

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

Date of Meeting: March 11, 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, Nina Harmon, Michael Kassarjian, Janice Kosel, and Laurence Nagel

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

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

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

CC 3. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #9 (APPROVE)**

CC 4. **APPROVAL OF MONTHLY FINANCIAL REPORT.** January/February 2015 (APPROVE)

CC 5. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** February 2015 (APPROVE)

6. **FIRE CHIEF'S REPORT**

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

7. **PRESIDENT'S REPORT**

OLD BUSINESS

8. Report on Goal Setting Workshop to be conducted in May 2015 - Chosen Facilitator, Brent Ives, BHI Management Consulting

9. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Nagel)
- b. Public Safety Building (de Ville/Harmon)
- c. Education (Kosel): Spring 2015 *Fire Plug*
- d. Contra Costa County/California Special Districts Assoc. (Nagel/Kassarjian): Contra Costa County Chapter CSDA Spring Newsletter

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, April 15, 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 4/15/15 is Wednesday, 4/1/15 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 4/8/15 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

CONSENT CALENDAR

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: KENSINGTON		
00982	Delta Dental	3/1/2015	BE001094814 Mar dental	7840	1061	1,189.07
01169	CalPERS	02/17/15	14480319 Apr medical	7840	1061	6,390.88
01288	Mack5	01/31/15	2897 - Jan proj mgmt	7840	2490	1,155.00
01406	KFPD	03/06/15	Reimburse revolving fund	7840	2490	11,193.15
01634	Vision Service Plan	02/19/15	00102770001 Mar vision	7840	1061	330.22
02120	City of El Cerrito	03/01/15	Mar fire protection	7840	2328	197,436.98
09892	Marvin Collins Construction	02/09/15	939-1 addtl const. docs	7840	2490	9,360.00
09892	Marvin Collins Construction	02/10/15	939-2 asbestos samples	7840	2490	1,082.00
12420	Meyers/Nave	02/24/15	2015010550 - legal counsel	7840	2490	395.28
TOTAL						228,232.58

Kensington FPD Approval

Date: 1/1/15

Date: 3/16/15

Paula M. Nave

March 6, 2015

Attachment to Transmittal 0315

Kensington Fire Protection District Revolving Fund 01406

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

<u>INVOICE</u> <u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
1/23/2015	Terminix - pest control	109.00
2/5/2015	PG&E - gas	173.20
2/5/2015	Office Depot - office supplies	42.26
2/1/2015	All-Ways Green Services - janitorial	105.00
2/4/2015	Pagepoint - website updates	31.50
1/22/2015	Comcast - internet	108.95
1/26/2015	Canepa Landscape Maint - gardener	120.00
2/17/2015	Payroll processing	54.50
2/17/2015	Payroll - 2/1-2/15/15	2,437.92
2/17/2015	Withholding payroll taxes 2/1-2/15/15	1,086.18
2/11/2015	Mechanics Bank - admin laptop, B/C flowers, etc.	2,336.51
2/18/2015	PG&E - electric	48.58
2/9/2015	EBMUD - water/wastewater	299.93
2/5/2015	AT&T - telephone	572.25
2/9/2015	Sprint - telephone	30.07
2/18/2015	Pagepoint - website updates	84.00
3/2/2015	Payroll processing	54.50
3/2/2015	Payroll - 2/16-2/28/15	2,412.62
3/2/2015	Withholding payroll taxes 2/16-2/28/15	1,086.18
	Total	11,193.15

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

Kensington Fire Protection District
Balance Sheet
As of February 11, 2015

	Feb 11, 15
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	4,778.51
General Fund	790,434.65
Special Tax Fund	3,428.39
Capital Fund	4,987.77
Total Checking/Savings	803,829.32
Accounts Receivable	
Due from County for Reimb.	13,884.66
Accounts Receivable	1,645.14
Advance on Taxes	1,532,702.93
Advance on Supplemental Taxes	42,752.27
Total Accounts Receivable	1,590,985.00
Other Current Assets	
Prepaid Services - EC	1,006,391.05
Prepaid Exp.	9,287.73
Prepaid CERBT - Retiree Trust	1,029,848.98
Investments	
Capital Replacement Funds	1,368,947.00
Fire Protect. Contract Reserves	2,415,339.00
Investments - Other	186,001.37
Total Investments	3,970,287.37
Total Other Current Assets	6,015,815.13
Total Current Assets	8,410,629.45
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	
Firefighters Qtrs/Equip	6,935.27
Apparatus Bay Construction	990.00
Computers/Furniture	1,017.71
Total Current Capital Outlay	8,942.98
Total Fixed Assets	1,637,733.45
TOTAL ASSETS	10,048,362.90
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	13,884.66
Due to Other - Issued by CCC	19,412.58
Total Accounts Payable	33,297.24
Other Current Liabilities	
El Cerrito Service Contract Pay	1,006,391.05
Wages & PR Taxes Payable	108.33
Total Other Current Liabilities	1,006,499.38
Total Current Liabilities	1,039,796.62
Total Liabilities	1,039,796.62

Kensington Fire Protection District

Balance Sheet

As of February 11, 2015

	<u>Feb 11, 15</u>
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	2,002,744.29
Net Income	1,793,202.73
Total Equity	<u>9,008,566.28</u>
TOTAL LIABILITIES & EQUITY	<u><u>10,048,362.90</u></u>

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

July 1, 2014 through February 11, 2015

	Jul 1, '14 - Feb 11, 15	Jul 1, '13 - Feb 11, 14	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,203,716.55	2,919,486.89	284,229.66	9.7%
Special Taxes	200,345.40	200,428.40	-83.00	0.0%
Other Tax Income	13,663.67	14,050.94	-387.27	-2.8%
Lease Agreement	0.00	31,514.00	-31,514.00	-100.0%
Interest Income	4,350.77	3,644.63	706.14	19.4%
Salary Reimbursement Agreement	28,988.61	27,828.66	1,159.95	4.2%
Miscellaneous Income	13,408.57	14,266.11	-857.54	-6.0%
Total Income	3,464,473.57	3,211,219.63	253,253.94	7.9%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,796.45	1,760.39	36.06	2.1%
Contra Costa County Expenses	2,702.86	2,711.15	-8.29	-0.3%
El Cerrito Contract Fee	1,408,947.47	1,377,153.21	31,794.26	2.3%
Water System Improvements	110,000.00	0.00	110,000.00	100.0%
Fire Abatement Contract	0.00	865.00	-865.00	-100.0%
Risk Management Insurance	11,523.00	10,601.00	922.00	8.7%
Professional Fees				
Accounting	2,080.00	1,933.75	146.25	7.6%
Actuarial Valuation	0.00	2,500.00	-2,500.00	-100.0%
Audit	13,025.00	12,000.00	1,025.00	8.5%
Legal Fees	2,541.78	1,536.30	1,005.48	65.5%
Total Professional Fees	17,646.78	17,970.05	-323.27	-1.8%
Wildland Vegetation Mgmt	3,045.00	5,320.00	-2,275.00	-42.8%
Total OUTSIDE PROFESSIONAL SER...	1,555,661.56	1,416,380.80	139,280.76	9.8%
RETIREE MEDICAL BENEFITS				
PERS Medical	14,977.52	34,176.68	-19,199.16	-56.2%
Delta Dental	1,703.36	4,373.32	-2,669.96	-61.1%
Vision Care	463.36	1,193.32	-729.96	-61.2%
Total RETIREE MEDICAL BENEFITS	17,144.24	39,743.32	-22,599.08	-56.9%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,779.20	4,310.60	468.60	10.9%
Comm. Pharmaceutical Drop-Off	773.38	238.14	535.24	224.8%
Vial of Life Program	0.00	114.27	-114.27	-100.0%
Open Houses	253.51	287.48	-33.97	-11.8%
Total COMMUNITY SERVICE ACTIVITI...	5,806.09	4,950.49	855.60	17.3%
DISTRICT ACTIVITIES				
Firefighter's Apparel	0.00	616.75	-616.75	-100.0%
Firefighters' Expenses	1,793.99	0.00	1,793.99	100.0%
Airpacks Expense	0.00	15,561.45	-15,561.45	-100.0%
Staff Appreciation	1,366.31	1,487.10	-120.79	-8.1%
Professional Development	3,736.41	3,123.38	613.03	19.6%
Building Maintenance				
Janitorial Service	840.00	822.55	17.45	2.1%
Medical Waste Disposal	1,648.56	1,311.61	334.95	25.5%
Building alarm	100.00	100.00	0.00	0.0%
Gardening service	600.00	1,330.00	-730.00	-54.9%
Miscellaneous Maint.	5,038.35	8,376.38	-3,338.03	-39.9%
Total Building Maintenance	8,224.91	11,940.54	-3,715.63	-31.1%
Building Utilities/Service				
Garbage	682.68	621.24	61.44	9.9%
Gas and Electric	4,357.90	4,744.22	-386.32	-8.1%
Water/Sewer	1,068.92	726.52	342.40	47.1%
Total Building Utilities/Service	6,109.50	6,091.98	17.52	0.3%
Election	399.18	0.00	399.18	100.0%
Memberships	5,886.00	5,519.00	369.00	6.7%
Office				
Office Expense	1,271.80	483.09	788.71	163.3%
Office Supplies	786.55	311.15	475.40	152.8%
Telephone	4,256.98	3,567.83	689.15	19.3%
Total Office	6,315.33	4,362.07	1,953.26	44.8%
Total DISTRICT ACTIVITIES	33,833.63	48,702.27	-14,868.64	-30.5%
Staff				
Wages	43,813.12	43,810.54	2.58	0.0%
Longevity Pay	1,000.00	0.00	1,000.00	100.0%
Overtime Wages	135.41	270.74	-135.33	-50.0%
Medical/dental ins compensation	4,550.00	4,200.00	350.00	8.3%
Retirement Contribution	3,329.74	2,190.49	1,139.25	52.0%
Payroll Taxes	3,789.31	3,589.32	199.99	5.6%
Workers Compensation/Life Ins	1,318.34	1,738.61	-420.27	-24.2%
Payroll Processing	889.40	868.50	20.90	2.4%
Total Staff	58,825.32	56,668.20	2,157.12	3.8%

