

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

Date of Meeting: June 8, 2016
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m. **CALL TO ORDER**

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

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5, 6, 7, 8, 9, 10, 11 & 12

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 April 13, 2016 (APPROVE)

CC 4. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of May 11, 2016 (APPROVE)

CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** April 2016 (ACCEPT)

CC 6. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** May 2016 (ACCEPT)

CC 7. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #12** (APPROVE)

CC 8. **APPROVAL OF MONTHLY FINANCIAL REPORT.** April/May 2016 (APPROVE)

- CC 9. **APPROVAL OF RESOLUTION 16-02** Establishing the Appropriations Limit for FY 2016-2017 (APPROVE)
- CC 10. **APPROVAL OF RESOLUTION 16-03** Authorizing the County to Place the District's Special Tax on the Tax Roll and to Collect the Special Tax for FY 2016-2017 (APPROVE)
- CC 11. **APPROVAL OF RESOLUTION 16-04** Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order (APPROVE)
- CC 12. **PROPOSED REVISION TO POLICY HANDBOOK, POLICY #1050** – Board Meetings. Inclusion of 1050.80 – Posting of Board Meeting Recordings (APPROVE)
13. **FIRE CHIEF'S REPORT**
- a. Review of operations.
 - b. Regional issues and developments.
14. **PRESIDENT'S REPORT**
- a. Report on Manager's Annual Review
- NEW BUSINESS**
15. El Cerrito Contract Fee Proposal for FY 2016-2017 (ACTION)
16. Auditor Recommendation and Fee Proposal for FY 2015-2016 Audit Report (ACTION)
17. Contract with Ross Drulis Cusenbery for Architectural Master Planning Services in the amount of \$104,000 (ACTION)
18. Resolution 16-05 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for Fiscal Year 2016-2017 (ACTION)
19. **BOARD REPORTS**
- Informational reports from Board members or staff covering the following assignments:
- a. Finance Committee (Kosel/Dommer): Minutes from 1/27/16 Committee meeting
 - b. Public Safety Building (Dommer/de Ville):
 - c. Education (Kosel):
 - d. Contra Costa County/California Special Districts Assoc. (Nagel): Minutes from 4/18/16 meeting
 - e. Diablo Fire Safe Council/Interface (Staff/Nagel):
 - f. Correspondence: Appreciation letters from May 4, 2016; Emails from Filomena and John Giese

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, July 13, 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 7/13/16 is Wednesday, 6/29/16 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 7/6/16 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 APRIL 13, 2016 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

President Dommer called for the approval of the consent calendar (items 3, 4, 5 & 6), consisting of approval of the March 9, 2016 minutes, approval of monthly transmittal #10, approval of the monthly February/March 2016 financial report and approval of the March 2016 incident activity report. Director Kosel made a motion to adopt the consent calendar items as submitted. Director Harmon seconded the motion.

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

ORAL COMMUNICATIONS:

Karl Krueger said he asked a question last month and received an answer from the Board and he does not see it reflected anywhere in the minutes. He also questioned why the minutes do not list the attendees other than Board members and staff. He repeated his question asking if the Board was going to expand the fire station would they plan on acquiring adjacent property to which the Board stated they did not know at this time. Dommer said the District does not list attendees on their minutes and asks people to sign in if they are speaking but do not need to if they are just attending.

Rick Artis suggested that the District post recordings of their meetings on the KFPD website. President Dommer said he would agendaize the item.

Anthony Knight asked when the shredding event would take place? Saturday, April 16th.

NEW BUSINESS:

President Dommer introduced Mahvash Harms, a structural engineer and principal with Biggs Cardosa. Harms distributed a handout to go with her verbal presentation. She reported that her firm had completed a seismic assessment on the fire station a little earlier in the year. Biggs Cardosa reviewed previous reports, construction documents, soils reports, and structural calculations. The building was built in 1969, has tall retaining walls and the floor plan has changed over the years. The building was architecturally remodeled with partial seismic upgrade in 1998 (to 1995 code), 2004 (to 2001 code). Biggs Cardosa was hired in 2009 to design structural piers for the front of the building (underneath police admin). Harms gave an explanation of each of the remodels, which were partial and did not bring the building up to those current codes. Minor distresses were noted in Biggs Cardosa's visual observation and it was noted that settling has not worsened in the area addressed in 2009. There are cracks in the retaining walls. There have been three past soils reports that the firm reviewed. There are many earthquake faults nearby but the Hayward fault is the closest at 300 to 400 feet parallel to the building. The 1967 code was used for the original building. The quality of construction is much improved in 2016 from 1969 including construction inspections/observation and structural details are much more specific. The building is an essential services facility which means it needs to be occupied immediately following any seismic activity large or small. That category did not exist in 1969. The 1967 code seismic lateral load was 13% of the structure. Today's code would require twice that amount or 26% of the structure. Harms listed some of the deficiencies that might take place during a seismic event. Harms' conclusion was that the building does not meet current code. The building is an essential facility, and upgrades that were done were only partial. Harms suggested that either District further evaluate the structure including possible testing (though she added the building would still be partially out of code if remodeled) or replace the building completely but she understands that the District needs to remain operational. She was questioned about cost but that depends on what the District decides to pursue. She stated that it was very possible that the building would not withstand a major earthquake since current seismic loads are now twice as much.

Anthony Knight asked Harms to explain about the 2009 piers. Harms said she believes there are six piers (drawings were not present) that have been drilled into bedrock. Knight asked if it was reasonable to build a facility in Kensington at all? Harms said, yes it can be designed for. Dommer explained the footings in the original design.

Linnea Due asked if the piers are working well? If so, can they be reutilized in the event of a remodel? Harms said that was a possibility.

A resident asked if the cracks are due to settlement, not seismic? Harms said she believes they are from settlement and sliding. She added that there are cracks in the gypsum walls that could be from seismic activity. The resident asked if the presence of settlement added to the seismic risk since the soil is not stable? Harms explained what happens in a seismic event and what may happen to the building. The 2009 piers in the front of the building are into bedrock but they do not stabilize the whole building. None of the remodels have addressed the whole building. Harms said her review was a cursory review of all documents, code comparison and experience. The first page of the report lists all the documents that were reviewed. Is it possible that the structure may perform pretty well as a wood structure? Harms said woodframe is better than a concrete building in an earthquake. The structure can be fixed but a remodel would not bring it up to code. Replacing many of the materials would be replacing the entire structure. The building is almost 50 years old.

Jim Watt asked what triggers bringing the building up to full seismic safety compliance? KFPD has an essential services facility that does not meet code. The building has been remodeled a couple of times but never to bring it fully up to code. Because the remodels have been partial over many years, it has not triggered a decision to replace up until now. Harms said it is not required to bring it up to current code. Watt thought it was required by the County when you pulled a permit. It sounds like there are a couple of options—what triggers that decision? Harms clarified that she was previously talking about seismic load requirements, not capacity. Capacity could be higher than the requirements. Watt questioned if it would be cheaper to take off the second story, which requires higher load requirements, and put those functions in a one-story on an adjacent property.

President Dommer noted that there is very little available land in Kensington. He added that the building is functionally obsolete. Law enforcement has to adhere to a certain level of separation. In response to a question, Harms said the original structure was designed for both police and fire. Maples said the building footprint is exactly the same, but the building has been internally rearranged most notably in 1998.

Rick Artis noted that Harms said she did a cursory review. He assumes she did not look at the structural calculations. Harms said she did review the calculations but not to identify mistakes, etc. Calculations were done for the piers in 2009. Harms explained that the fire engine sits on a slab on grade but that is not where the 2009 piers were added. There are also a set of piers that are supporting the rigid frame at the apparatus bay between each door opening. Artis noted there were structural upgrades done in 1998 and 2004 but no assessment has been done to date to evaluate where that has brought us in terms of what the building can actually take. Dommer tried to explain about a code assessment and analyzing how the building will perform. The soft story has been improved, the front of the building has been anchored but it is basically an improved 1969 code building. Artis said the District has wasted a staggering amount of money. He said the building has not been looked at in its entirety and is complex to evaluate. Do we really know how the building will perform? Harms said we don't really know, she can only do the evaluation. If KFPD builds a brand new building, one can easily design for the complications of the site and the nearby fault. Harms reiterated that further detailed evaluation and testing could be performed. Dommer said that through the architectural master planning process the District would be able to obtain a cost estimate for future work. Artis said he is trying to get the next step--take everything that the District has and figure out what we have got from it. Harms said that would be part of an evaluation – cost of upgrading compared to cost of replacement.

Karl Krueger said the District has done a lot of things to the building but doesn't know if a lot has been accomplished. His concern is openness in making decisions since a lot of money has been spent on an on-going basis and we don't have what we want. He thinks the District needs to go to the community and let them know there is a problem with the building.

A resident said the District has not wasted its money so far. The remodels accomplished what we wanted to at the time. With those remodels we have an idea of how the building will perform.

Anthony Knight asked if the building can be seismically upgraded but never be brought up to code? Harms basically concurred unless materials are replaced which would mean replacing the building.

Jim Watt noted that the next step is to look at the cost of fixing the building? Dommer said the next step will be to review not only the structural but the functional programming. The end result will be looking at the different options of replacing, upgrading, etc. Watt asked where the needs assessment fits in? Presumably with a tear down and rebuild the building could be built to ideal conditions as compared to a retrofit where it would be safer but the same building functionally. Dommer said the District wants to know what a modern program would be for the police and fire functions. Watt asked about length of time displaced? Cost when KPPCSD moves back in? What if KPPCSD contracts out? They might not need as much space. Nagel said the Fire District needed the same space even though they contracted out. Ciara Wood said that KPPCSD might need more office space if the general manager and Chief of Police are separated.

Anthony Knight said he specifically asked this question of the KPPCSD governance committee at their last meeting. Do they intend to have presence in the community or just beat cops (there are two models)? He said they answered physical presence in the community.

Karl Krueger questioned spending \$100,000 a year on the public safety building. Director Kosel said the amount is appalling. Rachelle Sherris-Watts pointed out that the evidence room was recently fixed for \$40,000 that included asbestos and mold removal. Chief Maples said those costs include amortizing major remodels over many years.

Questions and Discussion for KFPD Directors as submitted by the Consolidation Subcommittee of the Adhoc Committee of the KPPCSD: Rick Artis was the only member of the subcommittee in attendance. At KFPD's request, he submitted questions that were included in the packet. Artis said he wanted to give the KFPD Directors a chance to go on the record. President Dommer said he was mystified since Artis has had access to all of KFPD's data, call runs, documents, etc. Regarding question 2, he does not know what documents Artis thinks the District has that they are not sharing. Director Kosel gave her answers to all three questions: 1) Talk to Lou Ann Texeira of LAFCO and Supervisor Gioia. Her understanding is that the consolidation of the two districts would trigger the opportunity for the County to intercept a portion of the tax proceeds that is presently going to the two districts; 2) What cost savings, if any, has the subcommittee identified through consolidation? Again, possible reduction in revenue referencing answer #1; 3) The Finance Committee is working on a five-year projection that they intend to review at their May meeting.

Director Nagel said he assumes the Consolidation subcommittee has contacted LAFCO and understands what the consolidation process entails. Nagel said KFPD has had conversations with LAFCO. Artis said that LAFCO is the entity that brought up consolidation in 2009. Dommer said that LAFCO brought up the possibility 10 years ago and the idea didn't go anywhere. The LAFCO Officer was pro consolidation but the LAFCO Commission was not interested in pursuing as it was not a popular idea. There was no interest by the members of LAFCO. Artis said he has talked to lots of people about this issue that arose in 2009. Director Harmon clarified that the contractor brought up that option in the 2009 MSR, not LAFCO. Artis said that the subcommittee's charter is to point out pros and cons and not to make any recommendations.

President Dommer said the subcommittee should consider that KFPD has done well with contracting out to ECFD. The District provides excellent service, is financially frugal, and has accomplished major water system improvements. The KFPD Board of Directors functions well and largely has since 1995. The CSD has had years of governance problems and now service issues. Dommer wants no part of the CSD Board of Director's dysfunction. Artis said this is an opportunity to hear the Board's opinions. Kosel added it is hard to see what advantage to the community consolidation would have given the dysfunction of the other entity which would compromise KFPD's ability to provide service. Kosel said that KFPD does not receive any complaints and has received nothing but compliments during the past 10 years. KFPD is serving the public well. Kosel believes the CSD does not have a revenue problem but a spending problem. Dommer said Kensington receives excellent service from ECFD and they have been in contract with them for 21 years. It is clear that if KFPD becomes a bad client, ECFD can drop us. Albany and Berkeley do not want Kensington.

Ciara Wood said that the greatest threat to Kensington is from massive conflagration from the canyon, it is not a lack of a front license plate or running a stop sign. Another major threat is Kensington's aging community and EMS calls. The fire department always responds and is wonderful. When the fire department talks about remodeling it is on a much larger scale than home remodels. They have saved their funds and have not squandered thousands on legal fees. They have purchased a fire engine and are now saving for the next one. Major decisions are being looked at now regarding the fire station. The community is not here in major force because the community trusts this Board. When she was on the CSD Board very few people attended because the community used to trust that Board too. She has no faith in the current CSD Board.

Karl Krueger said he is offended by KFPD Board members saying "our money". It is the community's money, not the KFPD Board. Krueger also commented on service call times and how Kensington was 42 seconds slower than El Cerrito's response times in 2009. He asked the Board to explain how that number increased to 55 seconds in 2012. He asked if the Board knows how the community feels about consolidation and questioned the Board's openness in light of the fact they don't list attendees on their minutes. The Board agreed it is the community's money and they are the custodians.

Jim Watt is very disappointed. He thinks this is a very important meeting tonight to discuss the seismic issues with the public safety building. This could be a major economic issue that the KPPCSD faces. Watt has been preaching to the CSD the significant costs that could mean for temporary relocation and the possibility of additional rent. For such an important meeting, Director Sherris-Watt is the only CSD person that is in attendance. This issue should be front and center in importance for the KPPCD President. He is concerned the Districts are not getting together and talking and the CSD appears not to be concerned and is not in attendance.

Artis said Watt just made a case for what some people think is a reason for consolidation. There would not be two Boards that are not communicating. Dommer said the KFPD does pretty well and is open, he believes that it is a false argument to say that two agencies are not as good as one. He pointed that the CSD is not spending their own money either. Artis said that the District has been thinking about the issue with the station for a long time and that KFPD had a strategic opportunity to defray \$400,000 in spending on the apparatus room remodel and also the fire engine purchase which he believes was driven by convention. If KFPD is considering tearing down the building anytime soon, then that \$1 million dollar expenditure is one of the biggest single expenditures that has been done. Director Nagel asked, did you not think we needed a fire engine? Artis said the community may not understand why. Nagel responded that the District is required to replace the fire engines after 15 years per ISO ratings. If the engine had not been replaced, the District's ISO rating would have gone up considerably. Nagel said he has talked about the engine replacement as President of the Board, at the KIC annual meeting, and at the KPOA annual meeting. Artis again said it was potentially wasted money. Nagel said it was not, it was the District's job, and the District has to have two engines in case one breaks down.

Harmon said Artis is clearly biased and he has made up his opinion. The KFPD Board is not hearing a balanced comment but is hearing a lack of trust. Because the Adhoc subcommittee claims to be neutral, Artis should try to present himself as such as the task person. Artis is accusing KFPD of poor decisions by saying KFPD doesn't need a seismically sound building or a fire engine. Harmon said she has talked about KFPD's decisions repeatedly at many public meetings and she has written about it on NextDoor and in The Outlook. Harmon said Artis needs to look at where KFPD's funds go, she finds it unreal that purchasing a fire engine would be questioned or strengthening the building so that first responders can reach the public. The different allocation of resources between KFPD and KPPCSD is because fire has very high expenses. Kensington is supporting one station by only 5,000 people. She is not aware of any other community that supports that. Kensington is unique. It has better service but that is expensive. Krueger said he did not know why the community needed a new fire engine and he has spent nearly every month opposing KPPCSD's legal fees. Harmon said the information is out there, in order to be informed an individual needs to attend meetings, read the minutes and pay attention. She believes more people don't attend the meeting because they trust the KFPD Board.

KPPCSD Director Rachelle Sherris-Watt stated that the KFPD Board does not need to consider what a consolidated Board would look like. Artis said that LAFCO has a lot of discretion on what that Board would look like. Nagel disagreed. All five members of each District, assuming they are willing, would be on the new Board with an additional member appointed by Supervisor Gioia. They size of the Board would eventually reduce through attrition. Artis said the number is not fixed and he has read the code. To him, a consolidated Board would be a pro and can understand why others might think it is a con. Kosel asked Artis to convey to his subcommittee that she is disappointed that Artis was the only member that attended.

Request from KPPCSD to Share Cost of New Audio/Video Equipment for Community Center: Director Harmon was surprised that Chief Hart wasn't in attendance to make the request. Director Kosel thought that KFPD probably wouldn't use the sound system. She made a motion that the Board reject the request. President Dommer agreed and pointed out that the community center is going to be renovated in the near future. KPPCSD Director Sherris-Watts said she was not aware of this request; it was not put before the KPPCSD Board. This was a request from Chief Hart. Director Harmon seconded the motion. Anthony Knight asked the cost of the proposed system--\$19,195.

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

Resolution 16-01 Declaring 2000 Hi-Tech Type I Engine as Surplus: Chief Maples noted that the new Type I Engine was in the parking lot at the beginning of the meeting. The draft advertisement was included in the packet. The plan is to put it on the market and see what the market bears. There is not much market for used fire engines in California for reasons Director Nagel talked about earlier. Maples will not guesstimate on the price the District will be able to receive. The advertisement will go across the U.S. and if a monetary offer is not received, then staff will pursue donating it to a volunteer department or a community college. The resolution gives staff the ability to put the engine up for sale and donate it if necessary. Director Kosel made a motion to enact Resolution 16-01 declaring the 2000 Hi-Tech as surplus and granting the Fire Chief discretion on mode of disposal. Director Nagel seconded the motion.

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

FIRE CHIEF'S REPORT:

Chief Maples listed the three new hires in the department: Anthony Dawson who came from the San Francisco Fire Dept., Nicholas Lundberg from Northshore Fire Dept. and Brett Thatcher from Geyserville Fire Dept. All three have experience in fire department and private ambulance settings. This diversified entry level group has completed their initial shift training and are now considered minimum staffing. Once their Class A photos are taken, Navellier will share them with the Board. ECFD is currently in the recruitment process for two firefighter/paramedics. A Captain's test was held on 4/12 and a Chief's interview will follow that. Once the two testing processes are complete, ECFD will hold an Engineer's test and then a Battalion Chief's test toward the end of the year. Maples reported that two more grants were received by Kensington residents from DFSC. His written report also included information on the Wildfire Protection Plan survey. Maples encouraged everyone to take the survey. Ciara Wood said she would like to use a photographer through DFSC special project funds to demonstrate removal of juniper and replacement. Wood would also like to photograph evacuation routes and the corridors of junipers that will light houses and cars on fire.

