

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

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

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

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

7:00 p.m. **CALL TO ORDER**

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

1. **OATH OF OFFICE** for Directors de Ville, Dommer and Nagel
2. **ADOPTION OF CONSENT ITEMS.** Items 4, 5, 6 & 7
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
3. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 4. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of November 9, 2016 (APPROVE)
- CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** November 2016 (ACCEPT)
- CC 6. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #6** (APPROVE)
- CC 7. **APPROVAL OF MONTHLY FINANCIAL REPORT.** October/November 2016 (APPROVE)
8. **FIRE CHIEF'S REPORT**
 - a. Review of operations.
 - b. Regional issues and developments.
9. **PRESIDENT'S REPORT**

NEW BUSINESS

10. Election of Officers for Calendar Year 2017 (ACTION)
 - a. President
 - b. Vice President
 - c. Secretary

11. BOARD REPORTS

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

- a. Finance Committee (Kosel/Dommer):
- b. Public Safety Building (de Ville/Dommer): Report on current status of needs assessment/feasibility study
- c. Education (Kosel):
- d. Contra Costa County/California Special Districts Assoc. (Nagel): County 10/17/16 quarterly meeting minutes; appointment of Director Kosel to CSDA 2017 Member Services Committee and Professional Development Committee
- e. Consolidation/Dissolution Committee (Harmon/Kosel):
- f. Diablo Fire Safe Council/Interface (Staff):
- g. Correspondence: Thank you from the family of Sir Fergus McVitters

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, January 11, 2017, 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 1/11/17 is Wednesday, 12/28/16 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 1/4/17 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

Oath of Office

For the Office of Director, Kensington Fire Protection District

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

Signature

Subscribed and sworn before me,

This 14th day of December, 2016

Name of person administering oath

Title

Oath of Office

For the Office of Director, Kensington Fire Protection District

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

Signature

Subscribed and sworn before me,

This 14th day of December, 2016

Name of person administering oath

Title

Oath of Office

For the Office of Director, Kensington Fire Protection District

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

Signature

Subscribed and sworn before me,

This 14th day of December, 2016

Name of person administering oath

Title

CONSENT CALENDAR

**MINUTES OF THE NOVEMBER 9, 2016 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

CALL TO ORDER:

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

APPROVAL OF CONSENT ITEMS:

President Dommer called for the approval of the consent calendar (items 3, 4, 5 & 6), consisting of approval of the October 12, 2016 minutes, acceptance of the October incident activity report, approval of the monthly transmittal #5, and approval of the September/October financial reports. Director Kosel made a motion to approve the Consent Calendar items as submitted. Director de Ville seconded the motion.

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

ORAL COMMUNICATIONS:

Director Kosel extended a welcome to Eileen Nottoli who was overwhelmingly elected to the KPPCSD Board. Kosel said she looks forward to work with Nottoli and Sylvia Hacaj also. Nottoli said she also is looking forward to working with KFPD.

Anthony Knight said he participated in the shredding event earlier this month and appreciates the service.

Karl Kruger asked if KFPD sold its retired fire engine. Chief Maples reported that it has been sold for \$30,000.

FIRE CHIEF'S REPORT:

Chief Maples reported Battalion Chief Michael Bond will be retiring at the end of the year. Bond has been working for the organization since 1990. He has lots of community interaction as the Fire Marshal and the lead for the vegetation management program. This will create a void and a promotion will need to be made to fill Bond's spot. Bond had his 60th birthday party over the weekend. Director Nagel said he has interacted with Mike as a Board member and with the Diablo Fire Safe, and also as a "customer" representing the Unitarian Church. Nagel said Bond is exemplary and dedicated and the District has been blessed to have Bond working for them. The Board requested Bond attend a Board meeting if possible before he leaves.

Fire season is coming to a tentative end. There has been some rain but there have also been a couple of grass fires in the County since Maples wrote this report. His written report gave an overview of how OES incidents are staffed. Throughout the year, the department responded to eight different incidents and everyone is home safe and sound. Maples highlighted that Captain Castrejon was successful achieving strike team leader status on his first try while it normally takes several tries.

PRESIDENT'S REPORT:

None.

NEW BUSINESS:

CERT Community Emergency Supply Program – Area 6 Release & Waiver of Liability for Placement on Commercial Property: Chief Maples said this is something new for the CERT Shed program. Area 6 came up with a creative solution to place their shed on commercial property but the owner is asking for a release and waiver of liability. The form included in the packet was developed by the District's legal counsel. This release is only for this particular area. Leonard Schwartzburd from Area 6 was present. Eileen Nottoli said she participated in a CERT anthrax pod exercise some time ago. She wanted to make sure that Kensington coordinates with El Cerrito on these type of exercises. Chief Maples responded that yes, El Cerrito and Kensington all work together with CERT.

Director Nagel also participated in that exercise. Director Kosel made a motion to approve the form of release and waiver of liability as presented in the packet. Director Nagel seconded the motion.

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

BOARD REPORTS:

Finance Committee: The next meeting will be in January to prepare for the mid-year budget review in February.

