



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

Wednesday, November 20, 2024, 7:00pm  
Kensington Community Center, 59 Arlington Avenue,  
Kensington, CA 94707 (in-person and hybrid)

**How to Submit Public Comments:**

Prior to the meeting: Members of the public may submit public comment to the Board President and Board Clerk prior to the meeting by emailing: [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) by 2:00pm the day of the regular meeting, or by the time posted on the special meeting agenda. Such comments will be noted as received and their contents orally summarized; however, if you attend the meeting, you will need to make your comment during the meeting.

During the meeting: Public comment will be taken on each agenda item, and comment on issues not on the agenda will be taken at the beginning of the meeting (*regular meetings only*). Directors will also have an opportunity to comment on matters not on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Members of the public who attend the meeting either in-person or via Zoom are allowed to provide public comment verbally with a maximum allowance of 3 minutes per individual comment, subject to the Chair's discretion. Each member of the public will be allotted the same maximum number of minutes to speak as set by the Chair, except that public speakers using interpretation assistance will be allowed to testify for twice the amount of the public testimony time limit (California Government Code section 54954.3(a)).

*In-person:* At points in the meeting when the meeting chair requests public comment, members of the public participating in-person can simply raise their hand to be recognized.

*Via Zoom:* If participating via internet, please click the "raise hand" feature located within the Zoom application screen. If connected via telephone, please dial "\*9" (star, nine).

**Accommodations:** To enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1), if you need special assistance to participate, please email [public.comment@kensingtonfire.org](mailto:public.comment@kensingtonfire.org) 48 hours prior to the meeting.

**Agenda and supplemental materials:** This agenda is available on the KFPD website under the relevant meeting date: <https://www.kensingtonfire.org/governance>. Please note that supplemental materials will be posted on the website with the agenda as soon as they are available prior to the meeting. Additional information or materials may be presented at the meeting itself.

**PLEASE NOTE:** The District will use Zoom to allow virtual access to this meeting. This additional means of access is provided as a courtesy to the public and is not required by law. The meeting will continue to be conducted at the physical address provided above regardless of any interruption or failure of the Zoom transmission.

**Hybrid Meeting Option via Zoom Internet Address:**

<https://us06web.zoom.us/j/83111257473?pwd=0Xoxquk00yIsPsmZtERUUVnBbNrpJ7.1>

**Telephone Access:**

(669) 444-9171 or (253) 205-0468 or (719) 359-4580

**Webinar ID:** 831 1125 7473

**Passcode:** 112233

**1. Call To Order/Roll Call**

President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt

**2. Public Comment**

Under "Public Comment," the public may address the Board on any subject not listed on the agenda. Please address your comments to the Board of Directors and not to staff and/or the audience. Each speaker may address the Board once under Public Comment for a limit of three minutes. The public will be given an opportunity to speak on each agenda item and once the public comment portion of any item on this agenda has been closed by the Board, no further comment from the public will be permitted unless authorized by the Board. The Board cannot act on items not listed on the agenda and, therefore, cannot respond to non-agenda issues brought up under Public Comment other than to provide general information.

Directors will also have an opportunity to comment on matters not on the agenda.

**3. Public Hearing**

**a. Fire Hazard Abatement Hearing on the Designation of Properties Containing Fire Hazards – Beckman (Supporting Material)**

Prior to beginning the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses. Public Hearing Procedure: The President will open the public hearing and then:

- (a) Call for staff report and recommendation from staff.
- (b) Call for comments from those in the audience regarding fire hazard abatement.
- (c) Close the public hearing terminating public testimony. The Board of Directors will then deliberate the matter and arrive at a decision.

Action = Adopt Resolution 2024-11 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner (Supporting Material)

**4. Adoption Of Consent Items**

Items listed below are consent items, which are considered 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 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, it will be removed from the list of consent items and considered separately on the agenda.

- a. Approval of Minutes** for the regular meeting of 10/16/2024
- b. Acceptance of Incident Activity Report** October 2024
- c. Approval of Monthly Transmittal** 11/20/2024
- d. Acceptance of Monthly Financial Reports** 10/31/2024
- e. Adoption of Resolution 2024-12 approving amendments to Board Policy 1050 Board Meetings** (Second Reading)
- f. Adoption of Resolution 2024-13 approving Board Policy 1165 Expense Authorization and repealing Operations Manual Policy 7 Expense Authorization and Policy 8 Checking Account** (Second Reading)

5. **Fire Chief's Report – Saylor** (Supporting Material)  
Action = Presentation/Discussion
6. **General Manager's Report - Morris-Mayorga** (Supporting Material)  
Action = Presentation/Discussion
7. **Emergency Prep Coordinator's Report (September and October) – Valenzuela** (Supporting Material)  
Action = Presentation/Discussion
8. **Public Safety Building Project Update – Morris-Mayorga** (Supporting Material)  
A brief progress update on the PSB Seismic Renovation will be presented.  
Action = Presentation/Discussion
9. **Old Business - None**
10. **New Business**
  - a. **Resolution 2024-06 Supporting Findings and Recommendations in the Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System - Morris-Mayorga** (Supporting Material)  
The Emergency Preparedness Committee has reviewed this report including responses and recommends the Board consider adopting a resolution supporting findings and recommendations.  
Action = Presentation, Discussion, Direction, Motion
  - b. **Approve volunteer resident appointment to the Emergency Preparedness Committee** (Supporting Material)  
Action = Review, discuss, direct staff, and/or approve
  - c. **Discuss and deliberate a pause in the outfitting of the Kensington Public Safety Building first floor space that is adjacent to the apparatus bays to maximize options for using that space for Kensington public safety responders, including for possible use by the Kensington Police Department – Watt/Stein** (Supporting Material)  
Action = presentation, possible motion, possible direction to staff
  - d. **Review recommended actions by the ad hoc committee of Watt/Artis to reduce fuel vegetation in Tilden Park and add a cul-de-sac at Lake Drive – Watt**  
Discuss and consider including funds in the FY 2024-25 budget to commence work on these projects.  
Action = Presentation, discussion, direction, possible action
  - e. **Review a possible alternative for future District goals – Watt** (Supporting Material)  
This alternative would replace the goals in 0010 of the Policy Manual.  
Action = Presentation, discussion, possible action
11. **Committee Reports**

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

  - a. **Emergency Preparedness Committee Meeting – Levine/Madugo** (Supporting Material)  
September 26, 2024 and October 24, 2024 meetings
  - b. **Finance Committee Meeting – Watt/Artis** (No report)
  - c. **Consolidation/Reorganization Ad Hoc Committee** (est. 11/7/2024) - Levine/Artis (Supporting Material)

**12. Outside Agencies Reports**

- a. Contra Costa Special Districts Association – Levine (No Report)**

**13. Adjournment**

The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, December 18, 2024 at 7:00pm at the Kensington Community Center, 59 Arlington Avenue. The deadline for agenda items to be included in the Board packet is Wednesday, December 4, 2024, by 1:00pm. The deadline for agenda-related materials to be included in the Board Packet is Wednesday, December 11, 2024, by 1:00pm.



AGENDA BILL

Subject: Annual Fire Hazard Abatement

Initiated by: Chase Beckman, Fire Marshal  
 Traviss Crumpacker, Fire Prevention Officer

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BACKGROUND

The Fire Department is continuing its annual fire hazard abatement program. This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement. Ideally 100% of the property owners would do so. Experience in prior years suggests most will comply. Any property owners that do not comply will have the District do the work and place the costs on their tax bill.

ANALYSIS/DISCUSSION

The Fire Hazard Abatement process under the direction of the Fire Department should proceed according to Health and Safety Code Sections 14875 et seq which specify the following:

1. The El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined hazards that must be abated. Pursuant to these code sections, hazards are defined as weeds, rubbish, litter or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the boundaries of the District.
2. Notice was sent by mail that the Fire District has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to ordering the Fire Chief or his designee to perform abatement.
3. At the November 20, 2024 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the November 20, 2024 hearing, a second and final notice shall be sent to each property owner prior to abatement. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the Fire District shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.

5. By December 18, 2024, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.
6. At the January 15, 2025 Board meeting, the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on December 18, 2024 the Board of Directors of the Fire District shall receive and consider the written staff report on abatement actions taken by the District and shall hear any objections from the property owners liable to be assessed for the abatement. The Board of Directors may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
8. After the Board of Director's confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

#### FINANCIAL CONSIDERATIONS

The abatement program will be administered by Fire Department staff with minimum costs expended for printing and mailing. Abatement work will be completed by private contract labor as appropriate. Program costs will be recovered through the special assessment and lien process.

#### LEGAL CONSIDERATIONS

The Fire District's Attorney has reviewed and approved the process. The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to sections 15304 and 15308 or the CEQA Guidelines. Therefore, no further CEQA review is required.

#### RECOMMENDATION

Staff recommends that the Kensington Fire Protection District authorize through the adoption of Resolution 2024-11 the initiation of the abatement process by declaring weeds, rubbish, litter, and other flammable material on specific parcels of property within District boundaries as public nuisances, which must be abated.

Reviewed by: Chase Beckman, Fire Marshal

ATTACHMENTS

Resolution 2024-11

Exhibit A of Address's and APN #'s

Initial Fire Hazard Letter from the Fire Marshal

Fire Marshal's Letter of Declared Fire Hazard to be mailed 11/21/24

Kensington Vegetation Management Standards

Kensington Vegetation Management Standards Checklist

Fire Hazard Abatement Inspection Form - Example



## RESOLUTION 2024-11

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT DECLARING THAT WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON DESIGNATED PRIVATE PROPERTIES CONSTITUTES A PUBLIC NUISANCE AND PROVIDING FOR NOTICE THAT THE FIRE CHIEF OR DESIGNEE SHALL ABATE SUCH PUBLIC NUISANCE CONDITIONS IF NOT ABATED BY THE PROPERTY OWNER**

WHEREAS, Health and Safety Code Sections 14875 et seq provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the Fire Marshal for the Kensington Fire Protection District has identified in Exhibit A to this resolution those private properties, by street name, lot and block number, on which the presence of weeds, as defined in Health and Safety Code Section 14875, constitute a public nuisance; and

WHEREAS, Health and Safety Code Sections 14890 through 14899 provide that notice shall be provided to each person to whom the properties identified in Exhibit A is assessed informing those persons that unless the property owner abates those nuisance conditions, that the Fire District shall abate the public nuisance. The notice shall further state that if the Fire District must abate the public nuisance, then the cost of abatement shall be assessed against the property as a special assessment. The notice shall also specify a date for a hearing at which property owners may present objections to the designation of their properties as public nuisances or to the proposed removal of the weeds by the Fire District; and

WHEREAS, Health and Safety Code Section 14900 provides that after the hearing, the local legislative body may, by motion or resolution, order the Fire Chief or designee to abate the public nuisance. After further proceedings, these abatement costs may be assessed against the property as a special assessment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Fire Protection District that the properties listed in Exhibit A to this resolution are declared a public nuisance and such nuisance conditions shall be ordered abated because the presence of weeds, rubbish, litter or other flammable material on those properties create a fire hazard, a menace to the public health or are otherwise noxious or dangerous.

BE IT FURTHER RESOLVED that the notice shall state that a public hearing shall be held on December 18, 2024 at 7:00 p.m. during the Regular Meeting of the Board of Directors to be publicly noticed 72 hours prior to the meeting in accordance with the Brown Act. At this hearing, the Board shall receive a written staff report on abatement actions and any objections shall be heard from the property owners identified in Exhibit A liable to be assessed for the abatement.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 20<sup>th</sup> day of November 2024 by the following vote of the Board.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Daniel Levine, President**

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**Dean Richard Artis, Secretary**

**EXHIBIT A**

**As of 11/13/2024**

City of El Cerrito Fire Department  
List of Real Property Constituting Public Nuisances

<b>APN</b>	<b>Street Address</b>
572-150-015-4	163 Arlington Ave.



## EL CERRITO-KENSINGTON FIRE DEPARTMENT

### Fire Prevention Office

10900 San Pablo Avenue, El Cerrito, CA 94530

(510) 215-4457 FAX (510) 232-4917 fpo@ci.el-cerrito.ca.us



October 8, 2024

Parcel Number: «APN»

Property Address: «Parcel\_Address» «Parcel\_Street», Kensington, CA 94708

Property Owner: «Legal\_Property\_Owner»

Property Owner's Address: «Mailing\_Address», «Mailing\_City», «Mailing\_State» «Mailing\_Zip»

Dear Kensington Property Owner:

With the State's winter rain, the community is facing unprecedented vegetation growth as we head into peak fire danger season. To reduce the fire danger on private property and provide greater community safety, the Fire Department has been inspecting properties and checking for fire hazards. Recently your property listed above was found that it **does not comply** with the Vegetation Management Guidelines set forth in the Kensington Fire Protection District Vegetation Management Standards. You are being notified now so that you may, if you have not already done so, take steps to remove those fire hazard conditions found on your property.

Enclosed is a copy of the Fire Hazard Reduction Inspection form specifying those areas that are not in compliance as well as the Fire Hazard Reduction Guidelines and Fire Hazard Reductions Checklist that can assist you in bringing your property into compliance. More information on the Vegetation Management Standards and Guidelines may be found on the Fire District's website at: [www.kensingtonfire.org](http://www.kensingtonfire.org) under Vegetation Management Standards. Additional information is also available at [www.readyforwildfire.org](http://www.readyforwildfire.org) or [www.cafiresafecouncil.org](http://www.cafiresafecouncil.org) as well as many others.

If you have recently completed the work to meet these standards, no further action is required. If not, your property is required to be brought into compliance no later than November 5, 2024. There is no need to contact Fire Department upon completion as we will be re-inspecting all properties. When the Fire Department has cleared your property, it will be dropped from our list and no further action will be taken at that time.

On November 20, 2024 at 7:00PM the Kensington Fire Protection Board of Directors will hold a public hearing to declare those properties still not in compliance as a public nuisance. Your property is at risk of being declared a public nuisance and subject to further abatement actions. In accordance with the Government Code, you may appear before the Board at this public hearing to dispute this declaration.

If you have not done so already, please take immediate action to remove those fire hazard conditions and we thank you for your cooperation in helping us make Kensington a more fire safe community.

Sincerely,

*Chase Beckman*

Chase Beckman  
Fire Marshal





# KENSINGTON FIRE PROTECTION DISTRICT

c/o El Cerrito Fire Department  
10900 San Pablo Avenue  
El Cerrito, CA 94530  
(510) 215-4450  
FAX (510) 232-4917

November 21, 2024

Parcel Number: XXX-xxx-XXX  
Property Address: \_\_\_\_\_ Kensington, CA 9470X  
Property Owner: \_\_\_\_\_  
Property Owner's Address: \_\_\_\_\_

## NOTICE TO DESTROY WEEDS AND REMOVE RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL

On **November 20, 2024**, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the November 20, 2024 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and manner of ordinary municipal taxes.

**You will not receive any further notices from the District prior to this removal.** The District shall perform this removal either through its own staff or through private contract sometime between **December 18, 2024 and January 1, 2025**. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$8,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on **January 15, 2025 at 7:00 p.m.** At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing. Contact the Fire Department for the location of the meeting or go to the Kensington Fire Protection District website at <https://www.kensingtonfire.org/meetings> for meeting information.

If you have any questions, contact the Fire Department at 10900 San Pablo Avenue, El Cerrito, CA 94530. The phone number is (510) 215-4457.

*Chase Beckman*

Chase Beckman  
Fire Marshal

# **Kensington Fire Protection District Fire Hazard Reduction Program**

## **I. INTRODUCTION**

### **A. Purpose of Vegetation Management Standards**

California communities have experienced devastating fire loss because of the severity of fires which occur in the wildland interface areas. These areas exist in the community of Kensington. In these areas the risk of conflagration is increased further by homeowners who create or do not maintain landscaping on their properties. Homes are threatened by fire every year in California largely because of heavy vegetation fuel load very near structures.

Very High Fire Hazard Severity Zones (VHFHSZ) have been identified within the Kensington community by the Kensington Fire Protection District and CAL Fire. As specified by State Law AB 337, property owners within the VHFHSZ must take special precautions with their property, including vegetation management, to reduce the risk of fire. All Kensington property owners must comply with the District's Fire Hazard Reduction standards.

The buildup of unmanaged vegetation, whether native or non-native, steep hillsides with canyons, draws, and periods of extremely hot, dry weather all combine to create in Kensington the potential for catastrophic fire behavior. Catastrophic fires can destroy large numbers of homes, threaten public safety and severely damage the natural areas which contribute to our high quality of living.

A key goal of Kensington's community fire protection planning is to reduce the level of fire hazards throughout the community and particularly in the VHFHSZ. While it is not possible to eliminate all threats of catastrophic wildfire, fire hazards can be reduced to acceptable levels and still allow a "green" community.

Vegetation management planning in the VHFHS Zone focuses on areas where fire poses the greatest risk to life and property. Fires will continue to be a part of California urban living. By implementing vegetation management standards, Kensington residents can significantly reduce the potential a small fire will grow into a catastrophic event. An important component of reducing the community's fire risk requires vegetation management to be practiced by all property owners.

No person shall be prosecuted criminally under the provisions of Section 4 of the Kensington Fire Protection District Ordinance 95-1 until that person has received written notice of how that property violates these standards and until that person has had the reasonable opportunity to meet with District staff concerning the violation. Civil Enforcement of these guidelines as provided for in Section 5 of Ordinance 95-1, pursuant to California Health and Safety Code Section 14912 et. seq. Civil procedures for fire hazard abatement include providing the property owner with (1) written notice on how the property violates these guidelines, (2) reasonable opportunity to comply with the guidelines and (3) opportunity to be heard before the Board of Directors of the Kensington Fire Protection District.

## **II. FIRE HAZARD REDUCTION GUIDELINES**

Many factors combine to create a fire hazard on any specific property. It is difficult to single out a specific vegetation species or configuration to declare it either fire hazardous or completely fire safe in all situations. The Fire Department has developed guidelines conforming to State Law and National Fire Protection Standards which address most situations found on private property within Kensington.

### **A. Hazard Zones**

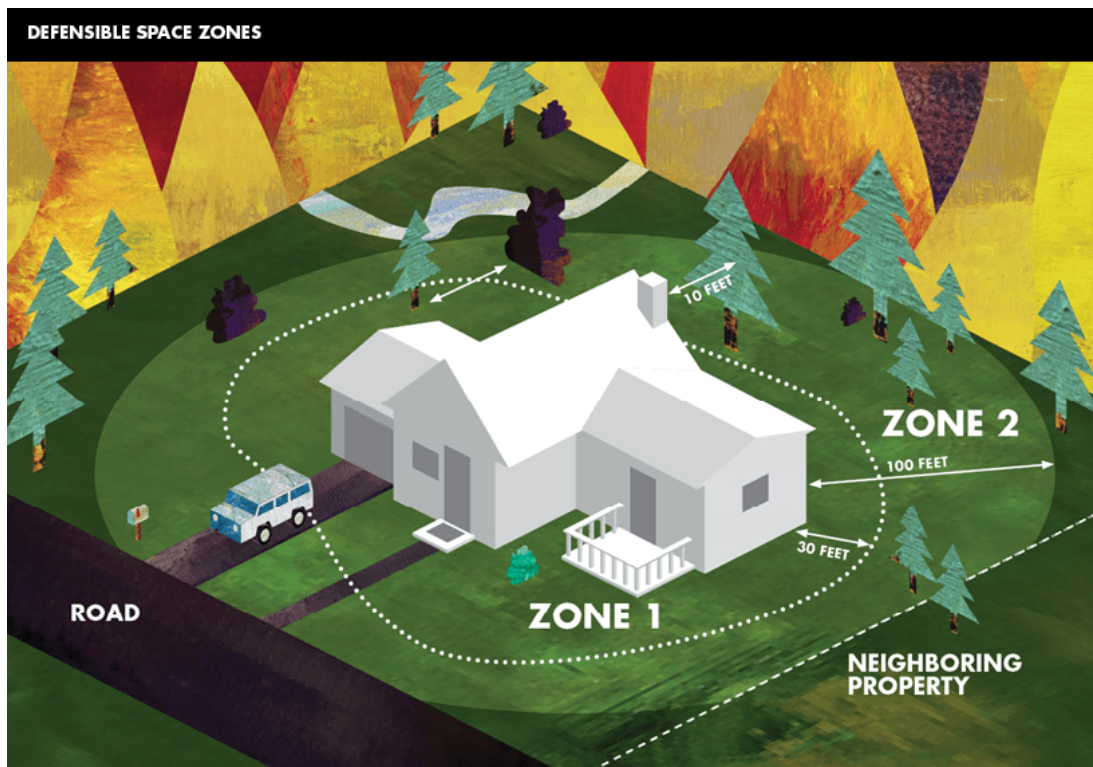
A portion of the Kensington community lies adjacent or near to large wildland areas containing steep slopes and naturally growing vegetation. Every year under certain critical weather conditions, the neighborhoods near these wildland areas are at heightened risk of seasonal wildfire sweeping into the community and burning homes. These areas at heightened risk of wildfire have been designated as Very High Fire Hazard Severity (VHFHS) Zones as designated by CAL Fire. Fire hazard reduction measures common to the entire community are required on both vacant and developed lots.

B. Defensible Space

Defensible space is essential to improve your home's chance of surviving a wildfire. It is the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surround it. This space is needed to slow or stop the spread of wildfire and it helps protect your home from catching fire—either from direct flame contact or radiant heat. Defensible space is also important for the protection of the firefighters defending your home.

Defensible Space Zones

Two zones make up the required 100 feet of defensible space.



*Zone 1*

Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark.
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3<sup>rd</sup> of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- Relocate wood piles to Zone 2 if applicable.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.

## *Zone 2*

Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line. NOTES: (1) All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements. (2) The vast majority of the entire community of Kensington is in the VHFHSZ.

