

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

Date of Meeting: April 13, 2016
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m.

CALL TO ORDER

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

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

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 March 9, 2016 (APPROVE)

CC 4. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #10** (APPROVE)

CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** February/March 2016 (APPROVE)

CC 6. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** March 2016 (APPROVE)

NEW BUSINESS

7. Seismic Assessment Report of Public Safety Building by Biggs Cardosa Structural Engineers (ACTION)

8. Questions and Discussion for KFPD Directors as submitted by the Consolidation Subcommittee of the Adhoc Committee of the KPPCSD (Possible ACTION)
9. Request from KPPCSD to Share Cost of New Audio/Video Equipment for Community Center (ACTION)
10. Resolution 16-01 Declaring 2000 Hi-Tech Type I Engine as Surplus (ACTION)
11. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.
12. **PRESIDENT'S REPORT**
13. **BOARD REPORTS**

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

 - a. Finance Committee (Kosel/Dommer):
 - b. Public Safety Building (de Ville/Dommer):
 - c. Education (Kosel): Spring 2016 *Fire Plug*
 - d. Contra Costa County/California Special Districts Assoc. (Nagel): 1/25/16 meeting minutes; 4/18/16 agenda; CSDA Board of Directors Call for Nominations
 - e. Diablo Fire Safe Council/Interface (Staff/Nagel):

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, May 11, 2016, 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 5/11/16 is Wednesday, 4/27/16 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 5/4/16 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 MARCH 9, 2016 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

President Dommer called for the approval of the consent calendar (items 3, 4, 5, 6 & 7), consisting of approval of the February 9, 2016 minutes, approval of monthly transmittal #9, approval of the monthly January/February 2016 financial report, approval of the January 2016 incident activity report and approval of the February 2016 incident activity report. Director Kosel made a motion to adopt the consent calendar items as submitted. Director Harmon seconded the motion.

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

ORAL COMMUNICATIONS:

Rick Artis said that the Ad Hoc Committee and particularly the subcommittee on consolidation (between KFPD and KPPCSD) would like to talk to the Kensington Fire Board of Directors either individually or collectively. President Dommer asked how long the subcommittee's presentation would be and when they would want to make that presentation. Artis said the subcommittee would like a question and answer period with the Board. The subcommittee would like KFPD's position on consolidation on record. If the Board wants to discuss it as a group, it could be agendaed for next month. Artis invited all of the KFPD Board members to attend the next subcommittee meeting. Dommer, Kosel and de Ville expressed a preference for the subcommittee to be agendaed for KFPD's Board meeting in April. President Dommer said he could allot one-half hour for the topic at the next meeting. He requested Artis contact him to name the agenda item, etc. Artis also asked if KFPD has done any five-year budget projections? Director Kosel said KFPD is working with a volunteer individual who is working on financial modeling. KFPD also needs the costs associated with a completed needs assessment to include in that model. Artis said he thinks the more complicated piece would be the City of El Cerrito's forecasting. There is no timeframe for when that model will be complete.

FIRE CHIEF'S REPORT:

Chief Maples reported that the engine companies completed over 500 business inspections in Kensington and El Cerrito in 2015. The department also completed 73 plan reviews and 55 construction site inspections. Public education includes open houses, day care presentations, Tri-City Safety Day, etc. The department made contact with 2,600 people of all ages through public education contacts. Also 100 people attended CPR and/or First Aid classes in 2015. Weed abatement is probably the most challenging and time consuming. The department sent out 199 notices of non-compliance to property owners in both communities and all but nine (only one in Kensington) complied with the standards voluntarily. Maples reported that the department will start a hiring process for two candidates in April. The qualified list comes from the State's Firefighter Joint Apprenticeship Program and has 150 qualified candidates for those two positions. Also in early April, promotional exams will take place for the position of Captain to replace the two that retired in December.

PRESIDENT'S REPORT:

President Dommer included a summary of the Brown Act that he had marked-up in the Board packet. He noted that during the first few meetings he attended, there seemed to be some wandering on the Board's part and he attended the CSDA conference shortly after that and received updated training. Director Harmon asked if there were any particular items in the summary that Dommer would like to speak to. Dommer reviewed "public comment" and how the Board should not get involved in discussions during that time. "Serial meetings" can also be

a tricky subject but he does not believe it is a problem for the KFPD Board. He then briefly reviewed the highlights of the summary in the packet including enforcement of the Brown Act.

Jim Watt asked about the letter written by Directors Dommer and Harmon in the Outlook stating that the Fire District Board of Directors is unanimously opposed to consolidation. Harmon stated that topic had been discussed at previous Board meetings and she was comfortable making that statement in the letter. The other board members were not included in generating the letter and Harmon checked with legal counsel prior to having Dommer sign. Anthony Knight asked for more information on enforcement of the Brown Act. Dommer pointed to page 13 of the document that calls out both civil remedies and criminal misdemeanor penalties. The body in question has an opportunity to cure or correct any alleged violations prior to a suit being filed. A complaint needs to be filed within a certain timeframe. KFPD uses Sturgis' rules of order for running their meetings.

NEW BUSINESS:

Proposal from Mack5 to develop Request for Proposals for Needs Assessment/Feasibility Study:

President Dommer said he and Director de Ville met with staff and Mack5 representative Paul Beamer to discuss the proposal. Compared to what was tabled at the February meeting, the proposal is more streamlined and Mack5 is not attending so many meetings during the feasibility/needs assessment work. The two-page proposal for developing an RFP and creating a cost estimate was included in the packet in the amount of \$27,055. Preparation of the RFP should be complete in about 30 days or at least by the May meeting. Dommer gave further explanation that Mack5 is a construction management firm and they will be developing the Request for Proposals for an architectural team to develop a needs assessment. Mack5 will also be providing some scheduling and cost estimating.

A resident asked about the total cost of tearing down and replacing the building? The Board doesn't know at this time until a needs assessment/feasibility study is complete. Dommer said he would try to develop a plug number for budget modeling during the next few months. The resident said he understood we are interested in neighboring properties. The Board agreed that is an option but has not determined that possibility or if any property is for sale. The Board does not have any determined budget at this time--that is the point of the studies. Dommer said typically a construction project timeframe would be 2 to 2-1/2 years after the feasibility study is complete. Rick Artis asked if Mack5 will be doing the costing? Dommer replied yes, based on general concepts, not detailed drawings. Dommer said the Board has retained a structural engineer to analyze the seismic shape of the existing building. The report will be released in the April packet and the engineer will present it at the Board meeting. A resident asked about the building being brought up to life safety standard? Dommer explained that the public safety building would need to be built to essential facility standard. The resident said that the Kensington community center could not be upgraded to essential facility without being torn down. Director Kosel made a motion to accept Mack5's proposal to develop an RFP for a needs assessment in the amount of \$27,055. Director Harmon seconded the motion.

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

BOARD REPORTS:

Finance: KPPCSD is nine months behind in their \$1 a year lease payment.

Public Safety Building: Navellier gave an update to the emergency repair of the police storage/evidence room. All asbestos and mold have been remediated, the room has been insulated, sheet rocked and textured. Just painting and replacement of the cabinetry is left.

Education: Director Kosel said she wrote an article for The Outlook describing the District's reserves that will hopefully be included in the next edition. Rick Artis asked about whether committed funds are restricted? Kosel referred Artis to the annual audit but the only funds that are irrevocable are the CalPERS Trust Fund.

CSDA: Director Nagel reported that he and Director Harmon attended the Effective Board Member Training held by the CSDA. The training also doubled as ethics training for both Directors. The training was very useful and informative. Nagel highly recommended the training and it was conveniently held in Martinez. The next quarterly meeting will be held on April 18th.

Diablo Fire Safe Council: Director Nagel attended the Community Wildfire Protection Plan stakeholders meeting held on March 3rd for El Cerrito-Kensington. Once this plan is in place it is easier for DFSC to grants for vegetation management. Director Harmon and Battalion Chief Bond also attended. Cheryl Miller, DFSC Executive Director, sent out meeting notes that Nagel will forward to Navellier for distribution. The next stakeholders' meeting is next week.

ADJOURNMENT: The meeting was adjourned at 7:50 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on April 13, 2016.

Attest:

Larry Nagel, 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		PYCY:		
		TRANSMITTAL - APPROVAL		BATCH #:		
		Invoices		DATE:		
				LOCATION #:		
				FILENAME:		
				2170		
				4/8/2016		
				13		
				KENSINGTON		
00466	Biggs Cardoso	3/5/2016	69111 - seismic assessment	7840	2490	750.00
00982	Delta Dental	4/1/2016	BE001556410 Apr dental	7840	1061	1,189.07
01406	KFPD	4/8/2016	Reimburse revolving fund	7840	2490	13,736.20
01169	CaIPERS	03/14/16	7072901257 May medical	7840	1061	7,530.65
01172	L.N. Curtis	04/04/16	1391718-00 - Type I equip	7840	2490	752.10
01634	Vision Service Plan	03/21/16	001027770001 Apr vision	7840	1061	346.72
02120	City of El Cerrito	04/01/16	Apr fire protection	7840	2328	193,265.49
04315	Nicolay Consulting Group	03/29/16	372-2016-03 actuarial	7840	2490	3,400.00
06916	Bay Alarm Co.	03/15/16	899420 - annual monitoring	7840	2490	1,264.44
09892	Marvin Collins Const.	03/28/16	1228-2 - police storage room	7840	2490	33,109.74
11736	Kel-Aire	03/28/16	069272 - repair damaged flue	7840	2490	989.53
12420	Meyers Nave	03/15/16	2016020350 - legal	7840	2490	1,428.84
	360 Fitness Superstore	04/05/16	8575 - elliptical	7840	2490	5,580.41
TOTAL						263,323.19

