

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

Date of Meeting: October 10, 2018
Time of Public Meeting: 7:00 p.m.
Place of Meeting: **Kensington Public Safety Building**
217Arlington 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/meetings.

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

6:30 p.m. **CALL TO ORDER**
Directors: Joe de Ville, Dom Dommer, Nina Harmon, Janice Kosel, and Laurence Nagel

CLOSED SESSION
CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION
(Paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: *In the Matter of the Appeal of Health Premium Contributions of MARI J. HILL, Respondent, and KENSINGTON FIRE PROTECTION DISTRICT AND CITY OF ROSEVILLE, Respondents, California Public Employees' Retirement System*

7:00 p.m. **RECONVENE MEETING**

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. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** September 2018 (ACCEPT)
- CC 4. **APPROVAL OF MONTHLY FINANCIAL REPORT.** August/September 2018 (APPROVE)
- CC 5. **APPROVAL OF MONTHLY TRANSMITTAL #4.** October 2018 (APPROVE)
6. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.

8. **PRESIDENT'S REPORT**

- a. KPSC postings on KFPD website

9. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Harmon): Audit field work 10/22, 10/23 and 10/24
b. Public Safety Building (Dommer/Nagel):
c. Education (Kosel): Fire Prevention Week Open House 10/13/18; Fall Shredding event 10/27/18; Pharmaceutical Drop Off Event 10/27/18; Fall 2018 *Fire Plug*
d. Demonstration Garden (Kosel):
e. Contra Costa County/California Special Districts Assoc. (Nagel/Kosel): Next County chapter meeting – 10/15/18; minutes of 7/16/18 meeting; report on CSDA annual conference
f. 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, November 14, 2018, at 7:00 p.m. at the Kensington Public Safety Building, 217 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 11/14/18 is Wednesday, 10/31/18 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 11/7/18 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



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



October 1, 2018

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Battalion Chief

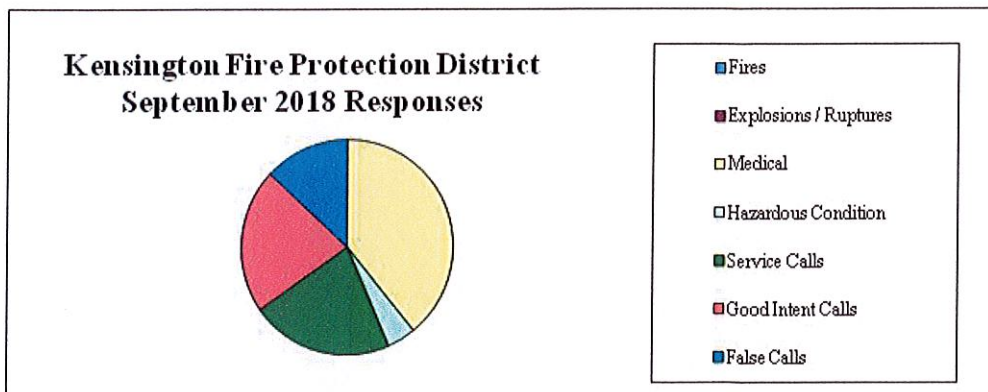
RE: Incident Activity Reports for the Month of September 2018

There were 23 incidents that occurred during the month of September in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for these calls that the Fire District responded to this past month. During this same time, Engine 65 responded to a total of 52 calls in all districts.

While there was slight decreases in calls in the community, due to the wild land fires up north, heighten awareness and warm weather, there was an increase in calls for odors and smoke investigations. Fortunately there were no significant fires or property loss reported in the community or any other major incidents.

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>	9	39.13%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	4.35%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	21.74%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	5	21.74%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	3	13.04%
Totals		23	100.00%



Kensington Fire Protection District Response Log for September 2018

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0018090294	02-Sep-18 11:23:49	Purdue AVE	Kensington	E172	322
2	0018091030	04-Sep-18 12:59:38	249 Purdue AVE	Kensington	E172	745
3	0018092160	07-Sep-18 13:45:40	61 Arlington AVE	Kensington	E165	511
4	0018092597	08-Sep-18 18:01:43	1652 Oakview AVE	Kensington	E172	611X
5	0018092737	09-Sep-18 00:34:18	Beloit AVE	Kensington	E172	324
6	0018093676	11-Sep-18 16:51:29	22 Kensington CT	Kensington	E165	412
7	0018093906	12-Sep-18 10:31:12	237 Los Altos DR	Kensington	E165	550
8	0018094316	13-Sep-18 12:08:25	501 Coventry RD	Kensington	E165	321
9	0018094444	13-Sep-18 16:48:40	1 Lawson RD	Kensington	E165	700
10	0018094640	14-Sep-18 08:11:03	38 Sunset DR	Kensington	E365	520
11	0018095837	17-Sep-18 14:51:10	307 Rugby AVE	Kensington	E172	321
12	0018095956	17-Sep-18 21:05:50	2 Yale CIR	Kensington	E165	321
13	0018096389	19-Sep-18 02:44:34	90 Highland BLVD	Kensington	E165	743
14	0018097203	21-Sep-18 00:35:55	77 Franciscan WAY	Kensington	E165	321
15	0018097500	21-Sep-18 22:07:10	93 Kingston RD	Kensington	E165	651
16	0018098179	23-Sep-18 18:51:36	161 Purdue AVE	Kensington	E165	611X
17	0018098376	24-Sep-18 10:42:24	Valley RD	Kensington	E365	611T
18	0018098688	25-Sep-18 07:38:27	Arlington AVE	Kensington	E365	322
19	0018099708	27-Sep-18 20:44:25	32 Sunset DR	Kensington	E165	321
20	0018100656	30-Sep-18 14:56:49	101 Colusa AVE	Kensington	E165	311
21	0018100675	30-Sep-18 16:07:08	242 Trinity AVE	Kensington	E165	611P
22	0018100686	30-Sep-18 16:38:05	242 Trinity AVE	Kensington	E165	550
23	0018100838	01-Oct-18 03:26:12	18 Norwood AVE	Kensington	E165	550