PRESIDENT'S REPORT:

President Dommer reported that he approached the owners of the parcel on the north side of the fire station about the upcoming remodel/expansion. Dommer's desire was that they did not hear about it through rumors. He reported that the neighbors were surprised and would respond to the District by the end of the month on whether their property was for sale. The District is not interested in imminent domain. The District has the power but Kensington is a very small residential community and that would not go over well.

BOARD REPORTS:

Finance: Kosel reported that the Committee will meet in May with the City of El Cerrito to receive the contract fee for FY16-17. The District received a \$39,000 check from Stericycle, the medical waste provider, as part of a settlement regarding overcharges.

Public Safety Building: Ciara Wood pointed out that the recent \$400,000 apparatus bay construction was necessitated by the new engine which was longer due to EPA requirements. Maples explained the details and also noted that the construction was more expensive than planned partially due to the asbestos and lead paint in the 50-year old building. A minor roof leak in the upstairs evidence room resulted in mold and asbestos discovery also. Kosel said it was not a discretionary expenditure—the \$600,000 engine cannot sit on the street and it could not be made shorter due to the EPA requirements. Dommer reported that Mack5 has drafted the Request for Proposals for architectural master planning services. Dommer, deVillie and staff have made comments to the draft which should be published within the next week or so. An architect could be selected and on board in June.

Education: Kosel noted the spring *Fire Plug* was recently mailed and commended staff on their work. It included information on the juniper removal grants. Kosel pointed out that the District will hold its semi-annual shredding event in 4/16/16 and the pharmaceutical drop off with KPPCSD will be held on 4/30/16. Maples suggested including information on the shredding event in the future that explains you can watch it be shredded.

CSDA: The next meeting will be held on 4/18/16 and will include a LAFCO representative election.

Diablo Fire Safe Council: Nagel reported that the second meeting reviewing the draft Community Wildfire Protection Plan was held on 3/30. EBRPD, LBL, Fire Department staff and citizens all participated. These areas include VHFHS Zones. Once the area has a plan for fire suppression, fuel removal, public education, evacuation, etc. it is easier to apply for grants. Contra Costa and Alameda Counties both have a CWPP but those are more global. This plan is specific to El Cerrito and Kensington. Ciara Wood said Kensington is well represented at the CWPP meetings between citizens and staff. Wood is working on parking plans in Kensington since the direction the car is pointed is not necessarily a way out during an evacuation.

ADJOURNMENT: The meeting was adjourned at 9:02 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on June 8, 2016.

Attest:

Larry Nagel, Board Secretary

**MINUTES OF THE MAY 11, 2016 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

President Dommer called for the approval of the consent calendar (items 3 & 4), consisting of approval of monthly transmittal #11 and approval of the monthly March/April 2016 financial report. Director Kosel made a motion to remove item 3, the monthly transmittal, and to adopt item 4 as submitted. Director Harmon seconded the motion.

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

ORAL COMMUNICATIONS:

Ciara Wood reported that the Diablo Fire Safe Council voted at their last meeting to grant four \$5,000 projects in Kensington and also give conditional approval to two more in Kensington.

Karl Krueger asked what is included in the equipment line of the balance sheet and what the El Cerrito prepay line is for? The Board and staff answered his questions. Discussion continued on the difference between the contract one-year set-aside and the pre-pay line item which is booked at the beginning of the fiscal year and reduced every month. The contract set-aside was included in the second amendment.

APPROVAL OF MONTHLY A/P VOUCHER -- TRANSMITTAL #11:

Director Kosel noted that she pulled item 3, the monthly voucher because the revolving fund attachment was from the incorrect year. Navellier provided the correct attachment. Director Nagel made a motion to approve item 3 as amended. Director Harmon seconded the motion.

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

FIRE CHIEF'S REPORT:

Chief Maples reported that B/C Pigoni was successful with another Homeland Security grant of \$180,000 for in-house training that the department would not otherwise be able to afford to do. This is a fully funded regional grant with no cost share from the City. Training will cover low angle rope rescue, confined space and trench training, and Rescue Systems I and II. New staff will attend and staff will go back for refresher training. Training will take place all over the County. The department has been very successful with State Homeland Security grants through the years.

Maples reiterated that DFSC granted four Kensington properties partnership grants of \$5,000 each. A total of \$20,000 cash value plus \$20,000 in sweat equity. Ciara Wood gave credit to the *Fire Plug* publication for advertising the DFSC grants.

Maples reported that the District has received three completed applications for CERT sheds. Two have been delivered and one is determining their site. There is a heightened interest in the program but limited space to house the sheds. The District is holding off on the community shed in the park until the program gets underway to identify any possible changes. Jim Watt is a CERT block captain and is in one of the areas that has had a shed delivered. He asked what the value of the contents of the shed is (approximately \$5,000) and asked who is liable for the contents (the signer). Any issues or crimes that occur will be brought back to the Fire Board for resolution. Watt is concerned that their area chose a highly visible location for their shed which could make it a target for theft. The District does not dictate where the participants may put their shed. Maples said Berkeley's program has had no

issues with theft. Maples also explained why a generator was included in the inventory. Kosel suggested that the shed and contents may be covered by homeowner's insurance. Anthony Knight noted that his CERT area also received a shed. He asked for the size (7'x7'x8'H) to determine the fit of some tools he donated. The District provides the basic inventory but it is up to the individual areas to determine what else if anything they chose to put in the shed.

PRESIDENT'S REPORT:

President Dommer reported that the Request for Proposals for architectural master planning services was sent out to five firms. Three of the firms attended the walkthrough that was held. Proposals are due to the District next week and interviews of the submitting firms will follow the week after.

Dommer reported he will speak KPOA annual meeting this Saturday. He was given five minutes to discuss the state of the public safety building.

Dommer said the District was asked about a five-year budget projection. Staff started to work on this project but the Finance Committee members agreed the projection should wait until the District has solid numbers for the building project.

Jim Watt read the Request for Proposals and is concerned the police department isn't mentioned. He noted that the current building is about 5,800 s.f. and the new building is projected between 7,000 to 10,000 s.f. Shouldn't KFPD have a commitment from KPPCSD that they intend to stay in the building? Dommer responded that he has reached out to Len Welsh and explained that there are many variables to the project including tearing down, adding on, a different site, etc. David Spath asked if it is KFPD's intention to house KPPCSD in the building. KPPCSD Director Sherris-Watt reported that KFPD has graciously included KPPCSD in their master planning/needs assessment. She is working on a public safety building committee and relay the final members of that committee to Dommer and de Ville once it is set. The RFP includes interviewing KPPCSD staff. Chief Maples reported that the architects that attended the walkthrough were made aware that the building is a fully functioning police and fire public safety building.

NEW BUSINESS:

Proposed Revision to Policy Handbook, Policy #1050 – Board Meetings: The revision of adding item 1050.80 – posting of Board meeting recordings to the KFPD website is in response to a request from a member of the public. The policy was included in the Board packet and the addition italicized. Director Kosel made a motion to revise the policy handbook to include the addition of 1050.80 as submitted. Director Nagel seconded the motion.

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

BOARD REPORTS:

Finance: Kosel reported that the Committee will meet later this month with the Chief and El Cerrito's City Manager to receive the fee proposal. Navellier needs to coordinate six people's calendars to agree on a date.

Education: Kosel noted that KFPD held two successful public service events in the last month—the shredding event held on 4/16/16 and the pharmaceutical drop off with KPPCSD which was held on 4/30/16.

CSDA: Nagel distributed a written report on the 4/18/16 meeting. There was supposed to be a LAFCO representative vote but there was not a quorum present. There will be a mail ballot instead which Nagel will cast for Mike McGill. A \$1,000 scholarship was given to the Contra Costa Board of Education to be granted to a teacher of the year out of the 28 school districts. There was a presentation on the Agriculture and Open Space Policy. Harmon also attended the meeting.

Diablo Fire Safe Council: Ciara Wood said the second annual Partners in Prevention luncheon will be held on Thursday, 6/9. Cheryl Miller will send out invitations.

ADJOURNMENT: The meeting was adjourned at 7:37 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on June 8, 2016.

Attest:

Larry Nagel, Board Secretary



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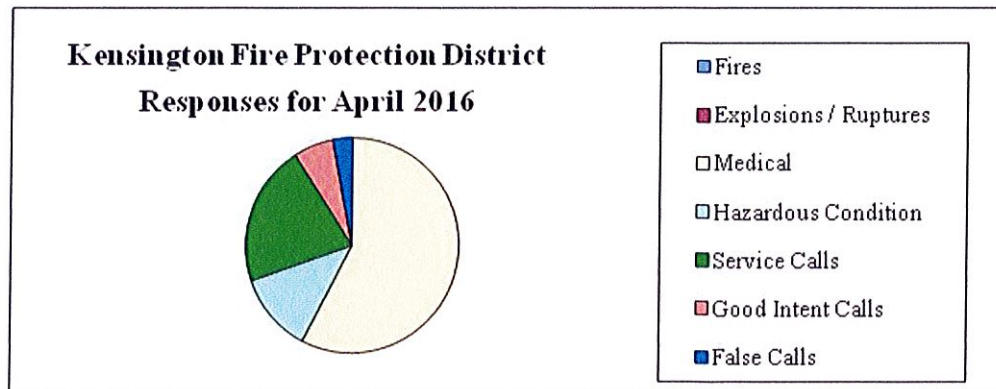
May 1, 2016

TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Battalion Chief
RE: Incident Activity Reports for the Month of April 2016

There were 33 incidents that occurred during the month of April in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 59 calls in all districts.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	19	57.58%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	4	12.12%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	7	21.21%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	6.06%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	1	3.03%
Totals		33	100.00%



Kensington Fire Protection District Response Log for April 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1600915	02-Apr-16 11:32:33	271 AMHERST AVE	Kensington	E65	321
2	1600925	03-Apr-16 14:09:26	40 EDGECROFT DR	Kensington	E65	321
3	1600931	04-Apr-16 07:23:35	200 AMHERST AVE	Kensington	E65	321
4	1600938	04-Apr-16 12:08:17	101 COLUSA AVE	Kensington	E65	321
5	1600951	05-Apr-16 22:36:54	350 BERKELEY PARK BLVD	Kensington	E65	321
6	1600963	07-Apr-16 12:16:49	32. SUNSET DR	Kensington	E65	321
7	1600968	08-Apr-16 00:24:07	316 ARLINGTON AVE	Kensington	E65	321
8	1600976	08-Apr-16 22:20:29	295 PURDUE AVE	Kensington	E65	322
9	1600987	09-Apr-16 13:18:28	52 ARLINGTON AVE	Kensington	E65	651
10	1600991	10-Apr-16 08:43:42	172 ARDMORE DR	Kensington	E65	321
11	1600992	10-Apr-16 10:07:43	149 PURDUE AVE	Kensington	E65	321
12	1600995	10-Apr-16 13:25:50	32 SUNSET DR	Kensington	E65	743
13	1601000	11-Apr-16 08:51:06	144 HIGHLAND BLVD	Kensington	E65	321
14	1601006	11-Apr-16 14:42:38	49 NORWOOD AVE	Kensington	E65	522
15	1601009	11-Apr-16 21:30:42	243 ARLINGTON AVE	Kensington	E65	321
16	1601011	12-Apr-16 08:11:43	132 HIGHLAND BLVD	Kensington	E65	321
17	1601015	12-Apr-16 15:17:52	217 ARLINGTON AVE	Kensington	E65	553
18	1601043	16-Apr-16 09:03:46	2 HIGHGATE RD	Kensington	E65	321
19	1601050	16-Apr-16 19:28:23	319 VASSAR AVE	Kensington	E65	550
20	1601061	17-Apr-16 23:44:14	243 ARLINGTON AVE	Kensington	E72	411
21	1601078	19-Apr-16 13:32:07	380 COVENTRY DR	Kensington	E65	321
22	1601088	20-Apr-16 15:27:26	47 ARLINGTON CT	Kensington	E72	321
23	1601094	21-Apr-16 00:57:41	9 LENOX DR	Kensington	E72	550
24	1601098	21-Apr-16 12:45:50	59 EUREKA AVE	Kensington	E65	553
25	1601104	22-Apr-16 00:33:21	141 SAINT ALBANS DR	Kensington	E65	400
26	1601109	22-Apr-16 20:13:30	337 COLUSA AVE	Kensington	E65	550
27	1601119	24-Apr-16 02:27:41	200 ARLINGTON AVE	Kensington	E65	321
28	1601144	26-Apr-16 12:55:44	34 ARLINGTON AVE	Kensington	E65	321
29	1601155	27-Apr-16 20:16:40	169 ARDMORE DR	Kensington	E65	611X
30	1601162	29-Apr-16 03:06:30	350 BERKELEY PARK BLVD	Kensington	E65	412
				Kensington	E65	321

31	1601155	27-Apr-16 20:16:40	169 ARDMORE DR	Kensington	E65	412
32	1601162	29-Apr-16 03:06:30	350 BERKELEY PARK BLVD	Kensington	E65	321
33	1601180	30-Apr-16 19:58:39	63 HIGHLAND BLVD	Kensington	E65	554

* See Attached Table for Incident Type Explanations

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

Kensington Fire Protection District

Engine 65 Response Log for April 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1600911	01-Apr-16 16:17:02	233 EL CERRITO PLZ	El Cerrito	E65	321
2	1600915	02-Apr-16 11:30:12	271 AMHERST AVE	Kensington	E65	321
3	1600920	02-Apr-16 22:26:50	825 ARLINGTON AVE	El Cerrito	E65	321
4	1600923	03-Apr-16 13:33:22	1704 WESLEY AVE	El Cerrito	E65	743
5	1600925	03-Apr-16 14:08:23	40 EDGECROFT DR	Kensington	E65	321
6	1600931	04-Apr-16 07:21:58	200 AMHERST AVE	Kensington	E65	321
7	1600935	04-Apr-16 11:28:27	7223 GLADYS AVE	El Cerrito	E65	740
8	1600938	04-Apr-16 12:06:32	101 COLUSA AVE	Kensington	E65	321
9	1600946	05-Apr-16 11:19:16	6327 FAIRMOUNT AVE	El Cerrito	E65	321
10	1600947	05-Apr-16 12:15:55	1312 DEVONSHIRE DR	El Cerrito	E65	743
11	1600951	05-Apr-16 22:35:12	350 BERKELEY PARK BLVD	Kensington	E65	321
12	1600954	06-Apr-16 09:06:27	6510 GLADYS AVE	El Cerrito	E65	321
13	1600962	07-Apr-16 09:05:12	2620 LA HONDA AVE	El Cerrito	E65	743
14	1600963	07-Apr-16 12:15:13	32 SUNSET DR	Kensington	E65	321
15	1600968	08-Apr-16 00:23:38	316 ARLINGTON AVE	Kensington	E65	322
16	1600969	08-Apr-16 02:54:26	7668 STOCKTON AVE	El Cerrito	E65	311
17	1600976	08-Apr-16 22:19:56	295 PURDUE AVE	Kensington	E65	651
18	1600979	09-Apr-16 04:25:40	731 GELSTON PL	El Cerrito	E65	321
19	1600984	09-Apr-16 11:57:45	1190 E Wildcat Canyon RD	Berkeley	E65	611F
20	1600987	09-Apr-16 13:16:12	52 ARLINGTON AVE	Kensington	E65	321
21	1600991	10-Apr-16 08:42:58	172 ARDMORE DR	Kensington	E65	321
22	1600992	10-Apr-16 10:04:48	149 PURDUE AVE	Kensington	E65	743
23	1600993	10-Apr-16 11:34:55	769 BAY TREE LN	El Cerrito	E65	550
24	1600995	10-Apr-16 13:24:32	32 SUNSET DR	Kensington	E65	321
25	1600996	10-Apr-16 14:46:21	6510 GLADYS AVE	El Cerrito	E65	321
26	1601000	11-Apr-16 08:50:11	144 HIGHLAND BLVD	KENSINGTON	E65	522
27	1601006	11-Apr-16 14:40:33	49 NORWOOD AVE	Kensington	E65	321
28	1601009	11-Apr-16 21:28:12	243 ARLINGTON AVE	Kensington	E65	321
29	1601011	12-Apr-16 08:09:44	132 HIGHLAND BLVD	Kensington	E65	553
30	1601012	12-Apr-16 08:56:45	934 BALRA DR	El Cerrito	E65	321

31	1601013	12-Apr-16 10:04:33	10203 SAN PABLO AVE	El Cerrito	E65	700
32	1601015	12-Apr-16 15:16:10	217 ARLINGTON AVE	Kensington	E65	321
33	1601019	13-Apr-16 06:42:03	GALVIN DR	El Cerrito	E65	444
34	1601022	13-Apr-16 10:57:33	7720 EUREKA AVE	El Cerrito	E65	321
35	1601027	13-Apr-16 20:25:26	CLUB VIEW DR	El Cerrito	E65	622
36	1601038	15-Apr-16 10:31:24	724 KEARNEY ST	El Cerrito	E65	531
37	1601039	15-Apr-16 12:36:47	7508 FAIRMOUNT AVE	El Cerrito	E65	321
38	1601043	16-Apr-16 09:01:51	2 HIGHGATE RD	Kensington	E65	550
39	1601048	16-Apr-16 19:10:40	914 SEAVIEW DR	El Cerrito	E65	321
40	1601056	17-Apr-16 10:22:30	213 POMONA AVE	El Cerrito	E65	554
41	1601061	17-Apr-16 23:39:33	243 ARLINGTON AVE	Kensington	E65	321
42	1601094	21-Apr-16 00:55:54	9 LENOX DR	Kensington	E65	553
43	1601098	21-Apr-16 12:45:17	59 EUREKA AVE	Kensington	E65	400
44	1601104	22-Apr-16 00:30:34	141 SAINT ALBANS DR	Kensington	E65	550
45	1601109	22-Apr-16 20:11:12	337 COLUSA AVE	Kensington	E65	321
46	1601119	24-Apr-16 02:26:05	200 ARLINGTON AVE	Kensington	E65	321
47	1601126	24-Apr-16 15:22:44	323 POMONA AVE	Kensington	E65	321
48	1601129	24-Apr-16 19:03:59	741 COLUSA AVE	El Cerrito	E65	311
49	1601131	25-Apr-16 09:31:21	7140 SCHMIDT LANE	El Cerrito	E65	550
50	1601140	26-Apr-16 07:23:54	801 ARLINGTON AVE	El Cerrito	E65	162
51	1601142	26-Apr-16 10:30:44	924 BALRA DR	El Cerrito	E65	651
52	1601144	26-Apr-16 12:54:16	34 ARLINGTON AVE	El Cerrito	E65	311
53	1601150	27-Apr-16 09:56:13	1828 MENDOCINO ST	Kensington	E65	611X
54	1601155	27-Apr-16 20:14:55	169 ARDMORE DR	Richmond	E65	321
55	1601161	28-Apr-16 17:38:52	8314 TERRACE DR	Kensington	E65	412
56	1601162	29-Apr-16 03:04:33	350 BERKELEY PARK BLVD	El Cerrito	E65	321
57	1601169	29-Apr-16 20:37:20	725 NORVELL ST	Kensington	E65	321
58	1601176	30-Apr-16 08:32:34	8535 TERRACE DR	El Cerrito	E65	321
59	1601180	30-Apr-16 19:56:57	63 HIGHLAND BLVD	El Cerrito	E65	321
				Kensington	E65	554

* See Attached Table for Incident Type Explanations

Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
200	(Over Pressure/Ruptures Explosions, Bombs)
300	(EMS, Vehicle Accidents, Extrication, Rescue)

400
500
600
700

*(Chemical Spills, Leaks, Down power Lines)
(Distress, Water/ Smoke/Odor Problems, Public Assists)
(Cancelled En Route, Wrong Location)
(Wrong Company/Unit Dispatched)*



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June 1, 2016

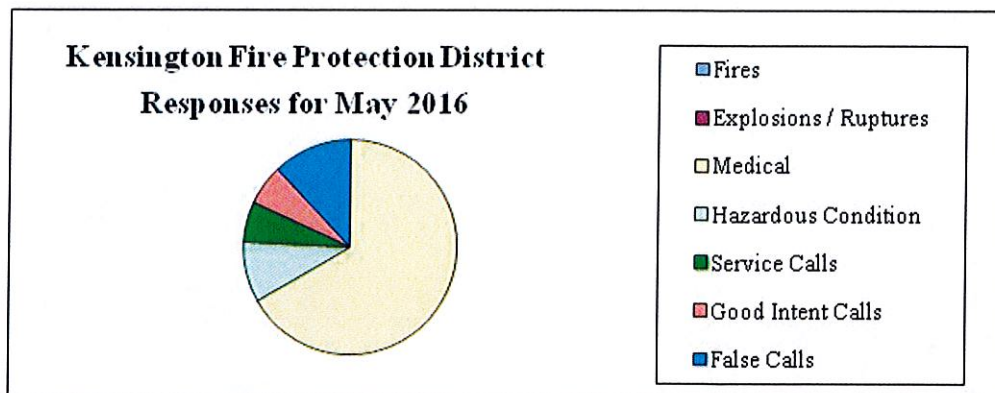
TO: Kensington Fire Protection District Board Members
FROM: Michael Pigoni: Battalion Chief
RE: **Incident Activity Reports for the Month of May 2016**

There were 33 incidents that occurred during the month of May in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 55 calls in all districts.