Kensington FPD Approval

Date: 4/8/16
 Date: 4/8/16

April 8, 2016

Attachment to Transmittal 0416

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
3/3/2016	Mechanics Bank - banking fees	140.00
3/1/2016	All-Ways Green Service - janitorial	105.00
3/15/2016	Comcast - internet	111.12
3/3/2016	Pagepoint - website	101.25
2/26/2016	Canepa - landscape maint.	170.00
3/9/2016	Nagel - reimburse workshop, CSDA mtg mileage	394.08
3/5/2016	AT&T - telephone	385.57
3/7/2016	PG&E - electric	851.01
3/6/2016	PG&E - gas	156.92
3/9/2016	Sprint - telephone	65.93
3/4/2016	Office Depot - office supplies	93.03
3/12/2016	Russell - December accounting	422.50
3/17/2016	Payroll processing	57.23
3/17/2016	Payroll - 3/1-3/15/16	2,502.30
3/17/2016	Withholding payroll taxes 3/1-3/15/16	1,172.55
3/11/2016	Mechanics Bank - POD rental, website hosting, etc.	384.06
4/1/2016	Stericycle - medical waste	248.39
4/4/2016	Pagepoint - website	22.50
4/4/2016	Payroll processing	57.23
4/4/2016	Payroll - 1/15-1/31/16	2,468.96
4/4/2016	Withholding payroll taxes 1/15-1/31/16	1,129.97
4/5/2016	Terminix - pest control	118.00
3/12/2016	Russell - Jan/Feb accounting	640.82
3/22/2016	Comcast - internet	111.12
3/29/2016	Pagepoint - website	22.50
4/1/2016	All-Ways Green Service - janitorial	105.00
3/22/2016	Alliance Graphics - FF tshirts	604.44
4/5/2016	ICMA RC - Mar deferred comp	1,094.72
	Total	13,736.20

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

Kensington Fire Protection District
Balance Sheet
As of March 11, 2016

	Mar 11, 16
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	7,974.35
General Fund	282,924.91
Special Tax Fund	2,258.94
Capital Fund	6,971.77
Total Checking/Savings	300,329.97
Accounts Receivable	
Due from County for Reimb.	16,751.33
Accounts Receivable	1,005.48
Advance on Taxes	1,609,579.11
Advance on Supplemental Taxes	48,540.85
Total Accounts Receivable	1,675,876.77
Other Current Assets	
Prepaid Services - EC	789,843.29
Prepaid Exp.	9,577.92
Prepaid CERBT - Retiree Trust	1,016,287.57
Investments	
Capital Replacement Funds	1,210,765.00
Fire Protect. Contract Reserves	2,369,530.00
Investments - Other	199,623.14
Total Investments	3,779,918.14
Total Other Current Assets	5,595,626.92
Total Current Assets	7,571,833.66
Fixed Assets	
Land	5,800.00
Equipment	1,363,137.14
Accumulated Depreciation-Equip	-778,846.15
Building and Improvements	2,032,063.85
Accumulated Depreciation - Bldg	-794,494.00
Current Capital Outlay	
Fire Engine Type I	348,936.82
Apparatus Bay Construction	359,517.41
Needs Assess/Feasibility Study	4,250.00
Storage Room Emergency Repair	265.26
Total Current Capital Outlay	712,969.49
Total Fixed Assets	2,540,630.33
TOTAL ASSETS	10,112,463.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	16,751.33
Due to Other - Issued by CCC	31,015.74
Total Accounts Payable	47,767.07
Other Current Liabilities	
EI Cerrito Service Contract Pay	789,843.29
Total Other Current Liabilities	789,843.29
Total Current Liabilities	837,610.36
Long Term Liabilities	

Kensington Fire Protection District
Balance Sheet
As of March 11, 2016

	Mar 11, 16
GASB 45 Accrual	-22.50
Total Long Term Liabilities	-22.50
Total Liabilities	837,587.86
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	2,427,213.98
Net Income	1,635,042.89
Total Equity	9,274,876.13
TOTAL LIABILITIES & EQUITY	10,112,463.99

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

July 1, 2015 through March 11, 2016

	Jul 1, '15 - Mar 11, 16	Jul 1, '14 - Mar 11, 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,399,120.52	3,199,343.61	199,776.91	6.2%
Special Taxes	200,345.40	200,345.40	0.00	0.0%
Other Tax Income	13,133.26	13,661.67	-528.41	-3.9%
Interest Income	1,465.81	4,352.85	-2,887.04	-66.3%
Salary Reimbursement Agreement	33,562.80	33,129.84	432.96	1.3%
Miscellaneous Income	2,231.51	13,408.57	-11,177.06	-83.4%
Total Income	3,649,859.30	3,464,241.94	185,617.36	5.4%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,801.11	1,796.45	4.66	0.3%
Contra Costa County Expenses	31,287.66	30,981.86	305.80	1.0%
EI Cerrito Contract Fee	1,579,686.74	1,610,225.68	-30,538.94	-1.9%
Water System Improvements	220,000.00	110,000.00	110,000.00	100.0%
Fire Abatement Contract	500.00	0.00	500.00	100.0%
Risk Management Insurance	11,491.00	11,523.00	-32.00	-0.3%
Professional Fees				
Accounting	1,998.75	2,080.00	-81.25	-3.9%
Audit	13,000.00	13,000.00	0.00	0.0%
Legal Fees	1,289.52	2,937.06	-1,647.54	-56.1%
Total Professional Fees	16,288.27	18,017.06	-1,728.79	-9.6%
Wildland Vegetation Mgmt	630.00	3,045.00	-2,415.00	-79.3%
Total OUTSIDE PROFESSIONAL SER...	1,861,684.78	1,785,589.05	76,095.73	4.3%
RETIREE MEDICAL BENEFITS				
PERS Medical	18,007.64	14,977.52	3,030.12	20.2%
Delta Dental	1,916.19	1,916.27	-0.08	0.0%
Vision Care	521.19	521.27	-0.08	0.0%
Total RETIREE MEDICAL BENEFITS	20,445.02	17,415.06	3,029.96	17.4%
COMMUNITY SERVICE ACTIVITIES				
Public Education	5,424.00	6,362.69	-938.69	-14.8%
Comm. Pharmaceutical Drop-Off	71.90	773.38	-701.48	-90.7%
CERT Emerg Kits/Sheds/Prepared	1,028.20	0.00	1,028.20	100.0%
Open Houses	1,127.07	253.51	873.56	344.6%
Community Shredder	1,623.40	0.00	1,623.40	100.0%
DFSC Matching Grants	4,225.00	0.00	4,225.00	100.0%
Community Sandbags	4,037.64	0.00	4,037.64	100.0%
Total COMMUNITY SERVICE ACTIVITI...	17,537.21	7,389.58	10,147.63	137.3%
DISTRICT ACTIVITIES				
Firefighters' Expenses	9,038.21	1,793.99	7,244.22	403.8%
Staff Appreciation	1,264.27	1,366.31	-102.04	-7.5%
Professional Development	3,543.49	3,736.41	-192.92	-5.2%
Building Maintenance				
Janitorial Service	945.00	945.00	0.00	0.0%
Medical Waste Disposal	1,950.52	1,873.48	77.04	4.1%
Building alarm	180.00	100.00	80.00	80.0%
Gardening service	530.00	720.00	-190.00	-26.4%
Miscellaneous Maint.	6,441.38	5,038.35	1,403.03	27.9%
Total Building Maintenance	10,046.90	8,676.83	1,370.07	15.8%
Building Utilities/Service				
Garbage	346.40	682.68	-336.28	-49.3%
Gas and Electric	4,588.86	4,295.59	293.27	6.8%
Water/Sewer	1,291.58	1,218.88	72.70	6.0%
Total Building Utilities/Service	6,226.84	6,197.15	29.69	0.5%
Election	0.00	399.18	-399.18	-100.0%
Memberships	6,309.00	5,888.00	421.00	7.2%
Office				
Office Expense	2,485.04	1,718.79	766.25	44.6%
Office Supplies	1,109.26	845.97	263.29	31.1%
Telephone	5,040.41	4,968.25	72.16	1.5%
Total Office	8,634.71	7,533.01	1,101.70	14.6%
Total DISTRICT ACTIVITIES	45,063.42	35,590.88	9,472.54	26.6%
Staff				
Wages	52,075.52	50,072.18	2,003.34	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	591.46	135.41	456.05	336.8%
Medical/dental ins compensation	5,200.00	5,200.00	0.00	0.0%
Retirement Contribution	3,957.76	3,805.42	152.34	4.0%
Payroll Taxes	4,797.35	4,317.85	479.50	11.1%
Workers Compensation/Life Ins	1,476.31	1,209.55	266.76	22.1%
Payroll Processing	987.58	998.40	-10.82	-1.1%
Total Staff	70,085.98	66,738.81	3,347.17	5.0%

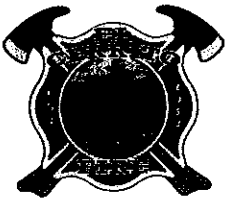
Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
 July 1, 2015 through March 11, 2016

