



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

Wednesday, July 19th, 2023 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (and hybrid)

This meeting will be held in-person in the Kensington Community Center, 59 Arlington Avenue, Kensington CA 94707. Members of the public not in attendance may provide public comment by emailing the Board President and Board Clerk prior to the meeting at the following address: public.comment@kensingtonfire.org. Such comments will be noted as received and their contents orally summarized. 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.

Instructions on how to make a public comment during the meeting: At points in the meeting when the meeting chair requests public comment, members of the public participating in the live meeting can simply raise their hand to be recognized. 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). 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. 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)).

Any member of the public who needs special accommodations should email public.comment@kensingtonfire.org 48 hours prior to the meeting. This will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

This agenda is available on the KFPD website under the relevant meeting date at: <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 and/or materials may be presented at the meeting itself.

Hybrid Meeting Option Internet Address:

<https://us06web.zoom.us/j/87864394594?pwd=bEVxdDVuSktaRUtwak40R3MxY0t5QT09>

Telephone Access:

(720) 707-2699 or (346) 248-7799 or (253) 215-8782

Zoom Webinar ID: 878 6439 4594

Passcode: 112233

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 Stein, Vice President Levine, Director Dommer, Director Nagel, Director Watt

2. (7:01pm) PUBLIC COMMENT

Under "Public Comment," the public may address the Board on any subject not listed on the agenda. 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. (7:10pm) 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 meeting of 6/21/2023 (Approve)

b. **Acceptance of Incident Activity Report** June 2023 (Accept)

c. **Approval of Monthly Transmittal** 07/19/2023 (Approve)

d. **Approval of Monthly Financial Reports** 06/30/2023 (Approve)

4. (7:15pm) PRESIDENT'S REPORT: UPDATE ON TEMPORARY COMMITTEES: NEW COMMITTEE(S) AND SUNSETTING OLD COMMITTEE(S) (Supporting Material) – *adjourned item from June 21st meeting*

Action = Presentation/Discussion

5. (7:25pm) FIRE CHIEF'S REPORT (Supporting Material)

Action = Presentation/Discussion

6. (7:35pm) EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (Supporting Material)

Action = Presentation/Discussion

7. (7:45pm) OLD BUSINESS - None

8. (7:45pm) NEW BUSINESS

a. **(7:45pm) General Manager Recruitment Report** - Brent Ives (Supporting Material)

Action = Presentation and discussion only

b. **(7:55pm) Possible Total Costs For Reconstruction Of The Public Safety Building** - Watt

Action = Presentation and discussion only. No board action proposed.

- c. (8:10pm) Presentation by the EPC Subcommittee on LRAD (Long Range Acoustic Device) Systems** - EPC Member David Spath
Overview of EPC investigation of LRAD systems and their benefits for high-hazard areas like Kensington (Supporting Material)
Action = Discussion and Direction to Staff and the EPC Subcommittee on how to proceed with LRAD system acquisition
- d. (8:40pm) Discussion Of Possible August Meeting Cancellation** - Stein
The August meeting has been cancelled in the past when there are no business items. Cancellation would require the Board to take action to authorize the President to approve the monthly transmittal for payments.
Action = Discussion and Potential Action
- e. (8:50pm) Public Safety Building Project Update** – Morris-Mayorga (Supporting Material – current and prior month)
- 9. (9:00pm) GENERAL MANAGER’S REPORT** (Supporting Material – current and prior month)
Action = Presentation/Discussion
- 10. (9:10pm) COMMITTEE REPORTS**
Informational reports from Board members or staff covering the following assignments:

 - a. Emergency Preparedness Committee Meeting** – Nagel/Dommer (Supporting Material – current and prior month)
 - b. Finance Committee Meeting** – Stein/Watt (No Report)
 - c. Consolidation or Reorganization Analysis Temporary Committee** – Levine/Nagel (Supporting Material – current and prior month)
 - d. Information Technology Temporary Committee** – Levine/Nagel (No Report)
- 11. (9:30pm) OUTSIDE AGENCIES REPORTS**

 - a. Contra Costa Special Districts Association** – Nagel (Verbal Report)
- 12. (9:40pm) ADJOURNMENT**
The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, August 16, 2023 at 7:00pm at the Kensington Community Center. The deadline for agenda items to be included in the Board packet is Wednesday, August 2, 2023, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, August 9, 2023, by 1:00pm.



**KENSINGTON FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING MINUTES**

DATE/TIME: June 21, 2023, 7:00PM

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

PRESENT: Directors: President Julie Stein, Director Don Dommer, Vice President Director Daniel Levine, Director Larry Nagel, Director Jim Watt
 Staff: Board Clerk Candace Eros Diaz, Interim GM Mary Morris-Mayorga, Fire Chief Eric Saylor, El Cerrito Fire Department Captain Travis Crumpacker.

1. CALL TO ORDER/ROLL CALL

President Julie Stein called the meeting to order at 7:09 p.m. and confirmed the roll call.

MOTION: M/s Nagel/Levine: Motion to approve the remote attendance of Director Don Dommer.	
VOTE: Ayes: Levine, Nagel, Watt, and Stein Nays: None Absent: None	
Motion passed 4-0-0	Video Time Stamped: 00:02:06

2. PUBLIC COMMENT (00:02:18)

A member of the public commented on the evacuation route on Sunset Drive and expressed concern about the amount of parking that takes place at this location. They suggested parking be limited to one side of this street.

There was no additional public comment or board discussion.

3. PUBLIC HEARING (00:04:53)

a. Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards

President Stein asked if anyone in the audience had objections to the designation of their property as containing fire hazards and to identify their property addresses. There were no objections from the public.

President Stein opened the public hearing. El Cerrito Fire Department Captain Travis Crumpacker presented the report as included in the packet. He noted approximately 50 letters were sent to residents as a result of his inspections, five (5) of which he recommends forced abatement.

Director Nagel noted that having only five (5) properties that require forced abatement is a tribute to the City of Kensington.

A member of the public commented that a vehicle parked on their neighbor's lawn was a

potential fire hazard and wanted to know if Captain Crumpacker had an opinion on the matter. Captain Crumpacker stated the issue should be reported to the Kensington Police Department.

There were no additional public comments. President Stein closed the public hearing and terminated public testimony.

President Stein proposed to amend the public hearing scheduled for August 16, 2023 at 7:00 p.m. be postponed until September 20, 2023. The board was in favor of this amendment.

Director Levine noted two corrections on the supporting documents related to this agenda item.

M/s Nagel/Levine: Motion to adopt Resolution 23-04 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner.

VOTE:

Ayes: Levine, Dommer, Nagel, Watt, and Stein
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Nays: None

Absent: None

Motion passed 5-0-0

Video Time Stamped: 00:16:10

4. ADOPTION OF CONSENT ITEMS (00:16:20)

President Stein proposed to approve all consent items on the agenda with a single motion. The board voted to remove Item 2j to allow for further discussion and overview.

- a. **Approval of Minutes** of the Board of Directors regular meetings of: 5/17/2023
- b. **Acceptance of Incident Activity Report** May 2023
- c. **Approval of Monthly Transmittal** 06/21/2023
- d. **Approval of Monthly Financial Reports** 05/31/2023
- e. **General Manager Recruitment Report** - Brent Ives
- f. **Adoption of Resolution 2023-05 Establishing the Appropriations Limit of the Kensington Fire Protection District for FY2023-2024**
- g. **Adoption of Resolution 2023-06 Authorizing Contra Costa County to Place the Special Tax on the Tax Roll for Fiscal Year 2023-2024 and to Collect the Special Tax on Behalf of the Kensington Fire Protection District**
- h. **FY 2023-24 Fee Schedule for El Cerrito-Kensington Fire Department Contract**
- i. **FY 2021-22 OPEB Actuarial Report**

MOTION: M/s Levine/Watt: Motion to approve consent items 2a-2i.	
VOTE: Ayes: Levine, Nagel, Watt, and Stein Nays: None Absent: None Abstain: Dommer	
Motion passed 4-0-0-1	Video Time Stamped: 00:21:44

j. FY 2021-22 Annual Audit

GM Morris-Mayorga presented a brief overview of the annual audit as included in the packet. She noted there may be increased fees associated with next year's audit and challenges for KFPD to get on the audit schedule in 2024 due to staffing shortages. The board discussed this agenda item. Director Nagel requested that the auditor present the FY 2021-22 annual audit to the board at a later date.

There was no public comment.

MOTION: M/s Levin/Watt: Motion to approve consent item 2j.	
VOTE: Ayes: Levine, Nagel, Watt, and Stein Nays: None Absent: Dommer	
Motion passed 4-0-1	Video Time Stamped: 00:31:58

5. FIRE CHIEF'S REPORT (00:33:13)

Fire Chief Saylor presented the report as included in the packet. In response to President's Stein's inquiry at the May 17, 2023 BOD meeting, Chief Saylor stated that board members are responsible for the public safety of Kensington residents within the jurisdiction by providing strategic guidance during and after emergencies. To do so effectively, board members must have a clear understanding of the National Incident Management System (NIMS) and meet minimum Incident Command System (ICS) training requirements, which he detailed. He also outlined board member roles and responsibilities in case of a national or local emergency.

A member of the public asked Chief Saylor if the KPPCSD board would follow the same instructions in case of an emergency. Chief Saylor stated that both agencies would go into unified command and chose a command post to conduct disaster operations, likely Station 55.

6. EMERGENCY PREPAREDNESS COORDINATOR'S REPORT (00:46:13)

EP Coordinator Johnny Valenzuela presented the report as included in the packet. He noted the Community Emergency Preparedness survey is still open for submissions. He stated residents are able to register a block party for National Night Out until July 15, 2023. He then reviewed the priority initiatives for next year: 1) preparedness 2) evacuation readiness 3) prevention 4) community resilience.

A member of the public commented that Chief Mike Gancasz will assign a new KPPCSD liaison to

the EPC when Lt. Brad Harms retires on July 29, 2023.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS (00:57:25)

a. Updated Financial Forecast

Interim GM Morris-Mayorga introduced this agenda item and commented on the report as included in the packet. She noted the Finance Committee met on June 6, 2023 where they discussed and revised the financial forecast. Consultant Bill Zenoni presented this updated financial forecast and covered the following: 1) the purpose of the forecast 2) fiscal responsibility 3) fiscal planning 4) identifying potential issues 5) developing corrective action plans 6) reducing risk of fiscal crisis.

The board discussed the item. Director Watt suggested the Finance Committee meet again to discuss any updates/changes and to factor in the costs of the Public Safety Building construction into the forecast.

There was no public comment.

b. Adoption of Resolution 2023-07 Preliminary FY 2023-2024 Budget (01:38:09)

Interim GM Morris-Mayorga presented the report as included in the packet. She asked for board feedback on whether or not to continue the EPC Coordinator position contract for FY 2023-2024. President Stein recommended moving to an hourly contract rather than a fixed-fee contract for the EPC Coordinator position. GM Morris-Mayorga confirmed she will pursue this route.

The board discussed the item. Director Nagel recommended keeping \$10,000 in the budget for water system improvements and provided his rationale.

There was no public comment.

MOTION: M/s Nagel/Levine: Motion to adopt Resolution 2023-07 Preliminary FY 2023-2024 Budget with the modification to include \$10,000 for water system improvements.
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VOTE: Ayes: Levine, Nagel, Watt, and Stein Nays: None Absent: Dommer
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Motion passed 4-0-1

Video Time Stamped: 01:52:27

c. Discussion of Updating the District Reserve Policy, With Possible Direction to the GM Leading to a First Reading of an Updated Policy (01:52:54)

GM Morris-Mayorga presented the report as included in the packet. The board discussed the item. Director Nagel asked to compare KFPD reserve policies to other district policies in the county. GM Morris-Mayorga confirmed she will conduct this research and bring it back to the Finance Committee for discussion.

The board took a break at 9:05 p.m. The board resumed the meeting at 02:03:07.

The board continued to discuss the item.

d. Consideration of Proposed Resolution 2023-08 to Join the KPPCSD in Partnership in Conducting the LAFCO Standard Financial Analysis Required to Evaluate Consolidation or Reorganization of KPPCSD and KFPD (02:04:43)

Director Levine presented the report as included in the packet and provided an overview of the proposed resolution. The board discussed the item.

