

10. Status of Performance Bond Claim against Financial Pacific Insurance Company

11. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Ramsey)
- b. Property Management (Dommer)
- c. Education (Kosel)
- d. Emergency Preparedness Committee (Ramsey/Blaschczyk)
- e. Utility Undergrounding (Kosel/Blaschczyk)
- f. Contra Costa County/California Special Districts Assoc. (Ramsey/Blaschczyk): Report on October 22, 2010 meeting
- g. Diablo Fire Safe Council/Interface (Staff): November 21 interface neighborhood event, 2:00 p.m. at Grizzly Peak/Kenyon

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, December 8, 2010, at 7:30 p.m. at the **Kensington Public Safety Building**, 217 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 12/8/10 is Wednesday, 11/24/10 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 12/1/10 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 OCTOBER 13, 2010 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Don Dommer, Janice Kosel, and Nina Harmon Ramsey
 Staff: Chief Lance Maples, Administrator Brenda Navellier, CPA Deborah Russell
 Absent: Directors Helmut Blaschczyk and Leslie Michael

CALL TO ORDER:

President Ramsey called the meeting to order at 7:30 p.m. and noted the Directors that were present and that Directors Blaschczyk and Michael were excused.

APPROVAL OF CONSENT ITEMS:

President Ramsey called for approval of the consent calendar (items 3, 4, 5, 6, 7 & 8) consisting of adoption of the August 11, 2010 minutes, adoption of the September 8, 2010 minutes, approval of the August 2010 incident activity report, approval of the September 2010 incident activity report, approval of the monthly A/P voucher #4, and the August/September 2010 monthly financial report. Director Kosel made a motion to accept the consent calendar items as submitted. Director Ramsey pulled items 3 and 4. Director Kosel made a motion to accept the consent calendar items 5, 6, 7, and 8. Director Dommer seconded the motion.

VOTE: Ayes – Dommer, Kosel, Ramsey
 Noes – None

ORAL COMMUNICATIONS:

None.

AUGUST 11, 2010 MINUTES AND SEPTEMBER 8, 2010 MINUTES:

Resident Joan Gallegos noted that members of the public that are in attendance are not listed on the minutes. The Board members responded that historically it has not been the format that the District has used. Director Kosel said that the District could consider changing its format but many people who attend never sign in. The minutes list those in official capacity. Director Kosel made a motion to adopt items 3 and 4, minutes from August and September 2010. Director Dommer seconded the motion.

VOTE: Ayes – Dommer, Kosel, Ramsey
 Noes – None

FIRE CHIEF'S REPORT:

Chief Maples reported that there was a cardiac screening event at El Cerrito High School that was put on by a partnership between the El Cerrito-Kensington Fire Department, the City of El Cerrito, Siemens Corporation and The Heartfelt Project. Two hundred people were screened for a \$25 donation. The main goal was to get high school athletes screened but the event was open to everyone in the public. The Fire Department taught a CPR class at the school that same morning that 20 people attended. The goal is to have the event every year prior to the beginning of school. Director Kosel suggested that the District could make a donation to the event next year, if the participation threshold is lowered.

Maples reported that Contra Costa County's labor group and fire management group put on a Fire Ops 101 class for elected officials and the press. Fire Ops is an intense one-day program reflecting the life of a firefighter. The participants used rescue tools, ran a medical call, and fought fire. President Ramsey attended on behalf of the District. Ramsey noted that the department personnel that assisted her did an extraordinary job. She has a new appreciation for firefighters. It takes a very advanced level of skills to be a firefighter. It was an extraordinary amount of work for 15 participants since each participant has a "handler" and a back-up, plus people running each event. The labor group planned the event for nearly a year.

Station 72's new Type I engine should be going into service by the end of the month. This new addition will improve the overall condition of the fleet. All three stations have top-of-the-line equipment.

PRESIDENT'S REPORT:

Ramsey reported that Saturday, October 16th is the annual Kensington Improvement Club meeting. She has been asked to report on the Fire District. Kensington Community Council's annual parade will take place on Sunday the 17th. Pat McLaughlin and Dee Andronico will be the grand marshals' of the parade.

NEW BUSINESS:

Adoption of KFPD Actuarial Valuation Dated July 1, 2010: Director Kosel reported that the District had its actuarial valuation updated from the previous July 1, 2008 report. The liability identified as of July 2010 is nearly \$1.7 million for the relatively small, closed group of 11 retiree families. Because of the small group involved, one exception in the group can skew the actuary's numbers. The District has funded approximately \$1.37 of the liability at this time. The District has not paid out of the Trust Fund so far but continued with paying the monthly bills. Out of the \$1.37 million, the District has made about \$250,000 plus on interest. The Trust is subject to the market. Discussion followed on the general underfunding of public employee pensions. It is better for the District to be slightly underfunded than overfunded since the funds stay in the Trust through the lifetime of the retirees. The actuary calculation is over 20 years but only five are shown in the report. Kosel made a motion to approve the actuarial report as submitted and that the District not make any contributions to the PERS Trust during this fiscal year. Navellier reported that KFPD is required to have another actuary report commissioned during the next fiscal year to comply with PERS' schedule for all agencies. After that, a report is required every two years. Actuary reports cost around \$3,000. Director Dommer seconded the motion. *CPA Russell left the meeting.*

VOTE: Ayes – Dommer, Kosel, Ramsey
Noes – None

KFPD Policy Handbook Review and Updates: Director Ramsey said all Directors were asked to look at the Policy Handbook and submit any proposed changes to Navellier. Proposed changes that were received were included in the packet. Ramsey said most of the changes are language changes; however, she did want to note Policy 1140 where it has been proposed that the Finance Committee could be made up of any two Board members as a change to the current Policy which states the Board President and one other Board member.

Ramsey proposed a new combined Vision/Mission statement. The Board discussed the wording of the proposed replacement and gave Navellier direction on a new draft to bring back the next month. Navellier discussed a proposed change under Objectives regarding the water system improvements. Again, a new draft will be brought back to the Board. Director Michael's mark-ups will also be included in next month's packet. The Board agreed to finish the Policy Handbook before moving onto the Operations and Employee Manuals.

BOARD REPORTS:

Finance Committee: No meeting until December/January for the mid-year budget review.

Property Management: Dommer reported that the District received a fax this past Monday from the project contractor, Kel-Tec, notifying us that they will be filing for bankruptcy and will not be able to proceed on the our project. The good news is the project was not underway, thereby leaving the building a mess. Navellier has contacted legal counsel. Since the District has already been through the bid process, selected a contractor, and that has now fallen through, it is not necessary to publicly bid the project again. The contractor was required to have a performance bond for the project. If it is in effect, the District should make a claim per legal counsel. Dommer, legal counsel and the project manager all agree that the District should negotiate with a chosen contractor to complete the job. The District would not choose the second bidder on the project since we have already rejected their bid in effect by choosing Kel-Tec and there was a math error in their bid total. Their bid total was 100% more than Kel-Tec's bid. Dommer said the Kel-Tec was evaluated by the project managers about a year ago through a lengthy State prequalification process. He does not feel that Kel-Tec claiming bankruptcy at this point is the project manager's fault. The Board would prefer to pick a contractor as opposed to having the bond company pick one. The project manager will be working on substitute contractors. More discussion followed and direction was given to Navellier to have legal counsel prepare a report and recommendation. Once the legal report is ready, the Board can schedule a Special Meeting. The Board recognized that the project has taken far longer than anyone expected.

Education: Navellier reported that the District had a wonderful turnout for the shredder event and that the shredder truck was ¾ full. There was much more participation compared to last year due to better publicity through the Fire Plug. Many people also came to pick up their 24-hour emergency packets.

Emergency Preparedness Committee: Ramsey said the committee has not met since their July meeting when none of the KPPCSD members showed up. She is waiting for some indication from the KPPCSD Board members.

Diablo Fire Safe Council: DFSC is actively working with EBRPD to expand their right-of-entry permit into EBRPD's property. Maples said he walked the area couple of weeks ago with DFSC representatives and Ken Blonski, EBRPD's Fire Chief. Maples explained that most of the work being done is to remove ladder fuels, mowing behind Purdue, etc. Director Kosel suggested that the District recognize the citizens that work along the interface and that have worked so hard on the right-of-entry permit. If they do not wish to be recognized in person, in absentia would be appropriate along with a copy of the Board's minutes and a thank you letter. Maples will contact the citizen's representative. Resident Nikki Kaiser pointed out that the same leader of that citizen's group also held an educational workshop recently on "snip it, clip it" techniques.

EBRPD has addressed the eucalyptus growth along Canon as much as Maples believes they will until the Fuels Management Plan is fully adopted. It has been adopted by EBRPD's Board but there is now a lawsuit against it. Until that is finalized, EBRPD will not be doing any more new work.

Nikki Kaiser brought up the flammable trees within Kensington Park that she believes are one of the larger stands within the area. Kaiser believes KPPCSD is interested in doing something about it but does not have the funding. Kaiser asked if there was a way for KFPD to fund the removal of the trees in the park. Kosel said it was an awkward precedent from KFPD to usurp the power of the KPPCSD Board when they have not asked for any assistance for their property. DFSC does have \$5,000 grants available to residents. The Board would have to be approached formally by the KPPCSD Board. Maples said there are lots of grant opportunities from the Federal level down. KPPCSD owns the property and the Fire District's job is to treat them like every other property owner and guide them on their vegetation management.

Correspondence: The District received thank you letters from St. Jerome's Church and the Potzkin family.

Maples reported that B/C Pigoni's father-in-law passed away and Pigoni will be off for the next week.

ADJOURNMENT: The meeting was adjourned at 8:36 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on November 10, 2010.

