

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

Date of Meeting: September 11, 2019  
Time of Meeting: 7:00 p.m.  
Place of Meeting: **Building E in Kensington Park**  
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/meetings](http://www.kensingtonfire.org/meetings).

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: Dom Dommer, Janice Kosel, Laurence Nagel, Kevin Padian and Julie Stein

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6

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

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

CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of July 10, 2019 (APPROVE)

CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** August 2019 (ACCEPT)

CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** July/August 2019 (APPROVE)

CC 6. **APPROVAL OF MONTHLY TRANSMITTAL #3.** September 2019 (APPROVE)

**PUBLIC HEARING**

7. Resolution 19-06 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions for 20 Jessen Court; 205 Yale Ave; 71 Kingston Road; and 149 Lawson Road, Kensington, CA (ACTION)

**NEW BUSINESS – PART 1**

8. Presentation of Public Safety Building Spatial Program Analysis, Conceptual Floor Plan Alternatives and Updated Seismic Retrofit Analysis by RossDrulisCusenbery Architecture (ACTION)

**OLD BUSINESS**

9. Proposal from RossDrulisCusenbery Architecture for Extra Services Site Response Times Study in the amount of \$14,955 (ACTION)

**NEW BUSINESS – PART 2**

10. Proposal from RossDrulisCusenbery Architecture for Extra Services Temporary Fire Station Facility Feasibility Study in the amount of \$39,380 (ACTION)
11. Proposal from Mack5 for Cost Planning and Estimating Services in the amount of \$12,960 (ACTION)
12. Proposed Purchase and Mounting of Fire Danger Today signs for the Arlington median and intersection of Beloit and Grizzly Peak (ACTION)
13. Resolution 19-07 Adopting the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for Fiscal Year 2019-2020 (ACTION)
14. **FIRE CHIEF'S REPORT**
- a. Review of operations.
  - b. Regional issues and developments.

15. **PRESIDENT'S REPORT**

- a. Template of EPC Appointment Letter
- b. Open House including Contract Signing Celebration – 10/12/19
- c. Feedback on Holding a Protocol-Setting Agenda Item at a Future or Special Board Meeting Addressing How We Work Together

16. **BOARD REPORTS**

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

- a. Finance Committee (Stein/Dommer): Minutes of 5/30/19 meeting; report on 8/22/19 meeting
- b. Emergency Preparedness Committee (Padian/Nagel): Kensington Evacuation Research Project – Preliminary Report dated 8/15/19; report on 8/28/19 meeting
- c. Organization Committee: Public meeting moved to 11/16/19
- d. Diablo Fire Safe Council Representative (Nagel, Staff)
- e. East Bay Regional Parks District Liaison (Nagel)
- f. California Special Districts Association Representatives:
  - i. County (Nagel): Next meeting in October
  - ii. State Professional Development and Membership Services Committees (Kosel)
- g. Correspondence: 8/29/19 letter from KPOA regarding Public Safety Building

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, October 9, 2019, at 7:00 p.m. at Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 10/9/19 is Wednesday, 9/25/19 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 10/2/19 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 JULY 10, 2019 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**     **Directors:**     Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein  
                  **Staff:**             Chief Michael Pigoni and Manager Brenda Navellier

**CALL TO ORDER:**

President Stein called the meeting to order at 7:00 p.m and called roll. Director Kosel was excused from the meeting and Director Padian was unable to attend. Fire Chief Pigoni and Manager Navellier were present.

**APPROVAL OF CONSENT ITEMS:**

President Stein called for the approval of the consent calendar (items 3, 4 & 5), consisting of approval of the June 2019 incident activity report, approval of the monthly transmittal #1, and approval of the May/June 2019 financial reports. Director Nagel made a motion to approve Consent Calendar items 3, 4 & 5. Director Dommer seconded the motion. The motion passed unanimously.

AYES:            Dommer, Nagel, Stein  
NOES:            None  
ABSENT:         Kosel, Padian  
ABSTAIN:        None

**ORAL COMMUNICATIONS:**

None.

**PUBLIC HEARING:**

President Stein announced that an updated list of properties in violation was issued this afternoon that is considerably shorter than the list included in the agenda packet. Stein asked if there was anyone in the audience having an objection to the designation of their property as containing fire hazards? The owner of 275 Colgate objected to his property's designation. He read what he was cited for and stated he had no weeds. He has met with Captain Carrion at his property, disagrees with the designation and brought pictures to the meeting. Chief Pigoni said another meeting could be set up at the property for clarification. President Stein called for the staff report and recommendation. Fire Marshal David Gibson stated there has been devastating fire seasons during the last two years. This is the District's annual process to go through the community, assess fire hazards and notify property owners. It is staff's goal to have all property owners voluntarily comply. The process is part of the government code and the goal is to eliminate hazards and make Kensington more fire safety. The process will continue throughout the summer and into the fall. Fire Prevention Officer Damien Carrion gave an overview of the fire hazard abatement program. The entire community of Kensington is in a Very High Fire Hazard Severity Zone. According to CalFire's study from earlier this year, Kensington is the 27<sup>th</sup> most dangerous place to live in California due to wildfire conditions. Carrion originally sent letters to nearly 300 properties in the community. There are still 92 properties that are non-compliant. Carrion clarified that he is looking at properties from the street unless neighbors have invited him onto their property to view hazards.

Kay Blonz said she applauds the efforts but feels that residents may present themselves differently on the front yard than in the backyard and the department is only inspecting ½ of Kensington. Blonz said she has complained about a neighbor for two years but no results have happened. Gibson explained that by law, during this process, the department cannot go onto someone's private property. They must stay on the public way or be invited onto the property. Blonz said she and others have spent thousands of dollars maintaining their properties but there are neighbors who don't care and have decades of build-up. Gibson said the abatement process will have zero tolerance—communities are burning down in California. A resident asked about the process. Carrion gave an overview of the timing. The goal is to have everything mitigated in September. The initial notices gave residents about 30 days to clear fire hazards. If there are concerns about neighbors' yards beyond the timing of this process, a resident should notify the fire department of their concern. Blonz asked what the Fire Board could do to assist elderly residents with fire hazards, particularly those on Purdue and near the interface. Is it possible to bring in a community chipper or arborist or something? Carrion and Nagel referred to DFSC community grants. Karl Kruger asked about the deadlines which Carrion answered. Carrion does work with the PG&E, EBMUD, EBRPD, WCCUSD and the City of El Cerrito regarding their properties. He worked with EBRPD to help coordinate the

shaded fuel break. The owners of 275 Colgate asked if someone else can come to their property to assess it. Carrion explained that his meeting with the owners was interrupted and they did not finish their conversation. Carrion again explained the process and timeline for those properties that are still on the abatement list. Gibson said a second letter will be mailed tomorrow to the properties that are declared as a nuisance tonight. Gibson will inspect 275 Colgate personally.

Director Dommer asked why the list of properties was so large this year. Gibson said that the department took a harder look at the properties and there was record rain last winter resulting in lots of growth. Blonz complained about the standards and that they are confusing and misguided. Carrion said when you see a fire that has destroyed hundreds of homes they all started as small fires and worked their way up. Gibson added that the fire code is written to eliminate ladder fuels, not to clear cut. Next year there is a possibility that certain species may be prohibited such as junipers. It is not currently on the DFSC list. If that happens there will be lots of public outreach. Marin County has taken a very aggressive approach to eliminating certain flammable vegetation. President Stein closed the public hearing and asked for Board comments.

Stein thanked Carrion and Gibson for their time and efforts with this process. Nagel thanked B/C Gibson in particular for the presentations he has given about readying homes for fire safety. There are 5,000 people in Kensington and those programs have reached maybe 500. The Emergency Preparedness Committee is trying to organize neighborhoods into Firewise communities. Nagel explained the guidelines for Firewise communities. It is disappointing to put on fantastic programs and not have much attendance but the District will continue to run programs and send out newsletters. Nagel said Kensington residents have received substantial grants through DFSC. KFPD matches Kensington resident donations to DFSC. KFPD has grants for replacing juniper with more fire safe vegetation. Dommer noted that getting rid of debris is a big problem. Nagel said that could be considered in the future. Stein read the Resolution title that is being considered at this time. Director Dommer made a motion to accept Resolution 19-05. Director Nagel seconded the motion.

AYES:	Dommer, Nagel, Stein
NOES:	None
ABSENT:	Kosel, Padian
ABSTAIN:	None

### **FIRE CHIEF'S REPORT:**

Chief Pigoni reviewed his written report. Of the 26 calls in the community last month, there was a small vegetation fire off Canon Drive. It was kept to a 10' x 10' area. It was the second fire in that area with the first being in Tilden Park. There was an arsonist worry but there have been no subsequent calls. The Emergency Operations Plan is now 60% complete and was forwarded to the Board members. None of the annexes, including the Kensington community, have been incorporated yet. Regarding the Board's role in the event of a disaster, all Board members need to take ICS 100 and 700 training. In the event of an emergency, the Board would need to first declare a state of emergency. The County then takes the next steps and notifies the State. Pigoni used the recent Ridgecrest earthquake as an example. The fire department through the contract will initiate the emergency plans to mitigate any issues whether its fire, water main breaks, building collapse, etc. The Board's role is during recovery. The fire department needs to get back to normal operations since those will also continue during an emergency. The Board will need to pass resolutions to get funding for an emergency and may need to help in support functions. The Board would convene at the fire station unless it is not able to be occupied. The government code allows for the Board members to appoint a replacement that will only go into effect during an emergency if that Board member is killed or incapacitated. The Board can consider this in the future but the ICS training needs to be completed now.

The department received a State Homeland Security Grant for rescue equipment in the amount of \$14,508. Rope rescue equipment will be purchased with that grant. KFPD's new engine is still on track to be delivered at the end of the calendar year.

Kay Blonz asked how the fire department has responded to PG&E's possible shutdowns? Pigoni explained that the fire station has back-up generators and batteries. The generators can run about three days and the department has the ability to refill them. Pigoni said that EBMUD will now be placing generators at their service tanks over the next month and they will remain until rains begin. They have also cleared brush all around their tanks.

Director Nagel asked if staff could post the 60% EOP plan on the website. President Stein thanked Pigoni for giving instruction on what the Board needs to accomplish. Stein suggested the process be turned into a District SOP. Stein and Navellier will follow-up.

**PRESIDENT'S REPORT:**

Stein reported that she attended a Special District Leadership Foundation conference sponsored by SDRMA earlier in the week. Items related to governance, human resources, and communications with the public and press were covered. Finances were covered at the conference earlier today. Stein attended the first two days, Padian attended the first day and Chief Pigoni completed the entire course. Stein felt the conference was informative, useful and valuable for networking. Kay Blonz suggested that KFPD arrange for and pay for additional yard waste clean-up during certain times of the year. Stein said the Board could come back to that during the Emergency Preparedness Committee report.

**NEW BUSINESS:**

The Board Will Consider Whether to Pursue the Existing Public Safety Building Plan that was included in the May 2019 Board Packet: Stein said the District is gaining traction on adopting a structured approach to the public safety building and the Board asked the Building Committee to put together a decision plan and outline the necessary steps. The Building Committee put together a two-prong plan that the District originally intended to pursue in parallel. The first approach was to renovate the existing public safety building and the second was to consider a new public safety building in the park. The goal of both is to ensure that Kensington has a building that meets essential services standards and provides a safe working environment that is up to proper building code. Director Dommer said the District has backed away from the park site because of too many challenges and the idea never gained traction. Dommer is disappointed because the community could have built a new building that would have lasted 50 years instead of remodeling the current one for another 10-20 years. KFPD hired an architect a few years ago for an initial study and will now have them do more work. The Board is considering acting on adopting the existing building renovation idea only. Stein gave an overview of the document that was included in the packet. The first item that needs Board approval is the updating of the structural engineering analysis. The second item (#3) is that a possibility of undertaking this update is that all or part of the KPPCSD's existing space may be consumed as part of the renovation and bringing the building up to code. Next item that requires Board approval will be to undertake preliminary interior design and engineering services. Also a joint community meeting was proposed with KPPCSD but that was at the time that both of the two-prong plan approaches were being considered. Nagel added that the District is pursuing firming up the plans for the public safety building. Dommer said they are also closing the door on the park site. Stein clarified that the Existing Public Safety Building plan referred to on the agenda is the title on the first half of the document included in the packet (Plan A). The other half is New Public Safety Building Located in the Park (Plan B). The District is focusing on Plan A. This document was included in the May Board packet and is being republished for reference. Director Nagel made motion that the Board pursue renovation and repair of the existing public safety building. Director Dommer seconded the motion.

Kay Blonz asked why the District decided not to build in the park? Dommer said there has been no partnership KPPCSD in 2-1/2 years and it does not appear to be in their direction to pursue it. Nagel added that he thinks one would have had to be in attendance at the last KPPCSD meeting and heard the people that spoke. A small group of people can make a project impossible through objections and lawsuits. In the meantime, KFPD needs a new fire house. Dommer said a new building cannot be built on the existing site because of the earthquake fault being 50 feet away. It can only be remodeled. There are functional problems and ADA violations. The District will do the best it can but it will probably need some of KPPCSD's space. Stein said a public forum has been scheduled for October. A commitment to exploring this option is also a commitment to explaining to the public what can or cannot be done with the existing building. The District does not have all the answers at this time. Fire operations are the District's first priority. A second priority would be to try to accommodate the police officers. The District also has to evaluate its state of emergency preparedness and where it could locate temporarily during a remodel. Also, are there any legal limitations? The only way a project in the park would happen is if there is a wave of public demand. Dommer said people have suggested other sites but a fire station needs to be near the center of town and gave examples of outlying EBMUD properties and Ace Hardware. He said a professional study would be done on all of those sites and the park for response times.

Mabry Benson asked why a full report of available properties has not been included in the Board packets? Nagel said that the former Chief looked at every available site. Dommer said a report will be done. Benson said that needs to be promoted by the Board for the residents who keep bringing up alternate sites. The police board also brought up that question. Just talking about it at a Board meeting isn't good enough. Dommer and Stein said a report will be done an objective third party professional. Stein said there are additional costs if the District has to purchase a property. Benson asked if the Board had seriously discussed public condemnation of either of the adjacent homes to the Public Safety Building. She asked where the analysis report is for that. Dommer said neither neighbor wishes to sell and that condemning their properties would be extremely unpopular with the public. Eileen Nottoli said resident Jean Durham mapped the park and did find a fault below the tennis courts. Dommer said KFPD

got a proposal to complete a geotech study at the park site for \$65,000 but wasn't going to spend the money because of the problems trying to get things done together with KPPCSD. Nottoli said there are many hurdles with the park to which the Board agreed. Benson asked how much KFPD offered the neighbors for their properties? Nagel pointed out that there is no negotiating offer if they are going to be condemned. Dommer noted that the District can't build a new building on the site anyway even with neighboring properties because of the earthquake faults.

Jim Watt said first the District needs to determine whether they can continue to exist in a 5,500 s.f. building. It may not be possible with the extra services that KPPCSD wants to add. He will be concerned if KFPD says it needs to whole building. The fire station on Marin is only 3,000 s.f. and responds to 1,600 calls per year. There is no reason why KFPD needs to be that big. If it does need to be that big, why wouldn't KFPD consider acquiring an adjacent property? Watt said that KFPD did not trench for its seismic study and it only found a fault in one spot. Dommer said the fault is 40 feet below the surface, below the back retaining wall so it is extremely difficult to get to. He gave further explanation and said the fault is found on some geological maps. Watt said he has never found a property owner that won't sell. Again, purchase a neighboring property and build a building there while staying in the current building. Dommer repeated again that a new building with a new use cannot be built on those sites. It might be able to go through a zoning change but not a new building. Watt said if KFPD determines they need to whole building, they are absolutely creating the necessity that Kensington will have to go to El Cerrito for police services. Watt does not believe the community will ever agree to put a public safety building in the park plus the costs associated with that. He then gave statistics for a new fire station in San Pablo and said the park site would probably cost \$20 million. Dommer reiterated that the District is not pursuing the park site. There were two earthquakes last week and meanwhile nothing is being done. Watt said he thinks it's great KFPD is moving forward. Sylvia Elsbury noted that the Board has said they have given up on the park site--please listen.

AYES: Dommer, Nagel, Stein  
NOES: None  
ABSTAIN: None  
ABSENT: Kosel, Padian

Proposal from RossDrulisCusenbery Architects for Extra Services Programming, Master Plan and Structural Services in the amount of \$24,481: President Stein noted that the proposal from RDC was corrected on line. Dommer said the structural analysis of the existing building needs to be redone now that KFPD knows about the close proximity of the fault. He added that the first version of the proposal had the police department and administration moving out but that is not the District's intent though there may not be room for everything. Dommer said several programs were developed before but not a program for the existing building footprint. The District will come up with a new spatial program and try to correct some of the deficiencies and functionality of the building. RDC would then do some simple diagrams to show how the building is replanned. The District would show those plans at the community meeting on October 12, 2019 and receive initial comments. Then the District would contract for construction drawings and building. The seismic analysis is \$3,300 of the fee. The total fee is \$24,481. Director Nagel made a motion to authorize the proposal from RDC Architects to update the architectural plan for the structural analysis, repair and renovation of the Kensington fire house. Stein said the plans will let the District what can and cannot be done with the building. Nagel said it's possible that this study could determine that the fire station cannot be brought up to Essential Services standards. Director Dommer seconded the motion. Mabry Benson asked if there will be options for "elaborate, moderate, minimum" in the architectural plans. Dommer said there may be some alternatives.

AYES: Dommer, Nagel, Stein  
NOES: None  
ABSTAIN: None  
ABSENT: Kosel, Padian

Three Student Consulting Services Agreements for Completion of Kensington Traffic Study for Total Amount Not to Exceed \$12,000 or \$4,000 Each: Stein introduced the item on the agenda and noted the three contracts were included in the packet. Stein clarified that one student is already working over the summer for the District and his preliminary report is due by August 15<sup>th</sup>. That contract was approved last month. This same student is one of the three that will work on the completion of the study. The scope of work for all three contracts is identical. The three students are working together on a joint deliverable. The traffic study report will be due December 1<sup>st</sup> and that information will complement the polygon project and an evacuation plan. Director Dommer made a motion to approve the three agreements for the Kensington Traffic Study for an amount not to exceed \$12,000. Director Nagel seconded the motion.

AYES: Dommer, Nagel, Stein  
NOES: None  
ABSTAIN: None  
ABSENT: Kosel, Padian

**BOARD REPORTS:**

Finance Committee: The next meeting will be held in late August to finalize the budget for the Board's September meeting.

Contract Negotiation: The Board approved the third amendment last month. The El Cerrito City Council will review next week and it was published in their packet today. The cost sharing agreement for admin services was separated out and Stein was authorized to send El Cerrito a MOU drafted by legal counsel which she did.

Emergency Preparedness Committee: The essential things that are being worked on are the traffic study, meeting with the south Lake Drive community about becoming a FireWise community and encouraging other neighborhoods along the interface. FireWise communities are an NFPA designation. The benefit to KFPD is that it makes the community eligible for fire safety grants. Stein noted that the EPC was a temporary committee that was not subject to the Brown Act. It is now a standing committee that is subject to the Brown Act and all meetings must be noticed. While it wasn't formally stated, the assumption was that Directors Padian and Nagel would stay on the standing EPC. The EPC has an on-going process to solicit volunteer applications for the committee. Nagel agreed and said the first EPC meeting was set for earlier in the evening (7/10) but was canceled. The meeting will be rescheduled. There are eight candidates so far. Stein asked if there is a target number of members and is there a selection process? Nagel said that selection process, number of members, and skill set will be discussed at the future meeting. There is a tremendous amount of work to accomplish. There has been no discussion of a formal interview process. The EPC will provide a list of recommended applicants to the Board. Any recommendations the committee comes up with are simply Board recommendations.

DFSC: The next meeting is 7/18/19. Kay Blonz complained that no one is coordinating the mowing efforts behind Purdue. Staff suggested Blonz contact the District staff in the future.

Pathkeepers: Stein was thinking of potentially rolling this into part of the EPC's committee. Nagel agreed.

EBRPD: The next meeting is 7/16/19.

Organizing Committee: The Committee has set the public forum for 10/12/19 at Arlington Community Church. This will take place during Fire Prevention Week and is the same day as KFPD's Open House. Stein and Kosel will work on the agenda for the meeting and will bring it back to the Board. Nagel hopes the Committee makes every effort to publicize the meeting. Stein said an article can go in *The Outlook* and *The Fireplug*.

CSDA County Chapter: The next meeting will be a joint meeting between Contra Costa and Alameda Chapters on 7/15/19.

**ADJOURNMENT:** The meeting was adjourned at 8:58 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on September 11, 2019.

Attest:

\_\_\_\_\_  
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)



September 2019

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

**FROM:** Michael Pigoni: Fire Chief

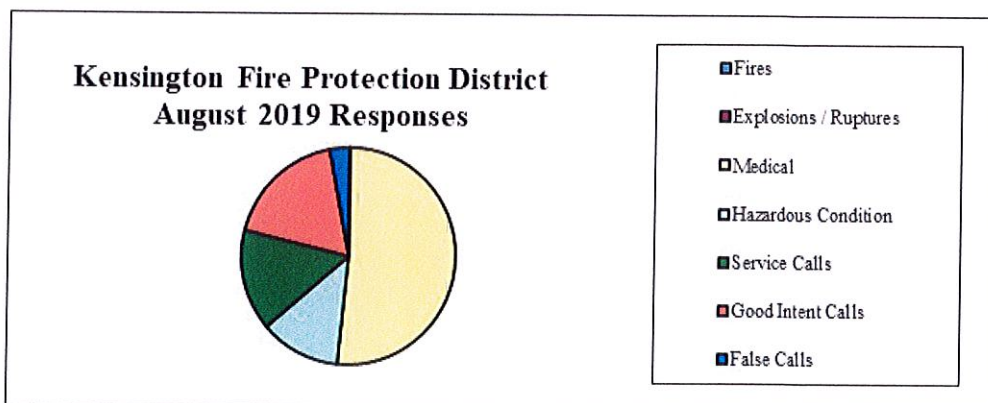
**RE:** **Incident Activity Reports for the Month of August 2019**

There were 33 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. During this same time, Engine 65 responded to a total of 56 calls in all districts.

There was a small increase in the number of calls from last mainly due to an increase for service calls in which people were concerned with the smell of smoke in the community. Fortunately, there were no fires or major incidents and no property loss.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	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>	17	51.52%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	12.12%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	15.15%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	6	18.18%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	1	3.03%
<b>Totals</b>		<b>33</b>	<b>100.00%</b>



# Kensington Fire Protection District Response Log for August 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019080933	01-Aug-19 15:54:26	59 Arlington AVE	Kensington	E165	554
2	0019081648	03-Aug-19 10:46:05	32 Sunset DR	Kensington	E165	412
3	0019081716	03-Aug-19 15:10:13	176 Highland BLVD	Kensington	E165	321
4	0019081934	04-Aug-19 09:58:54	Highland BLVD	Kensington	E165	611U
5	0019082024	04-Aug-19 14:59:46	55 Arlington CT	Kensington	E165	321
6	0019082085	04-Aug-19 18:36:21	90 Highland BLVD	Kensington	E165	551
7	0019082295	05-Aug-19 09:34:15	59 Arlington AVE	Kensington	E172	321
8	0019082350	05-Aug-19 12:21:25	388 Colusa AVE	Kensington	E165	321
9	0019082700	06-Aug-19 13:19:52	6 Franciscan WAY	Kensington	E165	743
10	0019083748	09-Aug-19 04:30:56	240 Trinity AVE	Kensington	E165	600
11	0019084680	11-Aug-19 15:52:54	1568 Oakview AVE	Kensington	E165	321
12	0019084743	11-Aug-19 19:26:39	282 Lake DR	Kensington	E165	651
13	0019085547	13-Aug-19 20:00:25	205 Purdue AVE	Kensington	E165	321
14	0019085569	13-Aug-19 21:17:05	60 Highland BLVD	Kensington	E165	651
15	0019086028	15-Aug-19 00:47:00	21 Windsor AVE	Kensington	E165	321
16	0019086313	15-Aug-19 17:35:33	210 Colgate AVE	Kensington	E165	444
17	0019086388	15-Aug-19 20:23:43	Arlington AVE	Kensington	E165	553
18	0019086553	16-Aug-19 08:46:15	267 Lake DR	Kensington	E165	554
19	0019087171	17-Aug-19 18:41:41	257 Purdue AVE	Kensington	E165	611
20	0019087732	19-Aug-19 11:33:52	27 Westminster AVE	Kensington	E165	321
21	0019087993	20-Aug-19 06:05:44	205 Purdue AVE	Kensington	E165	321
22	0019088267	20-Aug-19 20:04:18	222 Willamette AVE	Kensington	E165	611
23	0019088537	21-Aug-19 13:43:11	607 Beloit AVE	Kensington	E165	321
24	0019088573	21-Aug-19 15:41:41	17 Sunset CT	Kensington	E165	321
25	0019089420	23-Aug-19 17:45:53	194 Arlington AVE	Kensington	E165	400
26	0019089478	23-Aug-19 20:35:35	279 Berkeley Park BLVD	Kensington	E165	321
27	0019089733	24-Aug-19 13:41:55	37 Avon RD	Kensington	E165	412
28	0019089823	24-Aug-19 19:11:14	145 Lawson RD	Kensington	E165	321
29	0019090756	27-Aug-19 06:25:27	191 Highland BLVD	Kensington	E165	321
30	0019090800	27-Aug-19 09:01:14	26 Arlmont DR	Kensington	E165	321

31	0019090886	27-Aug-19 12:56:20	279 Berkeley Park BLVD	Kensington	E165	551
32	0019091387	28-Aug-19 16:46:16	1550 Oakview AVE	Kensington	E165	331
33	0019092285	30-Aug-19 22:37:53	217 Arlington AVE	Kensington	E165	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 August 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019080933	01-Aug-19 15:52:39	59 Arlington AVE	Kensington	E165	554
2	0019080950	01-Aug-19 16:54:15	6129 Panama AVE	Richmond	E165	5000
3	0019081248	02-Aug-19 12:02:54	2400 Mira Vista DR	El Cerrito	E165	321
4	0019081648	03-Aug-19 10:44:48	32 Sunset DR	Kensington	E165	412
5	0019081716	03-Aug-19 15:09:49	176 Highland BLVD	Kensington	E165	321
6	0019081768	03-Aug-19 18:25:18	205 Ramona AVE	El Cerrito	E165	611
7	0019081934	04-Aug-19 09:55:53	Highland BLVD	Kensington	E165	611U
8	0019082024	04-Aug-19 14:58:48	55 Arlington CT	Kensington	E165	321
9	0019082085	04-Aug-19 18:33:35	90 Highland BLVD	Kensington	E165	551
10	0019082322	05-Aug-19 11:09:14	300 Carmel AVE	El Cerrito	E165	444
11	0019082350	05-Aug-19 12:20:06	388 Colusa AVE	Kensington	E165	321
12	0019082700	06-Aug-19 13:19:12	6 Franciscan WAY	Kensington	E165	743
13	0019083182	07-Aug-19 14:43:41	545 Lexington AVE	Kensington	E165	5000
14	0019083190	07-Aug-19 15:20:40	12278 San Pablo AVE	El Cerrito	E165	611M
15	0019083372	08-Aug-19 00:06:00	Grizzly Peak/ Centennial	Richmond	E165	611F
16	0019083748	09-Aug-19 04:29:41	240 Trinity AVE	Orinda	E365	600
17	0019083778	09-Aug-19 07:25:07	115 San Carlos AVE	Kensington	E165	321
18	0019084424	10-Aug-19 21:34:42	6050 El Cerrito PLZ	El Cerrito	E165	730
19	0019084506	11-Aug-19 02:58:59	1104 Ivy CT	El Cerrito	E165	5000
20	0019084529	11-Aug-19 06:09:34	157 San Carlos AVE	El Cerrito	E165	321
21	0019084680	11-Aug-19 15:50:36	1568 Oakview AVE	Kensington	E165	321
22	0019084743	11-Aug-19 19:26:05	282 Lake DR	Kensington	E165	651
23	0019085547	13-Aug-19 19:58:28	205 Purdue AVE	Kensington	E165	321
24	0019085569	13-Aug-19 21:16:00	60 Highland BLVD	Kensington	E165	651
25	0019086028	15-Aug-19 00:45:13	21 Windsor AVE	Kensington	E165	321
26	0019086105	15-Aug-19 08:16:02	421 Balra DR	El Cerrito	E165	611
27	0019086313	15-Aug-19 17:33:38	210 Colgate AVE	Kensington	E165	444
28	0019086388	15-Aug-19 20:23:09	Arlington AVE	Kensington	E165	553
29	0019086553	16-Aug-19 08:45:11	267 Lake DR	Kensington	E165	554
30	0019087171	17-Aug-19 18:40:16	257 Purdue AVE	Kensington	E165	611
31	0019087463	18-Aug-19 14:46:13	S Park DR	Orinda	E165	611M

32	0019087732	19-Aug-19 11:32:11	27 Westminster AVE	Kensington	E165	321
33	0019087904	19-Aug-19 20:53:05	1104 Ivy CT	El Cerrito	E165	321
34	0019087993	20-Aug-19 06:03:38	205 Purdue AVE	Kensington	E165	321
35	0019088267	20-Aug-19 20:03:25	222 Willamette AVE	Kensington	E165	611
36	0019088491	21-Aug-19 11:38:28	421 Balra DR	El Cerrito	E165	740
37	0019088537	21-Aug-19 13:41:54	607 Beloit AVE	Kensington	E165	321
38	0019088573	21-Aug-19 15:39:57	17 Sunset CT	Kensington	E165	321
39	0019089420	23-Aug-19 17:45:53	194 Arlington AVE	Kensington	E165	400
40	0019089453	23-Aug-19 19:02:06	Wildcat Canyon RD	Orinda	E165	611M
41	0019089478	23-Aug-19 20:34:34	279 Berkeley Park BLVD	Kensington	E165	321
42	0019089733	24-Aug-19 13:39:55	37 Avon RD	Kensington	E165	412
43	0019089823	24-Aug-19 19:10:02	145 Lawson RD	Kensington	E165	321
44	0019090004	25-Aug-19 08:22:11	225 Carmel AVE	El Cerrito	E165	321
45	0019090178	25-Aug-19 17:37:20	1510 Elm ST	El Cerrito	E165	321
46	0019090568	26-Aug-19 16:22:48	732 Avila PL	El Cerrito	E165	444
47	0019090697	26-Aug-19 22:50:31	1500 Devonshire DR	El Cerrito	E165	743
48	0019090756	27-Aug-19 06:24:28	191 Highland BLVD	Kensington	E165	321
49	0019090800	27-Aug-19 09:00:09	26 Arlmont DR	Kensington	E165	321
50	0019090886	27-Aug-19 12:55:42	279 Berkeley Park BLVD	Kensington	E165	551
51	0019090933	27-Aug-19 14:56:27	1150 Arlington BLVD	El Cerrito	E165	700
52	0019091028	27-Aug-19 19:06:55	149 Carmel AVE	El Cerrito	E165	5000
53	0019091181	28-Aug-19 07:16:22	101 Colusa AVE	El Cerrito	E165	321
54	0019091387	28-Aug-19 16:45:37	1550 Oakview AVE	Kensington	E165	331
55	0019092026	30-Aug-19 11:42:13	707 Hancock WAY	El Cerrito	E165	321
56	0019092285	30-Aug-19 22:37:34	217 Arlington AVE	Kensington	E165	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)

September 6, 2019

To: KFPD Board Members

AGENDA ITEM 5

Fr: Brenda Navellier  
Manager

Re: Monthly Financial Reports

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The following financial reports are for an approximate six-week period, July 1 through August 12, 2019, reflecting the County's Period 1 reports.

A Balance Sheet and Revenue & Expense Previous Year Comparison have been provided. The Budget vs. Actual report has not been provided since the Board will be adopting the FY 19-20 budget at the September 11, 2019 meeting.

