

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

Date of Meeting: August 14, 2019  
Time of Meeting: 7:00 p.m.  
Place of Meeting: **Building E in Kensington Park**  
59 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m.      **CALL TO ORDER**  
Directors:      Don Dommer, Janice Kosel, Laurence Nagel, Kevin Padian and Julie Stein

1.      **ADOPTION OF CONSENT ITEMS.** Items 3, 4 & 5  
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2.      **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC      3.      **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of June 12, 2019 (APPROVE)
- CC      4.      **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** July 2019 (ACCEPT)
- CC      5.      **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #2** (APPROVE)
6.      **FIRE CHIEF'S REPORT**
  - a.      Review of operations.
  - b.      Regional issues and developments.
7.      **PRESIDENT'S REPORT**
  - a.      ICS- 100, 200 and 700 Training
  - b.      Report on status of MOU for admin services
  - c.      Responsiveness to KPOA letter from 12/31/18

8. **BOARD REPORTS PART 1**

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

- a. Building Committee (Dommer, Nagel): Dialog about next steps on Public Safety Building with KPPCSD Building Committee
- b. Organizing Committee (Stein, Kosel): Draft agenda for October 12, 2019 Public Forum concerning the Public Safety Building

**NEW BUSINESS**

9. Proposal from RossDrulisCusenbery Architects for Extra Services Site Study in the amount of \$36,696 (ACTION)
10. Volunteer Resident Appointments to the Emergency Preparedness Committee for Calendar Year 2019 subject to Board approval (ACTION)

11. **BOARD REPORTS PART 2**

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

- a. Finance Committee (Stein, Dommer): Next meeting to be held 8/22/19 at the Public Safety Building, 3:00 p.m..
- b. Emergency Preparedness Committee (Padian, Nagel): Report on 8/6/19 meeting
- c. Contract Negotiation Committee: Status of Contract with City of El Cerrito
- d. Diablo Fire Safe Council Representative (Nagel, Staff)
- e. Kensington Pathkeepers Representative (Padian, Nagel)
- f. East Bay Regional Parks District Liaison (Nagel)
- g. California Special Districts Association Representatives:
  - i. County (Nagel): Report on 7/15/19 meeting
  - ii. State Professional Development and Membership Services Committees (Kosel)

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, September 11, 2019, at 7:00 p.m. at the Building E in Kensington Park, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 9/11/19 is Wednesday, 8/28/19 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 9/4/19 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 JUNE 12, 2019 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**      Directors:      Don Dommer, Janice Kosel, Larry Nagel, Kevin Padian and Julie Stein  
                         Staff:                    Chief Michael Pigoni and Manager Brenda Navellier

**CALL TO ORDER:**

President Stein called the meeting to order at 7:05 p.m and called roll. All Directors and staff were present. President Stein gave an explanation on the process for the meeting that will include a Special Meeting, that was posted before the 24-hour deadline, within the regular meeting. Both agendas show the meetings starting at 7:00 p.m. per counsel direction. After the Board considers Old Business and assuming it passes, the Board will adjourn to the Special meeting, then reconvene to the regular meeting after the Special meeting is completed.

**APPROVAL OF CONSENT ITEMS:**

President Stein called for the approval of the consent calendar (items 3, 4, 5, 6, 7, 8 & 9), consisting of approval of the minutes of May 8, 2019, approval of the May 2019 incident activity report, approval of the monthly transmittal #12, approval of the April/May 2019 financial reports, approval of Resolution 19-01 establishing the appropriations limit for FY19-20, approval of Resolution 19-02 authorizing the County to place the District's special tax on the tax roll and to collect the special tax for FY19-20, and approval of auditor recommendation and fee proposal for FY18-19. Director Nagel made a motion to approve Consent Calendar items 3, 4, 5, 6, 7, 8 & 9. Director Dommer seconded the motion. The motion passed unanimously.

AYES:                Dommer, Kosel, Nagel, Padian, Stein  
NOES:                None  
ABSTAIN:            None

**ORAL COMMUNICATIONS:**

Director Kosel thanked the Chief for inviting all the Board members to the annual El Cerrito recognition dinner. President Stein said it was a very full agenda with lots of action items. She asked everyone to moderate their comments to the extent possible.

Lisa Caronna introduced herself and said she was representing the Kensington Pathkeepers. She handed out a copy of their new brochure that includes a map. The Pathkeepers are working with the community to raise awareness. The paths have been in ownership limbo for many, many years. The Pathkeepers now have a website, the map, a poster, and representatives from both Districts plus many K groups. They have reached out to neighboring path groups. Questions they feel are most critical are -- what is the acquisition process and cost, what agency(ies) are best suited to take ownership, what is on-going cost for maintenance and liability and path improvements? The paths are a wonderful resource and the group is dedicated to this cause.

**OLD BUSINESS:**

Third Amendment to Agreement for Services By and Between the Kensington Fire Protection District and the City of El Cerrito: President Stein explained that there were a couple of drafting errors in the proposed amendment that was included in the packet initially. Navellier replaced that portion of the packet on the website on Monday. In addition, the original contract, first amendment from 2005 and second amendment from 2009 were added to the packet. The negotiating committee was Stein and Dommer. They approached the negotiations by thinking of it as a modern, living agreement that may be renewed for up to 15 more years without the need to amend it frequently. The committee wanted to provide forward-looking clauses that anticipate change but still facilitate compliance with operations. In talking with the City, everyone learned how to use the existing contract clauses to improve operations and some of the District/City accounting practices. The committee also had an open and flexible conversation with El Cerrito about when and how the one-year contract reserve might be addressed in the future. Stein explained that Section 1, the extension clause, is exactly what Kosel and Nagel had negotiated in December. Section 2 has to do with the District's equipment, engines and furnishings. The original list from 1995 was still being referenced which did not anticipate new capabilities. That has now been replaced with "all equipment as needed". Section 3 replaces the contact for dispute resolution from the Fire Chief to the City Manager. Section 4 addresses administrative support. The cost sharing of Navellier's position between El Cerrito and Kensington was included in the 2009 fire services amendment. The City and the committee agreed to put the cost sharing agreement

into an MOU outside of the fire services contract. Dommer then gave an overview of how and when the District contracted with El Cerrito and the how the six month set-aside was increased to one year later. The fee has increased over time so even more money is locked up with the one-year set aside. Stein explained that the discussion with El Cerrito was based on the District's possible need for money in regard to the public safety building. The District is currently looking at two extremely different approaches to the building issue and how much they would cost. El Cerrito is willing to look at dipping into that reserve but it would be a better presentation if KFPD has made its building plan and approached El Cerrito with it. El Cerrito recognizes that they too will benefit if KFPD makes the necessary repairs and renovations or builds a new building. There is no change to that section at this time. Section 5 updates Exhibits A and B to reflect El Cerrito's current accounting system and allows for those forms to be updated over time by mutual agreement. Section 6 states that all other provisions remain the same. Stein said that the change in administrative services was substantially different than that proposed in December. The 60 day notice that was proposed was more restrictive to Navellier than her MOU with the District.

Paul Dorroh asked if acquisition of capital items still requires Board approval? Stein affirmed that it did.

Director Padian made a motion to accept the third amendment to the contract as proposed. Director Nagel seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

Captain Mark Figueira, El Cerrito Fire's local 1230 representative, addressed the Board. He thanked them for their decision on the contract. There has been a level of concern and questions from staff but Figueira was hopeful that the Board would get to the decision they made tonight. Figueira added that there is no staff in the Fire Department that worked for El Cerrito only. Every single one of the firefighters all the way up to Chief Pigoni only know El Cerrito-Kensington as one organization. They are just as proud to serve at Station 65 as the El Cerrito stations. The department functions and operates as one model.

Director Nagel made a motion to adjourn the regular meeting and convene the Special Meeting. Director Dommer seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

**SPECIAL MEETING:**

President Stein convened a Special Meeting of the Board of Directors at 7:34 p.m. Stein explained the purpose of the one item on the agenda is to authorize the President of the Board to execute an MOU to provide administrative support to the City of El Cerrito since that agreement has been taken out of the contract the Board just voted on. The MOU needs to be ready to sign simultaneously. The El Cerrito Council will be voting on the third amendment at their 7/16/19 meeting and Stein believes they would also like to vote on the MOU at that time. There was not time for legal counsel to draft a proposed MOU for this meeting. The options were for the Board to have a Special Meeting after the MOU was drafted or for the Board to consider authorizing the President tonight to execute an MOU. Stein reviewed the staff memo that was included in the packet that was prepared by legal counsel. She clarified the conflicting dates in the memo. Director Kosel made a motion that the Board authorize the President to sign an MOU in substantially the form proposed in John Bakker's memo of 6/11/19. Director Padian seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

Director Nagel made a motion to adjourn the Special Meeting and reconvene the regular meeting. Director Padian seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

President Stein recovered the regular meeting at 7:41 p.m. All Board members were still present.

**NEW BUSINESS:**

**El Cerrito Contract Fee Proposal for FY 2019-2020:** President Stein introduced El Cerrito's Assistant City Manager, Alexandra Orologas and thanked her for attending. Orologas gave a high-level overview of the city's budget. She stated the five goals of the city's strategic plan which serves as a road map for how funds are allocated. All budget decisions are in line with those community goals. The city council adopted a mid-budget update last week to their two-year budget for 7/1/18 through 6/30/20. The city's expenditure budget totals over \$50 million. A two-year budget allows the city to perform long-term fiscal planning. Since the budget was adopted as of 7/1/18, voters approved Measure V allowing El Cerrito to become a charter city and to implement a real estate transfer tax. The City has collected approximately \$650,000 to date this calendar year. There is no historical trend to budget for this revenue. There is quite a bit of development occurring on San Pablo Ave. but the Measure V funds are volatile and rely on the real estate market. The City will add to its reserves in the spring. There is an unknown impact with the cost of living increase that is being negotiated with local 1230. Fire safety is one of the City Manager's main concerns and funds were allocated for fire prevention activities at the mid-budget update. Orologas said she was truly thankful for the agreement to provide a full-service fire department to the Kensington community. She thanked the first responders for risking their lives day in and day out and for their dedication to both communities. They respond to everything with no boundaries. Director Kosel noted that the fee is a 2.54% increase over the previous year. Pigoni explained that salaries, since negotiations are not complete, and many other line items were increased at 3%. Some line items were increased higher to allow for planned projects. The overall fire budget was increased by 6% but KFPD does not pay for some of the increased items. Any actual costs that are higher will be caught in the reconciliation in two years. Director Kosel said that KFPD has a chart showing the costs of running a fire station and Kensington is the most cost effective single station in the bay area. In large measure that is because of the win-win contract with El Cerrito. Questions from the audience followed about the El Cerrito Recycling Center. Director Kosel made a motion to approve El Cerrito's contract fee for FY19-20 as submitted. Director Nagel seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

**Resolution 19-03 Authorizing the Purchase of a Replacement Mobile Command Vehicle:** Chief Pigoni reviewed the fact that in 2009, when El Cerrito last updated the Emergency Operations Plan, it was decided to provide the shift Battalion Chiefs assigned vehicles so that command staff has the ability to return code 3 to the area for an emergency. KFPD had purchased one of the three mobile command vehicles in 2009 in the spirit of being approximately 1/3 of the operation. The not to exceed price included all equipment such as radios. That vehicle has been in service for 10 years with nearly 200,000 miles recorded. Staff vehicles are normally on the front line for 8 years and then held for a year or two in reserve. The vehicle is an asset of the KFPD. The proposed cost for a replacement is not to exceed \$60,000. There is a very small resale value of the current vehicle. Director Kosel made a motion to enact Resolution 19-03 authorizing the purchase of a mobile command vehicle not to exceed \$60,000. Director Nagel seconded the motion. Director Padian asked about leaving the equipment in the old vehicle. Pigoni said the radios are specific to the area, the command boxes were designed for ECFD, etc. Pigoni said that through the State bidding contracts, vehicles can be up to almost 1/2 off market price. Pigoni added that the new SUVs do get better gas mileage.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

**Student Consulting Services Agreement for Preliminary Draft Report of Kensington Traffic Study:** Director Padian said there are four students interested in the project but we are starting with one that is taking the lead and is available during the summer. During the fall, all of the students can record the necessary traffic data which is better timing since patterns will be back to normal. The information can then be fed into the polygon project. Having the lead person work during the summer, gives them time to communicate with the polygon consultant and data people. Stein said that the agreement is for about 1-1/2 months at an hourly rate of \$30, not to exceed \$4,000. The individual is a student but the District is engaging with the individual, not UC Berkeley. KFPD's legal counsel wrote the agreement. Navellier said she checked with KFPD's insurance carrier and the only coverage the students need is automobile insurance if they are driving their own cars. Director Padian made a

motion to accept the contract agreement as submitted in the packet. Director Kosel asked for a total estimate of the project. Padian estimates about \$16,000 but \$20,000 was put in the budget. Director Nagel seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

