

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

Date of Meeting: March 14, 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).

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

7:00 p.m.

CALL TO ORDER

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

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

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 February 7, 2018 (APPROVE)

CC 4. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #9** (APPROVE)

CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** January/February 2018 (APPROVE)

CC 6. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** January 2018 (APPROVE)

7. **FIRE CHIEF'S REPORT**

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

8. **PRESIDENT'S REPORT**

NEW BUSINESS

9. Adoption of KFPD OPEB Plan Actuarial Valuation as of June 30, 2017 (ACTION)
10. Proposal from Panoramic Design Group in the amount of \$8,100 for Kensington Fire Demonstration Garden (ACTION)

11. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Harmon)
- b. Public Safety Building (Nagel/Dommer)
- c. Education (Kosel): Spring 2018 *Fire Plug*; Kensington Community Evacuation Plan mailer
- d. Contra Costa County/California Special Districts Assoc. (Nagel/Kosel): Next meeting 4/16/18
- e. Policy Manual (Nagel/de Ville): Webinar on 4/27/18
- f. Website (Harmon/de Ville)
- g. Diablo Fire Safe Council/Interface (Staff/Nagel)
- h. Correspondence: Congratulations from Senator Nancy Skinner

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, April 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 4/11/18 is Wednesday, 3/28/18 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 4/4/18 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

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

ORAL COMMUNICATIONS:

Ciara Wood reported that she met with Patrick McIntyre, the EBRPD supervisor of Wildcat Canyon Park, this week. She said it was a very positive meeting and McIntyre encouraged more collaboration and working together. Chief Maples added that he also spoke to Patrick who was appreciative of the Board's support of him.

FIRE CHIEF'S REPORT:

Chief Maples gave a report on 2017 annual training. B/C Gibson, Training Chief for the last 12 years, was reassigned to Fire Marshal/Emergency Preparedness Coordinator. Prior to his stint as Training Chief, Gibson was Fire Marshal for six years. B/C Janes is now the Training Chief and CERT Coordinator. The department has entered its 12th year with TargetSafety and completed 1,037 hours of on-line training. The department has a robust performance evolution program including 20 standards that every engine company must practice. In addition the firefighting staff recorded over 14,000 hours of training in some of the sample following categories: wildland standards refresher with mutual response agencies, specialized EMS training covering Alzheimers, Dementia and Autism, NFPA 1404 air management training specialized for each firefighter, terrorism awareness training, OSHA reporting requirements and procedures for response calls, and processing of three new hires and probationary training for those new hires. Maples reported that the Richmond Training Facility that El Cerrito-Kensington also uses, has been sold but is still available for firefighter training use at this time. The department also has strong relationships with Chevron and the Maritime Academy which is where training may take place in the future.

Chief Maples said there was an email correspondence from resident Charles Toombs that was sent to Director Harmon and Manager Navellier. It was included in the Board packet as Toombs requested. His questions appear to be stimulated from the Santa Barbara mudslides and Toombs attached an article from The New Yorker to his email. B/C Gibson, Emergency Preparedness Coordinator, answered Mr. Toombs explaining emergency operations in the community with an all-risk environment and how the department would utilize the California Mutual Aid Agreement for assistance for any large incident. Moreover, the department has automatic aid agreements with all of the surrounding agencies. Maples explained auto and mutual aid. Gibson also gave a broad breakdown of the community Emergency Operations Plan and a breakdown of Part Four which is the Kensington Annex. Gibson offered any further assistance to Toombs in obtaining information. The Outlook is planning an article on emergency operations and has been in contact with B/C Gibson.

Chief Maples noted that the District has received its first Defensible Space Planting Grant application from a Kensington resident. This is demonstration of the collaboration of community outreach, the District, and Diablo Fire Safe Council with help from resident Ciara Wood. Maples congratulated Paul Dorroh, the grant applicant.

Lastly, Chief Maples announced the he will be retiring from the fire service at the end of 2018. President Kosel congratulated Maples and wished him well. She said the District will miss him—he has been extraordinary. Maples said the decision has been hard but it has been a pleasure and everyone has been very supportive. There are lots of moving parts within the District and the City so he thought a lengthy transition would be best.

David Spath congratulated Chief Maples. He asked for a copy of the Emergency Operations Plan. Maples said staff would get Mr. Spath a copy but, just to clarify, it is a plan for employees and officials, and is not about what residents need to do.

PRESIDENT'S REPORT:

President Kosel reported that the Demonstration Garden will be delayed as the landscape designer that the District authorized last month has withdrawn from the project. Directors Nagel and deVille need to fulfill an educational component in order for KFPD to pursue District of Distinction status. Navellier will provide the two Directors the information. All Directors need to submit their Form 700 forms to the Fair Political Practices Commission. Kosel asked everyone that completes the form to copy staff so we know who has not yet complied. Kosel noted that next year is the 50th anniversary of the CSDA. They are soliciting 50-year old pictures and current pictures of districts. Kosel asked Navellier to send pictures. Kosel also noted that CSDA is holding a webinar in April on revising policy and procedures manual. She suggested holding off on the Board review of the policy manual updates until after the webinar.

NEW BUSINESS CONTINUED:

Report on Preliminary Fault Investigation from Rockridge Geotechnical for Proposed Kensington Essential Services Building: The written report from Rockridge Geotechnical was included in the packet. The report coincides with the oral presentation that was given at the December 2017 meeting. Director Dommer pointed out that the written report states a 50-foot setback is required (due to the discontinuity along the eastern boundary). The standard is set by the State. Dommer explained that the District can only renovate the existing building but not rebuild at that site which is significant. Linnea Due asked if the current building has a 50-foot setback and, if renovating is the only option, could another story be added? Someone pointed out a stronger foundation would be needed and Due added that a variance would probably also be necessary. Maples added that a height increase would not make the neighbors happy. Dommer said one scheme could be to add only 6 or 8 feet to the height.

David Spath said there is also a cost factor in the law as well. He said that renovating can't cost more than ½ of the value of the property. Dommer believes that the code says if you are renovating and you spend more than ½ the value, everything needs to be brought to current code.

Karl Kruger said that the conclusion in the report is not clear to him and asked for an explanation. Chief Maples explained the conclusion is that based on the inconsistencies of the sound testing, the District has to consider that there is a trace fault under the retaining wall and the only option is to tunnel under the retaining wall, secure it, and put eyes on the possible fault which would be extremely costly and would confirm what the sound testing already demonstrated. The conclusion is that the building has to be 50 feet off the retaining wall and if the District was going to rebuild, they would have to trench the parking lot within the 50 feet to ensure that 50 feet is acceptable. There is no guarantee that trenching would be favorable. Dommer said the project does not fit on the site.

Anthony Knight said the report is very discouraging. There are so many hurdles and the report is a deal breaker for any kind of expansion that anyone would want. At some point, does the Board move on and look at a different location?

Director Harmon made a motion to accept the report on the preliminary fault investigation by Rockridge Geotechnical as submitted in the Board packet. Director de Ville seconded the motion. Director Kosel took the vote by roll call.

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

Fiscal Year 2018-2018 Mid-Year Budget Review and Proposed Budget Revisions – Finance Committee: President Kosel announced that the Finance Committee met a couple of weeks ago and the proposed changes to the budget are a result of that meeting. The changes proposed are highlighted in bold. The first change is to Diablo Fire Safe Council matching grants which is increased from \$8,000 to \$20,000. KFPD matches the funds that Kensington residents donate to DFSC. Residents have donated \$19,116 from February 2017 through January 2018. Ciara Wood has done an extraordinary job raising funds for DFSC. The actuarial valuation has been increased to \$7,500. The District is required to have the valuation performed every two years. Fire Engineer Plan Review has been added as a line item for \$2,000. Recently the code changed to require all residential plans to include fire sprinklers. Website development/maintenance has been added as a line item for \$3,500. Kosel noted there are new website laws going into effect in 2019 that the District will need to comply with. KFPD will hire a website designer to comply with the new laws and give the website a new look. Directors Harmon and de Ville are on the website committee. Director Dommer thinks the website development will cost more than \$3,500 and wants to make sure the committee focuses on aesthetics as well as mechanics. Kosel noted that Firefighter Equipment is increased to \$25,000 and the District plans on purchasing a drone with the extra amount. Captain/FPO Gagne's proposal for the equipment was given to the Board members at the meeting. The proposed drone is heat sensitive and can take pictures so it will be able to assist with fires and also search and rescue. Kosel discussed heat sensitivity on the thermal imagers and what a great assistance it is. The drone will be able to provide that from overhead.

Linnea Due noted that a drone could be invaluable for evacuation. Dommer asked additional questions about the range, etc.

Karl Kruger asked if the drone is for Kensington only or Kensington and El Cerrito. The drone is for Kensington. Kruger said El Cerrito should pay for 2/3 of it.

David Spath asked if El Cerrito has considered a drone? Maples said yes, but it is not in the City's budget right now. He used the thermal imagers as an example. Kensington was the first to buy one, then El Cerrito, now every piece of both agencies equipment carries one and there are spares. Kensington was also the first to start the paramedic program which Maples was able to leverage in El Cerrito.

Dommer said military drones have licensed pilots to operate them. Maples said that staff will be sent to training and he discussed sample uses for a drone. Dommer suggested buying four or five cheap drones to practice

and crash instead of spending \$15,000 on the first one. Maples said it is a very resilient piece of equipment. Dommer said he will not vote for the drone because both Kensington and El Cerrito should have one.

Karl Kruger commented that relationships don't work if they're not fair. In his opinion Kensington's relationship with El Cerrito is not fair. For a relationship to be lasting, it has to be fair.

Anthony Knight asked if KFPD is aware that KPPCSD recently used Streamline to redesign their website. KFPD is aware.

President Kosel said it has become abundantly clear that the current site is not buildable. Interest income has been increased to reflect the funds that are not being spent plus interest rates have improved. The needs assessment was increased to \$30,000 to include the geotech work and planning work. The capital outlay line item for the public safety building has been zeroed out since construction will not take place during the current fiscal year. There is also no planning budget at this time since it is unknown how and where the project will proceed. Director Dommer disagreed with that approach—the project is not going away. Dommer said the money should be left alone and the problem still exists. Kosel agreed the problem exists but the current site isn't buildable, there is no legal opinion on the park site yet, and no one wants to exercise imminent domain. Dommer said it is a challenge that needs to be faced and solved. We need a better place for personnel to work and live. Director Harmon said the Finance Committee does not want to kill the project but nothing is going to happen in four months. The money can be reallocated. Ciara Wood asked if the rationale is to make more interest with the funds? Kosel confirmed, interest income could be doubled. Navellier pointed out that the Committee moved an additional \$650,000 to the building fund since the capital outlay line item was zeroed out. Dommer said people in the community want to solve the problem. Director de Ville made a motion to adopt the revised combined FY17-18 budget as submitted in the Board packet. Director Harmon seconded the motion. Director Kosel took the vote by roll call.

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

BOARD REPORTS:

Finance: A copy of the June 6, 2017 minutes was included in the packet.

CSDA: The next county meeting will be held on Monday, April 16th.

Education: Chief Maples reported that the CERT class that is taking place in the adjacent room is full and there has been huge sign up interest this year this thanks to the winter CERT postcards that were mailed and the busy fire season.

DFSC: The next Diablo Fire Safe Council meeting will be held on 2/8/18.

Correspondence: There is an opening on LAFCO if any Board members are interested. The department received a thank you from the Ventura County Fire Department.

ADJOURNMENT: The meeting was adjourned at 8:28 p.m. in Chief Lance Maples' honor.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on March 14, 2018.

Attest:

Joe de Ville, Board Secretary

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

KENSINGTON FPD										PY/CY:
TRANSMITTAL - APPROVAL										BATCH #:
Invoices										DATE:
										LOCATION #:
										FILENAME:
VEND	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND / ORG	SUB ACCT	CLASS	OPT	ACTIVITY / WORK AUTH	ENGUMB / P/C	PAYMENT AMOUNT
50053	Rockridge Geotechnical	2/8/2018	17-1381-2 geotechnical	7840	2490					6,598.22
50131	Meyers Nave	02/16/18	2018010190 legal counsel	7840	2490					1,848.42
50146	Delta Dental	03/01/18	BE002660847 Mar dental	7840	1061					1,008.86
50148	CalPERS	02/14/18	7072901257 Apr medical	7840	1061					7,167.78
50147	KFPD Revolving Fund	03/09/18	Reimburse revolving fund	7840	2490					14,578.36
50150	Vision Service Plan	02/20/18	001027770001 Mar vision	7840	1061					323.10
50151	City of El Cerrito	03/01/18	Mar fire protection	7840	2328					230,157.19
TOTAL										261,681.93

Kensington FPD Approval

Date: 1/1
Frank A. [Signature] Date: 3/9/18

3/9/18

Attachment to Transmittal 030918

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
2/5/2018	Reimburse Director - CSDA meetng mileage, etc.	102.43
1/31/2018	Mack5 - January proj mgmt	85.00
2/6/2018	James Art - fire sprinkler review	382.50
2/2/2018	PG&E - electric	801.11
2/2/2018	PG&E - gas	249.33
1/26/2018	Canepa - landscape maintenance	120.00
1/31/2018	EBMUD - water/wastewater	409.06
2/7/2018	Herrera - parking lot clean up	450.00
2/15/2018	Terminix - pest control	123.00
2/5/2018	AT&T - telephone	472.89
2/2/2018	Office Depot - office supplies	47.61
2/9/2018	Sprint - telephone	63.37
2/16/2018	Payroll processing	63.10
2/16/2018	Payroll - 2/1-2/15/18	2,373.22
2/16/2018	Withholding payroll taxes 2/1-2/15/18	1,083.87
2/8/2018	Mighetto - electrical repair	216.25
2/20/2018	Pagepoint - website	90.00
3/1/2018	Stericycle - medical waste	406.70
2/12/2018	Mechanics Bank - prof. development	125.00
2/15/2018	Manchester - photography	1,347.21
2/25/2018	Dorroh - defensible space planting grant	178.00
3/2/2018	Payroll processing	63.10
3/2/2018	Payroll - 2/16-2/28/18	2,373.23
3/2/2018	Withholding payroll taxes 2/16-2/28/18	1,083.86
2/22/2018	Comcast - internet	141.08
3/1/2018	Allways Green Service - janitorial	105.00
2/23/2018	Rantala - evac brochure graphic design	100.00
3/10/2018	ICMA/RC - deferred comp Feb	1,387.44
3/5/2018	Pagepoint - website	135.00
	Total	14,578.36

