

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

Date of Meeting: June 14, 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, Don Dommer, Nina Harmon, Janice Kosel, and Laurence Nagel

ADJOURN TO CLOSED SESSION
CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Property: 1,269 square foot portion plus shared common areas and designated parking area of 215/217 Arlington Ave.

Agency negotiator: Janice Kosel, Kensington Fire Protection District Board member

Negotiating parties: Kensington Police Protection and Community Services District

Under negotiation: Price and terms of lease

Approx.
7:15 p.m. **RECONVENE REGULAR BOARD MEETING.** Report out on any action taken by the Board in Closed Session

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5, 6, 7 & 8

All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.

2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)

CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of May 10, 2017 (APPROVE)

CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** May 2017 (ACCEPT)

- CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #12** (APPROVE)
- CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** April/May 2017 (APPROVE)
- CC 7. **APPROVAL OF RESOLUTION 17-02** Establishing the Appropriations Limit for FY 2017-2018 (APPROVE)
- CC 8. **APPROVAL OF RESOLUTION 17-03** Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for FY 2017-2018 (APPROVE)
9. **FIRE CHIEF'S REPORT**
- a. Review of operations.
 - b. Regional issues and developments.
10. **PRESIDENT'S REPORT**
- a. Report on Manager's Annual Review
- NEW BUSINESS**
11. El Cerrito Contract Fee Proposal for FY 2017-2018 (ACTION)
12. Auditor Recommendation and Fee Proposal for FY 2016-2017 Audit Report (ACTION)
13. Resolution 17-04 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for Fiscal Year 2017-2018 (ACTION)
14. Public Safety Building Facility Assessment and Master Plan Report
15. **BOARD REPORTS**
- Informational reports from Board members or staff covering the following assignments:
- a. Finance Committee (Kosel/Dommer): Minutes from 2/2/17 Committee meeting
 - b. Public Safety Building (Dommer/Harmon): Public Presentation to be held on 6/24/17, 10:00 a.m. at Kensington Community Center
 - c. Education (Kosel):
 - d. Demonstration Garden (Staff/Kosel): Draft MOU with KPPCSD
 - e. Contra Costa County/California Special Districts Assoc. (Nagel/Kosel): Board Elections; minutes from County CSDA meeting on 4/17/17
 - f. Diablo Fire Safe Council/Interface (Staff/Nagel):
 - g. Correspondence: Letters from Celia Concus, Kelly McDonald, Kathleen Mock re: Kensington park site

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, July 12, 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 7/12/17 is Wednesday, 6/28/17 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 7/5/17 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

**MINUTES OF THE MAY 10, 2017 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

President Dommer called for the approval of the consent calendar (items 3, 4, 5, 6 & 7), consisting of approval of the March 8, 2017 minutes, approval of the monthly transmittal #11, approval of the March/April 2017 financial reports, approval of the March 2017 incident activity report and approval of the April 2017 incident activity report. Director Nagel made a motion to approve the Consent Calendar items as submitted. Director de Ville seconded the motion.

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

ORAL COMMUNICATIONS:

Director Kosel reported that the California Special Districts Association has released a new Policy & Procedures manual template that is available as of 5/1/17. She suggested President Dommer appoint a committee to review the District's Policy Manual and see if any revisions should be made. Kosel also reported that May 4th was National Firefighter Appreciation Day. Kosel personally ordered additional signs and still has some available. Several thank you notes were included in the packet for the firefighters. Kosel stated that she met with KPPCSD Director Sylvia Hacaj about the proposed demonstration garden. Two sites in Kensington park have been identified as possible areas for the garden. Hacaj also met with Navellier and FPO Gagne. KFPD's landscape designer is advising that a \$10,000 budget is not adequate and \$30,000 is more likely. KPPCSD's park committee will be asked to submit their comments in writing prior to the design getting underway to limit costs of meeting with the designer. Kosel asked if the District had completed all of steps to submit for District of Distinction/Transparency Certificate with CSDA. Navellier said she believes all of the Board member training is complete but there are additional steps that need to be completed.

Retired Battalion Chief and Fire Marshal Michael Bond addressed the Board of Directors. Bond thanked the Board, the Fire Chief and the Kensington residents for allowing him to be part of the Kensington community since 1995. April 29, 2017 was Bond's last day on the job and he has entered into a new phase of his life. Bond has many fond and not-so-fond memories of serving as an El Cerrito-Kensington firefighter and gave numerous examples. Bond encouraged the Board of Directors to continue doing the absolute stellar job they have been doing in guiding the fire department to provide the best service to the community. The Board members thanked Bond for his service to the community.

Ciara Wood stated that Bond has been a great support to the elves, helping with fuel reduction projects and guiding the volunteers and also to Diablo Fire Safe Council, serving as President for three years.

Wood passed out political ads from The Outlook archives that pertain to the two advisory votes to obtain the park from the school district and then the hillside along the Arlington as part of the park.

Celia Concus sent a letter to the Board and staff but it did not arrive in time to be included in the packet so she read the letter to the Board. Concus has been a resident since 1965 and is strongly opposed to the proposed plan to build a fire station in the park. Residents voted decisively to buy surplus land and have the park in Kensington in perpetuity. Concus suggested restructuring and expanding on the current public safety building site. KPPCSD is the steward of the park and should not consider giving away any portion of the park.

Gretchen Gilfillan, a resident since 1958, became a member of the park committee in 1995. Gilfillan is horrified that KFPD would consider building in the park and urged the District to add on to its existing building but not to take away any portion of the park that the residents worked for.

FIRE CHIEF'S REPORT:

Chief Maples thanked B/C Bond for his service. Maples presented a 2016 training summary update. The Department has cooperative training agreements with all of the agencies in West County. Maples reported on the CALJACC training that takes place in-house. The department submits quarterly reports on training hours to CALJACC and the agency then reimburses the department for that training. The department then uses those funds to pay items such as TargetSafety, ALS training, and the Fireblast training simulator. The department completed 143 performance evolutions in 2016. The department completed its wildland annual training with all of the interface agencies, received grants for technical rescue equipment and training, continued training with PG&E for gas and electrical incidents, and three probationary firefighters completed their initial 18 months of training. Chief Gibson has been three Training Director for the last 12 years; he will now move to Fire Marshal, taking Michael Bond's spot. Paramedic/Captain Kevin Janes was promoted to Battalion Chief and he will take over as Training Director.

ECFD has a fully executed dispatch agreement with Contra Costa Fire. Richmond was restructuring their program and was going to increase their charges from \$0 to \$448,000 per calendar year. Con Fire's fee is \$121,000 so there will be an increase in the budget but much less than it would have been with Richmond. Transition is to take place on 7/1/17 for a three-year contract. The PSAP stays with Richmond and then is transferred to Con Fire. The Chief monitors ring times periodically and expects that service will improve with Con Fire.

PRESIDENT'S REPORT:

President Dommer said he was always impressed with the *Fire Plug* and gave credit to Manager Navellier. A copy of the spring 2017 edition was included in the packet. Director Kosel suggested including how to sign up for the Contra Costa County community warning system in the next *Fire Plug*.

NEW BUSINESS:

Resolution 17-01 Authorizing the Adoption of the 2017 Community Wildfire Protection Plan: Michael Bond introduced Cheryl Miller of DFSC and said that they, along with stakeholders in Kensington, have been meeting to create this plan. Cheryl Miller gave an overview of the document starting with the table of contents and the different sections of the document. She then reviewed the Executive Summary noting that the CWPP is part of a nation-wide process. It makes sense for Kensington to adopt of CWPP to coordinate with other agencies and apply for grants. The three elements that were addressed in the plan are: prioritizing fuel reduction, structure ignitability and collaboration. Miller gave a summary of the planning groups/stakeholders, the stakeholders that participated and the four community meetings and public survey that were held. The planning process took about one year. The plan then moves into more detail about the potential for wildfire in Kensington: 1) fire risk; 2) fuel hazards; 3) what are we protecting?; and 4) local preparedness. Strategies to reduce risk are then listed and how they are prioritized which is then followed by an action plan: Education: 1) evacuation planning and preparedness; 2) hazardous fuel reduction treatment; and 3) demonstration garden. The actual proposed projects are also listed – some funded, some volunteer, some need funding. The last section discusses structure ignitability. The CWPP will be updated approximately every two years and any ideas that KFPD has should be forwarded to Cheryl for inclusion. Chief Maples recommends adoption of the plan, the El Cerrito City Council has approved the plan and letters of support are included in the plan. Director Kosel suggested that the "grey sections" are the meat of the proposal and they should all be assembled in one area of the plan. Eileen Nottoli suggested that what residents should avoid planting could be added along with what is recommended. Chief Maples noted that Cheryl Miller has been with the County-wide CWPP since 2006. This is the first focused group in West County and Maples thanked her. Cheryl suggested continual education in *The Outlook* and *The Fire Plug*. Linnea Due suggested small segmented articles in *The Outlook*. Director Kosel made a motion to adopt the El Cerrito-Kensington 2017 Community Wildfire Protection Plan. Director Nagel seconded the motion.

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

BOARD REPORTS:

Finance Committee: The next meeting will be held on June 6, 2017 at 5:30 p.m.

Public Safety Building: The Committee is working on an article for *The Outlook*. The needs assessment/master plan report will be delivered to the Board at its June 14th meeting so that the entire Board is familiar with the project before the public presentation. A cost estimate is currently being prepared. A public presentation will be held on 6/24/17 at 10:00 a.m. There have been two options – tear down and rebuild at the

current site or another site along the Arlington (possibly the park area next to the library). The building more or less needs to be in the middle of the community and preferably facing the Arlington. Both sites have their issues. Kosel said she understands the Dommer tried to negotiate with the neighbors to the north very early in the process. She has talked to a local realtor who is willing to meet with the neighbors and possibly the District could buy another house to trade for the adjacent home on the north. Dommer said the plan is having a lot of trouble accommodating the parking for squad cars and staff. Kosel said she has heard in the community that the proposed KPPCSD quarters are a "taj mahal". She wants to confirm that when KPPCSD met with the architects to develop the programming they understood that the only way to finance the project is for them to pay for their fair share through a long-term lease. Dommer said that the programs are standard modern programs and the Committee has already cut back the original proposed areas to accommodate budget. Nagel asked if it would be easier to site the police and fire in two separate locations. In other words, replace station 65 with a fire station only and site the police department somewhere else. That might make KFPD's problem more practical for KFPD to tackle. Dommer said it is difficult to fit both agencies on the site; however, it is a benefit to the community to have them together. Celia Concus said KPPCSD has 7 cars and there could possibly be less. Eileen Nottoli said they need at least 5 parking spaces. David Spath asked if there were really any cost advantages to putting the two agencies together? Dommer answered that there is some shared space such as conference rooms, public toilets, stairwells, etc. which adds up to a couple thousand s.f. in a building plan. Jim Watt asked if KPPCSD has looked at the plans and they have okayed them? Dommer responded that there is no formal agreement or Board approval. Watt said that before there is a public presentation, there should be Board approval from KPPCSD. Dommer said he has asked the KPPCSD President but has not received an agreement/approval yet. Watt is opposed to the park location. Watt said the park bond was passed with a 2/3 vote. Watt said in order to change the zoning in that area, the District would need a negative declaration. It is his opinion that the District will be forced to do a full EIR that will cost \$300,000 and at least two years. Watt said it will be a requirement. Dommer thinks the park project could get a mitigated negative declaration. Watt is not convinced that it is essential to increase the 5,800 s.f. current building to 11,000 s.f. Dommer said he did not participate in the programming phase and left that up to the hired architects and staff. Watt wants to see the justification. Director Nagel said he has over 30 years of fire fighting experience. He said it is smart to build a building that is even bigger than needed and growing into it later. The engine sizes are determined by federal regulations. The history of KFPD shows how the engines have increased exponentially in size and also the increase in necessary equipment. Nagel said KFPD needs more space though he can't speak for KPPCSD. Chief Maples said that the Board voted to hire a professional architectural firm that has experience in public safety. That firm conducted a needs assessment. Standards have changed since the current building was built. A decision has not been made as to what site/building will be pursued. The Board will make a decision after receiving community input at their June 24th public meeting. Maples does not condone building a substandard station with Kensington's money. Watt asked why El Cerrito does not chip in on the cost of a new Kensington fire station? The Board asked "why would they?" Maples said a needs assessment for Station 71 has been completed and if Kensington is willing to chip in financially, then El Cerrito is probably willing to chip in on Station 65. Kosel pointed out that would be inconsistent with the contract. Chief Maples said he contacted fellow Chiefs about current new construction s.f. regarding size and costs. Kensington's plan is not out of context at all. Linnea Due asked about engines becoming even larger considering Kensington's small streets. Nagel said that turnout extractors may become a requirement for all stations in the future and are currently being tested out in San Francisco. Nagel asked when KPPCSD is going to respond about the park site? Their lack of decision is impacting KFPD. Nagel asked why we are having a presentation on 6/24/17 about possibly relocating to the park if we don't even know if we are allowed to do that. Either the presentation should be postponed or we need an answer from KPPCSD. Dommer said it is important to bring this phase to an end and receive the cost estimate.

Lease: KPPCSD's lease with KFPD for the existing public safety building expires on 6/30/17. Kosel met with KPPCSD's President and they will meet again later this week. KFPD will hold a closed session in June.

CSDA: Nagel was unable to attend the April meeting; next meeting will be held in July.

DFSC: Nagel reported that the existing grants are winding down and DFSC is in the process of putting new grants in place with awarding beginning in September.

ADJOURNMENT: The meeting was adjourned in honor of retired Battalion Chief/Fire Marshal Michael Bond at 8:28 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on June 14, 2017.

Attest:

Larry Nagel, Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

www.el-cerrito.org



June 8, 2017

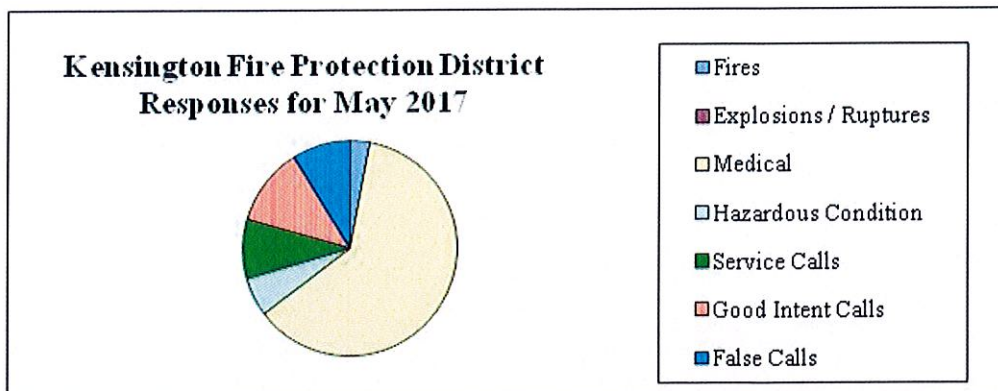
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Battalion Chief
RE: Incident Activity Reports for the Month of May 2017

There were 34 incidents that occurred during the month of May in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 57 calls in all districts.