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches.
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.

### C. Additional Considerations for Vegetation Management

1. The Fire Hazard Abatement Program is intended to promote community fire safety by reducing the combustible vegetation fuel mass on private properties. Clearing vegetation by heavy construction methods, such as grading, discing, trenching or dozing shall require special permits from the County. **Disposal by burning is not permitted.**
2. Any parcel where slope stability will be threatened by removal of plants may be exempt from treatment requirements or subject to alternate treatments. The property owner must submit a report documenting the probability of slope failure due to vegetation removal, prepared by a licensed civil, geotechnical or soils engineer. The report shall propose alternative treatment methods to address fire hazards. The report will be reviewed by staff. Review and acceptance by the District of alternative treatment will supersede other requirements.
3. Any parcel or lot which includes plant or animal species that are rare, endangered or of special concern may qualify for alternative plant treatment and spacing requirements. The property owner must submit a report from a qualified resource biologist or landscape architect describing the species, actions required to preserve its environmental value, and proposed alternative measures to address fire hazards. The report will be reviewed by the District. Review and acceptance by the District of alternative treatment will supersede other requirements.

### D. Planting Considerations

Any plant will burn if the conditions are right. Some plants are considered to be extremely flammable while other plants are considered to have some resistance to fire. Verifiable tests of fire exposure characteristics for all specific ornamental landscaping plants are not available.

The Vegetation Management Standards for the Kensington Fire Protection District utilizes available information from the Diablo Firesafe Council at <http://diablofiresafe.org/tolerance.html> under Table 1 Plants with a Favorable Fire performance Rating in 3 or More References.

At the base of trees and shrubs, replace flammable vegetation with bark, mulch, rock, gravel or low-growing or more fire-resistant ground covers. This cover reduces the fire danger and minimizes weeds.

Avoid placing medium-sized shrubs beneath trees or taller shrubs. By breaking up the available fuel mass in ornamental landscaping, a fire will be kept at lower intensity, flame lengths will be shorter and fire will be less likely to form a continuous line or front.

### E. Structural Fire Safety

The District's roofing and vegetation management standards are designed to reduce the amount of airborne burning material, limiting fire spread. Once a fire starts, it is often accelerated by wind-borne burning material.

Burning embers or brands are the main source of fire spread in mixed urban-wildland fires. The roof of a house is most vulnerable to this type of ignition followed by openings such as vents. Spark arresters with a maximum of ½ inch openings in the mesh are required over the outlet of every chimney. Class A is the top rating for fire resistive roofing, followed by Classes B and C. State and District Ordinance requires that all roofing be Class B or better, and wood shake shingle roofing materials are prohibited in new construction or replacement of more than 50% of the roof. It is recommended to cover vent openings with ¼ inch openings in the mesh to prevent flying embers from entering the structure.

### III. GLOSSARY OF TERMS

The following terms are used to describe the vegetation management standards in California State Law and in the Kensington Fire Protection District's Fire Hazard Reduction Program.

**Very High Fire Hazard Severity (VHFHS) Zones:** Any geographic area designated per Government Code Section 51178 to contain the type and condition of vegetation, topography, weather and structure density to potentially increase the possibility of wildland conflagration fires. As a community adjacent to extensive wildland areas, the community of Kensington is made up on mostly VHFHS zones. A CAL Fire interactive map of these zones is available at <https://egis.fire.ca.gov/FHSZ/>. Fire hazard reduction standards are more extensive for properties located within VHFHS zones.

**Defensible Space:** A concept in landscape design for homes which provides a band of managed vegetation around a home that slows movement of fire by reducing or denying fuel and provides a space for firefighters to take a stand to protect the house.

**Fire Resistant Plants:** A relative term used to describe plants that are “more resistant: or “less resistant” than other plants to fire. Given enough heat, all vegetation will burn. Yet plants in fact differ in how fast they burn, how high a flame they produce and their ability to survive fire. Fire resistance is enhanced by higher amounts of moisture within twigs and foliage. Fire-resistant plants can lose this quality altogether if not properly maintained and irrigated. The Vegetation Management Standards for Kensington utilizes available information from the Diablo Firesafe Council at <http://diablofiresafe.org/tolerance.html> under Table 1 Plants with a Favorable Fire performance Rating in 3 or More References.

**Fire Hazardous Vegetation:** Plants which can burn easily because they generate dry undergrowth, contain flammable oils or produce significant quantities of dead or dying material. Hazardous vegetation is fuel which must be removed or strictly maintained so as not to constitute a fire hazard by igniting easily and then contributing to rapid fire spread. Seasonally dry grass, weeds, brush, and unmaintained and unirrigated trees and ornamental vegetation are examples of fire hazardous vegetation. Properly chipped, mulched and disbursed material does not constitute fire hazardous vegetation. Fire hazardous vegetation is also known as **flammable vegetation and combustible growth.**

**Ornamental Landscaping:** Decorative plants growing within a tended garden or yard which are appropriately irrigated, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control. The use of fire-resistant plants and the removal of fire hazardous vegetation will enhance fire safety.

**Zone 1:** Extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones. In Zone 1 vacant lots shall be maintained to be 10 feet wide along the property line.

**Zone 2:** Extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in those areas within the community of Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. In Zone 2 vacant lots shall be maintained to be 30 feet wide along the property line. For properties within Zone 2, all Zone 1 requirements shall be enforced in addition to Zone 2 requirements.





## Fire Hazard Reduction Checklist



### **Zone 1 Requirements**

**Definition:** Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones

- Remove all dead plants, grass and weeds within 30 feet of buildings, structures, decks, etc.
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3<sup>rd</sup> of their height up to 6' above the ground, but in no case less than 18" from the ground
- Relocate wood piles to Zone 2 if applicable
- Remove or prune flammable plants and shrubs near windows
- Remove vegetation and items that could catch fire from around and under decks
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials
- Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line

### **Zone 2 Requirements**

**Definition:** Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in those areas within the community of Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. **NOTE: All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements**

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground
- Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line

**To find out if your property is located within the Very High Fire Hazard Severity Zone, go to <https://egis.fire.ca.gov/FHSZ/> On the upper left hand side, click on the bottom icon for Address Search.**



**EL CERRITO FIRE DEPARTMENT  
KENSINGTON FIRE PROTECTION DISTRICT**



**10900 San Pablo Avenue, El Cerrito, Ca. 94530 (510) 215-4450  
Fire Hazard Reduction Inspection**

Owner/Tenant	Site Address	City	State	Zip Code
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Legal Propety Owner	Mailing Address	City	State	Zip Code
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APN # \_\_\_\_\_

**YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.  
YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:**

**ZONE 1**

**Zero to 30 feet from buildings, structures, decks,etc. in all portions within El Cerrito and Kensington**

- \_\_\_\_ 1. Remove all dead plants, grass and weeds.
- \_\_\_\_ 2. Remove dead or dying leaves and pine needles from your yard, roof and rain gutters.
- \_\_\_\_ 3. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- \_\_\_\_ 4. Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter.
- \_\_\_\_ 5. On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3 of their height up to 6' above the ground, but in no case less than 18" from the ground.
- \_\_\_\_ 6. Relocate wood piles to Zone 2 if applicable.
- \_\_\_\_ 7. Remove or prune flammable plants and shrubs near windows.
- \_\_\_\_ 8. Remove vegetation and items that could catch fire from around and under decks.
- \_\_\_\_ 9. Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.
- \_\_\_\_ 10. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

**ZONE 2**

**Thirty to 100 feet from buildings, structures, decks, etc. for all parcels within the Very High Fire Hazard Severity Zone. Zone 1 requirements shall be followed in addition to Zone 2 requirements.**

- \_\_\_\_ 1. Cut or mow weeds and grass to a maximum height of 6 inches.
- \_\_\_\_ 2. All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- \_\_\_\_ 3. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line.

COMMENTS:

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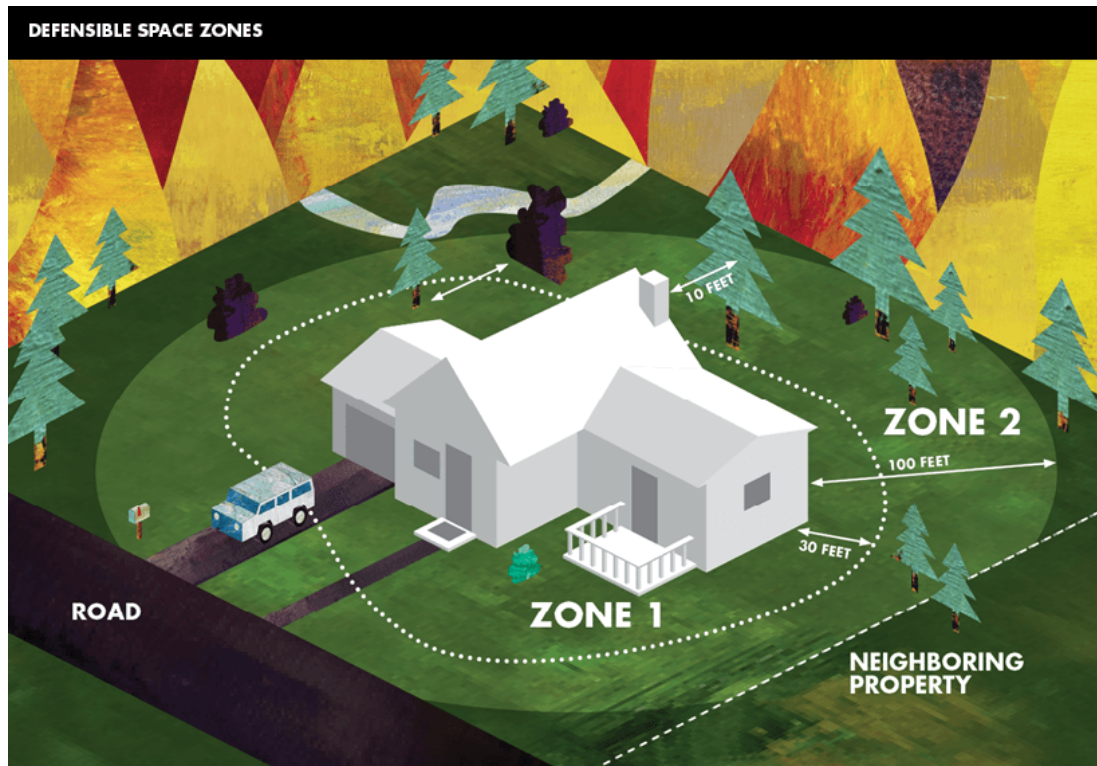
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# Kensington Fire Protection District Fire Hazard Reduction Guidelines



## *Zone 1*

Zone 1 extends 30 feet from buildings, structures, decks, etc. in all portions within the community of Kensington including the designated Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 1 shall be maintained to be 10 feet wide along the property line.

- Remove all dead plants, grass and weeds (vegetation).
- Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark.
- On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3<sup>rd</sup> of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- Relocate wood piles to Zone 2 if applicable.
- Remove or prune flammable plants and shrubs near windows.
- Remove vegetation and items that could catch fire from around and under decks.
- Create a minimum 6-foot separation between trees, shrubs or vegetation and combustible materials.

## *Zone 2*

Zone 2 extends from 30 feet to 100 feet out from buildings, structures, decks, etc. in only those areas within the community of Kensington designated as the Very High Fire Hazard Severity (VHFHS) Zones. Vacant lots in Zone 2 shall be maintained to be 30 feet wide along the property line. NOTES: (1) All Zone 1 requirements shall be followed in addition to the following Zone 2 requirements: (2) The vast majority of the entire community of Kensington is in the VHFHSZ.

- Cut or mow weeds and grass shall be cleared to a maximum height of 6 inches.
- All fire hazardous vegetation except for weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.



**KENSINGTON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
*These minutes will be supplemented by transcription software.*

**DATE/TIME:** October 16, 7:00PM  
**LOCATION:** Kensington Community Center, 59 Arlington Avenue, Kensington (and hybrid)  
**PRESENT:** Directors: President Daniel Levine, Vice President Danielle Madugo, Secretary Rick Artis, Director Julie Stein, Director Jim Watt  
Staff: General Manager Mary Morris-Mayorga  
**ABSENT:** Staff: Fire Chief Eric Saylor

**1. CALL TO ORDER/ROLL CALL**

President Daniel Levine called the meeting to order at 7:06 p.m. and confirmed the roll call.

**2. PUBLIC COMMENT (00:01:15)**

**3. ADOPTION OF CONSENT ITEMS (00:10:15)**

- a. **Approval of Minutes** of the Board of Directors Regular meeting of 09/18/2024 and Special meeting of October 1, 2024
- b. **Amendment of Minutes** of the Board of Directors Regular meeting of 08/21/24
- c. **Acceptance of Incident Activity Report** September 2024
- d. **Approval of Monthly Transmittal** 10/16/2024
- e. **Approval of Monthly Financial Reports** 09/30/2024
- f. **Approve List of Surplus Items for Disposal**
- g. **Request approval from the board for Director Stein to attend the CSDA Special District Leadership Academy training conference in San Rafael, CA, on November 3-6 2024, including any reimbursable expenses which may include: registration fees, mileage, lodging, reimbursement of meals and incidentals in accordance with District policy**

Items D, E, and F was removed from Consent.

**Moved/Seconded:** Vice President Madugo/Secretary Artis

**Action:** Approved adopting Consent Items A, B, C, and G. **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None

**Video Time Stamped: 00:10:59**

**4. FIRE CHIEF’S REPORT (00:12:20)**

Chief Saylor was unable to attend this evening.

**5. OLD BUSINESS (00:15:05)**

- a. **Introduction and First Reading of Revised Board Policy 0010 Goals**  
The Board discussed and may hold a future special meeting on strategic planning.

Item 3 d, e, and f, pulled from Consent were taken next.

**6. NEW BUSINESS**

**3. ADOPTION OF CONSENT ITEMS**

- d. **Approval of Monthly Transmittal** 10/16/2024 (00:43:38)

**Moved/Seconded:** Vice President Madugo/Secretary Artis  
**Action:** Approved Monthly Transmittal as revised in the packet **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 00:49:07**

**e. Approval of Monthly Financial Reports 09/30/2024 (00:50:00)**

**Moved/Seconded:** Vice President Madugo/Secretary Artis  
**Action:** Approved Monthly Financial Reports **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 00:57:19**

**f. Approve List of Surplus Items for Disposal (00:50:00)**

**Moved/Seconded:** Vice President Madugo/Director Stein  
**Action:** Approved the List of Surplus Items for Disposal **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 01:01:57**

**a. Adopt Resolution 2024-10 Public Entity Banking Resolution (01:03:09)**

**Moved/Seconded:** Secretary Artis/Vice President Madugo  
**Action:** Adopted Resolution 2024-10 Designating Persons Authorized to Sign and Act on Matters Related to Mechanics Bank **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 01:37:01**

**b. Introduction and First Reading of Revised Board Policy 1050 Board Meetings (01:39:37)**

**Moved/Seconded:** President Levine/Secretary Artis  
**Action:** Accepted the first reading of revised Board Policy 1050 Board Meetings with the exception of striking the change of the Kensington Community Center to the Public Safety Building and striking the removal of Sections 1050.11 - 1050.12 **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 01:46:52**

**c. Introduction and First Reading of New Board Policy 1165 Expense Authorization (Previously Operations Manual Policy 7 and 8 Checking Account) (01:51:08)**

**Moved/Seconded:** President Levine/Secretary Artis  
**Action:** Accepted the first reading of new Board Policy 1165 Expense Authorization as written in the packet with the exception that "or Executive Assistant/Board Clerk" is stricken from 1165.12 **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 02:21:06**

**d. Introduction and First Reading of New Board Policy 1175 OPEB Trust Fund**  
This item will be on a future meeting agenda.

**e. Charter for Ad Hoc Committee Board member (02:22:24)**

**Moved/Seconded:** President Levine/Secretary Artis  
**Action:** Accepted the first reading of new Board Policy 1165 Expense Authorization as written in the packet with the exception that "or Executive Assistant/Board Clerk" is stricken from 1165.12 **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 02:21:06**

**Moved/Seconded:** Secretary Artis/Vice President Madugo  
**Action:** Extended the meeting until 10:15pm **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 02:53:14**

Item 9 was taken out of order

**9. PUBLIC SAFETY BUILDING BUDGET REVISION AND UPDATE (02:38:06)**

**Moved/Seconded:** Secretary Artis/Vice President Madugo  
**Action:** Approve the revised Public Safety Building project budget of \$9,731,964 to allow for final change order resolution and closing out the project **Ayes:** President Levine, Vice President Madugo, Secretary Artis, Director Stein, Director Watt **Noes:** None **Abstain:** None **Absent:** None  
**Video Time Stamped: 02:55:40**

- f. **Verifier role for approval of invoices and payments above a specific cost threshold to be discussed and determined by the board. This would involve creating a board member role for approving all invoices for payment that are above a certain threshold, regardless of the payment method, including invoices approved for payment by Mechanics Bank or by Contra Costa County. (02:57:26)**

This item was withdrawn.

- g. **Roles and Responsibilities in the KFPD check payment process and the KFPD checking account, to include: Resolution 20-01; implementation of Policy 8 Checking Account; paper check preparation and signature roles, electronic banking payment and check preparation, approval, and signature roles; ATM card and additional roles, creation of the required new role of District Treasurer, process for authorized user transitions (02:59:20)**

The General Manager will bring a plan forward at a future meeting.

**7. GENERAL MANAGER’S REPORT (00:00:00)**

**8. EMERGENCY PREP COORDINATOR’S REPORT**

This item will be taken at a future meeting.

**10. COMMITTEE REPORTS**

- a. **Emergency Preparedness Committee Meeting – September 26, 2024 meeting**  
This item will be taken at a future meeting.
- b. **Finance Committee Meeting – None**

**11. OUTSIDE AGENCIES REPORTS**

- a. **Contra Costa Special Districts Association – No report**

**12. ADJOURNMENT:** The meeting adjourned at 10:15 p.m.

MINUTES PREPARED BY: Mary Morris-Mayorga

These minutes were approved at the Board Meeting of the Kensington Fire Protection District on October 16, 2024.

Attest:

\_\_\_\_\_  
Secretary of the Board



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



**DATE:** November 12, 2024

**TO:** Kensington Fire Protection District Board Members

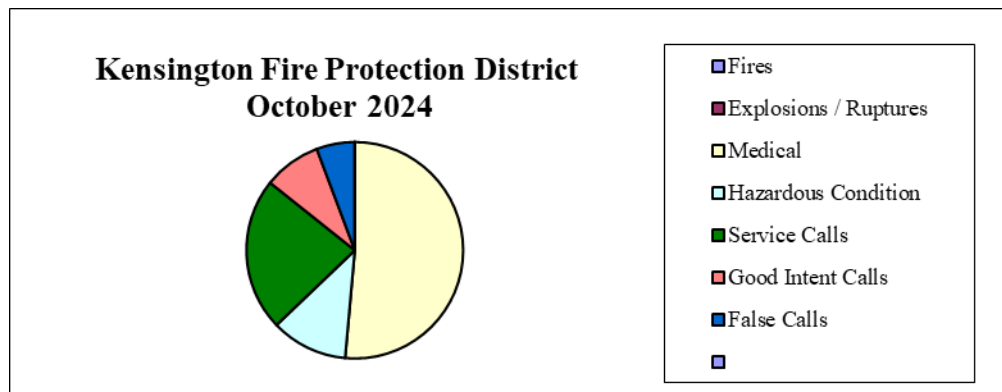
**FROM:** Jose Castrejon: Battalion Chief

**RE:** **Incident Activity Reports for October 2024**

Thirty-five incidents occurred in the Kensington community in October, an increase of four incidents from the previous month. Please see the attached “Incident Log” for the dates and times, locations, and types of incidents the Fire Department responded to this past month. During this same time, Engine 55 responded to Sixty-nine calls for service, an increase of from the previous month. Overall, the El Cerrito-Kensington Fire Department has responded to 2,998 calls for service for the year.

