

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

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

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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](http://www.kensingtonfire.org/agenda/index.shtml).

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

7:00 p.m.      **CALL TO ORDER**

Directors:      Joe de Ville, Dom Dommer, Nina Harmon, Janice Kosel, and Laurence Nagel

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

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 October 11, 2017 (APPROVE)

CC      4.      **APPROVAL OF MONTHLY FINANCIAL REPORT.**      September/October 2017 (APPROVE)

CC      5.      **APPROVAL OF MONTHLY TRANSMITTAL #5.** November 2017 (APPROVE)

6.      **FIRE CHIEF'S REPORT**

- a. Review of operations.
- b. Regional issues and developments.
- c. Letter from Anthony Knight regarding Kensington dispatch

7.      **PRESIDENT'S REPORT**

**NEW BUSINESS**

8.      Mack5 Additional Service Request 02 in the amount of \$6,800 (ACTION)



9. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Dommer):
- b. Public Safety Building (Dommer/Harmon): Geophysicist testing completed; awaiting evaluation results
- c. Education (Kosel):
- d. Contra Costa County/California Special Districts Assoc. (Nagel):
- e. Diablo Fire Safe Council/Interface (Staff):
- f. Policy Manual (Staff/Nagel/deVille): Committee met on 11/1/17
- g. Correspondence: Thank you from Petaluma High School ASB; Thank you from anonymous Santa Rosa; Thank you from North Bay Industries Activity Center; Napa Valley Register article 10/28/17

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, December 13, 2017, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 12/13/17 is Wednesday, 11/29/17 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 12/6/17 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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



# **CONSENT CALENDAR**



**FIRE CHIEF'S REPORT:**

Chief Maples gave a review of his written report which was an overview of what a strike team and a strike team leader does while on assignment. E372 is currently on the Santa Rosa side of the Tubbs Fire in the Coffey neighborhood. OES 300 is on the Calistoga side of the Tubbs Fire. They were on the firefighting line both Monday and Tuesday and are back working tonight. B/C Gibson is currently a Strike Team Leader with five engines from Contra Costa County Fire, Crockett, San Ramon and East Contra Costa County Fire. B/C Carr is currently evacuated from his house in Napa. The two other B/Cs live in Sonoma County. B/C Gibson is supposed to attend the KIC annual meeting this Saturday but B/C Pigoni may have to fill in for him. Staff is working on an evacuation brochure in partnership with Cal Fire. They are currently on a second draft. Once it is finalized and coordinated with KPPCSD, it will be mailed to all Kensington residents.

Linnea Due asked if a summary could be included in the Outlook next month. Maples said it would probably not be ready in time and it is Cal Fire licensed content.

Director Kosel praised Chief Maples and staff on the badge pinning ceremony and reception last week. Thirteen employees were either sworn-in or received promotional badges.

Jim Watt said it may be great experience for the firefighters to respond to the big fires but is El Cerrito reimbursed? Chief Maples explained that Cal OES reimburses the City from portal to portal at an hourly rate and a daily rate for vehicles. The City of El Cerrito pays for all expenses and is reimbursed directly.

**PRESIDENT'S REPORT:**

None.

**NEW BUSINESS:**

Proposal from Darwin Myers Associates to Perform Geologic Peer Review Services at a proposed time and materials cost estimate not to exceed \$3,465: President Dommer explained that a peer review is required of the geological work that is proposed for the Public Safety Building site. Director Kosel made a motion to accept Darwin Myers Associates proposal at a cost not to exceed \$3,465. Director Nagel seconded the motion.

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

David Spath asked about Myers' proposal and the recommendation for a geophysicist. Dommer explained that the District's approach has changed and the geophysicist will perform his work first and then there will be trenching on the site after that. Dommer believes the District should have a report in time for the December meeting.

Memorandum of Understanding with KFPD and KPPCSD for the Development of a Fire-Wise Demonstration Garden within Kensington Park: The proposed MOU that was included in the packet has been reviewed by both KFPD and KPPCSD legal counsel. The area proposed is "Area K" in the Kensington Park Master Plan. It is a small but highly visible area so that residents can see examples of fire-resistant and drought tolerant plantings. The idea is based on Oakland's demonstration garden but will be smaller, have fewer succulents and KFPD plans to have the plants labeled. KPPCSD is contributing the land and KFPD is contributing the funding. KPPCSD's Board will review the MOU later this month. Once a draft landscape plan is developed, KFPD staff will forward to KPPCSD's Director Hacaj and her committee for input. Director Kosel made a motion to accept the MOU as submitted in the Board packet. Director Nagel seconded the motion.

