

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

Date of Meeting: June 12, 2013
Time of Meeting: 7:30 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

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

1. **ADOPTION OF CONSENT ITEMS.** Items 4, 5, 6, 7 & 8
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of May 8, 2013 (APPROVE)
- CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** May 2013 (ACCEPT)
- CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #12** (APPROVE)
- CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** April/May 2013 (APPROVE)
- CC 7. **APPROVAL OF RESOLUTION 13-02** Establishing the Appropriations Limit for FY 2013-2014 (APPROVE)
- CC 8. **APPROVAL OF RESOLUTION 13-03** Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for FY 2013-2014 (APPROVE)

9. **FIRE CHIEF'S REPORT**

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

10. **PRESIDENT'S REPORT**

- a. Report on Manager's Annual Review

NEW BUSINESS

11. Policy Handbook Updates (ACTION):

- a. Review of Policy 1050 changing monthly meeting time
- b. New Policy 1170 addressing a Financial Reserves Policy

12. El Cerrito Contract Fee Proposal for FY 2013-2014 (ACTION)

13. Auditor Recommendation and Fee Proposal for FY 2012-2013 Audit Report (ACTION)

14. Resolution 13-04 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for Fiscal Year 2013-2014 (ACTION)

15. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Blaschczyk): Minutes from 1/23/13 Committee meeting
- b. Public Safety Building (de Ville/Harmon):
- c. Education (Kosel):
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Next meeting July 2012
- e. Diablo Fire Safe Council/Interface (Staff):

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, August 14, 2013, at 7:30 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 8/14/13 is Wednesday, 7/31/13 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 8/7/13 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE MAY 8, 2013 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

President de Ville called the meeting to order at 7:30 p.m. and noted that all Directors were present.

APPROVAL OF CONSENT ITEMS:

Director de Ville called for approval of the consent calendar (items 3, 4, 5 & 6) consisting of approval of the minutes of the April 10, 2013 meeting, approval of the incident activity report, approval of the monthly transmittal #11, and approval of the March/April 2013 monthly financial report. Director Kosel made a motion to accept the consent calendar items as presented in the packet. The motion was seconded and passed unanimously.

ORAL COMMUNICATIONS:

President de Ville noted that the City of El Cerrito is holding its 61st annual Board & Commission recognition dinner on May 31st. All Directors are invited to attend. De Ville also noted that longtime meeting attendee, Joan Gallegos, is in the hospital and the Board wishes her well.

CHIEF'S REPORT:

Chief Maples reported that a CERT refresher drill will be held on May 18th at the Richmond training grounds. There was also a CERT graduation drill with over 70 participants from El Cerrito, Kensington, Richmond, San Pablo and Pinole.

Fire season has officially started and there have already been a couple of days of red flag warnings. The department sent the OES engine to a wildfire in Ventura County. Four staff members respond on the crew and have since come home safe.

The pharmaceutical drop off took place on April 27th at Station 65. Over 176 lbs. of medications and 36 gallons of used sharps were collected. KFPD will continue to participate in this event until there is no longer a demand.

Water Officer Grunseth flowed all the hydrants in the project area of Arlington/Westminster. The ultimate goal of this phase was to increase the available gallons per minute-- improvements were dramatic and results for each hydrant in that area were included in the Board packet along with EBMUD's cost share breakdown.

Director Kosel appreciates the new format of the incident activity report. She believes it is very self explanatory and informational. Chief Maples explained that medical calls increase during hot weather. Maples will put together an article on hydration for the next Board packet which would also be included on the website.

Maples asked whether the Board was interested in changing their meeting time to 7:00 p.m. instead of 7:30 p.m. The Board agreed by consensus to include the time change on their next agenda.

PRESIDENT'S REPORT:

None.

BOARD REPORTS:

Finance: The Finance Committee will next meet on May 29th, 10:30 a.m. at the Public Safety Building.

CSDA: Nagel attended the April 15, 2013 County Chapter meeting of the CSDA. He submitted a written report to the Board members including the facts that the County Treasurer reports he has new options for investing funds, CSDA Legislative Days are coming up and focusing on the initiative to change requirements for passing a special tax/floating a bond, there is a West Nile virus issue in the County, and Stege Sanitary District is celebrating its 100th birthday.

Water System Improvements: Blaszczyk noted that EBMUD's cost-sharing break down chart included in the Chief's report does not add up. Navellier will contact EBMUD and ask for a corrected chart to share with the Board.

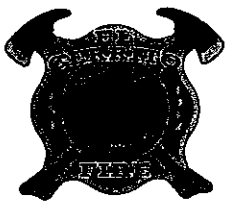
ADJOURNMENT: The meeting was adjourned at 8:00 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on May 8, 2013.

Attest:

Laurence Nagel, Board Secretary



EL CERRITO FIRE DEPARTMENT

Memorandum

June 2, 2013

TO: Kensington Fire Protection District Board Members

FROM: Laurence Carr: Battalion Chief

RE: Incident Activity Reports for the Month of May 2013

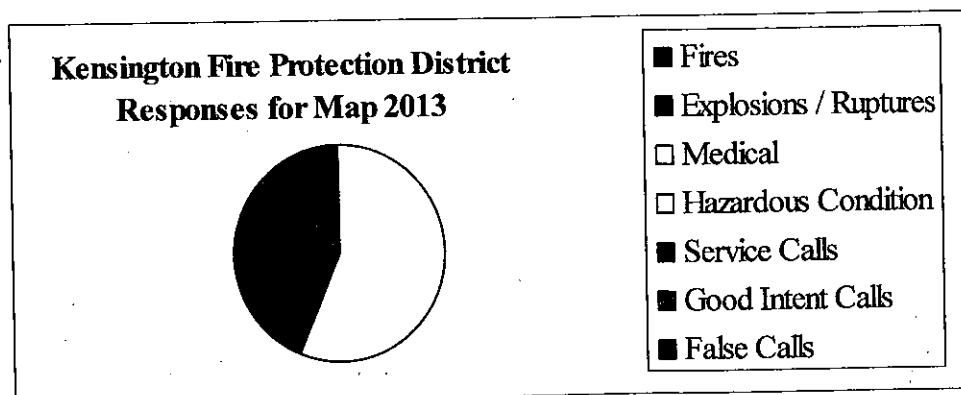
There were 25 incidents that occurred during the month of May in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for these calls that the Fire Department responded this past month.

On May 28th, there was a critical short in a high voltage electrical panel next to the sidewalk on a commercial building on Colusa Circle. Power could not be turned off. E65 restricted access to the area, and monitored the building for fire. PG&E responded and cut power to the building.

During this month, Engine 65 responded to a total of 39 calls in Kensington, El Cerrito and one call in Tilden Park mutual aid for a medical emergency.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	14	56.00%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	7	28.00%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	3	12.00%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	1	4.00%
Totals		25	100.00%



Kensington Fire Protection District Response Log for May 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1300966	01-May-13 09:20:49	131 YORK AVE	Kensington	E65	651
2	1300968	01-May-13 16:55:43	267 ARLINGTON AVE	Kensington	E65	321
3	1300969	01-May-13 19:25:17	260 YALE AVE	Kensington	E65	553
4	1300975	02-May-13 08:44:11	90 HIGHLAND BLVD	Kensington	E65	651
5	1300987	03-May-13 09:32:34	143 ARLINGTON AVE	Kensington	E65	321
6	1300990	03-May-13 18:35:27	419 COLUSA AVE	Kensington	E65	322
7	1301003	05-May-13 17:05:04	1629 OAK VIEW AVE	Kensington	E65	522
8	1301021	07-May-13 14:51:34	224 STANFORD AVE	Kensington	E65	321
9	1301024	08-May-13 02:10:49	11 KERR AVE	Kensington	E65	321
10	1301040	10-May-13 18:54:24	22 LAM CT	Kensington	E65	321
11	1301061	13-May-13 19:07:49	22 AVON DR	Kensington	E65	321
12	1301076	15-May-13 08:35:06	329 RUGBY AVE	Kensington	E65	321
13	1301081	16-May-13 00:09:41	606 PLATEAU DR	Kensington	E65	321
14	1301086	16-May-13 23:40:39	35 ARDMORE DR	Kensington	E65	321
15	1301088	17-May-13 07:43:28	260 YALE AVE	Kensington	E65	321
16	1301091	17-May-13 16:02:20	283 BERKELEY PARK BLVD	Kensington	E72	700
17	1301100	18-May-13 02:56:47	240 WILLAMETTE AVE	Kensington	E72	550
18	1301107	18-May-13 23:22:22	96 ARDMORE DR	Kensington	E65	531
19	1301108	19-May-13 04:00:01	260 YALE AVE	Kensington	E65	550
20	1301111	19-May-13 22:58:26	106 NORWOOD CT	Kensington	E65	531
21	1301116	20-May-13 13:13:23	283 KENYON AVE	Kensington	E65	321
22	1301166	25-May-13 19:08:46	HIGHLAND BLVD	Kensington	E72	651
23	1301177	27-May-13 10:54:47	273 ARLINGTON AVE	Kensington	E65	520
24	1301191	30-May-13 07:58:10	50 SUNSET DR	Kensington	E65	321
25	1301199	30-May-13 21:56:52	101 WINDSOR AVE	Kensington	E65	321

* See Attached Table for Incident Type Explanations

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

Kensington Fire Protection District Engine 65 Response Log for May 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1300966	01-May-13 09:20:49	131 YORK AVE	Kensington	E65	651
2	1300968	01-May-13 16:55:43	267 ARLINGTON AVE	Kensington	E65	321
3	1300969	01-May-13 19:25:17	260 YALE AVE	Kensington	E65	553
4	1300974	02-May-13 05:17:42	266 LOS ALTOS DR	Kensington	E65	651
5	1300975	02-May-13 08:44:11	90 HIGHLAND BLVD	Kensington	E65	651
6	1300987	03-May-13 09:32:34	143 ARLINGTON AVE	Kensington	E65	321
7	1300988	03-May-13 13:13:04	239 CAMBRIDGE AVE	Kensington	E65	321
8	1300990	03-May-13 18:35:27	419 COLUSA AVE	Kensington	E65	322
9	1300992	04-May-13 12:07:29	248 GRIZZLY PEAK BLVD	Kensington	E65	321
10	1300995	04-May-13 17:21:53	Lake Anza RD	Berkely	E65	411
11	1301002	05-May-13 12:11:22	835 SHEVLIN DR	El Cerrito	E65	321
12	1301003	05-May-13 17:05:04	1629 OAK VIEW AVE	Kensington	E65	522
13	1301020	07-May-13 11:10:09	960 AVIS DR	El Cerrito	E65	321
14	1301021	07-May-13 14:51:34	224 STANFORD AVE	Kensington	E65	321
15	1301024	08-May-13 02:10:49	11 KERR AVE	Kensington	E65	321
16	1301030	09-May-13 07:14:41	7501 SCHMIDT LN	El Cerrito	E65	745
17	1301035	09-May-13 16:44:18	1616 OCEAN VIEW AVE	Kensington	E65	412
18	1301037	10-May-13 08:58:53	317 RUGBY AVE	Kensington	E65	321
19	1301040	10-May-13 18:54:24	22 LAM CT	Kensington	E65	321
20	1301041	10-May-13 19:44:45	818 SEAVIEW DR	El Cerrito	E65	321
21	1301048	11-May-13 19:53:47	216 LAKE DR	Kensington	E65	550
22	1301049	11-May-13 21:09:48	925 KING DR	El Cerrito	E65	381
23	1301054	12-May-13 07:08:59	837 SEAVIEW DR	El Cerrito	E65	321
24	1301061	13-May-13 19:07:49	22 AVON DR	Kensington	E65	321
25	1301076	15-May-13 08:35:06	329 RUGBY AVE	Kensington	E65	321
26	1301077	15-May-13 15:55:39	260 WILLAMETTE AVE	Kensington	E65	520
27	1301079	15-May-13 18:54:41	1 SAN CARLOS AVE	El Cerrito	E65	321
28	1301081	16-May-13 00:09:41	606 PLATEAU DR	Kensington	E65	321
29	1301086	16-May-13 23:40:39	35 ARDMORE DR	Kensington	E65	321
30	1301087	17-May-13 01:11:14	370 OCEAN VIEW AVE	Kensington	E65	321

