

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

Date of Meeting: October 14, 2015  
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).

7:00 p.m. **CALL TO ORDER**

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

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5, 6, 7, 8 & 9  
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 September 9, 2015 (APPROVE)
- CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** July 2015 (ACCEPT)
- CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** August 2015 (ACCEPT)
- CC 6. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** September 2015 (ACCEPT)
- CC 7. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #4** (APPROVE)
- CC 8. **APPROVAL OF MONTHLY FINANCIAL REPORT.** August/September 2015 (APPROVE)
- CC 9. **APPROVAL OF POLICY HANDBOOK CHANGES.** Mission Statement, Objectives, Goals and Policy 13–Public Records Requests – Second Reading (APPROVE)

10. **FIRE CHIEF'S REPORT**

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

11. **PRESIDENT'S REPORT**

**NEW BUSINESS**

12. El Cerrito-Kensington Community Wildfire Protection Plan presentation by Cheryl Miller of DFSC (ACTION)

13. Community Emergency Shed Partnership with KPPCSD (ACTION)

14. KFPD Policy, Employee and Operations Handbook – Proposed Amendment to Policy 1080 Board Meeting Conduct (ACTION)

15. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Nagel):
- b. Public Safety Building (de Ville/Harmon):
- c. Education (Kosel):
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Contra Costa Chapter Agenda for 10/19/15; fall 2015 Newsletter
- e. Diablo Fire Safe Council/Interface (Staff):
- f. Correspondence: email from Ciara Wood

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, November 18, 2015, at 7:00 p.m. at the Kensington Public Safety Building, 217 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 11/18/15 is Wednesday, 11/4/15 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 11/1/15 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 SEPTEMBER 9, 2015 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**      **Directors:**      Joe de Ville, Don Dommer, Nina Harmon, Janice Kosel,  
                    **Staff:**              Chief Lance Maples, Manager Brenda Navellier  
                    **Absent:**             Director Larry Nagel

**CALL TO ORDER:**

Vice President Harmon called the meeting to order at 7:00 p.m.

**OATH OF OFFICE:**

Secretary, Joe de Ville, administered the Oath of Office to Don Dommer who was appointed to fill the seat vacated by Michael Kassarian. The Board members all welcomed Director Dommer to the Board.

**APPROVAL OF CONSENT ITEMS:**

Vice President Harmon called for the approval of the consent calendar (items 4, 5, 6, 7 & 8), consisting of approval of the June 10, 2015 minutes, July 8, 2015 minutes, July incident activity report, approval of monthly transmittal #3, and approval of the monthly July/August 2015 financial report. Director Kosel moved the adoption of the consent calendar as submitted. Director Dommer seconded the motion.

AYES:           de Ville, Dommer, Harmon, Kosel,  
NOES:           None  
ABSENT:        Nagel

**ORAL COMMUNICATIONS:**

None.

Vice President Harmon moved the agenda to item 11, Resolution 15-06 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions – Los Altos Drive, Parcel 570-251-021, Kensington: Fire Prevention Officer, Chris Renshaw, introduced himself. FPO Renshaw stated that there were initially 59 properties identified in the annual weed abatement process but it has come down to just one property that had to be abated, a vacant lot on Los Altos. The abatement cost was \$500, admin fees were \$888 with a total cost of \$1,388. Director Kosel made a motion to adopt Resolution 15-06. Director de Ville seconded the motion. In response to a question, Renshaw reiterated the property is a vacant lot and he reviewed the multiple notification process that the department uses to notify property owners. The owner of this property was non-responsive to the notifications.

AYES:           de Ville, Dommer, Harmon, Kosel,  
NOES:           None  
ABSENT:        Nagel

**FIRE CHIEF'S REPORT:**

Chief Maples reported on the CERT Earthquake Drill held on August 29, 2015. There were 286 participants in El Cerrito and Kensington. Participants simulated an earthquake, performed a home check, checked on their neighbors and then reported to the EOC. This was the first drill of this type held since CERT has adopted Area Coordination. The goal was simply to get people participating and talking about disaster preparedness. The overall feedback was that participants want more exercises like this. Another full class of CERT started about three weeks ago. Chief Maples gave an overview of the many fires that the department has responded to throughout northern California since mid-July. The department has responded to the Wragg fire, the Lowell fire, the Humboldt Lightning Complex, the Jerusalem Fire, the Rough Fire, the Tesla Fire and the River Complex Fires. Chief Maples believes there will not be much relief from the many fires until October. As of this date, everyone is home and safe with no injuries. Maples reported that EBMUD will begin the Columbia Avenue improvements beginning next week. Neighbors have been noticed. Maples gave an explanation on Captain/Paramedic Kevin Janes and his certified communications/technical skills and the demand for his skills during the fire season. The department has not had any trouble backfilling at the stations. Director Kosel asked about the El Nino forecast. Maples said staff may be going from fire to flood. Chief Maples stated that Tri-City Safety Day will take place on September 19<sup>th</sup>,

everyone is welcome. Director Kosel pointed out the Kensington Fire Engine will take place in the Solano Stroll on September 13<sup>th</sup> and KFPD will have a joint pharmaceutical disposal with KPPCSD on September 26<sup>th</sup>.

**PRESIDENT'S REPORT:**

Vice President Harmon welcomed new Director Don Dommer and new Outlook Editor, Linnea Due.

**NEW BUSINESS:**

Public Hearing -- Resolution 15-07 Adopting the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for Fiscal Year 2015-2016: Director Kosel reviewed that a preliminary budget was adopted in June and the Board adopts the final budget in September. Revenue is projected at \$3.6 million, operating expenses are \$3 million but will be \$3.7 million with capital outlay. Rent from KPPCSD is \$1 for the second of three year agreement. Kosel said it costs about \$120,000 a year to operate the building and KFPD is thereby subsidizing KPPCSD. The District's major expenditure, the El Cerrito contract, is reduced from last year to \$2,369,000. Legal expenses are budgeted at \$30,000 but KFPD only spent \$5,000 last year. New items include CERT Sheds, the community shredding event is budgeted for two dates, matching grants to Kensington residents through the Diablo Fire Safe Council up to \$4,000, and a demonstration garden in Kensington park at a site selected by KPPCSD. The major change since June is the apparatus building project bid. That line item has been increased to \$370,000. Kosel reviewed the designated funds on the second page which include the engine replacement funds and the building improvements. Kosel reviewed the method of calculating the prices for the engines and the cost of maintaining the building. Property tax surplus that was received last year went into the designated building fund. The District will be performing a needs assessment/feasibility study on the building this year. Kosel reviewed that in addition to the designated funds, the District's money is in the retiree trust (100% funded), the El Cerrito contract set-aside, and an undesignated \$1.2 million.

Resident Dean Artis asked about the 12-month contract set aside. Chief Maples said it was adopted in September 2009 when the contract was renewed. Capital outlay for the Type I engine was split over two years. The majority of the construction costs are being paid in FY15-16 but modest expenditures were incurred in the previous fiscal year. Further details on the construction were discussed. Artis asked what is the goal of the Public Safety building fund? Kosel explained that the building costs a lot to maintain and that is part of the assessment/study to determine if there is an appropriate place in Kensington to site a new building that would be up to 2015 standards. The building is 47 years old and does not function well. It costs about \$100,000 a year to maintain. The building could also be torn down and rebuilt on the existing site. If the District decides to move from a band-aid approach to a major overhaul, a large amount of funds will be needed. Linnea Due asked about siting a new station in Kensington Park. The Board explained that was considered about 17 years ago but the idea was met with a lot of resistance. Artis suggested revisiting the option since 17 years is a long time. Both the current site and the park are close to the fault. More discussion on the retrofitting of the building was discussed. In answer to a question, Chief Maples said the El Cerrito contract was reduced thanks to the employee group paying a portion of their PERS contribution plus they did not take a 2+ percent raise that was due per their contract. Over the next couple of years, the group will be paying its full 12% of PERS. Navellier is a full time Kensington employee but El Cerrito reimburses the District for half of her time. Artis said he is working on per capita cost data for the KPPCSD governance committee. Kosel pointed him to the costs per fire station data on the website. Harmon said fire and police operations are very different it should be fire vs. fire but Kensington offers a very high level of service. Artis talked more about gathering data, population densities, square mile coverage, etc. LAFCO uses a per capita model. Maples said a per capita model does not work for this application. Kensington chooses to have a station and makes a decision for their level of service. If this was anywhere else in the County, there would not be a station located here but it would just be part of a service area. This skews the per capita number. Artis said the challenges of his analysis are what do you get that you pay for. He suggested response times were a big component. The Board added fire prevention services, building inspections, community outreach, paramedic service, etc. Artis had questions on the Incident Reports and response times, specifically on the July report. Chief Maples will check on an error in the report and bring it back at the next meeting. Director Kosel made a motion to adopt Resolution 15-07 as presented in the packet. Director Dommer seconded the motion.

AYES: de Ville, Dommer, Harmon Kosel  
NOES: None  
ABSENT: Nagel

KFPD Policy, Employee and Operations Handbook Review and Updates:

Vice President Harmon reported that she and Manager Navellier reviewed the entire Handbook and are submitting the proposed changes to the Board including the Mission statement, objectives and goals that were reworked at the Board's goal setting session in May. Also included is a new Policy #13 - Public Records Act Requests. Director Kosel thanked Harmon for her work and said she believes the changes reflect the discussion the Board had in May. She made a motion to adopt the policies as submitted in the Board packet. Director deVille seconded the motion.

AYES: de Ville, Dommer, Harmon Kosel  
NOES: None  
ABSENT: Nagel

Discussion on Possible Merger with KPPCSD: Vice President Harmon requested this discussion be put on the agenda in response to KPPCSD's ad hoc committee discussing the same topic but not including KFPD in the process. Harmon attended KPPCSD's meeting two months ago and expressed surprise but there has been no outreach on KPPCSD's part. Harmon suggested having two board members from each board sit down with the Managers and Chief and have a discussion or hold a special meeting to discuss the contract and have a discussion with the ad hoc committee. Director Kosel proposed holding a special meeting and inviting the ad hoc committee. KFPD has lots of experience to share on contracting. KFPD's contracting created significant cost savings and improvements to community safety. Kosel said a lot of people fear contracting but it has been a success story for KFPD. The two districts are dissimilar but the common thread is that KFPD has emerged from extraordinary financial difficulties by contracting. Director Dommer said he doesn't know why they wouldn't at least consider contracting referring to the Dorrah initiative. He believes KPPCSD has a spending problem not a revenue problem and merging with KFPD is viewed as easy pickings. Dommer suggested a joint meeting/joint agenda. Director de Ville thinks KFPD is being a bit premature. He thinks the ad hoc committee needs to meet, review data and then let them approach KFPD. KPPCSD has a new police chief who hasn't had much of a chance to make changes yet.

Anthony Knight said the two Boards are isolated. He said no one from the KPPCSD Board ever comes to the KFPD meetings unless it's an emergency situation. KFPD does go somewhat regularly to KPPCSD meetings but not all members participate. There is a lack of information on both sides by both Boards. Knight thinks KFPD should extend an invitation to the KPPCSD Board to attend their meetings. Harmon said she has both personally and publicly. Many years ago, each Board used to send a representative member to other's meetings.

Linnea Due thinks that KFPD may be confused about the ad hoc committee. She thinks it is a people's committee that is divorced from the Board and the Board does not even plan on attending their meetings. A public educational forum on the ECFD partnership doesn't need to be directed at the committee only.

Dean Artis said this is a community issue and asked KFPD to not be defensive. He believes a town hall meeting to share information would be beneficial. He believes the mandate of the committee is to have town hall meetings on the three proposed areas the committee is charged with. He is looking at the issue through data gathering. The committee needs to define where there are problems and where there is just history. Artis believes that for any meaningful change to happen, the community should have a vote. The community should ultimately own the decision.

The Board decided by consensus to table the discussion.

**BOARD REPORTS:**

Public Safety Building: Manager Navellier reported that construction started in August, all asbestos has been removed at this point, the project is a bit ahead of schedule and substantial completion is expected to be done by the end of October. There have been a couple of minor change orders due to unforeseen circumstances. The new engine is due sometime in October.

Education: Director Harmon commended staff on the Ready, Set, Go! brochure that was delivered in August.

CSDA: Director Dommer said he will be attending the annual conference.

Diablo Fire Safe: Chief Maples reported that two neighborhood groups, one off of Purdue and one off of Beloit, were successful in apply for \$5,000 vegetation management grants from DFSC.

Correspondence: The Board received a thank you letter from Donna Stanton.

**ADJOURNMENT:** The meeting was adjourned at 8:29 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

KFPD Minutes of September 9, 2015

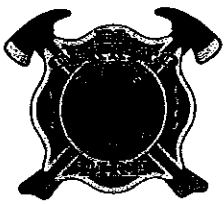
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These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on October 14, 2015.

Attest:

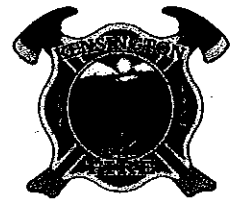
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Joe de Ville, Board Secretary



# 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)



August 1, 2015

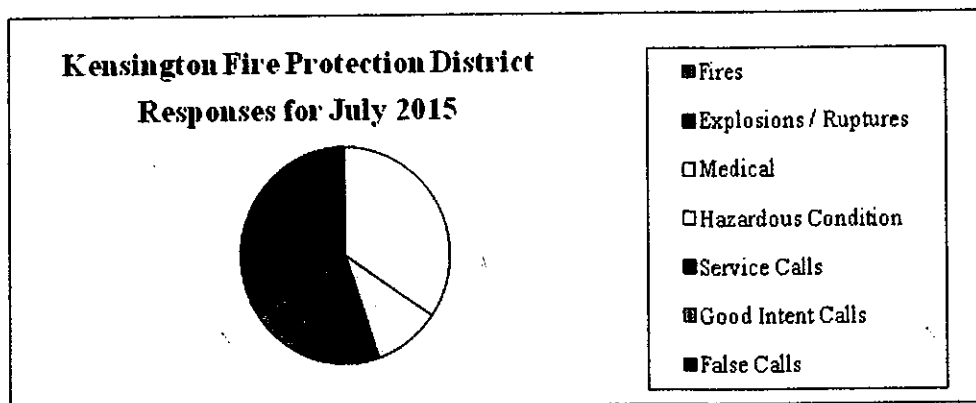
**TO:** Kensington Fire Protection District Board Members  
**FROM:** Laurence I. Carr: Battalion Chief  
**RE:** Incident Activity Reports for the Month of July 2015

There were 29 incidents that occurred during the month of July in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 58 calls in all districts.

