

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

Date of Meeting: January 12, 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](http://www.kensingtonfire.org/agenda/index.shtml).

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the 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 I).

**7:30 p.m. CALL TO ORDER**

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

**1. ADOPTION OF CONSENT ITEMS. Items 3, 4, 5, 6, 7, 8 & 9**

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 November 10, 2010 (APPROVE).
- CC 4. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of December 8, 2010 (APPROVE).
- CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** November 2010 (ACCEPT)
- CC 6. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** December 2010 (ACCEPT)
- CC 7. **ACCEPTANCE OF YEAR-END INCIDENT ACTIVITY REPORT** for Calendar Year 2010 (ACCEPT)
- CC 8. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #7** (APPROVE)
- CC 9. **APPROVAL OF MONTHLY FINANCIAL REPORT.** November/December 2010 (APPROVE)

7. **FIRE CHIEF'S REPORT**

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

8. **PRESIDENT'S REPORT**

**NEW BUSINESS**

- 9. Candidate for an Unfulfilled Term Open Seat for the Kensington Fire Protection District  
Board of Directors: Joseph deVille (ACTION)
- 10. KFPD Employee Handbook Review and Updates (ACTION)

**OLD BUSINESS**

- 11. Status of Performance Bond Claim against Financial Pacific Insurance Company

12. **BOARD REPORTS**

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

Committee Appointments will take place in February in anticipation of a new Board member being sworn-in.

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, February 9, 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 2/9/11 is Wednesday, 1/26/11 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 2/2/11 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 NOVEMBER 10, 2010 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**      **Directors:**      Helmut Blaschczyk, Don Dommer, Janice Kosel, Leslie Michael and Nina Harmon Ramsey  
                         **Staff:**                      Chief Lance Maples, Administrator Brenda Navellier

**CALL TO ORDER:**

President Ramsey called the meeting to order at 7:31 p.m. and noted that all Directors were present.

**APPROVAL OF CONSENT ITEMS:**

President Ramsey called for approval of the consent calendar (items 3, 4, 5 & 6) consisting of adoption of the October 13, 2010 minutes, approval of the October 2010 incident activity report, approval of the monthly A/P voucher #5, and the September/October 2010 monthly financial report. Director Michael made a motion to accept the consent calendar items 3, 4, 5 and 6 as presented. Director Blaschczyk seconded the motion.

VOTE: Ayes -- Blaschczyk, Dommer, Kosel, Michael, Ramsey  
      Noes -- None

**ORAL COMMUNICATIONS:**

Joan Gallegos asked Chief Maples if PG&E had informed him of the whereabouts of gas lines in Kensington and El Cerrito. Maples responded that the Fire Department is on PG&E's wait list. There is a PG&E representative for each area of the County. The reps are meeting with government groups that request a meeting and there is currently a list. Maples said that the Department's research at this time shows there is only one large scale transmission line that runs down Carlson Blvd. in Richmond/El Cerrito into Adams Street and Albany. That is the closest line of a similar size to the San Bruno incident to Kensington and El Cerrito. Maples said PG&E is under a lot of pressure now to disclose pipe locations and they are trying to be as forthcoming as possible. Maples thinks there will be more public mapping of utilities in the future. Maples recently attended a pipeline group informational meeting in Antioch. There is no prediction of when they will determine what happened in San Bruno.

Director Dommer announced they he has decided to step down from his position on the Board and that December 2010 would be his last meeting. Dommer said he has been on the Board for 14 years, has had a great time serving, and there have also been a lot of challenges. He has enjoyed working with the Board members and fire staff. Dommer believes it is simply time for him to move on and he has other things he needs to accomplish at this time. President Ramsey said Dommer's resignation is a huge loss to the Board. The Board members thanked him for his service to the community.

**FIRE CHIEF'S REPORT:**

Chief Maples commented on his Chief's report published in the Board packet that chronicled the two Building E fires. KPPCSD has since installed lights and security cameras on the building which Engine 65 assisted them with.

El Cerrito passed a seven year measure for a ½ cent sales tax by 58%. The City is hoping that during the 7 years the economy and housing market will have recovered enough to replace the temporary tax. The City is happy and will be able to continue to honor current employee contracts, etc.

Station 72's new Type I engine went into service last week. The El Cerrito-Kensington fleet has never been better including all staff vehicles.

LAFCO had another meeting today and discussed the fire agency service reports. They talked about trying to set short, medium and long-term goals according to LAFCO for the fire agencies. The main focus was on the jurisdictions that are in trouble such as Pinole and East Contra Costa County and those areas' options. Both Contra Costa Fire and East Contra Costa Fire are considering parcel taxes for the next election. Both agencies believe they will need to close stations if they do not pass parcel taxes. Both of these situations are receiving media coverage. Maples will continue to monitor all developments since each jurisdiction's health affects auto and mutual aid.

The annual El Cerrito-Richmond-Kensington Fire Department toy drive kicked-off last week. The 2010 goal is to serve 1,700 families. KFPD's pasta dinner/toy drive was not held due to the anticipated construction.

There is a level 3 shelter-in-place in the County tonight because of a refinery fire.

**PRESIDENT'S REPORT:**

Ramsey reported that she spoke on the District's behalf at the annual KIC meeting. She also attended the Kensington Public Safety Council meeting earlier in the week. B/C Gibson also attended the KPSC meeting to give an update on CERT. KPSC discussed items such as organizing neighborhoods and a "toolbox" for disasters.

**OLD BUSINESS:**

**KFPD Policy Handbook Review and Updates:** Director Ramsey noted the mark-ups of the existing Handbook that were included in the Board packet. The Board discussed the current mark-up of the Mission Statement and the El Cerrito Purpose Statement, and decided to adopt the Purpose Statement as KFPD's own Mission Statement. Director Kosel and Chief Maples each noted one typographical error in the text of the proposed changes to the Policy Handbook. Director Blaschczyk noted two inconsistencies on page 3 that need to be corrected. Director Ramsey made a motion to adopt the Policy Handbook as amended tonight. Director Dommer seconded the motion. Joan Gallegos asked for and received a clarification regarding Policy 1040.20.

VOTE: Ayes – Blaschczyk, Dommer, Kosel, Michael, Ramsey  
Noes – None

**Status of Performance Bond Claim Against Financial Pacific Insurance Company:** Navellier reported that she has filed a claim letter with Financial Pacific Insurance Co. and a copy was included in the packet. The District has received receipt of delivery so the claim is now in the insurance company's possession. Mack5 is continuing to work with Swinerton, as Director Dommer reported last month, and they are to submit a bid on the project by the end of this week.

**BOARD REPORTS:**

**Finance Committee:** No meeting until December/January for the mid-year budget review and after the December property tax cash conversion. The Committee will be watching the revenue trend closely.

**Emergency Preparedness Committee:** Ramsey reported that she and Blaschczyk have talked and they are trying to coordinate the four members. John Stein of KPCCSD will no longer be on that Board and he was one of the four members. Hopefully the Committee will meet later this month.

**Contra Costa County Special Districts Association:** Ramsey attended the October 22<sup>nd</sup> meeting in Pleasant Hill. The County Administrator was the speaker for the meeting and he discussed the State and County economic situation. The Board briefly discussed the open LAFCO position and who will possibly be the new representative.

**Diablo Fire Safe Council:** DFSC will be having their second annual event celebrating the partnership between DFSC, KFPD and EBRPD and the work that is being done by the neighbors through DFSC and PG&E grants along the interface. The event will take place on Sunday, November 21<sup>st</sup> at 2:00 p.m. Fire Marshal/DFSC Board member Michael Bond will attend along with the engine company. DFSC Director and Lake Avenue resident Wood made sure to extend an invitation to each of the Board members. President Ramsey will use the opportunity to honor the neighbors that have worked so hard on the project. Joel Koosed asked for the location of the event.

Navellier reported that the December KFPD Board meeting will take place at the Kensington fire station since KASEP is having after school sign-ups on the same evening at the community center.

**ADJOURNMENT:** The meeting was adjourned at 8:15 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on January 12, 2010.

Attest:

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Leslie Michael, Board Secretary

**MINUTES OF THE DECEMBER 8, 2010 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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**PRESENT:**      **Directors:**      Helmut Blaschczyk, Don Dommer, Janice Kosel, Leslie Michael and Nina Harmon Ramsey  
                         **Staff:**                      Chief Lance Maples, Administrator Brenda Navellier

**CALL TO ORDER:**

President Ramsey called the meeting to order at 7:30 p.m. at the Public Safety Building and noted that all Directors were present except for Director Michael who is expected.

**OATH OF OFFICE:**

Administrator Navellier administered the Oath of Office to Helmut Blaschczyk, Janice Kosel and Nina Harmon Ramsey. Staff and Board members congratulated the three.

**APPROVAL OF CONSENT ITEMS:**

President Ramsey called for approval of the consent calendar (items 4, 5 & 6) consisting of adoption of the October 27, 2010 special meeting minutes, approval of the monthly A/P voucher #6, and the October/November 2010 monthly financial report. Director Blaschczyk made a motion to accept the consent calendar items 4, 5 and 6 as presented. Director Dommer seconded the motion.

VOTE: Ayes – Blaschczyk, Dommer, Kosel, Michael, Ramsey  
      Noes – None

**ORAL COMMUNICATIONS:**

None.

**FIRE CHIEF'S REPORT:**

Chief Maples reported that there was a structure fire on December 4<sup>th</sup> in El Cerrito. He thought this would be a good reminder to everyone of the everyday circumstances of using a dryer. In this case one of the residents work up early and put a load of laundry in the dryer and went back to bed, another resident woke up to the smell of smoke, investigated and left the garage door open to the rest of the house during a fully involved working fire. The preventable cause was from the dryer—it is important to clean your lint trap, vent hose, etc. Also, there was apparel behind the dryer. The community has not had a dryer fire in 5 years. Joan Gallegos suggested dryer tips be given to the Outlook editor that was not in attendance. *Director Michael arrived at the meeting.*

Maples reported that the Mechanics Bank Kensington branch had a toy drive/mixer earlier this evening to benefit the Fire Department's annual toy program. The turnout was great and several Kensington businesses donated food and refreshments for the event.

**PRESIDENT'S REPORT:**

President Ramsey thanked and congratulated Director Dommer for his 14 years of service on the KFPD Board of Directors. Ramsey said Dommer leadership has been invaluable to the Board and he has served Kensington well. The Board members all clapped and thanked Dommer.

Ramsey suggested that the District provide year-of-end catered dinners to the firefighters under the Employee Appreciation line item budget. There would be three dinners, one for each shift. The Board concurred it was a good idea.

