

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

Date of Meeting: February 10, 2016  
Time of Meeting: 7:00 p.m.  
Place of Meeting: Kensington Community Center  
59 Arlington Avenue, Kensington, CA 94707

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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](http://www.kensingtonfire.org/agenda/index.shtml).

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

7:00 p.m.

**CALL TO ORDER**

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

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

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 January 13, 2016 (APPROVE)

CC 4. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #8** (APPROVE)

CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** December 2015/January 2016 (APPROVE)

**NEW BUSINESS**

6. Review of FY14-15 Financial Statements and Independent Auditor's Review (ACTION)

7. Proposal from Mack5 to develop Request for Proposals to Needs Assessment/Feasibility Study (ACTION)

8. Emergency Repairs/Remediation to Police storage and evidence room; Proposal from Marvin Collins Construction (ACTION)

9. FY 15-16 Mid-Year Budget Review -- Finance Committee (ACTION)
10. **FIRE CHIEF'S REPORT**
  - a. Review of operations.
  - b. Regional issues and developments.
11. **PRESIDENT'S REPORT**
  - a. Legal opinion on SB239
12. **BOARD REPORTS**

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

  - a. Finance Committee (Kosel/Dommer): Minutes of the June 2, 2015 Committee meeting.
  - b. Public Safety Building (de Ville/Dommer):
  - c. Education (Kosel):
  - d. Contra Costa County/California Special Districts Assoc. (Nagel): Report on Chapter meeting of 1/25/16
  - e. Diablo Fire Safe Council/Interface (Staff/Nagel):

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, March 9, 2016, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 3/9/16 is Wednesday, 2/24/16 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 3/2/16 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

# **CONSENT CALENDAR**

**MINUTES OF THE JANUARY 13, 2016 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

**CALL TO ORDER:**

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

**APPROVAL OF CONSENT ITEMS:**

President Dommer called for the approval of the consent calendar (items 3, 4, 5, 6 & 7), consisting of approval of the November 18, 2015 minutes, approval of the December 9, 2015 minutes, approval of monthly transmittal #7, approval of the monthly November/December 2015 financial report, and approval of the December 2015 incident activity report. Director Kosel pulled item 6, approval of the monthly financial report. Director Kosel made a motion to adopt the consent calendar items 3, 4, 5 and 7 as submitted. Director Harmon seconded the motion.

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

**ORAL COMMUNICATIONS:**

Director Nagel announced that CSDA will be holding a training in Martinez on "how to be an effective board member". Nagel will send the announcement to Navellier to distribute to the other Board members. The Board has Professional Development budgeted.

**APPROVAL OF MONTHLY FINANCIAL REPORT:**

Director Kosel noted that District property taxes are currently 4% below budget through November. The District has spent only \$575 on legal fees through November. Director Harmon made a motion to approve the monthly financial report. Director Kosel seconded the motion.

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

**FIRE CHIEF'S REPORT:**

Chief Maples reviewed the total activity report for 2015. There were a total of 384 incidents in Kensington which is on track with previous years. The department had two retirements in December, has recently hired two new personnel and currently has two more in the background phase. Out of the four new personnel, two are EMTs and two are paramedics.

**PRESIDENT'S REPORT:**

President Dommer said he is planning a Brown Act review for February with the presentation that he received from the annual CSDA conference.

Dommer reviewed the committee assignments for 2016: deVille will be on the Building Committee, Kosel will be on Finance and Education, Dommer will be on Building and Finance, Harmon will be on Special Assignments and Nagel will be on the County CSDA and assist staff on Diablo Fire Safe.

**NEW BUSINESS:**

**Actuarial Valuation of Postretirement Healthcare Benefits – July 1, 2015:** Director Kosel noted that the valuation, dated July 1, 2015, shows the District is now approximately \$25,000 under funded where as the previous valuation done in 2013 showed the District as slightly overfunded. The CalPERS interest rate assumption

dropped from 7.06% to 6.03%. CalPERS has also revised their mortality table. Director Kosel made a motion to fund the CERBT account an additional \$26,000 and to approve the valuation as submitted. Director Nagel seconded the motion.

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

Manager Navellier asked if she should continue taking out semi-annual disbursements of the actual healthcare costs to which the Board agreed by consensus that she should.

**Proposal from Biggs Cardosa Structural Engineers for Seismic Evaluation of the Public Safety**

**Building:** The Board packet included a proposal from Biggs Cardosa for a seismic opinion/assessment of the Public Safety Building for a flat fee of \$5,000. The proposal includes review of previous documentation/drawings, a site visit and a letter report. Director Kosel noted there was no timeframe mentioned in the proposal. President Dommer said the District could add a notation of "within 90 days" which should be more than a sufficient amount of time. Director Kosel moved the adoption of the proposal for a fixed fee of \$5,000 as submitted in the Board packet. Director de Ville seconded the motion.

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

**OLD BUSINESS:**

**Discussion and Direction on District Investments: Contra Costa County vs. Wells Fargo Advisors:**

Director Kosel reviewed that KFPD had received a formal proposal from Wells Fargo at its November meeting. The County then made a presentation in December and stated that their services were "all in or all out" and that the District could not take the majority of their investments out of the county without dropping all County services per their policy. Wells Fargo claimed they could make the District 1.8% return on their investment. The District is currently receiving about .25% from County LAIF. The County's best estimate through directed investments is 1.1% return prior to fees. Chief Maples said he knows of another district that did pull all of their services out of the county and that KFPD might want to watch and see how they fare. Kosel suggested lobbying Supervisor Gioia also. Whatever the District chooses it will not continue as currently set up with LAIF. Anthony Knight asked about contracting out County services or would it just cost additional fees to the County if we pulled out. Kosel suggested that the District ladder investments with the County with the exception of funds for the Type III in FY18-19. Kosel made a motion for the Board to authorize the Finance Committee to develop an investment ladder and work with the County. Director Nagel seconded the motion.

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

**Acceptance of CERT Emergency Supply Program Application:** The Board packet included the final draft of the CERT Shed program application. The program is mirroring the Berkeley Fire program. The District is hoping to place one shed per CERT area during the current fiscal year. The majority of the items in the shed are tools and equipment for CERT teams. Director Kosel inquired about placing a demo shed next to the large shed that is going to be placed in the park. Space is very limited so it is unlikely. Director de Ville offered the shed on Cambridge to be used as an example. The agreement to the application was also included in the packet and will be signed off by the Chief and the President. Chief Maples noted that the Berkeley agreement is more strict but KFPD's goal is to encourage people to participate. The sheds will be polyvinyl with a padlock, no electricity or concrete floor. Ciara Wood noted that the CERT coordinator in her area uses two smaller sheds for their personal supplies. The Board could also consider that option. Director Kosel moved the approval of the CERT Shed application and letter of understanding as submitted. Director Nagel seconded the motion.

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

**BOARD REPORTS:**

**Finance:** The Finance Committee will meet later this month. The Committee will be adding a line item to the budget for sandbags, possibly increase the DFSC contribution and interest income, and watch the property tax income.

**Public Safety Building:** A needs assessment/feasibility study will come after the seismic evaluation that the Board has now approved. The new engine has arrived and is currently being outfitted in El Cerrito.

**Education:** Dommer is working on a water systems article for the Outlook. The CERT Sheds will be advertised through the CERT Area Coordinators, the KFPD website, and then the Fire Plug. Dommer will submit a letter to the Editor of the Outlook responding to last month's letter to the Editor concerning KFPD.

**CSDA:** The next meeting will be held on January 25<sup>th</sup>.

**Diablo Fire Safe Council:** Chief Maples handed out a listing from DFSC showing the 38 citizens of Kensington that had donated a total of \$4,225 to DFSC. KFPD will match those Kensington donations. Ciara Wood noted that lots of people walk the interface trail and the volunteers that work on the trail all have relationships with the trail walkers.

**Correspondence:** Several thank you letters and also holiday greetings were received in the past month.

**ADJOURNMENT:** The meeting was adjourned at 8:05 p.m.

**MINUTES PREPARED BY:** Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on February 10, 2016.

Attest:

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Larry Nagel, Board Secretary

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

		KENSINGTON FPD			PY/CY:
		TRANSMITTAL - APPROVAL			BATCH #:
		Invoices			DATE :
					LOCATION #:
					FILENAME: KENSINGTON
00982	Delta Dental	2/1/2016	BE001469558 Feb dental	7840 1061	1,189.07
01406	KFPD	2/5/2016	Reimburse revolving fund	7840 2490	13,946.00
01169	CalPERS	01/14/16	7072901257 Mar medical	7840 1061	7,732.85
01172	L.N. Curtis	12/24/15	1380803-00 Type I hose	7840 2490	165.56
01172	L.N. Curtis	01/11/16	1380801-01 Type I equip	7840 2490	2,091.67
01172	L.N. Curtis	01/11/16	1380803-01 Type I hose	7840 2490	512.46
01172	L.N. Curtis	01/14/16	1380801-02 Type I wye	7840 2490	720.51
01172	L.N. Curtis	02/01/16	1380020-00 Type I equip	7840 2490	419.98
01634	Vision Service Plan	01/21/16	001027770001 Feb vision	7840 1061	346.72
02120	City of El Cerrito	02/01/16	Feb fire protection	7840 2328	193,265.49
07091	Lamorena & Chang	01/26/16	23242 - FY14-15 audit balance	7840 2490	5,000.00
	American Compliance Serv.	07/20/15	15-1173 apparatus bay insp	7840 2490	1,200.00
<b>TOTAL</b>					<b>226,590.31</b>

Kensington FPD Approval  
 Date: / /  
 Date: / /

February 5, 2016

**Attachment to Transmittal 0216**

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
1/15/2016	Payroll processing	57.23
1/15/2016	Payroll - 1/1-1/15/16	2,501.32
1/15/2016	Withholding payroll taxes 1/1-1/15/16	1,224.60
1/22/2016	Ovation Payroll - FUTA	105.00
1/5/2016	AT&T - telephone	383.30
1/6/2016	PG&E - gas	473.01
1/9/2016	Sprint - telephone	65.93
1/5/2016	Office Depot - office supplies	87.41
1/20/2016	Meyers Nave - legal counsel	136.08
1/20/2016	Pagepoint	22.50
1/13/2016	Mechanics Bank - sandbags, staff apprec, MREs	3,799.59
2/1/2016	Stericycle - medical waste	248.39
2/2/2016	Payroll processing	57.23
2/2/2016	Payroll - 1/15-1/31/16	2,501.32
2/2/2016	Withholding payroll taxes 1/15-1/31/16	1,132.25
2/1/2016	Allways Green Service - janitorial	105.00
1/22/2016	Comcast - internet	111.12
2/5/2016	ICMA RC - Jan deferred comp	934.72
	<b>Total</b>	<b>13,946.00</b>

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



**Kensington Fire Protection District**  
**Balance Sheet**  
As of January 13, 2016

	Jan 13, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	5,788.55
General Fund	1,748,866.26
Special Tax Fund	127,258.94
Capital Fund	231,976.77
<b>Total Checking/Savings</b>	<b>2,114,090.52</b>
<b>Accounts Receivable</b>	
Due from County for Reimb.	16,751.33
Advance on Taxes	1,609,579.11
Advance on Supplemental Taxes	50,869.79
<b>Total Accounts Receivable</b>	<b>1,677,200.23</b>
<b>Other Current Assets</b>	
Prepaid Services - EC	1,184,764.97
Prepaid Exp.	9,577.92
Prepaid CERBT - Retiree Trust	1,002,202.12
<b>Investments</b>	
Capital Replacement Funds	1,140,765.00
Fire Protect. Contract Reserves	2,369,530.00
Investments - Other	-733,374.30
<b>Total Investments</b>	<b>2,776,920.70</b>
<b>Total Other Current Assets</b>	<b>4,973,465.71</b>
<b>Total Current Assets</b>	<b>8,764,756.46</b>
<b>Fixed Assets</b>	
Land	5,800.00
Equipment	1,363,137.14
Accumulated Depreciation-Equip	-778,846.15
Building and Improvements	2,032,063.85
Accumulated Depreciation - Bldg	-794,494.00
<b>Current Capital Outlay</b>	
Fire Engine Type I	340,698.45
Apparatus Bay Construction	358,317.41
<b>Total Current Capital Outlay</b>	<b>699,015.86</b>
<b>Total Fixed Assets</b>	<b>2,526,676.70</b>
<b>Other Assets</b>	
Suspense	-2,200.31
<b>Total Other Assets</b>	<b>-2,200.31</b>
<b>TOTAL ASSETS</b>	<b>11,289,232.85</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	16,751.33
Due to Other - Issued by CCC	359,278.40
<b>Total Accounts Payable</b>	<b>376,029.73</b>
<b>Other Current Liabilities</b>	
El Cerrito Service Contract Pay	1,184,764.97
<b>Total Other Current Liabilities</b>	<b>1,184,764.97</b>
<b>Total Current Liabilities</b>	<b>1,560,794.70</b>

**Kensington Fire Protection District**  
**Balance Sheet**  
As of January 13, 2016

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	Jan 13, 16
Total Liabilities	1,560,794.70
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	2,427,211.90
Net Income	2,088,606.99
Total Equity	9,728,438.15
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,289,232.85</b>