Attest:

Leslie Michael, Board Secretary



**El Cerrito Fire Department
Memorandum
November 3, 2010**

TO: Kensington Fire Protection Board Members
 FROM: John Dougery, Battalion Chief
 SUBJECT: Incident Activity Reports for the Month of October 2010

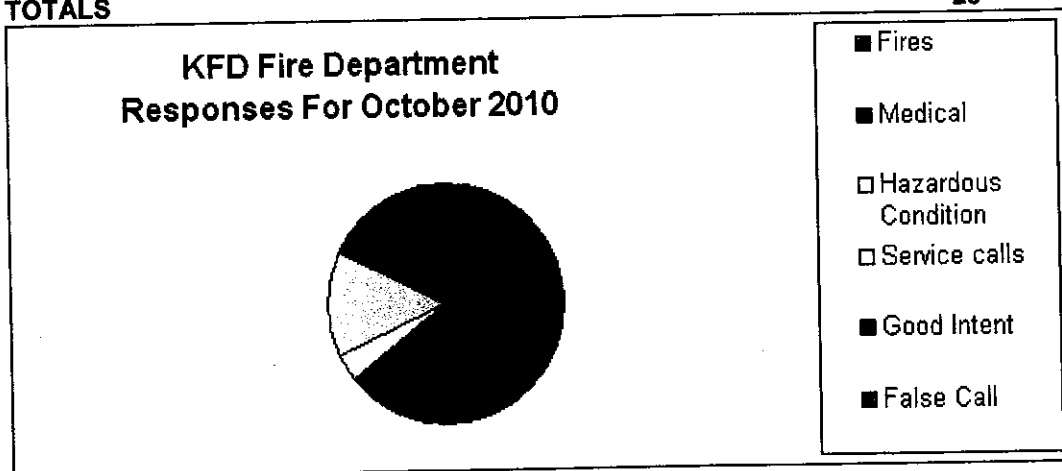
28 incidents occurred during the month October in the community of Kensington. Please see the attached "Incident Log" for dates, times, and nature of all responses for the month of October (Kensington's responses will be underlined to assist in identifying them).

One incident occurred during the month of October in the Community of Kensington resulting in fire loss.

October 17, 2010 crews responded to a report of a structure fire at #9 Windsor Ave. estimated fire loss \$3000.00. Cause of ignition intentional, under investigation.

The chart 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 each type.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentage</u>
Fires	<i>(Structure, Trash, Vehicle, Vegetation Fire)</i>	1	3.57
Medical	<i>(EMS, Vehicle Accidents, Extrication, Rescue)</i>	17	60.71
Hazardous Condition	<i>(Chemical Spills, Leaks, Down power Lines)</i>	1	3.57
Service calls	<i>(Distress, Water/ Smoke/Odor Problems)</i>	4	14.29
Good Intent	<i>(Cancelled En Route, Wrong Location)</i>	3	10.71
False Call	<i>(Wrong Company/Unit Dispatched)</i>	2	7.14
TOTALS		28	100.00



