

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

Date of Meeting: August 10, 2011
Time of Meeting: 7:30 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 Administrator, 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).

7:30 p.m.

CALL TO ORDER

Directors: Helmut Blaschczyk, Joe de Ville, Nina Harmon, Janice Kosel, and Leslie Michael

1. ADOPTION OF CONSENT ITEMS. Items 3, 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.

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 May 11, 2011 (APPROVE)

CC 4. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of June 8, 2011 (APPROVE)

CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** June 2011 (ACCEPT)

CC 6. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #2** (APPROVE)

CC 7. **APPROVAL OF MONTHLY FINANCIAL REPORT.** May/June 2011 (APPROVE)

PUBLIC HEARING

8. **Fire Hazard Abatement.** Hearing on the designation of properties containing fire hazards.

Prior to beginning the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses.
Public Hearing Procedure: The President will open the public hearing and then:

- (a) Call for staff report and recommendation from staff.
- (b) Call for comments from those in the audience regarding fire hazard abatement.
- (c) Close the public hearing terminating public testimony.

The Board of Directors will then deliberate the matter and arrive at a decision.

Resolution 11-08 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner (ACTION)

9. PRESIDENT'S REPORT

- a. Staff appreciation picnic September 25, 2011
- b. September 11th Memorial Pins
- c. Report on CSDA Board Member vote

10. FIRE CHIEF'S REPORT

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

NEW BUSINESS

11. Third Amendment to Building Renovation Agreement between KFPD and Barton Architect (ACTION)

12. Grand Jury Report No. 1105 "Ethics and Transparency Issues in Contra Costa County" Requested Response (ACTION)

13. BOARD REPORTS

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

- a. Finance Committee (Kosel/Blaschczyk): Report on 7/26/11 meeting; copy of transmittal #1
- b. Public Safety Building (de Ville):
- c. Education (Kosel): Solano Stroll 9/11/11
- d. Emergency Preparedness Committee (Ramsey/Blaschczyk)
- e. Contra Costa County/California Special Districts Assoc. (Ramsey)
- f. Diablo Fire Safe Council/Interface (Staff)
- g. Correspondence: Thank you from Hutchings; thank you from Clark

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, September 14, 2011, at 7:30 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 9/14/11 is Wednesday, 8/31/11 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 9/7/11 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 MAY 11, 2011 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Helmut Blaschczyk, Joe de Ville, Nina Harmon, Janice Kosel, and Leslie Michael
 Staff: Chief Lance Maples, Manager Brenda Navellier

CALL TO ORDER:

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

CLOSED SESSION:

The Board recessed into closed session to conference with legal counsel on possible anticipated litigation.

RECONVENE BOARD MEETING:

President Kosel reconvened the regular Board meeting at 7:30 p.m. and reported that the District has reached a tentative settlement on its claim against the performance bond arising from default of the contractor on the renovation of the public safety building. The settlement is for \$176,000 to be paid to the District from the surety company.

President Kosel moved the agenda to item #10, New Business with the Board's approval.

DAVID L. GARRETT MEMORIAL SCHOLARSHIP FUND PRESENTATION AND REQUEST FOR DONATION:

FF/Paramedic Ciappara introduced himself and Engineers Emert and Cassidy who represent the David L. Garrett Memorial Scholarship Fund. The department lost their colleague and friend, Garrett, two years ago. The scholarship was first awarded in 2010. Ciappara explained the process for the scholarship application. Larry LaTour of Richmond was awarded the scholarship this year. Ciappara asked the Board to consider making a donation to the scholarship fund. Kosel made a motion to donate \$1,000 to the David L. Garrett Memorial Scholarship Fund. The motion was seconded and passed unanimously. The Board commended the committee on their efforts for such a worthwhile cause and invited them to return the following year.

APPROVAL OF CONSENT ITEMS:

President Kosel called for approval of the consent calendar (items 4, 5, 6 & 7) consisting of acceptance of the April 13, 2011 meeting minutes, acceptance of the April 2011 incident activity report, approval of monthly A/P voucher #11, and the March/April 2011 monthly financial report. Director Michael made a motion to accept the consent calendar items as presented. The motion was seconded and passed unanimously.

ORAL COMMUNICATIONS:

None.

FIRE CHIEF'S REPORT:

Chief Maples thanked the Board for their donation to the Garrett Scholarship and acknowledged the topic is still very difficult for members of the department.

Maples give an overview of Cal Fire's reduction in staff from 4 personnel to 3. He believes that staffing will go back up after the first large wildfire. There is greater pressure on local governments to fill in with strike teams. Fire season still has not been declared.

The department, along with other West County agencies, will be holding a CERT refresher course for previous graduates this coming Saturday. The West County CERT drill at on April 30th attracted about 100 people. There is currently heightened awareness concerning disaster preparedness.

PRESIDENT'S REPORT:

Kosel reported that the pharmaceutical disposal drop-off on April 30th was very successful. The KFPD community shredding event will take place on May 21st. The Board directed Navellier to reserve the community signboard.

NEW BUSINESS:

Consideration of Two Fire Flow Improvement Projects with EBMUD on Arlington/Westminster Avenues and Columbia Avenue: EBMUD has submitted proposals for the two projects: \$700,000 for Arlington/Westminster and \$450,000 for Columbia Avenue. These two projects would achieve the District's fire flow standards in the project areas. EBMUD's Board will consider a 20% cost share for these projects. All previous upgrades, KFPD had to fund 100%. Maples added that both projects are beneficial to the community but the Westminster project is more pressing. EBMUD's timeline is undetermined. KFPD must fully fund the projects and then they would receive a 20% rebate from EBMUD. The Board directed staff to send EBMUD a letter of interest concerning the two potential projects and cost sharing.

Authorization for the Board President or Designee to Sign a Contract with Swinerton Builders for the Kensington Fire Station Exterior Improvements and Site Accessibility Project at a Price of \$504,000: The price for the project was negotiated by Mack5. The same contract documents will be used that were used for the public bid. The price is \$445,000 plus a 3% contract contingency and a 10% change order contingency for a total of \$504,000. Director de Ville made a motion to authorize the contract with Swinerton Builders as submitted. The motion was seconded and passed unanimously.

OLD BUSINESS:

Review Second Draft Proposed Amendments to the District's Operations Manual: Proposed amendments were included in the Board packet. Navellier reported verbally on one of the changes that she did not list on the cover memo. Director Michael noted several suggested changes that the Board discussed. Director Blaschczyk made a motion to approve the proposed amendments to the District's Operations Manual as amended at the meeting.

BOARD REPORTS:

Finance Committee: The Finance Committee will meet on May 24th to receive the annual El Cerrito contract proposal and review the draft FY11-12 budget.

Education: El Cerrito will be holding a Boards and Commission dinner on May 26th. Navellier distributed thank you letters from Hilltop School first graders for their station tour. The Board directed Navellier to create a thank you letter book.

Emergency Preparedness: Ramsey advised she was setting up a meeting with KPPCSD representatives.

Diablo Fire Safe Council: Maples sent support letters from ECFD and KFPD for in-kind grants to DFSC which mostly involves Fire Marshal Bond's time.

Correspondence: A copy of an El Cerrito Patch article and picture from the April 30th pharmaceutical drop off was included in the packet.

ADJOURNMENT: The meeting was adjourned at 8:18 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on August 10, 2011.

Attest:

Leslie Michael, Board Secretary

**MINUTES OF THE JUNE 8, 2011 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Helmut Blaschczyk, Joe de Ville, Leslie Michael and Nina Harmon
 Staff: Chief Lance Maples, Manager Brenda Navellier
 Absent: Director Janice Kosel

CALL TO ORDER:

Vice President Blaschczyk called the meeting to order at 7:30 p.m. and noted that all Directors were present except Director Kosel who was excused.

APPROVAL OF CONSENT ITEMS:

Vice President Blaschczyk called for approval of the consent calendar (items 3, 4, 5, 6 & 7) consisting of acceptance of the May 2011 incident activity report, approval of monthly A/P voucher #12, approval of the April/May 2011 monthly financial report, approval of Resolution 11-03 establishing the appropriations limit for FY11-12, and approval of Resolution 11-05 authorizing the County to place the District's special tax on the tax roll and to collect the special tax for FY11-12. Director Harmon removed item 6, Resolution 11-03. Director Michael made a motion to accept consent calendar items 3, 4, 5 and 7 as presented. The motion was seconded and passed unanimously.

ORAL COMMUNICATIONS:

Resident Joan Gallegos reported that emergency responders should be aware that Alta Bates hospital has closed its cardiac catheterization lab. Chief Maples said most heart attack transports would go to Doctor's Hospital since it is a STEMI center.

Gallegos inquired about PG&E provided maps. No electronic maps have been provided to emergency responders yet.

Resident Anthony Knight informed the Board he was in charge of supervising the kiosk for KIC.

APPROVAL OF RESOLUTION 11-03:

Board members noted to changes to be made to the calculation for the appropriations limit: The word "decrease" on the first line of the calculation should be changed to "increase" and a "9" was included in the stated appropriations limit for FY2010-2011 that needs to be removed. Director Michael made a motion to accept Resolution 11-03 with the two changes noted. The motion was seconded and passed unanimously.

FIRE CHIEF'S REPORT:

Chief Maples reviewed in summary his write-up on the NFPA's 2011 Fire Prevention Week theme of "Protect Your Family from Fire!" He noted that KFPD will plan on an Open House for 10/15/11 subject to the construction schedule.

Maples confirmed there had been two early morning fires on Cragmont in Berkeley today.

NEW BUSINESS:

Resolution 11-04 Declaring that Weeds, Rubbish, Litter or Other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner: The Board agreed to remove this item from the agenda after Chief Maples reported that the property was $\frac{3}{4}$ cleared and actively being worked on by a contractor.

El Cerrito Contract Fee Proposal for FY2011-2012: Chief Maples reviewed the information in the packet including the department's organization, accomplishments, objectives, workload, training and fire loss. He then reviewed the increases in the contract fee under the salaries & benefits. All other expenses are flat or decreased.

The proposed for FY11-12 is \$2,214,979. Director Harmon made a motion to accept the contract fee as presented. The motion was seconded and passed unanimously.

Auditor Recommendation and Fee Proposal for FY2010-2011 Audit Report: Vice President Blaschczyk noted the \$12,000 fee proposal from Lamorena & Chang. There was no increase in the fee from the previous year. The Finance Committee has been pleased with the presentation of the financial reports. Director Blaschczyk made a motion to accept the proposal from Lamorena & Chang as submitted. The motion was seconded and passed unanimously.

Mack5 Additional Services Proposal #6 for Construction Management at a Not-To-Exceed Allowance of \$49,920: Chief Maples reported that El Cerrito's City Engineer/Director of Public Works had reviewed the proposal on KFPD's behalf. He advised that a standard range of fee is often 12 to 15% of the job but considering the length of this project, the changes and the bankruptcy, rebid and mediation, he is not surprised at the approximate 20% fee. The District would not save any money by hiring a different firm at this point. Director Harmon made a motion to accept the proposal from Mack5 as presented. The motion was seconded and passed unanimously.

Resolution 11-06 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for FY11-12: Vice President Blaschczyk reviewed the draft budget that was included in the Board packet. He noted that the two major expenditures for the fiscal year are the upcoming remodel listed under miscellaneous maintenance for \$414,000 and capital outlay for \$171,000, and also the water system improvements at \$228,700. The District will have better financial and timing information on both projects when the final budget is brought to the Board in September. Director Michael made a motion to adopt Resolution 11-06 approving the draft budget as submitted. The motion was seconded and passed unanimously.

Resolution 11-07 Approving and Authorizing Execution of the First Amended Joint Exercise of Powers Agreement for Providing Public Liability and Other Self-Insurance with the County of Contra Costa and other Fire Districts within the County of Contra Costa to take Effect on July 1, 2011: Manager Navellier presented the resolution as written by the County for the participants in the JPA. The updates are a matter of housekeeping to reflect current practices and members. Director de Ville made a motion to adopt Resolution 11-07 approving the execution of the first amended JPA agreement with Contra Costa County and other fire agencies as submitted. The motion was seconded and passed unanimously.

BOARD REPORTS:

Finance Committee: The Committee minutes of January 26, 2011 were included in the packet.

Public Safety Building: The award of contract to Swinerton Builders was included in the packet. Swinerton is compiling their contract documents for KFPD's signature and they plan on pulling the building permit by mid-June. Construction will probably start in mid-July.

Correspondence: Board members noted that both Kensington agencies could be proud of the Grand Jury Report 1104 on Elected Board Membership that was included in the packet.

ADJOURNMENT: The meeting was adjourned at 8:45 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on August 10, 2011.

