

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

Date of Meeting: July 27, 2016
Time of Meeting: 7:00 p.m.
Place of Meeting: **Kensington Public Safety Building**
217 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m. **CALL TO ORDER**
Directors: Joe de Ville, Dom Dommer, Nina Harmon, Janice Kosel, and Laurence Nagel

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

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

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

CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of June 8, 2016 (APPROVE)

CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** June 2015 (ACCEPT)

CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** May/June 2015 (APPROVE)

6. **FIRE CHIEF'S REPORT**

- a. Review of operations.
- b. Regional issues and developments.

7. **PRESIDENT'S REPORT**

- a. Appoint Members to KFPD Committee on Consolidation/Dissolution

NEW BUSINESS

8. **PUBLIC HEARING:** Fire Hazard Abatement Hearing on the designation of properties containing fire hazards.

Prior to beginning the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses.

Public Hearing Procedure: The President will open the public hearing and then:

- (a) Call for staff report and recommendation from staff.
- (b) Call for comments from those in the audience regarding fire hazard abatement.
- (c) Close the public hearing terminating public testimony.

The Board of Directors will then deliberate the matter and arrive at a decision.

Resolution 16-06 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner (ACTION)

9. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Dommer): Transmittal #12a (FY15-16) and Transmittal #1 (FY16-17)
- b. Public Safety Building (de Ville/Dommer): Update on Needs Assessment progress
- c. Education (Kosel):
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Report on July 18, 2016 meeting; Summer 2016 newsletter
- e. Diablo Fire Safe Council/Interface (Staff):

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, September 14, 2016, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 9/14/16 is Wednesday, 8/31/16 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 9/7/16 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE JUNE 8, 2016 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

President Dommer called for the approval of the consent calendar (items 3, 4, 5, 6, 7, 8, 9, 10, 11 & 12), consisting of approval of the April 13, 2016 minutes, approval of the May 11, 2016 minutes, acceptance of the April incident activity report, acceptance of the May incident activity report, approval of the monthly transmittal #12, approval of the monthly April/May 2016 financial report, approval of Resolution 16-02 establishing the appropriations limit for FY16-17, approval of Resolution 16-03 authorizing the County to place the District's Special Tax on the tax roll and to collect the Special Tax for FY16-17, approval of Resolution 16-04 ordering even-year Board of Directors election; consolidation of elections and specifications of the election order, and Revision to Policy Handbook 1050 -- posting of Board meeting recordings. Director Kosel made a motion to approve of the Consent Calendar items as submitted. Director Nagel seconded the motion.

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

ORAL COMMUNICATIONS:

Karl Krueger commented on the Finance Committee minutes from January 27, 2016. He finds the mention of KPPCSD having not paid their \$1 rent offensive to include. He also finds the comparison of the two District's legal fees offensive. The Districts are not equal. If KFPD had a meeting like KPPCSD's in June two years ago where 100 irrational people attended and filed lawsuit, KFPD would not be sitting on such low legal fees. The Board members chose to run for the Board and serve the community, not to compare and clap themselves on the back. Krueger said he more questions about fixed assets that he would bring up during the budget discussion.

Vanessa Cordova said she attended to express her thanks to Ms. Navellier and Fire Marshal Bond for their very prompt and helpful service in response to a concern about a project possibly in the right-of-way.

David Spath introduced himself as the Chair of the KPPCSD's Governance Committee. That Committee held a public forum last Saturday. He understands the KFPD Board has had some discussion with Rick Artis who is on the consolidation subcommittee. That subcommittee is now inviting the KFPD Board to meet with them. Spath thinks it would be very useful for the full subcommittee to hear the KFPD Board's position. The preliminary findings have already been presented and the final product is scheduled to be presented to the KPPCSD Board in early September/late August. President Dommer responded that he would put the issue on the July agenda. Director Kosel said she is appalled that the Governance Committee has been meeting for over one year and now wants input from KFPD after the public meeting presentation. Spath said the subcommittee presented questions to KFPD in the April packet and Rick Artis has engaged with KFPD. It would be useful for the entire subcommittee to meet with KFPD.

FIRE CHIEF'S REPORT:

Chief Maples reported that the weed abatement program is in full swing. Sixty-five notices were sent out in the Kensington community. The community has between now and July 12th to clear any violations. The department is currently proceeding with background checks on two entry level firefighters. Maples thanked the KARO Radio group who performed fire watch along the ridgeline during the Memorial Day weekend. There have been no out-of-county fire responses to date this year.

Ciara Wood asked for an explanation on how emergency calls are dispatched through the Richmond 911 center. Maples explained the PSAP and how there are separate consoles for fire/EMS and police. There are

separate dispatchers for El Cerrito/Kensington/San Pablo from the Richmond dispatchers. This is all at a single site and transfers take place within the building.

PRESIDENT'S REPORT:

President Dommer reported it was time for the Manager's annual review. Dommer solicited comments from the other Board members and the Chief. All comments were strongly complimentary. Dommer said Navellier is very organized, follows through and is a pleasure to work with. The Board members said Navellier makes their jobs easier.

NEW BUSINESS:

El Cerrito Contract Fee Proposal for FY2016-2017: Director Kosel reported that the Finance Committee met with the El Cerrito City Manager and Chief Maples last week. The contract fee proposal was included in the packet along with a 20-year summary of fee costs. FY 15-16 was an almost 2% decrease to the fee; FY16-17 is an increase of 7.74%. The District is well pleased with the service that El Cerrito provides. The KFPD website includes costs of running single and multiple fire station systems in the bay area. Kensington is often the most cost effective. Constituent correspondence is always favorable and appreciative of the service. The El Cerrito City Manager talked with the Finance Committee about El Cerrito's financial stability and the Committee shared KFPD's finances and future outlook. The Finance Committee is recommending the fee proposal to the Board.

Chief Maples noted there was an overview of the department in the packet including hours spent on training and public education. Two key items he noted were that the employee group is scheduled a 4.5% salary line increase during FY16-17 and PERS contributions are going up 7.5% for employees who pay a total of 12% or 3% over the required employee contribution. In eight years, the employee group has gone from paying none of their PERS to 12%. Maples then reviewed some of the individual line items in the budget that had changed from the previous year. The total reconciled contract fee is \$2,499,805.

Director Kosel noted that most of the line items, are set at 27.75% even though we have 1/3 of the stations. Personnel/salary costs are about 95% of the contract fee.

Karl Krueger asked why use the California CPI instead of the Bay Area CPI? He says the fee has gone up 268% in 21 years. PERS is an issue but gasoline rates are very favorable right. Krueger thinks Kensington has been on the short end of the stick for a long time and is forced to pay much higher per capita costs than El Cerrito. Kensington is 40 seconds slower on response times than El Cerrito. KPPCSD had nine meetings to talk about giving the officers a 3% increase and an equal amount with their copays. Krueger cannot believe that KFPD would vote for a 7.74% increase. Kosel pointed out that there is no inflation factor in the contract. Krueger referred to the CPI increase but that was in reference to the appropriations limit on the consent calendar.

David Spath asked how the Board arrived at 27.75% for many of the line items? KPPCSD's Governance Committee is studying contracting out police services and one of the possible parties is the City of El Cerrito. KFPD's contract could be a good example for them. Director Kosel said the contract is a win-win for both communities. There are no differences in responses to the two communities with or without the contract due to automatic aid. Maples noted that the City originally wanted 33.33%. Kosel said that 27.75% was the lowest that KFPD could chisel down the City. There are three total stations that are equally staffed and 1/3 of administration is for Kensington. The current firefighters MOU started in 2006. The last side letter was for three years which equaled a 14% pay increase and 12% payment to PERS. The firefighters gave up their raise during the first year of that side letter. The current contract expires 6/30/17. The department has three open firefighter positions and one open administrative position. Those positions are above minimum staffing. It is cheaper to hire overtime than to fill the positions. Spath noted that the Governance Committee will not be making any recommendations to the KPPCSD Board, only findings.

Jim Watt said he had the same question about 27.75%. Kensington benefits not only from the nine firefighters that are stationed in Kensington but also from the coverage of additional firefighters for vacation, sick leave, etc. plus 1/3 of the Chief's time, etc. Kensington is about 1/3 of the entire force.

Karl Krueger thinks Kensington gets about 24% of the total calls (for El Cerrito and Kensington). Kosel said that Kensington averages about 1 call per day in Kensington and slightly less than 1 call per day outside of Kensington per the monthly incident report that is in the packet. Maples said the entire department averages roughly 3,000 calls per year. Without looking up the statistics, he believes that in 2014 E65 ran 608 calls, E72 ran 524 calls and the remainder were ran by E71.

Director Kosel made a motion to adopt the El Cerrito contract fee as submitted in the Board packet for fiscal year 2016-2017. Director de Ville seconded the motion.

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

Auditor Recommendation and Fee Proposal for FY2015-2016 Audit Report: A proposal from Lamorena & Chang was included in the Board packet. There was no increase to the \$13,000 fee from the previous year. Kosel noted that staff solicited proposals a few years ago from other firms. After the Finance Committee and staff reviewed the proposals and sample work, the Committee decided to stay with Lamorena & Chang based on user friendliness and work product. Director Kosel made a motion to accept the auditor proposal as submitted by Lamorena & Chang and included in the Board packet. Director Nagel seconded the motion.

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

Contract with Ross Drulis Cusenberry for Architectural Master Planning Services in the amount of \$104,000: President Dommer reported that the Building Committee and the Chief interviewed two architectural firms in late May. The interview panel chose the firm of Ross Drulis Cusenberry (RDC). A proposed contract for \$104,000 was included in the Board packet. Included in the architectural team are civil, structural, electrical, and mechanical consultants that will be reviewing the existing facility. Director Kosel said the Board was very fortunate to have Director Dommer serving with them. She also noted the proposed timeline is for the needs assessment to be complete around the end of September. Dommer pointed out that the architectural team will also be reviewing the programmatic needs of the KPPCSD as well as KFPD. Director Kosel made a motion to approve the contract with RDC for architectural master planning services in the amount of \$104,000 as included in the packet.

Jim Watt asked for an explanation on what exactly RDC will be doing. President Dommer said RDC will document the condition of the existing building and the functional aspects of both agencies. They will then come up with a modern program for the fire station and community services. They will comment on the size of the building (currently the size of a small fire station only) and bring any deficiencies forward. They will then move into several schemes such as fitting all the program needs onto the existing site (either remodel or replace) or possibly moving to another site. The end result will be a program showing what a modern day facility would require and that can be measured against the existing facility. Several options will be identified and all will have a cost estimate attached. Director deVille seconded the motion.

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

Resolution 16-05 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for Fiscal Year 2016-2017: Director Kosel noted that the lease income from KPPCSD has been slotted in at \$0 for FY17-18 for two reasons: the lease between the two agencies expires on 6/30/17 and it is unlikely KFPD could renew again at such a low rate. The building is currently costing KFPD approximately \$100,000 a year (averaged) to maintain. KPPCSD's fair contribution would be \$50,000 a year. Two years ago the KPPCSD Board requested a temporary reduction in rent. Given the upcoming needs assessment information, it may be unlikely that KPPCSD or KFPD can occupy the building in FY17-18. FY16-17 revenue is \$3.8 million, operating expenses are \$3 million and capital costs are \$150,000. The remaining nearly \$700,000 will be set aside for renovation/replacement based on the needs assessment recommendation. Since FY12-13, KFPD has been setting aside \$100,000 with an inflation factor toward the building needs. The amount was increased one time in FY15-16 and in FY16-17 a total of \$864,000 will be set aside for a total amount of \$1.6 million in the building fund.

Under expenses, there is no increase in the audit, the El Cerrito fee as adopted earlier is listed, legal fees are proposed at \$30,000 (\$4,000 spent during the current fiscal year), water system improvements are listed at only \$20,000 in order to complete any opportune hydrants. The majority of the improvements are now complete and have resulted in a better Insurance Service rating than previously held in Kensington. Under community services, the pharmaceutical drop off is budgeted twice a year, CERT sheds and kits are \$30,000, community shredder is also budgeted for twice a year, Diablo Fire Safe Council matching grants are budgeted at \$5,000 (matching Kensington resident contributions), also the Kensington park demonstration garden and community sandbags are budgeted. The needs assessment/feasibility study is listed at \$125,000. Kosel reviewed the designated funds for the Type I and Type III engines and also the public safety building. Each engine has a life span of 15 years. The Type III will be replaced in FY18-19. At the end of FY15-16 the District will have \$750,000 in the building fund. The CERBT Trust is 100% funded for the retirees healthcare. The District is required to have a 12-month contract fee set aside.

Total ending cash at the end of FY16-17 is \$888,000 unallocated. The Board is reviewing for the first time as a draft and will pass the final at the September meeting. A mid-year budget review takes place in February. Director Nagel asked for and received an explanation on the Contra Costa County expenses line item.

David Spath asked about the difference in El Cerrito's presented contract fee and KFPD's budget line item. The difference is the Manager's salary ½ reimbursement from El Cerrito.

Director Kosel made a motion to adopt Resolution 16-05 adopting the preliminary budget for FY16-17 as presented. Director de Ville seconded the motion.

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

BOARD REPORTS:

Finance: The minutes from the January 27, 2016 Committee meeting were included in the packet.

Education: Kosel reported that Ciara Wood gave her a "juniper tour" of Kensington this afternoon. Junipers are a very flammable and are a potential fire threat. KFPD will be working with DFSC on education and getting grants for juniper removal. Wood will be working with a photographer. Wood added that junipers in the parking strips, etc. will affect exit routes in the community. DFSC is also looking at a possible grant project between Wellesley and Oberlin.

CSDA: Co Co County CSDA's April minutes were included in the packet. Mike McGill was reelected as LAFCO representative. Next meeting will be held on 7/18/16.

Diablo Fire Safe Council: The second annual Partners in Prevention luncheon will be held on Thursday, 6/9. This is an excellent opportunity to network with other communities that face the same fire prevention problems.

