

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

Date of Meeting: March 13, 2019
Time of Public Meeting: 7:00 p.m.
Place of Meeting: **Building E in Kensington Park**
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/meetings.

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**

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

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

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

CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of February 13, 2019 (APPROVE)

CC 4. **APPROVAL OF MONTHLY FINANCIAL REPORT.** January/February 2019 (APPROVE)

CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** February 2019 (ACCEPT)

6. **FIRE CHIEF'S REPORT**

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

7. **PRESIDENT'S REPORT**

- a. Appoint representative to Kensington Pathkeepers
- b. Request for Board Committees to submit budget proposals for FY19-20 at April Board Meeting
- c. Ethics Training Update

NEW BUSINESS

8. Request from Building Committee to ask KPPCSD to authorize a Geological Hazard Evaluation and Geotechnical Study of a proposed site within Kensington Park next to the library submitted by Dommer, Nagel (ACTION)
9. Fiscal Year 18-19 Mid-Year Budget Review and Proposed Budget Adjustment Recommendations for Approval submitted by Finance Committee: Stein, Dommer (ACTION)
10. Approval of Monthly Transmittal #9. March 2019 (ACTION)
11. Proposed Amendments to Policy 1140:20-50: Committees of the Board of Directors submitted by Padian (First reading for review, Policy 1010.30)
12. Request from the Kensington Property Owners Association for the District to conduct an independent evaluation of the fire service contract with El Cerrito prior to renewing or approving a new contract. Submitted by Dommer, Stein. (Discussion by the Board and Direction to the Negotiating Committee)
13. Direction from Board on a proposed Board Policy for use of Social Media submitted by Kosel

14. **BOARD REPORTS**

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

- a. Finance Standing Committee (Stein, Dommer): January 29, 2019 committee minutes
- b. Emergency Preparedness Committee (Padian, Nagel):
- c. Demonstration Garden Committee (Kosel, Staff):
- d. California Special Districts Association Representatives:
 - i. County (Nagel): Next meeting April 15, 2019
 - ii. State Professional Development and Membership Services Committees (Kosel): CSDA Nomination Form
- e. Diablo Fire Safe Council Representative (Nagel, Staff):
- f. East Bay Regional Parks District Liaison (Nagel)

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, April 10, 2019, at 7:00 p.m. at the Kensington Public Safety Building, 217 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 4/10/19 is Wednesday, 3/27/19 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 4/3/19 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 13, 2019 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein
 Staff: Chief Michael Pigoni and Manager Brenda Navellier

CALL TO ORDER:

President Stein called the meeting to order at 7:01 p.m. and announced that all Directors and staff were present. Stein called roll.

APPROVAL OF CONSENT ITEMS:

President Stein called for the approval of the consent calendar (items 3, 4, 5, 6 & 7), consisting of approval of the minutes of January 9, 2019, approval of the December 2018/January 2019 financial reports, approval of monthly transmittal #8, acceptance of the January 2019 incident activity report, and acceptance of the actuarial valuation dated June 30, 2017 and revised January 30, 2019. Director Stein pulled item #3 – minutes of the January 9, 2019 minutes. Director Nagel made a motion to approve the Consent Calendar items 4, 5, 6 and 7 as submitted. Director Padian seconded the motion. The motion passed unanimously.

AYES: Dommer, Kosel, Nagel, Padian, Stein
NOES: None
ABSTAIN: None

APPROVAL OF THE JANUARY 9, 2019 MINUTES:

President Stein said she thought it beneficial when Board members explain their votes. On Page 4 under Old Business “Request from KPPCSD to Fund Fire Alarm for Community Center Remodel” she said that she and Director Dommer both voted “no” because they favored a larger program. She requested that language be included in the minutes. Director Nagel made a motion to adopt the January 9, 2019 minutes as amended. Director Dommer seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein
NOES: None
ABSTAIN: None

ORAL COMMUNICATIONS:

Director Kosel noted that the Board is required per KFPD Policy 1150.50 to conduct a semi-annual budget review which has traditionally been on the February agenda. Kosel asked why it was not listed on the agenda. President Stein said that the Finance Committee held a meeting and reviewed the audit, the revised actuarial report and reviewed the mid-year budget report. Stein said a number of the expenditures were reported under a different accounting basis than the accountant expected. She said it gave the wrong impression of expenditures for the mid-year and it was comparing apples to oranges. Stein said the accountant agreed to fix the two items in question and that the Finance Committee plans to meet again at the end of February. Kosel said that the full Board needs to review the budget semi-annually, not just the Committee. Stein said the Committee was asked to make a recommendation to the Board and felt they couldn't as a result of the meeting. Stein doesn't believe the Board is out of compliance yet. If necessary a special meeting could take place. Director Nagel thought the review could take place in March. Stein said the Committee didn't receive the materials in time to complete a thorough review. She suggested that the Committee should meet earlier than January to conduct the mid-year budget review if the Board expects to see it in February. Navellier pointed out that the District does not get the financial information from the County until mid-January. Director Padian asked Navellier if it was reasonable for the District to have a mid-year budget review in late January if the information doesn't come in until mid-January. Navellier said it has always worked and also acknowledged there were a lot of things in motion this year.

President Stein noted that the agenda is very full and she would be enforcing Board policy 1080.4. Director Nagel will be timing speakers and Stein asked that everyone be mindful to limit the length of their comments.

President Stein also noted that the Board has long published deadlines for agenda items and supporting materials each month for the following meeting. Policy 1060.10 states that Board members must provide agenda

items two weeks in advance. She said the policy serves two good purposes. It allows the President and District Manager to agree on the agenda before sharing it with the public, and it helps the District not appear arbitrary if materials come in after the deadline and some are included and some aren't.

Mabry Benson said she has signed up for the CERT program and is currently undertaking that training. The first thing CERT addresses is an individual emergency plan. She inquired as to how many people at the meeting have an emergency plan or a place of refuge planned? She was motivated by the Santa Rosa fires to take the training and organize her supplies. A place of refuge should be an open area, like Summit Reservoir or the cemetery, to meet family members. She suggested the emergency planning individuals sign up for CERT classes.

Catya de Neergard thanked the Board for continuing their tradition of transparency by including complete minutes and correspondence. She was unhappy to see one of the public letters was casting aspersions on a Board member but feels it's a part of democracy. She expressed concern for preserving the right-of-way of the public paths in Kensington. The paths are escape routes and can save lives.

Vida Dorroh asked if the deadline that Stein mentioned earlier is for the public or the Board? Stein said it is for both.

A resident asked if the Chief's Report will address the status of emergency sirens for the community. Chief Pignoni responded that there is a Committee working on that issue now.

Paul Dorroh said that at the last KPPCSD meeting there was discussion on the public paths. One of the Directors suggested creating a JPA to address ownership, using them as evacuations routes, etc. Dorroh researched the topic and believes that is a possibility. He suggested KFPD take up that topic with KPPCSD.

CONTRA COSTA COUNTY EMERGENCY PLANNING GUIDELINES: Introduction by Emergency Planning Coordinator, Meredith Gerhardt, Office of the Sheriff, Emergency Services Division. Ms. Gerhardt introduced herself and the emergency planning priorities of 2019 for the Office of Emergency Services (OES). She is one of three emergency planning coordinators at OES and is assigned to West County communities which include five cities and 10 unincorporated areas. OES is focusing this year on involving the unincorporated areas in the planning process. She will be coming back to the community during the year and encouraged everyone to attend any workshops, trainings, etc. that are available to the public. Gerhardt provided a flyer with five planning priorities. OES is working on creating guidelines for the communities and is expecting to present them to the public during the first half of the year. They are improving their involvement with the disability access and functional needs (D/AFN) community. They have a new EOC opening late 2019/early 2020. OES has a series of exercises planned for 2019 to focus on improving responses to large scale emergencies. Gerhardt said her contact information is at the bottom of the flyer that was distributed. OES is there to support the communities planning and preparedness efforts.

Director Nagel asked if Gerhardt had seen the El Cerrito-Kensington Community Wildfire Action Plan? Gerhardt had not yet seen the document. Nagel welcomed her comments on the Plan. Linnea Due asked if the exercises were for citizens? Gerhardt said they were agency exercises to practice coordination though there is some opportunity for observation. Director Padian invited Gerhardt to contact himself and Director Nagel as the Emergency Preparedness Committee. Gerhardt said again that there are three planners at OES that are happy to help if groups are interested in emergency preparedness. They are encouraging people to sign up for the community warning system. Gerhardt gave an explanation on D/AFN population. Kay Blonz is interested in a community evacuation plan and said the fire department has said it's not possible. Gerhardt clarified that OES is developing evacuation planning guidelines by communities to develop their own plans. OES has not developed a single evacuation plan for the County since each community is different. Planning guidelines will be a summary of best practices. OES is happy to review and provide feedback for a plan developed by KFPD or KPPCSD. Gerhardt said evacuation is a hot topic for many communities right now and suggested the Kensington community meet collectively. Blonz asked if OES would come out and look at the neighborhood's topography and help to develop a plan. She asked if OES has written plans for any other areas in the County. No, OES does not have the resources for that. There are 19 cities and 25 unincorporated areas in Contra Costa County. Each evacuation plan needs to be specific. Blonz shared her personal evacuation plan. Gerhardt reiterated OES' emphasis this year is on individual preparedness: have a plan, make a kit, know your neighbors, sign up for the community warning system and commit to staying informed. Those are things people can control and will improve an individual's preparedness level. Linnea Due asked if the best practices are on the OES website. Gerhardt said they are still working on them. She also said there is lots of information out there and there are places that have developed plans and understand protocols and procedures that need to go into place. It is not a process to be undertaken quickly and personal emergency preparedness steps can be done quickly. A resident asked if their neighborhood plan would require them to liaise with the fire or police departments? Gerhardt said there is no plan that will succeed if you don't have cooperation from fire and law. Another OES employee present clarified that OES will work with the overall community, not with each neighborhood. They have to work with first responders prior to getting down to a neighborhood level. They have to work with fire and law to set up jurisdictional guidelines. OES would review the overall community plan, not neighborhood plans. There is only one planner for the west end.

NEW BUSINESS:

Review and Accept Fiscal Year 17-18 Financial Statements and Independent Auditor's Report:

Presentation by Bilal Milak, MUN CPAs. Milak introduced himself and Susan Beeter, a manager at the firm. He gave an overview of the audit process and provided a handout of the process and results. The audit is a representation of management and the auditors form an opinion about the financials. During the October 2018 audit field work, MUN met with Navellier and tested the risk assessment, internal control processes, cash disbursement, payroll, year end balances and activity. Part of the internal control testing is making sure the correct sign-off is on all documents. They look at year-end trial balances to make sure cut-off procedures are in place. They look at year-end expenses and any prior balance large fluctuations. There are three reports issued by the auditors: the independent auditor's report, and the government standards report and the SAS 114 report. There are three categories of opinion that the auditor can develop. KFPD has the best possible outcome on all three reports—an "unmodified opinion". There were no issues. The SAS114 report addresses any difficulties with management. Milak said MUN had no issues. MUN had an unmodified opinion, there were no material weaknesses and no adjustments. Milak said it was a clean report.

Anthony Knight said Stein reported at the beginning of the meeting that there were issues about the categorization of some expenses. President Stein said she was referring to the mid-year financial report for FY18-19 and things weren't miscategorized. That does not relate to this audit. Catya de Neergard asked how many signers are needed for District checks and if the check signers are different than those that make out checks. Milak said there are two signers needed for checks. Navellier clarified that she makes out the checks, there are two signers needed, and she can be one of the signers. Director Dommer made a motion to accept the FY17-18 audit as presented. Director Nagel seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein

NOES: None

ABSTAIN: None

FIRE CHIEF'S REPORT:

Chief Pigoni noted that there were 32 incidents in the Kensington community which was a slight decrease from the previous month but they were more hazardous due to the storms. E65 and the El Cerrito engines responded to a working structure fire in the 8600 block of Terrace Drive above the Arlington. It was a scooter battery fire. E65 was first on scene and attacked the fire quickly and kept it contained to the garage. One resident did experience smoke inhalation. During the past week, the apparatus committee members traveled to Hi-Tech in Oakdale to check on the progress of the new Type III engine. KFPD is still on target to receive the engine in late 2019. While at Hi-Tech they may have found a buyer for the old Type III. Pigoni noted that he talked last month about the EBRPD fuel reduction project. He was supposed to meet with EBRPD representatives today but it was rained out so that meeting has been rescheduled. They have put a plan out for the Fuel Treatment Overview for Wildcat Canyon and noted the plan is on their website. The fuel treatment plan goes from East Richmond Heights through El Cerrito and wrapping around Los Altos. It is an extensive project in fuel reduction and creating a fuel break. This project started in 2010 and has taken this long to get through lawsuits and CEQA. Moraga-Orinda Fire held their second evacuation drill. ECFD-KFPD's Training officer and ECPD's Chief attended the drill to observe and be able to ask questions. A link to the drill information was included in the Chief's Report. Pigoni reported that the El Cerrito and Kensington Police Chiefs met preliminarily to discuss evacuation plans in a joint setting. The department is working on a community education program with emphasis on preparing homes to be more ember resistant.

Director Kosel said that CSDA has entered into an agreement with an internet auctioneer that sells surplus property. KFPD may be able to use them for the Type III engine. A resident asked about the fuel reduction and is it taking place in Wildcat Canyon? Chief Pigoni said not in the canyon but directly behind the homes. EBRPD may be doing more in the canyon but their biggest emphasis is for fuel break behind homes. Pigoni said he did not know the number of people involved in the clearing but that EBRPD is using outside contractors. The project will start in spring, dependent on the weather, and EBRPD has hired a manager for the project. An attendee asked if the police chiefs are compiling best practices for evacuations and will it address the entire communities or go by neighborhood? Pigoni said this was just a first meeting and the police chiefs want to work with KPPCSD, KFPD and the City of El Cerrito. They are looking at possibly sectioning neighborhoods for notifications during a mass evacuation. Anthony Knight asked what causes a vehicle battery to explode? Pigoni listed several possibilities. The batteries for the fire mentioned earlier were in a charger. Catya de Neergard asked for the website link to East Bay Regional Parks' plan. A resident asked for a report on community siren progress. Pigoni said that would be addressed under the Emergency Preparedness committee.

Director Stein moved the agenda to Board Reports, Emergency Preparedness Committee.

BOARD REPORTS:

Emergency Preparedness Committee: Director Padian reported that both he and Director Nagel attended the last Diablo Fire Safe Council meeting. Director Nagel reported that DFSC is an avenue for Kensington to complete fuel reduction. They receive large grants and parcel them out generally in \$5,000 increments for one or more households to work on fuel reduction. DFSC did not receive any federal funding last year and they are still working on finding alternative funding. One of the sources of funding is from Kensington residents and those go into a special fund to be spent on fuel reduction only in Kensington. Director Padian said DFSC is also interested in providing funding to communities that comply with the Fire Wise program which is a national program. There is a premium on communities that are trying to help themselves. Perhaps Kensington can start organizing under that program, starting on the ridgeline where residents are aware of the dangers and then spread throughout the community from there. Padian and Nagel have worked out a grid for what the committee could be addressing in terms of breaking down into sub-committees such as evacuation, sirens, parking, etc. Setting up subcommittees is later on the agenda. Padian doesn't think KFPD should wait for the County to come in and plan things for them. The committee understands it needs to work with the County along with the police and other fire departments. Padian also met with Chief Pigoni and gave him a copy of the grid the committee developed. Padian said only informal conversations have been held about sirens. There are many steps involved. Chief Pigoni reported on sirens in December. A resident asked if sirens would be in place by summer 2019. Chief Pigoni stated they would not. First there is no plan and then KFPD would go through an RFP process and then order the sirens, etc. A monitoring contract also needs to be in place. Kay Blonz asked if sirens are the direction that KFPD is going? Padian said what he has heard is encouraging. He said evacuation is important but pre-evacuation is essential. Pre-evacuation is often voluntary. Agencies all have different trigger points. Linnea Due likes the idea of subcommittees that are specific to one topic and asked if thought has been given to how they will be formed. Vida Dorroh asked if the District was looking at manual sirens also? They can be set off by anyone who is staffing the police or fire department. Padian said some neighborhoods are looking into measures like that. Paul Moss said Moraga/Orinda Fire has looked into the siren topic quite a bit and KFPD should see what MOFD have learned.

East Bay Regional Park District: Director Nagel reported that he attended the last EBRPD Board meeting and met the Fire Chief who was very receptive. The EBRPD Board now knows that the KFPD Board is very interested in what they are doing. Anthony Knight asked how many directors are on the EBRPD Board and are they elected by wards or at large? EBRPD is represented via wards and there are nine elected positions. Knight thinks that KPOA and KIC should invite an EBRPD representative to their annual meetings. Nagel agreed and said not just the residents on the interface should be involved because if a fire starts there it's going to sweep through Kensington fast. There are many agencies involved in this process. The firefighters will be busy fighting the fire, not evacuating and controlling traffic. A resident said the biggest threat in Kensington is Wildcat Canyon/Tilden Park. Early detection seems critical so why not have a camera at Grizzly Peak pointing at the canyon and have someone monitor it. Director Padian said you would need more than one camera, you would need a ton and they are under development. Director Nagel said there is research going on at UC Berkeley involving infrared sensors. The researchers will need some guinea pigs and it's convenient that Kensington is so close. The same resident suggested that there could be cameras on each of the PG&E towers that run through Wildcat. Director Nagel believes PG&E has surveillance equipment on their towers already. PG&E has been an important part of Diablo Fire Safe Council. Padian said KFPD also needs to plan for a major earthquake which has totally different parameters. Kay Blonz asked what more proactive thing can the community do on Red Flag days? As a community could we expand the current recommendations? Director Padian said the Emergency Preparedness committee is thinking about that along with all the other moving parts. Director Nagel said there will be a lot of cultural changes that have to happen. Some people do not like sirens and people are not going to want to give up their parking spaces. This meeting is 50 residents out of 5,000. Mabry Benson said the County agreed to change the parking direction on courts in Kensington if all the neighbors would agree.

Building Committee: Director Dommer said that he and Director Nagel met with KPPCSD Directors Deppe and Sherris-Watt. Deppe had many questions about the current building and why it doesn't work. They briefly talked about the proposed park site. The committee said that the roof is currently leaking and KFPD is trying not to spend too much money on replacing/repairing it. There are also cracks in the parking lot and in the entryway. Dommer explained the foundation of the current building. There has been no legal decision reported regarding the park site from KPPCSD's attorney. Dommer said that the park site looks much more promising to be geotechnically sound compared to the current site. Dommer said that is the only other site being looked at. KFPD is not aware of any other available sites in the community. The Fire Department needs to be centrally located for response times throughout the community. Jim Watt questioned how many fire/police stations are located next to a library, a church, two preschools and a school. Dommer said that would be very common in urban areas. He also thinks it

would give Kensington a civic center hub. Watt does not believe that is a safe site. There are 75 to 100 preschool children in the church across the street. Dommer said KFPD is not going to find a perfect site. The Arlington at the park site is wider and there is no median so it's easier to maneuver. Dommer said the site would be closer to library, not the south end. The building would be combined police and fire.

Demonstration Garden: Director Kosel reported that KFPD has notified its landscape architect the project is not going forward, notified KPPCSD that they are breaking the agreement and notified the scout master that was going to have Eagle Scouts work on the project that it is abandoned. Kosel has requested direction from KPPCSD as to a site for a new demonstration garden as part of the community center renovation but has been told it could not be located centrally but peripherally at best since the central lawn is part of the community center rental.

CSDA County Chapter: Director Nagel noted that the January 2019 minutes were included in the packet. Directors Nagel, Kosel and Padian all attended. The Executive Director of the CSDA made a presentation on CSDA's services, particularly financial services. CSDA is offering \$500 scholarships to high school students who produced the best video about special districts.

CSDA: Director Kosel attended the Membership services meeting last week. She noted that KFPD cannot use CalTrust as they have explored using other financial institutions before and the County won't allow it. She also attended the Professional development committee meeting and noted that KFPD can get \$500 scholarships to send Stein and Padian to Board training.

Finance Committee: President Stein said that the Committee was unable to approve the 5/31/18 Committee minutes since neither she nor Director Dommer were present. She asked for Director Kosel's input on the meeting minutes. Director Kosel said Navellier doesn't make mistakes. Stein said she and Dommer will approve them at the next meeting. Stein summarized again that a couple of items were not recorded how the accountant expected and it lead to the impression that the District was under budget, for example, on the El Cerrito contract. Stein said it was because a payment was recorded a couple of days late. A couple of other items that had been accrued had not been reflected in the expenditure report to give a true picture. The next meeting will be held on 2/27/19 at 4:00 p.m. Anthony Knight asked when El Cerrito payments are made. Stein said monthly. Navellier explained the invoice is dated the first of the month. The item was recorded correctly but, in the case in question, the County did not cut the check for December until January 2nd due to the holidays.

Correspondence: President Stein said there was quite a bit of correspondence including an email from KPOA to its membership and emails from residents in response to that. She will ask Navellier to republish anything that came in on 2/7/19 which was after the packet deadline. Stein said she hopes the District will think about redacting sensitive information from correspondence in the future.

PRESIDENT'S REPORT:

President Stein noted that at the January meeting she said the Finance Committee would meet with the City of El Cerrito if needed regarding the contract negotiation; however, since the Finance Committee is subject to the Brown Act, that is not a manner in which to conduct these kinds of conversations. Stein has appointed a new Negotiating Committee of Director Dommer and herself. They have met once with El Cerrito and are not quite done with their task yet. Stein reported she met with KPPCSD President Nottoli. One of the things they discussed was KPOA's request that KFPD/KPPCSD form a 2x2 committee to address emergency planning and the public safety building. Neither Nottoli or Stein are ready to bring that proposal to their respective Boards at this time. Director Kosel asked where did Stein come out on the conflict of interest of KFPD's attorney on the contract negotiation? Kosel asked if Stein was going to ask the Board to approve and waive the conflict of interest? Stein asked where that question was coming from? Kosel said that because the City of El Cerrito and the KFPD share Meyers Nave as an attorney, they can't represent both sides without a formal waiver and approval of the conflict of interest. Stein pointed out that KFPD's attorney emailed all the Board members with the intention of informing them that the conflict was appropriately managed since it was executed in 2009. Kosel said she did not see that email. Stein said KFPD's attorney had revealed the situation to her and Dommer and she asked him to send it to the full Board. Kosel will request it from the attorney.

NEW BUSINESS CONTINUED:

Proposed Amendments to Policy 1140: Committees of the Board of Directors submitted by Padian: President Stein noted that this item was on last month's agenda but the Board made changes so it is back on New Business again this month as a first reading. Director Padian said he responded to the Board's comments last month and has changed wording to include "multi-hazard approach". Director Padian said he also addressed the structure of standing committees under .30, .31 and .32. Non-Board members can be included in standing committees, they can reach decisions by consensus or vote, and their recommendations are not binding to Board members. It is important for all committee members to have a voice. Director Kosel said Padian's draft needs to be consistent with

1140.11 that says temporary committees are made up of Board members only. Kosel said KPPCSD is reducing community members on their committees because they can't agree on a meeting time or get a quorum. Community members should be invited to attend and give input but putting them on the committee makes it harder to conduct business. The role of the Board is to set policy and the role of staff is to implement it. Community members can give input to committees and the Board without membership. Padian said in regard to 1140.11, what is being proposed is a standing committee, not temporary. Stein reviewed the entire policy 1140. Padian said the Emergency Preparedness Committee has a lot of work ahead. He and Nagel can't coordinate all of the work on their own. Volunteers have a lot of experience and being on the committee gives them a voice. Padian disagrees that staff does all the work for committees. KFPD does not have a lot of staff. They could hire more but they would probably just be duplicating work that has been done by community members. Director Dommer said the two Board members should constitute the quorum of a standing committee. The community members would not be in a position to call a meeting. Director Nagel said KPPCSD used to have a lot of standing committees with community members on them but have cut back because that is a difficult way to do business. KPPCSD Director Modavi gave an explanation of that Board's standing committees. Catya de Neergard said citizen committee members will only make recommendations. Padian said committee recommendations will be reported to the Board but that doesn't bind his vote. De Neergard said it would be helpful to have citizen help on these committees. She also thinks it is onerous to have to have both Board members present at all committee meetings. Padian said the intention is to have a committee and several subcommittees. Subcommittees can meet without Board members. The whole committee would be a standing committee and doesn't have to meet very often. Modavi pointed to the KPPCSD governance ad-hoc committee for a structure. Padian said that is one model and so is the KPPCSD finance committee. More talk about KPPCSD's committee and agendizing standing committees followed. Padian asked if language is needed about what constitutes a quorum? Nagel said he would like to have the entire Board's input regarding emergency preparedness. He is having a hard time seeing a difference between having a committee with community members that can't vote and having them come to a Board meeting to give their input where they can't vote. Padian said Dommer is correct and that for a standing committee the quorum is the two Board members. Everyone has something to contribute and that could be each month when the committees make reports to the Board. Stein said that Padian's proposal has community members that are approved by the Board. It is a set group of members for a calendar year as opposed to whoever happens to show up at a meeting. Linnea Due said one Board member can be appointed to each of the subcommittees. Mabry Benson said it looks like KFPD is looking for members of the public to do grunt work because it does not have enough staff. She doesn't think the two members of the Emergency Preparedness committee will even be able to manage all of the subcommittees proposed. Padian said there has been a strong effort in the community to look into emergency preparedness issues. He gave the paths as an example. Due said getting citizens involved creates buy-in. Sylvia Elsbury said KFPD's clout can go a long way on local efforts. Padian summarized that he will address the quorum issue in the draft and asked if there were any other changes from the Board? Nagel said the Board should vote on all appointments instead of them just being made by the President. Padian agreed and pointed out that he and Nagel can't put this structure into place until the Board approves it. Dommer said the subcommittees could be cut free to complete their work and report back. Due asked about the process of forming the committees – will they be advertised? Will they apply? Nagel said we need people that are knowledgeable in the field, not just opinions. De Neergard had a question about paths. Padian summarized again – he will define quorum and that subcommittees will be approved by the entire Board.

