

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

Date of Meeting: March 8, 2017
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Manager, 510/527-8395. Notification 48 hours prior to the meeting will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

7:00 p.m. **CALL TO ORDER**
Directors: Joe de Ville, Don Dommer, Nina Harmon, Janice Kosel, and Laurence Nagel

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5, 6 & 7

All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.

2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)

CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of February 8, 2017 (APPROVE)

CC 4. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #9** (APPROVE)

CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** January/February 2017 (APPROVE)

CC 6. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** January 2017 (APPROVE)

CC 7. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** February 2017 (APPROVE)

8. **FIRE CHIEF'S REPORT**

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

9. **PRESIDENT'S REPORT**

- a. Ethics free CSDA training for staff and all Directors - completion by 3/15/17
- b. Appointment of KFPD Board member to negotiate lease with KPPCSD (lease expires 6/30/17)

NEW BUSINESS

10. Mack5 – Request for Additional Services for project management and cost estimating services in the amount of \$19,380 (ACTION)
11. RossDrulisCusenberry – Request for Additional Services for KFPD master plan/pre-schematic design services in the amount of \$62,185 (ACTION)

12. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Dommer):
- b. Public Safety Building (Dommer/Harmon):
- c. Education (Kosel):
- d. Contra Costa County/California Special Districts Assoc. (Nagel):
- e. Diablo Fire Safe Council/Interface (Staff/Nagel):

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, April 12, 2017, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 4/12/17 is Wednesday, 3/29/17 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 4/5/17 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE FEBRUARY 8, 2017 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Don Dommer, Nina Harmon, Janice Kosel and Larry Nagel
 Staff: Fire Chief Lance Maples, Manager Brenda Navellier
 Absent: Director Joe de Ville

CALL TO ORDER:

President Don Dommer called the meeting to order at 7:00 p.m. and noted that all Directors were present except Director de Ville who was excused.

APPROVAL OF CONSENT ITEMS:

President Dommer called for the approval of the consent calendar (items 3, 4 & 5), consisting of approval of the January 11, 2017 minutes, approval of the monthly transmittal #8, and approval of the December/January financial reports. Director Nagel made a motion to approve the Consent Calendar items as submitted. Resident Karl Kruger had questions on the budget. The Board pointed out that discussion was under New Business – Mid-Year Budget Review and that the Finance Minutes are under Board Reports. Director Harmon seconded the motion.

AYES: Dommer, Harmon, Kosel, Nagel
NOES: None
ABSENT: de Ville

ORAL COMMUNICATIONS:

Ann Sussman said she wrote a letter to the Board a month or two ago about the Sundar Shadi display in El Cerrito. She is very concerned. She is Jewish and noted that not everyone celebrates Christmas. She saw uniformed Kensington firefighters with the fire engine helping to put up the display. She noted the United States constitution that states the government is prohibited from establishing a religion and stated test examples of that. President Dommer said that the Board did receive Ms. Sussman's letter and that they discussed the issue at their January meeting. He said the Board takes Ms. Sussman's comments seriously and they have referred the issue to their legal counsel for direction. Ms. Sussman said she does not want her tax dollars to go toward supporting this display. Dommer said he thought of the display as more cultural and the department has been assisting with this display for about 30 years. The display was created by a Seikh person for his neighbors. Sussman said it is the government that is now setting up the display. Dommer invited Sussman to the March meeting when the legal opinion should be available.

FIRE CHIEF'S REPORT:

Chief Maples reported on CERT activities during 2016. There were 57 participants in the CERT program which is up about 50% from the previous year. During the year, KFPD augmented the program by offering CERT sheds with equipment caches for Kensington in the six organized areas. Two sheds have been placed, one is currently in transit and one area that already had a shed requested supplies only. Director Kosel asked about the "community shed" that was going to be placed in Kensington Park. Chief Maples responded that he is holding on the community shed until a decision is made about the public safety building. It's possible that a community shed may be able to be incorporated into a new station.

PRESIDENT'S REPORT:

President Dommer reminded everyone to complete their electronic Form 700 filing by March 8 and to also to complete the free ethics training by March 15th. In addition, all Board members are due for their biennial harassment prevention training at their earliest convenience which can be accessed through a CSDA webinar.

NEW BUSINESS:

Fiscal Year 16-17 Mid-Year Budget Review: Director Kosel reviewed the Combined Revenue, Expense and Capital budget that was included in the packet. She noted that the budget originally projected revenue of almost

\$3.9 million and expenditures of nearly \$3.2 million. Property tax revenues have come in 3% over the budgeted amount and interest income is higher than anticipated. Expenses are lower largely due to the untouched contingency account and untouched hydrant account. The District appears to have \$240,000 more than anticipated if we stay on the current schedule. Legal fees are much higher compared to previous years largely due to the legal information that District received on the possible hostile takeover. Kosel noted that the planning budget for the lease agreement is slotted at "0" because the lease will expire on 6/30/17 and negotiations have yet to begun. When the lease is renewed, the correct number will be inserted. The Finance Committee is requesting two budget amendments to the current budget that was adopted in September 2016. The first is an increase to the Diablo Fire Safe Council matching grants from \$5,000 to \$8,000 to accommodate what Ciara Wood has raised from Kensington residents through January 2017. Wood said there 75 donors that contributed to the \$8,000 amount, some writing checks for as much as \$1,000. Wood offered all of the back-up documentation for the fundraising. Kosel noted that Kensington residents have received 12 grants from DFSC during the past calendar year. The second budget amendment is to increase the needs assessment/feasibility study for the public safety building to \$150,000 from \$125,000. By July 1st, the District should have about \$1.8 million set aside for the public safety building project.

Karl Kruger asked why the District does not have a planning budget for FY17-18 for retiree medical benefits. Is that because the District is fully funded? Kosel replied, yes, for now. A new actuarial study will be complete during the summer of 2017. He also asked why the garbage collection line item is at zero. Navellier responded that the collection company is no longer charging for the public safety building. Kruger also pointed out that the footnote on the Building Improvement/Renovation/Replacement Schedule needs to be updated to reflect current practice.

Director Kosel noted that the District has a company auditing past utility bills also. Kosel made a motion to amend the FY16-17 Combined Revenue, Expense and Capital Budget as noted above under DFSC Matching Grants and Needs Assessment/Feasibility Study. Director Nagel seconded the motion.

AYES:	Dommer, Harmon, Kosel, Nagel
NOES:	None
ABSENT:	de Ville

Ciara Wood thanked the Board for their support of the Diablo Fire Safe Council. The Board thanked Ciara in return for all of her hard work.

BOARD REPORTS:

Finance Committee: The Committee minutes from the last meeting of May 31, 2016 were included in the packet. The Committee will meet again in June with the El Cerrito City Manager and Chief Lance Maples to receive the annual contract fee and to work on the FY17-18 budget. Karl Kruger asked if there was a date for the next meeting? The Committee has not set the date yet. Kruger suggested holding Finance Committee meetings in the evenings for greater accessibility and to publish the meeting in The Outlook. Kruger does not understand how El Cerrito asked for a 7.74 percent increase last year when the line items that the City Manager reviewed were more like 4%. President Dommer said the City Manager normally attends the June Board meeting to review the fee proposal but was unable to attend last year. Director Kosel said that may be difficult since they are working around numerous people's schedules. Kruger believes the real discussion is held at the Finance Committee. Ciara Wood suggested a special study session for Kruger and Jim Watt. Dommer said any information presented should be to the open public at a Board meeting. David Spath agreed with the idea of an evening Finance meeting for greater access to ask the City Manager questions. Kosel and Dommer said the Committee would attempt to coordinate all parties involved and also ask the City Manager to attend the Board meeting.