* 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
500
600
700

*(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 September 2018

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0018089953	01-Sep-18 11:10:52	148 Carmel AVE	El Cerrito	E165	321
2	0018090633	03-Sep-18 10:59:39	8501 Betty LN	El Cerrito	E165	321
3	0018091197	04-Sep-18 20:27:58	7847 Eureka AVE	El Cerrito	E165	321
4	0018091646	06-Sep-18 02:15:23	148 Carmel AVE	El Cerrito	E165	321
5	0018091755	06-Sep-18 11:19:07	7102 Donal AVE	El Cerrito	E165	321
6	0018091835	06-Sep-18 14:50:31	724 Kearney ST	El Cerrito	E165	710
7	0018092081	07-Sep-18 10:14:40	6699 Fairmount AVE	El Cerrito	E165	611M
8	0018092088	07-Sep-18 10:24:59	10690 San Pablo AVE	El Cerrito	E165	5000
9	0018092101	07-Sep-18 11:13:10	I 80 E	Kensington	E165	611T
10	0018092152	07-Sep-18 13:23:10	1000 El Cerrito PLZ	El Cerrito	E165	651
11	0018092160	07-Sep-18 13:43:06	61 Arlington AVE	Kensington	E165	511
12	0018092184	07-Sep-18 14:57:20	S Park DR	Contra Costa C	E165	321
13	0018092236	07-Sep-18 16:37:59	540 Ashbury AVE	El Cerrito	E165	611X
14	0018092737	09-Sep-18 00:32:10	Beloit AVE	Kensington	E365	324
15	0018092808	09-Sep-18 07:38:04	832 Contra Costa DR	El Cerrito	E165	321
16	0018093007	09-Sep-18 19:51:10	222 Ramona AVE	El Cerrito	E165	321
17	0018093251	10-Sep-18 14:34:39	856 Shevlin DR	El Cerrito	E165	611M
18	0018093521	11-Sep-18 10:11:50	928 Liberty ST	El Cerrito	E165	311
19	0018093567	11-Sep-18 11:17:21	7125 Donal AVE	El Cerrito	E165	311
20	0018093676	11-Sep-18 16:50:21	22 Kensington CT	Kensington	E165	412
21	0018093906	12-Sep-18 10:30:27	237 Los Altos DR	Kensington	E165	550
22	0018094273	13-Sep-18 09:55:32	522 Albemarle ST	El Cerrito	E165	700
23	0018094316	13-Sep-18 12:07:25	501 Coventry RD	Kensington	E165	321
24	0018094444	13-Sep-18 16:47:47	1 Lawson RD	Kensington	E165	700
25	0018094640	14-Sep-18 08:10:19	38 Sunset DR	Kensington	E365	520
26	0018095853	17-Sep-18 15:48:20	514 Lexington AVE	El Cerrito	E165	5000
27	0018095956	17-Sep-18 21:04:49	2 Yale CIR	Kensington	E165	321
28	0018096213	18-Sep-18 15:05:40	King DR	El Cerrito	E165	553
29	0018096389	19-Sep-18 02:43:57	90 Highland BLVD	Kensington	E165	743
30	0018096519	19-Sep-18 11:49:07	1000 El Cerrito PLZ	El Cerrito	E165	321