Correspondence: Many letters/emails were received on Firefighter's Appreciation Day. There was also an email from the Giese family on Kingston Road regarding eucalyptus trees. Fire Marshal Michael Bond is working with and educating them and has pointed them to DFSC for grants.

ADJOURNMENT: The meeting was adjourned at 8:17 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on June 27, 2016.

Attest:

Larry Nagel, Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



July 1, 2016

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Battalion Chief

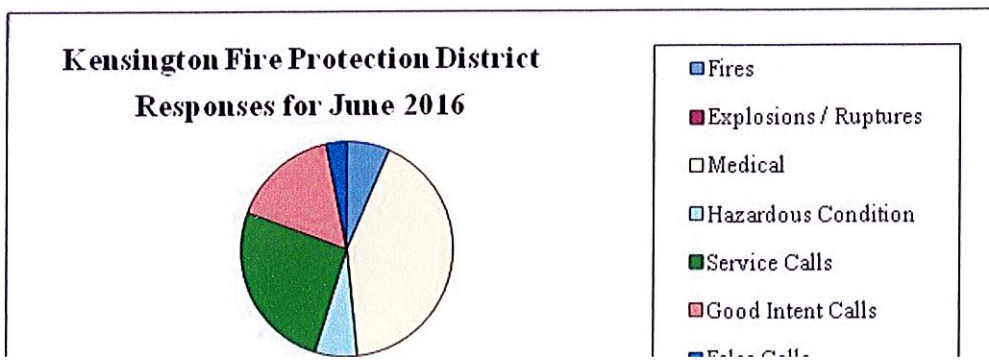
RE: **Incident Activity Reports for the Month of June 2016**

There were 31 incidents that occurred during the month of June in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 67 calls in all districts.

During the month of June, Engine 65 responded to an increase in calls both in Kensington and El Cerrito primarily due to the heighten awareness of fire with the drought and warm weather that has lead to numerous smoke and order investigations. Engine 65 also responded to two structure fires, one on the Arlington and the other on Marchant Gardens. The fire on the Arlington turned out to be food left on the stove and was confined to the cook top and the incident on Marchant Gardens was a clothes dryer fire. Both caused very minimal damage to the structures. Engines 65 also responded to three mutual aid calls with Berkeley for reported structure fires, but were cancelled quickly due to the fires being extinguished on arrival of the Berkeley resources. E365 also responded to a vegetation fire on Grizzly Peak Blvd on the border of Tilden Park along with numerous other agencies. They assisted in laying a hose line on the hillside and help kept the size of the fire down to approximately one acre.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	2	6.45%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	13	41.94%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	6.45%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	8	25.81%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	5	16.13%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	1	3.23%
Totals		31	100.00%



Kensington Fire Protection District Response Log for June 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1601461	02-Jun-16 12:37:36	1 LAWSON DR	Kensington	E65	611F
2	1601471	02-Jun-16 21:11:03	243 ARLINGTON AVE	Kensington	E65	552
3	1601496	05-Jun-16 17:29:50	18 ARLINGTON CT	Kensington	E65	321
4	1601506	06-Jun-16 23:07:34	44 ARLINGTON AVE	Kensington	E65	321
5	1601509	07-Jun-16 05:59:22	58 EUREKA AVE	Kensington	E65	321
6	1601526	08-Jun-16 07:42:46	46 ARLINGTON AVE	Kensington	E65	520
7	1601529	08-Jun-16 11:05:03	59 ARLINGTON AVE	Kensington	E65	522
8	1601536	08-Jun-16 18:02:18	45 ARLINGTON AVE	Kensington	E65	522
9	1601543	09-Jun-16 00:34:20	429 COVENTRY DR	Kensington	E65	311
10	1601553	10-Jun-16 08:37:27	59 ARLINGTON AVE	Kensington	E65	400
11	1601558	10-Jun-16 19:05:56	217 ARLINGTON AVE	Kensington	E65	321
12	1601564	11-Jun-16 10:55:33	3 MARCHANT GARDENS GDNS	Kensington	E65	113
13	1601565	11-Jun-16 12:07:04	1 LAWSON DR	Kensington	E65	611F
14	1601566	11-Jun-16 12:23:31	132 HIGHLAND BLVD	Kensington	E65	553
15	1601610	15-Jun-16 21:25:35	18 YALE CIR	Kensington	E65	321
16	1601623	16-Jun-16 17:59:43	66 ARLINGTON CT	Kensington	E65	100
17	1601635	17-Jun-16 20:46:39	141 SAINT ALBANS DR	Kensington	E65	321
18	1601636	17-Jun-16 21:46:40	49 NORWOOD AVE	Kensington	E65	553
19	1601640	18-Jun-16 07:23:09	243 ARLINGTON AVE	Kensington	E65	321
20	1601651	19-Jun-16 16:52:22	59 EDGECROFT DR	Kensington	E65	412
21	1601652	19-Jun-16 17:50:39	120 PURDUE AVE	Kensington	E65	321
22	1601654	19-Jun-16 19:39:10	256 CAMBRIDGE AVE	Kensington	E65	550
23	1601664	20-Jun-16 15:46:55	293 ARLINGTON AVE	Kensington	E65	321
24	1601677	21-Jun-16 11:19:35	239 LAKE DR	Kensington	E65	611M
25	1601680	21-Jun-16 17:13:23	303 BERKELEY PARK BLVD	Kensington	E65	321
26	1601704	24-Jun-16 18:29:57	ARLINGTON AVE	Kensington	E65	651
27	1601727	27-Jun-16 17:47:48	250 TRINITY AVE	Kensington	E65	331
28	1601748	30-Jun-16 03:53:08	12 ARDMORE DR	Kensington	E65	321
29	1601749	30-Jun-16 04:34:41	LAM CT	Kensington	E65	522
30	1601750	30-Jun-16 07:15:04	6536 ARLINGTON BLVD	Kensington	E72	611M

31 1601752 30-Jun-16 13:57:36 253 YALE AVE

Kensington

E65

700

* 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 June 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1601454	01-Jun-16 18:45:28	935 AVIS DR	El Cerrito	E65	745
2	1601461	02-Jun-16 12:36:21	1 LAWSON DR	Kensington	E65	611F
3	1601469	02-Jun-16 19:19:49	7007 MOESER LN	El Cerrito	E65	651
4	1601470	02-Jun-16 20:19:09	1434 CLUB VIEW DR	El Cerrito	E65	151
5	1601471	02-Jun-16 21:10:28	243 ARLINGTON AVE	Kensington	E65	552
6	1601472	03-Jun-16 03:47:37	769 BAY TREE LN	El Cerrito	E65	321
7	1601483	04-Jun-16 12:53:48	5621 EL DORADO ST	El Cerrito	E65	113
8	1601485	04-Jun-16 14:21:20	618 SEAVIEW DR	El Cerrito	E65	160
9	1601496	05-Jun-16 17:28:30	18 ARLINGTON CT	Kensington	E65	321
10	1601504	06-Jun-16 16:49:18	8320 BUCKINGHAM DR	El Cerrito	E65	321
11	1601506	06-Jun-16 23:05:25	44 ARLINGTON AVE	Kensington	E65	321
12	1601509	07-Jun-16 05:57:08	58 EUREKA AVE	Kensington	E65	321
13	1601513	07-Jun-16 11:46:19	CABRILLO ST	El Cerrito	E65	444
14	1601514	07-Jun-16 11:55:10	784 BALRA DR	El Cerrito	E65	321
15	1601515	07-Jun-16 13:28:48	1070 LENEVE PL	El Cerrito	E65	321
16	1601526	08-Jun-16 07:41:03	46 ARLINGTON AVE	Kensington	E65	520
17	1601527	08-Jun-16 09:06:42	7735 CURRY AVE	El Cerrito	E65	321
18	1601529	08-Jun-16 11:02:33	59 ARLINGTON AVE	Kensington	E65	522
19	1601536	08-Jun-16 18:01:48	45 ARLINGTON AVE	Kensington	E65	522
20	1601543	09-Jun-16 00:31:49	429 COVENTRY DR	Kensington	E65	311
21	1601549	09-Jun-16 20:11:20	852 GELSTON PL	El Cerrito	E65	740
22	1601553	10-Jun-16 08:35:50	59 ARLINGTON AVE	Kensington	E65	400
23	1601558	10-Jun-16 19:05:56	217 ARLINGTON AVE	Kensington	E65	321
24	1601563	11-Jun-16 04:25:35	769 BAY TREE LANE	El Cerrito	E65	553
25	1601564	11-Jun-16 10:54:08	3 MERCHANT GARDENS GDNS	Kensington	E65	113
26	1601565	11-Jun-16 12:05:08	1 LAWSON DR	Kensington	E65	611F
27	1601566	11-Jun-16 12:20:06	132 HIGHLAND BLVD	Kensington	E65	553
28	1601570	11-Jun-16 14:20:59	769 BAY TREE LANE	El Cerrito	E65	553
29	1601571	11-Jun-16 16:18:36	700 HANCOCK WAY	El Cerrito	E65	321
30	1601581	12-Jun-16 19:58:44	6495 PORTOLA DR	El Cerrito	E65	113

31	1601582	12-Jun-16 22:23:32	7816 EUREKA AVE	El Cerrito	E65	440
32	1601593	14-Jun-16 07:55:00	832 BALRA DR	El Cerrito	E65	321
33	1601609	15-Jun-16 19:16:06	819 CRAIGMONT AVE	Berkeley	E65	611F
34	1601610	15-Jun-16 21:24:03	18 YALE CIR	Kensington	E65	321
35	1601623	16-Jun-16 17:59:05	66 ARLINGTON CT	Kensington	E65	100
36	1601635	17-Jun-16 20:44:42	141 SAINT ALBANS DR	Kensington	E65	321
37	1601636	17-Jun-16 21:44:45	49 NORWOOD AVE	Kensington	E65	553
38	1601638	17-Jun-16 23:20:30	769 BAY TREE LANE	Kensington	E65	553
39	1601640	18-Jun-16 07:21:04	243 ARLINGTON AVE	El Cerrito	E65	321
40	1601647	18-Jun-16 19:11:11	525 LEXINGTON ST	El Cerrito	E65	111
41	1601650	19-Jun-16 11:35:37	769 BAY TREE LN	El Cerrito	E65	321
42	1601651	19-Jun-16 16:51:20	59 EDGECROFT DR	Kensington	E65	412
43	1601652	19-Jun-16 17:48:48	120 PURDUE AVE	Kensington	E65	321
44	1601654	19-Jun-16 19:38:16	256 CAMBRIDGE AVE	Kensington	E65	550
45	1601655	19-Jun-16 21:47:05	1725 LIBERTY ST	El Cerrito	E65	100
46	1601664	20-Jun-16 15:45:56	293 ARLINGTON AVE	Kensington	E65	321
47	1601668	20-Jun-16 19:01:12	8653 DON CAROL DR	El Cerrito	E65	743
48	1601670	21-Jun-16 01:27:20	700 HANCOCK WAY	El Cerrito	E65	321
49	1601677	21-Jun-16 11:16:34	239 LAKE DR	Kensington	E65	611M
50	1601680	21-Jun-16 17:11:48	303 BERKELEY PARK BLVD	Kensington	E65	321
51	1601695	23-Jun-16 20:37:52	700 HANCOCK WAY	El Cerrito	E65	321
52	1601696	23-Jun-16 22:35:27	911 LEXINGTON AVE	El Cerrito	E65	113
53	1601701	24-Jun-16 08:48:21	8150 TERRACE DR	El Cerrito	E65	311
54	1601704	24-Jun-16 18:28:07	ARLINGTON AVE	Kensington	E65	651
55	1601716	26-Jun-16 10:44:28	1104 IVY CT	El Cerrito	E65	321
56	1601723	27-Jun-16 09:58:32	SAN PABLO AVE	El Cerrito	E65	321
57	1601724	27-Jun-16 12:17:14	970 CONTRA COSTA DR	El Cerrito	E65	321
58	1601727	27-Jun-16 17:47:06	250 TRINITY AVE	Kensington	E65	331
59	1601732	28-Jun-16 06:26:28	639 NORVELL ST	El Cerrito	E65	553
60	1601734	28-Jun-16 10:40:39	Alva AVE	El Cerrito	E65	520
61	1601736	28-Jun-16 14:45:33	LAKE ANZA RD	Orinda	E65	611M
62	1601737	28-Jun-16 16:08:01	6495 PORTOLA DR	El Cerrito	E65	553
63	1601748	30-Jun-16 03:51:40	12 ARDMORE DR	Kensington	E65	321
64	1601749	30-Jun-16 04:33:55	LAM CT	Kensington	E65	522
65	1601752	30-Jun-16 13:56:25	253 YALE AVE	Kensington	E65	700

66	1601753	30-Jun-16 16:32:07	GRIZZLY PEAK BLVD / S PARK DR	Orinda	E65	142
67	1601756	30-Jun-16 20:43:05	781 SPRUCE ST	Berkeley	E65	611F

