

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

Date of Meeting: July 12, 2017
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, Dom Dommer, Nina Harmon, Janice Kosel, and Laurence Nagel

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

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.** June 2017 (ACCEPT)

CC 4. **APPROVAL OF MONTHLY FINANCIAL REPORT.** May/June 2017 (APPROVE)

CC 5. **APPROVAL OF MONTHLY TRANSMITTAL #1.** July 2017 (APPROVE)

6. **FIRE CHIEF'S REPORT**

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

7. **PRESIDENT'S REPORT**

- a. Appoint Member(s) to KFPD Policy Manual Review Committee
- b. Next Steps for Public Safety Building Facility Assessment and Master Plan

NEW BUSINESS

8. **PUBLIC HEARING:** Fire Hazard Abatement Hearing on the designation of properties containing fire hazards.

Prior to beginning the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses.

Public Hearing Procedure: The President will open the public hearing and then:

- (a) Call for staff report and recommendation from staff.
- (b) Call for comments from those in the audience regarding fire hazard abatement.
- (c) Close the public hearing terminating public testimony.

The Board of Directors will then deliberate the matter and arrive at a decision.

Resolution 17-05 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner (ACTION)

9. Lease Agreement between KFPD and KPPCSD for use of Public Safety Building effective July 1, 2017 through December 31, 2018 (ACTION)

10. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Dommer):
- b. Public Safety Building (Dommer/Harmon): Letter from Kensington Property Owners Association dated 7/4/17
- c. Education (Kosel):
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Summer 2017 Newsletter
- e. Diablo Fire Safe Council/Interface (Staff):
- f. Correspondence: Letter from Utility Cost Management LLC

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, September 13, 2017, 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 9/13/17 is Wednesday, 8/30/17 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 9/6/17 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



July 28, 2017

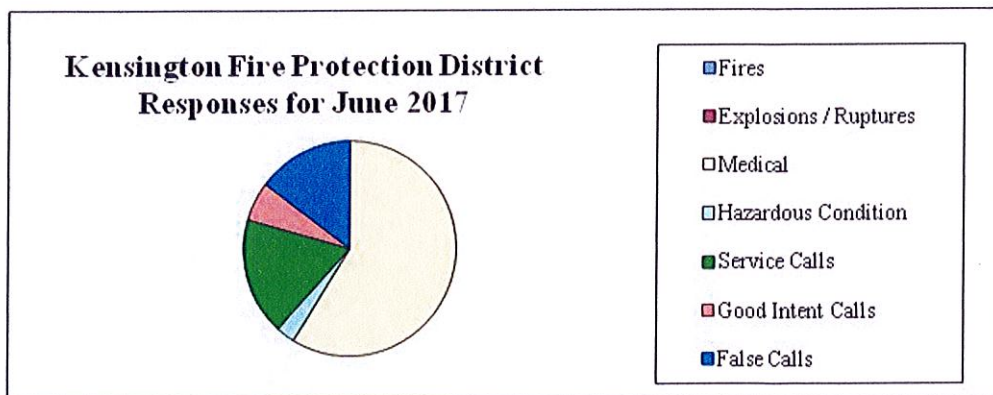
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Battalion Chief
RE: **Incident Activity Reports for the Month of June 2017**

There were 34 incidents that occurred during the month of June in the community of Kensington. Please see the attached "Incident Log" for the dates, times, locations and incident type for these calls. Summary breakdowns of these calls are shown in the charts at the bottom of this page.

During this month, Engine 65 responded to a total of 59 calls in all districts. These responses included a mutual threat zone wild land fire in the hills between Berkeley and Orinda, a structure fire in Berkeley as well as a medical emergency in Wild Cat Canyon. While the call volume remained constant, there were no significant incidents in the community aside resulting in any property loss.

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

| <u>Call Type</u> | | <u>Incident Count</u> | <u>Percentages</u> |
|------------------------------|--|-----------------------|--------------------|
| Fires | <i>(Structure, Trash, Vehicles, Vegetation Fires)</i> | 0 | 0.00% |
| Explosions / Ruptures | <i>(Over Pressure/Ruptures, Explosions, Bombs)</i> | 0 | 0.00% |
| Medical | <i>(EMS, Vehicle Accidents, Extrication Rescue)</i> | 20 | 58.82% |
| Hazardous Condition | <i>(Chemical Spills, Leaks, Down Power Lines)</i> | 1 | 2.94% |
| Service Calls | <i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i> | 6 | 17.65% |
| Good Intent Calls | <i>(Cancelled En Route, Wrong Location)</i> | 2 | 5.88% |
| False Calls | <i>(Wrong Company/Unit Dispatched)</i> | 5 | 14.71% |
| Totals | | 34 | 100.00% |



Kensington Fire Protection District Response Log for June 2017

| # | Incident Number | Date & Time | Address | City | Apparatus ID | Incident Type* |
|----|-----------------|--------------------|---------------------|------------|--------------|----------------|
| 1 | 1701492 | 01-Jun-17 18:51:43 | 52 ARLINGTON AVE | Kensington | E65 | 321 |
| 2 | 1701507 | 02-Jun-17 17:44:58 | 46 HIGHGATE RD | Kensington | E65 | 321 |
| 3 | 1701522 | 04-Jun-17 06:19:07 | 510 COVENTRY DR | Kensington | E65 | 550 |
| 4 | 1701534 | 05-Jun-17 10:39:42 | 57 COWPER AVE | Kensington | E72 | 321 |
| 5 | 1701542 | 05-Jun-17 16:04:58 | 120 NORWOOD CT | Kensington | E65 | 321 |
| 6 | 1701544 | 05-Jun-17 17:01:10 | ARLINGTON AVE | Kensington | E65 | 321 |
| 7 | 1701552 | 06-Jun-17 17:34:04 | 620 COVENTRY DR | Kensington | E65 | 321 |
| 8 | 1701562 | 07-Jun-17 17:41:26 | 380 COVENTRY DR | Kensington | E65 | 745 |
| 9 | 1701578 | 08-Jun-17 19:16:02 | 120 NORWOOD CT | Kensington | E65 | 321 |
| 10 | 1701579 | 09-Jun-17 03:16:16 | 239 LAKE DR | Kensington | E65 | 321 |
| 11 | 1701586 | 09-Jun-17 16:22:41 | 141 SAINT ALBANS DR | Kensington | E65 | 321 |
| 12 | 1701599 | 10-Jun-17 22:55:08 | 22 AVON DR | Kensington | E65 | 311 |
| 13 | 1701600 | 11-Jun-17 00:02:43 | 40 HIGHLAND BLVD | Kensington | E65 | 740 |
| 14 | 1701608 | 12-Jun-17 07:59:55 | 57 COWPER AVE | Kensington | E65 | 321 |
| 15 | 1701611 | 12-Jun-17 14:08:35 | 394 OCEAN VIEW AVE | Kensington | E65 | 321 |
| 16 | 1701612 | 12-Jun-17 14:57:15 | 289 ARLINGTON AVE | Kensington | E65 | 444 |
| 17 | 1701618 | 13-Jun-17 05:02:43 | 141 SAINT ALBANS DR | Kensington | E65 | 321 |
| 18 | 1701625 | 13-Jun-17 19:24:44 | 1 EDGECROFT DR | Kensington | E65 | 553 |
| 19 | 0007001705 | 17-Jun-17 12:02:14 | 136 Saint Albans RD | Kensington | E65 | 321 |
| 20 | 0007001729 | 19-Jun-17 05:22:26 | 20 Highgate RD | Kensington | E172 | 311 |
| 21 | 0007001736 | 19-Jun-17 17:06:08 | 200 Willamette AVE | Kensington | E365 | 550 |
| 22 | 0007001738 | 19-Jun-17 20:10:23 | 69 Stratford RD | Kensington | E365 | 553 |
| 23 | 0007001742 | 20-Jun-17 10:14:16 | 144 Purdue AVE | Kensington | E172 | 740 |
| 24 | 0007060576 | 22-Jun-17 04:47:57 | 141 SAINT ALBANS DR | Kensington | E365 | 321 |
| 25 | 0007001773 | 23-Jun-17 11:47:15 | 111 Ardmore RD | Kensington | E65 | 550 |
| 26 | 0007001785 | 24-Jun-17 12:50:26 | 90 Highland BLVD | Kensington | E365 | 321 |
| 27 | 0007001788 | 24-Jun-17 13:14:44 | 14 Garden DR | Kensington | E365 | 744 |
| 28 | 0007001795 | 25-Jun-17 00:52:47 | 41 Cowper AVE | Kensington | E365 | 611P |
| 29 | 0007001797 | 25-Jun-17 08:40:43 | 48 Arlington AVE | Kensington | E365 | 321 |
| 30 | 0007001799 | 25-Jun-17 12:36:13 | 216 Arlington AVE | Kensington | E365 | 611X |
| | | | | | | 322 |

| | | | | | | |
|----|------------|--------------------|------------------------|------------|------|-----|
| 31 | 0007001825 | 28-Jun-17 10:17:48 | 69 Stratford RD | Kensington | E365 | 740 |
| 32 | 0007001846 | 30-Jun-17 04:27:56 | 410 Berkeley Park BLVD | Kensington | E365 | 321 |
| 33 | 0007001850 | 30-Jun-17 09:03:38 | 8 Jessen CT | Kensington | E365 | 321 |
| 34 | 0007001851 | 30-Jun-17 09:32:21 | 50 Sunset DR | Kensington | E365 | 550 |

* See Attached Table for Incident Type Explanations

Type Series

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

Kensington Fire Protection District Engine 65 Response Log for June 2017

| # | Incident Number | Date & Time | Address | City | Apparatus ID | Incident Type* |
|----|-----------------|--------------------|-------------------------|------------|--------------|----------------|
| 1 | 1701487 | 01-Jun-17 13:26:09 | 839 GALVIN DR | El Cerrito | E65 | 311 |
| 2 | 1701489 | 01-Jun-17 14:39:15 | Wildcat Canyon Trail DR | Richmond | E65 | 321 |
| 3 | 1701492 | 01-Jun-17 18:49:33 | 52 ARLINGTON AVE | Kensington | E65 | 321 |
| 4 | 1701497 | 02-Jun-17 01:55:08 | 144 Carmel AVE | El Cerrito | E65 | 651 |
| 5 | 1701503 | 02-Jun-17 12:46:16 | 6699 FAIRMOUNT AVE | El Cerrito | E65 | 321 |
| 6 | 1701505 | 02-Jun-17 15:56:43 | 754 SPRUCE ST | Berkeley | E65 | 111 |
| 7 | 1701507 | 02-Jun-17 17:41:48 | 46 HIGHGATE RD | Kensington | E65 | 321 |
| 8 | 1701510 | 02-Jun-17 23:25:48 | 803 CRAFT AVE | El Cerrito | E65 | 611 |
| 9 | 1701522 | 04-Jun-17 06:18:48 | 510 COVENTRY DR | Kensington | E65 | 550 |
| 10 | 1701533 | 05-Jun-17 10:31:07 | 7821 TERRACE DR | El Cerrito | E65 | 736 |
| 11 | 1701539 | 05-Jun-17 13:26:53 | Hwy 24W | Orinda | E65 | 142 |
| 12 | 1701542 | 05-Jun-17 16:03:40 | 120 NORWOOD CT | Kensington | E65 | 321 |
| 13 | 1701544 | 05-Jun-17 16:58:51 | ARLINGTON AVE | Kensington | E65 | 321 |
| 14 | 1701552 | 06-Jun-17 17:31:42 | 620 COVENTRY DR | Kensington | E65 | 745 |
| 15 | 1701559 | 07-Jun-17 12:07:03 | S 43RD ST | Richmond | E65 | 611F |
| 16 | 1701560 | 07-Jun-17 13:19:57 | 10690 SAN PABLO AVE | El Cerrito | E65 | 611M |
| 17 | 1701562 | 07-Jun-17 17:40:17 | 380 COVENTRY DR | Kensington | E65 | 321 |
| 18 | 1701568 | 07-Jun-17 22:21:49 | 411 LIBERTY ST | El Cerrito | E65 | 611M |
| 19 | 1701573 | 08-Jun-17 09:15:36 | 540 ASHBURY AVE | El Cerrito | E65 | 321 |
| 20 | 1701575 | 08-Jun-17 10:54:09 | 7238 CUTTING BLVD | El Cerrito | E65 | 611X |
| 21 | 1701578 | 08-Jun-17 19:13:19 | 120 NORWOOD CT | El Cerrito | E65 | 441 |
| 22 | 1701579 | 09-Jun-17 03:13:42 | 239 LAKE DR | Kensington | E65 | 321 |
| 23 | 1701583 | 09-Jun-17 10:28:36 | 3090 EL CERRITO PLZ | Kensington | E65 | 321 |
| 24 | 1701586 | 09-Jun-17 16:19:49 | 141 SAINT ALBANS DR | El Cerrito | E65 | 311 |
| 25 | 1701587 | 09-Jun-17 18:00:19 | 407 SEAVIEW DR | Kensington | E65 | 311 |
| 26 | 1701599 | 10-Jun-17 22:52:24 | 22 AVON DR | El Cerrito | E65 | 321 |
| 27 | 1701600 | 11-Jun-17 00:00:29 | 40 HIGHLAND BLVD | Kensington | E65 | 740 |
| 28 | 1701606 | 12-Jun-17 01:55:40 | 1021 NAVELIER ST | Kensington | E65 | 321 |
| 29 | 1701608 | 12-Jun-17 07:56:34 | 57 COWPER AVE | El Cerrito | E65 | 733 |
| 30 | 1701611 | 12-Jun-17 14:08:30 | 394 OCEAN VIEW AVE | Kensington | E65 | 321 |
| | | | | Kensington | E65 | 444 |

