



BOARD OF DIRECTORS MEETING

December 11, 2019

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

Date of Meeting: December 11, 2019
Time of Meeting: 7:00 p.m.
Place of Meeting: **Building E in Kensington Park**
59 Arlington Avenue, Kensington, CA 94707

Please Note: Copies of the agenda bills and other written documentation relating to each item of business referred to on the agenda are on file in the office of the Kensington Fire Protection District Administration Office, 217 Arlington Avenue, Kensington, and are available for public inspection. A copy of the Board of Directors packet can be viewed on the internet at www.kensingtonfire.org/meetings.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Manager, 510/527-8395. Notification 48 hours prior to the meeting 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).

7:00 p.m.

CALL TO ORDER

Directors: Dom Dommer, Janice Kosel, Laurence Nagel, Kevin Padian and Julie Stein

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5, 6, 7 & 8
All matters listed with the notation "CC" are consent items, which are considered to be 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. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (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. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** November 2019 (ACCEPT)
- CC 4. **APPROVAL OF MONTHLY FINANCIAL REPORT.** October/November 2019 (APPROVE)
- CC 5. **APPROVAL OF MONTHLY TRANSMITTAL.** November 2019 (APPROVE)
- CC 6. **APPROVAL OF ZONEHAVEN PROPOSAL.** Approval of proposal for acquisition, aggregation and preparation of required GIS data for the Polygon Project, not to exceed \$5,000 (APPROVE)
- CC 7. **APPROVAL OF CALIFORNIA SPECIAL DISTRICTS ASSOCIATION SALARY SURVEY.** Approval of a request from Director Kosel to purchase the most recent salary survey from the California Special Districts Association at a cost not to exceed \$250. (APPROVE)
- CC 8. **APPROVAL OF BUDGET REVISION.** Approval of budget revision to reallocate \$36,000 from Salary and Benefit Accounts to new line item "RGS Contract". (APPROVE)

9. The Board will provide direction to Regional Government Services (RGS) on whether to continue the previous staffing and contract accountant structure for District Administration and Finance or commence a re-organization discussion with RGS support (to be presented by Glenn Lazof, Director of Finance Services, RGS). (ACTION)
10. Evacuation Notification Update and Polygon Project Completion (to be presented by Battalion Chief Grupalo, Lorena Herrera, Emergency Planning Coordinator and Charlie Crocker, Zonehaven). (PRESENTATION)

11. **PRESIDENT'S REPORT**

- a. Clarification on use of the Public Safety Building conference room.
- b. Update on acquisition of administrative services from El Cerrito.
- c. Report on November 16 Public Forum.

12. **FIRE CHIEF'S REPORT**

- a. Review of operations.
- b. Regional issues and developments.

NEW BUSINESS

13. Discussion on request from Kensington Police Protection and Community Services District (KPPCSD) for permission from the Kensington Fire Protection District for the KPPCSD to contact architecture firm RossDrulisCusenberry (to be presented by Director Deppe or Director Sherris-Watt). (DISCUSSION)
14. Consideration to approve a proposal from Mack 5 to provide a cost estimate for constructing a temporary fire station on the property of the Unitarian Universalist Church of Berkeley (UUCB). (ACTION)
15. Consideration to offer emergency radios to Kensington citizens under a voluntary contribution program. (ACTION)
16. Election of Officers for Calendar Year 2020 (ACTION)
 - a. President
 - b. Vice President
 - c. Secretary

OLD BUSINESS

17. Proposed Policy Manual Revisions to Policy 1040-Conflict of Interest Committees of the Board (ACTION - Second reading for vote, Policy 1040)
18. Proposed Purchase and Mounting of Fire Danger Today signs for the Arlington median and intersection of Beloit and Grizzly Peak (ACTION)

19. **BOARD REPORTS**

Informational reports from Board members or staff covering the following assignments:

- a. Building Committee (Dommer/Nagel): Report on cost estimate to rebuild the current structure of the public safety building
- b. Emergency Preparedness Committee (Padian/Nagel): Report on 11/21/19 meeting.
- c. Diablo Fire Safe Council Representative (Nagel/Staff)

- d. East Bay Regional Parks District Liaison (Nagel)
- e. California Special Districts Association Representatives:
 - i. County (Nagel)
 - ii. State Professional Development and Membership Services Committees (Kosel)

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, January 8, 2020, at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 1/8/20 is Wednesday, 12/18/19 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Tuesday, 12/31/19 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

IF YOU CHALLENGE A DECISION OF THE BOARD OF DIRECTORS IN COURT, YOU MAY BE LIMITED TO RAISING ONLY THOSE ISSUES YOU OR SOMEONE ELSE RAISED AT THE BOARD MEETING OR IN WRITTEN CORRESPONDENCE DELIVERED AT, OR PRIOR TO, THE BOARD MEETING

CONSENT CALENDAR



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



December 2, 2019

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

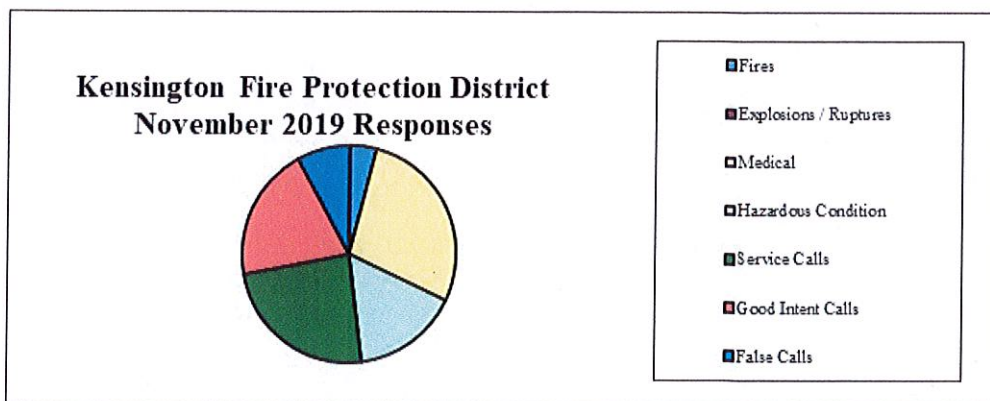
RE: Incident Activity Reports for the Month of November 2019

There were 25 incidents that occurred during the month of November in the community of Kensington. 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 65 responded to a total of 56 calls in all districts.

There was a significant drop in responses this month both within the community and outside. Most notable would be the drop in medical calls. While there was no major fires or property losses this month, there was a reported structure fire on November 6th in the 700 block of Coventry Road. Fortunately, the small fire was contained to the oven in the kitchen and did not cause any damage to the house.

The chart below is broken down into NFIRS incident types. The following is a list of the response types, 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>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	4.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	7	28.00%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	16.00%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	6	24.00%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	5	20.00%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	8.00%
Totals		25	100.00%



Kensington Fire Protection District

Engine 65 Response Log for November 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019117770	01-Nov-19 08:57:19	15 Arlington CT	Kensington	E165	400
2	0019118000	01-Nov-19 17:42:18	229 Colusa AVE	El Cerrito	E165	5000
3	0019118087	01-Nov-19 21:23:49	8 Highgate RD	Kensington	E165	321
4	0019118203	02-Nov-19 08:41:49	220 Cambridge AVE	Kensington	E165	412
5	0019118335	02-Nov-19 15:05:29	505 Coventry RD	Kensington	E165	321
6	0019118575	03-Nov-19 08:11:53	3 Jessen CT	Kensington	E165	554
7	0019118876	04-Nov-19 00:40:04	Lomas Cantadas	Orinda	E165	611M
8	0019119345	05-Nov-19 08:39:56	410 Colusa AVE	El Cerrito	E165	611X
9	0019119409	05-Nov-19 10:55:51	8320 Buckingham DR	El Cerrito	E165	321
10	0019119542	05-Nov-19 16:12:01	307 Berkeley Park BLVD	Kensington	E165	522
11	0019119858	06-Nov-19 12:06:52	540 Ashbury AVE	El Cerrito	E165	422
12	0019119910	06-Nov-19 14:42:52	717 Coventry RD	Kensington	E165	113
13	0019119936	06-Nov-19 15:48:12	421 Balra DR	El Cerrito	E165	740
14	0019119987	06-Nov-19 17:59:15	Avon RD	Kensington	E165	611
15	0019120542	08-Nov-19 09:08:46	San Pablo AVE	El Cerrito	E165	322
16	0019120656	08-Nov-19 13:19:41	3 Jessen CT	Kensington	E165	554
17	0019121115	09-Nov-19 16:23:57	1101 Ivy CT	El Cerrito	E165	611X
18	0019121321	10-Nov-19 08:16:01	885 Shevlin DR	El Cerrito	E165	5000
19	0019121660	11-Nov-19 05:44:13	113 Kenyon AVE	Kensington	E165	622
20	0019121831	11-Nov-19 14:35:32	121 Windsor AVE	Kensington	E165	321
21	0019122466	13-Nov-19 05:08:54	92 Purdue	Kensington	E165	321
22	0019122910	14-Nov-19 06:24:58	421 Santa Fe AVE	Kensington	E165	733
23	0019124174	17-Nov-19 04:38:24	188 Highland BLVD	Kensington	E165	321
24	0019124245	17-Nov-19 10:04:40	14 Garden DR	Kensington	E165	321
25	0019124593	18-Nov-19 09:57:30	6826 Glen Mawr AVE	El Cerrito	E165	321
26	0019124610	18-Nov-19 10:33:26	2217 Pinehurst WAY	El Cerrito	E165	321
27	0019124631	18-Nov-19 11:12:59	545 Richmond ST	El Cerrito	E165	520
28	0019124650	18-Nov-19 11:48:44	2644 La Honda AVE	El Cerrito	E165	400
29	0019124654	18-Nov-19 11:56:19	383 Coventry RD	Kensington	E165	400
30	0019124801	18-Nov-19 17:43:54	22 Windsor AVE	Kensington	E165	651

31	0019125010	19-Nov-19 09:20:33	Terrace DR	El Cerrito	E165	400
32	0019125827	21-Nov-19 09:09:07	8620 Terrace DR	El Cerrito	E165	651
33	0019125953	21-Nov-19 14:19:00	424 Everett ST	El Cerrito	E165	5000
34	0019126290	22-Nov-19 10:34:09	5307 School ST	El Cerrito	E165	321
35	0019126631	23-Nov-19 03:02:36	540 Ashbury AVE	El Cerrito	E165	740
36	0019126893	23-Nov-19 16:09:05	988 Leneve PL	El Cerrito	E165	554
37	0019127287	24-Nov-19 16:24:16	Central AVE	El Cerrito	E165	151
38	0019127992	26-Nov-19 10:01:36	639 Norvell ST	El Cerrito	E165	553
39	0019128215	26-Nov-19 18:04:55	533 Bonnie DR	El Cerrito	E165	445
40	0019128340	26-Nov-19 23:19:04	20 Arlington CT	Kensington	E165	611X
41	0019128341	26-Nov-19 23:24:12	7907 Terrace DR	El Cerrito	E165	114
42	0019128355	27-Nov-19 01:24:59	170 Ardmore RD	Kensington	E165	5000
43	0019128479	27-Nov-19 09:52:42	809 Arlington BLVD	El Cerrito	E165	444
44	0019128533	27-Nov-19 12:17:50	114 Key Route BLVD	El Cerrito	E165	444
45	0019128538	27-Nov-19 12:29:21	9 Kerr AVE	Kensington	E165	520
46	0019128542	27-Nov-19 12:38:39	604 Balra DR	El Cerrito	E165	412
47	0019129026	28-Nov-19 15:50:52	12 Dylans WAY	El Cerrito	E165	743
48	0019129405	29-Nov-19 15:13:46	421 Balra DR	El Cerrito	E165	611M
49	0019129647	30-Nov-19 09:16:24	267 Lake DR	El Cerrito	E165	554
50	0019129677	30-Nov-19 10:44:25	48 Anson WAY	Kensington	E165	611
51	0019129781	30-Nov-19 15:57:42	1000 El Cerrito PLZ	El Cerrito	E165	700
52	0019129828	30-Nov-19 18:18:04	629 Beloit AVE	Kensington	E165	321
53	0019129922	30-Nov-19 23:09:23	160 Arlington AVE	Kensington	E165	400

* See Attached Table for Incident Type Explanations

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)

Kensington Fire Protection District Response Log for November 2019

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5	0019118575	03-Nov-19 08:13:52	3 Jessen CT	Kensington	E165	554
6	0019119542	05-Nov-19 16:12:28	307 Berkeley Park BLVD	Kensington	E165	522
7	0019119910	06-Nov-19 14:47:29	717 Coventry RD	Kensington	E165	113
8	0019119987	06-Nov-19 17:59:53	Avon RD	Kensington	E165	611
9	0019120001	06-Nov-19 19:01:22	38 Ardmore RD	Kensington	E172	745
10	0019120656	08-Nov-19 13:20:50	3 Jessen CT	Kensington	E165	554
11	0019121660	11-Nov-19 05:45:19	113 Kenyon AVE	Kensington	E165	622
12	0019121831	11-Nov-19 14:37:59	121 Windsor AVE	Kensington	E165	321
13	0019122466	13-Nov-19 05:08:54	92 Purdue	Kensington	E165	321
14	0019122910	14-Nov-19 06:25:30	421 Santa Fe AVE	Kensington	E165	733
15	0019124174	17-Nov-19 04:39:47	188 Highland BLVD	Kensington	E165	321
16	0019124245	17-Nov-19 10:05:08	14 Garden DR	Kensington	E165	321
17	0019124654	18-Nov-19 11:57:03	383 Coventry RD	Kensington	E165	400
18	0019124801	18-Nov-19 17:46:43	22 Windsor AVE	Kensington	E165	651
19	0019128340	26-Nov-19 23:19:33	20 Arlington CT	Kensington	E165	611X
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21	0019128538	27-Nov-19 12:32:24	9 Kerr AVE	Kensington	E165	520
22	0019129647	30-Nov-19 09:17:53	267 Lake DR	Kensington	E165	554
23	0019129677	30-Nov-19 10:45:32	48 Anson WAY	Kensington	E165	611
24	0019129828	30-Nov-19 18:19:19	629 Beloit AVE	Kensington	E165	321
25	0019129922	30-Nov-19 23:10:10	160 Arlington AVE	Kensington	E165	400