31	1301088	17-May-13 07:43:28	260 YALE AVE	Kensington	E65	321
32	1301095	17-May-13 22:39:24	524 VILLAGE DR	El Cerrito	E65	321
33	1301099	18-May-13 02:48:32	1150 IVY CT	El Cerrito	E65	321
34	1301105	18-May-13 18:54:27	308 CARMEL AVE	El Cerrito	E65	321
35	1301107	18-May-13 23:22:22	96 ARDMORE DR	Kensington	E65	531
36	1301108	19-May-13 04:00:01	260 YALE AVE	Kensington	E65	550
37	1301109	19-May-13 09:03:41	10900 SAN PABLO AVE	El Cerrito	E65	321
38	1301110	19-May-13 21:30:01	155 SAN CARLOS AVE	El Cerrito	E65	321
39	1301111	19-May-13 22:58:26	106 NORWOOD CT	Kensington	E65	531
40	1301112	20-May-13 08:59:58	1140 ARLINGTON BLVD	El Cerrito	E65	561
41	1301116	20-May-13 13:13:23	283 KENYON AVE	Kensington	E65	321
42	1301118	20-May-13 17:21:45	205 SAN CARLOS AVE	El Cerrito	E65	321
43	1301123	21-May-13 04:00:07	121 LAWSON DR	Kensington	E65	321
44	1301125	21-May-13 07:21:33	GRIZLEY PEAK / WILDCAT CANYON	Kensington	E65	522
45	1301126	21-May-13 11:25:27	SOUTH TILDEN PARK	Berkeley	E65	311
46	1301131	21-May-13 21:53:53	818 GALVIN DR	El Cerrito	E65	321
47	1301133	22-May-13 14:19:06	955 ARLINGTON BLVD	El Cerrito	E65	743
48	1301152	24-May-13 14:13:40	10398 SAN PABLO AVE	El Cerrito	E65	735
49	1301155	24-May-13 18:27:46	10052 SAN PABLO AVE	El Cerrito	E65	550
50	1301156	24-May-13 18:34:51	10290 SAN PABLO AVE	El Cerrito	E65	321
51	1301161	25-May-13 11:20:29	10203 SAN PABLO AVE	El Cerrito	E65	740
52	1301173	27-May-13 03:00:27	205 SAN CARLOS AVE	El Cerrito	E65	321
53	1301177	27-May-13 10:54:47	273 ARLINGTON AVE	Kensington	E65	520
54	1301181	28-May-13 10:27:13	706 LIBERTY ST	El Cerrito	E65	321
55	1301184	28-May-13 16:34:37	398 COLUSA AVE	Kensington	E65	440
56	1301191	30-May-13 07:58:10	50 SUNSET DR	Kensington	E65	321
57	1301199	30-May-13 21:56:52	101 WINDSOR AVE	Kensington	E65	321

* See Table Below for Incident Type Explanations

Type Series	Category	Description
100	Fires	(Structure, Trash, Vehicle, Vegetation Fire)
200	Explosions	(Over Pressure/Ruptures Explosions, Bombs)
300	Medical	(EMS, Vehicle Accidents, Extrication, Rescue)
400	Hazardous Condition	(Chemical Spills, Leaks, Down power Lines)

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

500 Service calls
600 Good Intent
700 False Call

TRANSMITTAL - APPROVAL

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

		KENSINGTON FPD		PY/CY:	
		TRANSMITTAL - APPROVAL		BATCH #:	
		Invoices		DATE:	
				LOCATION #:	
				FILENAME: KENSINGTON	
00982	Delta Dental	06/01/13	BE000555850 Jun dental	7840 1061	1,189.07
01169	CalPERS	06/07/13	13963758 Jul med	7840 1061	8,936.14
01406	KFPD	05/03/13	Reimburse revolving fund	7840 2490	12,301.37
01634	Vision Service Plan	05/20/13	001027770001May vision	7840 1061	317.35
01959	Alliant Insurance	04/30/13	123043 prepay 13-14 crime ins	7840 2490	1,309.00
02120	City of El Cerrito	06/01/13	Jun fire protection	7840 2328	193,238.52
TOTAL					217,291.45

Kensington FPD Approval

Date: 6/11/13
Robert A. Barrett
 Date: 6/21/13

June 7, 2013

Attachment to Transmittal 0513

Kensington Fire Protection District Revolving Fund 01406

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

<u>INVOICE DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
5/5/2013	ICMA RC - April deferred comp	706.80
4/30/2013	UBS - April janitorial	99.66
5/1/2013	Bay View Refuse	284.96
5/1/2013	Diablo Fire Safe annual dues	500.00
4/30/2013	Maximus - mandated cost claims	550.00
5/6/2013	PG&E - gas	79.32
5/9/2013	Nextel - telephone	64.46
5/5/2013	AT&T - telephone	351.36
5/5/2013	Office Depot - office supplies	139.26
5/9/2013	Reimburse Director - mileage	27.69
5/9/2013	The Key Shack - repair entry door lock	635.00
4/26/2013	Canepa Landscape maintenance	120.00
5/15/2013	PERS - balance of March	327.92
5/16/2013	Payroll - 5/1-5/15/13	2,505.72
5/16/2013	Withholding payroll taxes 5/1- 5/15/13	1,004.88
5/16/2013	Payroll processing	50.39
5/24/2013	Kel-Aire - semi annual maint.	312.70
5/6/2013	PG&E - electric	826.28
5/14/2013	Mechanics Bank - vial of life, mtg refresh, etc.	174.13
5/14/2013	Pagepoint - website updates	122.74
6/2/2013	Payroll processing	50.39
6/2/2013	Payroll - 5/16-5/31/13	2,413.13
6/2/2013	Withholding payroll taxes 5/16- 5/31/13	954.58
	Total	12,301.37

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

Kensington Fire Protection District
Balance Sheet
As of May 13, 2013

	May 13, 13
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	7,287.11
General Fund	1,139,160.30
Special Tax Fund	208,902.10
Capital Fund	5,027.77
Total Checking/Savings	1,360,577.28
Accounts Receivable	
Advance on Taxes	82,628.26
Advance on Supplemental Taxes	27,940.86
Total Accounts Receivable	110,569.12
Other Current Assets	
Prepaid Services - EC	394,245.83
Prepaid CERBT - Retiree Trust	1,091,718.04
Investments	
Capital Replacement Funds	969,877.00
Fire Protect. Contract Reserves	2,365,475.00
Investments - Other	-732,719.49
Total Investments	2,602,632.51
Total Other Current Assets	4,088,596.38
Total Current Assets	5,559,742.78
Fixed Assets	
Equipment	906,247.17
Accumulated Depreciation-Equip	-559,135.00
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-629,470.00
Current Capital Outlay	
Firefighters Qtrs/Equip	24,094.99
EBRICS Radios	126,990.00
Total Current Capital Outlay	151,084.99
Total Fixed Assets	1,871,833.46
Other Assets	
Prop 1A Loan - State of CA	218,628.00
Total Other Assets	218,628.00
TOTAL ASSETS	7,650,204.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	36,592.15
Total Accounts Payable	36,592.15
Other Current Liabilities	
EI Cerrito Service Contract Pay	394,245.83
Wages & PR Taxes Payable	2,568.54
Total Other Current Liabilities	396,814.37
Total Current Liabilities	433,406.52
Total Liabilities	433,406.52

Kensington Fire Protection District
Balance Sheet
As of May 13, 2013

	<u>May 13, 13</u>
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	1,345,135.49
Net Income	659,042.97
Total Equity	<u>7,216,797.72</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,650,204.24</u></u>

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

July 1, 2012 through May 13, 2013

	Jul 1, '12 - May 13, 13	Jul 1, '11 - May 13, 12	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,730,537.36	2,733,774.46	-3,237.10	-0.1%
Special Taxes	200,395.20	200,195.00	199.20	0.1%
Other Tax Income	14,151.19	19,769.57	-5,618.38	-28.4%
Lease Agreement	30,596.00	29,705.00	891.00	3.0%
Interest Income	5,865.03	7,770.06	-1,905.03	-24.5%
Salary Reimbursement Agreement	38,843.70	42,131.32	-3,287.62	-7.8%
Grant Revenue	101,592.41	0.00	101,592.41	100.0%
Miscellaneous Income	4,855.00	0.00	4,855.00	100.0%
Total Income	3,126,835.89	3,033,346.41	93,489.48	3.1%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,541.07	1,176.70	364.37	31.0%
Contra Costa County Expenses	30,964.03	31,206.42	-242.39	-0.8%
El Cerrito Contract Fee	1,971,228.90	2,072,529.52	-101,300.62	-4.9%
Water System Improvements	237,733.98	140,000.00	97,733.98	69.8%
Fire Abatement Contract	2,550.00	0.00	2,550.00	100.0%
Risk Management Insurance	10,200.00	9,835.00	365.00	3.7%
Professional Fees				
Accounting	2,246.33	3,303.95	-1,057.62	-32.0%
Actuarial Valuation	0.00	2,500.00	-2,500.00	-100.0%
State Mandated Claims Consult	550.00	669.50	-119.50	-17.9%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	1,809.46	2,493.95	-684.49	-27.5%
Total Professional Fees	16,605.79	20,967.40	-4,361.61	-20.8%
Wildland Vegetation Mgmt	8,417.00	8,155.00	262.00	3.2%
Total OUTSIDE PROFESSIONAL SER...	2,279,240.77	2,283,870.04	-4,629.27	-0.2%
RETIREE MEDICAL BENEFITS				
PERS Medical	48,189.96	54,312.50	-6,122.54	-11.3%
Delta Dental	5,651.25	7,475.38	-1,824.13	-24.4%
Vision Care	1,540.00	2,110.13	-570.13	-27.0%
Total RETIREE MEDICAL BENEFITS	55,381.21	63,898.01	-8,516.80	-13.3%
COMMUNITY SERVICE ACTIVITIES				
Public Education	6,562.81	9,832.83	-3,270.02	-33.3%
Comm. Pharmaceutical Drop-Off	1,147.82	2,729.26	-1,581.44	-57.9%
Vial of Life Program	5.46	0.00	5.46	100.0%
Open Houses	304.60	580.23	-275.63	-47.5%
Community Shredder	700.00	787.50	-87.50	-11.1%
Total COMMUNITY SERVICE ACTIVIT...	8,720.69	13,929.82	-5,209.13	-37.4%
DISTRICT ACTIVITIES				
Firefighter's Apparel	822.15	415.85	406.30	97.7%
Firefighters' Expenses	4,977.72	2,045.34	2,932.38	143.4%
Staff Appreciation	1,590.15	811.24	778.91	96.0%
Professional Development	1,490.43	3,840.40	-2,349.97	-61.2%
Building Maintenance				
Janitorial Service	996.60	996.60	0.00	0.0%
Medical Waste Disposal	6,681.08	4,829.68	1,851.40	38.3%
Building alarm	1,696.00	1,691.00	5.00	0.3%
Gardening service	600.00	1,020.00	-420.00	-41.2%
Miscellaneous Maint.	7,719.45	6,994.97	724.48	10.4%
Total Building Maintenance	17,693.13	15,532.25	2,160.88	13.9%
Building Utilities/Service				
Garbage	845.48	817.92	27.56	3.4%
Gas and Electric	5,558.74	6,730.78	-1,172.04	-17.4%
Water/Sewer	1,176.68	1,216.60	-39.92	-3.3%
Total Building Utilities/Service	7,580.90	8,765.30	-1,184.40	-13.5%
Election	384.10	0.00	384.10	100.0%
Memberships	5,126.00	4,807.00	319.00	6.6%
Office				
Office Expense	1,448.66	2,998.39	-1,549.73	-51.7%
Office Supplies	713.73	1,096.05	-382.32	-34.9%
Telephone	4,527.44	4,009.23	518.21	12.9%
Total Office	6,689.83	8,103.67	-1,413.84	-17.5%
Total DISTRICT ACTIVITIES	46,354.41	44,321.05	2,033.36	4.6%
Staff				
Wages	61,360.00	60,165.00	1,195.00	2.0%
Overtime Wages	982.30	1,249.53	-267.23	-21.4%
Medical/dental Ins compensation	5,300.00	5,100.00	200.00	3.9%
Retirement Contribution	3,068.00	3,008.20	59.80	2.0%
Payroll Taxes	5,042.32	4,971.19	71.13	1.4%
Workers Compensation/Life Ins	1,263.52	1,501.41	-237.89	-15.8%
Payroll Processing	1,079.70	1,031.70	48.00	4.7%
Total Staff	78,095.84	77,027.03	1,068.81	1.4%
Total Expense	2,467,792.92	2,483,045.95	-15,253.03	-0.6%
Net Ordinary Income	659,042.97	550,300.46	108,742.51	19.8%

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison

July 1, 2012 through May 13, 2013

	Jul 1, '12 - May 13, 13	Jul 1, '11 - May 13, 12	\$ Change	% Change
Other Income/Expense				
Other Income				
Transfers In - Capital	193,455.00	93,455.00	100,000.00	107.0%
Transfers In - General	2,611.84	209,679.78	-207,067.94	-98.8%
Total Other Income	196,066.84	303,134.78	-107,067.94	-35.3%
Other Expense				
Transfers Out - Capital	2,611.84	209,679.78	-207,067.94	-98.8%
Transfers Out - Special	0.00	90,000.00	-90,000.00	-100.0%
Transfers Out - General	193,455.00	3,455.00	190,000.00	5,499.3%
Total Other Expense	196,066.84	303,134.78	-107,067.94	-35.3%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	659,042.97	550,300.46	108,742.51	19.8%