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

Kensington Fire Protection District
Balance Sheet
As of February 12, 2018

	Feb 12, 18
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	11,160.33
General Fund	1,054,455.11
Special Tax Fund	58,776.77
Capital Fund	6,892.77
Total Checking/Savings	1,131,484.98
Accounts Receivable	
Due from County for Reimb.	17,983.35
Accounts Receivable	481.09
Advance on Taxes	1,388,429.92
Advance on Supplemental Taxes	61,727.59
Total Accounts Receivable	1,468,621.95
Other Current Assets	
Prepaid Services - EC	1,177,878.04
Prepaid Exp.	1,309.00
Prepaid CERBT - Retiree Trust	1,035,097.99
Investments	
Capital Replacement Funds	2,716,299.00
Fire Protect. Contract Reserves	2,826,907.24
Investments - Other	216,619.14
Total Investments	5,759,825.38
Total Other Current Assets	7,974,110.41
Total Current Assets	10,574,217.34
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	12,819,025.79
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	17,983.35
Due to Other - Issued by CCC	37,108.78
Total Accounts Payable	55,092.13
Other Current Liabilities	
EI Cerrito Service Contract Pay	1,177,877.97
Wages & PR Taxes Payable	1,638.36
Total Other Current Liabilities	1,179,516.33
Total Current Liabilities	1,234,608.46
Total Liabilities	1,234,608.46
Equity	
Fund Equity - General	4,848,934.26

Kensington Fire Protection District
Balance Sheet
As of February 12, 2018

	Feb 12, 18
Fund Equity - Capital Projects	1,219,288.00
Fund Equity - Special Revenue	12,769.00
Fund Equity - Gen Fixed Asset	2,403,012.00
Fund Equity	886,857.79
Net Income	2,213,556.28
Total Equity	11,584,417.33
TOTAL LIABILITIES & EQUITY	12,819,025.79

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

	Jul 1, '17 - Feb 12, 18	Jul 1, '16 - Feb 12, 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,822,108.07	3,634,456.11	187,651.96	5.2%
Special Taxes	200,395.20	200,287.30	107.90	0.1%
Other Tax Income	12,788.49	12,987.35	-218.86	-1.7%
Lease Agreement	20,689.69	1.00	20,688.69	2,068,869.0%
Interest Income	31,343.59	25,235.94	6,107.65	24.2%
Salary Reimbursement Agreement	32,510.46	30,954.00	1,556.46	5.0%
Miscellaneous Income	1,181.74	1,388.24	-206.50	-14.9%
Total Income	4,120,997.24	3,905,309.94	215,687.30	5.5%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,122.85	2,123.97	-1.12	-0.1%
Contra Costa County Expenses	2,872.51	2,863.00	9.51	7.1%
El Cerrito Contract Fee	1,849,029.20	1,489,173.62	159,855.58	10.7%
Fire Abatement Contract	0.00	265.00	-265.00	-100.0%
Fire Engineer Plan Review	710.00	0.00	710.00	100.0%
Risk Management Insurance	13,268.00	12,943.00	325.00	2.5%
Professional Fees				
Accounting	3,978.75	1,982.50	1,996.25	100.7%
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	9,618.48	15,890.04	-6,271.56	-39.5%
Total Professional Fees	35,097.23	30,872.54	4,224.69	13.7%
Wildland Vegetation Mgmt	850.00	0.00	850.00	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	1,703,949.79	1,538,081.13	165,868.66	10.8%
RETIREE MEDICAL BENEFITS				
PERS Medical	47,092.13	24,566.64	22,515.49	91.7%
Delta Dental	6,053.16	3,847.76	2,205.40	57.3%
Vision Care	1,930.70	1,183.12	747.58	63.2%
Total RETIREE MEDICAL BENEFITS	55,065.99	29,597.52	25,468.47	86.1%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,027.76	3,966.42	-938.66	-23.7%
Comm. Pharmaceutical Drop-Off	1,108.79	1,008.88	99.91	9.9%
Vial of Life Program	98.91	0.00	98.91	100.0%
CERT Emerg Kits/Sheds/Prepared	590.91	10,903.34	-10,312.43	-94.6%
Open Houses	307.13	335.83	-28.70	-8.6%
Community Shredder	1,308.97	1,162.05	146.92	12.6%
DFSC Matching Grants	19,116.00	8,000.00	11,116.00	139.0%
Demonstration Garden	375.00	0.00	375.00	100.0%
Community Sandbags	754.08	2,824.77	-2,070.69	-73.3%
Total COMMUNITY SERVICE ACTIVITIES	26,687.55	28,201.29	-1,513.74	-5.4%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	22,609.84	-22,609.84	-100.0%
Firefighters' Expenses	1,113.86	164.53	949.33	577.0%
Staff Appreciation	805.11	1,135.86	-330.75	-29.1%
Professional Development	1,218.45	2,121.59	-902.14	-42.5%
Building Maintenance				
Needs Assess/Feasibility Study	16,529.20	110,169.55	-93,640.35	-85.0%
Janitorial Service	840.00	840.00	0.00	0.0%
Medical Waste Disposal	3,160.21	2,099.31	1,060.90	50.5%
Building alarm	115.00	115.00	0.00	0.0%
Gardening service	360.00	480.00	-120.00	-25.0%
Miscellaneous Maint.	9,670.72	5,267.71	4,403.01	83.6%
Total Building Maintenance	30,675.13	118,971.57	-88,296.44	-74.2%
Building Utilities/Service				
Gas and Electric	4,244.65	5,774.50	-1,529.85	-26.5%
Water/Sewer	1,474.54	1,011.43	463.11	45.8%
Total Building Utilities/Service	5,719.19	6,785.93	-1,066.74	-15.7%
Memberships	7,008.00	6,676.00	332.00	5.0%
Office				
Office Expense	2,222.35	448.41	1,773.94	395.6%
Office Supplies	1,011.09	450.13	560.96	124.6%
Telephone	4,518.97	3,876.04	642.93	16.6%
Total Office	7,752.41	4,774.58	2,977.83	62.4%
Total DISTRICT ACTIVITIES	54,293.15	163,239.90	-108,946.75	-66.7%
Staff				
Wages	50,421.98	48,482.70	1,939.28	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	810.32	419.54	390.78	93.1%
Medical/dental ins compensation	4,436.25	4,777.50	-341.25	-7.1%
Retirement Contribution	3,832.08	3,684.86	147.22	4.0%
Payroll Taxes	4,643.14	4,477.01	166.13	3.7%
Workers Compensation/Life Ins	1,301.43	1,343.57	-42.14	-3.1%
Payroll Processing	999.28	913.18	86.10	9.4%
Total Staff	67,444.48	65,098.14	2,346.34	3.6%
Total Expense	1,907,440.96	1,824,197.98	83,242.98	4.6%
Net Ordinary Income	2,213,556.28	2,081,111.96	132,444.32	6.4%
Other Income/Expense				
Other Income				
Transfers In - Capital	297,874.00	1,350,000.00	-1,052,126.00	-77.9%
Transfers In - General	204,559.50	481,724.82	-277,165.32	-57.5%
Total Other Income	502,433.50	1,831,724.82	-1,329,291.32	-72.6%
Other Expense				
Transfers Out - Capital	14,559.50	371,724.82	-357,165.32	-96.1%
Transfers Out - Special	150,000.00	110,000.00	40,000.00	72.7%
Transfers Out - General	297,874.00	1,350,000.00	-1,052,126.00	-77.9%
<Gain>/Loss on Asset Disposal	0.00	-30,000.00	30,000.00	100.0%

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

	Jul 1, '17 - Feb 12, 18	Jul 1, '16 - Feb 12, 17	\$ Change	% Change
Total Other Expense	502,433.50	1,801,724.82	-1,299,291.32	-72.1%
Net Other Income	0.00	30,000.00	-30,000.00	-100.0%
Net Income	2,213,556.28	2,111,111.96	102,444.32	4.9%

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

	Jul 1, '17 - Feb 12, 18	Jul 1, '16 - Feb 12, 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,822,108.07	3,634,456.11	187,651.96	5.2%
Special Taxes	200,395.20	200,287.30	107.90	0.1%
Other Tax Income	12,768.49	12,987.35	-218.86	-1.7%
Lease Agreement	20,689.69	1.00	20,688.69	2,068,869.0%
Interest Income	31,343.59	25,235.94	6,107.65	24.2%
Salary Reimbursement Agreement	32,510.46	30,954.00	1,556.46	5.0%
Miscellaneous Income	1,181.74	1,388.24	-206.50	-14.9%
Total Income	4,120,997.24	3,905,309.94	215,687.30	5.5%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,122.85	2,123.97	-1.12	-0.1%
Contra Costa County Expenses	2,872.51	2,693.00	189.51	7.1%
El Cerrito Contract Fee	1,649,029.20	1,489,173.62	159,855.58	10.7%
Fire Abatement Contract	0.00	265.00	-265.00	-100.0%
Fire Engineer Plan Review	710.00	0.00	710.00	100.0%
Risk Management Insurance	13,268.00	12,943.00	325.00	2.5%
Professional Fees				
Accounting	3,978.75	1,982.50	1,996.25	100.7%
Actuarial Valuation	5,500.00	0.00	5,500.00	100.0%
Audit	16,000.00	13,000.00	3,000.00	23.1%
Legal Fees	9,618.48	15,890.04	-6,271.56	-39.5%
Total Professional Fees	35,097.23	30,872.54	4,224.69	13.7%
Wildland Vegetation Mgmt	850.00	0.00	850.00	100.0%
Total OUTSIDE PROFESSIONAL SERVICES	1,703,949.79	1,538,061.13	165,888.66	10.8%
RETIREE MEDICAL BENEFITS				
PERS Medical	47,082.13	24,568.64	22,513.49	91.7%
Delta Dental	6,053.16	3,847.76	2,205.40	57.3%
Vision Care	1,930.70	1,183.12	747.58	63.2%
Total RETIREE MEDICAL BENEFITS	55,065.99	29,599.52	25,466.47	86.1%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,027.76	3,966.42	-938.66	-23.7%
Comm. Pharmaceutical Drop-Off	1,108.79	1,008.88	99.91	9.9%
Vial of Life Program	98.91	0.00	98.91	100.0%
CERT Emerg Kits/Sheds/Prepared	590.91	10,903.34	-10,312.43	-94.6%
Open Houses	307.13	335.83	-28.70	-8.6%
Community Shredder	1,308.97	1,162.05	146.92	12.6%
DFSC Matching Grants	19,116.00	8,000.00	11,116.00	139.0%
Demonstration Garden	375.00	0.00	375.00	100.0%
Community Sandbags	754.08	2,824.77	-2,070.69	-73.3%
Total COMMUNITY SERVICE ACTIVITIES	26,687.55	28,201.29	-1,513.74	-5.4%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	22,609.84	-22,609.84	-100.0%
Firefighters' Expenses	1,113.88	164.53	949.33	577.0%
Staff Appreciation	805.11	1,135.86	-330.75	-29.1%
Professional Development	1,219.45	2,121.59	-902.14	-42.5%
Building Maintenance				
Needs Assess/Feasibility Study	16,529.20	110,189.55	-93,660.35	-85.0%
Janitorial Service	840.00	840.00	0.00	0.0%
Medical Waste Disposal	3,160.21	2,099.31	1,060.90	50.5%
Building alarm	115.00	115.00	0.00	0.0%
Gardening service	360.00	480.00	-120.00	-25.0%
Miscellaneous Maint.	9,670.72	5,267.71	4,403.01	83.6%
Total Building Maintenance	30,675.13	118,971.57	-88,296.44	-74.2%
Building Utilities/Service				
Gas and Electric	4,244.65	5,774.50	-1,529.85	-26.5%
Water/Sewer	1,474.54	1,011.43	463.11	45.8%
Total Building Utilities/Service	5,719.19	6,785.93	-1,066.74	-15.7%
Memberships	7,008.00	6,676.00	332.00	5.0%
Office				
Office Expense	2,222.35	448.41	1,773.94	395.6%
Office Supplies	1,011.09	450.13	560.96	124.6%
Telephone	4,518.97	3,876.04	642.93	16.6%
Total Office	7,752.41	4,774.58	2,977.83	62.4%
Total DISTRICT ACTIVITIES	54,293.15	163,239.90	-108,946.75	-66.7%
Staff				
Wages	50,421.98	48,482.70	1,939.28	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	810.32	419.54	390.78	93.1%
Medical/dental Ins compensation	4,436.25	4,777.50	-341.25	-7.1%
Retirement Contribution	3,832.08	3,994.66	-147.42	4.0%
Payroll Taxes	4,643.14	4,477.01	166.13	3.7%
Workers Compensation/Life Ins	1,301.43	1,343.57	-42.14	-3.1%
Payroll Processing	999.28	913.16	86.12	9.4%
Total Staff	67,444.48	65,098.14	2,346.34	3.6%
Total Expense	1,907,440.96	1,824,197.98	83,242.98	4.6%
Net Ordinary Income	2,213,556.28	2,081,111.96	132,444.32	6.4%
Other Income/Expense				
Other Income				
Transfers In - Capital	297,874.00	1,350,000.00	-1,052,126.00	-77.9%
Transfers In - General	204,559.50	481,724.82	-277,165.32	-57.5%
Total Other Income	502,433.50	1,831,724.82	-1,329,291.32	-72.6%
Other Expense				
Transfers Out - Capital	14,559.50	371,724.82	-357,165.32	-96.1%
Transfers Out - Special	190,000.00	110,000.00	80,000.00	72.7%
Transfers Out - General	297,874.00	1,350,000.00	-1,052,126.00	-77.9%
<Gain>/Loss on Asset Disposal	0.00	-30,000.00	30,000.00	100.0%

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

	Jul 1, '17 - Feb 12, 18	Jul 1, '16 - Feb 12, 17	\$ Change	% Change
Total Other Expense	502,433.50	1,801,724.82	-1,299,291.32	-72.1%
Net Other Income	0.00	30,000.00	-30,000.00	-100.0%
Net Income	2,213,556.28	2,111,111.96	102,444.32	4.9%