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

July 1, 2014 through February 11, 2015

	Jul 1, '14 - Feb 11, 15	Jul 1, '13 - Feb 11, 14	\$ Change	% Change
Total Expense	1,671,270.84	1,566,445.08	104,825.76	6.7%
Net Ordinary Income	1,793,202.73	1,644,774.55	148,428.18	9.0%
Other Income/Expense				
Other Income				
Transfers In - Capital	201,615.00	197,455.00	4,160.00	2.1%
Transfers In - General	1,462.04	130,844.72	-129,382.68	-98.9%
Total Other Income	203,077.04	328,299.72	-125,222.68	-38.1%
Other Expense				
Transfers Out - Capital	1,462.04	1,844.72	-382.68	-20.7%
Transfers Out - Special	199,000.00	129,000.00	70,000.00	54.3%
Transfers Out - General	2,615.00	197,455.00	-194,840.00	-98.7%
Total Other Expense	203,077.04	328,299.72	-125,222.68	-38.1%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,793,202.73	1,644,774.55	148,428.18	9.0%

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

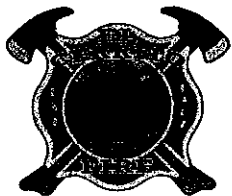
July 2014 through January 2015

	Jul '14 - Jan 15	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,203,716.55	2,982,110.00	221,606.55	107.4%
Special Taxes	200,345.40	200,428.00	-82.60	100.0%
Other Tax Income	13,663.67	15,000.00	-1,336.33	91.1%
Lease Agreement	0.00	1.00	-1.00	0.0%
Interest Income	4,350.77	2,717.50	1,633.27	160.1%
Salary Reimbursement Agreement	28,988.61	29,829.35	-840.74	97.2%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	13,408.57	0.00	13,408.57	100.0%
Total Income	3,464,473.57	3,230,085.85	234,387.72	107.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,796.45	1,850.00	-53.55	97.1%
Contra Costa County Expenses	2,702.86	2,857.00	-154.14	94.6%
El Cerrito Contract Fee	1,408,947.47	1,408,947.75	-0.28	100.0%
Water System Improvements	110,000.00	110,000.00	0.00	100.0%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	11,523.00	11,525.00	-2.00	100.0%
Professional Fees				
Accounting	2,080.00	2,450.00	-370.00	84.9%
Audit	13,025.00	13,000.00	25.00	100.2%
Legal Fees	2,541.78	17,500.00	-14,958.22	14.5%
Total Professional Fees	17,646.78	32,950.00	-15,303.22	53.6%
Wildland Vegetation Mgmt	3,045.00	5,350.00	-2,305.00	56.9%
Total OUTSIDE PROFESSIONAL SER...	1,555,661.56	1,581,479.75	-25,818.19	98.4%
RETIREE MEDICAL BENEFITS				
PERS Medical	14,977.52	11,649.15	3,328.37	128.6%
Delta Dental	1,490.45	1,490.40	0.05	100.0%
Vision Care	463.36	405.40	57.96	114.3%
Total RETIREE MEDICAL BENEFITS	16,931.33	13,544.95	3,386.38	125.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,747.70	7,583.31	-2,835.61	62.6%
Comm. Pharmaceutical Drop-Off	773.38	1,250.00	-476.62	61.9%
Vial of Life Program	0.00	125.00	-125.00	0.0%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	253.51	750.00	-496.49	33.8%
Community Shredder	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	5,774.59	9,708.31	-3,933.72	59.5%
DISTRICT ACTIVITIES				
Firefighter's Apparel	0.00	0.00	0.00	0.0%
Firefighters' Expenses	1,793.99	3,000.00	-1,206.01	59.8%
Engine Rescue Equipment	0.00	0.00	0.00	0.0%
Staff Appreciation	1,366.31	2,500.00	-1,133.69	54.7%
Professional Development	1,883.00	1,100.00	783.00	171.2%
Building Maintenance				
Janitorial Service	735.00	875.00	-140.00	84.0%
Medical Waste Disposal	1,646.56	2,331.00	-684.44	70.6%
Building alarm	100.00	250.00	-150.00	40.0%
Gardening service	480.00	1,400.00	-920.00	34.3%
Miscellaneous Maint.	4,929.35	7,291.62	-2,362.27	67.6%
Total Building Maintenance	7,890.91	12,147.62	-4,256.71	65.0%
Building Utilities/Service				
Garbage	682.68	655.00	27.68	104.2%
Gas and Electric	4,184.70	4,202.87	-18.17	99.6%
Water/Sewer	1,068.92	657.48	411.44	162.6%
Total Building Utilities/Service	5,936.30	5,515.35	420.95	107.6%
Election	399.18	1,000.00	-600.82	39.9%
Memberships	5,888.00	5,800.00	88.00	101.5%
Office				
Office Expense	1,271.80	2,041.62	-769.82	62.3%
Office Supplies	744.29	1,458.31	-714.02	51.0%
Telephone	4,148.03	3,876.25	271.78	107.0%
Total Office	6,164.12	7,376.18	-1,212.06	83.6%
Total DISTRICT ACTIVITIES	31,321.81	38,439.15	-7,117.34	81.5%
Staff				
Wages	43,813.12	43,814.12	-1.00	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	135.41	758.31	-622.90	17.9%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	4,550.00	4,550.00	0.00	100.0%
Retirement Contribution	3,329.74	3,330.81	-1.07	100.0%
Payroll Taxes	3,789.31	4,093.00	-303.69	92.6%
Workers Compensation/Life Ins	1,318.34	1,800.00	-481.66	73.2%

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

July 2014 through January 2015

	Jul '14 - Jan 15	Budget	\$ Over Budget	% of Budget
Payroll Processing	834.90	835.00	-0.10	100.0%
Total Staff	58,770.82	60,181.24	-1,410.42	97.7%
Contingency	0.00	14,583.31	-14,583.31	0.0%
Total Expense	1,668,460.11	1,717,936.71	-49,476.60	97.1%
Net Ordinary Income	1,796,013.46	1,512,149.14	283,864.32	118.8%
Other Income/Expense				
Other Income				
Transfers In - Capital	201,615.00			
Transfers In - General	1,462.04			
Total Other Income	203,077.04			
Other Expense				
Transfers Out - Capital	1,462.04			
Transfers Out - Special	199,000.00			
Transfers Out - General	2,615.00			
Total Other Expense	203,077.04			
Net Other Income	0.00			
Net Income	1,796,013.46	1,512,149.14	283,864.32	118.8%



EL CERRITO FIRE DEPARTMENT

Memorandum

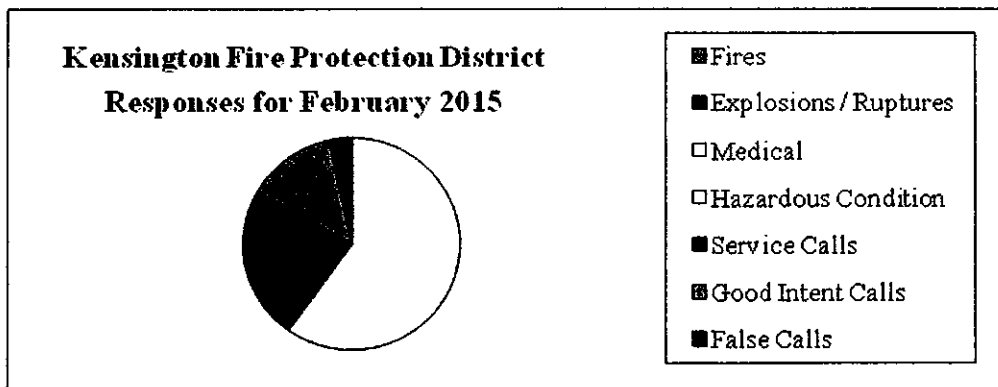
March 1, 2015

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

There were 30 incidents that occurred during the month of February 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 48 calls in all districts, including Tilden Park.