**NEW BUSINESS:**

Resolution 10-08 Supporting KIC's Efforts to Maintain and Rehabilitate Walking Paths in Kensington: KIC member, Bryce Nesbitt, stated he has volunteered to coordinate an effort to revitalize the pathways in Kensington. Nesbitt passed around a copy of a 1912 subdivision map of the Berkeley Highlands. The developer offered to grant all paths, boulevards and roads to the public good and the County Supervisors rejected the grant in whole. Nesbitt said the paths have been a murky legal status since. The Kensington Improvement Club has volunteered to maintain the paths and make physical improvements Nesbitt said the City of Berkeley has listed and prioritized their paths in terms of emergency access. Kensington has 14 paths. KIC is currently constructing improvements to #11 path off of Cambridge. The four neighbors at that location are helpful and supportive. Two of the paths of the 14 have been blocked. The one by 257 Arlington has a fence and an outbuilding built on it. KIC has determined that they do not need permission to work on the paths since there is no property owner and the County is not taking responsibility. The County has just recently offered to put up street signs for the paths. Joe deVille asked about the liability since some of the paths have utilities. Nesbitt responded that they have always telephoned before digging and that Stege Sanitary has also passed a resolution in support of KIC's efforts. Utility easements don't necessarily affect the ownership of the property. Further discussion on the improvements and naming of the paths followed. Director Kosel made a motion to enact Resolution 10-08. Director Michael seconded the motion.

VOTE: Ayes – Blaschczyk, Dommer, Kosel, Michael, Ramsey  
Noes – None

Additional Services Request #5 in a Not-to-Exceed Amount of \$9,200 from Mack5 for Preconstruction Management Services: Director Blaschczyk asked if the bond surety company would pick up some of these costs since they are being incurred because of Kel-Tec's bankruptcy. Navellier said the District would make a claim for Mack5 and legal counsel's time. Director Dommer said Mack5 is doing a very good job trying to manage the bond company's process and represent the District's interest. It is Dommer's hope that the bond company will honor the tender process, pay the District the difference and let the District proceed with the building project. The bond company put the project out to bid with a start date of January 3<sup>rd</sup> which is unrealistic due to the weather. The bond company is obligated to have the project completed so there will be some negotiation if the bids come in much higher than Kel-Tec's bid. Legal counsel believes we should be reimbursed for Mack5's time and their time during this part of the process. Director Dommer made a motion to approve the request for additional services from Mack5 in the amount not-to-exceed \$9,200. Director Ramsey seconded the motion.

VOTE: Ayes – Blaschczyk, Dommer, Kosel, Michael, Ramsey  
Noes – None

Election of Officers for Calendar Year 2011: Director Ramsey opened the nominations for President of the Board. Ramsey nominated Director Kosel. Director Michael seconded the motion. No other nominations were made.

VOTE: Ayes – Blaschczyk, Dommer, Kosel, Michael, Ramsey  
Noes – None

Director Ramsey opened the nominations for Vice President of the Board and nominated Director Blaschczyk. Director Michael seconded the motion. No other nominations were made.

VOTE: Ayes – Blaschczyk, Dommer, Kosel, Michael, Ramsey  
Noes – None

Director Ramsey opened the nominations for Secretary and nominated Director Michael. Director Dommer seconded the motion. No other nominations were made.

VOTE: Ayes – Blaschczyk, Dommer, Kosel, Michael, Ramsey  
Noes – None

**OLD BUSINESS:**

**Status of Performance Bond Claim Against Financial Pacific Insurance Company:** Navellier reported that the current status continues to develop. She has filed a claim letter with Financial Pacific Insurance Co. and received a reply on November 11<sup>th</sup> which was included in the Board packet. FPIC has hired a consultant to rebid the project and legal counsel to represent them. Mack5 is continuing to work on the process and insist upon a tender agreement as opposed to the tri-party agreement that FPIC's consultant listed in his bid package. Our legal counsel has spoken to FPIC's counsel who loosely committed to a tender agreement. The bid due date is the 16<sup>th</sup> of December. The District's architect is on a preplanned trip out of town so some of the insurance company's requests for information are not able to be answered during the short bid time frame that their consultant chose. The insurance company will forward the bid tabulation to KFPD. Navellier believes three contractors are currently planning on bidding the process. KFPD has insisted that any contractor chosen should have to submit to the prequalification process that the Board adopted by resolution. Director Dommer gave a brief recap of the project, the permit process, the prequalification of contractors, bid award and bankruptcy of Kel-Tec for the benefit of those in the audience who were not aware of the project.

**BOARD REPORTS:**

**Finance Committee:** No meeting until January for the mid-year budget review which will be presented to the Board at the February meeting.

**Emergency Preparedness Committee:** Ramsey reported the Committee still has not met and doesn't expect to until after the beginning of the year.

**California Special Districts Association:** 2010 Accomplishments and Board training offered in 2011 were included in the packet.

**Diablo Fire Safe Council/Hills Emergency Forum:** Directors Ramsey and Blaschczyk, and fire staff attended the second annual Lake neighborhood event celebrating the right-of-entry work and the partnership between DFSC, KFPD and EBRPD. The event was well attended with about 65 people. Ramsey honored the neighbors that have been working in the area with KFPD hats. Maples hopes a right-of-entry permit can be accomplished for the entire Kensington/El Cerrito interface. DFSC has \$5,000 block grants available to neighborhood groups who apply and arrange for additional work to be done under the right-of-entry permit. Three have been awarded to neighbors in the Lake Drive/Grizzly Peak area, one to Camp Herms, and one to a group on Balra in El Cerrito. The next award date is in January 2011.

HEF has put together some wildfire evacuation tip brochures that were included in the packet. Navellier will have them put on the District's website. It took HEF nearly six months to complete the brochures. Their staff drafted them and sent them to all of the member fire agencies for input and review.

Bryce Nesbitt suggested having the County put a path sign along the interface also. The Eagle Scouts are interested in working on the path between Hilltop School and Kensington Ct. Nesbitt will follow-up with EBRPD.

Director Dommer said he would like to thank the other members of the Board. Overall it was a great time, not without some challenges, but an excellent experience to serve on the Board. Dommer said during his 14 years he has appreciated working with the fire staff, the different chiefs including Chief Maples, and also Navellier for over 11 years. Maples said as his Fire Chief, he has really appreciated working with Dommer and his efforts to make KFPD a better place for the staff to work. Joan Gallegos agreed Dommer has done a great job.

Navellier said that she will notify the County of Dommer's resignation, post the open position, and the District has 60 days to appoint a replacement. The Board discussed appointing in January then expressed an interest in February. There was no announcement in the December/January Outlook and the Outlook is not published again until February. Navellier will contact the County to check the dates and put a posting on the website.

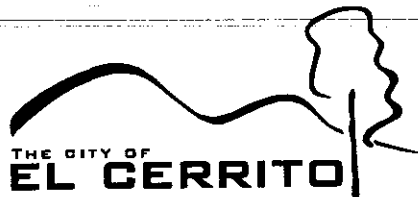
**ADJOURNMENT:** The meeting was adjourned at 8:22 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on January 12, 2010.

Attest:

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Leslie Michael, Board Secretary



## El Cerrito Fire Department Memorandum

December 3, 2010

TO: Kensington Fire Protection Board Members

FROM: John Dougery, Battalion Chief

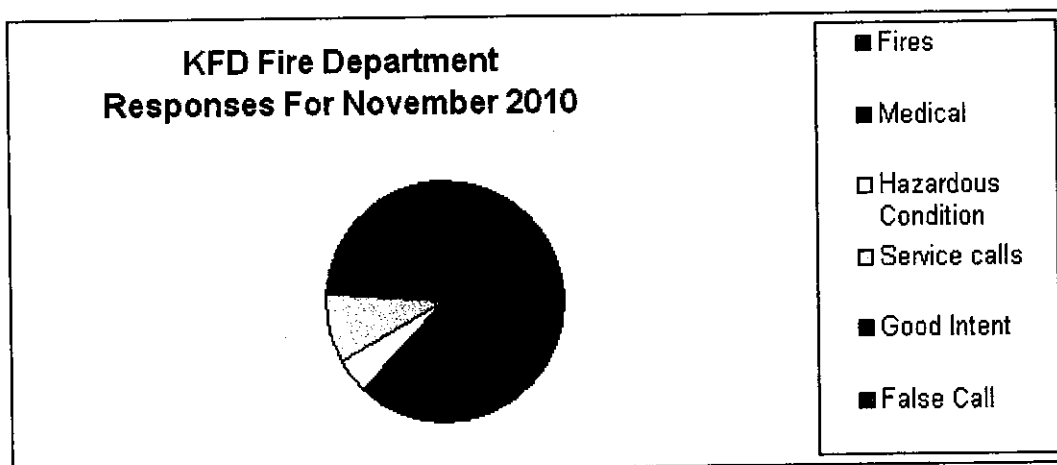
SUBJECT: Incident Activity Reports for the Month of November 2010

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

No incidents occurred during the month of November 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>
<b>Fires</b>	(Structure, Trash, Vehicle, Vegetation Fire)	0	0.00
<b>Medical</b>	(EMS, Vehicle Accidents, Extrication, Rescue)	13	61.90
<b>Hazardous Condition</b>	(Chemical Spills, Leaks, Down power Lines)	1	4.76
<b>Service calls</b>	(Distress, Water/ Smoke/Odor Problems)	2	9.52
<b>Good Intent</b>	(Cancelled En Route, Wrong Location)	3	14.29
<b>False Call</b>	(Wrong Company/Unit Dispatched)	2	9.52
<b>TOTALS</b>		<b>21</b>	<b>100.00</b>