Resolution 19-04 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for Fiscal Year 2019-2020: Stein reported that a slightly different approach was used by asking the various committees to work with staff and provide budgets for their activities. Navellier and CPA Russell wrote the cover memo provided in the packet. Director Nagel said that the Emergency Preparedness Committee requested \$50,000 for a grant writer/coordinator. Nagel is hopeful that individual could also be shared with the Building Committee for grants for the public safety building project. The EPC also requested \$20,000 for the traffic study which is all part of early detection, early warning and evacuation, and will be fed into the polygon project. Director Kosel asked about spending \$15,000 for an RFP consultant to hire a \$50,000 individual. Director Padian said the \$15,000 was a black box number not knowing what real cost estimates are. KFPD will need to do quite a bit of headhunting and we will need someone to help us do that. Padian agreed that a 30% fee seems high but the District doesn't have to spend it all. Kosel suggested the \$15,000 RFP consultant be changed to \$5,000. Kosel said she had four or five items that she would call for an individual vote on. Nagel said the committee was asked to come up with the numbers in a short time frame and KFPD has not done this type of work before. The numbers are very approximate. Director Dommer said the building project is in the same position. Kosel's concern with the building project is that the District has already spent over \$200,000. She would like a written explanation on what the District got for that money and how it is going to fit in with the \$115,000 proposed in FY19-20. Kosel said the KFPD Board authorized the \$200,000 but continually asked for reports that the committee did not provide. Dommer said the amount was approved in several increments with a scope of work. Dommer gave an overview of past building activities. The EPC asked for a \$10,000 increase in the education budget and a \$5,000 increase in the CERT shed budget in anticipation of greater outreach. In answer to Stein's question, Nagel explained that the \$10,000 polygon study is different than the traffic study and how. Padian noted that the EPC committee does not have its own budget but it is broken up under several items. Kosel noted that Navellier appears to be slotted in at a 3% raise (actually 3.5) and cost of living is 3.9%. The District did a salary survey a couple of years ago showing that Navellier was significantly underpaid and made an effort to bring her up to market rate at that time. This budget would be bringing her back again if it's not even cost of living. Kosel proposed a 5% increase. Nagel agreed it should be higher than proposed in the budget. Padian asked if El Cerrito needs to approve an increase? Navellier said it would be caught in the reconciliation in two years. Kosel said the Demonstration Garden budget is for the second half of the fiscal year since there is no date for completion of the community center yet. She believes a garden at the community center will be significantly more than the initial. Eagle scouts were going to work on the initial garden. There is no site identified yet. Director Hacaj is KPPCSD's contact. Padian asked what the exact plan for the garden is? Kosel said it is unknown until KPPCSD designates the land. Padian asked how can you budget then? Without content there is no plan. Padian fully supports a demonstration garden and is happy to help with his experience with exhibits but there has to be a plan first. Stein said resident Linnea Due had made the suggestion that the concept be transferred to the community center construction project on a smaller scale which she thought the Board had shown interest in pursuing. Padian wants to see a concept before allocating any funds. Kosel said she is happy to remove the project from the budget. Navellier clarified that the \$10,000 for polygon mapping in FY19-20 should not be reflected as actual under Contingency for FY18-19. Stein asked about the cost for sensors. Kosel and staff said the District does not know when they will be available or what the cost is at this time. Pigoni said the sensors are still being refined. More discussion on sensors followed. Kosel questioned why legal fees are budgeted at \$40,000. Stein said the amount includes the contribution to the legal opinion for the park and she is open to lowering the amount. Kosel suggested \$10,000. Dommer suggested \$20,000. Stein agreed. Stein gave an explanation of the new line item "El Cerrito Contract Reconciliations" which was also covered in the staff memo. During contract negotiations, the committee found that El Cerrito is supposed to be giving KFPD budget updates if they are exceeding or underspending any line item by \$5,000. They agreed and the biggest overage has been on manpower which they do track. This will help KFPD track an estimate of what the reconciliation fee will be in two years so it isn't unexpected. KFPD's accountant believes the auditors would prefer that KFPD accrue for the reconciliation during the correct year. KFPD will set aside an amount out of the current year's budget based on reports obtained from El Cerrito during the mid-year budget review. Switching to that system entails taking a hit for three years during this year's budget. Kosel is concerned that the District cannot afford a \$450,000 contribution to the Public Safety Building Fund. Stein said available cash has dropped. She said that the Finance Committee had also asked staff to include the costs for the salary reimbursement agreement reconciliation which was left out. Navellier agreed they forgot to put it in. More discussion followed. There were no objections to changing to the new accounting method.

Kosel requested line item votes for 5 items. Linnea Due asked if the Board has given any thought or provision to provide for vegetation management on private property, specifically the Cerrito Creek area that defines the county line. She would like to see a proactive vegetation program that would be a huge benefit to residents. Kensington residents own the property. Due thinks at least \$100,000 is needed across 30 residences. Discussion of DFSC grants followed. Chief Pigoni suggested the Board consult with legal counsel since this is work on private property. The Board gave staff direction to consult legal. Director Kosel made a motion to increase Navellier's salary by 5%. Director Nagel seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

Director Kosel made a motion to reduce the Demonstration Garden to zero budget. Director Padian seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

Director Kosel made a motion to reduce legal fees to \$20,000. Director Nagel seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

Director Kosel made a motion to reduce the RFP consultant to \$5,000. The motion died.

Director Kosel made a motion that the Needs Assessment/Feasibility Study at \$115,000 be tabled until the July meeting when a written report is produced on what that amount buys and how it fits into the \$200,000 already spent. Director Nagel seconded the motion. Dommer said that the Public Safety Building is unsafe and the District needs to get going on the project. He produced a list of items for staff that the \$115,000 covers. Navellier said that as she recalls \$65,000 was for trenching but the Board decided to hold a community meeting first, legal of \$5,000 and \$20-30,000 for contingency. Discussion followed about the public education amount.

AYES: Kosel, Nagel  
NOES: Dommer, Padian, Stein  
ABSTAIN: None

Stein said the committee does need to get going and they will still need to bring projects to the Board for approval. Dommer will provide a spreadsheet on costs he had previously distributed.

Director Kosel made a motion to adopt the FY19-20 budget as amended. Director Padian seconded the motion.

AYES: Dommer, Kosel, Nagel, Padian, Stein  
NOES: None  
ABSTAIN: None

#### **FIRE CHIEF'S REPORT:**

Chief Pigoni reviewed his written report. There was a drop in medical emergencies during May. There was a structure fire on May 11<sup>th</sup>. The fire started on the outside of a shingled house and got into the wall. The fire was stopped before getting into the attic. Resources from Berkeley, Richmond, El Cerrito and Kensington all responded. Pigoni attended a PG&E meeting about public safety power shut-offs. The west county area came close to having power shut down twice last year due to the fact that the power lines go up Moeser and then across the Wildcat Canyon area. However, PG&E plans to be more aggressive this year depending on weather. If PG&E decides to turn the power to an area off, residents should plan on it being off for three days. The Public Safety Building does have a generator with three days of fuel and can always be refueled. This will be a problem for the public though, particularly those that have health related machines. PG&E has been publicizing their plan and



residents should go to their website. Resident readiness is very similar to what the Fire Department has been preaching to be ready in a disaster for 3 to 7 days. The department has completed its fire hazard abatement inspections throughout Kensington. There were 292 citations found which is about three times the normal annual amount. A contributing factor is the late rains this year but it is disturbing to have that many violations. No matter how much EBRPD works in the canyon, etc. the biggest effect will be residents taking maintaining their own homes so fire doesn't spread from house to house. The EBRPD shaded fuel break is continuing over the next couple of months. The fire department and CERT representatives will be staffing booths at the El Cerrito 4<sup>th</sup> of July fair. The fire department will not be providing generators to people during PG&E shut-downs. Pigioli discussed the potential for generator accidents. If residents have medical needs that need to be addressed, they need to make a plan. PG&E has been doing a lot of public outreach. Eileen Nottoli thinks residents don't understand the shut-downs will be for that long. Padian said he just posted the information on NextDoor and the EPC will be following up with an ad in The Outlook. Nottoli suggested communication with Ashby Village. Pigioli said it is possible to register with PG&E. The Public Safety Building generator is exempt from operating hour restrictions. Kosel asked about the recent heat and vulnerable residents. Pigioli said there was no spike in calls. Pigioli explained that cell phone towers are powered by PG&E but most have generators. More discussion followed on PG&E shut down complications.

#### **PRESIDENT'S REPORT:**

Stein reported that she made a presentation at the 5/23/19 KPPCSD Board meeting requesting a bond attorney's opinion on whether there is anything prohibiting a public safety building being built in the park. At that meeting Stein read both the letter from KFPD and her comments that are both included in the Board packet. The item was not listed as an action item so there was no possibility of any action taken. There was a lot of discussion. The same item is now listed as an action item on KPPCSD's 6/13/19 Board agenda. KPPCSD's concern at the 5/23/19 meeting is that they would like to see some documentation regarding the response time issue which would probably rule out many of the site suggestions community members have made. Eileen Nottoli said she, Tony Constantourous and Stein met in late April. The public safety building is of paramount importance to both Districts. If at all possible, Nottoli would like to have the fire and police in the same building. A lot of different sites have been suggested. Has there been a criteria set for a site and then each site could be measured against that criteria. The park is sacred ground to a lot of people in Kensington. She questioned the parking lot design in one of the concepts. This is not an insignificant decision. Nottoli spoke with Jean Durham who completed a soils study in the 1970's of the park area. There are suspect faults in the park. She then brought up the Ace Hardware site and re-engineering Arlington and Amherst. There needs to be community buy-in to the park site. Director Dommer said the Fire Chief in 1995 deemed the public safety building obsolete. He and that Fire Chief drove the entire community and look at available sites. Any site chosen needs to be in the middle of town and on the Arlington for response times. The site will need to be more than ½ an acre. Nottoli said there needs to be a site analysis presentation. Dommer said KFPD's geotech firm took a cursory look at the park site which appeared much better than the existing building site. A study would need to be done. Spath suggested contacting EBMUD to see if they would even sell. Padian said a site report is needed and it needs to be independent. Response time is the only thing that matters. He asked that this be put on the agenda as an action item next month.

Stein announced she would like to appoint a temporary Organizing Committee to look at the logistical aspects of the fall public forum. She thinks that committee could organize the agenda, invitations, speakers, and written materials. This committee would be distinct from the Building Committee who will be working with the architects. Director Kosel agreed to serve on the Organizing Committee with Stein.

Stein summarized Navellier's annual performance evaluation. She received feedback from some Directors in writing and others verbally but there is consensus that Navellier does an outstanding job. She is a dedicated employee, who sets high standards for her quality of work. She has a high degree of attention to deliverables which is evidenced by the quality of minutes, agenda packages and clean audit every year. Navellier is dedicated to the District as a whole. The work load has increased and Navellier has risen to the occasion.

#### **DISCUSSION ITEM:**

**Brown Act Requirements for Teleconferencing:** Director Padian noted there he submitted a two-page write-up that is included in the packet. The take-away is that an individual has to fulfill all the requirements of the Brown Act as if they were physically present at the Board meeting. Any remote location has to be ADA accessible, open to the public, and a notice must be posted 72 hours in advance on site. If those rules are not followed, participation is not in compliance. Padian said his personal opinion is that until the District gets some decent audio/visual equipment, he doesn't think the Directors should be teleconferencing. It's not good enough to yell into a cell phone. Pigioli added that there also has to be a quorum physically present. The teleconferencer can't be achieving the quorum. Cyrus Modavi said a roll call vote also needs to take place.

**BOARD REPORTS:**

Finance Committee: The minutes of the February 27, 2019 meeting were included in the packet.

Emergency Preparedness Committee: Director Padian said he and Nagel met with the neighbors on south Lake Drive who are very organized. There is also a group on north Lake Drive that is starting to organize. The Committee would like to take these people and have them take the lead on becoming a FireWise community. A resident brought up whether EBMUD will be able to pump water to houses if the power goes out at Summit Reservoir. Padian said it is not clear and EBMUD's answer that they will bring in generators is not satisfactory. The Committee wants to look into that issue more. A copy of a car flyer from the Oakland Firesafe Council was included in the packet. Padian is proposing a similar template for the KFPD website. This is not just for fire season, emergency vehicles need to respond all year. The Committee also developed an application for residents to join the committee. They will write about both topics and put it in the Outlook for July. The Committee has talked about emergency radios for residents and fire danger signs. Someone from the Lake Drive group suggested a fire danger sign on Grizzly Peak. Padian said he, Nagel and the Chief think having a two-sided sign on the Arlington by the station is a great idea. Padian will cost that item out.

DFSC: Nagel said the DFSC is kicking-off the every 5 year review of the Community Wildfire Protection Plan. Their next meeting is in July. The CWPP does not currently address evacuation plans but may include a recommendation in an updated version. DFSC has funding again and is giving out grants.

Pathkeepers: Stein suggested that the folks that work on the path cleaning projects could submit for a juniper removal grant for the Arlington Path.

**ADJOURNMENT:** The meeting was adjourned at 9:55 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on August 14, 2019.

Attest:

---

Board Secretary



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

[www.el-cerrito.org](http://www.el-cerrito.org)



August 2019

**TO:** Kensington Fire Protection District Board Members

**FROM:** Michael Pigoni: Fire Chief

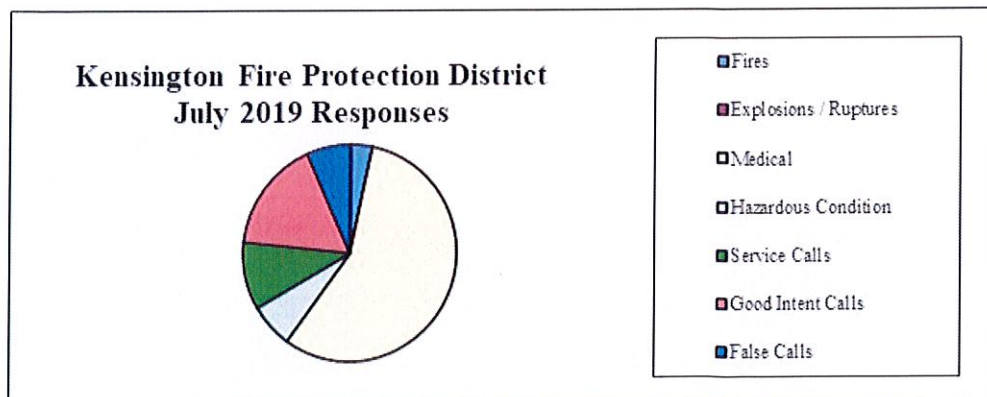
**RE:** Incident Activity Reports for the Month of July 2019

There were 30 incidents that occurred during the month of July in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 65 responded to a total of 59 calls in all districts.