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

July 2012 through April 2013

	Jul '12 - Apr 13	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,736,667.39	2,770,000.00	-33,332.61	98.8%
Special Taxes	200,395.20	200,395.00	0.20	100.0%
Other Tax Income	14,151.19	19,000.00	-4,848.81	74.5%
Lease Agreement	30,596.00	30,595.00	1.00	100.0%
Interest Income	5,865.03	6,000.00	-134.97	97.8%
Salary Reimbursement Agreement	38,843.70	38,799.20	44.50	100.1%
Grant Revenue	101,592.41			
Miscellaneous Income	4,855.00			
Total Income	3,132,965.92	3,064,789.20	68,176.72	102.2%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,541.07	1,500.00	41.07	102.7%
Contra Costa County Expenses	30,964.03	32,725.00	-1,760.97	94.6%
El Cerrito Contract Fee	1,971,228.90	1,971,229.20	-0.30	100.0%
Water System Improvements	237,733.98	420,000.00	-182,266.02	56.6%
Fire Abatement Contract	2,550.00	8,000.00	-5,450.00	31.9%
Risk Management Insurance	10,200.00	12,600.00	-2,400.00	81.0%
Professional Fees				
Accounting	2,246.33	4,500.00	-2,253.67	49.9%
Actuarial Valuation	0.00	500.00	-500.00	0.0%
State Mandated Claims Consult	0.00	550.00	-550.00	0.0%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	1,809.46	25,000.00	-23,190.54	7.2%
Total Professional Fees	16,055.79	42,550.00	-26,494.21	37.7%
Wildland Vegetation Mgmt	8,417.00	8,000.00	417.00	105.2%
Total OUTSIDE PROFESSIONAL SER...	2,278,690.77	2,496,604.20	-217,913.43	91.3%
RETIREE MEDICAL BENEFITS				
PERS Medical	44,174.13	40,158.30	4,015.83	110.0%
Delta Dental	5,137.50	5,137.50	0.00	100.0%
Vision Care	1,540.00	1,400.00	140.00	110.0%
Total RETIREE MEDICAL BENEFITS	50,851.63	46,695.80	4,155.83	108.9%
COMMUNITY SERVICE ACTIVITIES				
Public Education	6,562.81	10,833.30	-4,270.49	60.6%
Comm. Pharmaceutical Drop-Off	1,147.82	4,000.00	-2,852.18	28.7%
Vial of Life Program	5.46	333.30	-327.84	1.6%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	304.60	1,500.00	-1,195.40	20.3%
Community Shredder	700.00	1,000.00	-300.00	70.0%
Total COMMUNITY SERVICE ACTIVITI...	8,720.69	17,666.60	-8,945.91	49.4%
DISTRICT ACTIVITIES				
Firefighter's Apparel	822.15	1,500.00	-677.85	54.8%
Firefighters' Expenses	4,977.72	4,166.70	811.02	119.5%
Engine Rescue Equipment	0.00	4,500.00	-4,500.00	0.0%
Staff Appreciation	1,590.15	2,500.00	-909.85	63.6%
Professional Development	1,490.43	4,583.30	-3,092.87	32.5%
Building Maintenance				
Janitorial Service	896.94	1,250.00	-353.06	71.8%
Medical Waste Disposal	6,681.08	5,966.70	714.38	112.0%
Building alarm	1,896.00	2,000.00	-304.00	84.8%
Gardening service	600.00	1,458.30	-858.30	41.1%
Miscellaneous Maint.	7,719.45	10,000.00	-2,280.55	77.2%
Total Building Maintenance	17,593.47	20,675.00	-3,081.53	85.1%
Building Utilities/Service				
Garbage	560.52	573.34	-12.82	97.8%
Gas and Electric	5,558.74	6,158.30	-599.56	90.3%
Water/Sewer	1,176.68	1,350.00	-173.32	87.2%
Total Building Utilities/Service	7,295.94	8,081.64	-785.70	90.3%
Election	384.10	1,000.00	-615.90	38.4%
Memberships	4,626.00	5,600.00	-974.00	82.6%
Office				
Office Expense	1,448.66	3,125.00	-1,676.34	46.4%
Office Supplies	713.73	1,875.00	-1,161.27	38.1%
Telephone	4,527.44	4,241.70	285.74	106.7%
Total Office	6,689.83	9,241.70	-2,551.87	72.4%
Total DISTRICT ACTIVITIES	45,469.79	61,848.34	-16,378.55	73.5%
Staff				
Wages	61,360.00	61,366.70	-6.70	100.0%
Overtime Wages	982.30	3,187.50	-2,205.20	30.8%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	5,300.00	5,300.00	0.00	100.0%
Retirement Contribution	3,068.00	3,066.70	1.30	100.0%
Payroll Taxes	5,042.32	5,531.70	-489.38	91.2%
Workers Compensation/Life Ins	1,263.52	1,275.00	-11.48	99.1%
Payroll Processing	1,029.31	1,075.00	-45.69	95.7%
Total Staff	78,045.45	80,802.60	-2,757.15	96.6%

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

July 2012 through April 2013

	Jul '12 - Apr 13	Budget	\$ Over Budget	% of Budget
Contingency				
General	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	16,666.70	-16,666.70	0.0%
Total Contingency	0.00	16,666.70	-16,666.70	0.0%
Total Expense	2,461,778.33	2,720,284.24	-258,505.91	90.5%
Net Ordinary Income	671,187.59	344,504.96	326,682.63	194.8%
Other Income/Expense				
Other Income				
Transfers In - Capital	193,455.00			
Transfers In - General	2,611.84			
Total Other Income	196,066.84			
Other Expense				
Transfers Out - Capital	2,611.84			
Transfers Out - General	193,455.00			
Total Other Expense	196,066.84			
Net Other Income	0.00			
Net Income	671,187.59	344,504.96	326,682.63	194.8%

RESOLUTION 13-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR FISCAL YEAR 2013-2014

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

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

WHEREAS, the appropriations limit for Fiscal Year 2012-2013 was established at \$3,396,700 by the Board of Directors of the Kensington Fire Protection District; and

WHEREAS, the applicable factors used to calculate the appropriations limit for Fiscal Year 2012-2013 are (1) the increase in the California per capita personal income of 5.12% as provided by the State Department of Finance; and (2) the applicable change in population from January 2012 to January 2013 of 0.77%; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District establishes the appropriations limit for Fiscal Year 2013-2014 as \$3,597,700.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 12th day of June 2013 by the following vote of the Board.

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

Joe de Ville, President

Larry Nagel, Secretary

KENSINGTON FIRE PROTECTION DISTRICT

Calculation of Appropriations Limit for Fiscal Year 2013-2014

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

California per capita personal income (+/-) = 5.12%

Population change in Contra Costa County = 0.77%

Per capita converted to a ratio: $(5.12 + 100)/100 = 1.0512$

Population converted to a ratio: $(0.77 + 100)/100 = 1.0077$

Calculation of factor for FY 2013-2014: $1.0512 \times 1.0077 = 1.0592$

Appropriations limit for FY 2011-2012: \$3,396,700

Calculated appropriations limit for FY 2013-2014:

$$\$3,396,700 \times 1.0592 = \$3,597,784$$

Suggested appropriations limit: \$3,597,700

RESOLUTION 13-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING CONTRA COSTA COUNTY TO PLACE THE FIRE DISTRICT'S SPECIAL TAX ON THE TAX ROLL FOR FISCAL YEAR 2013-2014 AND TO COLLECT THE SPECIAL TAX ON BEHALF OF THE KENSINGTON FIRE PROTECTION DISTRICT

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes Contra Costa County to place the Kensington Fire Protection District's special tax on the tax roll for Fiscal Year 2013-2014 and to collect the special tax on behalf of the Kensington Fire Protection District.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 12th day of June 2013 by the following vote of the Board.

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

Joe de Ville, President

Larry Nagel, Secretary

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

June 2013

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Summer has Arrived

With the warm summer days, staying well hydrated is important. Water makes up 60% of the body and 80% of the muscle in our bodies. It is the primary component of blood, helping to transport oxygen and nutrients throughout the body, and eliminate waste from the body. In hot weather a person can become dehydrated in as little as 15 minutes.

Signs of mild dehydration: Signs to look for are dry mouth, making less urine or dark concentrated urine, feeling dizzy, light headed, headache, irritable, or cramping. **Thirst is not a good indicator of hydration.** By the time thirst sets in, it is likely you will already be mildly dehydrated and not able to make up the loss while exercising and exercise performance will be affected.

Simple ways to prevent dehydration: Drink plenty of water before, during and after activity or exercise. Two-four cups of water up to two hours before exercise is recommended. One cup of water every 15-20 minutes during exercise, and continue drinking fluids after exercise to replenish what was lost during exercise. Avoid beverages containing caffeine or alcohol. Take a water bottle to work, on your bike or in a waist pack if you are walking. Sip water throughout the day. Drink a glass of water before each meal. Keep cold water in the refrigerator. Eat at least five servings of vegetables and fruit each day. (Most fruits and vegetables contain up to 95% water.)

Water vs. Sports Drinks (or other fluids): For people exercising at a moderate intensity for less than 60 minutes **water is the best source of fluids.** It is readily absorbed, moves quickly from the stomach into the bloodstream, it is refreshing, has no calories, and is less expensive than other drinks. **However, for those who are exercising longer than 60 minutes at a high intensity, or 90 minutes at a moderate intensity,** sports drinks or diluted fruit juices are recommended to replace carbohydrates and electrolytes that are lost during longer bouts of exercise. This helps to prevent muscle cramping, fatigue, and performance loss. Carbohydrates are the fuel of choice for working muscles. Therefore, a good sport drink will contain 5-8% carbohydrates. Avoid drinks too high in carbohydrates (i.e. full strength juices, sodas etc.), as they can cause stomach upset or cramping, and inhibit fluid absorption into the bloodstream.

Ventura County Response

On May 3, 2013 at 0100, OES 300 with Captain Grunseth, Captain McCullagh, Captain Hoyer-Nielsen and Firefighter/Paramedic Murphy responded to the Springs Fire in Ventura County. At the time of dispatch the fire had burned 8,000 acres and prompted thousands of evacuations. The crew traveled for seven hours and then was assigned to structure protection for a 24-hour shift. The fire burned a total of 28,000 acres and at the height of the fire, there were over 1,200 firefighters assigned to the incident. We are happy to report that the crew returned home safely on the afternoon of May 5th.

New Hires on Board

The Fire Department is happy to report that for the first time since 2008, we will be welcoming new members to the Department.

On May 27, 2013, firefighter Anthony Michalek will report to duty on "B" shift at station 71. Anthony comes to us with nine years of fire service experience and was employed at the Cloverdale Fire Protection District where he carried the rank of Engineer. Anthony also worked for CalFire in the past.

On June 10, 2013, firefighter/paramedic Ben Faulkner will report to duty on "C" shift at station 71. Ben was employed with Verihealth in Petaluma where he was a paramedic. Ben is also a recent graduate of the City of Richmond Firefighter I Academy.

So the next time you see Engine 71, odds are you will see a new face. Please be sure to welcome them to the Fire Department family.

NEW BUSINESS

June 7, 2013

To: KFPD Board of Directors

AGENDA ITEM 11

Fr: Brenda Navellier
KFPD Manager

Re: KFPD Policy Handbook Updates

Attached is Policy 1050 – Board Meetings. The only proposed change in this policy is the Board meeting time change from 7:30 p.m. to 7:00 p.m. If the Board approves this change, meetings will start at this new time beginning with our August 2013 meeting.

Also attached is a new Policy 1170 – Financial Reserves. The District does not currently have an adopted reserve policy though the first paragraph is taken almost verbatim from the current El Cerrito-Kensington contract.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meetings
POLICY NUMBER: 1050

1050.10 Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 7:00 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

1050.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

1050.21 All Directors, the Manager and the Fire Chief shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

1050.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code § 54950 through § 54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone as soon after the meeting is scheduled as practicable.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

1050.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1050.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1050.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.

1050.31 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

1050.40 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the President may declare the meeting adjourned to a stated time and place.

1050.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.

1050.60 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1050.70 The Chairperson and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Financial Reserves
POLICY NUMBER: 1170

1170.10 It is the District's policy to establish, to the extent practicable, a reserve account to fund fire protection services provided by the City of El Cerrito for a period of 12 months.

