

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

Date of Meeting: September 11, 2013
Time of Meeting: 7:30 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

7:30 p.m.

CALL TO ORDER

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

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of August 14, 2013 (APPROVE)
- CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** August 2013 (ACCEPT)
- CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #3** (APPROVE)
- CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** July/August 2013 (APPROVE)
7. **PRESIDENT'S REPORT**
8. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

NEW BUSINESS

9. Resolution 13-06 Adopting the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for Fiscal Year 2013-2014 (ACTION)

OLD BUSINESS

10. Policy Handbook Updates:
 - a. Review of Policy 1050 changing monthly meeting time (ACTION)
 - b. New Policy 1170 addressing a Financial Reserves Policy (ACTION)

11. BOARD REPORTS

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

- a. Finance Committee (Kosel/Blaschczyk): KFPD audit field work on 9/10 and 9/11/13
- b. Public Safety Building (de Ville/Harmon):
- c. Education (Kosel): Tri-City Safety Day 9/21/13; Fire Prevention Week Open House 10/12/13
- d. Contra Costa County/California Special Districts Assoc. (Nagel/Harmon):
- e. Diablo Fire Safe Council/Interface (Staff):

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, October 9, 2013, at 7:30 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 10/9/13 is Wednesday, 9/25/13 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 10/2/13 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE AUGUST 14, 2013 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

President de Ville called the meeting to order at 7:30 p.m. and noted the Directors that were present and that Directors Blaschczyk and Kosel were excused.

APPROVAL OF CONSENT ITEMS:

Director de Ville called for approval of the consent calendar (items 3, 4, 5 & 6) consisting of approval of the minutes of the June 12, 2013 meeting, approval of the June incident activity report, approval of the July incident activity report, and approval of the monthly A/P voucher transmittal #2. Director Nagel made a motion to accept the consent calendar items as presented in the packet. The motion was seconded and passed unanimously.

ORAL COMMUNICATIONS:

Resident Ciara Wood encouraged the District to publish more articles in the Outlook concerning fire safety. Director Harmon noted that the District also writes a twice-a-year newsletter that is sent to all residents. Wood said that she and resident Jean Durham are working on creating a map of junipers in Kensington since they are highly flammable plants. Chief Maples said he may be able to assist with the maps.

CHIEF'S REPORT:

Chief Maples reported that the Department received a \$951,000 grant from FEMA for a new aerial ladder truck replacing a truck that is over 25 years old. Two other FEMA grants were received for 2013 that include \$200,000 for breathing apparatus and \$72,000 for chest compression devices. Maples is very proud of his staff for pursuing, writing and being awarded these grants. The Department is also in the running for two California Homeland Security grants for Urban Search and Rescue Equipment and building shoring equipment—notification should be received by tomorrow. Maples reviewed his report that lists all of the grants that the Department has received since 2003, excluding those received from Diablo Fire Safe for vegetation management. Without the grants, much of the equipment obtained would not have been purchased due to lack of funding. The Board members congratulated Maples on the Department's grant writing success.

PRESIDENT'S REPORT:

None.

NEW BUSINESS:

Public Hearing on Fire Hazard Abatement. Resolution 13-05 Declaring Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if Not Abated by the Property Owner:
President de Ville asked those in the audience if there were any objections to the designation of their property as containing fire hazards. There was no response. De Ville opened the Public Hearing and called for the staff report. Fire Prevention Officer Ciappara introduced himself and stated that after the initial inspection, 28 properties received notices from the Fire Department. Following the notices, a second inspection of the community has taken place and 12 properties are still not in compliance with the community standards. A second notice will be sent to the properties in violation at the conclusion of this meeting. Ciappara reviewed the process and each of the properties in question. Maples reviewed how this is an educational process and the department's goal is not to abate. President de Ville closed the Public Hearing. Director Harmon made a motion to adopt Resolution 13-05 as submitted. The motion was seconded and passed unanimously.

BOARD REPORTS:

Education: The KFPD engine will participate in the Solano Stroll parade in September 8th. Tri-City Safety Day will take place on September 21st at the El Cerrito Plaza.

Contra Costa County CSDA: Director Nagel attended the quarterly meeting of the Contra Costa Special Districts Association on July 15th. He gave an overview of the topics discussed at the meeting and submitted a written report to the Board members and Chief. The county commissioned a study of the Contra Costa County Fire Protection District due to the closure of several firehouses in their jurisdiction. CSDA is encouraging districts to apply for District of Distinction award. KFPD is currently a District of Distinction and was the second fire district in the state to become one. Maples gave an explanation on the different County fire agency jurisdictions and organization. Maples also gave an explanation on the Chevron property tax assessment and its effect on the surrounding communities.

Diablo Fire Safe Council: There is tentative approval of several wildland grants. DFSC Board member Ciara Wood was in the audience. Wood noted that the school district is being very cooperative and KPPCSD is also pursuing a grant with DFSC.

Correspondence: Two thank you letters were received by the District from residents. DFSC Board member Wood also praised the fire personnel and appreciates working with them.

