

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

Date of Meeting: June 11, 2014
Time of Meeting: 7:30 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 I).

7:30 p.m. **CALL TO ORDER**
Directors: Helmut Blaschczyk, Joe de Ville, Nina Harmon, Janice Kosel, and Laurence Nagel

1. **ADOPTION OF CONSENT ITEMS.** Items 4, 5, 6, 7, 8 & 9
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 May 14, 2014 (APPROVE)
- CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** May 2014 (ACCEPT)
- CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #12** (APPROVE)
- CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** April/May 2014 (APPROVE)
- CC 7. **APPROVAL OF RESOLUTION 14-01** Establishing the Appropriations Limit for FY 2014-2015 (APPROVE)
- CC 8. **APPROVAL OF RESOLUTION 14-02** Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for FY 2014-2015 (APPROVE)

- CC 9. **APPROVAL OF RESOLUTION 14-03** Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order (APPROVE)
10. **FIRE CHIEF'S REPORT**
- a. Review of operations.
 - b. Regional issues and developments.
 - c. Letter from Bob Shaner re: Hilltop School property
11. **PRESIDENT'S REPORT**
- a. Report on Manager's Annual Review
- NEW BUSINESS**
12. El Cerrito Contract Fee Proposal for FY 2014-2015 (ACTION)
13. Approval of Three-Year Lease with Kensington Police Protection and Community Services District (ACTION)
14. Auditor Recommendation and Fee Proposal for FY 2013-2014 Audit Report (ACTION)
15. Resolution 14-04 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for Fiscal Year 2014-2015 (ACTION)
16. **BOARD REPORTS**
- Informational reports from Board members or staff covering the following assignments:
- a. Finance Committee (Kosel/Blaschczyk): Minutes from 1/21/14 Committee meeting
 - b. Public Safety Building (de Ville/Harmon):
 - c. Education (Kosel):
 - d. Contra Costa County/California Special Districts Assoc. (Nagel): Next meeting July 21, 2014; LAFCO Election
 - e. Diablo Fire Safe Council/Interface (Staff):

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, July 9, 2014, at 7:30 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 7/9/14 is Wednesday, 6/25/14 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 7/2/14 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 MAY 14, 2014 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: Directors: Helmut Blaschczyk, Joe de Ville, Nina Harmon, Janice Kosel, Larry Nagel
 Staff: Chief Lance Maples, Manager Brenda Navellier

CALL TO ORDER:

President Kosel called the meeting to order at 7:00 p.m. and noted that all Directors were present.

APPROVAL OF CONSENT ITEMS:

President Kosel called for the approval of the consent calendar (items 3, 4, 5 & 6) consisting of approval of the minutes of the May 14, 2014 meeting, approval of the monthly transmittal #11, approval of the monthly March/April 2014 financial report, and approval of the April incident activity report. Director Harmon made a motion to accept the consent calendar items as amended. Director de Ville seconded the motion.

AYES: Blaschzyk, deVille, Harmon, Kosel, Nagel
NOES: None
ABSTAIN: None

ORAL COMMUNICATIONS:

None.

PRESIDENT'S REPORT:

President Kosel noted that the lease of the public safety building is not listed on the agenda because there has been no response yet from KPPCSD's negotiating party. KPPCSD's President did say he would correct the misstatement about building maintenance in that agency's minutes. KFPD will agendize the lease once a response is received. A successful pharmaceutical drop-off was held on April 26, 2014 by both KFPD and KPPCSD.

CHIEF'S REPORT:

Chief Maples stated that fire season has started. His written report included a write-up on fire season for 2014. There are currently seven active fires in southern California and the OES engine is currently on stand-by to be dispatched. Cal Fire claims this will be the "worst fire season ever". The aerial ladder truck is coming along and is scheduled to be delivered in late June. Captain Castrejon will check on its progress on site in both May and June. An automatic external defibrillator has been placed at the Unitarian Universalist Church on Lawson Road by AMR. Fifteen people were trained at UUCB on how to use it. In answer to Director Nagel's question, Chief Maples reminded everyone that in light of the drought conditions, the department is moving the vegetation management inspection schedule up a month and the Board will meet in July to declare nuisance properties instead of the usual August. The Board plans to recess in August.

BOARD REPORTS:

Finance Committee: The Committee will meet on May 28th at 10:00 a.m. in the Public Safety Building and will receive the annual contract fee from El Cerrito.

Public Safety Building: Navellier reported that she and B/C Pigioli have met with the architect for the apparatus bay project and the drawings are coming along. KFPD should be able to bid the project this summer.

CSDA: Director Nagel attended the April 21 quarterly CSDA and LAFCO election meeting. Nagel handed out a written report of the meeting. He noted that District 2 Supervisor Andersen was the guest speaker. She has concerns about fire protection because of several station closures in her district and population in Contra Costa County is increasing. Both incumbents were elected to the LAFCO Board. The next meeting will be held on July 26, 2014.

Correspondence: KFPD received a thank you from Berkeley Fire Department for helping with coverage during the Second Street fire on April 12th.

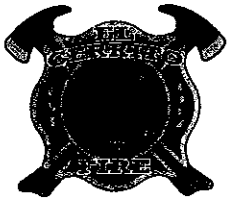
ADJOURNMENT: The meeting was adjourned at 7:20 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on June 11, 2014.

Attest:

Larry Nagel, Board Secretary



EL CERRITO FIRE DEPARTMENT

Memorandum

June 5, 2014

TO: Kensington Fire Protection District Board Members

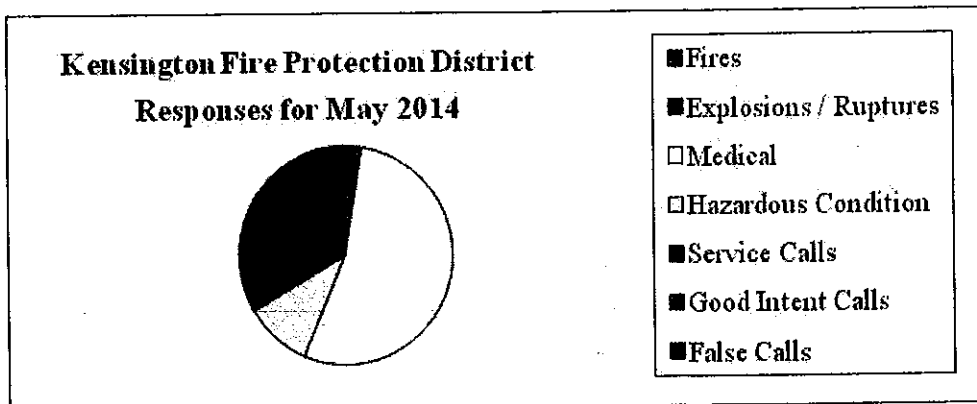
FROM: Laurence Carr, Battalion Chief

RE: Incident Activity Reports for the Month of May 2014

There were 39 incidents that occurred during the month of May in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for the calls that the Fire Department responded to this past month. Total calls for E65 was 56 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>	1	2.56%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	21	53.85%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	10.26%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	7	17.95%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	5.13%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	4	10.26%
Totals		39	100.00%



Kensington Fire Protection District Response Log for May 2014

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1400950	01-May-14 11:40:53	540 COVENTRY DR	Kensington	E65	700
2	1400953	01-May-14 15:48:07	50 ARLINGTON AVE	Kensington	E65	735
3	1400958	01-May-14 22:55:46	410 BERKELEY PARK BLVD	Kensington	E65	321
4	1400966	03-May-14 07:31:42	118 WINDSOR AVE	Kensington	E65	321
5	1400973	03-May-14 19:35:56	560 COVENTRY DR	Kensington	E65	321
6	1400976	04-May-14 08:48:16	38 SUNSET DR	Kensington	E65	321
7	1400983	04-May-14 19:09:14	208 STANFORD AVE	Kensington	E65	520
8	1400994	06-May-14 20:27:00	28 KENSINGTON CT	Kensington	E65	321
9	1401003	08-May-14 08:47:01	VASSAR AVE	Kensington	E65	622
10	1401004	08-May-14 10:38:43	130 NORWOOD CT	Kensington	E65	321
11	1401014	09-May-14 16:37:11	4 WINDSOR AVE	Kensington	E65	151
12	1401019	09-May-14 23:10:48	719 COVENTRY DR	Kensington	E65	553
13	1401024	10-May-14 20:42:57	212 LAKE DR	Kensington	E65	740
14	1401032	11-May-14 22:05:27	719 COVENTRY DR	Kensington	E65	553
15	1401033	11-May-14 22:46:10	334 COVENTRY DR	Kensington	E65	321
16	1401042	12-May-14 19:27:41	LENOX DR	Kensington	E65	700
17	1401045	13-May-14 10:56:55	65 NORWOOD AVE	Kensington	E65	321
18	1401046	13-May-14 12:46:03	246 CAMBRIDGE AVE	Kensington	E65	321
19	1401047	13-May-14 13:49:26	554 COVENTRY DR	Kensington	E65	321
20	1401048	13-May-14 18:44:18	217 ARLINGTON AVE	Kensington	E65	321
21	1401056	14-May-14 08:13:44	601 CANON DR	Kensington	E65	412
22	1401063	14-May-14 21:00:10	HIGHGATE RD	Kensington	E65	651
23	1401066	15-May-14 12:59:23	20 KENIL WORTH DR	Kensington	E65	460
24	1401071	16-May-14 13:03:42	734 WELLESLEY AVE	Kensington	E65	443
25	1401073	16-May-14 15:46:49	130 NORWOOD CT	Kensington	E72	321
26	1401085	18-May-14 08:13:10	264 KENYON AVE	Kensington	E65	321
27	1401088	18-May-14 12:52:11	1 ARLMONT DR	Kensington	E65	553
28	1401107	19-May-14 15:45:45	136 HIGHLAND BLVD	Kensington	E65	522
29	1401125	21-May-14 10:53:28	16 KENSINGTON CT	Kensington	E65	321
30	1401137	22-May-14 21:52:38	719 COVENTRY DR	Kensington	E65	554

31	1401143	23-May-14 14:16:53	BERKELEY PARK BLVD	Kensington	E65	400
32	1401144	23-May-14 15:56:31	729 COVENTRY DR	Kensington	E65	322
33	1401154	25-May-14 05:16:17	85 FRANCISCAN WAY	Kensington	E65	321
34	1401162	26-May-14 03:51:30	224 LAKE DR	Kensington	E65	321
35	1401171	27-May-14 06:58:35	379 OCEAN VIEW AVE	Kensington	E65	321
36	1401183	28-May-14 10:15:20	72 ARLINGTON AVE	Kensington	E65	321
37	1401188	28-May-14 16:38:55	171 PURDUE AVE	Kensington	E65	321
38	1401203	30-May-14 20:30:22	261 PURDUE AVE	Kensington	E65	550
39	1401206	31-May-14 04:24:03	9 LENOX DR	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)

