



KENSINGTON FIRE PROTECTION DISTRICT FINANCE COMMITTEE REGULAR MEETING MINUTES

DATE/TIME: May 21, 2021 / 10:00 a.m.

LOCATION: Via Zoom

PRESENT: Directors: President Nagel, Director Kosel (Chair)
Staff: GM Hansell, Chief Pigoni
Guest: Karen Pinkos

1. CALL TO ORDER/ROLL CALL:

Director Kosel called the meeting to order at 10:01 a.m. and called roll.

2. PUBLIC COMMENT:

No public comment.

3. FY2021-2022 FEE SCHEDULE FOR EL CERRITO-KENSINGTON FIRE DEPARTMENT CONTRACT:

Chief Pigoni gave his report on the fee schedule and the FY19/20 budget. He explained the Department's proposed budget was \$700,000 for two years, which he considered to be a low number, considering they usually run around one million dollars. Due to increased PERS costs, pension and unfunded liability costs, along with other items listed in the reconciliation report, actuals came in at \$191,061 over budget. Due to his involvement in the current budget, he improved it by taking out items that seemed unnecessary, such as the salary savings line item. Due to COVID and the inability to fill vacant positions for six months, overtime was high for this current year, but the Department still managed to stay under budget. As part of this year's budget, the labor groups agreed to a three percent raise for both firefighters and battalion chiefs, which equated about \$171,000 in increased labor costs. As a result, their unfunded liability increased by 10%, and, with three new firefighters, there was an increase in the pension, the city's budget came in a little under \$460,000. As far as non-personnel costs, he explained that the server system for public safety was at the end of its life and needed to be replaced and split the cost with the police department, which came to about \$100,000. As a result, the contract for last year was \$3.5 million, and this year's contract, after adding all the additional costs, came to just over \$3.7 million, which represents a slight increase of just over \$200,000 over last year.

The City Manager of El Cerrito, Karen Pinkos, explained that they were able to negotiate with all of their bargaining units last year successfully and, as a result, decided to cancel their COLA and since the contract was extended for a year, it worked as a deferral. She stated that the city council has asked them to approach all of the bargaining units again. Because of COVID, she has been incredibly conservative with budgeting their revenues this year. With that, they are looking into a two or three-year contract for their labor contracts due to many uncertainties and the need for more flexibility. Depending on what the FED decides, the city may receive about \$4 million, so she expects to have a surplus this year, allowing the city to start building their reserves back up. She wanted to make it was apparent to the public that

the city was not in danger of bankruptcy and was committed to making sure the city gets back into fiscal health.

4. DRAFT FY2021-2022 BUDGET:

GM Hansell presented an overview of the budget. He outlined several general notes. Since the 2020 numbers were based on the audit, there was a slight difference of about \$600. Since the county financial reports are issued at the middle of the month, and the meetings are held in the middle of the following month, he is working with Maze to ensure that monthly financial reports are as accurate as possible. One of the important changes to the budget is the addition of the Emergency Preparedness Coordinator and Grant Writer positions. Due to pending amounts approved by the Board in March but not used yet, those funds are rolled over. The new document is formatted so the reserves of the fund balances are immediately visible as being allocated for their intended reasons.

Director Kosel suggested GM Hansell ask the City Manager for El Cerrito property tax estimates so the District can include a similar percentage in its budget, and also leave the special taxes at their current levels since they will not change.

President Nagel stated that the sale of the fire engine should be on the budget sheet and not in the profit and loss section since it was a trade of one asset for another. GM Hansell believes it would be best if the number is listed as the auditor confirmed but will check.

Director Kosel inquired about the high cost of accounting. GM Hansell commented that the high number resulted from the reconciliation process, which has taken a great deal of time.

President Nagel asked if we knew what the first half of the fiscal year's legal fees looked like compared to the second half of the fiscal year. GM Hansell stated he knew it was substantially less, but did not have the exact numbers.