MOTION: M/s Nagel/Watt: Motion to extend the meeting by 15 minutes to 10:15 p.m.

VOTE:

Ayes: Levine, Nagel, Watt, and Stein

Nays: None

Absent: Dommer

Motion passed 4-0-1

Video Time Stamped: 02:44:47

KPOA President Rob Firmin submitted a written public comment prior to the meeting.

A member of the public, who is a KPPCSD board member, commented that that board intends to draft a request for proposal that would delineate the expectations for a contractor to conduct the LAFCO Standard Financial Analysis. The KPPCSD board would then ask the KFPD board for their review and comments on the proposal.

President Stein recommended taking no action on the proposed resolution. Director Nagel requested additional discussion with the KPPCSD board on the proposal in the form of a joint meeting.

The board chose not to make a motion on this agenda item. The board recommended scheduling a joint meeting between the KFPD and KPPCSD boards.

e. Vote On 2023 Election For LAFCO Special District Seat (Alternate) (02:58:00)

The board discussed the item.

There was no public comment.

MOTION: M/s Nagel/Stein: Motion to cast a ballot for Michelle Lee as the alternate for the 2023 Election For LAFCO Special District Seat.
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VOTE:

Ayes: Levine, Nagel, Watt, and Stein

Nays: None

Absent: Dommer

Motion passed 4-0-1

Video Time Stamped: 03:01:02

President Stein recommended the board adjourn to the July 19, 2023 BOD meeting.

There was no public comment.

MOTION: M/s Nagel/Levine: Motion to adjourn the meeting and move all remaining agenda items to the July 19, 2023 BOD meeting.	
VOTE: Ayes: Levine, Nagel, Watt, and Stein Nays: None Absent: Dommer	
Motion passed 4-0-1	Video Time Stamped: 03:02:13

Note: Items 8f - 12c were the items referenced in the above motion.

- f. **Public Safety Building Project Update** – Morris-Mayorga (Supporting Material)
- 9. **PRESIDENT'S REPORT: UPDATE ON TEMPORARY COMMITTEES: NEW COMMITTEE(S) AND SUNSETTING OLD COMMITTEE(S)** (00:00:00) (Supporting Material)
Action = Presentation/Discussion
- 10. **GENERAL MANAGER'S REPORT** (00:00:00) (Supporting Material)
Action = Presentation/Discussion
- 11. **COMMITTEE REPORTS** (00:00:00)
 - a. **Emergency Preparedness Committee Meeting** – Nagel/Dommer (Supporting Material)
 - b. **Finance Committee Meeting** – Stein/Watt (No Report)
 - c. **Consolidation Liaison Temporary Committee** – Levine (Supporting Material)
 - d. **Information Technology Temporary Committee** – Levine/Nagel (No Report)
- 12. **OUTSIDE AGENCIES REPORTS** (00:00:00)
 - a. **Contra Costa Special Districts Association** – Nagel (Verbal Report)
- 13. **ADJOURNMENT:** President Stein adjourned the meeting at 10:10 p.m.

The next Board of Directors meeting will occur on July 19, 2023.

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 July 19, 2023.

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



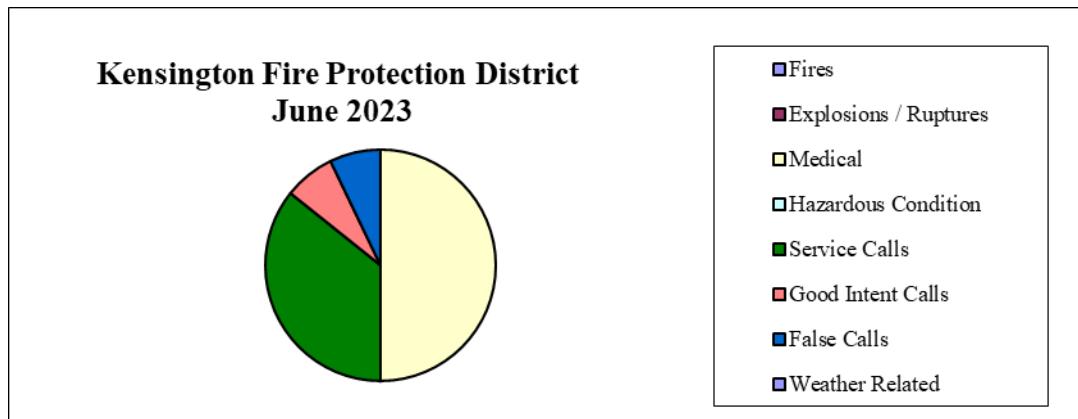
www.el-cerrito.org

DATE: July 10, 2023
TO: Kensington Fire Protection District Board Members
FROM: Jose Castrejon: Battalion Chief
RE: Incident Activity Reports for the Month of June 2023

Twenty-eight incidents occurred during the month of June in the community of Kensington. This is an increase 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, Engine 155 responded to forty-five calls for service, a decrease of one incident from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 1,952 calls for service so far this year.

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

			Percentages	
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>	14	50.00%
4:	Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
5:	Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	10	35.71%
6:	Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	7.14%
7:	False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	7.14%
8:	Weather Related	<i>(Flooding, wind, lightning)</i>	0	0.00%
Totals			28	100.00%



**Kensington Incidents
June 2023**

#	Incident	Date	Type	Street Name	type	City	Apparatus
1	0023063259	01-Jun-23 15:43:33	745	Coventry	RD	Kensington	E155
2	0023063469	02-Jun-23 02:17:33	321	Beloit	AVE	Kensington	E155
3	0023063645	02-Jun-23 11:48:18	321	Grizzly Peak	BLVD	Kensington	E155
4	0023063761	02-Jun-23 17:06:32	321	Garden	DR	Kensington	E155
5	0023064415	04-Jun-23 06:18:24	321	Sunset	DR	Kensington	E155
6	0023064884	05-Jun-23 09:21:41	321	Arlington	AVE	Kensington	E152
7	0023065162	05-Jun-23 18:15:30	321	Trinity	AVE	Kensington	E155
8	0023065376	06-Jun-23 08:58:56	321	Ardmore	RD	Kensington	E155
9	0023068117	13-Jun-23 07:55:55	611	Norwood	AVE	Kensington	E155
10	0023068192	13-Jun-23 10:54:49	554	Ocean View	AVE	Kensington	E152
11	0023069110	15-Jun-23 14:31:44	311	Coventry	RD	Kensington	E155
12	0023069813	17-Jun-23 08:28:10	746	Coventry	RD	Kensington	E155
13	0023070009	17-Jun-23 17:10:37	520	Arlington	AVE	Kensington	E155
14	0023070129	17-Jun-23 22:17:04	321	Kensington	CT	Kensington	E155
15	0023070294	18-Jun-23 10:07:41	554	Arlington	AVE	Kensington	E155
16	0023070413	18-Jun-23 15:40:24	321	Trinity	AVE	Kensington	E155
17	0023070606	19-Jun-23 06:27:16	611	Yale	AVE	Kensington	E155
18	0023070665	19-Jun-23 09:15:38	553	Lake	DR	Kensington	E152
19	0023070711	19-Jun-23 11:15:00	311	Lenox	RD	Kensington	E155
20	0023071535	21-Jun-23 10:40:23	553	Kingston	RD	Kensington	E152
21	0023071590	21-Jun-23 13:01:49	554	Arlington	AVE	Kensington	OES413
22	0023072098	22-Jun-23 16:03:24	540	Anson	WAY	Kensington	E152
23	0023072286	23-Jun-23 05:39:45	321	Parkside	CT	Kensington	OES413
24	0023072632	24-Jun-23 02:23:53	5000	Cambridge	AVE	Kensington	E155
25	0023073570	26-Jun-23 10:34:33	321	Kensington	RD	Kensington	E152
26	0023074036	27-Jun-23 13:36:43	321	Kensington	CT	Kensington	E151
27	0023074559	28-Jun-23 17:16:58	520	Amherst	AVE	Kensington	E155
28	0023075219	30-Jun-23 02:16:36	553	Arlington	AVE	Kensington	E155

**E55 Responses
June 2023**

#	Incident	Date	Type	Street Name	Type	City	Apparatus
1	0023063101	01-Jun-23 11:17:32	745	San Pablo	AVE	El Cerrito	E155
2	0023063103	01-Jun-23 11:19:07	611	San Pablo	AVE	El Cerrito	E155
3	0023063259	01-Jun-23 15:43:33	745	Coventry	RD	Kensington	E155
4	0023063269	01-Jun-23 16:02:09	321	Eureka	AVE	El Cerrito	E155
5	0023063469	02-Jun-23 02:17:33	321	Beloit	AVE	Kensington	E155
6	0023063619	02-Jun-23 11:00:17	321	Cabrillo	ST	El Cerrito	E155
7	0023063645	02-Jun-23 11:48:18	321	Grizzly Peak	BLVD	Kensington	E155
8	0023063761	02-Jun-23 17:06:32	321	Garden	DR	Kensington	E155
9	0023064415	04-Jun-23 06:18:24	321	Sunset	DR	Kensington	E155
10	0023065162	05-Jun-23 18:15:30	321	Trinity	AVE	Kensington	E155
11	0023065376	06-Jun-23 08:58:56	321	Ardmore	RD	Kensington	E155
12	0023066128	08-Jun-23 04:09:00	321	Balra	DR	El Cerrito	E155
13	0023066432	08-Jun-23 20:51:41	111	Liberty	ST	El Cerrito	E155
14	0023067034	10-Jun-23 12:13:27	5000	Portola	DR	El Cerrito	E155
15	0023067062	10-Jun-23 13:34:54	611F	Arlington	BLVD	El Cerrito	E155
16	0023067531	11-Jun-23 16:41:05	350	0-0 Lake Anza	RD	**UNDEFINED	E155
17	0023067543	11-Jun-23 17:32:38	5000	Fairmount	AVE	El Cerrito	E155
18	0023067851	12-Jun-23 14:03:06	321	Don Carol	DR	El Cerrito	E155
19	0023068117	13-Jun-23 07:55:55	611	Norwood	AVE	Kensington	E155
20	0023068393	13-Jun-23 20:03:57	321	Leneve	PL	El Cerrito	E155
21	0023068640	14-Jun-23 12:20:37	5000	Gelston	PL	El Cerrito	E155
22	0023069110	15-Jun-23 14:31:44	311	Coventry	RD	Kensington	E155
23	0023069213	15-Jun-23 20:17:23	611X	Eureka	AVE	El Cerrito	E155
24	0023069716	17-Jun-23 00:56:41	321	Shevlin	PL	El Cerrito	E155
25	0023069813	17-Jun-23 08:28:10	746	Coventry	RD	Kensington	E155
26	0023069894	17-Jun-23 12:30:35	321	Balra	DR	El Cerrito	E155
27	0023070009	17-Jun-23 17:10:37	520	Arlington	AVE	Kensington	E155
28	0023070129	17-Jun-23 22:17:04	321	Kensington	CT	Kensington	E155

E55 Responses

June 2023

29	0023070294	18-Jun-23 10:07:41	554	Arlington	AVE	Kensington	E155
30	0023070413	18-Jun-23 15:40:24	321	Trinity	AVE	Kensington	E155
31	0023070451	18-Jun-23 17:29:20	611R	Grizzly Peak	BLVD	**UNDEFINED	E155
32	0023070606	19-Jun-23 06:27:16	611	Yale	AVE	Kensington	E155
33	0023070711	19-Jun-23 11:15:00	311	Lenox	RD	Kensington	E155
34	0023070747	19-Jun-23 13:04:22	321	San Pablo	AVE	El Cerrito	E155
35	0023071358	20-Jun-23 20:46:46	5000	Bonnie	DR	El Cerrito	E155
36	0023072564	23-Jun-23 21:39:03	321	Baron	CT	El Cerrito	E155
37	0023072632	24-Jun-23 02:23:53	5000	Cambridge	AVE	Kensington	E155
38	0023073568	26-Jun-23 10:32:44	611	Jordan	AVE	El Cerrito	E155
39	0023073581	26-Jun-23 10:59:29	651	Rifle Range	RD	El Cerrito	E155
40	0023073619	26-Jun-23 12:45:18	735	El Cerrito	PLZ	El Cerrito	E155
41	0023073632	26-Jun-23 13:18:24	321	Douglas	DR	El Cerrito	E155
42	0023074107	27-Jun-23 16:10:35	321	Gladys	AVE	El Cerrito	E155
43	0023074559	28-Jun-23 17:16:58	520	Amherst	AVE	Kensington	E155
44	0023074774	29-Jun-23 09:33:29	5000	Fairmount	AVE	El Cerrito	E155
45	0023075219	30-Jun-23 02:16:36	553	Arlington	AVE	Kensington	E155