There was a small increase in the number of calls from last month although a significant increase in medical emergencies and a decrease in smoke investigations. On July 6<sup>th</sup>, there was a reported structure fire in the 100 block of Highland Blvd. The fire turned out to be smoke in a study of the house and was caused by a shirt draped over a lamp. There was no fire and the smoke was quickly cleared out of the house with no damage. Over all there were no major fires and no loss of property this month.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	3.33%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	17	56.67%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	6.67%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	3	10.00%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	5	16.67%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	2	6.67%
<b>Totals</b>		<b>30</b>	<b>100.00%</b>



# Kensington Fire Protection District Response Log for July 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019069440	02-Jul-19 11:03:10	248 Amherst AVE	Kensington	E172	321
2	0019069812	03-Jul-19 09:21:26	230 Cambridge AVE	Kensington	E165	321
3	0019070015	03-Jul-19 17:48:02	46 Highgate RD	Kensington	E165	321
4	0019071229	06-Jul-19 10:25:50	249 Trinity AVE	Kensington	E165	321
5	0019071344	06-Jul-19 16:19:31	140 Highland BLVD	Kensington	E165	100
6	0019071455	06-Jul-19 23:21:41	46 Highgate RD	Kensington	E165	321
7	0019071495	07-Jul-19 02:59:33	26 Arlmont DR	Kensington	E165	554
8	0019071608	07-Jul-19 13:58:00	47 Anson WAY	Kensington	E165	321
9	0019072166	09-Jul-19 01:13:24	Sunset DR	Kensington	E165	412
10	0019072447	09-Jul-19 20:51:09	138 Lawson RD	Kensington	E165	321
11	0019073269	11-Jul-19 22:20:30	138 Lawson RD	Kensington	E165	321
12	0019073536	12-Jul-19 17:01:32	14 Garden DR	Kensington	E165	321
13	0019073868	13-Jul-19 15:16:13	145 Lawson RD	Kensington	E165	321
14	0019074298	14-Jul-19 19:00:02	291 Lake DR	Kensington	E172	651
15	0019074599	15-Jul-19 14:17:13	Cowper AVE	Kensington	E165	322
16	0019075556	18-Jul-19 00:54:50	256 Cambridge AVE	Kensington	E165	554
17	0019076215	19-Jul-19 19:40:09	12 Garden DR	Kensington	E165	733
18	0019076659	20-Jul-19 20:24:08	1612 Ocean View AVE	Kensington	E165	321
19	0019076756	21-Jul-19 05:17:13	58 Norwood AVE	Kensington	E165	622
20	0019076761	21-Jul-19 05:53:12	86 Norwood AVE	Kensington	E165	622
21	0019077239	22-Jul-19 13:18:03	290 Colgate AVE	Kensington	E165	321
22	0019077487	23-Jul-19 05:33:37	178 Ardmore RD	Kensington	E165	321
23	0019077501	23-Jul-19 06:35:18	26 Arlmont DR	Kensington	E165	554
24	0019077755	23-Jul-19 21:28:41	28 Highgate CT	Kensington	E165	321
25	0019078946	27-Jul-19 02:44:39	523 Coventry RD	Kensington	E165	611
26	0019079050	27-Jul-19 12:10:44	10 Ardmore RD	Kensington	E165	400
27	0019079225	27-Jul-19 21:53:13	240 Amherst AVE	Kensington	E165	651
28	0019079705	29-Jul-19 10:51:00	356 Coventry RD	Kensington	E165	321
29	0019080439	31-Jul-19 10:20:00	284 Purdue AVE	Kensington	E165	733
30	0019080724	01-Aug-19 01:20:13	1 Edgcroft RD	Kensington	E165	321

\* See Attached Table for Incident Type Explanations

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

# Kensington Fire Protection District Engine 65 Response Log for July 2019

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	0019069403	02-Jul-19 09:02:45	6815 Eureka AVE	El Cerrito	E165	100
2	0019069434	02-Jul-19 10:42:44	6699 Fairmount AVE	El Cerrito	E165	611F
3	0019069812	03-Jul-19 09:19:50	230 Cambridge AVE	Kensington	E165	321
4	0019069823	03-Jul-19 10:13:25	Fairmount AVE	El Cerrito	E165	650
5	0019070015	03-Jul-19 17:46:26	46 Highgate RD	Kensington	E165	321
6	0019070347	04-Jul-19 15:17:22	Moeser LN	El Cerrito	E165	321
7	0019070385	04-Jul-19 16:58:57	Moeser LN	El Cerrito	E165	321
8	0019070416	04-Jul-19 18:54:02	220 Key Route BLVD	El Cerrito	E165	321
9	0019070897	05-Jul-19 15:46:24	6050 El Cerrito PLZ	El Cerrito	E165	321
10	0019071229	06-Jul-19 10:24:38	249 Trinity AVE	Kensington	E165	730
11	0019071344	06-Jul-19 16:18:02	140 Highland BLVD	Kensington	E165	321
12	0019071455	06-Jul-19 23:19:22	46 Highgate RD	Kensington	E165	100
13	0019071495	07-Jul-19 02:57:20	26 Arlmont DR	Kensington	E165	321
14	0019071608	07-Jul-19 13:56:51	47 Anson WAY	Kensington	E165	554
15	0019071631	07-Jul-19 15:35:58	6000 El Cerrito PLZ	Kensington	E165	321
16	0019072166	09-Jul-19 01:11:36	Sunset DR	El Cerrito	E165	611F
17	0019072447	09-Jul-19 20:49:11	138 Lawson RD	Kensington	E165	412
18	0019072491	09-Jul-19 22:42:43	835 Shevlin DR	Kensington	E165	321
19	0019072836	10-Jul-19 21:49:57	6000 El Cerrito PLZ	El Cerrito	E165	554
20	0019073269	11-Jul-19 22:19:30	138 Lawson RD	El Cerrito	E165	743
21	0019073536	12-Jul-19 16:59:46	14 Garden DR	Kensington	E165	321
22	0019073606	12-Jul-19 20:41:07	5020 El Cerrito PLZ	Kensington	E165	321
23	0019073868	13-Jul-19 15:15:11	145 Lawson RD	El Cerrito	E165	611M
24	0019074246	14-Jul-19 15:19:55	7962 Terrace DR	Kensington	E165	321
25	0019074599	15-Jul-19 14:16:28	Cowper AVE	El Cerrito	E165	311
26	0019075141	16-Jul-19 20:15:37	960 King DR	Kensington	E165	322
27	0019075363	17-Jul-19 14:01:15	430 El Cerrito PLZ	El Cerrito	E165	611
28	0019075372	17-Jul-19 14:32:51	Sutter AVE	El Cerrito	E165	5000
29	0019075443	17-Jul-19 17:39:37	320 San Carlos AVE	Richmond	E165	322
30	0019075556	18-Jul-19 00:52:47	256 Cambridge AVE	Orinda	E165	118
				Kensington	E165	554

31	0019075705	18-Jul-19 13:07:10	670 El Cerrito PLZ	El Cerrito	E165	5000
32	0019075816	18-Jul-19 18:36:17	Grizzly Peak BLVD	Orinda	E165	611R
33	0019075836	18-Jul-19 19:29:06	1000 El Cerrito PLZ	El Cerrito	E165	321
34	0019076215	19-Jul-19 19:39:42	12 Garden DR	Kensington	E165	733
35	0019076403	20-Jul-19 10:30:25	3090 El Cerrito PLZ	El Cerrito	E165	611M
36	0019076621	20-Jul-19 18:36:27	225 El Cerrito PLZ	El Cerrito	E165	321
37	0019076659	20-Jul-19 20:23:28	1612 Ocean View AVE	Kensington	E165	321
38	0019076756	21-Jul-19 05:16:12	58 Norwood AVE	Kensington	E165	622
39	0019076761	21-Jul-19 05:51:21	86 Norwood AVE	Kensington	E165	622
40	0019077239	22-Jul-19 13:17:42	290 Colgate AVE	Kensington	E165	321
41	0019077487	23-Jul-19 05:31:40	178 Ardmore RD	Kensington	E165	321
42	0019077501	23-Jul-19 06:32:19	26 Arlmont DR	Kensington	E165	554
43	0019077755	23-Jul-19 21:27:19	28 Highgate CT	Kensington	E165	321
44	0019078080	24-Jul-19 17:49:35	646 Richmond ST	El Cerrito	E165	700
45	0019078200	25-Jul-19 00:18:01	8524 Roberta DR	El Cerrito	E165	321
46	0019078757	26-Jul-19 15:42:02	Fairmount AVE	El Cerrito	E165	321
47	0019078789	26-Jul-19 16:54:08	425 Kearney ST	El Cerrito	E165	321
48	0019078946	27-Jul-19 02:42:18	523 Coventry RD	El Cerrito	E165	311
49	0019078973	27-Jul-19 05:56:22	2624-267 Grizzly Peak BLVD	Kensington	E165	611
50	0019079050	27-Jul-19 12:09:59	10 Ardmore RD	Orinda	E165	300
51	0019079104	27-Jul-19 15:18:18	421 Balra DR	Kensington	E165	400
52	0019079140	27-Jul-19 17:11:43	540 Ashbury AVE	El Cerrito	E165	5000
53	0019079225	27-Jul-19 21:52:14	240 Amherst AVE	El Cerrito	E165	743
54	0019079230	27-Jul-19 22:02:49	1190-119 E Wildcat Canyon RD	Kensington	E165	651
55	0019079425	28-Jul-19 14:51:57	0-0 Lake Anza RD	Orinda	E165	611
56	0019079705	29-Jul-19 10:48:33	356 Coventry RD	Orinda	E165	611
57	0019080218	30-Jul-19 18:46:46	805 Kensington RD	Kensington	E165	321
58	0019080317	31-Jul-19 00:08:31	7304 Pomona CT	El Cerrito	E165	321
59	0019080439	31-Jul-19 10:17:38	284 Purdue AVE	El Cerrito	E165	111
				Kensington	E165	733

\* See Attached Table for Incident Type Explanations

Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
200	(Over Pressure/Ruptures Explosions, Bombs)

300  
400  
500  
600  
700

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



TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County.

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

KENSINGTON FPD										PY/CY:	
TRANSMITTAL - APPROVAL										BATCH #:	
Invoices										DATE :	
										LOCATION #:	
										FILENAME:	
VEND	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND ORG	SUB ACCT	TASK OF WORK	ACTIVITY	ENGINE	PO #	PIC	PAYMENT AMOUNT
50101	Everybridge, Inc.	8/9/2019	Nixle service	7840	2490						3,000.00
50131	Meyers Nave	7/11/2019	2019060191/192 legal	7840	2490						3,565.08
50146	Delta Dental	8/1/2019	BE003498559 Aug dental	7840	1061						1,008.86
50147	KFPD Revolving Fund	8/9/2019	Reimburse revolving fund	7840	2490						21,339.46
50148	CalPERS	07/15/19	7072901257 Sep medical	7840	1061						4,590.78
50150	Vision Service Plan	07/19/19	00102777 August vision	7840	1061						323.10
50151	City of El Cerrito	08/01/19	Aug fire protection	7840	2328						257,392.77
50167	Nicolay Consulting Group	07/29/19	372-2019-07 actuary	7840	2490						2,900.00
50170	Kel-Aire	05/24/19	15479 squad room HVAC	7840	2490						5,340.00
50193	Teo Carlone	08/02/19	49601 school area clearing	7840	2490						850.00
<b>TOTAL</b>											<b>300,310.05</b>

Kensington FPD Approval

Date: / /

Date: / /

8/9/19

**Attachment to Transmittal 080919**

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
5/31/2019	CCSDA - FY19-20 membership	100.00
7/11/2019	CalPERS - August settlement	952.08
7/7/2019	PG&E - gas	112.70
7/9/2019	Sprint - telephone	63.67
7/11/2019	Reimburse Director - mileage & publication	103.38
7/17/2019	Payroll processing	66.25
7/17/2019	Payroll - 7/1-7/15/19	3,170.10
7/17/2019	Withholding payroll taxes 7/1-7/15/19	1,593.37
7/1/2019	Outlook advertising	497.00
7/22/2019	Streamline - website	200.00
7/12/2019	Reimburse employee - locksmith	229.00
7/12/2019	Mechanics Bank - prof development, ff expense, etc.	1,437.81
8/1/2019	Stericycle - medical waste	419.32
7/12/2019	PG&E - electric	1,469.08
7/22/2019	Big City - earthquake brochures	1,264.39
7/30/2019	Herrera - landscape June/July	350.00
7/22/2019	Comcast - internet	143.25
8/2/2019	Payroll processing	66.25
8/2/2019	Payroll - 7/16-7/31/19	3,638.30
6/30/2019	Withholding payroll taxes 6/16-6/30/19	1,966.86
8/9/2019	CalPERS - September settlement	952.08
8/6/2019	EBMUD - water/wastewater	418.65
7/11/2019	James Art - plan review	373.58
8/1/2019	All-Ways - janitorial	105.00
8/10/2019	ICMA-RC - deferred comp July 2019	1,647.34
	<b>Total</b>	<b>21,339.46</b>

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

# **CHIEF'S REPORT**



## EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

[www.el-cerrito.org](http://www.el-cerrito.org)



**DATE:** August 8, 2019

**TO:** Kensington Fire Protection District Board Members

**FROM:** Michael Pigoni: Fire Chief

**RE:** Fire Chief's Report for August 2019

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### **Run Reports**

There were 30 incidents that occurred during the month of July in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for these calls that the Fire Department responded to this past month. During this same time, Engine 65 responded to a total of 59 calls in all districts.