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

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,822,108.07	3,800,000.00	22,108.07	100.6%
Special Taxes	200,395.20	200,287.00	108.20	100.1%
Other Tax Income	0.00	13,000.00	-13,000.00	0.0%
Lease Agreement	20,689.69	20,690.81	-1.12	100.0%
Interest Income	31,343.59	21,700.00	9,643.59	144.4%
Salary Reimbursement Agreement	32,510.46	33,759.25	-1,248.79	96.3%
Miscellaneous Income	1,181.74	0.00	1,181.74	100.0%
Total Income	4,108,228.75	4,089,437.06	18,791.69	100.5%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,122.85	2,200.00	-77.15	96.5%
Contra Costa County Expenses	2,872.51	2,814.00	58.51	102.1%
El Cerrito Contract Fee	1,649,029.20	1,649,029.10	0.10	100.0%
Fire Abatement Contract	0.00	0.00	0.00	0.0%
Fire Engineer Plan Review	710.00	1,000.00	-290.00	71.0%
Risk Management Insurance	13,268.00	13,163.00	105.00	100.8%
Professional Fees				
Accounting	3,978.75	2,850.00	1,128.75	139.6%
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	9,618.48	23,333.31	-13,714.83	41.2%
Total Professional Fees	35,097.23	49,683.31	-14,586.08	70.6%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Website Development/Maintenance	0.00	0.00	0.00	0.0%
Wildland Vegetation Mgmt	850.00	1,000.00	-150.00	85.0%
Total OUTSIDE PROFESSIONAL SER...	1,703,949.79	1,728,889.41	-24,939.62	98.6%
RETIREE MEDICAL BENEFITS				
PERS Medical	32,946.46	0.00	32,946.46	100.0%
Delta Dental	5,044.30	0.00	5,044.30	100.0%
Vision Care	1,930.70	0.00	1,930.70	100.0%
Total RETIREE MEDICAL BENEFITS	39,921.46	0.00	39,921.46	100.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	2,982.76	5,350.00	-2,367.24	55.8%
Comm. Pharmaceutical Drop-Off	1,108.79	2,000.00	-891.21	55.4%
Vial of Life Program	98.91	100.00	-1.09	98.9%
CERT Emerg Kits/Sheds/Prepared	590.91	6,000.00	-5,409.09	9.8%
Open Houses	307.13	1,200.00	-892.87	25.6%
Community Shredder	1,308.97	1,375.00	-66.03	95.2%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	1,000.00	-1,000.00	0.0%
Demonstration Garden	375.00	2,000.00	-1,625.00	18.8%
Community Sandbags	754.08	4,500.00	-3,745.92	16.8%
Total COMMUNITY SERVICE ACTIVITI...	7,528.55	23,525.00	-15,998.45	32.0%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	750.00	-750.00	0.0%
Firefighters' Expenses	1,113.86	5,845.00	-4,731.14	19.1%
Staff Appreciation	805.11	2,000.00	-1,194.89	40.3%
Professional Development	1,117.02	3,080.00	-1,962.98	36.3%
Building Maintenance				
Needs Assess/Feasibility Study	16,444.20	20,000.00	-3,555.80	82.2%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	735.00	875.00	-140.00	84.0%
Medical Waste Disposal	3,160.21	2,916.69	243.52	108.3%
Building alarm	115.00	300.00	-185.00	38.3%
Gardening service	360.00	1,070.00	-710.00	33.6%
Miscellaneous Maint.	9,670.72	7,000.00	2,670.72	138.2%
Total Building Maintenance	30,485.13	32,161.69	-1,676.56	94.8%
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	4,244.65	4,375.00	-130.35	97.0%
Water/Sewer	1,474.54	1,190.00	284.54	123.9%
Total Building Utilities/Service	5,719.19	5,565.00	154.19	102.8%
Election	0.00	0.00	0.00	0.0%
Memberships	7,008.00	7,035.00	-27.00	99.6%
Office				
Office Expense	2,222.35	1,750.00	472.35	127.0%
Office Supplies	1,011.09	1,470.00	-458.91	68.8%
Telephone	4,377.89	4,655.00	-277.11	94.0%
Total Office	7,611.33	7,875.00	-263.67	96.7%
Total DISTRICT ACTIVITIES	53,859.64	64,311.69	-10,452.05	83.7%
Staff				
Wages	50,421.98	50,411.69	10.29	100.0%



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



February 2, 2018

TO: Kensington Fire Protection District Board Members

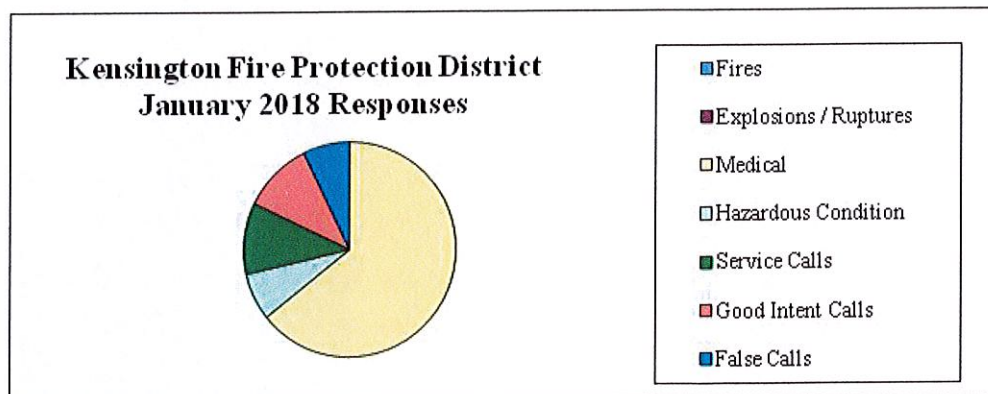
FROM: Michael Pigoni: Battalion Chief

RE: Incident Activity Reports for the Month of January 2018

There were 28 incidents that occurred during the month of January 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 55 calls in all districts.

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>	18	64.29%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	7.14%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	3	10.71%
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 January 2018

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0018000134	01-Jan-18 10:14:15	217 Arlington AVE	Kensington	E165	321
2	0018001047	03-Jan-18 12:11:16	Norwood AVE	Kensington	E172	444
3	0018001426	04-Jan-18 09:50:24	14 Kerr AVE	Kensington	E172	321
4	0018003250	08-Jan-18 19:07:46	10 Kensington CT	Kensington	E165	611F
5	0018003523	09-Jan-18 12:58:56	2 Kenyon AVE	Kensington	E165	5000
6	0018005578	14-Jan-18 21:13:44	253 Yale AVE	Kensington	E165	321
7	0018005674	15-Jan-18 07:21:44	67 Ardmore RD	Kensington	E165	321
8	0018005853	15-Jan-18 18:38:01	375 Ocean View AVE	Kensington	E165	553
9	0018006225	16-Jan-18 16:55:27	6 Willow LN	Kensington	E165	321
10	0018006345	17-Jan-18 01:11:52	42 Avon RD	Kensington	E165	735
11	0018006364	17-Jan-18 05:14:30	30 Lenox RD	Kensington	E165	321
12	0018006717	18-Jan-18 01:34:33	222 Cambridge AVE	Kensington	E165	321
13	0018007828	21-Jan-18 02:36:39	144 Highland BLVD	Kensington	E165	311
14	0018008062	21-Jan-18 17:45:46	131 Norwood CT	Kensington	E165	321
15	0018008533	23-Jan-18 01:43:37	245 Cambridge AVE	Kensington	E165	746
16	0018008882	24-Jan-18 02:12:13	21 Jessen CT	Kensington	E165	321
17	0018008955	24-Jan-18 09:11:58	18 Arlington CT	Kensington	E165	321
18	0018009019	24-Jan-18 11:50:20	715 Coventry RD	Kensington	E165	321
19	0018009087	24-Jan-18 14:48:23	20 Highgate RD	Kensington	E165	550
20	0018009916	26-Jan-18 22:22:50	8 Highgate RD	Kensington	E165	311
21	0018010165	27-Jan-18 17:02:26	4 Franciscan WAY	Kensington	E165	611X
22	0018010245	27-Jan-18 21:12:28	284 Lexington RD	Kensington	E165	321
23	0018010255	27-Jan-18 21:46:02	31 Franciscan WAY	Kensington	E165	321
24	0018010521	28-Jan-18 17:38:43	51 Kenyon AVE	Kensington	E165	321
25	0018010539	28-Jan-18 18:19:26	29 Westminster AVE	Kensington	E165	611X
26	0018011551	31-Jan-18 11:51:38	68 Stratford RD	Kensington	E165	411
27	0018011656	31-Jan-18 16:09:48	24 Highgate CT	Kensington	E165	321
28	0018011735	31-Jan-18 19:46:17	642 Beloit AVE	Kensington	E165	321

* See Attached Table for Incident Type Explanations

Type Series

Description

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

Kensington Fire Protection District Engine 65 Response Log for December 2018

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0018000134	01-Jan-18 10:13:37	217 Arlington AVE	Kensington	E165	321
2	0018000761	02-Jan-18 20:52:04	1033 Leneve PL	El Cerrito	E165	321
3	0018001050	03-Jan-18 12:18:57	525 Seaview DR	El Cerrito	E165	321
4	0018001680	04-Jan-18 19:54:35	151 Key Route BLVD	El Cerrito	E165	600
5	0018002340	06-Jan-18 14:18:49	11939 San Pablo AVE	El Cerrito	E165	611T
6	0018002382	06-Jan-18 16:38:04	923 Leneve PL	El Cerrito	E165	736
7	0018002882	07-Jan-18 22:25:32	226 Pomona AVE	El Cerrito	E165	420
8	0018003250	08-Jan-18 19:06:05	10 Kensington CT	Kensington	E165	611F
9	0018003523	09-Jan-18 12:44:58	2 Kenyon AVE	Kensington	E165	5000
10	0018003681	09-Jan-18 20:34:17	540 Ashbury AVE	El Cerrito	E165	700
11	0018003871	10-Jan-18 11:04:45	10057 San Pablo AVE	El Cerrito	E165	611X
12	0018004244	11-Jan-18 10:01:36	829 Liberty ST	El Cerrito	E165	740
13	0018004324	11-Jan-18 13:30:26	388 Colusa AVE	El Cerrito	E165	322
14	0018004573	12-Jan-18 07:44:48	540 Ashbury AVE	El Cerrito	E165	740
15	0018005020	13-Jan-18 10:54:40	7454 Rockway AVE	El Cerrito	E165	311
16	0018005578	14-Jan-18 21:11:54	253 Yale AVE	Kensington	E165	321
17	0018005640	15-Jan-18 02:38:20	229 Carmel AVE	El Cerrito	E165	730
18	0018005674	15-Jan-18 07:20:30	67 Ardmore RD	Kensington	E165	321
19	0018005853	15-Jan-18 18:36:30	375 Ocean View AVE	Kensington	E165	553
20	0018006079	16-Jan-18 10:10:59	848 Norvell ST	El Cerrito	E165	611X
21	0018006150	16-Jan-18 13:27:33	214 Ramona AVE	El Cerrito	E165	745
22	0018006225	16-Jan-18 16:54:20	6 Willow LN	Kensington	E165	321
23	0018006345	17-Jan-18 01:11:17	42 Avon RD	Kensington	E165	735
24	0018006364	17-Jan-18 05:13:17	30 Lenox RD	Kensington	E165	321
25	0018006607	17-Jan-18 17:24:47	321 Coronado ST	El Cerrito	E165	321
26	0018006717	18-Jan-18 01:33:50	222 Cambridge AVE	Kensington	E165	321
27	0018007828	21-Jan-18 02:34:44	144 Highland BLVD	Kensington	E165	311
28	0018008062	21-Jan-18 17:45:19	131 Norwood CT	Kensington	E165	321
29	0018008533	23-Jan-18 01:42:33	245 Cambridge AVE	Kensington	E165	746
30	0018008882	24-Jan-18 02:10:21	21 Jessen CT	Kensington	E165	321
31	0018008955	24-Jan-18 09:11:40	18 Arlington CT	Kensington	E165	611

32	0018008997	24-Jan-18 10:41:20	1774 Arlington BLVD	El Cerrito	E165	311
33	0018009019	24-Jan-18 11:49:21	715 Coventry RD	Kensington	E165	321
34	0018009087	24-Jan-18 14:47:47	20 Highgate RD	Kensington	E165	550
35	0018009312	25-Jan-18 09:45:33	10203 San Pablo AVE	El Cerrito	E165	311
36	0018009916	26-Jan-18 22:22:00	8 Highgate RD	Kensington	E165	311
37	0018010032	27-Jan-18 09:54:38	8500 Madera DR	El Cerrito	E165	734
38	0018010071	27-Jan-18 12:14:09	728 Ashbury AVE	El Cerrito	E165	321
39	0018010165	27-Jan-18 17:01:47	4 Franciscan WAY	Kensington	E165	611X
40	0018010245	27-Jan-18 21:11:17	284 Lexington RD	Kensington	E165	321
41	0018010255	27-Jan-18 21:42:49	31 Franciscan WAY	Kensington	E165	321
42	0018010364	28-Jan-18 08:50:50	214 Ramona AVE	El Cerrito	E165	743
43	0018010466	28-Jan-18 15:00:12	716 Gelston PL	El Cerrito	E165	743
44	0018010501	28-Jan-18 16:59:04	7523 Fairmount AVE	El Cerrito	E165	311
45	0018010521	28-Jan-18 17:37:47	51 Kenyon AVE	Kensington	E165	321
46	0018010539	28-Jan-18 18:19:10	29 Westminster AVE	Kensington	E165	611X
47	0018010565	28-Jan-18 19:37:39	7439 Potrero AVE	El Cerrito	E165	111
48	0018010797	29-Jan-18 12:52:11	225 Carmel AVE	El Cerrito	E165	611X
49	0018011244	30-Jan-18 14:50:51	1749 Arlington BLVD	El Cerrito	E165	321
50	0018011551	31-Jan-18 11:51:38	68 Stratford RD	Kensington	E165	411
51	0018011656	31-Jan-18 16:08:16	24 Highgate CT	Kensington	E165	321
52	0018011703	31-Jan-18 18:28:30	861 Bates AVE	El Cerrito	E165	651
53	0018011732	31-Jan-18 19:28:57	6699 Fairmount AVE	El Cerrito	E165	311
54	0018011735	31-Jan-18 19:45:51	642 Beloit AVE	Kensington	E165	321
55	0018011764	31-Jan-18 21:47:40	7720 Eureka AVE	El Cerrito	E165	321

* See Attached Table for Incident Type Explanations

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

CHIEF'S REPORT



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org

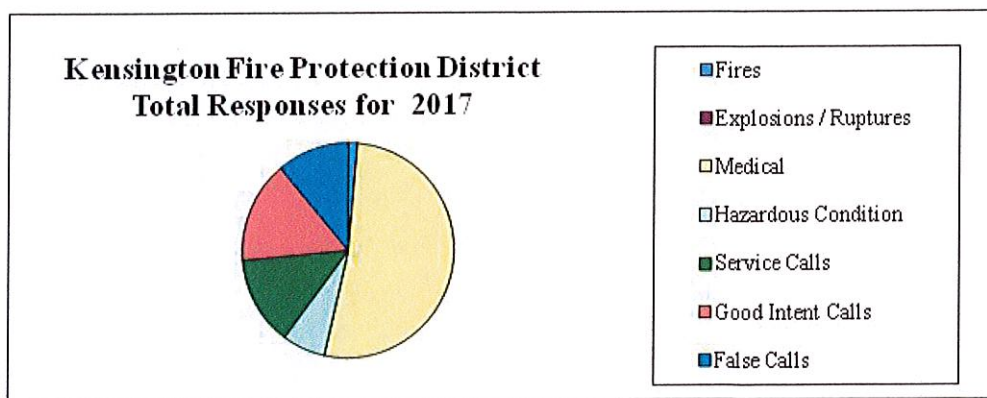


DATE: January 27, 2018
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Battalion Chief
RE: **Total Incident Activity Reports for 2017**

The El Cerrito/Kensington Fire Department responded to a total of 379 incidents within the community of Kensington in 2017.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	5	1.32%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	198	52.24%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	25	6.60%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	51	13.46%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	58	15.30%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	42	11.08%
Totals		379	100.00%



NEW BUSINESS

**Kensington Fire Protection District
OPEB Plan**

**Governmental Accounting Standards Board
(GASB) Statement 75
Actuarial Valuation as of June 30, 2017**

**Measurement Date: June 30, 2017
Fiscal Year End: June 30, 2018**

February 21, 2018

Nicolay Consulting Group



February 21, 2018

OPEB CONSULTANTS AND ACTUARIES
530 BUSH STREET, SUITE 500
SAN FRANCISCO, CALIFORNIA 94108-3633
TEL: 415-512-5300
FAX: 415-512-5314

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

Re: Kensington Fire Protection District GASB 75 Report for Fiscal Year Ended June 30, 2018

Dear Ms. Navellier,

Kensington Fire Protection District ("The District") has retained Nicolay Consulting Group to complete this valuation of The District's postemployment medical program (the "Plan") as of June 30, 2017 measurement date compliant under Governmental Accounting Standards Board (GASB) Statement 75.

