

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

Date of Meeting: March 9, 2016
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

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

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

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

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

CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of February 10, 2016 (APPROVE)

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

CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** January/February 2016 (APPROVE)

CC 6. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** January 2016 (APPROVE)

CC 7. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** February 2016 (APPROVE)

8. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

9. **PRESIDENT'S REPORT**
 - a. Brown Act Review

NEW BUSINESS

10. Proposal from Mack5 to develop Request for Proposals for Needs Assessment/Feasibility Study (ACTION)

11. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Dommer).
- b. Public Safety Building (de Ville/Dommer): Status of police storage/evidence room repair
- c. Education (Kosel)
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Report on Board member training 2/18/16; CSDA Spring Newsletter
- e. Diablo Fire Safe Council/Interface (Staff/Nagel)

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, April 13, 2016, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 4/13/16 is Wednesday, 3/30/16 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 4/6/16 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE FEBRUARY 10, 2016 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

President Dommer called for the approval of the consent calendar (items 3, 4 & 5), consisting of approval of the January 13, 2016 minutes, approval of monthly transmittal #8, and approval of the monthly December 2015/January 2016 financial report. Director Kosel made a motion to adopt the consent calendar items as submitted. Director Nagel seconded the motion.

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

ORAL COMMUNICATIONS:

Resident Ciara Wood stated that she hopes KFPD will again pledge matching donations to Diablo Fire Safe Council for 2016 and thanked them for their pledge during 2015. DFSC has raised \$635 so far this year from Kensington residents. Wood distributed a copy of DFSC's annual report to the Board members.

NEW BUSINESS:

Review of FY14-15 Financial Statements and Independent Auditor's Review: Director Kosel noted that the audit report, that was included in the packet, is completely clean and has no recommendations or reservations about the District's accounting practices. Kosel noted that page 7 demonstrates that the District has non spendable funds in the amount of \$1,000,000; committed funds for the building and the fire engines of \$1,300,000; assigned funds for the El Cerrito contract set-aside is \$2,415,000 and \$1,000,000 in unassigned. Kosel noted this is significantly different than a recent letter to the editor and she will be writing an article to The Outlook rebutting that misstatement. The Finance Committee has implemented the investment policy adopted at the January meeting so there should be an increase in interest income. Kosel is in touch with Wells Fargo Advisors and will review the revisit the investment issue in one year. The Finance Committee is very pleased with the audit presentation and the outcome. Kosel made a motion to approve the audit report for FY14-15 submitted by Lamorena & Chang as included in the packet. Director Nagel seconded the motion.

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

Proposal from Mack5 to develop Request for Proposals to for Needs Assessment/Feasibility Study:
President Dommer pulled the item and tabled it until a later meeting.

Emergency Repairs/Remediation to Police Storage and Evidence Room; proposal from Marvin Collins Construction: Chief Maples reported that he has reviewed the site and gave a description. It is not a larger room but it is a vital room to the police department. Maples is concerned about delaying the project. Items from the room are now in the apparatus bay, the parking lot and the conference room. The bid from Marvin Collins for \$43,690 includes mold remediation and asbestos abatement, complete gutting of the room, sheetrock, painting and taping, and removing, storage and then replacing the existing cabinetry. President Dommer said he has not seen the room but he and Director de Ville could take a look before proceeding. Director Kosel stated that she is concerned about the fiscal prudence of proceeding without getting other bids for the project. Bidding the project could add several weeks onto the timeframe. President Dommer suggested that the Board accept the bid but that he attempt to negotiate a reduction in the amount. Director de Ville confirmed with staff that the roof repair has been completed since it is not part of the proposal. Dommer noted that the roof is at least 15 years old. Construction is estimated at

approximately 3 weeks. Harmon noted that this is an emergency repair and it should not be postponed. Director de Ville agreed. Director Dommer made a motion to accept the proposal of \$43,690 from Marvin Collins but attempt to negotiate a better price with the contractor. Director Harmon seconded the motion.

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

FY 15-16 Mid-Year Budget Review – Finance Committee: Director Kosel reviewed the budget vs. actual report for July 1 through December 31, 2015 that was included in the packet. Under Revenue, property taxes are \$70,000 more this year than budgeted; Kosel suggested that amount be put into the Building fund. KPPCSD has not paid their \$1 lease amount, and interest income is up \$1,000. Under Expenses, legal fees are only \$881 for the first six months. Kosel then reviewed the combined revenue and expense budget and the proposed revisions. The budget shows income of \$3.6 million and expenditures of \$3.8 million. Proposed revisions to the budget are: Community shredder at \$3,500 from \$2,500, sand bags at \$6,000, Diablo Fire Safe Council is already shown at \$4,000 but will be a little over, emergency repair to the police storage/evidence room at \$45,000 and the needs assessment moved to capital outlay at \$40,000 from \$25,000. Available cash is just short of \$1.1 million. The District currently has \$1 million in LAIF and \$2.5 million in directed investments with the County. The following budget year will show the Type I vehicle zeroed out and a new schedule for that vehicle, the Type III is slotted to be replaced in FY18-19 for \$600,000. The District plans ahead and sets all the funds aside for replacement so they have not had to go back to the voters for additional funds in 30 years. The District also puts \$100,000 per year toward the building fund plus an inflation factor. The property tax overage from FY15-16 will be added to that account as the District anticipates either massive repairs, tear down or relocation which the needs assessment will evaluate and identify. The District is almost complete with the water system improvements with much improved water pressure along the ridgeline and much improved hydrant spacing throughout the community. Future funds will need to be devoted to the building. The building is functionally obsolete. The structural report should be ready for presentation at next month's meeting. The needs assessment will address the process of figuring out what the District needs. The building is an essential services building but does not comply to today's code. The building is 5,800 s.f. and the police department takes up nearly ½ of the square footage. A single engine station requires about 7,000 s.f. just for the fire department. Current circulation is totally unsecure for the police department. A resident asked if the District is required to rent to the police department? No, it's just an historical arrangement. A suggestion was made to acquire neighboring property. The Board agreed that makes sense. The police district did not always rent from the fire district. Next year's budget will show the new schedule for a future Type I. Director Kosel made a motion to approve the revised combined Revenue, Expense and Capital Budget for FY15-16 as presented. Director de Ville seconded the motion.

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

FIRE CHIEF'S REPORT:

Chief Maples reviewed the Training Division's activity for 2015. The department completed 1,075 hours of on-line training for 34 people through TargetSafety. ECFD is partnering with California Fire Fighter Joint Apprenticeship Committee. Nine line personnel are enrolled in that program and they will complete between 2,000 to 4,000 hours of training to earn journey level status. CFFJAC then contributes training funds back into ECFD's budget that they can use to fund items like TargetSafety and the Fire Blast trailer. The department completed 150 performance evolutions. ECFD completed over 13,000 hours of training including emergency medical training, physical fitness training, joint training with other agencies, etc. There were 38 participants that graduated last year's CERT training classes. The current class going on has 30 participants. Two hundred eighty-six people participated in the community wide CERT drill last August. The CERT shed program was kicked off in Kensington. One CERT area has already expressed interest in receiving a shed. The larger shed for the park will wait until the area sheds are placed. Three new hires are on board now. There are still two vacancies which the department will continue to recruit for. All new employees get rotated through the Kensington station. Maples said that SB239 does not apply to the El Cerrito-Kensington contract since it is already in place. If Kensington were to contract with another agency both LAFCO and labor would need to approve it.

PRESIDENT'S REPORT:

President Dommer sent an email to KPPCSD President Len Welsh to request a meeting with him and Chief Hart regarding the needs assessment. It is KFPD's intention to include KPPCSD in the needs assessment.

A resident asked about the duration of the El Cerrito-Kensington contract. Chief Maples said the contract expires in 2020. Director Kosel explained that it is a long-term contract that is reviewed annually with the Finance Committee by fee proposal. KFPD pays 27.75% of most costs though it operates 1/3 of the fire stations. El Cerrito benefits from a third station and Kensington benefits from the relationship. Kosel noted the agency cost comparison on the District's web site. The District does not pay for a whole Chief, only 27.75% though he spends more time than that on Kensington issues. This is the 21st year of the contract. The community is well pleased with the service that is provided. There is a notification provision in the contract of one year. KFPD sets aside funds for that provision. The Finance Committee meets with the El Cerrito City Manager every year in May.

BOARD REPORTS:

CSDA: Directors de Ville and Nagel attended the quarterly meeting on 1/25/16. Nagel handed out a summary of the meeting. The officers were reelected and the guest speaker was on reclamation districts (14 in Contra Costa County). Fire agency municipal service reviews are well underway and may possibly be done in April. There was also a presentation on a website service that specializes in special districts. The next meeting will be held on April 18th.

Diablo Fire Safe Council: Director Nagel attended the 1/21/16 meeting. Ciara Wood brought the annual report. DFSC is a two-county effort. They receive large grants that they divvy up to small organizations and individuals to clear away fire material and make the hills safer from wildfire. The bay area has a huge fire exposure. DFSC approved a number of grants at their January meeting. Wood wants the Board to understand the size and scale of DFSC. PG&E is a corporate sponsor. DFSC is managing \$1.2 million in grants. Maples noted that the first stakeholder meeting for the El Cerrito-Kensington Community Wildfire Protection Plan was held last Thursday and there was a good turnout.

ADJOURNMENT: The meeting was adjourned at 8:12 p.m. in honor of former KFPD Director Leslie Michael.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on March 9, 2016.

Attest:

Larry Nagel, Board Secretary

TRANSMITTAL - APPROVAL

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

		KENSINGTON FPD		PY/CY:	2170
		TRANSMITTAL - APPROVAL		BATCH #:	3/4/2016
		Invoices		DATE:	13
				LOCATION #:	KENSINGTON
				FILENAME:	
	VENDOR NAME				
00466	Biggs Cardoso	2/5/2016	68814 - seismic assessment	7840 2490	4,250.00
00982	Delta Dental	3/1/2016	BE001523076 Mar dental	7840 1061	1,189.07
01406	KFPD	3/4/2016	Reimburse revolving fund	7840 2490	13,450.61
01169	CalPERS	02/16/16	7072901257 Apr medical	7840 1061	7,424.18
01169	CalPERS	03/04/16	OPEB contribution	7840 2490	26,000.00
01172	L.N. Curtis	02/18/16	1380803-02 Type 1 hose	7840 2490	3,666.25
01172	L.N. Curtis	02/23/16	1380801-00 hose nozzle	7840 1061	336.60
01634	Vision Service Plan	02/19/16	00102770001 Mar vision	7840 1061	346.72
02120	City of El Cerrito	03/01/16	Mar fire protection	7840 2328	193,265.49
50096	Diablo Fire Safe Council	01/08/16	matching grant funds	7840 2490	4,225.00
TOTAL					254,153.92

Kensington FPD Approval
 Date: 3/4/16

March 4, 2016

Attachment to Transmittal 0316

Kensington Fire Protection District Revolving Fund 01406

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

<u>INVOICE</u> <u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
2/4/2016	Pagepoint - website	67.50
2/4/2016	Bay Area Doorservice - repair	63.50
2/15/2016	Terminix - pest control	113.00
2/3/2016	Office Depot - office supplies	353.31
2/4/2016	PG&E - electric	788.65
2/4/2016	PG&E - gas	279.11
2/17/2016	Payroll processing	57.23
2/17/2016	Payroll - 2/1-2/15/16	2,501.32
2/17/2016	Withholding payroll taxes 2/1-2/15/16	1,132.25
2/9/2016	Sprint - telephone	65.93
2/5/2016	AT&T - telephone	394.09
2/2/2016	EBMUD - water/wastewater	470.20
2/8/2016	Air Exchange - plymovent repair	961.41
2/12/2016	Sanfilippo - drywall repair	125.00
2/11/2016	Meyers/Nave - legal counsel	272.16
2/18/2016	Pagepoint - website	22.50
3/1/2016	Stericycle - medical waste	248.39
2/10/2016	Mechanics Bank - CSDA conf, POD rental	584.20
2/12/2016	Boundtree - Type I charger	325.34
3/2/2016	Payroll processing	57.23
3/2/2016	Payroll - 1/15-1/31/16	2,438.60
3/2/2016	Withholding payroll taxes 1/15-1/31/16	1,114.97
3/10/2016	ICMA RC - Feb deferred comp	1,014.72
	Total	13,450.61

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

Kensington Fire Protection District
Balance Sheet
As of February 11, 2016

	Feb 11, 16
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	6,301.26
General Fund	310,987.28
Special Tax Fund	2,258.94
Capital Fund	231,971.77
Total Checking/Savings	551,719.25
Accounts Receivable	
Due from County for Reimb.	16,751.33
Advance on Taxes	1,609,579.11
Advance on Supplemental Taxes	50,869.79
Total Accounts Receivable	1,677,200.23
Other Current Assets	
Prepaid Services - EC	987,304.13
Prepaid Exp.	9,577.92
Prepaid CERBT - Retiree Trust	1,009,399.18
Investments	
Capital Replacement Funds	1,210,765.00
Fire Protect. Contract Reserves	2,369,530.00
Investments - Other	199,623.14
Total Investments	3,779,918.14
Total Other Current Assets	5,786,199.37
Total Current Assets	8,015,118.85
Fixed Assets	
Land	5,800.00
Equipment	1,363,137.14
Accumulated Depreciation-Equip	-778,846.15
Building and Improvements	2,032,063.85
Accumulated Depreciation - Bldg	-794,494.00
Current Capital Outlay	
Fire Engine Type I	344,608.63
Apparatus Bay Construction	359,517.41
Total Current Capital Outlay	704,126.04
Total Fixed Assets	2,531,786.88
TOTAL ASSETS	10,546,905.73
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	16,751.33
Due to Other - Issued by CCC	28,956.74
Total Accounts Payable	45,708.07
Other Current Liabilities	
EI Cerrito Service Contract Pay	987,304.13
Total Other Current Liabilities	987,304.13
Total Current Liabilities	1,033,012.20
Long Term Liabilities	
GASB 45 Accrual	-22.50
Total Long Term Liabilities	-22.50