Linnea Due noted that the garden should also focus on being deer-resistant.

Sarah Paul asked if there is money designated for on-going maintenance. Kosel responded that there is and that it is required of KFPD per the MOU.

Director Kosel thanked Sylvia Hacaj for working on the agreement with KFPD.

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

**BOARD REPORTS:**

Finance Committee: Kosel noted that staff completed field work with the auditors and the District should receive its first draft in early November.

Public Safety Building: The geophysicist is to start work the week of October 16<sup>th</sup>.

Education: Fire Prevention Week Open House will be held this Saturday, 10/14/17 from 10:00 a.m. until 2:00 p.m. The semi-annual pharmaceutical drop off will be on 10/28/17 in partnership with KPPCSD. The Great California Shakeout is on 10/19/17. B/C Janes is coordinating that event with Chief Hull.

CSDA Chapter Meeting: Director Nagel said the next meeting is on 10/16/17. The topic of the meeting will be East Contra Costa County Fire Protection District and their funding issues. ECCFPD is a case study on how not to operate. They have been forced to close several fire stations.

Diablo Fire Safe Council: Nagel said the next meeting will be on 10/19/17. DFSC is still waiting to find out the funding situation. There are no grants lined up for next year. The FEMA grant that DFSC applied for was not approved. PG&E funding may still come through. DFSC has had many, many successful years prior to this.

Policy Manual: The committee plans on meeting on 10/25/17.

Director Kosel asked that the Board adjourn in respect for the safety of the firefighters and the work they are currently doing.

**ADJOURNMENT:** The meeting was adjourned at 7:53 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

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

Attest:

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Larry Nagel, Board Secretary

**Kensington Fire Protection District**  
**Balance Sheet**  
As of October 11, 2017

	Oct 11, 17
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	6,862.68
General Fund	718,451.12
Special Tax Fund	5,868.33
Capital Fund	6,928.77
<b>Total Checking/Savings</b>	<b>738,310.90</b>
Accounts Receivable	
Due from County for Reimb.	17,983.35
Interest Receivable	607.64
Advance on Taxes	3,694,704.81
Advance on Supplemental Taxes	65,560.84
<b>Total Accounts Receivable</b>	<b>3,778,856.64</b>
Other Current Assets	
Prepaid Services - EC	2,120,180.44
Prepaid Exp.	1,309.00
Prepaid CERBT - Retiree Trust	929,113.99
Investments	
Capital Replacement Funds	2,418,425.00
Fire Protect. Contract Reserves	2,552,869.07
Investments - Other	-325,156.03
<b>Total Investments</b>	<b>4,646,138.04</b>
<b>Total Other Current Assets</b>	<b>7,696,741.47</b>
<b>Total Current Assets</b>	<b>12,213,909.01</b>
<b>Fixed Assets</b>	
Land	5,800.00
Equipment	1,424,095.28
Accumulated Depreciation-Equip	-652,155.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-929,467.00
Current Capital Outlay	
Firefighters Qtrs/Equip	4,954.06
<b>Total Current Capital Outlay</b>	<b>4,954.06</b>
<b>Total Fixed Assets</b>	<b>2,244,808.45</b>
<b>TOTAL ASSETS</b>	<b>14,458,717.46</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	17,983.35
Due to Other - Issued by CCC	13,967.42
<b>Total Accounts Payable</b>	<b>31,950.77</b>
Other Current Liabilities	
El Cerrito Service Contract Pay	2,120,180.37
Wages & PR Taxes Payable	1,638.36
<b>Total Other Current Liabilities</b>	<b>2,121,818.73</b>
<b>Total Current Liabilities</b>	<b>2,153,769.50</b>
<b>Total Liabilities</b>	<b>2,153,769.50</b>
<b>Equity</b>	
Fund Equity - General	3,325,448.26

**Kensington Fire Protection District**  
**Balance Sheet**  
As of October 11, 2017

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	Oct 11, 17
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	4,052,257.79
Net Income	3,040,070.91
<b>Total Equity</b>	<b>12,304,947.96</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>14,458,717.46</b>