Discussion on Whether Board Wants to Amend Policy 1020: Code of Conduct requested by Kosel:

President Stein said the Code of Conduct was not part of the supporting materials. Director Kosel said KFPD received an email from a resident questioning what use of social media Board members should have. This issue is also being addressed by KPPCSD who has an internal draft policy. Kosel has posted on the CSDA forum asking other special districts if they have social media policies and has received a couple of responses. It appears that districts are concerned about Brown Act violations and tort liability for the Board on use of social media. Some districts are now prohibiting Board members from discussing district issues on social media and having their staff make factual postings on their website instead. Kosel said she has not prepared a draft of a policy but she wanted to find out what Board members thought about use of social media by the Board and if they are inclined to limit participation by Board members. President Stein said she is concerned about the Brown Act aspect. She found a nice presentation written by the city attorney of Atherton about social media. She is using that to guide for her own participation which is 100% hands off on any Fire Board issue. She gave examples and also said she is taking the same precautions with any postings about the Police Board. Director Nagel said no matter what the Code of Conduct says, there doesn't seem to be any way to enforce it. It's not really a Policy. Kosel said that some districts withhold reimbursement of expenses of Board members that violate the Board policy; however, the policy is good will dependent and it is a minority of districts that try to enforce it. Mabry Benson said maybe all Board members could take a pledge to do what Stein is doing. Nagel said that "Board members shall not make comments on district business" on social media could be written into the Code of Conduct. Sylvia Elsbury asked if that included "letters

to the editor"? It's not a Brown Act issue but that would go back to only staff being able to disburse information. Linnea Due clarified if a letter comes in and if it states it is from the Board member on behalf of the Board or if it states it is from an individual. Social media is different because you don't know if a Board member is speaking for themselves or for the Board. Catya de Neergard said this is sticky and needs some more discernment. She is concerned about information being overly restricted. Kosel said she is not wedded to any proposal but was looking for feedback from her colleagues. Nagel wondered about election campaigning. Board members running for re-election wouldn't be able to campaign on social media but those that aren't would be able to. Stein said KFPD has the agency account on Nextdoor that Navellier uses but if you don't subscribe to KFPD's posts you don't receive them. Due suggested Navellier write a letter to The Outlook asking residents to subscribe. Navellier said when she looks at the account it appears she is reaching the entire town. Director Padian said that Stein and Kosel are correct in that there is a problem with potential Brown Act violations. He also said it brings into question First Amendment rights. Padian delivered prepared remarks in response to correspondence that was included in the packet under the agenda item. Director Kosel objected. Padian pointed out that Navellier put the correspondence in question under Kosel's proposed item, not under correspondence. Kosel said she did not ask her to do that. Stein said she agreed with Kosel and the response has gone beyond the issue. Padian said he was finished but the correspondence should not have gone with the agenda item. Navellier clarified she put the correspondence there, it is a public document that was sent to all Board members, and the agenda item was requested when it was sent to the Board. Director Nagel said any correspondence sent to the Board should go into the packet--that is part of transparency. President Stein said she contacted the legal counsel about correspondence and he said that KFPD is not legally obligated to include correspondence in the packet but could make it available at the district. Nagel said KFPD is not legally obligated to be transparent either but there are guidelines. He strongly thinks anything that's addressed to the Board should be published whether the Board likes the opinion or not. Stein said it would be a good idea to put a policy on correspondence on a future agenda and counsel can provide sample policies. Kosel said correspondence is addressed under Policy 1110.432 and the Board has always included all correspondence in the packet instead of letting the Board President decide what is important and what is not. de Neergard suggested not publishing correspondence that attacks an individual. Padian said the safest default would be not to publish correspondence unless someone requests it. He said addresses and emails should be removed if a correspondence is published to protect privacy. Kosel said she does not know where to take the item from here but suggested Board members take a look at her posting on the CSDA educational forum website and the responses. In regard to correspondence, Stein said if there is a will, a member of the Board can put it on the agenda next month and have staff or counsel provide samples.

ADJOURNMENT: The meeting was adjourned at 9:58 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on March 13, 2019.

Attest:

Board Secretary

Kensington Fire Protection District
Balance Sheet
As of February 12, 2019

	Feb 12, 19
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	18,042.56
General Fund	1,161,780.38
Special Tax Fund	6,768.48
Capital Fund	6,768.77
Total Checking/Savings	1,193,560.19
Accounts Receivable	
Due from County for Reimb.	18,434.01
Advance on Taxes	1,810,873.39
Advance on Supplemental Taxes	59,827.33
Total Accounts Receivable	1,889,134.73
Other Current Assets	
Prepaid Services - EC	769,732.42
Prepaid CERBT - Retiree Trust	1,086,845.91
Investments	
Capital Replacement Funds	3,754,173.00
Fire Protect. Contract Reserves	3,078,929.57
Investments - Other	-356,428.54
Total Investments	6,476,674.03
Total Other Current Assets	8,333,252.36
Total Current Assets	11,415,947.28
Fixed Assets	
Land	5,800.00
Equipment	1,446,911.62
Accumulated Depreciation-Equip	-746,593.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,000,180.00
Current Capital Outlay	
Firefighters Qtrs/Equip	8,321.50
Total Current Capital Outlay	8,321.50
Total Fixed Assets	2,105,841.23
TOTAL ASSETS	13,521,788.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	18,434.01
Due to Other - Issued by CCC	530,486.70
Total Accounts Payable	548,920.71
Other Current Liabilities	
EI Cerrito Service Contract Pay	769,732.35
Wages & PR Taxes Payable	2,992.32
Total Other Current Liabilities	772,724.67
Total Current Liabilities	1,321,645.38
Total Liabilities	1,321,645.38
Equity	
Fund Equity - General	4,848,934.26
Fund Equity - Capital Projects	1,219,288.00
Fund Equity - Special Revenue	12,769.00

Kensington Fire Protection District
Balance Sheet
As of February 12, 2019

	<u>Feb 12, 19</u>
Fund Equity - Gen Fixed Asset	2,403,012.00
Fund Equity	1,835,922.75
Net Income	1,880,217.12
Total Equity	<u>12,200,143.13</u>
TOTAL LIABILITIES & EQUITY	<u>13,521,788.51</u>

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

July 1, 2018 through February 12, 2019

	Jul 1, '18 - Feb 12, 19	Jul 1, '17 - Feb 12, 18	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	4,045,677.52	3,822,108.07	223,569.45	5.9%
Special Taxes	200,453.30	200,395.20	58.10	0.0%
Other Tax Income	12,495.35	12,768.49	-273.14	-2.1%
Lease Agreement	23,834.52	20,689.69	3,144.83	15.2%
Interest Income	72,733.14	31,343.59	41,389.55	132.1%
Salary Reimbursement Agreement	42,347.08	32,510.46	9,836.62	30.3%
Miscellaneous Income	4,314.08	1,181.74	3,132.34	265.1%
Total Income	4,401,854.99	4,120,997.24	280,857.75	6.8%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,278.47	2,122.85	155.62	7.3%
Contra Costa County Expenses	2,763.98	2,872.51	-108.53	-3.8%
El Cerrito Contract Fee	2,052,619.73	1,649,029.20	403,590.53	24.5%
Fire Abatement Contract	665.00	0.00	665.00	100.0%
Fire Engineer Plan Review	0.00	710.00	-710.00	-100.0%
Risk Management Insurance	12,507.00	13,268.00	-761.00	-5.7%
Professional Fees				
Accounting	1,837.50	3,978.75	-2,141.25	-53.8%
Actuarial Valuation	0.00	5,500.00	-5,500.00	-100.0%
Audit	16,000.00	16,000.00	0.00	0.0%
Legal Fees	52,905.45	9,618.48	43,286.97	450.0%
Total Professional Fees	70,742.95	35,097.23	35,645.72	101.6%
Website Development/Maintenance	1,400.00	0.00	1,400.00	100.0%
Wildland Vegetation Mgmt	2,500.00	850.00	1,650.00	194.1%
Total OUTSIDE PROFESSIONAL SER...	2,145,477.13	1,703,949.79	441,527.34	25.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	62,450.77	-62,450.77	-100.0%
Delta Dental	0.00	8,070.88	-8,070.88	-100.0%
Vision Care	0.00	2,561.10	-2,561.10	-100.0%
Total RETIREE MEDICAL BENEFITS	0.00	73,082.75	-73,082.75	-100.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	6,075.78	3,027.76	3,048.02	100.7%
Comm. Pharmaceutical Drop-Off	371.40	1,108.79	-737.39	-66.5%
Vial of Life Program	0.00	98.91	-98.91	-100.0%
CERT Emerg Kits/Sheds/Prepared	0.00	590.91	-590.91	-100.0%
Open Houses	261.28	307.13	-45.85	-14.9%
Community Shredder	1,155.00	1,308.97	-153.97	-11.8%
DFSC Matching Grants	0.00	19,116.00	-19,116.00	-100.0%
Demonstration Garden	6,147.11	375.00	5,772.11	1,539.2%
Community Sandbags	1,220.32	754.08	466.24	61.8%
Total COMMUNITY SERVICE ACTIVITI...	15,230.89	26,687.55	-11,456.66	-42.9%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	-336.74	0.00	-336.74	-100.0%
Firefighters' Expenses	1,195.50	1,113.86	81.64	7.3%
Staff Appreciation	1,275.32	805.11	470.21	58.4%
Professional Development	1,638.79	1,219.45	419.34	34.4%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	23,127.42	-23,127.42	-100.0%
Janitorial Service	840.00	840.00	0.00	0.0%
Medical Waste Disposal	2,884.76	3,160.21	-275.45	-8.7%
Building alarm	0.00	115.00	-115.00	-100.0%
Gardening service	480.00	360.00	120.00	33.3%
Miscellaneous Maint.	1,265.40	9,670.72	-8,405.32	-86.9%
Total Building Maintenance	5,470.16	37,273.35	-31,803.19	-85.3%
Building Utilities/Service				
Gas and Electric	4,680.12	4,244.65	435.47	10.3%
Water/Sewer	1,103.89	1,474.54	-370.65	-25.1%
Total Building Utilities/Service	5,784.01	5,719.19	64.82	1.1%
Election	3,855.77	0.00	3,855.77	100.0%
Memberships	7,390.00	7,008.00	382.00	5.5%
Office				
Office Expense	2,211.77	2,222.35	-10.58	-0.5%
Office Supplies	1,552.90	1,011.09	541.81	53.6%
Telephone	4,363.90	4,518.97	-155.07	-3.4%
Total Office	8,128.57	7,752.41	376.16	4.9%
Total DISTRICT ACTIVITIES	34,401.38	60,891.37	-26,489.99	-43.5%
Staff				
Wages	55,463.38	50,421.98	5,041.40	10.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	822.78	810.32	12.46	1.5%
Medical/dental ins compensation	5,866.00	4,777.50	1,088.50	22.8%
Retirement Contribution	4,215.12	3,832.08	383.04	10.0%

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

July 1, 2018 through February 12, 2019

	Jul 1, '18 - Feb 12, 19	Jul 1, '17 - Feb 12, 18	\$ Change	% Change
Payroll Taxes	4,985.15	4,669.24	315.91	6.8%
Workers Compensation/Life Ins	1,842.06	1,301.43	540.63	41.5%
Payroll Processing	1,049.90	999.28	50.62	5.1%
Total Staff	75,244.39	67,811.83	7,432.56	11.0%
Total Expense	2,270,353.79	1,932,423.29	337,930.50	17.5%
Net Ordinary Income	2,131,501.20	2,188,573.95	-57,072.75	-2.6%
Other Income/Expense				
Other Income				
Transfers In - Capital	577,843.12	767,874.00	-190,030.88	-24.8%
Transfers In - General	244,812.70	206,801.30	38,011.40	18.4%
Total Other Income	822,655.82	974,675.30	-152,019.48	-15.6%
Other Expense				
Transfers Out - Capital	29,781.82	16,801.30	12,980.52	77.3%
Transfers Out - Special	225,000.00	190,000.00	35,000.00	18.4%
Transfers Out - General	567,874.00	767,874.00	-200,000.00	-26.1%
Total Other Expense	822,655.82	974,675.30	-152,019.48	-15.6%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,131,501.20	2,188,573.95	-57,072.75	-2.6%

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

July 2018 through January 2019

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	4,045,677.52	3,985,570.00	60,107.52	101.5%
Special Taxes	200,453.30	200,453.00	0.30	100.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	17,734.02	20,778.72	-3,044.70	85.3%
Interest Income	68,953.14	26,250.00	42,703.14	262.7%
Salary Reimbursement Agreement	37,053.70	38,661.35	392.35	101.1%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	4,369,871.68	4,269,713.07	100,158.61	102.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,278.47	2,200.00	78.47	103.6%
Contra Costa County Expenses	2,763.98	2,988.00	-224.02	92.5%
EI Cerrito Contract Fee	1,796,042.27	1,796,042.50	-0.23	100.0%
Fire Abatement Contract	665.00	8,000.00	-7,335.00	8.3%
Fire Engineer Plan Review	0.00	1,166.65	-1,166.65	0.0%
Risk Management Insurance	12,507.00	14,500.00	-1,993.00	86.3%
Professional Fees				
Accounting	1,837.50	4,100.00	-2,262.50	44.8%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Audit	16,000.00	16,000.00	0.00	100.0%
Legal Fees	52,905.45	20,416.69	32,488.76	259.1%
Total Professional Fees	70,742.95	40,516.69	30,226.26	174.6%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	800.00	1,458.35	-658.35	54.9%
Wildland Vegetation Mgmt	2,500.00	5,000.00	-2,500.00	50.0%
Total OUTSIDE PROFESSIONAL SER...	1,888,299.67	1,881,872.19	6,427.48	100.3%
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	6,075.78	5,900.00	175.78	103.0%
Comm. Pharmaceutical Drop-Off	371.40	2,000.00	-1,628.60	18.6%
Vial of Life Program	0.00	200.00	-200.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	5,090.92	-5,090.92	0.0%
Open Houses	261.28	750.00	-488.72	34.8%
Community Shredder	1,155.00	1,375.00	-220.00	84.0%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	1,333.35	-1,333.35	0.0%
Demonstration Garden	4,122.11	7,000.00	-2,877.89	58.9%
Community Sandbags	529.66	2,000.00	-1,470.14	26.5%
Total COMMUNITY SERVICE ACTIVITL...	12,515.43	25,649.27	-13,133.84	48.8%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	0.00	0.00	0.0%
Firefighters' Expenses	1,562.43	4,000.00	-2,437.57	39.1%
Staff Appreciation	184.77	1,250.00	-1,065.23	14.8%
Professional Development	1,638.79	2,918.65	-1,277.86	56.2%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	0.00	0.00	0.0%
Janitorial Service	735.00	875.00	-140.00	84.0%
Medical Waste Disposal	2,465.44	3,350.00	-884.56	73.6%
Building alarm	0.00	150.00	-150.00	0.0%
Gardening service	360.00	875.00	-515.00	41.1%
Miscellaneous Maint.	1,265.40	7,583.35	-6,317.95	16.7%
Total Building Maintenance	4,825.84	12,833.35	-8,007.51	37.6%
Building Utilities/Service				
Gas and Electric	4,680.12	4,666.65	13.47	100.3%
Water/Sewer	1,103.89	1,232.51	-128.62	89.6%
Total Building Utilities/Service	5,784.01	5,899.16	-115.15	98.0%
Election	3,855.77	1,500.00	2,355.77	257.1%
Memberships	7,390.00	7,600.00	-210.00	97.2%
Office				
Office Expense	2,045.74	1,750.00	295.74	116.9%
Office Supplies	1,209.72	1,312.50	-102.78	92.2%
Telephone	4,220.65	4,666.65	-446.00	90.4%
Total Office	7,476.11	7,729.15	-253.04	96.7%
Total DISTRICT ACTIVITIES	32,717.72	43,728.31	-11,010.59	74.8%
Staff				
Wages	55,463.38	55,463.90	-0.52	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	822.78	918.75	-95.97	89.6%

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

July 2018 through January 2019

	Jul '18 - Jan 19	Budget	\$ Over Budget	% of Budget
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	5,866.00	5,866.00	0.00	100.0%
Retirement Contribution	4,215.12	4,215.15	-0.03	100.0%
Payroll Taxes	4,985.15	5,110.00	-124.85	97.6%
Workers Compensation/Life Ins	1,842.06	1,500.00	342.06	122.8%
Payroll Processing	983.65	959.60	24.05	102.5%
Total Staff	75,178.14	75,033.40	144.74	100.2%
Contingency				
General	0.00	14,583.35	-14,583.35	0.0%
Total Contingency	0.00	14,583.35	-14,583.35	0.0%
Total Expense	2,008,710.96	2,040,866.52	-32,155.56	98.4%
Net Ordinary Income	2,361,160.72	2,228,846.55	132,314.17	105.9%
Other Income/Expense				
Other Income				
Transfers In - Capital	577,843.12	0.00	577,843.12	100.0%
Transfers In - General	244,812.70	0.00	244,812.70	100.0%
Total Other Income	822,655.82	0.00	822,655.82	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	29,781.82	0.00	29,781.82	100.0%
Transfers Out - Special	225,000.00	0.00	225,000.00	100.0%
Transfers Out - General	567,874.00	0.00	567,874.00	100.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	822,655.82	0.00	822,655.82	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,361,160.72	2,228,846.55	132,314.17	105.9%



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



March 2019

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Fire Chief

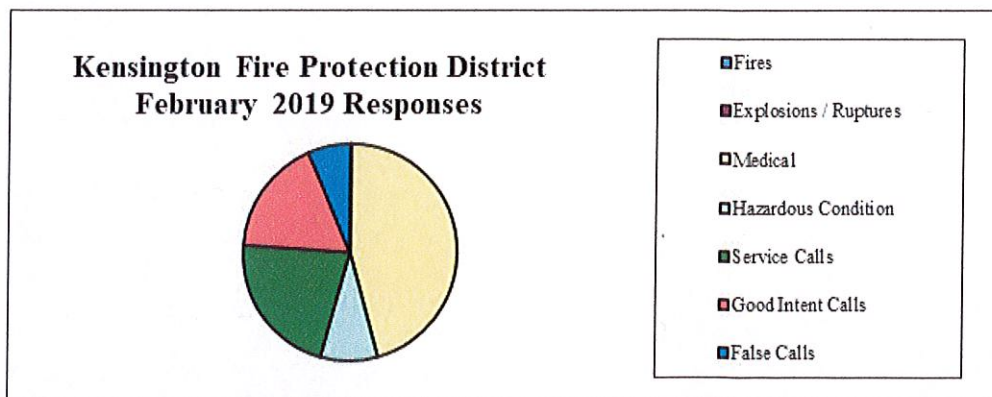
RE: Incident Activity Reports for the Month of February 2019

There were 46 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. During this same time, Engine 65 responded to a total of 64 calls in all districts.

While there were no fires or calls resulting in property loss, due to the storms the increase in calls both in the community and out where due to the heavy rains and winds that we experienced with downed trees and power lines as well as public assists.

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 for all the responses in the community of Kensington.

<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>	21	45.65%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	8.70%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	10	21.74%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	8	17.39%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	3	6.52%
Totals		46	100.00%



Kensington Fire Protection District Response Log for February 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019011332	01-Feb-19 08:10:48	28 Highgate CT	Kensington	E165	321
2	0019011428	01-Feb-19 12:35:40	161 Purdue AVE	Kensington	E165	611X
3	0019011443	01-Feb-19 13:05:36	217 Arlington AVE	Kensington	E165	900A
4	0019011713	02-Feb-19 09:34:22	39 Norwood AVE	Kensington	E165	321
5	0019011867	02-Feb-19 17:21:08	200 Willamette AVE	Kensington	E165	321
6	0019012077	03-Feb-19 09:50:27	26 Arlmont DR	Kensington	E165	311
7	0019012366	04-Feb-19 05:00:57	48 Arlington AVE	Kensington	E165	611
8	0019012430	04-Feb-19 09:00:16	316 Arlington AVE	Kensington	E165	531
9	0019012819	05-Feb-19 09:08:05	215 Colgate AVE	Kensington	E165	321
10	0019012928	05-Feb-19 13:27:38	42 Avon RD	Kensington	E165	611
11	0019013456	06-Feb-19 18:50:32	35 Kerr AVE	Kensington	E165	611X
12	0019013591	07-Feb-19 05:39:38	207 Colgate AVE	Kensington	E165	321
13	0019014194	08-Feb-19 16:02:24	1 Lawson RD	Kensington	E165	740
14	0019014288	08-Feb-19 22:25:22	260 Amherst AVE	Kensington	E165	554
15	0019014496	09-Feb-19 13:37:36	19 Kensington CT	Kensington	E172	651
16	0019014706	10-Feb-19 03:48:25	Grizzly Peak BLVD	Kensington	E165	611T
17	0019014735	10-Feb-19 06:47:53	145 Lawson RD	Kensington	E165	321
18	0019014777	10-Feb-19 09:40:17	293 Arlington AVE	Kensington	E165	321
19	0019014869	10-Feb-19 15:32:26	210 Arlington AVE	Kensington	E165	321
20	0019014922	10-Feb-19 18:09:32	206 Colgate AVE	Kensington	E165	321
21	0019015650	12-Feb-19 16:39:27	295 Purdue AVE	Kensington	E165	321
22	0019015670	12-Feb-19 16:35:43	26 Highgate RD	Kensington	E172	611P
23	0019015706	12-Feb-19 18:32:11	52 Kingston RD	Kensington	E165	321
24	0019015764	13-Feb-19 00:33:12	316 Arlington AVE	Kensington	E165	611
25	0019015830	13-Feb-19 07:38:07	15 Beverly CT	Kensington	E165	411
26	0019016080	13-Feb-19 17:40:34	236 Lake DR	Kensington	E165	550
27	0019016141	13-Feb-19 20:43:06	216 Amherst AVE	Kensington	E165	444
28	0019016455	14-Feb-19 12:53:49	90 Highland AVE	Kensington	E165	321
29	0019016875	15-Feb-19 13:21:05	38 Arlington AVE	Kensington	E165	400
30	0019017763	18-Feb-19 07:18:39	44 Beverly RD	Kensington	E165	321

31	0019018317	19-Feb-19 18:25:18	249 Stanford AVE	Kensington	E165	321
32	0019018771	20-Feb-19 22:02:28	389 Colusa AVE	Kensington	E165	554
33	0019018811	21-Feb-19 02:39:32	39 Norwood AVE	Kensington	E165	554
34	0019018968	21-Feb-19 12:37:32	764 Coventry RD	Kensington	E165	551
35	0019019365	22-Feb-19 12:08:35	260 Amherst AVE	Kensington	E165	550
36	0019019537	22-Feb-19 20:14:49	10 Avon RD	Kensington	E165	321
37	0019019748	23-Feb-19 11:44:08	94 Stratford RD	Kensington	E165	321
38	0019019830	23-Feb-19 16:30:08	312 Rugby AVE	Kensington	E165	321
39	0019020465	25-Feb-19 11:01:26	205 Cambridge AVE	Kensington	E165	743
40	0019020592	25-Feb-19 16:24:03	Cambridge AVE	Kensington	E165	321
41	0019020653	25-Feb-19 19:38:06	49 Beverly RD	Kensington	E165	520
42	0019021056	26-Feb-19 21:22:54	26 Arlmont DR	Kensington	E165	554
43	0019021160	27-Feb-19 07:30:40	9 Highgate RD	Kensington	E165	554
44	0019021179	27-Feb-19 09:08:30	255 Kenyon AVE	Kensington	E165	400
45	0019021751	28-Feb-19 16:02:45	2 Highgate RD	Kensington	E165	321
46	0019021823	28-Feb-19 19:38:44	212 Colgate AVE	Kensington	E165	321
				Kensington	E165	321

* See Attached Table for Incident Type Explanations

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

Kensington Fire Protection District Engine 65 Response Log for February 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019011332	01-Feb-19 08:09:41	28 Highgate CT	Kensington	E165	321
2	0019011428	01-Feb-19 12:35:07	161 Purdue AVE	Kensington	E165	611X
3	0019011443	01-Feb-19 13:05:25	217 Arlington AVE	Kensington	E165	900A
4	0019011713	02-Feb-19 09:33:04	39 Norwood AVE	Kensington	E165	321
5	0019011867	02-Feb-19 17:20:30	200 Willamette AVE	Kensington	E165	321
6	0019012077	03-Feb-19 09:48:31	26 Arlmont DR	Kensington	E165	311
7	0019012329	04-Feb-19 01:00:32	2 Highgate RD	El Cerrito	E165	554
8	0019012366	04-Feb-19 05:00:41	48 Arlington AVE	Kensington	E165	611
9	0019012430	04-Feb-19 08:59:56	316 Arlington AVE	Kensington	E165	531
10	0019012708	04-Feb-19 22:00:03	750 Balra DR	El Cerrito	E165	5000
11	0019012819	05-Feb-19 09:05:51	215 Colgate AVE	Kensington	E165	321
12	0019012928	05-Feb-19 13:26:37	42 Avon RD	Kensington	E165	611
13	0019013456	06-Feb-19 18:49:46	35 Kerr AVE	Kensington	E165	611X
14	0019013591	07-Feb-19 05:38:40	207 Colgate AVE	Kensington	E165	321
15	0019013845	07-Feb-19 17:04:14	10203 San Pablo AVE	El Cerrito	E165	611M
16	0019014194	08-Feb-19 16:01:49	1 Lawson RD	Kensington	E165	740
17	0019014288	08-Feb-19 22:25:22	260 Amherst AVE	Kensington	E165	554
18	0019014496	09-Feb-19 13:35:46	19 Kensington CT	Kensington	E165	651
19	0019014706	10-Feb-19 03:46:49	Grizzly Peak BLVD	Kensington	E165	611T
20	0019014735	10-Feb-19 06:46:45	145 Lawson RD	Kensington	E165	321
21	0019014750	10-Feb-19 08:03:20	204 Ramona AVE	El Cerrito	E165	611M
22	0019014777	10-Feb-19 09:38:50	293 Arlington AVE	Kensington	E165	321
23	0019014854	10-Feb-19 14:33:42	7827 Eureka AVE	El Cerrito	E165	321
24	0019014869	10-Feb-19 15:31:26	210 Arlington AVE	Kensington	E165	321
25	0019014922	10-Feb-19 18:08:04	206 Colgate AVE	Kensington	E165	321
26	0019015172	11-Feb-19 11:02:07	6623 Willow ST	El Cerrito	E165	550
27	0019015490	12-Feb-19 08:28:22	Colusa AVE	El Cerrito	E165	118
28	0019015605	12-Feb-19 13:24:27	5835 El Dorado AVE	El Cerrito	E165	651
29	0019015670	12-Feb-19 16:35:01	26 Highgate RD	Kensington	E165	321
30	0019015706	12-Feb-19 18:31:45	52 Kingston RD	Kensington	E165	611

31	0019015764	13-Feb-19 00:32:16	316 Arlington AVE	Kensington	E165	411
32	0019015830	13-Feb-19 07:37:35	15 Beverly CT	Kensington	E165	550
33	0019016080	13-Feb-19 17:38:54	236 Lake DR	Kensington	E165	444
34	0019016141	13-Feb-19 20:42:17	216 Amherst AVE	Kensington	E165	321
35	0019016149	13-Feb-19 20:59:32	10621 San Pablo AVE	Richmond	E165	445
36	0019016322	14-Feb-19 08:34:03	856 Shevlin DR	El Cerrito	E165	5000
37	0019016455	14-Feb-19 12:51:32	90 Highland AVE	Kensington	E165	400
38	0019016875	15-Feb-19 13:19:34	38 Arlington AVE	Kensington	E165	321
39	0019017763	18-Feb-19 07:18:00	44 Beverly RD	Kensington	E165	321
40	0019017891	18-Feb-19 15:20:32	0-0 Lake Anza RD	Berkeley	E165	321
41	0019018068	19-Feb-19 06:19:55	505 Village DR	El Cerrito	E165	321
42	0019018317	19-Feb-19 18:23:37	249 Stanford AVE	Kensington	E165	321
43	0019018771	20-Feb-19 22:00:25	389 Colusa AVE	Kensington	E165	321
44	0019018811	21-Feb-19 02:38:33	39 Norwood AVE	Kensington	E165	554
45	0019018968	21-Feb-19 12:14:39	764 Coventry RD	Kensington	E165	554
46	0019019159	21-Feb-19 22:05:00	421 Balra DR	Kensington	E165	551
47	0019019234	22-Feb-19 03:27:11	10944 San Pablo AVE	El Cerrito	E165	700
48	0019019365	22-Feb-19 12:07:30	260 Amherst AVE	El Cerrito	E165	611M
49	0019019468	22-Feb-19 16:17:47	1205 Contra Costa DR	Kensington	E165	550
50	0019019492	22-Feb-19 17:26:16	7714 Terrace DR	El Cerrito	E165	743
51	0019019537	22-Feb-19 20:14:09	10 Avon RD	El Cerrito	E165	5000
52	0019019748	23-Feb-19 11:43:04	94 Stratford RD	Kensington	E165	321
53	0019019830	23-Feb-19 16:29:24	312 Rugby AVE	Kensington	E165	321
54	0019020264	24-Feb-19 18:26:12	524 Seaview DR	Kensington	E165	743
55	0019020465	25-Feb-19 10:58:10	205 Cambridge AVE	El Cerrito	E165	412
56	0019020592	25-Feb-19 16:22:33	Cambridge AVE	Kensington	E165	321
57	0019020644	25-Feb-19 18:54:49	245 Pomona AVE	Kensington	E165	520
58	0019020653	25-Feb-19 19:37:02	49 Beverly RD	El Cerrito	E165	412
59	0019020946	26-Feb-19 15:09:55	539 Everett ST	Kensington	E165	554
60	0019021056	26-Feb-19 21:20:57	26 Arlmont DR	El Cerrito	E165	445
61	0019021160	27-Feb-19 07:30:17	9 Highgate RD	Kensington	E165	554
62	0019021179	27-Feb-19 09:07:44	255 Kenyon AVE	Kensington	E165	400
63	0019021751	28-Feb-19 16:02:45	2 Highgate RD	Kensington	E165	321
64	0019021823	28-Feb-19 19:37:11	212 Colgate AVE	Kensington	E165	321

* See Attached Table for Incident Type Explanations

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

CHIEF'S REPORT



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530
(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



DATE: March 2019
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Fire Chief
RE: **Fire Chief's Report for March 2019**

Run Reports

There were 46 calls for service in the Kensington Community last month. This was a significant increase over the previous month and was due to the heavy storms with downed trees, power lines, an increase in medical emergencies as well as public assists. Fortunately, there were no major incidents or any property loss due to fires.