	Jul 1, '15 - Mar 11, 16	Jul 1, '14 - Mar 11, 15	\$ Change	% Change
Total Expense	2,014,816.41	1,912,723.38	102,093.03	5.3%
Net Ordinary Income	1,635,042.89	1,551,518.56	83,524.33	5.4%
Other Income/Expense				
Other Income				
Transfers In - Capital	70,000.00	201,615.00	-131,615.00	-65.3%
Transfers In - General	354,525.48	2,106.57	352,418.91	16,729.5%
Total Other Income	424,525.48	203,721.57	220,803.91	108.4%
Other Expense				
Transfers Out - Capital	229,525.48	2,106.57	227,418.91	10,795.7%
Transfers Out - Special	125,000.00	199,000.00	-74,000.00	-37.2%
Transfers Out - General	70,000.00	2,615.00	67,385.00	2,576.9%
Total Other Expense	424,525.48	203,721.57	220,803.91	108.4%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,635,042.89	1,551,518.56	83,524.33	5.4%

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

July 2015 through February 2016

	Jul '15 - Feb 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,399,120.52	3,328,995.00	70,125.52	102.1%
Special Taxes	200,345.40	200,345.00	0.40	100.0%
Other Tax Income	13,133.26	13,500.00	-366.74	97.3%
Lease Agreement	0.00	1.00	-1.00	0.0%
Interest Income	1,465.81	4,500.00	-3,034.19	32.6%
Salary Reimbursement Agreement	33,562.80	34,390.64	-827.84	97.6%
Miscellaneous Income	2,231.51	0.00	2,231.51	100.0%
Total Income	3,649,859.30	3,581,731.64	68,127.66	101.9%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,801.11	1,800.00	1.11	100.1%
Contra Costa County Expenses	2,486.66	2,800.00	-313.34	88.8%
El Cerrito Contract Fee	1,579,686.74	1,579,686.64	0.10	100.0%
Water System Improvements	220,000.00	185,000.00	35,000.00	118.9%
Fire Abatement Contract	500.00	8,000.00	-7,500.00	6.3%
Risk Management Insurance	11,491.00	11,490.00	1.00	100.0%
Professional Fees				
Accounting	1,998.75	3,000.00	-1,001.25	66.6%
Actuarial Valuation	0.00	3,500.00	-3,500.00	0.0%
Audit	13,000.00	13,000.00	0.00	100.0%
Legal Fees	1,289.52	20,000.00	-18,710.48	6.4%
Total Professional Fees	16,288.27	39,500.00	-23,211.73	41.2%
Wildland Vegetation Mgmt	630.00	6,666.64	-6,036.64	9.5%
Total OUTSIDE PROFESSIONAL SER...	1,832,883.78	1,834,943.28	-2,059.50	99.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	18,007.64	14,253.36	3,754.28	126.3%
Delta Dental	1,703.28	1,823.36	-120.08	93.4%
Vision Care	521.19	496.64	24.55	104.9%
Total RETIREE MEDICAL BENEFITS	20,232.11	16,573.36	3,658.75	122.1%
COMMUNITY SERVICE ACTIVITIES				
Public Education	5,322.75	8,666.64	-3,343.89	61.4%
Comm. Pharmaceutical Drop-Off	71.90	500.00	-428.10	14.4%
Vial of Life Program	0.00	200.00	-200.00	0.0%
CERT Emerg Kits/Sheds/Prepared	1,028.20	25,000.00	-23,971.80	4.1%
Open Houses	1,127.07	750.00	377.07	150.3%
Community Shredder	1,623.40	1,250.00	373.40	129.9%
DFSC Matching Grants	4,225.00	4,000.00	225.00	105.6%
Demonstration Garden	0.00	0.00	0.00	0.0%
Community Sandbags	4,037.64	6,000.00	-1,962.36	67.3%
Total COMMUNITY SERVICE ACTIVITI...	17,435.96	46,366.64	-28,930.68	37.6%
DISTRICT ACTIVITIES				
Firefighter's Apparel	0.00	0.00	0.00	0.0%
Firefighters' Expenses	9,038.21	6,666.64	2,371.57	135.6%
Staff Appreciation	1,264.27	2,500.00	-1,235.73	50.6%
Professional Development	3,543.49	3,875.00	-331.51	91.4%
Building Maintenance				
Janitorial Service	840.00	1,000.00	-160.00	84.0%
Medical Waste Disposal	1,950.52	2,666.64	-716.12	73.1%
Building alarm	180.00	200.00	-20.00	90.0%
Gardening service	360.00	1,333.36	-973.36	27.0%
Miscellaneous Maint.	6,441.38	8,333.36	-1,891.98	77.3%
Total Building Maintenance	9,771.90	13,533.36	-3,761.46	72.2%
Building Utilities/Service				
Garbage	346.40	720.00	-373.60	48.1%
Gas and Electric	5,359.24	5,000.00	359.24	107.2%
Water/Sewer	1,526.68	1,265.00	261.68	120.7%
Total Building Utilities/Service	7,232.32	6,985.00	247.32	103.5%
Election	0.00	0.00	0.00	0.0%
Memberships	6,309.00	6,230.00	79.00	101.3%
Office				
Office Expense	2,485.04	2,533.36	-48.32	98.1%
Office Supplies	1,109.26	1,666.64	-557.38	66.6%
Telephone	4,929.29	5,636.64	-707.35	87.5%
Total Office	8,523.59	9,836.64	-1,313.05	86.7%
Total DISTRICT ACTIVITIES	45,682.78	49,626.64	-3,943.86	92.1%
Staff				
Wages	52,075.52	52,069.36	6.16	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	591.46	866.64	-275.18	68.2%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	5,200.00	5,200.00	0.00	100.0%
Retirement Contribution	3,957.76	3,956.00	1.76	100.0%

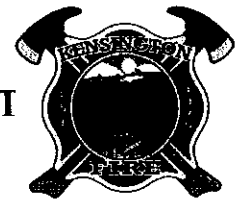


EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



April 1, 2016

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Battalion Chief

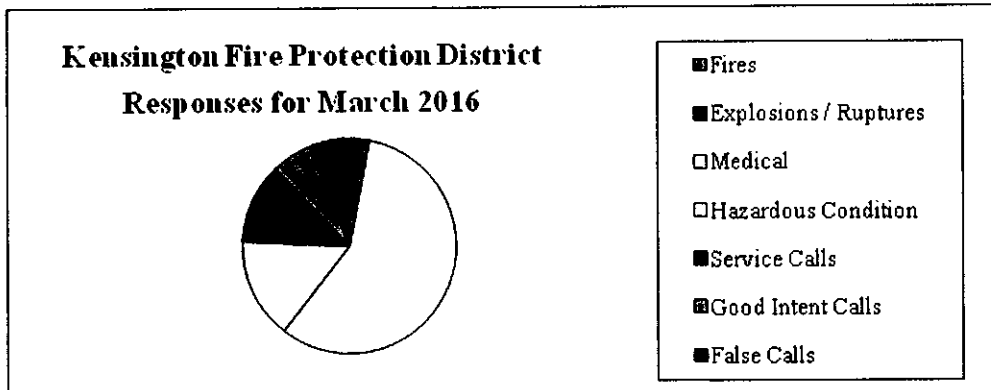
RE: Incident Activity Reports for the Month of March 2016

There were 23 incidents that occurred during the month of March 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. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 54 calls in all districts.

There was an increase in calls within the community this month which included not only more medical emergencies but also a number of downed wires as a result of the storms and wind this past month. Engine 65 also responded to a reported CO alarm on Purdue that turned out to be caused by a poorly vented heater. The crew found the CO levels exceeding 400 ppm. Mitigation efforts located the problem and the crew was able to clear the home of the CO. Crews also responded to a smoldering fire at a different address on Purdue. Upon arrival, found a mattress that had caught on fire as a result of falling asleep with a candle and cigarette burning on the nightstand. Luckily the occupant woke up in time as it appears the smoke alarms were not functioning in the bedroom.

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>	1	3.03%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	19	57.58%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	5	15.15%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	4	12.12%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	6.06%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	6.06%
Totals		33	100.00%



Kensington Fire Protection District Response Log for March 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1600590	01-Mar-16 10:40:05	217 ARLINGTON AVE	Kensington	E65	730
2	1600608	02-Mar-16 21:09:48	673 COVENTRY DR	Kensington	E65	321
3	1600630	04-Mar-16 21:23:13	673 COVENTRY DR	Kensington	E65	321
4	1600649	06-Mar-16 08:58:28	RICHARDSON RD	Kensington	E65	400
5	1600651	06-Mar-16 11:52:03	45 HIGHLAND BLVD	Kensington	E65	321
6	1600676	08-Mar-16 19:15:07	271 COLUSA AVE	Kensington	E65	321
7	1600689	09-Mar-16 23:05:13	2 KENYON AVE	Kensington	E65	321
8	1600700	10-Mar-16 17:34:27	90 HIGHLAND BLVD	Kensington	E65	743
9	1600707	11-Mar-16 06:51:16	26 HIGHGATE RD	Kensington	E65	321
10	1600710	11-Mar-16 13:46:33	504 BELOIT AVE	Kensington	E65	440
11	1600711	11-Mar-16 17:38:09	COLUSA AVE	Kensington	E65	440
12	1600722	13-Mar-16 03:11:40	801 COVENTRY DR	Kensington	E65	611M
13	1600723	13-Mar-16 09:37:13	36 KENYON AVE	Kensington	E65	321
14	1600736	14-Mar-16 12:37:25	206 KENYON AVE	Kensington	E65	622
15	1600738	14-Mar-16 16:24:51	10 WILLOW LANE	Kensington	E65	321
16	1600743	15-Mar-16 09:53:12	185 PURDUE AVE	Kensington	E65	424
17	1600754	16-Mar-16 01:41:18	BERKELY PARK BLVD	Kensington	E65	321
18	1600762	16-Mar-16 18:16:06	05 HIGHLAND BLVD	Kensington	E65	520
19	1600772	17-Mar-16 15:48:11	667 Wellesley AVE	Kensington	E72	551
20	1600773	17-Mar-16 17:32:17	719 WELLESLEY AVE	Kensington	E65	444
21	1600774	17-Mar-16 19:11:45	637 WELLESLEY AVE	Kensington	E65	324
22	1600779	18-Mar-16 10:57:43	211 PURDUE AVE	Kensington	E65	321
23	1600790	19-Mar-16 15:36:16	22 AVON RD	Kensington	E65	550
24	1600798	20-Mar-16 18:49:55	205 ARLINGTON AVE	Kensington	E65	321
25	1600808	21-Mar-16 21:44:48	141 SAINT ALBANS RD	Kensington	E65	321
26	1600826	23-Mar-16 11:45:57	KENYON AVE/ WESTMINSTER AVE	Kensington	E72	520
27	1600828	23-Mar-16 16:53:38	18 COWPER AVE	Kensington	E65	321
28	1600835	24-Mar-16 14:12:27	205 Arlington AVE	Kensington	E72	311
29	1600847	25-Mar-16 14:11:27	32 SUNSET DR	Kensington	E65	321
30	1600858	26-Mar-16 17:31:51	244 COLGATE AVE	Kensington	E65	321

