientation process for Director Artis continues.

Temporary Fire Station 65

A couple of recent problems were repaired with coordination between myself and Chief Saylor's office. An electrical breaker outage during a storm was checked by a contracted electrician and was operating when weather cleared, so fire personnel will monitor performance going forward. A roll up door to the apparatus bay was accidentally damaged and repaired by a contracted service and is fully operational.

Fiscal Analysis Project with Ridgeline

Work continues on this project, with the district providing information to Ridgeline. Ridgeline's contract with KPPCSD for the project is posted both to their website and ours as is our Letter of Agreement for cost share of the study. Former GM Mary Morris-Mayorga continues on a contract basis with our district through June 2024 to assist with this project and to assist with items relative to the close out of the Public Safety Building Renovation project. As was discussed at the last board meeting, **staff wishes to get direction from the board** on the Ridgeline recommendation that a joint board workshop be scheduled for early April (now perhaps June, if both boards are doing strategic planning in May) so that both boards can discuss a vision of a consolidated agency organization and staffing. With the board's consent we can work with KPPCSD to schedule that meeting in June.

Getting to Know Kensington

I was able to take a tour of our town with Director Watt, including walking the school trail and viewing Tilden Park and Wildcat Canyon from Kensington. I had a good meeting and orientation with Chief Saylor and visited Temporary Station 65 and the El-Cerrito Main Fire Station. I got a good feel for the concerns about evacuation routes, narrow streets for fire equipment access, vegetation and forest management of Tilden Park, and was very appreciative to have a key to the Community Center not only for meetings to set up and attend, but for a restroom to use when in the area! On April 11, I met at the KCC for an appointment with a citizen who wished to share their views on the Public Safety Building and reorganization.

Contact with EBRPD

When learning more about East Bay Regional Park District and their wildland management practices, they remind the public of the CA Gov. Code 831.2 that states:

“Neither a public entity nor a public employee is liable for an injury caused by a natural condition of any unimproved public property, including but not limited to any natural condition of any lake, stream, bay, river or beach.

Ca. Gov. Code § 831.2

Nevertheless it is our goal to work closely with EBRPD to provide as safe a buffer from fire danger as possible along Kensington’s border with Tilden Park. EPC Coordinator Johnny Valenzuela reported at the board’s 3/20 meeting of his contact with Fire Captain Patrick McIntyre and provided a map of work that took place in 2023 in Tilden Park along the Kensington border to clear away brush by use of goats and work forces. Captain McIntyre stated that we can expect a similar effort in 2024. I called him and learned of all the efforts the park district makes to maintain the wildland forest and buffer residential areas bordering their parks with firebreaks. We talked about additional efforts we could work on together to achieve our objective of a safer buffer zone between Tilden Park and Kensington. I called Dr. Ana Alvarez, Deputy General Manager, to explore working through the EBRPD structure for a coordinated effort to achieve our goal of reduced fire danger at our border with Tilden Park, and she will return to the office the week of April 15th when I can make contact again and explore that topic with her. Captain McIntyre and I will plan a meeting to discuss a strategy going forward.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 17, 2024
TO: Board of Directors
RE: Public Safety Building Project Update
SUBMITTED BY: Tim Barry, Interim General Manager

Recommended Action

For information only, no action is requested at this time.

Background

Ongoing

The project team (contractor, architect/design, and construction manager) continues to work daily on construction and project administration (e.g. review/respond to RFIs, review/respond to submittals and change orders; site visits/meetings; and review construction schedule). Site visits by Directors and staff took place March 19 and 20 and photos are attached. A closed session for the board is being scheduled with counsel to go over the developing financial aspects at this stage of the project.

Schedule and Current Work

The current schedule shows substantial completion to be May 31, 2024 with the contract allowing 30 days max for completion of punch list items. Depending upon punch list items, move in may occur during this time including furniture installations. We are in the process of evaluating furniture needs in conjunction with items in storage to be ready for that step. I attended the March 28 and April 11 project team site meetings, toured the building and noted progress, reviewed current issues and change order requests, and viewed the look ahead of work to be expected in the coming weeks. On April 4 I met with the job Superintendent Adam Greenleif and CWS executive Charlie Slack Jr. of CWS on site and listened to how the project has been going from their perspective. Work this week included planning for utility connections and an upgraded pipe for sewer connection, exterior siding completed with painting, interior tape and prep for painting, and tiling bathroom areas. A look ahead includes demo of driveway for exterior sanitary sewer connection, garage door installation, completion of sheet rock, tape and prep for final interior painting. The elevator apparatus and elevator is scheduled to be installed and tested in the next two weeks.

