



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

Wednesday, October 16, 2024, 7:00pm
Kensington Community Center, 59 Arlington Avenue,
Kensington, CA 94707 (in-person and hybrid)

Business Center, 325 West 33rd Street New York, New York 10001
(Remote location - Director Levine)

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 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 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. 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** of the Board of Directors Regular meeting of 09/18/2024 and Special meeting of October 1, 2024 (Approve)
- b. **Amendment of Minutes** of the Board of Directors Regular meeting of 08/21/24 (Approve)
The Public Hearing action was inadvertently omitted from the original minutes
- c. **Acceptance of Incident Activity Report** September 2024 (Accept)
- d. **Approval of Monthly Transmittal** 10/16/2024 (Approve)
- e. **Approval of Monthly Financial Reports** 09/30/2024 (Accept)
- f. **Approve List of Surplus Items for Disposal** (Approve)
- g. **Request approval from the board for Director Stein to attend the CSDA Special District Leadership Academy training conference in San Rafael, CA, on November 3-6 2024, including any reimbursable expenses which may include: registration fees, mileage, lodging, reimbursement of meals and incidentals in accordance with District policy** (Approval Requested)

4. FIRE CHIEF'S REPORT – Saylor (Supporting Material)

Action = Presentation/Discussion

5. OLD BUSINESS

- a. **Introduction and First Reading of Revised Board Policy 0010 Goals – Morris-Mayorga** (Supporting Material)

Staff will review policy revision for *Policy 0010 Goals* for discussion and first reading

Action = Presentation, Discussion, Direction, Motion

6. NEW BUSINESS

- a. **Adopt Resolution 2024-10 Public Entity Banking Resolution** – Morris-Mayorga (Supporting Material)
Staff will review and provide for Board signatures.
Action = Presentation, Discussion, Direction, Motion
- b. **Introduction and First Reading of Revised Board Policy 1050 Board Meetings**– Morris-Mayorga (Supporting Material)
Introduce by title only and waive first reading of policy revisions for meeting location.
Action = Presentation, Discussion, Direction, Motion
- c. **Introduction and First Reading of New Board Policy 1165 Expense Authorization (Previously Operations Manual Policy 7 and 8 Checking Account)** – Morris-Mayorga (Supporting Material)
Staff will review proposed policy revisions which reflect recommended practices for Board consideration.
Action = Presentation, Discussion, Direction, Motion
- d. **Introduction and First Reading of New Board Policy 1175 OPEB Trust Fund** – Morris-Mayorga (Supporting Material)
Staff will review this proposed new policy to document the OPEB Trust.
Action = Presentation, Discussion, Direction, Motion
- e. **Charter for Ad Hoc Committee** – Watt/Artis (Supporting Material)
The charter for this ad hoc committee (created 10/1 by President Levine) will be presented.
Action = Board discussion and approval
- f. **Board member Verifier role for approval of invoices and payments above a specific cost threshold to be discussed and determined by the board. This would involve creating a board member role for approving all invoices for payment that are above a certain threshold, regardless of the payment method, including invoices approved for payment by Mechanics Bank or by Contra Costa County.** – Stein/Watt (Supporting Material)
Action = board discussion, possible action, and possible direction to staff.
- g. **Roles and Responsibilities in the KFPD check payment process and the KFPD checking account, to include: Resolution 20-01; implementation of Policy 8 Checking Account; paper check preparation and signature roles, electronic banking payment and check preparation, approval, and signature roles; ATM card and additional roles, creation of the required new role of District Treasurer, process for authorized user transitions.** – Stein (Supporting Material)
Action = board discussion, possible action, and possible direction to staff.

7. GENERAL MANAGER'S REPORT - Morris-Mayorga (Supporting Material)
Action = Presentation/Discussion/Direction

8. EMERGENCY PREP COORDINATOR'S REPORT – Valenzuela (Supporting Material)
Action = Presentation/Discussion

9. PUBLIC SAFETY BUILDING BUDGET REVISION AND UPDATE – Morris-Mayorga (Supporting Material)
Action = Presentation, Discussion, and Motion

10. COMMITTEE REPORTS

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

- a. **Emergency Preparedness Committee Meeting** – Levine/Madugo (Supporting Material)
September 26, 2024 meeting
Action = Presentation/Discussion

- b. **Finance Committee Meeting** – Watt/Artis (No report)

11. OUTSIDE AGENCIES REPORTS

- a. **Contra Costa Special Districts Association** – Levine (Supporting Material)

12. ADJOURNMENT

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, November 20, 2024 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, November 6, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, November 13, 2024, by 1:00pm.



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

DATE/TIME: September 18, 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

1. CALL TO ORDER/ROLL CALL

President Daniel Levine called the meeting to order at 7:03 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:01:00)

3. PUBLIC HEARING (00:04:48)

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

Moved/Seconded: Director Stein/Vice President Madugo
Action: Adopted Resolution 2024-08 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: 00:10:40

4. FISCAL YEAR 2022-23 ANNUAL AUDIT AND FINANCIAL STATEMENTS (00:11:33)

Moved/Seconded: Director Stein/Secretary Artis
Action: Accepted Fiscal Year 2022-23 Annual Audit and Financial Statements as prepared and presented by the audit firm Nigro & Nigro PC **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 00:30:23

5. PRESENTATION OF THE KFPD FISCAL ANALYSIS (00:31:08)

Moved/Seconded: Secretary Artis/Vice President Madugo
Action: Accept the KFPD Fiscal Analysis Report and Proceed with the Financial Analysis for the Combined District **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein **Noes:** Director Watt **Abstain:** None **Absent:** None
Video Time Stamped: 01:45:50

6. ADOPTION OF CONSENT ITEMS (01:57:52)

- a. **Approval of Minutes** of the Board of Directors Regular meeting of 08/21/2024
- b. **Acceptance of Incident Activity Report** August 2024
- c. **Approval of Monthly Transmittal** 09/18/2024
- d. **Approval of Monthly Financial Reports** 06/30/2024, 07/31/2024 and 08/31/2024

Item C was removed from Consent.

Moved/Seconded: Vice President Madugo/Secretary Artis
Action: Approved adopting Consent Items A, B, and D **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 01:58:17

Item 9a was taken out of order

9. a. Resolution 2024-09 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY 2024-2025 (01:58:51)

Moved/Seconded: Secretary Artis/President Levine
Action: Adopted Resolution 2024-09 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY 2024-2025 **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 02:11:20

Item 8b was taken out of order

8. b. Renewal of Contract For Emergency Preparedness Coordinator (02:12:22)

Moved/Seconded: Secretary Artis/Vice President Madugo
Action: Approved the Contract for Emergency Preparedness Coordinator with inserting language that the General Manager is responsible for overseeing the contract and the individual performing the work would be Johnny Valenzuela **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 02:17:46

Item 6c (removed from Consent) was taken out of order

6. c. Approval of Monthly Transmittal 09/18/2024 (02:48:20)

Moved/Seconded: Secretary Artis/Vice President Madugo
Action: Extended the meeting until 10:15 pm **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 02:56:20

Moved/Seconded: Director Stein/Secretary Artis
Action: Approved the Monthly Transmittal with the condition that the General Manager brings an updated policy to the Board in October for managing invoice approval and payments made from the checking account **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 03:04:23

Moved/Seconded: Secretary Artis/President Levine
Action: Extended the meeting until 10:30 pm **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None
Video Time Stamped: 03:08:00

7. FIRE CHIEF'S REPORT (03:08:15)

8. OLD BUSINESS

a. Strategic Planning District Goals

This item will be on the next meeting agenda.

b. Renewal of Contract For Emergency Preparedness Coordinator (see above 02:12:22)

c. District of Distinction Certificate Status (03:20:01)

d. **Emergency Prep Coordinator’s Report** (03:24:08)

9. NEW BUSINESS

a. **Resolution 2024-09 Approving the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for FY 2024-2025** (see above 01:58:51)

b. **Discuss Options for Working with East Bay Regional Park District (EBRPD) on Possible Fuel Reduction Between Kensington and the Park**

This item will be on the next meeting agenda.

c. **Wildland Vegetation Management**

This item will be on the next meeting agenda.

d. **Exterior Painting of the PSB**

This item will be on the next meeting agenda.

e. **Board Member “Verifier” for Bank Account Payment Approvals** (item withdrawn)

10. GENERAL MANAGER’S REPORT

This item will be on the next meeting agenda.

11. EMERGENCY PREP COORDINATOR’S REPORT (covered under 8d)

12. PUBLIC SAFETY BUILDING PROJECT UPDATE

This item will be on the next meeting agenda.

13. COMMITTEE REPORTS

a. **Emergency Preparedness Committee Meeting**

This item will be on the next meeting agenda.

b. **Finance Committee Meeting**

This item will be on the next meeting agenda.

14. OUTSIDE AGENCIES REPORTS

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

15. ADJOURNMENT: The meeting adjourned at 10:30 p.m.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on October 16, 2024.

Attest:

Secretary of the Board



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

DATE/TIME: October 1, 2024 5:00PM
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

1. CALL TO ORDER/ROLL CALL

President Daniel Levine called the meeting to order at 5:03 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:00:34)

3. DISCUSS OPTIONS FOR WORKING WITH EAST BAY REGIONAL PARK DISTRICT (EBRPD) ON POSSIBLE FUEL REDUCTION BETWEEN KENSINGTON AND THE PARK (00:04:24)

President Levine established an ad hoc committee consisting of Jim Watt and Rick Artis with the charge of assessing the feasibility of options for fuel reduction and capital infrastructure improvement for the District that meets the mission. This would be a feasibility study that would involve discussing with various stakeholders and bringing back to the board a plan for feasible options that can be pursued going forward with a monthly report to be brought back at least by November.

4. WILDLAND VEGETATION MANAGEMENT (00:36:01)

Directors Stein and Watt left the meeting at 5:48 pm.

5. EXTERIOR PAINTING OF THE PSB (00:46:00)

This item was discussed with no resulting action.

6. GENERAL MANAGER'S REPORT (00:53:49)

7. PUBLIC SAFETY BUILDING PROJECT UPDATE (00:55:56)

8. COMMITTEE REPORTS

a. Emergency Preparedness Committee Meeting (01:02:52)

b. Finance Committee Meeting (01:05:45)

9. ADJOURNMENT: The meeting adjourned at 6:11 p.m.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on October 16, 2024.

Attest:

Secretary of the Board



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

These minutes will be supplemented by transcription software.

DATE/TIME: August 21, 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: Consultant Mary Morris-Mayorga, Fire Chief Eric Saylor

1. CALL TO ORDER/ROLL CALL

President Daniel Levine called the meeting to order at 7:13 p.m. and confirmed the roll call.

2. PUBLIC COMMENT (00:00:58)

3. PUBLIC HEARING (00:11:29)

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

Moved/Seconded: Vice President Madugo/Rick Artis

Action: Adopted Resolution 2024-07 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: 00:14:34

4. FISCAL YEAR 2022-23 ANNUAL AUDIT AND FINANCIAL STATEMENTS (00:24:03)

This item was presented and will be brought back to the September Board of Directors meeting.

5. ADOPTION OF CONSENT ITEMS (01:09:33)

a. Approval of Minutes of the Board of Directors Regular meeting of 06/19/2024 and 07/17/2024 and Special meeting of 6/5/2024

b. Amendment of Minutes of the Board of Directors Regular meeting of 07/13/2022

c. Acceptance of Incident Activity Report July 2024

d. Approval of Monthly Transmittal 08/21/2024

e. Approval of Monthly Financial Reports 07/31/2024

Items A, B, D, and E were removed from Consent.

Moved/Seconded: Secretary Artis/Vice President Madugo

Action: Approved adopting Consent Item C **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 01:11:05

Moved/Seconded: President Levine/Vice President Madugo

Action: Approved adopting Consent Item B **Ayes:** President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** Secretary Artis **Absent:** None

Video Time Stamped: 01:11:37

6. FIRE CHIEF’S REPORT (01:12:06)

7. BUDGET AMENDMENT FOR PURCHASE OF DEFIBRILLATOR AND EKG MONITORS IN THE AMOUNT OF \$149,371.80 (01:29:25)

Moved/Seconded: Director Stein/Secretary Artis

Action: Approved a budget amendment in the amount of \$149,371.80 for purchase of defibrillator and related components **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 01:31:11

8. OLD BUSINESS

a. Employment Agreement for General Manager Position (01:32:17)

Moved/Seconded: President Levine/Vice President Madugo

Action: Approved the employment agreement for General Manager with Mary Morris-Mayorga with the following changes: B. corrected from “Interim General Manager” to “Consultant”; severance reduced from “three months” to “one month”; and where services will be provided, “majority of the services” will be removed in favor or “at least one day per week based on a five-hour workday” **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Watt **Noes:** Director Stein **Abstain:** None **Absent:** None

Video Time Stamped: 01:32:29

b. Possible capital expenditures of surplus available cash in fiscal year 2024-25 (01:37:26)

The Board will have an agenda item in September to discuss the best approach to work with East Bay Regional Parks District (EBRPD) on fuels mitigation along the EBRP hillside adjacent to Kensington.

Item 9c was taken out of order.

9. c. Hazardous Vegetation Removal Reimbursement Grant Program (02:22:55)

Moved/Seconded: Vice President Madugo/President Levine

Action: Approved creating the Hazardous Vegetation Removal Reimbursement Grant Program with change that all proposed projects come to the Board for final approval. **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 02:38:16

Moved/Seconded: Secretary Artis/President Levine

Action: Extended the meeting to 10:30pm. **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Watt **Noes:** None **Abstain:** Director Stein **Absent:** None

Video Time Stamped: 02:40:16

Item 5d was taken out of order.

5. ADOPTION OF CONSENT ITEMS

d. Approval of Monthly Transmittal 08/21/2024 (02:45:21)

Moved/Seconded: Director Stein/Secretary Artis

Action: Approved the Monthly Transmittal dated 8/21/2024 with the condition that the Board President issues a retroactive review and approval of the consulting services invoice from Mary Morris-Mayorga in June 2024. **Ayes:** Secretary Artis, President Levine, Vice President Madugo, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 02:55:57

Item 5a was taken out of order.