1170.20 The District shall maintain a capital reserves account to satisfy equipment replacement costs in amounts recommended by the Fire Chief. A replacement cost schedule will be included as part of the annual budget.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

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SECTION 5: FIRE DEPARTMENT

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

DEPARTMENT OVERVIEW

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

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

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

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

Prevention and preparedness are key priorities for the Fire Department. The Department is responsible for the City's Emergency Operations Center (EOC) and development of the City's Emergency Operations plan in the event of a major disaster that affects El Cerrito and Kensington. Additionally, the Department runs the very successful Community Emergency Response Teams (CERT) program that trains citizens to be self sufficient in the event of an emergency. The Department also conducts outreach and educational opportunities to residents, businesses, and schools in order to inform the public about fire prevention and emergency preparedness techniques.

Organizational Structure

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

Fire Prevention Division

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

Training/EMS Division

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

Operations Division

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

Support Services Division

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

Chart 5-1 provides an organizational overview of the Fire Department:

Chart 5-1
Fire Department Organization Chart

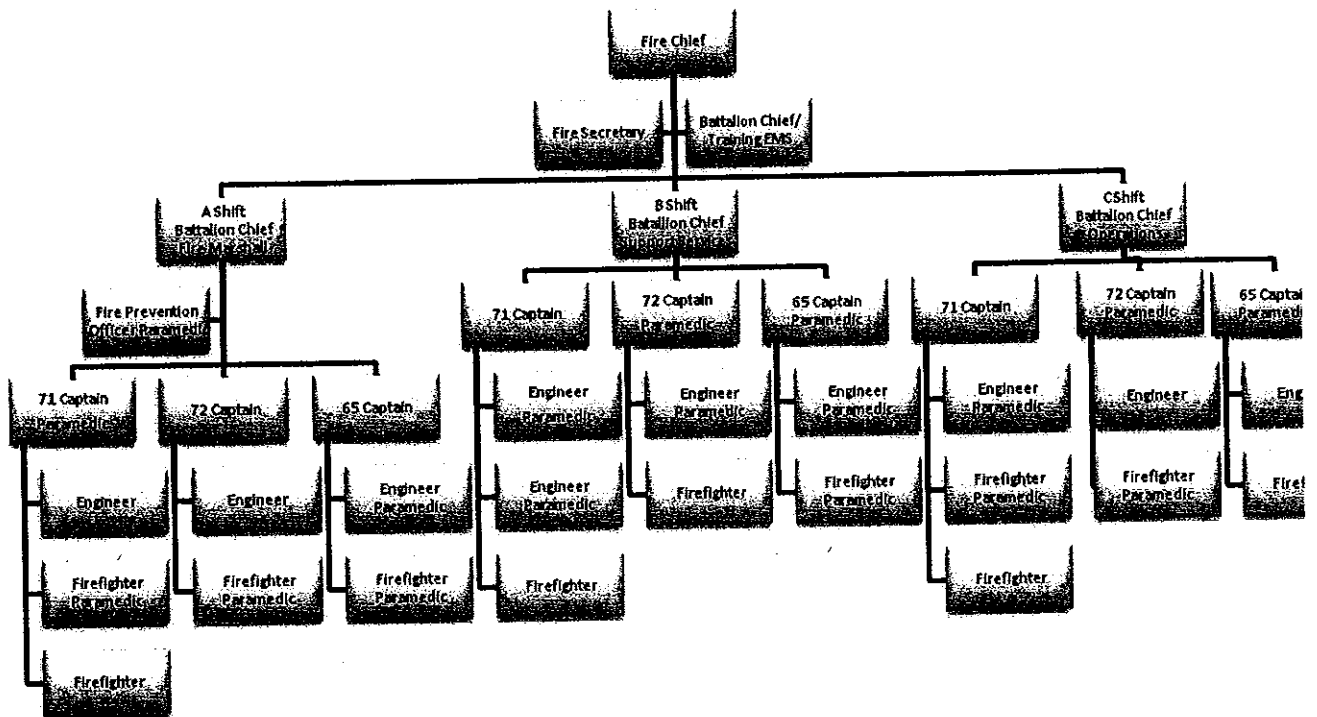


Table 5-1 shows the adopted personnel authorization for the Department. In FY 2013-14, the overall staffing level will remain the same. This staffing model is designed to assign two paramedic assignments on each responding engine to provide advanced life support services during emergency medical responses.

Table 5-1
Fire Department Position Listing

	FY 10-11	FY 11-12	FY 12-13	FY13-14
Fire Chief	1.00	1.00	1.00	1.00
Battalion Chief/Training Officer	1.00	1.00	1.00	1.00
Battalion Chief	3.00	3.00	3.00	3.00
Captain/Fire Prevention Officer	1.00	1.00	1.00	1.00
Captain/Paramedic Assignment	3.00	3.00	3.00	5.00
Captain	6.00	6.00	6.00	4.00
Engineer/Paramedic Assignment	10.00	10.00	10.00	8.00
Firefighter/Paramedic Assignment	5.00	5.00	5.00	4.00
Engineer	2.00	2.00	2.00	4.00
Firefighter	4.00	4.00	4.00	5.00
Fire Secretary	1.00	1.00	1.00	1.00
Total	37.00	37.00	37.00	37.00

FY 2012-13 ACCOMPLISHMENTS

Received a Department of Homeland Security Assistance to Firefighter Grant in the amount of \$2 million for the purchase of self-contained breathing apparatus.

Trained three firefighters to the level of Rescue Systems II funded by a Department of Homeland Security grant.

Completed the process for the community of Kensington to achieve the Heartsafe Community designation from Contra Costa County and the American Heart Association.

Completed a promotional exam for the position of Battalion Chief and Fire Captain.

Developed a digital supply tracking program for all advanced life support equipment.

Completed a firefighter recruitment process and hired three new firefighters.

Managed the execution of a Department of Homeland Security Assistance to Firefighter Grant for the purchase and distribution of portable radios for all of the fire departments within Contra Costa County.

Service Indicators

The information provided below gives the reader an overview of the annual Department activities. Based on a review of the Department activities for prior fiscal years, the workload has remained relatively stable. The Department will be able to meet the anticipated workload for FY 2012-13 with current staffing levels as shown in the adopted budget. Table 5-2 lists six response types, depicted graphically in Chart 5-2:

- Fire: Structure fire, fire in mobile property, wildland fire
- Emergency Medical Service/Rescue: Rescue, medical assistance, vehicle accident

- Hazardous Condition: Toxic condition, electrical arcing, flammable gas or liquid condition
- Service Call: Person(s) in distress, water problem, odor problem, unauthorized burning
- Good Intent: Hazardous material investigation/no hazard found, EMS call/ patient self transported
- False Calls: Unintentional alarm, system malfunction, malicious, bomb scare; no hazard

Table 5-2
Emergency Response Workload

Response Type	2008	2009	2010	2011	2012
Fires	124	110	103	113	112
EMS/Rescues	1610	1624	1536	1529	1537
Hazardous Conditions	83	72	64	69	69
Service Calls	299	264	255	256	251
Good Intent	596	605	663	693	835
False Calls	169	148	143	160	172

Chart 5-2
Emergency Response Workload

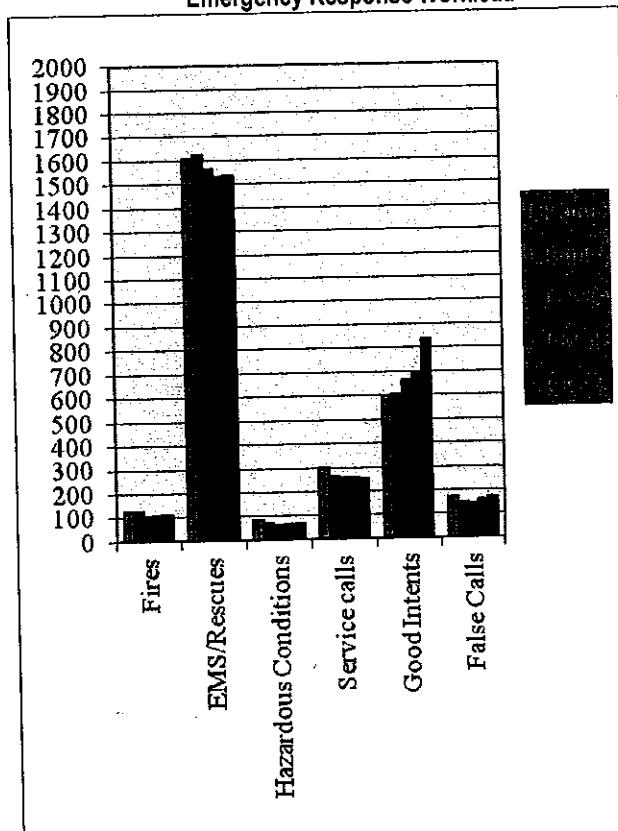


Table 5-3 shows that the Department responds to nearly 3,000 calls per year. Fire loss over this five-year period averages \$484,464 per year. However, fire loss averages remain very low compared to cities with similar demographics. In 2011 the Fire Department showed a slight increase in fire loss due to a pair of unintentionally caused structure fires for a combined fire loss of \$850,000. The Department anticipates that requests for service will remain flat over the next calendar year.

Table 5-3
Total Responses, by Year

Year	Number	Dollar Loss
2008	2,881	\$181,425
2009	2,823	367,250
2010	2,764	561,445
2011	2,820	883,950
2012	2,973	428,250
Average	2,852	\$484,464

Tables 5-4 through 5-5 illustrate the Department's commitment to continued training and education and public outreach:

Table 5-4
Training Hours

Type	2007	2008	2009	2010	2011	2012
Medical – EMS	540	875	950	887	782	760
Operations	17,280	16,348	13,785	13,882	12,907	12,172
Physical Fitness	1,372	1,372	1,285	1,349	1,113	979
Online	N/A	N/A	967	815	840	826
Total	19,912	18,594	16,987	16,933	15,642	14,737

**Table 5-5
Fire Prevention Activities**

Inspection Type	2008	2009	2010	2011	2012
Fire Inspections (Fire Company)	468	488	440	495	471
Mandatory (Schools/Jails/Convalescents)	16	18	18	23	23
Self-Inspection	223	202	217	252	254
Construction Plan Checks	83	92	70	59	64
Construction Inspections	111	80	63	232	200
Vegetation Management Inspections	12,059	12,059	15,351	14,270	14,270
Vegetation Management Re-inspections	131	100	237	329	283
Total	13,091	13,039	16,396	15,660	15,565

**Table 5-6
Current Certifications Held**

Type	2008	2009	2010	2011	2012
Chief Officer	1	1	1	1	1
Fire Officer	18	20	22	22	21
Firefighter II	31	34	34	34	33
Firefighter I	36	34	34	34	33
Driver Operator I	29	32	32	34	31
CERT Instructors	8	9	9	10	8
Rescue Systems I	23	25	25	26	27
Rescue Systems II	N/A	N/A	N/A	7	10
EMT	17	16	16	16	12
Paramedic	18	18	18	18	18
Total	181	189	191	202	194

**Table 5-7
Public Education Contacts**

Contact Type	2008	2009	2010	2011	2012
Station Tours	245	245	331	150	177
Preschool Programs	407	430	516	477	493
Open Houses	400	400	35	201	147
School Age Programs K-4	373	350	456	830	606
School Age Programs 5-8	238	205	239	672	497
Senior Programs	27	29	58	25	63
First Aid/ CPR	59	108	230	140	169
Car Seats	N/A	N/A	N/A	56	49
Public Functions	4,591	3,520	7,050	7,000	7,000
Total	6,340	5,287	9,915	9,495	9,201