**Kensington Fire Protection District**  
**Balance Sheet**  
As of August 12, 2019

	Aug 12, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	13,970.24
General Fund	284,468.71
Special Tax Fund	12,339.98
Capital Fund	6,729.77
<b>Total Checking/Savings</b>	<b>317,708.70</b>
Accounts Receivable	
Due from County for Reimb.	31,648.05
Accounts Receivable	1,605.49
Interest Receivable	520.83
Advance on Taxes	3,891,293.68
Advance on Supplemental Taxes	44,061.12
<b>Total Accounts Receivable</b>	<b>3,969,129.17</b>
<b>Other Current Assets</b>	
E/C Salary Reimbursement Receiv	56,404.36
Deposits on Fixed Assets	220,000.00
Prepaid Services - EC	2,527,072.97
Prepaid Exp.	7,648.99
Prepaid CERBT - Retiree Trust	1,080,675.69
<b>Investments</b>	
Capital Replacement Funds	3,534,173.00
Fire Protect. Contract Reserves	3,032,487.51
E/C Contract Recon Reserves	381,526.93
Investments - Other	457,311.26
<b>Total Investments</b>	<b>7,405,498.70</b>
<b>Total Other Current Assets</b>	<b>11,297,300.71</b>
<b>Total Current Assets</b>	<b>15,584,138.58</b>
<b>Fixed Assets</b>	
Land	5,800.00
Equipment	1,446,911.62
Accumulated Depreciation-Equip	-746,593.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-1,000,180.00
<b>Current Capital Outlay</b>	
Firefighters Qtrs/Equip	11,387.03
Computers/Furniture	2,001.30
<b>Total Current Capital Outlay</b>	<b>13,388.33</b>
<b>Total Fixed Assets</b>	<b>2,110,908.06</b>
<b>TOTAL ASSETS</b>	<b>17,695,046.64</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	31,648.05
Due to Other - Issued by CCC	286,841.58
Accounts Payable	1,913.46
<b>Total Accounts Payable</b>	<b>320,403.09</b>
<b>Other Current Liabilities</b>	
Accrued Salary Reimb Income-EC	56,901.66
El Cerrito Service Contract Pay	2,527,072.90
Wages & PR Taxes Payable	3,542.53

**Kensington Fire Protection District**  
**Balance Sheet**  
As of August 12, 2019

	Aug 12, 19
Total Other Current Liabilities	2,587,517.09
Total Current Liabilities	2,907,920.18
Long Term Liabilities	
El Cerrito Reconciliation Liab.	246,605.77
CalPERS Settlement Payable	39,035.44
Total Long Term Liabilities	285,641.21
Total Liabilities	3,193,561.39
Equity	
Fund Equity - General	4,848,934.26
Fund Equity - Capital Projects	1,219,288.00
Fund Equity - Special Revenue	12,769.00
Fund Equity - Gen Fixed Asset	2,403,012.00
Fund Equity	2,695,515.57
Net Income	3,321,966.42
Total Equity	14,501,485.25
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>17,695,046.64</b>



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

July 1 through August 29, 2019

	Jul 1 - Aug 29, 19	Jul 1 - Aug 29, 18	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,891,293.68	3,699,956.90	191,336.78	5.2%
Lease Agreement	6,100.50	2,955.67	3,144.83	106.4%
Interest Income	0.00	6,220.96	-6,220.96	-100.0%
Salary Reimbursement Agreement	11,380.34	10,586.80	793.54	7.5%
Salary Reimb Agreement Recon(s)	66.66	0.00	66.66	100.0%
<b>Total Income</b>	<b>3,908,841.18</b>	<b>3,719,720.33</b>	<b>189,120.85</b>	<b>5.1%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	2,548.19	2,278.47	269.72	11.8%
Contra Costa County Expenses	0.00	13.80	-13.80	-100.0%
El Cerrito Contract Fee	505,414.58	513,154.97	-7,740.39	-1.5%
El Cerrito Reconciliation(s)	22,833.34	0.00	22,833.34	100.0%
Fire Engineer Plan Review	373.58	0.00	373.58	100.0%
Risk Management Insurance	12,561.00	12,507.00	54.00	0.4%
<b>Professional Fees</b>				
Accounting	1,180.00	0.00	1,180.00	100.0%
Actuarial Valuation	2,900.00	0.00	2,900.00	100.0%
Legal Fees	0.00	89.40	-89.40	-100.0%
<b>Total Professional Fees</b>	<b>4,080.00</b>	<b>89.40</b>	<b>3,990.60</b>	<b>4,463.8%</b>
Website Development/Maintenance	400.00	0.00	400.00	100.0%
Wildland Vegetation Mgmt	850.00	0.00	850.00	100.0%
<b>Total OUTSIDE PROFESSIONAL SERVIC...</b>	<b>549,060.69</b>	<b>528,043.64</b>	<b>21,017.05</b>	<b>4.0%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	0.00	0.00	0.00	0.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	0.00	0.00	0.00	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	4,811.39	67.50	4,743.89	7,028.0%
Open Houses	0.00	190.25	-190.25	-100.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>4,811.39</b>	<b>257.75</b>	<b>4,553.64</b>	<b>1,766.7%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighters' Expenses	696.97	71.32	625.65	877.2%
Professional Development	2,228.36	300.00	1,928.36	642.8%
<b>Building Maintenance</b>				
Janitorial Service	210.00	210.00	0.00	0.0%
Medical Waste Disposal	839.24	406.70	432.54	106.4%
Gardening service	350.00	0.00	350.00	100.0%
Miscellaneous Maint.	5,702.00	526.43	5,175.57	983.1%
<b>Total Building Maintenance</b>	<b>7,101.24</b>	<b>1,143.13</b>	<b>5,958.11</b>	<b>521.2%</b>
<b>Building Utilities/Service</b>				
Gas and Electric	3,274.44	1,373.78	1,900.66	138.4%
Water/Sewer	418.65	221.23	197.42	69.2%
<b>Total Building Utilities/Service</b>	<b>3,693.09</b>	<b>1,595.01</b>	<b>2,098.08</b>	<b>131.5%</b>
Memberships	650.00	650.00	0.00	0.0%
<b>Office</b>				
Office Expense	102.30	161.39	-59.09	-36.6%
Office Supplies	59.00	334.10	-275.10	-82.3%
Telephone	743.09	1,183.15	-440.06	-37.2%
<b>Total Office</b>	<b>904.39</b>	<b>1,678.64</b>	<b>-774.25</b>	<b>-46.1%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>15,274.07</b>	<b>5,438.10</b>	<b>9,835.97</b>	<b>180.9%</b>
<b>Staff</b>				
Wages	12,479.25	11,885.01	594.24	5.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	503.95	0.00	503.95	100.0%
Medical/dental ins compensation	1,470.00	1,257.00	213.00	17.0%
Retirement Contribution	948.42	903.24	45.18	5.0%
Payroll Taxes	1,182.17	1,081.87	100.30	9.3%
Workers Compensation/Life Ins	0.00	770.43	-770.43	-100.0%
Payroll Processing	198.75	252.40	-53.65	-21.3%
<b>Total Staff</b>	<b>17,782.54</b>	<b>17,149.95</b>	<b>632.59</b>	<b>3.7%</b>
<b>Total Expense</b>	<b>586,928.69</b>	<b>550,889.44</b>	<b>36,039.25</b>	<b>6.5%</b>
<b>Net Ordinary Income</b>	<b>3,321,912.49</b>	<b>3,168,830.89</b>	<b>153,081.60</b>	<b>4.8%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - General	11,933.86	108,665.14	-96,731.28	-89.0%
<b>Total Other Income</b>	<b>11,933.86</b>	<b>108,665.14</b>	<b>-96,731.28</b>	<b>-89.0%</b>
<b>Other Expense</b>				

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

July 1 through August 29, 2019

	Jul 1 - Aug 29, 19	Jul 1 - Aug 29, 18	\$ Change	% Change
Transfers Out - Capital	11,933.86	8,665.14	3,268.72	37.7%
Transfers Out - Special	0.00	100,000.00	-100,000.00	-100.0%
<b>Total Other Expense</b>	<b>11,933.86</b>	<b>108,665.14</b>	<b>-96,731.28</b>	<b>-89.0%</b>
Net Other Income	0.00	0.00	0.00	0.0%
<b>Net Income</b>	<b>3,321,912.49</b>	<b>3,168,830.89</b>	<b>153,081.60</b>	<b>4.8%</b>

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:	
VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND / ORG	SUB ACCT	TASK	OPT	ACTIVITY / WORK AUTH	ENGRS (PO) #	P/C	PAYMENT AMOUNT	
50131	Meyers Nave	8/20/2019	2019070375/76 legal	7840	2490						1,266.30	
50146	Delta Dental	9/1/2019	BE003531186 Sep dental	7840	1061						828.65	
50147	KFPD Revolving Fund	9/5/2019	Reimburse revolving fund	7840	2490						16,949.94	
50148	CalPERS	08/15/19	7072901257 Oct medical	7840	1061						6,467.41	
50150	Vision Service Plan	08/19/19	00102777 September vision	7840	1061						323.10	
50151	City of El Cerrito	09/01/19	Sep fire protection	7840	2328						257,392.77	
50193	Teo Carlone	09/03/19	60235-1 20 Jessen Ct. abate	7840	2490						1,250.00	
50193	Teo Carlone	09/03/19	60236-2 205 Yale abate	7840	2490						1,750.00	
50193	Teo Carlone	09/03/19	60237-3 71 Kingston Rd abate	7840	2490						1,750.00	
50201	RossDrulisCusenbery	07/31/19	60238-4 149 Lawson abate	7840	2490						6,500.00	
50260	Motorola	08/21/19	2016029-13 ESR 002	7840	2490						902.50	
	Cross Connections	8/15/2019	1035231274 Type III radios	7840	2490						6,890.52	
	Minuteman Press Berkeley	8/30/2019	2019-7-1 Type III radios	7840	2490						3,822.71	
			47831/47832 - evac booklet	7840	2490						1,264.13	
<b>TOTAL</b>											<b>307,358.03</b>	

Kensington FPD Approval  
 Date: 1/1  
*Mindy K...*  
 Date: 9/15/19

9/5/19

**Attachment to Transmittal 090519**

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
8/6/2019	PG&E - gas	131.82
8/15/2019	Terminix - pest control	133.00
8/5/2019	Office Depot - office supplies	59.00
8/16/2019	Payroll processing	66.25
8/16/2019	Payroll -8/1-8/15/19	3,239.18
8/16/2019	Withholding payroll taxes 8/1-8/15/19	1,627.32
8/5/2019	AT&T - telephones	29.25
8/9/2019	Sprint - telephone	63.67
8/12/2019	PG&E - electric	1,560.84
8/19/2019	Russell - accounting	1,180.00
8/22/2019	Streamline - website	200.00
9/1/2019	Stericycle - medical waste	419.32
8/14/2019	Mechanics Bank- open house, Gagne flowers, etc.	549.24
8/26/2019	Big City - business cards	121.82
9/3/2019	Payroll processing	66.25
9/3/2019	Payroll - 8/16-8/31/19	3,276.02
9/3/2019	Withholding payroll taxes 8/16-8/31/19	1,724.43
9/5/2019	ICMA-RC - deferred comp Aug 2019	1,757.28
9/1/2019	All-Ways - janitorial	105.00
9/1/2019	Kensington Outlook - Sept. advertisement	497.00
8/22/2019	Comcast - internet	143.25
	<b>Total</b>	<b>16,949.94</b>

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

# **PUBLIC HEARING**

## AGENDA BILL

Subject: Hearing on Report of Costs to the Board of Directors regarding abatement of a public nuisance for properties identified in Exhibit A and pursuant to Health and Safety Code 14875 et seq and Government Code Sections 39560 et seq

Initiated by: David R. Gibson, Fire Marshal  
Damien Carrion, Fire Prevention Officer

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### BACKGROUND

At the direction of the Board of Directors, the Fire Department has completed the abatement of those properties declared a public nuisance in Exhibit A. The purpose of the program is to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement.

The property owners of the subject properties identified in Exhibit A; however, failed to abate the declared fire hazards on the subject properties and the Board has followed statutory procedure to remove the hazardous conditions. The procedure is specified in the July 2019 staff report and in Resolution No. 19-05 which specifically declared the subject properties by exhibit a public nuisance at the July 10, 2019 Board of Directors meeting. The subject properties in Exhibit A were declared a public nuisance following a lengthy period of repeated attempts to contact the subject property owner by mail, posting of the property and property visits.

Pursuant to Health and Safety Code Section 14900 the property owner was given the opportunity to object to the subject property being designated a public nuisance. None of the property owners were present at the July 10, 2019 Board of Directors meeting and did not speak in objection of their property's declaration as a public nuisance. The Board of Directors ordered the abatement of the nuisance at the subject property in Resolution No. 19-05.

All Exhibit A properties were posted on August 28, 2019 with a "NOTICE TO REMOVE RUBBISH, WEEDS AND/OR DEBRIS" sign that was either staked or affixed to the property in clear view. This posted or affixed sign serves as 24-hour notice of an impending abatement of the property. Moreover, this notice serves as a last chance opportunity to gain voluntary compliance of the declared public nuisance. In the 2019 process the Fire Department was notified by multiple property owners of posted properties that they would voluntarily abate the declared public nuisance and entered into work agreements with specific deadlines for completion.

On August 29, 2019 Inspection and Abatement Warrants were written for two of the four properties contained in Exhibit A with the exceptions of 20 Jessen Court and 205 Yale Avenue which were clearly abandoned residential structures and property containing the declared public nuisance. On August 30, 2019 the Inspection and Abatement Warrants were taken to Contra Costa County Superior Court for review, signing and filing. A copy of the warrants was posted on those identified Exhibit A properties.

Exhibit A subject properties were abated of the existing public nuisance conditions between August 29, 2019 and September 3, 2019 as per the July 11, 2019 letter from the Fire Marshal. All abatements were under the supervision of the Fire Prevention Officer. All abatements were completed by contractor Fire Safety Clearing who was the low bid contractor for each of the subject properties.

In the July 11, 2019 letter from the Fire Marshal the Exhibit A property owners were informed of the cost hearing before the Board of Directors on September 11, 2019. Additionally, on August 20, 2019 courtesy letters were sent to all Exhibit A property owners along with 13 additional properties that a declared public nuisance condition existed on their property and that they were to immediately remove the public nuisance condition or immediately contact the Fire Prevention Office to avoid District ordered forced abatement.

#### ANALYSIS/DISCUSSION

The fire hazard abatement procedure provides ample due process for the affected property owners. In the case of the subject properties, due process has been far above and beyond that required by statute with an additional courtesy letter sent to the property owners. Moreover, the subject properties were given more than ample time to bring the property into compliance as this process of notification began in mid-May. The most important part of the procedure is that the property owners were individually given the opportunity to contest whether their property constituted a public nuisance and fire hazard at a public hearing before the Board of Directors. Again, this important component was extended to the subject property owners by allowing a hearing for existing hazards on the properties.

At the conclusion of the hearing on July 10, 2019, the Exhibit A property owners did not voluntarily abate the nuisance, nor produce an acceptable work plan to abate the nuisance over a period of time.

Given these unfortunate circumstances, the Board of Directors directed Fire Department staff to abate the conditions. This matter now appears before the Board of Directors for the sole purpose of confirming the abatement costs already incurred by the Kensington Fire Protection District for the subject properties identified in Exhibit A. At this hearing, the Board of Directors should review the reasonableness of the costs of abatement for each Exhibit A property as specified, and then determine the abatement costs to be assessed regarding the subject properties at issue.

Page Three

AGENDA BILL: Fire Hazard Abatement Cost Hearing  
September 11, 2019

Resolution No. 19-06 provides for confirmation of the report of costs for the subject properties identified in Exhibit A. Once confirmed by the Board of Directors, the costs of the abatement will be forwarded to the County Assessor for assessment on the subject property, and a lien will be recorded for the subject property with the County Recorder.

#### OPTION ANALYSIS

At the conclusion of the hearing, the Board of Directors may:

Option No. 1: Adopt Resolution 19-06, with Exhibit A as presented.

Option No. 2: Adopt Resolution 19-06, with Exhibit A as amended.

Option No. 3: Not adopt Resolution 19-06, thereby not confirming the report of the cost of abatement, not forwarding the costs of abatement to the County for collection, and thereby causing the Kensington Fire Protection District to absorb the full cost of abating the hazardous conditions of the subject property.

#### FINANCIAL CONSIDERATIONS

The abatement work has been completed by contract labor and the District is required to pay the contractor a total of \$11,250.00 for their work. Total administrative costs of \$3,692.50 may include: (1) Fire Department initial inspection and notice, (2) re-inspection (3) office work and attendance at Fire District Board hearings (4) additional notices (5) vendor bid inspection (6) posting of property (7) writing of inspection/abatement warrants (8) court appearances for signing and filing of warrants (9) vendor observation/inspection (10) submittal of records/liens to the County. In order for the District to recover fully the direct and indirect costs of \$14,942.50 already incurred for the abatement work performed and administrative fees, the Board of Directors should confirm the staff report on the costs of abatement at this time so that these costs can be immediately forwarded to the County for collection from the property owner.

#### LEGAL CONSIDERATIONS

The Kensington Fire Protection District attorney has reviewed and approved the process.

#### RECOMMENDATION

Staff recommends that the Kensington Fire Protection District Board of Directors adopt



Resolution No. 19-06, with attached Exhibit B, Exhibit C, Exhibit D and Exhibit E amended, as may be appropriate, based upon information received at the public hearing.

ATTACHMENTS

Exhibit A – List of Abated Kensington Properties

Exhibit B – Contractors’ Invoice and Computation of Costs – 20 Jessen Court

Exhibit C – Contractors’ Invoice and Computation of Costs – 205 Yale Avenue

Exhibit D – Contractors’ Invoice and Computation of Costs – 71 Kingston Road

Exhibit E – Contractors’ Invoice and Computation of Costs – 149 Lawson Road

Reviewed by: \_\_\_\_\_  
Michael Pigoni, Fire Chief

## RESOLUTION 19-06

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT CONFIRMING THE REPORT OF THE COSTS OF ABATEMENT OF PUBLIC NUISANCE CONDITIONS, WEEDS AND FLAMMABLE MATERIALS AND AUTHORIZING RELATED ACTIONS

WHEREAS, Health and Safety Code Sections 14875 et. Seq. and Government Code Sections 39560 et. Seq. provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, at the conclusion of the July 10, 2019 public meeting, the Kensington Fire Protection Board of Directors directed the Fire Chief or his designee through Resolution No. 19-05, to remove the public nuisance conditions on a property deemed by the Board to constitute a public nuisance according to the provisions of Health and Safety Code Section 14900, which were and are identified in Exhibit A; and

WHEREAS, the Kensington Fire Protection District Board of Directors further directed that the Fire Chief or his designee keep an account of the cost of abatement of the property in question on which work was performed in accordance with Health and Safety Code Section 14905. The report shall be prepared and presented to the Board of Directors so that, after notice and hearing, these abatement costs could be confirmed as a special assessment on the property in question; and

WHEREAS, as required by Health and Safety Code Section 14910 and Government Code Section 39576, the Kensington Fire Protection District Board of Directors conducted a hearing on September 11, 2019 at which objections were heard regarding the report and the assessment of the abatement costs for the property identified in Exhibit A of this Resolution. Notice of the hearing was provided to the owner of the subject property; and

WHEREAS, at the hearing, Fire Department staff presented evidence for the subject property for which there were no objections concerning the abatement costs and administrative expenses contained in the report; and

WHEREAS, such testimony included a description of the public nuisance conditions which existed at the property prior to abatement, a description of the services required to abate those conditions, the staff and machinery necessary to achieve abatement, the costs to the District in abating those conditions, and such other matter deemed relevant by the Board of Directors; and

WHEREAS, the Kensington Fire Protection District Board of Directors does hereby conclude that the abatement costs for the property in question identified in Exhibit A, as such costs may have been modified by the Board of Directors after a review of the evidence, are fair and reasonable. This determination is based on the evidence submitted by the property owner, the evidence submitted by Fire Department staff, the evidence concerning the nuisance conditions which existed on the property

in question prior to abatement, the evidence concerning the scope of services required to abate those conditions, and such other matter deemed relevant by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Kensington Fire Protection District Board of Directors does hereby confirm the report of costs of abatement as contained in Exhibit B, Exhibit C, Exhibit D and Exhibit E of this Resolution.

BE IT FURTHER RESOLVED that the costs of abatement shall be levied as a special assessment against the property in question and that these costs shall be certified to the auditor of Contra Costa County so that the costs of abatement shall be collected at the same time and in the same manner as ordinary county taxes.

BE IT FURTHER RESOLVED that a certified copy of this Resolution confirming the abatement costs for the property in question identified in Exhibit A of this Resolution shall be immediately filed with the County Auditor.

BE IT FURTHER RESOLVED that the Fire Chief or designee shall take such action necessary to record the abatement costs for the property in question as identified in Exhibit A of this Resolution with the County Recorder as a lien against the property in question provided for in Health and Safety Code Section 14912.

\* \* \* \* \*

The foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 11th Day of September 2019, by the following vote of the Board:

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

\_\_\_\_\_  
Julie Stein, President

ATTEST:

\_\_\_\_\_  
Larry Nagel, Secretary

Attachments: Exhibits A, B, C, D, E

Exhibit A

<u>APN</u>	<u>Parcel Address</u>	<u>City</u>	<u>State</u>	<u>Zip</u>
572-222-018-2	20 JESSEN CT	KENSINGTON	CA	94707
570-041-009-4	205 YALE AVE	KENSINGTON	CA	94708
571-021-024-5	71 KINGSTON RD.	KENSINGTON	CA	94707
572-034-012-3	149 LAWSON RD	KENSINGTON	CA	94707

**Exhibit B**

**KENSINGTON FIRE PROTECTION DISTRICT  
ADMINISTRATIVE COST WORK SHEET**

**20 Jessen Court APN#572-222-018-2**

5/22/2019 - Initial inspection and notice.....	15 min @ 211.00/hr.....	\$52.75
7/9/2019 – Re-inspection .....	15 min @ 211.00/hr.....	52.75
7/10/2019- Office work and attend Fire District Board meeting Abatement Hearing.....	30 min@211.00/hr.....	105.50
7/11/2019 – Second notice.....	15 min @ 211.00/hr.....	52.75
8/19/2019- Re-inspection.....	15 min @211.00/hr.....	52.75
8/22/2019 - Vendor bid inspection.....	30 min @ 211.00/hr.....	105.50
8/28/2019 – Posting of Property.....	15 min @211.00/hr.....	52.75
8/29/2019 - Vendor observation/inspection...	15 min @ 211.00/hr.....	52.75
9/11/2019- Office work and attend Fire District Board Meeting Cost Hearing.....	30 min @ 211.00/hr.....	105.50
6/30/2020 - County Record Abatement z.....	30 min @ 211.00/hr.....	105.50

---

TOTAL ADMINISTRATIVE COST..... \$738.50

TOTAL CONTRACTOR'S INVOICE .....\$1,250.00

TOTAL COST OF ABATEMENT ..... \$1,988.50



Exhibit C

**KENSINGTON FIRE PROTECTION DISTRICT  
ADMINISTRATIVE COST WORK SHEET**

**205 Yale Avenue APN#570-041-009-4**

5/23/2019 - Initial inspection and notice.....	15 min @ 211.00/hr.....	\$52.75
7/9/2019 – Re-inspection .....	15 min @ 211.00/hr.....	52.75
7/10/2019- Office work and attend Fire District Board meeting Abatement Hearing.....	30 min@211.00/hr.....	105.50
7/11/2019 – Second notice.....	15 min @ 211.00/hr.....	52.75
8/19/2019- Re-inspection.....	15 min @211.00/hr.....	52.75
8/22/2019 - Vendor bid inspection.....	30 min @ 211.00/hr.....	105.50
8/28/2019 – Posting of Property.....	15 min @211.00/hr.....	52.75
8/29/2019 - Vendor observation/inspection...	15 min @ 211.00/hr.....	52.75
9/11/2019- Office work and attend Fire District Board Meeting Cost Hearing.....	30 min @ 211.00/hr.....	105.50
6/30/2020 - County Record Abatement z.....	30 min @ 211.00/hr.....	105.50
<hr/>		
TOTAL ADMINISTRATIVE COST.....		\$738.50
TOTAL CONTRACTOR'S INVOICE .....		<u>\$1,750.00</u>
TOTAL COST OF ABATEMENT .....		\$2,488.50

FIRE SAFETY CLEARING  
510-541-2130

Sept. 3, 2019

INVOICE# 60236-2

205 Yale.

Kensington, CA. 94707

To: City of El Cerrito Work Done: Aug. 29, 2019  
Fire Dept.

Contact Person: Fire Capt. Damien Carrion  
510-215 4457

- Weed Abatement, Brush Control,
- Clear front, sides and back yard areas
- Remove dead juniper bushes
- Clear dead wood.
- Limb up trees

\*as per City of El Cerrito Fire Dept. codes and reg.  
TOTAL DUE.....\$1750.00

Please make check payable to:  
Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706

Thanks for the work. Hope everything looks O.K.



**Exhibit D**

**KENSINGTON FIRE PROTECTION DISTRICT  
ADMINISTRATIVE COST WORK SHEET**

**71 Kingston Road APN#571-021-024-5**

5/9/2019 - Initial inspection and notice.....	15 min @ 211.00/hr.....	\$52.75
7/9/2019 – Re-inspection .....	15 min @ 211.00/hr.....	52.75
7/10/2019- Office work and attend Fire District Board meeting Abatement Hearing.....	30 min@211.00/hr.....	105.50
7/11/2019 – Second notice.....	15 min @ 211.00/hr.....	52.75
8/19/2019- Re-inspection.....	15 min @211.00/hr.....	52.75
8/22/2019 - Vendor bid inspection.....	30 min @ 211.00/hr.....	105.50
8/28/2019 – Posting of Property.....	15 min @211.00/hr.....	52.75
8/29/2019 – Writing of Warrant.....	60 min @211.00/hr.....	211.00
8/30/2019 – Contra Costa Superior Court....	30 min @211.00/hr.....	105.50
8/30/2019 - Vendor observation/inspection...	15 min @ 211.00/hr.....	52.75
9/3/2019 – Re-inspection.....	30 min @211.00/hr.....	105.50
9/11/2019- Office work and attend Fire District Board Meeting Cost Hearing.....	30 min @ 211.00/hr.....	105.50
6/30/2020 - County Record Abatement .....	30 min @ 211.00/hr.....	105.50
<hr/>		
TOTAL ADMINISTRATIVE COST.....		\$1,160.50
TOTAL CONTRACTOR'S INVOICE .....		<u>\$1,750.00</u>
TOTAL COST OF ABATEMENT .....		\$2,910.50

FIRE SAFETY CLEARING            Sept. 3, 2019  
510-541-2130

INVOICE# 60237-3  
71 Kingston Rd.  
Kensington, CA. 94707  
To: City of El Cerrito Work Done: Aug. 30, 2019  
Fire Dept.  
Contact Person: Fire Capt. Damien Carrion  
510-215 4457

- Remove pile of brush
  - Weed Abatement, Brush Control,
  - Clear front, sides and back yard areas
  - Remove dead juniper bushes
  - Clear dead wood.
  - Limb up Oak trees in back,
  - Limb up, trim tree in front, clear access
  - Hauling to dump
  - \*as per City of El Cerrito Fire Dept. codes and reg.
- TOTAL DUE.....\$1750.00

Please make check payable to:  
Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706

Thanks for the work. Hope everything looks O.K.

Exhibit E

**KENSINGTON FIRE PROTECTION DISTRICT  
ADMINISTRATIVE COST WORK SHEET**

**149 Lawson Road APN#572-034-012-3**

5/22/2019 - Initial inspection and notice.....	15 min @ 211.00/hr.....	\$52.75
7/9/2019 – Re-inspection .....	15 min @ 211.00/hr.....	52.75
7/10/2019- Office work and attend Fire District Board meeting Abatement Hearing.....	30 min@211.00/hr.....	105.50
7/11/2019 – Second notice.....	15 min @ 211.00/hr.....	52.75
8/19/2019- Re-inspection.....	15 min @211.00/hr.....	52.75
8/22/2019 - Vendor bid inspection.....	30 min @ 211.00/hr.....	105.50
8/28/2019 – Posting of Property.....	15 min @211.00/hr.....	52.75
8/29/2019 – Writing of Warrant.....	60 min @211.00/hr.....	211.00
8/30/2019 – Contra Costa Superior Court....	30 min @211.00/hr.....	105.50
9/3/2019 - Vendor observation/inspection...	15 min @ 211.00/hr.....	52.75
9/11/2019- Office work and attend Fire District Board Meeting Cost Hearing.....	30 min @ 211.00/hr.....	105.50
6/30/2020 - County Record Abatement z.....	30 min @ 211.00/hr.....	105.50

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TOTAL ADMINISTRATIVE COST.....\$1,055.00

TOTAL CONTRACTOR’S INVOICE .....\$6,500.00

TOTAL COST OF ABATEMENT ..... \$7,555.00

FIRE SAFETY CLEARING                      Sept. 3, 2019  
510-541-2130

INVOICE# 60238-4  
149 Lawson Rd..  
Kensington, CA. 94707  
To:City of El Cerrito Work Done: Sept. 3, 2019  
Fire Dept.  
Contact Person: Fire Capt. Damien Carrion  
510-215 4457

- Pampas Grass, Clear back hillside
- Brush Clearing
- Weed Abatement, Brush Control,
- Clear front, sides and back yard areas
- Clear dead wood.
- Limb up trees in back,

-Hauling to dump

\*as per City of El Cerrito Fire Dept. codes and reg.  
TOTAL DUE.....\$6500.00

Please make check payable to:  
Teo Carlone  
1224 Masonic Ave.  
Berkeley, CA. 94706

Thanks for the work. Hope everything looks O.K.

# **NEW BUSINESS - PART 1**

# DRAFT

KENSINGTON FIRE STATION  
 Preliminary Space Requirements (PSR)  
 August 21, 2019  
 RossDrulisCusenbery Architecture, Inc.

