

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

Date of Meeting: December 11, 2013
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m.

CALL TO ORDER

Directors: Helmut Blaszczyk, Joe de Ville, Nina Harmon, Janice Kosel, and Larry Nagel

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of November 13, 2013 (APPROVE)
- CC 4. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #6** (APPROVE)
- CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** October/November 2013 (APPROVE)
6. **PRESIDENT'S REPORT**
7. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

NEW BUSINESS

8. Election of Officers for Calendar Year 2013 (ACTION)

9. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Blaschczyk)
- b. Public Safety Building (de Ville/Harmon)
- c. Education (Kosel)
- d. Contra Costa County/California Special Districts Assoc. (Nagel/Harmon): SDLF District of Distinction Accreditation and Transparency Certificate of Excellence congratulations; Congratulations from Stanly Caldwell
- e. Diablo Fire Safe Council/Interface (Staff)
- f. Correspondence: Thank you from Kruger family

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, January 8, 2013, 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 1/8/13 is Wednesday, 12/25/13 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 1/1/13 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE NOVEMBER 13, 2013 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

President de Ville called for the approval of the consent calendar (items 3, 4, 5 & 6) consisting of approval of the minutes of the October 9, 2013 meeting, approval of the October incident activity report, approval of the monthly transmittal #5, and approval of the monthly September/October financial report. Director Kosel made a motion to accept the consent calendar items as presented. The motion was seconded and passed unanimously.

ORAL COMMUNICATIONS:

None.

PRESIDENT'S REPORT:

President de Ville reported that KFPD has been awarded the CSDA Transparency Certificate of Excellence and also reaccredited a District of Distinction. De Ville reported that the KIC town hall meeting went well and was well attended. B/C Pigoni attended the meeting in Chief Maples place.

CHIEF'S REPORT:

Chief Maples reported on the very active fire season of 2013. Chief Pigoni also reported out this information at the KIC meeting. Maples reviewed the information included in the packet and drew the Board's attention to the staff's commitment—some individuals were deployed and away from their homes for as long as 15 days. It is still fire season and still very dry outside. Discussion followed on the impact of the Rim fire, the difficulty fighting it with the thick smoke, and the fact it was the third largest wildfire in California history.

The department held a promotional exam earlier today for the position of Engineer. Five candidates participated in the rigorous process. The department currently has two openings for Engineer promotions.

Chief Maples reported on the EB-80 Carlson on-ramp propane truck rollover response. E65 responded along with numerous other engines. The response was a success as the leaking truck did not ignite and no one was injured.

BOARD REPORTS:

Finance Committee: Kosel reported that the Committee will complete a mid-year budget review after the end of the year.

Public Safety Building: Navellier reported that the new flooring is complete.

CSDA: Nagel reported that there is currently a study being done on emergency medical services in Contra Costa County funded by County EMS. Another study is being done on Contra Costa County Fire Protection District funded by the County. Maples will circulate the study drafts once they are available early next year. The consultant has extensive experience at EMS but not with the fire service. Nagel also reported that County Chapter Chair Bette Boatman received the Hollingsworth award for her advocacy for special districts.

Wildland Interface: Maples reported that he walked the school district property with fire staff and conveyed concerns to school district staff. The school district has recently done quite a lot of work in the area. Maples will follow-up.

ADJOURNMENT: The meeting was adjourned at 7:23 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on December 11, 2013.

Attest:

Larry Nagel, Board Secretary

TRANSMITTAL - APPROVAL

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

| | | KENSINGTON FPD | | PY/CY: | |
|-------|---------------------|------------------------|--------------------------|-------------|------------|
| | | TRANSMITTAL - APPROVAL | | BATCH #: | |
| | | Invoices | | DATE: | |
| | | | | LOCATION #: | |
| | | | | FILENAME: | |
| | | | | KENSINGTON | |
| 00982 | Delta Dental | 12/11/2013 | BE000676647 Dec dental | 7840 1061 | 1,189.07 |
| 1169 | CalPERS | 11/14/2013 | 014162072 Dec med | 7840 1061 | 8,228.24 |
| 01406 | KFPD | 12/05/13 | Reimburse revolving fund | 7840 2490 | 10,829.98 |
| 01634 | Vision Service Plan | 11/21/13 | 001027770001 Dec vision | 7840 1061 | 330.22 |
| 02120 | City of El Cerrito | 12/01/13 | Dec fire protection | 7840 2328 | 192,760.66 |
| 07091 | Lamarena & Chang | 12/02/13 | 2195 - FY13 audit | 7840 2490 | 12,000.00 |
| TOTAL | | | | | 225,338.17 |