| | | | | | | |
|----|------------|--------------------|------------------------|------------|------|------|
| 31 | 1701612 | 12-Jun-17 14:52:47 | 289 ARLINGTON AVE | Kensington | E65 | 321 |
| 32 | 1701618 | 13-Jun-17 05:00:54 | 141 SAINT ALBANS DR | Kensington | E65 | 553 |
| 33 | 1701625 | 13-Jun-17 19:23:13 | 1 EDGECROFT DR | Kensington | E65 | 321 |
| 34 | 1701631 | 14-Jun-17 17:36:56 | WILDCAT CANYON DR | Berkeley | E65 | 611M |
| 35 | 1701642 | 16-Jun-17 00:56:43 | 872 BATES AVE | El Cerrito | E65 | 311 |
| 36 | 0007001729 | 19-Jun-17 05:20:39 | 20 Highgate RD | Kensington | E365 | 550 |
| 37 | 0007001731 | 19-Jun-17 13:56:47 | 204 Ramona AVE | El Cerrito | E165 | 321 |
| 38 | 0007001736 | 19-Jun-17 17:05:22 | 200 Willamette AVE | Kensington | E365 | 553 |
| 39 | 0007001742 | 20-Jun-17 10:12:37 | 144 Purdue AVE | Kensington | E365 | 321 |
| 40 | 0007001755 | 21-Jun-17 16:01:24 | 508 Lexington AVE | El Cerrito | E165 | 743 |
| 41 | 0007001757 | 21-Jun-17 16:31:53 | 1000 El Cerrito PLZ | El Cerrito | E165 | 321 |
| 42 | 0007060576 | 22-Jun-17 04:46:40 | 141 SAINT ALBANS DR | Kensington | E65 | 550 |
| 43 | 0007060678 | 22-Jun-17 11:10:53 | 6041 Arlington BLVD | Richmond | E165 | 611F |
| 44 | 0007001768 | 22-Jun-17 21:38:59 | 849 Kensington RD | El Cerrito | E365 | 321 |
| 45 | 0007001773 | 23-Jun-17 11:43:39 | 111 Ardmore RD | Kensington | E365 | 321 |
| 46 | 0007001785 | 24-Jun-17 12:06:37 | 90 Highland BLVD | Kensington | E365 | 744 |
| 47 | 0007001788 | 24-Jun-17 13:14:24 | 14 Garden DR | Kensington | E365 | 611P |
| 48 | 0007001789 | 24-Jun-17 14:38:09 | 853 Kensington RD | El Cerrito | E365 | 321 |
| 49 | 0007001795 | 25-Jun-17 00:52:14 | 41 Cowper AVE | Kensington | E365 | 321 |
| 50 | 0007001797 | 25-Jun-17 08:39:40 | 48 Arlington AVE | Kensington | E365 | 611X |
| 51 | 0007001799 | 25-Jun-17 12:36:00 | 216 Arlington AVE | Kensington | E365 | 322 |
| 52 | 0007001816 | 27-Jun-17 07:52:25 | 601 Seaview DR | El Cerrito | E365 | 550 |
| 53 | 0007001825 | 28-Jun-17 10:17:48 | 69 Stratford RD | Kensington | E365 | 740 |
| 54 | 0007001826 | 28-Jun-17 10:25:31 | 5820 Cutting BLVD | El Cerrito | E365 | 611 |
| 55 | 0007001845 | 30-Jun-17 00:53:43 | 19 Pomona AVE | El Cerrito | E365 | 611M |
| 56 | 0007001846 | 30-Jun-17 04:27:56 | 410 Berkeley Park BLVD | Kensington | E365 | 321 |
| 57 | 0007001850 | 30-Jun-17 09:01:59 | 8 Jessen CT | Kensington | E365 | 321 |
| 58 | 0007001851 | 30-Jun-17 09:32:08 | 50 Sunset DR | Kensington | E365 | 550 |
| 59 | 0007001853 | 30-Jun-17 14:51:42 | 321 Coronado ST | El Cerrito | E365 | 321 |

* See Attached Table for Incident Type Explanations

Type Series

Description

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

Kensington Fire Protection District
Balance Sheet
As of June 12, 2017

| | Jun 12, 17 |
|---------------------------------|----------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Petty Cash | 200.00 |
| KFPD Revolving Acct - Gen Fund | 5,513.05 |
| General Fund | 1,241,823.09 |
| Special Tax Fund | 79,653.53 |
| Capital Fund | 6,942.77 |
| Total Checking/Savings | 1,334,132.44 |
| Accounts Receivable | |
| Due from County for Reimb. | 14,772.60 |
| Interest Receivable | 776.91 |
| Advance on Taxes | 349,365.62 |
| Advance on Supplemental Taxes | 127,941.98 |
| Total Accounts Receivable | 492,857.11 |
| Other Current Assets | |
| Prepaid Services - EC | 396,078.16 |
| Prepaid Exp. | 8,255.22 |
| Prepaid CERBT - Retiree Trust | 953,490.67 |
| Investments | |
| Capital Replacement Funds | 2,418,425.00 |
| Fire Protect. Contract Reserves | 2,552,869.07 |
| Investments - Other | -430,158.12 |
| Total Investments | 4,541,135.95 |
| Total Other Current Assets | 5,898,960.00 |
| Total Current Assets | 7,725,949.55 |
| Fixed Assets | |
| Land | 5,800.00 |
| Equipment | 1,418,099.35 |
| Accumulated Depreciation-Equip | -553,715.15 |
| Building and Improvements | 2,391,581.26 |
| Accumulated Depreciation - Bldg | -858,754.00 |
| Current Capital Outlay | |
| Firefighters Qtrs/Equip | 6,684.94 |
| Total Current Capital Outlay | 6,684.94 |
| Total Fixed Assets | 2,409,696.40 |
| TOTAL ASSETS | 10,135,645.95 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| Due to Revolving Acct - Gen Fnd | 14,772.60 |
| Due to Other - Issued by CCC | 57,823.56 |
| Total Accounts Payable | 72,596.16 |
| Other Current Liabilities | |
| EI Cerrito Service Contract Pay | 398,078.09 |
| Wages & PR Taxes Payable | 2,497.08 |
| Total Other Current Liabilities | 398,575.17 |
| Total Current Liabilities | 471,171.33 |
| Total Liabilities | 471,171.33 |
| Equity | |
| Fund Equity - General | 3,325,448.26 |

Kensington Fire Protection District
Balance Sheet
As of June 12, 2017

| | Jun 12, 17 |
|---------------------------------------|----------------------|
| 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 | 3,271,383.99 |
| Net Income | 1,180,471.37 |
| Total Equity | 9,664,474.62 |
| TOTAL LIABILITIES & EQUITY | 10,135,645.95 |

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
 July 1, 2016 through July 1, 2017

| | Jul 1, '16 - Jul 1, 17 | Jul 1, '15 - Jul 1, 16 | \$ Change | % Change |
|--|------------------------|------------------------|-------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 3,715,002.62 | 3,466,307.31 | 248,695.31 | 7.2% |
| Special Taxes | 200,287.90 | 200,345.40 | -58.10 | 0.0% |
| Other Tax Income | 26,314.47 | 26,733.52 | -419.05 | -1.6% |
| Lease Agreement | 1.00 | 1.00 | 0.00 | 0.0% |
| Interest Income | 31,262.87 | 19,427.46 | 11,835.41 | 60.9% |
| Salary Reimbursement Agreement | 53,064.00 | 50,344.20 | 2,719.80 | 5.4% |
| Miscellaneous Income | 1,388.24 | 42,024.19 | -40,635.95 | -96.7% |
| Total Income | 4,027,320.50 | 3,805,183.08 | 222,137.42 | 5.8% |
| Expense | | | | |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| LAFCO Fees | 2,123.97 | 3,925.06 | -1,801.11 | -45.9% |
| Contra Costa County Expenses | 31,658.50 | 31,782.61 | -106.11 | -0.3% |
| Ej Cerrito Contract Fee | 2,552,869.07 | 2,389,530.03 | 183,339.04 | 7.7% |
| Water System Improvements | 0.00 | 91,366.18 | -91,366.18 | -100.0% |
| Fire Abatement Contract | 265.00 | 500.00 | -235.00 | -47.0% |
| Risk Management Insurance | 14,252.00 | 13,306.55 | 945.45 | 7.1% |
| Professional Fees | | | | |
| Accounting | 3,952.04 | 4,589.57 | -637.53 | -13.9% |
| Actuarial Valuation | 0.00 | 3,400.00 | -3,400.00 | -100.0% |
| Audit | 13,000.00 | 13,000.00 | 0.00 | 0.0% |
| Legal Fees | 28,652.94 | 4,521.42 | 24,131.52 | 533.7% |
| Total Professional Fees | 45,604.98 | 25,510.99 | 20,093.99 | 78.8% |
| Wildland Vegetation Mgmt | 2,400.00 | 5,630.00 | -3,230.00 | -57.4% |
| Total OUTSIDE PROFESSIONAL SERVICES | 2,649,171.52 | 2,541,531.44 | 107,640.08 | 4.2% |
| RETIREE MEDICAL BENEFITS | | | | |
| PERS Medical | 39,670.79 | 24,679.99 | 14,990.80 | 60.7% |
| Delta Dental | 5,771.64 | 3,035.89 | 2,735.75 | 90.1% |
| Vision Care | 1,774.68 | 842.81 | 931.87 | 110.6% |
| Total RETIREE MEDICAL BENEFITS | 47,217.11 | 28,558.69 | 18,658.42 | 65.3% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 6,510.55 | 8,025.47 | -1,514.92 | -18.9% |
| Comm. Pharmaceutical Drop-Off | 1,008.88 | 3,343.77 | -2,334.89 | -69.8% |
| CERT Emerg Kits/Sheds/Prepared | 20,532.26 | 5,757.25 | 14,775.01 | 256.6% |
| Open Houses | 335.83 | 1,127.07 | -791.24 | -70.2% |
| Community Shredder | 2,329.31 | 2,757.20 | -427.89 | -15.5% |
| DFSC Matching Grants | 6,000.00 | 4,225.00 | 1,775.00 | 89.4% |
| Community Sandbags | 3,102.90 | 4,037.64 | -934.74 | -23.2% |
| Total COMMUNITY SERVICE ACTIVITIES | 41,819.73 | 29,273.40 | 12,546.33 | 42.9% |
| DISTRICT ACTIVITIES | | | | |
| Firefighter's Apparel & PPE | 24,141.91 | 1,228.44 | 22,913.47 | 1,865.3% |
| Firefighters' Expenses | 1,665.46 | 9,038.21 | -7,372.75 | -81.6% |
| Staff Appreciation | 1,135.86 | 1,264.27 | -128.41 | -10.2% |
| Professional Development | 2,609.41 | 4,537.57 | -1,928.16 | -42.5% |
| Building Maintenance | | | | |
| Needs Assess/Feasibility Study | 182,835.73 | 19,990.50 | 162,845.23 | 814.6% |
| Storage Room Emergency Repair | 0.00 | 33,640.26 | -33,640.26 | -100.0% |
| Janitorial Service | 1,260.00 | 1,365.00 | -105.00 | -7.7% |
| Medical Waste Disposal | 3,678.03 | 2,984.88 | 693.15 | 23.2% |
| Building alarm | 1,379.44 | 1,444.44 | -65.00 | -4.5% |
| Gardening service | 1,460.00 | 1,280.00 | 180.00 | 14.1% |
| Miscellaneous Maint. | 8,778.29 | 8,297.75 | 480.53 | 5.8% |
| Total Building Maintenance | 199,391.49 | 69,002.84 | 130,388.65 | 189.0% |
| Building Utilities/Service | | | | |
| Garbage | 0.00 | 346.40 | -346.40 | -100.0% |
| Gas and Electric | 6,774.98 | 6,615.80 | 159.18 | 2.4% |
| Water/Sewer | 1,807.65 | 1,779.82 | 27.83 | 1.6% |
| Total Building Utilities/Service | 8,582.63 | 8,742.02 | -159.39 | -1.8% |
| Election | 300.00 | 0.00 | 300.00 | 100.0% |
| Memberships | 7,176.00 | 7,309.00 | -133.00 | -1.9% |
| Office | | | | |
| Office Expense | 2,492.42 | 3,119.08 | -626.64 | -20.1% |
| Office Supplies | 1,270.21 | 1,678.55 | -408.34 | -24.3% |
| Telephone | 6,788.41 | 7,475.53 | -689.12 | -9.2% |
| Total Office | 10,549.04 | 12,273.14 | -1,724.10 | -14.1% |
| Total DISTRICT ACTIVITIES | 255,551.80 | 113,395.49 | 142,156.31 | 125.4% |
| Staff | | | | |
| Wages | 83,113.20 | 78,113.28 | 4,999.92 | 6.4% |
| Longevity Pay | 1,000.00 | 1,000.00 | 0.00 | 0.0% |
| Overtime Wages | 1,138.80 | 1,182.92 | -44.12 | -3.7% |
| Vacation Wages | 0.00 | 2,497.08 | -2,497.08 | -100.0% |
| Medical/dental Ins compensation | 8,190.00 | 7,800.00 | 390.00 | 5.0% |
| Retirement Contribution | 6,053.37 | 5,938.64 | 116.73 | 2.0% |
| Payroll Taxes | 7,442.32 | 7,033.38 | 408.94 | 5.8% |
| Workers Compensation/Life Ins | 1,622.79 | 1,453.77 | 169.02 | 11.6% |
| Payroll Processing | 1,514.06 | 1,445.42 | 68.64 | 4.8% |
| Total Staff | 110,074.54 | 106,462.49 | 3,612.05 | 3.4% |
| Total Expense | 3,103,834.70 | 2,819,221.51 | 284,613.19 | 10.1% |
| Net Ordinary Income | 923,485.80 | 985,961.57 | -62,475.77 | -6.3% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Transfers In - Capital | 1,225,000.00 | 70,000.00 | 1,155,000.00 | 1,650.0% |
| Transfers In - General | 263,919.45 | 425,889.60 | -161,970.15 | -38.0% |
| Total Other Income | 1,488,919.45 | 495,889.60 | 993,029.85 | 200.3% |
| Other Expense | | | | |
| Depreciation Expense | 0.00 | 148,398.00 | -148,398.00 | -100.0% |
| Transfers Out - Capital | 373,919.45 | 230,889.60 | 143,029.85 | 62.0% |
| Transfers Out - Special | -110,000.00 | 195,000.00 | -305,000.00 | -156.4% |
| Transfers Out - General | 1,225,000.00 | 70,000.00 | 1,155,000.00 | 1,650.0% |

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
 July 1, 2016 through July 1, 2017

| | Jul 1, '16 - Jul 1, 17 | Jul 1, '15 - Jul 1, 16 | \$ Change | % Change |
|-------------------------------|------------------------|------------------------|-------------------|--------------|
| <Gain>/Loss on Asset Disposal | -30,000.00 | 631.22 | -30,631.22 | -4,852.7% |
| Total Other Expense | 1,458,919.45 | 644,918.82 | 814,000.63 | 126.2% |
| Net Other Income | 30,000.00 | -149,029.22 | 179,029.22 | 120.1% |
| Net Income | <u>953,485.80</u> | <u>836,932.35</u> | <u>116,553.45</u> | <u>13.9%</u> |

