

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

Date of Meeting: March 12, 2014
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 Office 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: Helmut Blaszczyk, Joe de Ville, Nina Harmon, Janice Kosel, and Larry Nagel

RECESS INTO CLOSED SESSION

Conference with Real Property Negotiators
Property: A portion of 215/217 Arlington Avenue, Kensington, CA
Agency Negotiators: Janice Kosel and Nina Harmon, Directors
Negotiating Parties: Kensington Police Protection and Community Services District
Under Negotiation: Price and terms of payment

7:20 p.m. **RECONVENE REGULAR BOARD MEETING**

REPORT OUT OF ANY REPORTABLE ACTION TAKEN IN CLOSED SESSION

1. **ADOPTION OF CONSENT ITEMS.** Items 3, 4, 5 & 6
All matters listed with the notation "CC" are consent items, which are considered to be routine by the Board of Directors and will be enacted by one motion. The Board of Directors has received and considered reports and recommendations prior to assigning consent item designations to the various items. Copies of the reports are on file in the Fire Protection District Administrative Office at 217 Arlington Avenue and are available to the public. The disposition of the item is indicated. There will be no separate discussion of consent items. If discussion is requested for an item, that item will be removed from the list of consent items and considered separately on the agenda. PLEASE NOTE: Public review copy of the agenda packet is available at the Directors' table at the Board meetings.
2. **ORAL COMMUNICATIONS.** (This place on the agenda is reserved for comments and inquiries from citizens and Board members concerning matters that do not otherwise appear on the agenda. Speakers shall be requested to provide their names and addresses prior to giving public comments or making inquiries.)
- CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of February 12, 2014 (APPROVE)
- CC 4. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #9 (APPROVE)**

- CC 5. **APPROVAL OF MONTHLY FINANCIAL REPORT.** January/February 2014
(APPROVE)
- CC 6. **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** February 2014
(APPROVE)
7. **PRESIDENT'S REPORT**
8. **FIRE CHIEF'S REPORT**
- a. Review of operations.
 - b. Regional issues and developments.
9. **BOARD REPORTS**
Informational reports from Board members or staff covering the following assignments:
- a. Finance Committee (Kosel/Blaschczyk)
 - b. Public Safety Building (de Ville/Harmon)
 - c. Education (Kosel): Spring 2014 *Fire Plug*
 - d. Contra Costa County/California Special Districts Assoc. (Nagel): CSDA Board of Directors
Call for Nominations
 - e. Diablo Fire Safe Council/Interface (Staff)

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, April 9, 2014 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 4/9/14 is Wednesday, 3/26/14 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 4/2/14 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE FEBRUARY 12, 2014 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Helmut Blaschczyk, Nina Harmon, Janice Kosel, Larry Nagel
 Staff: Chief Lance Maples, Manager Brenda Navellier
 Absent: Director Joe deVille

CALL TO ORDER:

President Kosel called the meeting to order at 7:00 p.m. and noted the Directors and staff that were present, and that Director de Ville was excused.

APPROVAL OF CONSENT ITEMS:

President Kosel called for the approval of the consent calendar (items 3, 4, 5, 6 & 7) consisting of approval of the minutes of the January 8, 2014 meeting, approval of the monthly transmittal #8, approval of the monthly December/January financial report, approval of the December incident activity report, and approval of the January incident activity report. Director Blaschczyk made a motion to accept the consent calendar items as presented. Director Harmon seconded the motion.

AYES: Blaschczyk, Harmon, Kosel, Nagel
NOES: None
ABSTAIN: None

ORAL COMMUNICATIONS:

None.

PRESIDENT'S REPORT:

President Kosel thanked Manager Navellier for providing the Board members with a roster including pictures of all the firefighters.

Kosel noted the certificate and plaque displayed on the Board's table. Four Directors, Chief Maples and Navellier attended the CSDA chapter meeting last month to receive honors for the District Transparency Certificate and Reaccreditation as a District of Distinction.

Kosel sent an email last month to KPPCSD President Welsh asking for that district's lease proposal to KFPD. She sent a copy to each KFPD Board member and staff. Welsh and Kosel met to discuss the subject and Welsh said he would be responding to the email. No response has been received yet. KFPD district legal counsel has advised the proposal can be considered by the Board in closed session.

In reference to last month's adoption of the audit, Kosel noted that Director Nagel was correct in correcting the footnote numbers and updates pages 7 and 8 of the audit were included in the Board's packet. A net change in program expenses for FY12 and FY13 were also included in answer to Nagel's question about the \$95,000 difference in operating expenses between the two years. Kosel also stated that the District's budget for staff appreciation is \$2,500, not \$3,500 as stated by a member of the public. In fact \$1,487 was spent out of that budgeted amount.

CHIEF'S REPORT:

Chief Maples said there has been enough rain to change the fuel moisture content in the vegetation but not enough to affect California's drought. Cal Fire plans on declaring fire season extremely early this year, possibly on April 15th.

The Board packet included an overview on the CERT program during 2013. El Cerrito-Kensington is still cooperating with neighboring agencies and sharing classes. Eighty-seven people participated in CERT in 2013. There is a class that begins at the end of February. The program now has Area Coordinators for 17 CERT areas in both communities.

An overview of 2013 training activities was also provided. Firefighters have completed their eighth year working with an on-line training company. This is much more efficient than a classroom setting for much training. Personnel have completed 6,000 courses/activities on-line during those eight years. The department completed 150 performance evolutions during the year. Battalion Chief Gibson is in charge of that training. Maples reviewed many of the training activities completed including those with neighboring agencies and with the three new hires. A new regional training facility is going to open up in 2014. The facility was built by Chevron and much of the computers/books, etc. are sponsored by the Maritime Academy. Chevron also sends ECFD personnel to live fire training at Texas A&M every year. All command staff have attended this training.