31	0018097142	20-Sep-18 21:17:36	144 Carmel AVE	El Cerrito	E165	911
32	0018097203	21-Sep-18 00:34:44	77 Franciscan WAY	Kensington	E165	321
33	0018097500	21-Sep-18 22:06:44	93 Kingston RD	Kensington	E165	651
34	0018097594	22-Sep-18 07:37:03	152 Key Route BLVD	El Cerrito	E165	321
35	0018097649	22-Sep-18 11:51:18	510 El Cerrito PLZ	El Cerrito	E165	321
36	0018097716	22-Sep-18 14:52:44	4402 Taft AVE	Richmond	E165	611F
37	0018097910	23-Sep-18 06:08:19	702 Seaview DR	El Cerrito	E165	321
38	0018098162	23-Sep-18 17:32:14	821 Craft AVE	El Cerrito	E165	561
39	0018098179	23-Sep-18 18:50:57	161 Purdue AVE	Kensington	E165	611X
40	0018098376	24-Sep-18 10:39:53	Valley RD	Kensington	E365	611T
41	0018098688	25-Sep-18 07:36:05	Arlington AVE	Kensington	E365	322
42	0018098715	25-Sep-18 09:06:57	812 Kensington RD	El Cerrito	E365	321
43	0018098733	25-Sep-18 09:54:13	148 Carmel AVE	El Cerrito	E365	321
44	0018099708	27-Sep-18 20:43:54	32 Sunset DR	El Cerrito	E365	321
45	0018099888	28-Sep-18 11:28:57	8831 Terrace DR	Kensington	E165	745
46	0018099903	28-Sep-18 11:59:55	134 Pomona AVE	El Cerrito	E165	311
47	0018100230	29-Sep-18 09:53:25	322 Ramona AVE	El Cerrito	E165	321
48	0018100413	29-Sep-18 18:32:56	10175 San Pablo AVE	El Cerrito	E165	744
49	0018100656	30-Sep-18 14:54:59	101 Colusa AVE	Kensington	E165	311
50	0018100675	30-Sep-18 16:05:39	242 Trinity AVE	Kensington	E165	611P
51	0018100686	30-Sep-18 16:36:39	242 Trinity AVE	Kensington	E165	550
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600	(Cancelled En Route, Wrong Location)
700	(Wrong Company/Unit Dispatched)

Kensington Fire Protection District
Balance Sheet
As of September 13, 2018

Sep 13, 18

ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	12,135.52
General Fund	484,857.91
Special Tax Fund	9,074.77
Capital Fund	6,840.77
Total Checking/Savings	513,108.97
Accounts Receivable	
Due from County for Reimb.	18,434.01
Accounts Receivable	52,735.49
Interest Receivable	5,479.19
Advance on Taxes	3,679,138.30
Advance on Supplemental Taxes	59,827.33
Total Accounts Receivable	3,815,614.32
Other Current Assets	
Prepaid Services - EC	2,565,774.64
Prepaid CERBT - Retiree Trust	976,043.56
Investments	
Capital Replacement Funds	3,186,299.00
Fire Protect. Contract Reserves	2,826,907.24
Investments - Other	73,544.04
Total Investments	6,086,750.28
Total Other Current Assets	9,628,568.48
Total Current Assets	13,957,291.77
Fixed Assets	
Land	5,800.00
Equipment	1,444,675.55
Accumulated Depreciation-Equip	-652,155.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-929,467.00
Total Fixed Assets	2,260,434.66
TOTAL ASSETS	16,217,726.43
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	18,434.01
Due to Other - Issued by CCC	8,907.50
Accounts Payable	1,653.88
Total Accounts Payable	28,995.39
Other Current Liabilities	
El Cerrito Service Contract Pay	2,565,774.57
Wages & PR Taxes Payable	-1,223.47
Total Other Current Liabilities	2,564,551.10
Total Current Liabilities	2,593,546.49
Total Liabilities	2,593,546.49
Equity	
Fund Equity - General	4,848,934.26
Fund Equity - Capital Projects	1,219,288.00
Fund Equity - Special Revenue	12,769.00
Fund Equity - Gen Fixed Asset	2,403,012.00

Kensington Fire Protection District
Balance Sheet
As of September 13, 2018

	Sep 13, 18
Fund Equity	1,998,512.80
Net Income	3,141,663.88
Total Equity	13,624,179.94
TOTAL LIABILITIES & EQUITY	16,217,726.43

