



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

Wednesday, December 18, 2024, 7:00pm  
Kensington Community Center, 59 Arlington Avenue,  
Kensington, CA 94707 (in-person and hybrid)

68-1399 Mauna Lani Drive, L201, Kamuela, HI 96743  
(Remote location - Director Artis)

**How to Submit Public Comments:**

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) by 2:00pm the day of the regular meeting, or by the time posted on the special meeting agenda. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting (*regular meetings only*). Directors will also have an opportunity to comment on matters not on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

*In-person:* At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

*Via Zoom:* 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).

**Accommodations:** To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) 48 hours prior to the meeting.

**Agenda and supplemental materials:** This agenda is available on the KFPD website under the relevant meeting date: <https://www.kensingtonfire.org/governance>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information or materials may be presented at the meeting itself.

**PLEASE NOTE:** The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

**Hybrid Meeting Option via Zoom Internet Address:**

<https://us06web.zoom.us/j/83111257473?pwd=0Xoxguk00ylsPsmZtERUUVnBbNrpJ7.1>

**Telephone Access:**

(669) 444-9171 or (253) 205-0468 or (719) 359-4580

**Webinar ID:** 831 1125 7473

**Passcode:** 112233

**1. Call To Order/Roll Call**

President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt

**2. Public Comment**

Under “Public Comment,” the public may address the Board on any subject not listed on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Each speaker may address the Board once under Public Comment for a limit of three minutes. The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board. The Board cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

Directors will also have an opportunity to comment on matters not on the agenda.

**3. Oath of Office** for Directors Artis and Madugo

**4. Public Hearing**

**a. Adoption of Resolution 2024-12 Confirming the Costs of Abatement Report for Public Conditions, Weeds, and Flammable Materials and Authorizing Related Actions**

Prior to the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses.

Public Hearing Procedure - The President will open the public hearing and then:

- Call for staff report and recommendation from staff.
- Call for comments from those in the audience regarding fire hazard abatement.
- Close the public hearing terminating public testimony. The Board of Directors will
- then deliberate the matter and arrive at a decision.

Adopt Resolution 2024-12 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions for: 208 Stanford Avenue, Kensington, CA – Beckman (Supporting Material)

**5. Adoption Of Consent Items**

Items listed below are consent items, which are considered routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, it will be removed from the list of consent items and considered separately on the agenda.

**a. Approval of Minutes** for the regular and special meetings of 11/20/2024

**b. Acceptance of Incident Activity Report** November 2024

**c. Approval of Monthly Transmittal** 12/18/2024

**d. Acceptance of Monthly Financial Reports** 11/30/2024

**6. Fire Chief’s Report** – Saylor (Supporting Material)

Action = Presentation/Discussion

**7. General Manager’s Report** - Morris-Mayorga (Supporting Material)

Action = Presentation/Discussion

- 8. Emergency Prep Coordinator's Report** – Valenzuela (Supporting Material)  
Action = Presentation/Discussion
- 9. Public Safety Building Project Update** – Morris-Mayorga (Supporting Material)  
A brief progress update on the PSB Seismic Renovation will be presented.  
Action = Presentation/Discussion
- 10. Old Business - None**
- 11. New Business**
  - a. Election of Officers for Calendar Year 2025**
    - I. President
    - II. Vice-President
    - III. SecretaryAction = Elect officers for Calendar Year 2025
  - b. General Manager Position Description, Goals, and Key Performance Indicators** – Morris-Mayorga (Supporting Material)  
Action = Presentation, discussion, direction
  - c. Budget Amendment to fund finance position as approved by the Board in 2020** – Morris-Mayorga (Supporting Material)  
Action = Presentation, discussion, motion
  - d. Consulting contract for Tim Barry to include EBRPD partnership** - Morris-Mayorga (Supporting Material)  
Action = Presentation, discussion, motion
  - e. Discussions with East Bay Regional Park on fuel reductions along the Kensington/Tilden interface, and allocation of \$150,000 in FY 24-25 to expedite fuel reduction** – Watt (Supporting Material)  
Action = Presentation, discussion, possible action
  - f. Report on CSDA Leadership Academy** – Stein (Supporting Material)  
Action = presentation and possible direction to staff
  - g. Update Policy Handbook Number 1150.60 to read "The General Manager may transfer budgeted amounts or increase or decrease existing expenditures so long as the Board approves these modifications."** – Watt (Supporting Material)  
Action = Presentation, discussion, possible action
- 12. Committee Reports**

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

  - a. Emergency Preparedness Committee Meeting** – Levine/Madugo (Supporting Material)  
December 5, 2024 meeting
  - b. Finance Committee Meeting** – Watt/Artis (No report)
  - c. Reorganization/Consolidation Ad Hoc Committee** – Levine/Artis (Verbal)
- 13. Outside Agencies Reports**
  - a. Contra Costa Special Districts Association** – Levine (No report)

**14. Adjournment**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, January 15, 2025 at 7:00pm at the Kensington Community Center, 59 Arlington Avenue. The deadline for agenda items to be included in the Board packet is Wednesday, January 1, 2025, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, January 8, 2025, by 1:00pm.



# Oath of Office

} ss

State of California County of Contra Costa

For the office of \_\_\_\_\_

KENSINGTON FIRE PROTECTION DISTRICT

I, Dean Richard Artis

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Dean Richard Artis

Subscribed and sworn to before me, this 18th day of, December 2024.

\_\_\_\_\_  
Signature of Person Adminstrating Oath: Daniel Levine

\_\_\_\_\_  
Title: President



# Oath of Office

} ss

State of California County of Contra Costa

For the office of \_\_\_\_\_

KENSINGTON FIRE PROTECTION DISTRICT

I, Danielle Madugo

do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Danielle Madugo

Subscribed and sworn to before me, this 18th day of, December 2024.

\_\_\_\_\_  
Signature of Person Adminstrating Oath: Daniel Levine

\_\_\_\_\_  
Title: President



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** Public Hearing Adoption of Resolution 2024-12 Confirming Cost Abatement Report for Public Conditions, Weeds and Flammable Materials and Authorizing Related Actions  
**PRESENTED BY:** Fire Marshall Chase Beckman  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

### Recommended Action

Staff recommends that the Kensington Fire Protection District Board of Directors adopt the proposed resolution as presented at the conclusion of the hearing. Alternatively, the Board of Directors may adopt a resolution with amended costs; or the Board may choose not to adopt the proposed resolution, thereby not confirming the report of the cost of abatement, not forwarding the costs of abatement to the County for collection and causing the Kensington Fire Protection District to absorb the full cost of abating the hazardous conditions of the subject properties.

### Background

The Fire Department is continuing its fire hazard abatement program. The purpose of this program is to remove weeds, dry grass, stubble, brush, rubbish, litter and other flammable material from private properties where such flammable material endangers public safety by creating a public nuisance and a fire hazard.

On the first round for 2024, notices were initially sent to 77 parcel owners notifying them that hazards existed on their parcels. With support and help from the Fire Department, many notified property owners abated the hazards on their parcels.

However, a small number of properties were not abated by the property owners by the specified deadline specific to the time of inspection and written notice. Thus, unabated properties were further submitted to the Kensington Fire Protection District to be declared public nuisances. The property owners identified in the September 18, 2024, Exhibit A were notified that if they did not abate the hazardous conditions on their property, the Fire Protection District would do so. Property owners were given the opportunity at a public hearing to object to the Fire Protection District plan to abate these conditions. On September 19, 2024, the Fire Protection District then sent 5 property owners identified in Exhibit A, a second notice informing them that the City would perform abatement through its own staff or through a private contract.

However, one property owner did not voluntarily abate their public nuisance and fire hazard conditions nor contact the Fire Department to agree on a work plan to reduce the hazards on their properties. For this property, the Fire Protection District has followed a statutory procedure to remove hazardous conditions. This procedure is specified in the August 20, 2024, Agenda Bill and Resolution No. 2024-08.

On November 4, 2024, a notice was posted in plain view on the remaining property stating that the City would begin abatement on their properties as soon as September 23, 2024.

During the period of November 5 and November 19, 2024, the Fire Protection District performed abatement of the remaining property through private contractors. This property is presented in Exhibit A.

### Analysis

The fire hazard abatement procedure provides ample due process for the affected property owner, well beyond the minimum procedure statutorily required. The most important part of the procedure is that the property owner listed in Exhibit A was given the opportunity to contest whether their property constituted a public nuisance and a fire hazard at a public hearing before the Kensington Fire Protection District Board. The property owner did not contest the designation, nor did the property owner voluntarily abate the

Board of Directors Meeting of December 18, 2024  
Public Hearing Confirming Costs of Abatement

nuisance conditions. The Kensington Fire Protection Board therefore directed Fire Department staff to abate said conditions.

This matter appears before the Board of Directors for the sole purpose of confirming the abatement costs already incurred by the Kensington Fire Protection District for the property identified in Exhibit A. At this hearing, the Board of Directors should review the reasonableness of the costs of abatement as specified, and then determine the abatement costs to be assessed. The proposed resolution provides for confirmation of the report of abatement costs, and attached Exhibit B specifies the administrative costs associated with the abatement of the property. Once confirmed by the Board of Directors, the costs of abating the nuisance will be forwarded to the County Auditor no later than August 10, 2025 for assessment of the individual property and a lien will be recorded with the County Recorder.

**Financial Considerations**

The abatement work has been completed by contract labor and Kensington Fire Protection District is obligated to pay contractors a total of \$2,350.00 for their work. Administrative and surcharge costs, totaling \$590.75, have been added, bringing the total abatement cost to \$2,940.75.

Total administrative costs may include: (1) Fire Department initial inspection and notice, (2) re-inspection, (3) office work and attendance at Fire Protection Board hearings, (4) additional notices, (5) vendor bid inspection, (6) posting of property, (7) writing of inspection/abatement warrants, (8) court appearances for signing and filing of warrants, (9) vendor observation/inspection, and (10) submittal of records/liens to the County. In order for the Kensington Fire Protection District to fully recover the direct and indirect costs of \$2,940.75 already incurred for the abatement work performed, the Board of Directors should confirm the staff report on the costs of abatement so that these costs can be forwarded to the County for collection from the property owner.

- Attachments:**
- Resolution 2024-12
  - Exhibit A
  - Exhibit B
  - 208 Stanford Invoice
  - Photographs





## **RESOLUTION 2024-12**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT CONFIRMING THE REPORT OF THE COSTS OF ABATEMENT OF PUBLIC NUISANCE CONDITIONS, WEEDS AND FLAMMABLE MATERIALS AND AUTHORIZING RELATED ACTIONS**

WHEREAS, Health and Safety Code Sections 14875 et. Seq. and Government Code Sections 39560 et. Seq. provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, at the conclusion of the September 18, 2024, public meeting, the Kensington Fire Protection Board of Directors directed the Fire Chief or his designee through Resolution No. 2024-08, to remove the public nuisance conditions on a property deemed by the Board to constitute a public nuisance according to the provisions of Health and Safety Code Section 14900, which were and are identified in Exhibit A; and

WHEREAS, the Kensington Fire Protection District Board of Directors further directed that the Fire Chief or his designee keep an account of the cost of abatement of the property in question on which work was performed in accordance with Health and Safety Code Section 14905. The report shall be prepared and presented to the Board of Directors so that, after notice and hearing, these abatement costs could be confirmed as a special assessment on the property in question; and

WHEREAS, as required by Health and Safety Code Section 14910 and Government Code Section 39576, the Kensington Fire Protection District Board of Directors conducted a hearing on December 18, 2024, at which objections were heard regarding the report and the assessment of the abatement costs for the property identified in Exhibit A of this Resolution. Notice of the hearing was provided to the owner of the subject property; and

WHEREAS, at the hearing, Fire Department staff presented evidence for the subject property for which there were no objections concerning the abatement costs and administrative expenses contained in the report; and

WHEREAS, such testimony included a description of the public nuisance conditions which existed at the property prior to abatement, a description of the services required to abate those conditions, the staff and machinery necessary to achieve abatement, the costs to the District in abating those conditions, and such other matter deemed relevant by the Board of Directors; and

WHEREAS, the Kensington Fire Protection District Board of Directors does hereby conclude that the abatement costs for the property in question identified in Exhibit A, as such costs may have been modified by the Board of Directors after a review of the evidence, are fair and reasonable. This determination is based on the evidence submitted by the property owner, the evidence submitted by Fire Department staff, the evidence concerning the nuisance conditions which existed on the property in question prior to abatement, the evidence concerning the scope of services required to abate those conditions, and such other matter deemed relevant by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Kensington Fire Protection District Board of Directors does hereby confirm the report of costs of abatement as contained in Exhibit B of this Resolution.

BE IT FURTHER RESOLVED that the costs of abatement shall be levied as a special assessment against the property in question and that these costs shall be certified to the auditor of Contra Costa County so that the costs of abatement shall be collected at the same time and in the same manner as ordinary county taxes.

BE IT FURTHER RESOLVED that a certified copy of this Resolution confirming the abatement costs for the property in question identified in Exhibit A of this Resolution shall be immediately filed with the County Auditor.

BE IT FURTHER RESOLVED that the Fire Chief or designee shall take such action necessary to record the abatement costs for the property in question as identified in Exhibit A of this Resolution with the County Recorder as a lien against the property in question provided for in Health and Safety Code Section 14912.

