

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

Date of Meeting: September 14, 2016  
Time of Meeting: 7:00 p.m.  
Place of Meeting: Kensington Community Center  
59 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m.      **CALL TO ORDER**

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

1.      **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6  
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2.      **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC      3.      **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of July 27, 2016 (APPROVE)
- CC      4.      **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** July 2016 (ACCEPT)
- CC      5.      **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** August 2016 (ACCEPT)
- CC      6.      **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #3** (APPROVE)
7.      **FIRE CHIEF'S REPORT**
  - a.      Review of operations.
  - b.      Regional issues and developments.
8.      **PRESIDENT'S REPORT**
  - a.      Contra Costa County Fire Boards & Commissioners Association

**NEW BUSINESS**

9. Resolution 16-07 Confirming the Report of the Costs of Abatement of Public Nuisance Conditions, Weeds, and Flammable Materials and Authorizing Related Actions: 240 Lake Drive, Kensington, CA (ACTION)
  
10. Resolution 16-08 Adopting the Final Combined Budget for Revenue, Operating Expenditures, and Capital Improvement Expenditures for Fiscal Year 2016-2017 (ACTION)

11. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Dommer): Copy of Transmittal #2; Audit field work on 9/13 & 14.
- b. Public Safety Building (de Ville/Dommer): Report on status of needs assessment/feasibility study
- c. Education (Kosel): Solano Stroll Parade 9/11/16; Tri-City Safety Day 9/17/16; Fall 2016 *Fireplug*
- d. Contra Costa County/California Special Districts Assoc. (Nagel): CSDA Committee and Expert Feedback Team Participation
- e. Consolidation/Dissolution Committee: Report on meeting with Subcommittee of KPPCSD Adhoc Governance Committee on 9/8/16
- f. Diablo Fire Safe Council/Interface (Staff):

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, October 12, 2016, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 10/12/16 is Wednesday, 9/28/16 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 10/5/16 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

# **CONSENT CALENDAR**

**MINUTES OF THE JULY 27, 2016 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

**CALL TO ORDER:**

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

**APPROVAL OF CONSENT ITEMS:**

President Dommer called for the approval of the consent calendar (items 3, 4 & 5), consisting of approval of the June 8, 2016 minutes, acceptance of the June incident activity report, and approval of the monthly May/June 2016 financial report. Director Kosel made a motion to approve the Consent Calendar items as submitted. Director Nagel seconded the motion.

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

**ORAL COMMUNICATIONS:**

Ciara Wood announced that three adjacent properties on Cambridge Avenue have made an application to Diablo Fire Safe Council specifically for juniper removal. She asked the Board to consider financing replanting at these properties as DFSC cannot contribute to that.

Bill Granados, President of the Contra Costa County Fire Commissioners Association introduced himself. The Commission holds quarterly meetings and the next one will be on September 22<sup>nd</sup> in the evening to which Granados invited the Board members to attend. Invitations will be forthcoming. County Fire Commissioners/Board members are all invited and the theme is "we're all in this together". What happens in different parts of the County affects everyone. Kensington appears to be well controlled and covered by El Cerrito. The goal is to interact with other districts and find out what is happening throughout the County. Fire personnel are also invited.

**FIRE CHIEF'S REPORT:**

Chief Maples reported that B/C Pigoni and Captain Castrejon are both out as strike team leaders on the Soberanes fire. The OES engine with a crew of four personnel is also out on the Soberanes fire. They left over the weekend and a crew rotation will take place over this coming weekend.

**PRESIDENT'S REPORT:**

President Dommer stated that KFPD is creating an ad-hoc committee on consolidation/dissolution. He appointed Janice Kosel and Nina Harmon to serve on that committee. They will be reviewing the LAFCO process with legal counsel's assistance. They will also seek to meet with the KPPCSD Governance Committee subcommittee on consolidation during the early fall. David Spath said the Governance Committee plans to submit their report to KPPCSD by October 1. KPPCSD will also hold a public meeting on September 15<sup>th</sup> to discuss the final drafts of their three subcommittees. Spath offered a copy of the subcommittee's draft for KFPD's review.

Dommer stated he attended CSDA Special Districts Leadership Academy earlier in the month and received good training.

Rick Artis asked what is the scope of the consolidation/dissolution committee? He asked if there will be a written work product? Kosel said the committee may or may not. They will probably hold their own public meeting to present their findings with handouts and legal counsel present. Their first charge is to review the process. Artis said the June 4<sup>th</sup> meeting slides are on KPPCSD's website. The firm of Meyers Nave represents both KFPD and the City of El Cerrito

Vanessa Cordova pointed out that while LAFCO staff reviewed the KPPCSD's consolidation subcommittee's presentation slides they did not endorse them.

**NEW BUSINESS:**

**Fire Hazard Abatement Public Hearing on the Designation of Properties Containing Fire Hazards:**

President Dommer opened the Public Hearing and asked if anyone in the audience had objections to the designation of their property in the process. There were no objections.

A resident who had not seen the list of properties in violation wished to nominate a property within Kensington that he feels has been a long standing hazard. The Board directed him to discuss his concerns with the Fire Prevention Officer after the formalities of the public hearing.

Fire Prevention Officer Chris Renshaw introduced himself. He gave an overview of the process. The initial list of properties in violation was 69 properties. The list is now down to six properties that are to be deemed a public nuisance. About half are below and half above Arlington Avenue. Renshaw explained the notice process. The initial letters went out on June 3<sup>rd</sup> and second notices will be sent to the six declared properties tomorrow. The third attempt is a notice on the property itself. Renshaw makes a visual inspection from the street of every property in Kensington.

A resident asked about the Carmelite Monastery at 68 Rincon Road and whether the property was inspected. He believes it to be a massive hazard. Chief Maples said the property owners have been working on the property and they recently received a \$5,000 Diablo Fire Safe Council grant. He encouraged the resident to speak with fire staff about his concerns.

Not hearing any objections concerning the six properties on the list, President Dommer closed the Public Hearing. Director Kosel made a motion to enact Resolution 16-06 with the updated Exhibit A that was passed out at the meeting. Director Nagel seconded the motion.

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

**BOARD REPORTS:**

**Finance:** Transmittals from the fiscal year end and earlier in July were included in the packet. The Finance Committee will present the final budget at the September meeting. The Committee will consider Ciara Wood's request made during public comment.

**Public Safety Building:** de Ville reported that the Committee and staff from both KFPD and KPPCSD met with the architectural team on 7/26/16 to discuss the current building and the departments' needs.

**Education:** Kosel reported that KFPD and KPPCSD have been discussing for over a year the possibility of a demonstration garden at Kensington Park. At the DFSC meeting, Kosel made contact with the Oakland demonstration garden's representative and board members from both KFPD and KPPCSD will tour that garden. Eileen Nottoli suggested KFPD identify a few homes in Kensington that are a good example of fire safe landscaping and publicly acknowledge them. She also desires a "take back our sidewalks" campaign since many are overgrown.

**CSDA:** Nagel distributed a written report on the July 18, 2016 quarterly meeting. Nagel encouraged board member representation from KPPCSD to attend these meetings on a regular basis. Ironhouse Sanitary District made a presentation. The association is again sponsoring a \$1,000 scholarship for the Teacher of the Year award in Contra Costa County. LAFCO will be adopting the final municipal service review next month on the county fire agencies. Nagel reported on the efforts of the Little Hoover Commission who will be relaunching an effort on how to improve the effectiveness of special districts.

**Diablo Fire Safe Council:** Nagel attended their last meeting a week ago. Kensington is receiving about half of the grants from DFSC. Nagel gave an explanation on DFSC matching grants. B/C Bond or FPO Renshaw always attend as representatives. Renshaw said that is part of his community outreach, directing people to DFSC and possible grants. Kosel pointed out that KFPD matches resident contributions to DFSC up to \$5,000. Nagel said Alameda-Contra Costa Fire, Oakland Fire, PG&E and EBRPD all have representation on the DFSC Board also.