* See Attached Table for Incident Type Explanations

Type Series
100
Description
(Structure, Trash, Vehicle, Vegetation Fire)

200
300
400
500
600
700

*(Over Pressure/Ruptures Explosions, Bombs)
(EMS, Vehicle Accidents, Extrication, Rescue)
(Chemical Spills, Leaks, Down power Lines)
(Distress, Water/ Smoke/Odor Problems, Public Assists)
(Cancelled En Route, Wrong Location)
(Wrong Company/Unit Dispatched)*

Kensington Fire Protection District
Balance Sheet
As of November 13, 2019

	Nov 13, 19
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	13,770.49
General Fund	649,470.84
Special Tax Fund	10,152.74
Capital Fund	6,650.77
Total Checking/Savings	680,244.84
Accounts Receivable	
Accounts Receivable	1,512.36
Advance on Taxes	4,093,556.42
Advance on Supplemental Taxes	60,682.81
Total Accounts Receivable	4,155,751.59
Other Current Assets	
E/C Salary Reimbursement Receiv	45,120.81
Deposits on Fixed Assets	220,000.00
Prepaid Services - EC	1,768,951.10
Prepaid CERBT - Retiree Trust	245,757.77
Investments	
Capital Replacement Funds	3,534,173.00
Fire Protect. Contract Reserves	3,032,487.51
E/C Contract Recon Reserves	301,610.28
Investments - Other	-558,987.31
Total Investments	6,309,283.48
Total Other Current Assets	8,589,113.16
Total Current Assets	13,425,109.59
Fixed Assets	
Land	5,800.00
Equipment	1,456,273.95
Accumulated Depreciation-Equip	-830,564.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,070,893.00
Current Capital Outlay	
Type III Engine	10,801.56
Total Current Capital Outlay	10,801.56
Total Fixed Assets	1,962,999.62
TOTAL ASSETS	15,388,109.21
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	321,038.18
Total Accounts Payable	321,038.18
Other Current Liabilities	
Accrued Salary Reimb Income-EC	45,521.32
El Cerrito Service Contract Pay	1,768,951.03
Wages & PR Taxes Payable	7,857.47
Deferred Inflow of Resources	6,911.00
Total Other Current Liabilities	1,829,240.82
Total Current Liabilities	2,150,279.00
Long Term Liabilities	
El Cerrito Reconciliation Liab.	249,724.03

Kensington Fire Protection District
Balance Sheet
As of November 13, 2019

	Nov 13, 19
CalPERS Settlement Payable	37,131.28
Total Long Term Liabilities	286,855.31
Total Liabilities	2,437,134.31
Equity	
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	774,640.58
Net Income	2,751,173.31
Total Equity	12,950,974.90
TOTAL LIABILITIES & EQUITY	15,388,109.21

Kensington Fire Protection District
Revenue Expense Prev Year Comparison

July 1 through November 13, 2019

	Jul 1 - Nov 13, 19	Jul 1 - Nov 13, 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,015,908.90	3,804,059.17	211,849.73	5.6%
Special Taxes	200,652.50	200,453.30	199.20	0.1%
Other Tax Income	161.96	0.00	161.96	100.0%
Lease Agreement	12,201.00	14,778.35	-2,577.35	-17.4%
Interest Income	29,826.45	26,160.26	3,666.19	14.0%
Salary Reimbursement Agreement	22,780.68	26,466.94	-3,706.26	-14.0%
Salary Reimb Agreement Recon(s)	166.65	0.00	166.65	100.0%
Miscellaneous Income	1,610.24	0.00	1,610.24	100.0%
Total Income	4,283,288.38	4,071,918.02	211,370.36	5.2%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
Accounting	3,140.00	225.00	2,915.00	1,295.6%
Actuarial Valuation	2,900.00	0.00	2,900.00	100.0%
Audit	15,000.00	12,500.00	2,500.00	20.0%
Contra Costa County Expenses	2,728.16	2,522.98	205.18	8.1%
El Cerrito Contract Fee	1,263,536.45	1,282,887.35	-19,350.90	-1.5%
El Cerrito Reconciliation(s)	57,083.35	0.00	57,083.35	100.0%
Fire Abatement Contract	0.00	665.00	-665.00	-100.0%
Fire Engineer Plan Review	373.58	0.00	373.58	100.0%
Risk Management Insurance	12,561.00	12,507.00	54.00	0.4%
LAFCO Fees	2,548.19	2,278.47	269.72	11.8%
Legal Fees	17,510.04	46,365.28	-28,855.24	-62.2%
Traffic Study	2,100.00	0.00	2,100.00	100.0%
Website Development/Maintenance	800.00	600.00	200.00	33.3%
Wildland Vegetation Mgmt	3,850.00	2,500.00	1,350.00	54.0%
Total OUTSIDE PROFESSIONAL SER...	1,384,130.77	1,363,051.08	21,079.69	1.6%
RETIREE MEDICAL BENEFITS				
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%
Total RETIREE MEDICAL BENEFITS	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,885.74	6,075.78	2,809.96	46.3%
Comm. Pharmaceutical Drop-Off	0.00	371.40	-371.40	-100.0%
Open Houses	556.72	261.28	295.44	113.1%
Community Shredder	1,589.00	1,155.00	434.00	37.6%
Demonstration Garden	0.00	2,097.11	-2,097.11	-100.0%
Total COMMUNITY SERVICE ACTIVITI...	11,031.46	9,960.57	1,070.89	10.8%
DISTRICT ACTIVITIES				
Firefighters' Expenses	31.14	71.32	-40.18	-58.3%
Professional Development	3,684.65	1,600.90	2,083.75	130.2%
Building Maintenance				
Needs Assess/Feasibility Study	38,966.41	0.00	38,966.41	100.0%
Janitorial Service	525.00	525.00	0.00	0.0%
Medical Waste Disposal	2,097.20	1,626.80	470.40	28.9%
Building alarm	115.00	0.00	115.00	100.0%
Gardening service	650.00	360.00	290.00	80.6%
Miscellaneous Maint.	6,949.54	998.40	5,951.14	596.1%
Total Building Maintenance	49,303.15	3,510.20	45,792.95	1,304.6%
Building Utilities/Service				
Gas and Electric	3,410.54	2,686.07	724.47	27.0%
Water/Sewer	862.84	1,311.19	-448.35	-34.2%
Total Building Utilities/Service	4,273.38	3,997.26	276.12	6.9%
Memberships	7,727.00	7,390.00	337.00	4.6%
Office				
Office Expense	765.57	1,342.27	-576.70	-43.0%
Office Supplies	715.63	590.60	125.03	21.2%
Telephone	2,444.72	3,043.55	-598.83	-19.7%
Total Office	3,925.92	4,976.42	-1,050.50	-21.1%
Total DISTRICT ACTIVITIES	68,945.24	21,546.10	47,399.14	220.0%
Staff				
Wages	33,278.00	31,693.36	1,584.64	5.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	5,327.47	137.13	5,190.34	3,785.0%
Vacation Wages	15,713.82	0.00	15,713.82	100.0%
Medical/dental ins compensation	3,920.00	3,352.00	568.00	17.0%
Retirement Contribution	2,529.12	2,408.64	120.48	5.0%
Payroll Taxes	4,201.71	2,767.96	1,433.75	51.8%
Workers Compensation/Life Ins	1,497.52	824.99	672.53	81.5%
Payroll Processing	539.96	580.50	-40.54	-7.0%
Total Staff	68,007.60	42,764.58	25,243.02	59.0%
Total Expense	1,532,115.07	1,437,322.33	94,792.74	6.6%

**Kensington Fire Protection District
Revenue Expense Prev Year Comparison**

July 1 through November 13, 2019

	Jul 1 - Nov 13, 19	Jul 1 - Nov 13, 18	\$ Change	% Change
Net Ordinary Income	2,751,173.31	2,634,595.69	116,577.62	4.4%
Other Income/Expense				
Other Income				
Transfers In - Capital	533.12	0.00	533.12	100.0%
Transfers In - General	23,510.99	118,634.26	-95,123.27	-80.2%
Total Other Income	24,044.11	118,634.26	-94,590.15	-79.7%
Other Expense				
Transfers Out - Capital	23,510.99	18,634.26	4,876.73	26.2%
Transfers Out - Special	0.00	100,000.00	-100,000.00	-100.0%
Transfers Out - General	533.12	0.00	533.12	100.0%
Total Other Expense	24,044.11	118,634.26	-94,590.15	-79.7%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,751,173.31	2,634,595.69	116,577.62	4.4%

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

July through October 2019

	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	4,015,909.46	4,017,295.00	-1,385.54	100.0%
Special Taxes	200,652.50	200,450.00	202.50	100.1%
Other Tax Income	161.96	0.00	161.96	100.0%
Lease Agreement	12,201.00	12,201.00	0.00	100.0%
Interest Income	29,826.45	30,000.00	-173.55	99.4%
Salary Reimbursement Agreement	22,760.68	22,228.36	532.32	102.4%
Salary Reimb Agreement Recon(s)	133.32	0.00	133.32	100.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous income	1,610.24	0.00	1,610.24	100.0%
Total Income	4,283,255.61	4,282,174.36	1,081.25	100.0%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
Accounting	3,140.00	950.00	2,190.00	330.5%
Actuarial Valuation	2,900.00	2,900.00	0.00	100.0%
Audit	15,000.00	12,500.00	2,500.00	120.0%
Contra Costa County Expenses	2,729.16	3,050.00	-321.84	89.4%
El Cerrito Contract Fee	1,010,829.16	1,010,829.36	-0.20	100.0%
El Cerrito Reconciliation(s)	45,666.68	0.00	45,666.68	100.0%
Fire Abatement Contract	0.00	11,250.00	-11,250.00	0.0%
Fire Engineer Plan Review	373.58	800.00	-426.42	46.7%
Grant Writer/Coordinator	0.00	0.00	0.00	0.0%
Risk Management Insurance	12,561.00	14,000.00	-1,439.00	89.7%
LAFCO Fees	2,548.19	2,450.00	98.19	104.0%
Legal Fees	17,510.04	8,500.00	9,010.04	206.0%
Polygon Study	0.00	0.00	0.00	0.0%
RFP Consultant	0.00	0.00	0.00	0.0%
Traffic Study	2,100.00	2,100.00	0.00	100.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Website Development/Maintenance	800.00	800.00	0.00	100.0%
Wildland Vegetation Mgmt	3,850.00	4,850.00	-1,000.00	79.4%
Total OUTSIDE PROFESSIONAL SER...	1,120,006.81	1,074,979.36	45,027.45	104.2%
RETIREE MEDICAL BENEFITS				
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	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,885.74	12,750.00	-3,864.26	69.7%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	5,000.00	-5,000.00	0.0%
Open Houses	556.72	500.00	56.72	111.3%
Community Shredder	1,589.00	0.00	1,589.00	100.0%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	1,000.00	-1,000.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	1,000.00	-1,000.00	0.0%
Volunteer Appreciation	0.00	0.00	0.00	0.0%
Community Center Fire Alarm	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	11,031.46	20,250.00	-9,218.54	54.5%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	375.00	-375.00	0.0%
Firefighters' Expenses	31.14	2,000.00	-1,968.86	1.6%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	3,684.65	2,900.00	784.65	127.1%
Building Maintenance				
Needs Assess/Feasibility Study	38,966.41	35,465.00	3,501.41	109.9%
Janitorial Service	420.00	660.00	-240.00	63.6%
Medical Waste Disposal	2,097.20	1,832.00	265.20	114.5%
Building alarm	115.00	0.00	115.00	100.0%
Gardening service	650.00	920.00	-270.00	70.7%
Miscellaneous Maint.	6,949.54	7,185.00	-235.46	96.7%
Total Building Maintenance	49,198.15	46,062.00	3,136.15	106.8%
Building Utilities/Service				
Gas and Electric	3,410.54	2,832.00	578.54	120.4%
Water/Sewer	862.84	800.00	62.84	107.9%
Total Building Utilities/Service	4,273.38	3,632.00	641.38	117.7%
Election	0.00	0.00	0.00	0.0%
Memberships	7,727.00	650.00	7,077.00	1,188.8%
Office				
Office Expense	765.57	775.00	-9.43	98.8%
Office Supplies	715.63	660.00	55.63	108.4%
Telephone	2,444.72	2,000.00	444.72	122.2%
Total Office	3,925.92	3,435.00	490.92	114.3%

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

July through October 2019

	Jul - Oct 19	Budget	\$ Over Budget	% of Budget
Total DISTRICT ACTIVITIES	68,840.24	59,054.00	9,786.24	116.6%
Staff				
Wages	33,278.00	33,278.00	0.00	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	5,327.47	836.00	4,491.47	637.3%
Vacation Wages	15,713.82	0.00	15,713.82	100.0%
Medical/dental ins compensation	3,920.00	3,920.00	0.00	100.0%
Retirement Contribution	2,529.12	2,529.12	0.00	100.0%
Payroll Taxes	4,201.71	2,973.00	1,228.71	141.3%
Workers Compensation/Life Ins	1,497.52	810.00	687.52	184.9%
Payroll Processing	539.96	540.00	-0.04	100.0%
Total Staff	68,007.60	45,886.12	22,121.48	148.2%
Contingency				
General	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	8,332.00	-8,332.00	0.0%
Total Contingency	0.00	8,332.00	-8,332.00	0.0%
Total Expense	1,267,886.11	1,208,501.48	59,384.63	104.9%
Net Ordinary Income	3,015,369.50	3,073,672.88	-58,303.38	98.1%
Other Income/Expense				
Other Income				
Transfers In - Capital	533.12	0.00	533.12	100.0%
Transfers In - General	23,510.99	0.00	23,510.99	100.0%
Total Other Income	24,044.11	0.00	24,044.11	100.0%
Other Expense				
Transfers Out - Capital	23,510.99	0.00	23,510.99	100.0%
Transfers Out - Special	0.00	0.00	0.00	0.0%
Transfers Out - General	533.12	0.00	533.12	100.0%
Total Other Expense	24,044.11	0.00	24,044.11	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	3,015,369.50	3,073,672.88	-58,303.38	98.1%