5. ADOPTION OF CONSENT ITEMS

- a. **Approval of Minutes** of the Board of Directors Regular meeting of 06/19/2024 and 07/17/2024 and Special meeting of 6/5/2024 (02:58:16)

Moved/Seconded: Director Stein/President Levine

Action: Approved the Minutes of the Board of Directors Regular meeting of 06/19/2024 and 07/17/2024 (with correction for 3b from “Coordination” to “Coordinator”, adding “Discussed and no action taken” to 8b, and listing motion seconded on 10:30pm meeting extension).

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

Noes: None **Abstain:** None **Absent:** None

Video Time Stamped: 03:02:54

Item 9b was taken out of order.

9. b. Renewal of Contract For Emergency Preparedness Coordinator (03:03:58)

Moved/Seconded: Vice President Madugo/Secretary Artis

Action: Approved extending the (existing) Altivu contract another month **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

Video Time Stamped: 03:10:49

8. OLD BUSINESS

- c. **General Manager’s Report (03:13:37)**

Moved/Seconded: Secretary Artis/Vice President Madugo

Action: Approved extending the meeting until 11:00pm **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein **Noes:** Director Watt **Abstain:** None **Absent:** None

Video Time Stamped: 03:15:45

- d. **Public Safety Building Project Update (03:21:10)**
- e. **Committee Reports**
 - i. **Emergency Preparedness Committee Meeting (03:23:00)**
 - ii. **Finance Committee Meeting (03:23:25)**
- f. **Outside Agencies Reports**
 - i. **Contra Costa Special Districts Association (03:39:02)**

Item 12 was taken out of order

12. PUBLIC SAFETY BUILDING PROJECT UPDATE (03:39:52)

9. NEW BUSINESS

- a. **Strategic Planning District Goals**

This item was adjourned to the next meeting.
- b. **Renewal of Contract For Emergency Preparedness Coordination (see above 03:03:58)**
- c. **Resolution 2024-08 Supporting Findings in the Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System (03:44:22)**

This item may be brought back after the Board of Supervisors has the chance to respond.

d. District of Distinction Certificate Status

This item was adjourned to the next meeting.

10. GENERAL MANAGER’S REPORT (covered during 8c)

11. EMERGENCY PREP COORDINATOR’S REPORT

This item was adjourned to the next meeting.

12. PUBLIC SAFETY BUILDING PROJECT UPDATE (see above 03:39:52)

13. COMMITTEE REPORTS

a. Emergency Preparedness Committee Meeting

b. Finance Committee Meeting – No report

14. OUTSIDE AGENCIES REPORTS

a. Contra Costa Special Districts Association – No report

15. ADJOURNMENT: The meeting adjourned at 11:00 p.m.

Moved/Seconded: President Levine/Secretary Artis

Action: Approved adjourning the Strategic Planning District Goals, District of Distinction, and Emergency Preparedness Coordinator’s Report to the next Regular Board of Directors Meeting

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

Noes: None **Abstain:** None **Absent:** None

Video Time Stamped: 03:47:20

MINUTES PREPARED BY: Mary Morris-Mayorga

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

Attest:

Secretary of the Board

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 : 10/16/2024
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	9/30/2024	PSB Renovation Soft Costs	7847	2310				5963		15,305.00
50151	El Cerrito	10/1/2024	Fire Protection Services	7840	2328						356,482.89
50147	KFPD Revolving Fund	10/16/2024	Reimburse Revolving fund	7840	2490						203,326.52
	Stryker	10/1/2024	Replacement of defibrillators/monitors	7840	4950				9207328101		(18,000.00)
	Stryker	9/27/2024	Replacement of defibrillators/monitors	7840	4950				9207304433		32,400.30
	Stryker	10/1/2024	Replacement of defibrillators/monitors	7840	4950				9207327792		834.35

TOTAL

575,114.41

Kensington FPD Approval

Board President

General Manager

Kensington Fire Protection District
 Checking Account Replenishment
 October 16, 2024

Transactions:

Payee	Date	Expenses	Description
Fair Price Mover	09/03/2024	\$ 50.00	Move Corovan Storage items to PSB (deposit)
Vision Service	09/03/2024	\$ 258.48	Retiree Vision Sept 2024
La Z Boy	09/03/2024	\$ 2,500.00	PSB FF&E Recliners-pmt 1
CaLPERS	09/04/2024	\$ 3,658.07	Retiree Health - September 2024
Microsoft	09/05/2024	\$ 12.50	Software Monthly Subscription
La Z Boy	09/05/2024	\$ 2,000.00	PSB FF&E Recliners-pmt 2
Google	09/05/2024	\$ 302.40	Email/file access - Aug 2024
Heartland Payroll	09/06/2024	\$ 106.83	Payroll Processing Fee
Fed/State	09/06/2024	\$ 2,059.79	Payroll Tax Withholding
Mary Morris-Mayorga	09/06/2024	\$ 4,496.21	Payroll
Corovan	09/10/2024	\$ 1,144.73	Rent for Long-Term Storage - July
Corovan	09/10/2024	\$ 1,188.67	Rent for Long-Term Storage - August
Corovan	09/10/2024	\$ 316.52	Rent for Long-Term Storage - Sept 9 days
Fair Price Mover	09/11/2024	\$ 1,533.29	Move Corovan Storage items to PSB-balance
State Comp	09/12/2024	\$ 124.03	WC Policy 9345433-2025 Deposit
State Comp	09/12/2024	\$ 821.58	WC Policy 9345433-2023 PR Report Premium
Heartland Payroll	09/16/2024	\$ 75.00	Monthly Min Payroll Fee- no payrolls July and August
Terminix	09/17/2024	\$ 168.00	Pest Control
Copy Central El Cerrito	12/20/1900	\$ 355.07	Printing/BOD Packets
Hulu	08/08/2024	\$ 76.99	Television subscription-September
Heartland Payroll	09/06/2024	\$ 106.83	Payroll Processing Fee
Fed/State	09/06/2024	\$ 3,924.95	Payroll Tax Withholding
Mary Morris-Mayorga	09/06/2024	\$ 6,648.71	Payroll
Comcast	09/23/2024	\$ 194.86	Internet/PSB - September
PG&E	09/24/2024	\$ 34.78	Utilities-gas
Pacific Mobile Structures	09/24/2024	\$ 3,986.51	Temp Facil HVAC Maintenance
CSDA Career Center	09/25/2024	\$ 175.00	CSDA Ad - Executive Assistant/BOD Clerk
PG&E	09/30/2024	\$ 2,461.18	Utilities-electric
Adobe	09/03/2024	\$ 19.99	Adobe Pro Subscription
Zoom	09/06/2024	\$ 140.00	Webinar license 9/6-10/5/24
T-Mobile	09/09/2024	\$ 85.00	Cell service 7/18-8/17/24
Comcast	09/20/2024	\$ 205.20	Internet/Temp Station - September
Ooma	09/23/2024	\$ 82.26	Telephone - September
Meyers Nave (Ck#995398)	09/04/2024	\$ 6,315.84	PSB Renovation Soft Costs-Legal
Capital One Public Funding (Ck#995402)	09/12/2024	\$ 98,729.00	PSB Debt Service Prin/Int
Streamline (Ck#995403)	09/05/2024	\$ 596.00	Website Development/Maintenance
Contra Costa County Auditor (Ck#995404)	09/27/2024	\$ 2,343.55	LAFCo Fees
Tim Barry (Ck#995405)	09/12/2024	\$ 12,418.26	PSB Soft Costs-Construction/Project Management
Advanced Systems Group (Ck#995407)	09/23/2024	\$ 900.00	AV Support at BOD Mtgs
B-K Mills & Fixtures (Ck#995408)	09/23/2024	\$ 6,125.00	PSB Renovation-modify dorm cabinets
KPPCSD (Ck#995409)	09/26/2024	\$ 8,078.35	Admin sublet /Fiscal analysis 50% second payment
Applied Material Engineering (Ck#995410)	09/19/2024	\$ 3,128.00	PSB Testing and Inspection
Mary Morris-Mayorga (Ck#995411)	09/19/2024	\$ 11,940.00	GM Coverage Consulting August 1-21 2024
Battalion One Fire Protection (Ck#995413)	09/17/2024	\$ 3,160.00	PSB Fire Sprinkler Testing and Inspection
Redwood Public Law (Ck#995414)	09/17/2024	\$ 2,142.72	PSB Renovation Legal/General Counsel August 2024
Altivu (Ck#995417)	09/30/2024	\$ 8,136.37	Emergency Prep Coordinator - August

Net Withdrawals for Replenishment \$ 203,326.52

Replenishment Adjusted for Monthly Bills \$ 203,326.52

Board President Date

General Manager Date

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

Current Cash and Investments

Cash Balance		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	119,565.48	Balance as of 09/30/2024
General Fund	588,918.66	Balance as of 09/30/2024
Special Tax Fund	196,415.72	Balance as of 09/30/2024
Capital Fund	122,363.00	Balance as of 09/30/2024
Total Cash Balance	1,027,462.86	
Investments		
LAIF Balance	4,590,210.31	Balance as of 09/30/2024
Total Investments	4,590,210.31	
Total Current Cash and Investments	5,617,673.17	

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

10/11/24

Accrual Basis

	Sep 30, 24	Sep 30, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
Petty Cash	200.00	200.00	0.00
KFPD Revolving Acct - Gen Fund	119,565.48	168,715.28	-49,149.80
General Fund	666,859.66	4,315,051.43	-3,648,191.77
Special Tax Fund	199,054.72	415.72	198,639.00
Capital Fund	137,738.00	1,906,679.49	-1,768,941.49
Total Checking/Savings	1,123,417.86	6,391,061.92	-5,267,644.06
Accounts Receivable			
Accounts Receivable	65,688.73	479,377.17	-413,688.44
Advance on Taxes	5,284,821.88	5,132,107.76	152,714.12
Advance on Supplemental Taxes	191,945.65	86,955.06	104,990.59
Total Accounts Receivable	5,542,456.26	5,698,439.99	-155,983.73
Other Current Assets			
Prepaid Exp.	6,110.33	3,887.34	2,222.99
Prepaid CERBT - Retiree Trust	508,252.48	508,252.48	0.00
Investments			
FMV Adjustment	-41,029.27	-41,029.27	0.00
LAIF Balance	4,631,239.58	2,524,989.81	2,106,249.77
Total Investments	4,590,210.31	2,483,960.54	2,106,249.77
Total Other Current Assets	5,104,573.12	2,996,100.36	2,108,472.76
Total Current Assets	11,770,447.24	15,085,602.27	-3,315,155.03
Fixed Assets			
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
Current Capital Outlay			
PSB Renovation Legal	194.40	0.00	194.40
PSB Renovation Soft Costs	1,522,921.16	1,055,581.43	467,339.73
PSB Renovation Hard Cost	6,212,246.54	2,083,897.81	4,128,348.73
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	29,842.00	17,744.20	12,097.80
Temp Facilities - Modular	88,732.75	43,464.12	45,268.63
Temp Facilities - Admin Sublet	63,402.30	34,139.70	29,262.60
Temp Facilities - Relocation	52,561.00	37,744.60	14,816.40
Firefighters Qtrs/Equip	151,247.20	0.00	151,247.20
Public Safety Building PreConst	3,260.00	0.00	3,260.00
Total Current Capital Outlay	8,994,647.83	4,134,408.05	4,860,239.78
Total Fixed Assets	10,851,173.67	6,072,030.32	4,779,143.35
Other Assets			
Deferred Outflow of Res. - OPEB	133,200.00	133,200.00	0.00
Total Other Assets	133,200.00	133,200.00	0.00
TOTAL ASSETS	22,754,820.91	21,290,832.59	1,463,988.32

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

10/11/24

Accrual Basis

	Sep 30, 24	Sep 30, 23	\$ Change
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Due to Revolving Acct - Gen Fnd	11,461.83	945,414.11	-933,952.28
Due to Other - Issued by CCC	1,510,157.87	97,749.84	1,412,408.03
Due To Other Funds	-316,406.06	0.00	-316,406.06
Accounts Payable	697.24	1,454.24	-757.00
Total Accounts Payable	1,205,910.88	1,044,618.19	161,292.69
Other Current Liabilities			
Interest Payable	29,304.00	29,304.00	0.00
PSB Renovation Loan	2,160,000.00	2,160,000.00	0.00
Total Other Current Liabilities	2,189,304.00	2,189,304.00	0.00
Total Current Liabilities	3,395,214.88	3,233,922.19	161,292.69
Long Term Liabilities			
El Cerrito Reconciliation Liab.	187,870.08	187,870.08	0.00
Postretirement Health Ben Liab	0.14	0.14	0.00
Total Long Term Liabilities	187,870.22	187,870.22	0.00
Total Liabilities	3,583,085.10	3,421,792.41	161,292.69
Equity			
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	5,291,597.01	4,377,127.44	914,469.57
Net Income	4,399,606.03	4,011,379.97	388,226.06
Total Equity	19,171,735.81	17,869,040.18	1,302,695.63
TOTAL LIABILITIES & EQUITY	22,754,820.91	21,290,832.59	1,463,988.32