Kensington Fire Protection District
Balance Sheet
As of February 11, 2016

	Feb 11, 16
Total Liabilities	1,032,989.70
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	2,427,213.98
Net Income	1,874,082.79
Total Equity	9,513,916.03
TOTAL LIABILITIES & EQUITY	10,546,905.73

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

July 1, 2015 through February 11, 2016

	Jul 1, '15 - Feb 11, 16	Jul 1, '14 - Feb 11, 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,399,120.52	3,203,716.55	195,403.97	6.1%
Special Taxes	200,345.40	200,345.40	0.00	0.0%
Other Tax Income	13,133.26	13,663.67	-530.41	-3.9%
Interest Income	1,465.81	4,352.85	-2,887.04	-66.3%
Salary Reimbursement Agreement	29,367.45	29,988.61	-378.84	1.3%
Miscellaneous Income	2,231.51	13,408.57	-11,177.06	-83.4%
Total Income	3,645,663.95	3,464,475.65	181,188.30	5.2%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,801.11	1,796.45	4.66	0.3%
Contra Costa County Expenses	2,486.66	2,702.86	-216.20	-8.0%
El Cerrito Contract Fee	1,382,225.90	1,408,947.47	-26,721.57	-1.9%
Water System Improvements	220,000.00	110,000.00	110,000.00	100.0%
Fire Abatement Contract	500.00	0.00	500.00	100.0%
Risk Management Insurance	11,491.00	11,523.00	-32.00	-0.3%
Professional Fees				
Accounting	1,998.75	2,080.00	-81.25	-3.9%
Audit	13,000.00	13,000.00	0.00	0.0%
Legal Fees	1,017.36	2,541.78	-1,524.42	-60.0%
Total Professional Fees	16,016.11	17,621.78	-1,605.67	-9.1%
Wildland Vegetation Mgmt	630.00	3,045.00	-2,415.00	-79.3%
Total OUTSIDE PROFESSIONAL SER...	1,635,150.78	1,555,636.56	79,514.22	5.1%
RETIREE MEDICAL BENEFITS				
PERS Medical	16,206.88	13,313.36	2,893.52	21.7%
Delta Dental	1,703.28	1,703.36	-0.08	0.0%
Vision Care	463.28	463.36	-0.08	0.0%
Total RETIREE MEDICAL BENEFITS	18,373.44	15,480.08	2,893.36	18.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	5,300.25	4,779.20	521.05	10.9%
Comm. Pharmaceutical Drop-Off	71.90	773.38	-701.48	-90.7%
CERT Emerg Kits/Sheds/Prepared	1,028.20	0.00	1,028.20	100.0%
Open Houses	1,127.07	253.51	873.56	344.6%
Community Shredder	1,623.40	0.00	1,623.40	100.0%
Community Sandbags	4,037.64	0.00	4,037.64	100.0%
Total COMMUNITY SERVICE ACTIVITI...	13,188.46	5,806.09	7,382.37	127.2%
DISTRICT ACTIVITIES				
Firefighters' Expenses	9,038.21	1,793.99	7,244.22	403.8%
Staff Appreciation	1,264.27	1,366.31	-102.04	-7.5%
Professional Development	3,318.49	3,738.41	-417.92	-11.2%
Building Maintenance				
Janitorial Service	840.00	840.00	0.00	0.0%
Medical Waste Disposal	1,702.13	1,646.56	55.57	3.4%
Building alarm	180.00	100.00	80.00	80.0%
Gardening service	360.00	600.00	-240.00	-40.0%
Miscellaneous Maint.	5,354.97	5,038.35	316.62	6.3%
Total Building Maintenance	8,437.10	8,224.91	212.19	2.6%
Building Utilities/Service				
Garbage	346.40	682.68	-336.28	-49.3%
Gas and Electric	5,359.24	4,357.90	1,001.34	23.0%
Water/Sewer	1,056.48	1,068.92	-12.44	-1.2%
Total Building Utilities/Service	6,762.12	6,109.50	652.62	10.7%
Election	0.00	399.18	-399.18	-100.0%
Memberships	6,309.00	5,888.00	421.00	7.2%
Office				
Office Expense	2,391.10	1,296.80	1,094.30	84.4%
Office Supplies	1,109.26	786.55	322.71	41.0%
Telephone	4,469.27	4,256.98	212.29	5.0%
Total Office	7,969.63	6,340.33	1,629.30	25.7%
Total DISTRICT ACTIVITIES	43,098.82	33,858.63	9,240.19	27.3%
Staff				
Wages	45,566.08	43,813.12	1,752.96	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	591.46	135.41	456.05	336.8%
Medical/dental Ins compensation	4,550.00	4,550.00	0.00	0.0%
Retirement Contribution	3,463.04	3,329.74	133.30	4.0%
Payroll Taxes	4,249.65	3,789.31	460.34	12.2%
Workers Compensation/Life Ins	1,476.31	1,318.34	157.97	12.0%
Payroll Processing	873.12	889.40	-16.28	-1.8%
Total Staff	61,769.66	58,825.32	2,944.34	5.0%
Total Expense	1,771,581.16	1,669,606.68	101,974.48	6.1%

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
 July 1, 2015 through February 11, 2016

	Jul 1, '15 - Feb 11, 16	Jul 1, '14 - Feb 11, 15	\$ Change	% Change
Net Ordinary Income	1,874,082.79	1,794,868.97	79,213.82	4.4%
Other Income/Expense				
Other Income				
Transfers In - Capital	70,000.00	201,615.00	-131,615.00	-65.3%
Transfers In - General	129,525.48	2,106.57	127,418.91	6,048.6%
Total Other Income	199,525.48	203,721.57	-4,196.09	-2.1%
Other Expense				
Transfers Out - Capital	4,525.48	2,106.57	2,418.91	114.8%
Transfers Out - Special	125,000.00	199,000.00	-74,000.00	-37.2%
Transfers Out - General	70,000.00	2,615.00	67,385.00	2,576.9%
Total Other Expense	199,525.48	203,721.57	-4,196.09	-2.1%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,874,082.79	1,794,868.97	79,213.82	4.4%

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

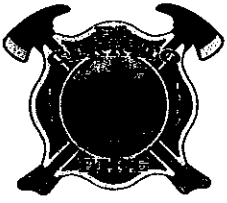
July 2015 through January 2016

	Jul '15 - Jan 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,399,120.52	3,328,995.00	70,125.52	102.1%
Special Taxes	200,345.40	200,345.00	0.40	100.0%
Other Tax Income	13,133.26	13,500.00	-366.74	97.3%
Lease Agreement	0.00	1.00	-1.00	0.0%
Interest Income	1,465.81	4,500.00	-3,034.19	32.6%
Salary Reimbursement Agreement	29,367.45	30,091.81	-724.36	97.6%
Miscellaneous Income	2,231.51	0.00	2,231.51	100.0%
Total Income	3,645,663.95	3,577,432.81	68,231.14	101.9%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,801.11	1,800.00	1.11	100.1%
Contra Costa County Expenses	2,486.66	2,800.00	-313.34	88.8%
El Cerrito Contract Fee	1,382,225.90	1,382,225.81	0.09	100.0%
Water System Improvements	220,000.00	185,000.00	35,000.00	118.9%
Fire Abatement Contract	500.00	8,000.00	-7,500.00	6.3%
Risk Management Insurance	11,491.00	11,490.00	1.00	100.0%
Professional Fees				
Accounting	1,998.75	2,625.00	-626.25	76.1%
Actuarial Valuation	0.00	3,500.00	-3,500.00	0.0%
Audit	13,000.00	13,000.00	0.00	100.0%
Legal Fees	1,017.36	17,500.00	-16,482.64	5.8%
Total Professional Fees	16,016.11	36,625.00	-20,608.89	43.7%
Wildland Vegetation Mgmt	630.00	5,833.31	-5,203.31	10.8%
Total OUTSIDE PROFESSIONAL SER...	1,635,150.78	1,633,774.12	1,376.66	100.1%
RETIREE MEDICAL BENEFITS				
PERS Medical	16,206.88	12,471.69	3,735.19	129.9%
Delta Dental	1,490.37	1,595.44	-105.07	93.4%
Vision Care	463.28	434.56	28.72	106.6%
Total RETIREE MEDICAL BENEFITS	18,160.53	14,501.69	3,658.84	125.2%
COMMUNITY SERVICE ACTIVITIES				
Public Education	5,232.75	7,583.31	-2,350.56	69.0%
Comm. Pharmaceutical Drop-Off	71.90	500.00	-428.10	14.4%
Vial of Life Program	0.00	200.00	-200.00	0.0%
CERT Emerg Kits/Sheds/Prepared	1,028.20	20,000.00	-18,971.80	5.1%
Open Houses	1,127.07	750.00	377.07	150.3%
Community Shredder	1,623.40	1,250.00	373.40	129.9%
DFSC Matching Grants	0.00	666.67	-666.67	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	4,037.64	4,000.00	37.64	100.9%
Total COMMUNITY SERVICE ACTIVITI...	13,120.96	34,949.98	-21,829.02	37.5%
DISTRICT ACTIVITIES				
Firefighter's Apparel	0.00	0.00	0.00	0.0%
Firefighters' Expenses	9,038.21	5,833.31	3,204.90	154.9%
Staff Appreciation	1,264.27	2,500.00	-1,235.73	50.6%
Professional Development	3,318.49	3,575.00	-256.51	92.8%
Building Maintenance				
Janitorial Service	735.00	875.00	-140.00	84.0%
Medical Waste Disposal	1,702.13	2,333.31	-631.18	72.9%
Building alarm	180.00	200.00	-20.00	90.0%
Gardening service	360.00	1,166.69	-806.69	30.9%
Miscellaneous Maint.	5,178.47	7,291.69	-2,113.22	71.0%
Total Building Maintenance	8,155.60	11,866.69	-3,711.09	68.7%
Building Utilities/Service				
Garbage	346.40	720.00	-373.60	48.1%
Gas and Electric	4,291.48	4,375.00	-83.52	98.1%
Water/Sewer	1,056.48	1,065.00	-8.52	99.2%
Total Building Utilities/Service	5,694.36	6,160.00	-465.64	92.4%
Election	0.00	0.00	0.00	0.0%
Memberships	6,309.00	6,230.00	79.00	101.3%
Office				
Office Expense	2,391.10	2,241.69	149.41	106.7%
Office Supplies	755.95	1,458.31	-702.36	51.8%
Telephone	4,358.15	4,932.06	-573.91	88.4%
Total Office	7,505.20	8,632.06	-1,126.86	86.9%
Total DISTRICT ACTIVITIES	41,285.13	44,797.06	-3,511.93	92.2%
Staff				
Wages	45,566.08	45,560.69	5.39	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	591.46	758.31	-166.85	78.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	4,550.00	4,550.00	0.00	100.0%
Retirement Contribution	3,463.04	3,461.50	1.54	100.0%

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

July 2015 through January 2016

	Jul '15 - Jan 16	Budget	\$ Over Budget	% of Budget
Payroll Taxes	4,249.65	3,980.00	269.65	106.8%
Workers Compensation/Life Ins	1,476.31	1,800.00	-323.69	82.0%
Payroll Processing	815.89	877.94	-62.05	92.9%
Total Staff	61,712.43	61,988.44	-276.01	99.6%
Contingency General	0.00	14,583.31	-14,583.31	0.0%
Total Contingency	0.00	14,583.31	-14,583.31	0.0%
Total Expense	1,769,429.83	1,804,594.60	-35,164.77	98.1%
Net Ordinary Income	1,876,234.12	1,772,838.21	103,395.91	105.8%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - General	129,525.48	0.00	129,525.48	100.0%
Total Other Income	129,525.48	0.00	129,525.48	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	4,525.48	0.00	4,525.48	100.0%
Transfers Out - Special	125,000.00	0.00	125,000.00	100.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	129,525.48	0.00	129,525.48	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,876,234.12	1,772,838.21	103,395.91	105.8%

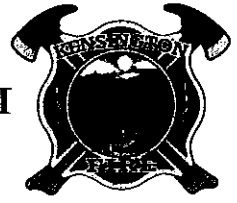


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February 1, 2016

TO: Kensington Fire Protection District Board Members

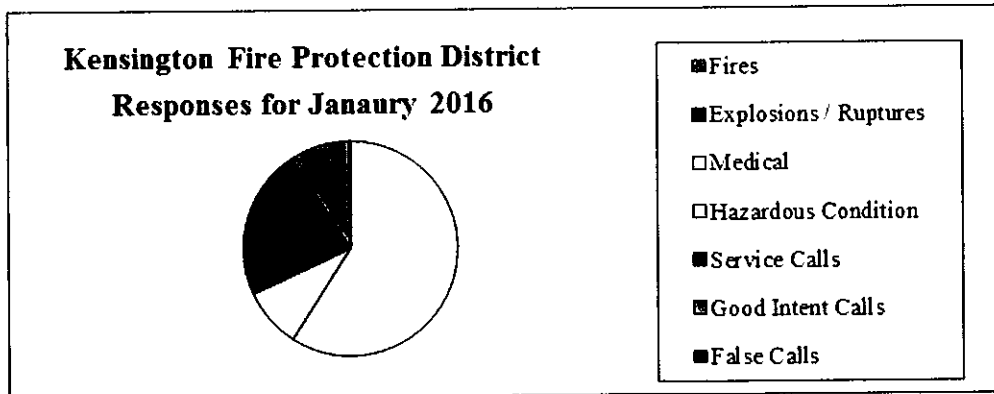
FROM: Michael Pigoni: Battalion Chief

RE: Incident Activity Reports for the Month of January 2016

There were 22 incidents that occurred during the month of January in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 39 calls in all districts.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	13	59.09%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	9.09%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	22.73%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	9.09%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	0	0.00%
Totals		22	100.00%



