

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

Date of Meeting: June 13, 2018
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m. **CALL TO ORDER**
Directors: Joe de Ville, Don Dommer, Nina Harmon, Janice Kosel, and Laurence Nagel

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5, 6, 7, 8, 9 & 10

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 May 9, 2018 (APPROVE)

CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** April 2018 (ACCEPT)

CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** May 2018 (ACCEPT)

CC 6. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #12** (APPROVE)

CC 7. **APPROVAL OF MONTHLY FINANCIAL REPORT.** April/May 2018 (APPROVE)

CC 8. **APPROVAL OF RESOLUTION 18-02** Establishing the Appropriations Limit for FY 2018-2019 (APPROVE)

- CC 9. **APPROVAL OF RESOLUTION 18-03** Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for FY 2018-2019 (APPROVE)
- CC 10. **APPROVAL OF RESOLUTION 18-04** Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order (APPROVE)
11. **FIRE CHIEF'S REPORT**
a. Review of operations.
b. Regional issues and developments.
12. **PRESIDENT'S REPORT**
a. Ballot for County-wide Redevelopment Agency Oversight Board Election
- NEW BUSINESS**
13. El Cerrito Contract Fee Proposal for FY 2018-2019 (ACTION)
14. Auditor Recommendation and Fee Proposal for FY 2017-2018 Audit Report (ACTION)
15. Resolution 18-05 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for Fiscal Year 2018-2019 (ACTION)
16. **BOARD REPORTS**
Informational reports from Board members or staff covering the following assignments:
a. Finance Committee (Kosel/Harmon): Minutes from 1/23/18 Committee meeting
b. Public Safety Building (Dommer/Nagel):
c. Education (Kosel):
d. Demonstration Garden (Staff/Kosel): Survey field work complete
e. Contra Costa County/California Special Districts Assoc. (Nagel/Kosel): Next meeting 7/16/18
f. Diablo Fire Safe Council/Interface (Staff/Nagel):
g. Correspondence: Letter to EBRPD dated 4/22/18 from Kensington Residents

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, July 11, 2018, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 7/11/18 is Wednesday, 6/27/18 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 7/4/18 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE MAY 9, 2018 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

President Kosel called for the approval of the consent calendar (items 3, 4 & 5), consisting of approval of the April 11, 2018 minutes, approval of monthly transmittal #11, and approval of the March/April 2018 financial reports. Director Nagel made a motion to approve the Consent Calendar items 3, 4 & 5 as submitted. Director Dommer seconded the motion.

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

ORAL COMMUNICATIONS:

Director Harmon noted that the KPOA Directory that was recently mailed to the community stated the KFPD meeting time incorrectly. Linnea Due noted that KPOA wrote a letter to include in The Outlook correcting that error and a couple of others.

Julie Stein asked if KFPD sends out emails with the monthly agendas to residents. Navellier responded that KFPD does not have an email list. Kosel noted KFPD only has one half-time employee and she would confer with Navellier on whether to add this task. The Board meets every second Wednesday at 7:00 p.m. Linnea Due noted that there is a calendar in The Outlook with the meeting times. Paul Dorroh thinks it is possible for people to sign up for email notifications in the new website KFPD is working on. Navellier will check on that possibility.

FIRE CHIEF'S REPORT:

Chief Maples reported that fire season never slowed down last year and the department responded across the state even in late December. While the snowpack is up, Cal Fire expects 2018 to be another bad fire season. FPO Joe Gagne has started the fire hazard inspections and will be sending out letters shortly to properties that don't comply with the vegetation management standards. The abatement program started in the 1990's and has been successful. Properties that don't comply will be brought to the Board at the July meeting. Harmon said she received several compliments from the public on the evacuation brochure that KFPD mailed to the community.

Vida Dorroh asked for the department's policy regarding backyards. Maples explained that personnel can legally only inspect the front yard (they cannot go on the property); however, if there is a complaint made by a neighbor who will grant access to view the property in question then the FPO can view the backyard also. Dorroh said a couple of years ago she approached fire department personnel about a backyard that backs onto York stairs so it is visible from a public access point. Dorroh says she was told that the personnel don't walk the stairs but inspect from the sidewalks. Chief Maples asked Dorroh to contact him or admin with the site address and the department would follow up.

David Spath said he attended a presentation put on by B/C Gibson regarding fire safety and Gibson talked about using drones for vegetation management inspections. Chief Maples said the department would only do that in the future if they had a legal opinion it was permissible.

President Kosel noted that the District's vegetation management standards are on its website. She suggested The Outlook might want to reference them. Maples noted that everyone that receives a notice gets a copy also. In addition, fire personnel will meet with homeowners if they need guidance on vegetation management on their property.

Karl Kruger asked what El Cerrito was doing with the vacant lot on the east side of San Pablo and north of the Public Safety Building. Maples answered that it was going to be a temporary senior center. The lease with the school district for the current site on Stockton is not being renewed.

PRESIDENT'S REPORT:

President Kosel reported that she will be speaking at the KPOA annual meeting on Saturday, May 19th at 10:00 a.m. Battalion Chief Janes will also attend that meeting to answer any fire technical questions.

NEW BUSINESS:

Resolution 2018-01 Accepting Volume 1 and the Kensington Fire Protection District's portion of Volume 2, Chapter 28 of the Contra Costa County Operational Area Hazard Mitigation Plan: President Kosel explained that this effort of agencies was coordinated by Contra Costa County and by everyone cooperating together, they become eligible for FEMA grants. Chief Maples noted this is the third revision of this plan and the process started in November of 2016. Contra Costa County hired a consultant to update the plan through a hazard mitigation grant. Former B/C Michael Bond served on the committee for the plan that includes 14 cities and 20 special districts. The plan lists issues and threats to communities that are mostly acts of nature and ideas are listed on how to deal with those issues. Participant agencies are eligible to apply for pre-disaster mitigation grants that are highly competitive and also post-disaster mitigation grants for rebuilding. The plan covers eight key issues: severe weather, dam failure, drought, flood, landslide, earthquake, tsunami, and wildfire. Bond served on the steering committee of 13 people for this revision and also the one adopted in 2010. Cal OES and FEMA have adopted the plan since the agenda has been put together. Maples is asking the Board to adopt Volume 1 which is the framework of the plan and then in Volume 2, Chapter 28 is specific to the Kensington Fire Protection District. Based on the past year's disasters in California, the grant process will be highly competitive. Battalion Chief Gibson will be the current contact since Michael Bond has retired. Director Dommer asked about practical implementation. Maples pointed to the list of 19 items in Chapter 28 that could be eligible for grants and gave examples of those items that are listed. Director Kosel asked if it is possible for KFPD to apply for FEMA grants for the seismic retrofit of the public safety building? Chief Maples said it is possible when the facility grants come out. Fire station grants are often funded for places outside of California. The highest he's ever seen awarded is \$3 million. The Board asked Maples to thank Michael Bond for his work on the project. A link to the hazard mitigation plan will go on the new website that should be live in July. Director Harmon made a motion to approve Resolution 2018-01 adopting Volume 1 and Volume 2, Chapter 28 of the Contra Costa County Hazard Mitigation Plan. Director Nagel seconded the motion. Chief Maples will submit the signed resolution to Contra Costa County.

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

Policy Manual/Employee Handbook/Operations Manual proposed Edits and Additions: A committee of Directors de Ville and Nagel with Manager Navellier reviewed the latest CSDA Manual and compared it to KFPD's existing manual. Proposed changes include 13 policies that are either new or edited. The proposed changes were considered in total and President Kosel gave a quick review of the majority of the policies affected. Most changes are clarification and not a change in current procedures. Linnea Due asked why temporary advisory committees are only comprised on members of the Board? President Kosel said traditionally that is how KFPD has operated and this was adopted from the CSDA's sample policy. Scheduling meeting times with additional people is also difficult. Kosel said the policy manual could be changed in the future. Director Nagel said that the legal definition of an ad hoc committee is a committee comprised of no more than two Board members and no outside members. Kosel said temporary committees are not subject to the Brown Act. Temporary committees should be for short term, one subject issues. Director Harmon made a motion to adopt the proposed edits and additions of the District's manual as presented in the Board packet. Director Dommer seconded the motion. Dommer commended the committee for their work.

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

BOARD REPORTS:

Finance Committee: The next meeting will be held on Thursday 5/31/18 at 1:30 p.m. in the Public Safety Building conference room. The El Cerrito City Manager will present the contract fee proposal and the Committee will develop the budget for FY18-19.

Public Safety Building: Dommer said KFPD is still waiting for KPPCSD's legal opinion about the park property. KFPD has been waiting since last December. This appears to be low on KPPCSD's priorities since they are working on the community center. Kosel will follow up with KPPCSD's president tomorrow and ask for an answer or at least a time table for an answer. Dommer and Chief Maples noted that the public constantly asks what is going on with the public safety building. Chief Maples told of two examples where it took a building 10 years to get built. Vida Dorroh asked why KPPCSD's attorney is involved? Kosel explained the initial three choices of adding on, rebuilding or moving to a different site. Because the recent geotech report identified a fault behind the building, rebuilding or adding on is no longer an option. The attorney is involved to determine whether a public safety building can be built in the park since it was paid for with bonds. Dorroh pointed out that the bond has been paid off. Dommer added that he hopes another civic use like a public safety building could be added on the property but the property probably can't be used for commercial use like a gas station or townhouses. Maples said some people think it should remain open space. The attorney is reviewing the bond measure for the park and what the money was designated for. Dommer said the community is built-out and a public safety building needs to be centrally located.

Education: Two successful events were held recently -- the shredding event and the pharmaceutical drop off with the KPPCSD.

CSDA: The last meeting was held on Monday, 4/16/18. Nagel and Harmon attended. The guest speaker spoke on "avoiding the pitfalls of new marijuana laws in the workplace". There was lots of interest from the audience. Chief Maples said anytime you legalize something that can impair you, the call volume generally goes up. Also the vector control district spoke about west Nile virus and Zyka from mosquitoes.

Kosel said the Professional Development Committee of CSDA is busy working on the programs for the annual CSDA conference. KFPD should be able to reapply for District of Distinction with the CSDA after training is attended in July. The Member Services Committee is working on ensuring renewal from CSDA members and developing more benefits for members.

Website: Kosel reported that a contractor has been engaged to work on the website. Navellier reported that the website has been migrated but it needs to be rearranged. It should up and running in July.

DFSC: The annual 2017 report was included in the packet. \$23,775 in grant funds was awarded to Kensington last year. KFPD budgeted \$20,000 in FY17-18 to match Kensington resident donations to DFSC. Chief Maples reviewed the report and noted all of the highlighted areas that are relevant to Kensington. Chief Maples clarified what on the annual report KFPD matched in response to David Spath's question.

Correspondence: A call for nominations to appoint an independent special district representative to the county-wide redevelopment agency oversight Board was received from LAFCO. A thank you from Brownie Troop 32922 was included in the packet.

MCE used Kensington Fire station/personnel on a flyer that was mailed to 220,000 residents in Contra Costa County. A copy was given to each Board member.

ADJOURNMENT: The meeting was adjourned at 8:15 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on June 13, 2018.

Attest:

Joe de Ville, Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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May 3, 2018

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Battalion Chief

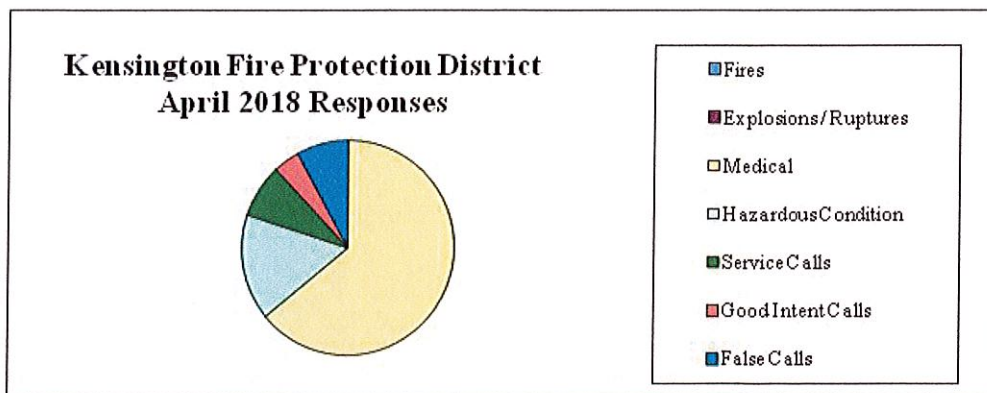
RE: Incident Activity Reports for the Month of April 2018

There were 25 incidents that occurred during the month of April 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 47 calls in all districts.

There were no major incidents of fire losses in the community during this past month.