One July 25, 2015, Engine 65 responded to a structure fire in Berkley which was the first call under the new auto-aid agreement the District entered in with them. The fire turned out to be unfounded and Engine 65 returned to service and back to the district.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	10	34.48%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	3	10.34%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	4	13.79%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	6.90%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	10	34.48%
<b>Totals</b>		<b>29</b>	<b>100.00%</b>





# Kensington Fire Protection District Response Log for July 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1501659	01-Jul-15 08:55:04	504 COLUSA AVE	Kensington	E65	321
2	1501672	02-Jul-15 00:58:46	129 WINDSOR AVE	Kensington	E65	321
3	1501684	03-Jul-15 13:40:26	110 PURDUE AVE	Kensington	E65	321
4	1501686	03-Jul-15 16:57:31	23 COWPER AVE	Kensington	E65	412
5	1501692	04-Jul-15 12:02:08	149 PURDUE AVE	Kensington	E65	522
6	1501699	04-Jul-15 18:40:01	237 AMHERST AVE	Kensington	E65	321
7	1501705	05-Jul-15 09:37:09	172 HIGHLAND BLVD	Kensington	E65	522
8	1501712	06-Jul-15 11:50:18	375 OCEAN VIEW AVE	Kensington	E65	553
9	1501714	06-Jul-15 18:12:32	375 OCEAN VIEW AVE	Kensington	E65	321
10	1501721	07-Jul-15 09:51:11	1605 OCEAN VIEW AVE	Kensington	E65	321
11	1501734	09-Jul-15 12:58:33	129 PURDUE AVE	Kensington	E65	321
12	1501747	11-Jul-15 03:00:46	205 LAKE DR	Kensington	E65	321
13	1501748	11-Jul-15 09:30:24	19 ARLINGTON CT	Kensington	E65	745
14	1501750	11-Jul-15 09:30:24	242 TRINITY AVE	Kensington	E65	745
15	1501768	11-Jul-15 09:30:24	45 STRATFORD DR	Kensington	E65	745
16	1501776	11-Jul-15 09:30:24	34 KERR AVE	Kensington	E65	745
17	1501793	11-Jul-15 09:30:24	50 RINCON DR	Kensington	E65	745
18	1501795	11-Jul-15 16:47:39	295 PURDUE AVE	Kensington	E65	553
19	1501796	13-Jul-15 18:30:09	256 GRIZZLY PEAK BLVD	Kensington	E65	735
20	1501797	13-Jul-15 18:30:09	210 ARLINGTON AVE	Kensington	E65	735
21	1501804	13-Jul-15 18:30:09	292 COVENTRY DR	Kensington	E65	735
22	1501809	13-Jul-15 18:30:09	6 MARCHANT CT	Kensington	E65	735
23	1501832	13-Jul-15 18:30:09	560 COVENTRY DR	Kensington	E65	735
24	1501839	14-Jul-15 10:20:20	45 STRATFORD DR	Kensington	E65	444
25	1501887	16-Jul-15 03:27:48	200 KENYON AVE	Kensington	E65	321
26	1501888	16-Jul-15 12:21:48	217 ARLINGTON AVE	Kensington	E65	611M
27	1501889	16-Jul-15 12:27:18	217 ARLINGTON AVE	Kensington	E65	611H
28	1501912	16-Jul-15 13:26:55	212 COLGATE AVE	Kensington	E65	321
29	1501917	17-Jul-15 10:14:10	176 HIGHLAND BLVD	Kensington	E65	445

\* See Attached Table for Incident Type Explanations

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

# Kensington Fire Protection District

## Engine 65 Response Log for July 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1501659	01-Jul-15 08:55:04	504 COLUSA AVE	Kensington	E65	321
2	1501660	01-Jul-15 12:53:25	6810 EUREKA AVE	El Cerrito	E65	745
3	1501672	02-Jul-15 00:58:46	129 WINDSOR AVE	Kensington	E65	321
4	1501684	03-Jul-15 13:40:26	110 PURDUE AVE	Kensington	E65	321
5	1501686	03-Jul-15 16:57:31	23 COWPER AVE	Kensington	E65	412
6	1501692	04-Jul-15 12:02:08	149 PURDUE AVE	Kensington	E65	522
7	1501697	04-Jul-15 15:08:56	6439 HAZEL AVE	East Richmond	E65	111
8	1501699	04-Jul-15 18:40:01	237 AMHERST AVE	Kensington	E65	321
9	1501705	05-Jul-15 09:37:09	172 HIGHLAND BLVD	Kensington	E65	522
10	1501707	05-Jul-15 15:24:37	10810 SAN PABLO AVE	El Cerrito	E65	151
11	1501712	06-Jul-15 11:50:18	375 OCEAN VIEW AVE	Kensington	E65	553
12	1501714	06-Jul-15 18:12:32	375 OCEAN VIEW AVE	Kensington	E65	321
13	1501717	06-Jul-15 20:40:19	7455 SEA VIEW PL	El Cerrito	E65	140
14	1501721	07-Jul-15 09:51:11	1605 OCEAN VIEW AVE	Kensington	E65	321
15	1501728	08-Jul-15 17:08:01	840 CONTRA COSTA DR	El Cerrito	E65	622
16	1501734	09-Jul-15 12:58:33	129 PURDUE AVE	Kensington	E65	321
17	1501743	10-Jul-15 16:17:55	844 LEXINGTON AVE	El Cerrito	E65	611M
18	1501744	10-Jul-15 16:50:14	840 CONTRA COSTA DR	El Cerrito	E65	622
19	1501747	11-Jul-15 03:00:46	205 LAKE DR	Kensington	E65	321
20	1501748	11-Jul-15 09:30:24	19 ARLINGTON CT	Kensington	E65	745
21	1501750	11-Jul-15 16:47:39	242 TRINITY AVE	Kensington	E65	553
22	1501768	13-Jul-15 18:30:09	45 STRATFORD DR	Kensington	E65	735
23	1501776	14-Jul-15 10:20:20	34 KERR AVE	Kensington	E65	444
24	1501785	15-Jul-15 14:23:06	7900 CUTTING BLVD	El Cerrito	E65	611X
25	1501793	16-Jul-15 03:27:48	50 RINCON DR	Kensington	E65	321
26	1501794	16-Jul-15 04:02:48	10203 SAN PABLO AVE	El Cerrito	E65	611X
27	1501795	16-Jul-15 12:21:48	295 PURDUE AVE	Kensington	E65	611M
28	1501796	16-Jul-15 12:27:18	256 GRIZZLY PEAK BLVD	Kensington	E65	611H
29	1501797	16-Jul-15 13:26:55	210 ARLINGTON AVE	Kensington	E65	321
30	1501804	17-Jul-15 10:14:10	292 COVENTRY DR	Kensington	E65	445

31	1501809	17-Jul-15 18:36:17	6 MARCHANT CT	Kensington	E65	321
32	1501823	19-Jul-15 14:53:13	863 GELSTON PL	El Cerrito	E65	321
33	1501830	20-Jul-15 13:16:14	7075 CUTTING BLVD	El Cerrito	E65	740
34	1501832	20-Jul-15 14:37:49	560 COVENTRY DR	Kensington	E65	321
35	1501837	21-Jul-15 13:46:29	856 SHEVLIN DR	El Cerrito	E65	321
36	1501838	21-Jul-15 14:50:43	7522 TERRACE DR	El Cerrito	E65	444
37	1501839	21-Jul-15 16:09:55	45 STRATFORD DR	Kensington	E65	611X
38	1501843	22-Jul-15 10:27:11	10398 SAN PABLO AVE	El Cerrito	E65	745
39	1501846	22-Jul-15 13:37:02	10203 SAN PABLO AVE	El Cerrito	E65	714
40	1501847	22-Jul-15 13:53:41	622 ELM ST	El Cerrito	E65	700
41	1501848	22-Jul-15 14:17:10	SAN PABLO AVE	Richmond	E65	381
42	1501859	23-Jul-15 11:32:15	6495 PORTOLA DR	El Cerrito	E65	740
43	1501874	24-Jul-15 11:10:26	11344 SAN PABLO AVE	El Cerrito	E65	611M
44	1501878	24-Jul-15 14:46:16	CENTRAL PARK /CANON DR	Richmond	E65	611M
45	1501882	25-Jul-15 08:03:57	10203 SAN PABLO AVE	El Cerrito	E65	611F
46	1501887	25-Jul-15 12:49:10	200 KENYON AVE	Kensington	E65	322
47	1501888	25-Jul-15 13:29:33	217 ARLINGTON AVE	Kensington	E65	900A
48	1501889	25-Jul-15 13:32:41	217 ARLINGTON AVE	Kensington	E65	900A
49	1501892	25-Jul-15 18:23:44	540 ASHBURY AVE	El Cerrito	E65	743
50	1501894	25-Jul-15 23:30:34	549 CRAIGMOUNT	BERKELEY	E65	611F
51	1501901	27-Jul-15 10:35:09	6400 MANILA AVE	El Cerrito	E65	321
52	1501902	27-Jul-15 10:58:11	165 22ND ST	Richmond	E65	611X
53	1501903	27-Jul-15 14:14:13	10506 SAN PABLO AVE	El Cerrito	E65	321
54	1501904	27-Jul-15 14:29:11	7007 MOESER LN	El Cerrito	E65	511
55	1501905	27-Jul-15 16:35:33	853 KENSINGTON DR	El Cerrito	E65	321
56	1501912	28-Jul-15 21:14:25	212 COLGATE AVE	Kensington	E65	321
57	1501914	29-Jul-15 09:57:40	COLUSA AVE	El Cerrito	E65	600
58	1501917	29-Jul-15 15:08:44	176 HIGHLAND BLVD	Kensington	E65	321

\* See Attached Table for Incident Type Explanations

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

500  
600  
700

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



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

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September 1, 2015

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

**FROM:** Laurence I. Carr: Battalion Chief

**RE:** Incident Activity Reports for the Month of August 2015

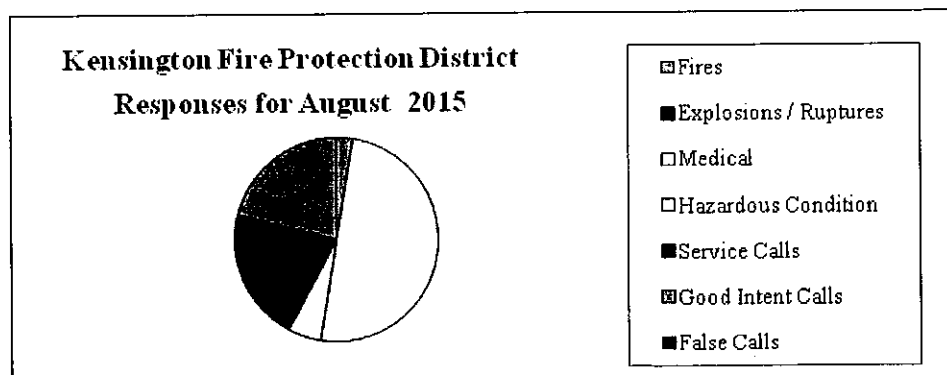
There were 38 incidents that occurred during the month of August in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 65 calls in all districts.

On August 16, 2015, Engine 365 responded mutual aid to a vegetation fire in the Tilden Park/Berkeley Hills area along with units from Oakland, Berkeley, East Bay Parks, Moraga – Orinda and Call Fire. Engine 365 initiated fire attack on one side of the fire and was committed for a few hours with overhaul.

On August 27, 2015, Engine 65 responded to a possible structure fire on Highland Blvd. The home owner has left a gas barbeque that was built into a stucco structure on all night and awoke to find it on and smoke coming from around the structure. Upon further investigation, Engine 65 found that the heat from the appliance that charred the wood framing behind the stucco and they were smoldering. Engines 65 removed the barbeque and overhauled the wall removing a lot of the stucco to access and extinguish the fire. Damage was estimated at \$5,000.00

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	2.63%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	19	50.00%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	5.26%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	8	21.05%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	8	21.05%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	0	0.00%
<b>Totals</b>		<b>38</b>	<b>100.00%</b>



# Kensington Fire Protection District Response Log for August 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1501943	02-Aug-15 10:22:52	45 STRATFORD DR	Kensington	E65	611X
2	1501949	03-Aug-15 02:50:19	205 LAKE DR	Kensington	E65	611M
3	1501955	03-Aug-15 19:05:17	212 COLGATE AVE	Kensington	E65	554
4	1501962	04-Aug-15 07:53:37	212 COLGATE AVE	Kensington	E65	321
5	1501967	04-Aug-15 22:05:14	269 LAKE DR	Kensington	E65	321
6	1502000	07-Aug-15 19:24:11	400 YALE AVE	Kensington	E65	444
7	1502012	09-Aug-15 06:39:14	42 ARLINGTON AVE	Kensington	E65	522
8	1502013	09-Aug-15 09:26:09	1632 OCEAN VIEW AVE	Kensington	E65	321
9	1502016	09-Aug-15 16:35:24	540 KENYON AVE	Kensington	E65	321
10	1502018	10-Aug-15 02:25:44	41 HIGHLAND BLVD	Kensington	E65	321
11	1502020	10-Aug-15 08:48:22	92 STRATFORD DR	Kensington	E65	611X
12	1502034	11-Aug-15 14:32:36	COVENTRY DR	Kensington	E65	553
13	1502036	11-Aug-15 18:15:25	55 ARLMONT DR	Kensington	E65	321
14	1502049	13-Aug-15 16:31:23	244 COLGATE AVE	Kensington	E65	321
15	1502055	14-Aug-15 04:59:56	5 EDGECROFT DR	Kensington	E65	321
16	1502057	14-Aug-15 06:56:41	LOS ALTOS DR	Kensington	E65	651
17	1502064	14-Aug-15 14:27:39	642 BELOIT AVE	Kensington	E71	651
18	1502068	14-Aug-15 18:15:15	26 ARLMONT DR	Kensington	E65	553
19	1502073	15-Aug-15 09:46:29	275 LAKE DR	Kensington	E65	651
20	1502074	15-Aug-15 10:40:57	255 COLUMBIA AVE	Kensington	E65	400
21	1502085	16-Aug-15 21:30:30	711 COVENTRY DR	Kensington	E65	321
22	1502086	17-Aug-15 01:42:40	71 ARDMORE DR	Kensington	E65	611M
23	1502087	17-Aug-15 02:28:57	65 NORWOOD AVE	Kensington	E65	321
24	1502097	17-Aug-15 19:08:53	63 HIGHLAND BLVD	Kensington	E65	321
25	1502101	18-Aug-15 09:45:15	63 HIGHLAND BLVD	Kensington	E65	321
26	1502111	20-Aug-15 12:00:46	20 KENIL WORTH DR	Kensington	E65	321
27	1502142	23-Aug-15 09:54:19	63 HIGHLAND BLVD	Kensington	E65	321
28	1502150	23-Aug-15 17:01:34	# 1 ARDMORE PATH	Kensington	E72	321
29	1502151	23-Aug-15 20:45:35	1 ARDMORE PATH	Kensington	E65	551
30	1502169	26-Aug-15 10:15:39	38 HIGHGATE RD	Kensington	E72	611M

31	1502175	26-Aug-15 21:33:13	10 HIGHLAND BLVD	Kensington	E65	321
32	1502176	27-Aug-15 05:10:44	122 HIGHLAND BLVD	Kensington	E65	112
33	1502185	27-Aug-15 14:00:01	829 COVENTRY DR	Kensington	E65	322
34	1502186	27-Aug-15 19:50:10	375 OCEAN VIEW AVE	Kensington	E65	554
35	1502197	29-Aug-15 00:07:56	108 ARLINGTON AVE	Kensington	E65	531
36	1502200	29-Aug-15 07:36:02	242 TRINITY AVE	Kensington	E65	321
37	1502202	29-Aug-15 10:50:22	216 LAKE DR	Kensington	E65	321
38	1502215	31-Aug-15 07:44:45	17 EDGECROFT DR	Kensington	E65	561