East Bay Parks Fuel Reduction

As reported previously, East Bay Regional Parks are planning for an extensive fuel break and fuel reduction project for Tilden Park and Wildcat Canyon. Fire Department representative met with Park officials again to obtain further information. During this meeting, the representatives explained that the plan was to make a 200' fuel break/fuel reduction from the property lines down into the park. This would not be a clear-cut project but more aimed at eliminating dead or dying trees and ladder fuel in this space to assist in providing a defensible space or buffer. A copy of their plan is attached for reference and review.

Community Warning and Evacuation Plan

As was reported out last month, the El Cerrito Police Department is currently working on evacuation plans for the City and had reached out to Chief Hull with the Kensington PD to discuss working together on a plan so that the two community's plans blended with no negative impacts on traffic flow patterns. While the City will continue with this project, there is still the projects on determining the best way for alerting the residents as well as public education on the systems that are available right now. Attached is a staff report that was provided to me from Chief Winnacker that he presented to his Fire District Board regarding Emergency Warning System. He also provided a link to a NIST study regarding the use of Community Sirens for notifications. You will find the conclusions are listed on Page 24-25. The link is below:

<https://nvlpubs.nist.gov/nistpubs/TechnicalNotes/NIST.TN.1950.pdf>

Early Warning Information

There has been a lot of discussion on the technology currently available to provide early warning to residents, mainly the Contra Costa County Community Warning System, NIXLE as well as NOAA weather radios and Amber Alerts. While the Board and the committee work on long range plans, I would ask approval to submit a short article to the Outlook on ways to opt into these systems as well as provide information on where to obtain the emergency radios as well as contact information to program into one's phone so as to recognize CWS calls and texts. Having proper contact information programed is important for anyone that has their phone set to only receive calls from numbers or persons in the contact list.

Emergency Operation Plan

The Fire Department has met with representatives from Tetra-Tech in Oakland to start reworking the Emergency Operations Plan. The current plan was written in 2001 and has not been updated for over 5 years. This go around the plan will be re-written in a modular style with the basic plan and then “annexes” for specific issues such as wild land fires, earthquakes, mudslides, active shooter. They will cover essential steps such as action plans for when an emergency strikes, how to recover and how to preplan in the first place. The Board will be required to provide input and as the process starts as well as there will be required training to meet NIMS and SIMS requirements for management of disasters. More information will be forthcoming

Berkeley Evacuation Plan

Attached to this report you will find a DRAFT evacuation plan that the City of Berkeley is working on and has sent out for comment to many residents as well as neighboring agencies. This report covers a number of topics and is very informative as the District’s committee moves ahead with their own plans.

Fuels Treatment Overview

Recommended Treatment Area WC011

Wildcat Canyon Regional Park

Background: In 2010, the East Bay Regional Park District's Board of Directors approved the *Wildfire Hazard Reduction and Resource Management Plan* ("Plan") and the accompanying CEQA (California Environmental Quality Act) document which covers hill and shoreline parklands from Richmond to Castro Valley within the Measure CC (Measure FF) funded area. The approved Plan is an integral component of the Park District's Safe and Healthy Forests initiative for wildfire protection. This project is within Recommended Treatment Area (RTA) WC011 of the Plan. Funding is provided through the voter-approved Measures CC (and FF) and hazard mitigation grants from FEMA (Federal Emergency Management Agency).

Why: The purpose of this project is to establish a zone of natural habitat that is resistant to wildfires, more accessible for firefighters, and less fire-prone. Hazardous wildland vegetation will be reduced in the wildland-urban interface. Overgrown, dense brush and trees and other vegetation will be thinned out or removed throughout the project on Park District property. Healthy native oak and bay trees will be preserved where feasible. Some of the logs and branches will be chipped onsite, some will be completely removed, and some material will be left in piles to be burned during the rainy season. The work is prescribed by FEMA and fully permitted by State and Federal environmental regulatory agencies. Homeowners should continue to clear vegetation on their own property and take appropriate measures to protect their homes against wildfire.

Who: The Park District's Fire Department is managing the project. Various crews and contractors will be performing the initial work and ongoing maintenance. Contractors may be using heavy equipment and chippers. The Park District's Stewardship Department and consulting biologists will be closely monitoring to ensure appropriate resource protection. The Park District's survey department may be surveying and marking some of the property boundaries to help us make sure we perform work on District lands.

When: Work will begin during the first half of 2019. The Park District and its contractors will minimize the impact to park users by restricting work hours to weekdays (7:30 am to 5:30

pm) and temporarily redirecting trail use, if necessary. Equipment and crews will be operating during the project.

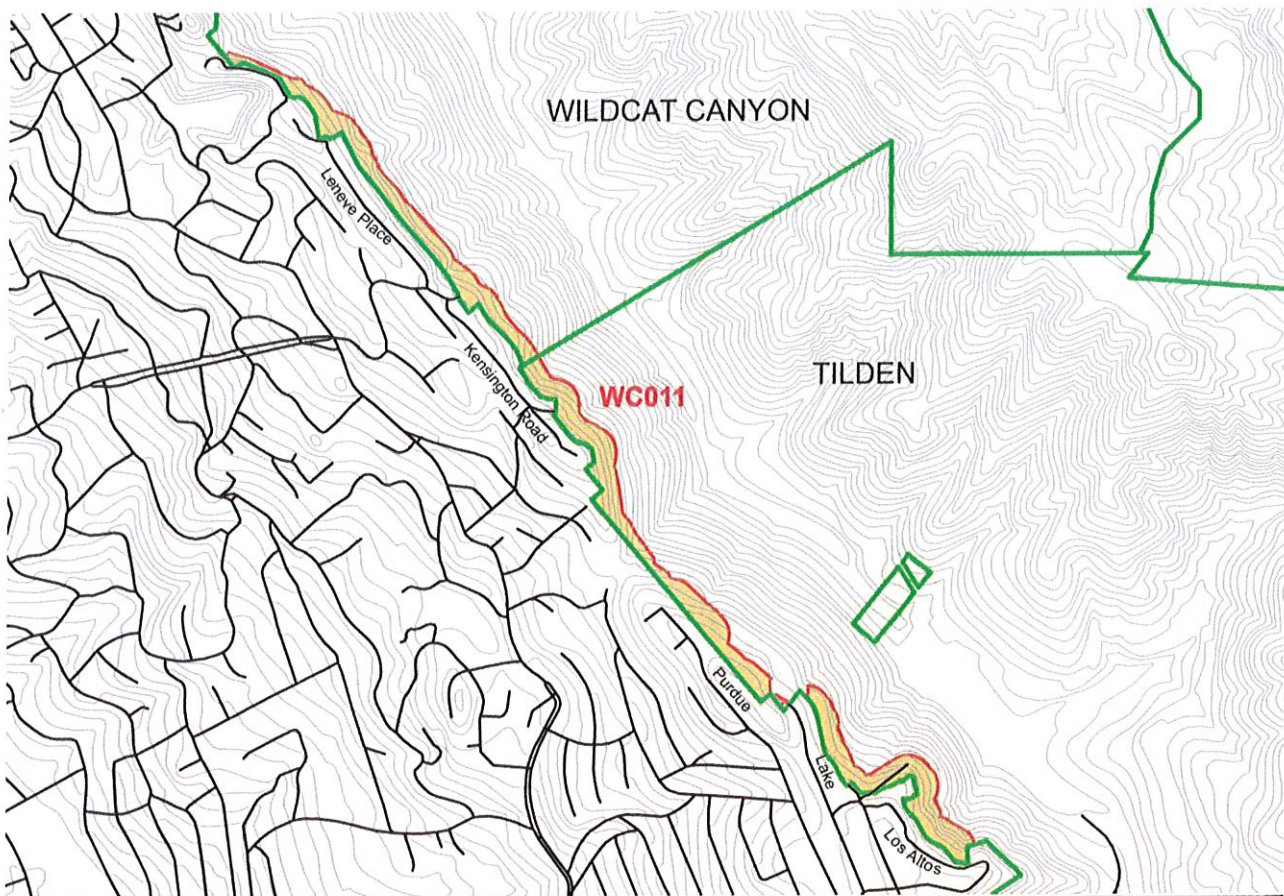
Additional

Information: More information about the Park District's Wildfire Hazard Reduction and Resource Management Plan and specific maps and reports can be found at <http://www.ebparks.org/about/stewardship/fuelsplan/default.htm>

Details about the project and resource protection considerations can be found by scrolling down to the appropriate and Recommended Treatment Area at <https://www.ebparks.org/about/stewardship/fuelsplan/rta.htm>

Updates to the current fuels management projects can be found at: https://www.ebparks.org/about/fire/fuels_management.htm

Site Map:





Moraga-Orinda Fire District

TO: Brad Barber, President, MOFD Board of Directors
FROM: David Winnacker, Fire Chief
DATE: 08/09/2018
SUBJECT: Emergency Warning Systems

Background

Recent community discussion on NextDoor and other digital community messaging systems has identified a desire for emergency notification in the event of a wildfire. Much of this discussion has centered the suitability for emergency sirens to wake sleeping residents and alert them to the need for evacuation.

Current Measures

Evacuation orders and implementation are handled by our law enforcement partners. MOFD has worked with Moraga and Orinda PD to develop detailed evacuation polygons to allow for the orderly evacuation of individual neighborhoods. In the event of a fire, the MOFD incident commander will communicate areas to be evacuated with appropriate police representative who will then activate emergency evacuation notifications. The primary method to do so is through the Reverse 9-1-1 system resulting in automated phone calls being placed to residents in the selected area. Additional notifications can be made on an area wide basis using both Nixle and the Contra Costa County Community Warning System.

Within the MOFD jurisdiction, reverse 9-1-1 is the preferred method as it allows for targeted evacuations of those residents who face the greatest risk. Given the limited number of evacuation routes, attempting a mass evacuation is very likely to result in traffic impacts that will prevent both citizens from departing and first responders from entering the area.

Concerns

A recent development that potentially impacts the ability of local government to make emergency notifications is PG&E's policy to pre-emptively shut down power during high fire threat weather conditions. Combined with the prevalence of VOIP telephone systems and hands free phones, loss of power may effectively eliminate residential telephone services.

Additional concerns have been raised regarding the resiliency of cellular networks and ISP infrastructure in the event of a power outage.

District staff is engaged in conversations with wireless providers to determine the resiliency of local networks, identify critical nodes, and ensure fuels mitigation work has been completed to protect these sites. District staff is also meeting with PG&E to better understand the criteria that will be used to determine that electrical service should be disrupted.

Best Practices

1. Sign up for the CWS and Nixle Alerts
 - a. Set Nixle as an Emergency Bypass contact to enable alerts when the phone is in do not disturb mode
 - b. Ensure your smart phone is set to receive government alerts under the Notifications setting
2. Purchase a UPS to power your hands free phone base station and router/modem
3. Develop a neighborhood notification plan
4. Clear defensible space around your home and any streets that front your property
5. Purchase and maintain a battery powered AM/FM radio to receive updates in the event of a power outage

Siren Review

Several local government agencies have installed outdoor emergency notification systems. Older systems use sirens, whose primary purpose is to warn people who are outside to rapidly seek shelter indoors and turn to radio or TV for more information. A 2017 study by the National Institute of Science and Technology (NIST) found that siren efficacy and propagation was negatively affected by high winds and indoors. As an example of the siren density required to assure notification, San Francisco uses 109 sites (voice and siren capable) to cover 48 square miles. The city of Richmond has 17 sites to serve 30 square miles of primarily flat terrain. MOFD serves 42 square miles with 22.3 of these being within Moraga and Orinda proper.

Siren only systems have recently fallen from favor as technology has provided more precise systems for rapidly spreading emergency information. The NIST study found that sirens often result in confusion regarding what to do and require significant outreach campaigns to educate the public in the targeted area.

The Contra Costa County Community Warning System operates sirens throughout the county, primarily in areas near refineries. They have estimated that sirens cost approximately \$50,000 per site to field and \$5,000 in annual maintenance.

Recommendation

- 1) Info only

References

1. NIST Study: <https://nvlpubs.nist.gov/nistpubs/TechnicalNotes/NIST.TN.1950.pdf>
2. San Francisco OPWS Fact Sheet: <https://sfdem.org/outdoor-public-warning-system-0>
3. Wireless Emergency Alerts: <https://www.fcc.gov/consumers/guides/wireless-emergency-alerts-wea>
4. Contra Costa County CWS Sirens: <https://cwsalerts.com/about/>

Table of Contents

- I. INTRODUCTION
 - a) Purpose
 - b) Scope
 - c) Hazard Overview

- II. ASSUMPTIONS

- III. CONCEPT OF OPERATIONS
 - a) Evacuation Levels
 - b) Hazard Area Identification and Monitoring
 - c) Incident Planning for Evacuee Movement in Complex Evacuations
 - d) Wildfire Evacuation Support Activities
 - e) Partner Coordination

- IV. ROLES AND RESPONSIBILITIES
 - a) Field Responsibilities
 - b) Local Emergency Operations Center Responsibilities
 - c) Local Policy Responsibilities
 - d) Operational Area Responsibilities

- V. ACTIVATION, NOTIFICATION AND RESPONSE ACTIONS
 - a. Activation
 - b. Notification
 - c. Response Actions
 - d. Deactivation

- VI. ATTACHMENTS
 - a. Possible Community Safe Refuge Areas for Wildfire Evacuation
 - b. Wildfire Evacuation Messaging

I. INTRODUCTION

Berkeley faces an ongoing threat from a very likely wildland-urban interface (WUI) fire along its hillsides, where wildland and residential areas intermix. WUI fires can be sparked by both human activity and natural causes. Once ignited, these fires can be difficult to contain when they occur during extreme fire weather conditions. A WUI fire can move with breathtaking speed, expanding to one square mile in under an hour, and consuming hundreds of structures in an hour.

The Berkeley Hills areas include about 8,300 properties.

d) Purpose

This *Wildfire Evacuation Plan* describes how the City of Berkeley will direct, coordinate, and support evacuation of people and animals out of an area threatened by wildfire. The goal of these activities is to minimize the loss of life by evacuating the maximum number of people and animals possible from the immediate hazard area as quickly as possible.

Each emergency situation will dictate response priorities. This document provides structure and considerations to guide responders' decision-making process.

e) Scope

This Plan considers City departments' coordination with each other to direct and support evacuation during a wildfire. It describes Berkeley's evacuation zones and City government's communication and decision-making structures. It highlights key considerations for first responders, including anticipated resource gaps, but does not direct tactical decision-making. This Plan covers protocols and procedures for evacuations implemented across geographic areas and is not intended to cover site-specific evacuations.

This Plan can be used in conjunction with other plans, policies and procedures designed to protect the community:

- Firefighting tactics (see Fire Department Standard Operating Procedures)
- Mass Care and Sheltering of Evacuees (see ESF 6: *Mass Care and Recovery Support Annex*)
- Emergency Public Information and Warning System Procedures (see Administrative Regulation 9.3: *Use of the AC Alert System and 1610 AM Radio for Emergency Public Info and Warning (EPIW)*)
- County/Regional evacuation (see *San Francisco Bay Area Regional Emergency Coordination Plan (RECP)* and the *Regional Catastrophic Earthquake Plan's Mass Transportation/Evacuation Plan*)

f) Hazard Overview

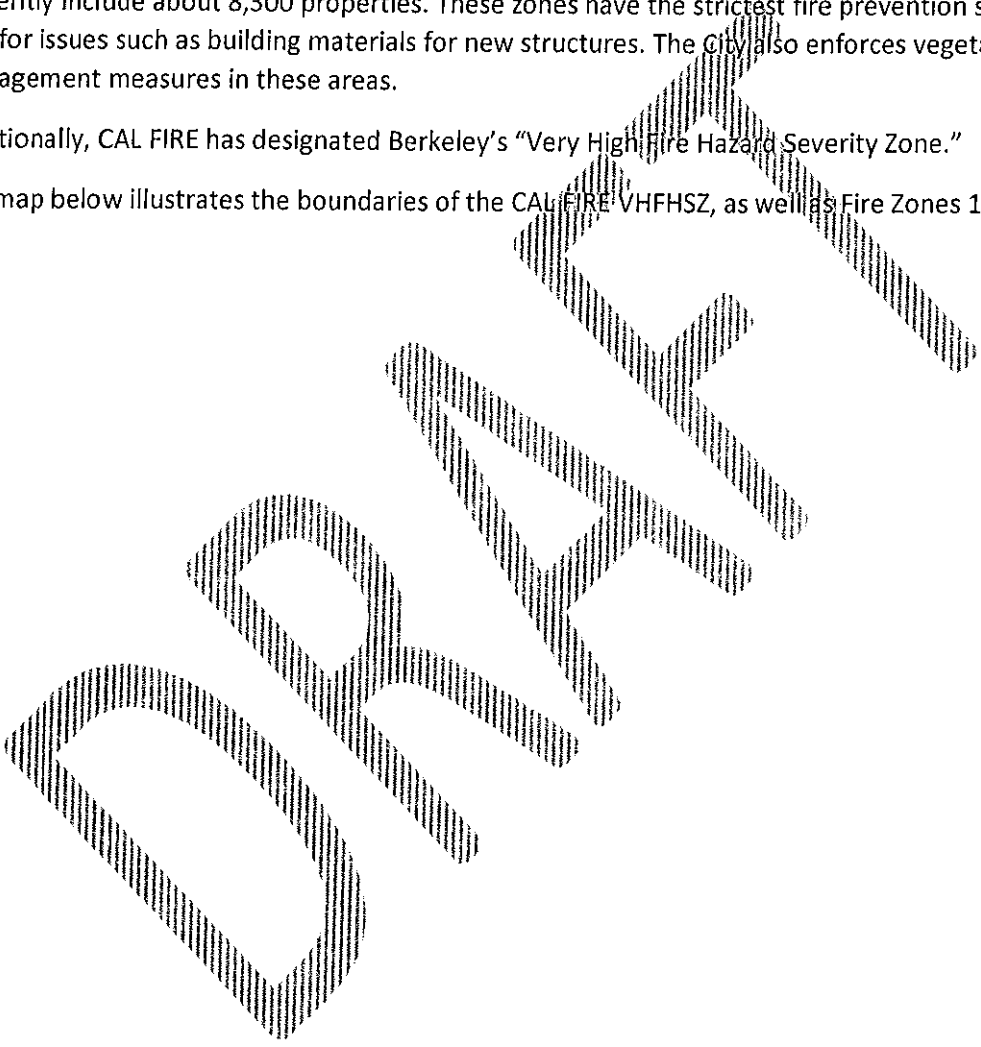
Berkeley is most vulnerable to a wind-driven fire incident originating in an area adjacent to the City's eastern border, in land owned by UC Berkeley, the East Bay Regional Park District, the City of Oakland or

Contra Costa County. The WUI fire risk facing Berkeley's wildland-urban interface area is compounded by the area's mountainous topography, its limited water supply, its minimal access and egress routes, and its location, overlaid upon the Hayward Fault. These factors have all contributed to the area's significant WUI fire history. Given the right wind conditions, a fire in one of these areas could quickly encroach into Berkeley.

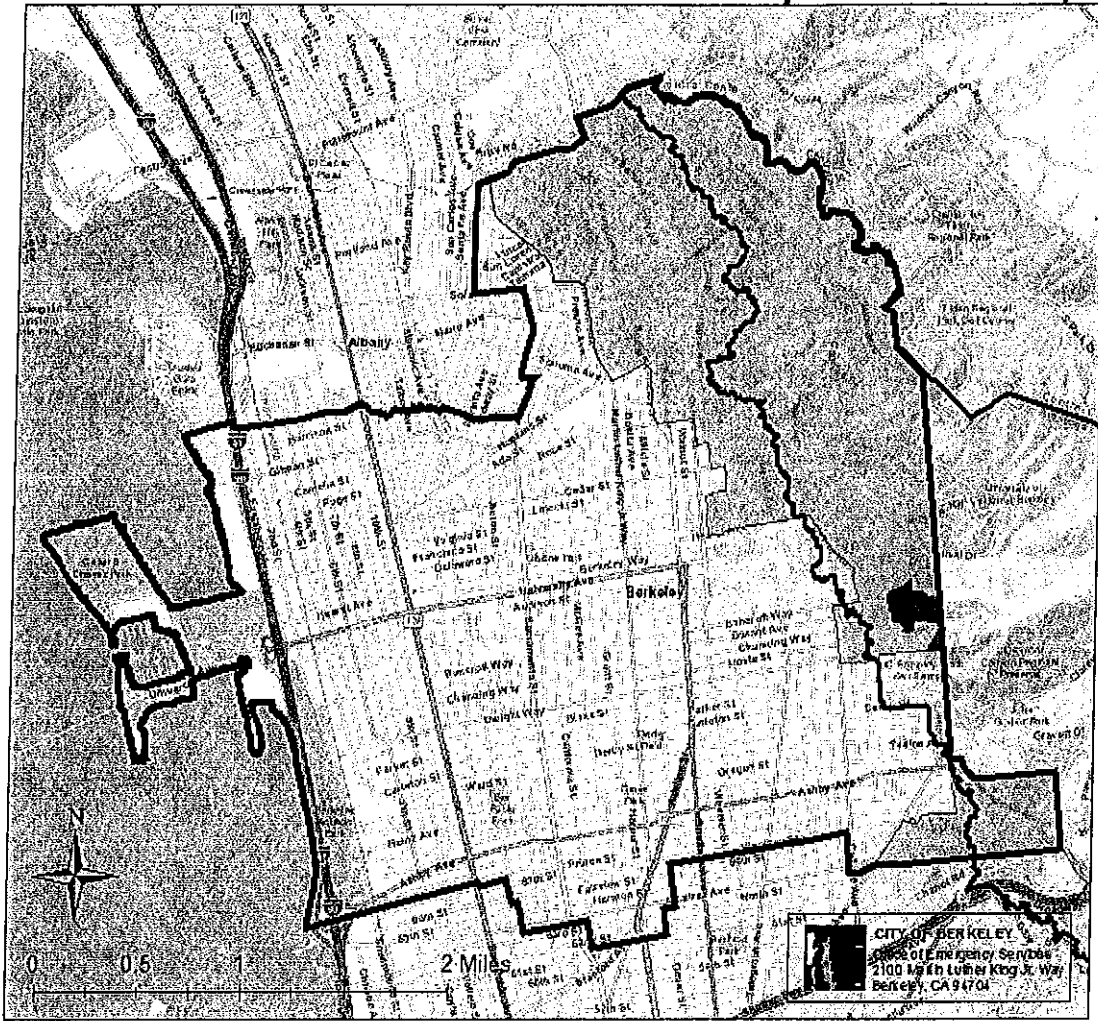
The Berkeley Fire Department has divided the city into Fire Zones 1, 2, and 3, designated in order of ascending fire risk. Fire Zone 3 is the Panoramic Hill area specifically; Fire Zone 2 covers the remainder of the city's eastern hills; Fire Zone 1 covers the rest of the City west of the hills. Fire Zones 2 and 3 currently include about 8,300 properties. These zones have the strictest fire prevention standards in the City for issues such as building materials for new structures. The City also enforces vegetation management measures in these areas.






Additionally, CAL FIRE has designated Berkeley's "Very High Fire Hazard Severity Zone."

The map below illustrates the boundaries of the CAL FIRE VHFHSZ, as well as Fire Zones 1, 2, and 3.



Map 1: Hazardous Fire Zones in Berkeley



-  City of Berkeley
-  CA Dept of Forestry, Very High Fire Severity Zone
- Berkeley Fire Zones**
-  Hazardous Fire Zone 1
-  Hazardous Fire Zone 2
-  Hazardous Fire Zone 3

II. ASSUMPTIONS

Integration of Emergency Management Structures

This Plan integrates the concepts and structure defined by the National Incident Management System (NIMS), the California Standardized Emergency Management system (SEMS), and the National Incident Command System (ICS).

- In any disaster, primary consideration is given to the preservation of life.
- In a catastrophic incident, damage control and disaster relief will be required from the State and federal governments, other local governments, and private organizations.
- The City Emergency Operations Center (EOC) may or may not be activated in support of an event. EOC activation will be determined based on the scope and scale of the event.
- Electronic communications utilizing information technology systems will be compliant with Section 508 of the Rehabilitation Act.
- All printed public education material produced to support this Annex for distribution to the general public shall be available in accessible formats.

Field/Emergency Operations Center Coordination

Field operations directed by the Unified Command Post will focus on saving lives and property.

The UCP will operate without EOC support in the initial phase of incident response. Depending on the time and day, this could be several hours. If activated, the EOC's capability to provide support will grow over time.

The EOC can support the UCP by providing information and coordinating resources to help the UCP develop and implement the event-specific evacuation plan.

The UCP and the EOC together will coordinate transportation support activities. The UCP will direct any transportation support activities occurring in the areas under active threat from the fire; the EOC will coordinate transportation support activities in the rest of the City.

The EOC will coordinate mass care and shelter activities for evacuees.

Coordination outside Berkeley Boundaries

Evacuation operations, including routes and resources, may need to be coordinated with across multiple jurisdictions and authorities both inside Berkeley (e.g., UC Berkeley and the Lawrence Berkeley National Lab) and outside of Berkeley (e.g., Kensington, Oakland, East Bay Regional Parks and Albany.) Whenever possible, this coordination should occur both at the field level Unified Command Post and at the Emergency Operations Center (EOC).

This plan addresses movement of a targeted portion of the Berkeley population out of a hazard area created by a wildfire. The Regional Emergency Coordination Plan (RECP) addresses mass movement of

the Berkeley population out of Berkeley. This plan, and the City's Emergency Operations Plan, coordinate with the RECP.