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>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	16	64.00%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	16.00%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	2	8.00%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	1	4.00%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	8.00%
Totals		25	100.00%



Kensington Fire Protection District Response Log for April 2018

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0018033924	03-Apr-18 10:47:51	141 Saint Albans RD	Kensington	E165	321
2	0018034632	05-Apr-18 09:56:07	141 Saint Albans RD	Kensington	E165	321
3	0018035125	06-Apr-18 17:13:22	523 Coventry RD	Kensington	E165	550
4	0018036348	10-Apr-18 09:34:15	226 Stanford AVE	Kensington	E165	745
5	0018036383	10-Apr-18 10:49:30	370 Colusa AVE	Kensington	E165	323
6	0018036956	11-Apr-18 22:47:15	141 Saint Albans RD	Kensington	E165	550
7	0018037128	12-Apr-18 11:49:04	307 Rugby AVE	Kensington	E165	321
8	0018038210	15-Apr-18 12:43:27	1 Lawson RD	Kensington	E165	743
9	0018038225	15-Apr-18 13:41:35	29 Sunset DR	Kensington	E165	311
10	0018038243	15-Apr-18 14:55:36	59 Arlington AVE	Kensington	E165	611F
11	0018038336	15-Apr-18 20:37:45	4 Kerr AVE	Kensington	E165	321
12	0018038528	16-Apr-18 12:20:36	27 Sunset DR	Kensington	E165	321
13	0018038822	17-Apr-18 08:57:18	295 Purdue AVE	Kensington	E165	321
14	0018039131	18-Apr-18 07:11:23	15 Edwin DR	Kensington	E165	440
15	0018039978	20-Apr-18 12:46:15	268 Cambridge AVE	Kensington	E165	321
16	0018040019	20-Apr-18 14:34:56	Vassar AVE	Kensington	E165	444
17	0018040098	20-Apr-18 18:11:20	225 Columbia AVE	Kensington	E165	321
18	0018040571	22-Apr-18 01:56:27	437 Colusa AVE	Kensington	E165	321
19	0018041431	24-Apr-18 11:36:33	248 Columbia AVE	Kensington	E165	321
20	0018041849	25-Apr-18 12:08:37	90 Highland BLVD	Kensington	E165	321
21	0018042572	27-Apr-18 12:12:22	248 Columbia AVE	Kensington	E172	321
22	0018043065	28-Apr-18 22:05:57	101 Kenyon AVE	Kensington	E165	400
23	0018043319	29-Apr-18 16:43:22	35 Franciscan WAY	Kensington	E172	321
24	0018043683	30-Apr-18 17:02:51	380 Coventry RD	Kensington	E165	311
25	0018043761	30-Apr-18 21:15:45	266 Trinity AVE	Kensington	E165	900

* See Attached Table for Incident Type Explanations

Type Series

100

Description

(Structure, Trash, Vehicle, Vegetation Fire)

200
300
400
500
600
700

*(Over Pressure/Ruptures Explosions, Bombs)
(EMS, Vehicle Accidents, Extrication, Rescue)
(Chemical Spills, Leaks, Down power Lines)
(Distress, Water/ Smoke/Odor Problems, Public Assists)
(Cancelled En Route, Wrong Location)
(Wrong Company/Unit Dispatched)*

Kensington Fire Protection District

Engine 65 Response Log for April 2018

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0018033646	02-Apr-18 13:48:03	Fairmount AVE	El Cerrito	E165	611
2	0018033917	03-Apr-18 10:20:04	8631 Terrace DR	El Cerrito	E165	400
3	0018033924	03-Apr-18 10:46:00	141 Saint Albans RD	Kensington	E165	321
4	0018034552	05-Apr-18 04:59:22	229 Ramona AVE	El Cerrito	E165	321
5	0018034632	05-Apr-18 09:53:06	141 Saint Albans RD	Kensington	E165	321
6	0018034976	06-Apr-18 09:24:43	716 Gelston PL	El Cerrito	E165	740
7	0018035047	06-Apr-18 13:22:40	0 Wildcat Canyon RD	Orinda	E165	611R
8	0018035125	06-Apr-18 17:12:09	523 Coventry RD	Kensington	E165	550
9	0018035557	07-Apr-18 22:01:58	1190-119 E Wildcat Canyon RD	Orinda	E165	611F
10	0018035656	08-Apr-18 08:44:47	300 San Carlos AVE	El Cerrito	E165	321
11	0018036348	10-Apr-18 09:33:41	226 Stanford AVE	Kensington	E165	745
12	0018036383	10-Apr-18 10:46:44	370 Colusa AVE	Kensington	E165	323
13	0018036447	10-Apr-18 13:00:30	229 Ramona AVE	El Cerrito	E165	321
14	0018036540	10-Apr-18 18:15:26	S Park DR	Kensington	E165	611M
15	0018036956	11-Apr-18 22:46:02	141 Saint Albans RD	Kensington	E165	550
16	0018037070	12-Apr-18 09:09:39	214 Ramona AVE	El Cerrito	E165	113
17	0018037103	12-Apr-18 10:39:36	921 Elm ST	El Cerrito	E165	321
18	0018037128	12-Apr-18 11:46:51	307 Rugby AVE	Kensington	E165	321
19	0018037430	13-Apr-18 10:04:53	7454 Rockway AVE	El Cerrito	E165	311
20	0018037825	14-Apr-18 10:03:44	1000 El Cerrito PLZ	El Cerrito	E165	311
21	0018038210	15-Apr-18 12:42:19	1 Lawson RD	Kensington	E165	743
22	0018038225	15-Apr-18 13:32:55	29 Sunset DR	Kensington	E165	311
23	0018038243	15-Apr-18 14:54:23	59 Arlington AVE	Kensington	E165	611F
24	0018038336	15-Apr-18 20:36:15	4 Kerr AVE	Kensington	E165	321
25	0018038528	16-Apr-18 12:19:43	27 Sunset DR	Kensington	E165	321
26	0018038822	17-Apr-18 08:56:11	295 Purdue AVE	Kensington	E165	321
27	0018039131	18-Apr-18 07:10:37	15 Edwin DR	Kensington	E165	440
28	0018039679	19-Apr-18 16:17:53	147 Key Route BLVD	Kensington	E165	321
29	0018039921	20-Apr-18 09:51:48	10057 San Pablo AVE	El Cerrito	E165	321
30	0018039942	20-Apr-18 10:35:31	1000 El Cerrito PLZ	El Cerrito	E165	324

31	0018039978	20-Apr-18 12:44:49	268 Cambridge AVE	Kensington	E165	321
32	0018040019	20-Apr-18 14:34:40	Vassar AVE	Kensington	E165	444
33	0018040098	20-Apr-18 18:10:56	225 Columbia AVE	Kensington	E165	424
34	0018040468	21-Apr-18 17:46:21	308 Curry AVE	El Cerrito	E165	321
35	0018040571	22-Apr-18 01:54:33	437 Colusa AVE	Kensington	E165	321
36	0018041221	23-Apr-18 19:40:23	1836 San Benito ST	Richmond	E165	611F
37	0018041431	24-Apr-18 11:34:22	248 Columbia AVE	Kensington	E165	321
38	0018041849	25-Apr-18 12:06:29	90 Highland BLVD	Kensington	E165	321
39	0018041869	25-Apr-18 13:07:26	225 El Cerrito PLZ	El Cerrito	E165	611M
40	0018041896	25-Apr-18 14:12:37	225 Carmel AVE	El Cerrito	E165	611X
41	0018041964	25-Apr-18 16:49:12	Brewster DR	El Cerrito	E165	322
42	0018042877	28-Apr-18 10:20:03	3070 El Cerrito PLZ	El Cerrito	E165	118
43	0018042949	28-Apr-18 15:23:48	Shasta RD	El Cerrito	E165	611M
44	0018043065	28-Apr-18 22:03:54	101 Kenyon AVE	Kensington	E165	400
45	0018043562	30-Apr-18 10:29:18	250 El Cerrito PLZ	Kensington	E165	611M
46	0018043683	30-Apr-18 17:01:13	380 Coventry RD	El Cerrito	E165	311
47	0018043761	30-Apr-18 21:14:52	266 Trinity AVE	Kensington	E165	900

* 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)



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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June 3, 2018

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Battalion Chief

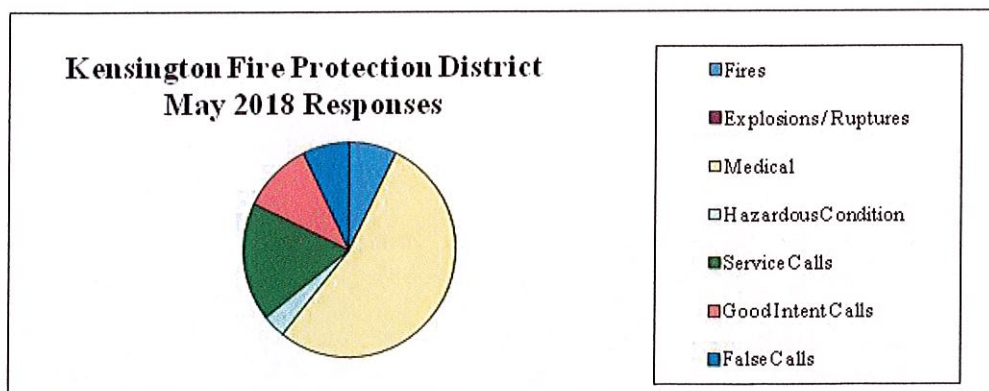
RE: Incident Activity Reports for the Month of May 2018

There were 28 incidents that occurred during the month of May 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 48 calls in all districts.

On May 23, Engine 65 responded to an early morning structure fire at 195 Purdue Avenue. Auto-aid was provided from El Cerrito, Richmond and Berkeley in controlling this fire. Due to the efforts of all agencies, the fire was contained to initial house and some minor damage to the house next door. On May 26, Engine 65 responded to a vehicle fire on Anson Way. Upon arrival, they located a fully involved pickup and extinguished the fire with no exposure damage.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	2	7.14%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	15	53.57%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	3.57%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	17.86%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	3	10.71%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	7.14%
Totals		28	100.00%



Kensington Fire Protection District Response Log for May 2018

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0018045513	05-May-18 19:05:07	307 Rugby AVE	Kensington	E165	321
2	0018047058	10-May-18 06:00:53	744 Coventry RD	Kensington	E165	553
3	0018047195	10-May-18 14:02:23	99 Arlington AVE	Kensington	E165	651
4	0018047281	10-May-18 17:03:19	10 Anson WAY	Kensington	E165	553
5	0018048451	13-May-18 20:07:25	1652 Oakview AVE	Kensington	E165	611F
6	0018048587	14-May-18 09:21:06	45 Kensington CT	Kensington	E165	321
7	0018049124	15-May-18 15:02:53	4 Windsor AVE	Kensington	E165	311
8	0018049858	17-May-18 12:14:00	61 Arlington AVE	Kensington	E165	321
9	0018050114	18-May-18 02:22:02	744 Coventry RD	Kensington	E165	321
10	0018050710	19-May-18 17:11:31	1611 Ocean View AVE	Kensington	E165	321
11	0018050852	20-May-18 02:00:28	46 Highgate RD	Kensington	E165	321
12	0018051353	21-May-18 14:52:01	307 Rugby AVE	Kensington	E165	321
13	0018051428	21-May-18 18:40:38	520 Coventry RD	Kensington	E165	321
14	0018051549	22-May-18 06:10:35	28 Norwood AVE	Kensington	E165	311
15	0018051848	22-May-18 22:44:51	307 Rugby AVE	Kensington	E165	321
16	0018051880	23-May-18 01:42:27	195 Purdue AVE	Kensington	E165	5000
17	0018052524	24-May-18 19:50:54	88 Kensington RD	Kensington	E165	111
18	0018052965	26-May-18 05:03:16	268 Cambridge AVE	Kensington	E165	321
19	0018053080	26-May-18 12:54:40	52 Anson WAY	Kensington	E165	321
20	0018053114	26-May-18 14:16:39	242 Trinity AVE	Kensington	E165	131
21	0018053169	26-May-18 17:24:32	141 Saint Albans RD	Kensington	E165	622
22	0018053373	27-May-18 08:44:11	28 Beverly RD	Kensington	E165	553
23	0018053400	27-May-18 10:44:40	362 Ocean View AVE	Kensington	E165	743
24	0018053473	27-May-18 14:49:47	9 Arlington AVE	Kensington	E165	744
25	0018054211	29-May-18 14:17:07	88 Kensington RD	Kensington	E165	311
26	0018054824	30-May-18 21:41:40	26 Sunset DR	Kensington	E165	400
27	0018055101	31-May-18 18:26:26	143 Arlington AVE	Kensington	E165	321
28	0018055181	31-May-18 22:11:39	10 Anson WAY	Kensington	E165	311
				Kensington	E165	554

* 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 May 2018

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0018044230	02-May-18 08:59:48	Clayton AVE	El Cerrito	E165	611M
2	0018044956	04-May-18 11:08:03	6060 Central AVE	El Cerrito	E165	321
3	0018045193	04-May-18 21:38:00	7735 Curry AVE	El Cerrito	E165	553
4	0018045489	05-May-18 17:50:38	7991 Terrace DR	El Cerrito	E165	611M
5	0018045513	05-May-18 19:03:19	307 Rugby AVE	Kensington	E165	321
6	0018046043	07-May-18 09:57:49	7735 Curry AVE	El Cerrito	E165	550
7	0018046171	07-May-18 16:55:08	7 Pomona AVE	El Cerrito	E165	321
8	0018047033	10-May-18 02:29:03	540 Ashbury AVE	El Cerrito	E165	733
9	0018047058	10-May-18 05:59:54	744 Coventry RD	Kensington	E165	553
10	0018047111	10-May-18 09:58:00	1331 Contra Costa DR	El Cerrito	E165	311
11	0018047195	10-May-18 14:01:39	99 Arlington AVE	Kensington	E165	651
12	0018047281	10-May-18 17:02:48	10 Anson WAY	Kensington	E165	553
13	0018048451	13-May-18 20:06:09	1652 Oakview AVE	Kensington	E165	611F
14	0018048587	14-May-18 09:20:15	45 Kensington CT	Kensington	E165	321
15	0018049004	15-May-18 10:11:04	Moeser LN	El Cerrito	E165	131
16	0018049124	15-May-18 15:01:26	4 Windsor AVE	Kensington	E165	311
17	0018049198	15-May-18 18:49:20	800 Arlington BLVD	El Cerrito	E165	321
18	0018049631	16-May-18 19:57:22	Grizzly Peak BLVD	Orinda	E165	611F
19	0018049671	16-May-18 22:19:44	90 Rincon RD	Kensington	E165	321
20	0018049812	17-May-18 10:01:34	639 Norvell ST	El Cerrito	E165	550
21	0018049858	17-May-18 12:12:23	61 Arlington AVE	Kensington	E165	321
22	0018050114	18-May-18 02:21:06	744 Coventry RD	Kensington	E165	321
23	0018050615	19-May-18 11:54:45	11344 San Pablo AVE	El Cerrito	E165	321
24	0018050710	19-May-18 17:09:57	1611 Ocean View AVE	Kensington	E165	321
25	0018050852	20-May-18 01:59:51	46 Highgate RD	Kensington	E165	321
26	0018051353	21-May-18 14:50:41	307 Rugby AVE	Kensington	E165	321
27	0018051428	21-May-18 18:39:28	520 Coventry RD	Kensington	E165	311
28	0018051549	22-May-18 06:07:00	28 Norwood AVE	Kensington	E165	321
29	0018051839	22-May-18 21:29:29	522 Albarmarle ST	El Cerrito	E165	611M
30	0018051848	22-May-18 22:16:42	307 Rugby AVE	Kensington	E165	5000