Public Safety Building: Dommer reported that the committee met with the architect last week and gave the direction to develop three schemes which are 1) seismic upgrade only of the existing building; 2) rebuilding at the existing site (but both agencies don't fit, particularly with parking); and 3) building a new building in the park (along the Arlington next to the library). Dommer has briefly talked to KPPCSD's President to ask for that Board's acknowledgement of developing a scheme on their park property. Dommer said there will be a public input process to give feedback on all schemes. Eileen Nottoli said she would follow up with Sherris-Watt to get KFPD on the KPPCSD March agenda. Directors Harmon and Dommer offered to attend. Dommer thinks the public presentation will be in May or June. Linnea Due asked if the distance from the park site to Colusa Circle is a problem? Chief Maples said if that site was chosen, the department would do some modeling. Also, while it may be a little slower for some areas, it will be faster for others since the park site is closer to the center of the community. Director Nagel pointed out that demolition and rebuilding can be a lot more expensive compared to building at a new site. Both agencies would need to temporary relocate. Development of a new site would allow everyone to stay put while it is

being built. Dommer said the public presentation would have to be carefully developed to identify all pluses and minuses. David Spath commended Dommer's effort to bring the decision to a public process. Spath asked where the fire engines would be located if Station 65 was rebuilt at the existing site. Chief Maples said in the past, the engine and crew were located at Arlington Park in El Cerrito and PD was able to stay on scene. Maples agreed that temporary relocation is very difficult and expensive, particularly if it's going to involve both agencies.

CSDA: Directors Nagel and Harmon attended the January chapter meeting along with KPPCSD Director Nottoli. The guest speaker was Joan Buchanan, who spoke against tunnels in the Delta. Lou Ann Texeira is stepping down from the EBRPD Advisory Board and a replacement is being sought. Director Nagel is now the Chair of the CSDA chapter Scholarship Committee and discussed the teacher of the year awards that are given by CSDA.

DFSC: The 2016 annual report was included in the Board packet. Kensington was awarded 12 grants or \$56,000 for a community of 5,000. In comparison, Oakland, a much larger community with more interface, also received 12 grants or \$58,000. Ciara Wood has been very instrumental in encouraging Kensington residents to apply for grants. DFSC has \$1.2 million to distribute this year. Chief Maples also commended Wood for dynamic work on behalf of Kensington residents.

ADJOURNMENT: The meeting was adjourned at 7:54 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on March 8, 2017.

Attest:

Larry Nagel, Board Secretary

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

		KENSINGTON FPD				PY/CY:		
		TRANSMITTAL - APPROVAL				BATCH #:		
		Invoices				DATE:		
						LOCATION #:		
						FILENAME:		
						KENSINGTON		
VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND ORG	SUB ACCT	ACTIVITY	ENCUMB	PAYMENT
						TASK	(FOF)	AMOUNT
50131	Meysers Nave	2/16/2017	2017010455 legal counsel	7840	2490			4,539.24
50146	Delta Dental	3/1/2017	Mar dental	7840	1061			1,008.86
50148	CalPERS	02/14/17	7072901257 Apr medical	7840	1061			7,437.13
50147	KFPD Revolving Fund	03/03/17	Reimburse revolving fund	7840	2490			13,903.70
50150	Vision Service Plan	02/21/17	001027770001 Mar vision	7840	1061			315.20
50151	City of El Cerrito	03/01/17	Mar fire protection	7840	2328			208,317.09
50180	Mack5	01/31/17	3442 proj mgmt Jan	7840	2490			660.00
50201	Ross Drullis Cusenbery	01/31/17	2016029-7 arch fees Jan 2017	7840	2490			15,826.93
TOTAL								252,008.15

Kensington FPD Approval

Date: 1/1

[Signature] Date: 3/5/17

3/3/17

Attachment to Transmittal 0317

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE DATE	DESCRIPTION	AMOUNT
2/1/2017	All-Ways Green - janitorial x 2	210.00
1/22/2017	Comcast - internet	141.08
2/3/2017	Pagepoint - website updates	90.00
2/3/2017	PG&E - electric	851.67
2/3/2017	PG&E - gas	440.26
2/1/2017	Terminix - pest control	118.00
2/17/2017	Payroll processing	60.09
2/17/2017	Payroll - 2/1-2/15/17	2,608.68
2/17/2017	Withholding payroll taxes 2/1-2/15/17	1,211.79
2/2/2017	Office Depot - office supplies	129.42
2/13/2017	Rantala - graphic design	40.00
2/9/2017	Sprint - telephone	65.57
2/5/2017	AT&T - telephone	567.30
2/8/2017	Russell - January accounting	442.04
2/1/2017	EBMUD - water/wastewater	719.48
2/10/2017	Mechanics Bank - sandbags, copies, maint., etc.	587.09
3/1/2017	Stericycle - medical waste	394.68
2/16/2017	Big City - business cards	166.01
2/16/2017	Pagepoint - website updates	78.75
3/2/2017	Payroll processing	60.09
3/2/2017	Payroll - 2/15/17-2/28/17	2,439.46
3/2/2017	Withholding payroll taxes 2/15-2/28/17	1,235.86
3/5/2017	ICMA/RC - deferred comp	1,246.38
	Total	13,903.70

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

Kensington Fire Protection District
Balance Sheet
As of February 13, 2017

	Feb 13, 17
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	10,031.06
General Fund	790,883.53
Special Tax Fund	13,485.93
Capital Fund	6,950.77
Total Checking/Savings	821,551.29
Accounts Receivable	
Due from County for Reimb.	14,772.60
Accounts Receivable	2,137.90
Interest Receivable	776.91
Advance on Taxes	1,819,893.90
Advance on Supplemental Taxes	57,209.33
Total Accounts Receivable	1,894,790.64
Other Current Assets	
Prepaid Services - EC	1,247,034.52
Prepaid Exp.	8,255.22
Prepaid CERBT - Retiree Trust	1,000,420.99
Investments	
Capital Replacement Funds	2,193,425.00
Fire Protect. Contract Reserves	2,552,869.07
Investments - Other	-207,803.97
Total Investments	4,538,490.10
Total Other Current Assets	6,794,200.83
Total Current Assets	9,510,542.76
Fixed Assets	
Land	5,800.00
Equipment	1,719,998.35
Accumulated Depreciation-Equip	-855,614.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-858,754.00
Total Fixed Assets	2,403,011.46
TOTAL ASSETS	11,913,554.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	14,772.60
Due to Other - Issued by CCC	26,167.75
Total Accounts Payable	40,940.35
Other Current Liabilities	
El Cerrito Service Contract Pay	1,247,034.45
Wages & PR Taxes Payable	2,497.08
Deferred Comp Payable	-263.19
Total Other Current Liabilities	1,249,268.34
Total Current Liabilities	1,290,208.69
Total Liabilities	1,290,208.69
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00

Kensington Fire Protection District
Balance Sheet
As of February 13, 2017

	Feb 13, 17
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	3,271,383.99
Net Income	2,139,342.28
Total Equity	10,623,345.53
TOTAL LIABILITIES & EQUITY	11,913,554.22