ADJOURNMENT: The meeting was adjourned at 8:25 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

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

Attest:

Laurence Nagel, Board Secretary



EL CERRITO FIRE DEPARTMENT

Memorandum

September 1, 2013

TO: Kensington Fire Protection District Board Members

FROM: Laurence Carr, Battalion Chief

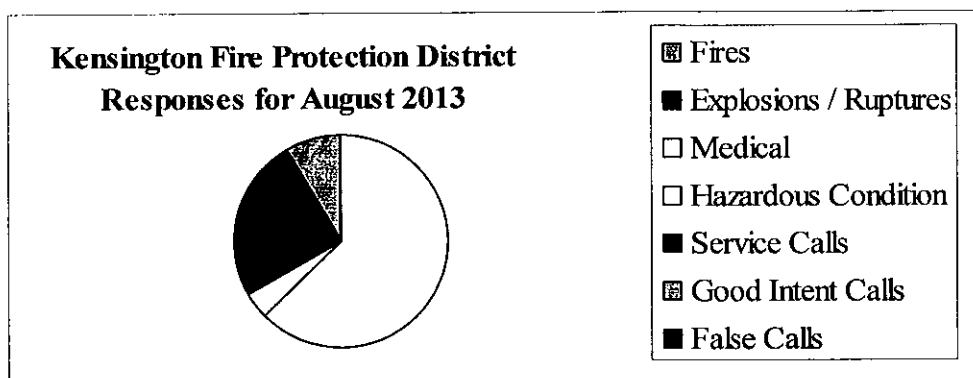
RE: Incident Activity Reports for the Month of August 2013

There were 24 incidents that occurred during the month of August in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for the calls that the Fire Department responded to this past month. Total calls for E65 was 42 in all districts.

El Cerrito/Kensington personnel responded to mutual aid requests to two of California's wildfires that began in August and will continue burning into September. One Fire Captain responded to the American Fire east of Auburn, and two fully-staffed engines and a Battalion Chief responded to the Rim Fire that has burned into Yosemite National Park. Our state-owned OES 300 engine just returned from the Rim Fire today, and we expect the other engine to return sometime this week. Reports from the front lines indicate that conditions have been arduous, but much good work has been accomplished.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	15	62.50%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	4.17%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	6	25.00%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	8.33%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	0	0.00%
Totals		24	100.00%



Kensington Fire Protection District Response Log for August 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1301728	01-Aug-13 15:30:18	74 NORWOOD AVE	Kensington	E72	321
2	1301745	02-Aug-13 14:35:58	656 BELOIT AVE	Kensington	E72	321
3	1301758	04-Aug-13 14:52:37	130 NORWOOD CT	Kensington	E65	321
4	1301763	04-Aug-13 20:56:35	719 COVENTRY DR	Kensington	E65	550
5	1301765	05-Aug-13 08:00:07	30 LENOX DR	Kensington	E65	321
6	1301777	06-Aug-13 20:11:09	10 WILLOW LANE	Kensington	E65	550
7	1301790	08-Aug-13 07:28:37	9 ANSON WAY	Kensington	E65	520
8	1301812	11-Aug-13 16:15:00	264 COVENTRY DR	Kensington	E65	531
9	1301822	13-Aug-13 01:53:33	274 WILLAMETTE AVE	Kensington	E65	321
10	1301836	15-Aug-13 16:12:19	169 ARDMORE DR	Kensington	E65	321
11	1301838	15-Aug-13 17:25:00	24 WINDSOR AVE	Kensington	E65	321
12	1301840	16-Aug-13 14:04:01	110 PURDUE AVE	Kensington	E65	622
13	1301843	16-Aug-13 20:57:51	700 COVENTRY DR	Kensington	E65	321
14	1301846	17-Aug-13 19:14:29	1624 OAK VIEW AVE	Kensington	E65	321
15	1301867	21-Aug-13 05:25:08	9 BEVERLY CT	Kensington	E65	321
16	1301894	24-Aug-13 15:33:48	217 ARLINGTON AVE	Kensington	E65	321
17	1301904	25-Aug-13 16:01:58	20 KENILWORTH DR	Kensington	E65	321
18	1301917	27-Aug-13 00:02:39	229 COLUSA AVE	Kensington	E65	321
19	1301931	28-Aug-13 18:21:22	156 HIGHLAND BLVD	Kensington	E65	651
20	1301938	29-Aug-13 16:47:17	ARLINGTON AVE	Kensington	E65	321
21	1301945	30-Aug-13 19:08:35	292 COVENTRY DR	Kensington	E65	440
22	1301946	30-Aug-13 19:35:37	24 WINDSOR AVE	Kensington	E72	554
23	1301953	31-Aug-13 18:02:46	612 COVENTRY DR	Kensington	E65	321
24	1301955	31-Aug-13 20:45:15	63 HIGHLAND BLVD	Kensington	E65	553