31	0018051880	23-May-18 01:41:10	195 Purdue AVE	Kensington	E165	111
32	0018051912	23-May-18 05:53:50	2150 Pyramid DR	Richmond	E165	611M
33	0018051974	23-May-18 09:10:57	6510 Gladys AVE	El Cerrito	E165	321
34	0018052269	24-May-18 05:05:01	300 San Carlos AVE	El Cerrito	E165	311
35	0018052524	24-May-18 19:50:06	88 Kensington RD	Kensington	E165	600
36	0018052965	26-May-18 05:02:28	268 Cambridge AVE	Kensington	E165	321
37	0018053080	26-May-18 12:53:47	52 Anson WAY	Kensington	E165	131
38	0018053114	26-May-18 14:15:51	242 Trinity AVE	Kensington	E165	622
39	0018053169	26-May-18 17:22:13	141 Saint Albans RD	Kensington	E165	553
40	0018053333	27-May-18 04:57:56	205 Ramona AVE	El Cerrito	E165	553
41	0018053373	27-May-18 08:43:30	28 Beverly RD	Kensington	E165	743
42	0018053400	27-May-18 10:43:36	362 Ocean View AVE	Kensington	E165	744
43	0018053473	27-May-18 14:49:22	9 Arlington AVE	Kensington	E165	311
44	0018054131	29-May-18 10:23:23	960 Avis DR	El Cerrito	E165	321
45	0018054211	29-May-18 14:16:21	88 Kensington RD	Kensington	E165	400
46	0018054824	30-May-18 21:39:25	26 Sunset DR	Kensington	E165	321
47	0018055101	31-May-18 18:26:26	143 Arlington AVE	Kensington	E165	311
48	0018055181	31-May-18 22:11:39	10 Anson WAY	Kensington	E165	554

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

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

KENSINGTON FPD										PY/CY:	
TRANSMITTAL - APPROVAL										BATCH #:	
Invoices										DATE:	
										LOCATION #:	
										FILENAME:	
										KENSINGTON	
VEND	VENDORNAME	INVOICE DATE	DESCRIPTION	FUND ORG	SUB AGCT	TASK OPT	ACTIVITY WORKSHEET	ENCUMB P-001	PAYMENT P-001	PG	AMOUNT
50131	Meyers Nave	05/07/18	2018040026 legal counsel	7840	2490						678.24
50146	Delta Dental	06/01/18	June dental	7840	1061						1,008.86
50148	CalPERS	05/14/18	7072901257 Jul medical	7840	1061						7,191.43
50147	KFPD Revolving Fund	06/08/18	Reimburse revolving fund	7840	2490						23,358.22
50150	Vision Service Plan	05/18/18	001027770001 June vision	7840	1061						323.10
50151	City of El Cerrito	06/01/18	June fire protection	7840	2328						230,157.19
50193	Teo Carlone	05/15/18	48011-K fire safety clearing	7840	2490						2,450.00
50193	Teo Carlone	05/16/18	48103 fire safety clearing	7840	2490						2,400.00
50213	Alert-All Corp.	05/25/18	218050207 - pub ed	7840	2490						995.90
	Botach Tactical	05/23/18	6380375 - drone	7840	2490						14,238.00
	Alliance Graphics	05/08/18	6710 - supporter shirts	7840	2490						1,439.00
TOTAL											284,239.94

Kensington FPD Approval

Date: 6/18/18

Michael J. [Signature]

6/8/18

Attachment to Transmittal 060818

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
6/1/2018	To fund per operations manual adopted 5/9/18	10,000.00
5/17/2018	Payroll processing	63.10
5/17/2018	Payroll - 5/1-5/15/18	2,635.34
5/17/2018	Withholding payroll taxes 5/1-5/15/18	1,219.25
5/10/2018	Mailstream - Ready, set go brochure	151.00
5/2/2018	Alliance Graphics - t-shirts	542.43
5/9/2018	Sprint - telephone	63.44
5/4/2018	Office Depot - office supplies	81.59
5/5/2018	AT&T - telephone lines	455.42
5/10/2018	PG&E - electric	903.77
5/4/2018	PG&E - gas	166.97
5/8/2018	Solano Stroll - parade entry	50.00
5/20/2018	Petty cash reimbursement	190.60
6/1/2018	Payroll processing	63.10
6/1/2018	Payroll - 5/16-5/31/18	2,585.20
5/2/2018	Withholding payroll taxes 5/16-5/31/18	1,219.23
6/1/2018	All-Ways Green - janitorial	105.00
5/11/2018	Mechanics - pub ed, mtg. refresh	525.06
5/21/2018	Chem Dry - carpet cleaning	140.00
5/25/2018	Pagepoint - website	22.50
6/1/2018	Stericycle - medical waste	406.70
5/22/2018	Comcast - internet	141.08
5/22/2018	Streamline -website	200.00
6/5/2018	ICMA-RC - May deferred comp	1,427.44
	Total	23,358.22

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

Kensington Fire Protection District
Balance Sheet
As of May 11, 2018

	May 11, 18
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	10,956.65
General Fund	1,546,571.27
Special Tax Fund	104,542.97
Capital Fund	6,869.77
Total Checking/Savings	1,669,140.66
Accounts Receivable	
Due from County for Reimb.	17,983.35
Accounts Receivable	0.09
Advance on Taxes	70,961.82
Advance on Supplemental Taxes	61,727.59
Total Accounts Receivable	150,672.85
Other Current Assets	
Prepaid Services - EC	471,151.24
Prepaid Exp.	1,309.00
Prepaid CERBT - Retiree Trust	979,309.21
Investments	
Capital Replacement Funds	3,186,299.00
Fire Protect. Contract Reserves	2,826,907.24
Investments - Other	-242,708.60
Total Investments	5,770,497.64
Total Other Current Assets	7,222,267.09
Total Current Assets	9,042,080.60
Fixed Assets	
Land	5,800.00
Equipment	1,424,095.28
Accumulated Depreciation-Equip	-652,155.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-929,467.00
Current Capital Outlay	
Firefighters Qtrs/Equip	4,954.06
Total Current Capital Outlay	4,954.06
Total Fixed Assets	2,244,808.45
TOTAL ASSETS	11,286,889.05
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	17,983.35
Due to Other - Issued by CCC	12,500.22
Total Accounts Payable	30,483.57
Other Current Liabilities	
El Cerrito Service Contract Pay	471,151.17
Wages & PR Taxes Payable	1,638.36
Total Other Current Liabilities	472,789.53
Total Current Liabilities	503,273.10
Total Liabilities	503,273.10
Equity	
Fund Equity - General	4,848,934.26

Kensington Fire Protection District
Balance Sheet
As of May 11, 2018

	May 11, 18
Fund Equity - Capital Projects	1,219,288.00
Fund Equity - Special Revenue	12,769.00
Fund Equity - Gen Fixed Asset	2,403,012.00
Fund Equity	886,857.79
Net Income	1,412,754.90
Total Equity	<u>10,783,615.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,286,889.05</u></u>

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
 July 1, 2017 through May 11, 2018

	Jul 1, '17 - May 11, 18	Jul 1, '16 - May 11, 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,819,755.73	3,702,434.68	117,321.05	3.2%
Special Taxes	200,395.20	200,287.30	107.90	0.1%
Other Tax Income	13,044.15	12,988.98	57.19	0.4%
Lease Agreement	28,601.03	1.00	28,600.03	2,660,003.0%
Interest Income	43,578.35	28,923.46	14,654.89	50.7%
Salary Reimbursement Agreement	48,765.69	44,220.00	4,545.69	10.3%
Miscellaneous Income	1,181.74	1,388.24	-206.50	-14.9%
Total Income	4,153,321.89	3,990,241.64	163,080.25	4.1%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,122.85	2,123.97	-1.12	-0.1%
Contra Costa County Expenses	34,103.28	31,656.50	2,446.78	7.7%
El Cerrito Contract Fee	2,355,756.00	2,127,390.89	228,365.11	10.7%
Fire Abatement Contract	0.00	265.00	-265.00	-100.0%
Fire Engineer Plan Review	1,092.50	0.00	1,092.50	100.0%
Risk Management Insurance	13,268.00	12,943.00	325.00	2.5%
Professional Fees				
Accounting	5,542.35	2,424.54	3,117.81	128.6%
Actuarial Valuation	5,500.00	0.00	5,500.00	100.0%
Audit	18,000.00	13,000.00	3,000.00	23.1%
Legal Fees	12,854.16	27,139.32	-14,285.16	-52.6%
Total Professional Fees	39,896.51	42,563.86	-2,667.35	-6.3%
Website Development/Maintenance	2,500.00	0.00	2,500.00	100.0%
Wildland Vegetation Mgmt	850.00	2,400.00	-1,550.00	-64.6%
Total OUTSIDE PROFESSIONAL SERVICES	2,449,589.12	2,219,343.22	230,245.90	10.4%
RETIREE MEDICAL BENEFITS				
PERS Medical	68,659.46	33,779.13	34,877.33	103.3%
Delta Dental	9,079.74	5,290.87	3,789.07	71.8%
Vision Care	2,900.00	1,626.79	1,273.21	78.3%
Total RETIREE MEDICAL BENEFITS	80,639.20	40,696.59	39,939.61	98.1%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,505.88	6,280.55	2,225.33	35.4%
Comm. Pharmaceutical Drop-Off	1,802.34	1,008.88	593.48	58.8%
Vial of Life Program	98.91	0.00	98.91	100.0%
CERT Emerg Kits/Sheds/Prepared	3,833.00	17,103.12	-13,270.12	-77.6%
Open Houses	307.13	335.83	-28.70	-8.6%
Community Shredder	2,469.19	2,287.74	181.45	7.9%
DFSC Matching Grants	19,116.00	8,000.00	11,116.00	139.0%
Firesafe Planting Grants	219.03	0.00	219.03	100.0%
Demonstration Garden	2,400.00	0.00	2,400.00	100.0%
Community Sandbags	754.08	3,102.90	-2,348.82	-75.7%
Total COMMUNITY SERVICE ACTIVITIES	39,305.56	38,119.02	1,186.54	3.1%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	23,653.58	-23,653.58	-100.0%
Firefighters' Expenses	3,565.80	598.75	2,967.05	495.5%
Staff Appreciation	1,019.24	1,135.86	-116.62	-10.3%
Professional Development	2,919.45	2,554.41	365.04	14.3%
Building Maintenance				
Needs Assess/Feasibility Study	23,127.42	145,044.72	-121,917.30	-84.1%
Janitorial Service	1,155.00	1,155.00	0.00	0.0%
Medical Waste Disposal	4,380.31	3,283.35	1,096.96	33.4%
Building alarm	1,379.44	1,379.44	0.00	0.0%
Gardening service	1,050.00	600.00	450.00	75.0%
Miscellaneous Maint.	10,642.89	8,555.29	2,087.60	24.4%
Total Building Maintenance	41,735.06	160,017.80	-118,282.74	-73.9%
Building Utilities/Service				
Gas and Electric	6,468.46	6,701.08	-232.60	-3.5%
Water/Sewer	2,259.07	1,655.31	603.76	36.5%
Total Building Utilities/Service	8,727.53	8,356.37	371.16	4.4%
Election	0.00	300.00	-300.00	-100.0%
Memberships	7,008.00	7,176.00	-168.00	-2.3%
Office				
Office Expense	2,401.42	748.13	1,653.29	221.0%
Office Supplies	1,181.53	1,041.01	140.52	13.5%
Telephone	6,515.63	5,789.59	726.04	12.5%
Total Office	10,098.58	7,578.73	2,519.85	33.3%
Total DISTRICT ACTIVITIES	75,073.86	211,371.48	-136,297.82	-64.5%
Staff				
Wages	72,031.40	69,261.00	2,770.40	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	934.99	859.28	275.71	41.8%
Medical/dental ins compensation	6,825.00	6,825.00	0.00	0.0%
Retirement Contribution	5,474.40	5,263.80	210.60	4.0%
Payroll Taxes	6,488.54	6,241.52	247.02	4.0%
Workers Compensation/Life Ins	1,830.24	1,622.79	207.45	12.8%
Payroll Processing	1,377.88	1,273.70	104.18	8.2%
Total Staff	95,962.45	92,147.09	3,815.36	4.1%
Total Expense	2,740,568.99	2,601,677.40	138,899.59	5.3%
Net Ordinary Income	1,412,754.90	1,388,564.24	24,190.66	1.7%
Other Income/Expense				
Other Income				
Transfers In - Capital	765,632.20	1,575,000.00	-809,367.80	-51.4%
Transfers In - General	211,328.64	483,919.45	-272,590.81	-56.3%
Total Other Income	976,960.84	2,058,919.45	-1,081,958.61	-52.6%
Other Expense				
Transfers Out - Capital	21,328.64	373,919.45	-352,590.81	-94.3%
Transfers Out - Special	190,000.00	110,000.00	80,000.00	72.7%
Transfers Out - General	765,632.20	1,575,000.00	-809,367.80	-51.4%