Hazard Scenario Assumptions

A wildfire requiring evacuations could result in the following circumstances that would further challenge response:

- Electrical power may be out in multiple areas of the City. Power outage may be due to infrastructure damage or due to Pacific Gas & Electric temporarily turning off electricity to customers who are served by PG&E electric lines that run through extreme fire-threat areas. In either case, power outage may affect a larger area of the City than the area immediately threatened by a fire.
- Residents could be displaced; requiring shelter and social services support. Mass care and sheltering activities could be short term or long term depending on the severity of the incident.
- Transportation infrastructure could be damaged and in limited operation. Vital vehicle corridors could be damaged and impassible. Reestablishment of transportation infrastructure will be critical.
- Fires occurring as a result of earthquake could cause additional infrastructure, roadway, and communications system damage that would further challenge evacuation and firefighting efforts.

Resource Availability and Prioritization

A Complex Evacuation (see below) will quickly utilize the City's law enforcement and firefighting resources. The Unified Command Post will rely on external resources to effect an evacuation. Even with external resources, the Unified Command Post will have to balance resource allocation among three activities: firefighting; roadway management; and door-to-door notifications.

In the event of a Complex Evacuation, only life-threatening or serious injury-type calls for service should be dispatched from the City's Emergency Communications Center.

Community Member Responsibilities

Community members have specific responsibilities to prepare to evacuate from a wildfire:

Prepare to evacuate

Community members should make a plan with all members of their households to evacuate their neighborhoods with their neighbors, caregivers, and loved ones.

Because community members may not receive warning, and because the path of a fire is by nature unpredictable, community members must prepare by identifying and practicing multiple evacuation routes that are appropriate for their homes.

Most evacuees will use privately-owned automobiles to escape a wildfire. Past events have demonstrated that roadways may be blocked due to excessive traffic and/or impacted infrastructure. Community members may need to evacuate without their vehicles, or they may need to abandon their vehicles in order to completely exit the evacuation zone.

When planning for evacuation, people with disabilities and others with access and functional needs have additional considerations including:

- The need to evacuate with Durable Medical Equipment (DME), Consumable Medical Supplies (CMS), medication, and service animals
- Transportation methods that accommodate access and functional needs.

Know when to evacuate

Some wildfires requiring evacuation will have little to no warning.

Community members must evacuate immediately if an evacuation is ordered for their area. Community members are responsible for being ready to receive emergency public information and warning messages from multiple sources, including A/C Alert, radio, television, and internet.

Community members should consider whether they will need extra time to evacuate (such as people who may need assistance from caregivers and families with children). If they are located outside the zone(s) being evacuated but near the hazard area, they should immediately activate their evacuation plans using their own resources and networks.

However, community members may not receive warning of a fast-moving wildfire. Community members should not wait to receive an official order before evacuating. Community members should evacuate immediately if:

- An evacuation is ordered for their area
- They see or experience visible fire in an adjacent home, visible fire in a home close by with strong winds, and/or strong winds carrying smoke and/or embers through or over our neighborhood.
- They feel threatened.

Know how to evacuate

Time permitting, evacuating community members should:

- Wear long pants and long sleeves, heavy shoes, goggles/glasses, and a dry bandanna/cloth for face cover.
- Bring a flashlight, a cell phone, and pets, and a map with their pre-selected routes.

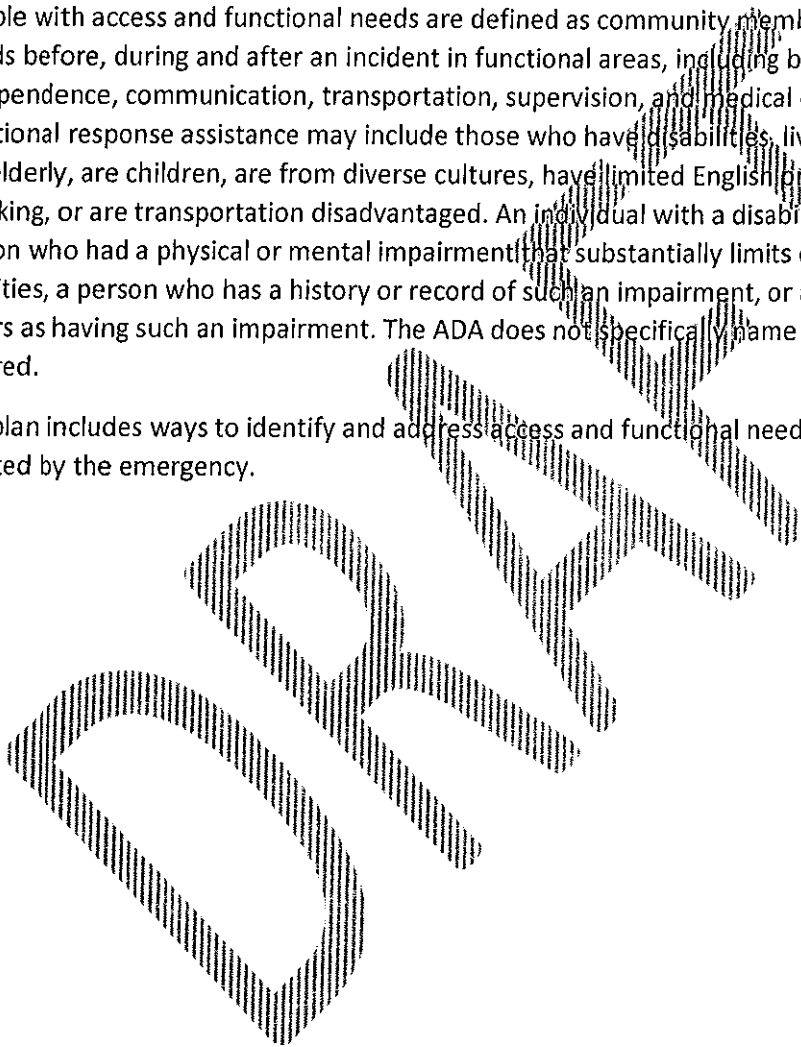
- Agree on where to meet and a common friend/relative to contact if separated.

Many affected community members will not have performed these responsibilities at the time a wildfire evacuation is needed.

Access and Functional Needs

People with access and functional needs are defined as community members who may have additional needs before, during and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are elderly, are children, are from diverse cultures, have limited English proficiency, or are non-English speaking, or are transportation disadvantaged. An individual with a disability is defined by the ADA as a person who had a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. The ADA does not specifically name all of the impairments that are covered.

This plan includes ways to identify and address access and functional needs among community members affected by the emergency.



III. CONCEPT OF OPERATIONS

Evacuation involves the safe movement of people and animals out of a hazard area. The Concept of Operations comprehensively defines the strategies that will be used to effect evacuation in a wildfire scenario. Strategies involve identifying, monitoring, and predicting the extent of the fire and impacts to evacuation infrastructure; making key decisions to allocate resources to implement an incident-specific Traffic Control Plan; and other activities to support evacuation.

Response strategies for wildfire evacuation are described below in four sections:

- a) Evacuation Levels
- b) Evacuation Zone Identification and Monitoring
- c) Incident Planning for Evacuee Movement in Complex Evacuations
- d) Wildfire Evacuation Support Activities

Later in this plan, Section IV: *Roles and Responsibilities* establishes the responsible parties for the activities described in this Concept of Operations. Section V.c: *Response Actions* describes these activities in a sequential order.

a) Evacuation Levels

Berkeley defines two levels to describe necessary evacuation circumstances and associated strategy: Simple Evacuation and Complex Evacuation:

- **Simple Evacuation:** Often evacuations occur as first responders perform day-to-day operations. These are termed *Simple Evacuations*. Simple Evacuations are generally small-scale and can be implemented using available staffing and normal resources.
- **Complex Evacuation:** Under some circumstances, evacuations of larger areas may be necessary. In these circumstances, more resources and greater capabilities will be needed to effect an evacuation, as well as to provide support to evacuated populations. This scenario is termed *Complex Evacuation*. Need for a *Complex Evacuation* could be immediately obvious, for example in a wildfire spreading from Tilden Park into the Berkeley Hills neighborhoods. Alternately, a *Simple Evacuation* could evolve to become a *Complex Evacuation* as the incident develops (for example, a house fire that spreads out of control in the Berkeley Hills neighborhoods).

b) Identification of Evacuation Zone(s)/Key Locations

This section outlines concepts, considerations, and tools to define the area to be evacuated, for both simple and complex evacuations.

Hazard Monitoring

The first step in a wildfire evacuation involves identifying the area at risk. Fire and Police Commanders will perform this step together considering:

- Fire extent (direct and areas impacted by smoke and embers)
- Anticipated spread (considering weather, dryness, topography)
- Roadway/traffic conditions

Police Commanders must be engaged in this discussion because they are primarily responsible for affecting the evacuation. In most scenarios the area that could be impacted by the fire will be defined by the fire's extent and anticipated spread. However, impacted roadways and high volumes of traffic could extend the hazard area if particular neighborhoods are cut off by traffic decisions.

Area to Evacuate

Once the hazard area has been identified, the area to be evacuated will be defined. In many cases this will be the same as the overall hazard area. In some cases, the hazard area will be divided into different sections with different instructions, such as:

- Evacuate now
- Prepare to evacuate

In a small incident requiring a Simple Evacuation, the incident commanders on scene will identify the hazard area and evacuation areas. In a larger event, incident commanders may need to coordinate with the Emergency Operations Center in order to define the hazard area, evacuation areas, and Community Safe Refuge Areas (see *Community Safe Refuge Areas* below).

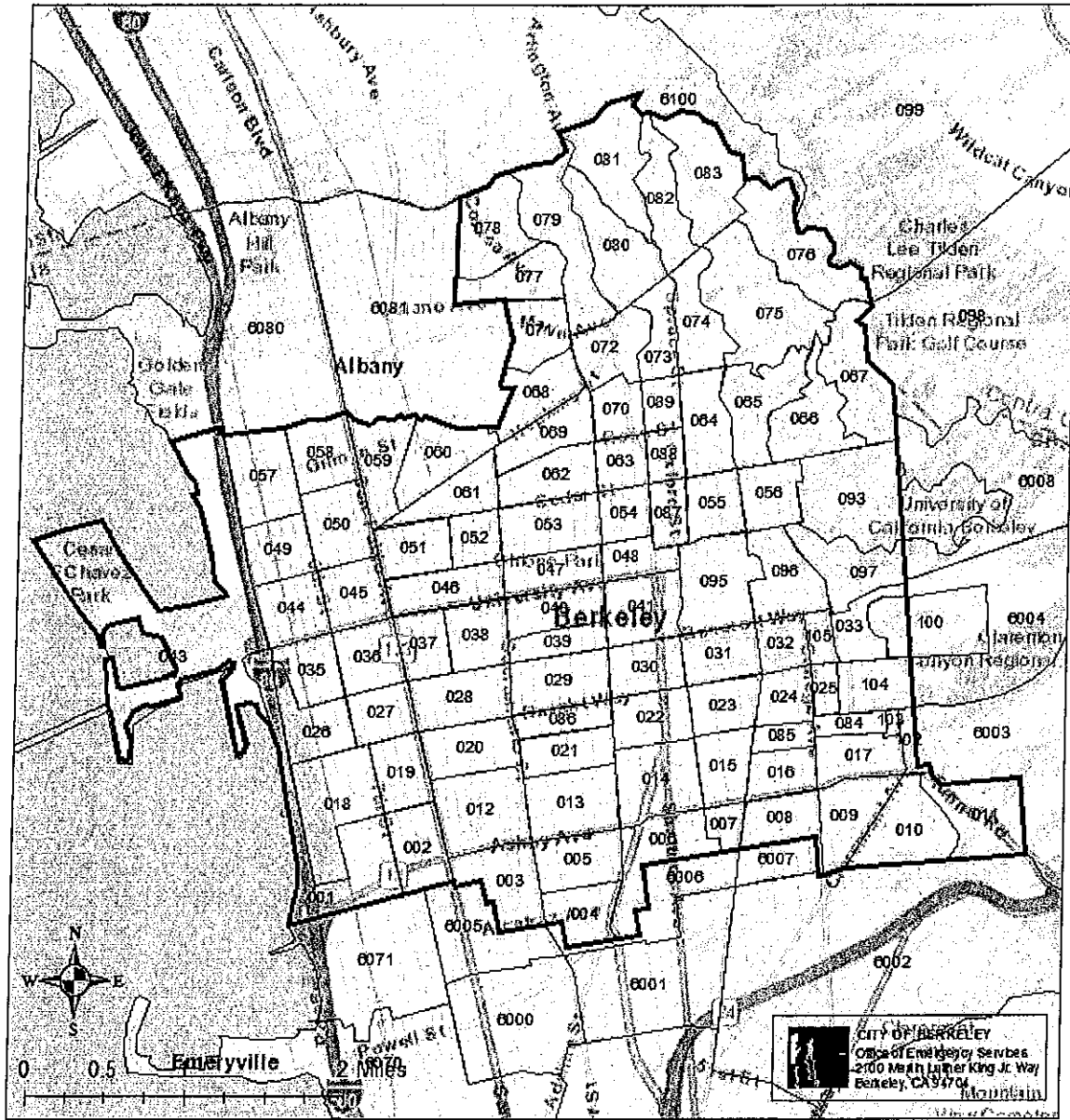
The UCP (Field-Level) will make these decisions. If the EOC is activated, the EOC will provide supportive information to Field-Level commanders.

Evacuation Zones

Berkeley has been divided into Evacuation Zones. Zones have been designed to have similar populations. Evacuation Zones will serve two response functions:

1. Field Commanders will use Evacuation Zones to define the boundaries of an area to be evacuated. Especially in the Berkeley hills, where streets are not gridded, communicating evacuation orders using Evacuation Zones will provide speed and clarity of communication among responders and the community.
2. Evacuation Zones will serve as suggested thresholds for decision-making by Incident Commanders. If an incident involves or will shortly involve multiple evacuation zones, this may indicate that the evacuation cannot be implemented without extensive external assistance. Incident Commanders should consider activating the EOC and calling for mutual aid to facilitate field-level evacuation activities.

Map 2: City of Berkeley Evacuation Zones



- City of Berkeley
- Berkeley Evacuation Zones

Key Locations

As part of evacuation planning, the UCP must also identify key response sites, critical facilities, and facilities with vulnerable populations in the Evacuation Zones, as well as Community Safe Refuge Areas outside of the Evacuation Zones.

- Response sites include the UCP, staging areas, bases, and Community Safe Refuge Areas (see below).
- Critical facilities are those locations that are high priorities for protection due to either their role in ensuring ongoing operations (e.g., power substation, pumping station, etc.) or supporting incident response (e.g. fire stations).
- Facilities with vulnerable populations have a high density of people with access and functional needs (e.g., schools and nursing homes.)
- Community Safe Refuge Areas serve as locations outside of the hazard area to which pedestrian evacuees can be directed to receive further information and instructions.

If activated, the EOC can provide support in identifying these sites.

c) Incident Planning for Evacuee Movement in Complex Evacuations

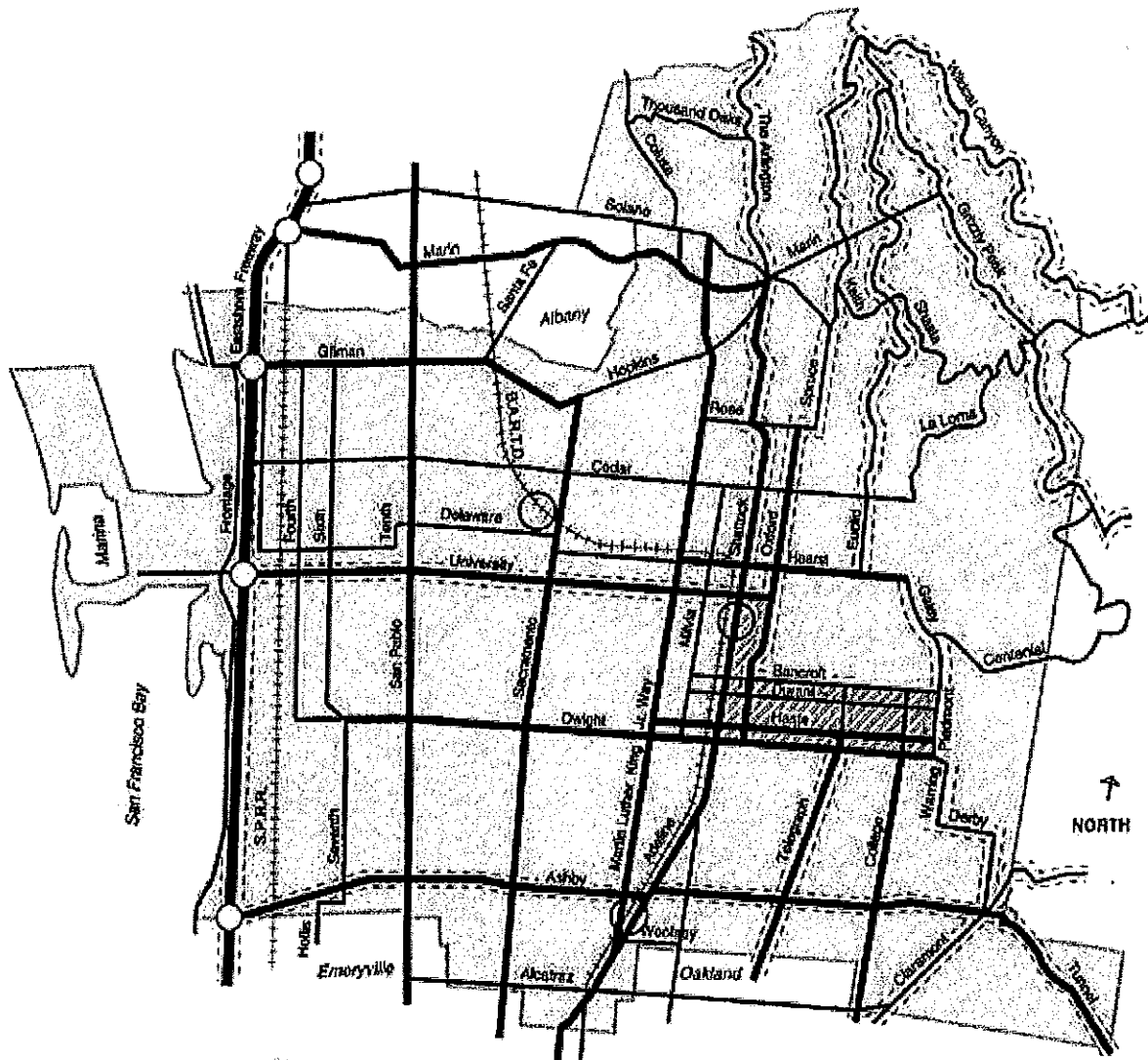
In complex evacuations, once the area to evacuate has been defined, incident-specific decisions must be made for the best routes for evacuees to use to move out of the hazard area. This section outlines the resources and considerations for responders to determine the best routes for the incident, as well as how those decisions can inform development of a supporting Traffic Control Plan.

Berkeley's Vehicular Circulation Network

Per the *Vehicular Circulation Network* below, the City's roadways are designated as major streets, collector streets, and local streets, in order of descending capacity.

This plan does not specify capacity of various roadways because calculated roadway capacity will not appropriately estimate traffic flow for an emergency situation. Evacuation will cause a surge in traffic, and traffic flow will be best facilitated by removing blockages at intersections and along roadways. Resources assigned to roadway management will focus on removing blockages from major and collector streets.

Because there are no major streets in the Berkeley hills, vehicular evacuation for most hills residents will involve navigating local streets to access a collector street to move out of the hazard area.



LEGEND

- Major Street
- Collector Street
- - - Scenic Route
- ▨ Area Under Study
- Freeway and Interchange
- +—+—+ Rail Lines
- B.A.R.T.D. Station

Prepared by the City of Berkeley Planning Dept.
for illustrative purposes only, updated 10/01

Map 3: Vehicular Circulation Network

Pedestrian Pathways

In the city's many steep neighborhoods with winding roads, public pathways take the shortest, most direct routes, mimicking city block grids that do not exist. These pathways can assist evacuation and firefighting efforts in the hills, because most of the paths offer more expeditious evacuation routes than the surrounding city streets.

In preparedness outreach, the City instructs community members to always be ready to evacuate without a car and to be aware of the locations of developed paths that may reduce evacuation distance. However, because developed pathway conditions vary widely from those with concrete steps and railings to those with wooden steps, these paths may not be good options for evacuees with mobility issues or low vision. For these evacuees, the City recommends City streets for pedestrian evacuation.

Community Safe Refuge Areas

A Community Safe Refuge Area is a landmark outside the immediate hazard area. A Community Safe Refuge Area serves as a location to which evacuees can be directed to receive further information and instructions.

Community Safe Refuge Areas are most likely to be used in a Complex Evacuation, either:

- By people evacuating on foot
- As drop-off point for people being evacuated ad-hoc by responders. In this scenario, responders may need to quickly drop off evacuees and then return into the hazard area to continue door-to-door notifications.

Evacuees leaving in vehicles should not stop at a Community Safe Refuge Area; they are expected to drive further away from the hazard area to an Evacuation Center or another location with services.

Community Safe Refuge Areas are not intended to provide mass care services. Depending on the incident, the UCP or EOC may direct transportation resources to move evacuees from Community Safe Refuge Areas to Mass Care service sites. (See *Community Transportation below* for more details.)

In this way, Community Safe Refuge Areas serve as an interface between wildfire evacuation activities and broader City efforts to support evacuees.

When issuing an evacuation order for a Complex Evacuation, the UCP should identify one or more Community Safe Refuge Area(s) so that people evacuating on foot and responders know how far they need to travel to be outside the hazard area. Community Safe Refuge Areas should be located away from staging areas so that gathered evacuees do not interfere with other incident response activities.

Community Safe Refuge Areas identified in this plan will not all be available and may not be safe in an actual incident. Community members should prepare to receive information about which Community Safe Refuge Areas are active during an incident. If that information is not available, evacuees should proceed as far as possible away from the perceived threat.

Depending on the extent of the fire, the Unified Command Post may need to select different Community Safe Refuge Areas. If activated, the EOC can provide support for this decision.

Attachment A lists possible Community Safe Refuge Areas for wildfire evacuation.

Map 4 below illustrates the locations of possible Community Safe Refuge Areas for wildfire evacuation, along with major streets which may be used for Community Transportation (see *Community Transportation* below).



Map 4. Community Safe Refuge Areas and Major Streets



- ▲ BUSD Owned
- UC Owned
- EBMUD Owned
- ⊙ Privately Owned
- ★ City Owned
- Major streets
- City of Berkeley

Priority Transportation Routes

Fire ignition and path/speed of spread are not easily predicted. A single “flush plan,” or predetermined set of evacuation routes and directions, will not effectively support wildfire evacuation planning needs. Additionally, while evacuees and responders may use many routes to get out of or into the hazard area, limited resources cannot support clearance and active management of all possible routes.

Therefore wildfire evacuation response will involve identification of incident-specific Priority Transportation Routes to support responder ingress and community evacuation.

The Incident Traffic Control Plan (see below) will identify Priority Transportation Routes. Priority Transportation Routes will be highest priority for route clearance and traffic management activities.

When establishing Priority Transportation Routes, the UCP will consider:

- Zones under evacuation order
- Hazard area and potential area of hazard spread
- Current route status/hazard impacts to routes
- Key response sites
- Community Safe Refuge Area(s)
- Critical facilities inside and adjacent to the Hazard Area
- Vulnerable facilities in the Hazard Area
- Vehicular Circulation Network (see above)
 - Emphasis on Major Streets and Collector Streets both inside and adjacent to the Hazard Area
- Additional circumstances (time of day, existing traffic flow, etc.)

The EOC can provide supportive information to help the UCP determine or update Priority Transportation Routes.

Traffic Control Plan (TCP)

The primary goal of the Traffic Control Plan will be to support the safe and quick movement of community members out of the hazard area while maintaining responder access to the hazard area. The Traffic Control Plan allocates personnel and equipment resources to clear roadways and provide active and passive traffic control of the Priority Transportation Routes. The TCP is developed considering evacuation areas, priority transportation routes, and available resources.

The Traffic Control Plan may:

- Establish of special traffic patterns both inside and outside of the evacuation zone:
 - Change path of travel on specific streets
 - Restrict travel on specific streets
 - Put traffic signals in “flash” mode to facilitate traffic flow
- Include traffic controls outside of the immediate hazard area if necessary to relieve congestion in areas impacted by the incident.
- Include traffic controls to prevent people from entering the hazard area.

- Designate evacuation routes, including recommended routes for those:
 - Evacuating by car
 - Evacuating on foot
 - Evacuating using assistive devices
- Designate separate routes for responder ingress
- Assign resources to remove roadway obstructions, including debris (by Public Works) and parked cars (private towing companies, at BPD discretion)
- Include a map of impacted areas and routes. Note that any publicly distributed map shall include a detailed written description of the map.

In Simple Evacuations, the Traffic Control Plan will be developed by a BPD commander on scene. In Complex Evacuations, Public Works – Transportation Division staff will coordinate with Police Department staff to develop and implement the plan. In Complex Evacuations this responsibility may shift from the field level to Department Operations Centers and/or the Emergency Operations Center. In the EOC, this activity occurs between the Law Enforcement Branch and the Construction and Engineering Branch of the Operations Support Section.

Once developed, the Evacuation Route/Traffic Control Plan must be communicated to responders so that it may be implemented. The plan must also be communicated to the public via *Emergency Public Information and Warning* (described below).

During implementation of the TCP, it will be necessary to monitor the situation in order to identify and address any issues, such as gridlock. As incident circumstances change (e.g., the hazard area grows, an evacuation route becomes blocked, additional responders become available, etc.) the TCP must also be updated and re-communicated to responders and the public for implementation. This situation monitoring will be a combined responsibility of field responders and the EOC, if activated.

d) Wildfire Evacuation Support Activities

The table below outlines activities that may be undertaken to support an evacuation. For each activity, the table identifies whether the activities would be part of a Simple or Complex Evacuation.

Activity	Simple Evacuation	Complex Evacuation
Emergency Public Information and Warning	Yes – often in-person	Yes
Access Control and Reentry	Yes – narrow and short-term	Yes – possibly extensive and ongoing
Door-to-door Notification and Assistance	Yes	Unlikely
Health and Medical Support	Yes	Yes, may be limited inside evacuation area
Animal Response	Yes	Yes
Community Transportation	No	Yes
Evacuation Centers/ Mass Care and Shelter	Possible, depends on expected incident duration	Yes
Resource Management	Yes	Yes
Policy Support	No	Yes

Each activity is described in detail below including related access and functional needs considerations.

Emergency Public Information and Warning

Both simple and complex evacuations require Emergency Public Information and Warning (EPIW). The goal of EPIW is alerting (s) to motivate people in danger to take protective action. In an evacuation context, this means:

- Motivating people to evacuate immediately in areas under evacuation order, and
- Motivating people to prepare to evacuate in areas that may be ordered to evacuate.

The City plans to use multiple systems, including AC Alert and the 1610 AM radio station, to disseminate EPIW messages to affected populations per existing protocols.¹ The City plans to send EPIW messages in both verbal and text-based formats so that all community members, including people with access and functional needs, can receive the messages in the format that works best for them.