31	1600889	30-Mar-16 00:02:11	166 ARDMORE DR	Kensington	E65	321
32	1600897	30-Mar-16 20:56:13	33 SUNSET DR	Kensington	E65	321
33	1600908	01-Apr-16 06:17:14	184 PURDUE AVE	Kensington	E65	100

* 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 March 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1600590	01-Mar-16 10:40:05	217 ARLINGTON AVE	Kensington	E65	730
2	1600600	02-Mar-16 08:30:23	6050 EL CERRITO PLZ	El Cerrito	E65	611X
3	1600603	02-Mar-16 12:09:05	741 COLUSA AVE	El Cerrito	E65	553
4	1600608	02-Mar-16 21:09:48	673 COVENTRY DR	Kensington	E65	321
5	1600613	03-Mar-16 16:24:58	10409 SAN PABLO AVE	Richmond	E65	321
6	1600614	03-Mar-16 16:39:23	205 BEHRENS ST	El Cerrito	E65	311
7	1600625	04-Mar-16 08:02:56	7331 DONAL AVE	El Cerrito	E65	740
8	1600630	04-Mar-16 21:23:13	673 COVENTRY DR	Kensington	E65	321
9	1600639	05-Mar-16 22:27:05	6495 PORTOLA DR	El Cerrito	E65	651
10	1600640	05-Mar-16 22:25:37	1352 BREWSTER DR	El Cerrito	E65	611X
11	1600647	06-Mar-16 07:16:20	700 HANCOCK WAY	El Cerrito	E65	321
12	1600649	06-Mar-16 08:58:28	RICHARDSON RD	Kensington	E65	400
13	1600651	06-Mar-16 11:52:03	45 HIGHLAND BLVD	Kensington	E65	321
14	1600670	08-Mar-16 11:27:00	TILDEN PARK	BERKELEY	E65	511
15	1600676	08-Mar-16 19:15:07	271 COLUSA AVE	Kensington	E65	321
16	1600683	09-Mar-16 14:07:23	7230 FAIRMOUNT AVE	El Cerrito	E65	611X
17	1600689	09-Mar-16 23:05:13	2 KENYON AVE	Kensington	E65	321
18	1600692	10-Mar-16 08:48:19	7000 EL CERRITO PLZ	El Cerrito	E65	611X
19	1600698	10-Mar-16 15:39:14	7000 EL CERRITO PLZ	El Cerrito	E65	744
20	1600700	10-Mar-16 17:34:27	90 HIGHLAND BLVD	Kensington	E65	743
21	1600707	11-Mar-16 06:51:16	26 HIGHGATE RD	Kensington	E65	321
22	1600710	11-Mar-16 13:46:33	504 BELOIT AVE	Kensington	E65	440
23	1600711	11-Mar-16 17:38:09	COLUSA AVE	Kensington	E65	440
24	1600722	13-Mar-16 03:11:40	801 COVENTRY DR	Kensington	E65	611M
25	1600723	13-Mar-16 09:37:13	36 KENYON AVE	Kensington	E65	321
26	1600729	13-Mar-16 20:05:44	411 VILLAGE DR	El Cerrito	E65	400
27	1600736	14-Mar-16 12:37:25	206 KENYON AVE	Kensington	E65	622
28	1600738	14-Mar-16 16:24:51	10 WILLOW LANE	Kensington	E65	321
29	1600739	14-Mar-16 18:31:43	959 GALVIN DR	El Cerrito	E65	322
30	1600743	15-Mar-16 09:53:12	185 PURDUE AVE	Kensington	E65	424

31	1600749	15-Mar-16 14:14:31	540 ASHBURY AVE	El Cerrito	E65	321
32	1600750	15-Mar-16 14:39:25	11939 SAN PABLO AVE	El Cerrito	E65	611F
33	1600751	15-Mar-16 14:45:41	5209 ERNEST AVE	El Cerrito	E65	611U
34	1600754	16-Mar-16 01:41:18	BERKELY PARK BLVD	Kensington	E65	321
35	1600756	16-Mar-16 05:05:13	7606 TERRACE DR	El Cerrito	E65	321
36	1600762	16-Mar-16 18:16:06	05 HIGHLAND BLVD	Kensington	E65	520
37	1600767	17-Mar-16 12:47:40	966 SEAVIEW DR	El Cerrito	E65	131
38	1600771	17-Mar-16 15:30:33	10690 SAN PABLO AVE	El Cerrito	E65	321
39	1600773	17-Mar-16 17:32:17	719 WELLESLEY AVE	Kensington	E65	444
40	1600774	17-Mar-16 19:11:45	637 WELLESLEY AVE	Kensington	E65	324
41	1600779	18-Mar-16 10:57:43	211 PURDUE AVE	Kensington	E65	321
42	1600790	19-Mar-16 15:36:16	22 AVON RD	Kensington	E65	550
43	1600795	20-Mar-16 16:17:04	1352 BREWSTER DR	El Cerrito	E65	611X
44	1600798	20-Mar-16 18:49:55	205 ARLINGTON AVE	Kensington	E65	321
45	1600808	21-Mar-16 21:44:48	141 SAINT ALBANS RD	Kensington	E65	321
46	1600828	23-Mar-16 16:53:38	18 COWPER AVE	Kensington	E65	412
47	1600837	24-Mar-16 17:05:37	731 BAY TREE LN	El Cerrito	E65	321
48	1600847	25-Mar-16 14:11:27	32 SUNSET DR	Kensington	E65	321
49	1600858	26-Mar-16 17:31:51	244 COLGATE AVE	Kensington	E65	321
50	1600861	26-Mar-16 21:06:39	820 BATES AVE	El Cerrito	E65	745
51	1600886	29-Mar-16 13:29:34	323 POMONA AVE	El Cerrito	E65	321
52	1600889	30-Mar-16 00:02:11	166 ARDMORE DR	Kensington	E65	321
53	1600897	30-Mar-16 20:56:13	33 SUNSET DR	Kensington	E65	321
54	1600908	01-Apr-16 06:17:14	184 PURDUE AVE	Kensington	E65	100

* See Attached Table for Incident Type Explanations

Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
200	(Over Pressure/Ruptures Explosions, Bombs)
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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)

NEW BUSINESS

February 16, 2016
2016009

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

RE: Seismic Assessment
Kensington Police & Fire Station
215/217 Arlington Ave.
Kensington, CA 94707

Dear Ms. Navellier:

At your request, Biggs Cardosa Associates has performed a limited structural evaluation of the above referenced building. The purpose of this evaluation was to perform a visual assessment of the existing structural framing and prepare a letter report summarizing the results of our evaluation.

This assessment was based on limited visual observations of the exposed structural framing, the age, type and condition of the framing, engineering judgment, experience obtained from the evaluation and retrofitting of similar structures and a cursory review of the following original and remodeled design drawings, calculations and reports:

- Original drawings prepared by Jeffries Lyons and Hill, dated 09/19/1969.
- Renovation drawings prepared by Marcy Li. Wong and The Crosby Group, dated 09/10/1998.
- Structural calculations by The Crosby Group, dated September 1998.
- Renovation drawings prepared by Italo A. Calpestri III and Baseline Engineering, dated 06/21/2004.
- Structural calculations by Baseline Engineering dated July 27, 2004.
- Foundation repair drawings prepared by Biggs Cardosa Associates, dated 06/22/2009.
- Soils report prepared by Woodward-Clyde and Associates, dated May 28, 1969.
- Soils report prepared by Seidelman Associates, dated 06/8/1990.
- Soils report prepared by Geomatrix, dated October 1997.
- Soils report prepared by Kleinfelder, dated May 5, 2009.

No finishes, either inside or outside of the building were removed as part of this evaluation and no physical testing of the existing construction material were performed. It should be noted that only the structural calculations for the 1998 and 2004 remodel were available for review. The structural calculations for the original building were not available and the 2009 Biggs Cardosa Associates work was to correct a foundation settlement and sliding problem at the front of the

building. It should be noted that no additional calculations were prepared for this assessment. It should also be noted that because of the limitations of this evaluation, there could be concealed structural deficiencies. This evaluation did not include a soils' investigation or a review of the site work, architectural features, roofing material, along with any of the mechanical, electrical or plumbing systems.

Normal care has been taken in providing the professional opinions in this evaluation; however because of the limitations of this evaluation, no guarantees or warranties are expressed or implied.

