

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

Date of Meeting: September 9, 2015
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m.

CALL TO ORDER

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

1. **OATH OF OFFICE** for Director Don Dommer
2. **ADOPTION OF CONSENT ITEMS.** Items 4, 5, 6, 7 & 8

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.
3. **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 4. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of June 10, 2015 (APPROVE)
- CC 5. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of July 8, 2015 (APPROVE)
- CC 6. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** July 2015 (ACCEPT)
- CC 7. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #3** (APPROVE)
- CC 8. **APPROVAL OF MONTHLY FINANCIAL REPORT.** July/August 2015 (APPROVE)

9. **FIRE CHIEF'S REPORT**

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

10. **PRESIDENT'S REPORT**

NEW BUSINESS

- 11. Resolution 15-06 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions: Los Altos Drive, Parcel 570-251-021 Kensington, CA (ACTION)
- 12. Resolution 15-07 Adopting the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for Fiscal Year 2015-2016 (ACTION)
- 13. KFPD Policy, Employee and Operations Handbook Review and Updates (ACTION)
- 14. Discussion on Possible Merger with KPPCSD (Possible ACTION)

15. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Nagel): Copy of Transmittal #2; Audit field work on 9/24 and 25.
- b. Public Safety Building (de Ville/Harmon):
- c. Education (Kosel): Ready, Set, Go! Brochure; Solano Stroll Parade 9/13/15; Tri-City Safety Day 9/19/15.
- d. Contra Costa County/California Special Districts Assoc. (Nagel): CSDA Committee and Expert Feedback Team Participation
- e. Diablo Fire Safe Council/Interface (Staff):
- f. Correspondence: Thank you from Donna Stanton

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, October 14, 2015, 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 10/14/15 is Wednesday, 9/30/15 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 10/7/15 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

Oath of Office

For the Office of Director, Kensington Fire Protection District

I, Don Dommer, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will, well and faithfully discharge the duties upon which I am about to enter.

Signature

Subscribed and sworn before me,

This 9th day of September, 2015

Name of person administering oath

Title

CONSENT CALENDAR

**MINUTES OF THE JUNE 10, 2015 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

President Nagel called the meeting to order at 7:00 p.m. and noted the Directors and staff that were present.

APPROVAL OF CONSENT ITEMS:

President Nagel called for the approval of the consent calendar (items 3, 4, 5, 6, 7 & 8) consisting of approval of the May 13, 2015 minutes, approval of the May incident activity report, approval of monthly transmittal #12, approval of the monthly April/May 2015 financial report, approval of Resolution 15-02 establishing the appropriations limit for FY15-16 and approval of Resolution 15-03 authorizing the County to place the special tax on the tax roll and collect the special tax for FY15-16. Director Kosel pulled item 3, the May 13, 2015 minutes. She noted "is" should be inserted on page four, third paragraph, sixth line after "Berkeley". Director Kosel moved the adoption of the consent calendar with that one stated change to the minutes. Director de Ville seconded the motion.

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

ORAL COMMUNICATIONS:

Resident Ciara Wood noted that KPPCSD's new general manager, Kevin Hart, was in attendance. The Board welcomed Mr. Hart.

President Nagel noted that El Cerrito City Manager Scott Hanin was in attendance and moved the agenda to item #11.

NEW BUSINESS:

El Cerrito Contract Fee Proposal for FY2015-2016: Scott Hanin will be presenting the City budget to the Council next week. Last year the Council adopted a two-year budget. This current fiscal year, the City is expecting a \$360,000 surplus. Next fiscal year an additional surplus of \$330,000 is projected. Many of the City's revenues are trending up. The City has done a good job controlling costs. All employing are paying at least their share of PERS and public safety is paying even more. Medical benefits are going down 5% and overall insurance rates are down. El Cerrito is now able to fill some positions that have been held vacant. During the past few years, no employees were laid off. The contract fee is reduced this year. Hanin attended the Finance Committee meeting last week and gave a detailed presentation on El Cerrito finances.

Maples reviewed the Fire Department budget document giving an overview, reviewing the organizational structural and organizational chart. The department will be fully staffed next month after completing a hiring process. The department carries three vacancies for savings that would normally cover sick leave, vacations, etc. Maples reviewed the total response workload, training hours, inspections, fire loss, certifications, public education contacts, and CPR/First Aid classes. Maples then reviewed each line item cost that had changed from the previous year whether increase or decrease. He then reviewed the line items where the budget had changed. Maples then reviewed the total fee, the reconciliation amount, the cost share for Navellier and the new proposed contract fee of \$2,319,186 which is a 1.9% decrease from the previous year.

Kosel announced that the El Cerrito-Kensington contract has been in effect for 20 years. KFPD owns the public safety building and equipment and El Cerrito provides the staff. El Cerrito provides a proposed contract fee every year. It is based on percentages that were negotiated and agreed to many years ago. Ninety percent of the fee is salary based but Kensington only pays 27.75% (not 33.3%) of the salaries even though they are one of three stations in the system. There is also a 20-year history included on the last page of the fee history. The contract is a win-win for both communities and achieves many efficiencies. Chief Maples runs all three stations as one organization. The District receives many compliments on its service from the community. KFPD is very happy with the relationship.

An audience member asked about the three vacancies the department carries and if any of those vacancies are in Kensington. Maples explained they are not. They are considered "coverage" positions to fill for vacation, sick leave, etc. and currently they are simply filled with overtime which is cheaper. Staffing never drops below nine. The audience member asked about responses outside of Kensington and El Cerrito responding into Kensington. Maples pointed to the incident activity report that is included in the packet. Kosel explained that without the contract, Kensington would have the same obligation to respond through aid agreements to El Cerrito, Berkeley and Albany. Director Kosel made a motion to approve the El Cerrito contract fee for FY2015-2016 as presented. Director de Ville seconded the motion.

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

Maples said that the Fire Department personnel all appreciate the contract between El Cerrito and Kensington. They are all El Cerrito-Kensington firefighters. Maples recognized how well the contract has worked for both communities on the 20th anniversary of the contract. Nagel recognized that it is valuable that all of the department firefighters receiving uniform training and equipment and it doesn't matter which station they are located at.

FIRE CHIEF'S REPORT:

Weed abatement season is in full swing. The Fire Prevention Officer has been inspecting the community since mid-May. Sixty-one properties were sent non-compliant letters on May 29th. Chief Maples did receive one complaint from a resident that the program starts too early in the year which Maples understands due to the legalize that is part of the process. This year the District notified the community about the process through *The Fire Plug* and *The Outlook*. This process would be early if the State was not in an extreme drought.

El Cerrito is currently in a firefighter recruitment process. Panel interviews are complete and Chief interviews will follow later in the month.

Staff followed up on the CERT sheds that were discussed at the May Board meeting. Berkeley FD is not willing to do group purchasing for Kensington or any outside agency. Berkeley's total package number is \$4,600 because they buy in volume. El Cerrito's estimate number is coming in at \$6,900 per shed.

Maples received the draft of the EBRPD right-of-entry permit for the coming fiscal year. He has not had time to review it but is glad to see the document is moving forward. EBRPD has had a lot of management and leadership changes for the Wildcat Canyon area.

Resident Jean Durham asked if overgrown juniper was part of the vegetation management program. Maples explained only dead and dying juniper was subject to abatement. Resident Ciara Wood noted that Djablo Fire Safe does provide funding for juniper removal. She encouraged neighbors to band together to apply for funding.

PRESIDENT'S REPORT:

President Nagel reported that Manager Navellier received an outstanding review. Nagel said the District is privileged and happy to have Navellier as an employee.

Nagel announced that Michael Kassarjian had moved out of town much earlier than he had anticipated. He sent a resignation letter on June 9th to President Nagel and the District which was effective immediately. Nagel read the letter out loud. Nagel complimented Kassarjian on his energy that he put toward the CERT program and the County CSDA program. The District will solicit applicants from the community. Navellier reported that she will post the vacancy in the three standard spots for Kensington, post on the website and send notices to *The Journal* and *The West County Times*. *The Outlook* will not come out until at least July 1st which would be after the District's deadline. Posting needs to occur for at least 15 days and then she will put any applicants' information in the July Board packet for the Board to conduct interviews.

President Nagel appointed Director de Ville to be the Board Secretary, replacing Kassarjian.

Nagel attended the EBMUD briefing in Berkeley a couple of weeks ago. It looks like EBMUD will have sufficient supplies for the calendar year but next year will be much grimmer if the drought continues.

NEW BUSINESS:

Auditor Recommendation and Fee Proposal for FY14-15 Audit Report: A proposal from Lamorena & Chang for \$13,000 was included in the Board packet. The District chose this firm because their reports are intelligible. A few years ago several proposals and samples were solicited but the Finance Committee preferred

Lamorena & Chang's product over the others. Director Kosel made a motion to engage Lamorena & Chang at a price not to exceed \$13,000 for the FY14-15 audit. Director de Ville seconded the motion.

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

Resolution 15-04 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for FY15-16: Director Kosel reviewed the proposed budget that was included in the packet. Property taxes came in \$250,000 over the budgeted amount. Kosel reviewed that at the mid-year budget review in February and the Finance Committee meeting last week, the District agreed to devote \$250,000 toward the building reserves. The current lease with the KPPCSD is for three years at \$1 per year to give them a period of time to straighten out their finances. KPPCSD Director Sherris-Watts paid the FY14-15 rent at the Finance Committee meeting with her own money. The District only has one employee, Manager Navellier, whom is shared with the El Cerrito Fire Department and they pay for ½ her salary expenses. Legal fees were only \$5K in the past year. There is a new line item for a needs assessment/feasibility study of \$25,000 because the public safety building does not meet current needs and may not be appropriately sited. The shredder line item has been increased to twice a year per requests received. Two new line items are the Diablo Fire Safe Council matching grants at \$4,000 and a proposed Kensington park demonstration garden at \$5,000 that has not yet been agendized or discussed by KPPCSD. Revenue is projected at \$3.6 million and operating expenses are \$3 million. However, capital outlay includes one-half the cost of the new fire engine at \$332,000 and the apparatus bay remodeling projected at \$140,000 which would leave the District with \$100,000 excess for FY15-16. Kosel then gave an explanation of the District's designated funds. The Type I engine will arrive this fall. The District has saved \$632,000 to pay for it. Type III engine is to be replaced in FY18-19. The District spends about \$100,000 per year to maintain the Public Safety Building based on past expenses. Since KPPCSD only pays \$1 rent and does not contribute to the building maintenance, KFPD is in effect subsidizing that District by \$66,000 in FY15-16 (1/2 the building schedule). KFPD has fully funded the retiree trust for the employees the District had 20 years ago. The District has a 12-month set aside for the contract cancellation provision and then the building and engine funds. Director Nagel noted that the CERT budget had increased \$30,000 to offer emergency supply sheds to the community similar to the City of Berkeley program. Ciara Wood asked about putting unused legal fees into the building fund which the District had mentioned at its February meeting. Kosel and Navellier will check into this. Wood also thanked KFPD for its membership in DFSC and she noted she had raised \$2,800 in contributions from Kensington residents to date. Paul Dorrah asked if the capital outlay is already funded. Both the engine and the building project are from designated funds but the District will make contributions to those funds this year to replenish them. Kosel also gave an explanation of the retiree Trust Fund and the actuarial study for 19 people. Director Kosel moved the enactment of Resolution 15-04 adopting the preliminary revenue, operating expense and capital improvement budget for FY15-16. Director deVille seconded the motion.

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

May 2015 Goal Setting Workshop Report/Review Draft Mission Statement: The Board agreed by consensus to table Item 14 until the next regular Board meeting.

BOARD REPORTS:

Finance Committee: The minutes from the January 29, 2015 committee meeting were included in the packet now that they have been approved by the Finance Committee.

Public Safety Building: Navellier reported that a mandatory walkthrough was held for potential bidding contractors on May 28th. Five contractors attended. Bids are to be received on June 17th.

Education: The proposed demonstration garden is the Committee's latest idea. Kosel wrote an article for the Outlook celebrating the 20-year contract with El Cerrito and the District's many accomplishments during that time. A brief discussion about a commemorative event was held.

CSDA: Next meeting will be held on July 20, 2015. There will be a LAFCO election and the Board reviewed the two candidates. The Board agreed by consensus to support Steven Anderson of Moraga-Orinda Fire District.

ADJOURNMENT: The meeting was adjourned at 8:25 p.m.

KFPD Minutes of June 10, 2015

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MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on July 8, 2015.

Attest:

Joe de Ville, Board Secretary

**MINUTES OF THE JULY 8, 2015 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

President Nagel called the meeting to order at 7:00 p.m. and noted all Directors and staff were present.

APPROVAL OF CONSENT ITEMS:

President Nagel called for the approval of the consent calendar (items 3, 4 & 5) approval of the June incident activity report, approval of monthly transmittal #1, and approval of the monthly May/June 2015 financial report. Director Kosel moved the adoption of the consent calendar as submitted. Director de Ville seconded the motion.

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

ORAL COMMUNICATIONS:

Resident Leonard Schwartzburd asked why KPPCSD is discussing consolidation in isolation without KFPD's participation?

President Nagel said KFPD has not been approached by KPPCSD about this topic. Director Harmon said there have been rumors in the community but she just found it on KPPCSD's agenda today proposing a citizen's committee to address possible merger. This would dissolve the fire district. KFPD is against merger. KPPCSD is proposing to create a process for looking at merger, separating the chief of police and general manager, or possibility of contracting out. Harmon said if KPPCSD adopts this approach, it would start a process to put something on the ballot for fall 2016. Director Kosel suggested President Nagel attend the KPPCSD meeting tomorrow night and suggest that any committee that looks at merger should be staffed by both KFPD and KPPCSD. Director Nagel is unavailable; Director Harmon agreed to attend. Harmon said she would restate KFPD's stance that they are opposed to consolidation and that KFPD should be included in the process of determination. Kosel added KFPD would be a good resource regarding contracting out since they've been doing so for 20 years. Kosel doesn't know why KPPCSD would make the appointments for a community committee that would consider consolidation-KFPD should be given equal appointment power. There's been no courtesy of notification. Harmon said the action is divisive.