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

July 1, 2015 through January 13, 2016

	Jul 1, '15 - Jan 13, 16	Jul 1, '14 - Jan 13, 15	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,399,120.52	3,203,716.55	195,403.97	6.1%
Special Taxes	200,345.40	200,345.40	0.00	0.0%
Other Tax Income	13,133.26	153.26	12,980.00	8,469.3%
Interest Income	3,280.90	2,299.21	981.69	42.7%
Salary Reimbursement Agreement	25,172.10	24,847.38	324.72	1.3%
Miscellaneous Income	13.40	13,408.57	-13,395.17	-99.9%
<b>Total Income</b>	<b>3,641,065.58</b>	<b>3,444,770.37</b>	<b>196,295.21</b>	<b>5.7%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,801.11	1,796.45	4.66	0.3%
Contra Costa County Expenses	2,435.66	2,894.86	-259.20	-9.6%
El Cerrito Contract Fee	1,184,765.06	1,207,669.28	-22,904.20	-1.9%
Water System Improvements	220,000.00	110,000.00	110,000.00	100.0%
Fire Abatement Contract	500.00	0.00	500.00	100.0%
Risk Management Insurance	11,491.00	11,523.00	-32.00	-0.3%
<b>Professional Fees</b>				
Accounting	1,998.75	2,080.00	-81.25	-3.9%
Audit	8,000.00	13,000.00	-5,000.00	-38.5%
Legal Fees	881.28	649.08	232.20	35.8%
<b>Total Professional Fees</b>	<b>10,880.03</b>	<b>15,729.08</b>	<b>-4,849.05</b>	<b>-30.8%</b>
Wildland Vegetation Mgmt	630.00	3,045.00	-2,415.00	-79.3%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>1,432,502.86</b>	<b>1,352,457.65</b>	<b>80,045.21</b>	<b>5.9%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	14,406.12	11,649.20	2,756.92	23.7%
Delta Dental	1,490.37	1,490.45	-0.08	0.0%
Vision Care	405.37	405.45	-0.08	0.0%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>16,301.86</b>	<b>13,545.10</b>	<b>2,756.76</b>	<b>20.4%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	5,232.75	4,726.70	506.05	10.7%
Comm. Pharmaceutical Drop-Off	71.90	773.38	-701.48	-90.7%
Open Houses	1,127.07	253.51	873.56	344.6%
Community Shredder	1,623.40	0.00	1,623.40	100.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>8,055.12</b>	<b>5,753.59</b>	<b>2,301.53</b>	<b>40.0%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighters' Expenses	9,038.21	1,793.99	7,244.22	403.8%
Staff Appreciation	0.00	21.05	-21.05	-100.0%
Professional Development	3,253.49	0.00	3,253.49	100.0%
<b>Building Maintenance</b>				
Janitorial Service	735.00	735.00	0.00	0.0%
Medical Waste Disposal	1,453.74	1,419.64	34.10	2.4%
Building alarm	180.00	100.00	80.00	80.0%
Gardening service	360.00	480.00	-120.00	-25.0%
Miscellaneous Maint.	5,178.47	4,929.35	249.12	5.1%
<b>Total Building Maintenance</b>	<b>7,907.21</b>	<b>7,663.99</b>	<b>243.22</b>	<b>3.2%</b>
<b>Building Utilities/Service</b>				
Garbage	346.40	682.68	-336.28	-49.3%
Gas and Electric	4,669.31	3,239.21	1,430.10	44.2%
Water/Sewer	1,255.06	1,068.92	186.14	17.4%
<b>Total Building Utilities/Service</b>	<b>6,270.77</b>	<b>4,990.81</b>	<b>1,279.96</b>	<b>25.7%</b>
Election	0.00	399.18	-399.18	-100.0%
Memberships	6,309.00	5,888.00	421.00	7.2%
<b>Office</b>				
Office Expense	2,391.10	933.97	1,457.13	156.0%
Office Supplies	668.54	695.84	-27.30	-3.9%
Telephone	3,908.92	3,682.14	226.78	6.2%
<b>Total Office</b>	<b>6,968.56</b>	<b>5,311.95</b>	<b>1,656.61</b>	<b>31.2%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>39,747.24</b>	<b>26,068.97</b>	<b>13,678.27</b>	<b>52.5%</b>
<b>Staff</b>				
Wages	39,056.64	37,554.06	1,502.58	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	591.46	135.41	456.05	336.8%
Medical/dental ins compensation	3,900.00	3,900.00	0.00	0.0%
Retirement Contribution	2,968.32	2,854.06	114.26	4.0%
Payroll Taxes	3,504.60	3,056.78	447.82	14.7%
Workers Compensation/Life Ins	1,476.31	1,318.34	157.97	12.0%
Payroll Processing	758.66	780.40	-21.74	-2.8%
<b>Total Staff</b>	<b>53,255.99</b>	<b>50,599.05</b>	<b>2,656.94</b>	<b>5.3%</b>
<b>Contingency</b>				
General	2,595.52	0.00	2,595.52	100.0%

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

July 1, 2015 through January 13, 2016

	Jul 1, '15 - Jan 13, 16	Jul 1, '14 - Jan 13, 15	\$ Change	% Change
<b>Total Contingency</b>	2,595.52	0.00	2,595.52	100.0%
<b>Total Expense</b>	1,552,458.59	1,448,424.36	104,034.23	7.2%
<b>Net Ordinary Income</b>	2,088,606.99	1,996,346.01	92,260.98	4.6%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	0.00	2,615.00	-2,615.00	-100.0%
Transfers In - General	3,255.09	1,356.94	1,898.15	139.9%
<b>Total Other Income</b>	3,255.09	3,971.94	-716.85	-18.1%
<b>Other Expense</b>				
Transfers Out - Capital	3,255.09	1,356.94	1,898.15	139.9%
Transfers Out - General	0.00	2,615.00	-2,615.00	-100.0%
<b>Total Other Expense</b>	3,255.09	3,971.94	-716.85	-18.1%
<b>Net Other Income</b>	0.00	0.00	0.00	0.0%
<b>Net Income</b>	2,088,606.99	1,996,346.01	92,260.98	4.6%

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

July through December 2015

	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,399,120.52	3,328,995.00	70,125.52	102.1%
Special Taxes	200,345.40	200,345.00	0.40	100.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	0.00	1.00	-1.00	0.0%
Interest Income	3,280.90	2,250.00	1,030.90	145.8%
Salary Reimbursement Agreement	25,172.10	25,792.98	-620.88	97.6%
Miscellaneous Income	13.40	0.00	13.40	100.0%
<b>Total Income</b>	<b>3,627,932.32</b>	<b>3,557,383.98</b>	<b>70,548.34</b>	<b>102.0%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,801.11	1,800.00	1.11	100.1%
Contra Costa County Expenses	2,435.66	2,650.00	-214.34	91.9%
El Cerrito Contract Fee	1,184,765.06	1,184,764.98	0.08	100.0%
Water System Improvements	220,000.00	185,000.00	35,000.00	118.9%
Fire Abatement Contract	500.00	8,000.00	-7,500.00	6.3%
Risk Management Insurance	11,491.00	11,490.00	1.00	100.0%
<b>Professional Fees</b>				
Accounting	1,608.75	2,250.00	-641.25	71.5%
Actuarial Valuation	0.00	3,500.00	-3,500.00	0.0%
Audit	8,000.00	13,000.00	-5,000.00	61.5%
Legal Fees	881.28	15,000.00	-14,118.72	5.9%
Needs Assess/Feasibility Study	0.00	0.00	0.00	0.0%
<b>Total Professional Fees</b>	<b>10,490.03</b>	<b>33,750.00</b>	<b>-23,259.97</b>	<b>31.1%</b>
Wildland Vegetation Mgmt	630.00	4,999.98	-4,369.98	12.6%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>1,432,112.86</b>	<b>1,432,454.96</b>	<b>-342.10</b>	<b>100.0%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	14,406.12	10,690.02	3,716.10	134.8%
Delta Dental	1,277.46	1,367.52	-90.06	93.4%
Vision Care	405.37	372.48	32.89	108.8%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>16,088.95</b>	<b>12,430.02</b>	<b>3,658.93</b>	<b>129.4%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	5,232.75	6,499.98	-1,267.23	80.5%
Comm. Pharmaceutical Drop-Off	71.90	500.00	-428.10	14.4%
CERT Emerg Kits/Sheds/Prepared	0.00	10,000.00	-10,000.00	0.0%
Open Houses	1,127.07	750.00	377.07	150.3%
Community Shredder	1,623.40	1,250.00	373.40	129.9%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>8,055.12</b>	<b>18,999.98</b>	<b>-10,944.86</b>	<b>42.4%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	0.00	0.00	0.00	0.0%
Firefighters' Expenses	9,038.21	4,999.98	4,038.23	180.8%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	3,253.49	3,275.00	-21.51	99.3%
<b>Building Maintenance</b>				
Janitorial Service	630.00	750.00	-120.00	84.0%
Medical Waste Disposal	1,453.74	1,999.98	-546.24	72.7%
Building alarm	180.00	200.00	-20.00	90.0%
Gardening service	360.00	1,000.02	-640.02	36.0%
Miscellaneous Maint.	5,178.47	6,250.02	-1,071.55	82.9%
<b>Total Building Maintenance</b>	<b>7,802.21</b>	<b>10,200.02</b>	<b>-2,397.81</b>	<b>76.5%</b>
<b>Building Utilities/Service</b>				
Garbage	346.40	360.00	-13.60	96.2%
Gas and Electric	4,669.31	3,750.00	919.31	124.5%
Water/Sewer	1,255.06	1,065.00	190.06	117.8%
<b>Total Building Utilities/Service</b>	<b>6,270.77</b>	<b>5,175.00</b>	<b>1,095.77</b>	<b>121.2%</b>
Election	0.00	0.00	0.00	0.0%
Memberships	6,309.00	6,230.00	79.00	101.3%
<b>Office</b>				
Office Expense	2,391.10	1,950.02	441.08	122.6%
Office Supplies	668.54	1,249.98	-581.44	53.5%
Telephone	3,799.97	4,227.48	-427.51	89.9%
<b>Total Office</b>	<b>6,859.61</b>	<b>7,427.48</b>	<b>-567.87</b>	<b>92.4%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>39,533.29</b>	<b>37,307.48</b>	<b>2,225.81</b>	<b>106.0%</b>
<b>Staff</b>				
Wages	39,056.64	39,052.02	4.62	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	591.46	649.98	-58.52	91.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	3,900.00	3,900.00	0.00	100.0%
Retirement Contribution	2,968.32	2,967.00	1.32	100.0%
Payroll Taxes	3,504.60	3,180.00	324.60	110.2%

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

July through December 2015

	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
Workers Compensation/Life Ins	1,476.31	1,800.00	-323.69	82.0%
Payroll Processing	701.43	752.52	-51.09	93.2%
<b>Total Staff</b>	<b>53,198.76</b>	<b>53,301.52</b>	<b>-102.76</b>	<b>99.8%</b>
Contingency				
General	2,595.52	12,499.98	-9,904.46	20.8%
<b>Total Contingency</b>	<b>2,595.52</b>	<b>12,499.98</b>	<b>-9,904.46</b>	<b>20.8%</b>
<b>Total Expense</b>	<b>1,551,584.50</b>	<b>1,566,993.94</b>	<b>-15,409.44</b>	<b>99.0%</b>
<b>Net Ordinary Income</b>	<b>2,076,347.82</b>	<b>1,990,390.04</b>	<b>85,957.78</b>	<b>104.3%</b>
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - General	2,735.09	0.00	2,735.09	100.0%
<b>Total Other Income</b>	<b>2,735.09</b>	<b>0.00</b>	<b>2,735.09</b>	<b>100.0%</b>
<b>Other Expense</b>				
Transfers Out - Capital	2,735.09	0.00	2,735.09	100.0%
<b>Total Other Expense</b>	<b>2,735.09</b>	<b>0.00</b>	<b>2,735.09</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>2,076,347.82</b>	<b>1,990,390.04</b>	<b>85,957.78</b>	<b>104.3%</b>

# **CHIEF/PRESIDENT REPORTS**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

February 1, 2016

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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**Fire Department Training 2015**

In 2015, the Training Division enjoyed another vigorous year of training programs delivered to ECFD personnel in the areas of performance evolution, standards in personal safety, engine company operations, truck company operations, rescue operations, technical rescue operations and wildland operations. In addition, there were several classes conducted for firefighter safety, hazard awareness, fire prevention/target hazards, emergency operations and emergency medical training for both Emergency Medical Technicians (EMT) and advanced medical training and certification for Paramedics. We also enjoyed a very cooperative year in several program areas that included continued efforts in compliance training, expanding our partnership with California Fire Fighter Joint Apprenticeship Committee (CFFJAC) and we continued our cooperative training agreement with all fire agencies in West Contra Costa County including Richmond Fire Department, Contra Costa County Fire Protection District, Pinole Fire Department, Chevron Fire Department and Rodeo-Hercules Fire Protection District.

In 2015, we completed our tenth year working with online training company TargetSolutions which assists us in compliance training with our Injury, Illness & Prevention Program (IIPP), City of El Cerrito policy review, Contra Costa County Operational Area policy review and didactic training prior to field training. In 2015, members of the El Cerrito Fire Department completed 1,075 hours of online training in 962 trainings that included annual hazardous materials refresher training, wildland refresher training, basic & advanced medical training, driver safety training, firefighter safety training and operational training. At the conclusion of 2015, El Cerrito Fire Department personnel have completed over 8,000 online training courses/activities.

In 2015, the Department continued its agreement with the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) which is a joint labor and management training program at the state-level. Currently, we have nine of our line personnel enrolled in the CFFJAC Program who will complete between 2,000 and 4,000 hours of training in order to earn journey level status in their perspective rank in accordance with program guidelines. Based on program guidelines these training hours generate State apprenticeship funds which are then used to pay for online training through TargetSolutions, annual maintenance of our Fireblast Fire Training Simulator, advanced life support training and other training materials.

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In 2015, 150 performance evolutions were completed for personal safety, engine company operations, truck company operations and wildland operations. Training evolutions were conducted throughout the year. The Standards Committee which is comprised of labor and management personnel met in December 2015 to review current standards, review and approve 2015 data and recommend new training in wildland, truck operations, rapid intervention, search & rescue, technical rescue and firefighter safety as we move into 2016 and beyond.

In 2015 training was also conducted in the following areas:

- Operational Training (Performance Evolutions & Quarterly Truck Training)
- Multi-Company Training with Richmond, County, Chevron, Pinole & Rodeo-Hercules
- Wildland Training for Annual Refresher, Standards and Trail Familiarization
- Quarterly Training for Basic and Advanced EMS
- Advanced Life Support Mandated Certification Training in Cardiac and Pediatrics
- Quarterly Driver Safety and Operator Training
- Quarterly Rescue Systems I (RS I) Training
- Technical Rescue Training for High Point Anchoring, Trench Rescue & Shoring
- Quarterly Safety Training, Facility Tours and Pre-Planning
- NFPA 1404 Air Management Training
- BART Training for Trains, Stations and Response
- Joint Training with Berkeley Fire for New Auto-Aid Agreement
- PG & E Gas and Electrical Training
- New Hire and Probationary Firefighter Training for Two New Firefighters

In addition to the 1,075 hours of online training, El Cerrito Firefighters recorded 13,652 hours of training in an array of training categories that included 948 hours of emergency medical training and 1,404 hours of physical fitness training which once again demonstrates their dedication and commitment to serving our communities.