The purpose of this valuation is to determine the value of the expected postretirement benefits for current and future retirees and the Total OPEB Liability and Actuarially Determined Contribution for the fiscal year ending June 30, 2018. The amounts reported herein are not necessarily appropriate for use for a different fiscal year without adjustment.

Based on the foregoing, the cost results and actuarial exhibits presented in this report were determined on a consistent and objective basis in accordance with applicable Actuarial Standards of Practice and generally accepted actuarial procedures. We believe they fully and fairly disclose the actuarial position of the Plan based on the plan provisions, employee and plan cost data submitted.

The actuarial calculations were completed under the supervision of Gary Cline, ASA, MAAA, FCA, Enrolled Actuary. A member of the American Academy of Actuaries whom meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinion herein. To the best of our knowledge, the information supplied in the actuarial valuation is complete and accurate. In our opinion, assumptions as approved by the plan sponsor are reasonably related to the experience of and expectations for the Plan.

We would be pleased to answer any questions on the material contained in this report or to provide an explanation or further detail as may be appropriate.

Respectfully submitted,

NICOLAY CONSULTING GROUP

A handwritten signature in cursive script that reads "Gary E. Cline".

Gary E. Cline, ASA, MAAA, FCA, EA
Vice President & Chief Operating Officer

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Section I Management Summary

A) Highlights

Summary of Key Valuation Results

	2017
Disclosure elements as of measurement date ending June 30:	
<u>Present Value of Future Benefits:</u>	
Active	\$0
Retiree	<u>\$1,304,608</u>
Total	<u>\$1,304,608</u>
<u>Actuarial Accrued Liability or Total OPEB Liability (TOL)</u>	
Active	\$0
Retiree	<u>1,304,608</u>
Total	<u>\$1,304,608</u>
Plan Fiduciary Net Position	<u>1,479,475</u>
Net OPEB Liability	(\$174,867)
Plan Fiduciary Net Position as a percentage of the TOL	113%
Aggregate OPEB Expense (Exhibit 3)	(\$225,409)
Covered Payroll	N/A
Schedule of contributions for fiscal year ending 30:	
Actuarially determined contributions	\$0
Actual contributions ⁽¹⁾	<u>0</u>
Contribution deficiency (excess)	\$0
Pay-As-You-Go Premiums	<u>\$105,986</u>
Demographic data for fiscal year ending June 30⁽²⁾:	
Number of active members	0
Number of retired members and beneficiaries	<u>10</u>
Total	<u>10</u>
Key assumptions as of June 30:	
Discount rate	6.73%
<u>Initial Trend Rate</u>	
Pre-65	8.00%
Post-65	5.50%
Ultimate Rate	5.00%
Year Ultimate Rate is Reached	2031

⁽¹⁾ Includes payments to trust and amounts paid directly by the plan sponsor

⁽²⁾ Census data as of June 30, 2017 is used in the measurement of the TOL as of June 30, 2017. See Section III for additional details regarding the census information.

Section I Management Summary

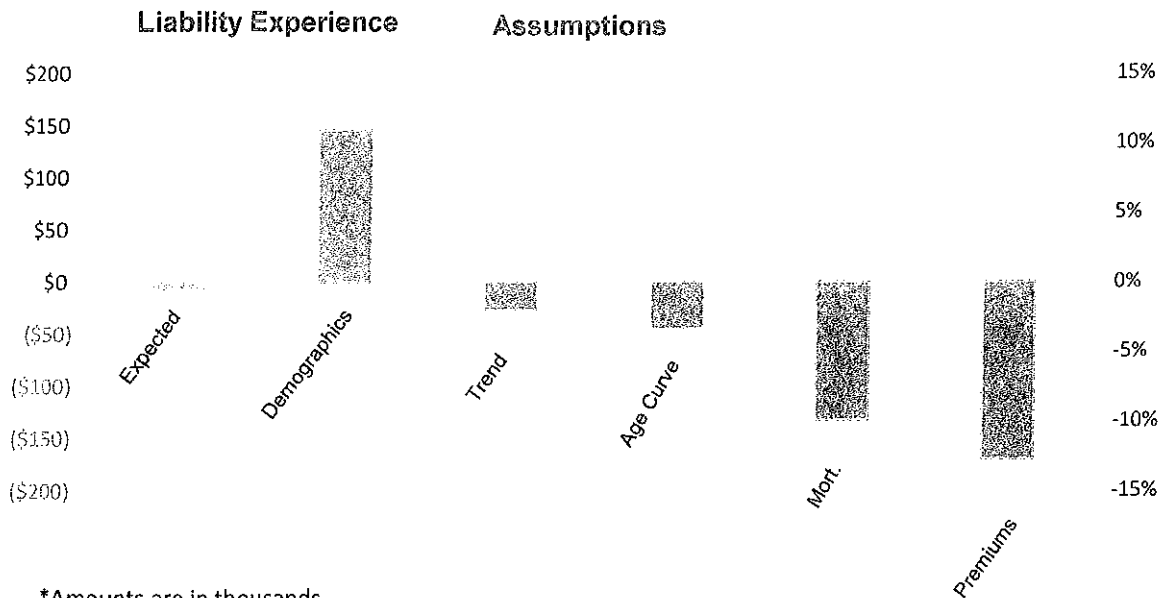
B) Gap Analysis

The Actuarial Accrued Liability (AAL) has decreased \$233,443 from \$1,537,671 as of June 30, 2016 to \$1,304,608 as of June 30, 2017. A breakdown of the sources of this change in liability is shown below:

Liability Experience	Amount	Percentage
Expected Benefits Earned, Benefit Payments and Interest	(\$6)	(0%)
Actual Demographic and Other Experience	<u>\$146</u>	<u>10%</u>
Total Liability Experience	\$140	10%

Changes in Assumptions	Amount	Percentage
Revised Assumed Health Care Cost Trend	(\$26)	(2%)
New Implicit Subsidy Age Curve	(\$44)	(3%)
Revised CalPERS Mortality Rates	(\$133)	(9%)
Actual 2017 Monthly Premiums	<u>(\$170)</u>	<u>(11%)</u>
	(\$373)	(24%)

*Amounts are in thousands.



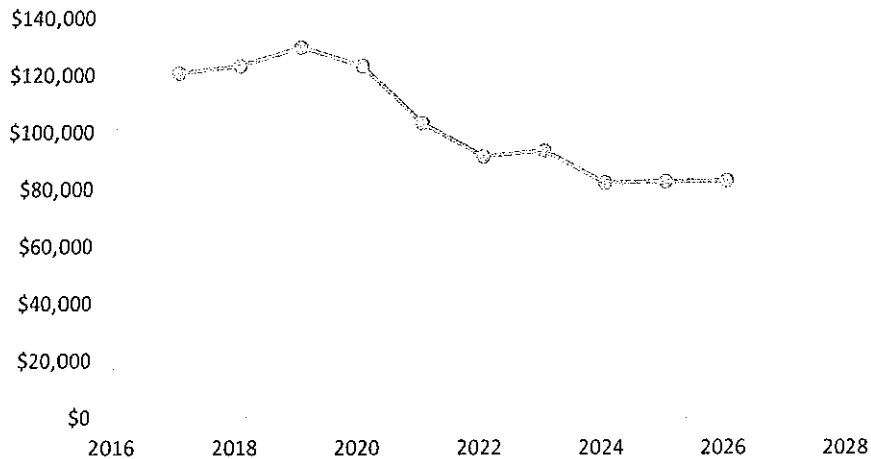
*Amounts are in thousands.

Section I Management Summary

C) 10-Year Projection of Employer Benefit Payments

Fiscal Year Beginning 7/1	Premiums	Implicit Subsidy	Total
2017	\$102,866	\$17,920	\$120,786
2018	\$103,503	\$19,788	\$123,291
2019	\$107,486	\$22,465	\$129,951
2020	\$103,899	\$19,572	\$123,471
2021	\$92,989	\$10,279	\$103,268
2022	\$86,035	\$5,566	\$91,601
2023	\$86,820	\$6,678	\$93,498
2024	\$81,476	\$837	\$82,313
2025	\$81,369	\$1,472	\$82,841
2026	\$81,023	\$2,056	\$83,079

10-Year Total Annual Cost Projection

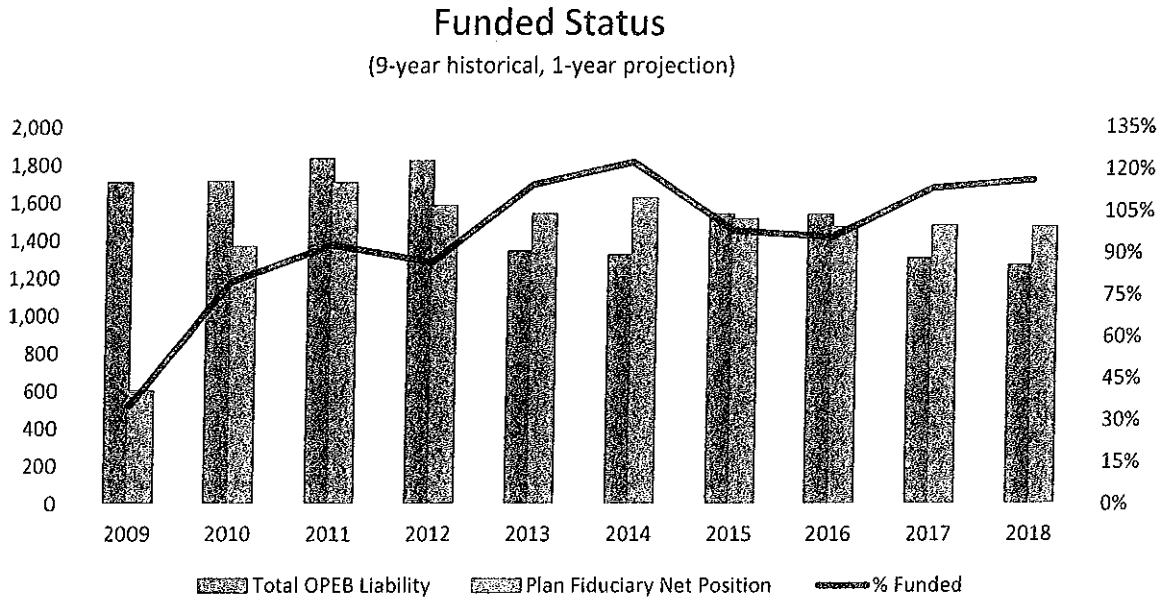


The annual costs shown in the graph above are paid via trust assets (premiums) and active employee premium subsidies (implicit subsidies).

Section I Management Summary

D) Funding Progress

Below is an illustration of the funded status of the Plan for the past 9 years, and a projection of the next year looking forward:



Section II GASB 75 Exhibits

A) Schedule of Changes in Net OPEB Liability (Exhibit 1)

	2017
<u>Total OPEB Liability</u>	
Service cost	\$0
Interest	99,977
Change of benefit terms	0
Differences between expected and actual experience	146,389
Changes of assumptions	(373,443)
Benefit payments, including refunds of employee contributions	<u>(105,986)</u>
Net change in Total OPEB Liability	(233,063)
Total OPEB Liability – beginning (a)	<u>1,537,671</u>
Total OPEB Liability – ending (b)	\$1,304,608
<u>Plan Fiduciary Net Position</u>	
Contributions – employer	\$0
Contributions – employee	0
Net investment income	112,865
Benefit payments, including refunds of employee contributions	(105,986)
Administrative expense	(739)
Other	<u>0</u>
Net change in Plan Fiduciary Net Position	\$6,140
Plan Fiduciary Net Position – beginning (c)	<u>1,473,335</u>
Plan Fiduciary Net Position – ending (d)	\$1,479,475
Net OPEB Liability – beginning (a) – (c)	\$64,336
Net OPEB Liability – ending (b) – (d)	<u>(\$174,867)</u>
Plan Fiduciary Net Position as a percentage of the Total OPEB Liability	113%
Covered employee payroll⁽¹⁾	N/A
Plan Net OPEB Liability as percentage of covered employee payroll⁽¹⁾	N/A

¹ Covered payroll not available

Section II GASB 75 Exhibits

B) Derivation of Significant Actuarial Assumptions

Long-term Expected Rate of Return – As of June 30, 2017, the expected long-term expected real rates of return for each major investment class in the Plan's portfolio are as follows:

Investment Class	Target Allocation	Long-Term Expected Real Rate of Return ¹
Global Equity	40.00%	6.46%
Fixed Income	39.00%	3.15%
Treasury Inflation-Protected Securities (TIPS)	10.00%	3.00%
Commodities	3.00%	5.70%
Real Estate Investment Trusts	8.00%	8.63%
Liquidity	0.00%	0.00%
Total	100.00%	

¹Expected Return on Assets Analysis provided by JP Morgan Inputs for GIC Asset Allocation.