With the change in the weather, the hazardous condition calls such as down trees and power lines have diminished and the medical based calls have increase a little. Engine 65 did respond to a non-responsive infant in respiratory and cardiac failure and were successful in restoring the pulse and respirations.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	22	66.67%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	3	9.09%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	2	6.06%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	2	6.06%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	4	12.12%
Totals		33	100.00%



Kensington Fire Protection District Response Log for May 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1601214	04-May-16 20:46:53	406 BERKELEY PARK BLVD	Kensington	E65	551
2	1601217	05-May-16 18:45:02	52 ARLINGTON AVE	Kensington	E65	321
3	1601247	09-May-16 10:24:30	64 SUNSET DR	Kensington	E65	400
4	1601250	09-May-16 20:01:12	19 FRANCISCAN WAY	Kensington	E65	321
5	1601261	11-May-16 20:49:09	1 LAWSON RD	Kensington	E65	321
6	1601264	12-May-16 09:51:36	38 HIGHGATE RD	Kensington	E65	321
7	1601265	12-May-16 12:17:57	408 BERKELEY PARK BLVD	Kensington	E65	321
8	1601269	12-May-16 17:26:47	433 OCEAN VIEW AVE	Kensington	E65	321
9	1601270	12-May-16 18:41:51	504 BELOIT AVE	Kensington	E65	321
10	1601279	13-May-16 19:13:26	1568 OAK VIEW AVE	Kensington	E65	321
11	1601286	14-May-16 13:16:30	285 ARLINGTON AVE	Kensington	E65	321
12	1601302	16-May-16 06:52:09	30 LAM CT	Kensington	E72	321
13	1601309	16-May-16 18:23:07	42 AVON DR	Kensington	E65	736
14	1601326	18-May-16 10:19:25	299 ARLINGTON AVE	Kensington	E65	321
15	1601327	18-May-16 10:49:42	42 KINGSTON RD	Kensington	E65	321
16	1601328	18-May-16 11:44:58	217 ARLINGTON AVE	Kensington	E65	321
17	1601333	18-May-16 13:05:18	217 ARLINGTON AVE	Kensington	E65	321
18	1601340	19-May-16 10:27:33	837 COVENTRY DR	Kensington	E65	400
19	1601342	19-May-16 16:20:39	22 AVON DR	Kensington	E65	553
20	1601361	21-May-16 10:57:39	216 TRINITY AVE	Kensington	E65	321
21	1601362	21-May-16 15:51:36	19 FRANCISCAN WAY	Kensington	E65	321
22	1601366	22-May-16 00:01:37	51 RINCON DR	Kensington	E65	321
23	1601372	22-May-16 22:33:38	221 LAKE DR	Kensington	E65	321
24	1601373	23-May-16 10:14:07	135 PURDUE AVE	Kensington	E65	321
25	1601376	23-May-16 16:45:11	COWPER AVE	Kensington	E65	611
26	1601387	25-May-16 12:21:34	444 YALE AVE	Kensington	E65	400
27	1601400	27-May-16 04:57:32	108 KENYON AVE	Kensington	E65	743
28	1601405	27-May-16 14:33:45	410 BERKELEY PARK BLVD	Kensington	E65	321
29	1601428	30-May-16 01:36:40	244 COLGATE AVE	Kensington	E65	321
30	1601429	30-May-16 09:33:51	410 BERKELEY PARK BLVD	Kensington	E65	746
				Kensington	E65	321

31	1601442	31-May-16 09:27:14	70 RINCON DR	Kensington	E65	735
32	1601443	31-May-16 10:01:15	54 ARLINGTON AVE	Kensington	E65	611H
33	1601446	31-May-16 15:33:15	679 COVENTRY DR	Kensington	E65	321

* See Attached Table for Incident Type Explanations

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

Kensington Fire Protection District

Engine 65 Response Log for May 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1601188	01-May-16 21:36:16	945 CONTRA COSTA DR	El Cerrito	E65	554
2	1601189	02-May-16 01:51:49	769 BAY TREE LN	El Cerrito	E65	321
3	1601194	02-May-16 16:21:06	10769 SAN PABLO AVE	El Cerrito	E65	322
4	1601195	02-May-16 18:23:33	868 GALVIN DR	El Cerrito	E65	321
5	1601202	03-May-16 13:47:35	SAN CARLOS AVE	El Cerrito	E65	400
6	1601203	03-May-16 16:14:13	6707 WALDO AVE	El Cerrito	E65	611X
7	1601207	03-May-16 20:10:27	509 EVERETT ST	El Cerrito	E65	113
8	1601214	04-May-16 20:46:08	406 BERKELEY PARK BLVD	Kensington	E65	551
9	1601217	05-May-16 18:43:30	52 ARLINGTON AVE	Kensington	E65	321
10	1601235	07-May-16 21:05:13	700 HANCOCK WAY	El Cerrito	E65	321
11	1601240	08-May-16 12:34:05	7979 TERRACE DR	El Cerrito	E65	321
12	1601247	09-May-16 10:21:23	64 SUNSET DR	El Cerrito	E65	611X
13	1601250	09-May-16 19:59:02	19 FRANCISCAN WAY	Kensington	E65	400
14	1601261	11-May-16 20:46:31	1 LAWSON RD	Kensington	E65	321
15	1601264	12-May-16 09:49:40	38 HIGHGATE RD	Kensington	E65	321
16	1601265	12-May-16 12:16:43	408 BERKELEY PARK BLVD	Kensington	E65	321
17	1601269	12-May-16 17:25:27	433 OCEAN VIEW AVE	Kensington	E65	321
18	1601270	12-May-16 18:39:26	504 BELOIT AVE	Kensington	E65	321
19	1601279	13-May-16 19:10:38	1568 OAK VIEW AVE	Kensington	E65	321
20	1601302	16-May-16 06:50:56	30 LAM CT	Kensington	E65	321
21	1601303	16-May-16 10:43:48	416 NORVELL ST	Kensington	E65	736
22	1601309	16-May-16 18:20:48	42 AVON DR	El Cerrito	E65	321
23	1601312	17-May-16 01:03:47	308 CORONADO ST	Kensington	E65	321
24	1601326	18-May-16 10:17:58	299 ARLINGTON AVE	El Cerrito	E65	651
25	1601327	18-May-16 10:49:03	42 KINGSTON RD	Kensington	E65	321
26	1601328	18-May-16 11:44:58	217 ARLINGTON AVE	Kensington	E65	321
27	1601331	18-May-16 12:09:16	S PARK DR	Kensington	E65	321
28	1601333	18-May-16 13:05:18	217 ARLINGTON AVE	Orinda	E65	611M
29	1601334	18-May-16 13:26:20	700 HANCOCK WAY	Kensington	E65	321
30	1601340	19-May-16 10:25:00	837 COVENTRY DR	El Cerrito	E65	321
				Kensington	E65	400

31	1601342	19-May-16 16:16:59	22 AVON DR	Kensington	E65	553
32	1601345	19-May-16 18:37:47	836 CRAFT AVE	El Cerrito	E65	321
33	1601350	20-May-16 08:48:18	7900 CUTTING BLVD	El Cerrito	E65	743
34	1601360	21-May-16 09:54:09	8014 TERRACE DR	El Cerrito	E65	321
35	1601361	21-May-16 10:55:59	216 TRINITY AVE	Kensington	E65	321
36	1601362	21-May-16 15:49:11	19 FRANCISCAN WAY	Kensington	E65	321
37	1601366	22-May-16 00:00:24	51 RINCON DR	Kensington	E65	321
38	1601369	22-May-16 12:05:40	715 AVILA PL	El Cerrito	E65	321
39	1601372	22-May-16 22:32:12	221 LAKE DR	Kensington	E65	321
40	1601373	23-May-16 10:13:13	135 PURDUE AVE	Kensington	E65	611
41	1601376	23-May-16 16:45:11	COWPER AVE	Kensington	E65	400
42	1601382	24-May-16 17:04:00	10 GOLF COURSE LANE	Orinda	E65	611M
43	1601387	25-May-16 12:20:42	444 YALE AVE	Kensington	E65	743
44	1601390	25-May-16 14:12:44	1326 NORVELL ST	El Cerrito	E65	113
45	1601400	27-May-16 04:55:05	108 KENYON AVE	Kensington	E65	321
46	1601404	27-May-16 11:50:01	5218 BURLINGAME AVE	Richmond	E65	311
47	1601405	27-May-16 14:28:57	410 BERKELEY PARK BLVD	Kensington	E65	321
48	1601428	30-May-16 01:35:08	244 COLGATE AVE	Kensington	E65	746
49	1601429	30-May-16 09:32:18	410 BERKELEY PARK BLVD	Kensington	E65	321
50	1601441	31-May-16 08:00:35	750 BALRA DR	El Cerrito	E65	321
51	1601442	31-May-16 09:25:13	70 RINCON DR	Kensington	E65	735
52	1601443	31-May-16 09:59:42	54 ARLINGTON AVE	Kensington	E65	611H
53	1601446	31-May-16 15:32:36	679 COVENTRY DR	Kensington	E65	321
54	1601449	31-May-16 19:53:22	848 BATES AVE	El Cerrito	E65	321
55	1601452	01-Jun-16 04:48:36	131 ARLINGTON AVE	Kensington	E65	32

* See Attached Table for Incident Type Explanations

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

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

KENSINGTON FPD										PY/CY:
TRANSMITTAL - APPROVAL										BATCH #:
Invoices										DATE:
										LOCATION #:
										FILENAME:
VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND / ORG	SUB ACCT	TASK OPT	ACTIVITY MONTH	ENCLMB (PO#)	PC	PAYMENT AMOUNT
00982	Delta Dental	6/1/2016	BE001666276 June dental	7840	1061					1,189.07
01406	KFPD	6/2/2016	Reimburse revolving fund	7840	2490					13,109.19
01169	CalPERS	05/16/16	7072901257 July medical	7840	1061					8,255.22
01634	Vision Service Plan	05/19/16	001027770001 June vision	7840	1061					346.72
02120	City of El Cerrito	06/01/16	June fire protection	7840	2328					193,265.49
50131	Meyers Nave	05/13/16	2016040208 - legal	7840	2490					612.36
50149	L.N. Curtis	05/14/16	275344 - rescue air bags	7840	2490					4,946.04
50162	Biggs Cardosa	05/05/16	69407 - report presentation	7840	2490					1,200.00
TOTAL										222,924.09

Kensington FPD Approval

Date: 6/1/16

[Signature] Date: 6/2/16

6/2/16

Attachment to Transmittal 0616

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE DATE	DESCRIPTION	AMOUNT
4/26/2016	Canepa - landscape maintenance	120.00
4/27/2016	Pagepoint - website	45.00
4/22/2016	Comcast - internet	111.12
5/1/2016	All-Ways Green - janitorial	105.00
5/6/2016	Kel-Aire - mechanical maintenance	343.97
4/29/2016	Herrera - parking lot clean-up	280.00
5/5/2016	PG&E - electric	888.38
5/5/2016	PG&E - gas	118.20
5/17/2016	Payroll processing	57.23
5/17/2016	Payroll - 5/1-5/15/16	2,423.62
5/17/2016	Withholding payroll taxes 5/1-5/15/16	1,129.95
5/26/2016	Pagepoint - website	90.00
5/22/2016	Comcast - internet	249.78
5/21/2016	Russell - April accounting	520.00
5/12/2016	Mechanics - CERT Sheds, CSDA conf, checks, etc.	2,284.36
5/5/2016	AT&T - telephone	403.89
5/9/2016	Sprint - telephone	65.91
6/1/2016	Stericycle - medical waste	261.99
6/2/2016	Payroll processing	57.23
6/2/2016	Payroll - 5/15-5/31/16	2,423.61
6/2/2016	Withholding payroll taxes 5/15-5/31/16	1,129.95
	Total	13,109.19

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

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

	May 11, 16
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	7,291.18
General Fund	1,313,260.57
Special Tax Fund	76,834.44
Capital Fund	6,966.77
Total Checking/Savings	1,404,552.96
Accounts Receivable	
Due from County for Reimb.	16,751.33
Accounts Receivable	1,147.74
Advance on Taxes	76,521.40
Advance on Supplemental Taxes	108,770.68
Total Accounts Receivable	203,191.15
Other Current Assets	
Prepaid Services - EC	394,921.61
Prepaid Exp.	9,577.92
Prepaid CERBT - Retiree Trust	1,003,572.52
Investments	
Capital Replacement Funds	1,210,765.00
Fire Protect. Contract Reserves	2,369,530.00
Investments - Other	201,521.16
Total Investments	3,781,816.16
Total Other Current Assets	5,189,888.21
Total Current Assets	6,797,632.32
Fixed Assets	
Land	5,800.00
Equipment	1,363,137.14
Accumulated Depreciation-Equip	-778,846.15
Building and Improvements	2,032,063.85
Accumulated Depreciation - Bldg	-794,494.00
Current Capital Outlay	
Fire Engine Type I	349,688.92
Firefighters Qtrs/Equip	5,580.41
Apparatus Bay Construction	359,517.41
Needs Assess/Feasibility Study	16,778.00
Storage Room Emergency Repair	33,640.26
Computers/Furniture	4,647.06
Total Current Capital Outlay	769,852.06
Total Fixed Assets	2,597,512.90
TOTAL ASSETS	9,395,145.22
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	16,751.33
Due to Other - issued by CCC	43,240.07
Total Accounts Payable	59,991.40
Other Current Liabilities	
El Cerrito Service Contract Pay	394,921.61
Total Other Current Liabilities	394,921.61
Total Current Liabilities	454,913.01

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

	<u>May 11, 16</u>
Total Liabilities	454,913.01
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	2,427,213.98
Net Income	1,300,398.97
Total Equity	<u>8,940,232.21</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,395,145.22</u></u>

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

July 1, 2015 through May 11, 2016

	Jul 1, '15 - May 11, 16	Jul 1, '14 - May 11, 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,453,180.08	3,251,446.16	201,733.92	6.2%
Special Taxes	200,345.40	200,345.40	0.00	0.0%
Other Tax Income	13,445.87	13,692.98	-247.11	-1.8%
Lease Agreement	1.00	0.00	1.00	100.0%
Interest Income	4,926.33	6,730.01	-1,803.68	-26.8%
Salary Reimbursement Agreement	41,953.50	41,412.30	541.20	1.3%
Miscellaneous Income	42,024.19	13,408.57	28,615.62	213.4%
Total Income	3,755,876.37	3,527,035.42	228,840.95	6.5%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,801.11	1,796.45	4.66	0.3%
Contra Costa County Expenses	31,608.66	31,095.36	513.30	1.7%
El Cerrito Contract Fee	1,974,608.42	2,012,782.10	-38,173.68	-1.9%
Water System Improvements	220,000.00	110,000.00	110,000.00	100.0%
Fire Abatement Contract	500.00	0.00	500.00	100.0%
Risk Management Insurance	11,491.00	11,523.00	-32.00	-0.3%
Professional Fees				
Accounting	3,452.07	2,876.44	575.63	20.0%
Actuarial Valuation	3,400.00	0.00	3,400.00	100.0%
Audit	13,000.00	13,000.00	0.00	0.0%
Legal Fees	3,772.98	3,068.82	704.16	23.0%
Total Professional Fees	23,625.05	18,945.26	4,679.79	24.7%
Wildland Vegetation Mgmt	630.00	3,045.00	-2,415.00	-79.3%
Total OUTSIDE PROFESSIONAL SER...	2,264,264.24	2,189,187.17	75,077.07	3.4%
RETIREE MEDICAL BENEFITS				
PERS Medical	21,609.16	18,305.84	3,303.32	18.1%
Delta Dental	2,342.01	2,342.09	-0.08	0.0%
Vision Care	637.01	637.09	-0.08	0.0%
Total RETIREE MEDICAL BENEFITS	24,588.18	21,285.02	3,303.16	15.5%
COMMUNITY SERVICE ACTIVITIES				
Public Education	7,559.22	7,089.99	469.23	6.6%
Comm. Pharmaceutical Drop-Off	71.90	1,251.08	-1,179.18	-94.3%
CERT Emerg Kits/Sheds/Prepared	4,248.39	0.00	4,248.39	100.0%
Open Houses	1,127.07	253.51	873.56	344.6%
Community Shredder	2,709.70	1,075.00	1,634.70	152.1%
DFSC Matching Grants	4,225.00	0.00	4,225.00	100.0%
Community Sandbags	4,037.64	0.00	4,037.64	100.0%
Total COMMUNITY SERVICE ACTIVITI...	23,978.92	9,669.58	14,309.34	148.0%
DISTRICT ACTIVITIES				
Firefighter's Apparel	1,228.44	0.00	1,228.44	100.0%
Firefighters' Expenses	9,038.21	1,793.99	7,244.22	403.8%
Staff Appreciation	1,264.27	1,368.31	-102.04	-7.5%
Professional Development	3,937.57	3,736.41	201.16	5.4%
Building Maintenance				
Janitorial Service	1,155.00	1,155.00	0.00	0.0%
Medical Waste Disposal	2,460.90	2,339.64	121.26	5.2%
Building alarm	1,444.44	1,696.00	-251.56	-14.8%
Gardening service	930.00	720.00	210.00	29.2%
Miscellaneous Maint.	8,020.76	8,384.37	-363.61	-4.3%
Total Building Maintenance	14,011.10	14,295.01	-283.91	-2.0%
Building Utilities/Service				
Garbage	346.40	1,029.08	-682.68	-66.3%
Gas and Electric	6,572.97	5,224.60	1,348.37	25.8%
Water/Sewer	1,461.79	1,442.21	19.58	1.4%
Total Building Utilities/Service	8,381.16	7,695.89	685.27	8.9%
Election	0.00	399.18	-399.18	-100.0%
Memberships	7,309.00	6,888.00	421.00	6.1%
Office				
Office Expense	2,823.23	2,426.33	396.90	16.4%
Office Supplies	1,349.81	943.88	405.93	43.0%
Telephone	6,152.40	6,462.11	-309.71	-4.8%
Total Office	10,325.44	9,832.32	493.12	5.0%
Total DISTRICT ACTIVITIES	55,495.19	46,007.11	9,488.08	20.6%
Staff				
Wages	65,094.40	62,590.30	2,504.10	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	1,013.93	135.41	878.52	648.8%
Medical/dental ins compensation	6,500.00	6,500.00	0.00	0.0%
Retirement Contribution	4,947.20	4,756.78	190.42	4.0%
Payroll Taxes	5,925.07	5,374.93	550.14	10.2%
Workers Compensation/Life Ins	1,453.77	1,209.55	244.22	20.2%
Payroll Processing	1,216.50	1,216.40	0.10	0.0%