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2016 through May 2017

| | Jul '16 - May 17 | Budget | \$ Over Budget | % of Budget |
|--|---------------------|---------------------|-------------------|---------------|
| Ordinary Income/Expense | | | | |
| Income | | | | |
| Property Taxes | 3,711,977.49 | 3,570,295.00 | 141,682.49 | 104.0% |
| Special Taxes | 200,287.30 | 200,287.00 | 0.30 | 100.0% |
| Other Tax Income | 13,327.12 | 13,000.00 | 327.12 | 102.5% |
| Lease Agreement | 1.00 | 1.00 | 0.00 | 100.0% |
| Interest Income | 29,700.37 | 15,000.00 | 14,700.37 | 198.0% |
| Salary Reimbursement Agreement | 48,842.00 | 50,050.00 | -1,408.00 | 97.2% |
| Miscellaneous Income | 1,388.24 | 0.00 | 1,388.24 | 100.0% |
| Total Income | 4,005,323.52 | 3,848,633.00 | 156,690.52 | 104.1% |
| Expense | | | | |
| OUTSIDE PROFESSIONAL SERVICES | | | | |
| LAFCO Fees | 2,123.97 | 1,850.00 | 273.97 | 114.8% |
| Contra Costa County Expenses | 31,656.50 | 33,345.00 | -1,688.50 | 94.9% |
| El Cerrito Contract Fee | 2,340,129.88 | 2,340,129.88 | 0.10 | 100.0% |
| Water System Improvements | 0.00 | 20,000.00 | -20,000.00 | 0.0% |
| Fire Abatement Contract | 265.00 | 8,000.00 | -7,735.00 | 3.3% |
| Risk Management Insurance | 12,943.00 | 12,110.00 | 833.00 | 106.9% |
| Professional Fees | | | | |
| Accounting | 3,025.79 | 4,583.37 | -1,557.58 | 66.0% |
| Actuarial Valuation | 0.00 | 0.00 | 0.00 | 0.0% |
| Audit | 13,000.00 | 13,000.00 | 0.00 | 100.0% |
| Legal Fees | 28,652.94 | 27,500.00 | 1,152.94 | 104.2% |
| Total Professional Fees | 44,678.73 | 45,083.37 | -404.64 | 99.1% |
| Wildland Vegetation Mgmt | 2,400.00 | 8,750.00 | -6,350.00 | 27.4% |
| Total OUTSIDE PROFESSIONAL SERVICES | 2,434,197.18 | 2,469,268.25 | -35,071.07 | 98.6% |
| RETIREE MEDICAL BENEFITS | | | | |
| PERS Medical | 33,779.13 | 33,779.17 | -0.04 | 100.0% |
| Delta Dental | 5,290.67 | 5,289.17 | 1.50 | 100.0% |
| Vision Care | 1,626.79 | 1,627.08 | -0.29 | 100.0% |
| Total RETIREE MEDICAL BENEFITS | 40,696.59 | 40,695.42 | 1.17 | 100.0% |
| COMMUNITY SERVICE ACTIVITIES | | | | |
| Public Education | 6,303.05 | 11,918.67 | -5,613.62 | 52.9% |
| Comm. Pharmaceutical Drop-Off | 1,008.88 | 5,000.00 | -3,991.12 | 20.2% |
| Vial of Life Program | 0.00 | 150.00 | -150.00 | 0.0% |
| CERT Emerg Kits/Sheds/Prepared | 20,532.26 | 27,377.78 | -6,845.52 | 75.0% |
| Open Houses | 335.83 | 750.00 | -414.17 | 44.8% |
| Community Shredder | 2,329.31 | 3,500.00 | -1,170.69 | 66.6% |
| DFSC Matching Grants | 8,000.00 | 8,000.00 | 0.00 | 100.0% |
| Firesafe Planting Grants | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| Demonstration Garden | 0.00 | 8,333.33 | -8,333.33 | 0.0% |
| Community Sandbags | 3,102.90 | 6,000.00 | -2,897.10 | 51.7% |
| Total COMMUNITY SERVICE ACTIVITIES | 41,612.23 | 74,027.78 | -32,415.55 | 56.2% |
| DISTRICT ACTIVITIES | | | | |
| Firefighter's Apparel & PPE | 23,653.56 | 27,000.00 | -3,346.44 | 87.6% |
| Firefighters' Expenses | 1,595.16 | 9,166.63 | -7,571.47 | 17.4% |
| Staff Appreciation | 1,135.66 | 4,000.00 | -2,864.34 | 28.4% |
| Professional Development | 2,554.41 | 4,583.33 | -2,028.92 | 55.7% |
| Building Maintenance | | | | |
| Needs Assess/Feasibility Study | 180,337.72 | 150,000.00 | 30,337.72 | 120.2% |
| Storage Room Emergency Repair | 0.00 | 0.00 | 0.00 | 0.0% |
| Janitorial Service | 1,155.00 | 1,375.00 | -220.00 | 84.0% |
| Medical Waste Disposal | 3,678.03 | 3,208.33 | 469.70 | 114.6% |
| Building alarm | 1,379.44 | 1,700.00 | -320.56 | 81.1% |
| Gardening service | 600.00 | 1,863.60 | -1,263.60 | 32.2% |
| Miscellaneous Maint. | 8,555.29 | 11,000.00 | -2,444.71 | 77.8% |
| Total Building Maintenance | 195,705.48 | 169,146.93 | 26,558.55 | 115.7% |
| Building Utilities/Service | | | | |
| Garbage | 0.00 | 0.00 | 0.00 | 0.0% |
| Gas and Electric | 8,701.06 | 8,875.00 | -173.94 | 97.5% |
| Water/Sewer | 1,855.31 | 1,750.00 | -94.69 | 94.6% |
| Total Building Utilities/Service | 8,356.37 | 8,825.00 | -268.63 | 96.9% |
| Election | 300.00 | 1,000.00 | -700.00 | 30.0% |
| Memberships | 7,176.00 | 7,675.00 | -499.00 | 93.5% |
| Office | | | | |
| Office Expense | 1,168.26 | 3,208.37 | -2,040.11 | 36.4% |
| Office Supplies | 1,183.40 | 2,291.63 | -1,108.23 | 51.6% |
| Telephone | 6,218.55 | 7,333.37 | -1,114.82 | 84.8% |
| Total Office | 8,570.21 | 12,833.37 | -4,263.16 | 66.8% |
| Total DISTRICT ACTIVITIES | 249,047.05 | 244,030.26 | 5,016.79 | 102.1% |
| Staff | | | | |
| Wages | 76,187.10 | 76,166.68 | 0.22 | 100.0% |
| Longevity Pay | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| Overtime Wages | 659.28 | 1,237.50 | -578.22 | 53.3% |
| Vacation Wages | 0.00 | 0.00 | 0.00 | 0.0% |
| Medical/dental Ins compensation | 7,507.50 | 7,507.50 | 0.00 | 100.0% |
| Retirement Contribution | 5,790.18 | 5,790.18 | 0.00 | 100.0% |
| Payroll Taxes | 6,823.68 | 6,843.00 | -19.42 | 99.7% |
| Workers Compensation/Life Ins | 1,622.79 | 1,600.00 | 22.79 | 101.4% |
| Payroll Processing | 1,333.79 | 1,389.00 | -55.21 | 96.0% |
| Total Staff | 100,924.22 | 101,554.06 | -629.84 | 99.4% |
| Contingency | | | | |
| General | 0.00 | 21,875.00 | -21,875.00 | 0.0% |
| Total Contingency | 0.00 | 21,875.00 | -21,875.00 | 0.0% |
| Total Expense | 2,868,477.27 | 2,951,450.77 | -84,973.50 | 97.1% |
| Net Ordinary Income | 1,138,846.25 | 897,182.23 | 241,664.02 | 126.9% |
| Other Income/Expense | | | | |
| Other Income | | | | |
| Transfers In - Capital | 1,225,000.00 | 70,000.00 | 1,155,000.00 | 1,750.0% |

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2016 through May 2017

| | Jul '16 - May 17 | Budget | \$ Over Budget | % of Budget |
|-------------------------------|------------------|-------------|----------------|-------------|
| Transfers In - General | 283,919.45 | 0.00 | 283,919.45 | 100.0% |
| Total Other Income | 1,488,919.45 | 70,000.00 | 1,418,919.45 | 2,127.0% |
| Other Expense | | | | |
| Depreciation Expense | 0.00 | 0.00 | 0.00 | 0.0% |
| Transfers Out - Capital | 373,919.45 | 230,889.60 | 143,029.85 | 161.9% |
| Transfers Out - Special | -110,000.00 | 125,000.00 | -235,000.00 | -88.0% |
| Transfers Out - General | 1,225,000.00 | 0.00 | 1,225,000.00 | 100.0% |
| <Gain>/Loss on Asset Disposal | -30,000.00 | 631.22 | -30,631.22 | -4,752.7% |
| Total Other Expense | 1,458,919.45 | 356,520.82 | 1,102,398.63 | 409.2% |
| Net Other Income | 30,000.00 | -286,520.82 | 316,520.82 | -10.5% |
| Net Income | 1,168,846.25 | 610,661.41 | 558,184.84 | 191.4% |

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 | OP | ACTIVITY / WORKAUTH | ENGINE (PO) # | PAYMENT AMOUNT |
| 50146 | Delta Dental | 7/1/2017 | BE002251189 Jul dental | 7840 | 1061 | | | | | 1,008.86 |
| 50148 | CalPERS | 06/14/17 | 7072901257 Aug medical | 7840 | 1061 | | | | | 10,575.76 |
| 50150 | Vision Service Plan | 06/21/17 | 001027770001 Jul vision | 7840 | 1061 | | | | | 315.20 |
| 50151 | City of El Cerrito | 07/01/17 | Jul fire protection | 7840 | 2328 | | | | | 235,575.60 |
| | Contra Costa County | 06/20/17 | 1617-0038 LAFCO fees FY17-18 | 7840 | 2490 | | | | | 2,122.85 |
| | Fire Districts Assoc of CA | 07/01/17 | 30402350 FY17-18 dues | 7840 | 2490 | | | | | 550.00 |
| TOTAL | | | | | | | | | | 250,148.27 |

Kensington FPD Approval

Date: / /
Mudraj Grewal Date: 8/17/17

NEW BUSINESS

AGENDA BILL

Subject: Annual Fire Hazard Abatement
Initiated by: David Gibson, Fire Marshal
Joe Gagne, Fire Prevention Officer

BACKGROUND

The fire department is continuing its annual fire hazard abatement program. This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement. Ideally 100% of the property owners would do so. Experience in prior years suggests most will comply. Any property owners that do not comply will have the District do the work and place the costs on their tax bill.

ANALYSIS/DISCUSSION

The Fire Hazard Abatement process under the direction of the Fire Department should proceed according to Health and Safety Code Sections 14875 et seq which specify the following:

1. The El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined hazards that must be abated. Pursuant to these code sections, hazards are defined as weeds, rubbish, litter or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the boundaries of the District.
2. Notice was sent by mail that the Fire District has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to ordering the Fire Chief or his designee to perform abatement.
3. At the July 12th, 2017 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the July 12th, 2017 hearing, a second and final notice shall be sent to each property owner prior to abatement. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the

Fire District shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.

5. Sometime between August 15th, 2017 and August 30th, 2017, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.
6. After August 30th, 2017, the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on September 13th, 2017 the Board of Directors of the Fire District shall receive and consider the written staff report on abatement actions taken by the District and shall hear any objections from the property owners liable to be assessed for the abatement. The Board of Directors may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
8. After Board of Directors confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

FINANCIAL CONSIDERATIONS

The abatement program will be administered by Fire Department staff with minimum costs expended for printing and mailing. Abatement work will be completed by private contract labor as appropriate. Program costs will be recovered through the special assessment and lien process.

LEGAL CONSIDERATIONS

The Fire District's Attorney has reviewed and approved the process. The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to sections 15304 and 15308 or the CEQA Guidelines. Therefore, no further CEQA review is required.

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District authorize through the adoption of Resolution 17 -05 the initiation of the abatement process by declaring weeds, rubbish, litter, and other flammable material on specific parcels of property within District boundaries as public nuisances, which must be abated.

Reviewed by: _____
David Gibson, Fire Marshal

ATTACHMENTS

Resolution 17 -05

Resolution List of Address's and APN #'s July 11, 2017

Fire Hazard Letter from the Fire Marshal May 25, 2017

Notice to Destroy June 3, 2017

Fire Marshal's Letter of Declared Fire Hazard July 13, 2017

Kensington Vegetation Standards

Fire Hazard Abatement Inspection Form

RESOLUTION 17-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT DECLARING THAT WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON DESIGNATED PRIVATE PROPERTIES CONSTITUTES A PUBLIC NUISANCE AND PROVIDING FOR NOTICE THAT THE FIRE CHIEF OR DESIGNEE SHALL ABATE SUCH PUBLIC NUISANCE CONDITIONS IF NOT ABATED BY THE PROPERTY OWNER.

WHEREAS, Health and Safety Code Sections 14875 *et seq* provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the Fire Marshal for the Kensington Fire Protection District has identified in Exhibit A to this resolution those private properties, by street name, lot and block number, on which the presence of weeds, as defined in Health and Safety Code Section 14875, constitute a public nuisance; and

WHEREAS, Health and Safety Code Sections 14890 through 14899 provide that notice shall be provided to each person to whom the properties identified in Exhibit A is assessed informing those persons that unless the property owner abates those nuisance conditions, that the Fire District shall abate the public nuisance. The notice shall further state that if the Fire District must abate the public nuisance, then the cost of abatement shall be assessed against the property as a special assessment. The notice shall also specify a date for a hearing at which property owners may present objections to the designation of their properties as public nuisances or to the proposed removal of the weeds by the Fire District; and

WHEREAS, Health and Safety Code Section 14900 provides that after the hearing, the local legislative body may, by motion or resolution, order the Fire Chief or designee to abate the public nuisance. After further proceedings, these abatement costs may be assessed against the property as a special assessment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Fire Protection District that the properties listed in Exhibit A to this resolution are declared a public nuisance and such nuisance conditions shall be ordered abated because the presence of weeds, rubbish, litter or other flammable material on those properties create a fire hazard, a menace to the public health or are otherwise noxious or dangerous.

BE IT FURTHER RESOLVED that the notice shall state that a public hearing shall be held on September 13, 2017 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board shall receive a written staff report on abatement actions and any objections shall be heard from the property owners identified in Exhibit A liable to be assessed for the abatement.