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

July 1 through October 11, 2017

	Jul 1 - Oct 11, 17	Jul 1 - Oct 11, 16	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,612,440.68	3,394,805.14	217,635.54	6.4%
Special Taxes	200,395.20	200,287.30	107.90	0.1%
Lease Agreement	5,911.34	1.00	5,910.34	591,034.0%
Interest Income	5,607.64	2,473.96	3,133.68	126.7%
Salary Reimbursement Agreement	10,836.82	13,266.00	-2,429.18	-18.3%
Miscellaneous Income	1,181.74	1,388.24	-206.50	-14.9%
<b>Total Income</b>	<b>3,836,373.42</b>	<b>3,612,221.64</b>	<b>224,151.78</b>	<b>6.2%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	2,122.85	2,123.97	-1.12	-0.1%
Contra Costa County Expenses	9.40	13.33	-3.93	-29.5%
El Cerrito Contract Fee	706,726.80	638,217.26	68,509.54	10.7%
Fire Abatement Contract	0.00	265.00	-265.00	-100.0%
Risk Management Insurance	13,268.00	12,106.00	1,162.00	9.6%
<b>Professional Fees</b>				
Accounting	1,056.25	682.50	373.75	54.8%
Legal Fees	2,931.12	13,044.78	-10,113.66	-77.5%
<b>Total Professional Fees</b>	<b>3,987.37</b>	<b>13,727.28</b>	<b>-9,739.91</b>	<b>-71.0%</b>
<b>Total OUTSIDE PROFESSIONAL SERVI...</b>	<b>726,114.42</b>	<b>666,452.84</b>	<b>59,661.58</b>	<b>9.0%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	18,069.22	12,283.32	5,785.90	47.1%
Delta Dental	2,017.72	1,923.88	93.84	4.9%
Vision Care	638.30	591.56	46.74	7.9%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>20,725.24</b>	<b>14,798.76</b>	<b>5,926.48</b>	<b>40.1%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	2,359.76	1,349.22	1,010.54	74.9%
Comm. Pharmaceutical Drop-Off	0.00	503.96	-503.96	-100.0%
CERT Emerg Kits/Sheds/Prepared	0.00	6,125.66	-6,125.66	-100.0%
Open Houses	251.18	254.91	-3.73	-1.5%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>2,610.94</b>	<b>8,233.75</b>	<b>-5,622.81</b>	<b>-68.3%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighters' Expenses	0.00	164.53	-164.53	-100.0%
Professional Development	1,021.13	1,155.76	-134.63	-11.7%
<b>Building Maintenance</b>				
Needs Assess/Feasibility Study	4,845.00	67,665.80	-62,820.80	-92.8%
Janitorial Service	420.00	420.00	0.00	0.0%
Medical Waste Disposal	1,581.24	785.97	795.27	101.2%
Gardening service	120.00	240.00	-120.00	-50.0%
Miscellaneous Maint.	1,409.33	4,150.11	-2,740.78	-66.0%
<b>Total Building Maintenance</b>	<b>8,375.57</b>	<b>73,261.88</b>	<b>-64,886.31</b>	<b>-88.6%</b>
<b>Building Utilities/Service</b>				
Gas and Electric	2,635.21	2,634.45	0.76	0.0%
Water/Sewer	1,061.41	879.60	181.81	20.7%
<b>Total Building Utilities/Service</b>	<b>3,696.62</b>	<b>3,514.05</b>	<b>182.57</b>	<b>5.2%</b>
<b>Memberships</b>	<b>650.00</b>	<b>650.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Office</b>				
Office Expense	1,292.00	179.29	1,112.71	620.6%
Office Supplies	234.26	101.16	133.10	131.6%
Telephone	1,934.03	1,938.14	-4.11	-0.2%
<b>Total Office</b>	<b>3,460.29</b>	<b>2,218.59</b>	<b>1,241.70</b>	<b>56.0%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>17,203.61</b>	<b>80,964.81</b>	<b>-63,761.20</b>	<b>-78.8%</b>
<b>Staff</b>				
Wages	21,609.42	20,778.30	831.12	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	186.99	179.80	7.19	4.0%
Medical/dental Ins compensation	2,047.50	1,950.00	97.50	5.0%
Retirement Contribution	1,642.32	1,579.14	63.18	4.0%
Payroll Taxes	1,900.56	1,828.98	71.58	3.9%
Workers Compensation/Life Ins	888.93	931.07	-42.14	-4.5%
Payroll Processing	372.58	360.54	12.04	3.3%
<b>Total Staff</b>	<b>29,648.30</b>	<b>28,607.83</b>	<b>1,040.47</b>	<b>3.6%</b>
<b>Total Expense</b>	<b>796,302.51</b>	<b>799,057.99</b>	<b>-2,755.48</b>	<b>-0.3%</b>
<b>Net Ordinary Income</b>	<b>3,040,070.91</b>	<b>2,813,163.65</b>	<b>226,907.26</b>	<b>8.1%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - General	99,156.63	351,562.13	-252,405.50	-71.8%
<b>Total Other Income</b>	<b>99,156.63</b>	<b>351,562.13</b>	<b>-252,405.50</b>	<b>-71.8%</b>
<b>Other Expense</b>				
Transfers Out - Capital	4,156.63	351,562.13	-347,405.50	-98.8%