As we look ahead to 2016, we will continue to build on previous years training in order to plan for another year of well-rounded, dynamic training that will include the following additions to increase firefighter safety and operational aptitude:

- Continued Certification Training for Paramedics and EMT's
  - Rapid Intervention Crew (RIC) Training
  - Large Area Search (LAS) Training
  - Joint Operations Training with Albany Fire Department and Berkeley Fire Department
  - Accountability Training to Increase Firefighter Safety
  - Continued Communications Training for East Bay Regional Communications System
  - Technical Rescue Training for Trench Rescue, Structural Collapse and High/Low Rope
  - Vehicle Type Training, Extrication and Stabilization Training
  - Continued Truck Training for New Aerial (Grant Awarded)
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Moreover, we look to expand our training partnerships with surrounding agencies in West Contra Costa County, Albany Fire, Berkeley Fire and East Bay Regional Parks District with classroom training, field training and advanced training which will include new hire training in Texas funded by Chevron. Lastly, we will be developing a written one year training plan, technical rescue plan and a fire master calendar which will allow us to better plan and facilitate training in 2016 and beyond.

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## **CERT 2015**

In 2015, the El Cerrito/Kensington CERT Program continued steady growth in several different areas. First, we continued our relationship with our West County CERT neighbors in San Pablo and Richmond. Once again we partnered with our West County neighbors to produce high-quality spring and fall final exercises. Student feedback following both exercises was very positive and all participating students expressed their gratitude to us for producing such high-quality training. This partnership continues to be a very cost effective model for producing a high quality training experience for our participants.

Secondly, our community participation in the El Cerrito/Kensington CERT Program continued to grow with 38 participants' and 17 graduates of the 26-hour CERT course. These numbers were very consistent with our 2014 numbers. In addition, we had 21 graduates of our November Boot Camp which is a condensed version of the CERT Program delivered in a one-day format for those are unable to attend the full class. These Boot Camps remain a very viable alternative for citizens who cannot make the commitment to the full 26 hour course.

Thirdly, we revised the master map for our 17 CERT areas in El Cerrito and Kensington which included the use of parcel maps and in some cases minor boundary changes for more effective team formation following a disaster. The new maps were posted to the website to improve customer service in this area. During the year our Area Coordinators met to help develop strategies for how we can expand the CERT program and more importantly, coordinate a response with our communities during the critical hours following a disaster. In addition, coordinators will continue working on mapping projects, community outreach articles and other projects to grow and support the CERT Program. In addition, CERT Coordinators staffed community outreach booths during the year to help promote the benefits of CERT.

Lastly, CERT Coordinators and staff planned and conducted a readiness drill for all CERT Areas in El Cerrito and Kensington. The concept of the drill was to simulate an area earthquake; have our CERT members protect themselves and check their homes following the quake; respond to a designated assembly spot in their area; form into CERT response teams and report to the City of El Cerrito Emergency Operations Center via cell phone or HAM radio operator in their CERT Area. There were a total of 286 participants in this readiness drill and many lessons were learned by the participants and staff. We believe this readiness drill will serve as a great recruitment tool for 2016. We are looking forward to another busy year in 2016 as we continue to present both the full and

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boot camp classes, provide drills, enhance mapping, expand the CERT website, develop an emergency communications network, create area supply caches, organize our CERT Areas and increase our partnerships in order to strive to do the greatest good for the greatest number of our citizens as we make every effort to become a self-sufficient community in the event of a major disaster.

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Date: Tue, 12 Jan 2016 21:35:01 +0000  
From: "Bakker, John" <jbakker@meyersnave.com>  
Subject: RE: CSDA e-News: New Contract Procedures  
To: "Brenda J. Navellier" <fire@kensingtonfire.org>

Brenda,

I apologize for the extreme delay. I was trying to do a more comprehensive write up of SB 239, but I've failed up to this point. In any event, your concern is primarily around your ability to extend the existing contract with El Cerrito. My conclusion is that the new requirements of SB 239 will not apply to a renewal or extension of the agreement with El Cerrito.

SB 239 adds a new section to the Cortese-Knox-Hertzberg Local Government Reorganization Act that requires Local Agency Formation Commission (LAFCO) approval before a public agency can provide fire service pursuant to a contract in another jurisdiction. The key term (Gov. Code 56134(b)) provides:

Notwithstanding Section 56133, a public agency may provide new or extended services pursuant to a fire protection contract only if it first requests and receives written approval from [LAFCO] pursuant to the requirements of this section.

It goes on to impose a number of perhaps-onerous requirements relating to the application and standards that LAFCO must apply when approving it. These provisions are designed to provide protections to the existing employees that would be potentially displaced as a result of their employer entering into a contract with another agency.

KFPD already contracts for fire service. The key question for KFPD is whether these provisions apply when it renews or extends the contract with El Cerrito. Section 56134(a)(1) defines "fire protection contract" as a contract to provide new or extended fire protection service outside of an agency's jurisdictional boundaries. Section 56134(a)(3) defines jurisdictional boundaries to include lands covered by an existing "fire protection contract" entered into prior to the end of 2015. Thus, since El Cerrito was providing fire service to KFPD territory by contract prior to the end of 2015, Kensington is considered to be within the "jurisdictional boundaries" of El Cerrito, and therefore the extension would not be considered a "fire protection contract." Note, though, that another entity, such as Berkeley, would need LAFCO approval, because Kensington is outside of its jurisdictional boundaries.

The language of section 56134 could be clearer on this point, and unfortunately the legislative record lacks a firm statement of intent. Nonetheless, I'm confident in my legal opinion. If you wish, we could attempt to confirm it with LAFCO and the statewide LAFCO association.

John

# **NEW BUSINESS**

**KENSINGTON FIRE  
PROTECTION DISTRICT**

**Financial Statements and Independent Auditor's Report for the  
Year ended June 30, 2015**

# KENSINGTON FIRE PROTECTION DISTRICT

## Basic Financial Statements and Required Supplementary Information for the Fiscal Year Ended June 30, 2015

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**KENSINGTON FIRE PROTECTION DISTRICT**

Directors

JUNE 30, 2015

<u>NAME</u>	<u>TITLE</u>
Larry Nagel	Director
Nina Harmon	Director
Michael Kassarian	Director
Janice Kosel	Director
Joe de Ville	Director



## **Independent Auditor's Report**

Board of Directors  
Kensington Fire Protection District  
Kensington, California

### **Report on the Financial Statements**

I have audited the accompanying financial statements of the governmental activities and each major fund of Kensington Fire Protection District (KFPD), as of and for the year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise KFPD's basic financial statements as listed in the table of contents.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

My responsibility is to express opinions on these financial statements based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinions.

### **Opinions**

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of KFPD, as of June 30, 2015, and the respective changes in financial position, and for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## Independent Auditor's Report (Continued)

### Other Matters

#### *Required Supplementary Information*

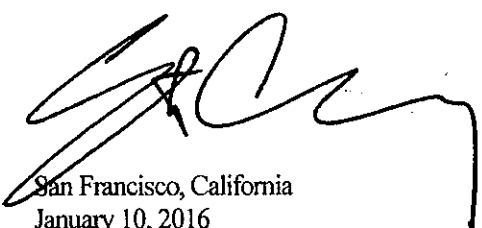
Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on page 1 to 4 and 8 presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. I have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquires of management about the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I do not express an opinion or provide any assurance on the information because the limited procedures do not provide me with sufficient evidence to express an opinion or provide any assurance.

#### *Other Information*

My audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Kensington Fire Protection District's financial statements as a whole. The Statement of Revenue, Expenditures and Change in Fund Balances presented for purposes of additional analysis and are not a required part of the financial statements. This Statement of Revenue, Expenditures and Change in Fund Balances are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

#### **Other Reporting Required by Government Auditing Standards**

In accordance with *Government Auditing Standards*, I have also issued my report dated January 10, 2016 on my consideration of KFPD's internal control over financial reporting and on my tests or its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering KFPD's internal control over financial reporting and compliance.



San Francisco, California  
January 10, 2016

**KENSINGTON FIRE PROTECTION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS**

**June 30, 2015**

(Required Supplementary Information)

The following discussion and analysis provides an overview of the Kensington Fire Protection District's (District) financial activities for the year ended June 30, 2015. Please read it in conjunction with the District's basic financial statements, which follow this section.

**Financial Highlights**

- At the close of the year, June 30, 2015, assets of the District exceeded its liabilities by \$7.64 million (net position). Of this amount, \$3.44 million (unrestricted net position) may be used to meet the District's ongoing obligations to the citizens that the District serves.
- The District's total net position increased by \$424,467.
- At the close of the year, June 30, 2015, the District's general fund reported an ending fund balance of \$4,427,663 an increase of \$99,511 when compared with the prior year.
- At the close of the year, June 30, 2015, the District's special revenue fund reported an ending fund balance of \$9,611, a decrease of \$75,841 when compared with the prior year.
- At the close of the year, June 30, 2015, the District's capital project fund reported an ending fund balance of \$1,374,897 an increase of \$201,926 when compared with the prior year.
- At the end of the current year, June 30, 2015, unrestricted fund balance for the governmental funds was \$3,443,076 or 1.03% of total governmental funds' expenditures.

**Overview of the Basic Financial Statements**

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The annual financial report for the District includes this management's discussion and analysis (MD&A), the basic financial statements and notes to basic financial statements.

The basic financial statements of the District are presented showing two different views of the District in one statement. The government-wide financial statements view shows both long-term and short-term information on the District's overall financial status. The fund financial statements view focuses on the District's operations with a short-term focus.

The government-wide statements are the statement of net position and the statement of activities, which are prepared using the economic resources measurement focus and the accrual basis of accounting. These statements provide both long-term and short-term information about the District's overall financial status. All of the current year's revenues and expenses are accounted for in the statement of activities, regardless of whether cash is received or paid. The two government-wide statements report the District's net position and how they have changed. Net position, the difference between the District's assets and liabilities, are one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position is an indicator, of whether its financial health is improving or deteriorating, respectively.

**KENSINGTON FIRE PROTECTION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2015**

***Overview of the Basic Financial Statements (Continued)***

The fund financial statements are the balance sheet and statement of revenues, expenditures and changes in fund balance and are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Fund financial statements keep track of specific sources of funding and spending for particular purposes. The District has three funds: general fund, special revenue fund, and capital project fund. They are all components of the governmental funds. The fund financial statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, additional information is provided in the footnotes that explains the relationship (or differences) between them.

***Government-wide financial statement analysis***

A comparative analysis of government-wide data is as follows:

Net position serves over time as a useful indicator of a government's financial position. For the District, assets exceeded liabilities in the years ended June 30, 2015 and 2014 by \$7,639,833 and \$7,215,366, respectively. The largest portion of the District's net position, 45%, reflects its investment in unrestricted net position. Restricted assets equal 31.01% of net position. The final component of the District's net position represents its investment in capital assets, which makes up the remaining 23.92% of the District's net position. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

The following table summarizes the net position of the District as of:

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
<b>General revenues</b>		
Property taxes	\$ 3,263,720	\$ 2,982,113
Other revenues	305,255	329,503
<b>Total general revenues</b>	<u>3,568,975</u>	<u>3,311,616</u>
 <b>Total program expenses – public</b>		
<b>safety - fire protection operation</b>	<u>(3,144,508)</u>	<u>(2,844,066)</u>
 Change in net position	424,467	467,550
Net position, beginning of year	<u>7,215,266</u>	<u>6,747,816</u>
Net position, end of year	<u>\$ 7,639,833</u>	<u>\$ 7,215,366</u>

**KENSINGTON FIRE PROTECTION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2015**

*Fund financial statement analysis*

**General Fund Budgetary Highlights** – The budget allowed \$632,000 for the purchase of a Type I Engine. By year end, only \$282,244 had been spent on the chassis payment, engine hose and tools. The Type I Engine is now expected to be delivered during January 2016.

The budget allowed \$200,000 for the modernization of the apparatus room. By year end, only \$25,675 had been spent on building drawings, project management and permits. The apparatus room construction did not start until July 2015 and was completed in late October 2015.

**General fund** — The general fund's revenue is derived from County of Contra Costa property taxes, which are used to run daily operations of the District.

Property taxes increased by \$281,607 (about 9.44%) in the current year.

Program expenses increased by \$300,442 (about 10.56%) in the current year.

**Special revenue fund** — The special revenue fund receives the special assessment tax voted in by the Kensington taxpayers in 1980 to be used for fire protection and prevention operations as determined by the District. The revenue received remains consistent with prior years.

**Capital project fund** — The capital project fund receives no tax revenue of its own; it is funded by the general fund on an as-needed basis. The District's Board of Directors votes annually on an amount to transfer and invest from the general fund to the capital project fund for long-term expected replacements.

*General Fund Budgetary Highlights*

The budget was adopted by the Board of Directors at the September 2014 meeting.

*Capital Assets*

As shown in the table below, the District's investment in capital assets (net of accumulated depreciation) as of June 30, 2015 and 2014 was \$1,827,662 and \$1,628,791, respectively.

*Capital Assets (Net of accumulated depreciation)*

	<b>Governmental Activities</b>	
	<b>2015</b>	<b>2014</b>
Land	\$ 5,800	\$ 5,800
Building and improvements	1,237,570	1,267,013
Equipment and furniture	268,103	213,723
Rolling stock	316,189	142,255
<b>Total</b>	<b>\$ 1,827,662</b>	<b>\$ 1,628,791</b>

**KENSINGTON FIRE PROTECTION DISTRICT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
June 30, 2015**

*Retiree Healthcare Benefits*

In June 2007, the District implemented Governmental Accounting Standards Board Statement No. 45 (GASB 45). This statement requires governmental entities to account for and report their costs and obligations for Other Postemployment Benefits (OPEB). OPEB are part of an exchange of salaries and benefits for employee services rendered, such as agreements to provide health care benefits to employee upon retirement. Prior to GASB 45, the District financed the retiree health care costs on a "pay-as-you-go" basis, and did not report the financial effects of OPEB until the promised benefits are paid.

Based on the latest valuation for the District's OPEB plan (July 1, 2013 Revised), the District's over-funded actuarial assets was \$211,166 as of June 30, 2015; and its annual required contribution (ARC) was \$24,233 for the fiscal year ended June 30, 2015. The ARC is calculated in accordance with certain parameters, and includes (a) the normal cost, the actuarial present value of benefits attributed to prior services; and (b) a component for amortization of the total unfunded actuarial accrued liabilities (or funding excess) of the plan over a period not to exceed twenty years.

*Economic Factors and Next Year's Budgets and Rates*

The primary factor affecting expenditures in the District's fiscal year 2015-16 budget is the City of El Cerrito service contract fee.

*Request for Information*

Questions concerning any of the information provided, in this report or requests for additional financial information should be addressed to the Kensington Fire Protection District, 217 Arlington Avenue, Kensington, California 94707.