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 : 7/19/2023
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	7/1/2023	Fire Protection Services 07/01/2023	7840	2328						352,043.55
50393	Applied Materials & Engineering	6/29/2023	PSB Renovation Soft Costs	7847	2310				1220810-0623		13,220.00
50180	Mack5	6/30/2023	PSB Renovation Soft Costs	7847	2310				5511		18,235.00
50359	ZFA Structural Engineers	5/31/2023	PSB Renovation Soft Costs	7847	2310				62129		7,573.64
50359	ZFA Structural Engineers	6/30/2023	PSB Renovation Soft Costs	7847	2310				62685		5,315.00
50390	CWS	6/30/2023	PSB Renovation Hard Costs	7847	2310				Pay App #008		338,236.53
50147	KFPD Revolving Fund	7/19/2023	Reimburse Revolving fund	7840	2490						44,298.67
TOTAL											778,922.39

Kensington FPD Approval

Board President

General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 July 19, 2023

Transactions:

Payee	Date	Expenses	Description
MSC Service	06/01/2023	\$ 11.00	PSB Renovation - Building Permit Fees
Copy Central	06/01/2023	\$ 198.45	Printing
VSP	06/01/2023	\$ 323.10	VSP Payment
Star Network	06/02/2023	\$ 440.00	PSB Renovation - Building Permit Fees
MSC Service	06/05/2023	\$ 11.00	PSB Renovation - Building Permit Fees
Google	06/05/2023	\$ 363.70	Email Service
M Morris-Mayorga/Candace Eros-Diaz	06/07/2023	\$ 6,298.37	Payroll
Fed/State	06/07/2023	\$ 3,257.70	Payroll Tax Withholding
Heartland Payroll	06/07/2023	\$ 98.61	Payroll Processing Fee
Quality Logo Products	06/08/2023	\$ 661.75	Non-Woven Hit Sports Pack
Star Network	06/12/2023	\$ 220.00	PSB Renovation - Building Permit Fees
MSC Service	06/14/2023	\$ 5.50	PSB Renovation - Building Permit Fees
Copy Central	06/14/2023	\$ 58.83	Printing
Official Payment Web Pmts	06/15/2023	\$ 3.00	PSB Renovation - Building Permit Fees
Contra Costa Payment	06/15/2023	\$ 790.00	PSB Renovation - Building Permit Fees
Official Payment Web Pmts	06/20/2023	\$ 3.00	PSB Renovation - Building Permit Fees
EBMUD	06/20/2023	\$ 232.76	Water/Sewer
Contra Costa Payment	06/20/2023	\$ 660.00	PSB Renovation - Building Permit Fees
Amazon	06/21/2023	\$ 31.09	IT Equipment
Copy Central	06/21/2023	\$ 150.33	Printing
Stericycle	06/21/2023	\$ 323.50	Disposal Services
M Morris-Mayorga/Candace Eros-Diaz	06/22/2023	\$ 5,539.77	Payroll
Fed/State	06/22/2023	\$ 2,905.06	Payroll Tax Withholding
Heartland Payroll	06/22/2023	\$ 98.61	Payroll Processing Fee
CalPERS	06/22/2023	\$ 4,365.77	Retiree Health
Comcast	06/23/2023	\$ 201.60	Internet
PG&E	06/26/2023	\$ 10.88	Gas Service
Mailstream	06/30/2023	\$ 671.10	Postage Deposit
PG&E	06/30/2023	\$ 409.85	Electric Service
Zoom	06/06/2023	\$ 140.00	Zoom Payment
CrashPlan	06/20/2023	\$ 9.99	Monthly Payment for Cloud Backup
Hulu	06/20/2023	\$ 69.99	Monthly TV Subscription for Temp Facility
Streamline	06/21/2023	\$ 260.00	Website - May/June
Ooma, Inc.	06/22/2023	\$ 81.29	Office Telephone
Gym Doctors (Check #995224)	06/07/2023	\$ 4,408.90	Temp Facility - Gym Equipment
Pacific Mobile Structures (Check #995227)	06/02/2023	\$ 3,752.92	Modular Building Rent
Mack5 (Check #995228)	06/06/2023	\$ 6,893.75	PSB Renovation Soft Costs
Advanced Systems Group LLC (Check #995229)	06/28/2023	\$ 337.50	Pro Services Engineer
Net Withdrawals for Replenishment		\$ 44,298.67	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 44,298.67	

Board President _____ Date _____

General Manager _____ Date _____



KENSINGTON FIRE PROTECTION DISTRICT

DATE: July 19, 2023
TO: Board of Directors
RE: Monthly Financial Reports
SUBMITTED BY: Mary Morris-Mayorga, Interim General Manager

Recommended Action

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

Background

The monthly financial reports for the fiscal year ending June 30, 2023 are included in the packet as usual. While I had previously communicated that I would be providing the Balance Sheet rather than Trial Balance in accordance with existing policy and as followed in practice until 2020, I have included both the Balance Sheet and Trial Balance. When reports are requested by one Director, I want to ensure all Directors have the same information; therefore have included.

In reviewing the preliminary unaudited budget versus actual revenues and expenditures, I wanted to highlight a few items. Revenues were received at 109% of budget largely due to the increased property tax revenue that resulted from home sales as communicated by the County. Several individual expenses are in excess of budget; however, these are more than offset by others which are under budget and the overall net operating expenses are about 96% of budgeted. With revenue higher and expenses lower than anticipated, the actual overall increase to fund balance is \$1.1 million as compared to \$255,000 which was expected.

We will be incorporating this information into the financial forecast and will also refine budget estimates going forward to incorporate any recommended changes into the final budget for adoption in September.

Fiscal Impact

These are of course the preliminary fiscal year end numbers which have not yet been audited; however, the increased funds will be helpful in weathering the Public Safety Building project costs along with increasing operating reserves.

**Kensington Fire Protection District
Cash and Investment Balance Sheet
As of June 30, 2023**

Current Cash and Investments

Cash Balance		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	183,898.00	Balance as of 6/30/2023
General Fund	5,853,432.44	Balance as of 6/30/2023, Pending Reconciliations
Special Tax Fund	200,415.72	Balance as of 6/30/2023, Pending Reconciliations
Capital Fund	<u>1,167,924.20</u>	Balance as of 6/30/2023, Pending Reconciliations
Total Cash Balance	<u>7,405,870.36</u>	
Investments		
Fed Home Lon Bk Fixed Securities - 9/27/23	3,500,000.00	Balance as of 6/30/2023, Pending Reconciliations
LAIF Balance	<u>18,529.71</u>	Balance as of 6/30/2023, Pending Reconciliations
Total Investments	<u>3,518,529.71</u>	
Total Current Cash and Investments	<u>10,924,400.07</u>	

Kensington Fire Protection District

Balance Sheet

As of June 30, 2023

07/13/23

Accrual Basis

	Jun 30, 23	Jun 30, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Petty Cash	200.00	200.00	0.00
KFPD Revolving Acct - Gen Fund	206,028.84	97,746.04	108,282.80
General Fund	5,853,432.44	3,258,958.55	2,594,473.89
Special Tax Fund	200,415.72	207,674.99	-7,259.27
Capital Fund	1,167,924.20	91,064.91	1,076,859.29
Total Checking/Savings	7,428,001.20	3,655,644.49	3,772,356.71
Accounts Receivable			
Accounts Receivable	4,805.80	6,765.42	-1,959.62
Advance on Taxes	-744.60	-744.60	0.00
Advance on Supplemental Taxes	67,983.45	63,746.18	4,237.27
Total Accounts Receivable	72,044.65	69,767.00	2,277.65
Other Current Assets			
Prepaid Services - EC	0.07	0.07	0.00
Prepaid Exp.	2,587.29	0.00	2,587.29
Prepaid CERBT - Retiree Trust	420,105.48	420,105.48	0.00
Investments			
LAIF Balance	18,529.71	0.00	18,529.71
Fed Home Loan Bk - 9/27/23	3,500,000.00	0.00	3,500,000.00
Capital Replacement Funds	0.00	3,309,515.03	-3,309,515.03
Fire Protect. Contract Reserves	0.00	3,021,642.67	-3,021,642.67
E/C Contract Recon Reserves	0.00	409,043.34	-409,043.34
Investments - Other	0.00	15,888.80	-15,888.80
Total Investments	3,518,529.71	6,756,089.84	-3,237,560.13
Total Other Current Assets	3,941,222.55	7,176,195.39	-3,234,972.84
Total Current Assets	11,441,268.40	10,901,606.88	539,661.52
Fixed Assets			
Land	5,800.00	5,800.00	0.00
Equipment	1,793,886.43	1,793,886.43	0.00
Accumulated Depreciation-Equip	-813,762.41	-813,762.41	0.00
Building and Improvements	2,391,581.26	2,391,581.26	0.00
Accumulated Depreciation - Bldg	-1,276,205.07	-1,276,205.07	0.00
Current Capital Outlay			
PSB Renovation Soft Costs	893,584.53	492,495.29	401,089.24
PSB Renovation Hard Cost	925,484.10	0.00	925,484.10
Temp Facility - Soft Costs	279,572.37	87,460.67	192,111.70
Temp Facilities - Hard Costs	600,096.82	4,644.00	595,452.82
Temp Facilities - Lot Rental	13,800.00	0.00	13,800.00
Temp Facilities - Modular	32,205.36	0.00	32,205.36
Temp Facilities - Admin Sublet	26,824.05	0.00	26,824.05
Temp Facilities - Relocation	34,254.56	0.00	34,254.56
Fire Engine Type I	104.40	104.40	0.00
Firefighters Qtrs/Equip	210.00	210.00	0.00
Total Current Capital Outlay	2,806,136.19	584,914.36	2,221,221.83
Total Fixed Assets	4,907,436.40	2,686,214.57	2,221,221.83
Other Assets			
Deferred Outflow of Res. - OPEB	6,527.00	6,527.00	0.00
Total Other Assets	6,527.00	6,527.00	0.00
TOTAL ASSETS	16,355,231.80	13,594,348.45	2,760,883.35

Kensington Fire Protection District

Balance Sheet

As of June 30, 2023

07/13/23

Accrual Basis

	Jun 30, 23	Jun 30, 22	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Due to Revolving Acct - Gen Fnd	489,582.92	437,817.29	51,765.63
Due to Other - Issued by CCC	57,323.02	18,752.45	38,570.57
Accounts Payable	1,605.34	9,909.78	-8,304.44
Total Accounts Payable	548,511.28	466,479.52	82,031.76
Other Current Liabilities			
PSB Renovation Loan	1,539,460.63	0.00	1,539,460.63
Wages & PR Taxes Payable	6,424.55	6,424.55	0.00
Total Other Current Liabilities	1,545,885.18	6,424.55	1,539,460.63
Total Current Liabilities	2,094,396.46	472,904.07	1,621,492.39
Long Term Liabilities			
El Cerrito Reconciliation Liab.	233,481.39	233,481.39	0.00
Postretirement Health Ben Liab	0.14	0.14	0.00
Total Long Term Liabilities	233,481.53	233,481.53	0.00
Total Liabilities	2,327,877.99	706,385.60	1,621,492.39
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	2,212,997.01	2,212,997.01	0.00
Fund Equity	3,459,564.13	2,392,596.74	1,066,967.39
Net Income	1,142,523.67	1,070,100.10	72,423.57
Total Equity	14,027,353.81	12,887,962.85	1,139,390.96
TOTAL LIABILITIES & EQUITY	16,355,231.80	13,594,348.45	2,760,883.35

07/13/23

Kensington Fire Protection District
Profit & Loss Prev Year Comparison
July 2022 through June 2023