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

July 1, 2016 through February 13, 2017

	Jul 1, '16 - Feb 13, 17	Jul 1, '15 - Feb 13, 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,634,456.11	3,399,120.52	235,335.59	6.9%
Special Taxes	200,287.30	200,345.40	-58.10	0.0%
Other Tax Income	12,987.35	13,133.26	-145.91	-1.1%
Lease Agreement	1.00	0.00	1.00	100.0%
Interest Income	25,492.02	1,465.81	24,026.21	1,639.1%
Salary Reimbursement Agreement	30,954.00	29,387.45	1,566.55	5.4%
Miscellaneous Income	31,388.24	2,231.51	29,156.73	1,306.6%
Total Income	3,935,566.02	3,645,663.95	289,902.07	8.0%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,123.97	1,801.11	322.86	17.9%
Contra Costa County Expenses	2,683.00	2,488.66	196.34	7.9%
El Cerrito Contract Fee	1,489,173.62	1,382,225.90	106,947.72	7.7%
Water System Improvements	0.00	220,000.00	-220,000.00	-100.0%
Fire Abatement Contract	285.00	500.00	-235.00	-47.0%
Risk Management Insurance	12,943.00	11,491.00	1,452.00	12.6%
Professional Fees				
Accounting	1,982.50	1,998.75	-16.25	-0.8%
Audit	13,000.00	13,000.00	0.00	0.0%
Legal Fees	15,890.04	1,017.36	14,872.68	1,461.9%
Total Professional Fees	30,872.54	16,016.11	14,856.43	92.8%
Wildland Vegetation Mgmt	0.00	630.00	-630.00	-100.0%
Total OUTSIDE PROFESSIONAL SERVICES	1,538,061.13	1,635,150.78	-97,089.65	-5.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	16,206.84	14,406.12	1,800.72	12.5%
Deña Dental	1,703.28	1,703.28	0.00	0.0%
Vision Care	463.28	463.28	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	18,373.40	16,572.68	1,800.72	10.9%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,966.42	5,322.75	-1,356.33	-25.5%
Comm. Pharmaceutical Drop-Off	1,008.88	71.90	936.98	1,303.2%
CERT Emerg Kits/Sheds/Prepared	10,903.34	1,028.20	9,875.14	960.4%
Open Houses	335.83	1,127.07	-791.24	-70.2%
Community Shredder	1,162.05	1,623.40	-461.35	-28.4%
DFSC Matching Grants	8,000.00	4,225.00	3,775.00	89.4%
Community Sandbags	2,824.77	4,037.64	-1,212.87	-30.0%
Total COMMUNITY SERVICE ACTIVITIES	28,201.29	17,435.96	10,765.33	61.7%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	22,609.84	0.00	22,609.84	100.0%
Firefighters' Expenses	164.53	9,038.21	-8,873.68	-98.2%
Staff Appreciation	1,135.86	1,264.27	-128.41	-10.2%
Professional Development	2,121.59	3,318.49	-1,196.90	-36.1%
Building Maintenance				
Needs Assess/Feasibility Study	93,682.62	4,250.00	89,432.62	2,104.3%
Janitorial Service	840.00	840.00	0.00	0.0%
Medical Waste Disposal	2,099.31	1,702.13	397.18	23.3%
Building alarm	115.00	180.00	-65.00	-36.1%
Gardening service	480.00	360.00	120.00	33.3%
Miscellaneous Maint.	5,287.71	5,354.97	-67.26	-1.6%
Total Building Maintenance	102,484.64	12,687.10	89,797.54	707.6%
Building Utilities/Service				
Garbage	0.00	346.40	-346.40	-100.0%
Gas and Electric	5,774.50	5,359.24	415.26	7.8%
Water/Sewer	1,011.43	1,056.48	-45.05	-4.3%
Total Building Utilities/Service	6,785.93	6,762.12	23.81	0.4%
Memberships	6,676.00	6,309.00	367.00	5.8%
Office				
Office Expense	448.41	2,391.10	-1,942.69	-81.3%
Office Supplies	450.13	1,109.25	-659.13	-59.4%
Telephone	3,878.04	4,469.27	-593.23	-13.3%
Total Office	4,774.58	7,969.63	-3,195.05	-40.1%
Total DISTRICT ACTIVITIES	146,752.97	47,348.82	99,404.15	209.9%
Staff				
Wages	48,482.70	45,588.08	2,916.62	6.4%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	419.54	591.46	-171.92	-29.1%
Medical/dental ins compensation	4,777.50	4,550.00	227.50	5.0%
Retirement Contribution	3,729.13	3,463.04	266.09	7.7%
Payroll Taxes	4,159.35	4,249.65	-80.30	-1.9%
Workers Compensation/Life Ins	1,343.57	1,476.31	-132.74	-9.0%
Payroll Processing	913.16	873.12	40.04	4.6%
Total Staff	64,834.95	61,769.66	3,065.29	5.0%
Total Expense	1,796,223.74	1,778,277.90	17,945.84	1.0%
Net Ordinary Income	2,139,342.28	1,867,386.05	271,956.23	14.6%
Other Income/Expense				
Other Income				
Transfers In - Capital	1,000,000.00	70,000.00	930,000.00	1,328.6%
Transfers In - General	281,724.82	129,525.48	152,199.34	102.1%
Total Other Income	1,281,724.82	199,525.48	1,082,199.34	532.4%
Other Expense				
Transfers Out - Capital	371,724.82	4,525.48	367,199.34	8,114.0%
Transfers Out - Special	-110,000.00	125,000.00	-235,000.00	-188.0%
Transfers Out - General	1,000,000.00	70,000.00	930,000.00	1,328.6%
<Gain>/Loss on Asset Disposal	0.00	630.87	-630.87	-100.0%
Total Other Expense	1,261,724.82	200,156.35	1,061,568.47	530.4%
Net Other Income	0.00	-630.87	630.87	100.0%

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison

July 1, 2016 through February 13, 2017

	Jul 1, '16 - Feb 13, 17	Jul 1, '15 - Feb 13, 16	\$ Change	% Change
Net Income	2,139,342.28	1,866,755.18	272,587.10	14.6%

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
July 1, 2016 through February 13, 2017

1. Reimbursement for 1/2 Manager's salary and related expenses
-

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2016 through January 2017

	Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,634,456.11	3,520,295.00	114,161.11	103.2%
Special Taxes	200,287.30	200,287.00	0.30	100.0%
Other Tax Income	12,987.35	13,000.00	-12.65	99.9%
Lease Agreement	1.00	1.00	0.00	100.0%
Interest Income	18,236.18	10,000.00	8,236.18	182.4%
Salary Reimbursement Agreement	30,954.00	31,850.00	-896.00	97.2%
Miscellaneous Income	31,388.24	0.00	31,388.24	100.0%
Total Income	3,928,310.18	3,775,433.00	152,877.18	104.0%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,123.97	1,850.00	273.97	114.8%
Contra Costa County Expenses	2,683.00	2,210.00	473.00	121.4%
El Cerrito Contract Fee	1,489,173.82	1,489,173.56	0.06	100.0%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Fire Abatement Contract	265.00	8,000.00	-7,735.00	3.3%
Risk Management Insurance	12,106.00	12,110.00	-4.00	100.0%
Professional Fees				
Accounting	1,982.50	2,916.69	-934.19	68.0%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Audit	13,000.00	13,000.00	0.00	100.0%
Legal Fees	15,890.04	17,500.00	-1,609.96	90.8%
Total Professional Fees	30,872.54	33,416.69	-2,544.15	92.4%
Wildland Vegetation Mgmt	0.00	3,750.00	-3,750.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	1,537,224.13	1,560,510.25	-23,286.12	98.5%
RETIREE MEDICAL BENEFITS				
PERS Medical	14,406.08	21,495.85	-7,089.77	67.0%
Delta Dental	1,490.37	3,365.85	-1,875.48	44.3%
Vision Care	463.28	1,935.40	-1,572.12	44.7%
Total RETIREE MEDICAL BENEFITS	16,359.73	25,897.10	-9,537.37	63.2%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,876.42	7,583.35	-3,706.93	51.1%
Comm. Pharmaceutical Drop-Off	1,008.88	2,500.00	-1,491.12	40.4%
Vial of Life Program	0.00	100.00	-100.00	0.0%
CERT Emerg Kits/Sheds/Prepared	10,903.34	16,888.90	-5,985.56	64.6%
Open Houses	335.83	750.00	-414.17	44.8%
Community Shredder	1,162.05	1,750.00	-587.95	66.4%
DFSC Matching Grants	0.00	5,000.00	-5,000.00	0.0%
Firesafe Planting Grants	0.00	1,000.00	-1,000.00	0.0%
Demonstration Garden	0.00	1,866.65	-1,866.65	0.0%
Community Sandbags	2,824.77	5,000.00	-2,175.23	56.5%
Total COMMUNITY SERVICE ACTIVITIES	20,111.29	42,238.90	-22,127.61	47.6%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	22,609.84	25,000.00	-2,390.16	90.4%
Firefighters' Expenses	164.53	5,833.31	-5,668.78	2.8%
Staff Appreciation	1,135.86	2,000.00	-864.14	56.8%
Professional Development	2,121.59	2,916.65	-795.06	72.7%
Building Maintenance				
Needs Assess/Feasibility Study	93,682.62	125,000.00	-31,317.38	74.9%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	630.00	875.00	-245.00	72.0%
Medical Waste Disposal	2,099.31	2,041.65	57.66	102.8%
Building alarm	115.00	200.00	-85.00	57.5%
Gardening service	480.00	954.52	-474.52	50.3%
Miscellaneous Maint.	5,149.71	7,000.00	-1,850.29	73.6%
Total Building Maintenance	102,156.64	136,071.17	-33,914.53	75.1%
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	4,482.57	4,375.00	107.57	102.5%
Water/Sewer	1,011.43	1,500.00	-488.57	67.4%
Total Building Utilities/Service	5,494.00	5,875.00	-381.00	93.5%
Election	0.00	1,000.00	-1,000.00	0.0%
Memberships	6,676.00	6,650.00	26.00	100.4%
Office				
Office Expense	448.41	2,041.69	-1,593.28	22.0%
Office Supplies	450.13	1,458.31	-1,008.18	30.9%
Telephone	3,734.86	4,666.69	-931.73	80.0%
Total Office	4,633.50	8,166.69	-3,533.19	56.7%
Total DISTRICT ACTIVITIES	144,991.96	193,512.82	-48,520.86	74.9%
Staff				
Wages	48,482.70	48,482.56	0.14	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	419.54	787.50	-367.96	53.3%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	4,777.50	4,777.50	0.00	100.0%
Retirement Contribution	3,729.13	3,684.66	44.47	101.2%
Payroll Taxes	4,169.35	4,243.00	-73.65	98.3%
Workers Compensation/Life Ins	1,343.57	1,600.00	-256.43	84.0%
Payroll Processing	853.07	885.00	-31.93	96.4%
Total Staff	64,774.86	65,460.22	-685.36	99.0%
Contingency				
General	0.00	9,375.00	-9,375.00	0.0%
Total Contingency	0.00	9,375.00	-9,375.00	0.0%
Total Expense	1,783,461.97	1,896,994.29	-113,532.32	94.0%
Net Ordinary Income	2,144,848.21	1,878,438.71	266,409.50	114.2%
Other Income/Expense				
Other Income				
Transfers In - Capital	1,000,000.00	0.00	1,000,000.00	100.0%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual

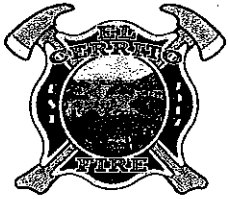
July 2016 through January 2017

	Jul '16 - Jan 17	Budget	\$ Over Budget	% of Budget
Transfers In - General	261,724.82	0.00	261,724.82	100.0%
Total Other Income	1,261,724.82	0.00	1,261,724.82	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	371,724.82	4,525.48	367,199.34	8,214.0%
Transfers Out - Special	-110,000.00	125,000.00	-235,000.00	-88.0%
Transfers Out - General	1,000,000.00	0.00	1,000,000.00	100.0%
<Gain>/Loss on Asset Disposal	0.00	630.87	-630.87	0.0%
Total Other Expense	1,261,724.82	130,156.35	1,131,568.47	969.4%
Net Other Income	0.00	-130,156.35	130,156.35	0.0%
Net Income	2,144,848.21	1,748,282.36	396,565.85	122.7%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual

July 2016 through January 2017

1. Reimbursement of 1/2 Manager's salary and related expenses
-



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February 1, 2017

TO: Kensington Fire Protection District Board Members

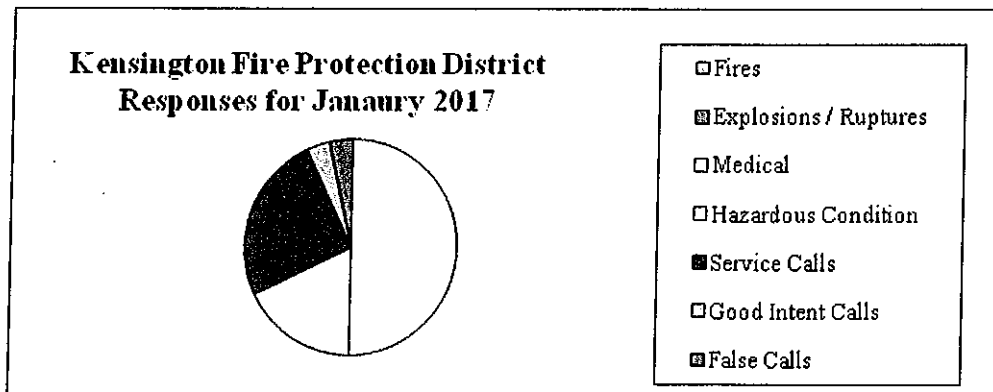
FROM: Michael Pigoni: Battalion Chief

RE: Incident Activity Reports for the Month of January 2017

There were 28 incidents that occurred during the month of January in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 54 calls in all districts.

The chart below is broken down into NFIRS incident types. The following is a list of the response types, the number of responses for each type and the percentage of the total calls for each type.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	14	50.00%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	5	17.86%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	7	25.00%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	1	3.57%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	1	3.57%
Totals		28	100.00%



Kensington Fire Protection District Response Log for January 2017

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1700011	01-Jan-17 21:21:56	141 SAINT ALBANS DR	Kensington	E65	553
2	1700021	02-Jan-17 10:15:57	243 LAKE DR	Kensington	E65	321
3	1700033	03-Jan-17 13:03:03	63 HIGHLAND BLVD	Kensington	E65	321
4	1700040	04-Jan-17 08:38:21	27 FRANCISCAN WAY	Kensington	E65	500
5	1700051	05-Jan-17 03:15:39	141 SAINT ALBANS DR	Kensington	E65	550
6	1700061	05-Jan-17 17:11:32	28 BEVERLY DR	Kensington	E65	321
7	1700068	06-Jan-17 02:23:40	1616 OAK VIEW AVE	Kensington	E65	522
8	1700069	06-Jan-17 03:53:41	243 ARLINGTON AVE	Kensington	E65	321
9	1700077	06-Jan-17 12:05:47	60 HIGHGATE RD	Kensington	E65	444
10	1700091	07-Jan-17 11:14:33	14 KERR AVE	Kensington	E65	321
11	1700104	08-Jan-17 09:15:59	141 SAINT ALBANS DR	Kensington	E65	553
12	1700111	08-Jan-17 13:15:51	55 ARLMONT DR	Kensington	E65	321
13	1700113	08-Jan-17 15:01:17	295 BERKELEY PARK BLVD	Kensington	E65	500
14	1700117	09-Jan-17 01:49:09	125 WINDSOR AVE	Kensington	E65	321
15	1700129	10-Jan-17 04:07:09	101 KINGSTON RD	Kensington	E65	321
16	1700135	10-Jan-17 16:39:21	89 KENSINGTON RD	Kensington	E65	321
17	1700141	10-Jan-17 23:19:21	275 LAKE DR	Kensington	E65	522
18	1700145	11-Jan-17 08:44:28	65 EDGE CROFT DR	Kensington	E65	445
19	1700146	11-Jan-17 08:50:17	90 NORWOOD AVE	Kensington	E65	440
20	1700152	11-Jan-17 21:05:14	744 COVENTRY DR	Kensington	E65	444
21	1700161	12-Jan-17 17:27:45	412 COLUSA AVE	Kensington	E65	740
22	1700193	16-Jan-17 14:10:09	26 HIGHGATE RD	Kensington	E65	321
23	1700195	16-Jan-17 15:34:36	338 Colusa AVE	Kensington	E65	381
24	1700223	18-Jan-17 18:58:32	1 GARDEN DR	Kensington	E65	321
25	1700251	21-Jan-17 17:57:02	58 ARLINGTON AVE	Kensington	E72	400
26	1700256	22-Jan-17 03:56:26	141 SAINT ALBANS DR	Kensington	E65	381
27	1700295	27-Jan-17 02:20:06	1 EDGE CROFT DR	Kensington	E72	611P
28	1700332	31-Jan-17 18:18:52	262 CAMBRIDGE AVE	Kensington	E65	321
				Kensington	E65	321