\* See Attached Table for Incident Type Explanations

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



# Kensington Fire Protection District

## Engine 65 Response Log for August 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1501943	02-Aug-15 10:22:52	45 STRATFORD DR	Kensington	E65	611X
2	1501947	02-Aug-15 15:56:08	430 COLUSA AVE	El Cerrito	E65	444
3	1501949	03-Aug-15 02:50:19	205 LAKE DR	Kensington	E65	611M
4	1501955	03-Aug-15 19:05:17	212 COLGATE AVE	Kensington	E65	554
5	1501957	03-Aug-15 20:00:41	10203 SAN PABLO AVE	El Cerrito	E65	611X
6	1501958	03-Aug-15 20:07:52	10690 SAN PABLO AVE	El Cerrito	E65	321
7	1501962	04-Aug-15 07:53:37	212 COLGATE AVE	Kensington	E65	321
8	1501966	04-Aug-15 18:45:55	TERRACE DR	El Cerrito	E65	321
9	1501967	04-Aug-15 22:05:14	269 LAKE DR	Kensington	E65	321
10	1501970	05-Aug-15 09:18:22	STOCKTON AVE	El Cerrito	E65	520
11	1501972	05-Aug-15 10:58:29	7659 STOCKTON AVE	El Cerrito	E65	321
12	1501978	06-Aug-15 02:17:36	540 ASHBURY AVE	El Cerrito	E65	745
13	1501980	06-Aug-15 08:17:10	1319 ARLINGTON BLVD	El Cerrito	E65	131
14	1501993	07-Aug-15 14:58:33	620 Seaview AVE	El Cerrito	E65	143
15	1501994	07-Aug-15 15:31:37	697 ARLINGTON AVE	El Cerrito	E65	621
16	1501998	07-Aug-15 17:36:07	7502 FAIRMOUNT AVE	El Cerrito	E65	321
17	1502000	07-Aug-15 19:24:11	400 YALE AVE	Kensington	E65	444
18	1502008	08-Aug-15 10:27:49	1602 RICHMOND ST	El Cerrito	E65	321
19	1502012	09-Aug-15 06:39:14	42 ARLINGTON AVE	Kensington	E65	522
20	1502013	09-Aug-15 09:26:09	1632 OCEAN VIEW AVE	Kensington	E65	321
21	1502015	09-Aug-15 16:09:58	384 COLUSA AVE	El Cerrito	E65	321
22	1502016	09-Aug-15 16:35:24	540 KENYON AVE	Kensington	E65	321
23	1502017	09-Aug-15 20:39:34	8420 WILDCAT DR	El Cerrito	E65	743
24	1502018	10-Aug-15 02:25:44	41 HIGHLAND BLVD	Kensington	E65	321
25	1502020	10-Aug-15 08:48:22	92 STRATFORD DR	Kensington	E65	611X
26	1502033	11-Aug-15 14:18:16	8420 WILDCAT DR	El Cerrito	E65	733
27	1502034	11-Aug-15 14:32:36	COVENTRY DR	Kensington	E65	553
28	1502036	11-Aug-15 18:15:25	55 ARLMONT DR	Kensington	E65	321
29	1502049	13-Aug-15 16:31:23	244 COLGATE AVE	Kensington	E65	321
30	1502055	14-Aug-15 04:59:56	5 EDGECROFT DR	Kensington	E65	321

31	1502057	14-Aug-15 06:56:41	LOS ALTOS DR	Kensington	E65	651
32	1502058	14-Aug-15 07:06:14	CENTRAL PARK DR/LOAN OAKS RD	Tilden Park	E65	651
33	1502068	14-Aug-15 18:15:15	26 ARLMONT DR	Kensington	E65	553
34	1502073	15-Aug-15 09:46:29	275 LAKE DR	Kensington	E65	651
35	1502074	15-Aug-15 10:40:57	255 COLUMBIA AVE	Kensington	E65	400
36	1502080	16-Aug-15 05:45:40	Grizzly Peak BLVD	Berkeley	E65	142
37	1502085	16-Aug-15 21:30:30	711 COVENTRY DR	Kensington	E65	321
38	1502086	17-Aug-15 01:42:40	71 ARDMORE DR	Kensington	E65	611M
39	1502087	17-Aug-15 02:28:57	65 NORWOOD AVE	Kensington	E65	321
40	1502088	17-Aug-15 07:38:02	835 SHEVLIN DR	El Cerrito	E65	311
41	1502097	17-Aug-15 19:08:53	63 HIGHLAND BLVD	Kensington	E65	321
42	1502098	17-Aug-15 21:42:16	3000 EL CERRITO PLZ	El Cerrito	E65	611F
43	1502101	18-Aug-15 09:45:15	63 HIGHLAND BLVD	Kensington	E65	321
44	1502103	18-Aug-15 15:14:55	RAMONA AVE	El Cerrito	E65	700
45	1502111	20-Aug-15 12:00:46	20 KENILWORTH DR	Kensington	E65	321
46	1502118	20-Aug-15 23:22:27	7894 TERRACE DR	El Cerrito	E65	321
47	1502122	21-Aug-15 11:28:17	8311 TERRACE DR	El Cerrito	E65	611M
48	1502127	21-Aug-15 20:43:40	1131 CUTTING BLVD	Richmond	E65	321
49	1502139	22-Aug-15 21:16:23	872 BALRA DR	El Cerrito	E65	321
50	1502142	23-Aug-15 09:54:19	63 HIGHLAND BLVD	Kensington	E65	321
51	1502148	23-Aug-15 15:49:09	139 BEHRENS ST	El Cerrito	E65	311
52	1502151	23-Aug-15 20:45:35	1 ARDMORE PATH	Kensington	E65	551
53	1502160	25-Aug-15 10:41:35	3270 BELMONT AVE	El Cerrito	E65	700
54	1502175	26-Aug-15 21:33:13	10 HIGHLAND BLVD	Kensington	E65	321
55	1502176	27-Aug-15 05:10:44	122 HIGHLAND BLVD	Kensington	E65	112
56	1502185	27-Aug-15 14:00:01	829 COVENTRY DR	Kensington	E65	322
57	1502186	27-Aug-15 19:50:10	375 OCEAN VIEW AVE	Kensington	E65	554
58	1502188	28-Aug-15 15:12:17	600 CANON DR	Contra Costa C	E65	321
59	1502197	29-Aug-15 00:07:56	108 ARLINGTON AVE	Kensington	E65	531
60	1502200	29-Aug-15 07:36:02	242 TRINITY AVE	Kensington	E65	321
61	1502202	29-Aug-15 10:50:22	216 LAKE DR	Kensington	E65	321
62	1502212	30-Aug-15 17:59:53	8015 TERRACE DR	El Cerrito	E65	321
63	1502215	31-Aug-15 07:44:45	17 EDGECROFT DR	Kensington	E65	561
64	1502220	31-Aug-15 13:54:40	10576 SAN PABLO AVE	El Cerrito	E65	611M
65	1502221	31-Aug-15 13:56:46	7230 FAIRMOUNT AVE	El Cerrito	E65	321

\* See Attached Table for Incident Type Explanations

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



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October 1, 2015

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

**FROM:** Laurence I. Carr: Battalion Chief

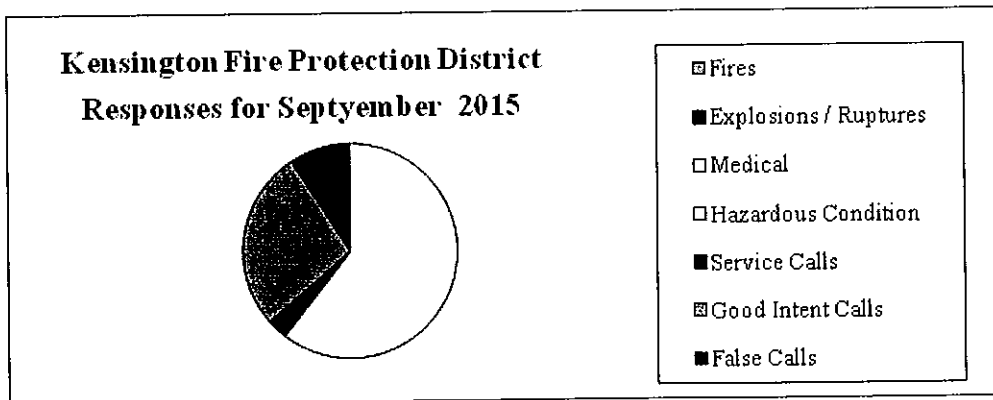
**RE:** Incident Activity Reports for the Month of September 2015

There were 33 incidents that occurred during the month of September in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 57 calls in all districts.

During the month of September our Fire Department deployed six members to extended duty on the wildfires that have plagued Northern California. All of our personnel have returned safely.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	20	60.61%
<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>	1	3.03%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	9	27.27%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	3	9.09%
<b>Totals</b>		<b>33</b>	<b>100.00%</b>



# Kensington Fire Protection District Response Log for September 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1502230	01-Sep-15 09:06:13	176 HIGHLAND BLVD	Kensington	E65	321
2	1502241	02-Sep-15 10:05:37	145 LAWSON DR	Kensington	E65	321
3	1502257	03-Sep-15 11:26:21	1620 OAK VIEW AVE	Kensington	E65	321
4	1502262	03-Sep-15 16:15:47	120 NORWOOD CT	Kensington	E65	321
5	1502265	04-Sep-15 10:10:09	601 CANON DR	Kensington	E65	651
6	1502267	04-Sep-15 15:12:54	38 HIGHGATE RD	Kensington	E65	321
7	1502269	04-Sep-15 16:44:18	143 ARLINGTON AVE	Kensington	E65	321
8	1502275	05-Sep-15 06:25:20	5 EDGECROFT DR	Kensington	E65	321
9	1502291	07-Sep-15 13:01:11	97 KINGSTON DR	Kensington	E65	322
10	1502297	08-Sep-15 00:48:16	265 GRIZZLY PEAK BLVD	Kensington	E65	611X
11	1502301	08-Sep-15 13:57:13	KENYON AVE	Kensington	E65	322
12	1502307	09-Sep-15 08:59:39	117 YORK AVE	Kensington	E65	311
13	1502313	10-Sep-15 14:00:56	ARLINGTON AVE	Kensington	E65	322
14	1502332	12-Sep-15 09:49:28	339 BERKELEY PARK BLVD	Kensington	E65	321
15	1502337	12-Sep-15 22:11:11	170 ARDMORE DR	Kensington	E65	321
16	1502351	14-Sep-15 14:19:48	79 ARDMORE DR	Kensington	E65	311
17	1502364	16-Sep-15 09:55:06	2 ARLINGTON CT	Kensington	E65	321
18	1502371	16-Sep-15 21:10:49	141 SAINT ALBANS DR	Kensington	E65	622
19	1502376	17-Sep-15 13:35:11	249 CAMBRIDGE AVE	Kensington	E65	743
20	1502379	17-Sep-15 15:12:00	243 ARLINGTON AVE	Kensington	E65	622
21	1502403	20-Sep-15 07:55:22	69 KINGSTON DR	Kensington	E65	321
22	1502422	22-Sep-15 07:52:52	21 HIGHLAND BLVD	Kensington	E65	321
23	1502428	22-Sep-15 18:26:01	229 COLUSA AVE	Kensington	E65	554
24	1502445	24-Sep-15 19:00:13	314 RUGBY AVE	Kensington	E65	611X
25	1502449	25-Sep-15 13:20:38	101 COLUSA AVE	Kensington	E65	611M
26	1502455	25-Sep-15 22:08:18	COVENTRY DR	Kensington	E65	600
27	1502457	26-Sep-15 06:29:22	267 LAKE DR	Kensington	E65	321
28	1502459	26-Sep-15 19:06:11	135 PURDUE AVE	Kensington	E65	745
29	1502467	27-Sep-15 12:48:45	KENYON AVE	Kensington	E65	600
30	1502469	27-Sep-15 14:04:56	1628 OAK VIEW AVE	Kensington	E65	321

31	1502481	29-Sep-15 04:35:56	14 KERR AVE	Kensington	E65	735
32	1502490	30-Sep-15 08:34:37	LOS ALTOS DR	Kensington	E65	652
33	1502491	30-Sep-15 14:07:37	260 COLUMBIA AVE	Kensington	E65	321

\* See Attached Table for Incident Type Explanations

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

# Kensington Fire Protection District

## Engine 65 Response Log for September 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1502230	01-Sep-15 09:06:13	176 HIGHLAND BLVD	Kensington	E65	321
2	1502237	01-Sep-15 17:49:15	600 EVERETT ST	El Cerrito	E65	444
3	1502241	02-Sep-15 10:05:37	145 LAWSON DR	Kensington	E65	321
4	1502250	02-Sep-15 17:06:58	7230 FAIRMOUNT AVE	El Cerrito	E65	651
5	1502257	03-Sep-15 11:26:21	1620 OAK VIEW AVE	Kensington	E65	321
6	1502262	03-Sep-15 16:15:47	120 NORWOOD CT	Kensington	E65	321
7	1502265	04-Sep-15 10:10:09	601 CANON DR	Kensington	E65	651
8	1502267	04-Sep-15 15:12:54	38 HIGHGATE RD	Kensington	E65	321
9	1502269	04-Sep-15 16:44:18	143 ARLINGTON AVE	Kensington	E65	321
10	1502275	05-Sep-15 06:25:20	5 EDGECROFT DR	Kensington	E65	321
11	1502281	06-Sep-15 14:59:18	5010 STATE AVE	Richmond	E65	611
12	1502282	06-Sep-15 15:13:24	SAN PABLO AVE	El Cerrito	E65	311
13	1502283	06-Sep-15 15:28:42	7771 STOCKTON AVE	El Cerrito	E65	740
14	1502286	06-Sep-15 21:25:55	5040 EL CERRITO PLZ	El Cerrito	E65	111
15	1502290	07-Sep-15 09:10:16	2215 SPYGLASS LN	El Cerrito	E65	321
16	1502291	07-Sep-15 13:01:11	97 KINGSTON DR	Kensington	E65	322
17	1502292	07-Sep-15 13:30:38	229 CARMEL AVE	El Cerrito	E65	321
18	1502293	07-Sep-15 15:46:22	562 ARLINGTON AVE	Berkeley	E65	611F
19	1502297	08-Sep-15 00:48:16	265 GRIZZLY PEAK BLVD	Kensington	E65	611X
20	1502298	08-Sep-15 08:34:26	229 COLUSA AVE	El Cerrito	E65	321
21	1502301	08-Sep-15 13:57:13	KENYON AVE	Kensington	E65	322
22	1502307	09-Sep-15 08:59:39	117 YORK AVE	Kensington	E65	311
23	1502313	10-Sep-15 14:00:56	ARLINGTON AVE	Kensington	E65	322
24	1502332	12-Sep-15 09:49:28	339 BERKELEY PARK BLVD	Kensington	E65	321
25	1502337	12-Sep-15 22:11:11	170 ARDMORE DR	Kensington	E65	321
26	1502351	14-Sep-15 14:19:48	79 ARDMORE DR	Kensington	E65	311
27	1502356	15-Sep-15 00:47:44	2501 GRIZZLY PEAK BLVD	Berkeley	E65	611X
28	1502358	15-Sep-15 07:50:40	540 ASHBURY AVE	El Cerrito	E65	745
29	1502359	15-Sep-15 10:48:10	540 ASHBURY AVE	El Cerrito	E65	611X
30	1502363	16-Sep-15 02:34:35	540 ASHBURY AVE	El Cerrito	E65	745