### **Vegetation Management**

Inspections of the properties in Kensington are continuing. As reported out in previous meetings, 292 parcels were noticed back in May and June that they were not in compliance with the adopted Vegetation Management Standards set forth and approximately 90 parcels were declared a Public Nuisance for fire hazard violations at the Public Hearing during the July 9<sup>th</sup> meeting. As of today, continued inspections have cleared another 60 parcels off the list. While there is still time for property owners to voluntarily abate their own property, the Fire Department will be soliciting quotes for forced abatements of those properties that are not in compliance and at the September 10 meeting we will be presenting a list of parcels and quotes to fulfill the weed abatement properties and seeking the Board's approval to proceed with the abatement process.

### **Emergency Operations Plan: Board/Fire Department Staff Protocol**

Work continues on the Emergency Operations Plan and the mandated training. Part of the ICS training covers organization hierarchy and the importance of proper chain of command to maintain awareness for all and insure proper communication to everyone. Part of the training that we will be doing with an EOC drill is working on the protocols of how staff and Council/Board members interact. This training will also assist in the Fire Department's day to day operations. With the changes in the Board and staff this past year, we have had instances where this process has not been as smooth as possible. I have instructed the Fire Department management personnel as well as the Fire Prevention Officer to channel communications regarding the various projects through the District's General Manager and/or myself to insure proper dissemination to the appropriate personnel. It is important that the Fire District also adheres to this channeling of information so that management is kept apprised of the progress of various tasks.

### **Cal OES Engine**

On August 5<sup>th</sup> the Fire Department traded in OES Engine 300 which was built in 2002 for Engine 419. The new engine is very similar to the old one but meets to emission standards, new equipment and better safety features in the cab. The crews are busy installing Department owned equipment and the new equipment that was sent with the apparatus. Plans are to have the apparatus in service by the end of the month at which time it will be cycled through all the stations for break in and crew training.

# **PRESIDENT'S REPORT**



December 31, 2018

President Julie Stein, Kensington Fire Protection District  
President Eileen Nottoli, Kensington Police Protection and Community Service District

RE: Forming a joint committee of KPFD & KPPCSD for Public Safety Building and Emergency Preparedness/Response Planning, pursuant to Open Meeting Act laws.

Dear Presidents Stein and Nottoli,

There are two key issues that both your boards need to address in a coordinated manner; the future of the public safety building (PSB) and emergency preparedness and response planning.

Going forward, we need a coordinated approach to enhance emergency response and planning and management of the PSB. These two issues affects both the Police and Fire Districts and the entire community. To ensure transparency, we ask both boards to immediately form a 2x2 committee, subject to Brown Act provisions, to hold all discussions about plans and financing for the PSB and emergency preparedness planning in public. Among the issues that require open and coordinated discussion:

- a. Discussions regarding lease of PSB for police and district operations
- b. Discussions regarding the use of Kensington Park to site a PSB.
- c. Financing plan for a PSB renovation and impact to Kensington taxpayers.
- d. Coordinated evacuation routes and other issues related to emergency preparedness, including coordination between El Cerrito and Kensington for emergency drills.
- e. Coordinated effort with surrounding jurisdictions and East Bay Regional Parks on vegetation management and fire reduction strategies.

**Emergency Preparedness.** The view of some local officials seems to be that residents do not need to have any general or detailed knowledge of how to evacuate in case of emergency. We are told that legal counsel advises not to publicize evacuation routes in advance of an emergency, and that disasters are "all different," but we know that this is not true. Kensington has a complex topography and in case of an emergency all roads will be clogged, both for residents and for rescue vehicles, without some kind of a plan. We believe that there needs to be more public discussion of actions that the Boards can take to prepare for disaster response (sirens, emergency evacuation routes, phone warnings, and Nixle). Residents have to have more from their emergency officials than encouragement to take CERT training and form neighborhood watch groups. There are many lessons learned from the recent fires that need to be applied as appropriate to Kensington.

**Public Safety Building.** We recognize that the location of the building provides many challenges. All of Kensington is geographically challenged by disaster. The realistic expectations of building survivability and a reasonable financial plan for further rehabilitation or rebuild needs collaborative evaluation by both districts.

The KPOA urges your Boards to work together openly with community input for improved public policies and decision making regarding these critical issues. Thank you for your consideration.

Sincerely,

Gail Feldman, President  
KPOA

# **BOARD REPORTS**



Tuesday, August 6, 2019 at 10:13:19 PM Pacific Daylight Time

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**Subject:** Invitation: KPPCSD to KFPD board meeting on August 14  
**Date:** Wednesday, July 31, 2019 at 4:01:31 PM Pacific Daylight Time  
**From:** Julie Stein  
**To:** Eileen Nottoli  
**CC:** fire@kensingtonfire.org, Tony Constantouros

Dear Eileen,

As we discussed a short while ago, the KFPD is holding an agenda item for our August 14 board meeting as an invitation to KPPCSD representatives to discuss issues relevant to the possible future renovation of the Public Safety Building. You and I have both agreed that it will benefit our constituents, and facilitate clear communication, for these discussions between our respective boards to be held in the public domain as often as we can practically arrange it. Now that KFPD has appeared twice on the agenda at your district board meetings to discuss the Public Safety Building, we would like to invite you to our upcoming meeting.

The primary theme of the agenda of our August 2019 board meeting will be the Public Safety Building and the associated public forum on October 12, 2019. We look forward to KPPCSD appearing on our agenda in August if you can arrange it.

Brenda will publish our agenda package on August 9. We will include the KPPCSD on the agenda unless we hear otherwise from you before then. Please feel free to contact Brenda or me if you have any questions.

Best wishes,  
Julie

-----  
Julie Stein  
Director and President 2019  
Kensington Fire Protection District

## **DRAFT Program for Public Safety Building Public Meeting**

A working draft to discuss with the full board at its 14 August 2019 board meeting.

### **Background**

The KFPD formally passed a motion on 10 July 2019 to focus all of the Fire Board's effort to analyze alternatives for updating the existing Public Safety Building (PSB) at 217 Arlington Avenue and to identify constraints. The goal is to make necessary seismic, functional, and programmatic changes to the PSB to serve the Fire Protection District for the next 20 years. The analysis will be presented at a special meeting of the Kensington Fire Protection District Board in the format of a public forum to educate Kensington residents.

### **Draft format**

A two-part program separated in time by one or two weeks in October or November.

Part 1: Open house of the Public Safety Building

Part 2: Special meeting of the Board of Directors

### **Tentative dates in 2019 for Part 1 and Part 2**

October 5 and October 12

November 2 and November 9

November 9 and November 16

### **Outreach plans (proposed)**

Fireplug – September

Outlook – October, November

Signboard – Open house, special board meeting for public forum

### **Draft agenda of the special board meeting (Part 2)**

1. Current location at 217 Arlington is the only site available due to response time needs.
2. Seismic and functional problems with the existing site and the building.
3. Needs, cost, and alternatives for a modern fire station.

# **NEW BUSINESS**

18294  
Sonoma Highway  
Sonoma  
CA 95476

TEL 707 996 8448  
FAX 707 996 8542

ARCHITECTURE

August 07, 2019

**Ms. Brenda Navellier**  
District Manager  
Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 95425

Reference: Architecture & Engineering (A/E) Services Fee Proposal: ESR 003 *Kensington Fire Station Site Selection and Site Feasibility Study*

Dear Brenda:

**RossDrulisCusenbery Architecture, Inc. (RDC)** is pleased to submit the following extra service scope of work and fee proposal for A/E services for a Site Selection and Site Feasibility Study for the Kensington Fire Station.

KFPD has requested that RDC assist in locating new alternative sites for a new fire station facility. RDC proposes a focused Site Feasibility Study. To account for the undefined extent of work needed to assess potential sites, the Site Selection and Site Feasibility Study will be divided into two phases. This current proposal addresses the PHASE I portion of work only, which is a brief and focused site identification study, prioritizing response times and general site feasibility. Should it be deemed necessary at a later date, Phase II can be implemented to provide greater detail in the feasibility study of the selected sites.

The attached proposal is based on the following scope of work assumptions:

**PHASE I: Initial Site Identification & Preliminary Analysis**

Identify and study a maximum of 3 sites. Perform initial feasibility tasks to include:

- Site identification
- Response Time & Service Coverage Analysis (RDC Consultant)
- Preliminary site feasibility, focus on site capacity to accommodate the program and feasible operational configuration. (RDC)
- General documentation and brief analysis summary. (RDC with RDC Consultant support)
- Public presentation. (RDC)

Should it be deemed necessary, additional site assessment can be undertaken at a future time. This Phase II scope of work might include:

**PHASE II: Detailed Site Analysis and Conceptual Design Test Fit**

Scope of Work for phase two will occur only if Phase I is able to identify feasible sites. Phase II tasks may include the following:

- Detailed site analysis
- Conceptual architectural test fit plans
- Constructability on target properties
- Geotechnical evaluation

**RossDrulisCusenbery**

- Community Impacts
- District standards of coverage assessment.

A fee proposal for Phase II is **not** included at this time.

The following table summarizes our fees.

**FEE SUMMARY**

<b>PHASE I: Initial Site Identification &amp; Preliminary Analysis*</b>		
<b>Task</b>	<b>Title</b>	<b>Amount</b>
1.	Two site selection steering committee meetings	\$1,760
2.	Site identification. One trip to Kensington to observe and document sites.	\$3,386
3.	Response Time & Service Coverage Analysis (RDC Consultant) RDC consultant coordination	\$1,504 (RDC) \$11,986 (Consultant)
4.	Preliminary site feasibility, focus on site capacity to accommodate the program and feasible operational configuration. (RDC)	\$8,112
5.	General documentation and brief analysis report. (RDC with RDC Consultant support)	\$8,568
6.	One public presentation	\$ 880
	<b>Total Basic Services</b>	<b>\$36,196</b>
	Reimbursable Expenses	\$500

\*Services shall be completed as an extra service under the original master planning contract.

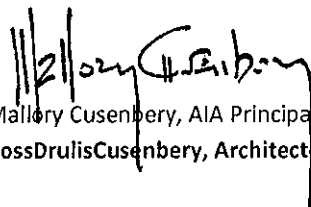
**EXCLUSIONS**

Exclusions to this proposal include:

- Meetings beyond those listed above
- Construction cost and/or project cost estimation.
- Evaluation of more than three sites
- Specialty engineering or studies including but not limited to: geotechnical, traffic, biological resources, cultural resources and arborist.
- Reproduction costs of final report.

Thank you for the opportunity to offer services to the Kensington Fire Protection District for this important community project. I am authorized to contractually obligate RDC for this proposal. Please contact me should you require clarification of this proposal or our fees.

Sincerely,



Mallory Cusenbery, AIA Principal  
RossDrulisCusenbery, Architecture, Inc.



# RossDrulisCusenbery

ESR 003

## Kensington Fire Station Master Plan

## Site Selection and Site Feasibility Study.

Firm:

RossDrulisCusenbery Architecture Inc

Discipline:

Architect

Reference Documents ASK XXX Revision Drawings  
Documents to Issued Under ASI XX

Date 8/7/2019

### Summary of Architectural Fees

The Court has requested the following revisions

Total Architectural Amount: \$ 24,210

1	Two site selection steering committee meetings (2 Hr Ea)	Principal	245	4	\$ 980
2		Project Manager	195	4	\$ 780
3		SR Architect	178	0	\$ -
4		Architect	167	0	\$ -
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 1,760</b>

1	* Site identification * One trip to Kensington to observe and document sites	Principal	245	2	\$ 490
2		Project Manager	195	8	\$ 1,560
3		SR Architect	178	0	\$ -
4		Architect	167	8	\$ 1,336
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 3,386</b>

1	* Response Time & Service Coverage Analysis (RDC Consultant) * RDC consultant coordination	Principal	245	0	\$ -
2		Project Manager	195	6	\$ 1,170
3		SR Architect	178	0	\$ -
4		Architect	167	2	\$ 334
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal RDC Scope</b>					<b>\$ 1,504</b>

1	• Preliminary site feasibility, focus on site capacity to accommodate the program and feasible operational configuration. (RDC)	Principal	245	3	\$ 735
2		Project Manager	195	7	\$ 1,365
3		SR Architect	178	0	\$ -
4		Architect	167	36	\$ 6,012
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 8,112</b>

1	• General documentation and brief analysis report. (RDC with RDC Consultant support)	Principal	245	0	\$ -
2		Project Manager	195	16	\$ 3,120
3		SR Architect	178	0	\$ -
4		Architect	167	24	\$ 4,008
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	16	\$ 1,440
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 8,568</b>

1	• One public presentation (2hrs)	Principal	245	2	\$ 490
2		Project Manager	195	2	\$ 390
3		SR Architect	178	0	\$ -
4		Architect	167	0	\$ -
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	0	\$ -
10	Describe Material Costs:				
11	Describe Travel Expenses:				\$ -
<b>Subtotal</b>					<b>\$ 880</b>

1	<b>TOTALS</b>	Principal	245	11	\$ 2,695
2		Project Manager	195	43	\$ 8,385
3		SR Architect	178	0	\$ -
4		Architect	167	70	\$ 11,690
5		Job Capt	139	0	\$ -
6		Designer	139	0	\$ -
7		Drafter ( Documentation)	100	0	\$ -
8		Programmer	111	0	\$ -
9		Clerical Admin	90	16	\$ 1,440



10	Describe Material Costs:	
11	Describe Travel Expenses:	\$ -
	<b>Subtotal</b>	<b>\$ 24,210</b>



CITYGATE ASSOCIATES, LLC  
FIRE & EMERGENCY SERVICES

600 Coolidge Drive, Suite 150 \* Folsom, CA 95630 \* PH 916-458-5100 \* FAX 916-983-2090

July 30, 2019

Mr. Mark Zall, Associate  
RossDrulisCusenberry Architecture, Inc.  
18294 Sonoma Highway  
Sonoma, CA 95476

**RE: PROPOSAL TO CONDUCT A STATION LOCATION ANALYSIS FOR KENSINGTON FIRE PROTECTION DISTRICT THROUGH RDC ARCHITECTURE**

Dear Mr. Zall:

In response to your request, Citygate Associates, LLC (Citygate) is pleased to present our proposal to assist RDC Architecture with the analysis of three proposed fire station locations in the Kensington Fire Protection District (District). Citygate understands the task is to provide response times from three proposed fire station locations to help understand the best choice and location to achieve the District's required response times.