The chart below shows the seven incident response types tracked by the State and National fire incident reporting systems. It also includes the number of responses for each type, the percentage of the total calls for each type, and all the responses in the Kensington community.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	18	51.43%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	11.43%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	8	22.86%
<b>Good Intent Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	3	8.57%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	2	5.71%
<b>Weather</b>	<i>(flooding, wind, lightning)</i>	0	0.00%
<b>Totals</b>		<b>35</b>	<b>100.00%</b>





**E55 Responses  
October 2024**

#	Incident	Date	Type	Street	Type	City	Apparatus
1	0024121966	01-Oct-24 07:58:24	321	Coventry	RD	Kensington	E155
2	0024122090	01-Oct-24 12:45:53	745	Arlington	AVE	Kensington	E155
3	0024122549	02-Oct-24 10:37:34	5000	Purdue	AVE	Kensington	E155
4	0024122659	02-Oct-24 14:07:14	321	Lawson	RD	Kensington	E155
5	0024122811	02-Oct-24 20:05:46	651	Highgate	RD	Kensington	E155
6	0024123121	03-Oct-24 13:15:02	611M	Schmidt	LN	El Cerrito	E155
7	0024123283	03-Oct-24 20:17:39	651	Norwood	AVE	Kensington	E155
8	0024123555	04-Oct-24 13:04:55	321	Don Carol	DR	El Cerrito	E155
9	0024123612	04-Oct-24 15:17:31	550	Purdue	AVE	Kensington	E155
10	0024124383	06-Oct-24 01:23:44	400	Norwood	AVE	Kensington	E155
11	0024124484	06-Oct-24 10:41:58	400	Yale	AVE	Kensington	E155
12	0024124522	06-Oct-24 13:12:00	5000	Arlington	AVE	Kensington	E155
13	0024124955	07-Oct-24 12:19:12	735	Arlington	AVE	Kensington	E155
14	0024125166	07-Oct-24 21:11:15	5000	Stockton	AVE	El Cerrito	E155
15	0024125375	08-Oct-24 10:32:03	321	Elm	ST	El Cerrito	E155
16	0024125431	08-Oct-24 12:26:47	321	Moeser	LN	El Cerrito	E155
17	0024127079	12-Oct-24 03:48:35	321	Coventry	RD	Kensington	E155
18	0024127079	12-Oct-24 03:48:35	321	Coventry	RD	Kensington	E155
19	0024127164	12-Oct-24 10:00:14	611M	0-0 Central Park	DR	Orinda	E155
20	0024127573	13-Oct-24 09:24:52	554	Franciscan	WAY	Kensington	E155
21	0024127604	13-Oct-24 11:17:48	735	Terrace	DR	El Cerrito	E155
22	0024127695	13-Oct-24 15:30:59	611	Central Park	DR	Orinda	E155
23	0024128093	14-Oct-24 15:06:26	321	Avis	DR	El Cerrito	E155
24	0024128147	14-Oct-24 17:27:39	321	Stockton	AVE	El Cerrito	E155
25	0024128166	14-Oct-24 18:17:53	611M	Golf Course	DR	Berkeley	E155
26	0024128322	15-Oct-24 07:33:46	736	Kensington	RD	El Cerrito	E155
27	0024128343	15-Oct-24 08:37:28	554	Contra Costa	DR	El Cerrito	E155
28	0024128397	15-Oct-24 10:28:16	351	Ashbury	AVE	El Cerrito	E155
29	0024128632	15-Oct-24 23:14:24	5000	King	DR	El Cerrito	E155

**E55 Responses**  
**October 2024**

30	0024128797	16-Oct-24 12:13:53	321	Ocean View	AVE	Kensington	E155
31	0024129333	17-Oct-24 15:24:13	5000	Terrace	DR	El Cerrito	E155
32	0024129409	17-Oct-24 19:01:00	554	Don Carol	DR	El Cerrito	E155
33	0024129481	17-Oct-24 23:03:53	611X	Terrace	DR	El Cerrito	E155
34	0024129535	18-Oct-24 03:35:11	321	Trinity	AVE	Kensington	E155
35	0024129651	18-Oct-24 11:15:11	400	Windsor	AVE	Kensington	E155
36	0024130211	19-Oct-24 12:03:38	321	Columbia	AVE	Kensington	E155
37	0024130492	19-Oct-24 23:53:44	611	Bonnie	DR	El Cerrito	E155
38	0024130614	20-Oct-24 09:05:00	553	Highland	BLVD	Kensington	E155
39	0024130679	20-Oct-24 12:25:28	5000	Ashbury	AVE	El Cerrito	E155
40	0024130775	20-Oct-24 16:16:29	5000	Pomona	AVE	El Cerrito	E155
41	0024130875	20-Oct-24 20:30:26	321	Coventry	RD	Kensington	E155
42	0024130991	21-Oct-24 05:02:30	321	Yale	AVE	Kensington	E155
43	0024131108	21-Oct-24 10:17:44	651	Elm	ST	El Cerrito	E155
44	0024131583	22-Oct-24 11:20:08	611	San Pablo	AVE	El Cerrito	E155
45	0024131707	22-Oct-24 16:03:09	5000	Highland	BLVD	Kensington	E155
46	0024131709	22-Oct-24 16:04:37	321	King	CT	El Cerrito	E155
47	0024132046	23-Oct-24 11:12:32	321	Coventry	RD	Kensington	E155
48	0024132225	23-Oct-24 15:55:52	550	Don Carol	DR	El Cerrito	E155
49	0024132252	23-Oct-24 17:03:13	5000	Arlington	BLVD	El Cerrito	E155
50	0024132279	23-Oct-24 17:54:22	651	Marchant	CT	Kensington	E155
51	0024132969	25-Oct-24 09:26:38	321	Ivy	CT	El Cerrito	E155
52	0024133439	26-Oct-24 09:10:43	542	Seaview	DR	El Cerrito	E155
53	0024133458	26-Oct-24 09:46:21	321	Liberty	ST	El Cerrito	E155
54	0024133951	27-Oct-24 10:28:18	611M	Visalia	AVE	Berkeley	E155
55	0024133972	27-Oct-24 11:35:03	611M	0-0 Wildcat Canyon	RD	Orinda	E155
56	0024134096	27-Oct-24 17:37:38	554	Edgcroft	RD	Kensington	E155
57	0024134136	27-Oct-24 18:50:01	740	Kensington	AVE	Richmond	E155
58	0024134242	27-Oct-24 23:40:19	321	Beloit	AVE	Kensington	E155
59	0024134524	28-Oct-24 16:45:04	321	Purdue	AVE	Kensington	E155



**E55 Responses**  
**October 2024**

60	0024134862	29-Oct-24 12:36:26	321	Purdue	AVE	Kensington	E155
61	0024134969	29-Oct-24 15:54:10	321	Arlington	AVE	Kensington	E155
62	0024135099	29-Oct-24 22:18:00	321	Shevlin	PL	El Cerrito	E155
63	0024135109	29-Oct-24 22:49:13	400	Cambridge	AVE	Kensington	E155
64	0024135229	30-Oct-24 08:39:35	5000	Arlington	AVE	Kensington	E155
65	0024135348	30-Oct-24 12:57:29	321	Lake	DR	Kensington	E155
66	0024135713	31-Oct-24 08:16:19	611F	Central Park	DR	Orinda	E155
67	0024135909	31-Oct-24 15:14:31	743	Donal	AVE	El Cerrito	E155
68	0024135958	31-Oct-24 17:19:13	321	Buckingham	DR	El Cerrito	E155
69	0024136138	01-Nov-24 01:29:58	321	Trinity	AVE	Kensington	E155

## Kensington Incidents

October 2024

#	Incident	Date	Type	Street	Type	City	Apparatus
1	0024121966	01-Oct-24 07:58:24	321	Coventry	RD	Kensington	E155
2	0024122090	01-Oct-24 12:45:53	745	Arlington	AVE	Kensington	E155
3	0024122549	02-Oct-24 10:37:34	5000	Purdue	AVE	Kensington	E155
4	0024122659	02-Oct-24 14:07:14	321	Lawson	RD	Kensington	E155
5	0024122811	02-Oct-24 20:05:46	651	Highgate	RD	Kensington	E155
6	0024123283	03-Oct-24 20:17:39	651	Norwood	AVE	Kensington	E155
7	0024123612	04-Oct-24 15:17:31	550	Purdue	AVE	Kensington	E155
8	0024124383	06-Oct-24 01:23:44	400	Norwood	AVE	Kensington	E155
9	0024124484	06-Oct-24 10:41:58	400	Yale	AVE	Kensington	E155
10	0024124522	06-Oct-24 13:12:00	5000	Arlington	AVE	Kensington	E155
11	0024124955	07-Oct-24 12:19:12	735	Arlington	AVE	Kensington	E155
12	0024127079	12-Oct-24 03:48:35	321	Coventry	RD	Kensington	E155
13	0024127573	13-Oct-24 09:24:52	554	Franciscan	WAY	Kensington	E155
14	0024128797	16-Oct-24 12:13:53	321	Ocean View	AVE	Kensington	E155
15	0024129535	18-Oct-24 03:35:11	321	Trinity	AVE	Kensington	E155
16	0024129651	18-Oct-24 11:15:11	400	Windsor	AVE	Kensington	E155
17	0024130211	19-Oct-24 12:03:38	321	Columbia	AVE	Kensington	E155
18	0024130614	20-Oct-24 09:05:00	553	Highland	BLVD	Kensington	E155
19	0024130875	20-Oct-24 20:30:26	321	Coventry	RD	Kensington	E155
20	0024130991	21-Oct-24 05:02:30	321	Yale	AVE	Kensington	E155
21	0024131707	22-Oct-24 16:03:09	5000	Highland	BLVD	Kensington	E155
22	0024132046	23-Oct-24 11:12:32	321	Coventry	RD	Kensington	E155
23	0024132279	23-Oct-24 17:54:22	651	Marchant	CT	Kensington	E155
24	0024132623	24-Oct-24 13:05:03	321	Ardmore	RD	Kensington	E152
25	0024132982	25-Oct-24 09:46:09	321	Wellesley	AVE	Kensington	E152
26	0024134096	27-Oct-24 17:37:38	554	Edgecroft	RD	Kensington	E155
27	0024134242	27-Oct-24 23:40:19	321	Beloit	AVE	Kensington	E155
28	0024134524	28-Oct-24 16:45:04	321	Purdue	AVE	Kensington	E155
29	0024134862	29-Oct-24 12:36:26	321	Purdue	AVE	Kensington	E155

### Kensington Incidents

#### October 2024

30	0024134969	29-Oct-24 15:54:10	321	Arlington	AVE	Kensington	E155
31	0024135109	29-Oct-24 22:49:13	400	Cambridge	AVE	Kensington	E155
32	0024135229	30-Oct-24 08:39:35	5000	Arlington	AVE	Kensington	E155
33	0024135324	30-Oct-24 12:13:49	321	Coventry	RD	Kensington	E151
34	0024135348	30-Oct-24 12:57:29	321	Lake	DR	Kensington	E155
35	0024136138	01-Nov-24 01:29:58	321	Trinity	AVE	Kensington	E155

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

**KENSINGTON FPD  
 TRANSMITTAL - APPROVAL  
 Invoices**

PY/CY:  
 BATCH #.:  
 DATE : 11/20/2024  
 LOCATION #: 13  
 FILENAME: KENSINGTON

VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND /ORG	SUB-ACCT	TASK	OPT.	ACTIVITY /WORK AUTH.	ENCUMB (P.O.) / Invoice #	P/C	PAYMENT AMOUNT
50151	El Cerrito	11/1/2024	Fire Protection Services	7840	2328						356,482.59
50147	KFPD Revolving Fund	11/20/2024	Reimburse Revolving fund	7840	2490						119,583.84

**TOTAL**

**476,066.43**

Kensington FPD Approval

\_\_\_\_\_  
 Board President

\_\_\_\_\_  
 General Manager

Kensington Fire Protection District  
 Checking Account Replenishment  
 November 20, 2024

Transactions:

Payee	Date	Expenses	Description
Vision Service	10/01/2024	\$ 258.48	Retiree Vision Oct 2024
Microsoft	10/07/2024	\$ 12.50	Monthly Subscription
Zoom	10/07/2024	\$ 140.00	Webinar license 10/6-11/5/24
Heartland Payroll	10/07/2024	\$ 106.83	Payroll Processing Fee
Google	10/07/2024	\$ 302.40	Email/file access - Sept 2024
Delta Dental	10/07/2024	\$ 824.31	Retiree Dental - September 2024
Cummins Inc	10/07/2024	\$ 3,612.88	PSB generator testing & Repair
CalPERS	10/07/2024	\$ 3,658.07	Retiree Health - October 2024
Fed/State	10/07/2024	\$ 3,708.57	Payroll Tax Withholding
Mary Morris-Mayorga	10/07/2024	\$ 6,396.26	Payroll
Mail Stream	10/11/2024	\$ 1,046.91	Fall Fireplug Newsletter postage Deposit
Terminix	10/16/2024	\$ 168.00	Monthly Pest Control
Copy Central El Cerrito	10/17/2024	\$ 218.41	Printing/BOD Packets
EBMUD	10/21/2024	\$ 263.38	Water/Wastewater 7/31 - 9/30/24
Hulu	10/21/2024	\$ 82.99	Television Subscription - Oct 24
Vista Print	10/21/2024	\$ 260.95	Shredding event signage 10/26/24
PG&E	10/22/2024	\$ 33.72	Gas 9/4 - 10/2/24
Pacific Mobile Structures	10/23/2024	\$ 3,752.92	Temp Facil Modular Rent Oct 24
CSDA	10/24/2024	\$ 775.00	BOD Training Stein SDLF 11/3 - 6/24
Heartland Payroll	10/24/2024	\$ 106.83	Payroll Processing Fee
Fed/State	10/24/2024	\$ 3,922.41	Payroll Tax Withholding
Mary Morris-Mayorga	10/24/2024	\$ 6,645.86	Payroll
Delta Dental	10/25/2024	\$ 824.31	Retiree Dental - October 2024
PG&E	10/29/2024	\$ 2,478.49	Electric 9/4 - 10/2/24
Viking Shred	10/31/2024	\$ 900.00	Community Shredding Event 10/26/24
Adobe	10/02/2024	\$ 19.99	Adobe Pro Subscription - October
T-Mobile	10/08/2024	\$ 85.00	Cell Service 8/18 - 9/17/24
Ooma	10/23/2024	\$ 82.31	Telephone - October
Streamline (Ck#995406)	10/01/2024	\$ 298.00	Website Development/Maintenance
Kensington Improvement Club (Ck#995415)	10/01/2024	\$ 2,000.00	Kiosk Contribution for KFPD Notice Postings
KBM Hogue (Ck#995416)	10/17/2024	\$ 35,239.20	PSB furniture and installation (50% deposit)
AT&T (Ck#995418)	10/01/2024	\$ 395.39	ConFire charges (transfer correction completed by AT&T)
Nigro & Nigro PC (Ck#995419)	10/04/2024	\$ 20,500.00	FY23 Annual Audit
Nicolay Consulting Group (Ck#995420)	10/28/2024	\$ 6,000.00	FY24 GASB 75 Full Actuarial Valuation
C & J Cleaning Services (Ck#995421)	10/15/2024	\$ 1,800.00	PSB Post-Renovation Full Cleaning
Unitarian Church of Berkeley (Ck#995422)	10/15/2024	\$ 4,032.60	Temp Facil Lot Rental - July through September
Altivu (Ck#995423)	10/30/2024	\$ 8,573.91	Emergency Prep Coordinator 8/28 - 9/30/24

Net Withdrawals	\$ 119,526.88
for Replenishment	
CERBT Reimbursement Deposit	\$ (38,077.34)
CERBT Reimbursement Deposit	\$ (29,488.89)
Replenishment Adjusted for	\$ 51,960.65
Monthly Bills	

Board President \_\_\_\_\_ Date \_\_\_\_\_

General Manager \_\_\_\_\_ Date \_\_\_\_\_

**Kensington Fire Protection District  
Cash and Investment Balance Sheet  
As of October 31, 2024**

**Current Cash and Investments**

<b>Cash Balance</b>		Comments
Petty Cash	200.00	
KFPD Revolving Acct - Gen Fund	302,871.59	Balance as of 10/31/2024
General Fund	309,033.43	Balance as of 10/31/2024
Special Tax Fund	197,071.92	Balance as of 10/31/2024
Capital Fund	(500,503.40)	Balance as of 10/31/2024
<b>Total Cash Balance</b>	<b>308,673.54</b>	
<b>Investments</b>		
LAIF Balance	4,082,297.58	Balance as of 10/31/2024
<b>Total Investments</b>	<b>4,082,297.58</b>	
<b>Total Current Cash and Investments</b>	<b>4,390,971.12</b>	

**Kensington Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
**As of October 31, 2024**

11/15/24

Accrual Basis

	Oct 31, 24	Oct 31, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
Petty Cash	200.00	200.00	0.00
KFPD Revolving Acct - Gen Fund	302,871.59	187,637.72	115,233.87
General Fund	309,033.43	4,034,286.66	-3,725,253.23
Special Tax Fund	197,071.92	-1,772.09	198,844.01
Capital Fund	-500,503.40	1,692,676.95	-2,193,180.35
<b>Total Checking/Savings</b>	<b>308,673.54</b>	<b>5,913,029.24</b>	<b>-5,604,355.70</b>
<b>Accounts Receivable</b>			
Accounts Receivable	65,688.73	479,377.17	-413,688.44
Advance on Taxes	5,283,362.57	5,132,107.76	151,254.81
Advance on Supplemental Taxes	191,945.65	86,955.06	104,990.59
<b>Total Accounts Receivable</b>	<b>5,540,996.95</b>	<b>5,698,439.99</b>	<b>-157,443.04</b>
<b>Other Current Assets</b>			
Prepaid Exp.	6,110.33	7,578.67	-1,468.34
Prepaid CERBT - Retiree Trust	508,252.48	508,252.48	0.00
<b>Investments</b>			
LAIF Balance	4,082,297.58	2,527,668.26	1,554,629.32
<b>Total Investments</b>	<b>4,082,297.58</b>	<b>2,527,668.26</b>	<b>1,554,629.32</b>
<b>Total Other Current Assets</b>	<b>4,596,660.39</b>	<b>3,043,499.41</b>	<b>1,553,160.98</b>
<b>Total Current Assets</b>	<b>10,446,330.88</b>	<b>14,654,968.64</b>	<b>-4,208,637.76</b>
<b>Fixed Assets</b>			
Land	5,800.00	5,800.00	0.00
Equipment	1,818,946.43	1,793,890.43	25,056.00
Accumulated Depreciation-Equip	-949,628.73	-911,477.25	-38,151.48
Building and Improvements	2,391,581.26	2,391,581.26	0.00
Accumulated Depreciation - Bldg	-1,410,173.12	-1,342,172.17	-68,000.95
<b>Current Capital Outlay</b>			
PSB Renovation Legal	194.40	0.00	194.40
PSB Renovation Soft Costs	1,526,534.04	1,090,041.43	436,492.61
PSB Renovation Hard Cost	6,223,456.54	2,633,091.78	3,590,364.76
Temp Facility - Soft Costs	261,739.37	261,739.37	0.00
Temp Facilities - Hard Costs	608,501.11	600,096.82	8,404.29
Temp Facilities - Lot Rental	33,874.60	19,088.40	14,786.20
Temp Facilities - Modular	92,485.67	47,217.04	45,268.63
Temp Facilities - Admin Sublet	63,402.30	36,578.25	26,824.05
Temp Facilities - Relocation	52,561.00	38,617.11	13,943.89
Firefighters Qtrs/Equip	201,732.15	0.00	201,732.15
Public Safety Building PreConst	3,260.00	0.00	3,260.00
<b>Total Current Capital Outlay</b>	<b>9,067,741.18</b>	<b>4,726,470.20</b>	<b>4,341,270.98</b>
<b>Total Fixed Assets</b>	<b>10,924,267.02</b>	<b>6,664,092.47</b>	<b>4,260,174.55</b>
<b>Other Assets</b>			
Deferred Outflow of Res. - OPEB	133,200.00	133,200.00	0.00
<b>Total Other Assets</b>	<b>133,200.00</b>	<b>133,200.00</b>	<b>0.00</b>
<b>TOTAL ASSETS</b>	<b>21,503,797.90</b>	<b>21,452,261.11</b>	<b>51,536.79</b>



**Kensington Fire Protection District**  
**Balance Sheet Prev Year Comparison**  
**As of October 31, 2024**

11/15/24

Accrual Basis

	Oct 31, 24	Oct 31, 23	\$ Change
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Due to Revolving Acct - Gen Fnd	251.83	1,290,950.83	-1,290,699.00
Due to Other - Issued by CCC	553,099.33	83,471.28	469,628.05
Due To Other Funds	-297,955.06	0.00	-297,955.06
Accounts Payable	697.24	1,611.24	-914.00
<b>Total Accounts Payable</b>	256,093.34	1,376,033.35	-1,119,940.01
<b>Other Current Liabilities</b>			
Interest Payable	0.00	29,304.00	-29,304.00
PSB Renovation Loan	2,247,912.00	2,160,000.00	87,912.00
<b>Total Other Current Liabilities</b>	2,247,912.00	2,189,304.00	58,608.00
<b>Total Current Liabilities</b>	2,504,005.34	3,565,337.35	-1,061,332.01
<b>Long Term Liabilities</b>			
El Cerrito Reconciliation Liab.	187,870.08	187,870.08	0.00
<b>Total Long Term Liabilities</b>	187,870.08	187,870.08	0.00
<b>Total Liabilities</b>	2,691,875.42	3,753,207.43	-1,061,332.01
<b>Equity</b>			
Fund Equity - General	3,889,496.00	3,889,496.00	0.00
Fund Equity - Capital Projects	3,258,969.76	3,258,969.76	0.00
Fund Equity - Special Revenue	109,075.00	109,075.00	0.00
Fund Equity - Gen Fixed Asset	2,222,992.01	2,222,992.01	0.00
Fund Equity	4,874,219.91	4,372,495.29	501,724.62
Net Income	4,457,169.80	3,846,025.62	611,144.18
<b>Total Equity</b>	18,811,922.48	17,699,053.68	1,112,868.80
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>21,503,797.90</b>	<b>21,452,261.11</b>	<b>51,536.79</b>