Kensington Fire Protection District Engine 65 Response Log for May 2014

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1400950	01-May-14 11:40:53	540 COVENTRY DR	Kensington	E65	700
2	1400953	01-May-14 15:48:07	50 ARLINGTON AVE	Kensington	E65	735
3	1400958	01-May-14 22:55:46	410 BERKELEY PARK BLVD	Kensington	E65	321
4	1400963	02-May-14 15:33:02	552 COLUSA AVE	El Cerrito	E65	323
5	1400966	03-May-14 07:31:42	118 WINDSOR AVE	Kensington	E65	321
6	1400973	03-May-14 19:35:56	560 COVENTRY DR	Kensington	E65	321
7	1400976	04-May-14 08:48:16	38 SUNSET DR	Kensington	E65	321
8	1400983	04-May-14 19:09:14	208 STANFORD AVE	Kensington	E65	520
9	1400987	05-May-14 15:00:28	7621 POTRERO AVE	El Cerrito	E65	311
10	1400994	06-May-14 20:27:00	28 KENSINGTON CT	Kensington	E65	321
11	1401003	08-May-14 08:47:01	VASSAR AVE	Kensington	E65	622
12	1401004	08-May-14 10:38:43	130 NORWOOD CT	Kensington	E65	321
13	1401006	08-May-14 19:15:00	TERRACE DR	El Cerrito	E65	444
14	1401014	09-May-14 16:37:11	4 WINDSOR AVE	Kensington	E65	151
15	1401018	09-May-14 21:35:44	389 COLUSA AVE	El Cerrito	E65	321
16	1401019	09-May-14 23:10:48	719 COVENTRY DR	Kensington	E65	553
17	1401024	10-May-14 20:42:57	212 LAKE DR	Kensington	E65	740
18	1401026	11-May-14 11:36:22	MOESER LANE	El Cerrito	E65	322
19	1401032	11-May-14 22:05:27	719 COVENTRY DR	Kensington	E65	553
20	1401033	11-May-14 22:46:10	334 COVENTRY DR	Kensington	E65	321
21	1401042	12-May-14 19:27:41	LENOX DR	Kensington	E65	700
22	1401043	12-May-14 20:58:36	264 COVENTRY DR	Kensington	E65	746
23	1401045	13-May-14 10:56:55	65 NORWOOD AVE	Kensington	E65	321
24	1401046	13-May-14 12:46:03	246 CAMBRIDGE AVE	Kensington	E65	321
25	1401047	13-May-14 13:49:26	554 COVENTRY DR	Kensington	E65	321
26	1401048	13-May-14 18:44:18	217 ARLINGTON AVE	Kensington	E65	321
27	1401051	13-May-14 20:12:05	905 LIBERTY ST	Kensington	E65	321
28	1401056	14-May-14 08:13:44	601 CANON DR	El Cerrito	E65	412
29	1401061	14-May-14 19:24:48	240 EL CERRITO PLZ	El Cerrito	E65	321
30	1401063	14-May-14 21:00:10	HIGHGATE RD	Kensington	E65	651

Type Series	Description	Location	Date/Time	Agency	Incident Number
31	1401064	10690 SAN PABLO AVE	15-May-14 11:48:36	El Cerrito	311
32	1401066	20 KENILWORTH DR	15-May-14 12:59:23	Kensington	460
33	1401067	7900 CUTTING BLVD	15-May-14 13:31:51	El Cerrito	743
34	1401071	734 WELLESLEY AVE	16-May-14 13:03:42	Kensington	443
35	1401072	540 ASHBURY AVE	16-May-14 14:39:46	El Cerrito	321
36	1401074	1057 ARLINGTON BLVD	16-May-14 20:38:13	El Cerrito	100
37	1401085	264 KENYON AVE	18-May-14 08:13:10	Kensington	321
38	1401088	1 ARLMONT DR	18-May-14 12:52:11	Kensington	553
39	1401092	925 KING DR	18-May-14 18:48:23	El Cerrito	700
40	1401107	136 HIGHLAND BLVD	19-May-14 15:45:45	Kensington	522
41	1401113	8054 TERRACE DR	20-May-14 08:08:56	El Cerrito	321
42	1401124	6000 EL CERRITO PLZ	21-May-14 10:17:36	El Cerrito	735
43	1401125	16 KENSINGTON CT	21-May-14 10:53:28	Kensington	321
44	1401137	719 COVENTRY DR	22-May-14 21:52:38	Kensington	554
45	1401141	6000 EL CERRITO PLZ	23-May-14 02:39:37	El Cerrito	745
46	1401143	BERKELEY PARK BLVD	23-May-14 14:16:53	Kensington	400
47	1401144	729 COVENTRY DR	23-May-14 15:56:31	Kensington	322
48	1401148	824 PARK WAY	23-May-14 23:03:56	El Cerrito	321
49	1401154	85 FRANCISCAN WAY	25-May-14 05:16:17	Kensington	321
50	1401162	224 LAKE DR	26-May-14 03:51:30	Kensington	321
51	1401171	379 OCEAN VIEW AVE	27-May-14 06:58:35	Kensington	321
52	1401183	72 ARLINGTON AVE	28-May-14 10:15:20	Kensington	321
53	1401188	171 PURDUE AVE	28-May-14 16:38:55	Kensington	321
54	1401201	10900 SAN PABLO AVE	30-May-14 16:42:51	El Cerrito	550
55	1401203	261 PURDUE AVE	30-May-14 20:30:22	Kensington	321
56	1401206	9 LENOX DR	31-May-14 04:24:03	Kensington	321

* See Attached Table for Incident Type Explanations

Type Series

- 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)

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	
00982	Delta Dental	6/1/2014	BE0000812240 Jun dental	7840 1061	1,189.07
01169	CalPERS	5/15/2014	014289332 Jun & Jul med	7840 1061	15,957.46
01172	L.N. Curtis	5/20/2014	1311713-00 rescue equip	7840 2490	5,999.91
01406	KFPD	06/06/14	Reimburse revolving fund	7840 2490	11,396.69
01634	Vision Service Plan	05/21/14	001027770001 Jun vision	7840 1061	330.22
02120	City of El Cerrito	06/01/14	June fire protection	7840 2328	193,630.44
03590	Dell Marketing L.P.	05/02/14	XJDJRD7F6 - capt. computer	7840 2490	1,471.45
TOTAL					229,975.24

Kensington FPD Approval

Date: 6/16/14

[Signature]

June 6, 2014

Attachment to Transmittal 0614

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
5/6/2014	Better Than One - fire ext.	59.70
5/15/2014	AT&T - phone lines	418.01
5/9/2014	Sprint/Nextel - telephone	64.62
5/6/2014	PG&E - electric	874.94
5/7/2014	PG&E - gas	125.53
5/5/2014	Office Depot - office supplies	93.17
5/16/2014	Payroll processing	52.40
5/16/2014	Payroll - 5/1-5/15/14	2,494.23
5/16/2014	Withholding payroll taxes 5/1- 5/15/14	974.55
6/1/2014	Stericycle - medical waste	643.83
5/12/2014	Russell - April accounting	130.00
5/14/2014	Mechanics Bank - office exp	956.52
5/28/2014	Meyers Nave - legal counsel	87.48
5/22/2014	Comcast - internet	90.70
5/28/2014	Pagepoint - website updates	41.99
6/2/2014	Payroll processing	52.40
6/2/2014	Payroll - 5/16-5/31/14	2,494.23
6/2/2014	Withholding payroll taxes 5/16- 5/31/14	974.55
6/5/2014	Nagel - reimburse mileage	54.90
6/5/2014	ICMA-RC May deferred comp	712.94
	Total	11,396.69

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

Kensington Fire Protection District
Balance Sheet
As of May 12, 2014

	May 12, 14
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	8,770.47
General Fund	1,483,277.93
Special Tax Fund	78,028.00
Capital Fund	4,996.77
Total Checking/Savings	1,575,273.17
Accounts Receivable	
Advance on Taxes	100,302.06
Advance on Supplemental Taxes	82,346.22
Total Accounts Receivable	182,648.28
Other Current Assets	
Prepaid Services - EC	393,472.41
Prepaid CERBT - Retiree Trust	1,017,995.91
Investments	
Capital Replacement Funds	1,167,332.00
Fire Protect. Contract Reserves	2,360,834.00
Investments - Other	-263,232.91
Total Investments	3,264,933.09
Total Other Current Assets	4,676,401.41
Total Current Assets	6,434,322.86
Fixed Assets	
Equipment	1,056,930.12
Accumulated Depreciation-Equip	-626,703.00
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-684,659.00
Current Capital Outlay	
Airpacks	15,561.45
Total Current Capital Outlay	15,561.45
Total Fixed Assets	1,764,235.87
Other Assets	
Suspense	-790.71
Total Other Assets	-790.71
TOTAL ASSETS	8,197,768.02
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	13,434.76
Total Accounts Payable	13,434.76
Other Current Liabilities	
EI Cerrito Service Contract Pay	393,472.41
Wages & PR Taxes Payable	1,239.00
Total Other Current Liabilities	394,711.41
Total Current Liabilities	408,146.17
Total Liabilities	408,146.17

Kensington Fire Protection District
Balance Sheet
As of May 12, 2014

	<u>May 12, 14</u>
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	1,535,196.38
Net Income	1,041,806.21
Total Equity	<u>7,789,621.85</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,197,768.02</u></u>