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

July 1 through October 11, 2017

	Jul 1 - Oct 11, 17	Jul 1 - Oct 11, 16	\$ Change	% Change
Transfers Out - Special	95,000.00	0.00	95,000.00	100.0%
Total Other Expense	99,156.63	351,562.13	-252,405.50	-71.8%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	3,040,070.91	2,813,163.65	226,907.26	8.1%



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

July through September 2017

	Jul - Sep 17	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,611,460.87	3,572,000.00	39,460.87	101.1%
Special Taxes	0.00	0.00	0.00	0.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	5,911.34	8,867.49	-2,956.15	66.7%
Interest Income	4,045.14	10,000.00	-5,954.86	40.5%
Salary Reimbursement Agreement	10,836.82	14,468.25	-3,631.43	74.9%
Miscellaneous Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>3,632,254.17</b>	<b>3,605,335.74</b>	<b>26,918.43</b>	<b>100.7%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	2,122.85	2,200.00	-77.15	96.5%
Contra Costa County Expenses	9.40	0.00	9.40	100.0%
El Cerrito Contract Fee	706,726.80	706,726.74	0.06	100.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Fire Abatement Contract	0.00	0.00	0.00	0.0%
Risk Management Insurance	13,268.00	13,163.00	105.00	100.8%
<b>Professional Fees</b>				
Accounting	1,056.25	960.00	96.25	110.0%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Audit	0.00	0.00	0.00	0.0%
Legal Fees	2,931.12	9,999.99	-7,068.87	29.3%
<b>Total Professional Fees</b>	<b>3,987.37</b>	<b>10,959.99</b>	<b>-6,972.62</b>	<b>36.4%</b>
Wildland Vegetation Mgmt	0.00	0.00	0.00	0.0%
<b>Total OUTSIDE PROFESSIONAL SERVI...</b>	<b>726,114.42</b>	<b>733,049.73</b>	<b>-6,935.31</b>	<b>99.1%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	10,629.10	0.00	10,629.10	100.0%
Delta Dental	1,008.86	0.00	1,008.86	100.0%
Vision Care	638.30	0.00	638.30	100.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>12,276.26</b>	<b>0.00</b>	<b>12,276.26</b>	<b>100.0%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	2,314.76	1,350.00	964.76	171.5%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	0.00	0.00	0.0%
Open Houses	251.18	500.00	-248.82	50.2%
Community Shredder	0.00	0.00	0.00	0.0%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	0.00	0.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	0.00	0.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>2,565.94</b>	<b>1,850.00</b>	<b>715.94</b>	<b>138.7%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel & PPE	0.00	0.00	0.00	0.0%
Firefighters' Expenses	0.00	2,505.00	-2,505.00	0.0%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	775.66	580.00	195.66	133.7%
<b>Building Maintenance</b>				
Needs Assess/Feasibility Study	4,845.00	20,000.00	-15,155.00	24.2%
Janitorial Service	315.00	375.00	-60.00	84.0%
Medical Waste Disposal	1,581.24	1,250.01	331.23	126.5%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	120.00	360.00	-240.00	33.3%
Miscellaneous Maint.	1,150.09	3,000.00	-1,849.91	38.3%
<b>Total Building Maintenance</b>	<b>8,011.33</b>	<b>24,985.01</b>	<b>-16,973.68</b>	<b>32.1%</b>
<b>Building Utilities/Service</b>				
Gas and Electric	2,635.21	1,875.00	760.21	140.5%
Water/Sewer	206.39	510.00	-303.61	40.5%
<b>Total Building Utilities/Service</b>	<b>2,841.60</b>	<b>2,385.00</b>	<b>456.60</b>	<b>119.1%</b>
Memberships	650.00	650.00	0.00	100.0%
<b>Office</b>				
Office Expense	1,292.00	750.00	542.00	172.3%
Office Supplies	234.26	630.00	-395.74	37.2%
Telephones	1,792.95	1,995.00	-202.05	89.9%
<b>Total Office</b>	<b>3,319.21</b>	<b>3,375.00</b>	<b>-55.79</b>	<b>98.3%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>15,597.80</b>	<b>34,480.01</b>	<b>-18,882.21</b>	<b>45.2%</b>
<b>Staff</b>				
Wages	21,609.42	21,605.00	4.42	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	186.99	384.99	-198.00	48.6%
Medical/dental ins compensation	2,047.50	1,950.00	97.50	105.0%
Retirement Contribution	1,642.32	1,642.00	0.32	100.0%
Payroll Taxes	1,900.56	1,947.24	-46.68	97.6%

