



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

Wednesday, June 09, 2021 7:00pm  
Via Zoom Teleconference

Due to COVID-19, and in accordance with California Executive Orders N-29-20, the District Board meeting will not be physically open to the public and all Board Members will be teleconferencing into the meeting. To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting by attending the Zoom webinar (on the day and time of the meeting) and may provide public comment by sending comments to the Board President and Board Clerk via email at [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org). Comments will then be read into the record, with a maximum allowance of 5 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 either via internet or telephone shall indicate their desire to speak. 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).

Any member of the public who needs special accommodations should email [public.comment@kensingtonfire.org](mailto: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).

For public comment items, each member of the public will be allotted the same maximum number of minutes to speak as set by the President before or during its consideration, 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)).

**Internet Address:**

<https://us06web.zoom.us/j/81891268232?pwd=MWVVTWUwbXI5UVdURUNPMWRtamt4QT09>

**Telephone Access:**

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

**Webinar ID:** 818 9126 8232

**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 Nagel, Vice President Padian, Directors Dommer, Kosel, and Stein

**2. (7:01pm) PUBLIC COMMENT**

This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda.

**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 on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and 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 regular Board of Director's meeting of 05/12/2021 (Approve)

b. **Acceptance of Incident Activity Report** May 2021 (Accept)

c. **Approval of Monthly Transmittal** 06/09/2021 (Approve)

d. **Approval of Monthly Financial Reports** 05/31/2021 (Approve)

e. **Approval of Letter to Contra Costa County Board of Supervisors re: Contra Costa Special Districts Request County Support for COVID-19 Relief** 05/26/2021 (Approve)

f. **Approval of Resolution 21-01** Establishing the Appropriations Limit of the Kensington Fire Protection District for FY2021-2022 (Approve)

g. **Approval of Resolution 21-02** Authorizing Contra Costa County to Place the Special Tax on the Tax Roll for Fiscal Year 2021-2022 and to Collect the Special Tax on Behalf of the Kensington Fire Protection District (Approve)

**4. (7:15pm) NEW BUSINESS**

a. **Presentation and Discussion by District Counsel of Legal and Practical Issues Associated with Board Member Participation in Social Media**

Action = Discuss and Direct Staff as needed.

b. **Fire Services Contract Fee Proposal for FY2021-2022** (Supporting Material)

Action = Discuss and Direct Staff as needed.

c. **Approval of Resolution 21-03 Preliminary FY2021-2022 Budget** (Supporting Material)

Action = Discuss, Approve, and Direct Staff as needed.

- d. **Public Safety Building Renovation Progress Update** (Verbal Update)  
Review work on the Public Safety Building Renovation since the last Board meeting.  
Action = Discuss and Direct Staff as needed.
  - e. **Lease Negotiations and Options** (Verbal Update)  
Update on temporary facilities planning and lease discussions.  
Action = Discuss and Direct Staff as needed.
  - f. **Discussion of Public Information Concerning the Renovation of the PSB and the Future Accommodation of Police and Fire Departments**  
Action = Discuss and Direct Staff as needed.
5. **(9:15pm) FIRE CHIEF'S REPORT** (Supporting Material)  
Action = Presentation/Discussion
6. **(9:20pm) GENERAL MANAGER'S REPORT** (Verbal Update)  
Action = Presentation/Discussion
7. **(9:30pm) EMERGENCY PREPAREDNESS COMMITTEE REPORT (Padian/Nagel)**  
(Supporting Material)
- a. **Emergency Preparedness Committee Meeting Minutes of April 22, 2021**  
Action = Discuss (Minutes previously approved by EPC and included here for reference)
  - b. **Emergency Preparedness Committee Meeting of May 27, 2021**  
Action = Report by EPC Chair & Discussion
8. **(9:40pm) FINANCE COMMITTEE REPORT (Kosel/Nagel)** (Supporting Material)
- a. **Finance Committee Meeting Minutes of May 21, 2021**  
Action = Kosel/Nagel to Approve
  - b. **Next Finance Committee Meeting Date** = To Be Determined.
9. **(9:50pm) OUTSIDE AGENCIES REPORTS**
- a. **Contra Costa Special Districts Association** (Nagel)  
Action = CSDA Board of Directors Election Ballot – Vote for Candidate
  - b. **State Professional Development and Membership Services Committees** (Kosel)
10. **(10:00pm) ADJOURNMENT**  
The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on July 14, 2021 at 7:00pm via Zoom Teleconference. The deadline for agenda items to be included in the Board packet is Wednesday, June 30, 2021 by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, July 7, 2021 by 1:00pm.



## KENSINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS REGULAR MEETING MINUTES

**DATE/TIME:** May 12, 2021 / 7:00pm

**LOCATION:** Via Zoom

**PRESENT:** Directors: President Larry Nagel, Vice-President Kevin Padian, Director Don Dommer, Director Janice Kosel, Director Julie Stein  
Staff: GM Bill Hansell, Chief Michael Pigoni,

### 1. CALL TO ORDER/ROLL CALL:

President Nagel called the meeting to order at 7:03 p.m. GM Hansell called roll.

### 2. PUBLIC COMMENT:

Public comment was made by Catherine de Neergaard, Mabry Benson, & Linnea Due  
President Nagel stated there was nothing to report out from closed session.

### 3. ADOPTION OF CONSENT ITEMS:

<b>MOTION:</b> M/s Padian/Kosel: Approve Consent Items 3b,c & d	
<b>VOTE:</b> Ayes: Dommer, Kosel, Stein, Padian, Nagel - <b>Noes:</b> None	
Motion passed unanimously.	<b>Video Time Stamped: 11.34</b>

Director Stein pulled item 3a for discussion.

### 3a. APPROVAL OF MINUTES OF THE REGULAR BOARD OF DIRECTOR'S MEETING OF 4/14/21:

<b>MOTION:</b> M/s Kosel/ : Approve Consent Item 3a w/supplemental information	
<b>VOTE:</b> Ayes: Dommer, Kosel, Stein, Padian, Nagel - <b>Noes:</b> None	
Motion passed unanimously.	<b>Video Time Stamped: 17.30</b>

Director Stein expressed concern about the audit report. She would like the minutes to include more details to reflect the auditor's conclusions, noting that it was a clean audit report and that the management issues were relatively minor and did not influence his opinion. In addition, she would like to address the 31 public comments submitted online and read by the Board Clerk. For the sake of parallelism and accuracy, at least eight names should be listed. She would also like to include people's last names who made a public comment at the meeting.

**NEW BUSINESS**

**4a. PUBLIC SAFETY BUILDING RENOVATION PROGRESS UPDATE:**

<b>MOTION:</b> M/s Kosel/Padian: Motion to Accept the report.
<b>VOTE:</b> Ayes: Dommer, Kosel, Stein, Padian, Nagel - <b>Noes:</b> None
Motion passed unanimously. <span style="float: right;"><b>Video Time Stamped: 32.00</b></span>

GM Hansell reviewed his report and explained that RFP's had been sent out for architectural and engineering services, and a recommendation would be made to the Board by June. The RFP's for as-built services were also sent out because the prior conceptual backgrounds were not measured. Additionally, he reviewed the fact sheet of questions and answers requested by both the Board and the public, seeking more information about the status of the building. He explained that the factsheet was available on the website and categorized into three sections. The first category included: questions, design, and code requirements; Second, the impact of code and space needs on the building occupancy; and third, current options and potential solutions. Reference links were added at the bottom of the page to each relevant prior report or document. Hansell reported out on the extensive conversation he had with Jason Lee from IDA Structural Engineers regarding their report about the performance level of the seismic evaluation of the Public Safety Building.

**4b. LEASE NEGOTIATIONS AND OPTIONS:**

<b>MOTION:</b> M/s Padian/Dommer: Motion to Accept the report.
<b>VOTE:</b> Ayes: Dommer, Kosel, Padian, Nagel – <b>ABSTAIN:</b> Stein
Motion passed 4-1 <span style="float: right;"><b>Video Time Stamped: 55.56</b></span>

GM Hansell stated there was not much to report as Marti Brown, KPPCSD General Manager, had not been appointed lead negotiator yet. He shared his correspondence with KPPCSD President Hacaj, stating he anticipated conversations regarding rental options for the police department, potentially with KFPD's support, for leasing or sub-leasing either short or long-term agreements to address the space needs for both the police and fire departments in order to benefit the whole community. He wanted to highlight the sincere invitation to work together on the overall occupancy problem.

Director Dommer said he noticed that the District had not hired a consultant to look at the projections and how the money would be spent and thinks this would be an essential thing to have. GM Hansell stated the Finance Committee would be meeting this Friday with El Cerrito regarding the contract amount, then have a preliminary budget in June. Once those were set, the next step would be to get proposals from financial analysts to come up with projections for the Public Safety Building.

**4c. COMMUNITY WARNING SYSTEM TEST:**

Chief Pigoni reported out on the community warning system test. He explained that they worked with the County Office of Emergency Services and started advertising the plan on April 14. It was posted through a variety of ways, such as NextDoor, the KFPD website, El Cerrito, and Constant Contact. After the word got out, several residents signed up for CWC phones and notifications. On May 2 at 8 a.m. CWS sent out test evacuation notices, which were done in three phases. The test warnings were sent out to cell phones as robotic calls, text messages for anyone registered, and reverse 911 for landlines. The phone calls had an 85% success rate, reverse 911 calls a 76% success rate, and the text messages had a 98% success rate.

**5. FIRE CHIEF'S REPORT:**

Chief Pigoni reviewed the incident reports and calls that came in for the month. He stated a major decrease in calls over the last few months, most of which were a decrease in medical and public assistance. He reported out on the vegetation management plan. Inspections began last month, and they sent out sixty letters to residents so far and will come back to the Board in June or July to do the declaration of the people that have not complied. They sent four of their newest firefighters to Texas A&M for a week of fire training school at no cost to the District. Businesses safety inspections have begun again, and he concluded that everyone should register for the community warning system.

**6. GENERAL MANAGER'S REPORT:**

GM Hansell reported that, in March, he had revised the accounting and bookkeeping process and had spoken with the auditor to ensure the process was in place for a smooth audit the next time around. He was also able to get on the County's Electronic Deposit Program, which allows checks to be deposited straight into the county fund. He stated the RFPs for both the EP Coordinator and the Grant Writer were issued on April 22, 2021, with a due date of May 20, 2021. He updated the website by adding a Vegetation Management page, a Property Inspections notice, additional PSB documents, and a new RFP page. In addition to LAIF and the Annual Government Compensation Report, he talked about Sasha's work to update the Policy handbook and Operations manual, which will be placed for final review before the Board in the next few months.

**7. COMMITTEE & OUTSIDE AGENCY REPORTS:**

- a. Emergency Preparedness Committee:** VP Padian talked about how the Committee could help develop the new EP coordinator's priorities. They are still working on the refrigerator magnets and emergency radios project, provided information for the next edition of The Fireplug and updated the Committee's concern regarding the brush and clean-up around Tilden Park and the cameras that were placed in Vollmer Peak. President Nagel stated he was working with Curtis Cooper on updating a report submitted to the East Bay Regional Parks last year and presenting it to the Board at the next meeting.
- b. Finance Committee:** Next committee meeting was scheduled for May 21, 2021.
- c. Outside agencies:** President Nagel reported on the CCSDA meeting held on March 15, 2021, and the next meeting will be held on Monday, May 17, 2021.

*Board of Directors Meeting Minutes of May 12, 2021*

**ADJOURNMENT:** The meeting adjourned at 8:58 p.m.

MINUTES PREPARED BY: Sasha Amiri-Nair

These minutes were approved at the regular Board Meeting of the Kensington Fire Protection District on \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Board Secretary





# EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

[www.el-cerrito.org](http://www.el-cerrito.org)



June 1, 2021

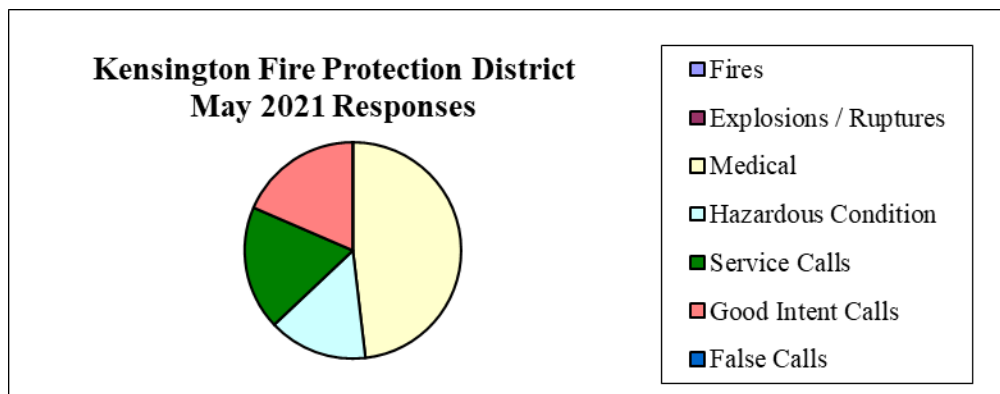
**TO:** Kensington Fire Protection District Board Members  
**FROM:** Michael Pigoni: Fire Chief  
**RE:** **Incident Activity Reports for the Month of May 2021**

There were 27 incidents that occurred during the month of May in the community of Kensington. This is an increase of 3 calls over the previous month. Please see the attached “Incident Log” for the dates and times, locations, and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 165 responded to a total of 53 calls which is an increase of 2 calls over the previous month.

There were two significant incidents in May, the first being a possible structure fire in the 200 block of Columbia Avenue on May 6<sup>th</sup> that was the result of a shorted wire in the wall and a rescue of a person that had fallen down a ravine at the end of Yale Circle. More details are provided in the Fire Chief’s report.

The chart below is broken down into 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 and the percentage of the total calls for each type for all the responses in the community of Kensington.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>1: Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>2: Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>3: Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	13	48.15%
<b>4: Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	14.81%
<b>5: Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	18.52%
<b>6: Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	5	18.52%
<b>7: False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	0	0.00%
<b>Totals</b>		<b>27</b>	<b>100.00%</b>





## Kensington Fire Protection District Community Response Log for May 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021045048	02-May-21 10:36:00	Eldridge CT	Kensington	E165	444
2	0021045460	03-May-21 11:41:27	Purdue AVE	Kensington	E165	321
3	0021046331	05-May-21 09:19:32	Marguerita RD	Kensington	E165	611M
4	0021046563	05-May-21 18:35:34	Cambridge AVE	Kensington	E165	321
5	0021046836	06-May-21 11:36:59	Columbia AVE	Kensington	E165	445
6	0021047891	08-May-21 20:18:00	Cambridge AVE	Kensington	E165	321
7	0021048235	09-May-21 16:53:35	Avon RD	Kensington	E165	321
8	0021048277	09-May-21 18:44:06	Highgate CT	Kensington	E165	611F
9	0021048490	10-May-21 10:15:25	Berkeley Park BLVD	Kensington	E165	321
10	0021048664	10-May-21 17:43:25	Arlington AVE	Kensington	E165	651
11	0021049044	11-May-21 19:42:03	Kingston RD	Kensington	E165	321
12	0021049223	12-May-21 08:55:25	Arlington AVE	Kensington	E365	412
13	0021049447	12-May-21 19:05:46	Yale CIR	Kensington	E165	350
14	0021050878	16-May-21 15:56:23	Berkeley Park BLVD	Kensington	E165	5000
15	0021050925	16-May-21 18:55:41	Willamette AVE	Kensington	E165	550
16	0021051909	19-May-21 13:25:11	Highland BLVD	Kensington	E165	400
17	0021053175	22-May-21 14:55:57	Rugby AVE	Kensington	E165	611F
18	0021053292	22-May-21 20:26:14	Coventry RD	Kensington	E165	321
19	0021054036	24-May-21 15:23:52	Vassar AVE	Kensington	E172	321
20	0021054318	25-May-21 11:20:14	Parkside CT	Kensington	E165	321
21	0021054337	25-May-21 12:05:50	Kenilworth DR	Kensington	E165	5000
22	0021054620	26-May-21 04:33:33	Coventry RD	Kensington	E165	5000
23	0021055563	28-May-21 14:37:44	Purdue AVE	Kensington	E172	5000
24	0021055630	28-May-21 18:06:06	Arlington AVE	Kensington	E165	321
25	0021055735	28-May-21 23:33:08	Coventry RD	Kensington	E165	321
26	0021056166	30-May-21 08:57:58	Highgate RD	Kensington	E165	651
27	0021056373	30-May-21 17:46:46	Highgate CT	Kensington	E165	321

**Type Series****Description**

<b>100</b>	<b><i>(Structure, Trash, Vehicle, Vegetation Fire)</i></b>
<b>200</b>	<b><i>(Over Pressure/Ruptures Explosions, Bombs)</i></b>
<b>300</b>	<b><i>(EMS, Vehicle Accidents, Extrication, Rescue)</i></b>
<b>400</b>	<b><i>(Chemical Spills, Leaks, Down power Lines)</i></b>
<b>500</b>	<b><i>(Distress, Water/ Smoke/Odor Problems, Public Assists)</i></b>
<b>600</b>	<b><i>(Cancelled En Route, Wrong Location)</i></b>
<b>700</b>	<b><i>(Wrong Company/Unit Dispatched)</i></b>