* See Attached Table for Incident Type Explanations

Type Series

100

200

300

400

500

600

700

Description

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

Kensington Fire Protection District

Engine 65 Response Log for August 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1301726	01-Aug-13 15:25:26	378 S 39TH ST	Richmond	E65	321
2	1301727	01-Aug-13 15:29:23	5927 WENK AVE	Richmond	E65	321
3	1301730	01-Aug-13 18:32:04	8630 TERRACE DR	El Cerrito	E65	700
4	1301743	02-Aug-13 14:19:36	229 COLUSA AVE	El Cerrito	E65	321
5	1301749	03-Aug-13 05:54:45	540 ASHBURY AVE	El Cerrito	E65	735
6	1301758	04-Aug-13 14:52:37	130 NORWOOD CT	Kensington	E65	321
7	1301763	04-Aug-13 20:56:35	719 COVENTRY DR	Kensington	E65	550
8	1301765	05-Aug-13 08:00:07	30 LENOX DR	Kensington	E65	321
9	1301766	05-Aug-13 11:06:04	7505 FAIRMOUNT AVE	El Cerrito	E65	744
10	1301767	05-Aug-13 13:43:37	321 VICTORIA ST	El Cerrito	E65	321
11	1301777	06-Aug-13 20:11:09	10 WILLOW LANE	Kensington	E65	550
12	1301790	08-Aug-13 07:28:37	9 ANSON WAY	Kensington	E65	520
13	1301793	08-Aug-13 13:07:19	1008 LIBERTY ST	El Cerrito	E65	733
14	1301798	10-Aug-13 12:16:08	7575 STOCKTON AVE	El Cerrito	E65	321
15	1301801	10-Aug-13 15:17:54	230 CARMEL AVE	El Cerrito	E65	321
16	1301812	11-Aug-13 16:15:00	264 COVENTRY DR	Kensington	E65	531
17	1301815	12-Aug-13 14:50:59	230 CARMEL AVE	El Cerrito	E65	321
18	1301822	13-Aug-13 01:53:33	274 WILLAMETTE AVE	Kensington	E65	321
19	1301836	15-Aug-13 16:12:19	169 ARDMORE DR	Kensington	E65	321
20	1301838	15-Aug-13 17:25:00	24 WINDSOR AVE	Kensington	E65	321
21	1301839	15-Aug-13 22:21:50	7705 RICARDO CT	El Cerrito	E65	554
22	1301840	16-Aug-13 14:04:01	110 PURDUE AVE	Kensington	E65	622
23	1301843	16-Aug-13 20:57:51	700 COVENTRY DR	Kensington	E65	321
24	1301846	17-Aug-13 19:14:29	1624 OAK VIEW AVE	Kensington	E65	321
25	1301847	17-Aug-13 19:18:07	1221 KING DR	El Cerrito	E65	321
26	1301862	19-Aug-13 20:39:16	716 BALRA DR	El Cerrito	E65	321
27	1301867	21-Aug-13 05:25:08	9 BEVERLY CT	Kensington	E65	321
28	1301894	24-Aug-13 15:33:48	217 ARLINGTON AVE	Kensington	E65	321
29	1301900	25-Aug-13 05:41:51	875 SHEVLIN DR	El Cerrito	E65	520
30	1301904	25-Aug-13 16:01:58	20 KENILWORTH DR	Kensington	E65	321

31	1301917	27-Aug-13 00:02:39	229 COLUSA AVE	Kensington	E65	321
32	1301923	27-Aug-13 18:40:03	7555 LEVISTON AVE	El Cerrito	E65	321
33	1301926	27-Aug-13 20:47:24	PARK WAY	El Cerrito	E65	700
34	1301930	28-Aug-13 13:47:38	131 ASHBURY AVE	El Cerrito	E65	553
35	1301931	28-Aug-13 18:21:22	156 HIGHLAND BLVD	Kensington	E65	651
36	1301938	29-Aug-13 16:47:17	ARLINGTON AVE	Kensington	E65	321
37	1301945	30-Aug-13 19:08:35	292 COVENTRY DR	Kensington	E65	440
38	1301950	31-Aug-13 13:45:26	10398 SAN PABLO AVE	El Cerrito	E65	740
39	1301953	31-Aug-13 18:02:46	612 COVENTRY DR	Kensington	E65	321
40	1301955	31-Aug-13 20:45:15	63 HIGHLAND BLVD	Kensington	E65	553
41	1301956	31-Aug-13 20:59:45	10203 SAN PABLO AVE	El Cerrito	E65	743
42	1301957	01-Sep-13 03:19:50	7666 STOCKTON AVE	El Cerrito	E65	321

* See Attached Table for Incident Type Explanations

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

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:	
00962	Delta Dental	9/1/2013	BE000615531 Sep dental	7840 1061	1,189.07
1169	CalPERS	9/1/2013	14096920 Sep medical	7840 1061	8,228.24
01406	KFPD	09/06/13	Reimburse revolving fund	7840 2490	13,372.39
01634	Vision Service Plan	08/20/13	001027770001 Sep vision	7840 1061	317.35
02120	City of El Cerrito	09/01/13	Sep fire protection	7840 2328	192,760.66
TOTAL					215,867.71