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

10/11/24

Accrual Basis

	Jul - Sep 24	Jul - Sep 23	\$ Change
Ordinary Income/Expense			
Income			
Property Taxes	5,598,312.18	4,950,253.38	648,058.80
Special Taxes	0.00	200,826.80	-200,826.80
Other Tax Income	172.03	332.96	-160.93
Interest Income	46,111.76	194.68	45,917.08
CERBT Reimbursement	59,443.89	0.00	59,443.89
Total Income	5,704,039.86	5,151,607.82	552,432.04
Gross Profit	5,704,039.86	5,151,607.82	552,432.04
Expense			
Debt Service - Principal	98,729.00	0.00	98,729.00
Staff			
Wages	15,919.54	40,323.35	-24,403.81
Medical/dental ins compensation	0.00	0.00	0.00
Payroll Taxes	1,210.12	992.53	217.59
Workers Compensation/Life Ins	945.61	3,034.73	-2,089.12
Payroll Processing	363.66	645.34	-281.68
Total Staff	18,438.93	44,995.95	-26,557.02
RETIREE MEDICAL BENEFITS			
PERS Medical	10,977.13	11,831.91	-854.78
Delta Dental	1,648.62	2,846.37	-1,197.75
Vision Care	775.44	710.82	64.62
Total RETIREE MEDICAL BENEFITS	13,401.19	15,389.10	-1,987.91
OUTSIDE PROFESSIONAL SERVICES			
PSB Project Management	12,418.26	0.00	12,418.26
Fiscal Analysis Consultant	3,201.25	0.00	3,201.25
District Administration	2,548.91	0.00	2,548.91
Operational Consultant	27,570.00	0.00	27,570.00
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	16,859.57	26,904.89	-10,045.32
Accounting	0.00	9,000.00	-9,000.00
Actuarial Valuation	3,000.00	0.00	3,000.00
Contra Costa County Expenses	40.01	4,562.79	-4,522.78
EI Cerrito Contract Fee	1,080,164.55	1,036,742.04	43,422.51
EI Cerrito Reconciliation(s)	-10,716.43	19,388.49	-30,104.92
IT Services and Equipment	5,625.00	2,975.00	2,650.00
Fire Engineer Plan Review	0.00	240.00	-240.00
LAFCO Fees	2,343.55	0.00	2,343.55
Legal Fees	10,501.92	179.28	10,322.64
Recruitment	175.00	8,706.00	-8,531.00
Website Development/Maintenance	596.00	894.00	-298.00
Total OUTSIDE PROFESSIONAL SERVICES	1,154,327.59	1,113,678.35	40,649.24
COMMUNITY SERVICE ACTIVITIES			
Public Education	992.20	2,507.33	-1,515.13
Community Shredder	0.00	970.50	-970.50
Total COMMUNITY SERVICE ACTIVITIES	992.20	3,477.83	-2,485.63
DISTRICT ACTIVITIES			
Professional Development	0.00	1,309.10	-1,309.10
Office			
Internet	800.12	1,210.50	-410.38
Office Equipment	60.60	314.29	-253.69
Office Expense	1,948.78	2,005.17	-56.39
Office Supplies	1,300.72	0.00	1,300.72
Telephone	416.78	273.29	143.49
Total Office	4,527.00	3,803.25	723.75
Firefighters' Expenses	4,500.00	0.00	4,500.00
Memberships	0.00	2,202.51	-2,202.51
Building Maintenance			
Miscellaneous Maint.	504.00	1,347.06	-843.06
Total Building Maintenance	504.00	1,347.06	-843.06

10/11/24

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

Accrual Basis

	Jul - Sep 24	Jul - Sep 23	\$ Change
Building Utilities/Service			
Refuse Collection	541.64	1,031.04	-489.40
Gas and Electric	7,963.02	1,154.12	6,808.90
Water/Sewer	278.29	2,275.57	-1,997.28
Building Utilities/Service - Other	230.97	209.97	21.00
Total Building Utilities/Service	<u>9,013.92</u>	<u>4,670.70</u>	<u>4,343.22</u>
Total DISTRICT ACTIVITIES	<u>18,544.92</u>	<u>13,332.62</u>	<u>5,212.30</u>
Total Expense	<u>1,304,433.83</u>	<u>1,190,873.85</u>	<u>113,559.98</u>
Net Ordinary Income	<u>4,399,606.03</u>	<u>3,960,733.97</u>	<u>438,872.06</u>
Other Income/Expense			
Other Income			
Unrealized Gain/Loss	0.00	50,646.00	-50,646.00
Total Other Income	<u>0.00</u>	<u>50,646.00</u>	<u>-50,646.00</u>
Net Other Income	<u>0.00</u>	<u>50,646.00</u>	<u>-50,646.00</u>
Net Income	<u><u>4,399,606.03</u></u>	<u><u>4,011,379.97</u></u>	<u><u>388,226.06</u></u>

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

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
Property Taxes	5,598,312.18	5,712,474.00	-114,161.82	98.0%
Special Taxes	0.00	201,000.00	-201,000.00	0.0%
Other Tax Income	172.03	25,000.00	-24,827.97	0.69%
Interest Income	46,111.76	232,136.00	-186,024.24	19.86%
CERBT Reimbursement	59,443.89	61,000.00	-1,556.11	97.45%
Salary Reimbursement Agreement	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
Total Income	<u>5,704,039.86</u>	<u>6,233,610.00</u>	<u>-529,570.14</u>	<u>91.51%</u>
Gross Profit	5,704,039.86	6,233,610.00	-529,570.14	91.51%
Expense				
Debt Service - Principal	98,729.00			
Staff				
Wages	15,919.54	153,288.00	-137,368.46	10.39%
Vacation Wages	0.00	5,000.00	-5,000.00	0.0%
Medical/dental ins compensation	0.00	10,323.00	-10,323.00	0.0%
Payroll Taxes	1,210.12	12,109.00	-10,898.88	9.99%
Workers Compensation/Life Ins	945.61	3,156.00	-2,210.39	29.96%
Payroll Processing	363.66	2,803.00	-2,439.34	12.97%
Total Staff	<u>18,438.93</u>	<u>186,679.00</u>	<u>-168,240.07</u>	<u>9.88%</u>
RETIREE MEDICAL BENEFITS				
PERS Medical	10,977.13	48,000.00	-37,022.87	22.87%
Delta Dental	1,648.62	10,000.00	-8,351.38	16.49%
Vision Care	775.44	3,000.00	-2,224.56	25.85%
Total RETIREE MEDICAL BENEFITS	<u>13,401.19</u>	<u>61,000.00</u>	<u>-47,598.81</u>	<u>21.97%</u>
OUTSIDE PROFESSIONAL SERVICES				
Fiscal Analysis Consultant	3,201.25	19,752.00	-16,550.75	16.21%
Operational Consultant	27,570.00	71,130.00	-43,560.00	38.76%
Nixle Fee	0.00	3,277.00	-3,277.00	0.0%
Long Term Financial Planner	0.00	2,500.00	-2,500.00	0.0%
Emergency Prep Coordinator	16,859.57	110,935.00	-94,075.43	15.2%
Accounting	0.00	50,000.00	-50,000.00	0.0%
Actuarial Valuation	3,000.00	5,600.00	-2,600.00	53.57%
Audit	0.00	20,500.00	-20,500.00	0.0%
Bank Fee	0.00	50.00	-50.00	0.0%
Contra Costa County Expenses	40.01	41,101.00	-41,060.99	0.1%
El Cerrito Contract Fee	1,080,164.55	4,320,657.00	-3,240,492.45	25.0%
El Cerrito Reconciliation(s)	-10,716.43	-42,866.00	32,149.57	25.0%
IT Services and Equipment	5,625.00	8,000.00	-2,375.00	70.31%
Fire Abatement Contract	0.00	5,513.00	-5,513.00	0.0%

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

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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%
Risk Management Insurance	0.00	23,866.00	-23,866.00	0.0%
LAFCO Fees	2,343.55	2,100.00	243.55	111.6%
Legal Fees	10,501.92	12,000.00	-1,498.08	87.52%
Recruitment	175.00			
Temporary Services	2,548.91	5,000.00	-2,451.09	50.98%
Website Development/Maintenance	596.00	3,600.00	-3,004.00	16.56%
Wildland Vegetation Mgmt	0.00	4,120.00	-4,120.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	<u>1,141,909.33</u>	<u>4,684,835.00</u>	<u>-3,542,925.67</u>	<u>24.38%</u>
COMMUNITY SERVICE ACTIVITIES				
Public Education	992.20	15,000.00	-14,007.80	6.62%
CERT Emerg Kits/Sheds/Prepared	0.00	2,474.00	-2,474.00	0.0%
Open Houses	0.00	2,000.00	-2,000.00	0.0%
Community Shredder	0.00	5,500.00	-5,500.00	0.0%
Firesafe Planting Grants	0.00	10,000.00	-10,000.00	0.0%
Community Sandbags	0.00	3,500.00	-3,500.00	0.0%
Volunteer Appreciation	0.00	500.00	-500.00	0.0%
Community Center Contribution	0.00	500.00	-500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	<u>992.20</u>	<u>39,474.00</u>	<u>-38,481.80</u>	<u>2.51%</u>
DISTRICT ACTIVITIES				
Professional Development	0.00	5,000.00	-5,000.00	0.0%
Office				
Internet	800.12	4,500.00	-3,699.88	17.78%
Office Equipment	60.60	500.00	-439.40	12.12%
Office Expense	1,948.78	4,000.00	-2,051.22	48.72%
Office Supplies	1,300.72	2,000.00	-699.28	65.04%
Telephone	416.78	1,100.00	-683.22	37.89%
Office- Other	0.00	68.00	-68.00	0.0%
Total Office	<u>4,527.00</u>	<u>12,168.00</u>	<u>-7,641.00</u>	<u>37.2%</u>
Election	0.00	0.00	0.00	0.0%
Firefighter's Apparel & PPE	0.00	1,500.00	-1,500.00	0.0%
Firefighters' Expenses	4,500.00	5,000.00	-500.00	90.0%
Staff Appreciation	0.00	2,500.00	-2,500.00	0.0%
Memberships	0.00	9,500.00	-9,500.00	0.0%
Building Maintenance				
Gardening service	0.00	2,400.00	-2,400.00	0.0%
Building alarm	0.00	1,500.00	-1,500.00	0.0%
Medical Waste Disposal	0.00	2,200.00	-2,200.00	0.0%
Janitorial Service	0.00	2,400.00	-2,400.00	0.0%
Miscellaneous Maint.	504.00	5,000.00	-4,496.00	10.08%

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

	<u>Jul - Sep 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total Building Maintenance	504.00	13,500.00	-12,996.00	3.73%
Building Utilities/Service				
Refuse Collection	541.64	3,266.00	-2,724.36	16.58%
Gas and Electric	7,963.02	12,000.00	-4,036.98	66.36%
Water/Sewer	278.29	5,000.00	-4,721.71	5.57%
Building Utilities/Service - Other	230.97	1,000.00	-769.03	23.1%
Total Building Utilities/Service	<u>9,013.92</u>	<u>21,266.00</u>	<u>-12,252.08</u>	<u>42.39%</u>
Total DISTRICT ACTIVITIES	18,544.92	70,434.00	-51,889.08	26.33%
Contingency	0.00	20,000.00	-20,000.00	0.0%
Total Expense	<u>1,292,015.57</u>	<u>5,062,422.00</u>	<u>-3,770,406.43</u>	<u>25.52%</u>
Net Ordinary Income	<u>4,412,024.29</u>	<u>1,171,188.00</u>	<u>3,240,836.29</u>	<u>376.71%</u>
Net Income	<u><u>4,412,024.29</u></u>	<u><u>1,171,188.00</u></u>	<u><u>3,240,836.29</u></u>	<u><u>376.71%</u></u>



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: List of Surplus Items for Disposal
SUBMITTED BY: Mary Morris-Mayorga, General Manager
 Tim Barry, Consultant

Recommended Action

Staff recommends that the Board approve the list of surplus items for disposal.

Background

With the relocation of off-site storage items to the Public Safety Building (PSB), we've had the opportunity to evaluate them with input from the fire department on what can and cannot be used at the PSB. The list of items for disposal below contains the year purchased, if the cost was greater than \$500 and the item was maintained on the equipment list:

Quantity	Description
25	Folding Metal Chairs
2	Kitchen Aid Refrigerator/Freezer (2005)
1	Wolf Gas Stove (2005)
1	Speed Queen Washing Machine (2002)
1	Ace Wheelbarrow
3	Metal 4-Drawer File Cabinet
1	Metal 4-Drawer Lateral File Cabinet
1	Metal 2-Drawer File Cabinet

Quantity	Description
1	HP Laser Jet P2035n Printer
1	Cannon Color ImageClass Printer
1	HP PageWide Pro 452dn Printer
1	Brother Laser Fax Super G3/33.6 kbps Fax Machine
1	Toshiba EStudio 307 Printer (2016)
1	Life Fitness 95x Elliptical Machine (2016)
1	Twin bed (1999)

Pursuant to Policy 1155 Purchasing:

1155.80 Disposal of Surplus Supplies and Equipment. The General Manager shall have authority to dispose of surplus supplies and equipment which are no longer used or which have become obsolete or worn out pursuant to the following:

1155.81 Exchange or Trade-In. Exchange for or trade-in on new supplies or equipment.

1155.82 Sale of Surplus Items. Following approval of a list of supplies and equipment found by the Board of Directors to be surplus, the items shall be offered for sale on a competitive basis. Bids may be solicited by written request, telephone, fax, e-mail, by public or silent auction, by use of a commercial auction service, by consignment with a used equipment vendor or vendors, by advertisement in any newspaper or magazine, or by any combination of such methods.

1155.83 Donation of Surplus Items. Subject to approval of the Board of Directors, obsolete or surplus property may be donated or sold at a negotiated fair value to any other governmental or public non-profit agency.

1155.84 Disposition as Scrap. After reasonable efforts have been made to obtain competitive bids, if no offers have been received for any item of District-owned surplus personal property, such item may be disposed of for the highest scrap value that can be obtained, if any. If a reasonable effort to sell the item as scrap is not successful, it may, in the General Manager's discretion, be given away on a first-come-first served basis, or disposed of as-is or after demolition in an appropriate solid waste disposal facility.

Fiscal Impact

All items are fully depreciated and not in a condition to be sold.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: Approve CSDA Leadership Academy Attendance and Related Reimbursable Expenses
SUBMITTED BY: Julie Stein, Director
STAFF REPORT BY: Mary Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board consider approving Director Stein's training request for the California Special Districts Association (CSDA) Leadership Academy November 3 – 6, 2024 in San Rafael, CA.