31	1502364	16-Sep-15 09:55:06	2 ARLINGTON CT	Kensington	E65	321
32	1502370	16-Sep-15 20:46:18	790 BALRA DR	El Cerrito	E65	651
33	1502371	16-Sep-15 21:10:49	141 SAINT ALBANS DR	Kensington	E65	622
34	1502374	17-Sep-15 02:06:30	540 ASHBURY AVE	El Cerrito	E65	735
35	1502376	17-Sep-15 13:35:11	249 CAMBRIDGE AVE	Kensington	E65	743
36	1502377	17-Sep-15 14:39:07	7534 TERRACE DR	El Cerrito	E65	444
37	1502379	17-Sep-15 15:12:00	243 ARLINGTON AVE	Kensington	E65	622
38	1502382	17-Sep-15 20:48:15	769 BAY TREE LN	El Cerrito	E65	311
39	1502385	18-Sep-15 09:13:18	975 KING DR	El Cerrito	E65	444
40	1502390	18-Sep-15 18:23:09	7900 CUTTING BLVD	El Cerrito	E65	743
41	1502403	20-Sep-15 07:55:22	69 KINGSTON DR	Kensington	E65	321
42	1502409	20-Sep-15 13:11:28	625 BONNIE DR	El Cerrito	E65	611X
43	1502416	21-Sep-15 11:45:36	540 ASHBURY AVE	El Cerrito	E65	611F
44	1502422	22-Sep-15 07:52:52	21 HIGHLAND BLVD	Kensington	E65	321
45	1502426	22-Sep-15 12:35:39	769 BAY TREE LN	El Cerrito	E65	554
46	1502428	22-Sep-15 18:26:01	229 COLUSA AVE	Kensington	E65	554
47	1502445	24-Sep-15 19:00:13	314 RUGBY AVE	Kensington	E65	611X
48	1502449	25-Sep-15 13:20:38	101 COLUSA AVE	Kensington	E65	611M
49	1502453	25-Sep-15 21:22:38	816 CRAFT AVE	El Cerrito	E65	321
50	1502455	25-Sep-15 22:08:18	COVENTRY DR	Kensington	E65	600
51	1502457	26-Sep-15 06:29:22	267 LAKE DR	Kensington	E65	321
52	1502459	26-Sep-15 19:06:11	135 PURDUE AVE	Kensington	E65	745
53	1502467	27-Sep-15 12:48:45	KENYON AVE	Kensington	E65	600
54	1502469	27-Sep-15 14:04:56	1628 OAK VIEW AVE	Kensington	E65	321
55	1502481	29-Sep-15 04:35:56	14 KERR AVE	Kensington	E65	735
56	1502490	30-Sep-15 08:34:37	LOS ALTOS DR	Kensington	E65	652
57	1502491	30-Sep-15 14:07:37	260 COLUMBIA AVE	Kensington	E65	321

\* See Attached Table for Incident Type Explanations

**Type Series**

- 100**
- 200**
- 300**
- 400**
- 500**

**Description**

- (Structure, Trash, Vehicle, Vegetation Fire)*
- (Over Pressure/Ruptures Explosions, Bombs)*
- (EMS, Vehicle Accidents, Extrication, Rescue)*
- (Chemical Spills, Leaks, Down power Lines)*
- (Distress, Water/ Smoke/Odor Problems, Public Assists)*



600  
700

*(Cancelled En Route, Wrong Location)  
(Wrong Company/Unit Dispatched)*

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:		
00982	Delta Dental	10/1/2015	BE001324526 Oct dental	7840	1061	1,189.07
01406	KFPD	9/4/2015	Reimburse revolving fund	7840	2490	12,545.08
01169	CalPERS	09/14/15	7072901257 Nov medical	7840	1061	7,005.00
01634	Vision Service Plan	09/21/15	001027770001 Oct vision	7840	1061	346.72
02120	City of El Cerrito	09/01/15	Sep fire protection	7840	2328	193,265.49
07091	Lamorena & Chang	10/07/15	23213 - progress payment	7840	2490	8,000.00
11111	Mack5	09/30/15	3076 - project mgmt Sep	7840	2490	1,650.00
50115	Evra Construction	09/30/15	2 - progress payment	7840	2490	149,126.25
	Gateview Painting	09/06/15	22 - paint conf room, hall	7840	2490	1,710.00
	Michael Woldemar & Assoc	09/15/15	3453 - arch fees	7840	2490	1,425.00
<b>TOTAL</b>						<b>376,262.61</b>

Kensington FPD Approval  
*Paul M. ...*  
 Date: 10/2/15

October 9, 2015

**Attachment to Transmittal 1015**

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE DATE	DESCRIPTION	AMOUNT
9/10/2015	ICMA RC - August deferred comp	934.72
9/9/2015	SCIF - workers comp	643.98
9/2/2015	Fire Safety Clearing - Los Altos lot	500.00
9/10/2015	Bay View Refuse - Sep-Dec 2015	346.40
8/26/2015	Canepa Landscape -gardening	120.00
8/22/2015	Comcast - internet	108.95
9/1/2015	Allways Green Service - janitorial	105.00
8/20/2015	Contra Costa County - data processing	8.51
9/8/2015	Russell - August accounting	195.00
9/17/2015	Payroll processing	57.23
9/17/2015	Payroll - 9/15-9/30/15	2,637.11
9/17/2015	Withholding payroll taxes 9/15-9/30/15	1,202.53
9/18/2015	Marian Gade - KARO battery	102.92
9/24/2015	Pagepoint - website updates	22.50
9/11/2015	Mechanics Bank - CSDA conf, brochure postage, etc.	1,882.71
10/1/2015	Stericycle - medical waste	239.24
9/30/2015	SCIF - workers comp	196.81
9/4/2015	Office Depot - office supplies	54.83
9/9/2015	Sprint - telephone	65.52
9/5/2015	AT&T - telephone	344.84
9/4/2015	PG&E - gas	74.03
9/4/2015	PG&E - electric	1,187.39
10/2/2015	Payroll processing	57.23
10/2/2015	Payroll - 9/15-9/30/15	2,500.06
10/2/2015	Withholding payroll taxes 9/15-9/30/15	1,133.51
	<b>Total</b>	<b>14,721.02</b>

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

**Kensington Fire Protection District**  
**Balance Sheet**  
As of September 11, 2015

	Sep 11, 15
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	6,404.69
General Fund	305,004.04
Special Tax Fund	9,610.69
Capital Fund	4,980.77
<b>Total Checking/Savings</b>	326,200.19
Accounts Receivable	
Due from County for Reimb.	16,751.33
Accounts Receivable	1,075.78
Advance on Taxes	3,073,211.86
Advance on Supplemental Taxes	34,516.54
<b>Total Accounts Receivable</b>	3,125,555.51
<b>Other Current Assets</b>	
Prepaid Services - EC	1,974,608.35
Prepaid Exp.	9,577.92
Prepaid CERBT - Retiree Trust	972,970.76
Investments	
Capital Replacement Funds	1,368,947.00
Fire Protect. Contract Reserves	2,369,530.00
Investments - Other	312,162.80
<b>Total Investments</b>	4,050,639.80
<b>Total Other Current Assets</b>	7,007,796.83
<b>Total Current Assets</b>	10,459,552.53
<b>Fixed Assets</b>	
Land	5,800.00
Equipment	1,363,137.14
Accumulated Depreciation-Equip	-778,846.15
Building and Improvements	2,032,063.85
Accumulated Depreciation - Bldg	-794,494.00
Current Capital Outlay	
Apparatus Bay Construction	78,216.44
<b>Total Current Capital Outlay</b>	78,216.44
<b>Total Fixed Assets</b>	1,905,877.28
<b>TOTAL ASSETS</b>	<b>12,365,429.81</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	16,751.33
Due to Other - Issued by CCC	99,138.97
<b>Total Accounts Payable</b>	115,890.30
<b>Other Current Liabilities</b>	
EI Cerrito Service Contract Pay	1,974,608.35
<b>Total Other Current Liabilities</b>	1,974,608.35
<b>Total Current Liabilities</b>	2,090,498.65
<b>Total Liabilities</b>	2,090,498.65
<b>Equity</b>	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00

**Kensington Fire Protection District**

**Balance Sheet**

**As of September 11, 2015**

---

	<u>Sep 11, 15</u>
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	2,427,211.90
Net Income	2,635,100.00
Total Equity	<u>10,274,931.16</u>
TOTAL LIABILITIES & EQUITY	<u>12,365,429.81</u>

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

July 1 through September 11, 2015

	Jul 1 - Sep 11, 15	Jul 1 - Sep 11, 14	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,073,211.86	2,815,785.36	257,426.50	9.1%
Other Tax Income	0.00	153.26	-153.26	-100.0%
Salary Reimbursement Agreement	8,390.70	8,282.46	108.24	1.3%
Miscellaneous Income	0.00	11,191.57	-11,191.57	-100.0%
<b>Total Income</b>	<b>3,081,602.56</b>	<b>2,835,412.65</b>	<b>246,189.91</b>	<b>8.7%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,801.11	1,796.45	4.66	0.3%
Contra Costa County Expenses	8.51	7.62	0.89	11.7%
El Cerrito Contract Fee	394,921.68	402,556.42	-7,634.74	-1.9%
Water System Improvements	0.00	110,000.00	-110,000.00	-100.0%
Fire Abatement Contract	500.00	0.00	500.00	100.0%
Risk Management Insurance	11,491.00	11,523.00	-32.00	-0.3%
<b>Professional Fees</b>				
Accounting	633.75	325.00	308.75	95.0%
Legal Fees	575.10	87.48	487.62	557.4%
<b>Total Professional Fees</b>	<b>1,208.85</b>	<b>412.48</b>	<b>796.37</b>	<b>193.1%</b>
Wildland Vegetation Mgmt	630.00	3,045.00	-2,415.00	-79.3%
<b>Total OUTSIDE PROFESSIONAL SERVI...</b>	<b>410,561.15</b>	<b>529,340.97</b>	<b>-118,779.82</b>	<b>-22.4%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	7,203.08	4,992.56	2,210.52	44.3%
Delta Dental	638.73	638.81	-0.08	0.0%
Vision Care	173.73	173.81	-0.08	-0.1%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>8,015.54</b>	<b>5,805.18</b>	<b>2,210.36</b>	<b>38.1%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	2,247.38	1,579.09	668.29	42.3%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>2,247.38</b>	<b>1,579.09</b>	<b>668.29</b>	<b>42.3%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighters' Expenses	0.00	1,078.95	-1,078.95	-100.0%
Professional Development	550.00	0.00	550.00	100.0%
<b>Building Maintenance</b>				
Janitorial Service	315.00	315.00	0.00	0.0%
Medical Waste Disposal	478.48	453.84	24.64	5.4%
Building alarm	180.00	0.00	180.00	100.0%
Gardening service	240.00	240.00	0.00	0.0%
Miscellaneous Maint.	1,561.64	3,689.58	-2,127.94	-57.7%
<b>Total Building Maintenance</b>	<b>2,775.12</b>	<b>4,698.42</b>	<b>-1,923.30</b>	<b>-40.9%</b>
<b>Building Utilities/Service</b>				
Garbage	346.40	336.28	10.12	3.0%
Gas and Electric	908.82	2,900.94	-1,992.12	-68.7%
Water/Sewer	166.95	350.02	-183.07	-52.3%
<b>Total Building Utilities/Service</b>	<b>1,422.17</b>	<b>3,587.24</b>	<b>-2,165.07</b>	<b>-60.4%</b>
Memberships	650.00	50.00	600.00	1,200.0%
<b>Office</b>				
Office Expense	250.91	580.56	-329.65	-56.8%
Office Supplies	58.61	259.39	-200.78	-77.4%
Telephone	1,618.56	1,191.98	426.58	35.8%
<b>Total Office</b>	<b>1,928.08</b>	<b>2,031.93</b>	<b>-103.85</b>	<b>-5.1%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>7,325.37</b>	<b>11,446.54</b>	<b>-4,121.17</b>	<b>-36.0%</b>
<b>Staff</b>				
Wages	13,018.88	12,517.82	501.06	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Medical/dental ins compensation	1,300.00	1,300.00	0.00	0.0%
Retirement Contribution	989.44	951.34	38.10	4.0%
Payroll Taxes	1,171.90	1,034.12	137.78	13.3%
Workers Compensation/Life Ins	643.98	657.62	-13.64	-2.1%
Payroll Processing	228.92	272.50	-43.58	-16.0%
<b>Total Staff</b>	<b>18,353.12</b>	<b>17,733.40</b>	<b>619.72</b>	<b>3.5%</b>
<b>Total Expense</b>	<b>446,502.56</b>	<b>565,905.18</b>	<b>-119,402.62</b>	<b>-21.1%</b>
<b>Net Ordinary Income</b>	<b>2,635,100.00</b>	<b>2,269,507.47</b>	<b>365,592.53</b>	<b>16.1%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - General	968.81	644.53	324.28	50.3%
<b>Total Other Income</b>	<b>968.81</b>	<b>644.53</b>	<b>324.28</b>	<b>50.3%</b>
<b>Other Expense</b>				
Transfers Out - Capital	968.81	644.53	324.28	50.3%

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

July 1 through September 11, 2015

	Jul 1 - Sep 11, 15	Jul 1 - Sep 11, 14	\$ Change	% Change
Total Other Expense	968.81	644.53	324.28	50.3%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,635,100.00	2,269,507.47	365,592.53	16.1%