Accrual Basis

	Jul '22 - Jun 23	Jul '21 - Jun 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	5,264,469.59	4,783,333.69	481,135.90	10.1%
Special Taxes	200,436.70	204,417.70	-3,981.00	-2.0%
Other Tax Income	24,422.92	24,612.02	-189.10	-0.8%
Lease Agreement	3,050.25	36,603.00	-33,552.75	-91.7%
Interest Income	37,203.58	20,294.31	16,909.27	83.3%
CERBT Reimbursement	18,088.02	40,282.11	-22,194.09	-55.1%
Miscellaneous Income	163.18	388,159.01	-387,995.83	-100.0%
Total Income	5,547,834.24	5,497,701.84	50,132.40	0.9%
Expense				
Debt Service - Principal	0.00	-19,993.56	19,993.56	100.0%
Vehicle Maintenance	0.00	5,501.05	-5,501.05	-100.0%
Staff				
Wages	153,492.99	139,935.75	13,557.24	9.7%
Vacation Wages	5,271.36	9,182.25	-3,910.89	-42.6%
Medical/dental ins compensation	7,000.00	13,000.00	-6,000.00	-46.2%
Payroll Taxes	12,210.81	11,990.17	220.64	1.8%
Workers Compensation/Life Ins	1,760.33	758.90	1,001.43	132.0%
Payroll Processing	2,435.74	1,970.58	465.16	23.6%
Total Staff	182,171.23	176,837.65	5,333.58	3.0%
RETIREE MEDICAL BENEFITS				
PERS Medical	53,354.95	54,506.66	-1,151.71	-2.1%
Delta Dental	10,436.69	11,385.48	-948.79	-8.3%
Vision Care	3,554.10	3,877.20	-323.10	-8.3%
CalPERS Settlement	0.00	18,089.68	-18,089.68	-100.0%
Total RETIREE MEDICAL BENEFITS	67,345.74	87,859.02	-20,513.28	-23.4%
OUTSIDE PROFESSIONAL SERVICES				
Operational Consultant	4,087.50	0.00	4,087.50	100.0%
Crime Insurance Policy	689.22	0.00	689.22	100.0%
Nixle Fee	0.00	3,182.70	-3,182.70	-100.0%
Long Term Financial Planner	3,162.50	29,193.75	-26,031.25	-89.2%
Emergency Prep Coordinator	105,199.92	99,999.96	5,199.96	5.2%
Accounting	33,895.00	37,045.00	-3,150.00	-8.5%
Actuarial Valuation	5,600.00	3,000.00	2,600.00	86.7%
Audit	12,500.00	16,000.00	-3,500.00	-21.9%
Bank Fee	25.00	37.00	-12.00	-32.4%
Contra Costa County Expenses	56,254.22	53,644.28	2,609.94	4.9%
EI Cerrito Contract Fee	3,843,483.11	3,525,870.50	317,612.61	9.0%
EI Cerrito Reconciliation(s)	123,165.11	123,164.96	0.15	0.0%
IT Services and Equipment	4,097.19	722.73	3,374.46	466.9%
Fire Engineer Plan Review	1,000.13	688.00	312.13	45.4%
Grant Writer/Coordinator	0.00	6,547.50	-6,547.50	-100.0%
Risk Management Insurance	0.00	1,159.00	-1,159.00	-100.0%
LAFCO Fees	1,558.61	0.00	1,558.61	100.0%
Legal Fees	15,598.44	10,594.64	5,003.80	47.2%
Recruitment	26,590.00	0.00	26,590.00	100.0%
Website Development/Maintenance	3,239.88	3,227.40	12.48	0.4%
Wildland Vegetation Mgmt	6,500.00	4,000.00	2,500.00	62.5%
Total OUTSIDE PROFESSIONAL SERVICES	4,246,645.83	3,918,077.42	328,568.41	8.4%
COMMUNITY SERVICE ACTIVITIES				
Public Education	12,950.65	17,761.88	-4,811.23	-27.1%
Open Houses	718.88	0.00	718.88	100.0%
Community Shredder	7,252.56	5,608.46	1,644.10	29.3%
Firesafe Planting Grants	0.00	1,360.00	-1,360.00	-100.0%
Community Sandbags	3,940.05	1,728.57	2,211.48	127.9%
Volunteer Appreciation	0.00	449.69	-449.69	-100.0%
Total COMMUNITY SERVICE ACTIVITIES	24,862.14	26,908.60	-2,046.46	-7.6%

07/13/23
 Accrual Basis

Kensington Fire Protection District Profit & Loss Prev Year Comparison July 2022 through June 2023

	Jul '22 - Jun 23	Jul '21 - Jun 22	\$ Change	% Change
DISTRICT ACTIVITIES				
Equipment	0.00	1,696.98	-1,696.98	-100.0%
Professional Development	595.00	3,323.58	-2,728.58	-82.1%
Office				
Mtg Room Rentals	80.00	0.00	80.00	100.0%
Internet	2,869.65	0.00	2,869.65	100.0%
Office Equipment	1,189.03	0.00	1,189.03	100.0%
Office Expense	5,246.60	3,846.45	1,400.15	36.4%
Office Supplies	763.45	694.33	69.12	10.0%
Telephone	8,841.11	8,720.10	121.01	1.4%
Total Office	18,989.84	13,260.88	5,728.96	43.2%
Election	5,579.18	0.00	5,579.18	100.0%
Firefighter's Apparel & PPE	1,264.02	0.00	1,264.02	100.0%
Firefighters' Expenses	28,581.68	9,140.68	19,441.00	212.7%
Staff Appreciation	0.00	93.49	-93.49	-100.0%
Memberships	9,505.00	7,615.00	1,890.00	24.8%
Building Maintenance				
Gardening service	140.00	2,275.00	-2,135.00	-93.9%
Building alarm	-396.10	1,264.44	-1,660.54	-131.3%
Medical Waste Disposal	0.00	2,140.61	-2,140.61	-100.0%
Janitorial Service	806.24	2,208.17	-1,401.93	-63.5%
Miscellaneous Maint.	9,364.70	4,037.75	5,326.95	131.9%
Total Building Maintenance	9,914.84	11,925.97	-2,011.13	-16.9%
Building Utilities/Service				
Refuse Collection	2,169.76	0.00	2,169.76	100.0%
Gas and Electric	8,978.47	11,852.14	-2,873.67	-24.3%
Water/Sewer	2,902.98	4,118.34	-1,215.36	-29.5%
Building Utilities/Service - Other	489.93	0.00	489.93	100.0%
Total Building Utilities/Service	14,541.14	15,970.48	-1,429.34	-9.0%
Total DISTRICT ACTIVITIES	88,970.70	63,027.06	25,943.64	41.2%
Total Expense	4,609,995.64	4,258,217.24	351,778.40	8.3%
Net Ordinary Income	937,838.60	1,239,484.60	-301,646.00	-24.3%
Other Income/Expense				
Other Income				
Discount on US TBills	61,625.00	0.00	61,625.00	100.0%
Discount on Fixed Security	143,060.07	0.00	143,060.07	100.0%
Total Other Income	204,685.07	0.00	204,685.07	100.0%
Other Expense				
Depreciation Expense	0.00	169,384.50	-169,384.50	-100.0%
Total Other Expense	0.00	169,384.50	-169,384.50	-100.0%
Net Other Income	204,685.07	-169,384.50	374,069.57	220.8%
Net Income	1,142,523.67	1,070,100.10	72,423.57	6.8%

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	5,264,469.59	4,739,500.00	524,969.59	111.08%
Special Taxes	200,436.70	200,752.00	-315.30	99.84%
Other Tax Income	24,422.92	24,000.00	422.92	101.76%
Lease Agreement	3,050.25	3,050.00	0.25	100.01%
Interest Income	37,203.58	20,000.00	17,203.58	186.02%
CERBT Reimbursement	18,088.02	80,000.00	-61,911.98	22.61%
Miscellaneous Income	163.18	0.00	163.18	100.0%
Total Income	<u>5,547,834.24</u>	<u>5,067,302.00</u>	<u>480,532.24</u>	<u>109.48%</u>
Expense				
Staff				
Wages	153,492.99	144,416.00	9,076.99	106.29%
Vacation Wages	5,271.36	5,272.00	-0.64	99.99%
Medical/dental ins compensation	7,000.00	7,000.00	0.00	100.0%
Payroll Taxes	12,210.81	13,000.00	-789.19	93.93%
Workers Compensation/Life Ins	1,760.33	1,761.00	-0.67	99.96%
Payroll Processing	2,435.74	2,500.00	-64.26	97.43%
Total Staff	<u>182,171.23</u>	<u>173,949.00</u>	<u>8,222.23</u>	<u>104.73%</u>
RETIREE MEDICAL BENEFITS				
PERS Medical	53,354.95	51,450.00	1,904.95	103.7%
Delta Dental	10,436.69	11,817.00	-1,380.31	88.32%
Vision Care	3,554.10	3,877.00	-322.90	91.67%
Total RETIREE MEDICAL BENEFITS	<u>67,345.74</u>	<u>67,144.00</u>	<u>201.74</u>	<u>100.3%</u>
OUTSIDE PROFESSIONAL SERVICES				
Operational Consultant	4,087.50	19,000.00	-14,912.50	21.51%
Crime Insurance Policy	689.22			
Nixle Fee	0.00	4,000.00	-4,000.00	0.0%
Long Term Financial Planner	3,162.50	5,000.00	-1,837.50	63.25%
Emergency Prep Coordinator	105,199.92	105,200.00	-0.08	100.0%
Accounting	33,895.00	36,000.00	-2,105.00	94.15%
Actuarial Valuation	5,600.00	5,600.00	0.00	100.0%
Audit	12,500.00	16,000.00	-3,500.00	78.13%
Bank Fee	25.00	25.00	0.00	100.0%
Contra Costa County Expenses	56,254.22	38,000.00	18,254.22	148.04%
El Cerrito Contract Fee	3,843,483.11	3,843,483.00	0.11	100.0%
El Cerrito Reconciliation(s)	123,165.11	123,165.00	0.11	100.0%
IT Services and Equipment	4,097.19	15,000.00	-10,902.81	27.32%
Fire Abatement Contract	0.00	5,000.00	-5,000.00	0.0%
Fire Engineer Plan Review	1,000.13	3,000.00	-1,999.87	33.34%
Grant Writer/Coordinator	0.00	31,000.00	-31,000.00	0.0%
Risk Management Insurance	0.00	21,258.00	-21,258.00	0.0%
LAFCO Fees	1,558.61	5,000.00	-3,441.39	31.17%
Legal Fees	15,598.44	20,000.00	-4,401.56	77.99%
Recruitment	26,590.00	38,900.00	-12,310.00	68.36%

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through June 2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	3,239.88	4,500.00	-1,260.12	72.0%
Wildland Vegetation Mgmt	6,500.00	7,600.00	-1,100.00	85.53%
Total OUTSIDE PROFESSIONAL SERVICES	4,246,645.83	4,356,731.00	-110,085.17	97.47%
COMMUNITY SERVICE ACTIVITIES				
Public Education	12,950.65	30,000.00	-17,049.35	43.17%
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	0.00	4,000.00	-4,000.00	0.0%
Open Houses	718.88	1,800.00	-1,081.12	39.94%
Community Shredder	7,252.56	5,000.00	2,252.56	145.05%
Firesafe Planting Grants	0.00	25,000.00	-25,000.00	0.0%
Community Sandbags	3,940.05	1,900.00	2,040.05	207.37%
Volunteer Appreciation	0.00	500.00	-500.00	0.0%
Community Center Contribution	0.00	500.00	-500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	24,862.14	72,200.00	-47,337.86	34.44%
DISTRICT ACTIVITIES				
Professional Development	595.00	10,000.00	-9,405.00	5.95%
Office				
Mtg Room Rentals	80.00			
Internet	2,869.65			
Office Equipment	1,189.03			
Office Expense	5,246.60	5,000.00	246.60	104.93%
Office Supplies	763.45	2,000.00	-1,236.55	38.17%
Telephone	8,841.11	8,695.00	146.11	101.68%
Office- Other	0.00	500.00	-500.00	0.0%
Total Office	18,989.84	16,195.00	2,794.84	117.26%
Election	5,579.18	5,580.00	-0.82	99.99%
Firefighter's Apparel & PPE	1,264.02	2,000.00	-735.98	63.2%
Firefighters' Expenses	28,581.68	30,000.00	-1,418.32	95.27%
Staff Appreciation	0.00	3,000.00	-3,000.00	0.0%
Memberships	9,505.00	9,505.00	0.00	100.0%
Building Maintenance				
Gardening service	140.00	4,000.00	-3,860.00	3.5%
Building alarm	-396.10	1,500.00	-1,896.10	-26.41%
Medical Waste Disposal	0.00	7,500.00	-7,500.00	0.0%
Janitorial Service	806.24	2,000.00	-1,193.76	40.31%
Miscellaneous Maint.	9,364.70	9,000.00	364.70	104.05%
Total Building Maintenance	9,914.84	24,000.00	-14,085.16	41.31%
Building Utilities/Service				
Refuse Collection	2,169.76			
Gas and Electric	8,978.47	13,000.00	-4,021.53	69.07%
Water/Sewer	2,902.98	4,000.00	-1,097.02	72.58%
Building Utilities/Service - Other	489.93			
Total Building Utilities/Service	14,541.14	17,000.00	-2,458.86	85.54%