CITY OF EL CERRITO / KENSINGTON FIRE PROTECTION DISTRICT

Proposed Contract Fee for FY 2013 - 2014

LINE ITEM DETAIL BUDGET EXPENDITURES

**101 GENERAL FUND
2510 FIRE**

Proposed
Budget FY13-14

5100 SALARIES & BENEFITS				
51110 Salaries	4,211,223	27.75%	\$	1,168,614.38
51130 Temporary/Part-time Salaries	0	27.75%	\$	-
51140 Overtime Pay	526,943	27.75%	\$	146,226.68
51145 FLSA Overtime pay	87,629	27.75%	\$	24,317.05
51146 Non Suppression Overtime pay	75,000	27.75%	\$	20,812.50
51150 Special Pay	0	27.75%	\$	-
51210 PERS Contributions	1,940,067	27.75%	\$	538,368.59
51220 FICA/MEDICARE	72,285	27.75%	\$	20,059.09
51230 Benefits & Insurance	972,224	27.75%	\$	269,792.16
51240 Workers Compensation	109,806	27.75%	\$	30,471.17
51990 Salary Savings	(565,431)	27.75%	\$	(156,907.10)
TOTAL	7,429,746			\$ 2,061,754.52
5200 PROFESSIONAL SERVICES				
52190 Misc Professional Services	6,500	33.33%	\$	2,166.45
52220 Medical Services	5,000	33.33%	\$	1,666.50
TOTAL	11,500			\$ 3,832.95
5300 PROPERTY SERVICES				
53110 Utilities	12,651	0.00%	\$	-
53230 Building Maintenance Services	15,000	33.33%	\$	4,999.50
53240 Landscape/Park Maint Svcs	20,000	0.00%	\$	-
53250 Vehicle/Equip Maint Svcs	80,000	25.00%	\$	20,000.00
53290 Misc R&M Svcs	60,000	33.33%	\$	19,998.00
53320 Vehicle & Equip Lease	0	0.00%	\$	-
53330 Vehic Replmt Rental Charge	128,532	18.83%	\$	24,202.58
53910 Solid Waste Services	6,000	33.33%	\$	1,999.80
TOTAL	322,183			\$ 71,199.88
5400 OTHER SERVICES				
54210 Telephone Expenses	15,000	20.00%	\$	3,000.00
54220 Mobile/wireless Expenses	12,000	20.00%	\$	2,400.00
54310 Legal Notices & Advertisements	1,000	25.00%	\$	250.00
54410 Printing and Binding	1,000	25.00%	\$	250.00
54610 Travel & Training	25,000	25.00%	\$	6,250.00
54910 Dues & Subscriptions	12,000	25.00%	\$	3,000.00
54990 Other Administrative Services	15,000	25.00%	\$	3,750.00
TOTAL	81,000			\$ 18,900.00
5500 SUPPLIES				
55110 General Office Supplies	6,000	25.00%	\$	1,500.00
55120 Postage & Delivery	1,300	25.00%	\$	325.00
55130 Photocopying Charges	3,000	25.00%	\$	750.00
55210 Fuel	40,000	27.00%	\$	10,800.00
55230 Medical Supplies	20,000	30.00%	\$	6,000.00
55240 Clothing & Uniform Supplies	20,000	33.33%	\$	6,666.00
55250 Vehicle & Equipmt Supplies	0	25.00%	\$	-

55290	Other Operating Supplies	7,000	25.00%	\$	1,750.00
55520	Building Supplies	10,000	25.00%	\$	2,500.00
TOTAL		107,300		\$	30,291.00
5600 CAPITAL OUTLAY					
56310	Improvements, Not Buildings	10,000	0.00%	\$	-
56710	Other Equipment < \$10K	15,000	0.00%	\$	-
56720	Other Equipment > \$10K	0	0.00%	\$	-
TOTAL		25,000		\$	-
5800 OTHER CHARGES					
58220	Licenses & Permits	1,000	25.00%	\$	250.00
TOTAL		1,000		\$	250.00
GRAND TOTAL		7,977,729		\$	2,186,228.34
OVERHEAD CHARGES (9% of Personnel)		668,677	27.75%	\$	185,557.91
TOTAL COMPENSATION COST SHARE		96,849	50.00%	\$	(48,424.50)
UNRECONCILED CONTRACT AMOUNT				\$	2,323,361.75
RECONCILIATION 2011-2012 FY BUDGET TO ACTUAL				\$	(10,952.14)
COMPENSATION COST SHARE					
RECONCILIATION FY 2011-12 BUDGET TO ACTUAL				\$	718.24
PROPOSED EC CONTRACT FEE FY 2012-2013				\$	2,313,127.85

EL CERRITO CONTRACT COMPARISON

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

**Costs Per Fire Station Comparison
Operating Budgets – Budget 10/11**

Single Station System **Cost Per Station**

Albany Fire Department.....	\$4,355,898
Piedmont Fire Department.....	5,199,743

Two Station Systems

Rodeo/Hercules FPD.....	2,568,251
Emeryville Fire Department.....	2,839,999

Three Station Systems

El Cerrito Fire Department.....	2,635,993
Woodside FPD	4,111,667

Multiple Station Systems

Central County FPD.....	3,226,560
Contra Costa FPD.....	3,390,602
Moraga Orinda FPD.....	3,972,324
Richmond Fire Department.....	4,238,898
Berkeley Fire Department.....	4,597,892
San Ramon FPD.....	4,949,554

LAMORENA & CHANG
CERTIFIED PUBLIC ACCOUNTANT

22 BATTERY STREET, SUITE 412
SAN FRANCISCO, CALIFORNIA 94111

TELEPHONE: 415.781.8441
FACSIMILE: 415.781.8442

April 16, 2013

Ms. Brenda Navellier, office manager
Kensington Fire Protection District
217 Arlington Ave.
Kensington, CA 94707

Dear Brenda:

I would like to confirm my understanding for the services that I will be providing to Kensington Fire Protection District (KFPD) for the year ended June 30, 2013. I will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, all major funds, and the aggregate remaining fund information, which collectively comprise the basic financial statements of Kensington Fire Protection District as of and for the year ended June 30, 2013. *Accounting standards generally accepted* in the United States provide certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to accompany Kensington Fire Protection District's basic financial statements. As part of my engagement, I will apply certain limited procedures to RSI. These limited procedures will consist principally of inquiring management regarding the methods of measurement and presentation, which the management is responsible for affirming to us in its representation letter. Unless I encounter problems with the presentation of the RSI or with the procedures relating to it, I will disclaim an opinion on it. The following RSI is required by generally accepted accounting principles, although it will be subjected to some limited procedures, it will not be audited:

1) Management's Discussion and Analysis.

Supplementary information other than RSI also accompanies KFPD's basic financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the basic financial statements and will provide an opinion on it in relation to the basic financial statements.

2) Actual to budget comparison analysis (general fund)

Audit Objectives

The objective of My audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information referred to in the first paragraph when considered in relation to the basic financial statements taken as a whole. My audit will be conducted in accordance with generally accepted auditing standards established by the Auditing Standards Board (United States) and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of KFPD and other procedures I consider necessary to enable me to express such opinions. If my opinions on the financial statements are other than unqualified, I will fully discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or to issue a report as a result of this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of management, the body or individuals charged with governance, others within the entity, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during my audit I become aware that KFPD is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, I will prepare a draft of your financial statements and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements and related notes and for accepting full responsibility for such decisions. You will be required to acknowledge in the management representation letter that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you are required to designate an individual with suitable skill, knowledge, or experience to oversee any non-audit services I provide and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the KFPD and the respective changes in financial position and cash flows, where applicable, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to my firm and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to me in the representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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

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

Audit Procedures—General

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

Because an audit is designed to provide reasonable, but not absolute assurance and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to my attention. I will also inform you of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as an auditor is limited to the period covered by my audit and does not extend to later periods for which I am not engaged as auditors.

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

Audit Procedures—Internal Controls

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

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

Audit Procedures—Compliance

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

Audit Administration, Fees, and Other

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

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

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

The audit documentation for this engagement is the property of Lamorena & Chang, CPA and constitutes confidential information. However, pursuant to authority given by law or regulation, I may be requested to make certain audit documentation available to State or Federal agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lamorena & Chang, CPA

personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

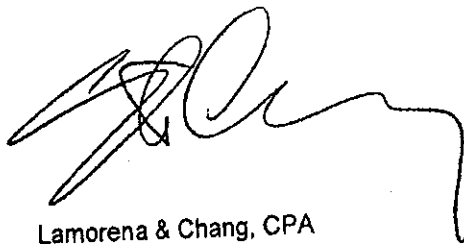
The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the State. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party (ies) contesting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

I expect to begin my audit on approximately mid/late August and to issue my reports no later than October 15, 2013. Steven Chang is the engagement partner and is responsible for supervising the engagement and signing the report. My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that I agree that my estimated flat fee of \$ 12,000.00. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

Government Auditing Standards require that I provide you with a copy of my most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. My 2012 peer review report accompanies this letter.

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

Very truly yours,



Lamorena & Chang, CPA

RESPONSE:

This letter correctly sets forth the understanding of KFPD.

By:

Title:

Date:

RESOLUTION 13-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE PRELIMINARY COMBINED REVENUE, OPERATING EXPENSE, AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2013-2014

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the preliminary annual fee for services from the City of El Cerrito for Fiscal Year 2013-2014; and

WHEREAS, the preliminary combined budget was reviewed by the Finance Committee at their May 29, 2013 public meeting; and

WHEREAS, a final Revenue, Operating Expense and Capital Improvement Budget shall be approved by the Board of Directors of the Kensington Fire Protection District by the statutory required date of October 1, 2013;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Preliminary Combined Revenue, Operating Expense and Capital Improvement Budget with its associated schedules for Fiscal Year 2013-2014 which is attached to and made part of this resolution.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 12th day of June 2013 by the following vote of the Board:

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

Joe de Ville, President

ATTEST:

Larry Nagel, Secretary

Attachment: KFPD Preliminary Combined Revenue, Expense and Capital Budget FY 13-14
with Equipment and Building Schedules

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL DRAFT BUDGET

Fiscal Year 2013-2014

<u>REVENUE BUDGET</u>	FY 2012-2013	FY 2012-2013	FY 2013-2014	FY 2014-2015
	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Property Taxes *	2,790,000	2,736,667	2,735,000	2,748,675
Special Taxes	200,395	200,395	200,395	200,395
Other tax income	34,000	33,000	34,000	34,000
Interest income	8,000	7,500	8,000	8,000
Lease agreement (3%)	30,596	30,596	31,514	32,460
Salary reimb agreement	46,559	45,432	48,655	49,312
Grant revenue	0	101,592	49,440	0
Miscellaneous income	0	0	0	0
Total Revenue	3,109,551	3,155,182	3,107,004	3,072,843

<u>OPERATING EXPENSE BUDGET</u>	FY 2012-2013	FY 2012-2013	FY 2013-2014	FY 2014-2015
	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
OUTSIDE PROFESSIONAL SERVICES				
Accounting	5,400	4,000	5,000	5,250
Actuarial Valuation	500	0	3,500	500
Audit	12,000	12,000	12,000	12,500
Mandate Reimbursement Filing	550	550	0	0
CC County Expenses	32,975	31,200	32,760	34,400
El Cerrito Contract	2,365,475	2,365,475	2,360,834	2,478,875
Fire Abatement Contract	8,000	2,550	8,000	8,000
Insurance - Risk Mgmt	12,600	10,200	10,600	11,130
LAFCO Fees	1,500	1,541	1,620	1,650
Legal Fees	30,000	1,809	30,000	30,000
Water System Improvements **	600,000	238,000	380,000	20,000
Wildland Vegetation Mgmt	10,000	9,500	10,000	10,000
RETIREE MEDICAL BENEFITS				
PERS Medical (OPEB cost)	48,190	48,190	51,265	54,545
Delta Dental	6,165	6,165	6,560	6,980
Vision Care	1,680	1,680	1,790	1,900
COMMUNITY SERVICE ACTIVITIES				
Public Education	13,000	8,500	13,000	13,000
Community Pharmaceutical Drop-Off	4,000	2,500	3,000	3,000
Vial of Life Program	400	75	250	250
CERT Emergency Kits	3,000	0	3,000	3,000
Open Houses	1,500	319	1,000	1,000
Community Shredder	1,000	700	1,000	1,000
DISTRICT ACTIVITIES				
Professional Development	5,500	1,490	5,500	5,500
District Office				
Office expense	3,750	1,500	3,500	3,500
Office supplies	2,250	1,000	2,500	2,500
Telephone	5,090	5,430	5,700	5,985
Election	1,000	384	0	1,000
Firefighter's Apparel	1,500	1,600	1,600	1,680
Firefighters' Expenses	5,000	4,978	5,000	5,000
Engine Rescue Equipment	6,000	0	6,000	0
Staff Appreciation	2,500	1,590	2,500	2,500
Memberships	5,600	5,126	6,000	6,000
P/S Building				
Gardening service	1,750	960	1,500	1,500
Building alarm	2,000	1,696	2,000	2,000
Medical waste disposal	7,160	8,060	8,465	8,890
Janitorial	1,500	1,200	1,500	1,500
Misc. Maint/Improvements	12,000	9,000	12,000	12,000
PG&E	7,390	6,500	7,000	7,500

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL DRAFT BUDGET

Fiscal Year 2013-2014

Water/Sewer	1,500	1,325	1,500	1,550
Garbage	860	860	905	950
Staff				
Wages (2%)	73,640	73,632	75,105	76,610
Overtime Wages	3,825	1,000	2,600	2,650
Vacation Wages Accrual Adjustment	-15	-1,330	1,650	57
Medical/dental insurance compensation (15%)	6,360	6,360	7,200	8,280
Retirement Contribution	3,680	3,680	3,755	3,830
Payroll Taxes	6,638	5,981	6,745	6,947
Insurance - Workers Comp/Life	1,530	1,264	1,500	1,500
Processing	1,290	1,280	1,355	1,400
Operating Contingency Fund	<u>20,000</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>
Total Operating Expense	3,347,232	2,889,518	3,133,256	2,892,808
Capital Outlay				
EBRICS Radios	32,000	126,990	0	0
Airpacks	0	0	61,800	0
Type I Engine	0	0	0	630,000
Firefighter qtrs/equip	32,000	24,095	12,000	12,000
Office Furniture/Computers	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
Total Capital Outlay	69,000	151,085	78,800	647,000
TOTAL EXPENDITURES	3,416,232	3,040,603	3,212,056	3,539,808

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

* The State of California "borrowed" \$218,628 from KFPD during FY09-10 to be repaid by the end of FY12-13 with interest. This will affect our cash balance and create a receivable shown on the Balance Sheet, but not revenue reported.