Public Safety Building: Dommer reported that cost estimates are still being prepared for different building schemes. Kosel requested that the cost estimates be sent to her when they are complete so she can forward them to potential lenders. Dommer said it would still be some weeks out. Dommer said that are two parts to the cost estimate – construction costs and “soft” costs. Kosel suggested approaching the project as what is the maximum amount we can afford. Dommer suggested letting the consultant complete their cost estimates first.

Jim Watt asked if KFPD was using Mack5 and if the District was happy with their work? Dommer said, yes, KFPD was happy with them as project managers but the cost estimating portion has not been so smooth. Watt asked for advice on how much cost estimating costs. Watt asked when the public will be shown the different concept drawings for the building. Dommer said that there are three different schemes – renovation, rebuild or free standing at another site within the park, along the Arlington. Watt asked if Dommer could explain the renovation and rebuild schemes. Dommer said both were complicated, and involved digging into the hillside, and would upset the neighbors and traffic along the Arlington. A public presentation will be made by the architects probably in January. KFPD has yet to approach KPPCSD to discuss the alternative site.

Education: Since the October meeting, KFPD held its annual open house which was a huge success and was covered by The Outlook. The pharmaceutical drop off was also last month in partnership with KPPCSD. The fall shredding event took place and there is still good demand for that service. Sandbags are now available in the north end of the library parking lot.

CSDA: Nagel reported that he missed that October 12th meeting but will report after he receives the minutes. The next meeting will take place in January 2017.

Consolidation/Dissolution: Harmon and Kosel attended the KPPCSD Ad Hoc Committee meeting at the beginning of October when they made their final presentation to the KPPCSD Board. There is nothing for the consolidation/dissolution committee is more responsive and is waiting to see what happens next.

DFSC: Nagel attended the last meeting along with FPO Chris Renshaw. Four out of 12 total grants went to Kensington. The Kensington matching grants were mainly along the interface area for fuel reduction. They were \$5,000 grants that can be matched by cash or sweat labor. A group on Cambridge Avenue received a grant to remove junipers which are very flammable. Linnea Due asked if neighbors ever band together to apply for chipping grants to which Nagel replied affirmatively.

ADJOURNMENT: The meeting was adjourned at 7:30 p.m. in honor of Battalion Chief Michael Bond.

MINUTES PREPARED BY: Brenda J. Navellier

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

Attest:

Larry Nagel, Board Secretary



EL CERRITO-KENSINGTON FIRE DEPARTMENT

10900 San Pablo Avenue • El Cerrito • CA • 94530

(510) 215-4450 • FAX (510) 232-4917

www.el-cerrito.org



December 1, 2016

TO: Kensington Fire Protection District Board Members

FROM: Michael Pigoni: Battalion Chief

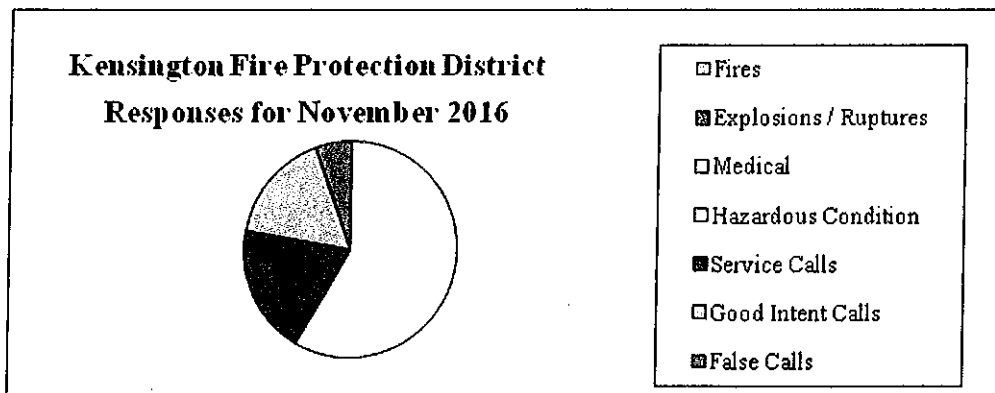
RE: Incident Activity Reports for the Month of November 2016

There were 36 incidents that occurred during the month of November 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 55 calls in all districts.

While the number of incidents in Kensington were down from last month, the totals are still above average due to the increased medical emergencies and service calls associated with the pre-winter weather patterns.

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>	21	58.33%
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	19.44%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	6	16.67%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	2	5.56%
Totals		36	100.00%