Series	Department	Existing		Remodel Program July 2019	
		Staff	NSF	Staff	NSF
100	Fire Department	3	3,203	5	4,326
200	Police Department (NOT USED)	5	1,269	0	0
300	Shared Support	0	554	0	450
400	Building Support	0	385	0	262

Total Personnel/NSF	8	5,411	5	5,038
Building Spaces/Circulation	9.79%	587	22%	1,108
Total Building Gross SF (BGSF)		5,998		6,146

Parking Requirements	Existing		Remodel Program	
	Units		Units	
Personal Vehicles	2		6	
Electric Vehicle (EV)	0		1	
Department Vehicles	7		1	
Visitor Vehicles	0		0	
<b>Total Parking</b>	<b>9</b>		<b>8</b>	<b>0</b>

Site Requirements	Existing		Remodel Program	
	Units	NSF	Units	NSF
<b>Fire Department</b>				
Storage Shed	1	60	1	60
Outdoor BBQ Area	1	301	1	100
Training	0	0	0	0
Vehicles Staging / Apron	3	840	3	840
<b>Shared Support</b>				
Trash Enclosure	0	0	0	0
<b>Building Support</b>				
Yard Storage	0	0	0	0
Emergency Generator	1	62	1	62
<b>Total Site</b>		<b>1263</b>	<b>6</b>	<b>1062</b>

100 FIRE DEPARTMENT												
Ref. #	Plan Ref. #	Type	Existing				Remodel Program July 2019				Remarks	
			Existing NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF		
<b>Personnel</b>												
<b>Offices</b>												
101		Captain's Office	PO	0	1	0	100	1	1	100	Adjacent to sleeping Room or Watch Office. Existing: Included in Sleep Room	
102	216B	Business Manager Office	PO	92	1	1	92	100	1	1	100	At Lobby, Watch Office
Subtotal										2		200
Subtotal Private Office							92					200
<b>Workstations</b>												
103		Paramedic EMT	WS	63	1	1	63	48	1	1	48	
104		Firefighter	WS	0			0	48	0	1	0	Included in Watch Office area. Explore locating in Dorm Room
105		Engineer	WS	0			0	48	0	1	0	Included in Watch Office area. Explore locating in Dorm Room
Subtotal							1	63			3	48
Subtotal Workstations							63					48
Total Personnel Spaces							3				5	
<b>Departmental Spaces</b>												
106		Lobby - F.D.					0	60	1		60	May be combined with Ref. #208
<b>General Department Area</b>												
107		Watch Office Area		0			0	200	1		200	w/Firefighter and Engineer workstations
108		Radio Response/Map Alcove		0			0	20	1		20	Existing: in Day Room. Adjacent to App. Bay
109		Training Storage		0			0	20	1		20	Casework in Training Room
110		Training / DOC					0	400	1		400	Adjacent to Public Lobby
<b>Living Area</b>												
111	214C	Day Room		305	1		305	350	1		350	
112	215	Kitchen		201	1		201	225	1		225	3 refrigerators
113	214B	Dining		191	1		191	250	1		250	Seating at Table for 6
114	210	Dorm A, Captain		214	1		214	175	1		175	Existing combines sleep and work areas. Renovation: 2 bed, New: 3 bed
115	209	Dorm B, Firefighters		180	1		180	175	1		175	Renovation: 2 bed, New: 3 Bed
116	206	Dorm C, Firefighters		95	1		95	175	1		175	Renovation: 2 bed, New: 3 Bed
117	208	Bathroom A		50	1		50	105	1		105	At hallway for Firefighter early arrival
118	207	Bathroom B		66	1		66	70	2		140	
119	218	Laundry		83	1		83	80	1		80	
120	211	Storage		10	1		10	100	1		100	
121	219	HAM Radio/Generation Room	WS	62	1		62	65	1		65	Direct access from outside
122	205	Hall		111	1		111	0			0	Included in building gross
123		Staff Restroom					0	60	1		60	At Watch Office
<b>Apparatus Area</b>												
124	114	Apparatus Bay		484	3		1453	484	2		968	Bay Size Renovation = 16' x 50' Bay Size New = 18' x 48' Recommended width for apparatus bay is 18 feet, reduced to 16 feet wide due to restricted site size Engine 65: 115" tall and 29' long Engine 365: 115" tall and 29' long
125		Turn out Alcove or Room		0			0	125	1		125	Locate in ( E ) Third App Bay
126		EMS Clean up Alcove		0			0	25	1		25	Locate in ( E ) Third App Bay
127		EMS Supply Storage		0			0	25	1		25	
128		App Bay Refrigeration Alcove		0			0				0	
129		Workshop Area		0			0	125	1		125	
130		Workshop Area					0				0	
131		Cascade Room		0			0	0	0		0	Air compressor
132		Hose Storage		0			0	25	1		25	Discuss: Hose Dryer
133	113	Air Compressor		21	1		21	35	1		35	Combined with Ref. #134, Mop Sink Closet
134	114a	Mop Sink Closet		6	1		6				0	Combined with Ref. #133, Air Compressor
135		App Bay Generator Storage					0				0	

100 FIRE DEPARTMENT				Existing				Remodel Program July 2019				Remarks
Ref. #	Plan Ref. #	Type	Existing NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF		
136		Decontamination Area				0	150	1		150	Adjacent Apparatus Bays, Em. Shower, Decon Sink, Extractor Unit	
		Subtotal				3048				4078		
		Subtotal Departmental Spaces				3048				4078		
		Total NSF			3	3203			5	4326		
		<b>Parking Requirements</b>									Employee private vehicle per shift = 4 Employee vehicles at overlap shift changes = 6 + 3	
		Personal Vehicles			2			6			Existing 2 or 1 1/2 for FD due to the generator encroachment An additional 2 for FD park against the north end of the lot	
		Electric Vehicle (EV)						1				
		Department Vehicles			1			1			Chief/Battalion Chief or staff - either a large SUV or a pick-up truck	
		Total Parking			3			8				
		<b>Site Requirements</b>									Fire Department: Indicate need for exterior training and staging areas.	
		Storage Shed	60	1		60	60	1		60	Existing sheds to remain	
		Outdoor BBQ Area	301	1		301	100	1		100	Existing on deck, okay as alt. Preferred adjacent to kitchen	
		Training	0	0		0	0	0		0	Dual purpose w/parking	
		Vehicles Staging / Apron	280	3		840	280	3		840		
		Total Site Requirements				1201				1000		



Preliminary Space Requirements

RossDrulisCusenbery Architecture, Inc.  
Kensington Fire Station

200 POLICE DEPARTMENT				Existing				NOT USED July 2019				Remarks
Ref. #	Rm #	Type	Existing NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF		
		<b>Personnel</b>										
		<b>Offices</b>										
201	102	Police Chief Office	PO	119	1	1	119				0	
202		Detective	PO				0				0	
203	103	Sergeant Office	PO	92	1	1	92				0	
204	108	Corporal Office	PO	73	1	1	73				0	
		Subtotal				3	284			0	0	
		<b>Subtotal Private Office</b>					284				0	
		<b>Workstations</b>										
205	101	Clerical / Reception	WS	59	1	1	59				0	
206	109	Detective & Police Aid	WS	75	1	1	75				0	
207		Officer Workstation	WS				0				0	
		Subtotal				2	134			0	0	
		<b>Subtotal Workstations</b>					134				0	
		<b>Total Personnel Spaces</b>				5				0		
		<b>Departmental Spaces</b>										
208	101A	Lobby - P.D.		47	1		47				0	
209		Interview Rooms		0			0				0	
210		Conference / Briefing		0			0				0	
211		Juvenile Interview Room					0				0	
212		Witness Interview Room					0				0	
213	201	Lockers / Dressing Men / Shower		66	1		66				0	
214	204	Lockers/Dressing Women / Shower		51	1		51				0	
215	106	Copy / File Storage		101	1		101				0	
216		Reception Active Files					0				0	
217	107	Storage		44	1		44				0	
218		Evidence Processing		0			0				0	
219		Transfer Lockers		0			0				0	
220	112	Property & Evidence Storage		101	1		101				0	
221	200	P.D. Booking / Report Writing		206	1		206				0	
222	200	Report Writing					0				0	
223	200A	P.D. Armory / Radio Room		98	1		98				0	
224	200A	Radio Room					0				0	
225	202	Staff Restrooms		22	1		22				0	
226		Secure Restroom					0				0	
227		Officer Sleep Room / Quiet Room					0				0	
228	115	PD Hallway Level 1		115	1		115				0	
229		Quiet Room		0			0				0	
230		Break/Kitchenette		0			0				0	
231		Secure Storage (Bikes, T.V., etc.)		0			0				0	
		Subtotal					851				0	
		<b>Subtotal Departmental Spaces</b>					851				0	
		<b>Total NSF</b>				5	1269			0	0	
		<b>Parking Requirements</b>										
		Personal Vehicles										
		Department Vehicles			6							
		<b>Total Parking</b>			6				0			
		<b>Site Requirements</b>										
		<b>Total Site Requirements</b>										

300 SHARED SUPPORT			Existing				Remodel Program July 2019				Remarks
Ref. #	Rm #	Type	Existing NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF	
		<b>Personnel</b>									
		<b>Offices</b>									
		Subtotal			0	0			0	0	
		<b>Subtotal Private Office</b>				0				0	
		<b>Workstations</b>									
		Subtotal			0	0			0	0	
		<b>Subtotal Workstations</b>				0				0	
		<b>Total Personnel Spaces</b>			0				0		
		<b>Departmental Spaces</b>									
301	217	Weight Room / Lockers	189	1		189	400	1		400	FD Fitness Room
303	111	Training	285	1		285				0	In FD Training / DOC
304	110	HC Toilet Public Restroom	57	1		57	50	1		50	Adjacent to Public Lobby
305	203	Restroom A	23	1		23				0	
307		Shared Training Room				0				0	Not Used
		Subtotal				554				450	
		<b>Subtotal Departmental Spaces</b>				554				450	
		<b>Total NSF</b>			0	554			0	450	
		<b>Parking Requirements</b>									
		Visitor Vehicles			0				0		
		<b>Total Parking</b>			0				0		
		<b>Site Requirements</b>									
		Trash Enclosure			0	0	0		0	0	
		<b>Total Site Requirements</b>									

Preliminary Space Requirements

RossDrulisCusenbery Architecture, Inc.  
Kensington Fire Station

400 BUILDING SUPPORT				Existing				Remodel Program July 2019				Remarks
Ref. #	Rm #	Type	Existing NSF	Unit	Staff	Total NSF	Rec NSF	Unit	Staff	Total NSF		
		<b>Personnel</b>										
		<b>Offices</b>										
		Subtotal				0		0	0	0		
		<b>Subtotal Private Office</b>				0				0		
		<b>Workstations</b>										
		Subtotal			0	0			0	0		
		<b>Subtotal Workstations</b>				0				0		
		<b>Total Personnel Spaces</b>			0				0			
		<b>Departmental Spaces</b>										
401	212	Janitor	11	1		11	11	1		11		
402	213	Mechanical	71	1		71	71	1		71		
404		Electrical	0			0	80	1		80		
405		Communications/IT Room	0			0	80	1		80		
406		Stairs	0			0	0	1		0	In BGSF	
407		Water Heater	0			0	20	1		20		
408		Elevator	0			0				0	Not used, pending Bldg. Dept. approval	
409		Elevator Equipment Room	0			0				0	Not used, pending Bldg. Dept. approval	
410	101B	Hallway Level 1	169	1		169				0		
411	205A	Hallway Level 2	72	1		72				0		
		Subtotal				385				262		
		<b>Subtotal Departmental Spaces</b>				385				262		
		<b>Total NSF</b>			0	385			0	262		
		<b>Parking Requirements</b>										
		<b>Total Parking</b>		0				0				
		<b>Site Requirements</b>										
		Yard Storage					0	0		0		
		Emergency Generator	62	1		62	62	1		62		
		<b>Total Site Requirements</b>				62				62		

KFPD RENOVATION REVIEW COMMENTS

8/28/2019

KFPD RENOVATION REVIEW COMMENTS

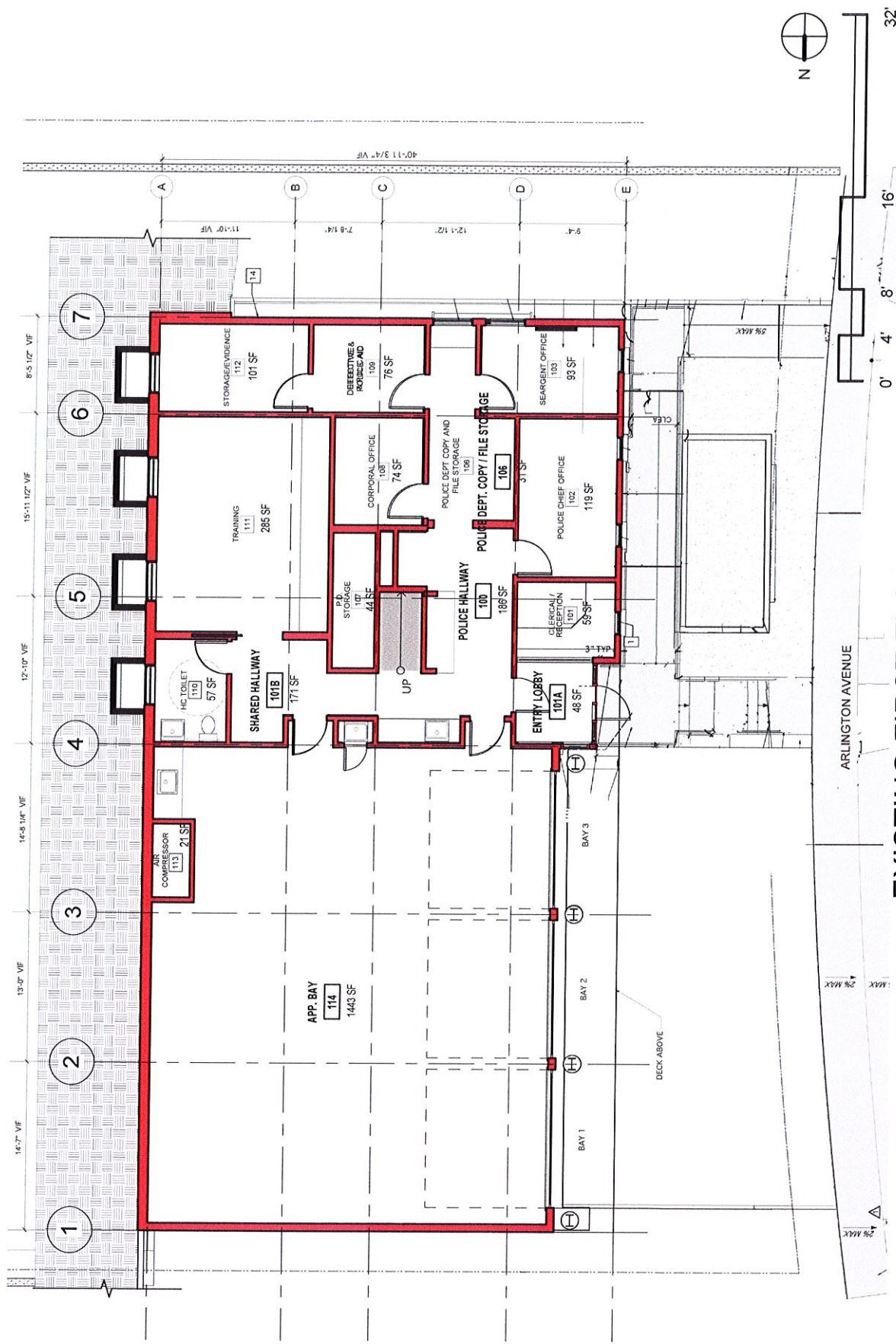
ROOM #	NAME	KFPD COMMENTS	RDC RESPONSE 09/04/2019
<b>First Floor</b>			
101	Captain's Office	Relocate to initial Room 102	Plan Revised
102	Business Manager	Relocate to initial Room 107. increase by 2' width	Plan Revised
106	Lobby	Remove inner door	Plan Revised
107	Watch Room	Relocate to initial Room 101. Decrease by 2' width	Plan Revised
108	Radio/Map Alcove	As is	No plan change
110	Training/DOC	As is	No plan change
120	Storage	As is	No plan change
123	Staff Restroom	Confirm space is accessible	Existing restroom in this location is not accessible. As drawn on the conceptual plan the west wall and toilet have been moved to meet the CBC accessibility requirements.
124	Apparatus	As is	No plan change
125	Turnout Room	As is	No plan change
126	EMS Alcove	As is	No plan change
127	EMC Storage	As is	No plan change
129	Workshop	As is	No plan change
132	Hose Storage	As is	No plan change
1A	Hallway	As is	No plan change
401	Janitor	As is	No plan change
<b>Second Floor - Option 2</b>			
111	Day Room	As is	Plan changed to completely enclose the exterior deck.

KFPD RENOVATION REVIEW COMMENTS

112	Kitchen	Combine remaining 404 and 405 and 113 112 into a single area to redesign into larger kitchen and Dining and smaller Laundry. Add pantry, 3 shift lockers and one shared.	3 refrigerators & 3 shift lockers indicated. The existing room that contains 404 &405 has extensive infrastructure on all walls. A more detailed study, with engineering input, is needed to determine if reducing the size of this room is feasible and cost effective. Refer to Option 1 & 2 notes below.
113	Dining	As above	Refer to response above. Refer to Option 1 & 2 notes below.
114	Dorm	As is	No plan change
115	Dorm	As is	No plan change
116	Dorm	As is	No plan change
117	Restroom	As is	No plan change
118	Restroom	As is	No plan change
118	Restroom	As is	No plan change
119	Laundry	Combine remaining 404 and 405 and 113 112 into a single area to redesign into larger kitchen and Dining and smaller Laundry	The laundry is at the desired program size. The existing room that contains 404 &405 has extensive infrastructure on all walls. A more detailed study, with engineering input, is needed to determine if reducing the size of this room is feasible and cost effective.
220	Deck	Enclose completely. Include space for glass door bookshelves for District history/museum	Plan Revised
402	Mechanical	As is	No plan change
404&405	Elect, COM IT	Separate 404 & 405 Along east/west wall. Combine remaining 404 and 405 and 113 112 into a single area to redesign into larger kitchen and Dining and smaller Laundry.	The existing room that contains 404 &405 has extensive infrastructure on all walls. A more detailed study, with engineering input, is needed to determine if reducing the size of this room is feasible and cost effective.

**Second Floor Option1** : Kitchen has added third refrigerator, but is not significantly enlarged. Dining is on the same level as the Kitchen. Dayroom is enlarged and the exterior deck has been completely enclosed.

**Second Floor Option 2** : Kitchen has added third refrigerator and is enlarged with bar seating added. Dining is not on the same level as the Kitchen and shares the upper level with the Dayroom. Dayroom is enlarged and the exterior deck has been completely enclosed.



14'-7" VF 13'-0" VF 14'-5 1/4" VF 12'-10" VF 15'-11 1/2" VF 8'-5 1/2" VF

1 2 3 4 5 6 7

40'-11 3/4" VF

11'-10" VF 7'-8 1/4" 12'-1 1/2" 9'-4"

A B C D E

14

0' 4' 8' 16' 32'

2% MAX 2% MAX

ARLINGTON AVENUE

DECK ABOVE

BAY 1 BAY 2 BAY 3

UP

HC TOILET 110 57 SF

TRAINING 111 285 SF

STORAGE/EVIDENCE 112 101 SF

DEFENDITIVE & RESERVE AND 109 76 SF

CORPORAL OFFICE 108 74 SF

POLICE DEPT COPY AND FILE STORAGE 106 31 SF

POLICE DEPT COPY / FILE STORAGE 105 186 SF

POLICE CHIEF OFFICE 102 119 SF

CLERICAL / RECEPTION 101 59 SF

ENTRY LOBBY 101A 48 SF

POLICE DEPT COPY AND FILE STORAGE 100 76 SF

SEARGENT OFFICE 103 93 SF

APP. BAY 114 1443 SF

AIR COMPRESSOR 113 21 SF

SHARED HALLWAY 101B 177 SF

ARLINGTON AVENUE

2% MAX

2% MAX

DECK ABOVE

BAY 1 BAY 2 BAY 3

UP

# EXISTING FIRST FLOOR

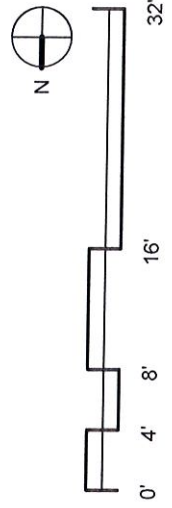
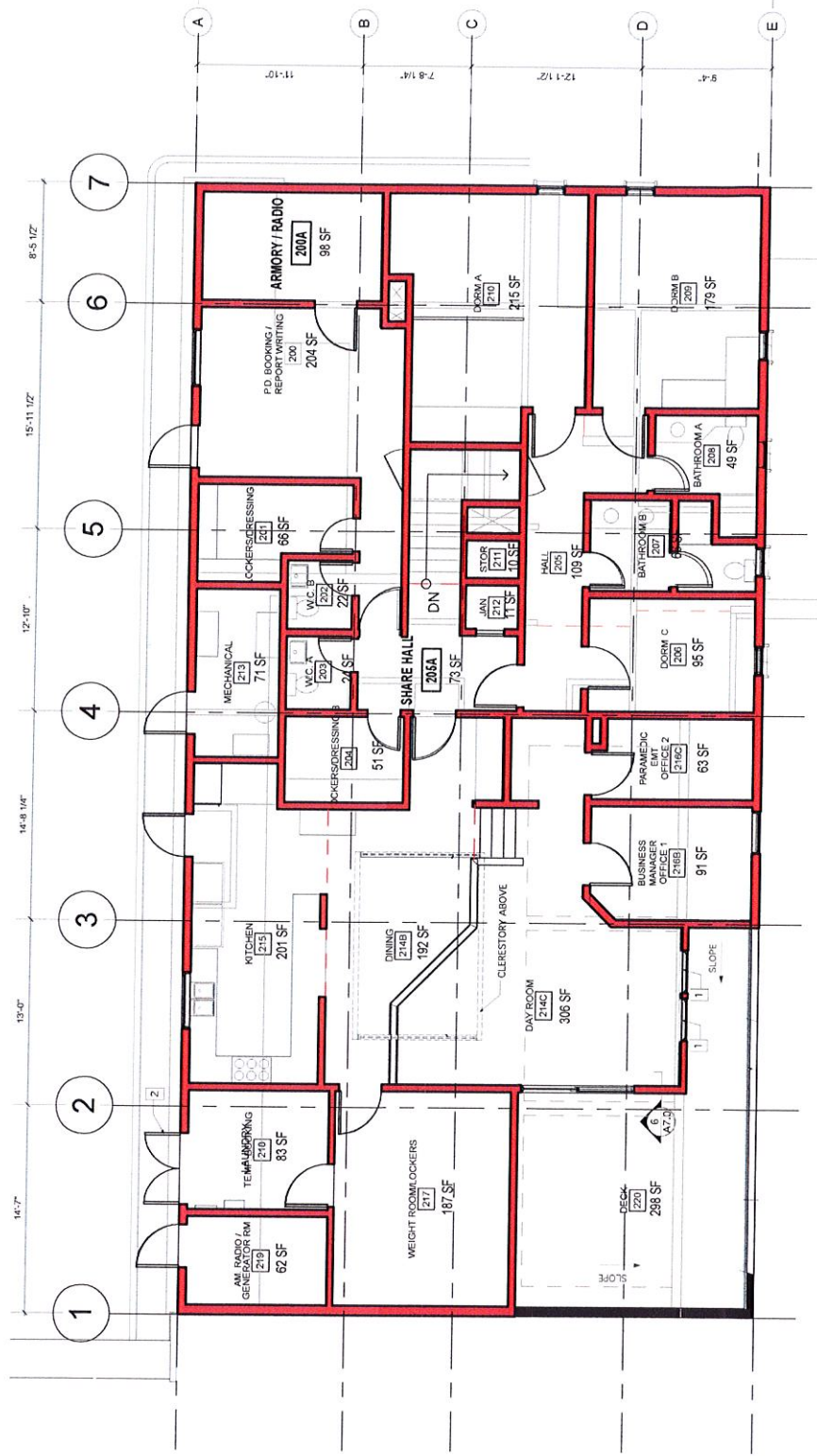
RossDrulisCusenbery Architecture, Inc.

2019/09/05

KENSINGTON FIRE STATION

FIRST FLOOR PLAN - EXISTING

DRAFT FOR REVIEW A-01



# EXISTING SECOND FLOOR

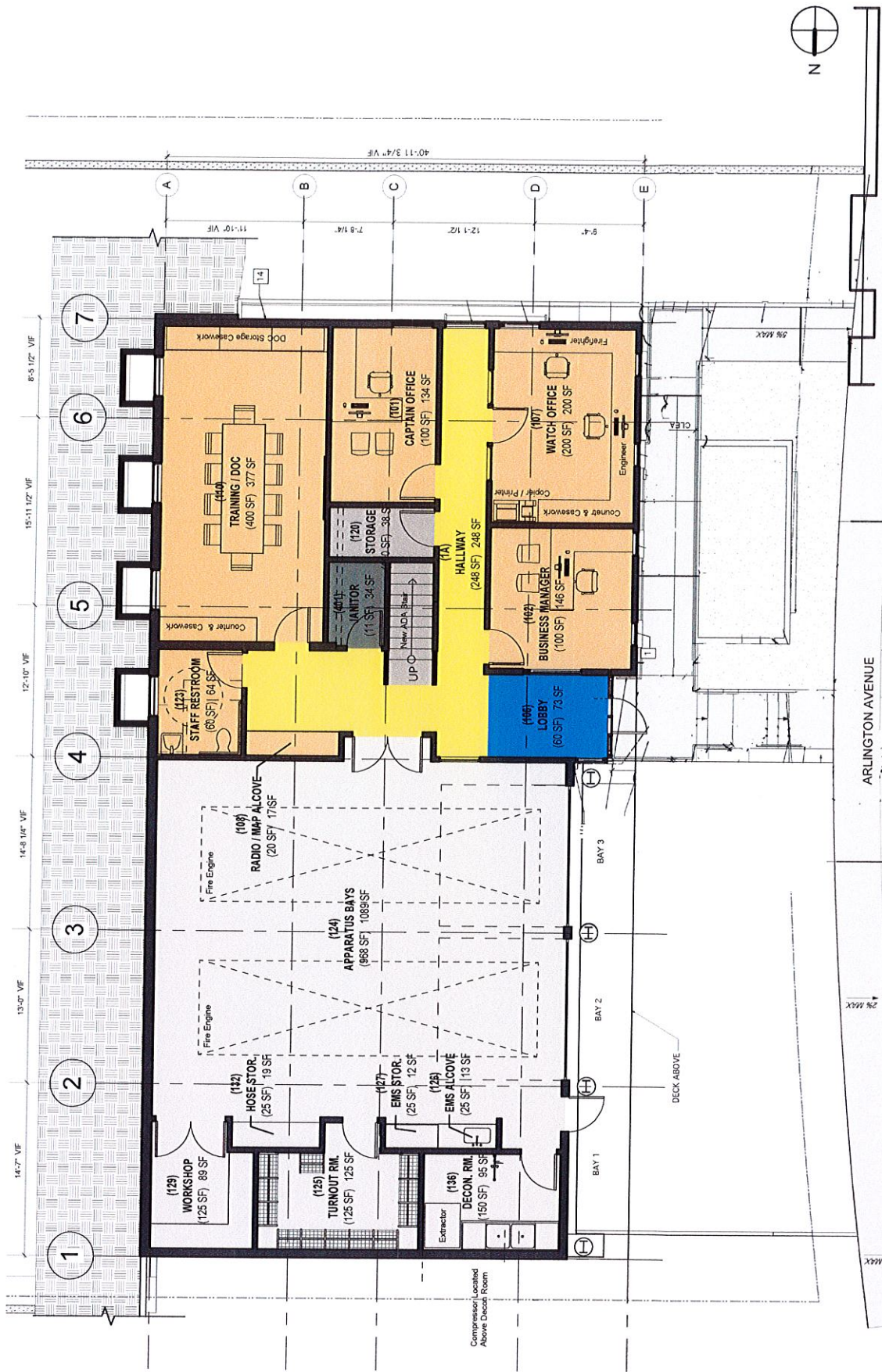
RossDrulisCusenbery Architecture, Inc.

KENSINGTON FIRE STATION

SECOND FLOOR PLAN - EXISTING

**DRAFT FOR REVIEW** A-02

2015/09/05



ROSS DRULIS CUSENBERRY ARCHITECTURE, INC.

2019/09/05

KENSINGTON FIRE STATION

RENOVATION FIRST FLOOR

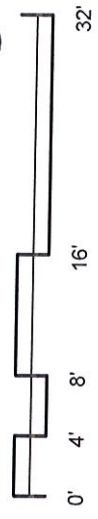
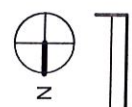
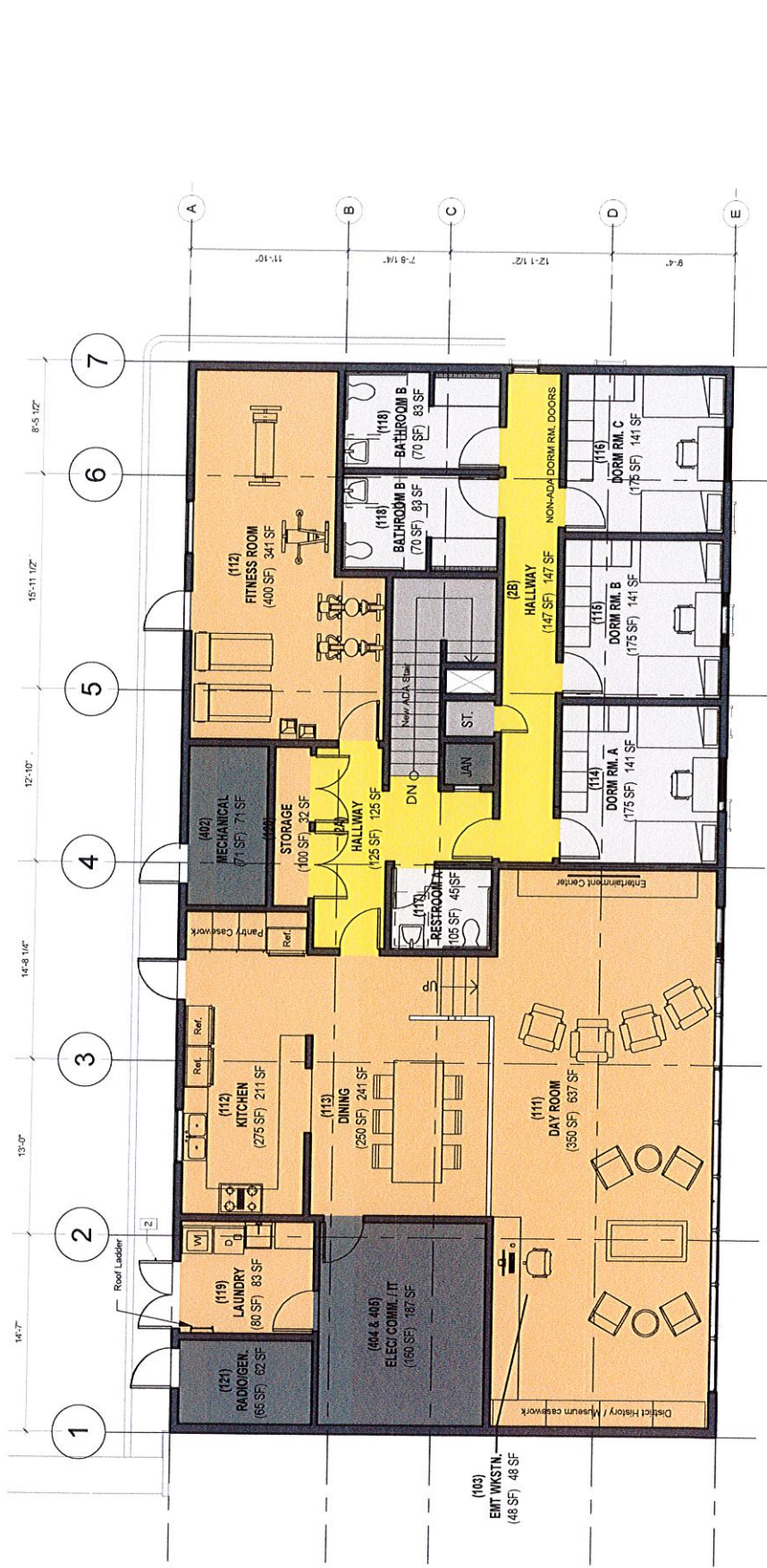
ARLINGTON AVENUE

CONCEPTUAL FIRST FLOOR PLAN - RENOVATION

DRAFT FOR REVIEW

A-03





0' 4' 8' 16' 32'

# RENOVATION SECOND FLOOR - 1

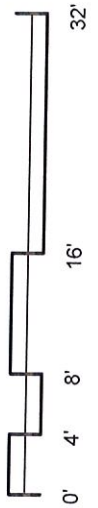
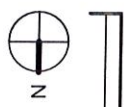
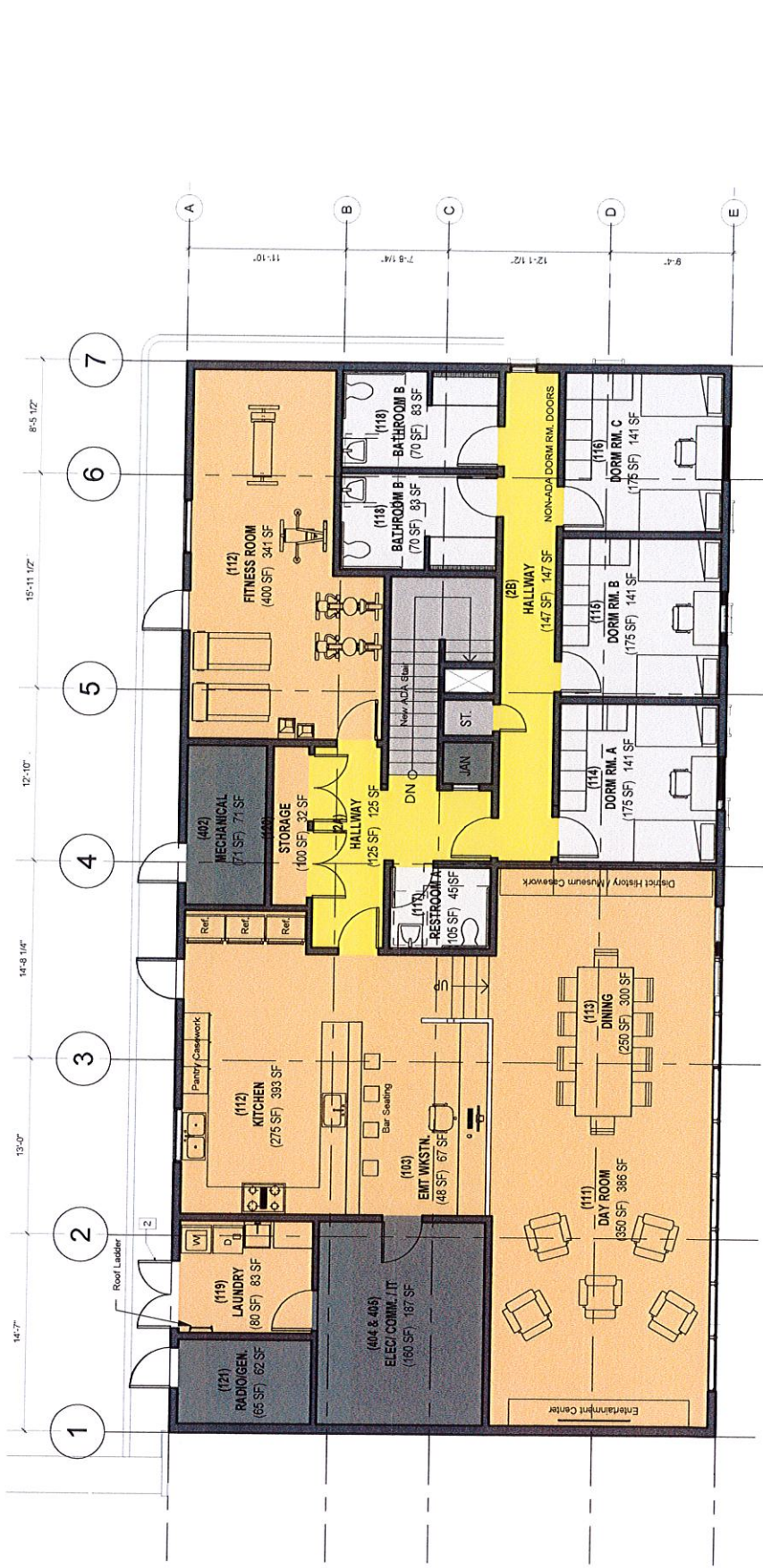
KENSINGTON FIRE STATION

RossDrulisCusenbery Architecture, Inc.