**Kensington Fire Protection District  
Revenue & Expense Budget vs. Actual  
July through August 2015**

	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,073,211.86	3,328,995.00	-255,783.14	92.3%
Special Taxes	0.00	0.00	0.00	0.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	0.00	1.00	-1.00	0.0%
Interest Income	0.00	0.00	0.00	0.0%
Salary Reimbursement Agreement	8,390.70	8,597.66	-206.96	97.6%
Miscellaneous Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>3,081,602.56</b>	<b>3,337,593.66</b>	<b>-255,991.10</b>	<b>92.3%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,801.11	1,800.00	1.11	100.1%
Contra Costa County Expenses	0.00	0.00	0.00	0.0%
El Cerrito Contract Fee	394,921.68	394,921.66	0.02	100.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	11,491.00	11,490.00	1.00	100.0%
Professional Fees				
Accounting	438.75	750.00	-311.25	58.5%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Audit	0.00	0.00	0.00	0.0%
Legal Fees	575.10	5,000.00	-4,424.90	11.5%
<b>Total Professional Fees</b>	<b>1,013.85</b>	<b>5,750.00</b>	<b>-4,736.15</b>	<b>17.6%</b>
Wildland Vegetation Mgmt	630.00	1,666.66	-1,036.66	37.8%
<b>Total OUTSIDE PROFESSIONAL SERVIC...</b>	<b>409,857.64</b>	<b>423,628.32</b>	<b>-13,770.68</b>	<b>96.7%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	5,402.32	3,563.34	1,838.98	151.6%
Delta Dental	425.82	455.84	-30.02	93.4%
Vision Care	173.73	124.16	49.57	139.9%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>6,001.87</b>	<b>4,143.34</b>	<b>1,858.53</b>	<b>144.9%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	2,247.38	2,166.66	80.72	103.7%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	0.00	0.00	0.0%
Open Houses	0.00	0.00	0.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>2,247.38</b>	<b>2,166.66</b>	<b>80.72</b>	<b>103.7%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighters' Expenses	0.00	1,666.66	-1,666.66	0.0%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	550.00	550.00	0.00	100.0%
Building Maintenance				
Janitorial Service	210.00	250.00	-40.00	84.0%
Medical Waste Disposal	478.48	666.66	-188.18	71.8%
Building alarm	180.00	200.00	-20.00	90.0%
Gardening service	120.00	333.34	-213.34	36.0%
Miscellaneous Maint.	1,561.64	2,083.34	-521.70	75.0%
<b>Total Building Maintenance</b>	<b>2,550.12</b>	<b>3,533.34</b>	<b>-983.22</b>	<b>72.2%</b>
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	908.82	1,250.00	-341.18	72.7%
Water/Sewer	166.95	200.00	-33.05	83.5%
<b>Total Building Utilities/Service</b>	<b>1,075.77</b>	<b>1,450.00</b>	<b>-374.23</b>	<b>74.2%</b>
Election	0.00	0.00	0.00	0.0%
Memberships	650.00	650.00	0.00	100.0%
Office				
Office Expense	250.91	583.34	-332.43	43.0%
Office Supplies	58.61	416.66	-358.05	14.1%
Telephone	1,509.61	1,409.16	100.45	107.1%
<b>Total Office</b>	<b>1,819.13</b>	<b>2,409.16</b>	<b>-590.03</b>	<b>75.5%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>6,645.02</b>	<b>10,259.16</b>	<b>-3,614.14</b>	<b>64.8%</b>
<b>Staff</b>				
Wages	13,018.88	13,017.34	1.54	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	0.00	216.66	-216.66	0.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	1,300.00	1,300.00	0.00	100.0%
Retirement Contribution	989.44	989.00	0.44	100.0%
Payroll Taxes	1,171.90	1,060.00	111.90	110.6%
Workers Compensation/Life Ins	0.00	0.00	0.00	0.0%
Payroll Processing	171.69	250.84	-79.15	68.4%
<b>Total Staff</b>	<b>17,651.91</b>	<b>17,833.84</b>	<b>-181.93</b>	<b>99.0%</b>
Contingency				



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

July through August 2015

	Jul - Aug 15	Budget	\$ Over Budget	% of Budget
General	0.00	4,166.66	-4,166.66	0.0%
Total Contingency	0.00	4,166.66	-4,166.66	0.0%
Total Expense	442,403.82	462,197.98	-19,794.16	95.7%
Net Ordinary Income	2,639,198.74	2,875,395.68	-236,196.94	91.8%
Other Income/Expense				
Other Income				
Transfers In - General	968.81	0.00	968.81	100.0%
Total Other Income	968.81	0.00	968.81	100.0%
Other Expense				
Transfers Out - Capital	968.81	0.00	968.81	100.0%
Total Other Expense	968.81	0.00	968.81	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u>2,639,198.74</u>	<u>2,875,395.68</u>	<u>-236,196.94</u>	<u>91.8%</u>

October 9, 2015

To: KFPD Board Members

AGENDA ITEM 19

*PN*

From: Brenda Navellier  
KFPD Manager

Re: Adoption of attached changes to Policy Handbook and Operations Manual

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The attached Mission Statement, Objectives, Goals and Public Records Request Policy were all approved at the September 9, 2015 regular meeting of the Board by a 4-0 vote (President Nagel was excused).

These items are now being considered as a second reading and require a 4-person affirmative vote of the entire Board in order to pass.

# **KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK**

## **Mission Statement**

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

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

## Objectives

- Reducing loss of life and property and safeguarding Kensington by effectively responding to fire, rescue and medical emergencies, hazardous material incidents and major disasters;
- Helping residents of Kensington reduce the frequency and severity of fires, accidents and natural disasters by providing public education programs;
- Reducing threats to public safety by enforcing laws, codes and ordinances covering fire and life safety and by abating identified fire hazards on District, private and other agencies' property; and
- Maintaining personnel, apparatus, equipment and facilities in a constantly ready condition.

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

## Goals

Establish a wildland/urban interface fire prevention effort through an emphasis on public education while establishing vegetation management standards and legal enforcement procedures of implementation in subsequent years.

Maintain a Fire Hazard Reduction Program to work with the East Bay Regional Park District along the Kensington interface.

Maintain enhanced personnel skill levels in wildland firefighting and incident command by continued participation in area-wide wildland fire response training exercises.

Maintain Fire Station No. 65's functional adequacy and seismic structural integrity.

Manage and implement capital projects to provide adequate fire flow throughout Kensington.

Provide a comprehensive maintenance and certification test program to ensure readiness of complex fire apparatus and equipment.

Provide hazardous materials response training to meet annual mandated requirements and to ensure efficient operations with the Richmond Fire Department Hazardous Materials Response Team.

Maintain the earthquake and disaster preparedness program by supporting the Community Emergency Response Team (CERT).

Continuously update disaster planning by utilizing support from the City of El Cerrito and their planning process.

Continued implementation of upgraded computer-based systems for records and reports. Continuously improve access to and utilization of fire service weather information network.

Fully implement the fire protection contract with the City of El Cerrito and respond to other cost-saving and service-enhancing opportunities for functional integration of fire services with surrounding jurisdictions.

Maintain a program to identify and obtain grant funding to support and enhance the District's fire protection services.

Prudently manage District funds.

# KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

**POLICY TITLE:** Public Records Requests  
**POLICY NUMBER:** 13

13.10 All public record(s) requests shall be handled in accordance with the California Public Records Act (Government Code section 6250 et seq.).

13.11 "Records" include all communications related to public business regardless of physical form or characteristics, including any writing, picture, sound, or symbol, whether paper, magnetic or other media.

13.12 Access should be allowed at all times during business hours. Staff need not disrupt operations to allow immediate access, but a decision whether to grant access must be prompt. The District may not adopt rules that limit the hours records are open for viewing and inspection.

13.13 Staff must provide assistance by helping to identify records and information relevant to a request and suggesting ways to overcome any practical basis for denying access.

13.14 The District has 10 days to decide if copies will be provided. In "unusual" cases the District may, upon written notice to the requestor, give itself an additional 14 days to respond. These time periods may not be used solely to delay access to the records.

13.15 The District may not make records available only in electronic form.

13.16 Access for viewing records is free. Fees for inspection or processing are prohibited.

13.17 Copy costs are set forth in the District's Operations Manual, Policy Number 1.

13.18 It is the District's burden to justify the withholding of any record by demonstrating that the record is exempt or that the public interest in confidentiality outweighs the public interest in disclosure.

# **CHIEF'S REPORT**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

October 1, 2015

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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**Fire Season Update**

As I reported out at our last meeting, we have been very busy thus far this fire season. As of October 1, 2015, the Fire Department has been dispatched to ten different fires throughout the State. The three most recent deployments were to the Butte Fire, the Valley Fire, and the Rough Fire. I am happy to report that all overhead staff and engines have returned at this time and no injuries were encountered during any of the 10 responses.

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**HeartSafe**

It's with great pleasure that I report out that the community of Kensington has achieved re-designation as a "HeartSafe Community" by Contra Costa Health Services. Our community has achieved this status by having an ongoing community awareness campaign, Automatic External Defibrillators accessible to the public and training citizens in the area of CPR. Please see the attached letter and certificate from Contra Costa Health Services.

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WILLIAM B. WALKER, M.D.  
HEALTH SERVICES DIRECTOR

PAT FROST  
EMS DIRECTOR

JOSEPH BARGER, M.D.  
MEDICAL DIRECTOR



CONTRA COSTA  
HEALTH SERVICES

CONTRA COSTA  
EMERGENCY  
MEDICAL SERVICES

1340 Arnold Drive, Suite 126  
Martinez, California 94553-1631

Ph (925) 646-4690  
Fax (925) 646-4379

August 25, 2015

Chief Lance Maples  
City of El Cerrito  
10900 San Pablo Ave.  
El Cerrito, CA 94530


Dear Chief Maples:

Congratulations to the Community of Kensington for achieving Contra Costa County *HeartSafe* Community re-designation status.

Contra Costa Emergency Medical Services Agency started the *HeartSafe* Community program in 2009 to partner with communities to promote awareness of cardiovascular health and the need for life-saving interventions from bystanders during cardiac emergencies. Your community has achieved *HeartSafe* re-designation by having an ongoing community awareness campaign, increasing the number of Automatic External Defibrillators (AEDs) accessible to the public, and training more than 150 individuals in life-saving CPR since achieving designation. We commend your efforts to assure that all elements of the Chain of Survival are in place, increasing the chances that anyone suffering a cardiovascular emergency in your community has the best chance of survival.

Thank you for your continued commitment to providing a *HeartSafe* Community for the residents of Kensington and congratulations on your re-designation as a *HeartSafe* Community.

Sincerely,



Lisa Vajgrt-Smith  
HeartSafe Community Coordinator

cc: Supervisor John Gioia  
Len Welsh, President KPPCSD  
Kensington Fire District Board of Directors  
Tom McCullagh Fire Captain  
Pat Frost, EMS Director  
William Walker, MD  
Joseph Barger, MD

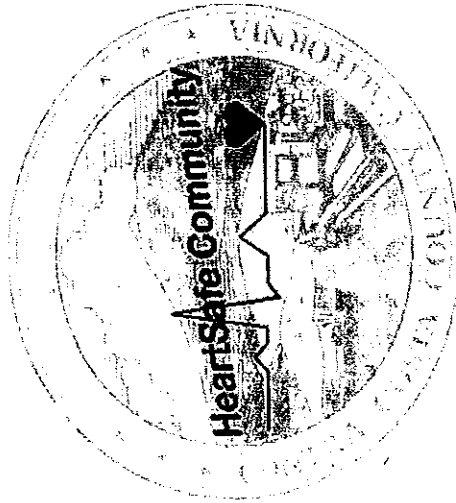


# Contra Costa County Emergency Medical Services

Presents this certificate

to the

## *Community of Kensington*



for

## *HeartSafe Community Re-Designation*

on this 25<sup>th</sup> day of August 2015

For the integral role your community plays in improving the cardiovascular health of citizens and ensuring all elements of the Chain of Survival are in place.

Pat Frost  
EMS Director

Joseph Barger, MD  
EMS Medical Director



**CONTRA COSTA**  
**HEALTH SERVICES**  
Emergency Medical Services

## Lance Maples

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**From:** Michael Bond  
**Sent:** Thursday, September 24, 2015 8:15 PM  
**To:** Lance Maples; Cheryl Miller; l007ker@msn.com  
**Subject:** Fwd: defensible space

Good evening,

I just received a call from an El Cerrito resident, Ms. Denise Sangster. She received a call from an old neighbor who had attended a defensible space presentation I presented in Kensington. The family wanted her to let me know of their survival and to give thanks.

Recently the neighbors moved into one of the areas destroyed by the Valley Fire. After moving into their new home, they created a 100' defensible space around the house following the guidelines presented to them in Kensington. While clearing the defensible space, a few of the neighbors stopped and asked what they were doing. When told we're creating a defensible space area for fire, the neighbors responded to them, "we don't do that that around here".

The result of their hard work payed off. There were approximately 200 homes burned to the ground in the immediate area.

Their home was the only house standing and received no damage.

See photos below.

Sent from my iPhone

Begin forwarded message:

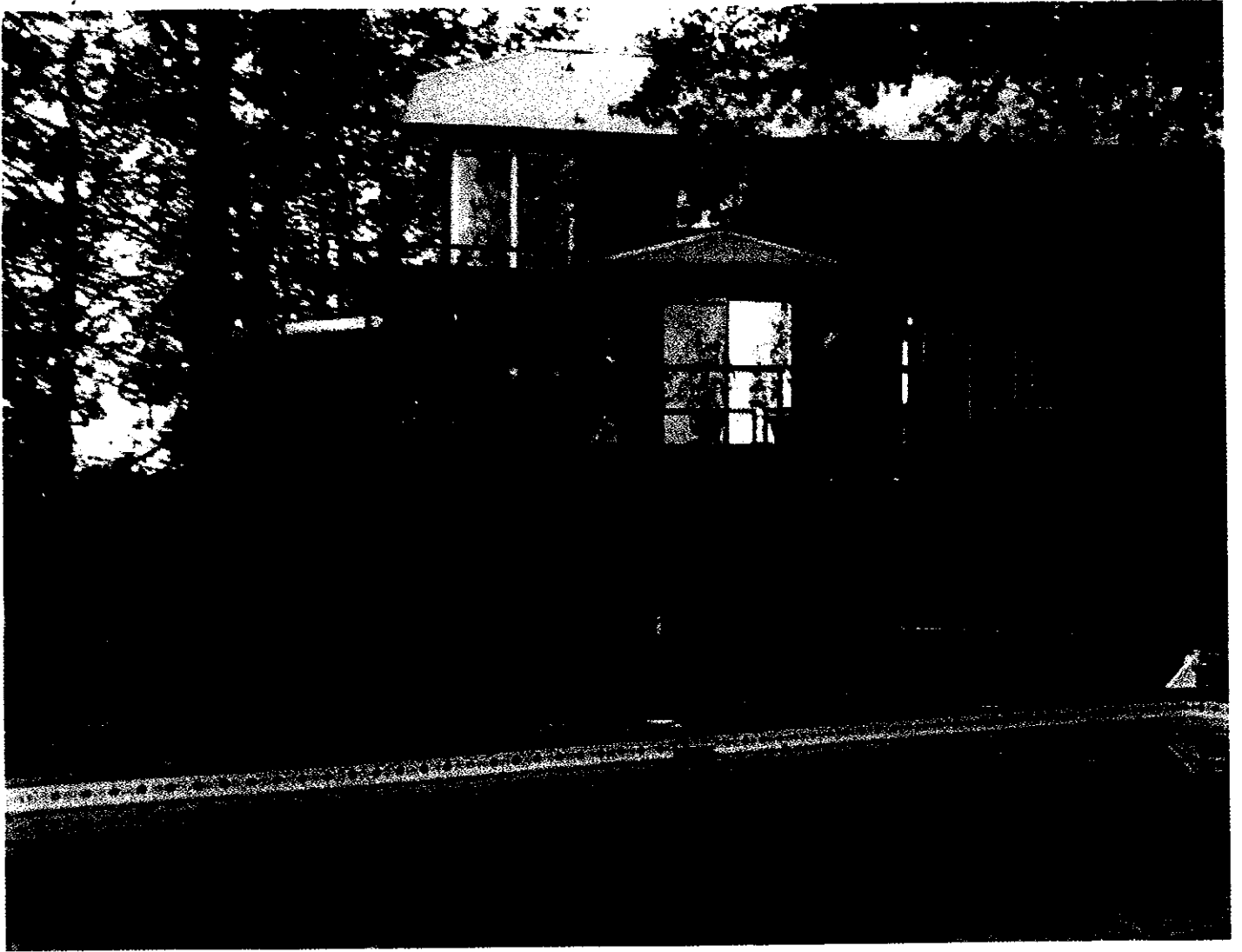
**From:** Denise Sangster <[denise@globaltouch.com](mailto:denise@globaltouch.com)>  
**Date:** September 24, 2015 at 7:37:33 PM PDT  
**To:** Michael Bond <[MBond@ci.el-cerrito.ca.us](mailto:MBond@ci.el-cerrito.ca.us)>

Mike,

Here's the back of the house that was left standing and the part of their property where you can see the fire burned through.