**Basic Financial Statements**

**KENSINGTON FIRE PROTECTION DISTRICT**  
**STATEMENT OF NET POSITION AND GOVERNMENTAL FUNDS BALANCE SHEET**  
**FOR THE YEAR ENDED JUNE 30, 2015**

	General Fund	Special Revenue Fund	Capital Project Fund	Total	GAAP Adjustment (Note 4)	Statement of Net Assets
<b>ASSET</b>						
Cash and investments	\$ 3,608,522	\$ 9,611	\$ 1,373,932	\$ 4,992,065	\$ -	\$ 4,992,065
Receivables:						
Supplemental taxes	34,517	-	-	34,517	-	34,517
Accounts receivable- KPPCSD	-	-	-	-	-	-
Interest receivables	2,006	-	969	2,975	-	2,975
Prepaid Expenses	9,578	-	-	9,578	-	9,578
Reimbursements and other	16,751	-	-	16,751	-	16,751
Net OPEB assets	1,000,148	-	-	1,000,148	-	1,000,148
Capital assets:						
Land	-	-	-	-	5,800	5,800
Buildings and improvements, net	-	-	-	-	1,237,570	1,237,570
Equipment and furniture, net	-	-	-	-	268,103	268,103
Rolling stock, net	-	-	-	-	316,189	316,189
<b>Total assets</b>	<b>\$ 4,671,522</b>	<b>\$ 9,611</b>	<b>\$ 1,374,901</b>	<b>\$ 6,056,034</b>	<b>\$ 1,827,662</b>	<b>\$ 7,883,696</b>
<b>LIABILITIES</b>						
Accounts payable and other accruals	\$ 240,360	\$ -	\$ 4	\$ 240,364	\$ -	\$ 240,364
Wages payable	3,499	-	-	3,499	-	3,499
<b>Total liabilities</b>	<b>243,859</b>	<b>-</b>	<b>4</b>	<b>243,863</b>	<b>-</b>	<b>243,863</b>
<b>FUND BALANCES</b>						
Nonspendable	\$ 1,000,148	\$ -	\$ -	\$ 1,000,148	\$ -	\$ -
Restricted	-	-	-	-	-	-
Committed	-	-	1,368,947	1,368,947	-	-
Assigned	2,415,339	-	-	2,415,339	1,827,662	-
Unassigned	1,012,176	9,611	5,950	1,027,737	-	-
<b>Total fund balances</b>	<b>4,427,663</b>	<b>9,611</b>	<b>1,374,897</b>	<b>5,812,171</b>	<b>1,827,662</b>	<b>-</b>
<b>Total liabilities and fund balances</b>	<b>\$ 4,671,522</b>	<b>\$ 9,611</b>	<b>\$ 1,374,901</b>	<b>\$ 6,056,034</b>		
<b>Net position:</b>						
Invested in capital assets					1,827,662	1,827,662
Restricted					2,369,095	2,369,095
Unrestricted					3,443,076	3,443,076
<b>Total net position</b>					<b>\$ 7,639,833</b>	<b>\$ 7,639,833</b>

*The accompanying notes are an integral part of the financial statements*



**KENSINGTON FIRE PROTECTION DISTRICT  
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUNDS STATEMENT  
OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE  
FOR THE YEAR ENDED JUNE 30, 2015**

	General Fund	Special Revenue Fund	Capital Project Fund	Total	Adjustment (Note 5)	Statement of Activities
<b>EXPENDITURES/EXPENSES</b>						
<b>Current expenditures/expenses:</b>						
Public safety:						
City of El Cerrito service contract	\$ 2,415,339	\$ -	\$ -	\$ 2,415,339	\$ -	\$ 2,415,339
Retiree health insurance	23,220	-	-	23,220	-	23,220
Firefighters' apparel/expenses	4,720	-	-	4,720	-	4,720
Insurance	11,523	-	-	11,523	-	11,523
Office wages and related expenses	98,865	-	-	98,865	-	98,865
County property tax administration/fees	29,031	2,187	13	31,231	-	31,231
Wildland vegetation management	5,075	-	-	5,075	-	5,075
Water system improvement	330,000	-	-	330,000	-	330,000
LAFCO	1,796	-	-	1,796	-	1,796
Professional development	3,801	-	-	3,801	-	3,801
Outside professional service fees	21,902	-	-	21,902	-	21,902
Public education	8,683	-	-	8,683	-	8,683
Office equipment and supplies	4,051	-	-	4,051	-	4,051
Building utilities/services	33,493	-	-	33,493	-	33,493
Memberships	6,888	-	-	6,888	-	6,888
Community service activities	2,823	-	-	2,823	-	2,823
Staff Appreciation	1,366	-	-	1,366	-	1,366
Contingency	3,800	-	-	3,800	-	3,800
Miscellaneous	400	-	-	400	-	400
Gain from disposition	-	-	-	-	87	87
Depreciation	-	-	-	-	135,445	135,445
<b>Total current expenditures/expenses</b>	<b>3,006,776</b>	<b>2,187</b>	<b>13</b>	<b>3,008,976</b>	<b>135,532</b>	<b>3,144,508</b>
<b>Capital outlay:</b>						
Equipment and furniture	308,728	-	-	308,728	(308,728)	-
Buildings and improvements	25,675	-	-	25,675	(25,675)	-
<b>Total capital outlay</b>	<b>334,403</b>	<b>-</b>	<b>-</b>	<b>334,403</b>	<b>(334,403)</b>	<b>-</b>
<b>Total expenditures/expenses</b>	<b>3,341,179</b>	<b>2,187</b>	<b>13</b>	<b>3,343,379</b>	<b>(198,871)</b>	<b>3,144,508</b>
<b>GENERAL REVENUES</b>						
Property taxes	3,263,720	-	-	3,263,720	-	3,263,720
Special taxes	-	200,346	-	200,346	-	200,346
Other taxes	27,580	-	-	27,580	-	27,580
Other revenue	17,930	-	-	17,930	-	17,930
Rental income	1	-	-	1	-	1
Salary reimbursement income	49,695	-	-	49,695	-	49,695
Investment income	6,429	-	3,274	9,703	-	9,703
<b>Total revenues</b>	<b>3,365,355</b>	<b>200,346</b>	<b>3,274</b>	<b>3,568,975</b>	<b>-</b>	<b>3,568,975</b>
Excess (deficiency) of revenues over (under) expenditures before extraordinary item:	24,176	198,159	3,261	225,596	198,871	424,467
Extraordinary item-Construction performance surety bond gain	-	-	-	-	-	-
Excess (deficiency) of revenues over (under) expenditures after extraordinary item:	24,176	198,159	3,261	225,596	198,871	424,467
<b>Other financing sources (uses):</b>						
Transfers in	77,950	-	201,615	279,565	-	279,565
Transfers out	(2,615)	(274,000)	(2,950)	(279,565)	-	(279,565)
<b>Total other financing sources (uses)</b>	<b>75,335</b>	<b>(274,000)</b>	<b>198,665</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Change in net position</b>	<b>99,511</b>	<b>(75,841)</b>	<b>201,926</b>	<b>225,596</b>	<b>198,871</b>	<b>424,467</b>
<b>Fund balances/net position, beginning of year</b>	<b>4,328,152</b>	<b>85,452</b>	<b>1,172,971</b>	<b>5,586,575</b>	<b>1,628,791</b>	<b>7,215,366</b>
<b>Fund balances/net position, end of year</b>	<b>\$ 4,427,663</b>	<b>\$ 9,611</b>	<b>\$ 1,374,897</b>	<b>\$ 5,812,171</b>	<b>\$ 1,827,662</b>	<b>\$ 7,639,833</b>

*The accompanying notes are an integral part of the financial statements.*

**KENSINGTON FIRE PROTECTION DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**BUDGET AND ACTUAL**  
**FOR THE YEAR ENDED JUNE 30, 2015**

	General Fund			Special Revenue Fund		
	Final Budget	Actual	Variance with Final Budget Positive (Negative)	Final Budget	Actual	Variance with Final Budget Positive (Negative)
<b>Revenues:</b>						
Property taxes	\$ 2,982,110	\$ 3,263,720	\$ 281,610	\$ -	\$ -	\$ -
Special taxes	-	-	-	200,428	200,346	(82)
Other taxes	30,000	27,580	(2,420)	-	-	-
Other revenue	-	17,930	17,930	-	-	-
Rental income	1	1	-	-	-	-
Other income	-	-	-	-	-	-
Salary reimbursement income	51,136	49,695	(1,441)	-	-	-
Interest income	4,125	6,429	2,304	-	-	-
<b>Total revenues</b>	<b>3,067,372</b>	<b>3,365,355</b>	<b>297,983</b>	<b>200,428</b>	<b>200,346</b>	<b>(82)</b>
<b>Current expenditures:</b>						
Public safety:						
City of El Cerrito service contract	2,415,339	2,415,339	-	-	-	-
Retiree health insurance	23,220	23,220	-	-	-	-
Firefighters' apparel and expenses	6,500	4,720	1,780	-	-	-
Insurance	11,525	11,523	2	-	-	-
Office wages and related expenses	103,573	98,865	4,708	-	-	-
County property tax administration fees	31,310	29,031	2,279	-	2,187	(2,187)
Wildland vegetation management	10,000	5,075	4,925	-	-	-
Water system improvement	380,000	330,000	50,000	-	-	-
Fire Abatement Contract	8,000	-	8,000	-	-	-
LAFCO	1,850	1,796	54	-	-	-
Professional development	5,500	3,801	1,699	-	-	-
Outside professional service fees	47,500	21,902	25,598	-	-	-
Public education	13,000	8,683	4,317	-	-	-
Office equipment and supplies	6,000	4,051	1,949	-	-	-
Building utilities/services	38,070	33,493	4,577	-	-	-
Memberships	6,845	6,888	(43)	-	-	-
Community service activities	7,830	2,823	5,007	-	-	-
Staff appreciation	2,500	1,366	1,134	-	-	-
Contingency	25,000	3,800	21,200	-	-	-
Miscellaneous	1,000	400	600	-	-	-
Gain from disposition	-	-	-	-	-	-
Depreciation	-	-	-	-	-	-
<b>Total current expenditures</b>	<b>3,144,562</b>	<b>3,006,776</b>	<b>137,786</b>	<b>-</b>	<b>2,187</b>	<b>(2,187)</b>
<b>Capital outlay:</b>						
Equipment and Furniture	663,000	308,728	354,272	-	-	-
Buildings and Improvements	200,000	25,675	174,325	-	-	-
<b>Total capital outlay</b>	<b>863,000</b>	<b>334,403</b>	<b>528,597</b>	<b>-</b>	<b>-</b>	<b>-</b>
Excess (deficiency) of revenues over (under) expenditures before extraordinary item:	(940,190)	24,176	964,366	200,428	198,159	2,269
Extraordinary item-Construction performance surety bond gain	-	-	-	-	-	-
Excess (deficiency) of revenues over (under) expenditures after extraordinary item:	(940,190)	24,176	964,366	200,428	198,159	2,269
Other financing sources (uses):						
Transfers in	-	77,950	(77,950)	-	-	-
Transfers out	-	(2,615)	2,615	-	(274,000)	274,000
<b>Total other financing sources (uses)</b>	<b>-</b>	<b>75,335</b>	<b>(75,335)</b>	<b>-</b>	<b>(274,000)</b>	<b>274,000</b>
Excess (deficiency) of revenues and other Financing sources over (under) expenditures and other financing uses	(940,190)	99,511	889,031	200,428	(75,841)	276,269
Fund balances/net position, beginning of year, as restated		4,328,152			85,452	
Fund balances/net position, end of year		\$ 4,427,663			\$ 9,611	

*The accompanying notes are an integral part of the financial statements.*

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 1 – REPORTING ENTITY**

The Kensington Fire Protection District (District) is a special district empowered to take all the necessary steps to provide for fire protection and prevention services including enforcement of California State (State) laws applicable to fire codes. The financial statements of the District include all funds of the District. An elected Board of Directors governs the District, and exercises powers granted by State statutes.

In August 1995, the District entered into a contract with the City of El Cerrito (City) under which the City provides fire suppression and emergency medical services for the District. The contract provides that the District will pay the City an annual fee as defined in the contract (paid on a monthly basis) that expires June 30, 2015. The annual fee that the District paid under this contract for the fiscal years ended June 30, 2015 and 2014 were \$2,415,339 and \$2,360,834, respectively.

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

***Implementation of Governmental Accounting Standards (GASB) Statement***

In February 2009, GASB released a new Statement, *GASB Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions*. The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in the governmental funds. The initial distinction in reporting fund balance information is identifying amounts that are considered *nonspendable*, such as fund balance associated with inventories. This Statement provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent. The requirements of the Statement are effective for financial statements for periods beginning after June 15, 2010. The details for the fund balance classifications prescribed under this Statement are separately discussed in Note 9.

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Measurement focus, basis of accounting and financial statement presentation***

The District prepares its government-wide statements using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The District's fund financial statements are prepared using the current financial resources focus and the modified accrual basis of accounting. Revenues are recorded when "susceptible to accrual" (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means that revenues are collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 90 days of the end of the current fiscal year. Revenues meeting these availability criteria include special and other taxes. The availability period for property taxes is 60 days. Revenues not considered available are recorded as deferred revenues. Expenditures are generally recorded when the fund liability is incurred, except for compensated absences, such as vacation and sick leave, which are recognized when due. Liabilities expected to be paid after one year is recorded in the government-wide column as a noncurrent liability due more than one year.

***Fund Accounting***

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues and expenditures. The District uses the following funds.

**Governmental Fund Types**

The *General Fund* is the operating fund of the District and is used to account for all financial resources except those required to be accounted for in another fund.

The *Special Revenue Fund* accounts for the special tax authorized by Section 53978 of the Government Code and approved by the District's electorate on April 8, 1980.

The *Capital Project Fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities and rolling stock.

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Budgets and Budgetary Accounting***

The District follows the procedures below in establishing the budgetary data reflected in the basic financial statements:

1. At the June Board of Directors (Board) meeting, the Finance Committee submits to the Board proposed operating and capital improvement draft budgets for the fiscal year commencing the following July 1. The operating and capital improvement budgets include proposed expenditures and the means of financing them.
2. The Draft budget is legally enacted through the adoption of a resolution by the Board.
3. A final operating and capital improvement budget is submitted to the Board at the September Board meeting. The budget is legally enacted through the adoption of a resolution by the Board.
4. Formal budgetary integration is employed as a management control device during the fiscal year for the General Fund. The Capital Project Fund is budgeted over the life of the project.
5. Budgets for the General Fund, Special Revenue Fund and the Capital Project Fund are adopted on a basis consistent with accounting principles generally accepted in the United States of America.
6. The Special Revenue Fund is only used to accumulate special tax revenues, which are then transferred to the other funds as needed.