Background

Pursuant to *Policy 1130 Training, Education and Conferences*:

1130.22 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

Fiscal Impact

Professional development funds are included in the budget for the total cost which is estimated to be \$1,599 (staying in conference hotel) or \$1,203 if commuting.

Attachment: CSDA Leadership Academy Email

Last Governance Training of 2024

From: CSDA CEO Neil McCormick (neilm@csda.net)

To: [personal email]

Date: Thursday, September 26, 2024 at 03:13 PM PDT



Register for the last governance training of 2024 by October 13, 2024 to save \$55

Let's Do This!

Special District Leadership Academy **November 3 - 6, 2024**

There is a track just for you at the SDLA San Rafael Conference!

First-Time Track: Earn your Special District Leadership Academy Certificate

I want to earn my SDLA Certificate

Returning Track: You've completed the Academy, now take a deep dive

I want to go again for a deep dive

Send More – Save More!

Send additional attendees from the same district and receive discounted pricing per additional attendee!

Location:

Embassy Suites by Hilton San Rafael – Marin County, 101 McInnis Parkway, San Rafael, CA 94903

CSDA room reservations in the CSDA room block start at the rate of \$166 plus tax and fees per day. The room reservation cut-off is October 13, 2024; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed within 24 hours of registration. Early Bird Discount Ends October 13, 2024.



California Special Districts Association
1112 I Street, Suite 200, Sacramento CA, 95814
877.924.2732 | www.csdanet.net

Unsubscribe

Powered by [Higher Logic](#)



EL CERRITO-KENSINGTON FIRE DEPARTMENT



10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530
(510) 215-4450 ▪ FAX (510) 232-4917
www.el-cerrito.org

DATE: October 16, 2024
TO: Mary Morris-Mayorga: General Manager
FROM: Eric Saylor: Fire Chief
RE: Fire Chief's Report for the October 2024 Fire District Board Meeting

Operations



With the help of the CHP copter, the El Cerrito fire department effected another rescue in Tilden Park. The copter picked up one of our firefighters as a rescue technician and flew to the patient. Once they arrived, the rescue technician hoisted the patient and flown them out of the park to a waiting ambulance.



Specialized crews in the El Cerrito fire department continue to assist the battle against wildfires across the state. Capt. Hoyer-Nielsen, Engineer Janes, FF Becker and FF Driscoll responded to the Line Fire in San Bernardino County. Our crew protected structures and improved containment lines. The Line Fire has burned 39,000 acres and was 3 large wildfires burning in southern Ca.

Mission: Protect Lives and Property
Integrity Accountability Teamwork Respect Professionalism



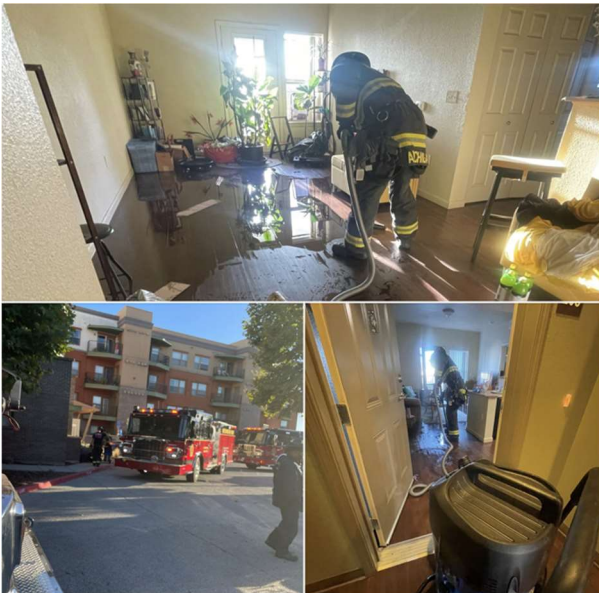
EL CERRITO-KENSINGTON FIRE DEPARTMENT



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E5 E51 responded to a fire in Richmond and assisted with salvage and overhaul. Salvage and overhaul are preserving personal property after the fire has been suppressed. The fire crews will remove water and smoke from the building while gathering and protecting personal valuables. The crews know that pictures and family heirlooms are irreplaceable and make an extensive effort to protect those items from further damage. Crews will also check with occupants to see if they need anything out of the home, such as car keys, IDs, or wallets/purses. Once the firefighters know you are out of the house safely, they do their best to protect your possessions.

Training



The fire department completed its annual trench training in El Cerrito. The training consisted of a multi-agency drill with El Cerrito-Kensington Fire, Contra Costa County Fire, Richmond Fire, and Albany Fire for working a trench rescue. EBMUD has a large trenching project in El Cerrito, and a trench collapse will bring multiple agencies together to rescue victims. The drill ensures our firefighters will not become victims of a trench collapse themselves and that we work effectively with our neighboring agencies.

Mission: Protect Lives and Property
Integrity Accountability Teamwork Respect Professionalism



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(510) 215-4450 ▪ FAX (510) 232-4917
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Public Outreach



Engine 51, led by Captain Gagne, attended the El Cerrito Royale Grandparents Day Carnival with El Cerrito PD. The fire department was present to offer support to the event and address any questions surrounding fire safety or emergency medical services.



During a neighborhood walk with a Firewise community, Fire Marshal Beckman assisted residents with information on improving their wildfire resilience. The Firewise designation is neighborhood-driven, with all participants working toward a common goal. The El Cerrito-Kensington Fire Department assists all residents with home hardening and wildfire resilience information.

Mission: Protect Lives and Property
Integrity Accountability Teamwork Respect Professionalism



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: Introduction and First Reading of Revised *Policy 0010 Goals*
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Staff recommends the Board review and discuss the proposed revision to *Policy 0010 Goals* and consider:

- Approve the First Reading (as proposed or with revision(s));
- Schedule the Second Reading to be held on November 20, 2024;
- Provide other direction to staff as determined by the Board.

Background

The Board of Directors met on April 24, 2024, and May 6, 2024 to discuss strategic planning goals. An Ad Hoc Committee for Goals was formed to organize and condense the broad list of goals for additional Board discussion. The Committee provided a consolidated list with a proposed update to the *Policy 0010 Goals* for the Board's review, discussion, and direction, initially at the June 19, 2024 meeting.

At the Board of Directors meeting on July 17, 2024, the Board directed staff to further refine the wording to bring back to the Board. Using the combination of condensed goals from the committee and director requested goals/initiatives, the document has been revised as follows:

- Introduction Page - listed the existing mission, objectives, and definition of terms (goals, initiatives, action steps).
- Goals - streamlined wording to serve as overarching goals which was used for proposed revision to *Policy 0010 Goals*;
- Initiatives - refined the wording to be less implementation in nature; and
- Action Items - listed key steps to support the initiatives.

For ease of reference to facilitate discussion, I retained the director requested initiatives and existing associated goals below the shaded area. In comparing other agency strategic planning efforts, goals appeared broad and briefly worded so this approach seemed to work well.

The proposed revision to *Policy 0010 Goals* is attached for consideration of a first reading.

Fiscal Impact

Costs of strategic planning goals and initiatives would be incorporated into the budget as determined.

Attachment: Proposed revision to *Policy 0010 Goals* (clean and redline)
 Strategic Planning Goals and Initiatives (Draft)



KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	0010
Policy Title	Goals
Last Revision Date	_ / _ /202_ , 05/01/2018

Mitigate wildfire risk through vegetation management.

Enhance emergency preparedness through external engagement.

Commit to excellent service delivery through best practices.

Create strategic intergovernmental alliances.

Invest in infrastructure to strengthen service delivery to the community.



KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

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Mitigate wildfire risk through vegetation management.

Enhance emergency preparedness through external engagement.

Commit to excellent service delivery through best practices.

Create strategic intergovernmental alliances.

Invest in infrastructure to strengthen service delivery to the community.

~~Establish a wildland/urban interface fire prevention effort through an emphasis on public education while establishing vegetation management standards and legal enforcement procedures of implementation in subsequent years.~~

~~Maintain a Fire Hazard Reduction Program to work with the East Bay Regional Park District along the Kensington interface.~~

~~Maintain enhanced personnel skill levels in wildland firefighting and incident command by continued participation in area wide wildland fire response training exercises.~~

~~Maintain Fire Station No. 65's functional adequacy and seismic structural integrity. Manage and implement capital projects to provide adequate fire flow throughout Kensington.~~

~~Provide a comprehensive maintenance and certification test program to ensure readiness of complex fire apparatus and equipment.~~

~~Provide hazardous materials response training to meet annual mandated requirements and to ensure efficient operations with the Richmond Fire Department Hazardous Materials Response Team.~~

~~Maintain the earthquake and disaster preparedness program by supporting the Community Emergency Response Team (CERT).~~

~~Continuously update disaster planning by utilizing support from the City of El Cerrito and their planning process.~~

~~Continued implementation of upgraded computer based systems for records and reports. Continuously improve access to and utilization of fire service weather information network.~~

~~Fully implement the fire protection contract with the City of El Cerrito and respond to other cost-saving and service-enhancing opportunities for functional integration of fire services with surrounding jurisdictions.~~

~~Maintain a program to identify and obtain grant funding to support and enhance the District's fire protection services.~~

~~Prudently manage District funds.~~



Kensington Fire Protection District Strategic Planning Goals and Initiatives

August 21, 2024

Mission Statement

Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

Objectives (Policy 0005)

- Reducing loss of life and property and safeguarding Kensington by effectively responding to fire, rescue and medical emergencies, hazardous material incidents and major disasters;
- Helping residents of Kensington reduce the frequency and severity of fires, accidents and natural disasters by providing public education programs;
- Reducing threats to public safety by enforcing laws, codes and ordinances covering fire and life safety and by abating identified fire hazards on District, private and other agencies' property; and
- Maintaining personnel, apparatus, equipment and facilities in a constantly ready condition.

Definitions

This strategic planning document includes three major components:

- Goals: organizational goals are broad with a long-term focus that serve as the foundation for guiding and setting strategic initiatives.
- Initiatives: subordinate to a goal, this identifies major efforts to accomplish the goal(s).
- Action Items: the smallest component of the strategic plan where critical tasks are identified to meet an initiative or goal.

Goal 1 – Mitigate wildfire risk through vegetation management

Initiative	Action Items
Prioritize a plan for reducing fire risk along and within Kensington’s borders	<ul style="list-style-type: none"> • Establish short-term and 3-year goals, to be developed with EBRPD, with progress reviewed at least quarterly • Form a subcommittee to manage partnership with EBRPD and other agencies • Include annual budget funding to support efforts in coordination with EBRPD • Leverage partnerships between KFPD, El Cerrito, and external agencies to share fuel threats and successes • Regular engagement with existing efforts in the community engaged with fire mitigation
Elevate issue of vegetation management within the town as a priority for Kensington	<ul style="list-style-type: none"> • Support, through public education, the need for and benefits of vegetation management and home hardening • Revisit process for supporting replanting and vegetation removal efforts within Kensington (e.g. with grants, donations) • Support ongoing and developing Firewise efforts within the community

Director Requested Initiatives:

- Develop a comprehensive plan, integrating EBRPD, El Cerrito, Berkeley, and Richmond as needed, which can be used as a basis for grant applications and actionable work. DL
- Establish a fund whereby citizens can make tax-deductible donations to promote the district’s planned vegetation management. DL
- Consider the formation of a dedicated subcommittee to establish and manage partnership of fire prevention efforts with EBRP and WCCCSO along the ridgeline. RA
- Strengthen the relationship and deepen the engagement between the Kensington Fire Protection District (KFPD) board of directors and the KFPD manager with the El Cerrito - Kensington Fire Chief in order to work together on relationships with East Bay Regional Park and other fire agencies with fire fuel threats and concerns similar to Kensington. JS
- Work with El Cerrito fire department on possible cost cutting measures and improvements in fire prevention in Tilden Park and reduced fire risk on Kensington residential properties. JW
- Establish a fire hazard reduction program with East Bay Regional Park District and budget at least \$100,000 annually to reduce fire risk JW
- Establish a “top-three” prioritized list for vegetation management issues to be reviewed at each board meeting (what, when, where, how) – propose two of these be ridgeline brush management and communication to upper Kensington property owners with vegetation management issues. RA

Existing Related Goals:

Establish a wildland/urban interface fire prevention effort through an emphasis on public education while establishing vegetation management standards and legal enforcement procedures of implementation in subsequent years. Maintain a Fire Hazard Reduction Program to work with the East Bay Regional Park District along the Kensington interface.

Goal 2 – Enhance emergency preparedness through external engagement	
Initiative	Action Items
Facilitate coordinated emergency preparedness and planning	<ul style="list-style-type: none"> • Assess the potential to form a joint Emergency Preparedness Committee (EPC) relationship with KPPCSD • Support the Community Emergency Response Team (CERT) and other groups as identified for community awareness and preparedness • Engage with external partners (e.g. Contra Costa County, neighbor agencies) for coordinated planning
Refine the role of Emergency Preparedness Coordinator to serve the evolving needs of the District	<ul style="list-style-type: none"> • Implement enhanced utilization of the EP Coordinator by El Cerrito-Kensington Fire when practical • Identify and coordinate certification and training program(s) for the District and community

Director Requested Initiatives:

- Move EPC to a committee under both KPPCSD and KFPD with at least one director - and ideally two - from each board participating in it. DM
- Approach KPPCSD with a goal of establishing a standing joint evacuation preparedness committee to enhance community ability to evacuate in the event of an emergency. RA
- That the district consider each natural hazard it faces proportionally to the risk: fire (including wildfire), earthquake, landslide, fire following earthquake, earthquake induced landslides, severe weather, flooding, etc. and do something every month about each one. DM
- Identify and pursue appropriate certification and training, along with more robust board of director advisory oversight, for an ongoing emergency preparedness coordinator role. JS

Existing Related Goals:

Maintain the earthquake and disaster preparedness program by supporting the Community Emergency Response Team (CERT).

Continuously update disaster planning by utilizing support from the City of El Cerrito and their planning process.