Citygate proposes to perform three tasks across two deliverables to include maps and proposed response times (distances) for each of the three locations. Our work products will provide an appropriate explanation in an executive summary written report, including the requested maps and analysis. Our qualifications are provided as **Attachment B**.

### ***PROJECT APPROACH***

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As a review of our credentials will show, Citygate frequently conducts the complex requested work with best practice geographic information systems (GIS) and quantitative analysis skills.

To complete this project, we must be assured the GIS data is accurate and sufficient. If not, we will need to purchase private sector GIS data, at an additional cost. We will use a modified straight-line distance measure of 1.5 miles travel distance away from the proposed locations.

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**PROPOSED PROJECT WORK PLAN**

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Our proposed project Work Plan consists of three tasks.

**Task 1: Initiate and Manage the Project; Request and Review the District's Electronic Data**

- 1.1 Request and review background project development information relevant to the growth issues facing the District.
- 1.2 Participate in a teleconference call with RDC staff to understand the development site issues.
- 1.3 Perform ongoing project management, including monthly written status reports.

**Task 2: Prepare the GIS Assessment Model and Conduct Preliminary Analysis**

- 2.1 After reviewing the provided background information, build the GIS travel coverage model.
- 2.2 Provide the Task 1 mapping analysis for fact-checking and discussion with District staff via teleconference.
- 2.3 Conduct travel time analysis based on existing public roads and any future planned roads as available in an appropriate GIS file format.

**Task 3: Produce Final Maps and Executive Summary Report**

- 3.1 Prepare the requested maps, analysis, and summary report.
- 3.2 Fact-check the report and exhibits with District staff via teleconference.
- 3.3 Produce a Final Report, to include a PDF for the requested maps and summary report.

**PROPOSED PROJECT SCHEDULE**

Citygate anticipates the duration of this project to be 45 to 60 days. We are available to initiate the study in August 2019. A summary of the proposed project schedule is presented in the following table.

**Proposed Project Schedule**

	Task	Month 1	Month 2
1	Initiate the Project; Request and Review Documents	●	
2	Prepare the GIS Model and First Exhibits		●
3	Produce the Final Report		●

○ Teleconference Meeting

**STUDY COMPONENTS WITH WHICH THE DISTRICT MUST ASSIST**

The District has the best capability to compile most, if not all, of the data and information needed to assist Citygate in advising the District. Therefore, Citygate anticipates that the District will assist with this project by:

- ◆ Providing proposed project documents, GIS data files (where possible), and other information as requested by Citygate, as available.
- ◆ Identifying a single point of contact for this study.

**CITYGATE CONSULTANT TEAM**

Citygate's Project Team for this engagement includes the following Citygate consultants. Project Team resumes for Chiefs Gary and Meyer have been provided in **Attachment A**.

**Chief Stewart Gary, MPA, Public Safety Principal**



Chief Gary is the Public Safety Principal for Citygate Associates and is the retired Fire Chief of the Livermore-Pleasanton Fire Department in Alameda County, California. In 1996, he successfully designed and led the implementation of the Livermore-Pleasanton fire department consolidation which won a California League of Cities Helen Putnam Award. For 14 years, he was the lead instructor and program content developer for the Standards of Coverage process. For many years, he annually taught a 40-hour course on this systems approach for fire deployment at the California Fire Academy, and he teaches and consults across the United States and Canada on the Standards of Coverage process.

*Chief Gary will provide oversight for this project.*

**Chief Bob Meyer, CFO, EFO, Senior Fire Services and Geo-Mapping Specialist**



Chief Meyer has over 24 years of public fire protection experience. He retired as Fire Chief for the City of SeaTac, Washington, where he was responsible for leading a Fire Department of 53 employees serving a diverse community with a daily population of 96,000 out of three fully staffed fire stations providing fire, emergency medical, and technical rescue services. Prior to joining the SeaTac Fire Department in 2000, he served as the Division Chief for the Santa Maria Fire Department; Senior Code Enforcement Officer for the City of West Hollywood; and Battalion Chief for the San Clemente Fire Department. Chief Meyer is a Certified Chief Fire Officer and Peer Assessor / Team Leader for the Commission on Fire Accreditation International, and until recently he was a Certified Emergency Manager. Chief Meyer routinely performs deployment assessments requiring community risk or geographic mapping expertise.

*Chief Meyer will perform the GIS analysis and author the report.*

**David DeRoos, MPA, CMC, Citygate President**



Mr. DeRoos has over 30 years of experience as a consultant to local government, preceded by five years as an assistant to the City Administrator. He earned his undergraduate degree in Political Science / Public Service (Phi Beta Kappa) from the University of California, Davis, and he holds a master's degree in public administration from the University of Southern California. Prior to becoming a Principal in Citygate in 1991, he was a Senior Manager in the local government consulting division of Ernst & Young.

*Mr. DeRoos is responsible for ensuring the study is conducted smoothly and efficiently within the schedule and budget allocated and that study deliverables meet Citygate's and the client's quality standards.*

**STUDY COSTS**

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Our charges are based on **actual time** spent by our consultants at their established billing rates, plus reimbursable expenses incurred in conjunction with travel, printing, clerical, and support services related to the engagement. As such, we will undertake this study for a "not-to-exceed" total cost based on our proposed project Work Plan, scope of work, and schedule. Any additional work outside the scope of services described in this proposal, as mutually agreed to in writing as a change order, will be billed at the hourly rate of the respective consultant(s), including any reimbursable expenses plus a five percent (5%) administrative fee.

Consulting Fees of Project Team	Reimbursable Expenses	Administration (5% of Hourly Fees)	Total
\$11,415	\$0*	\$571	\$11,986

\* If street data is not available that includes the attributes necessary for the geographic computer model to route fire trucks at appropriate speeds over the District's road network, including one-way streets and freeway interchange directions, Citygate will purchase the required streets and speed data from TSI Mapping, a private TomTom GIS distributor, at a cost of \$1,870.

This cost proposal reflects our best effort to be responsive to the District's and RDC's needs for this study, as we understand them, at a reasonable cost. If our proposed scope of work and/or cost is not in alignment with your needs or expectations, we are open to discussing modifications to our proposed scope of work and the associated costs.

The price quoted is effective for 90 days from the date of receipt of this proposal and includes the executive summary report with necessary exhibits.

### Standard Hourly Billing Rates

Classification	Rate	Consultant
Citygate President	\$225 per hour	David DeRoos
Public Safety Principal	\$250 per hour	Stewart Gary
Senior Fire Services Specialist	\$195 per hour	Robert Meyer
Report Project Administrator	\$125 per hour	Chad Jackson
Administrative Support	\$95 per hour	Various

### Billing Schedule

We will bill monthly for time, reimbursable expenses incurred at actual costs (travel), and a five percent (5%) administration charge in lieu of individual charges for copies, phone, etc. Our invoices are payable within thirty (30) days. Citygate's billing terms are net thirty (30) days plus two percent (2%) for day thirty-one (31) and two percent (2%) per month thereafter. Our practice is to send both our monthly status report and invoice electronically. Once we are selected for this project, we will request the email for the appropriate recipients of the electronic documents. Hard copies of these documents will be provided only upon request. We prefer to receive payment by direct deposit, if available.

We request that ten percent (10%) of the project cost be advanced at the execution of the contract, to offset our start-up costs. This advance would be credited to our last invoice.

\* \* \*

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Mark Zall

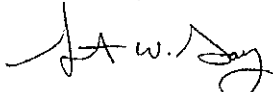
July 30, 2019

Page 6

Citygate's team of specialists would be honored to be of service to the District and RDC for this project. If this proposal is acceptable, you can forward a standard consultant contract for us to complete.

Please feel free to contact me at (916) 458-5100, extension 305, or via email at [sgary@citygateassociates.com](mailto:sgary@citygateassociates.com) if you wish further information.

Sincerely,



Stewart Gary, MPA

Public Safety Principal

Attachments: A: Citygate Project Team Resumes  
B: Citygate Qualifications and References



**ATTACHMENT A**

**CITYGATE PROJECT TEAM RESUMES**





Mr. Gary was, until his retirement, the Fire Chief of the Livermore-Pleasanton Fire Department. Now in his 47th year in the Fire Service, Mr. Gary began as a volunteer and worked his way up through the ranks, including his service as a Paramedic for five years.

Mr. Gary started his career with the City of Poway in San Diego County, attaining the rank of Battalion Chief / Fire Marshal. He subsequently served as the Administrative Battalion Chief for the Carlsbad Fire Department in San Diego County. He was appointed Fire Chief for the City of Livermore, California in January 1994, and two years later, he successfully facilitated the peer-to-peer merger of the Livermore and Pleasanton Fire Departments into one seamless 10-company department from which he retired as Chief. This successful consolidation was awarded the esteemed Helen Putnam Award for Excellence by the California League of Cities in 1999.

Mr. Gary has both a bachelor's and master's degree in Public Administration from San Diego State University. He holds an associate degree in fire science from Miramar Community College in San Diego and a certificate in fire protection administration from San Diego State, and he has attended hundreds of hours of seminar course work in fire protection.

Mr. Gary has served in elected professional positions, including: President, California League of Cities, Fire Chiefs Department; and Chairperson, San Diego County Paramedic Agencies. He has been involved in progressive responsibility for creating or implementing fire protection policy on the local, state, and national levels. He has served as a board member representing cities on the California Office of Emergency Services-Firescope Board and served two terms as the fire chief representative on the California League of Cities Board of Directors. Mr. Gary served on the Livermore School District Board and served as an elected official on the City of Livermore City Council.

**Memberships Held Include:**

- ◆ International Association of Fire Chiefs, Fairfax, VA
- ◆ California Fire Chiefs Association, Rio Linda, CA
- ◆ National Fire Protection Association, Quincy, MA

**Current Consulting Experience Includes:**

Since starting his consulting career with Citygate Associates in 2001, Chief Gary has successfully worked on, managed, or directed over 300 consulting projects. Some of the highlights and recent projects include:

- ◆ Served as Public Safety Principal and Project Director for a Standards of Coverage update for the San Diego Fire-Rescue Department.
- ◆ Served as Public Safety Principal and Project Director for a fire department organizational review for the San Jose Fire Department.
- ◆ Served as Public Safety Principal for a comprehensive Standards of Coverage and headquarters staffing adequacy review for the Santa Clara Fire Department.
- ◆ Served as Public Safety Principal and Project Director for a Standards of Coverage study for the City of Sacramento that included a review of options for ambulance deployment based in the Fire Department.

- 
- ◆ Served as Project Director and Standards of Coverage Specialist for Citygate's regional fire services deployment study for the County of San Diego, including 57 fire agencies in the County region. Citygate outlined a process designed to establish a blueprint for improving the County's regional fire protection and emergency medical system.
  - ◆ Served as Project Manager and Standards of Coverage Specialist for a fire services deployment and departmental performance audit for the Santa Barbara County Fire Department.
  - ◆ Served as Public Safety Principal and Project Manager for a Standards of Coverage study and enhanced risk assessment for the Carpinteria-Summerland Fire Protection District.
  - ◆ Served as Public Safety Principal and Project Director for a regional fire services Standards of Coverage analysis and a capacity constraint analysis for the Ventura County Fire Protection District.
  - ◆ Served as Public Safety Principal and Project Manager for a fire Master Plan and Standards of Coverage deployment analysis for the City of San Luis Obispo, California.
  - ◆ Served as Public Safety Principal and Project Director for a fire services Master Plan update for the City of San Luis Obispo, California.
  - ◆ Currently serving as Public Safety Principal and Project Manager to assist with a comprehensive and neutral external review of the Woolsey Fire Incident on behalf of the Los Angeles County Office of Emergency Management.
  - ◆ Served as Public Safety Principal and Project Director for a performance and fiscal audit of the Department of Fire and Public Safety in Maui, Hawaii, specifically designed to analyze the County's current budgeted resource capacity and the utilization and allocation of those resources.
  - ◆ Served as Public Safety Principal for a comprehensive community risk assessment, Standards of Coverage study, and station location and deployment study for the City of Sunnyvale, California.
  - ◆ Served as Public Safety Principal and Project Director for a fire department Standards of Coverage staffing utilization study for the City of Pearland, Texas.