Attest:

Leslie Michael, Board Secretary



El Cerrito Fire Department Memorandum

July 1, 2011

TO: Kensington Fire Protection Board Members

FROM: John Dougery, Battalion Chief

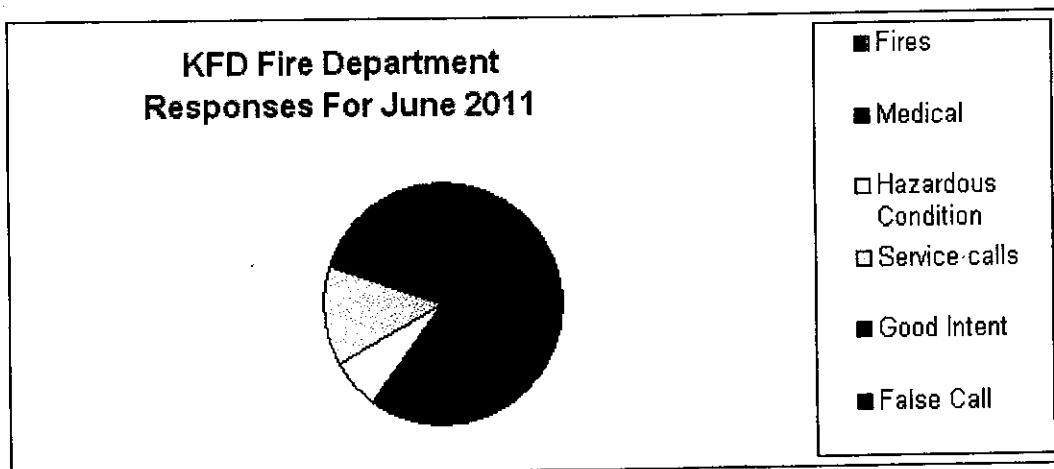
SUBJECT: Incident Activity Reports for the Month of June

15 incidents occurred during the month June in the community of Kensington. Please see the attached "Incident Log" for dates, times, and nature of all responses for the month of June (Kensington's responses will be underlined to assist in identifying them).

No incidents occurred during the month of June in the Community of Kensington resulting in fire loss.

The chart 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 each type.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentage</u>
Fires	<i>(Structure, Trash, Vehicle, Vegetation Fire)</i>	1	6.67
Medical	<i>(EMS, Vehicle Accidents, Extrication, Rescue)</i>	8	53.33
Hazardous Condition	<i>(Chemical Spills, Leaks, Down power Lines)</i>	1	6.67
Service calls	<i>(Distress, Water/ Smoke/Odor Problems)</i>	2	13.33
Good Intent	<i>(Cancelled En Route, Wrong Location)</i>	2	13.33
False Call	<i>(Wrong Company/Unit Dispatched)</i>	1	6.67
TOTALS		15	100.00



Incident Log

Date Range From: 6/1/2011 To 6/30/2011

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101167 - 000	6/01/2011 05:02:1	11760 SAN PABLO Ave	700 - False alarm or false call, other	Yes	Yes
1101168 - 000	6/01/2011 10:13:1	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101169 - 000	6/01/2011 10:24:5	191 DENISE Dr	611 - Dispatched & cancelled en route	Yes	Yes
1101170 - 000	6/01/2011 11:32:5	1300 ROOSEVELT Ave	111 - Building fire	Yes	Yes
1101171 - 000	6/01/2011 13:02:2	On S 37TH St at STEGE	611 - Dispatched & cancelled en route	Yes	Yes
1101172 - 000	6/01/2011 14:13:3	On CUTTING Blvd at S 37TH	611 - Dispatched & cancelled en route	Yes	Yes
1101173 - 000	6/01/2011 15:34:3	On 180 at CENTRAL	622 - No incident found on arrival at dispatch address	Yes	Yes
1101174 - 000	6/01/2011 22:16:2	11821 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101175 - 000	6/02/2011 14:46:0	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101176 - 000	6/02/2011 15:46:3	1800 OLIVE Ave	550 - Public service assistance, other	Yes	Yes
1101177 - 000	6/02/2011 23:13:4	11939 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101178 - 000	6/03/2011 10:06:5	2626 TASSAJARA AVE	550 - Public service assistance, other	Yes	Yes
1101179 - 000	6/03/2011 10:28:1	2443 EDWARDS Ave	700 - False alarm or false call, other	Yes	Yes
1101180 - 000	6/03/2011 14:51:1	206 SEAVIEW Dr	611 - Dispatched & cancelled en route	Yes	Yes
1101181 - 000	6/03/2011 16:03:3	7380 STOCKTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101182 - 000	6/03/2011 17:49:5	1900 TASSAJARA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101183 - 000	6/03/2011 19:08:4	1530 LAUREL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101184 - 000	6/03/2011 23:44:1	S 56TH St	700 - False alarm or false call, other	Yes	Yes
1101185 - 000	6/04/2011 06:00:1	211 STANFORD Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101186 - 000	6/04/2011 07:48:3	6207 LAGUNITAS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101187 - 000	6/04/2011 12:00:4	156 HIGHLAND Blvd	651 - Smoke scare, odor of smoke	Yes	Yes
1101188 - 000	6/04/2011 13:23:4	10690 SAN PABLO Ave	550 - Public service assistance, other	Yes	Yes
1101189 - 000	6/04/2011 13:34:4	1611 VIRGINIA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101190 - 000	6/04/2011 14:12:5	317 S 17TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101191 - 000	6/04/2011 16:16:1	513 SEAVIEW Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101192 - 000	6/04/2011 19:20:2	1912 NORTHSHORE DR	611 - Dispatched & cancelled en route	Yes	Yes
1101193 - 000	6/04/2011 20:23:3	1827 COALINGA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101194 - 000	6/04/2011 23:25:0	200 MACDONALD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101195 - 000	6/05/2011 13:30:5	1000 CONTRA COSTA Dr	111 - Building fire	Yes	Yes
1101196 - 000	6/05/2011 13:50:1	204 S 33RD St	550 - Public service assistance, other	Yes	Yes
1101197 - 000	6/05/2011 17:33:2	8360 TERRACE Dr	611 - Dispatched & cancelled en route	Yes	Yes
1101198 - 000	6/05/2011 18:17:0	11025 SAN PABLO Ave	411 - Gasoline or other flammable liquid spill	Yes	Yes
1101199 - 000	6/06/2011 08:23:2	937 NORVELL St	555 - Defective elevator, no occupants	Yes	Yes
			321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101200 - 000	6/06/2011 08:48:4	In front of 7211 LINCOLN AVE	444 - Power line down	Yes	Yes
1101201 - 000	6/06/2011 10:28:5	724 KEARNEY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101202 - 000	6/06/2011 13:17:0	6699 FAIRMOUNT Ave	622 - No incident found on arrival at dispatch address	Yes	Yes
1101203 - 000	6/06/2011 14:32:0	1598 CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101204 - 000	6/06/2011 15:11:2	100 38TH St	311 - Medical assist, assist EMS crew	Yes	Yes
1101205 - 000	6/06/2011 16:55:5	5622 CARLOS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101206 - 000	6/06/2011 19:48:1	1715 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101207 - 000	6/06/2011 21:04:0	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101208 - 000	6/06/2011 21:47:1	666 MCLAUGHLIN St	611 - Dispatched & cancelled en route	Yes	Yes
1101209 - 000	6/06/2011 22:45:5	222 STANFORD Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101210 - 000	6/07/2011 07:48:1	10203 SAN PABLO Ave	511 - Lock-out	Yes	Yes
1101211 - 000	6/07/2011 08:28:4	540 ASHBURY Ave	622 - No incident found on arrival at dispatch address	Yes	Yes
1101212 - 000	6/07/2011 10:39:2	8635 THORS BAY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101213 - 000	6/07/2011 12:22:3	639 NORVELL St	554 - Assist invalid	Yes	Yes
1101214 - 000	6/07/2011 23:08:1	On POTRERO Ave at SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101215 - 000	6/08/2011 07:45:1	WB I-80 East of Central	322 - Vehicle accident with injuries	Yes	Yes
1101216 - 000	6/08/2011 08:01:3	On SAN PABLO Ave at MOESER	651 - Smoke scare, odor of smoke	Yes	Yes
1101217 - 000	6/08/2011 08:07:0	WB I-80 east of Carlson	324 - Motor vehicle accident with no injuries	Yes	Yes
1101218 - 000	6/08/2011 12:22:1	BLAKE St	611 - Dispatched & cancelled en route	Yes	Yes
1101219 - 000	6/08/2011 16:32:5	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101220 - 000	6/09/2011 05:17:2	GANGES St	522 - Water or steam leak	Yes	Yes
1101221 - 000	6/09/2011 09:20:0	6318 POTRERO Ave	550 - Public service assistance, other	Yes	Yes
1101222 - 000	6/09/2011 11:29:3	1332 24TH St	111 - Building fire	Yes	Yes
1101224 - 000	6/09/2011 14:10:0	1263 MARIN Ave	571 - Cover assignment, standby, moveup	Yes	Yes
1101225 - 000	6/09/2011 14:57:4	On CARLSON Blvd at SUTTER	412 - Gas leak (natural gas or LPG)	Yes	Yes
1101226 - 000	6/09/2011 15:52:3	1208 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101227 - 000	6/09/2011 16:33:5	1592 OLIVE AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101228 - 000	6/09/2011 17:15:0	On SAN PABLO Ave at EUREKA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101229 - 000	6/09/2011 17:37:5	1789 TULARE Ave	322 - Vehicle accident with injuries	Yes	Yes
1101230 - 000	6/09/2011 20:31:1	10203 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101231 - 000	6/09/2011 22:14:2	915 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101232 - 000	6/09/2011 23:13:5	8054 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101233 - 000	6/10/2011 07:54:1	6859 KENILWORTH Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101234 - 000	6/10/2011 10:37:4	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101235 - 000	6/10/2011 11:32:4	206 YALE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101236 - 000	6/10/2011 11:44:3	8624 DON CAROL Dr	736 - CO detector activation due to malfunction	Yes	Yes
1101237 - 000	6/10/2011 16:35:5	On TERRACE Dr at CRAFT Dr	600 - Good intent call, other	Yes	Yes
1101238 - 000	6/10/2011 18:06:1	905 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101239 - 000	6/10/2011 18:46:0	3100 PULLMAN Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101240 - 000	6/10/2011 20:41:4	908 POMONA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101241 - 000	6/10/2011 20:39:0	2923 SAN MATEO St	611 - Dispatched & cancelled en route	Yes	Yes
1101242 - 000	6/10/2011 22:15:4	In front of 6539 STOCKTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101243 - 000	6/10/2011 23:41:3	6605 CENTRAL Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101244 - 000	6/11/2011 09:07:0	900 S 46TH St	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1101245 - 000	6/11/2011 12:05:2	9889 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101246 - 000	6/11/2011 14:25:1	2322 TAMALPAIS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101247 - 000	6/11/2011 19:23:0	In rear of 6420 SCHMIDT Ln	140 - Natural vegetation fire, other	Yes	Yes
1101248 - 000	6/12/2011 05:32:4	6510 GLADYS Ave	554 - Assist invalid	Yes	Yes
1101249 - 000	6/12/2011 09:43:3	1401 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101250 - 000	6/12/2011 15:54:1	2200 FLORIDA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101251 - 000	6/12/2011 19:28:3	1925 GANGES Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101252 - 000	6/12/2011 19:45:1	663 OBERLIN Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101253 - 000	6/12/2011 19:49:1	2244 KEY Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101254 - 000	6/13/2011 08:04:2	748 ASHBURY Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101255 - 000	6/13/2011 11:15:3	4012 FLEMING Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101256 - 000	6/13/2011 11:45:0	801 WHARF St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101258 - 000	6/13/2011 13:05:3	212 COLUMBIA Ave	118 - Trash or rubbish fire, contained	Yes	Yes
1101259 - 000	6/13/2011 13:16:3	315 Vassar Ave	322 - Vehicle accident with injuries	Yes	Yes
1101260 - 000	6/13/2011 16:18:4	On E 80 at Macdonald Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101261 - 000	6/13/2011 19:15:0	144 PURDUE Ave	111 - Building fire	Yes	Yes
1101262 - 000	6/13/2011 20:12:4	234 S 39TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101263 - 000	6/13/2011 21:24:5	4619 ESCUELA CT	311 - Medical assist, assist EMS crew	Yes	Yes
1101264 - 000	6/14/2011 02:06:2	527 S 49TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101265 - 000	6/14/2011 03:08:5	6510 GLADYS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101266 - 000	6/14/2011 09:05:1	On 80 at CENTRAL	251 - Excessive heat, scorch burns with no ignition	Yes	Yes
1101267 - 000	6/14/2011 09:32:5	6500 FAIRMOUNT Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101268 - 000	6/14/2011 09:49:5	826 S 49TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101269 - 000	6/14/2011 12:22:0	On Wren Ct at Falcon Way	611 - Dispatched & cancelled en route	Yes	Yes
1101270 - 000	6/14/2011 18:42:3	3230 CARLSON Blvd	651 - Smoke scare, odor of smoke	Yes	Yes
1101271 - 000	6/14/2011 20:09:5	48 ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101272 - 000	6/14/2011 21:53:5	901 CLARK Pl	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101273 - 000	6/15/2011 06:13:2	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101274 - 000	6/15/2011 07:30:4	11939 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101275 - 000	6/15/2011 08:22:4	5118 FLEMING Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101276 - 000	6/15/2011 10:52:3	501 CANAL Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101277 - 000	6/15/2011 21:22:0	2249 CARQUINEZ Ave			

