

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

Date of Meeting: July 11, 2018  
Time of Meeting: 7:00 p.m.  
Place of Meeting: Kensington Community Center  
59 Arlington Avenue, Kensington, CA 94707

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

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

Pursuant to Government Code §54953(b), this meeting will include a teleconference location at The Nagel Residence, 251 Stanford Avenue, Kensington, CA 94708. Vice President Laurence Nagel will be attending the Regular Meeting via teleconference. The public shall have the opportunity to address the Board of Directors at this teleconference location pursuant to Government Code Section §54954.3. All votes during the teleconferencing session will be conducted by roll call vote. The teleconference location is accessible to the public and the agenda will be posted at the teleconference location 72 hours before the meeting.

7:00 p.m.

**CALL TO ORDER**

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

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

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

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

CC 3. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** June 2018 (ACCEPT)

CC 4. **APPROVAL OF MONTHLY FINANCIAL REPORT.** May/June 2018 (APPROVE)

CC 5. **APPROVAL OF MONTHLY TRANSMITTAL #1.** July 2018 (APPROVE)

6. **FIRE CHIEF'S REPORT**

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

**NEW BUSINESS**

7. **PUBLIC HEARING:** Fire Hazard Abatement Hearing on the designation of properties containing fire hazards.

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.

Resolution 18-06 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 (ACTION)

8. Public Safety Building: Board Direction on Obtaining Legal Opinion for Park Building Site (ACTION)

9. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Harmon):
- b. Education (Kosel):
- c. Website (deVille/Harmon):
- d. Contra Costa County/California Special Districts Assoc. (Nagel/Kosel): State CSDA Bay Area Network election – give direction to Manager for vote; July Quarterly Newsletter; Next county meeting 7/16/18
- e. Diablo Fire Safe Council/Interface (Staff/Nagel):
- f. Correspondence: Thank you from Mar/Anderson

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, September 12, 2018, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 9/12/18 is Wednesday, 8/29/18 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 9/5/18 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

# **CONSENT CALENDAR**



# 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)



July 1, 2018

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

**FROM:** Michael Pigoni: Battalion Chief

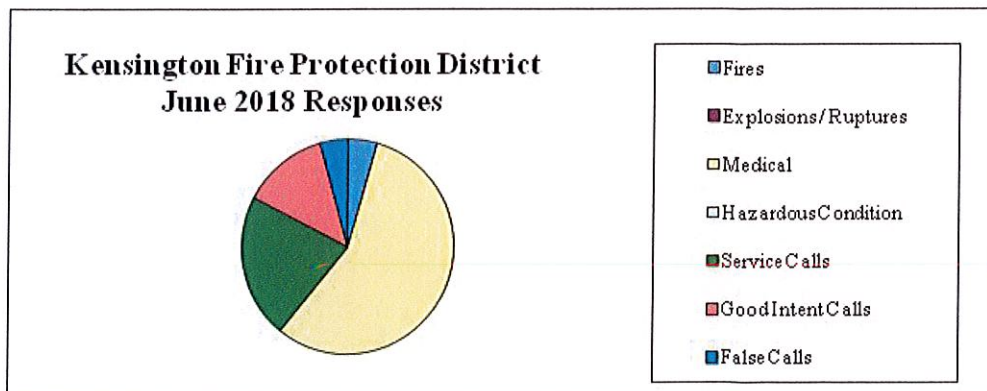
**RE:** Incident Activity Reports for the Month of June 2018

There were 23 incidents that occurred during the month of June in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for these calls that the Fire District responded to this past month. During this same time, Engine 65 responded to a total of 47 calls in all districts.

On June 10, Engine 65 responded to a fire alarm on Highgate Court. Upon arrival, the crew found the house was charged with smoke with nobody home. Upon further investigation, they located a chair in the kitchen with a cushion that was smoldering. The cushion was removed from the house and extinguished with only light smoke damage throughout the home. The monitored fire alarm system detected the problem early enough to prevent further damage.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	4.35%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	13	56.52%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	21.74%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	3	13.04%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	1	4.35%
<b>Totals</b>		<b>23</b>	<b>100.00%</b>



# Kensington Fire Protection District Response Log for June 2018

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0018056404	04-Jun-18 04:43:15	604 Canon DR	Kensington	E165	710
2	0018057258	06-Jun-18 12:24:31	295 Purdue AVE	Kensington	E165	550
3	0018057271	06-Jun-18 13:08:59	205 Yale AVE	Kensington	E165	551
4	0018058079	08-Jun-18 11:22:17	Kensington RD	Kensington	E165	321
5	0018058612	09-Jun-18 16:54:42	46 Franciscan WAY	Kensington	E165	531
6	0018058668	09-Jun-18 19:52:10	248 Columbia AVE	Kensington	E172	321
7	0018058868	10-Jun-18 12:43:45	372 Colusa AVE	Kensington	E165	321
8	0018058898	10-Jun-18 14:25:29	19 Highgate CT	Kensington	E165	111
9	0018059060	11-Jun-18 02:19:39	141 Saint Albans RD	Kensington	E165	553
10	0018059261	11-Jun-18 16:53:37	624 Beloit AVE	Kensington	E165	510
11	0018060393	14-Jun-18 15:56:41	601 Wellesley AVE	Kensington	E172	321
12	0018061525	17-Jun-18 17:31:57	32 Sunset DR	Kensington	E165	321
13	0018061536	17-Jun-18 18:44:05	97 Franciscan WAY	Kensington	E165	321
14	0018061609	17-Jun-18 23:51:08	389 Ocean View AVE	Kensington	E165	321
15	0018062492	20-Jun-18 11:04:34	34 Kerr AVE	Kensington	E165	311
16	0018062741	20-Jun-18 22:09:18	94 Stratford RD	Kensington	E165	321
17	0018062769	21-Jun-18 00:27:47	94 Stratford RD	Kensington	E165	321
18	0018062948	21-Jun-18 15:04:13	257 Trinity AVE	Kensington	E165	611H
19	0018063453	22-Jun-18 19:02:48	35 Kerr AVE	Kensington	E165	611X
20	0018063847	23-Jun-18 17:36:50	217 Arlington AVE	Kensington	E365	321
21	0018064061	24-Jun-18 06:16:44	205 Lake DR	Kensington	E365	321
22	0018064744	26-Jun-18 02:55:22	Arlington AVE	Kensington	E165	322
23	0018065403	27-Jun-18 22:18:30	235 Willamette AVE	Kensington	E365	611M

\* See Attached Table for Incident Type Explanations

Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
200	(Over Pressure/Ruptures Explosions, Bombs)
300	(EMS, Vehicle Accidents, Extrication, Rescue)

400  
500  
600  
700

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

# Kensington Fire Protection District

## Engine 65 Response Log for June 2018

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0018055461	01-Jun-18 17:36:28	S Park DR	Berkeley	E165	311
2	0018055754	02-Jun-18 12:45:36	229 Carmel AVE	El Cerrito	E165	311
3	0018056404	04-Jun-18 04:41:38	604 Canon DR	Kensington	E165	710
4	0018056858	05-Jun-18 10:08:08	408 Balra DR	El Cerrito	E165	611M
5	0018057013	05-Jun-18 18:49:47	3223 Carlson BLVD	El Cerrito	E165	611M
6	0018057066	05-Jun-18 20:52:30	730 Albemarle ST	El Cerrito	E165	611X
7	0018057258	06-Jun-18 12:23:19	295 Purdue AVE	Kensington	E165	550
8	0018057271	06-Jun-18 13:08:22	205 Yale AVE	Kensington	E165	551
9	0018057284	06-Jun-18 14:21:14	Arlington BLVD	Kensington	E165	311
10	0018057483	06-Jun-18 22:59:12	851 Liberty ST	El Cerrito	E165	651
11	0018057510	07-Jun-18 02:00:17	Grizzly Peak BLVD	Orinda	E365	611F
12	0018057714	07-Jun-18 14:16:11	7230 Fairmount AVE	El Cerrito	E165	710
13	0018058023	08-Jun-18 08:44:37	8661 Don Carol DR	El Cerrito	E165	611X
14	0018058079	08-Jun-18 11:18:45	Kensington RD	Kensington	E165	321
15	0018058612	09-Jun-18 16:54:14	46 Franciscan WAY	Kensington	E165	531
16	0018058665	09-Jun-18 19:43:00	6050 El Cerrito PLZ	El Cerrito	E165	311
17	0018058829	10-Jun-18 10:27:56	Mineral Springs TRL	Tilden Regiona	E165	350
18	0018058868	10-Jun-18 12:43:45	372 Colusa AVE	Kensington	E165	321
19	0018058898	10-Jun-18 14:25:29	19 Highgate CT	Kensington	E165	111
20	0018059060	11-Jun-18 02:19:39	141 Saint Albans RD	Kensington	E165	553
21	0018059127	11-Jun-18 09:31:51	Carmel AVE	El Cerrito	E165	322
22	0018059261	11-Jun-18 16:53:37	624 Beloit AVE	Kensington	E165	510
23	0018059447	12-Jun-18 07:15:46	6517 Kensington AVE	Richmond	E165	100
24	0018059564	12-Jun-18 14:28:38	4010 El Cerrito PLZ	El Cerrito	E165	321
25	0018059707	12-Jun-18 20:15:19	2315 Tamalpais AVE	El Cerrito	E165	113
26	0018059914	13-Jun-18 11:44:41	Club View DR	El Cerrito	E165	5000
27	0018060157	13-Jun-18 23:33:29	540 Ashbury AVE	El Cerrito	E165	740
28	0018061426	17-Jun-18 10:01:13	705 Midcrest WAY	El Cerrito	E165	113
29	0018061429	17-Jun-18 10:33:20	0-0 Lake Anza RD	Orinda	E165	611M
30	0018061525	17-Jun-18 17:30:48	32 Sunset DR	Kensington	E165	321