Rodeo-Hercules was successful with a Fire Act grant for staffing of nine firefighters. This will reopen their closed session and bring depth back to West County. Discussion followed on the difficulties faced by East Contra Costa County Fire Protection District. ECCCCFPD is considering applying for a staffing grant and also passing a parcel tax.

Maples discussed the possibility of starting the vegetation management inspection early due to the drought. In the past, when the department attempted to start the program early, residents were not receptive because the weeds grow back in between the first and second inspections. The department will consider whether it is necessary as the season progresses.

NEW BUSINESS:

Mid-Year Budget Review and Budget Revision: Kosel noted that there are two budgets in the packet – one dated 9/11/13 (which was accepted last fall) and a revision dated 2/12/14. The proposed change in the 2/12/14 budget is the State of California loan receivable which was in fact paid in the prior fiscal year and is no longer a receivable. Kosel reviewed the Planning Budget for FY14-15 which shows the District being \$150,000 in the negative for that year largely due to planned water system improvements. The Type I engine will also be replaced in FY14-15 per the replacement schedule at approximately \$630,000 which has been saved in a designated fund. Discussion followed on the State of California loan. Director Kosel made a motion to adopt the 2/12/14 budget as revised in the packet. When questioned, Chief Maples believes the \$630,000 Type I Engine estimate is adequate. Changes and modernization to the lockers/apparatus room may need to be made to accommodate the new engine which will be approximately 18” to 24” longer than the existing engine. Maples gave more details on the proposed new engine and the maintenance of the existing engine. Maples will attempt to get quotes for the locker revisions to include in the FY14-15 budget. In answer to a question from the public, Kosel explained that the District would set up a new designated fund for a Type I once the District knows exactly how much the purchase in FY14-15 will be with an adjustment for inflation. Kosel also explained the District has separate operating expense and capital budgets. A member of the public asked how the District prioritized the water system improvements. KFPD had a fire flow study completed by EBMUD and also wrote a master plan for the water system improvements. Hydrant spacing is based on an optimum of 500 feet apart. Director Blaschczyk seconded the motion.

AYES:	Blaschczyk, Harmon, Kosel, Nagel
NOES:	None
ABSTAIN:	None

BOARD REPORTS:

Finance Committee: Minutes of the May 29, 2013 Finance Committee meeting were included in the packet.

CSDA: Director Nagel provided an overview of the January 27, 2014 quarterly chapter meeting.

ADJOURNMENT: The meeting was adjourned at 7:58 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on March 12, 2014.

Attest:

Larry Nagel, Board Secretary

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: KENSINGTON		
00982	Delta Dental	3/1/2014	BE000748191 Mar dental	7840	1061	1,189.07
1169	CalPERS	2/14/2014	014233428 Mar med	7840	1061	7,321.85
01406	KFPD	03/07/14	Reimburse revolving fund	7840	2490	9529.71
01634	Vision Service Plan	02/20/14	001027770001 Mar vision	7840	1061	330.22
02120	City of El Cerrito	03/01/14	Mar fire protection	7840	2328	192,681.59
	Alert-All Corp.	02/18/14	214020021 public education	7840	2490	861.10
TOTAL						202,383.83

Kensington FPD Approval
 Date: 3/11/14
Mudgappa

March 7, 2014

Attachment to Transmittal 0314

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
2/4/2014	PG&E - electric	183.78
2/9/2014	Nextel - telephone	64.53
2/14/2014	Payroll processing	52.40
2/14/2014	Payroll - 2/1-2/15/14	2,493.72
2/14/2014	Withholding payroll taxes 2/1- 2/15/14	974.29
2/1/2014	EBMUD - water/wastewater	304.84
2/5/2014	PG&E - gas	177.43
2/5/2014	AT&T - phone lines	417.01
2/18/2014	Pagepoint - website update	136.49
2/12/2014	Mechanics - public education	145.34
3/2/2014	Payroll processing	52.40
3/3/2014	Payroll - 2/16-2/28/14	2,519.36
3/3/2014	Withholding payroll taxes 2/16- 2/28/14	974.84
3/1/2014	Allways Green - janitorial	105.00
3/10/2014	ICMA deferred comp Feb	712.98
3/1/2014	Stericycle - medical waste	215.30
	Total	9,529.71

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 12, 2014

	Feb 12, 14
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	7,939.36
General Fund	665,754.25
Special Tax Fund	3,643.40
Capital Fund	5,019.77
Total Checking/Savings	682,556.78
Accounts Receivable	
Accounts Receivable	828.23
Advance on Taxes	1,411,834.22
Advance on Supplemental Taxes	30,716.14
Total Accounts Receivable	1,443,378.59
Other Current Assets	
Prepaid Services - EC	983,681.01
Prepaid CERBT - Retiree Trust	1,066,786.90
Investments	
Capital Replacement Funds	1,167,332.00
Fire Protect. Contract Reserves	2,365,475.00
Investments - Other	-69,706.30
Total Investments	3,463,100.70
Total Other Current Assets	5,513,568.61
Total Current Assets	7,639,503.98
Fixed Assets	
Equipment	1,056,930.12
Accumulated Depreciation-Equip	-626,703.00
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-684,659.00
Current Capital Outlay	
Airpacks	15,561.45
Public Education	21.00
Total Current Capital Outlay	15,582.45
Total Fixed Assets	1,764,256.87
Other Assets	
Suspense	553.50
Total Other Assets	553.50
TOTAL ASSETS	9,404,314.35
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	10,615.80
Total Accounts Payable	10,615.80
Other Current Liabilities	
El Cerrito Service Contract Pay	983,681.01
Wages & PR Taxes Payable	1,239.00
Total Other Current Liabilities	984,920.01
Total Current Liabilities	995,535.81
Total Liabilities	995,535.81