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

July 1, 2013 through May 12, 2014

	Jul 1, '13 - May 12, 14	Jul 1, '12 - May 12, 13	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,968,867.66	2,730,537.36	238,330.30	8.7%
Special Taxes	200,428.40	200,395.20	33.20	0.0%
Other Tax Income	14,204.34	19,006.19	-4,801.85	-25.3%
Lease Agreement	31,514.00	30,596.00	918.00	3.0%
Interest Income	5,477.02	5,865.03	-388.01	-6.6%
Salary Reimbursement Agreement	39,755.22	38,843.70	911.52	2.4%
Grant Revenue	0.00	101,590.39	-101,590.39	-100.0%
Miscellaneous Income	14,266.11	0.00	14,266.11	100.0%
Total Income	3,274,512.75	3,126,833.87	147,678.88	4.7%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,541.07	219.32	14.2%
Contra Costa County Expenses	31,874.90	30,964.03	910.87	2.9%
El Cerrito Contract Fee	1,967,361.75	1,971,228.90	-3,867.15	-0.2%
Water System Improvements	0.00	237,733.98	-237,733.98	-100.0%
Fire Abatement Contract	865.00	2,550.00	-1,685.00	-66.1%
Risk Management Insurance	11,910.00	10,200.00	1,710.00	16.8%
Professional Fees				
Accounting	2,926.19	2,246.33	679.86	30.3%
Actuarial Valuation	2,500.00	0.00	2,500.00	100.0%
State Mandated Claims Consult	0.00	550.00	-550.00	-100.0%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	2,467.80	1,809.46	658.34	36.4%
Total Professional Fees	19,893.99	16,605.79	3,288.20	19.8%
Wildland Vegetation Mgmt	8,330.00	8,417.00	-87.00	-1.0%
Total OUTSIDE PROFESSIONAL SER...	2,041,996.03	2,279,240.77	-237,244.74	-10.4%
RETIREE MEDICAL BENEFITS				
PERS Medical	46,992.92	48,189.96	-1,197.04	-2.5%
Delta Dental	6,013.33	5,651.25	362.08	6.4%
Vision Care	1,640.83	1,540.00	100.83	6.6%
Total RETIREE MEDICAL BENEFITS	54,647.08	55,381.21	-734.13	-1.3%
COMMUNITY SERVICE ACTIVITIES				
Public Education	7,673.99	6,562.81	1,111.18	16.9%
Comm. Pharmaceutical Drop-Off	888.03	1,147.82	-259.79	-22.6%
Vial of Life Program	114.27	5.46	108.81	1,992.9%
CERT Emergency Kits	3,173.19	0.00	3,173.19	100.0%
Open Houses	287.48	304.60	-17.12	-5.6%
Community Shredder	605.00	700.00	-105.00	15.0%
Total COMMUNITY SERVICE ACTIVITI...	12,941.96	8,720.69	4,221.27	48.4%
DISTRICT ACTIVITIES				
Firefighter's Apparel	616.75	822.15	-205.40	-25.0%
Firefighters' Expenses	1,940.32	4,977.72	-3,037.40	-61.0%
Staff Appreciation	1,487.10	1,590.15	-103.05	-6.5%
Professional Development	3,123.38	1,490.43	1,632.95	109.6%
Building Maintenance				
Janitorial Service	1,032.55	996.60	35.95	3.6%
Medical Waste Disposal	2,184.43	6,681.08	-4,496.65	-67.3%
Building alarm	1,696.00	1,696.00	0.00	0.0%
Gardening service	1,450.00	600.00	850.00	141.7%
Miscellaneous Maint.	9,253.03	7,719.45	1,533.58	19.9%
Total Building Maintenance	15,616.01	17,693.13	-2,077.12	-11.7%
Building Utilities/Service				
Garbage	621.24	845.48	-224.24	-26.5%
Gas and Electric	5,674.68	5,558.74	115.94	2.1%
Water/Sewer	1,098.95	1,176.68	-77.73	-6.6%
Total Building Utilities/Service	7,394.87	7,580.90	-186.03	-2.5%
Election	0.00	384.10	-384.10	-100.0%
Memberships	6,519.00	5,126.00	1,393.00	27.2%
Office				
Office Expense	618.65	1,448.66	-830.01	-57.3%
Office Supplies	522.63	713.93	-191.30	-26.8%
Telephone	5,183.60	4,527.44	656.16	14.5%
Total Office	6,324.88	6,690.03	-365.15	-5.5%
Total DISTRICT ACTIVITIES	43,022.31	46,354.61	-3,332.30	-7.2%
Staff				
Wages	62,586.82	61,360.00	1,226.82	2.0%
Overtime Wages	541.54	982.30	-440.76	-44.9%
Medical/dental ins compensation	6,000.00	5,300.00	700.00	13.2%
Retirement Contribution	3,129.35	3,068.00	61.35	2.0%
Payroll Taxes	5,046.44	5,042.32	4.12	0.1%
Workers Compensation/Life Ins	1,612.11	1,263.52	348.59	27.6%
Payroll Processing	1,182.90	1,079.70	103.20	9.6%
Total Staff	80,099.16	78,095.84	2,003.32	2.6%

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

July 1, 2013 through May 12, 2014

	Jul 1, '13 - May 12, 14	Jul 1, '12 - May 12, 13	\$ Change	% Change
Contingency				
General	0.00	3,160.61	-3,160.61	-100.0%
Total Contingency	0.00	3,160.61	-3,160.61	-100.0%
Total Expense	2,232,706.54	2,470,953.73	-238,247.19	-9.6%
Net Ordinary Income	1,041,806.21	655,880.14	385,926.07	58.8%
Other Income/Expense				
Other Income				
Transfers In - Capital	2,455.00	193,455.00	-191,000.00	-98.7%
Transfers In - General	131,448.27	2,611.84	128,836.43	4,932.8%
Total Other Income	133,903.27	196,066.84	-62,163.57	-31.7%
Other Expense				
Transfers Out - Capital	2,448.27	2,611.84	-163.57	-6.3%
Transfers Out - Special	129,000.00	0.00	129,000.00	100.0%
Transfers Out - General	2,455.00	193,455.00	-191,000.00	-98.7%
Total Other Expense	133,903.27	196,066.84	-62,163.57	-31.7%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,041,806.21	655,880.14	385,926.07	58.8%

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

July 2013 through April 2014

	Jul '13 - Apr 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,916,146.05	2,765,000.00	151,146.05	105.5%
Special Taxes	200,428.40	200,395.00	33.40	100.0%
Other Tax Income	14,037.04	18,824.00	-4,786.96	74.6%
Lease Agreement	31,514.00	31,514.00	0.00	100.0%
Interest Income	5,477.02	6,000.00	-522.98	91.3%
Salary Reimbursement Agreement	39,755.22	40,545.80	-790.58	98.1%
Grant Revenue	0.00	54,934.00	-54,934.00	0.0%
Miscellaneous Income	14,266.11	0.00	14,266.11	100.0%
Total Income	3,221,623.84	3,117,212.80	104,411.04	103.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,620.00	140.39	108.7%
Contra Costa County Expenses	31,760.15	32,483.00	-722.85	97.8%
El Cerrito Contract Fee	1,967,361.75	1,967,361.70	0.05	100.0%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Fire Abatement Contract	855.00	8,000.00	-7,135.00	10.8%
Risk Management Insurance	11,910.00	10,600.00	1,310.00	112.4%
Professional Fees				
Accounting	2,926.19	3,750.00	-823.81	78.0%
Actuarial Valuation	2,500.00	3,500.00	-1,000.00	71.4%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	2,467.80	25,000.00	-22,532.20	9.9%
Total Professional Fees	19,893.99	44,250.00	-24,356.01	45.0%
Wildland Vegetation Mgmt	8,330.00	7,500.00	830.00	111.1%
Total OUTSIDE PROFESSIONAL SER...	2,041,881.28	2,081,814.70	-39,933.42	98.1%
RETIREE MEDICAL BENEFITS				
PERS Medical	42,720.84	42,720.80	0.04	100.0%
Delta Dental	5,466.66	5,466.70	-0.04	100.0%
Vision Care	1,640.83	1,491.70	149.13	110.0%
Total RETIREE MEDICAL BENEFITS	49,828.33	49,679.20	149.13	100.3%
COMMUNITY SERVICE ACTIVITIES				
Public Education	7,673.99	10,833.30	-3,159.31	70.8%
Comm. Pharmaceutical Drop-Off	888.03	3,000.00	-2,111.97	29.6%
Vial of Life Program	114.27	250.00	-135.73	45.7%
CERT Emergency Kits	3,173.19	3,000.00	173.19	105.8%
Open Houses	287.48	1,000.00	-712.52	28.7%
Community Shredder	805.00	1,000.00	-195.00	80.5%
Total COMMUNITY SERVICE ACTIVITI...	12,941.96	19,083.30	-6,141.34	67.8%
DISTRICT ACTIVITIES				
Firefighter's Apparel	616.75	1,600.00	-983.25	38.5%
Firefighters' Expenses	1,940.32	5,000.00	-3,059.68	38.8%
Engine Rescue Equipment	0.00	6,000.00	-6,000.00	0.0%
Staff Appreciation	1,487.10	2,500.00	-1,012.90	59.5%
Professional Development	3,123.38	4,750.00	-1,626.62	65.8%
Building Maintenance				
Janitorial Service	1,032.55	1,250.00	-217.45	82.6%
Medical Waste Disposal	2,184.43	6,025.00	-3,840.57	36.3%
Building alarm	1,696.00	1,900.00	-204.00	89.3%
Gardening service	1,450.00	1,250.00	200.00	116.0%
Miscellaneous Maint.	9,253.03	10,000.00	-746.97	92.5%
Total Building Maintenance	15,616.01	20,425.00	-4,808.99	76.5%
Building Utilities/Service				
Garbage	621.24	590.00	31.24	105.3%
Gas and Electric	5,674.68	5,833.30	-158.62	97.3%
Water/Sewer	1,098.95	1,350.00	-251.05	81.4%
Total Building Utilities/Service	7,394.87	7,773.30	-378.43	95.1%
Election	0.00	0.00	0.00	0.0%
Memberships	6,519.00	5,500.00	1,019.00	118.5%
Office				
Office Expense	618.65	2,916.70	-2,298.05	21.2%
Office Supplies	522.63	2,083.30	-1,560.67	25.1%
Telephone	5,183.60	4,829.20	354.40	107.3%
Total Office	6,324.88	9,829.20	-3,504.32	64.3%
Total DISTRICT ACTIVITIES	43,022.31	63,377.50	-20,355.19	67.9%
Staff				
Wages	62,586.82	62,587.50	-0.68	100.0%
Overtime Wages	541.54	2,166.70	-1,625.16	25.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	6,000.00	6,000.00	0.00	100.0%
Retirement Contribution	3,129.35	3,129.20	0.15	100.0%
Payroll Taxes	5,046.44	5,676.00	-629.56	88.9%
Workers Compensation/Life Ins	1,612.11	1,500.00	112.11	107.5%
Payroll Processing	1,130.50	1,055.00	75.50	107.2%
Total Staff	80,046.76	82,114.40	-2,067.64	97.5%

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

July 2013 through April 2014

	Jul '13 - Apr 14	Budget	\$ Over Budget	% of Budget
Contingency				
General	0.00	25,000.00	-25,000.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Expense	2,227,720.64	2,321,069.10	-93,348.46	96.0%
Net Ordinary Income	993,903.20	796,143.70	197,759.50	124.8%
Other Income/Expense				
Other Income				
Transfers In - Capital	2,455.00			
Transfers In - General	131,448.27			
Total Other Income	133,903.27			
Other Expense				
Transfers Out - Capital	2,448.27			
Transfers Out - Special	129,000.00			
Transfers Out - General	2,455.00			
Total Other Expense	133,903.27			
Net Other Income	0.00			
Net Income	993,903.20	796,143.70	197,759.50	124.8%

RESOLUTION 14-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR FISCAL YEAR 2014-2015

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

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

WHEREAS, the appropriations limit for Fiscal Year 2013-2014 was established at \$3,597,700 by the Board of Directors of the Kensington Fire Protection District; and

WHEREAS, the applicable factors used to calculate the appropriations limit for Fiscal Year 2014-2015 are (1) the decrease in the California per capita personal income of **-0.23%** as provided by the State Department of Finance; and (2) the applicable change in population from January 2013 to January 2014 of **0.98%**; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District establishes the appropriations limit for Fiscal Year 2014-2015 as \$3,624,300.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 11th day of June 2014 by the following vote of the Board.