\* \* \* \* \*

The foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 18th Day of December 2024, by the following vote of the Board:

AYES:           BOARD MEMBERS:  
NOES:           BOARD MEMBERS:  
ABSENT:        BOARD MEMBERS:  
ABSTAIN:       BOARD MEMBERS:

\_\_\_\_\_  
Daniel Levine, President

ATTEST:

\_\_\_\_\_  
Dean Richard Artis, Secretary

**EXHIBIT A**

**12/18/2024**

Kensington Fire Protection District  
List of Real Property Constituting Public Nuisances

<b>APN</b>	<b>Street Address</b>
570-041-015-1	208 Stanford Ave

**Exhibit B**

**KENSINGTON FIRE PROTECTION DISTRICT  
ADMINISTRATIVE COST WORK SHEET**

**208 Stanford Ave. APN: 570-041-015-1**

08/26/2024 - Initial inspection and notice.....	\$0.00
09/17/2024 - Re-inspection .....	\$0.00
09/18/2024 - Office work and attend Fire Board meeting Abatement Hearing 60 min @ 139.00/hr.....	\$139.00
09/19/2024 - Second notice..... 15 min @ 139.00/hr.....	\$34.75
11/04/2024 – Posting of Property.....15 min @ 9.00/hr.....	\$34.75
11/05/2024 - Vendor bid .....	30 min @ 139.00/hr.....\$69.50
11/17/2024 - Vendor observation/inspection....	15 min @ 139.00/hr..... \$34.75
12/18/2024 - Office work and attend City Council Meeting Cost Hearing.....	60 min @ 139.00/hr..... \$139.00
8/10/2025 - County Record Abatement.....	60 min @ 139.00/hr.....\$139.00
<hr/>	
<b>TOTAL ADMINISTRATIVE COST.....</b>	<b>\$590.75</b>
<b>TOTAL CONTRACTOR’S INVOICE .....</b>	<b>\$2,350.00</b>
<b>TOTAL COST OF ABATEMENT .....</b>	<b>\$2,940.75</b>

# **FIRE SAFTEY CLEARING.**

510-541-2130. Nov. 25, 2024

Invoice # 21043-4

**To: El Cerrito Fire Dept.**

10900 San Pablo Ave. El Cerrito, CA. 94530  
Address: 208 Stanford Ave. Kensington, CA.  
94708

**Scope of Work: reduce hazardous  
fuel load. Clear violations.**

**Back yard area: -remove black berry,  
-acacia sprouts, weed abatement,  
brush control**

**-clear driveway, trim juniper**

**Front areas: create separation, limb up Hollywood juniper, clear walkway. Clear lower branches**

**-weed abatement, brush control**

**-remove deadwood -Hauling**

**Total....\$2350.00 -**

**Teo Carlone**

**1224 Masonic Ave. Berkeley, CA. 94706.**

# **FIRE SAFTEY CLEARING. 510-541-2130**

## **Additional Information**

**Invoice # 21043-4**

**To: El Cerrito Fire Dept.**

**10900 San Pablo Ave. El Cerrito, CA. 94530  
Address: 208 Stanford Ave. Kensington, CA.  
94708**

**Scope of Work: reduce hazardous fuel load. Clear violations.**

**Remove small trees, create separation, limb up lower branches,**

**Clear backyard area , this with brush and sprouts.**

**Tools used: Chain saw, brush clearing saw, weed whacker, power pole saw, pole pruner, wood chipper, blower.**

**Work done from Wed. Nov. 13, 2024 to Sun. Nov. 17, 2024**

**Total hours worked: 36**

**Crew members: Only me, Teo Carlone**

**This includes: drive time, chipping, cutting, organizing brush, emptying chips from truck, loading wood, clean up.**

**-Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706.**

**Thanks for the work. It was much appreciated.**

















**KENSINGTON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
*These minutes will be supplemented by transcription software.*

**DATE/TIME:** November 20, 2024 7:00PM  
**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)  
**PRESENT:** Directors: President Daniel Levine, Vice President Danielle Madugo, Secretary Rick Artis, Director Julie Stein, Director Jim Watt  
Staff: General Manager Mary Morris-Mayorga  
Fire Chief Eric Saylor  
**ABSENT:** Staff: None

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

President Daniel Levine called the meeting to order at 7:33 p.m. and confirmed the roll call.

**2. PUBLIC COMMENT (00:46:84)**

**3. Public Hearing**

- a. **Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards (00:04:45)**

**Moved/Seconded:** Vice President Madugo/Secretary Artis  
**Action:** Approved Resolution 2024-11 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner. **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 00:08:26**

**4. ADOPTION OF CONSENT ITEMS (00:10:15)**

- a. **Approval of Minutes** of the regular meeting of 10/16/2024
- b. **Acceptance of Incident Activity Report** October 2024
- c. **Approval of Monthly Transmittal** 11/20/2024
- d. **Approval of Monthly Financial Reports** 10/31/2024
- e. **Adoption of Resolution 2024-12 approving amendments to Board Policy 1050 Board Meetings (Second Reading)**
- f. **Adoption of Resolution 2024-13 approving Board Policy 1165 Expense Authorization and repealing Operations Manual Policy 7 Expense Authorization and Policy 8 Checking Account (Second Reading)**

**Moved/Seconded:** Secretary Artis/Vice President Madugo  
**Action:** Approved adopting Consent Items B and C. **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 00:10:37**

- 5. FIRE CHIEF’S REPORT (00:11:15)**
- 6. General Manager’s Report (00:24:48)**
- 7. Emergency Prep Coordinator’s Report (00:34:46)**

**8. Public Safety Building Project Update (00:52:04)**

**9. OLD BUSINESS – None**

**10. NEW BUSINESS**

**Items out of Order:**

**Consent Calendar Item 4a:**

**Moved/Seconded:** Director Stein/President Levine

**Action:** Approve Consent Calendar Item 4a (minutes of October 16th Regular Meeting) with Amendments to strike the box at the bottom of Page 2 underneath E on Minutes and change the date that the Minutes were approved to November 20th **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 01:03:07**

**Consent Calendar Item 4d – f: No Action Taken.**

**a. Resolution 2024-06 Supporting Findings and Recommendations in the Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System**

**Moved/Seconded:** Director Stein/President Levine

**Action:** Adopt Resolution 2024-06 Supporting Findings and Recommendations in the Report of 2023-2024 CCC Civil Grand Jury with amendments to the Resolution with the first sentence in paragraph 3 shall read, “whereas Kensington Fire Protection District’s Emergency Preparedness Committee and the Board of Directors have reviewed”... **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 01:37:33**

**b. Approve volunteer resident, appointment to the Emergency Preparedness Committee**

**Moved/Seconded:** Vice President Madugo/Director Stein

**Action:** Approve the Appointment of Don Dommer to the Emergency Preparedness Committee  
**Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt  
**Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 01:57:56**

**c. Discuss and deliberate a pause in the outfitting of the Kensington Public Safety Building first floor space that is adjacent to the apparatus bays to maximize options for using that space for Kensington public safety responders, including for possible use by the Kensington Police Department (01:58:56)**

**d. Review recommended actions by the ad hoc committee of Watt/Artis to reduce fuel vegetation in Tilden Park and add a cul-de-sac at Lake Drive (02:10:08)**

**e. Review a possible alternative for future District goals (02:54:19)**

**11. COMMITTEE REPORTS (02:53:55)**

**a. Emergency Preparedness Committee Meeting - September 26, 2024 and October 24, 2024 meetings**

**b. Finance Committee Meeting – none**

**c. Consolidation/Reorganization Ad Hoc Committee (est. 11/7/2024)**

**12. OUTSIDE AGENCIES REPORTS**

- a. **Contra Costa Special Districts Association** – Levine No report

**13. ADJOURNMENT:** The meeting adjourned at 10:30 p.m.

MINUTES PREPARED BY: Raychel Jackson and Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on December 18, 2024.

Attest:

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Secretary of the Board





# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

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



**DATE:** December 5, 2024

**TO:** Kensington Fire Protection District Board Members

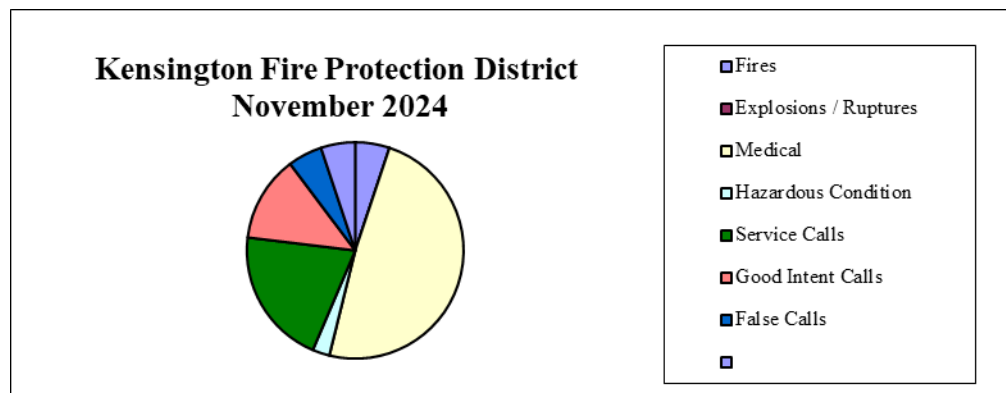
**FROM:** Jose Castrejon: Battalion Chief

**RE:** **Incident Activity Reports for November 2024**

Thirty-nine incidents occurred in the Kensington community in October, an increase of four incidents from the previous month. Please see the attached “Incident Log” for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 55 responded to Sixty-seven calls for service, a decrease of two from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 3,382 calls for service for the year.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>1: Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	2	5.13%
<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>	19	48.72%
<b>4: Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	2.56%
<b>5: Service Calls</b>		8	20.51%
<b>6: Good Intent Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	12.82%
<b>7: False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	2	5.13%
<b>8: Weather</b>	<i>(flooding, wind, lightning)</i>	2	5.13%
<b>Totals</b>		<b>39</b>	<b>100.00%</b>



**Kensington Incidents  
November 2024**

#	Incident	Date	Type	Street	Type	city	Apparatus
1	0024136436	01-Nov-24 17:33:52	554	Kensington	CT	Kensington	E155
2	0024136724	02-Nov-24 11:54:40	611M	Berkeley Park	BLVI	Kensington	E155
3	0024138010	05-Nov-24 10:54:47	5000	Jessen	CT	Kensington	E152
4	0024138143	05-Nov-24 15:26:13	5000	Eureka	AVE	Kensington	E155
5	0024138157	05-Nov-24 15:59:37	321	Arlington	AVE	Kensington	E155
6	0024138643	06-Nov-24 17:36:30	321	Purdue	AVE	Kensington	E155
7	0024138723	06-Nov-24 20:53:00	321	Purdue	AVE	Kensington	E155
8	0024139373	08-Nov-24 08:13:58	733	Amherst	AVE	Kensington	E155
9	0024139509	08-Nov-24 12:59:06	321	Willamette	AVE	Kensington	E152
10	0024139937	09-Nov-24 10:35:43	321	Lake	DR	Kensington	E152
11	0024140181	09-Nov-24 20:49:44	321	Richardson	RD	Kensington	E155
12	0024140208	09-Nov-24 22:53:26	321	Lexington	RD	Kensington	E155
13	0024140252	10-Nov-24 02:43:36	321	Trinity	AVE	Kensington	E155
14	0024140368	10-Nov-24 10:57:14	321	Stratford	RD	Kensington	E155
15	0024141024	11-Nov-24 22:08:23	611	Cambridge	AVE	Kensington	E155
16	0024141429	12-Nov-24 20:26:43	321	Los Altos	DR	Kensington	E155
17	0024141475	13-Nov-24 01:23:50	321	Purdue	AVE	Kensington	E155
18	0024142024	14-Nov-24 09:34:24	321	Grizzly Peak	BLVI	Kensington	E155
19	0024142241	14-Nov-24 17:52:12	321	Anson	WAY	Kensington	E155
20	0024142306	14-Nov-24 21:13:53	651	Yale	AVE	Kensington	E155
21	0024142794	16-Nov-24 07:29:41	113	Ocean View	AVE	Kensington	E151
22	0024143525	17-Nov-24 20:41:46	321	Cambridge	AVE	Kensington	E155
23	0024143800	18-Nov-24 12:14:58	554	Arlington	AVE	Kensington	E152
24	0024143950	18-Nov-24 16:41:48	554	Arlington	AVE	Kensington	E155
25	0024144327	19-Nov-24 14:52:58	550	Arlington	AVE	Kensington	E155
26	0024144370	19-Nov-24 16:20:13	412	Oakview	AVE	Kensington	E155
27	0024145509	22-Nov-24 00:32:11	321	Purdue	AVE	Kensington	E155
28	0024145682	22-Nov-24 12:02:27	554	Kensington	CT	Kensington	E155
29	0024146125	23-Nov-24 11:18:27	652	Berkeley Park	BLVI	Kensington	E155

### Kensington Incidents

#### November 2024

30	0024146668	24-Nov-24 17:38:00	600	Cambridge	AVE	Kensington	E155
31	0024147207	26-Nov-24 00:12:32	412	Cowper	AVE	Kensington	E155
32	0024147424	26-Nov-24 12:01:12	113	Yale	AVE	Kensington	E155
33	0024147771	27-Nov-24 09:18:03	321	Arlington	AVE	Kensington	E155
34	0024148266	28-Nov-24 12:09:52	700	Amherst	AVE	Kensington	E155
35	0024148416	28-Nov-24 18:50:09	321	Arlington	CT	Kensington	E155
36	0024148585	29-Nov-24 05:27:22	5000	Coventry	RD	Kensington	E155
37	0024149106	30-Nov-24 14:07:26	321	Kensington	CT	Kensington	E155
38	0024149165	30-Nov-24 16:38:01	321	Oakview	AVE	Kensington	E151
39	0024149237	30-Nov-24 19:54:19	611M	Kenilworth	DR	Kensington	E155

**E55 Responses  
November 2024**

<b>#</b>	<b>Incident</b>	<b>Date</b>	<b>Type</b>	<b>Street</b>	<b>Type</b>	<b>City</b>	<b>Apparatus</b>
1	0024136232	01-Nov-24 09:28:06	611M	Gladys	AVE	El Cerrito	E155
2	0024136233	01-Nov-24 09:32:08	321	San Pablo	AVE	El Cerrito	E155
3	0024136256	01-Nov-24 10:45:58	5000	Ranchito	CT	El Cerrito	E155
4	0024136436	01-Nov-24 17:33:52	554	Kensington	CT	Kensington	E155
5	0024136724	02-Nov-24 11:54:40	611M	Berkeley Park	BLVD	Kensington	E155
6	0024137171	03-Nov-24 11:55:31	611	Fairmount	AVE	El Cerrito	E155
7	0024137552	04-Nov-24 10:33:00	745	Lawrence	ST	El Cerrito	E155
8	0024137562	04-Nov-24 10:48:01	321	Gladys	AVE	El Cerrito	E155
9	0024137740	04-Nov-24 16:57:55	511	Central Park	DR	**UNDEFINED	E155
10	0024138073	05-Nov-24 13:18:56	440	Wildwood	PL	El Cerrito	E155
11	0024138143	05-Nov-24 15:26:13	5000	Eureka	AVE	Kensington	E155
12	0024138157	05-Nov-24 15:59:37	321	Arlington	AVE	Kensington	E155
13	0024138455	06-Nov-24 10:20:57	444	Arlington	BLVD	El Cerrito	E155
14	0024138485	06-Nov-24 11:26:34	111	Ohio	AVE	Richmond	E155
15	0024138618	06-Nov-24 16:10:43	400	Terrace	DR	El Cerrito	E155
16	0024138624	06-Nov-24 16:23:12	611M	Brewster	DR	El Cerrito	E155
17	0024138643	06-Nov-24 17:36:30	321	Purdue	AVE	Kensington	E155
18	0024138723	06-Nov-24 20:53:00		Purdue	AVE	Kensington	E155
19	0024138888	07-Nov-24 09:33:34	321	Eureka	AVE	El Cerrito	E155
20	0024139144	07-Nov-24 18:03:29	321	El Cerrito	PLZ	El Cerrito	E155
21	0024139239	07-Nov-24 22:24:22	550	Don Carol	DR	El Cerrito	E155
22	0024139363	08-Nov-24 07:43:29	5000	Lake	DR	Richmond	E155
23	0024139373	08-Nov-24 08:13:58	733	Amherst	AVE	Kensington	E155
24	0024139735	08-Nov-24 20:43:29	321	Terrace	DR	El Cerrito	E155
25	0024139992	09-Nov-24 12:31:05	321	Ashbury	AVE	El Cerrito	E155
26	0024140181	09-Nov-24 20:49:44	321	Richardson	RD	Kensington	E155
27	0024140208	09-Nov-24 22:53:26	321	Lexington	RD	Kensington	E155
28	0024140252	10-Nov-24 02:43:36	321	Trinity	AVE	Kensington	E155
29	0024140368	10-Nov-24 10:57:14	321	Stratford	RD	Kensington	E155