Kensington Fire Protection District
 Revenue & Expense Prev Year Comparison
 July 1, 2017 through May 11, 2018

	Jul 1, '17 - May 11, 18	Jul 1, '16 - May 11, 17	\$ Change	% Change
<Gain>/Loss on Asset Disposal	0.00	-30,000.00	30,000.00	100.0%
Total Other Expense	976,960.84	2,028,919.45	-1,051,958.61	-51.9%
Net Other Income	0.00	30,000.00	-30,000.00	-100.0%
Net Income	1,412,754.90	1,418,664.24	-5,809.34	-0.4%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2017 through April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,819,755.73	3,800,000.00	19,755.73	100.5%
Special Taxes	200,395.20	200,287.00	108.20	100.1%
Other Tax Income	13,044.15	13,000.00	44.15	100.3%
Lease Agreement	26,601.03	29,558.32	-2,957.29	90.0%
Interest Income	43,578.35	43,440.00	138.35	100.3%
Salary Reimbursement Agreement	43,347.28	48,227.50	-4,880.22	89.9%
Miscellaneous Income	1,181.74	0.00	1,181.74	100.0%
Total Income	4,147,903.48	4,134,512.82	13,390.66	100.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,122.85	2,200.00	-77.15	96.5%
Contra Costa County Expenses	34,103.26	32,357.00	1,746.26	105.4%
El Cerrito Contract Fee	2,120,180.40	2,355,755.84	-235,575.44	90.0%
Fire Abatement Contract	0.00	0.00	0.00	0.0%
Fire Engineer Plan Review	1,092.50	1,500.00	-407.50	72.8%
Risk Management Insurance	13,268.00	14,000.00	-732.00	94.8%
Professional Fees				
Accounting	5,542.35	4,290.00	1,252.35	129.2%
Actuarial Valuation	5,500.00	7,500.00	-2,000.00	73.3%
Audit	16,000.00	16,000.00	0.00	100.0%
Legal Fees	12,854.16	33,333.32	-20,479.16	38.6%
Total Professional Fees	39,896.51	61,123.32	-21,226.81	65.3%
Water System Improvements	0.00	15,000.00	-15,000.00	0.0%
Website Development/Maintenance	2,500.00	2,000.00	500.00	125.0%
Wildland Vegetation Mgmt	850.00	2,550.00	-1,700.00	33.3%
Total OUTSIDE PROFESSIONAL SER...	2,214,013.52	2,486,486.16	-272,472.64	89.0%
RETIREE MEDICAL BENEFITS				
PERS Medical	68,656.46	0.00	68,656.46	100.0%
Delta Dental	8,070.88	0.00	8,070.88	100.0%
Vision Care	2,900.00	0.00	2,900.00	100.0%
Total RETIREE MEDICAL BENEFITS	79,627.34	0.00	79,627.34	100.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,460.88	8,650.00	-189.12	97.8%
Comm. Pharmaceutical Drop-Off	1,602.34	3,000.00	-1,397.66	53.4%
Vial of Life Program	98.91	200.00	-101.09	49.5%
CERT Emerg Kits/Sheds/Prepared	3,833.00	16,000.00	-12,167.00	24.0%
Open Houses	307.13	1,200.00	-892.87	25.6%
Community Shredder	2,469.19	1,375.00	1,094.19	179.6%
DFSC Matching Grants	19,116.00	20,000.00	-884.00	95.6%
Firesafe Planting Grants	178.00	3,000.00	-2,822.00	5.9%
Demonstration Garden	2,400.00	30,000.00	-27,600.00	8.0%
Community Sandbags	754.08	5,000.00	-4,245.92	15.1%
Total COMMUNITY SERVICE ACTIVITI...	39,219.53	88,425.00	-49,205.47	44.4%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	750.00	-750.00	0.0%
Firefighters' Expenses	3,565.80	8,350.00	-4,784.20	42.7%
Staff Appreciation	1,019.24	2,000.00	-980.76	51.0%
Professional Development	2,919.45	4,000.00	-1,080.55	73.0%
Building Maintenance				
Needs Assess/Feasibility Study	23,127.42	30,000.00	-6,872.58	77.1%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	1,050.00	1,250.00	-200.00	84.0%
Medical Waste Disposal	4,380.31	4,166.68	213.63	105.1%
Building alarm	1,379.44	1,950.00	-570.56	70.7%
Gardening service	1,050.00	1,560.00	-610.00	63.3%
Miscellaneous Maint.	10,642.89	10,000.00	642.89	106.4%
Total Building Maintenance	41,630.06	49,026.68	-7,396.62	84.9%
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	6,468.46	6,250.00	218.46	103.5%
Water/Sewer	2,259.07	1,700.00	559.07	132.9%
Total Building Utilities/Service	8,727.53	7,950.00	777.53	109.8%
Election	0.00	0.00	0.00	0.0%
Memberships	7,008.00	7,035.00	-27.00	99.6%
Office				
Office Expense	2,401.42	2,500.00	-98.58	96.1%
Office Supplies	1,181.53	2,100.00	-918.47	56.3%
Telephone	6,374.55	6,650.00	-275.45	95.9%
Total Office	9,957.50	11,250.00	-1,292.50	88.5%
Total DISTRICT ACTIVITIES	74,827.58	90,361.68	-15,534.10	82.8%
Staff				
Wages	72,031.40	72,016.68	14.72	100.0%

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

July 2017 through April 2018

	Jul '17 - Apr 18	Budget	\$ Over Budget	% of Budget
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	934.99	1,283.32	-348.33	72.9%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	6,825.00	6,825.00	0.00	100.0%
Retirement Contribution	5,474.40	5,473.33	1.07	100.0%
Payroll Taxes	6,488.54	6,490.82	-2.28	100.0%
Workers Compensation/Life Ins	1,830.24	1,800.00	30.24	101.7%
Payroll Processing	1,314.78	1,300.00	14.78	101.1%
Total Staff	95,899.35	96,189.15	-289.80	99.7%
Contingency				
General	0.00	19,444.46	-19,444.46	0.0%
Total Contingency	0.00	19,444.46	-19,444.46	0.0%
Total Expense	2,503,587.32	2,780,906.45	-277,319.13	90.0%
Net Ordinary Income	1,644,316.16	1,353,606.37	290,709.79	121.5%
Other Income/Expense				
Other Income				
Transfers In - Capital	765,632.20	0.00	765,632.20	100.0%
Transfers In - General	211,328.64	0.00	211,328.64	100.0%
Total Other income	976,960.84	0.00	976,960.84	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	21,328.64	0.00	21,328.64	100.0%
Transfers Out - Special	190,000.00	0.00	190,000.00	100.0%
Transfers Out - General	765,632.20	0.00	765,632.20	100.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	976,960.84	0.00	976,960.84	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,644,316.16	1,353,606.37	290,709.79	121.5%

RESOLUTION 18-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR FISCAL YEAR 2018-2019

WHEREAS, Article XIII B of the California Constitution establishes a limitation on spending by local government agencies, including special districts not otherwise exempted, of funds from proceeds of taxes; and

WHEREAS, each local government agency, including non-exempted special districts, must establish its appropriations limit annually by recorded vote of the governing body; and

WHEREAS, the appropriations limit for Fiscal Year 2017-2018 was established at \$4,261,900 by the Board of Directors of the Kensington Fire Protection District; and

WHEREAS, the applicable factors used to calculate the appropriations limit for Fiscal Year 2018-2019 are (1) the increase in the California per capita personal income of 3.67% as provided by the State Department of Finance; and (2) the applicable change in population from January 2017 to January 2018 of 0.88%; and

WHEREAS, the information used in the determination of the calculation of the appropriations limit has been available for public inspection for at least 15 days;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District establishes the appropriations limit for Fiscal Year 2018-2019 as \$4,457,000.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 13th day of June 2018 by the following vote of the Board.

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

Janice Kosel, President

Joe de Ville, Secretary

KENSINGTON FIRE PROTECTION DISTRICT

Calculation of Appropriations Limit for Fiscal Year 2018-2019

Article XIII B of the California Constitution specifies that local jurisdictions select their cost-of-living factor to compute their appropriations limit by a vote of the governing body. Historically, the Kensington Fire Protection District has selected the following method of computing its limit.

California per capita personal income (+/-) = 3.67%

Population change in Contra Costa County = 0.88%

Per capita converted to a ratio: $(3.67 + 100)/100 = 1.0367$

Population converted to a ratio: $(0.88 + 100)/100 = 1.0088$

Calculation of factor for FY 2018-2019: $1.0367 \times 1.0088 = 1.045823$

Appropriations limit for FY 2017-2018: \$4,261,900

Calculated appropriations limit for FY 2018-2019:
 $\$4,261,900 \times 1.0458 = 4,457,095$

Suggested appropriations limit: \$4,457,000

RESOLUTION 18-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING CONTRA COSTA COUNTY TO PLACE THE FIRE DISTRICT'S SPECIAL TAX ON THE TAX ROLL FOR FISCAL YEAR 2018-2019 AND TO COLLECT THE SPECIAL TAX ON BEHALF OF THE KENSINGTON FIRE PROTECTION DISTRICT

WHEREAS, the Kensington Fire Protection District is a special district organized under the laws of the State of California and includes within its jurisdiction all properties in the unincorporated portion of the community of Kensington; and

WHEREAS, the Kensington Fire Protection District has enacted by voter approval a special tax to support fire protection services within the community of Kensington; and

WHEREAS, as authorized by State law, Contra Costa County has historically collected the special tax for the Kensington Fire Protection District through the tax roll;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes Contra Costa County to place the Kensington Fire Protection District's special tax on the tax roll for Fiscal Year 2018-2019 and to collect the special tax on behalf of the Kensington Fire Protection District.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 13th day of June 2018 by the following vote of the Board.

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

Janice Kosel, President

Joe de Ville, Secretary

RESOLUTION 18-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ORDERING EVEN-YEAR BOARD OF DIRECTORS ELECTION; CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the Kensington Fire Protection District and it is to the advantage of the District to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the County for the actual costs incurred by the County Elections Official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens, the Board of Directors of the Kensington Fire Protection District must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may establish the cost; and determine whether the costs be paid in advance; and

WHEREAS, Election Code Section 12112 requires the Elections Official of Contra Costa County to publish a notice of the election once in a newspaper of general circulation within the Kensington Fire Protection District.

NOW, THEREFORE, BE IT RESOLVED that an election be held within the territory included in the Kensington Fire Protection District on the 6th day of November 2016, for the purpose of electing members to the Board of Directors of said district in accordance with the following specifications:

Specifications of the Election Order

1. The Election shall be held on Tuesday, the 6th day of November 2018. The purpose of the election is to choose members of the Board of Directors for the following seats:

Three Directors each for a Four-Year Full Term

2. The District has determined that the Candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 250 words. As a condition of having the Candidate's Statement published, the candidate shall pay the costs at the time of filing. The District hereby establishes the cost for a candidate statement as the following: \$200.00.

3. The District directs that the County Registrar of Voters of Contra Costa County publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. The Kensington Fire Protection District hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the District, as provided in Elections Code 10400.
5. The District will reimburse Contra Costa County for the actual cost incurred by the County Elections Official in conducting the general district election upon receipt of a bill stating the amount due as determined by the Elections Official.
6. The Manager of this District is ordered to deliver copies of this Resolution to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 13th day of June 2018 by the following vote of the Board.

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

Janice Kosel, President

Joe de Ville, Secretary

CHIEF/PRESIDENT REPORTS

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

June 2018

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Structure Fire

On May 23, 2018 at approximately 1:40 a.m., El Cerrito/Kensington Fire Department was dispatched to a structure fire in the area Kenyon and Purdue Avenue in Kensington. Initial reports were that the occupants had smoke in the house. Engines 65, 72, 71, Richmond Engine 64 and Berkeley Engine 4 were dispatched along with Battalion 71 and 64.

While responding, Dispatch reported that Kensington PD was on scene and that it was a working fire. Engine 65 arrived on scene and reported a fully involved home with two exposures. The house was a two story structure single family unit a garage on the first floor and main house accessed from the second floor deck. After further evaluation of the scene, Engine 65 reported that there was direct exposure and flame impingement to the house on the south side.

Engine 65 initiated and aggressive fire attack with a 2-1/2" hose line and was able to knock the fire down in less than 5 minutes and minimize the exposure issue. It was determine then that the fire was in the ground floor garage and had burned through the tilt up door and burning up the front of the house. The fire had taken out the front window above the garage but very little extension into the house. Captain 65 was able to confirm that the two residents and pets (2 dogs and 1 cat) were out of the house as well as the houses on each side. Engine 65 was able to secure a water supply at the corner of Purdue and Kenyon, directly across from the home involved.

Battalion 71 arrived on scene and assumed IC. Engine 72 was assigned to pull a second line and protect the exposure on the right side of the house. Engine 71 was assigned to assist Engine 65 on interior fire attack on the second floor and Engine 64 was assigned fire attack on the first floor and to make access to the garage. Berkeley Engine 4 was assigned to secure utility and then was assigned roof division to assess the eaves and prepare to cut them off to gain access to the hidden fire in the façade. Battalion 64 was assigned to Division C and provided a 360 evaluation of the building.


After the fire was under control, Battalion 71 made contact with the home owner who explained that he had heard a loud bang and thought it was an earthquake. He then heard more noise and got up and discovered that the garage was on fire. He indicated that he could smell something that he compared to past experience of a lithium ion battery that had exploded on him and compared the smell to that. He further stated that he had numerous electric scooters in the garage and that one had been plugged in.