***Encumbrances***

Encumbrance accounting, under which purchases orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund and Capital Project Fund. There are no appropriations or encumbrances in the Special Revenue Fund. All appropriations lapse at fiscal year-end.

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Cash and Investments***

Cash and investments include amounts in demand deposits as well as short-term investments. Substantially all of the District's cash and investments are held by the County of Contra Costa (County) as its fiscal agent. The District's investments are reported at fair value. The fair value represents the amount the District could reasonably expect to receive for an investment in a current sale between a willing buyer and a willing seller. The fair value of investments is obtained by using quotations obtained from independent published sources. The District also maintains a general checking account to facilitate the processing of small transactions.

As permitted by the California Government Code, contracts and agreements, the District is permitted to invest in the County's cash and investment pool, obligations of the U.S. Treasury or its agencies; certificates of deposits; mutual funds invested in U.S. Government securities; and other permitted investments.

***Capital assets***

Capital assets, which include land, buildings, rolling stock (vehicles), and equipment and furniture, are valued at historical cost. Donated capital assets are valued at their estimated fair market value on the date donated. Capital assets are defined as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. Capital assets used in operations are depreciated using the straight-line method over the estimated useful lives in the government-wide statements.

Depreciation has been computed using the straight-line method over the following estimated useful lives:

Building and improvements	15 to 40 years
Rolling stock, equipment and furniture	5 to 15 years

***Property Taxes and Special Assessments Revenue***

Revenue is recognized in the fiscal year for which the tax and assessment are levied. The County levies, bills and collects property taxes and special assessments for the District; under the County's "Teeter Plan," the County remits the entire amount levied and handles all delinquencies while retaining related interest and penalties.

Taxes are levied for each fiscal year on taxable real and personal property situated in the County. The levy is based on the assessed values as of the preceding January 1st, which is also the lien date. Property taxes on the secured roll are due in two installments: November 1st and February 1st and become delinquent after December 10th and April 10th, respectively. Supplemental property taxes are levied based on changes in assessed values between the date of real property sales or construction completion and the preceding assessment date. The additional supplemental property taxes are prorated from the first day of the month following the date of such occurrence. Property taxes on the unsecured roll are due on the lien date (January 1), and become delinquent if unpaid by August 31st.

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Interfund Transactions***

All interfund transactions are treated as transfers. The general fund is the main operating fund for the District. Annually, tax revenues recorded in the special revenue fund are transferred to the general fund to fund the District's operations. Transfers between governmental funds are eliminated as part of the adjustments to the government-wide presentation.

***Use of Estimates***

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

***Net position***

The net position amount is the difference between assets and liabilities. Net position invested in capital assets, net of related debt are capital assets, less accumulated depreciation and any outstanding debt related to the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are legal limitations imposed on their use by the District or external restrictions by other governments, creditors or grantors.

***Implementation of Government Accounting Standards Board Statements***

Effective July 1, 2013, the District implemented the following accounting and financial reporting standards:

**Government Accounting Standards Board Statement No. 65**

In March 2012, GASB issued Statement No. 65, Items Previously Reported as Assets and Liabilities. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. This Statement also provides other financial reporting guidance related to the impact of the financial statement elements deferred outflows of resources and deferred inflows of resources, such as changes in the determination of the major fund calculations and limiting the use of the term deferred in financial statement presentations.

**Government Accounting Standards Board Statement No. 66**

In March 2012, GASB issued Statement No. 66, Technical Corrections—2012—an amendment of GASB Statement No. 10 and No. 62. The objective of this Statement is to improve accounting and financial reporting for a governmental financial reporting entity by resolving conflicting guidance that resulted from the issuance of two pronouncements, Statements No. 54, Fund Balance Reporting and Governmental Fund Type Definitions, and No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre November 30, 1989 FASB and AICPA Pronouncements.

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

***Future Government Accounting Standards Board Statements***

These statements are not effective until July 1, 2014 or later. The District has not determined the effects on the financial statements.

Government Accounting Standards Board Statement No. 68

In June 2012, GASB issued Statement No. 68, Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions by requiring recognition of the entire net pension liability and a more comprehensive measure of pension expense. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, and deferred inflows of resources, and expense/expenditures. For defined benefit pensions, this Statement identifies the methods and assumptions that should be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service. The District has not determined what impact, if any, this pronouncement will have on the financial statements. Application of this statement is effective for the District's fiscal year ending June 30, 2015.

Government Accounting Standards Board Statement No. 69

In January 2013, GASB issued Statement No. 69, Government Combinations and Disposals of Government Operations. This Statement establishes accounting and financial reporting standards related to government combinations and disposals of government operations. The District has not determined what impact, if any, this pronouncement will have on the financial statements. Application of this statement is effective for the District's fiscal year ending June 30, 2015.

Government Accounting Standards Board Statement No. 70

In April 2013, GASB issued Statement No. 70, Accounting and Financial Reporting for Nonexchange Financial Guarantees. This Statement requires a government that extends a nonexchange financial guarantee to recognize a liability when qualitative factors and historical data, if any, indicate that it is more likely than not that the government will be required to make a payment on the guarantee. The District has not determined what impact, if any, this pronouncement will have on the financial statements. Application of this statement is effective for the District's fiscal year ending June 30, 2015.



**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 3 – POSTEMPLOYMENT HEALTHCARE BENEFITS**

***Plan Description***

The District provides postretirement health benefits (medical, dental and vision) to a closed group of former employees who have retired from the District and to their surviving spouses and dependent children. The District pays 100% of the annuitants' health plan premiums. Currently, a total of 11 family units (18 individuals) are receiving postretirement health benefits.

In October 2008, KFPD participated in the California Employers' Retiree Benefits Trust (CERBT). CERBT is an irrevocable trust fund that allows public employers to prefund the future cost of their retiree health insurance benefits and other postemployment benefits (OPEB) for their covered retirees. The District elected to participate in CERBT and contributed a total of \$1,165,000 to CalPERS, the CERBT's administrator. The prefunding was intended to reduce and stabilize the District's annual required contribution to its OPEB plan in future years at an expected level for budgeting purposes. CalPERS issued a publicly available financial report that includes financial statements and required supplementary information for CERBT in aggregate. The report may be obtained by writing to CalPERS, Lincoln Plaza North, 400 Q Street, Sacramento, CA 95811.

***Funding Policy***

The contribution requirements of plan members and the District are established and may be amended by the Board. As of June 30, 2015, the District contributed \$23,220, or 100%, of the OPEB cost, to the CERBT.

The District is required to contribute the ARC, an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed twenty years.

***Annual OPEB Cost***

As of June 30, 2015, the District's annual ARC was \$24,233. The following table represents annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the net OPEB obligation.

<b>Fiscal year ended</b>	<b>Annual OPEB Cost</b>	<b>Percentage of Annual OPEB Cost Contributed</b>	<b>Net OPEB Obligation</b>
June 30, 2015	\$ 23,220	100%	\$ -

The actuarial valuation was performed as of July 1, 2013 covering the fiscal year ended June 30, 2015. A new valuation was performed as of July 1, 2015 and will be used for the fiscal year 2015/2016 budget.

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 3 – POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)**

***Funded Status and Funding Progress***

Using the actuarial valuation date of July 1, 2013, the funded status of the plan was as follows:

Actuarial accrued liability (AAL)		\$ 1,324,327
Actuarial value of plan assets		<u>(1,535,493)</u>
Unfunded actuarial accrued liability (UAAL)		<u>\$ (211,166)</u>
Funded ratio (actuarial value of plan assets/AAL)		115%
Covered payroll (active plan members)	\$	-
UAAL as a percentage of covered payroll		0%

Based upon 7.06%.

KFPD will update actuarial valuation in fiscal year 2016

***Actuarial Methods and Assumptions***

Actuarial valuations of an ongoing plan involved estimates of the value of reported amounts and assumptions about the probability of occurrence of certain events far into the future. Examples include assumptions about mortality and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents current year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided as the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with long-term perspective of the calculations.

In the July 1, 2013 actuarial valuation, a level dollar amortization method was used. Under this method, the amortization period is 20 years. The actuarial assumption was a 7.06 percent investment rate of return and an annual healthcare cost medical trend rate of 6.7 percent in 2015 reduced by decrements of 0.30 percent to an ultimate rate of 5.0 percent after 6 years (2021 and thereafter). KFPD's unfunded actuarial accrued liability is being amortized as a level dollar amortization on a closed basis.

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 3 – POSTEMPLOYMENT HEALTHCARE BENEFITS (Continued)**

As of June 30, 2015, KFPD paid \$103,788 directly to medical service provider vendors, adding to the CERBT balance by \$80,568, netting to the OPEB costs of \$23,220. KFPD requested and received a reimbursement of \$102,946 from CERBT, bringing net OPEB assets balance (before Actuarial Valuation) on KFPD's balance sheet to \$1,000,148.

**NOTE 4 - EXPLANATION OF DIFFERENCES BETWEEN THE GOVERNMENTAL FUND BALANCE SHEET AND THE STATEMENT OF NET POSITION**

Total fund balance of the District's governmental funds differs from the net position of governmental activities reported in the statement of net position primarily as a result of the long-term economic focus of the statement of net position versus the current financial resources focus of the governmental fund balance sheet. When capital assets (land, building, rolling stock and equipment) that are used in governmental activities are purchased or constructed, the costs of those assets are reported as capital outlay expenditures in the governmental fund. However, the statement of net position includes the capital assets, net of accumulated depreciation, among the assets of the District. In addition, compensated absences are accrued on the governmental activities statement of net position but not on the balance sheet since they also have a long-term economic focus.

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
<b>Differences</b>		
Cost of capital assets	\$ 3,401,002	\$ 3,070,157
Accumulated depreciation	<u>(1,573,340)</u>	<u>(1,441,366)</u>
Net capital assets	<u>1,827,662</u>	<u>1,628,791</u>
<b>Net difference</b>	<u>\$ 1,827,662</u>	<u>\$ 1,628,791</u>

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 5 - EXPLANATION OF DIFFERENCES BETWEEN THE GOVERNMENTAL FUND OPERATING STATEMENT AND THE STATEMENT OF ACTIVITIES**

The net change in fund balance for the governmental funds differs from the "change in net position" as a result of the long-term economic focus of the statement of activities versus the current financial resources focus of the general fund. When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as capital outlay expenditures in the general fund. Also, when capital assets are sold, the resources received are reported as proceeds from sale of capital assets in the respective fund. However, in the statement of activities, the cost of those assets purchased or constructed is allocated over their estimated useful lives and reported as depreciation expense. The resources received from the sale of capital assets offset against the net carrying value of the assets sold and reported as a gain or loss in the statement of activities. As a result, the fund balance decreased by the amount of financial resources expended and increased by the amount of financial resources received, whereas net position decreased by the amount of depreciation expense on rolling stock and equipment items during the year and increased (decreased) by the amount of net gain (loss) on disposal of capital assets. In addition, the fund balance is reduced to account for the recording of compensated absences, which has a long-term focus.

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
<b>Differences</b>		
Capital outlay	\$ 334,403	\$ 15,187
Net gain (loss) and Depreciation expense	<u>(135,532)</u>	<u>(135,071)</u>
<b>Net difference</b>	<u>\$ 198,871</u>	<u>\$ 119,884</u>

**NOTE 6 - CASH AND INVESTMENTS**

The District's cash and investments included the following:

	<u>June 30, 2015</u>	<u>June 30, 2014</u>
Deposits	\$ 8,660	\$ 11,431
Cash held by the county	510,540	542,366
Separately held investments - LAIF	4,472,665	4,014,933
Petty cash	200	200
<b>Total</b>	<u>\$ 4,992,065</u>	<u>\$ 4,568,930</u>

**Deposits**

At year-end, the carrying amount of the District's demand deposits was \$8,660 with a commercial bank which is covered by federal depository insurance.

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 6 - CASH AND INVESTMENTS (Continued)**

*Cash held by the County*

The District's cash is included in the Contra Costa County (County) Treasurer cash and investments pool. Investments made by the Treasurers are regulated by California Government Code and by a County investment policy approved annually by the County Treasury Oversight Committee. Adherence to the statutes and policies is monitored by the County Board of Supervisors and by the Treasury Oversight Committee via monthly reports and an annual audit. Investment income earned on the District's cash is allocated quarterly to the District. Changes in fair value are included in investment income. Redeemed or sold shares are priced at book value, which includes realized investment earnings such as interest income, realized gains or losses upon sale of investments, and amortized premiums and discounts. This number may differ from the shares' fair value, which would include unrealized gains or losses based on market conditions. Additional information regarding insurance, collateralization, and custodial risk categorization of the County's cash and investments is presented in the notes of the County's basic financial statements.

*Separately Held Investments*

The County also has investments in the State Treasurer's Local Agency Investment Fund (LAIF) separately held for the District. As of June 30, 2015, the District's investment in LAIF is \$3,970,287 which is approximately of 2.11% of total Contra Costa County LAIF. The total amount invested by all public agencies under the County Pool in LAIF at June 30, 2015 is \$187,725,423. Of that amount, approximately 14.50% is invested in structured notes and asset-backed securities. The Local Investment Advisory Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State Statute. The value of the pool shares in LAIF, which may be withdrawn, is determined on an amortized cost basis, which is different from the fair value of the District's position in the pool.

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 7 - CAPITAL ASSETS**

A summary of changes in capital assets for the year ended June 30, 2015 follows:

<b>Governmental Activities</b>	<b>Balance</b>	<b>Current</b>		<b>Balance</b>
	<b>June 30, 2014</b>	<b>Year</b>	<b>Retirements</b>	<b>June 30, 2015</b>
	<u>                    </u>	<u>  <b>Additions</b>  </u>	<u>                    </u>	<u>                    </u>
<i>Capital assets not being depreciated</i>				
Land	\$ 5,800	\$ -	\$ -	\$ 5,800
Construction in progress	-	-	-	-
Total capital assets not being depreciated	<u>5,800</u>	<u>-</u>	<u>-</u>	<u>5,800</u>
<i>Capital assets being depreciated</i>				
Building & improvements	2,006,388	25,674	-	2,032,062
Equipment & furniture	406,180	88,424	(3,558)	491,046
Rolling stock equipment	651,789	220,305	-	872,094
Total capital assets being depreciated	<u>3,064,357</u>	<u>334,403</u>	<u>(3,558)</u>	<u>3,395,202</u>
<i>Less accumulated depreciation for:</i>				
Building & improvements	(739,375)	(55,119)	-	(794,494)
Equipment & furniture	(192,457)	(33,956)	3,471	(222,942)
Rolling stock equipment	(509,534)	(46,370)	-	(555,904)
Total accumulated depreciation	<u>(1,441,366)</u>	<u>(135,445)</u>	<u>3,471</u>	<u>(1,573,340)</u>
Total capital assets being depreciated, net	<u>1,622,991</u>	<u>198,958</u>	<u>(87)</u>	<u>1,821,862</u>
Capital assets, net	<u>\$ 1,628,791</u>	<u>\$ 198,958</u>	<u>\$ (87)</u>	<u>\$ 1,827,662</u>

**NOTE 8 - RISK MANAGEMENT**

The District is exposed to various risks of loss related to torts; thefts damages, and destructions of assets; errors and omissions; injuries to employees; and natural disasters. The District carries commercial insurance for risks of loss. There have been no significant reductions in insurance coverage from the previous year, nor have settled claims exceeded the District's insurance coverage in any of the past three fiscal years.