Incident Log

Date Range From: 10/1/2010 To 10/31/2010

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002083 - 000	0/01/2010 01:24:1	5000 VALLEY VIEW Dr	111 - Building fire	Yes	Yes
1002084 - 000	0/01/2010 04:24:5	2920 REGATTA Blvd	111 - Building fire	Yes	Yes
1002085 - 000	0/01/2010 06:05:2	3200 REGATTA Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1002086 - 000	0/01/2010 06:55:4	67 KINGSTON Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002087 - 000	0/01/2010 08:53:0	6700 CUTTING Blvd	381 - Rescue or EMS standby	Yes	Yes
1002088 - 000	0/01/2010 12:37:5	6400 CUTTING Blvd	357 - Extrication of victim(s) from machinery	Yes	Yes
1002089 - 000	0/01/2010 15:37:2	8500 MADERA Dr	522 - Water or steam leak	Yes	Yes
1002090 - 000	0/01/2010 16:02:5	5535 SOLANO Ave	352 - Extrication of victim(s) from vehicle	Yes	Yes
1002091 - 000	0/01/2010 21:49:3	708 ALBEMARLE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002092 - 000	0/01/2010 22:52:3	242 CARMEL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002093 - 000	0/01/2010 23:48:0	6311 JORDAN Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002094 - 000	0/02/2010 08:36:2	S 49TH St	651 - Smoke scare, odor of smoke	Yes	Yes
1002095 - 000	0/02/2010 10:18:3	8002 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002096 - 000	0/02/2010 11:08:3	6814 DEL MONTE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002097 - 000	0/02/2010 14:18:1	In front of 700 COVENTRY Dr	500 - Service Call, other	Yes	Yes
1002098 - 000	0/02/2010 22:20:5	2646 TASSAJARA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002099 - 000	0/03/2010 02:55:4	6004 BAYVIEW Ave	100 - Fire, other	Yes	Yes
1002100 - 000	0/03/2010 12:02:1	5037 CREELY Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002101 - 000	0/03/2010 12:19:0	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002102 - 000	0/03/2010 12:57:1	5303 FALLON Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002103 - 000	0/03/2010 13:35:5	E 80	611 - Dispatched & cancelled en route	Yes	Yes
1002104 - 000	0/03/2010 13:54:3	11720 SAN PABLO Ave	554 - Assist invalid	Yes	Yes
1002105 - 000	0/03/2010 14:04:2	Adjacent to 917 POMONA Ave	400 - Hazardous condition, other	Yes	Yes
1002106 - 000	0/03/2010 20:52:2	79 ARDMORE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002107 - 000	0/04/2010 07:25:0	11780 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002108 - 000	0/04/2010 08:46:3	1235 RIVERA St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002109 - 000	0/04/2010 12:59:4	2645 MONTA VISTA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002110 - 000	0/04/2010 15:20:4	911 GALVIN Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002111 - 000	0/04/2010 18:44:4	1131 S 57TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002112 - 000	0/04/2010 19:38:5	943 CONTRA COSTA Dr	324 - Motor vehicle accident with no injuries	Yes	Yes
1002113 - 000	0/05/2010 03:08:3	1715 LIBERTY St	554 - Assist invalid	Yes	Yes
1002114 - 000	0/05/2010 09:47:5	12453 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002115 - 000	0/05/2010 11:46:5	86 ARLINGTON Ave	324 - Motor vehicle accident with no injuries	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002116 - 000	0/05/2010 11:46:0	86 ARLINGTON Ave	322 - Vehicle accident with injuries	Yes	Yes
1002117 - 000	0/05/2010 13:42:5	11720 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1002118 - 000	0/05/2010 15:15:2	ALHAMBRA / HIGHWAY	611 - Dispatched & cancelled en route	Yes	Yes
1002119 - 000	0/05/2010 19:53:3	PARKER/JOHN ST	571 - Cover assignment, standby, moveup	Yes	Yes
1002120 - 000	0/05/2010 20:37:3	2270 CARQUINEZ Ave	550 - Public service assistance, other	Yes	Yes
1002121 - 000	0/05/2010 21:07:5	On MOESER Lane at LIBERTY Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002122 - 000	0/06/2010 10:55:2	720 CARLSON Blvd	700 - False alarm or false call, other	Yes	Yes
1002123 - 000	0/06/2010 13:10:2	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002124 - 000	0/06/2010 14:49:4	5927 WENK Ave	324 - Motor vehicle accident with no injuries	Yes	Yes
1002125 - 000	0/06/2010 17:24:4	On GLADYS Ave at LIBERTY St	611 - Dispatched & cancelled en route	Yes	Yes
1002126 - 000	0/06/2010 20:37:3	2163 NORTSHORE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002127 - 000	0/06/2010 20:38:5	1233 S 56TH St	311 - Medical assist, assist EMS crew	Yes	Yes
1002128 - 000	0/07/2010 02:45:3	1637 1637 CYPRESS AVE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002129 - 000	0/07/2010 03:00:1	743 ALBEMARLE St	412 - Gas leak (natural gas or LPG)	Yes	Yes
1002130 - 000	0/07/2010 10:36:0	50 ARLMONT Dr	381 - Rescue or EMS standby	Yes	Yes
1002131 - 000	0/07/2010 14:13:1	6510 GLADYS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002132 - 000	0/07/2010 14:39:3	4949 CYPRESS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002133 - 000	0/07/2010 15:45:2	524 EVERETT St	611 - Dispatched & cancelled en route	Yes	Yes
1002134 - 000	0/07/2010 16:27:0	4827 APPIAN Way	611 - Dispatched & cancelled en route	Yes	Yes
1002135 - 000	0/07/2010 16:34:0	1235 RIVERA St	700 - False alarm or false call, other	Yes	Yes
1002136 - 000	0/07/2010 17:52:1	1212 RIVERA St	611 - Dispatched & cancelled en route	Yes	Yes
1002137 - 000	0/07/2010 21:18:4	4801 CENTRAL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002138 - 000	0/07/2010 21:58:5	386 S 36TH St	520 - Water problem, other	Yes	Yes
1002139 - 000	0/08/2010 01:16:5	2607 MIRA VISTA Dr	554 - Assist invalid	Yes	Yes
1002140 - 000	0/08/2010 10:45:4	5646 CARLOS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002141 - 000	0/08/2010 12:02:3	4925 SEAPORT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002142 - 000	0/08/2010 12:33:2	CENTRAL AVE/180 W	140 - Natural vegetation fire, other	Yes	Yes
1002143 - 000	0/08/2010 13:29:2	KEY Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002144 - 000	0/08/2010 16:27:4	5653 CARLOS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002145 - 000	0/08/2010 19:56:1	6320 FAIRMOUNT AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002146 - 000	0/09/2010 01:02:2	2519 TULARE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002147 - 000	0/09/2010 10:28:2	8898 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002148 - 000	0/09/2010 18:33:3	In front of 7447 SEAVIEW PI	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002149 - 000	0/09/2010 19:40:3	In front of 1625 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002150 - 000	0/09/2010 19:59:1	230 HARBOUR Way S	611 - Dispatched & cancelled en route	Yes	Yes
1002151 - 000	0/09/2010 22:14:3	4800 BAYVIEW Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002152 - 000	0/10/2010 03:33:5	2012 LINCOLN Ave	113 - Cooking fire, confined to container	Yes	Yes
1002153 - 000	0/10/2010 08:01:2	284 COLUMBIA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002155 - 000	0/10/2010 13:35:2	On COLUSA Ave at CARMEL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002156 - 000	0/10/2010 14:27:2	703 EVERETT St	311 - Medical assist, assist EMS crew	Yes	Yes
1002157 - 000	0/10/2010 16:47:0	6356 KENSINGTON Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002158 - 000	0/10/2010 18:42:5	2107 PINEHURST Ct	311 - Medical assist, assist EMS crew	Yes	Yes
1002159 - 000	0/10/2010 18:55:1	1924 CHANSLOR Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002160 - 000	0/10/2010 19:04:0	835 CORNELL	611 - Dispatched & cancelled en route	Yes	Yes
1002161 - 000	0/10/2010 20:12:3	7787 EARL Ct	553 - Public service	Yes	Yes
1002162 - 000	0/11/2010 00:32:0	934 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002163 - 000	0/11/2010 02:06:0	10869 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002164 - 000	0/11/2010 04:06:3	425 BISSELL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002165 - 000	0/11/2010 09:48:3	540 ASHBURY Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002166 - 000	0/11/2010 11:34:1	38 20TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002167 - 000	0/11/2010 13:42:1	10690 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002168 - 000	0/11/2010 14:35:1	5114 SCHOOL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002169 - 000	0/11/2010 15:18:1	423 MC LAUGHLIN St	311 - Medical assist, assist EMS crew	Yes	Yes
1002170 - 000	0/11/2010 15:46:4	1461 NAVELLIER St	331 - Lock-in (if lock out, use 511)	Yes	Yes
1002171 - 000	0/11/2010 16:45:3	In rear of 5020 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002172 - 000	0/11/2010 21:37:3	115 SAINT ALBANS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002173 - 000	0/11/2010 23:18:5	212 AMHERST Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002174 - 000	0/12/2010 00:03:5	212 AMHERST Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002175 - 000	0/12/2010 01:15:5	205 RAMONA Ave	554 - Assist invalid	Yes	Yes
1002176 - 000	0/12/2010 08:31:3	W 80	322 - Vehicle accident with injuries	Yes	Yes
1002177 - 000	0/12/2010 10:36:5	SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002178 - 000	0/12/2010 12:12:0	147 ARLINGTON Ave	735 - Alarm system sounded due to malfunction	Yes	Yes
1002179 - 000	0/12/2010 12:12:2	6400 MANILA Ave	511 - Lock-out	Yes	Yes
1002180 - 000	0/12/2010 15:56:0	20 FRANCISCAN Way	522 - Water or steam leak	Yes	Yes
1002181 - 000	0/12/2010 17:25:0	BART Path	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002182 - 000	0/12/2010 18:00:5	5555 GIANT Hwy	611 - Dispatched & cancelled en route	Yes	Yes
1002183 - 000	0/12/2010 19:23:4	1415 RHEEM Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002184 - 000	0/12/2010 21:08:0	4510 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1002185 - 000	0/13/2010 04:30:4	8 JESSEN Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002186 - 000	0/13/2010 12:41:1	1627 EVERETT St	311 - Medical assist, assist EMS crew	Yes	Yes
1002187 - 000	0/13/2010 14:29:2	MANILA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002188 - 000	0/13/2010 20:17:0	10203 SAN PABLO Ave	511 - Lock-out	Yes	Yes
1002189 - 000	0/14/2010 08:49:4	140 HIGHLAND Blvd	600 - Good intent call, other	Yes	Yes
1002190 - 000	0/14/2010 12:41:0	6506 EUREKA Ave	444 - Power line down	Yes	Yes
1002191 - 000	0/14/2010 17:09:1	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002192 - 000	0/14/2010 20:18:4	On FAIRMOUNT Ave at SAN PABLO	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002193 - 000	0/14/2010 22:33:4	6920 FAIRVIEW DR	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002194 - 000	0/15/2010 01:34:1	1640 23RD St	113 - Cooking fire, confined to container	Yes	Yes
1002195 - 000	0/15/2010 10:39:4	WB80/POTRERO AVE	322 - Vehicle accident with injuries	Yes	Yes
1002196 - 000	0/15/2010 17:18:1	6148 PLYMOUTH AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002197 - 000	0/15/2010 18:59:3	760 RICHMOND St	651 - Smoke scare, odor of smoke	Yes	Yes
1002198 - 000	0/16/2010 02:41:4	7227 LINCOLN AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002199 - 000	0/16/2010 12:53:1	On FAIRMOUNT Ave at COLUSA	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002200 - 000	0/16/2010 15:31:1	124 WINDSOR AVE	522 - Water or steam leak	Yes	Yes
1002201 - 000	0/16/2010 15:34:4	7575 STOCKTON AVE	740 - Unintentional transmission of alarm, other	Yes	Yes
1002202 - 000	0/16/2010 16:50:3	7386 TERRACE DR	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002203 - 000	0/16/2010 19:12:3	209 RAMONA AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002204 - 000	0/16/2010 20:42:1	6040 WENK AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002205 - 000	0/17/2010 04:59:1	6510 GLADYS AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002206 - 000	0/17/2010 09:26:3	803 CRAFT AVE	700 - False alarm or false call, other	Yes	Yes
1002207 - 000	0/17/2010 12:04:4	87 EDGECROFT DR	700 - False alarm or false call, other	Yes	Yes
1002208 - 000	0/17/2010 12:06:2	7606 CURRY AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002209 - 000	0/17/2010 17:40:1	4519 FALL AVE	651 - Smoke scare, odor of smoke	Yes	Yes
1002210 - 000	0/17/2010 19:34:4	Adjacent to 9 WINDSOR AVE	111 - Building fire	Yes	Yes
1002211 - 000	0/18/2010 00:39:0	919 KING DR	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002212 - 000	0/18/2010 07:15:2	6510 GLADYS AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002213 - 000	0/18/2010 07:55:1	6699 FAIRMOUNT AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002214 - 000	0/18/2010 08:07:3	3200 REGATTA Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1002215 - 000	0/18/2010 09:47:3	109 SAN CARLOS AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002216 - 000	0/18/2010 11:33:3	DEL CAMINO/RIVERS ST	611 - Dispatched & cancelled en route	Yes	Yes
1002217 - 000	0/18/2010 12:55:4	2209 SPYGLASS Ln	511 - Lock-out	Yes	Yes
1002218 - 000	0/18/2010 16:25:0	248 S 22ND St	611 - Dispatched & cancelled en route	Yes	Yes
1002219 - 000	0/18/2010 17:39:5	3501 MEEKER AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002220 - 000	0/18/2010 20:24:2	E 180/SOLANO AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002221 - 000	0/19/2010 09:57:3	7007 MOESER Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002222 - 000	0/19/2010 10:44:3	215 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002223 - 000	0/19/2010 10:49:4	10621 SAN PABLO AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002224 - 000	0/19/2010 11:29:0	2501 RYDIN DR	611 - Dispatched & cancelled en route	Yes	Yes
1002225 - 000	0/19/2010 13:15:5	795 COLUSA AVE	550 - Public service assistance, other	Yes	Yes
1002226 - 000	0/19/2010 18:03:0	293 LEXINGTON DR	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002227 - 000	0/19/2010 19:02:4	217 ARLINGTON AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002228 - 000	0/19/2010 19:57:4	6919 WILSON Way	522 - Water or steam leak	Yes	Yes
1002229 - 000	0/19/2010 20:20:4	6415 SCHMIDT Ln	311 - Medical assist, assist EMS crew	Yes	Yes
1002230 - 000	0/20/2010 00:13:0	2501 RYDIN DR	611 - Dispatched & cancelled en route	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002231 - 000	0/20/2010 05:48:5	10300 SAN PABLO Ave	551 - Assist police or other governmental agency	Yes	Yes
1002232 - 000	0/20/2010 09:38:1	7837 BURNS Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002233 - 000	0/20/2010 11:49:3	149 S 9TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002234 - 000	0/20/2010 18:41:1	231 4TH St	111 - Building fire	Yes	Yes
1002235 - 000	0/20/2010 19:57:5	EASTSHORE Blvd	322 - Vehicle accident with injuries	Yes	Yes
1002236 - 000	0/20/2010 20:17:3	FAIRMOUNT Ave	154 - Dumpster or other outside trash receptacle fire	Yes	Yes
1002237 - 000	0/21/2010 05:30:2	6415 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002238 - 000	0/21/2010 08:18:3	6814 DEL MONTE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002239 - 000	0/21/2010 10:55:5	In front of 6400 MANILA Ave	511 - Lock-out	Yes	Yes
1002240 - 000	0/21/2010 11:04:2	90 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002241 - 000	0/21/2010 12:47:2	3100 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1002242 - 000	0/21/2010 12:51:2	2121 NEVIN Ave	111 - Building fire	Yes	Yes
1002243 - 000	0/21/2010 15:28:4	WB I 80/ CUTTING BLVD	611 - Dispatched & cancelled en route	Yes	Yes
1002244 - 000	0/21/2010 17:37:2	847 GALVIN Dr	554 - Assist invalid	Yes	Yes
1002245 - 000	0/21/2010 19:31:1	660 CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002246 - 000	0/21/2010 19:36:1	1520 LAUREL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002247 - 000	0/21/2010 19:56:1	6615 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002248 - 000	0/21/2010 21:47:3	500 NORVELL St	522 - Water or steam leak	Yes	Yes
1002249 - 000	0/22/2010 06:24:3	700 Coventry Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002250 - 000	0/22/2010 07:18:3	5000 EL CERRITO Plz	611 - Dispatched & cancelled en route	Yes	Yes
1002251 - 000	0/23/2010 03:05:0	110 PURDUE Ave	500 - Service Call, other	Yes	Yes
1002252 - 000	0/23/2010 10:51:3	7249 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002253 - 000	0/23/2010 11:21:4	1318 RICHMOND St	554 - Assist invalid	Yes	Yes
1002254 - 000	0/23/2010 16:49:2	On HARTNETT Ave at CARLSON	611 - Dispatched & cancelled en route	Yes	Yes
1002255 - 000	0/23/2010 18:08:0	700 COVENRY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002256 - 000	0/23/2010 22:39:2	4963 HARTNETT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002257 - 000	0/23/2010 22:56:1	73 STRATFORD RD	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002258 - 000	0/23/2010 23:30:5	6615 SCHMIDT Ln	611 - Dispatched & cancelled en route	Yes	Yes
1002259 - 000	0/24/2010 02:12:4	2520 HINKLEY Ave	400 - Hazardous condition, other	Yes	Yes
1002260 - 000	0/24/2010 10:20:2	In front of 1312 Devonshire Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002261 - 000	0/24/2010 10:58:1	3621 BARRETT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002262 - 000	0/24/2010 11:58:3	2601 CENTER Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002263 - 000	0/24/2010 12:29:0	1618 LIBERTY St	554 - Assist invalid	Yes	Yes
1002264 - 000	0/24/2010 14:18:3	2317 MIRA VISTA Ave	500 - Service Call, other	Yes	Yes
1002266 - 000	0/24/2010 18:59:4	831 SEAVIEW Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002267 - 000	0/24/2010 19:45:5	2560 TASSAJARA Ave	444 - Power line down	Yes	Yes
1002268 - 000	0/24/2010 22:58:4	7617 POTRERO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002269 - 000	0/25/2010 09:30:1	1420 ATWELL Dr	511 - Lock-out	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002270 - 000	0/25/2010 13:22:4	20 HIGHGATE Ct	611 - Dispatched & cancelled en route	Yes	Yes
1002271 - 000	0/25/2010 17:45:4	On 23RD St at DUNN	611 - Dispatched & cancelled en route	Yes	Yes
1002272 - 000	0/25/2010 19:15:3	6203 IRMA Ave	554 - Assist invalid	Yes	Yes
1002273 - 000	0/25/2010 19:46:5	On MIRA VISTA Dr at BARRETT Dr	651 - Smoke scare, odor of smoke	Yes	Yes
1002274 - 000	0/25/2010 22:58:0	6521 HAZEL Ave	554 - Assist invalid	Yes	Yes
1002275 - 000	0/26/2010 04:29:5	63 ARLINGTON Ct	311 - Medical assist, assist EMS crew	Yes	Yes
1002276 - 000	0/26/2010 05:57:4	E 580	611 - Dispatched & cancelled en route	Yes	Yes
1002277 - 000	0/26/2010 08:26:2	In front of 51 HIGHLAND Blvd	322 - Vehicle accident with injuries	Yes	Yes
1002278 - 000	0/26/2010 15:05:3	1618 LIBERTY St	554 - Assist invalid	Yes	Yes
1002279 - 000	0/26/2010 17:22:5	11575 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002280 - 000	0/26/2010 20:01:3	1 580/HARBOUR WAY SO	611 - Dispatched & cancelled en route	Yes	Yes
1002281 - 000	0/26/2010 20:33:5	3810 CLINTON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002282 - 000	0/26/2010 23:31:5	3240 BELMONT AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002283 - 000	0/27/2010 06:13:4	W B 180/CARLSON BLVD	611 - Dispatched & cancelled en route	Yes	Yes
1002284 - 000	0/27/2010 08:43:0	2352 21ST St	571 - Cover assignment, standby, moveup	Yes	Yes
1002285 - 000	0/27/2010 17:02:0	225 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002286 - 000	0/27/2010 18:43:3	SAN PABLO Ave	151 - Outside rubbish, trash or waste fire	Yes	Yes
1002287 - 000	0/27/2010 19:07:1	CENTRAL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002288 - 000	0/28/2010 09:46:2	2612 MONTA VISTA Ave	511 - Lock-out	Yes	Yes
1002289 - 000	0/28/2010 10:17:5	3811 BISSELL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002290 - 000	0/28/2010 10:56:3	2633 FRANCISCO Way	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002291 - 000	0/28/2010 15:03:2	1701 REGATTA Blvd	900A - Test Alarm - No Call	Yes	Yes
1002292 - 000	0/28/2010 16:47:0	251 LOS ALTOS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002293 - 000	0/28/2010 17:24:4	544 COLUSA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002294 - 000	0/28/2010 19:04:2	3160 S HAMPTON Ct	611 - Dispatched & cancelled en route	Yes	Yes
1002295 - 000	0/28/2010 19:50:1	7217 LINCOLN Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002296 - 000	0/28/2010 20:27:2	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002297 - 000	0/29/2010 00:13:4	2539 TAMALPAIS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002298 - 000	0/29/2010 03:34:4	821 EVERETT St	553 - Public service	Yes	Yes
1002299 - 000	0/29/2010 09:08:3	1637 SAN BENITO St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002300 - 000	0/29/2010 11:12:3	7230 FAIRMOUNT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002301 - 000	0/29/2010 13:51:1	11555 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002302 - 000	0/29/2010 18:32:4	8 SUNSET Ter	331 - Lock-in (if lock out, use 511)	Yes	Yes
1002303 - 000	0/29/2010 18:53:4	119 SAINT ALBANS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002304 - 000	0/30/2010 06:46:2	11740 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002305 - 000	0/30/2010 09:40:3	373 S 36TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002306 - 000	0/30/2010 10:23:5	6021 EL DORADO St	611 - Dispatched & cancelled en route	Yes	Yes
1002307 - 000	0/30/2010 10:40:2	5610 JORDAN Ave	700 - False alarm or false call, other	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002308 - 000	0/30/2010 14:00:5	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002309 - 000	0/30/2010 14:38:4	6510 GLADYS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002310 - 000	0/30/2010 16:19:1	RICHMOND Pky	611 - Dispatched & cancelled en route	Yes	Yes
1002311 - 000	0/30/2010 19:00:0	1626 NAVELLIER St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002312 - 000	0/30/2010 20:03:5	205 41ST St	611 - Dispatched & cancelled en route	Yes	Yes
1002313 - 000	0/30/2010 23:46:2	1227 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002314 - 000	0/31/2010 08:18:0	1100 JAMES Pl	733 - Smoke detector activation due to malfunction	Yes	Yes
1002315 - 000	0/31/2010 21:25:2	442 44TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002316 - 000	0/31/2010 22:06:2	On MOESER Ln at POMONA	322 - Vehicle accident with injuries	Yes	Yes