Kensington FPD Approval

Date: 12/15/13
Blindy Apule
 Date: 12/15/13

December 5, 2013

Attachment to Transmittal 1213

Kensington Fire Protection District Revolving Fund 01406

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

| <u>INVOICE DATE</u> | <u>DESCRIPTION</u> | <u>AMOUNT</u> |
|-------------------------|---|------------------|
| 11/15/2013 | Payroll processing | 52.40 |
| 11/15/2013 | Payroll - 11/1-11/15/13 | 2,490.44 |
| 11/15/2013 | Withholding payroll taxes 11/1- 11/15/13 | 977.57 |
| 11/9/2013 | Nextel - telephone | 64.47 |
| 11/5/2013 | AT&T - telephone | 368.13 |
| 11/3/2013 | PG&E - gas | 67.14 |
| 11/12/2013 | Pagepoint - website posting | 18.75 |
| 11/13/2013 | Manchester - staff/Director photos | 780.11 |
| 11/3/2013 | Farmers - life ins premium | 412.50 |
| 11/1/2013 | PG&E - electric | 1,121.16 |
| 11/13/2013 | Mechanics - open house, halloween, maint., etc. | 125.86 |
| 12/1/2013 | Stericycle - medical waste | 215.30 |
| 11/23/2013 | Mighetto - misc. maint. | 367.74 |
| 11/19/2013 | Russel - October accounting | 162.50 |
| 11/25/2013 | Nagel - reimburse conf meals, etc. | 85.50 |
| 12/3/2013 | Payroll processing | 52.40 |
| 12/3/2013 | Payroll - 11/16-11/30/13 | 2,490.44 |
| 12/3/2013 | Withholding payroll taxes 11/16- 11/30/13 | 977.57 |
| | Total | 10,829.98 |

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

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

Nov 13, 13

| ASSETS | |
|--|----------------------|
| Current Assets | |
| Checking/Savings | |
| Petty Cash | 200.00 |
| KFPD Revolving Acct - Gen Fund | 5,712.49 |
| General Fund | 648,281.30 |
| Special Tax Fund | 16,210.25 |
| Capital Fund | 5,022.77 |
| Total Checking/Savings | 675,426.81 |
| Accounts Receivable | |
| Advance on Taxes | 2,875,099.97 |
| Advance on Supplemental Taxes | 30,716.14 |
| Total Accounts Receivable | 2,905,816.11 |
| Other Current Assets | |
| Prepaid Services - EC | 1,573,883.49 |
| Prepaid CERBT - Retiree Trust | 1,054,096.19 |
| Investments | |
| Capital Replacement Funds | 969,877.00 |
| Fire Protect. Contract Reserves | 2,365,475.00 |
| Investments - Other | -818,979.11 |
| Total Investments | 2,516,372.89 |
| Total Other Current Assets | 5,144,352.57 |
| Total Current Assets | 8,725,595.49 |
| Fixed Assets | |
| Equipment | 1,056,930.12 |
| Accumulated Depreciation-Equip | -626,703.00 |
| Land | 5,800.00 |
| Building and Improvements | 1,997,306.30 |
| Accumulated Depreciation - Bldg | -684,659.00 |
| Current Capital Outlay | |
| Airpacks | 15,561.45 |
| Total Current Capital Outlay | 15,561.45 |
| Total Fixed Assets | 1,764,235.87 |
| TOTAL ASSETS | 10,489,831.36 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Due to Other - Issued by CCC | 26,520.96 |
| Total Accounts Payable | 26,520.96 |
| Other Current Liabilities | |
| El Cerrito Service Contract Pay | 1,573,883.49 |
| Wages & PR Taxes Payable | 1,239.00 |
| Total Other Current Liabilities | 1,575,122.49 |
| Total Current Liabilities | 1,601,643.45 |
| Total Liabilities | 1,601,643.45 |