*The Kensington Fire Protection District is a member of Contra Costa County Fire Districts Joint Power of Authority Insurance Pool (CSAC). Deductibles and maximum coverage are as follows:*

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 8 - RISK MANAGEMENT (Continued)**

<u>Coverage Description</u>	<u>Deductibles</u>	<u>Insurance Coverage</u>
General & Automobile Liability	None	\$50,000,000
All Risk Property	\$500 (all other property)	\$600,000,000 (all other property)
	\$100,000 (flood)	\$600,000,000 (flood)
	\$500 (mobile equip)	
	\$500,000 (terrorism)	\$200,000,000
Earthquake	5% per unit	\$280,000,000
	\$100,000 minimum	
Employee Dishonesty	\$50,000	\$10,000,000
Pollution Liability	\$500,000	\$10,000,000
Boiler & Machinery	\$5,000	\$100,000,000

**NOTE 9 – FUND BALANCES**

As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. As of June 30, 2015, fund balance for government funds are made up of the followings:

- *Nonspendable Fund Balance* – includes amounts that are (a) not in spendable forms, or (b) legally or contractually required to be maintained intact. The ‘not in spendable form’ criterion includes items that are not expected to be converted to cash, for example: inventories, prepaid amounts, and long-term notes receivable.
- *Restricted Fund Balance* – includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.
- *Committed Fund Balance* – includes amounts that can only be used for the specific purposes determined by a formal action of the District’s highest level of decision-making authority, the District’s Board. Commitments may be changed or lifted only by the District taking the same formal action that imposed the constraint originally (for example: resolution and ordinance).
- *Assigned Fund Balance* – comprises amounts intended to be used by the District for specific purposes that are neither restricted nor committed. *Intent* is expressed by (1) the District’s Board or (b) a body (for example: a budget or finance committee) or official to which the District’s Board has delegated the authority to assign amounts to be used for specific purposes.
- *Unassigned Fund Balance* – is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

**KENSINGTON FIRE PROTECTION DISTRICT**  
**Notes to the Basic Financial Statements**  
**June 30, 2015**

**NOTE 9--FUND BALANCES (Continued)**

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned, and unassigned.

Fund balances for all the major and non-major governmental funds as of June 30, 2015, were distributed as follows:

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Project Fund</u>	<u>Total</u>
<b>Nonspendable:</b>				
Inventory	\$ -	\$ -	\$ -	\$ -
Advances (OPEB)	1,000,148	-	-	1,000,148
Subtotal	<u>1,000,148</u>	<u>-</u>	<u>-</u>	<u>1,000,148</u>
<b>Restricted for:</b>				
General government	-	-	-	-
Public protection	-	-	-	-
Public ways & facilities	-	-	-	-
Capital projects	-	-	-	-
Debt service	-	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Committed to:</b>				
Public protection	-	-	1,056,787	1,056,787
Capital projects	-	-	312,160	312,160
Subtotal	<u>-</u>	<u>-</u>	<u>1,368,947</u>	<u>1,368,947</u>
<b>Assigned to:</b>				
General government	-	-	-	-
Public protection	2,415,339	-	-	2,415,339
Capital projects	-	-	-	-
Subtotal	<u>2,415,339</u>	<u>-</u>	<u>-</u>	<u>2,415,339</u>
<b>Unassigned</b>	<u>1,012,176</u>	<u>9,611</u>	<u>5,950</u>	<u>1,027,737</u>
<b>Total</b>	<u>\$ 4,427,663</u>	<u>\$ 9,611</u>	<u>\$ 1,374,897</u>	<u>\$ 5,812,171</u>

The Board's financial planning aims to help reduce the negative impact on the District in times of economic uncertainty and potential losses of funding from federal or state governmental agencies. District funds are *restricted*, *committed* and *assigned* as part of a multi-year financial plan to balance the budget and avoid operating deficits.



**Independent Auditor's Report on Internal Control over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements Performed in  
Accordance with *Government Auditing Standards***

Board of Directors  
Kensington Fire Protection District  
Kensington, California

I have audited the financial statements of the Kensington Fire Protection District (the "District"), as of and for the fiscal year ended June 30, 2015, and have issued my report thereon dated January 10, 2016. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

***Internal Control over Financial Reporting***

In planning and performing my audit, I considered the District's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the District's internal control over financial reporting.

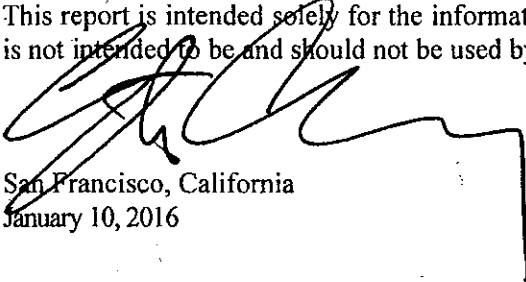
A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

***Compliance and Other Matters***

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatements, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management and others within the District. This is not intended to be and should not be used by anyone other than these specified parties.

  
San Francisco, California  
January 10, 2016

**KENSINGTON FIRE PROTECTION DISTRICT  
STATUS OF PRIOR YEAR FINDINGS  
YEAR ENDED JUNE 30, 2015**

<u>Finding</u>	<u>Present Status</u>	<u>Explanation if not fully implemented</u>
None		

**KENSINGTON FIRE PROTECTION  
DISTRICT**

Report to the Board of Directors  
Results of the Fiscal Year 2015 Audit

January 10, 2016

Board of Directors  
Kensington Fire Protection District  
Kensington, California

I have audited the financial statements of the Kensington Fire Protection District (KFPD) for the year ended June 30, 2015, and have issued my report thereon. In planning and performing my audit, I considered KFPD's internal control in order to determine my auditing procedures for the purpose of expressing an opinion on the consolidated financial statements and not to provide assurance on internal control. This letter summarized comments under professional standards regarding my engagement and suggestions regarding opportunities for strengthening internal controls and operating efficiency. This letter does not affect my report on the financial statements.

#### **I. The Auditor's Responsibility for Detecting Fraud**

As stated in my engagement letter dated May 8, 2014 my responsibility, as described by professional standards, is to plan and perform my audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatements and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because I did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by me.

#### **II. Significant Accounting Policies**

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of my engagement letter, I will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the KFPD are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the Fiscal Year. I noted no transactions entered into by KFPD during the year that were both significant and unusual, and of which, under professional standards, I am required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

# KENSINGTON FIRE PROTECTION DISTRICT

## Report to the Board of Directors Results of the Fiscal Year 2015 Audit

### **III. Accounting Estimates**

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Depreciation estimates for capital assets, including depreciation methods and useful lives assigned to depreciable property
- Accrual of compensated and OPEB liability

During my audit, I evaluated the key factors and assumptions used to develop the accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

### **IV. Audit Adjustments**

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in my judgment, may not have been detected except through my auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on KFPD's financial reporting process (that is, cause future financial statements to be materially misstated). The following audit adjustments, in my judgment, indicate matters that could have a significant effect on KFPD's financial reporting process.

- No audit adjustments for 2015.

### **V. Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to my satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit.

# **KENSINGTON FIRE PROTECTION DISTRICT**

## **Report to the Board of Directors Results of the Fiscal Year 2015 Audit**

### **VI. Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, my professional standards require the consulting accountant to check with me to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants during Fiscal Year 2015.

### **VII. Issues Discussed Prior to Retention of Independent Auditors**

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the KFPD's auditors. However, these discussions occurred in the normal course of my professional relationship and my responses were not a condition to my retention.

### **VIII. Difficulties Encountered in Performing the Audit**

I encountered no difficulties in dealing with your employee performing my audit.

### **IX. Current Year Recommendations**

None

### **X. Prior Year Recommendations**

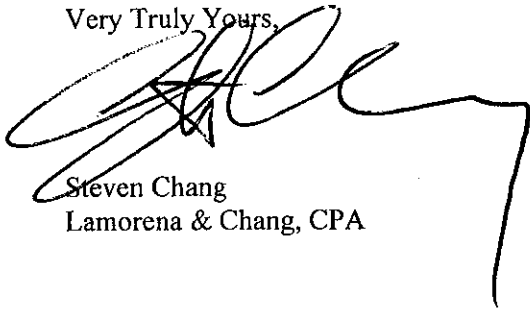
None

**KENSINGTON FIRE PROTECTION DISTRICT**

Report to the Board of Directors  
Results of the Fiscal Year 2015 Audit

This information is intended solely for the information and use of the Board of Directors, management, and governmental agencies as required, and should not be used by any other party for any purpose.

Very Truly Yours,

A large, stylized handwritten signature in black ink, appearing to read 'S. Chang', with a long horizontal line extending to the right.

Steven Chang  
Lamorena & Chang, CPA

February 5, 2016

Ms. Brenda Navellier  
Administrator  
Kensington Fire Protection District  
215 Arlington Avenue  
Kensington, CA 94707

Re: Owner Representative Services – Needs Assessment Assignment

Dear Ms. Navellier:

mack<sup>5</sup> Services:

In accordance with your request, we are providing a fee proposal for the above referenced assignment.

Owner's Representative

Background

The Kensington Public Safety Building was constructed in 1971. Though, the building has been renovated several times over the last 45 years, mack<sup>5</sup> has been asked to provide management and oversight of a Needs Assessment to determine the requirements of a 21<sup>st</sup> century public safety building and how the District can achieve those goals.

Project Management

Construction Management

This will be achieved by assisting the District in drafting and issuing a Request For Proposal (RFP) to a select list of pre-qualified architect's and their consultant team. Once selected, they will inspect and evaluate the existing site and facilities, then provide a report outlining their findings. Subsequently, they will evaluate the existing program and compare it with current best practices in the industry.

Cost Management

Cost Planning

Based on this evaluation, the design team will propose several options on how to meet the District's needs on or adjacent to the existing site. Mack<sup>5</sup> will then provide a rough order of magnitude estimate of these conceptual plans.

mack<sup>5</sup>

It's assumed that this effort will take approximately four months to complete and present to the District.

Headquarters  
1900 Powell Street  
Suite 470  
Emeryville, CA 94608

Services & Fee

See attached Exhibit A.

Richmond Office  
322 Harbour Way  
Suite 16  
Richmond, CA 94801

Additional Services

Our Fee Allowance is based the scope and duration in Exhibit A. Anything beyond the scope and duration noted in Exhibit A will require additional services.

phone 510.595.3020  
fax 510.595.1755

Reimbursable Expenses

The cost of reproductions, deliveries and travel expenses (for travel outside a radius of 50 miles of our Emeryville office) will be charged at cost plus ten percent (10%).

Please feel free to call me with any questions you may have regarding this proposal.

Kind regards,



Paul Beamer  
Senior Project Manager



P: Primary Responsibility

A: Assist

**SET UP PHASE (1 MO)**

**Tasks**

	mack5	KFS	Arch Team
Develop Comprehensive Work Plan	P	A	A
Establish communications protocol	P	A	A
Develop Project Schedule	P	A	A
Develop & Manage Project Budget	P	A	A
Establish Project Goals and Objectives	A	P	A
Outline Project Deliverables	P	A	A
Define primary and secondary Decision Makers	A	P	A
Define and distribute project goals and responsibilities	A	P	A

**PROGRAMMING PHASE (2 MO)**

**Tasks**

	mack5	KFS	Arch Team
Review Existing Program and Validate	A	A	P
Monitor & Review Programming Progress	A	A	P
Periodic Design Review Report	P	A	A
Monitor Project Schedule: deadlines/milestones	P	A	A
Confirm Stakeholder meeting schedule	A	P	A
Manage stakeholders	N/A	P	A
Secure stakeholder consensus	N/A	P	A
Attend regular stakeholder meetings	N/A	P	A
Attend regular A/E meetings	A	A	P
Verify Project Entitlements	A	P	A

**MASTER PLANNING PHASE (1 MO)**

**Tasks**

	mack5	KFS	Arch Team
Attend Preliminary Planning Dept. Meeting	A	A	P
Monitor design alternatives to meet design excellence	A	A	P
Attend MP Conceptual Presentations	A	A	P
Periodic Updates to Cost Model Manager	P	A	A
Project Phasing & Constructability Review	P	A	A
Final Concept Cost Estimate	P	A	A

P: Primary Responsibility

A: Assist

**EXCLUDED SCOPE**

- Code review, analysis and compliance (contract and management)
- LEED certification and commissioning (contract and management)
- Verification of additional sub consultants: acoustic, A/V, lighting, signage, FF&E, etc.
- Utility applications
- Direct interface with and management of stakeholders
- Services exceeding 6 months

FEE BY PHASE	Total
Set Up -1 month	11,778
Programming - 2 months	14,722
Master Planning - 1 months	7,361
Cost Planning/Estimating	10,200
Reimbursable Allowance	1,102
<b>Grand Total</b>	<b>45,162</b>

February 5, 2016

To: KFPD Board Members

AGENDA ITEM 8

Fr: Brenda Navellier  
KFPD Manager

Re: Emergency repair/remediation of Police storage & evidence room

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Attached is a proposal from Marvin Collins Construction to perform immediate repairs and mold/asbestos remediation in the upstairs police storage room.

In late December, this room experienced a roof leak. Due to the on-going rain, the repairs were not able to be completed until a couple of weeks later. After allowing the ceiling to dry, a drywall repair contractor was hired to remove the damaged sheetrock and replace it. Upon his investigation, mold was found in and above the ceiling, in the insulation, and the ceiling joists. A mold remediation company was immediately contacted who advised that the District would need to have asbestos testing completed before they could proceed since this room had not been touched since the original construction in 1970. The asbestos testing came back positive.