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

July 1 through September 13, 2018

	Jul 1 - Sep 13, 18	Jul 1 - Sep 13, 17	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,699,956.90	3,513,761.14	186,195.76	5.3%
Lease Agreement	2,955.67	5,911.34	-2,955.67	-50.0%
Interest Income	6,220.96	4,045.14	2,175.82	53.8%
Salary Reimbursement Agreement	10,566.80	10,836.82	-250.02	-2.3%
Total Income	3,719,720.33	3,534,554.44	185,165.89	5.2%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,278.47	2,122.85	155.62	7.3%
Contra Costa County Expenses	13.80	9.40	4.40	46.8%
El Cerrito Contract Fee	513,154.97	706,726.80	-193,571.83	-27.4%
Fire Abatement Contract	665.00	0.00	665.00	100.0%
Risk Management Insurance	12,507.00	13,268.00	-761.00	-5.7%
Professional Fees				
Accounting	225.00	1,056.25	-831.25	-78.7%
Legal Fees	1,343.28	418.50	924.78	221.0%
Total Professional Fees	1,568.28	1,474.75	93.53	6.3%
Website Development/Maintenance	400.00	0.00	400.00	100.0%
Total OUTSIDE PROFESSIONAL SERVI...	530,587.52	723,601.80	-193,014.28	-26.7%
RETIREE MEDICAL BENEFITS				
PERS Medical	14,361.38	22,312.88	-7,951.50	-35.6%
Delta Dental	1,008.86	3,026.58	-2,017.72	-66.7%
Vision Care	323.10	945.60	-622.50	-65.8%
Total RETIREE MEDICAL BENEFITS	15,693.34	26,285.06	-10,591.72	-40.3%
COMMUNITY SERVICE ACTIVITIES				
Public Education	67.50	202.50	-135.00	-66.7%
Open Houses	190.25	251.18	-60.93	-24.3%
Total COMMUNITY SERVICE ACTIVITIES	257.75	453.68	-195.93	-43.2%
DISTRICT ACTIVITIES				
Firefighters' Expenses	2,828.42	0.00	2,828.42	100.0%
Professional Development	300.00	580.00	-280.00	-48.3%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	4,845.00	-4,845.00	-100.0%
Janitorial Service	315.00	315.00	0.00	0.0%
Medical Waste Disposal	813.40	1,186.56	-373.16	-31.5%
Gardening service	120.00	120.00	0.00	0.0%
Miscellaneous Maint.	526.43	1,150.09	-623.66	-54.2%
Total Building Maintenance	1,774.83	7,616.65	-5,841.82	-76.7%
Building Utilities/Service				
Gas and Electric	1,494.00	1,200.70	293.30	24.4%
Water/Sewer	221.23	206.39	14.84	7.2%
Total Building Utilities/Service	1,715.23	1,407.09	308.14	21.9%
Memberships	650.00	650.00	0.00	0.0%
Office				
Office Expense	161.39	796.12	-634.73	-79.7%
Office Supplies	479.26	41.74	437.52	1,048.2%
Telephone	1,324.23	1,355.32	-31.09	-2.3%
Total Office	1,964.88	2,193.18	-228.30	-10.4%
Total DISTRICT ACTIVITIES	9,233.36	12,446.92	-3,213.56	-25.8%
Staff				
Wages	15,846.68	14,406.28	1,440.40	10.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	0.00	186.99	-186.99	-100.0%
Medical/dental ins compensation	1,676.00	1,365.00	311.00	22.8%
Retirement Contribution	1,204.32	1,094.88	109.44	10.0%
Payroll Taxes	1,416.99	1,297.30	119.69	9.2%
Workers Compensation/Life Ins	824.99	646.19	178.80	27.7%
Payroll Processing	315.50	246.38	69.12	28.1%
Total Staff	22,284.48	20,243.02	2,041.46	10.1%
Total Expense	578,056.45	783,030.48	-204,974.03	-26.2%
Net Ordinary Income	3,141,663.88	2,751,523.96	390,139.92	14.2%
Other Income/Expense				
Other Income				
Transfers In - General	108,665.14	99,156.63	9,508.51	9.6%
Total Other Income	108,665.14	99,156.63	9,508.51	9.6%
Other Expense				
Transfers Out - Capital	8,665.14	4,156.63	4,508.51	108.5%
Transfers Out - Special	100,000.00	95,000.00	5,000.00	5.3%

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

July 1 through September 13, 2018

	Jul 1 - Sep 13, 18	Jul 1 - Sep 13, 17	\$ Change	% Change
Total Other Expense	108,665.14	99,156.63	9,508.51	9.6%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	3,141,663.88	2,751,523.96	390,139.92	14.2%

Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,699,956.90	3,905,000.00	-205,043.10	94.7%
Special Taxes	0.00	0.00	0.00	0.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	2,955.67	5,911.34	-2,955.67	50.0%
Interest Income	6,220.96	3,250.00	2,970.96	191.4%
Salary Reimbursement Agreement	10,586.80	10,474.70	112.10	101.1%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	3,719,720.33	3,924,636.04	-204,915.71	94.8%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,278.47	2,200.00	78.47	103.6%
Contra Costa County Expenses	13.80	0.00	13.80	100.0%
El Cerrito Contract Fee	513,154.97	513,155.00	-0.03	100.0%
Fire Abatement Contract	0.00	0.00	0.00	0.0%
Fire Engineer Plan Review	0.00	333.30	-333.30	0.0%
Risk Management Insurance	12,507.00	14,500.00	-1,993.00	86.3%
Professional Fees				
Accounting	0.00	700.00	-700.00	0.0%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Audit	0.00	0.00	0.00	0.0%
Legal Fees	1,343.28	5,833.34	-4,490.06	23.0%
Total Professional Fees	1,343.28	6,533.34	-5,190.06	20.6%
Water System Improvements	0.00	0.00	0.00	0.0%
Website Development/Maintenance	400.00	416.70	-16.70	96.0%
Wildland Vegetation Mgmt	0.00	0.00	0.00	0.0%
Total OUTSIDE PROFESSIONAL SERVIC...	529,697.52	537,138.34	-7,440.82	98.6%
RETIREE MEDICAL BENEFITS				
PERS Medical	14,361.38	0.00	14,361.38	100.0%
Delta Dental	0.00	0.00	0.00	0.0%
Vision Care	323.10	0.00	323.10	100.0%
Total RETIREE MEDICAL BENEFITS	14,684.48	0.00	14,684.48	100.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	67.50	300.00	-232.50	22.5%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	0.00	1,454.57	-1,454.57	0.0%
Open Houses	190.25	0.00	190.25	100.0%
Community Shredder	0.00	0.00	0.00	0.0%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	0.00	0.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	257.75	1,754.57	-1,496.82	14.7%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	0.00	0.00	0.0%
Firefighters' Expenses	2,828.42	0.00	2,828.42	100.0%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	300.00	833.30	-533.30	36.0%
Building Maintenance				
Needs Assess/Feasibility Study	0.00	0.00	0.00	0.0%
Janitorial Service	210.00	250.00	-40.00	84.0%
Medical Waste Disposal	406.70	1,250.00	-843.30	32.5%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	0.00	250.00	-250.00	0.0%
Miscellaneous Maint.	526.43	2,186.70	-1,640.27	24.3%
Total Building Maintenance	1,143.13	3,916.70	-2,773.57	29.2%
Building Utilities/Service				
Gas and Electric	1,373.78	1,333.30	40.48	103.0%
Water/Sewer	221.23	410.85	-189.62	53.8%
Total Building Utilities/Service	1,595.01	1,744.15	-149.14	91.4%
Election	0.00	0.00	0.00	0.0%
Memberships	650.00	700.00	-50.00	92.9%
Office				
Office Expense	161.39	500.00	-338.61	32.3%
Office Supplies	334.10	375.00	-40.90	89.1%
Telephone	1,183.15	1,333.30	-150.15	88.7%
Total Office	1,678.64	2,208.30	-529.66	76.0%
Total DISTRICT ACTIVITIES	8,195.20	9,402.45	-1,207.25	87.2%
Staff				
Wages	15,846.68	15,846.80	-0.12	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	0.00	262.50	-262.50	0.0%