**E55 Responses  
November 2024**

30	0024140487	10-Nov-24 16:42:38	652	Eureka	AVE	El Cerrito	E155
31	0024140560	10-Nov-24 19:53:07	113	El Cerrito	PLZ	El Cerrito	E155
32	0024141024	11-Nov-24 22:08:23	611	Cambridge	AVE	Kensington	E155
33	0024141325	12-Nov-24 15:44:30	321	San Pablo	AVE	El Cerrito	E155
34	0024141399	12-Nov-24 18:45:18	554	King	DR	El Cerrito	E155
35	0024141429	12-Nov-24 20:26:43	321	Los Altos	DR	Kensington	E155
36	0024141475	13-Nov-24 01:23:50	321	Purdue	AVE	Kensington	E155
37	0024141604	13-Nov-24 10:06:15	611M	Shasta	RD	**UNDEFINED	E155
38	0024142024	14-Nov-24 09:34:24	321	Grizzly Peak	BLVD	Kensington	E155
39	0024142241	14-Nov-24 17:52:12	321	Anson	WAY	Kensington	E155
40	0024142306	14-Nov-24 21:13:53	651	Yale	AVE	Kensington	E155
41	0024143525	17-Nov-24 20:41:46	321	Cambridge	AVE	Kensington	E155
42	0024143863	18-Nov-24 13:46:29	611	Golf Course	DR	**UNDEFINED	E155
43	0024143904	18-Nov-24 15:08:47	321	Devonshire	DR	El Cerrito	E155
44	0024143950	18-Nov-24 16:41:48	554	Arlington	AVE	Kensington	E155
45	0024144327	19-Nov-24 14:52:58	550	Arlington	AVE	Kensington	E155
46	0024144370	19-Nov-24 16:20:13	412	Oakview	AVE	Kensington	E155
47	0024144659	20-Nov-24 10:24:13	111	Richmond	ST	El Cerrito	E155
48	0024144941	20-Nov-24 21:02:14	611T	Grizzly Peak	BLVD	Orinda	E155
49	0024145402	21-Nov-24 17:39:33	745	Arbor	DR	El Cerrito	E155
50	0024145509	22-Nov-24 00:32:11	321	Purdue	AVE	Kensington	E155
51	0024145682	22-Nov-24 12:02:27	554	Kensington	CT	Kensington	E155
52	0024146125	23-Nov-24 11:18:27	652	Berkeley Park	BLVD	Kensington	E155
53	0024146464	24-Nov-24 07:27:34	321	Village	DR	El Cerrito	E155
54	0024146484	24-Nov-24 08:24:41	111	Overend	AVE	Richmond	E155
55	0024146668	24-Nov-24 17:38:00	600	Cambridge	AVE	Kensington	E155
56	0024147207	26-Nov-24 00:12:32	412	Cowper	AVE	Kensington	E155
57	0024147424	26-Nov-24 12:01:12	113	Yale	AVE	Kensington	E155
58	0024147634	26-Nov-24 21:32:06	611	Baron	CT	El Cerrito	E155
59	0024147771	27-Nov-24 09:18:03	321	Arlington	AVE	Kensington	E155

**E55 Responses  
November 2024**

60	0024148266	28-Nov-24 12:09:52	700	Amherst	AVE	Kensington	E155
61	0024148316	28-Nov-24 14:47:50	321	Moeser	LN	El Cerrito	E155
62	0024148416	28-Nov-24 18:50:09	321	Arlington	CT	Kensington	E155
63	0024148585	29-Nov-24 05:27:22	5000	Coventry	RD	Kensington	E155
64	0024149020	30-Nov-24 10:33:20	5000	El Cerrito	PLZ	El Cerrito	E155
65	0024149081	30-Nov-24 13:14:52	5000	Bates	AVE	El Cerrito	E155
66	0024149106	30-Nov-24 14:07:26	321	Kensington	CT	Kensington	E155
67	0024149237	30-Nov-24 19:54:19	611M	Kenilworth	DR	Kensington	E155

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

**KENSINGTON FPD  
 TRANSMITTAL - APPROVAL  
 Invoices**

**PY/CY:**  
**BATCH #.:**  
**DATE :** 12/18/2024  
**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
50180	Mack5	11/30/2024	PSB Renovation Soft Costs	7847	2310				6068		13,785.50
50390	CWS	11/30/2024	PSB Renovation Construction	7847	2310				Pending Final Amount		83,000.00
50151	El Cerrito	12/1/2024	Fire Protection Services	7840	2328						356,482.59
50147	KFPD Revolving Fund	12/18/2024	Reimburse Revolving fund	7840	2490						107,947.18

**TOTAL**

**561,215.27**

Kensington FPD Approval

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

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

Kensington Fire Protection District  
 Checking Account Replenishment  
 December 18, 2024

Transactions:

Payee	Date	Expenses	Description
Vision Service	11/01/2024	\$ 258.48	Retiree Vision Nov 2024
Pacific Mobile Structure	11/01/2024	\$ 3,752.92	Temp Facil Modular Rent Nov 2024
Copy Central El Cerrito	11/04/2024	\$ 527.82	BOD Packets/11-7 Special Mtg
LaZ Boy Furniture	11/04/2024	\$ 1,737.73	PSB FF&E Recliners-final pmt
Delta Dental	11/04/2024	\$ 824.31	Retiree Dental - November 2024
CalPERS	11/04/2024	\$ 2,759.62	Retiree Health - November 2024
Microsoft	11/05/2024	\$ 12.50	Monthly Subscription
Google Apps	11/05/2024	\$ 302.40	Email/file access - Oct 2024
Zoom	11/06/2024	\$ 168.00	Webinar license 11/6-12/5/24
AT&T	11/06/2024	\$ 321.20	New Internet/PSB 10/6 - 11/5
Heartland Payroll	11/07/2024	\$ 106.83	Payroll Processing Fee
East Bay Sanitary	11/07/2024	\$ 541.64	Refuse/Temp Station
Fed/State	11/07/2024	\$ 3,334.77	Payroll Tax Withholding
Mary Morris-Mayorga	11/07/2024	\$ 5,942.52	Payroll
Amazon Marketplace	11/08/2024	\$ 44.07	PSB FF&E Supplies
Amazon.com	11/08/2024	\$ 66.11	PSB FF&E Supplies
Amazon.com	11/08/2024	\$ 156.51	PSB FF&E Supplies
Amazon Marketplace	11/08/2024	\$ 196.90	PSB FF&E Supplies
Amazon Marketplace	11/12/2024	\$ 63.90	PSB FF&E Supplies
Amazon Marketplace	11/12/2024	\$ 722.49	PSB FF&E Supplies
Terminex	11/14/2024	\$ 168.00	Pest Control - 11/12/2024
Hulu	11/19/2024	\$ 82.99	Television subscription-November 2024
Copy Central El Cerrito	11/19/2024	\$ 113.20	BOD Packets/11-20 Regular Mtg
Samsclub	11/19/2024	\$ 275.60	PSB FF&E supplies
Acapulco Rock	11/19/2024	\$ 763.42	Sand bags for 11/21 storm
PG&E Gas	11/19/2024	\$ 33.86	Gas 10/3 - 10/31/24
Amazon Marketplace	11/20/2024	\$ 275.05	PSB FF&E TV wall mounts
Fair Price Mover	11/21/2024	\$ 50.00	Deposit for 12/11 move back to PSB
Heartland Payroll	11/22/2024	\$ 106.83	Payroll Processing Fee
Fed/State	11/22/2024	\$ 4,218.91	Payroll Tax Withholding
Mary Morris-Mayorga	11/22/2024	\$ 6,908.88	Payroll
Amazon Marketplace	11/26/2024	\$ 6.93	PSB FF&E IT supplies
Ikea	11/26/2024	\$ 220.39	PSB FF&E bedding
East Bay Sanitary	11/26/2024	\$ 541.64	Refuse/Temp Station 9.1-10.31.24
PG&E Electric	11/26/2024	\$ 2,653.25	Electricity 10/3 - 10/31/24
Amazon.com	11/27/2024	\$ 61.19	PSB FF&E key box
Amazon.com	11/27/2024	\$ 307.64	PSB FF&E security system monitors
Costco	11/29/2024	\$ 562.25	Cordless Vacuum/PSB
Adobe	11/04/2024	\$ 19.99	Adobe Pro Subscription - November
T-mobile	11/08/2024	\$ 85.00	Cell service 09/18 - 10/17/24
Ooma	11/22/2024	\$ 82.42	Telephone - November
Online Stop Payment	11/25/2024	\$ 25.00	Stop pmt fee Everbridge/Nixle check not rcvd
Starlink	11/27/2024	\$ 140.00	PSB Backup Cellular Internet 11/27-12/26/24
Julie Stein (Ck#995425)	11/25/2024	\$ 237.65	Reimb for Printing-Fiscal Analysis, BOD Packets
Mail Stream (Ck#995426)	11/12/2024	\$ 1,685.92	Fire Plug Newsletter - Fall 24
Krisch Company (Ck#995427)	11/15/2024	\$ 2,878.42	Financial Accounting/Reporting - July&August 2024
Krisch Company (Ck#995428)	11/21/2024	\$ 4,036.98	Financial Accounting/Reporting - September 2024
William J Zenoni (Ck#995429)	11/12/2024	\$ 450.00	Financial Forecast Update FY24/25 Budget
Applied Material Engineering (Ck#995430)	11/07/2024	\$ 3,764.00	PSB Test&Inspect-July 2024, Final Project Affidavit
Streamline (Ck#995431)	11/21/2024	\$ 298.00	Website - October 2024
Streamline (Ck#995432)	11/29/2024	\$ 298.00	Website - November 2024
Unitarian Church of Berkeley (Ck#995433)	11/12/2024	\$ 1,387.21	Temp Facil Lot Rental - October
KPPCSD (Ck#995434)	11/21/2024	\$ 4,814.38	Fiscal Analysis 50% for Inv 23022-05 & 23022-06 (Aug & Sept)
Redwood Public Law (Ck#995435)	11/12/2024	\$ 325.08	General Counsel September 2024
Tim Barry (Ck#995436)	11/13/2024	\$ 7,827.09	PSB Project Mgmt August 2024
Tim Barry (Ck#995437)	11/20/2024	\$ 10,553.40	PSB Project Mgmt Sept 2024
KPPCSD (Ck#995438)	11/21/2024	\$ 3,967.50	Fiscal Analysis 50% for Inv 23022-04 (July)
KPPCSD (Ck#995439)	11/21/2024	\$ 5,353.75	Fiscal Analysis 50% for Inv 23022-07 (Oct)
NHA Advisors (Ck#995440)	11/27/2024	\$ 2,000.00	Arbitrage Rebate Reporting 2023 & 2024
Altivu (Ck#995441)	11/21/2024	\$ 9,035.20	Emergency Prep Coordinator October 2024
Krisch Company (Ck#995442)	11/21/2024	\$ 7,495.80	Financial Accounting/Reporting - October 2024
Redwood Public Law (Ck#995447)	11/29/2024	\$ 2,195.64	General and PSB Renovatoin Legal Counsel Oct 2024
Net Withdrawals for Replenishment		\$ 108,147.18	
Petty Cash Deposit		\$ (200.00)	
Replenishment Adjusted for Monthly Bills		\$ 107,947.18	

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

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





## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** Monthly Financial Reports  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

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### Recommended Action

Staff recommends that the Board consider accepting the monthly financial reports for November and October 2024.

### Background

At the October 2024 meeting, there were questions raised on the monthly financial reports noting budget amounts that appeared to have been changed from the final budget, property tax revenue not recorded for special taxes, an incorrect category for consulting services, apparent missing month of El Cerrito contract fee, etc.

Staff did not catch these errors in advance of the meeting and committed to working with the accounting team to review then make corrections as needed which has now been completed. The reports are provided for Board acceptance this month for both October and November. Items in progress as we prepare for the annual audit and mid-year budget review in the coming months:

- Interest expense is paid as a component of the public safety building debt service so is accrued to applicable months (i.e. March payment reflects interest for September through February, September reflects interest for March through August).
- Budget for Actuarial valuation, IT services, LAFCO fees, Office Expense, Office Supplies (printing), Telephone, and Gas/Electric will be updated as part of the mid-year budget review. With the move back to the public safety building, costs for office and utility expenditures will be known with better accuracy.
- Audit fee for prior year audit will be accrued to FY 2024 as part of reconciliation process.

### Fiscal Impact

While a few accounts will be updated for the mid-year budget review, the District is overall performing well and in accordance with budgeted, forecasted results.

**Attachments:** Monthly Financial Reports – November 2024  
Monthly Financial Reports – October 2024

**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of November 30, 2024**

**Current Cash and Investments**

<b>Cash Balance</b>		Comments
Petty Cash	-	
KFPD Revolving Acct - Gen Fund	194,924.41	Balance as of 11/30/2024
General Fund	309,840.53	Balance as of 11/30/2024
Special Tax Fund	196,866.72	Balance as of 11/30/2024
Capital Fund	(500,503.40)	Balance as of 11/30/2024
<b>Total Cash Balance</b>	<b>201,128.26</b>	
 <b>Investments</b>		
LAIF Balance	4,082,297.58	Balance as of 11/30/2024
<b>Total Investments</b>	<b>4,082,297.58</b>	
 <b>Total Current Cash and Investments</b>	<b>4,283,425.84</b>	

## Kensington Fire Protection District Balance Sheet Prev Year Comparison As of November 30, 2024

	Nov 30, 24	Nov 30, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Petty Cash	0.00	200.00	-200.00
KFPD Revolving Acct - Gen Fund	194,924.41	208,934.92	-14,010.51
General Fund	309,840.53	3,618,016.95	-3,308,176.42
Special Tax Fund	196,866.72	-1,772.09	198,638.81
Capital Fund	-500,503.40	1,326,978.00	-1,827,481.40
<b>Total Checking/Savings</b>	<b>201,128.26</b>	<b>5,152,357.78</b>	<b>-4,951,229.52</b>
<b>Accounts Receivable</b>			
Accounts Receivable	65,688.73	479,377.17	-413,688.44
Advance on Taxes	5,283,362.57	5,132,107.76	151,254.81
Advance on Supplemental Taxes	191,945.65	86,955.06	104,990.59
<b>Total Accounts Receivable</b>	<b>5,540,996.95</b>	<b>5,698,439.99</b>	<b>-157,443.04</b>
<b>Other Current Assets</b>			
Prepaid Exp.	2,422.43	6,844.50	-4,422.07
Prepaid CERBT - Retiree Trust	508,252.48	508,252.48	0.00
<b>Investments</b>			
LAIF Balance	4,082,297.58	2,527,668.26	1,554,629.32
<b>Total Investments</b>	<b>4,082,297.58</b>	<b>2,527,668.26</b>	<b>1,554,629.32</b>
<b>Total Other Current Assets</b>	<b>4,592,972.49</b>	<b>3,042,765.24</b>	<b>1,550,207.25</b>
<b>Total Current Assets</b>	<b>10,335,097.70</b>	<b>13,893,563.01</b>	<b>-3,558,465.31</b>
<b>Fixed Assets</b>			
Land	5,800.00	5,800.00	0.00
Equipment	1,818,946.43	1,793,890.43	25,056.00
Accumulated Depreciation-Equip	-949,628.73	-911,477.25	-38,151.48
Building and Improvements	2,391,581.26	2,391,581.26	0.00
Accumulated Depreciation - Bldg	-1,410,173.12	-1,342,172.17	-68,000.95
<b>Current Capital Outlay</b>			
PSB Renovation Legal	10,875.60	0.00	10,875.60
PSB Renovation Soft Costs	1,530,298.04	1,118,969.97	411,328.07
PSB Renovation Hard Cost	6,223,456.54	3,415,642.81	2,807,813.73
Temp Facility - Soft Costs	261,739.37	261,739.37	0.00
Temp Facilities - Hard Costs	608,501.11	600,096.82	8,404.29
Temp Facilities - Lot Rental	35,261.81	20,432.60	14,829.21
Temp Facilities - Modular	96,238.59	50,969.96	45,268.63
Temp Facilities - Admin Sublet	63,402.30	39,016.80	24,385.50
Temp Facilities - Relocation	52,611.00	39,489.62	13,121.38