Considering the extremely tight quarters within the public safety building, the non-use of this room combined with the presence of mold and disturbed asbestos an emergency situation to have the room repaired as soon as possible has been created. After consulting with our legal counsel, they have advised us to proceed with repairs under Public Contracts Code Section 22050(a)(1) without the lengthy bidding process.

Marvin Collins is available and has already planned their mobilization to begin first thing next week. The project is expected to take approximately 2-1/2 weeks.

# MARVIN COLLINS CONSTRUCTION

*Established 1944*

## PROPOSAL

KENSINGTON FIRE DEPARTMENT  
217 ARLINGTON BLVD  
KENSINGTON, CA 94707  
ATTN: BRENDA NAVELLIER

FEBRUARY 3, 2016

PROJECT LOCATION: KENSINGTON FIRE DEPARTMENT  
EVIDENCE ROOM

*PER YOUR REQUEST, WE PROVIDE THE FOLLOWING PROPOSAL. UPON ACCEPTANCE, MARVIN COLLINS CONSTRUCTION WILL COMPLETE THE FOLLOWING SCOPE OF WORK.*

### **SCOPE OF WORK:**

MOLD REMEDIATION, HAZARDOUS MATERIAL ABATEMENT AND RELATED WORK ITEMS AT THE EVIDENCE ROOM.

1. REMOVE OWNERS LARGE OR HEAVY ITEMS AND TEMPORARY STORE IN OWNER PROVIDED CONTAINER ON SITE.
2. REMOVE AND SAVE FOR RE-INSTALL, ALL EXISTING STORAGE CABINETS.
3. DISCONNECT AND SAFE-OFF ELECTRICAL AS NEEDED AND RE-CONNECT AT PROJECT COMPLETION.
4. DISCONNECT AND TEMPORARILY SUPPORT (1) EXISTING AC UNIT AND REMOUNT AT PROJECT COMPLETION.
5. PROVIDE THE PROPER CONTAINMENT NEEDED FOR THE HAZARDOUS MATERIAL REMOVAL.
6. REMOVE AND PROPERLY DISPOSE OF ALL EXISTING DRYWALL AT WALLS AND CEILINGS WITHIN THE EVIDENCE ROOM.
7. REMOVE AND DISPOSE OF ALL EXISTING INSULATION AT WALLS AND CEILINGS.
8. REMEDIATE ALL VISIBLE SIGNS OF MOLD AND TREAT AFFECTED MATERIAL WITH ANTI-MICROBIAL MATERIAL.
9. PROVIDE THE PROPER AIR SAMPLING AND AIR CLEARANCE.
10. REMOVE CONTAINMENT AND ALL EQUIPMENT.
11. PROVIDE AND INSTALL NEW INSULATION AT (2) WALLS AND THE CEILING.
12. PROVIDE AND INSTALL NEW 5/8" DRYWALL COMPLETE AT THE EVIDENCE ROOM.
13. TAPE ALL NEW DRYWALL COMPLETE. READY FOR PAINT.
14. PRIME AND PAINT EVIDENCE ROOM COMPLETE.
15. REINSTALL OWNERS STORAGE CABINETS.
16. MOVE OWNERS ITEMS FROM STORAGE CONTAINER AND PLACE IN EVIDENCE ROOM.
17. PROVIDE DUST PROTECTION AS NEEDED.
18. PROVIDE NOTIFICATION TO BAY AREA AIR QUALITY CONTROL.

# MARVIN COLLINS CONSTRUCTION

*Established 1944*

MOLD REMEDIATION AND HAZARDOUS MATERIAL REMOVAL	\$ 9,650
MCC CARPENTRY AND PROJECT COORDINATION	20,482
CONSTRUCTION MATERIALS	2,310
AIR SAMPLING AND AIR CLEARANCE	1,800
PAINTING AND TAPING	3,200
MOBILITY AND EQUIPMENT	550
PERMITS AND FEES	<u>0</u>
	37,992
OVERHEAD AND PROFIT	<u>5,698</u>
FOR A TOTAL AMOUNT OF	<u>\$ 43,690</u>

**NOTE:**

**MCC WILL OBTAIN BUILDING PERMIT AND INVOICE OWNER FOR REIMBURSEMENT.**

THIS PROPOSAL IS VALID FOR 30 DAYS

SUBMITTED BY: \_\_\_\_\_

RANDY SANCHEZ

ACCEPTED BY: \_\_\_\_\_

BRENDA NAVELLIER

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

July through December 2015

	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	3,399,120.52	3,328,995.00	70,125.52	102.1%
Special Taxes	200,345.40	200,345.00	0.40	100.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	0.00	1.00	-1.00	0.0%
Interest Income	3,280.90	2,250.00	1,030.90	145.8%
Salary Reimbursement Agreement	25,172.10	25,792.98	-620.88	97.6%
Miscellaneous Income	13.40	0.00	13.40	100.0%
<b>Total Income</b>	<b>3,627,932.32</b>	<b>3,557,383.98</b>	<b>70,548.34</b>	<b>102.0%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,801.11	1,800.00	1.11	100.1%
Contra Costa County Expenses	2,435.66	2,650.00	-214.34	91.9%
El Cerrito Contract Fee	1,184,765.06	1,184,764.98	0.08	100.0%
Water System Improvements	220,000.00	185,000.00	35,000.00	118.9%
Fire Abatement Contract	500.00	8,000.00	-7,500.00	6.3%
Risk Management Insurance	11,491.00	11,490.00	1.00	100.0%
<b>Professional Fees</b>				
Accounting	1,608.75	2,250.00	-641.25	71.5%
Actuarial Valuation	0.00	3,500.00	-3,500.00	0.0%
Audit	8,000.00	13,000.00	-5,000.00	61.5%
Legal Fees	881.28	15,000.00	-14,118.72	5.9%
Needs Assess/Feasibility Study	0.00	0.00	0.00	0.0%
<b>Total Professional Fees</b>	<b>10,490.03</b>	<b>33,750.00</b>	<b>-23,259.97</b>	<b>31.1%</b>
Wildland Vegetation Mgmt	630.00	4,999.98	-4,369.98	12.6%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>1,432,112.86</b>	<b>1,432,454.96</b>	<b>-342.10</b>	<b>100.0%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	14,406.12	10,690.02	3,716.10	134.8%
Delta Dental	1,277.46	1,367.52	-90.06	93.4%
Vision Care	405.37	372.48	32.89	108.8%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>16,088.95</b>	<b>12,430.02</b>	<b>3,658.93</b>	<b>129.4%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	5,232.75	6,499.98	-1,267.23	80.5%
Comm. Pharmaceutical Drop-Off	71.90	500.00	-428.10	14.4%
CERT Emerg Kits/Sheds/Prepared	0.00	10,000.00	-10,000.00	0.0%
Open Houses	1,127.07	750.00	377.07	150.3%
Community Shredder	1,623.40	1,250.00	373.40	129.9%
DFSC Matching Grants	0.00	0.00	0.00	0.0%
Demonstration Garden	0.00	0.00	0.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>8,055.12</b>	<b>18,999.98</b>	<b>-10,944.86</b>	<b>42.4%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	0.00	0.00	0.00	0.0%
Firefighters' Expenses	9,038.21	4,999.98	4,038.23	180.8%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	3,253.49	3,275.00	-21.51	99.3%
<b>Building Maintenance</b>				
Janitorial Service	630.00	750.00	-120.00	84.0%
Medical Waste Disposal	1,453.74	1,999.98	-546.24	72.7%
Building alarm	180.00	200.00	-20.00	90.0%
Gardening service	360.00	1,000.02	-640.02	36.0%
Miscellaneous Maint.	5,178.47	6,250.02	-1,071.55	82.9%
<b>Total Building Maintenance</b>	<b>7,802.21</b>	<b>10,200.02</b>	<b>-2,397.81</b>	<b>76.5%</b>
<b>Building Utilities/Service</b>				
Garbage	346.40	380.00	-13.60	96.2%
Gas and Electric	4,669.31	3,750.00	919.31	124.5%
Water/Sewer	1,255.06	1,065.00	190.06	117.8%
<b>Total Building Utilities/Service</b>	<b>6,270.77</b>	<b>5,175.00</b>	<b>1,095.77</b>	<b>121.2%</b>
Election	0.00	0.00	0.00	0.0%
Memberships	6,309.00	6,230.00	79.00	101.3%
<b>Office</b>				
Office Expense	2,391.10	1,950.02	441.08	122.6%
Office Supplies	668.54	1,249.98	-581.44	53.5%
Telephone	3,799.97	4,227.48	-427.51	89.9%
<b>Total Office</b>	<b>6,859.61</b>	<b>7,427.48</b>	<b>-567.87</b>	<b>92.4%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>39,533.29</b>	<b>37,307.48</b>	<b>2,225.81</b>	<b>106.0%</b>
<b>Staff</b>				
Wages	39,056.64	39,052.02	4.62	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	591.46	649.98	-58.52	91.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	3,900.00	3,900.00	0.00	100.0%
Retirement Contribution	2,968.32	2,967.00	1.32	100.0%
Payroll Taxes	3,504.60	3,180.00	324.60	110.2%

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

July through December 2015

	Jul - Dec 15	Budget	\$ Over Budget	% of Budget
Workers Compensation/Life Ins	1,476.31	1,800.00	-323.69	82.0%
Payroll Processing	701.43	752.52	-51.09	93.2%
<b>Total Staff</b>	<b>53,198.76</b>	<b>53,301.52</b>	<b>-102.76</b>	<b>99.8%</b>
Contingency				
General	2,595.52	12,499.98	-9,904.46	20.8%
<b>Total Contingency</b>	<b>2,595.52</b>	<b>12,499.98</b>	<b>-9,904.46</b>	<b>20.8%</b>
<b>Total Expense</b>	<b>1,551,584.50</b>	<b>1,566,993.94</b>	<b>-15,409.44</b>	<b>99.0%</b>
<b>Net Ordinary Income</b>	<b>2,076,347.82</b>	<b>1,990,390.04</b>	<b>85,957.78</b>	<b>104.3%</b>
Other Income/Expense				
Other income				
Transfers In - General	2,735.09	0.00	2,735.09	100.0%
<b>Total Other Income</b>	<b>2,735.09</b>	<b>0.00</b>	<b>2,735.09</b>	<b>100.0%</b>
Other Expense				
Transfers Out - Capital	2,735.09	0.00	2,735.09	100.0%
<b>Total Other Expense</b>	<b>2,735.09</b>	<b>0.00</b>	<b>2,735.09</b>	<b>100.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>2,076,347.82</b>	<b>1,990,390.04</b>	<b>85,957.78</b>	<b>104.3%</b>

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2015-2016

	FY 2014-2015	FY2014-2015	FY 2015-2016	FY 2016-2017
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Planning</u>
<b><u>REVENUE BUDGET</u></b>				
Property Taxes	2,982,110	3,263,721	3,328,995	3,395,575
Special Taxes	200,428	200,345	200,345	200,345
Other tax income	30,000	27,580	27,000	27,000
Interest income	6,000	9,703	9,000	9,000
Lease agreement	1	1	1	1
Salary reimb agreement	51,136	49,695	51,586	52,305
Miscellaneous income	0	17,930	0	0
<b>Total Revenue</b>	<b>3,269,675</b>	<b>3,568,975</b>	<b>3,616,928</b>	<b>3,684,226</b>
	FY 2014-2015	FY2014-2015	FY 2015-2016	FY 2016-2017
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Planning</u>
<b><u>OPERATING EXPENSE BUDGET</u></b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Accounting	4,500	3,461	4,500	4,725
Actuarial Valuation	0	0	3,500	0
Audit	13,000	13,000	13,000	13,500
CC County Expenses	33,640	31,231	32,795	34,435
El Cerrito Contract	2,415,339	2,415,339	2,369,530	2,488,005
Fire Abatement Contract	8,000	0	8,000	8,000
Insurance - Risk Mgmt	11,525	11,523	11,490	12,065
LAFCO Fees	1,850	1,796	1,800	1,850
Legal Fees	30,000	5,441	30,000	30,000
Water System Improvements **	380,000	330,000	185,000	20,000
Wildland Vegetation Mgmt	10,000	5,075	10,000	10,000
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical (OPEB cost)	19,970	19,970	21,380	22,890
Delta Dental	2,555	2,555	2,735	2,930
Vision Care	695	695	745	795
<b>COMMUNITY SERVICE ACTIVITES</b>				
Public Education	13,000	8,683	13,000	13,000
Community Pharmaceutical Drop-Off	2,500	1,495	2,500	2,500
Vial of Life Program	250	0	200	200
CERT Kits/Sheds/Preparedness	3,330	0	35,000	15,000
Open Houses	750	254	750	750
Community Shredder	1,000	1,075	3,500	3,500
DFSC Matching Grants	0	0	4,000	4,000
Demonstration Garden	0	0	5,000	5,000
Community Sandbags	0	0	6,000	6,000
<b>DISTRICT ACTIVITIES</b>				
Professional Development	5,500	3,801	5,000	5,500
<b>District Office</b>				
Office expense	3,500	2,687	3,500	3,500
Office supplies	2,500	1,364	2,500	2,500
Telephone	6,645	8,052	8,455	8,875
Election	1,000	400	0	1,000
Firefighter's Apparel	1,500	0	1,500	1,500
Firefighters' Expenses	5,000	4,720	10,000	5,000
Staff Appreciation	2,500	1,366	2,500	2,500
Memberships	6,845	6,888	7,230	7,590
<b>P/S Building</b>				
Gardening service	1,900	1,280	2,000	2,000
Building alarm	2,000	1,696	2,000	2,000
Medical waste disposal	4,000	2,818	4,000	4,000
Janitorial	1,500	1,260	1,500	1,500
Misc. Maint/Improvements	12,500	8,926	12,500	12,500
PG&E	7,205	6,843	7,500	7,500
Water/Sewer	1,315	1,587	1,665	1,800

February 10, 2016



KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2015-2016

Garbage	1,005	1,030	1,080	1,135
Staff				
Wages	75,110	75,108	78,104	78,900
Longevity Pay	1,000	1,000	1,000	1,000
Overtime Wages	1,300	271	1,300	1,300
Vacation Wages Accrual Adjustment	2,855	-108	0	0
Medical/dental insurance compensation	7,800	7,800	7,800	8,190
Retirement Contribution	5,710	5,708	5,934	5,997
Payroll Taxes	6,693	6,442	7,030	7,138
Insurance - Workers Comp/Life	1,695	1,210	1,800	1,800
Processing	1,410	1,434	1,505	1,580
Operating Contingency Fund	<u>25,000</u>	<u>3,800</u>	<u>25,000</u>	<u>25,000</u>

**Total Operating Expense** 3,146,888 3,008,974 2,966,825 2,900,449

Capital Outlay

Type I Engine	632,000	282,244	350,000	0
Firefighter qtrs/equip	15,000	13,935	15,000	15,000
Apparatus Bay Construction	200,000	24,465	370,000	0
Needs Assessment/Feasibility Study	0	0	<b>40,000</b>	0
<b>Emergency Repair of Storage Room</b>	0	0	<b>45,000</b>	0
Holmatro Tool	11,000	10,002	0	0
Office Furniture/Computers	<u>5,000</u>	<u>2,547</u>	<u>5,000</u>	<u>5,000</u>

**Total Capital Outlay** 863,000 333,193 825,000 20,000

**TOTAL EXPENDITURES** 4,009,888 3,342,167 3,791,825 2,920,449

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

\*\* For FY14/15 and 15/16, the total estimated cost of the Columbia improvement project is \$450,000. EBMUD will rebate 20% upon completion.