* See Attached Table for Incident Type Explanations

Type Series

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

Kensington Fire Protection District
Balance Sheet
 As of June 30, 2016

	Jun 30, 16
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	13,780.96
General Fund	323,028.84
Special Tax Fund	12,768.94
Capital Fund	6,966.77
Total Checking/Savings	356,745.51
Accounts Receivable	
Due from County for Reimb.	16,751.33
Accounts Receivable	986.00
Advance on Supplemental Taxes	108,777.15
Total Accounts Receivable	126,514.48
Other Current Assets	
Prepaid Services - EC	-0.07
Prepaid Exp.	9,577.92
Prepaid CERBT - Retiree Trust	1,004,837.49
Investments	
Capital Replacement Funds	1,210,765.00
Fire Protect. Contract Reserves	2,369,530.00
Investments - Other	901,521.16
Total Investments	4,481,816.16
Total Other Current Assets	5,496,231.50
Total Current Assets	5,979,491.49
Fixed Assets	
Land	5,800.00
Equipment	1,363,137.14
Accumulated Depreciation-Equip	-778,846.15
Building and Improvements	2,032,063.85
Accumulated Depreciation - Bldg	-794,494.00
Current Capital Outlay	
Fire Engine Type I	349,688.92
Firefighters Qtrs/Equip	10,526.45
Apparatus Bay Construction	359,517.41
Needs Assess/Feasibility Study	19,990.50
Storage Room Emergency Repair	33,640.26
Computers/Furniture	4,647.06
Total Current Capital Outlay	778,010.60
Total Fixed Assets	2,605,671.44
TOTAL ASSETS	8,585,162.93
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	16,751.33
Due to Other - Issued by CCC	11,623.36
Total Accounts Payable	28,374.69
Other Current Liabilities	
El Cerrito Service Contract Pay	-0.07
Wages & PR Taxes Payable	3,553.56
Total Other Current Liabilities	3,553.49
Total Current Liabilities	31,928.18

3:55 PM
07/14/16
Accrual Basis

Kensington Fire Protection District
Balance Sheet
As of June 30, 2016

	Jun 30, 16
Total Liabilities	31,928.18
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	2,427,213.98
Net Income	913,401.51
Total Equity	8,553,234.75
TOTAL LIABILITIES & EQUITY	8,585,162.93

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
 July 2015 through June 2016

	Jul '15 - Jun 16	Jul '14 - Jun 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,466,307.31	3,263,720.79	202,586.52	6.2%
Special Taxes	200,345.40	200,345.40	0.00	0.0%
Other Tax Income	26,733.52	27,579.69	-846.17	-3.1%
Lease Agreement	1.00	1.00	0.00	0.0%
Interest Income	12,087.79	9,705.28	2,382.51	24.6%
Salary Reimbursement Agreement	50,344.20	49,694.76	649.44	1.3%
Miscellaneous Income	42,024.19	17,929.57	24,094.62	134.4%
Total Income	3,797,843.41	3,568,976.49	228,866.92	6.4%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,801.11	1,796.45	4.66	0.3%
Contra Costa County Expenses	31,714.61	31,230.86	483.75	1.6%
El Cerrito Contract Fee	2,369,530.10	2,415,338.52	-45,808.42	-1.9%
Water System Improvements	220,000.00	330,000.00	-110,000.00	-33.3%
Fire Abatement Contract	500.00	0.00	500.00	100.0%
Risk Management Insurance	11,997.55	11,523.00	474.55	4.1%
Professional Fees				
Accounting	4,589.57	3,461.44	1,128.13	32.6%
Actuarial Valuation	3,400.00	0.00	3,400.00	100.0%
Audit	13,000.00	13,000.00	0.00	0.0%
Legal Fees	4,521.42	5,440.50	-919.08	-16.9%
Total Professional Fees	25,510.99	21,901.94	3,609.05	16.5%
Wildland Vegetation Mgmt	5,630.00	5,075.00	555.00	10.9%
Total OUTSIDE PROFESSIONAL SER...	2,666,684.36	2,816,865.77	-150,181.41	-5.3%
RETIREE MEDICAL BENEFITS				
PERS Medical	21,609.16	19,970.00	1,639.16	8.2%
Delta Dental	2,554.92	2,555.00	-0.08	0.0%
Vision Care	694.92	695.00	-0.08	0.0%
Total RETIREE MEDICAL BENEFITS	24,859.00	23,220.00	1,639.00	7.1%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,025.47	8,683.09	-657.62	-7.6%
Comm. Pharmaceutical Drop-Off	3,343.77	1,494.49	1,849.28	123.7%
CERT Emerg Kits/Sheds/Prepared	5,757.25	0.00	5,757.25	100.0%
Open Houses	1,127.07	253.51	873.56	344.6%
Community Shredder	2,757.20	1,075.00	1,682.20	156.5%
DFSC Matching Grants	4,225.00	0.00	4,225.00	100.0%
Community Sandbags	4,037.64	0.00	4,037.64	100.0%
Total COMMUNITY SERVICE ACTIVITI...	29,273.40	11,506.09	17,767.31	154.4%
DISTRICT ACTIVITIES				
Firefighter's Apparel	1,228.44	0.00	1,228.44	100.0%
Firefighters' Expenses	9,038.21	4,720.28	4,317.93	91.5%
Staff Appreciation	1,264.27	1,366.31	-102.04	-7.5%
Professional Development	4,537.57	3,801.41	736.16	19.4%
Building Maintenance				
Janitorial Service	1,260.00	1,260.00	0.00	0.0%
Medical Waste Disposal	2,984.88	2,818.12	166.76	5.9%
Building alarm	1,444.44	1,696.00	-251.56	-14.8%
Gardening service	1,280.00	1,280.00	0.00	0.0%
Miscellaneous Maint.	8,297.76	8,925.73	-627.97	-7.0%
Total Building Maintenance	15,267.08	15,979.85	-712.77	-4.5%
Building Utilities/Service				
Garbage	346.40	1,029.08	-682.68	-66.3%
Gas and Electric	6,615.80	6,843.34	-227.54	-3.3%
Water/Sewer	1,779.82	1,586.86	192.96	12.2%
Total Building Utilities/Service	8,742.02	9,459.28	-717.26	-7.6%
Election	0.00	399.18	-399.18	-100.0%
Memberships	7,309.00	6,888.00	421.00	6.1%
Office				
Office Expense	3,119.06	2,686.70	432.36	16.1%
Office Supplies	1,678.55	1,363.90	314.65	23.1%
Telephone	7,475.53	8,052.25	-576.72	-7.2%
Total Office	12,273.14	12,102.85	170.29	1.4%
Total DISTRICT ACTIVITIES	59,859.73	54,717.16	4,942.57	9.0%
Staff				
Wages	78,113.28	75,108.42	3,004.86	4.0%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	1,182.92	270.82	912.10	336.8%
Vacation Wages	0.00	-108.33	108.33	100.0%
Medical/dental ins compensation	7,800.00	7,800.00	0.00	0.0%
Retirement Contribution	5,936.64	5,708.14	228.50	4.0%
Payroll Taxes	7,033.38	6,442.37	591.01	9.2%
Workers Compensation/Life Ins	1,453.77	1,209.55	244.22	20.2%

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison
 July 2015 through June 2016

	Jul '15 - Jun 16	Jul '14 - Jun 15	\$ Change	% Change
Payroll Processing	1,445.42	1,434.40	11.02	0.8%
Total Staff	103,965.41	98,865.37	5,100.04	5.2%
Contingency General	0.00	3,800.00	-3,800.00	-100.0%
Total Contingency	0.00	3,800.00	-3,800.00	-100.0%
Total Expense	2,884,441.90	3,008,974.39	-124,532.49	-4.1%
Net Ordinary Income	913,401.51	560,002.10	353,399.41	63.1%
Other Income/Expense				
Other Income				
Transfers in - Capital	70,000.00	201,615.00	-131,615.00	-65.3%
Transfers in - General	425,889.60	77,949.52	347,940.08	446.4%
Total Other Income	495,889.60	279,564.52	216,325.08	77.4%
Other Expense				
Depreciation Expense	0.00	135,445.00	-135,445.00	-100.0%
Transfers Out - Capital	230,889.60	2,949.52	227,940.08	7,728.0%
Transfers Out - Special	195,000.00	274,000.00	-79,000.00	-28.8%
Transfers Out - General	70,000.00	2,615.00	67,385.00	2,576.9%
<Gain>/Loss on Asset Disposal	0.00	87.41	-87.41	-100.0%
Total Other Expense	495,889.60	415,096.93	80,792.67	19.5%
Net Other Income	0.00	-135,532.41	135,532.41	100.0%
Net Income	913,401.51	424,469.69	488,931.82	115.2%

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

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,466,307.31	3,328,995.00	137,312.31	104.1%
Special Taxes	200,345.40	200,345.00	0.40	100.0%
Other Tax Income	26,733.52	27,000.00	-266.48	99.0%
Lease Agreement	1.00	1.00	0.00	100.0%
Interest Income	12,087.79	9,000.00	3,087.79	134.3%
Salary Reimbursement Agreement	50,344.20	51,588.00	-1,241.80	97.6%
Miscellaneous Income	42,024.19	0.00	42,024.19	100.0%
Total Income	3,797,843.41	3,616,927.00	180,916.41	105.0%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,801.11	1,800.00	1.11	100.1%
Contra Costa County Expenses	31,714.61	32,795.00	-1,080.39	96.7%
El Cerrito Contract Fee	2,369,530.10	2,369,530.00	0.10	100.0%
Water System Improvements	220,000.00	185,000.00	35,000.00	118.9%
Fire Abatement Contract	500.00	8,000.00	-7,500.00	6.3%
Risk Management Insurance	11,997.55	11,490.00	507.55	104.4%
Professional Fees				
Accounting	4,589.57	4,500.00	89.57	102.0%
Actuarial Valuation	3,400.00	3,500.00	-100.00	97.1%
Audit	13,000.00	13,000.00	0.00	100.0%
Legal Fees	4,521.42	30,000.00	-25,478.58	15.1%
Total Professional Fees	25,510.99	51,000.00	-25,489.01	50.0%
Wildland Vegetation Mgmt	5,630.00	10,000.00	-4,370.00	56.3%
Total OUTSIDE PROFESSIONAL SER...	2,666,684.36	2,669,615.00	-2,930.64	99.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	21,609.16	21,380.00	229.16	101.1%
Delta Dental	2,554.92	2,735.00	-180.08	93.4%
Vision Care	694.92	745.00	-50.08	93.3%
Total RETIREE MEDICAL BENEFITS	24,859.00	24,860.00	-1.00	100.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,025.47	13,000.00	-4,974.53	61.7%
Comm. Pharmaceutical Drop-Off	3,343.77	2,500.00	843.77	133.8%
Vial of Life Program	0.00	200.00	-200.00	0.0%
CERT Emerg Kits/Sheds/Prepared	5,757.25	35,000.00	-29,242.75	16.4%
Open Houses	1,127.07	750.00	377.07	150.3%
Community Shredder	2,757.20	3,500.00	-742.80	78.8%
DFSC Matching Grants	4,225.00	4,000.00	225.00	105.6%
Demonstration Garden	0.00	5,000.00	-5,000.00	0.0%
Community Sandbags	4,037.84	6,000.00	-1,962.36	67.3%
Total COMMUNITY SERVICE ACTIVITI...	29,273.40	69,950.00	-40,676.60	41.8%
DISTRICT ACTIVITIES				
Firefighter's Apparel	1,228.44	1,500.00	-271.56	81.9%
Firefighters' Expenses	9,038.21	10,000.00	-961.79	90.4%
Staff Appreciation	1,264.27	2,500.00	-1,235.73	50.6%
Professional Development	4,537.57	5,000.00	-462.43	90.8%
Building Maintenance				
Janitorial Service	1,260.00	1,500.00	-240.00	84.0%
Medical Waste Disposal	2,984.88	4,000.00	-1,015.12	74.6%
Building alarm	1,444.44	2,000.00	-555.56	72.2%
Gardening service	1,280.00	2,000.00	-720.00	64.0%
Miscellaneous Maint.	8,297.76	12,500.00	-4,202.24	66.4%
Total Building Maintenance	15,267.08	22,000.00	-6,732.92	69.4%
Building Utilities/Service				
Garbage	346.40	1,080.00	-733.60	32.1%
Gas and Electric	6,615.80	7,500.00	-884.20	88.2%
Water/Sewer	1,779.82	1,665.00	114.82	106.9%
Total Building Utilities/Service	8,742.02	10,245.00	-1,502.98	85.3%
Election	0.00	0.00	0.00	0.0%
Memberships	7,309.00	7,230.00	79.00	101.1%
Office				
Office Expense	3,119.06	3,500.00	-380.94	89.1%
Office Supplies	1,678.55	2,500.00	-821.45	67.1%
Telephone	7,475.53	8,455.00	-979.47	88.4%
Total Office	12,273.14	14,455.00	-2,181.86	84.9%
Total DISTRICT ACTIVITIES	59,659.73	72,930.00	-13,270.27	81.8%
Staff				
Wages	78,113.28	78,104.00	9.28	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	1,182.92	1,300.00	-117.08	91.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	7,800.00	7,800.00	0.00	100.0%
Retirement Contribution	5,936.64	5,934.00	2.64	100.0%

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

	Jul '15 - Jun 16	Budget	\$ Over Budget	% of Budget
Payroll Taxes	7,033.38	7,030.00	3.38	100.0%
Workers Compensation/Life Ins	1,453.77	1,800.00	-346.23	80.8%
Payroll Processing	1,445.42	1,505.00	-59.58	96.0%
Total Staff	103,965.41	104,473.00	-507.59	99.5%
Contingency				
General	0.00	25,000.00	-25,000.00	0.0%
Total Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Expense	2,884,441.90	2,966,828.00	-82,386.10	97.2%
Net Ordinary Income	913,401.51	650,099.00	263,302.51	140.5%
Other Income/Expense				
Other Income				
Transfers In - Capital	70,000.00	0.00	70,000.00	100.0%
Transfers In - General	425,889.60	0.00	425,889.60	100.0%
Total Other Income	495,889.60	0.00	495,889.60	100.0%
Other Expense				
Depreciation Expense	0.00	0.00	0.00	0.0%
Transfers Out - Capital	230,889.60	0.00	230,889.60	100.0%
Transfers Out - Special	195,000.00	0.00	195,000.00	100.0%
Transfers Out - General	70,000.00	0.00	70,000.00	100.0%
<Gain>/Loss on Asset Disposal	0.00	0.00	0.00	0.0%
Total Other Expense	495,889.60	0.00	495,889.60	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	913,401.51	650,099.00	263,302.51	140.5%

NEW BUSINESS

AGENDA BILL

Subject: Annual Fire Hazard Abatement

Initiated by: Michael J. Bond, Fire Marshal
Chris Renshaw, Fire Prevention Officer

BACKGROUND

The fire department is continuing its annual fire hazard abatement program. This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement. Ideally 100% of the property owners would do so. Experience in prior years suggests most will comply. Any property owners that do not comply will have the District do the work and place the costs on their tax bill.