31	0018061536	17-Jun-18 18:41:05	97 Franciscan WAY	Kensington	E165	321
32	0018061609	17-Jun-18 23:49:20	389 Ocean View AVE	Kensington	E165	321
33	0018062095	19-Jun-18 07:56:24	540 Ashbury AVE	El Cerrito	E165	735
34	0018062492	20-Jun-18 10:41:39	34 Kerr AVE	Kensington	E165	311
35	0018062741	20-Jun-18 22:06:23	94 Straford RD	Kensington	E165	321
36	0018062767	21-Jun-18 00:08:39	651 The Alameda	Berkeley	E165	611F
37	0018062769	21-Jun-18 00:27:21	94 Straford RD	Kensington	E165	551
38	0018062948	21-Jun-18 15:03:25	257 Trinity AVE	Kensington	E165	611H
39	0018063206	22-Jun-18 10:20:56	927 Pomona AVE	Kensington	E165	611X
40	0018063403	22-Jun-18 17:13:30	1190-119 E Wildcat Canyon RD	El Cerrito	E165	531
41	0018063453	22-Jun-18 19:01:59	35 Kerr AVE	Orinda	E165	611X
42	0018063476	22-Jun-18 20:26:55	540 Ashbury AVE	Kensington	E165	730
43	0018063847	23-Jun-18 17:36:27	217 Arlington AVE	El Cerrito	E165	321
44	0018064061	24-Jun-18 06:16:44	205 Lake DR	Kensington	E365	321
45	0018064744	26-Jun-18 02:54:37	Arlington AVE	Kensington	E365	322
46	0018065403	27-Jun-18 22:17:18	235 Willamette AVE	Kensington	E165	611M
47	0018066237	30-Jun-18 01:02:03	Grizzly Peak BLVD	Orinda	E365	611F

\* See Attached Table for Incident Type Explanations

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



**Kensington Fire Protection District**  
**Balance Sheet**  
As of June 12, 2018

	Jun 12, 18
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	12,063.54
General Fund	517,731.33
Special Tax Fund	104,542.97
Capital Fund	6,869.77
<b>Total Checking/Savings</b>	<b>641,407.61</b>
<b>Accounts Receivable</b>	
Due from County for Reimb.	17,983.35
Accounts Receivable	1,362.51
Advance on Taxes	72,018.35
Advance on Supplemental Taxes	122,422.82
<b>Total Accounts Receivable</b>	<b>213,787.03</b>
<b>Other Current Assets</b>	
Prepaid Services - EC	235,575.64
Prepaid Exp.	1,309.00
Prepaid CERBT - Retiree Trust	979,309.21
<b>Investments</b>	
Capital Replacement Funds	3,186,299.00
Fire Protect. Contract Reserves	2,826,907.24
Investments - Other	557,291.40
<b>Total Investments</b>	<b>6,570,497.64</b>
<b>Total Other Current Assets</b>	<b>7,786,691.49</b>
<b>Total Current Assets</b>	<b>8,641,886.13</b>
<b>Fixed Assets</b>	
Land	5,800.00
Equipment	1,424,095.28
Accumulated Depreciation-Equip	-652,155.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-929,467.00
<b>Current Capital Outlay</b>	
Firefighters Qtrs/Equip	19,192.06
<b>Total Current Capital Outlay</b>	<b>19,192.06</b>
<b>Total Fixed Assets</b>	<b>2,259,046.45</b>
<b>TOTAL ASSETS</b>	<b>10,900,932.58</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	17,983.35
Due to Other - Issued by CCC	32,033.53
<b>Total Accounts Payable</b>	<b>50,016.88</b>
<b>Other Current Liabilities</b>	
El Cerrito Service Contract Pay	235,575.57
Wages & PR Taxes Payable	1,638.36
<b>Total Other Current Liabilities</b>	<b>237,213.93</b>
<b>Total Current Liabilities</b>	<b>287,230.81</b>
<b>Total Liabilities</b>	<b>287,230.81</b>
<b>Equity</b>	
Fund Equity - General	4,848,934.26

**Kensington Fire Protection District**  
**Balance Sheet**  
As of June 12, 2018

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	Jun 12, 18
Fund Equity - Capital Projects	1,219,288.00
Fund Equity - Special Revenue	12,769.00
Fund Equity - Gen Fixed Asset	2,403,012.00
Fund Equity	886,857.79
Net Income	1,242,840.72
<b>Total Equity</b>	<b>10,613,701.77</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,900,932.58</b>

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

July 1, 2017 through June 12, 2018

	Jul 1, '17 - Jun 12, 18	Jul 1, '16 - Jun 12, 17	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,889,704.12	3,715,002.62	174,701.50	4.7%
Special Taxes	200,395.20	200,287.30	107.90	0.1%
Other Tax Income	25,924.77	26,314.47	-389.70	-1.5%
Lease Agreement	32,512.37	1.00	32,511.37	3,251,137.0%
Interest Income	43,578.35	30,485.96	13,092.39	43.0%
Salary Reimbursement Agreement	54,184.10	48,642.00	5,542.10	11.4%
Miscellaneous Income	1,181.74	1,388.24	-206.50	-14.9%
<b>Total Income</b>	<b>4,247,480.65</b>	<b>4,022,121.59</b>	<b>225,359.06</b>	<b>5.6%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	2,122.85	2,123.97	-1.12	-0.1%
Contra Costa County Expenses	34,103.25	31,656.50	2,446.76	7.7%
El Cerrito Contract Fee	2,591,331.60	2,340,129.98	251,201.62	10.7%
Fire Abatement Contract	0.00	265.00	-265.00	-100.0%
Fire Engineer Plan Review	1,092.50	0.00	1,092.50	100.0%
Risk Management Insurance	13,268.00	12,943.00	325.00	2.5%
Professional Fees				
Accounting	5,542.35	3,025.79	2,516.56	83.2%
Actuarial Valuation	5,500.00	0.00	5,500.00	100.0%
Audit	16,000.00	13,000.00	3,000.00	23.1%
Legal Fees	13,532.40	28,652.94	-15,120.54	-52.8%
<b>Total Professional Fees</b>	<b>40,574.75</b>	<b>44,678.73</b>	<b>-4,103.98</b>	<b>-9.2%</b>
Website Development/Maintenance	2,700.00	0.00	2,700.00	100.0%
Wildland Vegetation Mgmt	5,700.00	5,000.00	700.00	14.0%
<b>Total OUTSIDE PROFESSIONAL SERVICES</b>	<b>2,890,892.96</b>	<b>2,436,797.18</b>	<b>254,095.78</b>	<b>10.4%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	75,847.89	36,849.96	38,997.93	105.8%
Delta Dental	10,088.60	5,771.64	4,316.96	74.8%
Vision Care	3,223.10	1,774.68	1,448.42	81.6%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>89,159.59</b>	<b>44,396.28</b>	<b>44,763.31</b>	<b>100.8%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	10,299.16	6,303.05	3,996.11	63.4%
Comm. Pharmaceutical Drop-Off	1,602.34	1,008.88	593.46	58.8%
Vial of Life Program	98.91	0.00	98.91	100.0%
CERT Emerg Kits/Sheds/Prepared	3,833.00	20,532.26	-18,699.26	-81.3%
Open Houses	307.13	335.83	-28.70	-8.6%
Community Shredder	2,469.19	2,329.31	139.88	6.0%
DFSC Matching Grants	19,116.00	8,000.00	11,116.00	139.0%
Firesafe Planting Grants	219.03	0.00	219.03	100.0%
Demonstration Garden	2,400.00	0.00	2,400.00	100.0%
Community Sandbags	754.08	3,102.90	-2,348.82	-75.7%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>41,098.84</b>	<b>41,612.23</b>	<b>-513.39</b>	<b>-1.2%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel & PPE	1,981.43	23,653.58	-21,672.13	-91.6%
Firefighter's Expenses	3,588.52	1,585.16	1,993.36	125.0%
Staff Appreciation	1,019.24	1,135.66	-116.62	-10.3%
Professional Development	2,919.45	2,554.41	365.04	14.3%
Building Maintenance				
Needs Assess/Feasibility Study	23,127.42	180,337.72	-157,210.30	-87.2%
Janitorial Service	1,260.00	1,155.00	105.00	9.1%
Medical Waste Disposal	4,787.01	3,878.03	1,108.98	30.2%
Building alarm	1,379.44	1,379.44	0.00	0.0%
Gardening service	1,050.00	1,340.00	-290.00	-21.6%
Miscellaneous Maint.	10,782.89	8,555.29	2,227.60	26.0%
<b>Total Building Maintenance</b>	<b>42,386.76</b>	<b>196,445.48</b>	<b>-154,058.72</b>	<b>-78.4%</b>
Building Utilities/Service				
Gas and Electric	6,466.78	6,701.06	-234.28	-3.5%
Water/Sewer	1,969.07	1,655.31	313.76	19.0%
<b>Total Building Utilities/Service</b>	<b>8,435.85</b>	<b>8,356.37</b>	<b>79.48</b>	<b>1.0%</b>
Election	0.00	300.00	-300.00	-100.0%
Memberships	7,008.00	7,176.00	-168.00	-2.3%
Office				
Office Expense	2,585.62	1,168.26	1,417.36	121.3%
Office Supplies	1,263.12	1,183.40	79.72	6.7%
Telephone	7,175.57	6,359.63	815.94	12.8%
<b>Total Office</b>	<b>11,024.31</b>	<b>8,711.29</b>	<b>2,313.02</b>	<b>26.6%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>78,363.58</b>	<b>249,928.13</b>	<b>-171,564.57</b>	<b>-68.7%</b>
<b>Staff</b>				
Wages	79,234.54	76,187.10	3,047.44	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	934.99	659.28	275.71	41.8%
Medical/dental ins compensation	7,507.50	7,507.50	0.00	0.0%
Retirement Contribution	6,021.84	5,790.18	231.66	4.0%
Payroll Taxes	7,091.79	8,823.58	-268.21	-3.9%
Workers Compensation/Life Ins	1,830.24	1,622.79	207.45	12.8%
Payroll Processing	1,504.08	1,393.68	110.20	7.9%
<b>Total Staff</b>	<b>105,124.98</b>	<b>100,984.31</b>	<b>4,140.67</b>	<b>4.1%</b>
<b>Total Expense</b>	<b>3,004,639.93</b>	<b>2,873,718.13</b>	<b>130,921.80</b>	<b>4.6%</b>
<b>Net Ordinary Income</b>	<b>1,242,840.72</b>	<b>1,148,403.46</b>	<b>94,437.26</b>	<b>8.2%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	765,632.20	1,575,000.00	-809,367.80	-51.4%
Transfers In - General	211,328.64	483,919.45	-272,590.81	-56.3%
<b>Total Other Income</b>	<b>976,960.84</b>	<b>2,058,919.45</b>	<b>-1,081,958.61</b>	<b>-52.6%</b>
<b>Other Expense</b>				
Transfers Out - Capital	21,328.64	373,919.45	-352,590.81	-94.3%
Transfers Out - Special	190,000.00	110,000.00	80,000.00	72.7%
Transfers Out - General	765,832.20	1,575,000.00	-809,367.80	-51.4%