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101278 - 000	6/15/2011 22:07:2	2249 CARQUINEZ Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101279 - 000	6/16/2011 04:46:2	7564 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101280 - 000	6/16/2011 06:11:5	1311 BREWSTER Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101281 - 000	6/16/2011 08:55:4	WB 80/CENTRAL AVE	611 - Dispatched & cancelled en route	Yes	Yes
1101282 - 000	6/16/2011 09:17:2	On FAIRMOUNT Ave at Pamona	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101283 - 000	6/16/2011 12:08:4	8352 KENT Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101284 - 000	6/16/2011 12:38:1	446 BELOIT Ave	520 - Water problem, other	Yes	Yes
1101285 - 000	6/16/2011 17:07:5	2455 SAN PABLO DAM Rd	111 - Building fire	Yes	Yes
1101286 - 000	6/16/2011 22:23:5	1231 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101287 - 000	6/16/2011 23:52:5	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101288 - 000	6/16/2011 23:55:4	10900 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101289 - 000	6/17/2011 10:45:0	6028 RALSTON Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101290 - 000	6/17/2011 11:28:5	11760 SAN PABLO Ave	733 - Smoke detector activation due to malfunction	Yes	Yes
1101291 - 000	6/17/2011 14:11:1	336 RAMONA Ave	412 - Gas leak (natural gas or LPG)	Yes	Yes
1101292 - 000	6/17/2011 15:48:0	11152 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101293 - 000	6/17/2011 16:07:4	In front of 11362 SAN PABLO Ave	553 - Public service	Yes	Yes
1101294 - 000	6/17/2011 16:35:2	In rear of 11858 San Pablo Ave	143 - Grass fire	Yes	Yes
1101295 - 000	6/18/2011 04:11:4	663 OBERLIN Ave	554 - Assist invalid	Yes	Yes
1101296 - 000	6/18/2011 05:15:3	10203 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101297 - 000	6/18/2011 10:28:1	7336 PEBBLE BEACH	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101298 - 000	6/18/2011 11:43:4	1736 MANOR Cir	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101299 - 000	6/18/2011 12:51:0	6510 GLADYS Ave	740 - Unintentional transmission of alarm, other	Yes	Yes
1101300 - 000	6/18/2011 15:16:5	1107 DENNIS	111 - Building fire	Yes	Yes
1101301 - 000	6/18/2011 15:42:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101302 - 000	6/18/2011 16:23:2	7300 GANGES Ct	111 - Building fire	Yes	Yes
1101303 - 000	6/18/2011 17:13:4	928 LIBERTY St	611 - Dispatched & cancelled en route	Yes	Yes
1101304 - 000	6/18/2011 18:39:4	130 COTTAGE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101305 - 000	6/18/2011 19:41:0	1510 DUNN Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101306 - 000	6/18/2011 22:21:4	6420 SCHMIDT Ln	611 - Dispatched & cancelled en route	Yes	Yes
1101307 - 000	6/18/2011 23:16:3	1542 KEARNEY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101308 - 000	6/19/2011 06:01:5	1443 EVERETT St	651 - Smoke scare, odor of smoke	Yes	Yes
1101309 - 000	6/19/2011 11:07:2	11720 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101310 - 000	6/19/2011 11:27:4	63 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101311 - 000	6/19/2011 11:53:4	11150 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101312 - 000	6/19/2011 14:42:5	5000 VALLEY VIEW Dr	421 - Chemical hazard (no spill or leak)	Yes	Yes
1101313 - 000	6/19/2011 15:06:2	4017 FLEMING Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101314 - 000	6/20/2011 05:56:2	850 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101315 - 000	6/20/2011 08:22:3	1744 LEXINGTON Ave	444 - Power line down	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101316 - 000	6/20/2011 09:36:3	1021 NAVELLIER St	700 - False alarm or false call, other	Yes	Yes
1101317 - 000	6/20/2011 11:34:1	6524 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101318 - 000	6/20/2011 12:36:1	77 FRANCISCAN Way	444 - Power line down	Yes	Yes
1101319 - 000	6/20/2011 13:27:4	850 MARINA BAY Pky	611 - Dispatched & cancelled en route	Yes	Yes
1101321 - 000	6/20/2011 14:31:2	537 ALBEMARLE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101322 - 000	6/20/2011 15:46:0	6703 CUTTING Blvd	444 - Power line down	Yes	Yes
1101323 - 000	6/20/2011 16:25:5	11025 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101324 - 000	6/20/2011 17:49:1	1231 S 57TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101325 - 000	6/20/2011 20:00:0	229 CARMEL Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1101326 - 000	6/20/2011 20:54:1	3339 YOSEMITE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101327 - 000	6/21/2011 02:18:0	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101328 - 000	6/21/2011 06:25:3	10690 SAN PABLO Ave	381 - Rescue or EMS standby	Yes	Yes
1101329 - 000	6/21/2011 06:49:3	54 WILDWOOD Pl	142 - Brush, or brush and grass mixture fire	Yes	Yes
1101330 - 000	6/21/2011 16:17:2	3416 MAYWOOD Dr	611 - Dispatched & cancelled en route	Yes	Yes
1101331 - 000	6/21/2011 17:00:3	3266 ANNAPOLIS St	611 - Dispatched & cancelled en route	Yes	Yes
1101332 - 000	6/21/2011 17:12:5	4807 HARTNETT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101333 - 000	6/21/2011 18:18:2	41 EDGE CROFT Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101334 - 000	6/21/2011 18:36:2	2000 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101335 - 000	6/21/2011 20:09:5	7735 CURRY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101336 - 000	6/21/2011 21:45:4	6130 VAN FLEET Ave	900 - Special type of incident, other	Yes	Yes
1101337 - 000	6/22/2011 00:21:5	6060 CENTRAL Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101338 - 000	6/22/2011 07:36:2	6415 CLAREMONT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101339 - 000	6/22/2011 11:55:3	1829 SARAH Dr	114 - Chimney or flue fire, confined to chimney or flue	Yes	Yes
1101340 - 000	6/22/2011 14:46:3	6400 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1101341 - 000	6/22/2011 20:23:4	719 5TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101342 - 000	6/22/2011 20:43:4	250 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101343 - 000	6/22/2011 23:05:3	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101344 - 000	6/23/2011 01:47:0	7233 BLAKE St	553 - Public service	Yes	Yes
1101345 - 000	6/23/2011 14:57:4	6775 KENILWORTH Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101346 - 000	6/23/2011 16:01:3	7000 SCHMIDT Ln	160 - Special outside fire, other	Yes	Yes
1101347 - 000	6/23/2011 17:45:0	620 S 16TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101348 - 000	6/23/2011 20:03:1	1637 SAN BENITO St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101349 - 000	6/23/2011 22:34:5	928 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101350 - 000	6/23/2011 23:11:2	437 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101351 - 000	6/24/2011 04:27:5	549 ELM ST	611 - Dispatched & cancelled en route	Yes	Yes
1101352 - 000	6/24/2011 11:02:3	421 BALRA Dr	700 - False alarm or false call, other	Yes	Yes
1101353 - 000	6/24/2011 14:23:0	5236 SIERRA Ave	550 - Public service assistance, other	Yes	Yes
1101354 - 000	6/24/2011 15:30:1	9989 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101355 - 000	6/24/2011 15:57:1	10203 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101356 - 000	6/24/2011 17:34:3	In front of 2000 EL CERRITO Plz	511 - Lock-out	Yes	Yes
1101357 - 000	6/24/2011 17:38:2	32 KENIL WORTH Dr	520 - Water problem, other	Yes	Yes
1101358 - 000	6/24/2011 19:01:1	6411 HAGEN Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1101359 - 000	6/25/2011 01:12:1	481 FALCON WAY	111 - Building fire	Yes	Yes
1101360 - 000	6/25/2011 06:09:1	267 AMHERST Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101361 - 000	6/25/2011 08:39:0	44 HIGHGATE Rd	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1101362 - 000	6/25/2011 17:17:2	On MANILA Ave at LIBERTY	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101363 - 000	6/25/2011 18:38:4	3425 CARLSON Blvd	511 - Lock-out	Yes	Yes
1101364 - 000	6/25/2011 21:02:1	10621 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101365 - 000	6/26/2011 01:08:1	S 19TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101366 - 000	6/26/2011 09:09:2	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101367 - 000	6/26/2011 13:55:0	5306 PANAMA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101368 - 000	6/26/2011 20:29:1	6600 BLAKE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101369 - 000	6/26/2011 20:59:3	1000 MACDONALD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101370 - 000	6/26/2011 21:06:0	796 POMONA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101371 - 000	6/26/2011 21:36:4	398 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101372 - 000	6/27/2011 00:57:3	7564 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101373 - 000	6/27/2011 10:40:3	5218 CYPRESS AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101374 - 000	6/27/2011 11:36:5	11152 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101375 - 000	6/27/2011 18:39:4	2658 MIRA VISTA Dr	554 - Assist invalid	Yes	Yes
1101376 - 000	6/27/2011 19:07:5	5432 BARRETT Ave	440 - Electrical wiring/equipment problem, other	Yes	Yes
1101377 - 000	6/28/2011 09:54:4	1281 VISALIA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101378 - 000	6/28/2011 11:27:3	1021 NAVELLIER St	311 - Medical assist, assist EMS crew	Yes	Yes
1101379 - 000	6/28/2011 11:47:5	810 OHIO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101380 - 000	6/28/2011 15:48:0	3150 PIERCE St	611 - Dispatched & cancelled en route	Yes	Yes
1101381 - 000	6/28/2011 16:01:3	758 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101382 - 000	6/28/2011 16:25:2	11821 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1101383 - 000	6/28/2011 19:46:0	513 SEAVIEW Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101384 - 000	6/28/2011 20:01:4	715 ASHBURY Ave	400 - Hazardous condition, other	Yes	Yes
1101385 - 000	6/28/2011 20:47:1	11299 SAN PABLO Ave	443 - Light ballast breakdown	Yes	Yes
1101386 - 000	6/28/2011 21:52:1	522 5TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101387 - 000	6/29/2011 08:34:5	On CUTTING BLVD/ at Peerless	322 - Vehicle accident with injuries	Yes	Yes
1101388 - 000	6/29/2011 08:48:4	1616 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101389 - 000	6/29/2011 09:37:5	7344 PEBBLE BEACH Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101390 - 000	6/29/2011 09:51:0	1916 JUNCTION Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101391 - 000	6/29/2011 09:59:2	8143 TERRACE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101392 - 000	6/29/2011 11:25:3	1618 LIBERTY St	554 - Assist invalid	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1101393 - 000	6/29/2011 11:50:3	2601 MAY Rd	611 - Dispatched & cancelled en route	Yes	Yes
1101394 - 000	6/29/2011 13:44:5	5639 ALAMEDA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101395 - 000	6/29/2011 16:44:3	1312 CONTRA COSTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101396 - 000	6/29/2011 18:21:0	1000 KING Dr	111 - Building fire	Yes	Yes
1101397 - 000	6/29/2011 23:03:0	3100 ROOSEVELT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1101398 - 000	6/29/2011 23:39:1	10701 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101399 - 000	6/30/2011 12:03:3	DORNAN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1101400 - 000	6/30/2011 12:53:3	1301 S 46TH St	611 - Dispatched & cancelled en route	Yes	Yes
1101401 - 000	6/30/2011 16:28:0	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1101402 - 000	6/30/2011 21:20:2	527 S 49TH St	311 - Medical assist, assist EMS crew	Yes	Yes
1101403 - 000	6/30/2011 21:18:2	On KEY Blvd at CUTTING	611 - Dispatched & cancelled en route	Yes	Yes
1101404 - 000	6/30/2011 21:35:1	2228 KEY Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1101405 - 000	6/30/2011 22:19:2	900 DORNAN Dr	611 - Dispatched & cancelled en route	Yes	Yes

Totals

Number of Incidents	236
Completed	236
Not Completed	
Reviewed	236
Not Reviewed	

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	07/24/11	4912 0003 Aug dental	7840	1061		1,189.07
01169	CalPERS	07/15/11	H2011097009000 Sep med	7840	1061		9,313.33
01288	Mack 5	07/31/11	2204 const. mgmt	7840	2490		2,720.00
01406	KFPD	08/05/11	Reimburse revolving fund	7840	2490		9,143.08
01634	Vision Service Plan	07/20/11	001027770001 Aug vision	7840	1061		307.45
02120	City of El Cerrito	08/01/11	Aug fire protection	7840	2328		184,581.65
	Swinerton	07/31/11	2 July const	7840	2490		74,035.80
	Kleinfelder	07/29/11	718147 geotech	7840	2490		1,584.75
	The Humann Company, Inc.	07/15/11	14053 civil engineering	7840	2490		730.00

August 5, 2011

Attachment to Transmittal 0811

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
7/19/2011	Olivero Plumbing - repair	663.47
8/13/2011	The Key Shack	99.79
7/5/2011	AT&T - telephone	237.54
7/7/2011	PG&E - gas	70.13
7/22/2011	Comcast	69.90
7/13/2011	Mechanics - pub ed, professional dev., ofc. Exp	2,263.29
8/2/2011	Payroll processing	47.99
8/2/2011	Payroll - 7/16-7/31/11	2,388.46
8/2/2011	Withholding payroll taxes 7/16- 7/31/11	899.70
8/5/2011	ICMA/RC deferred comp	1,100.82
7/28/2011	UBS - July janitorial	99.66
8/1/2011	Stericycle - medical/pharmaceutical waste	1,202.33
	Total	9,143.08

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

August 5, 2011

To: KFPD Board Members

AGENDA ITEM 7
8/10/11

Fr: Brenda Navellier
KFPD Administrator

Re: Monthly Financial Reports

The following Financial Reports are for a six-week period, May 12 through June 30, 2011 (FY10-11 year-end) instead of the usual four-week period. These reports should be considered preliminary and not final numbers since the County will continue to produce several year-end runs.

No financial reports for July activity are provided at this time since the Board will not approve the final FY 11-12 budget until the September 14 meeting.