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

| | <u>Nov 13, 13</u> |
|---------------------------------------|-----------------------------|
| Equity | |
| Fund Equity - General | 3,325,448.26 |
| Fund Equity - Capital Projects | 548,373.00 |
| Fund Equity - Special Revenue | 17,789.00 |
| Fund Equity - Gen Fixed Asset | 1,321,009.00 |
| Fund Equity | 1,535,196.38 |
| Net Income | 2,140,372.27 |
| Total Equity | <u>8,888,187.91</u> |
| TOTAL LIABILITIES & EQUITY | <u><u>10,489,831.36</u></u> |

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1 through November 13, 2013

| | Jul 1 - Nov 13, 13 | Jul 1 - Nov 13, 12 | \$ Change | % Change |
|--|---------------------|---------------------|--------------------|----------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 2,784,975.58 | 2,803,800.14 | -18,824.56 | -0.7% |
| Special Taxes | 200,428.40 | 200,395.20 | 33.20 | 0.0% |
| Other Tax Income | 148.12 | 0.00 | 148.12 | 100.0% |
| Lease Agreement | 15,757.00 | 15,298.00 | 459.00 | 3.0% |
| Interest Income | 1,916.82 | 2,396.31 | -479.49 | -20.0% |
| Salary Reimbursement Agreement | 15,908.10 | 15,537.48 | 370.62 | 2.4% |
| Miscellaneous Income | 15,452.30 | 0.00 | 15,452.30 | 100.0% |
| Total Income | 3,034,586.32 | 3,037,427.13 | -2,840.81 | -0.1% |
| Expense | | | | |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| LAFCO Fees | 1,760.39 | 1,541.07 | 219.32 | 14.2% |
| Contra Costa County Expenses | 131.58 | 2,466.03 | -2,334.45 | -94.7% |
| El Cerrito Contract Fee | 786,950.67 | 788,491.56 | -1,540.89 | -0.2% |
| Water System Improvements | 0.00 | 280,000.00 | -280,000.00 | -100.0% |
| Fire Abatement Contract | 865.00 | 2,550.00 | -1,685.00 | -66.1% |
| Risk Management Insurance | 10,601.00 | 10,200.00 | 401.00 | 3.9% |
| Professional Fees | | | | |
| Accounting | 1,446.25 | 1,023.75 | 422.50 | 41.3% |
| Actuarial Valuation | 2,500.00 | 0.00 | 2,500.00 | 100.0% |
| Audit | 0.00 | 7,000.00 | -7,000.00 | -100.0% |
| Legal Fees | 1,536.30 | 1,273.78 | 262.52 | 20.6% |
| Total Professional Fees | 5,482.55 | 9,297.53 | -3,814.98 | -41.0% |
| Wildland Vegetation Mgmt | 3,710.00 | 3,710.00 | 0.00 | 0.0% |
| Total OUTSIDE PROFESSIONAL SERVI... | 809,501.19 | 1,098,256.19 | -288,755.00 | -26.3% |
| RETIREE MEDICAL BENEFITS | | | | |
| PERS Medical | 21,360.44 | 20,079.15 | 1,281.29 | 6.4% |
| Delta Dental | 2,733.31 | 2,568.75 | 164.56 | 6.4% |
| Vision Care | 745.81 | 700.00 | 45.81 | 6.5% |
| Total RETIREE MEDICAL BENEFITS | 24,839.56 | 23,347.90 | 1,491.66 | 6.4% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 3,239.90 | 3,451.92 | -212.02 | -6.1% |
| Comm. Pharmaceutical Drop-Off | 238.14 | 707.54 | -469.40 | -66.3% |
| Vial of Life Program | 114.27 | 5.46 | 108.81 | 1,992.9% |
| Open Houses | 246.70 | 0.00 | 246.70 | 100.0% |
| Total COMMUNITY SERVICE ACTIVITIES | 3,839.01 | 4,164.92 | -325.91 | -7.8% |
| DISTRICT ACTIVITIES | | | | |
| Firefighter's Apparel | 0.00 | 822.15 | -822.15 | -100.0% |
| Firefighters' Expenses | 0.00 | 1,711.06 | -1,711.06 | -100.0% |
| Professional Development | 3,084.79 | 0.00 | 3,084.79 | 100.0% |
| Building Maintenance | | | | |
| Janitorial Service | 519.66 | 398.64 | 121.02 | 30.4% |
| Medical Waste Disposal | 881.01 | 2,744.45 | -1,863.44 | -67.9% |
| Building alarm | 100.00 | 100.00 | 0.00 | 0.0% |
| Gardening service | 360.00 | 360.00 | 0.00 | 0.0% |
| Miscellaneous Maint. | 6,854.77 | 4,028.56 | 2,826.21 | 70.2% |
| Total Building Maintenance | 8,715.44 | 7,631.65 | 1,083.79 | 14.2% |
| Building Utilities/Service | | | | |
| Garbage | 284.96 | 275.56 | 9.40 | 3.4% |
| Gas and Electric | 2,675.63 | 3,183.20 | -507.57 | -16.0% |
| Water/Sewer | 559.50 | 927.47 | -367.97 | -39.7% |
| Total Building Utilities/Service | 3,520.09 | 4,386.23 | -866.14 | -19.8% |
| Memberships | | | | |
| Office | 5,519.00 | 4,626.00 | 893.00 | 19.3% |
| Office Expense | 366.58 | 59.10 | 307.48 | 520.3% |
| Office Supplies | 248.73 | 329.73 | -81.00 | -24.6% |
| Telephone | 2,005.67 | 2,121.09 | -115.42 | -5.4% |
| Total Office | 2,620.98 | 2,509.92 | 111.06 | 4.4% |
| Total DISTRICT ACTIVITIES | 23,460.30 | 21,687.01 | 1,773.29 | 8.2% |
| Staff | | | | |
| Wages | 25,029.28 | 24,544.00 | 485.28 | 2.0% |
| Overtime Wages | 216.59 | 292.03 | -75.44 | -25.8% |
| Medical/dental ins compensation | 2,400.00 | 2,120.00 | 280.00 | 13.2% |
| Retirement Contribution | 1,251.44 | 1,227.20 | 24.24 | 2.0% |
| Payroll Taxes | 1,931.37 | 1,900.01 | 31.36 | 1.7% |
| Workers Compensation/Life Ins | 1,326.11 | 1,316.30 | 9.81 | 0.8% |
| Payroll Processing | 419.20 | 403.12 | 16.08 | 4.0% |
| Total Staff | 32,573.99 | 31,802.66 | 771.33 | 2.4% |
| Contingency | | | | |
| General | 0.00 | 3,160.61 | -3,160.61 | -100.0% |
| Total Contingency | 0.00 | 3,160.61 | -3,160.61 | -100.0% |
| Total Expense | 894,214.05 | 1,182,419.29 | -288,205.24 | -24.4% |
| Net Ordinary Income | 2,140,372.27 | 1,855,007.84 | 285,364.43 | 15.4% |