ANALYSIS/DISCUSSION

The Fire Hazard Abatement process under the direction of the Fire Department should proceed according to Health and Safety Code Sections 14875 et seq which specify the following:

1. The El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined hazards that must be abated. Pursuant to these code sections, hazards are defined as weeds, rubbish, litter or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the boundaries of the District.
2. Notice was sent by mail that the Fire District has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to ordering the Fire Chief or his designee to perform abatement.
3. At the July 27th, 2016 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the July 27th, 2016 hearing, a second and final notice shall be sent to each property owner prior to abatement. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the

Fire District shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.

5. Sometime between August 15th, 2016 and August 26th, 2016, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.
6. After August 26th, 2016, the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on September 14th, 2016 the Board of Directors of the Fire District shall receive and consider the written staff report on abatement actions taken by the District and shall hear any objections from the property owners liable to be assessed for the abatement. The Board of Directors may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
8. After Board of Directors confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

FINANCIAL CONSIDERATIONS

The abatement program will be administered by Fire Department staff with minimum costs expended for printing and mailing. Abatement work will be completed by private contract labor as appropriate. Program costs will be recovered through the special assessment and lien process.

LEGAL CONSIDERATIONS

The Fire District's Attorney has reviewed and approved the process. The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to sections 15304 and 15308 or the CEQA Guidelines. Therefore, no further CEQA review is required.

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District authorize through the adoption of Resolution 16 -06 the initiation of the abatement process by declaring weeds, rubbish, litter, and other flammable material on specific parcels of property within District boundaries as public nuisances, which must be abated.

RESOLUTION 16-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT DECLARING THAT WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON DESIGNATED PRIVATE PROPERTIES CONSTITUTES A PUBLIC NUISANCE AND PROVIDING FOR NOTICE THAT THE FIRE CHIEF OR DESIGNEE SHALL ABATE SUCH PUBLIC NUISANCE CONDITIONS IF NOT ABATED BY THE PROPERTY OWNER.

WHEREAS, Health and Safety Code Sections 14875 et seq provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the Fire Marshal for the Kensington Fire Protection District has identified in Exhibit A to this resolution those private properties, by street name, lot and block number, on which the presence of weeds, as defined in Health and Safety Code Section 14875, constitute a public nuisance; and

WHEREAS, Health and Safety Code Sections 14890 through 14899 provide that notice shall be provided to each person to whom the properties identified in Exhibit A is assessed informing those persons that unless the property owner abates those nuisance conditions, that the Fire District shall abate the public nuisance. The notice shall further state that if the Fire District must abate the public nuisance, then the cost of abatement shall be assessed against the property as a special assessment. The notice shall also specify a date for a hearing at which property owners may present objections to the designation of their properties as public nuisances or to the proposed removal of the weeds by the Fire District; and

WHEREAS, Health and Safety Code Section 14900 provides that after the hearing, the local legislative body may, by motion or resolution, order the Fire Chief or designee to abate the public nuisance. After further proceedings, these abatement costs may be assessed against the property as a special assessment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Fire Protection District that the properties listed in Exhibit A to this resolution are declared a public nuisance and such nuisance conditions shall be ordered abated because the presence of weeds, rubbish, litter or other flammable material on those properties create a fire hazard, a menace to the public health or are otherwise noxious or dangerous.

BE IT FURTHER RESOLVED that the notice shall state that a public hearing shall be held on September 14, 2016 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board shall receive a written staff report on abatement actions and any objections shall be heard from the property owners identified in Exhibit A liable to be assessed for the abatement.

Page Two
Resolution 16-06
July 27, 2016

The foregoing resolution was duly and regularly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 27th Day of July 2016, by the following vote of the Board:

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

Don Dommer, President

ATTEST:

Larry Nagel, Secretary

Resolution 16-06
Exhibit "A"

<u>APN</u>	<u>SITE ADDRESS</u>	<u>OWNER NAME</u>
572-222-018	20 JESSEN CT	BOLLA, DEVON J
573-092-004	98 KENSINGTON RD	SHAFER, JANICE B
572-232-022	27 ANSON WAY	PANDHER, JIT S
572-080-031	HIGHLAND BLVD	TAUSSIG, RUTH R
572-080-029	HIGHLAND BLVD	TAUSSIG, RUTH R
572-070-014	133 PURDUE AVE	NAFTZGER, HOWARD J
571-021-024	71 KINGSTON RD	EZZEDINE, SOUHEIL M
570-050-027	243 ARLINGTON AVE	HOLSING, CHARLOTTE ADELINE
571-080-004	833 COVENTRY RD	BIDGOLI, FAE
570-172-012	266 WILLAMETTE AVE	VANSELOW, LAWRENCE
570-232-011	240 LAKE DR	WORSTER, CAROL
570-203-012	285 COLGATE AVE	WILLIAMS, BENETTE K
570-251-020	LOS ALTOS DR	WANG, RONG
570-251-021	LOS ALTOS DR	FLYING DRAGON INTERNATIONAL

KENSINGTON FIRE PROTECTION DISTRICT
c/o EL CERRITO FIRE DEPARTMENT
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450
FAX (510) 232-4917

June 3, 2016

Dear Kensington Property Owner:

We are approaching the season of our highest fire danger when the grass, weeds, refuse, brush and other vegetation dry out and become highly flammable. After a wet winter, the grass and brush is abundant and will create a severe fire hazard. To reduce the fire danger on private property, the Fire District is beginning its annual Fire Hazard Abatement Program. We have inspected your property and found your property does not comply with the Vegetation Management Standards set forth in the Kensington Fire Protection District Vegetation Management Standards. You are being contacted now so that you may remove those fire hazard conditions found on your property.

Beginning July 6, 2016, the Fire District will be conducting a re-inspection of your property to evaluate if it meets our vegetation management standards. If your property meets the standards you will be removed from our list of non-compliant properties and will not be subject to further abatement actions.

Please find the enclosed legal notice explaining the District's Fire Hazard Abatement Program and advising you of the upcoming public hearing. **Please read this notice carefully.** In general, the Fire District is concerned with removing refuse, dry and/or dead vegetation that is easily ignitable and capable of burning structures and endangering lives.

The enclosed guidelines provide a general explanation of the vegetation clearing and maintenance standards to be followed. For most private lots and yards these guidelines provide straightforward instructions on what actions you, the property owner, should take to remove the fire hazards. On the other hand, certain lots and yards are more difficult to assess. If you would like your property inspected by our Fire Prevention Officer, Captain Chris Renshaw, at no cost, he can identify your specific fire hazards and provide you with the information needed to meet our standards. We urge you to call the Fire Prevention Office at (510) 215-4457 with any questions about clearing or maintaining your property or to schedule an inspection.

Thank you for your cooperation in making Kensington a fire safe community.

Sincerely,

Michael J Bond

Michael J. Bond
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT
c/o EL CERRITO FIRE DEPARTMENT
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450; FAX (510) 232-4917

June 3, 2016

To: «OWNER_NAME_1»
«OWNER_ADDRESS» «OWNER_CITY», «OWNER_STATE». «OWNER_ZIP»
Re: «SITE_ADDR» «SITE_CITY», «SITE_STATE». «SITE_ZIP»
Parcel Number: «APN»

**NOTICE TO DESTROY WEEDS AND REMOVE
RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL**

Notice is hereby given that on the **3rd day of June, 2016**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

You are hereby ordered to abate these public nuisance conditions by removing the weeds, rubbish, refuse, and other flammable material. Otherwise, the Fire District will abate these nuisance conditions and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment. These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes. Reference is hereby made to the resolution for further particulars.

If you have any objections to the designation of your property as a public nuisance or to the proposed removal of the weeds, rubbish, refuse and other flammable material from your property by the Kensington Fire Protection District, you are hereby notified of the Kensington Fire Protection District, Board of Directors Meeting and may attend this meeting to be held on **July 13, 2016 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California**. At this meeting, your objections will be heard and given due consideration.

At the conclusion of this meeting, the Board of Directors may order the Fire Chief or designee to abate the public nuisance condition on your property. The Fire District shall perform this removal directly or through private contract sometime between **August 15, 2016 and August 26, 2016**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

If you have any questions, contact the Fire Prevention Office at 10900 San Pablo Avenue, El Cerrito. The phone number is (510) 215-4457.

Michael J Bond

Michael J. Bond
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT

c/o El Cerrito Fire Department

10900 San Pablo Avenue

El Cerrito, CA 94530

(510) 215-4450

FAX (510) 232-4917

July 28, 2016

To: «OWNER_NAME_1»

«OWNER_ADDRESS» «OWNER_CITY», «OWNER_STATE». «OWNER_ZIP»

Re: «SITE_ADDR» «SITE_CITY», «SITE_STATE». «SITE_ZIP»

Parcel Number: «APN»

NOTICE TO DESTROY WEEDS AND REMOVE RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL

On **July 27, 2016**, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the July 27, 2016 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and manner of ordinary municipal taxes.

You will not receive any further notices from the District prior to this removal. The District shall perform this removal either through its own staff or through private contract sometime between **August 15, 2016 and August 26, 2016**. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on **September 14th, 2016 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California**. At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing.

If you have any questions, contact the Fire Department at 10900 San Pablo Avenue, El Cerrito, CA 94530. The phone number is (510) 215-4457.

Michael J Bond

Michael J. Bond

Fire Marshal

Kensington Fire Protection District Fire Hazard Reduction Program

I. INTRODUCTION

A. Purpose of Vegetation Management Standards

Along with California's growth of population and expanding development, urban housing has intermixed with wildland areas. California communities have experienced devastating fire loss because of the severity of fires which occur in this intermix area. In these areas the risk of conflagration is increased further by homeowners who create uncontrolled landscaping of native and non-native plants on their properties. Thousands of homes are threatened by fire every year in California largely because of this heavy vegetation fuel load very near structures.

Almost the entire community of Kensington is considered to be a wildland intermix area which increases the community's risk of loss from devastating fire. These areas have been identified by the California Department of Forestry (CDF) and the Kensington Fire Protection District as a Very High Fire Hazard Severity (VHFHS) Zone. As specified by State Law AB 337, property owners within these zones must take special precautions with their property, including vegetation management, to reduce the risk of fire.

The buildup of unmanaged vegetation, whether native or non-native, steep hillsides with canyons, draws, and periods of extremely hot, dry weather all combine to create in Kensington the potential for catastrophic fire behavior such as occurred in the Oakland/Berkeley Hills Fire of October 1991. Catastrophic fires can destroy large numbers of homes, threaten public safety and severely damage the natural areas which contribute to our high quality of living.

A key goal of local community fire protection planning is to reduce the level of fire hazards in the Kensington wildland intermix areas, designated as a VHFHS Zone. While it is not possible to eliminate all threats of catastrophic wildfire, fire hazards can be reduced to acceptable levels and still allow a "green" Kensington.

Vegetation management planning in the VHFHS Zone focuses on areas where fire poses the greatest risk to life and property. There are three specific goals of the program:

1. Keep all fires small. Small fires generally are cooler than large fires and are more easily extinguished.
2. Limit the speed with which any fire will grow. Fires need fuel to burn; if fuel is available, fires will continue to grow rapidly. Fuel must be limited or made unavailable to spreading fire.
3. Make it more difficult for fires to ignite and spread. Small fires can ignite progressively larger fuels. Small fuels are like kindling and are easily ignited. Reducing and separating kindling fuels from larger fuels reduces sources for ignition and the potential for fire spread.

Fires will continue to be a part of California urban living. By implementing vegetation management standards, Kensington residents can significantly reduce the potential that a small fire will grow into a catastrophic event involving one or more structures. The primary method of stopping fire spread is by increasing separation distances between combustible fuels. An important component of reducing the community's fire risk requires vegetation management to be practiced by property owners.

B. Fire Safe Vegetation Management Concepts

There are three basic methods employed to manage vegetation fuels: firebreaks, fuel breaks and ornamental landscaping. A firebreak eliminates all flammable vegetation and combustible growth. Appropriate ornamental landscaping is acceptable in this area. A fuel break reduces the fuel mass of flammable vegetation and combustible growth, thereby limiting the intensity of fire and slowing its rate of spread. Ornamental landscaping provides a yard or garden with decorative fire resistive plants that are

irrigated, maintained and arranged to be aesthetically pleasing, functionally useful and enhance fire safety. Refer to the definitions listed for these terms.

Within the VHFHS Zone, structures are to be protected from wildfire by creating firebreaks immediately surrounding structures and fuel breaks further out from structures. Within 30 feet of a structure a firebreak should be created which contains well-irrigated, maintained and appropriately spaced ornamental landscaping with fire resistant plants. All flammable vegetation and combustible growth in this area immediately surrounding a structure should be eliminated. This creates a safety margin of defensible space so that wildfire can be stopped before it reaches a structure.

A fuel break should be created from 30 feet to 100 feet from structures located within the VHFHS Zones. The heightened risk of wildfire within the VHFHS Zones makes it necessary to provide an added safety margin of defensible space for all structures and a fuel break will provide this extra protection. Fuel breaks are meant to reduce fire hazardous vegetation and maintain it to specified heights and arrangements, limiting fire intensity and impeding fire spread. The purpose of the fuel break is to deny any fire entering it sufficient fuel to sustain fire intensity and speed. By the time it reaches the firebreak area containing ornamental landscaping nearer the structure, the now low-intensity fire should be stopped easily by the firebreak surrounding the structure.

Ornamental landscaping with fire resistant plants is encouraged as a long term approach to maintain yard and garden vegetation in a fire safe manner. Landscaping with healthy, appropriately irrigated plants and ground cover provides a permanent reduction of the fire hazard adjacent to structures when such landscaping is maintained at regular intervals. Ornamental landscaping can enhance a firebreak by inhibiting the growth of weeds, grass, brush and similar fire hazardous vegetation. A list of fire resistant and highly flammable plants is available from the Fire District.