Kensington Fire Protection District
Balance Sheet
As of February 12, 2014

	<u>Feb 12, 14</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	1,535,196.38
Net Income	1,660,962.90
Total Equity	<u>8,408,778.54</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,404,314.35</u></u>

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

July 1, 2013 through February 12, 2014

	Jul 1, '13 - Feb 12, 14	Jul 1, '12 - Feb 12, 13	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,919,486.89	2,777,770.14	141,716.75	5.1%
Special Taxes	200,428.40	200,395.20	33.20	0.0%
Other Tax Income	14,050.94	19,009.04	-4,958.10	-26.1%
Lease Agreement	31,514.00	30,596.00	918.00	3.0%
Interest Income	3,644.63	4,144.39	-499.76	-12.1%
Salary Reimbursement Agreement	28,382.10	27,190.59	1,191.51	4.4%
Miscellaneous Income	14,266.11	0.00	14,266.11	100.0%
Total Income	3,211,773.07	3,059,105.36	152,667.71	5.0%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,541.07	219.32	14.2%
Contra Costa County Expenses	2,711.15	2,604.53	106.62	4.1%
El Cerrito Contract Fee	1,377,153.15	1,379,860.23	-2,707.08	-0.2%
Water System Improvements	0.00	280,000.00	-280,000.00	-100.0%
Fire Abatement Contract	865.00	2,550.00	-1,685.00	-66.1%
Risk Management Insurance	10,601.00	10,200.00	401.00	3.9%
Professional Fees				
Accounting	1,933.75	1,641.25	292.50	17.8%
Actuarial Valuation	2,500.00	0.00	2,500.00	100.0%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	1,536.30	1,809.46	-273.16	-15.1%
Total Professional Fees	17,970.05	15,450.71	2,519.34	16.3%
Wildland Vegetation Mgmt	5,320.00	5,390.00	-70.00	-1.3%
Total OUTSIDE PROFESSIONAL SER...	1,416,380.74	1,697,596.54	-281,215.80	-16.6%
RETIREE MEDICAL BENEFITS				
PERS Medical	34,176.68	40,158.30	-5,981.62	-14.9%
Delta Dental	4,373.32	4,110.00	263.32	6.4%
Vision Care	1,193.32	1,260.00	-66.68	-5.3%
Total RETIREE MEDICAL BENEFITS	39,743.32	45,528.30	-5,784.98	-12.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,289.60	3,948.98	340.62	8.6%
Comm. Pharmaceutical Drop-Off	238.14	707.54	-469.40	-66.3%
Vial of Life Program	114.27	5.46	108.81	1,992.9%
Open Houses	287.48	304.60	-17.12	-5.6%
Total COMMUNITY SERVICE ACTIVITI...	4,929.49	4,966.58	-37.09	-0.8%
DISTRICT ACTIVITIES				
Firefighter's Apparel	616.75	822.15	-205.40	-25.0%
Firefighters' Expenses	0.00	4,977.72	-4,977.72	-100.0%
Staff Appreciation	1,487.10	1,590.15	-103.05	-6.5%
Professional Development	3,123.38	0.00	3,123.38	100.0%
Building Maintenance				
Janitorial Service	822.55	697.62	124.93	17.9%
Medical Waste Disposal	1,311.61	4,692.95	-3,381.34	-72.1%
Building alarm	100.00	100.00	0.00	0.0%
Gardening service	1,330.00	600.00	730.00	121.7%
Miscellaneous Maint.	8,376.38	6,426.20	1,950.18	30.4%
Total Building Maintenance	11,940.54	12,516.77	-576.23	-4.6%
Building Utilities/Service				
Garbage	621.24	560.52	60.72	10.8%
Gas and Electric	4,744.22	3,730.38	1,013.84	27.2%
Water/Sewer	726.52	735.68	-9.16	-1.3%
Total Building Utilities/Service	6,091.98	5,026.58	1,065.40	21.2%
Memberships	5,519.00	4,626.00	893.00	19.3%
Office				
Office Expense	483.09	129.75	353.34	272.3%
Office Supplies	311.15	575.22	-264.07	-45.9%
Telephone	3,567.83	3,071.10	496.73	16.2%
Total Office	4,362.07	3,776.07	586.00	15.5%
Total DISTRICT ACTIVITIES	33,140.82	33,335.44	-194.62	-0.6%
Staff				
Wages	43,810.54	42,952.00	858.54	2.0%
Overtime Wages	270.74	557.52	-286.78	-51.4%
Medical/dental Ins compensation	4,200.00	3,710.00	490.00	13.2%
Retirement Contribution	2,190.49	2,147.60	42.89	2.0%
Payroll Taxes	3,589.32	3,591.47	-2.15	-0.1%
Workers Compensation/Life Ins	1,738.61	1,316.30	422.31	32.1%
Payroll Processing	816.10	777.36	38.74	5.0%
Total Staff	56,615.80	55,052.25	1,563.55	2.8%
Contingency				
General	0.00	3,160.61	-3,160.61	-100.0%
Total Contingency	0.00	3,160.61	-3,160.61	-100.0%
Total Expense	1,550,810.17	1,839,639.72	-288,829.55	-15.7%
Net Ordinary Income	1,660,962.90	1,219,465.64	441,497.26	36.2%