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

July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget	% of Budget
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	1,676.00	1,676.00	0.00	100.0%
Retirement Contribution	1,204.32	1,204.30	0.02	100.0%
Payroll Taxes	1,416.99	1,300.00	116.99	109.0%
Workers Compensation/Life Ins	770.43	800.00	-29.57	96.3%
Payroll Processing	315.50	274.20	41.30	115.1%
Total Staff	22,229.92	22,363.80	-133.88	99.4%
Contingency				
General	0.00	4,166.70	-4,166.70	0.0%
Total Contingency	0.00	4,166.70	-4,166.70	0.0%
Total Expense	575,064.87	574,825.86	239.01	100.0%
Net Ordinary Income	3,144,655.46	3,349,810.18	-205,154.72	93.9%
Other Income/Expense				
Other Income				
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - General	108,665.14	0.00	108,665.14	100.0%
Total Other Income	108,665.14	0.00	108,665.14	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	8,665.14	0.00	8,665.14	100.0%
Transfers Out - Special	100,000.00	0.00	100,000.00	100.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	108,665.14	0.00	108,665.14	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	3,144,655.46	3,349,810.18	-205,154.72	93.9%

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

KENSINGTON FPD										PY/CY:
TRANSMITTAL - APPROVAL										BATCH #:
Invoices										DATE:
										LOCATION #:
										FILENAME:
VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND/ ORG	SUB ACCT	TASK	ORT	ACTIVITY WORKAUTH	ENGINEER (PO) #	PAYMENT AMOUNT
50146	Delta Dental	10/1/2018	BE003046147 Oct dental	7840	1061					1,008.86
50147	KFPD Revolving Fund	10/5/2018	Reimburse revolving fund	7840	2490					14,123.51
50148	CalPERS	09/14/18	7072901257 Nov medical	7840	1061					7,177.11
50150	Vision Service Plan	09/19/18	001027770001 Oct vision	7840	1061					323.10
50151	City of El Cerrito	10/01/18	Oct fire protection	7840	2328					251,284.08
50131	Meyers Nave	09/12/18	2018080081 legal	7840	2490					1,073.66
50193	Fire Safety - Teo Carlone	09/18/18	49012 wildland interface	7840	2490					2,500.00
	Everbridge, Inc.	09/19/18	14064 nixle annual fee	7840	2490					3,300.00
TOTAL										280,790.32

Kensington FPD Approval

Date: 1/1/18
Mindy Noveck Date: 10/5/18

100518

Attachment to Transmittal 100518

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
8/26/2018	Canepa Landscape - gardening	120.00
9/5/2018	PG&E - gas	120.22
9/6/2018	AA Office - copier toner	145.16
9/1/2018	SCIF - workers comp	54.56
9/17/2018	Payroll processing	66.25
9/17/2018	Payroll - 9/1-9/15/18	2,941.30
9/17/2018	Withholding payroll taxes 9/1-9/15/18	1,446.08
9/9/2018	Sprint - telephone	63.41
9/11/2018	PG&E - electric	1,224.15
9/5/2018	AT&T - telephone	466.46
9/4/2018	Office Depot - office supplies	77.55
10/1/2018	Stericycle - medical waste	406.70
9/13/2018	Mechanics - pub ed & prof development	334.11
10/2/2018	Payroll processing	66.25
10/2/2018	Payroll - 8/16-8/31/18	2,834.26
10/2/2018	Withholding payroll taxes 8/16-8/31/18	1,381.53
10/5/2018	Reimburse Director - CSDA conf	407.28
10/5/2018	ICMA-RC - Sep deferred comp	1,602.16
9/22/2018	Comcast - internet	141.08
10/1/2018	All-Ways Green - janitorial	105.00
9/26/2018	Canepa Landscape - gardening	120.00
	Total	14,123.51