Director Kosel stated they had agreed to ask the Board members if they had any requests for the budget, and Director Padian was the only one who responded. He requested an increase of \$10,000 for both education and the Emergency Preparedness Coordinator and a \$5,000 allotment to the Emergency Preparedness Committee. She suggested to GM Hansell not to include it in the budget but to have Director Padian raise the issue at the Board meeting and have it voted on. GM Hansell suggested the numbers may be wrong because the numbers he received were \$3,000 for public education, \$10,000 for the Emergency Preparedness Coordinator, and \$40,000 for a financial planner. Director Kosel said she could be wrong, but both of them wanted to make sure the numbers are correct. President Nagel thought it would be best to add a separate line item for emergency preparedness. GM suggested making it a community service activities line item and would add \$5,000 to the line item. Director Kosel discussed water system improvements and suggested carrying the amount forward, so Chief Pigiotti has discretion on any fire hydrant upgrades requested by East Bay Mud. Finally, she commented on the firefighters' staff appreciation budget. She would like to move that item forward and add \$3,000 as well, hoping that it would happen again in the near future. President Nagel inquired about the \$24,000 grant going to the DFSC and suggested not adding a line item until the District figured out what happened to the last donation.

5. MANAGEMENT TIMESHEET REVIEW:

Director Kosel reported she reviewed the timesheets and found everything to be fine. She suggested that she and President Nagel approve all timesheets by consensus, and President Nagel concurred. GM Hansell informed the committee he had just exceeded his weekly hours and requested an official correspondence from President Nagel to notify the Board per the contract terms.

6. FUTURE AGENDA ITEMS:

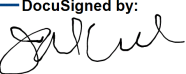
None

7. ADJOURNMENT:

Meeting adjourned at 12:23 p.m.

The date of the next Finance Committee meeting is to be determined and will be noticed per the Brown Act and District Policy requirements.

Minutes Approved by:

DocuSigned by:

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Finance Committee Chair



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 3/16/2021
 Pay Period End: 3/31/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
3/16/2021	See Separate Task Sheet	9.25	2.00	5.75			1.50
3/17/2021	"	7.50	3.75	3.50			0.25
3/18/2021	"	8.75	1.00	2.50			5.25
3/19/2021	"	4.75	0.50	2.00	1.00		1.25
3/20/2021	"						
3/21/2021	"	1.00					1.00
3/22/2021	"	8.50					8.50
3/23/2021	"	1.50	0.50	1.00			
3/24/2021	"	3.25	0.25	1.00			2.00
3/25/2021	"	8.00	0.25		1.50		6.25
3/26/2021	"	2.25		0.50			1.75
3/27/2021	"						
3/28/2021	"						
3/29/2021	"	2.25	0.25	1.00			1.00
3/30/2021	"	2.00	0.50	1.50			
3/31/2021	"	5.00	1.25	1.75	0.50		1.50
Total Hours		64.00	10.25	20.50	3.00	0.00	30.25
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 6,336.00</u>					

Bill Hansell

Employee Signature

3/31/2021

Date

DocuSigned by:

6/4/2021

Finance Signature

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Finance re: Invoices to Maze	3.25	Tue 3/16/2021
KFPD - Finance re: Invoices to Maze	1.75	Tue 3/16/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Tue 3/16/2021
KFPD - Gen Mgmt re: Manuals and Handbooks updates	1.00	Tue 3/16/2021
KFPD - Gen Mgmt re: Timesheets	0.50	Tue 3/16/2021
KFPD - Finance re: Deposit to Mechanics Bank	0.25	Tue 3/16/2021
KFPD - Finance re: Records to Maze	0.50	Tue 3/16/2021
KFPD - PSB re: Zoom mtg w/Marti Brown, Bill Lindsay	1.50	Tue 3/16/2021
Day Total:	9.25	
KFPD - Gen Mgmt re: Correspondence	3.50	Wed 3/17/2021
KFPD - Finance re: Withdraw LAIF funds, Tel w/CCC Finance, Records	2.50	Wed 3/17/2021
KFPD - Gen Mgmt re: Correspondence	0.25	Wed 3/17/2021
KFPD - Finance re: Mechanics Bank	1.00	Wed 3/17/2021
KFPD - PSB re: Tel w/MB (Mtg planning)	0.25	Wed 3/17/2021
Day Total:	7.50	
KFPD - Finance re: CalPERS payments and records to Maze	1.00	Thu 3/18/2021
KFPD - PSB re: Post Media Advisory	0.50	Thu 3/18/2021
KFPD - Finance re: CCC Elec Deposit Program registration	1.00	Thu 3/18/2021
KFPD - PSB re: Tel w/MB (Mtg materials)	0.50	Thu 3/18/2021
KFPD - PSB re: Mtg materials	0.25	Thu 3/18/2021
KFPD - Finance re: CCC Elec Deposit Program registration	0.25	Thu 3/18/2021
KFPD - Gen Mgmt re: Form 700 administrator access issues	1.00	Thu 3/18/2021
KFPD - PSB re: Mtg materials	1.25	Thu 3/18/2021
KFPD - Finance re: Order PSB mattresses	0.25	Thu 3/18/2021
KFPD - PSB re: Mtg materials	2.75	Thu 3/18/2021
Day Total:	8.75	
KFPD - PSB re: Tel w/MB (Mtg materials)	0.75	Fri 3/19/2021
KFPD - Finance re: Correspondence	0.50	Fri 3/19/2021
KFPD - EPC re: Committee Mtg (Agenda, Mins, Webinar post)	0.75	Fri 3/19/2021
KFPD - Finance re: PSB mattresses payment issues	0.50	Fri 3/19/2021
KFPD - PSB re: Tel w/LN (Mtg Planning)	0.50	Fri 3/19/2021
KFPD - EPC re: Committee Mtg (Agenda Post)	0.25	Fri 3/19/2021
KFPD - Finance re: Mechanics Bank	0.50	Fri 3/19/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Finance re: Invoices, Filing	0.25	Fri 3/19/2021
KFPD - Finance re: Invoices, Filing	0.25	Fri 3/19/2021
KFPD - Gen Mgmt re: Confirm Payroll	0.50	Fri 3/19/2021
Day Total:	4.75	
KFPD - PSB re: Mtg Planning	1.00	Sun 3/21/2021
Day Total:	1.00	
KFPD - PSB re: Mtg Planning	1.00	Mon 3/22/2021
KFPD - PSB re: Conf w/BL, MB (Mtg planning)	3.50	Mon 3/22/2021
KFPD - PSB re: Conf w/BL, MB (Mtg planning)	0.75	Mon 3/22/2021
KFPD - PSB re: Conf w/BL, MB (Mtg planning)	3.25	Mon 3/22/2021
Day Total:	8.50	
KFPD - Finance re: Invoices, Emails to Maze	0.50	Tue 3/23/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Tue 3/23/2021
KFPD - Finance re: Tel w/Auditor re: Mgmt questions	0.50	Tue 3/23/2021
Day Total:	1.50	
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Wed 3/24/2021
KFPD - Finance re: Review audit w/Mary, Hnin, and Maria	1.00	Wed 3/24/2021
KFPD - PSB re: Conf w/BL, MB, Chiefs (Mtg planning)	1.00	Wed 3/24/2021
KFPD - PSB re: PPT corrections	1.00	Wed 3/24/2021
Day Total:	3.25	
KFPD - Gen Mgmt re: Tel Zoom (Increase participant count)	0.25	Thu 3/25/2021
KFPD - PSB re: Bldg Records	0.75	Thu 3/25/2021
KFPD - EPC re: Committee Mtg	1.50	Thu 3/25/2021
KFPD - PSB re: Bldg Records	1.00	Thu 3/25/2021
KFPD - PSB re: Public Meeting	4.50	Thu 3/25/2021
Day Total:	8.00	
KFPD - PSB re: Tel w/Chief Pigoni (Mtg follow-up)	0.25	Fri 3/26/2021
KFPD - Finance re: Tel w/JK (Audit, FC mtg)	0.50	Fri 3/26/2021
KFPD - PSB re: Tel w/MB (Mtg follow-up)	0.50	Fri 3/26/2021
KFPD - PSB re: Tel w/LN (Mtg follow-up)	0.50	Fri 3/26/2021
KFPD - PSB re: Tel w/DD (Prior plan records, Process ?'s)	0.50	Fri 3/26/2021
Day Total:	2.25	
KFPD - PSB re: Tel w/MB (Lease options, Next steps)	1.00	Mon 3/29/2021