Totals

Number of Incidents	232
Completed	232
Not Completed	
Reviewed	232
Not Reviewed	

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 #:	2170	
		Invoices		DATE:	11/4/2010	
				LOCATION #:	13	
				FILENAME:	KENSINGTON	
00982	Delta Dental	10/24/10	4912 0003 Nov dental	7840	1061	60.07
01169	CalPERS	10/15/10	H2010067009000 Dec med	7840	1061	9,204.13
01172	L.N. Curtis & Sons	10/19/10	1200709-00 rescue gear	7840	2490	3,602.84
01172	L.N. Curtis & Sons	10/26/10	1201126-00 rescue gear	7840	2490	426.08
01406	KFPD	11/04/10	Reimburse revolving fund	7840	2490	13,559.62
01634	Vision Service Plan	10/20/10	001027770001 Nov vision	7840	1061	307.45
02120	City of El Cerrito	11/01/10	Nov fire protection	7840	2328	173,951.95
02590	Mack5	10/31/10	2045 Oct pre const	7840	2490	3,964.50
07091	Lamorena & Chang	10/09/10	1925 2010 audit	7840	2490	9,000.00
11268	The Key Shack, Inc.	10/21/10	2275 front door key pad	7840	2490	980.81
11342	Deborah Russell	10/26/10	6683 Sep acctg	7840	2490	1,007.50
12420	Meyers Nave	09/30/10	2010090919 legal	7840	2490	326.70
12735	Nicolay Consulting Group	10/11/10	372201010 actuary	7840	2490	3,200.00
TOTAL						219,591.65

Kensington FPD Approval
 Date: 11/15/10


November 4, 2010

Attachment to Transmittal 1110

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
10/15/2010	Payroll processing	45.70
10/1/2010	Stericycle - medical waste	327.96
9/26/2010	Canepa Landscape	120.00
10/5/2010	Kel-Aire mech. Repair	356.86
9/8/2010	Terminix pest control	106.00
10/9/2010	Nextel phone	74.23
9/29/2010	EBMUD - water/wastewater	245.04
10/15/2010	Payroll processing	45.70
10/15/2010	Payroll for period 10/1 - 10/15/10	2,265.91
10/15/2010	Withholding payroll taxes 10/1- 10/15/10	915.04
10/5/2010	AT&T - phone	233.06
10/7/2010	PG&E - electric	1,374.22
10/6/2010	PG&E - gas	59.65
10/20/2010	Calafco - workshop	75.00
10/22/2010	Comcast internet	69.90
10/20/2010	Mighetto Electric - ballast repair	90.00
10/13/2010	Mech Bank - pub ed, web site hosting, office exp.	2,227.11
11/1/2010	Stericycle - medical waste	330.25
10/28/2010	UBS - janitorial	99.66
10/22/2010	Kel-Aire mech. Maint	313.11
11/2/2010	ICMA - Oct deferred comp	1,144.90
11/2/2010	Payroll processing	45.70
11/2/2010	Payroll for period 10/16 - 10/31/10	856.43
11/2/2010	Withholding payroll taxes 10/16- 10/31/10	2,138.19
	Total	13,559.62