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through October 2024

	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	5,598,312.18	5,694,051.00	-95,738.82	98.32%
Special Taxes	0.00	201,000.00	-201,000.00	0.0%
Other Tax Income	172.03	25,000.00	-24,827.97	0.69%
Interest Income	97,169.78	232,136.00	-134,966.22	41.86%
CERBT Reimbursement	127,010.12	61,000.00	66,010.12	208.21%
Salary Reimbursement Agreement	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	2,000.00	-2,000.00	0.0%
<b>Total Income</b>	<u>5,822,664.11</u>	<u>6,215,187.00</u>	<u>-392,522.89</u>	<u>93.68%</u>
<b>Gross Profit</b>	5,822,664.11	6,215,187.00	-392,522.89	93.68%
<b>Expense</b>				
Interest Expense	14,652.00			
Debt Service - Principal	54,773.00			
<b>Staff</b>				
Wages	28,961.66	166,400.00	-137,438.34	17.41%
Vacation Wages	0.00	5,000.00	-5,000.00	0.0%
Medical/dental ins compensation	0.00	6,000.00	-6,000.00	0.0%
Payroll Taxes	8,841.10	12,730.00	-3,888.90	69.45% <span style="color: blue;">Researching</span>
Workers Compensation/Life Ins	945.61	3,224.00	-2,278.39	29.33%
Payroll Processing	577.32	2,943.00	-2,365.68	19.62%
<b>Total Staff</b>	<u>39,325.69</u>	<u>196,297.00</u>	<u>-156,971.31</u>	<u>20.03%</u>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	14,635.20	48,000.00	-33,364.80	30.49%
Delta Dental	3,297.24	10,000.00	-6,702.76	32.97%
Vision Care	1,033.92	3,000.00	-1,966.08	34.46%
<b>Total RETIREE MEDICAL BENEFITS</b>	<u>18,966.36</u>	<u>61,000.00</u>	<u>-42,033.64</u>	<u>31.09%</u>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
PSB Project Management	12,418.26			<span style="color: blue;">Pending JE</span>
Fiscal Analysis Consultant	3,392.25	15,000.00	-11,607.75	22.62%
Operational Consultant	27,570.00	52,800.00	-25,230.00	52.22%
Nixle Fee	0.00	3,296.00	-3,296.00	0.0%
Long Term Financial Planner	0.00	2,500.00	-2,500.00	0.0%
Emergency Prep Coordinator	25,433.48	110,935.00	-85,501.52	22.93%
Accounting	0.00	50,000.00	-50,000.00	0.0%
Actuarial Valuation	3,000.00	3,000.00	0.00	100.0%
Audit	20,500.00	20,500.00	0.00	100.0%
Bank Fee	0.00	50.00	-50.00	0.0%
Contra Costa County Expenses	2,022.81	41,101.00	-39,078.19	4.92%
EI Cerrito Contract Fee	1,088,176.11	4,320,657.00	-3,232,480.89	25.19%
EI Cerrito Reconciliation(s)	-14,288.59	-42,866.00	28,577.41	33.33%
IT Services and Equipment	5,625.00	2,000.00	3,625.00	281.25% <span style="color: blue;">Researching</span>
Fire Abatement Contract	0.00	5,513.00	-5,513.00	0.0%
Fire Engineer Plan Review	0.00	3,000.00	-3,000.00	0.0%
Grant Writer/Coordinator	0.00	15,000.00	-15,000.00	0.0%
Risk Management Insurance	10,862.00	23,866.00	-13,004.00	45.51%
LAFCO Fees	2,343.55	2,100.00	243.55	111.6%
Legal Fees	10,501.92	12,000.00	-1,498.08	87.52%
Recruitment	175.00			

## Kensington Fire Protection District Profit & Loss Budget vs. Actual July through October 2024

	<u>Jul - Oct 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Temporary Services	2,548.91	5,000.00	-2,451.09	50.98%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	894.00	3,600.00	-2,706.00	24.83%
Wildland Vegetation Mgmt	0.00	8,063.00	-8,063.00	0.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>1,201,174.70</b>	<b>4,667,115.00</b>	<b>-3,465,940.30</b>	<b>25.74%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	4,300.06	15,000.00	-10,699.94	28.67%
Comm. Pharmaceutical Drop-Off	0.00	2,500.00	-2,500.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	4,244.00	-4,244.00	0.0%
Open Houses	0.00	2,000.00	-2,000.00	0.0%
Community Shredder	900.00	5,500.00	-4,600.00	16.36%
Firesafe Planting Grants	0.00	10,000.00	-10,000.00	0.0%
Community Sandbags	0.00	3,500.00	-3,500.00	0.0%
Volunteer Appreciation	0.00	500.00	-500.00	0.0%
Community Center Contribution	0.00	500.00	-500.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>5,200.06</b>	<b>43,744.00</b>	<b>-38,543.94</b>	<b>11.89%</b>
<b>DISTRICT ACTIVITIES</b>				
Professional Development	775.00	5,000.00	-4,225.00	15.5%
<b>Office</b>				
Internet	800.12	4,120.00	-3,319.88	19.42%
Office Equipment	60.60	500.00	-439.40	12.12%
Office Expense	2,423.67	4,000.00	-1,576.33	60.59%
Office Supplies	1,519.13	1,236.00	283.13	122.91% <span style="color: blue;">Researching</span>
Telephone	979.48	1,030.00	-50.52	95.1%
Office- Other	0.00	530.00	-530.00	0.0%
<b>Total Office</b>	<b>5,783.00</b>	<b>11,416.00</b>	<b>-5,633.00</b>	<b>50.66%</b>
Election	0.00	5,858.00	-5,858.00	0.0%
Firefighter's Apparel & PPE	0.00	1,500.00	-1,500.00	0.0%
Firefighters' Expenses	4,500.00	5,000.00	-500.00	90.0%
Staff Appreciation	0.00	2,500.00	-2,500.00	0.0%
Memberships	0.00	9,500.00	-9,500.00	0.0%
<b>Building Maintenance</b>				
Gardening service	0.00	2,400.00	-2,400.00	0.0%
Building alarm	0.00	1,500.00	-1,500.00	0.0%
Medical Waste Disposal	0.00	2,200.00	-2,200.00	0.0%
Janitorial Service	1,800.00	2,400.00	-600.00	75.0%
Miscellaneous Maint.	672.00	5,000.00	-4,328.00	13.44%
<b>Total Building Maintenance</b>	<b>2,472.00</b>	<b>13,500.00</b>	<b>-11,028.00</b>	<b>18.31%</b>
<b>Building Utilities/Service</b>				
Refuse Collection	541.64	3,090.00	-2,548.36	17.53%
Gas and Electric	10,475.23	12,000.00	-1,524.77	87.29% <span style="color: blue;">Researching</span>
Water/Sewer	541.67	5,000.00	-4,458.33	10.83%
Building Utilities/Service - Other	313.96	1,000.00	-686.04	31.4%
<b>Total Building Utilities/Service</b>	<b>11,872.50</b>	<b>21,090.00</b>	<b>-9,217.50</b>	<b>56.29%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>25,402.50</b>	<b>75,364.00</b>	<b>-49,961.50</b>	<b>33.71%</b>
Contingency	0.00	20,000.00	-20,000.00	0.0%
<b>Total Expense</b>	<b>1,359,494.31</b>	<b>5,063,520.00</b>	<b>-3,704,025.69</b>	<b>26.85%</b>
<b>Net Ordinary Income</b>	<b>4,463,169.80</b>	<b>1,151,667.00</b>	<b>3,311,502.80</b>	<b>387.54%</b>
<b>Net Income</b>	<b>4,463,169.80</b>	<b>1,151,667.00</b>	<b>3,311,502.80</b>	<b>387.54%</b>

# Kensington Fire Protection District Profit & Loss Prev Year Comparison

11/15/24

Accrual Basis [Partial-next month will be full](#)

July through October 2024

	Jul - Oct 24	Jul - Oct 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Property Taxes	5,598,312.18	5,113,509.53	484,802.65
Special Taxes	0.00	200,826.80	-200,826.80
Other Tax Income	172.03	332.96	-160.93
Interest Income	97,169.78	2,873.16	94,296.62
CERBT Reimbursement	127,010.12	30,735.48	96,274.64
<b>Total Income</b>	<b>5,822,664.11</b>	<b>5,348,277.93</b>	<b>474,386.18</b>
<b>Gross Profit</b>	<b>5,822,664.11</b>	<b>5,348,277.93</b>	<b>474,386.18</b>
<b>Expense</b>			
Interest Expense	14,652.00	0.00	14,652.00
Debt Service - Principal	54,773.00	0.00	54,773.00
<b>Staff</b>			
Wages	28,961.66	57,792.26	-28,830.60
Medical/dental ins compensation	0.00	0.00	0.00
Payroll Taxes	8,841.10	2,328.90	6,512.20
Workers Compensation/Life Ins	945.61	3,034.73	-2,089.12
Payroll Processing	577.32	854.40	-277.08
<b>Total Staff</b>	<b>39,325.69</b>	<b>64,010.29</b>	<b>-24,684.60</b>
<b>RETIREE MEDICAL BENEFITS</b>			
PERS Medical	14,635.20	15,775.88	-1,140.68
Delta Dental	3,297.24	3,297.24	0.00
Vision Care	1,033.92	969.30	64.62
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>18,966.36</b>	<b>20,042.42</b>	<b>-1,076.06</b>
<b>OUTSIDE PROFESSIONAL SERVICES</b>			
PSB Project Management	12,418.26	0.00	12,418.26
Fiscal Analysis Consultant	3,392.25	0.00	3,392.25
District Administration	2,548.91	0.00	2,548.91
Operational Consultant	27,570.00	0.00	27,570.00
Crime Insurance Policy	0.00	153.16	-153.16
Nixle Fee	0.00	3,182.70	-3,182.70
Long Term Financial Planner	0.00	750.00	-750.00
Emergency Prep Coordinator	25,433.48	35,868.02	-10,434.54
Accounting	0.00	12,000.00	-12,000.00
Actuarial Valuation	9,000.00	0.00	9,000.00
Audit	20,500.00	0.00	20,500.00
Contra Costa County Expenses	2,022.81	6,918.61	-4,895.80
El Cerrito Contract Fee	1,088,176.11	1,382,322.70	-294,146.59
El Cerrito Reconciliation(s)	-14,288.59	25,851.32	-40,139.91
IT Services and Equipment	5,625.00	3,225.00	2,400.00
Fire Engineer Plan Review	0.00	240.00	-240.00
Risk Management Insurance	10,862.00	0.00	10,862.00
LAFCO Fees	2,343.55	0.00	2,343.55
Legal Fees	10,501.92	2,491.56	8,010.36
Recruitment	175.00	8,706.00	-8,531.00
Website Development/Maintenance	894.00	1,192.00	-298.00
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>1,207,174.70</b>	<b>1,482,901.07</b>	<b>-275,726.37</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>			
Public Education	4,300.06	2,507.33	1,792.73
CERT Emerg Kits/Sheds/Prepared	0.00	1,637.51	-1,637.51
Community Shredder	900.00	2,470.50	-1,570.50
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>5,200.06</b>	<b>6,615.34</b>	<b>-1,415.28</b>
<b>DISTRICT ACTIVITIES</b>			
Professional Development	775.00	5,734.60	-4,959.60
<b>Office</b>			
Internet	800.12	1,614.00	-813.88
Office Equipment	60.60	314.29	-253.69
Office Expense	2,423.67	2,155.16	268.51
Office Supplies	1,519.13	210.30	1,308.83
Telephone	979.48	355.10	624.38
<b>Total Office</b>	<b>5,783.00</b>	<b>4,648.85</b>	<b>1,134.15</b>
Firefighters' Expenses	4,500.00	0.00	4,500.00
Memberships	0.00	3,056.68	-3,056.68

11/15/24

## Kensington Fire Protection District Profit & Loss Prev Year Comparison

Accrual Basis

July through October 2024

	Jul - Oct 24	Jul - Oct 23	\$ Change
<b>Building Maintenance</b>			
Janitorial Service	1,800.00	0.00	1,800.00
Miscellaneous Maint.	672.00	1,504.06	-832.06
<b>Total Building Maintenance</b>	2,472.00	1,504.06	967.94
<b>Building Utilities/Service</b>			
Refuse Collection	541.64	1,031.04	-489.40
Gas and Electric	10,475.23	1,552.85	8,922.38
Water/Sewer	541.67	2,543.42	-2,001.75
Building Utilities/Service - Other	313.96	286.96	27.00
<b>Total Building Utilities/Service</b>	11,872.50	5,414.27	6,458.23
<b>Total DISTRICT ACTIVITIES</b>	25,402.50	20,358.46	5,044.04
<b>Total Expense</b>	1,365,494.31	1,593,927.58	-228,433.27
<b>Net Ordinary Income</b>	4,457,169.80	3,754,350.35	702,819.45
<b>Other Income/Expense</b>			
Other Income			
Unrealized Gain/Loss	0.00	91,675.27	-91,675.27
<b>Total Other Income</b>	0.00	91,675.27	-91,675.27
<b>Net Other Income</b>	0.00	91,675.27	-91,675.27
<b>Net Income</b>	<b>4,457,169.80</b>	<b>3,846,025.62</b>	<b>611,144.18</b>



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** Approve amendments to Board *Policy 1050 Board Meetings* (Second Reading)  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

### Recommended Action

Staff recommends the Board consider adoption of Resolution 2024-12 approving amendments to *Policy 1050 Board Meetings* and waive the second reading.

### Background

The following proposed revisions to *Policy 1050 Board Meetings* were reviewed by the Board on October 16, 2024:

- change “second” Wednesday to “third” Wednesday;
- add “or as determined due to a change in District needs and circumstances.” at the end of 1150.10 in the event this occurs in the future;
- remove 1050.11 (definition which could be added to *Policy 1090 Members of the Board of Directors*);
- remove 1050.12 covered in Brown Act listed earlier in policy;
- add “General” before Manager;
- add “and posted to the agency’s website” to the end of 1050.21;
- add “electronic” before mailing and remove “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 or electronic mail as soon after the meeting is scheduled as practicable”.
- Correct Policy “5020” to “1060” and combine 1051.24 with 1050.23; and
- Remove 1050.90 as this is listed in *Policy 1140 Committees of the Board of Directors* (1140.40).

The Board requested that the meeting location (Kensington Community Center) and Sections 1050.11 - 1050.12 be retained; this was completed so the policy is included in consent items in accordance with the Brown Act and confirmed previously with legal counsel, with next steps:

- second reading and policy adoption on November 20, 2024 (this meeting); and
- revised *Policy 1050 Board Meetings* becomes effective on December 20, 2024

### Fiscal Impact

There is no fiscal impact from this item.

**Attachments:** Resolution 2024-12 approving amendments to Policy 1050 Board Meetings *Policy 1050 Board Meetings (clean and redline)*



**RESOLUTION 2024-12**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON FIRE PROTECTION DISTRICT  
APPROVING AMENDMENTS TO BOARD POLICY 1050 BOARD MEETINGS**

**WHEREAS**, the Kensington Fire Protection District (“District”) Board of Directors (“Board”) previously approved Board Policy 1050 Board Meetings; and

**WHEREAS**, the Board held a first reading of proposed changes to said policy on October 16, 2024; and

**WHEREAS**, at its October 16, 2024, meeting, the Board requested that the change in meeting location be removed and that Section 1050.11 and 1050.12 be retained; and

**WHEREAS**, the Board now desires to hold a second reading and approve amendments to Board Policy 1050 Board Meetings which is attached to and made part of this resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Kensington Fire Protection District hereby amends Board Policy 1050 Board Meetings a copy of 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 on the 20<sup>th</sup> day of November 2024 by the following vote of the Board.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
**Daniel Levine, President**

\_\_\_\_\_  
**Dean Richard Artis, Secretary**





## KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1050
Policy Title	Board Meetings
Last Revision Date	11/20/2024, 05/01/2018

1150.10 Regular meetings of the Board of Directors shall be held on the third Wednesday of each calendar month at 7:00 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. All meetings of the Board of Directors shall comply with the Brown Act (California Government Code § 54950 through § 54926. The date, time and place of regular Board meetings may be reconsidered annually at the annual organizational meeting of the Board, or as determined due to a change in District needs and circumstances.

1050.11 Member of the Board includes newly elected and appointed officials prior to assuming office.

1050.12 Meetings through the use of intermediaries, serial communications, or emails are prohibited.

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 General 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, and posted to the agency's website.

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 Brown Act shall be notified by an electronic mailing.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy #1060 and shall be delivered with the notice of the special meeting to those specified above. 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 General 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 General 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. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

1050.80 Board meeting recordings shall be posted to the District website to allow for public access.



## KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1050
Policy Title	Board Meetings
Last Revision Date	11/20/2024, 05/01/2018

1150.10 Regular meetings of the Board of Directors shall be held on the ~~third~~second Wednesday of each calendar month at 7:00 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. All meetings of the Board of Directors shall comply with the Brown Act (California Government Code § 54950 through § 54926. The date, time and place of regular Board meetings ~~may~~shall be reconsidered annually at the annual organizational meeting of the Board, or as determined due to a change in District needs and circumstances.

1050.11 Member of the Board includes newly elected and appointed officials prior to assuming office.

1050.12 Meetings through the use of intermediaries, serial communications, or emails are prohibited.

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 General 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, and posted to the agency's website.

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 Brown Act shall be notified by an electronic 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 or electronic mail as soon after the meeting is scheduled as practicable~~.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy ~~#10605020~~ 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 General 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 General 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. All Board meetings shall be open and freely accessible to the public, including those with disabilities.

1050.80 Board meeting recordings shall be posted to the District website to allow for public access.

~~1050.90 Committees created by formal action of the Board shall comply with the Brown Act.~~



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** Approve Board Policy 1165 Expense Authorization and repeal Operations Manual Policy 7 Expense Authorization and Policy 8 Checking Account (Second Reading)  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

### Recommended Action

Staff recommends the Board consider adoption of Resolution 2024-13 approving Board Policy 1165 Expense Authorization and repeal Operations Manual Policy 7 Expense Authorization and Policy 8 Checking Account and waive the second reading.

### Background

Operations Manual *Policy 7 Expense Authorization* and *Policy 8 Checking Account* were incorporated into new Board *Policy 1165 Expense Authorization* with additional language (below) which the Board review on October 16, 2024:

- types of payments (check, electronic bill payment, electronic funds transfer, automated clearing house (ACH), credit or debit card, or other means identified as payment options for government agencies;
- expense review by two parties (typically accounting team or Executive Assistant/Board Clerk and the General Manager);
- clarification that the checking account balance maximum of \$200,000 may be exceeded while waiting for checks to clear;
- option for the District to participate in government agency purchasing card programs such as the State of California’s CalCard Program which provide benefits such as earning rebates on all purchases; and
- review process for credit or debit card purchases which is the monthly checking account replenishment listing.

The Board requested that the “Executive Assistant/Board Clerk” be removed from Section 1165.12; this has been completed so the next steps are:

- second reading and policy adoption on November 20, 2024 (this meeting); and
- new *Policy 1165 Expense Authorization* becomes effective on December 20, 2024.

### Fiscal Impact

There is no fiscal impact from this policy.

**Attachments:** Resolution 2024-13 approving Board Policy 1165 Expense Authorization and repealing Operations Manual Policy 7 Expense Authorization and Policy 8 Checking Account  
*Policy 1165 Expense Authorization*  
*Operations Manual Policy 7 Expense Authorization*  
*Operations Manual Policy 8 Checking Account*



**RESOLUTION 2024-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
KENSINGTON FIRE PROTECTION DISTRICT  
APPROVING BOARD POLICY 1165 EXPENSE AUTHORIZATION AND REPEALING  
OPERATIONS MANUAL POLICY 7 EXPENSE AUTHORIZATION  
AND POLICY 8 CHECKING ACCOUNT**

**WHEREAS**, the Kensington Fire Protection District (“District”) Board of Directors (“Board”) previously approved Operations Policy 7 Expense Authorization and Operations Policy 8 Checking Account; and

**WHEREAS**, the Board held a first reading of a proposed new Board Policy 1165 Expense Authorization incorporating policy language from Operations Policy 7 Expense Authorization and Operations Policy 8 Checking Account on October 16, 2024; and

**WHEREAS**, at its October 16, 2024, meeting, the Board requested that “Executive Assistant/Board Clerk” be removed from Section 1165.12; and

**WHEREAS**, the Board now desires to hold a second reading and approve new Board Policy 1165 Expense Authorization which is attached to and made part of this resolution and repeal Operations Policy 7 Expense Authorization and Operations Policy 8 Checking Account.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Kensington Fire Protection District hereby approves new Board Policy 1165 Expense Authorization a copy of which is attached to and made part of this resolution and repeals Operations Policy 7 Expense Authorization and Operations Policy 8 Checking Account.

\*\*\*\*\*

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 20<sup>th</sup> day of November 2024 by the following vote of the Board.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Daniel Levine, President**

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**Dean Richard Artis, Secretary**



## KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1165
Policy Title	Expense Authorization
Last Revision Date	11/20/2024, 05/01/2018

**1165.10** All purchases made for the District shall be authorized by the General Manager, and shall be in conformance with the approved District budget.

**1165.11** District payments may be made by check, electronic bill payment, electronic funds transfer, automated clearing house (ACH), credit or debit card, or other means identified as payment options for government agencies.

**1165.12** District expenses will be reviewed by two parties to ensure proper authorization and compliance with budget. The parties will typically be member(s) of the accounting team and the General Manager.

**1165.20** Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

**1165.25** The District shall maintain a revolving fund checking account at a local bank with a maximum reconciled balance of \$200,000 noting this balance may be exceeded for checks issued which have not yet cleared. This account will be reimbursed through the County Treasurer's process.

**1165.30** A "petty cash" fund may be maintained in the District office having a balance-on-hand maximum of \$200.00.

**1165.31** Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

**1165.32** The petty cash fund shall be included in the District's annual independent accounting audit.

**1165.40** Whenever employees or Directors of the District incur cash outlay expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash or checking account revolving fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

**1165.50** Credit cards: A credit or debit card shall be issued to the General Manager. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.



**1165.51** All credit card bills shall be paid timely to avoid late fees and finance charges.

**1165.52** The District may elect to participate in government agency purchasing card programs such as the State of California's CalCard Program which provide benefits such as earning rebates on all purchases.

All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.

**1165.52** All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

**1165.53** Debit card transactions are individually listed on the checking account replenishment and approved each month by the Board of Directors on the Consent Agenda.