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

July 1, 2013 through February 12, 2014

	Jul 1, '13 - Feb 12, 14	Jul 1, '12 - Feb 12, 13	\$ Change	% Change
Other Income/Expense				
Other Income				
Transfers In - Capital	2,455.00	193,455.00	-191,000.00	-98.7%
Transfers In - General	130,844.72	2,017.27	128,827.45	6,386.2%
Total Other Income	133,299.72	195,472.27	-62,172.55	-31.8%
Other Expense				
Transfers Out - Capital	1,844.72	2,017.27	-172.55	-8.6%
Transfers Out - Special	129,000.00	0.00	129,000.00	100.0%
Transfers Out - General	2,455.00	193,455.00	-191,000.00	-98.7%
Total Other Expense	133,299.72	195,472.27	-62,172.55	-31.8%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,660,962.90	1,219,465.64	441,497.26	36.2%

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

July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,919,486.89	2,765,000.00	154,486.89	105.6%
Special Taxes	200,428.40	200,395.00	33.40	100.0%
Other Tax Income	14,050.94	14,154.00	-103.06	99.3%
Lease Agreement	31,514.00	31,514.00	0.00	100.0%
Interest Income	3,644.63	4,000.00	-355.37	91.1%
Salary Reimbursement Agreement	28,382.10	28,382.06	0.04	100.0%
Grant Revenue	0.00	0.00	0.00	0.0%
Miscellaneous Income	14,266.11	0.00	14,266.11	100.0%
Total Income	3,211,773.07	3,043,445.06	168,328.01	105.5%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,620.00	140.39	108.7%
Contra Costa County Expenses	2,711.15	2,706.00	5.15	100.2%
El Cerrito Contract Fee	1,377,153.15	1,377,153.19	-0.04	100.0%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Fire Abatement Contract	865.00	8,000.00	-7,135.00	10.8%
Risk Management Insurance	10,601.00	10,600.00	1.00	100.0%
Professional Fees				
Accounting	1,933.75	2,625.00	-691.25	73.7%
Actuarial Valuation	2,500.00	3,500.00	-1,000.00	71.4%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	1,536.30	17,500.00	-15,963.70	8.8%
Total Professional Fees	17,970.05	35,625.00	-17,654.95	50.4%
Wildland Vegetation Mgmt	5,320.00	5,000.00	320.00	106.4%
Total OUTSIDE PROFESSIONAL SER...	1,416,380.74	1,450,704.19	-34,323.45	97.6%
RETIREE MEDICAL BENEFITS				
PERS Medical	34,176.68	29,904.56	4,272.12	114.3%
Delta Dental	3,826.65	3,826.69	-0.04	100.0%
Vision Care	1,193.32	1,044.19	149.13	114.3%
Total RETIREE MEDICAL BENEFITS	39,196.65	34,775.44	4,421.21	112.7%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,289.60	7,583.31	-3,293.71	56.6%
Comm. Pharmaceutical Drop-Off	238.14	1,500.00	-1,261.86	15.9%
Vial of Life Program	114.27	150.00	-35.73	76.2%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	287.48	1,000.00	-712.52	28.7%
Community Shredder	0.00	0.00	0.00	0.0%
Total COMMUNITY SERVICE ACTIVITI...	4,929.49	10,233.31	-5,303.82	48.2%
DISTRICT ACTIVITIES				
Firefighter's Apparel	0.00	800.00	-800.00	0.0%
Firefighters' Expenses	0.00	3,000.00	-3,000.00	0.0%
Engine Rescue Equipment	0.00	6,000.00	-6,000.00	0.0%
Staff Appreciation	1,487.10	2,500.00	-1,012.90	59.5%
Professional Development	3,123.38	3,625.00	-501.62	86.2%
Building Maintenance				
Janitorial Service	717.55	875.00	-157.45	82.0%
Medical Waste Disposal	1,311.61	4,217.50	-2,905.89	31.1%
Building alarm	100.00	100.00	0.00	100.0%
Gardening service	1,330.00	875.00	455.00	152.0%
Miscellaneous Maint.	7,508.59	7,000.00	508.59	107.3%
Total Building Maintenance	10,967.75	13,067.50	-2,099.75	83.9%
Building Utilities/Service				
Garbage	621.24	590.00	31.24	105.3%
Gas and Electric	4,560.44	4,083.31	477.13	111.7%
Water/Sewer	726.52	1,050.00	-323.48	69.2%
Total Building Utilities/Service	5,908.20	5,723.31	184.89	103.2%
Election	0.00	0.00	0.00	0.0%
Memberships	5,519.00	5,500.00	19.00	100.3%
Office				
Office Expense	483.09	2,041.69	-1,558.60	23.7%
Office Supplies	311.15	1,458.31	-1,147.16	21.3%
Telephone	3,422.60	3,380.44	42.16	101.2%
Total Office	4,216.84	6,880.44	-2,663.60	61.3%
Total DISTRICT ACTIVITIES	31,222.27	47,096.25	-15,873.98	66.3%
Staff				
Wages	43,810.54	43,811.25	-0.71	100.0%
Overtime Wages	270.74	1,516.69	-1,245.95	17.9%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	4,200.00	4,200.00	0.00	100.0%
Retirement Contribution	2,190.49	2,190.44	0.05	100.0%
Payroll Taxes	3,589.32	4,007.00	-417.68	89.6%
Workers Compensation/Life Ins	1,738.61	1,500.00	238.61	115.9%
Payroll Processing	816.10	805.00	11.10	101.4%
Total Staff	56,615.80	58,030.38	-1,414.58	97.6%