Upon investigating the garage for a cause, it appears the fire started in the center of the room and spread quickly to some combustible material that was stored nearby. It appears that the cause was due to a failure of one of the batteries in the scooter. The damage from the fire was minimized due to the assertive tactics of Kensington Engine 65 and the seamless team work from El Cerrito, Berkeley and Richmond resources



CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
651 Pine Street, Sixth Floor • Martinez, CA 94553-1229
e-mail: LouAnn.Teixeira@lafco.cccounty.us
(925) 335-1094 • (925) 335-1031 FAX

May 31, 2018

TO: Presiding Officer or Designated District Voting Delegate
FROM: Lou Ann Teixeira, LAFCO Executive Officer 
SUBJECT: Transmittal of Ballot - RDA Oversight Board Election

In April 2018, LAFCO staff provided information regarding the new countywide redevelopment agency (RDA) oversight board (see attached letter).

On July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (with the exception of Los Angeles, which will have five). The countywide RDA oversight board will have seven seats, one of which is a special district seat appointed by the local Independent Special District Selection Committee ("ISDSC"). The ISDSC consists of the presiding officer (or his/her designee) of the legislative body of each independent special district in the County (this is the same group that appoints the special district members of LAFCO).

In April, LAFCO staff issued a call for nominations for the RDA Oversight Board seat; nominations were due by May 30, 2018. We are pleased to announce that we have two candidates - Susan Morgan with Ironhouse Sanitary District and Raemona Williams with Rodeo Hercules Fire Protection District. The nominee that receives the most votes among the ballots received will be appointed to the seat, and the candidate with the second most votes will be appointed "alternate."

We are conducting the election by mail and email. *Attached to this letter is the official ballot and list of presiding officers or voting delegates received to date. If you have not already done so, please provide LAFCO with the name of your voting delegate. Also, if you have any changes/updates to the attached list, please advise.*

We ask that each district complete and return its signed ballot to Contra Costa LAFCO office either by email to LouAnn.Teixeira@lafco.cccounty.us or U.S. Mail to Contra Costa LAFCO, 651 Pine Street, 6th Floor, Martinez, CA 94554. We must receive completed ballots from a majority of the districts (at least 23) no later than **June 30th**. If a majority of ballots is not received by June 30th, a further extension of this election may be required.

This is a time sensitive matter and we ask that you forward this information including the attachments to your presiding officer or voting delegate at your earliest convenience.

Please contact the LAFCO office if you have any questions or need additional information. Thank you for your attention to this matter.



DATE: April 25, 2018
TO: Board Chair and Clerk, Each Independent Special District
FROM: Lou Ann Teixeira, Executive Officer, Contra Costa LAFCO
SUBJECT: **CALL FOR NOMINATIONS TO APPOINT AN INDEPENDENT SPECIAL DISTRICT REPRESENTATIVE TO THE COUNTYWIDE REDEVELOPMENT AGENCY OVERSIGHT BOARD**

Dear District Chair:

BACKGROUND

In 2011, the State of California dissolved redevelopment agencies throughout the state and created redevelopment agency (RDA) oversight boards as successor agencies. As part of this legislation, on July 1, 2018, the more than 400 RDA oversight boards in California will be consolidated into one oversight board per county (with the exception of Los Angeles which will have five). In Contra Costa County, there are 17 RDA oversight boards which will be consolidated into one board per Health & Safety Code §34179(j).

When this occurs, each county's Independent Special District Selection Committee ("ISDSC") will be granted authority to appoint *one special district representative* to the county's RDA oversight board. If this committee fails to appoint the special district representative by July 15, 2018, the Governor will make the appointment on its behalf. The Governor may also appoint individuals for any member position that remains vacant for more than 60 days. Therefore, it is important that the independent special districts in Contra Costa County take proactive steps to ensure a successful local appointment process.

ELIGIBILITY REQUIREMENTS

There are 44 independent special districts in Contra Costa County (excluding multi-county districts) that are eligible to participate in the election. A board member from any of the 44 independent special districts is eligible to be appointed to the RDA oversight board. Of the 44 independent special districts, the following have territory in the jurisdiction of a former RDA:

Alamo Lafayette Cemetery District	Los Medanos Community Healthcare District
Ambrose Recreation & Park District	Pleasant Hill Recreation & Park District
Byron Brentwood Knightsen Union Cemetery District	Rodeo Hercules Fire Protection District
Central Contra Costa Sanitary District	Rodeo Hercules Sanitary District
Contra Costa Mosquito & Vector Control District	San Ramon Valley Fire Protection District
Contra Costa Resource Conservation District	Stege Sanitary District
Contra Costa Water District	West Contra Costa Healthcare District
East Contra Costa Irrigation District	West County Wastewater District
Ironhouse Sanitary District	

Members representing a majority (23) of the 44 independent special districts shall constitute a quorum for the conduct of the election. No action may be taken by the committee if there is no quorum.

INDEPENDENT SPECIAL DISTRICTS SELECTION COMMITTEE
CONTRA COSTA COUNTY
May 31, 2018

OFFICIAL BALLOT

Election of Redevelopment Agency (RDA) Oversight Board Member

Vote for one:

- Raemona Williams, Rodeo Hercules Fire Protection District
 Susan Morgan, Ironhouse Sanitary District

***The second highest vote-getter will be designated the ALTERNATE RDA Oversight Board Member

Name of Voting District: _____

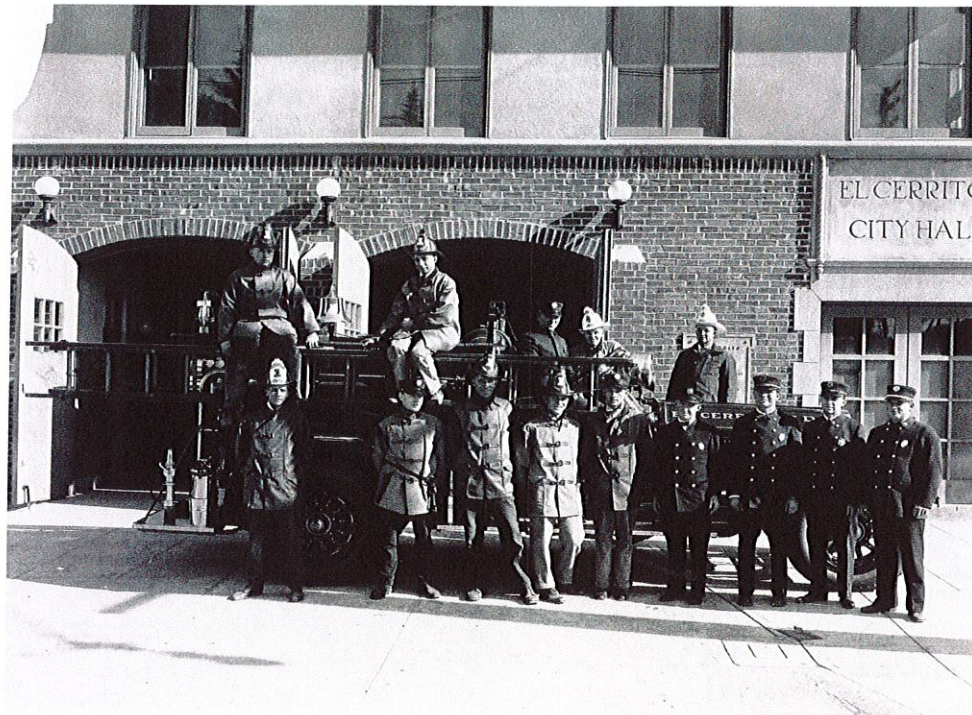
Name of Voting Member: _____
(please print)

Signature of Voting Member: _____

NEW BUSINESS

SECTION 6: FIRE DEPARTMENT

The Fire Department's mission is to enhance community safety by reducing loss of life and property and safeguarding the environment by effectively responding to fire, rescue, and medical emergencies, hazardous material incidents, and major disasters. The Department achieves this mission by helping the community reduce the frequency and severity of these emergencies by providing public education programs; reducing threats to public safety by enforcing laws, codes, and ordinances covering fire and life safety; abating identified fire hazards on City, private, and other agencies' property; and maintaining personnel, apparatus, equipment, and facilities in a constantly ready condition.



In 1926, the year of this photo, the City hired its first paid Fire Chief, William Hinds, plus a paid fireman. The rest of the department was volunteers. Hinds was also a police judge and dairy owner. This photo shows the Police and Fire Departments in front of the Fire Station/City Hall building. Photo from the El Cerrito Historical Society Collection.

DEPARTMENT OVERVIEW

The Fire Department's primary responsibility is to keep the residents of El Cerrito and Kensington as safe as possible by developing, providing, and maintaining cost effective fire prevention, fire suppression, and advanced emergency services.

The Department operates three fire stations: Station 71 on San Pablo Avenue, Station 72 on Arlington Boulevard, and Station 65 in Kensington. The City contracts with the Kensington Fire Protection District to provide the full range of fire services to the residents of Kensington. This contract increases the level of service offered to both communities. The Department receives payment from the Kensington Fire Protection District for these services. The amount of the contract is proportionately related to the budgeted costs for the Department each fiscal year. Services to the Kensington Fire Protection District represent approximately 30% of the Department's expenditures.

The Department is able to provide a timely and appropriate level of response through automatic aid response agreements with the City of Richmond Fire Department, the Contra Costa County Fire Protection District, the City of Albany Fire Department, and the City of Berkeley Fire Department. These active partnerships utilize the combined resources of all four agencies to serve the area irrespective of jurisdictional lines.

Department personnel also assist when requested through the use of the State's Master Mutual Aid Program and can be sent all over the western states to assist others in need. In addition, the Department staffs one State Office of Emergency Services (OES) engine that can be called upon to respond throughout the State for major emergencies or disasters. All of the aforementioned departments participate in the cost sharing of dispatch and training services. Meeting common staffing, training, apparatus, and performance standards ensures reciprocity of services.

Prevention and preparedness are key priorities for the Fire Department. The Department is responsible for the City's Emergency Operations Center (EOC) and development of the City's Emergency Operations plan in the event of a major disaster that affects El Cerrito and Kensington. Additionally, the Department runs the very successful Community Emergency Response Teams (CERT) program that trains citizens to be self-sufficient in the event of an emergency. The Department also conducts outreach and educational opportunities to residents, businesses, and schools in order to inform the public about fire prevention and emergency preparedness techniques.

Organizational Structure

The Fire Department's resources are organized into four divisions: Fire Prevention, Training/EMS, Operations and Support Services. Fire Administration provides management oversight to these four divisions.

Fire Prevention Division

The Department utilizes a line Battalion Chief as Fire Marshal to oversee the Fire Prevention Division. The full fire prevention program includes development, interpretation, and enforcement of codes; review of construction plans; testing of fire protection systems; abatement of identified hazards; and educational programs for the public. A key component of this fire prevention is vegetation management on City, private, and public lands to minimize the effects of a wildland/urban interface fire and resulting structural conflagration. A Fire Prevention Officer provides code enforcement, specialized inspections, and coordination of the Department's line and staff prevention duties.

Training/EMS Division

A significant portion of the Fire Department's resources are dedicated to the task of maintaining departmental resources in a ready state. A department Battalion Chief serves as the company Training Officer and EMS Director. All personnel must maintain a high skill level for a diverse range of responsibilities. Many of these skill levels must be tested and certified annually. Training is both a daily priority and a program vital to providing reliable emergency services. Complex equipment and apparatus require continual testing and training. The Training Officer also supervises and manages the Emergency Medical Programs which encompass the training and operations of the Department's EMTs and Paramedics. The neighborhood disaster preparedness

component of the Department’s public education program, known as the CERT Program (Community Emergency Response Team), is also managed under this Division.

Operations Division

Emergency Operations of the Fire Department include controlling and extinguishing fires, intervention in medical emergencies that threaten life and health, and protection of life, the environment, and property from the effects of storm, flood, earthquake, disaster, hazardous chemical releases, and other emergency events. This division assists the Training/EMS Division in identifying and prioritizing the necessary training to provide safe and efficient delivery of service. A line Battalion Chief also manages this division.

Support Services Division

The Support Services Division is tasked with ensuring that Department facilities, apparatus, and equipment are maintained in a constant state of readiness that includes annual testing, maintenance, and purchasing. This Division is also in charge of the comprehensive administrative reporting system and the Department’s staff level work assignments.

Chart 6-1 provides an organizational overview of the Fire Department:

**Chart 6-1
Fire Department Organization Chart**

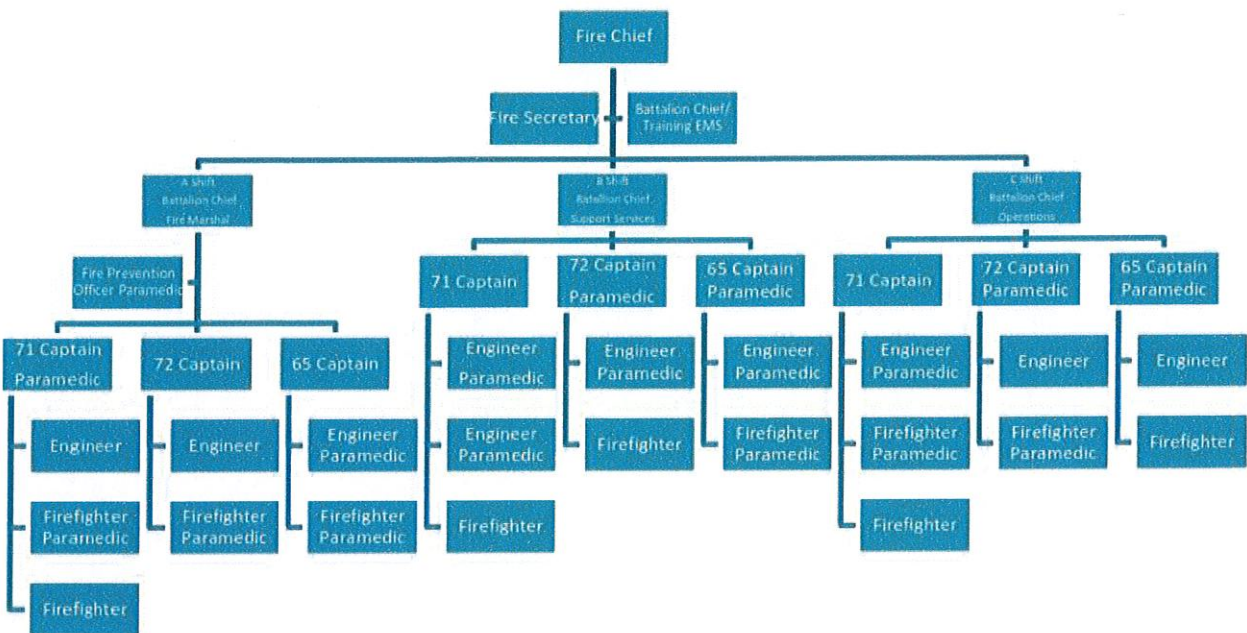


Table 6-1 shows the adopted personnel authorization for the Department. In FY 2018-19, the overall staffing level will remain the same. This staffing model is designed to assign two paramedic assignments on each responding engine to provide advanced life support services during emergency medical responses.