DESCRIPTION OF THE EXISTING BUILDING

This building is a 24/7, two-story police and fire station, which was constructed on a slopping site in 1969. Because of the slopping site, the ground floor level has a partial basement located at the rear of the building. In 1998 the building was architecturally remodeled. This remodeling included a partial seismic upgrade of the structural framing per the 1995 California Building Code. In 2004 some additional architectural remodeling and partial seismic upgrading based on the 2001 California Building Code was performed. To correct a small amount of sliding and settlement of the foundation and exterior wall located on the west or downhill side of the building, drilled reinforced concrete piers to support the foundation were added in 2009.

At the ground floor level, the station has three apparatus bays, fire equipment storage areas, a public entrance, reception area, police and fire department office spaces, interview room, evidence storage, general storage, training room, kitchenette, restroom, and stairs for access to the second floor. At the second floor level the station has a reception area, office spaces, restrooms, restrooms with showers, locker rooms, squad rooms, sleeping quarters, dayroom, kitchen, outside roof deck, mechanical and storage rooms.

DESCRIPTION OF THE EXISTING STRUCTURE

The station is a two story 5,800 square foot wood framed structure constructed on a sloping hill side lot. The building has a relatively simple framing system. Because of the sloping site the ground floor has a partial basement at the rear of the building while the front of the building is open to the street. The top of most of the 2nd floor is 11'-9" above the ground floor slab while a small portion of the 2nd floor and an outside roof deck partially located over the apparatus bays is 2 feet higher at 13'-9". The average elevation of the sloping roof is typically 22'-9". The roof over small clearstory penthouse is located at an elevation of 26'-0".

Built up roofing is installed over ½" plywood sheathing which spans between 2x8 joists spaced at 16 inches on center. The slope of the roof is produced by using ripped 2x6s over the 2x8 joists. The joists, which span a maximum of 16'-6", are typically supported on 2x4 stud bearing

walls but when open spans are required wood or steel beams are used. At the 2nd floor level, the wood and steel roof beams are supported on wood columns.

The second floor is framed with $\frac{3}{4}$ " plywood sheathing installed over either 2x10 or 2x14 floor joists spaced at 16 inches on center. The floor joists, which span a maximum of 15'-8", are typically supported on 2x4 stud bearing walls but when large open spans are required wood or steel beams are used. At the ground floor level the wood and steel floor beams are supported on other steel beams, wood columns, steel columns or the concrete basement retaining wall at the back of the building.

At the ground floor, the wood stud walls and all 2nd floor beam columns are supported on continuous reinforced concrete footings. In a couple of locations the continuous footings have been widened for heavier column loads. Since the ground floor is partially cut into a sloping hillside the rear and a portion of the side walls are constructed with "L" shaped reinforced concrete basement retaining walls. Four areaways are located on one portion of the rear basement retaining wall to let light and air into the adjacent rooms. The ground floor in the apparatus bays is constructed with a 7 inch reinforced concrete slab while the ground floor in the remaining areas of the building has a 4 inch reinforced concrete slab. Six reinforced concrete drilled piers were installed in 2009 to correct a settlement and sliding problem at the front wall and the foundation in office portion of the building,

The building was originally designed to resist both wind and seismic loads using the plywood sheathing at the roof and 2nd floor as the horizontal diaphragms. All ground and second floor exterior walls and the interior common wall between the office areas and the apparatus bays have plywood sheathing as the vertical shear walls.

Our preliminary review of the drawings indicates that this building has continuous load paths for both gravity and lateral loads. In 1998 the building was remodeled and portions of the structure were seismically upgraded. This seismic upgrade included adding holdowns at the ground floor and 2nd floor levels at the interior common wall. To eliminate the soft story at the apparatus bay openings a three bay steel rigid frame in drilled reinforced concrete piers was added along with a continuous collector at the second floor level. In 2004 the building was again remodeled and some additional seismic strengthening was performed. The steel rigid frame installed during the 1998 remodeling was strengthened to meet the requirements of the 2001 CBC and additional plywood sheathing was added to the other side of the shear wall at the common wall between the office space and the apparatus bays. However, like the 1998 remodel, the 2004 seismic strengthening was only a partial upgrade.

OBSERVATIONS OF THE EXISTING STRUCTURE

On Tuesday, January 26, 2016, our office performed a limited visual structural survey of the existing building. The following items were observed:

- Some cracks in a few locations at the interior gypsum board walls were observed. The interior of the station had been recently painted.
- We were informed that the slope in the floor slab along the front wall in the office area that was originally caused by the settlement and sliding of the front foundation has not worsened since the installation of the drilled piers in 2009.
- Cracks in the apparatus bay floor slab were observed.
- The door to Office 1 at the second floor was out of plumb in the plane of the door. Since there were no cracks in the gypsum board at the perimeter of the door it seems that the door was poorly installed and needs to be re-hung.
- A relatively large crack in the concrete curb and the top of the retaining wall located at the southwest corner of the outside accessibility ramp at the front entrance to the station was observed.
- Some cracks in the sloping asphalt pavement of the driveway leading up to the parking lot at the back of the station were observed.

DISCUSSION OF SEISMIC DESIGN CRITERIA

The original drawings indicate that the building was designed and constructed in 1969 and therefore was probably designed to meet the minimum requirements of the 1967 Uniform Building Code. In the 1998 and 2004 projects the building was remodeled and some portions of the structure were seismically upgraded. The original design calculations for these two remodel projects indicate that the areas directly affected by the remodeling were seismically upgraded to the newer codes, therefore only a partial seismic upgrade to meet the 1995 and 2001 California Building Code requirements was performed. It is a reasonable assumption that the seismic upgrades of the items indicated on the drawings met the requirements of the newer codes. The 2009 project was to control and repair the settlement and sliding of the front wall of the building, seismic evaluation and required strengthening was not included in the scope-of-work.

Over the years there have been many changes in the Uniform and California Building Codes regarding the minimum requirements for the structural design of a building. These changes have affected both gravity and lateral loads. These minimum design loads have increased in magnitude as more information has become available about how structures respond to different loads and as analysis techniques have become more sophisticated. The increase in the structural design requirements has created buildings that can better resist both gravity and lateral loads, thus making the new buildings safer.

Before 1934, the Building Code did not require structures to be designed to resist the lateral loads generated by earthquakes. After the 1933 Long Beach Earthquake, the State Legislature enacted a requirement of minimum seismic design standards in the structural design of all new buildings.

Another way in which the more recent codes have improved the safety of newer structures is by the increase in the numbers and types of inspections required during construction. These inspections include standard testing for all types of construction materials, i.e., concrete, wood, steel, etc. The building industry along with the increasing Code requirements has advanced the safety of newer structures by improving the methods, procedures and quality control of the actual construction. Since the minimum design requirements have increased over the years, most buildings designed and constructed before the more recent Codes will probably not meet all of the latest seismic requirements. These older buildings probably do not include any of the new structural details required to resist earthquake forces. Since most old buildings do not meet the new seismic requirements, they probably will not perform as well during an earthquake.

There are many factors that affect how a building will respond during an earthquake. These factors have been reduced to the following six primary items:

1. Earthquake type (magnitude and period) and the distance of the building from the epicenter
2. Soil and site conditions.
3. Building size and configuration
4. Quality of engineering design
5. Quality of building material and construction
6. Age, prior building alterations and the existing condition of building

One way to understand how the existing buildings perform during an earthquake is to evaluate the damage to the structures after a quake. The following are typical structural failures, which have been observed in similar older buildings:

1. Walls pulling way from floors and roofs
2. Displacement and/or buckling of floor and roof system
3. Displacements or collapse of walls
4. Failure of the connections of structural elements

Since the building was designed and constructed to meet the requirements of the 1967 Uniform Building Code, it is our opinion that this structure will not meet the seismic requirements of the latest codes and therefore this building has a higher level of potential life safety hazards.

UNIFORM BUILDING CODE - SEISMIC DESIGN CRITERIA

One simple way to evaluate the seismic design level of an existing building is to compare the minimum base shear (seismic design force) requirements of the code that the building was originally designed to that of a new building. It should be noted that both police and fire stations are essential facilities and require immediate occupancy after a seismic event. The more recent codes require that police and fire stations be designed with an importance factor that increases the seismic design forces to a higher level than other buildings. More recent codes have also modified the allowable strength values that the engineer can use in the design of structures.

The base shear or seismic design forces is calculated as a percentage of the total weight of the building acting laterally. The code gives the engineer an approved method to calculate the percentage of building weight to be used in the design of the structure. As stated earlier, over the years the factors used to calculate the base shear have been modified as engineers have learned how structures perform during an earthquake. Some of the factors include the type of structure, size and height, distance to known earthquake faults, etc.

The following is a comparison of the seismic design requirements for the base shear of the 1967 Uniform Building Code to that of the 2013 California Building Code for the same type of building framing system. The 1967 Uniform Building Code required that 13.3 percent of the building weight be used as the lateral seismic load to design the building, while the 2013 California Building Code now requires that 26.0 percent of the building weight be used. The seismic design forces have substantially increased since the station was originally built. If the existing police and fire station were to be designed today, the new code would require that it would be designed for approximately twice the seismic forces as the original station.

However, during the 1998 and 2001 station remodeling projects some of the structural elements of this building were seismically upgraded. These partial seismic upgrades were based on the newer code requirements and therefore will increase the ability of the structure to resist seismic loads. These seismic upgrades have increased the life safety potential of the station.

EARTHQUAKE FAULTS

Our review of the geotechnical reports for the building site points out that this site is located within the State of California Earthquake Fault Study Zone; which means that this site is in a region of high seismic activity. The geotechnical reports indicate that the following active faults are within close proximity of the station:

1. The main trace of Hayward Fault passes approximately 300 to 400 feet west of Arlington Avenue.

2. San Andreas Fault is located approximately 19 miles southwest of the site.
3. Rodgers Creek-Healdsburg Fault is located approximately 12.5 miles north of the site.
4. Calaveras Fault is located approximately 18 miles east-southeast of the site.