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

July 2013 through January 2014

	Jul '13 - Jan 14	Budget	\$ Over Budget	% of Budget
Contingency				
General	0.00	25,000.00	-25,000.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Expense	1,546,344.95	1,625,839.57	-77,494.62	95.2%
Net Ordinary Income	1,663,428.12	1,417,605.49	245,822.63	117.3%
Other Income/Expense				
Other Income				
Transfers In - Capital	2,455.00			
Transfers In - General	130,844.72			
Total Other Income	133,299.72			
Other Expense				
Transfers Out - Capital	1,844.72			
Transfers Out - Special	129,000.00			
Transfers Out - General	2,455.00			
Total Other Expense	133,299.72			
Net Other Income	0.00			
Net Income	1,663,428.12	1,417,605.49	245,822.63	117.3%



EL CERRITO FIRE DEPARTMENT

Memorandum

March 2, 2014

TO: Kensington Fire Protection District Board Members

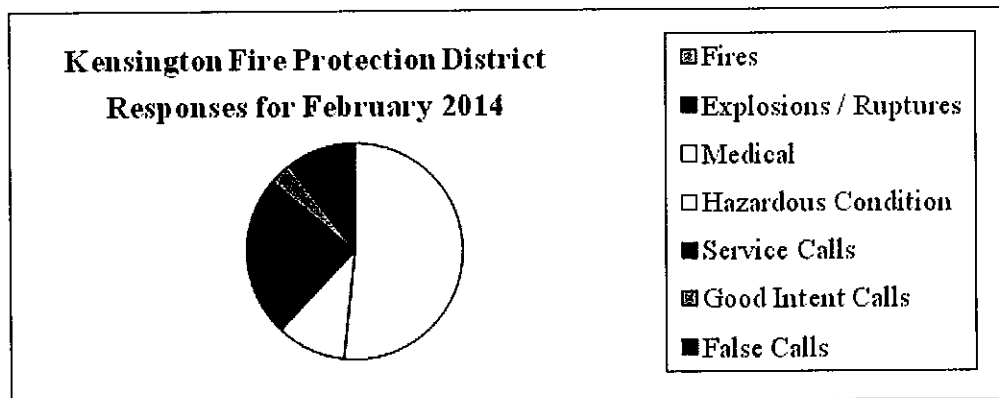
FROM: Laurence Carr, Battalion Chief

RE: Incident Activity Reports for the Month of February 2014

There were 29 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 the calls that the Fire Department responded to this past month. Total calls for E65 was 47 in all districts.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	15	51.72%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	3	10.34%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	7	24.14%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	1	3.45%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	3	10.34%
Totals		29	100.00%



Kensington Fire Protection District Response Log for February 2014

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1400285	03-Feb-14 19:19:11	39 STRATFORD DR	Kensington	E65	554
2	1400309	06-Feb-14 12:13:45	9 WINDSOR AVE	Kensington	E65	441
3	1400310	06-Feb-14 14:12:01	304 ARLINGTON AVE	Kensington	E65	321
4	1400312	06-Feb-14 17:26:23	805 COVENTRY DR	Kensington	E65	321
5	1400313	06-Feb-14 18:16:57	212 LAKE DR	Kensington	E72	740
6	1400323	08-Feb-14 01:11:08	60 ARLINGTON CT	Kensington	E65	444
7	1400330	08-Feb-14 18:04:13	217 ARLINGTON AVE	Kensington	E65	321
8	1400334	09-Feb-14 11:51:56	709 WELLESLEY AVE	Kensington	E65	500
9	1400335	09-Feb-14 12:12:42	58 EUREKA AVE	Kensington	E65	321
10	1400351	10-Feb-14 15:36:15	618 COVENTRY DR	Kensington	E65	322
11	1400353	10-Feb-14 17:26:21	1644 OAK VIEW AVE	Kensington	E65	321
12	1400360	12-Feb-14 08:12:53	673 COVENTRY DR	Kensington	E65	522
13	1400368	13-Feb-14 12:23:17	224 LAKE DR	Kensington	E65	321
14	1400376	14-Feb-14 06:20:00	239 CAMBRIDGE AVE	Kensington	E65	553
15	1400381	15-Feb-14 08:28:54	123 ARDMORE DR	Kensington	E65	321
16	1400390	16-Feb-14 17:44:34	152 HIGHLAND BLVD	Kensington	E65	651
17	1400393	17-Feb-14 15:37:15	362 OCEAN VIEW AVE	Kensington	E65	743
18	1400406	19-Feb-14 11:35:03	338 COVENTRY DR	Kensington	E65	511
19	1400412	20-Feb-14 10:57:20	130 NORWOOD CT	Kensington	E65	553
20	1400420	21-Feb-14 13:13:40	210 YALE AVE	Kensington	E72	700
21	1400423	21-Feb-14 17:55:24	3 HIGHGATE CT	Kensington	E65	321
22	1400428	22-Feb-14 10:54:26	255 WILLAMETTE AVE	Kensington	E65	321
23	1400430	22-Feb-14 15:21:56	719 COVENTRY DR	Kensington	E65	321
24	1400440	23-Feb-14 21:18:59	237 AMHERST AVE	Kensington	E65	553
25	1400444	24-Feb-14 09:52:20	5 EDGECROFT DR	Kensington	E72	451
26	1400450	24-Feb-14 20:33:14	657 COVENTRY DR	Kensington	E65	320
27	1400480	28-Feb-14 08:09:29	STRATFORD DR	Kensington	E65	322
28	1400482	28-Feb-14 10:34:39	40 RINCON DR	Kensington	E65	321
29	1400484	28-Feb-14 12:53:06	279 COLUSA AVE	Kensington	E65	321