2019/09/05

CONCEPTUAL SECOND FLOOR PLAN - RENOVATION OPTION 1

**DRAFT FOR REVIEW** A-04



# RENOVATION SECOND FLOOR - 2

RossDrulisCusenbery Architecture, Inc.

KENSINGTON FIRE STATION

CONCEPTUAL SECOND FLOOR PLAN - RENOVATION OPTION 2

2019/09/05

**DRAFT FOR REVIEW** A-05

# **OLD BUSINESS**

18294  
Sonoma Highway  
Sonoma  
CA 95476

TEL 707 996 8448  
FAX 707 996 8542

ARCHITECTURE

September 03, 2019

**Ms. Brenda Navellier**  
District Manager  
Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 95425

Reference: Architecture & Engineering (A/E) Services Fee Proposal: ESR 004 *Kensington Fire Station Multi-Site Response Time Study*

Dear Brenda:

**RossDrulisCusenbery Architecture, Inc. (RDC)** is pleased to submit the following extra service scope of work and fee proposal for A/E services for a Response Time Study for the Kensington Fire Station.

KFPD has requested that RDC assist in evaluating new alternative sites for a new fire station facility. This current proposal addresses a brief and focused site study, prioritizing response time analysis.

The attached proposal is based on the following scope of work assumptions:

**PHASE I: Initial Site Identification & Preliminary Analysis**

Identify and study a maximum of 4 sites. The existing fire station site and three new sites. Perform initial tasks to include:

- Response Time & Service Coverage Analysis (RDC Consultant)
- General documentation and brief analysis summary. (RDC Consultant)
- Management and Coordination (RDC)

The following table summarizes our fees.

**FEE SUMMARY**

<b>PHASE I: Initial Site Preliminary Analysis*</b>		
<b>Task</b>	<b>Title</b>	<b>Amount</b>
1.	Coordination and Management	\$2,228 (RDC)
2.	Response Time & Service Coverage Analysis (RDC Consultant). General documentation and brief analysis report. (RDC Consultant)	\$12,527(Consultant)
	<b>Total Basic Services</b>	<b>\$14,755</b>
	Reimbursable Expenses	\$200

\*Services shall be completed as an extra service under the original master planning contract.

**EXCLUSIONS**

Exclusions to this proposal include:

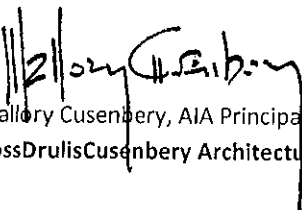
- Site identification

**RossDrulisCusenbery**

- Preliminary site feasibility, focus on site capacity to accommodate the program and feasible operational configuration. (RDC)
- Public presentation. (RDC)
- Two site selection steering committee meetings
- Site identification. One trip to Kensington to observe and document sites
- Preliminary site feasibility, focus on site capacity to accommodate the program and feasibility operational configuration. (RDC)
- Public presentation
- Meetings beyond those listed above
- Construction cost and/or project cost estimation.
- Evaluation of more than four sites
- Specialty engineering or studies including but not limited to: geotechnical, traffic, biological resources, cultural resources and arborist.
- Reproduction costs of final report.

Thank you for the opportunity to offer services to the Kensington Fire Protection District for this important community project. I am authorized to contractually obligate RDC for this proposal. Please contact me should you require clarification of this proposal or our fees.

Sincerely,



Mallory Cusenbery, AIA Principal  
RossDrulisCusenbery Architecture, Inc.

RosDrulisCusenbery Architecture

Proj No <u>2016029</u>	<b>Kensington Fire Station Master Plan</b>	Extra Service Request	<b>ESR 004</b>
	<b>Extra Services Request</b>	Date:	<u>9/3/2019</u>
<b>RosDrulisCusenbery</b>		Owner's Contract Number:	_____

<b>Description:</b>		<b>Multi-Site Response Time Study</b>	
Design Change - Project	<u>  X  </u>	Originator	<u>  Mallory Cusenbery  </u>
Scope Change - Services	<u>  X  </u>	Reference Documents	<u>  None  </u>
Added Consultants	<u>          </u>	ASI Number	<u>  None  </u>

**DESCRIPTION OF POTENTIAL CHANGE**

Scope of Services: The scope of services include the following.

Refer to the attached letter RDC Architecture & Engineering (A/E) Services Fee Proposal: ESR 004 Kensington Fire Station Multi-Site Response Time Study dated September 3, 2019.

Refer to the attached Citygate Associates LLC Scope of Work and Fee Proposal dated August 13, 2019.

Driver of Change: The existing Kensington Public Safety Facility is not optimal for housing modern fire fighting apparatus, firefighter living, parking and expanded modern public safety services. In addition, collocation in this small station with the police department complicates both departments, at times, conflicting needs. This has resulted in the District seeking a site on which to construct a new fire station.

Compensation: Hourly, not to exceed the total fees described below.

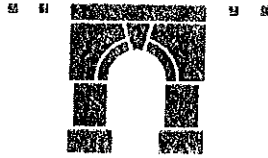
Attachments: RDC letter Architecture & Engineering (A/E) Services Fee Proposal: ESR 003 Kensington Fire Station Multi-Site Response Time Study dated September 3, 2019.  
Citygate Associates LLC Scope of Work and Fee Proposal dated August 13, 2019

**IMPACT OF POTENTIAL CHANGE**

		Mark Up per Contract: <u>  1.00  </u>	
		<u>Subtotal w/ markup per Contract</u>	
<b>Schedule Impact - Days</b>		<b>Firm</b>	<b>Base Cost</b>
Delays of Milestone (Work Days)	<u>  0  </u> Days	Architect	RDC Architecture \$2,228.00
Delays Proj Completion (Work Day)	<u>  0  </u> Days	Fire & Emergency Services	Citygate Assoc. LLC \$12,527.00
		Electrical Engineer	\$0.00
		Mechanical Engineer	\$0.00
		Civil Engineer	\$0.00
		Kitchen Consultant	\$0.00
		Cost Estimator	\$0.00
<b>Architectural Services</b>		<b>Reimbursable Costs</b>	
RDC Personnel	Rate    Hours    Subtotal	Reproduction	\$0.00    \$200.00
Principal	\$245    0    \$0	Travel	Travel to Meetings \$TBD    \$0.00
Proj Mgr	\$195    8    \$1,560	Other	\$0.00    \$0.00
Sr Arch	\$178    0    \$0		
Architect	\$167    4    \$668		
Job Captain	\$139    0    \$0		
Designer	\$139    0    \$0		
Programmer	\$111    0    \$0		
Clerical	\$90    0    \$0		
<b>Total RDC Labor Costs</b>	<b>\$2,228</b>	<b>Total Amount Being Requested</b>	
		<b>\$14,955</b>	

Note: The rates above are from the owner/architect agreement

ACTION	AUTHORIZATION	DATE	COMMENTS
Decline:	Proj Mgr _____		
	Client _____		
Proceed:	Proj Mgr _____		
	Client _____		
Other ( Note in Comments)	Proj Mgr _____		
	Client _____		



CITYGATE ASSOCIATES, LLC  
FIRE & EMERGENCY SERVICES

600 Coolidge Drive, Suite 150 ☎ Folsom, CA 95630 ☎ PH 916 458-5100 ☎ FAX 916 983-2090

August 13, 2019

Mr. Mark Zall, Associate  
RossDrulisCusenberry Architecture, Inc.  
18294 Sonoma Highway  
Sonoma, CA 95476

**RE: PROPOSAL TO CONDUCT A STATION LOCATION ANALYSIS FOR KENSINGTON FIRE PROTECTION DISTRICT THROUGH RDC ARCHITECTURE**

Dear Mr. Zall:

In response to your request, Citygate Associates, LLC (Citygate) is pleased to present our proposal to assist RDC Architecture with the analysis of three proposed fire station locations and the existing station in the Kensington Fire Protection District (District). Citygate understands the task is to provide response times from three proposed fire station locations and the existing station to help understand the best choice and location to achieve the District's required response times.

Citygate proposes to perform three tasks across two deliverables to include maps and proposed response times (distances) for each of the locations. Our work products will provide an appropriate explanation in an executive summary written report, including the requested maps and analysis. Our qualifications are provided as **Attachment B**.

***PROJECT APPROACH***

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As a review of our credentials will show, Citygate frequently conducts the complex requested work with best practice geographic information systems (GIS) and quantitative analysis skills.

To complete this project, we must be assured the GIS data is accurate and sufficient. If not, we will need to purchase private sector GIS data, at an additional cost. We will use a modified straight-line distance measure of 1.5 miles travel distance away from the proposed locations.

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**PROPOSED PROJECT WORK PLAN**

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Our proposed project Work Plan consists of three tasks.

**Task 1: Initiate and Manage the Project; Request and Review the District's Electronic Data**

- 1.1 Request and review background project development information relevant to the growth issues facing the District.
- 1.2 Participate in a teleconference call with RDC staff to understand the development site issues.
- 1.3 Perform ongoing project management, including monthly written status reports.

**Task 2: Prepare the GIS Assessment Model and Conduct Preliminary Analysis**

- 2.1 After reviewing the provided background information, build the GIS travel coverage model.
- 2.2 Provide the Task 1 mapping analysis for fact-checking and discussion with District staff via teleconference.
- 2.3 Conduct travel time analysis based on existing public roads and any future planned roads as available in an appropriate GIS file format.

**Task 3: Produce Final Maps and Executive Summary Report**

- 3.1 Prepare the requested maps, analysis, and summary report.
- 3.2 Fact-check the report and exhibits with District staff via teleconference.
- 3.3 Produce a Final Report, to include a PDF for the requested maps and summary report.



**PROPOSED PROJECT SCHEDULE**

Citygate anticipates the duration of this project to be 45 to 60 days. We are available to initiate the study in August 2019. A summary of the proposed project schedule is presented in the following table.

**Proposed Project Schedule**

	Task	Month 1	Month 2
1	Initiate the Project; Request and Review Documents	○	
2	Prepare the GIS Model and First Exhibits		○
3	Produce the Final Report		○

○ Teleconference Meeting

**STUDY COMPONENTS WITH WHICH THE DISTRICT MUST ASSIST**

The District has the best capability to compile most, if not all, of the data and information needed to assist Citygate in advising the District. Therefore, Citygate anticipates that the District will assist with this project by:

- ◆ Providing proposed project documents, GIS data files (where possible), and other information as requested by Citygate, as available.
- ◆ Identifying a single point of contact for this study.

**CITYGATE CONSULTANT TEAM**

Citygate's Project Team for this engagement includes the following Citygate consultants. Project Team resumes for Chiefs Gary and Meyer have been provided in **Attachment A**.

**Chief Stewart Gary, MPA, Public Safety Principal**



Chief Gary is the Public Safety Principal for Citygate Associates and is the retired Fire Chief of the Livermore-Pleasanton Fire Department in Alameda County, California. In 1996, he successfully designed and led the implementation of the Livermore-Pleasanton fire department consolidation which won a California League of Cities Helen Putnam Award. For 14 years, he was the lead instructor and program content developer for the Standards of Coverage process. For many years, he annually taught a 40-hour course on this systems approach for fire deployment at the California Fire Academy, and he teaches and consults across the United States and Canada on the Standards of Coverage process.

*Chief Gary will provide oversight for this project.*

**Chief Bob Meyer, CFO, EFO, Senior Fire Services and Geo-Mapping Specialist**



Chief Meyer has over 24 years of public fire protection experience. He retired as Fire Chief for the City of SeaTac, Washington, where he was responsible for leading a Fire Department of 53 employees serving a diverse community with a daily population of 96,000 out of three fully staffed fire stations providing fire, emergency medical, and technical rescue services. Prior to joining the SeaTac Fire Department in 2000, he served as the Division Chief for the Santa Maria Fire Department; Senior Code Enforcement Officer for the City of West Hollywood; and Battalion Chief for the San Clemente Fire Department. Chief Meyer is a Certified Chief Fire Officer and Peer Assessor / Team Leader for the Commission on Fire Accreditation International, and until recently he was a Certified Emergency Manager. Chief Meyer routinely performs deployment assessments requiring community risk or geographic mapping expertise.

*Chief Meyer will perform the GIS analysis and author the report.*

**David DeRoos, MPA, CMC, Citygate President**



Mr. DeRoos has over 30 years of experience as a consultant to local government, preceded by five years as an assistant to the City Administrator. He earned his undergraduate degree in Political Science / Public Service (Phi Beta Kappa) from the University of California, Davis, and he holds a master's degree in public administration from the University of Southern California. Prior to becoming a Principal in Citygate in 1991, he was a Senior Manager in the local government consulting division of Ernst & Young.

*Mr. DeRoos is responsible for ensuring the study is conducted smoothly and efficiently within the schedule and budget allocated and that study deliverables meet Citygate's and the client's quality standards.*

**STUDY COSTS**

Our charges are based on **actual time** spent by our consultants at their established billing rates, plus reimbursable expenses incurred in conjunction with travel, printing, clerical, and support services related to the engagement. As such, we will undertake this study for a "not-to-exceed" total cost based on our proposed project Work Plan, scope of work, and schedule. Any additional work outside the scope of services described in this proposal, as mutually agreed to in writing as a change order, will be billed at the hourly rate of the respective consultant(s), including any reimbursable expenses plus a five percent (5%) administrative fee.

Consulting Fees of Project Team	Reimbursable Expenses	Administration (5% of Hourly Fees)	Total
\$11,930	\$0*	\$597	\$12,527

\* If street data is not available that includes the attributes necessary for the geographic computer model to route fire trucks at appropriate speeds over the District's road network, including one-way streets and freeway interchange directions, Citygate will purchase the required streets and speed data from TSI Mapping, a private TomTom GIS distributor, at a cost of \$1,870.

This cost proposal reflects our best effort to be responsive to the District's and RDC's needs for this study, as we understand them, at a reasonable cost. If our proposed scope of work and/or cost is not in alignment with your needs or expectations, we are open to discussing modifications to our proposed scope of work and the associated costs.

The price quoted is effective for 90 days from the date of receipt of this proposal and includes the executive summary report with necessary exhibits.

### Standard Hourly Billing Rates

Classification	Rate	Consultant
Citygate President	\$225 per hour	David DeRoos
Public Safety Principal	\$250 per hour	Stewart Gary
Senior Fire Services Specialist	\$195 per hour	Robert Meyer
Report Project Administrator	\$125 per hour	Chad Jackson
Administrative Support	\$95 per hour	Various

### Billing Schedule

We will bill monthly for time, reimbursable expenses incurred at actual costs (travel), and a five percent (5%) administration charge in lieu of individual charges for copies, phone, etc. Our invoices are payable within thirty (30) days. Citygate's billing terms are net thirty (30) days plus two percent (2%) for day thirty-one (31) and two percent (2%) per month thereafter. Our practice is to send both our monthly status report and invoice electronically. Once we are selected for this project, we will request the email for the appropriate recipients of the electronic documents. Hard copies of these documents will be provided only upon request. We prefer to receive payment by direct deposit, if available.

We request that ten percent (10%) of the project cost be advanced at the execution of the contract, to offset our start-up costs. This advance would be credited to our last invoice.

\* \* \*

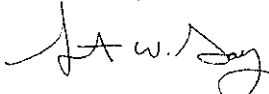
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Mark Zall  
August 13, 2019  
Page 6

Citygate's team of specialists would be honored to be of service to the District and RDC for this project. If this proposal is acceptable, you can forward a standard consultant contract for us to complete.

Please feel free to contact me at (916) 458-5100, extension 305, or via email at [sgary@citygateassociates.com](mailto:sgary@citygateassociates.com) if you wish further information.

Sincerely,



Stewart Gary, MPA  
Public Safety Principal

Attachments: A: Citygate Project Team Resumes  
B: Citygate Qualifications and References



**ATTACHMENT A**

**CITYGATE PROJECT TEAM RESUMES**



Mr. Gary was, until his retirement, the Fire Chief of the Livermore-Pleasanton Fire Department. Now in his 47th year in the Fire Service, Mr. Gary began as a volunteer and worked his way up through the ranks, including his service as a Paramedic for five years.

Mr. Gary started his career with the City of Poway in San Diego County, attaining the rank of Battalion Chief / Fire Marshal. He subsequently served as the Administrative Battalion Chief for the Carlsbad Fire Department in San Diego County. He was appointed Fire Chief for the City of Livermore, California in January 1994, and two years later, he successfully facilitated the peer-to-peer merger of the Livermore and Pleasanton Fire Departments into one seamless 10-company department from which he retired as Chief. This successful consolidation was awarded the esteemed Helen Putnam Award for Excellence by the California League of Cities in 1999.

Mr. Gary has both a bachelor's and master's degree in Public Administration from San Diego State University. He holds an associate degree in fire science from Miramar Community College in San Diego and a certificate in fire protection administration from San Diego State, and he has attended hundreds of hours of seminar course work in fire protection.

Mr. Gary has served in elected professional positions, including: President, California League of Cities, Fire Chiefs Department; and Chairperson, San Diego County Paramedic Agencies. He has been involved in progressive responsibility for creating or implementing fire protection policy on the local, state, and national levels. He has served as a board member representing cities on the California Office of Emergency Services-Firescope Board and served two terms as the fire chief representative on the California League of Cities Board of Directors. Mr. Gary served on the Livermore School District Board and served as an elected official on the City of Livermore City Council.

**Memberships Held Include:**

- ◆ International Association of Fire Chiefs, Fairfax, VA
- ◆ California Fire Chiefs Association, Rio Linda, CA
- ◆ National Fire Protection Association, Quincy, MA

**Current Consulting Experience Includes:**

Since starting his consulting career with Citygate Associates in 2001, Chief Gary has successfully worked on, managed, or directed over 300 consulting projects. Some of the highlights and recent projects include:

- ◆ Served as Public Safety Principal and Project Director for a Standards of Coverage update for the San Diego Fire-Rescue Department.
- ◆ Served as Public Safety Principal and Project Director for a fire department organizational review for the San Jose Fire Department.
- ◆ Served as Public Safety Principal for a comprehensive Standards of Coverage and headquarters staffing adequacy review for the Santa Clara Fire Department.
- ◆ Served as Public Safety Principal and Project Director for a Standards of Coverage study for the City of Sacramento that included a review of options for ambulance deployment based in the Fire Department.

- ◆ Served as Project Director and Standards of Coverage Specialist for Citygate's regional fire services deployment study for the County of San Diego, including 57 fire agencies in the County region. Citygate outlined a process designed to establish a blueprint for improving the County's regional fire protection and emergency medical system.
- ◆ Served as Project Manager and Standards of Coverage Specialist for a fire services deployment and departmental performance audit for the Santa Barbara County Fire Department.
- ◆ Served as Public Safety Principal and Project Manager for a Standards of Coverage study and enhanced risk assessment for the Carpinteria-Summerland Fire Protection District.
- ◆ Served as Public Safety Principal and Project Director for a regional fire services Standards of Coverage analysis and a capacity constraint analysis for the Ventura County Fire Protection District.
- ◆ Served as Public Safety Principal and Project Manager for a fire Master Plan and Standards of Coverage deployment analysis for the City of San Luis Obispo, California.
- ◆ Served as Public Safety Principal and Project Director for a fire services Master Plan update for the City of San Luis Obispo, California.
- ◆ Currently serving as Public Safety Principal and Project Manager to assist with a comprehensive and neutral external review of the Woolsey Fire Incident on behalf of the Los Angeles County Office of Emergency Management.
- ◆ Served as Public Safety Principal and Project Director for a performance and fiscal audit of the Department of Fire and Public Safety in Maui, Hawaii, specifically designed to analyze the County's current budgeted resource capacity and the utilization and allocation of those resources.
- ◆ Served as Public Safety Principal for a comprehensive community risk assessment, Standards of Coverage study, and station location and deployment study for the City of Sunnyvale, California.
- ◆ Served as Public Safety Principal and Project Director for a fire department Standards of Coverage staffing utilization study for the City of Pearland, Texas.

**Other Relevant Non-Citygate Experience Includes:**

- ◆ In 2002, Mr. Gary led a seminar that taught the Standards of Coverage (SOC) methodology to members of the Clark County Fire Department.
- ◆ In 2005 and into 2006, Mr. Gary coached, assisted and initially drafted the Clark County Fire Department Rural SOC documents. He advised County GIS on how to prepare the necessary mapping and response statistics analysis. He then coached the project manager on collecting risk assessment information on each rural area, which he then wove into an integrated draft set of risk statements and proposed response policies for each rural area.

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- ◆ In 2000, Mr. Gary was the lead deployment consultant on a team that developed a new strategic plan for the San Jose Fire Department. The final plan, which used the accreditation system methods and Standards of Coverage tools, was well received by the Department and City Council, which accepted the new strategic plan on a 9-0 vote.
  - ◆ In 1996, Mr. Gary successfully studied and then facilitated the peer-to-peer merger of the Livermore and Pleasanton Fire Departments into one seamless 10-company department for which he served as Chief. The LPPD represents one of the few successful city-to-city fire mergers in California. The LPPD consisted of 128 total personnel with an operating budget for FY 00/01 of \$18M. Service was provided from eight stations and a training facility, and two additional stations were under construction.
  - ◆ In 1995, Mr. Gary began working with the International Association of Fire Chiefs and International City Management Association Accreditation project on the Standards of Coverage system for fire service deployment. He re-worked the material into a California manual and annually taught a 40-hour course for the California Fire Academy for many years. He conducts seminars on this deployment methodology for the International Fire Chiefs across the United States and Canada.
  - ◆ In 1994, Mr. Gary effectively led the Fire Department's adding of paramedic firefighters on all engines to increase service. Previously the Alameda County regional system was under-serving Livermore, and the local hospital emergency room was closing. Residents and the City Council approved a local EMS supplemental property tax assessment (successfully re-voted after Proposition 218) to help pay for this increased service. In 1995, Mr. Gary assisted the City Council and the firefighters union in reaching a new understanding on staffing, and a fifth Fire Company was added to better serve the northwest area of Livermore.
  - ◆ During his tenure in Carlsbad, he successfully master-planned and opened two additional fire stations and developed the necessary agreements between the development community and the City Council.
  - ◆ Mr. Gary has developed fire apparatus replacement plans; procured fire apparatus; supervised the development of community disaster preparedness and public education programs; facilitated permit streamlining programs in the Fire Prevention and Building Departments; improved diversity in the Livermore fire department by hiring the first three female firefighters in the City; supervised the Livermore City Building Department, including plan check and inspection services for two years; and master-planned future growth in the north Livermore area for an additional 30,000 people in a "new town" area.
  - ◆ Mr. Gary facilitated a successful regional dispatch consolidation between Poway and the City of San Diego Fire Department. He developed and implemented fire department computer records systems for Carlsbad and Livermore.



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- ◆ Mr. Gary has been a speaker on the proper design of information systems at several seminars for Fire Chiefs, the California League of Cities, and the Fortune 100. He has authored articles on technology and deployment for national fire service publications.
  - ◆ Mr. Gary is experienced as an educator in teaching firefighting, paramedicine, and citizen CPR programs. As a community college instructor, he taught management and fire prevention. He has been an instructor for State Fire Training and the San Diego Paramedic program.

**Instructor and Lecturer:**

- ◆ Instructor and lecturer on fire service deployment for the Commission on Fire Accreditation Standards of Coverage methodology. Over the last five years, Mr. Gary has presented one-day workshops across the US and Canada to fire chiefs. Presentations have included:
  - The International Association of Fire Chiefs Convention
  - US Navy Fire Chiefs in Norfolk, Virginia
  - US Air Force Fire Chiefs at the USAF Academy, Colorado Springs, Colorado
  - Seattle-area Fire Chiefs
  - Vancouver British Columbia Fire Chiefs Association
  - The Michigan/Indiana Fire Chiefs Association School at Notre Dame University
  - The California Fire Training Officers annual workshop
- ◆ Developed and taught the 40-hour course in fire deployment methods for the California Fire Academy for seven years. Over 250 fire officers have been trained in this course.

**Presentations:**

- ◆ “Mapping the Future of Fire.” First ever fire service technology conference, October 2000, Dallas, Texas. Outlined fire service needs, especially for GIS mapping and mobile data technologies in the fire service.

**Publications:**

- ◆ Edited, partially wrote, and co-developed the second, third, and fourth editions of the *Commission on Fire Accreditation Standards of Response Cover Manual*.
- ◆ Fire Chief Magazine article. February 2001, “System of Cover.” Using the Accreditation Commission’s Standards of Response Cover systems approach for deployment.
- ◆ *Fire Chief Magazine* article. December 2000, “Data to Go.” Designing and implementing wireless data technologies for the fire service.

Chief Meyer has over 20 years of public fire protection experience. He retired as Fire Chief for the City of SeaTac, Washington, where he was responsible for leading a Fire Department of 53 employees serving a diverse community with a daily population of 96,000 out of three fully staffed fire stations providing fire, emergency medical, and technical rescue services. Prior to joining the SeaTac Fire Department in 2000, he served as the Division Chief for the Santa Maria Fire Department; Senior Code Enforcement Officer for the City of West Hollywood; and Battalion Chief for the San Clemente Fire Department. Chief Meyer is a Certified Chief Fire Officer and Peer Assessor / Team Leader for the Commission on Fire Accreditation International.

**Current Consulting Experience Includes:**

Since joining Citygate, some of Mr. Meyer's projects include:

- ◆ Currently serving as Fire Services Specialist to develop an organizational strategy that outlines five-year goals for the Fire Department in the City of Corona, California.
- ◆ Served as Senior Associate and Fire Services Specialist to conduct a Standards of Coverage assessment and Master Plan update for the Chino Valley Independent Fire District.
- ◆ Served as Fire Services Specialist to provide an emergency medical services review for the County of Los Angeles Fire Department.
- ◆ Served as Standards of Coverage Specialist for a fire department organizational review for the City of San Jose Fire Department.
- ◆ Served as Senior Fire Services Associate for a Standards of Coverage study, which included a review of options for ambulance deployment based in the Fire Department for the City of Sacramento, California.
- ◆ Served as Fire Services Specialist for a fire department Standards of Coverage staffing utilization study for the City of Pearland, Texas.
- ◆ Served as Fire Services Specialist to perform a comprehensive public safety deployment and performance review of the Police and Fire Departments for the City of Glendale, Arizona.
- ◆ Served as Senior Fire Services Specialist to perform a comprehensive public safety Master Plan that will enable the Police and Fire-Medical Departments to complete their organizational programmatic goals while falling in line with the General Plan 2035 for the City of Surprise, Arizona, and the City Council Strategic Plan.
- ◆ Served as Fire Services Specialist for a comprehensive fire department evaluation and analysis for the City of Mukilteo, Washington.
- ◆ Served as Fire Services Specialist for a comprehensive management audit of the Goodyear Fire Department to evaluate the effectiveness and management processes of the leadership team, the design and direction of the organization, and the organizational climate.

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- ◆ Served as Senior Associate and Fire Services Specialist to perform a comprehensive analysis of the Andover fire services to develop a fire protection and paramedic services Master Plan, with strategic options for short-, mid-, and long-term service delivery.

**Professional Experience:**

*January 2010 – Present* *Northern Arizona University, Mesa, AZ*  
Adjunct Professor

- ◆ Responsible for syllabi development, student evaluations, in-class and online instruction, and mentoring of students. Currently teaching in Public Agency Management Program and Emergency Services Administration curriculum.

*January 2003 – January 2010* *SeaTac Fire Department, SeaTac, WA*  
Fire Chief / Emergency Management Director

- ◆ Responsible for leading a Fire Department of 53 employees serving a diverse community with a daily population of 96,000 out of three fully staffed fire stations providing fire, emergency medical, and technical rescue services. Served as the City's Emergency Management Program Director responsible for all planning and training of staff in emergency operations/preparedness and served as the Emergency Communications Center Director during an emergency. Conducted Standards of Coverage analysis, risk assessment, deployment modeling, and strategic planning for emergency response. Developed Annual Reports.

*November 2000 – January 2003* *SeaTac Fire Department, SeaTac, WA*  
Assistant Fire Chief

- ◆ Responsible for assisting the Fire Chief in leading and managing the 39 sworn members and seven civilian members from three fire stations with a \$4.7 million budget. Acted as Fire Marshal and community liaison for fire prevention issues. Served as Emergency Operations Center Manager and representative to King County Emergency Management. Served as Department liaison between State Labor and Industries Department. Served as Acting Fire Chief. Developed Standards of Coverage model.

*May 1996 – Nov. 2000* *Santa Maria Fire Department, Santa Maria, CA*  
Division Chief – Fire Marshal / Emergency Services Coordinator

- ◆ Responsible for all Fire Prevention activities for a diverse community of 80,000 constituents. Directly supervised five employees. Conducted training for all members of the Department and City staff in emergency preparedness. Also served as Emergency Services Coordinator and Disaster Preparedness Officer for the City. Prepared the Emergency Plan and supporting documents. Acted as Duty Chief on a rotating basis responsible for all emergency responses, training, and safety.

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*January 1993 – May 1996*

*City of West Hollywood, West Hollywood, CA*

Senior Code Enforcement Officer

- ◆ Managed Code Enforcement section of four personnel that enforced fire, building, and municipal codes for a diverse community of 40,000. Responded and answered citizen complaints, prepared code revisions and amendments, and made presentations to the community, commissions, and City Council.

*December 1989 – Oct. 1992*

*San Clemente Fire Dept., San Clemente, CA*

Battalion Chief / Fire Marshal Emergency Services Coordinator

- ◆ Managed the Fire Prevention section of five staff and a budget of \$500,000 for a community of 40,000. Managed the Hazardous Materials Disclosure Program. Managed the Emergency Preparedness Section for the City. Developed the Emergency Plan for the Community. Rotated as duty officer for emergency response and managed 30 on-shift personnel. Laid-off due to budget reductions.

**Community Service:**

- ◆ City of SeaTac Chamber of Commerce
- ◆ YMCA Board of Directors
- ◆ Des Moines Rotary Club

**Certifications:**

- ◆ Certified Emergency Manager®
- ◆ Certified Chief Fire Officer, Center for Public Safety Excellence
- ◆ Executive Fire Officer, National Fire Academy
- ◆ Peer Assessor / Team Leader for Commission on Fire Accreditation International

**Education:**

- ◆ Associate degree from Saddleback Community College
- ◆ Bachelor of Science degree from California State University, Long Beach
- ◆ Master of Science degree candidate
  - All courses completed towards MS in Emergency Services Administration

**Memberships:**

- ◆ IAFC Technology Council
- ◆ IAFC Near Miss Program Contractor
- ◆ IAFC Western Division

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**ATTACHMENT B**

**CITYGATE QUALIFICATIONS AND  
REFERENCES**

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## ***CITYGATE PROJECTS***

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The following is a brief description of Citygate's public safety consulting experience. We provide project references, a description of several studies, and a list of other completed fire services engagements. For a more comprehensive list of Citygate's public safety experience, please visit our website at [www.citygateassociates.com/fire](http://www.citygateassociates.com/fire).

## ***PROJECT REFERENCES***

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Citygate here provides references for some of our public safety engagements.

### **City of San Diego, CA**

*Project: Standards of Coverage Update Analysis*

Brian Fennessy, Former San Diego Fire-Rescue Department Fire Chief, Current Orange County Fire Authority Fire Chief  
San Diego Fire-Rescue Department  
[brianfennessy@ocfa.org](mailto:brianfennessy@ocfa.org)  
(714) 559-2700

### **City of Pearland, TX**

*Project: Standards of Coverage and Staffing Utilization Study*

Vance Riley, Fire Chief  
City of Pearland Fire Department  
[vriley@pearlandtx.gov](mailto:vriley@pearlandtx.gov)  
(281) 997-5852

### **Chino Valley Independent Fire District, CA**

*Project: Standards of Coverage Assessment and Master Plan Update*

Tim Shackelford, Fire Chief  
Chino Valley Independent Fire District  
[tshackelford@chofire.org](mailto:tshackelford@chofire.org)  
(909) 902-5260

## ***RELATED PROJECT DESCRIPTIONS***

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### **Chino Valley Independent Fire District, CA – *Standards of Coverage Assessment and Master Plan Update***

Citygate conducted a Standards of Coverage assessment and Master Plan update for the Chino Valley Independent Fire District in San Bernardino County, California. This project included a comprehensive community risk assessment, Standards of Coverage analysis, fiscal and staffing analysis, and future needs assessment.