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:
 Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

KENSINGTON FPD										PY/CY:	
TRANSMITTAL - APPROVAL										BATCH #:	
Invoices										DATE :	
										LOCATION #:	
										FILENAME:	
VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB ACCT	TASK	OPT.	ACTIVITY /WORKAUTH.	ENCUMB (P.O.) #	P/C	PAYMENT AMOUNT
50131	Meyers Nave	11/20/2019	2019090177778 legal counsel	7840	2490						9,302.04
50146	Delta Dental	12/1/2019	BE003665674 Dental	7840	1061						948.79
50147	KFPD Revolving Fund	12/6/2019	Reimburse revolving fund	7840	2490						23,290.56
50148	CalPERS	11/14/19	7072901257 Jan medical	7840	1061						7,256.15
50150	Vision Service Plan	11/19/19	00102777 Dec vision	7840	1061						323.10
50150	City of El Cerrito	12/01/19	Nov Admnin Services	7840	2490						1,767.50
50151	City of El Cerrito	12/01/19	Dec fire protection	7840	2328						263,084.54
50180	Mack5	11/30/19	4209 project management	7840	2490						2,280.00
50193	Teo Carlone	11/18/19	49011-K Veg Mgmt	7840	2490						2,450.00
TOTAL											310,702.68

Kensington FPD Approval
 Date: ___/___/___
 Date: ___/___/___

December 4

Attachment to Transmittal 120419

Kensington Fire Protection District Revolving Fund 01406

Detailed invoice for reimbursement to the Revolving Fund for payment of the following expenditures:

INVOICE DATE	DESCRIPTION	AMOUNT
11/1/2019	Payroll - 10/16 - 10/31 including vac cash out	10,696.95
11/1/2019	Payroll 10/16 - 10/31 including vac cash out	6,956.91
11/1/2019	Payroll processing	38.50
11/1/2019	RGS Oct. contract services	788.40
10/8/2019	Reimburse Director training	55.00
11/4/2019	Office Depot	91.28
11/11/2019	Olivero Plumbing repair	166.07
11/5/2019	AT&T	797.73
11/15/2019	Kel-Aire	378.37
11/5/2019	PG&E Gas	137.49
11/12/2019	PG&E Electric	1,137.37
11/13/2019	Mechanics Bank - Visa	153.91
11/31/2019	RGS - Contract services	10.44
12/1/2019	Stericycle	681.81
11/22/2019	Comcast Business	143.25
12/1/2019	All-Ways - Janitorial Services	105.00
11/20/2019	CalPERS	952.08
	TOTAL	23,290.56

Please complete the enclosed deposit ticket and mail in the attached envelope to The Mechanics Bank.



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue □ El Cerrito □ CA □ 94530

(510) 215-4450 □ FAX (510) 232-4917

www.el-cerrito.org



December 2, 2019

TO: Julie Stein: Kensington Fire Protection District Board President

FROM: Michael Pigoni: Fire Chief

RE: Neighborhood Mapping / Evacuation Planning and Maps

Per your request from the last Board meeting regarding the invoice from Zonehaven for the polygon project, I have compiled the following information for your review on what the initial expectations were and what was provided by Zonehaven.

In February of 2019 after two years of devastating fires in the North Bay and based on the goals of the Board members of the Kensington Fire Protection District, the Fire Department started to work on a plan to provide neighborhood mapping and controlled evacuations of the neighborhoods in the Kensington community. This project was like the work that had been completed in the Moraga / Orinda.

This included using available geographical information systems (GIS) from the County, mapping out the various neighborhoods, using computer modeling to determine traffic flow and grouping them into structured "geographical polygons" that could then be programmed into the County Community Warning System. With these programmed zones, the Fire Department would have a tool that would allow for a controlled notification of area by area to allow for a more efficient and organized evacuation of the areas in the event of a wildland fire or other emergency.

The Fire Department met with Robert Shear, who along with Charlie Crocker were working on new technologies that incorporated algorithms identify key intersections and choke points in the communities and develop intelligent evacuation zones and routes that would be traffic and threat aware and adjust to avoid gridlock.

The company "Zonehaven" that was founded by Robert and Charlie offered to provide the polygon information at no charge in exchange feedback from the Fire Department to assist in their further development. The project would be based on and provide the following:

- Use of information from the County Department of Information Technology (DoIT) that would provide street and structure data for Kensington and El Cerrito
- Use of information from Alameda County for same information for Berkeley and Albany to complete evacuation routes
- Calculate estimated population for each neighborhood and using roadway data from the County that would include widths, impedance and speeds, determine the number of cars per hour that the routes could handle
- Develop the polygons that would break the areas down into manageable groups.
- Provide the GIS data to the County to incorporate into their maps and the Community Warning System
- Time line for completion of the project was to be September 1st, prior to more severe fire and Diablo Wind season.

At the April 10th meeting of the Kensington Board, a budget of not to exceed \$10,000 was approved for this project to cover cost to get GIS data from the County, East Bay Municipal Utility District, Alameda County and other entities as required and print maps when complete. This budget would also cover the cost for updated map files and the printing of the maps for reach station and EOC's.

After several attempts of working with DoIT to obtain the information they initial indicated they could provide at an estimated cost of \$3,600, the County informed us that they did not have any GIS information for the Kensington area. Zonehaven was required to contract out for additional programing to obtain street and residential building information from outside sources. This required many weeks of labor that had not been figured into their offer to do this project.

In addition, once the polygon project was completed, the GIS information was going to be provided to DoIT to incorporate and update our maps. Since the County was not able to product the initial maps, Zonehaven was required to produce the map files. These files that include all the information required for the evacuation plans also has incorporated the addresses, parcel lines, building outlines, fire hydrants, fault lines and much more.

Regarding the questions brought up at the last meeting, the Fire Department made the presentation to the Board for this project on April 10th that detailed the scope of work that Zonehaven was going to provide. There was no contract as the work was going to be free of charge. It was explained to the Board that the budget would be to generate the GIS data mapping to update County maps. The initial work that Zonehaven agreed to was completed at no cost to the District. Since there was mapping information available from the County and the tight timeframe to get this project done prior to the peak fire season, Zonehaven was tasked to research and develop the GIS data. There would have been a charge for this information from the County had it been available.

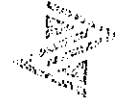
In summary, the project has been completed, the geographical areas have been programed into the County's Community Warning System and very detailed map data files have been developed. In addition, the Fire Department has had the benefit of being able to use Zonehaven's fire modeling program that has allowed for simulation of a wildland fire in various locations and provide valuable information on potential impacts on the community. In the event of a real fire this program can be switched to run in real time and run rapid simulations that will provide 1, 3 and 5 hour evacuation recommendations based on current conditions and available data.

The work Zonehaven had to accomplish due to lack of information from the County far exceeds the \$5,000.00 invoice that they have submitted. I trust that this answers the questions that the Board had and if not please contact me with any additional questions.

Respectfully,

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

INVOICE



ZONEHAVEN

INVOICE NUMBER
KEN-1901

DATE OF ISSUE
10/14/2019

BILLED TO
Kensington Fire Protection District
217 Arlington Ave.
Kensington, CA
Attn: Joe Grupalo
(510) 919-7018

Zonehaven Inc.
2034 Great Highway
San Francisco, CA. 94116
Attn: Robert Shear
415-640-2416
robert@zonehaven.com
Tax ID: 83-4482235

DESCRIPTION	UNIT COST	QTY/HR RATE	AMOUNT
GIS and analysis services to deliver evacuation zones for Kensington	\$5,000.00	1	\$5,000.00

INVOICE TOTAL
\$5,000.00

SUBTOTAL \$5,000.00
DISCOUNT -\$0.00
(TAX RATE) 0%
TAX \$0.00
TOTAL \$5,000.00

TERMS
Due upon receipt

Proposal for GIS Services

Zonehaven Inc ("Contractor") will provide the Kensington Fire Protection District ("KFPD") with intelligent evacuation zones to facilitate efficient and orderly community evacuation in the event of a wildfire. These zones will be delivered in formats suitable for printing into physical maps and for integration into Contra Costa County emergency management and notification systems.

• **Exhibits and Attachments**

The following exhibits and attachments are attached to this proposal and incorporated into this proposal by this reference:

- Exhibit A—Services
- Exhibit B—Payments and Rates

• **Services to be performed by Contractor**

In consideration of the payments set forth in this Agreement and in Exhibit B, Contractor shall perform services for KFPD in accordance with the terms, conditions, and specifications set forth in this Agreement and in Exhibit A.

• **Payments**

In consideration of the services provided by Contractor in accordance with all terms, conditions, and specifications set forth in this Agreement and in Exhibit A, KFPD shall make payment to Contractor based on the rates and in the manner specified in Exhibit B.

For Contractor:

Contractor Signature

Date

Contractor Name (please print)



For KFPD

KFPD Signature

Date

KFPD Name (please print)

Exhibit A

In consideration of the payments set forth in Exhibit B, Contractor shall provide the following services:

- Contractor will create standardized evacuation-area polygons for all areas of Kensington, CA based on:
 - Jurisdictional boundaries (cities)
 - Traffic flows and accounting for dead end roads
 - Structures and estimated population
 - Exposure to fire threat
- Contra Costa County will provide LiDAR data, Jurisdictional boundaries, populations, road network data, and structure data to Contractor.
- El Cerrito Fire agency representative will provide a list of key contacts to the Contractor with:
 - Project lead and co-lead contact information
 - Point of contact for Contra Costa County GIS
- Fire agency representatives will coordinate with their respective law enforcement agencies.
- Contractor will name all zones with the naming convention "ECK-###".
- Contractor will provide a hard copy first draft (**Draft 1**) version of the zones within 90 days, or less, from receipt of the above mentioned data from Contra Costa County.
- Contractor will provide **Draft 1** to the El Cerrito Fire agency lead and co-lead.
- Contractor will arrange for and host (2) online conference call-style meetings to explain methodology and answer any questions from the fire agency representatives.
- Contractor will make themselves available to fire agency representatives by email and phone to answer specific one-on-one questions regarding the evacuation zones.
- Fire agency representatives will mark-up **Draft 1** with desired changes within 30 days of receiving them.
- Contractor will make the requested changes to **Draft 1** and create **Draft 2**, within 15 days, or less, of the one-day meeting and distribute to the El Cerrito Fire agency project lead and co-lead.
- Fire agency representatives will have 15 days from date of delivery to make any additional changes to **Draft 2**.
- Contractor will be available to answer one-on-one questions (by phone, email or in person) about respective evacuation zones during these 15 days.
- Contractor will come to Kensington for a one-day meeting to meet face-to-face (if deemed necessary by project lead and co-lead) with those agency representatives who would like to make changes to zones within their respective jurisdiction.
- Within 30 days of the meeting, the Contractor will create the "**Final Standardized Evacuation Zones**" that will include evacuation zones, roads, potential traffic congestion choke points, number of parcels/structures, and estimated population.
- The **Final Standardized Evacuation Zones** products to be delivered:
 - Digitally in a Shape File to Public Safety Communications GIS Specialist.
 - Digital files to be delivered in a format for printing both binder sized pages and E-Size wall maps.

Exhibit B

In consideration of the services provided by Contractor described in Exhibit A and subject to the terms of the Agreement, Kensington Fire Protection District shall pay Contractor based on the following fee schedule and terms:

Contractor shall invoice the County for payment upon the following milestones:

- 100% (\$5,000) Due upon delivery and final approval of evacuation zones:
 - a. Evacuation zone development and delivery as defined in Exhibit A: \$0
 - b. Acquisition, aggregation and preparation of required GIS data: \$5,000

TO: Board of Directors
Kensington Fire Protection District

DATE: December 11, 2010

SUBMITTED BY: Glenn Lazof, Transitional Adviser, Regional Government Services

AGENDA ITEM: Approve Budget Revision to Reallocate \$36,000 from Salary and Benefit Accounts to new line item "RGS Contract"

RECOMMENDED ACTION

Approve Budget Revision as Follows

Decrease:	Salaries	\$36,000
Increase:	RGS Contract	\$36,000

BACKGROUND AND DISCUSSION

The District Board of Directors approved a \$36,000 contract for transitional administrative and financial support services at your last meeting. The companion budget amendment was not designated at that time.

FISCAL IMPACT

The District will realize savings from the November 1 departure of the Manager, and reduction of CPA services which will phase into termination at the conclusion of the Annual Audit. There is no net cost as a result of this revision.

ALTERNATIVE(S)

Other budget accounts or contingency reserves could be used to create the new budget line item. The proposed revision reflects funding from a source that best reflects the offsetting savings.