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

Kensington Fire Protection District
Balance Sheet
As of October 13, 2010

Oct 13, 10

ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	16,410.88
General Fund	214,979.80
Capital Fund	5,123.77
Special Tax Fund	5,752.03
Total Checking/Savings	242,466.48
Accounts Receivable	
Due from County for Reimb.	13,827.13
Advance on Taxes	2,826,874.97
Advance on Supplemental Taxes	27,848.80
Total Accounts Receivable	2,868,550.90
Other Current Assets	
Prepaid Services - EC	1,599,096.23
Prepaid Exp.	1,129.00
Prepaid CERBT - Retiree Trust	1,112,750.97
Investments	
Capital Replacement Funds	796,020.00
Fire Protect. Contract Reserves	2,132,128.37
Investments - Other	-617,280.34
Total Investments	2,310,868.03
Total Other Current Assets	5,023,844.23
Total Current Assets	8,134,861.61
Fixed Assets	
Equipment	880,396.31
Accumulated Depreciation-Equip	-424,407.00
Land	5,800.00
Building and Improvements	1,384,720.70
Accumulated Depreciation - Bldg	-549,821.00
Current Capital Outlay	
P/S Building Repair/Replace	3,664.00
Computers/Computerized Equip.	5,755.80
Total Current Capital Outlay	9,419.80
Total Fixed Assets	1,306,108.81
Other Assets	
Prop 1A Loan - State of CA	218,628.00
Suspense	-13,827.13
Total Other Assets	204,800.87
TOTAL ASSETS	9,645,771.29
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	25,036.57
Total Accounts Payable	25,036.57
Other Current Liabilities	
El Cerrito Service Contract Pay	1,599,096.23
Wages & PR Taxes Payable	1,701.36
Total Other Current Liabilities	1,600,797.59
Total Current Liabilities	1,625,834.16
Total Liabilities	1,625,834.16

Kensington Fire Protection District

Balance Sheet

As of October 13, 2010

	<u>Oct 13, 10</u>
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	573,670.61
Net Income	2,233,647.26
Total Equity	<u>8,019,937.13</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,645,771.29</u></u>

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1 through October 13, 2010

	Jul 1 - Oct 13, 10	Jul 1 - Oct 13, 09	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,633,602.83	2,718,201.39	-84,598.56	-3.1%
Special Taxes	200,220.90	0.00	200,220.90	100.0%
Lease Agreement	14,420.00	0.00	14,420.00	100.0%
Salary Reimbursement Agreement	11,176.28	0.00	11,176.28	100.0%
Total Income	2,859,420.01	2,718,201.39	141,218.62	5.2%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,426.23	19.18	1.3%
Contra Costa County Expenses	1,202.37	0.00	1,202.37	100.0%
El Cerrito Contract Fee	533,032.13	706,743.81	-173,711.68	-24.6%
Risk Management Insurance	12,378.00	10,737.00	1,641.00	15.3%
Professional Fees				
Accounting	503.75	0.00	503.75	100.0%
Audit	0.00	8,500.00	-8,500.00	-100.0%
Legal Fees	148.50	8,402.21	-8,253.71	-98.2%
Total Professional Fees	652.25	16,902.21	-16,249.96	-96.1%
Wildland Vegetation Mgmt	1,995.00	1,312.50	682.50	52.0%
Total OUTSIDE PROFESSIONAL SERVI...	550,705.16	737,121.75	-186,416.59	-25.3%
RETIREE MEDICAL BENEFITS				
PERS Medical	22,912.50	26,681.24	-3,768.74	-14.1%
Delta Dental	5,056.63	4,105.44	951.19	23.2%
Vision Care	711.64	1,197.46	-485.82	-40.6%
Total RETIREE MEDICAL BENEFITS	28,680.77	31,984.14	-3,303.37	-10.3%
COMMUNITY SERVICE ACTIVITIES				
Public Education	2,558.30	3,657.43	-1,099.13	-30.1%
Comm. Pharmaceutical Drop-Off	0.00	1,917.46	-1,917.46	-100.0%
Open Houses	0.00	553.15	-553.15	-100.0%
Total COMMUNITY SERVICE ACTIVITIES	2,558.30	6,128.04	-3,569.74	-58.3%
DISTRICT ACTIVITIES				
Firefighter's Apparel	548.75	0.00	548.75	100.0%
Firefighters' Expenses	421.26	2,763.32	-2,342.06	-84.8%
Staff Appreciation	0.00	3,723.14	-3,723.14	-100.0%
Professional Development	48.00	2,674.70	-2,626.70	-98.2%
Building Maintenance				
Janitorial Service	298.98	298.34	0.64	0.2%
Medical Waste Disposal	718.97	1,220.79	-501.82	-41.1%
Building alarm	0.00	90.00	-90.00	-100.0%
Gardening service	120.00	240.00	-120.00	-50.0%
Miscellaneous Maint.	13,533.79	22,087.28	-8,553.49	-38.7%
Total Building Maintenance	14,671.74	23,936.41	-9,264.67	-38.7%
Building Utilities/Service				
Garbage	266.80	265.20	1.60	0.6%
Gas and Electric	2,209.96	2,848.14	-638.18	-22.4%
Water/Sewer	506.76	507.27	-0.51	-0.1%
Total Building Utilities/Service	2,983.52	3,620.61	-637.09	-17.6%
Election	369.80	0.00	369.80	100.0%
Memberships	600.00	600.00	0.00	0.0%
Office				
Office Expense	306.70	378.85	-72.15	-19.0%
Office Supplies	87.76	920.15	-832.39	-90.5%
Telephone	873.59	571.98	301.61	52.7%
Total Office	1,268.05	1,870.98	-602.93	-32.2%
Total DISTRICT ACTIVITIES	20,911.12	39,189.16	-18,278.04	-46.6%
Staff				
Wages	17,694.12	12,009.60	5,684.52	47.3%
Overtime Wages	765.58	0.00	765.58	100.0%
Medical/dental Ins compensation	1,470.00	1,200.00	270.00	22.5%
Retirement Contribution	884.70	600.48	284.22	47.3%
Payroll Taxes	1,412.16	918.72	493.44	53.7%
Workers Compensation/Life Ins	416.64	233.76	182.88	78.2%
Payroll Processing	274.20	265.71	8.49	3.2%
Total Staff	22,917.40	15,228.27	7,689.13	50.5%
Total Expense	625,772.75	829,651.36	-203,878.61	-24.6%
Net Ordinary Income	2,233,647.26	1,888,550.03	345,097.23	18.3%
Other Income/Expense				
Other Income				
Transfers In - General	1,106.65	2,474.00	-1,367.35	-55.3%
Total Other Income	1,106.65	2,474.00	-1,367.35	-55.3%

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

July 1 through October 13, 2010

	Jul 1 - Oct 13, 10	Jul 1 - Oct 13, 09	\$ Change	% Change
Other Expense				
Transfers Out - Capital	0.00	2,474.00	-2,474.00	-100.0%
Transfers Out - General	1,106.65	0.00	1,106.65	100.0%
<Gain>/Loss on Asset Disposal	0.00	1,430.00	-1,430.00	-100.0%
Total Other Expense	1,106.65	3,904.00	-2,797.35	-71.7%
Net Other Income	0.00	-1,430.00	1,430.00	100.0%
Net Income	2,233,647.26	1,887,120.03	346,527.23	18.4%