Call volume both in the community and surrounding area remained almost constant. There was fire related call on Trinity on Trinity Avenue when a self cleaning oven malfunctioned and started to overheat. The problem was mitigated prior to any damage to the house outside of the stove and oven.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	2.94%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	21	61.76%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	5.88%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	3	8.82%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	4	11.76%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	3	8.82%
Totals		34	100.00%



Kensington Fire Protection District Response Log for May 2017

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1701233	03-May-17 12:53:53	401 COVENTRY DR	Kensington	E65	321
2	1701234	03-May-17 13:38:43	90 HIGHLAND BLVD	Kensington	E65	351
3	1701235	03-May-17 16:32:41	366 OCEAN VIEW AVE	Kensington	E65	671
4	1701240	04-May-17 05:20:28	61 EDGECROFT DR	Kensington	E65	553
5	1701256	05-May-17 13:04:52	241 CAMBRIDGE AVE	Kensington	E65	321
6	1701265	07-May-17 01:34:18	231 ARLINGTON AVE	Kensington	E65	733
7	1701287	09-May-17 14:45:00	ARLINGTON AVE	Kensington	E65	321
8	1701307	11-May-17 09:44:49	10 WESTMINSTER AVE	Kensington	E72	611X
9	1701310	11-May-17 18:31:56	75 NORWOOD AVE	Kensington	E65	321
10	1701312	11-May-17 21:53:03	233 STANFORD AVE	Kensington	E65	321
11	1701320	12-May-17 16:00:10	303 BERKELEY PARK BLVD	Kensington	E65	321
12	1701323	13-May-17 00:49:40	503 BELOIT AVE	Kensington	E65	321
13	1701350	16-May-17 16:59:26	75 NORWOOD AVE	Kensington	E65	611P
14	1701352	16-May-17 21:31:45	710 COVENTRY DR	Kensington	E65	321
15	1701358	17-May-17 14:21:47	717 COVENTRY DR	Kensington	E72	321
16	1701361	17-May-17 17:04:24	1646 OCEAN VIEW AVE	Kensington	E65	740
17	1701362	17-May-17 18:02:30	90 HIGHLAND BLVD	Kensington	E65	412
18	1701367	18-May-17 08:05:45	39 STRATFORD DR	Kensington	E65	550
19	1701371	18-May-17 10:24:40	39 STRATFORD DR	Kensington	E71	321
20	1701373	18-May-17 13:29:07	612 COVENTRY DR	Kensington	E65	445
21	1701377	19-May-17 02:01:03	212 COLGATE AVE	Kensington	E65	550
22	1701387	20-May-17 10:32:00	289 LEXINGTON DR	Kensington	E65	321
23	1701389	20-May-17 18:03:53	342 BERKELEY PARK BLVD	Kensington	E65	651
24	1701401	22-May-17 06:44:51	262 LAKE DR	Kensington	E65	321
25	1701409	23-May-17 10:40:44	217 ARLINGTON AVE	Kensington	E65	321
26	1701418	24-May-17 14:23:32	63 HIGHLAND BLVD	Kensington	E65	321
27	1701425	25-May-17 08:14:49	19 FRANCISCAN WAY	Kensington	E65	321
28	1701431	25-May-17 16:08:27	216 TRINITY AVE	Kensington	E72	113
29	1701435	25-May-17 21:43:32	411 COVENTRY DR	Kensington	E65	321
30	1701446	27-May-17 18:46:53	217 ARLINGTON AVE	Kensington	E65	321

31	1701469	31-May-17 01:34:19	212 COLGATE AVE	Kensington	E65	321
32	1701473	31-May-17 14:55:36	90 NORWOOD AVE	Kensington	E72	740
33	1701474	31-May-17 17:04:13	68 RINCON DR	Kensington	E72	331
34	1701481	01-Jun-17 02:34:41	22 KENSINGTON CT	Kensington	E65	311

* See Attached Table for Incident Type Explanations

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

Kensington Fire Protection District Engine 65 Response Log for May 2017

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1701220	01-May-17 19:18:36	417 SEAVIEW DR	El Cerrito	E65	321
2	1701221	02-May-17 01:17:10	7804 EUREKA AVE	El Cerrito	E65	321
3	1701226	02-May-17 10:24:32	6510 GLADYS AVE	El Cerrito	E65	611X
4	1701228	02-May-17 14:04:58	8780 TERRACE DR	El Cerrito	E65	321
5	1701230	03-May-17 07:54:09	894 SHEVLIN DR	El Cerrito	E65	321
6	1701233	03-May-17 12:52:36	401 COVENTRY DR	Kensington	E65	321
7	1701234	03-May-17 13:35:50	90 HIGHLAND BLVD	Kensington	E65	351
8	1701235	03-May-17 16:27:13	366 OCEAN VIEW AVE	Kensington	E65	671
9	1701238	03-May-17 20:47:25	8547 TERRACE DR	El Cerrito	E65	321
10	1701240	04-May-17 05:19:00	61 EDGECROFT DR	Kensington	E65	553
11	1701243	04-May-17 13:49:21	711 AVILA PL	El Cerrito	E65	321
12	1701246	04-May-17 16:01:55	317 COLUSA AVE	El Cerrito	E65	113
13	1701253	05-May-17 12:06:16	1600 LEXINGTON AVE	El Cerrito	E65	552
14	1701256	05-May-17 13:02:20	241 CAMBRIDGE AVE	Kensington	E65	321
15	1701265	07-May-17 01:33:02	231 ARLINGTON AVE	Kensington	E65	733
16	1701272	07-May-17 20:03:10	705 SEAVIEW DR	El Cerrito	E65	611M
17	1701286	09-May-17 12:42:34	1107 SHEVLIN DR	El Cerrito	E65	550
18	1701287	09-May-17 14:43:46	ARLINGTON AVE	Kensington	E65	321
19	1701288	09-May-17 16:20:49	642 ARLINGTON AVE	Berkeley	E65	522
20	1701296	10-May-17 10:07:58	319 CARMEL AVE	El Cerrito	E65	311
21	1701302	10-May-17 19:14:39	6214 SUTTER AVE	Richmond	E65	113
22	1701310	11-May-17 18:30:00	75 NORWOOD AVE	Kensington	E65	321
23	1701312	11-May-17 21:50:35	233 STANFORD AVE	Kensington	E65	321
24	1701316	12-May-17 10:02:37	7829 TERRACE DR	El Cerrito	E65	321
25	1701318	12-May-17 15:27:56	1428 DEVONSHIRE DR	El Cerrito	E65	311
26	1701320	12-May-17 15:59:09	303 BERKELEY PARK BLVD	Kensington	E65	321
27	1701323	13-May-17 00:47:53	503 BELOIT AVE	Kensington	E65	321
28	1701337	14-May-17 17:35:33	853 KENSINGTON DR	El Cerrito	E65	321
29	1701344	15-May-17 09:58:33	6115 ALVARADO PL	El Cerrito	E65	321
30	1701350	16-May-17 16:26:33	75 NORWOOD AVE	Kensington	E65	611P

1701352	16-May-17 21:30:13	710 COVENTRY DR	Kensington	E65	321	
32	1701361	17-May-17 17:00:25	1646 OCEAN VIEW AVE	Kensington	E65	740
33	1701362	17-May-17 18:01:09	90 HIGHLAND BLVD	Kensington	E65	412
34	1701367	18-May-17 08:02:54	39 STRATFORD DR	Kensington	E65	550
35	1701373	18-May-17 13:23:26	612 COVENTRY DR	Kensington	E65	445
36	1701377	19-May-17 01:57:12	212 COLGATE AVE	Kensington	E65	550
37	1701381	19-May-17 15:00:07	825 ARLINGTON AVE	El Cerrito	E65	322
38	1701382	19-May-17 15:24:09	1349 BREWSTER DR	El Cerrito	E65	611F
39	1701387	20-May-17 10:31:43	289 LEXINGTON DR	Kensington	E65	321
40	1701389	20-May-17 18:02:22	342 BERKELEY PARK BLVD	Kensington	E65	651
41	1701395	21-May-17 06:05:39	828 SEA VIEW DR	El Cerrito	E65	321
42	1701396	21-May-17 16:24:08	947 GALVIN DR	El Cerrito	E65	321
43	1701401	22-May-17 06:44:16	262 LAKE DR	Kensington	E65	321
44	1701409	23-May-17 10:40:43	217 ARLINGTON AVE	Kensington	E65	321
45	1701417	24-May-17 11:33:59	4722 BERK AVE	Richmond	E65	611F
46	1701418	24-May-17 14:22:05	63 HIGHLAND BLVD	Kensington	E65	321
47	1701419	24-May-17 16:09:14	1000 EL CERRITO PLZ	El Cerrito	E65	611M
48	1701425	25-May-17 08:09:51	19 FRANCISCAN WAY	El Cerrito	E65	321
49	1701429	25-May-17 12:15:45	8594 Terrace DR	Kensington	E65	131
50	1701432	25-May-17 17:48:48	SAN PABLO AVE	El Cerrito	E65	321
51	1701435	25-May-17 21:42:18	411 COVENTRY DR	El Cerrito	E65	321
52	1701437	26-May-17 09:45:50	650 ALBEMARLE ST	Kensington	E65	321
53	1701446	27-May-17 18:44:02	217 ARLINGTON AVE	El Cerrito	E65	743
54	1701461	30-May-17 11:57:17	11965 SAN PABLO AVE	Kensington	E65	321
55	1701463	30-May-17 12:11:58	11965 SAN PABLO AVE	El Cerrito	E65	622
56	1701469	31-May-17 01:31:07	212 COLGATE AVE	El Cerrito	E65	611M
57	1701481	01-Jun-17 02:32:50	22 KENSINGTON CT	Kensington	E65	321

* See Attached Table for Incident Type Explanations

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

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

KENSINGTON FPD												PYCY:
TRANSMITTAL - APPROVAL												BATCH #:
Invoices												DATE:
												LOCATION #:
												FILENAME:
VEND	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND	SUP	TASK	ACTIVITY	ENGINE	PAYMENT	PC	AMOUNT	
50131	Meyers Nave	5/26/2017	2017040680 legal counsel	7840	2490						1,513.62	
50146	Delta Dental	6/1/2017	BE002213867 Jun dental	7840	1061						1,008.86	
50148	CalPERS	05/15/17	7072901257 Jul medical	7840	1061						7,437.13	
50147	KFPD Revolving Fund	06/08/17	Reimburse revolving fund	7840	2490						20,208.26	
50149	Curtis	04/28/17	97644/97664/97159 PPE	7840	2490						1,043.72	
50150	Vision Service Plan	05/19/17	001027770001 Jun vision	7840	1061						315.20	
50151	City of El Cerrito	06/01/17	Jun fire protection	7840	2328						208,317.09	
50180	Mack5	05/31/17	3502 May proj mgmt/cost	7840	2490						10,659.00	
50191	Alliant Insurance	06/01/17	604341 - FY17-18 crime ins	7840	2490						1,309.00	
50193	Teo Carlone/Fire Safety	05/08/17	48003 Purdue fire break	7840	2490						2,400.00	
50201	Ross Druilis Cusenbery	05/31/17	2016029-10 arch fees May 2017	7840	2490						24,634.00	
	Mattress Firm	05/10/17	Q000557111 - 5 mattress/box	7840	2490						6,684.94	
TOTAL											285,530.82	

Kensington FPD Approval
 Date: 6/21/17

6/8/17

Attachment to Transmittal 0617

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE		
DATE	DESCRIPTION	AMOUNT
4/28/2017	Kel-Aire - HVAC maint.	452.72
5/1/2017	All-Ways - janitorial	105.00
4/26/2017	Canepa - landscape maint.	120.00
5/1/2017	Carr - reimburse CERT shed supplies	1,097.49
4/30/2018	Shred-it - community shred	1,125.69
5/5/2017	PG&E - gas	200.50
5/5/2017	PG&E - electric	911.53
5/17/2017	Payroll processing	60.09
5/17/2017	Payroll - 5/1-5/15/17	2,439.46
5/17/2017	Withholding payroll taxes 5/1-5/15/17	1,235.87
5/9/2017	Pagepoint - website updates	22.50
5/5/2017	AT&T - telephone	363.33
5/12/2017	Carr - reimburse CERT shed supplies	158.04
5/9/2017	Sprint - telephone	65.63
5/5/2017	Office Depot - office supplies	142.39
5/11/2017	Mechanics Bank - CERT shed, replace dryer, copies, e	4,714.21
5/14/2017	Russell - Feb/Mar/April accounting	601.25
6/1/2017	Stericycle - medical waste	394.68
5/31/2017	Mechnics - service charge	15.00
6/2/2017	Payroll processing	60.09
6/2/2017	Payroll - 5/15/17-5/31/17	2,439.45
6/2/2017	Withholding payroll taxes 5/15-5/31/17	1,235.88
5/22/2017	Comcast - internet	141.08
6/5/2017	ICMA/RC - deferred comp	1,366.38
6/5/2017	Herrera - replacing groundcover & drip system	740.00
	Total	20,208.26

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

Kensington Fire Protection District
Balance Sheet
As of May 11, 2017

	May 11, 17
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	6,319.37
General Fund	1,477,474.40
Special Tax Fund	79,653.53
Capital Fund	6,942.77
Total Checking/Savings	1,570,590.07
Accounts Receivable	
Due from County for Reimb.	14,772.60
Interest Receivable	776.91
Advance on Taxes	347,708.76
Advance on Supplemental Taxes	127,941.98
Total Accounts Receivable	491,200.25
Other Current Assets	
Prepaid Services - EC	608,817.25
Prepaid Exp.	8,255.22
Prepaid CERBT - Retiree Trust	955,795.47
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	6,114,003.89
Total Current Assets	8,175,794.21
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
Total Fixed Assets	2,403,011.46
TOTAL ASSETS	10,578,805.67
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	14,772.60
Due to Other - Issued by CCC	46,001.52
Total Accounts Payable	60,774.12
Other Current Liabilities	
El Cerrito Service Contract Pay	608,817.18
Wages & PR Taxes Payable	2,497.08
Total Other Current Liabilities	611,314.26
Total Current Liabilities	672,088.38
Total Liabilities	672,088.38
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	3,271,383.99

Kensington Fire Protection District
Balance Sheet
As of May 11, 2017

	<u>May 11, 17</u>
Net Income	<u>1,422,714.04</u>
Total Equity	<u>9,906,717.29</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,578,805.67</u></u>

**Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
July 1, 2016 through May 11, 2017**

	Jul 1, '16 - May 11, 17	Jul 1, '15 - May 11, 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,702,434.68	3,453,180.08	249,254.60	7.2%
Special Taxes	200,287.30	200,345.40	-58.10	0.0%
Other Tax Income	12,988.96	13,445.87	-458.91	-3.4%
Lease Agreement	1.00	1.00	0.00	0.0%
Interest Income	29,700.37	4,928.33	24,774.04	502.9%
Salary Reimbursement Agreement	44,220.00	41,953.50	2,266.50	5.4%
Miscellaneous Income	1,388.24	42,024.19	-40,635.95	-96.7%
Total Income	3,991,018.55	3,755,876.37	235,142.18	6.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,123.97	1,801.11	322.86	17.9%
Contra Costa County Expenses	31,656.50	31,608.66	47.84	0.2%
EI Cerrito Contract Fee	2,127,390.89	1,974,608.42	152,782.47	7.7%
Water System Improvements	0.00	220,000.00	-220,000.00	-100.0%
Fire Abatement Contract	265.00	500.00	-235.00	-47.0%
Risk Management Insurance	12,943.00	11,491.00	1,452.00	12.6%
Professional Fees				
Accounting	2,424.54	3,452.07	-1,027.53	-29.8%
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	27,139.32	3,772.98	23,366.34	619.3%
Total Professional Fees	42,563.86	23,625.05	18,938.81	80.2%
Wildland Vegetation Mgmt	0.00	630.00	-630.00	-100.0%
Total OUTSIDE PROFESSIONAL SERVICES	2,216,943.22	2,264,264.24	-47,321.02	-2.1%
RETIREE MEDICAL BENEFITS				
PERS Medical	33,849.96	19,808.40	14,041.56	70.9%
Delta Dental	5,290.67	2,342.01	2,948.66	125.9%
Vision Care	1,628.79	637.01	989.78	155.4%
Total RETIREE MEDICAL BENEFITS	40,767.42	22,787.42	17,980.00	78.9%
COMMUNITY SERVICE ACTIVITIES				
Public Education	6,280.55	7,559.22	-1,278.67	-16.9%
Comm. Pharmaceutical Drop-Off	1,008.88	71.90	936.98	1,303.2%
CERT Emerg Kits/Sheds/Prepared	17,103.12	4,248.39	12,854.73	302.6%
Open Houses	335.83	1,127.07	-791.24	-70.2%
Community Shredder	2,287.74	2,709.70	-421.96	-15.6%
DFSC Matching Grants	8,000.00	4,225.00	3,775.00	89.4%
Community Sandbags	3,102.90	4,037.64	-934.74	-23.2%
Total COMMUNITY SERVICE ACTIVITIES	38,119.02	23,978.92	14,140.10	59.0%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	22,608.84	1,228.44	21,381.40	1,740.5%
Firefighters' Expenses	598.75	9,036.21	-8,439.46	-93.4%
Staff Appreciation	1,135.86	1,264.27	-128.41	-10.2%
Professional Development	2,554.41	3,937.57	-1,383.16	-35.1%
Building Maintenance				
Needs Assess/Feasibility Study	145,044.72	17,978.00	127,066.72	706.8%
Storage Room Emergency Repair	0.00	33,640.26	-33,640.26	-100.0%
Janitorial Service	1,155.00	1,155.00	0.00	0.0%
Medical Waste Disposal	3,283.35	2,460.90	822.45	33.4%
Building alarm	1,379.44	1,444.44	-65.00	-4.5%
Gardening service	600.00	930.00	-330.00	-35.5%
Miscellaneous Maint.	8,555.29	8,020.76	534.53	6.7%
Total Building Maintenance	160,017.80	65,629.36	94,388.44	143.8%
Building Utilities/Service				
Garbage	0.00	346.40	-346.40	-100.0%
Gas and Electric	6,701.06	6,572.97	128.09	2.0%
Water/Sewer	1,655.31	1,461.79	193.52	13.2%
Total Building Utilities/Service	8,356.37	8,381.16	-24.79	-0.3%
Election	300.00	0.00	300.00	100.0%
Memberships	7,176.00	7,309.00	-133.00	-1.8%
Office				
Office Expense	748.13	2,823.23	-2,075.10	-73.5%
Office Supplies	1,041.01	1,349.81	-308.80	-22.9%
Telephone	5,789.59	6,152.40	-362.81	-5.9%
Total Office	7,578.73	10,325.44	-2,746.71	-26.6%
Total DISTRICT ACTIVITIES	210,327.76	107,113.45	103,214.31	96.4%
Staff				
Wages	69,281.00	65,094.40	4,186.60	6.4%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	659.28	1,013.93	-354.65	-35.0%
Medical/dental ins compensation	6,825.00	6,500.00	325.00	5.0%
Retirement Contribution	5,263.80	4,947.20	316.60	6.4%
Payroll Taxes	6,241.52	5,925.07	316.45	5.3%
Workers Compensation/Life Ins	1,622.79	1,453.77	169.02	11.6%
Payroll Processing	1,273.70	1,216.50	57.20	4.7%
Total Staff	92,147.09	87,150.87	4,996.22	5.7%
Total Expense	2,598,304.51	2,505,294.90	93,009.61	3.7%
Net Ordinary Income	1,392,714.04	1,250,581.47	142,132.57	11.4%
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	283,919.45	355,889.60	-91,970.15	-25.8%
Total Other Income	1,488,919.45	425,889.60	1,063,029.85	249.6%
Other Expense				
Transfers Out - Capital	373,919.45	230,889.60	143,029.85	62.0%
Transfers Out - Special	-110,000.00	125,000.00	-235,000.00	-188.0%
Transfers Out - General	1,225,000.00	70,000.00	1,155,000.00	1,650.0%
<Gain>/<Loss on Asset Disposal	-30,000.00	631.22	-30,631.22	-4,852.7%

Kensington Fire Protection District
 Revenue & Expense Prev Year Comparison
 July 1, 2016 through May 11, 2017

	Jul 1, '16 - May 11, 17	Jul 1, '15 - May 11, 16	\$ Change	% Change
Total Other Expense	1,458,919.45	426,520.82	1,032,398.63	242.1%
Net Other Income	30,000.00	-831.22	30,831.22	4,852.7%
Net Income	1,422,714.04	1,249,850.25	172,763.79	13.8%

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

	Jul '16 - Apr 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,631,702.03	3,520,295.00	111,407.03	103.2%
Special Taxes	200,287.30	200,287.00	0.30	100.0%
Other Tax Income	12,986.96	13,000.00	-13.04	99.9%
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	44,220.00	45,500.00	-1,280.00	97.2%
Miscellaneous Income	1,388.24	0.00	1,388.24	100.0%
Total Income	3,920,285.90	3,794,083.00	126,202.90	103.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCD 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	2,127,390.89	2,127,390.80	0.09	100.0%
Water System Improvements	0.00	10,000.00	-10,000.00	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	2,424.54	4,166.70	-1,742.16	58.2%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Audit	13,000.00	13,000.00	0.00	100.0%
Legal Fees	27,139.32	25,000.00	2,139.32	108.6%
Total Professional Fees	42,563.86	42,166.70	397.16	100.9%
Wildland Vegetation Mgmt	0.00	7,500.00	-7,500.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	2,216,943.22	2,242,362.50	-25,419.28	98.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	31,029.13	30,708.34	320.79	101.0%
Delta Dental	4,809.70	4,808.34	1.36	100.0%
Vision Care	1,626.79	1,479.16	147.63	110.0%
Total RETIREE MEDICAL BENEFITS	37,465.62	36,995.84	469.78	101.3%
COMMUNITY SERVICE ACTIVITIES				
Public Education	6,280.55	10,833.34	-4,552.79	58.0%
Comm. Pharmaceutical Drop-Off	1,008.88	2,500.00	-1,491.12	40.4%
Vial of Life Program	0.00	150.00	-150.00	0.0%
CERT Emerg Kits/Sheds/Prepared	12,703.34	24,755.56	-12,052.22	51.3%
Open Houses	335.83	750.00	-414.17	44.8%
Community Shredder	1,162.05	3,500.00	-2,337.95	33.2%
DFSC Matching Grants	8,000.00	8,000.00	0.00	100.0%
Firesafe Planting Grants	0.00	2,000.00	-2,000.00	0.0%
Demonstration Garden	0.00	6,666.66	-6,666.66	0.0%
Community Sandbags	3,102.90	6,000.00	-2,897.10	51.7%
Total COMMUNITY SERVICE ACTIVITIES	32,593.55	65,155.58	-32,562.01	50.0%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	22,609.84	27,000.00	-4,390.16	83.7%
Firefighters' Expenses	598.75	8,333.30	-7,734.55	7.2%
Staff Appreciation	1,135.88	4,000.00	-2,864.14	28.4%
Professional Development	2,499.41	4,166.66	-1,667.25	60.0%
Building Maintenance				
Needs Assess/Feasibility Study	145,044.72	150,000.00	-4,955.28	96.7%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	1,050.00	1,250.00	-200.00	84.0%
Medical Waste Disposal	3,283.35	2,916.65	366.69	112.6%
Building alarm	1,379.44	1,700.00	-320.56	81.1%
Gardening service	480.00	1,727.24	-1,247.24	27.8%
Miscellaneous Maint.	8,102.57	10,000.00	-1,897.43	81.0%
Total Building Maintenance	159,340.00	167,593.80	-8,253.82	95.1%
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	5,589.03	6,250.00	-660.97	89.4%
Water/Sewer	1,655.31	1,750.00	-94.69	94.6%
Total Building Utilities/Service	7,244.34	8,000.00	-755.66	90.6%
Election	300.00	1,000.00	-700.00	30.0%
Memberships	6,676.00	6,650.00	26.00	100.4%
Office				
Office Expense	748.13	2,916.70	-2,168.57	25.6%
Office Supplies	1,041.01	2,083.30	-1,042.29	50.0%
Telephone	5,848.51	6,668.70	-1,018.19	84.7%
Total Office	7,437.65	11,668.70	-4,229.05	63.8%
Total DiSTRICT ACTIVITIES	207,841.93	238,410.56	-30,568.63	87.2%
Staff				
Wages	69,261.00	69,260.80	0.20	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	659.28	1,125.00	-465.72	58.6%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental Ins compensation	6,825.00	6,825.00	0.00	100.0%
Retirement Contribution	5,263.80	5,263.80	0.00	100.0%
Payroll Taxes	6,241.52	6,193.00	48.52	100.8%
Workers Compensation/Life Ins	1,622.79	1,600.00	22.79	101.4%
Payroll Processing	1,213.61	1,263.00	-49.39	96.1%
Total Staff	92,087.00	92,530.60	-443.60	99.5%
Contingency				
General	0.00	18,750.00	-18,750.00	0.0%
Total Contingency	0.00	18,750.00	-18,750.00	0.0%
Total Expense	2,586,931.32	2,694,205.06	-107,273.74	96.0%
Net Ordinary Income	1,333,354.58	1,099,877.94	233,476.64	121.2%
Other Income/Expense				
Transfers In - Capital	1,000,000.00	70,000.00	930,000.00	1,428.6%

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

July 2016 through April 2017

	Jul '16 - Apr 17	Budget	\$ Over Budget	% of Budget
Transfers In - General	263,919.45	0.00	263,919.45	100.0%
Total Other Income	1,263,919.45	70,000.00	1,193,919.45	1,805.6%
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	1,000,000.00	0.00	1,000,000.00	100.0%
<Gain>/Loss on Asset Disposal	-30,000.00	631.22	-30,631.22	-4,752.7%
Total Other Expense	1,233,919.45	356,520.82	877,398.63	346.1%
Net Other Income	30,000.00	-286,520.82	316,520.82	-10.5%
Net Income	1,363,354.58	813,357.12	549,997.46	167.6%

RESOLUTION 17-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR FISCAL YEAR 2017-2018

WHEREAS, Article XIII B of the California Constitution establishes a limitation on spending by local government agencies, including special districts not otherwise exempted, of funds from proceeds of taxes; and

WHEREAS, each local government agency, including non-exempted special districts, must establish its appropriations limit annually by recorded vote of the governing body; and

WHEREAS, the appropriations limit for Fiscal Year 2016-2017 was established at \$4,064,400 by the Board of Directors of the Kensington Fire Protection District; and

WHEREAS, the applicable factors used to calculate the appropriations limit for Fiscal Year 2017-2018 are (1) the increase in the California per capita personal income of **3.69%** as provided by the State Department of Finance; and (2) the applicable change in population from January 2016 to January 2017 of **1.13%**; and

WHEREAS, the information used in the determination of the calculation of the appropriations limit has been available for public inspection for at least 15 days;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District establishes the appropriations limit for Fiscal Year 2017-2018 as \$4,261,900.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 14th day of June 2017 by the following vote of the Board.

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

Don Dommer, President

Larry Nagel, Secretary

KENSINGTON FIRE PROTECTION DISTRICT

Calculation of Appropriations Limit for Fiscal Year 2017-2018

Article XIII B of the California Constitution specifies that local jurisdictions select their cost-of-living factor to compute their appropriations limit by a vote of the governing body. Historically, the Kensington Fire Protection District has selected the following method of computing its limit.

California per capita personal income (+/-) = 3.69%

Population change in Contra Costa County = 1.13%

Per capita converted to a ratio: $(3.69 + 100)/100 = 1.0369$

Population converted to a ratio: $(1.13 + 100)/100 = 1.0113$

Calculation of factor for FY 2017-2018: $1.0369 \times 1.0113 = 1.0486$

Appropriations limit for FY 2016-2017: \$4,064,400

Calculated appropriations limit for FY 2017-2018:
 $\$4,064,400 \times 1.0486 = 4,261,929$

Suggested appropriations limit: \$4,261,900

RESOLUTION 17-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING CONTRA COSTA COUNTY TO PLACE THE FIRE DISTRICT'S SPECIAL TAX ON THE TAX ROLL FOR FISCAL YEAR 2017-2018 AND TO COLLECT THE SPECIAL TAX ON BEHALF OF THE KENSINGTON FIRE PROTECTION DISTRICT

WHEREAS, the Kensington Fire Protection District is a special district organized under the laws of the State of California and includes within its jurisdiction all properties in the unincorporated portion of the community of Kensington; and

WHEREAS, the Kensington Fire Protection District has enacted by voter approval a special tax to support fire protection services within the community of Kensington; and

WHEREAS, as authorized by State law, Contra Costa County has historically collected the special tax for the Kensington Fire Protection District through the tax roll;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes Contra Costa County to place the Kensington Fire Protection District's special tax on the tax roll for Fiscal Year 2017-2018 and to collect the special tax on behalf of the Kensington Fire Protection District.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 14th day of June 2017 by the following vote of the Board.

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

Don Dommer, President

Larry Nagel, Secretary

NEW BUSINESS

FIRE DEPARTMENT

The Fire Department's mission is to enhance community safety by reducing loss of life and property and safeguarding the environment by effectively responding to fire, rescue, and medical emergencies, hazardous material incidents, and major disasters. The Department achieves this mission by helping the community reduce the frequency and severity of these emergencies by providing public education programs; reducing threats to public safety by enforcing laws, codes, and ordinances covering fire and life safety; abating identified fire hazards on City, private, and other agencies' property; and maintaining personnel, apparatus, equipment, and facilities in a constantly ready condition.