C. Process

No person shall be prosecuted criminally under the provisions of Section 4 of the Kensington Fire Protection District Ordinance 95-1 until that person has received written notice of how that property violates these standards and until that person has had the reasonable opportunity to meet with District staff concerning the violation. Civil Enforcement of these guidelines as provided for in Section 5 of Ordinance 95-1, pursuant to California Health and Safety Code Section 14912 et. seq. Civil procedures for fire hazard abatement include providing the property owner with (1) written notice on how the property violates these guidelines, (2) reasonable opportunity to meet with District staff to discuss this matter and (3) opportunity to be heard before the Board of Directors of the Kensington Fire Protection District.

II. FIRE HAZARD REDUCTION GUIDELINES

Many factors combine to create a fire hazard on any specific property. It is difficult to single out a specific vegetation species or configuration to declare it either fire hazardous or completely fire safe in all situations. The Fire District has developed guidelines conforming to State Law and National Fire Protection Standards which address most situations found on private property within Kensington. Please read these guidelines along with the accompanying glossary. If you are still unsure of how to proceed please call the Fire District and we will work with you to develop a fire hazard reduction plan for your property.

A. Hazard Zones

Almost the entire area of the community of Kensington lies adjacent or near to large wildland areas containing steep slopes and naturally growing trees, brush and grasses. Every year under certain critical weather conditions, the neighborhoods near these wildland areas are at a heightened risk of a seasonal wildfire sweeping into the residential areas and burning homes. The area of Kensington at heightened risk of wildfire has been designated as a Very High Fire Hazard Severity (VHFHS) Zone. The small area remaining in Kensington faces a lesser risk of wildfire.

Fire hazard reduction measures common to the entire community of Kensington are required on both vacant and developed lots:

1. Property owners must ensure that all vegetation, native or non-native, shall be maintained so as not to constitute a fire hazard.
2. Property owners must maintain their property either by ornamental landscaping or by establishing a fuel break along the property line and adjacent to structures. For properties within the VHFHS Zone, there are additional requirements for firebreaks within 30 feet of structures and fuel breaks from 30 to 100 feet.
3. Property owners are responsible for clearance and maintenance of their own property only. Property owners will be required, however, to create fuel breaks on their property to protect neighboring structures. Dimensions of fuel breaks will depend on the proximity of neighboring structures and on whether the properties are within VHFHS Zone.
4. All brush, weeds, grass and fire hazardous vegetation within 10 feet of any usable road surface, public way or combustible fence shall be maintained in a non-hazardous condition with a fuel break.
5. Property owners must maintain their property free from all nuisances, including debris, garbage, rubbish and trash, hazardous materials, junk and noxious growth.

B. Ornamental Landscaping

Ornamental landscaping is encouraged throughout the community of Kensington to enhance fire safety. Ornamental landscaping consists of decorative plants growing within a tended garden or yard which are well watered, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control.

With the VHFHS Zone, ornamental landscaping in the 30 foot firebreak adjacent to structures must meet the following requirements:

1. Ornamental landscaping shall be maintained free of dead wood and litter, and trimmed of small twigs and branches at least two (2) feet or 1/3 of their height from the ground, whichever is less.
2. Ornamental landscaping must be healthy, pruned, adequately irrigated and regularly maintained so that plants and the area beneath them are free from dead or dying material.
3. Single specimen trees must be trimmed and maintained.
4. Ground cover may be used as part of ornamental landscaping provided it is kept green, free of dead wood and litter, and at a height so that they do not form a means of rapidly transmitting fire from native growth (located outside the firebreak) to any building or structure.

C. Vegetation Management Standards

Vegetation management standards exist for the entire community, including areas designated as a VHFHS Zone. Refer to the glossary for a definition of terms used in these standards.

1. **Properties within VHFHS Zone:**
 - a. Firebreaks must be created and maintained in areas within 30 feet of any occupied dwelling.
 - b. Fuel Breaks must be created and maintained in areas extending from 30 to 100 feet surrounding any structure.

- c. Fuel Breaks must be created and maintained on vacant lots 30 feet wide along the property line and 100 feet from neighboring structures.

2. **Properties outside VHFHS Zone:**

- a. Fuel Breaks must be created and maintained in areas within 30 feet of any structure.
- b. Fuel Breaks must be created and maintained on vacant lots to be 10 feet wide along the property line.

3. **Vegetation Management Standards for Firebreaks:**

- a. All flammable vegetation or combustible growth must be removed and cleared away, thereby eliminating fire hazardous vegetation fuels which can rapidly transmit fire.
- b. Adequately irrigated and maintained ornamental landscaping is not flammable vegetation or combustible growth, and is encouraged within a firebreak.
- c. Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark. On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- d. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- e. All roof surfaces shall be maintained free of substantial accumulations of needles, twigs and any other combustible matter.
- f. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.
- g. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

4. **Vegetation Management Standards for Fuel Breaks:**

- a. Maintain ornamental landscaping in yards.
- b. All fire hazardous vegetation with the exception of weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- c. All weeds and grass shall be cleared and maintained at a height no greater than 6 inches above the ground.
- d. Remove from trees all vines, loose papery bark and dead branches.
- e. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.
- f. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

5. **Additional Considerations for Vegetation Management:**

- a. The Fire Hazard Abatement Program is intended to promote community fire safety by reducing the combustible vegetation fuel mass on private properties. Clearing vegetation by heavy construction methods, such as grading, discing, trenching or dozing shall require special permits from the County. **Disposal by burning is not permitted.**
- b. Any parcel where slope stability will be threatened by removal of plants may be exempt from treatment requirements or subject to alternate treatments. The property owner must submit a report documenting the probability of slope failure due to vegetation removal, prepared by a licensed civil, geotechnical or soils engineer. The report shall propose alternative methods to address fire hazards. The report will be reviewed by staff. Review and acceptance by the district of alternative treatment will supersede other requirements.
- c. Any parcel or lot which includes plant or animal species that are rare, endangered or of special concern may qualify for alternative plant treatment and spacing requirements. The property owner must submit a report from a qualified resource biologist or landscape architect describing the species and the actions required to preserve. The report will be reviewed by the district. Review and acceptance by the district of alternative treatment will supersede other requirements.

D. Planting Considerations

Any plant will burn if the conditions are right. Some plants are considered to be extremely flammable while other plants are considered to have some resistance to fire. Verifiable tests of fire exposure characteristics for all specific ornamental landscaping plants are not available.

The best available plant information is contained in a publication available from EBMUD entitled "Firescape: Landscaping to Reduce Fire Hazard". A list of plants with some fire-resistance and plants considered highly flammable is available from the Fire District.

At the base of trees and shrubs, replace flammable vegetation with bark, mulch, rock, gravel or low-growing or more fire-resistant ground covers. This cover reduces the fire danger and minimizes weeds. Avoid placing medium-sized shrubs beneath trees or taller shrubs. By breaking up the available fuel mass in ornamental landscaping, a fire will be kept at lower intensity, flame lengths will be shorter and fire will be less likely to form a continuous line or front.

E. Structural Fire Safety

The District's roofing and vegetation management standards are designed to reduce the amount of airborne burning material, limiting fire spread. Once a fire starts, it is often accelerated by wind-borne burning material. Burning embers or brands are the main source of fire spread in mixed urban-wildland areas. The roof of a house is most vulnerable to this type of ignition. Spark arresters with a maximum of ½" openings in the mesh are required over the outlet of every chimney. Class A is the top rating for fire resistive roofing, followed by Classes B and C. State law and District Ordinance requires that all roofing within the VHFHS Zone be Class B or better in new construction or replacement of more than 50% of the roof.

III. GLOSSARY OF TERMS

The following terms are used to describe the vegetation management standards in California State Law and in the Kensington Fire Protection District's Fire Hazard Reduction Program.

Very High Fire Hazard Severity (VHFHS) Zones: Any geographic area designated per Government Code Section 51178 to contain the type and condition of vegetation, topography, weather and structure density to

potentially increase the possibility of wildland conflagration fires. As a community adjacent to extensive wildland areas, almost the entire community of Kensington is designated as a VHFHS Zone. A map of this zone is available from the Fire District. Fire hazard reduction standards are more extensive for properties located within VHFHS Zone.

Defensible space: A concept in landscape design for homes which provides a band of managed vegetation around a home that slows movement of fire by reducing or denying fuel and provides a space for firefighters to take a stand to protect the house.

Fire resistant plants: A relative term used to describe plants that are “more resistant: or “less resistant” than other plants to fire. Given enough heat, all vegetation will burn. Yet plants in fact differ in how fast they burn, how high a flame they produce and their ability to survive fire. Fire resistance is enhanced by higher amounts of moisture within twigs and foliage. Fire-resistant plants can lose this quality altogether if not properly maintained and irrigated. A partial list of fire resistant and highly flammable plants is available from EBMUD and the Fire District.

Fire hazardous vegetation: Plants which can burn easily because they generate dry undergrowth, contain flammable oils or produce significant quantities of dead or dying material. Hazardous vegetation is fuel which must be removed or strictly maintained so as not to constitute a fire hazard by igniting easily and then contributing to rapid fire spread. Seasonally dry grass, weeds, brush, and unmaintained and unirrigated trees and ornamental vegetation are examples of fire hazardous vegetation. Properly chipped, mulched and disbursed material does not constitute fire hazardous vegetation. Fire hazardous vegetation is also known as **flammable vegetation and combustible growth**.

Ornamental landscaping: Decorative plants growing within a tended garden or yard which are appropriately irrigated, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control. The use of fire-resistant plants and the removal of fire hazardous vegetation will enhance fire safety.

Firebreak: An area in which all flammable vegetation or combustible growth is removed and cleared away, thereby eliminating fire hazardous vegetation fuels which can rapidly transmit fire. Ornamental landscaping is permissible within a firebreak as long as it is adequately irrigated, maintained and spaced so as not to provide a means of rapidly transmitting fire. Compare to **fuel break**.

Fuel break: An area in which all flammable vegetation or combustible growth is reduced and cleared away according to established standards, thereby limiting the mass and arrangement of fire hazardous vegetation fuels which can rapidly transmit fire. Appropriate ornamental landscaping is permissible within a fuel break. Fuel reduction standards for fuel breaks limit the height of certain vegetation (brush, native shrubs, weeds and grasses). Remove from trees any fuels which can ladder fire into the canopies, and provide adequate spacing between remaining plants. Compare to **firebreak**.



**EL CERRITO FIRE DEPARTMENT
KENSINGTON FIRE PROTECTION DISTRICT**



10900 San Pablo Avenue, El Cerrito, Ca. 94530 (510)215-4450
Fire Hazard Abatement Inspection

Owner/Tenant _____ Site Address _____ City _____ State _____ Zip Code _____

Legal Propety Owner _____ Mailing Address _____ City _____ State _____ Zip Code _____

YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.
YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:

FIRE BREAK (ELIMINATE)

Within 30' of a structure

- _____ 1. Eliminate hazardous vegetation
- _____ 2. Maintain ornamental landscaping
- _____ 3. Remove dead wood overhanging structures
- _____ 4. Mature Trees: Remove limbs 10' from ground
- _____ 5. Small Trees: Remove limbs 1/3 distance from ground
- _____ 6. Provide 10' clearance from chimney
- _____ 7. Clear Roof of combustible debris

FUEL BREAK (REDUCE)

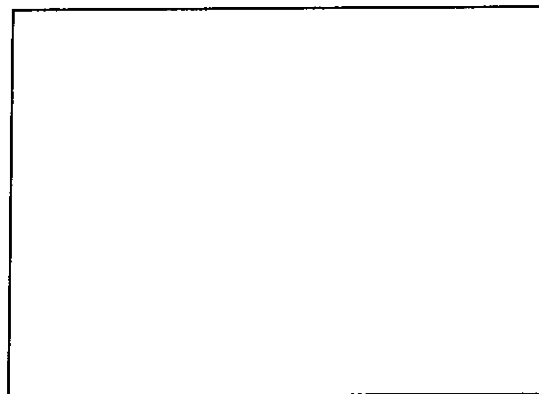
30' - 100' from structure

- _____ 8. Cut and maintain dry grass/weeds - 6"
- _____ 9. Clean and maintain haz. vegetation - 18"
- _____ 10. Clear 10' from roadside

Both Fire Break & Fuel Break Requirements:

- _____ 11. Dispose of cut vegetation and debris
- _____ 12. Remove vines, loose papery bark, and dead branches
- _____ 13. Install 1/2" screen covering on chimney and stovepipes

COMMENTS:



FIELD			
OFFICE			
OFFICE			
TOTAL			

Inspector _____

Date _____

BOARD REPORTS

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:	BATCH #:
TRANSMITTAL - APPROVAL		DATE:	LOCATION #:
Invoices		FILENAME:	
01406	KFPD	6/30/2016	2170
50180	Mack5	05/31/16	6/30/2016
50180	Mack5	06/30/16	13
	Stericycle	07/01/16	KENSINGTON
	Fire Safety Clearing	06/28/16	
	Fire Safety Clearing	06/28/16	
TOTAL			25,073.26

Kensington FPD Approval

Date: 7/15/16

Date: 6/30/16



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:						
00982	Delta Dental	7/1/2016	BE001684798 July dental	7840	1061			1,189.07
01169	CalPERS	06/14/16	7072901257 Aug medical	7840	1061			8,148.96
01634	Vision Service Plan	06/21/16	001027770001 July vision	7840	1061			346.72
01959	Alliant Insurance	07/01/16	472825 crime ins	7840	2490			1,309.00
02120	City of El Cerrito	07/01/16	July fire protection	7840	2328			208,317.09
	Contra Costa Co. LAFCO	6/17/2016	1617-0038 FY16-17 cost	7840	2490			2,123.97
TOTAL								221,434.81