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

July 1, 2015 through May 11, 2016

	Jul 1, '15 - May 11, 16	Jul 1, '14 - May 11, 15	\$ Change	% Change
Total Staff	87,150.87	82,783.37	4,367.50	5.3%
Total Expense	2,455,477.40	2,348,932.25	106,545.15	4.5%
Net Ordinary Income	1,300,398.97	1,178,103.17	122,295.80	10.4%
Other Income/Expense				
Other Income				
Transfers In - Capital	70,000.00	201,615.00	-131,615.00	-65.3%
Transfers In - General	355,889.60	2,949.52	352,940.08	11,966.0%
Total Other Income	425,889.60	204,564.52	221,325.08	108.2%
Other Expense				
Transfers Out - Capital	230,889.60	2,949.52	227,940.08	7,728.0%
Transfers Out - Special	125,000.00	199,000.00	-74,000.00	-37.2%
Transfers Out - General	70,000.00	2,615.00	67,385.00	2,576.9%
Total Other Expense	425,889.60	204,564.52	221,325.08	108.2%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	<u>1,300,398.97</u>	<u>1,178,103.17</u>	<u>122,295.80</u>	<u>10.4%</u>

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July 2015 through April 2016

	Jul '15 - Apr 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,392,950.25	3,328,995.00	63,955.25	101.9%
Special Taxes	200,345.40	200,345.00	0.40	100.0%
Other Tax Income	13,132.72	13,500.00	-367.28	97.3%
Lease Agreement	1.00	1.00	0.00	100.0%
Interest Income	4,926.33	6,750.00	-1,823.67	73.0%
Salary Reimbursement Agreement	41,953.50	42,988.32	-1,034.82	97.6%
Miscellaneous Income	42,024.19	0.00	42,024.19	100.0%
Total Income	3,695,333.39	3,592,579.32	102,754.07	102.9%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,801.11	1,800.00	1.11	100.1%
Contra Costa County Expenses	31,608.66	32,645.00	-1,036.34	96.8%
El Cerrito Contract Fee	1,974,608.42	1,974,608.32	0.10	100.0%
Water System Improvements	220,000.00	185,000.00	35,000.00	118.9%
Fire Abatement Contract	500.00	8,000.00	-7,500.00	6.3%
Risk Management Insurance	11,491.00	11,490.00	1.00	100.0%
Professional Fees				
Accounting	3,452.07	3,750.00	-297.93	92.1%
Actuarial Valuation	3,400.00	3,500.00	-100.00	97.1%
Audit	13,000.00	13,000.00	0.00	100.0%
Legal Fees	3,772.98	25,000.00	-21,227.02	15.1%
Total Professional Fees	23,625.05	45,250.00	-21,624.95	52.2%
Wildland Vegetation Mgmt	630.00	8,333.32	-7,703.32	7.6%
Total OUTSIDE PROFESSIONAL SER...	2,264,264.24	2,267,126.64	-2,862.40	99.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	21,609.16	17,816.68	3,792.48	121.3%
Delta Dental	2,129.10	2,279.18	-150.08	93.4%
Vision Care	637.01	620.82	16.19	102.6%
Total RETIREE MEDICAL BENEFITS	24,375.27	20,716.68	3,658.59	117.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	7,514.22	10,833.32	-3,319.10	69.4%
Comm. Pharmaceutical Drop-Off	71.90	2,500.00	-2,428.10	2.9%
Vial of Life Program	0.00	200.00	-200.00	0.0%
CERT Emerg Kits/Sheds/Prepared	4,248.39	35,000.00	-30,751.61	12.1%
Open Houses	1,127.07	750.00	377.07	150.3%
Community Shredder	2,709.70	2,250.00	459.70	120.4%
DFSC Matching Grants	4,225.00	4,000.00	225.00	105.6%
Demonstration Garden	0.00	2,500.00	-2,500.00	0.0%
Community Sandbags	4,037.64	6,000.00	-1,962.36	67.3%
Total COMMUNITY SERVICE ACTIVITI...	23,933.92	64,033.32	-40,099.40	37.4%
DISTRICT ACTIVITIES				
Firefighter's Apparel	1,228.44	750.00	478.44	163.8%
Firefighters' Expenses	9,038.21	8,333.32	704.89	108.5%
Staff Appreciation	1,264.27	2,500.00	-1,235.73	50.6%
Professional Development	3,937.57	4,475.00	-537.43	88.0%
Building Maintenance				
Janitorial Service	1,050.00	1,250.00	-200.00	84.0%
Medical Waste Disposal	2,460.90	3,333.32	-872.42	73.8%
Building alarm	1,444.44	2,000.00	-555.56	72.2%
Gardening service	530.00	1,666.68	-1,136.68	31.8%
Miscellaneous Maint.	7,676.79	10,416.68	-2,739.89	73.7%
Total Building Maintenance	13,162.13	18,666.68	-5,504.55	70.5%
Building Utilities/Service				
Garbage	346.40	720.00	-373.60	48.1%
Gas and Electric	5,565.39	6,250.00	-684.61	89.1%
Water/Sewer	1,461.79	1,465.00	-3.21	99.8%
Total Building Utilities/Service	7,374.58	8,435.00	-1,060.42	87.4%
Election	0.00	0.00	0.00	0.0%
Memberships	6,309.00	6,230.00	79.00	101.3%
Office				
Office Expense	2,823.23	3,116.68	-293.45	90.6%
Office Supplies	1,349.81	2,083.32	-733.51	64.8%
Telephone	6,041.28	7,045.82	-1,004.54	85.7%
Total Office	10,214.32	12,245.82	-2,031.50	83.4%
Total DISTRICT ACTIVITIES	52,528.52	61,635.82	-9,107.30	85.2%
Staff				
Wages	65,094.40	65,086.68	7.72	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	1,013.93	1,083.32	-69.39	93.6%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	6,500.00	6,500.00	0.00	100.0%
Retirement Contribution	4,947.20	4,945.00	2.20	100.0%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
July 2015 through April 2016

	Jul '15 - Apr 16	Budget	\$ Over Budget	% of Budget
Payroll Taxes	5,925.07	5,880.00	45.07	100.8%
Workers Compensation/Life Ins	1,453.77	1,800.00	-346.23	80.8%
Payroll Processing	1,159.27	1,254.18	-94.91	92.4%
Total Staff	87,093.64	87,549.18	-455.54	99.5%
Contingency General	0.00	20,833.32	-20,833.32	0.0%
Total Contingency	0.00	20,833.32	-20,833.32	0.0%
Total Expense	2,452,195.59	2,521,894.96	-69,699.37	97.2%
Net Ordinary Income	1,243,137.80	1,070,684.36	172,453.44	116.1%
Other Income/Expense				
Other Income				
Transfers In - Capital	70,000.00	0.00	70,000.00	100.0%
Transfers In - General	355,889.60	0.00	355,889.60	100.0%
Total Other Income	425,889.60	0.00	425,889.60	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	230,889.60	0.00	230,889.60	100.0%
Transfers Out - Special	125,000.00	0.00	125,000.00	100.0%
Transfers Out - General	70,000.00	0.00	70,000.00	100.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	425,889.60	0.00	425,889.60	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,243,137.80	1,070,684.36	172,453.44	116.1%

RESOLUTION 16-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ESTABLISHING THE APPROPRIATIONS LIMIT OF THE KENSINGTON FIRE PROTECTION DISTRICT FOR FISCAL YEAR 2016-2017

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

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

WHEREAS, the appropriations limit for Fiscal Year 2015-2016 was established at \$3,814,575 by the Board of Directors of the Kensington Fire Protection District; and

WHEREAS, the applicable factors used to calculate the appropriations limit for Fiscal Year 2016-2017 are (1) the increase in the California per capita personal income of 5.37% as provided by the State Department of Finance; and (2) the applicable change in population from January 2015 to January 2016 of 1.12%; and

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District establishes the appropriations limit for Fiscal Year 2016-2017 as \$4,064,400.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2016 by the following vote of the Board.

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

Don Dommer, President

Larry Nagel, Secretary

KENSINGTON FIRE PROTECTION DISTRICT

Calculation of Appropriations Limit for Fiscal Year 2016-2017

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

California per capita personal income (+/-) = 5.37%

Population change in Contra Costa County = 1.12%

Per capita converted to a ratio: $(5.37 + 100)/100 = 1.0537$

Population converted to a ratio: $(1.12 + 100)/100 = 1.0112$

Calculation of factor for FY 2016-2017: $1.0537 \times 1.0112 = 1.0655$

Appropriations limit for FY 2015-2016: \$3,814,575

Calculated appropriations limit for FY 2016-2017:
 $\$3,814,575 \times 1.0655 = 4,064,429$

Suggested appropriations limit: \$4,064,400

RESOLUTION 16-03

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT AUTHORIZING CONTRA COSTA COUNTY TO PLACE THE FIRE DISTRICT'S SPECIAL TAX ON THE TAX ROLL FOR FISCAL YEAR 2016-2017 AND TO COLLECT THE SPECIAL TAX ON BEHALF OF THE KENSINGTON FIRE PROTECTION DISTRICT

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

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

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

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors hereby authorizes Contra Costa County to place the Kensington Fire Protection District's special tax on the tax roll for Fiscal Year 2016-2017 and to collect the special tax on behalf of the Kensington Fire Protection District.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2016 by the following vote of the Board.

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

Don Dommer, President

Larry Nagel, Secretary

RESOLUTION 16-04

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ORDERING EVEN-YEAR BOARD OF DIRECTORS ELECTION; CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the Kensington Fire Protection District and it is to the advantage of the District to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the County for the actual costs incurred by the County Elections Official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens, the Board of Directors of the Kensington Fire Protection District must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; determine the number of words, may estimate the cost; and determine whether the estimate must be paid in advance; and

WHEREAS, Election Code Section 12112 requires the Elections Official of Contra Costa County to publish a notice of the election once in a newspaper of general circulation within the Kensington Fire Protection District.

NOW, THEREFORE, BE IT RESOLVED that an election be held within the territory included in the Kensington Fire Protection District on the 8th day of November 2016, for the purpose of electing members to the Board of Directors of said district in accordance with the following specifications:

Specifications of the Election Order

1. The Election shall be held on Tuesday, the 8th day of November 2016. The purpose of the election is to choose members of the Board of Directors for the following seats:

Two Directors each for a Four-Year Full Term
One Director for a Two-Year Short Term

2. The District has determined that the Candidate will pay for the Candidate's Statement. The Candidate's Statement will be limited to 250 words. As a condition of having the Candidate's Statement published, the candidate may pay the estimated cost at the time of filing. The District hereby establishes the Election Division's estimated cost for a candidate statement as the following: \$95.00.

3. The District directs that the County Registrar of Voters of Contra Costa County publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. The Kensington Fire Protection District hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the District, as provided in Elections Code 10400.
5. The District will reimburse Contra Costa County for the actual cost incurred by the County Elections Official in conducting the general district election upon receipt of a bill stating the amount due as determined by the Elections Official.
6. The Administrator of this Board is ordered to deliver copies of this Resolution to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District on the 8th day of June 2016 by the following vote of the Board.

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

Don Dommer, President

Larry Nagel, Secretary

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meetings
POLICY NUMBER: 1050

1050.10 Regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 7:00 p.m. in the Kensington Community Center, 59 Arlington Avenue, Kensington, California. The date, time and place of regular Board meetings shall be reconsidered annually at the annual organizational meeting of the Board.

1050.20 Special meetings (non-emergency) of the Board of Directors may be called by the Board President or by a majority of the Board.

1050.21 All Directors, the Manager and the Fire Chief shall be notified of the special Board meeting and the purpose or purposes for which it is called. Said notification shall be in writing, delivered to them at least twenty-four (24) hours prior to the meeting.

1050.22 Newspapers of general circulation in the District, radio stations and television stations, organizations, and property owners who have requested notice of special meetings in accordance with the Ralph M. Brown Act (California Government Code § 54950 through § 54926) shall be notified by a mailing unless the special meeting is called less than one week in advance, in which case notice, including business to be transacted, will be given by telephone or electronic mail as soon after the meeting is scheduled as practicable.

1050.23 An agenda shall be prepared as specified for regular Board meetings in Policy #5020 and shall be delivered with the notice of the special meeting to those specified above.

1050.24 Only those items of business listed in the call for the special meeting shall be considered by the Board at any special meeting.

1050.30 Special Meetings (emergency). In the event of an emergency situation involving matters upon which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board of Directors may hold an emergency special meeting without complying with the twenty-four (24) hour notice required in 1050.21, above. An emergency situation means a crippling disaster which severely impairs public health, safety, or both, as determined by the Board President or Vice President in the President's absence.

1050.31 No closed session may be held during an emergency special meeting, and all other rules governing special meetings shall be observed with the exception of the twenty-four (24) hour notice. The minutes of the emergency special meeting, a list of persons the Manager or designee notified or attempted to notify, a copy of the roll call vote(s), and any actions taken at such meeting shall be posted for a minimum of ten (10) days in the District office as soon after the meeting as possible.

1050.40 Adjourned Meetings. A majority vote by the Board of Directors may terminate any Board meeting at any place in the agenda to any time and place specified in the order of adjournment, except that if no Directors are present at any regular or adjourned regular meeting, the President may declare the meeting adjourned to a stated time and place.

1050.50 Annual Organizational Meeting. The Board of Directors shall hold an annual organizational meeting at its regular meeting in December. At this meeting the Board will elect a President, Vice President and Secretary from among its members to serve during the coming calendar year.

1050.60 The Chairperson of the meetings described herein shall determine the order in which agenda items shall be considered for discussion and/or action by the Board.

1050.70 The Chairperson and the Manager shall insure that appropriate information is available for the audience at meetings of the Board of Directors, and that physical facilities for said meetings are functional and appropriate.

1050.80 *Board meeting recordings shall be posted to the District website to allow for public access.*

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

June 8, 2016

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Weed Abatement Program

The Fire Prevention Division has been very busy since mid May conducting vegetation management inspections throughout the community of Kensington. On June 6th, non-compliant notices were sent out to the property owners to put them on notice that vegetation management needed to take place on their property. In between now and July 12th, the Fire Prevention Officer will go out and conduct re-inspections of the properties that were in violation. This is also a time that we use to educate property owners on the community's vegetation management guidelines to ensure that we avoid having to forcefully abate properties. It should be noted that 65 notices were sent out during this inspection process.

Firefighter Recruitment

I am happy to report that chief interviews took place on May 23th, for entry level firefighter positions. Backgrounds have been started, and we hope to have two new members of the Department by the end of August.

NEW BUSINESS

SECTION 6: FIRE DEPARTMENT

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

DEPARTMENT OVERVIEW

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

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

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

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

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

emergency. The Department also conducts outreach and educational opportunities to residents, businesses, and schools in order to inform the public about fire prevention and emergency preparedness techniques.

Organizational Structure

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

Fire Prevention Division

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

Training/EMS Division

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

Operations Division

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

Support Services Division

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

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

Chart 6-1
Fire Department Organization Chart

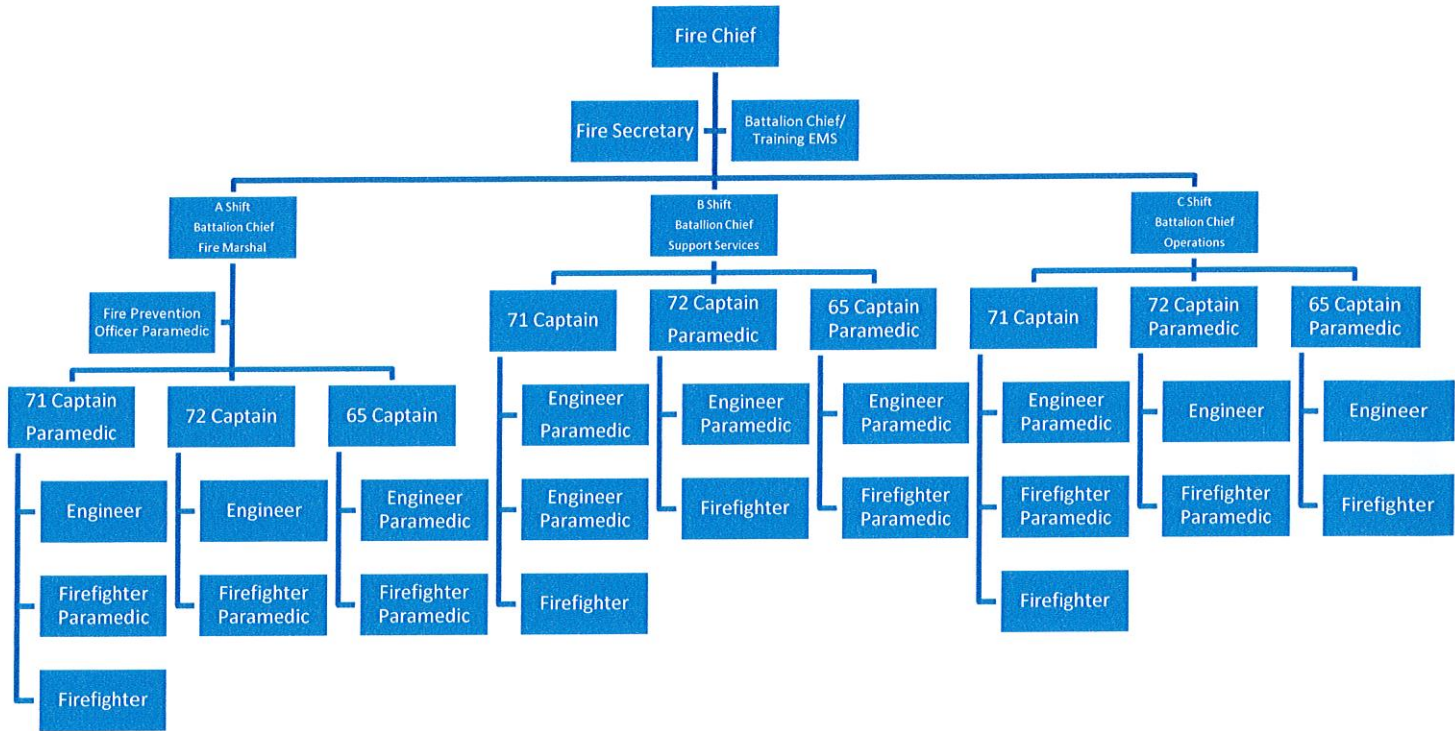


Table 6-1 shows the adopted personnel authorization for the Department. In FY 2016-17 and 2017-18, the overall staffing level will remain the same. This staffing model is designed to assign two paramedic assignments on each responding engine to provide advanced life support services during emergency medical responses.