Kensington Fire Protection District**Timesheet Details****Bill Hansell**

Subject	Duration	Day
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Mon 3/29/2021
KFPD - Finance re: FC mtg prep and agenda	1.00	Mon 3/29/2021
	Day Total:	
	2.25	
KFPD - Finance re: FC mtg packet	0.50	Tue 3/30/2021
KFPD - Gen Mgmt re: Tel w/Sasha; PSB for mail	0.50	Tue 3/30/2021
KFPD - Finance re: Mtg postings	0.50	Tue 3/30/2021
KFPD - Finance re: Invoices, Payments	0.50	Tue 3/30/2021
	Day Total:	
	2.00	
KFPD - Finance re: Invoices, Payments	0.50	Wed 3/31/2021
KFPD - Gen Mgmt re: Tel w/Correspondence	0.50	Wed 3/31/2021
KFPD - Finance re: Tel w/CC Finance & Treasury re: Elec Dep Program	0.75	Wed 3/31/2021
KFPD - PSB re: Conf w/MB, BL (Post mtg assessment/options)	0.75	Wed 3/31/2021
KFPD - Finance re: Check signing; Mail from PSB	0.50	Wed 3/31/2021
KFPD - EPC re: RFP planning	0.50	Wed 3/31/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg planning)	0.75	Wed 3/31/2021
KFPD - PSB re: Tel w/MB (PSB ?'s)	0.25	Wed 3/31/2021
KFPD - PSB re: Pricing, Lease, Schedule, Etc docs	0.50	Wed 3/31/2021
	Day Total:	
	5.00	
Total (28hrs/wk Allowance = 4hrs/day x 16 days = 64hrs Max) =		64.00



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 4/1/2021
 Pay Period End: 4/15/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
4/1/2021	See Separate Task Sheet	9.50	1.00	0.50			8.00
4/2/2021	"	1.75	0.25	1.50			
4/3/2021	"						
4/4/2021	"						
4/5/2021	"	3.50	0.25	2.25			1.00
4/6/2021	"	3.00	0.25	2.75			
4/7/2021	"	8.50	0.25	6.25	2.00		
4/8/2021	"	11.50	9.50	2.00			
4/9/2021	"	9.25	9.25				
4/10/2021	"						
4/11/2021	"						
4/12/2021	"	1.00	0.50		0.50		
4/13/2021	"	2.50	2.25				0.25
4/14/2021	"	7.50	7.50				
4/15/2021	"	2.00	0.75		1.00		0.25
Total Hours		60.00	31.75	15.25	3.50	0.00	9.50
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,940.00</u>					

Bill Hansell

Employee Signature

4/15/2021

Date

DocuSigned by:

[Signature]