**ADJOURNMENT:** The meeting was adjourned at 7:39 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on September 14, 2016.

Attest:

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Larry Nagel, Board Secretary



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

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

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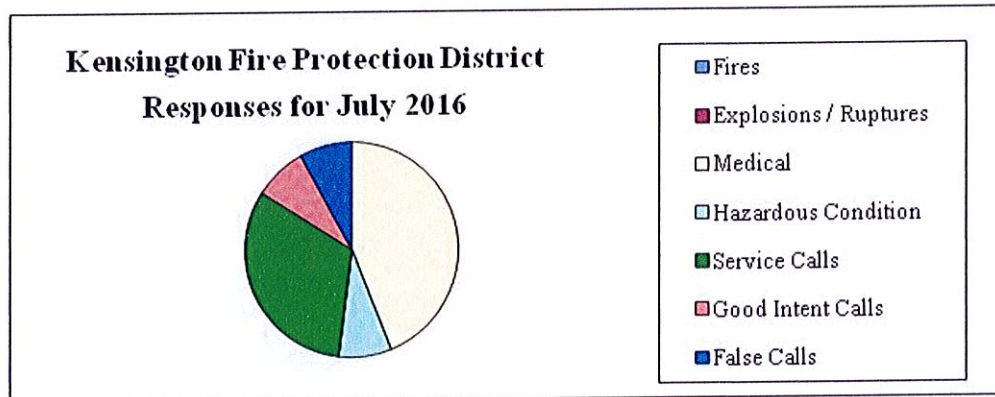
August 1, 2016

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

There were 25 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 50 calls in all districts.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	11	44.00%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	8.00%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	8	32.00%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	2	8.00%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	2	8.00%
<b>Totals</b>		<b>25</b>	<b>100.00%</b>



# Kensington Fire Protection District Response Log for July 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1601798	07-Jul-16 19:12:50	217 ARLINGTON AVE	Kensington	E65	321
2	1601805	08-Jul-16 10:22:23	201 AMHERST AVE	Kensington	E365	321
3	1601819	09-Jul-16 15:16:45	22 AVON RD	Kensington	E365	550
4	1601844	12-Jul-16 01:13:57	96 KINGSTON RD	Kensington	E65	531
5	1601854	13-Jul-16 09:52:46	257 CAMBRIDGE AVE	Kensington	E65	324
6	1601860	13-Jul-16 16:14:15	203 WILLAMETTE AVE	Kensington	E65	440
7	1601867	14-Jul-16 01:16:10	21 WINDSOR AVE	Kensington	E65	321
8	1601882	15-Jul-16 21:46:37	267 LAKE DR	Kensington	E65	321
9	1601883	15-Jul-16 22:00:26	23 KERR AVE	Kensington	E72	611U
10	1601891	17-Jul-16 09:15:18	415 SANTA FE AVE	Kensington	E65	531
11	1601907	18-Jul-16 18:01:32	369 YALE AVE	Kensington	E65	611X
12	1601915	19-Jul-16 09:38:57	683 OBERLIN AVE	Kensington	E65	440
13	1601919	19-Jul-16 17:32:07	711 COVENTRY DR	Kensington	E65	743
14	1601925	20-Jul-16 14:07:24	217 ARLINGTON AVE	Kensington	E65	321
15	1601937	22-Jul-16 09:13:28	339 BERKELEY PARK BLVD	Kensington	E65	553
16	1601942	22-Jul-16 15:59:27	339 BERKELEY PARK BLVD	Kensington	E65	553
17	1601951	23-Jul-16 19:36:53	141 SAINT ALBANS DR	Kensington	E65	553
18	1601961	25-Jul-16 04:24:09	281 LEXINGTON RD	Kensington	E65	745
19	1601964	25-Jul-16 06:48:27	449 OCEAN VIEW AVE	Kensington	E65	321
20	1601979	26-Jul-16 11:58:07	339 BERKELEY PARK BLVD	Kensington	E65	553
21	1601981	26-Jul-16 15:27:10	339 BERKELEY PARK BLVD	Kensington	E65	553
22	1601988	27-Jul-16 15:17:58	653 WELLESLEY AVE	Kensington	E65	321
23	1601999	28-Jul-16 16:18:33	279 ARLINGTON AVE	Kensington	E65	321
24	1602003	29-Jul-16 11:09:08	410 BERKELEY PARK BLVD	Kensington	E65	321
25	1602011	30-Jul-16 09:07:05	22 AVON DR	Kensington	E72	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 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1601757	01-Jul-16 11:48:45	10203 SAN PABLO AVE	El Cerrito	E65	743
2	1601767	02-Jul-16 18:15:30	8780 TERRACE DR	El Cerrito	E65	311
3	1601774	03-Jul-16 11:29:06	225 EL CERRITO PLZ	El Cerrito	E65	321
4	1601775	03-Jul-16 12:34:52	6400 CUTTING BLVD	El Cerrito	E65	311
5	1601788	04-Jul-16 20:53:39	950 INDIAN ROCK	Berkeley	E65	651
6	1601797	07-Jul-16 17:37:23	700 HANCOCK WAY	El Cerrito	E65	321
7	1601798	07-Jul-16 19:12:50	217 ARLINGTON AVE	Kensington	E65	321
8	1601818	09-Jul-16 15:06:16	11344 SAN PABLO AVE	El Cerrito	E65	611F
9	1601835	11-Jul-16 14:40:18	5825 JEFFERSON AVE	Richmond	E65	311
10	1601836	11-Jul-16 14:47:06	6639 BLAKE ST	El Cerrito	E65	511
11	1601840	11-Jul-16 20:43:13	7115 C ST	El Cerrito	E65	743
12	1601844	12-Jul-16 01:11:36	96 KINGSTON RD	Kensington	E65	531
13	1601846	12-Jul-16 10:06:06	745 BAY TREE LN	El Cerrito	E65	412
14	1601848	12-Jul-16 18:26:48	650 ALBEMARLE ST	El Cerrito	E65	611X
15	1601852	13-Jul-16 02:13:30	TILDEN PARK/LAKE ANZA	Contra Costa C	E65	321
16	1601854	13-Jul-16 09:52:30	257 CAMBRIDGE AVE	Kensington	E65	324
17	1601860	13-Jul-16 16:10:25	203 WILLAMETTE AVE	Kensington	E65	440
18	1601861	13-Jul-16 19:07:38	1159 KING CT	El Cerrito	E65	440
19	1601866	13-Jul-16 21:52:18	LINCOLN AVE	El Cerrito	E65	321
20	1601867	14-Jul-16 01:14:21	21 WINDSOR AVE	Kensington	E65	321
21	1601868	14-Jul-16 05:11:18	8015 TERRACE DR	El Cerrito	E65	321
22	1601870	14-Jul-16 09:36:19	2720 DEL MONTE ST	El Cerrito	E65	321
23	1601875	15-Jul-16 09:33:02	1648 JULIAN DR	El Cerrito	E65	611M
24	1601878	15-Jul-16 13:43:48	8615 THORS BAY DR	El Cerrito	E65	111
25	1601882	15-Jul-16 21:44:00	267 LAKE DR	El Cerrito	E65	321
26	1601891	17-Jul-16 09:13:48	415 SANTA FE AVE	Kensington	E65	321
27	1601903	18-Jul-16 09:35:02	950 EVERETT ST	Kensington	E65	531
28	1601905	18-Jul-16 11:41:07	420 EL CERRITO PLZ	El Cerrito	E65	321
29	1601907	18-Jul-16 17:59:47	369 YALE AVE	El Cerrito	E65	611F
30	1601915	19-Jul-16 09:34:58	683 OBERLIN AVE	Kensington	E65	611X
				Kensington	E65	440