Kensington FPD Approval

Date: 9/16/13
David A. Steel
 Date: 9/16/13

September 6, 2013

Attachment to Transmittal 0913

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE DATE	DESCRIPTION	AMOUNT
8/16/2013	Payroll processing	52.40
8/16/2013	Payroll - 8/1-8/15/13	2,490.44
8/16/2013	Withholding payroll taxes 8/1- 8/15/13	977.57
8/9/2013	Nextel - telephone	66.56
8/5/2013	AT&T - telephone	361.90
8/5/2013	Office Depot - office supplies	51.54
8/7/2013	EBMUD - water/wastewater	264.94
8/14/2013	Mechanics Bank - CSDA conf., fire hats, etc.	1,412.13
8/6/2013	PG&E - electric	1,183.33
8/6/2013	PG&E - gas	68.34
8/20/2013	ICMA - deferred comp July	712.86
9/1/2013	ICMA - deferred comp August	712.86
8/1/2013	All-Ways Green Service - August	105.00
7/31/2013	UBS - July	99.66
8/16/2013	Terminix - pest control	106.00
9/1/2013	Stericycle - medical waste	215.30
9/1/2013	Contra Costa County - IT data processing	8.83
8/22/2013	Comcast - internet line	80.70
9/1/2013	SCIF - workers comp	856.19
9/2/2013	Payroll processing	52.40
9/3/2013	Payroll - 8/16-8/31/13	2,515.87
9/3/2013	Withholding payroll taxes 8/16- 8/31/13	977.57
	Total	13,372.39

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

September 11, 2013

To: KFPD Board Members

AGENDA ITEM 6

Fr: Brenda Navellier
KFPD Manager

Re: Monthly Financial Reports

The following financial reports are for an approximate six-week period, July 1 through August 12, 2013, reflecting the County's Period 1 reports.

A Balance Sheet and Revenue & Expense Previous Year Comparison have been provided. The Budget vs. Actual report has not been provided since the Board will be adopting the FY 13-14 budget at the September 11 meeting.

Kensington Fire Protection District
Balance Sheet
As of August 12, 2013

Aug 12, 13

ASSETS

Current Assets

Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	11,245.99
General Fund	800,599.85
Special Tax Fund	16,210.25
Capital Fund	5,025.77

Total Checking/Savings	833,281.86
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Accounts Receivable	
Accounts Receivable	706.24
Advance on Taxes	2,669,715.69
Advance on Supplemental Taxes	22,811.10

Total Accounts Receivable	2,693,233.03
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Other Current Assets

Prepaid Services - EC	2,164,098.03
Prepaid CERBT - Retiree Trust	1,039,770.23
Investments	
Capital Replacement Funds	969,877.00
Fire Protect. Contract Reserves	2,365,475.00
Investments - Other	-420,895.93

Total Investments	2,914,456.07
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Total Other Current Assets	6,118,324.33
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Total Current Assets	9,644,839.22
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Fixed Assets

Equipment	1,056,930.12
Accumulated Depreciation-Equip	-639,209.00
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-684,659.00

Total Fixed Assets	1,736,168.42
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TOTAL ASSETS	11,381,007.64
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	
Due to Other - Issued by CCC	10,284.66

Total Accounts Payable	10,284.66
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Other Current Liabilities

EI Cerrito Service Contract Pay	2,164,098.03
Wages & PR Taxes Payable	1,239.00
Deferred Comp Payable	712.86

Total Other Current Liabilities	2,166,049.89
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Total Current Liabilities	2,176,334.55
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Total Liabilities	2,176,334.55
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Kensington Fire Protection District
Balance Sheet
As of August 12, 2013

	<u>Aug 12, 13</u>
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	1,522,690.38
Net Income	2,469,363.45
Total Equity	<u>9,204,673.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>11,381,007.64</u></u>

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
 July 1 through August 12, 2013