Director Kosel said she has made three or four posts on NextDoor correcting misinformation on the fire district. Kosel does not believe Directors posting on a public blog is a violation of the Brown Act but suggested all Directors use caution posting on the same thread. A discussion on NextDoor statistics followed.

FIRE CHIEF'S REPORT:

Chief Maples reported that the department is half-way through its annual self-inspection program. The program includes over 200 low hazard occupancy businesses in El Cerrito and Kensington. The department randomly selects 5% of the businesses to spot check. The engine company performs the regular business inspections. The annual Tri-City Safety Day will take place on Saturday, September 19th at the El Cerrito Plaza. Maples encouraged everyone to attend. Engineer David Hood coordinates the event. Director Kosel suggested reserving the signboard for the event.

Maples attended the monthly LAFCO meeting earlier today. LAFCO voted to publish an RFP for the second round of fire service municipal service reviews. This year's focus will be on Rodeo-Hercules and East Contra Costa since both of those districts are flailing. Professional experts will review the RFP responses. Director Kosel said she read an article on NextDoor that all labor negotiations must be conducted publicly and that the suggestion is coming from a Contra Costa Civil Grand Jury Report. She asked that Maples share that information with Vince Wells of Local 1230. Director de Ville commended the department on the 4th of July event.

PRESIDENT'S REPORT:

None.

NEW BUSINESS:

Public Hearing – Resolution 15-05 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: Chief Maples introduced past FPO Captain David Ciappara. President Nagel opened the Public Hearing and called for the staff report and recommendation. Captain Ciappara introduced Resolution 15-05. He noted that initial violations in the community numbered 59 (compared to 61 in 2014) and that the current list that was passed out at the meeting is now down to 12 properties in violation (compared to 23 at this time in 2014). There were no abatements performed in 2014. Ciappara estimated that about half of the properties in violation are repeaters from previous years. After the properties are declared tonight, property owners have another five weeks to clear their properties. An extensive approach is used to work with property owners and to contact them. Average abatement bills are well below \$500 but some large lots do go into the thousands. The FPO gives property owners a list of contractors that they can contact so that they can make their own corrective action. There were no comments from the audience. President Nagel closed the public hearing. Director Kosel made a motion to enact Resolution 15-05 including the revised Exhibit A that was passed out at the meeting. Director de Ville seconded the motion.

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

Further discussion followed on weed abatement, the training process for the FPOs, the process starting earlier the last two years and how some residents use the process as an alarm clock.

Candidate for an Unfulfilled Term Open Seat for the Kensington Fire Protection District Board of Directors: President Nagel reported that KFPD has an unfulfilled term brought about by former Director Kassarian moving out of town suddenly. There is one candidate for the open position, Dom Dommer, who is in attendance. Nagel stated that Dommer is eminently qualified and has previously served on the KFPD Board. Dommer introduced himself and gave a short statement of why he wants to serve on the Board. He believes he can help with several issues such as the Board's position on consolidation and the building needs assessment. Kosel pointed out that Dommer is an award-winning fire station architect. Manager Navellier reported that the announcement for the unfulfilled term was posted in Kensington and was published in *The Journal* and *The West County Times*. It did not go into *The Outlook* because of timing with the monthly publication. Director Kosel made a motion to appoint Don Dommer to fulfill the open seat on the Board of Directors of the Kensington Fire Protection District. Director Harmon seconded the motion. The Board congratulated Dommer and said he will be sworn-in at the September meeting since the Board has a recess in August.

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

Award of Contract for Apparatus Room Remodeling: Bid from Ezra Construction in the amount of \$337,000: Manager Navellier introduced the District's contract Project Manager, Paul Beamer of Mack5. Beamer has been representing and assisting the District through the public bid process. Beamer said that the District had been working with Marvin Collins and their architect to develop the project scope. Mack5 came on board to ensure the District's interests and that the correct process was being used. The District was required to publicly bid the project which Mack5 assisted with. The project was originally just an apparatus bay remodel but it turned into a hazardous materials abatement also. The permit has been procured after several months at Contra Costa County. The District posted the project at both Alameda and Contra Costa County plan rooms and required a mandatory pre-bid walkthrough which five contractors attended. The District received only one bid which was from Evra Construction of Brisbane. Mack5 vetted the documents, checked references and checked the subcontractors. There are no known concerns with the contractor or the bid. In response to concern about why only one bid, Beamer explained that the drawings were minimal for the project but the bid documents numbered about 80 pages and the abatement documents were about 150 plus the construction market is escalating at this time. Director Kosel asked if Evra is using the same surety company that the District had to sue during the last remodel. Navellier will check to make sure they are not the same company. The bid is considerably higher than the District expected but no official cost estimate had been obtained. The District is on a tight time line and there are no guarantees that a second bid would produce a lower number. Director Kosel made a motion to award the contract to Evra Construction provided they are not using the same surety company that Kel-Tec used. Director Harmon seconded the motion.

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

BOARD REPORTS:

Finance Committee: Kosel has asked Manager Navellier to gather information on Cal Trust. Kosel will then share the info with fellow Committee member and the two will make a recommendation based on the risk and return compared to LAIF.

Education: Kosel wrote an article that was published in the Outlook celebrating the 20-year contract with El Cerrito and the District's many accomplishments during that time. Kosel has also written a second article for the next Outlook that explains the contract between El Cerrito and KFPD. The new editor may publish as is or may use it as a letter to the editor. Information on CERT was also included in this month's article. The Outlook's new editor that will be covering the District's meetings in the future. The next Outlook will not be published until September.

Policy Committee: The Board will review the policies at the September 2015 meeting. A new policy will be included on the Public Records Act and also a review of the mission/vision that was covered in the District goal setting session held in May. A member of the public asked if the policy manual was on the District's website. It is not. The Board thought it was a good suggestion and will plan on posting it after the review in September.

CSDA: Next meeting will be held on July 20, 2015. There will be a LAFCO election and a CSDA election. The Board reviewed the two candidates for LAFCO. The Board agreed by consensus to support Steve Anderson of the Moraga-Orinda Fire District. The Board reviewed the two candidates for CSDA. The Board agreed by consensus to support Shane McAfee of the Greater Vallejo Recreation District.

Mr. Schwartzburd asked if the opposition to consolidation was purely structural? Director Kosel said that it would compromise KFPD's finances and its ability to conduct its business. Director Harmon said it is clearly a raid on revenue that the residents will need in the event of a fire or earthquake which is essential based on Kensington's location. The real issue is KPPCSD wants to take money and use it to support their budget. Director Nagel said the police district is barely manageable at this point and it is nearly a full time job for the Directors. His personal opinion is KPPCSD should be split into two – a police district and a community services district. KFPD is very focused on its sole objective. A combined district board would be similar to a city council but Kensington is not a city. Don Dommer said so much time and effort would be put on the police operations, based on history, that fire would be shorted. Leonard Schwartzburd said the fire district is very well managed. Harmon explained all of the time that goes into preparing for the Board meetings so that KFPD can run efficiently. Rick Artis said the KPPCSD meetings are chaos because of all of the participants and the lack of understanding. Director Kosel said KPPCSD has become a very dysfunctional entity and it makes their task difficult. Their Board responsibilities are very similar to KFPD's. Chief Maples pointed out that a Board's role is to give direction and decide on policy—Board members should not be working as staff. Kensington doesn't want to be a City and does not want to be annexed. You cannot expect a District Manager to have the same level of depth as a City. By contracting with El Cerrito, the Fire Chief has a Human Resources Manager for instance, that is mission specific. The El Cerrito City Engineer gave his assistance with the proposed cistern project. KFPD rarely hires consultants and legal fees are generally less than \$5,000 per year. KFPD plans, prepares and saves. The new engine that will be arriving in the fall is a reflection of that preparation. KFPD saved funds for 15 years to purchase the engine outright. Rick Artis said he has been attending the KPPCSD meetings for about two years. He believes there is a complete disconnect concerning the value of services on that Board. That Board is having a money discussion but the values are not synchronized. Artis asked the KFPD Board to be proactive in a community-wide value discussion. Kosel directed Artis to the District's website that lists the cost of running a one-station, two-station, three-station and multiple station department. The Kensington residents get a huge "bang for the buck" because KFPD-ECFD always comes in as one of the, if not the, least expensive in the area. El Cerrito operates all three stations as one functional entity. Artis said he basis his math on what it costs his household. A discussion on per capita costs and base line choices of services followed including benefit/cost analysis. Costs also need to be effectively managed. Kosel said audits reveal quite a bit of information. Artis said he does not find much value in them other than to identify poor practices and possible fraud. Artis then talked about security at the public safety building. Artis suggested that more in depth discussion on values, etc. needs to be held in town hall meeting format or off-schedule meetings. Artis said the discussion on structure should not be discussed by one Board only and wants to encourage KFPD's Board not to become defensive.

ADJOURNMENT: The meeting was adjourned at 8:54 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

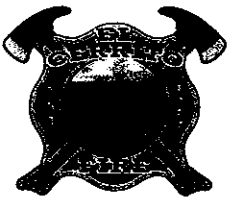
KFPD Minutes of July 8, 2015

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These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on September 9, 2015.

Attest:

Joe de Ville, 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



August 1, 2015

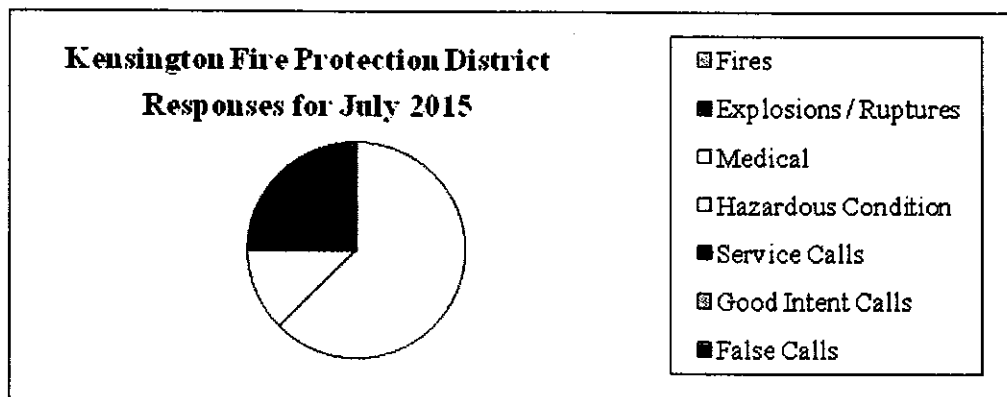
TO: Kensington Fire Protection District Board Members
FROM: Laurence I. Carr: Battalion Chief
RE: Incident Activity Reports for the Month of July 2015

There were 24 incidents that occurred during the month of July in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 58 calls in all districts.

One July 25, 2015, Engine 65 responded to a structure fire in Berkley which was the first call under the new auto-aid agreement the District entered in with them. The fire turned out to be unfounded and Engine 65 returned to service and back to the district.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	15	62.50%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	3	12.50%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	4	16.67%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	0	0.00%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	8.33%
Totals		24	100.00%



Kensington Fire Protection District Response Log for July 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1501659	01-Jul-15 08:55:04	504 COLUSA AVE	Kensington	E65	321
2	1501672	02-Jul-15 00:58:46	129 WINDSOR AVE	Kensington	E65	321
3	1501684	03-Jul-15 13:40:26	110 PURDUE AVE	Kensington	E65	321
4	1501686	03-Jul-15 16:57:31	23 COWPER AVE	Kensington	E65	412
5	1501692	04-Jul-15 12:02:08	149 PURDUE AVE	Kensington	E65	522
6	1501699	04-Jul-15 18:40:01	237 AMHERST AVE	Kensington	E65	321
7	1501705	05-Jul-15 09:37:09	172 HIGHLAND BLVD	Kensington	E65	522
8	1501712	06-Jul-15 11:50:18	375 OCEAN VIEW AVE	Kensington	E65	553
9	1501714	06-Jul-15 18:12:32	375 OCEAN VIEW AVE	Kensington	E65	321
10	1501721	07-Jul-15 09:51:11	1605 OCEAN VIEW AVE	Kensington	E65	321
11	1501734	09-Jul-15 12:58:33	129 PURDUE AVE	Kensington	E65	321
12	1501747	11-Jul-15 03:00:46	205 LAKE DR	Kensington	E65	321
13	1501748	11-Jul-15 09:30:24	19 ARLINGTON CT	Kensington	E65	745
14	1501750	11-Jul-15 16:47:39	242 TRINITY AVE	Kensington	E65	553
15	1501768	13-Jul-15 18:30:09	45 STRATFORD DR	Kensington	E65	735
16	1501776	14-Jul-15 10:20:20	34 KERR AVE	Kensington	E65	444
17	1501793	16-Jul-15 03:27:48	50 RINCON DR	Kensington	E65	321
18	1501797	16-Jul-15 13:26:55	210 ARLINGTON AVE	Kensington	E65	321
19	1501804	17-Jul-15 10:14:10	292 COVENTRY DR	Kensington	E71	445
20	1501809	17-Jul-15 18:36:17	6 MARCHANT CT	Kensington	E65	321
21	1501832	20-Jul-15 14:37:49	560 COVENTRY DR	Kensington	E65	321
22	1501887	25-Jul-15 12:49:10	200 KENYON AVE	Kensington	E65	322
23	1501912	28-Jul-15 21:14:25	212 COLGATE AVE	Kensington	E65	321
24	1501917	29-Jul-15 15:08:44	176 HIGHLAND BLVD	Kensington	E65	321