Congrats and what a great lecture you gave them!

Denise





# **NEW BUSINESS**

El Cerrito - Kensington CWPP Action Plan  
*Become a Partner in Wildfire Prevention*

Community Wildfire Protection Plans (CWPP) are authorized and defined in Title I of the Healthy Forest Restoration Act (HFRA), passed by Congress November 21, 2003 and signed into law December 3, 2003. The HFRA established unprecedented incentives for communities to take leading roles in community wildfire protection. Twelve years after the legislation CWPPs continue to shape prevention and hazardous fuel reduction.

The CWPP is a written document, mutually agreed upon by local, state and federal representatives and stakeholders, that identifies how a community will reduce its risks from wildfire. As well as providing coordinated strategies, CWPPs have been critical for federal and state grant funding for fire safety activities.

In 2009 the first Contra Costa County CWPP provided a countywide overview of wildfire hazards and strategies to reduce the risk of wildfire. The plan is available at [http://www.diablofiresafe.org/pdf/CWPP\\_031609.pdf](http://www.diablofiresafe.org/pdf/CWPP_031609.pdf). Since 2009, DFSC and partners in Contra Costa and Alameda Counties has been awarded over \$950,000 of grant funds for activities identified in the CWPPs.

Diablo Fire Safe Council, in partnership with Kensington Fire Protection District and El Cerrito Fire Department, has received a grant of \$3,900 to work with the communities of El Cerrito and Kensington. During 2015-2016 residents will have the opportunity to help prioritize outreach and education, training and specific hazardous fuel reduction projects and prevention strategies to make their homes and community more fire safe.

We hope you will become a partner in wildfire prevention and participate in this planning effort.



**DIABLO FIRESAFE COUNCIL**

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

Contra Costa County  
Community Wildfire Protection Plan Appendices

## El Cerrito - Kensington CWPP Action Plan - Overview

Tasks	Timeframe	Outcome/ Results/ Deliverables
<p><b>Planning Preparation</b></p> <p>Identify decision-makers (minimum = local government, fire agency and Cal Fire).</p> <p>Identify and engage interested parties.</p> <p>Develop informational materials regarding process and stakeholder involvement.</p>	<p>Oct 15, 2015 (DFSC Board Meeting)</p> <p>Kensington Fire Protection District Board November 11<sup>th</sup> meeting</p>	<p>Project Scoping: schedule, potential stakeholders; perspectives; communication methods; outreach plan.</p> <p>Outreach: Tri City Safety Fair – Sept 19</p> <p>Presentations: KFPB + City Council</p>
<p><b>Review Existing CWPP and Brainstorm Projects &amp; Priorities</b></p> <p>Review existing Community Base Map based on existing local assessments</p> <p>Review existing risk assessments that identify:</p> <ul style="list-style-type: none"> <li>• Fuel hazards</li> <li>• Risk of wildfire occurrence</li> <li>• Homes, business &amp; critical infrastructure at risk</li> <li>• Other community values at risk</li> <li>• Local preparedness &amp; fire fighting capabilities</li> </ul> <p>Refine “Current Priority Fuels Reductions Projects and Prevention Strategies” and “Recommendations to Reduce Structure Ignitability.”</p>	<p>Nov 2016 or January 2016</p>	<p>Project Working Session #1 - Refinements to existing CWPP and community risk assessment map. Identify projects and select prevention strategies.</p> <p>Community Events/ outreach</p>
<p><b>Action Plan and Assessment Strategy</b></p> <p>Develop “Action Plan” and “Assessment Strategy.” Refine recommendations and select priorities, roles, responsibilities, funding needs &amp; timetables for highest priority projects. Establish assessment strategy for relevance and effectiveness over long term.</p>	<p>Feb 2016</p>	<p>Project Working #2 - Draft Action Plan</p>
<p><b>Action Plan Adoption (Step #8)</b></p> <p>Admin Draft Plan Update</p> <p>Circulate Draft Plan for Public Review and Comment.</p> <p>Finalize the “Community Wildfire Protection Action Plan” and present for approvals.</p>	<p>March 2016 March – Apr 2016</p> <p>Final Action Plan for Approvals May 2016</p>	<p>Project Working Session #4 Admin Draft Action Plan</p> <p>Public Comment on Draft Plan. On-line survey and written comments, Earth Day April 22, 2016</p> <p>Presentations to adopting bodies.</p>



Date: 09/29/2015 [10:35:06 PM]  
From: "Brenda J. Navellier" <fire@kensingtonfire.org>  
To: Kevin Hart <khart@kensingtoncalifornia.org>  
Cc: lmaples@ci.el-cerrito.ca.us  
Subject: Re: Community Shed

Kevin,

Attached is the list of supplies that we are currently using for our CERT shed program. Note, this is for a neighborhood shed of 5'5 x 6'. Depending upon what fits in your proposed space we could easily add more items (increase the number of proposed items on the list) or additional items (you and I had briefly talked about MREs). I think staff from both of our agencies can work together to fine tune the details.

Brenda

Quoting Kevin Hart <khart@kensingtoncalifornia.org>:

Brenda,

Can you provide any details as to the size and/or potential contents? It's on my agenda for October 8, and I would like to give the board an idea as to the recommendation. I agree with you that it's a perfect way to start the ball rolling for the CERT Shed program. So more information on that would be helpful as well.

kh

-----Original Message-----

From: Brenda J. Navellier [mailto:fire@kensingtonfire.org]  
Sent: Tuesday, September 29, 2015 1:40 PM  
To: Kevin Hart <khart@Kensingtoncalifornia.org>  
Cc: lmaples <lmaples@ci.el-cerrito.ca.us>  
Subject: Community Shed

Hello Kevin,

Chief Maples and I have discussed the proposed community shed for emergency supplies on the park property and agree it is an excellent idea for our two Districts to partner on this project.

Could you please write me a memo stating that the KPPCS is proposing to supply the land for this joint project and KFPD would provide the storage container and contents. I would then include this in our October 14th meeting packet for my Board's discussion.

I believe this is an excellent way to kick-off our community-wide CERT shed program.

Brenda J. Navellier  
Manager  
Kensington Fire Protection District



EMERGENCY SUPPLY CONTENTS  
for KENSINGTON CERT SHEDS  
(09/15)

EACH KIT CONTAINS

Number of Items

<b>STORAGE CONTAINER: 5.5' W x 6'D x 6'5" H</b>	1
Combination Padlock	1
50-Person Medical Kit	1
5,000 Watt Generator	1
10' x 10' Dome Canopy	1
<b>LIGHTING</b>	
500 Watt Utility Lamp	4
7' Tripod Light	1
Power Strip	2
12/3-50' Extension Cords	4
<b>COMMUNICATIONS</b>	
F/S Portable Radios	6
AM/FM Radio	1
<b>PROTECTIVE WEAR</b>	
Hard Hats	6
Small Work Gloves	3
Medium Work Gloves	3
X-Large Work Gloves	3
Light Duty Dust Masks	6
Protective Goggles	6
<b>TOOLS/SUPPLIES</b>	
36" Axe	1
3" x 1000' rolls Caution Tape	2
Duct Tape	4
Hammers	3
Flashlights	2
Can Opener	1
<b>FIRE SUPPRESSION</b>	
ABC Fire Extinguishers	2
50' 3/4" Fire Hose	4
Brass Hose Nozzles	4
1" Diameter Garden Hose increase Coupling	4
1" Aluminium Nozzle	4
1" Shut Off Valve	1
5 Gallon Backpack Pump and Bag	1
3 Gallon Collapsible Yellow Pail	1

Date: 10/09/2015 [08:57:30 PM]  
From: Kevin Hart <khart@kensingtoncalifornia.org>  
To: "Brenda J. Navellier" <fire@kensingtonfire.org>  
Subject: Disaster Container

Good afternoon,

The KPPSCD board gave me approval to work with you to develop a disaster trailer and place onto District property for the benefit of community residents.


Please let me know once your board approves as well.

Kevin Hart

October 9, 2015

To: KFPD Board Members

AGENDA ITEM 14

Fr.  Brenda Navellier  
KFPD Manager

Re: Adoption of proposed changes to Policy Handbook

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Per Board members request, attached is a proposed amendment to Policy 1080 – Board Meeting Conduct. The proposed addition to the current language is number 1080.40 and 1080.41. Number 1080.50 is subsequently renumbered.

# KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

**POLICY TITLE:** Board Meeting Conduct  
**POLICY NUMBER:** 1080

**1080.10** Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Sturgis' Standard Code of Parliamentary Procedure will also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Sturgis' Standard Code of Parliamentary Procedure.

**1080.20** All Board meetings shall commence at the time stated on the agenda and shall be guided by same. However, an agenda is flexible and items may be changed or moved by the Chairperson, or by general consent, or by a majority vote of the Board.

**1080.30** The conduct of meetings shall, to the fullest possible extent, enable Directors to:

**1080.31** Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

**1080.32** Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

**1080.40** Provisions for permitting any individual or group to address the Board concerning any item on the agenda of special meeting, or to address the Board at a regular meeting on any subject that lies within the jurisdiction of the Board of Directors, shall be as followed:

**1080.41** Five (5) minutes may be allotted to each speaker and a maximum of twenty (20 minutes) to each subject matter;

**1080.50** The normal time for adjournment shall be 10:00 p.m. The meeting may be extended by a majority vote of the Board.

# **BOARD REPORTS**

# QUARTERLY MEETING OF THE CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION

**Date:** Monday, October 19, 2015.  
**Time:** 10:00 a.m.  
**Location:** Central Contra Costa Sanitary District Multipurpose Room  
5019 Imhoff Place, Martinez, CA 94553

## **AGENDA**

- 10:00 a.m. Welcome and Introductions (Your Name & Agency & position)
- 10:15 a.m. Approval of July 20, 2015 meeting minutes
- 10:20 a.m. Guest Speaker: BART Director Gail Murray  
  
The presentation is titled Better BART, Better Contra Costa. It is an update on current projects, a look at upcoming potential projects and funding. It is a 10-15 minute power point presentation with time for questions and discussion.
- 10:45 a.m. Member District Highlight - Ben Wallace Contra Costa Resource Conservation District
- 10:55 a.m. LAFCO presentation Development of Open Space/Agricultural Lands Preservation Policy  
Lou Ann Texeira, Don Tatzin, & Sharon Burke
- 11:15 a.m. Scholarship and Grant Program Update:  
*John Burgh Contra Costa Water District*
- 11:20 a.m. LAFCO Representative Report:  
*Igor Skaredoff, Contra Costa LAFCo Special Districts Representative*
- 11:30 a.m. Committee Updates: Finance Report:  
*Treasurer Bert Michalczyk Dublin San Ramon Services District General Manager*
- 11:35 a.m. Legislative Committee Report:  
*Erich Pfuehler, East Bay Regional Parks District*
- 11:45 a.m. East Bay Regional Park District – Park Advisory Committee Report:  
*Lou Ann Texeira, Executive Officer Contra Costa LAFCo*
- 11:50 a.m. California Special Districts Association Activities Update:  
*Sherry Sterrett, Pleasant Hill Recreation & Park District*
- 12:00 p.m. Other Local Government official updates
- 12:30 p.m. Adjourn Next meeting will be January 25, 2016

**IF YOU WILL BE ATTENDING THE OCTOBER MEETING PLEASE SEND THE NAME OF YOUR SPECIAL DISTRICT AND THE REPRESENTATIVE(S) ATTENDING THIS MEETING NO LATER THAN OCTOBER 12, 2015**

**To:** Suzette Crayton, Central Contra Costa Sanitary District  
**Email:** [scrayton@centralsan.org](mailto:scrayton@centralsan.org)  
**Phone:** (925) 229-7300, Fax: (925) 372-0192

**Mark your calendars with our future Chapter Meeting Dates:  
January 25, 2016 • April 18, 2016**

**Contra Costa Special Districts Association – c/o Central Contra Costa Sanitary District**



## Contra Costa Special Districts Association Newsletter

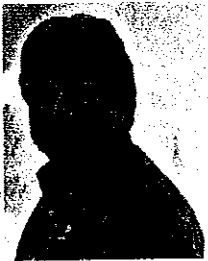
Contra Costa Chapter of the California Special Districts Association

Fall 2015

October 2015

### Ironhouse Sanitary District General Manager Tom Williams Retires

You don't have to look too hard to see the changes, innovations and conservation techniques that Tom Williams has helped bring to Ironhouse Sanitary District (ISD) during his 15 years there, including the past 10 as general manager. It is those lasting contributions that Williams leaves behind.



**Congratulations  
Tom Williams for 15  
years' service, ten  
years as Manager!**

First hired as the district's engineer under the leadership of then GM David Bauer, Williams dove in on existing projects around the old treatment plant. When Bauer retired, Williams easily made the transition to overseeing the day-to-day operations of the district.

One of his first major projects was building a railroad undercrossing to safely bring workers and the public past what had been a non-signalized grade crossing near Rose Avenue. The project included working not only with railroad officials, but also with three separate districts, Caltrans and the county.

Williams secured an interest-free state loan and oversaw construction of ISD's award-winning Water Recycling Facility. As ISD's GM, Williams has overseen wastewater collection and treatment for the 37-square-mile district that includes Oakley, Bethel Island, Hotchkiss Tract and Holland Tract in East Contra Costa County.

He has emphasized conservation techniques for the health and welfare of all of the communities. During his tenure he also served as president of Reclamation District 830, which is responsible for maintaining 15.5 miles of Delta levees on 3,500-acre Jersey Island.

### Ironhouse new General Manager

Chad Davisson, the new General Manager for Ironhouse Sanitary District (ISD), started on July 13, 2015. Chad comes to the District with over 25 years of wastewater industry experience.



He also has 10 years of executive level organization management experience.

He has a Bachelor of Arts Degree in Public Administration from San Diego State University and is scheduled to receive his MBA Degree from Saint Mary's College in Moraga January 2016.

He served as the General Manager of the Richmond Municipal Sewer District, worked for the City of San Mateo as the Environmental Services Division Manager, the Water Reclamation Systems Plant Manager for Olivenhain Water District and the Industrial Waste Control Representative for the County of San Diego.

He has also worked as a consultant for Crescent City, the City of Ontario, the City of Montclair and the Olivenhain Municipal Water District.

He is a Grade V Wastewater Treatment Plant Operator and a Grade IV Environmental Compliance Inspector and a Cross Connection Control Program Specialist.

He looks forward to continuing the great work of ISD which includes providing wastewater collection and treatment services within the communities of Oakley and Bethel Island.

By expanding the use of recycled water to help the region meet its water conservation needs, the District has implemented innovative programs such as the District's recycled water fill station and providing recycled water for dust control.



# SDLF Logo



## SPECIAL DISTRICT LEADERSHIP FOUNDATION

Developed in 2002 the stylized "L" was the mark that was selected has two pieces of symbolism as a base, the triangle, and diagonal.