** The total estimated cost of the Columbia improvement project is \$450,000. EBMUD will rebate 20% upon completion. An additional \$20,000 is included for hydrants.

Designated Funds (see attached schedules)

Engine Replacement Fund	93,455	93,455	93,455	93,455
Public Safety Building Fund	<u>100,000</u>	<u>100,000</u>	<u>104,000</u>	<u>108,160</u>
	193,455	193,455	197,455	201,615
	<u>FY 2012-2013</u>	<u>FY 2012-13</u>	<u>FY 2013-2014</u>	<u>FY 2014-2015</u>
	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Beginning Cash	5,161,478	4,917,068	5,263,647	5,395,194
Revenue	3,109,551	3,155,182	3,107,004	3,072,843
State of California Loan Receivable	232,000	232,000	236,600	241,000
Operating Expenditures	-3,347,232	-2,889,518	-3,133,256	-2,892,808
Capital Expenditures	-69,000	-151,085	-78,800	-647,000
Accrual to Cash Adjustment				
ENDING CASH	5,086,796	5,263,647	5,395,194	5,169,229
Cumulative Designated Funds				
Capital Replacement Funds	-969,877	-969,877	-1,167,332	-590,291
Prepaid CERBT - Retiree Trust	-1,094,935	-1,092,046	-1,092,046	-1,092,046
El Cerrito Contract 12 month set aside	-2,365,475	-2,365,475	-2,360,834	-2,478,875
AVAILABLE CASH	656,509	836,249	774,982	1,008,017

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2013-2014

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

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

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2013-2014

SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION

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

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

BOARD REPORTS

**MINUTES OF THE JANUARY 23, 2013 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: Directors: Janice Kosel and Helmut Blaszczyk
 Staff: Manager Brenda Navellier, CPA Deborah Russell

CALL TO ORDER:

Director Kosel called the meeting to order at 2:00 p.m. and noted those present.

ORAL COMMUNICATIONS:

Director Kosel had requested information on the three investment strategies within the OPEB Trust. Navellier distributed printouts of Strategies 1, 2 and 3. The Committee asked Navellier to find out the maturity of the fixed income portion. Their concern is for the principal. Navellier will email the information to the Finance Committee members.

APPROVAL OF MAY 24, 2012 COMMITTEE MINUTES:

The Committee agreed to approve the minutes by consensus as presented.

AUDITOR'S DRAFT FINANCIAL STATEMENTS:

Accountant, Deborah Russell joined the meeting. The Committee reviewed the draft audit that was included in the packet and made several immaterial corrections/clarifications to the draft report. Navellier will give those comments to the auditor. The final audit should be ready to present to the Board at the February 2013 meeting.

MID-YEAR BUDGET REVIEW:

The Committee reviewed the budget to actual through December 2012. There were several questions about timing for PERS bills, property tax receipts, and County charges but no proposed changes to the current budget. The Committee will perform a mid-year budget review at the February Board meeting.

REVIEW DISTRICT INVESTMENTS:

Navellier handed out a cash flow sheet. The negative amount listed under investments is due to the one-year contract reserve. LAIF is currently paying only .31% on investments. The OPEB Trust interest was about 6% during the first half of the fiscal year.

ADJOURNMENT: The meeting was adjourned at 2:50 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the Committee meeting of May 29, 2013.

Attest:

Finance Committee Member

Contra Costa Special Districts Association Newsletter

Contra Costa Chapter of the California Special Districts Association

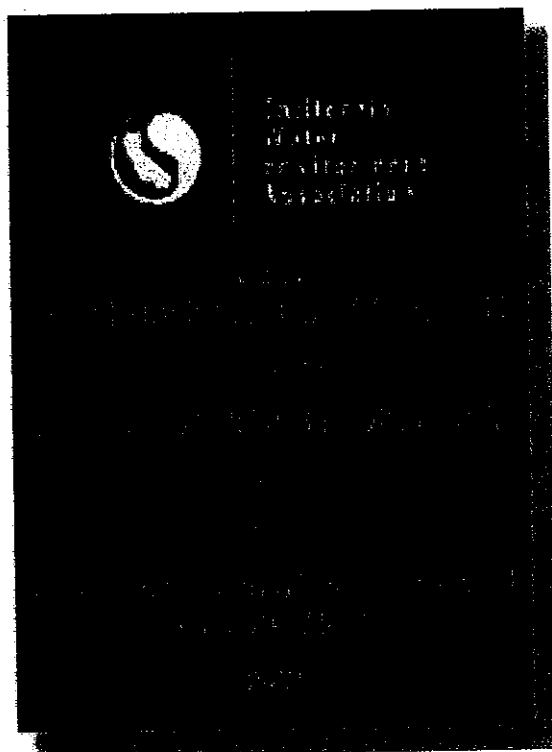
Summer 2013

CCSDA

July 2013

Stege Sanitary Wins Prestigious CWEA Award

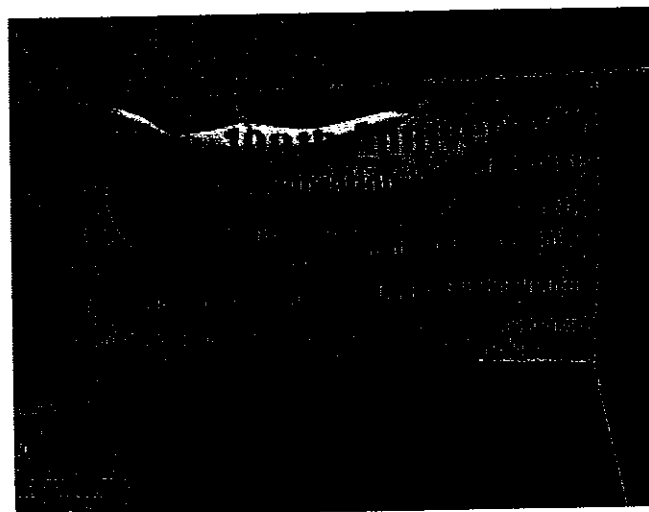
On January 11, 2013, the Stege Sanitary District received the 2012 Collection System of the year Award (0-149 Miles) from the California Water Environment Association (CWEA) San Francisco Bay Section. The CWEA, a not for profit association of 8,000 plus professionals in the wastewater industry, trains, and certifies wastewater professionals. They offer services at the state level and locally through 17 geographical local sections.



The CWEA award is designated to honor exceptional wastewater agencies based on excellent regulatory compliance, administrative procedures, maintenance programs, safety programs, emergency procedures, and significant accomplishments over the past year.

Centennial Celebration and Open House at Stege Sanitary District

Stege Sanitary District has been protecting health and the environment for 100 years. On May 18, 2013, they held an open house from 1-4 PM to celebrate their Centennial Celebration. The open house was a family friendly event which featured live music, refreshments, tours, equipment displays, historic photographs, and commemorative artwork by local students.



Stege Sanitary District, which incorporated in 1913, four years before the city of El Cerrito, is one of the oldest special districts in the Bay Area.

The District was originally formed in 1913 to provide public health services to a then lightly populated area of southwest Contra Costa County. The District provides sanitary sewer services to Kensington, El Cerrito and a portion of Richmond known as the Richmond Annex.

The District currently operates and maintains 150 miles of sanitary sewers and two pumping stations serving over 33,000 residents residing within the District boundaries. Wastewater treatment and disposal services are provided by East Bay Municipal Utility District, Special District No. 1.

**Mark your calendar for the upcoming
CSDA Annual Conference - Monterey, CA**

September 16-19, 2013



MVSD CELEBRATES 90 YEARS OF SERVICE

The Mt. View Sanitary District was organized June 12, 1923 as one of the first district of this type in California. This summer will celebrate their 90th Anniversary!

MVSD has acquired and presently maintains, manages, and enhances with treated wastewater, 130 acres of pristine wetlands known as the McNabney Marsh which has achieved local, state and national recognition. The treated effluent flows into a series of marshes. The flows from the natural marshland enter Peyton Slough and ultimately reach the Carquinez Strait., rather than a deep-water outfall as most treated wastewater does.

Ted Winslow Safety Award

For over 20 years the California Association for Park and Recreation Insurance (CAPRI) has provided a stable market and insurance coverage for risks that are common to Recreation and Park Districts through the most cost-effective, fiscally sound and equitable combination of self-insurance, excess insurance or reinsurance.

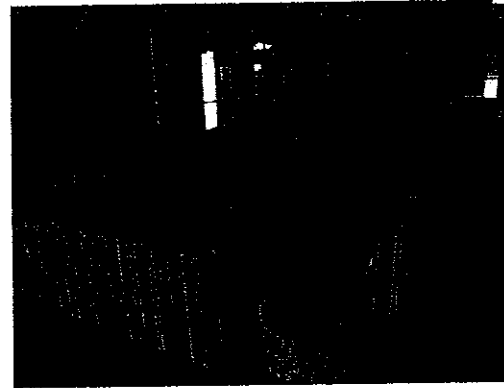
Former General Manager of Pleasant Hill Recreation & Park District, Ted Winslow, was instrumental in starting this program for the state's park districts. For his contributions to CAPRI, the annual safety award that is presented to recreation & park districts for following safe practices is named in his honor.

CAPRI is comprised of 63 recreation & park districts with a combined annual contribution in excess of \$6 million and an accumulated cash reserve on hand of over \$15 million. Through this program recreation and park agencies are able to pool member contributions and to realize the advantages of self-insurance. CAPRI promotes risk management techniques, delivering safety and loss prevention services to recreation & park districts.

Pleasant Hill Recreation & Park District just received the "Ted Winslow Safety Award" at the annual California Association of Recreation & Park Districts conference held May 16 - 18 in Lake Tahoe.

Pleasant Hill Park & Recreation District uses CSDA Finance Corporation

Recently the PHR&PD completed construction of their new Teen and Senior Center. The buildings were built with a bond measure which could be used only for construction. Furnishing and equipping each of these beautiful new buildings was beyond the scope of the original bond. While the furniture fund raising campaign had been successful, some of the larger pledges are to be paid to the district over a five year period and the district needed new furniture now. They launched a \$1.8 million capital campaign to purchase the furnishings and equipment necessary to enhance the District's multitude of programs and events for many years. Secured by pledges the district borrowed the funds from the CSDA Finance Corporation to purchase the furnishings.



Teen Center furnishings

Mark Blair, Accounting Supervisor at Pleasant Hill Park & Recreation District has said "I found CSDA Finance Corp to be both professional and efficient. We were able to obtain the quote, and close the desired loan at competitive rates well within the timeframes to fill the need for the loan. I would recommend CSDA Finance Corp to others."

CSDA Finance Corporation is able to offer members cost-effective, tax-exempt municipal financing programs for major capital projects, equipment leasing and property acquisition.

The CSDA Finance Corporation staff are specialists in municipal financing and the financial consultants and are uniquely qualified to help special districts. The Financial Consulting Team has financed nearly \$1 billion in capital improvement programs for special districts throughout California. For more information contact CSDA Finance Corporation 877.924.2732

CCCSD Headquarters Temporarily Relocated

The Central Contra Costa Sanitary District's headquarters building at 5019 Imhoff Place in Martinez is undergoing retrofit work many District departments have been temporarily relocated. The work began in February and is expected to take about eight months to complete. The work may be complete by our October meeting. During the construction, employees and services will be operating out of various temporary locations.



Note: This does not affect the Multipurpose Room, District Board Room, or the staff who work in the Plant Operations building.

If you plan to visit Central San, you may want to call beforehand to find out where to go: (925) 229-9500.

Central San Competes For and Wins Awards

Central San's employees and programs are among the best in the Bay area. This fact was acknowledged again recently when the District won the 2012 Collection System of the Year and Treatment Plant of the Year awards from the California Water Environment Association, San Francisco Bay Section.

The awards are earned through the remarkable accomplishments in compliance, safety, training, innovative practices, cost effectiveness and superior operations. It's unusual for an agency to win both the Collection System and Treatment Plant awards in the same year; Central San has done so twice.

In April the District competed at the statewide level. Central San won the Large Treatment Plant of the Year Award and placed second in Collection System of the Year.