**Kensington Fire Protection District  
Revenue & Expense Prev Year Comparison  
July 1, 2017 through June 12, 2018**

	Jul 1, '17 - Jun 12, 18	Jul 1, '16 - Jun 12, 17	\$ Change	% Change
<Gain>/Loss on Asset Disposal	0.00	-30,000.00	30,000.00	100.0%
Total Other Expense	976,960.84	2,028,919.45	-1,051,958.61	-51.9%
Net Other Income	0.00	30,000.00	-30,000.00	-100.0%
Net Income	<u>1,242,840.72</u>	<u>1,178,403.46</u>	<u>64,437.26</u>	<u>5.5%</u>

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

July 2017 through May 2018

	Jul '17 - May 18	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,819,755.73	3,863,605.00	-43,849.27	98.9%
Special Taxes	200,395.20	200,287.00	108.20	100.1%
Other Tax Income	13,155.14	13,000.00	155.14	101.2%
Lease Agreement	32,512.37	32,514.16	-1.79	100.0%
Interest Income	43,578.35	43,440.00	138.35	100.3%
Salary Reimbursement Agreement	54,184.10	53,050.25	1,133.85	102.1%
Miscellaneous Income	1,181.74	0.00	1,181.74	100.0%
<b>Total Income</b>	<b>4,164,762.63</b>	<b>4,205,896.41</b>	<b>-41,133.78</b>	<b>99.0%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	2,122.85	2,200.00	-77.15	96.5%
Contra Costa County Expenses	34,103.26	32,357.00	1,746.26	105.4%
El Cerrito Contract Fee	2,591,331.60	2,591,331.42	0.18	100.0%
Fire Abatement Contract	0.00	4,000.00	-4,000.00	0.0%
Fire Engineer Plan Review	1,092.50	1,500.00	-407.50	72.8%
Risk Management Insurance	13,268.00	14,000.00	-732.00	94.8%
<b>Professional Fees</b>				
Accounting	5,542.35	4,770.00	772.35	116.2%
Actuarial Valuation	5,500.00	7,500.00	-2,000.00	73.3%
Audit	16,000.00	16,000.00	0.00	100.0%
Legal Fees	13,532.40	35,666.66	-23,134.26	36.9%
<b>Total Professional Fees</b>	<b>40,574.75</b>	<b>64,936.66</b>	<b>-24,361.91</b>	<b>62.5%</b>
Water System Improvements	0.00	15,000.00	-15,000.00	0.0%
Website Development/Maintenance	2,500.00	3,000.00	-500.00	83.3%
Wildland Vegetation Mgmt	5,700.00	4,950.00	750.00	115.2%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>2,690,692.96</b>	<b>2,733,275.08</b>	<b>-42,582.12</b>	<b>98.4%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	75,847.89	0.00	75,847.89	100.0%
Delta Dental	9,079.74	0.00	9,079.74	100.0%
Vision Care	3,223.10	0.00	3,223.10	100.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>88,150.73</b>	<b>0.00</b>	<b>88,150.73</b>	<b>100.0%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	9,870.66	9,300.00	570.66	106.1%
Comm. Pharmaceutical Drop-Off	1,602.34	4,000.00	-2,397.66	40.1%
Vlat of Life Program	98.91	200.00	-101.09	49.5%
CERT Emerg Kits/Sheds/Prepared	3,833.00	16,000.00	-12,167.00	24.0%
Open Houses	307.13	1,200.00	-892.87	25.6%
Community Shredder	2,469.19	2,750.00	-280.81	89.8%
DFSC Matching Grants	19,116.00	20,000.00	-884.00	95.6%
Firesafe Planting Grants	219.03	3,000.00	-2,780.97	7.3%
Demonstration Garden	2,400.00	30,000.00	-27,600.00	8.0%
Community Sandbags	754.08	5,000.00	-4,245.92	15.1%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>40,670.34</b>	<b>91,450.00</b>	<b>-50,779.66</b>	<b>44.5%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel & PPE	1,981.43	750.00	1,231.43	264.2%
Firefighters' Expenses	3,588.52	9,185.00	-5,596.48	39.1%
Staff Appreciation	1,019.24	2,000.00	-980.76	51.0%
Professional Development	2,919.45	4,500.00	-1,580.55	64.9%
<b>Building Maintenance</b>				
Needs Assess/Feasibility Study	23,127.42	30,000.00	-6,872.58	77.1%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	1,155.00	1,375.00	-220.00	84.0%
Medical Waste Disposal	4,380.31	4,583.34	-203.03	95.6%
Building alarm	1,379.44	1,950.00	-570.56	70.7%
Gardening service	1,050.00	1,880.00	-830.00	55.9%
Miscellaneous Maint.	10,642.89	11,000.00	-357.11	96.8%
<b>Total Building Maintenance</b>	<b>41,735.06</b>	<b>50,788.34</b>	<b>-9,053.28</b>	<b>82.2%</b>
<b>Building Utilities/Service</b>				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	6,466.78	6,875.00	-408.22	94.1%
Water/Sewer	1,969.07	1,870.00	99.07	105.3%
<b>Total Building Utilities/Service</b>	<b>8,435.85</b>	<b>8,745.00</b>	<b>-309.15</b>	<b>96.5%</b>
Election	0.00	0.00	0.00	0.0%
Memberships	7,008.00	7,535.00	-527.00	93.0%
<b>Office</b>				
Office Expense	2,466.56	2,750.00	-283.44	89.7%
Office Supplies	1,263.12	2,300.00	-1,036.88	54.9%
Telephone	7,034.49	7,325.00	-290.51	96.0%
<b>Total Office</b>	<b>10,764.17</b>	<b>12,375.00</b>	<b>-1,610.83</b>	<b>87.0%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>77,451.72</b>	<b>95,878.34</b>	<b>-18,426.62</b>	<b>80.8%</b>
<b>Staff</b>				
Wages	79,234.54	79,218.34	16.20	100.0%

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County.

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

		KENSINGTON FPD		PY/CY:				
		TRANSMITTAL - APPROVAL		BATCH #:				
		Invoices		DATE:				
				LOCATION #:				
				FILENAME:				
				KENSINGTON				
VEND	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND JOB	SUB ACT	ACTIVITY TASK	ENCUM P.O.#	PAYMENT AMOUNT
50146	Delta Dental	7/1/2018	BE002864892 Jul dental	7840	1061			1,008.86
50148	CalPERS	06/14/18	7072901257 Aug medical	7840	1061			7,191.60
50150	Vision Service Plan	06/20/18	001027770001 Jul vision	7840	1061			323.10
50151	City of EI Cerrito	07/01/18	Jul fire protection	7840	2328			251,284.09
50255	Fire Districts Assoc of CA	07/01/18	30402350 FY18-19	7840	2490			550.00
	Contra Costa County	06/20/18	1819-0038 LAFCO fees FY18-19	7840	2490			2,278.47
<b>TOTAL</b>								<b>262,636.12</b>

Kensington FPD Approval

Date: 7/16/18  
*[Signature]*  
 Date: 7/16/18

# **CHIEF'S REPORT**

# KENSINGTON FIRE PROTECTION DISTRICT MEMORANDUM

July 2018

TO: President and Board Members, Kensington Fire Protection District

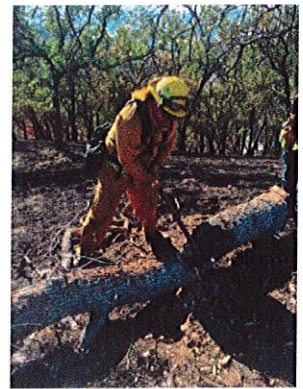
FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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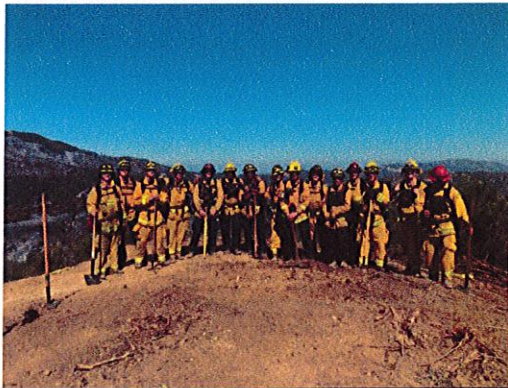
## **June 5, 2018: OES #300 Dispatched to Panache Fire**

On June 5, 2018, our OES engine was dispatched to the Panache Fire in San Benito County for a vegetation fire. Upon their arrival, they were re-directed to two new fire nears King City named the Airline Fire and the Eastern Fire. Upon arrival, the crew of OES #300, Acting Captain/Paramedic David Yun, Engineer/Paramedics David Cesmat and Aaron Schwartzman and Firefighter Mathew Clarine along with the rest of the strike team, were assigned to assist with reinforcing one of the fire lines that had been established. This included building hand lines and working with the helicopters providing water drops on hot spots.



Additional aircraft, personnel and equipment were brought in these fires due to the extreme fire growth and potential. In the days that followed, they would continued with maintaining and reinforcing these lines as well as assisted in putting in numerous hose lines to remote areas including one that 3,000' long to reach the top of one of the mountains.

The terrain was steep in locations and required coordinated team work to insure the firefighter's safety. No home or lives were lost on this fire and the crews were released and returned home after 5 days on the fire. The final acreage of this fire was 1,814 acres.





# **NEW BUSINESS**

AGENDA BILL

Subject: Annual Fire Hazard Abatement  
Initiated by: David Gibson, Fire Marshal  
Joe Gagne, 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 July 11th, 2018 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 July 11th, 2018 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. Sometime between August 15th, 2018 and August 30th, 2018, 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. After August 31st, 2018, 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 September 12<sup>th</sup>, 2018 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 Board of Directors 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 18 -06 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.



RESOLUTION 18-06

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 September 12, 2018 at 7:00 p.m. at either the Kensington Community Center located at 59 Arlington Avenue or the Kensington Public Safety Building, 217 Arlington Avenue, Kensington, California, as yet to be determined. 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.