* See Attached Table for Incident Type Explanations

Type Series

- 100
- 200
- 300
- 400
- 500
- 600
- 700

Description

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

Kensington Fire Protection District

Engine 65 Response Log for January 2017

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1700011	01-Jan-17 21:16:30	141 SAINT ALBANS DR	Kensington	E65	553
2	1700021	02-Jan-17 10:14:35	243 LAKE DR	Kensington	E65	321
3	1700033	03-Jan-17 13:01:53	63 HIGHLAND BLVD	Kensington	E65	321
4	1700040	04-Jan-17 08:37:44	27 FRANCISCAN WAY	Kensington	E65	500
5	1700044	04-Jan-17 12:38:08	250 EL CERRITO PLZ	El Cerrito	E65	311
6	1700051	05-Jan-17 03:13:35	141 SAINT ALBANS DR	Kensington	E65	550
7	1700057	05-Jan-17 13:56:26	3506 CUTTING BLVD	Richmond	E65	522
8	1700061	05-Jan-17 17:09:32	28 BEVERLY DR	Kensington	E65	321
9	1700068	06-Jan-17 02:21:56	1616 OAK VIEW AVE	Kensington	E65	522
10	1700069	06-Jan-17 03:50:32	243 ARLINGTON AVE	Kensington	E65	321
11	1700072	06-Jan-17 08:13:26	7714 TERRACE DR	Kensington	E65	522
12	1700077	06-Jan-17 12:04:29	60 HIGHGATE RD	El Cerrito	E65	321
13	1700082	06-Jan-17 16:06:37	7720 EUREKA AVE	Kensington	E65	611M
14	1700091	07-Jan-17 11:10:11	14 KERR AVE	El Cerrito	E65	444
15	1700096	07-Jan-17 17:34:23	8515 TERRACE DR	Kensington	E65	550
16	1700104	08-Jan-17 09:14:20	141 SAINT ALBANS DR	El Cerrito	E65	321
17	1700109	08-Jan-17 12:42:41	624 ALBEMARLE ST	Kensington	E65	350
18	1700111	08-Jan-17 13:14:29	55 ARLMONT DR	El Cerrito	E65	553
19	1700113	08-Jan-17 15:00:19	295 BERKELEY PARK BLVD	Kensington	E65	440
20	1700117	09-Jan-17 01:47:18	125 WINDSOR AVE	Kensington	E65	321
21	1700127	10-Jan-17 03:23:35	8751 TERRACE DR	Kensington	E65	500
22	1700129	10-Jan-17 04:04:11	101 KINGSTON RD	El Cerrito	E65	321
23	1700133	10-Jan-17 09:14:41	1375 SUMMIT PARK CT	Kensington	E65	321
24	1700135	10-Jan-17 16:34:39	89 KENSINGTON RD	El Cerrito	E65	736
25	1700141	10-Jan-17 23:18:01	275 LAKE DR	Kensington	E65	522
26	1700145	11-Jan-17 08:43:37	65 EDGE CROFT DR	Kensington	E65	445
27	1700146	11-Jan-17 08:46:37	90 NORWOOD AVE	Kensington	E65	440
28	1700148	11-Jan-17 15:52:28	803 CRAFT AVE	Kensington	E65	444
29	1700152	11-Jan-17 21:02:40	744 COVENTRY DR	El Cerrito	E65	743
30	1700161	12-Jan-17 17:26:15	412 COLUSA AVE	Kensington	E65	740
				Kensington	E65	321

31	1700171	13-Jan-17 15:32:50	152 ASHBURY AVE	El Cerrito	E65	746
32	1700174	13-Jan-17 17:02:51	505 VILLAGE DR	El Cerrito	E65	321
33	1700176	13-Jan-17 18:33:21	829 CRAFT AVE	El Cerrito	E65	321
34	1700184	14-Jan-17 18:57:29	1598 CARLSON BLVD	Richmond	E65	611F
35	1700185	15-Jan-17 10:13:28	8449 TERRACE DR	El Cerrito	E65	251
36	1700193	16-Jan-17 14:07:45	26 HIGHGATE RD	Kensington	E65	381
37	1700195	16-Jan-17 15:32:52	338 Colusa AVE	Kensington	E65	321
38	1700198	16-Jan-17 17:07:41	8341 KENT CT	El Cerrito	E65	611F
39	1700213	17-Jan-17 23:31:36	7118 B ST	El Cerrito	E65	743
40	1700251	21-Jan-17 17:52:45	58 ARLINGTON AVE	Kensington	E65	381
41	1700254	22-Jan-17 03:41:49	859 GALVIN DR	El Cerrito	E65	746
42	1700261	22-Jan-17 15:54:47	11965 SAN PABLO AVE	Richmond	E65	311
43	1700266	24-Jan-17 00:45:31	7991 TERRACE DR	El Cerrito	E65	440
44	1700269	24-Jan-17 11:59:28	5232 PANAMA AVE	Richmond	E65	611F
45	1700287	26-Jan-17 12:47:39	238 SAN CARLOS AVE	El Cerrito	E65	311
46	1700289	26-Jan-17 13:23:15	935 GALVIN DR	El Cerrito	E65	311
47	1700295	27-Jan-17 02:19:36	1 EDGECROFT DR	Kensington	E65	321
48	1700298	27-Jan-17 13:13:42	1349 BREWSTER DR	El Cerrito	E65	611F
49	1700299	27-Jan-17 13:41:11	7230 FAIRMOUNT AVE	El Cerrito	E65	611X
50	1700308	28-Jan-17 16:29:40	8636 ARBOR DR	El Cerrito	E65	740
51	1700309	28-Jan-17 21:41:59	7720 EUREKA AVE	El Cerrito	E65	321
52	1700313	29-Jan-17 19:17:14	1328 GAYLE CT	El Cerrito	E65	311
53	1700328	31-Jan-17 12:12:18	GELSTON CT	El Cerrito	E65	700
54	1700332	31-Jan-17 18:16:44	262 CAMBRIDGE AVE	Kensington	E65	321

* See Attached Table for Incident Type Explanations

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



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March 1, 2017

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Battalion Chief

RE: Incident Activity Reports for the Month of February 2017

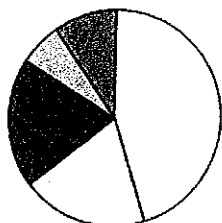
There were 31 incidents that occurred during the month of February in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 74 calls in all districts.

Call volume both in the community and surrounding area increased due to the severe weather and a number of downed trees and wires that Engine 65 responded to. Fortunately with exception of some damaged vehicles, there was no severe damage or injuries.

The chart below is broken down into NFIRS incident types. The following is a list of the response types, the number of responses for each type and the percentage of the total calls for each type.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	14	45.16%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	6	19.35%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	6	19.35%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	6.45%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	3	9.68%
Totals		31	100.00%

**Kensington Fire Protection District
Responses for February 2017**



- Fires
- Explosions / Ruptures
- Medical
- Hazardous Condition
- Service Calls
- Good Intent Calls
- False Calls

Kensington Fire Protection District Response Log for February 2017

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1700348	02-Feb-17 22:20:15	257 Stanford AVE	Kensington	E65	700
2	1700361	03-Feb-17 16:22:39	132 HIGHLAND BLVD	Kensington	E65	321
3	1700365	04-Feb-17 12:41:32	1 LENOX DR	Kensington	E65	550
4	1700389	07-Feb-17 00:39:27	437 COLUSA AVE	Kensington	E65	400
5	1700394	07-Feb-17 06:05:46	10 KENILWORTH CT	Kensington	E65	322
6	1700395	07-Feb-17 07:28:51	263 AMHERST AVE	Kensington	E65	400
7	1700409	08-Feb-17 09:34:12	24 ARLINGTON CT	Kensington	E65	554
8	1700417	09-Feb-17 13:37:38	WILLAMETTE AVE	Kensington	E72	444
9	1700418	09-Feb-17 14:00:08	313 BERKELEY PARK BLVD	Kensington	E65	311
10	1700431	10-Feb-17 22:52:04	280 PURDUE AVE	Kensington	E65	321
11	1700440	12-Feb-17 12:09:03	HIGHLAND BLVD	Kensington	E65	520
12	1700457	13-Feb-17 14:49:05	212 COLGATE AVE	Kensington	E65	321
13	1700459	13-Feb-17 23:58:28	24 ARLINGTON AVE	Kensington	E65	553
14	1700464	14-Feb-17 14:12:08	67 EUREKA AVE	Kensington	E65	412
15	1700468	14-Feb-17 17:43:04	206 KENYON AVE	Kensington	E65	444
16	1700476	15-Feb-17 17:35:01	381 OCEAN VIEW AVE	Kensington	E72	651
17	1700477	15-Feb-17 18:35:24	369 COLUSA AVE	Kensington	E65	736
18	1700489	16-Feb-17 16:57:20	ARLINGTON AVE	Kensington	E65	710
19	1700494	17-Feb-17 07:34:46	262 LAKE DR	Kensington	E65	321
20	1700495	17-Feb-17 11:57:01	1 LENOX DR	Kensington	E65	553
21	1700502	17-Feb-17 19:03:39	304 ARLINGTON AVE	Kensington	E65	531
22	1700516	19-Feb-17 05:53:29	15 ARLINGTON LN	Kensington	E65	321
23	1700518	19-Feb-17 10:55:41	137 ARDMORE DR	Kensington	E65	321
24	1700528	20-Feb-17 03:48:39	200 AMHERST AVE	Kensington	E65	321
25	1700533	20-Feb-17 15:54:38	247 COLUSA AVE	Kensington	E65	444
26	1700540	21-Feb-17 16:33:01	1 HIGHGATE CT	Kensington	E65	321
27	1700552	23-Feb-17 05:42:28	265 GRIZZLY PEAK BLVD	Kensington	E65	321
28	1700562	23-Feb-17 18:40:52	141 SAINT ALBANS DR	Kensington	E65	321
29	1700564	23-Feb-17 20:49:50	44 FRANCISCAN WAY	Kensington	E65	611M
30	1700617	27-Feb-17 13:43:32	1500 OAK VIEW AVE	Kensington	E65	321