Kensington Fire Protection District Engine 65 Response Log for November 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1602962	01-Nov-16 09:52:13	1656 OCEAN VIEW AVE	Kensington	E65	611P
2	1602964	01-Nov-16 10:00:25	7200 MOESER LN	El Cerrito	E65	740
3	1602965	01-Nov-16 10:34:08	7900 CUTTING BLVD	El Cerrito	E65	745
4	1602966	01-Nov-16 14:01:41	10 WILLOW LANE	Kensington	E65	321
5	1602970	01-Nov-16 18:06:09	8754 TERRACE DR	El Cerrito	E65	350
6	1602973	02-Nov-16 06:42:56	2130-217 GRIZZLY PEAK BLVD	Orinda	E65	300
7	1602975	02-Nov-16 10:01:26	138 LAWSON DR	Kensington	E65	651
8	1602978	02-Nov-16 15:07:58	803 CRAFT AVE	El Cerrito	E65	611X
9	1602982	02-Nov-16 21:13:25	141 SAINT ALBANS DR	Kensington	E65	553
10	1602987	03-Nov-16 12:15:49	414 COLUSA AVE	El Cerrito	E65	700
11	1602994	03-Nov-16 18:17:21	112 RAMONA AVE	El Cerrito	E65	745
12	1602999	04-Nov-16 14:52:01	1 LAWSON DR	Kensington	E65	321
13	1603008	05-Nov-16 21:12:18	14 RAMONA AVE	El Cerrito	E65	321
14	1603011	06-Nov-16 00:36:05	7472 MOESER LN	El Cerrito	E65	740
15	1603020	06-Nov-16 16:33:40	42 AVON DR	Kensington	E65	321
16	1603031	07-Nov-16 13:39:53	222 WILLAMETTE AVE	Kensington	E65	743
17	1603038	08-Nov-16 04:07:48	2827 CARLSON BLVD	Richmond	E65	111
18	1603044	08-Nov-16 18:13:47	314 RUGBY AVE	Kensington	E65	611X
19	1603049	09-Nov-16 13:09:54	524 KEARNEY ST	El Cerrito	E65	745
20	1603054	10-Nov-16 12:22:37	C ST	El Cerrito	E65	113
21	1603064	12-Nov-16 01:13:49	534 KENYON AVE	Kensington	E65	321
22	1603079	14-Nov-16 13:25:04	334 COVENTRY DR	Kensington	E65	321
23	1603081	14-Nov-16 14:06:38	303 BERKELEY PARK BLVD	Kensington	E65	321
24	1603082	14-Nov-16 14:29:35	KENYON AVE	Kensington	E65	522
25	1603084	14-Nov-16 16:32:01	Arlington BLVD	El Cerrito	E65	522
26	1603085	14-Nov-16 23:28:48	9 LENOX DR	Kensington	E65	321
27	1603091	16-Nov-16 05:41:24	540 ASHBURY AVE	El Cerrito	E65	744
28	1603092	16-Nov-16 06:04:26	55 ARLMONT DR	Kensington	E65	311
29	1603102	16-Nov-16 15:16:09	279 ARLINGTON AVE	Kensington	E65	531
30	1603105	16-Nov-16 23:51:47	411 COVENTRY DR	Kensington	E65	611M

31	1603110	17-Nov-16 13:47:09	1160 RICHMOND ST	El Cerrito	E65	550
32	1603112	17-Nov-16 18:36:10	12 ARDMORE DR	Kensington	E65	321
33	1603113	17-Nov-16 19:40:16	18 ARLINGTON CT	Kensington	E65	321
34	1603119	18-Nov-16 20:58:22	7517 TERRACE DR	El Cerrito	E65	321
35	1603122	19-Nov-16 04:38:07	250 COLGATE AVE	Kensington	E65	444
36	1603123	19-Nov-16 06:31:53	18 ARLINGTON CT	Kensington	E65	321
37	1603124	19-Nov-16 07:40:21	253 YALE AVE	Kensington	E65	611M
38	1603128	19-Nov-16 16:10:16	1330 BREWSTER DR	Kensington	E65	611M
39	1603130	19-Nov-16 19:50:15	20 HIGHGATE RD	El Cerrito	E65	553
40	1603137	20-Nov-16 19:15:59	141 SAINT ALBANS DR	Kensington	E65	553
41	1603138	20-Nov-16 20:29:10	330 BERKELEY PARK BLVD	Kensington	E65	321
42	1603153	23-Nov-16 08:55:56	608 PARKSIDE CT	Kensington	E65	321
43	1603155	23-Nov-16 10:22:52	260 YALE AVE	Kensington	E65	321
44	1603156	23-Nov-16 11:03:06	10057 SAN PABLO AVE	Kensington	E65	611
45	1603161	24-Nov-16 02:50:18	233 LAKE DR	El Cerrito	E65	611
46	1603166	24-Nov-16 13:43:50	135 POMONA AVE	Kensington	E65	321
47	1603172	25-Nov-16 12:18:00	8 HIGHGATE RD	El Cerrito	E65	321
48	1603175	25-Nov-16 19:38:15	205 ARLINGTON AVE	Kensington	E65	550
49	1603187	27-Nov-16 14:01:18	10 GOLF COURSE DRIVE	Kensington	E65	321
50	1603188	27-Nov-16 20:20:15	7720 EUREKA AVE	Moraga	E65	311
51	1603192	28-Nov-16 06:10:40	20 HIGHGATE RD	El Cerrito	E65	553
52	1603200	28-Nov-16 18:53:46	852 GELSTON PL	Kensington	E65	321
53	1603205	29-Nov-16 08:26:19	624 PARKSIDE CT	El Cerrito	E65	321
54	1603207	29-Nov-16 11:49:33	275 COLUSA AVE	Kensington	E65	550
55	1603219	30-Nov-16 18:59:26	141 SAINT ALBANS DR	Kensington	E65	321
				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 Response Log for October 2016