6/4/2021

Finance Signature

Date

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Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - PSB re: Pricing, Lease, Schedule, Etc docs	3.00	Thu 4/1/2021
KFPD - PSB re: Response to KPPCSD (Pricing, Lease, Schedule, Etc)	4.00	Thu 4/1/2021
KFPD - PSB re: Tel MB (Lease)	0.25	Thu 4/1/2021
KFPD - PSB re: Response to KPPCSD (Pricing, Lease, Schedule, Etc)	0.75	Thu 4/1/2021
KFPD - Finance re: Email/Tel CCC	0.50	Thu 4/1/2021
KFPD - Gen Mgmt re: Form 700 info for EPC	0.25	Thu 4/1/2021
KFPD - Gen Mgmt re: Email agenda item request	0.00	Thu 4/1/2021
KFPD - Gen Mgmt re: Timesheets to Maze	0.75	Thu 4/1/2021
Day Total:	9.50	
KFPD - Finance re: Draft audit review	0.50	Fri 4/2/2021
KFPD - Finance re: FC mtg	1.00	Fri 4/2/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.25	Fri 4/2/2021
Day Total:	1.75	
KFPD - Finance re: Invoices, EDP	1.00	Mon 4/5/2021
KFPD - PSB re: 303 Arlington Lease space	1.00	Mon 4/5/2021
KFPD - Gen Mgmt re: PSB for mail	0.25	Mon 4/5/2021
KFPD - Finance re: CCC Treasury for deposit slips, EDP ?'s	1.25	Mon 4/5/2021
Day Total:	3.50	
KFPD - Finance re: Invoices, Banking Statement	0.75	Tue 4/6/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Tue 4/6/2021
KFPD - Finance re: Wells Fargo deposit	0.25	Tue 4/6/2021
KFPD - Finance re: Mechanics Bank deposit	0.25	Tue 4/6/2021
KFPD - Finance re: Receipts/Deposit info to Maze	1.50	Tue 4/6/2021
Day Total:	3.00	
KFPD - Emergency Prep re: Resource Conservation Districts Stakeholders Mtg	2.00	Wed 4/7/2021
KFPD - Gen Mgmt re: Tel w/Sasha (Mtg mins, agenda)	0.25	Wed 4/7/2021
KFPD - Finance re: Payments; Tel Mechanics Bank for BillPay; Records; Financial Reports for Board Mtg;	4.75	Wed 4/7/2021
KFPD - Finance re: Audit response	1.50	Wed 4/7/2021
Day Total:	8.50	
KFPD - Finance re: Accounts	1.00	Thu 4/8/2021
KFPD - Finance re: Tel w/Auditor (Mgr letter, presentation)	0.25	Thu 4/8/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.25	Thu 4/8/2021
KFPD - Finance re: Audit follow-up	0.75	Thu 4/8/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Review/Edit mtg mins	0.50	Thu 4/8/2021
KFPD - Gen Mgmt re: Review/Edit mtg mins	1.25	Thu 4/8/2021
KFPD - Gen Mgmt re: KPPCSD mtg	3.50	Thu 4/8/2021
KFPD - Gen Mgmt re: Review Fire Chief reports	0.50	Thu 4/8/2021
KFPD - Gen Mgmt re: Mtg Agenda and materials	3.50	Thu 4/8/2021
Day Total:	11.50	
KFPD - Gen Mgmt re: Mtg Agenda and materials	0.75	Fri 4/9/2021
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	1.00	Fri 4/9/2021
KFPD - Gen Mgmt re: Mtg Agenda and materials	1.75	Fri 4/9/2021
KFPD - Gen Mgmt re: PSB recommendation	3.00	Fri 4/9/2021
KFPD - Gen Mgmt re: Lease Negotiator Recommendation	1.75	Fri 4/9/2021
KFPD - Gen Mgmt re: Mgr report	0.75	Fri 4/9/2021
KFPD - Gen Mgmt re: Post agenda and packet	0.25	Fri 4/9/2021
Day Total:	9.25	
KFPD - Emergency Prep re: Warning System mtg	0.50	Mon 4/12/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Mon 4/12/2021
Day Total:	1.00	
KFPD - Gen Mgmt re: Tel w/KP	0.25	Tue 4/13/2021
KFPD - Gen Mgmt re: Tel w/DD (agenda)	0.25	Tue 4/13/2021
KFPD - Gen Mgmt re: Tel w/LN (agenda)	0.50	Tue 4/13/2021
KFPD - Gen Mgmt re: Public Correspondence	1.00	Tue 4/13/2021
KFPD - Gen Mgmt re: Tel w/Chief	0.25	Tue 4/13/2021
KFPD - PSB re: Tel w/MB	0.25	Tue 4/13/2021
Day Total:	2.50	
KFPD - Gen Mgmt re: Public Correspondence	3.50	Wed 4/14/2021
KFPD - Board Mtg	4.00	Wed 4/14/2021
Day Total:	7.50	
KFPD - Gen Mgmt re: Tel w/LN	0.75	Thu 4/15/2021
KFPD - PSB re: Tel w/MB (Lease Space)	0.25	Thu 4/15/2021
KFPD - EPC re: Committee Mtg (Agenda)	1.00	Thu 4/15/2021
Day Total:	2.00	
Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =	60.00	