In life-threatening emergencies, the City may also request that the Alameda County Office of Emergency Services activate the Integrated Public Alert and Warning System (IPAWS), which includes television scrolls, radio interrupts, and wireless emergency alerts to mobile phones.

The UCP will direct the 9-1-1 Communications Center to send initial community notifications as early as possible in an incident to allow as much evacuation time as possible for those in danger, and to give as

¹ See Administrative Regulation 9.3: *Use of the AC Alert System and 1610 AM Radio for Emergency Public Info and Warning (EPIW)*

much advance warning as possible to people who may need extra time to evacuate (such as people who may need assistance from caregivers and families with children).

Because the evacuation plan will evolve over time, follow-up messaging may be necessary to provide more specific instructions. The UCP will direct the 9-1-1 Communications Center to update messages as necessary in order to provide the most current instructions to community members.

Evacuation messaging templates are included in Attachment B: *Wildfire Evacuation Messaging*. If evacuation messaging includes a map, a detailed written description of the map must also be included to ensure that it is accessible to people who may not be able to see the map.

Additionally, field responders may also use their apparatus to signal the need to take protective action to community members. Responders may sound apparatus sirens and do announcements over loudspeaker. These alerting options should be used in conjunction with other EPIW alerting systems, as these methods cannot provide specific response instructions, and they may exclude people who are indoors, asleep, have impaired hearing, or otherwise cannot hear the messages.

Access Control and Reentry

An evacuated area may be hazardous to those people who attempt to reenter. Evacuated areas are also vulnerable to property-related crime by persons without authorized access.

A Simple Evacuation may involve shutting down a street while incident response occurs. A Complex Evacuation may be a longer-term shutdown of access to an impacted neighborhood, along with establishment of reentry checkpoints to manage the community's return.

In either scenario, commanders must consider whether they will permit entry into the evacuation area for caregivers who need to assist in the evacuation of area residents, for example, family members helping elderly relatives or in-home caregivers providing support to clients.

When the area is determined to be safe enough for law enforcement to enter, law enforcement responders shall provide organized patrols inside the perimeter of the evacuation zone to enforce the evacuation and ensure evacuated persons do not reenter before the evacuation order is lifted. These organized patrols will also deter criminal activity in the area. If safety concerns do not allow for organized patrols within the evacuated area, law enforcement should establish hard containment security perimeters immediately outside of the evacuation zone perimeter to prevent entry into the area.

Reentry of evacuated areas by residents will be coordinated through the EOC. Safety concerns must be mitigated before community members can reenter the area, and utilities may need to be restored before residents can remain onsite. Depending on the impact of the fire, reentry may be permitted with certain restrictions, for example allowing limited groups of people into affected areas, and only during daylight hours.

Door-to-Door Notification and Assistance

If resources allow, field responders may perform “door-to-door” evacuation notifications for households, businesses and other gatherings in the hazard area.

The primary goal of door-to-door notification is to motivate the community members most at risk to evacuate immediately. Community members will be more likely to evacuate if they receive consistent information and instructions from multiple trustworthy sources, including from EPIW messages and door-to-door notifications. In this way, door-to-door notification can be considered to be an “in-person” EPIW message.

Door-to-door notifications will include considerations for people who have difficulty seeing and hearing and understanding.

The secondary goal of door-to-door notification is to coordinate ad-hoc assistance to enable a community member to evacuate if that person cannot do so alone.

Provision of door-to-door notifications and assistance is very resource-intensive. In complex evacuations with wide areas of impact, incident commanders may need to greatly reduce or suspend door-to-door notifications in order to facilitate other evacuation response activities. Community members should not expect door-to-door notifications or assistance from emergency responders during evacuation.

Health and Medical Support

The City of Berkeley Fire Department provides emergency medical services (EMS) through its Engine and Truck companies, all of which are staffed with a paramedic and Advanced Life Support (ALS) equipment; four ambulances, each staffed with two paramedics; and mutual aid agreements to request EMS resources from outside the City of Berkeley.

All City of Berkeley Fire Department paramedics are also firefighters. In a Complex wildfire evacuation, most City Fire and EMS resources will be initially allocated to the UCP. The UCP Fire Commander will determine how to best allocate City ambulances and the firefighter/paramedics that staff them. In a fast-moving WUI fire, firefighter/paramedics may be fully allocated to the UCP for firefighting or evacuation activities.

In a complex wildfire evacuation, the Fire Commander in the Unified Command Post will request EMS mutual aid from the Alameda County Regional Emergency Communications Center (ACRECC) to support wildfire evacuation activities. The Fire Department (Deputy Chief or Chief assigned to cover the City) will also request EMS mutual aid from ACRECC in order to maintain service to areas of the City not under threat from fire.

The majority of EMS mutual aid will be provided by private ambulance companies, although some may come from fire agencies. The UCP will assign its ambulance resources to respond inside/outside of the area under evacuation order considering roadway conditions, current/predicted path of fire, and capability of the ambulance (private or fire agency ambulance). The UCP may also direct assigned ambulance resources to Community Safe Refuge Area(s).

Community members experiencing medical emergencies during a wildfire evacuation will continue to call the 9-1-1 Communications Center to request medical assistance. The Communications Center will determine whether the call is coming from an area under evacuation order and will forward calls for service from within the evacuation area to the UCP. The UCP will triage those requests and will respond as resources allow.

Guidance to evacuees will include the following:

- Individuals dependent on medical devices, such as respirators, sleep-apnea monitors, and wheelchairs will bring those with them as feasible.
- Medical professionals and personal assistants already in the process of supporting a person with medical needs will be expected to accompany the evacuee.
- Definitive medical treatment may be temporarily unavailable due to the event.

The EOC will coordinate with the Fire Department and the Department of Health, Housing, and Community Services to provide health and medical support to evacuees at Community Safe Refuge Area(s), Evacuation Centers, and other mass care sites (see ESF 6: *Mass Care and Recovery Support Annex*). This may involve staffing mass care sites with medical personnel, or using community transportation to transport evacuees needing medical treatment to appropriate medical facilities.

Animal Response

“Animals” includes service animals², pets, and livestock³. Low evacuation rates from past disasters have resulted in laws requiring that animal planning be included in mass evacuations⁴. People are more likely to evacuate if they can do so with their animals.

Service animals must always be evacuated with their owners. If at all possible, pets and livestock should evacuate with their owners. Those evacuating in vehicles should bring their pets in kennels/crates, with food and other pet care supplies, if possible. Emergency messaging (see *Emergency Public Information*

² Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Miniature horses who have been individually trained to do work or perform tasks for people with disabilities are service animals as defined by the Department of Justice regulations.

http://www.ada.gov/service_animals_2010.htm.

³ Berkeley’s only known population of large animals is the horses at Golden Gate Fields, which is not in the hazard area for wildfire evacuation.

⁴ Pets Evacuation and Transportation Standards Act of 2006: <http://www.gpo.gov/fdsys/pkg/PLAW-109publ308/pdf/PLAW-109publ308.pdf>

and Warning in Section III.d *Wildfire Evacuation Support Activities*) will instruct evacuees to bring their animals.

The City of Berkeley's Animal Care Services Division (BACS) leads the City's animal response activities, including field services and sheltering. BACS maintains vehicles and staff for animal transport, staffs and operates the Dona Spring Animal Shelter on Bolivar Drive, maintains emergency sheltering supplies for animals, and manages a cadre of volunteers to serve in day-to-day operations as well as emergencies.

In a wildfire evacuation, BACS will use multiple approaches to support evacuated animals. BACS may be represented at the:

- Animal Shelter
- Emergency Operations Center - Operations Support Section
- Community Safe Refuge Areas
- Mass Care Sites (Evacuation Centers, disaster shelters, etc.)

Field operations

During wildfire evacuation, BACS staff will not enter areas under threat. Instead, BACS will work through the EOC to monitor and provide support to evacuated animals at Community Safe Refuge Areas. This may involve crating or providing physical support to contain animals who have evacuated with their owners on foot, as well as transporting animals to the Animal Shelter or to Evacuation Centers as they are established.

When the fire threat has been mitigated and the evacuated area has been determined to be safe and navigable, BACS may also respond inside the impacted area. BACS will allocate resources to managing stray animals through a combination of roaming patrols, as well as possibly responding to requests for service for particular homes that have been evacuated.

While BACS does not have formalized MOUs for field response, BACS may call on partner agencies in surrounding jurisdictions to assist with these activities.

Sheltering Operations

BACS will coordinate sheltering of evacuated animals. Potential shelter locations include the City Animal Shelter, the Berkeley Humane Society (under MOU with BACS), and collocated animal sheltering at disaster shelters for human evacuees. Animal Sheltering operations and coordination are detailed in ESF 6: *Mass Care and Recovery Support Annex* and ESF 11: *Animal Response Annex*.

Community Transportation

In wildfire evacuation, Community Transportation involves use of transit resources to move collected evacuees from a location outside the hazard area to a location providing mass care services. A Complex

Evacuation may require Community Transportation to move evacuees from a Community Safe Refuge Area to an Evacuation Center.

Community Transportation in this context would be coordinated in the EOC's Operations Support Section by the Law Enforcement Branch, the Construction and Engineering Branch, and the Community Branch.

Key points of information to affect Community Transportation include:

- Transportation needs (estimated number of people and animals, including number needing wheelchair or gurney transport)
- Community Safe Refuge Areas to pick up community members and animals (predesignated and/or spontaneous)
- Evacuation Center locations to drop off community members and animals
- Recommended route to Evacuation Center locations

Responders may perform ad-hoc evacuation of community members as part of their *Door-to-Door Notification and Assistance* activities. However, the time and resources are unlikely to be available to do evacuation out of the hazard area with Community Transportation.

To access transportation resources, the City will request City transportation resources as well as partner assets from elsewhere in Berkeley and Alameda County. Access to County transportation resources such as Paratransit vehicles and AC Transit buses would be through coordination with the Alameda County Sheriff's Office of Emergency Services or the Alameda County Operational Area EOC (if activated). Any requests for transportation resources must include vehicles with accessible capacity.

Evacuation Centers/Mass Care and Shelter

An Evacuation Center is a designated site where the City and partners will provide basic mass care services to evacuees, such as snacks, water, restroom access, and connection to instructions and information. Evacuation Centers are designed as very-short-term operations of a few hours or less. If evacuees require overnight sheltering, the EOC will coordinate activation of one or more disaster shelters. An Evacuation Center may become a shelter site or the EOC may designate a more appropriate location to provide emergency sheltering for evacuees.

Evacuation Center Designation

Evacuation Centers should be designated as early as possible to give evacuees a location to go. An Evacuation Center situated away from:

- The hazard area so that the Evacuation Center will not need to be relocated if the incident grows
- Staging areas, the UCP, and other incident response sites, so that evacuees may be properly served without interfering with other incident response activities

The UCP may designate an Evacuation Center as part of an evacuation order. If the UCP does not specify an Evacuation Center site, the EOC's Mass Care Branch will designate one⁵, notifying the UCP, Dispatch, and PIO/JIC for communication to the community. Once the Evacuation Center is designated, the EOC is responsible for coordinating resource needs for the site. During non-business hours, Evacuation Center locations may be initially closed or unable to provide services. As the response progresses, the City will provide more mass care services. ESF 6: *Mass Care and Recovery Support Annex* outlines care and shelter practices in Berkeley.

Resource Management

City EOC Not Activated:

- The UCP will request resources through the Field UCP Logistics Section.
- If the UCP Logistics Section cannot fulfill the request, the Field UCP Logistics Section shall contact the Communications Center (Dispatch) to obtain resources as needed.
- Communications Center staff will request further resources from:
 - City Departments
 - City Partner agencies (see *Partner Coordination* below)
 - Alameda County agencies

City EOC Activated:

- The UCP will request resources through the Field UCP Logistics Section.
- If the UCP Logistics Section cannot fill the request, the Field UCP Logistics Section will request resources from City Departments:
 - If a Department is represented at the UCP, the UCP will route the request directly to the Department/DOC.
 - If a Department is not represented at the UCP, the UCP will route the request to the EOC Operations Support Section.
 - At the EOC level, resource requests will be coordinated through the Operations Section as described in Emergency Operations Plan Section 2.3.5 *Resource Management*.

Policy Support

A Complex Evacuation from a Wildfire will create a need for Policy-level decision-making. Complex evacuations may require the Director of Emergency Services to provide support by making emergency policy decisions. Emergency policy decisions are those decisions that change or suspend City rules and regulations. Potential policy issues for an evacuation scenario include:

- Ongoing access control for evacuated areas
- Access to vacated homes by emergency services personnel in response to owner request
- Approval of emergency contracts for supportive equipment and services

⁵ See *Shelter Site Identification Procedure*, which incorporates Access and Functional Needs considerations

- Reentry procedures for residents and the general public

Policy decisions would normally require City Council approval. Because evacuation scenarios generally evolve quickly, it is likely that policy decisions will initially be made by the DES rather than the City Council. These decisions must be approved by the City Council as soon as is practicable. See EOP Base Plan Section 2.2.2 *Policy Group* for details.

At any time, the Director of Emergency Services may assemble an ad-hoc Policy Group of experts to advise on emergency policy decisions. For wildfire evacuation, key individuals that the DES may engage in a Policy Group include:

- Police Chief
- Director of Public Works
- Transportation Division Manager
- City Attorney
- Fire Chief
- Health Officer
- Waterfront Manager
- Toxics Division Manager
- Public Information Officer

e) Partner Coordination

City responders may coordinate at the field, Department, EOC, and Policy levels with partners external to Berkeley City government in order to implement a wildfire evacuation. Some key partners are listed below, along with descriptions of necessary coordination and clarification of responsibilities.

Mutual Response Area Partners

The Berkeley Fire Department participates with other departments in a Mutual Response Area concept. When a fire breaks out in areas of the east bay hills that are highly vulnerable to fast-moving fires, departments from outside the jurisdiction may respond in order to quickly quell the fire. In Berkeley's Mutual Response Areas, responding departments may include:

- Moraga/Orinda Fire
- Oakland Fire
- El Cerrito/Kensington Fire
- East Bay Regional Parks Fire

This means that even without a mutual aid request to the County, these agencies may be participating in response efforts during a wildfire evacuation in Berkeley.

Berkeley Partners

UC Berkeley

Berkeley Fire provides Fire and EMS services to UC Berkeley. UCPD is in charge of law enforcement on the UC Berkeley campus.

If wildfire may impact any area of the UC Campus, including if Berkeley Fire will recommend evacuation for any of areas of the UC Campus, UCPD would be responsible for implementing that evacuation. Therefore, UCPD should be part of the Unified Command Post if any areas of the UC Campus may be in any way affected by wildfire response.

UC Berkeley would likely activate its own Emergency Operations Center and should send a liaison to the City of Berkeley's Emergency Operations Center if the City EOC is activated.

UC Berkeley has its own emergency notification systems that should be used in tandem with City processes (see *Emergency Public Information and Warning* in Section III.d *Wildfire Evacuation Support Activities*) to issue evacuation information and instructions to students, staff and faculty.

Because the UC Berkeley campus borders a significant portion of Berkeley's hills area, the fastest evacuation routes for community members might involve roadways and walking paths on the UC Campus. If the City wants to recommend evacuation routes through Campus property, the City must coordinate with UCPD through the UCP and/or the EOC. Regardless of the City's recommendation to the community, the UC Berkeley Campus can expect that evacuating community members may travel to or through the UC Campus as they leave the hazard area.

Lawrence Berkeley National Lab

LBNL sits on the border between Berkeley and the wildlands managed by the East Bay Regional Parks District. A wildfire could first enter Berkeley on LBNL property.

LBNL's Fire and HazMat response is provided through a contract with Alameda County Fire. UCPD is in charge of law enforcement on the Lab campus. The City of Berkeley provides EMS to the LBNL campus.

If wildfire could affect any area of the LBNL campus, including if Berkeley Fire will recommend evacuation for any of area of the LBNL Campus, LBNL should be represented at the Unified Command Post. If the UCP recommends evacuation of areas of the LBNL Campus, LBNL officials will determine the course of action and UCPD would be responsible for implementing that evacuation.

Additionally, if the LBNL was under threat of wildfire, LBNL would activate its own Emergency Operations Center. LBNL should also send a liaison to the City of Berkeley's Emergency Operations Center if the City EOC is activated.

LBNL has its own emergency notification systems that should be used in tandem with City processes (see *Emergency Public Information and Warning* in Section III.d *Wildfire Evacuation Support Activities*) to issue evacuation information and instructions to personnel onsite.

Because the LBNL campus occupies a significant portion of Berkeley's wildland-urban interface, the fastest evacuation routes for community members could involve roadways and walking paths on the

LBNL Campus. However, due to the hazardous materials in place on the LBNL Campus, using these paths may pose additional dangers to both evacuees and to the LBNL Campus.

If the City wants to recommend evacuation routes through LBNL Campus property, the City must make this request to LBNL through the UCP and/or the EOC. LBNL will determine whether it is safe to open the LBNL Campus for evacuation. Regardless of the City's recommendation to the community, the LBNL Campus can expect that evacuating community members may attempt to travel to or through the LBNL Campus as they leave the hazard area.

Berkeley Unified School District

California Senate Bill 187 (SB 187) and California Education Code Section 35294.1-222 mandate that all California public schools have a comprehensive school safety plan, which must be reviewed and updated annually. SB 187 defines what the document should cover, including procedures to accommodate children and youth with disabilities. The California State Board of Education supports the mandate with Policy #01-0223.

BUSD schools situated in Fire Zones 2 and 3 are considered facilities with vulnerable populations (see *Key Locations* above) and are included on maps used by field responders and the City EOC.

The City will coordinate with BUSD through the City of Berkeley Emergency Operations Center. BUSD currently has a designated EOC Partner Representative position in the EOC Operations Support Section, Community Branch. Additionally, BUSD may establish its own EOC to coordinate its operations. Until the City EOC is activated, BUSD shall communicate status and resource requests through the 9-1-1 Communications Center.

Students in public K–12 schools are a dependent population, and as such, BUSD is responsible for the custodianship of the students until they are released to a custodial adult. BUSD will provide the necessary personnel and resources to ensure that students with disabilities and others with access and functional needs are evacuated and supported until they are released to their custodial adult.

At each school site, staff coordinate evacuation out of school buildings. In the event a campus requires a full evacuation, BUSD provides for the relocation of students to an alternative school district property. Schools may consider predesignating a backup location for this kind of incident and communicating it to parents/guardians in advance of an emergency.

BUSD may use its own transportation resources (buses) to evacuate the school, depending on the particular circumstances of the scenario, including available resources and the Traffic Control Plan. If BUSD opts to use buses to evacuate students, questions about entry points and recommended routes shall be routed to the Unified Command Post.

If BUSD needs assistance from the City to evacuate, BUSD must immediately communicate those resource requests to the City. The Communications Center or City EOC will determine whether the call is coming from an area under evacuation order and will forward calls for service from within the evacuation area to the UCP. The UCP will triage those requests and will respond as resources allow.

The City may request that BUSD preemptively evacuate schools near to the evacuation zone in order to reduce potential congestion on affected roadways from parents/guardians picking up their children.

The City may request assistance from BUSD buses in order to move evacuees from Community Safe Refuge Areas to Mass Care sites.

In a wildfire evacuation in Berkeley, BUSD will:

- Monitor public Emergency Public Information and Warning (EPIW) systems for information and instructions that may be targeted at school sites
- Maintain communication with:
 - School sites
 - City of Berkeley (via 9-1-1 Communications Center or EOC, if activated)
 - Parents of affected children
- Coordinate evacuation of school sites
 - Serve as first point of resource provision for school sites
 - Forward resource requests to the City as needed
 - Provide reception sites for evacuating BUSD schools
- Respond to resource requests from City of Berkeley for incident support, likely from BUSD school buses.

Easy Does It

Easy Does It Emergency Services provides assistance to the elderly and individuals with disabilities living independently in the City of Berkeley. Should a disabled person experience an unforeseen crisis or a temporary lapse in his or her own regular attendant care, that person can call upon Easy Does It for assistance at the time of need. In a Disaster, EDI services may include:

- Forwarding City EPIW messages to clients in impacted areas
- Dispatching emergency attendants to evacuation center
- Using EDI transportation to pick up wheelchair users
- Carrying clients up and down stairs
- Independent Living Case Management
- Wheelchair repair

Per SEMS, Easy Does It is a Private Nonprofit organization operating within the City of Berkeley Local Government area.

Key Partners on Berkeley's Borders

Berkeley shares borders with cities and a special district. Because a fire could affect multiple jurisdictions simultaneously, each potential response partner is described below.

East Bay Regional Park District

The East Bay Regional Park District maintains and operates a system of parks throughout Alameda and Contra Costa Counties. Coordination with EBRPD is critical, as multiple parks on Berkeley's borders could be the source of a wildfire that burns into Berkeley:

- Tilden Regional Park, on Berkeley's northeastern border
- Claremont Canyon Regional Park, on Berkeley's southeastern border (within the City of Oakland borders)

At the field level, the EBRPD Fire Department serves as one of Berkeley's Mutual Response Area partners (see above) and would likely be requested to provide mutual aid.

Additionally, a fire could affect both EBRPD and Berkeley simultaneously. In a fire burning in both jurisdictions, the UCP must include both EBRPD and Berkeley fire and law enforcement representatives. EBRPD and Berkeley would coordinate at the Emergency Operations Center level to ensure that both jurisdictions maintained a common operating picture in order to coordinate evacuation information and instructions for affected areas.

City of Oakland

The City of Oakland, sitting on Berkeley's southern border, may need to coordinate at multiple levels with the City of Berkeley during a wildfire response.

At the field level, the Oakland Fire Department serves as one of Berkeley's Mutual Response Area partners (see above) and would likely be requested to provide mutual aid.

Because the cities share a border, it is possible that evacuees from a Berkeley fire would evacuate into the city of Oakland.

Additionally, a fire could affect both Oakland and Berkeley simultaneously; in fact, Berkeley and Oakland share the Panoramic Hill neighborhood, which is considered to be Berkeley's most vulnerable to wildfire. In a fire burning in both cities, the UCP must include both Oakland and Berkeley fire and law enforcement representatives. Additionally, the cities of Oakland and Berkeley would coordinate at the Emergency Operations Center level to ensure that both cities maintained a common operating picture in order to coordinate evacuation information and instructions for affected community members in both cities.

City of Albany

The City of Albany, sitting on Berkeley's northwestern border, may need to coordinate at multiple levels with the City of Berkeley during a wildfire response.

At the field level, mutual aid would likely be requested from the Albany Fire Department (fire and EMS) and the Albany Police Department (law enforcement).

Because the cities share a border, it is possible that evacuees from a Berkeley fire would evacuate into the city of Albany. The cities of Albany and Berkeley would coordinate at the Emergency Operations Center level to ensure that both cities maintained a common operating picture in order to coordinate evacuation information and instructions for affected community members in both cities.

Community of Kensington

The community of Kensington, sitting on Berkeley's northeastern border, may need to coordinate at multiple levels with the City of Berkeley during a wildfire response.

At the field level, the El Cerrito-Kensington Fire Department serves as one of Berkeley's Mutual Response Area partners (see above) and would likely be requested to provide mutual aid.

Because they share a border, it is possible that evacuees from a Berkeley fire would evacuate into the city of Kensington.

Additionally, a fire could affect both Kensington and Berkeley simultaneously. In a fire burning in both cities, the UCP must include both El Cerrito-Kensington and Berkeley fire and law enforcement representatives.

Per SEMS, because Kensington sits in Contra Costa County, EOC-level communication should be through the Alameda County and Contra Costa County Operational Area Emergency Operations Centers. The County EOCs must coordinate on behalf of Berkeley and to ensure that both jurisdictions maintain a common operating picture in order to coordinate evacuation information and instructions for affected community members in both jurisdictions.

County-Level Partners

Alameda County Regional Emergency Communications Center (ACRECC)

The Alameda County Regional Emergency Communications Center (ACRECC) is located at the Lawrence Livermore National Laboratory (LLNL) and is operated by the Alameda County Fire Department (ACFD). ACRECC serves as the Alameda County Operational Area Coordinator.

As such, ACRECC will receive requests for law, fire, and EMS mutual aid from the City of Berkeley. The Unified Command Post will originate these requests, which will be forwarded to ACRECC through the City of Berkeley 9-1-1 Dispatch Center. ACRECC will coordinate with other cities and jurisdictions to assign resources to the City of Berkeley.

Alameda County Sheriff's Office of Emergency Services and Homeland Security (AlCo OES)

AlCo OES coordinates emergency management activities for Alameda County at the SEMS Operational Area level. For wildfire evacuation, this coordination involves two key functions:

- AICo OES processes requests for activation of the Integrated Public Alert and Warning System (IPAWS), which is a key part of Berkeley's Emergency Public Information and warning capability. While the City of Berkeley can directly send messages to the community through its own systems, the most powerful capabilities for community notification and warning exist at the County level. These systems are Wireless Emergency Alerts, which can target alerts to people in a hazard area based on their real-time locations, and the Emergency Alert System, which can interrupt radio and television programming.
- AICo OES manages the Alameda County Emergency Operations Center. The AICo EOC coordinates information and resources for jurisdictions within Alameda County. Representatives from utilities and organizations serving multiple cities in the County may sit at the Alameda County EOC in addition to or in lieu of providing representatives to the City of Berkeley EOC. The AICo EOC serves as Berkeley's EOC-level connection for the State Office of Emergency Services Coastal Region. The City of Berkeley EOC will share situation status information and resource requests not being directed to ACRECC (see above) with the AICo OA EOC for further coordination.

American Red Cross of the Bay Area – Alameda County (Red Cross)

The Red Cross supports coordination of care and shelter services. For wildfire evacuation, this may entail providing Community Safe Refuge Areas and Mass Care sites with basic support services that could include water, snacks, basic first aid, and mental health support as necessary.

If requested, the Red Cross may help to staff positions in the EOC Operations Support Section Mass Care Branch.

For American Red Cross responsibilities refer to ESF 6: *Mass Care and Recovery Support Annex*.

Utility Partners

EBMUD

EBMUD water systems will be used for firefighting activities. The Unified Command Post may request changes to the water distribution system from EBMUD. EBMUD's involvement in a wildfire evacuation will be related to support of firefighting tactics.

At the time of the event, the UCP may communicate with EBMUD through the Communications Center or through an EBMUD Liaison at the UCP. Additionally, EBMUD may also provide a liaison to the EOC Operations Support Section – Construction and Engineering Branch. If this is not possible, the City's EOC will connect with these representatives through the Alameda County OA EOC.

PG&E

Pacific Gas and Electric Company provides natural gas and electric service to the Berkeley community. While PG&E does not play a specific role in implementing wildfire evacuation, the status of the company's infrastructure poses particular concern in a wildfire scenario.

A wildfire could be caused by electric power and distribution lines, conductors and/or the failure of power poles. To mitigate the possibility of a wildfire initiated by PG&E infrastructure, the utility may temporarily turn off electricity to customers who are served by PG&E electric lines that run through extreme fire-threat areas. While the utility plans to provide as much advance notice as possible before taking this step, it has not provided specific thresholds or criteria that the City can monitor.

This power shutoff could impact evacuation efforts by reducing the City's ability to communicate with residents through EPIW systems and impacting the City's transportation infrastructure.

At the time of an event, PG&E may provide an Agency Representative at the UCP if requested. PG&E may also provide a liaison to the EOC Operations Support Section – Construction and Engineering Branch. If this is not possible, the City's EOC will connect with these representatives through the Alameda County OA EOC.