**Other Relevant Non-Citygate Experience Includes:**

- ◆ In 2002, Mr. Gary led a seminar that taught the Standards of Coverage (SOC) methodology to members of the Clark County Fire Department.
- ◆ In 2005 and into 2006, Mr. Gary coached, assisted and initially drafted the Clark County Fire Department Rural SOC documents. He advised County GIS on how to prepare the necessary mapping and response statistics analysis. He then coached the project manager on collecting risk assessment information on each rural area, which he then wove into an integrated draft set of risk statements and proposed response policies for each rural area.

- 
- ◆ In 2000, Mr. Gary was the lead deployment consultant on a team that developed a new strategic plan for the San Jose Fire Department. The final plan, which used the accreditation system methods and Standards of Coverage tools, was well received by the Department and City Council, which accepted the new strategic plan on a 9-0 vote.
  - ◆ In 1996, Mr. Gary successfully studied and then facilitated the peer-to-peer merger of the Livermore and Pleasanton Fire Departments into one seamless 10-company department for which he served as Chief. The LPFD represents one of the few successful city-to-city fire mergers in California. The LPFD consisted of 128 total personnel with an operating budget for FY 00/01 of \$18M. Service was provided from eight stations and a training facility, and two additional stations were under construction.
  - ◆ In 1995, Mr. Gary began working with the International Association of Fire Chiefs and International City Management Association Accreditation project on the Standards of Coverage system for fire service deployment. He re-worked the material into a California manual and annually taught a 40-hour course for the California Fire Academy for many years. He conducts seminars on this deployment methodology for the International Fire Chiefs across the United States and Canada.
  - ◆ In 1994, Mr. Gary effectively led the Fire Department's adding of paramedic firefighters on all engines to increase service. Previously the Alameda County regional system was under-serving Livermore, and the local hospital emergency room was closing. Residents and the City Council approved a local EMS supplemental property tax assessment (successfully re-voted after Proposition 218) to help pay for this increased service. In 1995, Mr. Gary assisted the City Council and the firefighters union in reaching a new understanding on staffing, and a fifth Fire Company was added to better serve the northwest area of Livermore.
  - ◆ During his tenure in Carlsbad, he successfully master-planned and opened two additional fire stations and developed the necessary agreements between the development community and the City Council.
  - ◆ Mr. Gary has developed fire apparatus replacement plans; procured fire apparatus; supervised the development of community disaster preparedness and public education programs; facilitated permit streamlining programs in the Fire Prevention and Building Departments; improved diversity in the Livermore fire department by hiring the first three female firefighters in the City; supervised the Livermore City Building Department, including plan check and inspection services for two years; and master-planned future growth in the north Livermore area for an additional 30,000 people in a "new town" area.
  - ◆ Mr. Gary facilitated a successful regional dispatch consolidation between Poway and the City of San Diego Fire Department. He developed and implemented fire department computer records systems for Carlsbad and Livermore.

- 
- ◆ Mr. Gary has been a speaker on the proper design of information systems at several seminars for Fire Chiefs, the California League of Cities, and the Fortune 100. He has authored articles on technology and deployment for national fire service publications.
  - ◆ Mr. Gary is experienced as an educator in teaching firefighting, paramedicine, and citizen CPR programs. As a community college instructor, he taught management and fire prevention. He has been an instructor for State Fire Training and the San Diego Paramedic program.

**Instructor and Lecturer:**

- ◆ Instructor and lecturer on fire service deployment for the Commission on Fire Accreditation Standards of Coverage methodology. Over the last five years, Mr. Gary has presented one-day workshops across the US and Canada to fire chiefs. Presentations have included:
  - The International Association of Fire Chiefs Convention
  - US Navy Fire Chiefs in Norfolk, Virginia
  - US Air Force Fire Chiefs at the USAF Academy, Colorado Springs, Colorado
  - Seattle-area Fire Chiefs
  - Vancouver British Columbia Fire Chiefs Association
  - The Michigan/Indiana Fire Chiefs Association School at Notre Dame University
  - The California Fire Training Officers annual workshop
- ◆ Developed and taught the 40-hour course in fire deployment methods for the California Fire Academy for seven years. Over 250 fire officers have been trained in this course.

**Presentations:**

- ◆ “Mapping the Future of Fire.” First ever fire service technology conference, October 2000, Dallas, Texas. Outlined fire service needs, especially for GIS mapping and mobile data technologies in the fire service.

**Publications:**

- ◆ Edited, partially wrote, and co-developed the second, third, and fourth editions of the *Commission on Fire Accreditation Standards of Response Cover Manual*.
- ◆ Fire Chief Magazine article. February 2001, “System of Cover.” Using the Accreditation Commission’s Standards of Response Cover systems approach for deployment.
- ◆ *Fire Chief Magazine* article. December 2000, “Data to Go.” Designing and implementing wireless data technologies for the fire service.

Chief Meyer has over 20 years of public fire protection experience. He retired as Fire Chief for the City of SeaTac, Washington, where he was responsible for leading a Fire Department of 53 employees serving a diverse community with a daily population of 96,000 out of three fully staffed fire stations providing fire, emergency medical, and technical rescue services. Prior to joining the SeaTac Fire Department in 2000, he served as the Division Chief for the Santa Maria Fire Department; Senior Code Enforcement Officer for the City of West Hollywood; and Battalion Chief for the San Clemente Fire Department. Chief Meyer is a Certified Chief Fire Officer and Peer Assessor / Team Leader for the Commission on Fire Accreditation International.

**Current Consulting Experience Includes:**

Since joining Citygate, some of Mr. Meyer's projects include:

- ◆ Currently serving as Fire Services Specialist to develop an organizational strategy that outlines five-year goals for the Fire Department in the City of Corona, California.
- ◆ Served as Senior Associate and Fire Services Specialist to conduct a Standards of Coverage assessment and Master Plan update for the Chino Valley Independent Fire District.
- ◆ Served as Fire Services Specialist to provide an emergency medical services review for the County of Los Angeles Fire Department.
- ◆ Served as Standards of Coverage Specialist for a fire department organizational review for the City of San Jose Fire Department.
- ◆ Served as Senior Fire Services Associate for a Standards of Coverage study, which included a review of options for ambulance deployment based in the Fire Department for the City of Sacramento, California.
- ◆ Served as Fire Services Specialist for a fire department Standards of Coverage staffing utilization study for the City of Pearland, Texas.
- ◆ Served as Fire Services Specialist to perform a comprehensive public safety deployment and performance review of the Police and Fire Departments for the City of Glendale, Arizona.
- ◆ Served as Senior Fire Services Specialist to perform a comprehensive public safety Master Plan that will enable the Police and Fire-Medical Departments to complete their organizational programmatic goals while falling in line with the General Plan 2035 for the City of Surprise, Arizona, and the City Council Strategic Plan.
- ◆ Served as Fire Services Specialist for a comprehensive fire department evaluation and analysis for the City of Mukilteo, Washington.
- ◆ Served as Fire Services Specialist for a comprehensive management audit of the Goodyear Fire Department to evaluate the effectiveness and management processes of the leadership team, the design and direction of the organization, and the organizational climate.

- 
- ◆ Served as Senior Associate and Fire Services Specialist to perform a comprehensive analysis of the Andover fire services to develop a fire protection and paramedic services Master Plan, with strategic options for short-, mid-, and long-term service delivery.

**Professional Experience:**

*January 2010 – Present* *Northern Arizona University, Mesa, AZ*  
Adjunct Professor

- ◆ Responsible for syllabi development, student evaluations, in-class and online instruction, and mentoring of students. Currently teaching in Public Agency Management Program and Emergency Services Administration curriculum.

*January 2003 – January 2010* *SeaTac Fire Department, SeaTac, WA*  
Fire Chief / Emergency Management Director

- ◆ Responsible for leading a Fire Department of 53 employees serving a diverse community with a daily population of 96,000 out of three fully staffed fire stations providing fire, emergency medical, and technical rescue services. Served as the City's Emergency Management Program Director responsible for all planning and training of staff in emergency operations/preparedness and served as the Emergency Communications Center Director during an emergency. Conducted Standards of Coverage analysis, risk assessment, deployment modeling, and strategic planning for emergency response. Developed Annual Reports.

*November 2000 – January 2003* *SeaTac Fire Department, SeaTac, WA*  
Assistant Fire Chief

- ◆ Responsible for assisting the Fire Chief in leading and managing the 39 sworn members and seven civilian members from three fire stations with a \$4.7 million budget. Acted as Fire Marshal and community liaison for fire prevention issues. Served as Emergency Operations Center Manager and representative to King County Emergency Management. Served as Department liaison between State Labor and Industries Department. Served as Acting Fire Chief. Developed Standards of Coverage model.

*May 1996 – Nov. 2000* *Santa Maria Fire Department, Santa Maria, CA*  
Division Chief – Fire Marshal / Emergency Services Coordinator

- ◆ Responsible for all Fire Prevention activities for a diverse community of 80,000 constituents. Directly supervised five employees. Conducted training for all members of the Department and City staff in emergency preparedness. Also served as Emergency Services Coordinator and Disaster Preparedness Officer for the City. Prepared the Emergency Plan and supporting documents. Acted as Duty Chief on a rotating basis responsible for all emergency responses, training, and safety.

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*January 1993 – May 1996*

*City of West Hollywood, West Hollywood, CA*

Senior Code Enforcement Officer

- ◆ Managed Code Enforcement section of four personnel that enforced fire, building, and municipal codes for a diverse community of 40,000. Responded and answered citizen complaints, prepared code revisions and amendments, and made presentations to the community, commissions, and City Council.

*December 1989 – Oct. 1992*

*San Clemente Fire Dept., San Clemente, CA*

Battalion Chief / Fire Marshal Emergency Services Coordinator

- ◆ Managed the Fire Prevention section of five staff and a budget of \$500,000 for a community of 40,000. Managed the Hazardous Materials Disclosure Program. Managed the Emergency Preparedness Section for the City. Developed the Emergency Plan for the Community. Rotated as duty officer for emergency response and managed 30 on-shift personnel. Laid-off due to budget reductions.

**Community Service:**

- ◆ City of SeaTac Chamber of Commerce
- ◆ YMCA Board of Directors
- ◆ Des Moines Rotary Club

**Certifications:**

- ◆ Certified Emergency Manager®
- ◆ Certified Chief Fire Officer, Center for Public Safety Excellence
- ◆ Executive Fire Officer, National Fire Academy
- ◆ Peer Assessor / Team Leader for Commission on Fire Accreditation International

**Education:**

- ◆ Associate degree from Saddleback Community College
- ◆ Bachelor of Science degree from California State University, Long Beach
- ◆ Master of Science degree candidate
  - All courses completed towards MS in Emergency Services Administration

**Memberships:**

- ◆ IAFC Technology Council
- ◆ IAFC Near Miss Program Contractor
- ◆ IAFC Western Division

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**ATTACHMENT B**

**CITYGATE QUALIFICATIONS AND  
REFERENCES**



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## ***CITYGATE PROJECTS***

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The following is a brief description of Citygate's public safety consulting experience. We provide project references, a description of several studies, and a list of other completed fire services engagements. For a more comprehensive list of Citygate's public safety experience, please visit our website at [www.citygateassociates.com/fire](http://www.citygateassociates.com/fire).

## ***PROJECT REFERENCES***

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Citygate here provides references for some of our public safety engagements.

### **City of San Diego, CA**

*Project: Standards of Coverage Update Analysis*

Brian Fennessy, Former San Diego Fire-Rescue Department Fire Chief, Current Orange County Fire Authority Fire Chief  
San Diego Fire-Rescue Department  
[brianfennessy@ocfa.org](mailto:brianfennessy@ocfa.org)  
(714) 559-2700

### **City of Pearland, TX**

*Project: Standards of Coverage and Staffing Utilization Study*

Vance Riley, Fire Chief  
City of Pearland Fire Department  
[vriley@pearlandtx.gov](mailto:vriley@pearlandtx.gov)  
(281) 997-5852

### **Chino Valley Independent Fire District, CA**

*Project: Standards of Coverage Assessment and Master Plan Update*

Tim Shackelford, Fire Chief  
Chino Valley Independent Fire District  
[tshackelford@chofire.org](mailto:tshackelford@chofire.org)  
(909) 902-5260

## ***RELATED PROJECT DESCRIPTIONS***

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### **Chino Valley Independent Fire District, CA – *Standards of Coverage Assessment and Master Plan Update***

Citygate conducted a Standards of Coverage assessment and Master Plan update for the Chino Valley Independent Fire District in San Bernardino County, California. This project included a comprehensive community risk assessment, Standards of Coverage analysis, fiscal and staffing analysis, and future needs assessment.

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**City of San Diego, CA – Standards of Coverage Update Analysis**

Citygate performed a Standards of Coverage update analysis based on our 2010 study for the San Diego Fire-Rescue Department, including a comprehensive assessment of the Department's deployment fact-pattern in light of changes over the prior six years.

**City of San Luis Obispo, CA – Update to Standards of Coverage Plan**

Citygate completed a review of projected growth in the City of San Luis Obispo's current General Plan and an assessment of fire service funding sources as part of a Standards of Coverage update. Citygate assessed the addition of a fifth fire station, or redistribution of the existing four stations, to serve new development in planned growth areas of the City.

**City of Fairfield, CA – Response Time Analysis for Fire Station 35**

Citygate assisted the City of Fairfield, California in understanding the ability of Fire Station 35 to provide the City's required response times to new development both inside and outside the City via a proposed annexation.