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>	18	60.00%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	0	0.00%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	7	23.33%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	4	13.33%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	1	3.33%
Totals		30	100.00%



Kensington Fire Protection District Response Log for February 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1500325	01-Feb-15 18:36:11	201 AMHERST AVE	Kensington	E65	321
2	1500327	01-Feb-15 22:39:15	101 KENYON AVE	Kensington	E65	321
3	1500345	04-Feb-15 09:25:15	246 CAMBRIDGE AVE	Kensington	E65	321
4	1500348	04-Feb-15 13:17:58	484 BELOIT AVE	Kensington	E65	321
5	1500351	04-Feb-15 20:09:10	25 ELDRIDGE CT	Kensington	E65	321
6	1500360	05-Feb-15 17:51:54	134 WINDSOR AVE	Kensington	E65	554
7	1500373	06-Feb-15 17:40:42	136 HIGHLAND BLVD	Kensington	E65	600
8	1500377	07-Feb-15 17:00:31	268 LOS ALTOS DR	Kensington	E65	321
9	1500378	07-Feb-15 17:56:54	334 COVENTRY DR	Kensington	E65	321
10	1500394	09-Feb-15 11:26:47	719 COVENTRY	Kensington	E65	553
11	1500398	09-Feb-15 13:12:32	201 AMHERST AVE	Kensington	E65	321
12	1500399	09-Feb-15 14:44:08	325 BERKELEY PARK BLVD	Kensington	E65	322
13	1500414	11-Feb-15 04:23:12	65 NORWOOD AVE	Kensington	E65	321
14	1500427	12-Feb-15 22:04:33	134 WINDSOR AVE	Kensington	E65	553
15	1500429	13-Feb-15 01:03:51	20 HIGHGATE RD	Kensington	E65	321
16	1500448	15-Feb-15 01:00:07	719 COVENTRY DR	Kensington	E65	553
17	1500457	16-Feb-15 16:28:12	156 HIGHLAND BLVD	Kensington	E65	553
18	1500466	17-Feb-15 18:15:16	307 RUGBY AVE	Kensington	E65	321
19	1500467	17-Feb-15 19:42:58	20 KENILWORTH DR	Kensington	E65	321
20	1500471	18-Feb-15 10:30:31	8 ANSON WAY	Kensington	E71	745
21	1500481	19-Feb-15 14:02:04	32 SUNSET DR	Kensington	E65	321
22	1500482	19-Feb-15 14:47:21	59 ARLINGTON AVE	Kensington	E65	551
23	1500512	22-Feb-15 09:46:05	OBERLIN AVE	Kensington	E65	600
24	1500515	22-Feb-15 17:42:53	3927 SAN PABLO DAM RD	Kensington	E66	611R
25	1500542	25-Feb-15 14:34:20	266 GRIZZLY PEAK BLVD	Kensington	E65	321
26	1500543	25-Feb-15 16:19:26	63 HIGHLAND BLVD	Kensington	E65	321
27	1500554	26-Feb-15 21:23:22	21 NORWOOD AVE	Kensington	E65	321
28	1500559	27-Feb-15 14:10:00	YALE AVE	Kensington	E65	552
29	1500568	28-Feb-15 10:37:19	523 COVENTRY DR	Kensington	E65	600
30	1500575	28-Feb-15 19:54:58	49 NORWOOD AVE	Kensington	E65	554

* 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 February 2015

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1500322	01-Feb-15 09:34:51	8535 BETTY LN	El Cerrito	E65	740
2	1500325	01-Feb-15 18:36:11	201 AMHERST AVE	Kensington	E65	321
3	1500327	01-Feb-15 22:39:15	101 KENYON AVE	Kensington	E65	321
4	1500333	03-Feb-15 08:54:26	10203 SAN PABLO AVE	El Cerrito	E65	671
5	1500345	04-Feb-15 09:25:15	246 CAMBRIDGE AVE	Kensington	E65	321
6	1500348	04-Feb-15 13:17:58	484 BELOIT AVE	Kensington	E65	321
7	1500351	04-Feb-15 20:09:10	25 ELDRIDGE CT	Kensington	E65	321
8	1500360	05-Feb-15 17:51:54	134 WINDSOR AVE	Kensington	E65	554
9	1500373	06-Feb-15 17:40:42	136 HIGHLAND BLVD	Kensington	E65	600
10	1500377	07-Feb-15 17:00:31	268 LOS ALTOS DR	Kensington	E65	321
11	1500378	07-Feb-15 17:56:54	334 COVENTRY DR	Kensington	E65	321
12	1500389	08-Feb-15 22:00:45	6903 STOCKTON AVE	El Cerrito	E65	321
13	1500394	09-Feb-15 11:26:47	719 COVENTRY	Kensington	E65	553
14	1500396	09-Feb-15 11:47:29	52 KINGSTON DR	Kensington	E65	611F
15	1500398	09-Feb-15 13:12:32	201 AMHERST AVE	Kensington	E65	321
16	1500399	09-Feb-15 14:44:08	325 BERKELEY PARK BLVD	Kensington	E65	322
17	1500414	11-Feb-15 04:23:12	65 NORWOOD AVE	Kensington	E65	321
18	1500419	12-Feb-15 09:26:34	10203 SAN PABLO AVE	El Cerrito	E65	611F
19	1500420	12-Feb-15 10:10:49	4010 EL CERRITO PLZ	El Cerrito	E65	611M
20	1500427	12-Feb-15 22:04:33	134 WINDSOR AVE	Kensington	E65	553
21	1500429	13-Feb-15 01:03:51	20 HIGHGATE RD	Kensington	E65	321
22	1500438	13-Feb-15 17:43:24	512 SEAVIEW DR	El Cerrito	E65	118
23	1500448	15-Feb-15 01:00:07	719 COVENTRY DR	Kensington	E65	553
24	1500456	16-Feb-15 11:52:43	SCHMIDT LANE	El Cerrito	E65	122
25	1500457	16-Feb-15 16:28:12	156 HIGHLAND BLVD	Kensington	E65	553
26	1500466	17-Feb-15 18:15:16	307 RUGBY AVE	Kensington	E65	321
27	1500467	17-Feb-15 19:42:58	20 KENILWORTH DR	Kensington	E65	321
28	1500471	18-Feb-15 10:30:31	8 ANSON WAY	Kensington	E65	745
29	1500481	19-Feb-15 14:02:04	32 SUNSET DR	Kensington	E65	321
30	1500482	19-Feb-15 14:47:21	59 ARLINGTON AVE	Kensington	E65	551

31	1500491	20-Feb-15 10:28:50	7007 MOESER LN	El Cerrito	E65	745
32	1500503	21-Feb-15 08:13:40	10203 SAN PABLO AVE	El Cerrito	E65	744
33	1500507	21-Feb-15 14:43:05	7031 CUTTING BLVD	El Cerrito	E65	744
34	1500509	21-Feb-15 18:55:57	650 SEAVIEW DR	El Cerrito	E65	553
35	1500511	21-Feb-15 23:52:27	820 SHEVLIN DR	El Cerrito	E65	321
36	1500512	22-Feb-15 09:46:05	OBERLIN AVE	Kensington	E65	600
37	1500525	23-Feb-15 17:25:17	COLUSA AVE	El Cerrito	E65	322
38	1500530	23-Feb-15 23:48:44	10701 SAN PABLO AVE	Richmond	E65	743
39	1500531	24-Feb-15 00:00:36	1543 LIBERTY ST	El Cerrito	E65	321
40	1500535	24-Feb-15 14:12:14	TILDEN PARK	N/A	E65	321
41	1500542	25-Feb-15 14:34:20	266 GRIZZLY PEAK BLVD	Kensington	E65	321
42	1500543	25-Feb-15 16:19:26	63 HIGHLAND BLVD	Kensington	E65	321
43	1500549	26-Feb-15 09:42:16	10690 SAN PABLO AVE	El Cerrito	E65	381
44	1500550	26-Feb-15 10:05:45	225 EL CERRITO PLZ	El Cerrito	E65	900
45	1500554	26-Feb-15 21:23:22	21 NORWOOD AVE	Kensington	E65	321
46	1500559	27-Feb-15 14:10:00	YALE AVE	Kensington	E65	552
47	1500568	28-Feb-15 10:37:19	523 COVENTRY DR	Kensington	E65	600
48	1500575	28-Feb-15 19:54:58	49 NORWOOD AVE	Kensington	E65	554

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500	(Distress, Water/ Smoke/Odor Problems, Public Assists)
600	(Cancelled En Route, Wrong Location)
700	(Wrong Company/Unit Dispatched)

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

March 2015

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

In 2014 the El Cerrito-Kensington Fire Department's Fire Prevention Division continued to have a very busy and successful year. The major programs the Fire Prevention Division is involved with include: Mercantile Fire Safety Inspections, New Building Construction which includes plan reviews and field inspections, Public Education and our Weed Abatement Program. These four programs keep the Prevention Division extremely busy throughout the year and provide us with our greatest challenges and rewards.