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

July through September 2017

	Jul - Sep 17	Budget	\$ Over Budget	% of Budget
Workers Compensation/Life Ins	888.93	950.00	-61.07	93.6%
Payroll Processing	309.48	370.00	-60.52	83.6%
<b>Total Staff</b>	<b>29,585.20</b>	<b>29,849.23</b>	<b>-264.03</b>	<b>99.1%</b>
Contingency				
General	0.00	0.00	0.00	0.0%
<b>Total Contingency</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>786,139.62</b>	<b>799,228.97</b>	<b>-13,089.35</b>	<b>98.4%</b>
<b>Net Ordinary Income</b>	<b>2,846,114.55</b>	<b>2,806,106.77</b>	<b>40,007.78</b>	<b>101.4%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - General	99,156.63	0.00	99,156.63	100.0%
<b>Total Other Income</b>	<b>99,156.63</b>	<b>0.00</b>	<b>99,156.63</b>	<b>100.0%</b>
<b>Other Expense</b>				
Transfers Out - Capital	4,156.63	0.00	4,156.63	100.0%
Transfers Out - Special	95,000.00	0.00	95,000.00	100.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
<b>Total Other Expense</b>	<b>99,156.63</b>	<b>0.00</b>	<b>99,156.63</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>2,846,114.55</b>	<b>2,806,106.77</b>	<b>40,007.78</b>	<b>101.4%</b>



TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County.

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

		KENSINGTON FPD				PY/CY:			
		TRANSMITTAL - APPROVAL				BATCH #:			
		Invoices				DATE:			
						LOCATION #:			
						FILENAME:			
VEND	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND ORG	SUB ACCT	TASK	ACTIVITY	ENCUMB	PAYMENT
									AMOUNT
50146	Delta Dental	11/01/17	BE002485440 Nov dental	7840	1061				1,008.86
50148	CalPERS	10/16/17	7072901257 Dec medical	7840	1061				7,438.62
50147	KFPD Revolving Fund	11/03/17	Reimburse revolving fund	7840	2490				14,575.37
50150	Vision Service Plan	10/18/17	001027770001 Nov vision	7840	1061				323.10
50151	City of El Cerrito	11/01/17	Nov fire protection	7840	2328				230,157.19
50131	Meyers Nave	10/06/17	2017090066 legal counsel	7840	2490				2,103.84
	Mann Urrutia Nelson CPAs	10/15/17	12212 FY16-17 audit	7840	2490				10,000.00
<b>TOTAL</b>									<b>265,606.98</b>

Kensington FPD Approval

Date: 1/1/17

*Frederick A. [Signature]* Date: 11/13/17

11/3/17

**Attachment to Transmittal 110317**

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
10/10/2017	Reimburse Director - CSDA conf.	245.47
10/1/2017	All-Ways Green Service - janitorial	105.00
9/22/2017	Comcast - internet	141.08
10/3/2017	Pagepoint - website updates	45.00
10/2/2017	Olivero Plumbing - downstairs toilet repair	136.24
9/5/2017	Terminix - pest control	123.00
9/15/2017	Contra Costa County - Stege sewer	855.02
10/17/2017	Payroll processing	63.10
10/17/2017	Payroll - 10/1-10/15/17	2,610.70
10/17/2017	Withholding payroll taxes 10/1-10/15/17	1,347.96
10/5/2017	EBMUD - water/wastewater	392.78
10/5/2017	PG&E - electric	1,309.45
10/5/2017	PG&E - gas	91.59
9/4/2017	Office Depot - office supplies	63.15
10/12/2017	Pagepoint - website updates	22.50
10/22/2017	Comcast - internet	141.08
10/30/2017	Pagepoint - website updates	22.50
10/5/2017	AT&T - telephone	473.20
10/15/2017	Bay Alarm - UL certificate	115.00
11/1/2017	Stericycle - medical waste & pharmaceutical	661.05
11/1/2017	ICMA/RC - deferred comp Oct	1,387.44
11/2/2017	Payroll processing	63.10
11/2/2017	Payroll - 10/16-10/31/17	2,718.51
11/2/2017	Withholding payroll taxes 10/16-10/31/17	1,441.45
	<b>Total</b>	<b>14,575.37</b>

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



# **CHIEF'S REPORT**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

November 2017

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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**Mutual Aid Update**

The following is an update of the Fire Department's involvement with the catastrophic fires affecting our neighbors to the north of us:

On October 8<sup>th</sup>, Battalion Chief Kevin Janes responded from his residence in Windsor to the Windsor Fire Department to assist with Command Control and Support. On October 9<sup>th</sup>, in the early morning, Engine 372 was dispatched as part of an immediate need Strike Team to the fire burning in Santa Rosa. This engine company was made up of Captain/Paramedic Renshaw, Engineer Halligan and Engineer Michalek. Upon arrival, Engine 372 was involved in attempting to extinguish intense fire activity for the first 24 hours. They were assigned to the north end of Santa Rosa where numerous structures were lost including hotels, restaurants and private residences. Later on October 9<sup>th</sup>, OES 300 was dispatched to the Tubbs Fire. This engine company was made up of Captain/Paramedic Crumpacker, Engineer/Paramedic Carrion, Firefighter Dawson and Firefighter Thatcher. They were assigned to fire attack and structure protection. OES 300 was not relieved from the line for approximately 48 hours. On October 12<sup>th</sup>, Battalion Chief Gibson was dispatched as a Strike Team Leader to respond to the Sonoma County Fairgrounds for a morning briefing and then assignment. Chief Gibson's strike team was assigned to structure protection and mop up.

All of our resources assigned to these incidents were assigned 12 or 24 hour shifts with built-in rest periods. All of the fire department resources were released by October 21. At the time of this writing, the Lake Napa Unit Complex fires burned 110,720 acres (172 square miles), approximately 6,768 structures destroyed and 23 confirmed deaths. There were 5,500 fire personnel assigned to these incidents from 362 agencies from 14 states and Australia. El Cerrito suffered no injuries or damage to equipment and stations were fully staffed with backfill here at home. I would also like to mention that during this time period, four members of our Fire Department family had to leave their place of residence due to the threats from these fires.

---

*Anthony C. Knight  
234 Willamette Avenue  
Kensington, CA. 94708*

Mr. Don Dommer  
President, Kensington Fire District  
217 Arlington Avenue, Kensington, CA 94708

Dear President Dommer,

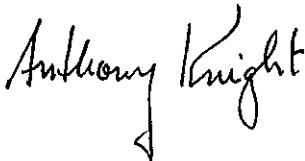
I would like to bring to your attention an incident which occurred last Sunday, October 22, 2017 at the Arlington Community Church (52 Arlington Avenue). An elderly congregant of the church lost consciousness and collapsed just prior to the 10 AM service. According to the information which I received from my wife, who arrived in the midst of this scene, emergency assistance was immediately requested via a landline call to 911. A cell phone was not used.

My wife estimated that it took ten minutes for the emergency response team to arrive. It is my understanding that the team responds from the Public Safety Building at 217 Arlington Ave. Even if the response time seemed longer to my wife than it actually was, those on the scene thought it was excessive. One could almost walk the distance along the Arlington from the church to the fire station in that time frame.

It is my understanding that Kensington's calls for assistance are now routed through a dispatch service in Albany, in Alameda County. It is also my understanding that the traditional dispatcher for these emergency calls has been the City of Richmond in Contra Costa County. I know that it is only quite recently that dispatch contract was switched from Richmond to Albany, and that this changeover was negotiated by the Kensington Chief of Police. (It is my understanding that both Kensington Police and Fire use the same service.)

I think that this would be an appropriate discussion topic for the next fire board meeting. Could it be placed on the agenda? I would like to hear what Chief Maples has to say on the subject, and if it is appropriate, perhaps Chief Hull could also be invited to attend and be available to contribute his thoughts.

Respectfully,

A handwritten signature in black ink that reads "Anthony Knight". The signature is written in a cursive style with a large, sweeping "A" and "K".



# **NEW BUSINESS**

Additional Service Request 02  
 Date: October 25, 2017  
 Project: Kensington Fire Protection District #16518  
 Scope: Additional Duration for Needs Assessment Services

Background:

This Additional Service Request 02 (ASR02) consists of additional time to complete the Needs Assessment Assignment. The original time and extension authorized in Additional Service Request 01 assumed that work would be completed by July 2017. With the requested addition of time to oversee geotechnical investigation, it is anticipated our efforts may extend into February 2018. This duration was not included in the mack<sup>5</sup> Scope of Services in our Base Agreement (executed March 31, 2016).

Additional Project Management Services:


This ASR02 will apply the same level of service in the Base Agreement for management through February 2018; no cost estimating services are anticipated/included.

mack<sup>5</sup> is requesting an allowance of 40 hours for the services under this ASR02, which will be billed time-expended at the rate of \$170 per hour. Therefore the total additional cost for fee for ASR02 is \$6,800.