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

Janice Kosel, President

Larry Nagel, Secretary

KENSINGTON FIRE PROTECTION DISTRICT

Calculation of Appropriations Limit for Fiscal Year 2014-2015

Article XIII B of the California Constitution specifies that local jurisdictions select their cost-of-living factor to compute their appropriations limit by a vote of the governing body. Historically, the Kensington Fire Protection District has selected the following method of computing its limit.

California per capita personal income (+/-) = -0.23%

Population change in Contra Costa County = 0.98%

Per capita converted to a ratio: $(-0.23 + 100)/100 = 0.9977$

Population converted to a ratio: $(0.98 + 100)/100 = 1.0098$

Calculation of factor for FY 2014-2015: $0.9977 \times 1.0098 = 1.0074$

Appropriations limit for FY 2013-2014: \$3,597,700

Calculated appropriations limit for FY 2014-2015:
 $\$3,597,700 \times 1.0074 = \$3,624,323$

Suggested appropriations limit: \$3,624,300

RESOLUTION 14-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING CONTRA COSTA COUNTY TO PLACE THE FIRE DISTRICT'S SPECIAL TAX ON THE TAX ROLL FOR FISCAL YEAR 2014-2015 AND TO COLLECT THE SPECIAL TAX ON BEHALF OF THE KENSINGTON FIRE PROTECTION DISTRICT

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes Contra Costa County to place the Kensington Fire Protection District's special tax on the tax roll for Fiscal Year 2014-2015 and to collect the special tax on behalf of the Kensington Fire Protection District.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 11th day of June 2014 by the following vote of the Board.

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

Janice Kosel, President

Larry Nagel, Secretary

RESOLUTION 14-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ORDERING EVEN-YEAR BOARD OF DIRECTORS ELECTION; CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the Kensington Fire Protection District and it is to the advantage of the District to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the County for the actual costs incurred by the County Elections Official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens, the Board of Directors of the Kensington Fire Protection District must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance; and

WHEREAS, Election Code Section 12112 requires the Elections Official of Contra Costa County to publish a notice of the election once in a newspaper of general circulation within the Kensington Fire Protection District.

NOW, THEREFORE, BE IT RESOLVED that an election be held within the territory included in the Kensington Fire Protection District on the 4th day of November 2014, for the purpose of electing members to the Board of Directors of said district in accordance with the following specifications:

Specifications of the Election Order

1. The Election shall be held on Tuesday, the 4th day of November 2014. The purpose of the election is to choose members of the Board of Directors for the following seats:

Three Directors each for a Four-Year Full Term

2. The District has determined that the Candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 250 words. As a condition of having the Candidate's Statement published, the candidate may pay the estimated cost at the time of filing. The District hereby establishes the Election Division's estimated cost for a candidate statement as the following: \$112.50.

3. The District directs that the County Registrar of Voters of Contra Costa County publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. The Kensington Fire Protection District hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the District, as provided in Elections Code 10400.
5. The District will reimburse Contra Costa County for the actual cost incurred by the County Elections Official in conducting the general district election upon receipt of a bill stating the amount due as determined by the Elections Official.
6. The Administrator of this Board is ordered to deliver copies of this Resolution to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 11th day of June 2014 by the following vote of the Board.

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

Janice Kosel, President

Larry Nagel, Secretary

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

June 2014

TO: President and Board Members
Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

On May 15, 2014, Engine 372 responded to the Pulgas Fire on the Camp Pendleton Military Base in San Diego County as part of a Countywide mutual aid effort to fight the numerous wildland fires that were burning there. Shortly thereafter, the Fire Department received order requests for OES 300 to deploy to the Cocos Fire near Escondido for another wildland fire that was threatening numerous homes.

The Pulgas Fire, one of three major fires on the Camp's base, alone burned over 15,000 acres and threatened structures and vital communication sites. E372 was assigned to the fire when they arrived Friday morning and spent almost 36 hours straight between driving and fighting fire. On Saturday they were replaced and returned to camp for rest. With some aggressive fire fighting operations and come cooperation with the weather, fire crews were able to get the upper hand on the fire and Sunday, E372 was released from the incident and returned home.

OES 300 was held in camp on Friday and was assigned to structure protection and mop up on the Cocos Fire Saturday. They spent 24 hours on the fire line and were replaced Sunday morning to return to Fire Camp. The Cocos Fire burned 2,000 acres but destroyed over 40 homes. El Cerrito/Kensington fire crews helped on both fires protecting numerous structures and installations. OES 300 returned home on May 19th.

Once again, I am happy to report that all crew members returned home safe and sound.

Fire Prevention Petition to John Gioia, Contra Costa County Supervisor District #1

We concerned residents of Kensington are extremely worried that in the event of a Wildcat Canyon wild fire our homes would be very vulnerable because "doable" fire prevention work has not been done on West Contra Costa School Property adjacent to the Kensington Hilltop School site and on Wildcat Canyon Park property. We have observed that the Kensington School property has become an extreme community hazard as a grove of illegal eucalyptus trees has been planted and allowed to grow on the site and resinous and highly flammable Monterrey Pine trees appear to have been planted very close together near the school buildings that in reality form a flammable fuse that could readily carry an uncontrolled canyon fire into the heartland of Kensington.

We are aware that some abatement work has been done on this property this summer but very clearly much more serious remedial work needs to be accomplished on that school property immediately.

Remembering that during your election campaign you featured your interest in fire prevention and as our elected Contra Costa County Supervisor we petition your good office to facilitate a meeting where we the undersigned can meet with and express our grave concerns regarding the above property and other Wildcat Canyon fire hazards that must be addressed to reduce the extreme threat to our properties as well as downhill residential properties in Berkeley, Albany, El Cerrito and of course Kensington.

The Kensington Fire Protection District, Kensington Police and Community Services District, West Contra Costa Schools and East Bay Regional Parks are the key agencies that must be involved and viable decisions made as to how to accomplish this needed prevention work.

We refuse to accept the time worn excuse that there is "no money". We feel that this community can find a way to accomplish this fire prevention work and get the job done. We feel that now is the time for the community to come together, find a way to do the work and get the job done. We must step up now rather than sit back, see our homes destroyed by the "unthinkable" wild fire and then start pointing the finger of who didn't do their job and get this fire prevention task accomplished.

BRENDA
AS ALL OFFICIAL AGENCIES SEEM TO INDICATE THAT THIS PROPERTY CLEAN UP MATTER IS SOLELY A WCCUSD MATTER WE ARE GOING TO FOCUS ON THAT AGENCY - THIS COPY OF THE FIRE PETITION IS FOR YOUR BOARD MEMBERS INFORMATION. I MIGHT ADD THAT AT THIS TIME I COLLECTED 30 SIGNATURES AT A MAY 10TH MEETING OF OUR LOCAL ROAD ASSOCIATION. I THINK YOUR BOARD SHOULD SUPPORT THIS GRASS ROOTS EFFORT 100% AND CONVINCE WCCUSD TO CLEAN UP ITS PROPERTY

Bob Shamel
113 PURDUE AVE
KENSINGTON CA

P.S. WILL YOU SHARE THIS WITH KPCSD

NEW BUSINESS

SECTION 6: FIRE DEPARTMENT

The Fire Department's mission is to enhance community safety by reducing loss of life and property and safeguarding the environment by effectively responding to fire, rescue, and medical emergencies, hazardous material incidents, and major disasters. The Department achieves this mission by helping the community reduce the frequency and severity of these emergencies by providing public education programs; reducing threats to public safety by enforcing laws, codes, and ordinances covering fire and life safety; abating identified fire hazards on City, private, and other agencies' property; and maintaining personnel, apparatus, equipment, and facilities in a constantly ready condition.

DEPARTMENT OVERVIEW

The Fire Department's primary responsibility is to keep the residents of El Cerrito and Kensington as safe as possible by developing, providing, and maintaining cost effective fire prevention, fire suppression, and advanced emergency services.

The Department operates three fire stations: Station 71 on San Pablo Avenue, Station 72 on Arlington Boulevard, and Station 65 in Kensington. The City contracts with the Kensington Fire Protection District to provide the full range of fire services to the residents of Kensington. This contract increases the level of service offered to both communities. The Department receives payment from the Kensington Fire Protection District for these services. The amount of the contract is proportionately related to the budgeted costs for the Department each fiscal year. Services to the Kensington Fire Protection District represent approximately 30% of the Department's expenditures.

The Department is able to provide a timely and appropriate level of response through automatic aid response agreements with the City of Richmond Fire Department, the Contra Costa County Fire Protection District and the City of Albany Fire Department. These active partnerships utilize the combined resources of all four agencies to serve the area irrespective of jurisdictional lines.

Department personnel also assist when requested through the use of the State's Master Mutual Aid Program and can be sent all over the western states to assist others in need. In addition, the Department staffs one State Office of Emergency Services (OES) engine that can be called upon to respond throughout the State for major emergencies or disasters. All of the aforementioned departments participate in the cost sharing of dispatch and training services. Meeting common staffing, training, apparatus, and performance standards ensures reciprocity of services.

Prevention and preparedness are key priorities for the Fire Department. The Department is responsible for the City's Emergency Operations Center (EOC) and development of the City's Emergency Operations plan in the event of a major disaster that affects El Cerrito and Kensington. Additionally, the Department runs the very successful Community Emergency Response Teams (CERT) program that trains citizens to be self sufficient in the event

of an emergency. The Department also conducts outreach and educational opportunities to residents, businesses, and schools in order to inform the public about fire prevention and emergency preparedness techniques.

Organizational Structure

The Fire Department's resources are organized into four divisions: Fire Prevention, Training/EMS, Operations and Support Services. Fire Administration provides management oversight to these four divisions.

Fire Prevention Division

The Department utilizes a line Battalion Chief as Fire Marshal to oversee the Fire Prevention Division. The full fire prevention program includes development, interpretation, and enforcement of codes; review of construction plans; testing of fire protection systems; abatement of identified hazards; and educational programs for the public. A key component of this fire prevention is vegetation management on City, private, and public lands to minimize the effects of a wildland/urban interface fire and resulting structural conflagration. A Fire Prevention Officer provides code enforcement, specialized inspections, and coordination of the Department's line and staff prevention duties.