	Jul 1 - Aug 12, 13	Jul 1 - Aug 12, 12	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,669,715.69	2,674,063.48	-4,347.79	-0.2%
Other Tax Income	148.12	0.00	148.12	100.0%
Lease Agreement	15,757.00	15,298.00	459.00	3.0%
Salary Reimbursement Agreement	3,975.54	3,884.37	91.17	2.4%
Total Income	2,689,596.35	2,693,245.85	-3,649.50	-0.1%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,541.07	219.32	14.2%
El Cerrito Contract Fee	196,736.13	197,122.89	-386.76	-0.2%
Risk Management Insurance	1,309.00	1,641.00	-332.00	-20.2%
Professional Fees				
Legal Fees	0.00	127.90	-127.90	-100.0%
Total Professional Fees	0.00	127.90	-127.90	-100.0%
Total OUTSIDE PROFESSIONAL SERVICES	199,805.52	200,432.86	-627.34	-0.3%
RETIREE MEDICAL BENEFITS				
PERS Medical	8,544.20	8,031.66	512.54	6.4%
Delta Dental	1,093.30	1,027.50	65.80	6.4%
Vision Care	298.30	280.00	18.30	6.5%
Total RETIREE MEDICAL BENEFITS	9,935.80	9,339.16	596.64	6.4%
COMMUNITY SERVICE ACTIVITIES				
Public Education	115.63	271.32	-155.69	-57.4%
Vial of Life Program	114.27	5.46	108.81	1,992.9%
Open Houses	199.57	0.00	199.57	100.0%
Total COMMUNITY SERVICE ACTIVITIES	429.47	276.78	152.69	55.2%
DISTRICT ACTIVITIES				
Professional Development	67.68	0.00	67.68	100.0%
Building Maintenance				
Janitorial Service	0.00	99.66	-99.66	-100.0%
Medical Waste Disposal	215.30	553.73	-338.43	-61.1%
Building alarm	0.00	100.00	-100.00	-100.0%
Gardening service	120.00	120.00	0.00	0.0%
Miscellaneous Maint.	0.00	203.50	-203.50	-100.0%
Total Building Maintenance	335.30	1,076.89	-741.59	-68.9%
Building Utilities/Service				
Gas and Electric	706.24	539.81	166.43	30.8%
Total Building Utilities/Service	706.24	539.81	166.43	30.8%
Memberships	600.00	50.00	550.00	1,100.0%
Office				
Office Expense	28.46	28.62	-0.16	-0.6%
Office Supplies	85.99	178.73	-92.74	-51.9%
Telephone	484.76	448.05	36.71	8.2%
Total Office	599.21	655.40	-56.19	-8.6%
Total DISTRICT ACTIVITIES	2,308.43	2,322.10	-13.67	-0.6%
Staff				
Wages	6,257.32	6,136.00	121.32	2.0%
Medical/dental ins compensation	600.00	530.00	70.00	13.2%
Retirement Contribution	312.86	306.80	6.06	2.0%
Payroll Taxes	478.70	469.42	9.28	2.0%
Payroll Processing	104.80	100.78	4.02	4.0%
Total Staff	7,753.68	7,543.00	210.68	2.8%
Contingency				
General	0.00	3,160.61	-3,160.61	-100.0%
Total Contingency	0.00	3,160.61	-3,160.61	-100.0%
Total Expense	220,232.90	223,074.51	-2,841.61	-1.3%
Net Ordinary Income	2,469,363.45	2,470,171.34	-807.89	0.0%
Other Income/Expense				
Other Income				
Transfers In - General	589.67	690.61	-100.94	-14.6%
Total Other Income	589.67	690.61	-100.94	-14.6%
Other Expense				
Transfers Out - Capital	589.67	690.61	-100.94	-14.6%
Total Other Expense	589.67	690.61	-100.94	-14.6%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,469,363.45	2,470,171.34	-807.89	0.0%

CHIEF'S REPORT

KENSINGTON FIRE PROTECTION DISTRICT MEMORANDUM

September 2013

TO: President and Board Members
Kensington Fire Protection District

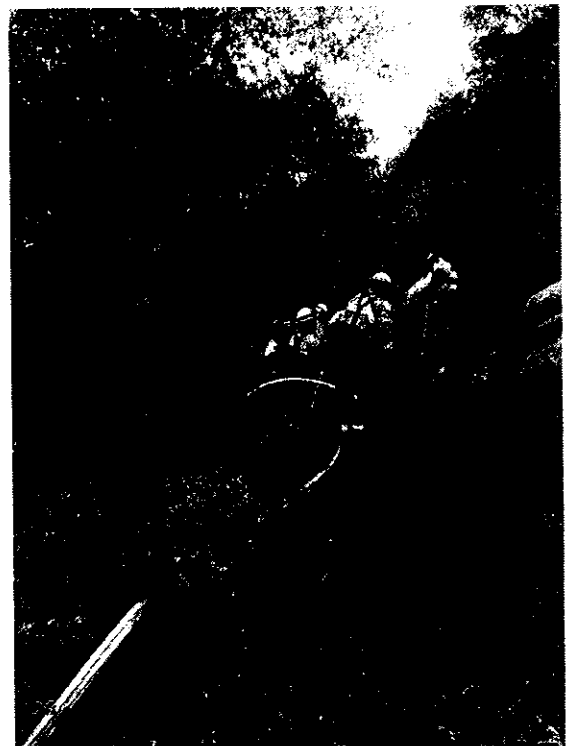
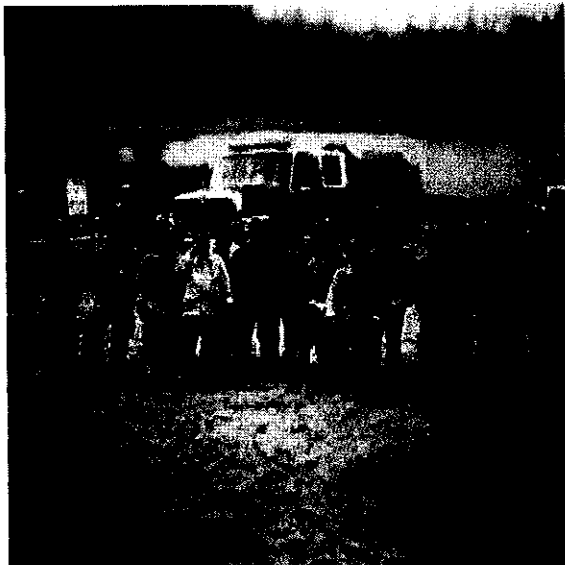
FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

On September 2, at approximately 7:30 pm, Engine 372 and her crew of four returned to El Cerrito after 14 days on the Rim Fire near Groveland in the Sierra Foothills. Along with the crew, Battalion Chief Gibson who was the Strike Team Leader also returned tonight.