**Table 6-1
Fire Department Position Listing**

FIRE DEPARTMENT	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18	FY2018-19
Battalion Chief	3	3	3	3	3
Battalion Chief/Training Officer	1	1	1	1	1
Fire Captain	4	4	2	2	3
Fire Captain/Paramedic	5	5	7	7	6
Fire Captain/Paramedic/FPO	1	1	1	1	1
Fire Chief	1	1	1	1	1
Fire Engineer	4	3	3	3	4
Fire Engineer/Paramedic	8	9	9	9	8
Fire Secretary	1	1	1	1	1
Firefighter	5	5	5	6	6
Firefighter/Paramedic	4	4	4	3	3
FIRE DEPARTMENT TOTAL	37	37	37	37	37

2016-2018 ACCOMPLISHMENTS

Completed the purchase and in service training for the replacement of Engine 65.

Completed the 2017 Fire Code adoption.

Adopted the Wildfire Protection Plan for El Cerrito and Kensington.

Completed two-year project of the adoption of the Hazard Mitigation Plan.

Completed the Recruitment of four new Firefighters.

Conducted promotional exams and promoted five firefighting personnel throughout the ranks.

Received a Department of Homeland Security grant for \$15,000 for Technical Rescue equipment.

Continued to work with the Hills Emergency Forum and strengthened the relationships with Diablo Fire Safe Council and East Bay Regional Parks District

The Fire Department supported 19 responses to major wildland fires throughout the State, providing mutual aid; suffering no injuries to personnel or damage to departmental equipment; and were fully reimbursed by the State and Federal government

Strategic Plan Alignment

Table 6-2 shows services performed by the Fire Department as aligned to the Strategic Plan.

Table 6-2
Fire Department Strategic Plan Alignment

Program or Service	Strategic Plan Goal	Activity Required By:	Duration
Disaster Preparedness - CERT Program	Public Health & Safety	City	Ongoing
Disaster Preparedness - Emergency Plan Review and Exercise	Public Health & Safety	Federal	Ongoing
Emergency Response - All Risk and EMS Response	Public Health & Safety	City	Ongoing
Emergency Response - Automatic Aid Agreements	Public Health & Safety	City	Ongoing
Fire Prevention - Code Development and Enforcement; Construction Plan Check & Inspection; Fire inspections	Public Health & Safety	State	Ongoing
Fire Prevention - Vegetation Management Program	Public Health & Safety	State	Ongoing
Fire/EMS Training - Staff Development	Public Health & Safety	State	Ongoing
Operations - Continued Evaluation and Adjustment of Programs to Maximize Organizational Effectiveness	Public Health & Safety	No	Ongoing
Support Service - Facility and Equipment Maintenance	Public Health & Safety	State	Ongoing
Support Service - Grant Writing & Management	Financial Sustainability	No	Ongoing
Support Service - Apparatus and Equipment Maintenance	Public Health & Safety	State	Ongoing
Support Service - Wellness/Fitness Program	Exemplary Services	No	Ongoing
Public education: tours, school/comm. Presentations, Tri-City Safety Day, other events	Public Health & Safety	No	Ongoing
Administer Contract to provide fire service to Kensington	Financial Stability	City	Ongoing

Service Indicators

Based on a review of Department activities for prior fiscal years, the workload has remained relatively stable. The Department will be able to meet the anticipated workload for FY 2018-19 with current staffing levels as shown in the Adopted budget. **Table 6-3** lists six response types, depicted graphically in **Chart 6-3**:

- Fire: Structure fire, fire in mobile property, wildland fire
- Emergency Medical Service/Rescue: Rescue, medical assistance, vehicle accident
- Hazardous Condition: Toxic condition, electrical arcing, flammable gas or liquid condition
- Service Call: Person(s) in distress, water problem, odor problem, unauthorized burning
- Good Intent: Hazardous material investigation/no hazard found, EMS call/ patient self-transported
- False Calls: Unintentional alarm, system malfunction, malicious, bomb scare; no hazard

Chart 6-3

Emergency Response Workload

Emergency Response Workload

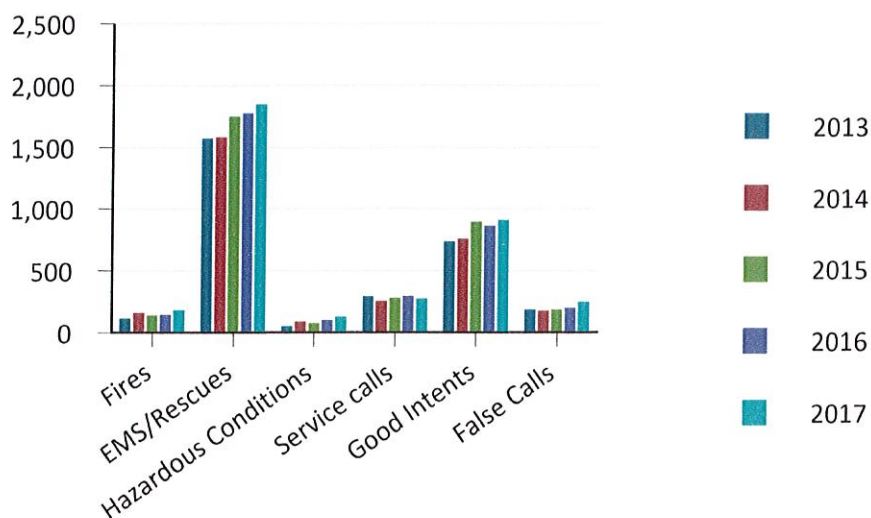


Table 6-3
Emergency Response Workload

	2013	2014	2015	2016	2017
Fires	113	160	140	145	181
EMS/Rescues	1572	1582	1747	1777	1848
Hazardous Conditions	51	88	77	100	129
Service calls	292	256	280	294	272
Good Intents	736	758	897	862	910
False Calls	187	174	185	199	245
Totals	2951	3018	3326	3377	3585

Table 6-4 shows that the Department responds to approximately 3,000 calls per year. Fire loss over this five-year period averages \$193,936 per year. However, fire loss averages remain very low compared to cities with similar demographics. The Department anticipates that requests for service will remain flat over the next calendar year.

Table 6-4
Total Responses, by Year

Year	Number	Dollar Loss
2013	2,956	\$131,755
2014	3,018	196,725
2015	3,326	112,715
2016	3,377	323,835
2017	3,585	204,650
Average	3,130	\$193,936

Tables 6-5 through 6-8 illustrate the Department's commitment to continued training and education, and public outreach:

**Table 6-5
Training Hours**

Type	2013	2014	2015	2016	2017
Medical – EMS	690	729	948	785	1345
Operations	12,510	11,952	13,652	13,592	11,869
Physical Fitness	1,004	582	1,404	1,034	1,068
Online	1,043	1,266	1,075	1,071	1,037
Total	15,247	14,529	17,079	16,482	15,319

**Table 6-6
Fire Prevention Activities**

Inspection Type	2013	2014	2015	2016	2017
Fire Inspections (Fire Company)	602	521	518	518	514
Mandatory (Schools/Jails/Convalescents)	20	24	24	24	24
Self-Inspection	149	94	97	97	108
Construction Plan Checks	48	72	89	77	63
Construction Inspections	53	39	64	142	89
Vegetation Management Inspections	14,270	14,270	14,270	14,270	14,270
Vegetation Management Re-inspections	113	289	199	498	427
Total	15,255	15,309	15,261	15,626	15,495

**Table 6-7
Current Certifications Held**

Type	2013	2014	2015	2016	2017
Chief Officer	1	1	1	1	1
Fire Officer	21	23	21	23	25
Firefighter II	31	31	28	30	33
Firefighter I	33	31	31	33	33
Driver Operator I	31	31	30	32	33
CERT Instructors	8	8	8	8	9
Rescue Systems I	26	28	27	33	31
Rescue Systems II	10	12	12	12	12
EMT	15	15	15	16	16
Paramedic	18	18	18	17	18
Total	194	198	191	205	211

**Table 6-8
Public Education Contacts**

Contact Type	2013	2014	2015	2016	2017
Station Tours	245	265	247	255	643
Preschool-K Programs	430	325	662	679	635
Open Houses	400	137	194	129	123
School Age Programs 1-6	350	550	417	428	283
School Age Programs 7-12	205	334	463	522	400
Senior Programs	29	193	155	162	850
First Aid/ CPR	60	100	100	100	128
Car Seats	70	49	55	48	24
Total	1,789	1,953	2,293	2,323	3,086

FIRE DEPARTMENT BUDGET SUMMARY

Fire Department Expenditures (2510)

All Funds	FY 2013-14 Actual	FY 2014-15 Actual	FY 2015-16 Actual	FY 2016-17 Adopted	FY 2017-18 Adopted
General Fund (101)					
Personnel Services	\$7,776,897	\$8,044,543	\$8,273,866	\$8,791,812	\$8,223,740
Purchased Professional & Technical Services	\$6,014	\$17,124	\$36,838	\$39,893	\$25,000
Purchased Property Services	\$327,101	\$342,726	\$447,845	\$429,436	\$495,183
Other Purchased Services	\$81,892	\$74,024	\$98,591	\$103,798	\$96,000
Supplies	\$98,812	\$91,249	\$89,929	\$112,284	\$137,300
Property & Capital	\$23,296	\$28,310	\$29,912	\$43,378	\$45,000
Financing Costs	\$0	\$1,229	\$558	\$0	\$1,000
Other Financing Uses	\$0	\$0	\$26,862	\$26,862	\$26,862
Total Expenditures	\$8,314,014	\$8,599,204	\$9,004,400	\$9,547,462	\$9,050,085
Grants Fund (221)					
Personnel Services	\$0	\$0	\$0	\$0	\$0
Property & Capital	\$1,902,624	\$0	\$0	\$0	\$0
Total Expenditures	\$1,902,624	\$0	\$0	\$0	\$0
Vehicle/Equipment Replacement Fund (601)					
Financing Costs	\$13,475	\$11,417	\$1,137	\$7,192	\$128,533
Total Expenditures	\$13,475	\$11,417	\$1,137	\$7,192	\$128,533
Fire Department Revenues					
General Fund (101)					
Intergovernmental Revenues	\$2,713,839	\$3,003,984	\$2,776,201	\$3,005,610	\$2,859,995
Charges for Services	\$70,062	\$46,994	\$78,581	\$48,616	\$98,186
Total Revenues	\$2,783,902	\$3,050,979	\$2,854,783	\$3,054,226	\$2,958,182
Grants Fund (221)					
Intergovernmental Revenues	\$920,794	\$115,622.73	\$2,248	\$1,500	\$0
Total Revenues	\$920,794	\$115,622.73	\$2,248	\$1,500	\$0
TOTAL DEPARTMENT EXPENDITURES	\$10,230,113	\$8,610,622	\$9,005,537	\$9,554,655	\$9,178,618
TOTAL DEPARTMENT REVENUES	\$3,704,696	\$3,166,602	\$2,857,031	\$3,055,726	\$2,958,182



Top left: Fire Chief Edward Herman in front of Fire Station 1 on San Pablo Avenue in 1956. (Photo from the El Cerrito Police Department).

Top right: this photo dated the early 1920s shows members of the volunteer El Cerrito Fire Department with the Police Department. (Photo from the El Cerrito Fire Department).

Lower left: Community Engagement photo from the by the El Cerrito Fire Department circa 1960s.