Training/EMS Division

A significant portion of the Fire Department's resources are dedicated to the task of maintaining departmental resources in a ready state. A department Battalion Chief serves as the company Training Officer and EMS Director. All personnel must maintain a high skill level for a diverse range of responsibilities. Many of these skill levels must be tested and certified annually. Training is both a daily priority and a program vital to providing reliable emergency services. Complex equipment and apparatus require continual testing and training. The Training Officer also supervises and manages the Emergency Medical Programs which encompass the training and operations of the Department's EMTs and Paramedics. The neighborhood disaster preparedness component of the Department's public education program, known as the CERT Program (Community Emergency Response Team), is also managed under this Division.

Operations Division

Emergency Operations of the Fire Department include controlling and extinguishing fires, intervention in medical emergencies that threaten life and health, and protection of life, the environment, and property from the effects of storm, flood, earthquake, disaster, hazardous chemical releases, and other emergency events. This division assists the Training/EMS Division in identifying and prioritizing the necessary training to provide safe and efficient delivery of service. A line Battalion Chief also manages this division.

Support Services Division

The Support Services Division is tasked with ensuring that Department facilities, apparatus, and equipment are maintained in a constant state of readiness that includes annual testing, maintenance, and purchasing. This Division is also in charge of the comprehensive administrative reporting system and the Department's staff level work assignments.

Chart 6-1 provides an organizational overview of the Fire Department:

Chart 6-1
Fire Department Organization Chart

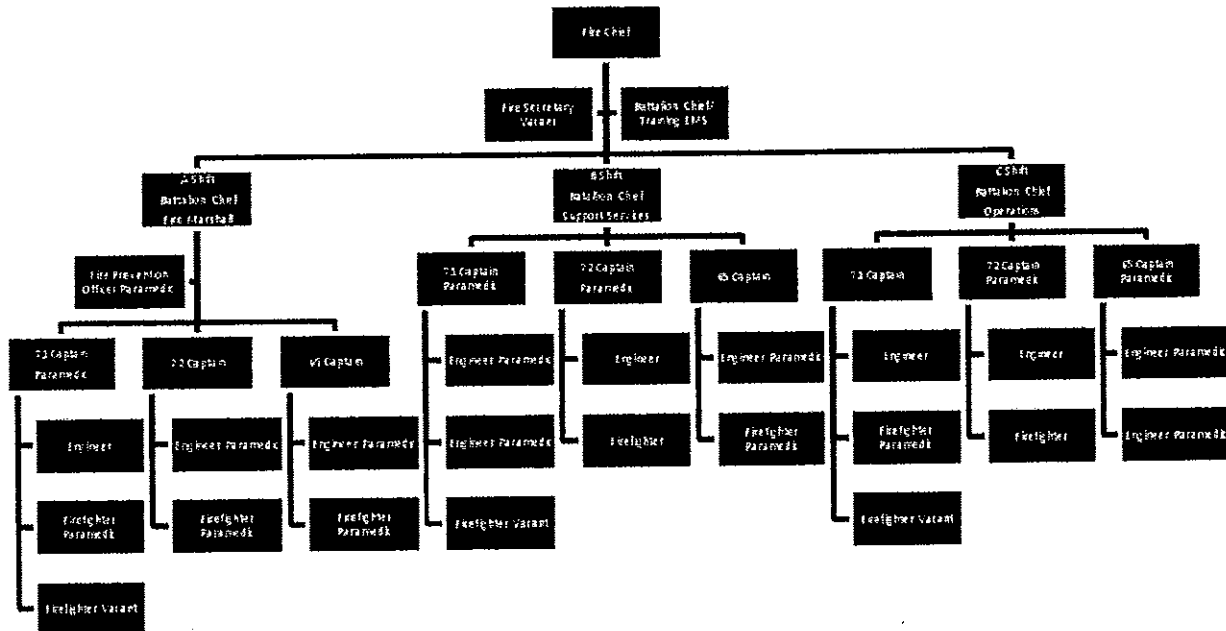


Table 6-1 shows the adopted personnel authorization for the Department. In FY 2014-15 and 2015-16, the overall staffing level will remain the same. This staffing model is designed to assign two paramedic assignments on each responding engine to provide advanced life support services during emergency medical responses.

Table 6-1
Fire Department Position Listing

FIRE DEPARTMENT	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Battalion Chief	3	3	3	3
Battalion Chief/Training Officer	1	1	1	1
Fire Captain	6	6	4	4
Fire Captain/Paramedic	3	3	5	5
Fire Captain/Paramedic/FPO	1	1	1	1
Fire Chief	1	1	1	1
Fire Engineer	2	2	4	4
Fire Engineer/Paramedic	10	10	8	8
Fire Secretary	1	1	1	1
Firefighter	4	4	5	5
Firefighter/Paramedic	5	5	4	4
FIRE DEPARTMENT TOTAL	37	37	37	37

FY 2013-14 ACCOMPLISHMENTS

Received a Department of Homeland Security Assistant to Firefighter Grant in the amount of \$856,406 for the purchase of a replacement Aerial Ladder Truck.
Received a Department of Homeland Security Assistant to Firefighter Grant in the amount of \$65,338 for the purchase of Automatic Cardiac Compression Devices.
Received a State Homeland Security Grant for \$79,928 for the purchase of Air Bags and Rescue Strut Supports.
Completed an Insurance Service Office Inc. evaluation of the Fire Department.
Adopted the 2013 Fire Code with local modifications.
Chaired the Hills Emergency Forum and continued to strengthen the relationships with Diablo Fire Safe Council and East Bay Regional Parks District.

Service Indicators

Based on a review of Department activities for prior fiscal years, the workload has remained relatively stable. The Department will be able to meet the anticipated workload for FY 2014-15 and FY 2015-16 with current staffing levels as shown in the Adopted budget. Table 6-2 lists six response types, depicted graphically in Chart 6-3:

- Fire: Structure fire, fire in mobile property, wildland fire
- Emergency Medical Service/Rescue: Rescue, medical assistance, vehicle accident
- Hazardous Condition: Toxic condition, electrical arcing, flammable gas or liquid condition
- Service Call: Person(s) in distress, water problem, odor problem, unauthorized burning
- Good Intent: Hazardous material investigation/no hazard found, EMS call/ patient self transported
- False Calls: Unintentional alarm, system malfunction, malicious, bomb scare; no hazard

Table 6-2
Emergency Response Workload

Response Type	2009	2010	2011	2012	2013
Fires	110	103	113	112	113
EMS/Rescues	1624	1536	1530	1537	1572
Hazardous Conditions	72	64	69	66	56
Service Calls	264	255	256	251	292
Good Intent	605	663	694	835	736
False Calls	148	143	160	172	187

**Chart 6-3
Emergency Response Workload**

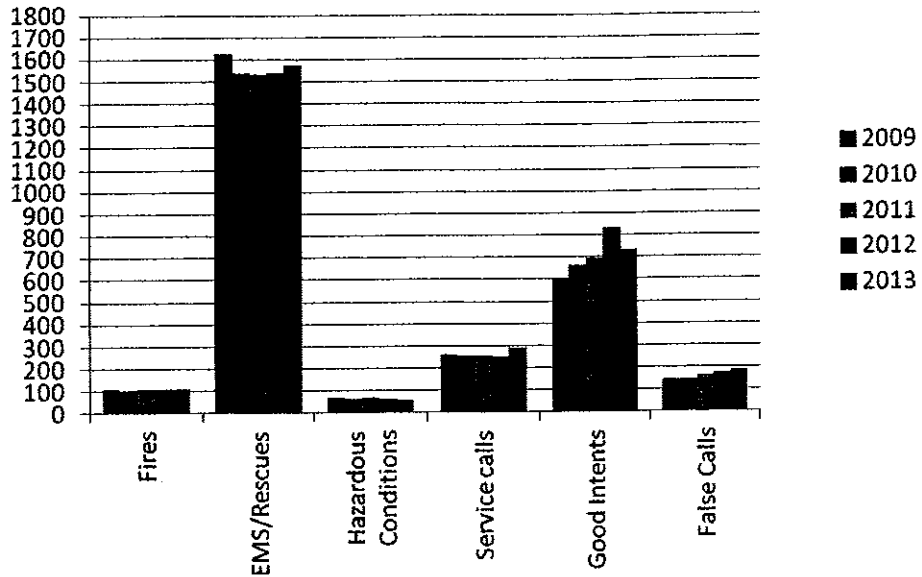


Table 6-4 shows that the Department responds to nearly 3,000 calls per year. Fire loss over this five-year period averages \$474,530 per year. However, fire loss averages remain very low compared to cities with similar demographics. In 2011, the Fire Department showed a slight increase in fire loss due to a pair of unintentionally caused structure fires for a combined fire loss of \$850,000. The Department anticipates that requests for service will remain flat over the next calendar year.

**Table 6-4
Total Responses, by Year**

Year	Number	Dollar Loss
2009	2,823	\$367,250
2010	2,764	561,445
2011	2,822	883,950
2012	2,973	428,250
2013	2,956	131,755
Average	2,867	\$474,530

Tables 6-5 through 6-8 illustrate the Department's commitment to continued training and education and public outreach:

Table 6-5
Training Hours

Type	2009	2010	2011	2012	2013
Medical – EMS	950	887	782	760	690
Operations	13,785	13,882	12,907	12,172	12,510
Physical Fitness	1,285	1,349	1,113	979	1004
Online	967	815	840	826	1043
Total	16,987	16,933	15,642	14,737	15,247

Table 6-6
Fire Prevention Activities

Inspection Type	2009	2010	2011	2012	2013
Fire Inspections (Fire Company)	488	440	495	471	602
Mandatory (Schools/Jails/Convalescents)	18	18	23	23	20
Self-Inspection	202	217	252	254	149
Construction Plan Checks	92	70	59	64	48
Construction Inspections	80	63	232	200	53
Vegetation Management Inspections	12,059	15,351	14,270	14,270	14,270
Vegetation Management Re-inspections	100	237	329	283	113
Total	13,039	16,396	15,660	15,565	15,255

Table 6-7
Current Certifications Held

Type	2009	2010	2011	2012	2013
Chief Officer	1	1	1	1	1
Fire Officer	20	22	22	21	21
Firefighter II	34	34	34	33	31
Firefighter I	34	34	34	33	33
Driver Operator I	32	32	34	31	31
CERT Instructors	9	9	10	8	8
Rescue Systems I	25	25	26	27	26
Rescue Systems II	N/A	N/A	7	10	10
EMT	16	16	16	12	15
Paramedic	18	18	18	18	18
Total	189	191	202	194	194

Table 6-8
Public Education Contacts

Contact Type	2009	2010	2011	2012	2013
Station Tours	245	331	150	177	245
Preschool Programs	407	516	477	493	430
Open Houses	400	35	201	147	400
School Age Programs K-4	373	456	830	606	350
School Age Programs 5-8	238	239	672	497	205
Senior Programs	27	58	25	63	29
First Aid/ CPR	59	230	140	169	60
Car Seats	N/A	N/A	56	49	70
Total	1,749	2,865	2,495	2,201	1,781