Page Two
Resolution 17-05
July 12, 2017

The foregoing resolution was duly and regularly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 12th Day of July 2017, by the following vote of the Board:

| | |
|---------|----------------|
| AYES: | BOARD MEMBERS: |
| NOES: | BOARD MEMBERS: |
| ABSENT: | BOARD MEMBERS: |

Don Dommer, President

ATTEST:

Larry Nagel, Secretary

**Resolution 17-05
Exhibit "A"**

| <u>PN</u> | <u>SITE ADDRESS</u> | <u>OWNER NAME</u> |
|-------------|-----------------------|---|
| 572-070-014 | 133 Purdue Ave | Howard Naftzger |
| 572-070-013 | 131 Purdue Ave | Howard Naftzger |
| 570-201-003 | 277 Purdue Ave | Joyce Register The Booker Bense & Luisa Giulianeitti |
| 570-201-008 | 501 Beloit Ave | Rev |
| 570-232-001 | 212 Lake Dr | Pierpaolo Guiducci |
| 570-221-012 | 286 Lake Dr | Edward Bade |
| 570-251-021 | Los Altos Dr | Flying Dragon International |
| 570-251-020 | Los Altos Dr | Rong Wang |
| 571-253-026 | 616 Plateau Dr | David Miller |
| 570-222-026 | 298 Grizzly Peak Blvd | Lyle Ryan |
| 570-222-001 | 527 Beloit Ave | Jamie Zamanian |
| 573-092-004 | 98 Kensington Rd | Janice Shafer |
| 572-029-009 | 60 Cowper Ave | Dana Beatty |
| 572-029-012 | 131 Lawsn Dr | Vi Chi Hoang |
| 572-027-006 | 41 Cowper Ave | Daniel Goldstine |
| 572-034-016 | 40 Arlmont Dr | Michal Zimring |
| 572-150-004 | 110 York Ave | Lance Burton |
| 570-162-025 | 251 Kenyon Ave | Kenneth Ryan |
| 570-203-012 | 285 Colgate | Benette Williams |
| 570-142-005 | 270 Columbia Ave | Marcia Whelan |
| 570-032-015 | 712 Wellesley Ave | Alta Blakely |
| 571-050-012 | 824 Coventry Rd | Heather Kuhne |
| 571-070-012 | 8 Eagle Hill | Gary Goldstein |
| 571-070-010 | 20 Eagle Hill | Timothy Lo |
| 571-070-011 | 12 Eagle Hill | Russell Pitzer |
| 571-130-016 | 737 Coventry Rd | David Aue |
| 571-190-010 | 657 Coventry Rd | Donald Bender |
| 571-170-035 | 555 Coventry R | Jenny Cheyenne Richards |
| 571-200-014 | 55 Stratford Rd | David Paige |
| 571-160-001 | 520 Coventry Rd | Rene Pinchuk |
| 571-270-001 | 430 Coventry Rd | Philip Matson |
| 571-340-026 | 343 Colusa Ave | Dan Hilgert |
| 572-232-013 | 67 Eureka Ave | Dorothy Macomber |
| 582-170-021 | 15 Sunset Dr | Robery Kramer |
| 572-181-019 | 69 Highgate Rd | Stephen Smale |
| 572-221-008 | 16 Edwin Dr | Rudolf Schmid |
| 570-231-011 | 229 Lake Dr | Peter Conrad |

KENSINGTON FIRE PROTECTION DISTRICT
c/o EL CERRITO FIRE DEPARTMENT
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450
FAX (510) 232-4917

May 25, 2017

Dear Kensington Property Owner:

We are approaching the season of our highest fire danger when the grass, weeds, refuse, brush and other vegetation dry out and become highly flammable. After a wet winter, the grass and brush is abundant and will create a severe fire hazard. To reduce the fire danger on private property, the Fire District is beginning its annual Fire Hazard Abatement Program. We have inspected your property and found your property does not comply with the Vegetation Management Standards set forth in the Kensington Fire Protection District Vegetation Management Standards. You are being contacted now so that you may remove those fire hazard conditions found on your property.

Beginning July 3, 2017, the Fire District will be conducting a re-inspection of your property to evaluate if it meets our vegetation management standards. If your property meets the standards you will be removed from our list of non-compliant properties and will not be subject to further abatement actions.

Please find the enclosed legal notice explaining the District's Fire Hazard Abatement Program and advising you of the upcoming public hearing. **Please read this notice carefully.** In general, the Fire District is concerned with removing refuse, dry and/or dead vegetation that is easily ignitable and capable of burning structures and endangering lives.

The enclosed guidelines provide a general explanation of the vegetation clearing and maintenance standards to be followed. For most private lots and yards these guidelines provide straightforward instructions on what actions you, the property owner, should take to remove the fire hazards. On the other hand, certain lots and yards are more difficult to assess. If you would like your property inspected by our Fire Prevention Officer, Captain Joe Gagne, at no cost, he can identify your specific fire hazards and provide you with the information needed to meet our standards. We urge you to call the Fire Prevention Office at (510) 215-4457 with any questions about clearing or maintaining your property or to schedule an inspection.

Thank you for your cooperation in making Kensington a fire safe community.

Sincerely,

David Gibson
David Gibson
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT
c/o EL CERRITO FIRE DEPARTMENT
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450; FAX (510) 232-4917

June 3, 2017

To: «OWNER_NAME_1»
«OWNER_ADDRESS» «OWNER_CITY», «OWNER_STATE». «OWNER_ZIP»
Re: «SITE_ADDR» «SITE_CITY», «SITE_STATE». «SITE_ZIP»
Parcel Number: «APN»

**NOTICE TO DESTROY WEEDS AND REMOVE
RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL**

Notice is hereby given that on the **3rd day of June, 2017**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

You are hereby ordered to abate these public nuisance conditions by removing the weeds, rubbish, refuse, and other flammable material. Otherwise, the Fire District will abate these nuisance conditions and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment. These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes. Reference is hereby made to the resolution for further particulars.

If you have any objections to the designation of your property as a public nuisance or to the proposed removal of the weeds, rubbish, refuse and other flammable material from your property by the Kensington Fire Protection District, you are hereby notified of the Kensington Fire Protection District, Board of Directors Meeting and may attend this meeting to be held on **July 12, 2017 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California**. At this meeting, your objections will be heard and given due consideration.

At the conclusion of this meeting, the Board of Directors may order the Fire Chief or designee to abate the public nuisance condition on your property. The Fire District shall perform this removal directly or through private contract sometime between **August 14, 2017 and August 31, 2017**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

If you have any questions, contact the Fire Prevention Office at 10900 San Pablo Avenue, El Cerrito. The phone number is (510) 215-4457.

David Gibson

David Gibson
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT

c/o El Cerrito Fire Department
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450
FAX (510) 232-4917

July 13, 2017

To: «OWNER_NAME_1»
«OWNER_ADDRESS» «OWNER_CITY», «OWNER_STATE». «OWNER_ZIP»
Re: «SITE_ADDR» «SITE_CITY», «SITE_STATE». «SITE_ZIP»
Parcel Number: «APN»

NOTICE TO DESTROY WEEDS AND REMOVE RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL

On **July 12, 2017**, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the July 12, 2017 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and manner of ordinary municipal taxes.

You will not receive any further notices from the District prior to this removal. The District shall perform this removal either through its own staff or through private contract sometime between **August 15, 2017 and August 30, 2017**. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on **September 13th, 2016 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California**. At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing.

If you have any questions, contact the Fire Department at 10900 San Pablo Avenue, El Cerrito, CA 94530. The phone number is (510) 215-4457.

David Gibson

David Gibson
Fire Marshal

Kensington Fire Protection District Fire Hazard Reduction Program

I. INTRODUCTION

A. Purpose of Vegetation Management Standards

Along with California's growth of population and expanding development, urban housing has intermixed with wildland areas. California communities have experienced devastating fire loss because of the severity of fires which occur in this intermix area. In these areas the risk of conflagration is increased further by homeowners who create uncontrolled landscaping of native and non-native plants on their properties. Thousands of homes are threatened by fire every year in California largely because of this heavy vegetation fuel load very near structures.

Almost the entire community of Kensington is considered to be a wildland intermix area which increases the community's risk of loss from devastating fire. These areas have been identified by the California Department of Forestry (CDF) and the Kensington Fire Protection District as a Very High Fire Hazard Severity (VHFHS) Zone. As specified by State Law AB 337, property owners within these zones must take special precautions with their property, including vegetation management, to reduce the risk of fire.

The buildup of unmanaged vegetation, whether native or non-native, steep hillsides with canyons, draws, and periods of extremely hot, dry weather all combine to create in Kensington the potential for catastrophic fire behavior such as occurred in the Oakland/Berkeley Hills Fire of October 1991. Catastrophic fires can destroy large numbers of homes, threaten public safety and severely damage the natural areas which contribute to our high quality of living.

A key goal of local community fire protection planning is to reduce the level of fire hazards in the Kensington wildland intermix areas, designated as a VHFHS Zone. While it is not possible to eliminate all threats of catastrophic wildfire, fire hazards can be reduced to acceptable levels and still allow a "green" Kensington.

Vegetation management planning in the VHFHS Zone focuses on areas where fire poses the greatest risk to life and property. There are three specific goals of the program:

1. Keep all fires small. Small fires generally are cooler than large fires and are more easily extinguished.
2. Limit the speed with which any fire will grow. Fires need fuel to burn; if fuel is available, fires will continue to grow rapidly. Fuel must be limited or made unavailable to spreading fire.
3. Make it more difficult for fires to ignite and spread. Small fires can ignite progressively larger fuels. Small fuels are like kindling and are easily ignited. Reducing and separating kindling fuels from larger fuels reduces sources for ignition and the potential for fire spread.

Fires will continue to be a part of California urban living. By implementing vegetation management standards, Kensington residents can significantly reduce the potential that a small fire will grow into a catastrophic event involving one or more structures. The primary method of stopping fire spread is by increasing separation distances between combustible fuels. An important component of reducing the community's fire risk requires vegetation management to be practiced by property owners.

B. Fire Safe Vegetation Management Concepts

There are three basic methods employed to manage vegetation fuels: firebreaks, fuel breaks and ornamental landscaping. A firebreak eliminates all flammable vegetation and combustible growth. Appropriate ornamental landscaping is acceptable in this area. A fuel break reduces the fuel mass of flammable vegetation and combustible growth, thereby limiting the intensity of fire and slowing its rate of spread. Ornamental landscaping provides a yard or garden with decorative fire resistive plants that are

irrigated, maintained and arranged to be aesthetically pleasing, functionally useful and enhance fire safety. Refer to the definitions listed for these terms.

Within the VHFHS Zone, structures are to be protected from wildfire by creating firebreaks immediately surrounding structures and fuel breaks further out from structures. Within 30 feet of a structure a firebreak should be created which contains well-irrigated, maintained and appropriately spaced ornamental landscaping with fire resistant plants. All flammable vegetation and combustible growth in this area immediately surrounding a structure should be eliminated. This creates a safety margin of defensible space so that wildfire can be stopped before it reaches a structure.

A fuel break should be created from 30 feet to 100 feet from structures located within the VHFHS Zones. The heightened risk of wildfire within the VHFHS Zones makes it necessary to provide an added safety margin of defensible space for all structures and a fuel break will provide this extra protection. Fuel breaks are meant to reduce fire hazardous vegetation and maintain it to specified heights and arrangements, limiting fire intensity and impeding fire spread. The purpose of the fuel break is to deny any fire entering it sufficient fuel to sustain fire intensity and speed. By the time it reaches the firebreak area containing ornamental landscaping nearer the structure, the now low-intensity fire should be stopped easily by the firebreak surrounding the structure.

Ornamental landscaping with fire resistant plants is encouraged as a long term approach to maintain yard and garden vegetation in a fire safe manner. Landscaping with healthy, appropriately irrigated plants and ground cover provides a permanent reduction of the fire hazard adjacent to structures when such landscaping is maintained at regular intervals. Ornamental landscaping can enhance a firebreak by inhibiting the growth of weeds, grass, brush and similar fire hazardous vegetation. A list of fire resistant and highly flammable plants is available from the Fire District.

C. Process

No person shall be prosecuted criminally under the provisions of Section 4 of the Kensington Fire Protection District Ordinance 95-1 until that person has received written notice of how that property violates these standards and until that person has had the reasonable opportunity to meet with District staff concerning the violation. Civil Enforcement of these guidelines as provided for in Section 5 of Ordinance 95-1, pursuant to California Health and Safety Code Section 14912 et. seq. Civil procedures for fire hazard abatement include providing the property owner with (1) written notice on how the property violates these guidelines, (2) reasonable opportunity to meet with District staff to discuss this matter and (3) opportunity to be heard before the Board of Directors of the Kensington Fire Protection District.

II. FIRE HAZARD REDUCTION GUIDELINES

Many factors combine to create a fire hazard on any specific property. It is difficult to single out a specific vegetation species or configuration to declare it either fire hazardous or completely fire safe in all situations. The Fire District has developed guidelines conforming to State Law and National Fire Protection Standards which address most situations found on private property within Kensington. Please read these guidelines along with the accompanying glossary. If you are still unsure of how to proceed please call the Fire District and we will work with you to develop a fire hazard reduction plan for your property.

A. Hazard Zones

Almost the entire area of the community of Kensington lies adjacent or near to large wildland areas containing steep slopes and naturally growing trees, brush and grasses. Every year under certain critical weather conditions, the neighborhoods near these wildland areas are at a heightened risk of a seasonal wildfire sweeping into the residential areas and burning homes. The area of Kensington at heightened risk of wildfire has been designated as a Very High Fire Hazard Severity (VHFHS) Zone. The small area remaining in Kensington faces a lesser risk of wildfire.

Fire hazard reduction measures common to the entire community of Kensington are required on both vacant and developed lots:

1. Property owners must ensure that all vegetation, native or non-native, shall be maintained so as not to constitute a fire hazard.
2. Property owners must maintain their property either by ornamental landscaping or by establishing a fuel break along the property line and adjacent to structures. For properties within the VHFHS Zone, there are additional requirements for firebreaks within 30 feet of structures and fuel breaks from 30 to 100 feet.
3. Property owners are responsible for clearance and maintenance of their own property only. Property owners will be required, however, to create fuel breaks on their property to protect neighboring structures. Dimensions of fuel breaks will depend on the proximity of neighboring structures and on whether the properties are within VHFHS Zone.
4. All brush, weeds, grass and fire hazardous vegetation within 10 feet of any usable road surface, public way or combustible fence shall be maintained in a non-hazardous condition with a fuel break.
5. Property owners must maintain their property free from all nuisances, including debris, garbage, rubbish and trash, hazardous materials, junk and noxious growth.

B. Ornamental Landscaping

Ornamental landscaping is encouraged throughout the community of Kensington to enhance fire safety. Ornamental landscaping consists of decorative plants growing within a tended garden or yard which are well watered, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control.

With the VHFHS Zone, ornamental landscaping in the 30 foot firebreak adjacent to structures must meet the following requirements:

1. Ornamental landscaping shall be maintained free of dead wood and litter, and trimmed of small twigs and branches at least two (2) feet or 1/3 of their height from the ground, whichever is less.
2. Ornamental landscaping must be healthy, pruned, adequately irrigated and regularly maintained so that plants and the area beneath them are free from dead or dying material.
3. Single specimen trees must be trimmed and maintained.
4. Ground cover may be used as part of ornamental landscaping provided it is kept green, free of dead wood and litter, and at a height so that they do not form a means of rapidly transmitting fire from native growth (located outside the firebreak) to any building or structure.

C. Vegetation Management Standards

Vegetation management standards exist for the entire community, including areas designated as a VHFHS Zone. Refer to the glossary for a definition of terms used in these standards.

1. **Properties within VHFHS Zone:**

- a. Firebreaks must be created and maintained in areas within 30 feet of any occupied dwelling.
- b. Fuel Breaks must be created and maintained in areas extending from 30 to 100 feet surrounding any structure.

- c. Fuel Breaks must be created and maintained on vacant lots 30 feet wide along the property line and 100 feet from neighboring structures.