Kensington Fire Protection District Response Log for January 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1600003	01-Jan-16 17:56:29	2 KENYON AVE	Kensington	E65	321
2	1600025	03-Jan-16 14:24:38	90 HIGHLAND BLVD	Kensington	E65	522
3	1600026	03-Jan-16 15:08:03	31 ARLINGTON AVE	Kensington	E65	522
4	1600034	04-Jan-16 11:48:22	AMHERST AVE	Kensington	E65	500
5	1600051	06-Jan-16 09:41:49	97 ARDMORE DR	Kensington	E65	444
6	1600057	07-Jan-16 07:29:41	255 LOS ALTOS DR	Kensington	E65	321
7	1600058	07-Jan-16 09:17:59	39 NORWOOD AVE	Kensington	E72	311
8	1600069	08-Jan-16 02:53:20	205 LAKE DR	Kensington	E65	611M
9	1600087	10-Jan-16 22:37:47	227 TRINITY AVE	Kensington	E65	321
10	1600093	11-Jan-16 18:20:22	63 HIGHLAND BLVD	Kensington	E65	321
11	1600101	12-Jan-16 13:02:55	1 HIGHLAND BLVD	Kensington	E65	321
12	1600126	15-Jan-16 18:09:26	295 PURDUE AVE	Kensington	E65	500
13	1600138	16-Jan-16 09:45:04	148 HIGHLAND BLVD	Kensington	E65	321
14	1600150	17-Jan-16 20:57:41	200 AMHERST AVE	Kensington	E65	520
15	1600152	18-Jan-16 01:03:18	304 ARLINGTON AVE	Kensington	E65	321
16	1600153	18-Jan-16 10:14:27	101 FRANCISCAN WAY	Kensington	E65	321
17	1600164	19-Jan-16 17:30:32	CANNON DR	Kensington	E65	321
18	1600173	20-Jan-16 20:03:48	268 CAMBRIDGE AVE	Kensington	E65	611M
19	1600196	24-Jan-16 21:50:54	61 STRATFORD DR	Kensington	E65	322
20	1600204	25-Jan-16 20:06:00	297 BERKELEY PARK BLVD	Kensington	E65	440
21	1600221	27-Jan-16 20:39:32	1 LAWSON RD	Kensington	E65	322
22	1600248	30-Jan-16 13:05:32	ARLINGTON AVE	Kensington	E65	

* 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)

**(Distress, Water/ Smoke/Odor Problems, Public Assists)
(Cancelled En Route, Wrong Location)
(Wrong Company/Unit Dispatched)**

**500
600
700**

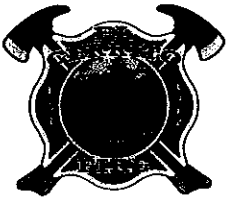
Kensington Fire Protection District Engine 65 Response Log for January 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1600003	01-Jan-16 17:56:29	2 KENYON AVE	Kensington	E65	321
2	1600015	02-Jan-16 15:25:31	925 KING DR	El Cerrito	E65	311
3	1600025	03-Jan-16 14:24:38	90 HIGHLAND BLVD	Kensington	E65	522
4	1600026	03-Jan-16 15:08:03	31 ARLINGTON AVE	Kensington	E65	522
5	1600034	04-Jan-16 11:48:22	AMHERST AVE	Kensington	E65	500
6	1600041	04-Jan-16 23:02:49	719 GELSTON PL	El Cerrito	E65	321
7	1600051	06-Jan-16 09:41:49	97 ARDMORE DR	Kensington	E65	444
8	1600057	07-Jan-16 07:29:41	255 LOS ALTOS DR	Kensington	E65	321
9	1600060	07-Jan-16 12:45:23	1160 RICHMOND ST	El Cerrito	E65	321
10	1600069	08-Jan-16 02:53:20	205 LAKE DR	Kensington	E65	611M
11	1600072	08-Jan-16 13:10:58	828 SHEVLIN DR	El Cerrito	E65	321
12	1600073	08-Jan-16 17:08:12	839 BATES AVE	El Cerrito	E65	240
13	1600084	10-Jan-16 14:05:45	1 LONEOAK RD	Tilden Park	E65	611M
14	1600087	10-Jan-16 22:37:47	227 TRINITY AVE	Kensington	E65	321
15	1600093	11-Jan-16 18:20:22	63 HIGHLAND BLVD	Kensington	E65	321
16	1600095	12-Jan-16 01:30:15	BALRA DR	El Cerrito	E65	400
17	1600101	12-Jan-16 13:02:55	1 HIGHLAND BLVD	Kensington	E65	321
18	1600102	12-Jan-16 13:49:15	1520 ARLINGTON BLVD	El Cerrito	E65	611
19	1600126	15-Jan-16 18:09:26	295 PURDUE AVE	Kensington	E65	321
20	1600133	16-Jan-16 05:07:17	750 BALRA DR	El Cerrito	E65	321
21	1600138	16-Jan-16 09:45:04	148 HIGHLAND BLVD	Kensington	E65	500
22	1600143	16-Jan-16 20:54:04	3213 SANTA CLARA AVE	El Cerrito	E65	113
23	1600150	17-Jan-16 20:57:41	200 AMHERST AVE	Kensington	E65	321
24	1600152	18-Jan-16 01:03:18	304 ARLINGTON AVE	Kensington	E65	520
25	1600153	18-Jan-16 10:14:27	101 FRANCISCAN WAY	Kensington	E65	321
26	1600164	19-Jan-16 17:30:32	CANNON DR	Kensington	E65	321
27	1600167	20-Jan-16 01:30:47	200 PAMELA CT	Richmond	E65	611M
28	1600173	20-Jan-16 20:03:48	268 CAMBRIDGE AVE	Kensington	E65	321
29	1600189	23-Jan-16 11:23:40	10869 SAN PABLO AVE	Richmond	E65	321
30	1600196	24-Jan-16 21:50:54	61 STRATFORD DR	Kensington	E65	611M

31	1600200	25-Jan-16 09:17:17	7 POMONA AVE	El Cerrito	E65	321
32	1600202	25-Jan-16 16:35:29	7659 STOCKTON AVE	El Cerrito	E65	321
33	1600204	25-Jan-16 20:06:00	297 BERKELEY PARK BLVD	Kensington	E65	322
34	1600209	26-Jan-16 17:22:20	7668 STOCKTON AVE	El Cerrito	E65	321
35	1600213	26-Jan-16 20:51:00	MOESER LN	El Cerrito	E65	522
36	1600221	27-Jan-16 20:39:32	1 LAWSON RD	Kensington	E65	440
37	1600229	28-Jan-16 16:16:57	700 HANCOCK WAY	El Cerrito	E65	321
38	1600235	29-Jan-16 11:09:14	170 EL CERRITO PLZ	El Cerrito	E65	321
39	1600248	30-Jan-16 13:05:32	ARLINGTON AVE	Kensington	E65	322

* See Attached Table for Incident Type Explanations

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



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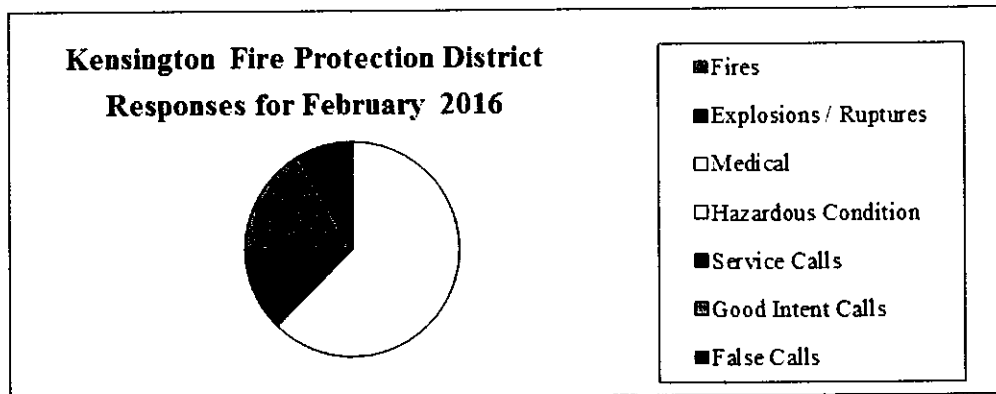
March 1, 2016

TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Battalion Chief
RE: **Incident Activity Reports for the Month of February 2016**

There were 24 incidents that occurred during the month of February in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 47 calls in all districts.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	15	62.50%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	3	12.50%
Good Intent Calls	<i>(Cancelled Enroute, Wrong Location)</i>	4	16.67%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	8.33%
Totals		24	100.00%



Kensington Fire Protection District Response Log for February 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1600273	01-Feb-16 14:05:16	11 WESTMINSTER AVE	Kensington	E65	650
2	1600275	01-Feb-16 18:38:45	607 BELOIT AVE	Kensington	E65	321
3	1600290	02-Feb-16 17:37:47	65 NORWOOD AVE	Kensington	E65	321
4	1600328	06-Feb-16 16:03:25	ARLMONT DR	Kensington	E65	321
5	1600342	07-Feb-16 19:07:56	52 KINGSTON DR	Kensington	E65	611X
6	1600365	09-Feb-16 19:00:37	265 GRIZZLY PEAK BLVD	Kensington	E65	321
7	1600399	12-Feb-16 16:44:29	801 COVENTRY DR	Kensington	E72	321
8	1600425	14-Feb-16 15:57:38	11 COWPER AVE	Kensington	E65	321
9	1600450	16-Feb-16 18:51:02	36 STRATFORD DR	Kensington	E65	321
10	1600453	16-Feb-16 22:34:18	673 COVENTRY DR	Kensington	E65	611M
11	1600466	18-Feb-16 15:31:16	215 ARLINGTON AVE	Kensington	E65	321
12	1600490	21-Feb-16 10:27:25	673 COVENTRY DR	Kensington	E65	740
13	1600502	22-Feb-16 01:33:04	1 EDGECROFT DR	Kensington	E65	745
14	1600509	22-Feb-16 19:05:18	55 ARLMONT DR	Kensington	E65	321
15	1600515	23-Feb-16 11:54:46	1 LAWSON DR	Kensington	E65	321
16	1600519	24-Feb-16 02:11:07	673 OBERLIN AVE	Kensington	E65	321
17	1600527	24-Feb-16 15:50:39	299 ARLINGTON AVE	Kensington	E65	321
18	1600536	25-Feb-16 11:08:39	624 PARKSIDE CT	Kensington	E65	651
19	1600537	25-Feb-16 12:18:30	90 HIGHLAND BLVD	Kensington	E65	321
20	1600545	26-Feb-16 17:52:22	433 OCEAN VIEW AVE	Kensington	E65	321
21	1600558	27-Feb-16 23:36:23	36 STATFORD AVE	Kensington	E65	550
22	1600563	28-Feb-16 12:34:24	217 ARLINGTON AVE	Kensington	E65	321
23	1600585	29-Feb-16 22:57:34	19 SUNSET DRIVE	Kensington	E65	522
24	1600586	01-Mar-16 06:57:51	165 ARDMORE DRIVE	Kensington	E65	550

* See Attached Table for Incident Type Explanations

Type Series

100

200

Description

(Structure, Trash, Vehicle, Vegetation Fire)
(Over Pressure/Ruptures Explosions, Bombs)

300
400
500
600
700

*(EMS, Vehicle Accidents, Extrication, Rescue)
(Chemical Spills, Leaks, Down power Lines)
(Distress, Water/ Smoke/Odor Problems, Public Assists)
(Cancelled En Route, Wrong Location)
(Wrong Company/Unit Dispatched)*