31	1601919	19-Jul-16 17:29:41	711 COVENTRY DR	Kensington	E65	743
32	1601920	19-Jul-16 18:42:22	5010 EL CERRITO PLZ	El Cerrito	E65	321
33	1601925	20-Jul-16 14:05:48	217 ARLINGTON AVE	Kensington	E65	321
34	1601937	22-Jul-16 09:09:43	339 BERKELEY PARK BLVD	Kensington	E65	553
35	1601942	22-Jul-16 15:57:20	339 BERKELEY PARK BLVD	Kensington	E65	553
36	1601945	22-Jul-16 18:00:40	519 OAK ST	El Cerrito	E65	111
37	1601951	23-Jul-16 19:34:50	141 SAINT ALBANS DR	Kensington	E65	553
38	1601961	25-Jul-16 04:23:20	281 LEXINGTON RD	Kensington	E65	745
39	1601964	25-Jul-16 06:45:31	449 OCEAN VIEW AVE	Kensington	E65	321
40	1601967	25-Jul-16 14:38:10	333 COLUSA AVE	El Cerrito	E65	412
41	1601979	26-Jul-16 11:54:59	339 BERKELEY PARK BLVD	Kensington	E65	553
42	1601981	26-Jul-16 15:24:01	339 BERKELEY PARK BLVD	Kensington	E65	553
43	1601987	27-Jul-16 13:23:16	7007 MOESER LN	El Cerrito	E65	321
44	1601988	27-Jul-16 15:16:22	653 WELLESLEY AVE	Kensington	E65	321
45	1601992	27-Jul-16 19:25:37	7720 EUREKA AVE	El Cerrito	E65	611U
46	1601999	28-Jul-16 16:17:03	279 ARLINGTON AVE	Kensington	E65	321
47	1602003	29-Jul-16 11:06:42	410 BERKELEY PARK BLVD	Kensington	E65	321
48	1602004	29-Jul-16 11:43:15	LAKE ANZA	Orinda	E65	611M
49	1602007	29-Jul-16 14:03:40	10690 SAN PABLO AVE	El Cerrito	E65	321
50	1602022	31-Jul-16 16:32:01	866 BALRA DR	El Cerrito	E65	511

\* See Attached Table for Incident Type Explanations

**Type Series**

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



# EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

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September 1, 2016

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

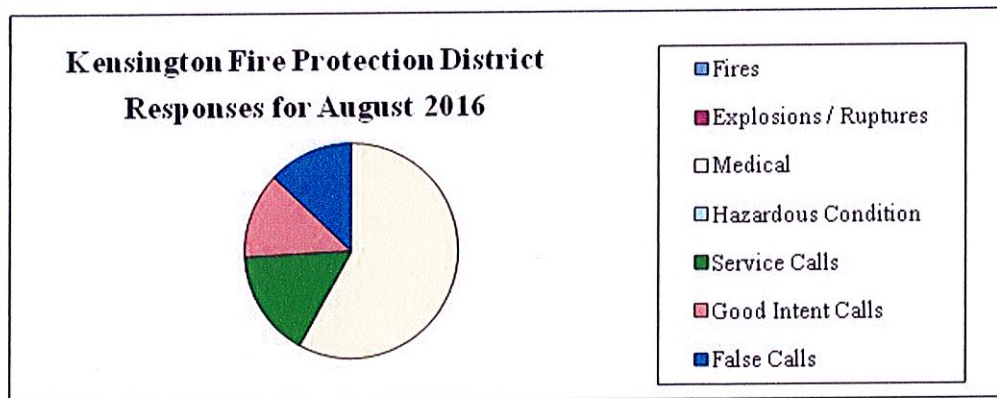
**FROM:** Michael Pigoni: Battalion Chief

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

There were 31 incidents that occurred during the month of August 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 62 calls in all districts.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	18	58.06%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	16.13%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	4	12.90%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	4	12.90%
<b>Totals</b>		<b>31</b>	<b>100.00%</b>



# Kensington Fire Protection District Response Log for August 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1602034	01-Aug-16 17:15:22	10 ARLMONT DR	Kensington	E65	322
2	1602041	02-Aug-16 13:16:29	EDWIN DR	Kensington	E65	322
3	1602042	02-Aug-16 14:20:28	1 LAWSON RD	Kensington	E65	733
4	1602043	02-Aug-16 15:35:14	1 LAWSON RD	Kensington	E65	611X
5	1602047	03-Aug-16 07:58:33	277 KENYON AVE	Kensington	E65	733
6	1602055	03-Aug-16 15:08:03	22 LAM CT	Kensington	E72	611M
7	1602057	03-Aug-16 16:06:25	14 KERR AVE	Kensington	E72	321
8	1602058	03-Aug-16 18:31:38	42 AVON DR	Kensington	E65	321
9	1602077	04-Aug-16 21:13:50	109 KENSINGTON RD	Kensington	E65	611M
10	1602083	05-Aug-16 09:30:29	11 KENIL WORTH DR	Kensington	E65	321
11	1602095	06-Aug-16 01:55:22	729 COVENTRY DR	Kensington	E65	321
12	1602102	07-Aug-16 00:53:27	217 ARLINGTON AVE	Kensington	E65	321
13	1602121	10-Aug-16 00:18:47	27 WESTMINSTER AVE	Kensington	E65	321
14	1602122	10-Aug-16 03:59:22	26 HIGHGATE RD	Kensington	E65	321
15	1602132	11-Aug-16 12:30:37	8 HIGHGATE RD	Kensington	E65	553
16	1602148	13-Aug-16 12:28:26	1 LAWSON DR	Kensington	E65	321
17	1602169	15-Aug-16 17:36:01	10 WESTMINSTER AVE	Kensington	E72	733
18	1602209	19-Aug-16 21:10:39	141 SAINT ALBANS DR	Kensington	E65	520
19	1602217	20-Aug-16 16:23:15	207 YALE AVE	Kensington	E65	321
20	1602228	21-Aug-16 15:40:39	410 BERKELEY PARK BLVD	Kensington	E65	321
21	1602235	22-Aug-16 18:57:08	170 ARLINGTON AVE	Kensington	E65	321
22	1602244	24-Aug-16 04:28:15	217 ARLINGTON AVE	Kensington	E65	600
23	1602252	24-Aug-16 15:59:21	22 AVON DR	Kensington	E65	321
24	1602257	25-Aug-16 04:50:27	9 LENOX DR	Kensington	E65	550
25	1602261	26-Aug-16 09:13:00	7 ARLINGTON AVE	Kensington	E65	321
26	1602284	28-Aug-16 08:18:19	39 NORWOOD AVE	Kensington	E65	740
27	1602290	29-Aug-16 02:30:52	49 NORWOOD AVE	Kensington	E65	311
28	1602291	29-Aug-16 06:44:45	50 LENOX DR	Kensington	E65	553
29	1602300	29-Aug-16 19:27:42	39 NORWOOD AVE	Kensington	E65	321
30	1602313	31-Aug-16 06:30:41	9 LENOX DR	Kensington	E65	550
				Kensington	E65	321