DEPARTMENT OVERVIEW

The Fire Department's primary responsibility is to keep the residents of El Cerrito and Kensington as safe as possible by developing, providing, and maintaining cost effective fire prevention, fire suppression, and advanced emergency services.

The Department operates three fire stations: Station 71 on San Pablo Avenue, Station 72 on Arlington Boulevard, and Station 65 in Kensington. The City contracts with the Kensington Fire Protection District to provide the full range of fire services to the residents of Kensington. This contract increases the level of service offered to both communities. The Department receives payment from the Kensington Fire Protection District for these services. The amount of the contract is proportionately related to the budgeted costs for the Department each fiscal year. Services to the Kensington Fire Protection District represent approximately 30% of the Department's expenditures.

The Department is able to provide a timely and appropriate level of response through automatic aid response agreements with the City of Richmond Fire Department, the Contra Costa County Fire Protection District, the City of Albany Fire Department, and the City of Berkeley Fire Department. These active partnerships utilize the combined resources of all four agencies to serve the area irrespective of jurisdictional lines.

Department personnel also assist when requested through the use of the State's Master Mutual Aid Program and can be sent all over the western states to assist others in need. In addition, the Department staffs one State Office of Emergency Services (OES) engine that can be called upon to respond throughout the State for major emergencies or disasters. All of the aforementioned departments participate in the cost sharing of dispatch and training services. Meeting common staffing, training, apparatus, and performance standards ensures reciprocity of services.

Prevention and preparedness are key priorities for the Fire Department. The Department is responsible for the City's Emergency Operations Center (EOC) and development of the City's Emergency Operations plan in the event of a major disaster that affects El Cerrito and Kensington. Additionally, the Department runs the very successful Community Emergency Response Teams (CERT) program that trains citizens to be self sufficient in the event of an emergency. The Department also conducts outreach and educational opportunities to residents,

businesses, and schools in order to inform the public about fire prevention and emergency preparedness techniques.

Organizational Structure

The Fire Department's resources are organized into four divisions: Fire Prevention, Training/EMS, Operations and Support Services. Fire Administration provides management oversight to these four divisions.

Fire Prevention Division

The Department utilizes a line Battalion Chief as Fire Marshal to oversee the Fire Prevention Division. The full fire prevention program includes development, interpretation, and enforcement of codes; review of construction plans; testing of fire protection systems; abatement of identified hazards; and educational programs for the public. A key component of this fire prevention is vegetation management on City, private, and public lands to minimize the effects of a wildland/urban interface fire and resulting structural conflagration. A Fire Prevention Officer provides code enforcement, specialized inspections, and coordination of the Department's line and staff prevention duties.

Training/EMS Division

A significant portion of the Fire Department's resources are dedicated to the task of maintaining departmental resources in a ready state. A department Battalion Chief serves as the company Training Officer and EMS Director. All personnel must maintain a high skill level for a diverse range of responsibilities. Many of these skill levels must be tested and certified annually. Training is both a daily priority and a program vital to providing reliable emergency services. Complex equipment and apparatus require continual testing and training. The Training Officer also supervises and manages the Emergency Medical Programs which encompass the training and operations of the Department's EMTs and Paramedics. The neighborhood disaster preparedness component of the Department's public education program, known as the CERT Program (Community Emergency Response Team), is also managed under this Division.

Operations Division

Emergency Operations of the Fire Department include controlling and extinguishing fires, intervention in medical emergencies that threaten life and health, and protection of life, the environment, and property from the effects of storm, flood, earthquake, disaster, hazardous chemical releases, and other emergency events. This division assists the Training/EMS Division in identifying and prioritizing the necessary training to provide safe and efficient delivery of service. A line Battalion Chief also manages this division.

Support Services Division

The Support Services Division is tasked with ensuring that Department facilities, apparatus, and equipment are maintained in a constant state of readiness that includes annual testing, maintenance, and purchasing. This Division is also in charge of the comprehensive administrative reporting system and the Department's staff level work assignments.

Chart 6-1 provides an organizational overview of the Fire Department:

Chart 6-1
Fire Department Organization Chart

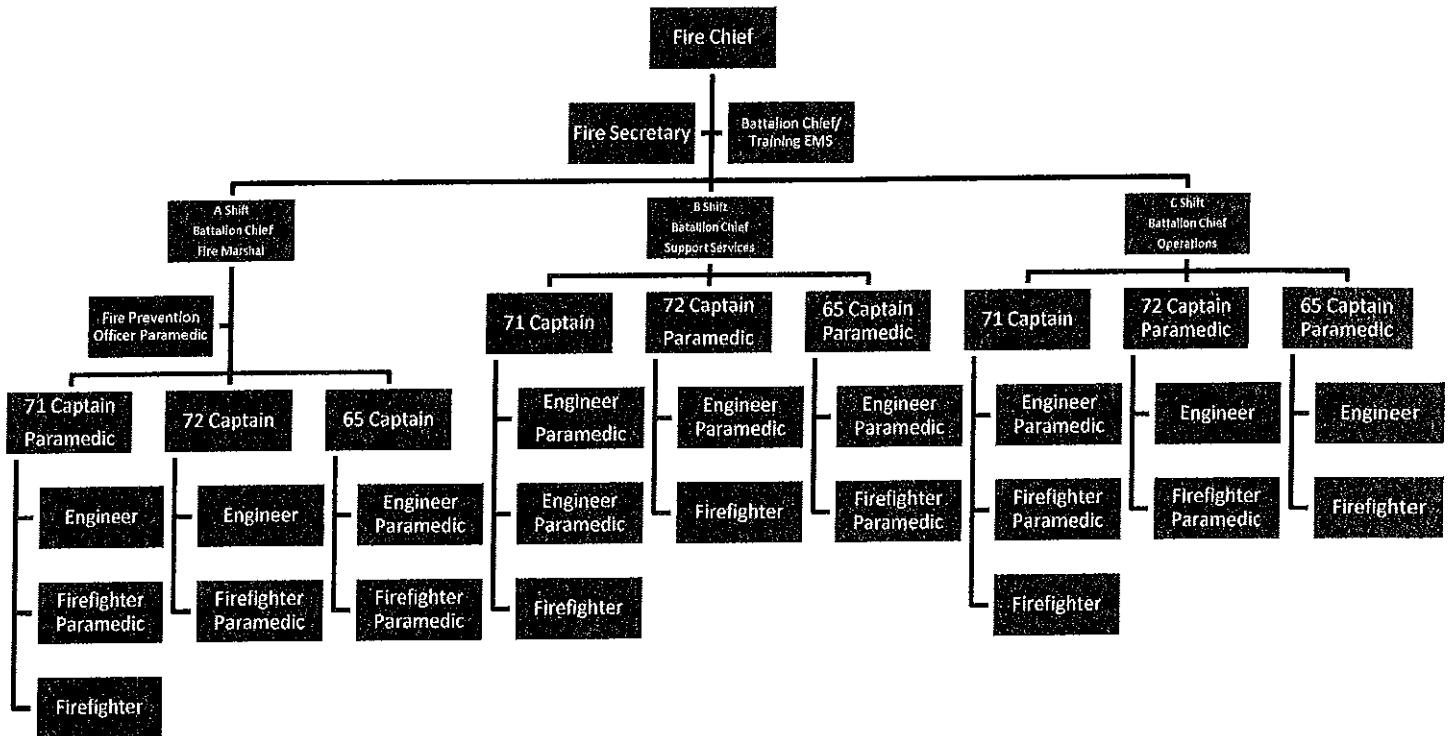


Table 6-1 shows the adopted personnel authorization for the Department. In FY 2017-18, the overall staffing level will remain the same. This staffing model is designed to assign two paramedic assignments on each responding engine to provide advanced life support services during emergency medical responses.

Table 6-1
Fire Department Position Listing

FIRE DEPARTMENT	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17	FY 2017-18
Battalion Chief	3	3	3	3	3
Battalion Chief/Training Officer	1	1	1	1	1
Fire Captain	4	4	4	2	2
Fire Captain/Paramedic	5	5	5	7	7
Fire Captain/Paramedic/FPO	1	1	1	1	1
Fire Chief	1	1	1	1	1
Fire Engineer	4	4	3	3	3
Fire Engineer/Paramedic	8	8	9	9	9
Fire Secretary	1	1	1	1	1
Firefighter	5	5	5	5	6
Firefighter/Paramedic	4	4	4	4	3
FIRE DEPARTMENT TOTAL	37	37	37	37	37

Strategic Plan Alignment

Table 6-2 shows the services performed by the Fire Department as aligned to the City's Strategic Plan.

Table 6-2
Fire Department Strategic Plan Alignment

Program or Service	Strategic Plan Goal	Activity Required By:	Duration
Disaster Preparedness - CERT Program	Public Health & Safety	City	Ongoing
Disaster Preparedness - Emergency Plan Review and Exercise	Public Health & Safety	Federal	Ongoing
Emergency Response - All Risk and EMS Response	Public Health & Safety	City	Ongoing
Emergency Response - Automatic Aid Agreements	Public Health & Safety	City	Ongoing
Fire Prevention - Code Development and Enforcement; Construction Plan Check & Inspection; Fire inspections	Public Health & Safety	State	Ongoing
Fire Prevention - Vegetation Management Program	Public Health & Safety	State	Ongoing
Fire/EMS Training - Staff Development	Public Health & Safety	State	Ongoing
Operations - Continued Evaluation and Adjustment of Programs to Maximize Organizational Effectiveness	Public Health & Safety	No	Ongoing
Support Service - Facility and Equipment Maintenance	Public Health & Safety	State	Ongoing
Support Service - Grant Writing & Management	Financial Sustainability	No	Ongoing
Support Service - Apparatus and Equipment Maintenance	Public Health & Safety	State	Ongoing
Support Service - Wellness/Fitness Program	Exemplary Services	No	Ongoing
Public education: tours, school/comm. Presentations, Tri-City Safety Day, other events	Public Health & Safety	No	Ongoing
Administer Contract to provide fire service to Kensington	Financial Stability	City	Ongoing

Service Indicators

Based on a review of Department activities for prior fiscal years, the workload has remained relatively stable. The Department will be able to meet the anticipated workload for FY 2017-18 with current staffing levels as shown in the Adopted budget.

- Fire: Structure fire, fire in mobile property, wildland fire
- Emergency Medical Service/Rescue: Rescue, medical assistance, vehicle accident
- Hazardous Condition: Toxic condition, electrical arcing, flammable gas or liquid condition
- Service Call: Person(s) in distress, water problem, odor problem, unauthorized burning
- Good Intent: Hazardous material investigation/no hazard found, EMS call/ patient self transported
- False Calls: Unintentional alarm, system malfunction, malicious, bomb scare; no hazard

Table 6-3
Emergency Response Workload

Response Type	2011	2012	2013	2014	2015	2016
Fires	113	112	113	160	140	145
EMS/Rescues	1,529	1,537	1,572	1,582	1,747	1,777
Hazardous Conditions	69	69	56	88	77	100
Service Calls	256	251	292	256	280	294
Good Intent	693	835	736	758	897	862
False Calls	160	172	187	174	185	199

Table 6-4 shows that the Department responds to approximately 3,000 calls per year. Fire loss over this five-year period averages \$238,656 per year. Fire loss averages remain very low compared to cities with similar demographics. The Department anticipates that requests for service will remain flat over the next calendar year.

Table 6-4
Total Responses, by Year

Year	Number	Dollar Loss
2012	2,976	\$428,250
2013	2,956	131,755
2014	3,018	196,725
2015	3,326	112,715
2016	3,377	323,835
Average	3,130	\$238,656

Tables 6-5 through 6-8 illustrate the Department's commitment to continued training and education and public outreach:

Table 6-5
Training Hours

Type	2012	2013	2014	2015	2016
Medical – EMS	760	690	729	948	785
Operations	12,172	12,510	11,952	13,652	13,592
Physical Fitness	979	1,004	582	1,404	1,034
Online	826	1,043	1,266	1,075	1,071
Total	14,737	15,247	14,529	17,079	16,482

Table 6-6
Fire Prevention Activities

Inspection Type	2012	2013	2014	2015	2016
Fire Inspections (Fire Company)	471	602	521	518	518
Mandatory (Schools/Jails/Convalescents)	23	20	24	24	24
Self-Inspection	254	149	94	97	97
Construction Plan Checks	64	48	72	89	77
Construction Inspections	200	53	39	64	142
Vegetation Management Inspections	14,270	14,270	14,270	14,270	14,270
Vegetation Management Re-inspections	283	113	289	199	498
Total	15,565	15,255	15,309	15,261	15,626

Table 6-7
Current Certifications Held

Type	2012	2013	2014	2015	2016
Chief Officer	1	1	1	1	1
Fire Officer	21	21	23	21	23
Firefighter II	33	31	31	28	30
Firefighter I	33	33	31	31	33
Driver Operator I	31	31	31	30	32
CERT Instructors	8	8	8	8	8
Rescue Systems I	27	26	28	27	33
Rescue Systems II	10	10	12	12	12
EMT	12	15	15	15	16
Paramedic	18	18	18	18	17
Total	194	194	198	191	205

Table 6-8
Public Education Contacts

Contact Type	2012	2013	2014	2015	2016
Station Tours	177	245	265	247	255
Preschool-K Programs	493	430	325	662	679
Open Houses	147	400	137	194	129
School Age Programs 1-6	606	350	550	417	428
School Age Programs 7-12	497	205	334	463	522
Senior Programs	63	29	193	155	162
First Aid/ CPR	169	60	100	100	100
Car Seats	49	70	49	55	48
Total	2,201	1,781	1,953	2,293	2,323

CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT

Proposed Contract Fee for FY 2017 - 2018

LINE ITEM DETAIL BUDGET EXPENDITURES
101 GENERAL FUND

	Proposed Budget FY17-18		
5100 SALARIES & BENEFITS			
51110 Salaries	\$4,921,317.00	27.75%	\$1,365,665.47
51130 Temporary/Part-time Salaries	\$1,500.00	27.75%	\$416.25
51140 Overtime Pay	\$600,000.00	27.75%	\$166,500.00
51145 FLSA Overtime pay	\$103,348.00	27.75%	\$28,679.07
51146 Non Suppression Overtime pay	\$81,902.00	27.75%	\$22,727.81
51150 Special Pay	\$0.00	27.75%	\$0.00
51210 PERS Contributions	\$1,861,630.00	27.75%	\$516,602.33
51220 FICA/MEDICARE	\$78,242.00	27.75%	\$21,712.16
51230 Benefits & Insurance	\$996,993.00	27.75%	\$276,665.56
51240 Workers Compensation	\$141,525.00	27.75%	\$39,273.19
51990 Salary Savings	(\$612,717.00)	27.75%	(\$170,028.97)
TOTAL	\$8,173,740.00		\$2,268,212.85
5200 PROFESSIONAL SERVICES			
52190 Misc Professional Services	\$10,000.00	33.33%	\$3,333.00
52220 Medical Services	\$15,000.00	33.33%	\$4,999.50
TOTAL	\$25,000.00		\$8,332.50
5300 PROPERTY SERVICES			
53110 Utilities	\$12,651.00	0.00%	\$0.00
53230 Building Maintenance Services	\$15,000.00	33.33%	\$4,999.50
53240 Landscape/Park Maint Svcs	\$30,000.00	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$80,000.00	25.00%	\$20,000.00
53290 Misc R&M Svcs	\$180,000.00	33.33%	\$63,327.00
53320 Vehicle & Equip Lease	\$0.00	0.00%	\$0.00
53330 Vehic Replcmnt Rental Charge	\$161,532.00	18.83%	\$30,416.48
53910 Solid Waste Services	\$6,000.00	33.33%	\$1,999.80
TOTAL	\$495,183.00		\$120,742.78
5400 OTHER SERVICES			
54210 Telephone Expenses	\$15,000.00	20.00%	\$3,000.00
54220 Mobile/Wireless Expenses	\$12,000.00	20.00%	\$2,400.00
54310 Legal Notices & Advertisements	\$5,000.00	25.00%	\$1,500.00
54410 Printing and Binding	\$6,000.00	25.00%	\$1,500.00
54610 Travel & Training	\$30,000.00	25.00%	\$7,500.00
54910 Dues & Subscriptions	\$12,000.00	25.00%	\$3,000.00
54990 Other Administrative Services	\$15,000.00	25.00%	\$3,750.00
TOTAL	\$96,000.00		\$22,650.00
5500 SUPPLIES			
55110 General Office Supplies	\$6,000.00	25.00%	\$1,500.00
55120 Postage & Delivery	\$1,300.00	25.00%	\$325.00
55130 Photocopying Charges	\$3,000.00	25.00%	\$750.00
55210 Fuel	\$40,000.00	27.00%	\$10,800.00
55230 Medical Supplies	\$25,000.00	30.00%	\$7,500.00
55240 Clothing & Uniform Supplies	\$35,000.00	33.33%	\$11,665.50
55250 Vehicle & Equipmnt Supplies	\$0.00	25.00%	\$0.00
55290 Other Operating Supplies	\$7,000.00	25.00%	\$1,750.00
55520 Building Supplies	\$20,000.00	25.00%	\$5,000.00
TOTAL	\$137,300.00		\$37,465.50
5600 CAPITAL OUTLAY			
56310 Improvements, Not Buildings	\$25,000.00	0.00%	\$0.00
56710 Other Equipment < \$10K	\$20,000.00	0.00%	\$0.00
56720 Other Equipment > \$10K	\$0.00	0.00%	\$0.00
TOTAL	\$45,000.00		\$0.00
5800 OTHER CHARGES			
58220 Licenses & Permits	\$1,000.00	25.00%	\$250.00
TOTAL	\$1,000.00		\$250.00
GRAND TOTAL	\$8,973,223.00		\$2,457,653.63
OVERHEAD CHARGES (9% Of Personnel)	\$735,636.60	27.75%	\$204,139.16
TOTAL COMPENSATION COST SHARE	\$114,614.00	50.00%	(\$57,307.00)
UNRECONCILED CONTRACT AMOUNT			\$2,604,485.78
RECONCILIATION 2015-2016 FY BUDGET TO ACTUAL			\$165,114.45
COMPENSATION COST SHARE			
RECONCILIATION FY 2015-16 BUDGET TO			
ACTUAL			(\$2,295.69)
PROPOSED EC CONTRACT FEE FY 2017-2018			\$2,767,304.64

**Costs Per Fire Station Comparison
Operating Budgets – FY15-16**

Single Station System **Cost Per Station**

Albany Fire Department	\$4,840,411
Piedmont Fire Department.....	5,463,900

Two Station System

Rodeo/Hercules Fire District	2,367,732
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Three Station Systems

El Cerrito/Kensington Fire Department.....	2,854,590
Woodside Fire Protection District	4,885,600

Multiple Station Systems

Alameda County	4,108,676
Contra Costa County.....	4,933,378
Central County.....	3,867,220
Moraga-Orinda Fire Protection District.....	3,814,965
Richmond Fire Department.....	4,198,264
Berkeley Fire Department.....	5,120,433
San Ramon Fire District.....	6,086,575


El Cerrito Fire Department per Station	\$2,854,590
<i>KFPD/El Cerrito 2015-2016 Contract</i>	<i>\$2,369,530</i>

EL CERRITO CONTRACT COMPARISON

<u>FISCAL YEAR</u> <u>ENDING</u>	<u>EL CERRITO</u> <u>CONTRACT</u>	<u>ANNUAL</u> <u>% INCREASE</u>
6/30/1996	\$952,990	
6/30/1997	\$1,023,834	7.43%
6/30/1998	\$1,027,441	0.35%
6/30/1999	\$1,044,276	1.64%
6/30/2000	\$1,087,979	4.19%
6/30/2001	\$1,156,963	6.34%
6/30/2002	\$1,223,418	5.74%
6/30/2003	\$1,373,181	12.24%
6/30/2004	\$1,442,060	5.02%
6/30/2005	\$1,603,088	11.17%
6/30/2006	\$1,659,114	3.49%
6/30/2007	\$1,861,790	12.22%
6/30/2008	\$1,929,915	3.66%
6/30/2009	\$2,105,158	9.08%
6/30/2010	\$2,120,231	0.72%
6/30/2011	\$2,132,128	0.56%
6/30/2012	\$2,260,942	6.04%
6/30/2013	\$2,365,475	4.62%
6/30/2014	\$2,360,834	-0.20%
6/30/2015	\$2,415,339	2.31%
6/30/2016	\$2,369,530	-1.90%
6/30/2017	\$2,552,869	7.74%
6/30/2018	\$2,826,907	<u>10.73%</u>

June 1, 2017

To: KFPD Finance Committee

Fr:  Brenda Navellier
KFPD Manager

Re: Auditor Recommendation

At the Finance Committee's direction, I solicited proposals and sample audits from four firms that were listed on the CSDA website consultant consortium. The following firms were contacted:

Maze & Associates, Pleasant Hill
Blomberg & Griffin, Stockton
James Marta, Sacramento
Mann Urrutia Nelson CPAs (MUN), Sacramento

Out of the four firms contacted, Maze & Associates (\$13,493) and MUN CPAs (\$16,000) responded with proposals and sample audits. In addition, I solicited a proposal from our current auditor, Lamorena & Chang (\$13,500).

While we have been very pleased with our current auditor, Lamorena & Chang, we have used the firm for several years and decided to stay with them after reviewing audit proposals in 2013 because of their highly intelligible report format. However, in the interest of transparency and to get a fresh look at our books, we recommending changing auditing firms for the FY16-17 audit review.

On May 2nd, our accountant, Deborah Russell, and I conducted interviews with Maze & Associates and MUN CPAs. Both firms presented well and both Debbie and I felt we could work with the personnel that we met. I also followed up with several reference checks for both firms. Both firms received positive reviews though MUN CPAs outshined Maze & Associates. After reviewing the sample audits, we felt MUN CPAs was a slightly superior product to Maze & Associates. I am recommending MUN CPAs to the Finance Committee.

AUDIT SERVICES PROPOSAL
KENSINGTON FIRE PROTECTION DISTRICT

APRIL 11, 2017

MUNCPAS

MANN • URRUTIA • NELSON CPAs & ASSOCIATES, LLP
SACRAMENTO OFFICE

CONTACT: JUSTIN WILLIAMS, CPA, CVA, PARTNER
JJW@MUNCPAS.COM

SACRAMENTO OFFICE • 2511 VILLAGE OAK AVENUE, SUITE 135 • SACRAMENTO, CA 95833 • (916) 924-8511 • (916) 929-0541

WWW.MUNCPAS.COM



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April 11, 2017

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

Dear Ms. Navellier,

The partners and staff of Mann, Urrutia, Nelson CPAs & Associates LLP are pleased to present our proposal to provide professional services. Our Firm has experienced continuous growth and success as we meet and exceed client expectations. Our overall goal is to provide responsive, innovative services of the highest quality to our clients.

We understand that the Kensington Fire Protection District requires timely audit services and we are committed to meeting all terms, conditions, and requirements as addressed in the request for proposal. With our experience and expertise, we fully understand the audit requirements, as well as your expectations.

It is our understanding the scope of services will be the following:

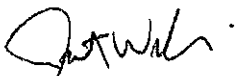
1. Audit the basic financial statements of the Kensington Fire Protection District for the fiscal year ending June 30, 2017.
2. Prepare and submit the Annual Report of Financial Transactions to the State Controller's Office.

The audit will be performed in accordance with generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; *the Basic Audit Program and Reporting Guidelines for California Special Districts*, as prescribed by the State Controller.

We believe our unique combination of technical expertise, combined with our philosophy of total client commitment throughout all phases of the engagement provides our clients the highest quality service and products available.

We are confident that our proposal addresses your needs and look forward to discussing and reviewing its content with you. We would welcome this opportunity to differentiate our Firm from our competition and further discuss our approach in providing quality service.

Sincerely,



Justin Williams, CPA, CVA
Partner



INDEPENDENCE

Mann, Urrutia, Nelson, CPAs and Associates, LLP is independent of the Kensington Fire Protection District as defined by U.S. generally accepted auditing standards and the U.S. Government Accountability Office's *Government Auditing Standards* (latest edition).

Mann, Urrutia Nelson, CPAs and Associates, LLP is independent of all associated agencies of the Kensington Fire Protection District, as defined by U.S. generally accepted auditing standards and the U.S. Government Accountability Office's *Government Auditing Standards*.

If Mann, Urrutia, Nelson, CPAs and Associates, LLP shall enter into a professional relationship that would present a conflict of interest during the period of engagement with the Kensington Fire Protection District; a written notice will be presented to the Kensington Fire Protection District defining such conflict, if any.

LICENSE TO PRACTICE

Mann, Urrutia, Nelson, CPAs and Associates, LLP is a properly licensed, certified public accounting firm in the State of California. All certified public accountants involved in audit engagements of the Firm are licensed to practice in the State of California and have received at least the minimum number of continuing professional education hours required by the State Board of Accountancy and American Institute of Certified Public Accountants.





COMPANY PROFILE AND EXPERIENCE

Mann, Urrutia, Nelson, CPAs & Associates LLP is a locally established and respected full service accounting and auditing firm that has provided continuous services including audit, tax, consulting, litigation support, business valuations, and forensic accounting for the past thirteen years. Our commitment to our clients has enabled the firm continued growth and success at developing and maintaining strong professional relationships. Our firm consists of 50 well trained professionals and four office locations in Sacramento, Roseville, South Lake Tahoe, and Glendale, California.

We separate ourselves from our competition by:

- ◇ Extensive Partner involvement on each engagement
- ◇ Manager and/or Partner always on site during fieldwork
- ◇ Consistent and experienced staff
- ◇ Timeliness of communications
- ◇ Proactive approach in addressing complex issues early in the engagement
- ◇ Availability to clients as a specialized resource
- ◇ Professionalism with understanding

Our industry specialization includes governmental, retirement plans, not-for-profit, and for-profit business entities with clients ranging from small organizations to entities with over \$500 million in assets. We are voluntary members of the following organizations:

Government Audit Quality Control Center
California Special Districts Association
California Municipal Treasurers Association

League of California Cities
California Society of Municipal Finance Officers

Membership in these centers provides our firm with additional resources designed to enhance our audit quality and apply best audit practices to our engagements. We have access to the latest developments in accounting, auditing, and the various rules and regulations that affect the different audits and industries.

Sacramento Office

Audit engagements are performed primarily out of the Sacramento office. We have eleven full time governmental audit staff members consisting of three firm partners, two managers, two supervisors and four staff accountants. Four to five (4-5) will be dedicated to the Kensington Fire Protection District should services be awarded to our firm. While the majority of audit engagements are performed out of the Sacramento office, our various office locations allow us to expand our services throughout the State of California. We have provided audit services to governmental entities throughout northern and central California. We perform Single audits and compliance audits for our governmental and nonprofit clients as well as provide tax services to our audit clients that request it.

Peer Review

Our firm undergoes a peer review every three years as established by the American Institute of Certified Public Accountants. Our last peer review was completed in June 2016 and resulted in a pass rating (the highest rating possible) on our system of quality control for accounting and auditing. This quality control review included a review of specific government engagements. A copy of this peer review report follows:



PEER REVIEW REPORT

DEV David E. Vaughn CPA (209) 957-8806, fax (209) 957-9589
CPA 4540 Gnekow Drive, Stockton, Ca. 95212-1307

System Review Report

June 13, 2016

To the Partners,
Mann, Urrutia, Nelson CPAs and Associates, LLP,
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of Mann, Urrutia, Nelson CPAs and Associates, LLP (the firm) in effect for the year ended December 31, 2015. My peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an audit of an employee benefit plan and engagements performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of Mann, Urrutia, Nelson CPAs and Associates, LLP in effect for the year ended December 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mann, Urrutia, Nelson CPAs and Associates, LLP has received a peer review rating of *pass*.

A handwritten signature in black ink, reading "David E. Vaughn".

David E. Vaughn, CPA





THE ENGAGEMENT TEAM

The team assigned to perform the audit of the Kensington Fire Protection District is composed of highly trained professionals with extensive experience in governmental audit engagements. Our small, efficient working group will maintain a knowledgeable, yet non-intrusive, approach to the audit, and in this way, deliver an audit of exceptional quality requiring few disruptions in the conduct of the District's on-going operations. The technical qualifications of Mann, Urrutia, Nelson, CPAs and Associates, LLP personnel selected for this audit ensures service of the highest quality. Engagements at Mann, Urrutia, Nelson, CPAs and Associates, LLP, are conducted under the supervision of an engagement partner and manager, which assures that quality standards are maintained and all client requirements are met.

We propose the following audit team:

JUSTIN WILLIAMS, CPA, CVA, Engagement Partner
MICHELLE NELSON, CPA, CFE, MST, Concurring Partner
MICHAEL BLAIR, CPA, Manager
JENNIFER GILBERTSON, CPA, MSA, Supervisor

Professional Affiliations

Our commitment to governmental accounting is further amplified by our involvement with respected organizations. The proposed Engagement Partner, Justin Williams, is a presenter for the League of California Cities Municipal Finance Conference, the California Special Districts Association (CSDA) Annual Conference, has presented at several CSMFO chapter meetings, and is a member of the CSDA Audit Committee and Finance Committee. Michelle Nelson, the Concurring Partner, frequently reviews submitted financial statements as a member of the GFOA Certificate of Achievement for Excellence in Financial Reporting Program, and Justin is a leading presence on the CalCPA Accounting & Auditing Committee, Sacramento Chapter.