* See Attached Table for Incident Type Explanations

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

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

Kensington Fire Protection District

Engine 65 Response Log for July 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1501659	01-Jul-15 08:55:04	504 COLUSA AVE	Kensington	E65	321
2	1501660	01-Jul-15 12:53:25	6810 EUREKA AVE	El Cerrito	E65	745
3	1501672	02-Jul-15 00:58:46	129 WINDSOR AVE	Kensington	E65	321
4	1501684	03-Jul-15 13:40:26	110 PURDUE AVE	Kensington	E65	321
5	1501686	03-Jul-15 16:57:31	23 COWPER AVE	Kensington	E65	412
6	1501692	04-Jul-15 12:02:08	149 PURDUE AVE	Kensington	E65	522
7	1501697	04-Jul-15 15:08:56	6439 HAZEL AVE	East Richmond	E65	111
8	1501699	04-Jul-15 18:40:01	237 AMHERST AVE	Kensington	E65	321
9	1501705	05-Jul-15 09:37:09	172 HIGHLAND BLVD	Kensington	E65	522
10	1501707	05-Jul-15 15:24:37	10810 SAN PABLO AVE	El Cerrito	E65	151
11	1501712	06-Jul-15 11:50:18	375 OCEAN VIEW AVE	Kensington	E65	553
12	1501714	06-Jul-15 18:12:32	375 OCEAN VIEW AVE	Kensington	E65	321
13	1501717	06-Jul-15 20:40:19	7455 SEAVIEW PL	El Cerrito	E65	140
14	1501721	07-Jul-15 09:51:11	1605 OCEAN VIEW AVE	Kensington	E65	321
15	1501728	08-Jul-15 17:08:01	840 CONTRA COSTA DR	El Cerrito	E65	622
16	1501734	09-Jul-15 12:58:33	129 PURDUE AVE	Kensington	E65	321
17	1501743	10-Jul-15 16:17:55	844 LEXINGTON AVE	El Cerrito	E65	611M
18	1501744	10-Jul-15 16:50:14	840 CONTRA COSTA DR	El Cerrito	E65	622
19	1501747	11-Jul-15 03:00:46	205 LAKE DR	Kensington	E65	321
20	1501748	11-Jul-15 09:30:24	19 ARLINGTON CT	Kensington	E65	745
21	1501750	11-Jul-15 16:47:39	242 TRINITY AVE	Kensington	E65	553
22	1501768	13-Jul-15 18:30:09	45 STRATFORD DR	Kensington	E65	735
23	1501776	14-Jul-15 10:20:20	34 KERR AVE	Kensington	E65	444
24	1501785	15-Jul-15 14:23:06	7900 CUTTING BLVD	El Cerrito	E65	611X
25	1501793	16-Jul-15 03:27:48	50 RINCON DR	Kensington	E65	321
26	1501794	16-Jul-15 04:02:48	10203 SAN PABLO AVE	El Cerrito	E65	611X
27	1501795	16-Jul-15 12:21:48	295 PURDUE AVE	Kensington	E65	611M
28	1501796	16-Jul-15 12:27:18	256 GRIZZLY PEAK BLVD	Kensington	E65	611H
29	1501797	16-Jul-15 13:26:55	210 ARLINGTON AVE	Kensington	E65	321
30	1501804	17-Jul-15 10:14:10	292 COVENTRY DR	Kensington	E65	445

31	1501809	17-Jul-15 18:36:17	6 MARCHANT CT	Kensington	E65	321
32	1501823	19-Jul-15 14:53:13	863 GELSTON PL	El Cerrito	E65	321
33	1501830	20-Jul-15 13:16:14	7075 CUTTING BLVD	El Cerrito	E65	740
34	1501832	20-Jul-15 14:37:49	560 COVENTRY DR	Kensington	E65	321
35	1501837	21-Jul-15 13:46:29	856 SHEVLIN DR	El Cerrito	E65	321
36	1501838	21-Jul-15 14:50:43	7522 TERRACE DR	El Cerrito	E65	444
37	1501839	21-Jul-15 16:09:55	45 STRATFORD DR	Kensington	E65	611X
38	1501843	22-Jul-15 10:27:11	10398 SAN PABLO AVE	El Cerrito	E65	745
39	1501846	22-Jul-15 13:37:02	10203 SAN PABLO AVE	El Cerrito	E65	714
40	1501847	22-Jul-15 13:53:41	622 ELM ST	El Cerrito	E65	700
41	1501848	22-Jul-15 14:17:10	SAN PABLO AVE	Richmond	E65	381
42	1501859	23-Jul-15 11:32:15	6495 PORTOLA DR	El Cerrito	E65	740
43	1501874	24-Jul-15 11:10:26	11344 SAN PABLO AVE	El Cerrito	E65	611M
44	1501878	24-Jul-15 14:46:16	CENTRAL PARK /CANON DR	Richmond	E65	611M
45	1501882	25-Jul-15 08:03:57	10203 SAN PABLO AVE	El Cerrito	E65	611F
46	1501887	25-Jul-15 12:49:10	200 KENYON AVE	Kensington	E65	322
47	1501888	25-Jul-15 13:29:33	217 ARLINGTON AVE	Kensington	E65	900A
48	1501889	25-Jul-15 13:32:41	217 ARLINGTON AVE	Kensington	E65	900A
49	1501892	25-Jul-15 18:23:44	540 ASHBURY AVE	El Cerrito	E65	743
50	1501894	25-Jul-15 23:30:34	549 CRAIGMOUNT	BERKELEY	E65	611F
51	1501901	27-Jul-15 10:35:09	6400 MANILA AVE	El Cerrito	E65	321
52	1501902	27-Jul-15 10:58:11	165 22ND ST	Richmond	E65	611X
53	1501903	27-Jul-15 14:14:13	10506 SAN PABLO AVE	El Cerrito	E65	321
54	1501904	27-Jul-15 14:29:11	7007 MOESER LN	El Cerrito	E65	511
55	1501905	27-Jul-15 16:35:33	853 KENSINGTON DR	El Cerrito	E65	321
56	1501912	28-Jul-15 21:14:25	212 COLGATE AVE	Kensington	E65	321
57	1501914	29-Jul-15 09:57:40	COLUSA AVE	El Cerrito	E65	600
58	1501917	29-Jul-15 15:08:44	176 HIGHLAND BLVD	Kensington	E65	321

* See Attached Table for Incident Type Explanations

Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
200	(Over Pressure/Ruptures Explosions, Bombs)
300	(EMS, Vehicle Accidents, Extrication, Rescue)
400	(Chemical Spills, Leaks, Down power Lines)

500

(Distress, Water/ Smoke/Odor Problems, Public Assists)

600

(Cancelled En Route, Wrong Location)

700

(Wrong Company/Unit Dispatched)

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	9/1/2015	BE001252727 Sep dental	7840 1061	1,189.07
01406	KFPD	9/4/2015	Reimburse revolving fund	7840 2490	12,545.08
01169	CalPERS	08/15/15	7072901257 Oct medical	7840 1061	6,387.96
01634	Vision Service Plan	08/20/15	001027770001 Sep vision	7840 1061	330.22
02120	City of El Cerrito	09/01/15	Sep fire protection	7840 2328	193,265.51
04152	MailStream	08/13/15	519356 - Ready, Set Go	7840 2490	2,130.38
07894	Bushwacker	08/30/15	6736 wildland interface	7840 2490	630.00
11111	Mack5	07/31/15	3035 - project mgmt July	7840 2490	1,237.50
11111	Mack5	08/31/15	3051 - project mgmt Aug	7840 2490	1,815.00
11736	Kel-Aire	08/21/15	068003 - repair a/c	7840 2490	1,075.92
	Evra Construction	08/31/15	1 - progress payment	7840 2490	74,765.00
TOTAL					295,371.64

Kensington FPD Approval
 Date: 9/1/15
 Date: 9/14/15

[Signature]

September 4, 2015

Attachment to Transmittal 0915

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE DATE	DESCRIPTION	AMOUNT
8/17/2015	Payroll processing	57.23
8/17/2015	Payroll - 8/1-8/15/15	3,092.03
8/17/2015	Withholding payroll taxes 8/1-8/15/15	1,618.04
8/7/2015	PG&E - electric	1,297.56
8/5/2015	PG&E - gas	75.68
8/7/2015	EBMUD - water/wastewater	333.90
8/5/2015	AT&T - telephone	726.68
8/9/2015	Sprint - telephone	65.52
8/5/2015	Office Depot - office supplies	47.06
8/21/2015	Bay Alarm - temporary removal	180.00
8/13/2015	Mechanics Bank - POD, postage, misc.	480.13
8/5/2015	Reimburse Director - Outlook meeting	34.93
8/21/2015	Russell - July accounting	130.00
9/1/2015	Stericycle - medical waste	239.24
8/26/2015	Meyers/Nave - legal counsel	476.28
9/2/2015	Payroll processing	57.23
9/2/2015	Payroll - 8/15-8/31/15	2,500.06
9/2/2015	Withholding payroll taxes 8/15-8/31/15	1,133.51
	Total	12,545.08

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

September 4, 2015

To: KFPD Board Members

AGENDA ITEM 8

Fr: Brenda Navellier
Manager

Re: Monthly Financial Reports

The following financial reports are for an approximate six-week period, July 1 through August 12, 2015, reflecting the County's Period 1 reports.

A Balance Sheet and Revenue & Expense Previous Year Comparison have been provided. The Budget vs. Actual report has not been provided since the Board will be adopting the FY 15-16 budget at the September 9, 2015 meeting.

Kensington Fire Protection District
Balance Sheet
As of August 12, 2015

	Aug 12, 15
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	9,508.31
General Fund	276,651.22
Special Tax Fund	9,610.69
Capital Fund	4,980.77
Total Checking/Savings	300,950.99
Accounts Receivable	
Due from County for Reimb.	16,751.33
Advance on Taxes	3,073,211.86
Advance on Supplemental Taxes	34,516.54
Total Accounts Receivable	3,124,479.73
Other Current Assets	
Prepaid Services - EC	1,974,608.35
Prepaid Exp.	9,577.92
Prepaid CERBT - Retiree Trust	1,019,875.04
Investments	
Capital Replacement Funds	1,368,947.00
Fire Protect. Contract Reserves	2,369,530.00
Investments - Other	312,162.80
Total Investments	4,050,639.80
Total Other Current Assets	7,054,701.11
Total Current Assets	10,480,131.83
Fixed Assets	
Equipment	1,057,967.17
Accumulated Depreciation-Equip	-701,991.00
Land	5,800.00
Building and Improvements	2,006,389.30
Accumulated Depreciation - Bldg	-739,375.00
Current Capital Outlay	
Fire Engine Type I	282,244.19
Firefighters Qtrs/Equip	13,935.27
Apparatus Bay Construction	25,674.55
Holmatro Tool	10,002.00
Computers/Furniture	2,546.77
Total Current Capital Outlay	334,402.78
Total Fixed Assets	1,963,193.25
TOTAL ASSETS	12,443,325.08
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	16,751.33
Due to Other - Issued by CCC	9,577.92
Total Accounts Payable	26,329.25
Other Current Liabilities	
EI Cerrito Service Contract Pay	1,974,608.35
Total Other Current Liabilities	1,974,608.35
Total Current Liabilities	2,000,937.60
Total Liabilities	2,000,937.60

Kensington Fire Protection District

Balance Sheet

As of August 12, 2015

	Aug 12, 15
Equity	
Fund Equity - General	3,325,448.28
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	2,562,744.31
Net Income	2,667,023.91
	<hr/>
Total Equity	10,442,387.48
	<hr/>
TOTAL LIABILITIES & EQUITY	12,443,325.08
	<hr/> <hr/>