Goal 3 – Commit to excellent service delivery through best practices

Initiative	Action Items
Seek and maintain District certifications	<ul style="list-style-type: none"> • Establish and maintain strategic initiatives • Enhance Board and staff collaboration and communication • Improve Board member access to resources for training • Review and realign staffing and committee structures with strategic goals and initiatives
Support identification of revenue enhancement(s)	<ul style="list-style-type: none"> • Identify potential grant funding opportunities • Establish list of potential grant funded projects or programs • Prepare for application of grant funding opportunities • Evaluate fees for potential adoption or revision

Director Requested Initiatives:

- To enhance the district’s reputation, aggressively pursue and continuously maintain the Kensington Fire Protection District of Distinction certificate through timely board member training and satisfaction of all administrative requirements. JS
- To recruit and retain top quality staff, strategically align the Kensington Fire Protection District staffing structure, including number of employees and desired expertise, with the District’s strategic goals and objectives. JS
- Identify steps the district can take to promote insurance renewals. DL
- Improving communication between GM and board with district news as it happens - say, update emails. DM
- Improve communication between board members, provide more ways to engage with each other without violating the Brown Act. Bulletin board? Jam board? DM
- Keep many goals already established in the policy handbook and specify how they can be accomplished. Communicate those goals and plans for their accomplishment to the public/engage the public more. DM
- Revisit Policies and Procedures manual on the topic of volunteer participation on district subcommittees with a goal of expanding the use (if possible and prudent). RA
- Establish clear “rapid-response” mechanism for responding to grant opportunities. RA
- Take the necessary steps to obtain government grants for the reduction of fire risks similar to grants awarded nearby communities by Con Fire, Measure C and the Dept. of Forestry. JW

Existing Related Goals:

Continued implementation of upgraded computer-based systems for records and reports.
Continuously improve access to and utilization of fire service weather information network.
Maintain a program to identify and obtain grant funding to support and enhance the District’s fire protection services.
Prudently manage District funds.

Goal 4 – Create strategic intergovernmental alliances

Initiative	Action Items
Invest in a strong working relationship with the KPPCSD	<ul style="list-style-type: none"> • Develop a collaborative Public Safety mindset and identify unified actions to address the needs of Kensington • Support the fiscal analysis related to the study of a potential unified district structure
Strengthen ambulance and dispatch services	<ul style="list-style-type: none"> • Explore strategic alliances with other fire and emergency medical agencies west of the East Bay Hills
Evaluate opportunities for cost-saving and/or service-enhancing programs with agencies in surrounding areas	<ul style="list-style-type: none"> • Identify inter-agency contracts, demonstration projects, or joint powers agreements

Director Requested Initiatives:

- Explore strategic synergies with El Cerrito Fire Department and other fire agencies for administrative and emergency coordination staffing, including possible inter-agency contracts, demonstration projects, or joint powers agreements. JS
- Support Ridgeline Financial Analysis and engage in good faith in the near term with KPPCSD to provide necessary framing for a unified district structure. RA
- Develop and maintain a strong working relationship and active communication with the KPPCSD and hold at least two joint meetings/year. Discuss each district's needs and goals, financing issues, and how each district can support them all of them. DM
- Make ambulance service improvements in the district. DL
- Explore strategic alliances with other fire and emergency medical agencies west of the East Bay Hills to strengthen ambulance service and integrate dispatch service, including across the West Contra Costa and the Alameda County line. JS

Existing Related Goals:

Maintain enhanced personnel skill levels in wildland firefighting and incident command by continued participation in area-wide wildland fire response training exercises.

Provide hazardous materials response training to meet annual mandated requirements and to ensure efficient operations with the Richmond Fire Department Hazardous Materials Response Team.

Fully implement the fire protection contract with the City of El Cerrito and respond to other cost-saving and service-enhancing opportunities for functional integration of fire services with surrounding jurisdictions.

Goal 5 – Invest in infrastructure to strengthen service delivery to the community

Initiative	Action items
Review potential infrastructure investments to augment the district’s public safety mandate	<ul style="list-style-type: none"> • Update current water system improvement plan; identify remaining areas that could benefit from upgrading • Evaluate hydrant proximity to Hilltop School and Tilden park; identify areas of need
Support Red-Flag-Day/wildfire evaluation and planning support efforts	<ul style="list-style-type: none"> • Engage with other agencies (KPPCSD, County) on: <ul style="list-style-type: none"> - emergency vehicle access routes to the Kensington interface with Tilden Park - traffic control, parking regulation and evacuation protocols

Director Requested Initiatives:

- Review recent (water) system improvements and determine next steps. DL
- Add additional fire hydrants adjacent to Tilden Park, better emergency vehicle access to the park and cul-de-sac turn around at Lake Drive. JW
- Establish a path of travel for emergency access vehicles to reach the Tilden park interface. Budget sufficient money to widen streets used for emergency vehicles and Kensington home owner access. JW
- Install an emergency traffic signal at Arlington and Sunset and realign current access route. JW

Existing Related Goals:

Maintain Fire Station No. 55’s functional adequacy and seismic structural integrity.

Manage and implement capital projects to provide adequate fire flow throughout Kensington.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: Public Entity Banking Resolution
SUBMITTED BY: Mary Morris-Mayorga, General Manager

Recommended Action

Staff recommends the Board adopt Resolution 2024-10 Designating Persons Authorized To Sign And Act On Matters Related To Mechanics Bank including the Public Entity Banking Resolution.

Background

The District adopted a substantially similar resolution in 2020; however, with an Association Banking Resolution where the District should be classified as a public agency. Mechanics Bank provided the Public Entity Banking Resolution which will be incorporated into the new resolution.

In accordance with District Policy 1160 Investment of District Funds and the Government Code, the agency's fiscal officer is the treasurer and assigned the management of funds while the County is the designated treasury of District funds maintained with the County Treasurer.

Fiscal Impact

There is no fiscal impact from this item.

Attachment: Resolution 2024-10 Designating Persons Authorized To Sign And Act On Matters Related To Mechanics Bank



RESOLUTION 2024-10

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
KENSINGTON FIRE PROTECTION DISTRICT
DESIGNATING PERSONS AUTHORIZED TO SIGN AND ACT ON
MATTERS RELATED TO MECHANICS BANK**

WHEREAS, the Kensington Fire Protection District (“District”) has selected Mechanics Bank as its banking institution and has established accounts therein; and

WHEREAS the District desires to designate the persons authorized to sign and act on behalf of the District on matters related to Mechanics Bank and to revoke all prior authorizations; and

WHEREAS, the District desires to authorize the members of the District Finance Committee, as may be appointed from time to time, as such persons who may sign and act on behalf of the District on matters related to Mechanics Bank; and

WHEREAS, the District further desires to authorize the General Manager of the District, as may be appointed from time to time, as a person who may sign and act on behalf of the District on matters related to Mechanics Bank; and

WHEREAS, such authorization requires the submission of a Mechanics Bank Public Entity Banking Resolution, attached hereto and incorporated herein (“Banking Resolution”) that is signed on behalf of the District, as well as a letter requesting all prior authorizations be revoked; and

WHEREAS, the District desires to authorize the District Board Secretary to submit such a letter and to sign and submit the Banking Resolution; and

WHEREAS, the District further desires to authorize future changes to its banking authorizations as the members of the Finance Committee and the individual appointed as General Manager change from time to time.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District hereby designates the members of the District Finance Committee as such persons authorized to sign and act on behalf of the District on matters related to Mechanics Bank. The Board of Directors also authorizes the General Manager of the District to sign and act on behalf of the District on matters related to Mechanics Bank..

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 16th day of October 2024 by the following vote of the Board.

AYES:

NOES:

ABSENT:

ABSTAIN:

Daniel Levine, President

Rick Artis, Secretary

Public Entity Banking Resolution



I certify that I am the Treasurer of KENSINGTON FIRE PROTECTION DISTRICT, a Public Entity organized under the laws of the state of CALIFORNIA ("Organization"). I also certify that at a meeting of the Organization's Board of Directors held on _____ at which a quorum was present and acting throughout, the following resolutions were adopted and are now in full effect.

AUTHORITY TO SIGN AND ACT FOR THE ORGANIZATION
 (Cross out any of the below acts that the designated persons are not authorized to perform.)

It is resolved that the persons now or subsequently holding the positions named below are individually authorized in the name of and on behalf of the Organization to:

- Establish any banking accounts and services.
- Sign, or change in writing, any agreement with Bank regarding Organization's banking deposit relationship, including the use of automated teller services.
- Specify in writing to Bank the individuals who are authorized, in the name of and on behalf of Organization to:
 - Withdraw funds from any of Organization's banking accounts on Organization's checks or orders.
 - Individually use an automated teller card to access any of Organization's deposit accounts.
 - Endorse and deliver to Bank, for any purpose, and in my amount, negotiable or non-negotiable commercial paper of any kind, owned by, held by, or payable to Organization.
 - Send, review, and/or authorize wire and electronic transfers of funds from Organization's deposit accounts. Such authority may be exercised by such authorized individuals acting alone.
 - Otherwise access Organization's deposit accounts.

This authority may be exercised at such time and on such terms as Organization's designated Representatives believe proper. This authority will remain in effect until Bank receives written notice of revocation at the Office where Organization's banking relationship is maintained.

I further certify that the following are true and correct specimen signatures of Organization's designated Representatives, who hold the titles stated below. Please cross out any unused signature lines.

Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)

Ratification of Prior Acts

The Organization ratifies and authorizes all acts of any of the Organization's designated Representative(s) performed in the name of Organization with respect to Organization's banking deposit relationship before the date of this authorization.

WITNESSED

Treasurer's Name (Typed or Clearly Printed)	Treasurer's Signature	Date
---	-----------------------	------

When the Treasurer is designated as the Organization's sole Representative, this Agreement should also be signed by a second officer.

Name and Title (Typed or Clearly Printed)	Signature	Date
---	-----------	------

Business Signature Card and Agreement



Account Information	Account Title	KENSINGTON FIRE PROTECTION DISTRICT		
	Ownership Type	<input type="checkbox"/> Corporation <input type="checkbox"/> Corporation (Non-Profit) <input type="checkbox"/> Association <input checked="" type="checkbox"/> Association (Non-Profit) <input checked="" type="checkbox"/> Public Entity <input type="checkbox"/> Political Campaign Fund <input type="checkbox"/> Joint Venture <input type="checkbox"/> Tenants-In-Common (TIC) <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Partnership (LLP) <input type="checkbox"/> Limited Partnership (LP) <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> Other: _____		
		Account	Account Number	Product Type
			PUBLIC CHECKING	10/28/1997
Authorized Signers on Account	Signer 1	Name (Printed or Typed)	Signature	
	Signer 2			
	Signer 3			
	Signer 4			
Customer Statement and Authorization for Signers on Account	By signing below, you authorize Mechanics Bank to open your account above and you acknowledge receipt of the applicable agreements and disclosures for your account. You accept the terms for the account and services you are opening and authorize us to use the Bank's verification service. You promise that the information you have provided us is true and correct.			
	Additionally, the authorized signers designated herein may sign and act on behalf of the entity with respect to its account with the Bank. This authorization may be exercised according to the signature requirements herein.			
	Signature of Authorized Representative		Date	
	Printed or Typed Name of Authorized Representative			
BANK USE ONLY				
Card Update	This card supersedes previous card dated:			
Opened/ Updated by	Name: DIANE MARIEIRO	Date Opened/Updated:		
Other notes or comments				



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: Introduction and First Reading of Revised Board *Policy 1050 Board Meetings*
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Following introduction by title only, staff recommends the Board consider approving revisions to *Policy 1050 Board Meetings* and waive the first reading.

Background

With the upcoming move back into the Public Safety Building, the meeting room will be available to hold Board meetings. *Policy 1050 Board Meetings* lists the location of Board meetings as the Kensington Community Center so will require update to reflect this.

In reviewing *Policy 1050 Board Meetings*, there are additional recommended updates:

- change “second” Wednesday to “third” Wednesday;
- add “or as determined due to a change in District needs and circumstances.” at the end of 1150.10 in the event this occurs in the future;
- remove 1050.11 (definition which could be added to *Policy 1090 Members of the Board of Directors*);
- remove 1050.12 covered in Brown Act listed earlier in policy;
- add “General” before Manager;
- add “and posted to the agency’s website” to the end of 1050.21;
- add “electronic” before mailing and remove “unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone or electronic mail as soon after the meeting is scheduled as practicable”.
- Correct Policy “5020” to “1060” and combine 1051.24 with 1050.23; and
- Remove 1050.90 as this is listed in *Policy 1140 Committees of the Board of Directors* (1140.40).

If policy revisions are approved, next steps are:

- second reading and policy adoption on November 20, 2024
- revised *Policy 1050 Board Meetings* becomes effective on December 20, 2024

Fiscal Impact

Holding meetings in the Public Safety Building will utilize the renovated facility with anticipated savings in audio visual assistance as the equipment is user-friendly.

Attachments: *Policy 1050 Board Meetings (clean and redline)*



KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1050
Policy Title	Board Meetings
Last Revision Date	/ /202 , 05/01/2018

1150.10 Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 7:00 p.m. in the Public Safety Building, 217 Arlington Avenue, Kensington, California. All meetings of the Board of Directors shall comply with the Brown Act (California Government Code § 54950 through § 54926. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or as determined due to a change in District needs and circumstances.

1050.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

1050.21 All Directors, the General Manager and the Fire Chief shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting, and posted to the agency's website.

1050.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Brown Act shall be notified by an electronic mailing.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy #1060 and shall be delivered with the notice of the special meeting to those specified above. Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1050.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1050.21, above. An emergency situation means a crippling 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 General 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 General 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.



KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1050
Policy Title	Board Meetings
Last Revision Date	/ /202 , 05/01/2018

1150.10 Regular meetings of the Board of Directors shall be held on the ~~third~~^{second} Wednesday of each calendar month at 7:00 p.m. in the Public Safety Building~~Kensington Community Center~~, ~~21759~~ Arlington Avenue, Kensington, California. All meetings of the Board of Directors shall comply with the Brown Act (California Government Code § 54950 through § 54926. The date, time and place of regular Board meetings ~~may~~^{shall} be reconsidered annually at the annual organizational meeting of the Board, or as determined due to a change in District needs and circumstances.