Table 6-1
Fire Department Position Listing

FIRE DEPARTMENT	FY 2012-13	FY 2013-14	FY 2014-15	FY 2015-16	FY 2016-17
Battalion Chief	3	3	3	3	3
Battalion Chief/Training Officer	1	1	1	1	1
Fire Captain	6	4	4	4	2
Fire Captain/Paramedic	3	5	5	5	7
Fire Captain/Paramedic/FPO	1	1	1	1	1
Fire Chief	1	1	1	1	1
Fire Engineer	2	4	4	3	3
Fire Engineer/Paramedic	10	8	8	9	9
Fire Secretary	1	1	1	1	1
Firefighter	4	5	5	5	5
Firefighter/Paramedic	5	4	4	4	4
FIRE DEPARTMENT TOTAL	37	37	37	37	37

FY 2015-16 ACCOMPLISHMENTS

Completed the purchase and in service training for the replacement of an Aerial Ladder Truck, funded with a Department of Homeland Security Assistant to Firefighter Grant in the amount of \$856,406

Completed the Apparatus Room remodel at Station 65

Designed and purchased a replacement Type I Engine for Station 65

Completed the Recruitment for three new Firefighters

Received a Department of Homeland Security grant for \$180,000 for Technical Rescue Training

Continued to work with the Hills Emergency Forum and strengthened the relationships with Diablo Fire Safe Council and East Bay Regional Parks District

The Fire Department responded to nine major wildland fires throughout the State, providing mutual aid. During these responses, the Fire Department suffered no injuries to personnel or damage to departmental equipment. These responses were fully reimbursed by the State and Federal government.

Strategic Plan Alignment

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

Table 6-2
Fire Department Strategic Plan Alignment

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

Service Indicators

Based on a review of Department activities for prior fiscal years, the workload has remained relatively stable. The Department will be able to meet the anticipated workload for FY 2016-17 and FY 2017-18 with current staffing levels as shown in the Adopted budget. **Table 6-2** lists six response types, depicted graphically in **Chart 6-3**:

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

Table 6-3
Emergency Response Workload

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

Chart 6-2
Emergency Response Workload

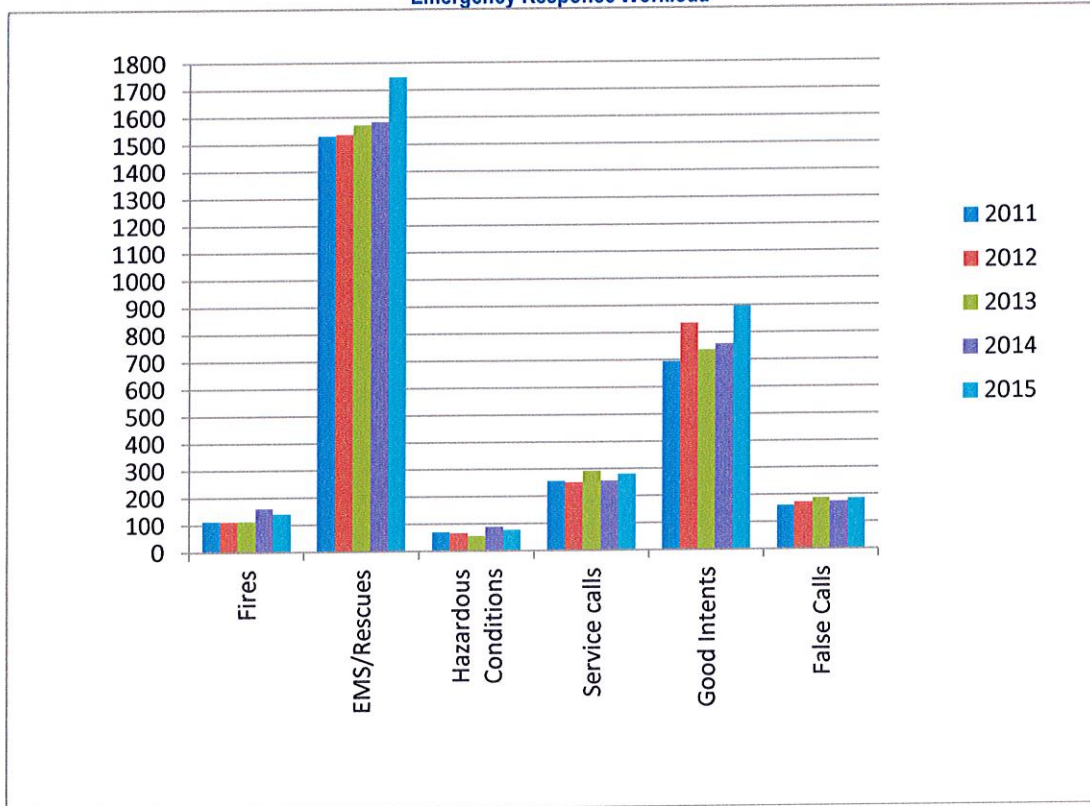


Table 6-4 shows that the Department responds to approximately 3,000 calls per year. Fire loss over this five-year period averages \$350,679 per year. However, fire loss averages remain very low compared to cities with similar demographics. In 2011, the Fire Department showed a slight increase in fire loss due to a pair of unintentionally caused structure fires for a combined fire loss of \$883,950. The Department anticipates that requests for service will remain flat over the next calendar year.

Table 6-4
Total Responses, by Year

Year	Number	Dollar Loss
2011	2,820	\$883,950
2012	2,976	428,250
2013	2,956	131,755
2014	3,018	196,725
2015	3,326	112,715
Average	3,019	\$350,679

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

**Table 6-5
Training Hours**

Type	2011	2012	2013	2014	2015
Medical – EMS	782	760	690	729	948
Operations	12,907	12,172	12,510	11,952	13,652
Physical Fitness	1,113	979	1,004	582	1,404
Online	840	826	1,043	1,266	1,075
Total	15,642	14,737	15,247	14,529	17,079

**Table 6-6
Fire Prevention Activities**

Inspection Type	2011	2012	2013	2014	2015
Fire Inspections (Fire Company)	495	471	602	521	518
Mandatory (Schools/Jails/Convalescents)	23	23	20	24	24
Self-Inspection	252	254	149	94	97
Construction Plan Checks	59	64	48	72	89
Construction Inspections	232	200	53	39	64
Vegetation Management Inspections	14,270	14,270	14,270	14,270	14,270
Vegetation Management Re-inspections	329	283	113	289	199
Total	15,660	15,565	15,255	15,309	15,261

**Table 6-7
Current Certifications Held**

Type	2011	2012	2013	2014	2015
Chief Officer	1	1	1	1	1
Fire Officer	22	21	21	23	21
Firefighter II	34	33	31	31	28
Firefighter I	34	33	33	31	31
Driver Operator I	34	31	31	31	30
CERT Instructors	10	8	8	8	8
Rescue Systems I	26	27	26	28	27
Rescue Systems II	7	10	10	12	12
EMT	16	12	15	15	15
Paramedic	18	18	18	18	18
Total	202	194	194	198	191

**Table 6-8
Public Education Contacts**

Contact Type	2011	2012	2013	2014	2015
Station Tours	150	177	245	265	247
Preschool-K Programs	477	493	430	325	662
Open Houses	201	147	400	137	194
School Age Programs 1-6	830	606	350	550	417
School Age Programs 7-12	672	497	205	334	463
Senior Programs	25	63	29	193	155
First Aid/ CPR	140	169	60	100	100
Car Seats	56	49	70	49	55
Total	2,495	2,201	1,781	1,953	2,293

CITY OF EL CERRITO /KENSINGTON FIRE PROTECTION DISTRICT

Proposed Contract Fee for FY 2016 - 2017

LINE ITEM DETAIL BUDGET EXPENDITURES
101 GENERAL FUND

	Proposed Budget FY16-17		
5100 SALARIES & BENEFITS			
51110 Salaries	\$4,756,748.00	27.75%	\$1,319,997.57
51130 Temporary/Part-time Salaries	\$1,500.00	27.75%	\$416.25
51140 Overtime Pay	\$600,000.00	27.75%	\$166,500.00
51145 FLSA Overtime pay	\$103,348.00	27.75%	\$28,679.07
51146 Non Suppression Overtime pay	\$81,902.00	27.75%	\$22,727.81
51150 Special Pay	\$0.00	27.75%	\$0.00
51210 PERS Contributions	\$1,565,624.00	27.75%	\$434,460.66
51220 FICA/MEDICARE	\$75,792.00	27.75%	\$21,032.28
51230 Benefits & Insurance	\$953,181.00	27.75%	\$264,507.73
51240 Workers Compensation	\$102,638.00	27.75%	\$28,482.05
51990 Salary Savings	(\$476,667.00)	27.75%	(\$132,275.09)
TOTAL	\$7,764,066.00		\$2,154,528.32
5200 PROFESSIONAL SERVICES			
52190 Misc Professional Services	\$10,000.00	33.33%	\$3,333.00
52220 Medical Services	\$15,000.00	33.33%	\$4,999.50
TOTAL	\$25,000.00		\$8,332.50
5300 PROPERTY SERVICES			
53110 Utilities	\$12,651.00	0.00%	\$0.00
53230 Building Maintenance Services	\$15,000.00	33.33%	\$4,999.50
53240 Landscape/Park Maint Svcs	\$30,000.00	0.00%	\$0.00
53250 Vehicle/Equip Maint Svcs	\$80,000.00	25.00%	\$20,000.00
53290 Misc R&M Svcs	\$70,000.00	33.33%	\$23,331.00
53320 Vehicle & Equip Lease	\$0.00	0.00%	\$0.00
53330 Vehic Replcm Rental Charge	\$161,532.00	18.83%	\$30,416.48
53910 Solid Waste Services	\$6,000.00	33.33%	\$1,999.80
TOTAL	\$375,183.00		\$80,746.78
5400 OTHER SERVICES			
54210 Telephone Expenses	\$15,000.00	20.00%	\$3,000.00
54220 Mobile/Wireless Expenses	\$12,000.00	20.00%	\$2,400.00
54310 Legal Notices & Advertisements	\$1,000.00	25.00%	\$250.00
54410 Printing and Binding	\$1,000.00	25.00%	\$250.00
54610 Travel & Training	\$30,000.00	25.00%	\$7,500.00
54910 Dues & Subscriptions	\$12,000.00	25.00%	\$3,000.00
54990 Other Administrative Services	\$15,000.00	25.00%	\$3,750.00
TOTAL	\$86,000.00		\$20,150.00
5500 SUPPLIES			
55110 General Office Supplies	\$6,000.00	25.00%	\$1,500.00
55120 Postage & Delivery	\$1,300.00	25.00%	\$325.00
55130 Photocopying Charges	\$3,000.00	25.00%	\$750.00
55210 Fuel	\$40,000.00	27.00%	\$10,800.00
55230 Medical Supplies	\$25,000.00	30.00%	\$7,500.00
55240 Clothing & Uniform Supplies	\$25,000.00	33.33%	\$8,332.50
55250 Vehicle & Equipmt Supplies	\$0.00	25.00%	\$0.00
55290 Other Operating Supplies	\$7,000.00	25.00%	\$1,750.00
55520 Building Supplies	\$15,000.00	25.00%	\$3,750.00
TOTAL	\$122,300.00		\$32,882.50
5600 CAPITAL OUTLAY			
56310 Improvements, Not Buildings	\$15,000.00	0.00%	\$0.00
56710 Other Equipment < \$10K	\$20,000.00	0.00%	\$0.00
56720 Other Equipment > \$10K	\$0.00	0.00%	\$0.00
TOTAL	\$35,000.00		\$0.00
5800 OTHER CHARGES			
58220 Licenses & Permits	\$1,000.00	25.00%	\$250.00
TOTAL	\$1,000.00		\$250.00
GRAND TOTAL	\$8,408,549.00		\$2,296,890.09
OVERHEAD CHARGES (9% Of Personnel)	\$698,765.94	27.75%	\$193,907.55
TOTAL COMPENSATION COST SHARE	\$106,924.00	50.00%	(\$53,462.00)
UNRECONCILED CONTRACT AMOUNT			\$2,437,335.64
RECONCILIATION 2014-2015 FY BUDGET TO ACTUAL			\$62,071.43
COMPENSATION COST SHARE RECONCILIATION FY 2014-15 BUDGET TO ACTUAL			\$398.00
PROPOSED EC CONTRACT FEE FY 2016-2017			\$2,499,805.07

EL CERRITO CONTRACT COMPARISON

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

LAMORENA & CHANG
CERTIFIED PUBLIC ACCOUNTANT

22 BATTERY STREET, SUITE 412
SAN FRANCISCO, CALIFORNIA 94111

TELEPHONE: 415.781.8441
FACSIMILE: 415.781.8442

April 5, 2016

To Mrs. Brenda Navellier
Office manager and Board of Directors
Kensington Fire Protection District
217 Arlington Ave.
Kensington, CA 94707

Dear Brenda and Board of Directors,

I am pleased to confirm my understanding of the services I am to provide Kensington Fire Protection District (KFPD) for the year ended June 30, 2016. I will audit the financial statements general Fund, Special Revenue Fund and Capital Project Fund, including the related notes to the financial statements, which collectively comprise the basic financial statements of KFPD as of and for the 12 months ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement KFPD's 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. As part of my engagement, I will apply certain limited procedures to KFPD's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding 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 will 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. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Statement of revenue, expenditure and changes in fund balance schedule

I have also been engaged to report on supplementary information other than RSI that accompanies KFPD's financial statements. I will subject the following supplementary information to the auditing procedures applied in my 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, and I will provide an opinion on it in relation to the financial statements as a whole.

Audit Objectives

The objective of my audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. My audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of KFPD and other procedures I consider necessary to enable me to express such opinions. I will issue a written report upon completion of my audit of KFPD's financial statements. My report will be addressed to KFPD's

manager and commissioner/board member provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for me to modify my opinions or add emphasis-of-matter or other-matter paragraphs. If my opinions on the financial statements are other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or am unable to form or have not formed opinions, I may decline to express opinions or issue reports, or may withdraw from this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during my audit I become aware that KFPD is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as far as all representations contained therein. As part of the audit, I will assist with preparation of your financial statements and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to me and for the accuracy and completeness of that information. You are also responsible for providing me with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that I may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to me in the written representation letter that the effects of any uncorrected misstatements aggregated by me during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing me about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing me of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely

and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that I report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include my report on the supplementary information in any document that contains and indicates that I have reported on the supplementary information. Your responsibilities include acknowledging to me in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to me any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for me previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to me corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, my audit will involve judgment about the number of transactions to be examined and the areas to be tested. 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 will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by me, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential, and of any material abuse that comes to my attention. My responsibility as an auditor is limited to the period covered by my audit and does not extend to later periods for which I am not engaged as an auditor.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. I will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

My audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain

controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of KFPD's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

I may from time to time, and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers.

I understand that your employees will prepare all cash or other confirmations I request and will locate any documents selected by me for testing.

I will provide copies of my reports to County of Contra Costa and state controller office; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Lamorena & Chang, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to County of Contra Costa or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Lamorena & Chang, CPA personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the County of Contra Costa. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party contesting the audit finding for guidance prior to destroying the audit documentation.

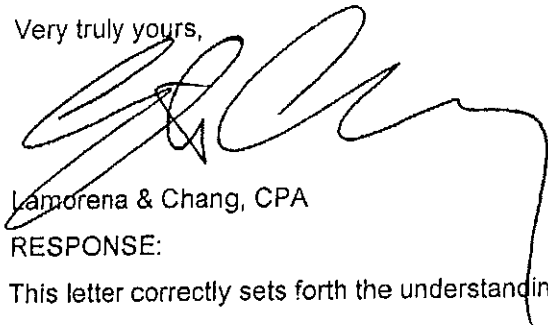
I expect to begin my audit on approximately early September and to issue my reports no later than November 15. Steven Chang is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

My fee for these services will be at my standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that I agree that my estimated flat rate of

\$13,000. My standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. My invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with my firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate me for all time expended and to reimburse me for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

I appreciate the opportunity to be of service to KFPD and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let me know. If you agree with the terms of my engagement as described in this letter, please sign the enclosed copy and return it to me.

Very truly yours,



Lamorena & Chang, CPA

RESPONSE:

This letter correctly sets forth the understanding of KFPD

Management signature: _____

Title: _____

Date: _____

Governance signature: _____

Title: _____

Date: _____



www.CoughlanNapaCPACo.com
Company@CoughlanNapaCPACo.com

System Review Report

July 1, 2015

To Lamorena & Chang CPA and the Peer Review Committee
of the California Society of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Lamorena & Chang CPA (the firm) in effect for the year ended December 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an engagement performed under *Government Auditing Standards*.

In our opinion, the system of quality control for the accounting and auditing practice of Lamorena & Chang CPA in effect for the year ended December 31, 2014 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Lamorena & Chang CPA has received a peer review rating of *pass*.

Coughlan Napa CPA Company, Inc.

Constance Coughlan

By: Constance Coughlan

**CONSULTING SERVICES AGREEMENT BETWEEN
THE KENSINGTON FIRE PROTECTION DISTRICT AND
Ross Drulis Cusenbery Architecture, Inc.**

This agreement for consulting services ("Agreement") is entered into on June 15, 2016 (the "Effective Date") between the KENSINGTON FIRE PROTECTION DISTRICT, a public joint powers District, with offices located at 217 Arlington Ave, Kensington, California, 94707 ("District") and Ross Drulis Cusenbery Architecture, Inc. ("Consultant") (The District and Consultant shall together sometimes be referred to herein as the "Parties").

Section 1. SERVICES. In accordance with the terms and conditions set forth in this Agreement, Consultant agrees to perform all services described in the Scope of Services/Summary Fees Analysis attached as Exhibit A and as stated in the Project Schedule in Exhibit B. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibits A or B, this Agreement shall prevail.