2. Properties outside VHFHS Zone:

- a. Fuel Breaks must be created and maintained in areas within 30 feet of any structure.
- b. Fuel Breaks must be created and maintained on vacant lots to be 10 feet wide along the property line.

3. Vegetation Management Standards for Firebreaks:

- a. All flammable vegetation or combustible growth must be removed and cleared away, thereby eliminating fire hazardous vegetation fuels which can rapidly transmit fire.
- b. Adequately irrigated and maintained ornamental landscaping is not flammable vegetation or combustible growth, and is encouraged within a firebreak.
- c. Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark. On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- d. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- e. All roof surfaces shall be maintained free of substantial accumulations of needles, twigs and any other combustible matter.
- f. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.
- g. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

4. Vegetation Management Standards for Fuel Breaks:

- a. Maintain ornamental landscaping in yards.
- b. All fire hazardous vegetation with the exception of weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- c. All weeds and grass shall be cleared and maintained at a height no greater than 6 inches above the ground.
- d. Remove from trees all vines, loose papery bark and dead branches.
- e. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.
- f. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

5. **Additional Considerations for Vegetation Management:**

- a. The Fire Hazard Abatement Program is intended to promote community fire safety by reducing the combustible vegetation fuel mass on private properties. Clearing vegetation by heavy construction methods, such as grading, discing, trenching or dozing shall require special permits from the County. **Disposal by burning is not permitted.**
- b. Any parcel where slope stability will be threatened by removal of plants may be exempt from treatment requirements or subject to alternate treatments. The property owner must submit a report documenting the probability of slope failure due to vegetation removal, prepared by a licensed civil, geotechnical or soils engineer. The report shall propose alternative methods to address fire hazards. The report will be reviewed by staff. Review and acceptance by the district of alternative treatment will supersede other requirements.
- c. Any parcel or lot which includes plant or animal species that are rare, endangered or of special concern may qualify for alternative plant treatment and spacing requirements. The property owner must submit a report from a qualified resource biologist or landscape architect describing the species and the actions required to preserve. The report will be reviewed by the district. Review and acceptance by the district of alternative treatment will supersede other requirements.

D. Planting Considerations

Any plant will burn if the conditions are right. Some plants are considered to be extremely flammable while other plants are considered to have some resistance to fire. Verifiable tests of fire exposure characteristics for all specific ornamental landscaping plants are not available.

The best available plant information is contained in a publication available from EBMUD entitled "Firescape: Landscaping to Reduce Fire Hazard". A list of plants with some fire-resistance and plants considered highly flammable is available from the Fire District.

At the base of trees and shrubs, replace flammable vegetation with bark, mulch, rock, gravel or low-growing or more fire-resistant ground covers. This cover reduces the fire danger and minimizes weeds. Avoid placing medium-sized shrubs beneath trees or taller shrubs. By breaking up the available fuel mass in ornamental landscaping, a fire will be kept at lower intensity, flame lengths will be shorter and fire will be less likely to form a continuous line or front.

E. Structural Fire Safety

The District's roofing and vegetation management standards are designed to reduce the amount of airborne burning material, limiting fire spread. Once a fire starts, it is often accelerated by wind-borne burning material. Burning embers or brands are the main source of fire spread in mixed urban-wildland areas. The roof of a house is most vulnerable to this type of ignition. Spark arresters with a maximum of ½" openings in the mesh are required over the outlet of every chimney. Class A is the top rating for fire resistive roofing, followed by Classes B and C. State law and District Ordinance requires that all roofing within the VHFHS Zone be Class B or better in new construction or replacement of more than 50% of the roof.

III. GLOSSARY OF TERMS

The following terms are used to describe the vegetation management standards in California State Law and in the Kensington Fire Protection District's Fire Hazard Reduction Program.

Very High Fire Hazard Severity (VHFHS) Zones: Any geographic area designated per Government Code Section 51178 to contain the type and condition of vegetation, topography, weather and structure density to

potentially increase the possibility of wildland conflagration fires. As a community adjacent to extensive wildland areas, almost the entire community of Kensington is designated as a VHFHS Zone. A map of this zone is available from the Fire District. Fire hazard reduction standards are more extensive for properties located within VHFHS Zone.

Defensible space: A concept in landscape design for homes which provides a band of managed vegetation around a home that slows movement of fire by reducing or denying fuel and provides a space for firefighters to take a stand to protect the house.

Fire resistant plants: A relative term used to describe plants that are “more resistant: or “less resistant” than other plants to fire. Given enough heat, all vegetation will burn. Yet plants in fact differ in how fast they burn, how high a flame they produce and their ability to survive fire. Fire resistance is enhanced by higher amounts of moisture within twigs and foliage. Fire-resistant plants can lose this quality altogether if not properly maintained and irrigated. A partial list of fire resistant and highly flammable plants is available from EBMUD and the Fire District.

Fire hazardous vegetation: Plants which can burn easily because they generate dry undergrowth, contain flammable oils or produce significant quantities of dead or dying material. Hazardous vegetation is fuel which must be removed or strictly maintained so as not to constitute a fire hazard by igniting easily and then contributing to rapid fire spread. Seasonally dry grass, weeds, brush, and unmaintained and unirrigated trees and ornamental vegetation are examples of fire hazardous vegetation. Properly chipped, mulched and disbursed material does not constitute fire hazardous vegetation. Fire hazardous vegetation is also known as **flammable vegetation and combustible growth.**

Ornamental landscaping: Decorative plants growing within a tended garden or yard which are appropriately irrigated, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control. The use of fire-resistant plants and the removal of fire hazardous vegetation will enhance fire safety.

Firebreak: An area in which all flammable vegetation or combustible growth is removed and cleared away, thereby eliminating fire hazardous vegetation fuels which can rapidly transmit fire. Ornamental landscaping is permissible within a firebreak as long as it is adequately irrigated, maintained and spaced so as not to provide a means of rapidly transmitting fire. Compare to **fuel break.**

Fuel break: An area in which all flammable vegetation or combustible growth is reduced and cleared away according to established standards, thereby limiting the mass and arrangement of fire hazardous vegetation fuels which can rapidly transmit fire. Appropriate ornamental landscaping is permissible within a fuel break. Fuel reduction standards for fuel breaks limit the height of certain vegetation (brush, native shrubs, weeds and grasses). Remove from trees any fuels which can ladder fire into the canopies, and provide adequate spacing between remaining plants. Compare to **firebreak.**



**EL CERRITO FIRE DEPARTMENT
KENSINGTON FIRE PROTECTION DISTRICT**



10900 San Pablo Avenue, El Cerrito, Ca. 94530 (510)215-4450
Fire Hazard Abatement Inspection

| | | | | |
|--------------|--------------|------|-------|----------|
| Owner/Tenant | Site Address | City | State | Zip Code |
|--------------|--------------|------|-------|----------|

| | | | | |
|----------------------|-----------------|------|-------|----------|
| Legal Property Owner | Mailing Address | City | State | Zip Code |
|----------------------|-----------------|------|-------|----------|

YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.
YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:

FIRE BREAK (ELIMINATE)

Within 30' of a structure

- ___ 1. Eliminate hazardous vegetation
- ___ 2. Maintain ornamental landscaping
- ___ 3. Remove dead wood overhanging structures
- ___ 4. Mature Trees: Remove limbs 10' from ground
- ___ 5. Small Trees: Remove limbs 1/3 distance from ground
- ___ 6. Provide 10' clearance from chimney
- ___ 7. Clear Roof of combustible debris

FUEL BREAK (REDUCE)

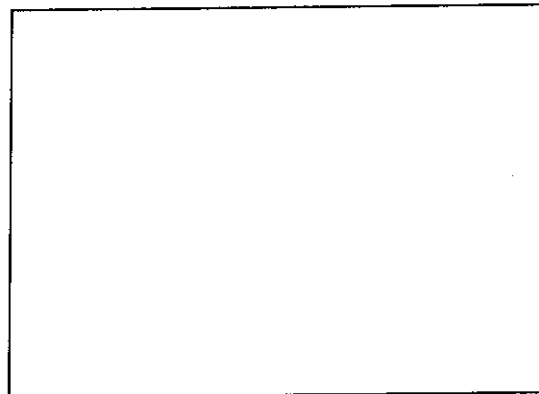
30' - 100' from structure

- ___ 8. Cut and maintain dry grass/weeds - 6"
- ___ 9. Clean and maintain haz. vegetation - 18"
- ___ 10. Clear 10' from roadside

Both Fire Break & Fuel Break Requirements:

- ___ 11. Dispose of cut vegetation and debris
- ___ 12. Remove vines, loose papery bark, and dead branches
- ___ 13. Install 1/2" screen covering on chimney and stovepipes

COMMENTS:



| | | | | |
|---------------|--|--|--|--|
| FIELD | | | | |
| OFFICE | | | | |
| OFFICE | | | | |
| TOTAL | | | | |

Inspector _____ Date _____

July 7, 2017

To: KFPD Board of Directors

Fr: Brenda Navellier
KFPD Manager

Re: Lease Agreement between KFPD and KPPCSD

Attached is the lease agreement form as negotiated between KFPD representative, Janice Kosel, and KPPCSD representative, Rachelle Sherris-Watt.

KPPCSD's Board of Directors voted on this lease form unanimously 5-0 at their June 22nd meeting in open session. I am now asking that the KFPD Board of Directors vote on the same lease form.

This is the same form that has been used since 1998 with the only changes being the term and the rent amount.

**Lease Agreement between Kensington Fire Protection District and Kensington Police Protection and
Community Services District for Occupancy of Kensington Public Safety Building**

This Lease ("Lease") is made and entered into, as of _____ June, 2017, by and between the Kensington Fire Protection District ("KFPD" or "Landlord") and the Kensington Police Protection and Community Services District ("KPPCSD" or "Tenant"), who agree as follows:

Lease Provisions

1. Landlord leases to Tenant and Tenant leases from Landlord the Premises, as defined below, within the public safety building located at 215/217 Arlington Avenue, Kensington, California ("the Building"). The "Premises" is defined as that area within the Building designated for the Tenant's use and described as "Police Department" or "Police Department Assigned" in the Schematic Design dated April 2, 1998, submitted by Marcy Li Wong, Architects, which is attached hereto as Exhibit A. Additional areas included in this lease for nonexclusive use are the exterior common areas of the parking lot, the driveway and the front entrance of the building and the interior common areas described in the Schematic Design. Landlord, however, has the sole discretion to determine the manner in which those public and common areas are maintained, operated and used. Tenant acknowledges that the Landlord has made no representation or warranty regarding the condition of the Real Property except as specifically stated in this Lease.

Dedicated Parking Spaces

2. There are currently ten (10) parking spaces in the rear parking lot. Six (6) spaces shall be dedicated for use by the Tenant and its employees, and four (4) shall be dedicated for use by the Landlord and its employees and agents. Use of the apparatus bay apron for parking is prohibited.

Term of Lease

3. The term of this Lease shall be for eighteen months commencing on July 1, 2017 ("the Commencement Date") and expiring on December 31, 2018, unless this Lease is sooner terminated as provided in this Lease ("the Lease Term"). The lease may be terminated by Landlord or Tenant with ninety (90) days written notice.

Rent

4. Beginning with the Commencement Date, Tenant shall pay to Landlord monthly rent of \$2,955.67 in monthly installments, payable on the 1st of each month for the duration of the Lease Term, without any prior demand, abatement, setoff, or deduction.

Permitted Use

5. Tenant shall use the Premises solely as administrative offices for the provision of the governmental services provided by Tenant, including those customarily associated with a police station. Tenant shall not use or permit the Premises to be used for any other purpose without Landlord's prior written consent, which may be granted or withheld in Landlord's sole discretion.

The parties further agree that use of the Building, other than by police and fire personnel or for their respective business and operations, shall be subject to the approval of the Police Chief and the Fire Chief.

Repair and Maintenance Obligations

6. *Landlord's Obligations.* Landlord shall repair and maintain in good order and condition (reasonable wear and tear excepted) (a) the structural portions of the Premises; (b) the Building; (c) The Base Building Systems (as defined below) located outside the Premises; (d) the exterior portions of the Building and Real Property; and (e) All other common areas located in the Building, or in or on the Real Property, including the parking facilities serving the Building. "Base Building Systems" means all systems and equipment (including plumbing, HVAC, electrical, fire/life-safety, elevator, and security systems) that serve the entire Building or portions of the Building other than simply the Premises, excluding all Premises Systems. "Premises Systems" means all systems and equipment that serve only the Premises, regardless of whether such systems or equipment are located within or outside the Premises.

7. *Tenant's Obligations.* Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease, keep the Premises (including all tenant improvements, Alterations, fixtures, and furnishings) in good order, repair, and condition at all times during the Lease Term. Under Landlord's supervision, subject to Landlord's prior approval, and within any reasonable period specified by Landlord, Tenant shall, at Tenant's sole expense and in accordance with the terms of this Lease promptly and adequately repair all damage to the Premises and replace or repair all damaged or broken fixtures and other leasehold improvements. At Landlord's option or if Tenant fails to make such repairs, Landlord may, but need not, make the repairs and replacements. On receipt of an invoice from Landlord, Tenant shall pay Landlord Landlord's out-of-pocket costs incurred in connection with such repairs and replacements. Tenant waives and releases its rights, including its right to make repairs at Landlord's expense, under California Civil Code sections 1941-1942 or any similar law, statute, or ordinance now or hereafter in effect.

Alterations and Additions

8. Tenant may not make any improvements, alterations, additions, or changes to the Premises ("Alterations") without first obtaining Landlord's prior written consent.

Damage and Destruction

9. Tenant agrees to notify Landlord in writing promptly of any damage to the Premises resulting from fire, earthquake, or any other identifiable event of a sudden, unexpected, or unusual nature ("Casualty"). If the Premises are damaged by a Casualty or any common areas of the Building providing access to the Premises are damaged to the extent that Tenant does not have reasonable access to the Premises, the Parties shall as soon as reasonably possible meet and confer to determine whether the Premises should be repaired or whether the Lease should be terminated. In the event of such a Casualty, either party shall have the right to terminate the Lease upon the giving of notice to the other party, which notice shall be given within 10 days of the meeting required by the preceding sentence. The determination of whether the Premises are repaired shall be within the Landlord's sole discretion, after conferring with Tenant, but among the factors that Landlord shall consider are whether the estimated repair cost exceeds the insurance proceeds, if any, available for such repair (not including the deductible, if any, on Landlord's property insurance), plus any amount that Tenant is obligated or elects to pay for such repair; whether the estimated repair cost of the Premises or the Building, even though covered by insurance, exceeds fifty percent (50%) of the full replacement cost; or whether the Building cannot be restored except in a substantially different structural or architectural form than existed before the Casualty.

Shared Cost of Utilities

10. The Tenant shall pay to the Landlord one half (1/2) the monthly cost of utilities such as gas, electricity, and water, except when such utilities are separately metered. In the case of separate meters for a particular utility, the party served by the meter will pay the entire bill. Tenant shall pay one half (1/2) the yearly sewer charge. Each party shall pay its own telephone bills. A copy of the applicable invoice shall be

presented to the Tenant upon receipt, and payment by the Tenant shall be made on that invoice within thirty (30) calendar days.