# Incident Log

Date Range From: 11/1/2010 To 11/30/2010

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002317 - 000	1/01/2010 05:15:3	1700 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002318 - 000	1/01/2010 12:54:4	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002319 - 000	1/01/2010 18:43:5	795 COLUSA Ave	554 - Assist invalid	Yes	Yes
1002320 - 000	1/01/2010 20:30:5	418 SPRING St	611 - Dispatched & cancelled en route	Yes	Yes
1002321 - 000	1/01/2010 21:12:2	3066 BELFAST Way	611 - Dispatched & cancelled en route	Yes	Yes
1002322 - 000	1/01/2010 22:04:3	6615 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002323 - 000	1/02/2010 01:49:1	1129 JAMES PI	554 - Assist invalid	Yes	Yes
1002324 - 000	1/02/2010 04:37:1	6025 JORDAN Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002325 - 000	1/02/2010 07:09:4	514 NORVELL St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002326 - 000	1/02/2010 09:15:0	628 KERN ST	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002327 - 000	1/02/2010 09:41:0	109 SAN CARLOS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002328 - 000	1/02/2010 12:43:3	815 CARMEL AVE	111 - Building fire	Yes	Yes
1002329 - 000	1/02/2010 16:34:0	7007 MOESER Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002330 - 000	1/02/2010 18:17:0	643 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002331 - 000	1/02/2010 19:02:4	2009 TAMALPAIS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002332 - 000	1/02/2010 20:02:2	59 ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002333 - 000	1/02/2010 20:17:4	36 WILDWOOD PI	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002334 - 000	1/02/2010 22:05:0	7700 EUREKA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002335 - 000	1/03/2010 09:28:2	On SCHMIDT Ln at LIBERTY	611 - Dispatched & cancelled en route	Yes	Yes
1002336 - 000	1/03/2010 12:58:5	710 WILLOW DR	611 - Dispatched & cancelled en route	Yes	Yes
1002337 - 000	1/03/2010 13:31:3	1308 LIBERTY St	331 - Lock-in (if lock out, use 511 )	Yes	Yes
1002338 - 000	1/03/2010 17:32:0	609 BANKS Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002339 - 000	1/04/2010 07:51:0	2536 CARQUINEZ Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002340 - 000	1/04/2010 11:38:5	328 S 5TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002341 - 000	1/04/2010 20:19:5	11565 SAN PABLO Ave	622 - No incident found on arrival at dispatch address	Yes	Yes
1002342 - 000	1/04/2010 20:47:5	2245 CARQUINEZ Ave	550 - Public service assistance, other	Yes	Yes
1002343 - 000	1/04/2010 20:56:0	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002344 - 000	1/05/2010 14:50:2	10621 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002345 - 000	1/05/2010 16:45:1	11565 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002346 - 000	1/05/2010 18:51:2	On SAN PABLO Ave at MADISON	322 - Vehicle accident with injuries	Yes	Yes
1002347 - 000	1/05/2010 20:06:5	821 EVERETT St	611 - Dispatched & cancelled en route	Yes	Yes
1002348 - 000	1/05/2010 22:07:3	138 LAWSON Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002349 - 000	1/06/2010 10:40:5	7555 LEVISTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002350 - 000	1/06/2010 10:56:5	833 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002351 - 000	1/06/2010 11:00:0	821 EVERETT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002352 - 000	1/06/2010 11:14:3	In front of 225 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002353 - 000	1/06/2010 12:20:0	3637 MCBRYDE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002354 - 000	1/06/2010 15:38:5	1000 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002355 - 000	1/06/2010 20:34:4	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002356 - 000	1/06/2010 23:13:1	321 RAMONA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002357 - 000	1/07/2010 01:00:3	5927 WENK Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002358 - 000	1/07/2010 02:49:0	4842 BERK Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002359 - 000	1/07/2010 07:18:3	1923 FRANCISCO WAY	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002360 - 000	1/07/2010 08:14:2	6431 CLAREMONT Ave	746 - Carbon monoxide detector activation, no CO	Yes	Yes
1002361 - 000	1/07/2010 09:01:3	6731 HAGEN Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002362 - 000	1/07/2010 09:04:1	832 PARK Way	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002363 - 000	1/07/2010 19:47:1	1768 MANOR Cir	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002364 - 000	1/08/2010 01:19:1	5716 HIGHLAND Ave	520 - Water problem, other	Yes	Yes
1002365 - 000	1/08/2010 08:43:0	536 BALRA Dr	322 - Vehicle accident with injuries	Yes	Yes
1002366 - 000	1/08/2010 08:46:3	In front of 1461 NAVELLIER St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002367 - 000	1/08/2010 10:16:1	700 COVENTRY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002368 - 000	1/08/2010 12:23:3	6400 CUTTING Blvd	111 - Building fire	Yes	Yes
1002369 - 000	1/08/2010 12:46:5	2309 EDITH St	322 - Vehicle accident with injuries	Yes	Yes
1002370 - 000	1/08/2010 20:52:4	E 80	311 - Medical assist, assist EMS crew	Yes	Yes
1002371 - 000	1/09/2010 06:14:3	LEXINGTON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002372 - 000	1/09/2010 07:57:2	651 41ST St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002373 - 000	1/09/2010 08:01:0	6510 GLADYS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002374 - 000	1/09/2010 11:34:0	5031 REID Ct	311 - Medical assist, assist EMS crew	Yes	Yes
1002375 - 000	1/09/2010 13:17:1	8612 DON CAROL Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002376 - 000	1/09/2010 13:44:2	6501 DONAL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002377 - 000	1/09/2010 13:51:3	1015 MARKET AVE	311 - Medical assist, assist EMS crew	Yes	Yes
1002378 - 000	1/09/2010 16:39:2	In front of 11720 SAN PABLO Ave	522 - Water or steam leak	Yes	Yes
1002379 - 000	1/09/2010 21:31:5	916 AVIS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002380 - 000	1/09/2010 22:58:2	8656 THORS BAY Dr	323 - Motor vehicle/pedestrian accident (MV Ped)	Yes	Yes
1002381 - 000	1/09/2010 23:17:2	On W 80 at CARLSON	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002382 - 000	1/10/2010 06:02:2	700 COVENTRY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002383 - 000	1/11/2010 00:24:2	11740 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002384 - 000	1/11/2010 02:12:5	2022 CARQUINEZ Ave	553 - Public service	Yes	Yes
1002385 - 000	1/11/2010 08:20:2	5274 RIVERSIDE Ave	111 - Building fire	Yes	Yes
1002386 - 000	1/11/2010 19:59:0	33 SUNSET Dr	651 - Smoke scare, odor of smoke	Yes	Yes
1002387 - 000	1/11/2010 20:35:3	2801 PULLMAN Ave	611 - Dispatched & cancelled en route	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002388 - 000	1/11/2010 20:57:2	34 ARLINGTON Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1002389 - 000	1/12/2010 17:13:2	6120 POTRERO Ave	322 - Vehicle accident with injuries	Yes	Yes
1002390 - 000	1/12/2010 17:18:1	6923 WILSON Way	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002391 - 000	1/12/2010 20:09:1	1739 VISALIA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002392 - 000	1/12/2010 20:10:3	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002393 - 000	1/13/2010 06:45:4	1 E RICHMOND Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002394 - 000	1/13/2010 07:16:3	6510 GLADYS Ave	700 - False alarm or false call, other	Yes	Yes
1002395 - 000	1/13/2010 07:46:1	MAINE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002396 - 000	1/13/2010 09:21:4	515 ALBEMARLE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002397 - 000	1/13/2010 10:58:1	444 MC LAUGHLIN St	111 - Building fire	Yes	Yes
1002398 - 000	1/13/2010 12:18:5	E 80	611 - Dispatched & cancelled en route	Yes	Yes
1002399 - 000	1/13/2010 15:50:3	1616 LEXINGTON Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1002400 - 000	1/13/2010 16:11:5	6001 COLUMBIA Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1002401 - 000	1/13/2010 17:29:0	870 S 45TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002402 - 000	1/13/2010 18:04:2	6125 SAN JOSE Ave	554 - Assist invalid	Yes	Yes
1002403 - 000	1/13/2010 18:19:4	In front of 7900 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002404 - 000	1/13/2010 21:02:5	1160 7TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002405 - 000	1/13/2010 21:25:1	145 POMONA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002406 - 000	1/13/2010 22:41:0	2501 CARQUINEZ Ave	113 - Cooking fire, confined to container	Yes	Yes
1002407 - 000	1/14/2010 02:51:1	6838 KENILWORTH Ave	520 - Water problem, other	Yes	Yes
1002408 - 000	1/14/2010 04:51:4	6600 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002409 - 000	1/14/2010 09:05:1	5800 BAYVIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002410 - 000	1/14/2010 13:46:3	11760 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002411 - 000	1/14/2010 18:16:1	SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002412 - 000	1/14/2010 18:37:5	FLEMING Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002413 - 000	1/14/2010 19:06:2	5112 CREELY Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002414 - 000	1/14/2010 23:55:2	1345 SCOTT St	311 - Medical assist, assist EMS crew	Yes	Yes
1002415 - 000	1/15/2010 02:47:2	636 BELOIT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002416 - 000	1/15/2010 07:17:4	4400 BELL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002417 - 000	1/15/2010 14:02:1	1221 NORVELL St	311 - Medical assist, assist EMS crew	Yes	Yes
1002418 - 000	1/15/2010 21:09:4	On SAN PABLO Ave at CARLSON Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1002419 - 000	1/16/2010 03:56:2	1540 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002420 - 000	1/16/2010 06:22:1	6306 BONITA Ct	611 - Dispatched & cancelled en route	Yes	Yes
1002421 - 000	1/16/2010 11:40:4	On EASTSHORE Blvd at POTRERO Ave	322 - Vehicle accident with injuries	Yes	Yes
1002422 - 000	1/16/2010 12:10:2	In front of 8631 THORS BAY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002423 - 000	1/16/2010 12:11:1	398 OCEAN VIEW Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1002424 - 000	1/16/2010 14:59:4	6718 GLEN MAWR Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002425 - 000	1/16/2010 13:17:0	6250 ARLINGTON Blvd	322 - Vehicle accident with injuries	Yes	Yes
1002426 - 000	1/16/2010 15:36:0	304 ARLINGTON Ave	411 - Gasoline or other flammable liquid spill	Yes	Yes
1002427 - 000	1/16/2010 20:04:3	On BART Path at BLAKE St	381 - Rescue or EMS standby	Yes	Yes
1002428 - 000	1/16/2010 20:45:1	538 EVERETT St	324 - Motor vehicle accident with no injuries	Yes	Yes
1002429 - 000	1/17/2010 00:13:3	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002430 - 000	1/17/2010 05:53:4	W180 / CENTRAL AVE	322 - Vehicle accident with injuries	Yes	Yes
1002431 - 000	1/17/2010 09:13:3	502 DIMM St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002432 - 000	1/17/2010 14:25:3	6838 KENILWORTH Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002433 - 000	1/17/2010 18:51:4	7824 EUREKA AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002434 - 000	1/18/2010 03:11:4	6825 STOCKTON Ave	113 - Cooking fire, confined to container	Yes	Yes
1002435 - 000	1/18/2010 06:00:3	On POTRERO Ave at S 56TH	322 - Vehicle accident with injuries	Yes	Yes
1002436 - 000	1/18/2010 08:34:0	In rear of 8500 MADERA Dr	251 - Excessive heat, scorch burns with no ignition	Yes	Yes
1002437 - 000	1/18/2010 22:04:4	12910 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002438 - 000	1/18/2010 23:46:4	4801 CENTRAL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002439 - 000	1/19/2010 07:07:0	In front of 1415 Devonshire Dr	522 - Water or steam leak	Yes	Yes
1002440 - 000	1/19/2010 08:10:1	W80/CARLSON BLVD	611 - Dispatched & cancelled en route	Yes	Yes
1002441 - 000	1/19/2010 17:52:5	6431 CLAREMONT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002442 - 000	1/19/2010 19:45:4	13484 SAN PABLO AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002443 - 000	1/19/2010 22:38:3	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002444 - 000	1/19/2010 23:06:4	8715 DON CAROL DR	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1002445 - 000	1/20/2010 00:37:5	8715 DON CAROL	733 - Smoke detector activation due to malfunction	Yes	Yes
1002446 - 000	1/20/2010 06:48:2	2601 CARQUINEZ Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002447 - 000	1/20/2010 07:42:2	6208 CYPRESS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002448 - 000	1/20/2010 08:11:3	271 AMHERST Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002449 - 000	1/20/2010 14:06:5	205 LAKE Dr	700 - False alarm or false call, other	Yes	Yes
1002450 - 000	1/20/2010 14:14:5	2501 RYDIN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002451 - 000	1/20/2010 15:38:2	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002452 - 000	1/20/2010 18:10:1	4823 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002453 - 000	1/20/2010 20:15:0	128 SAINT ALBANS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002454 - 000	1/20/2010 22:11:2	37TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002456 - 000	1/21/2010 00:19:5	6510 GLADYS Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1002457 - 000	1/21/2010 01:01:4	11344 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002458 - 000	1/21/2010 09:05:5	19 KINGSTON Dr	554 - Assist invalid	Yes	Yes
1002459 - 000	1/21/2010 09:49:1	509 CLAYTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002460 - 000	1/21/2010 17:28:3	22 AVON Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002461 - 000	1/21/2010 19:03:1	7206 A St	511 - Lock-out	Yes	Yes
1002462 - 000	1/21/2010 21:03:5	10350 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002463 - 000	1/22/2010 04:04:3	10900 SAN PABLO Ave	322 - Vehicle accident with injuries	Yes	Yes