**City of Fairfield, CA – Public Safety Review**

Citygate provided public safety services to a development project and analyzed certain issues relating to the lawsuit Hunt Building Co, Ltd., et al. v. John Hancock Life Insurance Co. (U.S.A.), et al., pending in the United States District Court for the Western District of Texas, El Paso Division. Stewart Gary was asked to give his opinion regarding the provision of certain public safety services (including fire and police services) by Hunt Building Corporation, M.L. Hunt, and W.L. Hunt to a 300-unit housing project located at the edge of the City of Fairfield, California.

**City of Fairfield, CA – Review of Fire Station Needs for the Fairfield Train Station Specific Plan**

Citygate conducted GIS-based fire station location and response time studies for the Fairfield Train Station Specific Plan. This work affected existing City areas and used the City's response time formula.

**City of Vallejo, CA – Standards of Coverage Deployment Analysis and Staffing/Overtime Study, and Fire Staffing Levels Update Study**

Citygate completed a fire study to analyze several areas of fire services in Vallejo, CA. These areas include the overall staffing and deployment of fire services; the service needs of the Hiddenbrooke Development; the impact of fire station or crew reductions, if necessary; the adequacy of the headquarters staffing; any policies or issues inordinately driving up the usage of overtime; and an analysis of the impacts of the firefighter work schedule being tested.

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Citygate used the findings of the deployment and fiscal studies project to complete a fire staffing levels update study for the City of Vallejo to develop redeployment strategies for the City's fire services.

**City of Vacaville, CA – Deployment and Coverage Analysis of Existing and Annexation Areas**

Citygate performed a deployment and coverage analysis of existing and annexation areas for the City of Vacaville. Along with a review of the current arrangement for fire protection services within the City of Vacaville, this study also included a review of existing City Fire Department performance expectations, the use of the Standards of Coverage model from the Commission on Fire Accreditation International to determine impacts generated by the proposed annexations, an examination of prior incident response demographic data, a technical report to document findings, and training and advising Fire Department staff in ongoing deployment analysis.

The Standards of Coverage methodology was used to create a comprehensive study of the Department's existing deployment and impacts created by proposed City growth. During this process, the Department learned to carry forward the study methodology, with Citygate providing coaching, facilitation, and technical geographic information systems support. FireView™ and RHAVE were used to support this analysis. The final Citygate report created a long-range deployment plan that was adopted by the Fire Chief and City Council.

**City of Vacaville, CA – Standards of Coverage Update**

Citygate performed an update to the City of Vacaville Fire Department's Standards of Coverage analysis, which was last performed by Citygate in 2003. This update included examining where the Department is doing well, what needs improved, and what resources, if any, are needed to implement such improvements.

**City of Sacramento, CA – Consultant Services to Conduct a Standards of Coverage Study**

Citygate conducted a Standards of Coverage assessment for the City of Sacramento. Citygate produced an SOC document that is fully compliant with industry best practices in the field of deployment analysis, which the City intends to use to determine the distribution and concentration of the City's firefighting and ambulance resources.

**City of Pearland, TX – Standards of Coverage and Staffing Utilization Study**

Citygate performed a Standards of Coverage and staffing utilization study for the City of Pearland, TX. The study was conducted to help determine how to best staff and equip the Department to meet its mission in light of rapid and anticipated continued growth. The City desired a performance review of the current delivery of all Fire Department services, as well as recommendations to ensure service delivery meets current best practices. The Final Report was

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received by the City Council with great support and positivity, as the Council unanimously voted in favor of implementing all Citygate's recommendations.

**City of Dixon and Dixon Fire Protection District, CA – Standards of Coverage Deployment Study and Master Plan**

Citygate performed a Standards of Coverage deployment study and Master Plan for the City of Dixon and the Dixon Fire Protection District. This project included facilitation of community focus groups to determine community needs and expectations; outreach and focus group meetings with Fire Department staff related to training, equipment, and staffing; and the development of a written, long-range plan for the City of Dixon and the Dixon Fire Protection District.

**City of San Bernardino, CA – Fire Services Deployment Study**

Citygate conducted a fire services deployment study for the City of San Bernardino. This deployment study included a comprehensive data analysis as part of a full Standards of Coverage analysis. Citygate also evaluated and answered three critical questions: (1) If the current fiscal crisis requires the City to consider closing fire stations to help balance its budget, can any be closed? (2) Should the City continue to provide fire department-based paramedics on firefighting units to support the County-managed private ambulance contract? (3) What are the high-level options for the City to consider for contracting out or merging fire services with another agency?

**City of San Bernardino, CA – Fire Department Evaluation of City Fire Service Proposals**

Citygate conducted evaluations on City fire service proposals. Citygate's Fire and General Government Principals reviewed bids received from both an operational needs perspective, per the RFP, and the economics proposed over the term of the likely contract.

**City of Santa Clara, CA – Comprehensive Standards of Coverage and Headquarters Staffing Adequacy Review**

Citygate assisted the City of Santa Clara Fire Department with a comprehensive Standards of Coverage and headquarters staffing adequacy review. The efficacy and efficiency of fire and emergency medical service delivery models was assessed, and a forecast for headquarters staffing and services was developed.

**City of San Jose, CA – Fire Department Standards of Coverage and Organizational Review**

Citygate performed a large organizational review and Standards of Coverage study of the San Jose Fire Department. This review was to evaluate the current delivery of Fire Department services, technological improvements as they related to Department response time performances, and potential increases in Department efficiencies in operations.

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**City of Orange, CA – Standards of Coverage Assessment**

Citygate performed a Standards of Coverage study for the City of Orange Fire Department. This study included a deployment review and an analysis of staffing, fire incidents, mutual aid, geographic patterns, station location, and station operations. In addition, Citygate provided recommendations regarding deployment options.

**Cosumnes Community Services District, CA – Standards of Coverage Study and Strategic Plan**

Citygate performed a Standards of Coverage study, management/administrative assessment, and Strategic Plan for the Cosumnes Community Services District Fire Department. This study included all facets of an extensive Standards of Coverage assessment and an in-depth facilitation of the applied strategic planning method.

**San Diego County Office of Emergency Services, CA – Countywide Deployment Study for Regional Fire, Rescue, and Emergency Medical Services (57 Total Fire Agencies)**

In 2010, Citygate established a phased-process blueprint designed to improve San Diego County's regional fire protection and emergency medical system. The study assessed current levels of service, identified future needs, provided options for a regional governance structure, and developed cost feasible proposals to improve the region's ability to respond to natural or manmade disaster (including wildfires, earthquakes, terrorism, and other multi-hazard events), bolster day-to-day operations for local agencies, and enhance the delivery of fire and emergency medical services.

The study exceeded the County's expectations and was very well received by the elected officials and stakeholders in May 2010. The County has since retained Citygate to provide ad hoc assistance with implementation of the study's recommendations. More information on this study, including links to watch the final presentation, listen to a related radio interview with Stewart Gary, view study documents, and read local news articles, is available here: [http://citygateassociates.com/Fire\\_San\\_Diego\\_County\\_Study.html](http://citygateassociates.com/Fire_San_Diego_County_Study.html)

The Board of Supervisors, on a 5-0 vote, adopted Citygate's recommendations, and the County continues the process of implementing our recommendations.

**Stanford University, CA – Fire Services System Review**

Citygate is providing a fire services system review for Stanford University, which has occurred over many phases and has included preparation of alternative service plans, macro costs, drafting a fire services RFP, and drafting a cost model for the Fire Department. Stanford recently initiated a sixth phase for this project, for which it selected Citygate Associates to assist.

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**Sacramento Metropolitan Fire District, CA – Standards of Coverage Study, Services Reduction (Brownout) Study (2009); and New Growth Fire Station Master Plan (2014)**

The Standards of Coverage study was commissioned to analyze the effectiveness of the current deployment system; evaluate the need for additional fire stations; recommend criteria for the placement and timing of these stations; and develop the criteria for deployment reductions of three to five fire stations to meet the fiscal needs of the District's declining revenues.

The study exceeded all the District's expectations and was very well received by the elected officials and stakeholders in May 2009. The District adopted and implemented Citygate's brownout service reduction plan. Citygate has been retained by the District to perform numerous additional engagements.

The District also commissioned Citygate to update the District's fire station, apparatus, and crew needs to account for the expected post-recession growth proposals being processed by the Sacramento County Department of Community Development and the City of Rancho Cordova Planning Department.

**City of Oakland, CA – Comprehensive, Multi-Hazard, All-Risk Fire Service Deployment Study**

Citygate conducted a comprehensive, multi-hazard, all-risk fire service deployment study of the Oakland Fire Department's ability to respond to and mitigate emergencies in routine and strategic risk scenarios. The study combined Oakland's capabilities with those of its neighbors to form a picture of what the sub-regional response system's capabilities are to protect the strategic risks in the Oakland Metropolitan Area. From these assessments and the resultant gap analysis, recommendations for changes were made to improve the response system.

**City of Stockton, CA – Standards of Coverage Study; Risk Assessment for Port of Stockton; Fire Services Review and SOC Update**

Citygate conducted a Standards of Coverage planning analysis for the City of Stockton Fire Department as it pertains to City expansion areas. As such, this study briefly reviewed the adequacy of the existing deployment system to determine how much, if at all, the existing stations can provide coverage to the proposed growth areas.

Citygate then completed a review of the emergency response capabilities of the Stockton Fire Department to the Port of Stockton area to determine the Fire Department's ability to provide the same response time delivery for the first-due fire engine consistent with the goal to the rest of the existing City.

Separately, as a subcontractor, Citygate completed a project to assist with a review of fire services and provide fire services re-deployment scenario advice to meet the current fiscal challenges. This work was based on Citygate's prior deployment studies for Stockton in 2008 and 2009.

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## **CITYGATE CLIENT SUMMARY**

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In addition to the related studies described above, Citygate presents a list of additional SOC/deployment studies, headquarters systems and overall performance audits, consolidation projects, and general projects that we have completed.

### **Fire Standards of Coverage / Deployment Studies**

- ◆ City of Alameda, CA
- ◆ Alameda County, CA
- ◆ Alameda County Fire Department, CA
- ◆ City of Bakersfield, CA
- ◆ City of Brentwood, CA
- ◆ City of Calexico, CA
- ◆ City of Carlsbad, CA
- ◆ Carpinteria-Summerland FPD, CA
- ◆ Central FPD of Santa Cruz County, CA
- ◆ Chino Valley Fire District, CA
- ◆ City of Cleveland, OH
- ◆ Coastside FPD, CA
- ◆ City of Costa Mesa, CA
- ◆ Cosumnes CSD, CA
- ◆ City of Eagan, MN
- ◆ East Contra Costa County FPD, CA
- ◆ El Dorado Hills Fire District, CA
- ◆ City of Emeryville, CA
- ◆ City of Enid, OK
- ◆ City of Eureka, CA
- ◆ City of Fairfield, CA
- ◆ City of Folsom, CA
- ◆ City of Georgetown, TX
- ◆ City of Huntington Beach, CA
- ◆ Kings County, CA
- ◆ Lakeside FPD, CA
- ◆ Los Angeles County EMS, CA
- ◆ City of Manhattan Beach, CA
- ◆ Marin County, CA
- ◆ Menlo Park FPD, CA
- ◆ City of Merced, CA
- ◆ City of Milpitas, CA
- ◆ City of Minneapolis, MN
- ◆ Missouri City, TX
- ◆ Montecito FPD, CA
- ◆ City of Monterey Park, CA
- ◆ City of Morgan Hill and Partners, CA
- ◆ National City, CA
- ◆ Orange County Fire Authority, CA
- ◆ City of Palm Springs, CA
- ◆ City of Pasadena, CA
- ◆ City of Pearland, TX
- ◆ City of Redlands, CA
- ◆ City of Roseville, CA
- ◆ Ross Valley Fire Department, CA
- ◆ City of Sacramento, CA
- ◆ Sacramento Metropolitan Fire District, CA
- ◆ City of San Bernardino, CA
- ◆ City of San Diego, CA
- ◆ City of San Jose, CA
- ◆ City of San Luis Obispo, CA
- ◆ City of San Marcos, CA
- ◆ City of San Mateo, CA
- ◆ San Mateo County, CA
- ◆ San Ramon Valley FPD, CA
- ◆ Santa Barbara County, CA
- ◆ City of Santa Clara, CA
- ◆ Santa Clara County, CA
- ◆ City of Seaside, CA
- ◆ Snohomish County Fire District 1, WA
- ◆ South County Fire Authority, CA
- ◆ Southern Marin FPD, CA
- ◆ South Placer FPD, CA
- ◆ City of South San Francisco, CA
- ◆ South San Mateo County, CA
- ◆ South Santa Clara FPD, CA
- ◆ Stanislaus Consolidated FPD, CA
- ◆ City of Stockton, CA
- ◆ Suisun City, CA
- ◆ City of Sunnyvale, CA
- ◆ Templeton CSD, CA
- ◆ Travis County ESD No. 6, TX
- ◆ City of Vacaville, CA
- ◆ City of Vallejo, CA
- ◆ Valley Center FPD, CA
- ◆ City of Vancouver, WA

- ◆ North County FPD, CA
- ◆ North Lake Tahoe FPD, NV
- ◆ City of Oakland, CA
- ◆ City of Ogden, UT
- ◆ City of Orange, CA

- ◆ Ventura County FPD, CA
- ◆ City of Victorville, CA
- ◆ City of Vista, CA
- ◆ City of Woodland, CA
- ◆ Yuba City, CA