Kensington Fire Protection District

Engine 65 Response Log for February 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1600270	01-Feb-16 11:24:01	741 COLUSA AVE	El Cerrito	E65	550
2	1600273	01-Feb-16 14:05:16	11 WESTMINSTER AVE	Kensington	E65	650
3	1600275	01-Feb-16 18:38:45	607 BELOIT AVE	Kensington	E65	321
4	1600282	02-Feb-16 02:38:56	6903 STOCKTON AVE	El Cerrito	E65	321
5	1600290	02-Feb-16 17:37:47	65 NORWOOD AVE	Kensington	E65	321
6	1600302	04-Feb-16 15:51:54	7505 TERRACE DR	El Cerrito	E65	321
7	1600314	05-Feb-16 17:01:55	925 KING DR	El Cerrito	E65	321
8	1600320	06-Feb-16 09:10:48	7505 TERRACE DR	El Cerrito	E65	321
9	1600328	06-Feb-16 16:03:25	ARLMONT DR	Kensington	E65	321
10	1600333	07-Feb-16 08:43:32	769 BAY TREE LN	El Cerrito	E65	321
11	1600334	07-Feb-16 09:22:08	1050 LENEVE PL	El Cerrito	E65	321
12	1600342	07-Feb-16 19:07:56	52 KINGSTON DR	Kensington	E65	611X
13	1600351	08-Feb-16 11:19:36	10203 SAN PABLO AVE	El Cerrito	E65	733
14	1600365	09-Feb-16 19:00:37	265 GRIZZLY PEAK BLVD	Kensington	E65	321
15	1600394	12-Feb-16 06:47:12	806 BALRA DR	El Cerrito	E65	444
16	1600395	12-Feb-16 10:40:55	7408 POTRERO AVE	El Cerrito	E65	611
17	1600396	12-Feb-16 11:00:01	1553 ARLINGTON BLVD	El Cerrito	E65	321
18	1600425	14-Feb-16 15:57:38	11 COWPER AVE	Kensington	E65	321
19	1600426	14-Feb-16 16:25:37	828 SEAVIEW DR	El Cerrito	E65	444
20	1600450	16-Feb-16 18:51:02	36 STRATFORD DR	Kensington	E65	321
21	1600453	16-Feb-16 22:34:18	673 COVENTRY DR	Kensington	E65	611M
22	1600465	18-Feb-16 14:03:53	CENTRAL PARK DR	Tilden Park	E65	321
23	1600466	18-Feb-16 15:31:16	215 ARLINGTON AVE	Kensington	E65	321
24	1600467	18-Feb-16 17:16:25	714 AVILA PL	El Cerrito	E65	321
25	1600486	20-Feb-16 19:11:38	925 KING DR	El Cerrito	E65	321
26	1600489	21-Feb-16 02:56:35	925 KING DR	El Cerrito	E65	321
27	1600490	21-Feb-16 10:27:25	673 COVENTRY DR	Kensington	E65	321
28	1600491	21-Feb-16 10:58:14	10203 SAN PABLO AVE	El Cerrito	E65	321
29	1600493	21-Feb-16 12:27:34	6928 FAIRVIEW DR	El Cerrito	E65	746
30	1600499	21-Feb-16 23:01:42	1080 Leneve PL	El Cerrito	E65	322

31	1600502	22-Feb-16 01:33:04	1 EDGECROFT DR	Kensington	E65	740
32	1600503	22-Feb-16 09:40:19	10963 SAN PABLO AVE	El Cerrito	E65	322
33	1600504	22-Feb-16 10:35:32	670 EL CERRITO PLZ	El Cerrito	E65	321
34	1600509	22-Feb-16 19:05:18	55 ARLMONT DR	Kensington	E65	745
35	1600515	23-Feb-16 11:54:46	1 LAWSON DR	Kensington	E65	321
36	1600519	24-Feb-16 02:11:07	673 OBERLIN AVE	Kensington	E65	321
37	1600527	24-Feb-16 15:50:39	299 ARLINGTON AVE	Kensington	E65	321
38	1600536	25-Feb-16 11:08:39	624 PARKSIDE CT	Kensington	E65	321
39	1600537	25-Feb-16 12:18:30	90 HIGHLAND BLVD	Kensington	E65	651
40	1600541	26-Feb-16 09:24:48	8629 DON CAROL DR	El Cerrito	E65	321
41	1600542	26-Feb-16 11:13:59	320 EL CERRITO PLZ	El Cerrito	E65	611
42	1600545	26-Feb-16 17:52:22	433 OCEAN VIEW AVE	Kensington	E65	321
43	1600558	27-Feb-16 23:36:23	36 STATFORD AVE	Kensington	E65	550
44	1600559	28-Feb-16 05:43:24	6205 PLUMAS AVE	Richmond	E65	150
45	1600563	28-Feb-16 12:34:24	217 ARLINGTON AVE	Kensington	E65	321
46	1600585	29-Feb-16 22:57:34	19 SUNSET DRIVE	Kensington	E65	522
47	1600586	01-Mar-16 06:57:51	165 ARDMORE DRIVE	Kensington	E65	550

* See Attached Table for Incident Type Explanations

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

CHIEF/PRESIDENT REPORTS

KENSINGTON FIRE PROTECTION DISTRICT MEMORANDUM

March 2016

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Fire Prevention 2015

In 2015 the El Cerrito/Kensington Fire Department's, Fire Prevention Division continued to have a busy and a very successful year. The major programs the Fire Prevention Division is involved in include: Mercantile Fire Safety Inspections, Building Construction which includes plan reviews and field inspections, Public Education and our Weed Abatement Program. These four programs keep the Prevention Division extremely busy throughout the year and provide us with our greatest challenges and rewards.

Fire Safety Inspections

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

Building Construction Inspections

New building construction includes plan review, onsite inspections and final inspections. In 2015 we completed 73 plan reviews and more than 55 construction site inspections. This year compared to last, the overall number of construction inspections is up due to the overall economic improvement statewide. Construction site inspections conducted by the Prevention Division mainly focus on Life Safety Systems. The majority of these site inspections include fire sprinkler, fire alarm system installation and acceptance, water supply and hydrant spacing, commercial cooking facility fire suppression systems, emergency exiting and lighting.

Public Education

Public Education continues to evolve. The infant car seat installation program continues to be a great success. This year there was a slight drop in the total number of car seat installations. Fifty-five infant and child care seats were installed for El Cerrito and Kensington residents. Our Fire Department car seat installers have also worked with John Muir Hospital hosting a car seat installation workshop and have participated in other car seat installation workshops throughout the region installing car seats with John Muir Hospital staff. In addition to installing the car seats, our fire department installers train the new parents how to correctly and safely install or transfer their car seats between their vehicles.

The Fire Safety Trailer continues to be a great success in public education. Again this year we have conducted fire safety education for more than 2,600 people of all ages. We have achieved this by being extremely active in seeking opportunities to educate the public in fire safety. The main avenues we reach the public is through fire station tours, going to public and private schools and other public events, Tri City Safety Day, Fourth of July and Halloween. The Fire Safety Trailer has been used at several City sponsored events as well as business sponsored events and draws large numbers of participants.

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

Weed Abatement Program

Our Weed Abatement program remains our most challenging and time consuming program, consuming hundreds of personnel hours. The program consists of inspecting every property within El Cerrito and Kensington identifying fire hazards and having those fire hazards removed or brought into acceptable levels. After every property is inspected, a letter on non-compliance is sent to those properties and property owners that do not comply with the City's and District's "Vegetation Management Standards". This year we sent out 199 notices of non-compliance and had all but nine of the properties brought into compliance voluntarily. This was achieved through the hard diligent work of Prevention Department personnel, making hundreds of phone calls and numerous site visits educating property owners of the risk and standards they were to maintain.

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SUMMARY OF THE MAJOR PROVISIONS AND REQUIREMENTS OF THE RALPH M. BROWN ACT

The Ralph M. Brown Act is California's "sunshine" law for local government. It is found in the California Government Code beginning at Section 54950. In a nutshell, it requires local government business to be conducted at open and public meetings, except in certain limited situations. The Brown Act is based upon state policy that the people must be informed so they can keep control over their government. This paper briefly summarizes and discusses the major provisions of the Brown Act.

A. Application of the Brown Act to "Legislative Bodies"

The requirements of the Brown Act apply to "legislative bodies" of local governmental agencies. The term "legislative body" is defined to include the governing body of a local agency (e.g., the city council) and any commission, committee, board or other body of the local agency, whether permanent or temporary, decision-making or advisory, that is created by formal action of a legislative body (Section 54952).

Standing committees of a legislative body, which consist solely of less than a quorum of the body, are subject to the requirements of the Act. Some common examples include the finance, personnel, or similar policy subcommittees of the city council or other city legislative body that have either some "continuing subject matter jurisdiction" or a meeting schedule fixed by formal action of the legislative body. Standing committees exist to make routine and regular recommendations on a specific subject matter, they survive resolution of any one issue or matter, and are a regular part of the governmental structure.

The Brown Act does not apply to ad hoc (temporary) committees consisting solely of less than a quorum of the legislative body, provided they are composed solely of members of the legislative body and provided that these ad hoc committees do not have some "continuing subject matter jurisdiction," and do not have a meeting schedule fixed by formal action of a legislative body. Thus, ad hoc committees would generally serve only a limited or single purpose, they are not perpetual and they are dissolved when their specific task is completed.

Advisory and standing committees may, but are not required to, have regular meeting schedules. Even if such a committee does not have a regular meeting schedule, its agendas should be posted at least 72 hours in advance of the meeting. If this is done, the meeting is considered to be a regular meeting for all purposes. If not, the meeting must be treated as a special meeting, and all of the limitations and requirements for special meetings apply.

The governing boards of private entities are subject to the Brown Act if either of the following applies: (i) the private entity is created by an elected legislative body to exercise lawfully delegated authority of the public agency, or (ii) the private entity receives funds from the local agency and the private entity's governing body includes a member of the legislative body who was appointed by the legislative body (Section 54952).

The Brown Act also applies to persons who are elected to serve as members of a legislative body of a local agency who have not yet assumed the duties of office (Section 54952.1). Under this provision, the Brown Act is applicable to newly elected, but not-yet-sworn-in council members.

B. Meetings

The central provision of the Brown Act requires that all "meetings" of a legislative body be open and public. The Brown Act definition of the term "meeting" (Section 54952.2) is a very broad definition that encompasses almost every gathering of a majority of Council members and includes:

"Any congregation of a majority of members of a legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body or the local agency to which it pertains."

In plain English, this means that a meeting is any gathering of a majority of members to hear or discuss any item of city business or potential city business.

There are six specific types of gatherings that are not subject to the Brown Act. We refer to the exceptions as: (1) the individual contact exception; (2) the seminar and conference exception; (3) the community meeting exception; (4) the other legislative body exception; (5) the social or ceremonial occasion exception; and (6) the standing committee exception. Unless a gathering of a majority of members falls within one of the exceptions discussed below, if a majority of members are in the same room and *merely listen* to a discussion of city business, they will be participating in a Brown Act meeting that requires notice, an agenda, and a period for public comment.

1. The individual contact exception

Conversations, whether in person, by telephone or other means, between a member of a legislative body and any other person do not constitute a meeting (Section 54952.2(c)(1)). However, such contacts may constitute a "serial meeting" in violation of the Brown Act if the individual also makes a series of individual contacts with other members of the legislative body for the purpose of "developing a collective concurrence." An explanation of what constitutes a "serial meeting," follows below.

2. The seminar and conference exception

The attendance by a majority of members at a seminar or conference or similar educational gathering is also generally exempted from Brown Act requirements (Section 54952.2(c)(1)). This exception, for example, would apply to attendance at a California League of Cities seminar. However, in order to qualify under this exception, the seminar or conference must be open to the public and be limited to issues of general interest to the public or to cities. Finally, this exception will not apply to a conference or seminar if a majority of members discuss among themselves items of specific business relating to their own city, except as part of the program.

3. The community meeting exception

The community meeting exception allows members to attend neighborhood meetings, town hall forums, chamber of commerce lunches or other community meetings sponsored by an organization other than the city at which issues of local interest are discussed (Section 54952.2(c)(3)). However, members must observe several rules that limit this exception. First, in order to fall within this exception, the community meeting must be "open and publicized." Therefore, for example, attendance by a majority of a body at a homeowners association meeting that is limited to the residents of a particular development and only publicized among members of that development would not qualify for this exemption. Also, as with the other exceptions, a majority of members cannot discuss among themselves items of city business, except as part of the program.

4. The other legislative body exception

This exception allows a majority of members of any legislative body to attend meetings of other legislative bodies of the city or of another jurisdiction (such as the county or another city) without treating such attendance as a meeting of the body (Section 54952.2(c)(4)). Of course, as with other meeting exceptions, the members are prohibited from discussing city business among themselves except as part of the scheduled meeting.

5. The social or ceremonial occasion exception

As has always been the case, Brown Act requirements do not apply to attendance by a majority of members at a purely social or ceremonial occasion provided that a majority of members do not discuss among themselves matters of public business (Section 54942.2(c)(5)).

6. The standing committee exception

This exception allows members of a legislative body, who are not members of a standing committee of that body, to attend an open and noticed meeting of the standing committee without making the gathering a meeting of the full legislative body itself. The exception is only applicable if the attendance of the members of the legislative body who are not standing committee members would create a gathering of a majority of the legislative body; if not, then there is no "meeting." If their attendance does establish a quorum of the parent legislative body, the members of the legislative body who are not members of the standing committee may only attend as "observers" (Section 54952.2(c)(6)). This means that members of the legislative body who are not members of the standing committee should not speak at the meeting, sit in their usual seat on the dais or otherwise participate in the standing committee's meeting.

With a very few exceptions, all meetings of a legislative body must occur within the boundaries of the local governmental agency (Section 54954). Exceptions to this rule which allow the legislative body to meet outside the city include meeting outside the jurisdiction to comply with a court order or attend a judicial proceeding, to inspect real or personal property, to attend a meeting with another legislative body in that other body's jurisdiction, to meet with a state or federal representative to discuss issues affecting the local agency over which the other officials have jurisdiction, to meet in a facility outside of, but owned by, the local agency, or to visit the office of the local agency's legal counsel for an authorized closed session. These are meetings and in all other respects must comply with agenda and notice requirements.

"Teleconferencing" may be used as a method for conducting meetings whereby members of the body may be counted towards a quorum and participate fully in the meeting from remote locations (Section 54953(b)). The following requirements apply: the remote locations may be connected to the main meeting location by telephone, video or both; the notice and agenda of the meeting must identify the remote locations; the remote locations must be posted and accessible to the public; all votes must be by roll call; and the meeting must in all respects comply with the Act, including participation by members of the public present in remote locations. A quorum of the legislative body must participate from locations within the jurisdiction, but other members may participate from outside the jurisdiction. No person can compel the legislative body to allow remote participation. The teleconferencing rules only apply to members of the legislative body; they do not apply to staff members, attorneys or consultants who can participate remotely without following the posting and public access requirements.