12/12/24

Accrual Basis

## Kensington Fire Protection District Balance Sheet Prev Year Comparison As of November 30, 2024

	Nov 30, 24	Nov 30, 23	\$ Change
Firefighters Qtrs/Equip	210,366.66	0.00	210,366.66
Public Safety Building PreConst	3,260.00	0.00	3,260.00
<b>Total Current Capital Outlay</b>	<b>9,096,011.02</b>	<b>5,546,357.95</b>	<b>3,549,653.07</b>
<b>Total Fixed Assets</b>	<b>10,952,536.86</b>	<b>7,483,980.22</b>	<b>3,468,556.64</b>
<b>Other Assets</b>			
Deferred Outflow of Res. - OPEB	133,200.00	133,200.00	0.00
<b>Total Other Assets</b>	<b>133,200.00</b>	<b>133,200.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>21,420,834.56</b>	<b>21,510,743.23</b>	<b>-89,908.67</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Due to Revolving Acct - Gen Fnd	22,005.25	950,977.34	-928,972.09
Due to Other - Issued by CCC	909,581.92	877,344.06	32,237.86
Due To Other Funds	-297,955.06	0.00	-297,955.06
Accounts Payable	697.24	1,768.24	-1,071.00
<b>Total Accounts Payable</b>	<b>634,329.35</b>	<b>1,830,089.64</b>	<b>-1,195,760.29</b>
<b>Other Current Liabilities</b>			
Interest Payable	0.00	29,304.00	-29,304.00
PSB Renovation Loan	2,247,912.00	2,160,000.00	87,912.00
<b>Total Other Current Liabilities</b>	<b>2,247,912.00</b>	<b>2,189,304.00</b>	<b>58,608.00</b>
<b>Total Current Liabilities</b>	<b>2,882,241.35</b>	<b>4,019,393.64</b>	<b>-1,137,152.29</b>
<b>Long Term Liabilities</b>			
EI Cerrito Reconciliation Liab.	187,870.08	187,870.08	0.00
<b>Total Long Term Liabilities</b>	<b>187,870.08</b>	<b>187,870.08</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>3,070,111.43</b>	<b>4,207,263.72</b>	<b>-1,137,152.29</b>
<b>Equity</b>			
Fund Equity - General	3,889,496.00	3,889,496.00	0.00
Fund Equity - Capital Projects	3,258,969.76	3,258,969.76	0.00
Fund Equity - Special Revenue	109,075.00	109,075.00	0.00
Fund Equity - Gen Fixed Asset	2,222,992.01	2,222,992.01	0.00
Fund Equity	5,286,377.37	4,372,495.29	913,882.08
Net Income	3,583,812.99	3,450,451.45	133,361.54
<b>Total Equity</b>	<b>18,350,723.13</b>	<b>17,303,479.51</b>	<b>1,047,243.62</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>21,420,834.56</b>	<b>21,510,743.23</b>	<b>-89,908.67</b>

# Kensington Fire Protection District Profit & Loss Prev Year Comparison

12/12/24

Accrual Basis

July through November 2024

	Jul - Nov 24	Jul - Nov 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Property Taxes	5,398,292.48	5,112,994.73	285,297.75
Special Taxes	200,826.80	200,826.80	0.00
Other Tax Income	172.03	326.99	-154.96
Interest Income	97,169.78	2,873.16	94,296.62
CERBT Reimbursement	59,443.89	30,735.48	28,708.41
<b>Total Income</b>	<b>5,755,904.98</b>	<b>5,347,757.16</b>	<b>408,147.82</b>
<b>Gross Profit</b>	<b>5,755,904.98</b>	<b>5,347,757.16</b>	<b>408,147.82</b>
<b>Expense</b>			
Interest Expense	14,652.00	0.00	14,652.00
Debt Service - Principal	54,773.00	0.00	54,773.00
<b>Staff</b>			
Wages	51,020.04	77,654.53	-26,634.49
Medical Insurance Contribution	3,000.00	0.00	3,000.00
Payroll Taxes	4,187.80	3,925.47	262.33
Workers Compensation/Life Ins	945.61	3,034.73	-2,089.12
Payroll Processing	790.98	1,093.46	-302.48
<b>Total Staff</b>	<b>59,944.43</b>	<b>85,708.19</b>	<b>-25,763.76</b>
<b>RETIREE MEDICAL BENEFITS</b>			
PERS Medical	17,394.82	19,719.85	-2,325.03
Delta Dental	4,121.55	4,121.55	0.00
Vision Care	1,292.40	1,227.78	64.62
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>22,808.77</b>	<b>25,069.18</b>	<b>-2,260.41</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>			
Fiscal Analysis Consultant	14,326.63	0.00	14,326.63
Operational Consultant	66,974.49	0.00	66,974.49
Crime Insurance Policy	0.00	153.16	-153.16
Nixle Fee	0.00	3,182.70	-3,182.70
Long Term Financial Planner	2,000.00	750.00	1,250.00
Emergency Prep Coordinator	42,062.56	44,831.14	-2,768.58
Accounting	16,049.64	15,000.00	1,049.64
Actuarial Valuation	6,000.00	0.00	6,000.00
Audit	20,500.00	0.00	20,500.00
Bank Fee	25.00	0.00	25.00
Contra Costa County Expenses	2,228.01	6,918.61	-4,690.60
EI Cerrito Contract Fee	1,800,274.35	1,727,903.36	72,370.99
EI Cerrito Reconciliation(s)	-17,860.75	32,314.15	-50,174.90
IT Services and Equipment	6,187.25	3,475.00	2,712.25
Fire Engineer Plan Review	0.00	240.00	-240.00
Risk Management Insurance	10,862.00	0.00	10,862.00
LAFCO Fees	2,343.55	0.00	2,343.55
Legal Fees	6,706.80	2,581.20	4,125.60
Recruitment	175.00	8,706.00	-8,531.00
Temporary Services	2,548.91	0.00	2,548.91
Website Development/Maintenance	1,490.00	1,490.00	0.00
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>1,982,893.44</b>	<b>1,847,545.32</b>	<b>135,348.12</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>			
Public Education	5,985.98	2,507.33	3,478.65
CERT Emerg Kits/Sheds/Prepared	0.00	1,637.51	-1,637.51
Community Shredder	900.00	2,470.50	-1,570.50
Community Sandbags	763.42	0.00	763.42
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>7,649.40</b>	<b>6,615.34</b>	<b>1,034.06</b>
<b>DISTRICT ACTIVITIES</b>			
Professional Development	775.00	5,734.60	-4,959.60
<b>Office</b>			
Internet	940.12	2,017.50	-1,077.38
Office Equipment	60.60	314.29	-253.69
Office Expense	2,926.56	2,713.94	212.62
Office Supplies	2,397.80	435.84	1,961.96
Telephone	1,468.10	436.91	1,031.19
<b>Total Office</b>	<b>7,793.18</b>	<b>5,918.48</b>	<b>1,874.70</b>
<b>Memberships</b>	<b>3,687.90</b>	<b>3,790.85</b>	<b>-102.95</b>

12/12/24

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

Accrual Basis

July through November 2024

	Jul - Nov 24	Jul - Nov 23	\$ Change
<b>Building Maintenance</b>			
Janitorial Service	1,800.00	0.00	1,800.00
Miscellaneous Maint.	840.00	1,661.06	-821.06
<b>Total Building Maintenance</b>	2,640.00	1,661.06	978.94
<b>Building Utilities/Service</b>			
Refuse Collection	1,624.92	1,546.56	78.36
Gas and Electric	11,911.33	2,045.48	9,865.85
Water/Sewer	541.67	2,981.97	-2,440.30
Building Utilities/Service - Other	396.95	363.95	33.00
<b>Total Building Utilities/Service</b>	14,474.87	6,937.96	7,536.91
<b>Total DISTRICT ACTIVITIES</b>	29,370.95	24,042.95	5,328.00
<b>Total Expense</b>	2,172,091.99	1,988,980.98	183,111.01
<b>Net Ordinary Income</b>	3,583,812.99	3,358,776.18	225,036.81
<b>Other Income/Expense</b>			
Other Income			
Unrealized Gain/Loss	0.00	91,675.27	-91,675.27
<b>Total Other Income</b>	0.00	91,675.27	-91,675.27
<b>Net Other Income</b>	0.00	91,675.27	-91,675.27
<b>Net Income</b>	<b>3,583,812.99</b>	<b>3,450,451.45</b>	<b>133,361.54</b>

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through November 2024

	<u>Jul - Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	5,398,292.48	5,712,474.00	-314,181.52	94.5%
Special Taxes	200,826.80	201,000.00	-173.20	99.91%
Other Tax Income	172.03	25,000.00	-24,827.97	0.69%
Interest Income	97,169.78	232,136.00	-134,966.22	41.86%
CERBT Reimbursement	59,443.89	61,000.00	-1,556.11	97.45%
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
<b>Total Income</b>	<u>5,755,904.98</u>	<u>6,233,610.00</u>	<u>-477,705.02</u>	<u>92.34%</u>
<b>Gross Profit</b>	5,755,904.98	6,233,610.00	-477,705.02	92.34%
<b>Expense</b>				
Interest Expense	14,652.00	86,797.00	-72,145.00	16.88%
Debt Service - Principal	54,773.00	54,773.00	0.00	100.0%
<b>Staff</b>				
Wages	51,020.04	153,288.00	-102,267.96	33.28%
Vacation Wages	0.00	5,000.00	-5,000.00	0.0%
Medical Insurance Contribution	3,000.00	10,323.00	-7,323.00	29.06%
Payroll Taxes	4,187.80	12,109.00	-7,921.20	34.58%
Workers Compensation/Life Ins	945.61	3,156.00	-2,210.39	29.96%
Payroll Processing	790.98	2,803.00	-2,012.02	28.22%
<b>Total Staff</b>	<u>59,944.43</u>	<u>186,679.00</u>	<u>-126,734.57</u>	<u>32.11%</u>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	17,394.82	48,000.00	-30,605.18	36.24%
Delta Dental	4,121.55	10,000.00	-5,878.45	41.22%
Vision Care	1,292.40	3,000.00	-1,707.60	43.08%
<b>Total RETIREE MEDICAL BENEFITS</b>	<u>22,808.77</u>	<u>61,000.00</u>	<u>-38,191.23</u>	<u>37.39%</u>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Fiscal Analysis Consultant	14,326.63	15,000.00	-673.37	95.51%
Operational Consultant	66,974.49	71,130.00	-4,155.51	94.16%
Nixle Fee	0.00	3,277.00	-3,277.00	0.0%
Long Term Financial Planner	2,000.00	2,500.00	-500.00	80.0%
Emergency Prep Coordinator	42,062.56	110,935.00	-68,872.44	37.92%
Accounting	16,049.64	50,000.00	-33,950.36	32.1%
Actuarial Valuation	6,000.00	5,600.00	400.00	107.14%
Audit	20,500.00	20,500.00	0.00	100.0%
Bank Fee	25.00	50.00	-25.00	50.0%
Contra Costa County Expenses	2,228.01	41,101.00	-38,872.99	5.42%
El Cerrito Contract Fee	1,800,274.35	4,320,657.00	-2,520,382.65	41.67%
El Cerrito Reconciliation(s)	-17,860.75	-42,866.00	25,005.25	41.67%
IT Services and Equipment	6,187.25	8,000.00	-1,812.75	77.34%
Fire Abatement Contract	0.00	5,513.00	-5,513.00	0.0%
Fire Engineer Plan Review	0.00	3,000.00	-3,000.00	0.0%
Grant Writer/Coordinator	0.00	15,000.00	-15,000.00	0.0%

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through November 2024

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
<b>Risk Management Insurance</b>	10,862.00	23,866.00	-13,004.00	45.51%
<b>LAFCO Fees</b>	2,343.55	2,100.00	243.55	111.6%
<b>Legal Fees</b>	6,706.80	12,000.00	-5,293.20	55.89%
<b>Recruitment</b>	175.00			
<b>Temporary Services</b>	2,548.91	5,000.00	-2,451.09	50.98%
<b>Website Development/Maintenance</b>	1,490.00	3,600.00	-2,110.00	41.39%
<b>Wildland Vegetation Mgmt</b>	0.00	4,120.00	-4,120.00	0.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	1,982,893.44	4,680,083.00	-2,697,189.56	42.37%
<b>COMMUNITY SERVICE ACTIVITIES</b>				
<b>Public Education</b>	5,985.98	15,000.00	-9,014.02	39.91%
<b>CERT Emerg Kits/Sheds/Prepared</b>	0.00	2,474.00	-2,474.00	0.0%
<b>Open Houses</b>	0.00	2,000.00	-2,000.00	0.0%
<b>Community Shredder</b>	900.00	5,500.00	-4,600.00	16.36%
<b>Firesafe Planting Grants</b>	0.00	10,000.00	-10,000.00	0.0%
<b>Community Sandbags</b>	763.42	3,500.00	-2,736.58	21.81%
<b>Volunteer Appreciation</b>	0.00	500.00	-500.00	0.0%
<b>Community Center Contribution</b>	0.00	500.00	-500.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	7,649.40	39,474.00	-31,824.60	19.38%
<b>DISTRICT ACTIVITIES</b>				
<b>Professional Development</b>	775.00	5,000.00	-4,225.00	15.5%
<b>Office</b>				
<b>Internet</b>	940.12	4,500.00	-3,559.88	20.89%
<b>Office Equipment</b>	60.60	500.00	-439.40	12.12%
<b>Office Expense</b>	2,926.56	4,000.00	-1,073.44	73.16%
<b>Office Supplies</b>	2,397.80	2,000.00	397.80	119.89%
<b>Telephone</b>	1,468.10	1,100.00	368.10	133.46%
<b>Office- Other</b>	0.00	68.00	-68.00	0.0%
<b>Total Office</b>	7,793.18	12,168.00	-4,374.82	64.05%
<b>Firefighter's Apparel &amp; PPE</b>	0.00	1,500.00	-1,500.00	0.0%
<b>Firefighters' Expenses</b>	0.00	5,000.00	-5,000.00	0.0%
<b>Staff Appreciation</b>	0.00	2,500.00	-2,500.00	0.0%
<b>Memberships</b>	3,687.90	9,500.00	-5,812.10	38.82%
<b>Building Maintenance</b>				
<b>Gardening service</b>	0.00	2,400.00	-2,400.00	0.0%
<b>Building alarm</b>	0.00	1,500.00	-1,500.00	0.0%
<b>Medical Waste Disposal</b>	0.00	2,200.00	-2,200.00	0.0%
<b>Janitorial Service</b>	1,800.00	2,400.00	-600.00	75.0%
<b>Miscellaneous Maint.</b>	840.00	5,000.00	-4,160.00	16.8%
<b>Total Building Maintenance</b>	2,640.00	13,500.00	-10,860.00	19.56%
<b>Building Utilities/Service</b>				
<b>Refuse Collection</b>	1,624.92	3,266.00	-1,641.08	49.75%
<b>Gas and Electric</b>	11,911.33	12,000.00	-88.67	99.26%
<b>Water/Sewer</b>	541.67	5,000.00	-4,458.33	10.83%



## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through November 2024

	<u>Jul - Nov 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Building Utilities/Service - Other	396.95	1,000.00	-603.05	39.7%
Total Building Utilities/Service	14,474.87	21,266.00	-6,791.13	68.07%
<b>Total DISTRICT ACTIVITIES</b>	29,370.95	70,434.00	-41,063.05	41.7%
Contingency	0.00	20,000.00	-20,000.00	0.0%
<b>Total Expense</b>	2,172,091.99	5,199,240.00	-3,027,148.01	41.78%
<b>Net Ordinary Income</b>	3,583,812.99	1,034,370.00	2,549,442.99	346.47%
<b>Net Income</b>	<u><b>3,583,812.99</b></u>	<u><b>1,034,370.00</b></u>	<u><b>2,549,442.99</b></u>	<u><b>346.47%</b></u>

**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of October 31, 2024**

**Current Cash and Investments**

<b>Cash Balance</b>		<u>Comments</u>
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	302,871.59	Balance as of 10/31/2024
General Fund	309,033.43	Balance as of 10/31/2024
Special Tax Fund	197,071.92	Balance as of 10/31/2024
Capital Fund	(500,503.40)	Balance as of 10/31/2024
<b>Total Cash Balance</b>	<u><b>308,673.54</b></u>	
<b>Investments</b>		
LAIF Balance	4,082,297.58	Balance as of 10/31/2024
<b>Total Investments</b>	<u><b>4,082,297.58</b></u>	
<b>Total Current Cash and Investments</b>	<u><u><b>4,390,971.12</b></u></u>	

## Kensington Fire Protection District Balance Sheet Prev Year Comparison As of October 31, 2024

	Oct 31, 24	Oct 31, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Petty Cash	200.00	200.00	0.00
KFPD Revolving Acct - Gen Fund	302,871.59	187,637.72	115,233.87
General Fund	309,033.43	4,034,286.66	-3,725,253.23
Special Tax Fund	197,071.92	-1,772.09	198,844.01
Capital Fund	-500,503.40	1,692,676.95	-2,193,180.35
<b>Total Checking/Savings</b>	<b>308,673.54</b>	<b>5,913,029.24</b>	<b>-5,604,355.70</b>
<b>Accounts Receivable</b>			
Accounts Receivable	65,688.73	479,377.17	-413,688.44
Advance on Taxes	5,283,362.57	5,132,107.76	151,254.81
Advance on Supplemental Taxes	191,945.65	86,955.06	104,990.59
<b>Total Accounts Receivable</b>	<b>5,540,996.95</b>	<b>5,698,439.99</b>	<b>-157,443.04</b>
<b>Other Current Assets</b>			
Prepaid Exp.	3,160.01	7,578.67	-4,418.66
Prepaid CERBT - Retiree Trust	508,252.48	508,252.48	0.00
<b>Investments</b>			
LAIF Balance	4,082,297.58	2,527,668.26	1,554,629.32
<b>Total Investments</b>	<b>4,082,297.58</b>	<b>2,527,668.26</b>	<b>1,554,629.32</b>
<b>Total Other Current Assets</b>	<b>4,593,710.07</b>	<b>3,043,499.41</b>	<b>1,550,210.66</b>
<b>Total Current Assets</b>	<b>10,443,380.56</b>	<b>14,654,968.64</b>	<b>-4,211,588.08</b>
<b>Fixed Assets</b>			
Land	5,800.00	5,800.00	0.00
Equipment	1,818,946.43	1,793,890.43	25,056.00
Accumulated Depreciation-Equip	-949,628.73	-911,477.25	-38,151.48
Building and Improvements	2,391,581.26	2,391,581.26	0.00
Accumulated Depreciation - Bldg	-1,410,173.12	-1,342,172.17	-68,000.95
<b>Current Capital Outlay</b>			
PSB Renovation Legal	6,510.24	0.00	6,510.24
PSB Renovation Soft Costs	1,526,534.04	1,090,041.43	436,492.61
PSB Renovation Hard Cost	6,223,456.54	2,633,091.78	3,590,364.76
Temp Facility - Soft Costs	261,739.37	261,739.37	0.00
Temp Facilities - Hard Costs	608,501.11	600,096.82	8,404.29
Temp Facilities - Lot Rental	33,874.60	19,088.40	14,786.20
Temp Facilities - Modular	92,485.67	47,217.04	45,268.63
Temp Facilities - Admin Sublet	63,402.30	36,578.25	26,824.05
Temp Facilities - Relocation	52,561.00	38,617.11	13,943.89

12/12/24

Accrual Basis

## Kensington Fire Protection District Balance Sheet Prev Year Comparison As of October 31, 2024

	Oct 31, 24	Oct 31, 23	\$ Change
Firefighters Qtrs/Equip	206,232.15	0.00	206,232.15
Public Safety Building PreConst	3,260.00	0.00	3,260.00
<b>Total Current Capital Outlay</b>	<b>9,078,557.02</b>	<b>4,726,470.20</b>	<b>4,352,086.82</b>
<b>Total Fixed Assets</b>	<b>10,935,082.86</b>	<b>6,664,092.47</b>	<b>4,270,990.39</b>
<b>Other Assets</b>			
Deferred Outflow of Res. - OPEB	133,200.00	133,200.00	0.00
<b>Total Other Assets</b>	<b>133,200.00</b>	<b>133,200.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>21,511,663.42</b>	<b>21,452,261.11</b>	<b>59,402.31</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Due to Revolving Acct - Gen Fnd	7,747.63	1,290,950.83	-1,283,203.20
Due to Other - Issued by CCC	553,099.33	83,471.28	469,628.05
Due To Other Funds	-297,955.06	0.00	-297,955.06
Accounts Payable	697.24	1,611.24	-914.00
<b>Total Accounts Payable</b>	<b>263,589.14</b>	<b>1,376,033.35</b>	<b>-1,112,444.21</b>
<b>Other Current Liabilities</b>			
Interest Payable	0.00	29,304.00	-29,304.00
PSB Renovation Loan	2,247,912.00	2,160,000.00	87,912.00
<b>Total Other Current Liabilities</b>	<b>2,247,912.00</b>	<b>2,189,304.00</b>	<b>58,608.00</b>
<b>Total Current Liabilities</b>	<b>2,511,501.14</b>	<b>3,565,337.35</b>	<b>-1,053,836.21</b>
<b>Long Term Liabilities</b>			
EI Cerrito Reconciliation Liab.	187,870.08	187,870.08	0.00
<b>Total Long Term Liabilities</b>	<b>187,870.08</b>	<b>187,870.08</b>	<b>0.00</b>
<b>Total Liabilities</b>	<b>2,699,371.22</b>	<b>3,753,207.43</b>	<b>-1,053,836.21</b>
<b>Equity</b>			
Fund Equity - General	3,889,496.00	3,889,496.00	0.00
Fund Equity - Capital Projects	3,258,969.76	3,258,969.76	0.00
Fund Equity - Special Revenue	109,075.00	109,075.00	0.00
Fund Equity - Gen Fixed Asset	2,222,992.01	2,222,992.01	0.00
Fund Equity	5,286,377.37	4,372,495.29	913,882.08
Net Income	4,045,382.06	3,846,025.62	199,356.44
<b>Total Equity</b>	<b>18,812,292.20</b>	<b>17,699,053.68</b>	<b>1,113,238.52</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>21,511,663.42</b>	<b>21,452,261.11</b>	<b>59,402.31</b>

**Kensington Fire Protection District**  
**Profit & Loss Prev Year Comparison**  
**July through October 2024**

12/12/24

Accrual Basis

	Jul - Oct 24	Jul - Oct 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Property Taxes	5,397,485.38	5,113,509.53	283,975.85
Special Taxes	200,826.80	200,826.80	0.00
Other Tax Income	172.03	332.96	-160.93
Interest Income	97,169.78	2,873.16	94,296.62
CERBT Reimbursement	59,443.89	30,735.48	28,708.41
<b>Total Income</b>	<b>5,755,097.88</b>	<b>5,348,277.93</b>	<b>406,819.95</b>
<b>Gross Profit</b>	<b>5,755,097.88</b>	<b>5,348,277.93</b>	<b>406,819.95</b>
<b>Expense</b>			
Interest Expense	14,652.00	0.00	14,652.00
Debt Service - Principal	54,773.00	0.00	54,773.00
<b>Staff</b>			
Wages	33,123.54	57,792.26	-24,668.72
Medical Insurance Contribution	2,000.00	0.00	2,000.00
Payroll Taxes	2,679.22	2,328.90	350.32
Workers Compensation/Life Ins	945.61	3,034.73	-2,089.12
Payroll Processing	577.32	854.40	-277.08
<b>Total Staff</b>	<b>39,325.69</b>	<b>64,010.29</b>	<b>-24,684.60</b>
<b>RETIREE MEDICAL BENEFITS</b>			
PERS Medical	14,635.20	15,775.88	-1,140.68
Delta Dental	3,297.24	3,297.24	0.00
Vision Care	1,033.92	969.30	64.62
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>18,966.36</b>	<b>20,042.42</b>	<b>-1,076.06</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>			
Fiscal Analysis Consultant	191.00	0.00	191.00
Operational Consultant	39,988.26	0.00	39,988.26
Crime Insurance Policy	0.00	153.16	-153.16
Nixle Fee	0.00	3,182.70	-3,182.70
Long Term Financial Planner	0.00	750.00	-750.00
Emergency Prep Coordinator	25,433.48	35,868.02	-10,434.54
Accounting	7,495.80	12,000.00	-4,504.20
Actuarial Valuation	6,000.00	0.00	6,000.00
Audit	20,500.00	0.00	20,500.00
Contra Costa County Expenses	2,022.81	6,918.61	-4,895.80
EI Cerrito Contract Fee	1,440,219.60	1,382,322.70	57,896.90
EI Cerrito Reconciliation(s)	-14,288.59	25,851.32	-40,139.91
IT Services and Equipment	5,625.00	3,225.00	2,400.00
Fire Engineer Plan Review	0.00	240.00	-240.00
Risk Management Insurance	10,862.00	0.00	10,862.00
LAFCO Fees	2,343.55	0.00	2,343.55
Legal Fees	4,186.08	2,491.56	1,694.52
Recruitment	175.00	8,706.00	-8,531.00
Temporary Services	2,548.91	0.00	2,548.91
Website Development/Maintenance	894.00	1,192.00	-298.00
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>1,554,196.90</b>	<b>1,482,901.07</b>	<b>71,295.83</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>			
Public Education	4,300.06	2,507.33	1,792.73
CERT Emerg Kits/Sheds/Prepared	0.00	1,637.51	-1,637.51
Community Shredder	900.00	2,470.50	-1,570.50
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>5,200.06</b>	<b>6,615.34</b>	<b>-1,415.28</b>
<b>DISTRICT ACTIVITIES</b>			
Professional Development	775.00	5,734.60	-4,959.60
<b>Office</b>			
Internet	800.12	1,614.00	-813.88
Office Equipment	60.60	314.29	-253.69
Office Expense	2,423.67	2,155.16	268.51
Office Supplies	1,519.13	210.30	1,308.83
Telephone	979.48	355.10	624.38
<b>Total Office</b>	<b>5,783.00</b>	<b>4,648.85</b>	<b>1,134.15</b>
<b>Memberships</b>	<b>2,950.32</b>	<b>3,056.68</b>	<b>-106.36</b>
<b>Building Maintenance</b>			
Janitorial Service	1,800.00	0.00	1,800.00
Miscellaneous Maint.	672.00	1,504.06	-832.06
<b>Total Building Maintenance</b>	<b>2,472.00</b>	<b>1,504.06</b>	<b>967.94</b>

12/12/24

Accrual Basis

**Kensington Fire Protection District  
Profit & Loss Prev Year Comparison  
July through October 2024**

	Jul - Oct 24	Jul - Oct 23	\$ Change
<b>Building Utilities/Service</b>			
Refuse Collection	541.64	1,031.04	-489.40
Gas and Electric	9,224.22	1,552.85	7,671.37
Water/Sewer	541.67	2,543.42	-2,001.75
Building Utilities/Service - Other	313.96	286.96	27.00
<b>Total Building Utilities/Service</b>	<u>10,621.49</u>	<u>5,414.27</u>	<u>5,207.22</u>
<b>Total DISTRICT ACTIVITIES</b>	<u>22,601.81</u>	<u>20,358.46</u>	<u>2,243.35</u>
<b>Total Expense</b>	<u>1,709,715.82</u>	<u>1,593,927.58</u>	<u>115,788.24</u>
<b>Net Ordinary Income</b>	4,045,382.06	3,754,350.35	291,031.71
<b>Other Income/Expense</b>			
Other Income			
Unrealized Gain/Loss	0.00	91,675.27	-91,675.27
<b>Total Other Income</b>	<u>0.00</u>	<u>91,675.27</u>	<u>-91,675.27</u>
<b>Net Other Income</b>	<u>0.00</u>	<u>91,675.27</u>	<u>-91,675.27</u>
<b>Net Income</b>	<u><u>4,045,382.06</u></u>	<u><u>3,846,025.62</u></u>	<u><u>199,356.44</u></u>



## 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:** December 17, 2024  
**TO:** Mary Morris-Mayorga: General Manager  
**FROM:** Eric Saylor: Fire Chief  
**RE:** **Fire Chief's Report for the December 2024 Fire District Board Meeting**

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### Administration – Holiday Safety Message

The holiday season is a prime time for residential fires. December, January, and February are the months that most house fires occur. Cooking, holiday decorations, candles, and heating equipment all increase the likelihood of a fire. On average, more than one-third of home fire deaths in the United States occur during the winter months. In addition to always having working smoke alarms installed throughout your home, the following tips can help you stay safe during the holiday season.

- Always keep an eye on food being heated and be alert. If you leave the kitchen - turn off the heat!
- If a pan with grease catches fire, carefully slide a lid over the pan to smother the flames and turn off the burner.
- Do not place the Christmas tree where it may block exits. Make sure the tree is at least three feet away from any heat source (i.e. heaters, heater vents, and fireplaces) and try to position it near an outlet so that cords are not running long distances.
- Extinguish all candles when leaving the room or going to sleep.
- Make sure to clean and inspect furnaces, fireplaces and chimneys annually before using them for the upcoming year. Make sure space heaters are approved by a national testing laboratory and have a tip-over shut-off function.
- Never burn gift wrapping paper or Christmas trees in the fireplace.
- If you need help, Dial 911! The fire department is always there for you.