**1165.54** All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.



## KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

Policy Number	1165
Policy Title	Expense Authorization
Last Revision Date	11/20/2024, 05/01/2018

**11657.10** ~~All purchases made for the District shall be authorized by the General Manager, and shall be in conformance with the approved District budget. Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.~~

~~1165.11 District payments may be made by check, electronic bill payment, electronic funds transfer, automated clearing house (ACH), credit or debit card, or other means identified as payment options for government agencies.~~

~~1165.12 District expenses will be reviewed by two parties to ensure proper authorization and compliance with budget. The parties will typically be member(s) of the accounting team and the General Manager.~~

~~**11657.20** All purchases made for the District shall be authorized by the Manager, and shall be in conformance with the approved District budget. Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.~~

~~1165.25 The District shall maintain a revolving fund checking account at a local bank with a maximum reconciled balance of \$200,000 noting this balance may be exceeded for checks issued which have not yet cleared. This account will be reimbursed through the County Treasurer's process.~~

**11657.30** A "petty cash" fund ~~may~~ shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

**11657.31** Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

**11657.32** The petty cash fund shall be included in the District's annual independent accounting audit.

**11657.40** Whenever employees or Directors of the District incur cash outlay expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash or checking account revolving fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

**11657.50** Credit cards: A credit ~~or debit~~ card shall be issued to the General Manager. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the

District for that purpose.

1165.51 All credit card bills shall be paid timely to avoid late fees and finance charges.

1165.52 ~~The District may elect to participate in government agency purchasing card programs such as the State of California's CalCard Program which provide benefits such as earning rebates on all purchases.~~

All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.

**11657.52** All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

**11657.53** ~~Debit card transactions are individually listed on the checking account replenishment and approved each month by the Board of Directors on the Consent Agenda. A member of the Finance Committee shall review and approve credit card transactions by the Manager.~~

1165.54 All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.

# KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

**POLICY TITLE:** Expense Authorization  
**POLICY NUMBER:** 7

**7.10** Any commitment of District funds for a purchase or expense greater than \$5,000.00 shall first be submitted to the Board of Directors for approval, or shall be in conformance with prior Board action and/or authorizations.

**7.20** All purchases made for the District shall be authorized by the Manager, and shall be in conformance with the approved District budget.

**7.30** A "petty cash" fund shall be maintained in the District office having a balance-on-hand maximum of \$200.00.

**7.31** Petty cash may be advanced to District staff or Directors upon their request and the execution of a receipt for same, for the purpose of procuring item(s) or service(s) appropriately relating to District business. After said item(s) or service(s) have been obtained, a receipt for same shall be submitted to the Manager, and any remaining advanced funds shall be returned. The maximum petty cash advance shall be \$50.00.

**7.32** The petty cash fund shall be included in the District's annual independent accounting audit.

**7.40** Whenever employees or Directors of the District incur cash outlay expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request from the District's petty cash or checking account revolving fund. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the President prior to remuneration.

**7.50** Credit cards: A credit card shall be issued to the Manager. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.

**7.51** All credit card bills shall be paid timely to avoid late fees and finance charges.

All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.

**7.52** All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.

**7.53** A member of the Finance Committee shall review and approve credit card transactions by the Manager.

**7.54** All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.

# KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

**Policy Title and Number:            8            Checking Account**

**8.10** The District shall maintain a revolving fund checking account at a local bank. The balance in said account shall at no time exceed \$200,000. The General Manager or their designee shall request replenishment of this fund from the County through its accounts payable process.

**8.20** Checks written on the account must be authorized by the KFPD budget. Two signatures are required on every check. Said signatures shall be those of the General Manager and/or the Directors on the Finance Committee.

**8.30** Documentation such as receipts and/or invoices shall be maintained for the amount of each expenditure.

**8.40** Voided checks shall be maintained in the District's files with the signature portion removed.



# EL CERRITO-KENSINGTON FIRE DEPARTMENT



10900 San Pablo Avenue ▪ El Cerrito ▪ CA ▪ 94530  
(510) 215-4450 ▪ FAX (510) 232-4917  
[www.el-cerrito.org](http://www.el-cerrito.org)

**DATE:** November 16, 2024  
**TO:** Mary Morris-Mayorga: General Manager  
**FROM:** Eric Saylor: Fire Chief  
**RE:** Fire Chief's Report for the November 2024 Fire District Board Meeting

## Operations



E51 responded to a shooting at a residence on Elm St. The victim was rapidly treated and airlifted to a trauma center. Most shooting victims succumb to massive hemorrhaging and require immediate medical intervention and surgery. The crew on E51 is always staffed with at least one paramedic and ready to treat all forms of trauma. They know time is of the essence and worked with El Cerrito PD to ensure the scene was secure so they could provide rapid care.

## Training

El Cerrito fire participated in a large-scale PG&E drill that simulated a ruptured underground gas line. The crews assisted with incident command and the suppression of the fire, demonstrating their skills to PG&E and neighboring agencies.



**Mission: Protect Lives and Property**  
**Integrity Accountability Teamwork Respect Professionalism**





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## Public education and outreach



El Cerrito Fire demonstrated auto extrication at the annual West County Safety Day (formerly Tri-City Safety Day) in the Plaza parking lot. Participation included the Cities of El Cerrito, Albany, Richmond, community of Kensington, American Medical Response and the Contra Costa County Sheriff's Dept. Auto extrication is a critical skill performed by firefighters involving cutting and prying into deformed automobiles to rescue victims. This skill requires extensive training and specialized equipment carried on every El Cerrito fire engine.



Every October the crews of the El Cerrito Fire Department participate in bringing Breast Cancer Awareness month to the forefront by proudly wearing pink emblemed shirts. Captain Gagne, Engineer/Paramedic Birdsell and Firefighter Rosas posed with E51 in support of the campaign.

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**Mission: Protect Lives and Property**  
**Integrity Accountability Teamwork Respect Professionalism**

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Engine 52 (Captain/Paramedic Cheshareck, Engineer Janes and Firefighter/Paramedic Ratliff) visited Madera Elementary School to talk about fire safety. Young children are especially susceptible to the dangers of house fires and require additional training. The firefighters talked about what to do in a house fire and what to expect when a firefighter crawls into a house to look for children. The students had the opportunity to meet our firefighters and see what they looked like when they were wearing their firefighter gear.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** General Manager's Report  
**SUBMITTED BY:** Mary Morris-Mayorga, General Manager

For October and November, the District continues to advance initiatives which are highlighted here that are not otherwise covered under other agenda items.

### *Fiscal Analysis*

Performed final review of draft consolidated fiscal study. Met with David and Dmitry to review in detail for final presentation to the Boards on November 7, 2024.

### *Special Joint Board of Directors Meeting with KPPCSD*

Dmitry Semenov, Principal of Ridgeline Municipal Strategies, presented the Consolidated Fiscal Study and fielded questions from the Boards as well as public. Following completion of the presentation and discussion, the Boards voted and each approved the study. The Presidents of both Districts have (or are in progress of) establishing an Ad Hoc Committee to work collectively on a detailed concept of a combined district and identify the procedures for creating such a district.

### *General Administration*

- Board – training follow up, emails/requests for information
- Records – Tim is assisting in going through boxes of records to identify which could be digitized for electronic storage of those currently in paper form; call w/vendor for information on
- Meetings – regular/special/BOD and EPC (scheduling, agendas, items)
- Recruitment – Executive Assistant/BOD Clerk interviews held

### *General Manager Job Description, Goals, Performance Metrics, and Key Performance Indicators*

As reported on October 1<sup>st</sup>, I will begin working on these for Board feedback and hope to have some progress to report in December.

**DATE:** November 20, 2024  
**TO:** Kensington Fire Protection District Board  
**RE:** Emergency Preparedness Coordinator Report  
**SUBMITTED BY:** Johnny Valenzuela, Emergency Preparedness Coordinator

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The following progress items will be reviewed in the KFPD Board of Directors meeting:

**1. Community Event/Engagement**

- 10/19/2024 KIC KPOA Townhall
- 10/21/2024 Avon Block Meeting
- 10/26/2024 Shred & Meds
- 10/26/2024 Wildcat Defensible Space Walk
- 11/2/2024 Kensington Firewise Development Meeting
- 11/10/2024 Cerrito Canyon Walk
- 11/10/2024 Beloit Block Party

**2. District Communications/ Publications**

- 10/15/2024 Facebook Red Flag Warning
- 10/16/2024 Facebook Wind Advisory
- 10/17/2024 Nextdoor Red Flag Warning
- 10/18/2024 Nextdoor Red Flag Warning
- 10/19/2024 Facebook KIC KPOA Townhall
- 11/4/2024 Nextdoor Red Flag Warning
- 11/5/2024 Facebook Red Flag Warning

**3. Initiatives/ Deliverables**

- Add resident emails to the Red Flag Warning Email List
- Red Flag Warning Communications Public Info/Dept Support
- Ongoing Firewise Support
- Provide information to inbound calls/email inquiries
- Provide direction on tree trimming resources from DFSC
- Prepare outline for Firewise Lead Meeting
- Revise KFPD Hazard Vegetation Removal Reimbursement Application
- Design Presentation for KIC Meeting
- Provide input to CWS for WEA Test
- Coordination/Approve Print of Firewise Publication
- Follow Up Inquiries after KIC/KPOA Town Hall
- Coordinating Avon/Kingston Home Hardening Walk
- Coordinating Maybeck Home Hardening Walk

- Coordinating Cerrito Canyon Firewise Development
- Coordinating Beloit Firewise Development
- Coordinating Arlington/Arlmont Block Development

#### **4. Meeting**

- 10/15/2024 Hazardous Vegetation Removal Committee
- 10/16/2024 KFPD Monthly Board Meeting
- 10/16/2024 Maybeck Firewise Coordination
- 10/18/2024 Kensington Police Coordination
- 10/18/2024 El Cerrito Fire Coordination
- 10/22/2024 Wildcat Firewise Coordination
- 10/24/2024 KFPD Emergency Preparedness Committee Meeting
- 10/25/2024 Yale Firewise Coordination
- 10/31/2024 Maybeck Coordination Call
- 10/31/2024 Kingston Coordination Meeting
- 11/2/2024 Wildcat Firewise Coordination
- 11/6/2024 El Cerrito Fire Coordination
- 11/6/2024 Wildcat Firewise Coordination
- 11/11/2024 Maybeck Coordination Call



# EMERGENCY PREPAREDNESS

NOV 2024





**KENSINGTON**  
FIRE PROTECTION DISTRICT



# **SHRED & MEDS**

PAPER AND PHARMACEUTICAL DROP-OFF



**UNITARIAN UNIVERSALIST CHURCH OF BERKELEY  
1 LAWSON ROAD KENSINGTON**

**SATURDAY OCTOBER 26TH  
10:00am-12:00pm**

MORE INFO: [www.kensingtonfire.org](http://www.kensingtonfire.org)





**KENSINGTON**  
FIRE PROTECTION DISTRICT

# RED FLAG WARNING

**DRY OFFSHORE WINDS  
EAST BAY HILLS**

**THUR 10/17 11:00 PM - SAT 10/19 5:00 PM**



**KENSINGTON**  
FIRE PROTECTION DISTRICT

# RED FLAG WARNING

**DRY OFFSHORE WINDS  
EAST BAY HILLS**

**TUES 11/5 11:00 AM - THUR 11/7 7:00 AM**



**KENSINGTON**  
FIRE PROTECTION DISTRICT

# **STAY AWARE & ALERT RED FLAG WARNINGS**

**SIGN UP FOR EMAIL NOTIFICATIONS**

VISIT TO LEARN MORE: [www.kensingtonfire.org/redflag](http://www.kensingtonfire.org/redflag)

or scan the QR Code below.

- ADJUST YOUR PARKING
- PREP YOUR GO-BAG
- UPDATE YOUR EVACUATION PLAN



[www.kensingtonfire.org](http://www.kensingtonfire.org)

**CURRENT 1,020**

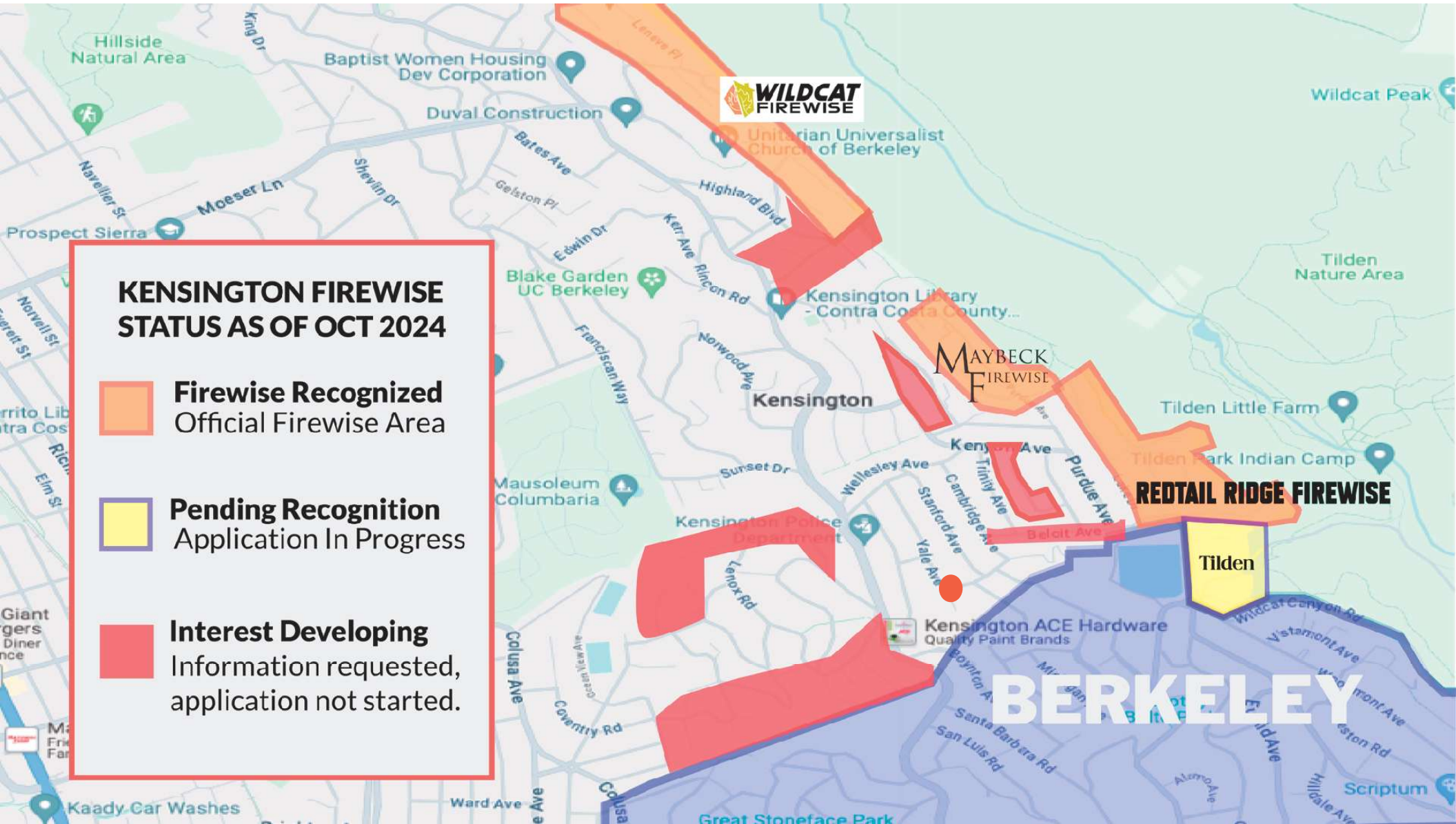
**2024 GOAL: 1,100**

# KENSINGTON FIREWISE



- 10/6 MAYBECK FIREWISE 2ND ANNUAL MEETING
- 10/26 WILDCAT FIREWISE EDUCATIONAL ASSESMENT EVENT
- 11/2/2024 FIREWISE LEADERSHIP MEETING
- 11/29/2024 MAYBECK WALK









**KIC / KPOA ANNUAL MEETING**  
**10/19/2024**





**KENSINGTON**  
FIRE PROTECTION DISTRICT

# **NEIGHBORHOOD EMERGENCY PREPAREDNESS**

# **BLOCK PARTY**

**Safety starts at home.**

10/21 7:00 PM Avon Zoom Meeting

11/10 Beloit Block Party

11/29 Maybeck Walk

TBD Cerrito Canyon Block Meeting

TBD Avon/Kingston Walk



KENSINGTON  
FIRE PROTECTION DISTRICT

QUESTIONS?

[PREPARE@KENSINGTONFIRE.ORG](mailto:PREPARE@KENSINGTONFIRE.ORG)





# KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** Public Safety Building Project Update  
**SUBMITTED BY:** Mary Morris-Mayorga, General Manager

## Recommended Action

For information only, no action is requested at this time.

## Background

AT&T installed a new AT&T Phone for Business Advanced (APBA) device which resolved the communications speed and connectivity phone and internet issues so successfully connected phone lines for the fire alarm monitoring system that is now live. The elevator phone line is functioning, has been programmed to ring fire dispatch, and has been tested. A final inspection of the elevator will be completed before being cleared for operation. The fiber internet line is operating and the internet switch and extenders in the building have been installed.

With the internet in place, the team (Tim Barry, El Cerrito – Kevin Ma, Kevin Janes, Jose Castrejon, Eric Ng) is now working with Contra Costa County, Department of Information Technology (DOIT) on the transfer of communication systems from the temp station to the building. We met last week to review what is needed and DOIT is developing the plan and timeline for completion.

The furniture order we have been reporting on which was developed according to plans and coordinated with fire staff to ensure space use needs were met, has been delivered. The upstairs dorms, living space, and offices are complete. Downstairs, the administrative space has three movable sit/stand desks which are planned for the General Manager, Executive Assistant/Board Clerk, and accounting team member. The meeting space is flexible use with moveable tables for department operations meetings, emergency command, or committee meetings (Finance and perhaps Emergency Preparedness); stacking/storable desks for classroom style required training.

## Fiscal Impact

An update on the project budget versus expended is included below, including change orders.

	<b>**Revised**</b>		<b>**Revised**</b>			
	Project Budget	Budget Adjustment	Project Budget	Expended	Remaining Budget	
	(10/16/2024)		(11/19/2024)	10/31/2024		
<b>Public Safety Building:</b>						
Construction - CWS	\$ 6,737,921	\$ (10,429)	\$ 6,727,492	\$ 6,064,709	\$ 662,783	1 CO; utility credits
Construction - District direct costs	191,828		191,828	171,976	19,852	
PSB Renovation Design/Engineering	982,740		982,740	967,471	15,269	
Permits/Inspection/Testing	100,000		100,000	99,252	748	
Construction/Project Management	458,047		458,047	446,829	11,218	
Furniture, Fixtures, and Equipment	115,000		115,000	46,449	68,551	
Legal Counsel	90,000		90,000	61,607	28,393	
<b>Temporary Fire Station:</b>						
Construction Cost	604,289		604,289	603,857	432	
Design/Engineering/Project Management	100,573		100,573	100,490	83	
Relocation	251,566		251,566	239,168	12,397	
Sub-Total:	\$ 9,631,964	\$ (10,429)	\$ 9,621,535	\$ 8,801,807	\$ 819,728	
Project Contingency Allowance	100,000	10,429	110,429	-	110,429	
Total Project Budget	\$ 9,731,964	\$ 0	\$ 9,731,964	\$ 8,801,807	\$ 930,157	



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** Adoption of Resolution 2024-06 supporting findings and recommendations in the Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

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### Recommended Action

Staff recommends the Board consider adoption of Resolution 2024-06 supporting findings and recommendations in the *Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System*.

### Background

The Emergency Preparedness Committee (EPC) reviewed this report in July and recommended the Board consider adopting a resolution supporting relevant findings. While this resolution was included on the August Board of Directors meeting agenda, there was not sufficient time at that meeting to take this item; however, there was brief feedback from the Board that it would be preferred to allow the County Board of Supervisors and Sheriff's Office to respond to the report prior to taking any action.

The EPC has since reviewed the responses and drafted an updated resolution for the Board to consider adopting.

### Fiscal Impact

There is no fiscal impact from this item.

**Attachments:** Resolution 2024-06 supporting findings and recommendations in the Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System  
Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System  
County Board of Supervisors Response  
Sheriff's Office Response



## RESOLUTION 2024-06

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT SUPPORTING FINDINGS AND RECOMMENDATIONS IN THE REPORT OF 2023-2024 CONTRA COSTA COUNTY CIVIL GRAND JURY: THE CCC COMMUNITY WARNING SYSTEM**

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's mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions; and

WHEREAS, the Kensington Fire Protection District's Emergency Preparedness Committee reviewed The Report Of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System (CWS) including responses by the County Board of Supervisors and Sheriff's Office, and recommends the Board of Directors convey to the County that CWS is important and a critical part of keeping residents informed.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby recognizes the critical role CWS has for keeping Kensington residents safe and informed and would urge the County Board of Supervisors and the County Sheriff to take every step possible to ensure the system operates efficiently and effectively including rapid response time for implementation of all alerts and warnings.

BE IT FURTHER RESOLVED that we encourage regular drills and testing of the CWS system to ensure the system is effective in reaching residents and to determine areas of improvement including coordination with outside agencies.

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 20th day of November 2024 by the following vote of the Board.

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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**Daniel Levine, President**

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**Dean Richard Artis, Secretary**

# **A Report of The 2023 – 2024 Contra Costa County Civil Grand Jury**

**Report 2402**

**May 31, 2024**

## **The Contra Costa County Community Warning System**

**Will Everyone Get a Warning in Time?**



# A Report of The 2023 – 2024 Contra Costa County Civil Grand Jury

Report 2402

May 31, 2024

## The Contra Costa County Community Warning System

Will Everyone Get a Warning in Time?

APPROVED BY THE GRAND JURY



JOANNE SARMENTO  
GRAND JURY FOREPERSON

6/3/24  
Date

APPROVED FOR FILING



Hon. TERRI MOCKLER  
JUDGE OF THE SUPERIOR COURT

6/3/24  
Date

## SUMMARY

In major disasters Americans expect their government to quickly notify them of imminent danger and actions they need to take to prevent injury or loss of life. The primary form of alerts and notifications today is through phone calls, texts, email, social media, radio and television. Alerts may advise people to evacuate, to shelter in place, and/or to keep themselves informed by monitoring further public safety warnings. However, events over the past several years in California and elsewhere in the United States have shown that community warning systems can fail to provide adequate notifications. This report addresses the possibility that Contra Costa County's Community Warning System (CWS) could also fail to deliver timely and accurate notifications to people in danger.