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

July 1 through August 12, 2015

	Jul 1 - Aug 12, 15	Jul 1 - Aug 12, 14	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,073,211.86	2,815,785.36	257,426.50	9.1%
Other Tax Income	0.00	153.26	-153.26	-100.0%
Salary Reimbursement Agreement	8,390.70	4,141.23	4,249.47	102.6%
Total Income	3,081,602.56	2,820,079.85	261,522.71	9.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	0.00	1,796.45	-1,796.45	-100.0%
El Cerrito Contract Fee	394,921.68	201,278.21	193,643.47	96.2%
Risk Management Insurance	1,309.00	1,309.00	0.00	0.0%
Professional Fees				
Accounting	308.75	162.50	146.25	90.0%
Legal Fees	98.82	0.00	98.82	100.0%
Total Professional Fees	407.57	162.50	245.07	150.8%
Total OUTSIDE PROFESSIONAL SERVIC...	396,638.25	204,546.16	192,092.09	93.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	5,402.32	3,328.40	2,073.92	62.3%
Delta Dental	425.82	425.90	-0.08	0.0%
Vision Care	115.82	115.90	-0.08	-0.1%
Total RETIREE MEDICAL BENEFITS	5,943.96	3,870.20	2,073.76	53.6%
COMMUNITY SERVICE ACTIVITIES				
Public Education	117.00	96.00	21.00	21.9%
Total COMMUNITY SERVICE ACTIVITIES	117.00	96.00	21.00	21.9%
DISTRICT ACTIVITIES				
Firefighters' Expenses	0.00	1,078.95	-1,078.95	-100.0%
Professional Development	550.00	0.00	550.00	100.0%
Building Maintenance				
Janitorial Service	210.00	210.00	0.00	0.0%
Medical Waste Disposal	239.24	226.92	12.32	5.4%
Gardening service	120.00	0.00	120.00	100.0%
Miscellaneous Maint.	462.95	1,748.00	-1,285.05	-73.5%
Total Building Maintenance	1,032.19	2,184.92	-1,152.73	-52.8%
Building Utilities/Service				
Gas and Electric	444.41	1,414.60	-970.19	-68.6%
Total Building Utilities/Service	444.41	1,414.60	-970.19	-68.6%
Memberships	650.00	50.00	600.00	1,200.0%
Office				
Office Expense	110.50	580.56	-470.06	-81.0%
Office Supplies	58.61	259.39	-200.78	-77.4%
Telephone	717.41	583.48	133.93	23.0%
Total Office	886.52	1,423.43	-536.91	-37.7%
Total DISTRICT ACTIVITIES	3,563.12	6,151.90	-2,588.78	-42.1%
Staff				
Wages	6,509.44	6,258.76	250.68	4.0%
Longevity Pay	0.00	1,000.00	-1,000.00	-100.0%
Medical/dental ins compensation	650.00	650.00	0.00	0.0%
Retirement Contribution	494.72	475.66	19.06	4.0%
Payroll Taxes	547.70	555.30	-7.60	-1.4%
Payroll Processing	114.46	163.50	-49.04	-30.0%
Total Staff	8,316.32	9,103.22	-786.90	-8.6%
Total Expense	414,578.65	223,767.48	190,811.17	85.3%
Net Ordinary Income	2,667,023.91	2,596,312.37	70,711.54	2.7%
Other Income/Expense				
Other Income				
Transfers In - General	968.81	0.00	968.81	100.0%
Total Other Income	968.81	0.00	968.81	100.0%
Other Expense				
Transfers Out - Capital	968.81	0.00	968.81	100.0%
Total Other Expense	968.81	0.00	968.81	100.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	2,667,023.91	2,596,312.37	70,711.54	2.7%

CHIEF'S REPORT

KENSINGTON FIRE PROTECTION DISTRICT MEMORANDUM

September 2015

TO: President and Board Members, Kensington Fire Protection District
FROM: Lance J. Maples, Fire Chief
SUBJECT: **Fire Chief's Report**

CERT Drill Overview

On August 29th the Fire Department conducted a citywide CERT drill in El Cerrito and Kensington. The drill concept was created by the CERT Area Coordinators and developed by the Fire Department and the CERT Area Coordinators. The drill objectives were:

- Simulate an Earthquake at 10:00AM
- Duck, Cover and Hold until the Simulated Quake Stops
- Complete a Check of Your Home
- Check in with Your Immediate Neighbors
- Proceed to a Designated Meeting Location
- Form into CERT Teams and Survey a One Block Area
- Report Findings to City of El Cerrito EOC via Cell Phone or HAM Radio

Based on reports we received from the CERT Areas we had 12 of 17 CERT Areas participate with a total of 286 participants. Engine companies from all three stations visited all designated meeting locations. The drill was an overwhelming success as all drill objectives were met and there were several lessons learned to help better prepare ourselves going forward. Moreover, there are several CERT Areas that reported that the drill brought out new faces and that those new participants want to get involved in the CERT program and help build resilient CERT Areas.

Fire Season Is Now In Full Swing

On July 23, 2015, OES 300 responded to the Wragg Fire in Napa County. They were assigned to staging for possible deployment but were released July 24th to be made available for other needs within the State. At the time of dispatch, the fire was approaching 6,000 acres.

On July 26, 2015, Captain Kevin Janes was deployed on a Cal Fire Incident Management Team to work as an Incident Communication Manager at the Lowell Fire in Nevada County. Captain Janes worked with the Cal Fire team supporting communications for the incident. On July 30th, Captain Janes was released from the Lowell Fire and immediately assigned to the Fork Complex Fire in the Trinity National Forrest, also working as an Incident Communication Manager. Captain Janes was released from this incident on August 17th.

On July 31, 2015, OES 300 was dispatched to the Humboldt Lightning Complex Fires in Humboldt County. Upon arrival to this incident, OES 300 experienced a mechanical failure and was placed out of service for four days. Once repaired, the crew of OES300 was used to complete mop up operations in areas where the containment lines were established. OES300 was released on August 9th.

On August 10, 2015, Chief Gibson was dispatched to the Jerusalem Fire in Lake County to work as a Staging Area Manager. After completing this assignment, Chief Gibson was assigned as a Strike Team Leader for a group of engine companies in Arizona. They were assigned to fire attack operations. Chief Gibson was released from this incident on August 17th.

On August 18, 2015, OES 300 was dispatched to the Rough Fire in Sequoia National Forrest. OES 300 was assigned to fire attack operations and mop up during their assignment. OES 300 was released from the incident on August 25th.

On August 19, 2015, Chief Bond was dispatched to the Tesla Fire in Alameda County. Chief Bond was assigned to the position of liaison officer with the East Bay Incident Management Team. Chief Bond was released from the incident on August 21st.

On August 20, 2015, Captain Kevin Janes was dispatched to the River Complex Fires in Trinity County as an Incident Communication Manager. At this point in time, the fire is 60,744 acres and 26% contained. The estimate containment date is October 1, 2015.

As you can see, the Fire Department has been extremely busy for the last month or so providing mutual aid to our neighbors in need. I am happy to report that the men and women of the Fire Department have suffered no injuries during any of these assignments. Please continue to keep them in your thoughts during this trying fire season.

NEW BUSINESS

AGENDA BILL

Subject: Hearing on report of costs to the Board of Directors regarding abatement of a public nuisance at Los Altos Dr. and pursuant to Health and Safety Code 14875 et seq and Government Code Sections 39560 et seq

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

BACKGROUND

At the direction of the Board of Directors, the Fire Department has completed the abatement of one declared public nuisance located at Los Altos Dr. The purpose of the program is 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.

The property owner of the subject property identified in Exhibit A; however, failed to abate the declared fire hazards on the subject property, and the Board has followed statutory procedure to remove the hazardous conditions. The procedure is specified in the July 2015 staff report and in Resolution No. 15-05 which specifically declared the subject property by exhibit a public nuisance at the July 8, 2015 Board of Directors meeting. The subject property was declared a public nuisance following a lengthy period of repeated attempts to contact the subject property owner by mail, posting of the property, and property visits. The property owner of Los Altos Dr. never contacted the Fire Department, nor abated the non-compliant conditions that continued to exist.

Pursuant to Health and Safety Code Section 14900 the property owner was given the opportunity to object to the subject property being designated a public nuisance. The property owner was not present at the July 8, 2015 Board of Directors meeting and never spoke in objection of the property's declaration as a public nuisance. The Board of Directors ordered the abatement of the nuisance at the subject property in Resolution No. 15-05.

The subject property was abated of the existing nuisance condition on August 18, 2015 under the supervision of the Fire Prevention Officer. Contractors from Fire Safety Clearing performed abatement clearance procedures.

Multiple notices have been sent to the subject property owner identified in Exhibit A informing them of the hearing before the Board of Directors on September 9, 2015.

ANALYSIS/DISCUSSION

The fire hazard abatement procedure provides ample due process for the affected property owner. In the case of the subject property, due process has been far above and beyond that required by statute with an additional notice and posting ordering of abatement. Moreover, the subject property was given more than ample time to bring the property into compliance. The most important part of the procedure is that the property owner was individually given the opportunity to contest whether their property constituted a public nuisance and fire hazard at a public hearing before the Board of Directors. Again, this important component was extended to the subject property owner by allowing a hearing for existing hazards on the property. At the conclusion of the hearing on July 8, 2015, the subject property owner did not voluntarily abate the nuisance, nor produce an acceptable work plan to abate the nuisance over a period of time.

Given these unfortunate circumstances, the Board of Directors directed Fire Department staff to abate the conditions. This matter now appears before the Board of Directors for the sole purpose of confirming the abatement costs already incurred by the Kensington Fire Protection District for the subject property identified in Exhibit A. At this hearing, the Board of Directors should review the reasonableness of the costs of abatement as specified, and then determine the abatement costs to be assessed regarding the subject properties at issue. Resolution No. 15-06 provides for confirmation of the report of costs for the subject property identified in Exhibit A. Once confirmed by the Board of Directors, the costs of the abatement will be forwarded to the County Assessor for assessment on the subject property, and a lien will be recorded for the subject property with the County Recorder.

OPTION ANALYSIS

At the conclusion of the hearing, the Board of Directors may:

- Option No. 1: Adopt Resolution 15-06, with Exhibit A as presented.
- Option No. 2: Adopt Resolution 15-06, with Exhibit A as amended.
- Option No. 3: Not adopt Resolution 15-06, thereby not confirming the report of the cost of abatement, not forwarding the costs of abatement to the County for collection, and thereby causing the Kensington Fire Protection District to absorb the full cost of abating the hazardous conditions of the subject property.

FINANCIAL CONSIDERATIONS

The abatement work has been completed by contract labor and the District has paid the contractor a total of \$500.00 for their work. The administrative costs of \$888.25 include: (1) Fire Department investigation, (2) boundary determination (3) supervision of contract labor (4) preparation of documents and attend Board of Directors meetings/hearings, and (5) submittal of records/liens to the County. In order for the District to recover fully the direct and indirect costs of \$1388.25 already incurred for the abatement work performed and administrative fees, the Board of Directors should confirm the staff report on the costs of abatement at this time so that these costs can be immediately forwarded to the County for collection from the property owner.

LEGAL CONSIDERATIONS

The Kensington Fire Protection District attorney has reviewed and approved the process.

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District Board of Directors adopt Resolution No. 15-06, with attached Exhibit B amended, as may be appropriate, based upon information received at the public hearing.

ATTACHMENTS

Exhibit A – List of Abated Kensington Properties

Exhibit B1 – Contractors' Invoice and Computations of Costs

Reviewed by: _____
Lance J. Maples, Fire Chief

RESOLUTION 15-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT CONFIRMING THE REPORT OF THE COSTS OF ABATEMENT OF PUBLIC NUISANCE CONDITIONS, WEEDS AND FLAMMABLE MATERIALS AND AUTHORIZING RELATED ACTIONS

WHEREAS, Health and Safety Code Sections 14875 et. Seq. and Government Code Sections 39560 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, at the conclusion of the July 8, 2015 public meeting, the Kensington Fire Protection Board of Directors directed the Fire Chief or his designee through Resolution No. 15-05, to remove the public nuisance conditions on a property deemed by the Board to constitute a public nuisance according to the provisions of Health and Safety Code Section 14900, which were and are identified as Los Altos Dr, APN 570-251-021 ("property in question"); and

WHEREAS, the Kensington Fire Protection District Board of Directors further directed that the Fire Chief or his designee keep an account of the cost of abatement of the property in question on which work was performed in accordance with Health and Safety Code Section 14905. The report shall be prepared and presented to the Board of Directors so that, after notice and hearing, these abatement costs could be confirmed as a special assessment on the property in question; and

WHEREAS, as required by Health and Safety Code Section 14910 and Government Code Section 39576, the Kensington Fire Protection District Board of Directors conducted a hearing on September 9, 2015 at which objections were heard regarding the report and the assessment of the abatement costs for the property identified in Exhibit A of this Resolution. Notice of the hearing was provided to the owner of the subject property; and

WHEREAS, at the hearing, Fire Department staff presented evidence for the subject property for which there were no objections concerning the abatement costs and administrative expenses contained in the report; and

WHEREAS, such testimony included a description of the public nuisance conditions which existed at the property prior to abatement, a description of the services required to abate those conditions, the staff and machinery necessary to achieve abatement, the costs to the District in abating those conditions, and such other matter deemed relevant by the Board of Directors; and

WHEREAS, the Kensington Fire Protection District Board of Directors does hereby conclude that the abatement costs for the property in question identified in Exhibit A, as such costs may have been modified by the Board of Directors after a review of the evidence, are fair and reasonable. This determination is based on the evidence submitted by the property owner, the evidence submitted by Fire Department staff, the evidence concerning the nuisance conditions which existed on the property

in question prior to abatement, the evidence concerning the scope of services required to abate those conditions, and such other matter deemed relevant by the Board of Directors.

NOW, THEREFORE, BE IT RESOLVED that the Kensington Fire Protection District Board of Directors does hereby confirm the report of costs of abatement as contained in Exhibit B of this Resolution.

BE IT FURTHER RESOLVED that the costs of abatement shall be levied as a special assessment against the property in question and that these costs shall be certified to the auditor of Contra Costa County so that the costs of abatement shall be collected at the same time and in the same manner as ordinary county taxes.

BE IT FURTHER RESOLVED that a certified copy of this Resolution confirming the abatement costs for the property in question identified in Exhibit A of this Resolution shall be immediately filed with the County Auditor.

BE IT FURTHER RESOLVED that the Fire Chief or designee shall take such action necessary to record the abatement costs for the property in question as identified in Exhibit A of this Resolution with the County Recorder as a lien against the property in question provided for in Health and Safety Code Section 14912.

The foregoing resolution was duly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 9th Day of September 2015, by the following vote of the Board:

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

Nina Harmon, Vice President

ATTEST:

Joe de Ville, Secretary

Attachments: Exhibits A and B

EXHIBIT A

Kensington
List of Real Abated Properties
9-9-2015

<u>APN</u>	<u>Street Address</u>
570-251-021	los Altos Dr.

Exhibit B-1 page 1

FIRE SAFETY CLEARING Sept. 2 , 2015
510-541-2130

INVOICE# 45002-L. work completed on Aug. 18, 2015

To: El Cerrito Fire Dept.

-Lot on Los Altos Dr.

 . Los Altos Dr.