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

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

October 2018

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: Fire Chief's Report

Urban Shield Training Exercise

On September 8th, six members of the El Cerrito Fire Department participated in the Urban Shield exercise. This multi-county drill that involved law enforcement, fire, EMS, CERT and many other support groups such as Red Cross was designed with numerous scenarios for each division of public safety. For the fire side, there were three main areas, marine emergencies dealing with water rescues, hazardous material emergencies and Urban Search and Rescue which the members of our Department participated in. Our personnel were teamed up with a City of Vacaville team and together they spent the day on four different assignments. These included a high angle rope rescue from a cargo crane in which the operator was shot in the control cab approximately 100' in the air. The active shooter, which was neutralized by on scene officers, was wounded and higher in the crane rigging. Both had to be removed to the ground by first climbing to the top, treating and securing the patients and then lowering them to the ground.

Another exercise included heavy lifting in which a large truck had to be raised off a car and the patient in the car treated, extricated and transported to the hospital. Our firefighters also participated in a confined rescue drill and a cribbing and shoring rescue on a partially collapsed building. The training these personnel participated in brings knowledge back to our Department and is important in keeping our personnel prepared for catastrophic events.

This is a link to a video that shows firsthand what Urban Shied is about and its relevance to our day-to-day operations.

<https://vimeo.com/acso/review/288215852/4348847ea6>

OES 300 to the Snell Fire

OES 300 was dispatched on September 9, 2018 to the Snell Fire in Napa County. The fire started on September 8 and immediately was threatening homes in the Butts Canyon Road and Snell Valley Road southeast of Middletown. The engine crew which consisted of Captains Hoyer-Nelson, Grupalo and Ciappara as well as Engineer Schwartzman was gone for a little over a week. The crew was initially tasked with their strike team to provide structure protection for the first few days and then transitioned to maintaining containment lines and assisting with hose lays and overhaul operations. Through the quick response of State and local resources, total acreage was contained to approximately 2,500 acres. The fire is now 100% contained.

Battalion Chief Janes and Captain Crumpacker to the Delta Fire

Kevin Janes was deployed once again with the California Interagency Incident Management Team #4 as a communication leader to the Delta Fire located near Lake Head in northern Shasta County. Working with the incident management team he was responsible for overseeing the communication plan for the fire which included evaluating and installing radio repeaters, insuring the management's radios systems were operational and the programming or cloning of all portable radios for the crews assigned to the fire. The fire started on September 5th and has consumed over 63,000 acres and destroyed over 20 structures. This was one of many fires that have burned in Shasta County and was within a couple of miles of the Carr Fire. Kevin returned home last week after two weeks on assignment. The fire is currently 97% contained.

Traviss Crumpacker was deployed to the Delta Fire also on September 12th and returned on Thursday, September 20th. He responded as a fire line medic where he was assigned to various divisions to provide ALS medical care in the event of a firefighter or hand crew personnel being injured. Due to the remote terrain on this fire, Traviss was actually "spiked out" which means that he spent 4 to 5 days out on the line for most of his deployment. Fire line paramedics and EMT's are being utilized more with the increase of firefighter injuries occurring on these large incidents. Our personnel respond with a complete cache of medical equipment as well as their personal equipment and often have to hike into their assignments. All our personnel are back safe and sound as the majority of the fires are mostly contained...for now.

BOARD REPORTS

The Fire Plug



Fire Prevention Week 2018

Get ready for Fire Prevention Week! It's a great way to rally our community to take action to prevent fires and reduce loss of property and lives. While Fire Prevention Week provides a central focus for prevention, the need to promote fire safety all year long is critical in California's current fire environment.

The National Fire Protection Association has adopted this year's theme as "Look. Listen. Learn. Be aware—Fire can happen anywhere."

Look for places fire could start (take a good look around your home for fire dangers and address the problems).

Listen (working smoke alarms will let you know that you need to escape).

Learn (two ways out of every room).

LOOK. LISTEN. LEARN.

**Be aware.
Fire can happen anywhere:**



This is an excellent time to teach yourself and your family about safety both in the home and out.

Come by the Kensington Fire Station (217 Arlington Avenue) on **Saturday, October 13th** between the

hours of **10:00 a.m. to 2:00 p.m.** to learn more about fire

safety, emergency preparedness, Community Emergency Response Team training, evacuations and more. KFPD will also be displaying graphics on the new fire-wise demonstration garden we are sponsoring in Kensington Park.

In addition, you can meet your local firefighters and become familiar with our firefighting apparatus. Cookies and drinks will be provided!