**Designated Funds (see attached schedules)**

Engine Replacement Fund	93,455	93,455	41,994	117,994
Public Safety Building Fund	<u>108,160</u>	<u>108,160</u>	<u>432,486</u>	<u>116,986</u>
	201,615	201,615	474,480	234,980

	FY 2014-2015	FY 2014-2015	FY 2015-2016	FY 2016-2017
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Planning</u>

Beginning Cash	5,592,768	5,592,764	5,819,572	5,644,674
Revenue	3,269,675	3,568,975	3,616,928	3,684,226
Operating Expenditures	-3,146,888	-3,008,974	-2,966,825	-2,900,449
Capital Expenditures	-863,000	-333,193	-825,000	-20,000
<i>Accrual to Cash Adjustment</i>				
<b><u>ENDING CASH</u></b>	4,852,555	5,819,572	5,644,674	6,408,452

**Cumulative Designated Funds**

Capital Replacement Funds	-736,285	-1,068,947	-1,210,765	-1,445,745
Prepaid CERBT - Retiree Trust	-1,020,819	-1,000,148	-1,000,148	-1,000,148
El Cerrito Contract 12 month set aside	-2,415,339	-2,415,339	-2,369,530	-2,488,005

**AVAILABLE CASH** 680,113 1,335,138 1,064,231 1,474,554

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET  
 Fiscal Year 2015-2016

**SCHEDULE FOR REPLACEMENT OF EQUIPMENT**

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

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET  
Fiscal Year 2015-2016

**SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION**

Adjusted for 4% <u>Inflation</u>	<u>Fiscal</u> <u>Year</u>	<u>Yearly</u> <u>Contribution</u>	<u>Accumulated</u> <u>Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	<b>432,486</b>	744,646
	16-17	189,786	934,432
	17-18	197,377	1,131,810
	18-19	205,272	1,337,082

\* 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.

# **BOARD REPORTS**

**MINUTES OF THE JUNE 2, 2015 FINANCE COMMITTEE MEETING  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**      **Directors:**      Janice Kosel and Larry Nagel  
                         **Staff:**                      Manager Brenda Navellier, CPA Deborah Russell  
                         **Guests:**                     Scott Hanin, El Cerrito City Manager, Chief Lance Maples

**CALL TO ORDER:**

Director Kosel called the meeting to order at 1:30 p.m. and noted the Committee members, Manager Navellier, City Manager Hanin and Chief Maples were present along with members of the public.

**ORAL COMMUNICATIONS:**

None.

**APPROVAL OF JANUARY 29, 2015 COMMITTEE MINUTES:**

Director Kosel explained the Finance Committee meets twice a year at a minimum which is why the minutes are from January. Director Kosel pointed out two typos that Navellier will correct. The Committee approved the minutes as corrected by consensus.

**EL CERRITO CONTRACT FEE PROPOSAL FOR FY 2015-2016:**

Director Kosel noted that the proposed contract fee is reduced by \$100,000 from the previous year. City Manager Scott Hanin gave an overview of the city of El Cerrito's finances. Hanin has been City Manager for 14 years and the El Cerrito-KFPD contract is 20 years old. The City is in the second year of a two-year budget. El Cerrito's total budget is about \$41,000,000 with \$30,000,000 in the general fund. El Cerrito finances are doing better than the last couple of years. During the last couple years, no one was laid off and no services were cut to the residents which was a conscious decision by the Manager and City Council. The Council authorized the use of reserves in order to achieve this. All City employees are paying the entire employee portion of PERS. The fire labor group gave up their cost of living increase and agreed to pay the full cost of PERS (12%) even though they were in the middle of a contract. El Cerrito voters approved Measure R last November which increased the general fund about \$1,500,000 per year. The police department is authorized to be at full staff though recruitment and retention is difficult for all cities at this time since everyone is hiring. The City is adding positions back to public works and city hall, increasing the park and maintenance budget, and making technology improvements to improve customer service. Three battalion chief vehicles have been funded for the fire department. Kaiser medical plan costs were negotiated at a 5% decrease which gets passed on to the District. *Accountant Deborah Russell arrived.* The City has a 1% surplus which Hanin will propose \$400,000 be put back into reserves. The City has had a difficult past five years but has weathered it better than most cities. Sales tax is stable and there are two or three development projects. The assessed value of homes in El Cerrito is going up and is well above the 2006 high. Revenue is good and the tax measure has 12 more years.

Chief Maples gave an overview of the fire department section of the El Cerrito budget. The section was in the Committee's packet which was also published on line. He reviewed the four battalion chiefs different roles in the organization. Staffing will remain the same as the previous year though the department will continue to leave three positions vacant. This is an operational decision—it saves money and allows the employee group to work overtime. The department is currently recruiting two firefighters for positions that opened up. Number and type of calls are consistent. Annual fire loss is low for an area the size of El Cerrito/Kensington. Chief Maples gave an overview of training, on-line training, certifications, fire prevention activities, inspections, public education contacts, etc.

Kosel reviewed the format of the fee proposal for the public's information. El Cerrito has two stations, Kensington has one. Most of the line items are 27.75% or less instead of the expected 33.3%. The line item percentages were negotiated at the beginning of the contract. The contract is a win-win for both agencies for 20 years now. El Cerrito is able to operate a third station and Kensington receives all of their administration and firefighters on duty. Maples then reviewed the fee proposal. The salary line increase is only 1.46% due to the firefighters giving up their cost of living increase. This is the fourth time during this contract they have either given up a set raise or a cost of living. They are a great group of employees with strong morale within the organization. There is a 4.5% increase in overtime based on the group's 4.5% increase due July 1<sup>st</sup> though they will be picking up

an additional 1.5% of their PERS. There is an 8.7% decrease in PERS based on the employees paying their portion and a 5% decrease in Kaiser as mentioned above. El Cerrito has about 160 employees in Kaiser. Maples continued line by line down the budget. He then gave an overview of the reconciliation of the contract and the administrative cost share (Navellier's position). The proposed contract fee is \$2,319,185 compared to the previous year of \$2,365,643 which is a 1.9% decrease. The committee is thrilled with the proposal and thrilled with El Cerrito's service. Maples attends all Board meetings and is aware of the many thank you notes that District receives from the public. The District receives a very high level of service from El Cerrito. This is the 20<sup>th</sup> anniversary of the contract relationship and the District has been able to achieve much during that time such as water system improvements, fully funding retiree benefits through CERBT, and much more.

Kosel gave an overview of Kensington's budget for Hanin's information. The District is projecting \$3.6 million in revenue with \$3 million in operating expenses plus capital outlay of \$350,000. This will leave the District operating about \$150,000 in the black. Kosel gave a brief overview of the current year. The District has 1.6 million in cash at the end of the fiscal year. Under the contract with El Cerrito, the District is required to have one year's worth of contract fee in reserves. El Cerrito hired nine firefighters for the Kensington station and should Kensington default, El Cerrito needs assurance that Kensington would be able to pay. Director Nagel pointed out that the budget is not only for nine firefighters but that the District has full access to the fire department administration, fire marshal and fire prevention, equipment, spare equipment, the ladder truck, etc. El Cerrito and Kensington function as one service area.

Gail Feldman asked how the percentages that Kensington pays in the El Cerrito contract came about. Director Kosel said they were settled in negotiation. Feldman asked how often those percentages are reviewed and adjusted. Kosel said annual negotiations took place at the beginning of the contract but they became acrimonious. The percentages were then settled upon assuming equal usage at all stations and carried forward. If the District or El Cerrito feels any of those line item percentages are not accurate either of them could bring that forward annually. KFPD is very happy with the contract and the percentages since we are using 1/3 of all resources. Feldman said she expected a better answer and a little more basis for the percentages. She said she did not know how the other stations are staffed. City Manager Hanin responded that all stations are staffed the same and all of the information is in the City budget for review. The contract fee is based on actual numbers and reconciliation. Hanin said this was discussed before Feldman arrived—if anyone is not happy with the percentages he feels he could make an eloquent case for El Cerrito to raise them but it is not worth the ill will to try and squeeze another percentage point from KFPD when all involved are so happy with the relationship. Kosel and Nagel said they would recommend the contract proposal to the entire Board at next week's meeting and invited Hanin to come and present to the full Board.

#### **FY2014-2015 AUDITOR PROPOSAL/RECOMMENDATION:**

KFPD has received a proposal from Lamorena & Chang for a fixed fee of \$13,000. KFPD is a small district with few financial transactions but very few auditors specialize in government auditing and very few are interested in such a small district. About two years prior, the District solicited several proposals but much preferred Lamorena & Chang's product compared to the competitors'. Nagel agreed that the audits are exceptionally easy to read. The Committee will recommend Lamorena & Chang's proposal to the Board at the June meeting.

#### **REVIEW AND RECOMMEND DRAFT FY2015-2016 BUDGET:**

KFPD budgeted a 2% increase in property taxes from current year actual which is conservative compared to El Cerrito's 5.5%. KFPD is almost \$250,000 over in property taxes in the current year (FY14-15) that was not anticipated. Every agency that receives part of the 1% of ad valorem taxes would have received a higher amount. Kosel noted that the \$1 lease agreement for FY14-15 has yet to be paid. On average KFPD spends about \$100,000 per year on the public safety building. KPPCSD operates in roughly half of the building. The lease has two more years to run. The El Cerrito contract fee is down 1.9%. Legal fees are budgeted at \$30,000 but the District only spent \$5,000 during current year. A needs assessment/feasibility study is budgeted at \$25,000 for FY15-16 since the 45-year old building is not functionally operational and expensive to maintain. The study will help to analyze whether to relocate, rebuild or renovate. CERT Sheds have been included at \$35,000 so that supplies can be made available in every CERT area. This was presented and discussed at the last Board meeting. The community shredder will be increased to twice a year due to popularity. Diablo Fire Safe Council matching grants is included at \$4,000. This would match donations given to DFSC by Kensington residents to help maintain the interface along Kensington. DFSC is an important partner in keeping Kensington fire safe. Ciara Wood thanked KFPD on behalf of DFSC and said that Kensington is the most represented community on DFSC in two counties. FY15-16 will see significant capital outlay including a new engine and an apparatus bay remodel. Total expenditures are close to \$3.5 million with revenue of \$3.6 million. Kosel explained the Type I, Type III and Building Designated Funds and

attached schedules. Maples gave an explanation on the two types of engines. Kosel explained how the District saves funds every year for future capital purchases and is able to pay cash. Engines are evaluated at the end of the 15 years to make sure they need to be replaced. The Type I engine balance will be zeroed out. A new Type III is due in FY18-19. The Committee talked about taking the property tax excess of \$250,000 and putting it toward the building fund. There is currently very little in the building fund to address renovations or rebuilding. Kosel and KPPCSD Director Cordova have discussed a demonstration garden in Kensington park that KFPD would fund and KPPCSD would donate the land. Kosel suggested a \$5,000 budget for a garden that would be educational for the community and demonstrate fire safe practices. Chief Maples suggested an educational kiosk as part of the garden that could talk about plants that are unsafe. The kiosk might be an additional \$5,000 in the following year. Ciara Wood said this was a wonderful idea and people need to see that there are options. DFSC may be able to assist with this project. Rachele Sherris-Watts asked Kosel to attend the Parks Building Committee on June 8<sup>th</sup>. Kosel will not be able to attend but will talk to Sherris-Watts further about the project. Kosel said the question is whether KPPCSD has vacant land to devote to the project. Possibly Cordova could talk to the Parks Building Committee. Peter Liddell suggested that a demonstration project could be integrated with the on-going fuel reduction project going on at the park. Maples endorsed that idea. Wood asked about putting unspent legal fees toward the building? Russell gave an explanation on the contract fee presentation in the budget since it is a net against the salary reimbursement fee that KFPD charges ECFD. Jean Durham asked what happens to the old fire engine? Maples said it will be sold at auction though the market is extremely low.

**REVIEW DISTRICT INVESTMENTS:**

Navellier distributed a cash flow sheet. The District has its investments in LAIF (Local Agency Investment Fund) through the County which currently yields only about .25%. The District runs low on cash in October/November due to the fact that the property tax conversions are in April and December. During the low months, KFPD does not have the full funds for the El Cerrito one-year set aside. Russell explained the designated funds are earmarked in KFPD's books but is in one account at the County. Celia Concus suggested that the new fire engine be available for the opening of the demonstration garden which would attract a lot of families. She also asked about donating the old fire engine to a museum. The engine is not old enough for that but could be considered for donation to a community college or equivalent. The previous engine only sold for \$5,000 on open market but it was not well maintained. Feldman asked about liability to ECFD with the 12-month notice. Kosel explained it works just like a lease, 12-month notification and pay for services rendered. Ciara Wood had a question about rumors that KFPD has a huge slush fund. Kosel explained that the District has designated funds for equipment and the public safety building which is the prudent thing to do. The District has \$1 million in undesignated funds. Wood suggested that should go to the building fund. Wood said she hopes that KFPD will avoid a consolidation battle campaign since that will be a huge expenditure of energy and funds. She also hopes there will not be a campaign to put a fire station in the park. Durham added that there is a fault that runs right through the park. There is very limited open space in Kensington for a new fire station—EBRPD land, EBMUD land and KPPCSD's park. Wood suggested an adjacent house could come up for sale. Maples explained that the renovations to the apparatus bay are not by choice. They are due to EPA and emission standards for the engine. Much of the upgrades will also be to modernize lockers, the tool shop and add modern cabinetry.

**ADJOURNMENT:** The meeting was adjourned at 3:00 p.m.

**MINUTES PREPARED BY:** Brenda J. Navellier

These minutes were approved at the Committee meeting of January 27, 2016.

Attest:

  
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Finance Committee Member