31 1602314

31-Aug-16 07:13:08

243 COLUMBLA AVE

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 August 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1602030	01-Aug-16 13:12:51	409 CLAYTON AVE	El Cerrito	E65	412
2	1602034	01-Aug-16 17:14:10	10 ARLMONT DR	Kensington	E65	322
3	1602041	02-Aug-16 13:15:10	EDWIN DR	Kensington	E65	322
4	1602042	02-Aug-16 14:18:57	1 LAWSON RD	Kensington	E65	733
5	1602043	02-Aug-16 15:33:27	1 LAWSON RD	Kensington	E65	611X
6	1602047	03-Aug-16 07:56:29	277 KENYON AVE	Kensington	E65	733
7	1602048	03-Aug-16 10:26:22	540 ASHBURY AVE	Kensington	E65	611X
8	1602051	03-Aug-16 14:12:31	SAN PABLO AVE	El Cerrito	E65	140
9	1602054	03-Aug-16 14:57:00	SAN PABLO AVE	El Cerrito	E65	140
10	1602056	03-Aug-16 15:34:23	411 KEARNEY ST	El Cerrito	E65	321
11	1602058	03-Aug-16 18:28:56	42 AVON DR	Kensington	E65	321
12	1602077	04-Aug-16 21:12:41	109 KENSINGTON RD	Kensington	E65	611M
13	1602083	05-Aug-16 09:26:17	11 KENILWORTH DR	Kensington	E65	321
14	1602095	06-Aug-16 01:54:25	729 COVENTRY DR	Kensington	E65	321
15	1602102	07-Aug-16 00:53:27	217 ARLINGTON AVE	Kensington	E65	321
16	1602106	07-Aug-16 18:43:14	824 POMONA	El Cerrito	E65	700
17	1602107	07-Aug-16 18:58:13	CENTRAL AVE	Richmond	E65	322
18	1602121	10-Aug-16 00:17:49	27 WESTMINSTER AVE	Kensington	E65	321
19	1602122	10-Aug-16 03:56:01	26 HIGHGATE RD	Kensington	E65	553
20	1602130	11-Aug-16 09:27:11	2645 CARQUINEZ AVE	El Cerrito	E65	550
21	1602132	11-Aug-16 12:26:19	8 HIGHGATE RD	Kensington	E65	321
22	1602139	12-Aug-16 13:47:36	747 ASHBURY AVE	El Cerrito	E65	611M
23	1602147	13-Aug-16 12:16:34	80	Richmond	E65	622
24	1602150	13-Aug-16 19:02:00	833 RICHMOND ST	El Cerrito	E65	743
25	1602151	13-Aug-16 19:08:23	CARLSON BLVD	Richmond	E65	611M
26	1602153	13-Aug-16 20:48:39	ARLINGTON BLVD	El Cerrito	E65	622
27	1602160	14-Aug-16 13:23:58	769 BAY TREE LN	El Cerrito	E65	611U
28	1602162	14-Aug-16 16:14:11	6621 LINCOLN AVE	El Cerrito	E65	744
29	1602169	15-Aug-16 17:36:01	10 WESTMINSTER AVE	Kensington	E65	520
30	1602171	15-Aug-16 23:39:45	129 SAN CARLOS AVE	El Cerrito	E65	321

31	1602186	17-Aug-16 14:54:31	700 HANCOCK WAY	El Cerrito	E65	321
32	1602194	18-Aug-16 11:36:14	415 BALRA DR	El Cerrito	E65	321
33	1602199	19-Aug-16 00:27:24	704 HANCOCK WAY	El Cerrito	E65	311
34	1602207	19-Aug-16 17:19:18	8275 TERRACE DR	El Cerrito	E65	321
35	1602209	19-Aug-16 21:08:33	141 SAINT ALBANS DR	Kensington	E65	321
36	1602217	20-Aug-16 16:22:00	207 YALE AVE	Kensington	E65	321
37	1602225	21-Aug-16 13:02:54	8339 TERRACE DR	El Cerrito	E65	321
38	1602228	21-Aug-16 15:37:46	410 BERKELEY PARK BLVD	Kensington	E65	321
39	1602233	22-Aug-16 13:09:21	6016 AVILA PL	El Cerrito	E65	311
40	1602235	22-Aug-16 18:57:08	170 ARLINGTON AVE	Kensington	E65	600
41	1602244	24-Aug-16 04:27:46	217 ARLINGTON AVE	Kensington	E65	321
42	1602252	24-Aug-16 15:56:06	22 AVON DR	Kensington	E65	550
43	1602257	25-Aug-16 04:48:51	9 LENOX DR	Kensington	E65	321
44	1602258	25-Aug-16 12:52:51	1428 SCOTT ST	El Cerrito	E65	111
45	1602260	25-Aug-16 20:41:16	7720 EUREKA AVE	El Cerrito	E65	550
46	1602261	26-Aug-16 09:09:39	7 ARLINGTON AVE	Kensington	E65	740
47	1602264	26-Aug-16 10:51:07	432 COLUSA AVE	El Cerrito	E65	321
48	1602271	26-Aug-16 19:30:45	840 LEXINGTON AVE	El Cerrito	E65	321
49	1602274	27-Aug-16 04:48:01	7476 MOESER LN	El Cerrito	E65	550
50	1602277	27-Aug-16 13:19:06	7501 SCHMIDT LN	El Cerrito	E65	321
51	1602284	28-Aug-16 07:50:34	39 NORWOOD AVE	Kensington	E65	311
52	1602285	28-Aug-16 13:05:24	1024 LENEVE PL	El Cerrito	E65	321
53	1602287	28-Aug-16 14:37:26	1246 KING DR	El Cerrito	E65	611X
54	1602290	29-Aug-16 02:29:47	49 NORWOOD AVE	Kensington	E65	553
55	1602291	29-Aug-16 06:42:34	50 LENOX DR	Kensington	E65	321
56	1602293	29-Aug-16 11:20:24	700 HANCOCK WAY	Kensington	E65	321
57	1602295	29-Aug-16 13:56:10	SEAVIEW DR	El Cerrito	E65	322
58	1602300	29-Aug-16 19:26:07	39 NORWOOD AVE	Kensington	E65	550
59	1602307	30-Aug-16 15:25:17	8765 TERRACE DR	El Cerrito	E65	550
60	1602313	31-Aug-16 06:26:51	9 LENOX DR	Kensington	E65	321
61	1602314	31-Aug-16 07:10:48	243 COLUMBIA AVE	Kensington	E65	321
62	1602315	31-Aug-16 13:45:00	1153 RUMRILL BLVD	San Pablo	E65	142



\* 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										PYCY:
TRANSMITTAL - APPROVAL										BATCH #.:
Invoices										DATE:
										LOCATION #:
										FILENAME:
VEND	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND / ORG	SUB ACC	TASK	OBJ	ACTIVITY	ACQUISITION (PROJ)	PAYMENT AMOUNT
00982	Delta Dental	9/1/2016	BE001784041 Sep dental	7840	1061					1,189.07
01169	CalPERS	08/15/16	7072901257 Oct medical	7840	1061					7,732.27
01406	KFPD Revolving Fund	09/09/16	Reimburse revolving fund	7840	2490					14,202.31
01634	Vision Service Plan	08/19/16	001027770001 Sep vision	7840	1061					346.72
02120	City of El Cerrito	09/01/16	Sep fire protection	7840	2328					208,317.09
50180	Mack5	8/31/2016	3322 project mgmt	7840	2490					883.40
50201	RossDrullisCusenbery	8/31/2016	2016029-2 arch fees	7840	2490					18,310.09
<b>TOTAL</b>										<b>250,980.95</b>