Kensington Fire Protection District Profit & Loss Budget vs. Actual July 2022 through June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total DISTRICT ACTIVITIES	88,970.70	117,280.00	-28,309.30	75.86%
Contingency				
General	0.00	25,000.00	-25,000.00	0.0%
Total Contingency	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
Total Expense	<u>4,609,995.64</u>	<u>4,812,304.00</u>	<u>-202,308.36</u>	<u>95.8%</u>
Net Ordinary Income	937,838.60	254,998.00	682,840.60	367.78%
Other Income/Expense				
Other Income				
Discount on US TBills	61,625.00			
Discount on Fixed Security	143,060.07			
Total Other Income	<u>204,685.07</u>			
Net Other Income	<u>204,685.07</u>	<u>0.00</u>	<u>204,685.07</u>	<u>100.0%</u>
Net Income	<u><u>1,142,523.67</u></u>	<u><u>254,998.00</u></u>	<u><u>887,525.67</u></u>	<u><u>448.05%</u></u>

Kensington Fire Protection District

Trial Balance

As of June 30, 2023

07/13/23

Accrual Basis

	Jun 30, 23	
	Debit	Credit
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	206,028.84	
General Fund	5,853,432.44	
Special Tax Fund	200,415.72	
Capital Fund	1,167,924.20	
Accounts Receivable	4,805.80	
Advance on Taxes		744.60
Advance on Supplemental Taxes	67,983.45	
Prepaid Services - EC	0.07	
Prepaid Exp.	2,587.29	
Prepaid CERBT - Retiree Trust	420,105.48	
Investments:LAIF Balance	18,529.71	
Investments:Fed Home Loan Bk - 9/27/23	3,500,000.00	
Land	5,800.00	
Equipment	1,793,886.43	
Accumulated Depreciation-Equip		813,762.41
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,276,205.07
Current Capital Outlay:PSB Renovation Soft Costs	893,584.53	
Current Capital Outlay:PSB Renovation Hard Cost	925,484.10	
Current Capital Outlay:Temp Facility - Soft Costs	279,572.37	
Current Capital Outlay:Temp Facilities - Hard Costs	600,096.82	
Current Capital Outlay:Temp Facilities - Lot Rental	13,800.00	
Current Capital Outlay:Temp Facilities - Modular	32,205.36	
Current Capital Outlay:Temp Facilities - Admin Sublet	26,824.05	
Current Capital Outlay:Temp Facilities - Relocation	34,254.56	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	210.00	
Deferred Outflow of Res. - OPEB	6,527.00	
Due to Revolving Acct - Gen Fnd		489,582.92
Due to Other - Issued by CCC		57,323.02
Accounts Payable		1,605.34
PSB Renovation Loan		1,539,460.63
Wages & PR Taxes Payable		6,424.55
El Cerrito Reconciliation Liab.		233,481.39
Postretirement Health Ben Liab		0.14
Fund Equity - General		3,889,496.00
Fund Equity - Capital Projects		3,213,698.00
Fund Equity - Special Revenue		109,075.00
Fund Equity - Gen Fixed Asset		2,212,997.01
Fund Equity		3,459,564.13
Property Taxes		5,264,469.59
Special Taxes		200,436.70
Other Tax Income		24,422.92
Lease Agreement		3,050.25
Interest Income		37,203.58
CERBT Reimbursement		18,088.02
Miscellaneous Income		163.18
Staff:Wages	153,492.99	
Staff:Vacation Wages	5,271.36	
Staff:Medical/dental ins compensation	7,000.00	
Staff:Payroll Taxes	12,210.81	
Staff:Workers Compensation/Life Ins	1,760.33	
Staff:Payroll Processing	2,435.74	
RETIREE MEDICAL BENEFITS:PERS Medical	53,354.95	
RETIREE MEDICAL BENEFITS:Delta Dental	10,436.69	
RETIREE MEDICAL BENEFITS:Vision Care	3,554.10	
OUTSIDE PROFESSIONAL SERVICES:Operational Consultant	4,087.50	
OUTSIDE PROFESSIONAL SERVICES:Crime Insurance Policy	689.22	
OUTSIDE PROFESSIONAL SERVICES:Long Term Financial Planner	3,162.50	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	105,199.92	
OUTSIDE PROFESSIONAL SERVICES:Accounting	33,895.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	5,600.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	12,500.00	

Kensington Fire Protection District

Trial Balance

As of June 30, 2023

07/13/23

Accrual Basis

	Jun 30, 23	
	Debit	Credit
OUTSIDE PROFESSIONAL SERVICES:Bank Fee	25.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	56,254.22	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	3,843,483.11	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	123,165.11	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	4,097.19	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	1,000.13	
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	1,558.61	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	15,598.44	
OUTSIDE PROFESSIONAL SERVICES:Recruitment	26,590.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	3,239.88	
OUTSIDE PROFESSIONAL SERVICES:Wildland Vegetation Mgmt	6,500.00	
COMMUNITY SERVICE ACTIVITIES:Public Education	12,950.65	
COMMUNITY SERVICE ACTIVITIES:Open Houses	718.88	
COMMUNITY SERVICE ACTIVITIES:Community Shredder	7,252.56	
COMMUNITY SERVICE ACTIVITIES:Community Sandbags	3,940.05	
DISTRICT ACTIVITIES:Professional Development	595.00	
DISTRICT ACTIVITIES:Office:Mtg Room Rentals	80.00	
DISTRICT ACTIVITIES:Office:Internet	2,869.65	
DISTRICT ACTIVITIES:Office:Office Equipment	1,189.03	
DISTRICT ACTIVITIES:Office:Office Expense	5,246.60	
DISTRICT ACTIVITIES:Office:Office Supplies	763.45	
DISTRICT ACTIVITIES:Office:Telephone	8,841.11	
DISTRICT ACTIVITIES:Election	5,579.18	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,264.02	
DISTRICT ACTIVITIES:Firefighters' Expenses	28,581.68	
DISTRICT ACTIVITIES:Memberships	9,505.00	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	140.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm		396.10
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	806.24	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	9,364.70	
DISTRICT ACTIVITIES:Building Utilities/Service	489.93	
DISTRICT ACTIVITIES:Building Utilities/Service:Refuse Collection	2,169.76	
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	8,978.47	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	2,902.98	
Discount on US TBills		61,625.00
Discount on Fixed Security		143,060.07
TOTAL	23,056,335.62	23,056,335.62



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: July 14, 2023

TO: Mary Morris-Mayorga: General Manager

FROM: Eric Saylor: Fire Chief

RE: **Fire Chief's Report for the July 2023 Fire District Board Meeting**

Operations

Administration

- The El Cerrito/Kensington Fire Department (ECKFD) partnered with Lamorinda Community Emergency Response Team (CERT) for fall and winter training sessions, providing training for our community for a standard resident fee of \$40.

Operations

- ECKFD suppressed an apartment fire on the 400 block of Liberty Street. The fire started in the kitchen. The fast response of the fire department contained the active fire to the room of origin, saving roughly 2.2 million dollars.

Training

- ECKFD participated in helicopter rescue training with the California Highway Patrol Golden Gate Air Operations. The training included paramedics from ECKFD as instructors for new participating members from Marin County Fire and Daly City Fire.
- ECKFD worked with San Ramon Valley Fire, Rodeo Hercules Fire, Crockett Fire, and Contra Costa County Fire during a live burn exercise in the Bayo Vista area.
- Chief Saylor presented the empirical findings of a seven-year study on effective practices on active shooter events at the Emergency Medical Services Administrators Association of California (EMSAAC).
- ECKFD participated in truck operations with Contra Costa County Fire, Richmond Fire, and Rodeo-Hercules Fire. Truck operations include the tactics of throwing ladders, performing searches for victims in burning buildings, and cutting ventilation holes in roofs during an active fire.

Citizen Engagement

- ECKFD is actively seeking CERT members and surveying residents for preparedness and participation with an online survey at <https://tinyurl.com/4rx8dzt5>.
- Registration for CERT training offered at Lamorinda is provided online at <https://classes.lamorindacert.org>.
- ECKFD assisted with the Special Olympics torch run, carrying the "The Flame of Hope" down San Pablo Avenue for the summer games.
- ECKFD helped raise \$3,822 for Muscular Dystrophy Association at the annual Fill the Boot Campaign.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: JULY 19, 2023

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

- 7/12/2023 Kensington Democratic Club Presentation

2. District Communications/ Publications

- 6/20/2023 National Night Out Registration
- 6/28/2023 Nextdoor Fireworks Illegal

3. Initiatives/ Deliverables

- Assist community members with registration to CWS.
- Add resident emails to Red Flag Warning Email List
- Add volunteer to Volunteer email list
- Revise maps for doorhanger campaign
- Create a supplement to maps describing streets and boundaries.
- Create a signup list for the Doorhanger campaign, upload maps for visibility of distribution areas.
- Draft an email to prospective volunteers for door hanger signup.
- Development of National Night Out Education Materials
- Inform KPD of National Night Out Party Organizers to make contact with hosts.
- Coordinate with Mailstream to deliver magnet mailers to all residents.
- Develop a presentation for Kensington Democratic Club
- Participate in Genasys Protect test alert on multiple devices.
- Develop material distribution plan for door hanger volunteers.
- Provide support to residents hosting National Night Out parties re: logistics.
- Order additional educational material from CWS to distribute on National Night Out

4. Meetings

- 6/21/2023 KFPD Monthly Board Meeting
- 6/22/2023 Emergency Preparedness Committee Meeting
- 6/27/2023 KPD National Night Out Planning Meeting
- 6/27/2023 Genasys /Zonehaven
- 6/27/2023 Catherine de Negard re: Community Meeting
- 6/28/2023 Kensington Genasys Test Call
- 6/28/2023 Follow-up Test Call

July 19, 2023

Emergency Preparedness Coordinator's Report

- 7/3/2023 Door Hanger Committee Meeting
- 7/11/2023 Hills Emergency Forum
- 7/12/2023 NEP Block Party Purdue Planning Meeting

5. Training/Certification

- IS-29A Public Information Officer Awareness

BHI MANAGEMENT CONSULTING*"Organizational Efficiency for Public Agencies"***To: Board of Directors - Kensington Fire Protection District****From: Brent Ives, BHI Management Consulting****Subject: July 2023 Report on GM Recruiting Efforts****Date: July 10, 2023**

In January of 2023, a proposal was approved with BHI Management Consulting to begin recruiting a permanent District General Manager for the District. This report advises the Board of Directors on the status and next steps status of the recruitment effort.

- Continue to collect candidates from the various services and contacts made. We have 13 that remain on the list after having done some closer review of those who expressed interest. Of those 13, 4 stand out and I am reaching out to gather more information about them. The posting closes on August 4th, I am hoping that with the deadline approaching that others will also express interest, especially those to whom I reached out.
- Upon closure of the posting, I will ask to schedule a meeting of the Board special committee to review all of the candidates and begin narrowing the pool.
- Meanwhile, we continue marketing program with the job announcement being placed in several job seeking sites (CSDA and LinkedIn) along with the District website and Nextdoor Kensington. CSDA and LinkedIn provided the best responses and we extended them for the duration of the posting.
- I continue to make calls and emails to circulate the position within my professional network and targeted who I believe should consider the position.