Handwritten notes:
 7/14/16
 7/14/16

Kensington FPD Approval
 Date: 7/15/16
Handwritten signature: Preedy A. [unclear]
 Date: 7/14/16

QUARTERLY MEETING OF THE CONTRA COSTA SPECIAL DISTRICTS ASSOCIATION

Date: Monday, July 18, 2016
Time: 10:00 a.m. Meeting
Location: Central Contra Costa Sanitary District Multipurpose Room
5019 Imhoff Place, Martinez, CA 94553

AGENDA

- 10:00 a.m. Welcome and Introductions (Your Name & Agency, brief news of your agency)
- 10:15 a.m. Approval of April 25, 2016 meeting minutes
- 10:20 a.m. Guest Speaker: "Resource Recovery and Cowboys" *Ironhouse Sanitary District* General Manager *Chad Davisson and Dave Dal Porto, Reclamation, Levee and Ranch Superintendent* will talk to us about resource recovery at Ironhouse and the use of reclaimed water for haying and cattle operation on Jersey Island.
- 10:55 a.m. Member District Highlight: Dublin San Ramon Services District, *Daniel McIntyre* GM
- 11:05 a.m. Scholarship and Grant Program: *John Burgh Contra Costa Water District*
- 11:10 a.m. LAFCO Representative Report: *Mike McGill, Contra Costa LAFCo Commissioner*
- 11:15 a.m. East Bay Regional Park District: Park Advisory Committee Report: *Lou Ann Texeira, Contra Costa LAFCo Executive Director*
- 11:20 a.m. Finance Report : Treasurer Bert Michalczyk, Associate Member
- 11:25 a.m. Legislative Committee Report: Dane Wadlé, California Special Districts Association
- 11:30 p.m. California Special Districts Association Activities Update: Sherry Sterrett, Pleasant Hill Recreation & Park District, or Stan Caldwell, Mt. View Sanitary District
- 11:35 a.m. Old & New Business Items: Bette Boatmun, Chair
- 11:45 a.m. Other Local Government official updates
- 11:55 a.m. Other Announcements and Updates
- 12:00 p.m. Adjourn: Next meeting will be October 17, 2016

IF YOU WILL BE ATTENDING THE JANUARY MEETING PLEASE SEND THE NAME OF YOUR SPECIAL DISTRICT AND THE REPRESENTATIVE(S) ATTENDING THIS MEETING NO LATER THAN *July 13, 2016*

To: Suzette Crayton, Central Contra Costa Sanitary District
Email: scrayton@centralsan.org
Phone: (925) 229-7300, Fax: (925) 372-0192

Mark your calendars with our future Chapter Meeting Dates: April 18 2016, July 18, 2016, and October 17, 2016

Contra Costa Special Districts Association – c/o Central Contra Costa Sanitary District



Contra Costa Special Districts Association

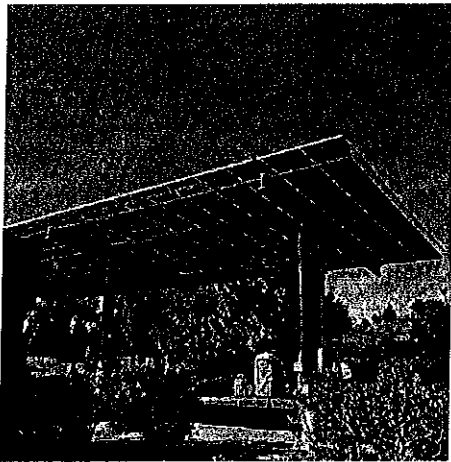
Contra Costa Chapter of the California Special Districts Association

Summer 2016

June/July 2016

Central San Installs Solar Panels

At Central Contra Costa Sanitary District's Household Hazardous Waste Collection Facility in Martinez, you may have noticed something new - solar panels.



The panels are expected to generate 70-75% of the Facility's energy needs. Solar panels are also being installed at Central San's Vehicle Maintenance Shop and Collection System Operations Facility in Walnut Creek.

The panels are expected to save more than \$350,000 in energy costs over a 20-year period, and reduce Central San's greenhouse gas emissions by over 200 metric tons of CO2 (carbon dioxide) equivalents per year.

Contra Costa Special Districts Association



We are celebrating our 25th Anniversary this year!
See the article about our beginnings on page 8.

Contra Costa Water District 80 Years of Growth & Service

The quest for reliable, high-quality water is the reason the Contra Costa Water District (CCWD) was formed 80 years ago in 1936. The district has been providing essential services for Eight Decades

Though the District was first organized in 1936, it wasn't until 1940 that CCWD delivered its first water to the city of Pittsburg, and 1961 when it delivered drinking water.

Today, CCWD serves 500,000 people within an area that stretches from Martinez to Antioch. The District has four pumping plants (all with screens that protect fish in the Delta), owns and operates the largest reservoir in the Bay Area, serves treated and untreated water, and employs 290 people. It's the only water district that depends solely on the Delta for its water supply.



Visit our chapter website!

Contra Costa Special Districts Association web site:
www.csdanet/contra-costa-special-districts-association



You will find information about our chapter, the meeting dates, current and past newsletters, our Membership Directory, and the Updated Addendum to the Directory (January 2015) & more

Update Regarding Our Chapter's Non Profit Tax Status

Non-profit organizations exist to benefit the public and provide mutual benefit to the organization's members.

IRS Tax Exempt Organizations

Our chapter has been functioning as an unincorporated association. Any association with over \$5,000 in annual revenue must apply for recognition from the IRS by filing IRS Form 1024. We presently have less than the \$5000 revenue threshold. It is recommended that unincorporated associations convert to a nonprofit corporation and obtain IRS recognition of its Section 510(c) (6) status.

California Tax Exempt Organizations

A "tax-exempt" entity is a corporation, unincorporated association, or trust that has applied for and received a determination letter from state stating it is exempt from California franchise and income tax. (California Revenue and Taxation Code Section 23701)

An unincorporated association is nonprofit if its creating document contains nonprofit language. The Contra Costa Special Districts Association's creating document is our bylaws. If an unincorporated association wants to be exempt from state income tax, it must file an Exemption Application and provide all required documentation. If we have exemption from the IRS California will honor that and grant exemption, there is a single form to file Form 3500a.

Steps Going Forward

As a 501(c) (6), our organization must be primarily engaged in activities or functions that are the basis for its exemption. It also must be primarily supported by membership dues and other income only from activities.

Our chapter collects dues; we are in the process of Applying for a 501(c) (6). From what we've investigated a 501(c) (6) would best allow our chapter the most flexibility as to the activities it can engage in and ensure tax exempt status.

We do have an EIN number from IRS and we currently fall under the \$5000 threshold for being an unincorporated association.

What Is an EIN?

All businesses (including nonprofits) need an Employer Identification Number (or EIN). An EIN works just like individual Social Security number. The EIN is formatted like this: 12-3456789. It is issued by the IRS it can be used for all of an organization's legal activities, such as

opening a bank account, filing tax forms, hiring employees, applying for business licenses or permits.

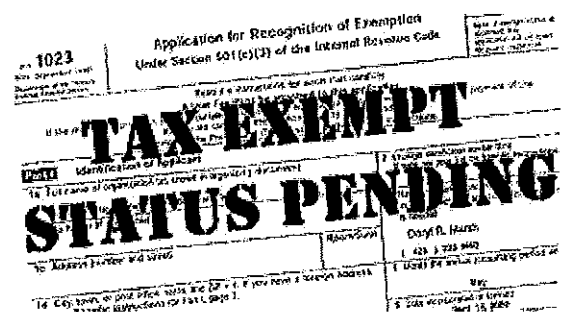
There are other names for the EIN, such as Federal Employer Identification Number (FEIN), and Federal Tax Identification Number (TIN).



The law firm of Turner, Huguet, Adams, & Farr is providing guidance and support regarding the chapter tax liability & filings.

Attorney Dan Adams is assisting the chapter Pro Bono. He has prior experience in setting up tax exempt organizations. We thank him and his firm for all their assistance.

Dan's firm maintains a general practice that includes estate planning, probate, real estate, sanitary district, and municipal law services.



On March 22nd, we filed with the California Secretary of State two Forms needed before filing for tax exempt status with the State of California. Statement By Unincorporated Association and Registration Of Unincorporated Nonprofit Association (registers our logo/insignia) these two forms are known as Form ua-100 and Form una-128.

On April 12th we filed with the IRS Form 1024 for tax exemption as a 501(c) (6). Once we receive tax exempt status from the IRS we will file for tax exempt status with the state. The State automatically grants the same tax exemption as received by Federal exemption.

Thank you Central Contra Costa Sanitary District (CCCSD)

The Contra Costa Special Districts Association (CCSDA) appreciates the administrative service and support provided to CCSDA. We also greatly appreciate the continued use of the multi-purpose room for our chapter meetings.

Thank You Central San!

Central Contra Costa Sanitary District First Citizens Academy

Ask anyone what they think about their sewer service, and they will likely say that as long as their toilet flushes, they have nothing to think about. But for those who wonder what happens after that waste disappears from view, the Central Contra Costa Sanitary District (Central San) launched the Central San Citizens Academy, providing a behind-the-scenes look at a core service that seldom sees the spotlight: wastewater treatment.

Participants in the Academy course learned how Central San operates as a government agency; how it is striving to increase recycled water usage; and how it cleans wastewater using biology, chemistry, engineering, and technology. They toured the treatment plant, laboratory, recycled water residential fill station, and household hazardous waste collection facility.

This program was a first for Central San. Manager, Roger Bailey saw the success of this type of outreach program at previous organizations and sought to bring that same success to Central San.

"Central San Academy demystifies the nature of the services we provide and explains how and why we invest the money our customers pay for those services," he said. "We will describe what we do and how we recover resources and keep costs down. No one comes out of these programs saying they still don't know what the utility does, or why they have to pay for its services."

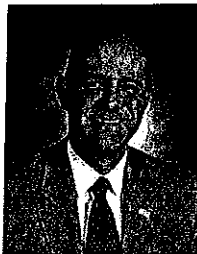
The free Academy provided interested individuals information designed to increase awareness about wastewater treatment, public governance, and recycled water, the program was a success! They plan to hold future academies.

Special District Administrator (SDA) Certification

Congratulations go out to E.J. Shalaby General Manager for the West County Wastewater District who achieved the Special District Administrator (SDA) Certification from the Special Districts Leadership Foundation this past spring.

With a master's degree in Public Administration from San Francisco State University, E.J. has been working in the wastewater field since 1979. Most of his career was spent in southern California operating medium scale wastewater treatment plants. In 2002, he moved to northern California to manage the City of Richmond's water pollution control plant. E.J. enjoys many aspects

of this industry, including the ongoing learning opportunities with wastewater. His passion for the industry includes becoming an Adjunct Professor at a local community college and sharing his knowledge of wastewater.



The Special District Leadership Foundation certification gives successful candidates recognition unmatched by any other program.

The Special District Administrator Certification is a voluntary designation sought by individuals who strive to be the best. Administrators with various academic & professional backgrounds, as well as from all sizes of special districts, can be candidates for the program. The certification examination and study guide were developed through the participation of over 100 volunteer subject matter experts who know special district administration.

Chairwoman Fiona Ma Keynote Speaker at Legislative Days

The Chair of California's Tax Board, Assembly Member Fiona Ma was elected to the Board of Equalization in November 2014 to represent the Second Equalization District. In this role she represents over nine million residents in California.

In addition to administering California's sales and use taxes, the Board of Equalization acts in an oversight capacity to ensure compliance by county assessors with property tax laws, regulations, and assessment issues.

Prior to being elected to the Board of Equalization, she served as the representative for the 12th Assembly District. She was the first Asian woman to ever serve as Speaker pro Tempore.



Ma was the keynote speaker for day two of the Special Districts Legislative Days May 18th in Sacramento.

Delta Diablo Wins Prestigious East Bay Innovation Award



Delta Diablo Sanitation District is proud to have been honored by receiving the 2016 East Bay Innovation Award *Catalyst* from the East Bay Economic Development Alliance. This prestigious award was presented at the Fox Theater in Oakland, in front of an audience of hundreds from business, government, and the non-profit sectors. The event was a result of months-long competition for the best use of innovation across eight industry sectors. Over 100 nominations for the eight categories were submitted.

Delta Diablo was specifically recognized for their collaborative partnerships to fund recycled water and develop resource recovery projects from wastewater. Delta Diablo serves as lead agency for the Western Recycled Water Coalition (WRWC), developing reliable and secure water supplies for the East Bay region, as well as across California and Hawaii. They are also the lead agency for the Bay Area Biosolids to Energy (BAB2E) Coalition, which is pioneering resource recovery technologies that will generate new energy sources from biosolids on a commercial scale.

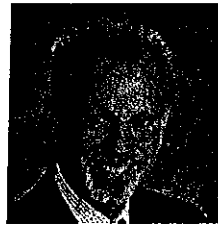
Antioch Mayor Wade Harper, the Chair of Delta Diablo's Board of Directors, believes this award speaks to how Delta Diablo positively contributes to the East Bay's culture of innovation. "The commitment of Delta Diablo to collaborate across diverse sectors, adopt new ways of thinking and introduce new innovation processes is why they were recognized by the Alliance."

"Our Catalyst finalists, Delta Diablo and Lawrence Berkeley National Labs, and CalCharge, are excellent examples of how cross-sector partnerships can contribute to the greater good, in a much more sustainable manner. We applaud the efforts of Delta Diablo and the impact they have made – and will continue to make – for the businesses and residents of the East Bay region." said Darien Louie, East Bay EDA Executive Director.

"Winning this prestigious award serves as a reminder that Delta Diablo is on the right track. It also reinforces the agency's commitment to our industry, partners, customers, the environment, and the East Bay economy." confirmed Board Chair Wade Harper.