STRUCTURAL DEFICIENCIES AND DAMAGE

As previously discussed in this report, recent codes have substantially increased the minimum loads and forces to be used in the design of buildings. These newer codes have also required that stronger connections be used in the design and construction of buildings. Based on the age of the building, the type and condition of the existing framing, engineering judgment, experience obtained from evaluating similar buildings, and since the minimum design forces have increased along with the requiring stronger connections; in our opinion the following existing structural elements are probably deficient:

- The plywood floor and roof diaphragm
- The connection of the plywood floor and roof diaphragm to the shear walls
- The plywood shear walls
- The anchorage of the plywood shear walls to the foundation
- Foundations

CONCLUSIONS AND RECOMMENDATIONS OF EXISTING STRUCTURE

Although no major signs of distress or damage were observed, the noted deficiencies do indicate that the structure is vulnerable to seismic loading. The building has been well maintained over the years. Minor cracks in the interior gypsum board walls were observed. No settlements in the existing basement retaining walls or building foundations were observed. No cracks or damage to the exterior finishes were observed. Cracks in the apparatus floor slab were observed but due to the age of the slab and the heavy loading of the fire trucks these cracks are normal and are to be expected.

The building does not meet the requirements of the newer codes and as a Police and Fire Station; it is an essential facility and therefore is required by code to have immediate occupancy after an earthquake. When the building was originally designed there were no special design requirements for this type of building. However, later codes recognize that this type of facility must allow for continuous operation after an earthquake. Because the station is located in a very active seismic zone, the code requires that higher seismic forces be used in the design of the building. These higher seismic design code forces for this location are approximately two times the seismic forces used in the design for the original building in 1969.

Kensington Fire Station
Kensington, CA
February 16, 2016
Page 8

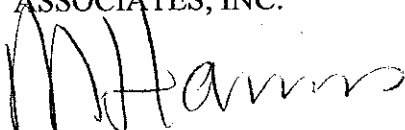
On two occasions the station has had partial seismic upgrades performed during architectural remodeling projects. These seismic upgrades have improved the ability of the building to resist earthquake forces but since they were only partial upgrades, it is our opinion that the building still does not meet the requirements of the newer codes. This building, because of its age and the newer code requirements, does have structural deficiencies and will not perform as well as a new building during an earthquake. Because the building does not meet the latest seismic code requirements and due to its proximity to major earthquake faults there is the possibility that significant structural damage may occur with loss of life during a seismic event.

We recommend that the existing building be replaced or fully evaluated based on the requirements of the 2013 California Building Code by a registered Structural Engineer to determine the structural framing elements that are deficient. Please note that a replaced structure would not only perform better during an earthquake but address many of operational issues of the existing station.

If you have any questions or require additional information please give us a call. We can meet at your convenience to discuss this report and how we can further assist you.

Sincerely,

BIGGS CARDOSA
ASSOCIATES, INC.



Mahvash M. Harms, S.E.
Principal

cc: Don Dommer, Don Dommer Associates, Inc.
Dennes J Furia, Biggs Cardosa Associates, Inc.

Questions for Directors of the Kensington Fire Protection District from the Consolidation Subcommittee of the Adhoc Committee of the Kensington Police Protection and Community Services District as submitted by member Rick Artis

1. What information or data would the Directors like us to consider as part of our analysis of Consolidation?
2. Can the Directors provide any specific documents or copies of data that would be helpful in our efforts (particularly as they pertain to the above question?)
3. Could the Kensington Fire Protection District provide four- or five-year budget projections (not including the potential Public Safety Building remodel)?

Brenda Navellier

From: Kevin Hart [kheart@Kensingtoncalifornia.org]
Sent: Thursday, March 31, 2016 4:25 PM
To: Brenda Navellier
Cc: Len Welsh GMail
Subject: FW: Request for consideration for contribution towards audio and video equipment at the Community Center.
Attachments: no-reply@kensingtoncalifornia.com_20160331_144746.pdf

Brenda,

Pursuant to our conversation, please see the enclosed PDF on the cost effective proposal to provide audio and video capabilities at the Community Center. I can forward the other two bids if you would like. I think we can agree that the sound system needs to be replaced at the Community Center. As you know, the KPPCSD Board video tapes its meetings and puts the recordings on the website for review by members of the public.

In my 15/16 FY budget, I only budgeted \$6,000, for a very base new sound system. However, once we started looking into the overall needs of both KPPCSD board and other K-Groups, we started looking at expanded video capabilities as well. So my original budget of \$6,000, is insufficient for a new combined system.

After extensive research, we have found the best way to provide audio and video at our board meetings, and other public events or committee meetings, is to have a mounted camera on the wall, which should allow me to eliminate an officer from operating the camera and audio equipment throughout each meeting. All equipment will be mounted and fixed, with new speakers, microphones, and hearing disabled options. It will be as easy as putting in a thumb drive, and pushing play and record. The thumb drive would be used to subsequently up load the meeting recording onto the website.

The equipment will be locked in a secured cabinet at the Community Center and access will be limited.

If we go with this new system, we can all use it for various meetings.

The KIC has agreed to contribute up to \$5,000 towards the project. The KCC will considering the proposal next Monday and the KPOA has it under consideration as well.

I would like to know if the Kensington Fire Board is interested in participating in this project.

Any questions please let me know.

Kevin E. Hart
Interim General Manager/Chief of Police
Kensington Police Protection and Community Services District
217 Arlington Avenue
Kensington, CA 94707-1401
kheart@kensingtoncalifornia.org
(510) 526-4141 Office
(510) 982-6349 Cell

Presented By:

Modified: 3/24/2016
Revision: 4



HIDDEN CONNECTIONS, INC.

Kensington Community Center Version 1

Kensington Community Center

909 Marina Village Pky #300
Alameda, CA 94501 USA
(510) 865-3940

Scope of Work

Hidden Connections has proudly served its customers since 1985. We are a small company and give each customer the individual attention they deserve. We show up on time, do what we say we are going to do, and clean up after ourselves. Out of over 1200 companies in our trade organization, C.E.D.I.A. (Custom Electronic Design and Installation Association), our professional work ethic earned us a spot in the "Top 10 Companies for Best Practices". We look forward to meeting your needs and making sure that you are absolutely thrilled with your new electronic systems.

Hidden Connections will perform the following work:

Project

- We will supply and install a sound system for the Kensington Community Center. The system will consist of 8 speakers, an 8 channel mixer and amplifier, a locking equipment cabinet and 8 wireless microphones. Note: The customer is responsible for providing power for the equipment cabinet.
- We will supply and install a fixed HD/SDI camera and camera mount. We will supply and install a datavideo brand recorder. The recorder will have a removable hard drive with a USB port for easy downloading
- We supply and install an ADA compliant assisted listening system. The system will include 5 wireless headsets and a charger.

o Hidden Connections warranties their work for one-year. The one-year warranty applies to our installation only. All products are covered by their manufacturer warranty only. Terms for manufacturer's warranties vary greatly.

Kensington Community Center Version 1

Kensington Community Center

Presented By:



HIDDEN CONNECTIONS, INC.

909 Marina Village Pky #300
Alameda, CA 94501 USA
(510) 865-3940

Proposal

Qty	Description	Price
Multimedia Project		
Community Center		
1	BEHRINGER MX882 8- Channel Microphone Spllter/mixer	\$160.00
100	GENERIC 16 GAUGE 2 CONDUCTOR	\$42.00
1	HIDDEN CONNECTIONS Assisted Listening Ada Compliant Assisted Listening System With Five Headsets and Charger	\$2,774.99
1	HIDDEN CONNECTIONS Camera and DVR Fixed Hd/sdi 1.3 Mega Pixel Camer and A Audio and Video Recorder With A Removable Hard Drive and Accessories	\$2,600.00
8	SENNHEISER EW135G3 Handheld Wireless Microphone	\$4,799.92
1	SENNHEISER G3OmniKit8 Active Spllter Kit For Up To Eight Wireless Microphones With Omni DIRECTIONAL Paddle Antennas	\$1,499.00
1	SNAP AV ECA-70MIXAMP-1-240 240 Watt Rack Mountable 70 Volt Commercial Amplifier-mixer	\$1,000.00
8	SNAP AV ECS-AW70V-4-WHT Commercial Surface Mount, All Weather, 70v Series 4 In. Speaker (white	\$977.44
1	SNAP AV SR-WMS-12U 12u Wall Mount Rack System	\$800.00
Community Center Total:		\$14,653.35
Multimedia Project Total:		\$14,653.35
Project Subtotal:		\$14,653.35

* Price Includes Accessories

Presented By:

Project: Kensington Community Center Version 1

3/24/2016

Page 2 of 3

Proposal

Project Summary

Equipment:	\$14,653.35
Labor:	\$3,150.00
Sales Tax:	\$1,392.10
Grand Total:	\$19,195.45

Client: _____

_____ Date

Contractor: _____

_____ Date

* Price Includes Accessories

Presented By:

Project: Kensington Community Center Version 1

3/24/2016

Page 3 of 3

RESOLUTION 16-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT DECLARING SURPLUS EQUIPMENT – 2000 HI-TECH TYPE I FIRE ENGINE

WHEREAS, the equipment identified and listed below has been determined by the Fire Chief to no longer be critical to the Kensington Fire Protection District's needs or operational use, and

WHEREAS, the Board of Directors of the Kensington Fire Protection District has determined that it is in the best interest of the Kensington Fire Protection District to declare as surplus the equipment, and

WHEREAS, the Board of Directors of the Kensington Fire Protection District is authorized to declare as surplus those items no longer deemed to be necessary to the Fire Kensington Fire Protection District's service requirements.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Kensington Fire Protection District declares that the equipment listed below is hereby surplus to the needs of the District.