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1602962	01-Nov-16 09:54:45	1656 OCEAN VIEW AVE	Kensington	E65	611P
2	1602966	01-Nov-16 14:06:03	10 WILLOW LANE	Kensington	E65	321
3	1602975	02-Nov-16 10:03:09	138 LAWSON DR	Kensington	E65	651
4	1602982	02-Nov-16 21:14:47	141 SAINT ALBANS DR	Kensington	E65	553
5	1602999	04-Nov-16 14:53:26	1 LAWSON DR	Kensington	E65	321
6	1603020	06-Nov-16 16:36:47	42 AVON DR	Kensington	E65	321
7	1603026	07-Nov-16 00:07:18	6441 ARLINGTON BLVD	Kensington	E72	321
8	1603031	07-Nov-16 13:41:20	222 WILLAMETTE AVE	Kensington	E65	743
9	1603044	08-Nov-16 18:15:01	314 RUGBY AVE	Kensington	E65	611X
10	1603064	12-Nov-16 01:16:09	534 KENYON AVE	Kensington	E65	321
11	1603079	14-Nov-16 13:27:19	334 COVENTRY DR	Kensington	E65	321
12	1603081	14-Nov-16 14:07:58	303 BERKELEY PARK BLVD	Kensington	E65	321
13	1603082	14-Nov-16 14:30:28	KENYON AVE	Kensington	E65	321
14	1603085	14-Nov-16 23:31:18	9 LENOX DR	Kensington	E65	522
15	1603092	16-Nov-16 06:05:27	55 ARLMONT DR	Kensington	E65	321
16	1603101	16-Nov-16 14:38:55	293 ARLINGTON AVE	Kensington	E65	311
17	1603102	16-Nov-16 15:19:53	279 ARLINGTON AVE	Kensington	E72	740
18	1603105	17-Nov-16 00:08:27	411 COVENTRY DR	Kensington	E65	531
19	1603112	17-Nov-16 18:37:31	12 ARDMORE DR	Kensington	E65	611M
20	1603113	17-Nov-16 19:41:44	18 ARLINGTON CT	Kensington	E65	321
21	1603122	19-Nov-16 04:38:31	250 COLGATE AVE	Kensington	E65	321
22	1603123	19-Nov-16 06:33:09	18 ARLINGTON CT	Kensington	E65	444
23	1603124	19-Nov-16 07:42:43	253 YALE AVE	Kensington	E65	321
24	1603130	19-Nov-16 19:51:55	20 HIGHGATE RD	Kensington	E65	611M
25	1603137	20-Nov-16 19:16:48	141 SAINT ALBANS DR	Kensington	E65	553
26	1603138	20-Nov-16 20:29:48	330 BERKELEY PARK BLVD	Kensington	E65	553
27	1603153	23-Nov-16 08:58:23	608 PARKSIDE CT	Kensington	E65	321
28	1603155	23-Nov-16 10:25:24	260 YALE AVE	Kensington	E65	321
29	1603161	24-Nov-16 02:51:48	233 LAKE DR	Kensington	E65	611
30	1603172	25-Nov-16 12:20:12	8 HIGHGATE RD	Kensington	E65	321
						550

31	1603175	25-Nov-16 19:39:14	205 ARLINGTON AVE	Kensington	E65	321
32	1603192	28-Nov-16 06:13:33	20 HIGHGATE RD	Kensington	E65	321
33	1603199	28-Nov-16 15:37:55	20 HIGHGATE RD	Kensington	E72	321
34	1603205	29-Nov-16 08:27:17	624 PARKSIDE CT	Kensington	E65	550
35	1603207	29-Nov-16 11:52:41	275 COLUSA AVE	Kensington	E65	321
36	1603219	30-Nov-16 19:01:53	141 SAINT ALBANS DR	Kensington	E65	321

* See Attached Table for Incident Type Explanations

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

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County.

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

KENSINGTON FPD										PY/CY:
TRANSMITTAL - APPROVAL										BATCH #:
Invoices										DATE:
										LOCATION #:
										FILENAME:
VEND	VENDOR NAME	INVOICE DATE	DESCRIPTION	FUND / ORG	SUB ACCT	WAS. OP.	ACTIVITY	ENGUMB	PC	PAYMENT AMOUNT
00982	Delta Dental	12/1/2016	BE001910330 Dec dental	7840	1061					1,189.07
01169	CalPERS	11/14/16	7072901257 Jan medical	7840	1061					3,144.29
01406	KFPD Revolving Fund	12/09/16	Reimburse revolving fund	7840	2490					18,956.25
01634	Vision Service Plan	11/21/16	001027770001 Dec vision	7840	1061					346.72
02120	City of El Cerrito	12/01/16	Dec fire protection	7840	2328					208,317.09
16281	CSDA	12/01/16	2017 membership dues	7840	2490					6,026.00
50126	Shred-It	10/31/16	8121137184 shredding	7840	2490					1,118.00
50131	Meyers Nave	11/07/16	2016100022 legal counsel	7840	2490					2,669.76
50149	L.N. Curtis	12/05/16	309549 - wildland gear	7840	2490					22,609.84
50152	Lamorena & Chang	11/09/16	23301 FY15-16 audit	7840	2490					6,000.00
50180	Mack5	09/30/16	3341 Sep proj mgmt	7840	2490					2,192.55
50180	Mack5	11/30/15	3389 Nov proj mgmt	7840	2490					730.85
50201	RossDrulisCusenbery	11/30/2016	2016029-5 arch fees	7840	2490					10,110.42
TOTAL										283,410.84