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2019-2020

	FY 2019-2020 <u>Budget</u>	Revision	<u>Total</u>
<u>REVENUE BUDGET</u>			
Property Taxes	4,271,290		4,271,290
Special Taxes	200,450		200,450
Other tax income	25,250		25,250
Interest income	120,000		120,000
Lease agreement	36,603		36,603
Salary reimb agreement	66,685		66,685
Salary reimb agreement reconciliations	400		400
Miscellaneous income	0		0
Total Revenue	4,720,677	0	4,720,677

	FY 2019-2020 <u>Budget</u>		
<u>OPERATING EXPENSE BUDGET</u>			
OUTSIDE PROFESSIONAL SERVICES			
Accounting	5,500		5,500
Actuarial Valuation	2,900		2,900
Audit	16,000		16,000
CC County Expenses	37,630		37,630
El Cerrito Contract	3,032,488		3,032,488
El Cerrito Contract Reconciliations	137,000		137,000
Fire Abatement Contract	11,250		11,250
Fire Engineer Plan Review	2,000		2,000
RGS Contract		36,000	36,000
Grant Writer/Coordinator	50,000		50,000
Insurance - Risk Mgmt	14,000		14,000
LAFCO Fees	2,450		2,450
Legal Fees	20,000		20,000
Polygon Study	10,000		10,000
RFP Consultant	15,000		15,000
Traffic Study	20,000		20,000
Water System Improvements	20,000		20,000
Website Development/Maint.	2,520		2,520
Wildland Vegetation Mgmt	10,000		10,000
RETIREE MEDICAL BENEFITS*			
PERS Medical (OPEB cost)	0		0
Delta Dental	0		0
Vision Care	0		0
CalPERS Settlement	0		0
COMMUNITY SERVICE ACTIVITIES			
Public Education	35,000		35,000
Community Pharmaceutical Drop-Off	2,500		2,500
CERT Kits/Sheds/Preparedness	15,000		15,000
Open Houses	500		500
Community Shredder	2,750		2,750
DFSC Matching Grants	24,000		24,000
Firesafe Planting Grants	3,000		3,000
Demonstration Garden	0		0
Community Sandbags	3,000		3,000
Volunteer Appreciation	1,500		1,500
Community Center Fire Alarm	35,000		35,000
DISTRICT ACTIVITIES			
Professional Development	5,000		5,000
District Office			0
Office expense	3,000		3,000
Office supplies	2,350		2,350
Telephone	7,000		7,000
Election	0		0

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2019-2020

Firefighter's Apparel & PPE	750		750
Firefighters' Expenses	10,000		10,000
Staff Appreciation	1,750		1,750
Memberships	7,600		7,600
P/S Building			0
Needs Assessment/Feasibility Study	115,000		115,000
Gardening service	3,200		3,200
Building alarm	1,500		1,500
Medical waste disposal	5,500		5,500
Janitorial	1,500		1,500
Misc. Maint/Improvements	13,000		13,000
PG&E	8,500		8,500
Water/Sewer	2,400		2,400
Staff			0
Wages	99,834	-36,000	63,834
Longevity Pay	1,000		1,000
Overtime Wages	2,500		2,500
Vacation Wages Accrual Adjustment	608		608
Medical/dental insurance compensation	11,760		11,760
Retirement Contribution	7,587		7,587
Payroll Taxes	8,919		8,919
Insurance - Workers Comp/Life	1,935		1,935
Processing	1,730		1,730
Operating Contingency Fund	<u>25,000</u>		25,000
Total Operating Expense	3,879,909	0	3,879,909
Capital Outlay			
Firefighter qtrs/equip	15,000		15,000
Office Furniture/Computers	5,000		5,000
Command Vehicle	60,000		60,000
Type III Engine	<u>372,000</u>		372,000
Total Capital Outlay	452,000	0	452,000
TOTAL EXPENDITURES	4,331,909		4,331,909

ITEMS 9 & 10

KENSINGTON FIRE PROTECTION DISTRICT ORGANIZATIONAL STRUCTURE

DECISION FLOW CHART



CURRENT STRUCTURE BOARD PRESIDENT = GENERAL MANAGER

POLICY TITLE: Board Officers
POLICY NUMBER: 1070

1070.10 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. In addition, the Board President shall:

- 1070.11** Act as chief administrative officer and legal head of the organization.
- 1070.12** Exercise supervision over the organization and all its activities and employees.

OPTION 1 CURRENT STRUCTURE BOARD PRESIDENT = GENERAL MANAGER

- The “District Manager” does not have the Chief Administrative Authority
 - President Implements Board Policy
 - Board Actions and Policies and Directions and are Interpreted and Implemented by the President
 - President = A lot of work
 - The District Manager has only Delegated Authority from the President or Board
 - The Activities of the District Manager, Contract CPA, other Contractors and Consultants are directed by President

CURRENT STRUCTURE – DECISION I DOES THIS WORK FOR THE KPFD?

- Atypical – Single Elected Official Authorized to Direct District Staff and Contractors
- President Wears Two Hats – Director and Executive Officer
- Unusual in Government to combine policy making and policy implementation
- Lawful Yes? Desirable? Board's Call!
- The Bottom Line is whether current structure works for the KPFD



KEEP CURRENT STRUCTURE – NO CHANGES

- Create Job Description/ Class Specs for District Manager –Can be approved by President, unless Board Acts to require otherwise.
- Open recruitment. Anticipate 2 months to fill vacancy after Class Specs approved
- CPA Contract in Excess of \$5,000 approval by Board required.
 - Solicit Proposals or RFP for CPA - 1-2 months to Board Approval
 - Note: RGS Contract \$36,000 NTE, May need increase.

OPTION 2 KEEP CURRENT STRUCTURES – SOME OPTIONS

- Contract Out District Manager, and/ or Finance Roles - Board Approval 3-5 months
 - AB 5, Contractor Law
- Create One or More full or Part Time Positions – President Approval 2-4 months, Board to approve required budget revisions.
 - Typical, but creates Public Agency employer responsibilities and Liabilities and Increased Management and Administrative duties
 - Retirement
 - Legal Liability – Employment Counsel
 - Meyers, Milias Brown Act
 - Various Transparency and Ethics Requirements and Regulations



OPTION 3 ADOPT “STANDARD” STRUCTURE

- General Manager Exercises Executive Authority
 - Is the only employee reporting to the Board
 - The Board Hires, Directs, Evaluates, and Terminates Manager (with or without cause)
 - General Manager’s Employment Agreement
- Board Sets Policy
- All other Employees, Contractors, Consultants report to the General Manager
 - One Exception – The Board’s Legal Counsel Consults with Directors, Board, and GM
 - GM - Hires, Directs, Evaluates, and Terminates all other actors

WHY “STANDARD” STRUCTURE?

- Clear Role for Board- Authority is 3 Elected Directors Acting in Lawful Public Meeting
- Professional Management
- Accountability
 - “Any Second Wednesday - The General Manager can be terminated at any time for any (lawful) reason by a majority of Directors
 - The President can also be replaced by majority vote
 - Terminate the GM – No remaining official role
 - Replace a President, they remain influential as Director



OPTIONS FOR STANDARD STRUCTURE

- Employ a General Manager
 - Part or Full Time
 - Create Job Classification and Conduct Salary Analysis
 - Recruit, Interview, Hire, Negotiate Employment Agreement
 - 3-9 months
- General Manager hires other staff and contractors as needed and within approved budget
 - 2-5 additional months
- Same Employer Liabilities and Responsibilities as above

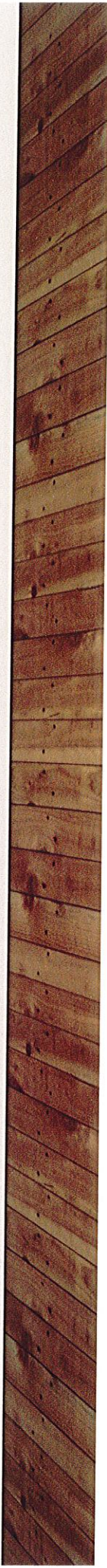
OPTION 4 NOT SO TYPICAL CONTRACT EXECUTIVE, FINANCIAL, AND ADMINISTRATIVE SERVICES

- Pros
 - No Employer Obligations
 - Pay only for services used
 - Simpler to Change Structure
 - Contract Expenditure Control
 - Back up and succession is not your problem
- Cons
 - Contractor Receives Direction from President and/or Board
 - Agency Controls Employment Assignments, working conditions within parameters of contract
 - Challenges “normal” expectations
 - Others: Cal SAWS, Triunfo Water & Sanitation District, Santa Rosa Plain Groundwater Sustainability Agency. Insurance JPA's



TASKS GOING FORWARD

- Assessment of Functions and Job Duties
- Project Work Hours required to complete designated tasks
- Updates at Upcoming Board Meetings



NEXT STEPS

- Directors general feedback about these options
- Discussion the Board's expectations for administrative support
- New positions or Expand Current Roles for
 - Grant Writing
 - Public Safety Outreach
 - Other



EVACUATION ALERT PROCESS

Diablo Wind Driven Wildfire – Tilden Little Farm, Berkeley

What We Know

- **Extreme Fire Hazard Zone**
- **Diablo Wind Weather Event**
- **Road Network Challenges**



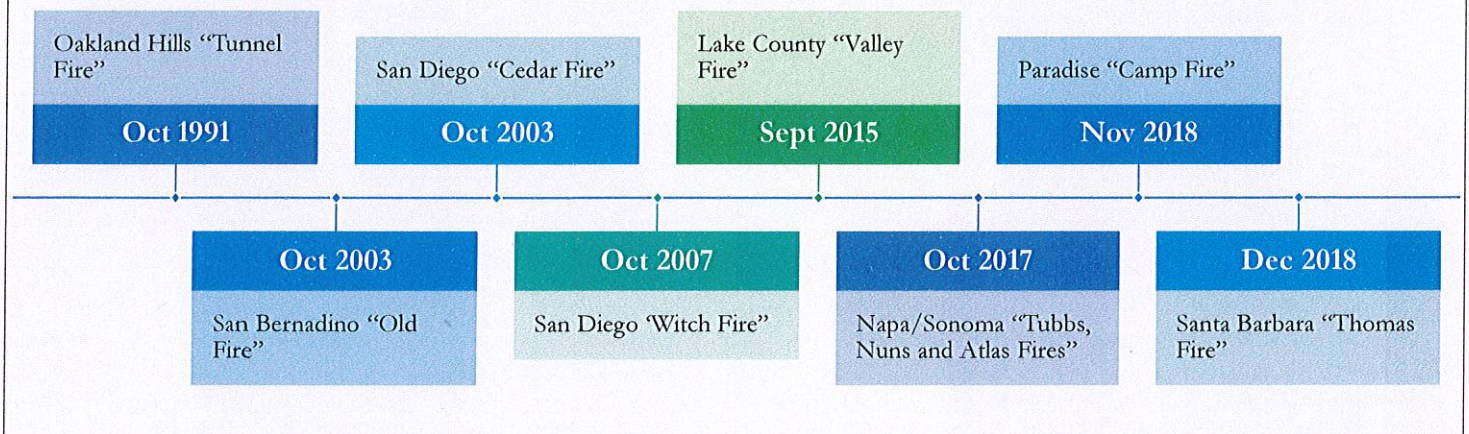
1991 Oakland Hills "Tunnel Fire" - Road Network Challenges

What is a
"Diablo Wind"?

Sept-Oct-Nov



- In Top 10 - Most Destructive California Wildfires **** All Wind Driven Fires ****





Building high pressure will result in gusty north to east wind

developing today and persisting into Wednesday. Combined with

warming temperatures and lowering humidity, this will lead to

critical fire weather conditions across portions of Interior

Northern California. Cooler Thursday with wetter weather returning Friday.

CAZ218-240100-
Carquinez Strait and Delta-
330 AM PDT Mon Sep 23 2019

...RED FLAG WARNING IN
EFFECT FROM 1 PM THIS
AFTERNOON TO 11 AM
PDT WEDNESDAY...

**NATIONAL
WEATHER
SERVICE**

**ALERT
ACTIVATED**



.TODAY...
*
Sky/Weather.....Sunny.
Locally breezy.
* Max Temperature.....88-
93.
* 24 HR
Trend.....Little
change.
* Min
Humidity.....14-21
percent.
* 24 HR
Trend.....Little
change.
* 20-Foot
Winds.....Northwest
winds up to 13 mph. Local
gusts
to 25 mph.
* LAL.....1.
* CWR.....0
percent.

**NATIONAL
WEATHER
SERVICE**

**RELATIVE
HUMIDITY**

WIND SPEEDS

What does a Diablo Wind look like?



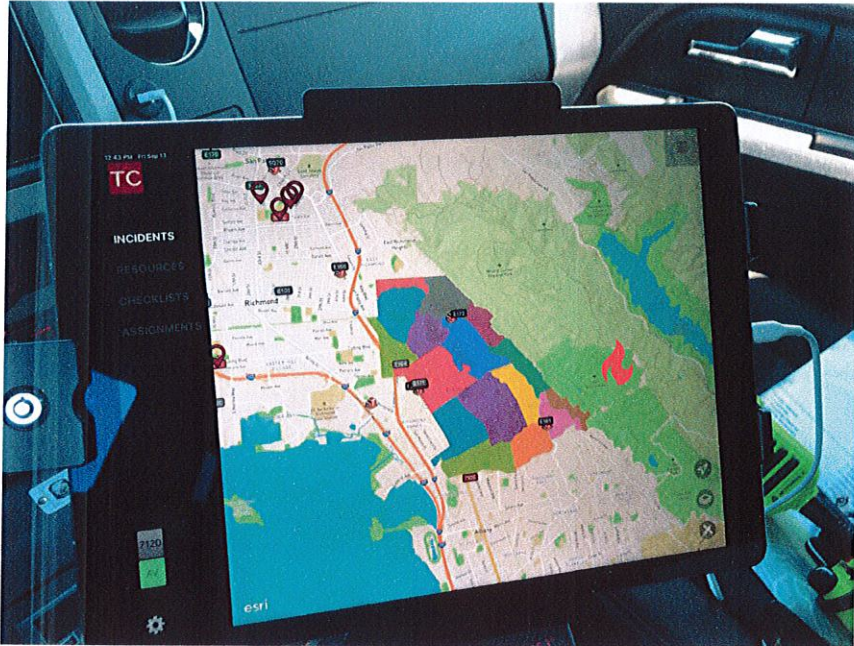
Relative Humidity: 14%
Temperature: 93 F
Offshore Wind: 25 mph
(Blowing towards the SF Bay)