Kensington Fire Protection District
Balance Sheet
As of June 30, 2011

	Jun 30, 11
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	10,087.69
General Fund	508,698.74
Special Tax Fund	9,991.65
Capital Fund	5,091.77
Total Checking/Savings	534,069.85
Accounts Receivable	
Due from County for Reimb.	14,857.10
Accounts Receivable	688.95
Advance on Supplemental Taxes	22,080.27
Total Accounts Receivable	37,626.32
Other Current Assets	
Prepaid Services - EC	-0.01
Prepaid Exp.	10,839.89
Prepaid CERBT - Retiree Trust	1,155,985.23
Investments	
Capital Replacement Funds	889,475.00
Fire Protect. Contract Reserves	2,132,128.37
Investments - Other	337,420.16
Total Investments	3,359,023.53
Total Other Current Assets	4,525,848.64
Total Current Assets	5,097,544.81
Fixed Assets	
Equipment	880,396.31
Accumulated Depreciation-Equip	-424,407.00
Land	5,800.00
Building and Improvements	1,384,720.70
Accumulated Depreciation - Bldg	-549,821.00
Current Capital Outlay	
Public Education	50.00
P/S Building Repair/Replace	49,208.43
Computers/Computerized Equip.	6,155.80
Firefighters Qtrs/Equip	8,685.38
Computers/Furniture	1,704.05
Total Current Capital Outlay	65,803.66
Total Fixed Assets	1,362,492.67
Other Assets	
Prop 1A Loan - State of CA	217,467.82
Total Other Assets	217,467.82
TOTAL ASSETS	6,677,505.30
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Revolving Acct - Gen Fnd	14,857.10
Due to Other - Issued by CCC	25,303.44
Total Accounts Payable	40,160.54

Kensington Fire Protection District
Balance Sheet
As of June 30, 2011

	Jun 30, 11
Other Current Liabilities	
El Cerrito Service Contract Pay	-0.01
Wages & PR Taxes Payable	4,733.45
Total Other Current Liabilities	4,733.44
Total Current Liabilities	44,893.98
Total Liabilities	44,893.98
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	573,670.61
Net Income	846,321.45
Total Equity	6,632,611.32
TOTAL LIABILITIES & EQUITY	6,677,505.30

Kensington Fire Protection District
Profit & Loss Prev Year Comparison
July 2010 through June 2011

	Jul '10 - Jun 11	Jul '09 - Jun 10	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,783,712.04	2,725,225.98	58,486.06	2.2%
Special Taxes	200,220.90	0.00	200,220.90	100.0%
Other Tax Income	32,657.22	31,935.49	721.73	2.3%
Lease Agreement	28,840.00	28,000.00	840.00	3.0%
Interest Income	9,155.50	15,574.23	-6,418.73	-41.2%
Salary Reimbursement Agreement	44,704.97	29,200.00	15,504.97	53.1%
Surety Bond Claim	176,000.00	0.00	176,000.00	100.0%
Miscellaneous Income	32,807.75	6,619.98	26,187.77	395.6%
Total Income	3,308,098.38	2,836,555.68	471,542.70	16.6%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,426.23	19.18	1.3%
Contra Costa County Expenses	33,091.40	30,911.02	2,180.38	7.1%
El Cerrito Contract Fee	2,132,128.37	2,120,231.48	11,896.89	0.6%
Water System Improvements	1,186.00	9,472.00	-8,286.00	-87.5%
Risk Management Insurance	12,378.00	10,737.00	1,641.00	15.3%
Professional Fees				
Accounting	3,855.00	5,179.78	-1,324.78	-25.6%
Actuarial Valuation	3,200.00	350.00	2,850.00	814.3%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	24,199.70	18,536.39	5,663.31	30.6%
Total Professional Fees	43,254.70	36,066.17	7,188.53	19.9%
Wildland Vegetation Mgmt	5,985.00	8,382.50	-2,397.50	-28.6%
Total OUTSIDE PROFESSIONAL SER...	2,229,468.88	2,217,226.40	12,242.48	0.6%
RETIREE MEDICAL BENEFITS				
PERS Medical	54,990.00	151,769.86	-96,779.86	-63.8%
Delta Dental	7,870.31	13,240.08	-5,369.77	-40.6%
Vision Care	2,135.00	3,657.06	-1,522.06	-41.6%
Total RETIREE MEDICAL BENEFITS	64,995.31	168,667.00	-103,671.69	-61.5%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,037.38	8,760.70	-723.32	-8.3%
Comm. Pharmaceutical Drop-Off	1,486.12	2,963.72	-1,477.60	-49.9%
Vial of Life Program	233.58	775.86	-542.28	-69.9%
CERT Emergency Kits	3,786.43	5,467.08	-1,680.65	-30.7%
Open Houses	0.00	1,312.98	-1,312.98	-100.0%
Community Shredder	1,782.50	1,012.50	770.00	76.1%
Total COMMUNITY SERVICE ACTIVI...	15,326.01	20,292.84	-4,966.83	-24.5%
DISTRICT ACTIVITIES				
Firefighter's Apparel	7,198.49	25,781.64	-18,583.15	-72.1%
Firefighters' Expenses	4,973.50	4,448.86	524.64	11.8%
Engine Rescue Equipment	6,217.01	0.00	6,217.01	100.0%
Staff Appreciation	1,624.11	4,018.45	-2,394.34	-59.6%
Professional Development	946.33	5,282.37	-4,336.04	-82.1%
Building Maintenance				
Janitorial Service	1,096.26	1,195.28	-99.02	-8.3%
Medical Waste Disposal	4,315.75	3,746.76	568.99	15.2%
Building alarm	1,696.00	1,686.00	10.00	0.6%
Gardening service	705.00	915.00	-210.00	-23.0%
Miscellaneous Maint.	5,965.24	59,712.17	-53,746.93	-90.0%
Total Building Maintenance	13,778.25	67,255.21	-53,476.96	-79.5%
Building Utilities/Service				
Garbage	800.40	798.80	1.60	0.2%
Gas and Electric	7,541.50	7,437.83	103.67	1.4%
Water/Sewer	1,160.31	990.72	169.59	17.1%
Total Building Utilities/Service	9,502.21	9,227.35	274.86	3.0%
Election	369.80	0.00	369.80	100.0%
Memberships	5,241.00	4,399.00	842.00	19.1%
Office				
Office Expense	1,927.46	3,336.13	-1,408.67	-42.2%
Office Supplies	1,360.27	2,356.91	-996.64	-42.3%
Telephone	4,572.54	3,629.89	942.65	26.0%
Total Office	7,860.27	9,322.93	-1,462.66	-15.7%
Total DISTRICT ACTIVITIES	57,710.97	129,735.81	-72,024.84	-55.5%
Staff				
Wages	70,776.48	62,272.00	8,504.48	13.7%
Overtime Wages	2,500.92	2,301.75	199.17	8.7%
Vacation Wages	0.00	-100.08	100.08	100.0%
Medical/dental ins compensation	5,880.00	5,200.00	680.00	13.1%
Retirement Contribution	3,538.80	3,113.60	425.20	13.7%
Payroll Taxes	5,885.69	5,170.81	714.88	13.8%
Workers Compensation/Life Ins	1,225.79	1,441.30	-215.51	-15.0%
Payroll Processing	1,168.08	1,129.62	38.46	3.4%
Total Staff	90,975.76	80,529.00	10,446.76	13.0%

**Kensington Fire Protection District
Profit & Loss Prev Year Comparison**

July 2010 through June 2011

	Jul '10 - Jun 11	Jul '09 - Jun 10	\$ Change	% Change
Contingency				
General	3,300.00	3,700.00	-400.00	-10.8%
Total Contingency	3,300.00	3,700.00	-400.00	-10.8%
Total Expense	2,461,776.93	2,620,151.05	-158,374.12	-6.0%
Net Ordinary Income	846,321.45	216,404.63	629,916.82	291.1%
Other Income/Expense				
Other Income				
Transfers In - Capital	93,355.00	145,082.00	-51,727.00	-35.7%
Transfers In - General	-40,892.22	6,033.52	-46,925.74	-777.8%
Total Other Income	52,462.78	151,115.52	-98,652.74	-65.3%
Other Expense				
Depreciation Expense	0.00	98,986.00	-98,986.00	-100.0%
Transfers Out - Capital	3,001.13	6,033.52	-3,032.39	-50.3%
Transfers Out - Special	48,355.00	0.00	48,355.00	100.0%
Transfers Out - General	1,106.65	145,082.00	-143,975.35	-99.2%
<Gain>/Loss on Asset Disposal	0.00	1,430.00	-1,430.00	-100.0%
Total Other Expense	52,462.78	251,531.52	-199,068.74	-79.1%
Net Other Income	0.00	-100,416.00	100,416.00	100.0%
Net Income	846,321.45	115,988.63	730,332.82	629.7%

**Kensington Fire Protection District
Profit & Loss Budget vs. Actual
July 2010 through June 2011**

	Jul '10 - Jun 11	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,783,712.04	2,725,300.00	58,412.04	102.1%
Special Taxes	200,220.90	200,221.00	-0.10	100.0%
Other Tax Income	32,657.22	31,900.00	757.22	102.4%
Lease Agreement	28,840.00	28,840.00	0.00	100.0%
Interest Income	9,155.50	10,000.00	-844.50	91.6%
Salary Reimbursement Agreement	44,704.87	45,025.00	-320.03	99.3%
Surety Bond Claim	176,000.00			
Miscellaneous Income	32,807.75	0.00	32,807.75	100.0%
Total Income	3,308,098.38	3,041,288.00	266,812.38	108.8%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,445.00	0.41	100.0%
Contra Costa County Expenses	33,091.40	32,455.00	636.40	102.0%
El Cerrito Contract Fee	2,132,128.37	2,132,128.00	0.37	100.0%
Water System Improvements	1,166.00	20,000.00	-18,814.00	5.8%
Fire Abatement Contract	0.00	8,000.00	-8,000.00	0.0%
Risk Management Insurance	12,378.00	12,380.00	-2.00	100.0%
Professional Fees				
Accounting	3,855.00	5,400.00	-1,545.00	71.4%
Actuarial Valuation	3,200.00	2,500.00	700.00	128.0%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	24,199.70	35,000.00	-10,800.30	69.1%
Total Professional Fees	43,254.70	54,900.00	-11,645.30	78.8%
Wildland Vegetation Mgmt	5,985.00	10,000.00	-4,015.00	59.9%
Total OUTSIDE PROFESSIONAL SERVICES	2,229,468.88	2,271,308.00	-41,839.12	98.2%
RETIREE MEDICAL BENEFITS				
PERS Medical	54,990.00	54,990.00	0.00	100.0%
Delta Dental	7,870.31	7,570.00	300.31	104.0%
Vision Care	2,135.00	2,135.00	0.00	100.0%
Total RETIREE MEDICAL BENEFITS	64,995.31	64,695.00	300.31	100.5%
COMMUNITY SERVICE ACTIVITIES				
Public Education	8,037.38	13,000.00	-4,962.62	61.8%
Comm. Pharmaceutical Drop-Off	1,486.12	3,500.00	-2,013.88	42.5%
Vial of Life Program	233.58	1,000.00	-766.42	23.4%
CERT Emergency Kits	3,786.43	6,000.00	-2,213.57	63.1%
Open Houses	0.00	2,500.00	-2,500.00	0.0%
Community Shredder	1,782.50	1,500.00	282.50	118.8%
Total COMMUNITY SERVICE ACTIVITIES	15,328.01	27,500.00	-12,173.99	55.7%
DISTRICT ACTIVITIES				
Firefighter's Apparel	7,198.48	7,000.00	198.48	102.8%
Firefighters' Expenses	4,973.50	5,000.00	-26.50	99.5%
Engine Rescue Equipment	6,217.01	5,910.00	307.01	105.2%
Staff Appreciation	1,824.11	2,500.00	-675.89	65.0%
Professional Development	946.33	5,500.00	-4,553.67	17.2%
Building Maintenance				
Janitorial Service	1,096.26	1,500.00	-403.74	73.1%
Medical Waste Disposal	4,315.75	4,500.00	-184.25	95.9%
Building alarm	1,696.00	2,000.00	-304.00	84.8%
Gardening service	705.00	1,400.00	-695.00	50.4%
Miscellaneous Maint.	5,965.24	245,000.00	-239,034.76	2.4%
Total Building Maintenance	13,778.25	254,400.00	-240,621.75	5.4%
Building Utilities/Service				
Garbage	800.40	840.00	-39.60	95.3%
Gas and Electric	7,541.50	7,810.00	-268.50	96.8%
Water/Sewer	1,160.31	1,040.00	120.31	111.8%
Total Building Utilities/Service	9,502.21	9,690.00	-187.79	98.1%
Election	389.80	1,000.00	-630.20	37.0%
Memberships	5,241.00	5,000.00	241.00	104.8%
Office				
Office Expense	1,927.46	3,500.00	-1,572.54	55.1%
Office Supplies	1,360.27	2,500.00	-1,139.73	54.4%
Telephone	4,572.54	4,250.00	322.54	107.6%
Total Office	7,860.27	10,250.00	-2,389.73	76.7%
Total DISTRICT ACTIVITIES	57,710.97	306,250.00	-248,539.03	18.8%
Staff				
Wages	70,776.48	70,775.00	1.48	100.0%
Overtime Wages	2,500.92	4,900.00	-2,399.08	51.0%
Vacation Wages	0.00	1,020.00	-1,020.00	0.0%
Medical/dental Ins compensation	5,880.00	5,880.00	0.00	100.0%
Retirement Contribution	3,538.80	3,540.00	-1.20	100.0%
Payroll Taxes	5,885.69	8,415.00	-2,529.31	91.7%
Workers Compensation/Life Ins	1,225.79	1,470.00	-244.21	83.4%
Payroll Processing	1,168.08	1,165.00	3.08	100.3%
Total Staff	90,975.76	95,165.00	-4,189.24	95.6%
Contingency				
General	3,300.00	30,000.00	-26,700.00	11.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	3,300.00	30,000.00	-26,700.00	11.0%
Total Expense	2,461,778.93	2,794,918.00	-333,141.07	88.1%
Net Ordinary Income	846,321.45	246,368.00	599,953.45	343.5%
Other Income/Expense				
Other Income				
Transfers In - Capital	93,355.00			
Transfers In - General	-40,892.22			
Total Other Income	52,462.78			