* See Attached Table for Incident Type Explanations

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

Kensington Fire Protection District Engine 65 Response Log for February 2014

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1400265	01-Feb-14 14:29:46	6125 SUTTER AVE	Richmond	E65	113
2	1400266	01-Feb-14 15:24:24	1740 JULIAN CT	El Cerrito	E65	113
3	1400275	02-Feb-14 09:47:42	752 ELM ST	El Cerrito	E65	118
4	1400285	03-Feb-14 19:19:11	39 STRATFORD DR	Kensington	E65	554
5	1400292	04-Feb-14 22:58:52	1115 IVY CT	El Cerrito	E65	311
6	1400301	05-Feb-14 17:38:07	832 BALRA DR	El Cerrito	E65	321
7	1400303	05-Feb-14 19:53:32	10203 SAN PABLO AVE	El Cerrito	E65	743
8	1400309	06-Feb-14 12:13:45	9 WINDSOR AVE	Kensington	E65	441
9	1400310	06-Feb-14 14:12:01	304 ARLINGTON AVE	Kensington	E65	321
10	1400312	06-Feb-14 17:26:23	805 COVENTRY DR	Kensington	E65	321
11	1400323	08-Feb-14 01:11:08	60 ARLINGTON CT	Kensington	E65	444
12	1400330	08-Feb-14 18:04:13	217 ARLINGTON AVE	Kensington	E65	321
13	1400334	09-Feb-14 11:51:56	709 WELLESLEY AVE	Kensington	E65	500
14	1400335	09-Feb-14 12:12:42	58 EUREKA AVE	Kensington	E65	321
15	1400336	09-Feb-14 16:38:45	7517 TERRACE DR	El Cerrito	E65	521
16	1400348	10-Feb-14 11:14:49	1155 KING CT	El Cerrito	E65	652
17	1400349	10-Feb-14 12:33:25	7515 TERRACE DR	El Cerrito	E65	321
18	1400351	10-Feb-14 15:36:15	618 COVENTRY DR	Kensington	E65	322
19	1400353	10-Feb-14 17:26:21	1644 OAK VIEW AVE	Kensington	E65	321
20	1400355	11-Feb-14 09:03:17	359 COLUSA AVE	El Cerrito	E65	131
21	1400360	12-Feb-14 08:12:53	673 COVENTRY DR	Kensington	E65	522
22	1400368	13-Feb-14 12:23:17	224 LAKE DR	Kensington	E65	321
23	1400376	14-Feb-14 06:20:00	239 CAMBRIDGE AVE	Kensington	E65	553
24	1400377	14-Feb-14 11:04:31	MOESER LN	El Cerrito	E65	651
25	1400379	14-Feb-14 19:09:14	10203 SAN PABLO AVE	El Cerrito	E65	743
26	1400380	14-Feb-14 21:44:26	10203 SAN PABLO AVE	El Cerrito	E65	745
27	1400381	15-Feb-14 08:28:54	123 ARDMORE DR	Kensington	E65	321
28	1400390	16-Feb-14 17:44:34	152 HIGHLAND BLVD	Kensington	E65	651
29	1400393	17-Feb-14 15:37:15	362 OCEAN VIEW AVE	Kensington	E65	743
30	1400394	17-Feb-14 16:06:32	8315 TERRACE DR	El Cerrito	E65	700

31	1400403	18-Feb-14 21:35:56	938 GALVIN DR	El Cerrito	E65	700
32	1400406	19-Feb-14 11:35:03	338 COVENTRY DR	Kensington	E65	511
33	1400409	19-Feb-14 16:28:56	7788 BARON CT	El Cerrito	E65	321
34	1400411	20-Feb-14 10:27:49	10203 SAN PABLO AVE	El Cerrito	E65	743
35	1400412	20-Feb-14 10:57:20	130 NORWOOD CT	Kensington	E65	553
36	1400413	20-Feb-14 11:11:42	10690 SAN PABLO AVE	El Cerrito	E65	311
37	1400423	21-Feb-14 17:55:24	3 HIGHGATE CT	Kensington	E65	321
38	1400428	22-Feb-14 10:54:26	255 WILLAMETTE AVE	Kensington	E65	321
39	1400429	22-Feb-14 11:47:00	CANON DR	Contra Costa C	E65	381
40	1400430	22-Feb-14 15:21:56	719 COVENTRY DR	Kensington	E65	321
41	1400440	23-Feb-14 21:18:59	237 AMHERST AVE	Kensington	E65	553
42	1400444	24-Feb-14 09:52:20	5 EDGECROFT DR	Kensington	E65	451
43	1400450	24-Feb-14 20:33:14	657 COVENTRY DR	Kensington	E65	320
44	1400463	26-Feb-14 09:15:45	10057 SAN PABLO AVE	El Cerrito	E65	321
45	1400480	28-Feb-14 08:09:29	STRATFORD DR	Kensington	E65	322
46	1400482	28-Feb-14 10:34:39	40 RINCON DR	Kensington	E65	321
47	1400484	28-Feb-14 12:53:06	279 COLUSA AVE	Kensington	E65	321

* See Attached Table for Incident Type Explanations

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600	(Cancelled En Route, Wrong Location)
700	(Wrong Company/Unit Dispatched)

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

March 2014

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

2013 Fire Prevention Update

In 2013 the Fire Prevention Division continued to have a busy and very successful year. The major programs the Fire Prevention Division is involved in include: Mercantile Fire Safety Inspections, New Building Construction which includes plan reviews and field inspections, Public Education and the Weed Abatement Program. These four programs keep the Prevention Division extremely busy throughout the year and provide the greatest challenges and rewards.