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

July 1 through November 13, 2013

| | Jul 1 - Nov 13, 13 | Jul 1 - Nov 13, 12 | \$ Change | % Change |
|-------------------------|---------------------|---------------------|-------------------|--------------|
| Other Income/Expense | | | | |
| Other Income | 1,218.21 | 1,385.40 | -167.19 | -12.1% |
| Transfers In - General | 1,218.21 | 1,385.40 | -167.19 | -12.1% |
| Total Other Income | 1,218.21 | 1,385.40 | -167.19 | -12.1% |
| Other Expense | 1,218.21 | 1,385.40 | -167.19 | -12.1% |
| Transfers Out - Capital | 1,218.21 | 1,385.40 | -167.19 | -12.1% |
| Total Other Expense | 1,218.21 | 1,385.40 | -167.19 | -12.1% |
| Net Other Income | 0.00 | 0.00 | 0.00 | 0.0% |
| Net Income | <u>2,140,372.27</u> | <u>1,855,007.84</u> | <u>285,364.43</u> | <u>15.4%</u> |

Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July through October 2013

| | Jul - Oct 13 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------------|-------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 2,784,975.58 | 2,765,000.00 | 19,975.58 | 100.7% |
| Special Taxes | 200,428.40 | 200,395.00 | 33.40 | 100.0% |
| Other Tax Income | 148.12 | 0.00 | 148.12 | 100.0% |
| Lease Agreement | 15,757.00 | 15,757.00 | 0.00 | 100.0% |
| Interest Income | 1,916.82 | 2,000.00 | -83.18 | 95.8% |
| Salary Reimbursement Agreement | 15,908.10 | 16,218.32 | -310.22 | 98.1% |
| Miscellaneous Income | 15,452.30 | 0.00 | 15,452.30 | 100.0% |
| Total Income | 3,034,586.32 | 2,999,370.32 | 35,216.00 | 101.2% |
| Expense | | | | |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| LAFCO Fees | 1,760.39 | 1,620.00 | 140.39 | 108.7% |
| Contra Costa County Expenses | 131.58 | 2,403.00 | -2,271.42 | 5.5% |
| EI Cerrito Contract Fee | 786,950.67 | 786,944.68 | 5.99 | 100.0% |
| Water System Improvements | 0.00 | 0.00 | 0.00 | 0.0% |
| Fire Abatement Contract | 865.00 | 8,000.00 | -7,135.00 | 10.8% |
| Risk Management Insurance | 10,601.00 | 10,600.00 | 1.00 | 100.0% |
| Professional Fees | | | | |
| Accounting | 1,446.25 | 1,500.00 | -53.75 | 96.4% |
| Actuarial Valuation | 2,500.00 | 3,500.00 | -1,000.00 | 71.4% |
| State Mandated Claims Consult | 0.00 | 0.00 | 0.00 | 0.0% |
| Audit | 0.00 | 7,000.00 | -7,000.00 | 0.0% |
| Legal Fees | 1,536.30 | 10,000.00 | -8,463.70 | 15.4% |
| Total Professional Fees | 5,482.55 | 22,000.00 | -16,517.45 | 24.9% |
| Wildland Vegetation Mgmt | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| Total OUTSIDE PROFESSIONAL SERVI... | 805,791.19 | 834,067.68 | -28,276.49 | 96.6% |
| RETIREE MEDICAL BENEFITS | | | | |
| PERS Medical | 17,088.36 | 17,088.32 | 0.04 | 100.0% |
