



Bill Hansell <bhansell@kensingtonfire.org>

KFPD - Emergency Prep Coordinator

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To: Bill Hansell <bhansell@kensingtonfire.org>

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Good Morning Bill,

I read through the principal duties submitted by Director Padian and since this is a full time position that would taper down to half time and then be re-evaluated after would not be a job that the Fire Department could provide as it could require the City to partially absorb the position or potentially lay off the employee if the Fire District decided to discontinue the position. If the Fire District was to hire this position, then I have concerns that a civilian position working directly for (representing) the Fire District will create the perception that they are part of the Fire Department. Some of the principal duties outlined in agenda item cross over and/or parallel duties that the Fire Department has been providing such as working with the CERT groups, public education, vegetation management, emergency evacuation plans earthquake preparedness and in general working to keep residents safe. There is no clear chain of command for this position in that the Board would set goals and objectives, the EPC would provide assistance to, but the person would report to the GM. This along with the fact the fact they would need to interface with the Fire personnel would blur who they actually work for and make it more difficult for a unified message.

If this position was to be a full-time job, then the Fire Department could consider providing a sworn position based on the following:

- Based on the job prerequisites, this position would start off at approximately \$50.00 per hour plus full benefits.
- The position would be a 40 hour per week sworn non-exempt flexible work schedule to accommodate night and weekend meetings without incurring overtime.
- Total compensation for this position would be approximately \$210,000 with benefits
- As a sworn position, this person would be available to assist the engine company for emergencies providing additional help when needed.
- The position would require a cell phone, laptop, radio, and vehicle, preferably a pickup.
- Chain of Command would be Fire District Board > General Manager > Fire Chief > Battalion Chiefs > Emergency Preparedness Coordinator

This position would coordinate with the Fire Department to:

- Obtain information on the CERT groups and the members as they exist now including the CERT sheds that were developed years ago.
- Set up meetings, in person or virtual with each team to determine level of participation and potential needs
- Provide in person or virtual classes/presentations to gain interest in CERT
- Coordinate with the Fire Department CERT instructors to set up training classes when health restrictions are lifted
- Update the District website
- Make presentations at all the K-Groups to continue public education on emergency preparedness
- Develop and set up programs to provide home inspections and triage reports on hardening homes
- Develop Fire Wise USA neighborhood program

- Work with KPD and Fire on continued improvements in evacuation plans

This is just a general list of duties that the Fire Department can provide. The EPC and the Board would need to fine-tune the job description and scope of work to provide a more accurate cost to provide this position. There is no doubt the District can provide this position at a lower cost due to pension costs, I just have concerns on the mixed messages and the similarities of duties between the Fire Department and this position.

Hope this helps a little,

Michael Pigoni

Fire Chief

El Cerrito / Kensington Fire Department

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