IGNITION START

**TILDEN
LITTLE FARM**

4PM

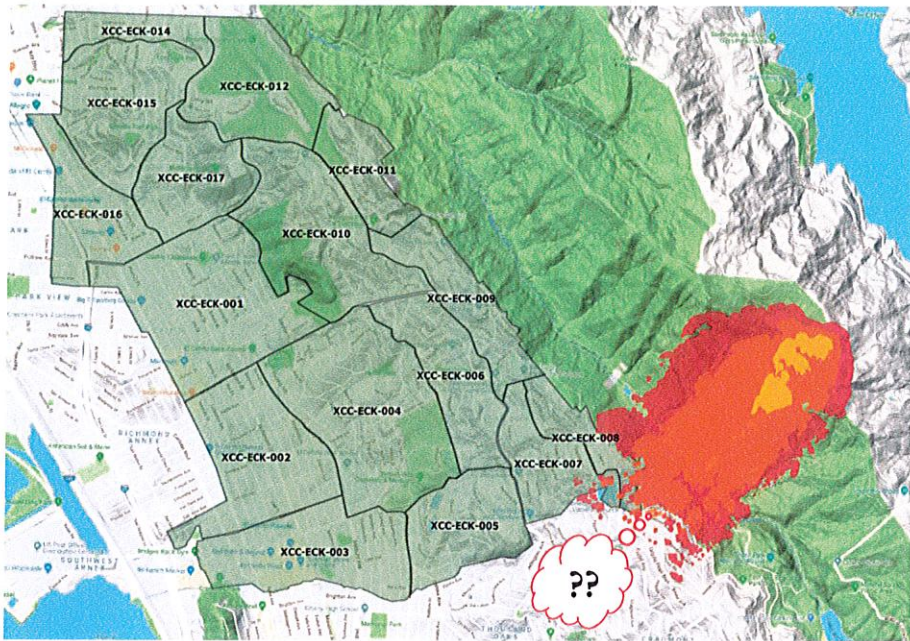


FIRST ON-SCENE
CONFIRMS FIRE

RECOGNIZES
LIFE SAFETY THREAT

REQUESTS EVACUATIONS
IMMEDIATE
&
ADVISORY

Yellow = 1 hr Orange = 3 hr Red = 5 hr



REQUEST EVACUATIONS

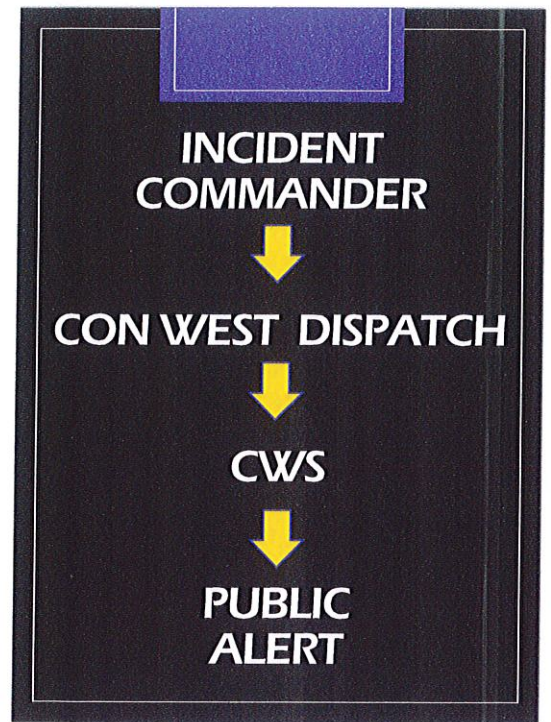
IMMEDIATE
ZONES 7 & 8

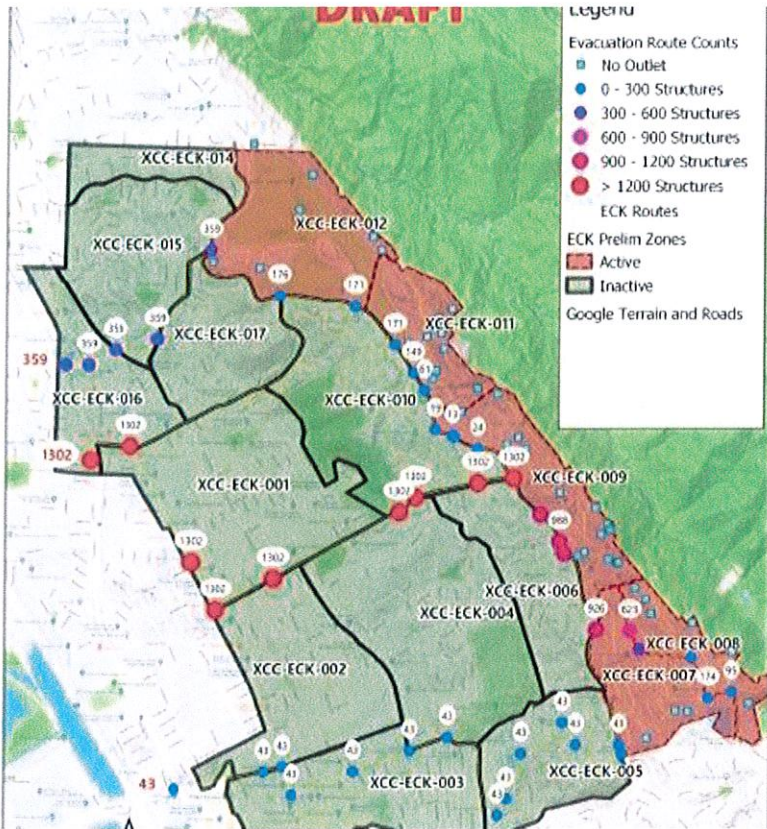
ADVISORY
ZONES 5, 6 & 9

**THERE IS NO BURN RATE
FORMULA FOR HOMES**

DEFENSIBLE SPACE
IS CRITICAL

?? Unknown fire rate of spread = Directly related to Defensible Space





POLICE DEPARTMENT

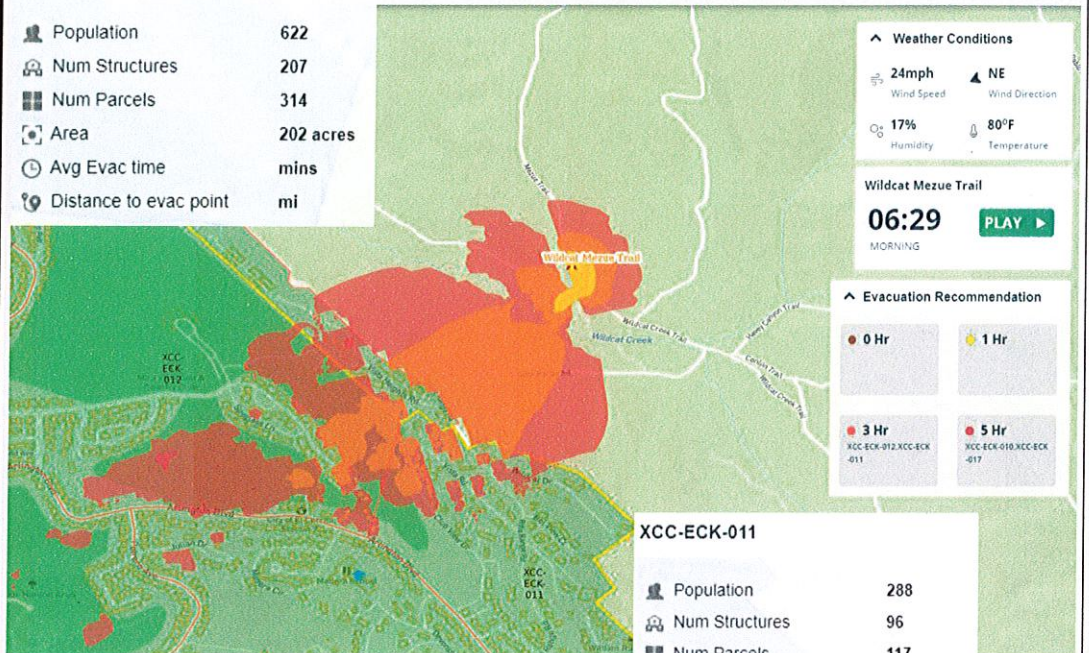
PRE-DETERMINED EVACUATION ROUTES & CHOKE POINTS

How Can We Do Better?

Use of Intelligent Technology

XCC-ECK-012

Population	622
Num Structures	207
Num Parcels	314
Area	202 acres
Avg Evac time	mins
Distance to evac point	mi



Weather Conditions

24mph Wind Speed NE Wind Direction

17% Humidity 80°F Temperature

Wildcat Mezure Trail

06:29 **PLAY**

MORNING

Evacuation Recommendation

0 Hr 1 Hr

3 Hr 5 Hr

XCC-ECK-012, XCC-ECK-011 XCC-ECK-010, XCC-ECK-017

XCC-ECK-011

Population	288
Num Structures	96
Num Parcels	117
Area	101 acres
Avg Evac time	mins
Distance to evac point	mi



Zonehaven – Technology Beyond the Polygon Foundation



**EL CERRITO/KENSINGTON
COMMUNITY EMERGENCY
RESPONSE TEAM**

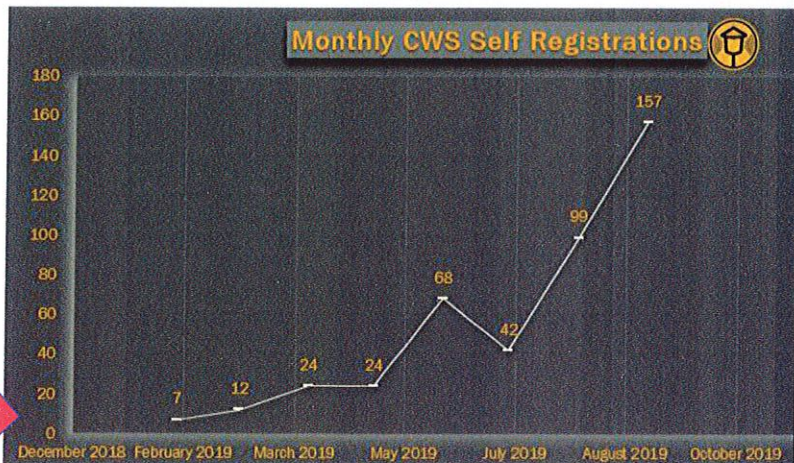


CWS SIGN UPS - A MUST DO ACTION!

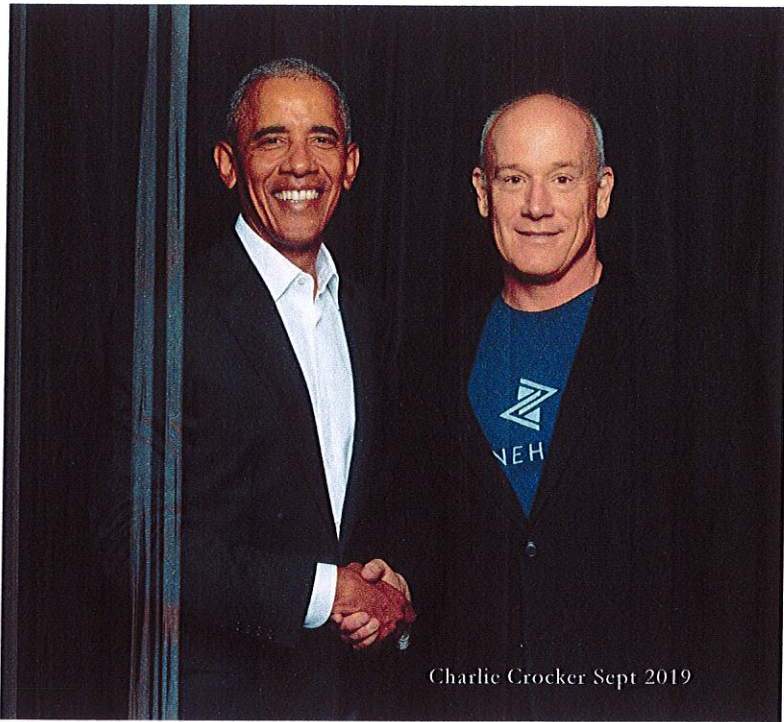
Kensington CWS Self Registrations 2019 MONTHLY REPORT

As of February 1st 2019 there were 4541 residents registered for CWS in Kensington

Month	Monthly CWS Self Registrations	February 2019 to Date Total
February 2019	7	7
March 2019	12	19
April 2019	24	43
May 2019	24	67
June 2019	68	135
July 2019	42	177
August 2019	99	276
September 2019	157	433
October 2019		433
November 2019		433
December 2019		433



Total # of registered residents to date 4,974



POLYGON WORK
COMPLETE
CHARLIE CROCKER
&
ROBERT SHEAR

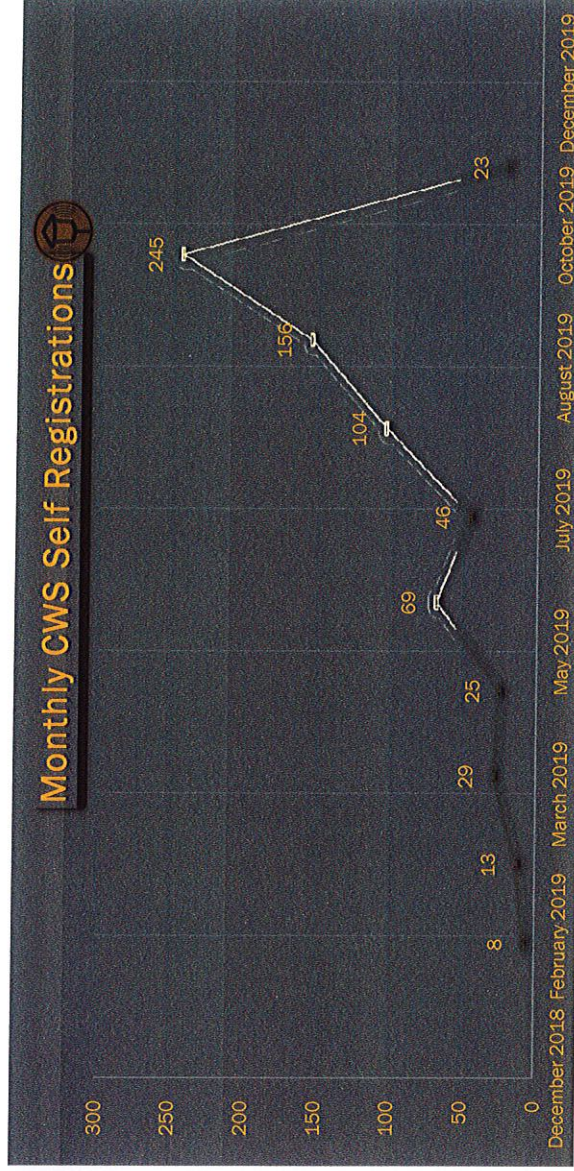
Thank You!