**Kensington Fire Protection District
Profit & Loss Budget vs. Actual
July 2010 through June 2011**

	Jul '10 - Jun 11	Budget	\$ Over Budget	% of Budget
Other Expense				
Transfers Out - Capital	3,001.13			
Transfers Out - Special	48,355.00			
Transfers Out - General	1,106.65			
Total Other Expense	52,462.78			
Net Other Income	0.00			
Net Income	846,321.45	246,368.00	599,953.45	343.5%

PUBLIC HEARING

AGENDA BILL

Subject: Annual Fire Hazard Abatement

Initiated by: Michael J. Bond, Fire Marshal
Teresa Pace, Fire Prevention Officer

BACKGROUND

The fire department is continuing its annual fire hazard abatement program. This program seeks to remove weeds, rubbish, litter or other flammable material from private properties where such flammable material endangers the public safety by creating a public nuisance and a fire hazard. Most property owners voluntarily abate these hazards without Fire Department involvement. Ideally 100% of the property owners would do so. Experience in prior years suggests most will comply. Any property owners that do not comply will have the District do the work and place the costs on their tax bill.

ANALYSIS/DISCUSSION

The Fire Hazard Abatement process under the direction of the Fire Department should proceed according to Health and Safety Code Sections 14875 et seq which specify the following:

1. The El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined hazards that must be abated. Pursuant to these code sections, hazards are defined as weeds, rubbish, litter or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the boundaries of the District.
2. Notice was sent by mail that the Fire District has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to ordering the Fire Chief or his designee to perform abatement.
3. At the August 10, 2011 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the August 10, 2011 hearing a second and final notice shall be sent to each property owner prior to abatement. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the

Fire District shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.

5. Sometime between August 29, 2011 and September 16, 2011, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.
6. After September 30, 2011, the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on October 12, 2011 the Board of Directors of the Fire District shall receive and consider the written staff report on abatement actions taken by the District and shall hear any objections from the property owners liable to be assessed for the abatement. The Board of Directors may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
8. After Board of Directors confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

FINANCIAL CONSIDERATIONS

The abatement program will be administered by Fire Department staff with minimum costs expended for printing and mailing. Abatement work will be completed by private contract labor as appropriate. Program costs will be recovered through the special assessment and lien process.


LEGAL CONSIDERATIONS

The Fire District's Attorney has reviewed and approved the process. The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to sections 15304 and 15308 or the CEQA Guidelines. Therefore, no further CEQA review is required.

Page Three
Resolution 11-08 Agenda Bill
August 10, 2011

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District authorize through the adoption of Resolution 11-08 the initiation of the abatement process by declaring weeds, rubbish, litter, and other flammable material on specific parcels of property within District boundaries as public nuisances, which must be abated.

Reviewed by 
Michael J. Bond, Fire Marshal

ATTACHMENTS

Resolution 11-08

Exhibit A: List of addresses and assessment numbers where public nuisances exist on improved and unimproved private properties.

July 1, 2011 Letter from the Fire Marshal

July 1, 2011 Notice to Destroy

August 11, 2011 Fire Marshal's Letter of Declared Fire Hazard

KFPD Vegetation Management Standard

Weed Inspection Form

RESOLUTION 11-08

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION DISTRICT DECLARING THAT WEEDS, RUBBISH, LITTER OR OTHER FLAMMABLE MATERIAL ON DESIGNATED PRIVATE PROPERTIES CONSTITUTES A PUBLIC NUISANCE AND PROVIDING FOR NOTICE THAT THE FIRE CHIEF OR DESIGNEE SHALL ABATE SUCH PUBLIC NUISANCE CONDITIONS IF NOT ABATED BY THE PROPERTY OWNER.

WHEREAS, Health and Safety Code Sections 14875 et seq provides a method by which a local legislative body may abate on private property public nuisance conditions relating to weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health or which is otherwise noxious or dangerous; and

WHEREAS, the Fire Marshal for the Kensington Fire Protection District has identified in Exhibit A to this resolution those private properties, by street name, lot and block number, on which the presence of weeds, as defined in Health and Safety Code Section 14875, constitute a public nuisance; and

WHEREAS, Health and Safety Code Sections 14890 through 14899 provide that notice shall be provided to each person to whom the properties identified in Exhibit A is assessed informing those persons that unless the property owner abates those nuisance conditions, that the Fire District shall abate the public nuisance. The notice shall further state that if the Fire District must abate the public nuisance, then the cost of abatement shall be assessed against the property as a special assessment. The notice shall also specify a date for a hearing at which property owners may present objections to the designation of their properties as public nuisances or to the proposed removal of the weeds by the Fire District; and

WHEREAS, Health and Safety Code Section 14900 provides that after the hearing, the local legislative body may, by motion or resolution, order the Fire Chief or designee to abate the public nuisance. After further proceedings, these abatement costs may be assessed against the property as a special assessment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Kensington Fire Protection District that the properties listed in Exhibit A to this resolution are declared a public nuisance and such nuisance conditions shall be ordered abated because the presence of weeds, rubbish, litter or other flammable material on those properties create a fire hazard, a menace to the public health or are otherwise noxious or dangerous.

BE IT FURTHER RESOLVED that the notice shall state that a public hearing shall be held on October 12, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board shall receive a written staff report on abatement actions and any objections shall be heard from the property owners identified in Exhibit A liable to be assessed for the abatement.

Page Two
Resolution 11-08
August 10, 2011

The foregoing resolution was duly and regularly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 10th Day of August 2011, by the following vote of the Board:

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

Janice E. Kosel, President

ATTEST:

Leslie Michael, Secretary

Resolution 11-08
Exhibit "A"

Site Address

Parcel #

1635 Oak View Avenue

571-300-024

KENSINGTON FIRE PROTECTION DISTRICT
C/o EL CERRITO FIRE DEPARTMENT
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450
FAX (510) 232-4917

July 1, 2011

Dear Kensington Property Owner:

We are approaching the season of our highest fire danger when the grass, weeds, refuse, brush and other vegetation dry out and become highly flammable. After a wet winter and spring, the grass and brush are abundant and will create a severe fire hazard. To reduce the fire danger on private property, the Fire District is beginning its annual Fire Hazard Abatement Program. We have inspected your property and found your property does not comply with the Vegetation Management Standards set forth in the Kensington Fire Protection District Vegetation Management Standards. You are being contacted now so that you may remove those fire hazard conditions found on your property.

Beginning August 1st the Fire District will be conducting a re-inspection of your property to evaluate if it meets our vegetation management standards. If your property meets the standards you will be removed from our list of non-compliant properties and will not be subject to further abatement actions.

Enclosed please find our legal notice explaining the District's Fire Hazard Abatement Program and advising you of the upcoming public hearing. **Please read this notice carefully.** In general, the Fire District is concerned with removing refuse, dry and/or dead vegetation that is easily ignitable and capable of burning structures and endangering lives.

The enclosed guidelines provide a general explanation of the vegetation clearing and maintenance standards to be followed. For most private lots and yards these guidelines provide straightforward instructions on what actions you, the property owner, should take to remove the fire hazards. On the other hand, certain lots and yards are more difficult to assess. If you would like your property inspected by our Fire Prevention Officer, Captain Teresa Pace, at no cost, she can identify your specific fire hazards and provide you with the information needed to meet our standards. We urge you to call the Fire Prevention Office at (510) 215-4457 with any questions about clearing or maintaining your property or to schedule an inspection.

Thank you for your cooperation in making Kensington a fire safe community.

Sincerely,

Michael J Bond

Michael J. Bond
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT
c/o EL CERRITO FIRE DEPARTMENT
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450
FAX (510) 232-4917

July 1, 2011

Name:
Address:
Parcel #:

**NOTICE TO DESTROY WEEDS AND REMOVE
RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL**

Notice is hereby given that on the **1st day of July, 2011**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

You are hereby ordered to abate these public nuisance conditions by removing the weeds, rubbish, refuse, and other flammable material. Otherwise, the Fire District will abate these nuisance conditions and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment. These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes. Reference is hereby made to the resolution for further particulars.

If you have any objections to the designation of your property as a public nuisance or to the proposed removal of the weeds, rubbish, refuse and other flammable material from your property by the Kensington Fire Protection District, you are hereby notified of the Kensington Fire Protection District, Board of Directors Meeting and may attend this meeting to be held on August 10, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this meeting, your objections will be heard and given due consideration.

At the conclusion of this meeting, the Board of Directors may order the Fire Chief or designee to abate the public nuisance condition on your property. The Fire District shall perform this removal directly or through private contract sometime between **August 30, 2011 and September 19, 2011**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

If you have any questions, contact the Fire Prevention office at 10900 San Pablo Avenue. The phone number is (510) 215-4457.

Michael J Bond

Michael J. Bond
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT

c/o El Cerrito Fire Department
10900 San Pablo Avenue
El Cerrito, CA 94530
(510) 215-4450
FAX (510) 232-4917

August 11, 2011

NOTICE TO DESTROY WEEDS AND REMOVE RUBBISH, REFUSE AND OTHER FLAMMABLE MATERIAL

On August 10, 2011, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the August 10, 2011 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes.

You will not receive any further notices from the District prior to this removal. The District shall perform this removal either through its own staff or through private contract sometime between August 29, 2011 and September 16, 2011. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on October 12th, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing.

If you have any questions, contact the Fire Department at 10900 San Pablo Avenue, El Cerrito, CA 94530. The phone number is (510) 215-4450.

Michael J. Bond
Fire Marshal

Kensington Fire Protection District Fire Hazard Reduction Program

I. INTRODUCTION

A. Purpose of Vegetation Management Standards

Along with California's growth of population and expanding development, urban housing has intermixed with wildland areas. California communities have experienced devastating fire loss because of the severity of fires which occur in this intermix area. In these areas the risk of conflagration is increased further by homeowners who create uncontrolled landscaping of native and non-native plants on their properties. Thousands of homes are threatened by fire every year in California largely because of this heavy vegetation fuel load very near structures.

Almost the entire community of Kensington is considered to be a wildland intermix area which increases the community's risk of loss from devastating fire. These areas have been identified by the California Department of Forestry (CDF) and the Kensington Fire Protection District as a Very High Fire Hazard Severity (VHFHS) Zone. 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.

The buildup of unmanaged vegetation, whether native or non-native, steep hillsides with canyons, draws, and periods of extremely hot, dry weather all combine to create in Kensington the potential for catastrophic fire behavior such as occurred in the Oakland/Berkeley Hills Fire of October 1991. Catastrophic fires can destroy large numbers of homes, threaten public safety and severely damage the natural areas which contribute to our high quality of living.

A key goal of local community fire protection planning is to reduce the level of fire hazards in the Kensington wildland intermix areas, designated as a VHFHS Zone. While it is not possible to eliminate all threats of catastrophic wildfire, fire hazards can be reduced to acceptable levels and still allow a "green" Kensington.

Vegetation management planning in the VHFHS Zone focuses on areas where fire poses the greatest risk to life and property. There are three specific goals of the program:

1. Keep all fires small. Small fires generally are cooler than large fires and are more easily extinguished.
2. Limit the speed with which any fire will grow. Fires need fuel to burn; if fuel is available, fires will continue to grow rapidly. Fuel must be limited or made unavailable to spreading fire.
3. Make it more difficult for fires to ignite and spread. Small fires can ignite progressively larger fuels. Small fuels are like kindling and are easily ignited. Reducing and separating kindling fuels from larger fuels reduces sources for ignition and the potential for fire spread.

Fires will continue to be a part of California urban living. By implementing vegetation management standards, Kensington residents can significantly reduce the potential that a small fire will grow into a catastrophic event involving one or more structures. The primary method of stopping fire spread is by increasing separation distances between combustible fuels. An important component of reducing the community's fire risk requires vegetation management to be practiced by property owners.

B. Fire Safe Vegetation Management Concepts

There are three basic methods employed to manage vegetation fuels: firebreaks, fuel breaks and ornamental landscaping. A firebreak eliminates all flammable vegetation and combustible growth. Appropriate ornamental landscaping is acceptable in this area. A fuel break reduces the fuel mass of flammable vegetation and combustible growth, thereby limiting the intensity of fire and slowing its rate of spread. Ornamental landscaping provides a yard or garden with decorative fire resistive plants that are

irrigated, maintained and arranged to be aesthetically pleasing, functionally useful and enhance fire safety. Refer to the definitions listed for these terms.