Kensington FPD Approval

Date: 1/1

Date: 9/19/16

09/09/16

**Attachment to Transmittal 0916**

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
8/15/2016	Payroll processing	60.09
8/15/2016	Payroll - 8/1-8/15/16	2,569.13
8/15/2016	Withholding payroll taxes 8/1-8/15/16	1,208.70
7/11/2016	Reimburse Dommer - SDLF conference	575.76
8/5/2016	EBMUD - water/wastewater	376.29
8/15/2016	Terminix - pest control	118.00
8/20/2016	Canepa - landscape maint.	120.00
7/22/2016	Comcast - internet	131.12
8/7/2016	PG&E - electric	1,142.46
8/5/2016	PG&E - gas	93.82
8/11/2016	Meyers Nave - legal counsel	103.14
8/9/2016	Sprint - telephone	65.91
8/5/2016	Office Depot - office supplies	101.16
8/5/2016	AT&T - telephone	396.96
8/17/2016	Pagepoint - website	56.25
9/1/2016	Stericycle - medical waste	261.99
8/11/2016	Mechanics Bank - CERT sheds, postage, etc.	210.54
8/23/2016	Russell - July accounting	146.25
8/22/2016	Comcast - internet	151.12
9/2/2016	Payroll processing	60.09
9/2/2016	Payroll - 8/15-8/31/16	2,569.11
9/2/2016	Withholding payroll taxes 8/15-8/31/16	1,208.73
8/26/2016	Canepa - landscape maint.	120.00
9/1/2016	SCIF - workers comp	750.78
9/5/2016	Oakland Hills Brush - abatement	265.00
9/8/2016	Reimburse Navellier - Solano Stroll candy	181.87
9/10/2016	ICMA/RC - deferred comp	1,158.04
	<b>Total</b>	<b>14,202.31</b>

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

# **CHIEF/PRESIDENT REPORTS**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

September 2016

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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**Fire Season**

The fire department has been very busy since early June providing mutual aid throughout the state. We have responded to eight different incidents. They are as follows:

- Sherpa 6/17 - 6/21
- Erskine 6/25 - 7/3
- Pine 7/3 – 7/10
- Sobranes 7/24 - 8/5
- Clayton 8/14 – 8/17
- Blue Cut 8/17 – 8/20
- Chimney 8/22 - 8/28
- Sobranes 9/2 - still assigned

While deployed at these incidents, the fire department personnel have been assigned to completing structure protection operations, mopping up fire lines, building containment lines, managing strike teams of engines, managing communication units and working as Fire Line paramedics. It should be noted that many of these assignments require the personnel to work 24 hour shifts on the fire line.

We are very happy to report that the department has suffered no injuries to personnel or damage to apparatus during these assignments.

**Firefighter Recruitment**

I am pleased announce that we have completed the recruitment process and have hired Adam Birdsell and Mason Campbell. Adam was a Firefighter/Paramedic for the Rodeo-Hercules Fire District and Mason was a Paramedic with American Medical Response before accepting Firefighter positions here in El Cerrito. I am sure you will see them around over the next few weeks as they complete their entry level training.

REGULAR MEETING OF THE  
CONTRA COSTA COUNTY  
FIRE BOARDS & COMMISSIONERS ASSOCIATION

*September 22, 2016*

6:30 – Social Time

7:00 – Dinner & Meeting

AT

**Plate & Vine Restaurant**  
Concord Hilton  
1970 Diamond Blvd, Concord CA

**Roundtable Discussion:**  
**“WE’RE ALL IN THIS TOGETHER”**

MENU

*Please choose from one of the following items:*

**Angus Beef Chuck Burger**

Pancetta, Cheddar, Onion, Lettuce, Tomato & Pickle,  
Focaccia Bun, Parmesan Steak Fries

**Seared Skuna Bay Salmon**

Cucumber, Bok Choy, Saffron Rice, Scallion & Ginger  
Confit, Hoisin Graze

**Mary's Free Range Chicken Sandwich**

Jack Cheese, Avocado & Onion, Cajun Mayonnaise,  
Roasted Red Pepper, Parmesan Steak Fries

**Roasted Mary's Chicken Breast**

Cauliflower Puree, Green Squash, Pickled Cipollini  
Onions, Orange Gremolata

The cost is **\$35.00** per person; this includes dinner, tax and gratuity.

Please make checks payable to:  
**CCC Fire Commissioners Association**

Mail to:  
**CCC Fire Commissioners Association**  
c/o Moraga-Orinda Fire District  
Attn: Grace Santos  
1280 Moraga Way  
Moraga, CA 94556

**DEADLINE TO RSVP:**  
September 19, 2016

## **Brenda Navellier**

---

**Subject:** FW: Contra Costa Fire Boards & Commissioners Association

**From:** Santos, Grace [mailto:gsantos@mofd.org]  
**Sent:** Friday, September 02, 2016 10:52 AM  
**To:** Don Dommer <don@dondommer.com>  
**Subject:** RE: Contra Costa Fire Boards & Commissioners Association

Good morning, Don!

Unfortunately, we do not have a website. However, here's a little history on the Contra Costa Fire Commissioners Association:

### **CONTRA COSTA COUNTY FIRE COMMISSIONERS ASSOCIATION**

Formed in March of 1954.

#### **BYLAWS**

##### Name

The (original) name of this organization shall be the Contra Costa County Fire Commissioners Association.

##### Objective

The objective of this organization shall be to provide a convenient means of meeting to discuss problems relating to fire district administration and to share ideas regarding the challenges we face today.

##### Membership

All Fire Commissioners/Directors, Board of Supervisors, Fire Chiefs, Fire Marshals, Battalion Chiefs of the Fire Districts within Contra Costa County are eligible for membership.

##### Officers

The officers of this organization shall consist of a President (currently Bill Granados), Vice President (currently Richard Chapman) and Secretary-Treasurer (me). They shall hold office for one year and shall be elected by the voting membership at the first meeting after January first of each year at which meeting they shall also be installed.

##### Voting

Each Fire District holding membership in this organization and present at the meeting shall be entitled to one vote.

##### Dues

Dues (\$100 each year) shall be paid by each Fire District as they are required to meet the necessary expenses of the organization.

##### Meetings

The regular meetings shall be held quarterly on the third Thursday of the months of March, June, September and December.

There's a little more to the bylaws, but the info above is the meat of it. Please let me know if you'd like more information. We hope that the Kensington Fire Protection District would consider joining us at the Roundtable Discussion on September 22<sup>nd</sup>.

Thank you.

*Best,*

*Grace Santos*

District Secretary / Clerk  
Moraga-Orinda Fire District





# **NEW BUSINESS**

## AGENDA BILL

Subject: Hearing on report of costs to the Board of Directors regarding abatement of a public nuisance at 240 Lake Drive 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

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### BACKGROUND

At the direction of the Board of Directors, the Fire Department has completed the abatement of one declared public nuisance located at 240 Lake 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 2016 staff report and in Resolution No. 16-06 which specifically declared the subject property by exhibit a public nuisance at the July 27, 2016 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 240 Lake 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. 16-06.

The subject property was abated of the existing nuisance condition on August 19, 2016 under the supervision of the Fire Prevention Officer. Contractors from Oakland Hills Brush 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 14, 2016.

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 27, 2016, 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. 16-06 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 16-07, with Exhibit A as presented.
- Option No. 2: Adopt Resolution 16-07, with Exhibit A as amended.
- Option No. 3: Not adopt Resolution 16-07, 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 \$265.00 for their work. The administrative costs of \$916.75 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 \$1181.75 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. 16-07, 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 16-07

### 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 27, 2016 public meeting, the Kensington Fire Protection Board of Directors directed the Fire Chief or his designee through Resolution No. 16-06, 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 at 240 Lake Dr, APN 570-232-011 ("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 14, 2016 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 14th Day of September 2016, by the following vote of the Board:

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

\_\_\_\_\_  
Don Dommer, President

ATTEST:

\_\_\_\_\_  
Larry Nagel, Secretary

Attachments: Exhibits A and B1

**EXHIBIT A**

Kensington  
List of Real Abated Properties  
9-14-2016

**APN**

**Street Address**

570-232-011

240 Lake Dr.

Oakland Hills Brush Clearing  
6114 La Salle Ave. #235  
Oakland, CA 94611  
(510)339-9991  
OaklandHillsBrushClearing.com

EXHIBIT B-1 page 1



## INVOICE

**BILL TO**  
E.C.F.D.  
10890 San Pablo Ave.  
El Cerrito, Ca. 94530

**INVOICE #** 3045  
**DATE** 09/05/2016  
**DUE DATE** 10/05/2016  
**TERMS** Net 30

---

ACTIVITY	AMOUNT
<b>Weed and brush clearing</b> 240 Lake Dr., Kensington. Fire Prevention clearing of weeds, vines, and drybrush in front yard areas in accordance with E.C.F.D. regulations. Work done on 8/19	265.00

Thank You for your business!