Kensington FPD Approval
 Date: 1/1/16
[Signature]
 Date: 12/9/16

12/9/16

Attachment to Transmittal 1216

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
11/5/2016	Reimburse Director - CSDA conf	965.83
11/3/2016	PG&E - electric	1,140.71
11/3/2016	PG&E - gas	120.56
11/3/2016	Farmers - life insurance	412.50
11/17/2016	Payroll processing	60.09
11/17/2016	Payroll - 11/1-11/15/16	2,579.42
11/17/2016	Withholding payroll taxes 11/1-11/15/16	1,215.91
11/10/2016	Pagepoint - website updates	56.25
11/9/2016	Sprint - telephone	65.72
11/5/2016	AT&T - telephone	377.50
11/4/2016	Office Depot - office supplies	46.50
11/14/2016	Reimburse B/C Carr - CERT sheds	70.65
11/30/2016	Mechanics - service charge	15.00
12/1/2016	Stericycle - medical waste/pharmaceutical	766.91
11/10/2016	Mechanics - CERT sheds, sandbags, open house, etc.	4,235.33
11/15/2016	Bay Alarm - UL Certificate	115.00
11/22/2016	Comcast - internet	141.12
11/27/2016	Russell - October accounting	455.00
12/2/2016	Payroll processing	60.09
12/2/2016	Payroll - 11/15-11/30/16	2,579.42
12/2/2016	Withholding payroll taxes 11/15-11/30/16	1,215.90
12/10/2016	ICMA/RC - deferred comp	1,094.72
12/4/2016	PG&E - electric	945.80
12/4/2016	PG&E - gas	220.32
	Total	18,956.25

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

Kensington Fire Protection District
Balance Sheet
As of November 14, 2016

	Nov 14, 16
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	7,628.64
General Fund	621,556.35
Special Tax Fund	12,768.94
Capital Fund	6,955.77
Total Checking/Savings	649,109.70
Accounts Receivable	
Due from County for Reimb.	14,772.60
Accounts Receivable	1,887.23
Interest Receivable	776.91
Advance on Taxes	3,503,613.74
Advance on Supplemental Taxes	60,850.02
Total Accounts Receivable	3,581,900.50
Other Current Assets	
Prepaid Services - EC	1,701,912.72
Prepaid Exp.	8,255.22
Prepaid CERBT - Retiree Trust	984,551.86
Investments	
Capital Replacement Funds	1,210,765.00
Fire Protect. Contract Reserves	2,369,530.00
Investments - Other	-43,747.99
Total Investments	3,536,547.01
Total Other Current Assets	6,231,266.81
Total Current Assets	10,462,277.01
Fixed Assets	
Land	5,800.00
Equipment	1,719,998.35
Accumulated Depreciation-Equip	-855,614.15
Building and Improvements	2,391,581.26
Accumulated Depreciation - Bldg	-858,754.00
Total Fixed Assets	2,403,011.46
TOTAL ASSETS	12,865,288.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	14,772.60
Due to Other - Issued by CCC	34,392.98
Total Accounts Payable	49,165.58
Other Current Liabilities	
EI Cerrito Service Contract Pay	1,701,912.65
Wages & PR Taxes Payable	2,497.08
Total Other Current Liabilities	1,704,409.73
Total Current Liabilities	1,753,575.31
Total Liabilities	1,753,575.31
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

Kensington Fire Protection District
Balance Sheet
As of November 14, 2016

	Nov 14, 16
Fund Equity	3,271,383.99
Net Income	2,627,709.91
Total Equity	11,111,713.16
TOTAL LIABILITIES & EQUITY	12,865,288.47