ZONEHAVEN 

Kensington CWS Self Registrations 2019 MONTHLY REPORT

As of February 1st 2019 there were 4541 residents registered for CWS in Kensington

Month	Monthly CWS Self Registrations	February 2019 to Date Total
February 2019	8	8
March 2019	13	21
April 2019	29	50
May 2019	25	75
June 2019	69	144
July 2019	46	190
August 2019	104	294
September 2019	156	450
October 2019	245	695
November 2019	23	718
December 2019		718



Total # of registered residents to date

5,259

FIRE CHIEF'S REPORT



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue □ El Cerrito □ CA □ 94530

(510) 215-4450 □ FAX (510) 232-4917

www.el-cerrito.org



DATE: December 3, 2019

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

RE: **Fire Chief's Report for December 2019**

Run Reports

There were 25 incidents that occurred during the month of November in the community of Kensington which was a significant decrease over last month. Primarily the decrease was in medical emergencies as well as smoke investigations. With the cooler weather as well as no major fires in the North Bay, the calls for service dropped. During this same time, Engine 65 responded to a total of 56 calls in all districts which reflects the same dramatic decrease in calls. The "Incident Log" included in the Board packets will provide more details on the dates, times, locations and incident type for these calls.

PG&E Public Safety Power Shut-off and Red Flag Warning

Once again November 20th, there was a predicted wind event and Red Flag Warning in conjunction with a potential PG&E PSPS. Fortunately the weather conditions improved, and we avoided the wide spread power shut down and while the Red Flag was not lifted, there was no major fire events in the area.

Wild Fire Cameras

In the last few months three remote cameras have been installed in Contra Costa County. They are located on Vollmer Peak, Mount Diablo and Moraga Alta Mesa. All of these cameras have state of the art pan-tilt and zoom capabilities to allow fire officials the ability to remotely control them and be able to discover, locate and confirm fires quickly. They have been installed and are maintained by ALERTWildfire, a consortium of three universities, the University of Nevada, Reno, University of California San Diego, and the University of Oregon. These cameras as well as other in the south east bay can be viewed at

<http://www.alertwildfire.org/southeastbay/index.html>

This website will also provide access to the more than 200 cameras spread out in California, Nevada, Oregon, Washington and Idaho. While anyone can access the various cameras, the view will be at predetermined directions and can only be controlled by selected fire personnel. The three cameras in this County are a great tool that can be accessed by our dispatch center and fire personnel. In addition to these, PG&E has also contacted the Fire Department and is considering adding a camera on one of their towers that is dedicated to the Wildcat Canyon.

Annual Toys for Tots

We have begun our Annual Toys for Tots campaign with the United States Marine Corps. The program will run through December 21. Toy collection barrels/boxes are located at City Hall, the Public Safety Building (Station 71), Fire Station 72, and the Public Safety Building in Kensington (Station 65). We will also have Toy collection barrels/boxes for our Annual Pancake Breakfast at the Community Center on December 7. Please donate new and unwrapped toys only. Contact Captain Damien Carrion at (510) 215-4457 or dcarrion@ci.el-cerrito.ca.us with any questions.

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

NEW BUSINESS



Kensington Fire Station Renovation
Cost Planning and Estimating Services

August 29, 2019

Brenda Navellier
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

Dear Ms. Navellier:

We are pleased to provide our proposal for Cost Planning and Estimating services for the proposed Kensington Fire Station Renovation.

mack⁵ Services:

Owner's
Representative

Project Management

Construction
Management

Cost Management

Cost Planning

phone 510.595.3020
fax 510.595.1755

mack⁵

Headquarters
1900 Powell Street
Suite 470
Emeryville, CA 94608

Richmond Office
322 Harbour Way
Suite 16
Richmond, CA 94801

Background

The Kensington Fire Protection District wishes to renovate their existing Fire Station located at 217 Arlington Ave. in Kensington, CA. In addition, the District anticipates replacing the building's existing HVAC system and roof.

The District plans to re-locate to temporary facilities during the duration of construction.

The project is currently in conceptual phase, with RossDrulisCusenbery ARCHITECTURE (RDC).

Scope of the Assignment

Provide conceptual design-phase cost estimating as described on the following page, prepared and presented in component or Unifomat.

scope of services / Our proposed fee for one Concept Phase Cost Estimate for the
 fee project is as follows:

• Building Renovation	\$10,960
• Temporary Facilities	\$2,000
<hr/>	
TOTAL FEE:	\$12,960

conditions The total fee is valid for ninety (90) days from the date of this proposal, should the scope of service be altered we reserve the right to adjust our fee proposal accordingly. Our fee does not include life cycle cost analysis.

schedule mack⁵ is available to start as soon as required. Commonly we require 3 weeks to complete an estimate after receipt of documents, but may be able to complete our work in less time depending on when we receive a complete set of documents from RDC.

reimb expenses Reimbursable expenses are included in the fee proposal.

hourly rates Our 2019 hourly rates are below. Rates are adjusted annually, normally about 3% per annum.

Principal/Managing Principal	\$195 - \$222/hr
Senior Cost and Project Managers	\$170 - \$195/hr
Cost and Project Managers	\$145 - \$170/hr
Project and Cost Engineers	\$120 - \$145/hr
Administrative Support	\$80/hr

additional services Site visits, value engineering (unless specifically included above), additional estimates, estimating changes in scope, estimate comparisons, and reconciling estimates with those of a third party are not included in the scope of services/fee, and will all be deemed additional services apart from those specifically mentioned above.

other services mack⁵ provides valuable additional services including our Cost Model Manager and Project / Construction Management.

Please do not hesitate to contact me should you require any further information or clarification.

Sincerely,



Cynthia Madrid, Senior Cost Consultant
 510-595-4730 direct, cmadrid@mack5.com



Unitarian Universalist Church of Berkeley

Rev. Kristin Grassel Schmidt & Rev. Christian Schmidt, Co-Ministers

1 Lawson Road, Kensington, CA 94707 * 510-525-0302 * uucb.org

September 26, 2019

Julie Stein, Board President
Kensington Fire Protection District
217 Arlington Ave.
Kensington, CA 94707

Dear Ms. Stein,

Thank you for your interest in leasing space on our campus for a temporary fire station while the current station building is being renovated.

The Unitarian Universalist Church of Berkeley (UUCB) is very interested in working with you and your board on this project. We wholeheartedly support the work of the Kensington Fire Protection District (KFPD) and would welcome them on our campus.

We understand that you are interested in leasing our lower parking lot of approximately 5,100 square feet for approximately one year. We are very willing to work with you to explore a mutually beneficial arrangement. Should there be other spaces on our campus that better meet your needs, we would be happy to discuss these options as well.

We are committed to helping KFPD find a suitable space and working with you to ensure the safety and security of our community.

Please contact me at 510-525-0302 or at ed@uucb.org to continue this conversation. I have been fully authorized by our board to enter into negotiations with KFPD.

Thank you for your time and consideration,

Tess Snook O'Riva, Executive Director
Unitarian Universalist Church of Berkeley

PROPOSAL TO SUPPLY EMERGENCY RADIOS TO KENSINGTON CITIZENS

Motion: The KFPD will offer emergency radios to its citizens under a voluntary contribution program.

Rationale: Many communities from Alaska to Alabama have provided emergency radios to their citizens to help them in case of disasters when electrical power, cell towers, and other facilities fail to work. In the Bay Area, even during PG&E's PSPS events, a significant number of cell towers failed after a few hours. With power down, modems and routers don't work and so there is no internet, and also no internet-based phones. In our recent fire season this became an actual crisis for many citizens who could get no outside information, and this also applied to the people in Paradise, Napa, and Sonoma. The more citizens who have emergency radios, the better informed they will be.

Critically, many Kensington residents are on limited incomes and (or) are not highly mobile or technologically savvy. These are our most vulnerable residents. Supplying them radios is not enough but at least they can have the opportunity to be informed in case of emergency.

What is an emergency radio? It has several sources of power apart from AC current (Li-ion batteries, AA batteries, hand crank, solar panel). It receives AM and FM bands and also NOAA emergency warnings. With several sources of power it is unlikely to be useless when disaster hits, and even works well as a daily radio source in the absence of emergency (through its AC power source). Some radios have an option to turn themselves on automatically and sound an alarm when there is an emergency, so people can know to tune into the relevant stations.

We propose to provide these radios along with an AC-USB adapter for charging, and full, clear, basic instructions for setting up and using the radios. We can also provide some limited personal support for residents who may not be able to follow all the instructions.

Decision tree.

1. The Board can decide to pursue or not pursue the following program (with amendments as needed). However, information about emergency radios (and power sources) can still be disseminated to Kensington residents if no purchase program is approved. Will the Board content itself with providing information or elect to offer a program to help supply radios to the public? If the former, end discussion. If the latter, go to step 2.

2. Choice of radios. Several models were considered by the EPC. One, available for about \$30 including batteries, has five sources of power, flashlight and reading light, and a personal siren in case of being trapped. It does not have an option to turn itself on automatically. A second model has four sources of power (Li-ion, hand crank, solar, and AC, but not AA batteries), no siren or reading light, but it turns itself on automatically (when set) for NOAA emergencies, which now also include MyQuake warnings. This retails for about \$50. The EPC discussions

were highly in favor of this model despite the higher cost. The Board may elect to agree or not with the EPC's discussion. If a type of radio is selected, proceed to step 3.

3. Gauging interest. The district should use email, NextDoor, other social media, and possibly a postcard campaign to explain briefly the radios and the proposed program to supply them, and ask for responses of interest. (An email address at kensingtonfire.org can be generated.) A minimum pilot program should comprise around 500 radios, so there should be about that number of responses before proceeding. (There are about 4500 households in Kensington.)

4. If the program proceeds, residents who have expressed interest will have a radio ordered for them; additional radios can be ordered. Residents will be advised that the radios will be available at the PSB on a given date and time, distributed by EPC members. Donations will be solicited by cash and check, but will not be required. Identification will be required. Residents may obtain radios for housebound people by advance arrangement.

The cost to the board would be approximately 500 radios x \$50 (considering discount, tax, shipping, and AC adaptor), or \$25,000, offset by contributions from people receiving radios, for an unknown revenue (but hopefully at least 50%). If the program is successful and sold out, a second wave can be considered.

OLD BUSINESS

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1040

1040.10 The Political Reform Act, Government Code §81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Kensington Fire Protection District.

1040.20 Designated employees shall file statements of economic interests with the Clerk of the County of Contra Costa.

APPENDIX A

PART I - DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>	<u>Applicable FPPC Form</u>
Board Members	1	700
Manager	1	700
Emergency Preparedness Committee Members	1	700

PART II - DISCLOSURE CATEGORIES

1. Investments and business positions in any business entity and sources of income listed in Appendix B are disclosable if:
 - a. The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted with the District; or,
 - b. The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted to furnish supplies or services as subcontractors in any contract with the District.
2. With respect to designated positions, investments or business positions in any business entity or sources of income which are (1) private (service(s) similar to those provided by district) companies or (2) entities or persons engaged in real estate development or owners of real estate, and interests in real property are disclosable if held, regardless of any contractual relationship with the District at any time.

PART III - APPLICABLE FPPC FORM

In accordance with Government Code §87200, certain District officers are required to disclose - upon assuming and leaving office, and annually while in office - their investments, income, and interests in real property by way of FPPC Form 700. Those positions in Part I, above, designated to file Form 700 are those "directing the investment of public monies, formulating or approving investment policies, approving or establishing guidelines for asset allocations, or approving investment transactions." The most current form of the FPPC's Form 700, Statement of Economic Interests, can be found on their website at www.fppc.ca.gov.

APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Pipe, valves, fittings, etc.
- Pumps, motors, etc.
- Meters and other water measurement equipment
- Construction and building materials
- Engineering services, including hydrology services
- Construction contractors
- Safety equipment and facilities
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Petroleum products
- Photographic services, supplies and equipment
- Janitorial services
- Water quality testing
- Pesticides and herbicides
- Communications equipment and services
- Well drilling supplies and contractors
- Electrical equipment, including pumping equipment
- Computer hardware and software
- Architectural services
- Water treatment equipment, supplies and services
- Custom farming services such as weed abatement, etc.
- Telemetering equipment
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Canal and pipeline maintenance services
- Insurance companies

BOARD REPORTS



Kensington Public Safety Building
217 Arlington Avenue
Kensington, CA 94707

Rough Order Of Magnitude Cost Estimate

for

Kensington Public Safety Building
Replacement Cost of Existing Facility

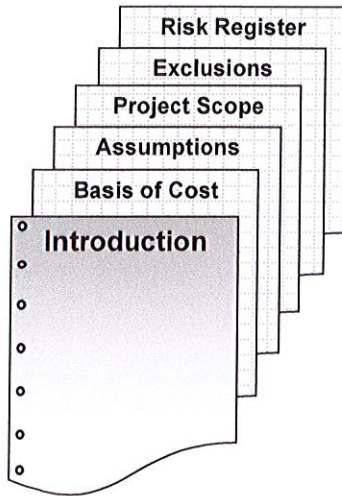
December 4, 2019

CONTENTS

Page

Commentary.....	3 - 5
Replacement Cost At Existing Site.....	6 - 18

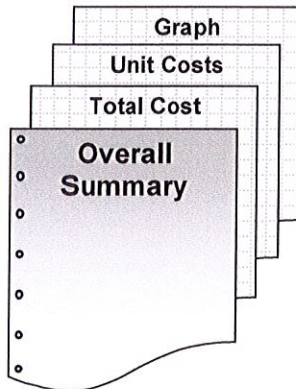
introduction



mack5 was requested to develop a Rough Order of Magnitude (ROM) Cost Estimate for replacement cost of Kensington Public Safety Building located in Kensington, CA.