Insurance

11. The Tenant shall procure, at its sole expense, and maintain in full force and effect during the term of this lease, the following insurance naming the Landlord as additional insured and/or loss payee: Comprehensive General Liability insurance against claims for bodily and personal injury, death and property damage caused by or occurring in conjunction with the lease of the Premises with a policy limit of at least One Million Dollars (\$1,000,000) per occurrence.

The Tenant shall provide the Landlord with a certificate of insurance that indicates the insurance will not be canceled without 30 days written notice. Neither party shall be responsible to the other for any property damage or loss, unless such damage or loss results from the sole negligence of the other party.

12. Landlord and Tenant agree to cause the insurance companies issuing their respective property (first party) insurance to waive any subrogation rights that those companies may have against Tenant or Landlord, respectively, as long as the insurance is not invalidated by the waiver. If the waivers of subrogation are contained in their respective insurance policies, Landlord and Tenant waive any right that either may have against the other on account of any loss or damage to their respective property to the extent that the loss or damage is insured under their respective insurance policies.

Indemnification

13. Tenant shall indemnify and hold harmless Landlord from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring in, on or about the Premises, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Tenant, its employees, officers, agents, volunteers, or its visitors. Landlord shall indemnify and hold harmless Tenant from any and all claims or liability for any injury, or damage to any person or property whatsoever, including reasonable attorneys fees for defense thereof: (1) occurring outside the Premises either on the property or in the building, or (2) occurring in, or about any common area inside or outside the property or building, when such injury or damage is caused in whole or in part by the act, neglect, fault of or omission of any duty with respect to the same by the Landlord, its employees, officers, agents, volunteers, or its visitors.

Assignment and Subleasing

14. Tenant shall obtain the Landlord's written consent before entered into or permitting any Transfer. A Transfer ("Transfer") consists of any of the following, whether voluntary or involuntary and whether effected by death, operation of law, or otherwise:

(a) Any assignment, mortgage, pledge, encumbrance, or other transfer of any interest in this Lease;

(b) Any sublease or occupancy of any portion of the Premises by any persons other than Tenant and its employees; and

(c) Any of change of organization, under the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (Government Code sections 56000 et seq.), that substantially changes the corporate nature of Tenant.

Dispute Resolution

15. Should any disagreement arise regarding any part of this agreement, both boards shall attempt to solve the dispute through negotiations. Should negotiations fail, the two parties agree to mediation, and to share the

costs of the mediation. Each party further agrees to be responsible for its own legal costs associated with the mediation.

Should mediation fail, the two parties agree to binding arbitration by the American Arbitration Association. The losing party shall pay the costs incurred in such action, including the legal costs of the other party.

KENSINGTON FIRE PROTECTION DISTRICT, a California special district

KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT, a California special district

by: _____
Don Dommer
President of Board of Directors

by: _____
Rachelle Sherris-Watt
President of Board of Directors

| REVISIONS | PERMIT COMMENT |
|-----------|----------------|
| 1 | 18 DEC '98 |
| 2 | 17 NOV '98 |
| 3 | 17 NOV '98 |

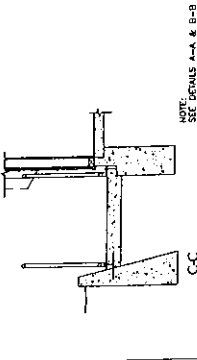
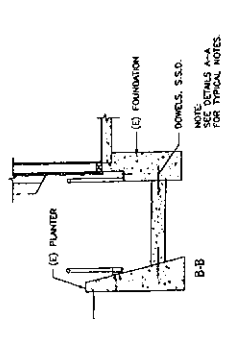
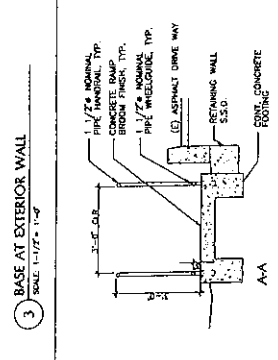
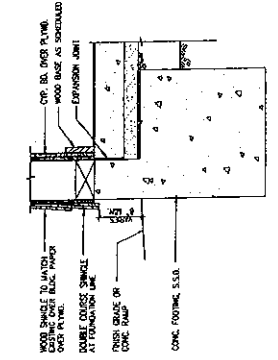
MARCY U WONG
 ARCHITECTS
 223 S. Fifth Street
 Berkeley, CA 94710
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 Fax: (510) 843-0949
 mm@marcyu.com

KENSINGTON FIRE STATION /
 PUBLIC SAFETY BUILDING RENOVATION
 215 ARLINGTON AVENUE
 KENSINGTON, CALIFORNIA 94707

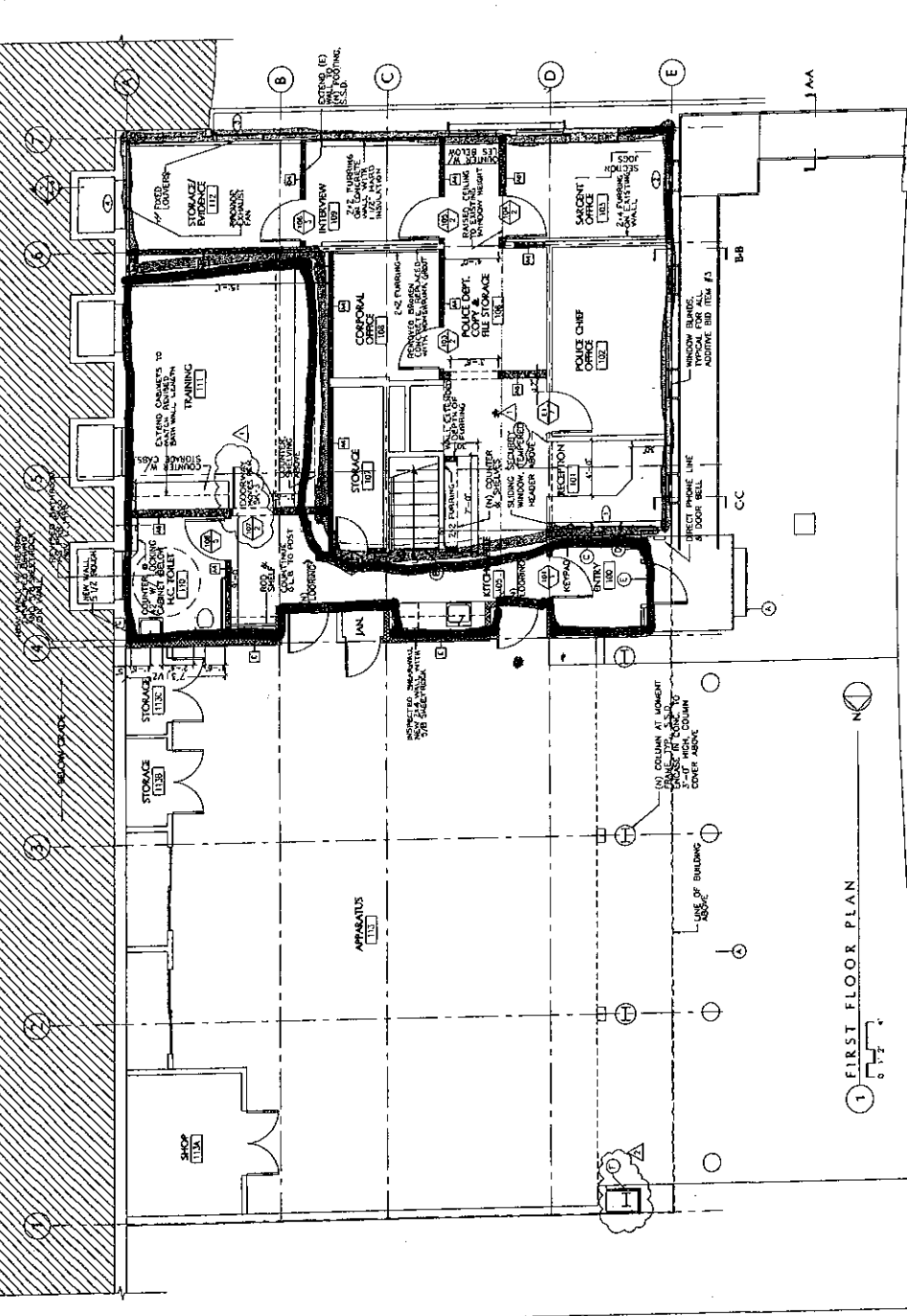
PERMIT SUBMITTAL
 FIRST FLOOR PLAN
 & RAMP
 DETAILS

DATE: 10 SEP '98
 DRAWN BY: 9801
 CHECKED BY: TT, KR, JL

A-4



3 RAMP DETAILS
 SCALE: 1/17" = 1'-0"
 FEB 11, 1999



LEGEND

- NEW PARTITION, SEE A-11 FOR TYPES
- EXISTING WALL
- NEW EXTERIOR WALL - SHIMMLES TO MATCH (E)
- EXISTING EXTERIOR WALL - SHIMMLES TO MATCH (E)
- STUCCO ON 1/2" DIA. S.S.D. FOR SHIM WALL
- LOCATIONS TO ADD 1/2" DIA. S.S.D. ON INTERIOR
- SEE UNDER CITY DP
- EXISTING OCCUPANCY SEPARATION
- CONFORM EXISTING CONNECTING DOORS ARE RELOCATED AND LABEL WAS RELOCATED
- CONFORM EXISTING INTERIOR WINDOW HAS 3/4" DIA. S.S.D.

NOTES

THE FOLLOWING ARE ADDITIVE BID ITEMS. THEY ARE NOT PART OF THE BASE BID AND ARE LISTED IN SPEC. SECTION 01030, SHEET A-5.

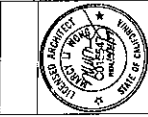
- BID ITEM #2: CASE WORK AS NOTED ON SHEET A-5.
- BID ITEM #3: PROVIDE 1" HORIZONTAL BLINDS WITH 1/2" SPACING AND 1/2" SPACING WINDOWS THROUGHOUT BUILDING.
- BID ITEM #5: PULL-DOWN PROJECTION SCREEN IN TRAINING, ROOM 11.
- BID ITEM #6: LOCKERS

KEY NOTES

- PAINT 7: WIDE COLOR CONTRASTING STRIPE
- PAINT 8: WIDE COLOR CONTRASTING STRIPE
- PAINT 9: WIDE COLOR CONTRASTING STRIPE
- ACCESSIBLE STORAGE COUNTERS, SEE INTERIOR ELEVATIONS ON SHEET A-9
- ACCESSIBLE ENTRANCE SEAT ON SLOUOTE
- SEE CITY PERMITS FOR EXISTING WALL
- FINISH MOUNT ON INTERIOR REVERSE RAMPED, AS OF ED.
- 1/2" DIA. S.S.D. TO NEW EXTERIOR WALL AND 3/4" DIA. S.S.D. TO EXTERIOR CITY DP. SLOUOTE UNDER PLUMB

| |
|-----------------|
| REVISIONS |
| PERMIT COMMENTS |
| 1. 10/11/11 |

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PUBLIC SAFETY BUILDING RENOVATION /
215 ARINGTON AVENUE
KENNINGTON, CALIFORNIA 94707

PERMIT SUBMITTAL
SECOND FLOOR PLAN

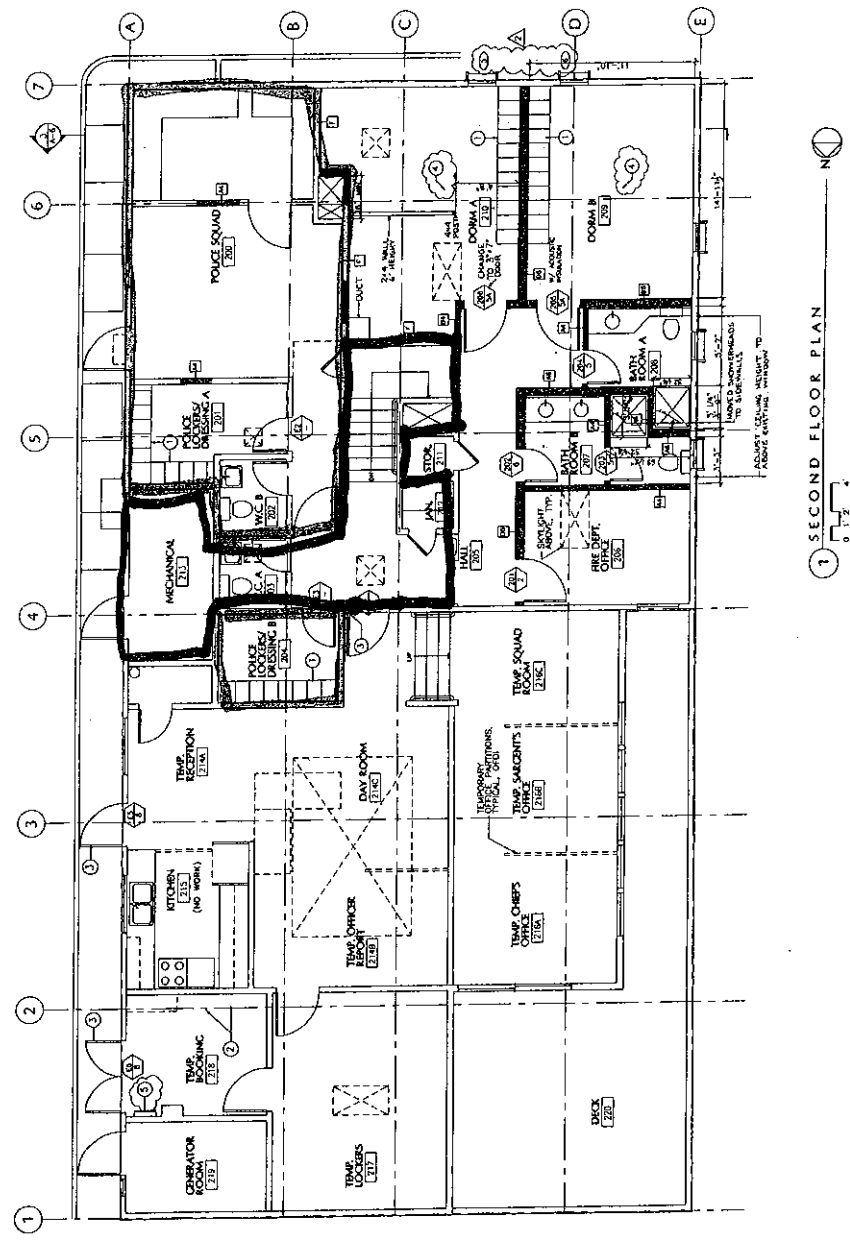
DATE: 10 SEP 2011
PROJECT: 9801
TITLE: NR

A-5

AS-BUILT DRAWING
FEB. 17, 2011

- KEYNOTES**
1. ADDITIVE BID ITEM #3: LOCKERS
 2. RENSMAIL WASHER, DRIVER & RENSMAIL AT COMPLETION OF PROJECT
 3. PROVIDE NEW COUNSELOR OR LOCKSET AND RE-KEY (E) DOOR SEE SPECIFICATION SECTION 052000 SEE NOTE 17 SHEET E-1
 4. PROVIDE SHAKE DETECTOR IN DORMER SEE NOTE 17 SHEET E-1
 5. EXISTING LOCKER & ROOF HATCH TO REMAIN

- LEGEND**
- NEW PARTITION, SEE A-11 FOR TYPES
 - EXISTING WALL



1 SECOND FLOOR PLAN
0 1/2"

BOARD REPORTS



July 4, 2017

Kensington Fire Protection District Board of Directors
217 Arlington Ave.
Kensington, CA 94707

Dear Members of the Kensington Fire Protection District Board,

Directors of The Kensington Property Owners Association (KPOA) attended the District's June 24th presentation on the Public Safety Building Project and met with KFPD President Dommer for a follow up conference. During these recent presentations, KFPD representatives have emphasized the urgency for a complete rebuild of the 217 Arlington Avenue Public Safety building to address seismic, accessibility and space at the current facility at an estimated cost of \$12 million. KPOA recognizes the importance of a viable structure to serve the community's needs. After attending the meetings, we found that we continue to have many questions and concerns about the current status of the Public Safety Building and the master plan design put forward by RossDrulisCusenbery Architecture.