Lower right: Caption reads "Don Bonini, Fire Chief Oroburnet, Albert Wilson, Lewis"

CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT

Proposed Contract Fee for FY 2018-19

**LINE ITEM DETAIL BUDGET EXPENDITURES
101 GENERAL FUND**

	Proposed Budget FY18-19		
5100 SALARIES & BENEFITS			
51110 Salaries	\$5,081,717.00	27.75%	\$1,410,176.47
51130 Temporary/Part-time Salaries	\$1,500.00	27.75%	\$416.25
51140 Overtime Pay	\$700,000.00	27.75%	\$194,250.00
51145 FLSA Overtime pay	\$95,000.00	27.75%	\$26,362.50
51146 Non Suppression Overtime pay	\$84,000.00	27.75%	\$23,310.00
51150 Special Pay	\$0.00	27.75%	\$0.00
51210 PERS Contributions	\$2,235,778.00	27.75%	\$620,428.40
51220 FICA/MEDICARE	\$76,005.00	27.75%	\$21,091.39
51230 Benefits & Insurance	\$985,018.00	27.75%	\$273,342.50
51240 Workers Compensation	\$199,338.00	27.75%	\$55,316.30
51990 Salary Savings	(\$634,104.00)	27.75%	(\$175,963.86)
TOTAL	\$8,824,252.00		\$2,448,729.93
5200 PROFESSIONAL SERVICES			
52190 Misc Professional Services	\$25,000.00	33.33%	\$8,332.50
52220 Medical Services	\$15,000.00	33.33%	\$4,999.50
52230 Other Technical Services	\$3,600.00	33.33%	\$1,166.55
TOTAL	\$40,000.00		\$13,332.00
5300 PROPERTY SERVICES			
53110 Utilities	\$16,000.00	0.00%	\$0.00
53230 Building Maintenance Services	\$18,000.00	33.33%	\$5,999.40
53240 Landscape/Park Maint Svcs	\$30,000.00	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$90,000.00	25.00%	\$22,500.00
53290 Misc R&M Svcs	\$194,460.00	33.33%	\$64,813.52
53320 Vehicle & Equip Lease	\$0.00	0.00%	\$0.00
53330 Vehic Replcmnt Rental Charge	\$162,000.00	18.83%	\$30,504.60
53910 Solid Waste Services	\$8,000.00	33.33%	\$2,666.40
TOTAL	\$518,460.00		\$126,483.92
5400 OTHER SERVICES			
54210 Telephone Expenses	\$17,000.00	20.00%	\$3,400.00
54220 Mobile/wireless Expenses	\$17,000.00	20.00%	\$3,400.00
54310 Legal Notices & Advertisements	\$3,000.00	25.00%	\$750.00
54410 Printing and Binding	\$6,000.00	25.00%	\$1,500.00
54610 Travel & Training	\$35,000.00	25.00%	\$8,750.00
54910 Dues & Subscriptions	\$14,000.00	25.00%	\$3,500.00
54990 Other Administrative Services	\$20,000.00	25.00%	\$5,000.00
TOTAL	\$112,000.00		\$26,300.00
5500 SUPPLIES			
55110 General Office Supplies	\$6,000.00	25.00%	\$1,500.00
55120 Postage & Delivery	\$1,000.00	25.00%	\$250.00
55130 Photocopying Charges	\$3,000.00	25.00%	\$750.00
55210 Fuel	\$30,000.00	27.00%	\$8,100.00
55230 Medical Supplies	\$23,000.00	30.00%	\$6,900.00
55240 Clothing & Uniform Supplies	\$30,000.00	33.33%	\$9,999.00
55250 Vehicle & Equipmt Supplies	\$0.00	25.00%	\$0.00
55290 Other Operating Supplies	\$10,000.00	25.00%	\$2,500.00
55520 Building Supplies	\$6,000.00	25.00%	\$1,500.00
TOTAL	\$109,000.00		\$29,749.00
5600 CAPITAL OUTLAY			
56310 Improvements, Not Buildings	\$25,000.00	0.00%	\$0.00
56410 Office Equipment <\$10K	\$3,000.00	0.00%	\$0.00
56710 Other Equipment < \$10K	\$20,000.00	0.00%	\$0.00
56720 Other Equipment > \$10K	\$0.00	0.00%	\$0.00
TOTAL	\$48,000.00		\$0.00
5800 OTHER CHARGES			
58220 Licenses & Permits	\$1,000.00	25.00%	\$250.00
TOTAL	\$1,000.00		\$250.00
GRAND TOTAL	\$9,652,712.00		\$2,644,844.85
OVERHEAD CHARGES (9% Of Personnel)	\$794,182.68	27.75%	\$220,385.69
TOTAL COMPENSATION COST SHARE	\$125,625.00	50.00%	(\$62,812.50)
UNRECONCILED CONTRACT AMOUNT			\$2,802,418.04
RECONCILIATION 2016-2017 FY BUDGET TO ACTUAL			\$213,699.03
COMPENSATION COST SHARE RECONCILIATION FY 2016-17 BUDGET TO ACTUAL			(\$708.10)
PROPOSED EC CONTRACT FEE FY 2018-2019			\$3,015,408.97

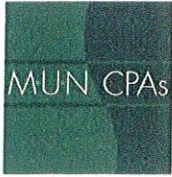
**Costs Per Fire Station Comparison
Operating Budgets – FY16-17**

<u>Single Station System</u>	<u>Cost Per Station</u>
Albany Fire Department	\$5,046,148
Piedmont Fire Department.....	5,518,350
 <u>Two Station System</u>	
Rodeo/Hercules Fire District	3,122,810
 <u>Three Station Systems</u>	
El Cerrito/Kensington Fire Department.....	2,802,850
Woodside Fire Protection District	4,987,569
 <u>Multiple Station Systems</u>	
Alameda County	4,446,261
Contra Costa County.....	4,951,494
Central County.....	3,399,658
Moraga-Orinda Fire Protection District.....	3,922,582
Richmond Fire Department.....	4,420,962
Berkeley Fire Department.....	5,181,978
San Ramon Fire District.....	6,373,608
 El Cerrito Fire Department per Station	 \$2,802,850
 <i>KFPD/El Cerrito 2016-2017 Contract</i>	 <i>\$2,552,869</i>

EL CERRITO CONTRACT 10-YEAR COMPARISON



<u>FISCAL YEAR</u> <u>ENDING</u>	<u>EL CERRITO</u> <u>CONTRACT</u>	<u>ANNUAL</u> <u>% INCREASE</u>
6/30/2010	\$2,120,231	0.72%
6/30/2011	\$2,132,128	0.56%
6/30/2012	\$2,260,942	6.04%
6/30/2013	\$2,365,475	4.62%
6/30/2014	\$2,360,834	-0.20%
6/30/2015	\$2,415,339	2.31%
6/30/2016	\$2,369,530	-1.90%
6/30/2017	\$2,552,869	7.74%
6/30/2018	\$2,826,907	10.73%
6/30/2019	\$3,078,930	<u>8.92%</u>



MANN • URRUTIA • NELSON CPAs & ASSOCIATES, LLP
GLENDALE • ROSEVILLE • SACRAMENTO • SOUTH LAKE TAHOE • KAUAI, HAWAII

April 20, 2018

To the Board of Trustees and Management of
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

We are pleased to confirm our understanding of the services we are to provide Kensington Fire Protection District for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of Kensington Fire Protection District as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement Kensington Fire Protection District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Kensington Fire Protection District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) General Fund and Special Revenue Fund – Budget to Actual Schedules
- 3) Schedule of Funding Progress for Other Post-Employment Benefits

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of Kensington Fire Protection District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of Kensington Fire Protection District's financial statements. Our report will be addressed to Board of Trustees and Management of Kensington Fire Protection District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that Kensington Fire Protection District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted

auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Kensington Fire Protection District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of Kensington Fire Protection District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will also assist in preparing the 2017-2018 Special Districts Financial Transaction Report in accordance with Government Code 53891 based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and

ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We may from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to Kensington Fire Protection District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mann, Uremia, Nelson, CPAs & Associates, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any regulators or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mann, Uremia, Nelson, CPAs & Associates, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit approximately in September 2018 and to issue our reports no later than December 2018. Justin Williams is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$14,500 and \$1,500 for the SCO Report. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If any dispute arises among the parties hereto, the parties agree first to try in good faith to settle the dispute by mediation administered by the American Arbitration Association under its Rules for Professional Accounting and Related Services Disputes before resorting to litigation. The costs of any mediation proceeding shall be shared equally by all parties.

Client (Kensington Fire Protection District) and accountant (Mann, Uremia, Nelson CPAs & Associates, LLP) both agree that any dispute over fees charged by the accountant to the client will be submitted for resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT, IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD WE ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

We appreciate the opportunity to be of service to Kensington Fire Protection District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Mann, Uremia, Nelson, CPAs & Associates, LLP

RESPONSE:

This letter correctly sets forth the understanding of Kensington Fire Protection District.

Management signature: _____

Title: _____

Date: _____

RESOLUTION 18-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE PRELIMINARY COMBINED REVENUE, OPERATING EXPENSE, AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2018-2019

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the preliminary annual fee for services from the City of El Cerrito for Fiscal Year 2018-2019; and

WHEREAS, the preliminary combined budget was reviewed by the Finance Committee at their May 31, 2018 public meeting; and

WHEREAS, a final Revenue, Operating Expense and Capital Improvement Budget shall be approved by the Board of Directors of the Kensington Fire Protection District by the statutory required date of October 1, 2018;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Preliminary Combined Revenue, Operating Expense and Capital Improvement Budget with its associated schedules for Fiscal Year 2018-2019 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 13th day of June 2018 by the following vote of the Board:

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

Janice Kosel, President

ATTEST:

Joe de Ville, Secretary

Attachment: KFPD Preliminary Combined Revenue, Expense and Capital Budget FY 18-19 with Equipment and Building Schedules

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2018-2019

	FY 2017-2018 Budget	FY 2017-2018 Est. Actual	FY 2018-2019 Budget	FY 2019-2020 Planning
REVENUE BUDGET				
Property Taxes	3,863,605	3,879,756	4,015,545	4,136,010
Special Taxes	200,287	200,395	200,395	200,395
Other tax income	26,000	25,540	25,500	25,500
Interest income	60,000	58,000	65,000	60,000
Lease agreement	35,470	35,470	36,002	37,630
Salary reimb agreement	57,873	59,603	62,879	66,555
Miscellaneous income	0	1,182	0	0
Total Revenue	4,243,235	4,259,946	4,405,322	4,526,090

	FY 2017-2018 Budget	FY 2017-2018 Est. Actual	FY 2018-2019 Budget	FY 2019-2020 Planning
OPERATING EXPENSE BUDGET				
OUTSIDE PROFESSIONAL SERVICES				
Accounting	5,250	5,250	6,000	6,000
Actuarial Valuation	7,500	5,500	0	7,500
Audit	16,000	16,000	16,000	16,500
CC County Expenses	32,500	34,250	35,965	37,765
El Cerrito Contract	2,826,907	2,826,907	3,078,930	3,171,300
Fire Abatement Contract	8,000	0	8,000	8,000
Fire Engineer Plan Review	2,000	1,093	2,000	2,000
Insurance - Risk Mgmt	14,000	13,268	14,500	15,000
LAFCO Fees	2,200	2,123	2,200	2,300
Legal Fees	40,000	15,000	35,000	35,000
Water System Improvements	20,000	0	20,000	20,000
Website Development/Maint.	3,700	3,100	2,500	2,750
Wildland Vegetation Mgmt	10,000	9,500	10,000	10,000
RETIREE MEDICAL BENEFITS*				
PERS Medical (OPEB cost)	0	0	0	0
Delta Dental	0	0	0	0
Vision Care	0	0	0	0
COMMUNITY SERVICE ACTIVITIES				
Public Education	10,000	10,000	11,500	12,000
Community Pharmaceutical Drop-Off	4,000	2,200	4,000	4,000
Vial of Life Program	200	99	200	200
CERT Kits/Sheds/Preparedness	17,500	3,833	12,000	12,000
Open Houses	1,200	307	750	750
Community Shredder	2,750	2,469	2,750	3,000
DFSC Matching Grants	20,000	19,116	20,000	20,000
Firesafe Planting Grants	3,000	219	3,000	3,000
Demonstration Garden	30,000	6,000	30,000	2,500
Community Sandbags	5,000	754	4,000	4,000
DISTRICT ACTIVITIES				
Professional Development	5,000	3,000	5,000	5,000
District Office				
Office expense	3,000	2,800	3,000	3,150
Office supplies	2,500	1,800	2,500	2,500
Telephone	8,000	8,000	8,000	8,400
Election	0	0	1,500	0
Firefighter's Apparel & PPE	1,500	542	1,500	1,575
Firefighters' Expenses	10,000	5,000	10,000	10,000
Staff Appreciation	2,000	1,019	1,750	2,000
Memberships	7,535	7,508	7,750	7,750
P/S Building				
Needs Assessment/Feasibility Study	30,000	23,127	10,000	0
Gardening service	2,000	1,300	2,500	3,200
Building alarm	2,000	1,379	1,500	1,550
Medical waste disposal	5,000	4,800	5,500	5,500

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2018-2019

Janitorial	1,500	1,365	1,500	1,575
Misc. Maint/Improvements	12,000	12,000	12,600	13,000
PG&E	7,500	7,600	8,500	9,500
Water/Sewer	2,040	2,600	2,730	2,865
Staff				
Wages	86,420	86,437	95,080	97,930
Longevity Pay	1,000	1,000	1,000	1,000
Overtime Wages	1,540	1,200	1,575	1,655
Vacation Wages Accrual Adjustment	2,433	2,433	332	3,766
Medical/dental insurance compensation	8,190	8,190	10,056	10,560
Retirement Contribution	6,568	6,568	7,226	7,443
Payroll Taxes	7,789	7,700	8,360	8,620
Insurance - Workers Comp/Life	1,800	1,830	2,000	2,000
Processing	1,550	1,630	1,710	1,795
Operating Contingency Fund	<u>25,000</u>	<u>1,440</u>	<u>25,000</u>	<u>25,000</u>
Total Operating Expense	3,325,570	3,179,254	3,557,461	3,632,896
Capital Outlay				
Firefighter qtrs/equip	25,000	20,000	15,000	15,000
Office Furniture/Computers	5,000	0	5,000	5,000
Type III Engine	<u>0</u>	<u>0</u>	<u>220,000</u>	<u>372,000</u>
Total Capital Outlay	30,000	20,000	240,000	392,000
TOTAL EXPENDITURES	3,355,570	3,199,254	3,797,461	4,024,896

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

* Due to new reporting rules under GASB 75 and the fact that our OPEB assets equal liabilities, the actuary stated that we will have no OPEB expense beginning in FY 17/18.