31 1700623

28-Feb-17 01:59:36

9 LENOX DR

Kensington

E65

321

* See Attached Table for Incident Type Explanations

Type Series

100

200

300

400

500

600

700

Description

(Structure, Trash, Vehicle, Vegetation Fire)

(Over Pressure/Ruptures Explosions, Bombs)

(EMS, Vehicle Accidents, Extrication, Rescue)

(Chemical Spills, Leaks, Down power Lines)

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

(Cancelled En Route, Wrong Location)

(Wrong Company/Unit Dispatched)

Kensington Fire Protection District Engine 65 Response Log for February 2017

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1700344	02-Feb-17 17:54:38	7714 TERRACE DR	El Cerrito	E65	321
2	1700347	02-Feb-17 21:52:33	5000 EL CERRITO PLZ	El Cerrito	E65	743
3	1700348	02-Feb-17 22:17:09	257 Stanford AVE	Kensington	E65	700
4	1700350	03-Feb-17 10:27:50	7029 STOCKTON AVE	El Cerrito	E65	311
5	1700355	03-Feb-17 13:51:33	7425 FAIRMOUNT AVE	El Cerrito	E65	611M
6	1700356	03-Feb-17 13:52:36	7425 FAIRMOUNT AVE	El Cerrito	E65	321
7	1700360	03-Feb-17 15:54:40	711 AVILA PL	El Cerrito	E65	321
8	1700361	03-Feb-17 16:21:13	132 HIGHLAND BLVD	Kensington	E65	321
9	1700363	04-Feb-17 08:33:57	904 LENEVE PL	El Cerrito	E65	321
10	1700365	04-Feb-17 12:41:32	1 LENOX DR	Kensington	E65	611X
11	1700367	04-Feb-17 15:15:25	SAN PABLO AVE	El Cerrito	E65	550
12	1700369	04-Feb-17 16:32:45	6060 CENTRAL AVE	El Cerrito	E65	611T
13	1700371	04-Feb-17 18:53:56	1 RIDGEWAY LN	El Cerrito	E65	151
14	1700376	05-Feb-17 11:33:04	STOCKTON AVE	El Cerrito	E65	743
15	1700389	07-Feb-17 00:38:49	437 COLUSA AVE	El Cerrito	E65	321
16	1700394	07-Feb-17 06:04:35	10 KENILWORTH CT	Kensington	E65	400
17	1700395	07-Feb-17 07:27:19	263 AMHERST AVE	Kensington	E65	322
18	1700396	07-Feb-17 10:07:32	810 EVERETT ST	Kensington	E65	400
19	1700405	08-Feb-17 01:00:27	910 SEAVIEW DR	El Cerrito	E65	321
20	1700409	08-Feb-17 09:31:18	24 ARLINGTON CT	El Cerrito	E65	611M
21	1700411	08-Feb-17 15:06:56	540 ASHBURY AVE	Kensington	E65	554
22	1700414	09-Feb-17 09:53:26	7200 SCHMIDT LN	El Cerrito	E65	551
23	1700416	09-Feb-17 13:22:47	MOESER LN	El Cerrito	E65	400
24	1700418	09-Feb-17 13:58:23	313 BERKELEY PARK BLVD	El Cerrito	E65	444
25	1700419	09-Feb-17 14:32:08	856 BALRA DR	Kensington	E65	311
26	1700422	09-Feb-17 23:11:08	7118 B ST	El Cerrito	E65	321
27	1700423	10-Feb-17 01:18:00	7354 HOTCHKISS AVE	El Cerrito	E65	735
28	1700425	10-Feb-17 09:16:17	7720 EUREKA AVE	El Cerrito	E65	445
29	1700426	10-Feb-17 11:35:24	160 EL CERRITO PLZ	El Cerrito	E65	321
30	1700427	10-Feb-17 13:58:43	852 GELSTON PL	El Cerrito	E65	321

31	1700431	10-Feb-17 22:49:17	280 PURDUE AVE	Kensington	E65	321
32	1700439	12-Feb-17 03:23:02	7476 MOESER LN	El Cerrito	E65	550
33	1700440	12-Feb-17 12:05:34	HIGHLAND BLVD	Kensington	E65	520
34	1700443	12-Feb-17 14:36:05	NORVELL ST	El Cerrito	E65	520
35	1700445	12-Feb-17 16:31:54	10 GOLF COURSE DR	Moraga-Orinda	E65	311
36	1700457	13-Feb-17 14:47:14	212 COLGATE AVE	Kensington	E65	321
37	1700459	13-Feb-17 23:55:54	24 ARLINGTON AVE	Kensington	E65	553
38	1700464	14-Feb-17 14:10:04	67 EUREKA AVE	Kensington	E65	412
39	1700466	14-Feb-17 16:21:14	540 BONNIE DR	El Cerrito	E65	745
40	1700470	15-Feb-17 01:20:49	7641 TERRACE DR	El Cerrito	E65	522
41	1700476	15-Feb-17 17:34:01	381 OCEAN VIEW AVE	Kensington	E65	651
42	1700477	15-Feb-17 18:34:02	369 COLUSA AVE	Kensington	E65	736
43	1700481	16-Feb-17 10:12:42	7705 ERROL DR	El Cerrito	E65	321
44	1700484	16-Feb-17 12:07:45	1264 ARLINGTON BLVD	El Cerrito	E65	321
45	1700486	16-Feb-17 12:37:49	8000 EL CERRITO PLZ	El Cerrito	E65	113
46	1700489	16-Feb-17 16:54:47	ARLINGTON AVE	Kensington	E65	710
47	1700494	17-Feb-17 07:28:00	262 LAKE DR	Kensington	E65	321
48	1700495	17-Feb-17 11:50:44	1 LENOX DR	Kensington	E65	553
49	1700497	17-Feb-17 13:44:22	8631 TERRACE DR	El Cerrito	E65	321
50	1700502	17-Feb-17 18:58:02	304 ARLINGTON AVE	Kensington	E65	531
51	1700503	17-Feb-17 19:03:51	926 AVIS DR	El Cerrito	E65	114
52	1700506	18-Feb-17 09:37:15	928 BALRA DR	El Cerrito	E65	311
53	1700516	19-Feb-17 05:50:56	15 ARLINGTON LN	Kensington	E65	321
54	1700518	19-Feb-17 10:54:48	137 ARDMORE DR	Kensington	E65	321
55	1700522	19-Feb-17 23:06:07	872 BATES AVE	El Cerrito	E65	554
56	1700528	20-Feb-17 03:46:45	200 AMHERST AVE	Kensington	E65	321
57	1700533	20-Feb-17 15:53:03	247 COLUSA AVE	Kensington	E65	444
58	1700540	21-Feb-17 16:31:04	1 HIGHGATE CT	Kensington	E65	321
59	1700544	22-Feb-17 11:10:25	CARLOS AVE/ SAN PABLO AVE	El Cerrito	E65	323
60	1700552	23-Feb-17 05:39:51	265 GRIZZLY PEAK BLVD	Kensington	E65	321
61	1700554	23-Feb-17 10:54:33	8780 TERRACE DR	El Cerrito	E65	700
62	1700562	23-Feb-17 18:37:44	141 SAINT ALBANS DR	Kensington	E65	321
63	1700564	23-Feb-17 20:46:00	44 FRANCISCAN WAY	Kensington	E65	611M
64	1700577	24-Feb-17 14:17:23	6699 FAIRMOUNT AVE	El Cerrito	E65	321
65	1700584	25-Feb-17 07:40:49	10810 SAN PABLO AVE	El Cerrito	E65	311