- 1.1 **Term of Services.** This Agreement shall commence on the Effective Date and shall end when Consultant completes the work described in Exhibits A and B, or no later than October 15, 2016, whichever is shorter, unless the term of the Agreement is otherwise terminated or modified, as provided for herein.
- 1.2 **Standard of Performance.** Consultant shall diligently perform all services required in connection with this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession.
- 1.3 **Assignment of Personnel.** Consultant shall assign only competent personnel to perform services in connection with this Agreement.
- 1.4 **Termination.** District may cancel this Agreement at any time and without cause upon written notification to Consultant. In the event of termination, Consultant shall be entitled to compensation for services satisfactorily completed as of the date of written notice of termination; District, however, may condition payment of such compensation upon Consultant delivering to District documents and records identified in Section 8.1 of this Agreement.

Section 2. COMPENSATION. District hereby agrees to pay Consultant One Hundred Four Thousand Dollars (\$104,000) for all work set forth in Exhibits A and B, in accordance with the Consultant's fee schedule and reimbursable expenses which is attached as Exhibit A, and made a part of this Agreement. In the event of a conflict between this Agreement and Consultant's proposal regarding the amount of compensation, this Agreement shall prevail.

- 2.1 **Invoices.** Consultant shall submit invoices once a month during the term of this Agreement, based on the cost for services performed and reimbursable costs incurred prior to the invoice date to:

Kensington Fire Protection District
217 Arlington Ave
Kensington, California, 94707
Attn: Accounts Payable

- 2.2 **Payment.** District shall make monthly payments, based on invoices received, for services satisfactorily performed, and for authorized reimbursable costs incurred.
- 2.3 **Hourly Fees / Reimbursable Expenses.** If applicable, fees for work performed by Consultant on an hourly basis shall not exceed the amounts shown on the fee schedule attached to this Agreement as Exhibit A.
- 2.4 **Payment of Taxes.** Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any similar federal or state taxes.

Section 3. INSURANCE REQUIREMENTS. Before beginning any work under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance listed below for the period covered by the Agreement.

- 3.1 **Workers' Compensation.** If Consultant employs any person, Consultant shall maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident.
- 3.2 **Commercial General and Automobile Liability Insurance.**
- 3.2.1 **Commercial General Insurance.** Consultant shall maintain commercial general liability insurance for the term of this Agreement, including products liability, covering any loss or liability, including the cost of defense of any action for bodily injury, death, personal injury and property damage which may arise out of the operations of the consultant. The policy shall provide a minimum limit of \$1,000,000 per occurrence/\$2,000,000 aggregate.
- 3.2.2 **Automobile Liability.** Consultant shall maintain automobile liability insurance for the term of this Agreement covering any loss of liability, including the cost of defense of any action, arising from the operation, maintenance or use of any vehicle (symbol 1), whether or not owned by the Consultant, on or off District premises. The policy shall provide a minimum limit of \$1,000,000 per each accident. This insurance shall provide contractual liability covering all motor vehicles and mobile equipment to the extent coverage may be excluded from general liability insurance.
- 3.2.3 **General Liability/Umbrella Insurance.** The coverage amounts set forth above may be met by a combination of underlying and umbrella policies so long as in combination the limits equal or exceed those stated.
- 3.3 **Professional Liability Insurance.** (Required for all Licensed Consultants) Consultant shall maintain professional liability insurance for licensed professionals performing work in connection with this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall not exceed ONE HUNDRED AND FIFTY THOUSAND DOLLARS (\$150,000.00) per claim.

3.4 All Policies Requirements.

3.4.1 Verification of Coverage. Prior to beginning any work under this Agreement, Consultant shall, at the sole option of the District, provide District with (1) Certification of Insurance that demonstrates compliance with all applicable insurance provisions contained herein; (2) policy endorsements to the general liability policy adding the District as an Additional Insured and declaring such insurance primary in regard to work performed pursuant to this Agreement; or (3) upon request by the District, complete copies of all policies and/or complete copies of all endorsements that demonstrate compliance with this Section 3.

3.4.2 Notice of Reduction in or Cancellation of Coverage. An endorsement must be attached to all insurance obtained in accordance with this Agreement stating that coverage shall not be canceled, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the District. Consultant shall also provide thirty (30) days' prior notice to the District by certified mail of any impending reduction in the limits or coverage of any insurance policies that form a part of this agreement.

3.5 Waiver of Subrogation. Consultant agrees to waive subrogation which any insurer of Consultant may acquire from Consultant by virtue of the payment of any loss. Consultant agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of District for all work performed by Consultant, its employees, agents and subcontractors.

Section 4. INDEMNIFICATION AND CONSULTANT'S RESPONSIBILITIES.

4.1 Consultant shall to the fullest extent allowed by law, with respect to all services performed in connection with this Agreement, defend, indemnify and hold harmless the District and its officials, commissioners, officers, employees, agents and volunteers from and against any and all claims that arise out of, pertain to or relate to the negligence, recklessness or willful misconduct of the Consultant. Consultant will bear all losses, costs, damages, expense and liability of every kind, nature and description that arise out of, pertain to, or relate to such Claims, whether directly or indirectly ("Liabilities"). Such obligations to hold harmless and indemnify the District shall not apply to the extent that such Liabilities are caused by the sole negligence, active negligence, or willful misconduct of the District.

The foregoing obligation of Consultant shall not apply when (1) the injury, loss of life, damage to property, or violation of law arises wholly from the negligence or willful misconduct of the District or its officers, employees, agents, or volunteers and (2) the actions of Consultant or its employees, subcontractor, or agents have contributed in no part to the injury, loss of life, damage to property, or violation of law. Acceptance by District of insurance certificates and endorsements required under this Agreement does not relieve Consultant from liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By

execution of this Agreement, Consultant acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

Section 5. STATUS OF CONSULTANT.

- 5.1 **Independent Contractor.** At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of District. Consultant shall have no authority, express or implied, to act on behalf of District in any capacity whatsoever as an agent.

Section 6. LEGAL REQUIREMENTS.

- 6.1 **Governing Law.** The laws of the State of California shall govern this Agreement.
- 6.2 **Compliance with Applicable Laws.** Consultant and any subcontractors shall comply with all laws applicable to the performance of the work in connection with this Agreement.
- 6.3 **Licenses and Permits.** Consultant represents and warrants to District that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions.
- 6.4 **Nondiscrimination and Equal Opportunity.** In compliance with federal, state and local laws, Consultant shall not discriminate, on the basis of a person's race, religion, color, national origin, age, physical or mental handicap or disability, medical condition, marital status, sex, or sexual orientation, against any employee, applicant for employment, subcontractor, bidder for a subcontract, or participant in, recipient of, or applicant for any services or programs provided by Consultant under this Agreement.

Section 7. MODIFICATION.

- 7.1 **Amendments.** The Parties may amend this Agreement only by a writing signed by all the Parties.
- 7.2 **Assignment and Subcontracting.** Consultant may not assign this Agreement or any interest therein without the prior written approval of the District. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in the proposal, without prior written approval of the District. Where written approval is granted by the District, Consultant shall supervise all work subcontracted by Consultant in performing the services; shall be responsible for all work performed by a subcontractor as if Consultant itself had performed such work; the subcontracting of any work to subcontractors shall not relieve Consultant from any of its obligations under this Agreement with respect to the services; and Consultant is obligated to ensure that any and all subcontractors performing any services shall be fully insured in all respects and to the same extent as set forth under Section 3, to District's satisfaction.

- 7.3 **Survival.** All obligations arising prior to the termination of this Agreement and all provisions of this Agreement allocating liability between District and Consultant shall survive the termination of this Agreement.
- 7.4 **Options upon Breach by Consultant.** If Consultant materially breaches any of the terms of this Agreement, District's remedies shall include, but not be limited to, the following:
- 7.4.1 Immediately terminate the Agreement, and;
- 7.4.2 Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant in accordance with this Agreement, and;
- 7.4.3 Retain a different consultant to complete the work described in Exhibits A and B not finished by Consultant, or, charge Consultant the difference between the costs to complete the work described in Exhibit A that is unfinished at the time of breach and the amount that District would have paid Consultant in accordance with Section 2 if Consultant had completed the work.

Section 8. KEEPING AND STATUS OF RECORDS.

- 8.1 **Records Created as Part of Consultant's Performance.** All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form, that Consultant prepares or obtains in accordance with this Agreement and that relate to the matters covered under the terms of this Agreement shall be the property of the District.
- 8.2 **Consultant's Books and Records.** Consultant shall maintain any and all records or documents evidencing or relating to charges for services or expenditures and disbursements charged to the District under this Agreement for a minimum of three (3) years, or for any longer period required by law, from the date of final payment to the Consultant to this Agreement.

Section 9 MISCELLANEOUS PROVISIONS.

- 9.1 **Attorneys' Fees.** If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
- 9.2 **Venue.** In the event that either party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Contra Costa or in the United States District Court for the Northern District of California.

- 9.3 **Severability.** If a court of competent jurisdiction finds or rules that any provision of this Agreement is invalid, void, or unenforceable, the provisions of this Agreement not so adjudged shall remain in full force and effect.
- 9.4 **No Implied Waiver of Breach.** The waiver of any breach of a specific provision of this Agreement does not constitute a waiver of any other breach of that term or any other term of this Agreement.
- 9.5 **Contract Administration.** This Agreement shall be administered by Brenda Navellier, or his/her designee, who shall act as the District's representative. All correspondence shall be directed to or through the representative.
- 9.6 **Notices.** Any written notice to Consultant shall be sent to:

Mallory Cusenbery
Ross Drulis Cusenbery Architecture, Inc.
18294 Sonoma Highway
Sonoma, CA 95476

Any written notice to District shall be sent to:

Brenda Navellier
217 Arlington Avenue
Kensington, CA 94707
fire@kensingtonfire.org
510-527-8396 (fax)

- 9.7 **Professional Seal.** Where applicable in the determination of the District, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation.
- 9.8 **Integration; Incorporation.** This Agreement, including all the Exhibits attached hereto, represents the entire and integrated agreement between District and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. All Exhibits attached hereto are incorporated by reference herein.
- 9.9 **Alternative Dispute Resolution.** If any dispute arises between the Parties that cannot be settled after engaging in good faith negotiations, District and Consultant agree to resolve the dispute in accordance with the following:

Each party will designate a senior management or executive level representative to negotiate the dispute. Through good faith negotiations, the representatives will attempt to resolve the dispute by any means within their authority. If dispute remains unresolved after fifteen (15) days of good faith negotiations, the Parties shall attempt to resolve the disagreement by mediation through a disinterested third person as mediator selected by both Parties. Mediation will begin within thirty (30) days of the selection of this

disinterested third party, and will end fifteen (15) days after commencement. The Parties shall equally bear the costs of any third party in any alternative dispute resolution process.

The alternative dispute resolution process is a material condition to this Agreement and must be exhausted as an administrative remedy prior to either Party initiating legal action. This alternative dispute resolution process is not intended to nor shall be construed to change the time periods for filing a claim or action specified by Government Code § 900, *et. seq.*

9.10 Counterparts: This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

The Parties have executed this Agreement as of the date signed by the District.

**KENSINGTON FIRE
PROTECTION DISTRICT**

**Ross Drulis Cusenbery Architecture, Inc., a
California _____**

Date: June _____, 2016

Date: _____, 2016

By: **Brenda Navellier, Manager**

By: **Mallory Cusenbery, Principal**

SCOPE OF SERVICES/SUMMARY FEES ANALYSIS

ITEM	BASIC SERVICES TASKS	TOTALS		Architecture		Structural		Mechanical		Electrical & Alert System		Civil Engineering	
		Hours	Fee	RDC Architecture	Hours	IDA Structural Engineers	Hours	15000 Mech Engineers	Silverman & Light	Hours	BKF Engineering	Hours	Fee
	Task I: Data Gathering	20	\$ 3,800	20									
	Task II: Preliminary Facilities Condition Assessment	96	\$ 18,240	36		12		12		18		18	
	Task III: Programming	60	\$ 11,400	48	\$ 2	2		2		4		4	
	Task IV: Conceptual Study Options	194	\$ 36,860	128		10		8		20		28	
	Task V: Cost Analysis	42	\$ 7,980	14		6		6		8		8	
	Task VI: Develop Draft Findings and Recommendations	36	\$ 6,840	24		2		2		4		4	
	Task VII: Public Outreach	32	\$ 6,080	32									
	Task VIII: Development of Final Report	40	\$ 7,800	40									
TOTAL BASIC SERVICES HOURS & FEES		520	\$ 99,000	342		32		30		54		62	
REIMBURSIBLE EXPENSES			\$ 5,000										
Travel		Quantity											
	Kick-off Meeting	1	33										
	Site visit/existing fire station precedent tour.	1	33										
	Owner Meetings	6	200										
	Community Public Outreach Meeting	1	33										
Reimbursable Expenses													
	Printing, Reproduction, Communications and Delivery		4700.00										
TOTAL NOT TO EXCEED FEE			\$104,000										

\$0.555 Mileage Rate
60 Miles
Allowance

Kensington Fire Station Feasibility Study & Master Plan

Date: 06.02.16

ITEM	BASIC SERVICES TASKS	TOTALS		Architecture		Structural		Mechanical		Electrical & Alert System		Civil Engineering	
		Hours	Fee	RDC Architecture		IDA Structural Engineers		15000 Mech Engineers		Silverman & Light		BKF Engineering	
				Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
	Tasks												
	Project Startup Activities												
	Scope Clarification and Contract Negotiation												
	Prepare project schedules and work plan												
	Issue Notice to Proceed												
	Task I: Data Gathering	20	\$ 3,800	20									
	Project Kick off meeting												
	Meeting to clarify goals of the project with the Kensington fire station design & construction (D&C) committee												
	Collect and Assess Information												
	• Review Current Operational Procedures and Emergency Services Rendered												
	• Review Projected Operational Goals and Needs												
	• Review the Regional Disaster Planning Guidelines to understand the Kensington Fire Station's role in emergency responses.												
	• Review Regional Service Area Map(s)												
	• Review documents on the existing fire station such as building plans and existing building systems studies												
	• Review Fire Vehicles and Projected Purchases												
	• Review current Topo Survey of the site. Topo survey services can be provided as an add service												
	• Review the current facility Hazardous Material Report. Hazardous material survey services can be provided as an add service.												
	• Review current Geotechnical / Geo Hazards Report Geological study services can be provided as an add service.												
	• Review Facility Improvements Standards & Guidelines Site visit/existing fire station precedent tour.												
	Attend Design & Construction Committee Meeting and issue meeting notes.												
	Task II: Preliminary Facilities Condition Assessment	96	\$ 18,240	36		12		12		18		18	
	Develop Base Plans												
	Site Field Assessment Meeting												
	• Architectural Assessment												
	• Structural Evaluation (in support of the existing seismic assessment report)												
	• Accessibility and Path of Travel Coordination												
	• Roofing & Waterproofing Assessment												
	• Mechanical, Electrical & Plumbing (MEP) Systems												
	• Fire Station Operational Systems Assessment												
	• Site Civil Engineering Assessment												
	• Security Systems Assessment												
	Code Analysis												
	Prepare Assessment Report Summary												

ITEM	BASIC SERVICES TASKS	TOTALS		Architecture		Structural		Mechanical		Electrical & Alert System		Civil Engineering	
		Hours	Fee	RDC Architecture		IDA Structural Engineers		15000 Mech Engineers		Silverman & Light		BKF Engineering	
				Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
	Task III: Programming	60	\$ 11,400	48	\$ 2	2		2		4		4	
	RDC will work closely with Kensington fire station design and construction committee and others to develop a detailed program responding to the Kensington fire department requirements. The program verification process will result in a written and graphic architectural program document including, but not limited to:												
	Development, distribution and analysis of project questionnaires												
	Meeting to conduct interviews the department representatives												
	<ul style="list-style-type: none"> Define design goals Assess existing and future emergency call demands. Prepare Staffing and Area Requirements spreadsheets Develop Fire Station space requirements Assess Optimum adjacencies Building gross calculations Net to gross calculations Future expansion capabilities/flexibility Minimum performance specifications and equipment needs 												
	D&C Committee Mtg To Approve Program As Basis of Design Options												
	Attend project team meetings and issue minutes												
	Task IV: Conceptual Study Options	194	\$ 36,860	128		10		8		20		28	
	RDC will work closely with Kensington fire station design and construction committee and others to provide conceptual master plan, layout & massing options on the following anticipated options for evaluation:												
	Option 1 - Renovate the Existing Fire Station. Analysis of existing building based on the assumption that the existing fire station will be renovated, expanded and modernized. Renovation would occur in one phase requiring temporary housing of the fire station operations												
	Option 2- Replace Existing Station With New Analysis of the replacement of the existing new station.												
	Option 3 - Build a New Station on A New Site. In this option the client will select the s alternate building site. RDC will provide conceptual analysis of the site. In this option the existing station is abandoned.												
	D&C Committee Mtg To Review Options												
	A&E Team prepare engineering Systems Recommendations												
	Refine Design Options												
	D&C Committee Mtg To Review Refined Options & Clarify Goals of The Cost Estimate(s)												
	Prepare the Cost Estimating Package												
	<ul style="list-style-type: none"> Develop site design criteria Develop architectural design criteria Develop engineering system Narratives Assemble the cost estimating package for options 1,2 &3 												