As of the 2nd, the Rim Fire is currently at 236,000 acres and is 70% contained. While the weather has been favorable, the fire is long from extinguished and an estimated containment dated has been set for October 20th. However, with the progress of the fire being slowed and the change in weather, many of the local and State resources have been released. During the last 14 days, the Fire Department cycled 17 people through this incident through both Engine 372 and the OES Engine. Attached are a couple of pictures from the last few days showing some of the terrain and even one of our personnel had to swim in the lake to raise the suction hose off the bottom of the lake.

On another note, Captain Kevin Janes is also returning from the American Fire near Forest Hills after 15 days working with the Incident Management Team.



NEW BUSINESS

RESOLUTION 13-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE FINAL COMBINED BUDGET FOR REVENUE, OPERATING EXPENDITURES, AND CAPITAL IMPROVEMENT EXPENDITURES FOR FISCAL YEAR 2013-2014

WHEREAS, the Board of Directors of the Kensington Fire Protection District has developed and adopted by Resolution on June 12, 2013 a preliminary Combined Revenue, Operating Expense and Capital Improvement Budget for Fiscal Year 2013-2014; and

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the amount budgeted for the annual fee for services from the City of El Cerrito for Fiscal Year 2013-2014; and

WHEREAS, the preliminary Combined Revenue, Operating Expense and Capital Improvement Budget adopted by the Board of Directors of the Kensington Fire Protection District under Resolution 13-04 is subject to final adoption by the Board of Directors; and

WHEREAS, in conformance with the laws of the State of California, the Kensington Fire Protection District did post a notice of a public meeting on the adoption of the Final Budget for Fiscal Year 2013-2014 at least 14 days prior to September 11, 2013; and

WHEREAS, the laws of the State of California require the Kensington Fire Protection District to adopt a final budget for the 2013-2014 fiscal year, a copy of which is attached to and made part of this resolution.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Combined Revenue, Operating Expense and Capital Improvement Budget of the Kensington Fire Protection District for Fiscal Year 2013-2014, a copy of which is attached to and made part of this resolution.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 11th day of September 2013 by the following vote of the Board:

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

Joe de Ville, President

ATTEST:

Larry Nagel, Secretary

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2013-2014

<u>REVENUE BUDGET</u>	FY 2012-2013 <u>Budget</u>	FY 2012-2013 <u>Actual</u>	FY 2013-2014 <u>Budget</u>	FY 2014-2015 <u>Planning</u>
Property Taxes *	2,790,000	2,766,585	2,765,000	2,778,825
Special Taxes	200,395	200,395	200,395	200,395
Other tax income	34,000	33,315	33,000	33,000
Interest income	8,000	22,223	8,000	8,000
Lease agreement (3%)	30,596	30,596	31,514	32,460
Salary reimb agreement	46,559	46,612	48,655	49,312
Grant revenue - Airpacks	0	101,592	54,934	0
Grant revenue - Ladder Truck	0	0	285,469	0
Miscellaneous income	0	0	0	0
Total Revenue	3,109,551	3,201,318	3,426,967	3,101,993

<u>OPERATING EXPENSE BUDGET</u>	FY 2012-2013 <u>Budget</u>	FY 2012-2013 <u>Actual</u>	FY 2013-2014 <u>Budget</u>	FY 2014-2015 <u>Planning</u>
---------------------------------	-------------------------------	-------------------------------	-------------------------------	---------------------------------

OUTSIDE PROFESSIONAL SERVICES

Accounting	5,400	2,945	4,500	4,725
Actuarial Valuation	500	0	3,500	500
Audit	12,000	12,000	12,000	12,500
Mandate Reimbursement Filing	550	550	0	0
CC County Expenses	32,975	31,083	32,635	34,265
EI Cerrito Contract	2,365,475	2,365,475	2,360,834	2,478,875
Fire Abatement Contract	8,000	2,550	8,000	8,000
Insurance - Risk Mgmt	12,600	10,200	10,600	11,130
LAFCO Fees	1,500	1,541	1,620	1,650
Legal Fees	30,000	1,809	30,000	30,000
Water System Improvements **	600,000	237,734	20,000	375,000
Wildland Vegetation Mgmt	10,000	8,697	10,000	10,000

RETIREE MEDICAL BENEFITS

PERS Medical (OPEB cost)	48,190	48,190	51,265	54,545
Delta Dental	6,165	6,165	6,560	6,980
Vision Care	1,680	1,680	1,790	1,900

COMMUNITY SERVICE ACTIVITES

Public Education	13,000	6,829	13,000	13,000
Community Pharmaceutical Drop-Off	4,000	1,148	3,000	3,000
Vial of Life Program	400	76	250	250
CERT Emergency Kits	3,000	0	3,000	3,000
Open Houses	1,500	305	1,000	1,000
Community Shredder	1,000	746	1,000	1,000

DISTRICT ACTIVITIES

Professional Development	5,500	1,587	5,500	5,500
District Office				
Office expense	3,750	2,122	3,500	3,500
Office supplies	2,250	853	2,500	2,500
Telephone	5,090	5,518	5,795	6,085
Election	1,000	384	0	1,000
Firefighter's Apparel	1,500	1,460	1,600	1,680
Firefighters' Expenses	5,000	4,978	5,000	5,000
Engine Rescue Equipment	6,000	0	6,000	0
Staff Appreciation	2,500	1,590	2,500	2,500
Memberships	5,600	5,126	6,000	6,000
P/S Building				
Gardening service	1,750	720	1,500	1,500
Building alarm	2,000	1,696	2,000	2,000
Medical waste disposal	7,160	6,886	7,230	7,590
Janitorial	1,500	1,196	1,500	1,500
Misc. Maint/Improvements	12,000	9,252	12,000	12,000
PG&E	7,390	6,638	7,000	7,500