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

Accrual Basis

July 1 through November 14, 2016

	Jul 1 - Nov 14, 16	Jul 1 - Nov 14, 15	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	3,412,258.80	3,201,670.66	210,588.14	6.6%
Special Taxes	200,287.30	200,345.40	-58.10	0.0%
Lease Agreement	1.00	0.00	1.00	100.0%
Interest Income	5,199.34	3,280.90	1,918.44	58.5%
Salary Reimbursement Agreement	17,688.00	16,781.40	906.60	5.4%
Miscellaneous Income	31,388.24	2,200.31	29,187.93	1,326.5%
Total Income	3,666,822.88	3,424,278.67	242,544.01	7.1%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,123.97	1,801.11	322.86	17.9%
Contra Costa County Expenses	123.83	154.51	-30.68	-19.9%
El Cerrito Contract Fee	850,958.35	789,843.38	61,114.97	7.7%
Water System Improvements	0.00	220,000.00	-220,000.00	-100.0%
Fire Abatement Contract	265.00	500.00	-235.00	-47.0%
Risk Management Insurance	12,106.00	11,491.00	615.00	5.4%
Professional Fees				
Accounting	1,300.00	1,283.75	16.25	1.3%
Audit	0.00	8,000.00	-8,000.00	-100.0%
Legal Fees	13,044.78	575.10	12,469.68	2,168.3%
Total Professional Fees	14,344.78	9,858.85	4,485.93	45.5%
Wildland Vegetation Mgmt	0.00	630.00	-630.00	-100.0%
Total OUTSIDE PROFESSIONAL SERVICES	879,919.93	1,034,278.85	-154,358.92	-14.9%
RETIREE MEDICAL BENEFITS				
PERS Medical	10,804.56	9,003.84	1,800.72	20.0%
Delta Dental	1,064.55	1,064.55	0.00	0.0%
Vision Care	289.55	289.55	0.00	0.0%
Total RETIREE MEDICAL BENEFITS	12,158.66	10,357.94	1,800.72	17.4%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,718.92	4,562.42	-843.50	-18.5%
Comm. Pharmaceutical Drop-Off	503.96	71.90	432.06	600.9%
CERT Emerg Kits/Sheds/Prepared	7,288.99	0.00	7,288.99	100.0%
Open Houses	317.51	0.00	317.51	100.0%
Community Shredder	0.00	1,484.07	-1,484.07	-100.0%
Total COMMUNITY SERVICE ACTIVITIES	11,829.38	6,118.39	5,710.99	93.3%
DISTRICT ACTIVITIES				
Firefighters' Expenses	164.53	0.00	164.53	100.0%
Professional Development	2,121.59	3,184.49	-1,062.90	-33.4%
Building Maintenance				
Needs Assess/Feasibility Study	79,630.95	0.00	79,630.95	100.0%
Janitorial Service	525.00	525.00	0.00	0.0%
Medical Waste Disposal	1,047.96	958.96	89.00	9.5%
Building Alarm	0.00	180.00	-180.00	-100.0%
Gardening service	360.00	240.00	120.00	50.0%
Miscellaneous Maint.	4,894.08	5,065.47	-171.39	-3.4%
Total Building Maintenance	86,457.99	6,967.43	79,490.56	1,140.9%
Building Utilities/Service				
Garbage	0.00	346.40	-346.40	-100.0%
Gas and Electric	3,852.28	3,013.63	838.65	27.8%
Water/Sewer	765.09	1,548.88	-783.79	-50.6%
Total Building Utilities/Service	4,617.37	4,908.91	-291.54	-5.9%
Memberships	650.00	6,309.00	-5,659.00	-89.7%
Office				
Office Expense	290.50	353.03	-62.53	-17.7%
Office Supplies	166.85	237.24	-70.39	-29.7%
Telephone	2,515.38	2,713.83	-198.45	-7.3%
Total Office	2,972.73	3,304.10	-331.37	-10.0%
Total DISTRICT ACTIVITIES	96,984.21	24,873.93	72,110.28	293.1%
Staff				
Wages	27,704.40	26,037.76	1,666.64	6.4%
Longevity Pay	1,000.00	1,000.00	0.00	0.0%
Overtime Wages	419.54	281.85	137.69	49.0%
Medical/dental ins compensation	2,730.00	2,600.00	130.00	5.0%
Retirement Contribution	2,413.18	1,978.88	434.30	22.0%
Payroll Taxes	2,129.18	2,288.85	-159.67	-7.0%
Workers Compensation/Life Ins	1,343.57	1,253.29	90.28	7.2%
Payroll Processing	480.72	457.84	22.88	5.0%
Total Staff	38,220.59	35,898.27	2,322.32	6.5%
Total Expense	1,039,112.77	1,111,327.38	-72,214.61	-6.5%
Net Ordinary Income	2,627,709.91	2,312,951.29	314,758.62	13.6%
Other Income/Expense				
Other Income				
Transfers In - General	353,020.08	2,735.09	350,284.99	12,807.1%
Total Other Income	353,020.08	2,735.09	350,284.99	12,807.1%
Other Expense				
Transfers Out - Capital	353,020.08	2,735.09	350,284.99	12,807.1%
<Gain>/Loss on Asset Disposal	0.00	630.87	-630.87	-100.0%
Total Other Expense	353,020.08	3,365.96	349,654.12	10,388.0%
Net Other Income	0.00	-630.87	630.87	100.0%
Net Income	2,627,709.91	2,312,320.42	315,389.49	13.6%