 -weed abatement.....\$500

-Weed Abatement, Brush Control

*as per City of El Cerrito Fire Dept. codes and reg.

TOTAL DUE.....\$500

Thanks, hope everything looks O.K.

Please make check payable to:

Teo Carlone

1224 Masonic Ave.

Berkeley, CA. 94706

Thanks for the work. Hope everything looks O.K.

EXHIBIT B-1 page 2

**REPORT ON ABATEMENT OF FIRE HAZARDS
KENSINGTON FIRE PROTECTION DISTRICT**

Property:

Parcel Number: 570-251-021
Property Address: LOS Altos Dr. Kensington CA. 94707
Contact Address: 15244 LAVERNE DR, SAN LEANDRO, CA 9457

Owner' Name: FLYING DRAGON INTERNATIONAL INC

Abatement Work Performed:

Description: Fire Prevention clearing of weeds, dry grass and brush.

Date Work Performed: September 18, 2015

Work Performed By: Fire Safety Clearing
1224 Masonic Ave.
Berkeley, CA 94706
510- 541-2130

Contracted Costs..... \$500.00

Administrative Costs: Fire District Administration, Investigation,
Boundary Determination and Supervision fees
4 Hr 45min X \$187.00/hr \$888.25

Property Tax collection fee N/C

County Recording and Administration fees N/C

TOTAL ABATEMENT COST: \$1388.25

Certified by: _____ Date: _____

Chris Renshaw
Fire Prevention Officer
Page 2

Exhibit B-1 page 3

**KENSINGTON FIRE PROTECTION DISTRICT
ADMINISTRATIVE COST WORK SHEET**

Los Altos Dr. APN#570-251-021

5/29/2015 - Initial inspection and notice.....	15 min @ \$187.00/hr.....	\$46.75
7/6/2015 - Reinspection	15 min @ 187.00/hr.....	46.75
7/8/2015- Office work and attend Fire District Board meeting Abatement Hearing.....	60min@187.00/hr.....	187.00
7/9/2015 – Second notice.....	15 min @ 187.00/hr.....	46.75
8/11/2015- Reinspection.....	15 min @ 187.00/hr.....	46.75
8/13/2015 - Vendor bid inspection.....	30 min @ 187.00/hr.....	93.50
8/18/2015 - Vendor observation / inspection.....	15 min @ 187.00/hr.....	46.75
9/9/2015- Office work and attend Fire District Board Meeting Cost Hearing.....	60 min @ 187.00/hr.....	187.00
9/21/2015 - County Record Abatement Martinez.....	60 min @ 187.00/hr.....	187.00
<hr/>		
TOTAL ADMINISTRATIVE COST.....		\$888.25

RESOLUTION 15-07

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT ADOPTING THE FINAL COMBINED BUDGET FOR REVENUE, OPERATING EXPENDITURES, AND CAPITAL IMPROVEMENT EXPENDITURES FOR FISCAL YEAR 2015-2016

WHEREAS, the Board of Directors of the Kensington Fire Protection District has developed and adopted by Resolution on June 10, 2015 a preliminary Combined Revenue, Operating Expense and Capital Improvement Budget for Fiscal Year 2015-2016; and

WHEREAS, the Board of Directors of the Kensington Fire Protection District has approved or otherwise established the amount budgeted for the annual fee for services from the City of El Cerrito for Fiscal Year 2015-2016; and

WHEREAS, the preliminary Combined Revenue, Operating Expense and Capital Improvement Budget adopted by the Board of Directors of the Kensington Fire Protection District under Resolution 15-04 is subject to final adoption by the Board of Directors; and

WHEREAS, in conformance with the laws of the State of California, the Kensington Fire Protection District did post a notice of a public meeting on the adoption of the Final Budget for Fiscal Year 2015-2016 at least 14 days prior to September 9, 2015; and

WHEREAS, the laws of the State of California require the Kensington Fire Protection District to adopt a final budget for the 2015-2016 fiscal year, a copy of which is attached to and made part of this resolution.

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors of the Kensington Fire Protection District hereby adopts the Combined Revenue, Operating Expense and Capital Improvement Budget of the Kensington Fire Protection District for Fiscal Year 2015-2016, a copy of which is attached to and made part of this resolution.

* * * * *

The foregoing resolution was duly adopted at a regular meeting of the Kensington Fire Protection District Board of Directors on the 9th day of September 2015 by the following vote of the Board:

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

Larry Nagel, President

ATTEST:

Joe de Ville, Secretary

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2015-2016

	FY 2014-2015	FY2014-2015	FY 2015-2016	FY 2016-2017
<u>REVENUE BUDGET</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Planning</u>
Property Taxes	2,982,110	3,263,721	3,328,995	3,395,575
Special Taxes	200,428	200,345	200,345	200,345
Other tax income	30,000	27,580	27,000	27,000
Interest income	6,000	9,703	9,000	9,000
Lease agreement	1	1	1	1
Salary reimb agreement	51,136	49,695	51,586	52,305
Miscellaneous income	0	17,930	0	0
Total Revenue	3,269,675	3,568,975	3,616,928	3,684,226
<u>OPERATING EXPENSE BUDGET</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Planning</u>
OUTSIDE PROFESSIONAL SERVICES				
Accounting	4,500	3,461	4,500	4,725
Actuarial Valuation	0	0	3,500	0
Audit	13,000	13,000	13,000	13,500
CC County Expenses	33,640	31,231	32,795	34,435
El Cerrito Contract	2,415,339	2,415,339	2,369,530	2,488,005
Fire Abatement Contract	8,000	0	8,000	8,000
Insurance - Risk Mgmt	11,525	11,523	11,490	12,065
LAFCO Fees	1,850	1,796	1,800	1,850
Legal Fees	30,000	5,441	30,000	30,000
Needs Assessment/Feasibility Study	0	0	25,000	0
Water System Improvements **	380,000	330,000	185,000	20,000
Wildland Vegetation Mgmt	10,000	5,075	10,000	10,000
RETIREE MEDICAL BENEFITS				
PERS Medical (OPEB cost)	19,970	19,970	21,380	22,890
Delta Dental	2,555	2,555	2,735	2,930
Vision Care	695	695	745	795
COMMUNITY SERVICE ACTIVITIES				
Public Education	13,000	8,683	13,000	13,000
Community Pharmaceutical Drop-Off	2,500	1,495	2,500	2,500
Vial of Life Program	250	0	200	200
CERT Kits/Sheds/Preparedness	3,330	0	35,000	15,000
Open Houses	750	254	750	750
Community Shredder	1,000	1,075	2,500	2,500
DFSC Matching Grants	0	0	4,000	4,000
Demonstration Garden	0	0	5,000	5,000
DISTRICT ACTIVITIES				
Professional Development	5,500	3,801	5,000	5,500
District Office				
Office expense	3,500	2,687	3,500	3,500
Office supplies	2,500	1,364	2,500	2,500
Telephone	6,645	8,052	8,455	8,875
Election	1,000	400	0	1,000
Firefighter's Apparel	1,500	0	1,500	1,500
Firefighters' Expenses	5,000	4,720	10,000	5,000
Staff Appreciation	2,500	1,366	2,500	2,500
Memberships	6,845	6,888	7,230	7,590
P/S Building				
Gardening service	1,900	1,280	2,000	2,000
Building alarm	2,000	1,696	2,000	2,000
Medical waste disposal	4,000	2,818	4,000	4,000
Janitorial	1,500	1,260	1,500	1,500
Misc. Maint/Improvements	12,500	8,926	12,500	12,500
PG&E	7,205	6,843	7,500	7,500
Water/Sewer	1,315	1,587	1,665	1,800

September 9, 2015

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2015-2016

Garbage	1,005	1,030	1,080	1,135
Staff				
Wages	75,110	75,108	78,104	78,900
Longevity Pay	1,000	1,000	1,000	1,000
Overtime Wages	1,300	271	1,300	1,300
Vacation Wages Accrual Adjustment	2,855	-108	0	0
Medical/dental insurance compensation	7,800	7,800	7,800	8,190
Retirement Contribution	5,710	5,708	5,934	5,997
Payroll Taxes	6,693	6,442	7,030	7,138
Insurance - Workers Comp/Life	1,695	1,210	1,800	1,800
Processing	1,410	1,434	1,505	1,580
Operating Contingency Fund	<u>25,000</u>	<u>3,800</u>	<u>25,000</u>	<u>25,000</u>
Total Operating Expense	3,146,888	3,008,974	2,984,825	2,893,449
Capital Outlay				
Type I Engine	632,000	282,244	350,000	0
Firefighter qtrs/equip	15,000	13,935	15,000	15,000
Apparatus Bay Construction	200,000	24,465	370,000	0
Holmatro Tool	11,000	10,002	0	0
Office Furniture/Computers	<u>5,000</u>	<u>2,547</u>	<u>5,000</u>	<u>5,000</u>
Total Capital Outlay	863,000	333,193	740,000	20,000
TOTAL EXPENDITURES	4,009,888	3,342,167	3,724,825	2,913,449

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

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

Designated Funds (see attached schedules)

Engine Replacement Fund	93,455	93,455	41,994	117,994
Public Safety Building Fund	<u>108,160</u>	<u>108,160</u>	<u>362,486</u>	<u>116,986</u>
	201,615	201,615	404,480	234,980

	FY 2014-2015 <u>Budget</u>	FY 2014-2015 <u>Actual</u>	FY 2015-2016 <u>Budget</u>	FY 2016-2017 <u>Planning</u>
Beginning Cash	5,592,768	5,592,764	5,819,572	5,711,674
Revenue	3,269,675	3,568,975	3,616,928	3,684,226
Operating Expenditures	-3,146,888	-3,008,974	-2,984,825	-2,893,449
Capital Expenditures	-863,000	-333,193	-740,000	-20,000
Accrual to Cash Adjustment				
<u>ENDING CASH</u>	4,852,555	5,819,572	5,711,674	6,482,452
Cumulative Designated Funds				
Capital Replacement Funds	-736,285	-1,068,947	-1,140,765	-1,375,745
Prepaid CERBT - Retiree Trust	-1,020,819	-1,000,148	-1,000,148	-1,000,148
EI Cerrito Contract 12 month set aside	-2,415,339	-2,415,339	-2,369,530	-2,488,005
<u>AVAILABLE CASH</u>	680,113	1,335,138	1,201,231	1,618,554

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

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

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

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

SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION

Adjusted for 4% <u>Inflation</u>	<u>Fiscal</u> <u>Year</u>	<u>Yearly</u> <u>Contribution</u>	<u>Accumulated</u> <u>Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	362,486	674,646
	16-17	116,986	791,632
	17-18	121,665	913,298
	18-19	126,532	1,039,829

* Based on historical building expenditures, KFPD will be setting aside \$100,000 per fiscal year to accumulate funds to be available for future building improvements/major repairs.

September 4, 2015

To: KFPD Board of Directors

AGENDA ITEM 13

Fr: Brenda Navellier
KFPD Manager

Re: KFPD Policy Handbook Updates

After meeting with Director Harmon in July, following are proposed changes to the Board's mission statement, objectives and goals (a follow-up to the Board's goal setting session in May 2015).

Also proposed is a new policy in the Operations Manual – Policy #13 Public Records Act Request. This policy is in response to a Grand Jury Report that examined County-wide compliance to the Ralph M. Brown Act.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

Mission Statement

Our mission is to provide the highest level of service to Kensington in order to protect the lives, property, and environment of the community from the disastrous effects of fires, medical emergencies, natural disasters, and other hazardous conditions.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

Objectives

- Reducing loss of life and property and safeguarding Kensington by effectively responding to fire, rescue and medical emergencies, hazardous material incidents and major disasters;
- Helping residents of Kensington ~~members of the community~~ reduce the frequency and severity of fires, accidents and natural disasters by providing public education programs;
- Reducing threats to public safety by enforcing laws, codes and ordinances covering fire and life safety and by abating identified fire hazards on CityDistrict, private and other agencies' property; and
- Maintaining personnel, apparatus, equipment and facilities in a constantly ready condition.

KENSINGTON FIRE PROTECTION DISTRICT POLICY HANDBOOK

Goals Objectives

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

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

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

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

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

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

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

~~Maintain the~~ Implement an earthquake and disaster preparedness program by supporting the Community Emergency Response Team (CERT) ~~program~~.

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

~~Continued to implementation~~ of upgraded computer-based systems for records and reports. Continuously improve access to and utilization of fire service weather information network.

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

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

~~Prudently manage~~ Manage District funds prudently.

KENSINGTON FIRE PROTECTION DISTRICT OPERATIONS MANUAL

POLICY TITLE: Public Records Requests
POLICY NUMBER: 13

13.10 All public record(s) requests shall be handled in accordance with the California Public Records Act (Government Code section 6250 et seq.).

13.11 "Records" include all communications related to public business regardless of physical form or characteristics, including any writing, picture, sound, or symbol, whether paper, magnetic or other media.

13.12 Access should be allowed at all times during business hours. Staff need not disrupt operations to allow immediate access, but a decision whether to grant access must be prompt. The District may not adopt rules that limit the hours records are open for viewing and inspection.

13.13 Staff must provide assistance by helping to identify records and information relevant to a request and suggesting ways to overcome any practical basis for denying access.

13.14 The District has 10 days to decide if copies will be provided. In "unusual" cases the District may, upon written notice to the requestor, give itself an additional 14 days to respond. These time periods may not be used solely to delay access to the records.

13.15 The District may not make records available only in electronic form.

13.16 Access for viewing records is free. Fees for inspection or processing are prohibited.

13.17 Copy costs are set forth in the District's Operations Manual, Policy Number 1.

13.18 It is the District's burden to justify the withholding of any record by demonstrating that the record is exempt or that the public interest in confidentiality outweighs the public interest in disclosure.