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Page Two  
Resolution 18-06  
July 11, 2018

The foregoing resolution was duly and regularly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 11th Day of July 2018, by the following vote of the Board:

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

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Janice Kosel, President

ATTEST:

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Joe de Ville, Secretary

**EXHIBIT A**

<u>Street</u>	<u>Owner</u>	<u>Mailing Street</u>	<u>Mailing City</u>	<u>Zip</u>	<u>Parcel</u>
15 Anson Wy	Jim Blakeley	15 Anson Way	Kensington	94707	572-232-025-5
47 Anson Wy	Richard Seyfarth	47 Anson Way	Kensington	94707	572-232-017-2
242 Cambridge Ave	Kristin Good	242 Cambridge Ave	Kensington	94708	570-092-003-5
267 Cambridge Ave	Katherine Yang	267 Cambridge Ave	Kensington	94708	570-130-009-6
285 Colagte Ave	Benette Williams	285 Colgate Ave	Kensington	94708	570-203-012-2
737 Coventry Rd	David Aue	737 Coventry Rd	Kensington	94707	571-130-016-9
41 Cowper Ave	Daniel Goldstine	1749 M L King Jr Way	Berkeley	94709	572-027-006-4
8 Eagle HI	Gary Goldstien	8 Eagle HI	Kensington	94707	571-070-012-0
11 Edgecroft Rd	Stephen Edwards	11 Edgecroft Rd	Kensington	94707	571-050-018-1
61 Franciscan Way	Juliet Welch	61 Franciscan Way	Kensington	94707	572-170-003-6
65 Franciscan Way	Allan Gardiner	65 Franciscan Way	Kensington	94707	572-170-004-4
40 Highgate Rd	Timothy Crawford	40 Highgate Rd	Kensington	94707	572-170-007-7
69 Highgate Rd	Stephan Smale	88 Tat Chee AveKowloon, Hong Kong			572-181-019-9
5 Highland Blvd	Yaniv Konchitchki	5 Highland Blvd	Kensington	94707	572-014-004-4
20 Jessen Ct	Jessen Ct LLC	3527 Mt Diablo Blvd #352	Lafayette	94549	572-222-018-2
128 Kenyon Ave	Elinore Miller	128 Kenyon Ave	Kensington	94708	572-122-006-8
251 Kenyon Ave	Kenneth Ryan	251 Kenyon Ave	Kensington	94708	570-162-025-3
81 Kingston Rd	Lorraine Osmundson	81 Kingston Rd	Kensington	94707	571-010-004-0
212 Lake Dr	Pierpaolo Guiducci	212 Lake Dr	Kensington	94708	570-232-001-0
286 Lake Dr	Edward Bade	286 Lake Dr	Kensington	94708	570-221-012-0
298 Los Altos Dr	Samuel Fishman	298 Los Altos Dr	Kensington	94708	570-251-019-8
vacant Los Altos Dr	Flying Dragon International	15244 Laverne Dr	San Leandro	94579	570-251-021-4
vacant Los Altos Dr	Jose Olivares	735 Everett St	El Cerrito	94530	570-251-018-0
vacant Los Altos Dr	Rong Wang	1155 Brighton Ave #3	Albany	94706	570-251-020-6
42 Ocean View Ave	John Nuveen	1563 Solano Ave #351	Berkeley	94707	571-270-022-7
99 Purdue Ave	Edward Oswald	99 Purdue Ave	Kensington	94708	572-050-013-0
129 Purdue Ave	Stephen Rauch	129 Purdue Ave	Kensington	94708	572-060-018-7
131 Purdue Ave	Howard Naftzger	133 Purdue Ave	Kensington	94708	572-070-014-4
309 Vassar Ave	Cynthia Won	309 Vassar Ave	Kensington	94708	570-122-025-2
712 Wellesley Ave	Alta Blakely	920 Colusa Ave	Berkeley	94707	570-032-015-2

207 Yale Ave	Tammy Davidson	207 Yale Ave	Kensington	94708 570-041-008-6
220 Yale Ave	Central Capital Group	2934 Hilltop Mall Rd #126	Richmond	94806 570-042-020-0
223 Yale Ave	Scott Miller	223 Yale Ave	Kensington	94708 570-041-002-9
628 Coventry Rd	Bruce Aidells	PO Box 2332	Healdsburg	95448 571-150-012-3
95 Edgcroft Rd	Sophie Rheinheimer	5993 McAndrew Dr	Oakland	94611 571-150-011-5
140 Purdue Ave	Emily Marie Mathews	5265 Olive Dr	Concord	94521 570-173-008-6
398 Coventry Rd	Timothy Eisler	398 Coventry Rd	Kensington	94707 571-300-017-1



**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**

June 3, 2018

Dear Kensington Property Owner:

We are approaching the season of our highest fire danger when the grass, weeds, refuse, brush and other vegetation dry out and become highly flammable. After a wet winter, the grass and brush is abundant and will create a severe fire hazard. To reduce the fire danger on private property, the Fire District is beginning its annual Fire Hazard Abatement Program. We have inspected your property and found your property does not comply with the Vegetation Management Standards set forth in the Kensington Fire Protection District Vegetation Management Standards. You are being contacted now so that you may remove those fire hazard conditions found on your property.

**Beginning July 2, 2018**, the Fire District will be conducting a re-inspection of your property to evaluate if it meets our vegetation management standards. If your property meets the standards you will be removed from our list of non-compliant properties and will not be subject to further abatement actions.

Please find the enclosed legal notice explaining the District's Fire Hazard Abatement Program and advising you of the upcoming public hearing. **Please read this notice carefully.** In general, the Fire District is concerned with removing refuse, dry and/or dead vegetation that is easily ignitable and capable of burning structures and endangering lives.

The enclosed guidelines provide a general explanation of the vegetation clearing and maintenance standards to be followed. For most private lots and yards these guidelines provide straightforward instructions on what actions you, the property owner, should take to remove the fire hazards. On the other hand, certain lots and yards are more difficult to assess. If you would like your property inspected by our Fire Prevention Officer, Captain Joe Gagne, at no cost, he can identify your specific fire hazards and provide you with the information needed to meet our standards. We urge you to call the Fire Prevention Office at (510) 215-4457 with any questions about clearing or maintaining your property or to schedule an inspection.

Thank you for your cooperation in making Kensington a fire safe community.

Sincerely,

*David Gibson*

David Gibson  
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**

June 3, 2018

To: «OWNER\_NAME\_1»  
«OWNER\_ADDRESS» «OWNER\_CITY», «OWNER\_STATE». «OWNER\_ZIP»  
Re: «SITE\_ADDR» «SITE\_CITY», «SITE\_STATE». «SITE\_ZIP»  
Parcel Number: «APN»

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

Notice is hereby given that on the **3rd day of May, 2018**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by 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.

You are hereby ordered to abate these public nuisance conditions by removing the weeds, rubbish, refuse, and other flammable material. Otherwise, the Fire District will abate these nuisance conditions 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 in the manner of ordinary municipal taxes. Reference is hereby made to the resolution for further particulars.

If you have any objections to the designation of your property as a public nuisance or to the proposed removal of the weeds, rubbish, refuse and other flammable material from your property by the Kensington Fire Protection District, you are hereby notified of the Kensington Fire Protection District, Board of Directors Meeting and may attend this meeting to be held on **July 11, 2018 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California**. At this meeting, your objections will be heard and given due consideration.

At the conclusion of this meeting, the Board of Directors may order the Fire Chief or designee to abate the public nuisance condition on your property. The Fire District shall perform this removal directly or through private contract sometime between **August 14, 2018 and August 31, 2018**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

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

*David Gibson*  
David Gibson  
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

July 12, 2018

To: «OWNER\_NAME\_1»  
«OWNER\_ADDRESS» «OWNER\_CITY», «OWNER\_STATE», «OWNER\_ZIP»  
Re: «SITE\_ADDR» «SITE\_CITY», «SITE\_STATE», «SITE\_ZIP»  
Parcel Number: «APN»

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

On **July 11, 2018**, 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 July 11, 2018 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 **August 15, 2018 and August 30, 2018**. 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 \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on **September 12th, 2018 at 7:00 p.m. at a location yet to be determined within the community of Kensington, California**. 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.

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.

*David Gibson*

David Gibson  
Fire Marshal

## Kensington Fire Protection District Fire Hazard Reduction Program

### I. INTRODUCTION

#### A. Purpose of Vegetation Management Standards

Along with California's growth of population and expanding development, urban housing has intermixed with wildland areas. California communities have experienced devastating fire loss because of the severity of fires which occur in this intermix area. In these areas the risk of conflagration is increased further by homeowners who create uncontrolled landscaping of native and non-native plants on their properties. Thousands of homes are threatened by fire every year in California largely because of this heavy vegetation fuel load very near structures.

Almost the entire community of Kensington is considered to be a wildland intermix area which increases the community's risk of loss from devastating fire. These areas have been identified by the California Department of Forestry (CDF) and the Kensington Fire Protection District as a Very High Fire Hazard Severity (VHFHS) Zone. As specified by State Law AB 337, property owners within these zones must take special precautions with their property, including vegetation management, to reduce the risk of fire.

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 such as occurred in the Oakland/Berkeley Hills Fire of October 1991. 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 local community fire protection planning is to reduce the level of fire hazards in the Kensington wildland intermix areas, designated as a VHFHS Zone. 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" Kensington.

Vegetation management planning in the VHFHS Zone focuses on areas where fire poses the greatest risk to life and property. There are three specific goals of the program:

1. Keep all fires small. Small fires generally are cooler than large fires and are more easily extinguished.
2. Limit the speed with which any fire will grow. Fires need fuel to burn; if fuel is available, fires will continue to grow rapidly. Fuel must be limited or made unavailable to spreading fire.
3. Make it more difficult for fires to ignite and spread. Small fires can ignite progressively larger fuels. Small fuels are like kindling and are easily ignited. Reducing and separating kindling fuels from larger fuels reduces sources for ignition and the potential for fire spread.

Fires will continue to be a part of California urban living. By implementing vegetation management standards, Kensington residents can significantly reduce the potential that a small fire will grow into a catastrophic event involving one or more structures. The primary method of stopping fire spread is by increasing separation distances between combustible fuels. An important component of reducing the community's fire risk requires vegetation management to be practiced by property owners.