CITY OF EL CERRITO / KENSINGTON FIRE PROTECTION DISTRICT

Proposed Contract Fee for FY 2014 - 2015

LINE ITEM DETAIL BUDGET EXPENDITURES

**101 GENERAL FUND
2510 FIRE**

Proposed
Budget FY14-15

5100 SALARIES & BENEFITS			
51110	Salaries	4,483,822	27.75% \$ 1,244,260.61
51130	Temporary/Part-time Salaries	0	27.75% \$ -
51140	Overtime Pay	569,099	27.75% \$ 157,924.97
51145	FLSA Overtime pay	94,639	27.75% \$ 26,262.32
51146	Non Suppression Overtime pay	75,000	27.75% \$ 20,812.50
51150	Special Pay	26,675	27.75% \$ 7,402.31
51210	PERS Contributions	1,589,312	27.75% \$ 441,034.08
51220	FICA/MEDICARE	77,505	27.75% \$ 21,507.64
51230	Benefits & Insurance	979,052	27.75% \$ 271,686.93
51240	Workers Compensation	93,770	27.75% \$ 26,021.18
51990	Salary Savings	(569,011)	27.75% \$ (157,900.55)
TOTAL		7,419,863	\$ 2,059,011.98

5200 PROFESSIONAL SERVICES			
52190	Misc Professional Services	6,500	33.33% \$ 2,166.45
52220	Medical Services	15,000	33.33% \$ 4,999.50
TOTAL		21,500	\$ 7,165.95

5300 PROPERTY SERVICES			
53110	Utilities	12,651	0.00% \$ -
53230	Building Maintenance Services	15,000	33.33% \$ 4,999.50
53240	Landscape/Park Maint Svcs	20,000	0.00% \$ -
53250	Vehicle/Equip Maint Svcs	80,000	25.00% \$ 20,000.00
53290	Misc R&M Svcs	68,850	33.33% \$ 22,947.71
53320	Vehicle & Equip Lease	0	0.00% \$ -
53330	Vehic Replcmt Rental Charge	128,532	18.83% \$ 24,202.58
53910	Solid Waste Services	6,000	33.33% \$ 1,999.80
TOTAL		331,033	\$ 74,149.58

5400 OTHER SERVICES			
54210	Telephone Expenses	12,000	20.00% \$ 2,400.00
54220	Mobile/wireless Expenses	12,000	20.00% \$ 2,400.00
54310	Legal Notices & Advertisements	1,000	25.00% \$ 250.00
54410	Printing and Binding	1,000	25.00% \$ 250.00
54610	Travel & Training	20,000	25.00% \$ 5,000.00
54910	Dues & Subscriptions	12,000	25.00% \$ 3,000.00
54990	Other Administrative Services	15,000	25.00% \$ 3,750.00
TOTAL		73,000	\$ 17,050.00

5500 SUPPLIES			
55110	General Office Supplies	6,000	25.00% \$ 1,500.00
55120	Postage & Delivery	1,300	25.00% \$ 325.00
55130	Photocopying Charges	3,000	25.00% \$ 750.00
55210	Fuel	40,000	27.00% \$ 10,800.00
55230	Medical Supplies	20,000	30.00% \$ 6,000.00
55240	Clothing & Uniform Supplies	15,000	33.33% \$ 4,999.50
55250	Vehicle & Equipmt Supplies	0	25.00% \$ -

55290	Other Operating Supplies	7,000	25.00%	\$	1,750.00
55520	Building Supplies	10,000	25.00%	\$	2,500.00
TOTAL		102,300		\$	28,624.50
5600 CAPITAL OUTLAY					
56310	Improvements, Not Buildings	10,000	0.00%	\$	-
56710	Other Equipment < \$10K	15,000	0.00%	\$	-
56720	Other Equipment > \$10K	0	0.00%	\$	-
TOTAL		25,000		\$	-
5800 OTHER CHARGES					
58220	Licenses & Permits	1,000	25.00%	\$	250.00
TOTAL		1,000		\$	250.00
GRAND TOTAL		7,973,696		\$	2,186,252.01
OVERHEAD CHARGES (9% of Personnel)		667,788	27.75%	\$	185,311.08
TOTAL COMPENSATION COST SHARE		101,800	50.00%	\$	(50,900.00)
UNRECONCILED CONTRACT AMOUNT				\$	2,320,663.09
RECONCILIATION 2012-2013 FY BUDGET TO ACTUAL				\$	43,775.43
COMPENSATION COST SHARE					
RECONCILIATION FY 2012-13 BUDGET TO ACTUAL				\$	1,205.23
PROPOSED EC CONTRACT FEE FY 2014-2015				\$	2,365,643.75

EL CERRITO CONTRACT COMPARISON

<u>FISCAL YEAR</u> <u>ENDING</u>	<u>EL CERRITO</u> <u>CONTRACT</u>	<u>ANNUAL</u> <u>% INCREASE</u>
6/30/1996	\$952,990	
6/30/1997	\$1,023,834	7.43%
6/30/1998	\$1,027,441	0.35%
6/30/1999	\$1,044,276	1.64%
6/30/2000	\$1,087,979	4.19%
6/30/2001	\$1,156,963	6.34%
6/30/2002	\$1,223,418	5.74%
6/30/2003	\$1,373,181	12.24%
6/30/2004	\$1,442,060	5.02%
6/30/2005	\$1,603,088	11.17%
6/30/2006	\$1,659,114	3.49%
6/30/2007	\$1,861,790	12.22%
6/30/2008	\$1,929,915	3.66%
6/30/2009	\$2,105,158	9.08%
6/30/2010	\$2,120,231	0.72%
6/30/2011	\$2,132,128	0.56%
6/30/2012	\$2,260,942	6.04%
6/30/2013	\$2,365,475	4.62%
6/30/2014	\$2,360,834	-0.20%
6/30/2015	\$2,415,339	2.31%

**Costs Per Fire Station Comparison
Operating Budgets – FY12-13**

Single Station System **Cost Per Station**

Albany Fire Department	\$4,533,961
Piedmont Fire Department.....	5,297,560
Rodeo/Hercules Fire District.....	4,617,456

Two Station Systems

Emeryville Fire Department.....	2,817,700
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Three Station Systems

El Cerrito/Kensington Fire Department.....	2,671,154
Woodside Fire Protection District	4,174,077

Multiple Station Systems

Alameda County	3,433,333
Contra Costa County.....	4,448,423
Central County.....	3,880,655
Moraga-Orinda Fire Protection District.....	3,717,207
Richmond Fire Department.....	3,444,068
Berkeley Fire Department.....	4,824,247
San Ramon Fire District.....	5,842,157

El Cerrito Fire Department per Station	\$2,671,154
<i>KFPD/El Cerrito 2012-2013 Contract</i>	<i>\$2,365,475</i>

**Lease Agreement between Kensington Fire Protection District and Kensington Police Protection and
Community Services District for Occupancy of Kensington Public Safety Building**

This Lease ("Lease") is made and entered into, as of _____, 2014, by and between the Kensington Fire Protection District ("KFPD" or "Landlord") and the Kensington Police Protection and Community Services District ("KPPCSD" or "Tenant"), who agree as follows:

Lease Provisions

1. Landlord leases to Tenant and Tenant leases from Landlord the Premises, as defined below, within the public safety building located at 215/217 Arlington Avenue, Kensington, California ("the Building"). The "Premises" is defined as that area within the Building designated for the Tenant's use and described as "Police Department" or "Police Department Assigned" in the Schematic Design dated April 2, 1998, submitted by Marcy Li Wong, Architects, which is attached hereto as Exhibit A. Additional areas included in this lease for nonexclusive use are the exterior common areas of the parking lot, the driveway and the front entrance of the building and the interior common areas described in the Schematic Design. Landlord, however, has the sole discretion to determine the manner in which those public and common areas are maintained, operated and used. Tenant acknowledges that the Landlord has made no representation or warranty regarding the condition of the Real Property except as specifically stated in this Lease.

Dedicated Parking Spaces

2. There are currently ten (10) parking spaces in the rear parking lot. Six (6) spaces shall be dedicated for use by the Tenant and its employees, and four (4) shall be dedicated for use by the Landlord and its employees and agents. Use of the apparatus bay apron for parking is prohibited.

Term of Lease

3. The term of this Lease shall be three (3) years commencing on July 1, 2014 ("the Commencement Date") and expiring on June 30, 2017, unless this Lease is sooner terminated as provided in this Lease ("the Lease Term").

Rent

4. Beginning with the Commencement Date, Tenant shall pay to Landlord annual rent of \$1.00 in one installment due in advance and payable on July 1st of each year for the duration of the Lease Term, without any prior demand, abatement, setoff, or deduction.

~~5. Beginning on the first anniversary of the Lease Commencement Date and on each successive anniversary thereafter during the Lease Term, the annual rent shall be adjusted by the percentage change, if any, in the Consumer Price Index for All Urban Consumers, All Items (base years 1982-1984 = 100) for the San Francisco-Oakland-San Jose CMSA, published by the United States Department of Labor, for the month of March as compared with the month of March in the immediately preceding calendar year. Notwithstanding the foregoing, each annual adjustment shall result in an increase of not less than three percent (3%) and not greater than six percent (6%).~~

Permitted Use

6. Tenant shall use the Premises solely as administrative offices for the provision of the governmental

services provided by Tenant, including those customarily associated with a police station. Tenant shall not use or permit the Premises to be used for any other purpose without Landlord's prior written consent, which may be granted or withheld in Landlord's sole discretion.

The parties further agree that use of the Building, other than by police and fire personnel or for their respective business and operations, shall be subject to the approval of the Police Chief and the Fire Chief.

Repair and Maintenance Obligations

7. *Landlord's Obligations.* Landlord shall repair and maintain in good order and condition (reasonable wear and tear excepted) (a) the structural portions of the Premises; (b) the Building; (c) The Base Building Systems (as defined below) located outside the Premises; (d) the exterior portions of the Building and Real Property; and (e) All other common areas located in the Building, or in or on the Real Property, including the parking facilities serving the Building. "Base Building Systems" means all systems and equipment (including plumbing, HVAC, electrical, fire/life-safety, elevator, and security systems) that serve the entire Building or portions of the Building other than simply the Premises, excluding all Premises Systems. "Premises Systems" means all systems and equipment that serve only the Premises, regardless of whether such systems or equipment are located within or outside the Premises.