In the meantime, should you have questions please free quite free to contact me or let me know of any individuals whom I should contact about the position, please advise.

Thank you,

Brent H Ives

July 10, 2023

Brent Ives, Principal
 BHI Management Consulting
 Call/Text to (209)740-6779



KENSINGTON FIRE PROTECTION DISTRICT

DATE: July 13, 2022
TO: Board of Directors Special Meeting
 Kensington Fire Protection District
RE: Public Safety Building Seismic Renovation – Construction Award
SUBMITTED BY: Bill Hansell, General Manager

Recommended Action

Having verified the bid materials submitted by the apparent low bidder for the Public Safety Building Seismic Renovation Project, staff recommends that the board award the project to *CWS Construction Group Inc*, and instruct the General Manager to work with district counsel to complete and execute the contract for construction services.

Background Info

Public bids for the **PSB Seismic Renovation Project** were received and opened on Friday, 07/01/2022, at 2:00PM. The bid summary and all materials submitted are attached to this report. In order from lowest to highest, the bids are as follows:

- 1. *CWS Construction Group Inc*..... **\$5,475,000**
- 2. *JUV Inc*..... \$5,957,770
- 3. *S&H Construction, Inc*..... \$5,968,600
- 4. *Southwest Construction & Property Management*..... \$6,544,000
- 5. *S W Allen Construction Inc*..... \$6,642,268

For reference, The low bid of **\$5,475,000** is **\$59,904** below the district's most recent Cost Estimate, dated 02/28/2022, of **\$5,534,904**. Now that bids have been received for both the **Temporary Fire Station** and the **PSB Seismic Renovation Project**, the following **Total Project Cost** has been updated to reflect the low-bids:

PSB Seismic Renovation Construction Cost.....	\$5,475,000
Temp Fire Station Construction Cost.....	\$740,000
PSB Seismic Renovation Design/Engineering.....	\$600,000
Temp Fire Station Design/Engineering Estimate.....	\$90,000
Relocation/FFE/Etc Estimate.....	\$300,000
Sub-Total.....	\$7,205,000
10% Project Contingency (if needed)	\$720,000
Total Project Cost.....	\$7,925,000

The revised **Total Project Cost** of **\$7,925,000** is \$1,575,000 *lower* than the **\$9,500,000** estimate used in NHA Advisor's March 2022 long-term financial analysis. It is also \$775,000 *lower* than the **\$8,700,000** estimate used in their June 2022 analysis. Accordingly, the principal loan estimate dropped from **\$4.6M** (Nov 2021) to **\$3.5M** (Apr 2022) and, finally, to **\$2.16M**. Although affected by rising interest rates since the Nov 2021 analysis, the reduced principal has lowered the total 25-year interest cost from **\$2.30M** to **\$1.36M**. Overall, the **Total Project Cost**

1st attachment

Temporary Costs		Hard Costs				Soft Costs							FF+E	Total
Unitarian Church		CWS Construction												
Temporary Facility	Temporary Facility Add On	CWS Bid	CWS Monthly Costs	Estimated CWS Add On	Soft Total	Sub Total	Marjang	Mack 5	Hansell	AM/ZFP	FF+E Cost	Grand Total		
Before 2023	\$721,774	\$214,343			\$668,119									
Jan 2023	\$32,210		\$245,767				\$24,899	\$17,890	\$2,646	\$5,675				
Feb 2023	\$28,854		\$171,531				\$13,722	\$17,890		\$9,136				
Mar 2023	\$63,171		\$85,322				\$36,275	\$17,890	\$5,401	\$8,031				
Apr 2023	\$5,157		\$116,435				\$18,415	\$23,265	\$8,138					
May 2023	\$8,579		\$92,086					\$23,580						
June 2023														
Year to Date Total	\$859,745	\$925,184	\$710,841	\$300,000	\$884,397		\$76,736	\$100,515	\$16,185	\$22,842				
Monthly Cost		[\$7,500]	N/A	N/A			[\$10,000]	[\$22,000]	[\$3,000]	[\$0]				
Add 14 Months							\$140,000	\$308,000	\$42,000	\$0				
Subtotal	\$965,000	\$5,475,000		\$600,000		\$706,278	\$216,736	\$408,515	\$58,185	\$22,842				
Close Temp Facility	\$100,000										\$200,000			
FF+E Facility											\$200,000			
Total Cost	\$1,065,000		\$6,075,000				\$1,590,675				\$200,000	\$8,930,675		

TEMPORARY COSTS - Costs for the temporary fire station at the Unitarian Church

HARD COSTS FOR PSB - Includes \$600,000 of possible cost overruns

SOFT COSTS - Assumes 14 months after June 2023 until completion

CLOSE TEMPORARY - Clean up and resurface church parking lot

FF+E - Purchase and install new FF+E

Comparison of 5-Year Budget Forecast Versus Increased Project Costs

Fiscal Year	<u>From Budget</u>		<u>Using Increased Project Costs</u>		
	PSB Capital Expend (000)	General Fund Unassigned (000)	PSB Capital Exp. (000)	Added Project Costs (000)	Adjusted Gen. Fund Unassigned (000)
21-22	515	4,721	515	--	4,721
22-23	2,662	5,264	2,394	--	5,264
23-24	4,712	2,655	5,622	642	2,013
24-25	--	2,580	400	400	1,538
25-26	--	2,332	--	--	1,290
26-27	--	1,869	--	--	827
27-28	--	1,179	--	--	137

The above table shows in red that the current 5-year budget indicates the Unrestricted Fund Balance (representing unrestricted available cash) declines each year because expenditures (primarily El Cerrito fire services) are exceeding revenues from property taxes. This budget forecast assumed that total PSB costs will be unchanged from those forecast in July 2022.

However, there have been a number of cost increases as shown in the previous table and these factors could drive up total project costs by \$1,042,000. This could reduce total unrestricted available cash to \$137, 000 by 2027-28, as shown above in green..

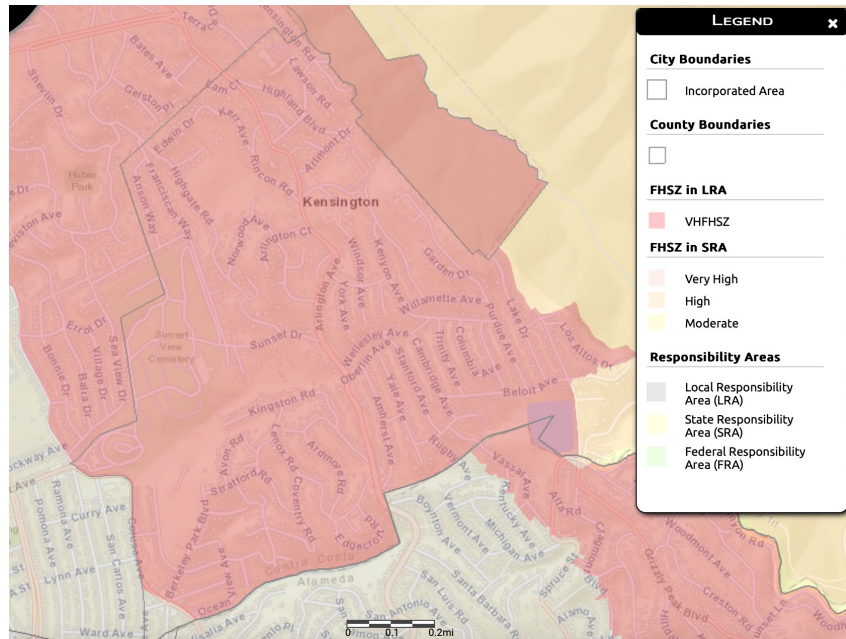
It is also critically important to consider that the above estimates are based on available funds as of June 30 of each fiscal year and that there is a 6 month time lag until revenues are received from CC County in December, further increasing the need for available cash.

**Kensington
Emergency Preparedness
Committee's
RECOMMENDATION
TO KFPD BOARD
Early Warning Systems**

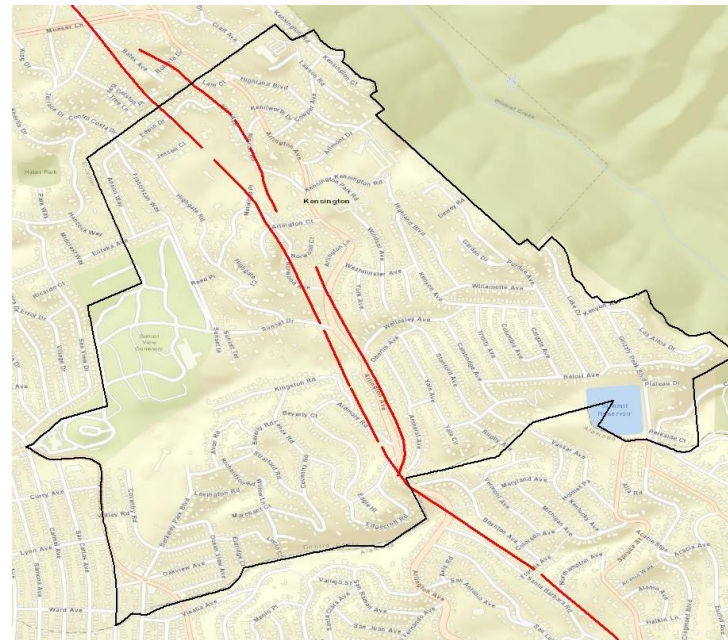
Need for Early Warning Communication

- Multiple Forms of Communication Important to Warning Residents
- Kensington unique; subject to multiple hazards