Kensington Fire Protection District
Revenue & Expense Prev Year Comparison

Accrual Basis

July 1 through November 14, 2016

1. Reimburse for 1/2 Manager's salary and related expenses.
-

Kensington Fire Protection District Revenue & Expense Budget vs. Actual

July through October 2016

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	3,394,762.20	3,520,295.00	-125,532.80	96.4%
Special Taxes	200,287.30	200,287.00	0.30	100.0%
Lease Agreement	1.00	1.00	0.00	100.0%
Interest Income	5,199.34	5,000.00	199.34	104.0%
Salary Reimbursement Agreement	17,688.00	18,200.00	-512.00	97.2%
Miscellaneous Income	31,388.24	0.00	31,388.24	100.0%
Total Income	3,649,326.08	3,743,783.00	-94,456.92	97.5%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	2,123.97	1,850.00	273.97	114.8%
Contra Costa County Expenses	123.83	5.00	118.83	2,476.6%
El Cerrito Contract Fee	850,956.35	850,956.32	0.03	100.0%
Water System Improvements	0.00	0.00	0.00	0.0%
Fire Abatement Contract	265.00	8,000.00	-7,735.00	3.3%
Risk Management Insurance	12,106.00	12,110.00	-4.00	100.0%
Professional Fees				
Accounting	1,300.00	1,866.68	-366.68	78.0%
Actuarial Valuation	0.00	0.00	0.00	0.0%
Audit	0.00	0.00	0.00	0.0%
Legal Fees	13,044.78	10,000.00	3,044.78	130.4%
Total Professional Fees	14,344.78	11,666.68	2,678.10	123.0%
Wildland Vegetation Mgmt	0.00	0.00	0.00	0.0%
Total OUTSIDE PROFESSIONAL SERVICES	879,919.93	884,588.00	-4,668.07	99.5%
RETIREE MEDICAL BENEFITS				
PERS Medical	10,804.56	12,293.36	-1,478.80	88.0%
Delta Dental	851.64	1,923.36	-1,071.72	44.3%
Vision Care	289.55	591.64	-302.09	48.9%
Total RETIREE MEDICAL BENEFITS	11,945.75	14,798.36	-2,852.61	80.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	3,696.42	4,333.36	-636.94	85.3%
Comm. Pharmaceutical Drop-Off	503.96	0.00	503.96	100.0%
Vial of Life Program	0.00	0.00	0.00	0.0%
CERT Emerg Kits/Sheds/Prepared	6,125.66	9,022.24	-2,896.58	67.9%
Open Houses	317.51	750.00	-432.49	42.3%
Community Shredder	0.00	0.00	0.00	0.0%
Firesafe Planting Grants	0.00	0.00	0.00	0.0%
Community Sandbags	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	10,643.55	14,105.60	-3,462.05	75.5%
DISTRICT ACTIVITIES				
Firefighter's Apparel & PPE	0.00	0.00	0.00	0.0%
Firefighters' Expenses	164.53	3,333.32	-3,168.79	4.9%
Professional Development	1,155.78	1,666.64	-510.88	69.3%
Building Maintenance				
Needs Assess/Feasibility Study	79,630.95	64,500.00	15,130.95	123.5%
Storage Room Emergency Repair	0.00	0.00	0.00	0.0%
Janitorial Service	420.00	500.00	-80.00	84.0%
Medical Waste Disposal	1,047.96	1,166.64	-118.68	89.8%
Building Alarm	0.00	200.00	-200.00	0.0%
Gardening Service	240.00	545.44	-305.44	44.0%
Miscellaneous Maint.	4,550.11	4,000.00	550.11	113.8%
Total Building Maintenance	85,889.02	70,912.08	14,976.94	121.1%
Building Utilities/Service				
Garbage	0.00	0.00	0.00	0.0%
Gas and Electric	3,901.29	2,500.00	1,401.29	156.1%
Water/Sewer	1,342.04	1,400.00	-57.96	95.9%
Total Building Utilities/Service	5,243.33	3,900.00	1,343.33	134.4%
Election	0.00	0.00	0.00	0.0%
Memberships	650.00	650.00	0.00	100.0%
Office				
Office Expense	290.50	1,166.68	-876.18	24.9%
Office Supplies	166.85	833.32	-666.47	20.0%
Telephone	2,374.26	2,666.68	-292.42	89.0%
Total Office	2,831.61	4,666.68	-1,835.07	60.7%
Total DISTRICT ACTIVITIES	95,934.25	85,128.72	10,805.53	112.7%
Staff				
Wages	27,704.40	27,704.32	0.08	100.0%
Longevity Pay	1,000.00	1,000.00	0.00	100.0%
Overtime Wages	419.54	450.00	-30.46	93.2%
Medical/dental ins compensation	2,730.00	2,730.00	0.00	100.0%
Retirement Contribution	2,413.18	2,105.52	307.66	114.8%
Payroll Taxes	2,129.18	2,200.00	-70.82	96.8%
Workers Compensation/Life Ins	931.07	1,000.00	-68.93	93.1%
Payroll Processing	420.63	453.00	-32.37	92.9%
Total Staff	37,748.00	37,642.84	105.16	100.3%
Contingency				
General	0.00	0.00	0.00	0.0%
Total Contingency	0.00	0.00	0.00	0.0%
Total Expense	1,036,191.48	1,036,263.52	-72.04	100.0%
Net Ordinary Income	2,613,134.60	2,707,519.48	-94,384.88	96.5%
Other Income/Expense				
Other Income				
Transfers In - General	353,020.08	0.00	353,020.08	100.0%
Total Other Income	353,020.08	0.00	353,020.08	100.0%
Other Expense				
Transfers Out - Capital	353,020.08	2,735.09	350,284.99	12,907.1%
<Gain>/Loss on Asset Disposal	0.00	630.87	-630.87	0.0%

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

July through October 2016

	Jul - Oct 16	Budget	\$ Over Budget	% of Budget
Total Other Expense	353,020.08	3,365.96	349,654.12	10,487.9%
Net Other Income	0.00	-3,365.96	3,365.96	0.0%
Net Income	<u>2,613,134.60</u>	<u>2,704,153.52</u>	<u>-91,018.92</u>	<u>96.6%</u>

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual

July through October 2016

- 1. Reimbursement for 1/2 Manager's salary and related expenses
-

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

December 2016

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Personnel Update

The Fire Department has been very busy over the last 14 months with entry level recruitment and promotional testing. The Department has completed entry level exams and promotional exams for the ranks of Firefighter, Engineer, Captain, and Battalion Chief. The Department has hired and promoted the following personnel:

Probationary Firefighters:

Anthony Dawson
Nicholas Lundberg
Brett Thatcher
Adam Birdsell
Mason Campbell

Captain Promotions:

Joseph Grupalo
Joseph Gagne

Engineer Promotions:

Anthony Michalek
Aaron Schwartzman

All of the aforementioned new hires and promotions are currently on probation and all feedback is very positive regarding their performance in their new positions.