#### B. Fire Safe Vegetation Management Concepts

There are three basic methods employed to manage vegetation fuels: firebreaks, fuel breaks and ornamental landscaping. A firebreak eliminates all flammable vegetation and combustible growth. Appropriate ornamental landscaping is acceptable in this area. A fuel break reduces the fuel mass of flammable vegetation and combustible growth, thereby limiting the intensity of fire and slowing its rate of spread. Ornamental landscaping provides a yard or garden with decorative fire resistive plants that are

irrigated, maintained and arranged to be aesthetically pleasing, functionally useful and enhance fire safety. Refer to the definitions listed for these terms.

Within the VHFHS Zone, structures are to be protected from wildfire by creating firebreaks immediately surrounding structures and fuel breaks further out from structures. Within 30 feet of a structure a firebreak should be created which contains well-irrigated, maintained and appropriately spaced ornamental landscaping with fire resistant plants. All flammable vegetation and combustible growth in this area immediately surrounding a structure should be eliminated. This creates a safety margin of defensible space so that wildfire can be stopped before it reaches a structure.

A fuel break should be created from 30 feet to 100 feet from structures located within the VHFHS Zones. The heightened risk of wildfire within the VHFHS Zones makes it necessary to provide an added safety margin of defensible space for all structures and a fuel break will provide this extra protection. Fuel breaks are meant to reduce fire hazardous vegetation and maintain it to specified heights and arrangements, limiting fire intensity and impeding fire spread. The purpose of the fuel break is to deny any fire entering it sufficient fuel to sustain fire intensity and speed. By the time it reaches the firebreak area containing ornamental landscaping nearer the structure, the now low-intensity fire should be stopped easily by the firebreak surrounding the structure.

Ornamental landscaping with fire resistant plants is encouraged as a long term approach to maintain yard and garden vegetation in a fire safe manner. Landscaping with healthy, appropriately irrigated plants and ground cover provides a permanent reduction of the fire hazard adjacent to structures when such landscaping is maintained at regular intervals. Ornamental landscaping can enhance a firebreak by inhibiting the growth of weeds, grass, brush and similar fire hazardous vegetation. A list of fire resistant and highly flammable plants is available from the Fire District.

#### C. Process

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 meet with District staff to discuss this matter 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 District has developed guidelines conforming to State Law and National Fire Protection Standards which address most situations found on private property within Kensington. Please read these guidelines along with the accompanying glossary. If you are still unsure of how to proceed please call the Fire District and we will work with you to develop a fire hazard reduction plan for your property.

#### A. Hazard Zones

Almost the entire area of the community of Kensington lies adjacent or near to large wildland areas containing steep slopes and naturally growing trees, brush and grasses. Every year under certain critical weather conditions, the neighborhoods near these wildland areas are at a heightened risk of a seasonal wildfire sweeping into the residential areas and burning homes. The area of Kensington at heightened risk of wildfire has been designated as a Very High Fire Hazard Severity (VHFHS) Zone. The small area remaining in Kensington faces a lesser risk of wildfire.

Fire hazard reduction measures common to the entire community of Kensington are required on both vacant and developed lots:

1. Property owners must ensure that all vegetation, native or non-native, shall be maintained so as not to constitute a fire hazard.
2. Property owners must maintain their property either by ornamental landscaping or by establishing a fuel break along the property line and adjacent to structures. For properties within the VHFHS Zone, there are additional requirements for firebreaks within 30 feet of structures and fuel breaks from 30 to 100 feet.
3. Property owners are responsible for clearance and maintenance of their own property only. Property owners will be required, however, to create fuel breaks on their property to protect neighboring structures. Dimensions of fuel breaks will depend on the proximity of neighboring structures and on whether the properties are within VHFHS Zone.
4. All brush, weeds, grass and fire hazardous vegetation within 10 feet of any usable road surface, public way or combustible fence shall be maintained in a non-hazardous condition with a fuel break.
5. Property owners must maintain their property free from all nuisances, including debris, garbage, rubbish and trash, hazardous materials, junk and noxious growth.

#### B. Ornamental Landscaping

Ornamental landscaping is encouraged throughout the community of Kensington to enhance fire safety. Ornamental landscaping consists of decorative plants growing within a tended garden or yard which are well watered, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control.

With the VHFHS Zone, ornamental landscaping in the 30 foot firebreak adjacent to structures must meet the following requirements:

1. Ornamental landscaping shall be maintained free of dead wood and litter, and trimmed of small twigs and branches at least two (2) feet or 1/3 of their height from the ground, whichever is less.
2. Ornamental landscaping must be healthy, pruned, adequately irrigated and regularly maintained so that plants and the area beneath them are free from dead or dying material.
3. Single specimen trees must be trimmed and maintained.
4. Ground cover may be used as part of ornamental landscaping provided it is kept green, free of dead wood and litter, and at a height so that they do not form a means of rapidly transmitting fire from native growth (located outside the firebreak) to any building or structure.

#### C. Vegetation Management Standards

Vegetation management standards exist for the entire community, including areas designated as a VHFHS Zone. Refer to the glossary for a definition of terms used in these standards.

##### 1. **Properties within VHFHS Zone:**

- a. Firebreaks must be created and maintained in areas within 30 feet of any occupied dwelling.
- b. Fuel Breaks must be created and maintained in areas extending from 30 to 100 feet surrounding any structure.

- c. Fuel Breaks must be created and maintained on vacant lots 30 feet wide along the property line and 100 feet from neighboring structures.

2. **Properties outside VHFHS Zone:**

- a. Fuel Breaks must be created and maintained in areas within 30 feet of any structure.
- b. Fuel Breaks must be created and maintained on vacant lots to be 10 feet wide along the property line.

3. **Vegetation Management Standards for Firebreaks:**

- a. All flammable vegetation or combustible growth must be removed and cleared away, thereby eliminating fire hazardous vegetation fuels which can rapidly transmit fire.
- b. Adequately irrigated and maintained ornamental landscaping is not flammable vegetation or combustible growth, and is encouraged within a firebreak.
- c. 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.
- d. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- e. All roof surfaces shall be maintained free of substantial accumulations of needles, twigs and any other combustible matter.
- f. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.
- g. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

4. **Vegetation Management Standards for Fuel Breaks:**

- a. Maintain ornamental landscaping in yards.
- b. All fire hazardous vegetation with the exception of weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- c. All weeds and grass shall be cleared and maintained at a height no greater than 6 inches above the ground.
- d. Remove from trees all vines, loose papery bark and dead branches.
- e. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.
- f. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

## 5. **Additional Considerations for Vegetation Management:**

- a. 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.**
- b. 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 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.
- c. 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 and the actions required to preserve. 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 best available plant information is contained in a publication available from EBMUD entitled "Firescape: Landscaping to Reduce Fire Hazard". A list of plants with some fire-resistance and plants considered highly flammable is available from the Fire District.

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 areas. The roof of a house is most vulnerable to this type of ignition. Spark arresters with a maximum of ½" 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 law and District Ordinance requires that all roofing within the VHFHS Zone be Class B or better in new construction or replacement of more than 50% of the roof.

## 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, almost the entire community of Kensington is designated as a VHFHS Zone. A map of this zone is available from the Fire District. Fire hazard reduction standards are more extensive for properties located within VHFHS Zone.

**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. A partial list of fire resistant and highly flammable plants is available from EBMUD and the Fire District.

**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**.

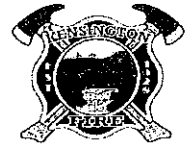
**Ornamental landscaping:** Decorative plants growing within a tended garden or yard which are appropriately irrigated, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control. The use of fire-resistant plants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

**Firebreak:** An area in which all flammable vegetation or combustible growth is removed and cleared away, thereby eliminating fire hazardous vegetation fuels which can rapidly transmit fire. Ornamental landscaping is permissible within a firebreak as long as it is adequately irrigated, maintained and spaced so as not to provide a means of rapidly transmitting fire. Compare to **fuel break**.

**Fuel break:** An area in which all flammable vegetation or combustible growth is reduced and cleared away according to established standards, thereby limiting the mass and arrangement of fire hazardous vegetation fuels which can rapidly transmit fire. Appropriate ornamental landscaping is permissible within a fuel break. Fuel reduction standards for fuel breaks limit the height of certain vegetation (brush, native shrubs, weeds and grasses). Remove from trees any fuels which can ladder fire into the canopies, and provide adequate spacing between remaining plants. Compare to **firebreak**.



# EL CERRITO FIRE DEPARTMENT KENSINGTON FIRE PROTECTION DISTRICT



10900 San Pablo Avenue, El Cerrito, Ca. 94530 (510)215-4450

## Fire Hazard Abatement Inspection

Owner/Tenant \_\_\_\_\_ Site Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Legal Property Owner \_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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

**FIRE BREAK (ELIMINATE)**

**Within 30' of a structure**

- \_\_\_\_\_ 1. Eliminate hazardous vegetation
- \_\_\_\_\_ 2. Maintain ornamental landscaping
- \_\_\_\_\_ 3. Remove dead wood overhanging structures
- \_\_\_\_\_ 4. Mature Trees: Remove limbs 10' from ground
- \_\_\_\_\_ 5. Small Trees: Remove limbs 1/3 distance from ground
- \_\_\_\_\_ 6. Provide 10' clearance from chimney
- \_\_\_\_\_ 7. Clear Roof of combustible debris

**FUEL BREAK (REDUCE)**

**30' - 100' from structure**

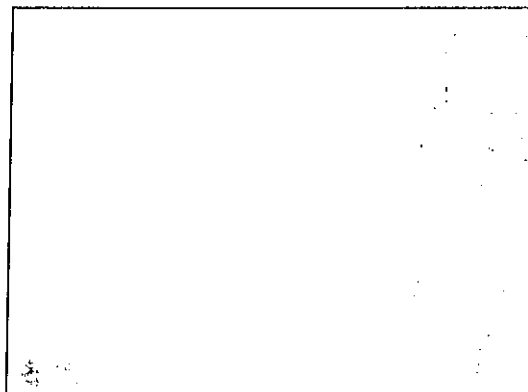
- \_\_\_\_\_ 8. Cut and maintain dry grass/weeds - 6"
- \_\_\_\_\_ 9. Clean and maintain haz. vegetation - 18"
- \_\_\_\_\_ 10. Clear 10' from roadside

**Both Fire Break & Fuel Break Requirements:**

- \_\_\_\_\_ 11. Dispose of cut vegetation and debris
- \_\_\_\_\_ 12. Remove vines, loose papery bark, and dead branches
- \_\_\_\_\_ 13. Install 1/2" screen covering on chimney and stovepipes

**COMMENTS:**

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FIELD			
OFFICE			
OFFICE			
TOTAL			

Inspector \_\_\_\_\_

Date \_\_\_\_\_

# **BOARD REPORTS**

**CSDA**  
Online Voting



**California Special  
Districts Association**

**CSDA**

*Districts Stronger Together*

Home

How It Works

Logout Brenda Navellier

## Electronic Ballot - 2018 CSDA Board of Directors Election, (Seat A) Bay Area Network

**Please vote for your choice**

Choose one of the following candidates:

- Robert Silano (Incumbent)
- Catharine Benediktsson
- Chad Davisson, SDA
- Akintunde Okupe
- Jan Palajac

**Robert Silano**    [\[view details\]](#)

**Catharine Benediktsson**    [\[view details\]](#)

**Chad Davisson**    [\[view details\]](#)

**Akintunde Okupe**    [\[view details\]](#)

**Jan Palajac**    [\[view details\]](#)

**Continue**

**Cancel**

This is the online voting system of CSDA. Powered by [Simply Voting](#).