## Kensington Fire Protection District Engine 65 Response Log for May 2021

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0021045048	02-May-21 10:36:00	Eldridge CT	Kensington	E165	444
2	0021045086	02-May-21 12:11:08	south park	Orinda	E165	5000
3	0021045460	03-May-21 11:41:27	Purdue AVE	Kensington	E165	321
4	0021046284	05-May-21 06:16:05	Contra Costa DR	El Cerrito	E165	321
5	0021046331	05-May-21 09:19:32	Marguerita RD	Kensington	E165	611M
6	0021046563	05-May-21 18:35:34	Cambridge AVE	Kensington	E165	321
7	0021046836	06-May-21 11:36:59	Columbia AVE	Kensington	E165	445
8	0021046861	06-May-21 13:07:42	Galvin DR	El Cerrito	E165	321
9	0021046949	06-May-21 16:09:12	Village DR	El Cerrito	E165	321
10	0021047382	07-May-21 17:21:24	Terrace DR	El Cerrito	E165	444
11	0021047891	08-May-21 20:18:00	Cambridge AVE	Kensington	E165	321
12	0021048001	09-May-21 03:01:48	Roberta DR	El Cerrito	E165	322
13	0021048235	09-May-21 16:53:35	Avon RD	Kensington	E165	321
14	0021048277	09-May-21 18:44:06	Highgate CT	Kensington	E165	611F
15	0021048393	10-May-21 03:28:54	Central AVE	El Cerrito	E165	611M
16	0021048490	10-May-21 10:15:25	Berkeley Park BLVD	Kensington	E165	321
17	0021048553	10-May-21 12:17:59	Balra DR	El Cerrito	E165	321
18	0021048664	10-May-21 17:43:25	Arlington AVE	Kensington	E165	651
19	0021049044	11-May-21 19:42:03	Kingston RD	Kensington	E165	321
20	0021049223	12-May-21 08:55:25	Arlington AVE	Kensington	E365	412
21	0021049347	12-May-21 15:10:39	Shevlin DR	El Cerrito	E165	321
22	0021049447	12-May-21 19:05:46	Yale CIR	Kensington	E165	350
23	0021050878	16-May-21 15:56:23	Berkeley Park BLVD	Kensington	E165	5000
24	0021050925	16-May-21 18:55:41	Willamette AVE	Kensington	E165	550
25	0021051105	17-May-21 09:32:30	22nd St	Richmond	E165	611F
26	0021051106	17-May-21 09:34:41	Pullman AVE	Richmond	E165	611M
27	0021051122	17-May-21 10:26:29	Moeser LN	El Cerrito	E165	600
28	0021051284	17-May-21 18:27:50	Balra DR	El Cerrito	E165	321
29	0021051453	18-May-21 10:04:35	San Pablo AVE	El Cerrito	E165	321
30	0021051456	18-May-21 10:11:49	Gladys AVE	El Cerrito	E165	611M

31	0021051499	18-May-21 11:52:48	Monterey AVE	Richmond	E165	118
32	0021051909	19-May-21 13:25:11	Highland BLVD	Kensington	E165	400
33	0021052495	20-May-21 20:24:22	Colusa AVE	El Cerrito	E165	651
34	0021052646	21-May-21 10:22:59	Ricardo CT	El Cerrito	E165	311
35	0021052969	22-May-21 01:35:49	Albemarle ST	El Cerrito	E165	5000
36	0021052972	22-May-21 02:02:00	Betty LN	El Cerrito	E165	740
37	0021052992	22-May-21 04:56:19	El Cerrito PLZ	El Cerrito	E165	730
38	0021052993	22-May-21 04:58:58	San Pablo AVE	El Cerrito	E165	622
39	0021053158	22-May-21 13:48:21	El Cerrito PLZ	El Cerrito	E165	740
40	0021053175	22-May-21 14:55:57	Rugby AVE	Kensington	E165	611F
41	0021053292	22-May-21 20:26:14	Coventry RD	Orinda	E165	321
42	0021054318	25-May-21 11:20:14	Parkside CT	Kensington	E165	321
43	0021054337	25-May-21 12:05:50	Kenilworth DR	Kensington	E165	5000
44	0021054612	26-May-21 02:53:35	Village DR	El Cerrito	E165	5000
45	0021054620	26-May-21 04:33:33	Coventry RD	Kensington	E165	5000
46	0021055630	28-May-21 18:06:06	Arlington AVE	Kensington	E165	321
47	0021055735	28-May-21 23:33:08	Coventry RD	Kensington	E165	321
48	0021055939	29-May-21 16:02:44	Bates AVE	El Cerrito	E165	5000
49	0021056166	30-May-21 08:57:58	Highgate RD	Kensington	E165	651
50	0021056249	30-May-21 12:36:56	Wildwood PL	El Cerrito	E165	321
51	0021056348	30-May-21 16:39:48	San Pablo AVE	El Cerrito	E165	743
52	0021056356	30-May-21 16:54:46	Potrero AVE	El Cerrito	E165	5000
53	0021056373	30-May-21 17:46:46	Highgate CT	Kensington	E165	321

**Type Series**

**Description**

**100**

*(Structure, Trash, Vehicle, Vegetation Fire)*

**200**

*(Over Pressure/Ruptures Explosions, Bombs)*

**300**

*(EMS, Vehicle Accidents, Extrication, Rescue)*

**400**

*(Chemical Spills, Leaks, Down power Lines)*

**500**

*(Distress, Water/ Smoke/Odor Problems, Public Assists)*

**600**

*(Cancelled En Route, Wrong Location)*

**700**

*(Wrong Company/Unit Dispatched)*

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 :** 6/9/2021  
**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	6/1/2021	June 2021	7840	2328						293,181.22
50147	KFPD Revolving Fund	6/9/2021	Reimburse Revolving fund	7840	2490						<u>34,888.17</u>
<b>TOTAL</b>											<b><u>328,069.39</u></b>

Kensington FPD Approval

\_\_\_\_\_  
 Board President

\_\_\_\_\_  
 General Manager

Kensington Fire Protection District  
 Checking Account Replenishment  
 June 9, 2021

Transactions:

Payee	Date	Expenses	Description
Heartland	04/30/2021	\$ 7.74	Payroll
Indeed	05/03/2021	\$ 13.81	Advertising of RFP's for Consultants
VSP	05/03/2021	\$ 323.10	VSP Payment
Streamline	05/05/2021	\$ 260.00	Website May 2021
CalPERS	05/05/2021	\$ 952.08	Health Settlement
CalPERS	05/05/2021	\$ 6,373.89	Retiree Health
Zoom	05/06/2021	\$ 140.00	Zoom Payment
Terminix	05/06/2021	\$ 156.00	Pest Service and Environmental Safety Surcharge
Google	05/06/2021	\$ 78.00	Email Service
Delta Dental Ins Payment	05/06/2021	\$ 948.79	Retiree Dental May 2021
Fed/State/Heartland Payroll	05/07/2021	\$ 3,432.17	Payroll Tax Withholding/Processing
A Shaghayegh / W Hansell	05/07/2021	\$ 5,316.43	Payroll
Copy Central	05/11/2021	\$ 29.80	Copies for May 2021 Board Meeting
Meyers Nave (Check 5001)	05/12/2021	\$ 494.64	Legal Service - March 2021
Mary Morris-Mayorga (Check 5003)	05/12/2021	\$ 350.00	Operational Support Services - March/April 2021
All-Ways Green Services (Check 5004)	05/12/2021	\$ 105.00	Janitorial Services- May 2021
Maze & Associates (Check 5005)	05/12/2021	\$ 7,750.00	Accounting Services- March 2021
ICMA	05/14/2021	\$ 70.00	ICMA Class for General Manager
ZIPRECRUITER	05/17/2021	\$ 512.00	Advertising of RFP's for Consultants
ZIPRECRUITER	05/19/2021	\$ 160.00	Advertising of RFP's for Consultants
COMCAST	05/20/2021	\$ 144.97	Internet
Fed/State/Heartland Payroll	05/21/2021	\$ 2,738.57	Payroll Tax Withholding/Processing
A Shaghayegh / W Hansell	05/21/2021	\$ 4,244.57	Payroll
CrashPlan	05/24/2021	\$ 9.99	Monthly Payment for Cloud Backup
LinkedIn Corporation	05/24/2021	\$ 150.00	Advertising of RFP's for Consultants
PG&E	05/25/2021	\$ 126.62	Gas Service
Net Withdrawals for Replenishment		\$ 34,888.17	
		\$ -	
Replenishment Adjusted for Monthly Bills		\$ 34,888.17	

Approval by KFPD Board Action:

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Board President

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General Manager

**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of May 31, 2021**

**Current Cash and Investments**

<b>Cash Balance</b>		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	126,417.58	Bank Balance as of 05/28/2021, Pending Reconciliation for 05/28/2021.
General Fund	2,061,164.68	Balance as of 05/31/2021, Pending Reconciliations
Special Tax Fund	194,988.00	Balance as of 05/31/2021
Capital Fund	17,342.95	Balance as of 05/31/2021, Pending Reconciliations
<b>Total Cash Balance</b>	<b>2,400,113.21</b>	
<b>Investments</b>		
Capital Replacement Funds	1,856,026.10	Balance as of 05/31/2021, Pending Reconciliations
Fire Protection Contract Reserves	3,229,642.67	Balance as of 05/31/2021, Pending Reconciliations
E/C Contract Recon Reserves	409,043.34	Balance as of 05/31/2021, Pending Reconciliations
Investments - Other	1,731,428.55	Balance as of 05/31/2021, Pending Reconciliations
<b>Total Investments</b>	<b>7,226,140.66</b>	
<b>Total Current Cash and Investments</b>	<b>9,626,253.87</b>	



## Kensington Fire Protection District Profit & Loss Prev Year Comparison

06/03/21

Accrual Basis

July 1, 2020 through June 3, 2021

	Jul 1, '20 - Jun 3, 21	Jul 1, '19 - Jun 3, 20	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	4,461,134.86	4,328,158.80	132,976.06	3.1%
Special Taxes	200,685.70	200,652.50	33.20	0.0%
Other Tax Income	12,437.04	12,716.90	-279.86	-2.2%
Lease Agreement	36,573.00	36,603.00	-30.00	-0.1%
Interest Income	98,834.03	96,989.59	1,844.44	1.9%
Salary Reimbursement Agreement	0.00	22,760.68	-22,760.68	-100.0%
Salary Reimb Agreement Recon(s)	0.00	399.96	-399.96	-100.0%
Miscellaneous Income	75,713.50	1,610.24	74,103.26	4,602.0%
<b>Total Income</b>	<b>4,885,378.13</b>	<b>4,699,891.67</b>	<b>185,486.46</b>	<b>4.0%</b>
<b>Expense</b>				
<b>Staff</b>				
Wages	139,877.51	35,190.50	104,687.01	297.5%
Longevity Pay	0.00	1,000.00	-1,000.00	-100.0%
Overtime Wages	0.00	5,327.47	-5,327.47	-100.0%
Vacation Wages	0.00	15,713.82	-15,713.82	-100.0%
Medical/dental ins compensation	4,000.00	3,920.00	80.00	2.0%
Retirement Contribution	0.00	2,621.96	-2,621.96	-100.0%
Payroll Taxes	11,552.81	4,390.10	7,162.71	163.2%
Workers Compensation/Life Ins	1,597.87	1,497.52	100.35	6.7%
Payroll Processing	1,653.82	941.06	712.76	75.7%
<b>Total Staff</b>	<b>158,682.01</b>	<b>70,602.43</b>	<b>88,079.58</b>	<b>124.8%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
CalPERS Settlement	10,472.88	0.00	10,472.88	100.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>10,472.88</b>	<b>0.00</b>	<b>10,472.88</b>	<b>100.0%</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Emergency Prep Coordinator	694.08	0.00	694.08	100.0%
Accounting	36,445.00	5,903.80	30,541.20	517.3%
Actuarial Valuation	5,600.00	2,900.00	2,700.00	93.1%
Audit	16,000.00	16,000.00	0.00	0.0%
Bank Fee	0.00	25.00	-25.00	-100.0%
Contra Costa County Expenses	33,904.66	36,583.11	-2,678.45	-7.3%
EI Cerrito Contract Fee	3,229,642.68	3,033,295.48	196,347.20	6.5%
EI Cerrito Reconciliation(s)	298,737.64	137,000.04	161,737.60	118.1%
IT Services and Equipment	9,161.78	4,248.06	4,913.72	115.7%
Fire Abatement Contract	2,450.00	0.00	2,450.00	100.0%
Fire Engineer Plan Review	972.00	1,234.16	-262.16	-21.2%
RGS Contract	0.00	177,205.54	-177,205.54	-100.0%
Grant Writer/Coordinator	844.10	0.00	844.10	100.0%
Risk Management Insurance	0.00	13,385.00	-13,385.00	-100.0%
LAFCO Fees	2,293.70	2,548.19	-254.49	-10.0%
Legal Fees	44,449.69	52,848.18	-8,398.49	-15.9%
PSB Consultant	1,425.00	0.00	1,425.00	100.0%
BH/GM Recruitment	14,400.00	0.00	14,400.00	100.0%
Temporary Services	8,782.85	0.00	8,782.85	100.0%
Polygon Study	0.00	5,000.00	-5,000.00	-100.0%
RFP Consultant	0.00	15,045.84	-15,045.84	-100.0%
Traffic Study	0.00	13,890.00	-13,890.00	-100.0%
Professional Fees	0.00	2,260.00	-2,260.00	-100.0%
Website Development/Maintenance	2,495.48	1,151.74	1,343.74	116.7%
Wildland Vegetation Mgmt	0.00	6,300.00	-6,300.00	-100.0%
<b>OUTSIDE PROFESSIONAL SERVICES - Ot...</b>	<b>5,950.84</b>	<b>19,200.00</b>	<b>-13,249.16</b>	<b>-69.0%</b>
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>3,714,249.50</b>	<b>3,546,024.14</b>	<b>168,225.36</b>	<b>4.7%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	3,100.00	10,730.13	-7,630.13	-71.1%
Open Houses	0.00	1,125.25	-1,125.25	-100.0%
Community Shredder	0.00	1,619.38	-1,619.38	-100.0%
DFSC Matching Grants	24,000.00	0.00	24,000.00	100.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>27,100.00</b>	<b>13,474.76</b>	<b>13,625.24</b>	<b>101.1%</b>
<b>DISTRICT ACTIVITIES</b>				
Professional Development	120.00	4,639.05	-4,519.05	-97.4%
<b>Office</b>				
Office Expense	6,508.67	1,033.79	5,474.88	529.6%
Office Supplies	284.38	1,565.17	-1,280.79	-81.8%
Telephone	12,226.03	10,147.54	2,078.49	20.5%
Office - Other	317.83	623.16	-305.33	-49.0%
Office - Other	63.83	80.00	-16.17	-20.2%
<b>Total Office</b>	<b>19,400.74</b>	<b>13,449.66</b>	<b>5,951.08</b>	<b>44.3%</b>
Election	4,990.83	0.00	4,990.83	100.0%
Firefighter's Apparel & PPE	1,187.00	0.00	1,187.00	100.0%
Firefighters' Expenses	0.00	31.14	-31.14	-100.0%
Staff Appreciation	1,247.03	1,017.12	229.91	22.6%
Memberships	7,753.00	8,927.00	-1,174.00	-13.2%

06/03/21

## Kensington Fire Protection District Profit & Loss Prev Year Comparison

July 1, 2020 through June 3, 2021

Accrual Basis

	Jul 1, '20 - Jun 3, 21	Jul 1, '19 - Jun 3, 20	\$ Change	% Change
<b>Building Maintenance</b>				
Needs Assess/Feasibility Study	31,584.25	50,124.41	-18,540.16	-37.0%
Gardening service	2,275.00	650.00	1,625.00	250.0%
Building alarm	1,379.44	1,615.81	-236.37	-14.6%
Medical Waste Disposal	4,884.89	4,758.50	126.39	2.7%
Janitorial Service	1,260.00	1,260.00	0.00	0.0%
Miscellaneous Maint.	24,902.39	16,022.25	8,880.14	55.4%
<b>Total Building Maintenance</b>	66,285.97	74,430.97	-8,145.00	-10.9%
<b>Building Utilities/Service</b>				
Gas and Electric	9,644.57	7,024.16	2,620.41	37.3%
Water/Sewer	2,220.81	1,695.45	525.36	31.0%
<b>Total Building Utilities/Service</b>	11,865.38	8,719.61	3,145.77	36.1%
<b>Total DISTRICT ACTIVITIES</b>	112,849.95	111,214.55	1,635.40	1.5%
Contingency	0.00	1,767.50	-1,767.50	-100.0%
<b>Total Expense</b>	4,023,354.34	3,743,083.38	280,270.96	7.5%
<b>Net Ordinary Income</b>	862,023.79	956,808.29	-94,784.50	-9.9%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	0.00	-2,621.54	2,621.54	100.0%
Transfers In - General	0.00	23,510.99	-23,510.99	-100.0%
<b>Total Other Income</b>	0.00	20,889.45	-20,889.45	-100.0%
<b>Other Expense</b>				
Transfers Out - Capital	0.00	23,510.99	-23,510.99	-100.0%
Transfers Out - General	0.00	-2,621.54	2,621.54	100.0%
<b>Total Other Expense</b>	0.00	20,889.45	-20,889.45	-100.0%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>862,023.79</b>	<b>956,808.29</b>	<b>-94,784.50</b>	<b>-9.9%</b>

# Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July 01, 2020 through June 03, 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Property Taxes	4,461,134.86	4,469,616.42	-8,481.56
Special Taxes	200,685.70	200,685.70	0.00
Other Tax Income	12,437.04	25,250.00	-12,812.96
Lease Agreement	36,573.00	36,603.00	-30.00
Interest Income	98,834.03	121,800.00	-22,965.97
Miscellaneous Income	75,713.50	0.00	75,713.50
<b>Total Income</b>	<u>4,885,378.13</u>	<u>4,853,955.12</u>	<u>31,423.01</u>
<b>Expense</b>			
<b>Staff</b>			
Wages	139,877.51	155,892.00	-16,014.49
Medical/dental ins compensation	4,000.00	6,000.00	-2,000.00
Payroll Taxes	11,552.81	12,151.32	-598.51
Workers Compensation/Life Ins	1,597.87	1,900.00	-302.13
Payroll Processing	1,653.82	1,669.68	-15.86
<b>Total Staff</b>	<u>158,682.01</u>	<u>177,613.00</u>	<u>-18,930.99</u>
<b>RETIREE MEDICAL BENEFITS</b>			
CalPERS Settlement	10,472.88	11,425.00	-952.12
<b>Total RETIREE MEDICAL BENEFITS</b>	<u>10,472.88</u>	<u>11,425.00</u>	<u>-952.12</u>
<b>OUTSIDE PROFESSIONAL SERVICES</b>			
Emergency Prep Coordinator	694.08	17,000.00	-16,305.92
Accounting	36,445.00	33,600.00	2,845.00
Actuarial Valuation	5,600.00	5,600.00	0.00
Audit	16,000.00	17,500.00	-1,500.00
Contra Costa County Expenses	33,904.66	38,759.00	-4,854.34
El Cerrito Contract Fee	3,229,642.68	3,229,643.00	-0.32
El Cerrito Reconciliation(s)	298,737.64	288,532.00	10,205.64
IT Services and Equipment	9,161.78	17,480.00	-8,318.22
Fire Abatement Contract	2,450.00	2,450.00	0.00
Fire Engineer Plan Review	972.00	2,060.00	-1,088.00
Grant Writer/Coordinator	844.10	15,000.00	-14,155.90
Risk Management Insurance	0.00	14,420.00	-14,420.00
LAFCO Fees	2,293.70	2,294.00	-0.30
Legal Fees	44,449.69	55,000.00	-10,550.31
PSB Consultant	1,425.00	30,000.00	-28,575.00
BHI/GM Recruitment	14,400.00	14,400.00	0.00
Temporary Services	8,782.85	9,000.00	-217.15
Website Development/Maintenance	2,495.48	2,740.00	-244.52
Wildland Vegetation Mgmt	0.00	7,600.00	-7,600.00
<b>OUTSIDE PROFESSIONAL SERVICES - Other</b>	<u>5,950.84</u>	<u>7,500.00</u>	<u>-1,549.16</u>
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<u>3,714,249.50</u>	<u>3,810,578.00</u>	<u>-96,328.50</u>
<b>COMMUNITY SERVICE ACTIVITIES</b>			
Public Education	3,100.00	17,000.00	-13,900.00

# Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July 01, 2020 through June 03, 2021

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00
CERT Emerg Kits/Sheds/Prepared	0.00	3,500.00	-3,500.00
Open Houses	0.00	1,800.00	-1,800.00
Community Shredder	0.00	3,200.00	-3,200.00
DFSC Matching Grants	24,000.00	24,000.00	0.00
Firesafe Planting Grants	0.00	3,000.00	-3,000.00
Community Sandbags	0.00	1,500.00	-1,500.00
Volunteer Appreciation	0.00	1,500.00	-1,500.00
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>27,100.00</b>	<b>58,000.00</b>	<b>-30,900.00</b>
<b>DISTRICT ACTIVITIES</b>			
Professional Development	120.00	10,000.00	-9,880.00
<b>Office</b>			
Office Expense	6,508.67	2,958.00	3,550.67
Office Supplies	284.38	2,856.00	-2,571.62
Telephone	12,226.03	18,000.00	-5,773.97
Office- Other	317.83	500.00	-182.17
Office - Other	63.83	0.00	63.83
<b>Total Office</b>	<b>19,400.74</b>	<b>24,314.00</b>	<b>-4,913.26</b>
Election	4,990.83	4,000.00	990.83
Firefighter's Apparel & PPE	1,187.00	1,650.00	-463.00
Firefighters' Expenses	0.00	3,250.00	-3,250.00
Staff Appreciation	1,247.03	1,750.00	-502.97
Memberships	7,753.00	8,720.00	-967.00
<b>Building Maintenance</b>			
Needs Assess/Feasibility Study	31,584.25	30,000.00	1,584.25
Gardening service	2,275.00	6,000.00	-3,725.00
Building alarm	1,379.44	840.00	539.44
Medical Waste Disposal	4,884.89	8,400.00	-3,515.11
Janitorial Service	1,260.00	1,260.00	0.00
Miscellaneous Maint.	24,902.39	23,850.00	1,052.39
<b>Total Building Maintenance</b>	<b>66,285.97</b>	<b>70,350.00</b>	<b>-4,064.03</b>
<b>Building Utilities/Service</b>			
Gas and Electric	9,644.57	11,130.00	-1,485.43
Water/Sewer	2,220.81	2,520.00	-299.19
<b>Total Building Utilities/Service</b>	<b>11,865.38</b>	<b>13,650.00</b>	<b>-1,784.62</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>112,849.95</b>	<b>137,684.00</b>	<b>-24,834.05</b>
Contingency	0.00	25,000.00	-25,000.00
<b>Total Expense</b>	<b>4,023,354.34</b>	<b>4,220,300.00</b>	<b>-196,945.66</b>
<b>Net Ordinary Income</b>	<b>862,023.79</b>	<b>633,655.12</b>	<b>228,368.67</b>
<b>Net Income</b>	<b><u>862,023.79</u></b>	<b><u>633,655.12</u></b>	<b><u>228,368.67</u></b>

# Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July 01, 2020 through June 03, 2021

	<b>% of Budget</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Property Taxes	99.81%
Special Taxes	100.0%
Other Tax Income	49.26%
Lease Agreement	99.92%
Interest Income	81.15%
Miscellaneous Income	100.0%
<b>Total Income</b>	100.65%
<b>Expense</b>	
<b>Staff</b>	
Wages	89.73%
Medical/dental ins compensation	66.67%
Payroll Taxes	95.08%
Workers Compensation/Life Ins	84.1%
Payroll Processing	99.05%
<b>Total Staff</b>	89.34%
<b>RETIREE MEDICAL BENEFITS</b>	
CalPERS Settlement	91.67%
<b>Total RETIREE MEDICAL BENEFITS</b>	91.67%
<b>OUTSIDE PROFESSIONAL SERVICES</b>	
Emergency Prep Coordinator	4.08%
Accounting	108.47%
Actuarial Valuation	100.0%
Audit	91.43%
Contra Costa County Expenses	87.48%
El Cerrito Contract Fee	100.0%
El Cerrito Reconciliation(s)	103.54%
IT Services and Equipment	52.41%
Fire Abatement Contract	100.0%
Fire Engineer Plan Review	47.18%
Grant Writer/Coordinator	5.63%
Risk Management Insurance	0.0%
LAFCO Fees	99.99%
Legal Fees	80.82%
PSB Consultant	4.75%
BHI/GM Recruitment	100.0%
Temporary Services	97.59%
Website Development/Maintenance	91.08%
Wildland Vegetation Mgmt	0.0%
<b>OUTSIDE PROFESSIONAL SERVICES - Other</b>	79.35%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	97.47%
<b>COMMUNITY SERVICE ACTIVITIES</b>	
Public Education	18.24%

**Kensington Fire Protection District  
Revenue & Expense Budget vs. Actual**

July 01, 2020 through June 03, 2021

	<u><b>% of Budget</b></u>
Comm. Pharmaceutical Drop-Off	0.0%
CERT Emerg Kits/Sheds/Prepared	0.0%
Open Houses	0.0%
Community Shredder	0.0%
DFSC Matching Grants	100.0%
Firesafe Planting Grants	0.0%
Community Sandbags	0.0%
Volunteer Appreciation	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>46.72%</b>
<b>DISTRICT ACTIVITIES</b>	
Professional Development	1.2%
<b>Office</b>	
Office Expense	220.04%
Office Supplies	9.96%
Telephone	67.92%
Office- Other	63.57%
Office - Other	100.0%
<b>Total Office</b>	<b>79.79%</b>
Election	124.77%
Firefighter's Apparel & PPE	71.94%
Firefighters' Expenses	0.0%
Staff Appreciation	71.26%
Memberships	88.91%
<b>Building Maintenance</b>	
Needs Assess/Feasibility Study	105.28%
Gardening service	37.92%
Building alarm	164.22%
Medical Waste Disposal	58.15%
Janitorial Service	100.0%
Miscellaneous Maint.	104.41%
<b>Total Building Maintenance</b>	<b>94.22%</b>
<b>Building Utilities/Service</b>	
Gas and Electric	86.65%
Water/Sewer	88.13%
<b>Total Building Utilities/Service</b>	<b>86.93%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>81.96%</b>
Contingency	0.0%
<b>Total Expense</b>	<b>95.33%</b>
<b>Net Ordinary Income</b>	<b>136.04%</b>
<b>Net Income</b>	<b>136.04%</b>

**Kensington Fire Protection District**

**Trial Balance**

As of May 31, 2021

06/03/21

Accrual Basis

	May 31, 21	
	Debit	Credit
Petty Cash	200.00	
MCI Fund - Mechanics	0.00	
KFPD Revolving Acct - Gen Fund	171,076.03	
General Fund	1,734,638.21	
Special Tax Fund	194,988.00	
Capital Fund	17,422.95	
Grants Receivable	0.00	
Accounts Receivable - Year End	112,644.40	
Due from County for Reimb.	0.00	
Due From Other Funds	0.00	
Accounts Receivable	7,484.67	
Interest Receivable	50,890.86	
Advance on Taxes	133,114.27	
Advance on Supplemental Taxes	50,429.38	
KPPCSD Note Receivable	0.00	
E/C Salary Reimbursement Receiv	0.00	
Undeposited Funds	0.00	
Deposits on Fixed Assets	220,000.00	
Prepaid Services - EC		3,008,594.38
Prepaid Exp.	7,754.69	
Prepaid CERBT - Retiree Trust	277,309.28	
Investments	3,725.28	
Investments:Capital Replacement Funds	3,804,528.80	
Investments:Fire Protect. Contract Reserves	3,229,642.67	
Investments:E/C Contract Recon Reserves	409,043.34	
Land	5,800.00	
Equipment	1,487,223.95	
Accumulated Depreciation-Equip		920,240.15
Building and Improvements	2,391,581.26	
Accumulated Depreciation - Bldg		1,141,261.00
Water System Improvements	0.00	
Current Capital Outlay:Engine Defibrillators	0.00	
Current Capital Outlay:Public Education	0.00	
Current Capital Outlay:Water System Cistern	0.00	
Current Capital Outlay:Engine	0.00	
Current Capital Outlay:P/S Building Repair/Replace	0.00	
Current Capital Outlay:P/S Bldg Bay Doors	0.00	
Current Capital Outlay:Bay Lighting	0.00	
Current Capital Outlay:Computers/Computerized Equip.	0.00	
Current Capital Outlay:Office Equipment-Copier	0.00	
Current Capital Outlay:P/S Building - MCI Fund	0.00	
Current Capital Outlay:EBRICS Radios	0.00	
Current Capital Outlay:FF High Band Radios	0.00	
Current Capital Outlay:B/C Command Vehicle	59,863.07	
Current Capital Outlay:Thermal Imager	0.00	
Current Capital Outlay:Water System Improvements	0.00	
Current Capital Outlay:Fire Engine Type I	104.40	
Current Capital Outlay:Firefighters Qtrs/Equip	105.00	
Current Capital Outlay:Apparatus Bay Construction	0.00	
Current Capital Outlay:Holmatro Tool	0.00	
Current Capital Outlay:Computers/Furniture	0.00	
Current Capital Outlay:Type III Engine	357,643.41	
Prop 1A Loan - State of CA	0.00	
Suspense	0.00	
Due to Revolving Acct - Gen Fnd		13,648.20
Due to Other - Issued by CCC		65,067.22
Due To Other Funds	118.00	
Accounts Payable	46,250.48	
Accrued Salary Reimb Income-EC	0.00	
Surety Bond Claim Held	0.00	
EI Cerrito Service Contract Pay	3,008,594.45	
Wages & PR Taxes Payable		6,585.09
Deferred Comp Payable	0.00	
KPPCSD MCI Deposit Payable	0.00	



Kensington Fire Protection District

**Trial Balance**

As of May 31, 2021

06/03/21

Accrual Basis

	May 31, 21	
	Debit	Credit
Deferred Inflow of Resources		9,731.00
EI Cerrito Reconciliation Liab.		419,249.04
CalPERS Settlement Payable		28,562.56
GASB 45 Accrual	0.00	
Postretirement Health Ben Liab	19,448.66	
Postretirement Health Ben-Prior	0.00	
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		2,212,892.01
Fund Equity		1,610,156.38
Opening Bal Equity	0.00	
Property Taxes		4,461,134.86
Special Taxes		200,685.70
Other Tax Income		12,437.04
Lease Agreement		33,552.75
Interest Income		98,834.03
Miscellaneous Income		75,713.50
Staff:Wages	139,877.51	
Staff:Medical/dental ins compensation	4,000.00	
Staff:Payroll Taxes	11,552.81	
Staff:Workers Compensation/Life Ins	1,597.87	
Staff:Payroll Processing	1,653.82	
RETIREE MEDICAL BENEFITS:CalPERS Settlement	9,520.80	
OUTSIDE PROFESSIONAL SERVICES	5,950.84	
OUTSIDE PROFESSIONAL SERVICES:Emergency Prep Coordinator	694.08	
OUTSIDE PROFESSIONAL SERVICES:Accounting	36,445.00	
OUTSIDE PROFESSIONAL SERVICES:Actuarial Valuation	5,600.00	
OUTSIDE PROFESSIONAL SERVICES:Audit	16,000.00	
OUTSIDE PROFESSIONAL SERVICES:Contra Costa County Expenses	33,904.66	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Contract Fee	2,960,505.79	
OUTSIDE PROFESSIONAL SERVICES:EI Cerrito Reconciliation(s)	274,693.31	
OUTSIDE PROFESSIONAL SERVICES:IT Services and Equipment	9,161.78	
OUTSIDE PROFESSIONAL SERVICES:Fire Abatement Contract	2,450.00	
OUTSIDE PROFESSIONAL SERVICES:Fire Engineer Plan Review	972.00	
OUTSIDE PROFESSIONAL SERVICES:RGS Contract	0.00	
OUTSIDE PROFESSIONAL SERVICES:Grant Writer/Coordinator	844.10	
OUTSIDE PROFESSIONAL SERVICES:LAFCO Fees	2,293.70	
OUTSIDE PROFESSIONAL SERVICES:Legal Fees	44,449.69	
OUTSIDE PROFESSIONAL SERVICES:PSB Consultant	1,425.00	
OUTSIDE PROFESSIONAL SERVICES:BHI/GM Recruitment	14,400.00	
OUTSIDE PROFESSIONAL SERVICES:Temporary Services	8,782.85	
OUTSIDE PROFESSIONAL SERVICES:Traffic Study	0.00	
OUTSIDE PROFESSIONAL SERVICES:Website Development/Maintenance	2,235.48	
COMMUNITY SERVICE ACTIVITIES:Public Education	3,100.00	
COMMUNITY SERVICE ACTIVITIES:DFSC Matching Grants	24,000.00	
DISTRICT ACTIVITIES:Professional Development	120.00	
DISTRICT ACTIVITIES:Office	63.83	
DISTRICT ACTIVITIES:Office:Office Expense	6,508.67	
DISTRICT ACTIVITIES:Office:Office Supplies	301.74	
DISTRICT ACTIVITIES:Office:Telephone	12,226.03	
DISTRICT ACTIVITIES:Office:Office- Other	317.83	
DISTRICT ACTIVITIES:Election	4,990.83	
DISTRICT ACTIVITIES:Firefighter's Apparel & PPE	1,187.00	
DISTRICT ACTIVITIES:Staff Appreciation	1,247.03	
DISTRICT ACTIVITIES:Memberships	7,753.00	
DISTRICT ACTIVITIES:Building Maintenance:Needs Assess/Feasibility S...	31,584.25	
DISTRICT ACTIVITIES:Building Maintenance:Gardening service	2,275.00	
DISTRICT ACTIVITIES:Building Maintenance:Building alarm	1,494.44	
DISTRICT ACTIVITIES:Building Maintenance:Medical Waste Disposal	4,884.89	
DISTRICT ACTIVITIES:Building Maintenance:Janitorial Service	1,155.00	
DISTRICT ACTIVITIES:Building Maintenance:Miscellaneous Maint.	24,902.39	

Kensington Fire Protection District

**Trial Balance**

As of May 31, 2021

06/03/21

Accrual Basis

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	May 31, 21	
	Debit	Credit
DISTRICT ACTIVITIES:Building Utilities/Service:Gas and Electric	9,644.57	
DISTRICT ACTIVITIES:Building Utilities/Service:Water/Sewer	2,220.81	
<b>TOTAL</b>	<b>21530613.91</b>	<b>21530613.91</b>

## Kensington Fire Protection District



Board of Directors

President Larry Nagel  
Vice President Kevin  
Padian  
Don Dommer  
Janice Kosel  
Julie Stein

**Date:** May 26, 2021

**To:** Sonia Bustamonte  
Chief of Staff, Contra Costa County District 1  
11780 San Pablo Avenue  
Suite D  
El Cerrito , CA 94530  
E-Mail: [Sonia.bustamante@bos.cccounty.us](mailto:Sonia.bustamante@bos.cccounty.us)

**From:** Larry Nagel  
President, Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 94707  
E-mail: [lnagel@kensingtonfire.org](mailto:lnagel@kensingtonfire.org)

**Re:** **Contra Costa Special Districts Request County Support for COVID-19 Relief**

**Cc:** KFPD Board of Directors: President Nagel, Vice-President Padian, Board Directors Dommer, Kosel, and Stein

Dear Sonia:

The water, wastewater, fire protection, resource conservation, park, and other special districts serving our mutual constituents in Contra Costa County have been excluded from direct access to COVID-19 relief funding. We formally request the County Board of Supervisors join a [growing coalition](#) of over 700 organizations and local leaders to request that funds coming to the State of California from the recently signed federal American Rescue Plan Act (ARP) be made available to California's special districts providing our communities with vital services.