Discount rate – The discount rate used to measure the total OPEB liability as of June 30, 2017 was 6.73%. This discount rate was based on the Bond Buyer-20 Bond GO index for benefits not expected to be covered by trust assets and the expected long-term return on assets of 6.73% as reported by CalPERS for investment Strategy 2.

This expected long-term return on assets takes into account the time horizon of the plan, the asset allocation, and the expected long-term real rates of return by asset class. Above are long-term expected real rates of return as reported by JP Morgan. We combined these real rates of return with a 2.25% inflation rate to confirm the reasonableness of the expected return provided by CalPERS, which as of June 30, 2016 was 6.73% and as of June 30, 2017 was 6.73%. The Bond Buyer 20-Bond GO index as of June 30, 2016 was 2.85% and as of June 30, 2017 was 3.58%.

Section II GASB 75 Exhibits

C) Sensitivity Analysis (Exhibit 2)

Sensitivity of the Total OPEB Liability to changes in the discount rate – The following presents The District's Total OPEB Liability would be if it were calculated using a discount rate that is 1% point lower (5.73%) or 1% point higher (7.73%) than the current rate:

Sensitivity of the Total OPEB Liability to changes in the Trend rate – The following presents the The District's Total OPEB Liability would be if it were calculated using a trend table that is 1% point lower or 1% point higher than the current rate:

Total OPEB Liability as of 06/30/2017 measurement date: \$1,304,608

Sensitivity Analysis:

	Discount Rate			Trend		
	TOL	\$ Change	%Change	TOL	\$ Change	% Change
+1%	\$1,202,397	(\$102,211)	(8%)	\$1,427,000	\$122,392	9%
Base	\$1,304,608	0	0	\$1,304,608	0	0
-1%	\$1,425,663	\$121,055	9%	\$1,199,607	(\$105,001)	(8%)

Section II GASB 75 Exhibits

D) Schedule of OPEB Expense for Fiscal Year Ended June 30, 2018 (Exhibit 3)

Components of OPEB Expense

Service Cost	\$0
Interest on the Total OPEB Liability (Exhibit 4)	99,977
Changes on Benefit Terms	0
Recognized Differences between Expected and Actual Experience	146,389
Recognized Changes of Assumptions	(373,443)
Employee Contributions	0
Projected Earnings on OPEB Plan Investments (Exhibit 5)	(95,623)
Recognized Differences Between Projected and Actual Earnings on Plan Investments	(3,448)
Administrative Expense	739
Other Changes in Fiduciary Net Position	0
Aggregate OPEB Expense	<u>(\$225,409)</u>

Section II GASB 75 Exhibits

E) Interest on the Total OPEB Liability (Exhibit 4)

	Amount for Period a	Portion of Period b	Interest Rate c	Interest on the Total OPEB Liability a*b*c
Beginning Total OPEB Liability	1,537,671	100%	6.73%	\$103,485
Service Cost		100%	6.73%	0
Benefit payments, including refunds of employee contribution	(105,986)	50%	6.73%	<u>(3,508)</u>
Total Interest on the total OPEB liability				\$99,977

Section II GASB 75 Exhibits

F) Earnings on Plan Fiduciary Net Position (Exhibit 5)

	Amount for Period a	Portion of Period b	Projected Rate of Return c	Projected Earnings a*b*c
Beginning Plan Fiduciary Net Position	\$1,473,335	100%	6.73%	\$99,155
Employer Contributions	0	50%	6.73%	0
Employee Contributions	0	50%	6.73%	0
Benefits payments, (including refunds of employee contributions)	(105,986)	50%	6.73%	(3,508)
Administrative Expense and Other	(739)	50%	6.73%	(24)
Total Projected Earnings				<u>\$95,623</u>

Section II GASB 75 Exhibits

G) Schedule of Contributions¹ (Exhibit 6)

	Plan Year 2016 - 2017
Actuarially Determined Contribution ²	\$0
Contributions in relation to the Actuarially Determined Contribution ²	<u>0</u>
Contribution Deficiency (excess)	\$0
Covered-employee payroll ³	N/A
Contributions as a percentage of covered-employee payroll ³	N/A
Contributions to the Trust	\$0
Pay-go Payments by Employer Unreimbursed by the Trust	0
Active Implicit Rate Subsidy Transferred to OPEB	<u>0</u>
Total OPEB Contributions ¹	\$0

¹ ADC and Contributions are for the measurement period July 1, 2016 to June 30, 2017.

² Employers setting a discount rate based on the assumption that assets will be sufficient to cover all future benefit payments under the plan are assumed to annually make contributions equal to the actuarially determined contribution. Annual contributions made that are substantially less than the ADC would require additional support for use of a discount rate equal to the long-term expected return on trust assets.

³ Covered-Employee Payroll represented above is based on cover-employee payroll provided by the employer. GASB 75 defines covered-employee payroll as the total payroll of employees that are provided OPEBs through the OPEB plan. Accordingly, if OPEB covered-employee payroll shown above is different than total earnings for covered-employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

Section II GASB 75 Exhibits

H) Deferred Inflows/Outflows of Resources (Exhibit 7)

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience in the measurement of the TOL	\$0	\$0
Changes in assumptions	0	0
Net difference between projected and actual earnings of OPEB plan investments	0	13,794
Contribution to OPEB plan after measurement date	<u>0</u>	<u>0</u>
Total	\$0	\$13,794

Amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Fiscal Year Ended June 30	Deferred Outflows/(Inflows) of Resources
2019	(\$3,449)
2020	(3,448)
2021	(3,448)
2022	(3,449)
2023	0
Thereafter	<u>0</u> (\$13,794)

Section II GASB 75 Exhibits

I) Schedule of Deferred Inflows/Outflows of Resources (Exhibit 8)

Fiscal Year Established	Initial Amount	Deferred Outflows of Resources as of 06/30/17	Deferred Inflows of Resources as of 06/30/17	Initial Years	Years Left	Deferred Outflows/(Inflows) Recognized in Fiscal 2018
Changes in Assumption						
2017	<u>(\$373,443)</u>	<u>0</u>	<u>\$0</u>	0.0	0.0	<u>(\$373,443)</u>
Total	(\$373,443)	0	\$0			(\$373,443)
Difference Between Expected and Actual Plan Experience						
2017	<u>\$146,389</u>	<u>0</u>	<u>0</u>	0.0	0.0	<u>\$146,389</u>
Total	\$146,389	0	0			\$146,389
Net Difference Between Projected and Actual Earnings On Investments						
2017	<u>(\$17,242)</u>	<u>0</u>	<u>(\$13,794)</u>	5.0	4.0	<u>(\$3,448)</u>
Total	(\$17,242)	0	(\$13,794)			(\$3,448)
Total Balance		\$0	(\$13,794)			(\$230,502)

Section II GASB 75 Exhibits

J) Journal Entry to Record the NOL for fiscal year ended June 30, 2018 (Exhibit 9)

	DR	CR
Net Position	\$0	\$161,073
DO-Experience	0	0
DO-Investment	0	0
DO-Contributions	0	0
DO-Assumptions	0	0
DI-Experience	0	0
DI-Investment	0	13,794
DI-Assumptions	0	0
NOL	174,867	0
	<u>\$174,867</u>	<u>\$174,867</u>

Section III Data

A) Summary of Demographic Information

The participant data used in the valuation was provided by The District as of 06/30/2017. It is assumed that this data is representative of the population as of 06/30/2017. While the participant data was checked for reasonableness, the data was not audited, and the valuation results presented in this report are dependent upon the accuracy of the participant data provided. The table below presents a summary of the basic participant information for the active and retired participants covered under the terms of the Plan.

	Total
<u>Actives</u>	
Total Counts	0
Average Age	n/a
Average Service	n/a
<u>Retirees</u>	
Counts	
Under age 65	2
Age 65 and over	<u>8</u>
Total Counts	10
Average Age	74
Total Participants	10
<u>Covered Dependents of Retirees</u>	
Counts	
Spouses / Domestic Partners	5
Children	<u>0</u>
Total	0
Grand Total	15

Section III Data

B) Distribution of Participants by Age and Service

Distribution of Service Groups by Age Groups

Age Group	Retired Participants	Active Participant – Years of Service						Total
		0 - 4	5 - 9	10 - 14	15 - 19	20 - 24	25+	
< 25	0	0	0	0	0	0	0	0
25 - 29	0	0	0	0	0	0	0	0
30 - 34	0	0	0	0	0	0	0	0
35 - 39	0	0	0	0	0	0	0	0
40 - 44	0	0	0	0	0	0	0	0
45 - 49	0	0	0	0	0	0	0	0
50 - 54	0	0	0	0	0	0	0	0
55 - 59	0	0	0	0	0	0	0	0
60 - 64	2	0	0	0	0	0	0	0
65 - 69	1	0	0	0	0	0	0	0
> 70	7	0	0	0	0	0	0	0
Total	10	0	0	0	0	0	0	0

* Retired participants include retirees, disabled participants, and surviving family members. Does not include covered dependents.

Section IV Plan Provision Summary

A) Plan Description

The District has assumed responsibility for providing the entire cost of postretirement medical, dental and vision benefits to a closed group of retirees and their dependents. Retirees may enroll in any of the plans offered by the District. Retirees are currently enrolled in Blue Shield, PERS Care, and Kaiser plans. The District also provides postretirement dental coverage through Delta Dental and postretirement vision coverage through VSP.

2017 and 2018 calendar year monthly medical premium rates for the District's plans are shown below:

Pre-Medicare Premiums

2017 Plan	EE	EE+SP	EE+Fam
Blue Shield Access+	\$1,024.85	\$2,049.70	\$2,664.61
Kaiser	\$573.89	\$1,147.78	\$1,492.11
PERSCare	\$932.39	\$1,864.78	\$2,424.21

2018 Plan	EE	EE+SP	EE+Fam
Blue Shield Access+	\$889.02	\$1,778.04	\$2,311.45
Kaiser	\$642.70	\$1,285.40	\$1,671.02
PERSCare	\$882.45	\$1,764.90	\$2,294.37

Medicare Premiums

2017 Plan	EE	EE+SP
Blue Shield Access+	N/A	N/A
Kaiser	\$300.48	\$600.96
PERSCare	\$389.76	\$779.52
United Healthcare	\$324.21	\$648.42

2018 Plan	EE	EE+SP
Blue Shield Access+	N/A	N/A
Kaiser	\$316.34	\$632.68
PERSCare	\$382.30	\$764.60
United Healthcare	\$330.76	\$661.52

Dental Premiums \$64.41 for retiree, \$60.07 for spouse

Vision Premiums \$31.52 composite

Duration of Benefits

Benefits continue for the life of the retiree and/or dependent(s).

Surviving Spouse Coverage

Surviving spouses of deceased retirees receive lifetime coverage.

Section V Actuarial Assumption, Methods, & Considerations

A) Actuarial Assumptions

Discount Rate	6.73%																																													
Health Care Trend	<table border="1"> <thead> <tr> <th>Year Beginning</th> <th colspan="2">Increase in Premium Rates</th> </tr> <tr> <th></th> <th>Pre-65</th> <th>Post-65</th> </tr> </thead> <tbody> <tr><td>2019</td><td>8.00%</td><td>5.50%</td></tr> <tr><td>2020</td><td>7.75%</td><td>5.25%</td></tr> <tr><td>2021</td><td>7.50%</td><td>5.00%</td></tr> <tr><td>2022</td><td>7.25%</td><td>5.00%</td></tr> <tr><td>2023</td><td>7.00%</td><td>5.00%</td></tr> <tr><td>2024</td><td>6.75%</td><td>5.00%</td></tr> <tr><td>2025</td><td>6.50%</td><td>5.00%</td></tr> <tr><td>2026</td><td>6.25%</td><td>5.00%</td></tr> <tr><td>2027</td><td>6.00%</td><td>5.00%</td></tr> <tr><td>2028</td><td>5.75%</td><td>5.00%</td></tr> <tr><td>2029</td><td>5.50%</td><td>5.00%</td></tr> <tr><td>2030</td><td>5.25%</td><td>5.00%</td></tr> <tr><td>2031 and later</td><td>5.00%</td><td>5.00%</td></tr> </tbody> </table>	Year Beginning	Increase in Premium Rates			Pre-65	Post-65	2019	8.00%	5.50%	2020	7.75%	5.25%	2021	7.50%	5.00%	2022	7.25%	5.00%	2023	7.00%	5.00%	2024	6.75%	5.00%	2025	6.50%	5.00%	2026	6.25%	5.00%	2027	6.00%	5.00%	2028	5.75%	5.00%	2029	5.50%	5.00%	2030	5.25%	5.00%	2031 and later	5.00%	5.00%
Year Beginning	Increase in Premium Rates																																													
	Pre-65	Post-65																																												
2019	8.00%	5.50%																																												
2020	7.75%	5.25%																																												
2021	7.50%	5.00%																																												
2022	7.25%	5.00%																																												
2023	7.00%	5.00%																																												
2024	6.75%	5.00%																																												
2025	6.50%	5.00%																																												
2026	6.25%	5.00%																																												
2027	6.00%	5.00%																																												
2028	5.75%	5.00%																																												
2029	5.50%	5.00%																																												
2030	5.25%	5.00%																																												
2031 and later	5.00%	5.00%																																												
Amortization Methodology	We used 5-year straight-line amortization for asset gains and losses. For assumption changes and experience gains/losses, we assumed immediate recognition.																																													
Baseline Cost	Pre-Medicare: \$9,572 per year Post-Medicare: \$4,332 per year																																													
Inflation	We assumed 2.25% inflation per annum																																													
Payroll increases	N/A																																													
Administrative Expenses	\$739																																													
Turnover	None.																																													
Disability	N/A																																													
Percent Married	N/A																																													
Net Investment Return	6.73%, based on CERBT investment allocation Strategy 2																																													
Health Plan Participation	We assumed that 100% of eligible participants will participate.																																													
Medicare Coverage	We assumed that all retirees under 65 will be eligible for Medicare when they reach age 65.																																													

Section V Actuarial Assumption, Methods, & Considerations

A) Actuarial Assumptions (continued)

Mortality

The mortality rates used in this valuation are those used in the most recent CalPERS valuations.