Fire Safety Inspections

El Cerrito-Kensington has more than 500 businesses that are inspected annually by on-duty engine companies. There are typically six types of inspections our engine companies conduct. They are: General Fire Safety Inspections, Educational Facilities, Fire Sprinkler Inspections, Fire Alarm Inspections, Hazardous Occupancy Inspections and Commercial Cooking Fire Suppression (Hood & Duct) Inspections. Many of the businesses that are inspected by engine companies receive multiple inspections concurrently (e.g. Fire Safety, Fire Sprinkler and some require all six inspection types to be conducted). Of these 500 businesses, we had a 95% completion rate. The businesses that do not comply are forwarded to the Fire Prevention Officer to ensure Fire Code compliance is met. The result of our comprehensive Fire Safety Inspection Program is one of the lowest fire losses in commercial occupancies in the state.

New Building Construction Inspections

New building construction includes plan review, on site inspections and final inspections. In 2014, we completed 74 plan reviews and more than 30 construction site inspections. Construction site inspections conducted by the Prevention Division mainly focus on Life Safety Systems. The majority of these site inspections include fire sprinkler, fire alarm system installation and acceptance, water supply and hydrant spacing, commercial cooking facility fire suppression systems, emergency exiting and lighting.

Public Education

Our infant car seat installation program continues to be a great success, and continues to expand. This year there were 49 infant and child car seats installed for Kensington and El Cerrito residents. Our Fire Department car seat installers also worked with John Muir Hospital hosting a car seat installation workshop and have participated in other car seat installation workshops throughout the region installing car seats with John Muir Hospital staff. In addition to installing the car seats, our fire department installers train the new parents in how to correctly and safely install or transfer their car seats between their vehicles.

The Fire Safety Trailer continues to be a great success in public education. We have achieved this by being extremely active in seeking opportunities to educate the public in fire safety. The main avenues we reach the public is through fire station tours, going to public and private schools and other public events such as the Tri-City Safety Day, Fourth of July and the Halloween festival.

In addition, we conducted six CPR/First Aid classes for the public that has drawn 100 students. The citizens of Kensington and El Cerrito are excited and eager to seize every opportunity to learn about fire safety.

Weed Abatement Program

Our Weed Abatement program remains our most challenging and time consuming program, consuming hundreds of personnel hours. The program consists of inspecting every property within El Cerrito and Kensington, identifying fire hazards and having those fire hazards removed or brought into acceptable levels. After every property is inspected, a letter of non-compliance is sent to those properties and property owners that do not comply with the City's "Vegetation Management Standards". This year we sent out more than 300 notices of non-compliance and had all but two of the properties brought into compliance voluntarily. Kensington had 100% compliance. This was achieved through the hard diligent work of the Fire Prevention Department personnel, making hundreds of phone calls and numerous site visits educating property owners of the risk and standards they were to maintain.

OLD BUSINESS

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Ms. Brenda Navellier, Manager
El Cerrito-Kensington Fire District

February 4, 2015

Subject: Proposal to assist with Strategic Planning/Goal setting

Dear Ms. Navellier,

This letter/proposal outlines the basic approach that BHI Management Consulting will take for assisting the Staff and Board of Directors (Board) with a strategic planning effort. This project will result in strategic focus areas and goals as direction for the agency in the 3-5 year future.

The fee for the preparation and workshop session are included herein. Brent Ives will be the trainer/facilitator for this project. His professional resume and references for like projects are also included.

Approach -

The project will proceed as follows:

1. Consultant will first request and review all relevant documentation. Consultant will also meet via telephone with the Manager to discuss and guide the workshop approach and process. At this meeting the Manager can also advise the Consultant on any particular topics that should be examined with the members individually and/or at the upcoming workshop.
2. Consultant will meet with each of the Board members to assess the relevant past, status today and future for the agency. This allows the Consultant to collect and correlate individual perspectives on the future of the agency and correlate strategic areas and direction.
3. Consultant will facilitate an open Board workshop session to achieve deliverables of reviewing the agency Mission Statement, developing a Vision statement for the agency and establish strategic focus areas and goals. Consultant will apply numerous examples to the workshop from his years of experience as a consultant to public agencies, his classroom and on-line based training courses, as well as his 26 years as a public official. It is anticipated that this workshop would be between 3-4 hours. Consultant will provide results of the workshop in written form to the Manager.

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

Cost –

Given the necessary preparation and delivery of the workshop and report, BHI Management Consulting proposes the fee of the training to be \$3800.00 fixed fee, including expenses.

Summary –

Brent Ives and BHI are experienced consultants exclusively to special districts having completed nearly 100 strategic plans for public agencies on the west coast. We are confident that this approach will leave the agency with a clear roadmap for the 3-5 year future.

Consultant Resume –

Brent Ives, through two of his companies, BHI Management Consulting and GoodBoardWork.com, has worked with numerous Special Districts and Cities across the state dealing with organizational issues primarily in optimizing operational and governance approach as needed. He works with Boards, Councils and Commissions each week and has for 15 years. Brent serves as a faculty member on the Special Districts Governance Academy for Board members, teaching classes in "Evaluating the General Manager", "Foundations of Governance", "Setting Direction and Community Leadership" "Strategic Planning", and "The Board's Role in Human Resources". Brent has taught representative Board members and staff from well over 100 agencies across the state and Oregon. He is the Chapter Ambassador for the CSDA and teaches his own curriculum on Strategic Planning for Association sponsored classes across California. He is educated in Organizational Behavior at the University of San Francisco, 26 years experience as a Technical Manager for the Lawrence Livermore National Laboratory and 14 years as a City Council Member in the City of Tracy, California. Brent was the directly elected Mayor of Tracy for eight years between 2006 and 2014 and a member of the Altamont Commuter Express (commute rail service) Commission, a member of the South County Fire Protection Authority in San Joaquin County and is Chairman of the San Joaquin Council of Governments.

Brent and BHI Management Consulting bring unique perspective to the strategic planning process that differentiates them from other firms. Brent is also an experienced manager who has led groups of engineers and technicians on complex multi-million dollar projects for the Department of Energy at the Lawrence Livermore National Laboratory. The experience of being a seasoned

BHI MANAGEMENT CONSULTING

"Organizational Efficiency for Public Agencies"

elected official of 22 years, of being an experienced manager and of a solid education and experience in organizational behavior, coupled with his firm's focus on public agencies brings a unique perspective to the manager evaluation process. BHI has performed several similar projects for special districts and other public agencies in the recent past in your area. Those include:

- West County Sanitary District (Richmond) – EJ Shalaby, GM
- Oro Loma Sanitary District (San Lorenzo) – Jason Warner , GM
- City of Richmond Parks and Recreation Commission – Devone Boggan, DH
- Ross Valley Sanitary District – Mr. Greg Norby, GM
- Sacramento Metro Fire District, Chief Chris Holbrook
- Las Gallinas Valley Sanitary District – Mark Williams, GM
- West Bay Sanitary District – Phil Scott, GM
- Rodeo Sanitary District – Steve Beall, DM
- Mt. View Sanitary District – Neal Allen, DM
- Marin/Sonoma Vector-Mosquito Control District – Phil Smith, GM

I hope that this information adequately presents the qualifications necessary to fulfill your requirements to assist the Board with this workshop. Please feel free to call or email me with any questions or need for clarification. Your signature below and/or a purchase order or other formal notice to proceed will allow the project to begin.

Brent H. Ives

Brent H. Ives, Principal
BHI Management Consulting

Approved:

Brenda Navellier, Manager
El Cerrito-Kensington Fire Department

BOARD REPORTS

The Fire Plug

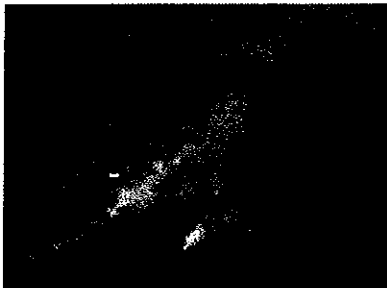


INSIDE THIS ISSUE:

The Community of Kensington and the Wildland Urban Interface

California is experiencing fire season year-round due to the extreme drought. This requires everyone to be on heightened alert for any threat of wildland fire.