Should additional mack<sup>5</sup> time be required to oversee the geotechnical investigation noted in this ASR02, we will advise the District as to the additional fee required.

<u>Summary</u>	<u>Fee</u>
Additional Service Request 02	\$6,800
Current Consulting Services Compensation, including ASR01	<u>\$46,435</u>
Total Revised Consulting Services Compensation	\$53,235

Submitted by mack<sup>5</sup>:

  
 \_\_\_\_\_  
 Paul Beamer, Project Manager

Approved by Kensington Fire Protection District:

\_\_\_\_\_  
 Authorized Representative

\_\_\_\_\_  
 Date

# **BOARD REPORTS**



Thank you all so much for  
helping with these donations.  
Northern California Fire. Every  
bit counts and we greatly  
appreciate it! Thank you again  
for help and support  
and have a great day!

-Retired Fireman  
A 26



To the Kensington Police Protection and  
Community Services District:

I never thought that I would be brought  
to tears by the sight of a fire truck.  
Seeing all of the amazing support  
restored my faith in community and  
reminded me of how much good  
there is in the world. We are so  
grateful for your courage and  
sacrifice including spending so much  
time away from your homes and  
families in order to protect ours.

Your service and compassion  
will never be forgotten  
♥ Santa Rosa

Thank you  
for save all  
the house

in Santa Rosa  
From  
Nicole Maria  
Jaez

MAKDASEYOUM  
ELLEN

ROGER



ROSE MARY

thoughts of you  
Amy

D O L L A R  
A B D C T A

BETTY SWAIN  
ELLEN

Thank you for all your recent help in the  
October 2017 Northern California Wildfire. We  
appreciate everything you did to help save,  
protect and defend our lives and property  
during this fire.

North Bay Industries Activity Center  
Rohnert Park, Ca



BREAKING Ex-Trump campaign chairman, associate indicted, ex-Trump aide pleads in Russ...

[http://napavalleyregister.com/news/local/one-resident-helps-napa-s-besieged-circle-oaks-neighborhood-survive/article\\_ef965273-d120-5407-ad15-269c5e150240.html](http://napavalleyregister.com/news/local/one-resident-helps-napa-s-besieged-circle-oaks-neighborhood-survive/article_ef965273-d120-5407-ad15-269c5e150240.html)

TOP STORY

Heroism

## One resident helps Napa's besieged Circle Oaks neighborhood survive the Atlas Fire

BARRY EBERLING [beberling@napanews.com](mailto:beberling@napanews.com) Oct 28, 2017 Updated Oct 28, 2017



BUY N

Lisa Hirayama, right, listens as her husband Larry Carr, a battalion chief with the El Cerrito Fire Department describes his actions during the recent Atlas Fire in their Circle Oaks neighborhood. When wildfires threatened homes in his rural subdivision, he stayed on the scene for about eight days, helping to battle the

Circle Oaks, a subdivision of 180 homes in rural Napa County, faced multiple High Noon moments during the Atlas Fire, but it survived.

Key to saving this neighborhood of 750 people was one resident, Larry Carr, a professional firefighter, who ignored evacuation orders and stayed to fight.

Carr, a battalion chief for the El Cerrito Fire Department, stayed at his house during the eight-day evacuation to help on the front lines, put out hot spots and advise out-of-county strike teams that came and went during the conflagration.

At various times it seemed that Circle Oaks might succumb to the hot flames, but Carr stayed cool.

“When anyone goes into a fight like that, worrying doesn’t help,” Carr said. “It’s just the job. You know what needs to be done and you accomplish it. You know in the back of your mind you have a personal stake in it. But you’re on automatic.”

Just how near Circle Oaks came to being another Atlas Fire tragedy can be seen at Carr's house. The charred undergrowth is within perhaps 30 feet of his back deck and is just as close to other homes along the community's upper elevations.

Circle Oaks is located along Highway 121 in the hills between Napa Valley and Lake Berryessa. The homes dating back to the 1960s sit on slopes amid oaks, madrones and other trees – definitely wildfire country.

At about 10 p.m. on Sunday, Oct. 8, resident Michele Johnson learned on Facebook that a wildfire was burning nearby. That night was exceptionally windy, with gusts topping 70 mph reported in the region.

"I immediately turned on my scanner," she said. "Just living out there, I need to know what's going on. I could hear a concern. There was a fire on Atlas Peak."

She contacted her friend Lisa Hirayama, whose husband is Carr. Carr, a firefighter for 31 years with a resume that includes work for Cal Fire and the Forest Service, was on the job 45 miles away at his El Cerrito fire post.