The counties of Fresno, Inyo, Kings, Mariposa, San Bernardino, San Luis Obispo, Stanislaus, Tulare, and Ventura have already signed on to our coalition. Additionally, [46 State Legislators have signed a letter](#) to Governor Gavin Newsom supporting our request, as have [Senators Dianne Feinstein and Alex Padilla](#) along with [15 members of the California Congressional Delegation](#).

California's special districts now face a projected \$2.4 billion unmet fiscal need due to COVID-19. Without access to the relief funds, this impact will translate into lost jobs, reduced services, and compounding economic consequences to our local economy.

## Kensington Fire Protection District

The ARP will provide the State of California with \$27.1 billion and will send another \$15.9 billion to cities and counties, with Contra Costa set to receive \$224,058,903. The ARP also provided states, cities, and counties with explicit authority to share a portion of these funds with special districts, which the States of Colorado and Oregon have done with ten percent of their COVID-19 relief funding.

With California enjoying a \$75 billion surplus, we believe the state is the appropriate body to exercise its transfer authority and use these additional federal relief dollars to assist the special districts serving our region. But if we want them to act, they need to hear from all of us.

Please support our special districts, our frontline workers, and the communities we serve by joining our coalition through the online form at [www.csga.net/take-action/covid](http://www.csga.net/take-action/covid).

Thank you for your attention; I hope we can count on your help.

Respectfully,

A handwritten signature in blue ink, appearing to read "Larry Nagel".

Larry Nagel,  
President

**RESOLUTION 21-01**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR FISCAL YEAR 2021-2022**

**WHEREAS**, Article XIII B of the California Constitution establishes a limitation on spending by local government agencies, including special districts not otherwise exempted, of funds from proceeds of taxes; and

**WHEREAS**, each local government agency, including non-exempted special districts, must establish its appropriations limit annually by recorded vote of the governing body; and

**WHEREAS**, the appropriations limit for Fiscal Year 2020-2021 was established at \$4,846,386 by the Board of Directors of the Kensington Fire Protection District; and

**WHEREAS**, the applicable factors used to calculate the appropriations limit for Fiscal Year 2021-2022 are (1) the increase in the California per capita personal income of 5.73% as provided by the State Department of Finance; and (2) the applicable change in population from January 2020 to January 2021 of 0.35% (as shown below); and

Fiscal Year 2020-2021 Limit	\$4,846,386
Per Capita Personal Income Ratio	1.0573
Population % Change Ratio	1.0035
Fiscal Year 2021-2022 Limit	\$5,142,018

**WHEREAS**, the information used in the determination of the calculation of the appropriations limit has been available for public inspection for at least 15 days;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Kensington Fire Protection District establishes the appropriations limit for Fiscal Year 2021-2022 as \$5,142,018.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 9<sup>th</sup> day of June 2021 by the following vote of the Board.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
Larry Nagel, President

\_\_\_\_\_  
Janice Kosel, Secretary

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2021-22 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2021-22	5.73

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2021-22 appropriation limit.

**2021-22:**

Per Capita Cost of Living Change = 5.73 percent  
 Population Change = -0.46 percent

Per Capita Cost of Living converted to a ratio:  $\frac{5.73 + 100}{100} = 1.0573$

Population converted to a ratio:  $\frac{-0.46 + 100}{100} = 0.9954$

Calculation of factor for FY 2021-22:  $1.0573 \times 0.9954 = 1.0524$

**Attachment B**  
**Annual Percent Change in Population Minus Exclusions\***  
**January 1, 2020 to January 1, 2021 and Total Population, January 1, 2021**

<b>County City</b>	<b>Percent Change</b>	<b>--- Population Minus Exclusions ---</b>		<b>Total Population</b>
	<b>2020-2021</b>	<b>1-1-20</b>	<b>1-1-21</b>	<b>1-1-2021</b>
Contra Costa				
Antioch	0.55	112,236	112,848	112,848
Brentwood	1.28	65,263	66,097	66,097
Clayton	-0.19	11,290	11,268	11,268
Concord	-0.14	129,453	129,273	129,273
Danville	0.15	43,840	43,906	43,906
El Cerrito	0.04	24,835	24,846	24,846
Hercules	1.45	25,494	25,864	25,864
Lafayette	0.15	25,321	25,358	25,358
Martinez	-0.32	36,946	36,827	36,827
Moraga	0.38	16,756	16,820	16,820
Oakley	1.48	42,268	42,895	42,895
Orinda	0.50	18,984	19,078	19,078
Pinole	-0.11	19,390	19,369	19,369
Pittsburg	0.00	74,501	74,498	74,498
Pleasant Hill	0.02	34,127	34,133	34,133
Richmond	-0.14	110,288	110,130	110,130
San Pablo	-0.12	31,078	31,041	31,041
San Ramon	0.58	83,376	83,863	83,863
Walnut Creek	1.03	70,592	71,317	71,317
<b>Unincorporated</b>	<b>0.35</b>	<b>173,731</b>	<b>174,339</b>	<b>174,423</b>
County Total	0.35	1,149,769	1,153,770	1,153,854

\*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.



**RESOLUTION 21-02**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING CONTRA COSTA COUNTY TO PLACE THE SPECIAL TAX ON THE TAX ROLL FOR FISCAL YEAR 2021-2022 AND TO COLLECT THE SPECIAL TAX ON BEHALF OF THE KENSINGTON FIRE PROTECTION DISTRICT**

**WHEREAS**, the Kensington Fire Protection District is a special district organized under the laws of the State of California and includes within its jurisdiction all properties in the unincorporated portion of the community of Kensington; and

**WHEREAS**, the Kensington Fire Protection District has enacted by voter approval a special tax to support fire protection services within the community of Kensington; and

**WHEREAS**, as authorized by State law, Contra Costa County has historically collected the special tax for the Kensington Fire Protection District through the tax roll;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby authorizes Contra Costa County to place the Kensington Fire Protection District's special tax on the tax roll for Fiscal Year 2021-2022 and to collect the special tax on behalf of the Kensington Fire Protection District.

\*\*\*\*\*

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 9th day of June 2021 by the following vote of the Board.

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

\_\_\_\_\_  
**Larry Nagel, President**

\_\_\_\_\_  
**Janice Kosel, Secretary**



## EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



**DATE:** May 18, 2021

**TO:** Bill Hansell: General Manager

**FROM:** Michael Pigoni: Fire Chief

**RE:** **Proposed Fiscal Year 2021-22 Contract Fee**

---

Attached please find the Proposed Contract Fee Schedule for Fiscal Year 2021/22. Included with this proposal is the worksheet for “Fiscal Year 2019-20 Reconciliation”. This reconciliation provides a recap of the contract fee versus actuals for that fiscal year. FY-2019/20 was the second year budget of the City of El Cerrito’s Biennial Budget that was adopted in June of 2018. Below is a summary of the differences in the reconciliation.

In review of FY-2019/20, this was the final budget that showed a “Salary Savings” line item. This system from previous management was intended to show the savings that were budget due to the three firefighter vacancies. The benefit to the Fire District was an initial lower contract fee. Starting with the current City Budget and Contract Fee, this credit was zeroed out and the Salary & Benefits was budgeted at actual value. Any actual savings to these line items would be recognized at time of reconciliation.

The Overtime Pay account was budgeted at \$700,000.00 which was very conservative considering that the average overtime had been steady at just over \$1 million annually for the past 5 years due to the three vacancies. This has been justified due to the high pension costs and even higher unfunded accrued liability (UAL) costs to recruit and hire the additional firefighters. Additionally, the pandemic hit in March of this fiscal year and additional overtime was required to cover for firefighters requiring quarantine. The City budget was amended midyear and final overtime was \$1.107 million.

Other un-budgeted increases were experienced with higher than expected pension costs, Medicare and disability insurance. We also had higher costs for Dispatch Services as Con Fire balanced out the actual costs for the Fire Department, being this was just the second year of providing these services to us.

These listed items along with some smaller budget to actual true ups added up to a total reconciliation for FY-2019/20 of \$191,060.29 which is approximately \$60,000.00 less than last year’s reconciliation amount. As discussed last year, the Council and the Finance Committee have expressed the need to reduce the reconciliation amounts and be able to account for them in the appropriate budget. This current year the Fire Department is on track to come in at or even under budget which will mean the reconciliation will be even less and possibly a credit in the next contract fee proposal.

Reviewing FY-2021/22, the proposed contract fee is \$3,716,920.02 including the reconciliation costs, which is an increase of \$198,745.60 or approximately 5.5% over the last year. This increase is due to three primary reasons. First is that last year the labor groups pushed out their “cost of living” raises due to the City’s financial budget issues. This year both labor groups are up for a 3% increase on July 1<sup>st</sup>.

Secondly, the PERS pension costs were significantly increased over last year. Part of this increase was the new personnel hired to lower the Department’s overtime but primarily was caused by significant increases in the

unfunded liability rates from 47% to 56%. As more personnel retire in the coming years, these costs will continue to decrease with new personnel being under the PEPRA program.

The other increases this year in in the technical world dealing with the Department's computer system and internet. Two years ago, the Meraki (Cisco) network servers for the public safety building were replaced due to their age and increased failures. These servers are used tie the three stations together as well as interface with Con Fire for dispatching (ring downs). The good news is that the Fire Department is splitting the almost \$200K cost for the equipment and we are financing it out over 5 years. For the last two years the Contract did not include these costs, but this year the City's IT department is charging back for these costs as well as the internet and data lines (T1) that connect all the stations.

Additionally, 2021 also brought on new license requirements for Microsoft programs in that every profile (person) in the network is required to have a license that must be renewed each year. In the past the Fire Department was able to use one license per Station which was less costly.

This year, the budget has also been reworked to move expenses into more appropriate accounts. Major example of this is that the Fire Department's dispatch contract with Con Fire was always paid for out of the Miscellaneous Repair and Maintenance account but this expense has now been moved to Miscellaneous Profession Services so you will note that account 53290 has decrease considerably while account 52190 has increased.

In the spirit of being fiscally responsible, I am confident that the Fire Department's overall budget will be very accurate and that as previously discussed with the Finance Committee, the District's unbudgeted reconciliation costs will be minimal.

Please contact me with any questions you may have on these budget calculations.

Respectfully,

Michael Pigoni  
Fire Chief  
El Cerrito-Kensington Fire Department  
(510) 812-4503

**CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT**

**Proposed Contract Fee for FY 2021-22**

LINE ITEM DETAIL BUDGET EXPENDITURES

	Preliminary FY21-22 Budget	%	Proposed FY21-22 Fee
<b>5100 SALARIES &amp; BENEFITS</b>			
51110 Salaries	\$5,583,637.00	27.75%	\$1,549,459.27
51130 Temporary/Part-time Salaries	\$1,500.00	27.75%	\$416.25
51140 Overtime Pay	\$500,000.00	27.75%	\$138,750.00
51145 FLSA Overtime pay	\$104,656.00	27.75%	\$29,042.04
51146 Non Suppression Overtime pay	\$50,000.00	27.75%	\$13,875.00
51150 Special Pay	\$0.00	27.75%	\$0.00
51210 PERS Contributions	\$983,202.00	27.75%	\$272,838.56
51211 PERS UAL	\$2,241,677.00	27.75%	\$622,065.37
51220 FICA/MEDICARE	\$88,094.00	27.75%	\$24,446.09
51230 Medical Insurance	\$811,998.00	27.75%	\$225,329.45
51235 Life & LTD Insurance	\$40,101.00	27.75%	\$11,128.03
51237 Allowances & Other Benefits	\$155,800.00	27.75%	\$43,234.50
51240 Workers Compensation	\$154,332.00	27.75%	\$42,827.13
<b>TOTAL</b>	<b>\$10,714,997.00</b>		<b>\$2,973,411.67</b>
<b>5200 PROFESSIONAL SERVICES</b>			
52190 Misc. Professional Services	\$299,500.00	33.33%	\$99,823.35
52220 Medical Services	\$18,200.00	33.33%	\$6,066.06
52230 Other Technical Services	\$8,700.00	33.33%	\$2,899.71
<b>TOTAL</b>	<b>\$326,400.00</b>		<b>\$105,889.41</b>
<b>5300 PROPERTY SERVICES</b>			
53110 Utilities	\$25,700.00	0.00%	\$0.00
53230 Building Maintenance Services	\$21,300.00	33.33%	\$7,099.29
53240 Landscape/Park Maint Svcs	\$54,500.00	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$150,000.00	25.00%	\$37,500.00
53290 Misc. R&M Svcs	\$109,100.00	33.33%	\$36,363.03
53320 Vehicle & Equip Lease	\$0.00	0.00%	\$0.00
53330 Vehicle Replacement Rental Charge	\$81,000.00	18.83%	\$15,252.30
53910 Solid Waste Services	\$8,000.00	33.33%	\$2,666.40
<b>TOTAL</b>	<b>\$449,600.00</b>		<b>\$98,881.02</b>
<b>5400 OTHER SERVICES</b>			
54210 Telephone Expenses	\$17,000.00	20.00%	\$3,400.00
54220 Mobile/wireless Expenses	\$10,728.00	20.00%	\$2,145.60
54230 Internet Services	\$36,904.00	33.33%	\$12,300.10
54240 Software Licenses & Maintenance	\$2,700.00	33.33%	\$899.91
54310 Legal Notices & Advertisements	\$2,500.00	25.00%	\$625.00
54410 Printing and Binding	\$3,500.00	25.00%	\$875.00
54610 Travel & Training	\$41,000.00	25.00%	\$10,250.00
54910 Dues & Subscriptions	\$15,570.00	25.00%	\$3,892.50
54990 Other Administrative Services	\$9,500.00	25.00%	\$2,375.00
<b>TOTAL</b>	<b>\$139,402.00</b>		<b>\$36,763.11</b>
<b>5500 SUPPLIES</b>			
55110 General Office Supplies	\$6,000.00	25.00%	\$1,500.00
55120 Postage & Delivery	\$2,700.00	25.00%	\$675.00
55130 Photocopying Charges	\$1,000.00	25.00%	\$250.00
55210 Fuel	\$41,700.00	27.00%	\$11,259.00
55230 Medical Supplies	\$25,000.00	30.00%	\$7,500.00
55240 Clothing & Uniform Supplies	\$45,900.00	33.33%	\$15,298.47
55250 Vehicle & Equipment Supplies	\$13,500.00	25.00%	\$3,375.00
55290 Other Operating Supplies	\$10,000.00	25.00%	\$2,500.00
55520 Building Supplies	\$10,000.00	25.00%	\$2,500.00
<b>TOTAL</b>	<b>\$155,800.00</b>		<b>\$42,682.47</b>
<b>5600 CAPITAL OUTLAY</b>			
56310 Improvements, Not Buildings	\$20,000.00	0.00%	\$0.00
56410 Office Equipment <\$10K	\$10,000.00	0.00%	\$0.00
56710 Other Equipment < \$10K	\$7,100.00	0.00%	\$0.00
56720 Other Equipment > \$10K	\$0.00	0.00%	\$0.00
<b>TOTAL</b>	<b>\$37,100.00</b>		<b>\$0.00</b>
<b>5800 OTHER CHARGES</b>			
58220 Licenses & Permits	\$2,500.00	25.00%	\$625.00
<b>TOTAL</b>	<b>\$2,500.00</b>		<b>\$625.00</b>
<b>GRAND TOTAL</b>	<b>\$11,825,799.00</b>		<b>\$3,258,252.68</b>
<b>OVERHEAD CHARGES (9% of Personnel)</b>	<b>\$964,349.73</b>	<b>27.75%</b>	<b>\$267,607.05</b>
<b>UNRECONCILED CONTRACT AMOUNT</b>			<b>\$3,525,859.73</b>
<b>RECONCILIATION FY 2019-20 BUDGET TO ACTUAL</b>			<b>\$191,060.29</b>
<b>PROPOSED CONTRACT FEE FY 2021-2022</b>			<b>\$3,716,920.02</b>