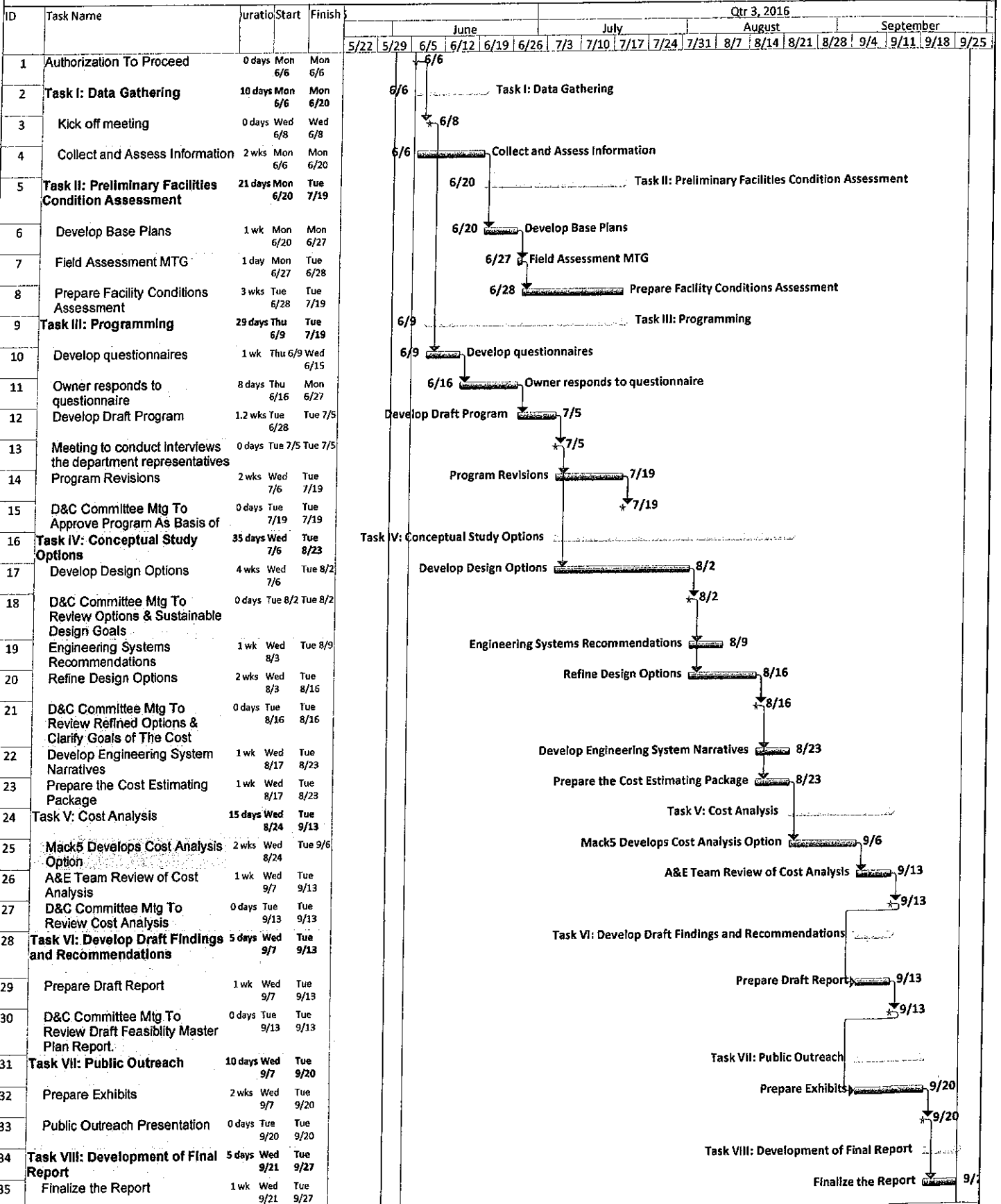
ITEM	BASIC SERVICES TASKS	TOTALS		Architecture		Structural		Mechanical		Electrical & Alert System		Civil Engineering	
		Hours	Fee	RDC Architecture		IDA Structural Engineers		15000 Mech Engineers		Silverman & Light		BKF Engineering	
				Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee
	Task V: Cost Analysis	42	\$ 7,980	14		6		6		8		8	
	Coordinate cost analysis information												
	Cost Analysis prepared by others												
	A&E Team reviews and assess the cost analysis												
	D&C Committee meeting to review cost analysis												
	Task VI: Develop Draft Findings and Recommendations	36	\$ 6,840	24		2		2		4		4	
	A/E team prepares a draft report summary of findings and expected cost impacts.												
	• Develop descriptions and diagrams of each option												
	• Assess the cost(s) for each option												
	• Assess operational aspects of each option												
	• Prepare an Opportunities & Constraints Matrix comparing the options												
	• Include a project schedule comparing the impacts of each option												
	D&C Committee Mtg To Review Draft Feasibility Master												
	• Fire Department selects preferred Option(s)												
	• Clarify expectations for the public outreach meeting.												
	Task VII: Public Outreach	32	\$ 6,080	32									
	Preparation for public outreach meeting. Preparing the presentation and exhibits of the options.												
	Community Public Outreach Meeting												
	Task VIII: Development of Final Report	40	\$ 7,800	40									
	Prepare final Report												
	Hours		Fee										
	TOTAL BASIC SERVICES HOURS & FEES	520	\$ 99,000	342		32		30		54		62	
	REIMBURSABLE EXPENSES		\$ 5,000										
	Travel		Quantity										
	Kick-off Meeting		1		33								
	Site visit/existing fire station precedent tour.		1		33								
	Owner Meetings		6		200								
	Community Public Outreach Meeting		1		33								
	Reimbursable Expenses												
	Printing, Reproduction, Communications and Delivery				4700.00								
	TOTAL NOT TO EXCEED FEE				\$104,000								

\$0.555 Mileage Rate
60 Miles
Allowance

EXHIBIT B - PROPOSED PROJECT SCHEDULE

RossDrulisCusenbery

Kensington Fire Station Feasibility Study & Master Plan - SCHEDULE SD1



RESOLUTION 16-05

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE PRELIMINARY COMBINED REVENUE, OPERATING EXPENSE, AND CAPITAL IMPROVEMENT BUDGET FOR FISCAL YEAR 2016-2017

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the preliminary annual fee for services from the City of El Cerrito for Fiscal Year 2016-2017; and

WHEREAS, the preliminary combined budget was reviewed by the Finance Committee at their May 31, 2016 public meeting; and

WHEREAS, a final Revenue, Operating Expense and Capital Improvement Budget shall be approved by the Board of Directors of the Kensington Fire Protection District by the statutory required date of October 1, 2016;

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Preliminary Combined Revenue, Operating Expense and Capital Improvement Budget with its associated schedules for Fiscal Year 2016-2017 which is attached to and made part of this resolution.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 8th day of June 2016 by the following vote of the Board:

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

Don Dommer, President

ATTEST:

Larry Nagel, Secretary

Attachment: KFPD Preliminary Combined Revenue, Expense and Capital Budget FY 16-17 with Equipment and Building Schedules

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2016-2017

	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2017-2018
<u>REVENUE BUDGET</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Property Taxes	3,328,995	3,443,097	3,546,390	3,617,320
Special Taxes	200,345	200,345	200,345	200,345
Other tax income	27,000	26,266	26,000	26,000
Interest income	9,000	5,000	15,000	15,000
Lease agreement	1	1	1	0
Salary reimb agreement	51,586	50,344	54,597	55,932
Miscellaneous income	0	52,025	0	0
Total Revenue	3,616,928	3,777,078	3,842,332	3,914,597
	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2017-2018
<u>OPERATING EXPENSE BUDGET</u>	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
OUTSIDE PROFESSIONAL SERVICES				
Accounting	4,500	4,800	5,000	5,250
Actuarial Valuation	3,500	3,400	0	3,500
Audit	13,000	13,000	13,000	13,650
CC County Expenses	32,795	31,500	33,075	34,730
EI Cerrito Contract	2,369,530	2,369,530	2,552,869	2,654,985
Fire Abatement Contract	8,000	500	8,000	8,000
Insurance - Risk Mgmt	11,490	11,491	12,110	12,715
LAFCO Fees	1,800	1,801	1,850	1,900
Legal Fees	30,000	4,000	30,000	30,000
Water System Improvements	185,000	170,000	20,000	20,000
Wildland Vegetation Mgmt	10,000	8,000	10,000	10,000
RETIREE MEDICAL BENEFITS**				
PERS Medical (OPEB cost)	21,380	21,609	36,850	0
Delta Dental	2,735	2,555	5,770	0
Vision Care	745	695	1,775	0
COMMUNITY SERVICE ACTIVITES				
Public Education	13,000	6,300	13,000	13,000
Community Pharmaceutical Drop-Off	2,500	500	2,000	2,000
Vial of Life Program	200	0	200	200
CERT Kits/Sheds/Preparedness	35,000	10,000	30,000	15,000
Open Houses	750	1,127	750	1,200
Community Shredder	3,500	3,200	3,500	3,500
DFSC Matching Grants	4,000	4,225	5,000	5,000
Demonstration Garden	5,000	0	10,000	5,000
Community Sandbags	6,000	4,038	6,000	6,000
DISTRICT ACTIVITIES				
Professional Development	5,000	4,000	5,000	5,000
District Office				
Office expense	3,500	3,300	3,500	3,500
Office supplies	2,500	2,000	2,500	2,500
Telephone	8,455	7,145	8,000	8,400
Election	0	0	1,000	0
Firefighter's Apparel	1,500	1,228	1,500	1,500
Firefighters' Expenses	10,000	9,038	10,000	10,000
Staff Appreciation	2,500	1,264	4,000	2,500
Memberships	7,230	7,309	7,675	8,060
P/S Building				
Gardening service	2,000	1,300	2,000	2,000
Building alarm	2,000	1,444	2,000	2,000
Medical waste disposal	4,000	2,985	3,500	4,000
Janitorial	1,500	1,260	1,500	1,500
Misc. Maint/Improvements	12,500	8,000	12,000	12,000
PG&E	7,500	6,680	7,500	7,500
Water/Sewer	1,665	1,632	1,800	1,890

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2016-2017

Garbage	1,080	346	0	0
Staff				
Wages	78,104	78,113	83,105	84,760
Longevity Pay	1,000	1,000	1,000	1,000
Overtime Wages	1,300	1,000	1,350	1,400
Vacation Wages Accrual Adjustment	0	2,403	766	0
Medical/dental insurance compensation	7,800	7,800	8,190	8,600
Retirement Contribution	5,934	5,937	6,316	6,442
Payroll Taxes	7,030	6,997	7,493	7,674
Insurance - Workers Comp/Life	1,800	1,454	1,600	1,800
Processing	1,505	1,445	1,515	1,590
Operating Contingency Fund	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>
Total Operating Expense	2,966,825	2,837,349	3,010,557	3,056,242
Capital Outlay				
Type I Engine	350,000	349,689	0	0
Firefighter qtrs/equip	15,000	10,000	15,000	15,000
Apparatus Bay Construction	370,000	359,517	0	0
Needs Assessment/Feasibility Study	40,000	16,200	125,000	0
Emergency Repair of Storage Room	45,000	33,640	0	0
Office Furniture/Computers	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>
Total Capital Outlay	825,000	774,046	145,000	15,000
TOTAL EXPENDITURES	3,791,825	3,611,395	3,155,557	3,071,242

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

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

Designated Funds (see attached schedules)

Engine Replacement Fund	41,994	41,994	117,874	117,874
Public Safety Building Fund	<u>432,486</u>	<u>432,486</u>	<u>864,786</u>	<u>197,377</u>
	474,480	474,480	982,660	315,251
	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2017-2018
	<u>Budget</u>	<u>Est. Actual</u>	<u>Budget</u>	<u>Planning</u>
Beginning Cash	5,829,574	6,000,755	5,958,594	6,645,370
Revenue	3,616,928	3,777,078	3,842,332	3,914,597
Operating Expenditures	-2,966,825	-2,837,349	-3,010,557	-3,056,242
Capital Expenditures	-825,000	-774,046	-145,000	-15,000
Accrual to Cash Adjustment		-207,844		
ENDING CASH	5,654,676	5,958,594	6,645,370	7,488,725
Cumulative Designated Funds				
Capital Replacement Funds	-1,210,765	-1,685,245	-2,193,425	-2,000,496
Prepaid CERBT - Retiree Trust	-1,000,148	-1,010,152	-1,010,152	-1,010,152
El Cerrito Contract 12 month set aside	-2,369,530	-2,369,530	-2,552,869	-2,654,985
AVAILABLE CASH	1,074,233	893,667	888,924	1,823,092

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
 Fiscal Year 2016-2017

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

Type I Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds	Type III Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds
						\$540,094			
					\$94,000		02-03		
					\$205,895		03-04		
							04-05	32,860	32,860
							05-06	32,860	65,720
							06-07	32,855	98,575
							07-08	36,793	135,368
							08-09	36,793	172,161
					adjust to	\$592,100	09-10	41,994	214,155
							10-11	41,994	256,149
							11-12	41,994	298,143
							12-13	41,994	340,137
							13-14	41,994	382,131
							14-15	41,994	424,125
632000	1,138,200	15-16					15-16	41,994	466,119
		16-17	75,880	75,880			16-17	41,994	508,113
		17-18	75,880	151,760			17-18	41,994	550,107
		18-19	75,880	227,640			18-19	<u>41,994</u>	592,101
		19-20	75,880	303,520				592,101	
		20-21	75,880	379,400					
		21-22	75,880	455,280					
		22-23	75,880	531,160					
		23-24	75,880	607,040					
		24-25	75,880	682,920					
		25-26	75,880	758,800					
		26-27	75,880	834,680					
		27-28	75,880	910,560					
		28-29	75,880	986,440					
		29-30	75,880	1,062,320					
		30-31	<u>75,880</u>	1,138,200					
			1,138,200						

KFPD PRELIMINARY COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2016-2017

SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION/REPLACEMENT

Adjusted for 4% <u>Inflation</u>	Fiscal <u>Year</u>	Yearly <u>Contribution</u>	Accumulated <u>Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	432,486	744,646
	16-17	864,786	1,609,432
	17-18	197,377	1,806,810
	18-19	205,272	2,012,082

* 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 JANUARY 27, 2016 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: Directors: Janice Kosel and Don Dommer
 Staff: Manager Brenda Navellier, CPA Deborah Russell
 Director Observing: Larry Nagel

CALL TO ORDER:

Director Kosel called the meeting to order at 3:50 p.m. and noted the Committee members, the Board member and staff that were present. There were no members of the public.

ORAL COMMUNICATIONS:

None.

APPROVAL OF JUNE 2, 2015 COMMITTEE MINUTES:

Director Kosel noted that there were a total of three typos on pages 1 and 2 of the minutes. Kosel made a motion to approve the minutes with those corrections. Director Dommer seconded the motion. The Committee agreed by unanimous approval to accept the minutes with corrections.

REVIEW OF DRAFT FY14-15 INDEPENDENT AUDIT REPORT:

This is the first draft to go to the Committee members. Staff has previously reviewed several drafts. The draft is completely "clean" and there are no reservations from the auditor. Kosel has no questions or changes to the draft and believes the report is very user friendly. The approval of the audit will be agendaized for the February Board meeting. The Committee members did not think it necessary for the auditor to attend the Board meeting. Russell pointed to the back page under "findings" where the listing says "none". Russell gave further explanation on how the auditor makes any recommendations. The Committee asked Russell to attend the Board meeting to answer any factual questions. The Committee will recommend the report to the Board.

MID-YEAR BUDGET vs. ACTUAL REVIEW:

Director Kosel noted that property taxes are up 2% more than budgeted which gives the District \$70,000 more revenue than expected. The Committee directed staff to add that \$70,000 to the building reserves. Kosel noted that the police district is now 7 months delinquent on their \$1 lease agreement. Under expenses, legal fees are currently \$881 against a \$15,000 budget. KPPCSD legal fees are over \$200,000. In a budget amendment, the community shredder should be increased to \$3,500 since the event is now semi-annual. Also sandbags will be added at \$6,000 and taken out of the temporary contingency slot. Director Dommer asked if the new fire engine would be fully outfitted at the budget price or if there are additional expenses. The engine will be fully outfitted at \$632,000. The above changes will be made at the February meeting. Under planning 16-17, the Committee discussed adding another \$700,000 to the public safety building fund to plan for the needs assessment/master planning. The Committee then discussed the needs assessment and how it is currently budgeted for \$25,000 which did not include the seismic analysis. As part of the budget amendments in February, that line item will be increased to \$40,000 during the current fiscal year. The needs assessment should be moved to capital assuming this will end up in a building project. DFSC matching grants should be moved to \$5,000 for FY 16-17. Further discussion ensued on the building and the upcoming project/needs assessment.

REVIEW DISTRICT INVESTMENTS:

Navellier passed out investment schedules with the County showing \$2.5 million laddered across five years. The committee decided to stay with this approach for at least another year and then re-evaluate. The District was previously making less than 1 percent in interest. The Committee discussed investing with Wells Fargo and other services that the County provides besides investing. Navellier passed out a cash flow sheet through the remainder of the fiscal year. Cash flow changes dependent upon the property tax cash conversion schedule. The District is at its lowest financial point in November, prior to the December property tax date. Russell reviewed the

cash conversion schedule and the schedules attached to the budget including the building schedule. The District has left approximately \$1 million with LAIF.

ADJOURNMENT: The meeting was adjourned at 4:40 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the Committee meeting of May 31, 2016.

Attest:

Finance Committee Member



Quarterly Meeting Minutes

4.18.2016	Meeting Time: 10:00 a.m.	Central Contra Costa Sanitary District Multi-Purpose Room 5019 Imhoff Place, Martinez, CA 94553
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Meeting called by	Chair Bette Boatman called meeting to order at 10:03 a.m.
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Minutes	Suzette Crayton, Executive Assistant Central Contra Costa Sanitary District
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Attendees	Forty-nine (49) Attendees (Sign In Sheet Attached)
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Welcome and Introductions

Each representative introduced themselves. Sherry Sterrett of the Pleasant Hill Recreation & Park Districts reported that General Manager Bob Berggren is retiring. Towards the end of the meeting Berggren was provided a plaque from Stan Caldwell on behalf of the Chapter in memorization of his more than 25 years of service.

Approval of April 18, 2016 Meeting Minutes

The minutes were approved.

LAFCO Representative Report & Presentation

Don Tatzin provided a verbal presentation. He stated that they only received two comments on the Open Space Policy. Requested that members send comments to Lou Ann Texeira.

Scholarship and Grant Program Update

Teacher of the year award for \$1,000 worked out well. Committee recommends to repeat the award this year. Will do a repeat for County Board of Education for Teacher of the Year. Thinking about a program to publicize intern projects/co-op program, summer students. Motion passed to continue with scholarship at \$1,000 level.

California Special Districts Association Activities, Update & Presentation

Sterrett provided information on CSDA scholarship money that is available for webinars/conference. Urged members to attend Legislative Days that will be coming up in Sacramento. Dane Walde presented the "Districts Make the Difference Campaign" presentation. He also spoke about Bill SB885 which would prevent local governments from writing indemnification clauses into contracts; would only be able to put in reimbursements but that would take time and could possibly encourage litigation.

Old/New Business

Michael T. Cain was unanimously voted for consideration to be on the Oversight Committee with Russell Watts to fill in for a chair vacated by Alfred Granzella to serve the remainder of his term ending April 30, 2018.

Chapter dues letter will be mailed soon.

Caldwell said that non-profit status information will be included in next newsletter.

Written Communication Provided

Legislative Report and Bay Regional Park District – Park Advisory Committee Report were provided ahead of the meeting.

Action Items	Person Responsible	Deadline
None		

Meeting was adjourned at 11:40 a.m. and next meeting is July 18th.

thank you!

Page 1 of 1

Date: 05/05/2016 [06:32:48 PM CDT]
From: Marilyn Stollon <mstollon@sonic.net>
To: Fire@kensingtonfire.org
Subject: thank you!

We all know what a great job you do, from start to finish, from first contact with a resident to completing the job. Thank you again, a true model of how a district could and should work!

Marilyn Stollon
Eldridge Court

Date: 05/05/2016 [04:15:58 PM CDT]
From: Vanessa Cordova <vncordova@icloud.com>
To: "Brenda J. Navellier" <fire@kensingtonfire.org>
Cc: Lance Maples <lmaples@ci.el-cerrito.ca.us>
Subject: Behind every great fire agency is a great administrator!

Hi Brenda,

I've been holed up in the library studying, but wanted to pass along my (belated) thanks to everyone, particularly the three paramedics who assisted me in the lobby of the PSB in December 2013. I'm including a note I sent last month to my Kensington friends. It's nice to know I can trust someone to help me - and that someone is everyone at Kensington Fire.

I wanted to also thank you for all you do. Your grace and competence are benchmarks all of us in public service should aspire to meet.

With gratitude,

Vanessa Cordova

Friends,

May 4 is Firefighter Appreciation Day. I hope you will join me in writing a letter of appreciation to the Outlook by April 15 to coincide with the May edition.

I know many of us live on the fire vulnerable ridge, or have a family member or neighbor who depends on the fire department for emergency medical service. Some of us know first hand the terror of watching a loved one struggle to breathe or kitchen go up in flames by accident.