BOARD REPORTS



Quarterly Meeting Minutes

10-17-2016	Meeting Time: 10:00 a.m.	Central Contra Costa Sanitary District Multi-Purpose Room 5019 Imhoff Place, Martinez, CA 94553
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Meeting called by	Chair Bette Boatman called meeting to order at 10:08 a.m.
Minutes	Suzette Crayton, Executive Assistant Central Contra Costa Sanitary District
Attendees	Thirty-Seven (37) Attendees (Sign In Sheet Attached)

Welcome and Introductions

Each representative introduced themselves. It was announced that Pleasant Hill Park and Recreation appointed a new General Manager, Michelle Lacy. The ribbon cutting for the biggest conservation district project was mentioned. Also Dan McIntyre from the Dublin-San Ramon Services District, has been there six months as General Manager and Tad Pilecki of the Central Contra Costa Sanitary District has now served 30 years total service as a Board Member and Engineering Manager.

Approval of July 18, 2016 Meeting Minutes

The minutes were approved.

Guest Speaker: Randy Record of the Metropolitan Water District of Southern California - represents the board for the Eastern Municipal Water District

Title of presentation was "What are Metropolitan Water District of Southern California's plans for the two delta islands they have purchased?" Questions followed with a discussion.

Proposed By-Laws Changes

Stan Caldwell highlighted the by-law changes. They were then voted on and the changes were passed.

Scholarship and Grant Program Update

John Burgh stated that an awards dinner was held last month and awards went to teachers. He also stated that the committee will be seeking further input from members at the January 2017 meeting.

LAFCO Representative Report

Commissioner Mike McGill stated that the second round of Municipal Service Reviews for fire districts were approved October 12th. Doctors Hospital closed and has outstanding debt so trying to figure out how to proceed. Negotiating a sale on the hospital building. Igor Skaredoff then followed up on a few of McGill's points. Emily Barnett provided an update on the Little Hoover Commission. She stated that there is a great deal of focus on health care districts. Barnett will provide a link to the information for Crayton to forward to members.

East Bay Regional Park District: Park Advisory Committee Report: Contra Costa LAFCO Executive Director Lou Ann Texeira

Lou Ann Texeira went over highlights from her update that was sent out to members ahead of the meeting. She stated that she will be stepping down. Texeira also talked about the Bay Area Backyard Collective and stated that she would send out some information on it. Boatmun then added that if anyone was interested in the Park Advisory Committee appointment, to let her know.

Legislative Committee Report

Dane Wadle provided a CSDA update also. He felt like CSDA had a successful year in regards to opposing bills. AB2257 passed so after January 2019, links to government agendas need to be on each agencies website home page. Wadle said that SB272 went into effect July 1st, which means cataloguing all enterprise systems, and he said that a number of agencies are still not in compliance. Wadle also stated that CSDA may designate a new field coordinator to attend CCSDA meetings.

Member District Highlight: Cecilia Goff from the Byron-Brentwood-Knightesen Union Cemetery District and Patricia Howard with the Alamo-Lafayette Cemetery District

Provided District highlights on the various cemetery districts and also talked about property tax districts. There are rules to allow non-residents to purchase space. Over 290 public cemeteries in California. They also talked about differences between public/private cemeteries.

Old/New Business

Ed Duarte presented several awards given out at the recent CSDA state conference; one to Tad Pilecki and Christina Gee from CSDA for the Citizens Academy held at the Central Contra Costa Sanitary District and one that Chair Boatmun accepted for the Chapter of the Year Award to CCSDA.

Finance Report and Tax Exempt Status Update: Treasurer Bert Michalczyk, Associate Member

Caldwell provided the report in Michalczyk's absence. He stated that the report had been sent out ahead of time and to let him know if there are any questions. Boatmun also announced that if anyone was interested in serving on the Audit Committee, to contact her or Crayton. Wanted to set committee by next month in order for the committee to report out at the January 2017 meeting.

California Special Districts Association Activities Update

Caldwell provided the update. In Sherry Sterrett's absence, who will be stepping down from the Pleasant Hill Park and Recreation Board, Stan presented to her the Hollingsworth Award which recognizes a champion of special districts. It was a unanimous decision by Board of Directors.

Presentation by President Bette Boatman

A keepsake box and card which was circulated and signed by members will be presented to Sherry Sterrett at a board meeting of her district in November.

Other Local Government Official Updates

None

Meeting was adjourned at 12:10 p.m. and next meeting is January 23, 2017.

Thank Hensington Fire
- You - Department



Sir
FERGUS
McVittors...
(...and his family
on Terrace
Drive)

1/16

You ARE our

HERO'S!!!

for saving

Fergus!!!

Many Many thanks

Nancy & RUBY