**KENSINGTON FIRE PROTECTION DISTRICT BUDGET**  
**Prior Year Reconciliation**

LINE ITEM DETAIL BUDGET EXPENDITURES

	<u>FY 2019-20</u> <u>Budgeted</u>	<u>FY 2019-20</u> <u>Actual</u>	<u>Difference</u>	<u>Percentage</u>	<u>Reconciliation</u>
<b>5100 SALARIES &amp; BENEFITS</b>					
51110 Salaries	5,249,744.00	4,981,328.08	\$268,415.92	27.75%	\$74,485.42
51120 Temporary/Part-time Salaries	1,560.00	1,350.00	\$210.00	27.75%	\$58.28
51130 Temporary/Part-time Salaries			\$0.00	27.75%	
51140 Overtime Pay	700,000.00	1,107,189.18	(\$407,189.18)	27.75%	(\$112,995.00)
51145 FLSA Overtime pay	98,800.00	100,517.93	(\$1,717.93)	27.75%	(\$476.73)
51146 Non Suppression Overtime pay	87,360.00	36,788.79	\$50,571.21	27.75%	\$14,033.51
51150 Special Pay			\$0.00	27.75%	\$0.00
51155 One-Time Payout		2,399.88	(\$2,399.88)	27.75%	(\$665.97)
51210 PERS Contributions	2,467,586.00	2,527,499.41	(\$59,913.41)	27.75%	(\$16,625.97)
51200 PARS Contributions			\$0.00	27.75%	\$0.00
51220 FICA/MEDICARE	76,005.00	84,921.60	(\$8,916.60)	27.75%	(\$2,474.36)
51230 Insurance and Benefits	851,379.00	753,545.70	\$97,833.30	27.75%	\$27,148.74
51235 Life & LTD Insurance	40,942.00	48,746.81	(\$7,804.81)	27.75%	(\$2,165.83)
51237 Allowances & Other Benefits	160,025.00	147,495.84	\$12,529.16	27.75%	\$3,476.84
51240 Workers Compensation	199,245.00	204,706.40	(\$5,461.40)	27.75%	(\$1,515.54)
51242 Workers Compensation Pay (In Lieu of Salary)			\$0.00	27.75%	\$0.00
51990 Salary Savings	(657,359.00)	-	(\$657,359.00)	27.75%	(\$182,417.12)
<b>TOTAL</b>	<b>\$9,275,287.00</b>	<b>\$9,996,489.62</b>	<b>(\$721,202.62)</b>		<b>(\$200,133.73)</b>
<b>5200 PROFESSIONAL SERVICES</b>					
52190 Misc Professional Services	55,000.00	40,618.34	\$14,381.66	33.33%	\$4,793.41
52220 Medical Services	15,450.00	10,829.00	\$4,621.00	33.33%	\$1,540.18
52230 Other Technical Services	13,500.00	364.30	\$13,135.70	33.33%	\$4,378.13
<b>TOTAL</b>	<b>\$83,950.00</b>	<b>\$51,811.64</b>	<b>\$32,138.36</b>		<b>\$10,711.72</b>
<b>5300 PROPERTY SERVICES</b>					
53110 Utilities	16,004.00	21,365.08	(\$5,361.08)	0.00%	\$0.00
53230 Building Maintenance Services	20,000.00	27,342.63	(\$7,342.63)	33.33%	(\$2,447.30)
53240 Landscape/Park Maint Svcs	35,000.00	137,350.00	(\$102,350.00)	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	97,850.00	114,240.25	(\$16,390.25)	25.00%	(\$4,097.56)
53290 Misc R&M Svcs	220,000.00	255,015.30	(\$35,015.30)	33.33%	(\$11,670.60)
53320 Vehicle & Equip Lease			\$0.00	0.00%	\$0.00
53330 Vehicle Replcmt Rental Charge	166,860.00	133,860.00	\$33,000.00	18.83%	\$6,213.90
53910 Solid Waste Services	8,240.00	8,405.65	(\$165.65)	33.33%	(\$55.21)
53990 Other Property Services	-	684.89	(\$684.89)	33.33%	(\$228.27)
<b>TOTAL</b>	<b>\$563,954.00</b>	<b>\$698,263.80</b>	<b>(\$134,309.80)</b>		<b>(\$12,285.05)</b>
<b>5400 OTHER SERVICES</b>					
54210 Telephone Expenses	17,510.00	16,497.76	\$1,012.24	20.00%	\$202.45
54220 Mobile/wireless Expenses	17,510.00	17,538.07	(\$28.07)	20.00%	(\$5.61)
54310 Legal Notices & Advertisements	6,180.00	27.50	\$6,152.50	25.00%	\$1,538.13
54410 Printing and Binding	6,180.00	6,566.49	(\$386.49)	25.00%	(\$96.62)
54610 Travel & Training	40,000.00	29,928.90	\$10,071.10	25.00%	\$2,517.78
54910 Dues & Subscriptions	14,420.00	14,836.29	(\$416.29)	25.00%	(\$104.07)
54990 Other Administrative Services	20,600.00	20,912.98	(\$312.98)	25.00%	(\$78.24)
<b>TOTAL</b>	<b>\$122,400.00</b>	<b>\$106,307.99</b>	<b>\$16,092.01</b>		<b>\$3,973.79</b>
<b>5500 SUPPLIES</b>					
55110 General Office Supplies	6,180.00	3,265.88	\$2,914.12	25.00%	\$728.53
55120 Postage & Delivery	1,030.00	2,058.29	(\$1,028.29)	25.00%	(\$257.07)
55130 Photocopying Charges	3,090.00	2,939.47	\$150.53	25.00%	\$37.63
55210 Fuel	41,200.00	38,737.59	\$2,462.41	27.00%	\$664.85
55230 Medical Supplies	25,000.00	24,398.23	\$601.77	30.00%	\$180.53
55240 Clothing & Uniform Supplies	36,050.00	25,105.38	\$10,944.62	33.33%	\$3,647.84
55250 Vehicle & Equipmt Supplies			\$0.00	25.00%	\$0.00
55290 Other Operating Supplies	10,300.00	4,910.79	\$5,389.21	25.00%	\$1,347.30
55520 Building Supplies	7,000.00	5,357.58	\$1,642.42	25.00%	\$410.61
<b>TOTAL</b>	<b>\$129,850.00</b>	<b>\$106,773.21</b>	<b>\$23,076.79</b>		<b>\$6,760.22</b>
<b>5600 CAPITAL OUTLAY</b>					
56310 Improvements, Not Buildings	25,750.00	11,862.00	\$13,888.00	0.00%	\$0.00
56410 Office Equipment < \$10K	3,090.00	23,693.26	(\$20,603.26)	0.00%	\$0.00
56710 Other Equipment < \$10K	20,600.00	4,239.74	\$16,360.26	0.00%	\$0.00
<b>TOTAL</b>	<b>\$49,440.00</b>	<b>\$39,795.00</b>	<b>\$9,645.00</b>		<b>\$0.00</b>
<b>5800 OTHER CHARGES</b>					
58220 Licenses & Permits	1,030.00	1,379.00	(\$349.00)	25.00%	(\$87.25)
<b>TOTAL</b>	<b>\$1,030.00</b>	<b>\$1,379.00</b>	<b>(\$349.00)</b>		<b>(\$87.25)</b>
<b>TOTAL EXPENDITURES</b>	<b>\$10,225,911.00</b>	<b>\$11,000,820.26</b>	<b>(\$774,909.26)</b>		<b>(\$191,060.29)</b>

**RESOLUTION 21-03**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE PRELIMINARY COMBINED REVENUE, OPERATING EXPENSE, AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2021-2022**

**WHEREAS**, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the preliminary annual fee for services from the City of El Cerrito for Fiscal Year 2021-2022; and

**WHEREAS**, the preliminary combined budget was reviewed by the Finance Committee at the May 21, 2021 public meeting; and

**WHEREAS**, a final Revenue, Operating Expense and Capital Improvement Budget shall be approved by the Board of Directors of the Kensington Fire Protection District by the statutory required date of October 1, 2021;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors hereby adopts the Preliminary Combined Revenue, Operating Expense and Capital Improvement Budget with its associated schedules for Fiscal Year 2021-2022 which is attached to and made part of this resolution.

\*\*\*\*\*

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 9th day of June 2021 by the following vote of the Board.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**Larry Nagel, President**

\_\_\_\_\_  
**Janice Kosel, Secretary**



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** June 9, 2021

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

**RE:** **Agenda Item 04c**  
Preliminary FY2021-2022 Budget

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

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### Recommended Action

Approve Resolution 21-03 Preliminary FY2021-2022 Budget

### Background

The attached Preliminary FY2021-2022 Budget is presented for approval. The budget estimates revenues of **\$4,852,153**, expenses of **\$4,458,706**, and a net increase in the fund balance of **\$393,447**.

The columns detail the reporting of the FY2020 Actuals, as confirmed by the previously approved audit; the FY2021 Budget, as most recently amended; the FY2021 Projected figures based on projections from the May 12<sup>th</sup>, 2021 County financial report with some additional updates from the May 31<sup>st</sup>, 2021 expense report; and the proposed FY2022 Budget amounts. The Notes column identifies line-item assumptions, clarifications, or other relevant info.

On page 2 of 4, please note the *Emergency Preparedness Coordinator* and *Grant Writer* consultants that were approved in March and are pending RFP selection. Some interviews will have taken place by the time of the Board meeting but proposed contracts will not be presented until the July 14<sup>th</sup>, 2021 meeting. A line-item for Long-Term Financial Planner has also been included with a preliminary amount. A Financial Planner will be very helpful in assessing the pending capital expenditures so the board and public are fully informed of funding options and their long-term impact. I am in the process of collecting proposals and will report on that process next month, as well.

Per the recommendations of the auditor, I have sub-categorized capital outlays. There are line-items for the PSB Renovation, the Temporary Facilities, Equipment & Furniture, and Rolling Stock. This will allow greater transparency in how expenditures are made on those individual items while still categorizing them together in the budget. Please note that "Soft Costs" are for services such as architecture, engineering, permitting, etc., while "Hard Costs" are for the actual General Contractor and Sub-Contractor expenses.

Finally, our County Fund Balances as of the May 12<sup>th</sup>, 2021 County Financial Report are included. The FY2021 Projected amounts require reconciliation for the final days of the year and will be revised accordingly during the Fall audit. Balances are not projected yet for FY2022, but will be included in the September final budget adoption based on renovation price models.



	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	FY2022 Budget Notes:	% of Prior Year
<b>REVENUES</b>						
Property Taxes	4,335,438	4,469,616	4,463,000	4,507,630	1% increase	101.00%
Special Taxes	200,653	200,686	200,636	200,636	Hold	100.00%
Other Taxes (HOPTR)	25,220	25,250	12,437	12,437	Hold	100.00%
Lease Income	36,603	36,603	36,603	27,450	\$3,050 x (9) mos pre-renovation	74.99%
Salary Reimbursement Income	22,761	0	0	0	N/A	
Salary Reimbursement Reconciliation	662	0	0	0	N/A	
Investment Income	128,365	121,800	104,000	104,000	Hold	100.00%
Other Revenues	1,610	0	75,714		Engine Sale in FY2021	
<b>Total Revenues</b>	<b>4,751,312</b>	<b>4,853,955</b>	<b>4,892,389</b>	<b>4,852,153</b>		<b>99.18%</b>
<b>EXPENDITURES (Operations)</b>						
Office Wages & Related						
Wages	50,725	155,892	160,332	169,130	+3.8% CPI per contract in Nov 2021	105.49%
Longevity Pay	1,000	0	0	0	N/A	
Overtime Wages	5,327	0	0	0	N/A	
Vacation Wages	12,171	0	0	0	N/A	
Medical/dental ins compensation	3,920	6,000	6,000	12,000	\$1K per month (GM Contract)	200.00%
Retirement Contribution	2,622	0	0	0	N/A	
Payroll Taxes	6,015	12,151	13,987	14,000	Reviewed by Maze	100.09%
Workers Compensation/Life Ins	1,498	1,900	1,900	1,900		100.00%
Payroll Processing	1,150	1,670	1,869	1,900	Heartland Payroll	101.66%
<b>Total Office Wages &amp; Related</b>	<b>84,428</b>	<b>177,613</b>	<b>184,088</b>	<b>198,930</b>		<b>108.06%</b>
Retiree Medical Benefits						
PERS Medical	0	0	0	0	N/A	
Delta Dental	0	0	0	0	N/A	
Vision Care	0	0	0	0	N/A	
CalPERS Settlement	12,377	11,425	11,425	11,425	Hold	100.00%
<b>Total Retiree Medical Benefits</b>	<b>12,377</b>	<b>11,425</b>	<b>11,425</b>	<b>11,425</b>		<b>100.00%</b>
Outside Professional Services						
Accounting	5,904	33,600	48,000	42,000	Pending estimate	87.50%
Actuarial Valuation	2,900	5,600	5,600	5,600	Verify w/CERBT/OPEB	100.00%
Audit	16,000	17,500	17,500	17,500	Hold	100.00%
Bank Fees	25	0	0	0		
Contra Costa County Expenses	36,678	38,759	38,759	38,759		100.00%
El Cerrito Contract Fee	3,033,275	3,229,643	3,229,643	3,525,860	As proposed by E.C.	109.17%
El Cerrito Reconciliation(s)	116,571	288,532	288,532	191,060	As proposed by E.C.	66.22%
IT Services and Equipment	18,439	17,480	10,000	10,000	Hold	100.00%
Fire Abatement Contract	0	2,450	2,450	5,000	Recommendation by Chief	204.08%
Fire Engineer Plan Review	1,234	2,060	2,060	3,000	Recommendation by Chief	145.63%
RGS Contract	195,107	0	0	0	N/A	
Risk Management Insurance	12,561	14,420	14,420	14,420	Hold	100.00%
LAFCO Fees	2,548	2,294	2,294	2,500		108.98%
Legal Fees	67,494	55,000	52,000	24,000	Budget \$2K/mo. Avg	46.15%
Polygon Study	5,000	0	0	0		