Within the VHFHS Zone, structures are to be protected from wildfire by creating firebreaks immediately surrounding structures and fuel breaks further out from structures. Within 30 feet of a structure a firebreak should be created which contains well-irrigated, maintained and appropriately spaced ornamental landscaping with fire resistant plants. All flammable vegetation and combustible growth in this area immediately surrounding a structure should be eliminated. This creates a safety margin of defensible space so that wildfire can be stopped before it reaches a structure.

A fuel break should be created from 30 feet to 100 feet from structures located within the VHFHS Zones. The heightened risk of wildfire within the VHFHS Zones makes it necessary to provide an added safety margin of defensible space for all structures and a fuel break will provide this extra protection. Fuel breaks are meant to reduce fire hazardous vegetation and maintain it to specified heights and arrangements, limiting fire intensity and impeding fire spread. The purpose of the fuel break is to deny any fire entering it sufficient fuel to sustain fire intensity and speed. By the time it reaches the firebreak area containing ornamental landscaping nearer the structure, the now low-intensity fire should be stopped easily by the firebreak surrounding the structure.

Ornamental landscaping with fire resistant plants is encouraged as a long term approach to maintain yard and garden vegetation in a fire safe manner. Landscaping with healthy, appropriately irrigated plants and ground cover provides a permanent reduction of the fire hazard adjacent to structures when such landscaping is maintained at regular intervals. Ornamental landscaping can enhance a firebreak by inhibiting the growth of weeds, grass, brush and similar fire hazardous vegetation. A list of fire resistant and highly flammable plants is available from the Fire District.

C. Process

No person shall be prosecuted criminally under the provisions of Section 4 of the Kensington Fire Protection District Ordinance 95-1 until that person has received written notice of how that property violates these standards and until that person has had the reasonable opportunity to meet with District staff concerning the violation. Civil Enforcement of these guidelines as provided for in Section 5 of Ordinance 95-1, pursuant to California Health and Safety Code Section 14912 et. seq. Civil procedures for fire hazard abatement include providing the property owner with (1) written notice on how the property violates these guidelines, (2) reasonable opportunity to meet with District staff to discuss this matter and (3) opportunity to be heard before the Board of Directors of the Kensington Fire Protection District.

II. FIRE HAZARD REDUCTION GUIDELINES

Many factors combine to create a fire hazard on any specific property. It is difficult to single out a specific vegetation species or configuration to declare it either fire hazardous or completely fire safe in all situations. The Fire District has developed guidelines conforming to State Law and National Fire Protection Standards which address most situations found on private property within Kensington. Please read these guidelines along with the accompanying glossary. If you are still unsure of how to proceed please call the Fire District and we will work with you to develop a fire hazard reduction plan for your property.

A. Hazard Zones

Almost the entire area of the community of Kensington lies adjacent or near to large wildland areas containing steep slopes and naturally growing trees, brush and grasses. Every year under certain critical weather conditions, the neighborhoods near these wildland areas are at a heightened risk of a seasonal wildfire sweeping into the residential areas and burning homes. The area of Kensington at heightened risk of wildfire has been designated as a Very High Fire Hazard Severity (VHFHS) Zone. The small area remaining in Kensington faces a lesser risk of wildfire.

Fire hazard reduction measures common to the entire community of Kensington are required on both vacant and developed lots:

1. Property owners must ensure that all vegetation, native or non-native, shall be maintained so as not to constitute a fire hazard.
2. Property owners must maintain their property either by ornamental landscaping or by establishing a fuel break along the property line and adjacent to structures. For properties within the VHFHS Zone, there are additional requirements for firebreaks within 30 feet of structures and fuel breaks from 30 to 100 feet.
3. Property owners are responsible for clearance and maintenance of their own property only. Property owners will be required, however, to create fuel breaks on their property to protect neighboring structures. Dimensions of fuel breaks will depend on the proximity of neighboring structures and on whether the properties are within VHFHS Zone.
4. All brush, weeds, grass and fire hazardous vegetation within 10 feet of any usable road surface, public way or combustible fence shall be maintained in a non-hazardous condition with a fuel break.
5. Property owners must maintain their property free from all nuisances, including debris, garbage, rubbish and trash, hazardous materials, junk and noxious growth.

B. Ornamental Landscaping

Ornamental landscaping is encouraged throughout the community of Kensington to enhance fire safety. Ornamental landscaping consists of decorative plants growing within a tended garden or yard which are well watered, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control.

With the VHFHS Zone, ornamental landscaping in the 30 foot firebreak adjacent to structures must meet the following requirements:

1. Ornamental landscaping shall be maintained free of dead wood and litter, and trimmed of small twigs and branches at least two (2) feet or 1/3 of their height from the ground, whichever is less.
2. Ornamental landscaping must be healthy, pruned, adequately irrigated and regularly maintained so that plants and the area beneath them are free from dead or dying material.
3. Single specimen trees must be trimmed and maintained.
4. Ground cover may be used as part of ornamental landscaping provided it is kept green, free of dead wood and litter, and at a height so that they do not form a means of rapidly transmitting fire from native growth (located outside the firebreak) to any building or structure.

C. Vegetation Management Standards

Vegetation management standards exist for the entire community, including areas designated as a VHFHS Zone. Refer to the glossary for a definition of terms used in these standards.

1. **Properties within VHFHS Zone:**

- a. Firebreaks must be created and maintained in areas within 30 feet of any occupied dwelling.
- b. Fuel Breaks must be created and maintained in areas extending from 30 to 100 feet surrounding any structure.

- c. Fuel Breaks must be created and maintained on vacant lots 30 feet wide along the property line and 100 feet from neighboring structures.

2. Properties outside VHFHS Zone:

- a. Fuel Breaks must be created and maintained in areas within 30 feet of any structure.
- b. Fuel Breaks must be created and maintained on vacant lots to be 10 feet wide along the property line.

3. Vegetation Management Standards for Firebreaks:

- a. All flammable vegetation or combustible growth must be removed and cleared away, thereby eliminating fire hazardous vegetation fuels which can rapidly transmit fire.
- b. Adequately irrigated and maintained ornamental landscaping is not flammable vegetation or combustible growth, and is encouraged within a firebreak.
- c. Trees, shrubs, bushes or other vegetation adjacent to or overhanging any structure shall be maintained free of dead limbs and other combustible matter such as vines and loose papery bark. On mature trees, limbs should be removed up to 10' above the ground. Smaller trees should be limbed to 1/3rd of their height up to 6' above the ground, but in no case less than 18 inches from the ground.
- d. Trees shall be maintained so that no portion is closer than 10 feet from any chimney opening.
- e. All roof surfaces shall be maintained free of substantial accumulations of needles, twigs and any other combustible matter.
- f. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.
- g. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

4. Vegetation Management Standards for Fuel Breaks:

- a. Maintain ornamental landscaping in yards.
- b. All fire hazardous vegetation with the exception of weeds and grass shall be cleared and maintained to a height no greater than 18 inches above the ground.
- c. All weeds and grass shall be cleared and maintained at a height no greater than 6 inches above the ground.
- d. Remove from trees all vines, loose papery bark and dead branches.
- e. All cut vegetation and debris must be disposed of either by hauling and dumping in a lawful manner, or by chipping and dispersing over the property in a manner and to a height which will not constitute a fire hazard.
- f. Chipped materials which are spread on the ground shall be of a size no greater than 1 inch by 1 inch by 3 inches.

5. **Additional Considerations for Vegetation Management:**

- a. The Fire Hazard Abatement Program is intended to promote community fire safety by reducing the combustible vegetation fuel mass on private properties. Clearing vegetation by heavy construction methods, such as grading, discing, trenching or dozing shall require special permits from the County. **Disposal by burning is not permitted.**
- b. Any parcel where slope stability will be threatened by removal of plants may be exempt from treatment requirements or subject to alternate treatments. The property owner must submit a report documenting the probability of slope failure due to vegetation removal, prepared by a licensed civil, geotechnical or soils engineer. The report shall propose alternative methods to address fire hazards. The report will be reviewed by staff. Review and acceptance by the district of alternative treatment will supersede other requirements.
- c. Any parcel or lot which includes plant or animal species that are rare, endangered or of special concern may qualify for alternative plant treatment and spacing requirements. The property owner must submit a report from a qualified resource biologist or landscape architect describing the species and the actions required to preserve. The report will be reviewed by the district. Review and acceptance by the district of alternative treatment will supersede other requirements.

D. Planting Considerations

Any plant will burn if the conditions are right. Some plants are considered to be extremely flammable while other plants are considered to have some resistance to fire. Verifiable tests of fire exposure characteristics for all specific ornamental landscaping plants are not available.

The best available plant information is contained in a publication available from EBMUD entitled "Firescape: Landscaping to Reduce Fire Hazard". A list of plants with some fire-resistance and plants considered highly flammable is available from the Fire District.

At the base of trees and shrubs, replace flammable vegetation with bark, mulch, rock, gravel or low-growing or more fire-resistant ground covers. This cover reduces the fire danger and minimizes weeds. Avoid placing medium-sized shrubs beneath trees or taller shrubs. By breaking up the available fuel mass in ornamental landscaping, a fire will be kept at lower intensity, flame lengths will be shorter and fire will be less likely to form a continuous line or front.

E. Structural Fire Safety

The District's roofing and vegetation management standards are designed to reduce the amount of airborne burning material, limiting fire spread. Once a fire starts, it is often accelerated by wind-borne burning material. Burning embers or brands are the main source of fire spread in mixed urban-wildland areas. The roof of a house is most vulnerable to this type of ignition. Spark arresters with a maximum of ½" openings in the mesh are required over the outlet of every chimney. Class A is the top rating for fire resistive roofing, followed by Classes B and C. State law and District Ordinance requires that all roofing within the VHFHS Zone be Class B or better in new construction or replacement of more than 50% of the roof.

III. GLOSSARY OF TERMS

The following terms are used to describe the vegetation management standards in California State Law and in the Kensington Fire Protection District's Fire Hazard Reduction Program.

Very High Fire Hazard Severity (VHFHS) Zones: Any geographic area designated per Government Code Section 51178 to contain the type and condition of vegetation, topography, weather and structure density to

potentially increase the possibility of wildland conflagration fires. As a community adjacent to extensive wildland areas, almost the entire community of Kensington is designated as a VHFHS Zone. A map of this zone is available from the Fire District. Fire hazard reduction standards are more extensive for properties located within VHFHS Zone.

Defensible space: A concept in landscape design for homes which provides a band of managed vegetation around a home that slows movement of fire by reducing or denying fuel and provides a space for firefighters to take a stand to protect the house.

Fire resistant plants: A relative term used to describe plants that are "more resistant" or "less resistant" than other plants to fire. Given enough heat, all vegetation will burn. Yet plants in fact differ in how fast they burn, how high a flame they produce and their ability to survive fire. Fire resistance is enhanced by higher amounts of moisture within twigs and foliage. Fire-resistant plants can lose this quality altogether if not properly maintained and irrigated. A partial list of fire resistant and highly flammable plants is available from EBMUD and the Fire District.

Fire hazardous vegetation: Plants which can burn easily because they generate dry undergrowth, contain flammable oils or produce significant quantities of dead or dying material. Hazardous vegetation is fuel which must be removed or strictly maintained so as not to constitute a fire hazard by igniting easily and then contributing to rapid fire spread. Seasonally dry grass, weeds, brush, and unmaintained and unirrigated trees and ornamental vegetation are examples of fire hazardous vegetation. Properly chipped, mulched and disbursed material does not constitute fire hazardous vegetation. Fire hazardous vegetation is also known as **flammable vegetation and combustible growth**.

Ornamental landscaping: Decorative plants growing within a tended garden or yard which are appropriately irrigated, maintained and located to provide aesthetic decoration and functional utility, such as privacy screening, shade, weed suppression and erosion control. The use of fire-resistant plants and the removal of fire hazardous vegetation will enhance fire safety.

Firebreak: An area in which all flammable vegetation or combustible growth is removed and cleared away, thereby eliminating fire hazardous vegetation fuels which can rapidly transmit fire. Ornamental landscaping is permissible within a firebreak as long as it is adequately irrigated, maintained and spaced so as not to provide a means of rapidly transmitting fire. Compare to **fuel break**.

Fuel break: An area in which all flammable vegetation or combustible growth is reduced and cleared away according to established standards, thereby limiting the mass and arrangement of fire hazardous vegetation fuels which can rapidly transmit fire. Appropriate ornamental landscaping is permissible within a fuel break. Fuel reduction standards for fuel breaks limit the height of certain vegetation (brush, native shrubs, weeds and grasses). Remove from trees any fuels which can ladder fire into the canopies, and provide adequate spacing between remaining plants. Compare to **firebreak**.



EL CERRITO FIRE DEPARTMENT
KENSINGTON FIRE PROTECTION DISTRICT



10900 San Pablo Avenue, El Cerrito, Ca. 94530 (510)215-4450

Fire Hazard Abatement Inspection

Owner/Tenant _____ Site Address _____ City _____ State _____ Zip Code _____

Legal Property Owner _____ Mailing Address _____ City _____ State _____ Zip Code _____

YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.

YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:

FIRE BREAK (ELIMINATE)

Within 30' of a structure

- _____ 1. Eliminate hazardous vegetation
- _____ 2. Maintain ornamental landscaping
- _____ 3. Remove dead wood overhanging structures
- _____ 4. Mature Trees: Remove limbs 10' from ground
- _____ 5. Small Trees: Remove limbs 1/3 distance from ground
- _____ 6. Provide 10' clearance from chimney
- _____ 7. Clear Roof of combustible debris

COMMENTS:

FIELD			
OFFICE			
OFFICE			
TOTAL			

FUEL BREAK (REDUCE)

30' - 100' from structure

- _____ 8. Cut and maintain dry grass/weeds - 6"
- _____ 9. Clean and maintain haz. vegetation - 18"
- _____ 10. Clear 10' from roadside

Both Fire Break & Fuel Break Requirements:

- _____ 11. Dispose of cut vegetation and debris
- _____ 12. Remove vines, loose papery bark, and dead branches
- _____ 13. Install 1/2" screen covering on chimney and stovepipes

Inspector _____

Date _____

CHIEF'S REPORT

KENSINGTON FIRE PROTECTION DISTRICT MEMORANDUM

August 1, 2011

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Tri-City Safety Day

The annual Tri-City Safety Day will be Saturday, September 17, 2011 from 11:00 a.m. to 3:00 p.m. at the El Cerrito Plaza. We encourage everyone to come out and see Special Guest appearances by "Sparky the Fire Dog", "Smokey the Bear", "Pluggie the Fire Hydrant" and "McGruff the Crime Dog". Please see the attached flyer for full information. This is a great event for the whole family and gives children a chance to see our Fire Department's equipment and much more.

Structure Fire, 984 King Drive

On June 29th at 6:24 p.m., the Fire Department was dispatched to a structure fire with reports of one person being trapped inside. The initial units dispatched to this call were (El Cerrito) Engine 71 and 72, (Kensington) Engine 65, (Richmond) Engine 66, Truck 64 and Battalion 71 and 64. BC 71 arrived first and established command and assigned Engine 65 to fire attack and rescue. Engine 71 was assigned to water supply and fire attack support. Engine 72 was assigned to protect exposures. Engine 66 was assigned to fire attack operations and Truck 64 was assigned to ventilation. Once these initial assignments were made, BC 71 called for a second alarm which consisted of (Richmond) Engine 67, Engine 61 and Truck 68. Engine 67 was also assigned to assist with structure protection and Engine 61 was assigned as the rapid intervention crew.

I'm saddened to report that when Firefighters made access to the front bedroom, they discovered a 97-year old female that had perished in the fire.

The majority of the structure suffered major fire damage and is believed to be a total loss. The fire loss is estimated to be approximately \$700,000.

The cause of this fire was determined to be accidental from candles used in a make-shift altar that ignited surrounding flammable materials.

There were no injuries suffered by fire personnel at this incident.

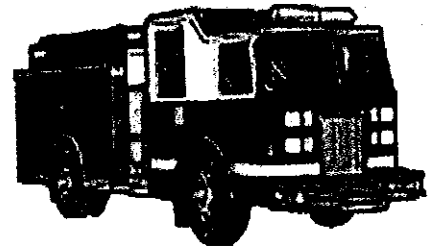
**ALBANY, EL CERRITO AND KENSINGTON
PRESENTS:**

Tri-City Safety Day

Saturday, September 17th

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

El Cerrito Plaza



Safety Information and Demonstrations

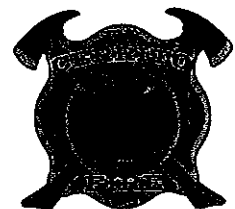
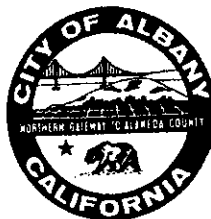
**Special Guest Appearances by McGruff the Crime Dog,
Sparky the Fire Dog & Smokey the Bear!**

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

For More Details, Call:

Phone: 510-215-4450

E-mail: fire@ci.el-cerrito.ca.us



NEW BUSINESS

August 5, 2011

To: KFPD Board Members

AGENDA ITEM

11
8/10/11

Fr: Brenda Navellier
KFPD Administrator

Re: Third Amendment to Barton Architect Agreement

Board members,

Per our architect's request, attached is a third amendment to the original agreement that KFPD has with Barton Architects. As the amendment notes, the original agreement was signed in April of 2009 for a total of \$10,000. Two additional amendments were signed also in 2009 adding an additional \$10,000 each for a total of \$30,000.

John Barton worked last fiscal year during the bidding and mediation negotiation phases without a contract. The amount for the time he spent during FY10-11 is the \$7,920 that he lists as Construction Phase.

At this time, he is requesting an additional \$30,000, broken down per his memo of July 11, 2011 along with a contract to cover the \$7,920 above that we have already paid.

Mack5, our project manager, strongly advises that we should continue to retain Barton Architects through the remainder of the construction project. John Barton is the architect of record on the project and has been very busy working on our project since construction started. He has been attending every-other-week project site meetings, processing RFI's, an addendum, and approving submittals. His role on the project will diminish considerably after the initial flurry of submittals. Also, please note that this is a not-to-exceed contract of which Barton will need to submit detailed bills for Mack5 to vet prior to payment.

**THIRD AMENDMENT TO BUILDING RENOVATION
AGREEMENT BETWEEN KENSINGTON FIRE
PROTECTION DISTRICT AND BARTON ARCHITECTS**

This Third Amendment is entered into by and between Kensington Fire Protection District ("Owner") and Barton Architects ("Architect") on August ___, 2011 (this "Amendment").

RECITALS

- A. Owner and Architect entered into AIA Document B155 Standard Form of Agreement Between Owner and Architect for a Small Project on April 10, 2009 for the first phase of building renovations to the Kensington Fire Protection District (the "Agreement").
- B. In September of 2009 Owner and Architect agreed to a First Amendment of the Agreement, to modify the scope of work and payment obligations of the Agreement.
- C. In November of 2009, Owner and Architect agreed to a Second Amendment of the Agreement, to modify the scope of work and payment obligations of the Agreement.
- D. After additional consultation, it has been determined that Owner requires Architect's assistance in the construction administration phases of the Project.

AGREEMENT

THEREFORE, in consideration of the mutual covenants contained herein, Owner and Architect agree to amend solely the following, with all other provisions remaining in full force and effect, as previously amended by the First and Second Amendment to Agreement:

1. The scope of work shall now be expanded to include attending every other project meeting and/or key milestone meetings at the project site; review and respond to contractor submittals and RFI's (request for information), prepare change order drawings, process any ASI's (additional services), review and respond as needed to emails, reports and correspondence; and certify contractor payments.
2. Section 6.1 of Article 6, PAYMENTS AND COMPENSATION TO THE ARCHTIECT shall be deleted and replaced with the following:

6.1 The Architect's Compensation shall be hourly not to exceed Sixty-Eight Thousand Dollars (\$68,000) total, of which an initial payment retainer of zero dollars (\$0.00) shall be paid upon execution of this Agreement and shall be credited to the final payment. Billing shall be monthly.

IN WITNESS WHEREOF, Owner and Architect cause their duly authorized representatives to enter into this Amendment as of the day and year first written above.

KENSINGTON FIRE PROTECTION DISTRICT

Signature

Janice E. Kosel, President

Date

BARTON ARCHITECT

Signature

John Barton, Architect

Date

1287214.1

6.12.2011

revised 7.1.2011 and 7.11.11

To: Kensington Fire Protection District
From: John Barton, Architect
Re: Bidding/Construction Contract Terms
CC: Joe Blanco, Mack5

Per your request the following is a scope of work and draft terms for work to be performed during the construction phase and for work performed since Kel-Tec abandoned the project.

Kel-Tec to start of Construction (10.2010 – 6.20.2011)

-reviewed and responded (as needed) to a large volume of e-mails during 2 rebid phases

-prepared addenda

-reviewed schedules, forms

This work totaled 44 hours

Construction Phase (6.21.2011 – 11.18.2011)

-Attend meetings (every other team meeting and/or key milestones)

-Review and respond to submittals

-Review and respond to RFI's

-Prepare Change Order drawings

-Review and respond (as needed) to emails

It is anticipated that this will be 8 hours/week

-I propose that this work be done on a time and materials basis with a not-to-exceed amount. The previous unbilled work (10-2010 – 6.20.2011) is wrapped into the maximum amount.

-The maximum shall be \$38,160.00 and is calculated as follows:

-21 weeks x 8 hours/week x \$180/hour = \$30,240.00

-Previous hours in fiscal (as noted above)

44 hours x \$180/hour = \$7920.00

Total = \$38,160.00

-Expenses are not included in max and will be billed at 1.15 times cost

-Travel time will be billed and is included in estimate

-The maximum amount, if exhausted, will be increased, on similar terms, should the construction period exceed the current schedule of 21 weeks.

-Terms and conditions shall include (by reference is acceptable) standard language from most current version of AIA agreements B101 and A201 regarding construction which were removed from original agreement. In particular paragraphs 3.6 (and sub-paragraphs) from B101 must be included.

-All correspondence and communication from District shall be timely and complete.

END OF MEMO

August 5, 2011

To: KFPD Board Members

AGENDA ITEM 12

Fr: Brenda Navellier
KFPD Administrator

Re: Grand Jury Report No. 1105

Attached is Grand Jury Report No. 1105 addressing Ethics and Transparency Issues in Contra Costa County.

This report has specific recommendations for LAFCO, the Contra Costa County Board of Supervisors, and the Keller Canyon Mitigation Fund.

In addition, the Grand Jury has requested responses from all Contra Costa County cities and independent special districts concerning the Overall Finding listed in the report and the Overall Recommendation which concerns the adequacy of our policies pertaining to the Grand Jury's concerns in this report.

My drafted response follows the Grand Jury report. I am requesting that the Board vote on this proposed response.



May 26, 2011

Lance Maples, Fire Chief
Kensington Fire Protection District
217 Arlington Avenue
Kensington, CA 94707

Dear Lance Maples, Fire Chief:

Attached is a copy of Grand Jury Report No. 1105, "Ethics and Transparency Issues in Contra Costa County" by the 2010-2011 Contra Costa Grand Jury.

In accordance with California Penal Code Section 933.05, this report is being provided to you at least two working days before it is released publicly.

Section 933.5(a) of the California Government Code requires that (the responding person or entity shall report one of the following actions) in respect to each finding:

- (1) The respondent agrees with the finding.
- (2) The respondent disagrees with the finding.
- (3) The respondent partially disagrees with the finding.

In the cases of both (2) and (3) above, the respondent shall specify the portion of the finding that is disputed, and shall include an explanation of the reasons therefor.

In addition, Section 933.05(b) requires that the respondent reply to each recommendation by stating one of the following actions:

1. The recommendation has been implemented, with a summary describing the implemented action.
2. The recommendation has not yet been implemented, but will be implemented in the future, with a time frame for implementation.
3. The recommendation requires further analysis. This response should explain the scope and parameters of the analysis or study, and a time frame for the matter to be prepared for discussion. This time frame shall not exceed six months from the date of the publication of the Grand Jury Report.


Kensington Fire Protection District
May 26, 2011
Page 2

4. The recommendation will not be implemented because it is not warranted or is not reasonable, with an explanation thereof.

Please be reminded that Section 933.05 specifies that no officer, agency, department or governing body of a public agency shall disclose any contents of the report prior to its public release. Please insure that your response to the above noted Grand Jury report includes the mandated items. We will expect your response, using the form described by the quoted Government Code, no later than **August 24, 2011.**

It would be greatly appreciated if you could send this response in hard copy to the Grand Jury as well as by e-mail to jcuev@contracosta.courts.ca.gov (Word document).

Sincerely,

A handwritten signature in cursive script that reads "Linda L. Chew".

LINDA L. CHEW, Foreperson
2010-2011 Contra Costa County Civil Grand Jury

A REPORT BY
THE 2010-2011 CONTRA COSTA COUNTY GRAND JURY


725 Court Street
Martinez, California 94553

REPORT 1105

Ethics and Transparency Issues in Contra Costa County

APPROVED BY THE GRAND JURY:


Date: MAY 4, 2011



LINDA L. CHEW
GRAND JURY FOREPERSON

ACCEPTED FOR FILING:

Date: 5/16/11



JOHN LAETTNER
JUDGE OF THE SUPERIOR COURT

Contra Costa County Grand Jury Report 1105

ETHICS AND TRANSPARENCY ISSUES IN CONTRA COSTA COUNTY

**TO: Contra Costa County Board of Supervisors
Contra Costa Local Agency Formation Commission
Cities in Contra Costa County
Independent Special Districts in Contra Costa County**

SUMMARY

Ethical behavior and transparency (openness) by public officials are essential to good government. Despite the fact that County officials receive ethics training, the Grand Jury has found instances of ethical breaches.

In some cases, there have been public accusations of ethical misbehavior and/or misrepresentation, charges of nepotism and cronyism, and allegations of long-term County mismanagement of a mitigation fund.

The Grand Jury believes that greater effort must be made to improve openness and accountability, to display more sensitivity to ethical considerations, and to be aware of any appearances of impropriety to the public.

BACKGROUND

Effective January 1, 2006, AB 1234 (Government Code Sections 53232, et seq.) required that local officials who receive compensation, salary, stipends, or expense reimbursements must receive training in public service ethics laws and principles. The requirement applies not only to the governing body of a local agency but also to members of commissions, committees, boards, or other local agency bodies, whether permanent or temporary, decision-making or advisory. Training must be renewed every two years.

According to the Fair Political Practices Commission and the California Attorney General, training regarding conflicts of interest, perquisites of office and governmental transparency should include the following:

(1) Laws relating to personal financial gain by public servants...