Failures in community warning systems in California have contributed to injuries and loss of life, notably the 2018 Camp Fire that devastated the town of Paradise and took 85 lives, and the 2017 Wine Country fires, a series of 250 fires that broke out in Napa, Lake, Sonoma, Mendocino, Butte, and Solano Counties that took 44 lives. Warnings also came too late for residents to flee their homes in the 2017 San Jose floods and hundreds had to be rescued.

These failures occurred for various reasons, including inadequate preparation for disasters, destruction of power and telecom infrastructure, inadequate staff to operate the warning system, inadequate training of warning system operators, inadequate procedures and training in how to word warning messages, failure to use all alerting tools, malfunctions within the warning system, and the public's lack of engagement in preparing for disasters.

Since the CWS became operational in 2001 Contra Costa County (County) has not experienced floods or wildfires of the magnitudes seen in the Camp fire, the Wine Country fires, or the 2017 San Jose flood. As a result the CWS has not been tested under extreme conditions that such major disasters would present.

This investigation concerns the extent to which CWS could experience failures similar to other counties. The Jury found there are risks that may prevent the CWS from providing timely and accurate notices to all people in an area impacted by an emergency. These risks can be reduced by making several changes to the CWS.

First, to reach more residents by phone or email all residents and businesses in the County should be automatically enrolled into the CWS unless they choose to opt out of enrollment. Second, to mitigate the risk that phones are not working or heard, long-range acoustic devices that can broadcast audible messages up to a mile away should be deployed where feasible. Third, to reduce the possibility of delays due to the time required to engage a trained operator of the CWS there should be at least one dispatcher trained to operate the CWS in the Sheriff's dispatch center at all times. Fourth, to address the potential that alerts can be delayed due to inadequate training, the Sheriff's Office should implement a process to ensure that first responders in County agencies who take the CWS training certify that they have reviewed and understood the training materials. Fifth, to bring a greater diversity of ideas and experience to the design and operation of the CWS the County's Chief Administrative Officer should create a CWS advisory body comprised of warning system and County emergency response experts. Last, the County should



commission a third-party expert to conduct a comprehensive risk analysis of the CWS, its processes, procedures, hardware, and software.

## **METHODOLOGY**

The Grand Jury used the following investigative methods:

- Interviews with personnel in various County agencies and industry experts
- Reviews of policies and procedures related to the operation of the CWS
- Reviews of published reports
- Research of community warning systems.

## **BACKGROUND**

The CWS is intended to provide notifications to residents and businesses of potential life-safety hazards, including chemical releases, fires, earthquakes, floods, and law enforcement activities. It is the only warning system in the County that has access to the nation’s mass notification tools and databases, giving the CWS the potential to reach all people within the county — residents, businesses, and visitors. When a potentially life- or health-threatening hazard requires the public to take action, the CWS can alert people using phone calls, text messages, emails, the sounding of sirens, the CWS website, social media, radio, and television (TV).

The CWS is designed, maintained, and operated by the County’s Office of the Sheriff, Emergency Services Division. The CWS unit has three employees who plan, organize, maintain, and operate the CWS. At all times one of these three is the designated on-call CWS duty officer, who, regardless of where they might be, is responsible for responding to requests to operate the CWS. An additional 3–5 employees within the Sheriff’s Office can also operate the CWS.

### **Operation of the CWS**

The CWS has two “modes” of operation. In one mode, the county designates and enables certain large refineries and chemical plants to decide what type of alert to send, and trains personnel in those facilities to initiate alerts from their own CWS computer terminals. When doing so, they must follow procedures established under the County’s Health Services Hazardous Materials Programs (HMP) and use pre-determined alert messages for notifications related to their chemical releases. There are three levels of alerts the plants can send:

- A Level One release is not expected to have off-site health consequences, and no alert is sent.
- A Level Two release is expected to go off-site and may have adverse health consequences for sensitive individuals including those with lung or heart disease, the elderly, and the very young. Text messages and emails are sent to all CWS-registered users in the affected area.



- A Level Three release is expected to go off-site and may have adverse health consequences for the general public. Level 3 is the highest danger level and activates all the alerting tools, including sirens that signal people within range to shelter in place and wait for further alerts, information, and notices on their phones, TVs, and radios.

Subsequent to the initial alert sent by one of the refineries or chemical plants, the impacted plant works with HMP and CWS to provide ongoing information about the nature of the release, and in the event of a Level 3 alert, the estimated time when sheltering will no longer be necessary.

In the second mode, applicable in all other emergencies, including chemical releases from other industrial plants that do not have their own CWS terminals, railroad cars, or tanker trucks, the fire and police responders set up a command post with a designated incident commander. The incident commander, in concert with other first responders, assesses the situation and decides if activation of the CWS is warranted. Once the decision is made to send an alert, the incident commander initiates the sequence of steps shown in Table 1. When the incident commander receives a call back from the CWS duty officer (Step 5), they work together to define the impacted area and draft the alert message.

Table 1  
CWS Activation Process

Step	Description	
1	Incident commander calls County Sheriff's dispatch on the County radio system and leaves their cell phone callback number	
2	Sheriff's dispatch contacts CWS duty officer and relays the message to call the incident commander	
3	If Sheriff's dispatch cannot reach the CWS duty officer, then Sheriff's dispatch contacts a backup to the CWS duty officer	
4	CWS duty officer or backup connects into the CWS secure network after contact with the incident commander	
5	CWS duty officer works with incident commander to craft message and define the impacted area	
6	CWS duty officer enters information into CWS alert computer	
7	CWS duty officer sends alerts	
8	CWS duty officer informs incident commander that alerts have been sent	

Having identified the impacted area and the alert message, the CWS operator chooses the appropriate alerting tools depending on the situation and any drawbacks of specific tools, as described below, and sends the alert:

1. *Wireless Emergency Alerts:* The CWS can send alerts using the federal Wireless Emergency Alert (WEA) system, known for sending AMBER alerts. Under the Federal Communication Commission's regulations for use of the WEA, this system can only be activated by the CWS operator when there is threat of injury or loss of life to those in the impacted area. This system sends alert messages to all WEA-compatible cell phones (residents, businesses, visitors, travelers) within the area designated by the CWS operator, and it does not require cell phones to be registered in the CWS. The alert is not a call or text: unless the phone is off or on airplane mode, it may vibrate, make a loud sound and display a message on the screen. This tool is designed to cover a larger area than just the specific, targeted area impacted by the emergency. There is an "overshoot" of 0.3 to 10 miles depending on the age and model of cell phone, which can result in alerts being received by people not in the designated area. Because of the overshoot beyond the designated area, there are circumstances when a WEA alert to evacuate an impacted area could result in clogged evacuation routes, and a WEA alert may not be issued as occurred during the Camp fire. Cell phone owners can opt out of WEA alerts by changing their phone settings to not receive them.
2. *Landlines:* The CWS operator can choose to send a recorded message to all landlines (phones connected by wires to the telephone company's wires) located in the impacted area. Landlines need not be registered in the CWS to receive calls. The message will be played to whomever answers the phone, including an answering machine, and there will be repeat calls if there is no answer or a busy signal. There are two issues that render landlines largely ineffective as an alerting tool. First, the increasing use of cell phones and phones that use Voice over Internet Protocol (VoIP) has resulted in only 6.5% of California households having landlines today. And second, it can take a lot of time for the CWS to call all the landlines. In an impacted area with tens of thousands of landlines, it can be hours, or even days, to make all the calls. For example, Sonoma county's warning system is able to initiate approximately 2,500 calls per minute.
3. *Email, Cell, and Voice over Internet Protocol (VoIP) phones:* CWS can: 1) call cell phones and VoIP phones in an impacted area and play a recorded message; 2) send texts to cell phones; and 3) send emails to internet-connected computers. All three of these tools require County residents and businesses to create an account in the CWS and register their VoIP telephones, cell phone numbers, and email address(es) to get alerts using these tools.
4. *Radios and TVs:* The CWS operator can choose to send alerts over the federal Emergency Alert System that broadcasts a message on participating local AM radios and television channels, as well as weather radios. People must have access to a radio and/or television and tune into the specific stations that carry alert messages.
5. *Social Media:* The CWS operator can post alerts to Facebook, X, WhatsApp, LinkedIn, other social media, and the CWS web site.

Generally, in any major disaster, including Level 3 chemical releases, all these tools will be used. However, if the local power grid is damaged or shut off then devices that rely on grid power won't operate. If cell towers are out, cellular devices may not receive alerts. The CWS operator may also choose to limit sending alerts through the WEA, radios, or TVs due to concerns about

causing congestion on evacuation routes or reaching too many people in areas not impacted by the disaster.

## DISCUSSION

The Jury determined that the success of any particular warning system is highly dependent on the redundancies built into the system in order to ensure alerts reach as many people as possible. Redundancies for emergency response include having backup radios and radio systems, backup computers, backup personnel, and as many methods, or tools, as feasible by which to send alerts. The CWS and first responders in Contra Costa County have substantial backup for their computer and telecom hardware to initiate and send alerts. However, the Jury found several instances where redundancies in CWS processes can be increased, thereby reducing the risk that CWS alerts may not be timely and/or may not reach all the people in the impacted area.

### **Reliance on Voluntary Registration in the CWS Creates the Risk That Several Alerting Tools Will Not Work for Up to 70% of County Residents**

The CWS can send alerts to all cell phones in an impacted area through the WEA, and/or it can send recorded messages to all landlines within that area, although as discussed, only 6.5% of phones are landlines, and the typical landline phone connects to a base station that does not work if the power is out. Neither of these alerting tools requires people to register their cell phones or landlines in the CWS.

The CWS can also call and text cell phones, call VoIP phones, and send emails to the 30% of County residents and businesses who have registered their contact data in the CWS. However, these additional alerting tools may not work for the 70% of County residents and businesses who have not registered their contact data in the CWS.

The current process to register phones and email addresses in the CWS relies on residents and businesses to proactively create a CWS account and register their physical address, phone, and email data. This process creates the risk that people who are not aware of the CWS, do not know they need to register, do not know how to register, find the registration process too complex or burdensome, or incorrectly think that somehow the government will contact them, will not have their contact data in the CWS. About 30% of County residents have created an account, resulting in a risk that the 70% of residents who have not registered with CWS may not receive any alerts in the event the alerting tools that do not require registration – WEA, landlines, radios, TVs – are not activated. In both the 2018 Camp Fire and the 2017 Wine Country fires, the failure of residents to register their phones and emails with those counties' warning systems contributed to the loss of life:

- At the time of the Camp Fire, less than 40% of the residents in the fire-affected area had registered their phones to receive emergency alerts. Of the 52,000 people who evacuated, 7,000 residents received an emergency alert through Butte County's system.
- In the Wine Country fires, according to an October 2020 CalMatters report, 20% of residents in Sonoma County were signed up for that county's emergency alerts.

The risk that people may not receive phone or email alerts because they have not entered their contact data into CWS can be mitigated by changing the current process by which the CWS incorporates the necessary contact data into its database. Instead of the current “opt-in” process in which County residents and businesses have the option to enter their data into the CWS by creating an account, the process would be changed to automatically bring the data into the CWS and create an account unless the person or business chooses to opt out of automatic registration. Non-residents of the County would still have to register their data in CWS to receive alerts. The necessary data already exists, can be obtained from the various utility, telecom and internet providers, and can be stored in the secure data centers provided by the national companies that provide these services to cities, counties, and states across the nation. Changing from an opt-in to an opt-out process helps to ensure that critical alert information can reach more people relative to the current process.

Changing the CWS to an opt-out system removes the requirement for any County resident or business to create an account in order to receive calls or texts on their cell phones, calls on their VoIP line, or email. Those who don’t want their contact data registered in the CWS would have to request their data not be included. Such residents or businesses could still receive alerts via other mechanisms such as the WEA, radio, TVs, social media, and non-VoIP landlines if those tools are activated.

The annual cost to the County to periodically obtain the contact data of its residents and businesses from the various telecom companies is estimated to be on the order of \$100,000. A one-time cost to educate the public about the change to the system and to provide them information on how and when to opt out would also be incurred by the County and is estimated to be on the order of \$500,000. For the purpose of cost-benefit analyses of government programs the United States FEMA (Federal Emergency Management Agency) estimated the value of a life at \$7.5 million in 2020. The benefit of an opt-out process, in terms of potential value of loss of life, outweighs the estimated cost.

Funding to change the process for collecting people’s contact data could come from Measure X. Measure X is a countywide, 20-year, ½ cent sales tax approved by County voters on November 3, 2020. The ballot measure language stated that the intent of Measure X is “to keep Contra Costa’s regional hospital open and staffed; fund community health centers, emergency response; support crucial safety-net services; invest in early childhood services; protect vulnerable populations; and for other essential county services.” Modification to the CWS fits in the category of emergency response and would be an appropriate use of Measure X funds. For example, Measure X funds are being used to fund a program for residents to use a mobile application from a private vendor that displays evacuation zones on their mobile devices, and allows them to obtain information about emergencies in any zone in the state.

### **There is a Risk That Telephones and Internet-Connected Devices Will Not Work or Be Heard**

Not everyone hears or responds to phone calls, emails, texts, or WEA alerts for any number of reasons, including out of service telecom and power grid infrastructure. Of the 52,000 people who evacuated during the Camp fire, 14% received an emergency alert through Butte County’s warning system.

Another type of warning device, outdoor warning systems that are not dependent on telecom or power grid infrastructure, could increase the redundancy of alerting tools. Outdoor warning systems supplement other warning tools by providing acoustic (voice or siren sounds) to people who are outdoors. These systems use powerful loudspeakers (known as “long-range acoustic devices,” or LRADs) that can broadcast a verbal message or tones up to a mile away. They can operate from batteries that are charged from the grid or solar panels and can also receive signals from either cell towers or satellites. LRADs can broadcast audible instructions to people outdoors when cell phones and other alert receiving devices may not be working or heard. There is some evidence that under certain circumstances, LRADs can be heard indoors.

The City of Berkeley is currently installing 15 LRADs at a cost of \$2 million. Berkeley’s rationale for installing LRADs was the recognition that their existing alerting tools, similar to CWS, would reach some but not all people within the city.

Southern Marin Fire District (SMFD) has installed LRADs in five locations throughout Mill Valley. SMFD’s goal in the installation of the LRAD system was to improve the resiliency and redundancy of their warning system. SMFD plans to install five additional LRADs in other parts of its district, including Sausalito and Tiburon.

For the same reasons SMFD is installing LRADs, the Novato Fire District has taken steps to develop a comprehensive LRAD emergency warning network within its territory. Novato has conducted an acoustical study to determine which areas may be suitable for LRADs, has identified potential sites where LRADs might be located, and is planning to install one test unit. The LRAD system would facilitate disaster notification and evacuation efforts.

Contra Costa County has a diverse topography, with flatlands, hills, valleys, and canyons, that all affect how sound is reflected and absorbed as it travels. There may be areas where LRADs would be an effective alerting tool. However, an acoustical study (called a “sound study”) of the various areas in the County must first be conducted to determine where, if at all, LRADs might be effective. Potential LRAD sites must also be identified for any areas in which LRADs are found to be effective. The Jury could not estimate a cost for a sound study. As discussed in the previous section, Measure X is an appropriate funding source for emergency response activities, such as a sound study.

### **Reliance Upon An On-Call CWS Operator Creates a Risk of Delay in Sending Alerts**

The Jury’s research into disasters in California and elsewhere showed that timely assessment of the situation and sending alerts as soon as possible can make the difference between life or death for people in the impacted area. According to emergency response experts interviewed by the Jury, in the event of disasters such as fast-moving wildfires, alerts must be drafted and sent to the public within 20 minutes of when the incident commander initiates the process. For example, in a 2018 evacuation drill Sonoma County targeted a 10-minute time frame to send a WEA alert.

At all times, and regardless of where they happen to be, one of the three employees in the CWS unit is the designated on-call duty officer who responds to requests for activation of the system. Once the CWS duty officer is contacted by the Sheriff’s dispatch center the CWS duty officer has up to 10 minutes to call the incident commander and connect into the CWS secure network. In the event the CWS duty officer is not reached, the dispatch center attempts to contact a backup

person to the duty officer. That additional time required to contact the backup personnel, have them get to a computer and establish a secure connection into the CWS, is time that people in an impacted area should be using to take action to remove themselves from danger.

The dependence on a single, on-call duty officer introduces a risk of delay in the CWS activation process. There are innumerable ways that an on-call CWS duty officer could be incapacitated, such as an accident or a sudden illness, requiring additional calls until a CWS operator can be found to return the call to the incident commander. But each additional call delays getting the alert out, and in the event of a disaster, such as a fast-moving wildfire, a few minutes additional time to send out alerts can make a difference to people in an impacted area who need to act quickly to get out of danger. In the Camp Fire, of the five staff members trained to operate Butte County's warning system only one was available.

This risk can be mitigated by enabling and training existing employees in the Sheriff's dispatch center to operate the CWS. Doing so creates redundancy in the number of on-duty personnel who can operate the CWS. Such a redundancy is critical if the CWS duty officer cannot be reached, and the incident commander requires an alert to be sent immediately. At least one of the CWS-trained employees would always be on duty in the dispatch center. Additional alerts can be crafted by the CWS on-call duty officer once they are contacted and engaged.

A 2018 survey of Bay Area emergency warning programs by Sonoma County's Fire and Emergency Services Department showed that of the eight Bay Area counties included in the survey (Napa was not included), as well as Monterey County, Contra Costa is the only county to rely exclusively on an on-call duty officer to operate the warning system. With the exception of Sonoma County, each of the other Bay Area counties and Monterey County trains their dispatchers to operate their warning systems so there is always someone in the dispatch center who can operate the warning system. Sonoma County has specially trained operators similar to the CWS on-call duty officers, but also trains officers in its 24/7 dispatch center to use pre-determined templates in the event of an immediate need to send an alert before the warning system duty officer can be engaged. The Jury determined that Napa County also trains their dispatchers to operate their warning system.

### **Effectiveness of Training Incident Commanders On the Use of the CWS**

On November 2, 2023, firefighters from the Moraga-Orinda Fire District (MOFD) responded to a fire in the unincorporated area of Canyon. Once the incident commander determined that an evacuation warning should be sent to the impacted area, it took about 40 minutes for the warning to go out. Residents in the impacted area received the alert after the fire was under control, creating confusion among the residents. The alert was not sent within the 20-minute time frame determined by the Jury as appropriate for sending alerts such as this one. The additional time needed to draft and send the alert was due, in part, to uncertainty around which emergency response agency had authority to issue evacuation warnings or orders. Under California law only law enforcement officers can issue evacuation warnings or orders.

According to the after-action reports for the Wine Country fires and the Camp Fire a cause of delays getting alerts out was inadequate preparation and training of emergency responders in the use of their local warning systems. The US Department of Homeland Security has identified training as one of the ten best practices used to improve warning system operations, saying that



conducting trainings, exercises, and tests of warning systems with stakeholders and partners on a regular basis is needed to maintain proficiencies. Lessons observed from these activities can be evaluated, documented, and incorporated into future operations.

Current training on use of the CWS consists of a 14-minute video with 11 slides that describe the CWS, the alerting tools, and what an incident commander must do to send an alert. CWS staff sends the video annually to the fire and police agencies in the County. CWS staff does not solicit or receive confirmation from the intended recipients of the training that they have reviewed the training materials. Nor do the training materials contain any type of exam to determine how much of the information in the video has been retained or understood. As a result, there is a risk that an incident commander with an inadequate understanding of the process to initiate a CWS alert may require more time to initiate an alert relative to an incident commander with a complete understanding.

Although the CWS participates in evacuation drills organized by fire districts/departments in the County, the CWS does not otherwise conduct drills to test or practice just the CWS initiation process by first responders who may be in the position of incident commander during an emergency. Such drills or practice would be one mechanism to inform CWS staff on the effectiveness of its training on the use of the CWS by first responders.

The Sheriff's Office and CWS staff should implement a process to ensure that first responders in County agencies who take the CWS training certify that they have reviewed and understood the training materials. Such certification could include a brief, e.g., 5 minutes, questionnaire to test their understanding of the CWS alert initiation process.

### **Why People Do Not Receive Intended Alerts**

The after-action reports from the Camp Fire and Wine Country fires describe instances of warnings being sent but not received or received far too late for the intended recipients to take the actions directed by the notifications. Two evacuation drills in the city of Richmond in 2022 and 2023 resulted in half of the drill participants claiming they should have received a drill alert but did not, or received the alert hours later after the drill was completed. No study was conducted to verify or understand these claims.

The CWS has not conducted any tests of its system to determine the extent to which alerts are actually received or received too late for people to take action. As a result, the CWS does not know what corrective actions may be needed to ensure that alerts and notifications are capable of reaching all the intended recipients in time to take action.

### **Risk Analysis of the CWS**

The CWS staff continually evaluates its systems and processes for operational risks. The County has not conducted a comprehensive risk analysis of the CWS by an independent third party since the County took control of the CWS in 2001.

Subsequent to the Camp Fire and the Wine Country fires both Sonoma and Butte counties engaged external parties to evaluate their emergency response processes during those fires. Butte county engaged a firm, Constant Associates, to prepare an after-action report on the Camp



Fire. Sonoma county requested the California State Office of Emergency Services tconduct an independent review of that county’s emergency notification process and response to the October 2017 fires in Sonoma County. The reports for both counties described problems with the warning systems in those counties and made recommendations to remediate those problems.