Pre-Retirement: CalPERS 2014 Mortality pre-retirement

Post-Retirement: CalPERS 2014 Mortality post-retirement

Age	Sample Mortality Rates			
	Active Employees		Retired Employees	
	Male	Female	Male	Female
55	0.23%	0.14%	0.60%	0.42%
60	0.31%	0.18%	0.71%	0.44%
65	0.40%	0.26%	0.83%	0.59%
70	0.52%	0.37%	1.31%	0.99%
75	0.71%	0.53%	2.21%	1.72%
80	0.99%	0.81%	3.90%	2.90%
85	0.00%	0.00%	6.97%	5.24%
90	0.00%	0.00%	12.97%	9.89%

* Source: NCG has not performed an experience study to select these assumptions. NCG has not observed materially consistent gains or consistent losses associated with these assumptions

Section V Actuarial Assumption, Methods, & Considerations

B) Actuarial Methods

Actuarial Cost Method	Entry Age Normal An actuarial cost method under which the Actuarial Present Value of the Projected Benefits of each individual included in the valuation is allocated on a level basis over the earnings or service of the individual between entry age and assumed exit age(s). The portion of this Actuarial Present Value allocated to a valuation year is called the Normal Cost.
Financial and Census Data	The District provided the participant data, financial information and plan descriptions used in this valuation. The actuary has checked the data for reasonableness, but has not independently audited the data. The actuary has no reason to believe the data is not complete and accurate, and knows of no further information that is essential to the preparation of the actuarial valuation.
Plan Fiduciary Net Position	Market value of assets as of the measurement date
Measurement Date	June 30, 2017
Valuation Date	June 30, 2017
Funding Policy	There are no contributions, because the Plan is fully funded and benefit payments are made from the Trust.

Section IV Actuarial Assumptions and Methods used in Actuarially Determined Contribution

C) Actuarial Considerations

Health Care Reform

Health care delivery is going through an evolution due to enactment of Health Care Reform. The Patient Protection and Affordable Care Act (PPACA), was signed March 23, 2010, with further changes enacted by the Health Care and Education Affordability Reconciliation Act (HCEARA), signed March 30, 2010. This valuation uses various assumptions that may have been modified based on considerations under PPACA. This section discusses particular legislative changes that were reflected in our assumptions. We have not identified any other specific provision of PPACA that would be expected to have a significant impact on the measured obligation. As additional guidance on the Act continues to be issued, we'll continue to monitor impacts.

Individual Mandate

Under PPACA, individuals (whether actively employed or otherwise) must be covered by health insurance or else pay a penalty tax to the government. While it is not anticipated that the Act will result in universal coverage, it is expected to increase the overall portion of the population with coverage. We believe this will result in an increased demand on health care providers, resulting in higher trend for medical services for non-Medicare eligible retirees. (Medicare costs are constrained by Medicare payment mechanisms already in place, plus additional reforms added by PPACA and HCEARA.) While we believe that the mandate may result in somewhat higher participation overall, this issue would have a marginal impact since we assume 100% participation upon retirement.

Employer Mandate

Health Care Reform includes various provisions mandating employer coverage for active employees, with penalties for non-compliance. Those provisions do not directly apply to the postemployment coverage included in this valuation.

Section IV Actuarial Assumptions and Methods used in Actuarially Determined Contribution

C) Actuarial Considerations (continued)

Medicare Advantage Plans	Effective January 1, 2011, the Law provides for reductions to the amounts that would be provided to Medicare Advantage plans starting in 2011. We considered the effect of these reductions in federal payments to Medicare Advantage plans when setting our trend assumption.
Expansion of Child Coverage to Age 26	Health Care Reform mandates that coverage be offered to any child, dependent or not, through age 26, consistent with coverage for any other dependent. We assume that this change has been reflected in current premium rates. While this plan covers dependents, we do not currently assume non-spouse dependent coverage other than for firefighters. We believe the impact this assumption has on the valuation is immaterial due to the lack of retirees that have had or are expected to have non-spouse dependents for any significant amount of time during retirement.
Elimination of Annual or Lifetime Maximums	Health Care Reform provides that annual or lifetime maximums have to be eliminated for all "essential services." We assume that current premium rates already reflect the elimination of any historic maximums.
Cadillac Tax (High Cost Plan Excise Tax)	<p>The PPACA legislation added a new High-Cost Plan Excise Tax (also known as the "Cadillac Tax") starting in calendar year 2020. For valuation purposes, we assumed that the value of the tax will be passed back to the plan in higher premium rates.</p> <ul style="list-style-type: none">• The tax is 40% of the excess of (a) the cost of coverage over (b) the limit. We modeled the cost of the tax by calculating (a) using the working rates projected with trend. We calculated (b) starting with the statutory limits (\$10,200 single and \$27,500 family), adjusted for the following:<ul style="list-style-type: none">○ Limits will increase from 2018 to 2019 by 4.25% (CPI plus 1%);○ Limits will increase after 2019 by 3.25% (CPI); and○ For retirees over age 55 and not on Medicare, the limit is increased by an additional dollar amount of \$1,650 for single coverage and \$3,450 for family coverage.• Based on the above assumptions, we estimate that the tax will not apply for the District's pre-Medicare or post-Medicare plans.

Section VI Glossary

A) Key Terms

Annual OPEB Expense	The amount recognized by an employer in each accounting period for contributions to a defined benefit OPEB plan on the modified accrual basis of accounting.
Deferred outflows and inflows of resources related to OPEB	Deferred outflows of resources and deferred inflows of resources related to OPEB arising from certain changes in the collective net OPEB liability or collective total OPEB liability
Covered Payroll	Annual compensation paid (or expected to be paid) to active employees covered by an OPEB plan, in aggregate.
Net OPEB Liability (NOL)	The liability of employers and non-employer contributing entities to plan members for benefits provided through a defined benefit OPEB plan that is administered through a trust that meets the criteria of the GASB Statements.
Normal Cost or Service Cost	The portion of the Total Present Value of Future Benefits attributed to employee service during the current fiscal year by the actuarial cost method. These terms are used interchangeably.
Other Postemployment Benefits (OPEB)	Retiree health care benefits and post-employment benefits provided separately from a pension plan (excluding termination offers and benefits).
Plan Fiduciary Net Position (FNP)	Set equal to the market value of assets as of the measurement date.
Present Value of Future Benefits (PVFB)	The value, as of the valuation date, of the projected benefits payable to all members for their accrued service and their expected future service, discounted to reflect the time value (present value) of money and adjusted for the probabilities of retirement, withdrawal, death and disability.
Total OPEB Liability (TOL)	The portion of the actuarial present value of projected benefit payments that is attributed to past period of member service in conformity with the GASB Statements. The total OPEB liability is the liability of employers and non-employer contributing entities to plan members for benefits provided through a defined benefit OPEB plan that is not administered through a trust that meets the criteria of the GASB Statements.



March 7, 2018

TO: Brenda J. Navellier
Kensington Fire Protection District
510-527-8395

RE: Preliminary Proposal for Landscape Design Services
Kensington Fire Demonstration Garden

Thank you so much for considering Panoramic Design Group (PDG) for this project. I understand that the work consists of providing landscape plans for a proposed Fire Demonstration Garden. PDG proposes to design this garden in collaboration with the Kensington Fire Protection District and the Kensington community as an example of a fire resilient garden that incorporates ecological principles of sustainability and water conservation. Diablo Fire Safe Council and other fire safe landscape resources will be researched and will inform the design process and the plant palette.

Although the scope of the project is relatively simple and the project site is small, because it is a public project going out to public bid, it needs to comply with regulatory requirements. This proposal addresses these regulatory requirements.

The landscape plans will comply with multiple agency approval requirements, including the federally mandated C.3 stormwater regulations, American Disabilities Act (ADA), state mandated Model Water Efficient Landscape Ordinance (MWELO) and regional Bay-Friendly Landscape (BFL) principles, which provide an integrated approach to sustainable landscaping. Including these requirements does not necessitate an overly complex or expensive design, instead, simple, efficient, cost effective alternatives are available.

A breakdown of specific tasks required to produce these plans include:

1. Project set up
 - a. Site analysis and photographs
 - b. Clarify approach and discuss design goals
 - c. Confirm site measurements and draft site plan based on survey by others
2. Tree Protection
 - a. Provide notes and details for protection of existing trees during construction
3. Layout Plan
 - a. Layout and grading of ADA path
 - b. Include transition between sidewalk and path
 - c. Layout planting beds
 - d. Place benches and other site features, if any
4. Interpretive Signage
 - a. Research alternative styles and approaches

- b. Show the locations of interpretive elements
 - c. Develop installation details
5. Stormwater (C.3)
- a. Grade the site so that all stormwater remains on site and infiltrates into the ground
 - b. Provide stormwater features such as a rain garden or bioswale to direct and infiltrate stormwater
6. Planting Plan
- a. Develop a fire safe planting design
 - b. Emphasize low water use species that comply with MWELo
 - c. Include BFL required minimum of 75 percent California native, Mediterranean or climate-adapted plants
 - d. No turf will be included
 - e. Group plants into hydrozones according to water needs
 - f. Provide plant legend showing botanical name, common name, container size, water use, and other significant criteria
 - g. Provide pruning notes to address existing shrubbery
 - h. Provide planting details and installation notes
7. Irrigation Plan
- a. Develop an irrigation design that meets the water efficiency goals of MWELo
 - b. Conform to hydrozones developed in planting design
 - c. Show MWELo required equipment and mainline at the Point of Connection
 - d. Utilize low-flow, durable, approved equipment that complies with MWELo and BFL
 - e. Provide irrigation legend, details and installation notes
8. Water Efficient Landscape Ordinance Worksheet
- a. Calculate the area of each hydrozone
 - b. Define the plant water use factor for each hydrozone
 - c. Indicate the irrigation type for each zone
 - d. Verify that the estimated water use (ETWU) meets the water budget (MAWA)
 - e. Include WELo worksheet on plans
9. Soil Management Report
- a. Specify MWELo/BFL required compost and mulch
 - b. Provide notes/specs for contractor to collect and submit soil samples for laboratory testing
 - c. Provide notes/specs for contractor to incorporate recommendations
 - d. Provide notes/specs to include the soil analysis report in the MWELo Certification of Completion
10. Construction Details
- a. Provide construction details for site elements
 - b. Provide details for landscape based stormwater treatment areas. Calculations by civil engineer
 - c. Provide landscape construction installation notes

Milestones towards producing these plans include:

- 1. Schematic Design/Community Meeting
 - a. Provide two alternative layouts
 - b. Provide three alternative plant palettes showing different styles and groupings of

- species, e.g. vibrant/colorful, all green, soft pastels, etc.
- c. Provide fire landscape protocols
- d. Deliverables: 24" x 36" color renderings for public presentation
- e. Design Fee: \$2,700.00

2. Design Development

- a. Soliciting community and agency feedback
- b. Develop into a single design
- c. Provide draft plan set to agency for review
- d. Deliverables: 24" x 36" black and white plans in pdf format
- e. Design Fee: \$2,700.00

3. Plan Completion

- a. Incorporate final agency comments
- b. Provide landscape plans for building permit
- c. Deliverables: 24" x 36" black and white plans in pdf format
- d. Design Fee: \$2,700.00

Reimbursable expenses (printing, travel) for the project will be billed at cost plus 10 percent.

Recommendations:

- Obtain a site survey by a licensed surveyor or civil engineer to obtain accurate grades for an ADA accessible path and accurate area calculations for bidding
- Consultation with the Contra Costa Clean Water Program to determine which C.3 stormwater controls are required
- Consultation with geotechnical engineer to identify underlying soil stability and drainage issues
- Ensure that existing site and surrounding lighting is adequate for safety

Please review the scope and fee to ensure that these are consistent with your expectations and let me know if you have any revisions. If further services beyond the scope items listed above are needed, PDG will be delighted to provide separate proposals for the additional work.

If this proposal is acceptable and you would like to proceed, please let me know and I will follow up with a formal contract. If you need more information or further clarification, please do not hesitate to contact me.

Thank you!



Maura Baldwin

Panoramic Design Group

California Landscape Architect #5802

ISA Certified Arborist #WE-9612A | Bay-Friendly Qualified Professional

mbaldwin.pdg@gmail.com | 510-367-3028 | 3060 El Cerrito Plaza #510, El Cerrito, CA 94530

BOARD REPORTS

The Fire Plug



INSIDE THIS ISSUE:

Spring Time Vegetation Management Inspections

The Kensington Fire Protection District (KFPD) requires property owners in our *Very High Fire Hazard Severity Zone* community to maintain at least a 30-foot defensible space around structures on their property 365 days a year. All properties are inspected annually by the Fire Department for compliance beginning in May.

By following the KFPD's Vegetation Management Guidelines (<http://www.kensington-fire.org> under Safety Tips), property owners can reduce the speed that a fire can grow in an effort to protect their own home and our Kensington community.

KFPD requests voluntary compliance and citizen involvement to reduce of fire hazards in our community.

Change Your Clock and Your Batteries!

Daylight savings time (spring forward!) takes place at 2 a.m. on Sunday, March 11. This is a convenient and timely opportunity to change your home and business smoke alarm batteries.

The Kensington Fire Protection District recommends changing your batteries every six months and replacing smoke detectors every 10 years.

Fire department personnel will check for compliance with the District's standards beginning in May. In the past, the Kensington community has done an outstanding job complying and we look forward to everyone's cooperation again this year.

The Fire Department can assist individual homeowners in planning and developing a defensible space against wildfires.

To download a file of the District's full Vegetation Management Guidelines and a list of recommended plants and trees, go to the District website.

If you require specific guidance in resolving fire hazards, contact Fire Prevention Officer, Joe Gagne, at (510) 215-4457.

Smoke alarms that are properly installed and maintained play a vital role in reducing fire deaths and injuries. If there is a fire in your home, smoke spreads fast and you need smoke alarms to give you time to get out!

If you need help figuring out where smoke detectors should be placed in your home, contact Fire Prevention Officer, Joe Gagne at (510) 215-4457.



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Pharmaceutical Drop-Off on 4/28/18	2
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KFPD BOARD OF DIRECTORS:

- Janice Kosel, President
- Larry Nagel, Vice President
- Joe de Ville, Secretary
- Don Dommer, Director
- Nina Harmon, Director

KFPD STAFF:

- Lance Maples, Chief
- Brenda Navellier, Manager



Public Education for the Everyone

You are never too young to learn about fire prevention!

If your preschool, class, or club is interested in learning more about fire safety first hand from a local firefighter, then take a tour of the Kensington Fire Department or schedule a visit to your facility. The Kensington Fire Protection District offers age appropriate information, tours, and demonstrations to all local Kensington schools.