DRAFT

IV. ROLES AND RESPONSIBILITIES

Evacuations, like all emergency operations in the State of California, occur within the context and under the authority of mandated plans and response systems that describe coordination within and between multiple levels of government response. SEMS describes these levels, which are reflected in State and local emergency plans and procedures. This document serves as both a Functional Annex and Hazard-Specific Appendix to the City's Emergency Operations Plan - Base Plan, which clarifies organization within the Local Jurisdiction level.

Evacuation operations require particular attention to the coordination within and between each level of government response. Operations will follow the framework of SEMS, NIMS, ICS, and the EOP Base Plan by adhering to the six organizational levels:

1. Field (Incident Command (IC), Unified Command (UC), Area Command)
2. Local Jurisdiction (City of Berkeley, including EOC and Policy organizations)
3. Operational Area (Alameda County agencies)
4. Cal OES Coastal Region
5. State of California
6. Federal

Responsibilities for the Field, Local, and Operational Area levels are detailed further in the sections below.

a) Field Responsibilities

Unified Command Post Representatives:

- Fire and Rescue
 - Berkeley Fire Department
 - May also include:
 - Moraga/Orinda Fire
 - Oakland Fire
 - El Cerrito/Kensington Fire
 - East Bay Regional Parks Fire
 - Alameda County Fire
 - CAL FIRE
- Law Enforcement
 - Berkeley Police Department
 - May also include:
 - UC Berkeley Police
 - Oakland Police
 - Kensington Police
- Emergency Medical Services
 - Berkeley Fire Department
- Public Works
 - City of Berkeley Public Works Department

- Streets Division
 - Transportation Division
- May also include:
 - Pacific Gas and Electric Liaison
 - East Bay Municipal Utilities District Liaison
- City of Berkeley Emergency Communications Center⁶
- Emergency Management
 - City of Berkeley Office of Emergency Services Liaison (EOC not activated)
 - City of Berkeley Emergency Operations Center Liaison

All of the Unified Command Post representatives are listed in the table below, along with their Wildfire Evacuation Responsibilities at the UCP.

Function	Wildfire Evacuation Responsibilities
Fire and Rescue	<ul style="list-style-type: none"> • Establish Unified Command with appropriate Law Enforcement and Public Works representatives • Identify hazard area(s) and Zone(s) to be evacuated • Coordinate with Law Enforcement to develop and update evacuation plan <ul style="list-style-type: none"> ○ Identify Community Safe Refuge Areas ○ Advise on fire conditions and impacts on evacuation routes ○ Update plan as situation warrants • Support implementation of evacuation plan <ul style="list-style-type: none"> ○ Support evacuation of the identified areas, as necessary, which may include the use of public address systems and/or door-to-door notification. • Direct Fire Suppression and Rescue personnel • Request Fire Mutual Aid as needed

⁶ While the Emergency Communications Center will not be physically present at the UCP, the Communications Center will perform a key coordination role for the UCP.

<p>Law Enforcement</p>	<ul style="list-style-type: none"> • Establish Unified Command with appropriate Fire and Rescue and Public Works representatives • Serve as lead City department for evacuation operations • Coordinate with Fire Department to develop and update evacuation plan <ul style="list-style-type: none"> ○ Receive from Fire: Community Safe Refuge Areas, hazard areas, and areas to be evacuated ○ Establish evacuation routes from areas to be evacuated to selected Community Safe Refuge Areas <ul style="list-style-type: none"> ▪ As needed, adjust traffic flows to maximize egress capacity. This may include blocking streets, changing streets to one-way, and/or changing traffic signal flow. ▪ If possible, establish designated responder-only ingress routes ○ Update plan as situation warrants • Implement Evacuation Route/Traffic Control Plan <ul style="list-style-type: none"> ○ Secure evacuated areas and control ingress and egress to maintain perimeter control during an evacuation ○ Manage and control selected evacuation routes <ul style="list-style-type: none"> ▪ Deploy Parking Enforcement Officers to direct vehicle traffic ▪ Coordinate with Public Works-Streets Division to adjust traffic signals and position traffic management resources ▪ Coordinate with private towing companies to remove parked cars as needed ○ Support evacuation of the identified areas, as necessary, which may include the use of public address systems and/or door-to-door notification ○ As resources permit, provide support to people who cannot evacuate without assistance ○ Monitor implementation of the Evacuation Route/Traffic Control Plan and update the plan as necessary • Manage law enforcement personnel and material resources for evacuation activities <ul style="list-style-type: none"> ○ Mobilize department personnel and material resources ○ Request Law Enforcement Mutual Aid as needed • Implement and Request Community Notifications <ul style="list-style-type: none"> ○ Direct Communications Center to send emergency alerts <ul style="list-style-type: none"> ▪ Update Communications Center any time Evacuation Route/Traffic Control Plan is updated ○ Consider use of public address systems and/or door-to-door notification in evacuated areas. • Communicate with other law enforcement entities as needed
------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Emergency Medical Services	<ul style="list-style-type: none"> • Receive and prioritize requests for Emergency Medical Services in areas under UCP control <ul style="list-style-type: none"> ○ From field responders ○ From Emergency Communications Center • Direct assigned emergency medical system resources <ul style="list-style-type: none"> ○ Determine with Fire and Law commanders whether/which resources to allow in evacuation zone • Request EMS mutual aid as needed
Public Works: Streets	<ul style="list-style-type: none"> • Support implementation of Evacuation Route/Traffic Control Plan <ul style="list-style-type: none"> ○ Install appropriate signage, traffic control devices, and barricades ○ Remove debris or other roadway obstructions to facilitate evacuation or ingress for emergency personnel • Change traffic signals as requested by Police Department
Public Works: Transportation	<ul style="list-style-type: none"> • If possible, provide a Traffic Engineer to the UCP to support Police Department in development of Evacuation Route/Traffic Control Plan for Complex Evacuation
Utility Liaisons	<ul style="list-style-type: none"> • Communicate with utilities to provide UCP with updated information on outages and impacts
Communications Center	<ul style="list-style-type: none"> • Support incident communications for involved departments and agencies • Craft and send Emergency Public Information and Warning messages per Administrative Regulation 9.3 • Communicate Evacuation Route/Traffic Control Plan to AC Transit • Receive calls from community <ul style="list-style-type: none"> ○ Communicate current evacuation instructions to callers ○ Log requests for evacuation assistance and forward to UCP for triage
Emergency Management	<ul style="list-style-type: none"> • Maintain communication between the Local Government Level and the Field Level to ensure maintenance of a Common Operating Picture • Forward non-mutual-aid resource requests to the EOC for processing • Coordinate with the EOC/City Departments and partner agencies on response activities not being coordinated by the UCP <ul style="list-style-type: none"> ○ Community Safe Refuge Area support activities ○ Mass Transportation from Community Safe Refuge Areas to mass care sites ○ Mass care and shelter activities (activation of Evacuation Centers)

b) Local Emergency Operations Center Responsibilities

Supporting EOC Positions:

- EOC Management Section
 - EOC Coordinator
 - Public Information Officer/JIC
 - Liaison Officer
- EOC Operations Support Section
 - Coordinator
 - Fire and Rescue Branch
 - Law Enforcement Branch
 - Construction and Engineering Branch
 - Transportation Unit
 - Construction and Engineering Unit
 - Mass Care Branch
 - Shelter Unit
 - Animal Care Unit
 - Health and Medical Branch
 - Community Branch
- EOC Plans/Intelligence Section
 - Situation Analysis Unit
 - Resource Status Unit
 - Access and Functional Needs Technical Specialist
- EOC Logistics Section
 - Supply/Procurement Unit

All of the above EOC positions are listed in the table below. The table identifies the Unit/Position, the Unit/Position's Wildfire Evacuation responsibilities, and the Emergency Support Functions associated with those responsibilities. "Normal Duties" is listed to indicate that the position should be activated to perform normal duties in support of wildfire evacuation. For additional details on normal duties for each position, see the City of Berkeley *Emergency Operations Plan*.

EOC Unit/ Position	ESF	Wildfire Evacuation Responsibilities
Management Section		
EOC Coordinator	5: <i>Emergency Management</i>	• Normal Duties
Public Information Officer/JIC	15: Public Information	• Normal Duties

EOC Unit/ Position	ESF	Wildfire Evacuation Responsibilities
Liaison Officer	5: <i>Emergency Management</i>	<ul style="list-style-type: none"> • Normal Duties • Coordinate with Community Branch and Construction & Engineering Branch to get transportation resources to move evacuees without cars from Community Safe Refuge Areas to Evacuation Centers
Operations Support Section		
Coordinator	5: <i>Emergency Management</i>	<ul style="list-style-type: none"> • Normal Duties • Establish and maintain an EOC liaison at the UCP to relay information to the Emergency Operations Center
Fire and Rescue Branch	16: <i>Evacuation</i>	<ul style="list-style-type: none"> • Normal Duties
Law Enforcement Branch	16: <i>Evacuation</i>	<ul style="list-style-type: none"> • Normal Duties • Coordinate evacuation operations with: <ul style="list-style-type: none"> ◦ Construction and Engineering Branch to designate evacuation routes ◦ PIO/JIC to ensure public messaging has current information • With Construction and Engineering Unit, monitor traffic status to recommend changes to the Evacuation Route/Traffic Control Plan
Construction and Engineering Branch	3: <i>Public Works and Engineering</i> 16: <i>Evacuation</i>	<ul style="list-style-type: none"> • Normal Duties • Maintain information on the status of City Roadways • Coordinate with Caltrans and County to maintain information on status of non-City roadways • With Law Enforcement Branch, monitor traffic status to recommend changes to the Evacuation Route/Traffic Control Plan • Work with UCP and Mass Care Branch to coordinate incoming transportation resources to move evacuees without cars from Community Safe Refuge Areas to Evacuation Centers
Mass Care Branch – Shelter Unit	5: <i>Emergency Management</i> 6: <i>Mass Care and Recovery Support</i> 7: <i>Logistics</i>	<ul style="list-style-type: none"> • Normal Duties • Coordinate with Plans/Intelligence Section to anticipate need for evacuation centers • Provide coordination and support to HHCS and PRW in identification and activation of evacuation centers • Establish evacuation centers as necessary and communicate their location to all EOC Sections, the PIO/JIC, and Communications Center.

EOC Unit/ Position	ESF	Wildfire Evacuation Responsibilities
Mass Care Branch – Animal Care Unit	11: <i>Animal Response</i>	<ul style="list-style-type: none"> • Normal Duties • Monitor and support implementation of evacuation plan • Coordinate with Animal Care Services to: <ul style="list-style-type: none"> ○ Provide resources to Community Safe Refuge Sites and other sites as needed to provide safe transportation for animals in need of confinement during an evacuation. ○ Shelter affected animals if necessary, using: <ul style="list-style-type: none"> ▪ Berkeley Animal Shelter ▪ Mutual aid animal shelter facilities ▪ Emergency animal sheltering facilities at evaluation centers (coordinate with Mass Care Branch - Shelter Unit) ○ Perform animal rescue, triage, medical treatment, transport, care, and domestic animal reunification ○ Mobilize additional ACS personnel, and other department trained volunteers.
Community Branch	16: <i>Evacuation</i>	<ul style="list-style-type: none"> • Normal Duties • Coordinate with Law Enforcement Branch, PIO/JIC, and external organizations to: <ul style="list-style-type: none"> ○ Communicate evacuation information and instructions through community networks ○ Coordinate with Construction and Engineering Branch and Liaison Officer to identify external resources (personnel, equipment and services) to assist with evacuation, including transportation of individuals unable to evacuate themselves
Plans/Intelligence Section		
Situation Analysis Unit	5: <i>Emergency Management</i> 16: <i>Evacuation</i>	<ul style="list-style-type: none"> • Normal Duties • Maintain up-to-date situation status for incident. Important evacuation information includes: <ul style="list-style-type: none"> ○ Hazard areas ○ Areas under evacuation order ○ Areas under “prepare to evacuate” order ○ Hazard impact to transportation system (blocked routes, condition of major transportation agencies/services, structural integrity of roads/bridges/overpasses, etc.) ○ Access to critical facilities ○ Designated routes for evacuation and/or responder ingress ○ Designated Community Safe Refuge Areas ○ Estimated number of evacuees

EOC Unit/ Position	ESF	Wildfire Evacuation Responsibilities
Resource Status Unit	7: <i>Logistics</i>	<ul style="list-style-type: none"> • Normal Duties
Access and Functional Needs Technical Specialist	5: <i>Emergency Management</i> 16: <i>Evacuation</i>	<ul style="list-style-type: none"> • Normal Duties • Coordinate with Liaison Officer and Operations Support Section identify external resources (personnel, equipment and services) to assist with evacuation of people with access and functional needs
<i>Logistics Section</i>		
Supply/Procurement Unit	7: <i>Logistics</i>	<ul style="list-style-type: none"> • Normal Duties

DRAFT

c) Local Policy Responsibilities

Policy Positions:

- Director of Emergency Services
- Policy Group
- City Council Liaison
- City Council

All of the above Policy positions are listed in the table below. The table identifies the Entity, its Wildfire Evacuation responsibilities, and the Emergency Support Functions associated with those responsibilities. "Normal Duties" is listed to indicate that the position should be activated to perform normal duties in support of wildfire evacuation. For additional details on normal duties for each position, see the City of Berkeley *Emergency Operations Plan*.

Entity	ESF	Wildfire Evacuation Responsibilities
City Manager/ Director of Emergency Services	5: <i>Emergency Management</i>	<ul style="list-style-type: none"> • Normal Duties
Policy Group	5: <i>Emergency Management</i>	<ul style="list-style-type: none"> • Normal Duties
City Council Liaison	5: <i>Emergency Management</i>	<ul style="list-style-type: none"> • Normal Duties
City Council	5: <i>Emergency Management</i>	<ul style="list-style-type: none"> • Normal duties as outlined in <i>City Council Emergency Response: Initial Actions and Ongoing Duties</i> <ul style="list-style-type: none"> ○ Receive and review verified information. ○ Share verified information to networks. ○ Collect information from networks. ○ Participate in Council meetings

d) Operational Area Responsibilities

Although the City of Berkeley has no authority to assign responsibilities to Operational Area Level agencies, many of these agencies are primarily responsible for providing certain services to the City of Berkeley.

Supporting Operational Area Level Agencies:

- Alameda County Regional Emergency Communications Center (ACRECC)
- Alameda County Sheriff's Office of Emergency Services and Homeland Security (AlCo OES)
- Alameda County Operational Area EOC (AlCo OA EOC)
- American Red Cross of the Bay Area – Alameda County (Red Cross)

Those Operational Area-level agencies and positions with responsibilities for wildfire evacuation are listed in the table below, along with the services they are responsible for providing in the event of a wildfire requiring evacuation.

OA Level Agency	Wildfire Evacuation Responsibilities
ACRECC	<ul style="list-style-type: none"> • Coordinate City of Berkeley's mutual aid requests for law enforcement, fire and rescue, and emergency medical services
AlCo OES	<ul style="list-style-type: none"> • Process City of Berkeley IPAWS activation requests • Activate AlCo OA EOC as appropriate to support City of Berkeley response activities • Connect Alameda County to State Office of Emergency Services Coastal Region
AlCo OA EOC	<ul style="list-style-type: none"> • Coordinate information and resources for Alameda County • Host Alameda County agencies and external OA-level agencies to ensure they are integrated into response
Red Cross	<ul style="list-style-type: none"> • Provide support and coordination for mass care needs arising from wildfire evacuation

V. ACTIVATION, NOTIFICATION AND RESPONSE ACTIONS

a. Activation

Within the City, the Director of Emergency Services or the Chief of Police have the overarching authority to initiate an evacuation. This plan may be activated by any member of the Fire Department or Police Department Command Staff, or any Fire Department Incident Commander when a wildfire event affecting the Berkeley population is anticipated or has occurred.

Two scenarios may activate this plan:

- Impending wildfire: If a wildfire occurs outside City boundaries, Fire Department and Police Department officials will monitor the situation to determine if activation of this plan is necessary to protect the Berkeley community. Officials may activate this plan even if fire has not reached Berkeley.
- Actual wildfire: If a wildfire occurs inside City boundaries, the Fire Department Incident Commander determine whether the event necessitates activation of this plan.

Scalable Activation

The level of activation will be determined according to the requirements of the event. Commanders will determine:

- Whether the necessary evacuation is Simple or Complex (see table below)
- Impacted agencies to engage at the Unified Command Post based on location of the fire and affected populations (see Section III.e *Partner Coordination*)

Wildfire Evacuation Type	Examples	Coordinating Department	Activated Structures
Simple	Structure fire in WUI area	Fire Department	<ul style="list-style-type: none"> • Incident Command Post
Complex	Structure fire that has expanded beyond initial occupancy and its immediate exposures Wildfire encroaching on Berkeley	Police and Fire Departments (Unified Command)	<ul style="list-style-type: none"> • Unified Command Post • Fire DOC • Police DOC • Public Works DOC • Emergency Operations Center

b. Notification

Under direction of the Unified Command Post the 9-1-1 Communications Center will issue notifications to all relevant supporting departments and agencies, and to any additional departments or agencies as required. The Office of Emergency Services will support notification efforts as staff are able.

Notification will be issued through the most appropriate communications channels and equipment for the event requirements, and will detail event information, reporting instructions, and any relevant coordination information.

c. Response Actions

Response actions listed below reference concepts that are detailed in Section III: *Concept of Operations*.

1. Establish Incident/Unified Command as appropriate⁷
 - a. City representatives include Fire, Police, and Public Works
 - b. UCP identifies any key departments/external agencies and requests representatives as appropriate at the UCP
2. Conduct Initial Assessment⁸
 - a. UCP – Fire Command determines fire extent and anticipated spread
 - b. UCP – Law Command determines roadway/traffic conditions
 - c. UCP determines Zone(s) to Evacuate
 - i. May sub-divide into “evacuate now” and “prepare to evacuate” areas
 - d. UCP identifies key locations
 - i. Response sites (inside/outside Evacuation Zones)
 - ii. Critical facilities and facilities with vulnerable populations in Evacuation Zones
 - iii. Community Safe Refuge Areas outside Evacuation Zones
3. Initial Community Notifications
 - a. UCP directs 9-1-1 Communications Center to perform initial notifications to affected community members
4. Request resources
 - a. UCP requests internal City resources via 9-1-1 Dispatch Center
 - b. UCP requests mutual aid resources (fire, law enforcement, EMS) from ACRECC via 9-1-1 Dispatch Center
5. Develop Evacuation Plan
 - a. UCP establishes Priority Transportation Routes
 - b. If possible, UCP establishes designated responder-only ingress routes
 - c. UCP determines which responders will be permitted into which areas
 - d. UCP establishes supportive Traffic Control Plan
6. Implement Evacuation Plan
 - a. UCP directs 9-1-1 Communications Center⁹ to perform detailed community notifications with affected areas, recommended evacuation routes, and other instructions
 - b. UCP directs access control to impacted areas
 - c. UCP – Law Commander directs implementation of Traffic Control Plan
 - i. Law Enforcement field responders facilitate traffic flow on major and collector streets
 - ii. Public Works – Streets:
 1. Removes debris or other roadway obstructions to facilitate evacuation or ingress for emergency personnel
 2. Installs appropriate signage, traffic control devices, and barricades
 3. Changes traffic signals as requested by Police Department
 - iii. As needed, private towing companies remove parked cars

⁷ This section assumes a Complex Evacuation with Unified Command

⁸ If activated, EOC will provide requested support for initial assessment.

⁹ Office of Emergency Services staff will provide support if available.

- d. UCP receives and triages requests for service from within evacuation zones. Requests for service may come from:
 - i. 9-1-1 Communications Center
 - ii. Field Responders
 - iii. Emergency Operations Center – Operations Support Section (if activated)
- e. UCP assigns available resources to:
 - i. Door-to-door notifications
 - ii. Drive-by notifications from apparatus
 - iii. Requests for service
- 7. Monitor and update Evacuation Plan
 - a. UCP-Fire Commander monitors fire activity to determine necessary changes to Initial Assessment and Zones to Evacuate
 - b. UCP-Law Commander monitors evacuation progress
 - c. UCP adjusts Evacuation Plan as necessary to integrate additional resources
- 8. EOC-driven support
 - a. Activate and staff EOC
 - b. Request Department support/DOC activation(s) as needed
 - c. Maintain up-to-date situation status for the incident
 - d. Coordinate support for field response
 - i. For Unified Command Post
 - 1. Provide information as requested by UCP
 - a. Maintain status of City and non-City roadways
 - b. Monitor traffic status
 - ii. Determine need for activation of ESF 6: *Mass Care and Recovery Support Annex*
 - 1. Establish Evacuation Center locations as needed
 - iii. Coordinate with transportation providers to manage evacuee transportation from Community Safe Refuge Areas to mass care sites
 - iv. Coordinate with BACS to provide animal response at Community Safe Refuge areas and mass care sites
 - e. Support resource requests
 - i. Receive and coordinate fulfillment of non-mutual-aid resource requests from:
 - 1. UCP
 - 2. Departments/DOCs
 - 3. Identify external resources (personnel, equipment and services) to assist with evacuation of people with access and functional needs
 - f. Report to departments, field, and Policy level
 - g. Identify and address Policy questions
 - h. Coordinate with affected external partners
- 9. Unified Command Post Transition
 - a. When fire threat is contained, end evacuation operations
 - b. Transition UCP structure to address evacuation enforcement/reentry
 - i. UCP may be demobilized with responsibility shifting to PD DOC and EOC
- 10. Evacuation enforcement

- a. Police DOC directs ongoing protection of evacuated area via perimeter controls and/or ongoing patrols of evacuated area

11. Reentry

- a. EOC develops reentry plan in coordination with:
 - i. Appropriate departments to address safety concerns
 - ii. Policy Group and Director of Emergency Services to address policy concerns

d. Deactivation

This plan is deactivated when the fire threat is contained and evacuation operations are no longer in progress. Activities to address evacuees' mass care and shelter needs will be addressed as indicated in ESF 6: *Mass Care and Recovery Support Annex*. If necessary, the EOC will coordinate with City departments, external agencies and policymakers as needed to develop and implement a reentry plan for evacuated areas.

DRAFT

VI. ATTACHMENTS

- a. Possible Community Safe Refuge Areas for Wildfire Evacuation**
- b. Wildfire Evacuation Messaging**

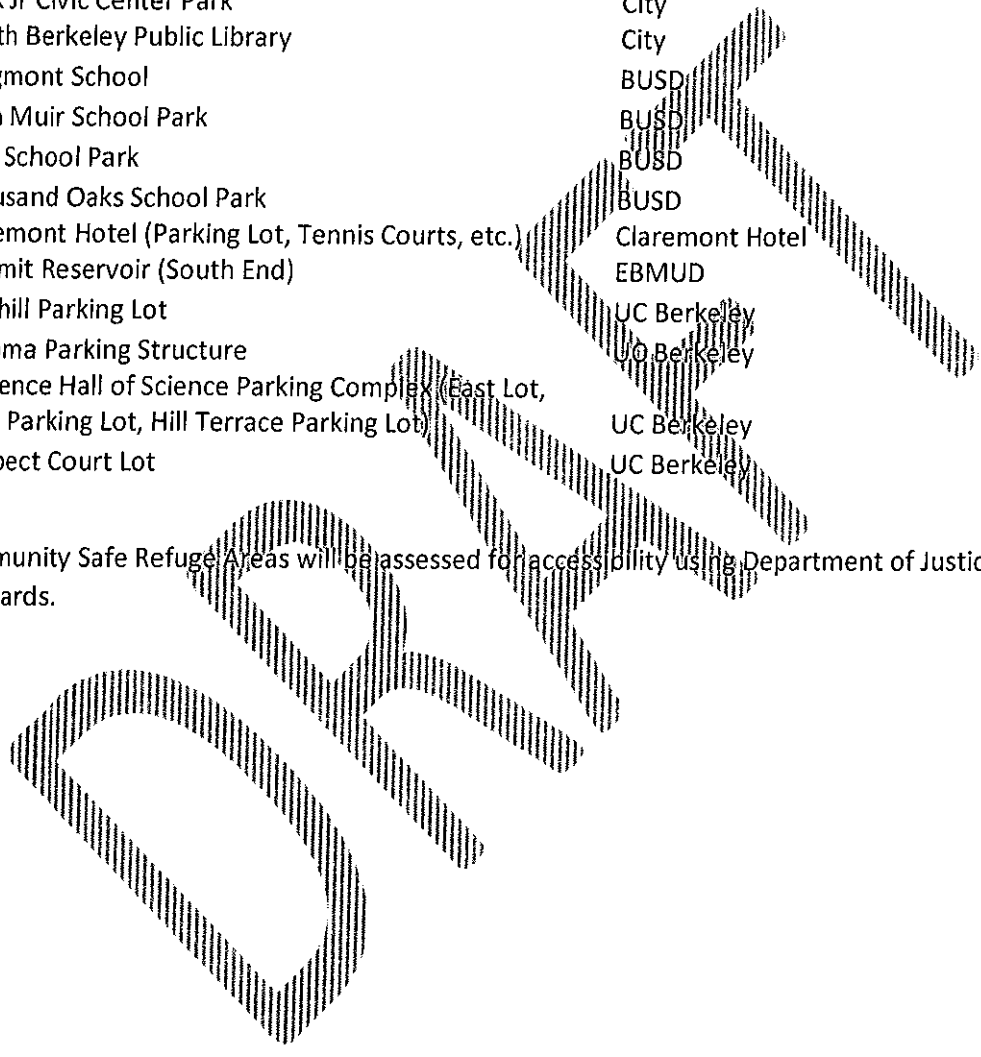
DRAFT

Wildfire Evacuation Plan

Attachment A: Possible Community Safe Refuge Areas for Wildfire Evacuation

Name	Owner
Codornices Park	City
Cragmont Park	City
John Hinkel Park	City
Live Oak Park	City
MLK Jr Civic Center Park	City
North Berkeley Public Library	City
Cragmont School	BUSD
John Muir School Park	BUSD
King School Park	BUSD
Thousand Oaks School Park	BUSD
Claremont Hotel (Parking Lot, Tennis Courts, etc.)	Claremont Hotel
Summit Reservoir (South End)	EBMUD
Foothill Parking Lot	UC Berkeley
La Loma Parking Structure	UC Berkeley
Lawrence Hall of Science Parking Complex (East Lot, MSRI Parking Lot, Hill Terrace Parking Lot)	UC Berkeley
Prospect Court Lot	UC Berkeley

Community Safe Refuge Areas will be assessed for accessibility using Department of Justice ADA standards.



Wildfire Evacuation Plan

Attachment B: Wildfire Evacuation Messaging

Messages are formulated according to the Common Alerting Protocol (CAP). Messages are formatted into short and detailed versions to accommodate SMS text limits and email format.

Short Message (limited to 120 characters or less)

Per Fire Dept people in [DESCRIBE AFFECTED AREA/EVACUATION ZONE(S)] should evacuate now due to a [SEVERITY] fire.

Detailed Message (2,500 character limit, can include attachments)

This is AC Alert Berkeley at [TIME OF MESSAGE]. Due to a [SEVERITY] fire, the City of Berkeley Fire Department recommends that people in [DESCRIBE AFFECTED AREA IN DETAIL – USE N/S/E/W, EVACUATION ZONE(S), CROSS-STREETS AND IDENTIFIABLE LANDMARKERS] should evacuate now until [ENDPOINT].