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

July 1 through November 5, 2010

	Jul 1 - Nov 5, 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
MCI Income - DON'T USE	0.00	0.00	0.00	0.0%
Property Taxes	2,633,802.83	2,725,300.00	-91,697.17	98.5%
Special Taxes	200,220.90	200,221.00	-0.10	100.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	14,420.00	14,420.00	0.00	100.0%
Interest Income	0.00	2,500.00	-2,500.00	0.0%
Salary Reimbursement Agreement	11,176.28	15,522.54	-4,346.26	72.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
Total Income	2,859,420.01	2,957,963.54	-98,543.53	96.7%
Expense				
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,445.00	0.41	100.0%
Contra Costa County Expenses	1,202.37	2,121.67	-919.30	56.7%
EI Cerrito Contract Fee	533,032.13	740,322.21	-207,290.08	72.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	12,378.00	12,380.00	-2.00	100.0%
Professional Fees				
Actuarial Study	0.00	0.00	0.00	0.0%
Accounting	503.75	1,900.00	-1,396.25	26.5%
Actuarial Valuation	0.00	2,500.00	-2,500.00	0.0%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Emergency Planning	0.00	0.00	0.00	0.0%
Audit	0.00	8,500.00	-8,500.00	0.0%
Audit	148.50	7,700.83	-7,552.33	1.9%
Legal Fees	0.00	0.00	0.00	0.0%
Professional Fees - Other	0.00	0.00	0.00	0.0%
Total Professional Fees	652.25	20,800.83	-19,948.58	3.2%
Wildland Vegetation Mgmt	1,995.00	2,000.00	-5.00	99.8%
OUTSIDE PROFESSIONAL SERVICES - ...	0.00	0.00	0.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	550,705.18	780,669.71	-238,164.55	70.0%
RETIREE MEDICAL BENEFITS				
PERS Medical	22,912.50	23,676.25	-763.75	96.8%
Delta Dental	6,245.70	2,628.50	3,617.20	237.6%
Vision Care	711.64	741.29	-29.85	96.0%
CCCERA Settlement Agreement	0.00	0.00	0.00	0.0%
RETIREE MEDICAL BENEFITS - Other	0.00	0.00	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	29,869.84	27,046.04	2,823.80	110.4%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,107.53	3,166.67	940.86	129.7%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	55.50	-55.50	0.0%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	0.00	0.00	0.00	0.0%
Community Shredder	0.00	1,500.00	-1,500.00	0.0%
COMMUNITY SERVICE ACTIVITIES - OL...	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	4,107.53	4,722.17	-614.64	87.0%
DISTRICT ACTIVITIES				
Firefighter's Apparel	548.75	1,500.00	-951.25	36.6%
Firefighters' Expenses	421.26	1,736.12	-1,314.86	24.3%
Engine Rescue Equipment	630.81	5,151.87	-4,520.86	12.2%
Staff Appreciation	0.00	0.00	0.00	0.0%
Firefighters' Memorial Contrib	0.00	0.00	0.00	0.0%
Wildland Safety Gear	0.00	0.00	0.00	0.0%
Professional Development	123.00	850.00	-727.00	14.5%
Building Maintenance				
Janitorial Service	398.64	416.87	-18.03	95.7%
Medical Waste Disposal	1,377.18	1,562.50	-185.32	88.1%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	240.00	480.00	-240.00	50.0%
Mechanical service	0.00	0.00	0.00	0.0%
Miscellaneous Maint.	0.00	0.00	0.00	0.0%
Scheduled Repairs	0.00	68,333.33	-68,333.33	0.0%
Miscellaneous Maint. - Other	14,399.76	0.00	14,399.76	21.1%
Total Miscellaneous Maint.	14,399.76	68,333.33	-53,933.57	21.1%
Building Maintenance - Other	0.00	0.00	0.00	0.0%
Total Building Maintenance	16,415.58	70,782.50	-54,378.92	23.2%
Building Utilities/Service				
Garbage	266.80	280.00	-13.20	95.3%
Gas and Electric	2,926.90	2,711.79	215.11	107.9%
Sewer Charge	0.00	0.00	0.00	0.0%
Water/Sewer	629.28	588.00	61.28	110.8%
Building Utilities/Service - Other	0.00	0.00	0.00	0.0%
Total Building Utilities/Service	3,822.98	3,559.79	263.19	107.4%
Election	389.80	1,000.00	-610.20	37.0%
Emergency Preparedness Council	0.00	0.00	0.00	0.0%
FireWise Workshop	0.00	0.00	0.00	0.0%
Hills Emergency Forum	0.00	0.00	0.00	0.0%
Memberships				
CCCSA	0.00	0.00	0.00	0.0%
CSDA	0.00	0.00	0.00	0.0%
Diablo Fire Safe	0.00	0.00	0.00	0.0%
Memberships - Other	600.00	600.00	0.00	100.0%
Total Memberships	600.00	600.00	0.00	100.0%
Office				
Office Expense	375.27	1,215.29	-840.02	30.9%
Office Supplies	87.76	868.04	-780.28	10.1%
Telephone	1,250.78	1,475.71	-224.93	84.8%
Office - Other	0.00	0.00	0.00	0.0%
Total Office	1,713.81	3,559.04	-1,845.23	48.2%
DISTRICT ACTIVITIES - Other	0.00	0.00	0.00	0.0%
Total DISTRICT ACTIVITIES	24,845.99	88,740.12	-64,103.13	27.8%

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

July 1 through November 5, 2010

	Jul 1 - Nov 5, 10	Budget	\$ Over Budget	% of Budget
Staff				
Wages	23,592.16	24,575.17	-983.01	96.0%
Overtime Wages	918.70	1,701.37	-782.67	54.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	1,960.00	2,041.67	-81.67	96.0%
Retirement Contribution	1,179.60	1,229.17	-49.57	96.5%
Payroll Taxes	1,875.07	2,041.67	-166.60	91.8%
Workers Compensation/Life Ins	418.64	380.00	38.64	109.6%
Payroll Processing	411.30	404.50	6.80	101.7%
Staff - Other	0.00	0.00	0.00	0.0%
Total Staff	30,353.47	32,373.55	-2,020.08	93.8%
Contingency				
IFSTA Manuals	0.00	0.00	0.00	0.0%
Printer/Fax	0.00	0.00	0.00	0.0%
Business Suite	0.00	0.00	0.00	0.0%
Graphic Design	0.00	3,888.88	-3,888.88	0.0%
General	0.00	0.00	0.00	0.0%
Annexation	0.00	0.00	0.00	0.0%
Accounting	0.00	0.00	0.00	0.0%
Firefighter T-Shirts	0.00	0.00	0.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	3,888.88	-3,888.88	0.0%
Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	639,681.99	943,649.47	-303,967.48	67.8%
Net Ordinary Income	2,219,738.02	2,014,314.07	205,423.95	110.2%
Other Income/Expense				
Other Income	0.00	0.00	0.00	0.0%
Transfers In - Capital	0.00	0.00	0.00	0.0%
Transfers In - Special	1,106.65	0.00	1,106.65	100.0%
Transfers In - General	0.00	0.00	0.00	0.0%
Transfers In	1,106.65	0.00	1,106.65	100.0%
Total Other Income	1,106.65	0.00	1,106.65	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	0.00	0.00	0.00	0.0%
Transfers Out - Special	1,106.65	0.00	1,106.65	100.0%
Transfers Out - General	0.00	0.00	0.00	0.0%
Transfers Out	1,106.65	0.00	1,106.65	100.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	1,106.65	0.00	1,106.65	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,219,738.02	2,014,314.07	205,423.95	110.2%

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

November 2010

TO: President and Board Members
Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Kensington Community Center, Building E Structure Fires

Recently two structure fires were reported at the Kensington Community Center in Building E.

The first fire was found on Saturday, October 16th at approximately 8:30 a.m. The gardener was performing weekly maintenance, noticed the back of the building had been burned and then notified the police department. Kensington PD completed an initial investigation and collected evidence from the scene and then notified KFPD's Engine 65. Fire Captain Grunseth immediately notified Inspector Pace who responded to the incident for the fire investigation. The damage to the building was minimal and consisted of blistered paint and soot stains on the building.

The second fire was reported at approximately 7:30 p.m. on Sunday, October 17th by a neighbor who saw flames at Building E. Engine 65 was dispatched with Engines 72, 71, 64, Truck 64, and Battalion Chiefs 64 and 71. Engine 65 arrived on scene and found a small fire burning on the east side of the building and cancelled the balance of the units. The fire was located in the same place as the fire on October 16th. This fire caused much more damage to the building than the previous fire. Fire Marshall Bond conducted a thorough fire cause and origin investigation, and collected evidence that was turned over to KPD for custody.

Both fires were determined to be arson and intentionally set by an unknown subject. The first fire burned itself out without being noticed by anyone or causing the building to catch on fire. The total damage of this fire is estimated at \$200 to \$300.

The second fire was more deliberate; however, thanks to a vigilant neighbor and the fast response and actions of KFPD's Engine 65, the damage caused by the fire was minimized. The total loss caused by the fire is estimated to be approximately \$5,000 to \$6,000.

Both fires are under investigation by the Fire Department

OLD BUSINESS



POLICY HANDBOOK



EMPLOYEE HANDBOOK



OPERATIONS MANUAL

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

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KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

Mission Statement

To provide a high level of service to the Kensington community in the areas of fire suppression and prevention, emergency medical response and paramedic services, relevant education of community members, and vegetation management in a cost effective and efficient manner,

Most of the mission of the Kensington Fire Protection District is to be achieved through its contract with the City of El Cerrito and the various agreements between the El Cerrito Fire Department and other agencies, and the Purpose Statement of the El Cerrito Fire Department.

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To be the lead agency in Kensington for the prevention and suppression of fire and for emergency medical response.

Deleted: To promote the health and safety of the residents of Kensington and of their property by means of the following:

¶

■ **Fire Prevention**

¶

Through education, code enforcement and vegetation management, reduce fire hazards to the community.

¶

■ **Fire Suppression**

¶

Provide properly trained personnel, apparatus, materials, a fire station and water supplies adequate for containing, controlling and extinguishing any fires that can reasonably be expected to occur in Kensington.

¶

■ **Emergency Medical Response**

¶

Arrange for prompt and competent emergency medical response to every part of Kensington.

¶

■ **Emergency Preparedness**

¶

Through the Kensington Emergency Preparedness Council and the Neighborhood Emergency Assistance Teams, participate in preparing Kensington and its residents for any potential major disaster.

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CITY OF EL CERRITO

FIRE DEPARTMENT PURPOSE STATEMENT

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;
- Helping members of the community reduce the frequency and severity of fires, accidents and natural disasters by providing public education programs;
- Reducing threats to public safety by enforcing laws, codes and ordinances covering fire and life safety and by abating identified fire hazards on City, private and other agencies' property; and
- Maintaining personnel, apparatus, equipment and facilities in a constantly ready condition.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

Objectives

Establish a wildland/urban interface fire prevention effort through an emphasis on public education while establishing vegetation management standards and legal enforcement procedures of implementation in subsequent years.

Establish a Fire Hazard Reduction Program to work with the East Bay Regional Park District along the Kensington interface.

Enhance personnel skill levels in wildland firefighting and incident command by continued participation in area-wide wildland fire response training exercises.

Maintain Fire Station No. 65's functional adequacy and seismic structural integrity.

Manage and implement capital projects to provide adequate fire flow throughout Kensington.

Provide a comprehensive maintenance and certification test program to ensure readiness of complex fire apparatus and equipment.

Provide hazardous materials response training to meet annual mandated requirements and to ensure efficient operations with the Richmond Fire Department Hazardous Materials Response Team.

Implementation of an earthquake and disaster preparedness program by supporting the Certified Emergency Response Team (CERT) program.

Continue to update disaster planning by utilizing support from the City of El Cerrito and their planning process.

Continue implementation of computer-based system for records and reports. Improve access to and utilization of fire service weather information network.

Fully implement the fire protection contract with the City of El Cerrito and respond to other cost-saving and service-enhancing opportunities for functional integration of fire services with surrounding jurisdictions.

Maintain a program to identify and obtain grant funding to support and enhance the District's fire protection services.

Manage District funds prudently.