**BALANCE DUE**

**\$265.00**

Chris., sorry for the late invoicing.  
Richard



**EXHIBIT B-1 page 2**

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

**Property:**

Parcel Number: 570-232-011  
Property Address: 240 LAKE Dr. KENSINGTON CA. 94707  
Contact Address: 9201 DRAKE AVE. #3 EVANSTON, IL 60203  
  
Owner' Name: WORSTER, CAROL

**Abatement Work Performed:**

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

Date Work Performed: August 19, 2016

Work Performed By: Oakland Hills Brush Clearing  
6114 La Salle Ave. #235  
Oakland, CA. 94611  
510- 339-9991

Contracted Costs..... \$265.00

Administrative Costs: Fire District Administration, Investigation,  
Boundary Determination and Supervision fees  
4 Hr 45min X \$193.00/hr ..... \$916.75

Property Tax collection fee N/C

County Recording and  
Administration fees N/C

**TOTAL ABATEMENT COST: \$1181.75**

Certified by: \_\_\_\_\_ Date: \_\_\_\_\_

Chris Renshaw  
Fire Prevention Officer  
Page 2

Exhibit B-1 page 3

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

**240 Lake Dr. APN# 570-232-011**

5/24/2016 - Initial inspection and notice.....15 min @ \$193.00/hr.....	\$48.25
7/25/2016 - Reinspection .....15 min @ 193.00/hr.....	48.25
7/27/2016- Office work and attend Fire District Board meeting Abatement Hearing.....60min@193.00/hr.....	193.00
7/28/2016 – Second notice.....15 min @ 193.00/hr.....	48.25
8/9/2016- Reinspection.....15 min @ 193.00/hr.....	48.25
8/11/2016 - Vendor bid inspection.....30 min @ 193.00/hr.....	96.50
8/19/2016 - Vendor observation / inspection.....15 min @ 193.00/hr.....	48.25
9/14/2016- Office work and attend Fire District Board Meeting Cost Hearing.....60 min @ 193.00/hr.....	193.00
9/28/2016 - County Record Abatement Martinez.....60 min @ 193.00/hr.....	193.00
<hr/>	
<b>TOTAL ADMINISTRATIVE COST.....</b>	<b>\$916.75</b>

RESOLUTION 16-08

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 2016-2017

WHEREAS, the Board of Directors of the Kensington Fire Protection District has developed and adopted by Resolution on June 8, 2016 a preliminary Combined Revenue, Operating Expense and Capital Improvement Budget for Fiscal Year 2016-2017; 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 2016-2017; 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 16-05 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 2016-2017 at least 14 days prior to September 14, 2016; and

WHEREAS, the laws of the State of California require the Kensington Fire Protection District to adopt a final budget for the 2016-2017 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 2016-2017, 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 14th day of September 2016 by the following vote of the Board:

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

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Don Dommer, President

ATTEST:

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Larry Nagel, Secretary

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2016-2017

	FY 2015-2016 Budget	FY 2015-2016 Actual	FY 2016-2017 Budget	FY 2017-2018 Planning
<b>REVENUE BUDGET</b>				
Property Taxes	3,328,995	3,466,307	3,570,295	3,641,700
Special Taxes	200,345	200,345	200,287	200,287
Other tax income	27,000	26,734	26,000	26,000
Interest income	9,000	17,866	20,000	5,000
Lease agreement	1	1	1	0
Salary reimb agreement	51,586	50,344	54,600	55,930
Miscellaneous income	0	42,024	0	0
<b>Total Revenue</b>	<b>3,616,928</b>	<b>3,803,621</b>	<b>3,871,184</b>	<b>3,928,918</b>
<b>OPERATING EXPENSE BUDGET</b>				
	FY 2015-2016 Budget	FY 2015-2016 Actual	FY 2016-2017 Budget	FY 2017-2018 Planning
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
Accounting	4,500	4,590	5,000	5,250
Actuarial Valuation	3,500	3,400	0	3,500
Audit	13,000	13,000	13,000	13,650
CC County Expenses	32,795	31,763	33,350	35,020
EI Cerrito Contract	2,369,530	2,369,530	2,552,869	2,654,985
Fire Abatement Contract	8,000	500	8,000	8,000
Insurance - Risk Mgmt	11,490	11,998	12,110	12,715
LAFCO Fees	1,800	1,801	1,850	1,900
Legal Fees	30,000	4,521	30,000	30,000
Water System Improvements	185,000	91,366	20,000	20,000
Wildland Vegetation Mgmt	10,000	5,630	10,000	10,000
<b>RETIREE MEDICAL BENEFITS**</b>				
PERS Medical (OPEB cost)	21,330	21,609	36,850	0
Delta Dental	2,735	2,555	5,770	0
Vision Care	745	695	1,775	0
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	13,000	8,025	13,000	13,000
Community Pharmaceutical Drop-Off	2,500	3,344	5,000	5,000
Vial of Life Program	200	0	200	200
CERT Kits/Sheds/Preparedness	35,000	5,757	30,000	15,000
Open Houses	750	1,127	750	1,200
Community Shredder	3,500	2,757	3,500	3,500
DFSC Matching Grants	4,000	4,225	5,000	5,000
Demonstration Garden	5,000	0	10,000	5,000
Community Sandbags	6,000	4,038	6,000	6,000
<b>DISTRICT ACTIVITIES</b>				
Professional Development	5,000	4,538	5,000	5,000
District Office				
Office expense	3,500	3,119	3,500	3,500
Office supplies	2,500	1,679	2,500	2,500
Telephone	8,455	7,476	8,000	8,400
Election	0	0	1,000	0
Firefighter's Apparel & PPE	1,500	1,228	27,000	1,500
Firefighters' Expenses	10,000	9,038	10,000	10,000
Staff Appreciation	2,500	1,264	4,000	2,500
Memberships	7,230	7,309	7,675	8,060
P/S Building				
Needs Assessment/Feasibility Study *	40,000	19,991	125,000	0
Emergency Repair of Storage Room *	45,000	33,640	0	0
Gardening service	2,000	1,280	2,000	2,000
Building alarm	2,000	1,444	2,000	2,000
Medical waste disposal	4,000	2,985	3,500	4,000
Janitorial	1,500	1,260	1,500	1,500
Misc. Maint/Improvements	12,500	8,298	12,000	12,000

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2016-2017

PG&E	7,500	6,616	7,500	7,500
Water/Sewer	1,665	1,780	1,900	1,995
Garbage	1,080	346	0	0
<b>Staff</b>				
Wages	78,104	78,113	83,113	84,760
Longevity Pay	1,000	1,000	1,000	1,000
Overtime Wages	1,300	1,183	1,350	1,400
Vacation Wages Accrual Adjustment	0	2,497	766	0
Medical/dental insurance compensation	7,800	7,800	8,190	8,600
Retirement Contribution	5,934	5,937	6,317	6,442
Payroll Taxes	7,030	7,033	7,493	7,674
Insurance - Workers Comp/Life	1,800	1,454	1,600	1,800
Processing	1,505	1,445	1,515	1,590
Operating Contingency Fund	<u>25,000</u>	<u>0</u>	<u>25,000</u>	<u>25,000</u>
<b>Total Operating Expense</b>	<b>3,051,825</b>	<b>2,811,982</b>	<b>3,164,441</b>	<b>3,059,637</b>
<b>Capital Outlay</b>				
Type I Engine	350,000	349,689	0	0
Firefighter qtrs/equip	15,000	10,526	15,000	15,000
Apparatus Bay Construction	370,000	359,517	0	0
Office Furniture/Computers	<u>5,000</u>	<u>4,647</u>	<u>5,000</u>	<u>0</u>
<b>Total Capital Outlay</b>	<b>740,000</b>	<b>724,379</b>	<b>20,000</b>	<b>15,000</b>
<b>TOTAL EXPENDITURES</b>	<b>3,791,825</b>	<b>3,536,361</b>	<b>3,184,441</b>	<b>3,074,637</b>

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

\* During audit preparation it was determined to reclassify these two expenditures from Capital Outlay to Building Expense.