Fire Safety Inspections

El Cerrito and Kensington have more than 500 businesses that are inspected annually by on-duty engine companies. There are typically six (6) types of inspections the engine companies conduct. They are: General Fire Safety, Educational Facilities, Fire Sprinkler, Fire Alarm, Hazardous Occupancy and Commercial Cooking Fire Suppression (Hood & Duct) Inspections. Many of the business 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, the Fire Department 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 the 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, onsite inspections and final inspections. In 2013, the Fire Department completed 43 plan reviews and more than 30 construction site inspections. This year the overall number of new construction inspections is down due to the industry-wide slowdown. 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

Public Education continues to evolve. The infant car seat installation program continues to be successful and continues to expand. This year there were more than 70 infant and child care seats installed for Kensington and El Cerrito residents. The Fire Department car seat installers have 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, the 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. This year the Fire Department has conducted fire safety education for more than 2,600 people of all ages. They have achieved this by being extremely active in seeking opportunities to educate the public in fire safety. The main avenues they reach the public is through fire station tours, going to public and private schools and other public events like the Tri-City Safety Day, Fourth of July Festival and Halloween. The Fire Safety Trailer has been used at several City sponsored events as well as business sponsored events and draws large numbers of participants.

In addition, the Department has conducted six CPR/First Aid classes for the public that has drawn 60 students. The citizens of El Cerrito are excited and eager to seize every opportunity to learn about emergency preparedness.

Weed Abatement Program

The Fire Department's Weed Abatement Program remains the most challenging and time consuming program. The program consists of inspecting every property within El Cerrito and Kensington, identifying fire hazards and having those fire hazards removed or brought up to 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 adopted "Vegetation Management Standards". This year the Fire Prevention Division sent out more than 175 notices of non-compliance and had all but seven of the properties brought into compliance voluntarily. This was achieved through the hard diligent work of Prevention Department personnel, making hundreds of phone calls and site visits to educate property owners of the risk and standards they were to maintain.

BOARD REPORTS

The Fire Plug



INSIDE THIS ISSUE:

Vegetation Management = Fire Prevention

Spring and summer are quickly approaching. Along with the nice spring weather, comes beautiful flowers, gardens, and, of course, the dreaded weeds. Every year, the rapid growth of noxious weeds and vegetation create an extreme fire risk in Kensington. When coupled with the pending drought condition in the state of California, the need to reduce the risk of wildfire takes on an even greater significance in the community.



Specifically, Kensington contains wildland intermix areas which increase the community's risk of loss from devastating fire that could result from the combination of current environmental conditions and a lack of attention to property maintenance. These areas have been identified by the California Department of Forestry (CDF) and the Kensington Fire District as Very High Fire Hazard Severity (VHFHS) Zones. As specified by State Law AB 337, property owners within these zones must take special precautions with their property, including vegetation management, to reduce the risk of fire.

A key goal of local community fire protection planning is to reduce the

level of fire hazards in Kensington's wildland intermix areas (VHFHS Zones). While it is not possible to eliminate all threats of catastrophic wildfire, fire hazards can be reduced to acceptable levels and still allow for a "green" Kensington. Vegetation management, through the limitation of fuel size and increasing separation between combustible fuels, makes it more difficult for fires to ignite and limits the rate at which fires will grow.

Fires will continue to be a part of California urban living. Through vegetation management, Kensington residents can significantly reduce the potential of a small fire growing into a catastrophic event involving one or more structures. In order to assist you in planning and developing a defensible space for your home, please pickup a copy of our 'Defensible Space Brochure' from any El Cerrito/Kensington Fire Station.

Should you need additional guidance in resolving the fire hazard on your property, please contact Fire Prevention Captain David Ciappara at 215-4457. A copy of the Kensington Vegetation Management Standards can also be obtained at www.kensingtonfire.org under Safety Tips.

Remember, "You Make the Difference" in keeping your home, your neighborhood, and our Community 'Wildfire Safe'.

Smoke/CO Detectors	2
Drug Disposal	2
KFPD Earns Honors	3
Annual Shredding Event	3
CERT Boot Camp	4

KFPD BOARD OF DIRECTORS:

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

KFPD STAFF:

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



Smoke/CO Detectors Save Lives

Most fatal home fires and carbon monoxide (CO) accidents occur at night, while people are asleep. Poisonous gases and smoke from a fire can numb the senses in a very short time, putting people into a deeper sleep. Every home needs devices that can wake people up in time to escape from fire or the build-up of carbon monoxide. Smoke and CO detectors really do save lives!

Smoke detectors are designed to alert you to the fact that there is a fire in the house. You should have a smoke detector in each bedroom and on each story of your house (including the basement or attic). CO alarms detect carbon monoxide, an invisible, odorless, colorless gas. Sources of CO include heating and cooking equipment that burn fuel, and vehicles or generators running in an attached garage. CO detectors should be installed outside each sleeping area and on every level of the home and in other locations where required by applicable laws, codes or standards. It's extremely important to test and clean all detectors and change the batteries regu-

larly. An easy way to remember to replace the batteries is to do so when you adjust your clocks for daylight saving time (spring and fall). The detectors themselves should be replaced approximately every ten years. Always be sure to follow the manufacturer's recommendations for installation, testing, maintenance and disposal of the detectors.



In an effort to insure that everyone has working smoke detectors in their homes, the Kensington Fire Protection District has a smoke detector program that supplies and installs smoke detectors for senior or disabled persons upon request. For more information, call 215-4450.

National Drug Take-Back Initiative

KFPD and KPPCSD will be holding a free community pharmaceutical drop-off event on **Saturday, April 26, 2014.**

We will be accepting unwanted/expired medications through the U.S. Drug Enforcement Agency's "Got Drugs?" national take-back initiative that is held twice a year..