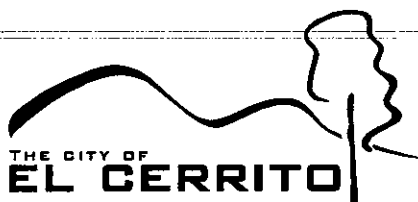
Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002464 - 000	1/22/2010 06:55:11	109 SAN CARLOS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002465 - 000	1/22/2010 09:18:5	1263 KING Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002466 - 000	1/22/2010 10:53:11	7343 SCHMIDT Lane	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002467 - 000	1/22/2010 11:09:2	9996 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002468 - 000	1/22/2010 11:49:2	On CUTTING Blvd at ALVA Ave	323 - Motor vehicle/pedestrian accident (MV Ped)	Yes	Yes
1002469 - 000	1/22/2010 15:25:3	795 COLUSA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002470 - 000	1/22/2010 18:23:4	COWPER AVE/LAWSON DR	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002471 - 000	1/22/2010 21:59:2	2000 EL CERRITO Plz	611 - Dispatched & cancelled en route	Yes	Yes
1002472 - 000	1/23/2010 12:46:0	On 31ST St at MACDONALD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002473 - 000	1/23/2010 12:50:4	10636 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002474 - 000	1/23/2010 12:57:0	W 80 Fwy	611 - Dispatched & cancelled en route	Yes	Yes
1002475 - 000	1/23/2010 13:42:2	4018 FLEMING Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002476 - 000	1/23/2010 15:08:4	6351 CONLON Ave	700 - False alarm or false call, other	Yes	Yes
1002477 - 000	1/23/2010 20:38:2	2642 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002478 - 000	1/24/2010 00:43:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002479 - 000	1/24/2010 06:34:5	7302 MANILA Ave	700 - False alarm or false call, other	Yes	Yes
1002480 - 000	1/24/2010 07:34:0	1709 GANGES St	111 - Building fire	Yes	Yes
1002481 - 000	1/24/2010 11:01:2	845 POMONA Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1002482 - 000	1/24/2010 16:11:5	639 NORVELL St	611 - Dispatched & cancelled en route	Yes	Yes
1002483 - 000	1/24/2010 16:16:1	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002484 - 000	1/24/2010 17:09:0	6719 HAGEN Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002485 - 000	1/24/2010 17:38:2	1320 EVERETT St	554 - Assist invalid	Yes	Yes
1002486 - 000	1/24/2010 17:50:0	519 OAK St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002487 - 000	1/24/2010 18:00:5	4261 VALLEY VIEW Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002488 - 000	1/24/2010 18:11:2	2009 CUTTING Blvd	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1002489 - 000	1/24/2010 18:21:3	11 SUNSET Dr	531 - Smoke or odor removal	Yes	Yes
1002490 - 000	1/24/2010 20:51:5	830 LEXINGTON Ave	424 - Carbon monoxide incident	Yes	Yes
1002491 - 000	1/25/2010 07:29:3	425 35TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002492 - 000	1/25/2010 09:15:0	7343 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002493 - 000	1/25/2010 11:01:2	231 1ST St	611 - Dispatched & cancelled en route	Yes	Yes
1002494 - 000	1/25/2010 12:48:2	15 BEVERLY Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002495 - 000	1/25/2010 13:37:2	7203 EUREKA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002496 - 000	1/25/2010 20:14:1	1012 CONTRA COSTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002497 - 000	1/25/2010 20:22:3	1225 NAVELLIER St	611 - Dispatched & cancelled en route	Yes	Yes
1002498 - 000	1/25/2010 20:52:2	203 YALE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002499 - 000	1/25/2010 22:15:0	915 SHEVLIN Dr	311 - Medical assist, assist EMS crew	Yes	Yes
1002500 - 000	1/26/2010 12:36:0	WB 80/CARLSON BLVD	611 - Dispatched & cancelled en route	Yes	Yes
1002501 - 000	1/26/2010 12:32:5	5635 SAN DIEGO St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002502 - 000	1/26/2010 12:38:2	769 BAY TREE Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002503 - 000	1/26/2010 13:13:0	10203 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002504 - 000	1/26/2010 15:54:5	2530 CARQUINEZ Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002505 - 000	1/27/2010 00:18:3	2801 PULLMAN Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002506 - 000	1/27/2010 06:46:2	57 EDGECROFT Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002507 - 000	1/27/2010 08:43:1	2625 CARQUINEZ Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002508 - 000	1/27/2010 15:08:2	On SAN PABLO Ave at STOCKTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002509 - 000	1/27/2010 15:43:2	On EL DORADO St at CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002510 - 000	1/28/2010 01:23:5	1736 LEXINGTON Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1002511 - 000	1/28/2010 04:46:1	678 35TH St	111 - Building fire	Yes	Yes
1002512 - 000	1/28/2010 09:28:2	3059 DESERET Dr	571 - Cover assignment, standby, moveup	Yes	Yes
1002513 - 000	1/28/2010 09:37:0	On W180 at Pinole Valley Rd	611 - Dispatched & cancelled en route	Yes	Yes
1002514 - 000	1/28/2010 11:46:3	11025 SAN PABLO Ave	554 - Assist invalid	Yes	Yes
1002515 - 000	1/28/2010 13:06:3	2321 SAN JOAQUIN St	611 - Dispatched & cancelled en route	Yes	Yes
1002516 - 000	1/28/2010 13:08:4	1136 ELLS St	311 - Medical assist, assist EMS crew	Yes	Yes
1002517 - 000	1/28/2010 13:44:2	6630 LINCOLN Ave	113 - Cooking fire, confined to container	Yes	Yes
1002518 - 000	1/28/2010 14:14:0	11150 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002519 - 000	1/28/2010 17:11:5	On CHURCH Lane at MARKET Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002520 - 000	1/28/2010 17:26:5	7316 POTRERO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002521 - 000	1/28/2010 18:25:2	535 LEXINGTON Ave	746 - Carbon monoxide detector activation, no CO	Yes	Yes
1002522 - 000	1/29/2010 00:40:4	2633 TAMALPAIS Ave	381 - Rescue or EMS standby	Yes	Yes
1002523 - 000	1/29/2010 07:10:3	11025 SAN PABLO Ave	554 - Assist invalid	Yes	Yes
1002524 - 000	1/29/2010 09:05:1	1465 SAN JOAQUIN St	611 - Dispatched & cancelled en route	Yes	Yes
1002525 - 000	1/29/2010 10:11:2	11025 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002526 - 000	1/29/2010 11:23:2	6500 FAIRMOUNT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002527 - 000	1/29/2010 11:33:3	1021 NAVELLIER St	154 - Dumpster or other outside trash receptacle fire	Yes	Yes
1002528 - 000	1/29/2010 14:16:0	7001 STOCKTON Ave	511 - Lock-out	Yes	Yes
1002529 - 000	1/29/2010 14:59:5	1715 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002530 - 000	1/29/2010 18:51:5	7525 FAIRMOUNT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002531 - 000	1/29/2010 19:16:5	11344 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002532 - 000	1/29/2010 19:43:2	27 JESSEN Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002533 - 000	1/29/2010 22:00:1	7227 LINCOLN AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002534 - 000	1/30/2010 01:54:5	5112 MCBRYDE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002535 - 000	1/30/2010 10:18:1	5800 BAYVIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002536 - 000	1/30/2010 10:48:3	On 8TH St at ELM St	111 - Building fire	Yes	Yes
1002537 - 000	1/30/2010 11:56:5	100 38TH St	381 - Rescue or EMS standby	Yes	Yes
1002538 - 000	1/30/2010 12:06:2	7870 BURNS Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002539 - 000	1/30/2010 17:01:1	1 GARDEN Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002540 - 000	1/30/2010 18:00:5	2000 EL CERRITO Plz	322 - Vehicle accident with injuries	Yes	Yes
1002541 - 000	1/30/2010 20:10:2	FAIRMOUNT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002542 - 000	1/30/2010 20:51:3	6832 DEL MONTE Ave	311 - Medical assist, assist EMS crew	Yes	Yes

