



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** April 13, 2022

**TO:** Board of Directors  
Kensington Fire Protection District

**RE:** **Agenda Item 09**  
General Manager's Report

**SUBMITTED BY:** Bill Hansell, General Manager

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Highlights of the regular business and other special projects for the district by management are noted below:

- 1. Cerrito Canyon Fuel Reduction Project** – Chief Pigoni and I met with HEF and Berkeley FD staff on the potential Cerrito Canyon Fuel Reduction Project, re: attached summary sheet. The need for vegetation management in the canyon and the impact of potential wildfire in the area is substantial and obviously affects both Kensington and Berkeley equally. Initially, I contacted Berkeley FD to see if we could jointly apply for HMGP funding to address the problem. This led to utilizing HEF as a forum to move our collaboration forward. The focus of the most recent meeting was on potential funding mechanisms. One possibility is from the Coastal Conservancy, while another is from CalFire. We discussed the steps necessary to prepare for applications, including the formation of FireWise communities of the residents bordering the canyon. This is an excellent opportunity to show a cross-county, multi-jurisdictional effort. Our Emergency Preparedness Coordinator has started work on the FireWise outreach and our staff will continue to work with Berkeley FD and HEF on the next steps. We recognize that there are various intricacies to the mitigation, including sensitivity to natural habitats and erosion control measures, so the project will require an extensive amount of research prior to more detailed plans and schedules.
- 2. East Bay Wildfire Prevention and Vegetation Management JPA** – The JPA formation study group had its fourth meeting on April 1st, 2022. Chief Pigoni and I attended as well as EPC member Peter Guerrero. A presentation was given by the subcommittee consisting of representative fire chiefs, politicians, and residents from within the larger body, and the suggestion was made to investigate whether the expansion of the Hills Emergency Forum (HEF) might be the first step in achieving the intent of the JPA proponents. The attached letter was drafted, reviewed, and sent to HEF. At HEF's April 12<sup>th</sup>, 2022 meeting, the letter was presented and discussed by the member agency representatives. I attended that meeting and commented on the suggestions. The HEF members decided to discuss the proposal individually with their agency heads and to reconvene at a subsequent meeting to agree upon a response.
- 3. Adoption of Fee Schedule Ordinance** – Last month, the first reading of the Fee Schedule Ordinance was completed. I was notified by our legal counsel that we need further backup materials for our records that substantiate the cost analysis. I am working with Chief Pigoni to obtain those from the County. After that step is complete, I will

publish the required newspaper notice for the adoption hearing to take place during a subsequent BOD meeting.

- 4. California Uniform Public Construction Cost Accounting (CUPCCA) Act –**  
Last month, my report included information the CUPCCA Act, which allows public entities to use an informal bidding process that is less burdensome than typical formal bidding. Under our current Public Contract Code conditions, we are required to bid any project over \$25K. By adopting a resolution to follow the CUPCCA Act, we would be able to negotiate contracts up to \$60K directly, and could follow informal bidding procedures for projects up to \$200K. Anything over \$200K would require normal bidding procedures. I included an FAQ in my prior report covering details on the process, and a list of participating agencies. There are 1,473 currently registered with CUPCCA in California and approximately 45 in Contra Costa County alone. I did not receive any questions or comments on the Act, but there was not enough time to include a resolution on this month's agenda. I will endeavor to do that for the May BOD meeting.
- 5. Grant Writer Activity –** I exchanged further communications with our grant writer, Engineering Solutions Services (ESS), regarding my concerns about needing more comprehensive assistance than they provide, e.g. providing the background materials for applications such as project descriptions, budgets, and schedules instead of just informing us of grant listings and forwarding the application forms. We did not come to an agreement on that issue, nor on the quality of their services to date, particularly with communications about the HMGP funding that they referred us to for the PSB Renovation Project. I received an invoice for their services in January and February totaling \$7,527.50, but do not believe the charges are justified relative to the work product I was aware of during that time. I have asked them for more specific details on the billing, and am no longer am confident in continuing our contract with them. I intend to return to some of the prior contacts I made during the RFP process to see if there are more suitable consultants that can meet our needs.
- 6. EBRPD Wildfire Mitigation and Safe, Resilient Forests and Communities Project –**  
At the request of the EBRPD and in keeping with the District's emergency preparedness goals, I submitted the attached funding support letter to Senator Padilla. EBRPD sent the request to all of the HEF agencies and it is an example of our efforts to collaborate on mutually beneficial projects, even at the ancillary support level.
- 7. Form 700 Filings –** Filings from all of the board directors and EPC members were sent to the County and are complete. Thank you for your assistance in this matter.
- 8. Education Requirements –** There are still outstanding requirements, although I did receive a number of verifications last month that I am still filing.
- 9. GASB 75 Work –** I confirmed with Nicolay Consulting Group that their data request for actuarial services will arrive in May and the delivery timeframe will be late October.