~~1050.11 Member of the Board includes newly elected and appointed officials prior to assuming office.~~

~~1050.12 Meetings through the use of intermediaries, serial communications, or emails are prohibited.~~

1050.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

1050.21 All Directors, the General Manager and the Fire Chief shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting, and posted to the agency's website.

1050.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Brown Act shall be notified by an electronic mailing ~~unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone or electronic mail as soon after the meeting is scheduled as practicable~~.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy ~~#10605020~~ and shall be delivered with the notice of the special meeting to those specified above. ~~1050.24~~ Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1050.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1050.21, above. An emergency situation means a crippling 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 General

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 General 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

DATE: October 16, 2024
TO: Board of Directors
RE: Introduction and First Reading of New Board *Policy 1165 Expense Authorization* and Repeal of *Operations Manual Policy 7 Expense Authorization* and *Policy 8 Checking Account*
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Following introduction by title only, staff recommends the Board consider approving *Policy 1165 Expense Authorization* and Repeal of *Operations Manual Policy 7 Expense Authorization* and *Policy 8 Checking Account*.

Background

Operations Manual Policy 7 Expense Authorization and *Policy 8 Checking Account* have been incorporated into a new draft *Policy 1165 Expense Authorization* for the Board to review and consider approval for proceeding to a second reading. Additional language has been included to document:

- types of payments (check, electronic bill payment, electronic funds transfer, automated clearing house (ACH), credit or debit card, or other means identified as payment options for government agencies;
- expense review by two parties (typically accounting team or Executive Assistant/Board Clerk and the General Manager);
- clarification that the checking account balance maximum of \$200,000 may be exceeded while waiting for checks to clear;
- option for the District to participate in government agency purchasing card programs such as the State of California's CalCard Program which provide benefits such as earning rebates on all purchases; and
- review process for credit or debit card purchases which is the monthly checking account replenishment listing.

If the new policy is approved, next steps are:

- second reading and policy adoption on November 20, 2024; and
- new *Policy 1165 Expense Authorization* becomes effective on December 20, 2024.

Fiscal Impact

There is no fiscal impact from this policy.

Attachments: *Policy 1165 Expense Authorization*
Operations Manual Policy 7 Expense Authorization
Operations Manual Policy 8 Checking Account



KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1165
Policy Title	Expense Authorization
Last Revision Date	_ / _ /202_ , 05/01/2018

1165.10 All purchases made for the District shall be authorized by the General Manager, and shall be in conformance with the approved District budget.

1165.11 District payments may be made by check, electronic bill payment, electronic funds transfer, automated clearing house (ACH), credit or debit card, or other means identified as payment options for government agencies.

1165.12 District expenses will be reviewed by two parties to ensure proper authorization and compliance with budget. The parties will typically be member(s) of the accounting team or Executive Assistant/Board Clerk and the General Manager.

1165.20 Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

1165.25 The District shall maintain a revolving fund checking account at a local bank with a maximum reconciled balance of \$200,000 noting this balance may be exceeded for checks issued which have not yet cleared. This account will be reimbursed through the County Treasurer's process.

1165.30 A "petty cash" fund may be maintained in the District office having a balance-on-hand maximum of \$200.00.

1165.31 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

1165.32 The petty cash fund shall be included in the District's annual independent accounting audit.

1165.40 Whenever employees or Directors of the District incur cash outlay expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash or checking account revolving fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

1165.50 Credit cards: A credit or debit card shall be issued to the General Manager. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.

1165.51 All credit card bills shall be paid timely to avoid late fees and finance charges.

1165.52 The District may elect to participate in government agency purchasing card programs such as the State of California's CalCard Program which provide benefits such as earning rebates on all purchases.

All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.

1165.52 All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

1165.53 Debit card transactions are individually listed on the checking account replenishment and approved each month by the Board of Directors on the Consent Agenda.

1165.54 All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.



KENSINGTON FIRE PROTECTION DISTRICT
POLICY MANUAL

Policy Number	1165
Policy Title	Expense Authorization
Last Revision Date	/ /202 , 05/01/2018

11657.10 ~~All purchases made for the District shall be authorized by the General Manager, and shall be in conformance with the approved District budget. Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.~~

~~1165.11 District payments may be made by check, electronic bill payment, electronic funds transfer, automated clearing house (ACH), credit or debit card, or other means identified as payment options for government agencies.~~

~~1165.12 District expenses will be reviewed by two parties to ensure proper authorization and compliance with budget. The parties will typically be member(s) of the accounting team or Executive Assistant/Board Clerk and the General Manager.~~

~~**11657.20** All purchases made for the District shall be authorized by the Manager, and shall be in conformance with the approved District budget. Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.~~

~~1165.25 The District shall maintain a revolving fund checking account at a local bank with a maximum reconciled balance of \$200,000 noting this balance may be exceeded for checks issued which have not yet cleared. This account will be reimbursed through the County Treasurer's process.~~

11657.30 A "petty cash" fund ~~may~~ shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

11657.31 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

11657.32 The petty cash fund shall be included in the District's annual independent accounting audit.

11657.40 Whenever employees or Directors of the District incur cash outlay expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash or checking account revolving fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

11657.50 Credit cards: A credit ~~or debit~~ card shall be issued to the General Manager. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the

District for that purpose.

1165.51 All credit card bills shall be paid timely to avoid late fees and finance charges.

1165.52 ~~The District may elect to participate in government agency purchasing card programs such as the State of California's CalCard Program which provide benefits such as earning rebates on all purchases.~~

All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.

11657.52 All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

11657.53 ~~Debit card transactions are individually listed on the checking account replenishment and approved each month by the Board of Directors on the Consent Agenda. A member of the Finance Committee shall review and approve credit card transactions by the Manager.~~

1165.54 All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Expense Authorization
POLICY NUMBER: 7

7.10 Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

7.20 All purchases made for the District shall be authorized by the Manager, and shall be in conformance with the approved District budget.

7.30 A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

7.31 Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

7.32 The petty cash fund shall be included in the District's annual independent accounting audit.

7.40 Whenever employees or Directors of the District incur cash outlay expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash or checking account revolving fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

7.50 Credit cards: A credit card shall be issued to the Manager. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.

7.51 All credit card bills shall be paid timely to avoid late fees and finance charges.

All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.

7.52 All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

7.53 A member of the Finance Committee shall review and approve credit card transactions by the Manager.

7.54 All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.

KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Title and Number: 8 Checking Account

8.10 The District shall maintain a revolving fund checking account at a local bank. The balance in said account shall at no time exceed \$200,000. The General Manager or their designee shall request replenishment of this fund from the County through its accounts payable process.

8.20 Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the General Manager and/or the Directors on the Finance Committee.

8.30 Documentation such as receipts and/or invoices shall be maintained for the amount of each expenditure.

8.40 Voided checks shall be maintained in the District's files with the signature portion removed.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: Introduction and First Reading of New Board *Policy 1175 OPEB Funding and Reporting*
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

Following introduction by title only, staff recommends the Board consider approving new *Policy 1175 OPEB Funding and Reporting* and waive the first reading.

Background

Dmitry Semenov, Ridgeline, recommended an Other Post-Employment Benefits (OPEB) policy as a component of the KFPD Fiscal Analysis. Staff has developed a draft policy for the Board to review and consider approval for proceeding to a second reading.

The new *Policy 1175 OPEB Funding and Reporting*, documents the District's OPEB and CERBT funding and participation:

- the District provides post-retirement health benefits (medical, dental and vision) to a closed group of former employees (plus surviving spouses) who retired from the District and pays 100% of the premiums;
- the District elected to participate in the California Employers' Retiree Benefit Trust (CERBT) in 2008 and contributed \$1,165,000 to CalPERS (CERBT's administrator);
- CERBT is an irrevocable trust fund organized under Section 115 of the Internal Revenue Code (IRC) that allows public employers to prefund future cost of OPEB;
- OPEB Liability is currently fully funded so no additional contributions are needed; and
- the District is required to complete OPEB cost reports using actuarial assumptions and methods that comply with Actuarial Standards of Practice and with Governmental Accounting Standards.

If the new policy is approved, next steps are:

- second reading and policy adoption on November 20, 2024; and
- new *Policy 1175 OPEB Funding and Reporting* becomes effective on December 20, 2024.

Fiscal Impact

There is no fiscal impact from this policy.

Attachments: *Policy 1175 OPEB Funding and Reporting*



KENSINGTON FIRE PROTECTION DISTRICT
POLICY MANUAL

Policy Number	1175
Policy Title	OPEB Funding and Reporting
Last Revision Date	/ /202

1175.00 Policy: The District provides post-retirement health benefits (medical, dental and vision) to a closed group of former employees (plus surviving spouses) who retired from the District and pays 100% of the premiums. This Policy documents the funding and reporting.

1175.10 Funding: In 2008, the District elected to participate in the California Employers' Retiree Benefit Trust (CERBT) to assure sustainability and contributed \$1,165,000 to CalPERS, the CERBT's administrator. CERBT is an irrevocable trust fund organized under Section 115 of the Internal Revenue Code (IRC) that allows public employers to prefund the future cost of their retiree health insurance benefits and other post-employment benefits (OPEB) for covered retirees. The Total OPEB Liability is currently fully funded so no additional contributions are needed.

1175.20 Reporting: As a CERBT participating agency, the District is required to complete and provide periodic OPEB cost reports using actuarial assumptions and methods that comply with Actuarial Standards of Practice and with Governmental Accounting Standards. The District engages an actuarial for this work which is also needed for the annually audited financial statements. Every two years, a full valuation is required while a roll-forward valuation is required between valuations (provided the plan does not experience significant changes that would substantially alter the comparison between years). These valuations are used to prepare audit adjusting entries and for financial statement notes.

1175.30 Overfunding: When the actuarial valuation reflects that OPEB is fully funded (greater than 100%) any options the District has will be in accordance with the IRC and CERBT.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: Charter for Ad Hoc Committee
SUBMITTED BY: Jim Watt, Director
STAFF REPORT BY: Mary Morris-Mayorga, General Manager

Recommended Action

This item is provided by Director Watt for discussion and approval.

Background

At the October 1, 2024 Board of Directors Meeting, President Levine established an Ad Hoc Committee consisting of Jim Watt and Rick Artis with the charge of assessing the feasibility of options for fuel reduction and capital infrastructure improvement for the District that meets the mission. This would be a feasibility study that would involve discussing with various stakeholders and bringing back to the board a plan for feasible options that can be pursued going forward with a monthly report to be brought back at least by November.

Director Watt provided the charter below:

The Board hereby establishes an ad hoc committee consisting of Jim Watt and Rick Artis to obtain estimates for property surveys of the Kensington/East Bay Regional Park interface and the area at the end of Lake Drive for a possible cul-de-sac. These estimates shall be presented to the Board for final approval. The ad hoc committee shall also research possible existing agreements with EBRP and commence discussions for possible brush removal along the school trail.

Fiscal Impact

There is no initial fiscal impact from this item.

Submitted by Julie Stein and Jim Watt, to be presented by Julie Stein and Jim Watt.

Board member Verifier role for approval of invoices and payments above a specific cost threshold to be discussed and determined by the board. This would involve creating a board member role for approving all invoices for payment that are above a certain threshold, regardless of the payment method, including invoices approved for payment by Mechanics Bank or by Contra Costa County.

Action = board discussion, possible action, and possible direction to staff. (Stein and Watt; Supporting documentation in advance or at the board meeting.)

Additional supporting documentation will be presented at the board meeting, which is allowed for on a typical board meeting agenda: “Additional information or materials may be presented at the meeting itself.”

Board discussion may include but not be limited to:

- ◆ Dual approval for invoices prior to issuing payment.
- ◆ A possible cost threshold above which dual approval is required.
- ◆ Assurances to avoid “invoice-splitting” which is a process that is sometimes used to circumvent a second approval when cost thresholds are in place but can erode public confidence in all except emergency situations.
- ◆ A second approval of a listing of payments to be made, based on the list of approved invoices, prior to issuing payments.

Overview:

For many years, district Policy 8 Checking Account required two signatures on every check, including the signature of one or both finance committee members. Implicit in that policy and the procedure used to implement it was a finance committee member review of each invoice that supported the payment.

There has been a transition to electronic payments and checks, but that does not eliminate the need for a board member to review and approval of the invoices that support payments, regardless of the payment method: payment by the County, payment by electronic transfer, payment by electronically generated check, or payment by paper check.

This second review by a reviewer with knowledge of the context, content, and purpose of each payment is extremely common and required in most, if not every, institution or agency that manages public funds. It enables fiduciary assurance that payments made using public funds are for an appropriate public purpose and in keeping with the mission of the agency.

The importance of content-specific knowledge for at least one of the two reviewers of an invoice is crucial before approving an invoice for payment. As we have seen

recently, it is not realistic or even possible for a third-party accounting firm to serve as a second reviewer to vouch for the work or services performed and supported by the invoices submitted for payment to the Kensington Fire Protection District. Third party accounting firms typically check to ensure that invoices contain the necessary approvals prior to payment before a payment is issued and according to the policies in place at the agency.

It is a simple process to obtain a second approval for invoices prior to issuing payment.

A draft simple process, which other public agencies use, can look like this:

1. Manager reviews invoice for a first level review to ensure that all necessary components are in place.
2. Manager scans invoice and sends invoice to the finance committee member for review and approval, or to receive questions.
3. Manager may approve the invoice prior to or after the finance committee member reviews and approves the invoice.
4. In the case of an invoice from or payment directly to the manager, the invoice would be sent to both finance committee members (separately) for approval.
5. Multiple invoices can be reviewed and approved in a batch process, which is greatly simplified using DocuSign.