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 4/16/2021
 Pay Period End: 4/30/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
4/16/2021	See Separate Task Sheet	5.75	1.50		2.50		1.75
4/17/2021	"						
4/18/2021	"						
4/19/2021	"	6.25	0.75				5.50
4/20/2021	"	6.00	6.00				
4/21/2021	"	6.25	4.50	1.75			
4/22/2021	"	11.75	9.25		2.50		
4/23/2021	"	2.75	2.50	0.25			
4/24/2021	"	2.50	2.50				
4/25/2021	"						
4/26/2021	"	0.50	0.50				
4/27/2021	"	7.00	6.00				1.00
4/28/2021	"	3.25	1.25	0.50	1.50		
4/29/2021	"	2.00	1.00	1.00			
4/30/2021	"	6.00	4.75	0.75			0.50
Total Hours		60.00	40.50	4.25	6.50	0.00	8.75
Rate		\$ 99.00					
Total Gross Pay		<u>\$ 5,940.00</u>					

Bill Hansell

Employee Signature

5/1/2021

Date

DocuSigned by:

[Signature]

6/4/2021

Finance Signature

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - EPC re: Committee Mtg (Agenda)	1.75	Fri 4/16/2021
KFPD - PSB re: Bldg Code review	1.75	Fri 4/16/2021
KFPD - EPC re: Committee Mtg (Packet)	0.75	Fri 4/16/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Fri 4/16/2021
KFPD - Gen Mgmt re: PSB for mail, agenda post	1.00	Fri 4/16/2021
Day Total:	5.75	
KFPD - PSB re: Background info	5.50	Mon 4/19/2021
KFPD - Gen Mgmt re: Submit Payroll	0.75	Mon 4/19/2021
Day Total:	6.25	
KFPD - Gen Mgmt re: Sick Leave	6.00	Tue 4/20/2021
Day Total:	6.00	
KFPD - Finance re: Invoices, Emails to Maze	0.50	Wed 4/21/2021
KFPD - Finance re: Invoices, Payments	1.00	Wed 4/21/2021
KFPD - Gen Mgmt re: Correspondence	0.25	Wed 4/21/2021
KFPD - Gen Mgmt re: Files	0.50	Wed 4/21/2021
KFPD - Finance re: LAIF Transfer to Cash	0.25	Wed 4/21/2021
KFPD - Gen Mgmt re: Correspondence	2.00	Wed 4/21/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	1.25	Wed 4/21/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	0.50	Wed 4/21/2021
Day Total:	6.25	
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	3.75	Thu 4/22/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	3.25	Thu 4/22/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Thu 4/22/2021
KFPD - Gen Mgmt re: RFP for EP Coord, Grant Writer	2.00	Thu 4/22/2021
KFPD - EPC re: Committee Mtg	2.50	Thu 4/22/2021
Day Total:	11.75	
KFPD - Finance re: Mechanics Bank deposit	0.25	Fri 4/23/2021
KFPD - Gen Mgmt re: PSB for mail, files	2.00	Fri 4/23/2021
KFPD - Gen Mgmt re: Ads for RFPs	0.50	Fri 4/23/2021
Day Total:	2.75	
KFPD - Gen Mgmt re: Ads for RFPs	2.00	Sat 4/24/2021
KFPD - Gen Mgmt re: Ads for RFPs	0.50	Sat 4/24/2021
Day Total:	2.50	

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Tel w/Sasha	0.50	Mon 4/26/2021
Day Total:	0.50	
KFPD - PSB re: Tel w/MB	1.00	Tue 4/27/2021
KFPD - Gen Mgmt re: Email agenda item request	0.00	Tue 4/27/2021
KFPD - Gen Mgmt re: Sick Leave	6.00	Tue 4/27/2021
Day Total:	7.00	
KFPD - EPC re: County Wildfire Zoom mtg	1.50	Wed 4/28/2021
KFPD - Gen Mgmt re: Tel w/Chief (Budget, Wildfire issues)	0.50	Wed 4/28/2021
KFPD - Finance re; Tel w/JK (Budget)	0.50	Wed 4/28/2021
KFPD - Gen Mgmt re: Tel w/LN (Agenda)	0.75	Wed 4/28/2021
Day Total:	3.25	
KFPD - Finance re: SCO Report	0.75	Thu 4/29/2021
KFPD - Finance re: SCO Report	0.25	Thu 4/29/2021
KFPD - Gen Mgmt re: Outreach for Grant Writer RFP	0.75	Thu 4/29/2021
KFPD - Gen Mgmt re: Outreach for Grant Writer RFP	0.25	Thu 4/29/2021
Day Total:	2.00	
KFPD - Finance re: Banking	0.75	Fri 4/30/2021
KFPD - Gen Mgmt re: Tel w/John Bakker	0.50	Fri 4/30/2021
KFPD - PSB re: Tel w/DD (Arch, Eng services)	0.50	Fri 4/30/2021
KFPD - Gen Mgmt re: Tel w/LN (Mtg agenda)	0.25	Fri 4/30/2021
KFPD - Gen Mgmt re: Sick Leave	4.00	Fri 4/30/2021
Day Total:	6.00	
Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =	60.00	