8. *Tenant's Obligations.* Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease, keep the Premises (including all tenant improvements, Alterations, fixtures, and furnishings) in good order, repair, and condition at all times during the Lease Term. Under Landlord's supervision, subject to Landlord's prior approval, and within any reasonable period specified by Landlord, Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease promptly and adequately repair all damage to the Premises and replace or repair all damaged or broken fixtures and other leasehold improvements. At Landlord's option or if Tenant fails to make such repairs, Landlord may, but need not, make the repairs and replacements. On receipt of an invoice from Landlord, Tenant shall pay Landlord's out-of-pocket costs incurred in connection with such repairs and replacements. Tenant waives and releases its rights, including its right to make repairs at Landlord's expense, under California Civil Code sections 1941-1942 or any similar law, statute, or ordinance now or hereafter in effect.

Alterations and Additions

9. Tenant may not make any improvements, alterations, additions, or changes to the Premises ("Alterations") without first obtaining Landlord's prior written consent.

Damage and Destruction

10. Tenant agrees to notify Landlord in writing promptly of any damage to the Premises resulting from fire, earthquake, or any other identifiable event of a sudden, unexpected, or unusual nature ("Casualty"). If the Premises are damaged by a Casualty or any common areas of the Building providing access to the Premises are damaged to the extent that Tenant does not have reasonable access to the Premises, the Parties shall as soon as reasonably possible meet and confer to determine whether the Premises should be repaired or whether the Lease should be terminated. In the event of such a Casualty, either party shall have the right to terminate the Lease upon the giving of notice to the other party, which notice shall be given within 10 days of the meeting required by the preceding sentence. The determination of whether the Premises are repaired shall be within the Landlord's sole discretion, after conferring with Tenant, but among the factors that Landlord shall consider are whether the estimated repair cost exceeds the insurance proceeds, if any, available for such repair (not including the deductible, if any, on Landlord's property insurance), plus any amount that Tenant is obligated or elects to pay for such repair; whether the estimated repair cost of the Premises or the Building, even though covered by insurance, exceeds fifty percent (50%) of the full replacement cost; or whether the Building cannot be restored except in a substantially different structural or architectural form than existed before the Casualty.

Shared Cost of Utilities

11. The Tenant shall pay to the Landlord one half (1/2) the monthly cost of utilities such as gas, electricity, and water, except when such utilities are separately metered. In the case of separate meters for a particular utility, the party served by the meter will pay the entire bill. Tenant shall pay one half (1/2) the yearly sewer charge. Each party shall pay its own telephone bills. A copy of the applicable invoice shall be presented to the Tenant upon receipt, and payment by the Tenant shall be made on that invoice within thirty (30) calendar days.

Insurance

12. The Tenant shall procure, at its sole expense, and maintain in full force and effect during the term of this lease, the following insurance naming the Landlord as additional insured and/or loss payee: Comprehensive General Liability insurance against claims for bodily and personal injury, death and property damage caused by or occurring in conjunction with the lease of the Premises with a policy limit of at least One Million Dollars (\$1,000,000) per occurrence.

The Tenant shall provide the Landlord with a certificate of insurance that indicates the insurance will not be canceled without 30 days written notice. Neither party shall be responsible to the other for any property damage or loss, unless such damage or loss results from the sole negligence of the other party.

13. Landlord and Tenant agree to cause the insurance companies issuing their respective property (first party) insurance to waive any subrogation rights that those companies may have against Tenant or Landlord, respectively, as long as the insurance is not invalidated by the waiver. If the waivers of subrogation are contained in their respective insurance policies, Landlord and Tenant waive any right that either may have against the other on account of any loss or damage to their respective property to the extent that the loss or damage is insured under their respective insurance policies.

Indemnification

14. Tenant shall indemnify and hold harmless Landlord from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring in, on or about the Premises, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Tenant, its employees, officers, agents, volunteers, or its visitors. Landlord shall indemnify and hold harmless Tenant from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring outside the Premises either on the property or in the building, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Landlord, its employees, officers, agents, volunteers, or its visitors.

Assignment and Subleasing

15. Tenant shall obtain the Landlord's written consent before entered into or permitting any Transfer. A Transfer ("Transfer") consists of any of the following, whether voluntary or involuntary and whether effected by death, operation of law, or otherwise:

- (a) Any assignment, mortgage, pledge, encumbrance, or other transfer of any interest in this Lease;
- (b) Any sublease or occupancy of any portion of the Premises by any persons other than Tenant and its employees; and

(c) Any of change of organization, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code sections 56000 et seq.), that substantially changes the corporate nature of Tenant.

Dispute Resolution

16. Should any disagreement arise regarding any part of this agreement, both boards shall attempt to solve the dispute through negotiations. Should negotiations fail, the two parties agree to mediation, and to share the costs of the mediation. Each party further agrees to be responsible for its own legal costs associated with the mediation.

Should mediation fail, the two parties agree to binding arbitration by the American Arbitration Association. The losing party shall pay the costs incurred in such action, including the legal costs of the other party.

KENSINGTON FIRE PROTECTION DISTRICT, a California special district

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, a California special district

by: _____
Janice Kosel
President of Board of Directors

by: _____
Len Welsh
President of Board of Directors

May 8, 2014

Ms. Brenda Navellier and Board of Commisioners
Kensington Fire Protection District
217 Arlington Ave.
Kensington, CA 94707

Dear Brenda,

I am pleased to confirm my understanding of the services I am to provide Kensington Fire Protection District (KFPD) for the 12 months ended June 30, 2014. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Kensington Fire Protection District as of and for the June 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Kensington Fire Protection District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to Kensington Fire Protection District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) General fund actual vs budget

to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to me in the written representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that my report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my

report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with my report thereon]. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for me previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. I will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. My responsibility as auditors is limited to the period covered by my audit and does not extend to later periods for which I am not engaged as auditors.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of KFPD's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

I may from time to time, and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

I understand that your employees will prepare all cash or other confirmations I request and will locate any documents selected by me for testing.

I will provide copies of my reports to Contra Costa County and State Controller Office; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lamorena & Chang, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any county state or federal agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lamorena & Chang, CPA personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

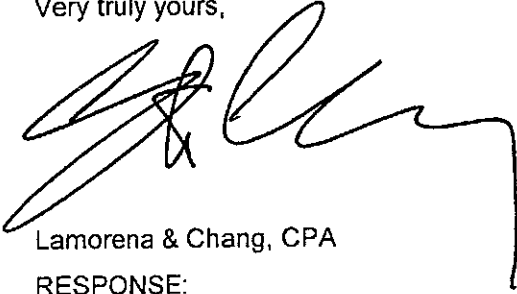
The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the any county state or federal agency. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

I expect to begin my audit on approximately mid-August/early September and to issue my reports no later than November 5. Steven Chang is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My flat fee for these services will be \$ 13,000.00. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

I appreciate the opportunity to be of service to KFPD and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Lamorena & Chang, CPA

RESPONSE:

This letter correctly sets forth the understanding of Kensington Fire Protection District.

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____

Grant Bennett Associates

A PROFESSIONAL CORPORATION

SYSTEM REVIEW REPORT

June 25, 2012

To the owners of Lamorena & Chang, CPA and the Peer Review Committee of the California Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Lamorena & Chang, CPA (the firm) in effect for the year ended December 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards*.

We noted the following deficiencies during our review:

1. Deficiency – The firm's quality control document does not address all required control elements including policies and procedures for resolving differences, criteria for determining whether an engagement quality control review should be performed, dealing with complaints about noncompliance with professional standards. While the firm's quality control document requires the firm to hire an outside person to review engagements, its monitoring policies do not cover the other quality control elements and no monitoring was performed. The firm plans to revise its quality control document by August 1 to address the missing elements and to establish formal responsibility and calendaring of a monitoring program.

Recommendation – We recommend the firm revise its quality control document to address the missing elements and to establish criteria for determining whether an engagement quality control review should be performed. We further recommend the plan formally calendar the monitoring and the required communications to its professional staff. If the firm wishes to hire an outside person for the engagement review part of monitoring, that person should be selected.

2. Deficiency – We noted in our review in all nonprofit audit engagements that while some risk assessment procedures were performed and documented, risk of material misstatement was not documented at the relevant assertion level. Risk of material misstatement was documented by audit area rather than at the relevant assertion level. Risk of material misstatement was not linked to an audit approach. In addition, while the firm used audit programs for planning, general and subsequent events, the only other programs used for other significant audit areas were cash and expenses. As a result, there was inadequate evidence of audit planning and procedures. We did note that sufficient substantive procedures were performed to support the opinion on the financial statements. The firm is in the process of planning these engagements now as they all have June year ends. The firm intends to perform the procedures in the current year.



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Recommendation - We recommend the firm review professional standards for risk assessment and use the practice aids provided by the third party practice aid provider assess risk at the relevant assertion level for each significant audit area and to link that risk assessment to the audit approach. In addition, the firm should use audit programs, based upon its risk assessment, for each significant audit area and make certain that the audit approach is linked to the risk assessment. Properly tailored audit programs can be created by the firm through the tools provided by the third party practice aid provider.

In our opinion, except for the deficiencies described above, the system of quality control for the accounting and auditing practice of Lamorena & Chang, CPA in effect for the year ended December 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lamorena & Chang, CPA received a peer review rating of *pass with deficiencies*.

GRANT BENNETT ASSOCIATES
A PROFESSIONAL CORPORATION
Certified Public Accountants

Dawn E. Bennett

RESOLUTION 14-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE PRELIMINARY COMBINED REVENUE, OPERATING EXPENSE, AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2014-2015

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the preliminary annual fee for services from the City of El Cerrito for Fiscal Year 2014-2015; and

WHEREAS, the preliminary combined budget was reviewed by the Finance Committee at their May 28, 2014 public meeting; and

WHEREAS, a final Revenue, Operating Expense and Capital Improvement Budget shall be approved by the Board of Directors of the Kensington Fire Protection District by the statutory required date of October 1, 2014;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Preliminary Combined Revenue, Operating Expense and Capital Improvement Budget with its associated schedules for Fiscal Year 2014-2015 which is attached to and made part of this resolution.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 11th day of June 2014 by the following vote of the Board:

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

Janice Kosel, President

ATTEST:

Larry Nagel, Secretary

Attachment: KFPD Preliminary Combined Revenue, Expense and Capital Budget FY 14-15 with Equipment and Building Schedules

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2014-2015

REVENUE BUDGET	FY 2013-2014	FY 2013-2014	FY 2014-2015	FY 2015-2016
	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Property Taxes	2,765,000	2,968,867	2,968,870	2,998,560
Special Taxes	200,395	200,428	200,428	200,430
Other tax income	33,000	32,960	32,960	33,000
Interest income	8,000	7,290	6,000	7,000
Lease agreement	31,514	31,514	1	1
Salary reimb agreement	48,655	47,706	51,134	50,878
Grant revenue - Airpacks	54,934	62,246	0	0
Grant revenue - Ladder Truck	285,469	285,469	0	0
Miscellaneous income	0	14,266	0	0
Total Revenue	3,426,967	3,650,746	3,259,393	3,289,869