BOARD REPORTS

TRANSMITTAL - APPROVAL

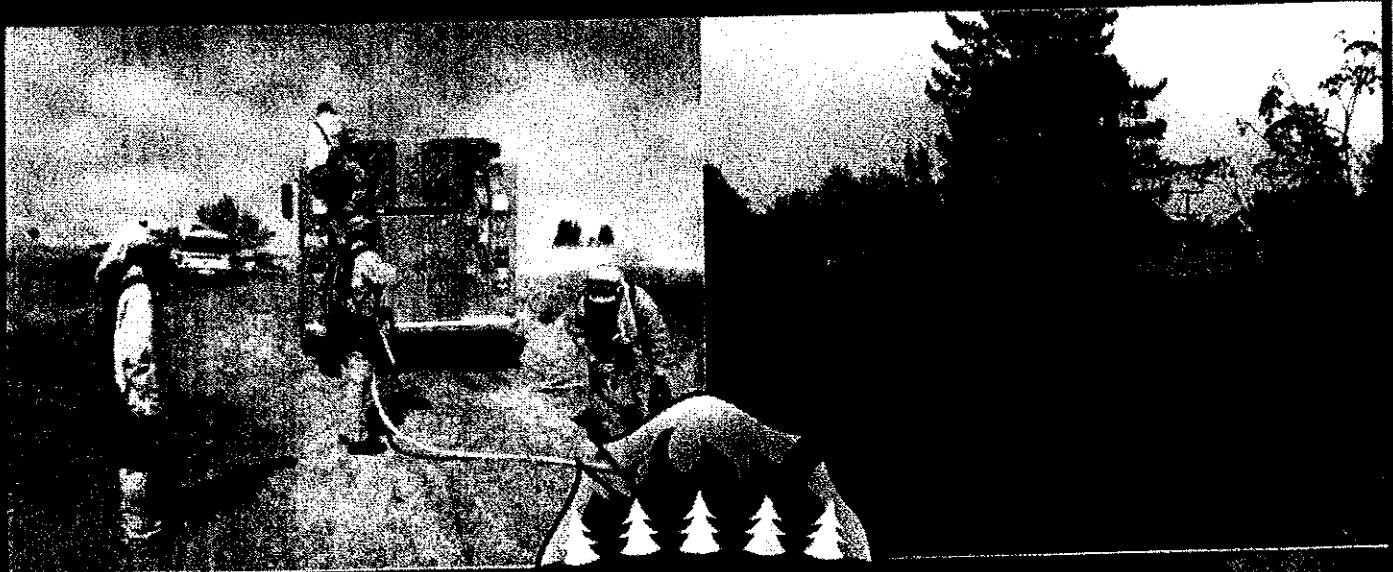
TO: Auditor Controller of Contra Costa County.
 Forwarded herewith are the following invoices and claims for goods and services received which have been approved for payment:

		KENSINGTON FPD		PY/CY:	
		TRANSMITTAL - APPROVAL		BATCH #.: 2170	
		Invoices		DATE: 8/6/2015	
				LOCATION #: 13	
				FILENAME: KENSINGTON	
00982	Delta Dental	8/1/2015	BE001252727 Aug dental	7840 1061	1,189.07
01406	KFPD	8/6/2015	Reimburse revolving fund	7840 2490	12,404.02
01169	CalPERS	07/14/15	7072901257 Sep medical	7840 1061	6,711.40
01634	Vision Service Plan	07/21/15	001027770001 Aug vision	7840 1061	330.22
02120	City of El Cerrito	08/01/15	Aug fire protection	7840 2328	193,265.49
11111	Mack5	06/30/15	3019 - project mgmt June	7840 2490	1,210.00
	Contra Costa County	06/25/15	LAFCO cost FY 15-16	7840 2490	1,801.11
TOTAL					216,911.31

Kensington FPD Approval
 Date: 8/16/2015
 Date: 8/16/15

Approved: 8/17/15

READY, SET, GO!



READY, SET, GO!



www.kensingtonfire.org

READY, SET, GO!

Wildland Fire Action Guide

Saving Lives and Property
in Kensington through
Advance Planning



The fire season is now a year-round reality in northern California, requiring firefighters and residents to be on heightened alert for of wildland fire throughout the year.

Each year, wildland fires consume hundreds of homes in the Wildland-Urban Interface (WUI). Studies show that as many as 80 percent of the homes lost to wildland fires could have been saved if their owners had only followed a few simple fire-safe practices. In addition, wildland fire related deaths occur because people wait too late to leave their home.

The Kensington Fire Protection District takes every precaution to help protect you and your property from wildland fire. However, the reality is that in a major wildland fire event, there will simply not be enough fire resources or firefighters to defend every home.

Successfully preparing for a wildland fire enables **you** to take personal responsibility for protecting yourself, your family and your property. In this Action Guide, we hope to provide the tips and tools you need to prepare for a wildland fire threat; have situational awareness when a fire starts; and to leave early.

Fire is, and always has been, a natural occurrence in the wildland. Our hills, canyons and forests burned periodically long before we built homes there. Wildland fire, fueled by a build-up of dry vegetation and driven by seasonal hot dry winds, are extremely dangerous and difficult to control. Many residents have built homes and landscaped without fully understanding the impact a fire can have on them and few have adequately prepared their families for a quick evacuation.

Its not a question of **if** but **when** the next major wildland fire will occur. That's why the most important person in protecting your life and property is not the firefighter, but **you**. Through advance planning, understanding and preparation, we can all be partners in the wildland fire solution. We hope you find the tips in the following pages helpful in creating heightened awareness and a more fire-safe environment for you, your family and firefighters.

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This publication was prepared by the Ready, Set, Go! Program with the assistance of the Ventura County Fire Department and the Orange County Fire Authority in cooperation with the International Association of Fire Chiefs. Special thanks to the Institute for Business and Home Safety, University of Nevada Cooperative Extension "Living with Fire" program, CAL FIRE, FireSafe Council, Firewise Communities and many other organizations for their contributions to content. To learn more about the Ready, Set, Go! program and its partners, visit, www.wildlandfireRSG.org.

Living in the Wildland Urban Interface and the Ember Zone

Ready, Set, Go! begins with a house that firefighters can defend

Defensible Space Works!

If you live next to a natural area, the Wildland Urban Interface, you must provide firefighters with the defensible space they need to protect your home. The buffer zone you create by removing weeds, brush and other vegetation helps to keep the fire away from your home and reduces the risks from flying embers.

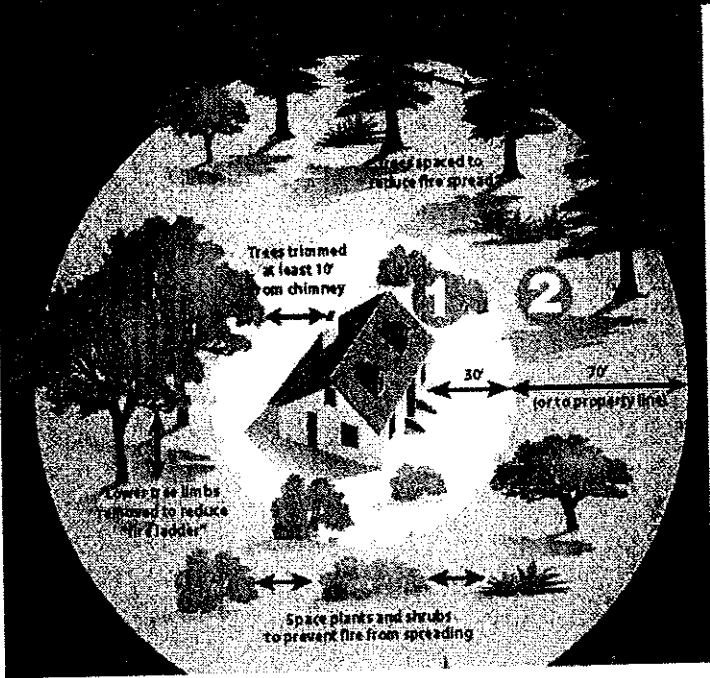


A home within one mile of a natural area is in the Ember Zone. Wind-driven embers can attack your home. You and your home must be prepared well before a fire occurs. Ember fires can destroy homes or neighborhoods far from the actual flame front of the wildland fire.



What is Defensible Space?

Defensible space is the required space between a structure and the wildland area that, under normal conditions, creates a sufficient buffer to slow or halt the spread of wildland fire to a structure. It protects the home from igniting due to direct flame or radiant heat. Defensible space is essential for structure survivability during wildland fire conditions.



ZONE ONE

Zone One extends 30 feet out from buildings, structures, decks, etc.

- Remove all dead or dying vegetation.
- Trim tree canopies regularly to keep their branches a minimum of 10 feet from structures and other trees.
- Remove leaf litter (dry leaves/pine needles) from yard, roof and rain gutters.
- Relocate woodpiles or other combustible materials into Zone Two.
- Remove combustible material and vegetation from around and under decks.
- Remove or prune vegetation near windows.
- Remove "ladder fuels" (low-level vegetation that allows the fire to spread from the ground to the tree canopy). Create a separation between low-level vegetation and the tree branches. This can be done by reducing the height of low-level vegetation and/or trimming low tree branches.

ZONE TWO

Zone Two extends 30' to 100 feet out from buildings, structures and decks. You can minimize the chance of fire jumping from plant to plant by removing dead material and removing and/or thinning vegetation. The minimum spacing between vegetation is three times the dimension of the plant.

- Remove "ladder fuels."
- Cut or mow annual grass down to a maximum height of 4 inches.
- Trim tree canopies regularly to keep their branches a minimum of 10 feet from other trees.

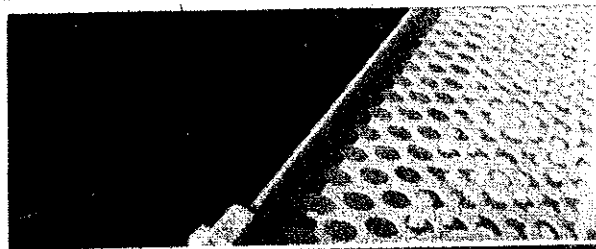
What is a Hardened Home?

Construction materials and the quality of the defensible space surrounding it are what gives a home the best chance to survive a wildland fire. Embers from a wildland fire will find the weak link in your home's fire protection scheme and gain the upper hand because of a small, overlooked or seemingly inconsequential factor. However, there are measures you can take to safeguard your home from wildland fire. While you may not be able to accomplish all the measures listed below, each will increase your home's, and possibly your family's, safety and survival during a wildland fire.



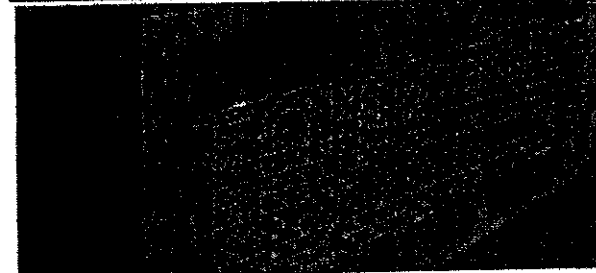
ROOFS

Roofs are the most vulnerable surface where embers land because they can lodge and start a fire. Roof valleys, open ends of barrel tiles and rain gutters are all points of entry.



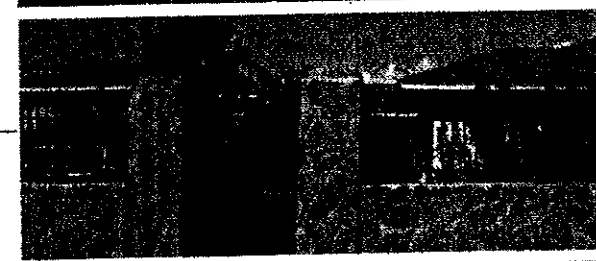
EAVES

Embers can gather under open eaves and ignite exposed wood or other combustible material.



VENTS

Embers can enter the attic or other concealed spaces and ignite combustible materials. Vents in eaves and cornices are particularly vulnerable, as are any unscreened vents.



WALLS

Combustible siding or other combustible or overlapping materials provide surfaces or crevices for embers to nestle and ignite.



WINDOWS and DOORS

Embers can enter gaps in doors, including garage doors. Plants or combustible storage near windows can be ignited from embers and generate heat that can break windows and/or melt combustible frames.



BALCONIES and DECKS

Embers can collect in or on combustible surfaces or the undersides of decks and balconies, ignite the material and enter the home through walls or windows.

To harden your home even further, consider protecting your home with a residential fire sprinkler system. In addition to extinguishing a fire started by an ember that enters your home, it also protects you and your family year-round from any fire that may start in your home.

Wildland Fire Prep Guide

Home Site and Yard: Ensure you have at least a 100-foot radius of defensible space (cleared vegetation) around your home. Note that even more clearance may be needed for homes in severe hazard areas. This means looking past what you own to determine the impact a common slope or neighbors' yard will have on your property during a wildland fire.

Cut dry weeds and grass before noon when temperatures are cooler to reduce the chance of sparking a fire.

Landscape with fire-resistant plants that have a high moisture content and are low-growing.

Keep woodpiles, propane tanks and combustible materials away from your home and other structures such as garages, barns and sheds.

Ensure that trees are far away from power lines.

Roof: Your roof is the most vulnerable part of your home because it can easily catch fire from wind-blown embers. Homes with wood-shake or shingle roofs are at high risk of being destroyed during a wildland fire.

Build your roof or re-roof with fire-resistant materials such as composition, metal or tile. Block any spaces between roof decking and covering to prevent ember intrusion.

Clear pine needles, leaves and other debris from your roof and gutters.

Cut any tree branches within ten feet of your roof.