C. Serial Meetings

In addition to regulating all gatherings of a majority of members of a legislative body, the Brown Act also addresses some contacts between individual members of legislative bodies. On the one hand, the Brown Act specifically states that nothing in the Act is intended to impose Brown Act requirements on individual contacts or conversations between a member of a legislative body and any other person (Section 54952.2(c)(1)). However, the Brown Act also prohibits a series of such individual contacts if they result in a "serial meeting" (Section 54952.2(b)).

Section 54952.2(b)(1) prohibits a majority of members of a legislative body outside of a lawful meeting from directly or indirectly using a series of meetings to discuss, deliberate or take action on any item of business within the subject matter jurisdiction of the body. Paragraph (b)(2) expressly provides that substantive briefings of members of a legislative body by staff are permissible, as long as staff does not communicate the comments or positions of members to any other members.

A serial meeting is a series of meetings or communications between individuals in which ideas are exchanged among a majority of a legislative body (i.e., three council members) through either one or more persons acting as intermediaries or through use of a technological device (such as a telephone answering machine, or e-mail or voice mail), even though a majority of members never gather in a room at the same time. Serial meetings commonly occur in one of two ways; either a staff member, a member of the body, or some other person individually contacts a majority of members of a body and shares ideas among the majority ("I've talked to Council members A and B and they will vote 'yes.' Will you?") or, without the involvement of a third person, member A calls member B, who then calls member C, and so on, until a majority of the body has discussed a matter.

We recommend the following guidelines be followed to avoid inadvertent violation of the serial meeting rule. These rules of conduct apply **only** when a majority of a legislative body is involved in a series of contacts or communications. The types of contacts considered include contacts with local agency staff members, constituents, developers, lobbyists and other members of the legislative body.

1. Contacts with staff

Staff can inadvertently become a conduit among a majority of a legislative body in the course of providing briefings on items of local agency business. To avoid an illegal serial meeting through a staff briefing:

a. Individual briefings of a majority of members of a legislative body should be "unidirectional," in that information should flow from staff to the member and the member's participation should be limited to asking questions and acquiring information. Otherwise, multiple members could separately give staff direction thereby causing staff to

shape or modify its ultimate recommendations in order to reconcile the views of the various members, resulting in an action outside a meeting.

b. Members should not ask staff to describe the views of other members of the body, and staff should not volunteer those views if known.

c. Staff may present its viewpoint to the member, but should not ask for the member's views and the member should avoid providing his or her views unless it is absolutely clear that the staff member is not discussing the matter with a quorum of the legislative body.

2. **Contacts with constituents, developers and lobbyists**

As with staff, a constituent or lobbyist can also inadvertently become an intermediary who causes an illegal serial meeting. Constituents' unfamiliarity with the requirements of the Act aggravate this potential problem because they may expect a member of a legislative body to be willing to commit to a position in a private conversation in advance of a meeting. To avoid serial meetings via constituent conversations:

a. First, state the ground rules "up front." Ask if the constituent has or intends to talk with other members of the body about the same subject; if so, make it clear that the constituent should not disclose the views of other members during the conversation.

b. Explain to the constituent that you will not make a final decision on a matter prior to the meeting. For example: "State law prevents me from giving you a commitment outside a meeting. I will listen to what you have to say and give it consideration as I make up my mind."

c. Do more listening and asking questions than expressing opinions.

d. If you disclose your thoughts about a matter, counsel the constituent not to share them with other members of the legislative body.

3. **Contacts with fellow members of the same legislative body**

Direct contacts concerning local agency business with fellow members of the same legislative body, whether through face-to-face or telephonic conversations, notes or letters, electronic mail or staff members, are the most obvious means by which an illegal serial meeting can occur. This is not to say that a member of a legislative body is precluded from discussing items of agency business with another member of the body outside of a meeting; as long as the communication does not involve a quorum of the body, no "meeting" has occurred. There is, however, always the risk that one participant in the communication will disclose the views of the other participant to a third or fourth member, creating an illegal serial meeting. Therefore, we recommend you avoid discussing local agency business with a

quorum of the body or communicating the views of other members outside a meeting.

These suggested rules of conduct may seem unduly restrictive and impractical, and may make acquisition of important information more difficult or time-consuming. Nevertheless, following them will help assure that your conduct comports with the Brown Act's goal of achieving open government. If you have questions about compliance with the Act in any given situation, ask for advice.

D. Notice and Agenda Requirements

Two key provisions of the Brown Act that ensure that the public's business is conducted openly are the requirements that legislative bodies post agendas prior to their meetings (Sections 54954.2, 54955 and 54956) and that no action or discussion may occur on items or subjects not listed on the posted agenda (Section 54954.2). Limited exceptions to the rule against discussing or taking action on an item not on a posted agenda are discussed below.

Legislative bodies, except advisory committees and standing committees, are required to establish a time and place for holding regular meetings (Section 54954(a)). Meeting agendas must contain a brief general description of each item of business to be transacted or discussed at the meeting (Section 54954.2(a)). The description need not exceed 20 words. Each agenda must be posted in a place that is freely accessible to the public. Agenda posting requirements differ depending on the type of meeting to be conducted.

If the meeting is a "regular meeting" of the legislative body (i.e., occurs on the body's regular meeting day, without a special meeting call), the agenda must be posted 72 hours in advance of the meeting (Section 54954.2(a)). For "special meetings," the "call" of the meeting and the agenda (which are typically one and the same) must be posted at least 24 hours prior to the meeting (Section 54956). Each member of the legislative body must personally receive written notice of the special meeting either by personal delivery or by "any other means" (such as fax, electronic mail or U.S. mail) at least 24 hours before the time of the special meeting, unless they have previously waived receipt of written notice. Members of the press (including radio and television stations) and other members of the public can also request written notice of special meetings and if they have, that notice must be given at the same time notice is to provided to members of the legislative body.

Both regular and special meetings may be adjourned to another time. Notices of adjourned meetings must be posted on the door of the meeting chambers where the meeting occurred within 24 hours after the meeting is adjourned (Section 54955). If the adjourned meeting occurs more than five days after the prior meeting, a new agenda for that adjourned meeting must be posted 72 hours in advance of the adjourned meeting (Section 54954.2(b)(3)).

The Brown Act requires the local agency to mail the agenda or the full agenda packet to any person making a written request no later than the time the agenda is posted or is delivered to the members of the body, whichever is earlier. The agency may charge a fee to

recover its costs of copying and mailing. Any person may make a standing request to receive these materials, in which event the request must be renewed annually. Failure by any requestor to receive the agenda does not constitute grounds to invalidate any action taken at a meeting (Section 54954.1).

If materials pertaining to a meeting are distributed less than 72 hours before the meeting, they must be made available to the public as soon as they are distributed to the members of the legislative body. Further, the agenda for every meeting of a legislative body must state where a person may obtain copies of materials pertaining to an agenda item delivered to the legislative body within 72 hours of the meeting. (Section 54957.5).

E. Public Participation

1. Regular Meetings

The Brown Act mandates that agendas for regular meetings allow for two types of public comment periods. The first is a general audience comment period, which is the part of the meeting where the public can comment on any item of interest that is within the subject matter jurisdiction of the local agency. This general audience comment period may come at any time during a meeting (Section 54954.3).

The second type of public comment period is the specific comment period pertaining to items on the agenda. The Brown Act requires the legislative body to allow these specific comment periods on agenda items to occur prior to or during the body's consideration of that item (Section 54954.3).

Some public entities accomplish both requirements by placing a general audience comment period at the beginning of the agenda where the public can comment on agenda and non-agenda items. Other public entities provide public comment periods as each item or group of items comes up on the agenda, and then leave the general public comment period to the end of the agenda. Either method is permissible, though public comment on public hearing items must be taken during the hearing. Caution should also be taken with consent calendars. The body should have a public comment period for consent calendar items before the body acts on the consent calendar, unless it permits members of the audience to "pull" items from the calendar.

The Brown Act allows a body to preclude public comments on an agenda item in one situation, where the item was considered by a committee of the body which held a meeting where public comments on that item were allowed. So, if the body has standing committees (which are required to have agendized and open meetings with an opportunity for the public to comment on items on that committee's agenda) and the committee has previously considered an item, then at the time the item comes before the full body, the body may choose not to take additional public comments on that item. However, if the version presented to the body is different from the version presented to, and considered by, the committee, the public

must be given another opportunity to speak on that item at the meeting of the full body (Section 54954.3).

2. Public Comments at Special Meetings

The Brown Act requires that agendas for special meetings provide an opportunity for members of the public to address the body concerning any item listed on the agenda prior to the body's consideration of that item (Section 54954.3). Unlike regular meetings, in a special meeting the body does not have to allow public comment on any non-agenda matter.

3. Limitations on the Length and Content of the Public's Comments

A legislative body may adopt reasonable regulations limiting the total amount of time allocated to each person for public testimony. For example, typical time limits restrict speakers to three or five minutes. A legislative body may also adopt reasonable regulations limiting the total amount of time allocated for public testimony on legislative matters, such as a zoning ordinance or other regulatory ordinance (Section 54954.3(b)). However, we do not recommend setting total time limits per item for any quasi-judicial matter such as a land use application or business license or permit application hearing. Application of a total time limit to a quasi-judicial matter could result in a violation of the due process rights of those who were not able to speak to the body during the time allotted.

The Act precludes the body from prohibiting public criticism of the policies, procedures, programs, or services of the agency or the acts or omissions of the city council (Section 54954.3 (c)). This does not mean that a member of the public may say anything. If the topic of the public's comments is not within the subject matter jurisdiction of the agency, the member of the public can be cut off.

The body also may adopt reasonable rules of decorum for its meetings which preclude a speaker from disrupting, disturbing or otherwise impeding the orderly conduct of public meetings. Also, the right to publicly criticize a public official does not include the right to slander that official, though the line between criticism and slander is often difficult to determine in the heat of the moment. Care must be given to avoid violating the speech rights of speakers by suppressing opinions relevant to the business of the body.

The use of profanity may be a basis for stopping a speaker. However, it will depend upon what profane words or comments are made and the context of those comments in determining whether it rises to the level of impeding the orderly conduct of a meeting. While terms such as "damn" and "hell" may have been disrupting words thirty years ago, today's standards seem to accept a stronger range of foul language. Therefore, if the chair is going to rule someone out of order for profanity, the chair should make sure the language is truly objectionable *and* that it causes a disturbance or disruption in the proceeding before the chair cuts off the speaker.

4. Discussion of Non-Agenda Items

For many years, the Brown Act provided that a legislative body could not take any action on items not appearing on the posted agenda. Some public law attorneys interpreted this as meaning that a body *could talk* about something but not reach a collective consensus as to a particular course of action until the item was brought back on a subsequent agenda. Other practitioners took the position that as soon as discussion occurred on that non-agenda item then the process for coming to a consensus on that item started, which was a violation of the Brown Act. Thus, under the stricter interpretation, no discussion of non-agenda item should occur.

This divergence of interpretation was resolved in the 1993 amendments to the Brown Act. Under the current law, a body may not take action or discuss any item that does not appear on the posted agenda (Section 54954.2).

There are two exceptions to this rule. The first is if the body determines by majority vote that an emergency situation exists. The term "emergency" is limited to work stoppages or crippling disasters (Section 54956.5). The second exception is if the body finds by a two-thirds vote of those present, or if less than two-thirds of the body is present, by unanimous vote, that there is a need to take immediate action on an item and the need for action came to the attention of the local agency subsequent to the posting of the agenda (Section 54954.2 (b)). This means that if four members of a five-member body are present, three votes are required to add the item; if only three are present, a unanimous vote is required.

In addition to these exceptions, there are several *limited* exceptions to the no discussion on non-agenda items rule. Those exceptions are:

- Members of the legislative body or staff may briefly respond to statements made or questions posed by persons during public comment periods;
- Members or staff may ask questions for clarification and provide a reference to staff or other resources for factual information;
- Members or staff may make a brief announcement, ask a question or make a brief report on his or her own activities;
- Members may, subject to the procedural rules of the legislative body, request staff to report back to the legislative body at a subsequent meeting concerning any matter; and
- The legislative body may itself as a body, subject to the rules of procedures of the legislative body, take action to direct staff to place a matter of business on a future agenda.

The body may not discuss non-agenda items to any significant degree under these exceptions. The comments *must* be brief. These exceptions do not allow long or wide-ranging question and answer sessions between the public and city council or between legislative body and staff.

When the body is considering whether to direct staff to add an item to a subsequent agenda, these exceptions do not allow the body to discuss the merits of the matter or to engage in a debate about the underlying issue.

To protect the body from problems in this area, legislative bodies may wish to adopt a rule that any one member may request an item to be placed on a subsequent agenda, so that discussion of the merits of the issue can be easily avoided. If the legislative body does not wish to adopt this rule, then the body's consideration and vote on the matter must take place with virtually no discussion.

It is important to follow these exceptions carefully and interpret them narrowly because the city would not want to have an important and complex action tainted by a non-agendized discussion of the item.

5. The public's right to photograph, videotape, tape-record and broadcast open meetings

The public has the right to videotape or broadcast a public meeting or to make a motion picture or still camera record of such meeting (Section 54953.5). However, a body may prohibit or limit recording of a meeting if the body finds that the recording cannot continue without noise, illumination, or obstruction of a view that constitutes, or would constitute, a disruption of the proceedings (Section 54953.5). These grounds would appear to preclude a finding based on nonphysical grounds such as breach of decorum or mental disturbance.