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KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

1000.10 It is the intent of the Board of Directors of the Kensington Fire Protection District to maintain a Handbook of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Handbook of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.20 If any policy or portion of a policy contained within the Handbook of Policies is in conflict with rules, regulations or legislation having authority over Kensington Fire Protection District, said rules, regulations or legislation shall prevail.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1010

1010.10 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director, or by the Administrator. The proposed adoption or amendment to the policy is initiated by submitting a written draft of the proposed change to each Director and the Administrator through the District office, and requesting that the item be included for consideration on the agenda of the appropriate regular meeting of the Board of Directors.

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1010.20 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors and shall require a 4/5 affirmative vote of the entire Board of Directors.

1010.30 Before considering to adopt or amend any policy, Directors shall have the opportunity to review the proposed adoption or amendment at the regular Board of Directors meeting prior to the meeting at which consideration for adoption or amendment is to be given. Copies of the proposed policy adoption or amendment shall be included in the agenda information packet for any meeting of consideration. The agenda information packets with said copies shall be made available to each Director for review at least three (3) days prior to any meeting of consideration.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Code of Conduct
POLICY NUMBER: 1020

1020.10 The Board of Directors of the Kensington Fire Protection District is committed to providing excellence in legislative leadership that results in the provision of the highest quality of services to its constituents. In order to assist in the government of the behavior between and among members of the Board of Directors, the following rules shall be observed.

1020.11 The dignity, style, values and opinions of each Director shall be respected.

1020.12 Responsiveness and attentive listening to communication is encouraged.

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1020.13 The needs of the District's constituents should be the priority of the Board of Directors.

1020.14 The primary responsibility of the Board of Directors is the formulation and evaluation of policy. Routine matters concerning the operational aspects of the District are to be delegated to professional staff members of the District.

1020.15 Directors should commit themselves to emphasizing the positive, avoiding double talk, hidden agendas, gossip, backbiting, and other negative forms of interaction.

1020.16 Directors should commit themselves to focusing on issues and not personalities. The presentation of the opinions of others should be encouraged. Cliques and voting blocks based on personalities rather than issues should be avoided.

1020.17 Differing viewpoints are healthy in the decision-making process. Individuals have the right to disagree with ideas and opinions, but without being disagreeable. Once the Board of Directors takes action, Directors should commit to supporting said action and not creating barriers to the implementation of said action.

1020.20 The work of the District is a team effort. All individuals should work together in the collaborative process, assisting each other in conducting the affairs of the District.

1020.21 When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels.

1020.22 Directors should develop a working relationship with the Administrator and the Fire Chief wherein current issues, concerns and District projects can be discussed comfortably and openly.

1020.23 Directors should function as a part of the whole. Issues should be brought to the attention of the Board as a whole, rather than to individual members selectively.

1020.24 Directors are responsible for monitoring the District's progress in attaining its goals and objectives, while pursuing its mission.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Basis of Authority
POLICY NUMBER: 1030

1030.10 The Board of Directors is the unit of authority within the District. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act or expenditure.

1030.20 Directors do not represent any fractional segment of the community, but are, rather, a part of the body which represents and acts for the community as a whole.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Conflict of Interest
POLICY NUMBER: 1040

1040.10 The Political Reform Act, Government Code §81000, *et seq.*, requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation, 2 Cal. Code of Regs. §18730, which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act. Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference and, along with the attached Appendix A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Kensington Fire Protection District.

1040.20 Designated employees shall file statements of economic interests with the Clerk of the County of Contra Costa.

APPENDIX A

PART I - DESIGNATED EMPLOYEES

<u>Position</u>	<u>Disclosure Category</u>	<u>Applicable FPPC Form</u>
Board Members	1	700
Administrator	1	700

PART II - DISCLOSURE CATEGORIES

1. Investments and business positions in any business entity and sources of income listed in Appendix B are disclosable if:
 - a. The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted with the District; or,
 - b. The business entity or business position in which the investment is held or which is the source of income is of the type which, within the last two years, has contracted to furnish supplies or services as subcontractors in any contract with the District.
2. With respect to designated positions, investments or business positions in any business entity or sources of income which are (1) private (service(s) similar to those provided by district) companies or (2) entities or persons engaged in real estate development or owners of real estate, and interests in real property are disclosable if held, regardless of any contractual relationship with the District at any time.

PART III - APPLICABLE FPPC FORM

In accordance with Government Code §87200, certain District officers are required to disclose - upon assuming and leaving office, and annually while in office - their investments, income, and interests in real property by way of FPPC Form 700. Those positions in Part I, above, designated to file Form 700 are those "directing the investment of public monies, formulating or approving investment policies, approving or establishing guidelines for asset allocations, or approving investment transactions." The most current form of the FPPC's Form 700, Statement of Economic Interests, can be found on their website at www.fppc.ca.gov.

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APPENDIX B

All interests in real property as well as investments and business positions in business entities and income from sources which provide facilities, services, supplies, or equipment of the type utilized by the District, including but not limited to:

- Pipe, valves, fittings, etc.
- Pumps, motors, etc.
- Meters and other water measurement equipment
- Construction and building materials
- Engineering services, including hydrology services
- Construction contractors
- Safety equipment and facilities
- Hardware tools and supplies
- Freight and hauling
- Motor vehicles, heavy equipment, special vehicles and parts and services thereto
- Petroleum products
- Photographic services, supplies and equipment
- Janitorial services
- Water quality testing
- Pesticides and herbicides
- Communications equipment and services
- Well drilling supplies and contractors
- Electrical equipment, including pumping equipment
- Computer hardware and software
- Architectural services
- Water treatment equipment, supplies and services
- Custom farming services such as weed abatement, etc.
- Telemetry equipment
- Appraisal services
- Printing, reproduction, record keeping, etc.
- Office equipment
- Accounting services
- Real estate agents/brokers and investment firms
- Title companies
- Public utilities
- Canal and pipeline maintenance services
- Insurance companies

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 7:30 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 Administrator 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 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 Administrator 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 Administrator 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.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Agenda
POLICY NUMBER: 1060

1060.10 The Administrator and the Board President shall prepare an agenda for each regular, special and closed meeting of the Board of Directors. Board members may place items on the agenda by written request to the Board President or the Administrator two weeks in advance of the meeting.

1060.20 This policy does not prevent the Board from taking testimony at regular and special meetings of the Board on matters which are not on the agenda which a member of the public may wish to bring before the Board. However, the Board shall not discuss or take action on such matters at that meeting.

1060.30 At least seventy-two (72) hours prior to the time of all regular meetings, an agenda, which includes but is not limited to all matters on which there may be discussion and/or action by the Board, shall be posted conspicuously for public review within the District office, the Kensington Library, the Kensington kiosk and Colusa Market. A public copy of the entire Board packet for regular meetings will be available for review at the District office, the El Cerrito Fire Station Headquarters, and the Kensington Library.

1060.31 A public copy of the entire Board packet will be posted on the Districts website for review prior to the Board meeting.

1060.32 The agenda for a special meeting shall be posted at least twenty-four (24) hours before the meeting in the same locations specified herein above.

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KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Officers
POLICY NUMBER: 1070

1070.10 The President of the Board of Directors shall serve as chairperson at all Board meetings. He/she shall have the same rights as the other members of the Board in voting, introducing motions, resolutions and ordinances, and any discussion of questions that follow said actions. In addition, the Board President shall:

- 1070.11** Act as chief administrative officer and legal head of the organization.
- 1070.12** Exercise supervision over the organization and all its activities and employees.
- 1070.13** Represent and speak for the organization to other organizations and to the public.
- 1070.14** Preside at business meetings.
- 1070.15** Appoint committees.
- 1070.16** Sign letters or documents necessary to carry out the will of the organization.
- 1070.17** Preside at meetings of the Board of Directors or governing board.

1070.20 The Vice President of the Board of Directors assumes the duties of the President in case of absence or incapacity of the President. If the President and Vice President of the Board are both absent, the remaining members present shall select one of themselves to act as chairperson of the meeting.

1070.30 The Secretary of the Board of Directors shall certify the correctness of the minutes and enter them in the official minute book; sign official documents to attest to their authenticity; and carry on the official correspondence of the organization as directed, except correspondence assigned to other officers.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Meeting Conduct
POLICY NUMBER: 1080

1080.10 Meetings of the Board of Directors shall be conducted by the Chairperson in a manner consistent with the policies of the District. The latest edition of Sturgis' Standard Code of Parliamentary Procedure will also be used as a general guideline for meeting protocol. District policies shall prevail whenever they are in conflict with Sturgis' Standard Code of Parliamentary Procedure.

1080.20 All Board meetings shall commence at the time stated on the agenda and shall be guided by same. However, an agenda is flexible and items may be changed or moved by the Chairperson, or by general consent, or by a majority vote of the Board.

1080.30 The conduct of meetings shall, to the fullest possible extent, enable Directors to:

1080.31 Consider problems to be solved, weigh evidence related thereto, and make wise decisions intended to solve the problems; and,

1080.32 Receive, consider and take any needed action with respect to reports of accomplishment of District operations.

1080.40 The normal time for adjournment shall be 10:00 p.m. The meeting may be extended by a majority vote of the Board.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Members of the Board of Directors
POLICY NUMBER: 1090

1090.10 Directors shall thoroughly prepare themselves to discuss agenda items at meetings of the Board of Directors.

1090.20 Directors shall at all times conduct themselves with courtesy to each other, to staff and to members of the audience present at Board meetings.

1090.30 Directors shall defer to the chairperson for conduct of meetings of the Board, but shall be free to question and discuss items on the agenda. All comments should be brief and confined to the matter being discussed by the Board.

1090.40 Directors may request for inclusion into minutes brief comments pertinent to an agenda item, only at the meeting that item is discussed (including, if desired, a position on abstention or dissenting vote).

1090.50 Directors shall abstain from participating in consideration on any item involving a personal or financial conflict of interest. Unless such a conflict of interest exists, however, Directors should not abstain from the Board's decision making responsibilities.