2000 Hi-Tech Type I Fire Engine – VIN #44KFT4286YWZ19306

BE IT FURTHER RESOLVED that the Board of Directors of the Kensington Fire Protection District hereby authorizes the Fire Chief or his Designee to sell the aforementioned surplus equipment at best price obtainable or to donate said equipment should no monetary offers be received.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 13th day of April 2016 by the following vote of the Board:

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

Don Dommer, President

ATTEST:

Larry Nagel, Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



2000 HME / Hi-Tech Fire Engine



HME SFO chassis with raised rear roof
Cummins ISC 8.3 liter diesel engine:
350 hp @ 2,200 rpm 76,164 miles & 7573 engine hours
Allison automatic transmission with output retarder
166" wheel base
18,000 lb front axle with disc brakes
24,000 lb rear axle with disc brakes
Alcoa aluminum rims 8.25" x 22.5"
Officer and rear seats with SCBA backrests
Custom map box and storage box inside rear cab
Axe holders on rear wall inside cab
Three stream light flashlight charger bases
Kussmaul battery conditioner and shoreline plug
Hale 1,500 gpm single stage pump: 391 hours
Hale TPM pressure control system
Hale Class A foam system with 25 gallon tank
Full code 3 lights & electronic siren
LED lower front, side and rear warning lights
Wild land interface pull out hose hooks at rear
Four 2-1/2" side discharges, two each side
Two 2-1/2" discharges at the rear, one each side
LDH discharge on right side
3" plumbed Akron monitor with ground mount
Three 1-1/2" cross lays
One rear 1-1/2" pre-connect on the left side

1-1/2" front bumper pre-connect & hose well
1' discharge with 100' of hose in right running board
6" Hale electric Master Intake Valves on each side
5" front suction with electric valve & hose well
Two 2-1/2" intakes, one each side
500 gallon PolyPro water tank with ladder storage at rear
Galvaneal steel body & aluminum doors
Two slide out trays in left front engineer's compartment
Slide out tray in right rear compartment for PPV fan
EMS compartment with built in O2 bottle rack
5 adjustable shelves in the upper compartments
5 hp RAM Fan PPV with Honda engine
6,000 watt diesel generator (needs work)
200' electric rewind cord reel w/ 12/2 cord
Two 500 watt telescoping lights
24' Duo-Safety extension ladder
14' Duo-Safety roof ladder
10' Fresno extension ladder
2,000' of 3" hose with 2-1/2" couplings (50' lengths)
1,000' of 1-3/4" hose
Aluminum diamond plate hose bed and cross lay covers

CHIEF'S REPORT

KENSINGTON FIRE PROTECTION DISTRICT MEMORANDUM

April 2016

TO: President and Board Members, Kensington Fire Protection District
FROM: Lance J. Maples, Fire Chief
SUBJECT: **Fire Chief's Report**

Personnel Update

I'm happy to report that during this fiscal year, we have had the ability to hire three new employees. Firefighter/EMT Anthony Dawson comes to us from the San Francisco Fire Department, Firefighter/Paramedic Nicholas Lundberg comes to us from the North Shore Fire Department and Firefighter/EMT Brett Thatcher comes to us from the Geyserville Fire Protection District.

We are currently in the process of completing a recruitment of two more entry level Firefighters and simultaneously, we are completing a Fire Captain's promotional exam and soon after that, we will complete a Fire Engineer's test and a Battalion Chief's test. All this being said, these are very exciting times within our Fire Department, it is always nice to bring new people in to our Fire Department family and also watch the ones we know so well move through the ranks as they embark on the next phase of their career.

Cost Share Assistance up to \$5,000 available to reduce hazardous fuels around homes

For El Cerrito and Kensington residents with hazardous wildfire fuels around their homes or in adjacent open space, Diablo Fire Safe Council has a cost share program. Up to \$5,000 per project is available to groups or groups of individuals to hire a contractor to reduce fuel loads and create defensible space on your property.

Projects can include:

- Chipping or green waste removal of homeowner cut material,
- Mowing or "weed whacking" (as a part of a larger project)
- Tree thinning (cutting of small trees) or "limbing-up"
- Brush cutting or cutting of juniper

Funding provided by a grant from the Cooperative Fire Program of the U.S. Forest Service, Department of Agriculture, Pacific Southwest Region, through the California Fire Safe Council. Download an application at www.diablofiresafe.org/pdf/Cost-Share_2015-16_application_package.pdf

If you have a project idea contact Cheryl Miller, (510) 282-1265 or email DFSCMiller@comcast.net to discuss details.

Help Build the Kensington-El Cerrito Community Wildfire Protection Plan

As April rains finish up, it's time to prepare for wildfires. Help develop a community wildfire protection plan for El Cerrito and Kensington. We want your input on wildfire risks and hazards. Share your concerns and local knowledge.

Participate in our short survey at fluidsurveys.com/s/El_Cerrito-Kensington_wildfire_recommendations/, or visit our website <http://www.diablofiresafe.org/El-Cerrito-Kensington-CWPP-AP.html> for the latest updates, upcoming community meetings and the draft plan.

A Community Wildfire Protection Plan (CWPP) is a collaboratively developed plan that identifies wildland fire hazards, prioritizes way to reduce those hazards and recommends measures for homeowners and communities to reduce ignitability of structures. The Diablo Fire Safe Council is working with the El Cerrito Fire Department, Kensington Fire Protection District, homeowner groups and others to develop such a plan for the communities of El Cerrito and Kensington.

For more information contact Cheryl Miller, (510) 282-1265 or email DFSCMiller@comcast.net

BOARD REPORTS

The Fire Plug

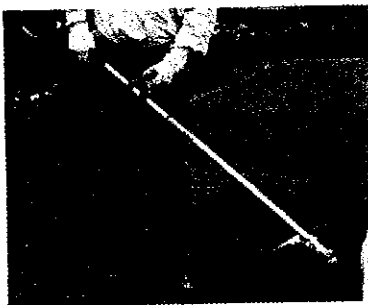


INSIDE THIS ISSUE:

Are You Ready for Vegetation Management Inspections?

The on-going drought in California has had a significant impact on the threat of wildfire in our community and throughout the State.

The community of Kensington is in a "Very High Fire Hazard Severity Zone." KFPD is requesting voluntary compliance and citizen involvement in the reduction of fire hazards in our community. Fire department personnel will check for compliance with these standards beginning in May. For the past several years, voluntary compliance by the community has been outstanding and we again look forward to everyone's cooperation this year.



You, as the property owner, are the most important person when it comes to protecting your home from a wildfire. If you need guidance in resolving a fire hazard on your property, please call the Fire Prevention Officer at (510) 215-4457 for assistance. We are happy to help!

Vegetation management tips:

All lots

- Trim trees up 10 feet from the ground. Remove dead and dying branches, loose and papery bark, and fallen branches.
- Cut trees 10 feet back from chimney openings.
- Install a spark arrestor on all chimneys and stovepipes.
- Keep roof and decks free of leaves, needles, twigs or other dead vegetation.
- Fire resistive plants and shrubs are recommended.
- All abatement must be maintained throughout fire season.

Large lots

- Maintain a 30-foot firebreak from all structures to property lines. Only well-tended, properly irrigated ornamental vegetation is allowed. Remove all dead, diseased or otherwise flammable material.
- For parcels that extend 30 to 100 feet from the house, reduce the height of flammable vegetation (grass and weeds to 6 inches or less; brush to 18 inches or less).

Go to "www.kensingtonfire.org/safety/index.shtml" to download a file of the District's full vegetation management guidelines and a list of recommended plants and trees.

Also check our Links/Downloads web page for additional information on Defensible Space.

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Pharmaceutical Disposal on 4/30/16	3
CPR/First Aid Training	3
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KFPD BOARD OF DIRECTORS:

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

KFPD STAFF:

- Lance Maples, Chief
- Brenda Navellier, Manager



Spring Shredding Event

The Kensington Fire Protection District's popular shredding event will be held this spring on **Saturday, April 16th 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.



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.

Car Seat Installation

Kensington residents can receive free child car seat installation assistance through the Kensington Fire Protection District. Call ahead to make an appointment (510) 215-4450.

Join CERT Now!

The Kensington Fire Protection District offers ongoing training opportunities to prepare yourself and your family for a major disaster—Community Emergency Response Team Training (CERT). To sign up for either full CERT training or CERT bootcamp, please contact Kensington Fire at (510) 215-4450 or email fire@kensingtonfire.org.



CERT BOOT CAMP:

Training opportunities include our day-long CERT Boot Camp which will take place in the spring on **Saturday, April 9th**. This class is from 8:00 a.m. until 5:00 p.m. at the Arlington Park Clubhouse (1120 Arlington Blvd.) in El Cerrito. This class is a non-certified, condensed format of our 8-week long CERT class but touches on all of the same topics. Classes are free of charge.

CERT TRAINING:

Utilizing the national CERT curriculum, this 20-hour program is designed to assist residents of Kensington to be self-sufficient in the event of a disaster. Our fall session will take place at the Arlington Community Church, 52 Arlington Avenue, Kensington on **Tuesday evenings from 6:30 to 9:00 p.m.** The final drill will take place on a Saturday. CERT participants receive free emergency preparedness items to complement their training. Sign up now or make-up a missed class to receive your training certificate.