**Totals**

Number of Incidents	225
Completed	225
Not Completed	
Reviewed	225
Not Reviewed	



## El Cerrito Fire Department Memorandum

January 2, 2011

TO: Kensington Fire Protection Board Members

FROM: John Dougery, Battalion Chief

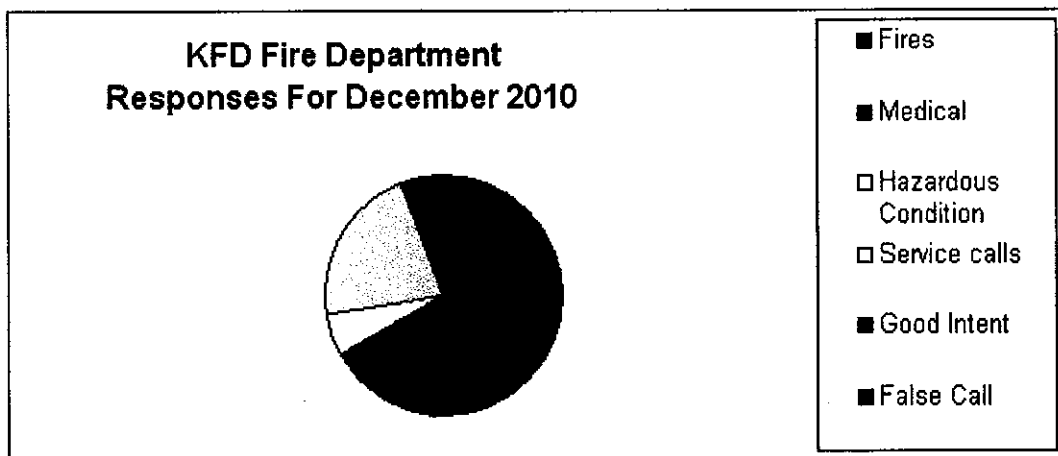
SUBJECT: Incident Activity Reports for the Month of December 2010

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

No incidents occurred during the month of December 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>
<b>Fires</b>	<i>(Structure, Trash, Vehicle, Vegetation Fire)</i>	0	0.00
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication, Rescue)</i>	12	66.67
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down power Lines)</i>	1	5.56
<b>Service calls</b>	<i>(Distress, Water/ Smoke/Odor Problems)</i>	4	22.22
<b>Good Intent</b>	<i>(Cancelled En Route, Wrong Location)</i>	0	0.00
<b>False Call</b>	<i>(Wrong Company/Unit Dispatched)</i>	1	5.56
<b>TOTALS</b>		<b>18</b>	<b>100.00</b>