The first part of the Report contains the basis of the report, the assumptions made, description of the project scope, the exclusions to the costs and a risk register which contain items that have potential to impact cost at some point in the future.

The Overall Summary section contains a Summary of Gross Floor Areas, an Overall Project Summary, and Component and Trade Cost Summaries with Graphs.



Each section contains Control Quantities, a Cost Summary and Graph, and a Detailed Breakdown of Costs.

project introduction

The existing public safety building is shared by the fire and the police departments. The fire station includes 3-apparatus bays, apparatus support spaces including a workshop, medical storage and clean-up room, turnout storage and related janitor facilities, ADA restroom and station office, kitchen, dining, dayroom and laundry room, private sleeping quarters with unisex restrooms and mechanical/electrical/communications rooms. The replacement facility will be designed to Essential Services Facility standard and will meet all applicable codes including accessibility, fire & energy codes.

assumptions

- (a) Construction will start in January, 2021
- (b) A construction period of 16 months
- (c) The general contract will be competitively bid by a minimum of five (5) qualified contractors
- (d) The general contractor will have full access to the site during normal business hours
- (e) There are no phasing requirements
- (f) The contractor will be required to pay prevailing wages

exclusions

- (a) Cost escalation beyond a start of January, 2021
- (b) Loose furniture and equipment except as specifically identified
- (c) Cost associated with unforeseen conditions
- (d) Compression of schedule, premium or shift work, and restrictions on the contractor's working hours
- (e) Soft Cost such as testing and inspection fees, architectural design and construction management fees, assessments, taxes, finance, legal and development
- (f) Scope change and post contract contingencies
- (g) Environmental impact mitigation

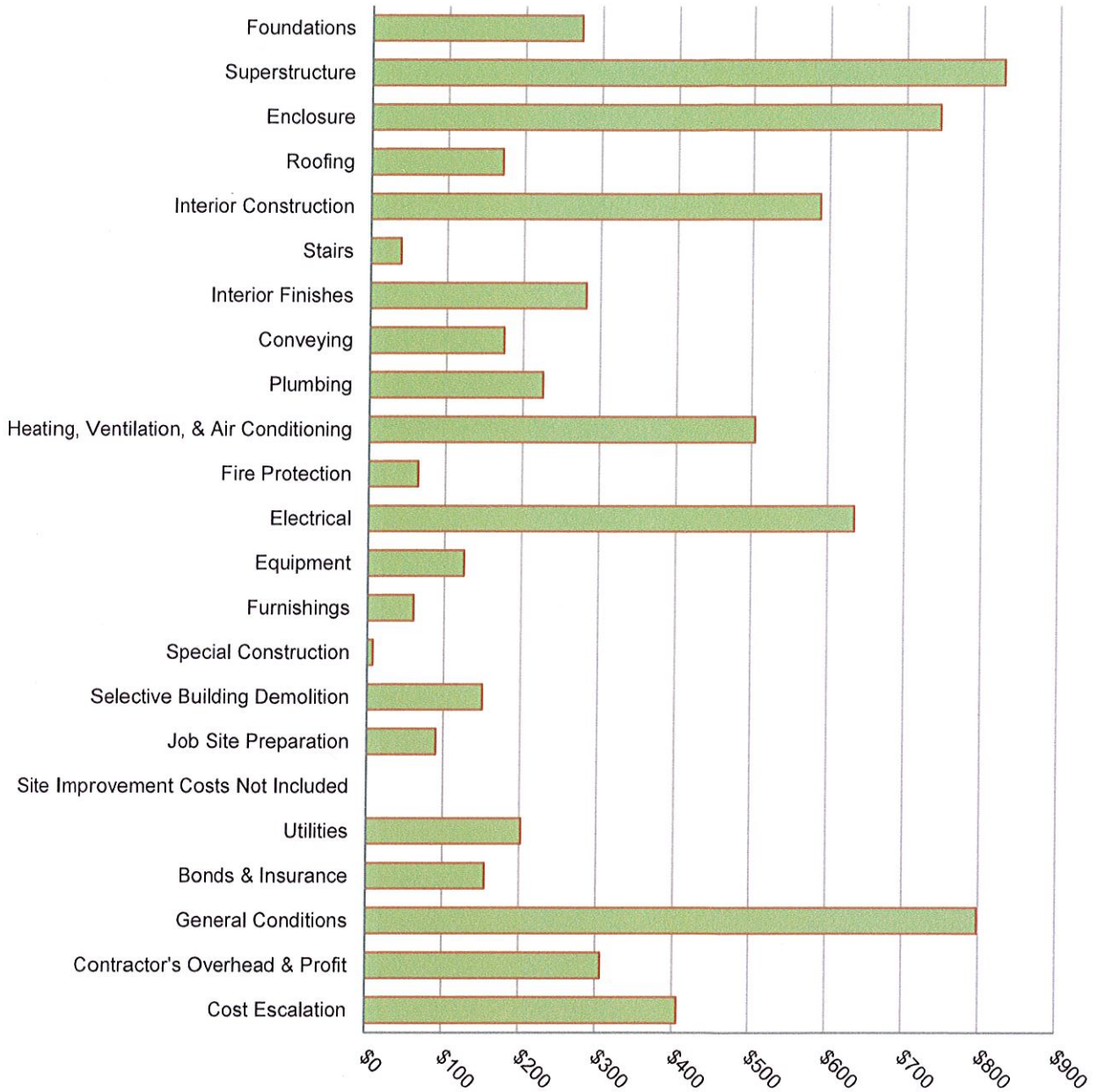
risk register

- (a) Bay Area construction market has been busy for the last few years and expected to be so in the coming years too resulting in bids coming in higher than estimated
- (b) If the District does not receive 3 or more bids then the bid amount could be significantly higher than the estimate (25% or more).
- (c) Due to the location of site, foundation cost could be higher. The estimate has taken in to consideration drilled pier system but the final design will depend on geotech engineer's recommendation. Also, additional retaining structures in front of the building may be required for slope stabilization.

CSI UniFormat Summary	6,480 SF	%	\$/SF	,\$000
Foundations		4%	\$42.17	\$273
Superstructure		11%	\$127.75	\$828
Enclosure		10%	\$114.82	\$744
Roofing		2%	\$26.54	\$172
Interior Construction		8%	\$90.70	\$588
Stairs		1%	\$6.17	\$40
Interior Finishes		4%	\$43.43	\$281
Conveying		2%	\$27.01	\$175
Plumbing		3%	\$34.85	\$226
Heating, Ventilation, & Air Conditioning		6%	\$77.92	\$505
Fire Protection		1%	\$10.00	\$65
Electrical		8%	\$98.00	\$635
Equipment		2%	\$19.29	\$125
Furnishings		1%	\$9.31	\$60
Special Construction		0%	\$1.16	\$8
Selective Building Demolition		2%	\$23.22	\$150
Subtotal - Building Construction		63%	\$752.34	\$4,875
Job Site Preparation		1%	\$13.94	\$90
Site Improvement Costs Not Included		0%	\$0.00	\$0
Utilities		3%	\$31.17	\$202
Subtotal - Job Site & Utilities		4%	\$45.11	\$292
Total - Building, Job Site & Utilities		66%	\$797.45	\$5,167
Bonds & Insurance	3.00%	2%	\$23.92	\$155
General Conditions	15.00%	10%	\$123.21	\$798
Contractor's Overhead & Profit	5.00%	4%	\$47.23	\$306
Subtotal		82%	\$991.81	\$6,427
Contingency for Design Development	15.00%	12%	\$148.77	\$964
Cost Escalation	5.49%	5%	\$62.67	\$406
TOTAL CONSTRUCTION BUDGET		100%		\$7,797

NOTE: Inclusions and Exclusions listed in the Commentary Section.

CSI UniFormat Summary



FOUNDATIONS	Quantity	Unit	Rate	Total (\$)
Standard Foundations				
Cast in place reinforced concrete grade beams/footings/pile caps	6,480	GSF	\$10.00	\$64,800
Special Foundations				
Drilled pier	6,480	GSF	\$12.00	\$77,760
Mobilization and demobilization equipment	1	LS	\$25,000.00	\$25,000
Testing	1	LS	\$12,000.00	\$12,000
Reinforced concrete slab on grade				
6" thick, typical	950	SF	\$14.00	\$13,300
12" thick at Apparatus bay	2,170	SF	\$20.00	\$43,400
Miscellaneous				
Allowance for equipment pads	1	LS	\$12,000.00	\$12,000
Elevator pit	1	EA	\$25,000.00	\$25,000
Subtotal For Foundations:				\$273,260

SUPERSTRUCTURE	Quantity	Unit	Rate	Total (\$)
Ground Floor Excavation				
Excavate & haul away dirt to elev 514'				Not required.
Sheeting/Shoring allowance	2,288	SF	\$35.00	\$80,080
Ground Floor Walls				
Retaining wall, 18" thick	2,288	SF	\$75.00	\$171,600
Reinforced continuous wall footing	200	LF	\$225.00	\$45,000
Waterproofing membrane	2,288	SF	\$15.00	\$34,320
Perforated drain pipe	200	LF	\$30.00	\$6,000
Vertical Structure				
Structural steel column and braced frame - allow 5psf	6,480	GSF	\$20.00	\$129,600

SUPERSTRUCTURE	Quantity	Unit	Rate	Total (\$)
Floor Structure (level 2)				
Second floor, W2 metal deck with LWC	3,280	SF	\$22.00	\$72,160
Structural steel WF girders and joist, allow 10psf	3,280	SF	\$35.00	\$114,800
Reinforced concrete curb at walls surrounding the apparatus bays, turnout room and workshop, 12" high	180	LF	\$40.00	\$7,200
Roof Structure				
1 1/2" metal roof deck	3,280	SF	\$10.00	\$32,800
Structural WF roof framing, allow 10psf	3,280	SF	\$35.00	\$114,800
Miscellaneous				
Miscellaneous metal	6,480	GSF	\$2.00	\$12,960
Miscellaneous rough carpentry	6,480	GSF	\$1.00	\$6,480
Subtotal For Superstructure:				\$827,800

ENCLOSURE	Quantity	Unit	Rate	Total (\$)
Exterior Wall Framing, Furring and Insulating				
Exterior wall system; medium grade cladding assembly with self-adhering waterproofing over dense glass panels, including sealants, blocking, flashings etc	2,098	SF	\$45.00	\$94,410
Backup system; 6" metal stud, insulation, air/vapor barrier	1,214	SF	\$20.00	\$24,280
Full height CMU wall at armory and evidence storage	884	SF	\$45.00	\$39,780
Drywall to interior face of exterior wall	2,098	SF	\$10.00	\$20,980
Exterior Windows				
Aluminum framed storefront system/punched window	2,132	SF	\$140.00	\$298,410
Premium for operable window	10	EA	\$600.00	\$6,000
Aluminum sunshade screens over areas of glazing - Allowance	1	LS	\$50,000.00	\$50,000

ENCLOSURE	Quantity	Unit	Rate	Total (\$)
Exterior Doors, Frames and Hardware				
Apparatus bay sectional doors; 14' x 14'	3	EA	\$50,000.00	\$150,000
Police garage doors/gate	1	LS	\$15,000.00	\$15,000
Entry door, double leaf	1	PR	\$6,000.00	\$6,000
Hollow metal door, frame and hardware, exterior	3	EA	\$3,000.00	\$9,000
Allowance for specialty hardware at entrance doors	1	LS	\$15,000.00	\$15,000
Balustrades, Parapets & Roof Screens				
Guardrail/handrail at roof deck	18	LF	\$400.00	\$7,200
Soffits				
Exterior soffit to roof overhangs	160	SF	\$50.00	\$8,000
Subtotal For Enclosure:				\$744,060

ROOFING	Quantity	Unit	Rate	Total (\$)
Roof or deck traffic surfaces				
Membrane roofing over tapered insulation, typical	3,280	SF	\$22.00	\$72,160
Roof Parapet/Coping	336	LF	\$35.00	\$11,760
Roof Openings				
Skylight, allow 3% of roof area	98	SF	\$250.00	\$24,600
Miscellaneous work				
Mechanical roof screen - allowance	1	LS	\$45,000.00	\$45,000
Caulking and sealants	6,480	GSF	\$1.00	\$6,480
Roof ladder/ hatches/ accessories	1	LS	\$12,000.00	\$12,000
Subtotal For Roofing:				\$172,000

INTERIOR CONSTRUCTION	Quantity	Unit	Rate	Total (\$)
Interior Partitions				
Elevator shaft	1,480	SF	\$34.00	\$50,320
Steel light gauge or wood framing with acoustic treatments to achieve STC rating, allow 12' high	5,882	SF	\$30.00	\$176,453
Full height CMU wall at armory and evidence storage	1,972	SF	\$45.00	\$88,740
Backing and blocking	6,480	GSF	\$2.00	\$12,960
Interior glazed windows/partitions at conference; allow 8'-0"high	184	SF	\$100.00	\$18,400
2-Way mirror in Interview room - allowance	2	EA	\$3,000.00	\$6,000
Interior Doors				
Solid core wood doors in hollow metal frames (allow 1EA/30LF)	17	EA	\$2,800.00	\$47,589
Hollow metal doors in secure interview rooms, evidence storage and armory	5	EA	\$3,000.00	\$15,000
Premium for specialty door hardwares; card key locking system and automatic openers where required	1	LS	\$10,000.00	\$10,000
Fittings				
Protective guards, barriers and bumpers - allowance	6,480	GSF	\$0.50	\$3,240
Prefabricated compartments and accessories				
Mirrors in exercise/fitness	60	SF	\$35.00	\$2,100
Toilet Accessories, single stall	4	RM	\$1,000.00	\$4,000
Shower stall and accessories	2	EA	\$3,000.00	\$6,000
Shelving and Millwork				
Janitor's shelf and mop rack	1	EA	\$550.00	\$550
Cabinets and Countertops				
Counter tops/desk at reception and radio workstation; level1 & 2	82	LF	\$300.00	\$24,600
Casework at kitchen, with stainless steel countertop	60	LF	\$850.00	\$51,000
Bullet resistant transaction window 48"wide x 48"high; complete with stainless steel countertop 48" x 18" x 1-1/2" and stainless steel recessed tray with bullet trap	2	EA	\$8,500.00	\$17,000
Allowance for miscellaneous casework	6,480	GSF	\$3.00	\$19,440