If you live next to the Wildland Urban Interface (WUI) you must prepare your property and surrounding vegetation to provide firefighters the defensible space that they need to protect your home. The buffer zone you create helps keep the fire away from your home and reduces the risk from flying embers.



A home within one mile of a wildland fire can be threatened by wind driven embers, even if it is located outside the WUI and is far from the front of the fire. Fire resistant construction materials and the quality of the defensible space surrounding it are what give a home the best chance to survive a wildland fire.

You must be prepared well before the fire occurs by checking and maintaining the following:

Roofs

Clean leaves, limbs and pine needles from the valleys, rain gutters and end of barrel tiles on a regular basis.

Eaves

Embers can gather under the open eaves and ignite exposed wood or debris. Maintaining clean eaves or boxed-in eaves provides better protection.

Vents

Make sure all eaves and gable vents have screens to prevent wind-driven embers from entering the attic area.

Balconies/Decks

Use heavy timber or non-combustible construction material for decks. Enclose the underside of balconies and decks with a fire-resistant material to prevent any wind-driven from entering.

To learn more about preparing your home to withstand a fire, the Kensington Fire Protection District has a limited supply of "The Homeowner's Guide to Wildfire Prevention" available to residents only. Contact the District office at (510) 215-4450 to get your copy or email us at fire@kensingtonfire.org

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CPR/First Aid Classes	2
CERT Training Classes	2
Pharmaceutical Disposal Event	3
Annual Vegetation Mgmt Inspections	3
Car Seat Installations	4

KFPD BOARD OF

DIRECTORS:

Larry Nagel, President

Nina Harmon, Vice President

Michael Kassarjian, Secretary

Joe de Ville, Director

Janice Kosel, Director

KFPD STAFF:

Lance Maples, Chief

Brenda Navellier, Manager



Annual Shredding Event

It's time for annual spring cleaning! The Kensington Fire Protection District will hold its once-a-year shredding event on **Saturday, April 25, 2015**.

This popular event will take place from **10:00 a.m. until 2:00 p.m.** in the Kensington library parking lot (across from Arlington Community Church).

We encourage all Kensington homeowners to be fire safe so be sure to take advantage of this opportunity to clean out excess paper from your home and have it securely and safely disposed. All paper shredding is recycled by returning it to a paper mill. If you have any questions about this event, please contact (510) 215-4450.



Sign Up for CPR/First Aid Training

Your Fire District continues to offer CPR/First Aid training opportunities throughout the year. Our next two training sessions will be held on Saturday, April 25th and Saturday, August 15th. For more information, contact KFPD at (510) 215-4450. Priority registration is given to residents.

CERT Training Opportunities

The Kensington Fire Protection District offers training opportunities to prepare yourself and your family for a major disaster—CERT Training and CERT Boot Camp. To sign up for either of the following classes or to receive the 2015 training calendar, please contact Kensington Fire at (510) 215-4450 or email fire@kensingtonfire.org.

CERT BOOT CAMP:

CERT training opportunities include our day-long CERT Boot Camp which will take place in the spring on **Saturday, April 11th**. This class is from 8:00 a.m. until 5:00 p.m. at the Arlington Park Clubhouse (1120 Arlington Blvd.) in El Cerrito. This class is a non-certified, condensed format of our 8-week long CERT class but touches on all of the same topics.

Classes are free of charge.



CERT TRAINING:

Utilizing the national CERT curriculum, this 20-hour program is designed to assist residents of Kensington to be self-sufficient in the event of a disaster. The fall session will take place at the Arlington Community Church, 52 Arlington Avenue, Kensington on **Tuesday evenings from 6:30 to 9:00 p.m.** The final drill will take place on a Saturday. CERT participants receive free emergency preparedness items to complement their training. Sign up now or make-up a missed class to receive your training certificate.

8/25/15	Introduction to CERT
9/1/15	Disaster Psychology/DSW
9/8/15	Disaster Medical Part 1
9/15/15	Disaster Medical Part 2
9/22/15	Fire Suppression and Utility Control
9/29/15	Search and Rescue
10/6/15	CERT Organization
10/13/15	Terrorism Awareness
10/24/15	Simulation/Drill

(All Day at Fire Training Facility)

Pharmaceutical Disposal Event

KFPD will again be providing its on-going pharmaceutical disposal program to the Kensington community. This is a safe, convenient, and responsible means of disposing of prescription or over-the-counter drugs, while educating the general public about the potential for abuse of medications.

On **Saturday, May 9, 2015**, you can bring your unused/ unwanted medications to the Kensington fire station for safe disposal. We will be accepting medications on that day between the hours of **10:00 a.m. to 2:00 p.m.** No questions are asked.

We are no longer able to accept all medications. Narcotics (or controlled substances) will not be accepted and will need to be disposed of through the West County Household Hazardous Waste Program. We will accept all other medications including liq-

uids and sharps. We will not be accepting any household hazardous waste.

Please help keep toxins out of our water systems (do not flush unwanted medicines down the toilet!) and unused medications out of the hands of youths.



If you have any questions about this program please contact KFPD at (510) 215-4450.

Annual Vegetation Management Inspections

The community of Kensington is in a "Very High Fire Hazard Severity Zone".

Each year, during the spring months, Fire District personnel inspect every property in Kensington. These inspections are conducted via "drive-by". Inspections can also be complaint driven (if we cannot see the alleged hazard from the sidewalk). The Fire Prevention Officer will be checking properties to ensure that they comply with the Kensington Vegetation Management Standards that help keep Kensington a safe community.

The properties that do not comply will receive written notification from the Fire Prevention Officer. Reinspection of those properties in violation will then take place, followed by a KFPD Board of Directors hearing if the property is still not abated. This notification process is in place to remind homeowners that it is your responsibility to protect your home and the community from the devastating effects of wildfire. In past years, voluntary compliance from the residents has been outstanding and we look forward to full cooperation this year.

If you need guidance in resolving a fire hazard on your property or you would like a copy of our

Defensible Space brochure, please call the Fire Prevention Officer at (510) 215-4457 for assistance. We are happy to help!

Remember that you make the greatest difference in keeping your home, neighborhood and community more fire safe!

Vegetation management tips:

Trim tall trees up 10 feet from the ground. Remove dead and dying branches, loose and papery bark, and fallen branches.

Cut trees 10 feet back from chimney openings.

Install a spark arrestor on all chimneys and stovepipes.

Keep roof and decks free of leaves, needles, twigs or other dead vegetation.

Fire resistive plants and shrubs are recommended.

All abatement must be maintained throughout fire season.

For additional information:

Go to "www.kensingtonfire.org/safety/index.shtml" to download a file of the District's full vegetation management guidelines and a list of recommended plants and trees.

**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

*When in Doubt—
Call Us Out!*

We're on the Web!
www.kensingtonfire.org



Child Car Seat Installation

Drivers are responsible for proper installation of child safety seats. Properly installed child safety seats are critical for the survival of an infant or toddler involved in a car crash.

Since the correct installation of a child restraint system can be a challenge, KFPD offers free child safety seat inspections for Kensington residents only. Two of our firefighters are trained Child Safety Seat Technicians.

Residents who have installation problems or are unsure if their child safety seat is properly installed can contact KFPD for a free inspection by calling (510) 215-4450 or emailing: fire@kensingtonfire.org. It typically takes approximately one week for an appointment after we are contacted.

Please arrive at your appointment with the car seat installed and if possible, bring your car seat's instructions. Having the child present is best but not necessary.

The Fire Department is a member of the Child Seat Safety Coalition sponsored by John Muir Health. Throughout the year, the Coalition sponsors child safety seat checkpoint events at various locations.





Contra Costa Special Districts Association Newsletter

Contra Costa Chapter of the California Special Districts Association

Spring 2015

CCSDA

March 2015

BEING RECOGNIZED AS A LEADER IN SPECIAL DISTRICTS

The Special District Leadership Foundation (SDLF) is an independent, non-profit organization formed to promote good governance and best practices among California's special districts through certification, accreditation and other recognition programs. The SDLF and its activities are supported by the California Special Districts Association and the Special District Risk Management Authority.



SPECIAL DISTRICT LEADERSHIP FOUNDATION

The Special District Leadership Foundation has four programs to promote good governance and best practices, including: Special District Administrator Certification; Recognition in Special District Governance; District Transparency Certificate of Excellence; and Districts of Distinction Accreditation.

Below is a list of current Contra Costa County Special District Certificate Holders and Recognitions for the SDLF Programs.

Special District Administrator Certification

- Bob Berggren - Pleasant Hill Recreation & Park District
- Rick Howard - Town of Discovery Bay Community Services District

District Transparency Certificate of Excellence

Earning this certificate is a tangible acknowledgement of transparency efforts. It demonstrates to your constituents and other stakeholders your district's commitment to being open and accessible to them.