Chad Davisson  
450 Walnut Meadows Drive  
Oakley, CA 94561

Subject: CSDA Election Region 3 (Bay Area Network), Seat A

My name is Chad Davisson and I am the General Manager of Ironhouse Sanitary District. I am running for the California Special District Association (CSDA) Director, Seat A – Bay Area Network.

I am very proud to have dedicated my 30-year career in water and wastewater to serving my local community through special districts and local government. I have since earned a degree in Public Administration from SDSU and an MBA from Saint Mary's College of California.

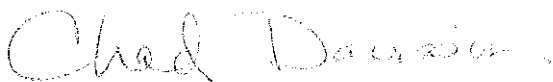
I have had the opportunity to work in several special districts throughout California and I recognize the importance and value of supporting CSDA as an advocate and resource. There are many agencies that may not have access to these valuable resources without CSDA membership. I have a vast understanding of special district needs and as a CSDA Board Member, I will use my experience and expertise to further enrich services that benefit CSDA members.

My goal as General Manager of the Ironhouse Sanitary District is to provide complete and open public transparency utilizing best management practices. Under my leadership, the District was awarded District of Distinction (Platinum Level) accreditation and the District Transparency Certificate of Excellence. I have received the CSDA Special District Administrator certification and completed the SDLF Leadership Academy.

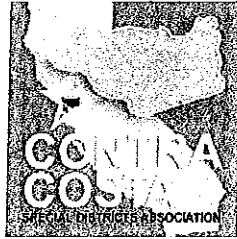
I actively attend and mentor special district professionals at CSDA's General Manager Leadership Summit coaching events. I am proud to say that Ironhouse staff members have received CSDA awards for their outstanding performance. I am also proud to support CSDA's local (Contra Costa County) chapter.

If elected, I will work diligently to ensure CSDA's continued success. I will apply my experience, commitment and leadership to be effective, efficient, and responsive to special district needs.

Thank you for your consideration,



Chad Davisson  
General Manager, Ironhouse Sanitary District  
Trustee President, Reclamation District No. 830



## Contra Costa Special Districts Association Newsletter

Contra Costa Chapter of the California Special Districts Association

July 2018 Quarterly Newsletter

### Mark your calendars with the future Chapter Meeting Dates:

~ July 16, 2018 ~ October 15, 2018 ~

*The Chapter normally meets from 10:00 AM - 12:30 PM at the Central Contra Costa Sanitary District - Come at 9:30 AM for a meet and greet opportunity to network. Refreshments will be available.  
Address: 5019 Imhoff Place, Martinez 94553*

*See the map for directions on the last page of this newsletter.*

### Contra Costa Special Districts Association July 16<sup>th</sup> Meeting

"All Things CSDA" will be the theme for the meeting with presentations from CSDA. We have invited special districts from Solano County to attend. Solano County is considering starting a local chapter of special districts. Please welcome any of the Solano County guests that you have the opportunity to meet.

### Is Your District Budget Under \$8 Million?

The Special District Leadership Foundation (SDLF) still has scholarship funds available to help pay for CSDA conferences - including the Special District Leadership Academy, CSDA Annual Conference & Exhibitor Showcase, and CSDA's Board Secretary/Clerk Conference, workshops, and webinars. Funds are available for both district staff and directors/trustees. There is rolling deadline of the 15th of each month and award notifications are made by the 30th of each month as funds are available. Visit [sdlf.org](http://sdlf.org) for more information and applications.



### 2018 CSDA Legislative Days

May 22nd marked the beginning of the 2018 Special District Legislative Days in Sacramento. Attendees arrived early Tuesday morning for the District NetWorks Café where special district officials met with other leaders from their region of California. The networking event was followed by a presentation recognizing Assembly Member Anna Caballero as Legislator of the Year and a legislative briefing from CSDA's legislative representatives.

Special districts leaders then went to the Capitol meeting with legislators and their staff. This year's event offers more Capitol visits than ever before in the afternoon, attendees returned to the Capitol for additional meetings. The Capitol Office Visits were focusing on three priority bills affecting transparency, property taxes, and district land leases. They heard an insightful policy briefing from CSDA staff and attend one of three in-depth policy breakout sessions focusing on human resources and personnel, public works and facilities, and revenue.

### CSDA Student Video Competition

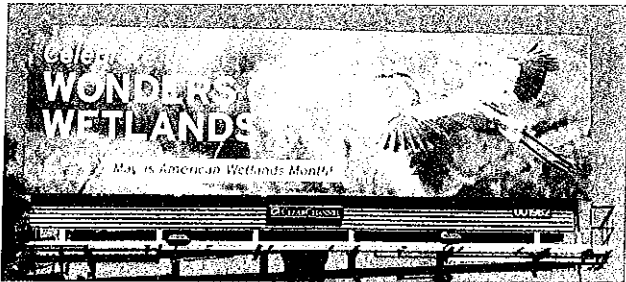
In an effort to increase the understanding and awareness of special districts, the California Special Districts Association (CSDA) is hosting another video competition for California high school and college students. Students are invited to learn more about special districts and enter the contest by creating a 60-second video. The main focus of the video must be on an individual special district, a type of special district, or a service provided by a special district.

For additional information and official rules see the Districts Make a Difference website or contact CSDA's Public Affairs Specialist, Tamara De La Rosa via email [tdelarosa@csda.net](mailto:tdelarosa@csda.net) or by calling 916-442-7887

See the 2017 contest winners at:  
<https://www.districtsmakethedifference.org>

## American Wetlands Billboard

Mt. View Sanitary District celebrated American Wetlands Month again this spring with a billboard which was up during the month of May. McNabney Marsh, the Mt. View Sanitary District treatment plant and administrative offices are adjacent to I-680 just before the Benicia Bridge.



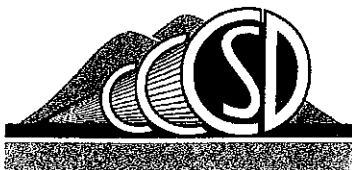
North America's largest and most widespread heron, the Great Blue Heron, has a wing-span of up to six feet. It can be found along the shores of fresh or salt water most often in wetlands. The Great Blue Heron is a very distinctive and handsome bird. It is very majestic to see them in flight, usually I only see them standing and wading to feed.

Great Blue Herons have adapted so well to living with humans that they have even been seen fishing for gold fish in small backyard ponds! Although primarily fish eaters, Great Blue Herons also eat frogs, turtles, crabs, aquatic insects, rodents, and even small birds. Great Blue Herons are solitary feeders, and usually forage while standing in water, sometimes up to their belly.

## Central Contra Costa Sanitary Adopts PARS Pension Rate Stabilization Program (PRSP)

Public Agencies Retirement Services (PARS) designs, implements and administers retirement products designed for the unique needs of public agencies.

The PARS Pension Rate Stabilization Program (PRSP) is designed for setting aside funds (prefunding) to address future pension contribution rate increases (due to lowered discount rates and changes to amortization policies). The PRSP allows a special district to maintain local control over these assets, has the potential for greater returns than a general fund can offer, and assets can be used at any time to pay pension obligations.



## ISD receives Transparency certification

Ironhouse Sanitary District received the Special Districts Leadership Foundation's (SDLF) District of Transparency Certificate of Excellence, once again showing its commitment to open government.



Left Board President Chris Lauritzen, CSDA board member Stan Caldwell, & Chad Davison Manager

To be eligible for the award, a district must satisfy a list of guidelines that show it is on a path of overall transparency, openness and accountability.

"Sharing information with our community is an obligation we take very seriously at Ironhouse," ISD General Manager Chad Davisson said. "It is important to our Board of Directors and staff that we work to empower the public with information and facilitate engagement and oversight."

SDLF is an independent, nonprofit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. This is the third time ISD has been awarded transparency certification through SDLF.

## CSDA Sample Policy Handbook Updates Now Available

Subscribers to the CSDA Sample Policy Handbook will be receiving their quarterly update with new policies. The Inclusive Workplace Policy, provided by CSDA Business Affiliate, Churchwell White, LLC brings districts up-to-date with SB 396.

Another recently drafted policy is the Legislative Advocacy Policy, providing guidance to special district board members and staff when advocating in their district's best interests. This policy was developed by CSDA's own legislative analyst, Mustafa Hessabi. Purchase of the handbook, delivered on a USB drive in an editable format, includes a subscription to quarterly updates.



## Assemblymember Anna Caballero was named the 2017 Legislator of the Year by the California Special District Association

On March 28, Assemblymember Anna Caballero was recognized as the CSDA Legislator of the Year. The event held at the Salinas Valley Memorial Healthcare System with dozens of special district officials and other local government leaders from across the state gathered together to express their appreciation for Assembly member Caballero's support of special districts and local flexibility.



Memorial Healthcare System President/CEO Pete Delgado, Anna Caballero, and CSDA Board Member Jeff Hodge

Throughout 2017, Assembly Member Caballero provided a thoughtful and considerate voice supporting local flexibility. She supported AB 979 which streamlined the process for special districts to obtain representation on their county's Local Agency Formation Commission (LAFCO) board. Assemblymember Caballero was also one of just a few legislators to stand with special districts in opposing SB 496, which now places the burden of upfront litigation costs on special districts when lawsuits arise from design professionals' negligence.