There are a number of critical components missing from the discussion to date, including a financial analysis and plan that demonstrates how the project will be funded and the impacts to the two District(s) and taxpayers over the next several decades. This prevents the community from being accurately informed in order to weigh in on this important issue.

In order to objectively assess the merits of any specific proposal put forward by the KFPD, we respectfully request that the following questions be clearly addressed, both in writing and via another public informational forum with the Architects, Fire and Police Chiefs:

Rationale for Project

- What are the specific imperatives that makes this project essential?
- Is a new facility a better option than retrofitting and remodeling the current building from a service and financial perspective?

Fire Station Comparisons

- How do the proposed project costs align with similar size projects?
- How does the proposed square footage per function (e.g., housing, administration, equipment and vehicle storage) compare to similar sized city/district fire departments?
- How does the proposed square footage per function (e.g., housing, administration, equipment and vehicle storage) compare to other fire stations managed by El Cerrito?
- What is the typical lifespan for fire stations in comparable bay area cities/districts?

Coordination with KPPCSD

- How and when will KFPD collaborate with KPPCSD board on the planning and analysis?
- What financial and design contingencies are in place for a potentially reduced police presence at the facility?

Financial Feasibility

- What independent financial analysis has been conducted to determine how the project could be financed?
- What are the impacts on the future District budgets and on Kensington taxpayers?
- What contingency costs have been built into the proposed budget?
- Does KFPD have all of the funds committed to pay for both planning and construction costs?
- Given that 50% of this station's service calls serve El Cerrito, how has the City of El Cerrito been engaged as a possible financial partner for this project?

A rebuild of the Public Safety Building is a substantial financial undertaking. To commit the financial resources required to execute the project, the community must feel confident that the proposed course of action has been carefully developed and vetted. KPOA looks forward to understanding the proposals put forth by KFPD and for your consideration to address the questions enumerated above. We will share information about the proposals with our membership to assist in keeping the community informed.

Thank you for your attention and consideration. Please let us know if you need further clarification regarding our questions.

Sincerely,



Gail Feldman, President

Cc: Lance Maples, Fire Chief
KPPCSD Board of Directors
Tony Constantouros, General Manager KPPCSD
Rickey Hull, Interim Police Chief



Contra Costa Special Districts Association Email Newsletter

Contra Costa Chapter of the California Special Districts Association

Summer 2017

July 2017

CSDA Sponsors Bill to Promote Local Process for LAFCO Representation

CSDA has announced the introduction of Assembly Bill 979 (Lackey), which simplifies the process for seating special district representatives on Local Agency Formation Commissions. Co-sponsored by CSDA and the California Association of Local Agency Formation Commissions (CALAFCO), AB 979 would ensure a local opt in approach for special districts to gain representation on Local Agency Formation Commissions (LAFCOs).

AB 979 simplifies the existing process by allowing special districts to vote on LAFCO representation in a meeting of the county's independent special districts selection committee. Every independent special district would have the opportunity to participate in the election process, either in-person or by mail, casting one vote for or against the question.

LAFCO's administer and approve the formation, dissolution, and boundaries of local agencies, including the cities and special districts, in each county. LAFCOs are composed of representatives from local cities, counties, and members of the public. Special districts have the ability to opt in to representation on LAFCOs. Since 1972, special districts have obtained LAFCO representation in 30 of the 58 counties in California.

Under current law, special districts may acquire representation on a LAFCO if a majority of all special districts in a county pass a board resolution supporting such action within a one-year period. The most recent county to gain special district representation was Santa Clara County in 2012. Organization of the county's 20 special districts to vote on an individual board resolution within a one-year period required a well-funded campaign and a part-time organizer.

Simplifying the LAFCO representation process empowers special districts in the 28 counties with no

special district representation to more effectively consider their participation on LAFCO. In cases where special districts choose to participate, special district representation on LAFCO would provide a more diverse and representative decision-making foundation to the LAFCO. Special districts are often instrumental in solving communities' service deficiencies and their input in these processes is of great value.

AB 979 has been referred to the Assembly Local Government Committee for a hearing. Should you have any questions about the bill, contact CSDA Legislative Representative Rylan Gervase at rylang@csgda.net.

Legislation Making All Local Elections Partisan Will NOT Move Forward in 2017

The Senate Elections and Redistricting Committee notified stakeholders today that SB 691 and SCA 11 would not be moving forward in 2017. This legislation would place a proposition on a statewide ballot to amend the California Constitution to require all local public agency elections to be partisan elections. If passed by the voters these bills would impact the elections of 1,782 special districts. CSDA, along with numerous other local public agency associations, oppose these measures and while they will not be moving forward this year, we will continue to oppose these bills and any other bill that would attempt to create partisan elections at the local level.



SEND US YOUR NEWS!

We would welcome your
contributions for our next
newsletter!

West County Wastewater District Hires Ed McCormick as Interim General Manager

The Board of Directors of the West County Wastewater District announced the selection of Ed McCormick as Interim General Manager effective Monday, April 24, 2017.

Mr. McCormick brings more than 30 years of experience traversing four management positions before retiring from East Bay Municipal Utility District (EBMUD) and is recognized as an expert in alternative energy and resource recovery. Mr. McCormick is well-respected by the California Association of Sanitation Agencies (CASA), served as President of the Water Environment Federation and served as board member of the Bay Area Clean Water Agencies (BACWA). His notable recognition includes the Construction Manager of the Year from the American Society of Civil Engineers and the EPA Environmental Achievement Award.

President McNeil: "The wastewater district is very fortunate to have an executive of the caliber of Mr. McCormick at the helm. His consummate experience speaks volumes. His formal education and unique blend of expertise in capital program management, engineering, labor-management relations, environmental stewardship, construction, collaborative leadership, wastewater systems and community outreach add tremendous value."



"I am honored to be selected for the District's interim staff team leadership role as we begin our 97th year of proudly protecting public health and the environment for the West County community. The opportunity to work with the District's talented and dedicated employee team and progressive, forward-thinking Board of Directors is both exciting and inspirational," states Ed McCormick.

Supreme Court Rules Private Email Accounts Subject to CPRA

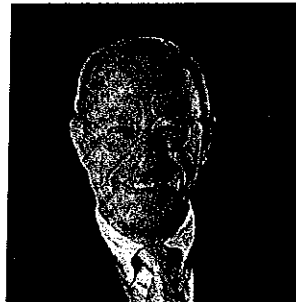
Today, the California Supreme Court held that the public has a right to emails and other communications, such as text messages, regarding government business written or received by public officials and employees, regardless of whether the communication was done using a private account or device.

Writing for a unanimous court, Justice Carol Corrigan relied on a broad interpretation of the California Public Records Act (CPRA) along with the mandate provided by the Proposition 59 amendment to the California Constitution in 2004, providing that statutes be broadly construed if they further the people's right of access. The court recognized that "In today's environment, not all employment-related activity occurs during a conventional workday, or in an employer-maintained workplace."

The court concluded that a writing prepared by a public employee or official conducting agency business is considered to be "prepared by" the agency within the meaning of the CPRA, even if the writing is prepared using the employee or official's personal account. Documents or communications that meet the CPRA's definition of a "public record" do not lose their status merely because they are located in a private account or device.

Little Hoover Commission Update

The report is currently tabled and the Commission is considering holding additional hearings on this matter in the fall. CSDA has prepared a written response to Commission questions, which is available on the CSDA website.



Pedro Nava, Little Hoover Commission Chair, was Keynote speaker at California Special Districts Legislative Days.

Little Hoover Commission Chair Encourages District Leaders to Engage Public.

Nava overviewed the role of the Little Hoover Commission and its process in reviewing special districts. He emphasized the bi-partisan nature of the Commission and the diverse background of the current Commissioners.

The Little Hoover Commission has provided CSDA and other participants in the Commission's upcoming June 22 roundtable meeting with a staff summary of potential recommendations the Commission will be discussing. These potential recommendations are a draft staff document and not an approved Commission document. The roundtable meeting has been convened to consider, "if these recommendations are helpful, can be implemented or might have unintended consequences."

Districts of Distinction

Contra Costa Special Districts Association recognizes the following three Contra Costa Special Districts who are Special District's leadership Foundation (SDLF) Districts of Distinction:

Ironhouse Sanitary District (2016 - 2018)

Stege Sanitary District (2009-2018)

Town of Discovery Bay Community Services District (2014 - 2018)

Is your district interested in Becoming a District of Distinction?

Special districts provide the most efficient, responsive local services to California communities and yet they have been under frequent scrutiny by the media and Legislature, which allege that special districts are often invisible and unaccountable.

SDLF has developed the District of Distinction program to help correct these misperceptions by providing districts with a means for proactively demonstrating their viability as providers of essential public services.

This accreditation is designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district.

Why become a District of Distinction?

The accreditation criterion gets to the heart of best practices in public agencies, demonstrating that your district:

- Understands and respects the responsibilities inherent in providing essential public services.
- Has clean financial audits and operates in a fiscally responsible and transparent manner.
- Is conscious of the ever-changing operating environment by having current and relevant policies and procedures in place that conform to all statutes and regulations under state law.
- Places an emphasis on continuing education completed by having each of the district's board members and executive staff in ethics, governance and leadership training.
- Focuses on having sound policies in the areas of governance, board conduct, district finances, transparency and reserves.

Your district will receive a plaque honoring the district's accomplishments. SDLF will issue press releases and notify legislators on the district's behalf.

To become a District of Distinction submit your application or contact Beth Hummel, SDLF program assistant, at (916) 231-2939.

Have You Purchased Your New Brown Act Compliance Manual?

CSDA recently released a newly updated guide to understanding and complying with the Brown Act. Topics include:

Overview of the Brown Act

Meetings covered and exempted

Notice, location, agenda and procedural requirements

Rights of the public

Closed sessions

Helpful compliance tips and much more

The hard copy version is available to members for just \$15 in the CSDA Bookstore. Order yours today!

<http://www.csda.net/?s=book+store>

2017 CSDA Award Nominations Open! Due July 21

Each year, CSDA presents various awards during the CSDA Annual Conference & Exhibitor Showcase. There are several different categories to enter your district, chapter, and/or an individual.

All nominations must be submitted by July 21, 2017.

Individual Awards

Board Member of the Year

General Manager of the Year

Staff Member of the Year Award

Ralph Heim Exceptional Outreach and Advocacy Award

District Awards

Innovative Program/Project Award

Exceptional Public Outreach and Advocacy Award

See more at:

<http://www.csda.net/2017-csda-award-nominations-open-due-july-21/>

Raise awareness and understanding about special districts in our community

Simply download the Districts Make the Difference logo from www.DistrictsMakeTheDifference.org and place the logo on your districts homepage, and hyperlink the logo to the Districts Make the Difference website. This is an easy way for districts to educate our constituents about special districts.



Summer Workshops and Webinars

The following are CSDA professional development workshops and webinars coming to you this summer.

Webinar: Best Practices in Managing Investments
When: July 18, 2017, 10:00 a.m. - 12:00 p.m.

Webinar: Records Retention & Management in Electronic Age
When: July 20, 2017, 10:00 a.m. - 12:00 p.m.

Webinar: How to Communicate Effectively Using Online Tools
When: July 27, 2017, 10:00 - 11:00 a.m.

Workshop: Human Resources Boot Camp for Special Districts
When: August 9, 2017, 8:30 a.m. – 4:15 p.m.
Where: Greater Vallejo Recreation District

Are you prepared to face the important trends that are emerging now? This full day HR Boot Camp that will cover cutting edge information that HR professionals at special districts need to know. Divided into four segments: Hiring, Performance Evaluation, Employee Discipline, and Legal Trends, this day is designed to maximize your time and give you substantive information you can use at your districts right away. Attendees will get answers to their burning HR questions, including best practices that other HR professionals are using, as well as easy mistakes that others have made.

Workshop: Financial Management for Special Districts
When: August 10, 2017, 8:30 a.m. – 4:30 p.m.
Where: Cucamonga Valley Water District

Workshop: The Art of the Message
When: August 15, 2017, 8:00 a.m. – 12:00 p.m.
Where: CSDA Training Center

This is an interactive session in which we will practice messaging for real issues facing special districts, as well as explore techniques for using those messages effectively when it counts • in meetings, at social or civic gatherings, in news interviews, and anywhere else you have the power to help shape the narrative on behalf

Webinar: Fraud Environment – Tips for Detection and Controls
When: August 17, 2017, 10:00 - 11:30 a.m.

Webinar: Customer Service in the Public Sector
When: August 22, 2017, 10:00 a.m. - 12:00 p.m.
Webinar: Legislative Round-Up
When: August 31, 2017, 10:00 a.m. - 12:00 p.m.



**California Special
Districts Association**
Districts Stronger Together

“Maximize Your Membership” Free webinars:

The following two free webinars are available at CSDA there are also 44 on-demand webinars available to CSDA members on the CSDA website.

Legislative Round-Up August 31

Online Resources at Your Fingertips September 1

Here are some other upcoming CSDA trainings which also may interest you:

Special District Leadership Academy – July 9-12 (Napa) covers the training required for Board Members to earn their SDLA Governance Certificate

HR Bootcamp for Special Districts – Aug 9 (Vallejo)

Financial Management for Special Districts – Aug 10 (Vallejo)

UNDERSTANDING THE BROWN ACT

In addition to the above webinars the California Special Districts Alliance is sponsoring six regional workshops focused on “Understanding the Brown Act”, the Bay Area Network workshop will be on November 1 at East Bay Municipal Utility District, Oakland.