- Central Contra Costa Sanitary District (2013)
- Contra Costa Water District (2013)
- Dublin San Ramon Services District (2014)
- Ironhouse Sanitary District (2014)

- Kensington Fire Protection District (2013)
- Mt. View Sanitary District (2013)
- Stege Sanitary District (2013)
- Town of Discovery Bay Community Services District (2014)

District of Distinction Accreditation

SDLF developed the District of Distinction program to help correct these misperceptions by providing districts with a means for proactively demonstrating their viability as providers of essential public services.

- Kensington Fire Protection District (2009) (2011) (2013)
- Stege Sanitary District (2009) (2012) (2014)
- Town of Discovery Bay Community Services District (2014)

Rick Howard Town of Discovery Bay Community Services District



Howard received his Special District Administrator Certification (SDA) award during the Special District Leadership Foundation award ceremony at the California Special District Conference October 2014.

CSDA Recognizes Park District Board Members Radke & Severin

California Special Districts Association (CSDA) recognized East Bay Regional Park District (EBRPD) Board Members Carol Severin and Ted Radke with the Exceptional Public Outreach & Advocacy award.

Longtime East Bay Regional Park District Board Members Carol Severin and Ted Radke received the Exceptional Public Outreach & Advocacy Award for Individuals from the California Special Districts Association during the association's Annual Conference and Exhibitor Showcase held September 29 – October 2 in Palm Springs.



Both Radke and Severin retired from the Park District's Board of Directors at the end of 2014 – the Park District's 80th year.

Carol Severin has served on the Board of the Park District since 1994, representing Castro Valley, Hayward, Union City, and portions of Fremont, Pleasanton and Dublin. She has been previously recognized with the prestigious Pugsley Award from the American Academy of Parks and Recreation Administration for outstanding contributions to the cause of public parks in the United States.

Ted Radke is the longest serving board member in the 80-year history of the East Bay Regional Park District, having served 36 years. He was first elected in 1978. Prior to his election to the board, he was an elected member of the Martinez City Council. He has been a leader on legislation for the park district serving for many years as the chair of the park Board's Legislative Affairs committee. Mr. Radke was recently recognized by Congressman George Miller with a Congressional Proclamation honoring his accomplishments.

Radke represented the cities of Brentwood, Antioch, Pittsburg, Martinez, Hercules, Pinole, Oakley, and Discovery Bay. A lifelong environmental leader, Radke was instrumental in the acquisition of hundreds of acres of parkland in Contra Costa County; the creation of the Park District's Integrated Pest Management program; and strategies for bond measures AA and WW.

The criteria for this award included a demonstration of an increase in the district's visibility with the public,

legislature and key stakeholders. In addition, the award recognizes the district's improvement in district-constituent communication through creative, thorough and appropriate content.

PRESIDENT'S MESSAGE

By Bette Boatmun

The Executive Committee, Planning Committee, and other interested chapter members met on November 18th to brainstorm, strategize, and plan for the chapter's future. We discussed potential new members, member retention & recruitment, the two levels of Associate Membership, and adding a non-voting membership for dependent special districts and other governmental organizations that may wish to join.

The scholarship and grant program was also discussed in detail. We hope to have more information soon about these programs. John Burgh and Larry Nagel currently serve on that committee and will be giving us an update at the April 20, 2014 meeting.

Sharon Rossi resigned as the chapter Vice President and Treasurer. Bert Michalczyk, Dublin San Ramon Services District General Manager, was appointed the new Treasurer at the January 26th, 2014 meeting.

At the April 20, 2014 meeting we will hold an election to appoint a new vice president. If you interested in serving please let Suzette Crayton know that you are interested in running for this office. Contact her by email scrayton@centralsan.org

LAFCO Update –

LAFCO is currently working on its second round Municipal Service Review (MSR) covering the 13 Reclamation Districts and the Bethel Island Municipal Utility District. The second round MSR will focus on resources and opportunities that will benefit the Reclamation Districts.

LAFCO understands that Proposition 1, the Delta Protection Commission, and the Delta Stewardship Council may offer funding to Reclamation Districts – some of which may require a collaborative effort. LAFCO staff is working with the County, Resource Conservation District, and various State Delta agencies to identify these opportunities and resources.

Contra Costa Special District Association Member Dues

Reminder - the dues are currently \$200 a year. Dues invoices for renewals will be arriving soon for the districts that need to renew. Watch your mailboxes (May 2015) they are due July 1, 2015.

CCWD Vice President Karl Wandry Passes Away

Contra Costa Water District lost a Board member who brought strong experience and a passion for water issues. Vice President Karl Wandry passed away early Wednesday, October 29, 2014 at the age of 76.



Mr. Wandry was appointed to CCWD's Board of Directors in 2003 and was most recently re-elected in 2012.

He has represented the east county communities of Oakley, Brentwood, and Antioch for more than a decade. He supported numerous projects and programs completed in his tenure, including the expansion of Los Vaqueros Reservoir, always keeping a keen eye on environmental impacts and fiscal implications for CCWD ratepayers.

Along with Mr. Wandry's family and friends, CCWD's Board and staff are deeply saddened by his passing and he will be missed.

Legislative Leaders Honor CCWD Director Bette Boatmun



In the photo above, Director Boatmun is in the middle in red. To her immediate left are Pittsburg's Sal Evola and CCWD Director Lisa Borba. In the back are (left to right) Assemblymember Jim Frazier, CCWD Board President Joseph L. Campbell, Concord Mayor Tim Grayson, and CCWD Director John Burgh.

Local legislative leaders honored CCWD Director Bette Boatmun on Wednesday October 16th, 2014 at the CCWD Board of Directors meeting.

Director Boatmun has served on the Board since 1974 and is celebrating her 40th year. She is the longest-serving Director in CCWD history.

She was honored with a state Resolution signed by Assembly members Susan A. Bonilla, Joan Buchanan and Jim Frazier; and Senators Mark DeSaulnier and Lois Wolk. Frazier represented the legislators in presenting the resolution that honored her years of service. In addition, Concord Mayor Tim Grayson and Pittsburg Mayor Sal Evola both presented Director Boatmun with proclamations from their city councils.



Bette was also honored on November 4, 2014 by the Contra Costa County Board of Supervisors for her 40 years of service. Congratulations Bette!

CCWD Board Appoints Oakley Woman to Division 5 Seat

The Contra Costa Water District Board of Directors unanimously approved Constance Holdaway to fill the Board vacancy left by the passing of Director Karl Wandry. At its Dec. 17, 2014 meeting the Board appointed Holdaway to represent Division 5.

Holdaway participated in her first Board meeting representing Division 5 on Jan. 7, 2014. The Division 5 seat will be up for election in November 2016.



Constance Holdaway lives with her family in Oakley and currently works as a paralegal. She will represent residents in Oakley, Brentwood and Antioch.

Central San Offers Free Recycled Water for Residential Use

Central Contra Costa Sanitary District is now giving away free recycled water to its residential customers. The recycled water can be used to hand-water lawns, gardens and landscaping, to help save drinking water supplies.



Eligible communities include Alamo, Blackhawk, Clayton, Concord, Clyde, Danville, Lafayette, Martinez, Moraga, Orinda, Pacheco, Pleasant Hill, San Ramon, and Walnut Creek.

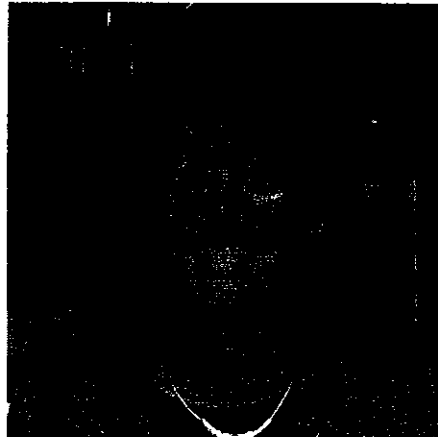
Central San produces approximately 600 million gallons of recycled water each year.

"Recycled water is a valuable resource, especially during this extreme drought as California experiences its third driest year on record." said Roger Bailey, the District's General Manager. "We've been providing recycled water for several years to commercial customers with large irrigation needs, such as parks, school ball fields, and golf courses. And now we are excited to follow in the footsteps of the Dublin San Ramon Services District, which was the first agency in the state to provide free recycled water to residential customers."



For more information about the residential recycled water fill station, please call 1-800-646-1431.

Central San Welcomes New Deputy General Manager



Central Contra Costa Sanitary District has hired Ann Sasaki to be its new Deputy General Manager effective December 15. She is also in charge of Operations, the District's largest department.

Before joining Central San, Ann was the Assistant Director for the City of San Diego Public Utilities Department. She is a registered professional engineer, has a BS in civil engineering from California State University-Long Beach, and an MBA from the University of San Diego.