Most professionals welcome a second “set of eyes” on the approval of invoices and payments, not only to avoid unintended mistakes but to demonstrate the fiduciary integrity of the management of public funds. The “reviewer – approver” separation of duties is fundamental to the management of private and public funds.

Submitted and to be presented by Julie Stein

Roles and Responsibilities in the KFPD check payment process and the KFPD checking account, to include: Resolution 20-01; implementation of Policy 8 Checking Account; paper check preparation and signature roles, electronic banking payment and check preparation, approval, and signature roles; ATM card and additional roles, creation of the required new role of District Treasurer, process for authorized user transitions.

Action = board discussion, possible action, and possible direction to staff. (Stein; Supporting documentation in advance or at the board meeting.)

Additional documentation will be presented at the meeting.

Discussion will focus on all of the topics above, and will be influenced by the current status of the Kensington Fire Protection District Checking Account at the time of the board meeting.

Attachments include relevant board decisions (executed copies on file), board policies, and banking documents.

RESOLUTION NO. 20-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
KENSINGTON FIRE PROTECTION DISTRICT
DESIGNATING PERSONS AUTHORIZED TO SIGN AND ACT ON
MATTERS RELATED TO MECHANICS BANK**

RECITALS

WHEREAS the Kensington Fire Protection District (“District”) has selected Mechanics Bank as its banking institution and has established accounts therein; and

WHEREAS the District desires to designate the persons authorized to sign and act on behalf of the District on matters related to Mechanics Bank and to revoke all prior authorizations; and

WHEREAS the District desires to authorize the members of the District Finance Committee, as may be appointed from time to time, as such persons who may sign and act on behalf of the District on matters related to Mechanics Bank; and

WHEREAS the District further desires to authorize the General Manager of the District, as may be appointed from time to time, as a person who may sign and act on behalf of the District on matters related to Mechanics Bank; and

WHEREAS such authorization requires the submission of a Mechanics Bank Association Banking Resolution, attached hereto and incorporated herein (“Banking Resolution”) that is signed on behalf of the District, as well as a letter requesting all prior authorizations be revoked; and

WHEREAS the District desires to authorize the District Board Secretary to submit such a letter and to sign and submit the Banking Resolution; and

WHEREAS the District further desires to authorize future changes to its banking authorizations as the members of the Finance Committee and the individual appointed as General Manager change from time to time.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District hereby designates the members of the District Finance Committee as such persons authorized to sign and act on behalf of the District on matters related to Mechanics Bank. The Board of Director also authorizes the person appointed at a future date to the position of General Manager of the District to sign and act on behalf of the District on matters related to Mechanics Bank.

BE IT FURTHER RESOLVED that the Board of Directors of the Kensington Fire Protection District hereby approves the Mechanics Bank Association Banking Resolution attached hereto and authorizes the Board Secretary to sign such resolution and submit it to Mechanics Bank on behalf of the District. The District Board Secretary is further authorized to submit a letter to Mechanics Bank revoking all prior authorizations of the District.

BE IT FURTHER RESOLVED that the District Board Secretary, as may be appointed from time to time, is hereby authorized to update the persons authorized to sign and act on behalf of the District on matters related to Mechanics Bank to reflect the members of the District Finance Committee and the General Manager, as those positions may change from time to time, and to submit such documentation, including letters revoking prior authorizations and association banking resolutions, as may be necessary.

* * * * *

PASSED, APPROVED AND ADOPTED this 11th day of March, 2020,
by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Julie Stein
President, Board of Directors

ATTEST:

APPROVED AS TO FORM

Laurence Nagel
Board Secretary

John Bakker
General Counsel

ASSOCIATION BANKING RESOLUTION

KENSINGTON FIRE PROTECTION DISTRICT

I certify that I am the Secretary of the _____, an Unincorporated Association organized under the laws of the state of CALIFORNIA ("Organization"). I also certify that a meeting of the Organization's Board of Directors (or Organizers) held on _____ at which a quorum was present and acting throughout, the following resolutions were adopted and are now in full effect.

AUTHORITY TO SIGN AND ACT FOR THE ORGANIZATION
(Cross out any of the below acts that the designated officers are not authorized to perform.)

It is resolved that the officers now or subsequently holding the positions named below are individually authorized in the name of and on behalf of the Organization, to:

- Establish any banking accounts and services.
- Sign, or change in writing, any agreement with Bank regarding Organization's banking deposit relationship, including the use of automated teller services.
- Specify in writing to Bank the individuals who are authorized, in the name of and on behalf of Organization to:
 - Withdraw funds from any of Organization's banking accounts on Organization's checks or orders, subject to any multiple signature requirements, as set forth in a separate agreement between Organization and Bank.
 - Individually use an automated teller card to access any of Organization's deposit accounts, regardless of any multiple signature requirements otherwise applicable to the accounts.
 - Endorse and deliver to Bank, for any purpose, and in any amount, negotiable or non-negotiable commercial paper of any kind, owned by, held by, or payable to Organization.
 - Send, review, and/or authorize wire and electronic transfers of funds from Organization's accounts. Such authority may be exercised by such authorized individuals acting alone, regardless of any multiple signature requirements otherwise applicable to the accounts.
 - Otherwise access Organization's deposit accounts.

This authority may be exercised at such time and on such terms as Organization's designated Representatives believe proper. This authority will remain in effect until Bank receives written notice of revocation at the Office where Organization's banking relationship is maintained.

I further certify that the following are true and correct specimen signatures of Organization's designated Representatives, who hold the titles stated below. **Please cross out any unused signature lines.**

Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)

Ratification of Prior Acts

Organization ratifies and authorizes all acts of any of the Organization's designated Representative(s) performed in the name of Organization with respect to Organization's banking deposit relationship before the date of this authorization.

WITNESSED

Secretary's Name (Typed or Clearly Printed)	Secretary's Signature	Date
---	-----------------------	------

When the Secretary is designated as the Organization's sole Representative, this Resolution should also be signed by a second officer, preferably one not so designated:

Name and Title (Typed or Clearly Printed)	Signature	Date
---	-----------	------

Instructions

ASSOCIATION BANKING RESOLUTION

This form establishes the Organization's "Designated Representatives" and defines banking activities the Representatives are authorized to conduct in the name of and on behalf of the Organization. **This form may not be altered without prior agreement and consent from Bank.**

Please read/review the entire Association Banking Resolution and complete as follows:

- In the top portion of the Resolution, indicate, where applicable:
 - The name of the Organization.
 - The name of the state under whose laws the Organization has been organized.
 - The date (month/day/year) of the Organization's meeting that adopted the Resolutions.

- In the middle portion of the Resolution:
 - Type or clearly print the name of each authorized Representative.
 - Each authorized Representative must provide his or her signature specimen.
 - Type or clearly print the Title of each named authorized Representative. **Please cross out any unused signature lines.**

- In the bottom portion of the Resolution:
 - Type or clearly print the name of Organization's Secretary.
 - The Secretary must provide his or her signature specimen.
 - Type or clearly print the date (month/day/year) the Resolution was executed. **The Witnessed section must be completed and signed by the Organization's Secretary.**
 - **If the Secretary is the only Designated Representative**, a second officer of the Organization should:
 - Type or clearly print his or her name.
 - Provide his or her signature specimen.
 - Type or clearly print the date (month/day/year) the Resolution was executed.
 - If a second officer of the Organization is not available, **please cross out the unused signature line.**

[to be printed on KFPD letterhead]

March [signature date, to be inserted], 2020

Mechanics Bank
Kensington Office
279 Arlington Avenue
Kensington, CA 94707

Re: Persons Authorized to Sign and Act On Behalf of Kensington Fire Protection District

To Whom It May Concern:

On March 11, 2020 the Board of Directors of the Kensington Fire Protection District (“District”) duly adopted Resolution 20-01, enclosed with this letter, authorizing the Directors appointed to the District Finance Committee and the General Manager, when the position is filled, as the persons authorized to act on behalf of the District with respect to Mechanics Bank.

The current members of the District Finance Committee are Julie Stein and Don Dommer.

By adopting Resolution 20-01, the Board of Directors also adopted the attached Association Banking Resolution, which names the persons authorized to sign and act on behalf of the District.

Finally, by adopting Resolution 20-01, the Board of Directors authorized me as Board Secretary to submit this letter and request all prior authorizations granted by or on behalf of the District be revoked. Please update your records accordingly.

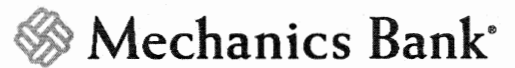
Warm Regards,

Laurence Nagel
Board Secretary
Kensington Fire Protection District

217 Arlington Avenue, Kensington, CA 94707

tel: 510-527-- 8395 fax: 510-527-8396 fire@kensingtonfire.org

Public Entity Banking Resolution



I certify that I am the Treasurer of _____, a Public Entity organized under the laws of the state of _____ ("Organization"). I also certify that at a meeting of the Organization's Board of Directors held on _____ at which a quorum was present and acting throughout, the following resolutions were adopted and are now in full effect.

AUTHORITY TO SIGN AND ACT FOR THE ORGANIZATION
 (Cross out any of the below acts that the designated persons are not authorized to perform.)

It is resolved that the persons now or subsequently holding the positions named below are individually authorized in the name of and on behalf of the Organization to:

- Establish any banking accounts and services.
- Sign, or change in writing, any agreement with Bank regarding Organization's banking deposit relationship, including the use of automated teller services.
- Specify in writing to Bank the individuals who are authorized, in the name of and on behalf of Organization to:
 - Withdraw funds from any of Organization's banking accounts on Organization's checks or orders.
 - Individually use an automated teller card to access any of Organization's deposit accounts.
 - Endorse and deliver to Bank, for any purpose, and in my amount, negotiable or non-negotiable commercial paper of any kind, owned by, held by, or payable to Organization.
 - Send, review, and/or authorize wire and electronic transfers of funds from Organization's deposit accounts. Such authority may be exercised by such authorized individuals acting alone.
 - Otherwise access Organization's deposit accounts.

This authority may be exercised at such time and on such terms as Organization's designated Representatives believe proper. This authority will remain in effect until Bank receives written notice of revocation at the Office where Organization's banking relationship is maintained.

I further certify that the following are true and correct specimen signatures of Organization's designated Representatives, who hold the titles stated below. **Please cross out any unused signature lines.**

Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)
Representative's Name (Typed or Clearly Printed)	Representative's Signature	Title (Typed or Clearly Printed)

Ratification of Prior Acts

The Organization ratifies and authorizes all acts of any of the Organization's designated Representative(s) performed in the name of Organization with respect to Organization's banking deposit relationship before the date of this authorization.

WITNESSED

Treasurer's Name (Typed or Clearly Printed)	Treasurer's Signature	Date
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When the Treasurer is designated as the Organization's sole Representative, this Agreement should also be signed by a second officer.

Name and Title (Typed or Clearly Printed)	Signature	Date
---	-----------	------

Instructions

This form establishes the Organization's "Designated Representatives" and defines banking activities the Representatives are authorized to conduct in the name of and on behalf of the Organization. **This form may not be altered without prior agreement and consent from Bank.**

Please read/review the entire Public Entity Banking Resolution and complete as follows:

- In the top portion of the Resolution, indicate, where applicable:
 - The name of the Organization.
 - The name of the state under whose laws the Organization has been organized.
 - The date of the Organization's meeting that adopted the Resolutions.
- In the middle portion of the Resolution:
 - Type or clearly print the name of each authorized Representative.
 - Each authorized Representative must provide his or her signature specimen.
 - Type or clearly print the Title of each named authorized Representative. **Please cross out any unused signature lines.**
- In the bottom portion of the Resolution:
 - Type or clearly print the name of Organization's Treasurer.
 - The Treasurer must provide his or her signature specimen.
 - Type or clearly print the date the Resolution was executed. **The Witnessed section must be completed and signed by the Organization's Treasurer.**
 - **If the Treasurer is the only Designated Representative**, a second officer of the Organization should:
 - Type or clearly print his or her name.
 - Provide his or her signature specimen.
 - Type or clearly print the date the Resolution was executed.
 - If a second officer of the Organization is not available, **please cross out the unused signature line.**

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Investment of District Funds
POLICY NUMBER: 1160

1160.10 PREMISE

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

1160.20 INVESTMENT POLICY

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the Kensington Fire Protection District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of the Kensington Fire Protection District funds.

1160.30 SCOPE

This investment policy applies to all financial assets of the Kensington Fire Protection District. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:
General Fund
Special Tax Fund
Capital Reserve Fund

Investments:
Local Agency Investment Fund

1160.40 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC §53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

1160.50 OBJECTIVES

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Kensington Fire Protection District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the Kensington Fire Protection District to meet all operating requirements which might be reasonably anticipated.
- C. **Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

1160.60 MANAGEMENT OF INVESTMENTS

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby assigned to the Manager who shall act in consultation with the Finance Committee. District investments shall be maintained by the County Treasurer. Under the provisions of California Government Code §53600.3, the Manager and the Finance Committee are trustees and fiduciaries subject to the prudent investor standard.

1160.70 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

1160.80 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

No public deposit shall be made except in a qualified public depository as established by state laws.

1160.90 INVESTMENT POLICY REVIEW

This Investment Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: General Manager's Report
SUBMITTED BY: Mary Morris-Mayorga, General Manager

For September and October, the District continues to advance initiatives which are highlighted here that are not otherwise covered under other agenda items.

Property Insurance

Worked with Contra Costa County Risk Management and Design/Construction Management team to provide updated details for the property insurance of the Public Safety Building which was previously valued at \$2.5M. The component of the County's program covers structure and contents for the perils such as fire, flood, earthquake, theft, and terrorism.

Local Hazard Mitigation Plan

Attended County meeting on current status of LHMP along with next steps. CalOES and FEMA have reviewed and provided feedback on Annex documents which the County will send to agencies for revisions based upon that feedback. KFPD has not yet received, but we will have one week to complete so are prepared for that as soon as we receive it.