| Delta Dental | 2,186.64 | 2,186.68 | -0.04 | 100.0% |
| Vision Care | 596.64 | 596.68 | -0.04 | 100.0% |
| Total RETIREE MEDICAL BENEFITS | 19,871.64 | 19,871.68 | -0.04 | 100.0% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 3,239.90 | 4,333.32 | -1,093.42 | 74.8% |
| Comm. Pharmaceutical Drop-Off | 238.14 | 750.00 | -511.86 | 31.8% |
| Vial of Life Program | 114.27 | 100.00 | 14.27 | 114.3% |
| CERT Emergency Kits | 0.00 | 0.00 | 0.00 | 0.0% |
| Open Houses | 246.70 | 500.00 | -253.30 | 49.3% |
| Community Shredder | 0.00 | 0.00 | 0.00 | 0.0% |
| Total COMMUNITY SERVICE ACTIVITIES | 3,839.01 | 5,683.32 | -1,844.31 | 67.5% |
| DISTRICT ACTIVITIES | | | | |
| Firefighter's Apparel | 0.00 | 800.00 | -800.00 | 0.0% |
| Firefighters' Expenses | 0.00 | 2,000.00 | -2,000.00 | 0.0% |
| Engine Rescue Equipment | 0.00 | 0.00 | 0.00 | 0.0% |
| Staff Appreciation | 0.00 | 0.00 | 0.00 | 0.0% |
| Professional Development | 3,057.10 | 2,500.00 | 557.10 | 122.3% |
| Building Maintenance | | | | |
| Janitorial Service | 414.66 | 500.00 | -85.34 | 82.9% |
| Medical Waste Disposal | 881.01 | 2,410.00 | -1,528.99 | 36.6% |
| Building alarm | 100.00 | 100.00 | 0.00 | 100.0% |
| Gardening service | 240.00 | 500.00 | -260.00 | 48.0% |
| Miscellaneous Maint. | 2,967.17 | 4,000.00 | -1,032.83 | 74.2% |
| Total Building Maintenance | 4,602.84 | 7,510.00 | -2,907.16 | 61.3% |
| Building Utilities/Service | | | | |
| Garbage | 284.96 | 295.00 | -10.04 | 96.6% |
| Gas and Electric | 2,675.63 | 2,333.32 | 342.31 | 114.7% |
| Water/Sewer | 559.50 | 900.00 | -340.50 | 62.2% |
| Total Building Utilities/Service | 3,520.09 | 3,528.32 | -8.23 | 99.8% |
| Election | 0.00 | 0.00 | 0.00 | 0.0% |
| Memberships | 600.00 | 500.00 | 100.00 | 120.0% |
| Office | | | | |
| Office Expense | 366.58 | 1,166.68 | -800.10 | 31.4% |
| Office Supplies | 248.73 | 833.32 | -584.59 | 29.8% |
| Telephone | 2,005.67 | 1,931.68 | 73.99 | 103.8% |
| Total Office | 2,620.98 | 3,931.68 | -1,310.70 | 66.7% |
| Total DISTRICT ACTIVITIES | 14,401.01 | 20,770.00 | -6,368.99 | 69.3% |
| Staff | | | | |
| Wages | 25,029.28 | 25,035.00 | -5.72 | 100.0% |
| Overtime Wages | 216.59 | 856.68 | -650.09 | 25.0% |
| Vacation Wages | 0.00 | 0.00 | 0.00 | 0.0% |
| Medical/dental Ins compensation | 2,400.00 | 2,400.00 | 0.00 | 100.0% |
| Retirement Contribution | 1,251.44 | 1,251.68 | -0.24 | 100.0% |
| Payroll Taxes | 1,931.37 | 2,138.00 | -206.63 | 90.3% |
| Workers Compensation/Life Ins | 917.30 | 900.00 | 17.30 | 101.9% |
| Payroll Processing | 366.80 | 360.00 | 6.80 | 101.9% |
| Total Staff | 32,112.78 | 32,951.36 | -838.58 | 97.5% |