[DETAILED RESPONSE INSTRUCTIONS IF AVAILABLE:

- WHERE TO EVACUATE + DESIGNATED COMMUNITY SAFE REFUGE AREAS
- RECOMMENDED ROUTES FOR CAR, FOOT, AND ASSISTIVE DEVICES
- Bring your pets.

For more information, check [INFORMATION SOURCES] every [FREQUENCY].

Additional notes:

- If possible, include a map of impacted areas and routes. Note that any publicly distributed map shall include a detailed written description of the map.

NEW BUSINESS

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

July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	4,045,677.52	3,985,570.00	60,107.52	101.5%
Special Taxes	200,453.30	200,453.00	0.30	100.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	17,734.02	17,734.02	0.00	100.0%
Interest Income	67,874.89	24,250.00	43,624.89	279.9%
Salary Reimbursement Agreement	31,760.32	31,424.02	336.30	101.1%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	4,363,500.05	4,259,431.04	104,069.01	102.4%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,278.47	2,200.00	78.47	103.6%
Contra Costa County Expenses	2,522.98	2,818.00	-295.02	89.5%
El Cerrito Contract Fee	1,539,464.81	1,539,465.00	-0.19	100.0%
Fire Abatement Contract	665.00	8,000.00	-7,335.00	8.3%
Fire Engineer Plan Review	0.00	999.98	-999.98	0.0%
Risk Management Insurance	12,507.00	14,500.00	-1,993.00	86.3%
Professional Fees				
Accounting	1,837.50	3,500.00	-1,662.50	52.5%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Audit	12,500.00	16,000.00	-3,500.00	78.1%
Legal Fees	52,905.55	17,500.02	35,405.53	302.3%
Total Professional Fees	67,243.05	37,000.02	30,243.03	181.7%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	1,400.00	1,250.02	149.98	112.0%
Wildland Vegetation Mgmt	2,500.00	4,000.00	-1,500.00	62.5%
Total OUTSIDE PROFESSIONAL SER...	1,628,581.31	1,620,233.02	8,348.29	100.5%
RETIREE MEDICAL BENEFITS				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	0.00	0.00	0.00	0.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	6,075.78	5,750.00	325.78	105.7%
Comm. Pharmaceutical Drop-Off	371.40	2,000.00	-1,628.60	18.6%
Vial of Life Program	0.00	200.00	-200.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	4,363.65	-4,363.65	0.0%
Open Houses	261.28	750.00	-488.72	34.8%
Community Shredder	1,155.00	1,375.00	-220.00	84.0%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	1,000.02	-1,000.02	0.0%
Demonstration Garden	4,122.11	7,000.00	-2,877.89	58.9%
Community Sandbags	0.00	1,000.00	-1,000.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	11,985.57	23,438.67	-11,453.10	51.1%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	0.00	0.00	0.0%
Firefighters' Expenses	1,562.43	3,000.00	-1,437.57	52.1%
Staff Appreciation	1,275.32	1,250.00	25.32	102.0%
Professional Development	1,600.90	2,499.98	-899.08	64.0%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	0.00	0.00	0.0%
Janitorial Service	630.00	750.00	-120.00	84.0%
Medical Waste Disposal	2,046.12	2,500.00	-453.88	81.8%
Building alarm	0.00	150.00	-150.00	0.0%
Gardening service	360.00	750.00	-390.00	48.0%
Miscellaneous Maint.	1,265.40	6,500.02	-5,234.62	19.5%
Total Building Maintenance	4,301.52	10,650.02	-6,348.50	40.4%
Building Utilities/Service				
Gas and Electric	3,391.06	3,999.98	-608.92	84.8%
Water/Sewer	1,103.89	1,232.51	-128.62	89.6%
Total Building Utilities/Service	4,494.95	5,232.49	-737.54	85.9%
Election	0.00	750.00	-750.00	0.0%
Memberships	7,390.00	7,600.00	-210.00	97.2%
Office				
Office Expense	1,744.31	1,500.00	244.31	116.3%
Office Supplies	738.68	1,125.00	-386.32	65.7%
Telephone	4,157.08	3,999.98	157.10	103.9%
Total Office	6,640.07	6,624.98	15.09	100.2%
Total DISTRICT ACTIVITIES	27,265.19	37,607.47	-10,342.28	72.5%
Staff				
Wages	47,540.04	47,540.48	-0.44	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	548.52	787.50	-238.98	69.7%

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

July through December 2018

	Jul - Dec 18	Budget	\$ Over Budget	% of Budget
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	5,028.00	5,028.00	0.00	100.0%
Retirement Contribution	3,612.96	3,612.98	-0.02	100.0%
Payroll Taxes	4,236.29	3,900.00	336.29	108.6%
Workers Compensation/Life Ins	1,842.06	1,500.00	342.06	122.8%
Payroll Processing	779.25	822.52	-43.27	94.7%
Total Staff	64,587.12	64,191.48	395.64	100.6%
Contingency				
General	0.00	12,500.02	-12,500.02	0.0%
Total Contingency	0.00	12,500.02	-12,500.02	0.0%
Total Expense	1,732,419.19	1,757,970.66	-25,551.47	98.5%
Net Ordinary Income	2,631,080.86	2,501,460.38	129,620.48	105.2%
Other Income/Expense				
Other Income				
Transfers in - Capital	9,969.12	0.00	9,969.12	100.0%
Transfers in - General	108,665.14	0.00	108,665.14	100.0%
Total Other Income	118,634.26	0.00	118,634.26	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	18,634.26	0.00	18,634.26	100.0%
Transfers Out - Special	100,000.00	0.00	100,000.00	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	118,634.26	0.00	118,634.26	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,631,080.86	2,501,460.38	129,620.48	105.2%

Revenue Expense Budget vs. Actual

July through December 2018

Ordinary Income/Expense	Half Year		\$ (Over)/Under		% of Half Year Budget	Annual Budget	Remaining Balance
	Jul - Dec 18	Budget	Budget	Budget			
Income							
Property Taxes	4,045,677.52	3,985,570.00	-60,107.52		101.51%	4,035,570.00	-10,107.52
Special Taxes	200,453.30	200,453.00	-0.30		100.0%	200,453.00	-0.30
Other Tax Income	0.00	0.00	0.00		0.0%	25,500.00	25,500.00
Lease Agreement	17,734.02	17,734.02	0.00		100.0%	36,002.00	18,267.98
Interest Income	67,874.89	24,250.00	-43,624.89		279.9%	70,000.00	2,125.11
Salary Reimbursement Agreement	31,760.32	31,424.02	-336.30		101.07%	62,848.00	31,087.68
Miscellaneous Income	0.00	0.00	0.00		0.0%	0.00	0.00
Total Income	4,363,500.05	4,259,431.04	-104,069.01		102.44%	4,430,373.00	66,872.95
Expense							
OUTSIDE PROFESSIONAL SERVICES							
LAFCO Fees	2,278.47	2,200.00	-78.47		103.57%	2,200.00	-78.47
Contra Costa County Expenses	2,522.98	2,818.00	295.02		89.53%	36,030.00	33,507.02
EI Cerrito Contract Fee	1,539,454.81	1,539,465.00	0.19		100.0%	3,078,930.00	1,539,465.19
Fire Abatement Contract	665.00	8,000.00	7,335.00		8.31%	8,000.00	7,335.00
Fire Engineer Plan Review	0.00	999.98	999.98		0.0%	2,000.00	2,000.00
Risk Management Insurance	12,507.00	14,500.00	1,993.00		86.26%	14,500.00	1,993.00
Professional Fees							
Accounting	1,837.50	3,500.00	1,662.50		52.5%	7,250.00	5,412.50
Actuarial Valuation	0.00	0.00	0.00		0.0%	0.00	0.00
Audit	12,500.00	16,000.00	3,500.00		78.13%	16,000.00	3,500.00
Legal Fees	52,905.55	17,500.02	-35,405.53		302.32%	35,000.00	-17,905.55
Water System Improvements	0.00	10,000.00	10,000.00		0.0%	20,000.00	20,000.00
Website Development/Maintenance	1,400.00	1,250.02	-149.98		112.0%	2,500.00	1,100.00
Wildland Vegetation Mgmt	2,500.00	4,000.00	1,500.00		62.5%	10,000.00	7,500.00
RETIREE MEDICAL BENEFITS							
PERS Medical	0.00	0.00	0.00		0.0%	0.00	0.00
Delta Dental	0.00	0.00	0.00		0.0%	0.00	0.00
Vision Care	0.00	0.00	0.00		0.0%	0.00	0.00
COMMUNITY SERVICE ACTIVITIES							
Public Education	6,075.78	5,750.00	-325.78		105.67%	14,000.00	7,924.22

Revenue Expense Budget vs. Actual

July through December 2018

	Half Year		\$ (Over)/Under		% of Half		Annual Budget	Remaining Balance
	Jul - Dec 18	Budget	Budget	Budget	Year Budget	Budget		
Comm. Pharmaceutical Drop-Off	371.40	2,000.00	1,628.60		18.57%		4,000.00	3,628.60
Vial of Life Program	0.00	200.00	200.00		0.0%		200.00	200.00
CERT Emerg Kits/Sheds/Prepared	0.00	4,363.65	4,363.65		0.0%		12,000.00	12,000.00
Open Houses	261.28	750.00	488.72		34.84%		750.00	488.72
Community Shredder	1,155.00	1,375.00	220.00		84.0%		2,750.00	1,595.00
DFSC Matching Grants	0.00	0.00	0.00		0.0%		20,000.00	20,000.00
Firesafe Planting Grants	0.00	1,000.02	1,000.02		0.0%		3,000.00	3,000.00
Demonstration Garden	4,122.11	7,000.00	2,877.89		58.89%		50,000.00	45,877.89
Community Sandbags	0.00	1,000.00	1,000.00		0.0%		4,000.00	4,000.00
DISTRICT ACTIVITIES								
Firefighter's Apparel & PPE	0.00	0.00	0.00		0.0%		1,500.00	1,500.00
Firefighters' Expenses	1,562.43	3,000.00	1,437.57		52.08%		10,000.00	8,437.57
Staff Appreciation	1,275.32	1,250.00	-25.32		102.03%		1,750.00	474.68
Professional Development	1,600.90	2,499.98	899.08		64.04%		5,000.00	3,399.10
Building Maintenance								
Needs Assess/Feasibility Study	0.00	0.00	0.00		0.0%		10,000.00	10,000.00
Janitorial Service	630.00	750.00	120.00		84.0%		1,500.00	870.00
Medical Waste Disposal	2,046.12	2,500.00	453.88		81.85%		5,500.00	3,453.88
Building alarm	0.00	150.00	150.00		0.0%		1,500.00	1,500.00
Gardening service	360.00	750.00	390.00		48.0%		2,500.00	2,140.00
Miscellaneous Maint.	1,265.40	6,500.02	5,234.62		19.47%		13,000.00	11,734.60
Gas and Electric	3,391.06	3,999.98	608.92		84.78%		8,000.00	4,608.94
Water/Sewer	1,103.89	1,232.51	128.62		89.56%		2,465.00	1,361.11
Election	0.00	750.00	750.00		0.0%		1,500.00	1,500.00
Memberships	7,390.00	7,600.00	210.00		97.24%		7,600.00	210.00
Office								
Office Expense	1,744.31	1,500.00	-244.31		116.29%		3,000.00	1,255.69
Office Supplies	738.68	1,125.00	386.32		65.66%		2,250.00	1,511.32
Telephone	4,157.08	3,999.98	-157.10		103.93%		8,000.00	3,842.92
Staff								
Wages	47,540.04	47,540.48	0.44		100.0%		95,081.00	47,540.96
Longevity Pay	1,000.00	1,000.00	0.00		100.0%		1,000.00	0.00

Revenue Expense Budget vs. Actual

July through December 2018

	Jul - Dec 18	Half Year		\$ (Over)/Under		% of Half		Annual	
		Budget	Budget	Budget	Budget	Year Budget	Year Budget	Budget	Remaining Balance
Overtime Wages	546.52	787.50		238.98		69.65%		1,575.00	1,026.48
Vacation Wages	0.00	0.00		0.00		0.0%		330.00	330.00
Medical/dental ins compensation	5,028.00	5,028.00		0.00		100.0%		10,056.00	5,028.00
Retirement Contribution	3,612.96	3,612.98		0.02		100.0%		7,226.00	3,613.04
Payroll Taxes	4,236.29	3,900.00		-336.29		108.62%		8,360.00	4,123.71
Workers Compensation/Life Ins	1,842.06	1,500.00		-342.06		122.8%		2,000.00	157.94
Payroll Processing	779.25	822.52		43.27		94.74%		1,645.00	865.75
Contingency									
General									
Total Expense	0.00	12,500.02		12,500.02		0.0%		25,000.00	25,000.00
Net Ordinary Income	1,732,419.19	1,757,970.66		25,551.47		98.55%		3,580,448.00	1,848,028.81
	<u>2,631,080.86</u>	<u>2,501,460.38</u>		<u>-129,620.48</u>		<u>105.18%</u>		<u>849,925.00</u>	<u>-1,781,155.86</u>

Interest Income #1 Interest rates continue to climb and we have not yet used the cash to make the new engine deposit.

Fire Abatement Contract #2 Luckily KFPD has had very few non-compliant residents, but we continue to budget for it just in case.

Audit #3 MUN CPA's will bill KFPD a final bill when audit is finalized.

Legal Fees #4 This fiscal year is highly unusual mostly due to the CalPERS mitigation costs and the El Cerrito contract renewal negotiation.

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2018-2019

	FY 2017-2018	FY 2017-2018	FY 2018-2019	FY 2019-2020
<u>REVENUE BUDGET</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Planning</u>
Property Taxes	3,863,605	3,889,704	4,035,570	4,156,635
Special Taxes	200,287	200,395	200,453	200,450
Other tax income	26,000	26,082	25,500	25,500
Interest income	60,000	80,056	70,000	60,000
Lease agreement	35,470	35,468	36,002	37,630
Salary reimb agreement	57,873	59,603	62,848	66,523
Miscellaneous income	0	1,182	0	0
Total Revenue	4,243,235	4,292,490	4,430,373	4,546,738
	FY 2017-2018	FY 2017-2018	FY 2018-2019	FY 2019-2020
<u>OPERATING EXPENSE BUDGET</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Planning</u>
OUTSIDE PROFESSIONAL SERVICES				
Accounting	5,250	7,099	7,250	7,250
Actuarial Valuation	7,500	5,500	0	7,500
Audit	16,000	16,000	16,000	16,500
CC County Expenses	32,500	34,316	36,030	37,830
El Cerrito Contract	2,826,907	2,826,907	3,078,930	3,171,300
Fire Abatement Contract	8,000	0	8,000	8,000
Fire Engineer Plan Review	2,000	1,093	2,000	2,000
Insurance - Risk Mgmt	14,000	13,268	14,500	15,000
LAFCO Fees	2,200	2,123	2,200	2,300
Legal Fees	40,000	19,423	70,000	35,000
Water System Improvements	20,000	0	20,000	20,000
Website Development/Maint.	3,700	3,100	2,500	2,750
Wildland Vegetation Mgmt	10,000	9,150	10,000	10,000
RETIREE MEDICAL BENEFITS*				
PERS Medical (OPEB cost)	0	0	0	0
Delta Dental	0	0	0	0
Vision Care	0	0	0	0
CalPERS Settlement	0	0	45,700	0
COMMUNITY SERVICE ACTIVITES				
Public Education	10,000	10,928	16,000	14,000
Community Pharmaceutical Drop-Off	4,000	2,449	4,000	4,000
Vial of Life Program	200	99	200	200
CERT Kits/Sheds/Preparedness	17,500	3,833	12,000	12,000
Open Houses	1,200	307	750	750
Community Shredder	2,750	2,469	2,750	3,000
DFSC Matching Grants	20,000	19,116	23,880	20,000
Firesafe Planting Grants	3,000	219	3,000	3,000
Demonstration Garden	30,000	5,060	50,000	3,000
Community Sandbags	5,000	754	4,000	4,000
Volunteer Appreciation			0	1,500
Community Center Fire Alarm	0	0	35,000	0
DISTRICT ACTIVITIES				
Professional Development	5,000	2,919	5,000	5,000
District Office				
Office expense	3,000	2,862	3,000	3,150
Office supplies	2,500	1,326	2,250	2,500
Telephone	8,000	7,935	8,000	8,400
Election	0	0	3,900	0
Firefighter's Apparel & PPE	1,500	542	1,500	1,575
Firefighters' Expenses	10,000	6,149	10,000	10,000
Staff Appreciation	2,000	1,019	1,750	2,000
Memberships	7,535	7,008	7,600	7,600

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2018-2019

P/S Building

Needs Assessment/Feasibility Study	30,000	23,127	50,000	0
Gardening service	2,000	1,170	2,500	3,200
Building alarm	2,000	1,379	1,500	1,550
Medical waste disposal	5,000	5,194	5,500	5,500
Janitorial	1,500	1,260	1,500	1,575
Misc. Maint/Improvements	12,000	12,204	13,000	13,000
PG&E	7,500	7,124	8,000	9,000
Water/Sewer	2,040	2,346	2,465	2,590
Staff				
Wages	86,420	86,438	95,081	97,931
Longevity Pay	1,000	1,000	1,000	1,000
Overtime Wages	1,540	1,060	1,575	1,655
Vacation Wages Accrual Adjustment	2,433	1,354	332	3,766
Medical/dental insurance compensation	8,190	8,190	10,056	10,560
Retirement Contribution	6,568	6,569	7,226	7,443
Payroll Taxes	7,789	7,705	8,360	8,620
Insurance - Workers Comp/Life	1,800	1,830	2,000	2,000
Processing	1,550	1,567	1,645	1,730
Operating Contingency Fund	<u>25,000</u>	<u>1,439</u>	<u>25,000</u>	<u>25,000</u>
Total Operating Expense	3,325,570	3,183,927	3,744,428	3,637,222
Capital Outlay				
Firefighter qtrs/equip	25,000	20,580	15,000	15,000
Office Furniture/Computers	5,000	0	5,000	5,000
Type III Engine	<u>0</u>	<u>0</u>	<u>220,000</u>	<u>372,000</u>
Total Capital Outlay	30,000	20,580	240,000	392,000
TOTAL EXPENDITURES	3,355,570	3,204,507	3,984,428	4,029,222

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

* Due to new reporting rules under GASB 75 and the fact that our OPEB assets equal or surpass liabilities, the actuary stated that we will have no OPEB expense beginning in FY 17/18.

Designated Funds (see attached schedules)

Engine Replacement Fund	117,874	117,874	117,874	75,880
Public Safety Building Fund	<u>650,000</u>	<u>650,000</u>	<u>450,000</u>	<u>131,590</u>
	767,874	767,874	567,874	207,470

	FY 2017-2018 <u>Budget</u>	FY 2017-2018 <u>Actual</u>	FY 2018-2019 <u>Budget</u>	FY2019-2020 <u>Planning</u>
Beginning Cash	6,957,198	7,093,176	8,126,495	8,572,439
Revenue	4,243,235	4,292,490	4,430,373	4,546,738
Operating Expenditures	-3,325,570	-3,183,927	-3,744,428	-3,637,222
Capital Expenditures	-30,000	-20,580	-240,000	-392,000
Accrual to Cash Adjustment		-54,664		
<u>ENDING CASH</u>	7,844,864	8,126,495	8,572,439	9,089,955
Cumulative Designated Funds				
Capital Replacement Funds	-3,186,299	-3,954,173	-3,754,173	-4,161,643
Prepaid CERBT - Retiree Trust	-953,491	-1,010,137	-1,010,137	-1,010,137
El Cerrito Contract 12 month set aside	-2,826,907	-2,826,907	-3,078,930	-3,171,300
<u>AVAILABLE CASH</u>	878,167	335,278	729,199	746,874

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2018-2019

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

Type I Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds	Type III Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds
						\$540,094			
					\$94,000		02-03		
					\$205,895		03-04		
							04-05	32,860	32,860
							05-06	32,860	65,720
							06-07	32,855	98,575
							07-08	36,793	135,368
							08-09	36,793	172,161
					adjust to	\$592,100	09-10	41,994	214,155
							10-11	41,994	256,149
							11-12	41,994	298,143
							12-13	41,994	340,137
							13-14	41,994	382,131
							14-15	41,994	424,125
\$632,000	\$1,138,200	15-16					15-16	41,994	466,119
		16-17	75,880	75,880			16-17	41,994	508,113
		17-18	75,880	151,760			17-18	41,994	550,107
		18-19	75,880	227,640			18-19	<u>41,994</u>	592,101
		19-20	75,880	303,520				592,101	
		20-21	75,880	379,400					
		21-22	75,880	455,280					
		22-23	75,880	531,160					
		23-24	75,880	607,040					
		24-25	75,880	682,920					
		25-26	75,880	758,800					
		26-27	75,880	834,680					
		27-28	75,880	910,560					
		28-29	75,880	986,440					
		29-30	75,880	1,062,320					
		30-31	<u>75,880</u>	1,138,200					
			1,138,200						

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2018-2019

SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION/REPLACEMENT

<u>Adjusted for 4% Inflation</u>	<u>Fiscal Year</u>	<u>Yearly Contribution</u>	<u>Accumulated Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	432,486	744,646
	16-17	1,089,786	1,834,432
	17-18	650,000	2,484,432
	18-19	450,000	2,934,432
	19-20	131,590	3,066,022

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

In preparation for a major building remodel/replacement, any surplus funding from each year will also be contributed to the building replacement fund.

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											
TRANSMITTAL - APPROVAL											
Invoices											
						PY/CY:	2170				
						BATCH #:	3/8/2019				
						DATE:	3/8/2019				
						LOCATION #:	13				
						FILENAME:	KENSINGTON				
VENDOR	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND ORG	SUB ACCT	ACTIVITY WORK	ENGUMB	PAYMENT			
									AMOUNT		
50096	Diablo Firesafe Council	2/4/2019	2018 Matching grant	7840	2490				23,880.00		
50146	Delta Dental	3/1/2019	BE003254951 Mar dental	7840	1061				1,008.86		
50147	KFPD Revolving Fund	3/8/2019	Reimburse revolving fund	7840	2490				14,492.31		
50148	CalPERS	02/14/19	7072901257 Apr medical	7840	1061				7,656.34		
50150	Vision Service Plan	02/20/19	001027770001 Mar vision	7840	1061				323.10		
50151	City of El Cerrito	03/01/19	Mar fire protection	7840	2328				251,284.08		
50131	Meyers Nave	02/21/19	20190101216/17/18 legal	7840	2490				1,427.22		
	Dell Marketing L.P.	02/14/19	10298278422 laptop	7840	2490				2,001.30		
	Emergency Equip Mgmt	03/04/19	64127 gas detector test station	7840	2490				1,193.68		
TOTAL									303,266.89		

Kensington FPD Approval

Date: 1/1

[Signature] Date: 3/18/19

March 8, 2019

Attachment to Transmittal 030819

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE		
DATE	DESCRIPTION	AMOUNT
2/3/2019	James Art - fire sprinkler review Oberlin	403.50
2/6/2019	EBMUD - water/wastewater	423.90
2/1/2019	Office Depot - office supplies	24.37
2/5/2019	PG&E - gas	328.61
2/9/2019	Sprint - telephone	63.57
2/15/2019	Payroll processing	66.25
2/15/2019	Payroll - 2/1-2/15/19	3,042.46
2/15/2019	Withholding payroll taxes 2/1-2/15/19	1,494.08
2/15/2019	Pagepoint - email assistance	45.00
2/11/2019	PG&E - electric	845.26
1/14/2019	Terminix - pest control	128.00
2/12/2019	Mechanics Bank - sandbags, newsletter postage, etc.	946.72
3/1/2019	Payroll processing	66.25
3/1/2019	Payroll - 2/15-2/28/19	2,892.36
3/1/2019	Withholding payroll taxes 2/15-2/28/19	1,397.25
3/5/2019	ICMA-RC - Feb deferred comp	1,602.16
3/1/2019	All-ways Green - janitorial	105.00
2/22/2019	Comcast - internet	143.25
3/1/2019	Stericycle - medical waste	419.32
3/6/2019	Reimburse Director - training	55.00
	Total	14,492.31

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

Proposed Amendments to Kensington Fire Protection District (KFPD) Policy Handbook

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 1140

[What follows on these pages are, first, the present KFPD language for Policy 1140.20; second, proposed new language; and third, corresponding language in the KPPCSD manual, for purposes of consistency in review.]

The purposes of these proposed changes are to increase transparency of District operations, to improve public participation in District activities, to increase partnership capacity with the Kensington Police and Community Services District in areas of shared or synergistic responsibility, and to enhance the efficiency of District operations by incorporating the expertise and energy of Kensington's residents in a potentially more formal way than can be accommodated by the present language of the Policy 1140.]

I. PRESENT LANGUAGE OF KFPD POLICY 1140.20-1140.50

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 1140.20-1140.50

1140.20 The following shall be standing committees of the Board:

1140.21 A Finance Committee composed of two members of the Board of Directors.

1140.30 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year at the Board's regular meeting in January, subject to approval of the Board.

1140.40 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

1140.50 The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

II. PROPOSED CHANGES TO POLICY 1140.20-1140.50 (see track changes)

POLICY TITLE: Committees of the Board of Directors

POLICY NUMBER: 1140.20-1140.50

1140.20 The following shall be standing committees of the Board:

1140.21 A Finance Committee composed of two members of the Board of Directors.

1140.22 An Emergency Preparedness and Warning Systems Committee composed of two members of the Board of Directors, plus a supplemental number of members of the public if needed to fulfill the mission of the committee.

1140.30 The Board President shall appoint and publicly announce the Board members of the standing committees for the ensuing year at the Board's regular meeting in January, subject to approval of the Board. The President may appoint or remove members of the public at any time, subject to approval of the Board.

1140.31 New standing committees may be formed and announced at any time during the calendar year, subject to approval of the Board.

1140.32 Standing committees that include non-Board members may make recommendations to the full Board that are reached either by consensus or by a simple majority vote of the committee members. Committee votes on recommendations are not binding to their Board members when recommendations are proposed to the full Board. Diverse viewpoints discussed in committee meetings should be brought to the attention of the full Board.

1140.33 Standing committees attain a quorum when both members of the Board who have been appointed to that committee are present.

1140.40 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

1140.50 The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

1140.51. The Board's standing Emergency Preparedness Committee shall be concerned with (1) recommendations for allocations of effort and funding of initiatives to make Kensington safer from potential civic emergencies, using a multi-hazard approach; (2) identifying opportunities for articulation with community members and other agencies to reduce risk and enhance

evacuation procedures and public safety; (3) development of public education initiatives to accomplish the first two goals; (4) articulation with the KPPCSD standing committee on Emergency Preparedness, as well as other Local, County, and State agencies, to achieve the previous goals. This committee should take advantage of community expertise by including residents and other advisors as appropriate.

III. CORRESPONDING LANGUAGE IN THE KPPCSD POLICY MANUAL

POLICY TITLE: Committees and Coordinators of the Board of Directors

POLICY NUMBER: 4060

4060.3 Standing Committees of the Board

Emergency Preparedness Committee;

Solid Waste Committee;

Finance Committee:

4060.3.1 The Board's Emergency Preparedness Committee shall be concerned with the development of a community emergency preparedness plan in cooperation with the Kensington Fire Protection District.