The East Bay Economic Development Alliance (East Bay EDA) is a next-generation, cross-sector membership organization dedicated to growing the economy. The East Bay EDA is the regional voice and networking resource for strengthening the economy, building the workforce, and enhancing the quality of life in the East Bay. The primary purpose of economic development is to maintain and grow a healthy economy through business attraction, retention, and development activities.

MVSD Welcomes New Board Member



Mt. View Sanitary District (MVSD) is pleased to announce that Brian Danley is now a member of the Board of Directors. Brian Danley was appointed to fill a vacancy.

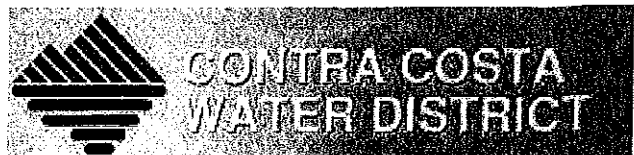
Mr. Brian Danley should provide a smooth transition to the Board. Mr. Danley has lived in the District since 1988 and has been in the wastewater and public works design and construction management profession for 40 years. In addition to being a registered civil engineer, he also holds a masters' degree in business and has held an ownership role in one of the Bay Area's engineering firms.

CCWD Directors Pick Ernesto Avila for District 3 Seat

The Contra Costa Water District (CCWD) Board unanimously selected Ernesto (Ernie) Avila to fill the vacancy created by the retirement of Board President Joseph L. Campbell at their March meeting.

Avila lives in Concord and is Vice President of a private engineering firm. His background includes 32 years of engineering experience. Over a decade ago he was an employee of CCWD, then accepted a position running a water agency in the Monterey area and then started his own engineering firm. He has been a Planning Commissioner with the City of Concord for the past 10 years and is an active member of the Concord community.

Avila participated in his first Board meeting representing Division 3 on April 6, 2016. At that meeting, the Board also made their selections for President and Vice President. The Division 3 seat will be up for election in November 2016.



Funding now in place for the Ambrose pool upgrade

The long-delayed renovations for the public swimming pool appear back on track as the county, city, and the Ambrose Recreation and Park District have pledged new money to close a \$682,000 funding gap.

The goal, said Ambrose Recreation and Park District General Manager Doug Long, is to have the pool open for Memorial Day 2017. "I think we're finally turning the corner on this and moving forward," said Pittsburg City Councilman Pete Longmire, part of a unanimous city council vote in March to provide \$227,000 in city Parkland Dedication Fund money to get the Ambrose Aquatic Center pool, closed since 2009, open again. Contra Costa County, through the Keller Canyon Mitigation Fund, will put a maximum of \$250,000 toward rebuilding the Ambrose pool, on the Pittsburg-Bay Point border.

The Ambrose pool revival has been almost eight years in the planning and has faced frequent money shortages driving three project redesigns to shave costs. The latest plans include a pool about two-thirds the size of the original.

DSRSD Board Appoints New General Manager



The Dublin San Ramon Services District (DSRSD) Board of Directors appointed Daniel McIntyre to serve as the District's General Manager

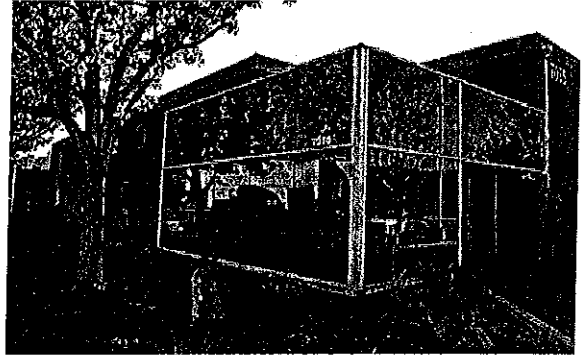
On April 5, 2016 Dan McIntyre was selected by a unanimous vote. The four-month search was conducted by Ralph Andersen and Associates and yielded 50 candidates. McIntyre has worked the past year as DSRSD's Engineering Services Manager. He is a registered civil engineer, and has worked in the Tri-Valley for 26 years, including 12 years as the City of Livermore's Public Works Director.

DSRSD's Field Operations to Relocate

Properties. The light industrial building, The Field Operations for Dublin San Ramon Services District (DSRSD) is relocating to 7035 Commerce Circle in Pleasanton, CA, a facility adjacent to other DSRSD

which includes warehouse and office space on two acres of land, cost \$4.9 million.

Late last year, U.S. Army staff notified the District's General Manager that, in accordance with terms of a lease agreement, DSRSD's Field Operations needed to vacate its current leased location on the Camp Parks Reserve Forces Training Center in Dublin by Sept. 30 to make way for planned new development and a community park.



Dublin San Ramon Services District has purchased a building on Commerce Circle in Pleasanton to house its Field Operations Division, which must move from Camp Parks by Sept. 30.

HIGH PERFORMING DISTRICT CHECKLIST NOW AVAILABLE

Now Available Through the Special District Leadership Foundation (SDLF)

In response to the California State Auditor's High-Risk Local Agency Audit Program, SDLF has developed a High Performing District Checklist. The checklist highlights special district best practices in finance and human resources. These best practices work to prevent waste, fraud, abuse, and mismanagement.

The goal of the checklist is to empower your district to proactively demonstrate its commitment to high standards, rather than waiting for or being put in a position to react to any criticisms.

In addition to developing the checklist, SDLF created an expanded online version, which provides additional tools and references related to many items on the list. Find the checklist at www.sdlf.org under Checklists.

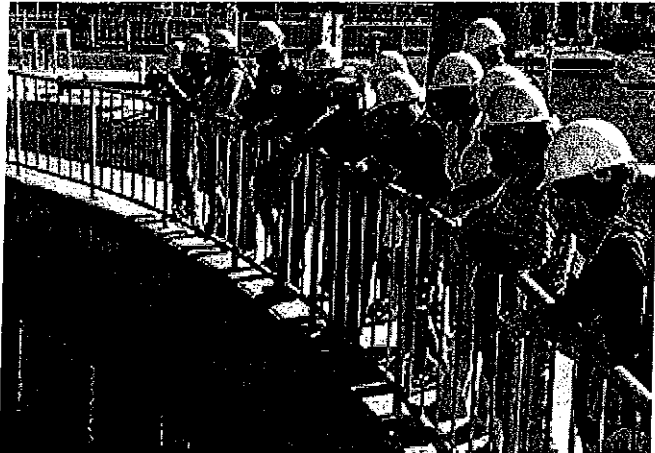


**SPECIAL DISTRICT
LEADERSHIP FOUNDATION**

Public Tours Show How Wastewater Becomes Recycled Water

Dublin San Ramon Services District (DSRSD) regularly invites the public to see how wastewater becomes recycled water at a tour of its treatment plant.

The most recent tour was April 13, 2016. The free tours typically lasts 60 to 90 minutes and is open to adults, teens, and children ages seven and up.



During a public tour of the Dublin San Ramon Services District treatment facility, Wastewater Systems Operator Anna Garcia (blue shirt, center) describes how clarifiers remove organic materials from the water.

DSRSD partners with East Bay Municipal Utility District in producing recycled water through the San Ramon Valley Recycled Water Program.

DSRSD's Stefanie Olson Named Staff Person of the Year by WateReuse California

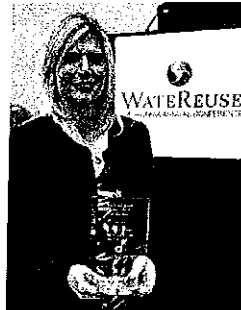
Dublin San Ramon Services District's Clean Water Specialist Stefanie Olson as 2015 Staff Person of the Year for her work on the hugely popular Residential Recycled Water Fill Station program.

Olson did the behind-the-scenes work that turned an idea—letting homeowners pick up free recycled water during the drought—into a functioning program that increased public acceptance of recycled water and prompted 22 other California water agencies to open fill stations.

At the start of the drought emergency in 2014, Olson developed the procedures, forms, and customer training needed to earn regulatory approval for the first-of-its kind program. DSRSD opened its first fill station in less than four months, in time to help local residents cope with stringent restrictions on outdoor watering. Olson suggested opening a second station in 2015 to

handle the crowds and worked with the District's Drought Action Team to make it happen.

By the end of 2015, 3,600 fill station users had hauled home more than 30 million gallons of recycled water. Olson provided guidance to agencies all over the state as they sought regulatory approval for their own fill stations based on DSRSD's model.



DSRSD's Stefanie Olson was named 2015 Staff Person of the Year by WateReuse California for her work on the popular Residential Recycled Water Fill Station program.

Congratulations Stefanie Olson!

Need Help Paying for Professional Development?

The Special District Leadership Foundation (SDLF) has made available \$40,000 in scholarship funds for 2016. They will help district elected/appointed officials and staff pay for professional development opportunities. These opportunities include workshops, webinars, the General Manager Leadership Summit and the Special District Leadership Academy Conference.

For more information visit the SDLF web site:

<http://www.sdlf.org/>

Orinda Citizen of the Year

John Wyro, a longtime volunteer in the Orinda community for schools, the fire district, and the arts, was honored at the March 18th Citizen of the Year dinner at the Orinda Community Center.



John Wyro retired in December 2014 after 17 years of service as a Moraga Orinda Fire District Board Member.

John was a founding member and served 17 years on the Moraga-Orinda Fire District Board of Directors. John and his wife of 47 years still live in Orinda and both volunteer in the community.

More Recycled Water Now Flowing in Western Dublin

Dublin San Ramon Services District (DSRSD) has extended its recycled water system 3.6 miles into western Dublin to irrigate parks, schools and commercial properties and save 49 million gallons of drinking water a year, enough to serve the indoor water needs of 610 families. The \$5.1 million project extended purple recycled water pipelines west of Interstate 680 for the first time and converted irrigation systems at 35 sites.

Pipeline construction began in mid-June 2015 and was completed in December. Since then, 33 irrigation systems have been converted and the remaining two will be finished in time for the summer watering season.

"Because DSRSD has invested in recycled water for more than 20 years, almost 30 percent of our water supply is now locally controlled and drought-resistant. The entire community benefits from a more diverse and reliable water supply that is less dependent on Delta water," said DSRSD Board President D. L. (Pat) Howard.

"By the end of 2016, the City of Dublin expects to use recycled water for 91 percent of our municipal operations, which frees up approximately 164 million gallons of drinking water a year for other uses," said Dublin Mayor David Haubert. The City of Dublin is one of DSRSD's largest recycled water customers. The western Dublin project converted four more city parks, Shannon Community Center, Dublin Senior Center, and roadway medians on San Ramon Road, Dublin Blvd., and Amador Valley Blvd.

Ironhouse Sanitary District Egg Salvage and Duck/Pheasant Rescue

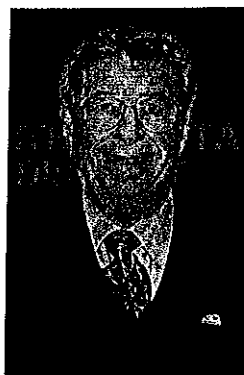
The Ironhouse Sanitary District invited the public to be part of the Egg Salvage and Duck/Pheasant Rescue on April 2.



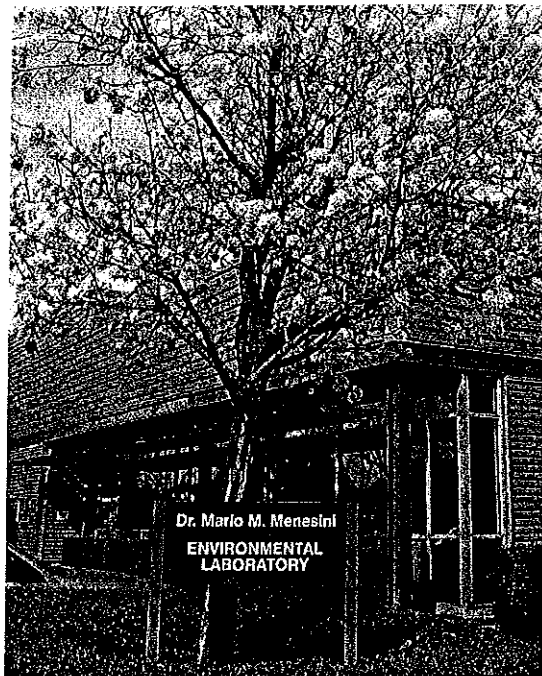
The volunteers were needed to help hunt for ground nesting birds and their nests, as well as, walk through hayfields ringing cowbells to help locate nesting sites.

The hunt helped collect bird eggs and move the hatched ground nesting birds that have chosen to lay their eggs in the hayfields on Jersey Island, to make sure that the eggs and baby birds don't get harmed during the plowing season.

Central Contra Costa Sanitary District Environmental Lab Renamed



Central Contra Costa Sanitary District renamed the Environmental Laboratory the Dr. Mario M. Menesini Environmental Laboratory at a ceremony held on April 21, 2016.



Central Contra Costa Sanitary District Board members, employees, and retirees joined members of the Menesini family, and local officials at the dedication ceremony on April 21 to rename the District's laboratory as the Dr. Mario M. Menesini Environmental Laboratory. The late Dr. Menesini served on the Central San Board of Directors from 1992 to 2012, and was a strong supporter of environmental and educational programs throughout the county.



A Look Back at the Contra Costa Special Districts Association

Did you know our beginnings date back to 1991? We are celebrating our 25th Anniversary this year!



Six districts sent representatives to a first meeting at the Contra Costa Mosquito Abatement District's headquarters in North Concord on November 20, 1991.

The formation committee met again on December 17th, 1991 to discuss such issues as bylaws, yearly dues, and a draft resolution. The proposed bylaws intent was to keep the organization simple as well as inexpensive. A short questionnaire was sent to all prospective member districts in an attempt to define the goals of the chapter.