Learning is not limited to the young—KFPD

also gives fire safety talks specifically to senior groups!

If you would like to make an appointment with the Kensington Fire Crew, please call 215-4450 or email fire@kensingtonfire.org to schedule. Please allow at least two weeks notice.



Pharmaceutical Drop Off Day

KFPD and KPPCSD are joining together to bring the residents of Kensington a pharmaceutical drop off on **Saturday, April 28, 2018**. This *free* event will take place at the Kensington Public Safety Building (217 Arlington Avenue) from 10:00 a.m. until 2:00 p.m. This program is possible through the Drug Enforcement Agency's "Got Drugs?" campaign to safely dispose of unnecessary medications.

Fire and Police personnel will be available to accept all unused or expired medications including narcotics, pills, syrups, inhalers, etc.



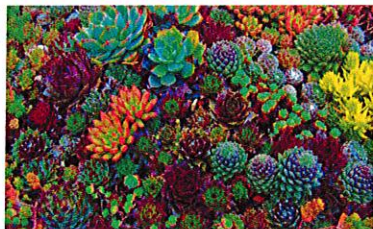
We do not accept any household hazardous waste.

It is important to not flush your unwanted medications down the toilet as they will pollute

our drinking water and ground soil. Unwanted medications left in your medicine cabinet can also put children and teens at risk. Call (510) 215-4450 or (510) 526-4141 with any questions regarding this event.

Fire Safe Grants for Kensington Residents

The Diablo Fire Safe Council (DFSC), an independent agency serving both Alameda and Contra Costa counties, is sponsoring defensible space fuel reduction projects for the current calendar year. Cost share assistance of up to \$5,000 per project is available to groups or groups of individuals or neighbors. Funds can go toward hiring a contractor to remove junipers and/or to reduce fuel loads and create defensible space on your property.



The next **deadline for applying for a defensible space grant is April 16, 2018**.

For more information, go to www.diablofire safe.org or contact Cheryl Miller at DFSCMiller@comcast.net.

In addition, the Kensington Fire Protection District is offering re-planting grants to residents that remove hazardous vegetation and wish to plant fire safe landscaping on their parcels. KFPD has six grants available at up to \$500 each during the current fiscal year (ending June 30, 2018). Contact fire@kensingtonfire.org or (510) 215-4450 for more information.

Red Flag Warnings



During extreme fire weather, firefighters will raise a red triangle-shaped fire weather flag at the Kensington fire station. In addition, signs are placed along Arlington Avenue at Moeser Lane, Highland Avenue, Amherst Avenue, and in front of the fire station. Red flag days are also noted on local news channels.

The flags and signs are intended to alert citizens that extreme fire conditions are present. High temperatures, low humidity and strong winds combine to create conditions that are conducive for wildland fire ignition and propagation. When

weather conditions like these reach critical levels, we all need to take extra precautions.

In a proactive effort, a fourth person is added to staffing at the Kensington station during Red Flag Days. Additional staffing allows the engine to deploy their firefighting resources in a more time effective manner and will also enable them to extinguish wildland fires when they are much smaller.

For additional information on what to do during red flag alerts, go to: http://www.diablofiresafe.org/red_flag.html

Spring Shredding Event

The Kensington Fire Protection District's popular shredding event will be held this spring on **Saturday, March 24th from 10:00 a.m. until 2:00 p.m.**

This *free* event is open to all Kensington residents to dispose of excess papers (fire hazards) in your household.

A mobile shredding truck will be parked at the north end of the Community Center/Library parking lot during the designated time and can destroy all papers on site. There is no limit to the amount of shredding material that you may bring. It

is not necessary to remove staples and paper clips.

All paper shredding is recycled by returning it to a paper mill. If you have any questions about this event please contact us at (510) 215-4450.



CPR/First Aid Classes

KFPD will be offering a CPR/First Aid classes this spring on **Saturday, April 7th** and **Saturday, June 2nd** at the El Cerrito Community Center in El Cerrito.

Space is limited and priority registration is given to Kensington and El Cerrito residents.



Cost for residents is \$40 for CPR and \$80 for both CPR and First Aid.

Additional classes will be offered throughout the remainder of the year. You can sign-up by emailing fire@kensingtonfire.org or calling (510) 215-4450.

**KENSINGTON FIRE
PROTECTION DISTRICT**

Kensington Public Safety Building
217 Arlington Avenue
Kensington, CA 94708

Phone: (510) 527-8395
Fax: (510) 527-8396
E-mail: fire@kensingtonfire.org

*When in Doubt—
Call Us Out!*

We're on the Web!
www.kensingtonfire.org



Register for Emergency Alerts!

Did you know you can receive warning alerts to your cell phone or email? The Contra Costa County Community Warning System (CWS) is recognized as one of the nation's most modern and effective all-hazard public warning systems.

The CWS can alert residents and businesses within Kensington that are impacted by, or are in danger of being impacted by an emergency. Receive information about incidents and what specific protective actions (shelter in place, lockdown, evacuate, avoid the area, etc.) are necessary to protect life



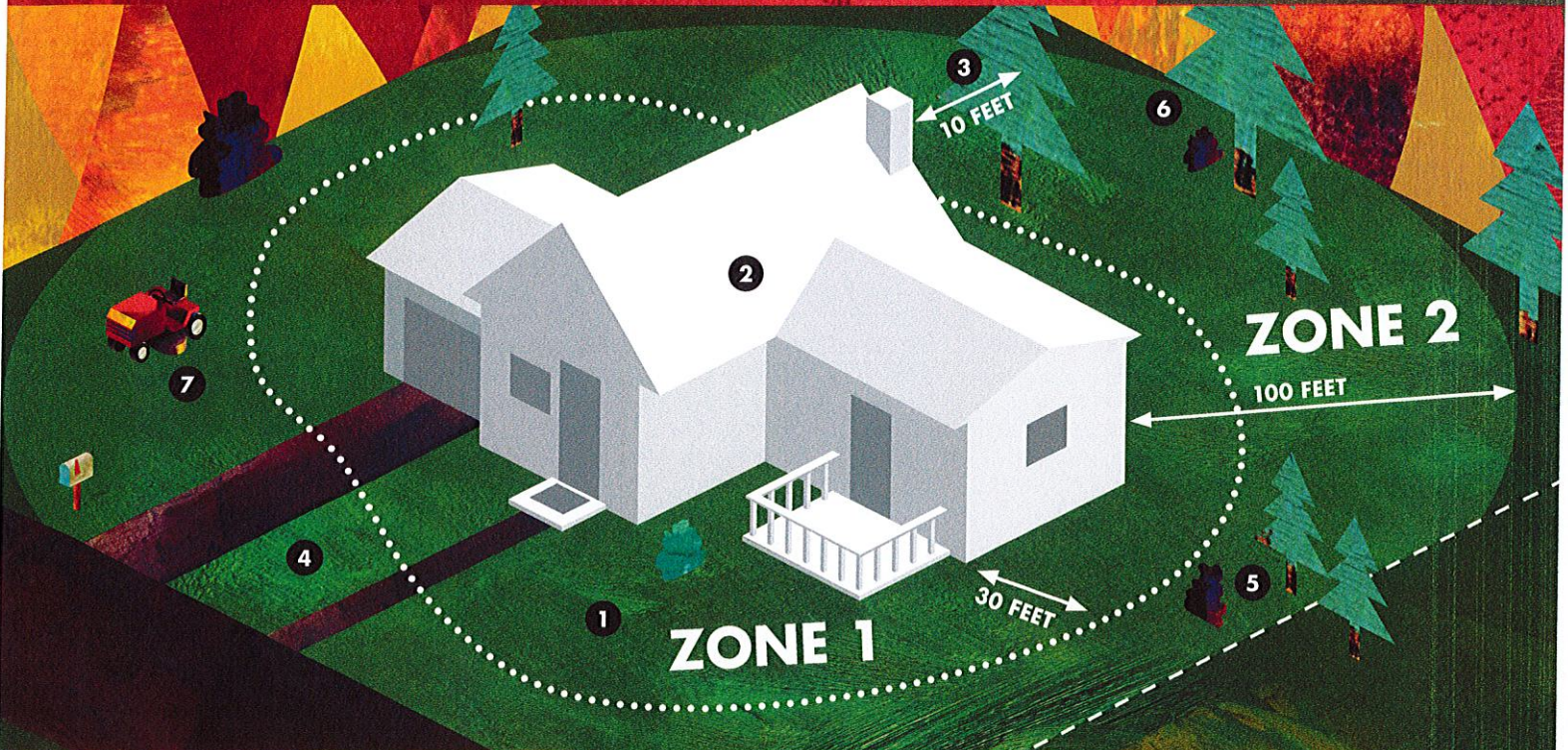
and health.

For more information or to register to receive alerts on your cell phone or email, please visit www.cwsalerts.com

In addition, the state of California provides Reverse 911. Reverse 911 (or reverse calling) is emergency notification provided over a landline. This includes landlines from both telephone utilities and cable providers. Both listed and unlisted numbers are included in the databases used for emergency notification. Reverse 911 does not require prior registration of telephone numbers in order to receive emergency notifications.

**STEP
1**

GET READY



PREPARE DEFENSIBLE SPACE

Defensible Space is your property's front line protection against wildfire. Creating and maintaining Defensible Space around your home can dramatically increase your home's chance of surviving a wildfire. It also improves the safety of firefighters defending your property. 100 feet of Defensible Space is required by law.*

HARDENING YOUR HOME

Flying embers can destroy homes up to a mile ahead of a wildfire. Help minimize the risks and protect your home by preparing (hardening) it.

*For more information on preparing Defensible Space and legal requirements visit ReadyforWildfire.org.

TWO ZONES MAKE UP THE REQUIRED 100 FEET OF DEFENSIBLE SPACE

ZONE 1: 30 FEET OF LEAN, CLEAN & GREEN

- 1 Remove all dead plants, grass and weeds.
- 2 Remove dead or dry leaves and pine needles from your yard, roof and rain gutters.
- 3 Keep tree branches 10 feet away from your chimney and other trees.

ZONE 2: 30-100 FEET OF REDUCED FUEL

- 4 Cut or mow annual grass down to a maximum height of four inches.
- 5 Create horizontal spacing between shrubs and trees.
- 6 Create vertical spacing between grass, shrubs and trees.

USE EQUIPMENT PROPERLY TO KEEP FROM SPARKING A WILDFIRE

- 7 Mow before 10 a.m., and never on a hot or windy day. String trimmers are a safer option (vs. lawnmowers) for clearing vegetation.

STEP 2

GET SET...



PREPARE YOUR FAMILY WITH AN EVACUATION PLAN

- Designate an emergency meeting location outside of the fire or hazard area. This is critical to determine who has safely evacuated from the affected area.
- Become familiar with your community's escape route options. Practice these often so everyone in your family is familiar in case of an emergency.
- Have an evacuation plan for pets and large animals such as horses and other livestock.
- Complete a family communication plan. Download and print a version to keep with this plan at www.ReadyForWildfire.org/prepare-your-family.



ASSEMBLE AN EMERGENCY SUPPLY KIT

- Three-day supply of non-perishable food and three gallons of water per person
- Prescriptions or special medications
- Change of clothing
- Extra eyeglasses or contact lenses
- First aid kit
- Flashlight
- Extra set of car keys, credit cards, cash or traveler's checks
- Battery-powered radio and extra batteries
- Sanitation supplies
- Copies of important documents (birth certificates, passports, etc.)
- Food and water for pets
- This evacuation plan and the designated evacuation route



REMEMBER THE SIX "Ps" IN CASE IMMEDIATE EVACUATION IS REQUIRED

- People and pets
- Papers, phone numbers and important documents
- Prescriptions, vitamins and eyeglasses
- Pictures and irreplaceable memorabilia
- Personal computer hard drive and disks
- "Plastic" (credit cards, ATM cards) and cash

PREPARE TO GO!

KENSINGTON COMMUNITY EVACUATION PLAN

BE READY. ASSEMBLE YOUR OWN EMERGENCY SUPPLY KIT



Notice of evacuation doesn't always allow you to gather needed essentials! Plan ahead by gathering what you need to take with you. Place these essentials in one or more easy-to-carry containers and keep in a location where you can quickly grab them.

Update your Emergency Supply Kit every six months, or as your needs change. Be sure to check expiration dates on perishable items such as food, beverages and batteries.

Include a three-day supply for each family member (this is for all supplies—ie sanitation, food, water, etc.).