"Special districts play an important role in closing critical service gaps to communities. Special districts allow local leaders who are highly-informed about a particular service and about the specific needs of an area to make decisions that best serve the community," said Assemblymember Caballero upon receiving the Legislator of the Year award.

During CSDA's 2017 Special Districts Legislative Days conference, Assemblymember Caballero personally met with special district officials visiting the Capitol. She also attended CSDA's awards luncheon in Monterey to support special districts throughout the State who went above and beyond in serving their communities.

## East Bay Regional Parks Acquire Roddy Ranch Property

On April 3, 2018, the East Bay Regional Park District Board of Directors unanimously approved the acquisition of the Roddy Ranch Golf Course. The 230-acre property is being acquired in partnership with the East Contra Costa County Habitat Conservancy, which is providing funding for the majority of the purchase price. The total acquisition cost is \$1,955,000 with the Conservancy providing \$1,935,000 and purchase option. The District is also providing \$205,000 for the purchase of on-site, non-land property. All District funds are coming from Measure WW, approved by voters in 2008.

The 18-hole golf course announced its closing on August 11, 2016 after 16 years of operation. Many of the golf course greens and fairways have reverted to a more natural state. The golf course property and surrounding former Roddy Ranch properties will continue to be grazed to manage vegetation and reduce fire risks.

Park planning is expected to take several years and requires substantial environmental evaluation and community engagement. However, assembling a majority of the Roddy Ranch and other recently acquired properties as one new contiguous Park District property represents a giant leap forward toward bringing Deer Valley Regional Park to fruition.

The 230-acre golf course properties, along with the previously acquired Roddy Ranch properties, are part of the envisioned Deer Valley Regional Park. Deer Valley Regional Park was included in the District's 2013 master plan to protect habitat and expand recreational opportunities in East Contra Costa County. The purchase brings the future Deer Valley Regional Park to 3,254 total acres.



East Bay Regional Park District Ward 7 Director Colin Coffey, EBRPD Supervisor Rex Caufield and Keith Haydon, East Contra Costa County Habitat Conservancy board member, overlook the Roddy Ranch Golf Club,

## Contra Costa Resource Conservation District has a New Manager

Chris Lim says that he is honored and humbled to be the new Executive Director of the Contra Costa Resource Conservation District (RCD). He grew up in Contra Costa County, Lafayette to be exact, so to do conservation work in his home watersheds is a special opportunity for him.

Looking back on the path that led him to the RCD, he realized that he was always a scientist at heart. In remember in elementary school having two books titled, "How Things Work" and "Why Things Are." Out of all the sciences, he has always been most interested in Biology. Chris received an undergraduate degree from the University of California at Berkeley in Integrative Biology with an emphasis in Marine Biology and Oceanography. He also minored in Geography. After college, Chris started working in environmental laboratories, both collecting samples in the field and testing effluent. While he enjoyed working in applied science, he felt the need to make a bigger difference. So that led Chris to take jobs here and there in environmental education. This was the "front line" for creating positive environmental change in our communities. Continuing on this path led Chris to The Watershed Project, a grassroots environmental nonprofit located in Richmond, CA where he managed the "Living Shoreline Program." The program combined native Olympia oyster restoration with in-class education, including field trips, for Title one high schools.

Chris built one of the first community-based oyster reefs in San Francisco Bay (check it out during a low tide at Point Pinole Regional Park). While working, Chris also wanted to expand his skillset, so he enrolled in the Masters of Nonprofit Administration program at the University of San Francisco.

This rounded out his experience and he took the position of Executive Director for a nonprofit in San Luis Obispo County, Central Coast Salmon Enhancement, working on restoring Steelhead trout in combination with environmental education.

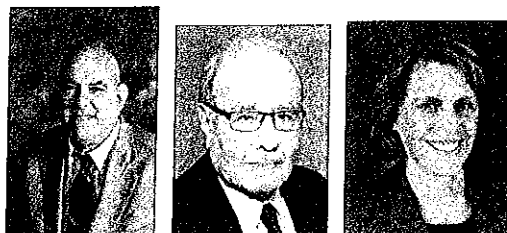
All Chris Lim's previous work experience, in the four sectors (private, public, nonprofit, and special districts), has led him to the Executive Director position at the RCD. In his several months at the RCD, he's gained a great appreciation for the skills of the staff and Board, while realizing there is so much potential to do more good work with greater impact.

The RCD's main programs currently focus on increasing watershed health by supporting local watershed and creek groups as well as partner ranchers and farmers. Chris envisions expanding RCD programs to incorporate more habitat restoration,

environmental education, and climate change adaptation. Welcome Chris Lim to the Contra Costa Resource Conservation District!

## Message from the CCSDA Executive Committee

We would welcome your comments and ideas anytime, please email us. Contact information can be found on the last page of this newsletter. Please feel free to send us a message; your valuable feedback will certainly help us continue to improve our service to you.



Stan Caldwell  
President

Ed Duarte  
Vice President

Susan Morgan  
Director at Large

We met in May and we concluded that we would like to have more frequency for the newsletter; we will produce it quarterly and strive to send it out the last week of the month prior to each meeting.

As attendees at our meetings know we have had agenda timing issues, effective with the next quarterly meeting we will provide written reports instead of verbal reports. (The reports will be sent out at agenda time) with the exception of the LAFCO report the Legislative Report, and maybe the California Special Districts Association report.

Susan Morgan wondered if we should move from CSDA web space to our own website, we will explore further the costs and benefits of doing so. It looks like Streamline can help build a website and host it for free! If we are lucky we may have a knock-up to share at the July meeting.

We are exploring a joint Alameda/Contra Costa special districts get-together. Possibly an evening reception with speakers of interested to both chapters.

We learned that Central San may not have meeting space for us due to a construction project that will remodel the multi-purpose room that we meet in, arrangements are being made to utilize the Pleasant Hill Community Center if that occurs.

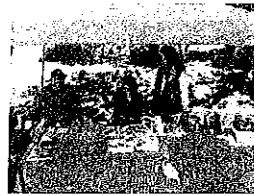
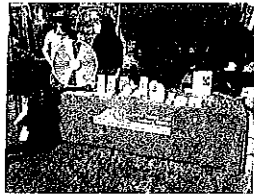
For our July 16<sup>th</sup> chapter meeting we have invited special districts from Solano County to join us. Please welcome all of them you meet.

## Earth Day & John Muir's Birthday

Environmentalist John Muir who was instrumental in establishing the National Park Service and helped the founding of the Sierra Club would have been 180 years old on his birthday April 21<sup>st</sup>.

An Earth Day celebration held each April on Earth Day at the John Muir House in Martinez always has local special districts with information booths. It was held on April 21<sup>st</sup> this year.

The celebration, hosted by the John Muir Association and the National Park Service, attracted an estimated 2,800 participants who learned about the organizations and public agencies in Contra Costa County that provide education and public outreach on many different environmental issues.



Contra Costa Water District, Central San, East Bay Regional Parks, and Mt. View Sanitary District each had a booth at the Earth Day Celebration. The booths provided information about conservation, ecology, and pollution themes.

The celebration features family-oriented activities, food for sale, live music including a bagpipe band, song performances by original cast members of the play Mountain Days, and exhibits by national parks and local environmental organizations.



Igor Skaredoff from the Contra Costa Conservation District acted as the Master of Ceremonies.

## Accessory Dwelling Unit Bills Scaled Back in Committee

Three bills that would ban all local agency fees on Accessory Dwelling Units (ADUs) were significantly scaled back in policy committees in April. . As amended, SB 831 (Wieckowski) and SB 1469 (Skinner) would ban impact fees, but would allow water and sanitary districts to continue to charge fees for establishing new connections and capacity charges. These agencies are still bringing their fee schedules into compliance with SB 1069 (2016) and SB 229 (2017), which placed limits on the amount a district can charge for connection and capacity fees. The third ADU bill, AB 2890 (Ting), took amendments that entirely removed the language banning local agency fees.

SB 831 and SB 1469 still ban impact fees, which account for the impacts on the usage of local public services other than water and sewer. Many park districts and fire protection districts rely on these fees to subsidize the indirect costs of growth. Exempting ADUs from impact fees would encourage developers to build more housing specifically as ADUs to evade local fees. The bills exempt ADUs up to 1,200 square feet.

## The "Big Picture" Master Plan

Pleasant Hill Recreation & Park District (Rec & Park) is now launching the next phase of their "Big Picture" Master Plan process. In mid-May, a randomized selection of District residents will receive a survey in the mail requesting feedback and ideas on District parks, facilities and recreational programs. Rec & Park highly encourages all recipients to complete and submit their surveys as soon as possible.

"This phase of our "Big Picture" process is a key opportunity for residents to anonymously voice their input and feedback," said Michelle Lacy, General Manager, and Rec & Park. "The goal is to get a clear picture of community priorities— new projects and improvements most valued by District residents."

The "Big Picture" Master Plan process is a yearlong project to. Project completion is expected in January 2019.

## CSDA 2018 General Manager Leadership Summit

June 24 - 26, 2018  
\$625 CSDA member - \$940 Non-member  
Contact CSDA or visit the GM Leadership Summit website here: <http://gmsummit.csdaneel/home>

## CCSDA Scholarship/Grant program Historical Society Update

Contra Costa County Historical Society ideas we are currently working on with the historical society:

Create a curriculum friendly history of the independent special districts that could ultimately be used by school teachers. Work with the Contra Costa County Historical Society which would produce a document of 2 to 3 pages per District (including maps) that would reflect the description and history of each District in Contra Costa County in a way that could best be used by a teacher to introduce the various Districts to his or her students. In 2017 they proposed to do this for \$3,000 and expected it would take up to one year to complete. This was a proposal from July 2017 that we did not act upon.

Essay Contest (as proposed by Bette Boatmun) - work with the various Contra Costa County Historical Societies to develop an essay contest for high school students to provide up to 1500 word essay about the history of special districts. (For a page with 1 inch margins, 12 point Times New Roman font, and minimal spacing elements, a good rule of thumb is 500 words for a single spaced page). Provide funds up to \$1500, (Historical Society to receive \$250 to administer the contest) the local historical society which would determine the amounts of the scholarship, and they would administer the contest. Winners would be recognized by the chapter.