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**City of San Diego, CA – Standards of Coverage Update Analysis**

Citygate performed a Standards of Coverage update analysis based on our 2010 study for the San Diego Fire-Rescue Department, including a comprehensive assessment of the Department's deployment fact-pattern in light of changes over the prior six years.

**City of San Luis Obispo, CA – Update to Standards of Coverage Plan**

Citygate completed a review of projected growth in the City of San Luis Obispo's current General Plan and an assessment of fire service funding sources as part of a Standards of Coverage update. Citygate assessed the addition of a fifth fire station, or redistribution of the existing four stations, to serve new development in planned growth areas of the City.

**City of Fairfield, CA – Response Time Analysis for Fire Station 35**

Citygate assisted the City of Fairfield, California in understanding the ability of Fire Station 35 to provide the City's required response times to new development both inside and outside the City via a proposed annexation.

**City of Fairfield, CA – Public Safety Review**

Citygate provided public safety services to a development project and analyzed certain issues relating to the lawsuit Hunt Building Co, Ltd., et al. v. John Hancock Life Insurance Co. (U.S.A.), et al., pending in the United States District Court for the Western District of Texas, El Paso Division. Stewart Gary was asked to give his opinion regarding the provision of certain public safety services (including fire and police services) by Hunt Building Corporation, M.L. Hunt, and W.L. Hunt to a 300-unit housing project located at the edge of the City of Fairfield, California.

**City of Fairfield, CA – Review of Fire Station Needs for the Fairfield Train Station Specific Plan**

Citygate conducted GIS-based fire station location and response time studies for the Fairfield Train Station Specific Plan. This work affected existing City areas and used the City's response time formula.

**City of Vallejo, CA – Standards of Coverage Deployment Analysis and Staffing/Overtime Study, and Fire Staffing Levels Update Study**

Citygate completed a fire study to analyze several areas of fire services in Vallejo, CA. These areas include the overall staffing and deployment of fire services; the service needs of the Hiddenbrooke Development; the impact of fire station or crew reductions, if necessary; the adequacy of the headquarters staffing; any policies or issues inordinately driving up the usage of overtime; and an analysis of the impacts of the firefighter work schedule being tested.

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Citygate used the findings of the deployment and fiscal studies project to complete a fire staffing levels update study for the City of Vallejo to develop redeployment strategies for the City's fire services.

**City of Vacaville, CA – Deployment and Coverage Analysis of Existing and Annexation Areas**

Citygate performed a deployment and coverage analysis of existing and annexation areas for the City of Vacaville. Along with a review of the current arrangement for fire protection services within the City of Vacaville, this study also included a review of existing City Fire Department performance expectations, the use of the Standards of Coverage model from the Commission on Fire Accreditation International to determine impacts generated by the proposed annexations, an examination of prior incident response demographic data, a technical report to document findings, and training and advising Fire Department staff in ongoing deployment analysis.

The Standards of Coverage methodology was used to create a comprehensive study of the Department's existing deployment and impacts created by proposed City growth. During this process, the Department learned to carry forward the study methodology, with Citygate providing coaching, facilitation, and technical geographic information systems support. FireView™ and RHAVE were used to support this analysis. The final Citygate report created a long-range deployment plan that was adopted by the Fire Chief and City Council.

**City of Vacaville, CA – Standards of Coverage Update**

Citygate performed an update to the City of Vacaville Fire Department's Standards of Coverage analysis, which was last performed by Citygate in 2003. This update included examining where the Department is doing well, what needs improved, and what resources, if any, are needed to implement such improvements.

**City of Sacramento, CA – Consultant Services to Conduct a Standards of Coverage Study**

Citygate conducted a Standards of Coverage assessment for the City of Sacramento. Citygate produced an SOC document that is fully compliant with industry best practices in the field of deployment analysis, which the City intends to use to determine the distribution and concentration of the City's firefighting and ambulance resources.

**City of Pearland, TX – Standards of Coverage and Staffing Utilization Study**

Citygate performed a Standards of Coverage and staffing utilization study for the City of Pearland, TX. The study was conducted to help determine how to best staff and equip the Department to meet its mission in light of rapid and anticipated continued growth. The City desired a performance review of the current delivery of all Fire Department services, as well as recommendations to ensure service delivery meets current best practices. The Final Report was



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received by the City Council with great support and positivity, as the Council unanimously voted in favor of implementing all Citygate's recommendations.

**City of Dixon and Dixon Fire Protection District, CA – Standards of Coverage Deployment Study and Master Plan**

Citygate performed a Standards of Coverage deployment study and Master Plan for the City of Dixon and the Dixon Fire Protection District. This project included facilitation of community focus groups to determine community needs and expectations; outreach and focus group meetings with Fire Department staff related to training, equipment, and staffing; and the development of a written, long-range plan for the City of Dixon and the Dixon Fire Protection District.

**City of San Bernardino, CA – Fire Services Deployment Study**

Citygate conducted a fire services deployment study for the City of San Bernardino. This deployment study included a comprehensive data analysis as part of a full Standards of Coverage analysis. Citygate also evaluated and answered three critical questions: (1) If the current fiscal crisis requires the City to consider closing fire stations to help balance its budget, can any be closed? (2) Should the City continue to provide fire department-based paramedics on firefighting units to support the County-managed private ambulance contract? (3) What are the high-level options for the City to consider for contracting out or merging fire services with another agency?

**City of San Bernardino, CA – Fire Department Evaluation of City Fire Service Proposals**

Citygate conducted evaluations on City fire service proposals. Citygate's Fire and General Government Principals reviewed bids received from both an operational needs perspective, per the RFP, and the economics proposed over the term of the likely contract.

**City of Santa Clara, CA – Comprehensive Standards of Coverage and Headquarters Staffing Adequacy Review**

Citygate assisted the City of Santa Clara Fire Department with a comprehensive Standards of Coverage and headquarters staffing adequacy review. The efficacy and efficiency of fire and emergency medical service delivery models was assessed, and a forecast for headquarters staffing and services was developed.

**City of San Jose, CA – Fire Department Standards of Coverage and Organizational Review**

Citygate performed a large organizational review and Standards of Coverage study of the San Jose Fire Department. This review was to evaluate the current delivery of Fire Department services, technological improvements as they related to Department response time performances, and potential increases in Department efficiencies in operations.

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**City of Orange, CA – Standards of Coverage Assessment**

Citygate performed a Standards of Coverage study for the City of Orange Fire Department. This study included a deployment review and an analysis of staffing, fire incidents, mutual aid, geographic patterns, station location, and station operations. In addition, Citygate provided recommendations regarding deployment options.

**Cosumnes Community Services District, CA – Standards of Coverage Study and Strategic Plan**

Citygate performed a Standards of Coverage study, management/administrative assessment, and Strategic Plan for the Cosumnes Community Services District Fire Department. This study included all facets of an extensive Standards of Coverage assessment and an in-depth facilitation of the applied strategic planning method.

**San Diego County Office of Emergency Services, CA – Countywide Deployment Study for Regional Fire, Rescue, and Emergency Medical Services (57 Total Fire Agencies)**

In 2010, Citygate established a phased-process blueprint designed to improve San Diego County's regional fire protection and emergency medical system. The study assessed current levels of service, identified future needs, provided options for a regional governance structure, and developed cost feasible proposals to improve the region's ability to respond to natural or manmade disaster (including wildfires, earthquakes, terrorism, and other multi-hazard events), bolster day-to-day operations for local agencies, and enhance the delivery of fire and emergency medical services.

The study exceeded the County's expectations and was very well received by the elected officials and stakeholders in May 2010. The County has since retained Citygate to provide ad hoc assistance with implementation of the study's recommendations. More information on this study, including links to watch the final presentation, listen to a related radio interview with Stewart Gary, view study documents, and read local news articles, is available here: [http://citygateassociates.com/Fire\\_San\\_Diego\\_County\\_Study.html](http://citygateassociates.com/Fire_San_Diego_County_Study.html)

The Board of Supervisors, on a 5-0 vote, adopted Citygate's recommendations, and the County continues the process of implementing our recommendations.

**Stanford University, CA – Fire Services System Review**

Citygate is providing a fire services system review for Stanford University, which has occurred over many phases and has included preparation of alternative service plans, macro costs, drafting a fire services RFP, and drafting a cost model for the Fire Department. Stanford recently initiated a sixth phase for this project, for which it selected Citygate Associates to assist.

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**Sacramento Metropolitan Fire District, CA – Standards of Coverage Study, Services Reduction (Brownout) Study (2009); and New Growth Fire Station Master Plan (2014)**

The Standards of Coverage study was commissioned to analyze the effectiveness of the current deployment system; evaluate the need for additional fire stations; recommend criteria for the placement and timing of these stations; and develop the criteria for deployment reductions of three to five fire stations to meet the fiscal needs of the District's declining revenues.

The study exceeded all the District's expectations and was very well received by the elected officials and stakeholders in May 2009. The District adopted and implemented Citygate's brownout service reduction plan. Citygate has been retained by the District to perform numerous additional engagements.

The District also commissioned Citygate to update the District's fire station, apparatus, and crew needs to account for the expected post-recession growth proposals being processed by the Sacramento County Department of Community Development and the City of Rancho Cordova Planning Department.

**City of Oakland, CA – Comprehensive, Multi-Hazard, All-Risk Fire Service Deployment Study**

Citygate conducted a comprehensive, multi-hazard, all-risk fire service deployment study of the Oakland Fire Department's ability to respond to and mitigate emergencies in routine and strategic risk scenarios. The study combined Oakland's capabilities with those of its neighbors to form a picture of what the sub-regional response system's capabilities are to protect the strategic risks in the Oakland Metropolitan Area. From these assessments and the resultant gap analysis, recommendations for changes were made to improve the response system.

**City of Stockton, CA – Standards of Coverage Study; Risk Assessment for Port of Stockton; Fire Services Review and SOC Update**

Citygate conducted a Standards of Coverage planning analysis for the City of Stockton Fire Department as it pertains to City expansion areas. As such, this study briefly reviewed the adequacy of the existing deployment system to determine how much, if at all, the existing stations can provide coverage to the proposed growth areas.

Citygate then completed a review of the emergency response capabilities of the Stockton Fire Department to the Port of Stockton area to determine the Fire Department's ability to provide the same response time delivery for the first-due fire engine consistent with the goal to the rest of the existing City.

Separately, as a subcontractor, Citygate completed a project to assist with a review of fire services and provide fire services re-deployment scenario advice to meet the current fiscal challenges. This work was based on Citygate's prior deployment studies for Stockton in 2008 and 2009.

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## **CITYGATE CLIENT SUMMARY**

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In addition to the related studies described above, Citygate presents a list of additional SOC/deployment studies, headquarters systems and overall performance audits, consolidation projects, and general projects that we have completed.

### **Fire Standards of Coverage / Deployment Studies**

- ◆ City of Alameda, CA
- ◆ Alameda County, CA
- ◆ Alameda County Fire Department, CA
- ◆ City of Bakersfield, CA
- ◆ City of Brentwood, CA
- ◆ City of Calexico, CA
- ◆ City of Carlsbad, CA
- ◆ Carpinteria-Summerland FPD, CA
- ◆ Central FPD of Santa Cruz County, CA
- ◆ Chino Valley Fire District, CA
- ◆ City of Cleveland, OH
- ◆ Coastside FPD, CA
- ◆ City of Costa Mesa, CA
- ◆ Cosumnes CSD, CA
- ◆ City of Eagan, MN
- ◆ East Contra Costa County FPD, CA
- ◆ El Dorado Hills Fire District, CA
- ◆ City of Emeryville, CA
- ◆ City of Enid, OK
- ◆ City of Eureka, CA
- ◆ City of Fairfield, CA
- ◆ City of Folsom, CA
- ◆ City of Georgetown, TX
- ◆ City of Huntington Beach, CA
- ◆ Kings County, CA
- ◆ Lakeside FPD, CA
- ◆ Los Angeles County EMS, CA
- ◆ City of Manhattan Beach, CA
- ◆ Marin County, CA
- ◆ Menlo Park FPD, CA
- ◆ City of Merced, CA
- ◆ City of Milpitas, CA
- ◆ City of Minneapolis, MN
- ◆ Missouri City, TX
- ◆ Montecito FPD, CA
- ◆ City of Monterey Park, CA
- ◆ City of Morgan Hill and Partners, CA
- ◆ National City, CA
- ◆ Orange County Fire Authority, CA
- ◆ City of Palm Springs, CA
- ◆ City of Pasadena, CA
- ◆ City of Pearland, TX
- ◆ City of Redlands, CA
- ◆ City of Roseville, CA
- ◆ Ross Valley Fire Department, CA
- ◆ City of Sacramento, CA
- ◆ Sacramento Metropolitan Fire District, CA
- ◆ City of San Bernardino, CA
- ◆ City of San Diego, CA
- ◆ City of San Jose, CA
- ◆ City of San Luis Obispo, CA
- ◆ City of San Marcos, CA
- ◆ City of San Mateo, CA
- ◆ San Mateo County, CA
- ◆ San Ramon Valley FPD, CA
- ◆ Santa Barbara County, CA
- ◆ City of Santa Clara, CA
- ◆ Santa Clara County, CA
- ◆ City of Seaside, CA
- ◆ Snohomish County Fire District 1, WA
- ◆ South County Fire Authority, CA
- ◆ Southern Marin FPD, CA
- ◆ South Placer FPD, CA
- ◆ City of South San Francisco, CA
- ◆ South San Mateo County, CA
- ◆ South Santa Clara FPD, CA
- ◆ Stanislaus Consolidated FPD, CA
- ◆ City of Stockton, CA
- ◆ Suisun City, CA
- ◆ City of Sunnyvale, CA
- ◆ Templeton CSD, CA
- ◆ Travis County ESD No. 6, TX
- ◆ City of Vacaville, CA
- ◆ City of Vallejo, CA
- ◆ Valley Center FPD, CA
- ◆ City of Vancouver, WA

- ◆ North County FPD, CA
- ◆ North Lake Tahoe FPD, NV
- ◆ City of Oakland, CA
- ◆ City of Ogden, UT
- ◆ City of Orange, CA

- ◆ Ventura County FPD, CA
- ◆ City of Victorville, CA
- ◆ City of Vista, CA
- ◆ City of Woodland, CA
- ◆ Yuba City, CA

### Master/Strategic Plans

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>◆ City of Anacortes, WA</li> <li>◆ City of Andover, KS</li> <li>◆ Aptos/La Selva FPD, CA</li> <li>◆ City of Atwater, CA</li> <li>◆ City of Belmont, CA</li> <li>◆ City of Beverly Hills, CA</li> <li>◆ Butte County, CA</li> <li>◆ City of Carlsbad, CA</li> <li>◆ Clark County FPD No. 6, WA</li> <li>◆ City of Corona, CA</li> <li>◆ Cosumnes CSD, CA</li> <li>◆ City of Dixon, CA</li> <li>◆ City of DuPont, WA</li> <li>◆ East Contra Costa County FPD, CA</li> <li>◆ El Dorado Hills Fire District, CA</li> <li>◆ Fresno County, CA</li> <li>◆ Lakeside FPD, CA</li> <li>◆ Los Angeles Area Fire Chiefs Association, CA</li> <li>◆ Los Angeles County, CA</li> <li>◆ Madera County, CA</li> <li>◆ City of Mont Belvieu, TX</li> <li>◆ Monterey County, CA</li> </ul> | <ul style="list-style-type: none"> <li>◆ Mountain House CSD, CA</li> <li>◆ City of Mukilteo, WA</li> <li>◆ City of Napa, CA</li> <li>◆ Napa County, CA</li> <li>◆ City of Newark, CA</li> <li>◆ City of Oakdale / Oakdale Rural FPD, CA</li> <li>◆ City of Oceanside, CA</li> <li>◆ City of Orange, CA</li> <li>◆ City of Peoria, AZ</li> <li>◆ Presidio Trust, CA</li> <li>◆ Port of Long Beach, CA</li> <li>◆ Port of Los Angeles, CA</li> <li>◆ Rock Creek Rural FPD, ID</li> <li>◆ Salida FPD, CA</li> <li>◆ Salton CSD, CA</li> <li>◆ City of San Luis Obispo, CA</li> <li>◆ City of Soledad, CA</li> <li>◆ City of Surprise, AZ</li> <li>◆ Travis County ESD #6, TX</li> <li>◆ Town of Windsor, CA</li> <li>◆ University of California, Davis</li> <li>◆ University of California, Merced</li> <li>◆ City of Yucaipa, CA</li> </ul> |
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## Consolidations and Contract-for-Service Analyses

- ◆ City of Arcata, CA – Fire Services Feasibility Analysis
- ◆ Cities of Brea and Fullerton, CA – Feasibility Analysis for Providing Multi-City Fire Services under JPA Jurisdiction
- ◆ Cities of Burlingame, Millbrae, and San Bruno and Town of Hillsborough, CA – Fire Services Merger Technical Implementation
- ◆ City of Covina, CA – Contract-for-Service Analysis
- ◆ El Dorado LAFCO (CA) – Countywide Fire and Emergency Services Study
- ◆ City of Emeryville, CA – Assessment of Fire Service Provision Options
- ◆ City of Eureka and Humboldt No. 1 FPD, CA – Consolidation or Contract Fire Services Feasibility Analysis
- ◆ City of Greenfield and the Greenfield Fire Protection District, CA – Fire Services Reorganization Study
- ◆ Heartland Communications Facility Authority, CA – Second Phase Merger Feasibility Study
- ◆ City of Hermosa Beach, CA – Analysis of Contract for Fire Services Proposal
- ◆ Cities of Hesperia, Adelanto, and Victorville and Town of Apple Valley, CA – Public Safety JPA Feasibility Study
- ◆ Lawrence Livermore National Security (CA) – Fire Consulting Services
- ◆ City of Lodi, CA – Contract for Services Feasibility Analysis
- ◆ Cities of Manhattan Beach and Hermosa Beach, CA – Operational Assessment
- ◆ Cities of Monterey, Pacific Grove, and Carmel, CA – High-Level Consolidation Feasibility Analysis
- ◆ Cities of Newark and Union City, CA – Consolidation or ALCO Contract for Services Study
- ◆ Cities of Orange, Fullerton, and Anaheim, CA – Consolidation Feasibility Analysis
- ◆ Cities of Patterson and Newman, and West Stanislaus County FPD, CA – Joint Fire Protection Study
- ◆ City of Pinole, CA – Regional Fire Service Delivery Study
- ◆ Cities of Pismo Beach, Arroyo Grande, and Grover Beach and Oceano CSD, CA – High-Level Consolidation Feasibility Analysis
- ◆ Placer County, CA – Fire Service Consolidation Implementation Plan
- ◆ Presidio Trust and National Park Service (CA) – Fire Services Reorganization
- ◆ City of San Diego Fire-Rescue Department, CA – Ambulance Contract Analysis and System Re-Bid Design
- ◆ San Diego County Office of Emergency Services (CA) – Countywide Deployment and Fiscal Study for Regional Fire, Rescue, and Emergency Medical Services (57 Total Fire Agencies)
- ◆ Cities of San Mateo, Foster City, and Belmont, CA – JPA Workshop
- ◆ City of Santa Rosa and Rincon FPD, CA – Fire Consolidation Analysis
- ◆ City of Sausalito and Southern Marin FPD, CA – Fire Consolidation Implementation Analysis
- ◆ Seaside and Marina Fire Services, CA – Consolidation Implementation Assistance
- ◆ Snohomish County Fire District 1, WA – Review of Regional Fire Authority Financial and Level-of-Service Plan
- ◆ City of Sonoma and Valley of the Moon FPD, CA – Fire Services Reorganization Study
- ◆ City of South Lake Tahoe, CA – Fire Department Consolidation Feasibility Analysis
- ◆ South Santa Clara County Area Fire Departments, CA – Reorganization Feasibility Study
- ◆ UC Davis and Cities of Davis, West Sacramento, and Woodland, CA – Consolidation Feasibility Analysis
- ◆ UC Santa Cruz and City of Santa Cruz, CA – Consolidation Feasibility Analysis
- ◆ City of Ukiah and Ukiah Valley Fire District, CA – Feasibility of Establishing a “District Overlay”
- ◆ City of Victorville, CA – Fire Services Options Review
- ◆ Yuba City, CA – Fire Services Organizational Review
- ◆ Yuba County Valley Floor Agencies, CA – Fire Services Merger Study

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## General Studies

- ◆ Alameda County Health Care Services Agency (CA) – EMS System Consultation Services
- ◆ Alameda County, CA – Incident Management Teams
- ◆ City of Albany, NY – Management Audit
- ◆ City of Alpine Springs, CA – Services Cost Sharing
- ◆ City of Atascadero, CA – Project Impact and Mitigation Assessment
- ◆ Bay Area UASI (CA) – Incident Management Training
- ◆ Cities of Brea and Fullerton, CA – Fire Resource and Ambulance Plan
- ◆ City of Brentwood, CA – Service Costs and Options
- ◆ City of Calistoga, CA – Fire Safety Review
- ◆ Chabot-Las Positas Community College District, CA – Fire Services and EMS Training Facility Review
- ◆ City of Chula Vista, CA – Analysis of Overtime Use; Fiscal and Operational Policy Assistance for ALS Plan
- ◆ City of Cloverdale, CA – Impact Fees
- ◆ Contra Costa County, CA – Financial Review
- ◆ City of Copperopolis, CA – Fire Prevention
- ◆ City of Corona, CA – Fire Prevention
- ◆ City of Costa Mesa, CA – Potential Fire Station #6 Closure Impact Evaluation
- ◆ City of Davis, CA – Operations / Management
- ◆ Donnelly Rural Fire Protection District, ID – Mitigation
- ◆ East Contra Costa Fire Protection District, CA – Mapping Analysis
- ◆ City of El Dorado Hills, CA – Peer Review
- ◆ City of Encinitas, CA – Fire Station Review
- ◆ EMSA – Training Program Development
- ◆ City of Fairfield, CA – Review of the Fire Station Needs for the Fairfield Train Station Specific Plan
- ◆ City of Fremont, CA – Response Statistics; Comprehensive Multi-Discipline Type 3 IMT Training Program
- ◆ City of Glendale, AZ – Public Safety Audit
- ◆ Northstar Resort, CA – Fire Impacts and Growth Review
- ◆ Orange County Fire Authority, CA – Service Level Reviews of all Functions
- ◆ City of Paso Robles, CA – Fire Services Review and City Council Workshop
- ◆ City of Patterson, CA – Advance Planning PG&E – Mitigation
- ◆ City of Piedmont, CA – Emergency Operations Center Training
- ◆ Placer County, CA – Fire Services and Revenue Assessment
- ◆ PlumpJack Squaw Valley Inn, CA – Emergency Preparedness and Evacuation Plan Review
- ◆ City of Portland, OR – Public Information Officer Training
- ◆ Port of Long Beach, CA – Mitigation
- ◆ Port of Long Beach, CA – Update of Port Multi-Hazard Firefighting Study
- ◆ Port of Los Angeles, CA – Performance Audit
- ◆ Port of Oakland/City of Oakland – Domain Awareness Center Staffing Plan Development
- ◆ City of Poway, CA – Overtime Audit
- ◆ Rancho Cucamonga Fire District, CA – Fire Services Feasibility Review
- ◆ Rancho Santa Fe Fire Protection District, CA – EMS Operational and Fiscal Feasibility Review
- ◆ City of Roseville, CA – EMS Transport
- ◆ City of Sacramento, CA – Fire Prevention Best Practices
- ◆ Sacramento Metropolitan Airport, CA – Aircraft Rescue and Firefighting Study
- ◆ Sacramento Regional Fire/EMS Communications Center, CA – EMS Data Assessment
- ◆ City of Salinas, CA – Comprehensive Fiscal Feasibility Analysis and Facilitation of the Development of a JPA Governance Agreement
- ◆ Salton CSD, CA – Fire Services Impacts Review
- ◆ City of San Bernardino, CA – Evaluation of City Fire Service Proposals

- ◆ City of Goodyear, AZ – Fire Department Management Audit
- ◆ Hamilton City Fire Protection District, CA – Preliminary Diagnostic Assessment
- ◆ City of Hemet, CA – Costing and Peer Review for Fire Service Alternatives
- ◆ City of Hermosa Beach, CA – Analysis of Los Angeles County Fire District’s Contract for Fire Services Proposals
- ◆ City of Hesperia, CA – Cost Estimate for Hesperia-Provided Fire Services
  
- ◆ Kelseyville Fire Protection District, CA – Executive Search
- ◆ Kings County, CA – High-Speed Rail Project Impact Analysis
- ◆ Kitsap Public Health District, WA – Emergency Response Plan Review Services
- ◆ City of Loma Linda, CA – Cost of Services
- ◆ Los Angeles County, CA – Fire Services Impact Review
- ◆ Madera County, CA – Fire Station Siting Analysis
- ◆ City of Manhattan Beach – Evaluation of Site Options for Fire Station 2
- ◆ Maui County, HI – Fire Audit
- ◆ Menlo Park Fire Protection District – Site Assessments for Fire Stations 3, 4, and 5
- ◆ City of Millbrae, CA – Fire and Police Service Impacts for Millbrae Station Area Plan
- ◆ City of Mill Valley, CA – Fire and Emergency Medical Services Study
- ◆ City of Milpitas, CA – Fire Services Planning Assistance
- ◆ Monterey County, CA – EMS Agency Ambulance Systems Issues Review and Analysis
- ◆ Monterey County, CA – EMS Communications Plan
- ◆ Monterey County, CA – Office of Emergency Services Tabletop Exercise for Elkhorn Slough
- ◆ City of Napa, CA – Mitigation
- ◆ Newark-Union City, CA – Fire Services Alternatives
- ◆ City of North Lake Tahoe, CA – Management Team Workshop
  
- ◆ City of San Diego Fire-Rescue Department, CA – Emergency Command and Data Center Staffing Study
- ◆ City of San Diego Fire-Rescue Department, CA – Fire Communications Center and Lifeguard Dispatch Review
- ◆ City and County of San Francisco, CA – Incident Management Training
- ◆ City of San Jose, CA – Fire Department Organizational Review
- ◆ San Mateo County, CA – Countywide Fire Service Deployment Measurement System
- ◆ City of Santa Barbara, CA (Airport) – Aircraft Rescue and Firefighting Study
- ◆ Santa Clara County, CA – Incident Management Training
- ◆ Santa Cruz County, CA – Incident Management Training
- ◆ Town of Scotia Company, LLC – Board Training Workshop
- ◆ Snohomish County Fire District 1, WA – Peak Hour Ambulance Use Study
- ◆ Sonoma LAFCO, CA – Municipal Services Review
- ◆ Southern Marin Emergency Medical Paramedic Services, CA – EMS Resources Deployment Analysis
- ◆ South Monterey County Fire Protection District, CA – Needs Assessment
- ◆ City of South San Francisco, CA – Provision of Station Deployment Coverage GIS Maps
- ◆ Squaw Valley Resort, CA – Assessment of Project Impacts
- ◆ Stanford University, CA – Fire Services System Review Consulting Services
- ◆ Tracy Rural Fire Protection District, CA – Fire Analysis
- ◆ City of West Sacramento, CA – Impact Fees Study
- ◆ Wheatland Fire Authority, CA – Operational Feasibility Review
- ◆ City of Woodland, CA – Fire Station Location Peer Review
- ◆ Yolo LAFCO, CA – Combined MSR/SOI Study
- ◆ City of Yorba Linda, CA – Emergency Operations Center Training



# **NEW BUSINESS - PART 2**

RossDrulisCusenbery Architecture

Proj No <u>2016029</u>	<b>Kensington Fire Station Master Plan</b>	Extra Service Request	<b>ESR 005</b>
	<b>Extra Services Request</b>	Date:	<u>09/04/19</u>
<b>RossDrulisCusenbery</b>		Owner's Contract Number:	

<b>Description:</b>	<b>Temporary Fire Station Site Feasibility Study</b>
Design Change - Project <u>    X    </u>	Originator <u>    Mallory Cusenbery    </u>
Scope Change - Services <u>    X    </u>	Reference Documents <u>    None    </u>
Added Consultants <u>          </u>	ASI Number <u>    None    </u>

**DESCRIPTION OF POTENTIAL CHANGE**

**Scope of Services:** The scope of services include the following.  
RDC: Prepare feasibility study of one (1) site for potential use as a temporary fire station. Conceptual design of the site and temporary fire station. Tasks include: Two steering committee meetings, observe and photograph site with the Civil Engineer, develop temporary fire station architectural program and space requirements, preliminary site feasibility analysis (focus on site capacity to accommodate the program and feasible operational configuration), conceptual site and temporary fire station design, coordination with manufacturers of temporary prefabricated modular structures, general documentation and brief analysis report letter, RDC coordination and management of Civil Engineering Consultant services.

BKF: Refer to attached BKF proposal dated 09/04/2019 for Civil Engineering scope of services.

**Driver of Change:** The Kensington Fire Protection District (KFPD) is considering renovating the existing fire station. This will require a temporary fire station to house fire operations during construction. KFPD has identified a possible site for a temporary fire station. KFPD has requested that RDC prepare an initial site feasibility study for this temporary fire station location.

**Exclusions:** Per attachment RDC Summary of Architectural Fes and Exclusions dated 09/04/2019

**Compensation:** Hourly, not to exceed the total fees described below.

**Attachments:** RDC Summary of Architectural Fes and Exclusions dated 09/04/2019  
BKF Fee Proposal dated 09/04/2019

**IMPACT OF POTENTIAL CHANGE**

		Mark Up per Contract:	1.00
		<u>Subtotal w/</u>	
		<u>markup per</u>	
		<u>Contract</u>	
<b>Schedule Impact - Days</b>		<b>Firm</b>	<b>Base Cost</b>
Delays of Milestone (Work Days) <u>    0    </u> Days		RDC Architecture	\$21,260.00
Delays Proj Completion (Work Days) <u>    0    </u> Days		Fire & Emergency Services	\$0.00
		Electrical Engineer	\$0.00
		Mechanical Engineer	\$0.00
		Civil Engineer	\$17,920.00
		Kitchen Consultant	\$0.00
		Cost Estimator	\$0.00
		BKF	\$17,920.00
<b>Architectural Services</b>		<b>Reimbursable Costs</b>	
<b>RDC Personnel</b>	<b>Rate    Hours    Subtotal</b>	<b>Description</b>	
Principal	\$245    12    \$2,940	Reproduction	\$0.00    \$200.00
Proj Mgr	\$195    42    \$8,190	Travel    Travel to Meetings \$TBD	\$0.00    \$0.00
Sr Arch	\$178    0    \$0	Other	\$0.00    \$0.00
Architect	\$167    58    \$9,686		
Job Captain	\$139    0    \$0		
Designer	\$139    0    \$0		
Programmer	\$111    4    \$444		
Clerical	\$90    0    \$0		
<b>Total RDC Labor Costs</b>	<b>\$21,260</b>	<b>Total Amount Being Requested</b>	<b>\$39,380</b>

Note: The rates above are based on the architect's current 2019 rates.