ReadyForWildfire.org

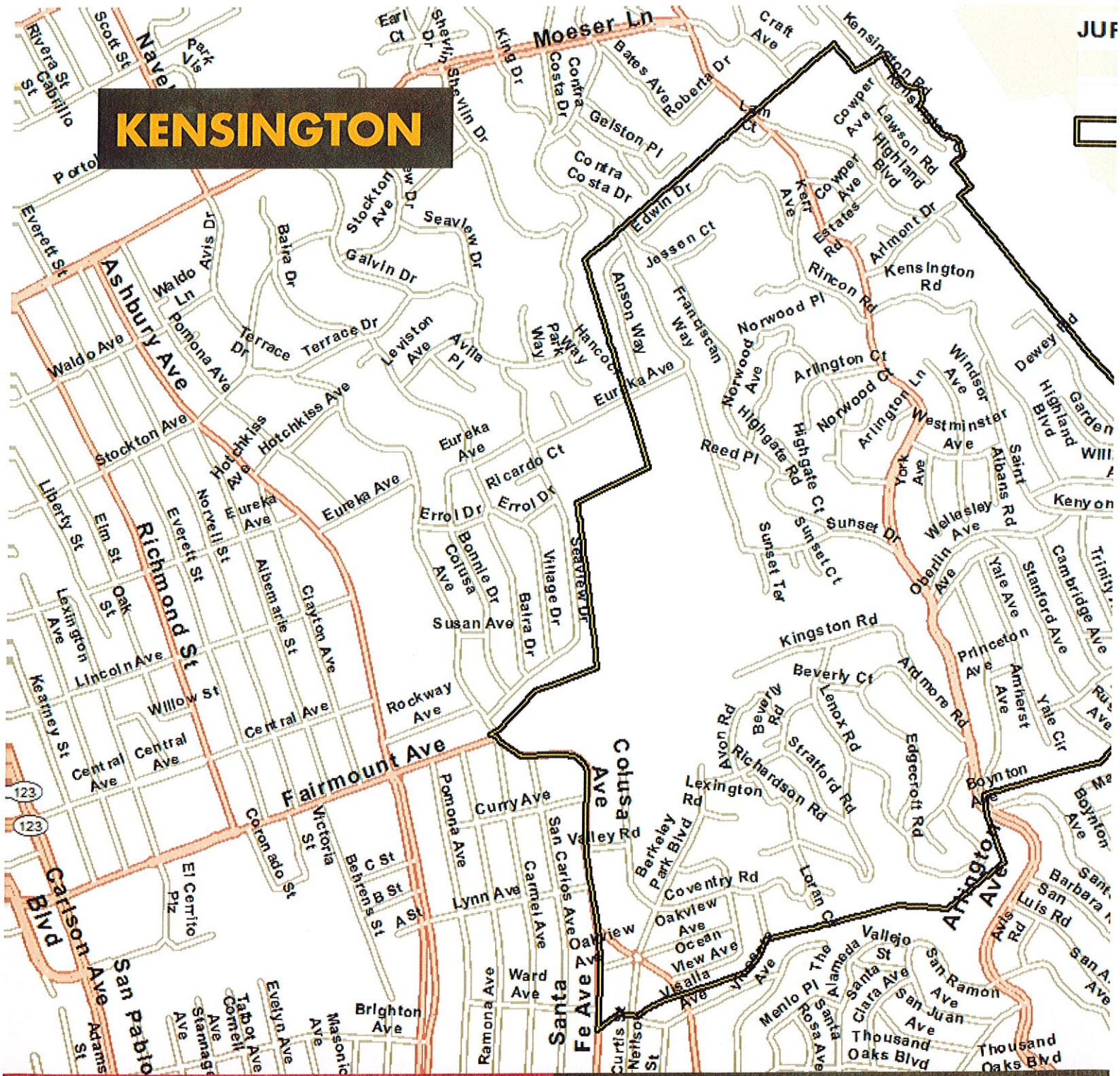
YOUR EMERGENCY SUPPLY KIT LIST STARTS HERE

- Evacuation Plan and maps. Includes completed Household Safety Plan already filled out.
- Water—One gallon per person per day.
- Three-day supply of food for each person. Dried or canned food that doesn't require cooking is preferable.
- A couple of changes of clothes and sturdy shoes. Consider warm and cold weather.
- Personal hygiene items, such as toothbrush, toothpaste, hair brush etc.
- Medication/medical documents, including non-prescription medications, a list of prescription meds with copies of the prescriptions, and a list of known allergies.
- Visual aids, such as spare eyeglasses or contacts, and eye solution.
- Pet Emergency Supply Kit—Food, water, bowl, plastic bags, litter, leash, medical and immunization records, medicine, current photo of pet, transport carrier and names and phone numbers of your veterinary hospitals and animal shelters.
- Personal documents—Copies of insurance policies, birth certificates, home deed/lease, and other important documents.
- Identification—Copies of driver's license/I.D. card and health insurance cards.
- Cash, in small denominations, and credit cards.
- Cell phone charger—home and car.
- Emergency blanket or sleeping bag.
- First aid kit (with manual).
- Sanitation supplies, such as disposable cleaning cloths, toilet paper, garbage bags and twist ties.
- Emergency lighting, such as flashlights, glow sticks, head lamps, and plenty of extra batteries.
- Small tool kit including screwdrivers, pliers, hammer, multi-purpose tool, etc.
- Radio—Include extra batteries or have hand-crank radio
- Duct tape, rope/twine and zip ties.
- Dust mask and work gloves.
- Utensils and cups for each family member for food and water.
- Extra set of keys.
- A whistle to signal for help.
- Deck of cards or small games (entertainment for children and adults).

LAST MINUTE ITEMS, IF TIME ALLOWS

- Family photos.
- Emergency scanner.
- Computer flash-drives and external hard drives/laptop with power cords.

KENSINGTON



UNDERSTANDING EVACUATIONS

Evacuation Order: This requires residents to immediately move out of an affected area due to an immediate threat of wildfire.

Evacuation Warning: Community residents will be advised of a potential threat to life and property. An evacuation warning considers the probability that an area will be affected and prepares residents for a potential evacuation order.


Shelter in Place: Advises residents to stay secure at their current location. This is used when evacuation will cause a higher potential for loss of life than remaining in place.

Rescue: Emergency actions taken within the affected area to recover and help injured or trapped citizens. Entry into this area is restricted to rescue workers only.

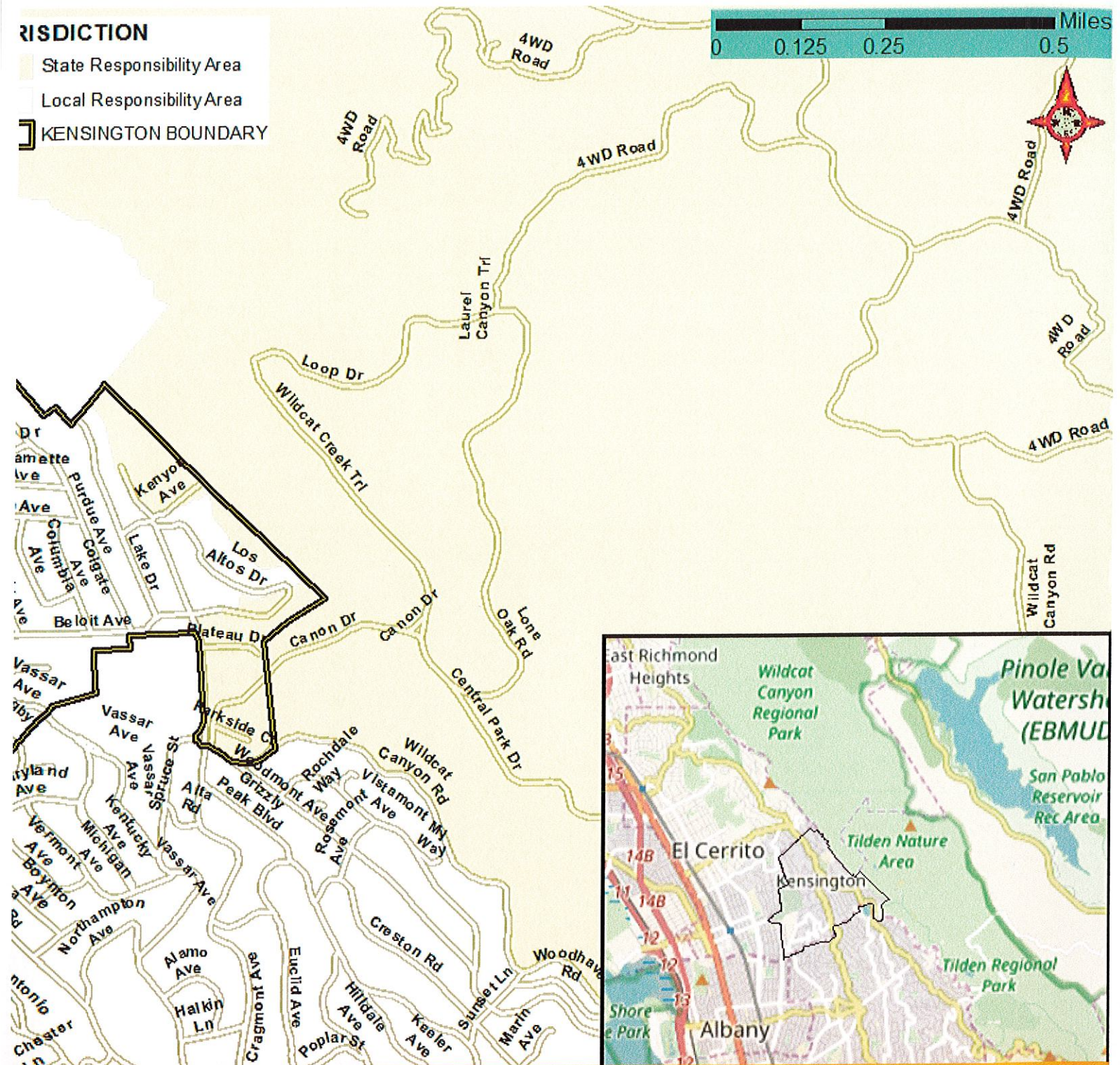
JURISDICTION

State Responsibility Area

Local Responsibility Area

 KENSINGTON BOUNDARY

0 0.125 0.25 0.5 Miles



LIFTING OF EVACUATIONS

Evacuations may stay in effect for several days. CAL FIRE, Kensington Fire Protection District (KFPD), Kensington Police Protection and Community Services District (KPPCSD) and local utility companies will decide when it is safe to lift the evacuations. Be assured this will be done as soon as possible.

Make sure you have a photo ID with your correct address. If recently moved, a bill with your current address and name will suffice along with a photo ID. Once it is determined that it is safe to return, only residents with proper identification will be allowed to do so, at first.

Notifications will be available via:

- Media
- Local fire and law enforcement departments' social media sites and websites
- Local county cell phone emergency notification systems, where available
- Road closure signage
- Evacuation centers

PREPARE YOUR HOUSEHOLD SAFETY PLAN NOW

- 1 Meet with your entire family and discuss what each member needs to do to remain safe.
- 2 Determine how and when you will transport family pets and animals. Make sure your animals are easily identifiable and plan for food and water for them. Red Cross shelters do not accept pets. Contact your local animal rescue group or animal control for assistance.
- 3 Determine an out-of-area central meeting point and/or designate a contact person to reach via phone.
- 4 Designate a local contact for the care of children and pets.
- 5 Review emergency travel routes, public assembly points and temporary assembly areas. Make sure everyone is familiar with each location and knows how to get there.
- 6 Set up regular practice drills with your family to be prepared in case of evacuation.
- 7 Complete your personalized Household Safety Plan (below).
- 8 Update your Household Safety Plan annually or as needed.

OUR FAMILY

OUR NAME(S)

OUR ADDRESS

OUR PHONE NUMBERS

THE LOCATION WE WILL MEET AT IF EVACUATED

OUR OUT-OF-AREA EMERGENCY CONTACT PERSON IS

NAME

EMAIL

EMERGENCY PHONE NUMBER

NEIGHBORS WHO MAY NEED ASSISTANCE TO EVACUATE

NAME

ADDRESS

PHONE NUMBER

NAME

ADDRESS

PHONE NUMBER

OUR LOCAL CONTACTS TO CARE FOR OUR CHILDREN

NAME

LOCATION

PHONE NUMBER

NAME

LOCATION

PHONE NUMBER

SCHOOL NAME

SCHOOL PHONE NUMBER

SCHOOL NAME

SCHOOL PHONE NUMBER

OTHER IMPORTANT CONTACTS

VETERINARIAN NAME & PHONE NUMBER

NAME & PHONE NUMBER

NAME & PHONE NUMBER

STEP 3

GO!



TAKE ACTION IMMEDIATELY WHEN WILDFIRE STRIKES

Follow these steps as soon as possible to get ready to Go!

- Review pre-evacuation preparation checklists (if time allows) at www.ReadyForWildfire.org/pre-evacuation-preparation.
- Ensure your Emergency Supply Kit is in your vehicle.
- Cover up to protect against heat and flying embers. Wear long pants, long-sleeved shirt, heavy shoes/boots, cap, dry bandanna for face cover, goggles or glasses. 100% cotton is preferable.
- If time allows, gather your pets and take them with you.



WHAT TO DO IF YOU BECOME TRAPPED WHILE IN YOUR VEHICLE

- Stay calm.
- Park your vehicle in an area clear of vegetation.
- Close all vehicle windows and vents.
- Cover yourself with wool blanket or jacket.
- Lie on vehicle floor.
- Use your cell phone to advise officials — call 911.

WHEN TO EVACUATE

Leave as soon as evacuation is recommended by fire officials to avoid being caught in a fire, smoke or road congestion. Don't wait to be ordered by authorities to leave. Evacuating early also helps firefighters keep roads clear of congestion, and lets them move more freely to do their job. In an intense wildfire, they may not have time to knock on every door. If you are advised to leave, don't hesitate!



- Officials will determine the areas to be evacuated and escape routes to use depending on fire location, behavior, wind, terrain, etc.
- Law enforcement agencies are typically responsible for enforcing an evacuation order. Promptly follow directions.
- You will be advised of potential evacuations as early as possible. You must take the initiative to stay informed and aware. Listen to your radio/TV for announcements from law enforcement and emergency personnel.
- You may be directed to temporary assembly areas to await transfer to a safe location.

READY, SET, GO! PREPAREDNESS GUIDE CHECKLIST

- ✓ Prepare Defensible Space.
- ✓ Harden against flying embers.
- ✓ Create a family evacuation plan.
- ✓ Assemble an emergency supply kit.
- ✓ Learn immediate steps for evacuating.
- ✓ Learn what to do if trapped during a wildfire.
- ✓ Know when to evacuate.
- ✓ Save your community evacuation route.
- ✓ Download the Ready for Wildfire app for wildfire preparedness checklists, tips and more!



Scan to visit KensingtonFire.org

KENSINGTON COMMUNITY EVACUATION PLAN

Be Prepared.



ReadyForWildfire.org

CAPITOL OFFICE
STATE CAPITOL
ROOM 2059
SACRAMENTO, CA 95814
TEL (916) 651-4009
FAX (916) 651-4909

DISTRICT OFFICE
1515 CLAY STREET
SUITE 2202
OAKLAND, CA 94612
TEL (510) 286-1333
FAX (510) 286-3885

SENATOR.SKINNER@SENATE.CA.GOV

California State Senate

SENATOR
NANCY SKINNER

MAJORITY WHIP
NINTH SENATORIAL DISTRICT



CHAIR
PUBLIC SAFETY
BUDGET & FISCAL REVIEW
SUBCOMMITTEE 5:
PUBLIC SAFETY & LABOR

COMMITTEES
ENERGY, UTILITIES &
COMMUNICATIONS
ENVIRONMENTAL QUALITY
TRANSPORTATION & HOUSING

February 5, 2018

Kensington Fire Protection District
217 Arlington Ave,
Kensington, CA 94707

Dear Kensington Fire Protection District Members,

Congratulations on being awarded the Special District Leadership Foundation's District Transparency Certificate of Excellence.

I applaud your efforts to make information accessible to your constituents through both your website and your district newsletter, The Fire Plug. Thank you also for proactively promoting transparency and good governance, such as through your ethics trainings for all board members. Your practices are a model for keeping the public informed, engaged and confident in their local service providers.

Thank you for your continuing dedication to the people of Kensington and their safety. On behalf of California's 9th Senate District, I extend my sincere gratitude. Please feel free to contact my District office at 510-286-1333 if I or my staff may be of assistance to you.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Skinner".

Nancy Skinner
California State Senator, District 9