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2013-2014

Water/Sewer	1,500	1,357	1,500	1,550
Garbage	860	845	885	930
Staff				
Wages (2%)	73,640	73,632	75,105	76,610
Overtime Wages	3,825	1,115	2,600	2,650
Vacation Wages Accrual Adjustment	-15	-1,329	1,650	57
Medical/dental insurance compensation (15%)	6,360	6,360	7,200	8,280
Retirement Contribution	3,680	3,682	3,755	3,830
Payroll Taxes	6,638	5,991	6,745	6,947
Insurance - Workers Comp/Life	1,530	1,264	1,500	1,500
Processing	1,290	1,285	1,355	1,400
Operating Contingency Fund	<u>20,000</u>	<u>3,161</u>	<u>25,000</u>	<u>25,000</u>
Total Operating Expense	3,347,232	2,887,090	2,771,472	3,245,926
Capital Outlay				
EBRICS Radios	32,000	126,990	0	0
Airpacks	0	0	68,667	0
Ladder Truck	0	0	317,187	
Type I Engine	0	0	0	630,000
Firefighter qtrs/equip	32,000	25,103	15,000	12,000
Office Furniture/Computers	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
Total Capital Outlay	69,000	152,093	405,854	647,000
TOTAL EXPENDITURES	3,416,232	3,039,183	3,177,326	3,892,926

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

** For FY14/15, the total estimated cost of the Columbia improvement project is \$450,000. EBMUD will rebate 20% upon completion.

Designated Funds (see attached schedules)

Engine Replacement Fund	93,455	93,455	93,455	93,455
Public Safety Building Fund	<u>100,000</u>	<u>100,000</u>	<u>104,000</u>	<u>108,160</u>
	193,455	193,455	197,455	201,615
	FY 2012-2013	FY 2012-13	FY 2013-2014	FY 2014-2015
	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Beginning Cash	5,161,478	4,917,068	5,311,203	5,797,443
Revenue	3,109,551	3,201,318	3,426,967	3,101,993
State of California Loan Receivable	232,000	232,000	236,600	241,000
Operating Expenditures	-3,347,232	-2,887,090	-2,771,472	-3,245,926
Capital Expenditures	-69,000	-152,093	-405,854	-647,000
Accrual to Cash Adjustment				
<u>ENDING CASH</u>	5,086,796	5,311,203	5,797,443	5,247,510
<i>Cumulative Designated Funds</i>				
Capital Replacement Funds	-969,877	-969,877	-1,167,332	-590,291
Prepaid CERBT - Retiree Trust	-1,094,935	-1,092,046	-1,092,046	-1,092,046
El Cerrito Contract 12 month set aside	-2,365,475	-2,365,475	-2,360,834	-2,478,875
<u>AVAILABLE CASH</u>	656,509	883,805	1,177,231	1,086,298

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2013-2014

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

Type I Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds	Type III Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds
	\$543,700					\$540,094			
\$123,464		99-00							
\$178,435		00-01	30,832	30,832					
		01-02	36,633	67,465					
		02-03	36,633	104,098	\$94,000		02-03		
		03-04	36,633	140,731	\$205,895		03-04		
		04-05	36,633	177,364			04-05	32,860	32,860
		05-06	36,633	213,997			05-06	32,860	65,720
		06-07	36,633	250,630			06-07	32,855	98,575
		07-08	36,633	287,263			07-08	36,793	135,368
		08-09	36,633	323,896			08-09	36,793	172,161
adjust to	\$632,660	09-10	51,461	375,357	adjust to	\$592,100	09-10	41,994	214,155
		10-11	51,461	426,818			10-11	41,994	256,149
		11-12	51,461	478,279			11-12	41,994	298,143
		12-13	51,461	529,740			12-13	41,994	340,137
		13-14	51,461	581,201			13-14	41,994	382,131
		14-15	<u>51,461</u>	632,662			14-15	41,994	424,125
			632,662				15-16	41,994	466,119
							16-17	41,994	508,113
							17-18	41,994	550,107
							18-19	<u>41,994</u>	592,101
								592,101	

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2013-2014

SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION

Adjusted for 4% <u>Inflation</u>	<u>Fiscal Year</u>	<u>Yearly Contribution</u>	<u>Accumulated Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	112,486	424,646
	16-17	116,986	541,632
	17-18	121,665	663,298
	18-19	126,532	789,829

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

OLD BUSINESS

September 6, 2013

To: KFPD Board of Directors

AGENDA ITEM 10

Fr: Brenda Navellier
KFPD Manager

Re: KFPD Policy Handbook Updates

The following two policies were considered at the Board's June 2013 meeting and are now being considered as a second reading. Both require a 4-person affirmative vote in order to pass.