# Incident Log

Date Range From: 12/1/2010 To 12/31/2010

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002543 - 000	2/01/2010 06:36:21	1360 CONTRA COSTA Dr	734 - Heat detector activation due to malfunction	Yes	Yes
1002544 - 000	2/01/2010 07:45:31	1003 ROOSEVELT Ave	111 - Building fire	Yes	Yes
1002545 - 000	2/01/2010 07:44:11	KEY Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002546 - 000	2/01/2010 08:44:31	W 80	322 - Vehicle accident with injuries	Yes	Yes
1002547 - 000	2/01/2010 09:02:31	W 80	611 - Dispatched & cancelled en route	Yes	Yes
1002548 - 000	2/01/2010 09:23:21	7075 CUTTING Blvd	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1002549 - 000	2/01/2010 12:29:41	6210 JORDAN Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002550 - 000	2/01/2010 19:50:01	1950 STANTON Ave	111 - Building fire	Yes	Yes
1002551 - 000	2/01/2010 20:41:41	404 S 36TH St	571 - Cover assignment, standby, moveup	Yes	Yes
1002552 - 000	2/01/2010 21:46:01	HOTCHKISS Ave	322 - Vehicle accident with injuries	Yes	Yes
1002553 - 000	2/02/2010 09:50:31	1311 CANAL Blvd	571 - Cover assignment, standby, moveup	Yes	Yes
1002554 - 000	2/02/2010 12:58:51	In front of 2641 TAMALPAIS Ave	444 - Power line down	Yes	Yes
1002555 - 000	2/02/2010 19:44:21	833 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002556 - 000	2/03/2010 01:42:41	6400 CUTTING Blvd	551 - Assist police or other governmental agency	Yes	Yes
1002557 - 000	2/03/2010 04:30:11	10203 SAN PABLO Ave	511 - Lock-out	Yes	Yes
1002558 - 000	2/03/2010 08:34:21	55 LENOX RD	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002559 - 000	2/03/2010 11:18:41	730 CARLSON Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1002560 - 000	2/03/2010 12:43:41	5810 FRESNO Ave	111 - Building fire	Yes	Yes
1002561 - 000	2/03/2010 14:13:41	542 S 37TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002562 - 000	2/04/2010 06:06:41	725 KEARNEY St	321 - EMS call, excluding vehicle accident with injury	Yes	No
1002563 - 000	2/04/2010 07:57:11	On PURDUE Ave at WILLAMETTE	324 - Motor vehicle accident with no injuries	Yes	Yes
1002564 - 000	2/04/2010 10:43:41	11760 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002565 - 000	2/04/2010 12:11:31	429 46TH St	553 - Public service	Yes	Yes
1002566 - 000	2/04/2010 13:04:01	7804 EUREKA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002567 - 000	2/04/2010 15:31:31	S 22ND St	611 - Dispatched & cancelled en route	Yes	Yes
1002568 - 000	2/04/2010 16:06:41	301 BEHRENS St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002569 - 000	2/04/2010 23:21:51	719 MIDCREST Way	651 - Smoke scare, odor of smoke	Yes	Yes
1002570 - 000	2/05/2010 04:33:41	795 COLUSA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002571 - 000	2/05/2010 11:04:51	10621 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002572 - 000	2/05/2010 12:38:51	10203 SAN PABLO Ave	551 - Assist police or other governmental agency	Yes	Yes
1002573 - 000	2/05/2010 14:58:41	11382 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002574 - 000	2/05/2010 15:33:11	6699 FAIRMOUNT Ave	357 - Extrication of victim(s) from machinery	Yes	Yes
1002575 - 000	2/05/2010 15:43:21	1632 NAVELLIER St	531 - Smoke or odor removal	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002576 - 000	2/05/2010 16:25:1	4422 OHIO Ave	111 - Building fire	Yes	Yes
1002577 - 000	2/05/2010 16:34:3	W 1580/REGATTA BLVD	611 - Dispatched & cancelled en route	Yes	Yes
1002578 - 000	2/05/2010 17:25:0	On CARLSON Blvd at CENTRAL Ave	322 - Vehicle accident with injuries	Yes	Yes
1002579 - 000	2/05/2010 17:57:0	1401 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002580 - 000	2/05/2010 18:06:1	6510 GLADYS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002581 - 000	2/05/2010 20:18:4	6461 HAZEL Ave	111 - Building fire	Yes	Yes
1002582 - 000	2/05/2010 20:42:4	1902 CARQUINEZ AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002583 - 000	2/05/2010 22:13:5	5036 ESMOND Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002584 - 000	2/06/2010 01:49:0	3807 FLORIDA Ave	111 - Building fire	Yes	Yes
1002585 - 000	2/06/2010 07:14:4	6400 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1002586 - 000	2/06/2010 11:27:4	11760 SAN PABLO Ave	740 - Unintentional transmission of alarm, other	Yes	Yes
1002587 - 000	2/06/2010 12:41:0	219 39TH St	111 - Building fire	Yes	Yes
1002588 - 000	2/06/2010 12:50:4	6117 ARLINGTON Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1002589 - 000	2/06/2010 14:22:5	2900 ANDRADE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002590 - 000	2/06/2010 14:32:3	280 COVENTRY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002591 - 000	2/06/2010 16:34:4	5800 BAYVIEW Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002592 - 000	2/06/2010 19:59:0	3 ARLINGTON Ave	550 - Public service assistance, other	Yes	Yes
1002593 - 000	2/06/2010 21:31:4	1327 ELM St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002594 - 000	2/07/2010 00:30:4	912 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002595 - 000	2/07/2010 03:29:3	5816 ALAMEDA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002596 - 000	2/07/2010 05:07:0	1527 27TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002597 - 000	2/07/2010 08:19:3	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002598 - 000	2/07/2010 11:29:2	1336 ELM St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002599 - 000	2/07/2010 14:28:0	516 ALBEMARLE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002600 - 000	2/07/2010 14:48:1	3733 SAN PABLO DAM Rd	611 - Dispatched & cancelled en route	Yes	Yes
1002601 - 000	2/07/2010 16:05:1	201 S 45TH St	740 - Unintentional transmission of alarm, other	Yes	Yes
1002602 - 000	2/07/2010 16:36:3	On FRANCISCAN Way at ANSON	520 - Water problem, other	Yes	Yes
1002603 - 000	2/07/2010 17:04:1	6600 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1002604 - 000	2/07/2010 18:21:1	On BERKELEY PARK Blvd at LEXINGTON	322 - Vehicle accident with injuries	Yes	Yes
1002605 - 000	2/07/2010 18:57:5	932 9TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002606 - 000	2/07/2010 23:31:2	1543 MERCED St	571 - Cover assignment, standby, moveup	Yes	Yes
1002607 - 000	2/08/2010 01:04:5	4959 HARTNETT Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002608 - 000	2/08/2010 01:43:4	E 80	611 - Dispatched & cancelled en route	Yes	Yes
1002609 - 000	2/08/2010 05:36:3	7613 ERROL Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002610 - 000	2/08/2010 05:50:4	5218 CYPRESS AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002611 - 000	2/08/2010 09:55:0	5028 GARVIN Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002612 - 000	2/08/2010 10:23:5	SAN PABLO Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1002613 - 000	2/08/2010 12:10:4	10621 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002614 - 000	2/08/2010 14:40:0	3200 REGATTA Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1002615 - 000	2/08/2010 17:30:4	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002616 - 000	2/08/2010 17:42:5	706 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002617 - 000	2/08/2010 20:00:4	5320 ROSALIND Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1002618 - 000	2/08/2010 23:59:3	1713 BISSELL Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002619 - 000	2/09/2010 10:41:4	In front of 252 AMHERST Ave	324 - Motor vehicle accident with no injuries	Yes	Yes
1002620 - 000	2/09/2010 12:14:0	4300 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002621 - 000	2/09/2010 12:33:1	1100 JAMES PI	331 - Lock-in (if lock out, use 511 )	Yes	Yes
1002622 - 000	2/09/2010 15:00:1	MACDONALD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002623 - 000	2/09/2010 16:55:5	On E 80 at CENTRAL	611 - Dispatched & cancelled en route	Yes	Yes
1002624 - 000	2/09/2010 17:27:5	10203 SAN PABLO Ave	744 - Detector activation, no fire - unintentional	Yes	Yes
1002625 - 000	2/09/2010 17:39:4	4773 HARTNETT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002626 - 000	2/09/2010 22:13:3	215 TRINITY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002627 - 000	2/09/2010 22:57:5	On STOCKTON Ave at SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002628 - 000	2/10/2010 01:35:3	11965 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002629 - 000	2/10/2010 08:58:5	605 RICHMOND St	553 - Public service	Yes	Yes
1002630 - 000	2/10/2010 12:17:3	6410 SCHMIDT Ln	740 - Unintentional transmission of alarm, other	Yes	Yes
1002631 - 000	2/10/2010 14:12:4	715 CHANSLOR Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002632 - 000	2/10/2010 14:29:1	5319 CREELY Ave	553 - Public service	Yes	Yes
1002633 - 000	2/10/2010 17:39:5	4819 FULL MOON Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002634 - 000	2/10/2010 17:58:4	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002635 - 000	2/10/2010 20:34:5	668 COVENTRY Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002636 - 000	2/10/2010 20:52:2	On SAN PABLO Ave at CONLON Ave	322 - Vehicle accident with injuries	Yes	Yes
1002637 - 000	2/10/2010 23:32:1	912 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002638 - 000	2/11/2010 10:14:2	MCBRYDE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002639 - 000	2/11/2010 13:44:5	On MOESER Ln at Norvell St	322 - Vehicle accident with injuries	Yes	Yes
1002640 - 000	2/11/2010 16:41:5	935 SOLANO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002641 - 000	2/11/2010 21:41:1	812 LIBERTY St	500 - Service Call, other	Yes	Yes
1002642 - 000	2/11/2010 22:58:3	8515 ROBERTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002643 - 000	2/11/2010 23:11:1	On CURRY Ave at COLUSA Ave	324 - Motor vehicle accident with no injuries	Yes	Yes
1002644 - 000	2/11/2010 23:08:1	59 ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002645 - 000	2/12/2010 11:12:3	On Eastshore Blvd at SAN PABLO	700 - False alarm or false call, other	Yes	Yes
1002646 - 000	2/12/2010 18:08:5	6112 ORCHARD Ave	541 - Animal problem	Yes	Yes
1002647 - 000	2/12/2010 22:39:1	7426 STOCKTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002648 - 000	2/13/2010 09:40:4	1129 JAMES PI	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002649 - 000	2/13/2010 14:17:4	286 LAKE Dr	511 - Lock-out	Yes	Yes
1002650 - 000	2/13/2010 14:50:4	1771 TULARE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002651 - 000	2/13/2010 15:08:5	1800 OLIVE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002652 - 000	2/13/2010 17:48:1	HILL St	323 - Motor vehicle/pedestrian accident (MV Ped)	Yes	Yes
1002653 - 000	2/13/2010 20:27:5	6623 CENTRAL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002654 - 000	2/13/2010 21:08:1	6605 CENTRAL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002655 - 000	2/13/2010 21:12:2	81 MARINA LAKES Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002656 - 000	2/14/2010 01:11:3	6400 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1002657 - 000	2/14/2010 08:06:3	677 28TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002658 - 000	2/14/2010 14:01:0	633 LEXINGTON Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002659 - 000	2/14/2010 15:25:5	605 Seaview Dr	480 - Attempted burning, illegal action, other	Yes	Yes
1002660 - 000	2/15/2010 00:44:3	2429 CARLSON Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1002661 - 000	2/15/2010 09:13:0	1311 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002662 - 000	2/15/2010 09:26:5	11025 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002663 - 000	2/15/2010 09:56:2	On S 37TH St at CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002664 - 000	2/15/2010 14:35:1	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002665 - 000	2/15/2010 16:19:0	421 31ST St	611 - Dispatched & cancelled en route	Yes	Yes
1002666 - 000	2/15/2010 20:53:0	6510 GLADYS Ave	554 - Assist invalid	Yes	Yes
1002667 - 000	2/16/2010 08:42:4	On CUTTING Blvd at ARLINGTON Blvd	551 - Assist police or other governmental agency	Yes	Yes
1002668 - 000	2/16/2010 09:40:3	610 KEARNEY St	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1002669 - 000	2/16/2010 11:53:0	7211 PLANK Ave	381 - Rescue or EMS standby	Yes	Yes
1002670 - 000	2/16/2010 19:19:1	283 LOS ALTOS Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002671 - 000	2/16/2010 21:49:1	5071 APPIAN Way	611 - Dispatched & cancelled en route	Yes	Yes
1002672 - 000	2/16/2010 21:53:2	1718 LEXINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002673 - 000	2/17/2010 02:37:3	606 PLATEAU Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002674 - 000	2/17/2010 04:42:1	6615 SCHMIDT Ln	311 - Medical assist, assist EMS crew	Yes	Yes
1002675 - 000	2/17/2010 09:57:2	6400 MANILA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002676 - 000	2/17/2010 11:14:5	603 39TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002677 - 000	2/17/2010 13:09:1	5205 MACDONALD Ave	111 - Building fire	Yes	Yes
1002678 - 000	2/17/2010 13:33:2	5437 SOLANO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002679 - 000	2/17/2010 15:15:4	CASRTO RANCH	611 - Dispatched & cancelled en route	Yes	Yes
1002680 - 000	2/17/2010 16:25:3	1800 OLIVE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002681 - 000	2/17/2010 23:53:3	4117 ROSEWOOD Ave	111 - Building fire	Yes	Yes
1002682 - 000	2/18/2010 03:44:2	5725 BAYVIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002683 - 000	2/18/2010 07:54:3	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002684 - 000	2/18/2010 09:24:0	7249 EUREKA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002685 - 000	2/18/2010 10:24:2	67 EDGECROFT Dr	444 - Power line down	Yes	Yes
1002686 - 000	2/18/2010 11:41:0	8300 BUCKINGHAM DR	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002687 - 000	2/18/2010 18:49:4	2642 ARLINGTON Blvd	520 - Water problem, other	Yes	Yes
1002688 - 000	2/18/2010 23:14:3	On E 580 Fwy at BUCHANNAN St	611 - Dispatched & cancelled en route	Yes	Yes
1002689 - 000	2/19/2010 00:18:2	1543 LIBERTY St	381 - Rescue or EMS standby	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002690 - 000	2/19/2010 02:06:3	63 HIGHLAND Blvd	550 - Public service assistance, other	Yes	Yes
1002691 - 000	2/19/2010 03:09:3	1800 OLIVE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002692 - 000	2/19/2010 09:28:3	10900 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002693 - 000	2/19/2010 11:35:4	410 BERKELEY PARK Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002694 - 000	2/19/2010 15:21:2	20TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002695 - 000	2/19/2010 15:51:2	2212 SCENIC St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002696 - 000	2/19/2010 15:51:4	611 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002697 - 000	2/19/2010 16:52:3	2620 MONTA VISTA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002698 - 000	2/19/2010 21:41:3	6827 CUTTING Blvd	651 - Smoke scare, odor of smoke	Yes	Yes
1002699 - 000	2/20/2010 08:38:5	586 6TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002700 - 000	2/20/2010 12:30:5	1518 1518 OLIVE AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002701 - 000	2/20/2010 12:47:2	400 HARBOUR Way	611 - Dispatched & cancelled en route	Yes	Yes
1002702 - 000	2/20/2010 15:44:4	1519 NORVELL St	311 - Medical assist, assist EMS crew	Yes	Yes
1002703 - 000	2/20/2010 18:11:4	6060 CENTRAL Ave	323 - Motor vehicle/pedestrian accident (MV Ped)	Yes	Yes
1002704 - 000	2/20/2010 18:53:0	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002705 - 000	2/20/2010 19:40:1	63 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002706 - 000	2/20/2010 21:26:5	3223 CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002707 - 000	2/21/2010 12:51:0	7738 CURRY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002708 - 000	2/21/2010 14:04:1	7426 STOCKTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002709 - 000	2/21/2010 14:47:0	126 S 11TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002710 - 000	2/21/2010 16:18:0	On CENTRAL Ave at KEARNEY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002711 - 000	2/21/2010 18:16:2	6510 GLADYS Ave	381 - Rescue or EMS standby	Yes	Yes
1002712 - 000	2/21/2010 19:27:2	5234 COLUMBIA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002713 - 000	2/21/2010 20:37:5	1800 OLIVE Ave	381 - Rescue or EMS standby	Yes	Yes
1002714 - 000	2/21/2010 20:59:0	2089 CYPRESS Ave	111 - Building fire	Yes	Yes
1002715 - 000	2/22/2010 02:59:5	1800 OLIVE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002716 - 000	2/22/2010 10:40:1	In front of 413 SEAVIEW Dr	911 - Citizen complaint	Yes	Yes
1002717 - 000	2/22/2010 15:14:3	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002718 - 000	2/22/2010 16:36:2	On STOCKTON Ave at SAN PABLO	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002719 - 000	2/22/2010 21:22:4	In front of 6520 BARRETT Ave	324 - Motor vehicle accident with no injuries	Yes	Yes
1002720 - 000	2/22/2010 21:37:0	NW W I 80/ALBANY OFF	611 - Dispatched & cancelled en route	Yes	Yes
1002721 - 000	2/22/2010 21:41:4	4003 FLEMING Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002722 - 000	2/22/2010 22:32:2	1800 OLIVE Ave	381 - Rescue or EMS standby	Yes	Yes
1002723 - 000	2/23/2010 02:10:2	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002724 - 000	2/23/2010 04:38:4	714 AVILA Pl	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002725 - 000	2/23/2010 09:19:5	7738 CURRY Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002726 - 000	2/23/2010 14:15:2	713 PHANOR Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002727 - 000	2/23/2010 14:25:1	2801 PULLMAN Ave	111 - Building fire	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002728 - 000	2/23/2010 14:52:5	804 ELM St	520 - Water problem, other	Yes	Yes
1002729 - 000	2/23/2010 23:28:5	1800 OLIVE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002730 - 000	2/24/2010 04:15:0	10621 SAN PABLO AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002731 - 000	2/24/2010 08:29:2	10203 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1002732 - 000	2/24/2010 08:45:4	936 EVERETT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002733 - 000	2/24/2010 12:13:1	35 KERR AVE	554 - Assist invalid	Yes	Yes
1002734 - 000	2/24/2010 13:26:5	6627 MANILA Ave	522 - Water or steam leak	Yes	Yes
1002735 - 000	2/24/2010 14:16:4	2109 PINEHURST Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002736 - 000	2/25/2010 03:26:1	1543 LIBERTY St	311 - Medical assist, assist EMS crew	Yes	Yes
1002737 - 000	2/25/2010 04:21:5	1800 OLIVE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002738 - 000	2/25/2010 12:24:1	780 COLUSA Ave	444 - Power line down	Yes	Yes
1002739 - 000	2/25/2010 13:04:4	POTRERO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002740 - 000	2/25/2010 20:00:0	E 180/POTRERO	611 - Dispatched & cancelled en route	Yes	Yes
1002742 - 000	2/26/2010 14:06:2	101 COLUSA AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002743 - 000	2/26/2010 15:10:1	11965 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002744 - 000	2/26/2010 15:56:2	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002745 - 000	2/26/2010 17:05:4	10386 SAN PABLO Ave	700 - False alarm or false call, other	Yes	Yes
1002746 - 000	2/26/2010 17:08:1	7738 STOCKTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002747 - 000	2/26/2010 21:46:5	236 POMONA Ave	735 - Alarm system sounded due to malfunction	Yes	Yes
1002748 - 000	2/26/2010 22:52:2	984 KING Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002749 - 000	2/27/2010 11:53:3	4610 POTRERO Ave	554 - Assist invalid	Yes	Yes
1002750 - 000	2/27/2010 14:48:3	1518 SEQUOIA AVE	611 - Dispatched & cancelled en route	Yes	Yes
1002751 - 000	2/27/2010 14:54:0	7250 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002752 - 000	2/27/2010 15:23:5	10203 SAN PABLO Ave	700 - False alarm or false call, other	Yes	Yes
1002753 - 000	2/27/2010 16:34:5	1124 LAWRENCE Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002754 - 000	2/27/2010 17:31:5	10350 SAN PABLO Ave	622 - No incident found on arrival at dispatch address	Yes	Yes
1002755 - 000	2/27/2010 18:22:1	10350 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002756 - 000	2/27/2010 23:07:4	725 GELSTON PI	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002757 - 000	2/28/2010 12:36:1	On STANTON Ave at MANZANILLA Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002758 - 000	2/28/2010 12:45:3	7817 TERRACE Dr	611 - Dispatched & cancelled en route	Yes	Yes
1002759 - 000	2/28/2010 13:50:1	639 NORVELL St	554 - Assist invalid	Yes	Yes
1002760 - 000	2/28/2010 18:06:1	In rear of 9937 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002761 - 000	2/28/2010 19:35:0	6600 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002762 - 000	2/29/2010 13:50:1	1320 DEVONSHIRE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002763 - 000	2/29/2010 21:41:5	7776 DUKE Ct	611 - Dispatched & cancelled en route	Yes	Yes
1002764 - 000	2/30/2010 08:15:0	2638 FRANCISCO Way	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002765 - 000	2/30/2010 09:21:3	6351 CONLON Ave	700 - False alarm or false call, other	Yes	Yes
1002766 - 000	2/30/2010 10:27:3	2611 CARLSON Blvd	553 - Public service	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1002767 - 000	2/30/2010 12:23:0	11511 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002768 - 000	2/30/2010 13:25:4	On MOESER Lane at RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002769 - 000	2/30/2010 14:42:0	1532 CHANSLOR Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002770 - 000	2/30/2010 15:04:4	On CENTRAL Ave at SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1002771 - 000	2/30/2010 15:38:4	6600 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1002772 - 000	2/30/2010 17:09:4	11450 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002773 - 000	2/31/2010 00:19:1	20TH St	611 - Dispatched & cancelled en route	Yes	Yes
1002774 - 000	2/31/2010 00:17:4	4627 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002775 - 000	2/31/2010 00:42:2	905 LIBERTY St	554 - Assist invalid	Yes	Yes
1002776 - 000	2/31/2010 02:05:1	531 BELOIT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002777 - 000	2/31/2010 02:20:5	301 BEHRENS St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002778 - 000	2/31/2010 10:54:0	408 BONNIE Dr	651 - Smoke scare, odor of smoke	Yes	Yes
1002779 - 000	2/31/2010 14:10:5	1749 ELM St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1002780 - 000	2/31/2010 17:12:2	900 S 43RD St	611 - Dispatched & cancelled en route	Yes	Yes
1002781 - 000	2/31/2010 19:11:0	W 80/ALBANY	611 - Dispatched & cancelled en route	Yes	Yes
1002782 - 000	2/31/2010 19:27:3	10070 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1002783 - 000	2/31/2010 20:28:0	1335 NORVELL St	651 - Smoke scare, odor of smoke	Yes	Yes
1002784 - 000	2/31/2010 23:42:0	504 BELOIT Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes

Totals

Number of Incidents	241
Completed	241
Not Completed	240
Reviewed	1
Not Reviewed	

# El Cerrito Fire Department Memorandum

January 2, 2011

TO: Kensington Fire Protection District Board

FROM: John Dougery, Battalion Chief

SUBJECT: Year End Incident Activity Reports for 2010

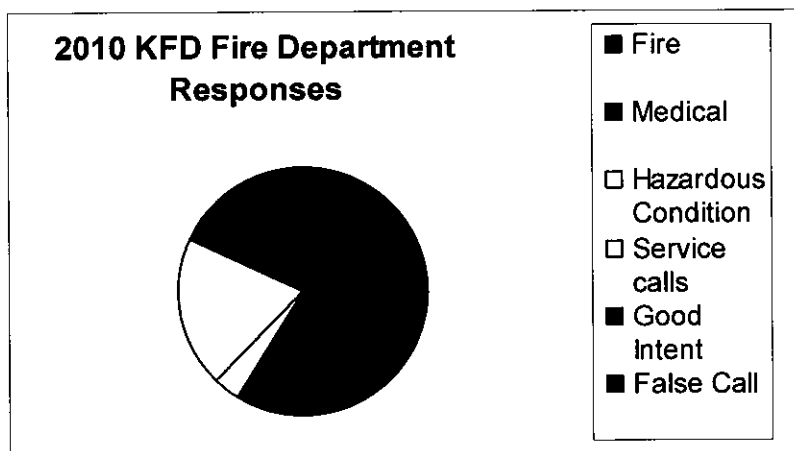
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- The El Cerrito\Kensington Fire Department responded to 300 incidents this year in the community of Kensington.

Please see the attached pie chart for a break down of responses into Incident Types.

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>Type</u>	<u>Incident Count</u>	<u>Percentage</u>
• Fires----- (Structure, Trash, Vehicle, Vegetation Fire)	2	0.67%
• Medicals----- (Vehicles Accidents, Extrication, Rescue)	174	58.00%
• Hazardous Conditions----- (Spills, Leaks, Chemical Releases, Down power Lines)	11	3.67%
• Service Calls----- (Distress, Water Problems, Smoke/Odor Problems)	59	19.67%
• Good Intent----- (Cancelled En Route, Wrong Location)	36	12.00%
• False Calls-----	18	6.00%



# 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:	2170	
TRANSMITTAL - APPROVAL				BATCH #:	1/6/2011	
Invoices				LOCATION #:	13	
				FILENAME:	KENSINGTON	
00982	Delta Dental	12/24/10	4912 0003 Jan dental	7840 1061		1,189.07
01169	CalPERS	12/15/10	H2010067009000 Feb med	7840 1061		9,719.87
01406	KFPD	01/06/11	Reimburse revolving fund	7840 2490		11,137.28
01634	Vision Service Plan	12/20/10	001027770001 Jan vision	7840 1061		307.45
02120	City of El Cerrito	01/01/11	Jan fire protection	7840 2328		173,951.95
02590	Mack5	12/31/10	2098 Dec pre const	7840 2490		1,920.00
07894	Bushwacker	12/21/10	6676 veg mgmt	7840 2490		1,680.00
12420	Meyers Nave	11/30/10	2010110742 legal	7840 2490		2,315.52
TOTAL						202,221.14

Kensington FPD Approval

Date: / /

Date: / /

January 6, 2011

**Attachment to Transmittal 0111**

Kensington Fire Protection District Revolving Fund 01406

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

INVOICE DATE	DESCRIPTION	AMOUNT
11/23/2011	Terminix - pest control	106.00
12/5/2011	Mighetto Electric - repair post light	116.45
11/26/2010	Canepa Landscape Maintenance	120.00
11/30/2010	UBS - janitorial service	99.66
11/30/2010	EBMUD - water/wastewater	306.66
12/5/2010	Office Depot - office supplies	44.13
12/7/2010	PG&E - electric	1,040.05
12/7/2010	PG&E - gas	143.05
12/5/2010	AT&T - phone	243.42
12/9/2010	Nextel/Spring - telephone	77.80
12/15/2010	Payroll processing	112.40
12/15/2010	Payroll for period 12/1 - 12/15/10	2,244.41
12/15/2010	Withholding payroll taxes 12/1- 12/15/10	915.04
12/31/2010	Payroll processing	45.70
12/31/2010	Payroll for period 12/16 - 12/31/10	856.43
12/31/2010	Withholding payroll taxes 12/16- 12/31/10	2,138.19
12/8/2010	UBS - janitorial service	99.66
1/1/2011	Stericycle - medical waste	330.20
12/24/2010	Comcast internet	69.90
12/7/2010	BPXpress - copies	61.50
12/13/2010	Mechanics Bank Card - office expense, pub ed	154.93
1/1/2011	Bay View Refuse - Jan-Apr 2011	266.80
12/6/2010	Tatoe Installation - comp equip installation	400.00
1/1/2011	ICMA - Dec deferred comp	1,144.90
	<b>Total</b>	<b>11,137.28</b>

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

# Kensington Fire Protection District

## Balance Sheet

As of December 13, 2010

	Dec 13, 10
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	11,705.24
General Fund	268,598.21
Capital Fund	5,119.77
Special Tax Fund	3,770.75
Total Checking/Savings	289,393.97
Accounts Receivable	
Due from County for Reimb.	13,827.13
Advance on Taxes	2,873,541.00
Advance on Supplemental Taxes	27,848.80
Total Accounts Receivable	2,915,216.93
Other Current Assets	
Prepaid Services - EC	1,243,741.51
Prepaid CERBT - Retiree Trust	1,112,750.97
Investments	
Capital Replacement Funds	796,020.00
Fire Protect. Contract Reserves	2,132,128.37
Investments - Other	-1,013,804.49
Total Investments	1,914,343.88
Total Other Current Assets	4,270,836.36
Total Current Assets	7,475,447.26
<b>Fixed Assets</b>	
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	
P/S Building Repair/Replace	8,407.15
Computers/Computerized Equip.	5,755.80
Total Current Capital Outlay	14,162.95
Total Fixed Assets	1,310,851.96
<b>Other Assets</b>	
Prop 1A Loan - State of CA	217,467.82
Suspense	-13,827.13
Total Other Assets	203,640.69
<b>TOTAL ASSETS</b>	<b>8,989,939.91</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Other - Issued by CCC	31,815.51
Total Accounts Payable	31,815.51
Other Current Liabilities	
El Cerrito Service Contract Pay	1,243,741.51
Wages & PR Taxes Payable	1,701.36
Total Other Current Liabilities	1,245,442.87
Total Current Liabilities	1,277,258.38
Total Liabilities	1,277,258.38