	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	FY2022 Budget Notes:	% of Prior Year
RFP Consultant	855	0	0	0		
Traffic Study	15,330	0	0	0	N/A	
Professional Fees	2,260	0	0	0	N/A	
Operational Consultant	0	7,500	7,500	0	N/A	0.00%
PSB Consultants	0	30,000	1,425	0	Track PSB under Capital Outlays	
Recruitment	0	14,400	14,400	0	N/A	0.00%
MMM Consulting	0	0	0	0	N/A	
Temporary Services	0	9,000	8,783	0	N/A	0.00%
Water System Improvements	0	0	0	10,000	Finance Committee Recommendation	
Website Development/Maintenance	2,690	2,740	2,500	2,750		110.00%
Wildland Vegetation Mgmt	6,300	7,600	7,600	7,600	Recommendation by Chief	100.00%
Needs Assess/Feasibility Study	50,789	30,000	31,584	0	Complete	0.00%
Other Outside Professional Services	26,590	0	0	0		
Emergency Preparedness Coordinator	0	17,000	2,000	100,000	<b>Approved by motion 03/10/2021</b>	5000.00%
Grant Writer/Coordinator	0	15,000	2,000	50,000	<b>Approved by motion 03/10/2021</b>	2500.00%
Long-Term Financial Planner	0	0	0	30,000	<b>Recommend ADD for FY2022</b>	
<b>Total Outside Professional Services</b>	<b>3,618,550</b>	<b>3,840,578</b>	<b>3,789,050</b>	<b>4,080,049</b>		<b>107.68%</b>
<b>Community Service Activities</b>						
Public Education	10,730	17,000	3,100	20,000	Post-COVID	645.16%
Comm. Pharmaceutical Drop-Off	0	2,500	0	2,500	Post-COVID	
CERT Emerg Kits/Sheds/Prepared	0	3,500	0	3,500	Post-COVID	
Open Houses	1,125	1,800	0	1,800	Post-COVID	
Community Shredder	1,619	3,200	0	3,200	Post-COVID	
DFSC Matching Grants	0	24,000	24,000	0	Need not verified	0.00%
Firesafe Planting Grants	0	3,000	0	3,000	Post-COVID	
Demonstration Garden	0	0	0	0	N/A	
Community Sandbags	0	1,500	0	1,500	Post-COVID	
Volunteer Appreciation	0	1,500	0	1,500	Post-COVID	
Community Center Contribution	0	0	0	0	N/A	
Community Services - Other	0	0	0	5,000	Recommended for EP Coordinator	
<b>Total Community Service Activities</b>	<b>13,475</b>	<b>58,000</b>	<b>27,100</b>	<b>42,000</b>		<b>154.98%</b>
<b>District Activities</b>						
Professional Development	4,639	10,000	1,000	10,000	Hold	1000.00%
Election	0	4,000	4,991	0	Next election in FY2022-2023	0.00%
Firefighter's Apparel & PPE	136	1,650	1,187	2,000	Recommendation by Chief	168.49%
Firefighters' Expenses	0	3,250	0	7,500	Increase (Prior roll-over funds)	
Staff Appreciation	1,017	1,750	1,247	3,000	Finance Committee Recommendation	240.58%
Memberships	7,727	8,720	7,753	8,720	Hold	112.47%
<b>Total District Activities</b>	<b>13,519</b>	<b>29,370</b>	<b>16,178</b>	<b>31,220</b>		<b>192.98%</b>
<b>Office</b>						
Office Expense	1,202	2,958	6,251	3,000	Improve accounting category tracking	47.99%
Office Supplies	1,649	2,856	302	3,000	Improve accounting category tracking	994.23%
Telephone	11,339	18,000	14,000	7,800	Sasha reduced ATT contract	55.71%
Office- Other	623	500	318	318	Check accounting categories	100.00%
Office - Other	80	0	64	64	Check accounting categories	100.00%

	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	FY2022 Budget Notes:	% of Prior Year
Total Office	14,892	24,314	20,934	14,182		67.74%
Building Maintenance						
Gardening service	650	6,000	4,000	5,000	Hold	125.00%
Building alarm	1,616	840	1,494	1,500	Hold	100.37%
Medical Waste Disposal	4,759	8,400	5,200	7,500	Hold	144.23%
Janitorial Service	1,260	1,260	1,300	1,400	Hold	107.69%
Miscellaneous Maint.	16,927	23,850	24,500	25,000		102.04%
Total Building Maintenance	25,211	40,350	36,494	40,400		110.70%
Building Utilities/Service						
Gas and Electric	7,277	11,130	11,130	12,500		112.31%
Water/Sewer	1,859	2,520	2,520	3,000		119.05%
Bldg Utilities/Services - Other	0	0	0	0		
Total Building Utilities/Service	9,137	13,650	13,650	15,500		113.55%
Contingency						
General	1,768	25,000	0	25,000	Hold	
Contingency - Other	0	0	0	0		
Total Contingency	1,768	25,000	0	25,000		
Total Expenditures (Operations)	3,793,357	4,220,300	4,098,920	4,458,706		108.78%
Audit Adjustments	(665)					
Total Expenditures (Operations) Reconciled	3,792,692					
<b>EXPENDITURES (Capital)</b>						
Capital Outlay (PSB Renovation Soft Costs)	0	0	0		Pending Renovation Est & Sched	
Capital Outlay (PSB Renovation Hard Costs)	0	0	0		Pending Renovation Est & Sched	
Capital Outlay (Temp Facilities Soft Costs)	0	0	0		Pending Renovation Est & Sched	
Capital Outlay (Temp Facilities Hard Costs)	0	0	0		Pending Renovation Est & Sched	
Capital Outlay (Equip & Furniture)	10,802	0	0		Pending Renovation Est & Sched	
Capital Outlay (Rolling Stock)	59,863	346,842	346,842			
Total Expenditures (Capital)	70,665	346,842	346,842			
<b>EXPENDITURES TOTAL (Ops &amp; Capital)</b>	<b>3,863,357</b>	<b>4,567,142</b>	<b>4,445,762</b>	<b>4,458,706</b>		<b>100.29%</b>
<b>CHANGE IN FUND BALANCES</b>	<b>887,955</b>	<b>286,813</b>	<b>446,627</b>	<b>393,447</b>		<b>88.09%</b>
<b>FUND BALANCES (End of Year):</b>	<b>6/30/2020</b>		<b>6/30/2021</b>	<b>6/30/2022</b>		
CC County Funds:						
General Fund 300700	5,299,048		7,538,809		Pending Renovation Est & Sched	
Fire Special Tax Fund 300900	210,805		409,441		Pending Renovation Est & Sched	
Capital Reserve Fund 303100	3,722,787		2,093,369		Pending Renovation Est & Sched	
Mechanics Bank Checking Account			119,327		Pending Renovation Est & Sched	
<b>TOTAL FUND BALANCE</b>	<b>9,232,640</b>		<b>10,160,946</b>		Pending Renovation Est & Sched	

	FY2020 Actual	FY2021 Budget	FY2021 Projected	FY2022 Budget	FY2022 Budget Notes:	% of Prior Year
<b>OPEB Balance:</b>						
<b>OPEB Asset</b>	1,459,931					
<b>OPEB Liability</b>	1,072,175					
<b>Net OPEB: Liability/(Asset)</b>	(387,756)					

**General Notes On The Budget:**

- 1.) FY2020 Actual column reflects the 06/30/2020 Qbooks amounts reconciled with the approved audited financial statements.
  - 2.) FY2021 OPEB Amounts will not be available until the next actuarial valuation but the liability is fully funded.
  - 3.) FY2021 Fund Balances shown as of 05/12/2021 per County Funds Report. EOY amounts will be listed in the next audit.
  - 4.) Quickbooks tracking for Capital Reserves of Rolling Stock needs to be improved. Coordination by the accountants and a financial planner will facilitate this and a more extensive replacement reserve schedule will be developed for the budget adoption in September. For planning purposes, the District's three vehicles include:
    - \_ **Type I Engine** = Replaced 5yrs ago; Scheduled replacement in 2031. Budget Capital Inlay of \$76,000 per year.
    - \_ **Type III Engine** = Replaced last year; Scheduled replacement in 2036. Budget Capital Inlay of \$70,000 per year.
    - \_ **Command Vehicle** = Replaced last year; Scheduled replacement in 2028. Budget Capital Inlay of \$11,000 per year.
- Total Annual Capital Inlay for Rolling Stock = Budget \$157,000 per year.**



## EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



**DATE:** June 2, 2021

**TO:** Bill Hansell: General Manager

**FROM:** Michael Pigoni: Fire Chief

**RE:** **Fire Chief's Report for the June 2021 Fire District Board Meeting**

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### May Incident Run Report

There were 24 incidents in Kensington for the month of May. This was an increase of 3 calls over the previous month. Total incidents for Station 65 in April were 53 calls which was an increase of 2 calls over the previous month. Overall, the El Cerrito / Kensington Fire Department responded to 319 calls for service during the month.

### Significant Calls

On May 6<sup>th</sup> at approximately 11:35 am, the Fire Department was dispatched to a possible structure fire in the 200 block of Columbia Avenue. In addition to Engine 165, auto-aid responded from Richmond and Berkeley in addition to the two El Cerrito engines. Upon Engine 165's arrival, the resident pointed out that she had seen sparks and flames coming up from an outlet behind a piece of furniture. There was evidence of soot, and the wall was warm to touch with the thermal imager indicated there was heat behind the wall. The crews opened the wall and found an arced wire going to the plug. There was no extension to the fire and the wire was isolated.

On May 12<sup>th</sup> at approximately 7:00 pm, the Fire Department was dispatched to an unknown rescue at the end of Yale Circle. A rescue unit from Richmond was also dispatched in addition to Engine 172 and 165. Upon arrival, crews were informed that a person walking fell down a steep ravine/hillside and was unable to climb out on his own. A rope haul system was set up and Engine 165's firefighter was lowered down to the hiker. After determining that he was not injured, a haul system was set up and both the hiker and the firefighter were brought back up the road.

### ISO Public Protection Classification Survey 2021

Representatives from Verisk Insurance Solutions, the corporate company that performs the analysis and evaluation for the ISO classification were on site over 5 months ago gathering performance data for the Fire Department's ISO rating which had not been done since 2014. At that time, the Fire Department was rated at 85 points which is a solid ISO classification of 2. This year our preliminary numbers are at 87.18 which is still a strong classification of 2!

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. It is reported that most U.S. insurers, including the largest ones, use the PPC information as part of their decisions making when deciding what businesses to write, coverages to offer or process top charge for personal or commercial property insurance. The PPC process and final classification is based on our personnel staffing and response times, fire apparatus and equipment, water supply, community risk reduction programs and our dispatch center. Maintaining the high rating is even more important considering the recent history of resident's insurance rates increasing or even being cancelled.

### **Vegetation Management**

As reported out last month, the local vegetation fuel moisture levels continue to drop and are at late summer levels. Due to these conditions, the Fire Department is continuing with residential inspections of properties in the community to get 100% compliance before the super critical late summer/fall heat and Diablo winds. All residents are urged to cut weeds, trim bushes, and prune up tree limbs to develop a defensible space around their homes and property. Early spring cleanup of resident's property will make the Fire Department's job easier and help everyone avoid inspection fees and abatement costs. Vegetation Management Information is available at the Department's website. Fire Prevention will be coming to the Board on July 14<sup>th</sup> with the Resolution and Nuisance Declaration for approval.

### **Occupancy Inspections**

The Fire Department is continuing to conduct occupancy or Fire Safety inspections at the businesses and apartments in the community. With many businesses opening back up or increasing their capacities, it is important to complete these inspections and ensure compliance to the fire and safety codes.

### **Register with the Contra Costa County Community Warning System**

It cannot be stressed enough the importance to take a moment to register cell phones with the Contra Costa County Community Warning System (CWS). CWS will alert you when life-threatening incidents, like wildfire or power shutdowns, occur. [www.cwsalerts.com](http://www.cwsalerts.com)



**KENSINGTON FIRE PROTECTION DISTRICT  
EMERGENCY PREPAREDNESS COMMITTEE MEETING MINUTES**

**DATE/TIME:** April 22, 2021 / 3:00pm to 5:00pm

**LOCATION:** Via Zoom

**PRESENT:** Directors: Larry Nagel and Kevin Padian  
 Committee: Lisa Caronna, Kati Gluck, Peter Guerrero, Peter Liddell, Danielle Madugo, Paul Moss, David Spath  
 Staff: GM Bill Hansell  
 Public: Sue Duncan, Chris Hilliard, Lorika G.

**1. CALL TO ORDER/ROLL CALL**

The meeting was called to order by Kevin Padian at 3:07 PM. Roll call was taken and attendees are listed above.

**2. PUBLIC COMMENT**

This place on the agenda is reserved for comments and inquiries concerning matters that do not otherwise appear on the agenda.

a. There was no public comment.

**3. ADOPTION OF CONSENT ITEMS**

Items listed below are consent items, which are considered routine and will be enacted by one motion. Reports and recommendations prior to assigning consent item designations to the various items have been received and considered. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and 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 regular meeting of March 25, 2021 (Approve)
  - i. Paul Moss noted one correction that he suggested Hal Graboske give a report on the role of KARO/ECHO in Emergency Preparedness, not CERT.

<b>MOTION:</b> Moss/Nagel: To adopt consent items.
<b>VOTE:</b> Unanimous
Motion passed.

#### 4. OLD BUSINESS

##### a. Continued Items from Previous Meeting

- i. Suggested priorities for the Emergency Preparedness Coordinator (supp info)
  1. Kevin mentioned that the district website needs a lot of work. It just needs to be more navigable and organized differently, as EPC members have pointed out.
  2. Larry mentioned that the first priority for the Emergency Priority Coordinator should be to make the public aware of the evacuation plan.
  3. Joe Grupalo stated that the plan is in place. Be aware of CWS and know several routes out. The Zonehaven zones are in place, and Kensington is way ahead of the game.
  4. Paul Moss mentioned that very few people he has spoken with have any idea what the evacuation procedure is. People do not know about the polygon plan and really don't know about the evacuation plan.
  5. Kevin noted that the website is the place to go for information. Eventually we will also be able to do neighborhood meetings.
  6. Lisa Caronna stated that the plan is that we have no plan. Lisa thinks the role of the EPC Coordinator is to inform people about what to do in case of a wildfire.
  7. Joe Grupalo noted that residents can visit the website [community.zonehaven.com](http://community.zonehaven.com) and find out exactly what zone they are in and what the status of that zone is.
  8. Joe Grupalo stated that the County CWS had partnered with him to contact people by putting door hangers on resident's doors. CWS has designed the door hangers and Joe has quotes and is awaiting the budget process.
  9. Kevin noted that KFPD has money in the budget to assist with this.

Peter Guerrero joined the meeting at this point.

10. Katie Gluck noted that neighboring towns have had drills and she wants us to have a drill as well.

##### ii. Refrigerator magnets project (supp info)

1. Kevin reviewed his quest for purchasing refrigerator magnets. Kevin thanked everyone for editing the text and has obtained quotes for the magnets. The cost should be about \$ 3,000.

##### iii. Emergency Radio Program

1. Kevin Padian asked Katie Gluck to comment on the Emergency Radios. Katie stressed the necessity for providing radios to high-risk residents. Katie noted the difficulty in determining who

the high risk residents are. Katie stated that the Police Department is working on establishing a list of high risk residents.

2. Larry Nagel noted that Santa Rosa is giving out radios preprogrammed to the Santa Rosa alert frequencies. That program is very successful.
3. Katie Gluck added that Santa Rosa has given 500 radios.
4. Paul Moss noted that about Santa Rosa gave radios to 12,000 people in Santa Rosa. That translates to about 175-200 radios costing about \$8,750.
5. Joe Grupalo noted that NOAA alerts would be county wide, not local. Joe said that MOFD is working on a low altitude satellite system for alerting people. This would allow issuing alerts over an FM band radio.
6. Larry Nagel noted that he thought a satellite system would eliminate the need for a siren system and asked if we could get more information.
7. Paul Moss asked if NOAA will be issuing regional alerts for fires.
8. Peter Guerrero noted that even cell phones can be programmed to receive FM radio stations. Commercial FM radio stations should not be overlooked as an alerting tool.
9. Peter Liddell noted that in 2020 the NOAA alert came out for the lightning storm. Kevin noted that he also received the NOAA alert for that lightning storm.

iv. Proposed items for the next edition of the *Fireplug* (supp info)

1. Kevin Padian thanked everyone for the items for the Fireplug. Bill also thanked everyone and noted he will be gathering the information together. Kevin stressed that the information in the Fireplug needs to be tailored to Kensington rather than generic fire prevention material.

**b. Priorities for informing the public about Emergency Preparedness**

- i. Kevin Padian noted we need to work on evacuation, house hardening, organizing neighborhoods into firesafe communities, and fuel reduction.
- ii. Lisa Caronna noted that we also have to worry about earthquakes, and that is also part of Emergency Preparedness.
- iii. Larry Nagel noted that there is an OFSC webinar on Earthquake Preparedness on April 29.
- iv. Joe Grupalo agreed on not forgetting the Hayward fault. Top priorities are water storage, cash on hand, just surviving until FEMA arrives.

**5. NEW BUSINESS**

**a. CWS Alert Drill May 2 and next steps toward a full Evacuation Drill and Evacuation Plan for Kensington**

- i. Joe Grupalo covered the CWS Alert Drill. The drill will be on May 2 at 8 AM. The Alert Drill will start with four zones in Kensington, five zones at



- 8:10, and five zones at 8:20. The drill will be over by 8:30 and all residents will be encouraged to fill out a survey about the drill.
- ii. The full evacuation drill will be a joint effort between the Police Department and the Fire Department
  - iii. Lorika G. suggested that the committee comes up with a next date for a CWS alert drill. The community will soon begin to wonder whether their signup still works.
  - iv. Chris Hilliard stated that we should have the signs by the library and the gas station a week before the test.