Contra Costa County should not wait for risks to be identified whenever some part of its warning system fails in an actual emergency. A third party with broad, national and/or international experience in public warning systems and risk analysis should be commissioned to conduct a comprehensive risk analysis of the CWS, its hardware, software, procedures, and processes. Such a risk analysis would also identify potential mitigation measures for the identified risks. Funding for such a risk analysis could be provided under Measure X.

### **Oversight of the CWS**

The current process for improving the design and operation of the CWS for alerts not related to releases of hazardous chemicals resides within the Sheriff’s Office, Emergency Services Division (ESD). ESD interacts with the other emergency response agencies in the County that have an interest in the functioning of the CWS. However, the Jury determined the current process lacks a formal CWS advisory body that could routinely engage emergency response experts from the various fire and police districts/departments in the County who could provide insights and advice to improve the design and operation of the CWS.

The issues discussed about the CWS in this report are the types of issues appropriate for identification and resolution by a CWS advisory body.

A logical place for such an advisory body is within the County’s Emergency Services Policy Board (ESPB). The ESPB is an advisory board to the County’s Chief Administrative Officer that provides assistance and advice on emergency preparedness planning efforts, and the coordination of those planning efforts, throughout the County. The ESPB reviews and makes recommendations on emergency and mutual aid plans and agreements, and on any ordinances, resolutions and regulations that are necessary to implement those plans and agreements. The County Administrator serves as the chair, and the Sheriff serves as the vice-chair of the ESPB. Other members include the following: County Counsel; Director, Public Works; Director, Health Services; Fire Chief, Contra Costa County Fire Protection District; Risk Manager; Director, Department of Conservation and Development, Director, Employment and Human Services; County Superintendent of Schools or designee; Director, Information Technology; and a Representative from the Public Managers' Association.

The ESPB has met once annually from 2015 through 2023 with the exception that no meetings were held in 2020 and 2021 due to the pandemic. A review of the meeting agenda packets shows the CWS was not an agenda item in any of those years.

The ESPB itself is not an appropriate vehicle or process to explore and identify improvements to the CWS. The Jury determined that the telecom technologies, software, and processes used by the CWS change rapidly. A more appropriate vehicle and process is an ad-hoc subcommittee of the ESPB that meets at least quarterly, and that would bring together emergency response experts from around the County to advise on improvements to the CWS.

## FINDINGS

- F1. The CWS is used in response to emergencies in the County.
- F2. About 30% of County residents have created a CWS account and entered their contact data.
- F3. The approximately 70% of residents who haven't registered with CWS may not receive any alerts in the event that other alerting tools not reliant on registration in the CWS – WEA, radios, and TVs – are not activated.
- F4. Additional redundancies in the processes and operation of the CWS can increase the potential for more people to receive timely alerts.
- F5. To enable the redundancy of other alerting tools – sending recorded voice messages to cell and VoIP phones, text messages, and emails – the contact data for these devices must be registered in the CWS.
- F6. Phone numbers and associated physical addresses can be loaded into the CWS for all businesses and residents in the County from the various telecom providers that serve the County.
- F7. In an opt-out warning system, County residents and businesses that do not want their phone and/or email data in the CWS can request to have their data removed.
- F8. The reliance of the CWS on voluntary registration creates a risk that too few residents will register their phones and email in CWS.
- F9. An opt-out system would incur annual costs for data subscriptions on the order of \$100,000.
- F10. An opt-out system would incur an initial cost to educate residents and businesses of the CWS system change on the order of \$500,000.
- F11. Outdoor warning systems supplement other warning tools by providing acoustic (voice or siren sounds) to people who are outdoors.
- F12. Long Range Acoustic Devices (LRADs) can broadcast audible instructions to people outdoors when cell phones and other alert-receiving devices may not be working or heard.
- F13. A sound study is needed to evaluate where, if at all, LRADs might be effective in Contra Costa County.
- F14. Sites where LRADs could be located would need to be identified for any areas in which LRADs are found to be effective.
- F15. The County would incur a cost for a sound study on the feasibility to deploy LRADs within the County.

- F16. There is no estimate of the cost for an independent, third party to conduct a feasibility study for the use of LRADs within the County.
- F17. LRADs would be part of the County's emergency response warning tools.
- F18. Costs related to emergency response can be funded from Measure X revenue.
- F19. At all times, one of the three CWS employees is the designated on-call duty officer who responds to requests for activation of the CWS.
- F20. In the event of disasters such as fast-moving wildfires, a reasonable time for alerts to be sent to the public is within 20 minutes of when the incident commander contacts the CWS duty officer.
- F21. Once the CWS duty officer is contacted by the Sheriff's dispatch center the CWS duty officer has up to 10 minutes to call the incident commander.
- F22. In the event the CWS duty officer is not reached after two attempts to contact them, the dispatch center attempts to contact a backup person to the duty officer.
- F23. Additional time is required to contact CWS backup personnel and have them get to a computer and establish a secure connection into the CWS.
- F24. In the event the CWS duty officer is not reached after two attempts by the dispatch center to contact them, the time required to contact backup personnel to the on-call CWS duty officer is uncertain.
- F25. Reliance on a single person to operate the CWS, the on-call CWS duty officer, creates a risk that alerts and notifications could be delayed.
- F26. Two evacuation drills in the city of Richmond in 2022 and 2023 resulted in half of the drill participants claiming they should have received a drill alert but did not, or received the alert hours later after the drill was completed.
- F27. The CWS did not conduct any studies to verify or understand the claims Richmond evacuation drill participants made that they should have received a drill alert but did not, or received the alert hours later after the drill was completed.
- F28. The CWS is not tested to determine the extent to which people actually notice, read, or hear alerts sent by the CWS.
- F29. The CWS staff evaluates its systems and processes for risks.
- F30. The County has not engaged a firm with expertise in risk analysis of community warning systems to conduct a comprehensive risk analysis of the CWS since the County took control of the system in 2001.
- F31. The current process for improving the design and operation of the CWS for alerts not related to releases of hazardous chemicals resides within the Sheriff's Office.

- F32. There is no formal body or process that brings together emergency response experts from emergency response agencies in the County to focus and advise solely on the design and operation of the CWS.
- F33. The functioning and effectiveness of the CWS can be improved, and operational risks reduced, with the implementation of a CWS advisory body.
- F34. The Emergency Services Policy Board (ESPB) can create subcommittees, such as a CWS advisory committee.
- F35. The CWS staff provides training materials to the fire districts/departments, police departments, and dispatch centers in the County on the use of CWS, its tools, types of warnings, activation, and information needed by the CWS duty officer.
- F36. The CWS staff does not have a process to determine if the recipients of the training it provides to the first responders of the fire districts/departments, police departments, and dispatch centers who receive the training materials on CWS have read and understood the training materials.

## **RECOMMENDATIONS**

- R1. By March 31, 2025, the Board of Supervisors should develop a plan to modify the CWS so that it automatically registers all available contact data for all County residents and businesses into its system and provides a mechanism for residents and businesses to opt out of the automatic registration process.
- R2. By December 31, 2025, the Board of Supervisors should complete the implementation of the plan to modify the CWS so that it automatically registers all available contact data for all County residents and businesses into its system and provides a mechanism for residents and businesses to opt out of the automatic registration process.
- R3. By December 31, 2024, the Board of Supervisors should commission a sound study by an independent, third party to determine the feasibility of deploying LRADs in any areas of the County.
- R4. By June 30, 2025, the Office of the Sheriff should train employees in the Sheriff's dispatch center to operate the CWS.
- R5. By March 31, 2025, the Office of the Sheriff should implement a plan to conduct testing of the CWS to determine the causes of the failure of CWS alerts to reach all the intended recipients of test alerts within 10 – 20 minutes of the time the alert is sent.
- R6. By June 30, 2025, the Board of Supervisors should execute a contract with a third-party consulting firm to conduct a comprehensive risk analysis of the CWS, including its processes, procedures, contracts, hardware, and software.

- R7. By March 31, 2025, the Board of Supervisors should direct the County’s Chief Administrative Officer to establish a CWS advisory subcommittee of the Emergency Services Policy Board.
- R8. By June 30, 2025, the Office of the Sheriff should implement a process to ensure that first responders in County agencies who take the CWS training certify they have reviewed and understood the training materials.

**REQUEST FOR RESPONSES**

Pursuant to California Penal Code § 933(b) et seq. and California Penal Code § 933.05, the 2023-2024 Contra Costa County Civil Grand Jury requests responses from the following governing bodies:

<b>Responding Agency</b>	<b>Findings</b>	<b>Recommendations</b>
Board of Supervisors	F1 – F18, F29 - F33	R1 – R3, R6, R7
Office of the Sheriff	F19 – F28, F34 – F36	R4, R5, R8

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to [ctadmin@contracosta.courts.ca.gov](mailto:ctadmin@contracosta.courts.ca.gov) and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson  
 725 Court Street  
 P.O. Box 431  
 Martinez, CA 94553-0091



**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT NO. 2402**  
**"The Contra Costa County Community Warning System: Will Everyone Get a Warning in Time?"**

**BOARD OF SUPERVISORS' RESPONSE**

**FINDINGS** – California Penal Code Section 933.05(a) requires a response to the designated findings of the Grand Jury.

**RESPONSES TO FINDINGS:**

**F1. The CWS is used in response to emergencies in the County.**

*Response: Agree with the finding.*

**F2. About 30% of County residents have created a CWS account and entered their contact data.**

*Response: Agree with this finding.*

**F3. The approximately 70% of residents who haven't registered with CWS may not receive any alerts in the event that other alerting tools not reliant on registration in the CWS - WEA, radios, and TVs - are not activated.**

*Response: Disagree with this finding. Though the County agrees that approximately 30% of County residents have registered with CWS, it does not correlate with an approximate 70% of residents who may not receive any alerts. Each emergency alert is tailored to target individuals in specific areas that may be at risk or in danger; therefore, a fixed percentage of residents that may or may not receive alerts in a specific geographic area would be an oversimplification. Furthermore, alerts and notifications include residents that have self-registered with CWS, as well as those whose contact information was obtained through Reverse 911 ATT data and will continue to be obtained via contracts with other utility providers, as permitted by federal and state laws.*

**F4. Additional redundancies in the processes and operation of the CWS can increase the potential for more people to receive timely alerts.**

*Response: Agree with the finding.*

**F5. To enable the redundancy of other alerting tools - sending recorded voice messages to cell and VoIP phones, text messages, and emails - the contact data for these devices must be registered in the CWS.**

*Response: Disagree with this finding. Contact data from CWS includes residents that have self-registered with CWS, as well as those whose contact information was obtained through Reverse 911 and contracts with utility providers, as permitted by federal and state laws.*

*CWS currently has many redundancies enabled, which include three phone numbers, three text message numbers, and three emails within one CWS profile. In addition, Wireless Emergency Alerts (WEA), Emergency Alert System (EAS), and sirens for hazardous materials incidents have redundant procedures in place. CWS alerts and notifications are also posted online (CWSAlerts.com) and via social media postings on "X" (Twitter) and Facebook, all of which do not require CWS registrations. County public information officers and external public information officers are notified immediately of all CWS alerts and notifications, which are distributed through their respective contacts, websites, and/or social media accounts.*

**F6. Phone numbers and associated physical addresses can be loaded into the CWS for all businesses and residents in the County from the various telecom providers that serve the County.**

*Response: Partially disagree with the finding. Contact information can be loaded into the CWS for most businesses and residents in the County. In addition to CWS self-registrations and ongoing public education campaigns to encourage registration, the County has loaded and will continue to load business and resident contact information in the CWS via Reverse 911 and contracts with utility providers, as permitted by federal and state laws.*

**F7. In an opt-out warning system, County residents and businesses that do not want their phone and/or email data in the CWS can request to have their data removed.**

*Response: Agree with this finding.*

**F8. The reliance of the CWS on voluntary registration creates a risk that too few residents will register their phones and email in CWS.**



Response: *Disagree with this finding. In addition to the County's multi-faceted resident CWS alert and notification efforts as described in F.5 and F.6, approximately 93-98% of new mobile phones have various emergency and public safety alerts activated by default and can be turned off by the user if desired. In July 2022 the Cellular Telecommunications and Internet Association (CTIA) found that over 60% of active smartphones support Enhanced Geo-Targeting, an increase of 34% from the previous year. Given the reported handset lifetime of 35 months estimated by Strategy Analytics in June 2022, and the annual and quarterly trend in the share of WEA 3.0 capable smartphones, the CTIA concludes that such handsets amount to a majority of active smartphones in use in 2022.*<sup>1</sup>

**F9. An opt-out system would incur annual costs for data subscriptions on the order of \$100,000.**

Response: *Disagree with this finding. The County cannot confirm the source of the \$100,000 data subscription referenced in the Grand Jury's report.*

**F10. An opt-out system would incur an initial cost to educate residents and businesses of the CWS system change on the order of \$500,000.**

Response: *Disagree with this finding. The County cannot confirm the source of the \$500,000 for initial costs referenced in the Grand Jury's report.*

**F.11 Outdoor warning systems supplement other warning tools by providing acoustic (voice or siren sounds) to people who are outdoors.**

Response: *Agree with this finding.*

**F.12 Long Range Acoustic Devices (LRADs) can broadcast audible instructions to people outdoors when cell phones and other alert-receiving devices may not be working or heard.**

Response: *Agree with this finding. The County agrees that LRADs can broadcast audible instructions to people outdoors but cannot verify they are audible or heard by people outdoors when cell phones and other alert-receiving devices may not be working or heard. Various factors could impact LRAD broadcasts, including geographic location of LRADs and the potential reliance of LRAD technology on cell phone towers for acoustic alerts and notifications.*

<sup>1</sup> <https://www.fema.gov/emergency-managers/practitioners/integrated-public-alert-warning-system/public/wireless-emergency-alerts/geographic-accuracy-wea>

**F.13 A sound study is needed to evaluate where, if at all, LRADs might be effective in Contra Costa County.**

*Response: Agree with this finding.*

**F.14 Sites where LRADs could be located would need to be identified for any areas in which LRADs are found to be effective.**

*Response: Agree with this finding.*

**F.15 The County would incur a cost for a sound study on the feasibility to deploy LRADs within the County.**

*Response: Agree with this finding.*

**F.16 There is no estimate of the cost for an independent, third party to conduct a feasibility study for the use of LRADs within the County.**

*Response: Agree with this finding.*

**F.17 LRADs would be part of the County's emergency response warning tools.**

*Response: Partially disagree with this finding. LRADs are not currently a part of the County's emergency response warning tools. Until further studied, the County cannot confirm whether LRADs would be a meaningful addition to the County's emergency response warning tools.*

**F.18 Costs related to emergency response can be funded from Measure X revenue.**

*Response: Agree with this finding.*

**F.29 The CWS staff evaluates its systems and processes for risks.**

*Response: Agree with this finding.*

**F.30 The County has not engaged a firm with expertise in risk analysis of community warning systems to conduct a comprehensive risk analysis of the CWS since the County took control of the system in 2001.**

*Response: Agree with this finding.*

**F.31 The current process for improving the design and operation of the CWS for alerts not related to releases of hazardous chemicals resides within the Sheriff's Office.**

Response: Agree with this finding.

**F.32 There is no formal body or process that brings together emergency response experts from emergency response agencies in the County to focus and advise solely on the design and operation of the CWS.**

Response: Disagree with this finding. Though not the sole focus or topic of discussion, the Board of Supervisors' Industrial Safety Ordinance / Community Warning System Ad Hoc Committee and the County's Emergency Services Policy Board (ESPB), in which the County Administrator serves as the Chair and the Sheriff-Coroner serves as the Vice Chair, provide forums for emergency response experts from all emergency response agencies in the County to advise on the design and operation of the CWS.

**F.33 The functioning and effectiveness of the CWS can be improved, and operational risks reduced, with the implementation of a CWS advisory body.**

Response: Disagree with this finding. There is no need to establish a CWS advisory body. Existing County forums as mentioned in the response to F.32 above, are the most appropriate for addressing concerns on the functionality and effectiveness of the CWS and any improvements and operational risk prevention measures.

**RECOMMENDATIONS** - California Penal Code Section 933.05(b) requires a response to the designated recommendations of the Grand Jury.

**RESPONSES TO RECOMMENDATIONS:**

**R.1. By March 31, 2025, the Board of Supervisors should develop a plan to modify the CWS so that it automatically registers all available contact data for all County residents and businesses into its system and provides a mechanism for residents and businesses to opt out of the automatic registration process.**

Response: The recommendation has been implemented. In addition to direct CWS registrations and ongoing public education campaigns to encourage registration, the County CWS automatically registers contact data into its system via Reverse 911 and contracts with utility providers. Automatic registrations are done as permitted by federal and state laws and have a mechanism in place for businesses and residents to opt out. Since the CWS includes both opt in and opt out approaches, there is no need to develop a separate plan to modify the CWS system as recommended. The County is currently working on expanding automatic registration contact data sources, which may include power, water, and other utility companies, in accordance with State law.

**R.2. By December 31, 2025, the Board of Supervisors should complete the implementation of the plan to modify the CWS so that it automatically registers all available contact data for all County residents and businesses into its system and provides a mechanism for residents and businesses to opt out of the automatic registration process.**

*Response: The recommendation has been implemented. Please see response to R.1.*

**R.3. By December 31, 2024, the Board of Supervisors should commission a sound study by an independent, third party to determine the feasibility of deploying LRADs in any areas of the County.**

*Response: The recommendation requires further analysis. In addition to the statewide impacts of wildfires<sup>2</sup>, Contra Costa County has been negatively impacted by the California home insurance crisis, heat events and flooding resulting in damage to public and private infrastructure. Contra Costa County has also seen an increase in its FEMA National Risk Index score. Specifically, Contra Costa County has a current composite FEMA National Risk Index score of 99.6% and a FEMA Annual Loss score of 99.6%.<sup>3</sup> This means that Contra Costa County falls into the highest disaster risk category compared to other counties throughout the nation.*

*For these reasons, a comprehensive study of the County's emergency management/disaster response function, including planning, communications, such as LRADs, public outreach, training would be a more prudent path to understand the County's disaster risk exposure; however, further analysis is required to determine an appropriate and manageable scope for such a review. Over the past five years, the counties of Alameda, Marin, Sonoma and Monterey have conducted assessments of their respective emergency management/disaster response functions. The Emergency Services Policy Board, which also serves as the County's Disaster Council, is the best situated to determine and provide recommendations on the scope of such a study to the Board of Supervisors for final approval and direction.*

**R.6. By June 30, 2025, the Board of Supervisors should execute a contract with a third-party consulting firm to conduct a comprehensive risk analysis of the CWS, including its processes, procedures, contracts, hardware, and software.**

*Response: The recommendation requires further analysis. Please see response to R.3.*

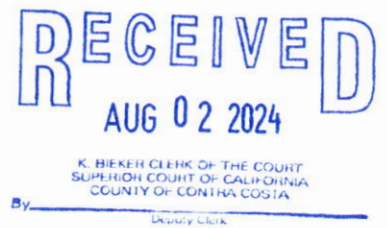
**R.7. By March 31, 2025, the Board of Supervisors should direct the County's Chief**

<sup>2</sup> <https://calfire-forestry.maps.arcgis.com/apps/webappviewer/index.html?id=988d431a42b242b29d89597ab693d008>

<sup>3</sup> <https://hazards.fema.gov/nri/report/viewer?dataLOD=Counties&dataIDs=C06013>

**Administrative Officer to establish a CWS advisory subcommittee of the Emergency Services Policy Board.**

Response: *The recommendation will not be implemented. The County's Emergency Services Policy Board (ESPB) as a whole can address CWS topics. The ESPB includes the County Administrator as the Chair and the Sheriff-Coroner as the Vice Chair, as well as a multi-disciplinary group of department heads (or designees) from the various County departments involved in emergency and community warning services. A briefing on CWS activities was recently received by the ESPB at its March 12, 2024 meeting. Additionally, the Board of Supervisors has an Industrial Safety Ordinance / Community Warning System Ad Hoc Committee, which frequently discusses areas related to the CWS.*



CONTRA COSTA COUNTY OFFICE OF THE SHERIFF  
DAVID O. LIVINGSTON  
SHERIFF - CORONER

July 30, 2024

Peter Appert, Foreperson  
2024-2025 Civil Grand Jury  
725 Court Street P.O. Box 431  
Martinez, CA 94553-0091

VIA EMAIL AND US MAIL

**RE: Grand Jury Report No. 2402, The Contra Costa County Community Warning System: Will Everyone Get a Warning in Time?**

Dear Mr. Appert,

In response to your letter dated June 5, 2024, wherein you submitted findings and recommendations regarding the Contra Costa County Community Warning System, please see the responses below:

**Findings:**

**F19. At all times, one of the three CWS employees is the designated on-call duty officer who responds to requests for activation of the CWS.**

**Response: Partially disagree with the findings.** The Office of the Sheriff has three funded full-time CWS employees (one manager and two employees) assigned to the CWS Unit to manage, operate, test, train, evaluate, and develop policies and procedures related to the CWS and all emergency alert platforms. Any of the three CWS employees can be contacted during regular business hours to activate the CWS. We also have additional staff not assigned to the CWS who are trained to operate the system. During non-business hours, one of the full-time CWS employees is the on-call duty officer, and designated backup personnel are available if the duty officer cannot be reached.

**F20. In the event of disasters such as fast-moving wildfires, a reasonable time for alerts to be sent to the public is within 20 minutes of when the incident commander contacts the CWS duty officer.**

**Response: Partially disagree with the finding.** The CWS's ability to deliver effective and prompt alerts relies primarily on incident commanders providing timely, critical, and accurate



information to the CWS duty officer. The incident commander's timely provision of required information directly impacts the time necessary for an alert to go out to the public.