Vents: Vents on homes are particularly vulnerable to flying embers.

All vent openings should be covered with 1/8-inch or smaller metal mesh. Do not use fiberglass or plastic mesh because they can melt and burn.

Attic vents in eaves or cornices should be baffled or otherwise protected to prevent ember intrusion (mesh is not enough).

Windows: Heat from a wildland fire can cause windows to break even before the home ignites. This allows burning embers to enter and start internal fires. Single-paned and large windows are particularly vulnerable.

Install dual-paned windows with the exterior pane of tempered glass to reduce the chance of breakage in a fire.

Limit the size and number of windows in your home that face large areas of vegetation.

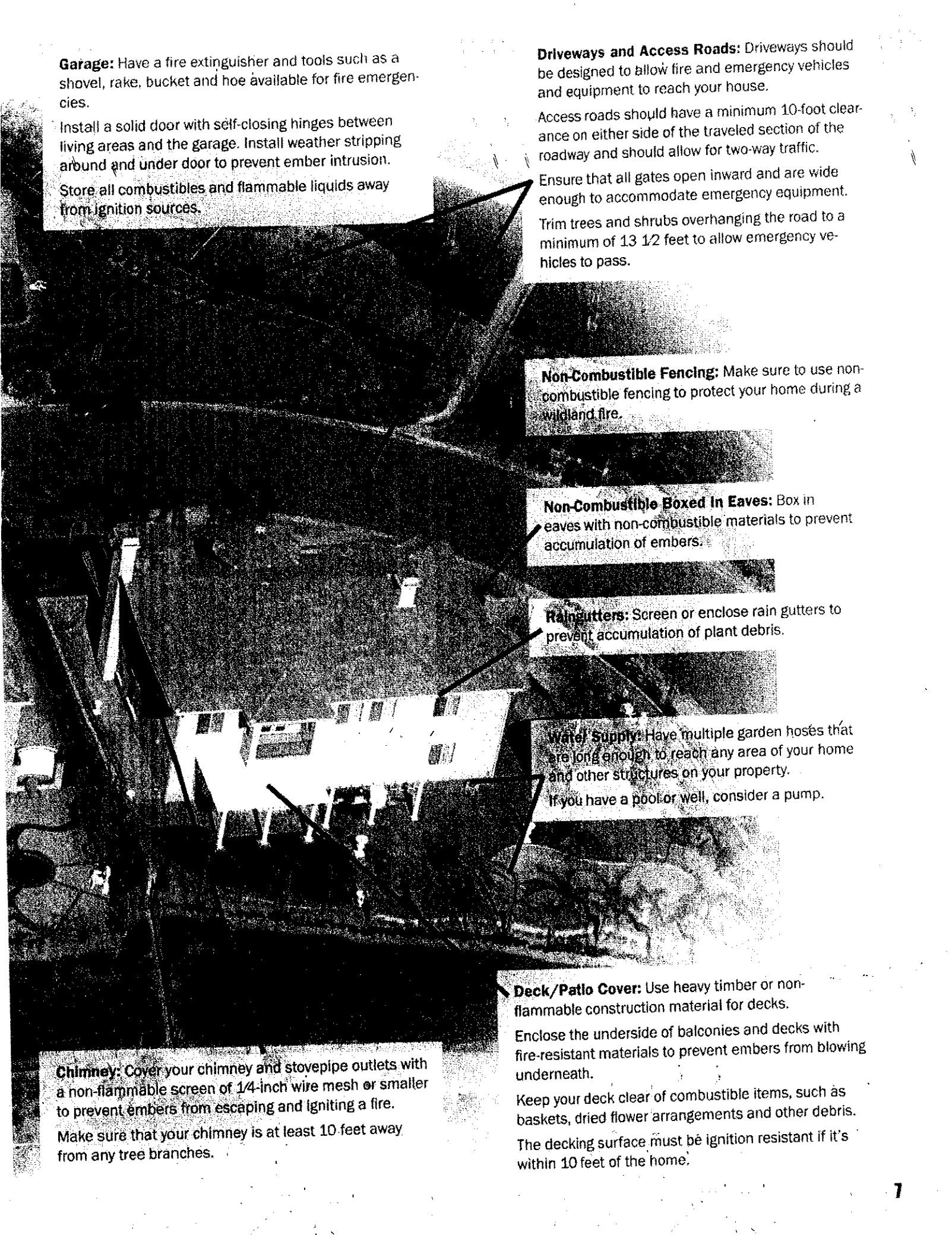
Inside: Keep working fire extinguishers on hand. Install smoke alarms on each level of your home and near bedrooms. Test them monthly and change the batteries twice a year.

Address: Make sure your address is clearly visible from the road.

Walls: Wood products, such as boards, panels or shingles, are common siding materials. However, they are combustible and not good choices for fire-prone areas.

Build or remodel with fire-resistant building materials, such as brick, cement, masonry or stucco.

Be sure to extend materials from foundation to roof.



Garage: Have a fire extinguisher and tools such as a shovel, rake, bucket and hoe available for fire emergencies.

Install a solid door with self-closing hinges between living areas and the garage. Install weather stripping around and under door to prevent ember intrusion.

Store all combustibles and flammable liquids away from ignition sources.

Driveways and Access Roads: Driveways should be designed to allow fire and emergency vehicles and equipment to reach your house.

Access roads should have a minimum 10-foot clearance on either side of the traveled section of the roadway and should allow for two-way traffic.

Ensure that all gates open inward and are wide enough to accommodate emergency equipment.

Trim trees and shrubs overhanging the road to a minimum of 13 1/2 feet to allow emergency vehicles to pass.

Non-Combustible Fencing: Make sure to use non-combustible fencing to protect your home during a wildland fire.

Non-Combustible Boxed In Eaves: Box in eaves with non-combustible materials to prevent accumulation of embers.

Rain Gutters: Screen or enclose rain gutters to prevent accumulation of plant debris.

Water Supply: Have multiple garden hoses that are long enough to reach any area of your home and other structures on your property.
If you have a pool or well, consider a pump.

Deck/Patio Cover: Use heavy timber or non-flammable construction material for decks.

Enclose the underside of balconies and decks with fire-resistant materials to prevent embers from blowing underneath.

Keep your deck clear of combustible items, such as baskets, dried flower arrangements and other debris.

The decking surface must be ignition resistant if it's within 10 feet of the home.

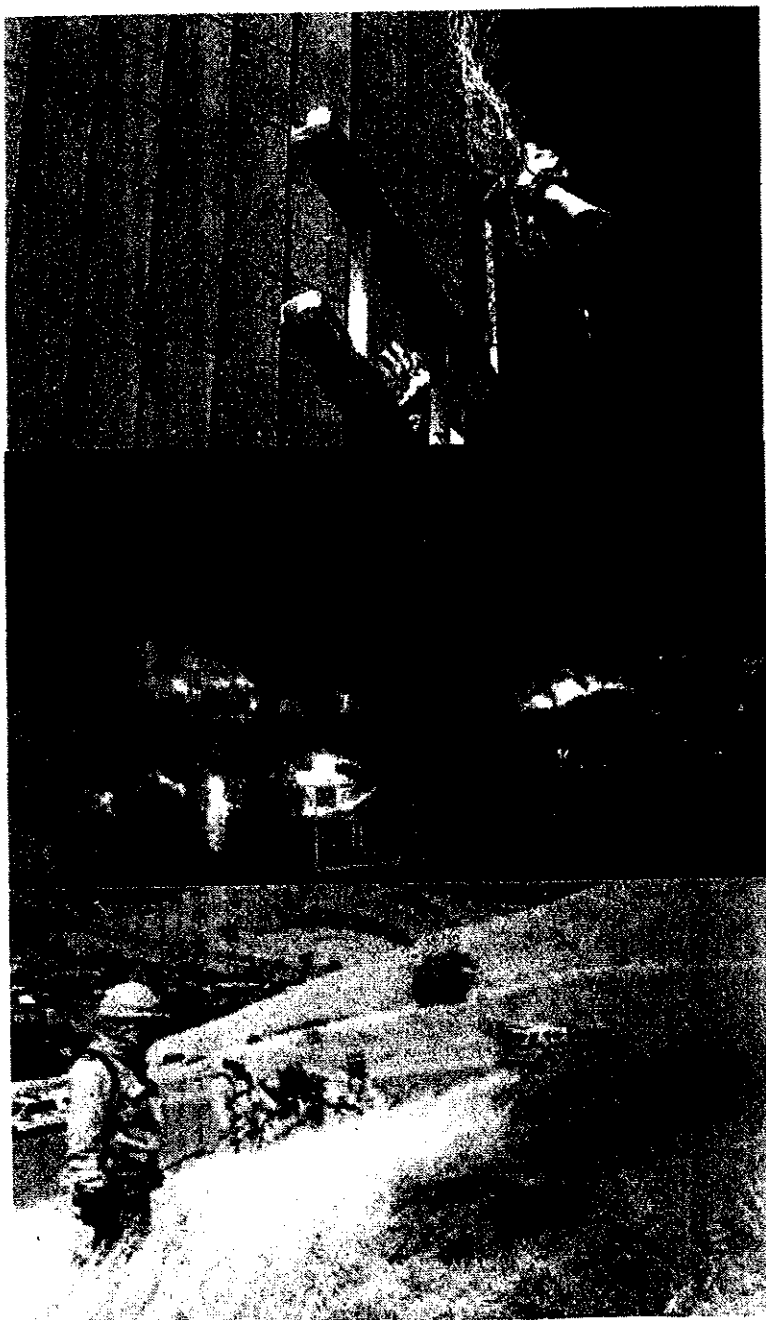
Chimney: Cover your chimney and stovepipe outlets with a non-flammable screen of 1/4-inch wire mesh or smaller to prevent embers from escaping and igniting a fire.
Make sure that your chimney is at least 10 feet away from any tree branches.

READY, SET, GO!

Create Your Own Action Guide

Now that you've done everything you can to protect your house, it's time to prepare your family. Your **Wildland Fire Action Guide** must be prepared with all members of your household well in advance of a fire. Use these checklists to help you gain a situational awareness of the threat and to prepare your Wildland Fire Action Guide.

Ready – Preparing for the Fire Threat



- Create a **Family Disaster Plan** that includes meeting locations and communication plans and rehearse it regularly. Include in your plan the evacuation of large animals such as horses.
- Have fire extinguishers on hand and train your family how to use them.
- Ensure that your family knows where your gas, electric and water main shut-off controls are and how to use them.
- Plan several different evacuation routes.
- Designate an emergency meeting location outside the fire hazard area.
- Assemble an emergency supply kit as recommended by the American Red Cross.
- Appoint an out-of-area friend or relative as a point of contact so you can communicate with family members who have relocated.
- Maintain a list of emergency contact numbers posted near your phone and in your emergency supply kit.
- Keep an extra emergency supply kit in your car in case you can't get to your home because of fire.
- Have a portable radio or scanner so you can stay updated on the fire.

Set – Situational Awareness when a Fire Starts

- Evacuate as soon as you are set!
- Alert family and neighbors.
- Dress in appropriate clothing (i.e., clothing made from natural fibers, such as cotton, and work boots). Have goggles and a dry bandana or particle mask handy.
- Ensure that you have your emergency supply kit on hand that includes all necessary items, such as a battery powered radio, spare batteries, emergency contact numbers, and ample drinking water.
- Stay tuned to your TV or local radio stations for updates, or check the fire department Web site.
- Remain close to your house, drink plenty of water and keep an eye on your family and pets until you are ready to leave.

INSIDE CHECKLIST

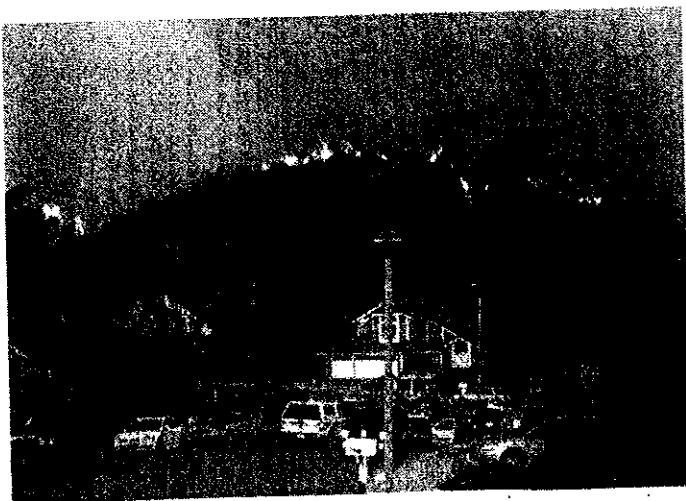
- Shut all windows and doors, leaving them unlocked.
- Remove flammable window shades and curtains and close metal shutters.
- Remove lightweight curtains.
- Move flammable furniture to the center of the room, away from windows and doors.
- Shut off gas at the meter. Turn off pilot lights.
- Leave your lights on so firefighters can see your house under smoky conditions.
- Shut off the air conditioning.

OUTSIDE CHECKLIST

- Gather up flammable items from the exterior of the house and bring them inside (e.g., patio furniture, children's toys, door mats, etc.) or place them in your pool.
- Turn off propane tanks.
- Don't leave sprinklers on or water running - they can waste critical water pressure.
- Leave exterior lights on.
- Back your car into the driveway. Shut doors and roll up windows.
- Have a ladder available.
- Patrol your property and extinguish all small fires until you leave.
- Seal attic and ground vents with pre-cut plywood or commercial seals if time permits.