- (A) Laws prohibiting bribery (Pen. Code, § 68)
 - (B) Conflicts of Interest under the Political Reform Act (Gov. Code, §§ 87100, 87103).
 - (C) Contractual Conflicts of Interest (Gov. Code, § 1090 et seq.).
 - (D) Conflicts of Interest and Campaign Contributions (Gov. Code, § 84308).
 - (E) Conflicts of Interest When Leaving Office (Gov. Code, §§ 87406.3, 87407).
- (2) Laws relating to claiming perquisites of office
 - (3) Government transparency laws
 - (4) Laws relating to fair processes

The Grand Jury has divided the remainder of this report into several sections. Each section contains its own findings and recommendations. An overall finding and recommendation has also been made that may apply to all agencies throughout the County.

LAFCO: SOME MEMBERS OVERSTEPPING THEIR BOUNDARIES

BACKGROUND

The Contra Costa Local Agency Formation Commission (LAFCO) reviews, approves, or disapproves changes in organization to cities and special districts including annexations, detachments, new formations and incorporations. Its members (commissioners) serve the entire county and are to be neutral decision makers. LAFCO commissioners are guided by a Commissioner's Handbook which states:

“Government Code Section 56325.1 states that while serving on the Commission all members shall exercise their independent judgment on behalf of the interests of residents, property owners and the public as a whole.”

In May, 2010, two LAFCO commissioners addressed a developer-sponsored local ballot measure to extend the Urban Limit Line of the City of Brentwood. Prior to the election, these commissioners signed a public letter indicating that they were speaking not only as LAFCO spokespeople, but as representatives of the Contra Costa County Mayors' Conference, their appointing agency. They stated that should Brentwood voters defeat Measure F, LAFCO could annex the land in question to Antioch. Further, certain other LAFCO commissioners, instead of speaking to these statements, chose to weigh in supportively on the **content** of the letter, when the matter was not before LAFCO. The measure failed, and both LAFCO and the Mayors' Conference took some action to address this.

LAFCO stated that its procedures do not allow for reprimand or removal of offenders, but inserted new language into the Commissioner's Handbook (1.4 Rules and Procedures – Section F.5) which details when a commissioner may act as a spokesperson.

The Mayors' Conference, while voting (12-4) not to remove the involved commissioners, issued an admonishment, and adopted an amendment to the Conference Policies and Procedures statement prohibiting individual positions from being expressed as representative of the will of the Conference. In its motion, the Mayors' Conference stated that it "is not in the business of taking issues on individual matters, especially when pitting one city against another."

The Grand Jury recognizes that some corrective actions have been taken. However, some LAFCO members weighed in favorably on the import of the letter. While LAFCO had the option to recommend removal to the offending members' appointing authority for "malfeasance of office" (Commissioner Handbook 1.2), it did not do so.

FINDINGS

1. Some LAFCO members committed ethical breaches by indicating that they spoke on behalf of LAFCO and the Mayors' Conference on matters not before LAFCO.
2. Certain other LAFCO members weighed in inappropriately on the statements.

RECOMMENDATIONS

1. All LAFCO members, including the public member, should receive regular training per AB 1234*, on the LAFCO Commissioners Handbook with particular focus on LAFCO's mission statement and ethics, as well as the Updated Commissioner Representation policy (1.4 Rules and Procedures – Section F.5).
2. LAFCO should promptly consider appropriate action when a violation of its policies occurs.

***AB 1234 - Local Officials Ethics Training Requirement**

The newest of these ethics training requirements applies to certain local public officials. While similar to the rules for state officials that have been in place since 1998, the rules applicable to local officials are different in content, including a requirement that these officials receive training not only in applicable ethics laws but also in ethics principles and agency rules.

NEPOTISM ALIVE IN CEMETERY DISTRICT

BACKGROUND

Nepotism is favoritism (as in appointment to a job) based on kinship.¹

Nepotism undermines public trust by making government look like a family business run not for the community, but for the families in power.²

The Contra Costa County Board of Supervisors (BOS) makes appointments to certain special district boards. Each Supervisor recommends appointments for their respective district, after public notice of vacancy and interviews of applicants have been completed.

Recently, when a Supervisor's spouse sought an opening on the board of a small cemetery district, this notice and interview process was not initially followed. As a result, there was significant public reaction to the appearance of nepotism.

The spouse of one Supervisor sat on LAFCO, which regulates County boundaries. A prerequisite for this person's inclusion on LAFCO was being on the board of a special district. This person's current special district membership was ending soon and he sought a special district slot elsewhere.

In violation of California's Maddy Act (Gov. Code Section 54970-54974) the Clerk of the Board failed to advertise/post this opening to the public. As a result, several interested candidates were not considered or interviewed. The Supervisor self-recused and another Supervisor recommended appointment of the spouse. Ultimately, the BOS referred the process to an impartial outside panel, so as to avoid any real or perceived conflict-of-interest. The position was then advertised and applications from eight people were received.

After an interview process, a different individual was recommended by the special panel and was appointed by the BOS.

Subsequently, the BOS adopted an anti-nepotism policy that prohibits appointment by BOS members of relatives, domestic partners, and individuals with shared business interests to Boards, Councils, and Advisory Panels.

¹ Merriam-Webster Dictionary

² Robert Wechsler
Director of Research, City Ethics
<http://www.cityethics.org/node/811>

FINDINGS

1. There was a failure to advertise/post the open position, in compliance with the Maddy Act.

2. The initial recommendation to appoint the spouse of the Supervisor for the open special district position was not consistent with the appointment procedure.
3. At a minimum, these improprieties created the appearance of nepotism.
4. The formation of an outside, impartial panel to interview and select an applicant was appropriate.
5. The adoption of a County anti-nepotism policy was proper.

RECOMMENDATIONS

1. The County should adopt a policy requiring the formation of impartial selection committees in situations where there are conflicts of interest, real or perceived, that cannot be adequately addressed by a normal recusal process.

THE DECOMPOSING OF THE KELLER CANYON MITIGATION FUND

BACKGROUND

The Keller Canyon Mitigation Fund (KCMF) was established in 1992 to lessen the impacts of an East County landfill on roads, open space, and the surrounding community. Funds are generated through dumping fees and granted through an application process. Approximately \$14 million has been awarded over the past ten years.

In 2005, the BOS voted to eliminate the Finance Committee oversight of the KCMF. Since then the District Supervisor, the Supervisor's Chief-of-Staff, and a County employee comprise the KCMF Committee, and have had discretion in the awarding of grants. Eligible recipients of grants have expanded from those who were truly impacted by the landfill to any non-profit groups the KCMF Committee deems eligible.

In 2010, a group of concerned citizens complained about irregularities with the KCMF's operations. The group conveyed its concerns to various County agencies. Among these were:

- KCMF is being used illegally as a political "slush fund."
- KCMF lacks required grantee and management paperwork (applications, work plans, progress reports, etc.).
- Substantial expenditures are being made outside of the intent and guidelines of the KCMF, often without required BOS approval.

The Contra Costa County Auditor-Controller's office addressed the charges in its November 5, 2010, "Response to Allegations Concerning the Keller Canyon Mitigation Fund" Report (Auditor's report).

A fraud audit was not performed. However, it was determined that the "internal control environment of the KCMF is seriously deficient" and that because of this there is "a possibility of fraud and abuse". In addition, it was determined that over the last 10 years, \$634,372 was spent without required BOS approval, and that since 2005, when BOS Finance Committee oversight ended, the fund has had a deficit in each of the following years.

The Auditor's report detailed some problem areas with the fund and recommended, among other goals, restoring transparency, accountability, and public confidence in county governance with regard to the KCMF.

One recommendation calls for establishment of an ethics policy and training for KCMF Committee members. This recommendation, which "includes a recusal provision," seeks to eliminate numerous instances where KCMF Committee members also sit on boards of grantee organizations.

At the time this Grand Jury report was written, the BOS had instructed the Finance Committee to review the Auditor's Report and its recommendations.

FINDINGS

1. Proper oversight of the KCMF by the BOS is lacking, which provides opportunity for impropriety.
2. The KCMF has distributed grants without the required applications, work plans, and follow-up reports.
3. The KCMF, as currently administered, is not transparent, and lends itself to a perception of being a "political slush fund," (defined as "A sum of money used for illicit or corrupt purposes, as for buying influence." (Webster's New Universal Unabridged Dictionary)).
4. Ethical concerns are raised when grants are awarded to organizations whose boards include members of the granting committee.
5. Despite the fact that \$14 million has been distributed over the past ten years, no annual report has been issued. At the time of the writing of this report, no County-linked website to the KCMF could be found.
6. Due to a lack of publicly available information about the KCMF, not all non-profit organizations, nor the public, are aware of the fund, its mission, and its processes, and thus are unable to benefit from it.

RECOMMENDATIONS

1. The BOS should direct the County Administrator's Office to more closely monitor the KCMF activity and ensure compliance with BOS approval requirements, as well as application, work plan and performance reporting requirements.
2. The BOS should require training on and compliance with a County ethics policy for all KCMF Committee members.
3. An annual report for the KCMF should be issued, and a County-linked website should be established to clarify mission, application and selection process and requirements.
4. The BOS should consider re-establishing the Finance Committee oversight of grant awards.
5. The BOS should ensure that all County mitigation funds, or similar funds under the control of a single Supervisor, receive proper supervision.

OVERALL FINDING

The Grand Jury finds that:

1. Avoiding the appearance of unethical behavior especially with regard to conflicts-of interest and nepotism, is crucial to public confidence in governance.

OVERALL RECOMMENDATION

1. Each of the 19 cities, 28 independent special districts and the County should review and report to the Grand Jury on the adequacy of its:
 - a) nepotism policy;
 - b) conflict-of-interest policy; and
 - c) ethics training policy.

REQUIRED RESPONSES

LAFCO section

Findings and Recommendations

Local Agency Formation Commission

1, 2

NEPOTISM section

Findings

Contra Costa County Board of Supervisors 1-5

Recommendations

Contra Costa County Board of Supervisors 1

KELLER CANYON section

Findings

Contra Costa County Board of Supervisors 1-6

Recommendations

Contra Costa County Board of Supervisors 1-5

Overall Finding and Recommendation

Finding and Recommendation

Contra Costa County Board of Supervisors 1

REQUESTED RESPONSES

Overall Finding and Recommendation

Finding and Recommendation

The cities of: Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon and Walnut Creek 1

Independent Special Districts:

Crockett Community Services District, Diablo Community Services District, Discovery Bay Community Services District, Kensington Police Protection and Community Services District, Knightsen Town Community Services District, Kensington Fire Protection District, Moraga-Orinda Fire District, Rodeo-Hercules Fire Protection District, San Ramon Valley Fire Protection District, Los Medanos Community Healthcare District, Mt. Diablo Healthcare District, West Contra Costa County Healthcare District, Byron-Bethany Irrigation District, East Contra Costa Irrigation District, Bethel Island Municipal Improvement District, Ambrose Recreation and Park District, Green Valley Recreation and Park District, Pleasant Hill Recreation and Park District, Rollingwood-Wilart Park Recreation and Park District, Byron Sanitary District, Central Contra Costa Sanitary District, Ironhouse Sanitary District, Mt. View Sanitary District, Rodeo Sanitary District, Stege Sanitary District, West County Wastewater District, Contra Costa Water District and Diablo Water District, Byron-Brentwood-Knightesen Union Cemetery District 1



August 10, 2011

Linda L. Chew, Foreperson
2010-2011 Contra Costa County Civil Grand Jury
725 Court Street
P.O. Box 911
Martinez, CA 94553-0091

Re: Report No. 1105 "Ethics and Transparency Issues in Contra Costa County"

Dear Foreperson Chew,

Per your correspondence of May 26, 2011 and pursuant to Section 933.5(a) of the California Government Code, the Kensington Fire Protection District Board of Directors voted at their August 10, 2011 meeting to respond to the Grand Jury's request in the following manner:

Overall Recommendation: a) nepotism policy; b) conflict-of-interest policy; and c) ethics training policy.

The Board of Directors of the Kensington Fire Protection District has reviewed its Policy Manual, Operations Manual and Employee Handbook within the last 10 months and finds them adequate regarding the identified matters. In addition, all Board members are in compliance with mandated AB1234 ethics training. The District has been recognized by the Special District Leadership Foundation as a District of Distinction.

Thank you,

KENSINGTON FIRE PROTECTION DISTRICT

Brenda J. Navellier
Manager

/bjn

BOARD REPORTS

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

KENSINGTON FPD				PYCY:	BATCH #:	2170
TRANSMITTAL - APPROVAL				DATE:	7/14/2011	
Invoices				LOCATION #:	13	
				FILENAME:	KENSINGTON	
00982	Delta Dental	06/23/11	4912 0003 Jul dental	7840	1061	1,189.07
01169	CalPERS	06/15/11	H2011087009000 Aug med	7840	1061	9,715.66
01406	KFPD	07/14/11	Reimburse revolving fund	7840	2490	4,529.28
01634	Vision Service Plan	06/20/11	001027770001 Jul vision	7840	1061	307.45
02120	City of El Cerrito	07/01/11	Jul fire protection	7840	2328	184,581.70
	Contra Costa Co LAFCO	06/20/11	1112-239 FY11-12	7840	2490	1,176.70
TOTAL						201,499.86

gdp

MURRAY Kensington FPD Approval
 Date: 7/14/11
 [Signature]

Many thanks
for your help last
week.

Margaret Hutchings
88 Kensington Rd