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

**Designated Funds (see attached schedules)**

Engine Replacement Fund	41,994	41,994	117,874	117,874
Public Safety Building Fund	<u>432,486</u>	<u>432,486</u>	<u>1,089,786</u>	<u>931,377</u>
	474,480	474,480	1,207,660	1,049,251
	FY 2015-2016	FY 2015-2016	FY 2016-2017	FY 2017-2018
	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Planning</u>
Beginning Cash	5,829,574	6,000,755	5,853,180	6,539,922
Revenue	3,616,928	3,803,621	3,871,184	3,928,918
Operating Expenditures	-3,051,825	-2,811,982	-3,164,441	-3,059,637
Capital Expenditures	-740,000	-724,379	-20,000	-15,000
Accrual to Cash Adjustment		-414,836		
<b>ENDING CASH</b>	<b>5,654,676</b>	<b>5,853,180</b>	<b>6,539,922</b>	<b>7,394,202</b>
<b>Cumulative Designated Funds</b>				
Capital Replacement Funds	-1,210,765	-1,210,765	-2,418,425	-2,260,016
Prepaid CERBT - Retiree Trust	-1,000,148	-1,004,837	-1,004,837	-1,004,837
El Cerrito Contract 12 month set aside	-2,369,530	-2,369,530	-2,552,869	-2,654,985
<b>AVAILABLE CASH</b>	<b>1,074,233</b>	<b>1,268,048</b>	<b>563,791</b>	<b>1,474,364</b>

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

**SCHEDULE FOR REPLACEMENT OF EQUIPMENT**

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

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

**SAVINGS SCHEDULE FOR BUILDING IMPROVEMENTS/RENOVATION/REPLACEMENT**

Adjusted for 4% <u>Inflation</u>	Fiscal <u>Year</u>	Yearly <u>Contribution</u>	Accumulated <u>Reserves</u>
	12-13	100,000	100,000
	13-14	104,000	204,000
	14-15	108,160	312,160
	15-16	432,486	744,646
	16-17	1,089,786	1,834,432
	17-18	931,377	2,765,810
	18-19	968,632	3,734,442

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

# **BOARD REPORTS**



TRANSMITTAL - APPROVAL

O: Auditor Controller of Contra Costa County.

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

KENSINGTON FPD										PY/CY:
TRANSMITTAL - APPROVAL										BATCH #:
Invoices										DATE :
										LOCATION #:
										FILENAME:
VEND #	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND / ORG	SUB-ACC	TASK	ACTIVITY	ENGINE	PAYMENT	
00982	Delta Dental	8/1/2016	BE001728254 Aug dental	7840	1061				1,189.07	
01169	CalPERS	06/14/16	7072901257 Aug medical	7840	1061				<del>8,148.96</del>	
01406	KFPD Revolving Fund	08/04/16	Reimburse revolving fund	7840	2490				21,784.24	
01634	Vision Service Plan	07/21/16	001027770001 Aug vision	7840	1061				346.72	
02120	City of El Cerrito	08/01/16	Aug fire protection	7840	2328				208,317.08	
50180	Mack5	7/31/2016	3295 project mgmt	7840	2490				441.70	
	RossDrulisCusenbery	7/31/2016	2016029-1 arch fees	7840	2490				14,859.50	
<b>TOTAL</b>										<b>255,067.27</b>

7732.27

254,670.58

Kensington FPD Approval  
 Date: 8/14/16  
*Tracy H. Jones*  
 Date: 8/14/16

**ALBANY, EL CERRITO AND KENSINGTON  
PRESENTS:**

# **Tri-City Safety Day**

## **Saturday, September 17, 2016**

**11:00 a.m. to 3:00 p.m.**

**El Cerrito Plaza**



## **Safety Information and Demonstrations**

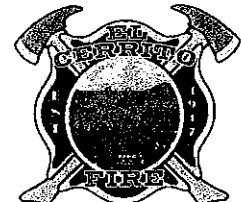
**Special Guest Appearances by McGruff the Crime Dog,  
Sparky the Fire Dog & Smokey Bear!**

**Sponsored by the El Cerrito and Albany  
Fire Departments and the Kensington  
Fire Protection District**

**For More Details, Call:**

**Phone: 510-215-4450**

**E-mail: [fire@ci.el-cerrito.ca.us](mailto:fire@ci.el-cerrito.ca.us)**



# The Fire Plug



INSIDE THIS ISSUE:

## Are You Prepared for the Threat of Wildfire?



Shredding Event on 10/29/16	2
CPR/First Aid Classes	2
Fire Prevention Week Open House	2
CERT Boot Camp	3
Pharmaceutical Disposal on 10/22/16	3
Tri-City Safety Day	3
Address Safety Tips	4

The State of California is now in its fifth year of drought conditions, drying out large swaths of undeveloped land.

Wildfires have burned throughout the summer in both northern and southern California consuming thousands of acres, hundreds of homes, and displacing many residents of the affected areas.

Living in Kensington is living in the Wildland Urban Interface (WUI). Nearly all of Kensington is designated by Cal Fire as a Very High Fire Hazard Severity Zone.

What can you do to protect your home and family? Be prepared!

First, ensure that your home has defensible space around it. The buffer zone that you create by removing weeds, brush, and overgrown vegetation helps to keep the fire away from your home and reduces the risk of flying embers. Defensible space is essential for structure survivability during wildland fire conditions. For a guideline on clearing around your home, see our

website at [www.kensingtonfire.org/safety/index.shtml](http://www.kensingtonfire.org/safety/index.shtml). You can also download the full fire hazard reduction guidelines, as adopted by our Board of Directors.

Second, be sure to prepare your home itself. Re-roof with fire resistant materials and clear all debris from gutters. Make sure any tree branches are not within 10 feet of your roof. Keep your deck or patio, and the area below it, clear of all combustible items and consider screening or enclosing raingutters.

For more ideas on how to prepare your home, request a copy of our Ready, Set, Go! brochure by calling us at 215-4450 or emailing [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org)

Third, know your evacuation routes. While there may not be a way to predict which direction a fire will come from ahead of time, you should know and practice several ways to exit your neighborhood.

Plan ahead and be prepared!

### KFPD BOARD OF DIRECTORS:

- *Don Dommer, President*
- *Janice Kosel, Vice President*
- *Larry Nagel, Secretary*
- *Joe de Ville, Director*
- *Nina Harmon, Director*

### KFPD STAFF:

- *Lance Maples, Chief*
- *Brenda Navellier, Manager*



## Fall Shredding Event

Back by popular demand—the Kensington Fire Protection District will be offering a second shredding event this year on **Saturday, October 29th from 10:00 a.m. to 2:00 p.m.**

This free event is open to all Kensington residents to dispose of excess papers (fire hazards) in your household.