GASB Reporting

All audit partners and managers have been involved in the implementation of GASB financial reporting requirements. In addition to auditing and assisting with the preparation of GASB financial statements, all audit partners and managers have provided hands-on assistance with implementation of new GASB financial reporting requirements. Partner Justin Williams presented on the topic "**GASB Reporting Requirements and Their Effect on Your District**" at the 2015 and 2016 Annual CSDA conference.

Staff Consistency

Our Firm takes great pride in not only selecting high quality staff members, but providing them an environment designed for their success and betterment. We believe our history of low staff turnover is an asset we are proud to present to the Kensington Fire Protection District.

We too, believe staff continuity on engagements is essential to that engagement being successful. Our Firm's mission statement reads:

To provide responsive, innovative services of the highest quality to our clients; and to provide a positive, rewarding environment encouraging our employees to fulfill their professional and personal goals.



JUSTIN WILLIAMS, CPA, CVA
Engagement Partner

Justin's professional career includes more than 20 years of public and private accounting experience, of which 18 years has been heavily concentrated on audits of governmental agencies throughout Northern California. Justin will serve as partner in charge for the audit engagement.

INDUSTRY EXPERIENCE: Special Districts
Cities
Not-for-profit
Privately held businesses
Retirement/ employee benefit plans

OTHER EXPERTISE: GASB implementation
Board of Directors training
Federal Single Audit grant compliance
Federal and State compliance and financial reporting
Fraud investigations
Internal control implementation
Peer reviews

CURRENT RELEVANT ENGAGEMENT EXPERIENCE:	South Tahoe Public Utility District	City of Patterson
	Tahoe City Public Utility District	City of Novato
	Ironhouse Sanitary District	City of Piedmont
	Rodeo Sanitary District	City of Gridley
	Sacramento-Yolo Mosquito & Vector District	City of Sanger
	Association of California Water Agencies	City of Rio Vista
	South Placer Municipal Utility District	

DESIGNATIONS: Certified Public Accountant (CPA)
Certified Valuation Analyst (CVA)

**PROFESSIONAL
MEMBERSHIPS:** CSDA Audit Committee Member
CSDA Finance Committee Member
American Institute of Certified Public Accountants
California Society of Certified Public Accountants
GFOA Budget Awards Program
National Association of Certified Valuation Analysts
Society of California Accountants
National Institute of Pension Administrators, Sacramento Chapter

EDUCATION: Bachelor of Science, Accounting
Case Western Reserve University – Cleveland, Ohio

COMMUNITY SERVICE: Treasurer, California Capital Airshow
Previous Treasurer and Board Member, Capital Stage Company





MICHELLE NELSON, CPA, CFE, MST
Concurring Partner

Michelle founded and continues to manage the Audit practice of Mann, Urrutia, Nelson CPAs & Associates, LLP. She has specialized in auditing for over 30 years, focusing on governmental and non-profit entities. As a Certified Fraud Examiner, Michelle has provided expert insight in the areas of fraud prevention, detection and implementing processes/internal controls to hinder fraud.

INDUSTRY EXPERIENCE: Special Districts
Not-for-profit
Cities
Privately held businesses
Retirement/ employee benefit plans

OTHER EXPERTISE: Board retreats and trainings
Consulting on new accounting and auditing pronouncements
Federal and grant compliance
Financial reporting
Fraud engagements
Review and evaluation of internal controls

CURRENT RELEVANT ENGAGEMENT EXPERIENCE: Solano County Water Agency
Santa Nella County Water District
City of Pinole
City of Hollister
Town of Truckee
Town of Paradise
City of Marina

DESIGNATIONS: Certified Public Accountant (CPA)
Certified Fraud Examiner (CFE)
Certified Valuation Analyst (CVA)

PROFESSIONAL MEMBERSHIPS: American Institute of Certified Public Accountants
California Society of Certified Public Accountants
Nevada Society of Certified Public Accountants
GFOA Cert. of Achievement for Excellence in Financial Reporting Program
National Association of Certified Valuation Analysts
Association of Certified Fraud Examiners

EDUCATION: Bachelor of Science, Accounting
University of Nevada – Reno, Nevada
Masters of Science, Taxation
Golden Gate University – San Francisco, California

COMMUNITY SERVICE: Treasurer, Project R.I.D.E. Inc.
Board President, Chester Foundation
Treasurer, Simple Loaf of Bread





MICHAEL BLAIR, CPA
Manager

Michael has five years of public accounting experience with our firm. As Manager, he specializes in providing audit services to governmental and nonprofit entities. Prior to joining our firm, Michael provided personal income tax and payroll tax services with a firm in Pasadena, California. He also gained experience in performing day to day accounting transactions, as he worked in the real estate industry for several years.

INDUSTRY: Special Districts
Other local governments

EXPERIENCE: Not-For-Profit
For-profit entities

OTHER EXPERTISE: Internal control evaluation
Accounting services
Inventory observations
Single Audit compliance
Other grants and contracts compliance
Financial statement preparation
Bookkeeping Services
Payroll Tax

CURRENT RELEVANT ENGAGEMENT EXPERIENCE: Tahoe City Public Utility District
South Tahoe Public Utility District
Solano County Water Agency
Ironhouse Sanitary District
Sacramento-Yolo Mosquito & Vector District
Rodeo Sanitary District
City of Pinole
City of Gridley
Town of Paradise
City of Sanger

DESIGNATIONS: Certified Public Accountant (CPA)

PROFESSIONAL MEMBERSHIPS: American Institutes of Certified Public Accountants
California Society of Certified Public Accountants

EDUCATION: Bachelor of Science, Accounting
Azusa Pacific University –Azusa, CA





JENNIFER GILBERTSON, CPA

Supervisor

Jennifer has five years of public accounting experience. As Supervisor, she provides audit services to a wide range of industries, including governmental, not-for-profit, retirement plans, and for-profit entities. In her role, Jennifer handles specific stages of audit work, ensures work is prepared in compliance with professional standards, and detects exceptional items and issues of non-compliance. Prior to joining our firm, Jennifer worked for KPMG LLP in Sacramento, California.

INDUSTRY EXPERIENCE:	Governmental Retirement Plans Not-for-profit For-profit entities
OTHER EXPERTISE:	Internal control evaluation Accounting services Inventory observations Single Audit compliance Other grants and contracts compliance
RELEVANT ENGAGEMENT EXPERIENCE:	Ironhouse Sanitary District South Tahoe Public Utility District South Placer Municipal Utility District City of Patterson City of Sanger City of Novato City of Gridley Town of Truckee City of Piedmont City of Hollister
DESIGNATIONS:	Certified Public Accountant (CPA)
PROFESSIONAL MEMBERSHIPS:	American Institutes of Certified Public Accountants California Society of Certified Public Accountants
EDUCATION:	Bachelor of Science, Business Administration: Concentration in Accountancy Master of Science, Accountancy California State University, Sacramento, California
COMMUNITY SERVICE:	Treasurer, Teaching Everyone Animals Matter (TEAM)



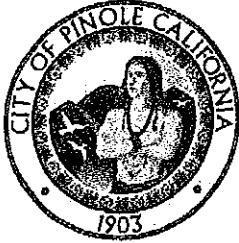
SIMILAR ENGAGEMENTS / REFERENCES

Mann, Urrutia, Nelson CPAs has provided audit services for numerous other district/governmental entities that are similar to that which is requested by the Kensington Fire Protection District. Below is a partial list of current relevant clients who can attest to our services and work performed on their behalf. We welcome the District to contact any of our clients listed below.

Client	Contact Information	Scope of Services
Tahoe City Public Utilities District	Ramona Cruz Director of Accounting (530) 583-3796	<ul style="list-style-type: none"> • District audit • CAFR* • GANN Limit • Single audit
South Tahoe Public Utility District	Paul Hughes Chief Financial Officer (530) 543-6211	<ul style="list-style-type: none"> • District audit • CAFR*
Solano County Water Agency	Marcie Fehrenkamp Accountant II (707) 455-1102	<ul style="list-style-type: none"> • Agency audit • Annual State Controller's Report
Santa Nella County Water District	Amy Montgomery General Manager (209) 826-0920	<ul style="list-style-type: none"> • Agency audit • Annual State Controller's Report
Sacramento - Yolo Mosquito & Vector Control	Janna McLeod, Administrative Manager (916) 685-1022	<ul style="list-style-type: none"> • District audit • Annual State Controller's report

* GFOA Certificate of Achievement for Excellence in Financial Reporting received





CITY OF PINOLE

2131 Pear Street
Pinole, CA 94564

Tel: (510) 724-9000
Fax: (510) 724-9826

Prospective Audit Clients

Re: Professional Reference for
Mann, Urrutia, Nelson CPA's & Associates

To Whom It May Concern:

I am pleased to offer my full and unreserved recommendation for retention of *Mann, Urrutia, Nelson CPA's (MUN)*.

I has been my good fortune to take the lead in the financial management and fiscal reporting of two California cities, during my tenure in local government. During that time, *MUN* was selected through competitive bidding to perform the external auditing and completion of Comprehensive Annual Financial Reports (*CAFR document*) for both Auburn and Pinole. Completion of these tasks included preparation of separate component unit reports for Redevelopment Agencies, and included the review of "full service" municipalities, operating Enterprise Funds for Airport, Transit and Wastewater Treatment activities. Additionally, as deemed appropriate *MUN* was retained under separate contracts for Agreed Upon Procedure Engagements, related to cash handling discrepancies and controls, grant compliance, and redevelopment agency close-out projects.

At all times, *MUN* has completed their contractual obligations on time and within budget. The Principals of this Accounting/Auditing Firm are hands-on and on-site during field work activities, providing supervision and mentoring to their Junlor Associates. My personal belief is that *MUN* offers a unique perspective to Government Auditing, in that they take the time to fully understand the individual nuances of similar but distinct reporting entities, and then generate a meaningful client dialog about the accuracy and more importantly the completeness of the financial reporting that they oversee. I believe that *MUN* is especially cost competitive with their peers, due to the time efficiencies generated by their investment in fully computerized workpaper preparation. We routinely, submit our "client prepared" account reconciliations, trial balance information and other financial documentation in electronic format, which is also a beneficial to us as the audit client.

Please do not hesitate to call upon me directly (510-407-3979 or 510-724-9823) for additional information regarding *MUN*.

Sincerely,


Richard H. Loomis, CCMT/CFIP
City of Pinole, California



THE AUDIT PROCESS

Our audit process begins with the assignment of staff to the engagement. Our engagement team has the expertise to provide a level of service desired and deserved by your organization. Our engagements are supervised by the engagement partner and the manager. As high-level involvement is vital to a quality audit, the partner and manager's time will account for approximately 30% of total hours spent on the engagement. Our team's approach is designed to be efficient yet non-intrusive.

We believe on-going communication throughout the entire audit will ensure that all aspects of the audit are thoroughly addressed. We encourage regular communications throughout the year, not just during fieldwork. As such, we do not anticipate any potential audit problems to arise during our engagement.

Audit Planning — Interim Phase

Our audit planning process includes a risk assessment of the District and review of the control environment. We begin with a pre-planning meeting to ensure that management's expectations and our expectations are communicated prior to commencing the audit. We will confirm our understanding of the engagement deadlines and ensure these are met timely. In addition, we will provide a list and samples of schedules specifically tailored to the Kensington Fire Protection District to aid the District's staff in preparing schedules and providing audit documentation.

Risk Assessment — Interim Phase

As part of our extensive planning phase, the engagement team will discuss with management issues surrounding the industry, the District's internal & external environment, significant events, as well as economic, political, and social factors to determine and document areas of risk. Once areas of risk have been identified, the next process will be to review the control environment.

Control Environment — Interim Phase

We will document and test the flowing control processes to evaluate their effectiveness in preparing reliable financial statements:

- ◇ Disbursements
- ◇ Receipts
- ◇ Payroll
- ◇ Financial reporting
- ◇ Journal entry process
- ◇ IT and general computer controls
- ◇ Federal and state programs

Based on our understanding of the District's risks and control environment, we will design our substantive procedures and communicate our audit approach to management. As part of our review and documentation of the control environment, we may have recommendations for enhancing controls and/or efficiencies. These recommendations will be discussed with management prior to any comments included in a formal management letter.



Laws and Regulations — Interim and Year-end Phase

We will review the laws and regulations covering the District's grants and major programs as part of the Single Audit testing, if applicable. Based upon our inquiry with District staff, review of the District's government code, review of administrative policies, etc. we will determine the relevant laws and regulations that will be subject to additional test work.

Substantive Procedures — Year End Phase

Substantive audit procedures are designed based on our risk assessment process. Complex and high risk accounts will be identified early in the audit process and these accounts will be assigned to the manager and/or partner for actual testing. Our substantive audit procedures will include the following:

- ◇ Tests of account details — Detail transaction testing to source documentation
- ◇ Analytical procedures — Ratio analysis, variance analysis, trend analysis
- ◇ Use of data analysis software — Review of large volumes of data to detect anomalies
- ◇ Unpredictability tests — Varying timing and extent of tests
- ◇ Review of management's estimates — To determine reasonableness
- ◇ Review of subsequent events and contingencies — For proper adjustment and footnote disclosure

Preparation of Audit Report and Review — Year-end Phase and Wrap-up Phase

Audit workpapers are reviewed throughout the audit by the manager and engagement partner. Before we leave your offices, the file will be substantially reviewed and any issues will be discussed and resolved. The financial statements are prepared by the audit supervisor and manager. All reports are reviewed by the engagement partner and concurring partner.

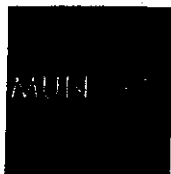
Upon approval, we will issue drafts of all reports based on an agreed upon timeline with the District. This will allow adequate time for review and distribution of reports.

Audit Sizes and Statistical Sampling Techniques

Audit sampling provides the auditor an appropriate basis on which to conclude on an audit area by examining evidence from a sample of a population. We utilize both statistical and non-statistical sampling techniques as described in the AICPA's Audit Sampling Guide, depending on the type of testing being performed. Internal control, substantive and compliance testing samples are generally selected using non-statistical techniques. Sample sizes are determined by risk assessment and nature of the population. We may use statistical sampling to assist with forensic testing in areas which have a higher risk of misstatement due to fraud.

Drawing Audit Samples (for tests of compliance)

Auditor judgment will be used in selecting our audit samples for test of compliance work. The majority of the testing of compliance will be centered around the single audit testing of the direct and material elements for the major programs.





Technological Advantages

We utilize the latest technology, including virtual servers, smart devices and online libraries to provide us with the most up-to-date information to better serve our clients. First, our online client portal ShareFile gives us the capability of sending and receiving information to and from our clients faster and more securely. As portals are encrypted and use password protection to ensure that data can only be viewed by the appropriate client, we are dedicated to protecting the District's confidential information.

Furthermore, we streamline our audit process and organize support documents through use of the paperless audit program - CaseWare Working Papers. By effectively reviewing large volumes of data through these programs, we are able to develop a better understanding and gain a broader view of the Kensington Fire Protection District. These technologies enable us to increase both the scope of our engagement and the reliability of our audit opinion more efficiently, as a larger amount of information can be processed, analyzed and interpreted in a short time frame.