Central San's General Manager, Roger Bailey, is pleased that Ann has joined the Central San team and confident that hiring her will benefit the District and its customers. "Ann comes to us with amazing credentials and accomplishments," he said. "We have a lot of talented individuals here at the District, and I am sure that Ann, who is a proven leader, will help us continue moving forward while providing exceptional customer service."

UPCOMING CSDA EVENTS

SDRMA Safety/Claims Education Day
Hilton Sacramento Arden West
March 24, 2015

Special Districts Legislative Days (SDLD)
The Grand, Sacramento
May 19-20, 2015

General Manager Leadership Summit
Hyatt Regency Newport Beach
July 12-14, 2015

CSDA Annual Conference & Exhibitor Showcase
Monterey Marriott
September 21-24, 2015

DSRSD Chemist Named Lab Person of the Year by Bay Area CWEA



Chemist Connie Sanchez, who has been honored as Lab Person of the Year by the San Francisco Bay Section of the California Water Environment Association, prepares wastewater samples for analysis at the Dublin San Ramon Services District laboratory.

Connie Sanchez, a chemist with Dublin San Ramon Services District (DSRSD), has been honored as the 2014 Lab Person of the Year by the San Francisco Bay Section of the California Water Environment Association (CWEA), the leading training and certification organization in California for the wastewater industry.

"I congratulate Ms. Sanchez for her skills, diligence, and attention to detail in the tests she conducts every day that help keep our water clean and protect public health," says DSRSD Board President Ed Duarte. Laboratory Supervisor Raj Gumber nominated Connie Sanchez for Lab Person of the Year because of her consistent achievements as a chemist. Gumber won the same award 17 years ago as a DSRSD chemist. In March 2014, Connie Sanchez earned CWEA's highest certification for laboratory analysts, Grade IV, and has been a CWEA member since 1999.

The DSRSD environmental laboratory staff runs approximately 10,000 tests each year on samples of wastewater, drinking water, recycled water, groundwater, and biosolids. The District uses test

results to report to regulatory agencies at required intervals, as well as to manage wastewater treatment processes and monitor the quality of potable and recycled water distributed to customers.

Sanchez is responsible for analyzing the amounts of potentially toxic substances, such as metals and volatile organic chemicals, as well as conducting many other chemical and biological tests. She administers the laboratory's database that tracks and compiles all test results. The five-person laboratory staff includes a supervisor, two chemists, and two technicians.



CWEA awards acknowledge outstanding achievement in more than 20 categories, honoring exceptional California water environment professionals, wastewater collection systems, and treatment plants. As a winner at the section level, Sanchez will compete for the statewide CWEA Laboratory Person of the Year award, which will be announced in April.

DSRSD Recycled One Billion Gallons of Water In 2014!

Dublin San Ramon Services District (DSRSD) Recycled water eased the impact of drought in the Tri-Valley this past year, keeping valuable landscaping alive and construction projects going while saving more than a billion gallons of drinking water.

Dublin, Pleasanton, and southern San Ramon produce 10 million gallons of wastewater every day that must be handled efficiently and safely to protect public health. Increasingly, wastewater treatment is a resource recovery operation that creates recycled water for irrigation and construction and biofuel for generating electricity. DSRSD partners with East Bay Municipal Utility District and the City of Pleasanton in producing recycled water, which has grown to more than 20 percent of DSRSD's total water sales.

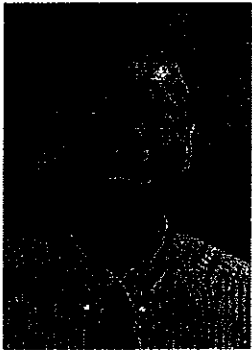


**Dublin San Ramon
Services District**

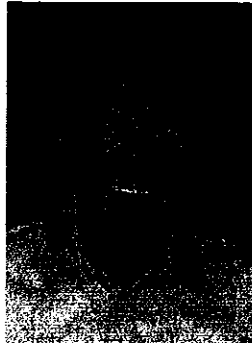
Water, wastewater, recycled water

DSRSD Hires New Managers for Engineering and Administration

Dublin San Ramon Services District (DSRSD) has hired two senior managers to oversee engineering and administration, filling openings created when three members of its management team retired in 2013.



Daniel McIntyre is joining Dublin San Ramon Services District as Engineering Services Manager.



John Archer is now Administrative Services Manager at Dublin San Ramon Services District.

Daniel McIntyre, Public Works Director for the City of Livermore, will join DSRSD as Engineering Services Manager on February 18. John Archer has been promoted from DSRSD Interim Financial Services Manager to Administrative Services Manager, a new position that will oversee financial services, human resources, customer service, and information systems. The consolidation reduces the District's senior management team from five to four.

"These seasoned executives bring valuable experience and insight to the District," said General Manager Bert Michalczyk. "Dan McIntyre has a diverse background, with a passion for water and wastewater engineering, and well-developed working relationships throughout the Tri-Valley. John Archer has a long track record of managing the District's complex budget and financial affairs. He is an able communicator who works effectively with staff and the community."

McIntyre has been with the City of Livermore for almost all of his 25-year career. As Public Works Director since 2003, he has managed city operations for wastewater, potable and recycled water, storm drains, vehicles, street and landscape maintenance, airport and golf courses, as well as contracted solid waste and recycling services. He joined the city's engineering division in 1990 and became City Engineer in 2000. A licensed Professional Engineer, McIntyre earned a bachelor's degree in civil engineering from California Polytechnic State University, San Luis Obispo, and a master's degree in public administration from California State University, Hayward.

Archer joined DSRSD in May 2002 as Accounting Supervisor. In 2013, he was named Interim Financial Services Manager, with responsibility for accounting, rate studies, budgets, long-term planning, customer service and billing, and information technology. Previously Chief Financial Officer for a toy manufacturer, Archer has 35 years of experience in finance and became licensed as a Certified Public Accountant in Louisiana. He earned a bachelor's degree in accounting from Spring Hill College, Mobile, Alabama.

CASA Awards

The California Association of Sanitation Agencies (CASA) announced the 2014 Achievement Award winners. Two were from Contra Costa County and are chapter members.

The Technological Innovation and Achievement Award was awarded to Dublin San Ramon Services District, as a large agency for their Residential Recycled Water Fill Station project.

The Public Outreach Award as a small agency to Delta Diablo for their Jean-Michel Cousteau's Global Water Education for Youth event.

Rain Brings New Risk of Mosquitoes

Catching rainwater now to use on plants later is a great idea. Giving mosquitoes new places to lay their eggs is not. Before you put a bucket or container out to catch the plentiful rain, think about this: mosquitoes need just two tablespoons of water in which to lay up to 400 eggs. And late fall and winter is the time of year when some mosquitoes thrive. Seven of the 23 different types of mosquitoes in Contra Costa County are present in fall and two make their appearance in winter. Indeed, mosquitoes are still around.

To prevent mosquitoes during the rainy season, frequently check your property. Make sure you don't have tools, toys or containers collecting rainwater. Clean your gutters to make sure leaves or branches aren't stopping water from draining completely. And if you have a swimming pool you are not maintaining over the winter, visit Contra Costa Mosquito & Vector Control District to get free mosquito-eating fish. Neglected swimming pools produce thousands of mosquitoes — the type that can transmit West Nile virus.

Saving water is a great idea, if it's done carefully. Many garden stores sell rain barrels designed to deny mosquitoes access.



Associate Members

CCSDA is a membership association that represents the interests and provides advocacy on behalf of Contra Costa County's independent special districts. Organizations and businesses that are not independent special districts can also participate in CCSDA as Associate Members.

Associate Members receive invitations to meetings and other CCSDA activities, the quarterly newsletters; and are listed in the CCSDA membership directory and on the CCSDA webpage. They are able to stay up-to-date on local governance issues and engage directly with special districts. The annual dues for Associate Members start at \$200.

Associate member dues will be used for scholarships & grants. We are pleased to invite associate members to join our association, to offer their services to our members. We value highly the partnerships we have with our existing Associate Members and trust that you too will reap rewards from being connected with our associate members.

Please let the executive committee know of any potential associate members your organization can suggest.

CCSDA Current Associate Members:

LAW OFFICES OF CURTIS S. KIDDER

LAW OFFICES OF BOLD, POLISNER, MADDOW,
NELSON & JUDSON (

WELLS FARGO BANK-Dale R. Barton, Industry
Specialist, Government and Not-for-Profit Banking

CENTRAL CONTRA COSTA COUNTY SOLID WASTE
AUTHORITY

SCI CONSULTING GROUP

Controller Yee to Keynote Legislative Days

California Special Districts Association is proud to announce newly elected State Controller Betty Yee as the keynote speaker for day two of Special Districts Legislative Days May 19-20 in Sacramento.

Elected to the office of State Controller in 2014, Controller Yee previously served on the Board of Equalization. Since taking office, Controller Yee has worked closely with special districts and partnered with CSDA to most appropriately display special districts' financial data on the Controller's new "By the Numbers" website.