Since 1922, Fire Prevention Week has been observed on the Sunday through Saturday period in which October 9 falls to commemorate the Great Chicago Fire of 1871.

KFPD Board Meetings

Effective immediately, the Kensington Fire Protection District's monthly Board of Directors meetings have moved to the Kensington Public Safety Building (217 Arlington Avenue) and will take place in the fire apparatus room. We plan to move back to the community center once renovation for that facility is complete.

The KFPD Board meets on the second Wednesday of every month at

7:00 p.m. (with a recess in August). Board packets are posted to the District's website (www.kensingtonfire.org) at least 72 hours in advance of the meeting. You can also sign up for Board meeting notifications on the District's website.

We welcome you to attend our monthly public meetings as we address many important topics of interest to the Kensington community.

Pharmaceutical Drop Off on 10/27/18	2
CPR and First Aid Training Schedule	2
CERT Training Schedule	2
Fall Shredding Event on 10/27/18	3
Subscribe to Nixle	3
Holiday Toy Drive	3
KFPD New Website	3
Chief Maples' Retirement	4

KFPD BOARD OF

DIRECTORS:

Unable to list current individuals per Fair

Political Practices Commission rules—60

days before an election

KFPD STAFF:

- Lance Maples, Chief
- Brenda Navellier, Manager



Pharmaceutical Disposal Event

KFPD and KPPCSD will once again partner together to bring the residents of Kensington a pharmaceutical drop off on **Saturday, October 27, 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 United States Drug Enforcement Administration's "Got Drugs?" campaign to safely dispose of unnecessary/unwanted 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 not to flush your unwanted medications down the toilet as they will pollute our drinking water and ground soil. Unwanted medications left in your medicine cabinet put children and teens at risk. Call (510) 215-4450 or (510) 526-4141 with any questions regarding this event.

CPR/First Aid Classes

KFPD is offering CPR/First Aid classes this fall on **Saturday, October 20th** and **Saturday, November 17th** at the El Cerrito Community Center in El Cerrito (7007 Moeser Lane).

All classes are taught to American Heart Association Heart Saver standards.

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

Cost for residents is \$42 for CPR and \$84 for both CPR and First Aid.

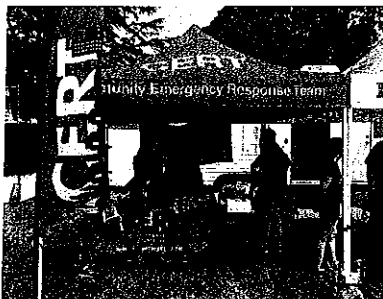
Registration is required. You can sign-up by emailing fire@kensingtonfire.org or calling (510) 215-4450.



CERT Training

The Kensington Fire Protection District continues to offer on-going training opportunities to prepare yourself, your family and our community for a major disaster through the Community Emergency Response Team Training (CERT) program.

Training opportunities include the certified eight-week evening course plus all-day Saturday drill,



offered three times a year, *or* the non-certified one day "boot camp" offered twice a year.

Our first full eight-week session for 2019

begins on Monday, January 7th at the Arlington Community Church in Kensington. Sign up now.

The entire 2019 CERT schedule is posted on our website at www.kensingtonfire.org or we can email you a copy.

Kensington is divided up into six CERT Areas and each has a volunteer coordinator to help neighbors connect. Once you have attended CERT training, we are happy to put you in touch with your CERT Area Coordinator.

To sign up for any of the CERT training opportunities, please contact Kensington Fire at (510) 215-4450 or email fire@kensingtonfire.org.

Get prepared today. During a disaster, you can make a difference in your neighborhood and our community!

KENSINGTON FIRE
PROTECTION DISTRICT

Kensington Public Safety Building
217 Arlington Avenue
Kensington, CA 94707

Admin Phone: (510) 527-8395
Fax: (510) 527-8396
Fire Dept. Dispatch: (925) 941-3330
Emergency: 911
E-mail: fire@kensingtonfire.org

*When in Doubt—
Call Us Out!*

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



Best Wishes Chief Maples

El Cerrito-Kensington Fire Chief, Lance Maples, will be retiring at the end of 2018.

Chief Maples has worked for the El Cerrito Fire Department for over 27 years. Chief Maples rose through the ranks from Firefighter to Engineer to Captain and then Battalion Chief prior to spending the last 12 years as Chief of both the Kensington and El Cerrito communities.

A west Contra Costa County native, Chief Maples has been an active member of the Kensington community helping to guide the Kensington Fire Protection District and attending monthly Board meetings. He has been involved with the Hills Emergency Forum, the



Diablo Fire Safe Council, the Contra Costa County Executive Chiefs Association (serving as Chair in 2011, 2012, 2013, 2014 and 2016) and a member of the East Bay Incident Management Team.

Chief Maples says the thing he will miss most about the job is "the positive morale and camaraderie within the El Cerrito-Kensington Fire Department". He adds "I am proud to have served with such highly dedicated, well trained professionals and I have greatly enjoyed serving the residents of the Kensington community."