A mobile shredding truck will be parked at the Community Center/Library parking lot during the designated time and can destroy all papers on

site. There is no limit to the amount of shredding material that you may bring and it is not necessary to remove staples or small paperclips.



All paper shredding is recycled by returning it to a paper mill. If you have any questions about this event, please contact us at (510) 215-4450.

## Upcoming CPR/First Aid Classes

Interested in taking CPR and/or First Aid classes? KFPD provides this important, life-saving training to the community right here in Kensington. These classes are an integral part of the Kensington community's designation as a "Heart Safe Community". Classes take place at the Arlington Community Church (52 Arlington Avenue).

Upcoming scheduled classes for the remainder of the 2016 year are:

Saturday, October 22nd

Saturday, December 3rd

The cost for residents is \$39 for CPR or \$78 for CPR and First Aid. Space is limited and classes frequently sell out. Call (510) 215-4450 to register or email [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org).

## Annual Fire Prevention Week Open House



The Kensington Fire Protection District will be observing National Fire Prevention Week by opening its doors to the public for its annual Open House.

Everyone is welcome to drop by the fire station on **Saturday, October 15th** between the hours of 10:00 a.m. to 2:00 p.m.

This is a good opportunity to meet your local firefighters and tour the station. Bring the kids and sit in the fire engine. Curious about firefighting?—ask questions and learn what it takes to become a firefighter and a paramedic.

There will be light refreshments served.



## Get Ready with CERT Boot Camp

Utilizing the national Community Emergency Response Team training curriculum, the Kensington-El Cerrito Fire Department provides training to its residents to help them be prepared in the event of a disaster.

Upcoming training opportunities include our day-long CERT Boot Camp which will take place in the fall on **Saturday, November 5th**. The class is from 8:00 a.m. until 5:00 p.m. at the Arlington Community Church (52 Arlington Avenue.) in Kensington. This class is a non-certified, condensed format of our 8-week long CERT class but touches on all of the same topics (disaster medical, fire suppression and utility control, search and rescue, etc.).

Contact us at (510) 215-4450 or email [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org) to register. CERT classes are free of charge.



## Pharmaceutical Disposal

KFPD and KPPCSD will be joining together on **Saturday, October 22nd** to provide Kensington residents a free pharmaceutical drop off event.

This event will take place at the Kensington Public Safety Building (217 Arlington Avenue) from 10:00 a.m. until 2:00 p.m.

This program is made possible through the DEA's "Got Drugs?" campaign to safely dispose of unwanted or expired medications. Fire and police personnel will be available to accept medications including narcotics, pills, syrups, inhalers, etc. We do not accept any household hazardous waste.

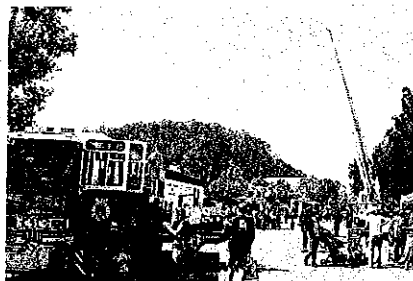
Call (510) 215-4450 or (510) 526-4141 with any questions about this event.

## Tri-City Safety Day at El Cerrito Plaza

Join us at the annual Tri-City Safety Day on **Saturday, September 17th** from 11:00 a.m. to 3:00 p.m.

The concept of this event is to bring agencies that provide safety services together and interact with the public.

This event is both fun and informational with demonstrations such as the Jaws of Life by the Fire Department and a K-9 demonstration by the El Cerrito Police Department.



Appearances from Cal Star Air Ambulance Helicopter; California Highway Patrol; U.C. Berkeley Bomb Unit; County Sheriffs Department; Richmond, El Cerrito and BART Police Departments; and Albany, El Cerrito, Kensington, and Richmond Fire Departments.

There will be fingerprinting for kids as well as balloons, fire hats, Smokey the Bear, Sparky the Fire Dog and McGruff the Crime Dog.

**KENSINGTON FIRE  
PROTECTION DISTRICT**

**Kensington Public Safety Building  
217 Arlington Avenue  
Kensington, CA 94708**

**Phone: (510) 527-8395  
Fax: (510)527-8396  
E-mail: [fire@kensingtonfire.org](mailto:fire@kensingtonfire.org)**

*When in Doubt—  
Call Us Out!*

**We're on the Web!  
[www.kensingtonfire.org](http://www.kensingtonfire.org)**



## Can We Find You in an Emergency?

For emergency personnel, mailman, UPS drivers, friends, and relatives who try to find your home there's nothing like knowing someone is out there waiting for your help, but you can't find them! Your address numbers can be a vital link to your safety. A

502

poorly-marked address can delay emergency response time when minutes and seconds make a difference between life and death.

Addresses covered by paint and shrubbery are hard to see. Night and weather conditions may affect their visibility also. Many obstacles can make identifying one home from the next time consuming-when seconds are critical! Also, let's not forget your local

Help us , help you!

A couple of helpful hints: on mailboxes, numbers should be three to four inches in height and should be located on both sides of the mailbox. Fire, police, and medical units may arrive from either direction. House numbers should be from four to six inches in height and easily visible at night. Also, for multiple homes located on a single driveway, the numbers should be posted at the beginning of the driveway and be clearly visible on the homes. For homes you can't see from the street, numbers should also be on a post located at the driveway leading directly to your home.



**California Special  
Districts Association**  
*Districts Stronger Together*

## MEMORANDUM

**DATE:** August 1, 2016  
**TO:** CSDA Members (Regular, Associate, and Business Affiliate)  
**FROM:** Bill Nelson, CSDA President  
Neil McCormick, Chief Executive Officer  
**SUBJECT:** 2017 CSDA Committee & Expert Feedback Team Participation

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CSDA's strength and effectiveness as an organization is directly related to our ability to involve the member district board members and staff and Business Affiliate members 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 or company (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 or company 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 14, 2016**. The selection and ratification of CSDA's 2017 committees will take place in November and selected participants will be notified by the end of November 2016. Committee participation begins in January 2017.

**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*

**2017 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/Company: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

**COMMITTEES:** We hope your District or Company 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 = 1<sup>st</sup> choice; 2 = 2<sup>nd</sup> choice; 3 = 3<sup>rd</sup> 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.





**California Special  
Districts Association**  
*Districts Stronger Together*

## Keep us updated and enjoy a cup of Joe on CSDA!

A Starbucks gift card will be emailed to the first 50 people to submit this questionnaire!

In order to keep our database as up to date as possible, and ensure your membership dues are billed correctly, please take a moment to complete the information below and fax this to the CSDA office at 916.442.7889 or email to [cassandras@csda.net](mailto:cassandras@csda.net).

Please print:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

District Name: \_\_\_\_\_

Annual Operating Revenue\* \$ \_\_\_\_\_

\*Annual operating revenue is defined as "the district's total operating revenue/income as of June 30, 2016. Reported revenue should not include one-time grants or straight pass-throughs. Any funding used to support agency operations such as payroll and other administrative expense should be included.

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### Are you taking advantage of your membership?

There are a wide variety of benefits that come with your membership. Are you taking advantage of them? A sampling of benefits is listed below. For a full list, please visit [www.csda.net](http://www.csda.net).

- Excellent educational programs with discounted member pricing
- Access to cost-effective risk management services and tax-exempt financings
- Career Center and job postings
- Listserv and other member communication tools
- Added-value benefit programs like the Special District Purchasing Card
- One-hour free legal advice per year/per district
- Online bookstore with discounted member pricing
- Free downloadable publications

Any questions? Contact Member Services at 877.924.2732 or [cassandras@csda.net](mailto:cassandras@csda.net).