OPERATING EXPENSE BUDGET	FY 2013-2014	FY 2013-2014	FY 2014-2015	FY 2015-2016
	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
OUTSIDE PROFESSIONAL SERVICES				
Accounting	4,500	3,500	4,500	4,725
Actuarial Valuation	3,500	2,500	0	3,000
Audit	12,000	12,000	13,000	13,000
CC County Expenses	32,635	32,030	33,630	35,310
EI Cerrito Contract	2,360,834	2,360,834	2,415,339	2,536,105
Fire Abatement Contract	8,000	865	8,000	8,000
Insurance - Risk Mgmt	10,600	10,601	11,525	12,100
LAFCO Fees	1,620	1,760	1,850	1,850
Legal Fees	30,000	2,435	30,000	30,000
Water System Improvements **	20,000	0	380,000	20,000
Wildland Vegetation Mgmt	10,000	10,000	10,000	10,000
RETIREE MEDICAL BENEFITS				
PERS Medical (OPEB cost)	51,265	51,265	19,970	21,380
Delta Dental	6,560	6,560	2,555	2,735
Vision Care	1,790	1,790	695	745
COMMUNITY SERVICE ACTIVITES				
Public Education	13,000	8,000	13,000	13,000
Community Pharmaceutical Drop-Off	3,000	1,140	2,500	2,500
Vial of Life Program	250	114	250	250
CERT Emergency Kits	3,000	3,173	3,330	3,330
Open Houses	1,000	287	750	900
Community Shredder	1,000	805	1,000	1,000
DISTRICT ACTIVITIES				
Professional Development	5,500	3,123	5,500	5,500
District Office				
Office expense	3,500	1,800	3,500	3,500
Office supplies	2,500	1,000	2,500	2,500
Telephone	5,795	6,140	6,445	6,765
Election	0	0	1,000	1,000
Firefighter's Apparel	1,600	617	1,500	1,575
Firefighters' Expenses	5,000	1,940	5,000	5,000
Engine Rescue Equipment	6,000	6,000	0	0
Staff Appreciation	2,500	1,487	2,500	2,500
Memberships	6,000	6,519	6,845	7,000
P/S Building				
Gardening service	1,500	1,690	1,700	1,700
Building alarm	2,000	1,696	2,000	2,000
Medical waste disposal	7,230	2,638	4,000	4,200
Janitorial	1,500	1,250	1,500	1,500
Misc. Maint/Improvements	12,000	10,100	12,000	12,000
PG&E	7,000	7,250	7,615	7,995
Water/Sewer	1,500	1,400	1,470	1,550

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2014-2015

Garbage	885	960	1,010	1,060
Staff				
Wages	75,105	75,105	75,110	76,610
Longevity Pay	0	0	1,000	1,000
Overtime Wages	2,600	542	1,300	1,325
Vacation Wages Accrual Adjustment	1,650	-1,203	2,855	36
Medical/dental insurance compensation	7,200	7,200	7,800	8,190
Retirement Contribution	3,755	3,755	5,710	5,820
Payroll Taxes	6,745	6,004	6,693	6,840
Insurance - Workers Comp/Life	1,500	1,612	1,695	1,780
Processing	1,355	1,340	1,405	1,475
Operating Contingency Fund	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>
Total Operating Expense	2,771,472	2,659,622	3,146,543	2,915,350
Capital Outlay				
Airpacks	68,667	77,807	0	0
Ladder Truck	317,187	317,187	0	0
Type I Engine	0	0	632,000	0
Firefighter qtrs/equip	15,000	13,000	15,000	15,000
Office Furniture/Computers	<u>5,000</u>	<u>1,555</u>	<u>5,000</u>	<u>5,000</u>
Total Capital Outlay	405,854	409,549	652,000	20,000
TOTAL EXPENDITURES	3,177,326	3,069,171	3,798,543	2,935,350

Notes: The standard expenditure increase is 5% unless otherwise indicated or unless policy decisions mandated.

** For FY14/15, the total estimated cost of the Columbia improvement project is \$450,000. EBMUD will rebate 20% upon completion.

Designated Funds (see attached schedules)

Engine Replacement Fund	93,455	93,455	93,455	117,860
Public Safety Building Fund	<u>104,000</u>	<u>104,000</u>	<u>108,160</u>	<u>112,486</u>
	197,455	197,455	201,615	230,346
	FY 2013-2014	FY 2013-2014	FY 2014-2015	FY 2015-2016
	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Beginning Cash	5,007,928	4,981,980	5,563,555	5,024,405
Revenue	3,426,967	3,650,746	3,259,393	3,289,869
Operating Expenditures	-2,771,472	-2,659,622	-3,146,543	-2,915,350
Capital Expenditures	-405,854	-409,549	-652,000	-20,000
Accrual to Cash Adjustment				
ENDING CASH	5,257,568	5,563,555	5,024,405	5,378,923
Cumulative Designated Funds				
Capital Replacement Funds	-1,167,332	-1,167,332	-736,285	-966,631
Prepaid CERBT - Retiree Trust	-1,092,899	-1,020,819	-1,020,819	-1,020,819
EI Cerrito Contract 12 month set aside	-2,360,834	-2,360,834	-2,415,339	-2,536,105
AVAILABLE CASH	636,503	1,014,570	851,963	855,368

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2014-2015

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

Type I Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds	Type III Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds
	\$543,700					\$540,094			
\$123,464		99-00							
\$178,435		00-01	30,832	30,832					
		01-02	36,633	67,465					
		02-03	36,633	104,098	\$94,000		02-03		
		03-04	36,633	140,731	\$205,895		03-04		
		04-05	36,633	177,364			04-05	32,860	32,860
		05-06	36,633	213,997			05-06	32,860	65,720
		06-07	36,633	250,630			06-07	32,855	98,575
		07-08	36,633	287,263			07-08	36,793	135,368
		08-09	36,633	323,896			08-09	36,793	172,161
adjust to	\$632,660	09-10	51,461	375,357	adjust to	\$592,100	09-10	41,994	214,155
		10-11	51,461	426,818			10-11	41,994	256,149
		11-12	51,461	478,279			11-12	41,994	298,143
		12-13	51,461	529,740			12-13	41,994	340,137
		13-14	51,461	581,201			13-14	41,994	382,131
		14-15	<u>51,461</u>	632,662			14-15	41,994	424,125
			632,662				15-16	41,994	466,119
							16-17	41,994	508,113
							17-18	41,994	550,107
							18-19	<u>41,994</u>	592,101
								592,101	

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2014-2015

SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION

<u>Adjusted for 4% Inflation</u>	<u>Fiscal Year</u>	<u>Yearly Contribution</u>	<u>Accumulated Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	112,486	424,646
	16-17	116,986	541,632
	17-18	121,665	663,298
	18-19	126,532	789,829

* Based on historical building expenditures, KFPD will be setting aside \$100,000 per fiscal year to accumulate funds to be available for future building improvements/major repairs.

BOARD REPORTS



May 27, 2014

TO: Each Board Member and General Manager of Each Independent Special District in Contra Costa County

FROM: Lou Ann Texeira, LAFCO Executive Officer

SUBJECT: **Announcement of Special District Vacancy on LAFCO, Call for Nominations and for Names of Voting Delegates – Election July 21, 2014**

This is to advise all independent special districts of a vacant special district regular seat on the Contra Costa Local Agency Formation Commission (LAFCO) created by the recent passing away of Dwight Meadows. We are seeking nominations to fill the unexpired term on LAFCO ending May 7, 2018.

Pursuant to Government Code Section 56332 and the Procedures for the Special District Selection Committee, both of which are enclosed, I am announcing the election and calling for nominations for the vacancy to be submitted to the LAFCO office by **June 27, 2014** in conjunction with an election scheduled for **July 21, 2014** (see attached Election Schedule).

The following summarizes the process.

Selection Committee: The Independent Special District Selection Committee (ISDSC) consists of the presiding officer (or designee) of the legislative body of each independent special district. This group appoints the special district members of LAFCO. *The ISDSC is encouraged to make selections that fairly represent the diversity of the independent special districts in the county.*

Attached please find the current roster of the ISDSC, which was used in conjunction with the April 2014 election. Please review and provide us with the name of your voting delegate (must be a board/trustee member) for the July 2014 election by **June 27, 2014**. Even if this is the same person who voted in April 2014, we must receive confirmation that your delegate will be in attendance on July 21 to assure that we will have a quorum.

Nominations: Each candidate must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by the deadline of **June 27, 2014**. Each independent special district is entitled to nominate a maximum of one board member.

In accordance with established Procedures for the Special District Selection Committee, nominations (by Board resolution) may be made from the floor during the Selection Committee meeting, *but only if no prior nominations by resolution were submitted by any of the independent special districts.*

Election Procedures: A publicly noticed meeting of the Independent Special District Selection Committee is scheduled for **Monday, July 21, 2014 at 10:00 a.m.** in conjunction with the quarterly meeting of the Contra Costa Special Districts Association, to be held at the Central Contra Costa Sanitary District Multipurpose Room, located at 5019 Imhoff Place in Martinez.

Prior to the meeting, a list of candidates will be sent to each special district.

Official ballots will be distributed at the meeting on July 21. Please ensure that the presiding officer/designated alternate for your district will attend this meeting. ***Without a quorum of Independent Special Districts no action can be taken at the meeting to fill the vacancy.*** Only the presiding officer, or his/her Board designee can vote; staff members/counsel are not authorized to vote.

Prior to or at the election meeting, eligible nominated candidates may circulate a statement of qualifications. At the Selection Committee meeting, each candidate will be given an opportunity to make a brief presentation to the Selection Committee.

Majority Vote: For the Selection Committee to transact business on July 21, a quorum (50% plus one) of independent special districts must be present. We encourage presiding officers to attend; but if they cannot, please authorize another member of the governing board to attend the meeting.

Obligations of Service on LAFCO: The Commission typically meets monthly on the second Wednesday. Meetings start at 1:30 p.m. and are generally over before 5:00 p.m. Most meetings are held in the County Administration Building in Martinez. A packet of materials to review for each meeting is distributed to Commissioners approximately one week prior to the meeting.

The Commission consists of two city members, two county members, two special district members and one public member, and an alternate member in each category. Alternates generally attend Commission meetings, participate in the deliberations and vote when a regular member in their category is absent or excused from voting. *Commissioners are expected to represent the interests of the public as a whole, and not solely the interests of the appointing authority.*

Please contact the LAFCO office if you have any questions or need additional information.

c: Each Member of the Commission

Attachments

1. Government Code Section 56332
2. Procedures for the Special District Selection Committee
3. July 2014 Election Schedule
4. April 2014 ISDSC Voting Delegates