Fiscal Impact

An update on the project budget versus expended is included below, including change orders.

| | Project Budget 9/20/2023 | Change Orders | Paid Through 03/31/2024 | Remaining Budget |
|---------------------------------------|-----------------------------|-------------------|----------------------------|---------------------|
| Public Safety Building: | | | | |
| Construction | \$ 5,882,253 | \$ 308,710 | \$ 4,874,064 | \$ 1,316,899 |
| PSB Renovation Design/Engineering | 774,740 | | 379,037 | 395,703 |
| Permits/Inspection/Testing | 141,017 | | 121,982 | 19,036 |
| Construction/Project Management | 394,987 | | 358,772 | 36,215 |
| Furniture, Fixtures, and Equipment | 200,000 | | 65,629 | 134,371 |
| Legal Counsel | 130,000 | | 48,732 | 81,268 |
| Temporary Fire Station: | | | | |
| Construction Cost | 595,453 | 2,836 | 598,289 | (0) |
| Design/Engineering/Project Management | 107,573 | | 80,116 | 27,457 |
| Relocation | 221,566 | | 183,945 | 37,621 |
| Sub-Total: | \$ 8,447,589 | \$ 311,546 | \$ 6,710,565 | \$ 2,048,569 |
| Project Contingency Allowance | 550,000 | (308,710) | - | 241,290 |
| Total Project Budget | \$ 8,997,589 | \$ 2,836 | \$ 6,710,565 | \$ 2,289,859 |

Attachment: Kensington Public Safety Building Construction Progress Report

Public Safety Building

Construction Progress Photos

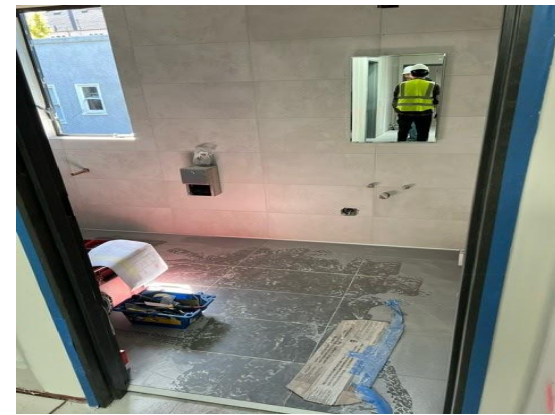
March 19 & 20, 2024

Director tour led by CWS Superintendent Adam Greenlief and KFPD Project Manager Grace Seferian













KENSINGTON FIRE PROTECTION DISTRICT

DATE: April 17, 2024
TO: Board of Directors
RE: March 28, 2024 EPC Meeting Summary
SUBMITTED BY: Tim Barry, Interim General Manager

The Emergency Preparedness Committee hybrid meeting convened on March 28, 2024 at Room 3 of the Kensington Community Center at the later hour of 4 p.m. to adjust to Chair Levine's schedule change, which was acceptable to members of the committee. The Board will be asked to approve this new start time at the board's May 15th meeting.

The Committee received the application of Adrienne Johnson and voted to recommend her appointment to the committee to the Board of Directors. This is listed for action by the board.

The Committee discussed the draft Work Plan (Exhibit A), board feedback from their March 20th board meeting, and recommended approval of the revised and prioritized plan to the board. This is listed for action by the board.

Extensive discussions took place on the topics of working with EBRPD, LRAD costs and implementation, the Evacuation Response Responsibilities mailer, and measuring the effects of the work of the Committee.

Footnote:

Following this meeting Johnny Valenzuela gave me a referral and I contacted Captain Patrick McIntyre of EBRPD Fire Department who, amongst other things, oversees fuel management and reduction for the park district. We had a good long discussion about topics that, in a parallel effort, a subcommittee of the EPC developed and was reviewing for the board to discuss with the park district. I found him to be a fount of knowledge and experience in fuel reduction, fire prevention, and seeking grants to achieve these goals. I have hopes of making some real deliverable progress on our goals in partnership with him and others at the park district. I'll plan on a site tour with him to review the current conditions in the park as they relate to the Kensington border, work the park district has been doing for prevention, and risks for which we are preparing. **I'm hoping to have Captain McIntyre attend a future EPC meeting** and discuss a partnership framework between our districts to achieve visible and meaningful results annually for the board and the district. While not the end all, it's a start to developing a partnership that should generate better results.