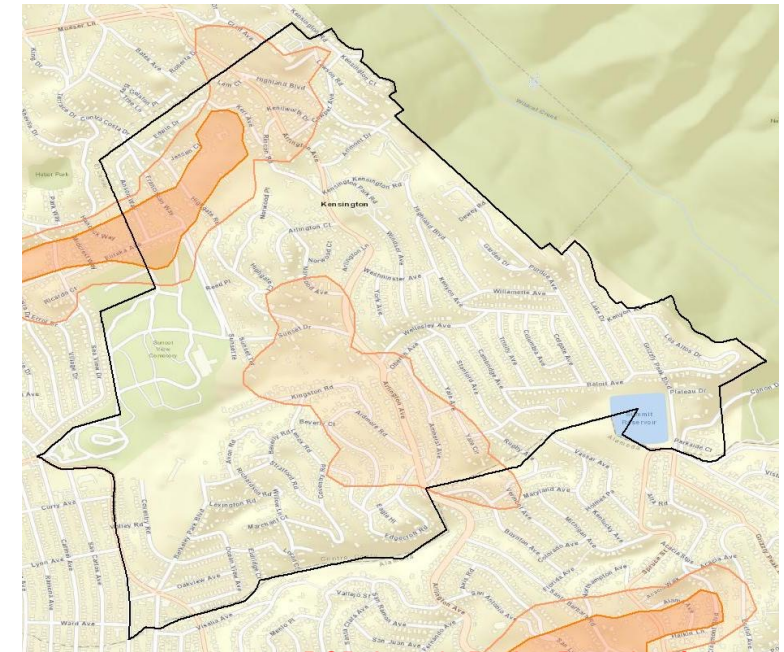
WILDFIRE



EARTHQUAKE FAULTS

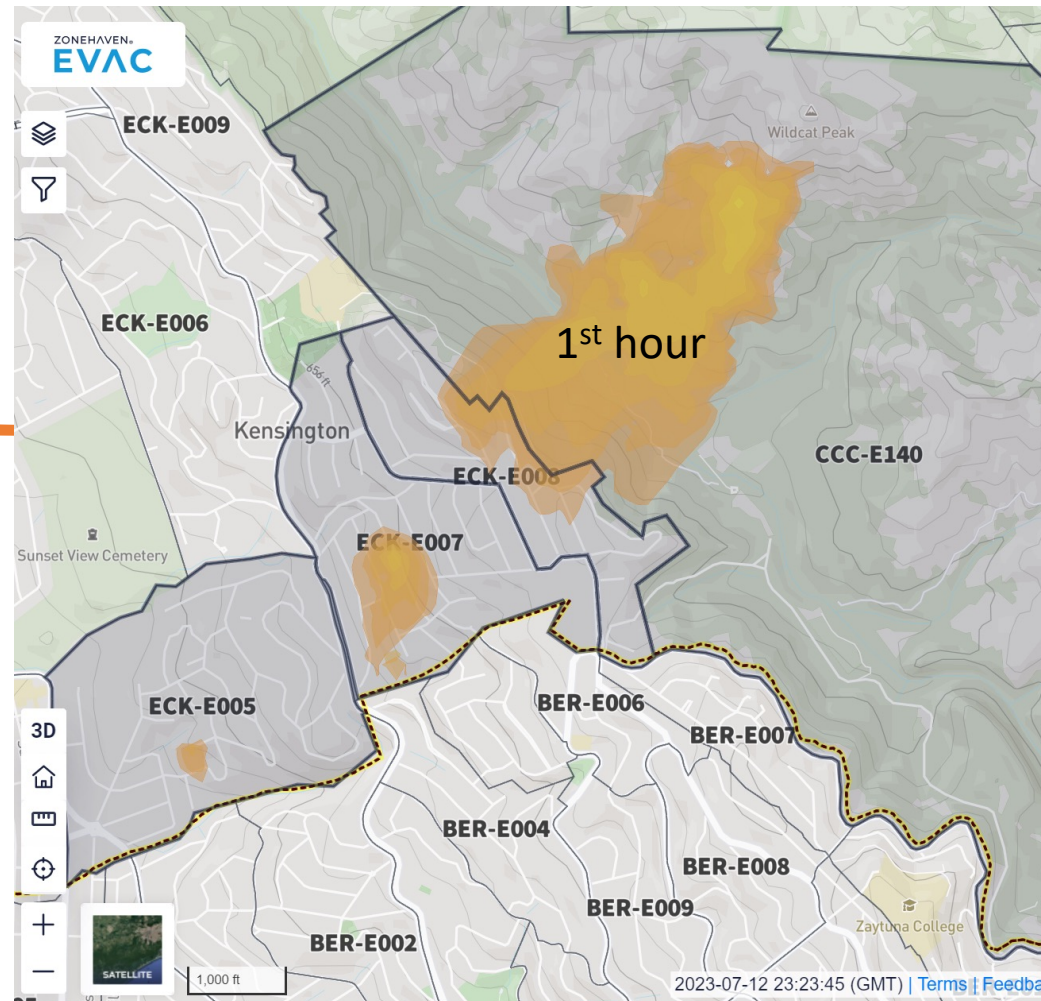


LANDSLIDES



How fast does Kensington need to be alerted?

Worst case fire simulation modeled in Genasys's Zonehaven software during a Diablo Wind event with ignition starting at the base of Wildcat Peak.



ECK Wildcat Canyon PDS RFW 24hr

Orinda, Contra Costa County
2022-10-26 20:08:46 (GMT)
ELMFIRE

Show simulation conditions

Impacted zones

Summary

POPULATION	2,950
VEHICLES	2,612
AREA	191.1 acres
STRUCTURES	1,741
ZONES	4

View by hour

All TOTAL FIRE AREA 191.1 acres

1 .11 acres

Create New

This is a model to provide the first on-scene Incident Commander a better tool to assess where the fire will be at different time intervals. (Thanks to Joe Grupalo, Genasys)



Sources of Early Warning Communication

- ✓ County Community Warning System (CWS)
 - voice call (cell & landline), text, email notifications

- ✓ Nixle
 - text and email notifications

- ☐ Long Range Acoustic Devices (LRAD)

What Are LRADs as Opposed to Sirens?



Sirens emit tones only; generally understood to mean shelter in place in Contra Costa County



LRADs are communication systems that provide tone and voice messages specific to the hazard via powerful speakers



LRADs can be part of an integrated emergency warning system

Examples of LRAD Systems



Examples of LRAD Systems





Role of LRADs in Integrated Warning Systems

- ❖ Efficiently deliver critical localized safety information during and after an emergency event such as:
 - Wildfire: offering evacuation alerts
 - Earthquake: post-event safety information such as road closures
 - Local Hazardous conditions
- ❖ Redundancy
 - LRADs provide critical safety information to the public if other warning systems fail, e.g., due to lost cell coverage, power outages



Communities with LRADs

- ❖ Berkeley (similar hazards to us)
- ❖ Paradise (after failure of their CWS)
- ❖ Mill Valley/Marin County
- ❖ Newport Beach
- ❖ Laguna Beach
 - LRAD system used during Emerald Fire in February 2022
 - Used in conjunction with Orange County alert system (CWS) and NIXLE alert system
 - Positive experience; adjusting system to make communication more efficient



Examples of Costs

❖ City of Paradise

- 21 Devices
- Planning Report:
 - \$40,000
 - Produced by Genasys
- Installation:
 - Average \$138,000 per device
 - Includes permits, fees, annual maintenance and 3-year service agreement
 - Installation contractor: HQE Systems

❖ City of Berkeley

- 15 Devices
- Planning and Installation:
 - Average \$132,000 per device
 - Includes permits, fees, etc. and 3-year service agreement
 - Used Laguna Beach contract to sole source project to Genasys



Estimating Cost for Kensington

Request for Proposal (RFP) is required

- ❖ Scoping
 - How many LRADs needed to cover Kensington
 - Where are the best locations for LRAD placement
- ❖ Specifications
 - Additions to base system, e.g., battery back-up, solar panels, software
- ❖ Service & Maintenance
 - Agreement with Contractor as per Paradise/Berkeley



Funding Sources

- ❖ FEMA Grants: cover 75% of project cost

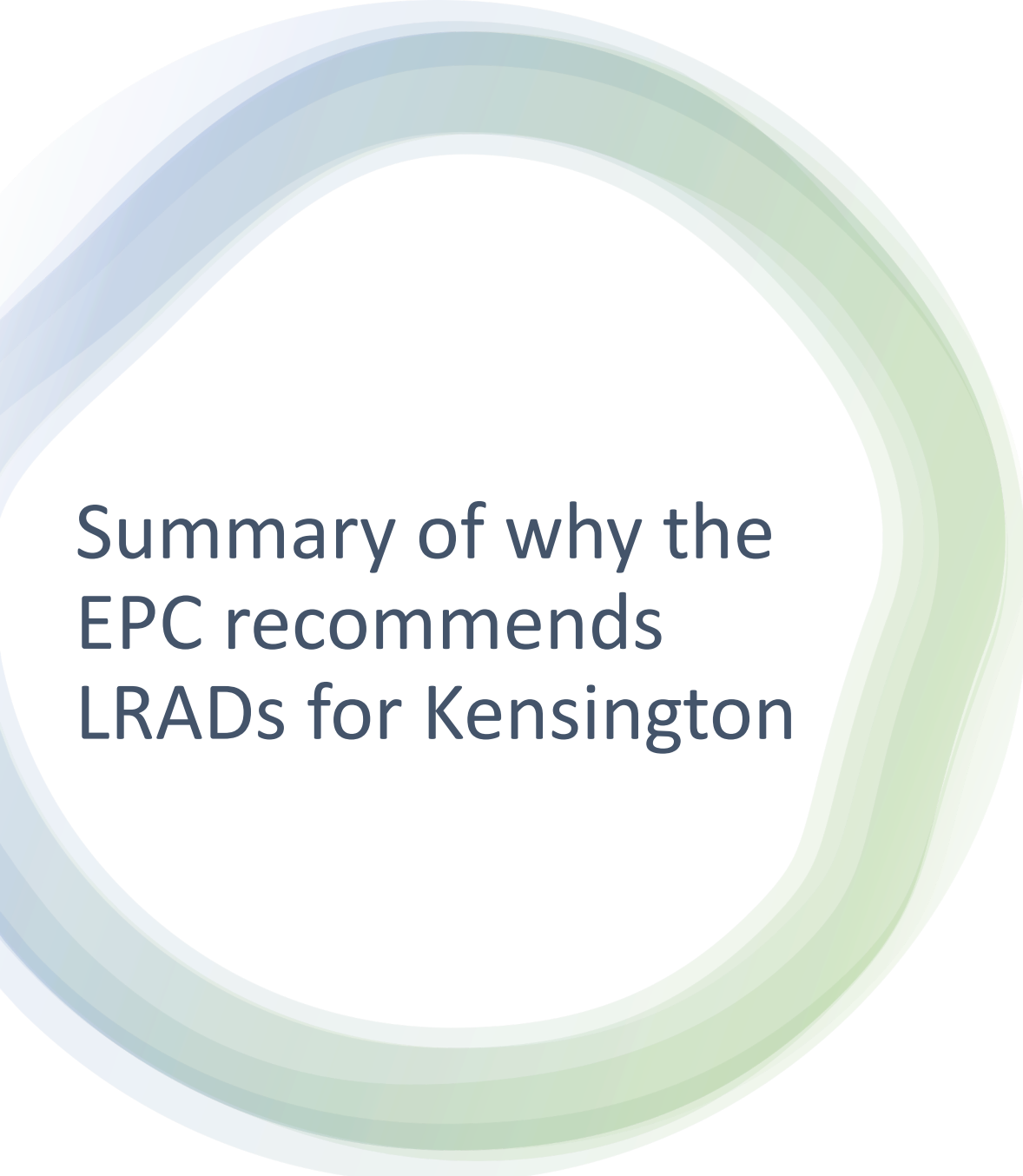
FEMA grant applications must go through the state as local entities such as special districts are sub-applicants. ***Need an updated Local Hazard Mitigation Plan to qualify for these grants**

Types of FEMA grant programs

- Hazard Mitigation Grant
- Pre-Disaster Mitigation Grant Program
- Building Resilient Infrastructure and Communities Grant Program

- ❖ Identify remaining 25% funding

- Cal FIRE grant
- Contra Costa Measure X
- District General Fund allocation



Summary of why the EPC recommends LRADs for Kensington

Kensington faces multiple high-risk hazards!

LRADs

- Complement & expand existing warning systems
- Will function when other systems are down; redundancy
- More flexible in conveying Kensington-specific information
- Reaches more residents than other systems



EPC Recommendations for procurement

- EPC continue to explore process for obtaining LRADs
 - Develop elements of an RFP
 - EPC to research using Paradise example as template; EPC to recommend who should write RFP
 - Identify process for updating Local Hazard Mitigation Plan
 - Previous LHMP developed by ECFD; possible similar process
 - Understand the Cal OES/FEMA subapplication process and grant funding options
 - EPC to research; identify best option(s) and who to write subapplication
- Resident Outreach & Feedback
- Coordinate with County CWS
- Report Back to Board on Timelines and Recommended Action



KENSINGTON FIRE PROTECTION DISTRICT

DATE: July 19, 2023
TO: Board of Directors
RE: Public Safety Building Project Update
SUBMITTED BY: Mary Morris-Mayorga, Interim General Manager

Recommended Action

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

Background Info

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). In progress and/or planned construction/submittals for the coming weeks includes AV/security system review, installation of structural steel members, wood framing, demolition of slab and plumbing repair, excavation for footings at the App Bay, and drilling of the remaining piers.

As discussed with the Finance Committee on June 6th, we are in the process of updating the project budget for a variety of cost increases and will be reviewing with the committee in the coming months. Please note that the project budget contained here is the currently approved one and does not take into account the cost increases referenced earlier. In addition, the "PSB Renovation" expenses in the table below did not reflect the historical amount, so has been updated to capture that in this month's report. An update on the project expenses and comparison with total estimated project cost are included below:

- 1. The following are Kensington PSB Project expenses from 2016 through 2023 (YTD).

Table with 2 columns: Expense Category and Amount. Rows include: 2016 to 2020: PSB Design Feasibility Study Expenses (\$ 289,380); 2020 to 2023: PSB Renovation - Soft Cost (Design/Eng/Permits) 1,698,967; PSB Renovation - Hard Cost (General Contractor) 1,481,851; PSB Renovation - Sub-Total 3,180,818; Temp Facilities - Soft Cost (Design/Eng/Permits) 319,983; Temp Facilities - Hard Cost (General Contractor) 1,118,999; Temp Facilities - Parking Lot Rental 17,050; Temp Facilities - Modular Rental 41,893; Temp Facilities - Admin Sublet from KPPCSD 31,701; Temp Facilities - Relocation Expenses (Paid) 41,197; Temp Facilities - Sub-Total 1,570,823; PSB Renovation + Temp Facilities Sub-Total 4,751,641; 2016 to 2023: Total Expenses To Date (Feasibility/Design/Const) \$ 5,041,021

- 2. The prior and current PSB Project estimates are listed below on the following page. Note that the Total Project Cost (\$7,925,000) is used in the NHA Financial Advisors spreadsheet charts.