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## Operations



In a very effective fire attack, Crews from **El Cerrito-Kensington Fire Department** and Richmond Fire Department saved over \$4 Million in property value in El Cerrito. In less than 10 minutes, crews established fire attack, vertically vented the home, completed a primary and secondary search, and cleared the exposed structures before they ignited from radiant heat. For over 100 years, the **El Cerrito-Kensington Fire Department** and Richmond Fire Department have been fighting fire together; saving lives and property on a daily basis.



One last deployment! Our Office of Emergency Services (OES) engine responded to the Mountain Fire in Ventura County. The Mountain Fire burned 192 homes and over 20,000 acres. Captain/Paramedic Hoyer-Nielsen, Captain/Paramedic Carrion, Firefighter Becker and Firefighter Driscoll helped contain the fire, clean up hotspots, and care for resident's animals. OES maintains several fire engines across the state for responses to major disasters. El Cerrito fire department is the only OES unit in the county and frequently gets calls to help other communities. OES reimburses the city of El Cerrito for its personnel and allows El Cerrito to use the fire engine if one of our fire engines is at the shop. It is a win/win relationship that gives our firefighters some amazing experience.



El Cerrito Crews helped Richmond Fire Department contain a wind driven multi-home fire on Ohio Ave.

**Protect Lives and Property**  
**Teamwork Respect Professionalism**





## EL CERRITO-KENSINGTON FIRE DEPARTMENT



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Crews arrive to find a vegetation fire on long the Greenway Trail had rapidly spread into homes, fanned by 30 mph winds. The fire required 8 fire engines, two trucks, and 4 battalion chiefs to contain. In an amazing response, the crews from Richmond Fire Department and El Cerrito Fire Department contained the fire to 4 properties with no injuries.



El Cerrito Crews initiated an interior fire attack on a burning home on Overend Ave. On entry, the crew encountered clutter conditions that required an extensive search for victims. Crews always entry homes as a team, bringing hose and water to the fire while searching for victims. The fighter's clothing (turnouts) can endure temperatures of 1,300 degrees while their face mask and handle up to 500 degrees. This allows firefighters to enter super-heated environments to extinguish fires and remove victims.

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**Mission: Protect Lives and Property**  
**Integrity Accountability Teamwork Respect Professionalism**

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# EL CERRITO-KENSINGTON FIRE DEPARTMENT



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## Training



El Cerrito-Kensington Fire worked with BART to conduct an elevated rail rescue exercise. ECFD-KFPD were joined by Oakland, Berkeley and Albany Fire departments. BART trains are elevated throughout El Cerrito, offering significant challenges to rescuers. Our aerial truck at station 51 is key asset to get victims out of the trains and off the rails. Our firefighters face challenges with special rescues every day, and train daily to ensure they are effective in a wide area of problems.

## Public education and outreach



Every year, the El Cerrito Fire Department proudly participates in the Toys for Tots drive. We are accepting toys at all stations, City Hall and the community center through December 16th. Please no toy weapons or stuffed toys. The mission of the Marine Toys for Tots Program is to collect new toys and distribute those toys to economically disadvantaged children at Christmas.

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**Mission: Protect Lives and Property**  
**Integrity Accountability Teamwork Respect Professionalism**

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## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** General Manager's Report  
**SUBMITTED BY:** Mary Morris-Mayorga, General Manager

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For 2024, the District continued to advance initiatives in addition to regular operations which are summarized below.

### *Local Hazard Mitigation Plan*

Staff and fire department completed the KFPD Annex to the Contra Costa County Local Hazard Mitigation Plan.

### *New Board Member Appointment*

Staff facilitated the Board's appointment of a new member.

### *New Emergency Preparedness Committee Member Appointments*

Staff facilitated the Board's appointment of two new members.

### *Emergency Preparedness Committee Workplan*

Staff worked with the EPC to develop a work plan which was approved by the Board.

### *Fiscal Analysis of KFPD and Consolidation Fiscal Study*

Staff coordinated with KPPCSD and Ridgeline on completion of these reports.

### *OPEB Actuarial Report*

Staff assisted the District's actuary in the completion of this report.

### *Resident Concerns on Public Safety Building*

Staff coordinated with project consultants to address resident concerns.

### *Surplus Items List Submitted and Approved by Board*

Staff coordinated disposition of surplus items which were no longer usable for the District.

### *Recruitment and Hiring of New Executive Assistant/Board Clerk*

Staff recruited, interviewed, hired, and onboarded a new Executive Assistant/Board Clerk. Welcome Raychel!

### *Public Safety Building*

Staff, consultants, and contractors worked diligently toward completion of this project and the firefighters have moved in!! The Open House is in the planning stages for Saturday, January 18<sup>th</sup> in coordination with the firefighters.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 18, 2024  
**TO:** Kensington Fire Protection District Board  
**RE:** Emergency Preparedness Coordinator Report  
**SUBMITTED BY:** Johnny Valenzuela, Emergency Preparedness Coordinator

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The following progress items will be reviewed in the KFPD Board of Directors meeting:

### **1. Community Event/Engagement**

### **2. District Communications/ Publications**

- 11/19/2024 Facebook Wind Advisory
- 11/19/2024 Nextdoor Wind Advisory
- 11/19/2024 Nextdoor Sandbags
- 11/19/2024 KFPD Email Re: Sandbags

### **3. Initiatives/ Deliverables**

- Add resident emails to the Red Flag Warning Email List
- Monitor Local Alerts / Support Department Communication
- Ongoing Firewise Community Support
- Support Fire Prevention Division Inspection/Assessment/Outreach
- Provide information to inbound calls/email inquiries
- Finalize KFPD Hazard Vegetation Removal Reimbursement Application
- Coordinating Avon/Kingston Home Hardening Walk
- Coordinating Cerrito Canyon Firewise Development
- Coordinating Beloit Firewise Development
- Coordinating Arlington/Arlmont Block Development
- Coordinating Ardmore/Amherst Firewise Development
- Coordinating 700 Block Coventry Firewise Development
- Coordinating Kingston Road Firewise Development
- Creating Firewise Training Guide For Leads
- Coordinate with Kensington Library for 2025 Presentations
- Monitor Sandbag inventory
- Mapping Kensington (and Kensington adjacent) Firewise
- Measure X Funding for EBRPD/Kensington Joint Program
- Measure X Inquiry re: Evacuation Route Improvement for Resident Cul de Sac
- NOAA Alert Tsunami Warning -GM/Fire Chief Notification

### **4. Meeting**

December 18, 2024

Emergency Preparedness Coordinator's Report

- 11/13/2024 Maybeck Firewise Support
- 11/13/2024 ConFire Coordinator Meeting
- 11/18/2024 Wildcat Firewise Support
- 11/20/2024 KFPD Monthly Board Meeting
- 11/22/2024 ConFire Coordinator Meeting
- 11/29/2024 Maybeck Firewise Support
- 12/4/2024 Ardmore/Amhrest Firewise Meeting
- 12/5/2024 KFPD Emergency Preparedness Meeting
- 12/5/2024 Avon Firewise Support
- 12/5/2024 KFPD GM Meeting
- 12/4/2024 Redtail Ridge Support
- 12/6/2024 Tilden Firewise Support
- 12/6/2024 Wildcat Firewise Support
- 12/10/2024 Regional Firewise Coordinators Quarterly
- 12/10/2024 Genasys Huddle
- 12/11/2024 Redtail Ridge Support
- 12/12/2024 CAL FIRE Coordination re: Firewise
- 12/12/2024 Streamline Platform Update



# EMERGENCY PREPAREDNESS

DEC 2024



KENSINGTON  
FIRE PROTECTION DISTRICT

# SANDBAGS

for Kensington Residents



## 2025 Kensington Library Series

- **2/18 6:00pm** Home Hardening Funding Sources
- **4/29 6:00pm** Wildfire Evacuation Readiness





# CAL FIRE SUBDIVISION REVIEW

<https://www.kensingtonfire.org/cal-fire-subdivision-review>

**Purdue - Surveyed 12/4/2023**

Subdivision Name	Purdue
Subdivision Alias	
Responsibility Area	LRA
FHSZ	Very High
City	Kensington
County	Contra Costa

Attachments:  
[23-XCC-B743.pdf](#)

[Zoom to](#)

- Create a secondary access.
- Install reflective address signs.
- Install reflective evacuation route signs.
- Limit street parking on Red Flag Days.
- Conduct community-wide evacuation drills
- Install reflective markers on road edges.



# Contra Costa County Wildfire Mitigation Program



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## FAQs

[See All FAQs](#)

Who can apply for programs within the Contra Costa County Wildfire Mitigation Program?

What is a Firewise Strategic Plan Project?



### Community Chipping Day



### Evacuation Route/Fire Trail Clean Up



### Firewise Strategic Plan Projects





Richmond

MAYBECK

REDTAIL RIDGE

BELOIT



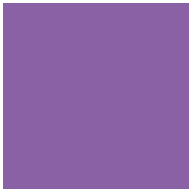
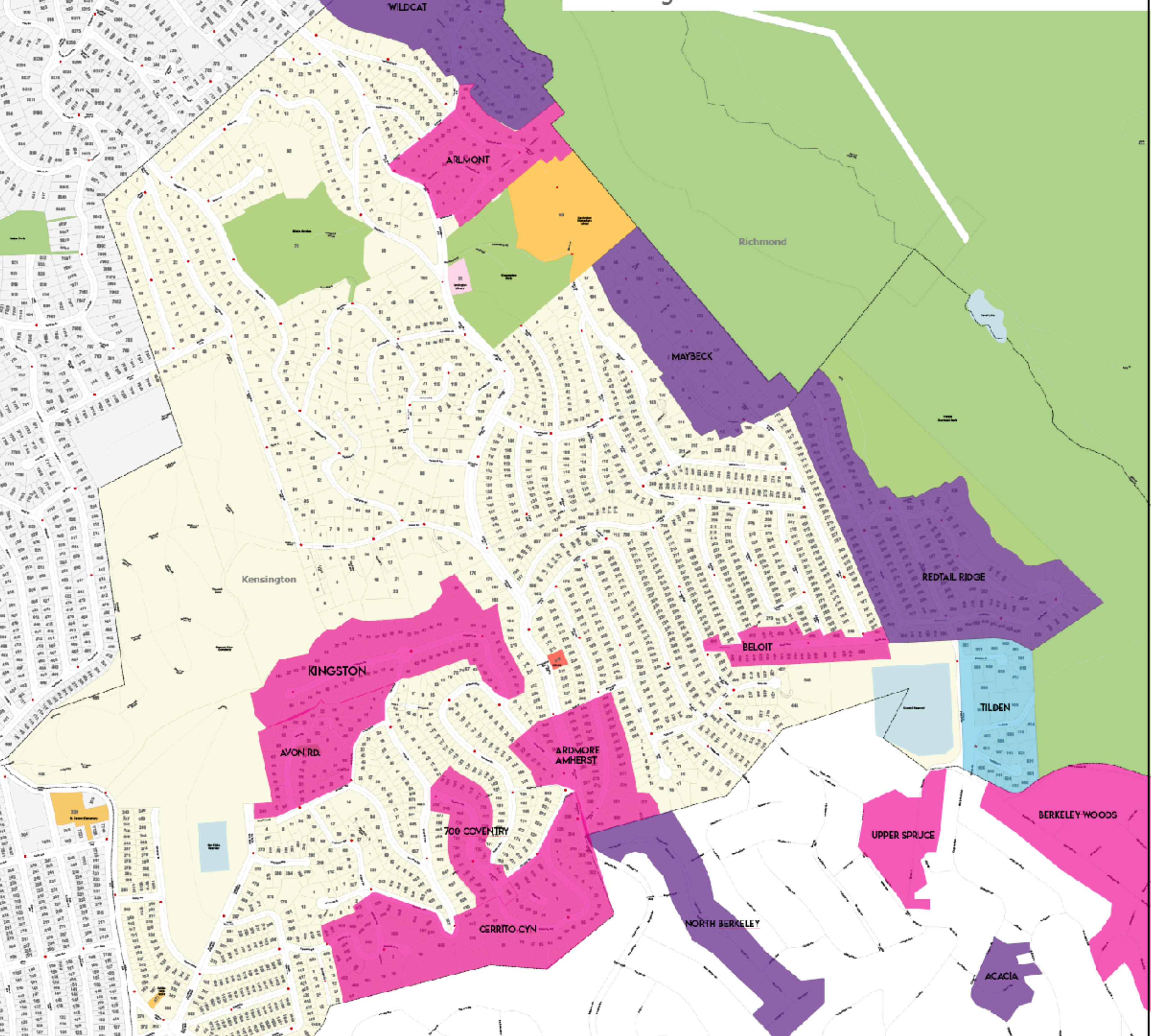
Recognized Firewise



Application Submitted



Application in Pursuit



Recognized Firewise



Application Submitted



Application in Pursuit  
Boundaries subject to change

# TSUNAMI ALERTS

Alert level	Action	Hazard	
<b>WARNING</b>	Get to high ground or inland <b>IMMEDIATELY!</b> Follow evacuation signage	<b>DANGER!</b> A TSUNAMI IS IMMINENT. Flooding & dangerous currents	<b>3+ feet</b> or <b>1+ meter</b> 
<b>ADVISORY</b>	Stay out of the water and away from the shore	<b>STRONG CURRENTS</b> & <b>DANGEROUS WAVES!</b> In or near coastal waters	<b>1 - 3 feet</b> or <b>0.3 - 1 meter</b> 
<b>WATCH</b>	Prepare to take action. Monitor local TV, radio, social media, NOAA weather radio	A TSUNAMI IS POSSIBLE. Arrival time is several hours away. Prepare now. Alert level may change.	<b>Prepare</b> 
<b>INFORMATION STATEMENT</b>	<b>NO action</b> <b>needed</b>	<b>NO tsunami impact</b> <b>expected.</b>	<b>Relax</b> 

**THREAT MESSAGE: Issued for International Partners; NOT for U.S. Coasts**





# KENSINGTON

FIRE PROTECTION DISTRICT

QUESTIONS?

[PREPARE@KENSINGTONFIRE.ORG](mailto:PREPARE@KENSINGTONFIRE.ORG)



**KENSINGTON FIRE PROTECTION DISTRICT**

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** Public Safety Building Project Update  
**SUBMITTED BY:** Mary Morris-Mayorga, General Manager

**Recommended Action**

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

**Background**

With the help of staff, firefighters, consultants...we have successfully moved into the building!! This is exciting and we appreciate everyone’s patience in getting to this point. There were many final minor obstacles to get past with communication systems among other things that we are relieved to finally have gotten through with the dedicated work of a devoted team.

The firefighters are busy getting settled; however, we are coordinating with their schedule to organize an Open House proposed to be held on Saturday, January 18<sup>th</sup>. We can have this as strictly an Open House or combined with a ribbon cutting by Board Members, if desired. We will plan some public education during the event to encourage emergency preparedness.

After arriving back in California, I was able to go into the office on Thursday, December 12<sup>th</sup> so will provide an update once I establish a specific day of the week to work in office or whether that will remain flexible based on needs; however, will at least coincide with meeting dates.