Any audio or video tape record of an open and public meeting that is made, for whatever purpose, by or at the direction of the city is a public record and is subject to inspection by the public consistent with the requirements of the Public Records Act. The city must not destroy the tape or film record of the open and public meeting for at least 30 days following the date of the taping or recording. Inspection of the audiotape or videotape must be made available to the public for free on equipment provided by the city (Section 54953.5).

If a member of the public requests a duplicate of the audio or videotape, the city must provide such copy. If the city has an audiotape or videotape duplication machine, the city must provide the copy on its own machine. If the city does not have such a machine, the city must send it out to a business that can make a copy. The city may charge a fee to cover the cost of duplication.

The Brown Act requires written material distributed to a majority of the body

by *any person* to be provided to the public without delay. If the material is distributed during the meeting and prepared by the local agency, it must be available for public inspection at the meeting. If it is distributed during the meeting by a member of the public, it must be made available for public inspection after the meeting (Section 54957.5).

One problem in applying this rule arises when written materials are distributed directly to a majority of the body without knowledge of City staff, or even without the members knowing that a majority has received it. The law still requires these materials to be treated as public records. Thus, it is a good idea for at least one member of the body to ensure that staff gets a copy of the document so that copies can be made for the city's records and for members of the public who request a copy.

F. Closed Sessions

The Brown Act allows a legislative body during a meeting to convene a closed session in order to meet privately with its advisors on specifically enumerated topics. Sometimes people refer to closed sessions as "executive sessions," a holdover term from the Brown Act's early days. Examples of business which may be conducted in closed session include personnel evaluations or labor negotiations, pending litigation, and real estate negotiations (See Sections 54956.7 through 54957 and Sections 54957.6 and 54957.8). Political sensitivity of an item is not a lawful reason for a closed session discussion.

The Brown Act requires that closed session business be described on the public agenda. And, there is a "bonus" of sorts for using prescribed language to describe litigation closed sessions in that legal challenges to the adequacy of the description are precluded (Section 54954.5). This so-called "safe harbor" encourages many cities to use a very similar agenda format. Under recent amendments to the Brown Act, the legislative body must identify the city's negotiator in open session before going into closed session to discuss either real estate negotiations or labor negotiations. We have provided a checklist for city staff to use in preparing agenda descriptions for closed session items.

The legislative body must reconvene the public meeting after a closed session and publicly report specified closed session actions and the vote taken on those actions (Section 54957.1). There are limited exceptions for certain kinds of litigation decisions, and to protect the victims of sexual misconduct or child abuse.

Contracts, settlement agreements or other documents that are finally approved or adopted in closed session must be provided at the time the closed session ends to any person who has made a standing request for all documentation in connection with a request for notice of meetings (typically members of the media) and to any person who makes a request within 24 hours of the posting of the agenda, if the requestor is present when the closed session ends (Section 54957.1).

The Brown Act also includes detailed requirements describing when litigation is

considered "pending" for the purposes of a closed session (Section 54956.9). These requirements involve detailed factual determinations that will probably be made in the first instance by the city attorney.

Roberts v. City of Palmdale, 5 Cal.4th 363 (1993), a California Supreme case, affirms the confidentiality of attorney-client memoranda. See also Section 54956.9(b)(3)(f) with respect to privileged communications regarding pending litigation.

Closed sessions may be started in a location different from the usual meeting place as long as the location is noted on the agenda and the public can be present when the meeting first begins. Moreover, public comment on closed session items must be allowed before convening the closed session.

One perennial area of confusion is whether a body may discuss salary and benefits of an individual employee (such as a city manager) as part of an evaluation session under Section 54957. It may not. However, the body may designate a negotiator to negotiate with that employee and meet with its negotiator in closed session under Section 54957.6 to provide directions. The employee in question may not be present in such a closed session.

G. Enforcement

There are both civil remedies and criminal misdemeanor penalties for Brown Act violations. The civil remedies include injunctions against further violations, orders nullifying any unlawful action, and orders determining the validity of any rule to penalize or discourage the expression of a member of the legislative body (Section 54960.1). The provision relating to efforts to penalize expression may come up in the context of measures by the legislative body to censure or penalize one of its members for breaching confidentiality or other violations. This area of law is charged with difficult free speech and attorney-client privilege issues. The tape recording of closed sessions is not required unless the court orders such taping after finding a closed session violation (Section 54960).

Prior to filing suit to challenge an alleged Brown Act violation, the complaining party must make a written demand on the legislative body to cure or correct the alleged violation. The written demand must be made within 90 days after the challenged action was taken in open session unless the violation involves the agenda requirements under Section 54954.2, in which case the written demand must be made within 30 days. The legislative body is required to cure or correct the challenged action and inform the party who filed the demand of its correcting actions, or its decision not to cure or correct, within 30 days. A suite must be filed by the complaining party within 15 days after receipt of the written notice from the legislative body, or if there is no written response, within 15 days after the 30-day cure period expires.

A member of a legislative body will not be criminally liable for a violation of the Brown Act unless the member intends to deprive the public of information to which the

member knows or has reason to know the public is entitled under the Brown Act (Section 54959). This standard became effective in 1994 and is a different standard from most criminal standards. Until it is applied and interpreted by a court, it is not clear what type of evidence will be necessary to prosecute a Brown Act violation.

Under recently enacted Section 54963, it is a violation of the Brown Act for any person to disclose confidential information acquired in a closed session. This section enumerates several nonexclusive remedies available to punish persons making such disclosures and to prevent future disclosures.

H. Conclusion

The Brown Act contains many rules and some ambiguities; it can be confusing and compliance can be difficult. In the event that you have any questions regarding any provision of the law, you should contact your city attorney.

NEW BUSINESS

February 24, 2016

Ms. Brenda Navellier
 Administrator
 Kensington Fire Protection District
 215 Arlington Avenue
 Kensington, CA 94707

Re: Owner Representative Services – Needs Assessment Assignment

Dear Ms. Navellier:

mack⁵ Services:

In accordance with your request, we are providing a *revised* fee proposal for the above referenced assignment.

Owner's Representative

Project Management

Construction Management

Cost Management

Cost Planning

Background

The Kensington Public Safety Building was constructed in 1971. Though, the building has been renovated several times over the last 45 years, mack⁵ has been asked to provide management and oversight of a Needs Assessment to determine the requirements of a 21st century public safety building and how the District can achieve those goals.

This will be achieved by assisting the District in drafting and issuing a Request For Proposal (RFP) to a select list of pre-qualified architect's and their consultant team. Once selected, they will inspect and evaluate the existing site and facilities, then provide a report outlining their findings. Subsequently, they will evaluate the existing program and compare it with current best practices in the industry.

Based on this evaluation, the design team will propose several options on how to meet the District's needs on or adjacent to the existing site. Mack⁵ will then provide a rough order of magnitude estimate of these conceptual plans.

mack⁵

Headquarters
 1900 Powell Street
 Suite 470
 Emeryville, CA 94608

It's assumed that this effort will take approximately four months to complete and present to the District.

Services & Fee

See attached Exhibit A.

Richmond Office
 322 Harbour Way
 Suite 16
 Richmond, CA 94801

Additional Services

Our Fee Allowance is based the scope and duration in Exhibit A. Anything beyond the scope and duration noted in Exhibit A will require additional services.

phone 510.595.3020
 fax 510.595.1755

Reimbursable Expenses

The cost of reproductions, deliveries and travel expenses (for travel outside a radius of 50 miles of our Emeryville office) will be charged at cost plus ten percent (10%).

Please feel free to call me with any questions you may have regarding this proposal.

Kind regards,



Paul Beamer
 Senior Project Manager

P: Primary Responsibility

A: Assist

SET UP PHASE (1 MO)

Tasks

	mack5	KI-S	Arch Team
Develop Comprehensive Work Plan	P	A	A
Establish communications protocol	P	A	A
Develop Project Schedule	P	A	A
Develop & Manage Project Budget	P	A	A
Establish Project Goals and Objectives	A	P	A
Outline Project Deliverables	P	A	A
Define primary and secondary Decision Makers	A	P	A
Define and distribute project goals and responsibilities	A	P	A

MASTER PLANNING PHASE (1 MO)

Tasks

	mack5	KFS	Arch Team
Periodic Updates to Cost Model Manager	P	A	A
Project Phasing & Constructability Review	P	A	A
Final Concept Cost Estimate	P	A	A

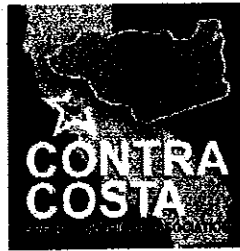
EXCLUDED SCOPE

- Code review, analysis and compliance (contract and management)
- LEED certification and commissioning (contract and management)
- Verification of additional sub consultants: acoustic, AV, lighting, signage, FF&E, etc.
- Utility applications
- Direct interface with and management of stakeholders
- Services exceeding 6 months

FEE BY PHASE

	Total
Set Up -1 month	11,778
Master Planning - 1 months	4,417
Cost Planning/Estimating	10,200
Reimbursable Allowance	660
Grand Total	27,055

BOARD REPORTS



Contra Costa Special Districts Association Newsletter

Contra Costa Chapter of the California Special Districts Association

Spring 2016

March/April 2016

Official Launch for "Districts Make the Difference" Campaign

The California Special Districts Association (CSDA) has announced the launch of its public outreach campaign, Districts Make the Difference.

The campaign is aimed at educating the public about special districts and the crucial services they provide to communities throughout California. This campaign was designed to showcase the positive impact of the many services provided by special districts throughout the state.



The Districts Make the Difference campaign will provide an energetic voice showcasing the important role special districts play in the lives of all Californians.

The new website features a simple-to-use toolkit for districts. It is filled with public awareness videos, web banners, posters, factsheets, and other materials that can be easily downloaded. The materials provided on the toolkit may be used by linking to your own website, sharing through social media channels, displaying on your digital newsletters, and by making the posters and fact sheets available at your headquarters.

Mt. View Sanitary District has been highlighted as a sanitary district. See the video about MVSD's role as a special district at <https://youtu.be/C01P9LfrMo0>

Learn more about special districts by visiting <http://www.districtsmakethedifference.org/>

CSDA invites you to be part of this campaign by visiting the website and liking them on Facebook, following them on Twitter, and subscribing to the YouTube channel.

Ed Duarte Elected as Chapter Member at Large



DSRSD Director Ed Duarte has lived in San Ramon since 1979. He is a member of the San Ramon Rotary and San Ramon Chamber of Commerce; he served on the San Ramon Citizen's Advisory Committee for Redevelopment.

Dublin San Ramon Services District (DSRSD) Director Ed Duarte was elected to a two year term as Member at Large at the chapters January 25th Annual Business Meeting.

Ed is a retired General Engineering Contractor. He has been active in San Ramon community and was elected to the DSRSD Board of Directors in 2012. "I hope to be a contributing member of CCSDA and look forward to the opportunity to be of service."

Welcome Ed! Also Congratulations to Bette & Stan!

Bette Boatman was elected to serve another term as President and Stanley Caldwell was reelected to serve as Vice President. These are all two year terms.

Thank you Mike McGill for your service to our organization as Member at Large this past year. We also want to thank Bert Michalczyk for his service as our chapter Treasurer.

~ Just a reminder ~

The chapter dues statements will be going out in May and are due in July. The regular member dues are now \$100 per year and the Associate Member Dues are \$200.

Bob Berggren of Pleasant Hill Recreation and Park District plans Retirement!

The Contra Costa Special Districts Association beginnings date back to 1989, when Chuck Beesley, former General Manager of the Contra Costa Mosquito Abatement District, and Bob Berggren, General Manager of the Pleasant Hill Recreation and Park District, began discussing the need for an organization of a local association of special districts. We can thank them for their vision and early beginnings of the Contra Costa Special Districts Association.



After 40 years with the Pleasant Hill Recreation & Park District Bob Berggren, General Manager will retire at the end of May 2016.

Thank you Bob for all your service to the special districts of Contra Costa County!

The decision to retire is bittersweet. Bob has had an incredibly rewarding experience in his position and will miss the daily interaction with District staff members and community peers.

He admits, however, that verdant golf courses beckon and looks forward to spending more time with his wife, two children, and three grandchildren.

During his years of service, Bob's leadership was instrumental in improving many aspects of life in Pleasant Hill. He played a key role in the implementation of Bond Measure E that brought three new District facilities to the community and the complete renovation of Pleasant Oaks Park sports complex.

Bob hired all of the current District staff members who serve the community in providing outstanding recreation programs and beautiful parks to enjoy. The District was twice awarded the top Recreation & Park District in the state during Bob's years of service.

When asked about special districts, Bob said "Over the years and especially when I became General Manager in 1987, I gained a better understanding of the importance and significance of the role that Special Districts play in local government. I really feel that due to the efforts of our local chapter of the Special Districts Association and the state organization of CSDA that our

Special Districts have gained ground in the never-ending battle to educate the public in the services that we provide for our communities. Things like getting representation on LAFCO, playing a role in legislation in Sacramento, were all important steps in the recognition of the importance and necessity of special districts. As I told the District's Board of Directors, I have enjoyed my journey here at the District and am now ready to start a new journey and excitement of retirement life."

Central San Employee Named CWEA Collection Person of the Year

Jeremiah Walsh, a Maintenance Crew Leader for the Central Contra Costa Sanitary District, was named Collection System Person of the Year by the California Water Environment Association's (CWEA) San Francisco Bay Section. He will now go on to compete at the Association's state-level competition.