Kensington Fire Protection District Employee Timesheet

Employee Name: Bill Hansell
 Title: General Manager
 Pay Period Start: 5/1/2021
 Pay Period End: 5/15/2021

Program Areas	
GA	General Administration
FB	Finance
EP	Emergency Preparedness
Pol	Policies
PS	Public Safety

Date	Task/Project	Hours	GA	FB	EP	Pol	PS
5/1/2021	See Separate Task Sheet	0.50	0.50				
5/2/2021	"						
5/3/2021	"	1.50	1.00	0.50			
5/4/2021	"	4.25	1.00	1.75	0.75		0.75
5/5/2021	"	7.25	4.25	2.25			0.75
5/6/2021	"	9.25	9.25				
5/7/2021	"	9.25	6.75				2.50
5/8/2021	"	6.00	1.00				5.00
5/9/2021	"	4.00	4.00				
5/10/2021	"	5.50	5.00				0.50
5/11/2021	"	6.50	3.00				3.50
5/12/2021	"	4.75	3.75				1.00
5/13/2021	"	1.25	0.75		0.25		0.25
5/14/2021	"						
5/15/2021	"						

Total Hours	60.00	40.25	4.50	1.00	0.00	14.25
Rate	\$ 99.00					
Total Gross Pay	<u>\$ 5,940.00</u>					

Bill Hansell

Employee Signature

5/15/2021

Date

DocuSigned by:

[Signature]