IF YOU ARE TRAPPED: SURVIVAL TIPS

- Shelter away from outside walls.
- Bring garden hoses inside house so embers don't destroy them.
- Patrol inside your home for spot fires and extinguish them.
- Wear long sleeves and long pants made of natural fibers such as cotton.
- Stay hydrated.
- Ensure you can exit the home if it catches fire (remember if it's hot inside the house, it is four to five times hotter outside).
- Fill sinks and tubs for an emergency water supply.
- Place wet towels under doors to keep smoke and embers out.
- After the fire has passed, check your roof and extinguish any fires, sparks or embers.
- Check inside the attic for hidden embers.
- Patrol your property and extinguish small fires.
- If there are fires that you can not extinguish with a small amount of water or in a short period of time, call 9-1-1.



Go – Leave Early

By leaving early, you give your family the best chance of surviving a wildland fire. You also help firefighters by keeping roads clear of congestion, enabling them to move more freely and do their job in a safer environment.

WHEN TO LEAVE

Leave early enough to avoid being caught in fire, smoke or road congestion. Don't wait to be told by authorities to leave. In an intense wildland fire, they may not have time to knock on every door. If you are advised to leave, don't hesitate!

WHERE TO GO

Leave to a predetermined location (it should be a low-risk area, such as a well-prepared neighbor or relative's house, a Red Cross shelter or evacuation center, motel, etc.)

HOW TO GET THERE

Have several travel routes in case one route is blocked by the fire or by emergency vehicles and equipment. Choose an escape route away from the fire.

WHAT TO TAKE

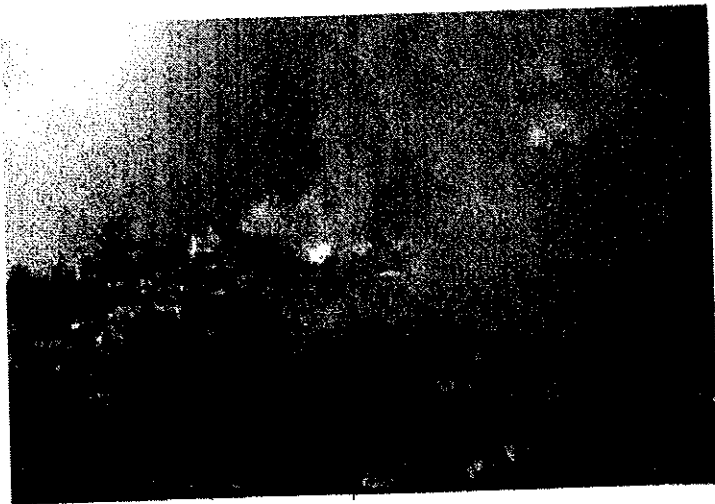
Take your emergency supply kit containing your family and pet's necessary items.

EMERGENCY SUPPLIES

The American Red Cross recommends every family have an emergency supply kit assembled long before a wildland fire or other emergency occurs. Use the checklist below to help assemble yours. For more information on emergency supplies, visit the American Red Cross Web site at www.redcross.org.

- Three-day supply of water (one gallon per person per day).
- Non-perishable food for all family members and pets (three-day supply).
- First aid kit.
- Flashlight, battery-powered radio, and extra batteries.
- An extra set of car keys, credit cards, cash or traveler's checks.
- Sanitation supplies.
- Extra eyeglasses or contact lenses.
- Important family documents and contact numbers.
- Map marked with evacuation routes.
- Prescriptions or special medications.
- Family photos and other irreplaceable items.
- Easily carried valuables.
- Personal computers (information on hard drives and disks).
- Chargers for cell phones, laptops, etc.

Note: Keep a pair of old shoes and a flashlight handy in case of a sudden evacuation at night.



Write up your Wildland Fire Action Guide and post it in a location where every member of your family can see it. Rehearse it with your family.

My Personal Wildland Fire Action Guide

During High Fire Danger days in your area, monitor your local media for information and be ready to implement your plan. Hot, dry and windy conditions create the perfect environment for a wildland fire.

Important Phone Numbers:

Out-of-State Contact: _____ Phone: _____

Work: _____

School: _____

Other: _____

Evacuation Routes: _____

Where to Go: _____

Location of Emergency Supply Kit: _____

Notes: _____





READY, SET, GO!

Residential Safety Checklist - Tips To Improve Family and Property Survival During A Wildland Fire

Home	Yes	No
1. Does your home have a metal, composition, or tile (or other non-combustible) roof with capped ends and covered fascia?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the rain gutters and roof free of leaves, needles and branches?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are all vent openings screened with 1/8 inch (or smaller) mesh metal screen?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are approved spark arrestors on chimneys?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the eaves "boxed in" and the decks enclosed?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the windows made of at least double-paned or tempered glass?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are the decks, porches and other similar areas made of non-combustible material and free of easily combustible material (e.g. plastic furniture)?	<input type="checkbox"/>	<input type="checkbox"/>
8. Is all firewood at least 30 feet from the house?	<input type="checkbox"/>	<input type="checkbox"/>

Defensible Space	Yes	No
1. Is dead vegetation cleared to the recommended defensible space area? (Consider adding distance due to slope of property.)	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there separation between shrubs?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are ladder fuels removed?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is there a clean and green area extending at least 30 feet from the house?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is there a non-combustible area within five feet of the house?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is there separation between trees and crowns?	<input type="checkbox"/>	<input type="checkbox"/>

Emergency Access	Yes	No
1. Is the home address visible from the street?	<input type="checkbox"/>	<input type="checkbox"/>
2. Is the home address made of fire-resistant materials?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are street signs present at every intersection leading to the house?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is flammable vegetation within 10 feet of the driveway cleared and are overhanging obstructions removed?	<input type="checkbox"/>	<input type="checkbox"/>
5. If a long driveway is present, does it have a suitable turnaround area?	<input type="checkbox"/>	<input type="checkbox"/>

Ready, Set, Go!
www.wildlandfireRSG.org





**California Special
Districts Association**
Districts Stronger Together

MEMORANDUM

DATE: August 1, 2015
TO: CSDA Members (Board and Staff)
FROM: Steve Perez, CSDA President
Neil McCormick, Chief Executive Officer
SUBJECT: 2016 CSDA Committee & Expert Feedback Team Participation

CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district/agency Board members and staff in the work of the Association. The talents and energy that both groups bring to CSDA and to the issues that concern special districts in California through active involvement are critical components of CSDA's success.

With this in mind, we are asking for volunteers from your district (staff and/or Board members) to participate and contribute on one or more of our committees and/or expert feedback teams to assist in shaping CSDA.

If you or any others from your district would like to become even more involved as a member of CSDA, please review and complete the form included with this letter. Committees need dedicated participants who are able to expend the time to provide their expertise in directing the activities and policies of CSDA. CSDA does not reimburse for committee related travel expenses.

In regard to **CSDA's Expert Feedback Teams**, when a need for feedback arises on a particular policy matter, CSDA advocacy staff will send an e-mail to an expert feedback team asking for its input. Team members need only reply with their thoughts, opinions and experiences. The workload of a team member will ultimately be what he or she makes of it. Team members will not be required to travel; they should expect to receive a handful of e-mails each month and, on rare occasions, they may be contacted by phone.

Please return the attached form by **5:00 PM on October 9, 2015**. The selection and ratification of CSDA's 2016 committees will take place in November and selected participants will be notified by the end of November 2015. Committee participation begins in January 2016.

Thank you for your continued support of CSDA!

California Special Districts Associations
1112 I Street, Suite 200
Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Phone: 916-442-7887
Fax: 916-442-7889

A proud California Special Districts Alliance partner
Special District Risk Management Authority
1112 I Street, Suite 300
Sacramento, CA 95814
Toll Free: 800-537-7790
Fax: 916-231-4111

CSDA Finance Corporation
1121 I Street, Suite 200
Sacramento, CA 95814
Toll Free: 877-924-CSDA (2732)
Fax: 916-442-7889



**California Special
Districts Association**
Districts Stronger Together

**2016 COMMITTEE AND EXPERT FEEDBACK TEAM
INTEREST FORM**

Please make additional copies for each participant.
Please use actual contact information where you can be reached

Name: _____

Title/Position: _____

District/Organization: _____

Telephone: _____ Fax: _____

E-mail: _____

COMMITTEES: We hope your District will participate in one or more of CSDA's committees. The CSDA Board of Directors encourages the participation of individuals from member agencies and Business Affiliates on CSDA's committees. As space is limited, please choose more than one committee which you would like to participate on, and please rank according to preference: 1 = 1st choice; 2 = 2nd choice; 3 = 3rd choice

If we are able to place you on more than one committee, how many committees would you like to serve on?
_____ (maximum 3)

NOTE: All committees meet in-person at least twice annually. Committees generally meet in Sacramento, however locations may vary.

- _____ **Audit Committee:** Responsible for maintaining and updating internal controls. Provides guidance to auditors regarding possible audit and fraud risks. Commitment: May meet with auditors prior to the commencement of the audit, when audit is completed and possibly one meeting during the auditing process. Financial experience preferred.
- _____ **Professional Development Committee:** Plans, organizes and directs the professional development and events for CSDA. Commitment: Meets at least twice annually.
- _____ **Elections & Bylaws Committee:** Conducts annual elections and occasionally reviews bylaws upon request of the CSDA Board, members or as needed. Commitment: Minimum of one meeting in Sacramento.
- _____ **Fiscal Committee:** Oversees the financial direction of the organization including budget review and implementation. Commitment: Meets at least three times annually. Financial experience preferred.
- _____ **Member Services Committee:** Responsible for recruitment of new members, member retention, development of new member benefits and review of current programs. Commitment: Meets at least twice annually.

Legislative Committee (space is limited): Develops CSDA's legislative agenda; reviews, directs and assists with legislative/public policy issues. **Commitment:** Meets six times a year in Sacramento. Attending CSDA's Special Districts Legislative Days (May 17-18) and Annual Conference (October 10-13) is expected if you serve on this committee. All 2016 Legislative Committee applicants are invited to join the 2015 committee members and CSDA staff for a legislative planning session on November 6, 2015.

Each Legislative Committee member will be assigned to 1 or 2 working groups. Please rank from 1 to 6 which working groups you prefer to serve on (1 being most preferred):

- _____ Environment Working Group
- _____ Formation & Reorganization Working Group
- _____ Governance Working Group
- _____ Human Resources & Personnel Working Group
- _____ Public Works & Facilities Working Group
- _____ Revenue Working Group

I prefer to serve on ___ (1 or 2) Legislative Committee working groups

Alternative Option: CSDA Blog and Legislative Distribution List - Because seats are limited on the Legislative Committee, CSDA has created an alternative option whereby members can receive the same legislative information via email that Legislative Committee members receive. Members on this list will be subscribed to receive "real-time" e-mail updates from the CSDA Blog and will be copied on Legislative Committee e-mails. Select this option instead of the Legislative Committee if you are unable to meet the requirements of serving on the Legislative Committee, but still want to keep informed of the latest legislative issues impacting special districts and provide input to CSDA as appropriate.

EXPERT FEEDBACK TEAMS: In order for CSDA to quickly and effectively gauge the impact new laws may have on special districts, we depend on the expertise of the people who are directly impacted in the field. If you have firsthand experience in one or more of the areas below, please join CSDA's Expert Feedback Team.

- _____ **Environment:** CEQA; Greenhouse Gas/AB 32; Land Use; Renewable Energy; Sustainable Communities/SB 375
- _____ **Formation & Reorganization:** LAFCO
- _____ **Governance:** Audits and Reporting; Bankruptcy; Elections; Ethics; Mandates and Mandate Reimbursement; Political Reform/Conflict of Interest/FPPC; Transparency and Accountability
- _____ **Human Resources & Personnel:** Contracted Services; Occupational Safety; Labor Relations; Retirement and Other Benefits; Workers' Compensation and Other Insurance
- _____ **Legal:** General legal matters affecting special districts
- _____ **Public Works & Facilities:** Bidding Process (Design Build, JOC, P3, Best Value); Bonds and Financings; Indemnification; Prevailing Wage; Retention Proceeds
- _____ **Revenue:** Benefit Assessments; Fees/Prop 218; Mello-Roos/CFDs; Property Taxes; Redevelopment Agencies/(E)FIDs; Special Taxes

Committee and Expert Feedback Team participation is open to both member district/agency Board Members and Staff. **Please note that the Association does not reimburse any expenses incurred from this participation.** CSDA is committed to keeping travel costs to a minimum for committee members and handles a significant amount of committee work through webinars, conference calls and e-mail; however, most committees do meet at least two times a year in person.

***Either the District/Company General Manager or Board President must authorize below**

*Signature: _____ Date: _____

Please return this completed form to Charlotte Lowe at CSDA by mail, fax (916) 442-7889 or email charlottel@cstda.net no later than **5:00 PM on Friday, October 9, 2015**

CSDA, 1112 I St., Suite 200, Sacramento, CA 95814, T - (916) 442-7887, F - (916) 442-7889 www.cstda.net

To you all!

Thank you for the kindness
and excellent service you
provided on multiple 911
calls for Hewellyn (Bill)

at Stanton you may know already
that Bill joined away Thursday,
June 18th. It is a huge loss and
we will miss a great raconteur
who smiled even when most
ill and was able to joke with you
as you prepared him for his ride(s)
to the hospital.

There really are no good words to
speak to the superb work you
do every day for us when in need.
Many thanks and appreciation

Dorrie Stanton

Thanks guys for coming to take
care of my dad when he was
struggling with his breathing. I
know you guys have to be available
day & night to do the "heavy lifting"
and I'm grateful. Thanks, to Stanton.

May this card

be a reminder

of how much you're appreciated

for your kind spirit

and caring ways.



Thank you for being so quick and
responsive each time we needed you.
You guys always did your job to the utmost
level as well as bringing patience and
compassion to every visit. Thank you
very much! ❖ Shannon Bear-Stanton