"Jeremiah is a positive and optimistic team player," said Maintenance Supervisor Ed Silva. "He provides great customer service by treating people with respect, being courteous and thoughtful, and by explaining situations in a clear, understandable way. He leads by example every day and is a great asset for our agency."



Jeremiah has worked at the District for 16 years. "It's such an honor to be nominated," he said. "Central San is a great place to work; the people there help you to grow in your career. I hope I win at the state level!"

Central San will be celebrating their 70th Anniversary this summer!

Watch their website for the announcement. This event will most-likely be sometime in July 2016.



<http://www.centralsan.org/>

Ironhouse Sanitary District helped feed animal victims of the Valley Fire

When the Valley Fire devastated Lake County, there were many victims throughout the fire zone that needed help.



In one of the biggest equestrian and ranching areas in the state, many cattle operations as well as owners of horses, goats and other livestock lost their local feed outlets to flames. ISD was able to help by sending 148 bales of hay to fire-stricken communities. The hay was disbursed by the local farm bureau to the ranchers in need.

ISD's 3,600 acre Jersey Island has been using reclaimed water on the agricultural lands for the hay and cattle operation. Currently recycled water is used to grow the hay, which is then fed to ISD-owned cattle that are ultimately sold to add supplemental income for the district.

Owl Nest Box Program

Mt. View Sanitary District

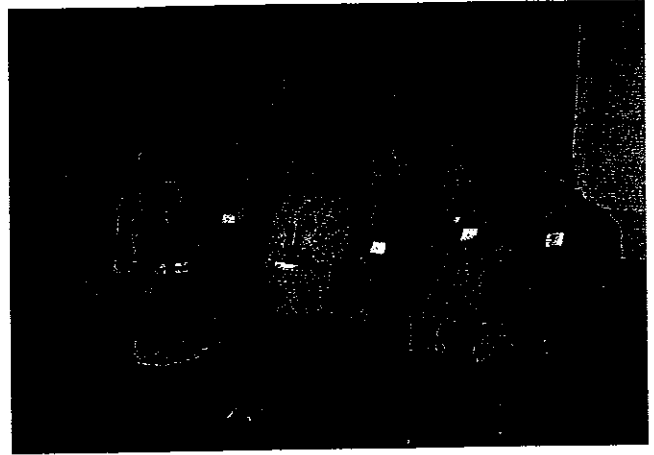
Barn owls are beautiful birds and tolerant of people and our activities. Barn owls are very effective rodent predators that can help keep your yard free of mice, rats, and gophers. On Saturday February 27th 15 participants made nine owl boxes with two wildlife biologists, and learned about barn owl natural history and breeding biology as they helped to build the nest boxes.



Participants had the opportunity to meet a live Barn owl Western Screech Owl from Native Bird Connections.

Stege Sanitary District wins Collection System of the Year Award

The Stege Sanitary District is the California Water Environment Association (CWEA), San Francisco Bay Section, 2015 Collection System of the Year Award winner for the Small System Category (0-250 Miles).



Left to right, Phil Scott CWEA President, Lani Good West Yost Associates, Fred Bondoc Stege Collection System Worker, Dennis Wright (holding trophy) Stege Maintenance Superintendent, Rex Delizo (holding plaque) Stege District Manager, Adam Clark, Stege Collection System Worker, & Arvin Gonzales Stege Engineering Technician II/Inspector

This award is presented to the collection system that has demonstrated the highest compliance and excellence in the programs and procedures of wastewater collection based on regulatory compliance, maintenance, safety, and training programs, special accomplishments, emergency response procedures, administrative procedures. This is the third time the District has won this award in the last seven years.

Wetlands Birding Field Trip

Saturday, May 28, 2016 7:30 am – 9:30 am

Join Kelly Davidson the Mt. View Sanitary District biologist for a fun and informative hike around the districts wetlands complex. We will introduce you to the diversity of resident and migrant birds found in and around these historic Contra Costa marshes. Contact Kelly to RSVP at kj davidson@mvsd.org



Some of the Historical Figures of Byron-Brentwood-Knightsen Union Cemetery District

Every community has its share of historical figures and characters – both famous and infamous. And, since death is 100 percent, more likely than not they end up buried in a local cemetery. Union Cemetery has a few of the famous and persons of notoriety. Some are – or were – famous nationally, while others are either locally famous or colorful characters. For example:

Richard R. Veale (1864-1937)

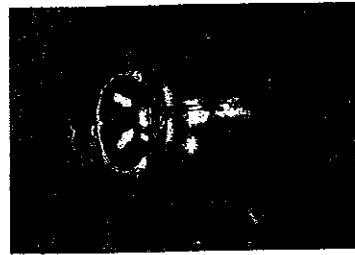
Richard Veale arrived in the Eden Plains region with his family at the age of 4 in 1868. He became a prominent farmer as a young man and is credited with being the first person in the area to use modern methods; such as the steam plow and harvesters. Prior to steam, work had been done with large "gangs" of workers. He was elected as Contra Costa County Sheriff in 1894 when the region was still untamed. He served until 1934, a record for the longest continuous service of any sheriff in the United States. Following that reign, he was elected Contra Costa County Treasurer in 1934, but served only 3 of his 4-year term, having died in 1937. There are several more early pioneers of Eastern Contra Costa County buried at Union Cemetery.

Frances E. (Donner) Wilder (1840-1921)

Frances was one of five daughters of Capt. George Donner, of the ill-fated Donner party which tried crossing the Sierra Nevada Mountain Range during an early winter. This led to the deaths of many of the party's members. Frances was nearly seven in 1846 when 29 men, 15 women, 43 children, 23 ox-drawn wagons became stranded in an area near where what is now known as Donner Lake along Interstate 80. Infamous for reports of cannibalism, the party was found by "Snowshoe" Thompson, a Norseman living at Sutter's Fort in what is now Sacramento. Frances and her sisters were taken to safety with the first rescue party. However, during a second rescue attempt revealed that many of those left behind had died. Later, Frances married William R. Wilder in 1858 and they settled in a farm in the Point of Timber area. Eventually, a portion of that District would become the Town of Byron. Two of Frances' grandsons, Delmar and Donner Wilder lived their entire lives in the small community. Both also have been laid to rest in Union Cemetery.

To learn more about the many historical figures at Union Cemetery visit the district web site at: <http://unioncemeterydistrict.com/historical.php>

Clusters of ladybugs are hibernating in Redwood Regional Park East Bay Regional Park District



Ladybugs have gathered in several locations in the park, forming large clusters on plants, logs, sign posts, and even on the ground.

While there are many species of "Ladybugs," the Convergent Ladybug Beetle is the most common; it is the most common lady beetle species throughout North America. California has about 140 species of Ladybugs. The Convergent Ladybug Beetle is usually between 1/4 inch and 1/2 inch long. Its coloration behind its head is black and white. The wings, called elytra, are red or orange with 13 black spots. Its body is very rounded.

There's only one species in Redwood Regional Park the Convergent Ladybug (*Hippodamia convergens*) between late October and late February, they number in the thousands, they are easy to see but have never been seen in Redwood Regional Park before.

John Muir Birthday Earth Day Celebration

Saturday, April 23, 2016

Admission and parking are FREE!

This is the day to celebrate John Muir's 178th birthday, the 46th Anniversary of Earth Day, and the 52nd Anniversary of the John Muir National Historic Site!

The celebration is presented by the John Muir Association and the National Park Service. Many of Contra Costa's special districts participate in Earth Day activities at this event.

Congressman George Miller, will be receiving the Conservation Legacy Award. The John Muir Association is pleased to honor the Congressman's 40 years of public service and his role as a champion of the environment and conservation in our great country. He was just 29 years old when first elected in 1974. The John Muir Association is pleased to bestow this award in honor of his distinguished career.

The John Muir National Historic Site is located at 4202 Alhambra Avenue at Highway 4 in Martinez, California.

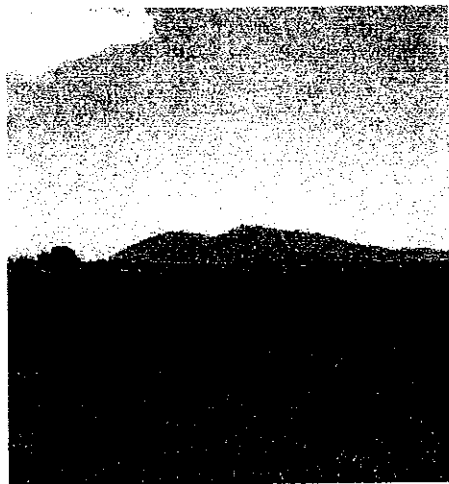
For more information: www.nps.gov/jomu

CoCo San Sustainable Farm Update

Well it is official on January 1st, 2016 the CoCo San Sustainable Farm, the non-profit urban farm utilizing 33 acres of Central Contra Costa Sanitary District buffer land, received its Land Use Permit from the County! It has been a five year journey to get to this point.

The project will consist of row crops with the construction of 6,048 sq. ft. greenhouse, a cargo container will be repurposed as a temporary office building. A 1500 sq. ft. shed/barn is proposed and will store tractor and other farm equipment. Beekeeping will be conducted along the western property boundary.

Educational kiosks will be established on the site at key locations to inform visitors about a variety of related topics, including Central Contra Costa Sanitary District operations, recycled water, sustainable farming, and the Buchanan Fields Airport, the irrigation will be sourced from recycled water from Central San.



Currently efforts include preparing the irrigation plan which is needed by the Department of Public Health to meet the requirements of Central San's recycled water permit. Also additional soil enhancement is needed so manure crops will be planted this year before actual production farming begins. It is hoped that some classes may be able to be held this summer.

Fund raising is underway which will raise the funds to be able begin the greenhouse construction (including related fencing). The first harvest will likely come from the greenhouse. The 140 foot X 42 foot greenhouse construction is estimated to cost at least \$50,000.

Fencing will also be expensive, if you know anyone that can donate fencing (new or used at least 6' high) or money for fencing.....they would be very grateful.

Did you know that it is estimated that there are about 5,000 acres of buffer lands around the states many sanitary districts? Wouldn't it be wonderful for this model program to be repeated at those locations?

Knightsen Town Community Services District

Knightsen is primarily an agricultural area located in the Sacramento - San Joaquin River Delta region. Water supply is provided to the community by Diablo Water District (DWD) and East Contra Costa Irrigation District (ECCID). Knightsen is located within the Delta, making the community susceptible to flooding risk, as well as poor water quality from agricultural runoff.

The town of Knightsen was founded in 1898 when the Santa Fe Railroad began a preliminary survey through the area to determine where tracks would be laid and which right-of-ways should be purchased for a line into Stockton. The railroad spent a year and a half grading the road bed and laying tracks expecting the first passenger and freight trains to arrive during the spring of 1900.

The Knightsen Town Community Services District (KCS D) was created in 2005, and encompasses approximately 5,100 acres. It was formed to provide flood control and water quality (drainage services) for the community of Knightsen, which is a low area that receives runoff flow from nearby areas. The District is authorized to provide flood control and water quality (drainage) services to the Knightsen community, although it is not currently providing these services.

Community Service Districts (CSD) can provide a variety of services that are enumerated in the CSD Law (Government Code §61000 et seq.). The KCS D is authorized to provide only flood control and water quality (drainage services). The District is not actively providing these types of services at this time, but is in the planning stages to do so.

The District is also within the boundaries of the Knightsen Town Advisory Council, which is an advisory council appointed by the County Board of Supervisors to provide advice regarding land use and related issues in Knightsen.

The KCS D has no physical assets. The Knightsen area needs improved drainage and reclamation services, the purpose for which the District was formed.

Knightsen's town advisory council (TAC)

The Knightsen TAC was founded in the mid-1990s to serve as an advisory body to the county on land use and planning issues. The town's CSD, formed in 2005, deals with water issues and flood problems. Funding sources for the TAC and CSD are separate. TAC dollars come from fundraising and from the county's Keller Canyon Mitigation Fund. CSD operations are paid for by a special parcel tax.

The January 26th Meeting Presentation By Digital Deployment

If you missed the presentation by Streamline at the January meeting the contact information is below.

Digital Deployment is the web development company specializing in content management systems where ease-of-use and scalability are required. They are the creators of Streamline – the Special District Website Engine.

STREAMLINE



Get a free demo of the website tool designed just for special districts.
(916) 900-6619 | getstreamline.com

Streamline is a website tool that allows districts to be up and running with their own customized site in just 20 minutes, and enables districts to comply with the latest transparency requirements. Streamline is available at one low monthly fee (discounted 50 percent to CSDA members), no long-term commitment and no upfront costs.

Grant Opportunities: There May Be One Perfect for Your District

CSDA's Business Affiliate, California Consulting, recently released a list of grant opportunities for special districts and other local agencies. These grants are available for a range of projects including, land conservation, water and energy efficiency, air pollution control, and many more.

The Special District Grants list provides detailed information regarding the deadline for filing a grant proposal, typical amount of the grant award, which entities are eligible, and a link to find out how to apply for the grant. For more information about available grants, visit www.californiaconsulting.org.

Third Annual Capitol Staff Tour Of Special Districts a Great Success!

This past Fall CSDA partnered with the Association of California Water Agencies (ACWA), Association of California Healthcare Districts (ACHD), the California Association of Public Cemeteries (CAPC) and the California Association of Resource Conservation Districts to inform capitol staffers of special districts.

This tour provided legislative staff with a hands-on opportunity to learn more about the governance, infrastructure, and essential local services provided by special districts.

"I was absolutely amazed by the expertise and passion of the people working for the special districts, and I look forward to working with the special districts of the North Coast in the future," said one attendee.