Fiscal Analysis

Evaluated KFPD's individual fiscal analysis to identify which costs would change in a consolidated agency and worked with KPPCSD's Interim General Manager, David Aranda, to provide Ridgeline, Dmitry Semenov, with the information. Met with David and Dmitry to review in detail to ensure we captured all and for due diligence.

General Administration

Board – training follow up, emails/requests for information
Policies - placed more individual policies on website for ease of access/reference
Records – Tim is assisting in going through boxes of records to identify which could be digitized for electronic storage of those currently in paper form; call w/vendor for information on
Meetings – regular/special/BOD and EPC (scheduling, agendas, items)
Recruitment – Executive Assistant/BOD Clerk initiated
Emails – resident concern/feedback

General Manager Job Description, Goals, Performance Metrics, and Key Performance Indicators

As reported on October 1st, I will begin working on these for Board feedback and hope to have some progress to report in November.



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Kensington Fire Protection District Board
RE: Emergency Preparedness Coordinator Report
SUBMITTED BY: Johnny Valenzuela, Emergency Preparedness Coordinator

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

1. Community Event/Engagement

- 9/18/2024 Tilden Firewise Assessment Walk
- 9/28/2024 Kingston Block Party
- 10/6/2024 Maybeck Firewise Annual Meeting

2. District Communications/ Publications

- 9/19/2024 Nextdoor Redtail Ridge Firewise
- 9/21/2024 Nextdoor Tilden Firewise
- 9/23/2024 Facebook Tilden Firewise
- 9/30/2024 Nextdoor Heat Advisory
- 9/30/2024 Facebook Heat Advisory
- 10/1/2024 Nextdoor Heat Warning
- 10/1/2024 Facebook Heat Warning
- 10/2/2024 Nextdoor Heat Warning
- 10/2/2024 Facebook Heat Warning
- 10/3/2024 Nextdoor Heat Warning
- 10/3/2024 Facebook Heat Warning
- Fall 2024 Edition Kensington Fire Plug

3. Initiatives/ Deliverables

- Add resident emails to the Red Flag Warning Email List
- Ongoing Firewise Support
- Provide information to inbound calls/email inquiries.
- Revise RedFlag Warning KFPD Page to include Weather Zone
- Order signage for Shredding Event
- Maybeck Annual Meeting Presentation/Material Delivery
- Presentation Development: KPOA/KIC Meeting
- Assemble, revise, print, and coordinate delivery of 2024 Fall Fire Plug
- Liaise with local agencies to support annual meeting presentation
- Develop online application draft Hazard Vegetation Reimbursement Grant
- Relay requests for vegetation inspections to Fire Prevention Division
- Provide preparedness recommendations to Kingston leads based on polling results
- Establish contacts for developing Lower Kensington Firewise

October 16, 2024

Emergency Preparedness Coordinator's Report

- Planning Avon Road Preparedness Presentation

4. Meeting

- 9/16/2024 ConFire Coordination Meeting
- 9/17/2024 Maybeck Coordination
- 9/17/2024 Kingston Coordination Meeting
- 9/18/2024 KFPD Monthly Board Meeting
- 9/19/2024 Maybeck Coordination Meeting
- 9/19/2024 EP Coordination Meeting
- 9/24/2024 Kingston Firewise Coordination
- 9/26/2024 KFPD Emergency Preparedness Monthly Meeting
- 10/2/2024 Maybeck Coordination Meeting
- 10/3/2024 Maybeck Coordination Meeting
- 10/4/2024 KFPD GM Meeting
- 10/4/2024 EP Coordination Meeting
- 10/4/2024 Maybeck Coordination Meeting
- 10/4/2024 Wildcat Firewise Meeting
- 10/6/2024 ConFire Coordinator Meeting
- 10/8/2024 Hills Emergency Forum
- 10/10/2024 KPD Shredding Event Coordination



EMERGENCY PREPAREDNESS

OCT 2024



KENSINGTON
FIRE PROTECTION DISTRICT



SHRED & MEDS
PAPER AND PHARMACEUTICAL DROP-OFF

**UNITARIAN UNIVERSALIST CHURCH OF BERKELEY
1 LAWSON ROAD KENSINGTON**

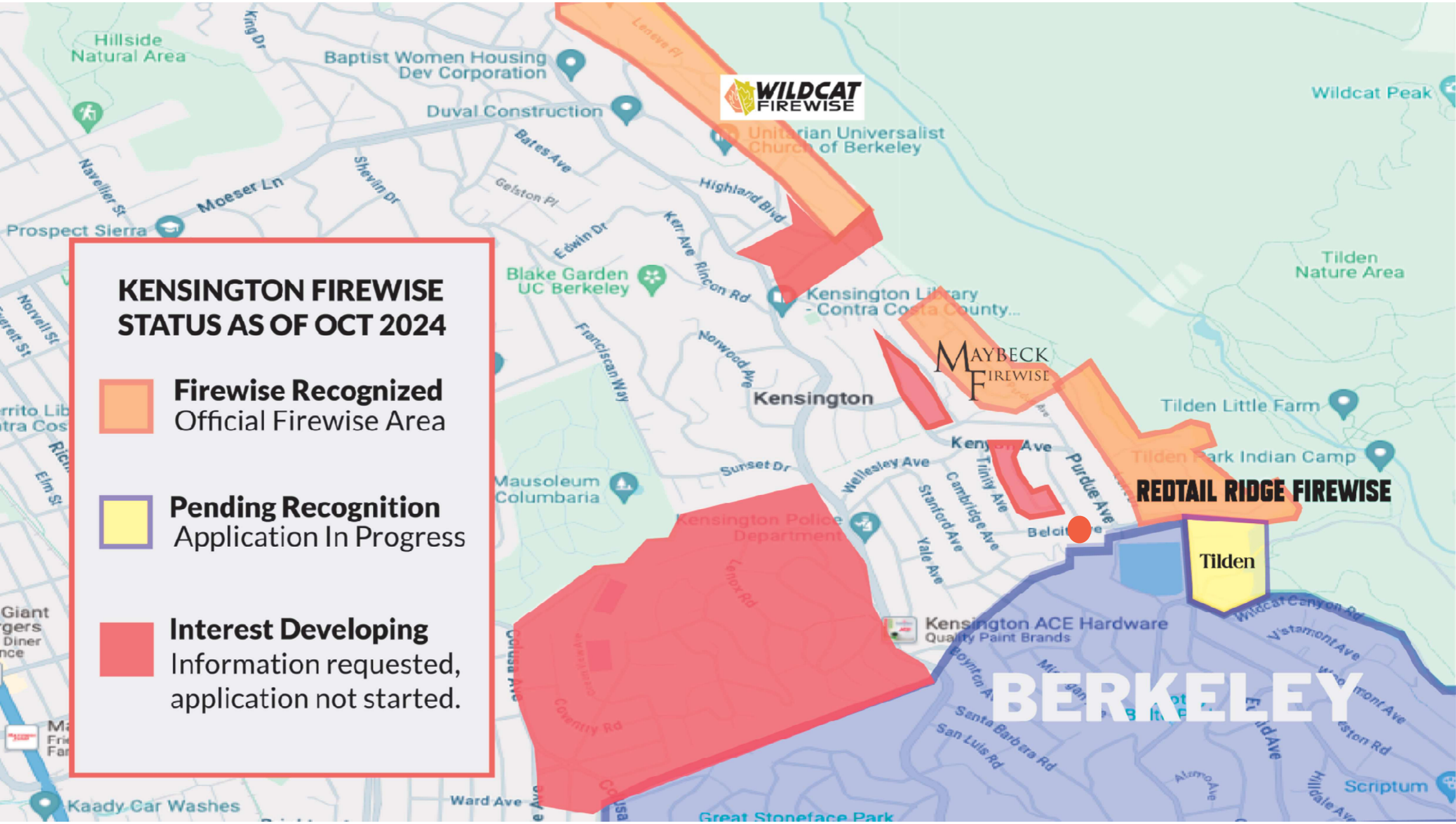
**SATURDAY OCTOBER 26TH
10:00am-12:00pm**

MORE INFO: www.kensingtonfire.org

KENSINGTON FIREWISE



- 10/6 MAYBECK FIREWISE 2ND ANNUAL MEETING
- 10/26 WILDCAT FIREWISE EDUCATIONAL ASSESSMENT EVENT





KENSINGTON
FIRE PROTECTION DISTRICT

NEIGHBORHOOD EMERGENCY PREPAREDNESS

BLOCK PARTY

Safety starts at home.

9/28 3:00 PM Kingston Rd Block Party

10/21 7:00 PM Avon Zoom Meeting

TBD Cerrito Canyon Block Meeting

OCTOBER PUBLICATION

- Hazardous Vegetation Grant
- Shredding Event
- Evacuation Campaign Reminder
- Red Flag Warning Sign Up
- Firewise News
- Insurance Tips


SHRED & MEDS
 PAPER AND PHARMACEUTICAL DROP-OFF
UNITARIAN UNIVERSALIST CHURCH
1 LAWSON ROAD KENSINGTON
SATURDAY OCTOBER 26TH
10:00am-12:00pm

IN THIS ISSUE

Growing Stronger Together: Residents Embracing Firewise	1-2
Community Chipping Day	3
Red Flag Warning Emails	3
Home Insurance Nonrenewals	4-5
Evacuation Responsibility	6
Communication Toolkit	6
Shredding & Med Collection Event	7
Hazardous Vegetation Removal Grant	7



Fire Marshal Chase Beckman walks with neighbors of Canon Drive, Parkside Ct., and Plateau Drive to help form the Tilden Firewise area.

Growing Stronger Together: Residents Embrace Firewise Across Kensington
 Kensington is making impressive strides toward wildfire preparedness with the formation of multiple Firewise communities. The initiative began with Wildcat Firewise, officially recognized in 2023, encompassing parts of El Cerrito and Kensington along Kensington Road and surrounding streets. Since then, the Firewise movement has expanded, uniting residents to create a safer and more resilient community.

Maybeck Firewise received its recognition in 2024, following in the footsteps of Wildcat by organizing a community chipping day, a fire extinguisher inspection event, and a preparedness block party. Most recently, Redtail Ridge became officially recognized as the largest Firewise area in Kensington in September 2024. Tilden Firewise, bordering Redtail Ridge, East Bay Regional Parks, and Berkeley, is poised to become the fourth Kensington Firewise community.

...continued on page 2



KENSINGTON
FIRE PROTECTION DISTRICT

QUESTIONS?

PREPARE@KENSINGTONFIRE.ORG



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: Public Safety Building Project Budget Revision and Update
SUBMITTED BY: Mary Morris-Mayorga, General Manager

Recommended Action

Staff recommends that the Board approve the Revised Project Budget of \$9,731,964 to allow for final change order resolution and closing out the project.

Background

We are completing final items to coordinate the official move into the Public Safety Building which we anticipate to occur by the end of October if not sooner once we have communication systems aligned. In the coming week, we hope to establish a date for an open house that would occur approximately mid-November to allow everyone to get settled.

Fiscal Impact

As we have worked toward change order resolution upon recommendation of Mack5 and legal counsel, we reviewed the full project detail and noted costs which need to be reclassified to the appropriate category. In addition, now that we are nearly complete with the project more of the costs are known. The budget below is included for approval to allow for additional contingency in resolving change orders; however, this will be mitigated to the extent possible.

	Revised Project Budget (9/18/2024)	Budget Adjustment	**Revised** Project Budget (10/16/2024)	Expended 9/30/2024	Remaining Budget	
<u>Public Safety Building:</u>						
Construction - CWS	\$ 6,217,541	\$ 520,380	\$ 6,737,921	\$ 6,064,709	\$ 673,212	1 Change order resolution
Construction - District direct costs	191,828		191,828	171,976	19,852	
PSB Renovation Design/Engineering	822,740	160,000	982,740	963,858	18,882	2 Reclassed to appropriate category
Permits/Inspection/Testing	141,017	(41,017)	100,000	99,252	748	3 Reclassed to appropriate category
Construction/Project Management	488,047	(30,000)	458,047	438,784	19,263	4 Updated estimate
Furniture, Fixtures, and Equipment	135,000	(20,000)	115,000		115,000	4 Updated estimate
Legal Counsel	130,000	(40,000)	90,000	61,607	28,393	4 Updated estimate
<u>Temporary Fire Station:</u>						
Construction Cost	598,289	6,000	604,289	603,857	432	5 App Bay Repair
Design/Engineering/Project Management	107,573	(7,000)	100,573	100,490	83	6 PSB costs reclassified
Relocation	221,566	30,000	251,566	237,824	13,742	7 Move-in extended
Sub-Total:	\$ 9,053,601	\$ 578,363	\$ 9,631,964	\$ 8,742,356	\$ 889,608	
Project Contingency Allowance	300,000	(200,000)	100,000	-	100,000	
Total Project Budget	\$ 9,353,601	\$ 378,363	\$ 9,731,964	\$ 8,742,356	\$ 989,608	



KENSINGTON FIRE PROTECTION DISTRICT

DATE: October 16, 2024
TO: Board of Directors
RE: Emergency Preparedness Committee Meeting - 9/26/24
SUBMITTED BY: Mary A. Morris-Mayorga, General Manager

Recommended Action

For information only, no action is required.

Background

The Emergency Preparedness Committee met on September 26, 2024 and discussed the following topics:

- Presentation on communications, repeaters, and mesh networking
Katie Calvert of Squishy Robotics presented this item including a YouTube video about how first responders are using Squishy Robotics sensor robots. She also brought a tensegrity robot for the committee to see in person.
- Report back on discussions related to potential parking changes
General Manager Morris-Mayorga reported back on her discussion with KPPCSD Interim General Manager Aranda regarding whether there is a formal agreement for parking on Red Flag days which a resident had brought up at the August meeting. There is no formal agreement and there will be additional discussions between the general managers.
- Review Responses to the Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System
The committee discussed and requested that a more general resolution be presented to the Board to consider adopting.
- Nixle Usage
The committee discussed this, and it was noted that a communication plan is in the process of being developed by fire which may address concerns.

Fiscal Impact

There is no fiscal impact identified at this time.