**b. Presentation by Sue Duncan, Make El Cerrito Firesafe**

- i. Sue Duncan is the co-founder along with her husband, Paul, of Make El Cerrito Fire Safe. They started MECFS and first spoke before the El Cerrito City Council in September 2018. Their group is a neighborhood group with 14 members on the Steering Committee, 7-8 of which are active right now. Their website is located at:

<http://www.makeelcerritofiresafe.com>

- ii. They have an of about 150 residents, mostly El Cerrito but a few from Kensington. and the e-mail address is [ecfiresafe@gmail.com](mailto:ecfiresafe@gmail.com). They send out infrequent e-mails concerning wildfire issues, links on how to harden homes, better vegetation practices, preparedness for PSPS, red flag days, evacuation and more. Later today they will be sending one out concerning the CWS drill on May 2. They will send a reminder a week from tomorrow.
- iii. When MECFS started, they were mainly concerned with the very unkempt eucalyptus stand closest to us in HNA, Hillside Natural Area. HNA is El Cerrito's approximately 102-acre open space that runs across the hill from just south of Moeser to north of Potrero. Within it are 4 stands of mostly unkempt, raggedy eucalyptus with underbrush, hanging and fallen bark and poison oak. Over the decades, the city has allowed the trees to reproduce so that now there are many young trees of varying heights which as they are located on steep slopes, form ladders to the crowns. And now with the disease that is killing acacia and eucalyptus beside the oaks and pines, it is more important than ever to deal with these trees. For over a year, we have been watching the trees in the quarry grove, the grove that runs up on the north side of Moeser, looking sicker and sicker. The grove that is north of Potrero, is not looking too healthy, either. It is time for the state and federal governments to help finance the removal of these trees.
- iv. At a meeting last week, it was stated that to remove the dead and dying eucalyptus in the almost-200 square miles of EBRPD land would take close to \$1 Billion. Currently much of the Cal Fire grants and other state wildfire money goes to southern California and areas that have SRAs close to areas with disadvantaged communities. Not very much

goes to areas such as the East Bay where most of it is LRA's and non-disadvantaged.

- v. Three MECFS members are now on the recently created legislative subcommittee of the Oakland Fire Safe Council. This committee is tracking the over 50 bills dealing with various aspects of wildfire that are currently in various stages of both the state senate and assembly. They keep a frequently updated chart with bill number, author or authors, main topic, where it currently is, dates of discussion in which committee and which member is following it. They have spoken with Assembly Member Wicks staff about one of them and are arranging a meeting with Senator Skinner's staff. One of our members on the committee has ties to Sacramento and a legislative analyst from a former career and so knows how to be heard. They send in written comments with suggested wording changes to the authors to try and get the east bay included where appropriate.
  
- vi. Sue is a member of a committee that is trying to form a JPA, Joint Powers Authority for Contra Costa and Alameda counties. The committee is composed of members from the Claremont Canyon Conservancy, the OFSC and the 94803 Emergency Preparedness Alliance, which covers the El Sobrante/Richmond area. This JPA would make consistent, science-based vegetation management plans across the East Bay Hills and use various funding sources including grants to carry out the plans. Currently, we have 20 elected officials from Alameda and Contra Costa counties, the cities of Oakland, Berkeley, Albany, El Cerrito, Dublin, Fremont, Hayward, Hercules, EBRPD and Assembly Member Wicks all endorsing the concept. We also have 20 community organizations including the Sierra Club, endorsing it. The committee has raised enough funds through a few grants and private donations to hire consultants Placeworks to guide us through the process. If your committee or any of you would like more information about the JPA, I will be glad to send you information. Jon Kaufman of the Claremont Canyon Conservancy and Sue Piper of OFSC would be happy to meet with you on a zoom meeting to discuss it, too.
  
- vii. The MECFS continuously advocates for no reduction in fire or other emergency services that are provided by the El Cerrito/Kensington Fire Dept. With El Cerrito in dire financial straits, it seems to be a constant battle. We are encouraging the FD to simplify and strengthen the vegetation management standards. Currently on the FD website, there are 4 documents with the standards, some of which are conflicting. We feel that there should be one document plus the check list with stronger and clearer standards. We have spent a significant amount of time working with the Boy Scouts to remove the eucalyptus from Camp Herms. They did agree that the trees should go. We almost had an agreement with them that we would raise funds to remove them as funds allowed. Unfortunately, we had to back out over a disagreement with when they would receive the funds due to the Scouts being in

bankruptcy. Close to 20 eucalyptus have been removed from the property recently though, mostly due to the trees either dead or dying, causing unsafe conditions.

- viii. The MECFS has recently come under the 501c3 umbrella of the EC Community Foundation and will be able to raise tax deductible funds for fire prevention projects. They continue to advocate for signed evacuation routes in El Cerrito. However, Battalion Chief Grupalo just noted that the evacuation plan is in place. The MECFS asks that standards for vegetation along these routes be tightened and enforced, as well as limited parking on the narrower streets on Red Flag Days. The ECPD, ECFD and EC Public Works began work on this but the project has slowed due to the financial crisis that EC is currently facing and the covid SIP.
  
- ix. Several MECFS members have a meeting scheduled with Michael Booker, the Emergency Preparedness/Safety Consultant for WCCUSD. We are very concerned that the district does not have a viable plan to evacuate students from Madera Elementary, just off the Arlington or Kensington Hilltop School in the event of a wildfire being blown in from Wildcat Canyon toward either school. How will the students get out if necessary? Will the teachers be out with them on Arlington, flagging down fleeing residents asking them to take the students? We also would like to see evacuation plans for Harding, Fairmont and Koromatsu schools as they might need evacuating depending on which way the wind is blowing the embers ahead of the fire. Currently, there is no legislation or education code that requires schools in the VHFHSZ to have evacuation plans. We are also trying to schedule an appointment with the principal of Madera School. We do have a few ideas about evacuating the students. On red flag days, have busses at the schools. I'm sure this wouldn't happen due to finances. Perhaps each student would be required to have at least 7 different parents that have permission to take the student. Vet neighbors and have them on the list to be able to take students. It was suggested that maybe the busses on San Pablo Ave could come up the hill to pick up the students, but would the bus driver want to drive into an approaching fire? And what about the passengers on the bus?
  
- x. The MECFS has a Firewise USA neighborhood with 93 homes. We were approved for it in December of 2019. Unfortunately, just as we were getting ready to roll it out, the SIP hit. We did mail our letters of introduction along with 2 Firewise pamphlets but we had a very poor response. We're hoping in the next few weeks to get things going again, hopefully with a little help from the FD. It would be nice to have a better response. Our main purpose is to educate the residents about what they can do to lessen the possibility of their house igniting from either a wildfire or a fire in a neighbor's house. House hardening and vegetation management are the key areas with action. Paul and Sue attend each EC City Council meeting and the Urban Forest Committee meetings.

- xi. MECFS has representatives on Supervisor Gioia's Wildcat Canyon group.
- xii. Lastly, MECFS have a resolution stating that wildfire prevention and preparedness is a top priority of El Cerrito. We will be trying to have the EC City Council adopt it as the cities of Berkeley and Oakland did.
- xiii. Sue noted that the Tahoe group has issued a lot of information on home hardening. Danielle Madugo noted that she has seen some of their webinars and has distributed the information to her CERT group.
- xiv. Danielle Madugo reported that the Hilltop Elementary School is organizing an evacuation plan. They are planning on having KPD Officer Harms to help formulate the plan. The hope is to have a full-scale evacuation drill at the beginning of school in September. Sue Duncan mentioned that she will mention this at her meeting with Michael Booker, the Emergency Preparedness/Safety Consultant for WCCUSD.
- xv. Joe Grupalo noted that Red Flags are more regional, and we should focus in on Diablo Wind day.
- xvi. Peter Guerrero asked Sue Duncan about what other issues she thinks the EPC should be working more closely with her group.
- xvii. Sue replied she could use one more person on the legislative committee. She also would like to see more help in the fuel reduction efforts in the Hillside Nature Area. A fire here would greatly impede evacuation along Moeser Avenue.

**c. Should the KFPD participate in the AC-CCC Wildfire Regional Protection Plan? (supp info) Download the slides from the kickoff meeting here:**

<https://www.dropbox.com/s/1ue4lacbi7xncje/Stakeholder%20Meeting%201-20Introductions%20%20%26%20Existing%20Conditions%204.7.pdf?dl=0>

- i. Kevin described the Wildfire Regional Protection Plan
- ii. Larry Nagel gave an overview of the RPP. He described the CWPP for Contra Costa County. Larry noted that CalFire is not all that familiar with an RPP and is more familiar with CWPP. The RPP is more intended for regional parks and ranch land. Larry proposed that he would attend a few more meetings but that he would not commit us to

being on the RPP Task Force.

- iii. Dave Spath noted that we need to keep up with the RPP since it includes regional fire breaks.
- iv. Danielle Madugo noted that East Bay Regional Parks District is a significant stakeholder in this effort, and we should keep up.

**d. Update to Cooper-Nagel letter to EBRPD about progress on fuel reduction**

- i. Larry presented history of the 2020 letter to EBRPD by Cortis Cooper. This was followed up with a public comment by Larry and Cortis at an EBRPD Board meeting. Larry thinks it is time to create a 2021 update letter to the EBRPD Board and make another presentation to the EBRPD board.
- ii. Bill Hansell mentioned that the next level would be a resolution that is more formal and has more impact.
- iii. Kevin noted that several communities acting in unison would be more effective in prodding the EBRPD into action.
- iv. Peter Guerrero noted that when the Kensington Neighbors for Wildfire Prevention was formed Tilden Park was their main focus. The whole issue is the fuel load in Tilden. The EBRPD seemed to have a plan in place but the plan was too slow and had insufficient resources.
- v. Peter noted that this issue is exactly where a JPA can be helpful because it leverages several communities.
- vi. Peter also suggested that Kensington could also approach EBRPD with Kensington-specific projects that we could fund.
- vii. Paul Moss noted that we have to show some respect to EBRPD because they are trying and doing as best they can.

**e. Should the KFPD participate in the 2021 State Fire Assistance Competitive Grant Program? (supp info) Link to the program is here:**

<https://cafiresafecouncil.org/grants-and-funding/21-sfa-grant-program/>

- i. Kevin Padian talked about the grant program from the US Forest Service. The applications are due by June 15, 2021. There is a mandatory one-for-one cost share. Kevin stated that this is exactly what Diablo Fire Safe Council does and Kevin is wary of competing.
- ii. Larry Nagel stated that there is very little time, and this is something we could pursue if we had a grant writer in place.
- iii. David Spath does not like the idea of competing with DFSC. The timing doesn't work well with no grant write and no project in the works.
- iv. Peter Guerrero noted that there is never a good time for these opportunities. One possibility would be to apply for a grant for a herd of goats to help in fuel reduction on the ridgeline.
- v. Bill Hansell noted that we may have our Emergency Preparedness Coordinator and our Grant Writer on board by mid-June.

- vi. Lisa noted that these grants usually only apply to areas that are under our jurisdiction.
- vii. Danielle Madugo noted that we already have money in the budget for chipping and a grant could free up that money for other mitigation efforts.
- viii. Larry Nagel noted that according to Cheryl Miller at DFSC the goat herds are booked for 2021 and filling up rapidly for 2022.
- ix. Danielle also asked about applying for a grant for fuel reduction along evacuation routes.

**f. Reports from Committee Members (2:06:50)**

- i. Kevin commented that there will be a Town Hall meeting scheduled by the KPOA we have two meetings coming in the near future. The first meeting will be about increasing the zoning density limits in Kensington and about the tree ordinance in Kensington.
- ii. Kevin noted that the signs for the cemetery evacuation signs will be reinstalled at the junction of Sunset and Arlington. Two new signs will be installed at the cemetery entrance.
- iii. Paul Moss is trying to post regularly a short note on emergency preparedness in Nextdoor and in the Outlook. Paul requested that anyone who reads Nextdoor should “like” his article so that it stays current.
- iv. Peter Guererro noted the dangers of ember driven fires that can be ignited by a wildfire miles away. This underscores the need for rapid evacuation.
- v. Peter Guerrero noted that the Vollmer Peak camera is still inoperative. There is a new camera on West Summit near the intersection of Arlington and Moeser.
- vi. Danielle commented that at the CERT Area Coordinators meeting that the Vollmer Peak camera just needs to be connected to the wildfire system.
- vii. Danielle Madugo gave an update on the Hilltop Elementary School. The evacuation drill will be held at the start of the school year.
- viii. Chris Hilliard commented that Social Media, and Facebook and Nextdoor in particular, are especially important. Chris said that the El Cerrito/Kensington CERT Facebook page has had 1,200 hits. Chris stressed that we need to keep stressing the need for CWS signups.

**6. CALL FOR FUTURE AGENDA ITEMS and ADJOURNEMENT**

The next regular meeting of the Emergency Preparedness Committee of the Kensington Fire Protection District will be held on May 27, 2021 at 3:00pm via Zoom Teleconference.

The meeting was adjourned at 5:24 PM by Kevin Padian.

MINUTES PREPARED BY: Larry Nagel

These minutes were approved at the Emergency Preparedness Committee Meeting of the Kensington Fire Protection District on May 27, 2021.

Attest:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.

---

Emergency Preparedness Committee Member

## Appendix A

# Text of Make El Cerrito Fire Safe (MECFS) Presentation

Sue Duncan

KFPD EPC Meeting

April 22, 2021



Good afternoon,

Thank you for inviting me to speak.

I'm Sue Duncan, co-founder along with my husband, Paul, of Make El Cerrito Fire Safe.

We started MECFS and first spoke before the EC City Council in September, 2018. Our group is a neighborhood one. We have 14 members on our Steering Committee, 7-8 of which are active right now.

We have a website, [www.makeelcerritofiresafe.com](http://www.makeelcerritofiresafe.com) all one word, lower case. I have an email list of about 150 residents, mostly EC but a few from Kensington.

[ecfiresafe@gmail.com](mailto:ecfiresafe@gmail.com) Over it I send out infrequent emails concerning wildfire issues, links on how to harden homes, better vegetation practices, preparedness for PSPS, red flag days, evacuation and more. Later today I will be sending one out concerning the CWS drill on May 2. I will send a reminder a week from tomorrow. I always encourage everyone to register for the CWS with the link to do so. If any of you would like to be added to my email list, send me an email. I always send my emails out bcc.

When we started our group, we were mainly concerned with the very unkempt eucalyptus stand closest to us in HNA, Hillside Natural Area. HNA is El Cerrito's approximately 102 acre open space that runs across the hill from just south of Moeser to north of Potrero. Within it are 4 stands of mostly unkempt, raggedy eucalyptus with underbrush, hanging and fallen bark and poison oak. Over the decades, the city has allowed the trees to reproduce so that now there are many young trees of varying heights which as they are located on steep slopes, form ladders to the crowns. And now with the disease that is killing acacia and eucalyptus beside the oaks

and pines, it is more important than ever to deal with these trees. For over a year, we have been watching the trees in the quarry grove, the grove that runs up on the north side of Moeser, looking sicker and sicker. The grove that is north of Potrero, is not looking too healthy, either. Have you noticed how the trees on Albany Hill are looking?

With all of these sick and dying trees, it is time for the state and federal governments to help finance the removal of these trees. At a meeting last week, it was stated that to remove the dead and dying eucalyptus in the almost-200 square miles of EBRPD land would take close to a \$billion.

Currently much of the Cal Fire grants and other state wildfire money goes to southern California and areas that have SRAs close to areas with disadvantaged communities. Not very much goes to areas such as the east bay where most of it is LRS's and non-disadvantaged. So, to try and remedy this, three of our members are now on the recently created legislative subcommittee of the Oakland Fire Safe Council.

This committee is tracking the over 50 bills dealing with various aspects of wildfire that are currently in various stages of both the state senate and assembly. They keep a frequently-updated chart with bill number, author or authors, main topic, where it currently is, dates of discussion in which committee and which member is following it. They have spoken with Assembly Member Wicks staff about one of them and are arranging a meeting with Senator Skinner's staff. One of our members on the committee has ties to Sacramento and a legislative analyst from a former career and so knows how to be heard. They send in written comments with suggested wording changes to the authors to try and get the east bay included where appropriate.

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Paul and I attend each EC City Council meeting and the Urban Forest Committee meetings.

We have representatives on Supervisor Gioia's Wildcat Canyon group.

Lastly, we have a resolution stating that wildfire prevention and preparedness is a top priority of El Cerrito. We will be trying to have the EC City Council adopt it as the cities of Berkeley and Oakland did.

Thank you.

## Appendix B

# Toward an East Bay Wildfire Prevention Vegetation Management Agency

Sue Duncan

KFPD EPC Meeting

April 22, 2021

## **Toward an East Bay Wildfire Prevention Vegetation Management Agency**

It is time for a new, more effective, regional approach if the East Bay Hills are to be safe from future wildfires. This is in support of using the Joint Powers Authority process to address the wildfire threat posed by inadequate vegetation management in the hills of Alameda and Contra Costa counties.

Today, local government agencies are responsible for preventing and fighting wildfires in urbanized areas and counties are responsible for unincorporated areas. But wildfires cross jurisdictional boundaries involving multiple cities and counties.

Wildfires move at hurricane speeds and force, with winds from 60 to 100 mph, fast enough to jump huge freeways. It took only one hour for the Berkeley Oakland Tunnel Fire to move from the Berkeley Hills across the Highway 24 freeway to destroy homes in the Upper Rockridge area of Oakland. To the north, it took only four hours for the Tubbs Fire to move from the Napa Valley to Santa Rosa. To the south, the Thomas Fire moved from Ventura to Santa Barbara, jumping a 15-lane freeway. Once started, extinguishing wildfires often is no longer possible, leaving evacuation as the only answer. Evacuation times are often measured in minutes, or less.