The KFPD congratulates Chief Maples on his retirement and extends best wishes for all his future endeavors.

QUARTERLY MEETING OF THE CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION

Date: Monday, October 15, 2018
Time: 10:00 a.m. Meeting – 9:30 a.m. Meet & greet opportunity with refreshments
Location: Central Contra Costa Sanitary District, 5019 Imhoff Place, Martinez, CA

AGENDA

- 10:00 a.m. Attendees - Welcome and Introductions (Your Name & Agency)
10:10 a.m. Approval of July 16, 2018 meeting minutes
10:15 a.m. Old/New Business: Chair Stan Caldwell

Update from Last October Program *(Allocation / Re-allocation of Ad Valorem Property Tax)*

- 10:20 a.m. Brian Helmick (Fire chief – ECCFPD)

Today's Special Program: *California Voting Right Act (CVRA) and the Legal Challenges to Subdivide (Cities and Districts)*

- 10:40 a.m. Introductory Remarks: Susan Morgan
10:45 a.m. Part I: History of CVRA Legal Challenges: Mustafa Hessabi (Legislative Analyst – California Special Districts Association)
11:05 a.m. *Part I – Q & A*
11:10 a.m. Part II: Effects of CVRA Legal Challenges: Sean Wright (Mayor – City of Antioch)
11:30 a.m. *Part II – Q & A*
11:35 a.m. Part III: Future of CVRA Legal Challenges – Where will it head now?
 - Joe Canciamilla (County Clerk/Recorder) [15 minutes]
 - Scott Rafferty (Walnut Creek Attorney) [15 minutes]
12:05 p.m. *Part III – Q & A*
12:10 p.m. Final Remarks: Susan Morgan
12:15 p.m. Other Local Government official updates (if none Adjourn)
12:15 p.m. Adjourn - Next meeting will be January 28, 2019

Committee Reports (written reports were sent via email)

Finance/Treasurer report, LAFCO Representative Report, East Bay Regional Park District Advisory Committee Report, Legislative Report, Contra Costa County Treasurer Oversight Committee Report.

IF YOU WILL BE ATTENDING THE OCTOBER MEETING PLEASE SEND THE NAME OF YOUR ORGANIZATION, AND THE REPRESENTATIVE(S) ATTENDING THIS MEETING, NO LATER THAN OCTOBER 8, 2018

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

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



Quarterly Meeting Minutes

7.16.2018	Meeting Time: 10:00 a.m.	Central Contra Costa Sanitary District Multi-Purpose Room 5019 Imhoff Place, Martinez, CA 94553
Meeting called by	Chair Stan Caldwell called meeting to order at 10:05 a.m.	
Minutes	Suzette Crayton Executive Assistant	
Attendees	Twenty-Nine (29) Attendees (Sign-In Sheet Attached)	

Welcome and Introductions

Welcome and introductions took place.

Approval of April 2018 Meeting Minutes

The minutes were approved.

Old/New Business

Stan Caldwell announced that the Central San Multi-Purpose Room will be closed for renovation for the January, April, and July 2019 meetings. He also stated that he reached out to the historical society on an Essay Writing Contest. In regards to the Treasurer Oversight Committee, Russell Watts spoke about the seat that is open for the alternate. Nominations were called for a CCSDA Member to be an alternate on the committee and Stan nominated Bob Leete, and nomination passed by vote. Stan showed the potential CCSDA website that the Executive Board looked into and stated that it is free of charge. He also said that he would like to activate it and a motion was put to vote. Motion passed to fully activate the website. The link to the website is www.contracostasda.specialdistrict.org, and it will be sent out via email to everyone. Bob then spoke about the Audit Report. He made a motion to accept the report and it was passed by vote.

Guest Speaker: Senator Steve Glazer (Senate District 7) – Legislation Update

Susan Morgan introduced Senator Glazer. He handed out his card that included his governing principles. He spoke about pension reform efforts. He said most Special Districts are about 77% funded for CALPERS. Questions were then asked and answered.

Guest Program: CCSDA Presentations

Colleen Haley presented information on the Special District Leadership Foundation. She also presented about the Take Action Newsletter.

California Special District Association Activities Update & Presentations: CCSDA "Districts Make the Difference Campaign"

Colleen provided information on the "District Makes a Difference Campaign" where they are holding a video contest. She asked about involvement from CCSDA and it was determined that two volunteers would assist from CCSDA.

Legislative Committee Report: Lisa Bollinger, East Bay Regional Parks District

Lisa Bollinger highlighted a couple of key legislation bills.

LAFCO Representative Report: Mike McGill, Contra Costa LAFCO Commissioner

Mike McGill announced that MSRs are underway for nineteen cities. He also stated that there are three possible dissolutions: Rollingwood, Reclamation District 21, and Bixler Tract. Los Medanos Heath Care District is going through the dissolution process. Discovery Bay Services District took this opportunity to thank Lou Ann for her assistance. Mike announced that the New At Large Member for LAFCO is Chuck Lewis.

Other Local Government Official Updates

None

Meeting was adjourned at 12:00 p.m. and next meeting is October 15, 2018.