Meet Associate Member SCI

Understanding Local Needs Delivering Local Solutions

SCI Consulting Group Description: Serving California special districts since 1985, SCI provides a broad range of revenue enhancement services.

Services include local funding measure feasibility analysis and public opinion surveys, district-wide revenue measures, special tax and assessment district formation and annual administration, Proposition 218 compliance, development impact fee nexus studies, utility rate studies and LAFCo formation and annexation applications.



Contact Name: Blair Aas 800-273-5167 Address: 4745 Mangels Boulevard, Fairfield, CA, 94534-4175 Phone: (707) 430-4300. Web site <http://www.sci-cg.com>

Associate Member Wells Fargo Bank

Together we'll go far



Dale regularly attends our Contra Costa Special District Association meetings. Dale recently helped us to establish a new checking & savings account for the chapter.



Dale Barton
Banking Relationship
Manager for Non-Profit
and Government
Agencies Industry
Specialist,

As an Industry Specialist, Dale manages the banking relationships for Non-Profit Organizations and for Government and Public Agencies. Dale's goal is to make banking and finance the easy part of doing our jobs.

Dale R. Barton
Wells Fargo Bank, N.A.
333 Market Street, 16th Floor
San Francisco, CA 94105

Tel 415-371-3961 Cell 415-940-1023 Fax 855-276-3905
Dale.R.Barton@WellsFargo.com

CSDA Webinars

CSDA has a variety of webinars full of information for board members and staff coming up this spring.

Webinar: Required Ethics Compliance Training - AB 1234: Presenters: Meyers Nave This two-hour LIVE webinar covers general ethics principles and state laws related to: - personal gain by public servants - conflict of interest - bribery and nepotism - gift, travel, and mass mailing restrictions - honoraria, financial interest disclosure and competitive bidding - Prohibitions on the use of public resources for personal or political purposes - The Brown Act Open meeting law - The Public Records Act. 10:00 am - 12:00 pm 3/4/2015

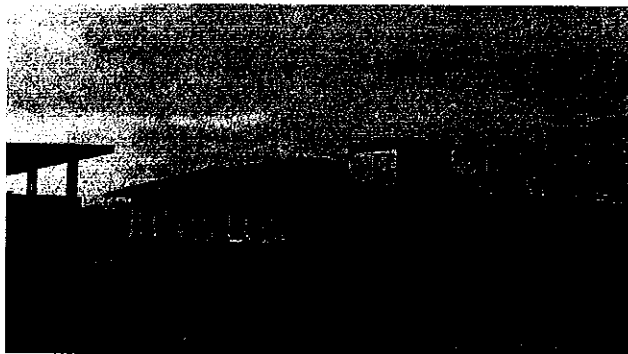
Webinar: What is a Public Record? How to Comply with the PRA: Presenter: Morin Jacob, Liebert Cassidy Whitmore With government transparency a top priority in today's political culture, public agencies are facing increasing demands under the Public Records Act (PRA). How do you respond to a PRA request that involves potentially thousands of emails that contain confidential information? How do you respond when you know the PRA request is informal discovery? What must a special district disclose with respect to employee compensation and retiree pension amounts? Come discuss these and other recent PRA related challenges facing your agency. This session is everything you always wanted to know about the PRA but were afraid to ask. 10:00 am - 12:00 pm 3/10/2015

Webinar: Spot the Fraud! Fraud Detection/Prevention Instructor: David Becker, James Marta & Company Financial fraud is a reality for many special districts and districts need to develop not only good internal control procedures, but a culture that says "NO" to fraud and irregularities. This webinar will talk about how to assess risk in your organization and develop policies and procedures that will mitigate risk and help prevent fraud. We will also provide resources to help you get started in looking at your organization and assessing risk. 10:00 am - 12:00 pm 3/19/2015

Webinar: Legislative Round-Up: Presenters: CSDA Advocacy & Public Affairs Department Bi-annual webinar series for CSDA members only. Each year the State Legislature introduces thousands of bills; hundreds have potentially serious implications for special districts. Hear from CSDA's advocacy team about the most significant bills and how they will impact your ability to deliver core services, maintain and build infrastructure, raise and protect revenue sources, manage personnel and more. Ask your questions directly to CSDA's lobbyists walking the Capitol halls and learn how your district can join the advocacy effort. 10:00 am - 12:00 pm 3/26/2015 **Free to CSDA Members.**

California Special Districts Association Phone - 877.924.2732
Or visit www.csdanet.net for more information.

Diablo Water District New Administration Building Progress



Above is a Diablo Water District building progress photograph from November 2014, the building is still on schedule for a move in summer 2015.

Diablo Water Mourns Director



Richard Ray Head

June 9, 1935 - October 26, 2014

Richard passed away peacefully of pulmonary fibrosis at John Muir Hospital in Concord.

Richard was serving as Vice President for Diablo Water when he died.

Richard and his family moved to Oakley upon his retirement in 1998. Richard was appointed as the Oakley representative for the Contra Costa Mosquito & Vector Control District, and was a trustee for about 11 years. He was on the board of Directors for the Diablo Water District until his passing. He felt honored to serve Oakley in those capacities.

Richard provided insight and support as the district improved its water supply reliability through the use of local ground water. He provided invaluable input and direction for the district's public communication program, new office building, and annual budgets. Richard represented the district at East County Water Management meetings.

His personality and his passion for the district earned the admiration and respect of the directors and staff of Diablo Water District.



**Send us your
District News and
Press Releases!**

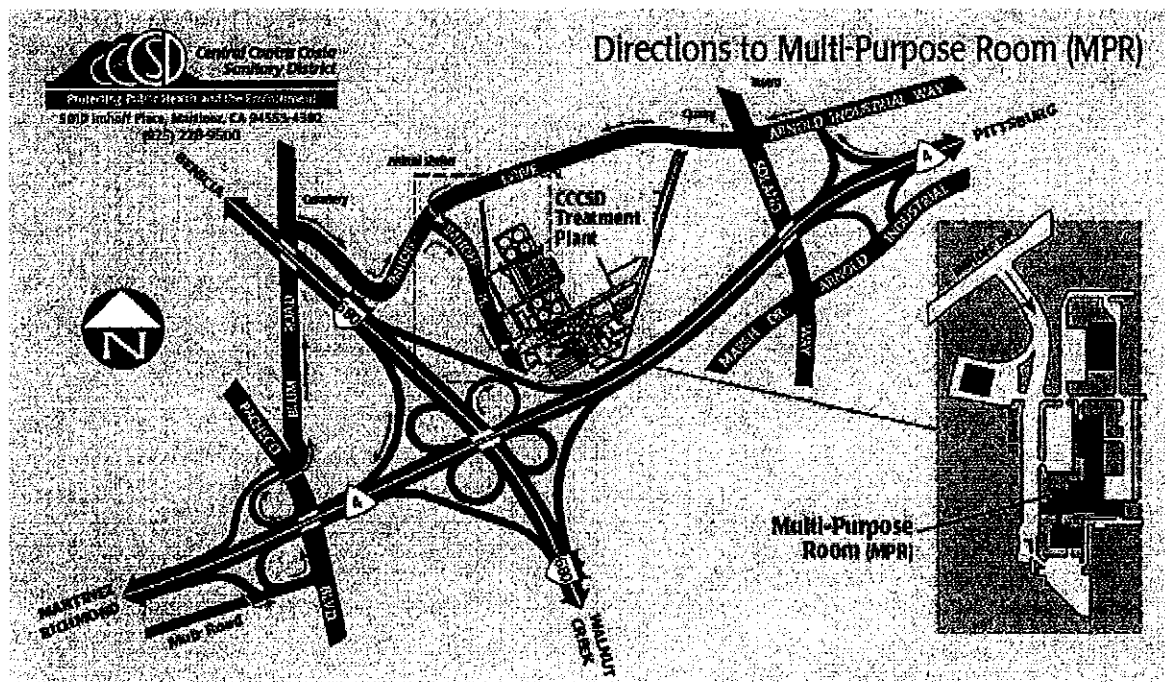
Does your Special District have something to share for our Newsletter? Send your district news to Stan Caldwell at stan_caldwell@comcast.net Help keep us informed on all of the exciting things your special district is up to. We welcome your news contributions to our newsletter!

Mark your calendars with our future Chapter Meeting Dates:

• April 20, 2015 • July 20, 2015 • October 19, 2015

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

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



Contra Costa Special Districts Association

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

Central Contra Costa Sanitary District contact Suzette Crayton Email: scrayton@centralsan.org
Bette Boatmun, Chair - Email: bboatmun@yahoo.com
Vice Chair – <this office is currently vacant> Election to be held at the April Meeting
Member at Large & Newsletter Editor Stanley Caldwell - Email: stan_caldwell@comcast.net

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

www.csga.net/contr-a-costa-special-districts-association