66	1700588	25-Feb-17 10:39:04	7002 WALDO AVE	El Cerrito	E65	311
67	1700592	25-Feb-17 16:06:21	SAN LUIS RD/ SOUTHAMPTON	Berkeley	E65	700
68	1700596	26-Feb-17 00:48:17	232 ASHBURY AVE	El Cerrito	E65	111
69	1700607	26-Feb-17 16:05:03	601 LEXINGTON AVE	El Cerrito	E65	700
70	1700612	27-Feb-17 09:04:56	GLADYS AVE	El Cerrito	E65	322
71	1700617	27-Feb-17 13:40:52	1500 OAK VIEW AVE	Kensington	E65	321
72	1700621	27-Feb-17 20:52:10	10203 SAN PABLO AVE	El Cerrito	E65	111
73	1700623	28-Feb-17 01:57:10	9 LENOX DR	Kensington	E65	321
74	1700633	01-Mar-17 07:26:22	651 Kearney ST	El Cerrito	E65	651

* See Attached Table for Incident Type Explanations

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

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

March 2017

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

2016 Fire Prevention Division Update

In 2016 the El Cerrito-Kensington Fire Department's Fire Prevention Division continued to have a busy and very successful year. Major programs in the Division include: Mercantile Fire Safety Inspections, New Building Construction which includes plan reviews and field inspections, Public Education and the Weed Abatement Program. These four programs keep the Prevention Division extremely busy throughout the year and provide the Division with its greatest challenges and rewards.

Fire Safety Inspections

Kensington and El Cerrito have over 500 businesses that are inspected annually by on duty engine companies. There are six types of inspections engine companies conduct. They are: General Fire Safety Inspections, Educational Facilities, Fire Sprinkler Inspections, Fire Alarm Inspections, Hazardous Occupancy Inspections and Commercial Cooking Fire Suppression (Hood & Duct) Inspections. Many of the businesses that are inspected by engine companies receive multiple inspections concurrently (e.g., Fire Safety, Fire Sprinkler) and some require all six inspection types to be conducted. Of these 500 plus businesses, the Department attained a 97% completion rate. The businesses that do not comply are forwarded to the Fire Prevention Officer to ensure Fire Code compliance is met. The Department's comprehensive Fire Safety Inspection Program achieves one of the lowest fire losses in commercial occupancies in the state.

New Building Construction Inspections

New building construction includes plan review, onsite inspections and final inspections. In 2016 the Division completed 82 El Cerrito-Kensington plan reviews and more than 142 El Cerrito-Kensington construction site inspections. Compared to 2015, the overall number of new construction inspections increased due to the overall economic improvement statewide. Construction site inspections conducted by the Prevention Division mainly focus on Life Safety Systems. The majority of these site inspections include fire sprinkler, fire alarm system installation and acceptance, water supply and hydrant spacing, commercial cooking facility fire suppression systems, and emergency exiting and lighting.

Public Education

The car seat installation public education program continues to evolve. The infant car seat installation and training program is a great success. The success of this program can be measured by the reduced number of car seat installations required to be completed by the El Cerrito Fire Department. As more El Cerrito and Kensington residents are trained to safely install their own car seats, the number of car seat re-installations by the Fire Department for newly purchased car seats or car seats being moved from one car to another is not needed. This also goes for second, third or

more children being brought into the home, the parents are able to install their own car seats.

Because of the success of this program, there were 48 car seats installed for El Cerrito and Kensington residents in 2016 resulting in a slight drop in the total number of car seats installed by the Department compared to 2015.

The Fire Safety Trailer continues to be a great success in public education. This year the Department conducted fire safety education for more than 2,600 people of all ages. The Fire Department has been extremely active in seeking opportunities to educate the public in fire safety such as fire station tours, going to public and private schools and other public events like Tri-City Safety Day, Fourth of July and Halloween. The Fire Safety Trailer has been used at several City sponsored events as well as business sponsored events and draws large numbers of participants.

In addition, the Department conducted six CPR/First Aid classes for the public that drew 100 students. The residents of El Cerrito and Kensington are excited and eager to seize every opportunity to learn about fire safety.

Weed Abatement Program

The Weed Abatement Program remains the Department's most challenging and time consuming program, consuming hundreds of labor hours. The program consists of inspecting every property within El Cerrito and Kensington, identifying fire hazards, and having those fire hazards removed or brought into acceptable levels. After every property is inspected, a letter of non-compliance is sent to those properties and property owners that do not comply with the "Vegetation Management Standards." In 2016 the Department sent out notices of non-compliance to 360 property owners in El Cerrito and 69 in Kensington. All but two of the El Cerrito and one of the Kensington properties were brought into compliance voluntarily. This was achieved through the hard, diligent work of Prevention Division personnel, who made hundreds of phone calls and numerous site visits to educate property owners about risk and the standards they are required to maintain.

NEW BUSINESS

Additional Service Request 01
 Date: February 13, 2017
 Project: Kensington Fire Protection District #16518
 Scope: Additional Duration for Needs Assessment Services

Background:

This Additional Service Request consists of additional time to complete the Needs Assessment Assignment. The original assumption was that this effort would take approximately four months to complete. We are now 12 months into this process. Based on our 2/2/17 meeting, mack⁵ has been asked to extend these services into July 2017. This duration was not included in the mack⁵ Scope of Services in our Base Agreement, dated: 3/31/2016.

Additional Project Management & Cost Estimating Services

This Additional Service will apply the same level of service in the Base Agreement for estimating and management through July 2017. Per the terms of our agreement, dated: 3/31/2016, we submit the following fees for this work:

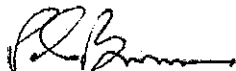
Additional Owner Representative Services	<u>\$19,380</u>
TOTAL	\$33,500

These amounts will be billed on a lump sum basis.

<u>Summary</u>	<u>Fee</u>
Additional Owner Representative Services	\$19,380
Total Additional Service Request	\$19,380

Current Contract Consulting Services	\$27,055
Total Revised Consulting Services	\$46,435

Submitted by mack⁵:



 Paul Beamer, Project Manager

Approved by Kensington Fire Protection District:

 Authorized Representative

 Date

RossDrulisCusenbery Architecture

Proj No 2016029 **Kensington Fire Station Master Plan** Extra Service Request **ESR 001**
Change / Additional Services Notification Date: 03/02/2017
RossDrulisCusenbery Owner's Contract Number: _____

Description: *Next-Level Predesign / Early Schematic Design*

Design Change - Project X Originator Mark Zall AIA
 Scope Change - Services X Reference Documents _____
 Added Consultants _____ ASI Number _____

DESCRIPTION OF POTENTIAL CHANGE

Scope Of Services: Initial scoping and feasibility studies have been completed. The District has now identified a maximum total project budget of \$10 million. RDC will be provided with a target construction budget, currently assumed to be in the range of approximately \$7 million; this will be verified by others. The attached scope of work identifies tasks needed to develop three project scenarios, and present these schemes to the public.

Driver Of Change: The Owner defined the project budget and has requested additional detailed design of three project options, reconciliation with the Cost Estimator and the preparation of exhibits for public presentations.