**Fiscal Impact**

An update on the project budget versus expended is included below, including change orders.

	Project Budget (11/20/2024)	Budget Adjustment	Project Budget (11/19/2024)	Expended 11/30/2024	Remaining Budget	
<u>Public Safety Building:</u>						
Construction - CWS	\$ 6,727,492	\$ 1,713	\$ 6,729,205	\$ 6,064,709	\$ 664,496	1 2
Construction - District direct costs	191,828		191,828	185,742	6,086	
PSB Renovation Design/Engineering	982,740		982,740	969,983	12,757	
Permits/Inspection/Testing	100,000	12,917	112,917	112,917	-	3
Construction/Project Management	458,047	2,568	460,615	460,615	-	5
Furniture, Fixtures, and Equipment	115,000		115,000	90,025	24,975	
Legal Counsel	90,000		90,000	61,607	28,393	
<u>Temporary Fire Station:</u>						
Construction Cost	604,289		604,289	603,857	432	
Design/Engineering/Project Management	100,573		100,573	100,490	83	
Relocation	251,566	4,000	255,566	249,878	5,688	5
Sub-Total:	\$ 9,621,535	\$ 21,198	\$ 9,642,733	\$ 8,899,822	\$ 742,911	
Project Contingency Allowance	110,429	(21,198)	89,231	-	89,231	
Total Project Budget	\$ 9,731,964	\$ -	\$ 9,731,964	\$ 8,899,822	\$ 832,142	

Notes:

- 1 CO; utility credits
- 2 Add'l pmt not allowed per subcontractor stop payment order
- 3 Final testing/inspection
- 4 Mack5 post-const svc
- 5 Final date



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** Election of Officers for 2025  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

### **Recommended Action**

Staff recommends that the Board takes the necessary steps to elect the President, Vice President, and Secretary for 2025.

### **Background**

In accordance with *Policy 1050 Board Meetings* (attached), the Board will hold an annual organizational meeting at the regular December meeting and elect the President, Vice President, and Secretary for the following calendar year. *Policy 1070 Board Officers* (attached) describes the positions.

### **Fiscal Impact**

There is no fiscal impact.

**Attachments:** *Policy 1050 Board Meetings*  
*Policy 1070 Board Officers*



disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.

**1050.31** No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

**1050.40** Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the President may declare the meeting adjourned to a stated time and place.

**1050.50** Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.

**1050.60** The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

**1050.70** The Chairperson and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

**1050.80** Board meeting recordings shall be posted to the District website to allow for public access.

**1050.90** Committees created by formal action of the Board shall comply with the Brown Act.

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY NUMBER and TITLE: 1070 Board Officers**

**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** [Reserved]
- 1070.12** [Reserved]
- 1070.13** Represent and speak for the organization to other organizations and to the public.
- 1070.14** Preside at business meetings.
- 1070.15** Appoint committees.
- 1070.16** Sign letters or documents necessary to carry out the will of the organization.
- 1070.17** Preside at meetings of the Board of Directors or governing board.

**1070.20** The Vice President of the Board of Directors assumes the duties of the President in case of absence or incapacity of the President. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

**1070.30** The Secretary of the Board of Directors shall certify the correctness of the minutes and enter them in the official minute book; sign official documents to attest to their authenticity; and carry on the official correspondence of the organization as directed, except correspondence assigned to other officers.



**KENSINGTON FIRE PROTECTION DISTRICT**

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** General Manager Position Description, Goals, and KPIs  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

**Recommended Action**

Staff recommends that the Board consider the following actions:

- providing feedback on the position description, goals, and key performance indicators,
- approving these documents as submitted or with revisions.

**Background**

Although the Board has followed a recruitment process over the past several years that includes components of the General Manager’s position description and goals, there is not a current position description. This has been developed for the Board to consider approving and/or providing feedback for revisions.

In addition, goals and key performance indicators (KPIs) have been developed for Board consideration.

**Fiscal Impact**

There is no fiscal impact from this item.

**Attachments:** General Manager Position Description (draft)  
General Manager Goals and Key Performance Indicators (draft)

# Kensington Fire Protection District

217 Arlington Ave, Kensington, CA 94707



## Position Description

<b>Position Title</b>	<b>General Manager</b>
<b>Status</b>	FLSA Exempt, Part-time, Benefits per contract
<b>Salary</b>	Negotiable depending upon experience, hours vary with estimated a maximum of 15-20 hours per week
<b>Location:</b>	Work will be performed remotely, at the Public Safety Building and Kensington Community Center (meetings) and other meeting locations as determined.

### Definition:

Under policy direction, plans, organizes, and provides administrative direction and oversight for all District functions and activities; provides policy guidance and program evaluation to the Board of Directors and staff; encourages and facilitates provision of services to the community; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

### Distinguishing Characteristics:

The General Manager serves as the Chief Executive Officer of the District, accountable to the Board of Directors and responsible for implementation and oversight of District policies and procedures, financial reporting, and District activities and operations.

### Supervision Received and Exercised:

Receives policy direction from the Board of Directors. Exercises general direction and supervision to District staff and consultants.

### Essential Function – (illustrative examples, but not limited to the following):

*The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties that are not listed below; there are no marginal duties.*

- Plans, organizes, leads, and administers the operations and financial management of the District in accordance with applicable laws, ordinances, and regulations, and adopted policies and objectives of the Board of Directors.
- Directs and coordinates the development and implementation of goals, objectives, and programs for the Board of Directors and the District; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met and that programs provide mandated services in an effective, efficient, and economical manner.
- Oversees the preparation of the annual operating and capital improvement budgets for the District; authorizes expenditures, purchases, and budget transfers in accordance with established policies; provide information regarding the financial condition and needs to the Board of Directors.
- Advises the Board of Directors on issues, programs, and financial status; directs the development of specific proposals for action regarding current and future District needs.
- Represents the District and the Board of Directors in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations, acts as the District liaison with the media.
- Provides for the investigation and resolution of complaints regarding the administration of and services provided by the District
- Oversees the selection, training, professional development, and work evaluation of District staff; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, grants, and other written materials.
- Ensures that the Board of Directors is kept informed of District functions, activities, and financial status, and of legal, social, and economic issues affecting District activities.
- Monitors changes in laws, regulations, and technology that may affect District operations; implements policy and procedural changes as required.

**KFPD General Manager - Job Description (continued)**

- Perform related duties as assigned.

**Minimum Qualifications:**

Any combination of education and experience likely to provide the required knowledge, skills, and abilities would be qualifying. A typical way would include:

Equivalent to a Bachelor’s Degree from an accredited college with major coursework in public or business administration, public policy, finance, or a related field and five (5) years of responsible experience with management and financial policies and practices of fire districts, special districts or other public agency settings, including two (2) years of administrative and supervisory experience.

**Knowledge and Abilities:**

- Plan, organize, coordinate and direct the work of staff to achieve efficient operations and meet District goals.
- Budget development, analysis and financial strategies.
- Short, medium, and long-range financial, strategic, operational, infrastructure and other planning applicable to a fire district.
- Regulatory and legal requirements of a fire district.
- Principles of leadership, supervision and business management.
- The functions and relationships of federal, state and local agencies with fire protection operations.
- Organization and functions of an elected Board of Directors.
- The Brown Act and other laws and regulations governing the conduct of public meetings.
- Social, political, and environmental issues influencing the development and implementation of District projects and programs.
- District personnel rules, policies and provisions.
- Principles and procedures of sound business communications.
- Technology related to public agency management.

**License or Certificate:**

Possession of, or the ability to obtain and maintain, a California Driver’s License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Physical Capabilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling		✓		
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	95 Percent Indoors/5 Percent Outdoors			

**Application and Selection Process:**

This position is appointed by the Board through a process to be defined at the time an opening occurs.

# Kensington Fire Protection District

217 Arlington Ave, Kensington, CA 94707



## 2025 General Manager Goals

The General Manager's Goals will typically flow out of the Board's Goals and Initiatives which have not yet been finalized. As a starting point, using the goals that are not yet finalized by the Board:

### Facilitate the mitigation of wildfire risk through vegetation management

- Work with EBRPD directly and/or with a consultant on a pilot program for fuel's reduction
- Assist the Board in evaluating additional options
- Seek grant programs to assist with funding

### Strengthen emergency preparedness planning within the community

- Work with external partners on ways to enhance emergency preparedness
- Increase utilization of the EP Coordinator by El Cerrito-Kensington Fire when practical
- Seek additional training program(s) for the District and community

### Support excellent service delivery

- Evaluate and maintain best practices
- Identify and pursue grant funding opportunities

### Develop and maintain strategic intergovernmental relationships

- Collaborate on community needs and solutions with KPPCSD
- Explore opportunities for cost-saving and/or service enhancements with other local agencies

### Identify infrastructure to strengthen service delivery to the community

- Collaborate with the Fire Chief on potential infrastructure improvements which would strengthen fire resilience
- Collaborate with KPPCSD on evacuation planning and routes, including infrastructure to facilitate

## General Manager - Key Performance Indicators

- Facilitate informed decision-making through provision of information to the Board for agenda items
- Frame decision-making through clear staff recommendations
- Provide recommendations to policy revisions as required and warranted for best practices
- Maintain strong financial practices to ensure fiscal sustainability and resilience
- Develop and maintain strong working relationships with those encountered through the course of work
- Lead the District efficiently through clear guidance, direction, and utilization of resources



KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** Budget Amendment to fund finance position  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

**Recommended Action**

Staff recommends that the Board consider approving the budget amendment in the amount of \$25,190 to fund a finance position.

**Background**

In 2020, the Board approved a finance position which was then included in the budget; however, filling the position proved challenging so a firm was engaged in the interim and has been in place since that time. While not ideal, it had been working adequately, but with internal as well as accounting firm transitions along with workload, the need for an internal finance position is warranted for internal controls, workflow, and to allow the General Manager to be a strategic leader with oversight of financial functions rather than bogged down in those processes.

Fund	Budget Amendment	
	Expenditure	Budget Impact
General Fund	Regular Wages	Increase of \$23,400
General Fund	Payroll Taxes	Increase of \$1,790

**Fiscal Impact**

The total fiscal impact for the FY 2024-2025 budget is an increase of \$25,190.

**Attachments:** Staff Report from August 12, 2020 - *Approve Staffing Plan to Hire Administrative Support and Finance Positions*



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

**DATE:** August 12, 2020

**RE:** Approve Staffing Plan to Hire Administrative Support and Finance Positions

**SUBMITTED BY:** Mary A. Morris-Mayorga, Interim General Manager

---

**Recommended Action**

Consider approving the Interim General Manager’s Staffing Plan to directly hire part-time administrative support and finance positions.

**Background**

In May, the Interim General Manager was authorized to enter into an agreement with MV Cheng & Associates for accounting support services to facilitate: evaluation and implementation of internal controls, refining and/or establishing processes, daily accounting tasks, and reconciliation of District to County records. In June, the Interim General Manager was authorized to hire part-time administrative support through a temporary agency to assess long-term staffing or sourcing needs pursuant to *Expectations and Responsibilities of the Interim General Manager, No. 9*. Needs identified were items such as: performing complex administrative tasks; responding to telephone calls and emails; assisting with preparation of meeting agendas and minutes; and recording Board actions during meetings.

After assessing these needs during the past several months, it is clear these positions are required on a regular basis to keep up the pace of daily activities, District goals and long-term projects. Hiring these non-benefited positions directly rather than through contract or temporary agencies would result in more favorable hourly rates resulting in cost-savings to the District. The projected hours for administrative and accounting support are 5-10/week for each position with hourly rates of approximately \$30-\$40/hour and \$40-\$50/hour, respectively, with an annual estimate for these positions of \$35,000. If a student intern is hired (previously approved) that annual estimate is \$7,500. This will alleviate some of the tasks still completed by the Interim General Manager, potentially reducing the weekly hours which are regularly 30 hours/week. The combined annual estimate for all staffing with the GM working 20 hours or 30 hours/week is \$117,500 or \$169,500, respectively.



The hiring process will involve the following steps and take several months to complete:

- Finalizing position descriptions and job recruitment ads;
- Identifying appropriate websites to place recruitment advertising;
- Screening and interviewing applicants;
- Performing reference checks; and
- Making offers and securing start dates.

The pandemic has made remote work routine which is anticipated to change back to in-office work (at least some of the time) in the future; however, the District does not currently have office space which will be discussed later on the agenda.

### **Fiscal Impact**

The annual estimate of \$169,500 will be included in the final Fiscal Year 2020-2021 Salaries and Wages budget and reduced if it is determined the GM hours can remain within 20 hours/week.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** Consulting Agreement with Tim Barry for EBRPD Project Coordination  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

### **Recommended Action**

Staff recommends that the Board consider approving a consulting agreement with Tim Barry for work on EBRPD partnership and the related budget amendment in the amount of \$40,320.

### **Background**

On November 20, 2024, the Board expressed the desire to collaborate with East Bay Regional Parks District (EBRPD) on fuels reduction with a willingness to commit funds as appropriate. To establish a pilot program or memorandum of understanding, it is recommended to engage with Tim Barry as a consultant to facilitate development of that for Board approval.

A draft agreement has been attached which also encompasses some final work on decommissioning the temporary station with an estimated not-to-exceed provided by Tim.

### **Fiscal Impact**

This consulting agreement would require a budget amendment of \$40,320.

**Attachments:** Consultant Agreement with Tim Barry



**KENSINGTON FIRE PROTECTION DISTRICT  
CONSULTANT AGREEMENT  
Contract Number: \_\_\_\_\_**

DATE: 12/19/2024  
PARTIES: KFPD: Kensington Fire Protection District  
217 Arlington Ave.  
Kensington CA 94707  
CONSULTANT: Tim Barry  
[REDACTED]

The Parties agree as follows:

1. Priority of Documents:

Each of the items listed below is hereby incorporated into this Agreement by this reference. In the event of an inconsistency in this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

A. Applicable Federal and State of California statutes and regulations, this Agreement and its exhibits.

2. Scope of Professional Services:

CONSULTANT agrees to provide operational assistance and related services on District programs: decommission of temporary station; work with East Bay Regional Parks District (EBRPD) to develop the scope and framework of an agreement between EBRPD and KFPD, for board review and approval, for ongoing annual maintenance work in Tilden Park to reduce fire risk to Kensington; and other administrative project management and services as requested. Contract administration and oversight will be done by the General Manager.

3. Term of Agreement:

This Agreement shall commence on December 19, 2024 and continue until June 30, 2025, unless this Agreement is terminated earlier as provided herein under paragraph 15.

4. Compensation:

The compensation shall be \$112 per hour for services performed pursuant to this Agreement with a total not-to-exceed amount of \$40,320. Payments shall be made within 30 days of receipt of invoice from CONSULTANT.

5. Expense Reimbursement:

KFPD shall reimburse CONSULTANT for actual expenses incurred in the course of the Work, such as advertising, reasonable and necessary travel, sourcing, support services, background checks and other related items, as well as costs specifically incurred for the performance of services, such as telecommunications, cellular phone, insurance, postage, and photocopying.