Attached is Policy 1050 – Board Meetings. The main proposed change in this policy is the Board meeting time change from 7:30 p.m. to 7:00 p.m. If the Board approves this change, meetings will start at this new time beginning with our October 2013 meeting. In addition, at the Board's suggestion during the first reading, "or electronic mail" was inserted into the fifth line of section 1050.22.

Also attached is a new Policy 1170 – Financial Reserves. The District does not currently have an adopted reserve policy though the first paragraph is taken almost verbatim from the current El Cerrito-Kensington contract.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meetings
POLICY NUMBER: 1050

1050.10 Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 7:00 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

1050.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

1050.21 All Directors, the Manager and the Fire Chief shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

1050.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code § 54950 through § 54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone or electronic mail as soon after the meeting is scheduled as practicable.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

1050.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1050.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1050.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.

1050.31 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

1050.40 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the President may declare the meeting adjourned to a stated time and place.

1050.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.

1050.60 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1050.70 The Chairperson and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Financial Reserves

POLICY NUMBER: 1170

1170.10 It is the District's policy to establish, to the extent practicable, a reserve account to fund fire protection services provided by the City of El Cerrito for a period of 12 months.

1170.20 The District shall maintain a capital reserves account to satisfy equipment replacement costs in amounts recommended by the Fire Chief. A replacement cost schedule will be included as part of the annual budget.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

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BOARD REPORTS



MEMORANDUM

DATE: August 14, 2013
TO: CSDA Members (Board and Staff)
FROM: Stanley Caldwell, CSDA President
Neil McCormick, Executive Director
SUBJECT: 2014 CSDA Committee & Expert Feedback Team Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district/agency Board members and staff in the work of the Association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district (staff and/or Board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

In regard to **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA legislative staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and on rare occasions they may be contacted by phone.

Please return the attached form by **October 18, 2013 by 5:00 p.m.** The selection and ratification of CSDA's 2014 committees will take place in November and selected participants will be notified by the end of November 2013. Committee participation begins in January 2014.

Thank you for your continued support of CSDA!



**California Special
Districts Association**

Districts Stronger Together

**2014 COMMITTEE AND EXPERT FEEDBACK TEAM
INTEREST FORM**

Please make additional copies for each participant.
Please Use Actual Contact Information where you can be reached

Name: _____

Title/Position: _____

District/Organization: _____

District Address: _____

Personal Address: _____

Telephone:(District) _____ (Contact): _____

Fax (District): _____ (Contact): _____

E-mail: _____

COMMITTEES: We hope your District will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: **1 = 1st choice; 2 = 2nd choice; 3 = 3rd choice**

If we are able to place you on more than one committee, how many committees would you like to serve on?
_____ (maximum 3)

NOTE: All committees meet in person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

_____ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: Meets with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.

_____ **Education Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.

_____ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.

_____ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.

_____ **Membership & Recruitment Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

_____ **Legislative Committee (space is limited):** Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. Commitment: Meets six times a year in Sacramento. Attending CSDA's Special District Legislative Days (May 20-21) and Annual Conference (September 29-October 2) is expected if you serve on this committee. All selected 2014 members will be invited to join the 2013 committee members and CSDA staff for a legislative planning session on November 15, 2013.

Each Legislative Committee member will be assigned to 1 to 2 working groups. Please rank from 1 to 6 which working groups you are interested in participating in:

- _____ Budget, Finance & Taxation Working Group
- _____ Environmental Sustainability Working Group
- _____ Formation & Reorganization Working Group
- _____ Human Resources & Personnel Working Group
- _____ Public Works & Contracting Working Group
- _____ Transparency & Accountability Working Group

I am interested in participating on ___ (1 or 2) Legislative Committee working groups

_____ **Alternative Option: Legislative Distribution List** - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list may provide input by responding to the legislative staff by email. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee.

EXPERT FEEDBACK TEAMS: In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

_____ **Budget, Finance & Taxation:** Assessments; Bankruptcy; Bonds; Mandates; Mello-Roos; Property Tax Allocations; Public Financing; Prop 218; Redevelopment; Special Taxes

_____ **Environmental Sustainability:** CEQA; Greenhouse Gas Emissions; Renewable Energy; SB 375

_____ **Formation & Reorganization:** Cortese-Knox-Hertzberg; Consolidation; Dissolution; LAFCO; MSR; SOI

_____ **Human Resources & Personnel:** Health and Other Benefits; Industrial Safety; Labor; Public Retirement; Workers' Compensation and Other Insurance

_____ **Legal:** General legal matters affecting special districts

_____ **Public Works & Contracting:** Basic Contracting; Bidding Process; Design-Build; Indemnification; Prevailing Wage & Contracted Labor; Public Private Partnerships; Retention Proceeds

_____ **Transparency & Accountability:** Audits; Brown Act; Ethics; Governance; Public Records Act; Political Reform Act; Reporting to State Controller

Committee and Expert Feedback Team participation is open to both Board members and Staff. **Please note that the Association does not reimburse any expenses incurred from this participation.**

CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through conference calls, fax correspondence and e-mail; however, most committees do meet at least two times a year in person.

***Either the District/Company General Manager or Board President must authorize below**

*Signature: _____ Date: _____

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email charlottel@cstda.net no later than 5:00 p.m. on **Friday, October 18, 2013**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 www.cstda.net