Work Paper Retention

Audit programs, workpapers and reports will be retained for a period of seven (7) years after the completion of the audit and made available for inspection by the Kensington Fire Protection District, oversight or cognizant agencies, parties designated by the federal or state governments, auditors of entities of which the Kensington Fire Protection District is a sub recipient of grant funds or component unit, and additional auditors if requested by them.



TERMS OF ENGAGEMENT

In accordance with the Request for Proposal for Audit Services issued by the Kensington Fire Protection District, we hereby submit the following proposed fee for services for the year ending June 30, 2017 and two additional one-year options:

Service	6/30/2017	Optional Subsequent Years*
Audit the financial statements of the Kensington Fire Protection District	\$16,000	\$16,000
State Controller's Report	1,500	1,500
Management Letter	Included	Included
Total Fees	\$17,500	\$17,500

* Bid applies to a maximum of five (5) years.

Additional Professional Services

Mann, Urrutia, Nelson, CPAs and Associates, LLP may also furnish other accounting services, which may include advisory and system accounting services as requested by the Kensington Fire Protection District. If it should become necessary for the District to request Mann, Urrutia, Nelson, CPAs and Associates, LLP to render any additional services to either supplement the services requested to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the District and Mann, Urrutia, Nelson, CPAs and Associates, LLP. Any such additional work agreed to between the District and Mann, Urrutia, Nelson, CPAs and Associates, LLP shall be performed at the quoted hourly rates listed below:

Position	Standard Hourly Rates
Partner	\$ 250
Manager	190
Senior Staff	160
Staff	110



Date: 05/23/2017 [04:28:33 PM CDT]
From: "Justin J. Williams" <jjw@muncpas.com>
To: fire@kensingtonfire.org
Subject: RE: Kensington Fire Proposal

Hello Brenda,

Thank you for considering our firm to perform the audit. Unfortunately we can't take it down \$4,000 but we would be willing to reduce the fee by \$1,500.

Please let me know if that would work.

Thank you,

Justin

Justin J. Williams, CPA, CVA
Partner

2515 VENTURE OAKS WAY, SUITE 135 • SACRAMENTO, CA 95833
O.916.929.0540 • F.916.929.0541 • E. JJW@MUNCPAS.COM

This message may contain privileged information. If you are not the intended recipient of this message, you may not make any use of, or rely in any way on, this information, and you should destroy this message and notify the sender by reply e-mail. Any opinions or advice contained in this e-mail are subject to the terms and conditions in any applicable client engagement letter or service agreement.

Any advice contained in this communication was not intended or written to be used and cannot be used for the purpose of avoiding penalties that may be imposed by the Internal Revenue Service, Franchise Tax Board, or any other taxing authority.

-----Original Message-----

From: fire@kensingtonfire.org [mailto:fire@kensingtonfire.org]
Sent: Tuesday, May 23, 2017 1:59 PM
To: Justin J. Williams
Subject: Kensington Fire Proposal

Hello Justin,

Thanks for taking the time to meet with Deborah Russell and me earlier this month. After reviewing

the proposals and fees, we are interested in possibly pursuing a contract with MUN CPAs. However, I have to point out to you that your proposal is approximately \$4,000 more than the other two proposals that we received. I am asking that, after meeting with us and agreeing to a different approach then was outlined in the proposal, would MUN consider reducing their fee?

Please let me know your thoughts, Justin.

Brenda J. Navellier
Manager
Kensington Fire Protection District

This email has been scanned for email related threats and delivered safely by Mimecast.
For more information please visit <http://www.mimecast.com>

RESOLUTION 17-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE PRELIMINARY COMBINED REVENUE, OPERATING EXPENSE, AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2017-2018

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the preliminary annual fee for services from the City of El Cerrito for Fiscal Year 2017-2018; and

WHEREAS, the preliminary combined budget was reviewed by the Finance Committee at their June 6, 2017 public meeting; and

WHEREAS, a final Revenue, Operating Expense and Capital Improvement Budget shall be approved by the Board of Directors of the Kensington Fire Protection District by the statutory required date of October 1, 2017;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Preliminary Combined Revenue, Operating Expense and Capital Improvement Budget with its associated schedules for Fiscal Year 2017-2018 which is attached to and made part of this resolution.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 14th day of June 2017 by the following vote of the Board:

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

Don Dommer, President

ATTEST:

Larry Nagel, Secretary

Attachment: KFPD Preliminary Combined Revenue, Expense and Capital Budget FY 17-18
with Equipment and Building Schedules

KFPD COMBINED DRAFT REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2017-2018

	FY 2016-2017	FY 2016-2017	FY 2017-2018	FY 2018-2019
<u>REVENUE BUDGET</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Property Taxes	3,570,295	3,691,707	3,839,375	3,916,165
Special Taxes	200,287	200,287	200,287	200,290
Other tax income	26,000	25,500	26,000	26,000
Interest income	20,000	43,000	40,000	30,000
Lease agreement	1	1	35,470	36,535
Salary reimb agreement	54,600	53,064	57,783	58,308
Miscellaneous income	0	1,388	0	0
Gain on Sale of Engine	0	30,000	0	0
Total Revenue	3,871,184	4,044,947	4,198,915	4,267,298
	FY 2016-2017	FY 2016-2017	FY 2017-2018	FY2018-2019
<u>OPERATING EXPENSE BUDGET</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
OUTSIDE PROFESSIONAL SERVICES				
Accounting	5,000	4,500	5,250	5,500
Actuarial Valuation	0	0	3,600	0
Audit	13,000	13,000	16,000	15,000
CC County Expenses	33,350	31,800	32,500	33,000
EI Cerrito Contract	2,552,869	2,552,869	2,826,907	2,911,715
Fire Abatement Contract	8,000	265	8,000	8,000
Insurance - Risk Mgmt	12,110	12,943	14,000	15,000
LAFCO Fees	1,850	2,124	2,200	2,300
Legal Fees	30,000	35,000	35,000	35,000
Water System Improvements	20,000	0	20,000	20,000
Wildland Vegetation Mgmt	10,000	6,000	10,000	10,000
RETIREE MEDICAL BENEFITS*				
PERS Medical (OPEB cost)	36,850	36,850	0	0
Delta Dental	5,770	5,770	0	0
Vision Care	1,775	1,775	0	0
COMMUNITY SERVICE ACTIVITES				
Public Education	13,000	6,500	10,000	10,000
Community Pharmaceutical Drop-Off	5,000	1,500	4,000	4,000
Vial of Life Program	200	0	200	0
CERT Kits/Sheds/Preparedness	30,000	24,000	17,500	15,000
Open Houses	750	336	1,200	750
Community Shredder	3,500	2,350	2,750	3,000
DFSC Matching Grants	8,000	8,000	8,000	8,000
Firesafe Planting Grants	3,000	500	3,000	3,000
Demonstration Garden	10,000	3,000	30,000	2,500
Community Sandbags	6,000	3,103	5,000	5,000
DISTRICT ACTIVITIES				
Professional Development	5,000	2,900	5,000	5,000
District Office				
Office expense	3,500	1,700	3,000	3,000
Office supplies	2,500	1,400	2,500	2,500
Telephone	8,000	6,900	8,000	8,000
Election	1,000	300	0	1,000
Firefighter's Apparel & PPE	27,000	26,000	1,500	1,000
Firefighters' Expenses	10,000	10,000	10,000	10,000
Staff Appreciation	4,000	3,500	2,000	2,200
Memberships	7,675	7,176	7,535	8,100
P/S Building				
Needs Assessment/Feasibility Study	150,000	195,000	20,000	0
Gardening service	2,000	1,350	2,000	2,000
Building alarm	2,000	1,379	2,000	2,000
Medical waste disposal	3,500	4,073	5,000	5,500
Janitorial	1,500	1,260	1,500	1,500

KFPD COMBINED DRAFT REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2017-2018

Misc. Maint/Improvements	12,000	8,250	12,000	12,000
PG&E	7,500	6,650	7,500	8,000
Water/Sewer	1,900	1,940	2,040	2,140
Staff				
Wages	83,113	83,113	86,420	89,010
Longevity Pay	1,000	1,000	1,000	1,000
Overtime Wages	1,350	800	1,540	1,575
Vacation Wages Accrual Adjustment	766	-1,458	2,253	0
Medical/dental insurance compensation	8,190	8,190	8,190	8,250
Retirement Contribution	6,317	6,317	6,568	6,765
Payroll Taxes	7,493	7,406	7,789	7,995
Insurance - Workers Comp/Life	1,600	1,623	1,800	2,000
Processing	1,515	1,454	1,550	1,600
Operating Contingency Fund	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>
Total Operating Expense	3,195,441	3,140,406	3,288,789	3,323,899
Capital Outlay				
Firefighter qtrs/equip	15,000	4,500	15,000	15,000
Office Furniture/Computers	5,000	0	5,000	5,000
Public Safety Building Construction	0	0	750,000	0
Total Capital Outlay	20,000	4,500	770,000	20,000
TOTAL EXPENDITURES	3,215,441	3,144,906	4,058,789	3,343,899

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

* Due to new reporting rules under GASB 75 and the fact that our OPEB assets equal liabilities, the actuary stated preliminarily that we will have no OPEB expense beginning in FY 17/18.

Designated Funds (see attached schedules)

Engine Replacement Fund	117,874	117,874	117,874	117,874
Public Safety Building Fund	<u>1,089,786</u>	<u>1,089,786</u>	<u>180,000</u>	<u>0</u>
	1,207,660	1,207,660	297,874	117,874

	FY 2016-2017 <u>Budget</u>	FY 2016-2017 <u>Est. Actual</u>	FY 2017-2018 <u>Budget</u>	FY 2018-2019 <u>Planning</u>
Beginning Cash	6,596,372	4,838,560	5,877,403	6,017,529
Revenue	3,871,184	4,044,947	4,198,915	4,267,298
Operating Expenditures	-3,195,441	-3,140,406	-3,288,789	-3,323,899
Capital Expenditures	-20,000	0	-770,000	-20,000
<i>Accrual to Cash Adjustment</i>		134,302		
<u>ENDING CASH</u>	7,252,114	5,877,403	6,017,529	6,940,928
<i>Cumulative Designated Funds</i>				
Capital Replacement Funds	-2,418,425	-2,418,425	-2,716,299	-2,834,173
Prepaid CERBT - Retiree Trust	-1,004,837	-965,000	-965,000	-965,000
EI Cerrito Contract 12 month set aside	-2,552,869	-2,552,869	-2,826,907	-2,911,715
<u>AVAILABLE CASH</u>	1,275,983	-58,891	-490,677	230,040

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2017-2018

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

Type I Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds	Type III Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds
						\$540,094			
					\$94,000		02-03		
					\$205,895		03-04		
							04-05	32,860	32,860
							05-06	32,860	65,720
							06-07	32,855	98,575
							07-08	36,793	135,368
							08-09	36,793	172,161
					adjust to	\$592,100	09-10	41,994	214,155
							10-11	41,994	256,149
							11-12	41,994	298,143
							12-13	41,994	340,137
							13-14	41,994	382,131
							14-15	41,994	424,125
\$632,000	\$1,138,200	15-16					15-16	41,994	466,119
		16-17	75,880	75,880			16-17	41,994	508,113
		17-18	75,880	151,760			17-18	41,994	550,107
		18-19	75,880	227,640			18-19	<u>41,994</u>	592,101
		19-20	75,880	303,520				592,101	
		20-21	75,880	379,400					
		21-22	75,880	455,280					
		22-23	75,880	531,160					
		23-24	75,880	607,040					
		24-25	75,880	682,920					
		25-26	75,880	758,800					
		26-27	75,880	834,680					
		27-28	75,880	910,560					
		28-29	75,880	986,440					
		29-30	75,880	1,062,320					
		30-31	<u>75,880</u>	1,138,200					
			1,138,200						

KFPD COMBINED DRAFT REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2017-2018

SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION/REPLACEMENT

Adjusted for 4% Inflation	Fiscal Year	Yearly Contribution	Accumulated Reserves
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	432,486	744,646
	16-17	1,089,786	1,834,432
	17-18	180,000	2,014,432
	18-19	0	0

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

In preparation for a major building remodel/replacement, any surplus funding from each year will also be contributed to the building replacement fund at this time, a new building is anticipated to be completed in FY18-19

**PLEASE SEE PUBLIC
SAFETY BUILDING
FACILITY ASSESSMENT
AND MASTER PLAN
DATED JUNE 2017 IN
SEPARATE AGENDA
POSTING ON OUR
WEBSITE**

(WWW.KENSINGTONFIRE.ORG)

BOARD REPORTS

**MINUTES OF THE FEBRUARY 2, 2017 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: Directors: Janice Kosel and Don Dommer
 Staff: Manager Brenda Navellier, Fire Chief Lance Maples

CALL TO ORDER:

Director Kosel called the meeting to order at 4:00 p.m. and noted the Committee members and staff that were present. There were two members of the public in attendance.

ORAL COMMUNICATIONS:

None.

APPROVAL OF MAY 31, 2016 COMMITTEE MINUTES:

Director Kosel explained that this was the last time that the Finance Committee had met and that they typically meet twice a year. The Committee agreed by consensus to accept the minutes as submitted.

MID-YEAR BUDGET vs. ACTUAL REVIEW:

Director Kosel noted that under budget revenue for FY17-18, interest income is lower due to the possible building project. The lease agreement with the KPPCSD expires on 6/30/17 and there is no agreement at this time so it is temporarily budgeted at "0". Total revenue for FY16-17 is budgeted at \$3.9M and total expenses are about \$3.2M with the capital outlay. The total surplus is being contributed to the building renovation/replacement fund. By the end of FY16-17, there will be about \$1.8M saved for the building. Construction would not start for another 12 to 18 months, probably in FY18-19. By that point, the District should have \$3.7M saved. KFPD has established a \$10M project cost cap and that would include KPPCSD paying back their share of the building. Construction costs are currently escalating at approximately 6% per year. Dommer expects to present three different building options in approximately May of 2017 to the public. Dommer said he has met with the KPPCSD President and Vice President and asked them to allow letting KFPD develop a building scheme at the park site. KPPCSD is supposed to consider that at their March meeting. Under Operating Expense, Kosel proposed a revision under DFSC Matching Grants to increase it to \$8,000 instead of \$5,000 based on Kensington resident donations. Kosel explained that staff appreciation is up this year due to a staff photo project. Dommer proposed a revision to the Needs Assessment/Feasibility Study to increase by an additional \$15,000 to \$140,000. The planning budget FY17-18 for the study will remain at zero at this time. Kosel then gave an explanation of the engine replacement fund and the attached schedule. The Type III engine will be replaced in FY18-19. The District will have about \$560,000 available cash at the end of FY16-17. Navellier distributed a cash flow sheet to everyone present which Kosel reviewed. Cash flow is always low in the fall/early winter. The cashflow can be correlated with the District's investments which are laddered over a 5-year term outside of LAIF but still held by the County. Two CDs matured last week and both were renewed until July 2017 which was the best rate available. The CDs are fixed rates. Kosel does not anticipate dramatic volatility during the 3-1/2 year time period the District has investments. David Spath asked if the 4% interest for the engine replacement funds has held to be true on the purchase price? Chief Maples responded that the projections have held true. Interest income will continue to grow until funds are expended on the proposed construction project. In summary two changes to the current budget will be proposed at the February Board meeting: Increasing DFSC Matching Grants to \$8,000 and increasing the Needs Assessment/Feasibility Study to \$140,000. Numbers to watch in the future are the lease and the construction projection for FY17-18.