Board of Directors Regular Meeting
Public Safety Building Project Update

<u>Date of Estimate:</u>	<u>7/13/2022</u>	<u>6/30/2023</u>	<u>Notes:</u>
PSB Renovation Construction Cost:	\$ 5,475,000	\$ 5,809,110	Includes change orders
Temp Fire Station Construction Cost:	740,000	595,453	Complete
PSB Renovation Design/Engineer:	600,000	1,172,638	Includes Mack5 CM cost
Temp Fire Station Design/Engineering:	90,000	66,813	Complete (Mack5 Dec-May PSB CM moved to above
Relocation/FFE/Etc Estimate:	300,000	182,360	Incl ongoing storage/lot/sublet rentals
Sub-Total:	\$ 7,205,000	\$ 7,826,374	
<u>Project Contingency Allowance:</u>	<u>720,000</u>	<u>98,626</u>	Use For Future COs
Total Project Cost:	\$ 7,925,000	\$ 7,925,000	Financial planning amount

Note: the above represents the project budget as currently approved; however, will be updated following review by the Finance Committee and approval by the Board of Directors.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 21, 2023
TO: Board of Directors
RE: Public Safety Building Project Update
SUBMITTED BY: Mary Morris-Mayorga, Interim General Manager

Recommended Action

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

Background Info

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). In progress and/or planned construction for the coming weeks includes: foundation, storm drainage, sewer later, and wall framing.

As discussed with the Finance Committee on June 6th, we are in the process of updating the project budget and will be reviewing with the committee in the coming months. An update on the project expenses and comparison with total estimated project cost is included below:

- The following are Kensington PSB Project expenses from 2016 through 2023 (YTD).

2016 to 2020:	PSB Design Feasibility Study Expenses	\$ 289,380
2020 to 2023:	PSB Renovation – Soft Cost (Design/Eng/Permits)	\$ 844,861
	PSB Renovation – Hard Cost (General Contractor)	925,484
	PSB Renovation – Sub-Total	\$ 1,770,345
	Temp Facilities – Soft Cost (Design/Eng/Permits)	\$ 283,965
	Temp Facilities – Hard Cost (General Contractor)	595,453
	Temp Facilities – Parking Lot Rental	12,500
	Temp Facilities – Modular Rental	28,452
	Temp Facilities – Admin Sublet from KPPCSD	21,947
	Temp Facilities – Relocation Expenses (Paid)	34,255
	Temp Facilities – Sub-Total	\$ 976,572
	PSB Renovation + Temp Facilities Sub-Total	\$ 2,746,917
2016 to 2023:	Total Expenses To Date (Feasibility/Design/Const)	\$ 3,036,297

- The prior and current PSB Project estimates are listed below. Note that the **Total Project Cost** (\$7,925,000) is used in the NHA Financial Advisors spreadsheet charts.

<u>Date of Estimate:</u>	<u>7/13/2022</u>	<u>5/31/2023</u>	<u>Notes:</u>
PSB Renovation Construction Cost:	\$ 5,475,000	\$ 5,746,231	Includes Change Orders
Temp Fire Station Construction Cost:	740,000	595,453	Complete
PSB Renovation Design/Engineer:	600,000	1,129,239	Includes Mack5 cost
Temp Fire Station Design/Engineering:	90,000	192,112	Complete
Relocation/FFE/Etc Estimate:	300,000	34,255	Complete
Sub-Total:	\$ 7,205,000	\$ 7,697,289	
<u>Project Contingency Allowance:</u>	720,000	227,711	Use For Future COs
Total Project Cost:	\$ 7,925,000	\$ 7,925,000	Financial Planning Amt.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: July 19, 2023
TO: Board of Directors
RE: General Manager's Report
SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Highlights of the regular business and other special projects for the district by management which are not covered in other agenda items are noted below:

1. **FY 2023-2024 Special Tax on Property Tax Roll** – We have requested and now received the documents required for placement of this on the tax roll. The required forms will be submitted to the County this week well in advance of the August 10th deadline.
2. **FY 2023-2024 Budget** – This has been finalized with the change requested by the Board and posted to the website along with distributed as required and/or requested. The final budget adoption will be in September with any revisions that are identified.
3. **Fire Hazard Abatement Hearing (June 2023)** – Traviss Crumpacker, Fire Prevention Officer, notified me that the properties identified at the hearing last month have been cleared; therefore, we will not have an agenda item for this in September.
4. **Continuing Disclosure Annual Report for Debt Financing** – We have completed the continuing disclosure requirements in accordance with debt covenants (i.e. submitting audit and budget reports).
5. **FY 2022-2023 Audit** – We are in the process of developing an RFP to select the auditor for FY 2022-23, preferably with a multi-year option.
6. **Governance Transition** – Staff has identified onboarding/refresher training for all Directors which is in the planning stages for the September or other meeting as time permits. This will be incorporated into a New Board Member packet for future use as well.
7. **District Policy Updates** – A variety of formatting and content updates are in progress. These will be reviewed at the committee level as appropriate and brought to the Board at a future meeting.
8. **Board/Committee Meeting Videos** – (*continuing*) While these are currently stored on the District's website and allow public access, there is an alternative method of storing these on a YouTube channel which can improve access. Staff is in the process of implementing this change.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: June 21, 2023 (*original BOD Meeting date*)
TO: Board of Directors
RE: General Manager's Report
SUBMITTED BY: Mary A. Morris-Mayorga, Interim General Manager

Highlights of the regular business and other special projects for the district by management which are not covered in other agenda items are noted below:

- 1. Governance Transition** – Staff has identified onboarding/refresher training for all Directors which is in the planning stages for the July or other meeting as time permits. This will be incorporated into a New Board Member packet for future use as well.
- 2. FY2022-2023 Audit** – The FY 2021-22 Audit was the final under contract with MUN CPAs so staff is in the process of identifying a plan for the next audit. MUN CPAs has notified the District that staffing/calendar availability may be a challenge with potential increased fees for future audits. We will provide an update in the coming months.
- 3. Maze & Associates Firm and Staffing Change** – Maze & Associates is splitting operations into two firms with Krisch & Company taking over the District's accounting activities. The current accountant will remain with Krisch & Company serving the District, so staff will be evaluating any future recommended change in the coming months.
- 4. District Policy Updates** – It was discussed at the Finance Committee that District Policies are contained in a combined manual: Policy Handbook, Employee Handbook and Operations Manual. Some policies within this document are operational in nature; therefore, should be considered to be fluid allowing internal change to occur at the discretion of the General Manager. As part of the Temporary Policy Committee, staff will be working on a recommended plan to separate.
- 5. Board/Committee Meeting Videos** – (*continuing*) While these are currently stored on the District's website and allow public access, there is an alternative method of storing these on a YouTube channel which can improve access. Staff is in the process of implementing this change.



**Report on Agenda Item 9a at KFPD Regular Meeting
Report on the May 25, 2023 Emergency Preparedness Committee Meeting
Larry Nagel
June 21, 2023**

The last meeting of the Emergency Preparedness Committee was held on May 25, 2023. There were six members present in addition to Interim General Manager Mary Morris-Mayorga, Emergency Preparedness Coordinator Johnny Valenzuela, and EC/K FD Fire Prevention Officer Traviss Crumpacker.

The first agenda item was Fire Prevention Officer Traviss Crumpacker. Traviss first reported on CERT. The CERT held a sale of water barrels and fire extinguishers and it was very successful. The Kensington/El Cerrito CERT program will be modeled after the Lamorinda CERT program where citizen volunteers handle most of the organization work, leaving fire staff to deal with instruction. Chris Hilliard is organizing the CERT program for EC/K FD.

Traviss then reported on Fire Prevention. He has driven every street in Kensington and the high-hazard areas in El Cerrito. The citations have been mailed out and there are no more than a few dozen violations. Traviss noted that most departments have a third of the department working on fire prevention, and yet EC/K FD has only one sworn officer.

The second agenda item was a discussion on how to move forward on procurement of and Emergency Warning System (LRAD). The EPC needs to give a presentation to the KFPD Board along with a recommendation of a plan of how to proceed in the future. Co-chair Larry asked if we can be ready with a presentation by the June or July KFPD Board meeting. After lengthy discussion, the consensus was that the subcommittee can have a rough draft of the presentation by the next EPC meeting in preparation for a KFPD Board presentation at the July KFPD Board meeting.

The third agenda item was a report by the subcommittees including the tasks for the subcommittee and progress made on accomplishing these tasks.

- **Volunteer Recruitment Subcommittee** (Katie Gluck, Peter Liddell, Danielle Madugo, Paul Moss, Johnny Valenzuela)

Johnny Valenzuela reported that he sent a report to the subcommittee and then had a meeting with Chief Saylor to discuss the CERT recruitment effort. Johnny has created a press release for Chief Saylor to use for CERT recruitment. This will allow developing a plan for reorganizing CERT to align CERT areas with

Zonehaven zones.

- **Door Hangers Subcommittee** (Paul Moss, David Spath, Johnny Valenzuela)

Johnny Valenzuela reported that door hangers are in process and distribution should begin as early as June 15. Lisa Caronna asked if we could recruit some help from the various other K groups.

- **Subcommittee to Identify Community Wildfire Preparedness and Prevention Projects, particularly those that would be eligible for grant funding, possibly from Cal Fire.** (Peter Guerrero, David Spath, Johnny Valenzuela)

Johnny Valenzuela reported that he is working hard on establishing Firewise communities. The first Firewise Community was established by Alan Siegal up on Kensington Court and they held a very successful launch party on June 4.

The ext item was the Emergency Preparedness Coordinator's Report by Johnny Valenzuela. The material is basically the same as in Johnny's Emergency Preparedness Coordinator's report given at this meeting.

The last item was reports from Committee Members.

- Lisa Caronna reported on the need for vegetation management along evacuation routes. Lisa wrote to Fire Marshall Chase Beckman. Chief Beckman asked Lisa if anyone was interested in contacting residents to encourage residents to do fuel reduction work along evacuation routes. Danielle Madugo noted that the County will assist in enforcement of fuel reduction.

The next meeting of the EPC will be June 22, 2023.

Respectively submitted,



Laurence W. Nagel
Co-chair
Emergency Preparedness Committee
Kensington Fire Protection District



KENSINGTON FIRE PROTECTION DISTRICT

June 21, 2023

Consolidation Committee Liaison Report by Daniel Levine (adjourned to next meeting of July 19, 2023):

At their last (June 8) regular meeting, the KPPCSD voted to begin drafting an RFP for a third-party, independent firm to conduct the necessary financial analyses to determine if consolidation or reorganization would provide cost and/or service benefits to the Kensington special districts. In order to make such comparisons, an analysis of the two districts independently must be compared with a hypothetical combined district.

Preliminary inquiries were made by the KPPCSD Interim GM David Aranda and a price range of approximately \$15,000-\$50,000 was offered by various firms (from a list of firms who have done previous work with Contra Costa LAFCO and would be candidates for submitting bids to the RFP). The KPPCSD has set aside \$50,000 in their budget to pay for the analysis.

The KPPCSD again invited the KFPD to join them in partnership. Specifically, they would like our GM and/or board to weigh in on the RFP before it is submitted. They have explicitly stated that they are not asking for the KFPD to contribute financially for the analysis.

I have also been informed by President Aquino-Fike that Director Dave Spath is now the point person on the KPPCSD working on consolidation/reorganization, as Director Gough is focused on other KPPCSD responsibilities.

Consolidation or Reorganization Analysis Temporary Committee Report:

July 19, 2023

Consolidation or Reorganization Analysis Temporary Committee Report - Daniel Levine/Larry Nagel:

Directors Nagel and Levine met with Director Dave Spath of the KPPCSD. After some discussion, there was unanimous agreement that we collaborate to draft a joint RFP to bring back to both boards for consideration for our August regular meeting (or, if that meeting is cancelled, Sept regular meeting).

At their July 13th Regular Meeting, the KPPCSD also restructured their committee to include Director Sylvia Hacaj.