Independently, Carr saw a request that El Cerrito contribute firefighters to a strike team in Napa County. That didn't worry him too much – until he heard the fire was on Atlas Peak.

Atlas Peak, where the fire had started, and Circle Oaks are about a 14-mile drive apart over mountainous, brushy terrain. But they are separated by only about 1.5 miles as the crow flies.

Johnson, Hirayama and other residents obeyed a mandatory evacuation order that came at 12:30 a.m. Monday Oct. 9. An hour later, Carr arrived by himself, not as part of a strike team, to become a protector for a deserted community.

That afternoon, Carr watched supertankers drop pink fire retardant on the blaze behind a ridge. He thought their efforts would knock down the fire, but later concluded the area's many trees blocked the vast amounts of retardant from extinguishing the fiery undergrowth.

The fire came over the ridge and headed toward Circle Oaks that evening. It was moving against the wind, yet still descended the mountain.

"Like a slow walk," Carr said.

An out-of-county strike team had arrived by then. Nine firefighters – including Carr – with two engines would try to save Circle Oaks.

Except both engines were called away at about 12:30 a.m. Oct. 10, when a neighborhood at Waters Road less than a mile away faced an even more critical situation. Carr was on his own and the slowly-approaching fire was about 300 yards uphill from his and other Circle Oaks homes.

At 2:15 a.m., a finger of the fire came down between his house and a neighbor's. As the situation turned dire, the two engines returned.

"They knew I was here by myself," Carr said. "They returned to here just in time."

As the Atlas Fire burned to within about 50 feet of Circle Oaks, firefighters set backfires at key locations to burn fuel ahead of the advancing flames. They squirted water on the flames.

That's when all hell broke loose. Next to Carr's home is a hollow with berry vines that he calls the bowl or swamp. The fire grew wild in "the bowl" at about 6 a.m., with the survival of nearby homes hanging in the balance.

"It was an all-hands-on-deck situation because of swirling, flying embers," Carr

said. "This is the stand."

Firefighters won a battle that lasted about 45 minutes, but Circle Oaks wasn't out of the burning woods yet.

Carr patrolled Circle Oaks, putting out spot fires with a shovel and with water in a bucket and even in his helmet. Water district Manager Paul Quarneri and technician Tom Miller came back to the evacuated community to help with the water system so the hydrants would work.

Another big moment came the night of Oct. 10 when Hirayama received an erroneous report saying that Circle Oaks homes were burning. She contacted Carr on his cell phone and he went on patrol. No homes were burning, but Carr found a finger of fire menacing homes on Lookout Drive.

He drove and found a fire engine that responded and saved the area. Fake news narrowly avoided becoming real news.

"Luckily I got that false message, because it sent him out to look," Hirayama said.



Carr described his role in part as being “the local knowledge guy” for firefighters from such places as Santa Barbara County. He could tell them about Circle Oaks’ most vulnerable points and how to reach them.

He drove through the subdivision on a recent day showing the locations of the big fire battles. The evacuation had been lifted and several residents stopped him to express their gratitude to him.

“Thank you very much for what you did,” one man told him.

Johnson feels the same way.

“He knew what he was doing,” Johnson said. “He saved our community.”

Circle Oaks as a whole may have also helped save itself. County Assistant Fire Chief Geoff Belyea noted Circle Oaks has long been among Napa County’s Firewise communities.

The Circle Oaks Homes Association spent \$22,000 to \$110,000 annually from 2000 through 2015 on fire safety projects, according to the Circle Oaks website, with 2015 being the latest update. The community has a Fire Safe Council that inspects homes to make certain they have fuel breaks.

After the close call, Carr and Hirayama intend to remain living at Circle Oaks. The slopes behind their house are blackened along the ground, but the trees remain, so that particular view looks somewhat as it did before the blaze.

“I was here 17 years before this happened,” Hirayama said. “We still love it here. It’s beautiful. What’s amazing is, it doesn’t look like anything has changed. The trees are still here.”

Johnson has lived in Circle Oaks since 2003 and she too plans to stay.

“Our community makes it worth it,” she said. “I love it here. I never want to

move.”

A red-white-and-blue sign along Highway 121 at the entrance to Circle Oaks is a coda to a frantic eight days. It sums up a triumph that easily could have been a tragedy.

“Thank you to all our Circle Oaks fire protectors. Atlas Fire 2017,” it reads.

### **Barry Eberling**

Barry Eberling covers Napa County government, transportation, the environment and general assignments. He has worked for the Napa Valley Register since fall 2014 and previously worked 27 years for the Daily Republic of Fairfield. He is a graduate of UC Sa