ACTION	AUTHORIZATION	DATE	COMMENTS
Decline:	Proj Mgr _____ Client _____		Optional Services: Topographic Survey (BKF) \$8,800
Proceed:	Proj Mgr _____ Client _____		
Other	Proj Mgr _____		
( Note in Comments)	Client _____		

# RossDrulisCusenbery

ESR 005

Kensington Fire Station Master Plan

Temporary Fire Station Site Feasibility Study

Firm:

RossDrulisCusenbery Architecture Inc

Discipline:

Architect

Reference Documents ASK XXX Revision Drawings

Date

9/4/2019

Documents to Issued Under ASI XX

## Summary of Architectural Fees and Exclusions

Total Architectural Amount: \$ 21,260

1	Two steering committee meetings.	Principal	245	6	\$ 1,470	
2	Observation and photography of site with Civil Engineer.	Project Manager	195	6	\$ 1,170	
3		SR Architect	178	0	\$ -	
4		Architect	167	2	\$ 334	
5		Job Capt	139	0	\$ -	
6		Designer	139	0	\$ -	
7		Drafter ( Documentation)	100	0	\$ -	
8		Programmer	111	0	\$ -	
9		Clerical Admin	90	0	\$ -	
10	Describe Material Costs:					
11	Describe Travel Expenses:					
					Subtotal RDC Scope	\$ 2,974

1	RDC coordination and management of Civil Engineering Consultant services	Principal	245	0	\$ -	
2		Project Manager	195	8	\$ 1,560	
3		SR Architect	178	0	\$ -	
4		Architect	167	12	\$ 2,004	
5		Job Capt	139	0	\$ -	
6		Designer	139	0	\$ -	
7		Drafter ( Documentation)	100	0	\$ -	
8		Programmer	111	0	\$ -	
9		Clerical Admin	90	0	\$ -	
10	Describe Material Costs:					
11	Describe Travel Expenses:					
					Subtotal	\$ 3,564

1	Develop temporary fire station architectural program and space requirements.	Principal	245	1	\$ 245	
2		Project Manager	195	2	\$ 390	
3		SR Architect	178	0	\$ -	
4		Architect	167	2	\$ 334	
5		Job Capt	139	0	\$ -	
6		Designer	139	0	\$ -	
7		Drafter ( Documentation)	100	0	\$ -	
8		Programmer	111	4	\$ 444	
9		Clerical Admin	90	0	\$ -	
10	Describe Material Costs:					
11	Describe Travel Expenses:					
					Subtotal	\$ 1,413

1	Preliminary site feasibility analysis, focus on site capacity to accommodate the program and feasible operational configuration. (RDC)	Principal	245	3	\$ 735
2		Project Manager	195	6	\$ 1,170
3		SR Architect	178	0	\$ -
4		Architect	167	10	\$ 1,670
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 3,575</b>

1	Conceptual site and temporary fire station design. Coordination with manufacturers of temporary prefabricated modular structures	Principal	245	1	\$ 245
2		Project Manager	195	12	\$ 2,340
3		SR Architect	178	0	\$ -
4		Architect	167	24	\$ 4,008
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 6,593</b>

1	General documentation and brief analysis report letter. (RDC with RDC Civil Consultant support)	Principal	245	1	\$ 245
2		Project Manager	195	8	\$ 1,560
3		SR Architect	178	0	\$ -
4		Architect	167	8	\$ 1,336
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 3,141</b>

1	Not Used	Principal	245	0	\$ -
2		Project Manager	195	0	\$ -
3		SR Architect	178	0	\$ -
4		Architect	167	0	\$ -
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ -</b>

1	<b>TOTALS</b>	Principal	245	12	\$ 2,940
2		Project Manager	195	42	\$ 8,190
3		SR Architect	178	0	\$ -
4		Architect	167	58	\$ 9,686
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	4	\$ 444
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				
				<b>TOTAL</b>	<b>\$ 21,260</b>

**EXCLUSIONS:**

- 1 Study of more than one site.
- 2 Construction Documents for temporary facility
- 3 Programming and design of temporary police facility.
- 4 Cost estimating
- 5 Engineering services beyond the limited civil engineering scope of work described in this ESR
- 6 Detailed site survey. (A topographic survey will be provided for an additional fee of \$8,800)
- 7 Geotechnical analysis and report.
- 8 Seismic analysis
- 9 Meetings beyond those described above.
- 10 Public presentations.
- 11 Reproduction costs of final documents.
- 12 Additional exclusions contained in the BKF proposal dated 09/04/2109.



September 4, 2019  
BKF No C2016-5111-12

Mark Zall  
Ross Drulis Cusenbery Architecture Inc.  
18294 Sonoma Highway, Sonoma, CA 95476  
707 996.8448 X 117  
*Transmitted Via Email*

**Subject: Kensington Temporary Fire Station Feasibility Study, Civil Engineering Proposal**

Dear Mr. Zall,

BKF Engineers welcomes the opportunity to submit this proposal for civil engineering services associated with the Kensington Fire Station project located in the unincorporated City of Kensington, California. To arrive at the estimated effort required by our office for this project, we have outlined a proposed scope of services, identified assumptions, and determined a level of effort fee based on our understanding of the project.

**I. PROJECT UNDERSTANDING**

Based on your proposal request and information obtained from your email and call we understand the project as:

*The purpose of this project is to explore the feasibility of placing a temporary fire facility at an offsite location while the existing fire station is renovated or replaced. The temporary station would be located on Arlington Avenue and Arlmont Drive. The site is approximately 5,000 square feet in size and currently contains a small parking lot. It is understood that the temporary fire station will need to accommodate two fire engines, six parking stalls and a structure for housing of the firefighters. There will also need to be space for a trash enclosure and an emergency generator. The site will also need security fencing.*

*It is unknown if a topographic survey is available for the project, se we have provided scope and fee for providing a field survey. Do to the site's size and the requirements of the temporary fire station, it will be important to understand the limit of the property available.*

**II. BASIS OF DESIGN**

Our proposal is based on the following:

1. Email from Mark Zall on September 3, 2019
2. Church Parking B Parcel Map Exhibit, undated.

### III. SCOPE OF SERVICES

#### TASK 1: CIVIL SITE FEASIBILITY STUDY

1. **Existing Conditions Review:** BKF will visit the site to review the existing site constraints and conditions. We will note any potential challenges to development and confirm our scope of survey services to support the planning and permit processes. BKF will use a smart level to determine rough grades of the site for accessibility and the accommodation of the proposed modular buildings.
2. **Site Utilities:** BKF will contact EBMUD, Stege Sanitary District and Contra Costa County to obtain block maps of the existing utilities fronting the project. We will use this to determine possible points of connection for utilities to serve the temporary site.
3. **Project Site Plan Development:** BKF will work with the architect to determine the size of the modular buildings and their placement on the site. We will also coordinate with the architect for the placement of the trash enclosure, generator and security fencing. BKF will use fire truck turn templates to determine the layout of the parking lot and drive aisle required to accommodate the station. Based on site constraints, it is understood that tandem parking may be necessary to fit the required parking space. In addition, BKF will design a suitable ingress and egress path for the fire truck based on the site's frontage to the public right of way. BKF will submit the following plans for architect and owner input:
  - a. Site Plan – preliminary site layout, parking, ADA access, vehicular access
  - b. Grading / Utility Plan – preliminary building finish floor and site spot finish grade elevations, preliminary drainage facilities/utility services
  - c. Turn Template Exhibits – fire truck ingress and egress to the site
4. **Plan Revisions:** Based on comments from the architect and owner, BKF will revise the plans to incorporate the comments received. We will update the drawings above and provide a formal submittal to the architect.
5. **Basis of Design:** Along with the revised plans, BKF will prepare a Basis of Design memorandum to document the design decisions that were implemented into the final developed plan.
6. **Meetings:** BKF anticipates attending two (2) meetings over the course of this task.

### IV. SCOPE QUALIFICATIONS AND ASSUMPTIONS

BKF Engineers' services are limited to those expressly set forth in the scope. We understand that BKF will have no other obligations or responsibilities for the project except as provided in this proposal letter, or as otherwise agreed to in writing. BKF will provide the scope of services consistent with, and limited to, the standard of care applicable to such services. Any participation in non-adversarial procedures, or other right to repair items, is considered as additional services. For the scope of work identified, we have assumed the following:

#### 1) Basis of Design and Site Information

BKF Engineers | 1646 N. California Blvd., Suite 400 | Walnut Creek, CA | 94596 | 925.940.2200

- a) **Topographic Survey:** A current design topographic base map at a scale of 1"=10' using ground surveying methods will be provided prior to the start of schematic design. This survey will include the location, rim, and invert of gravity utilities and location only 'dry' utilities within the project area along with evidence of other buried utilities. A record boundary for the project for use in design and building permit will be part of the survey. BKF can provide this survey either directly to the Client or as an addendum to the Civil Contract if requested.
- b) **Title Report:** A current title report for the property will be provided by the owner.
- c) **Geotechnical Report:** It is understood that a geotechnical report has not been conducted for the site and would only be necessary if the project owner elects to move forward with construction at the site.
- d) **Existing Utilities:** Unless otherwise indicated or provided by others, any existing utilities identified on BKF's drawings/plans are based on information obtained by BKF, or provided to BKF, and may not be accurately documented in their horizontal location or vertical profile. Other utilities may be present that were not disclosed. BKF highly recommends that critical facilities be underground service alert (USA) located and potholed during design or prior to construction.
- e) **Potholing:** Potholing services are not included in this proposal unless specifically identified.
- f) **Existing Utility Capacities:** Unless otherwise addressed, existing utilities have adequate capacity to serve the proposed improvements, that they are adjacent to the site frontage and do not require main extensions, and that utility system capacity studies are not required.

## 2) Responsibilities

- a) **Civil Engineering Scope Items:** BKF's design tasks are limited to civil work outside of the structure(s) and utility connections 5-feet outside of the structure(s) including: site grading, non-structural concrete pavement, concrete sidewalks, concrete curbs and gutters, asphalt pavement, storm drainage, wastewater, and domestic water/fire water design. BKF will provide horizontal control for the building location relative to the project boundary.
- b) **Architect:** The architect will be responsible for the overall site plan including accessible routes of travel, details of site accessibility signage, parking counts, site coverage calculations, trash areas/enclosures, fencing and walls. A final site plan will be provided by the Architect prior to our beginning the CD phase. All work within the building (including any podium, porches, garages, or ramps) will be the architect's scope of work.
- c) **Site Dry Utilities:** All electric, gas, communications, and lighting improvements will be designed by others, unless specifically included in the civil scope of work.
- d) **Fire System:** Certification of the fire protection system from the point of connection at the public water main to the building sprinkler system must be provided by a properly-licensed fire protection engineer or contractor.
- e) **Site Landscape/Irrigation:** The landscape architect will provide landscape, irrigation design, and layout and details of walks, plazas, trails, entry monuments, walls, and/or fences. The architect and landscape architect will lead the design development efforts for the design, grading, and detailing



of interior courtyards, plaza areas, hardscape and landscape areas. BKF will utilize the provided design intent and document the exterior site grading and drainage during the Construction Documents phase

- f) **Structural Details:** Structural calculations, design, and details for such items as reinforced concrete slabs, foundations, pads, vaults, footings, ramps, stairs, sound/site walls, and/or retaining walls will be provided by others. This includes structural design and detailing for storm water treatment elements that retain ground, parking, or buildings foundations.
- g) **Mechanical, Electrical and Plumbing (MEP):** All site HVAC, power, gas, communications, and low voltage improvements, and existing water pressures will be coordinated, designed, and documented by others. MEP will also provide preliminary fire service sizing based on the California Plumbing and Fire Code requirements and provide fire service lateral locations and sizes to BKF.
- h) **Joint Trench Design:** Services to the buildings, main extensions, and/or relocation of existing 'dry' utilities (gas, electric, communication, fiber, etc.) will be led by the joint trench/electrical designers unless otherwise contracted. Utility relocation/abandonment required as part of the street vacation process is assumed to be coordinated and processed by the Joint Trench Consultant. BKF will support their efforts and coordinate with the site design. Dry utilities designed by the joint trench consultant will be shown for coordination purposes only on the civil plans.
- i) **Lighting Design & Photometric Analysis:** Lighting design and photometric analysis for the site and public roadways will be provided by others.
- j) **Traffic Signal Design:** Design or modification of traffic signals is not currently included in our scope of work. BKF can provide these services if the City conditions these improvements to the project.
- k) **Water Design:** Proposal assumes that the project will require new water services for domestic, irrigation, and fire. We have not allocated budget to install public or private fire loops within the development or main extensions within the public right of way.
- l) **Mapping:** We have not included time to prepare additional items not contained in the mapping scope of work. Additional mapping services such as subdivision maps, private easement documents, quit claims, ALTA's, right of way dedications, etc. not specifically listed in this proposal are not included.
- m) **Cost Estimating:** All cost estimating will be provided by a project estimator. BKF will review the estimates for general consistency with the plans.
- n) **Pump Stations:** Pump station design (electrical, mechanical, plumbing, and sitework) is not included in the basic scope of services. We can provide pump station design service as an additional scope item at your request.
- o) **Earthwork:** Due to the variability in soils properties, existing site conditions, foundation types and preparation, trench, imported material and other factors, no delineation of earthwork quantities

or 'site balance' is implied with the scope of work. Any earthwork quantities generated are solely for bonding and permitting of the work with the local agency and must only be used as an approximate guide as to the actual earthwork and site balance.

### 3) CEQA, Entitlement, and Off-Site Improvements/Studies

- a) **CEQA/EIR Consulting:** Some jurisdictions allow project sponsors to provide technical studies to support the CEQA document and review by the sponsor of the administrative draft document. We have not included time for assisting in this effort. Should this be requested, we can provide a separate scope to support this effort.
- b) **Off-Site Improvements:** Off-site improvements are limited to designing new curb cuts along the project frontage and construction of new curb, gutter, sidewalk, and utility services to the public mains within the fronting public roads. If additional off-site improvements are subsequently required as a result of the planning entitlement or permitting process, we will notify you of the change in scope and provide an additional service request to cover the new scope. We have assumed that the minimal public improvements currently anticipated to support this development can be design and documented with the on-site improvement plans.

### 4) Meetings

- a) **Meetings:** Meetings are assumed to be held in the Bay Area or via remote conference. Meeting time requested beyond what we have budgeted is not included in this proposal.

### 5) Phasing, Delivery and Deliverables

- a) **Phasing:** The project will be permitted and constructed in one phase and that construction phasing plan(s), or interim condition plans, will not be required for this project. Proposal does not include preparing and processing split construction permits for demolition, rough grading, backbone utilities, etc.
- b) **Submittals:** All submittals, and the coordination thereof, will be facilitated by the lead consultant and /or owner representative.
- c) **Permits:** Unless otherwise specifically delineated in the scope of services, permit processing, applications, fees, and submittals to local, state, and federal agencies and utility purveyors will be provided by others. BKF will submit to the client delineated scope deliverables for client submission to governing agencies.
- d) **Drawings:** All drawings will be prepared in AutoCAD format. We will submit copies of all drawings in both electronic and paper format.
- e) **Building Information Modeling (BIM):** We have not included time to convert civil 3D design or existing conditions AutoCAD files into BIM model files. We have assumed all conversions will be by the architect.

### 6) Construction

- a) **Utility Location Services:** BKF has not included fee to contract with an underground utility location consultant to locate private utilities within the site.

- b) **QSD Services/Storm Water Pollution and Prevention Plan (SWPPP):** BKF will provide Qualified SWPPP Developer (QSD) services in compliance with the Construction General Permit Order 2009-0009-DWQ as amended by Order 2010-0014-DWQ, administered by the State Water Resources Control Board (SWRCB). We will provide support services to the owner's Legally Responsible Person (LRP) to submit Permit Registration Documents (PRDs) to the State's online Storm Water Multiple Application and Report Tracking System (SMARTS) program website.
- c) **QSP Services:** We have assumed that the contractor will provide QSP services for the project including implementation of the SWPPP document.
- d) **Traffic Control Plan and Construction Haul Route Plan:** These will be prepared and coordinated by the Contractor. We can provide this service as an additional scope item at your request.
- e) **Construction Staking:** These services are assumed to be contracted directly with the general contractor and are not included.
- f) **Post Construction Survey:** Preparation of post construction record documents or as-built surveys are not included.
- g) **Meetings:** We have not included attendance at regularly scheduled construction meetings as part of the scope of services.

## V. OPTIONAL SERVICES

### OPTIONAL TASK 1: TOPOGRAPHIC SURVEY

- 1. **Topographic Field Survey:** BKF will provide the field work to prepare a Topographic Survey of the site where civil improvements are anticipated. BKF will gather available public data and plans for the site and its surrounding improvements. The topographic survey will be comprised of the following:
  - a. **Field Survey -** BKF will provide the field work to prepare a Topographic Map for the subject property. We only anticipate that survey will need to be performed in the front of the site up to the centerline of the public street and the parking lot at the rear of the property. The topographic survey will be comprised of identified visible site features such as roadways, pavements, evidence of significant traveled ways, walls, fences, trees 9-inches and larger in diameter and visual utility infrastructure. We will obtain a succession of spot elevations to define the general terrain of the site and immediately adjacent improvements to produce mapping at a 1-foot contour interval.
  - b. **Mapping –** BKF will provide a record boundary in AutoCAD format that will be overlaid on the field Topographic Survey. It is not anticipated that this boundary will need to be resolved for the feasibility study. If the project moves forward to construction, BKF will provide a fee to resolve the boundary.

## VI. SCHEDULE

We understand that the design phase will commence in fall of 2019 and is anticipated to be completed by the end of the year.

**VII. COMPENSATION**

**1. BASE SCOPE OF WORK:**

BKF proposes to provide the services on a lump sum basis. We will invoice for our services on a percent complete basis per task summarized as follows:

Task	Description	Fee
1	Civil Site Feasibility Study	\$17,920
<b>Total Labor Fee</b>		<b>\$17,920</b>

In addition, please budget **\$1,000** for reimbursable expenses. Reimbursable expenses are anticipated for reproduction, mileage, express and messenger deliveries, and computer deliverable plots. Reimbursable expenses will be billed on a cost plus 10-percent markup basis.

**2. OPTIONAL SERVICES:**

At your request, BKF can provide the following optional services on a time and materials not to exceed basis in accordance with the attached rate schedule.

OPTIONAL TASK	FEE
Optional Task 1 - Topographic Survey	\$8,800

For tasks requested by the owner or architect not defined in this scope of services, BKF will identify them as potential extra work. We can provide a scope and fee for these items or they may be tracked separately as extra work and billed on a time and materials per our attached rate schedule.

Thank you for the opportunity to present this proposal. We look forward to assisting in developing this project. Please contact me at 925.940.2206 if you have any questions regarding our scope of services.

Respectfully,  
**BKF Engineers**



Eric Swanson, PE  
Associate

**PROFESSIONAL PERSONNEL SERVICE FEES**  
JANUARY 1, 2019 - DECEMBER 31, 2019

**PERSONNEL**

**HOURLY RATES**

**ENGINEERING**

Senior Associate	\$220.00
Associate	\$214.00
Project Manager	\$204.00 - \$210.00
Engineer IV	\$189.00
Engineer I, II, III	\$134.00 - \$154.00 - \$174.00
Engineering Assistant	\$82.00
Junior Engineer	\$70.00

**PLANNING**

Planner I, II, III, IV	\$134.00 - \$154.00 - \$174.00 - \$189.00
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**SURVEYING**

Senior Associate	\$220.00
Associate	\$214.00
Project Manager	\$204.00 - \$210.00
Surveyor I, II, III, IV	\$134.00 - \$154.00 - \$174.00 - \$189.00
Survey Party Chief	\$175.00
Survey Chainman	\$113.00
Apprentice I, II, III, IV	\$70.00 - \$93.00 - \$103.00 - \$109.00
Instrumentman	\$150.00
Surveying Assistant	\$82.00
Junior Surveyor	\$70.00
Utility Locating Superintendent	\$176.00
Utility Locator I, II, III	\$91.00 - \$129.00 - \$155.00
BIM Specialist I, II, III	\$134.00 - \$154.00 - \$174.00

**DESIGN AND DRAFTING**

Technician I, II, III, IV	\$128.00 - \$136.00 - \$148.00 - \$161.00
Drafter I, II, III, IV	\$100.00 - \$110.00 - \$118.00 - \$132.00

**CONSTRUCTION ADMINISTRATION/QSP-QSD**

Senior Construction Administrator	\$198.00
Resident Engineer	\$147.00
Field Engineer I, II, III	\$134.00 - \$154.00 - \$174.00
Senior Consultant	\$229.00

**SERVICES AND EXPENSES**

Project Assistant	\$82.00
Clerical/Administrative Assistant	\$70.00

Principals' time on projects is chargeable at \$246.00 per hour.

Charges for outside services, equipment, and facilities not furnished directly by BKF Engineers will be billed at cost plus 10%. Such charges may include, but shall not be limited to printing and reproduction services; shipping, delivery, and courier charges; subconsultant fees and expenses; special fees, permits, and insurance; transportation on public carriers, meals, and lodging; and consumable materials. Mileage will be charged at the prevailing IRS rate per mile. Monthly invoices are due within 30 days from invoice date. Interest will be charged at 0.833% per month on past due accounts. Expert witness/litigation rates are available upon request.



Kensington Fire Station Renovation  
Cost Planning and Estimating Services

August 29, 2019

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

Dear Ms. Navellier:

We are pleased to provide our proposal for Cost Planning and Estimating services for the proposed Kensington Fire Station Renovation.

mack<sup>5</sup> Services:

Owner's  
Representative

Project Management

Construction  
Management

Cost Management

Cost Planning

phone 510.595.3020  
fax 510.595.1755

mack<sup>5</sup>

Headquarters  
1900 Powell Street  
Suite 470  
Emeryville, CA 94608

Richmond Office  
322 Harbour Way  
Suite 16  
Richmond, CA 94801

*Background*

The Kensington Fire Protection District wishes to renovate their existing Fire Station located at 217 Arlington Ave. in Kensington, CA. In addition, the District anticipates replacing the building's existing HVAC system and roof.

The District plans to re-locate to temporary facilities during the duration of construction.

The project is currently in conceptual phase, with RossDrulisCusenbery ARCHITECTURE (RDC).

*Scope of the Assignment*

Provide conceptual design-phase cost estimating as described on the following page, prepared and presented in component or Uniformat.

**scope of services / fee** Our proposed fee for one Concept Phase Cost Estimate for the project is as follows:

• Building Renovation	\$10,960
• Temporary Facilities	\$2,000
<hr/>	
<b>TOTAL FEE:</b>	<b>\$12,960</b>

**conditions** The total fee is valid for ninety (90) days from the date of this proposal, should the scope of service be altered we reserve the right to adjust our fee proposal accordingly. Our fee does not include life cycle cost analysis.

**schedule** mack<sup>5</sup> is available to start as soon as required. Commonly we require 3 weeks to complete an estimate after receipt of documents, but may be able to complete our work in less time depending on when we receive a complete set of documents from RDC.

**reimb expenses** Reimbursable expenses are included in the fee proposal.

**hourly rates** Our 2019 hourly rates are below. Rates are adjusted annually, normally about 3% per annum.

Principal/Managing Principal	\$195 - \$222/hr
Senior Cost and Project Managers	\$170 - \$195/hr
Cost and Project Managers	\$145 - \$170/hr
Project and Cost Engineers	\$120 - \$145/hr
Administrative Support	\$80/hr

**additional services** Site visits, value engineering (unless specifically included above), additional estimates, estimating changes in scope, estimate comparisons, and reconciling estimates with those of a third party are not included in the scope of services/fee, and will all be deemed additional services apart from those specifically mentioned above.

**other services** mack<sup>5</sup> provides valuable additional services including our Cost Model Manager and Project / Construction Management.

Please do not hesitate to contact me should you require any further information or clarification.

Sincerely,



Cynthia Madrid, Senior Cost Consultant  
510-595-4730 direct, cmadrid@mack5.com

**Agenda Item.** The Board will consider purchasing and mounting “Fire Danger Today” signs, to be placed in two locations: one (double sided) on the Arlington near the PSB, and the other at the intersection of Beloit and Grizzly Peak, both on County property (Action Item)

As described at a previous Board meeting, residents on south Lake Drive expressed the desire to mount a “fire danger today” sign, with a moveable arrow indicating the level of danger, on the corner of Beloit and Grizzly Peak (presumably NE or NW corner, on County property), which they would maintain daily. (There are several EPC members in the neighborhood.) A similar two-sided sign, which could be mounted in the median strip slightly south of the PSB, would have substantial visibility for drivers heading both north and south on the Arlington and would raise awareness for citizens who live all along this north-south axis to Richmond and beyond, and could be maintained by personnel in the PSB.

The signs are 45” x 32”, available from SmokeyZone.com. This vendor was recommended by the Glen Ellen Forum citizens’ group, which recently purchased a sign for their town after a search for a suitable vendor. The one to be mounted in the hills comes with two posts and hardware. The dual-sided sign to be mounted on the Arlington also comes with two posts and hardware, but they would need to be mounted higher than the posts for the sign in the hills. Additionally we recommend “riders” that can be mounted on the posts below the signs that say “RED FLAG DAY!”, to be hung on appropriate days. The cost of the materials including shipping is about \$2200, and beyond this the signs would need to be mounted and sunk in concrete, with higher posts for the Arlington site, at an unknown cost for County services. (The 4x4” treated redwood posts provided are considered “breakaway” construction grade and are provided at the height required.)

**MOTION:** The Board authorizes up to \$2500 (including tax) for the purchase of these signs, plus the costs to be determined of mounting them.





SmokeyZone, LLC  
 PO Box 2060  
 Bend, OR 97709  
 541-388-1182  
 info@smokeyzone.com  
 www.smokeyzone.com



# Estimate

**ADDRESS**

Kevin Padian

**SHIP TO**

**ESTIMATE #** 1063

**DATE** 09/03/2019

**EXPIRATION DATE** 10/03/2019

**SHIP VIA**  
FedEx

**TRACKING NO.**  
TBD

**SALES REP**  
NW

DATE	SKU	QTY	RATE	AMOUNT
09/03/2019	<b>S1S-FDS-48x32 (5 Cat)</b> 48"x32" One Sided Fire Danger Sign, 4-category; powder-coated aluminum; reflective graphics & lettering; moveable arrow with lock; mounting hardware; Text: FIRE DANGER TODAY (two lines)	1	519.00	519.00
09/03/2019	<b>C1S-RDR-48x10</b> 48"x10" One Sided Rider Sign; powder coated aluminum; Red with White reflective lettering; Text (RED FLAG DAY TODAY!)	1	169.00	169.00
09/03/2019	<b>S2S-FDS-45x32 (4 Cat)</b> 45"x32" Two Sided Fire Danger Sign, 4-category; powder coated aluminum; reflective graphics & lettering; moveable arrow with lock; mounting hardware; Text: FIRE DANGER TODAY (two lines)	1	779.00	779.00
09/03/2019	<b>S2S-RDR-45x10 (Red)</b> 45"x10" Two Sided Rider Sign, Red powder coated aluminum with White reflective lettering; Text (RED FLAG DAY TODAY!)	1	239.00	239.00
09/03/2019	<b>Post Kit (2 Piece)</b> Two post set; 4"x4" pressure treated Doug Fir, Machined, painted & predrilled. (4x4 posts are considered "breakaway" post in many areas. Check your local codes to ensure compliance)	2	139.00	278.00
09/03/2019	<b>Discount - 5%</b> 5% Quantity Discount	1	-99.20	-99.20

SUBTOTAL	1,884.80
SHIPPING	298.36
<b>TOTAL</b>	<b>\$2,183.16</b>

Accepted By

Accepted Date

RESOLUTION 19-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE FINAL COMBINED BUDGET FOR REVENUE, OPERATING EXPENDITURES, AND CAPITAL IMPROVEMENT EXPENDITURES FOR FISCAL YEAR 2019-2020

WHEREAS, the Board of Directors of the Kensington Fire Protection District has developed and adopted by Resolution on June 12, 2019 a preliminary Combined Revenue, Operating Expense and Capital Improvement Budget for Fiscal Year 2019-2020; and

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the amount budgeted for the annual fee for services from the City of El Cerrito for Fiscal Year 2019-2020; and

WHEREAS, the preliminary Combined Revenue, Operating Expense and Capital Improvement Budget adopted by the Board of Directors of the Kensington Fire Protection District under Resolution 19-04 is subject to final adoption by the Board of Directors; and

WHEREAS, in conformance with the laws of the State of California, the Kensington Fire Protection District did post a notice of a public meeting on the adoption of the Final Budget for Fiscal Year 2019-2020 at least 14 days prior to September 11, 2019; and

WHEREAS, the laws of the State of California require the Kensington Fire Protection District to adopt a final budget for the 2019-2020 fiscal year, a copy of which is attached to and made part of this resolution.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Combined Revenue, Operating Expense and Capital Improvement Budget of the Kensington Fire Protection District for Fiscal Year 2019-2020, a copy of which is attached to and made part of this resolution.

\* \* \* \* \*

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 11th day of September 2019 by the following vote of the Board:

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

\_\_\_\_\_  
Julie Stein, President

ATTEST:

\_\_\_\_\_  
Larry Nagel, Secretary

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET  
 Fiscal Year 2019-2020

<u>REVENUE BUDGET</u>	FY 2018-2019	FY2018-2019	FY 2019-2020	FY 2020-2021
	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Property Taxes	4,035,570	4,126,850	4,271,290	4,399,430
Special Taxes	200,453	200,453	200,450	200,450
Other tax income	25,500	25,306	25,250	25,250
Interest income	70,000	150,836	120,000	100,000
Lease agreement	36,002	36,036	36,603	38,435
Salary reimb agreement	62,848	62,813	66,685	70,185
Salary reimb agreement reconciliations		147	400	400
Miscellaneous income	<u>0</u>	<u>4,314</u>	<u>0</u>	<u>0</u>
<b>Total Revenue</b>	<b>4,430,373</b>	<b>4,606,755</b>	<b>4,720,677</b>	<b>4,834,150</b>

<u>OPERATING EXPENSE BUDGET</u>	FY2018-2019	FY2018-2019	FY 2019-2020	FY 2020-2021
	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Accounting	7,250	4,863	5,500	5,775
Actuarial Valuation	0	0	2,900	5,500
Audit	16,000	16,000	16,000	16,800
CC County Expenses	36,030	35,839	37,630	39,510
EI Cerrito Contract	3,078,930	2,865,231	3,032,488	3,184,111
EI Cerrito Contract Reconciliations		458,226	137,000	137,000
Fire Abatement Contract	8,000	665	11,250	8,000
Fire Engineer Plan Review	2,000	404	2,000	2,000
Grant Writer/Coordinator	0	0	50,000	25,000
Insurance - Risk Mgmt	14,500	12,507	14,000	15,000
LAFCO Fees	2,200	2,278	2,450	2,575
Legal Fees	62,000	62,810	20,000	21,000
Polygon Study	0	0	10,000	0
RFP Consultant	0	0	15,000	0
Traffic Study	0	0	20,000	0
Water System Improvements	20,000	0	20,000	20,000
Website Development/Maint.	2,500	2,600	2,520	2,600
Wildland Vegetation Mgmt	10,000	7,500	10,000	10,000
<b>RETIREE MEDICAL BENEFITS*</b>				
PERS Medical (OPEB cost)	0	0	0	0
Delta Dental	0	0	0	0
Vision Care	0	0	0	0
CalPERS Settlement	45,700	45,700	0	0
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	14,000	9,551	35,000	25,000
Community Pharmaceutical Drop-Off	4,000	814	2,500	2,500
CERT Kits/Sheds/Preparedness	12,000	3,448	15,000	10,000
Open Houses	750	261	500	650
Community Shredder	2,750	2,295	2,750	3,000
DFSC Matching Grants	23,880	23,880	24,000	25,000
Firesafe Planting Grants	3,000	0	3,000	3,000
Demonstration Garden	50,000	6,147	0	0
Community Sandbags	4,000	1,994	3,000	3,000
Volunteer Appreciation	0	0	1,500	0
Community Center Fire Alarm	35,000	0	35,000	0
<b>DISTRICT ACTIVITIES</b>				
Professional Development	5,000	3,416	5,000	5,000
District Office				
Office expense	3,000	2,747	3,000	3,000
Office supplies	2,250	2,259	2,350	2,350
Telephone	8,000	4,965	7,000	7,500
Election	3,900	3,856	0	4,000
Firefighter's Apparel & PPE	1,500	184	750	750

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2019-2020

Firefighters' Expenses	10,000	2,420	10,000	10,000
Staff Appreciation	1,750	1,275	1,750	1,750
Memberships	7,600	7,340	7,600	7,650
P/S Building				
Needs Assessment/Feasibility Study	20,000	0	115,000	0
Gardening service	2,500	1,560	3,200	3,200
Building alarm	1,500	1,264	1,500	1,500
Medical waste disposal	5,500	4,562	5,500	5,500
Janitorial	1,500	1,260	1,500	1,500
Misc. Maint/Improvements	13,000	8,967	13,000	13,000
PG&E	8,000	7,037	8,500	9,000
Water/Sewer	2,465	1,969	2,400	2,400
Staff				
Wages	95,081	95,080	99,834	101,830
Longevity Pay	1,000	1,000	1,000	1,000
Overtime Wages	1,575	2,777	2,500	2,500
Vacation Wages Accrual Adjustment	332	551	608	3,861
Medical/dental insurance compensation	10,056	10,056	11,760	12,935
Retirement Contribution	7,226	7,226	7,587	7,740
Payroll Taxes	8,360	8,486	8,919	9,161
Insurance - Workers Comp/Life	2,000	1,842	1,935	2,030
Processing	1,645	1,646	1,730	1,815
Operating Contingency Fund	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>
<b>Total Operating Expense</b>	<b>3,704,230</b>	<b>3,746,758</b>	<b>3,879,909</b>	<b>3,812,991</b>
Capital Outlay				
Firefighter qtrs/equip	15,000	11,387	15,000	15,000
Office Furniture/Computers	5,000	2,001	5,000	5,000
Command Vehicle	0	0	60,000	0
Type III Engine	<u>220,000</u>	<u>220,000</u>	<u>372,000</u>	<u>0</u>
<b>Total Capital Outlay</b>	<b>240,000</b>	<b>233,388</b>	<b>452,000</b>	<b>20,000</b>
<b>TOTAL EXPENDITURES</b>	<b>3,944,230</b>	<b>3,980,146</b>	<b>4,331,909</b>	<b>3,832,991</b>

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

**Designated Funds (see attached schedules)**

Command Vehicle Replacement Fund	0	0	0	10,264
Engine Replacement Fund	117,874	117,874	75,880	146,947
Public Safety Building Fund	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>	<u>450,000</u>
	567,874	567,874	525,880	607,211

	FY 2018-2019 <u>Budget</u>	FY 2018-2019 <u>Est Actual</u>	FY2019-2020 <u>Budget</u>	FY 2020-2021 <u>Planning</u>
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Beginning Cash	8,126,594	8,112,109	9,321,224	9,709,992
Revenue	4,430,373	4,606,755	4,720,677	4,834,150
Operating Expenditures	-3,704,230	-3,746,758	-3,879,909	-3,812,991
Capital Expenditures	-240,000	-233,388	-452,000	-20,000
Accrual to Cash Adjustment		582,507		
<b>ENDING CASH</b>	<b>8,612,736</b>	<b>9,321,224</b>	<b>9,709,992</b>	<b>10,711,152</b>

**Cumulative Designated Funds**

Capital Replacement Funds	-3,754,173	-3,754,173	-4,280,053	-4,887,264
Prepaid CERBT - Retiree Trust	-1,010,137	-1,010,137	-1,010,137	-1,010,137
El Cerrito Contract 12 month set aside	-3,078,930	-3,323,457	-3,169,488	-3,321,111
<b>AVAILABLE CASH</b>	<b>769,496</b>	<b>1,233,457</b>	<b>1,250,314</b>	<b>1,492,640</b>

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET  
 Fiscal Year 2019-2020

**SCHEDULE FOR REPLACEMENT OF EQUIPMENT**

Type I Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds	Type III Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds
					\$220,000		18-19	41,994	372,100
					\$372,000		19-20		100
					592,000	1,066,105	20-21	71,067	71,167
							21-22	71,067	142,234
							22-23	71,067	213,301
							23-24	71,067	284,368
							24-25	71,067	355,435
							25-26	71,067	426,502
							26-27	71,067	497,569
							27-28	71,067	568,636
							28-29	71,067	639,703
							29-30	71,067	710,770
							30-31	71,067	781,837
							31-32	71,067	852,904
							32-33	71,067	923,971
							33-34	71,067	995,038
							34-35	<u>71,067</u>	1,066,105
								1,066,005	
\$632,000	\$1,138,200	15-16							
		16-17	75,880	75,880					
		17-18	75,880	151,760					
		18-19	75,880	227,640					
		19-20	75,880	303,520					
		20-21	75,880	379,400					
		21-22	75,880	455,280					
		22-23	75,880	531,160					
		23-24	75,880	607,040					
		24-25	75,880	682,920	Command	Estimated			
		25-26	75,880	758,800	Vehicle	Cost	Fiscal	Yearly	Accumulated
		26-27	75,880	834,680	Cost	8 yrs/4%	Year	To Cap. Fund	Funds
		27-28	75,880	910,560					
		28-29	75,880	986,440	\$60,000	82,112	19-20		
		29-30	75,880	1,062,320			20-21	10,264	10,264
		30-31	<u>75,880</u>	1,138,200			21-22	10,264	20,528
			1,138,200				22-23	10,264	30,792
							23-24	10,264	41,056
							24-25	10,264	51,320
							25-26	10,264	61,584
							26-27	10,264	71,848
							27-28	<u>10,264</u>	82,112
								82,112	

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET  
 Fiscal Year 2019-2020

**SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION/REPLACEMENT**

<u>Adjusted for 4% Inflation</u>	<u>Fiscal Year</u>	<u>Yearly Contribution</u>	<u>Accumulated Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	432,486	744,646
	16-17	1,089,786	1,834,432
	17-18	650,000	2,484,432
	18-19	450,000	2,934,432
	19-20	450,000	3,384,432
	20-21	450,000	3,834,432

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

In preparation for a major building remodel/replacement, any surplus funding from each year will also be contributed to the building replacement fund.