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

July through October 2013

| | Jul - Oct 13 | Budget | \$ Over Budget | % of Budget |
|-----------------------------|---------------------|---------------------|-------------------|---------------|
| Contingency | | | | |
| General | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Contingency - Other | 0.00 | 0.00 | 0.00 | 0.0% |
| Total Contingency | 0.00 | 25,000.00 | -25,000.00 | 0.0% |
| Total Expense | 876,015.63 | 938,344.04 | -62,328.41 | 93.4% |
| Net Ordinary Income | 2,158,570.69 | 2,061,026.28 | 97,544.41 | 104.7% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Transfers In - General | 1,218.21 | | | |
| Total Other Income | 1,218.21 | | | |
| Other Expense | | | | |
| Transfers Out - Capital | 1,218.21 | | | |
| Total Other Expense | 1,218.21 | | | |
| Net Other Income | 0.00 | | | |
| Net Income | 2,158,570.69 | 2,061,026.28 | 97,544.41 | 104.7% |

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

December 2013

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Holiday Toy Program:

The Richmond/El Cerrito Fire & Police Holiday Toy Program is now in full swing. The program exists to collect and distribute new, unwrapped toys to economically disadvantaged children solely in the western Contra Costa County area during the holiday season. Toy donations are currently being accepted through December 20th for distribution this year. Toy barrels can be found at all local fire stations and many local businesses.

As professional firefighters, we see the ravages brought on by the loss of both homes and property. This non-profit organization strives to brighten the lives of needy children in west Contra Costa County, particularly during the holidays. Both monetary donations and donations of new, unwrapped toys are accepted. With generous donations from both local corporations and individuals, the Richmond/El Cerrito Fire & Police Holiday Toy Program has distributed toys for over 20 years to children ages 12 and under residing in the area. Also, in conjunction with staff from the Richmond Police Department, the Richmond/El Cerrito Fire & Police Holiday Toy Program distributes food baskets so that families can enjoy a holiday dinner.

The El Cerrito-Kensington Fire Department is proud to be a participant in this worthy program!

BOARD REPORTS



SPECIAL DISTRICT LEADERSHIP FOUNDATION

November 12, 2013

Ms. Brenda Navellier
Manager
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

RE: District of Distinction Accreditation and Transparency Certificate of Excellence

Dear Ms. Navellier:

Congratulations! The Kensington Fire Protection District has successfully completed the District of Distinction Reaccreditation and the Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important accreditation and certificate. By completing the District Transparency Certificate of Excellence Program, the Kensington Fire Protection District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Included with this letter is your press release template and a window cling so your district may showcase this important accomplishment.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

A handwritten signature in black ink, appearing to read 'David Aranda', written in a cursive style.