Drop off is between the hours of **10:00 a.m. to 2:00 p.m.** at the Kensington Fire Station, 217 Arlington Avenue, Kensington. No questions are asked.

We are now able to accept **all** medications including narcotics. Please be sure to put any used sharps into a container and please no drop-offs other than during the designated time.



It is important not to flush your unwanted medications down the toilet, as they will pollute our drinking water and ground soil. Unwanted medications left in your medicine cabinet put children and teens at risk. Call 215-4450 with any questions regarding this event.

We do not accept any household hazardous waste.

KFPD Earns Special District Honors

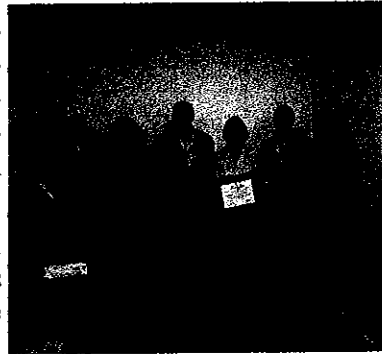
The Kensington Fire Protection District has recently been re-accredited as a District of Distinction and we have also received the District Transparency Certificate of Excellence. Sherry Sterrett, Special District Leadership Foundation and CSDA Board member, made this presentation at the quarterly Contra Costa Special Districts Association January 27, 2014 meeting.

In a time where proper fiscal management and responsibility in public agencies is paramount and the task of governing these agencies has become even more complex, regulated, and costly, it has become increasingly important to demonstrate to constituents that districts have sound fiscal management policies and practices in place among other areas of importance in district operations.

The accreditation criterion gets to the heart of best practices in public agencies and demonstrate that the Kensington Fire Protection District:

- Understands and respects the responsibilities inherent in providing essential public services.
- Has clean financial audits and operates in a fiscally responsible and transparent manner.
- Is conscious of the ever-changing operating environment by having current and relevant policies and procedures in place that conform to all statutes and regulations under state law.
- Places an emphasis on continuing education completed by enrolling each of the district's board members and executive staff in ethics, governance and leadership training.
- Focuses on having sound policies in the areas of governance, board conduct, district finances, transparency and reserves.

The District of Distinction accreditation is designed as a way for districts to highlight their prudent fiscal practices along with other areas important to effectively operate and govern a special district.



KFPD Board members and staff receiving awards from CSDA Board member.

Annual Shredding Event

KFPD will be holding another community "shredding event" for Kensington residents on **Saturday, April 5, 2014 from 10:00 a.m. until 2:00 p.m.**

In our on-going efforts to assist our community become more fire safe, a mobile document shredding truck will be located at the north end of the community center/library parking lot that day (across from Arlington Community Church, 52 Arlington Avenue).

Residents are encouraged to clear out old files and papers from their homes and bring them to the shredding truck to be securely and safely disposed.

All paper shredding is recycled by returning it to a paper mill.

KFPD will also have Vial of Life packets and 24-Hour Emergency Kits on hand if you have not yet received yours. Call 215-4450 with any questions about this service.



**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**

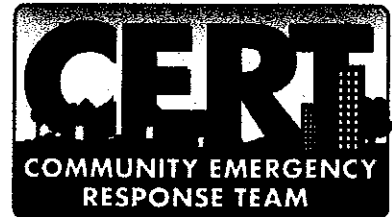
*When in Doubt—
Call Us Out!*

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



Community Emergency Response Team Training

Community Emergency Response Team (CERT) Boot Camp is designed to provide those participants who cannot dedicate the required 20 hours for full training.



This non-certified, one-day training will introduce participants to CERT in all program areas including disaster first aid training, disaster preparedness, turning off utilities, and search in rescue in a condensed format.

Boot Camp will take place on **Saturday, April 12, 8:00 a.m. to 5:00 p.m.** at the El Cerrito Senior Center, 6500 Stockton Avenue, El Cerrito. Another class will take place in the fall on November 8, 2014.

Call 215-4450 or email fire@kensingtonfire.org to register for this informative free class!



**California Special
Districts Association**
Districts Stronger Together

DATE: February 21, 2014

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2015 - 2017 term.

The leadership of CSDA is elected from its six geographical regions. Each of the six regions has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA regular member located within the geographic region that they seek to represent. (See attached Region Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy.
- Attend CSDA's two annual events: Special District Legislative Days (held in the spring) and the CSDA Annual Conference (held in the fall).
- **Complete all four modules of CSDA's Special District Leadership Academy within 2 years.**
(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).

Nomination Procedures: Any Regular Member is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 23, 2014.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 6th. The ballots must be received by CSDA no later than 5:00 p.m. August 1, 2014 and must be the original ballot (no faxes or e-mails). The successful candidates will be notified no later than August 5th. All selected Board Members will be introduced at the Annual Conference in Palm Springs, CA in September.

Expiring Terms

(See enclosed map for regional breakdown)

Region 1	Seat C	Phil Schoefer, Western Shasta Resource Conservation District
Region 2	Seat C	David Pierson, Sacramento Metropolitan Fire District*
Region 3	Seat C	Stanley Caldwell, Mt. View Sanitary District*
Region 4	Seat C	Steve Perez, Rosamond Community Services District*
Region 5	Seat C	Jim Acosta, Saticoy Sanitary District
Region 6	Seat C	Elaine Sullivan, Leucadia Wastewater District*

(* = Incumbent is running for re-election)

If you have any questions, please contact Charlotte Lowe at 877-924-CSDA or charlottel@csda.net.



2015 Regions/Networks





**California Special
Districts Association**
Districts Stronger Together

BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Region: _____ (see map on back)

Telephone: _____

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this **form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet** by fax or mail to:

CSDA
Attn: Charlotte Lowe
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 23, 2014