# **CHIEF'S/PRESIDENT'S REPORTS**



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530  
(510) 215-4450 • FAX (510) 232-4917

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



**DATE:** September 5, 2019  
**TO:** Kensington Fire Protection District Board Members  
**FROM:** Michael Pigoni: Fire Chief  
**RE:** **Fire Chief's Report for September 2019**

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## Run Reports

There were 33 incidents that occurred during the month of August in the community of Kensington. While this was a slight increase in calls from the 30 incidents last month, there were no fires or major events. During this same time, Engine 65 responded to a total of 56 calls in all districts. 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.

## Vegetation Management

As reported out in previous meetings, 292 parcels were noticed back in May and June that they were not in compliance with the Kensington Fire Protection District's adopted Vegetation Management Standard and the Fire Hazzard Reduction Program. In July, after conducting re-inspections of these parcels, approximately 240 parcels were still not meeting compliance and were presented at the July Board meeting to be declared a "public nuisance" by the Fire Board and ordered to be abated.

Since that time the Fire Marshal and Fire Prevention Officer mailed out notices to all these properties and have spent hours inspecting all the parcels. They have also personally met with many of the property owners to help them understand the criteria and required work that was needed to comply. Over the past two weeks, this list has been reduced to approximately 20 parcels that were still in need of abatement. Over half of these were considered work in progress and an agreement was reached to allow the work to be completed without the Fire Department having to abate their property.

The Fire Department did apply for and received "Entry Warrants" to abate seven properties. Some of these the property owners complied with prior to the forced abatement and, in the end, four parcels were cleaned of brush and hazardous vegetation by hired contractors. The Fire Department did meet some resistance from at least one property owner and may hear their objection to the work completed at the Board Meeting.

## Apparatus Status Report

The type III engine just recently returned from its annual service and inspection with no major problems. The type I engine is now out for some body repairs to the ladder rack and then its annual service. We are still on schedule for delivery of the new type III engine by the end of the year. We will be advertising the older engine to receive bids to facilitate the sale of it once the new engine is delivered.





555 12<sup>th</sup> Street, Suite 1500  
Oakland, California 94607  
tel (510) 808-2000  
fax (510) 444-1108  
www.meyersnave.com

John Bakker  
Attorney at Law  
jbakker@meyersnave.com

August 29, 2019

**Via E-mail and U.S. Mail**

XXXXXXXXXX  
XXXXXXXXXX  
XXXXXXXXXX

Dear Committee Member Name:

I am the District Counsel for the Kensington Fire Protection District. On behalf of my colleagues at Meyers Nave, please accept our congratulations on your recent appointment to the District’s Emergency Preparedness and Warning Systems Committee (“Committee”). As an appointee to a standing committee, there are a variety of laws that impact your service and activities while serving on the Committee. We would like to call your attention to a few of the more important areas of law that will apply to you as a Committee Member.

You will also receive other helpful materials from the District, and District Manager Brenda Navellier and Board President Julie Stein are available to answer any questions you might have.

**I. The Brown Act.**

The Ralph M. Brown Act,<sup>1</sup> commonly known as the “Brown Act,” provides rules and regulations to ensure that the business of public agencies, like the District, are conducted openly and with the opportunity for the public to provide input. It requires open public meetings, pre-published meeting agendas, published minutes, and public participation. Violations of the Brown Act may result in invalidation of the Committee’s action, and in extreme cases, civil or criminal charges. The Brown Act applies to “standing committees,” like the Committee, that have continuing jurisdiction over a particular subject matter *or* that have a meeting schedule set by the public agency’s legislative body (in this case, the District Board of Directors).

Although the Brown Act has many components that govern the operations of the Committee, the most important provision for Committee Members to understand and remember is the requirement that all “meetings” of the Committee be open and public. Under the Brown Act, the term “meeting” includes almost every gathering or conversation involving a *majority* of Committee Members, regardless of when or where the gathering or conversation takes place.

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<sup>1</sup> Gov. Code, § 54950, *et seq.*

A “meeting” includes situations where a majority of Committee Members are communicating via email.<sup>2</sup> Committee members involved in a “serial conversation” where one member tells a second member what a third member stated about a particular issue are all counted under this prohibition of a majority members communicating outside an open and public meeting. A “serial conversation” can also occur when an individual who is not involved with the Committee is used to share information with another member.

The Committee currently has nine Committee Members, and thus any gathering or conversation about the work of the Committee that involves **five or more members** is a “meeting” under the Brown Act. The practical effect of this is that each member of the Committee should be careful as to with whom he or she speaks or corresponds about topics and decisions within the subject matter of the Committee. Each Committee Member should speak to no more than three other Committee Members at one time about Committee work.

As for what constitutes the Committee’s “work,” Policy No. 1140.60 in the District Policy Handbook states:

[The] Committee shall be concerned with

- (1) [R]ecommendations for allocations of effort and funding of initiatives to make Kensington safer from potential civic emergencies, using a multi-hazard approach;
- (2) [I]dentifying opportunities for articulation with community members and other agencies to reduce risk and enhance evacuation procedures and public safety;
- (3) [D]evelopment of public education initiatives to accomplish the first two goals;
- (4) [A]rticulation with the [Kensington Police Protection and Community Services District (“KPPCSD”)] standing committee on Emergency Preparedness, as well as other local, county, and state agencies, to achieve the previous goals.

You will get a better sense of what the Committee’s “work” entails and thus which topics will implicate the Brown Act as you attend meetings and review agenda packets and other materials provided by the District.

Situations where a Brown Act violation could unintentionally occur are when Committee Members have occasions to socialize or casual conversations by Committee Members during a conference. Another place where a Brown Act violation could unintentionally occur is on social media. This kind of forum, such as on Facebook or Nextdoor, does not fit neatly into

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<sup>2</sup> This includes replying directly or forwarding the communication to another.

the written prohibitions of the Brown Act, but we recommend caution when interacting with posts and comments where other Committee Members have already done so.

Certain gatherings by a majority of Committee Members are not considered meetings, as long as a majority of members refrain from using the occasion to discuss the business of the Committee:

- Social, ceremonial, or recreational events that are not sponsored or organized by or for the Committee;
- Conferences that are open to the public, even if a fee is required;
- Local community meetings organized by a person or organization that is not part of the District to address a topic of local community concern, as long as the meeting is open to the public; and
- Meetings of the District Board of Directors.

There are many nuances to the Brown Act, and it is not always easy to determine whether a certain communication is or is not prohibited. Please do not hesitate to contact Ms. Navellier with any questions concerning the Brown Act's applicability to your actions or to the procedures employed by the Committee.

## 2. **Conflicts Of Interest.**

The Political Reform Act of 1974<sup>3</sup> governs financial conflicts of interest. The Political Reform Act is enforced by the Fair Political Practices Commission ("FPPC"). It bars a public official, such as a Committee Member, from making a governmental decision when that decision will have a reasonably foreseeable material financial effect upon an economic interest of that official.

As a practical matter, this means Committee Members should not participate in a particular matter if it relates to one or more of his or her financial interests, including financial interests in real property, income, gifts, business ownership, and personal finances. When conflicts are identified, the conflicted Committee Member is required to disclose the conflict in public and refrain from participating in the matter during Committee discussion and action.

If it appears the Committee will be discussing a matter that could be related to one of your financial interests, please let me know at your earlier convenience, and we will review the potential conflict under the many components of the Political Reform Act. If needed, we can refer the matter to the FPPC for a formal opinion.

There are also a number of "common law" rules that may prevent you from participating in the vote of a matter, even if you do not have a financial conflict, in order to avoid the appearance of impropriety. For example, if a close friend, family member, or domestic partner has an interest an issue pending before the Committee, it may be in your best interest to recuse yourself from participating in an official capacity to avoid the appearance of bias and impropriety. Again, if a situation arises where the Committee will be discussing a matter

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<sup>3</sup> Gov. Code, §§ 81000-91015; see also (Cal. Code Regs., tit. 2, §§ 18700-07.

in which you or a close friend, family member, or domestic partner has an interest, please let Ms. Navellier know at your earliest convenience, and she will work with me to review the potential conflict.

### **3. Incompatibility of Office.**

The concept of “incompatibility of office” is important if you provide or contemplate providing community service as a member of some public agency or legislative entity other than the Committee. As a brief overview, the doctrine of incompatibility of offices concerns a conflict between potentially overlapping duties of two or more offices. To fall within the doctrine of incompatibility of office, two elements must be present: (1) the official in question must hold two public offices simultaneously; and (2) there must be some potential conflict or overlap in the functions or responsibilities of the two offices.

Although this type of incompatibility is more often found with elected representatives and public employees in position of leadership, please keep this principle in mind and let Ms. Navellier or President Stein know if you plan to join another public board or position of public employment.

### **4. Ethics Training.**

Assembly Bill 1234 requires certain public officials to undergo two hours of mandatory legal ethics training every two years on the foregoing subjects, and other miscellaneous topics. This type of training is not mandatory for members of the Committee at this time, however, the District Board of Directions has the discretion to require it. This training course is very informative, and we recommend Committee Members participate in at least one course to learn more about the restrictions surrounding public services.

The FPPC provides an online training course for local elected officials:  
<http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>.  
There are also other training courses available online.

### **5. Public Records Requests.**

Finally, the Public Records Act<sup>4</sup> grants the public the right to inspect or obtain a copy of most of the information retained by the District and its employees, Directors, and Committee Members in the course of the business of the District. Under this law, a “public record” includes “any writing containing information relating to the conduct of the public’s business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.”<sup>5</sup>

The Public Records Act include certain writings or other materials that might be in the possession of a Committee Member. It also includes emails pertaining to the business of the Committee, even if it is on a personal email account. This does not mean you have to retain every document you create or receive that is related to the Committee. You are free to

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<sup>4</sup> Gov. Code, § 6250, *et seq.*

<sup>5</sup> Gov. Code, § 6252, subds. (e), (g).

XXXX  
August 29, 2019  
Page 5

dispose of text messages, emails, printed materials, and other documents related to the Committee *unless* it is responsive to a public record request submitted to the District while you still have possession of the writing.

If the District receives a public record request that might include records in the possession of Committee Members, you will receive further instructions on how to proceed. In the meantime, as you send written communications, keep in mind they might need to be disclosed to the public if they pertain to the Committee and do not fall into one of the exceptions of the Public Records Act.

I hope that you found this overview of some of the legal constraints on and obligations of Committee Members to be helpful. If you have any questions, please do not hesitate to call or email District Manager Brenda Navellier at (510) 527-8395 or [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org).

Very truly yours,

John Bakker  
Attorney at Law

JB:reh

# **BOARD REPORTS**

**MINUTES OF THE MAY 30, 2019 FINANCE COMMITTEE MEETING  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**     **Directors:**     Julie Stein and Don Dommer  
                  **Staff:**             Manager Brenda Navellier, Deborah Russell CPA

**CALL TO ORDER:**

Director Stein called the meeting to order at 3:02 p.m. and noted the Committee members, staff and members of the public that were present.

**PUBLIC COMMENT:**

None.

**APPROVAL OF FEBRUARY 27, 2019 COMMITTEE MINUTES:**

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

**EL CERRITO CONTRACT FEE PROPOSAL FOR FY2019-2020:**

Director Stein introduced El Cerrito City Manager Karen Pinkos and Fire Chief Michael Pigoni. Pinkos introduced Assistant City Manager Alex Orologas. Pinkos noted that the proposed fee schedule is included in the Committee's packet. Pinkos informed the Committee that she is unable to attend the Board's June meeting but Orologas would attend in her stead. This is the second year of the City's biennial budget. Since the budget is already adopted the City will perform an update at their Council meeting next week. El Cerrito became a charter city last November which allowed them to implement a real property transfer tax which is projected to bring in an additional \$2.7 million. To date the City has received about \$650,000 of that revenue in addition to what is budgeted. The overall budget picture is balanced. There is a \$28,000 surplus. The formulas in the fee schedule were previously negotiated as part of the contract. El Cerrito will be negotiating with almost all of the bargaining units. Both Local 1230 firefighters and the battalion chiefs' contracts expire on July 1. El Cerrito budgeted a 3% salary increase across the board for all employees but negotiations still need to start. The City is programming some of the \$650,000 toward police and fire overtime to ensure coverage and also toward fire prevention. The partnership with Kensington creates a comprehensive approach to fire prevention and safety issues.

Chief Pigoni reviewed the Fire Department's budget including the budgeted 3% salary and benefit increase. There has been an increase in Professional Services to cover the Emergency Operations Plan that also includes Kensington. The rest of the costs are a 3% increase. The total is \$2,800,837 plus overhead, minus shared admin, plus the reconciliation from fy16-17. The grand total proposed fee is \$3,088,713 which about a 2.5% increase over the previous year.

President Stein said she met with Pigoni and Navellier earlier in the week for an explanation on the contract fee categories. She asked Pigoni to give an explanation of Misc. R & M Services in particular. Pigoni said the line item titles are used city-wide and are not just for the fire department. This particular category includes the cost of dispatch with Contra Costa Fire and radio replacement, repairs and licenses with EBRICS. Stein passed around reconciliation breakdown for everyone's information.

Karl Kruger asked for an explanation of Building Maintenance Services which Pigoni answered. He also asked about the overtime budget of \$700,000 and an additional \$85,000. He compared operations to the Kensington police department. He does not see any incentive to keep the overtime down when \$800,000 is budgeted annually. Pigoni explained minimum staffing and how vacations, workers comp, injuries, sick leave, etc. all affect that. Pinkos added that many more staff would need to be hired to get rid of the overtime which would be more expensive. David Spath asked how often the city goes above or below the projected overtime amount. Pigoni said the department has run consistently at about \$1 million for the four years and referred to Pinkos earlier comments. It is caught in the reconciliation. Discussion on the reconciliation followed. Spath asked for an explanation on non-suppression overtime. The biggest amount on the reconciliation breakdown was for overtime. Pinkos and Orologas explained it is a standard of local government to leave positions open and fill them with overtime. There are three firefighting positions open. Jim Watt asked for an explanation of firefighter's hours. Pigoni explained a firefighter's weekly shift is 56 hours a week. Firefighters work 48 hours on and 96 hours off or a six-day rotation. There is federal law that requires in addition that they are paid an extra 12 hours of half-time every 27 days because

of the 56 hour work week. It is a specialized week compared to a 40-hour week. FLSA pay is a separate line item. More discussion followed on campaign fires and that there is an OES overtime line item in the City's budget that is not included in Kensington's contract fee since it is fully reimbursed by the State. Pigoni then explained the Salary Savings line item which is a place holder for the open positions. Russell added that during the reconciliation the City nets the Salary Savings against the Salaries.

Stein asked if there is a way for El Cerrito to inform KFPD after their mid-year budget review about any line items that are going to be over or under spent so that KFPD can accrue for them in the current year. If KFPD was more cash strapped, which is may be if it builds a new public safety building, they can accrue and plan for it instead of being surprised. Russell said that would be more accurate to show that information in the year it was incurred. Pigoni said he planned to provide the District with a monthly budget performance report starting with FY19-20. Discussion followed on the report format and whether a monthly report would be compared to annual or monthly budgets. Pinkos suggested a mid-year review like she does for the City Council. Stein and Russell agreed. Russell thinks the auditors would prefer the District accrue during the correct year. There would be a hit to KFPD's budget this year since they would need to book the additional two years that normally lag for the reconciliation. The District can also average the last five years. The Committee agreed that a mid-year review would be great and monthly reports were not necessary. Pinkos said she could investigate putting the Fire Department only financial information on open.gov so that anyone can run a report anytime. Stein suggested a year-end report also. More discussion on timing of information and audit process followed.

Jim Watt asked about the 12% CalPERS increase and Pinkos provided a detailed explanation.

Stein asked Pigoni to explain the Vehicle Replacement Rental Charge. Pigoni explained that cost covers support vehicles such as the Chief's, Fire Prevention Officer, Training Chief, Fireblast trailer, Pub Ed Trailer, Mass Casualty Trailer, staff pick-ups, and the ladder truck which contributes to the excellent ISO rating. KFPD's percentage of that line item is 18.83%. Stein thanked the city staff for their presentation and said the more she learns about the El Cerrito-Kensington partnership, the more she is impressed. Russell asked about the percentages in the fee schedule and if they are updated? Pinkos said that the contract has continued to be extended as originally signed.

Pigoni gave a brief explanation about the request for a replacement command staff vehicle. A full request and explanation were included in the Committee's packet. Normal rotation is at 8 years. The current command vehicle owned by Kensington is 10 years old with 200,000 miles. Does the District wish to continue with the current practice of purchasing one of the three command vehicles? The replacement request is not-to-exceed \$60,000. Auction of the current vehicle might bring in \$2-3,000. Stein suggested including the command vehicle on the District's replacement schedule. Stein thanked Pigoni for reviewing the contract fee with her. *Pinkos, Orologas and Pigoni left the meeting.*

#### **FY 2018-2019 AUDITOR PROPOSAL/RECOMMENDATION:**

Navellier and Russell are recommending to the Finance Committee to engage the same auditor as the previous year, MUN CPAS. This will be the third year KFPD will engage them and maybe in another year or so, the District should consider soliciting proposals for a fresh set of eyes. The rate has remained flat from the previous year. MUN has been easy to work with and are very knowledgeable. KFPD has had clean audits even under the new scrutiny of MUN. Russell said there are fewer and fewer firms that want to do this kind of business. It's a lot of work because of the GASBs. MUN comes to KFPD from Sacramento. The total fee is \$16,000 with the State Controller's Report. The Committee agreed with staff and will put it on the June agenda.

#### **REVIEW AND RECOMMEND DRAFT FY 2019-2020 BUDGET**

Stein asked for public comment first. Spath asked how KFPD projects for the FY20-21 contract fee. Navellier responded that staff puts it in as the same increase of 5% as most line items.

Navellier said the community center fire alarm would have come out of contingency during the current year but no bill has been received, so it will be a line item for FY19-20. She forgot to include the polygon study at \$10,000 and thinks it should be added. Navellier suggested increasing the Public Education item to \$35,000 based on normal expenditures, committee requests and the proposed building forum. Spath asked about the needs assessment/feasibility study budgeted at \$115,000. Navellier said it included \$30,000 for a structural analysis update, \$65,000 for a geotechnical report on the park site and contingency. Navellier said the EPC requested that the CERT kits/sheds/preparedness be increased to \$15,000. The EPC also requested a grant writer at \$50,000 but Navellier thinks it's actually a broader title and the individual is to help coordinate that committee. Staff will change the title to Grant Writer/Coordinator and try to get clarification from the committee or it can be discussed at the Board meeting. Russell suggested raising the public education planning year to \$25,000. Navellier explained that the EPC plans on raising awareness about the CERT shed program which is why they want that budget



increased. The Committee then reviewed the budget from revenue through all the expenses. Navellier explained the timing of the actuarial valuation. FY19-20 will just be an interim report. Stein suggested creating a line item under the contract fee for the reconciliation amount. Russell agreed, particularly in the first year. Russell brought up that there is a small reconciliation for the admin services. Should it be a line item or included in the contract reconciliation. Stein suggested including it with the contract fee. More explanation followed. Stein asked if the District is spending all of its legal fee budget? She understands a typical year is much lower. Navellier said the previous year was \$19,000 and \$40,000 is a guesstimate. The District is engaging counsel more because of so many new projects. Stein said the committee will need to be able to explain that line item. \$5,000 of that amount is for the bond lawyer. \$20,000 is budgeted for the traffic study that the EPC brought forward. Russell explained the "0" amount under the medical benefits and explained that the District is withdrawing the premium amounts from the CERBT Trust. Staff has a call into the actuary so the "0" may end up showing as a credit. Stein noted that the budget last year for the CERT kits/sheds/preparedness was \$12,000 and only \$3,448 was spent. KFPD currently only responds to requests. The EPC requested additional funds because they intend to conduct more public education. Stein thinks the same thing needs to be done with the Firesafe Planting Grants. Stein asked if KFPD gets report from Diablo Fire Safe on the funds that KFPD contributes. Staff will request a report from Ciara Wood on the funding. Stein asked if an agreement is needed for the community center fire alarm. Russell said it could be added to the budget just based on the Board's motion and minutes. Discussion followed on how to proceed. The Committee decided to carry over the item to the next fiscal year and wait for an actual cost from KPPCSD. Navellier explained the Firefighter's Apparel & PPE line item is for Kensington t-shirts. The Firefighters Expenses line item is for various items that are under \$1,000. The District's capitalization threshold was discussed. Russell explained the vacation wages accrual and the increase in the planning budget. Staff reported that the Operating Contingency Fund is normally not used but is for unplanned expenses. Discussion followed on where to put the Polygon Study in the budget. Russell explained the Type III Engine payments and schedule. Staff will do the same thing with the command vehicle. Staff asked if the Committee was satisfied with the building schedule as presented. The schedule was adjusted to contribute \$450,000 in the current year and the next two years. The District will have \$3.3 million for the building project in FY19-20. Discussion followed on State financial raids and the El Cerrito set-aside. Stein summarized that with the \$450,000 building contribution, the District still has \$766,000 in available cash. Once staff puts in the reconciliation accrual, cash will go down.

### **REVIEW DISTRICT INVESTMENTS**

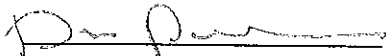
A schedule of current investments was included in the packet which the Committee reviewed. Russell noted that the District does get very low on cash during certain times of the year. Interest rates are creeping up slowly. Staff handed out the projected cash flow for the next six months. Stein asked about the \$83 special assessment and if the Board votes on that every year. She noted that the District did not assess property owners in 2009. Navellier said that was an exceptional year and it just ended up confusing property owners. The District received numerous calls the following year when it was put back on.

**ADJOURNMENT:** The meeting was adjourned at 5:22 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the Committee meeting of August 22, 2019.

Attest:



Finance Committee Member

**KENSINGTON EVACUATION RESEARCH PROJECT**  
**PRELIMINARY REPORT**



**Stephen Wong**  
**Doctoral Candidate**  
**University of California, Berkeley**

**August 15, 2019**

## **EXECUTIVE SUMMARY**

The community of Kensington, California in Contra Costa County faces multiple risks from natural hazards due to its unique geography, especially from wildfires and earthquakes. Consequently, the Kensington Fire Board and community members requested a research project to begin building a community evacuation plan. This preliminary report details early considerations for the research project and creates a roadmap for future work to be conducted later in 2019. This report:

- Defines the evacuation problem statement for Kensington;
- Summarizes requests for obtaining official right-of-way maps;
- Reviews local emergency and evacuation preparedness guides and plans;
- Reviews academic literature on wildfire evacuations; and
- Documents a block-based data protocol for Kensington streets.

These tasks provide the starting point for the community of Kensington to develop an actionable evacuation plan in the event of a major disaster.



## **1) PROBLEM STATEMENT**

Kensington, California is a small unincorporated community in Contra Costa County with a population of approximately 5,600 people. The hillside community, bordering Berkeley, El Cerrito, and the Tilden Regional Park, is largely developed with single family detached homes. Small commercial districts are located along Arlington Avenue, a major arterial running through the community and linking it with Berkeley and El Cerrito. The community is also connected with surrounding cities through Colusa Avenue and the Colusa Circle along the western edge.

The Kensington Fire District Board is interested in developing an evacuation plan for wildfires and other emergencies. An evacuation plan would complement work being done by Kensington in cooperation with the East Bay Regional Parks District, the El Cerrito Fire Department, and other neighboring jurisdictions.

One critical issue for the community is the development of evacuation routes, which would differ depending on the direction and type of the hazard. This is especially important for Kensington because many local streets are cul-de-sacs or have limited connections to roads leading out of the community. While walking is often a recommended evacuation strategy in hilly topologies, this evacuation strategy may not be feasible in many cases for Kensington. Sidewalks are lacking in many parts of the community and pedestrian pathways cutting down the hills are not always maintained. In addition, the steepness of the hills leads to critical accessibility barriers for some residents, including small children, older adults over 65 years of age, and individuals with disabilities. In Kensington, children under the age of five account for 4% of residents, older adults over 65 years of age account for 26% of residents, and individuals with disabilities account for 9% of residents (U.S. Census Bureau, 2019). In addition, many of the streets in the area are narrow and parking along the street creates constrictions in some locations, potentially hampering vehicular evacuations as well as movement of emergency vehicles.

## **2) SUMMARY OF WORK**

This report covers activities taken during the summer of 2019. Information in this report includes: 1) a request for right-of-way maps for Kensington, 2) a brief review of local evacuation plans, 3) a literature review of wildfire evacuation research, and 4) a data collection protocol. The goal of this report is to provide a roadmap for continuing work in the fall of 2019. Elements of the preliminary report will also be included in the final report, which will be presented to the Kensington Fire Board in December of 2019.

### **3) RIGHT-OF-WAY INFORMATION REQUEST**

In June and July 2019, the consulting team requested official right-of-way (ROW) maps and information from Contra Costa County. The goal of the request was to produce official maps which could be compared to a field survey of Kensington streets. One primary concern for the Kensington Fire Board was that the official ROW and the effective ROW (i.e., the actual street width) may be different. This difference could lead to evacuation challenges as streets with a smaller effective ROW may be reduced to single-lane traffic.

We sent an information request to the Contra Costa County GIS Department and received information from two individuals with Contra Costa County: Mr. Chris Howard with the Department of Conservation and Development and Mr. Wiley Osborn with the Department of Public Works. According to the Department of Public Works, Contra Costa County does not have a GIS (geographical information system) layer for the official ROW. The official ROW can only be determined from various subdivision maps, deeds, dedications, and vacation documents for specific streets and parcels. This process would require a significant amount of resources and staff time to research and assemble. Consequently, the Department of Public Works noted that the consulting team could infer the official ROW from parcel GIS data, but that this may lead to inaccurate results. The department also noted that some of the ROW may be unusable. For example, an official 50 feet ROW may only have a paved road that is 22 feet wide due to inaccessible hillsides and drop-offs. The department also explained that structures and other improvements may be encroaching on the ROW.

Given this information request and the lack of official ROW maps, we determined that our street survey of Kensington would provide accurate information on effective ROW, which is the determining factor in an evacuation. Consequently, we are unable to provide a direct comparison of official ROW and effective ROW, unless official maps become available through significant Contra Costa County staff work.

### **4) REVIEW OF LOCAL EVACUATION PLANS**

We conducted a brief review of local evacuation plans beyond the current El Cerrito – Kensington Wildfire Action Plan. The goal of this review was to highlight key evacuation elements of local plans and identify if these elements could be included in a future plan for Kensington (and El Cerrito). Given the knowledge and experience of the Kensington Fire Board and El Cerrito Fire Department with their own evacuation and emergency

response plans, we suggest that officials compare the elements of their plans with other elements identified in Table 1. We also recommend that given the passage of AB 2311 (Emergency Services: Access and Functional Needs in Emergencies Act of 2016), Kensington should integrate strategies for evacuating access and functional needs populations into emergency plans upon next update.

In our brief review, we found that the no neighboring jurisdiction has a publicly available evacuation plan for community members. The Lamorinda (Lafayette-Moraga-Orinda) area had the most publicly available evacuation information with multiple documents providing evacuation zones, recommendations for residents, and tips for evacuating. This information was found through multiple sources including the local Lamorinda Community Emergency Response Team (CERT). Moraga also had a publicly available Emergency Operations Plan (EOP). Berkeley provided a map and evacuation tips, but details were significantly less than Lamorinda. Berkeley is also currently building a full-scale evacuation and response plan. For more information on the specifics of the plan, the fire board should contact Jennifer Lazo at the Berkeley Fire Department (JLazo@cityofberkeley.info). Albany, Richmond, Oakland, and the East Bay Regional Parks District had little evacuation information, focusing rather on emergency preparedness. We note that these entities may have private emergency response and evacuation plans that are not available to the public. We recommend that Kensington reach out to these specific jurisdictions for these documents as researchers may not be able to access or view the plans. Based on this review, we also recommend that any future evacuation plans should be widely disseminated to the public to increase preparedness and encourage evacuation compliance. We also did not find any indication that other jurisdictions will route evacuees through Kensington. All references and links to pages are provided in Table 1 and are not located in the reference section.