6. Standard of Performance:

CONSULTANT shall perform all Work in a first-class manner in conformance with the standards of quality normally observed by a person practicing in CONSULTANT's profession.

7. Inspection:

All Work performed and materials (if any) provided by CONSULTANT shall be subject to inspection and approval by KFPD.

8. Invoicing:

CONSULTANT shall submit each invoice by email to [ap@kensingtonfire.org](mailto:ap@kensingtonfire.org). All invoices must reference this contract by the name of the parties and date executed, service performed.

9. Consultant's Status:

In the performance of work, duties and obligations imposed by this Agreement, the CONSULTANT is at all times acting as an Independent Contractor practicing his or her profession and not as an employee of the KFPD. CONSULTANT shall perform the CONSULTANT's work in accordance with currently approved methods and standards of practice in the CONSULTANT's professional specialty. The CONSULTANT shall not have any claim under this Agreement or otherwise against KFPD for vacation, sick leave, retirement benefits, social security or worker's compensation benefits. The CONSULTANT shall be responsible for federal and state payroll taxes such as social security and unemployment. KFPD will issue a form 1099 at year-end for fees earned.

10. Assignments:

Inasmuch as this Agreement is intended to secure the specialized services of the CONSULTANT, CONSULTANT may not assign, transfer, delegate or subcontract their obligation herein without the prior written consent of KFPD. Any such assignment, transfer, delegation or subcontract without the prior written consent shall be considered null and void.

11. Non-Exclusive Rights:

This Agreement does not grant to CONSULTANT any exclusive privileges or rights to provide services to KFPD. CONSULTANT may contract with other agencies, private companies or individuals for similar services.

12. Compliance:

CONSULTANT shall comply with all Federal, State and local laws, regulations and requirements necessary for the provision of contracted services. Furthermore, CONSULTANT shall comply with all laws applicable to wages and hours of employment, occupational safety, and to fire safety, health and sanitation.

CONSULTANT represents and warrants that CONSULTANT possesses all licenses, permits, and qualifications legally required for the performance of the Work. CONSULTANT shall, at CONSULTANT's sole cost and expense, maintain all such licenses, permits and qualifications in full force and effect throughout the term of this Agreement.

13. Indemnification, Hold Harmless and Defense:

CONSULTANT shall indemnify, defend with counsel acceptable to KFPD, and hold harmless KFPD and its officers, elected officials, employees, agents and volunteers from and against any and all liability, loss, damage, claims, expenses, and costs (including without limitation, attorney's fees and costs and fees of litigation) (collectively, "Liability") of every nature arising out of or in connection with CONSULTANT's performance of the services called for or its failure to comply with any of its obligations contained in this Agreement, except such Liability caused by the sole negligence or willful misconduct of KFPD.

Notwithstanding the forgoing, to the extent this Agreement is a "construction contract" as defined by California Civil Code Section 2782, as may be amended from time to time, such duties of Consultant to indemnify shall not apply when to do so would be prohibited by California Civil

Code Section 2782.

CONSULTANT's obligation to defend and indemnify shall not be excused because of CONSULTANT's inability to evaluate Liability or because CONSULTANT evaluates Liability and determines that CONSULTANT is not liable to the claimant. CONSULTANT must respond within 30 days to the tender of any claim for defense and indemnity by the KFPD. If CONSULTANT fails to accept or reject a tender of defense and indemnity within 30 days, in addition to any other remedy authorized by law, so much of the money due to CONSULTANT under and by virtue of this Agreement as shall reasonably be considered necessary by KFPD, may be retained by KFPD until disposition has been made of the claim or suit for damages, or until CONSULTANT accepts or rejects the tender of defense, whichever occurs first.

14. Discrimination:

CONSULTANT shall not discriminate in the provision of service or in the employment of persons engaged in the performance of this Agreement on account of race, color, national origin, ancestry, religion, gender, marital status, sexual orientation, age, physical or mental disability in violation of any applicable local, state or federal laws or regulations.

15. Notices:

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be effected by personal delivery or by first class mail, registered or certified, postage prepaid, return receipt requested. Unless otherwise designated by either party in writing, such notices shall be mailed as shown on the first page of this Agreement.

16. Termination:

KFPD may cancel this Agreement at any time and without cause upon written notification to CONSULTANT. In the event of termination, CONSULTANT shall be entitled to compensation for undisputed services performed to the effective date of termination.

17. Conflict of Interest Statement:

CONSULTANT covenants that CONSULTANT, its officers or employees or their immediate family, presently has no interest, including, but not limited to, other projects or independent contracts, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having any such interest shall be employed or retained by CONSULTANT under this Agreement. CONSULTANT shall not hire KFPD's employees to perform any portion of the work or services provided for herein including secretarial, clerical and similar incidental services except upon the written approval of KFPD. Performance of services under this Agreement by associates or employees of CONSULTANT shall not relieve CONSULTANT from any responsibility under this Agreement.

18. Drug Free Workplace:

CONSULTANT shall comply with the provisions of Government Code Section 8350 et seq., otherwise known as the Drug-Free Workplace Act.

19. Force Majeure

It is agreed that neither party shall be responsible for delays in delivery or acceptance of delivery or failure to perform when such delay or failure is attributable to Acts of God, war, strikes, riots, lockouts, accidents, rules or regulations of any governmental agencies or other matters or

conditions beyond the control of either the seller/contractor or the purchaser.

20. Form Law:

The Laws of the State of California shall govern this Agreement. Venue is Contra Costa County. The provision of this paragraph shall survive expiration or other termination of this Agreement regardless of the cause of such termination.

21. Documents:

All drawings, specifications, documents and other memoranda or writings relating to the work and services hereunder, shall remain or become the property of the KFPD whether executed by or for the CONSULTANT for KFPD, or otherwise by or for the CONSULTANT, or by or for a subcontractor operating under the CONSULTANT'S supervision, or direction, and all such documents and copies thereof shall be returned or transmitted to KFPD forthwith upon termination or completion of the work under this Agreement.

22. Attorneys' Fees:

If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which such party may be entitled.

23. Waiver:

No waiver of any breach of any covenant or provision of this Agreement shall be deemed a waiver of any other covenant or provision hereof, and no waiver shall be valid unless in writing and executed by the waiving party. An extension of time for performance of any obligation or act shall not be deemed an extension of the time for performance of any other obligation or act, and no extension shall be valid unless in writing and executed by the waiving party.

24. No Third Party Beneficiaries:

Nothing contained in this Agreement is intended to or shall be deemed to confer upon any person, other than the parties, any rights or remedies hereunder.

25. Headings:

The headings of the sections and exhibits of this Agreement are inserted for convenience only. They do not constitute part of this Agreement and are not to be used in its construction.

26. Non-Liability of Officials, Employees and Agents:

No officer, official, employee or agent of KFPD shall be personally liable to CONSULTANT in the event of any default or breach by KFPD or for any amount which may become due to CONSULTANT pursuant to this Agreement.

27. Entire Agreement and Modification:

This Agreement supersedes all previous Agreements either oral or in writing and constitutes the entire understanding of the parties hereto. No changes, amendments or alterations shall be effective unless in writing and signed by both parties.

IN WITNESS WHEREOF, KFPD and CONSULTANT have executed this Agreement on the day and year first written above.

Consultant

Kensington Fire Protection District

By: \_\_\_\_\_  
Tim Barry  
Consultant

By: \_\_\_\_\_  
Daniel Levine  
President, KFPD Board of Directors

Approved as to Form:

By: \_\_\_\_\_  
General Counsel



KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** Discussions with EBRPD on Fuel Reduction  
**PRESENTED BY:** Jim Watt, Director  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

**Recommended Action**

Staff recommends that the Board receive a presentation by Director Watt.

**Background**

Please see the attached report provided by Director Watt.

**Fiscal Impact**

There is a fiscal impact of \$150,000 if the Board determines to establish a budget amendment for this item.

**Attachment:** Report and Exhibit from Director Watt



## Tilden Park Ridgeline

At the November Board meeting the Board approved proceeding with discussions with East Bay Regional Park (EBRP) about reducing fuel loads at the Kensington/EBRP interface. The Board agreed to contribute funding to accomplish additional fuel reduction, if needed, but did not specify a fixed amount.

EBRP maintains an annual Right of Entry Agreement with DFSC to perform fuel reduction in EBRP along an approximate 200 foot wide strip of District Parklands bordering Kensington for about 1.4 miles from the Berkeley to El Cerrito borders – see following Exhibit A diagram.

Under a separate agreement between DFSC and six Kensington residents these residents may perform fuel reduction efforts in the aforementioned designated area of EBRP. DFSC also assists these residents in obtaining grants to perform this work. However, the areas covered by these Kensington residents are limited in scope due to funding availability and the size of the area shown on Exhibit A.

Both EBRP and the DFSC have indicated a willingness to work with the Fire District to reduce fire risk, and meetings will take place within the next few weeks to try to expedite the fuel reduction process. In a discussion with Max Korten, Deputy general manager of EBRP, he indicated a willingness to move more quickly with fuel reduction provided the Kensington Fire District would also contribute funds for brush removal using approved independent contractors to perform the work.

**It is therefore requested that the Board agreed to set aside \$150,000 for possible fuel reduction in EBRP during the fiscal year 2024 to 2025.**

# Exhibit A Agreement Treatment Area

EBRPD Fire Dept  
Fuels Management GIS  
November 10, 2010





## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** Report on CSDA Leadership Academy  
**PRESENTED BY:** Julie Stein, Director  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

---

### **Recommended Action**

Staff recommends that the Board receive a presentation by Director Stein.

### **Overview**

Attendees at this returning track of the CSDA Leadership Academy included both elected special district board members and appointed managers with various titles, e.g., General Manager, District Manager, other working titles for districts that are not community service districts. Most of the districts represented at the training were not community service districts, and included sanitary and wastewater districts, East Bay Regional Parks District, harbor districts, and other fire protection districts.

### **Topics to be reported on:**

1. Budget: best practices and red flags.
2. Financial Statements and Reports: best practices and red flags.
3. Audits: What to expect in terms of testing and board member interactions with the auditor.
4. Reserves.
5. Board member involvement in administrative affairs, does and don'ts including separation of duties, and resources for board members.
6. General Counsel relationship to the board and the district: best practices, risks, and public training for the board.
7. Other comments in general from interactions at the meeting with other special district elected board members and managers.

### **Fiscal Impact**

There is no fiscal impact from this item.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** Change to Policy 1150.60  
**PRESENTED BY:** Jim Watt, Director  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

### Recommended Action

Staff recommends that the Board receive a presentation by Director Watt.

### Background

#### Provided by Director Watt

Section 1150:40 of the Policy Handbook requires Board approval for the proposed final annual budget. However, Policy 1150-60 allows the General Manager, without Board approval, to transfer budgeted amounts between budget categories so long as total expenditures have not changed from the adopted budget. In a recent budget change, the GM has also added a new category that was not in the adopted budget, thereby further expanding the GM's unilateral authority. *(Staff note – this was an administrative error of the accounting team that has since been addressed and may have been stated at the meeting.)*

This gives the GM the ability to move funds to different categories and even create new categories without Board approval.

In reviewing other jurisdictions, including the KPPCSD, I found no evidence that any other agency gives its GM this right, and believe budget changes should be the right of the Board as provided in Policy 1150-40. The proposed modification to Policy 1150-60 would give the Board the right to approve any budget modifications.

#### Provided by Staff

In my many years of experience with both private and public agencies, the executive retains control over the budget at the operating level (total operating budget). Budgets in all agencies are developed as a plan that can often change based on agency needs sometimes immediately following adoption, depending upon how dynamic the environment is. Although KFPD is not typically very dynamic, the past two years especially with the public safety building and transitions have been more so which require increased flexibility. An agency leader needs the ability to act upon these changes which may impact the budget without the need to call a special meeting which allows staff to continue operations while allowing the Board to focus at the policy level. These changes are captured as part of the mid-year report which is reviewed with the Finance Committee then the Board for approval in February or March of each year, which has been the practice for many years and is a standard operating procedure of government agencies.

While there have been some recent financial coding transaction errors, these will simply be corrected as part of the account reconciliation process that the accounting team performs, which is normal in any agency, and are not a cause for concern as they will be addressed.

### Fiscal Impact

There is no fiscal impact from this item.

**Attachment:** *Policy 1150 Budget Preparation and Review*

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Budget Preparation and Review  
**POLICY NUMBER:** 1150

**1150.10** On an annual basis, the General Manager shall draft a proposed annual budget. Such proposed annual budget shall be balanced.

**1150.20** Prior to review by the Board of Directors, the General Manager shall present the proposed annual budget to the Board's Finance Committee for review and amendment.

**1150.30** The General Manager shall present the proposed preliminary annual budget, as reviewed and amended by the Finance Committee, to the Board for review and amendment no later than the Board's regular meeting in June, or as otherwise scheduled by resolution of the Board.

**1150.40** The proposed final annual budget, as reviewed and amended by the Board, shall be adopted no later than the Board's regular meeting in September, or as otherwise scheduled by resolution of the Board.

**1150.50** In the event an annual budget is not adopted prior to the start of the fiscal year, the budget last approved by the Board shall remain in effect until such annual budget is adopted.

**1150.60** Budget control is maintained at the operational level. The General Manager is authorized to transfer budgeted amounts so long as District expenditures remain within the adopted budget, or as amended by the Board. Budget modifications that increase or decrease the overall annual budget must be approved by the Board.

**1150.60** The Board shall review budget performance on a semi-annual basis.

**1150.70** The General Manager shall develop administrative procedures that are consistent with the Board's policies, and devise and maintain systems of budgetary control. Such controls may include, but are not limited to:

1. Monthly financial reports to the Board of Directors.
2. Evaluation and reporting of budget variances.
3. Budget amendments for Board approval, as required.



**KENSINGTON FIRE PROTECTION DISTRICT**

**DATE:** December 18, 2024  
**TO:** Board of Directors  
**RE:** Emergency Preparedness Committee Meeting - 12/05/24  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

**Recommended Action**

For information only, no action is required.

**Background**

The Emergency Preparedness Committee met on December 5, 2024 and discussed the following topics:

- Report back on discussions related to potential parking changes  
 General Manager Morris-Mayorga reported back on discussions with KPPCSD Interim General Manager Aranda regarding historical and potential parking changes during Red Flag Days. He indicated that his preference would be to allow for an overall approach to evacuation planning and routes through a comprehensive plan, rather than making changes to specific streets prior to such a plan. He is in the process of seeking a consultant for a plan, so this is in the planning stages.
- Potential roles for the Kensington Amateur Radio Organization (KARO) in an emergency  
 The committee strategized on ideas related to this item so anticipate further discussion as well as coordination with the Fire Chief in the future.
- Next steps for pursuit of long-range acoustic device (LRAD)  
 The committee noted that they are waiting for the County to complete the planned study.
- Fire-hardening major evacuation routes in Kensington: locations, needed permissions (access/ eminent domain), planning  
 This item was submitted by Director Madugo and was not discussed in detail in her absence. There was a question raised about whether fire districts can pass an ordinance establishing evacuation routes or code for streets, staff plans to research that for a future meeting. The question of how to enforce was also raised. Ideas for fire-hardening and grant programs were discussed.

**Fiscal Impact**

There is no fiscal impact identified at this time.