Each of the host districts visited provided attendees with information about their history, their vision to serve the next generation, and the innovative forces behind each district's services and infrastructure.

The tour presented participants with an interactive and collaborative opportunity to observe the way special districts conduct their business and provide efficient and effective delivery of core local services.

East Bay parks names its first deputy General Manager

Ana Alvarez, a San Francisco parks department executive, has been hired as the first deputy general manager of the East Bay Regional Park District. Alvarez begins March 1 and serves directly under General Manager Bob Doyle in overseeing the system with 120,000 acres of parkland.

As deputy general manager, Alvarez will oversee day-to-day oversight of the four executives responsible for finance, operations, planning, land acquisition, stewardship and development, and human resources. She will also work closely with Doyle to navigate long-term planning, as the Park District continues to expand and be a leader in environmental stewardship.

"We're thrilled to add someone of Ana's caliber to our ever-growing District," said East Bay Regional Park District General Manager Robert Doyle. "Her experience, commitment and expertise – especially in matters related to climate change and professional development – will be a tremendous asset to our District."

Alvarez has worked in San Francisco since 2009, serving most recently as the director of parks and open space at the San Francisco Recreation and Parks Department.



If you print this remember to recycle it later!

Contra Costa Waste Services & Delta Diablo Recycled Water Project

Contra Costa Waste Services and Delta Diablo (formerly known as Delta Diablo Sanitation District) are proud to announce a new partnership which proactively addresses California's drought emergency while enabling over nine million gallons of precious drinking water supplies to be saved each year in Pittsburg.

In an effort to become more efficient and improve the water supply in the county, Contra Costa Waste Services and Mt. Diablo Recycling, Garaventa companies, are excited to now access recycled water from their neighbor Delta Diablo (a wastewater resource recovery agency) which serves nearly 200,000 customers in Antioch, Bay Point and Pittsburg.



The tertiary treated recycled water began flowing at Mt. Diablo Recycling on Loveridge Road in Pittsburg in December 2015 for dust control as well as other operations where non potable water can be used.

For over fifty years, recycled water has been providing San Francisco Bay Area communities a wide range of environmental protection benefits and water conservation options. In addition, it is more economically viable with the cost of generating recycled water currently at \$356 an acre foot compared to potable water at \$1,628 an acre foot*

Gary Darling, General Manager of Delta Diablo is equally enthusiastic about the new partnership. "Being able to add another recycled water customer and a new resource recovery service for dust control to our portfolio is a milestone for our agency. This new partnership reflects Delta Diablo's ongoing commitment to spearhead resource recovery opportunities which showcase our East Contra Costa region as a leader in water resource management."

Delta Diablo currently provides recycled water to Calpine Corporation, Pittsburg Unified School District, as well as the cities of Antioch and Pittsburg. They also offered a pilot residential recycled water fill station during 2015 which gave away two million gallons over a six month period.

Los Medanos Community Healthcare District's 2015 Summer Interns

Local Foster Care Youth Diabetes Awareness Campaign won California Special District's Exceptional Outreach and Advocacy Award.



The Healthy Youth Council took their message to Sacramento and met with Assembly members Jim Frazier and Beth Gaines offices.

In August 2015, the California Special District Association notified Los Medanos Community Healthcare District (LMCHD) that their 2015 Summer Internship Program's Impact Project was the recipient of the 2015 Exceptional Public Outreach and Advocacy Award. LMCHD representatives and the Healthy Youth Council accepted the award during the CSDA Awards Luncheon at the 2015 annual conference in Monterey.

The LMCHD location was the ideal environment to conduct the diabetes awareness campaign. The Healthy Youth Council had the opportunity to design an integrated marketing campaign aimed at increasing awareness against diabetes. Awareness efforts completed by the Healthy Youth Council included: information table events to survey community residents, distribution of flyers for local diabetes prevention programs, conducting a focus group at the Pittsburg Senior Center, gathering signatures in support of AB 572, and filming a public service announcement regarding diabetes awareness.

Formal presentations by the Healthy Youth Council were given to the Pittsburg City Council, legislators at the State Capitol in Sacramento, and LMCHD's Board of Directors. The presentations were a unique opportunity for the young adults to develop public speaking and presentation skills, in addition to building self-confidence.

Sherry Sterrett will not seek reelection to CSDA

Sherry Sterrett serves as board member of the Pleasant Hill Recreation and Park District and the California Special Districts Association (CSDA). Sherry also serves as the current vice president for the Special District Leadership Foundation. She is active in the Contra Costa Special District Association.



Sherry Sterrett will not seek reelection for the 2016 CSDA board of directors. After 20 years of service, Sherry plans to retire from CSDA activities. Her input and contributions will be greatly missed at CSDA.

Sterrett is a graduate of the CSDA Special District Leadership Academy. Throughout her service on the CSDA Board, Sterrett has held many leadership roles, including service on the Membership Committee, the Local Chapter Committee, the Conference Committee, the Budget/Finance Committee, Elections/Bylaws Committee, the Education Committee and the CSDA Executive Committee, which included two terms as CSDA President. Thank you for your remarkable service to CSDA these past 20 years!

DSRSD Wastewater Operations Supervisor Honored by Bay Area CWEA Local Section



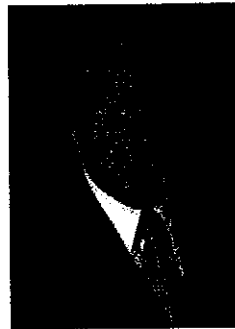
Levi Fuller
Supervisor of the
Year by the San
Francisco Bay
Section of the
California Water
Environment
Association
(CWEA),

Levi Fuller, Wastewater Treatment Plant Operations Supervisor for Dublin San Ramon Services District (DSRSD), has been named 2015 Supervisor of the Year by the San Francisco Bay Section of the California Water Environment Association (CWEA), the leading training and certification organization in California for the wastewater industry.

CWEA awards acknowledge outstanding achievement in more than 20 categories, honoring exceptional California water environment professionals, wastewater collection systems, and treatment plants. As a winner at the San Francisco Bay section level, Fuller will compete for the statewide CWEA Supervisor of the Year award, which will be announced in April.

CCWD Board President Joseph Campbell Announces Retirement

At the board meeting on January 6, 2016 Contra Costa Water District's (CCWD) Board President, Joseph L. Campbell, announced that he will be retiring after 24 years of representing the community on important water issues.



"I am especially proud to have been part of the hard work and dedication to build and expand Los Vaqueros Reservoir," said Campbell. "Storage is such a key component of a sustainable water supply and the community was wise to invest in a local reservoir."

Campbell will be taking up residency outside of the service area and will retire as of March 1, 2016. For 24 years, he has represented residents of eastern Concord, Clayton and part of Walnut Creek and Pleasant Hill; he has never missed a single Board meeting.

Jerry Brown, the District's General Manager, noted, "President Campbell has served his constituents vigorously, dedicating much of his career to ensuring the community has clean, reliable, high-quality drinking water." "We thank him for his years representing the community and helping build a strong and efficient organization."



SEND US YOUR NEWS!
We would welcome your contributions for our next newsletter!

Please remember to add Stan Caldwell to your media and press releases – they may become stories in our newsletter!

Stan_caldwell@comcast.net



**California Special
Districts Association**
Districts Stronger Together

California Special Districts Association Officers for 2016

Bill Nelson, Orange County Cemetery District –
President

Vincent Ferrante, Moss Landing Harbor District – **Vice
President**

Arlene Schafer, Costa Mesa Sanitary District –
Secretary

Greg Orsini, McKinleyville Community Services District
- **Treasurer**

Steve Perez, SDA, Rosamond Community Services
District - **Past President**

The 18-member board, consisting of three directors
from six networks in California, and are elected by mail.

Future CSDA Events

SDRMA Safety/Claims Education Day
March 29, 2016, Newport Beach Marriott

CSDA Legislative Days May 17-18, Sacramento

**GM Leadership Summit June 12-14, Lake Tahoe,
Resort @ Squaw**

**SDLA Conference July 10-13, Napa, Embassy
Suites**

**Board Secretary/Clerk Conference November 14-16,
Monterey**

Upcoming Webinars @ CSDA

**Learn about topics impacting your district without
leaving your home or the office!**

- Financial Management for Special Districts – March 10th
- Grassroots Advocacy and Public Outreach – March 15th
- Completing Statement of Economic Interest- Form 700 - March 17th
- Conflict of Interest & When One Must Step Aside - March 24th
- How to Prepare for Your District's Annual Audit - April 5th
- New Developments in the Brown Act - April 7th
- Legislative Round-Up - April 14th

- Technology and the Public Records Act - April 26th
- Best Practices in Agenda Prep and Taking Minutes – April 28th
- Communication Protocols for Board Members/Staff – May 12
- LAFCo 101 for Special Districts – June 29

CSDA Consultant Connection

When your agency needs the expertise of a consultant in organizational development, strategic planning or many other areas do you know where to turn?

The CSDA Consultant Connection was developed to give members access to a pool of experts who provide exclusive discounts and special benefits for a variety of services. Some include:

- Leadership/Board Development
- Strategic Planning
- Board Planning/Facilitation
- Succession Planning
- Organizational Assessment
- Public Outreach/Communications
- Change Management

CSDA's Consultant Connection™ is your source for these services and more. Simply complete the form to your right and CSDA staff will connect you with the consultant(s) you select so you can receive exclusive discounts and/or benefits as a CSDA member.

Does your district need translation services?

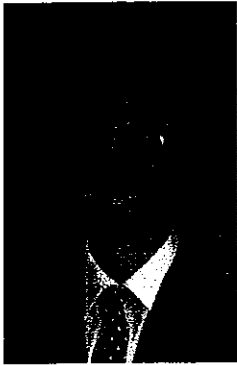
Avantpage is a full-service translation, localization and interpretation company that helps organizations connect with other cultures through language services. They specialize in Limited English Proficient (LEP) translation, compliance issues and regulatory concerns. With expertise in over 150 languages, they can provide responsive, high-quality, customized services to meet a variety of client needs, from document translations to expansive website, collateral and technology redesigns.

Their team of translators, project managers, IT experts, and support staff will ensure that all work is completed on time and within budget, while clearly communicating your message to your target audience.

CSDA members' receive a 20% discount on standard per-word translation rate. You can reach them at Avantpage (877) ANY-LANG or at www.avantpage.com

CSDA Field Coordinator Update

By Dane Wadlé, Bay Area Network Field Coordinator



Dane Wadlé
CSDA Public Affairs Field
Coordinator

California Special Districts
Association
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Phone 877.924.2732

I looked at the calendar recently and noticed that I am approaching my one year anniversary as the Bay Area Network Field Coordinator! I have thoroughly enjoyed working with the Board Delegates as well as the Chapter members. You have helped me learn much more about the issues affecting Contra Costa districts.

Field Coordinator Survey:

We recently distributed a survey to Chapter members as a way to obtain feedback on the Field Coordinator's service over the past year and get suggestions on ways to enhance the service level going forward. I encourage you to complete this survey if you have not already done so. The completed surveys can be emailed to me at danew@csda.net, faxed to (916) 442-7889 or returned to me at a future Chapter meeting.

Legislative Update:

The deadline to introduce legislation for this year was February 19th. CSDA lobbyists have been reviewing many bills assessing the impact they may have on special districts.

As I mentioned at the January meeting, CSDA is requesting feedback from districts on two issues. The first being on the costs of audits; CSDA staff is working on legislation to potentially reduce audit costs on our members.

Costs of audits four questions are:

- 1). How often does your district have an audit or fiscal review?
- 2) Which does your district utilize: an audit or a fiscal review?
- 3) What is the cost of the audit or fiscal review?
- 4) What percentage of your budget is used for conducting the audit or fiscal review?

If you could please email your responses to Dillon Gibbons at CSDA we would appreciate it. Dillon Gibbons at dillong@csda.net.

The second issue relates to public records act requests. There are several new bills this year to the Public Records Act. One bill, AB 1707, would require districts who deny a public records request to do so in writing listing each item that was denied and the relevant code section(s) in law that justify the denial. Staff is specifically interested in what are the most broad public records act requests your district has received. Please email your response to Dillon Gibbons at dillong@csda.net.

Membership Update:

Starting April 1st, CSDA will be offering a free 90-day trial membership to any district not currently a member of the Association. This offer allows districts to experience CSDA membership at no cost for three months. During the period, trial members will have access to significant savings on Special District Legislative Days in May, discounted member pricing for educational workshops, webinars and conferences, access to various members services, including the CSDA listserv, and much more.

The CSDA Trial Membership program is designed to give special districts and other local government agencies the opportunity to experience many of the benefits of CSDA membership.

Apply by March 31, 2016 and receive benefits during April, May and June. This offer is available to prospective regular and associate members only. See more at:

<http://www.csda.net/csda-membership/join-csda/>

Mark your calendars with our future Chapter Meeting Dates: April 18, 2016, July 18, 2016, October 17, 2016, January 23, 2017

Meetings begin at 10:00 AM – we are out by 12:30 PM

We meet at Central Contra Costa Sanitary District, 5019 Imhoff Place, Martinez, CA.

Contra Costa Special Districts Association
C/o Central Contra Costa Sanitary District
5019 Imhoff Place
Martinez, CA 94553

Central Contra Costa Sanitary District contact Suzette Crayton
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Bette Boatmun, President - Email: bboatmun@yahoo.com

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Ed Duarte, Member at Large - Email: eduarte566@aol.com

Bert Michalczyk, Treasurer - Email: leedscourt@comcast.net

CSDA web site:

www.csda.net/contracosta-special-districts-association