The Ralph M. Brown Act. California's open meetings law provides legal requirements to help ensure the right of access to information and transparency in local government decision making. This workshop will guide attendees through the ins and outs of the Brown Act, including:

- What constitutes a meeting - including committees, advisory boards, and serial meetings
- Information on different types and manner of conducting meetings - including special meetings, emergency meetings, and closed sessions
- Agenda requirements, notice requirements, and public participation at meetings
- Potential penalties for violating the Brown Act.

REGISTRATION: (includes lunch and a complimentary copy of CSDA's new Brown Act Guide)

CSDA Member - \$25 0 Non-Member - \$40

California Special Districts Association
1112 "I" Street, Suite 200
Sacramento, CA 95814 877.924.2732

Mark Your Calendar for these 2017 CSDA Conferences

General Manager Leadership Summit
June 25 - 27, 2017 - Newport Beach

CSDA Annual Conference & Exhibitor Showcase
September 25 - 28, 2017 - Monterey

Special District Board Secretary / Clerk Conference
October 22 - 24, 2017 – Anaheim

State Legislative Calendar

June 2 Last day for bills to be passed out of their house of origin

June 15 Budget must be passed

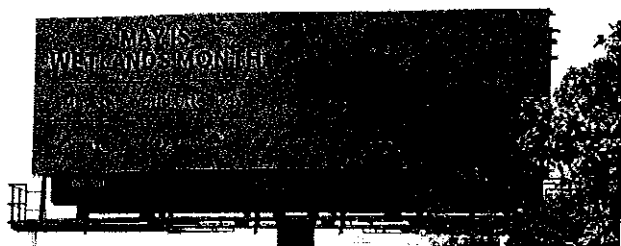
July 14 Last day for policy committees to report out fiscal bills

July 21: Last day for policy committees to report out non-fiscal bills

Sept 1: Last day for fiscal committees to report out bills

May is American Wetlands Month – May 31st was World Otter Day!

Mt. View Sanitary District (MVSD) recently posted its annual billboard celebrating American Wetlands Month, a time to celebrate one of nature's most productive ecosystems. MVSD encourages everyone to recognize and celebrate the wonderful ways wetlands enrich the environment and our lives. These important habitats are facing numerous challenges from climate change and sea level rise, urban and agricultural development, and expansion of infrastructure. The challenges are driving the need for wetland conservation.



World Otter Day was launched by the International Otter Survival Fund to raise awareness of declining otter populations across the globe. Currently, 12 of the 13 otter species are struggling because of loss of wetlands and other habitats, the illegal fur and pet trades, water pollution, and hunting.

Assembly Unanimously Approves CSDA Sponsored Legislation

The California State Assembly passed CSDA sponsored legislation, AB 979 (Lackey), last week on a unanimous bipartisan vote. Assembly Member Tom Lackey (R – Palmdale), the author of the bill, praised the legislation as streamlining the representation process while “maintaining local flexibility for special districts to determine the best course of action for their constituents and their community”.

AB 979 streamlines the process to obtain special district representation on local agency formation commissions. The bill now passes to the State Senate for referral to a committee.

See Public Infrastructure in Action at Treatment Plant Tour

Dublin San Ramon Services District invites the public to see essential community infrastructure in action at a free tour of its regional wastewater treatment facility on Wednesday, July 12, at 9:30 a.m. The tour lasts 60 to 90 minutes and is open to adults, teens, and children ages 10 and up. The facility is located at 7399 Johnson Drive in Pleasanton. Reservations are required: visit www.dsrsd.com/tour or call 925-846-4565.

Delta Diablo Welcomes New General Manager

The Delta Diablo Board of Directors is proud to announce the appointment of Mr. Vince De Lange as General Manager. Prior to this appointment, Mr. De Lange worked 17 years at the East Bay Municipal Utility District (EBMUD) where he managed development and implementation of the wastewater capital improvement program, including planning, design, and construction activities, guided long-term master planning efforts, and developed significant experience and expertise in the realm of resource recovery.



Mr. De Lange holds both an M.S. in Environmental Engineering and a B.S. in Civil Engineering from U.C. Berkeley. He is also a registered Professional Engineer in California.

Central San Chosen for Innovative Waste-to-Energy Pilot Project

Central San was selected as the host site for a pilot project that will test an emerging technology to produce renewable fuels from wastewater solids. A consortium led by the Water Environment and Reuse Foundation was recently chosen by the Department of Energy (DOE) to design and plan a waste-to-energy pilot project.

The consortium includes Central San, DOE's Pacific Northwest National Laboratory, Genifuel Corp., Tesoro, and other partners.

The technology, called hydrothermal processing, converts wastewater solids into biocrude oil and methane biogas. The biocrude can be refined as a green alternative to petroleum-based crude oil. The biogas can be treated to renewable natural gas standards and used on site to produce power similar to fossil-fuel based natural gas. Another possible byproduct includes liquid fertilizer that could compete with commercial fertilizers which rely on the world's diminishing supply of mined phosphorus.

DOE is providing a \$1.2 million grant for Phase 1, the planning and design for a pilot hydrothermal processing plant.

Our furnaces and waste heat recovery system continue to serve Central San well. While we continue to rely on the remaining life of those systems, we will be exploring new, innovative solids handling and resource recovery alternatives that could provide long-term cost savings, and minimize greenhouse gas emissions and dependence on imported fossil fuels.

After successful completion of Phase 1, DOE will consider Phase 2, which would include construction and operation of the pilot. If the project is successful and the process is fully implemented in wastewater treatment facilities across the U.S., the technology could produce more than two billion gallons of gasoline and reduce greenhouse gas emissions by 17 million tons per year!

Legislature Passes State Budget

The Legislature passed the 2017-18 California State Budget, the budget bill, AB 97, now goes to the Governor for approval. The Budget Act of 2017 includes \$125.1 billion in General Fund spending and \$9.9 billion in total reserves, including \$8.5 billion in the Rainy Day Fund.

The budget includes trailer bill language that protects public employee private email addresses from a Public Records Act request unless used by the employee to conduct public business. In addition, the budget

rejected proposed trailer bill language, known as "Water Conservation as a Way of Life," which would have required the State Water Resources Control Board and Department of Water Resources to set long-term urban water use efficiency standards by May 20, 2021.

Contra Costa Mosquito & Vector Control District protecting public health for 90 years!



The Contra Costa Mosquito & Vector Control District is dedicated to the health and welfare of the county's been protecting public health since 1927 when residents formed the District. Funded through tax dollars, the District offers free services for mosquitoes, rats and mice, ground-nesting yellow jackets, ticks, and skunks.

Chapter Associate Members

Any person or organization that provides services to special districts or has evidenced interest in the purpose of the Chapter may become an associate member upon approval of Chapter membership and payment of dues. Associate members have no voting privileges.

Benefit to Contra Costa Special Districts Association:

- Provide speakers or panelists for meeting program
- Increase revenues
- Enable Grant/Scholarship Programs

Our Associate Members dues help to sustain our Scholarship & Grant program, please utilize them whenever you can:

- BOLD, POLISNER, MADDOW, NELSON & JUDSON
- BAY AREA RAPID TRANSIT DISTRICT
- CITY OF WALNUT CREEK
- CONTRA COSTA LAFCO
- BERT MICHALCZYK CONSULTING ENGINEERS, INC.
- LAW OFFICES OF CURTIS S. KIDDER
- CENTRAL CONTRA COSTA SOLID WASTE AUTHORITY

Everything You Need to Know About Website Compliance

Staying up-to-date on all laws and regulations governing special districts can be a challenge. Are you certain your district's website is meeting the latest mandated requirements? Join us Thursday, June 15 at 10:00 am to get a better understanding of website compliance. Brought to you by Streamline, CSDA's Endorsed Affiliate, this is a free webinar:

- Provides legislative compliance requirements;
- Discusses required content for publishing (including requirements that apply even if you don't have a website);
- Shows money-saving tips when fulfilling public records act requests;
- Gives an interactive opportunity to ask questions of the experts;
- Provides handouts to share with your district or peers;
- Benefits all districts even if your district does
Congratulations to Contra Costa CWEA Award Recipients

Congratulations to Contra Costa CWEA Award Recipients

The California Water Environment Association (CWEA) announced the winners of its 2016 awards program at its Annual Conference in Palm Springs on April 28. Congratulations to these agencies and individuals leading the way in the protection and enhancement of our water environment.



California
Water
Environment
Association

Gimmicks & Gadgets

This award recognizes innovation and creativity in developing solutions to performing routine tasks or functions in maintenance, operations or construction of wastewater collection systems.

•First Place: Mark Benedetti, Bill Bowers, Lee Sutherland, Glen Bradley, Central Contra Costa Sanitary District, "Portable Hot Oil Recirculating System"

•Second Place: Leonard Pompa, Delta Diablo, "Secondary Fog System Rock Trap Catcher"

CWEA's Golden Manhole

This award honors inductees and their employers for their contributions to the increased professionalism in the collection systems field.

- Gordon Times – West County Wastewater District
- Dennis Lambert – Rodeo Sanitary District

Safety Plant (Small, Medium, Large)

Plant Safety is awarded in three categories: small, medium and large.

Safety Plant (Large): Central Contra Costa Sanitary District

Community Engagement & Outreach Project of the Year (Small, Large)

This recognizes significant achievements in promoting awareness and understanding of water quality issues.

•Community Engagement & Outreach Project of the Year (Small): Ironhouse Sanitary District

Community Engagement & Outreach Person of the Year Angela Lowrey, Delta Diablo

First Place: Public Education Amateur Video: Delta Diablo "Welcome to Delta Diablo"

Second Place: Public Education Semi-Professional Video: Central Contra Costa Sanitary District "Maintaining the Flow"

Public Education: Training Amateur Video: Central Contra Costa Sanitary District "DAFF Shutdown & Lockout Tag out" & Training Semi-Professional: "Aeration Turbine Startup"

Plant of the Year (Small, Medium, Large)

This award recognizes accomplishments in compliance, innovative practices, cost effectiveness, and superior plant performance in small, medium and large categories.

•Plant of the Year (Large): Central Contra Costa Sanitary District

•Plant of the Year (Medium): Delta Diablo Water Resource Recovery Facility



Please send your district news releases to Stan Caldwell at stan_caldwell@comcast.net

Let us know about the exciting things your special district is up to.

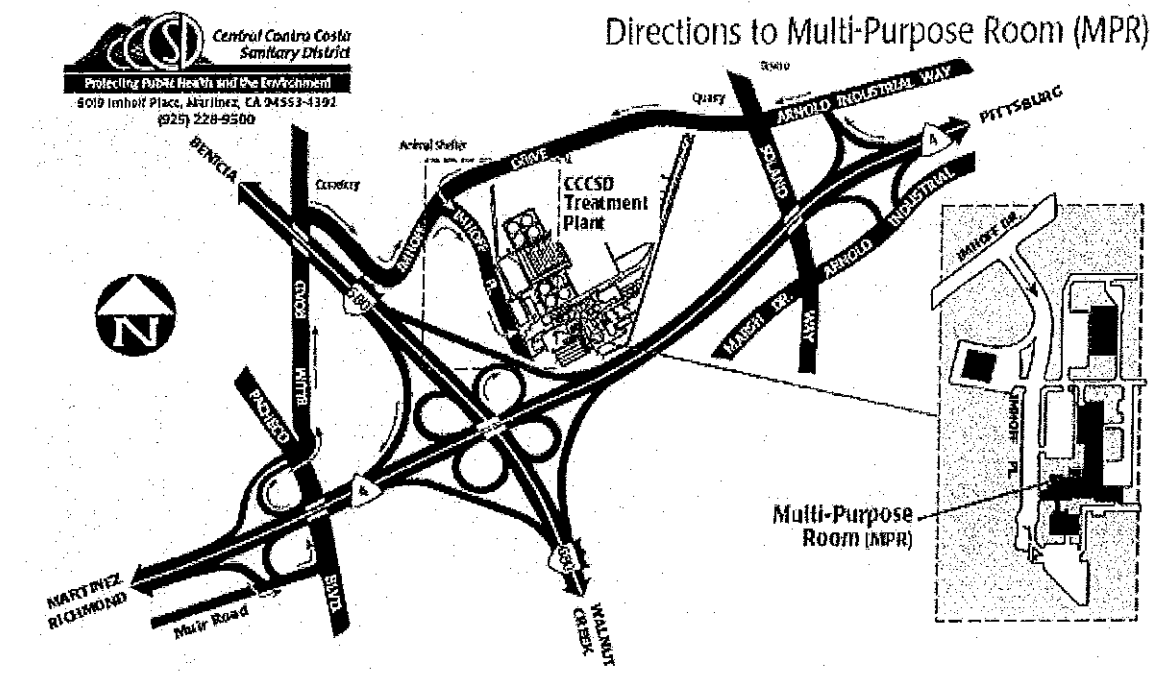
Mark your calendars with our future Chapter Meeting Dates:

~ July 17, 2017 ~ October 16, 2017 ~ January 22, 2018 ~

Come at 9:30 AM for a meet and greet opportunity to network, refreshments available.

~ Meeting begins at 10:00 AM ~

We meet at Central Contra Costa Sanitary District, 5019 Imhoff Place, Martinez, CA.



**Contra Costa Special Districts Association
C/o Central Contra Costa Sanitary District
5019 Imhoff Place
Martinez, CA 94553**

Central Contra Costa Sanitary District contact Suzette Crayton Email: sgrayton@centralsan.org
Bette Boatman, President & Chair - Email: bboatman@yahoo.com
Stanley Caldwell, Vice President - Email: stan_caldwell@comcast.net
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Newsletter Editor Stanley Caldwell - Email: stan_caldwell@comcast.net

California Special Districts Association
1112 "I" Street, Suite 200, Sacramento, CA 95814 877.924.2732

www.csdanet/contra-costa-special-districts-association



UTILITY COST MANAGEMENT LLC

www.utilitycostmanagement.com

June 28, 2017

Brenda Navellier, General Manager
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

Re: Utility Bill Audit

Dear Ms. Navellier:

Utility Cost Management LLC (UCM) has completed its review of the gas and electric accounts serving the Kensington Fire Protection District site in Kensington. At the present time, UCM cannot offer recommendations that will reduce expenses on either account in the future, nor have we identified errors in past billings. In short, the utility charges appear to be appropriate under currently applicable Pacific Gas and Electric (PG&E) rates and the regulations of the California Public Utilities Commission (CPUC).

While UCM was unable to save money for the district, we thank you for the opportunity to review the bills. If you have questions, please contact me. Speaking at some point down the road might be useful, particularly if dramatic operational or physical changes at a property occur. My direct line is (310) 451-2538.

Again, thank you for the opportunity to review the bills.

Sincerely,

A handwritten signature in black ink that reads "Dara Kerkorian". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dara Kerkorian