INTERIOR CONSTRUCTION	Quantity	Unit	Rate	Total (\$)
Chalkboards and Graphics				
Directional/wayfinding signs	6,480	GSF	\$2.00	\$12,960
Door signage	22	EA	\$200.00	\$4,399
Chalkboards/tackboards and mapping wall	1	LS	\$5,000.00	\$5,000
Building signage - exterior	1	LS	\$12,000.00	\$12,000
Subtotal For Interior Construction:				\$587,751

STAIRS	Quantity	Unit	Rate	Total (\$)
Stair Construction				
Public & Staff stair; steel framed stairs with concrete treads	1	FLT	\$30,000.00	\$30,000
Fire Pole	1	LS	\$10,000.00	\$10,000
Subtotal For Stairs:				\$40,000

INTERIOR FINISHES	Quantity	Unit	Rate	Total (\$)
Floor Finishes				
Durable quality carpet tile in sleep rooms	540	SF	\$8.00	\$4,320
Sealed concrete on apparatus bay	1,344	SF	\$5.00	\$6,720
Resilient sheet flooring in offices, living areas, storage, kitchen & training room	1,369	SF	\$15.00	\$20,535
Athletic flooring tiles in exercise/fitness room	500	SF	\$15.00	\$7,500
Tile or similar in lobbies/public stair	1,076	SF	\$30.00	\$32,280
Ceramic floor tile and base in bathrooms & locker room	781	SF	\$25.00	\$19,525
Elevator shaft/staff stair	790	SF		<i>No Finish, NIC</i>
Water vapor emission control - allowance	2,409	SF	\$4.00	\$9,636
Bases				
Allow for rubber base	1,800	LF	\$4.00	\$7,200

INTERIOR FINISHES	Quantity	Unit	Rate	Total (\$)
Wall finishes				
Paint to interior walls	6,480	GSF	\$2.50	\$16,200
Ceramic tile in bathrooms & showers; wainscot at wet walls only, full height in showers	1,932	SF	\$25.00	\$48,300
Painted plywood wainscot at apparatus bays, 8' high	1,056	SF	\$7.50	\$7,920
Protective wainscot at primary operational circulation, 48"high	1,168	SF	\$15.00	\$17,520
Ceiling Finishes				
Gypsum board ceilings, painted; 30% Lay-in ACT; 70%	1,419	SF	\$25.00	\$35,475
Abuse resistant gypsum board over security mesh for detention interview rooms	326	SF	\$30.00	\$9,780
Paint exposed ceiling in apparatus bay	1,344	SF	\$3.00	\$4,032
Allowance for soffits	200	LF	\$40.00	\$8,000

Subtotal For Interior Finishes: \$281,431

CONVEYING	Quantity	Unit	Rate	Total (\$)
Elevators and Lifts				
Machine roomless traction elevator, 2 stop	1	EA	\$175,000.00	\$175,000

Subtotal For Conveying: \$175,000

PLUMBING	Quantity	Unit	Rate	Total (\$)
Plumbing Fixtures				
Water closet, floor, manual flush	20	FX		
Water closet, floor, manual flush	4	EA	\$2,000.00	\$8,000
Lavatory, wall hung, lever faucet	4	EA	\$2,350.00	\$9,400
Kitchen sink, dbl, SS faucet, disposer	1	EA	\$2,350.00	\$2,350
Mop sink, floor type, trim	1	EA	\$2,400.00	\$2,400
Service sink, wall type, ECI, faucet	1	EA	\$2,000.00	\$2,000
Laundry sink, single	1	EA	\$3,200.00	\$3,200
Shower receptor, drain, valve & head	2	EA	\$3,400.00	\$6,800
Laundry box, recessed w/ WHA	1	EA	\$1,000.00	\$1,000
Hose bibb - interior type	2	EA	\$300.00	\$600
Hose bibb - exterior type	2	EA	\$700.00	\$1,400
Dishwasher (connections only)	1	EA	\$400.00	\$400
Miscellaneous fixtures	6,480	GSF	\$1.00	\$6,480

PLUMBING	Quantity	Unit	Rate	Total (\$)
Plumbing Equipment				
Gas water heater w/ flue	1	EA	\$10,000.00	\$10,000
Recirculation pump w/ aqua stat	1	EA	\$2,500.00	\$2,500
Expansion tank	1	EA	\$600.00	\$600
Miscellaneous equipment	6,480	GSF	\$1.00	\$6,480
Domestic Water Distribution				
Domestic water system	6,480	SF	\$4.50	\$29,160
Cold water rough-in for fixture	20	EA	\$650.00	\$13,000
Hot water rough-in for fixture	11	EA	\$400.00	\$4,400
Sanitary Waste				
Sanitary waste & vent systems	6,480	GSF	\$3.50	\$22,680
Rain Water Drainage				
Rain water drainage system	6,480	GSF	\$1.75	\$11,340
Gutters & downspouts	418	LF	\$40.00	\$16,720
Other Plumbing Systems				
Compressed Air Systems				
Air compressor, 120 gallon, 10 HP	1	EA	\$12,000.00	\$12,000
Air dryer, filters, etc.	2	EA	\$1,000.00	\$2,000
Natural Gas System				
Natural gas system piping, allowance	6,480	GSF	\$4.00	\$25,920
Condensate Drainage				
Condensate drain system	6,480	GSF	\$1.00	\$6,480
Trade Specialties				
Testing & sterilization	1	LS	\$3,500.00	\$3,500
Pipe sleeves, fire stopping, etc.	1	LS	\$5,000.00	\$5,000
Miscellaneous	1	LS	\$10,000.00	\$10,000
Subtotal For Plumbing:				\$225,810

HEATING, VENTILATION, & AIR-CONDITIONING	Quantity	Unit	Rate	Total (\$)
Heating/Cooling Systems:				
Electric infrared heater (at Bay doors)	3	EA	\$1,500.00	\$4,500
Air Handling Equipment/split system	6,480	GSF	\$13.00	\$84,240
Distribution Systems				
Galvanized sheet metal ductwork	6,400	LB	\$14.00	\$89,600
Duct insulation	4,160	SF	\$4.00	\$16,640
Miscellaneous duct accessories	1	LS	\$8,500.00	\$8,500
Sound Attenuator	1	LS	\$10,000.00	\$10,000
Registers, grilles and diffusers	37	EA	\$500.00	\$18,500
Dryer vent	1	EA	\$350.00	\$350
Terminal & Package Units, allowance	6,480	GSF	\$20.00	\$129,600
Controls and Instrumentation				
Controls & instrumentation	6,480	GSF	\$6.00	\$38,880
Systems Testing and Balancing				
Systems start-up & testing	1	LS	\$5,000.00	\$5,000
Air systems balancing	6,480	GSF	\$1.50	\$9,720
Other HVAC Systems and Equipment				
Apparatus bay exhaust system	3	EA	\$7,500.00	\$22,500
Decon room exhaust fan	1	EA	\$3,400.00	\$3,400
Turnout room exhaust fan	1	EA	\$3,000.00	\$3,000
Work shop area exhaust fan	1	EA	\$3,400.00	\$3,400
Trade Specialties				
HVAC shutoff sensors for all windows and doors	10	EA	\$2,000.00	\$20,000
Rigging & hoisting	1	LS	\$13,500.00	\$13,500
Pipe sleeves, firestopping, etc.	1	LS	\$5,600.00	\$5,600
Miscellaneous	1	LS	\$18,000.00	\$18,000
Subtotal For Heating, Ventilation, & Air-Conditioning:				\$504,930

FIRE PROTECTION

	Quantity	Unit	Rate	Total (\$)
Sprinklers				
Wet sprinkler system - complete including pump	6,480	GSF	\$10.00	\$64,800
Subtotal For Fire Protection:				\$64,800

ELECTRICAL	Quantity	Unit	Rate	Total (\$)
Electrical Service and Distribution				
Electrical Service and Distribution for normal and emergency power; including distribution equipments, feeders and grounding and miscellaneous equipment connections	6,480	GSF	\$35.00	\$226,800
Lighting and Branch Wiring				
LED lighting fixtures with installation labor	6,480	GSF	\$12.00	\$77,760
Lighting controls	6,480	GSF	\$5.00	\$32,400
Branch receptacles	6,480	GSF	\$3.00	\$19,440
Lighting & branch circuitry	6,480	GSF	\$8.00	\$51,840
Communications and Security				
Fire Alarm System	6,480	GSF	\$7.50	\$48,600
Telecommunications rough-in & devices and cabling	6,480	GSF	\$5.00	\$32,400
Public Announce/Fire Alert System	6,480	GSF	\$5.00	\$32,400
Security equipments; including installation, cable and programming	6,480	GSF	\$6.00	\$38,880
Audio Visual system rough-in and power	6,480	GSF	\$4.00	\$25,920
Emergency shutoff system for oven, grill, stove etc	6,480	GSF	\$2.50	\$16,200
Trade Specialties; including trade demo, seismic restraint, fees & permits, testing & studies and lightning protection	6,480	GSF	\$5.00	\$32,400
Subtotal For Electrical:				\$635,040

EQUIPMENT	Quantity	Unit	Rate	Total (\$)
Commercial Equipment				
Commercial grade kitchen equipments, including refrigerators, freezer, range/oven with FS system, hood exhaust, dishwasher, garbage disposal, microwave oven	1	RM	\$50,000.00	\$50,000
Residential grade Laundry equipment; Washer & Dryer	1	LS	\$5,000.00	\$5,000
Equipments at turnout room				
Washer extractor	1	EA	\$10,000.00	\$10,000
Drying cabinet	1	EA	\$10,000.00	\$10,000
Fitness Equipments				NIC, FF&E

EQUIPMENT	Quantity	Unit	Rate	Total (\$)
Shelving High density mobile storage systems in Property & Evidence room; allowance	1	LS	\$15,000.00	\$15,000
Public Safety Equip; including gun lockers, detention furniture, evidence storage etc	1	LS	\$35,000.00	\$35,000
Subtotal For Equipment:				\$125,000

FURNISHINGS	Quantity	Unit	Rate	Total (\$)
Fixed Furnishings				
Roller shades, manual, mecho shades				
Exterior window/storefront	2,132	SF	\$12.00	\$25,578
Interior window	184	SF	\$10.00	\$1,840
Projection system at training room	1	LS	\$7,500.00	\$7,500
Staff mailboxes	1	LS	\$2,500.00	\$2,500
Entrance mats and frames	100	SF	\$40.00	\$4,000
Fire Extinguisher cabinets	1	LS	\$2,500.00	\$2,500
Amenities and Convenience Items				
Lockers	32	LF	\$450.00	\$14,400
Bike storage	1	LS	\$2,000.00	\$2,000
Moveable Furnishings				NIC, FF&E
Subtotal For Furnishings:				\$60,318

SPECIAL CONSTRUCTION	Quantity	Unit	Rate	Total (\$)
Special Controls and Instrumentation				
Safe in Property/Evidence room	1	EA	\$7,500.00	\$7,500
Subtotal For Special Construction:				\$7,500

SELECTIVE BUILDING DEMOLITION	Quantity	Unit	Rate	Total (\$)
Building Demolition				
Demolish (E) building in its entirety	6,480	SF	\$15.00	\$97,200
Demolish (E) retaining wall down to foundation	1,392	SF	\$15.00	\$20,880
Hazardous Materials Abatement				
Allowance	6,480	SF	\$5.00	\$32,400
Subtotal For Selective Building Demolition:				\$150,480

JOB SITE PREPARATION	Quantity	Unit	Rate	Total (\$)
Clearing and Demolition				
Allowance for clearing, protection	10,000	SF	\$1.50	\$15,000
Allowance for erosion control	10,000	SF	\$1.75	\$17,500
Earthwork				
Excavation/grading/cut & fill	1,445	CY	\$40.00	\$57,800
Subtotal For Job Site Preparation:				\$90,300

SITE IMPROVEMENT	Quantity	Unit	Rate	Total (\$)
<i>NIC, Excluded</i>				
Subtotal For Site Improvement:				

UTILITIES	Quantity	Unit	Rate	Total (\$)
Domestic Water				
Allowance for domestic & fire water site piping excluding utility charges	1	LS	\$35,000.00	\$35,000
Sanitary Sewer				
Allowance for sanitary sewer line excluding sewer district charges	1	LS	\$25,000.00	\$25,000
Fuel Distribution				
Allowance for fuel distribution				NIC

UTILITIES	Quantity	Unit	Rate	Total (\$)
Electrical Service and Distribution				
Primary electrical ductbank, allow 2-4" empty	100	LF	\$150.00	\$15,000
Meter fees	1	LS	\$35,000.00	\$35,000
Transformer pad	1	LS	\$3,000.00	\$3,000
Secondary ductbank, allow	60	LF	\$250.00	\$15,000
Generator duct bank, allow	60	LF	\$150.00	\$9,000
Generator, allow	1	LS	\$50,000.00	\$50,000
Site Communications and Security				
Communication ductbank, allow 2-4" empty	150	LF	\$100.00	\$15,000
Subtotal For Utilities:				\$202,000