6/4/2021

Finance Signature

Date

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: Policy Manual	0.50	Sat 5/1/2021
Day Total:	0.50	
KFPD - Finance re: Timesheets, MB Statement	0.50	Mon 5/3/2021
KFPD - Gen Mgmt re: Tel w/Sasha	0.25	Mon 5/3/2021
KFPD - Gen Mgmt re: Public Correspondence	0.75	Mon 5/3/2021
Day Total:	1.50	
KFPD - Finance re: Payments	0.50	Tue 5/4/2021
KFPD - PSB re: Tel w/Struct Eng	0.50	Tue 5/4/2021
KFPD - EPC re: Vegetation Mgmt on website and notice	0.75	Tue 5/4/2021
KFPD - Gen Mgmt re: Mtg w/EC manager	1.00	Tue 5/4/2021
KFPD - PSB re: Tel w/KP (Struct Questions)	0.25	Tue 5/4/2021
KFPD - Finance re: Invoices, payments, records	0.25	Tue 5/4/2021
KFPD - Finance re: Invoices, payments, records	1.00	Tue 5/4/2021
Day Total:	4.25	
KFPD - Finance re: Invoices, payments, records	1.00	Wed 5/5/2021
KFPD - PSB re: Tel w/MB	0.75	Wed 5/5/2021
KFPD - Finance re: Backup info for Transmittal to Maze	0.25	Wed 5/5/2021
KFPD - Gen Mgmt re: Board Mtg Agenda	2.00	Wed 5/5/2021
KFPD - Gen Mgmt re: Tel w/LN (agenda, legal)	1.50	Wed 5/5/2021
KFPD - Gen Mgmt re: Legal	0.75	Wed 5/5/2021
KFPD - Finance re: Draft Transmittal review, corrections	1.00	Wed 5/5/2021
Day Total:	7.25	
KFPD - Gen Mgmt re: Board Packet Materials	3.00	Thu 5/6/2021
KFPD - Gen Mgmt re: Board Packet Materials	0.75	Thu 5/6/2021
KFPD - Gen Mgmt re: Tel w/Kate Rauch (Density issues, tree removals)	0.50	Thu 5/6/2021
KFPD - Gen Mgmt re: Board Packet Materials	1.75	Thu 5/6/2021
KFPD - Gen Mgmt re: Tel w/JK (Agenda item request)	0.50	Thu 5/6/2021
KFPD - Gen Mgmt re: Board Packet Materials	2.75	Thu 5/6/2021
Day Total:	9.25	
KFPD - Gen Mgmt re: Board Packet Materials	2.50	Fri 5/7/2021
KFPD - Gen Mgmt re: Board Packet Materials	2.75	Fri 5/7/2021
KFPD - Gen Mgmt re: Board Packet Materials	1.50	Fri 5/7/2021
KFPD - PSB re: Board Packet Materials	2.50	Fri 5/7/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
	Day Total: 9.25	
KFPD - PSB re: Board Packet Materials	2.00	Sat 5/8/2021
KFPD - Gen Mgmt re: Board Packet Materials	1.00	Sat 5/8/2021
KFPD - PSB re: Board Packet Materials	3.00	Sat 5/8/2021
	Day Total: 6.00	
KFPD - Gen Mgmt re: Board Packet Materials	4.00	Sun 5/9/2021
	Day Total: 4.00	
KFPD - Gen Mgmt re: Compile, Print Mtg Packet	0.50	Mon 5/10/2021
KFPD - PSB re: Correspondence on elevator issues	0.50	Mon 5/10/2021
KFPD - Gen Mgmt re: Copy Central	0.25	Mon 5/10/2021
KFPD - Gen Mgmt re: PSB for mail; Staff issues; Drop-off packets	2.75	Mon 5/10/2021
KFPD - Gen Mgmt re: Ethics Training	1.50	Mon 5/10/2021
KFPD - Gen Mgmt re: Email notice to General List	0.00	Mon 5/10/2021
	Day Total: 5.50	
KFPD - PSB re: RFP for Architect and Structural Engineer	1.00	Tue 5/11/2021
KFPD - Gen Mgmt re: Tel w/JK	0.75	Tue 5/11/2021
KFPD - Gen Mgmt re: Tel w/Chief Pigoni	0.25	Tue 5/11/2021
KFPD - PSB re: RFPs	0.50	Tue 5/11/2021
KFPD - Gen Mgmt re: Tel w/LN (Agenda, Closed Session)	1.00	Tue 5/11/2021
KFPD - PSB re: Record Files	0.25	Tue 5/11/2021
KFPD - Gen Mgmt re: Public Correspondence	1.00	Tue 5/11/2021
KFPD - PSB re: RFPs	0.75	Tue 5/11/2021
KFPD - PSB re: RFPs	1.00	Tue 5/11/2021
	Day Total: 6.50	
KFPD - Gen Mgmt re: Email Counsel	0.50	Wed 5/12/2021
KFPD - Gen Mgmt re: Correspondence	0.25	Wed 5/12/2021
KFPD - Gen Mgmt re: Correspondence	0.50	Wed 5/12/2021
KFPD - PSB re: As-built Dwg proposals	0.50	Wed 5/12/2021
KFPD - PSB re: RFPs	0.50	Wed 5/12/2021
KFPD - Special Board of Directors Mtg	0.50	Wed 5/12/2021
KFPD - Regular Board of Directors Mtg	2.00	Wed 5/12/2021
	Day Total: 4.75	
KFPD - EPC re: "Wildfire Watch" posted on website, NextDoor	0.25	Thu 5/13/2021

Kensington Fire Protection District

Timesheet Details

Bill Hansell

Subject	Duration	Day
KFPD - Gen Mgmt re: ICMA Webinar (Developing Excellence in Fire and Emergency Service Departments and Professionals)	0.75	Thu 5/13/2021
KFPD - Finance re: Transmittal to LN for signature	0.25	Thu 5/13/2021
	Day Total:	1.25
Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =	60.00	