In December 2013, I suffered a serious head injury when I fell from a step ladder and struck my head on a closet door jamb. I heard my head crack like an egg and lost consciousness. After I awoke, I began to vomit and ran to the bathroom. There I would see in the mirror the intense scope of my injury, which ultimately left me with unilateral ptosis, intermittent facial nerve pain and other concussive complications, which persist.

Not wanting to go to Doctors Hospital, I made the stupid decision to drive myself to Alta Bates. But I didn't get farther than the public safety building before realizing I was in trouble.

I can't tell you how grateful I am for the quick action of the fire department that evening because I would be in a far worse place today without them.

Inexplicably, the police officer on duty wasted precious minutes by accusing me of being intoxicated, if you can imagine. But the firefighters knew otherwise and boldly told the police officer to leave as he was interfering with my care.

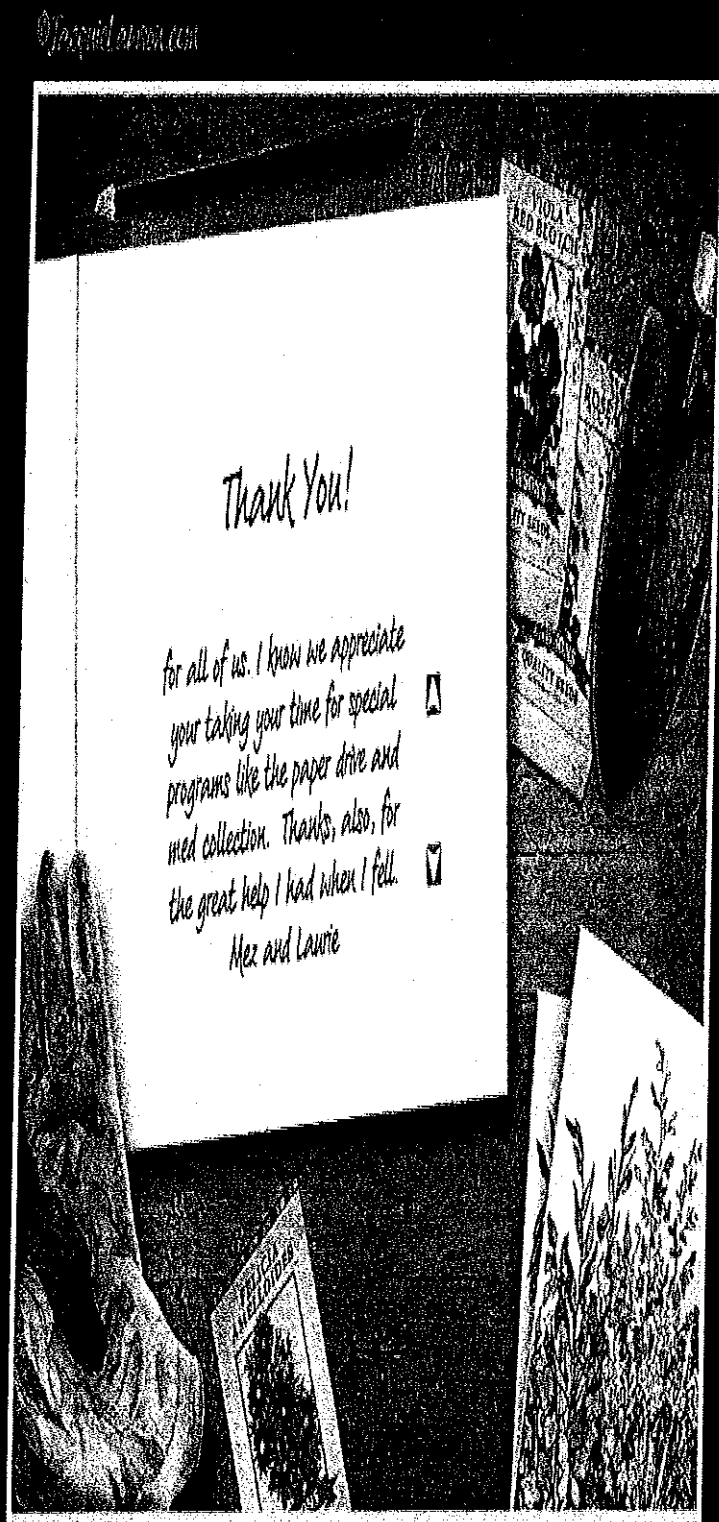
The sad truth is that not every first responder believes your safety or dignity should be a priority regardless of your politics or social station or health status. But our Kensington firefighters do.

I will always be grateful for their skilled professionalism and stepping-up to advocate for my care as the police were attempting to indict me for an innocent household accident. (A police supervisor had to be summoned and later apologized.)

Among all the discord, Kensington Fire continues to quietly shine. Let's take a moment to acknowledge their superb operation.

Best,

VNC



Play again Send a reply Send your own

PRINT YOUR OWN
COLOURING PAGE

Thank you for your fine service.

Page 1 of 1

Date: 05/04/2016 [05:07:32 PM CDT]
From: Sue Day <suesday6@comcast.net>
To: Fire@kensingtonfire.org
Subject: Thank you for your fine service.

We appreciated your prompt and reassuring 911 service to take me to Alta Bates.

Sue

William H. and Susan P. Day
118 Windsor Avenue
Kensington, CA 94708
510-705-1885
suesday6@comcast.net

Thank you Kensington Fire Department!

Page 1 of 1

Date: 05/04/2016 [04:57:24 PM CDT]
From: marina Gutierrez <marinapizza@hotmail.com>
To: fire@kensingtonfire.org
Subject: Thank you Kensington Fire Department!

Dear KFD,

Thank you very much for doing such a great job, we all appreciate the hard work you do taking care of our community. Also thank you for doing the job in an efficient and transparent way.

Marina Gutierrez and Family
37 Arlington Avenue.
Kensington

Yes, we appreciate our local fireman!

Page 1 of 1

Date: 05/04/2016 [03:01:16 PM CDT]
From: Ben McClinton <benmcclinton@gmail.com>
To: Fire@kensingtonfire.org
Subject: Yes, we appreciate our local fireman!

Hello Kensington firefighters,

You don't need a special day set aside for us to appreciate you, but since today is Fireman Appreciation Day, we want to let you know that we think you're doing a great job. We live on Stanford Avenue which has a number of senior residents and have seen the wonderful and caring response you've made to calls of assistance for several neighbors.

We are not aware of any fire responses on this street, but we are sure that you will be capable when the time arises. We appreciate that you're there.

All the best,
Ben McClinton and Karen Rosenbaum
231 Stanford Avenue
Kensington

thank you

Page 1 of 1

Date: 05/03/2016 [07:17:14 PM CDT]
From: Danielle de Fontaine <defontaine.dm@comcast.net>
To: Fire@kensingtonfire.org
Subject: thank you

Indeed, a warm thank you for helping us feel safe. My family luckily has never had to ask for your help, but knowing that you are there is very comforting.
Danielle de Fontaine

Thank you

Page 1 of 1

Date: 05/03/2016 [05:58:45 PM CDT]
From: Joyce Appelbaum <jappelb@gmail.com>
To: Fire@kensingtonfire.org
Subject: Thank you

Firefighters of Kensington,
In celebration of May 4, I'd just like to say thank you for all that you do.
Best,
Joyce Appelbaum

Thank you!

Page 1 of 1

Date: 05/03/2016 [05:56:12 PM CDT]
From: Frances McCosker <frances_ffm@yahoo.com>
To: Fire@kensingtonfire.org
Subject: Thank you!

Hello to all firefighters,

I just heard that tomorrow is Firefighter Appreciation Day, and I wanted to be one of the first to let you know how much my family and I appreciate all that you do! Your service to our community is invaluable and your dedication is admirable.

Many, many thanks!
Frances McCosker

421 Ocean View Avenue
Kensington

Sent from my iPhone

Date: 05/03/2016 [05:40:15 PM CDT]
From: Ellen Siegelman <siegelma811@gmail.com>
To: Fire@kensingtonfire.org
Subject: Gratitude

Thanks for the great job you do, all year, every day. Sincerely, Ellen and Philip Siegelman, 673
Coventry Road, Kensington

Date: 05/05/2016 [11:47:17 AM CDT]
From: Jim Watt <jandiwatt@sbcglobal.net>
To: Fire@kensingtonfire.org
Subject: Appreciation

Dear Firefighters,

A belated thank you for your services to our community throughout the year.

Jim & Irene Watt



Happy Firefighters Appreciation Day

To our Guardian Angels
with gratitude and appreciation
from
63 Highland Blvd

Thank you for your service!
Robert and Beverly Prowse



Date: 05/09/2016 [03:44:36 PM CDT]
From: fire@kensingtonfire.org
To: Filomena Giese <filomenagiese@yahoo.com>
Cc: dfscmiller@comcast.net, Kate Rauch <Kate.Rauch@bos.cccounty.us>, John Giese <jgiese67@yahoo.com>
Subject: Re: Major Fire hazard - Eucalyptus trees along Kingston Rd/Sunset Drive creek

Good afternoon Mr. and Mrs. Giese,

Thank you for your email regarding your concerns about eucalyptus trees on private property in the Kingston/Sunset Drive area including your own property.

We strongly encourage you to contact Cheryl Miller of the Diablo Fire Safe Council to find out more information about grants that are available to individual homeowners and groups of homeowners. We know that members of the Kensington community have received multiple grants over a period of time.

The Kensington Fire Protection District is not capable of crediting County-driven taxes.

The District has a very robust public education program that includes our annual vegetation management inspections and notices. More information on this topic can be found at www.kensingtonfire.org/safety/index.shtml.

If you decide to follow through with applying for a Diablo Fire grant. The fire district would be more than willing to write a letter of support for your project.

Sincerely,

Brenda J. Navellier
Kensington Fire Protection District

Quoting Filomena Giese <filomenagiese@yahoo.com>:

The Board of the Kensington Fire Protection District

Cheryl Miller
Diablo Fire Safe

Dear Board of the Kensington Fire Protection District, and Ms. Cheryl Miller of Diablo Fire Safe:

Kate Rauch, Sup. John Gioia's assistant, has recommended that we get in touch with you about a serious concern about the very tall eucalyptus trees growing along the creek in the back of our house and of the houses on Kingston Road, and Sunset Drive on the other side. They are a major fire hazard.

I am attaching the letter that we sent Sup. Gioia.

We have taken the CERT training program.

Dave Gibson of the El Cerrito Fire Department, who runs that training, and others have said that the trees are a major fire hazard, especially during an earthquake when gas lines break and electric wires fall. We have been told that in this event we should get out of the area immediately. There will be no time to put out even one fire and all the houses along here will be up in flames within minutes.

The scenario is grim, not unlike the Oakland Hills fire. As the trees are on private property, each homeowner is making his or her own decision whether or not to spend around \$20,000 on removing the trees on each individual property. We would like to know what financial assistance and incentives can be given to us homeowners to remove these trees that will cause a good part of Kensington to go up in flames. It isn't enough for only one property owner to remove trees; they all would have to be removed to have any effect.

How can you help and encourage private property owners to remove trees that potentially will harm the Kensington community at large? A grant? A tax credit for the money that we would have to spend?

Please let us know what you think can be done to give an incentive to us to remove all these huge flammable trees.

Filomena and John Giese
Tel: 510-524-5802

April 29, 2016

Request for measures to remove flammable brush and trees from Area 6

**Rep. John Gioia, Supervisor
Contra Costa County
11780 San Pablo Ave. Suite D, El Cerrito, CA 94530**

Dear Supervisor Gioia,

We are in the earthquake and emergency preparation program CERT, Area 6 for Kensington. We attend regular meetings for Area 6 and have participated in training and discussions with the Kensington-El Cerrito Fire Department.

At our recent April 4 meeting, we had a discussion of many issues like the setting up of our Command Post for Area 6 on Colusa Avenue. Dave Gibson of the El Cerrito Fire Department expressed his concern at the low level of neighbor participation and how difficult it is going to be to deal with medical emergencies, trauma, and fire. He pointed out that Area 6 is a highly flammable area.

We have a creek along the backs of our Area 6 properties on Kingston Road with very tall eucalyptus trees. On the other side of the creek is Sunset Drive. These trees were small when we bought our house in 1968. But now they are towering trees that could go up in flames or fall over in an earthquake and high wind. Our CERT trainers advised us to get out immediately and head toward Colusa Avenue. There would be no time to save anything or put out any fires, as happened in the Oakland hills fire.

We did not plant these eucalyptus trees and we cannot afford to remove them. Not only is removal too expensive (\$21,000 for us alone) on our retirement income. But just 2 or 3 neighbors removing the eucalyptus trees will not prevent the many others going up in flames. If one house caught on fire here, all the houses would go up in flames.

The only solution is an area wide fire abatement program and removal of flammable trees and shrubs in Kensington as part of the community earthquake and emergency response program in Contra Costa County. This would be a cheaper and better use of homeowners, county, insurance, State and Federal funds than having to pay for fire damage and restoration after we have an Oakland Hills type of fire disaster during an earthquake. Please let us know if Contra Costa County could have a fire abatement program of the kind that UC Berkeley has been implementing on their land in the Oakland-Berkeley hills, which includes removal of eucalyptus trees.

John and Filomena Giese
67 Kingston Road, Kensington CA 94707
email: jgiese67@yahoo.com, filomenagiese@yahoo.com

Date: 05/31/2016 [12:48:04 AM CDT]
From: Filomena Giese <filomenagiese@yahoo.com>
To: fire@kensingtonfire.org, Kate Rauch <Kate.Rauch@bos.cccounty.us>
Cc: John Giese <jgiese67@yahoo.com>
Subject: Re: Major Fire hazard - Eucalyptus trees along Kingston Rd/Sunset Drive creek

Dear Ms. Navellier and Kate (Rauch):

We did not get a reply from Diablo Fire Safe Council. They give very small grants, about \$5000 each. This is not enough to help even one homeowner here to remove trees of this sort. We have written to the California Fire Safe Council which is the parent organization.

Please see the Attached letter for your consideration.

We are reaching out to the Kensington community. We are in an extremely dangerous fire zone with so many trees and proximity to Tilden Park. We have to do something to protect ourselves better than we have been doing.

Sincerely,

John and Filomena Giese

On Mon, 5/9/16, fire@kensingtonfire.org <fire@kensingtonfire.org> wrote:

Subject: Re: Major Fire hazard - Eucalyptus trees along Kingston Rd/Sunset Drive creek
To: "Filomena Giese" <filomenagiese@yahoo.com>
Cc: dfscmiller@comcast.net, "Kate Rauch" <Kate.Rauch@bos.cccounty.us>, "John Giese" <jgiese67@yahoo.com>
Date: Monday, May 9, 2016, 1:44 PM

Good afternoon Mr. and
Mrs. Giese,

Thank you for
your email regarding your concerns about eucalyptus
trees on private property in the
Kingston/Sunset Drive area including
your
own property.

We strongly
encourage you to contact Cheryl Miller of the Diablo Fire

Safe Council to find out more information
about grants that are
available to
individual homeowners and groups of homeowners. We know

that members of the Kensington community
have received multiple grants
over a
period of time.

The
Kensington Fire Protection District is not capable of
crediting
County-driven taxes.

The District has a very robust
public education program that includes
our annual vegetation management inspections
and notices. More

May 30, 2016
California Fire Safe Council
Kensington Fire Protection District
The City of El Cerrito Fire Department
Contra Costa CERT Committee & Kensington CERT
District 1 Supervisor John Gioia, Contra Costa

We wish to bring to your attention the very serious fire and safety hazard of a large grove of highly flammable eucalyptus trees along the creek between Kingston Road and Sunset Drive in Kensington.

During our CERT training sessions, Dave Gibson, an experienced El Cerrito firefighter and CERT trainer and others have pointed out that the residents in this neighborhood would have hardly even a few minutes to get out of our homes if any of these trees caught on fire. There would be an immediate chain reaction of the fire jumping along this line of huge, towering eucalyptus trees, and on to our homes.

There is not only the risk of fires caused by ordinary circumstances. We have the additional risk of the consequences of falling power lines and exploding gas pipes during an earthquake. This area is right near the fault line along Arlington Avenue. We are overdue for a big earthquake. We have been told that fire trucks and fire fighters might not be able to come here during an earthquake due to building and road damage. There are hardly any volunteers in this area to meet even the most basic needs of search and rescue. It is not unreasonable to say that we will have no one available to fight any fires caused by a major earthquake.

Many of our residents are elderly and disabled. There could be many injuries and deaths.

How much does it cost to remove the eucalyptus trees on each property? The estimate we got for removing eleven large eucalyptus trees on our lot was \$21,000. For some property owners, the estimate was around \$11,000. This is a very large sum of money for each homeowner to pay. Further, it does not do any good for us alone to remove these trees. It will not save our home or the entire block of homes if a neighbor's trees were to catch on fire. Their fire could still jump to our home and set it ablaze. All these trees must be removed for effective fire prevention. At an average cost of \$12,000 per homeowner, it would cost around \$360,000 to remove all these eucalyptus trees from 30 homes.

What would be the monetary loss of such an eucalyptus tree fire per homeowner and as a total cost for Kensington? Roughly, these houses and the belongings in them would be worth at least \$2 - \$3 million each. There are approximately 30 houses immediately bordering both sides of the creek. At an average loss of \$3 million per house and contents, the total loss would be around \$90 million.

We cannot emphasize enough that the monetary losses could be much higher than \$90 million. There are many other homes on the other side of Kingston Road and Sunset Avenue that might also be set on fire once a fire like this starts and a strong wind carries the fire elsewhere. The possibility of many more homes than the 30 homes along the creek catching fire is very real.

We are requesting your agencies and nonprofits to help our Kensington community raise \$360,000 or apply for Fire Prevention and Safety Grants to remove these eucalyptus trees and avoid a loss of upwards of \$90 million as well as injuries and loss of life. Should Kensington organize our own "Fire Safe Council" ?

Yours truly,



John and Filomena Giese
67 Kingston Road, Kensington CA 94707.
Email: filomenagiese@yahoo.com; jgiese67@yahoo.com

Date: 05/31/2016 [01:16:03 AM CDT]
From: Filomena Giese <filomenagiese@yahoo.com>
To: info@cafiresafecouncil.org, fire@kensingtonfire.org, Kate Rauch <Kate.Rauch@bos.cccounty.us>
Cc: John Giese <jgiese67@yahoo.com>, FilomenaGiese <FilomenaGiese@yahoo.com>
Subject: Eucalyptus Tree Fire hazard in Kensington, CA

To California Fire Safe Council:

We are attaching our letter to the California Fire Safe Council and the Kensington and El Cerrito Fire Districts about the very dangerous fire hazard in our neighborhood in Kensington, Contra Costa County in California.

We sent an earlier draft to the Diablo Fire Safe Council on the recommendation of Supervisor John Gioia's office.

We are in his District.

We did not receive a reply.

We are going to reach out to the Kensington community to see how we can come together to reduce the potentially dangerous fire situation that we face with our towering eucalyptus trees and our general proximity to Tilden.

We would appreciate your help in making a risk assessment of this area.

We would like your kind advice about forming a Kensington Fire Safe Council.

With thanks,

John and Filomena Giese
Tel: 510-524-5802