Dr. Mario Menesini

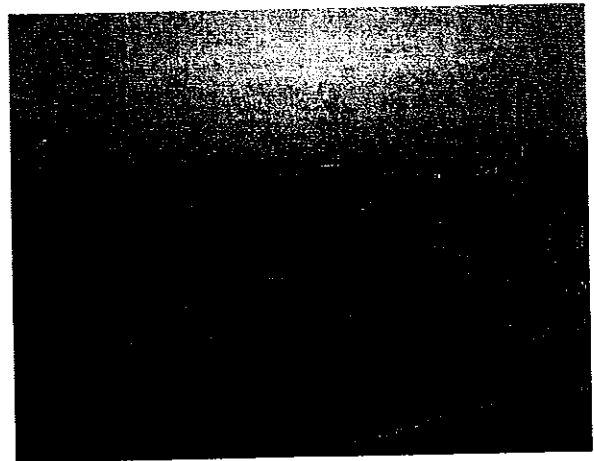


It is with great sadness that we inform you that former Contra Costa Central Sanitary District Board Member Dr. Mario Menesini passed away on Sunday, April 28, 2013. Mario retired from the board in December 2012.

Delta Diablo Sanitation District Generates Big Savings with Solar Panels

Since May 2012, almost 1,000 solar panels installed on nine individual carport structures covering a 75-space parking lot have been providing most of the electricity used by the district's adjacent two-story administration building.

The district paid on the order of \$120,000 per year for electricity on that building, before the solar panels were installed. Now, the district expects its yearly power costs will be about \$10,000 for the administration building, which also includes laboratories for testing water quality of discharged wastewater, mechanical equipment repair and warehouse facilities.



The panels, along with the carports that they sit upon, were installed over a six-month period at a total project cost of \$2.85 million. A \$650,000 grant from the California Solar Initiative, which is funded by ratepayers from PG&E, Southern California Edison and San Diego Gas & Electric, will help offset project costs over a five-year period. Plans are under way for a second solar project for the district's recycled water facility, which would provide up to 70 percent of the facility's energy needs.

Water and Wastewater Agencies Team up To Offer Special Water Awards at County Science and Engineering Fairs

To encourage students to pursue science and engineering in the water, wastewater and recycled water fields, ten Alameda County and eleven Contra Costa County water and wastewater agencies combined efforts for the first time this year and created regional Excellence in Water Research Awards at their respective county's Intel-affiliated science and engineering fair.

The ten agencies that participated in the Alameda County regional water awards are as follows: Alameda County Water District, California Water Service Company – Livermore District, Castro Valley Sanitary District, City of Hayward, City of Livermore, City of Pleasanton, Dublin San Ramon Services District (DSRSD), East Bay Municipal Utility District (EBMUD), Union Sanitary District and Zone 7 Water Agency.

The eleven agencies that participated in the Contra Costa County regional water awards are as follows: Central Contra Costa Sanitary District, Contra Costa Water District, Delta Diablo Sanitation District, Dublin San Ramon Services District, East Bay Municipal Utility District, Golden State Water Company, Ironhouse Sanitary District, Mt. View Sanitary District, City of Pittsburg, Rodeo Sanitary District, and West County Wastewater District.

In both counties, each agency contributed \$300, generating enough funds to donate \$1,000 to each fair and provide monetary prizes to the winners ranging from \$150 to \$400, depending on the level – junior or senior – and whether they placed first or second. In addition, the winners' teachers each received \$100, a small way to thank them for encouraging their students to investigate science and engineering.

Volunteers from the agencies served as judges for the awards. The judges' backgrounds included laboratory directors, engineers, a permit center manager, and a water resources specialist.

The Lawrence Livermore National Laboratory Alameda County Science and Engineering Fair took place March 8 – 9, 2013, at the Alameda County Fairgrounds in Pleasanton. The Contra Costa County Science & Engineering Fair took place March 21-23 at Los Medanos Community College in Pittsburg.

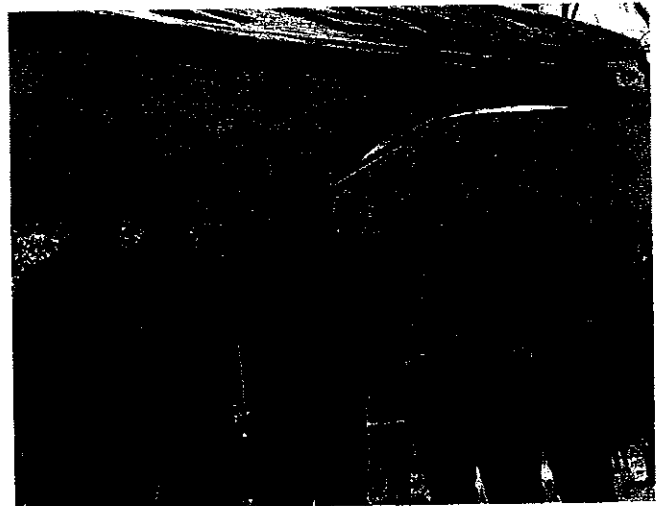
The winning projects at the Alameda County fair explored the following: the effect of ocean acidification on trumpet coral; zinc levels in newly installed turf; the use of dried banana peels and seaweed to filter bacteria in natural water resources; the ability of duckweed to act as an organic water purifier and absorb ammonia; and, the implications of temperature on oil spill clean-ups.

The winning projects at the Contra Costa County fair explored the following: how levees protect our neighborhoods; harnessing the power of waves in a "sea battery"; desalinating sea water cheaply and effectively; and the effects of mercury on e-coli.

DSRSD's Community Affairs Supervisor Sue Stephenson led the project, coordinating and managing it from beginning to end. In subsequent years, each agency will have an opportunity to take the lead.

35th Annual John Muir Conservation Award - Non-Profit Public/ Agency Category

At the John Muir Birthday/Earth Day Celebration Saturday April 20, 2013 Mt View Sanitary District (MVSD) was named as the 2012 award winner. This award is given for outstanding achievement by a non-profit organization or public agency that promotes environmental protection, or demonstrated significant achievement or leadership in the advancement of environmental protection or conservation.



JoAnne Dunec President of the John Muir Association presented the award to MVSD President David Maggi and Manager Michael Roe. MVSD received the award for its use of treated effluent to create wetland habitat and to discontinue the use of hazardous chemicals.

Contra Costa Mosquito & Vector Control District Receives Award

Each year, Constant Contact bestows the All Star Award to a select group of businesses and nonprofits who are successfully leveraging online marketing tools to engage their customer base, and drive success for their organization. The award winners rank among the top 10% of Constant Contact's international customer base.



The Constant Contact All Star Program is a way to recognize customers who stand out among more than 500,000 small businesses and organizations. These "power users" are great at building relationships with their customers, prospects, and members. They make the most of Constant Contact marketing tools - both in how well they use Constant Contact to meet their goals and the results they get in return. The All Stars are chosen by Constant Contact. There is no application process.

Less than five percent of users are awarded the All Star Award. To become a winner, the Contra Costa Mosquito & Vector Control District (CCMVCD) had to have high open rates; high click-through rates and low bounce rates.

CCMVCD wanted to share the great news and express gratitude to the loyal subscribers, for receiving this honor. CCMVCD media releases, spray notifications and Mosquito Bytes newsletter are created with their constituents in mind, and thank them for engaging and interacting with them.



East Contra Costa County Regional Partnership Focuses on Water Management

A partnership of 12 agencies in East Contra Costa County has received a \$452,000 state grant to improve regional water management. Called the East County Water Management Association, the partnership has been working since 1995 to efficiently address common water management challenges in the region.

Members of the partnership are Contra Costa Water District, City of Antioch, City of Pittsburg, City of Brentwood, Town of Discovery Bay, Diablo Water District, East Contra Costa Irrigation District, Delta Diablo Sanitation District, Ironhouse Sanitary District, Byron-Bethany Irrigation District, Contra Costa County Flood Control and East Contra Costa County Habitat Conservancy.

Through this regional partnership, members have collaborated with stakeholders and other agencies to develop the East Contra Costa County Integrated Regional Water Management (IRWM) Plan. The IRWM Plan focuses on improving water resource management in the 350-square-mile region between the ridge lines of Mt. Diablo and the waterways of the Sacramento-San Joaquin Delta.

The East County group has been instrumental in securing significant grant funding from bonds approved by voters in Propositions 50, 84 and 1E. Over the past six years, the region has received \$28.2 million in state grants for recycled water, conservation, ecosystem restoration, and water quality improvements. For more information, visit www.eccc-irwm.org.

Municipal Service Reviews

Municipal Service Reviews (MSRs) were added to LAFCO's mandate with the passage of the Cortese-Knox-Hertzberg (CKH) Local Government Reorganization Act of 2000 (Government Code § 56000 et seq).

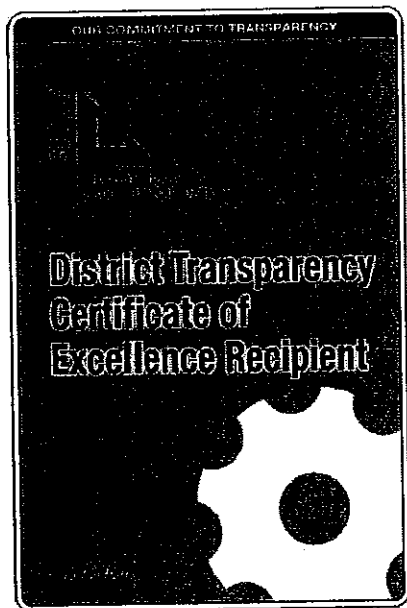
An MSR is a comprehensive study designed to better inform LAFCO, local agencies, and the community about the provision of municipal services. Service reviews capture and analyze information about the governance structures and efficiencies of service providers and identify opportunities for greater coordination and cooperation between providers.

LAFCO will begin the second round of MSR's with Water and Wastewater districts this fall.

District Transparency Certificate of Excellence – Do you have yours?

You are probably well aware that public access to information and open government have become a big deal not only in California, but nationwide - and, rightfully so. Public agencies, including special districts, have a responsibility to not only be transparent in their operations and governance, but they also hold the public's trust to operate and make decisions that are in the best interest of their constituents.

In an effort to both provide guidance on best practices and an opportunity for districts to showcase all that they do in the area of transparency, the Special District Leadership Foundation (SDLF) has developed the District Transparency Certificate of Excellence. Covering three main subject areas including basic transparency, website access and outreach activities, the certificate highlights the core components necessary to engage and make information available to the public.



Districts will receive a window cling for their district office to let the public know about their achievement

SDLF invites you to learn more about this new program and take the next step to earn your District Transparency Certificate of Excellence! This program is fully sponsored by SDLF, so participation is free to your district. You can download the certificate application and checklist here:

www.sdlf.org/transparency.htm

There are no fees for this certificate and districts will be recognized for two full years. Should you have any further questions, feel free to contact SDLF at 916.231.2939.

Contra Costa Water District is the First to Receive New Transparency Certificate of Excellence Recognition!

The Contra Costa Water District recently became the first district to complete the Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF). This program was created in 2013 as an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency.

Transparency Certificate of Excellence Also Awarded to Stege Sanitary District

"This award is a testament to the Stege Sanitary District's commitment to open government," said Rex Delizo, District Manager. "Both the District Board and the entire staff are to be commended for their contributions that empower the public with information to facilitate engagement and oversight."

West County Wastewater News

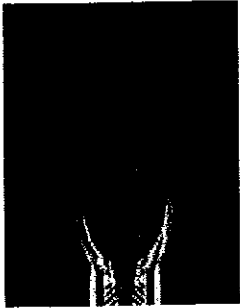
The West County Wastewater District was awarded the San Pablo Chamber of Commerce's 2012 Business of the Year Award. West County Director Leonard Battaglia was named as 2012 Man of the Year. Len was recognized for his numerous contributions as a community leader and his years as a successful business man.

Alamo-Lafayette Cemetery District News

Primo E. Facchini, Chairman of the Alamo-Lafayette Cemetery, was voted the 2012 Walnut Creek Chamber of Commerce Citizen of the Year. The Citizen of the Year Award recognizes the individual who has significantly contributed to the Walnut Creek community through volunteer service, civic or Chamber involvement. Displaying leadership and integrity, Primo has demonstrated a history of commitment to "giving back". Congratulations Primo.

Ambrose Recreation and Park District

Tarry Smith has resigned as the General Manager of Ambrose Recreation and Park District (ARPD). Tarry served as the district General Manager for 6 years. During his tenure the district increased its reserve account. He also guided ARPD through a Master Plan for Ambrose Park. The board is currently seeking an interim General Manager while they seek applications for a new General Manager.



Carol Severin of EBRPD Enters California Park & Recreation Society Hall of Fame

Carol has been a member of California Park & Recreation Society (CPRS) for 63 years; she started as recreation leader and capped her long professional career in 2012 as Board President of East Bay Regional Park District (EBRPD) where she has served on the Board of Directors for the past 18 years.