Here's why:

Triangle (primary) is directly related to the square and offers symbolism for:

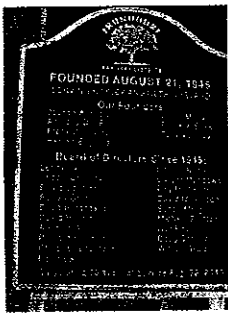
- Stability
- Foundation
- Strength
- Durability

The centered square reinforces these qualities and creates equilibrium reinforcing the same feelings. It also creates an "L" shape -- a major component of SDLF -- Leadership. As a shape the "L" shares the same properties as either a square or triangle.

Diagonal is used when trying to give a feeling of:

- Movement
- Progression
- Dynamics
- Power

## ISD celebrates its 70th Anniversary!



*Ironhouse Sanitary District (ISD) commemorated the 70th anniversary of the district's formation with a gala event Saturday, Aug. 22, 2015, at the district headquarters.*

The event was open to the public and included a dedication ceremony, a free lunch, entertainment for children and adults, and free tours of the district's Water Recycling Facility.

The event kicked off with a plaque dedication ceremony to honor ISD's founding fathers and the efforts of the many community members who have helped build the district into an award winning facility.

Speakers included Steve Moore, State Water Resources Control Board, and Congressman Jerry McNérney, Doug Hardcastle Oakley Mayor and former board member, and others. The speakers addressed California's drought and the importance of recycled water.

## Funding for Part-time Peyton Slough Watershed Coordinator Successful!

The Contra Costa Resource Conservation District (CCRCD), in partnership with Mt. View Sanitary District (MVSD), applied to the County Watershed Programs' Watershed Stewardship Grant program to fund a part-time Watershed Coordinator for both Peyton Slough and Alhambra Creek watersheds.

The County Watershed Programs' Watershed Stewardship Grant awarded \$16,500 for the Watershed Coordinator, Lisa Anich, to implement cleanup events, restoration projects, and education programs in the two watersheds. Half of the funds will be spent in projects located in Peyton Slough Watershed, including McNabney Marsh.

The MVSD District Biologist will coordinate with Ms. Anich on the projects that take place within or adjacent to the MVSD wetlands.

## Save the Dates! Plan Now for Future Upcoming CSDA Events!

### GENERAL MANAGER LEADERSHIP SUMMIT

June 12 – 14, 2016, Lake Tahoe

### FUTURE CSDA ANNUAL CONFERENCE DATES

October 10 – 13, 2016, San Diego  
September 25 – 28, 2017, Monterey  
September 24 – 27, 2018, Palm Springs  
September 25 – 28, 2019, Anaheim

### BOARD SECRETARY/CLERK CONFERENCE

October 18 – 20, 2015, Lake Tahoe  
November 14 – 16, 2016, Monterey

### SPECIAL DISTRICT LEADERSHIP ACADEMY CONFERENCE

January 24 – 26, 2016, La Quinta  
July 10 – 13, 2016, Napa

### SPECIAL DISTRICTS LEGISLATIVE DAYS

May 17-18, 2016, Sacramento



## California Special Districts Association

*Districts Stronger Together*

## Scholarships Are Available - Consider Applying in 2016

The Special District Leadership Foundation is committed to helping special districts obtain current and relevant continuing education. To that end they have funded three scholarship opportunities for special district elected officials and staff.



### Dr. James Kohnen Scholarship

This scholarship is for registration fees for all four modules of the Special District Leadership Academy or the Special District Leadership Academy Conference and is open to elected/appointed special district board members from districts with budgets of less than \$10 million, who have not previously completed the Special District Leadership Academy.

### John Yeakley Special District Administrator Scholarship

This scholarship is for registration fees for continuing education related to special district governance and operations for general managers and executive staff of districts with budgets of less than \$10 million. Applicants must be currently pursuing their Special District Administrator (SDA) designation.

### Education Allowance Fund

This scholarship provides financial assistance to elected officials and staff from districts with annual budgets of less than \$10 million, who are first-time attendees at select events and/or programs.



To find out more and to get applications visit:  
<http://www.sdlf.org/>

The accreditation criterion gets to the heart of best practices in public agencies, demonstrating that your district:

- Understands and respects the responsibilities inherent in providing essential public services.

- Has clean financial audits and operates in a fiscally responsible and transparent manner.

- Is conscious of the ever-changing operating environment by having current and relevant policies and procedures in place that conform to all statutes and regulations under state law.

- Places an emphasis on continuing education completed by having each of the district's board members and executive staff in ethics, governance and leadership training.

- Focuses on having sound policies in the areas of governance, board conduct, district finances, transparency and reserves.

Your district will receive a plaque honoring the district's accomplishments. SDLF will issue press releases and notify legislators on the district's behalf.

To become a District of Distinction submit your application or contact Charlotte Lowe, SDLF program assistant, at (916) 231-2939.

## Welcome New LAFCO Special District Alternate Member Commissioner

At the LAFCO Independent Special District Selection Committee held in July for the election of Special District Alternate Member Commissioner, Stanley Caldwell from Mt. View Sanitary District was appointed to complete the unexpired term of office of former commissioner George Schmidt. The term on LAFCO will be to May 2018



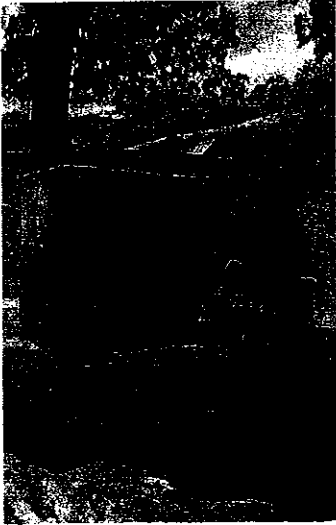
I am honored to serve on LAFCO on behalf of the Independent Special Districts of Contra Costa County. I thank everyone for their support and vote of confidence.

I understand the importance and function of local government agencies. I understand the purpose of LAFCO, it makes good sense to me and for this reason I want to serve. I am confident that I would be able to rely on my expertise and experience to serve while on LAFCO. I will exercise responsibility through a countywide, LAFCO perspective in making decisions. I will do this by weighing and reviewing information and making determinations based on the matter under review and in consideration of LAFCO's underlying purposes.

It has been an honor and a pleasure to serve the special district community. I look forward to the opportunity to continue to be of service.

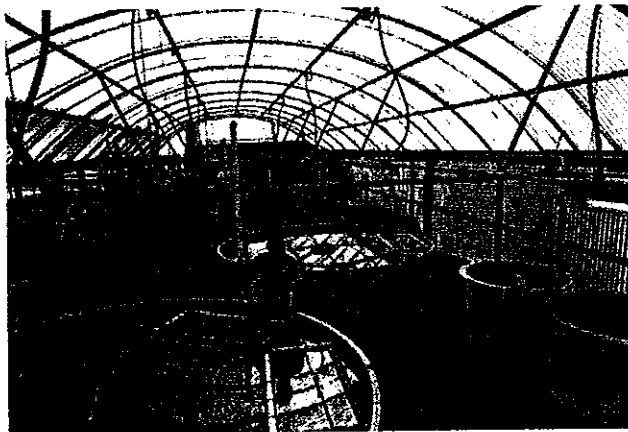
## Los Vaqueros

Contra Costa Water District's Oliver Symonds got some unexpected help from a raccoon when he delivered the new Summer/Fall Activity Guides to the John Muir Interpretive Center at Los Vaqueros.



Even the raccoons were excited about the arrival of the new Summer/Fall LV Activity Guides!

## California Agencies act to save fish from Endangered List



Contra Costa Mosquito & Vector Control District Biologist Chris Miller plays key role in the effort working in the one-of-a-kind fish-rearing greenhouse.

The Sacramento perch, a recreational sport fish and potential fish market delicacy, is at risk of becoming an endangered species. However, thanks to a crucial partnership between the Contra Costa Mosquito & Vector Control District, East Bay Regional Parks and the California Department of Fish and Wildlife, this native fish may rebound with the help of the District's Biologist Chris Miller.

"There is no one in this state or possibly the country who knows more about spawning Sacramento perch than Chris Miller," says the coordinator of the California

Department of Fish and Wildlife's Aquaculture Program Randy Lovell.

Lovell says the Sacramento perch, a native sunfish, was once plentiful in Northern California until settlers arrived in the Golden State. They brought with them fish from other areas that overpowered the perch and since then, the number of these fish has been dwindling. Not too long ago, drought conditions yielded a new residency of protected red-legged frogs in a lake at Tilden Park that had long been home to Sacramento perch. Thus, the fish had to be relocated.

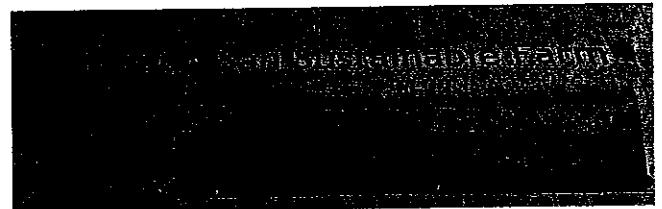
Miller set up both individual and colony spawning tanks at the District's fish-rearing facility for the perch where he's been able to increase the fish's population; a feat rarely achieved in captivity. In addition to the immediate benefits, the largest fish are tagged so that Miller can collect genetic information on each fish for future studies.

The perch populations have grown at the District to the point that they have been relocated into new waterways identified by the state.

Lowell says it's important to bring Sacramento perch back from the brink of extinction because it is a highly adaptable fish that could serve as a sustainable food source, is liked by recreational fishing enthusiasts, and is growing in popularity among the soilless farming crowd as a water fertilizing source (aquaponics). For Miller, he's excited to be doing his part to ensure the fish's success.

"It's a great opportunity to give these fish a healthy place to thrive and the process serves as a learning tool as well. I love these local fish and I look forward to seeing them used more widely," said Miller.

## The CoCo Sustainable Farm Update



The CoCo Sustainable Farm project status is as follows. Work is proceeding on the Land Use Permit (LUP) application for the farm. The project received clearance from the Airport Land Use Commission (ALUC), which happened earlier this year and allowed for the LUP application to proceed. The ALUC will get another chance to sign off as part of the review process for the LUP. In August we submitted the revised LUP application and awaiting approval.

## Delta Diablo Sanitation District opens recycled water station

Joining several other communities that have started making reclaimed water available to the public, Delta Diablo unveiled its new recycled water fill station on July 11, allowing residents of Pittsburg, Antioch, and Bay Point access to free recycled water for irrigation for the first time.

The station is open on weekends only, from 9 a.m. to 3 p.m. on both Saturday and Sunday, and carries a 300-gallon limit per visit. Residents who are interested must bring their water bills or any other proof that they are Delta Diablo ratepayers. They must also bring their own sealable water container, and go through a brief individual training period.

Recycled water is non-potable and is intended strictly for irrigation, not for: drinking, filling fish tanks or recreational use. Delta Diablo's program will run through October. Similar programs exist through wastewater treatment plants.



*With the installation of more recycled water pipelines, Dublin Mayor Abe Gupta said that 80 percent of the water the city uses today for municipal operations is recycled water.*

"Dublin is a model city in its use of recycled water for irrigation. They've been an indispensable partner from the beginning of this effort 20 years ago and share our vision of a more diverse and reliable water supply portfolio for the Tri-Valley," said DSRSD General Manager Bert Michalczyk at the event.

Earlier this year, DSRSD installed pipelines in central Dublin to connect the Santa Rita Jail and other Alameda County properties to the recycled water distribution system. The District accelerated the timetable for both the central and western Dublin projects in 2014 in response to the region's severe drought. A \$2 million grant from the California Department of Water Resources Integrated Regional Water Management Plan (IRWMP), funded through Proposition 84, is partially funding both projects, reducing the District's cost to \$5.984 million.

DSRSD has partnered with EBMUD since 1995 to produce recycled water from wastewater through the San Ramon Valley Recycled Water Program. Between 1995 and 2006, the two agencies built a water recycling plant and distribution network of pipelines, pumping stations, and storage reservoirs, and they continue to connect new irrigation customers to the network every year. In 2014, the program produced 1.3 billion gallons of recycled water used by DSRSD, EBMUD, and Pleasanton water customers.

## Dublin Recycled Water Expansion Project Enhancing Water Supply

Dublin San Ramon Services District announced the extension of purple pipes carrying recycled water west of Interstate 680 to 35 Dublin sites – parks, roadway medians, and school grounds.



*An army of excavators and workers digs trenches for new recycled water pipelines on Shannon Ave. in Dublin on July 22.*

The pipes will deliver recycled water to the park's drought parched lawns. By the end of the year, DSRSD will have installed 3,125 miles of new purple pipes on Dublin's west side and converted sprinklers at 35 large irrigation sites, including parks, schools, road medians, and multi-family and commercial properties. The project will save 49 million gallons of drinking water every year, enough to serve about 865 Dublin homes, according to the DSRSD project Manager, Senior Civil Engineer Shane Delight.



**DUBLIN SAN RAMON  
SERVICES DISTRICT**

*Water, wastewater, recycled water*

## Presentation of Transparency Certificate to Pleasant Hill Recreation & Park District

California Special Districts Association's (CSDA) board member and past president Stan Caldwell presented to the Pleasant Hill Recreation & Park District the District Transparency Certificate of Excellence. This program was created by the Special District Leadership Foundation (SDLF) of CSDA in an effort to promote transparency in the operations and governance of special districts to the public and to provide special districts with an opportunity to showcase their efforts in transparency.



*Stan Caldwell presenting transparency Certificate to PHR&PD Board president Sandra Bonato*

Earning the certificate is tangible acknowledgement of transparency efforts, and demonstrates to the constituents and other stakeholders the district's commitment to being open and accessible.

## Monarch Butterfly Conservation



Mt. View Sanitary District (MVSD) Biologist Kelly Davidson provided a 3-day program to students in Mr. Clark Smith's summer school Biology Class at Vicente High School in Martinez. The program consisted of a classroom presentation on Monarch Butterfly conservation and a two-day planting project in MVSD's Wildlife Garden. The students planted two species: Narrow-leaved Milkweed (50 seedlings) and Common Yarrow (48 seedlings) - a native plant that is especially beneficial as a nectar source to butterflies, bees, and other pollinators. The new extension to the Wildlife Garden will be registered as an official "Monarch Waystation" by MonarchWatch.org. By creating and maintaining a Monarch Waystation, MVSD is contributing to monarch conservation, an effort that will help assure the preservation of the species and the continuation of the spectacular monarch migration phenomenon.

## Emily Barnett is Central Sans New Communication Services and Intergovernmental Relations Manager

The Central Contra Costa Sanitary District (CCCSD) announced the hiring of Emily Barnett as its new Communication Services and Intergovernmental Relations Manager. In this role, Emily will lead CCCSD's community and government relations, public outreach, and communications activities.

Roger Bailey, the District's General Manager, said, "We are very excited to welcome Emily. She has a fresh perspective, amazing credentials, and a wealth of experience that will help us to develop awareness of how we serve our communities and protect the environment."

Emily has a Bachelor's Degree in Political Science from California State University, Stanislaus, and is working towards a Master's Degree in Communication Studies from San Jose State University.

## Owl Released at Los Vaqueros

On August 24th at the Los Vaqueros Watershed, Lindsay Wildlife Encounter released a barn owl that had been injured and brought back to health.