The first meeting of the "Contra Costa chapter of the California Special Districts Association" was a success. The meeting was held on January 15, 1992. Sixteen districts attended and a number of others who stated they are interested – but were unable to appear due to scheduling conflicts. At this first meeting the proposed bylaws were passed unanimously. The first officers were also selected- President Chuck Beesley, former General Manager of the Contra Costa Mosquito Abatement District, and Vice President Bob Berggren, General Manager of the Pleasant Hill Recreation and Park District. A roundtable discussion regarding the concerns of the various districts also took place.

Special District Leadership Academy Conference July 10 -13 in Napa



A Comprehensive Governance Conference for Elected and Appointed Directors/Trustees

This conference content is based on the CSDA Special District Leadership Academy's (SDLA) groundbreaking, curriculum-based continuing education program, which recognizes the necessity for the board and general manager to work closely toward a common goal. SDLA provides the knowledge base to perform essential governance responsibilities. Visit the website for more information <http://sdla.csdanet/>

Bob Berggren is honored for his 25 Years of Service to CCSDA



At the April 18, 2016 meeting Bob Berggren was honored with a plaque for his 25 years of service to the Contra Costa Special Districts Association.

Bob wants to pass on his appreciation for the recognition we gave him at the Quarterly Meeting of the Contra Costa Special Districts. "I really did appreciate it and thank you for the nice comments. All of you do a terrific job in furthering the importance of special districts and so it meant even more coming from you folks".

Central San to host an Open House



Central San will be commemorating their 70th Anniversary by hosting an Open House.

Central San will be commemorating [it's 70th Anniversary by hosting an Open House! Come join Central San for a family-friendly event that will showcase services, offer tours of the treatment plant and other facilities, and include interactive games, educational exhibits, equipment & truck displays, free food, live entertainment, and FUN!

Saturday, July 16, 10 a.m. to 2 p.m.
Central San's Headquarters and Treatment Plant Facilities, 5019 Imhoff Place, Martinez

If you plan to take the tour of the treatment plant, please sign-up by June 30 @ <http://centralsan70.eventbrite.com>



Park District Invited to White House Water Summit

The East Bay Regional Park District was selected as one of the few land agencies – and one of approximately 200 committed organizations - in the United States to participate in the White House Water Summit to commit to addressing water challenges and solutions in the age of climate change.

Park District General Manager Robert E. Doyle attended the March 22 event in Washington, D.C., highlighting the Park District's leadership in preparing for drought.

The White House Water Summit, held in conjunction with the United Nations World Water Day, focused on long-term strategies to build a sustainable and secure water future through innovative science and technology. As part of its involvement with the event, the Park District has agreed to set a goal of saving 250 million gallons of water over the next five years.

East Bay Regional Park District Bans Smoking at Parks

The smoking ban came at the request of Save the Bay as a way to reduce cigarette butt litter and improve health conditions for park visitors. It is estimated that billions of cigarette butts flow into San Francisco Bay annually, harming fish, birds and other wildlife and blighting the shoreline. Cigarette butts take years to decompose, and contain chemicals – including arsenic, chromium and ammonia - that can be harmful to water quality and wildlife.



Smoking will still be legal in overnight campsites, but prohibited everywhere else.

"We're doing this for public health reasons," said Carolyn Jones, a park district spokeswoman, "but also one of our primary missions is protecting our lands and the environment, and cigarette butts clearly can cause harm to fish and wildlife."

Twenty-five east bay cities and both Contra Costa and Alameda counties already ban smoking in recreation areas.



East Bay Regional Park District Bans Drones

The drone ban re-affirms the District's long-standing ban on motorized model airplanes, but adds the word "drone" to clarify the ordinance. Drones can be extremely dangerous to helicopters and airplanes, disruptive to wildlife and annoying to other park users.



NO DRONE ZONE

The Park District's police department reviews and updates its bylaws, known as Ordinance 38, biannually. Changes are suggested by staff and the public, and are reviewed by the Board Operations Committee, the Operations-Public Safety Liaison Group, the Assistant General Managers Group, District Counsel and the Park Advisory Committee.



Ongoing Art exhibition at East Bay Municipal Utility District

EBMUD hosts regular art exhibitions in the gallery on the 2nd floor of its Oakland administrative building located at 375 11th Street, 2nd FL lobby gallery, Oakland, CA



Exhibits are open and free to the public Monday - Friday 8:00 am - 4:30 pm. BART, AC Transit and wheelchair accessible. Closed on holidays.



Breathing Room Art Exhibit ~ the exhibit ran from March 3, 2016 - April 15, 2016
Photography allows Dominic Martello new insight into himself and the way he sees the world.

EBMUD's 58,000 acres of beautiful watershed lands serve as inspiration for artists all over the world.

Donating coffee to San Ramon Valley firefighters

San Ramon Valley Fire Protection District firefighters received more than 20,000 cups worth of free coffee to drink while on duty, courtesy of San Francisco Bay Coffee Co.



The San Francisco Bay Coffee Co. donated 222 bags of coffee beans and grounds and 90 boxes of single-serve coffee cups to the San Ramon Valley Firefighters Association as part of the company's effort to support regional firefighters.

"We are honored to support firefighters who risk their lives for and help countless people in our communities throughout their careers," said Jon B. Rogers, founder and president of the coffee company.

San Ramon Valley fire chief Paige Meyer and Captain Mike Mohun were on hand for the donation drop-off at Fire Station 38 in San Ramon. "Coffee is a tradition around the whole firehouse," Meyer said. "For the firefighters, it's really like a comfort food. To have this donation of something they normally pay out of pocket for, I know they feel ecstatic."

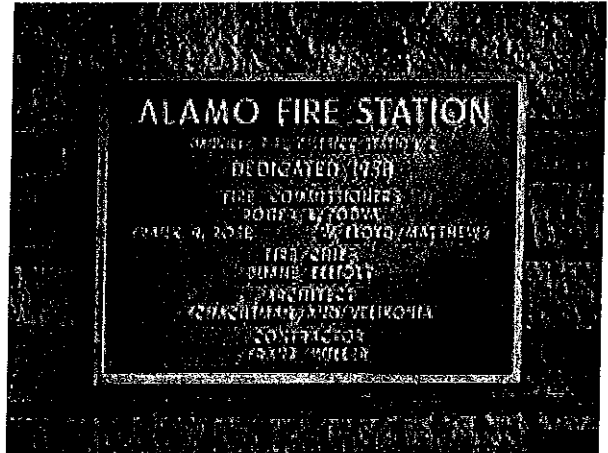
The company recently started a program to donate coffee to firefighters and departments in the Bay Area, inspired to help locally after contributing money and supplies to support victims of devastating wildfires in Butte and Lake Counties last year, according to company officials, who said "it's part of our way of giving back."



Fire District Plans New Station in Alamo

The San Ramon Valley Fire Protection District has started construction on the new Alamo fire station

San Ramon Station 32 was built in the 1950's.



Station 32 is the smallest and oldest fire station in the District. It is half the size of the next smallest station and has more assigned personnel. In the Fire and EMS Municipal Service Review adopted by Contra Costa LAFCO at a Public Hearing on August 12, 2009, the commission found the condition of Station 32 to be the worst in the District and stated "Fire Station 32 in Alamo is aged and needs replacement."



Station 32 construction is now under way. The size of the new Fire Station 32 will be a 7,968 square foot station (4,597 square feet is living space). The station will be at 2100 Stone Valley Rd, Alamo, CA near Miranda Avenue.

The cost to build the new station will be approximately 5 million dollars for construction, permits, furniture, and equipment. The District will sell the old station site and property it owns on Hemme Avenue in Alamo to offset the construction cost.

The San Ramon Valley Fire Protection District provides fire protection and emergency medical services for the cities of Alamo, Blackhawk, Danville, Diablo and San Ramon as well as southern areas of the Morgan Territory.

CSDA Presents Assembly Member Rich Gordon with Legislator of the Year Award



The California Special Districts Association (CSDA) and its special district members gathered in Santa Clara County on March 11th to present Assembly Member Rich Gordon with the 2015 Legislator of the Year Award. Assembly Member Gordon was selected for his non-partisan spirit, support of local control, and close work with the local service specialists responsible for delivering water, fire protection, energy, parks, healthcare, and other essential services.

Assembly Member Gordon was recognized for fostering close relationships with special district officials in his Assembly District, including members of the El Camino Healthcare District in Mountain View, where the award ceremony was held.

Assembly Member Gordon has supported various measures to assist special districts in providing essential services. "Special districts play an important role in closing critical service gaps to communities," said Assembly Member Gordon. "Special districts allow local leaders who are highly informed about a specialized service, and about the specific needs of an area, to make decisions that best serve the people in the community."

DERWA Board Appoints Michael Tognolini Authority Manager James Bewley Retires

The Dublin San Ramon Services District (DSRSD) East Bay Municipal Utility District (EBMUD) Recycled Water Authority (DERWA) Board of Directors appointed Michael Tognolini as Authority Manager, effective April 1, 2016, upon the retirement of James Bewley, who served in that position for ten years. DERWA, the governing body of the San Ramon Valley Recycled Water Program is a joint powers authority formed in 1995 between DSRSD and EBMUD to provide a safe, reliable, and consistent supply of recycled water to irrigation customers in Dublin, San Ramon, Danville, and Blackhawk.

Los Medanos Community Healthcare District Board announces a new Executive Director Pete Longmire



Former Pittsburg Mayor and City Council Member Pete Longmire was appointed to fill the vacancy when Bobbi Palmer resigned. Longmire previously served 18 years as a Pittsburg Police Officer before retiring and serving as a Pittsburg City Councilman.

Bobbi Palmer, Former CEO, resigned her position with Los Medanos Community Healthcare District (LMCHD) in December 2015. Palmer had served seven years as the CEO of the Los Medanos Community Healthcare District.



Palmer is now the new CEO of the Fallbrook Healthcare District near Temecula Ca.

~ Chapter Dues Reminder ~

Dues renewals notices have been sent to our districts. They should have already made it to your mailboxes. We look forward to you continuing your membership. The regular member dues are only \$100 a year (associate member dues are \$200). If you did not receive your renewal notice please let our Treasurer know.

Bert Michalczyk, Treasurer

- Email: leedscourt@comcast.net

- Phone: (925) 570-8830



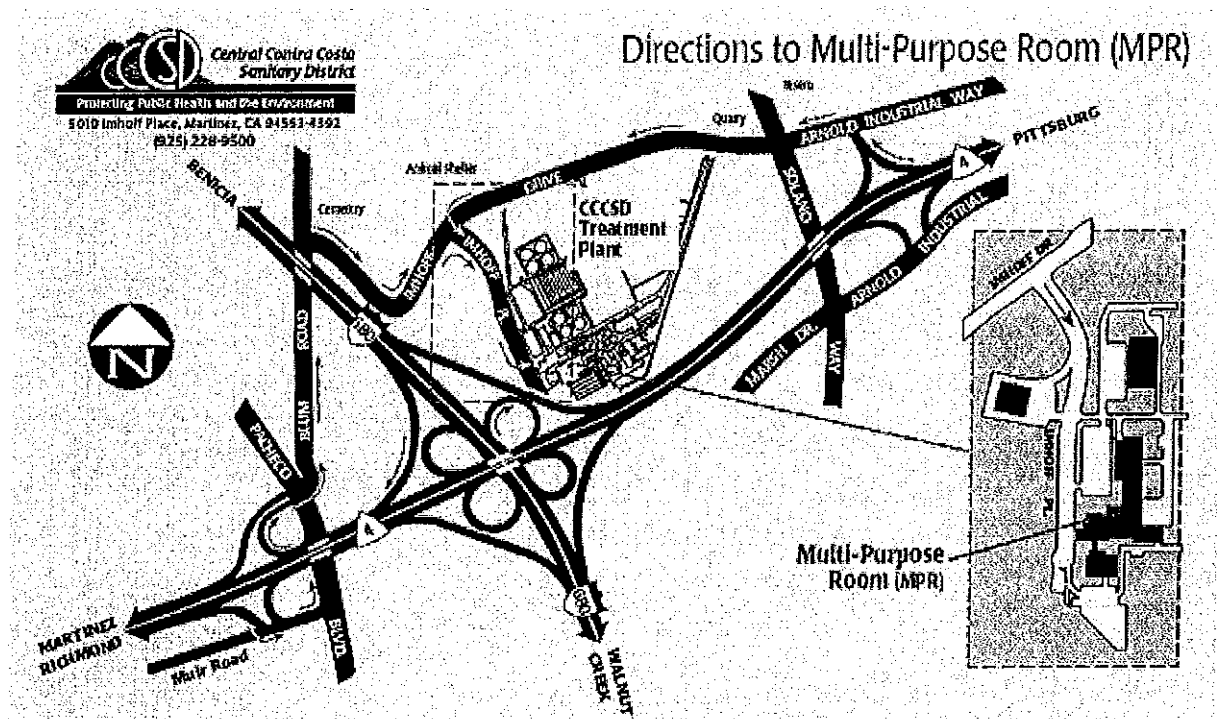
Please send your district news releases to stan_caldwell@comcast.net keep us informed of all of the exciting things your special district is doing. Share you news with other districts by having it as an article in the next newsletter.

Mark your calendars with our future Chapter Meeting Dates:

July 18, 2016, October 17, 2016, January 23, 2017

Meetings begin at 10:00 AM – we are out by 12:30PM

We meet at Central Contra Costa Sanitary District,
5019 Imhoff Place, Martinez, CA.



Contra Costa Special Districts Association
C/o Central Contra Costa Sanitary District
5019 Imhoff Place
Martinez, CA 94553

Central Contra Costa Sanitary District contact Suzette Crayton - Email: scrayton@centralsan.org
Bette Boatmun, President - Email: bboatmun@yahoo.com
Stanley Caldwell, Vice President & Newsletter Editor - Email: stan_caldwell@comcast.net
Ed Duarte, Member at Large - Email: eduarte566@aol.com
Bert Michalczyk, Treasurer - Email: leeds court@comcast.net

California Special Districts Association
1112 "I" Street, Suite 200, Sacramento, CA 95814 877.924.2732

CCSDA web site: www.csda.net/contracosta-special-districts-association