Since they are impossible to stop once they get going, preventing wildfires becomes our only choice. In Alameda County alone, there are 14 separate cities. If vegetation in our area is to be well managed to reduce the threat of wildfire, the necessary expertise, workforce and financial resources must be assembled over a broad enough area to be effective. Local agencies with all their present responsibilities unfortunately lack sufficient breadth and resources to adequately address the problem. Coordinating vegetation management among all the East Bay local public agencies is an impossible challenge without a mechanism to lead that effort.

Just as we have special districts in the Bay Area to manage air quality, water quality, and regional planning and transportation, it is time to create a wildfire prevention district to manage vegetation and dramatically reduce the fuel that causes the spread of wildfires in our wildland urban interface. Local government agencies in Alameda and Contra Costa counties can create a joint powers authority to accomplish this.

An East Bay Wildfire Prevention and Vegetation Management Agency would

- (1) Develop a plan to reduce the most flammable wildlands vegetation in the East Bay Hills to the maximum extent feasible and to replace it with wildfire resistant vegetation where appropriate.
- (2) The plan would protect sensitive wildlife habitats and native plant landscapes.



(3) The plan would include a “Defensible Space” program to aid owners of private property with information resources to manage vegetation on their properties.

(4) The plan would include a "Home Hardening" program to advise homeowners, schools and commercial property owners on how their structures can be protected from wildfires.

5) Raise funds by applying for state and federal grants, preparing tax measures for voter approval and other means permitted by law.

6) Implement the plan by retaining sufficient staff and equipment and/or by contracting with others to remove the most flammable vegetation in wildland areas and to implement the public information programs for defensible space and home hardening.

An added benefit of a district that addresses this problem may be that the current difficulties many property owners are facing with either cancellation of their homeowner insurance policies or huge rate increases due to increased fire risks would be lessened.

**Endorsements of an East Bay Regional Wildfire Joint Protection Agency as of April 16, 2021:**

**Elected Officials**

<i>Jurisdiction</i>	<i>Agency/Municipality</i>	<i>Individual</i>	<i>Role</i>
<i>California</i>	State Assembly	Buffy Wicks	Assemblymember, District 15
<i>Alameda</i>	Board of Supervisors	Keith Carson	Supervisor, District 5
<i>Alameda</i>	Albany	Rochelle Nason	City Councilmember
<i>Alameda</i>	Berkeley	Jesse Arreguin	Mayor
<i>Alameda</i>	Berkeley	Lori Droste	Vice Mayor, City Councilmember
<i>Alameda</i>	Berkeley	Susan Wengraf	City Councilmember
<i>Alameda</i>	Dublin	Shawn Kumagai	City Councilmember
<i>Alameda</i>	Fremont	Vinnie Bacon	Former City Councilmember
<i>Alameda</i>	Hayward	Aisha Wahab	City Councilmember
<i>Alameda</i>	Oakland	Libby Schaaf	Mayor
<i>Alameda</i>	Oakland	Sheng Thao	Mayor Pro Tem, City Councilmember
<i>Alameda</i>	Oakland	Dan Kalb	City Councilmember
<i>Contra Costa</i>	Board of Supervisors	John Gioia	Supervisor, District 1
<i>Contra Costa</i>	El Cerrito	Paul Fadelli	Mayor
<i>Contra Costa</i>	El Cerrito	Gabriel Quinto	Mayor Pro Tem, City Councilmember
<i>Contra Costa</i>	El Cerrito	Tessa Rudnick	City Councilmember
<i>Contra Costa</i>	El Cerrito	Greg Lyman	Former Mayor
<i>Contra Costa</i>	El Cerrito	Rochelle Pardue-Okimoto	Former City Councilmember

<i>Contra Costa</i>	Hercules	Tiffany Grimsley	City Councilmember
<i>Regional</i>	East Bay Regional Park District	Dee Rosario	Board Member
<i>Regional</i>	East Bay Regional Park District	Dennis Waespi	Board Member

**Community Organizations**

<i>Jurisdiction</i>	<i>Agency/Municipality</i>	<i>Organization</i>
<i>Alameda</i>	Berkeley & Oakland	Claremont Canyon Conservancy
<i>Alameda</i>	Berkeley & Oakland	Claremont Elmwood Neighborhood Association
<i>Alameda</i>	Oakland	Friends of the Montclair RR Trail
<i>Alameda</i>	Oakland	Garber Park Stewards
<i>Alameda</i>	Oakland	Montclair Neighborhood Council
<i>Alameda</i>	Oakland	North Hills Community Association
<i>Alameda</i>	Oakland	Oakland Firefighters IAFF Local 55
<i>Alameda</i>	Oakland	Oakland Firesafe Council
<i>Alameda</i>	Oakland	Oakland Landscape Committee
<i>Alameda</i>	Oakland	Piedmont Pines Neighborhood Assn.
<i>Alameda</i>	Oakland	South Hills Beat 35Y
<i>Contra Costa</i>	El Cerrito	El Cerrito Trail Trekkers
<i>Contra Costa</i>	El Cerrito	Make El Cerrito Fire Safe
<i>Contra Costa</i>	El Sobrante	94803 Emergency Preparedness Alliance
<i>Contra Costa</i>	Kensington	Kensington Neighbors for Wildfire Safety
<i>Contra Costa</i>	Kensington	Kensington Public Safety Council
<i>Contra Costa</i>	Regional	Phreed (Pinole, Hercules, Rodeo, El Sobrante for Equity & Diversity)
<i>Contra Costa</i>	Richmond	Richmond Firefighters Local 188
<i>Regional</i>	East Bay Regional Park District	Regional Parks Foundation
<i>Regional</i>	Regional	The Sierra Club

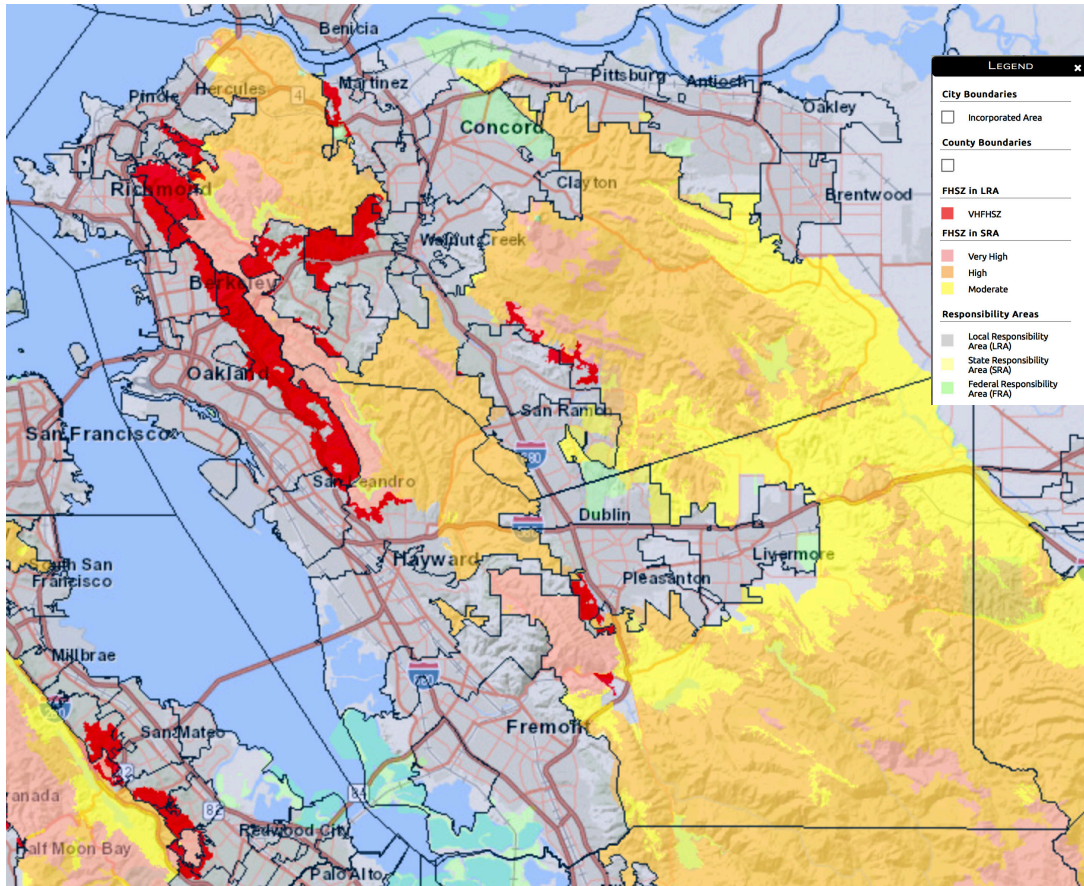
# Appendix C

## Map for JPA

Sue Duncan

## KFPD EPC Meeting

April 22, 2021



## Appendix D

# Entities in the East Bay Wildfire Danger Zones

Sue Duncan

KFPD EPC Meeting

April 22, 2021

## Entities in the East Bay Hills Wildfire Danger Zones

### Alameda County

Berkeley

Oakland

Piedmont

San Leandro

Hayward

Union City

Fremont

Dublin

Alameda County representing unincorporated places

Castro Valley

Sunol

### Contra Costa County

Pinole

Richmond

El Cerrito

Orinda

Moraga

Lafayette

Contra Costa County representing unincorporated places

El Sobrante

Kensington

East Richmond Heights

Canyon

### Special Districts/Land Owners

University of California

East Bay Regional Park District

East Bay Municipal Water District

Cal Trans

Cal Fire

Fire districts in Contra Costa County

PG&E

### Community Partners

Firesafe councils and public safety organizations

Neighborhood organizations

Draft of 11/5/20



**KENSINGTON FIRE PROTECTION DISTRICT  
FINANCE COMMITTEE REGULAR MEETING MINUTES**

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

**LOCATION:** Via Zoom

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

**1. CALL TO ORDER/ROLL CALL:**

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

**2. PUBLIC COMMENT:**

No public comment.

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

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

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



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

#### **4. DRAFT FY2021-2022 BUDGET:**

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

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

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

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

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

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

#### **5. MANAGEMENT TIMESHEET REVIEW:**

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



**6. FUTURE AGENDA ITEMS:**

None

**7. ADJOURNMENT:**

Meeting adjourned at 12:23 p.m.

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

Minutes Approved by:

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Finance Committee Chair

DRAFT



## Kensington Fire Protection District Employee Timesheet

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

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

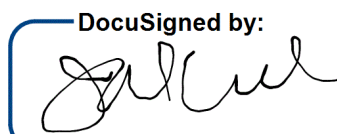
Date	Task/Project	Hours	GA	FB	EP	Pol	PS
3/16/2021	See Separate Task Sheet	9.25	2.00	5.75			1.50
3/17/2021	"	7.50	3.75	3.50			0.25
3/18/2021	"	8.75	1.00	2.50			5.25
3/19/2021	"	4.75	0.50	2.00	1.00		1.25
3/20/2021	"						
3/21/2021	"	1.00					1.00
3/22/2021	"	8.50					8.50
3/23/2021	"	1.50	0.50	1.00		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

*Bill Hansell*

Employee Signature

3/31/2021

Date

DocuSigned by:  


6/4/2021

Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

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

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

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





## Kensington Fire Protection District Employee Timesheet

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

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

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

*Bill Hansell*

Employee Signature

4/15/2021

Date

DocuSigned by:

*[Signature]*

6/4/2021

Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

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

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

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





## Kensington Fire Protection District Employee Timesheet

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

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

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

*Bill Hansell*

Employee Signature

5/1/2021

Date

DocuSigned by:

*[Signature]*

6/4/2021

450C2CFBA57F42A...  
Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

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

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

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



## Kensington Fire Protection District Employee Timesheet

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

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

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

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

*Bill Hansell*

Employee Signature

5/15/2021

Date

DocuSigned by:

*[Signature]*

6/4/2021

Finance Signature

Date

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

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

## Kensington Fire Protection District

## Timesheet Details

Bill Hansell

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

**Kensington Fire Protection District**

**Timesheet Details**

**Bill Hansell**

**Subject**

KFPD - Gen Mgmt re: ICMA Webinar (Developing Excellence in Fire and Emergency Service Departments and Professionals)

KFPD - Finance re: Transmittal to LN for signature

**Duration**

**Day**

0.75

Thu 5/13/2021

0.25

Thu 5/13/2021

**Day Total:**

**1.25**

**Total (28hrs/wk Allowance = 4hrs/day x 15 days = 60hrs Max) =**

**60.00**



- Home
- How It Works
- Logout **Bill Hansell**

### CSDA Board of Directors Election Ballot - Term 2022-2024; Seat A - Bay Area Network

#### Please vote for your choice

Choose **one** of the following candidates:

- Chad Davisson\*
- Cheryl Sudduth
- Ric Lohman

\*Incumbent

This question is **required**. You may select **one** of the following.  
Click on any **view details** link to view more information.

**Chad Davisson\***    [\[view details\]](#)

---

**Ric Lohman**    [\[view details\]](#)

---

**Cheryl Sudduth**    [\[view details\]](#)

Continue
Cancel



My name is Chad Davisson. I am asking for your support in my efforts running for re-election to the CSDA Board of Directors. It has been my privilege to have spent my entire 35-year career serving California Special Districts. I have built my career in the field of water and wastewater, working for different Districts throughout California. I am currently the General Manager of Ironhouse Sanitary District in Contra Costa County.

Reflecting back on my career in Special Districts, I have had the unique opportunity to see first-hand, the value these singly focused agencies have in delivering our services efficiently and cost effectively, while maintaining the highest service levels. Building my career from entry level to executive management within Special Districts has given me both an understanding of day-to-day operational and resource needs as well as providing me with a deeper understanding of what I believe is critically important to an organization in terms of organizational culture and support of our communities.

I am passionate about issues of organizational sustainability and succession planning, fiscal responsibility and workforce diversity. As a current CSDA Board member, I am currently the chair of the Professional Development Committee and a member of the Fiscal Committee. Participation on these committees provides me the opportunity to work with the CSDA staff to develop relevant, cutting edge professional development content to educate and assist our Special District members.

Serving on the Executive Committee for the Contra Costa Chapter of CSDA, I have worked with my colleagues to interactively provide interesting, relevant content to our local Special District members on a myriad of important local issues.

Again, it has been an honor to serve on the CSDA Board and I appreciate your consideration in my re-election to a second term.

Respectfully,

Chad Davisson

General Manager, Ironhouse Sanitary District



## Candidate Statement

Ric Lohman

### Open Seat A on the BAY NETWORK Board

Dear Bay Network Colleagues,

I have a unique position in our Special Districts on the San Mateo County Coastside. I currently serve on the Montara Water and Sanitary District and manage both water and sewage issues. This area is also unique in that the three Sanitary agencies work together through a complex facilities-sharing agreement. I have served the local public in elected positions for over 25 years. These positions have been challenging, since much of our area is in San Mateo County's unincorporated region. I have had to deal with County laws and processes, demands from the City of Half Moon Bay, and the needs of our local unincorporated citizens. I have also been active in our county LAFCo for years, defending 7 attempts to merge local districts out of existence.

I feel that smaller districts have been under-represented in regional Boards, and their needs are different than the larger districts that are traditionally represented on our regional and state boards. Even though we are a small district, we still have to deal with all the larger issues, such as, affordable housing developments, sea level rise, ocean pollution, and regulators.

I would like to bring my broad political skills to our regional network and represent the often under-represented districts. I feel our smaller districts have unique issues in staffing, funding, and compliance that are often overlooked by the larger districts

I would appreciate your vote in the upcoming election.

Looking forward to seeing everyone live again in Monterey in the Fall.

Sincerely,

Ric Lohman

Cheryl Sudduth

CANDIDATE STATEMENT

At a time when our society continues to grapple with its deep ambivalence towards the freedoms, rights and humanities of people who may look, act, think and love differently from one another, there should be one constant that should never be at stake - access to clean, safe, affordable water & sewage systems. Our communities have been complacently standing by for fair treatment in a system that views equity as a *balancing* act rather than a *must* for all.

I spend my days in contracting, compliance and procurement, living my life with a strong ethical framework and approach all business and personal matters with unwavering integrity and diplomacy.

As an environmental scientist, I believe action, not talk, will help us make forward progress, which is why I lead by example. In addition to WCW Board President, I am also an ACLU Board Member, an appointed Commissioner of the CCC Racial Justice Oversight Body & Member of CA-HI Statewide Conference NAACP Environmental & Climate Justice Committee, as well as many environmental justice groups.

I am confident I possess the *right* blend of business acumen, political knowledge, technical expertise, *listening*, commUNITY involvement, relationship building, creative solution solving, consensus building, and balancing various stakeholder interests to positively serve the CSDA and it would be my honor to do so.

Throughout my career and my life, I have been unafraid to '*do the work*' - *whatever it takes* to take on righteous fights against systemic injustices. I will work tirelessly to ensure *every* Californian has access to clean, affordable water and sewage systems. *This is what I do*. The same passion, courage, humanity and commitment to justice I have carried in all of my social justice work, I will bring to this Board. *Anyone can fill a position; I am and have been committed to do the work...*

I humbly ask for your support and your vote. Gracias.