The California Park & Recreation Society recently bestowed a Fellowship Award in the Professional Service award series to Carol Severin for lifetime significant contributions to the California parks and recreation profession.

Carol was recognized for her outstanding contributions in leadership, strategic planning, partnership/coalition building, communications, and as a creator of experiences at the local, state and national levels for a multitude of recreation and parks organizations over her 60 year professional recreation and parks career.

This award was presented to Ms. Severin at the 2013 California and Pacific Southwest Recreation and Park Training Conference, held in San Jose, CA, on March 8, 2013.

According to East Bay Regional Park District General Manager Robert E. Doyle, "Having Carol Severin recognized for her substantial efforts in our community with the prestigious CPRS fellowship award is outstanding. Carol's longstanding leadership on our Board and her significant contributions to the development of our recreation services and youth internship Programs have shaped this Park District into a world-class agency. I am pleased to have her receive credit for her vision. And she is a truly nice person."

CPRS Executive Director Jane H. Adams states, "Carol is an excellent example of a leader who has worked tirelessly to make their community a better place to live, work, and play."



Healthy Parks Healthy People: Bay Area

Purpose Statement

Improve the health and wellbeing of all Bay Area residents, especially those with high health needs, through regular use and enjoyment of parks.

Encouraged by growing evidence that spending time in nature improves physical and mental health, leaders representing parks, open space, healthcare, and public health agencies in the Bay Area initiated a Healthy Parks, Healthy People collaborative in June 2012. The collaborative will increase opportunities for communities with high risk of chronic disease to enjoy parks and open spaces.

Goals of the Healthy Parks, Healthy People collaborative include: increasing access and utilization of parks by communities that are historically under-represented and/or suffering from high risk of chronic disease; and ensuring that park facilities and programs encourage physical activity and social connection, particularly for people who have been physically and socially inactive. The agencies are committed to a long-term collaboration between the counties and various sectors – parks, open spaces, healthcare, and public health agencies.

To implement long-term goals into a regional effort that will improve the health of Bay Area residents, the parks agencies propose a multi-county program of (monthly or weekly) "Healthy nature walks" that would introduce visitors to safe, low-impact walking in nature. Health and social service providers will refer their patients (particularly those who've been physically and/or socially inactive) to regularly scheduled "Healthy nature walk" in every Bay Area county.



**HEALTHY
PARKS
HEALTHY
PEOPLE
BAY AREA**

A kick-off was held on June 1, 2013 with over 20 events in 9 Bay Area counties with hundreds of participants. For more information about this project, please visit the project's website

<http://instituteatgoldengate.org/health>

2013 CSDA Award Nominations Open! Apply by August

Do you have board members, staff, or a program that you feel deserves recognition? Each year, CSDA presents various awards during the CSDA Annual Conference & Exhibitor Showcase. There are a number of different categories to enter your district and/or an individual. The following awards (by category) are open for nomination. All nominations must be submitted by August 2, 2013.

Individual Awards

Board President of the Year

Nominations may be submitted for Board President of the Year based on experience, effectiveness and leadership. Examples must be submitted that illustrate the rationale for the nomination.

General Manager of the Year

Nominations will be accepted for the general manager believed to have exhibited exceptional experience, effectiveness and leadership in his or her district. Illustrative examples must be submitted with the nomination demonstrating how the individual has excelled and brought substantial benefit to the district and/or public.

Staff Member of the Year Award

Selected from nominations by special district board members/trustees or district management staff. Nominations should include length of service to the district and specific accomplishments during employment.

Exceptional Public Outreach & Advocacy Award

The criteria for this award include a demonstration of an increase in the district's visibility with the public, Legislature and/or other key stakeholders. Additionally, the program may include improvement in district-constituent communication and evidence of the communication pieces that are appealing and include creative, thorough and appropriate content relevant in communicating the districts business and/or program(s)/service(s). Additional consideration will be provided to nominees that have actively participated in CSDA's Grassroots Advocacy efforts. This award is available in two categories: District and Individual and may be nominated by districts or individuals. Selection is by an external, non-biased public relations firm.

District Awards

Innovative Program/Project Award

The criteria for this award includes originality of program/project, tangible and positive results produced and a documented decrease in district costs or a demonstrated improvement in the district's quality of service without significantly increasing costs. Additionally, the program/project should be easily adaptable and serve a best practices example for other districts.

Exceptional Public Outreach & Advocacy Award

The criteria for this award include a demonstration of an increase in the district's visibility with the public, Legislature and/or other key stakeholders. Additionally, the program may include improvement in district-constituent communication and evidence of communication pieces that are appealing and include creative, thorough and appropriate content relevant in communicating the districts business and/or program(s)/service(s). Additional consideration will be provided to nominees that have actively participated in CSDA's Grassroots Advocacy efforts. This award is available in two categories: district and individual and may be nominated by districts or individuals. Selection is by an external, non-biased public relations firm.
How to Enter (Application for CSDA Awards)

The district must be a CSDA member in good standing and must submit the following information by August 2, 2013 at 5:00 p.m.

1. Submit a completed Award Nomination Form, which includes information on the district as well as a summary description of the program and why the district or individual should be considered.
2. Submit copies of all applicable documentation (i.e., a brochure on the program, a letter of commendation to an individual, information on how the program benefited the district/community, etc.).
3. There are categories for Small District (budget under \$5 million; and Large District (budget \$5 million+) for the District Awards only.

Address your packet to:
Charlotte Lowe, Executive Assistant
California Special Districts Association
1112 I Street, Suite 200
Sacramento, CA 95814

Los Medanos Community Healthcare District "Environmental Stewardship"

"Inspire by Example" is the 2013 theme for Los Medanos Community Healthcare District's Summer Youth Internship Program. This year Los Medanos Community Healthcare District (LMCHD) will host 10 young adults during its annual summer internship program. The interns will focus on environmental issues surrounding the LMCHD Community. Addressing environmental issues are in line with LMCHD's strategic plan, "LMCHD will support preventative and public health efforts that promote and protect the personal, community and environmental well-being and health of Districts residents".

LMCHD's interns will research companies that have been identified within the community as environmental polluters and develop a better understanding of how organizations affect the community. "We are not separate from the community. We are the community," Bobbi Palmer, CEO of Los Medanos Community Healthcare District stated regarding the LMCHD internship program. The Summer Intern Program supports LMCHD's mission to "cultivate a community in which good health may flourish for all District residents." LMCHD is a unique organization that brings people, organizations, and community activist together in a supportive, inclusive, and exciting environment by enlisting the "time, talent, and treasures" from the local community.

LMCHD's Summer Internship Program will provide the young adults and opportunity to participate in a project that will help bring awareness to their community, develop personal growth, and generate ideas that will provide solutions on how the community can build a better tomorrow.

Chapter Dues

All districts needing dues renewal have been sent dues invoices. The annual dues shall be due and payable on or before the first day of July of each calendar year and shall be delinquent October of each calendar year.

Any member district that has not paid their annual dues shall not be in good standing and shall not be entitled to vote on matters before the Chapter.



At our October meeting we will be looking for volunteers to serve on our Nominating and Audit Committees. Please consider serving. In January we will be meeting for the purpose of electing Officers.

RFP Clearinghouse Helps Connect You with the Best

Is your agency seeking qualified, experienced firms to help with a particular project or service? Why not post your Request for Proposals (RFP) or a Request for Qualifications (RFQ) on the California Special Districts Association (CSDA) website? Vendors who support CSDA and provide services and products to special districts are familiar with the CSDA "RFP Clearinghouse." CSDA staff updates its Business Affiliates whenever a new RFP is posted to help ensure you get the responses you are looking for.

CSDA Business Affiliates offer a wide range of services and products including: accounting, legal services, engineering, strategic planning, environmental consulting, technology solutions and many more. To post your RFP or RFQ, email the document in PDF format to Member Services at travisw@csda.net.

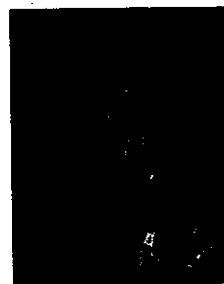
Our October 2013 Chapter Meeting Speaker Will Be Brent Ives

Many smaller public agencies can find themselves without critical staffing when someone quits, retires, or is out due to illness or other unplanned reasons. An agency unprepared for such unexpected absences is left with very few options.

BHI Management Consulting Founder & President Brent Ives will be our October 21, 2013 speaker. Brent Ives is the mayor of Tracy and operates BHI Management & Consulting assisting public agencies in strategic planning, board workshops, executive recruiting, and organizational health. Brent will speak on "Succession Planning" addressing issues districts face with loss of key personnel from retirement and other factors.

BHI offers an analysis methodology that allows your staff to recognize this vulnerability and to identify those key positions. Everyone needs to see the dangers of ignoring what can become a crippling period of inefficiency for your agency.

July 15th, 2013 Speaker



District 5 Supervisor Federal Glover will be speaking on the topic "Representing the Northern Waterfront"



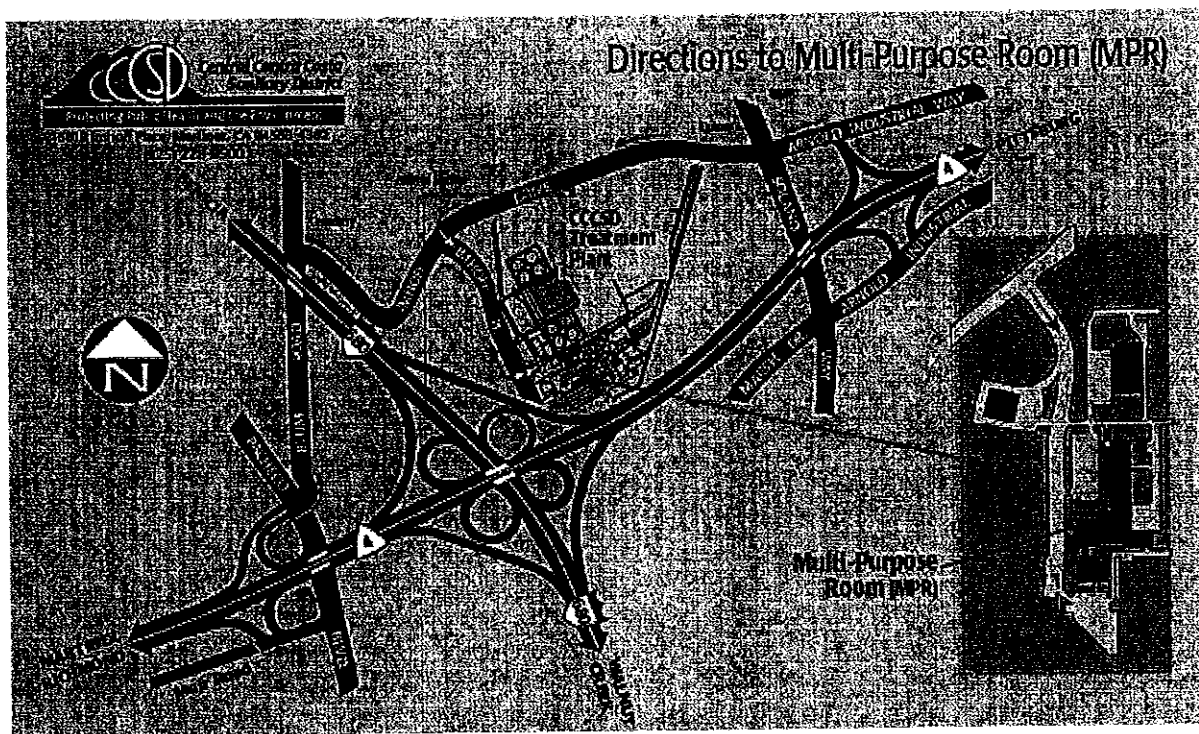
Please send your district news releases to Stan Caldwell to keep us informed about all of the exciting things your special district is up to. We always welcome your news contributions to our newsletter!
Newsletter Editor Email: stan_caldwell@comcast.net

Mark your calendars with our future Chapter Meeting Dates:

July 15th 2013, October 21st 2013, January 27, 2014

Meetings begin at 10:00 AM – we are out by Noon

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



Contra Costa Special Districts Association

C/o West County Wastewater District
2910 Hilltop Drive
Richmond, CA 94806-1974
Phone: (510) 222-6700
Fax: (510) 222-3277

West County Wastewater contact Maria Sena Email msena@wcwd.org

Bette Boatmun, Chair - Email: bboatmun@yahoo.com Mark Cornelius, Vice Chair - Email: mark@markcorneliuslaw.com

Member at Large Stanley Caldwell & Newsletter Editor Email: stan_caldwell@comcast.net

California Special Districts Association – 1112 "I" Street, Suite 200, Sacramento, CA 95814 877.924.2732

www.csdanet/contracosta-special-districts-association