REVIEW DISTRICT INVESTMENTS:

Both cashflow and the investment summary were handed out earlier in the meeting and discussed above.

Kosel said consideration of hiring a new auditor will be included in the Committee's next meeting agenda. KFPD reviews its auditors about every five years and will get fee proposals and sample audit reports from potential auditors. During the last review, KFPD chose to stay with their current auditor as they had the most intelligible

report. Potential auditors can be pulled from CSDA. Dommer added that if the District doesn't want to change auditors, it should at least change personnel within the audit firm every five years. Discussion followed.


Linda Spath asked who does the District pay for the pharmaceutical disposal? The Committee answered, Stericycle. Spath wondered if it makes sense in the future to be a drop off site sponsored by EBMUD. Chief Maples explained that is an option but narcotics cannot be disposed of in that format. KFPD has researched this option in the past. It is worth considering for the future with a new building. Ms. Spath also asked how the shredding event works to which the Committee replied. The cost is the fee that the vendor charges and the shredding takes place on site. David Spath asked about combining the pharmaceutical drop off with the EBMUD program so that there is a convenience for residents instead of twice a year.

ADJOURNMENT: The meeting was adjourned at 4:45 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the Committee meeting of June 6, 2017.

Attest:



Finance Committee Member



**California Special
Districts Association**
Districts Stranger Together

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION

2017 BOARD ELECTIONS

MAIL BALLOT INFORMATION

Dear Member:

A mail ballot has been enclosed for your district's use in voting to elect a representative to the CSDA Board of Directors in your Network for Seat C (2018-20 term) and Seat A (term ends December 31, 2018).

Each of CSDA's six (6) networks has three seats on the Board. Each of the candidates is either a board member or management-level employee of a member district located in your network. Each Regular Member (district) in good standing shall be entitled to vote for one (1) director to represent its network.

We have enclosed the candidate information for each candidate who submitted one. Please vote for **only two** candidates to represent your network and be sure to sign, date and fill in your member district information. If any part of the ballot is not complete, the ballot will not be valid and will not be counted.

Per CSDA Bylaws, the candidate with the highest number of votes will assume the full term, Seat C. The candidate with the second highest number of votes will assume Seat A to fulfill the remainder of that term.

Please utilize the enclosed return envelope to return the completed ballot. Ballots must be received at the CSDA office at 1112 I Street, Suite 200, Sacramento, CA 95814 by **5:00pm on Friday, August 4, 2017.**

If you do not use the enclosed envelope, please mail in your ballot to:

California Special Districts Association
Attn: 2016 Board Elections
1112 I Street, Suite 200
Sacramento, CA 95814

Please contact Beth Hummel toll-free at 877.924.CSDA or bethh@csda.net with any questions.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: STANLEY R. CALDWELL

District/Company: MT. VIEW SANITARY DISTRICT

Title: DIRECTOR

Elected/Appointed/Staff: ELECTED

Length of Service with District: 23 YEARS

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

CURRENT CSDA DIRECTOR FOR BAY AREA NETWORK, SERVE ON PROFESSIONAL DEVELOPMENT AND MEMBER SERVICES COMMITTEE, SERVE AS BOARD MEMBER FOR SDLF

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

CASA

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

CURRENT SPECIAL DISTRICT ALTERNATE TO LAFCO COMMISSION

4. List civic organization involvement:

CURRENT VICE PRESIDENT OF THE CONTRA COASTA SPECIAL DISTRICTS ASSOCIATION (CCSDA), CURRENT NEWSLETTER EDITOR FOR CCSDA

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**

Stanley R. Caldwell
75 Cecilia Lane
Martinez, California 94553-1455

RE: Election Bay Area Network, Seat C

It has been an honor and a pleasure to serve the California Special Districts Association (CSDA) membership as Bay Area Network Director. I look forward to the opportunity to continue to be of service. I have been active and involved in CSDA activities. I have served on the Member Services Committee & Professional Development Committee. I am also a past CSDA President (2013).

I am retired and I have the time, and the commitment required to continue to serve as a director. I have faithfully and diligently served within my local community. I am a dedicated active board member of Mt. View Sanitary District (MVSD) and having served several times as the board president. . By being an active participant at the California Association of Sanitation Agencies and the CSDA, I enhance my ability to serve in a director position. I also serve as the special district alternate to the Local Agency Formation Commission (LAFCO) in Contra Costa County..


Contra Costa County has an affiliated CSDA chapter, the Contra Costa Special Districts Association (CCSDA) of which I have been active participant currently service as chapter vice president and as the current Newsletter Editor.

If re-elected I would continue to provide the leadership that makes CSDA a success. I will apply my experience, commitment, and leadership, to be effective, efficient, and responsive to special district needs.

Please consider me for the upcoming election for Director of the Bay Area Network where I will continue to bring my experience and dedication to CSDA.

Thank you for your consideration,

Stanley R. Caldwell



Incumbent CSDA Bay Area Network Director
Mt. View Sanitary District Board Member
Contra Costa Special Districts Association vice president



California Special Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: JOHN CARAPLET

District/Company: SANITARY DISTRICT NO. 5 OF MARIN COUNTY

Title: BOARD OF DIRECTORS, VICE PRESIDENT

Elected/Appointed/Staff: _____

Length of Service with District: 3⁺ yrs.

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

No

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

No

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

PRESIDENT OF BELVEDERE LAGOON PROPERTY OWNERS' ASSOCIATION

4. List civic organization involvement:

COUNTY OF MARIN CIVIL GRAND JURY, 2009-2010

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.

Statement of Candidate for California Special Districts Association
John G. Carapiet
Education and Qualifications

Age 70

I will bring if elected to the California Special Districts Association the perspectives of a retired 35-year civil servant of the San Francisco Public Utilities Commission. I retired 8 years ago as a Senior Water Services Inspector thus have an understanding the employment, retirement and health care issues of our dedicated public employee's that work for special districts As a local resident born in California, going to all San Francisco Schools ending with a Business degree from San Francisco State University in 1973. Also serving in the United States Air Force from 1965 to 1968, I have a wealth of understanding of the various issues, including employees, infrastructure, and continuing legal issues of Special Districts. I am currently the Vice President of the Sanitary District #5 of Marin County. Last year we completely paid off our Calipers retirement side fund saving the District more than \$150,000 a year in interest. I also helped last month negotiate a favorable five-year labor contract with out nine employees'. I also served on the Marin County Civil Grand Jury 2009-2010(six reports on various County issues) and am currently the President of the Belvedere Lagoon Property Owners Association. My Wife, family, and I have been residents of Belvedere for 21 years and our aim is to give back to the community. If you want a dedicated knowledgeable representative then please vote for me.



California Special
Districts Association
Districts Stronger Together

2017 CSDA BOARD CANDIDATE INFORMATION SHEET

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

Name: Robert Silano
District/Company: MENLO PARK FIRE PROTECTION
Title: DISTRICT DIRECTOR
Elected/Appointed/Staff: ELECTED
Length of Service with District: 6 years

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

ATTENDED MANY WORKSHOPS
WITHIN THE PAST 6 YEARS

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

NO

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

LAFCO - COMMUNICATION REPRESENTATIVE
CSDA - LEG COMMITTEES, HR and
LEGAL

4. List civic organization involvement:

ASIS, Bay Area Emergency Managers,
FBI NATIONAL ACADEMY ASSOCIATES

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.

As a current Director and an elected official of the Menlo Park Fire Protection District, I have local government public safety experience. I have taken the lead in San Mateo County on matters of disaster preparedness and I have been selected to sit on the Emergency Preparedness, the Strategic Planning and the California Special District Association Committees. I served as a Special Agent and Supervisory Special Agent for the DEA until my retirement in 2003. Often managing more than 300 sworn and 50 non-sworn employees. My past experience as a DEA senior manager required me to be responsible for an annual budget in the millions of dollars. As a Task Force Commander having state and local law enforcement officers under my command, I developed strong skills in cooperative governmental efforts. As a DEA Manager, I was involved in program development, inter-agency cooperation, public relations, human resource management, budget development and the management of international and domestic operations. I possess a background that will well serve the CSDA..



Quarterly Meeting Minutes

4.17.2017	Meeting Time 10:00 a.m.	Central Contra Costa Sanitary District Multi-Purpose Room 5019 Imhoff Place, Martinez, CA 94553
Meeting called by	Chair Bette Boatman called meeting to order at 10:09 a.m.	
Minutes	Suzette Crayton, Executive Assistant Central Contra Costa Sanitary District	
Attendees	Seventeen (17) Attendees (Sign In Sheet Attached)	
Welcome and Introductions		
Each representative introduced themselves.		
Approval of January 23, 2017 Meeting Minutes		
The minutes were approved.		
Election: Special District Member to County Oversight Committee Appointment		
Stan Caldwell was elected to serve on County Oversight Committee. Stan provided the resolution of support from his Board at Mt. View Sanitary District.		
Finance Report, Budget Update, and Budget Approval: Treasurer Bert Michalczyk, Associate Member		
There were budget concerns over keeping account at Wells Fargo considering recent issues that they are having. Group decided to continue and not explore this at this time. West County Health may not be dissolved. They are going through bankruptcy and court right now. If resolved, they may have to pay their CCSDA dues. The budget was passed.		
Guest Speaker: Mike Carlson, Contra Costa County Flood Control District Topic: "Lower Walnut Creek – Past, Present and Future"		
Questions were fielded on timelines, and schedules.		
Member District Highlight: Contra Costa Mosquito & Vector Control District Speaker: Andrew Pierce, CCMVCD Community Affairs Representatives "Updates about mosquitos and other vectors"		
Provided information on the status of the vector problems during this time and how to report problems and also prevention.		

Scholarship and Grant Program: Larry Nagel Kensington Fire Protection District

Update postponed to next meeting.

LAFCO Representative Report

Mike McGill provided the report.

East Bay Regional Park District: Park Advisory Committee Report: Contra Costa LAFCO Executive Director Lou Ann Texeira

An update was provided for this item in the introductions.

Legislative Committee Report

Lisa Bolinger provided the update in Erich Pfuehler's absence. Asked if CCSDA can take opposition to AB898 which proposes utilizing 10.5 million of tax revenue from property tax between Special Districts. She stated that Dan Borenstein recently wrote an article on the issue. It was suggested after some discussion to place this item on the next meeting agenda in order to take an official vote on CCSDA position. Information on the item will be distributed before the next meeting so an informed vote can take place. Also discussed inviting Bob Campbell from the County to the next meeting to talk explain more about the reallocation of the funds.

California Special Districts Association Activities Update

The Board has not met since January so no formal update. They will meet next week so an update will be provided at the next meeting.

Other Local Government Official Updates

There was a resignation from the Board of the Conservation District; they are also looking for an Executive Director.

Meeting was adjourned at 12:13 p.m. and next meeting is July 17, 2017.

Date: 05/06/2017 [10:53:48 AM CDT]
From: Celia Concus <celia322@gmail.com>
To: Don Dommer <don@dondommer.com>, Janice Kosel <janicekosel@gmail.com>, Fire Board <nina.harmon@gmail.com>, Fire Board <lwn@att.net>, Fire Board <coupedeville36@comcast.net>
Cc: Lance Maples <LMaples@ci.el-cerrito.ca.us>, Brenda Navallier <fire@kensingtonfire.org>
Subject: Proposal for Fire Station in Kensington Park

Dear Fire Board Directors, Chief Maples, and Manager Navallier

May 5, 2017

I want to register my strong opposition to a proposed plan to build a new fire station in Kensington Park. It is disconcerting that some members of the Fire Board seem to be unaware that the residents of Kensington voted decisively, in 1995, to acquire the land and to preserve it as open space for the benefit of our community. We voted to have a park in Kensington in perpetuity.

I urge the Fire Board to explore ways to restructure and expand the Public Safety Building in its present location, on land that is owned by the Fire District.

The Community Services District is the guardian of our open space and should not consider giving away part of that land. Any action that reduces the size of our park would violate the mandate given to the CSD by the residents of Kensington.

Respectfully submitted.

Celia Concus

Kensington homeowner since 1965

Date: 05/07/2017 [06:30:51 PM CDT]
From: Kelly McDonald <feakelly@gmail.com>
To: LMaples@ci.el-cerrito.ca.us, fire@kensingtonfire.org, Don Dommer <don@dondommer.com>, Janice Kosel <janicekosel@gmail.com>, Fire Board <nina.harmon@gmail.com>, Fire Board <lwn@att.net>, Fire Board <coupedeville36@comcast.net>, Rachelle Sherris-Watt <shwatt@sbcglobal.net>, Eileen Nottoli <enottoli@comcast.net>, Sylvia Hacaj <shacaj@comcast.net>, Len Welsh <lwelsh@kensingtoncalifornia.org>
Subject: Park space

As a resident and taxpayer in Kensington for over 12 years I wanted to let you know my feelings about the proposed use of park space for a firehouse.

We purchased our house because of the lovely peaceful parks and great schools in Kensington. We live near the park and I would hate to see the hillside be destroyed. Additionally I feel that the school traffic in that area would be adversely affected by a firehouse in that location.

If the firehouse is located on that hillside the park will no longer be a peaceful respite for our community. As someone who uses the park every day I would ask that the hillside be left alone.

In 1995 the hillside was purchased by the community and designated as open space. This should be respected.

thank you

--

Kelly McDonald
15 Kerr Avenue
Kensington, CA 94707
o: 510.559.8399
c: 818.216.7711

Date: 05/16/2017 [10:37:49 AM CDT]
From: Kathleen Mock <kathleenranlettmock@comcast.net>
To: fire@kensingtonfire.org, don@dondommer.com, janicekosel@gmail.com, nina.harmon@gmail.com, lwn@att.net, Joseph deVille <coupedeville36@comcast.net>
Cc: Kathleen Mock <KathleenRanlettMock@comcast.net>
Subject: Fwd: Use of park space for new fire station

Begin forwarded message:

From: Kathleen Mock <kathleenranlettmock@comcast.net>
Subject: Use of park space for new fire station
Date: May 16, 2017 at 8:33:33 AM PDT
To: LMaples@ci.el-cerrito.ca.us

Please know that the open space attached to our park in Kensington is not "empty space" but rather, part of the Kensington Park. The community voted to acquire it for park space and it should remain as park space.

Kathleen Mock
Kensington resident since 1968