Attachments: None

IMPACT OF POTENTIAL CHANGE

Schedule Impact - Days				Firm	Base Cost	1.00	
						Subtotal w/ markup per Contract	
Delays of Milestone (Work Days)	<u>0</u>	Days		Architect	RDC ARCH	\$55,125.00	\$55,125.00
Delays Proj Completion (Work Days)	<u>0</u>	Days		Structural Engineer	IDA Structural Eng	\$6,100.00	\$6,100.00
				Electrical Engineer		\$0.00	\$0.00
				Mechanical Engineer		\$0.00	\$0.00
				Civil Engineer		\$0.00	\$0.00
				Kitchen Consultant		\$0.00	\$0.00
				Cost Estimator		\$0.00	\$0.00
Architectural Services							
RDC Personnel	Rate	Hours	Subtotal				
Principal	\$220	<u>44</u>	\$9,680				
Proj Mgr / Sr Arch	\$175	<u>47</u>	\$8,225				
Architect	\$160	<u>230</u>	\$36,800				
Job Captain	\$125	<u>0</u>	\$0				
Designer / Admin	\$125	<u>0</u>	\$0				
Drafter	\$100	<u>0</u>	\$0				
Clerical	\$70	<u>6</u>	\$420				
Total RDC Labor Costs			\$55,125				
				Reimbursable Costs	Description		
				Reproduction		\$0.00	\$0.00
				Travel		\$0.00	\$0.00
				Other		\$0.00	\$0.00
						Total Amount Being Requested	\$61,225

Note: The rates above are from the owner/architect agreement

ACTION	AUTHORIZATION	DATE	COMMENTS
Decline:	Proj Mgr _____		
	Client _____		
Proceed:	Proj Mgr _____		
	Client _____		
Other	Proj Mgr _____		
(Note in Comments)	Client _____		

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Architectural Work Plan
Kensington Fire Station Master Plan

Extra Service Request: **ESR 001**

Date: **03/02/2017**

Description: Next-Level Predesign / Early Schematic Design

The following describes the next level of pre-design work for the new Kensington Fire Station project. This task order provides a level of development consistent with early Schematic Design. Initial scoping and feasibility studies have been completed. The district has now identified a maximum total project budget of \$10 million. This combined construction and soft cost budget target is not to be exceeded, and project scope is to be adjusted as required to hit this number. RDC will be provided with a target construction budget, currently assumed to be in the range of approximately \$7 million; this will be verified by others.

The following scope of work identifies tasks needed to develop three project scenarios, and present these schemes to the public. If one of the schemes is selected, this work will reduce the work required during the Schematic Design phase.

Tasks	Prin	PM	Arch	Designer	Clerical
OPTION 01 -- Seismic Retrofit Only					
Description seismic retrofit of existing facility only. No operational changes, no building remodel except as needed for seismic upgrades.					
Task 01 -- Supplement the structural engineer's report to include potential remediation needed for seismic retrofit.					
A. Coordination with Structural Engineer					
Task 02 -- Develop structural narrative for seismic retrofit with enough detail for cost estimating.					
A. Review and supplement structural narrative.					
B. Preliminary ADA access compliance upgrade scoping. Additional analysis only as required.					
C. Review need for other Code compliance upgrades. Additional analysis only as required.					
D. Prepare report to issue to cost estimator, Mack5.					
Task 03 -- Review and coordinate with Mack5 cost estimating process.					
A. Review Mack5 estimate, issue comments, coordination.					
B. Review final cost estimate					
Task 04 -- Coordinate potential soft-costs associated with temporary relocation. Mack 5 to develop total soft-costs estimate.					
A. Review and comment on Mack5 soft cost estimate.					
B. Assist in analyzing the scope of temporary relocation.					
C. Review Total Project Cost					
Task 05 -- Review Option 01 report, design and cost estimate with the Steering Committee.					
A. Prepare for meeting with Steering Committee to review preliminary structural report, design and cost estimates.					
B. Communicate and coordinate Steering Committee comments with Structural Engineer					
Task 06 -- Prepare final report and graphic presentation of Option 01 for presentation at public meetings.					
A. Prepare graphic presentation for public presentation that describes the structural interventions needed.					
B. Review, prepare and publish final structural engineer's report and graphics					
OPTION 02 -- Existing Site					
Description: Develop an on-site renovation/expansion or rebuild scenario that does not exceed the established construction budget. The program is to be optimized and within the established cost ceiling; whether the project is a remodel or a rebuild will be determined by cost.					
Task 01 -- Initial scoping analysis to determine if renovation/expansion or rebuild scenario is the most cost effective for this site.					
A. Prepare descriptive narrative and information for cost estimator					
B. Work with Mack5 to evaluate relative rough order of magnitude costs for both scenarios.					
C. Select most cost effective scenario for development.					
Task 02 -- Develop detailed floor plans for one selected option. All rooms should be identified and located.					
A. Design detailed floor plan option.					

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	B. Reconcile architectural program with the proposed plan.					
	C. Prepare preliminary design documents for meeting with the Steering Committee					
	D. Revise the design based on the Steering Committee comments.					
	Task 03-- Optimize site design to minimize costs. Reduce quantity of site retaining walls. Displace parking as needed.					
	A. Design detailed site plan options and site sections.					
	B. Quantify site parking solutions and constraints					
	C. Prepare preliminary design documents for meeting with the Steering Committee					
	D. Revise the design based on the Steering Committee comments.					
	Task 04 – Contribute to iterative cost estimating process. Reconcile and value engineer design with Mack5 cost estimating to ensure project remains under \$10 million.					
	A. Review Mack5 estimate and issue comments					
	B. Reconcile cost estimate with Mack5, value engineer design as required.					
	C. Coordinate cost estimate with Steering Committee					
	D. Review final cost estimate					
	Task 05 – Prepare design scenario for presentation during public meetings. Exhibits to include: one rendered massing model photo montage from street level; one massing model aerial diagram; street-level freehand sketches to illustrate design intent; colored and labeled floor plans; colored and labeled cross-section.					
	A. Option of either a rendered massing model photo montage from street level or a street level freehand sketch.					
	B. Colored and labeled floor plans					
	C. Colored and labeled cross-section					
	OPTION 03 -- Park Site					
	Description: Develop a new building design on the park site that does not exceed the established construction budget. The program is to be optimized and within the established cost ceiling. The construction type should be wood frame, and as similar as possible to the option 02 scheme to allow for comparison of relative costs. No program additions should be made.					
	Task 01 -- Develop detailed floor plans for this option. All rooms should be identified and located.					
	A. Design detailed floor plan option.					
	B. Reconcile architectural program with the proposed plan.					
	C. Prepare preliminary design documents for meeting with the Steering Committee					
	D. Revise the design based on the Steering Committee comments.					
	Task 02-- Optimize site design to minimize costs. Reduce quantity of site retaining walls explore options for steeply sloping terraces as opposed to retaining walls.					
	A. Design detailed site plan options and site sections.					
	B. Quantify site parking solutions and constraints					
	C. Prepare preliminary design documents for meeting with the Steering Committee					
	D. Revise the design based on the Steering Committee comments.					
	Task 03 – Contribute to iterative cost estimating process. Reconcile and value engineer design with Mack5 cost estimating to ensure project remains under \$10 million.					
	A. Review Mack5 estimate and issue comments					
	B. Reconcile cost estimate with Mack5, value engineer design as required.					
	C. Coordinate cost estimate with Steering Committee					
	D. Review final cost estimate					
	Task 04 – Prepare design scenario for presentation during public meetings. Exhibits to include: one rendered massing model photo montage from street level; one rendered massing model photo montage from the park; one massing model aerial diagram; street-level freehand sketches to illustrate design intent; colored and labeled floor plans; colored and labeled illustrative cross-section that cuts deeper into the park					
	A. Option of a rendered massing model photo montage from street level or a street-level freehand sketch					
	B. One rendered massing model photo montage from the park					
	C. One massing model aerial diagram					
	D. Colored and labeled floor plans					

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E. Colored and labeled illustrative cross-section that cuts deeper into the park						
Administration						
Administration of Extra Service Contract						

Meetings

Meeting 08 Scoping Meeting and Program Prioritization						
Meeting 09 Preliminary Design, Program and Cost Review Meeting						
Meeting 10 Final Design and Cost Review Meeting						
Meeting 11 Final Presentation Exhibits Review Meeting						
Meeting 12 Allowance for Planning Meeting						
Meetings include travel time and preparation of meeting reports.						