8/23/16	Introduction to CERT/DSW
8/30/16	Fire Suppression and Utility Control
9/6/16	Disaster Medical Part 1
9/13/16	Disaster Medical Part 2
9/20/16	CERT Organization
9/27/16	Terrorism Awareness
10/4/16	Search and Rescue
10/11/16	Disaster Psychology
10/22/16	Simulation/Drill
	(All Day at Fire Training Facility)

Pharmaceutical Drop Off

KFPD and KPPCSD will once again join together to bring the residents of Kensington a pharmaceutical drop off on **Saturday, April 30, 2016**. 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 DEA'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 not to flush your unwanted medications down the toilet as they will pollute our drinking water and ground soil. Unwanted medica-

Got Drugs?



tions 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 will be offering a CPR/First Aid class this spring on **Saturday, May 7th** at the Arlington Community Church in Kensington. Space is limited and priority registration is given to Kensington and El Cerrito residents.

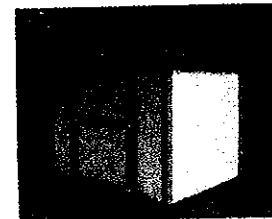
Cost for residents is \$38 for CPR and \$76 for both CPR and First Aid. (There will be a modest increase beginning with our July class.)

Additional classes will be offered in July, September, October and December 2016. You can sign-up by emailing fire@kensingtonfire.org or calling (510) 215-4450.

Community CERT Sheds Available

The purpose of the Fire Protection District's CERT program is for individuals to be prepared in the event of a major disaster. For those that have graduated from our CERT training and are in touch with your CERT Area Coordinator, KFPD is offering CERT sheds for placement within their designated Area. Once you have determined a safe, designated spot for your shed, visit our website at http://www.kensingtonfire.org/cert_training.shtml and download the application for a CERT shed under the Community Emergency Supply Program headline. Fill out the application and return to our office at fire@kensingtonfire.org.

Contents for KFPD CERT sheds are also listed on the application for your planning purposes. These sheds are geared toward tools that will compliment your CERT training. They are not designed for personal preparedness. We encourage everyone to have a place in their home for their own family supplies.



If you have questions about our CERT program or our CERT Shed program, please feel to contact us at (510) 215-4450 or fire@kensingtonfire.org.

**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



Defensible Space Grants for 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 fiscal year ending on June 30, 2016. Cost share assistance of up to \$5,000 per project is available to groups or groups of individuals or neighbors to hire a contractor to remove junipers and/or to reduce fuel loads and create defensible space on your property. Numerous Kensington residents have taken advantage of DFSC grants. The next deadline for applying for a defensible space grant is April 14, 2016.

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





Quarterly Meeting Minutes

1/25/2016	Meeting Time: 10:00 a.m.	Pleasant Hill Community Center McHale Room 320 Civic Center Pleasant Hill, CA 94523
Meeting called by	Chair Bette Boatman called meeting to order at 10:00 a.m.	
Minutes	Suzette Crayton, Executive Assistant Central Contra Costa Sanitary District	
Attendees	Twenty-eight (28) Attendees (Sign In Sheet Attached)	
Welcome and Introductions		
Each representative introduced themselves. Kensington reported that they had a new firehouse and a new fire truck.		
Approval of October 19, 2015 Meeting Minutes		
The minutes were approved.		
Annual Business Meeting: Election of Officers		
Mike Yeraka with Diablo Water District opened election. Mike McGill withdrew his nomination for Member at Large, and Ed Duarte took the Member at Large Seat by default. Bette Boatman re-elected as Chair and Stan Caldwell as Co-Chair, both uncontested.		
Guest Speaker: Elliot Mullberg		
Provided a PowerPoint presentation on the Contra Costa Reclamation Districts		
Guest Speaker: Mike Yeraka of Diablo Water District		
Provided a PowerPoint presentation on water conservation		
Member District Highlight Ben Wallace Contra Costa Resource Conservation District		
Igor Skaredoff provided the highlights in the absence of Ben Wallace.		
Scholarship and Grant Program Update		
Committee will be making some recommendations at the next meeting. Provided copies in relation to program for attendees.		

LAFCO Representative Report

McGill provided the LAFCO report and stated that in March, the budget would be adopted. CCWD and CCCSD pay about half of the budget, everyone else pays the remainder. They will be having presentations on droughts from various agencies soon. CALAFCO had legislative meeting last week, and have updated legislative policies to be presented to their Board on February 5th. The biggest issue is SB88 which would allow for state to order consolidation of water districts.

Skaredoff talked more on Open Space Policy. He asked that if anyone had issues/items, contact he, Lou Ann Texeira, or McGill. Also asked the group to let McGill know if anyone they would like the group to provide a presentation on LAFCO at their District.

Committee Updates

Finance Committee	Bert Michalczyk provided report. Will start forwarding monthly report for distribution to email group.
Audit Committee	Generated audit report and provided. Committee (Michalczyk, Sherry Sterrett, John Burg) was satisfied with findings. Looking into history of tax ID and looking at fiscal year vs. calendar year for

East Bay Regional Park District – Park Advisory Committee Report

Texeira provided full written report but spoke of highlights. Looking at goals for 2015, reviewing policies for full Board, district funding, presentation on community programs by various agencies, provided input on District budgets and voter bond issues, provided input on Master Plan, and looking at goals for 2016.

Legislative Committee Report

Dane Wadle provided the report. He spoke about SB272 which would mandate cataloguing of enterprise systems that are used in organizations, and to be posted on website. July 1st is the mandate date and there will be a CSDA webinar offered in April to help Districts prepare for this mandate. Budget proposal by Governor was released. Feedback pertaining to audits and budget for audits, current case on union organization fees may cause mandate of union orientations for new employees, CSDA has fielded orientation program and will be getting the information out.

California Special Districts Association Activities Update

Sterrett highlighted the new committee and new goals. Professional development catalogue for year sent out. Laws governing Special Districts are on website.

Presentation by Digital Deployment

They specialize in web development in content management systems where ease-of-use and scalability are required. They are the creator of Streamline, the Special District website engine, and provided a demonstration on what they offer and can do for website creation for agencies.

Other Local Government Official Updates

Boatman thanked General Manager Roger Bailey of CCCSD for providing morning refreshments for the group. Asked the group to contact Crayton if anyone was interested in serving on a committee or had ideas about what new committees should be formed.

Action Items	Person Responsible	Deadline

Meeting was adjourned at 12:25 p.m.

**QUARTERLY MEETING OF THE
CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION**

Date: Monday, April 18, 2016
Time: 10:30 a.m. Meeting (or immediately following LAFCo Independent Special District Selection Committee)
Location: Central Contra Costa Sanitary District Multipurpose Room
5019 Imhoff Place, Martinez, CA 94553

AGENDA

- 10:30 a.m. Welcome and Introductions (Your Name & Agency, brief news of your agency)
Bette Boatman, Chapter President, Contra Costa Water District
- 10:45 a.m. Approval of January 25, 2016 meeting minutes
- 10:50 a.m. LAFCO Representative Report & Presentation: LAFCO Agriculture & Open Space Preservation update (LAFCO Policies & Procedures Committee) Lou Ann Texeira, Sharon Burke, Don Tatzin, Mike McGill, & Igor Skaredoff, Contra Costa LAFCO
- 11:30 a.m. Scholarship and Grant Program Update:
John Burgh Contra Costa Water District
- 11:40 a.m. California Special Districts Association Activities, Update, & Presentation:
Sherry Sterrett, Pleasant Hill Recreation & Park District
Bernice Creager, CSDA, "Districts Make the Difference Campaign"
Dane Walde, CSDA Public Affairs Field Coordinator
- 11:50 a.m. Finance Report:
Treasurer Bert Michalczyk
- 11:55a.m. Old/New Business:
Chair *Bette Boatman*
- 12:15 p.m. Adjourn: Next meeting will be July 18, 2016

Written Communications Provided:

Legislative Report
Bay Regional Park District – Park Advisory Committee Report:

IF YOU WILL BE ATTENDING THE APRIL MEETING PLEASE SEND THE NAME OF YOUR SPECIAL DISTRICT AND THE REPRESENTATIVE(S) ATTENDING THIS MEETING NO LATER THAN APRIL 11, 2016

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

Future Chapter Meeting Dates: July 18, 2016, October 17, 2016

Just a reminder the chapter dues statements will be going out in May and are due in July.
Regular member dues are now \$100 per year.

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



**California Special
Districts Association**
Districts Stronger Together

DATE: February 19, 2016
TO: CSDA Voting Member Presidents and General Managers
FROM: CSDA Elections and Bylaws Committee
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT B**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2017 - 2019 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend CSDA's two annual events: Special Districts Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 30, 2016.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 3rd. The ballots must be received by CSDA no later than 5:00 p.m. August 5, 2016. The successful candidates will be notified no later than August 8th. All selected Board Members will be introduced at the Annual Conference in San Diego, CA in October.

Expiring Terms

(See enclosed map for regional breakdown)

Northern Network	Seat B Greg Orsini, McKinleyville Community Services District*
Sierra Network	Seat B Ginger Root, Country Club Sanitary District*
Bay Area Network	Seat B Sherry Sterrett, Pleasant Hill Recreation & Park District
Central Network	Seat B Tim Ruiz, East Niles Community Services District*
Coastal Network	Seat B N/A
Southern Network	Seat B Bill Nelson, Orange County Cemetery District*
	Seat B Kathy Tiegs, Cucamonga Valley Water District

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csga.net.



**California Special
Districts Association**
Districts Stronger Together

2016 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: Bay Area Network

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this **form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet** by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 30, 2016



2016 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after June 2, 2016 will not be included with the ballot.**