### Master/Strategic Plans

- ◆ City of Anacortes, WA
- ◆ City of Andover, KS
- ◆ Aptos/La Selva FPD, CA
- ◆ City of Atwater, CA
- ◆ City of Belmont, CA
- ◆ City of Beverly Hills, CA
- ◆ Butte County, CA
- ◆ City of Carlsbad, CA
- ◆ Clark County FPD No. 6, WA
- ◆ City of Corona, CA
- ◆ Cosumnes CSD, CA
- ◆ City of Dixon, CA
- ◆ City of DuPont, WA
- ◆ East Contra Costa County FPD, CA
- ◆ El Dorado Hills Fire District, CA
- ◆ Fresno County, CA
- ◆ Lakeside FPD, CA
- ◆ Los Angeles Area Fire Chiefs Association, CA
- ◆ Los Angeles County, CA
- ◆ Madera County, CA
- ◆ City of Mont Belvieu, TX
- ◆ Monterey County, CA

- ◆ Mountain House CSD, CA
- ◆ City of Mukilteo, WA
- ◆ City of Napa, CA
- ◆ Napa County, CA
- ◆ City of Newark, CA
- ◆ City of Oakdale / Oakdale Rural FPD, CA
- ◆ City of Oceanside, CA
- ◆ City of Orange, CA
- ◆ City of Peoria, AZ
- ◆ Presidio Trust, CA
- ◆ Port of Long Beach, CA
- ◆ Port of Los Angeles, CA
- ◆ Rock Creek Rural FPD, ID
- ◆ Salida FPD, CA
- ◆ Salton CSD, CA
- ◆ City of San Luis Obispo, CA
- ◆ City of Soledad, CA
- ◆ City of Surprise, AZ
- ◆ Travis County ESD #6, TX
- ◆ Town of Windsor, CA
- ◆ University of California, Davis
- ◆ University of California, Merced
- ◆ City of Yucaipa, CA



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## Consolidations and Contract-for-Service Analyses

- ◆ City of Arcata, CA – Fire Services Feasibility Analysis
- ◆ Cities of Brea and Fullerton, CA – Feasibility Analysis for Providing Multi-City Fire Services under JPA Jurisdiction
- ◆ Cities of Burlingame, Millbrae, and San Bruno and Town of Hillsborough, CA – Fire Services Merger Technical Implementation
- ◆ City of Covina, CA – Contract-for-Service Analysis
- ◆ El Dorado LAFCO (CA) – Countywide Fire and Emergency Services Study
- ◆ City of Emeryville, CA – Assessment of Fire Service Provision Options
- ◆ City of Eureka and Humboldt No. 1 FPD, CA – Consolidation or Contract Fire Services Feasibility Analysis
- ◆ City of Greenfield and the Greenfield Fire Protection District, CA – Fire Services Reorganization Study
- ◆ Heartland Communications Facility Authority, CA – Second Phase Merger Feasibility Study
- ◆ City of Hermosa Beach, CA – Analysis of Contract for Fire Services Proposal
- ◆ Cities of Hesperia, Adelanto, and Victorville and Town of Apple Valley, CA – Public Safety JPA Feasibility Study
- ◆ Lawrence Livermore National Security (CA) – Fire Consulting Services
- ◆ City of Lodi, CA – Contract for Services Feasibility Analysis
- ◆ Cities of Manhattan Beach and Hermosa Beach, CA – Operational Assessment
- ◆ Cities of Monterey, Pacific Grove, and Carmel, CA – High-Level Consolidation Feasibility Analysis
- ◆ Cities of Newark and Union City, CA – Consolidation or ALCO Contract for Services Study
- ◆ Cities of Orange, Fullerton, and Anaheim, CA – Consolidation Feasibility Analysis
- ◆ Cities of Patterson and Newman, and West Stanislaus County FPD, CA – Joint Fire Protection Study
- ◆ City of Pinole, CA – Regional Fire Service Delivery Study
- ◆ Cities of Pismo Beach, Arroyo Grande, and Grover Beach and Oceano CSD, CA – High-Level Consolidation Feasibility Analysis
- ◆ Placer County, CA – Fire Service Consolidation Implementation Plan
- ◆ Presidio Trust and National Park Service (CA) – Fire Services Reorganization
- ◆ City of San Diego Fire-Rescue Department, CA – Ambulance Contract Analysis and System Re-Bid Design
- ◆ San Diego County Office of Emergency Services (CA) – Countywide Deployment and Fiscal Study for Regional Fire, Rescue, and Emergency Medical Services (57 Total Fire Agencies)
- ◆ Cities of San Mateo, Foster City, and Belmont, CA – JPA Workshop
- ◆ City of Santa Rosa and Rincon FPD, CA – Fire Consolidation Analysis
- ◆ City of Sausalito and Southern Marin FPD, CA – Fire Consolidation Implementation Analysis
- ◆ Seaside and Marina Fire Services, CA – Consolidation Implementation Assistance
- ◆ Snohomish County Fire District 1, WA – Review of Regional Fire Authority Financial and Level-of-Service Plan
- ◆ City of Sonoma and Valley of the Moon FPD, CA – Fire Services Reorganization Study
- ◆ City of South Lake Tahoe, CA – Fire Department Consolidation Feasibility Analysis
- ◆ South Santa Clara County Area Fire Departments, CA – Reorganization Feasibility Study
- ◆ UC Davis and Cities of Davis, West Sacramento, and Woodland, CA – Consolidation Feasibility Analysis
- ◆ UC Santa Cruz and City of Santa Cruz, CA – Consolidation Feasibility Analysis
- ◆ City of Ukiah and Ukiah Valley Fire District, CA – Feasibility of Establishing a “District Overlay”
- ◆ City of Victorville, CA – Fire Services Options Review
- ◆ Yuba City, CA – Fire Services Organizational Review
- ◆ Yuba County Valley Floor Agencies, CA – Fire Services Merger Study

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## General Studies

- ◆ Alameda County Health Care Services Agency (CA) – EMS System Consultation Services
- ◆ Alameda County, CA – Incident Management Teams
- ◆ City of Albany, NY – Management Audit
- ◆ City of Alpine Springs, CA – Services Cost Sharing
- ◆ City of Atascadero, CA – Project Impact and Mitigation Assessment
- ◆ Bay Area UASI (CA) – Incident Management Training
- ◆ Cities of Brea and Fullerton, CA – Fire Resource and Ambulance Plan
- ◆ City of Brentwood, CA – Service Costs and Options
- ◆ City of Calistoga, CA – Fire Safety Review
- ◆ Chabot-Las Positas Community College District, CA – Fire Services and EMS Training Facility Review
- ◆ City of Chula Vista, CA – Analysis of Overtime Use; Fiscal and Operational Policy Assistance for ALS Plan
- ◆ City of Cloverdale, CA – Impact Fees
- ◆ Contra Costa County, CA – Financial Review
- ◆ City of Copperopolis, CA – Fire Prevention
- ◆ City of Corona, CA – Fire Prevention
- ◆ City of Costa Mesa, CA – Potential Fire Station #6 Closure Impact Evaluation
- ◆ City of Davis, CA – Operations / Management
- ◆ Donnelly Rural Fire Protection District, ID – Mitigation
- ◆ East Contra Costa Fire Protection District, CA – Mapping Analysis
- ◆ City of El Dorado Hills, CA – Peer Review
- ◆ City of Encinitas, CA – Fire Station Review
- ◆ EMSA – Training Program Development
- ◆ City of Fairfield, CA – Review of the Fire Station Needs for the Fairfield Train Station Specific Plan
- ◆ City of Fremont, CA – Response Statistics; Comprehensive Multi-Discipline Type 3 IMT Training Program
- ◆ City of Glendale, AZ – Public Safety Audit
- ◆ Northstar Resort, CA – Fire Impacts and Growth Review
- ◆ Orange County Fire Authority, CA – Service Level Reviews of all Functions
- ◆ City of Paso Robles, CA – Fire Services Review and City Council Workshop
- ◆ City of Patterson, CA – Advance Planning
- ◆ PG&E – Mitigation
- ◆ City of Piedmont, CA – Emergency Operations Center Training
- ◆ Placer County, CA – Fire Services and Revenue Assessment
- ◆ PlumpJack Squaw Valley Inn, CA – Emergency Preparedness and Evacuation Plan Review
- ◆ City of Portland, OR – Public Information Officer Training
- ◆ Port of Long Beach, CA – Mitigation
- ◆ Port of Long Beach, CA – Update of Port Multi-Hazard Firefighting Study
- ◆ Port of Los Angeles, CA – Performance Audit
- ◆ Port of Oakland/City of Oakland – Domain Awareness Center Staffing Plan Development
- ◆ City of Poway, CA – Overtime Audit
- ◆ Rancho Cucamonga Fire District, CA – Fire Services Feasibility Review
- ◆ Rancho Santa Fe Fire Protection District, CA – EMS Operational and Fiscal Feasibility Review
- ◆ City of Roseville, CA – EMS Transport
- ◆ City of Sacramento, CA – Fire Prevention Best Practices
- ◆ Sacramento Metropolitan Airport, CA – Aircraft Rescue and Firefighting Study
- ◆ Sacramento Regional Fire/EMS Communications Center, CA – EMS Data Assessment
- ◆ City of Salinas, CA – Comprehensive Fiscal Feasibility Analysis and Facilitation of the Development of a JPA Governance Agreement
- ◆ Salton CSD, CA – Fire Services Impacts Review
- ◆ City of San Bernardino, CA – Evaluation of City Fire Service Proposals

- ◆ City of Goodyear, AZ – Fire Department Management Audit
- ◆ Hamilton City Fire Protection District, CA – Preliminary Diagnostic Assessment
- ◆ City of Hemet, CA – Costing and Peer Review for Fire Service Alternatives
- ◆ City of Hermosa Beach, CA – Analysis of Los Angeles County Fire District’s Contract for Fire Services Proposals
- ◆ City of Hesperia, CA – Cost Estimate for Hesperia-Provided Fire Services
- ◆ Kelseyville Fire Protection District, CA – Executive Search
- ◆ Kings County, CA – High-Speed Rail Project Impact Analysis
- ◆ Kitsap Public Health District, WA – Emergency Response Plan Review Services
- ◆ City of Loma Linda, CA – Cost of Services
- ◆ Los Angeles County, CA – Fire Services Impact Review
- ◆ Madera County, CA – Fire Station Siting Analysis
- ◆ City of Manhattan Beach – Evaluation of Site Options for Fire Station 2
- ◆ Maui County, HI – Fire Audit
- ◆ Menlo Park Fire Protection District – Site Assessments for Fire Stations 3, 4, and 5
- ◆ City of Millbrae, CA – Fire and Police Service Impacts for Millbrae Station Area Plan
- ◆ City of Mill Valley, CA – Fire and Emergency Medical Services Study
- ◆ City of Milpitas, CA – Fire Services Planning Assistance
- ◆ Monterey County, CA – EMS Agency Ambulance Systems Issues Review and Analysis
- ◆ Monterey County, CA – EMS Communications Plan
- ◆ Monterey County, CA – Office of Emergency Services Tabletop Exercise for Elkhorn Slough
- ◆ City of Napa, CA – Mitigation
- ◆ Newark-Union City, CA – Fire Services Alternatives
- ◆ City of North Lake Tahoe, CA – Management Team Workshop
- ◆ City of San Diego Fire-Rescue Department, CA – Emergency Command and Data Center Staffing Study
- ◆ City of San Diego Fire-Rescue Department, CA – Fire Communications Center and Lifeguard Dispatch Review
- ◆ City and County of San Francisco, CA – Incident Management Training
- ◆ City of San Jose, CA – Fire Department Organizational Review
- ◆ San Mateo County, CA – Countywide Fire Service Deployment Measurement System
- ◆ City of Santa Barbara, CA (Airport) – Aircraft Rescue and Firefighting Study
- ◆ Santa Clara County, CA – Incident Management Training
- ◆ Santa Cruz County, CA – Incident Management Training
- ◆ Town of Scotia Company, LLC – Board Training Workshop
- ◆ Snohomish County Fire District 1, WA – Peak Hour Ambulance Use Study
- ◆ Sonoma LAFCO, CA – Municipal Services Review
- ◆ Southern Marin Emergency Medical Paramedic Services, CA – EMS Resources Deployment Analysis
- ◆ South Monterey County Fire Protection District, CA – Needs Assessment
- ◆ City of South San Francisco, CA – Provision of Station Deployment Coverage GIS Maps
- ◆ Squaw Valley Resort, CA – Assessment of Project Impacts
- ◆ Stanford University, CA – Fire Services System Review Consulting Services
- ◆ Tracy Rural Fire Protection District, CA – Fire Analysis
- ◆ City of West Sacramento, CA – Impact Fees Study
- ◆ Wheatland Fire Authority, CA – Operational Feasibility Review
- ◆ City of Woodland, CA – Fire Station Location Peer Review
- ◆ Yolo LAFCO, CA – Combined MSR/SOI Study
- ◆ City of Yorba Linda, CA – Emergency Operations Center Training

August 6, 2019

To: KFPD Board of Directors

Fr: Brenda Navellier  
KFPD Manager

Re: Emergency Preparedness Committee Recommendations

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The Emergency Preparedness Committee met on Tuesday, August 6<sup>th</sup> at 3:00 p.m. in the Public Safety Building conference room.

The Committee agreed to recommend the following applicants for the President to appoint with the Board's approval:

1. Lisa Caronna
2. Cortis Cooper
3. Katie Gluck
4. Peter Guerrero
5. Peter Liddell
6. Paul Moss
7. David Spath

The Committee understands that these appointments would be for the 2019 calendar year since that is how the District appoints Board members.

Applications can be viewed on the District website in the Emergency Preparedness Committee packet.