1090.60 Requests by individual Directors for substantive information and/or research from staff will be channeled through the President.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Board Actions and Decisions
POLICY NUMBER: 1100

1100.10 Actions by the Board of Directors include but are not limited to the following:

1100.11 Adoption or rejection of regulations or policies;

1100.12 Adoption or rejection of a resolution;

1100.13 Adoption or rejection of an ordinance;

1100.14 Approval or rejection of any contract or expenditure;

1100.15 Approval or rejection of any proposal which commits District funds or facilities, including employment and dismissal of personnel; and,

1100.16 Approval or disapproval of matters which require or may require the District or its employees to take action and/or provide services.

1100.20 Action can only be taken by the vote of the majority of the Board of Directors. Three (3) Directors represent a quorum for the conduct of business. Actions taken at a meeting where only a quorum is present, therefore, require all three (3) votes to be effective (unless a 4/5 vote is required by policy or other law).

1100.21 A member abstaining in a vote is considered as absent for that vote.

1100.211 Example. If 3 of 5 Directors are present at a meeting, a quorum exists and business can be conducted. However, if 1 Director abstains on a particular action and the other 2 cast "aye" votes, no action is taken because a "majority of the Board" did not vote in favor of the action.

1100.212 Example. If an action is proposed requiring a two-thirds vote and 2 Directors abstain, the proposed action cannot be approved because 4 of the 5 Directors would have to vote in favor of the action.

1100.213 Example. If a vacancy exists on the Board and a vote is taken to appoint an individual to fill said vacancy, 3 Directors must vote in favor of the appointment for it to be approved. If 2 of the 4 Directors present abstain, the appointment is not approved.

1100.30 The Board may give directions which are not formal action. Such directions do not require formal procedural process. Such directions include the Board's directives and instructions to the Administrator.

1100.31 The Chairperson shall determine by consensus a Board directive and shall state it for clarification. Should any two Directors challenge the statement of the Chairperson, a voice vote may be requested.

1100.32 A formal motion may be made to place a disputed directive on a future agenda for Board consideration, or to take some other action.

1100.33 Informal action by the Board is still Board action and shall only occur regarding matters which appear on the agenda for the Board meeting during which said informal action is taken.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Minutes of Board Meetings
POLICY NUMBER: 1110

1110.10 The Administrator of the Board of Directors shall keep minutes of all regular and special meetings of the Board.

1110.11 Copies of said minutes shall be made for distribution to Directors with the agenda for the next regular Board meeting.

1110.20 An audio tape recording of any regular or special meeting of the Board of Directors, not including closed sessions, will be made by the Administrator.

1110.30 Motions, resolutions or ordinances shall be recorded as having passed or failed, and individual votes will be recorded unless the action was unanimous.

1110.31 All resolutions and ordinances adopted by the Board shall be numbered consecutively starting new at the beginning of each fiscal year.

1110.40 The minutes of Board meetings shall be maintained as hereinafter outlined.

1110.41 Procedure:

1110.411 Date, place and type of each meeting;

1110.412 Directors present and absent by name;

1110.413 Call to order;

1110.414 Arrival of tardy Directors by name;

1110.415 Pre-adjournment departure of Directors by name, or if absence takes place

when any agenda items are acted upon;

1110.416 Adjournment of the meeting;

1110.417 Record of written notice of special meetings; and,

1110.418 Record of items to be considered at special meetings.

1110.42 Board Actions:

1110.421 Approval or amended approval of the minutes of preceding meetings;

1110.422 Complete information as to each subject of the Board's deliberation;

- 1110.423** Complete information as to each subject including the roll call record of the vote on a motion if not unanimous;
- 1110.424** Board resolutions and ordinances in complete context, numbered serially for each fiscal year;
- 1110.425** Complete information as to all actions taken by consensus of the Board.
- 1110.426** A record of all contracts entered into;
- 1110.427** All employments and resignations or terminations of employment within the District;
- 1110.428** A record of all bid procedures, including calls for bids authorized, bids received, and other action taken;
- 1110.429** A record by number of all transmittals approved for payment;
- 1110.430** Adoption of the annual budget;
- 1110.431** Financial reports, including collections received and deposited and sales of District property, shall be presented to the Board every month;
- 1110.432** A record of all important correspondence;
- 1110.433** A record of the Fire Chief's report to the Board;
- 1110.434** A record of the Administrator's report to the Board;
- 1110.435** A record of the Board's directives to the Administrator and the Fire Chief.
- 1110.436** Approval of all policies and Board-adopted regulations; and,
- 1110.437** A record of all visitors and delegations appearing before the Board.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Reimbursement
POLICY NUMBER: 1120

1120.10 Members of the Board of Directors shall be reimbursed for all legitimate expenses incurred in attending any meetings or in making any trips on official business of the Board when so authorized in accordance with Policy #1130. Reimbursement for the cost of the use of a Director's vehicle shall be on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of the vehicle usage.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Training, Education and Conferences
POLICY NUMBER: 1130

1130.10 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities is to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District.

1130.11 "Junkets" (a tour or journey for pleasure at public expense), however, will not be permitted.

1130.20 It is the policy of the District to encourage Board development and excellence of performance by reimbursing expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District.

1130.21 The Administrator is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the Administrator, together with validated receipts.

1130.22 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

1130.23 Expenses to the District for Board of Directors' training, education and conferences should be kept to a minimum for transportation and housing accommodations by:

1130.231 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

1130.232 Directors traveling together whenever feasible and economically beneficial.

1130.233 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

1130.30 A Director shall not attend a conference or training event for which there is an expense to

the District if it occurs after they have announced their pending resignation, or if it occurs after an election in which it has been determined that they will not retain their seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

1130.40 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Committees of the Board of Directors
POLICY NUMBER: 1140

1140.10 The Board President shall appoint such ad hoc committees as may be deemed necessary or advisable by himself/herself and/or the Board. The duties of the ad hoc committees shall be outlined at the time of appointment, and the committee shall be considered dissolved when its final report has been made.

1140.20 The following shall be standing committees of the Board:

1140.21 A Finance Committee composed of two members of the Board of Directors.

Deleted: the Board President and one other

1140.30 The Board President shall appoint and publicly announce the members of the standing committees for the ensuing year at the Board's regular meeting in January, subject to approval of the Board.

1140.40 All meetings of standing committees shall conform to all open meeting laws (e.g., "Brown Act") that pertain to regular meetings of the Board of Directors.

1140.50 The Board's standing Finance Committee shall be concerned with the financial management of the District, including the preparation of an annual budget and major expenditures.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Budget Preparation and Review
POLICY NUMBER: 1150

1150.10 An annual budget proposal shall be drafted by the Administrator.

1150.20 Prior to review by the Board of Directors, the Board's Finance Committee shall meet with the Administrator and review his/her annual budget proposal.

1150.30 The proposed annual budget as reviewed and amended by the Finance Committee shall be reviewed by the Board at its regular meeting in June.

1150.40 The proposed annual budget as amended by the Board during its review shall be adopted at its regular meeting in September.

1150.50 The Board of Directors shall review budget performance semi-annually.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

POLICY TITLE: Investment of District Funds
POLICY NUMBER: 1160

1160.10 PREMISE

The Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) §53600.6 and §53630.1); and,

Government Code Sections 5921 and 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,

The treasurer or fiscal officer of a local agency is required to annually prepare and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (CGC §53646(a)).

1160.20 INVESTMENT POLICY

For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the Kensington Fire Protection District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of the Kensington Fire Protection District funds.

1160.30 SCOPE

This investment policy applies to all financial assets of the Kensington Fire Protection District. These funds are accounted for in the Independent Annual Financial Report and include:

Demand Account:
General Fund
Special Tax Fund
Capital Reserve Fund

Investments:
Local Agency Investment Fund

1160.40 PRUDENCE

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC §53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations for expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

1160.50 OBJECTIVES

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- A. **Safety:** Safety of principal is the foremost objective of the investment program. Investments of the Kensington Fire Protection District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- B. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the Kensington Fire Protection District to meet all operating requirements which might be reasonably anticipated.
- C. **Return on Investments:** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

1160.60 MANAGEMENT OF INVESTMENTS

Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Management responsibility for the investment program is hereby assigned to the Administrator who shall act in consultation with the Finance Committee. District investments shall be maintained by the County Treasurer. Under the provisions of California Government Code §53600.3, the Administrator and the Finance Committee are trustees and fiduciaries subject to the prudent investor standard.

1160.70 ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

1160.80 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

No public deposit shall be made except in a qualified public depository as established by state laws.

1160.90 INVESTMENT POLICY REVIEW

This Investment Policy shall be reviewed on an annual basis, and modifications must be approved by the Board of Directors.



November 4, 2010

Laurie Hants
Bond Claims Examiner
Financial Pacific Insurance Company
3880 Atherton Road
Rocklin, CA 95765

Dear Ms. Hants,

The Kensington Fire Protection District hereby tenders completion of Kensington Fire Station, Exterior Improvements & Site Accessibility project in Kensington, California to Financial Pacific Insurance Company. The District makes this tender pursuant to a performance bond issued on the project by Financial Pacific Insurance Company, Bond Number C913520. The principal on the bond is Kel-Tec Builders, Inc., which has notified the District that it intends to file for bankruptcy and will not be proceeding with the project. Enclosed for your reference are the District's contract with Kel-Tec for construction of the project, as well as the subject performance bond, and plans and specifications for the project.

Per your request to our legal counsel, Meyers Nave, we are addressing this tender to you as the Bond Claims Examiner.

Please contact us as soon as possible regarding Financial Pacific Insurance Company's response to this tender.

Sincerely,

KENSINGTON FIRE PROTECTION DISTRICT

A handwritten signature in black ink, appearing to read "Brenda J. Navellier", is written over the typed name and title.

Brenda J. Navellier
Administrator

Enclosures

xc: Matthew Lavrinets, Meyers Nave