Date: 02/07/2019 [09:37:11 AM PST]
From: Kensington Property Owners Association <kpoassoc@gmail.com>
To: Brenda Navellier <fire@kensingtonfire.org>
Subject: El Cerrito Fire Services

Dear Kensington Fire Protection District Directors,

The Kensington Property Owners urges your board to conduct an independent evaluation of the fire service contract with El Cerrito prior to renewing or approving a new contract. We have sent out the email below to our membership.

The Kensington Fire Board is presently in discussions with the City of El Cerrito regarding the renewal of the contract for Emergency Medical and Fire Services. The \$3.0 million contract funded through property taxes has not been reviewed in 23 years by independent professional analysts to determine whether the cost-sharing terms remain fair and reasonable for Kensington taxpayers, as both communities have changed in the intervening time. A review is not for the purpose of discontinuing the contract as El Cerrito provides very good service and it would be more expensive to run our own department. Rather it is to determine whether there are any necessary changes that will benefit Kensington, while still acceptable to El Cerrito. For example, we need to evaluate whether the \$3 million reserve requirement is consistent with contracting practices elsewhere because it means funds the Fire District has cannot be spent for other District needs, such as building rehabilitation.

There are approximately 17 months remaining until the contract expires. KPOA believes there is ample time to carry out an independent review, complete the contract discussions and sign a contract renewal.

It is important that the Fire Board hear from residents that a professional independent analysis of the contract is a responsible and prudent action. If you agree, we encourage you to contact the Board of Directors by e- mailing your comments to the District Manager, Brenda Navellier at: fire@kensingtonfire.org or mailing her at: Kensington Fire Protection District, 217 Arlington Avenue, Kensington CA 94707. Please send a copy of your comments to KPOAssoc@gmail.com

Sincerely,

Gail Feldman, President

Date: 02/07/2019 [09:57:54 AM PST]
From: Charles Toombs <cet@mcinerney-dillon.com>
To: fire@kensingtonfire.org
Cc: KPOAssoc@gmail.com
Subject: Request for Independent Analysis of Pending Fire Board contract with the City of El Cerrito

Dear Ms. Navellier:

I am writing to request that the Fire Board conduct an independent analysis of the pending contract with the City of El Cerrito for fire services to Kensington, to insure that it represents current best practices for such contracts, and that it is fiscally responsible.

I cannot understand why, in the current political climate with repeated demands for political transparency, that the Fire Board would not do this particularly if it has the time now to do so. Asking board members to make a determination on the suitability of the proposed contract, without professional review and staff analysis, is a serious mistake that will only impede exercise of their independent fiduciary responsibilities as board members.

I cannot understand how any board member would want to make a decision on approving the proposed form of agreement absent an expert objective and independent analysis of the issues. Other agencies have proceeded accordingly with such a review in the face of public demands and there is no reason for your fire board not to do so now.

Please include this note in your agenda packet for all board members to review.

Thank you for your courtesies.

Chuck Toombs

--
Charles E. Toombs
McInerney & Dillon, P.C.
1999 Harrison Street, Suite 1700
Oakland, CA 94612-4700
Telephone (510) 465-7100, Extension 238
FAX (510) 465-8556

[Click Here](#) to Securely Upload Files to McInerney & Dillon.

IMPORTANT/CONFIDENTIAL: This message is intended only for the individual or entity to which it is addressed. It contains information from McInerney & Dillon, P.C. which may be privileged, confidential and exempt from disclosure under law. If the reader of this message is not the intended recipient, or the employee or agent responsible for delivering the message to the intended recipient, please be aware that any dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately. We will be happy to arrange for the return of this message at no cost to you.

Date: 02/07/2019 [10:02:18 AM PST]
From: Lillie Gmail <lillianbraudy@gmail.com>
To: fire@kensingtonfire.org
Subject: To be frank

All anyone on boards in Kensington does is spend money on companies coming in and charging for advice that is already known. My advice is to keep the status quo and if it is not broken leave it alone and stop trying to invent ways to save money that in the long run will end up costing more.

Sent from my iPhone

Date: 02/07/2019 [10:04:01 AM PST]
From: Griffin Dix <griffindix@sbcglobal.net>
To: fire@kensingtonfire.org
Subject: review of contract for Emergency Medical and Fire Services

Please conduct an independent review of the Kensington contract for Emergency Medical and Fire Services. Thanks very much.

Griffin Dix, 191 Highland Blvd., Kensington, CA 94708

Date: 02/07/2019 [10:23:39 AM PST]
From: Christine Ford <frccford@gmail.com>
To: fire@kensingtonfire.org
Cc: KPOAssoc@gmail.com
Subject: emergency contract

I am in agreement with Gail Feldman's recommendation that KPOA order a professional independent analysis to review the terms of the contract between the Kensington & El Cerrito fire departments.

Christine C. Ford
28 Highgate Ct.
Kensington, CA 94707

Date: 02/07/2019 [10:52:54 AM PST]
From: Bob Glidden <bobglidden@gmail.com>
To: Brenda Navellier <fire@kensingtonfire.org>
Cc: kpoassoc@gmail.com
Subject: Re: Action needed: Kensington Fire Services Contract with El Cerrito

We just elected a new board, and I think those members should be allowed to decide the best way forward, without being inundated with emails from people who were not willing to run themselves for a seat on that board.

----- Forwarded message -----

From: **Kensington Property Owners Association** <kpoassoc@gmail.com>
Date: Thu, Feb 7, 2019, 9:26 AM
Subject: Action needed: Kensington Fire Services Contract with El Cerrito
To: Kensington Property Owner <KPOAssoc@gmail.com>

Dear KPOA Member,

With a simple email from you, we can put needed pressure on our fire service agencies to evaluate whether Kensington residents are getting a fair deal.

The Kensington Fire District Board is presently in discussions with the City of El Cerrito regarding the renewal of the contract for Emergency Medical and Fire Services. The \$3.0 million contract funded through property taxes has not been reviewed in 23 years by independent professional analysts to determine whether the cost-sharing terms remain fair and reasonable for Kensington taxpayers, as both communities have changed in the intervening time. A review is not for the purpose of discontinuing the contract as El Cerrito provides very good service and it would be more expensive to run our own department. Rather it is to determine whether there are any necessary changes that will benefit Kensington, while still acceptable to El Cerrito. For example, we need to evaluate whether the \$3 million reserve requirement is consistent with contracting practices elsewhere because it means funds the Fire District has cannot be spent for other District needs, such as building rehabilitation.

There are approximately 17 months remaining until the contract expires. KPOA believes there is ample time to carry out an independent review, complete the contract discussions and sign a contract renewal.

It is important that the Fire Board hear from residents that a professional independent analysis of the contract is a responsible and prudent action. If you agree, we encourage you to contact the Board of Directors by e-mailing your comments to the District Manager, Brenda Navellier at: fire@kensingtonfire.org or mailing her at: Kensington Fire Protection District, 217 Arlington Avenue, Kensington CA 94707. Please send a copy of your comments to KPOAssoc@gmail.com

Record of conversation with Kensington Resident

2/7/19 at 11:33 a.m.

Mary Hammond of 131 Arlington Avenue telephoned the District office to voice her opinion that a survey/evaluation of the El Cerrito-Kensington contract was a terrible idea. She does not believe Kensington has any other choices and people should listen to Jim Watt's opinion on the matter. She also expressed concern that if KPOA wanted an accurate response they should have sent communication to everyone in Kensington. She did authorize me to write up her opinion as I understood it since she said the email provided in the KPOA email did not work for her.

Brenda J. Navellier
Manager
Kensington Fire Protection District

Thu, Feb 7, 11:49 AM (2
days ago)

David Bergen

to me

Hi Gail,

I do not agree that the Fire District Board should jeopardize the current contract with El Cerrito by questioning it and possibly giving El Cerrito the option of increasing our cost for their services.

I along with many others are very happy with the way the past board has handled the contract giving us excellent service at what I think is a reasonable cost. The district has been run in a fashion that has assured us of excellent service and ensuring that there will be sufficient funds to purchase required equipment.

I would prefer that the new board members not rock the boat and in the process sink it.

- David

Brenda Navellier

From: Marilyn Stollon [mstollon@sonic.net]
Sent: Thursday, February 07, 2019 12:14 PM
To: Brenda Navellier
Subject: MStollon response to kpoa email

From: Marilyn Stollon <mstollon@sonic.net>
Date: February 7, 2019 at 10:14:00 AM PST
To: Kensington Property Owners Association <kpoassoc@gmail.com>
Subject: Re: Action needed: Kensington Fire Services Contract with El Cerrito

I strongly disagree with KPOA on this one.

Re reserves, kppcsd has to have adequate reserves, why wouldn't KFD need to for the same reasons. In fact, didn't kppcsd let its reserves go down requiring a property tax 10 yrs ago to pay for police services?

Secondly, anything that jeopardizes an already good contract puts us at risk for higher fees from EC. This will be on your collective heads if this occurs and increases costs to already strapped new highly taxed Kensington homeowners and many fixed income homeowners.

Those who negotiated our contract are capable and informed.

Lastly, Ms. Feldman you have been openly in favor of consolidation and have stated that to me as well. I have concerns about your long term motives regarding your desire to combine our 2 boards.

Sincerely,
Marilyn Stollon

Date: 02/07/2019 [06:54:56 PM PST]
From: Mez Chafe-Powles <mezchafe@gmail.com>
To: fire@kensingtonfire.org
Subject: Request for fireboard evaluation

I have been very happy with the efficient way the fire board has been run and would not want to change it now or in the future. We have been well served ! Thank you!

Sincerely, Mary Chafe-Powles

Date: 02/07/2019 [08:34:23 PM PST]
From: Valerie Meyers <valmeyers41@gmail.com>
To: fire@kensingtonfire.org
Cc: KP0Assoc@gmail.com
Subject: contract review

Dear Brenda, I am writing in response to Gail Feldman's email re the possibility of paying an outside person to evaluate and review the existing contract between Kensington and El Cerrito for fire services. It seems to me that 23 years is a long time for a contract to be in force and that it would be a good idea to review it, as long as it can be done in an affordable, timely and objective manner. I would not like to see the process go on and on over many months. Thanks! Valerie Meyers

Date: 02/08/2019 [11:00:21 AM PST]
From: Carolyn Linnard <linnardc@gmail.com>
To: Brenda Navellier <fire@kensingtonfire.org>, Kensington Property Owners Association
<KPOAssoc@gmail.com>
Subject: Re: Action needed: Kensington Fire Services Contract with El Cerrito

Dear Brenda

**regarding the review, i would like to
make sure it is only a review and will
not increase costs.**

Carolyn Linnard (age 92)

257 Perdue dr

Date: 02/08/2019 [12:20:02 PM PST]
From: Brent Green <execoach@mindspring.com>
To: fire@kensingtonfire.org
Subject: Resident input on Fire Dept. E.Cerrito contract

We need an independent review of the El Cerrito Fire Dept contract with Kensington to see if we are getting a fair and equal deal for the 3 million dollars in question.

Thank you,

Brent Green, Ph.D.
160 Purdue Ave.
Kensington,
94708

Date: 02/08/2019 [01:54:50 PM PST]
From: Anneliese Miller <abmiller39@att.net>
To: fire@kensingtonfire.org, KPOAssoc@gmail.com
Subject: Kensington Fire Services Contract with El Cerrito

Dear Ms. Navellier,

I received the e-mail regarding the above subject from the Kensington Property Owners Association and agree that ANY 23 year old contract should be discussed by a community before renewal. If a review can be conducted in a timely manner and at a reasonable cost (which seems to be a problem in our community) I am in favor of it, particularly if a review will reveal whether necessary changes will benefit Kensington.

Sincerely,
Anneliese Miller

Date: 02/09/2019 [05:16:47 PM PST]
From: vida dorroh <vidafd@aol.com>
To: janicekosel@gmail.com, don@dondommer.com, lnagel@kensingtonfire.org, jstein@kensingtonfire.org, kpadian@kensingtonfire.org
Cc: kpoassoc@gmail.com, fire@kensingtonfire.org
Subject: Review of the El Cerrito Contract

Dear KFPD Board Members,

We would like to add our voices in support the the Kensington Property Owners Association's call for an independent, professional review of the current contract between KFPD and the City of El Cerrito. There seems to be nearly universal sentiment (with which we agree) that El Cerrito's fire fighters and fire department management have provided very good service to Kensington. That is not the reason for suggesting an independent review. Rather, like any 25year old agreement, it seems very likely that some elements of the Kensington-EC contract are out of date, do not reflect current state of the art and recent developments in fire protection and emergency management, and could be updated and improved to the benefit of both parties. In addition, some have questioned whether the existing contractual cost structure is equitable in relation to El Cerrito's costs and service levels .

In years past the contract and its periodic renewals and amendments has been managed entirely by members of the KFPD board, without, so far as is apparent to the public, the assistance of independent professional advisers (other than legal counsel, whose expertise in fire department management and finances is unknown). We believe it is time to commission an independent review, and provide the community the assurance it needs that our KFPD Board is doing its fiduciary duty, and looking out for Kensington's interests.

Vida and Paul Dorroh

Date: 02/10/2019 [02:46:53 PM PST]
From: Cathy and Jack <mcbjkt@sbcglobal.net>
To: fire@kensingtonfire.org
Cc: KPOAssoc@gmail.com
Subject: Renewal of Contract

We have been Kensington residents for 32 years.

While my wife and I support the renewal of the contract with the El Cerrito fire department, we also highly recommend that we take the time to review the contract to make sure it is clear and updated. We also would encourage that we review the amount being held in reserves. The Kensington Community Center is in need of an earthquake retrofit. Some of that money would go a long way in improving safety to all who use the building. My understanding is that the fire department would do the majority of the work for rescuing people and inspecting the building in the aftermath of such an event. Money would be better spent on reducing injuries and damage before it happens.

Sincerely,

Jack Telian

Sent from Mail for Windows 10

Date: 02/10/2019 [05:17:16 PM PST]
From: James Rule <jbrule@berkeley.edu>
To: fire@kensingtonfire.org
Subject: contract with El Cerrito

Dear Brenda Navellier,

I'd like to join many other members of the KPOA in going on record for an independent review of the current \$3 M contract with El Cerrito for Kensington's for emergency medical and fire services. Given the time that's elapsed since this contract was first put in place, it is only prudent to obtain expert input on a matter vital to both communities.

Yours sincerely,

James Rule

234 Stanford Ave.,
Kensington

Date: 02/11/2019 [01:57:11 PM PST]
From: Laura Chick <lauranchick@yahoo.com>
To: fire@kensingtonfire.org
Subject: An independent outside analysis of contract

As a homeowner in Kensington, I'm writing to strongly support having an independent analysis done of our Emergency Medical and Fire Services contract.

I am extremely satisfied with the service our community currently receives, but a thoughtful review of contract details is just a good business practice after 25+ years without one!

Thank you
Laura Chick

Sent from Yahoo Mail for iPad

Date: 02/25/2019 [08:28:13 PM PST]
From: Iva Jones <ivadora@icloud.com>
To: KFD <fire@kensingtonfire.org>
Subject: KFD contract with EC

Brenda Navellier and KFD Board Members,

I believe a lot of changes have occurred to both Kensington and El Cerrito since our contract for Emergency Medical and Fire Services was last reviewed. We need to spend some money to have such analysis made by independent professional analysts.

Questions that come to mind:

Where do we currently stand?

Is our contract currently fair to all cost-sharing stakeholders?

Is it consistent with current contracting practices elsewhere?

Does the current reserve requirement of \$3.0 million still enable Kensington to make the necessary rehabilitation to our building without going into considerable debt to do so?

These questions and more make me think it is time for KFD to have a professional independent analysis of our current contract and our needs before our current contract expires in about 17 months. That should give us enough lead time to have a firm understanding of what our needs are and if any changes need to be made to our next contract that are still acceptable to El Cerrito.

I'm not against continuing to contract for these services with El Cerrito. I am wanting to be sure that any new contract is fair to our tax-payers / stakeholders, as well as to El Cerrito, and meeting current contracting practices.

I very strongly believe, as a life-long resident of Kensington since 1946, that with our current needs for our building rehabilitation, we should make every effort to know what our needs are in relation to current contractual practices through a professional independent analysis and also to let our tax payers and other residents stay informed through community meetings and/or written communications.

This issue is far too important to not have such current data available.

BOARD REPORTS

**MINUTES OF THE JANUARY 29, 2019 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: Directors: Julie Stein and Don Dommer
 Staff: Manager Brenda Navellier, Deborah Russell CPA

CALL TO ORDER:

Director Stein called the meeting to order at 2:30 p.m. and noted the Committee members, staff and members of the public that were present.

ORAL COMMUNICATIONS:

None.

APPROVAL OF MAY 31, 2018 COMMITTEE MINUTES:

Director Stein said she had asked that the approval of this item be referred to the February 13, 2019 Board meeting. Neither Directors Stein nor Dommer were in attendance at the May 31, 2018 meeting. The Board will ask Director Kosel to affirm the minutes at the February meeting.

REVIEW DRAFT FY17-18 FINANCIAL STATEMENTS:

Director Stein said she was not familiar with the statutory timeline for when the Board needs to adopt the financial statements from the end of a fiscal year. Neither Navellier nor Russell were familiar with a required timeline since the Board has always adopted their audits in January or February. Russell added that the audit is needed to fulfill other requirements like the State Controller's Report which does have a timeline. Navellier reported that the auditor will make a presentation at the February Board meeting. Stein asked if the Management Discussion & Analysis (MDA) was Navellier's product or Navellier and Russell together? Russell clarified that it is the Board's. Staff fills it out but it is the Board that adopts it. If there is something that the Committee feels should be added this would be the place to put it. The MDA is meant to be from the laymen's view for an overall presentation. The MDA is actually KFPD's presentation and the Board is management. Stein asked if the modified accrual basis of accounting applied to just revenue and not expenditures? Russell said it was universal. There are two different ways that the statements are presented. Page 8 is the government-wide statement of net position which is presented in accrual and page 10 is the fund financial statement which is presented in modified accrual. The audit presentations are based on GASB requirements. Stein asked how often does the District accrue expenditures? Russell answered KFPD strives to use accrual basis all year long but there are some final year-end adjustments that are made by journal entry. Russell explained that the majority of the checks run through the County and she reconciles to the County once a month. The County makes some adjustments on their side, particularly to revenue, that the District does know about until the county run is issued. Monthly reports in the Board packets tie to the county run dates except for budget to actual. Stein shared her experience in her employment with accounting. Russell said the MDA is a good representation of the highlights so if the Committee is comfortable with the draft that is great. Stein thought the audit was well presented. Russell said you can now see the full OPEB liability in the presentation due to the new law; however, KFPD is unusual because the liability is fully funded and the \$174,867 is an asset. Navellier noted that the audit is completely "clean" and there are no recommendations being made. Russell commended Navellier for her bookkeeping and complete records. Stein noted that the auditors do test certain policies such as District resolutions relating to the budget. She asked if the auditors test any other policies to make sure the District is operating in compliance with them, for example relating to the El Cerrito contract or procurement? Russell said that would not fall under the auditor's role. She explained how KFPD reflects the contract fee set-aside and that we are not in default even when we don't have the total amount. She thinks that would be a different type of audit. This is not a fraud specific audit or a policy specific audit. The Committee will recommend the audit to the full Board at the February meeting.

REVIEW REVISED 2017 ACTUARIAL VALUATION:

Russell said KFPD is in the first year of implementation of GASB 75 and some of the terminology and presentation in the valuation have changed. Russell and Navellier had a phone conference with the actuary and can

attempt to answer questions otherwise staff can make inquiries to the actuary. The report is required every two years at a minimum. Navellier said the actuary has not previously attended Board meetings to explain the report. The District has always focused on the bottom line and whether KFPD was funded or not. If the committee would like a detailed presentation, Navellier can check to see if the actuary can attend the next meeting. Stein asked the relationship between the actuarial report and the audit report. Russell said the actuary report is a picture in time and if it is included in the FY17-18 audit it will also be in the following year audit since the report is only completed every two years. Because so many assumptions are made in the actuary report the State Board has a two year requirement. Dommer said he has gone through the report. Navellier provides the data to the actuary. Russell said it is less scary to adopt the report because the District is fully funded as opposed to having a big liability. Dommer said we are tracking a set group of people and noted the average age is now 74. Russell pointed out page 13 where deferred inflows/outflows are listed. Each category is amortized over different periods. Stein asked what inflow means in this case. Russell pointed to pages 8 and 16 in the audit and attempted to clarify and address the \$13,794 deferred inflow. Russell will talk to the auditors about clarifying language on page 8. Stein asked for clarification on how many retirees and beneficiaries are under the actuary report. Staff discussed the wording and tried to clarify. David Spath also thought the explanation in the audit was confusing. Staff will make sure the two documents match and will ask for rewording on page 25 in the audit regarding the amount of participants. Spath wondered why the age groups are broken out for the retirees and widows on page 16 of the actuary report but not for the additional five beneficiaries. Russell believes that is because those are the individuals the calculation is based on. Russell will ask the actuary that question. Russell explained that the chart on page 18 is following the Getzen model per the actuary which asserts that medical costs cannot continue to rise at 8% and that is why the percentages are declining. The main thing is that the District is fully funded. Stein asked if the committee is expected to recommend the report to the Board. Navellier asked if the committee wanted the actuary to attend the meeting? Dommer said the report is cut and dry and a lot of assumptions are made which would be hard to dispute. Dommer asked how long KFPD has used this company. Navellier said the actuary KFPD uses has to be on a CalPERS approved list. This is maybe the fourth report Nicolay has completed for KFPD.

MID-YEAR BUDGET VS. ACTUAL REVIEW:

Director Stein asked why KFPD is under budget on the El Cerrito contract fee half way through the year? The fee is paid monthly in equal installments. Navellier said that the County did not cut the December check until January 2nd. Stein said that goes back to her accrual question. Russell agreed and explained that the contract is currently set up as a pre-paid and as a liability and Navellier moves it as it is paid to expense. Navellier noted that also reflects why the salary reimbursement agreement revenue is behind. Stein's understanding is that \$50,000 is budgeted for the demonstration garden this year. Navellier confirmed and explained that the report is what is budgeted for the first half of the year only and the District didn't plan on constructing the garden until spring. Russell clarified that staff inputs the budget based on if they know the timing of the expenditure. Some things are divided equally and some are not. Stein asked if the current expense shown for the demonstration garden included accrued liabilities? Navellier said that amount shown is what has been spent through December. The landscape architect sent an invoice in early January which will come to the Board in February. Russell said the invoices are entered by their date. Stein said that people need to be cautious in assuming that something that is under budget may not actually be under budget. Navellier said that could also be true of something that appears over budget. Russell said she thinks it's more realistic to try to input the budget based on known timing otherwise the District will always appear to be under budget until the end of the year. Russell said she could provide a budget to the Committee that shows every month and every account. David Spath commented on the El Cerrito contract being under budget through December. Stein asked Russell to provide a monthly budget with greater detail. Stein said the Board has formed an Emergency Preparedness Committee and that Committee may be proposing some kind of operating budget maybe before this fiscal year is over. More discussion followed on what that could be including sirens. Dommer and Spath shared their personal experience with sirens. Navellier pointed out that the District has a fiscal year surplus so funding for the Emergency Preparedness Committee does not have to be taken from a category that may be under spent. Navellier also pointed out that legal fees are over budget. The District can either make a budget adjustment or go over budget. The CalPERS litigation is driving the higher fees during the first half of the year. Stein asked what the District's policy is for authorizing a budget increase before a budget item is exceeded. Russell pointed out that expenses are being authorized when the check is signed. Stein asked if KFPD is expecting any more legal fees during the second half of the year. Dommer said there is always going to be legal questions. Stein suggested that a budget increase be made for legal fees since they have already been spent. She asked Navellier if she has a way to predict what legal fees will be for the rest of the year and if the CalPERS situation is concluded. Navellier reported that a verbal agreement has been reached but the agreement has not been executed yet. The amount has not been disclosed yet though it is less than what the Board authorized and it will need to be

budgeted also. Russell suggested the budget adjustment might need to be a two-part action once the Emergency Preparedness Committee gets underway. More discussion on what type of report to generate for the Committee ensued. Dommer said he would like a written explanation of what the big differences are.

REVIEW DISTRICT INVESTMENTS

A schedule of current investments was included in the packet. The Board quickly reviewed the investments. Russell reported that the most recent LAIF interest rate is 2.4%. Navellier recently invested the bulk of the December property tax monies into LAIF. Russell explained what LAIF is.

Stein suggested a quarterly Finance Committee meeting instead of every six months. Dommer agreed. Regarding the investments, Navellier explained that KFPD gives the County the amount and term that the District wishes to invest and the County chooses the best vehicle.

ADJOURNMENT: The meeting was adjourned at 3:48 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the Committee meeting of February 27, 2019.

Attest:



Finance Committee Member



**California Special
Districts Association**

Districts Stronger Together

DATE: February 15, 2019
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2020 - 2022 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular Member in good standing and located within the geographic network that they seek to represent. (See attached CSDA Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, usually 4-5 meetings annually, at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend, at minimum, the following CSDA annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
*(CSDA does **not** reimburse expenses for the two conferences even if a Board or committee meeting is held in conjunction with the event)*
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years of being elected.
*(CSDA does **not** reimburse expenses for the Academy classes even if a Board or committee meeting is held in conjunction with the event).*

Nomination Procedures: Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is April 17, 2019. Nominations and supporting documentation may be mailed, faxed, or emailed.**

Mail: 1112 I Street, Suite 200, Sacramento, CA 95814
Fax: 916.442.7889
E-mail: amberp@csda.net

Once received, nominees will receive a candidate's letter in the mail. The letter will serve as confirmation that CSDA has received the nomination and will also include campaign guidelines.

CSDA will begin electronic voting on June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019. The successful candidates will be notified no later than August 13, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2018.

Expiring Terms

(See enclosed map for Network breakdown)

Northern Network Seat B-Greg Orsini, GM, McKinleyville Community Services District*
Sierra Network Seat B-Ginger Root, GM, Lincoln Rural County Fire Protection District *
Bay Area Network Seat B-Ryan Clausnitzer, SDA, GM, Alameda County Mosquito Abatement District*
Central Network Seat B-Tim Ruiz, GM, West Niles Community Services District
Coastal Network Seat B-Jeff Hodge, SDA, GM, Santa Ynez Community Services District*
Southern Network Seat B-Bill Nelson, Director, Orange County Cemetery District
(* = Incumbent is running for re-election)

AGAIN, THIS YEAR!

This year we will be using a web-based online voting system, allowing your district to cast your vote easily and securely. *Electronic Ballots will be emailed to the main contact in your district June 17, 2019. All votes must be received through the system no later than 5:00 p.m. August 9, 2019.*

*Districts can opt to cast a paper ballot instead; but you must contact Amber Phelen by e-mail Amberp@csda.net by **April 17, 2019** in order to ensure that you will receive a paper ballot on time.*

CSDA will mail paper ballots on June 17 per district request only. ALL ballots must be received by CSDA no later than 5:00 p.m. August 9, 2019.

The successful candidates will be notified no later than August 14, 2019. All selected Board Members will be introduced at the Annual Conference in Anaheim, CA in September 2019.

If you have any questions, please contact Amber Phelen at amberp@csda.net.



**California Special
Districts Association**
Districts Stronger Together

2019 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by fax, mail, or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

amberp@csla.net

DEADLINE FOR RECEIVING NOMINATIONS – April 17, 2019



California Special
Districts Association
Districts Stronger Together

2019 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after April 17, 2019 will not be included with the ballot.**



California Special Districts Association

DISTRICT NETWORKS