**F21. Once the CWS duty officer is contacted by the Sheriff's dispatch center the CWS duty officer has up to 10 minutes to call the incident commander.**

**Response: Agree with the finding.**

**F22. In the event the CWS duty officer is not reached after two attempts to contact them, the dispatch center attempts to contact a backup person to the duty officer.**

**Response: Agree with the finding.** CWS is developing a more robust call tree procedure requiring dispatch to immediately contact backup personnel if the duty officer cannot be reached after the initial attempt during non-business hours.

**F23. Additional time is required to contact CWS backup personnel and have them get to a computer and establish a secure connection into the CWS.**

**Response: Agree with the finding.**

**F24. In the event the CWS duty officer is not reached after two attempts by the dispatch center to contact them, the time required to contact backup personnel to the on-call CWS duty officer is uncertain.**

**Response: Agree with the finding.** CWS is developing a more robust call tree procedure requiring dispatch to immediately contact backup personnel if the duty officer cannot be reached after the initial attempt during non-business hours to mitigate potential time delays caused by human or technological factors.

**F25. Reliance on a single person to operate the CWS, the on-call CWS duty officer, creates a risk that alerts and notifications could be delayed.**

**Response: Partially disagree with the finding.** During business hours, all three full-time CWS Unit employees are on duty and available to activate the CWS. During non-business hours, the CWS utilizes backup personnel, primarily assigned to the CWS, to limit the risk of delays if the on-call duty officer is not initially available. Additionally, reliance on non-CWS personnel, i.e., dispatchers, to operate the system may create an additional delay risk since they will only use the system occasionally, and their familiarity with it may be limited.

**F26. Two evacuation drills in the city of Richmond in 2022 and 2023 resulted in half of the drill participants claiming they should have received a drill alert but did not, or received the alert hours after the drill was completed.**

**Response: Disagree with the finding.** CWS data does not support the finding. CWS data indicates approximately 90% overall successful delivery rate for both drills.

**F27. The CWS did not conduct any studies to verify or understand the claims Richmond evacuation drill participants made that they should have received a drill alert but did not, or received the alert hours later after the drill was completed.**

**Response: Disagree with the finding.** CWS staff did not receive feedback from the city of Richmond aside from the input from the survey results. Our CWS data indicated a high successful delivery rate for each event. CWS staff conducted an in-depth analysis of the data, which confirmed an overall successful delivery rate of approximately 90%. This analysis also included why a low percentage of users did not receive the alerts.

**F28. The CWS is not tested to determine the extent to which people actually notice, read, or hear alerts sent by the CWS.**

**Response: Partially disagree with the finding.** The CWS conducts ongoing scheduled and unscheduled testing of the system. The system testing can only verify that registered users received the alert, not who noticed, read, or heard it.

**F34. The Emergency Services Policy Board (ESPB) can create subcommittees, such as a CWS advisory committee.**

**Response: Partially disagree with the finding.** Only the ESPB can respond if it can create a subcommittee. The Board of Supervisors has a current Industrial Safety Ordinance (ISO) and Community Warning System (CWS) Ad Hoc Committee that regularly meets to discuss and review the CWS.

**F35. The CWS staff provides training materials to the fire districts/departments, police departments, and dispatch centers in the County on the use of CWS, its tools, types of warnings, activation, and information needed by the CWS duty officer.**

**Response: Agree with the finding.**

**F36. The CWS staff does not have a process to determine if the recipients of the training it provides to the first responders of the fire districts/departments, police departments, and dispatch centers who receive the training materials on CWS have read and understood the training materials.**

**Response: Partially disagree with the finding.** The CWS is implementing a training attestation process for Office of the Sheriff employees. The CWS will have discussions with external agencies to confirm if a similar training attestation can be self-imposed by those agencies.

**Recommendations:**

**R4. By June 30, 2025, the Office of the Sheriff should train employees in the Sheriff's dispatch center to operate the CWS.**

**Response: The recommendation requires further analysis.** This recommendation will require further evaluation of the current dispatch training protocols, dispatch system access capabilities, dispatch staffing, and potential resource allocation. This analysis will be completed within six months of the publication date of the Civil Grand Jury Report.

**R5. By March 31, 2025, the Office of the Sheriff should implement a plan to conduct testing of the CWS to determine the causes of the failure of CWS alerts to reach all the intended recipients of test alerts within 10 - 20 minutes of the alert being sent.**

**Response: The recommendation has been implemented.** The Office of the Sheriff already conducts ongoing scheduled and unscheduled testing of the CWS. During and after each test, CWS staff evaluates all alerts after they are sent to determine sent/received success rates and causations for failed sent alerts. Furthermore, as part of the testing, the CWS Unit thoroughly reviews all the system's alerting components, including ongoing review and updates to CWS policies and procedures.

**R8. By June 30, 2025, the Office of the Sheriff should implement a process to ensure that first responders in County agencies who take the CWS training certify they have reviewed and understood the training materials.**

**Response: The recommendation requires further analysis.** The Office of the Sheriff will assess the use of online training software to attest that Office of the Sheriff employees have reviewed and understood the training materials. Further analysis of outside county agencies' training standards and practices would need to be conducted to determine if each county department can implement a similar procedure. This analysis will be completed within six months of the publication date of the Civil Grand Jury Report.

Please let me know if my staff or I can be of any further assistance.

Sincerely,

DAVID O. LIVINGSTON, Sheriff-Coroner



Jose Beltran, Assistant Sheriff  
Support Services Bureau

JB:sl



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** Approve Volunteer Resident Appointment to Emergency Preparedness Committee  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

### Recommended Action

Staff recommends:

- the President consider appointing Don Dommer as a volunteer resident to the Emergency Preparedness Committee; and
- the Board consider approval of the appointment.

### Background

The District received an application from Don Dommer, former KFPD Board member, to serve on the Emergency Preparedness Committee as a volunteer resident. Relevant sections of *Policy 1140 Committees of the Board of Directors* are listed below:

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

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

1140.33 The President may appoint or remove members of the public at any time, subject to approval of the Board.

1140.60 . The Board's standing Emergency Preparedness Committee shall be concerned with (1) recommendations for allocations of effort and funding of initiatives to make Kensington safer from potential civic emergencies, using a multi-hazard approach; (2) identifying opportunities for articulation with community members and other agencies to reduce risk and enhance evacuation procedures and public safety; (3) development of public education initiatives to accomplish the first two goals; (4) articulation with the KPPCSD standing committee on Emergency Preparedness, as well as other Local, County, and State agencies, to achieve the previous goal.

The Emergency Preparedness Committee reviewed Don Dommer's application and recommended the approval of his appointment by the Board to serve as a volunteer resident on the committee.

### Fiscal Impact

There is no fiscal impact from this item.

**Attachment:** Application to Serve on the KFPD Emergency Preparedness Committee from Don Dommer



## KENSINGTON FIRE PROTECTION DISTRICT

### Application to Serve on the KFPD EMERGENCY PREPAREDNESS COMMITTEE

Name: Don Dommer Date: 10/21/2024

*(Please do not supply private contact information; this document is accessible to the public.)*

- I am a Kensington resident aged 18 or over

#### Areas of interest (check all that apply):

- Evacuation preparation
- Emergency notification (remote sensing/cameras, sirens, cell towers, radios, phones)
- Path ownership, clearing, etc.
- Articulation with other agencies (County, Parks, FireSafe Councils, other towns)
- Hazard mitigation (education about hazardous plants, house-hardening, etc.)
- CERT training and network formation
- Development of FireSafe neighborhood designations
- Public education about emergency preparedness and other topics
- Other: \_\_\_\_\_

#### Please explain your experience AND current efforts in your areas of interest :

Twenty-five years as a member of the Kensington FireProtection Board. I wish to remain involved and contribute to ongoing District business.

#### If named to the Committee, what would be your goals and objectives for your first year?

Continue to bring my experience as needed in various areas.

*Thanks for your interest. Applications will be considered on a continuous basis and/or as the need arises. Committee size is limited. Please email your application to [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org).*



**KENSINGTON FIRE PROTECTION DISTRICT**

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** Discuss and deliberate a pause in the outfitting of the Kensington Public Safety Building first floor space that is adjacent to the apparatus bays to maximize options for using that space for Kensington public safety responders, including for possible use by the Kensington Police Department  
**SUBMITTED BY:** Directors Watt and Stein

**Recommended Action**

Consider the item as requested by Directors Watt and Stein.

**Background**

Use of 1st floor of Public Safety Building

The 1st floor of the PSB totals about 2,900 sq. ft. of which approximately 1,400 sq. ft. consists of the 3 apparatus bays. The remaining 1,500 sq. ft. of enclosed floor space is broken out approximately as follows and shown on the following First Floor plan.

Meeting area	500 sf
Admin Area	400
storage/restroom/ interior hall	200
common lobby/hall/elevator	150
stairwell	<u>250</u>
TOTAL	1,500 sf

It is proposed that the Board withhold the purchase of equipment to complete the layout of the Meeting and Admin areas until we have a more information on how this space can be used for the best purposes.

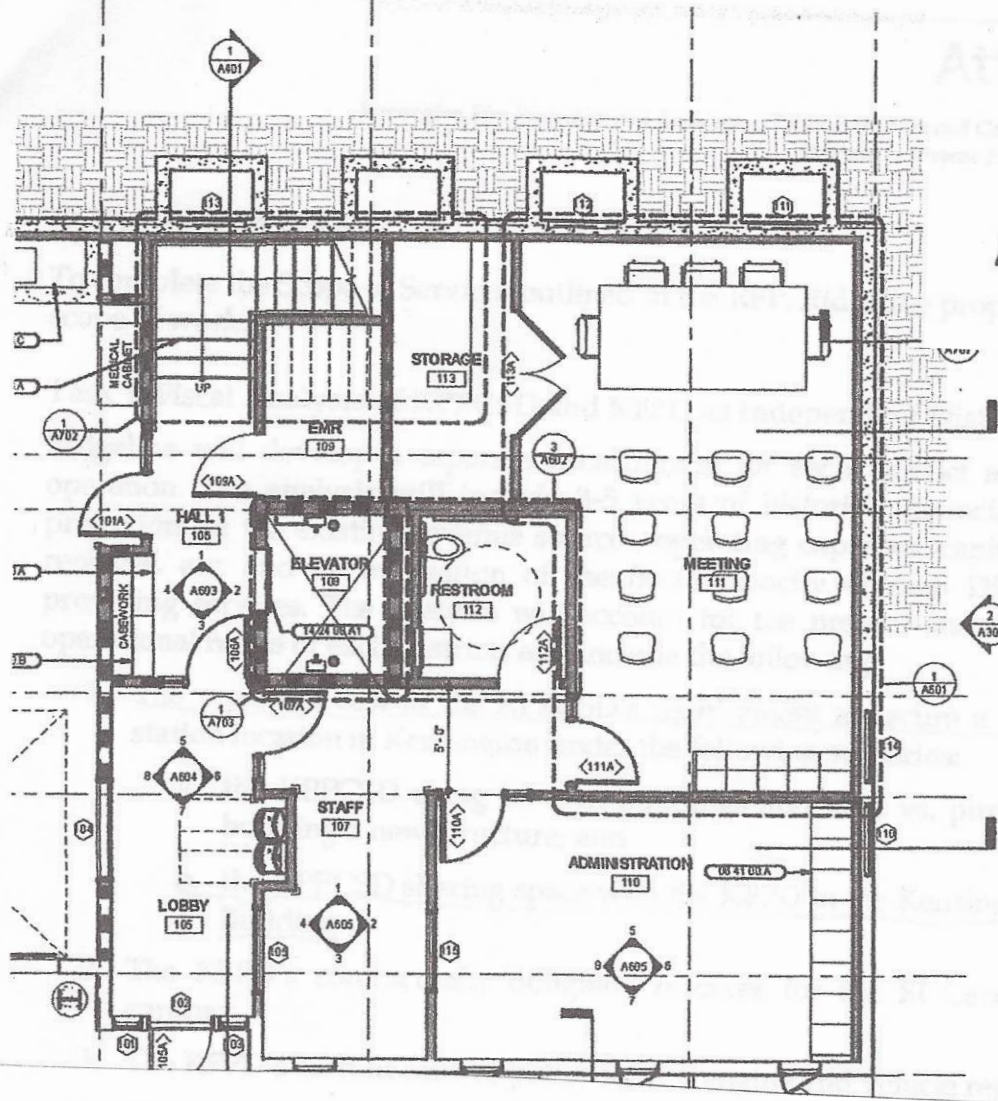
**Fiscal Impact**

There is no fiscal impact from this item. Administrative and fire staff office and meeting room furniture is minimal to meet the needs for planned use with flexibility for any future changes as has been reported as part of the Public Safety Building project updates.

**Attachments:** PSB First Floor Plan



# Attachment #1



## CURRENT USE OF FIRST FLOOR

- MEETING ROOM FOR 17 PEOPLE – EST. 500 SQ.FT.
- ADMINISTRATION OFFICE – EST 400 SQ. FT.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** Review recommended actions by the ad hoc committee of Watt/Artis to reduce fuel vegetation in Tilden Park and add a cul-de-sac at Lake Drive  
**PRESENTED BY:** Director Watt  
**SUBMITTED BY:** Mary Morris-Mayorga, General Manager

### Recommended Action

Consider the item as requested by Director Watt.

### Background

At the October 1, 2024, Special Board of Directors Meeting, President Levine established an ad hoc committee consisting of Jim Watt and Rick Artis with the charge of assessing the feasibility of options for fuel reduction and capital infrastructure improvement for the District that meets the mission. This would be a feasibility study that would involve discussing with various stakeholders and bringing back to the board a plan for feasible options that can be pursued going forward with a monthly report to be brought back at least by November.

### Report from Director Watt

The Mission Statement in the Board's Policy manual (copy attached) states that the Board is to protect the Kensington community against natural disasters. These disasters certainly include the threat of a wildfire originating in Tilden Park and driven by Diablo winds. Also of concern are the narrow Kensington streets, making emergency vehicle and residential access difficult, to include the lack of a turn-around opportunity at the end of Lake Drive.

This proposal requests that the Board set aside sufficient capital to start the process of minimizing these concerns. At the current time East Bay Regional Parks (EBRP) has not approved additional vegetation clearance along Kensington/EBRP interface other than the annual use of goats which is limited to about 50 feet of clearance. More needs to be done, and the Board has already established an ad hoc committee of Watt and Artis to oversee this issue. However, without a Board commitment to use surplus cash it is unlikely that EBRP will do anything for some time, and only if pressure is employed.

The purpose of a cul-de-sac at the end of Lake Drive would be to provide residents with the opportunity to turn around safely and quickly and to provide a location where first responders could locate vehicles and not block traffic, and to more easily gain access to Tilden Park. It is proposed that \$150,000 be allocated for Tilden Park vegetation reduction and that \$100,000 be set aside for studies to provide a Lake drive cul-de-sac.

### Fiscal Impact

The fiscal impact from this item would be an operating budget amendment in the amount of \$250,000, categorized as contract services (studies, cooperative project(s) with EBRP).

**Attachments:** *Policy 0000 Mission Statement*  
*Ad Hoc Committee Charter*

# KENSINGTON FIRE PROTECTION DISTRICT POLICY MANUAL

## **Mission Statement**

Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.



**KENSINGTON FIRE PROTECTION DISTRICT**

**DATE:** October 16, 2024  
**TO:** Board of Directors  
**RE:** Charter for Ad Hoc Committee  
**SUBMITTED BY:** Jim Watt, Director  
**STAFF REPORT BY:** Mary Morris-Mayorga, General Manager

**Recommended Action**

This item is provided by Director Watt for discussion and approval.

**Background**

At the October 1, 2024 Board of Directors Meeting, President Levine established an Ad Hoc Committee consisting of Jim Watt and Rick Artis with the charge of assessing the feasibility of options for fuel reduction and capital infrastructure improvement for the District that meets the mission. This would be a feasibility study that would involve discussing with various stakeholders and bringing back to the board a plan for feasible options that can be pursued going forward with a monthly report to be brought back at least by November.

Director Watt provided the charter below:

The Board hereby establishes an ad hoc committee consisting of Jim Watt and Rick Artis to obtain estimates for property surveys of the Kensington/East Bay Regional Park interface and the area at the end of Lake Drive for a possible cul-de-sac. These estimates shall be presented to the Board for final approval. The ad hoc committee shall also research possible existing agreements with EBRP and commence discussions for possible brush removal along the school trail.

**Fiscal Impact**

There is no initial fiscal impact from this item.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** Review a possible alternative for future District goals  
**PRESENTED BY:** Director Watt  
**SUBMITTED BY:** Mary Morris-Mayorga, General Manager

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### **Recommended Action**

Consider the item as requested by Director Watt.

### **Background**

At the October Board of Directors Meeting, the Board discussed a revised Policy 0010 Goals including supporting initiatives and action items. There was no consensus that this was the preferred approach so it was determined there may be a future special meeting dedicated to this topic.

### **Report from Director Watt**

The attached list of District Goals was received from Director Watt as an alternative that would replace the Board *Policy 0010 Goals*.

If the Board removed the existing policy or replaced it with this alternative, a first/second reading and adoption by resolution process would be needed.

### **Fiscal Impact**

There is no fiscal impact from this item until any action pursuant to the goals alternative would be taken (budgeting or expenditure of funds).

**Attachments:** District Goals Alternative



## DISTRICT GOALS

Work with East Bay Regional Park (EBRP) and other stakeholders on reducing fire risk from Tilden Park

Study the ownership and layout of a possible cul-de-sac at the end of Lake Drive

Consider adding additional fire hydrants along the Kensington/EBRP interface

Identify the best emergency vehicle access routes and implement ways to expand access along these routes

Assign specific routes for Kensington residents to exit Kensington and expand these routes where necessary

Include annual budget funding to support the cost of fuel reduction and emergency access improvement

Work with the El Cerrito fire department to coordinate on changes to fire reduction and access

Support efforts to improve vegetation management and home hardening in Kensington to reduce fire risk, to include grants and Firewise areas

Improve emergency preparedness planning to serve the evolving needs of the District

Encourage Board member training on "Best Practices"

Pursue grant funding opportunities

Support intergovernmental alliances with El Cerrito and the KPPCSD





## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** Emergency Preparedness Committee Meeting - 10/24/24  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

### Recommended Action

For information only, no action is required.

### Background

The Emergency Preparedness Committee met on October 24, 2024 and discussed the following topics:

- Presentation on the role of Kensington Amateur Radio Organization (KARO) during emergencies: (KARO/ECHO PowerPoint Presentation)
  - Annette McCoubrey of KARO presented this item:
  - KARO/ECHO Organization
  - Ham Radio Operations Capability
  - Operational Plan
  - Missing link is ability to communicate info to first responders in emergency
- Resolution Draft for November Board Meeting on Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System  
 The committee reviewed and approved updates to the draft resolution for the Board to consider adoption at the November meeting.
- Reschedule November and December EPC Meetings  
 The committee discussed and determined to reschedule these meetings to a single date of December 5, 2024.
- Discussion regarding incidents and communication (e.g. gas leaks, pre-evacuation advisories, protocols for weather events); what's working, where can there be improvement/education  
 Chief Saylor reviewed the recent incident in Berkeley along with the communication process which would come from law enforcement and the committee discussed.
- Review Emergency Preparedness Committee Member Application  
 The committee reviewed the application of Don Dommer to join the EPC as a volunteer resident, and recommended approval of this appointment by the Board at their November meeting.

### Fiscal Impact

There is no fiscal impact identified at this time.



## KENSINGTON FIRE PROTECTION DISTRICT

**DATE:** October 16, 2024  
**TO:** Board of Directors  
**RE:** Emergency Preparedness Committee Meeting - 9/26/24  
**SUBMITTED BY:** Mary A. Morris-Mayorga, General Manager

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### Recommended Action

For information only, no action is required.

### Background

The Emergency Preparedness Committee met on September 26, 2024 and discussed the following topics:

- Presentation on communications, repeaters, and mesh networking  
Katie Calvert of Squishy Robotics presented this item including a YouTube video about how first responders are using Squishy Robotics sensor robots. She also brought a tensegrity robot for the committee to see in person.
- Report back on discussions related to potential parking changes  
General Manager Morris-Mayorga reported back on her discussion with KPPCSD Interim General Manager Aranda regarding whether there is a formal agreement for parking on Red Flag days which a resident had brought up at the August meeting. There is no formal agreement and there will be additional discussions between the general managers.
- Review Responses to the Report of 2023-2024 Contra Costa County Civil Grand Jury: The CCC Community Warning System  
The committee discussed and requested that a more general resolution be presented to the Board to consider adopting.
- Nixle Usage  
The committee discussed this, and it was noted that a communication plan is in the process of being developed by fire which may address concerns.

### Fiscal Impact

There is no fiscal impact identified at this time.



**KENSINGTON FIRE PROTECTION DISTRICT**

**DATE:** November 20, 2024  
**TO:** Board of Directors  
**RE:** Consolidation Ad Hoc Committee  
**PRESENTED BY:** President Levine  
**SUBMITTED BY:** Mary Morris-Mayorga, General Manager

**Recommended Action**

This item is for information only.

**Background**

At the November 7, 2024, Special Joint Board of Directors Meeting with KPPCSD, President Levine established a Consolidation/Reorganization Ad Hoc Committee comprised of himself and Secretary Artis. The committee will work with the Ad Hoc Committee of the KPPCSD to discuss concretely, at a high-level, the conceptual overview of what consolidation or reorganization would look like, and the necessary steps entailed for the two districts specifically. This will be brought to the Board and the community for feedback and to make an informed decision. It would not last longer than 9 months from November 7, 2024 (August 7, 2025).

Furthermore, the board, by a vote of 5-0, directed the district's staff (i.e. the General Manager) to assist the ad hoc committee in whatever capacity is necessary to carry out its work.

**Fiscal Impact**

The fiscal impact of this item would be staff time and related minimal expenditures associated with developing and bringing the overview and steps to the Board.