## CCSDA Associate Members

Organizations and businesses that are not independent special districts can also participate in CCSDA as Associate Members. Associate Members will receive invitations to meetings and other CCSDA activities.

They will be featured in the newsletters; and will be listed on the CCSDA webpage. It will be a great way for them to stay up-to-date on local governance issues and engage directly with special districts.

Our Associate Members fund our Scholarships and Grants, if you know of any interested potential new members let the executive committee know and we will contact them.

## The Town of Discovery Bay CSD will hold a 20th Anniversary Celebration!

A celebration will be held on Saturday, June 23, 2018 at the Discovery Bay Community Center to celebrate the town's 20th anniversary. Congratulations and Happy Anniversary!

## BART to Antioch Service was kicked off with a Community Celebration

The service between the Pittsburg/Bay Point Station and Antioch is 10 miles long and adds two new stations. The extension will be able to carry an estimated 2,400 people in each direction, per hour, during rush hours.

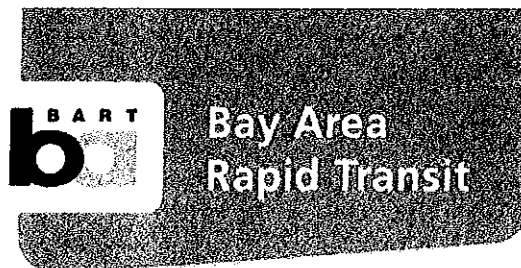


The extension will use a different type of train called a Diesel Multiple Unit (DMU). These trains are state-of-the-art, clean, and comfortable. They are environmentally friendly, meet the US Government's strictest emissions standards, and use renewable diesel from hydrogenated vegetable oil.

The BART to Antioch extension began carrying riders in East Contra Costa County on Saturday, May 26, 2018.

To celebrate, BART held a community ribbon-cutting celebration on Friday, May 25, 2018 at the new Antioch Station featuring free preview train rides and local entertainment.

The new service between the Pittsburg/Bay Point Station and Antioch is 10 miles long, adds two new stations, and provides much needed congestion relief on State Route 4.



## Best in State CWEA Awards

Ironhouse Sanitary District continues to garner major awards, and for the first time in its history has been named Plant of the Year for the entire state by the California Water Environment Association, or CWEA. The prestigious title is one of several ISD and its employees took home in CWEA's recent regional and statewide competitions.



The Plant of the Year award was among three statewide top honors ISD received during the annual CWEA spring conference in Sacramento. Ironhouse public outreach consultant Roni Gehlke won for Community Engagement and Outreach Person of the Year, while the District's Ironhouse Insider newsletter was named Newsletter of the Year. The District also received two second place awards: Supervisor of the Year for collections supervisor Louis Solana, and Community Engagement Project of the Year for the Fats, Oils and Grease (FOG) recycling station.

"This is a great honor for us," said Chad Davisson, general manager. "We're working hard to ensure that Ironhouse delivers the highest quality clean, sustainable recycled water, and to be recognized by our peers as the best in the state is incredibly gratifying."

Davisson also acknowledged a proactive Board of Directors and an innovative team of professionals as keys to ISD positioning itself not only as a leader in the recycled water industry, but also as a role model that other similar-sized agencies throughout California can aspire to.

To qualify for the state awards, entries must first win at CWEA regional competition. ISD is a member of the CWEA San Francisco Bay Section, which held its awards banquet at the Concord Hilton in January.

"We will continue to do our best for our customers," Davisson said. "This is just the beginning of what we want to achieve and where we want to go. We hold keeping the environment healthy and safe for our communities in the highest regard and intend to continue to be among the best in the state."

Below is a complete list of awards Ironhouse received this year:

### *CWEA STATE LEVEL*

- ☛ FIRST PLACE: Plant of the Year, Small – Water Recycling Facility
- ☛ FIRST PLACE: Community Engagement and Outreach, Person of the Year – Roni Gehlke, R&G Promotions, ISD Public Outreach Consultant
- ☛ FIRST PLACE: Community Engagement and Outreach, Newsletter of the Year – Ironhouse Insider newsletter
- ☛ SECOND PLACE: Supervisor of the Year – Louis Solana, ISD Collections Superintendent
- ☛ SECOND PLACE: Community Engagement and Outreach, Project of the Year, Small Budget – Fats, Oils and Grease (FOG) Recycling Station

### *CWEA SAN FRANCISCO BAY SECTION*

- ☛ FIRST PLACE: Plant of the Year, Small
- ☛ FIRST PLACE: Collection System of the Year, Small
- ☛ FIRST PLACE: Community Engagement and Outreach, Person of the Year
- ☛ FIRST PLACE: Community Engagement and Outreach, Project of the Year
- ☛ FIRST PLACE: Supervisor of the Year

## Different type font being used beginning with this newsletter

Did you notice the new type font being used throughout this newsletter? Supposedly the font Sans Serif is easier to read than the previously used font Arial. Serif and Sans Serif fonts have a traditional and conservative look and feel

## Is CCSDA Getting Your District News and Press Releases?

Contra Costa Special Districts Association (CCSDA) wants to know what is happening at your district. News of our local districts is of interest to us all. Please send us your news stories! Anytime your special district sends out a news release to the public or to the media please send a copy to CCSDA!

Send your district news to Stan Caldwell at [stan\\_caldwell@comcast.net](mailto:stan_caldwell@comcast.net) and keep us informed on all of the exciting things going on in your special district.



**California Special Districts Association**  
*Districts Stronger Together*

# Send your District News and Press Releases!

Please send your district news to Stan Caldwell at [stan\\_caldwell@comcast.net](mailto:stan_caldwell@comcast.net). Keep us informed on all of the exciting things your special district is up to. We welcome your news contributions to our newsletter!

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## Mark your calendars with our future Chapter Meeting Dates:

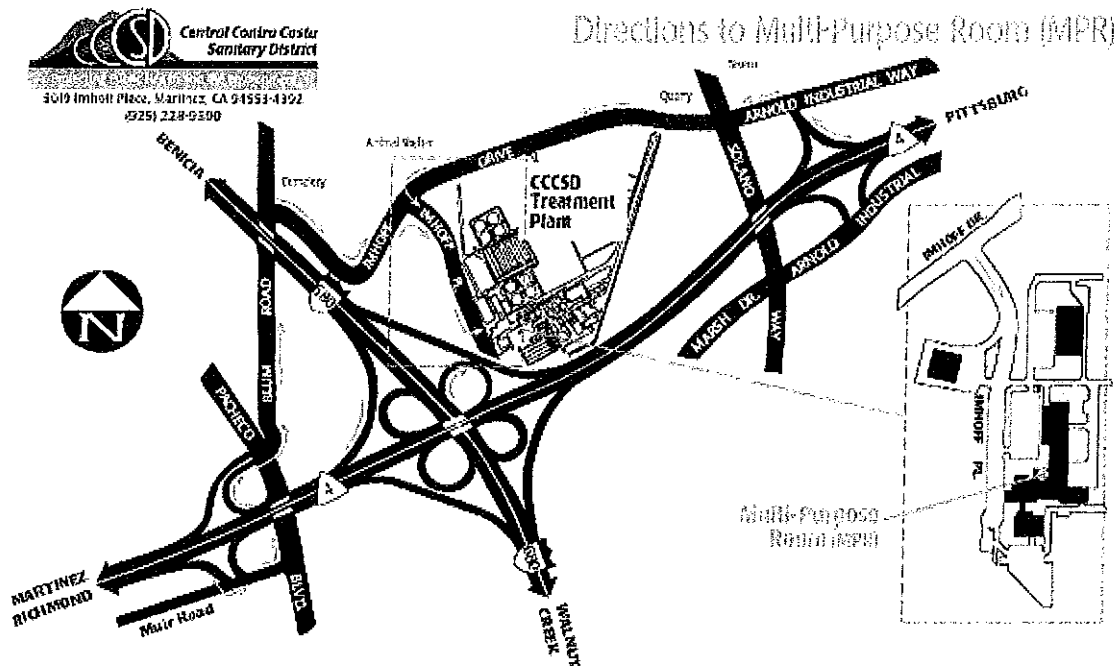
~ July 16, 2018 ~ October 15, 2018 ~

Come at 9:30 AM for a meet and greet opportunity to network, with refreshments available.

👁 Meeting begins at 10:00 AM

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



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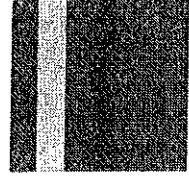
Contra Costa Special Districts Association  
C/o Central Contra Costa Sanitary District  
5019 Imhoff Place  
Martinez, CA 94553

Central Contra Costa Sanitary District contact Suzette Crayton Email: [scrayton@centralsan.org](mailto:scrayton@centralsan.org)  
Stanley Caldwell - President & Newsletter Editor - Email: [stan\\_caldwell@comcast.net](mailto:stan_caldwell@comcast.net)  
Edward Duarte - Vice President - Email: [duarte@dsrsd.com](mailto:duarte@dsrsd.com)  
Susan Morgan - Member at Large email: [smorgan@equilytics.com](mailto:smorgan@equilytics.com)  
Bert Michalczyk Treasurer - Email: [leedsourt@comcast.net](mailto:leedsourt@comcast.net)

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

Note the revised link for our chapter web space hosted at CSDA  
<https://www.csdanet/about-csda/chapters-networks/chapter-contra-costa>

Stacy Mar and Perry Anderson  
195 Purdue Ave, Kensington CA, 94708



June 9, 2018

Kensington and El Cerrito Fire District  
217 Arlington Ave  
Kensington, CA 94707

Dear Kensington and El Cerrito Fire District,

Thank you so much for extinguishing the fire at 195 Purdue Ave. It was due to your quick response, excellent teamwork, and great leadership that the fire did not spread through the neighborhood and harm anyone. This could have been a tragedy, but your efforts prevented that from being the case.

Although we are grateful and thankful for every person that helped, we especially want to mention Fire Chief Pighi. Not only did he do an excellent job leading the other fire districts who arrived at the scene, but he checked in with us often to make sure we were safe, we had a place to stay, and that we knew what was happening and what to expect.

Once again, our deepest gratitude and thanks go out to everyone at the Kensington and El Cerrito Fire District. All of you are heroes.

Sincerely,

Stacy Mar and Perry Anderson