KENSINGTON FIRE PROTECTION DISTRICT

Application to Serve on the KFPD EMERGENCY PREPAREDNESS COMMITTEE

Name: Adrienne Johnson Date: 2/28/24

(Please do not supply private contact information; this document is accessible to the public.)

- I am a Kensington resident aged 18 or over

Areas of interest (check all that apply):

- Evacuation preparation
- Emergency notification (remote sensing/cameras, sirens, cell towers, radios, phones)
- Path ownership, clearing, etc.
- Articulation with other agencies (County, Parks, FireSafe Councils, other towns)
- Hazard mitigation (education about hazardous plants, house-hardening, etc.)
- CERT training and network formation
- Development of FireSafe neighborhood designations
- Public education about emergency preparedness and other topics
- Other: _____

Please explain your experience AND current efforts in your areas of interest :

I have experience managing people and programs and organizing large events. My strongest skill is motivating others to take part and communicating information to groups. I have a lot of background in education management, partnership development, and relationship management which I could bring to help EPC engage with the community. I am concerned that the pandemic and the recent rainy weather has caused a certain amount of ambivalence and complacency around these topics which I hope to help address if I'm selected.

If named to the Committee, what would be your goals and objectives for your first year?

My goals for the first year would be to understand what processes and procedures are already in place in regards to preparedness, to develop strong lines of communication with other agencies and to help the committee develop future plans for outreach and community engagement.

Thanks for your interest. Applications will be considered on a continuous basis and/or as the need arises. Committee size is limited. Please email your application to fire@kensingtonfire.org.



**KENSINGTON FIRE PROTECTION DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS
AGENDA
Wednesday, April 17th, 2024, 7:00pm**

| 2024-2025 Emergency Preparedness Committee Work Plan | | |
|---|---|---|
| Planned Projects | Questions/Resources Needed | Action Steps |
| 1. Develop and distribute the Evacuation Plan package to all residences. | <ul style="list-style-type: none"> ● Board approval of design and distribution | <ul style="list-style-type: none"> ● Bring to the April board meeting |
| 2. Assist in developing a good relationship and planning with East Bay Regional Park District to address fire concerns with Tilden Park. | <ul style="list-style-type: none"> ● What would a coordinated effort by KFPD look like? | <ul style="list-style-type: none"> ● Develop questions and talking points for the Board/Staff for collaboration. |
| 3. Establish a small subcommittee to interact with the Emergency Preparedness Committee, the Fire Chief, and the Police Chief to determine what form of CERT Kensington can build now given resources and capabilities that can evolve over time. | <ul style="list-style-type: none"> ● Local CERT classes ● Integration of municipal services ● Reaching out to volunteers | <ul style="list-style-type: none"> ● Develop a plan ● Bring plan to EPC ● Present to BOD ● Target event for May |
| 4. Develop and promote specific action items for House Hardening to citizens (e.g. fire screens, etc.) | <ul style="list-style-type: none"> ● Develop information | <ul style="list-style-type: none"> ● Develop information ● Distribute via Spring Fire Plug and District website |
| 5. Determine next steps for Long Range Acoustic Devices (LRADs). | <ul style="list-style-type: none"> ● Funding, grant writing ● Cellular network concerns | <ul style="list-style-type: none"> ● Assess funding/cellular ● Bring back to EPC ● Coordinate with KPD |
| 6. Develop volunteer program guide/resources. <i>(The District should develop a BOD policy to cover volunteer activities).</i> | <ul style="list-style-type: none"> ● Consult with district counsel ● Confirm insurance requirements | <ul style="list-style-type: none"> ● Develop policy (GM) for BOD Approval |
| 7. Assess the feasibility for an evacuation drill or tabletop exercise in coordination with the Fire Chief and Police Chief. | <ul style="list-style-type: none"> ● Does Kensington have the resources for this? ● Test message drill? | <ul style="list-style-type: none"> ● Determine resources ● Potential for once PD has resources |