**Table 1: Review of Local Evacuation Plans**

Jurisdiction	Sources	Key Evacuation Elements
Berkeley	Website with evacuation information Evacuation checklist Fire suppression activity guide	Information on when to evacuate, how messages will be relayed, and how to evacuate (with links to AC Alert and numbers for radio stations) Additional links for Berkeley paths and how to evacuate on foot Evacuation checklist with information on go-bag contents, checking on others, preparing homes, receiving alerts, and grabbing additional items Language on the "5 P's" (people and pets, prescriptions, papers, personal needs, priceless items)

	<p>*Future full-scale evacuation plan will be released within the next year</p>	<p>Information on how to protect homes if time allows and what to do if evacuees become trapped in their vehicle, on foot, or at home</p> <p>Map of evacuation routes along with fire stations, hospitals, schools, senior centers, the city recreation center, and the high-risk Berkeley hills zone (note: evacuation routes do not go towards Kensington)</p> <p>Language focused on taking personal initiative and making decisions, even without official support or information</p> <p><a href="https://www.cityofberkeley.info/WildfireEvacuation/">https://www.cityofberkeley.info/WildfireEvacuation/</a></p> <p><a href="http://www.cityofberkeley.info/uploadedFiles/Fire/Level_3_-_General/Fire-Safety-Suppression-Activity-Guide-Final.pdf">http://www.cityofberkeley.info/uploadedFiles/Fire/Level_3_-_General/Fire-Safety-Suppression-Activity-Guide-Final.pdf</a></p>
El Cerrito	<p>Website with emergency preparedness information</p> <p>El Cerrito – Kensington Wildfire Action Plan</p>	<p>Tips for storing water, making an emergency plan, and building an evacuation kit</p> <p>Information on joining local CERT teams and news on local threats, including PG&amp;E public safety power shutoff events</p> <p>Updates on hazard mitigation in the community along with a list of educational outreach programs</p> <p>Appendix to the Contra Costa Countywide Community Wildfire Protection Plan that encourages developing evacuation plans, exercising evacuations through drills, identifying evacuation routes and shelters, and collaborating with CERT and Red Cross to develop neighborhood evacuation plans (combined with Kensington)</p> <p><a href="https://www.el-cerrito.org/572/Get-Ready---Emergency-Preparedness">https://www.el-cerrito.org/572/Get-Ready---Emergency-Preparedness</a></p> <p><a href="https://www.el-cerrito.org/1357/Fire-Hazard-Mitigation-Updates">https://www.el-cerrito.org/1357/Fire-Hazard-Mitigation-Updates</a></p> <p><a href="http://www.diablofiresafe.org/pdf/El%20Cerrito%20Kensington%20Wildfire%20Action%20Plan%202017.pdf">http://www.diablofiresafe.org/pdf/El%20Cerrito%20Kensington%20Wildfire%20Action%20Plan%202017.pdf</a></p>
Albany	<p>Website with emergency preparedness information</p> <p>Local Hazard Mitigation Plan</p>	<p>Link for signing up for AC Alert and list of items for a basic disaster supply kit</p> <p>Information on maintaining disaster supply kit and where to place kits</p> <p>Hazard analysis, risk assessment, and mitigation strategies and action plans</p> <p>Additional information about CERT programs, block captain programs, and other disaster preparedness websites</p> <p><a href="https://www.albanyca.org/departments/fire-department/disaster-preparedness">https://www.albanyca.org/departments/fire-department/disaster-preparedness</a></p> <p><a href="https://www.albanyca.org/home/showdocument?id=38867">https://www.albanyca.org/home/showdocument?id=38867</a></p>
East Bay Regional Park District	<p>Website with emergency preparedness information</p>	<p>Wildfire protection postcard and guide with information on maintaining defensible space, current park district firefighting actions and programs, equipment descriptions, and map of park zones</p>

	<p>Guide and postcard on preparedness</p>	<p>Additional emergency response information including information on the Hills Emergency Forum</p> <p>Web page with current fire warnings, fire safety tips, and weather</p> <p><a href="https://www.ebparks.org/civicax/filebank/blobdload.aspx?blobid=32397">https://www.ebparks.org/civicax/filebank/blobdload.aspx?blobid=32397</a></p> <p><a href="https://www.ebparks.org/civicax/filebank/blobdload.aspx?blobid=32396">https://www.ebparks.org/civicax/filebank/blobdload.aspx?blobid=32396</a></p> <p><a href="https://www.ebparks.org/about/fire/be_prepared_wildfire_season_in_the_east_bay.htm">https://www.ebparks.org/about/fire/be_prepared_wildfire_season_in_the_east_bay.htm</a></p> <p><a href="https://www.ebparks.org/parks/fire_warning.htm">https://www.ebparks.org/parks/fire_warning.htm</a></p>
<p>Richmond</p>	<p>Community Guide to Emergency Preparedness</p> <p>Website with emergency preparedness information</p>	<p>Preparedness tips for earthquakes along with list of supplies for disaster kit</p> <p>Additional tips for families, seniors, and individuals with access and functional needs</p> <p>Details on the community warning system, including information on siren usage for chemical hazards</p> <p>Links to other useful preparedness sites and business emergency planning guidelines.</p> <p>Placard templates to indicate if help is needed</p> <p><a href="https://www.ci.richmond.ca.us/DocumentCenter/View/7172/RFD-Community-Guide-July2019?bidId=">https://www.ci.richmond.ca.us/DocumentCenter/View/7172/RFD-Community-Guide-July2019?bidId=</a></p> <p><a href="https://www.ci.richmond.ca.us/206/Office-of-Emergency-Services">https://www.ci.richmond.ca.us/206/Office-of-Emergency-Services</a></p>
<p>Lafayette – Moraga – Orinda (Lamorinda)</p>	<p>Moraga Emergency Operations Plan</p> <p>Moraga – Orinda Fire District website</p> <p>Lamorinda Resident Guide to Wildfire Preparedness and Evacuation</p> <p>Lamorinda CERT website</p>	<p>Registration and database information for seniors and individuals with special needs who may require additional assistance while evacuating (Orinda)</p> <p>Information on reducing wildfire fire risk on properties including the Firewise Program with educational outreach and action plans for wildfire reduction (Moraga and Orinda)</p> <p>Maps for very high fire hazard severity zones (Moraga and Orinda)</p> <p>Evacuation zone maps with descriptions, special concerns, critical sites, evacuation routes, critical traffic control posts, and evacuation collection areas for each zone (Moraga)</p> <p>Evacuation planning document with checklist of emergency supplies, guidance on helping neighbors and animals evacuate, and how to evacuate (Moraga)</p> <p>Full emergency operations plan with designated roles, organization, operations, and recovery elements (Moraga)</p> <p>In-depth guide for wildfire evacuations including evacuation tips on assisting neighbors, plugging into communication mechanisms, preparing animals for evacuations, and responding to a wildfire by evacuating (Lamorinda)</p> <p>In-depth website from CERT providing information on preparedness, meetings, and training</p> <p>Evacuation maps for all three cities (Lamorinda)</p> <p>Map of trails for pedestrian evacuations (Lafayette)</p>



		<p>Note: Recent evacuation drills have been conducted in the area to prepare for wildfires</p> <p><a href="http://www.mofd.org/services/emergency-preparedness">http://www.mofd.org/services/emergency-preparedness</a>  <a href="https://cityoforinda.org/DocumentCenter/View/1878/Evactuation-Planning-Doc?bidId=">https://cityoforinda.org/DocumentCenter/View/1878/Evactuation-Planning-Doc?bidId=</a>  <a href="https://police.moraga.ca.us/documents/Wildfire.pdf">https://police.moraga.ca.us/documents/Wildfire.pdf</a>  <a href="https://police.moraga.ca.us/documents/Evacuation%20Plan%20Zones.pdf">https://police.moraga.ca.us/documents/Evacuation%20Plan%20Zones.pdf</a>  <a href="https://lamorindacert.org/resource/evacuate/">https://lamorindacert.org/resource/evacuate/</a>  <a href="http://cityoforinda.org/DocumentCenter/View/1690/FinalDraft_Orinda_20170807">http://cityoforinda.org/DocumentCenter/View/1690/FinalDraft_Orinda_20170807</a></p>
Oakland	Website with emergency preparedness information	<p>Preparedness tips for multiple potential hazards</p> <p>Information on training for business emergency preparedness, testing of outdoor sirens, and signing up for alert systems</p> <p>Additional information on Communities of Oakland Respond to Emergencies (CORE) and the Disaster Preparedness Council (OESDPC)</p> <p><a href="http://www2.oaklandnet.com/government/o/OFD/s/EmergencyPreparedness/index.htm">http://www2.oaklandnet.com/government/o/OFD/s/EmergencyPreparedness/index.htm</a>  <a href="https://www.oaklandca.gov/topics/emergency-preparedness">https://www.oaklandca.gov/topics/emergency-preparedness</a>  <a href="http://www2.oaklandnet.com/oakca1/groups/fire/documents/report/oak031846.pdf">http://www2.oaklandnet.com/oakca1/groups/fire/documents/report/oak031846.pdf</a></p>

## 5) ACADEMIC REVIEW OF WILDFIRE EVACUATIONS

We briefly review relevant wildfire evacuation literature for Kensington on wildfire evacuation behavior (both quantitative and qualitative), policy, and traffic modeling.

### 5.1) Quantitative Wildfire Evacuation Behavior Research

Despite significant academic work on hurricane evacuations, wildfire evacuation research remains limited, especially behavioral research. Early work on wildfire evacuation behavior has focused largely on the decision to evacuate or stay. Fisher III et al. (1995) presented descriptive statistics on the Ephrata Fire in Pennsylvania, finding that those who evacuated typically received mandatory evacuation orders, were contacted frequently, thought past orders were accurate, and had children in the household. Benight et al. (2004) also focused on descriptive statistics using revealed preference data, finding evacuees used a variety of sources for information. Respondents also stated that false alarms had little impact on their decision-making and that in future events, they needed more accurate, detailed, and updated maps to make their evacuation decision. Recent work has found that a sizable number of people were willing to stay and protect their home in a future wildfire

throughout the fire while a high number of people were likely to do as much as possible to defend their home and then evacuate (McCaffrey and Winters, 2011). The research indicated that homeowners may be spending more time on mitigation measures than disaster planning. Indeed, wildfires lead to significant “defending” behavior, where residents stay to fight the fire. This is a popular technique in Australia, especially given strong policies that encourage the “stay and defend or leave early” (SDLE) approach (McCaffrey and Rhodes, 2008). McCaffrey and Rhodes (2008) provides an additional review of the subject, including the feasibility of this approach for the United States. The research determined that while the context of most United States wildfires would render the SDLE approach inappropriate, some situations may require the approach in certain localities. We note this, especially in the case of Kensington, where home values may increase willingness to stay and defend. Table 2 presents results from discrete choice analysis studies (statistical models that identify factors that influence choices) of wildfire behavior, all on the decision to evacuate, stay, or defend.

**Table 2: Review of Discrete Choice Studies on Wildfire Behavior**

Authors (Year)	Wildfire(s)	Key Location(s)	N	Increases Likelihood to Evacuate	Decreases Likelihood to Evacuate
Mozumder et al. (2008)	Hypothetical	East Mountain, Albuquerque, New Mexico	1018	High concern of wildfire impacting home Females Democrats Expecting to stay at a hotel/motel Expecting to stay with friends	Owning stock animals High amount of amenities in the area (e.g., access to water)
Paveglio et al. (2014)	Hypothetical	Flathead County, Idaho	734	Females Part-time residents Household income above \$100,000	Created a water supply for firefighting
McLennan et al. (2014)	Hypothetical	Southeastern Australia	584	Self-efficacy (i.e., ability to leave) Response Efficacy (i.e., leaving would be the safest option for most people) Attitude (i.e., leaving would increase my chances to survive)	Self-efficacy (i.e., ability to defend) Susceptibility to threat (i.e., lower chance of being seriously injured while defending)

				<p>Subjective norms (i.e., close peers would prefer me to evacuate)</p> <p>Perceived behavioral control (i.e., the option to leave is under my control)</p> <p>Self-determination (i.e., the opinion of others to defend would have little influence on my decision)</p>	<p>Attitude (i.e., defending would increase my chances to survive)</p> <p>Self-determination (i.e., the opinion of others to leave would have little influence on my decision)</p>
Strahan (2017)	Perth Hills Bushfire (2014); Adelaide Hills Bushfire (2015)	Perth Hills, Australia; Adelaide Hills, Australia	429	<p>Received warnings from authorities</p> <p>Home would be damaged or destroyed</p> <p>Evacuating is the best way to protect myself</p> <p>Little to no cost of evacuating</p> <p>Media has a responsibility for protecting me and property</p>	<p>Defending is the best way to protect my property</p> <p>Knowledge is needed to evacuate</p> <p>Belief that neighbors have responsibility for protecting me and property</p> <p>Media has knowledge, is informed, and provides helpful fire information</p>
McCaffrey et al. (2018)	Sample of respondents threatened by fire in past three years	Horry County, South Carolina; Chelan County, Washington; Montgomery County, Texas	759	<p>Evacuation efficacy (i.e., evacuating will decrease odds of being harmed and losing home)</p> <p>Received a voluntary evacuation order</p> <p>Receive a mandatory evacuation order</p> <p>Unwritten disaster plan</p> <p>Official cues (i.e., learning about evacuation orders and having authorities tell me to leave)</p> <p>High financial risk attitude</p> <p>High property risk perception</p>	<p>Defense efficacy (i.e., defending will decrease odds of being harmed and losing home)</p> <p>High preparedness knowledge</p> <p>High physical cues (i.e., visual fire threat)</p> <p>General risk attitude</p> <p>High risk perception for family's safety</p> <p>Higher household income</p>

Descriptive statistics have also been used to indicate how evacuees versus non-evacuees respond to evacuation messaging and information (McCaffrey et al., 2013). Evacuees more often sought information compared to non-evacuees but were less satisfied with evacuation and road closure information. In addition, several papers offer literature reviews on the community impacts of wildfires on communities along the WUI (Kumagai

et al., 2004), the feasibility of a stay and defend strategy in the United States (McCaffrey and Rhodes, 2008), the social context for the stay and defend strategy in Australia (McNeill et al., 2015), and wildfire evacuations including the behavioral factors that impact decision-making (McLennan et al., 2018). McLennan et al. (2018) is currently the most in-depth and systematic review of literature in the wildfire evacuation field.

## 5.2) Qualitative Wildfire Evacuation Behavior Research

Some research in the wildfire evacuation field has collected qualitative data on evacuation behavior through interviews and focus groups (see Johnson et al., 2012 for a short overview). These studies are summarized in Table 3 with relevant conclusions for Kensington. A number of these studies also contain policy-relevant recommendations and conclusions. We also provide conclusions from additional research that did not collect quantitative or qualitative data, focusing rather on developing frameworks and policy for wildfires. The research is summarized in Table 4.

**Table 3: Review of Qualitative Studies on Wildfire Behavior**

Authors (Year)	Topic	Key Location(s)	Key Conclusions
McGee and Russell (2003)	Preparedness	Rural Australia (North Central Victoria)	<p>Long-time residents were generally more prepared due to social networks, previous experience, and involvement in local fire brigades.</p> <p>Agency involvement and directives encouraged community preparedness, which led to year-round preparation, especially for those who wanted to stay and defend.</p> <p>Demographics within communities should be monitored as groups respond differently to community adaption programs and communication.</p>
Taylor et al. (2005)	Information and Communication	Bridge Fire (2003) in the San Bernardino Mountains, California	<p>Pre-fire communication planning was effective for small fire events, especially for inter-agency coordination.</p> <p>Individuals relied on multiple local sources (including social contacts) for severity, size, and direction of the fire.</p> <p>Generalized information was of little value to at-risk individuals.</p> <p>News media was often viewed as inaccurate for evacuation purposes.</p> <p>The Incident Management Team should distribute information as broadly as possible in real-time.</p> <p>Local-information networks should be established and encouraged to communicate directly with fire crews.</p>

Cohn et al. (2006)	Information and Communication	Hayman Fire (2002) in Teller County, Colorado; Rodeo-Chediski Fire (2002) in Northern Arizona; Bucksnot/Cave Gulch Fire (2000) in Helena, Montana	<p>Officials and evacuees emphasized the need for clear communication and evacuation time estimates for residents.</p> <p>Electronic communication should be reinforced with verbal, written, and door-to-door notices.</p> <p>Specific information on evacuation status and the level of impact gives residents time to confirm evacuation orders.</p> <p>Real-time information on the evacuation and post-fire impact was useful for evacuees.</p> <p>Escorted trips into impacted areas reduced unauthorized entries and reassured property owners.</p> <p>Evacuees should be prepared to be away from homes upwards of two weeks after the fire.</p>
Goodman and Proudley (2008)	Social Context	Wangary Fire (2005) in South Australia	<p>Preparedness should not only focus on actions but on the roles taken by members of the household in defending and/or evacuating.</p> <p>Individuals with prior fire experience more readily recognized visual fire cues, sought information from informal networks, and had home defense for fires.</p>
Paveglio et al. (2010)	Alternative Strategies	Wilderness Ranch, Idaho	<p>Alternative evacuation strategies (e.g., staying and defending) are highly place-based and their success is dependent on structural/physical and social characteristics of the community.</p> <p>Alternatives can differ vastly between jurisdictions and the development of the strategies must involve significant interaction between the community, emergency managers, and fire officials to determine all available options and promote informational exchange on preparedness and training.</p> <p>Self-reliant communities and those with a diverse mix of skills and abilities are better positioned to take over some firefighting responsibilities and develop alternative strategies.</p>
Stidham et al. (2011)	Information and Communication	Black Crater Fire (2006) in Oregon; Blue Springs Fire (2005) in Utah	<p>Long-term relationships between homeowner associations and authorities (including federal authorities) produced effective communication channels for evacuation orders.</p> <p>Up-to-date and detailed information on fire progression provided reassurance to evacuees.</p> <p>Uncertainty was one of the primary stressors for evacuees.</p> <p>Without communication and transparency, fire management was blamed for some damages and persistent rumors led to distrust and resentment towards local officials.</p>

McLennan et al. (2012)	Behavior	Murrindindi Wildfire (2009) in Victoria, Australia	<p>People were more likely to stay and defend if they had a prior commitment to a defending plan and believed that it was too late to evacuate.</p> <p>A significant number of people who attempted to stay and defend still had to flee, indicating that defenders need alternate plans.</p> <p>People were more likely to leave due to a trigger event that significantly increased fire threat, when they had knowledge of others leaving, or received information about the location of the fire from trusted sources.</p>
Cote and McGee (2014)	Social Context	Mt. Lorne, Yukon, Canada	<p>A significant number of individuals intended to stay and defend in a wildfire, despite lacking knowledge of how to defend property.</p> <p>Agencies should more proactively work with residents to help them understand wildfire risks and prepare to stay or evacuate.</p> <p>Livestock loss was a major concern for rural residents, encouraging staying rather than evacuating.</p>
McCaffrey et al. (2015)	Social Context	Painted Rocks, Montana; Ventura County, California; Santa Barbara, California; Santa Fe, New Mexico	<p>The primary concerns about evacuations were the potential for a late evacuation and the logistical costs of an evacuation.</p> <p>Alternative evacuation strategies (i.e., staying and defending) were seen to reduce logistical costs, increase homeowner control, and augment firefighting capabilities.</p> <p>Staying and defending approaches were viewed as full of unknown risks by officials.</p> <p>Residents (unlike officials) believed community members could understand the nuances of staying and defending.</p>

**Table 4: Review of Wildfire Policy and Framework Literature**

Authors (Year)	Topic	Key Location(s)	Key Conclusions
Keeley et al. (2004)	Lessons Learned	Southern California	<p>Massive wildfires have occurred previously in many fire-prone areas and future planning should focus on the cyclical nature of fires.</p> <p>Traditional fuel breaks or fuel reductions will not stop large fires in extreme weather events and fuel manipulation should focus on creating safe and defensible space for firefighters.</p> <p>Future development should recognize that wildfires in California are natural events and fire management is severely limited in preventing, slowing, and stopping wildfires.</p>

MacGregor et al. (2007)	Risk Perception Framework	Western United States	<p>Agencies seeking to change self-protective behavior should focus on the unique socio-cultural characteristics of their local jurisdictions.</p> <p>Risk-related interventions (i.e., media events, programs, brochures) increased public awareness of risks.</p> <p>Interventions to change attitudes and behavior should be both long-term and targeted to specific populations.</p>
de Araujo et al. (2011)	Traffic Control Framework	Colorado Springs, Colorado	<p>Contraflow operations are only necessary for the most constrained neighborhoods with severe bottlenecks.</p> <p>Baseline strategies such as egress route restriction to evacuation traffic and entry restriction of non-emergency responders into areas was enough for most neighborhoods.</p> <p>Evacuation zones should be developed along fire lines with distinctive geographical differences.</p>
Mutch et al. (2011)	Communication Framework	Painted Rocks, New Mexico; Rancho Santa Fe, California	<p>Most policy in the United States has focused on evacuations, not on alternative strategies such as staying and defending.</p> <p>Several U.S. areas have implemented the "Prepare, Go Early, or Stay and Defend" strategy that is popular in Australia.</p> <p>Recent devastating wildfires in Australia require further examination of the feasibility and life-saving ability of strategy for the U.S. context.</p>
Paveglio et al. (2012)	Alternative Evacuation Strategies	Australia and United States	<p>Populations in high-risk areas do not implement personal mitigation measures, even though they know about possible actions.</p> <p>Both evacuation and alternative strategies require clear and targeted messages for different populations.</p> <p>Translating nationally consistent preparedness campaigns (such as "Ready, Set, Go" and "Prepare, Act, Survive") tend to leave out unique local characteristics.</p> <p>Disinvestment in alternative strategies may reduce fire mitigation behaviors, while wildfire approach and terminology changes may decrease trust of fire management.</p>
Woo et al. (2017)	Lessons Learned	Fort McMurray, Alberta, Canada	<p>Traffic analysis indicated that wildfire evacuations followed an S-curve and that evacuations occurred quickly within twelve hours.</p> <p>Contraflow operations increased capacity, but additional route management could have reduced congestion.</p> <p>Contraflow operations need to be preplanned to reduce unsafe traffic situations and ensure emergency vehicle access.</p> <p>The success of air transportation (upwards of 23,000 evacuated by air convoys) suggests that a multi-modal approach could be highly beneficial for sparse geographical areas.</p>

### **5.3) Wildfire Mapping and Traffic Modeling**

Finally, a significant amount of research on wildfire evacuations has also focused on simulations that incorporate GSI mapping techniques, traffic simulations, and fire spread models. Since wildfires are heavily localized, early work focused on neighborhood-based simulations that mapped potential response and routing scenarios (Cova and Johnson, 2002). Other work identified evacuation trigger points – points at which an evacuation should be ordered – based on the characteristics of the wildfire (Cova et al., 2005). Much of this work has been expanded to consider buffer zones around these trigger points (Dennison et al., 2006; Larsen et al., 2011; Li et al., 2015), assessing clearance times from neighborhoods (Wolshon and Marchive, 2007), adding dynamics between fire spread and warnings into simulation methods (Beloglazvov et al., 2016), and leveraging machine learning in an experimental setting to simulate evacuee decision-making (Nguyen et al., 2018). From the perspective of the incident commander, work has been conducted on identifying which households should evacuate, shelter-in-place, or shelter-in-refuge (Cova et al., 2009; Cova et al., 2011). Fundamental research has also been conducted on identifying high-risk neighborhoods across the United States with high ratios of households-to-exits (Cova et al., 2013). For Kensington and Zonehaven, some of this literature may be beneficial in developing a simulation for evacuations. Specifically, identifying trigger points for issuing mandatory evacuation orders and areas with a high ratio of households-to-exits will be instrumental for a future evacuation plan.

## **6) KENSINGTON DATA PROTOCOL**

Using the literature review, the consulting team developed a data collection protocol for the community of Kensington. In Fall 2019, the consulting team will conduct this data collection during two time periods to capture a “worst-case” scenario for a wildfire evacuation. We determined that a “worst-case” scenario would occur at nighttime when most of the population would be home and parking occupancy along streets would be highest. Populations would also be higher during the weekday (as opposed to a weekend) due to weekend travel and vacations. Consequently, we will collect data on a weekday (Monday through Thursday) at the beginning or end of nighttime as noted in Table 5.



**Table 5: Data Collection Protocol for Kensington**

Variable	Data Collection 1	Data Collection 2
<b>Day of Week</b>	Monday - Thursday	Monday – Thursday
<b>Time of Day</b>	Morning (5:00 am – 8:00 am)	Evening (8:00 pm – 11:00 pm)
<b>Geographical Areas</b>	Five zones	Five zones

**6.1) Data Collection Geography**

The consulting team will subdivide Kensington into five zones to ensure that streets are surveyed during the allotted data collection time period. Arlington Avenue, the major north-south arterial through Kensington will be surveyed as a separate zone (Arlington Zone). A list of preliminary roads and paths are provided below. Additional roads and paths will be added as necessary with additional consultation with maps and field observations.

**Southwest Zone**

Bounded by Berkeley border to the south, El Cerrito border to the west, Arlington Avenue to the east, and Kingston Road to the north

Primary Roads		Primary Paths
Colusa Avenue	Richardson Road	Public Path #1
Ocean View Avenue	Marchant Gardens	Public Path #2
Oak View Avenue	Willow Lane	Public Path #3
Valley Road	Camelot Court	Public Path #5
Coventry Road	Beverly Road	Ardmore Path
Berkeley Park Boulevard	Lenox Road	
Eldridge Court	Kingston Road	
Lexington Road	Beverly Court	
Loran Court	Ardmore Road	
Marchant Court	Edgcroft Road	
Stratford Road	Eagle Hill Road	
Avon Road		

### **Northwest Zone**

Bounded by Sunset Drive to the south, El Cerrito border to the west, Arlington Avenue to the east, and El Cerrito border to the north

<b>Primary Roads</b>		
Sunset Drive	Eureka Avenue	Norwood Place
Highgate Road	Anson Way	Jessen Court
Sunset Court	Highgate Court	Edwin Drive
Sunset Terrace	Norwood Avenue	Kerr Avenue
Franciscan Way	Norwood Court	Rincon Road
Crematory Lane	Arlington Lane	Lam Court
Reed Place	Arlington Court	

### **Southeast Zone**

Bounded by Berkeley border to the south, Arlington Avenue to the west, Tilden Regional Park to the east, and Wellesley Avenue/Kenyon Ave. to the north

<b>Primary Roads</b>		<b>Primary Paths</b>
Amherst Avenue	Columbia Avenue	Public Path #6
Yale Avenue	Colgate Avenue	Public Path #9
Princeton Avenue	Kenyon Avenue	Public Path #10
Oberlin Avenue	Beloit Avenue	Ye Olde School Trail
Wellesley Avenue	Purdue Avenue	
Stanford Avenue	Lake Drive	
Yale Circle	Grizzly Peak Boulevard	
Rugby Avenue	Parkside Court	
Vassar Avenue	Canon Drive	
Cambridge Avenue	Los Altos Drive	
Trinity Avenue	Kenyon Avenue (upper)	

### **Northeast Zone**

Bounded by Wellesley Avenue/Kenyon Ave. to the south, Arlington Avenue to the west, Tilden Regional Park to the east, and El Cerrito border to the north

<b>Primary Roads</b>		<b>Primary Paths</b>
Kenyon Avenue	Kensington Park Road (lower)	School Path
Willamette Avenue	Kensington Park Road (upper)	Ye Olde School Trail
Purdue Avenue	Highland Boulevard (upper)	Kensington Court Trail
Garden Drive	Arlmont Drive	Craft Avenue Path
Dewey Road	Marguerita Road	

Highland Boulevard (lower)	Kensington Court
St Albans Way	Cowper Avenue
Windsor Avenue	Kenilworth Drive
York Avenue	Lawson Road
Westminster Avenue	Craft Avenue

## 6.2) Data Types

For each link in the network (i.e., road between two nodes or points), we will capture several critical pieces of data that will assist in evacuation planning and recommendations. We note that some roads in Kensington will be split into multiple blocks, as they intersect other streets. The consulting team also contacted Zonehaven to request any additional data needs.

### **For each link, the following pieces of data will be collected:**

- End street names
  - Block identification
- Number of parked vehicles on each side
  - Parking occupancy and potential bottlenecks
- Minimum street width
  - Potential bottlenecks
- Maximum street width
  - Streets for contraflow or emergency responder access
- Number of locations with street width under 20 feet
  - Road capacity and potential restrictive points
- Number of lanes, including shoulder presence
  - Road capacity and areas for additional traffic operations (e.g. shoulder-usage and contraflow)
- Lane directions
  - Direction of traffic flow
- Centerline markings
  - Potential evacuation routes and clearly marked roads
- Presence or absence of sidewalks on each side

- Pedestrian routes and sidewalk usage for vehicles
- Steep gradients
  - Potential evacuation routes and challenging locations for first responders
- Speed limits
  - Potential evacuation routes and travel time for traffic simulations
- Vegetation fuel levels
  - Unsafe evacuation routes

**For each node in the network, the following pieces of data will be collected:**

- Cross-street pair
  - Intersection identification
- Traffic control measures
  - Traffic operation needs during evacuation

For walking paths, we will also assess the general suitability of the path along with defining characteristics. Specific attention will be given to the current walkability of the path and potential limiting factors in a pedestrian evacuation. This data collection will be largely descriptive.

## **7) NEXT STEPS**

Using this report as a guide, the consulting team will next:

- Finalize the data collection protocol based on feedback and comments;
- Analyze network connectivity in Kensington and identify key intersections for traffic during an evacuation;
- Develop a map displaying critical intersections and gathering points;
- Conduct data collection of Kensington streets;
- Analyze data from the field study of street conditions;
- Develop recommendations for an evacuation plan; and
- Deliver a final report on December 1, 2019.

The proactive approach taken by Kensington will yield not only evacuation recommendations but also a comprehensive dataset of streets and intersections. This

information may also prove valuable to the Contra Costa County for future road, intersection, and transportation improvements for the community. The consulting team looks forward to continuing this work, helping build a safer and more prepared Kensington.

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## **EPC Report September 2019 Board meeting**

Deployment of Committee members: Spath and Caronna will spearhead the initiative on Paths. Directors Padian and Nagel will work with the County on items identified for county-level attention or action. Cooper and Guerrero will look into remote sensing devices. Gluck and Moss will investigate the logistics of sirens. Director Padian will discuss the topic of cell towers with County personnel. The approach to publicizing and propagating CERT neighborhoods and FireSafe communities will be under the purview of Director Nagel, along with Liddell, Cooper, and Guerrero. Contributions to these efforts are fluid but cannot comprise more than four members before recommendations are discussed in an open meeting.

Other concerns: Encouraging a shift in priorities for mitigation work in Tilden Park was addressed at two levels: local and regional. The topic of fire danger signs, to be placed at the intersection of Grizzly Peak and Beloit, and on the median strip of the Arlington south of the PSB, was discussed and will be on the Board's September agenda. The topic of providing emergency radios to all Kensington households, starting with a pilot program, should be investigated by the Committee at its next meeting before possibly bringing it to the Board.

Objectives for the next meeting include a report on the paths; a discussion of emergency radios; and progress on the assigned items.

The next meeting of the EPC will be held in late September, preferably at the ACC.



August 29, 2019

President Julie Stein, Kensington Fire Protection District  
President Eileen Nottoli, Kensington Police Protection & Community Services District

RE: Decision to Displace the Kensington Police Protection & Community Services District from the Public Safety District

Dear Presidents Stein and Nottoli:

I am writing with regard to the Kensington Fire Protection District (KFPD) plans for renovating the Public Safety Building (PSB). At its July 10, 2019 meeting, the KFPD Board agreed to engage RoosDrulistCusinbery Architects to update the 2017 Master Plan for renovating the PSB based on the possibility of significantly reallocating space between the KFPD and KPPCSD. At the KFPD August 14, 2019 meeting, Vice-President Dommer reported that the preliminary assessment by the architects indicated that to better meet KFPD's fire operations and administrative needs, KPPCSD staff would have to be displaced from the renovated PSB. The KFPD board indicated that before any action is taken, it awaits the architect's completed quantitative analysis of alternatives for renovating the building, which will be presented at the September 11, 2019 board meeting.

Although no decision has been made, the Kensington Property Owners Association (KPOA) is greatly troubled by the possibility of KPPCSD staff being displaced from the PSB. The PSB has historically housed both fire and police operations and that partnership has served the community well. We do not believe that displacing the police department from the PSB will serve the best interests of the community. Just as the Fire Department has few options for relocating the PSB, the police department has both limited options for relocation and financial constraints. Kensington property owners would ultimately have to cover the unbudgeted additional costs incurred by a KPPCSD move to a new facility.


KPOA recognizes that the 2017 Master Plan was developed before the discovery of the earthquake trace fault adjacent to the PSB, which has placed constraints on the renovation options. However, it is our understanding that the architect is using the space needs identified by KPPCSD in the Master Plan in determining the alternatives for allocating space for fire and police operations in a renovated PSB. The space needs identified by KPPCSD in the Master Plan

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are approximately twice the space KPPCSD presently occupies. We question whether such a significant increase in space is necessary. Possibly, non-police KPPCSD administrative staff could be relocated outside the PSB. Therefore, before any analysis of alternatives can be completed including possible displacement of KPPCSD, KPPCSD must reassess the police department's future space needs, working in concert with KFPD and the architect to identify the minimum space required for police operations to remain in a renovated PSB.

KPOA urges KFPD and KPPCSD to continue working on a solution that will allow, at a minimum, both the fire and police departments to occupy the renovated PSB. Such a solution is in the best interest of both districts and, most important, in the best interest of the Kensington community. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "David Spath".

David Spath, President  
KPOA