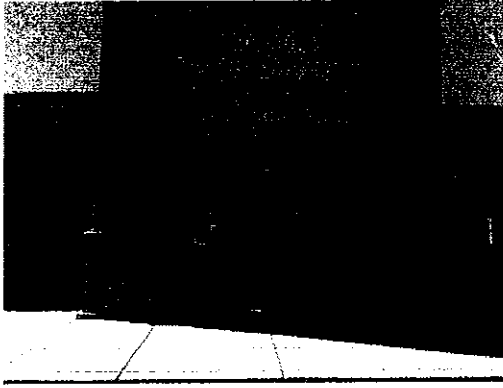
Lindsay Wildlife's Annette Wolff -- pictured -- said the release went very well. "I just opened my fingers and it flew away."

An LV fisherman brought the barn owl to Lindsay about a month ago after finding the white-faced bird tangled in fishing line. Annette said it was fortunate the barn owl was not more seriously injured and it could be nursed back to health.

The young barn owl was less than a year old.

**Contra Costa Special Districts Association January meeting will be Monday January 25, 2016 – note location change - we will meet at the Pleasant Hill Community Center 320 Civic Drive, Pleasant Hill, CA**

## Diablo Water has a new home!



Over the weekend of June 12 - 14 the Diablo Water District office moved from the shopping center across the street to the new office now located at 87 Carol Lane, Oakley.

The district had occupied leased space in the shopping center for about 20 years. The new building included new furniture and much improved layout and design. It sits on a  $\frac{3}{4}$  acre property directly across the street from the previous location.



*Photo of new building*

The exterior landscaping includes a water efficient low consumption garden. The roof downspouts and parking drainage is onsite and only during heavy rains will overflow to storm drains.



*Portion of the demonstration garden*

The project began in June 2014 and took one year to build including design, permitting and build. The total cost was about \$2.5M, the building is about 5500 sq. ft. in size with the water district occupying about 4400 sq. ft., the other portion of the building will be leased until a time that the district may need to expand again in the future.

## Contra Costa Special District Grant & Scholarship Program Update

We are happy to report that the CCSDA members voted to be benefactors at this year's Contra Costa County Office of Education (CCCOE) Teacher of the Year event.

At the Contra Costa Special District Association (CCSDA) meeting on July 20th, the Scholarship Committee (Larry Nagel from Kensington Fire District, and John Burgh from Contra Costa Water District) made a report recommending that CCSDA make a donation of \$1000 to this year's Teacher of the Year program of the Contra Costa County Office of Education.

The membership approved this action unanimously. This is to be a trial one-year donation; the membership will evaluate our participation and decide next spring if and how to continue our involvement in scholarship support in the community. Al Miller from Stege Sanitary District has joined the Scholarship Committee.

Our donation of \$1000 will allow us the opportunity to provide information to the participants at the annual dinner program we look forward to sharing about Contra Costa Special District Association to the attendees.

We look forward to being at the dinner in September, and celebrating the wonderful contributions to our special district community made by these outstanding educators!

## About the County Office of Education



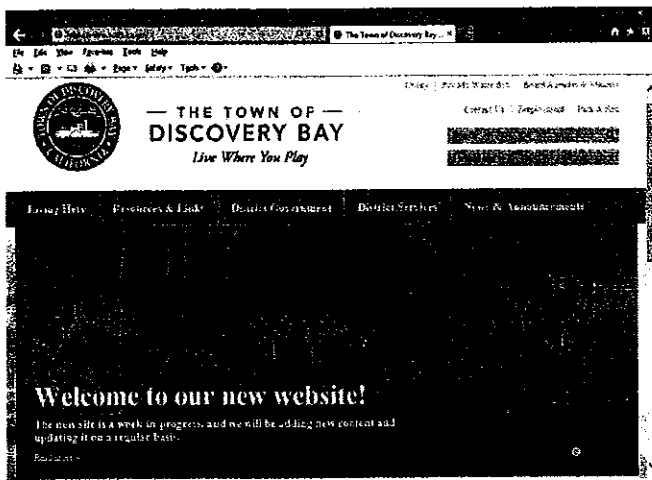
The County Office of Education provides education-related services that can be handled most effectively and economically on a regional basis rather than by each of the county's 261 schools or 18 school districts. These services are provided at the request of districts or to meet state mandates.

## Town of Discovery Bay Launched a Revamped Website

The Town of Discovery Bay has replaced its five-year-old existing website with a new, easier-to-use model.

In a plan that was approved by the town's Community Services District (CSD) back in 2014, General Manager Rick Howard has spearheaded the development of the new site.

"From the standpoint of managing the old site, it was extremely difficult to update and manage, and from a user perspective, it is extremely hard to navigate and to locate pertinent information." Howard said. "This new site is fresh and very user friendly. It will be able to post to social media, which is appealing."



Sacramento-based firm Digital Deployment developed the new site at a cost of \$16,800.

Funding for the project was earmarked in the town's budget this year, as a planned expenditure. According to the November 2014 staff report, "The cost not only provides significantly improved user interfaces, it also allows staff to create and edit all content on the website; create an easy to use mobile experience; and most importantly, it will allow residents to easily find the information that they are seeking."

## Dublin San Ramon Services District Director News



**DSRSD Director Elected to Serve on Board of California Association of Sanitation Agencies**

At the California Association of Sanitation Agencies (CASA) annual conference in mid-August, Dublin San

Ramon Services Director Georgan Vonheeder-Leopold was elected to serve a three-year term on the CASA Board of Directors and appointed to the CASA Education Foundation board.

Vonheeder-Leopold has served on the Dublin San Ramon Services District Board of Directors for 15 years and during that time she has been an active member of CASA. She brings decades of public service and experience to the CASA board. She is also an Alternate Special District Representative to the Alameda County Local Agency Formation Commission.

CASA is the leading voice for public wastewater agencies on regulatory, legislative and legal issues and is dedicated to ensuring clean water for California.



**Dublin San Ramon Services District**

*Water, wastewater, recycled water*

## Los Vaqueros Bass Restocking

For only the fourth time since it was opened, largemouth bass have been stocked at Los Vaqueros.



On Aug. 14th, 2,000 of the coveted game fish -- between six and twelve inches in length -- were stocked at the reservoir.

Largemouth, known among anglers as being feisty fighting fish, have been planted during the previous two years, and in 2001 when the reservoir was opened to the public.

When the reservoir was expanded, considerable amount of habitat for largemouth was added to the banks of the reservoir.

LV is primarily known as a trout and striped bass reservoir. The Los Vaqueros watershed is already enjoying one of its best years of attendance.

## Six Tri-Valley Agencies Receive Government Leadership Award

At its annual conference, on September 3rd, the California Local Agency Formation Commission (CALAFCO) presented their "Government Leadership Award" to six Tri-Valley agencies for "working together and furthering good government efforts in the Tri-Valley." The six agencies are the cities of Dublin, Pleasanton, Livermore, and San Ramon, the Dublin San Ramon Services District, and the Zone 7 Water Agency.

Together, these six agencies provide services related to drinking water (potable), recycled water, wastewater, and storm water to approximately 277,000 people living and working in the Tri-Valley (located in eastern Alameda County and southern Contra Costa County). While each agency has its own policies, practices, contracts, investments, and expertise, they studied ways to coordinate and integrate how they provide the various water services to their constituents. The study identified 15 opportunities for functional or service-level coordination and integration and additional options for longer-term integration.

As part of this study process, the participating agencies established the "Tri-Valley Intergovernmental Reciprocal Services Master Agreement," which makes it easier for two or more agencies to coordinate contracting for services and sharing resources and materials. The goal of the agreement is to take advantage of opportunities to save money by sharing equipment, personnel, and other resources, and this directly translates into savings for Tri-Valley ratepayers and taxpayers.

## Central San Wins National Award

The Central Contra Costa Sanitary District's outstanding wastewater treatment processes have once again earned national recognition.

The District recently received the coveted Platinum-17 Peak Performance Award from the National Association of Clean Water Agencies (NACWA). The award means that the District achieved 100% success in ensuring every drop of more than 236 billion gallons of treated wastewater met all federal, state and regional water quality standards as it was discharged into Suisun Bay during the past 17 consecutive years.

The District is one of only eight wastewater treatment agencies – out of more than 16,000 agencies nationwide – to receive this honor.

## DSRSD General Manager Announces His Retirement

On September 22, 2015 Dublin San Ramon Services District (DSRSD) General Manager, Bert Michalczyk, informed the DSRSD Board of Directors and employees of his plans to retire in early November, 2015.

"District leadership and staff are very well poised and capable of assuming the reins," Michalczyk said in his memorandum informing the Board of his intent to retire. "To ensure that continued success, we have in place the following: a five-year Strategic Plan; a solid senior management team that I feel is very capable of carrying on the Mission of the District; a policy infrastructure to deal with current and future water use limitations regarding the drought; approved operating and capital budgets for fiscal years 2016 and 2017; and stable labor arrangements based on a shared partnership between the employees and the District." Michalczyk also noted that the District is well on its way to completing master plans for long-term water use, water facilities, urban water management, biosolids disposal, and wastewater treatment.

## Contra Costa Chapter Participates in Roundtable Discussion at Annual Conference

By: Dane Wadlé, Bay Area Network Field Coordinator

On the last day of CSDA's Annual Conference in September, chapter members from across the state participated in a roundtable discussion with CSDA leadership and staff to discuss a number of issues. Members recapped Chapter activities over the past year and outlined opportunities and suggestions for the coming year. The meeting also enabled Chapters to discuss best practices and provide guidance to individuals forming new chapters in other areas of the state.

The roundtable was led Chris Palmer, CSDA's Southern California Field Coordinator, and myself. We started the forum by presenting statistics highlighting the positive impact of the Field Coordinator program. For example, as of August 1, the Field Coordinators have attended 12 Chapter meetings in 2015. We project that by the end of this year, CSDA's participation in Chapter meetings will increase by approximately 58% from 2014!

The agenda also provided an opportunity for Chapter members to talk to other Chapters about how they operate. This conversation was especially helpful for the attendees who are looking to start new Chapters.

The meeting was a great opportunity to interact with district representatives and discuss a plan of action for the upcoming year.



## Send us your District News and Press Releases!

Please send your district news releases to Stan Caldwell at [stan\\_caldwell@comcast.net](mailto:stan_caldwell@comcast.net) and 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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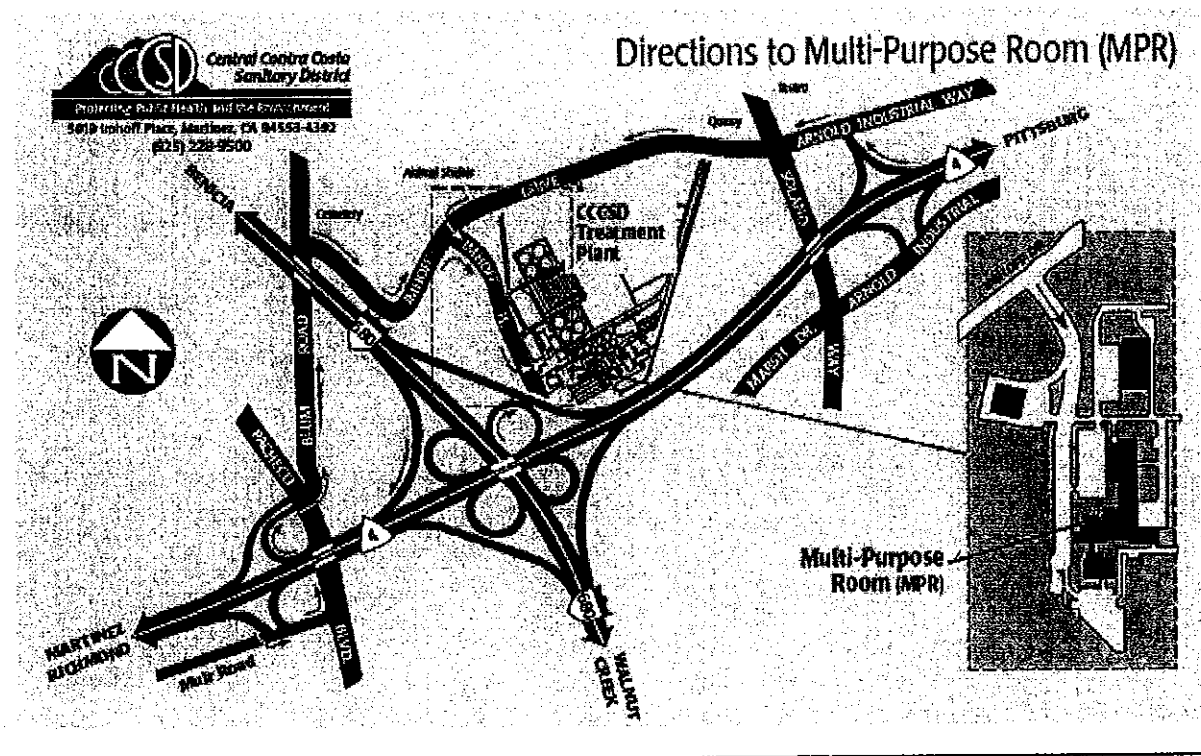
### Mark your calendars with our future Chapter Meeting Dates:

October 19, 2015, January 25, 2016, April 18, 2016, July 18, 2016

Meetings begin at 10:00 AM – we are out by 12:30 PM

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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)  
Bette Boatmun, Chair - Email: [bboatmun@yahoo.com](mailto:bboatmun@yahoo.com)  
Stanley Caldwell, Vice Chair & Newsletter Editor - Email: [stan\\_caldwell@comcast.net](mailto:stan_caldwell@comcast.net)  
Michael McGill, Member at Large - Email: [Mcgill@mms-inc.net](mailto:Mcgill@mms-inc.net)  
Bert Michalczyk, Treasurer - Email: [michalczyk@dsrsd.com](mailto:michalczyk@dsrsd.com)

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

[www.csdanet/contra-costa-special-districts-association](http://www.csdanet/contra-costa-special-districts-association)

Date: 09/23/2015 [06:10:31 PM]  
From: Janice Kosel <janicekosel@gmail.com>  
To: "Brenda J. Navellier" <fire@kensingtonfire.org>  
Subject: Fwd: Good News from the hill

Would you please include this in the packet?

Sent from my iPhone

Begin forwarded message:

**From:** Ciara Wood <ciara\_woodhaven@sonic.net>  
**Date:** September 23, 2015 at 11:06:13 AM PDT  
**To:** Janice Kosel <janicekosel@gmail.com>  
**Subject:** Good News from the hill

Good Morning,

I have some good news to share. Yesterday, my neighbor to the north, Margaret Jesseph, had Brende and Lamb folks come out to work on her redwood tree and remove some dead

"stuff" from her property. I shall spare you an enumeration!!! That said, they removed her juniper at the trail, just north of my garden. This feels like a huge accomplishment as it was done with her approval and by her paid agents!!! Now, in the neighbors helping neighbors effort, I am clearing back the ivy and blackberries that were in and about the juniper.

Brende and Lamb also removed some branches from my ash trees as per our agreement, and I shall send them a check for that part of the project.

Margaret read Bob Sieben's book and took it all very seriously!!! So these are more "Yeah for Our Team" moments for all of us. (I also assured Margaret that in the event of an evacuation, we would be leaving early, and that I had reserved the front passenger seat for her in my car.)

Perhaps the Fire Board could come up with some way to recognize juniper removal efforts in the Outlook. More anon, ~Ciara