Designated Funds (see attached schedules)

Engine Replacement Fund	117,874	117,874	117,874	75,880
Public Safety Building Fund	<u>650,000</u>	<u>650,000</u>	<u>450,000</u>	<u>131,590</u>
	767,874	767,874	567,874	207,470

	FY 2017-2018 <u>Budget</u>	FY 2017-2018 <u>Est. Actual</u>	FY 2018-2019 <u>Budget</u>	FY2019-2020 <u>Planning</u>
Beginning Cash	6,957,198	7,093,176	8,051,755	8,659,616
Revenue	4,243,235	4,259,946	4,405,322	4,526,090
Operating Expenditures	-3,325,570	-3,179,254	-3,557,461	-3,632,896
Capital Expenditures	-30,000	-20,000	-240,000	-392,000
<i>Accrual to Cash Adjustment</i>		-102,112.71		
<u>ENDING CASH</u>	7,844,864	8,051,755	8,659,616	9,160,810
<i>Cumulative Designated Funds</i>				
Capital Replacement Funds	-3,186,299	-3,954,173	-3,754,173	-4,161,643
Prepaid CERBT - Retiree Trust	-953,491	-1,059,475	-1,059,475	-1,059,475
EI Cerrito Contract 12 month set aside	-2,826,907	-2,826,907	-3,078,930	-3,171,300
<u>AVAILABLE CASH</u>	878,167	211,200	767,038	768,392

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2018-2019

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
						\$540,094			
					\$94,000		02-03		
					\$205,895		03-04		
							04-05	32,860	32,860
							05-06	32,860	65,720
							06-07	32,855	98,575
							07-08	36,793	135,368
							08-09	36,793	172,161
					adjust to	\$592,100	09-10	41,994	214,155
							10-11	41,994	256,149
							11-12	41,994	298,143
							12-13	41,994	340,137
							13-14	41,994	382,131
							14-15	41,994	424,125
							15-16	41,994	466,119
\$632,000	\$1,138,200	15-16					16-17	41,994	508,113
		16-17	75,880	75,880			17-18	41,994	550,107
		17-18	75,880	151,760			18-19	41,994	592,101
		18-19	75,880	227,640				<u>41,994</u>	
		19-20	75,880	303,520				592,101	
		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					
		25-26	75,880	758,800					
		26-27	75,880	834,680					
		27-28	75,880	910,560					
		28-29	75,880	986,440					
		29-30	75,880	1,062,320					
		30-31	<u>75,880</u>	1,138,200					
			1,138,200						

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2018-2019

SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION/REPLACEMENT

Adjusted for 4% <u>Inflation</u>	<u>Fiscal</u> <u>Year</u>	<u>Yearly</u> <u>Contribution</u>	<u>Accumulated</u> <u>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	131,590	3,066,022

* 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.

BOARD REPORTS

**MINUTES OF THE JANUARY 23, 2018 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: Directors: Janice Kosel and Nina Harmon
 Staff: Manager Brenda Navellier, Deborah Russell CPA

CALL TO ORDER:

Director Kosel called the meeting to order at 4:00 p.m. and noted the Committee members and staff that were present.

ORAL COMMUNICATIONS:

None.

APPROVAL OF JUNE 6, 2017 COMMITTEE MINUTES:

The Committee agreed by consensus to accept the minutes as submitted with the correction of three typos that were pointed out to Navellier.

REVIEW DRAFT FY16-17 FINANCIAL STATEMENTS:

Director Kosel asked about the retiree's benefit funding. It appears that the District is now underfunded by approximately \$50,000. Staff noted that they have received a new draft actuarial report that they have not reviewed yet. *The committee took a break while Navellier retrieved the report.* Russell quickly reviewed the draft actuarial report. The report, dated 6/30/17, shows the District is fully funded. Navellier will continue to submit for pay-as-you-go costs to CalPERS every six months. The auditors are also changing the way the District records its OPEB asset (Note 8). Russell has had lengthy discussions with the auditors about this change and is now in agreement with them. Explanation on the reporting format followed. The District still has 15 people participating in the retiree benefits. Kosel noted that the letter to the Board of Directors from the auditors shows a completely clean audit report. The Committee will present the draft to the Board at its February regular meeting.

MID-YEAR BUDGET vs. ACTUAL REVIEW:

Kosel noted that the first proposed change is the Diablo Fire Safe Council Matching Grants increase from \$8,000 to \$20,000. Ciara Wood has done a phenomenal job fund raising for DFSC and had raised over \$17,000 as of early January. Firefighting staff have requested the purchase of a drone. The Committee discussed its purpose for firefighting staff. The Committee decided to raise the Capital Outlay line item of Firefighters qtrs/equip to \$25,000 from \$15,000 to accommodate the drone. The Committee requested that Navellier include FPO Gagne's proposal for the drone in the February packet. Kosel explained the CalPERS situation regarding a disability retirement from KFPD to Director Harmon. CalPERS mistakenly charged the City of Roseville for the retiree's premiums and wants KFPD to pay over \$140,000 for back premiums. Legal counsel is currently reviewing the issue and, due to the statute of limitations, thinks KFPD may only be liable for four years worth of premiums. Russell suggested using the contingency fund line item for that expense. It is unexpected and not current year premiums. Kosel suggested that legal counsel compute the calculation and pay the amount out of contingency during this fiscal year. CalPERS should also sign a release. Further discussion followed regarding this particular retiree and the liability situation. Navellier requested that Actuarial Valuation be changed from \$3,600 to \$7,500. It appears the District is required to have a second calculation done per the auditors because of new GASB rules. Staff plans on presenting the actuarial valuation on the Board's March agenda. Navellier also requested \$2,000 for a new line item titled Fire Engineer Plan Review. She explained the change in law for construction and requirements for fire sprinkler plans. An outside expert needs to be hired to review fire sprinkler plan submittals to the fire department that take place in Kensington. Kosel suggested a new line item for website development/maintenance to improve the district's site. Navellier will look up the cost. The committee briefly discussed the Demonstration Garden. On the Building Schedule, the building funds will not be zeroed out by FY18-19 based on recent information. The current status of the building project was discussed and where it could be built since the current site appears to have a fault both in front and behind it. The Committee suggested putting in \$650,000 for FY17-18 and \$150,000 for FY18-19. Also, delete the language noted about the building anticipated to be completed in FY18-19.

REVIEW DISTRICT INVESTMENTS:

Navellier distributed a schedule of investments and current cash flow through June 2018. The District just had an investment roll for 12 months with a new interest rate of 2.05%. Russell reviewed the total investments minus the required set-asides of the capital replacement funds and the El Cerrito contract.

Kosel suggested changing the Interest Income line revenue budget to \$60,000 from \$40,000 since the District will not be spending the building set-aside money soon. FY18-19 planning budget can be changed to \$70,000 from \$30,000. Russell asked about the \$750,000 line item for construction? The Committee directed staff to zero out the capital outlay for building construction and add an additional \$10,000 to the expense line item for needs assessment/feasibility study.

The next investment maturities will be in FY18-19 during July, November and January. The Committee discussed interest rates and investment terms. The Committee directed Navellier to put \$250,000 more in investment for a 12-month term in the hopes of a minimum 2.05% return. Russell explained that the interest income currently being received is not being reinvested like LAIF does. It gets dumped into the District's General Fund instead of benefitting from compound interest. The Committee may increase the investment amounts in the future from \$250,000 each to one at \$275,000 or \$300,000 depending how much interest is made during the previous year.

ADJOURNMENT:

The meeting was adjourned at 5:09 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the Committee meeting of May 31, 2018.

Attest:

Finance Committee Member

Brenda Navellier

From: Brenda Navellier
Sent: Thursday, May 24, 2018 2:46 PM
To: 'Cortis Cooper'; janicekosel@gmail.com; kensingtonpsc@gmail.com; DFSCMiller@comcast.net
Cc: John Maccabee; Kay Blonz; studio374photography@gmail.com
Subject: RE: Kensington Neighbors for Wildfire Prevention

Thank you for sharing your efforts with us, Cortis. I will include a copy in the Kensington Fire Protection District's June Board Packet so that all the Directors are aware.

Brenda J. Navellier
El Cerrito-Kensington Fire Department

From: Cortis Cooper [<mailto:cortiscooper@outlook.com>]
Sent: Thursday, May 24, 2018 2:18 PM
To: janicekosel@gmail.com; Brenda Navellier; kensingtonpsc@gmail.com; DFSCMiller@comcast.net
Cc: John Maccabee; Kay Blonz; studio374photography@gmail.com
Subject: Kensington Neighbors for Wildfire Prevention

We wanted to make you aware of an effort by a number of us to put pressure on and help the EBRPD accelerate their efforts to remove fuel from Tilden and Wildcat parks. Over 40 Kensington residents, concerned about the rapid increase in flammable vegetation in close proximity to our homes and schools, recently petitioned the EBRPD to fully implement its long-term plan to protect the lives and property of its neighbors. Attached is a copy of the petition. Copies of this petition have also been sent to Tony Thurmond, Nancy Skinner and John Gioia. If you are interested in following our progress or want to be more actively informed let us know.

*Cortis Cooper
Kensington, CA*

East Bay Regional Park District
2950 Peralta Oaks Court
Oakland, CA 94605-0381

22 April 2018

Re: Reduction of Fire Risk in Wildcat Canyon and Tilden Parks

Dear EBRPD Board

We reside in Kensington in close proximity to Wildcat Canyon Regional Park. For many years we have been concerned about the outbreak of a fire that could quickly engulf our homes and imperil our lives. Additionally, Kensington Hilltop Elementary school abuts the Park, placing youngsters in great peril. If a fire started in Wildcat Canyon it could be at the Kensington ridgeline in minutes thus allowing little time to evacuate. The situation is especially dangerous because of the narrow roads in Kensington which inhibit rapid evacuation.

Prior to modern times there were routine wildfires in Wildcat Canyon that removed underbrush and maintained large buffer zones of grassland. However, since fire suppression began many decades ago, the Canyon has become overgrown. It is now a tinderbox and it is only a matter of time before the right conditions trigger a fast-moving fire that will destroy property and lives. In the absence of natural fire, good forestry management requires human intervention to remove fuel by manual clearing or other means. The Park has NOT done this. It can be argued that the Park is being negligent in managing the forest thus endangering its neighbors and assuming some financial responsibility for their losses when they occur.

There is an existing trail and meadow that runs along the Kensington ridge line which is maintained by several local residents with funding from the fire council and other non-EBRPD entities. While this work has reduced the fuel load around the trail/meadow, the fact remains it is only 10 feet wide in many places and will not stop a major conflagration backed by strong winds. Local fire department personnel have told us that the first row of homes adjacent to the trail are likely indefensible given the present status of the hillside.

We and our neighbors (see attached signature sheets) urge you to put together a long-term plan to reduce the fuel load on Park property on the hillside between Wildcat Canyon and Kensington. One obvious option is for the Park to assign personnel that could serve as fire fighters during the fire season and clear fuel in the offseason. There are of course other options and we would be pleased to meet with you to discuss those, as well as ways in which we can help you obtain funding. In any event, please let us know your intended course of action by June, 1 2018.

Sincerely



Cortis Cooper
115 Purdue Ave



John Maccabee
111 Purdue Ave

We the following endorse the thoughts and actions concerning the fire danger in Wildcat Canyon outlined in the attached letter.

Name	Address	Phone
Marshall Berzon <i>Marshall Berzon</i>	88 Purdue Ave. Kensington, CA 94708	(510) 334-9642
James & Renee Malish <i>James Malish</i>	117 Purdue Ave. Kensington	(510) 778-2038
RICHARD + GAIL BORDOW <i>Richard Bordenow</i>	2 Dewey Road Kensington, CA 94708	510 527-0507
Liz Bordenow <i>Liz Bordenow</i>	2 Dewey Kensington 94708	510 527-0507
John Macabee <i>John Macabee</i>	111 Purdue Ave Kensington, CA 94708	510.525.5200
Edward D'Amico <i>Edward D'Amico</i>	139 Purdue Ave Kensington CA 94708	510 527 5922
Janie Pruchkumme <i>Janie Pruchkumme</i>	100 Purdue Ave Kensington CA 94708	510 559 8076
Susan Carter <i>Susan B Carter</i>	136 Purdue Ave, Kensington	951-452-7090
DUANE M LEONARD <i>Duane M Leonard</i>	16 Gordon Dr, Kensington	925-285-7856
LINDA Patterson <i>Linda Patterson</i>	114 Purdue Ave, Kensington	(510) 525- 6781
Todd Hodson <i>Todd Hodson</i>	92 Purdue Ave, Kensington	510-701-1078
Martin Honin <i>Martin Honin</i>	92 Purdue Ave, Kensington	510- 524-4352
Anne Petit-Christ <i>Anne Petit-Christ</i>	126 Purdue Ave Kensington	510 524-7825
Anne Stewart <i>Anne Stewart</i>	120 Purdue Ave Kensington 94708	510- 524-8060
Douglas Stewart <i>Douglas Stewart</i>	120 Purdue Ave Kensington 94708	510 524-8060

We the following endorse the thoughts and actions concerning the fire danger in Wildcat Canyon outlined in the attached letter.

Name	Address	Phone
Eliana Kusnetz	9 Garden Drive	510-525-342
Debbie Armstrong	90 Purdue Ave	510-528-4661
Daniel Patterson	114 PURDUE AVE	510-545-6081
Cathy Herzog	291 Lake Dr.	510-421-1432
James Machi	116 Purdue Dr, Kensington	510-778-2038
Susan Moss	287 Lake Dr, Kensington	s.mossie287@gmail.com
Caroline Kone	231 Lake Dr, Kensington	510-527-1693
Coorden Yamamoto	211 Lake Dr. Kensington	510-599-0321
Erwin Panz	295 Lake Dr. Kensington	510-558-1032
Derek Suring	274 Lake Dr Kensington	derek@derekasuring.com
Bruce Moco	286 Lake Drive, Kensington	510-882-3356
Linda Patterson	114 Purdue Ave, Kensington	510-525-6781
Michael Chamber In	231 Lake Dr, Kensington	510-527-1693
Christina Kessler	295 Lake Dr. Kensington	510-558-1032
Marta Yamamoto	211 Lake Dr Kensington	510-599-0321
Kath Delaney	275 Lake Dr Kensington	415-531-1642