David Aranda
SDLF Board President



SPECIAL DISTRICT LEADERSHIP FOUNDATION

COPY

November 12, 2013

The Honorable Nancy Skinner
Member, California State Assembly
1515 Clay Street, Room 2201
Oakland, CA 94612

Dear Assembly Member Skinner:

On behalf of the Special Districts Leadership Foundation (SDLF), I am pleased to inform you that the Kensington Fire Protection District has received the "District of Distinction" reaccreditation by SDLF for its sound fiscal management policies and practices in district operations. By receiving this reaccreditation, the Kensington Fire Protection District has demonstrated its commitment to continuing education for board members and staff, practicing sound policies in the areas of governance, board conduct, district finances, transparency and reserves.

SDLF is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. In order to receive the accreditation, the Kensington Fire Protection District's board of directors and executive staff also provided proof of educational training in public governance, as well as compliance with ethics and harassment prevention training.

Furthermore, in order to receive the reaccreditation, the district had to meet SDLF's new transparency requirements. Some of these new requirements included posting of the following items on the district's website: election procedure and deadlines, posted board meeting schedule and agendas, current district budget, most recent financial audit and a list of compensation for board members and staff or a link to the State Controller's webpage with the data among various other requirements.

The Kensington Fire Protection District is commended for its efforts to conduct business on behalf of its constituents in an open and transparent manner and serves as a model of best practices for other agencies in our state.

Sincerely,

A handwritten signature in cursive script, appearing to read "David Aranda".

David Aranda
SDLF President

A handwritten signature in cursive script, appearing to read "Neil C. McCormick".

Neil McCormick
SDLF Administrator



SPECIAL DISTRICT LEADERSHIP FOUNDATION

COPY

November 12, 2013

The Honorable Loni Hancock
Member, California State Senate
1515 Clay Street, Suite 2002
Oakland, CA 94612

Dear Senator Hancock:

On behalf of the Special Districts Leadership Foundation (SDLF), I am pleased to inform you that the Kensington Fire Protection District has received the "District of Distinction" reaccreditation by SDLF for its sound fiscal management policies and practices in district operations. By receiving this reaccreditation, the Kensington Fire Protection District has demonstrated its commitment to continuing education for board members and staff, practicing sound policies in the areas of governance, board conduct, district finances, transparency and reserves.

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The Kensington Fire Protection District is commended for its efforts to conduct business on behalf of its constituents in an open and transparent manner and serves as a model of best practices for other agencies in our state.

Sincerely,

A handwritten signature in cursive script, appearing to read 'David Aranda'.

David Aranda
SDLF President

A handwritten signature in cursive script, appearing to read 'Neil McCormick'.

Neil McCormick
SDLF Administrator

From: Stan Caldwell <stan_caldwell@comcast.net>
To: Kensington Fire Protection Dist <kensingtonfirepd@aol.com>
Subject: Congratulations on your Reaccredited as a District of Distinction
Date: Tue, Nov 26, 2013 10:33 am

Just wanted to take the time to congratulate you on your reaccreditation as a District of Distinction! The District of Distinction accreditation is one of the most prestigious local government awards in the state of California, through the Special District Leadership Foundation (SDLF). You are to be congratulated on receiving the District Transparency Certificate of Excellence as well. I have been proud of the districts in Contra Costa County that have achieved such great recognition.

Congratulations,

Stanly Caldwell
Mt. View Sanitary District board member
Special District Leadership Foundation board member
California Special Districts Association board member (current president)
Contra Costa Special Districts Association Member at Large and Newsletter Editor

Karl H. & Gloria C. Kruger
#2 The Arlington
Kensington, CA 94707-1003

November 27, 2013

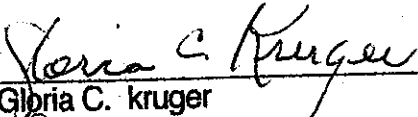
The Chief and Staff
Kensington Fire Department
217 Arlington Ave.
Kensington, CA 94707-1401

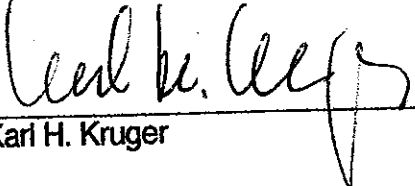
Dear Chief and Department:

We would like to thank your department and especially the two crews that came to our house on Thursday, November 21 for emergencies. The first crew came at about six a.m. They were professional and helpful and we were very happy to see them. The second crew arrived around ten a.m. Again, very professional, helpfully and welcomed.

We appreciate the quick and helpful responses on both occasions.

Again, thank you Kensington Fire Department.


Gloria C. Kruger


Karl H. Kruger