# Kensington Fire Protection District

## Balance Sheet

As of December 13, 2010

	Dec 13, 10
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	1,926,391.66
Total Equity	7,712,681.53
TOTAL LIABILITIES & EQUITY	8,989,939.91

# Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1 through December 13, 2010

	Jul 1 - Dec 13, 10	Jul 1 - Dec 13, 09	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	2,752,149.96	2,714,316.65	37,833.31	1.4%
Special Taxes	200,220.90	0.00	200,220.90	100.0%
Lease Agreement	14,420.00	0.00	14,420.00	100.0%
Interest Income	3,475.85	5,722.70	-2,246.85	-39.3%
Salary Reimbursement Agreement	18,627.10	3,650.00	14,977.10	410.3%
<b>Total Income</b>	<b>2,988,893.81</b>	<b>2,723,689.35</b>	<b>265,204.46</b>	<b>9.7%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,445.41	1,426.23	19.18	1.3%
Contra Costa County Expenses	3,368.65	382.77	2,985.88	780.1%
El Cerrito Contract Fee	888,386.85	883,429.76	4,957.09	0.6%
Water System Improvements	0.00	9,472.00	-9,472.00	-100.0%
Risk Management Insurance	12,378.00	10,737.00	1,641.00	15.3%
<b>Professional Fees</b>				
Accounting	1,836.25	2,025.00	-188.75	-9.3%
Actuarial Valuation	3,200.00	0.00	3,200.00	100.0%
Audit	9,000.00	8,500.00	500.00	5.9%
Legal Fees	3,001.86	10,978.01	-7,976.15	-72.7%
<b>Total Professional Fees</b>	<b>17,038.11</b>	<b>21,503.01</b>	<b>-4,464.90</b>	<b>-20.8%</b>
Wildland Vegetation Mgmt	1,995.00	3,045.00	-1,050.00	-34.5%
<b>Total OUTSIDE PROFESSIONAL SERVI...</b>	<b>924,812.02</b>	<b>929,995.77</b>	<b>-5,383.75</b>	<b>-0.6%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	41,364.59	32,184.91	9,179.68	28.5%
Delta Dental	7,742.22	6,466.08	1,276.14	19.7%
Vision Care	1,019.09	1,812.36	-793.27	-43.8%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>50,125.90</b>	<b>40,463.35</b>	<b>9,662.55</b>	<b>23.9%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	4,142.49	4,014.93	127.56	3.2%
Comm. Pharmaceutical Drop-Off	0.00	1,917.46	-1,917.46	-100.0%
Vial of Life Program	0.00	234.90	-234.90	-100.0%
Open Houses	0.00	657.52	-657.52	-100.0%
Community Shredder	0.00	1,012.50	-1,012.50	-100.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>4,142.49</b>	<b>7,837.31</b>	<b>-3,694.82</b>	<b>-47.1%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	548.75	0.00	548.75	100.0%
Firefighters' Expenses	2,486.75	2,763.32	-276.57	-10.0%
Engine Rescue Equipment	6,217.01	0.00	6,217.01	100.0%
Staff Appreciation	0.00	3,947.91	-3,947.91	-100.0%
Professional Development	147.00	4,487.85	-4,340.85	-96.7%
<b>Building Maintenance</b>				
Janitorial Service	398.64	497.66	-99.02	-19.9%
Medical Waste Disposal	1,707.35	1,792.86	-85.51	-4.8%
Building alarm	0.00	90.00	-90.00	-100.0%
Gardening service	360.00	480.00	-120.00	-25.0%
Miscellaneous Maint.	21,749.88	28,385.98	-6,636.10	-23.4%
<b>Total Building Maintenance</b>	<b>24,215.87</b>	<b>31,246.50</b>	<b>-7,030.63</b>	<b>-22.5%</b>
<b>Building Utilities/Service</b>				
Garbage	266.80	265.20	1.60	0.6%
Gas and Electric	3,565.21	3,495.20	70.01	2.0%
Water/Sewer	629.28	507.27	122.01	24.1%
<b>Total Building Utilities/Service</b>	<b>4,461.29</b>	<b>4,267.67</b>	<b>193.62</b>	<b>4.5%</b>
Election	369.80	0.00	369.80	100.0%
Memberships	4,741.00	4,399.00	342.00	7.8%
<b>Office</b>				
Office Expense	483.89	1,437.38	-953.49	-66.3%
Office Supplies	250.68	1,081.45	-830.77	-76.8%
Telephone	1,638.27	1,274.52	363.75	28.5%
<b>Total Office</b>	<b>2,372.84</b>	<b>3,793.35</b>	<b>-1,420.51</b>	<b>-37.5%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>45,560.31</b>	<b>54,905.60</b>	<b>-9,345.29</b>	<b>-17.0%</b>
<b>Staff</b>				
Wages	29,490.20	21,795.20	7,695.00	35.3%
Overtime Wages	1,071.82	650.50	421.32	64.8%
Medical/dental ins compensation	2,450.00	2,050.00	400.00	19.5%
Retirement Contribution	1,474.50	1,089.76	384.74	35.3%
Payroll Taxes	2,337.98	1,717.07	620.91	36.2%
Workers Compensation/Life Ins	779.93	713.59	66.34	9.3%
Payroll Processing	457.00	437.35	19.65	4.5%
<b>Total Staff</b>	<b>38,061.43</b>	<b>28,453.47</b>	<b>9,607.96</b>	<b>33.8%</b>
<b>Total Expense</b>	<b>1,062,502.15</b>	<b>1,061,655.50</b>	<b>846.65</b>	<b>0.1%</b>
<b>Net Ordinary Income</b>	<b>1,926,391.66</b>	<b>1,662,033.85</b>	<b>264,357.81</b>	<b>15.9%</b>

# Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1 through December 13, 2010

	Jul 1 - Dec 13, 10	Jul 1 - Dec 13, 09	\$ Change	% Change
Other Income/Expense				
Other Income				
Transfers In - General	2,139.00	3,968.06	-1,829.06	-46.1%
Total Other Income	2,139.00	3,968.06	-1,829.06	-46.1%
Other Expense				
Transfers Out - Capital	1,032.35	3,968.06	-2,935.71	-74.0%
Transfers Out - General	1,106.65	0.00	1,106.65	100.0%
<Gain>/Loss on Asset Disposal	0.00	1,430.00	-1,430.00	-100.0%
Total Other Expense	2,139.00	5,398.06	-3,259.06	-60.4%
Net Other Income	0.00	-1,430.00	1,430.00	100.0%
Net Income	1,926,391.66	1,660,603.85	265,787.81	16.0%

# Kensington Fire Protection District Revenue & Expense vs. Actual

July through November 2010

	Jul - Nov 10	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	2,736,434.38	2,725,300.00	11,134.38	100.4%
Special Taxes	200,220.90	200,221.00	-0.10	100.0%
Other Tax Income	0.00	0.00	0.00	0.0%
Lease Agreement	14,420.00	14,420.00	0.00	100.0%
Interest Income	3,475.85	2,500.00	975.85	139.0%
Salary Reimbursement Agreement	18,627.10	18,627.05	0.05	100.0%
Miscellaneous Income	0.00	0.00	0.00	0.0%
<b>Total Income</b>	<b>2,973,178.23</b>	<b>2,961,068.05</b>	<b>12,110.18</b>	<b>100.4%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,445.41	1,445.00	0.41	100.0%
Contra Costa County Expenses	1,387.37	2,205.00	-817.63	62.9%
El Cerrito Contract Fee	888,386.85	888,386.65	0.20	100.0%
Water System Improvements	0.00	0.00	0.00	0.0%
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%
<b>Professional Fees</b>				
Accounting	1,836.25	2,400.00	-563.75	76.5%
Actuarial Valuation	3,200.00	2,500.00	700.00	128.0%
Audit	9,000.00	8,500.00	500.00	105.9%
Legal Fees	3,001.86	10,605.00	-7,603.14	28.3%
<b>Total Professional Fees</b>	<b>17,038.11</b>	<b>24,005.00</b>	<b>-6,966.89</b>	<b>71.0%</b>
Wildland Vegetation Mgmt	1,995.00	2,000.00	-5.00	99.8%
<b>Total OUTSIDE PROFESSIONAL SERV...</b>	<b>922,630.74</b>	<b>938,421.65</b>	<b>-15,790.91</b>	<b>98.3%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	41,364.59	27,495.00	13,869.59	150.4%
Delta Dental	7,742.22	3,154.19	4,588.03	245.5%
Vision Care	1,019.09	889.56	129.53	114.6%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>50,125.90</b>	<b>31,538.75</b>	<b>18,587.15</b>	<b>158.9%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	4,142.49	4,000.00	142.49	103.6%
Comm. Pharmaceutical Drop-Off	0.00	0.00	0.00	0.0%
Vial of Life Program	0.00	333.00	-333.00	0.0%
CERT Emergency Kits	0.00	0.00	0.00	0.0%
Open Houses	0.00	0.00	0.00	0.0%
Community Shredder	0.00	1,500.00	-1,500.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITIES</b>	<b>4,142.49</b>	<b>5,833.00</b>	<b>-1,690.51</b>	<b>71.0%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	548.75	6,500.00	-5,951.25	8.4%
Firefighters' Expenses	2,486.75	2,083.35	403.40	119.4%
Engine Rescue Equipment	6,217.01	5,910.00	307.01	105.2%
Staff Appreciation	0.00	0.00	0.00	0.0%
Professional Development	147.00	1,350.00	-1,203.00	10.9%
<b>Building Maintenance</b>				
Janitorial Service	398.64	500.00	-101.36	79.7%
Medical Waste Disposal	1,377.18	1,875.00	-497.82	73.4%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	240.00	580.00	-340.00	41.4%
Miscellaneous Maint.	21,527.43	110,000.00	-88,472.57	19.6%
<b>Total Building Maintenance</b>	<b>23,543.25</b>	<b>112,955.00</b>	<b>-89,411.75</b>	<b>20.8%</b>
<b>Building Utilities/Service</b>				
Garbage	266.80	280.00	-13.20	95.3%
Gas and Electric	3,565.21	3,254.15	311.06	109.6%
Water/Sewer	629.28	568.00	61.28	110.8%
<b>Total Building Utilities/Service</b>	<b>4,461.29</b>	<b>4,102.15</b>	<b>359.14</b>	<b>108.8%</b>
Election	369.80	1,000.00	-630.20	37.0%
Memberships	600.00	600.00	0.00	100.0%
<b>Office</b>				
Office Expense	483.89	1,458.35	-974.46	33.2%
Office Supplies	250.68	1,041.65	-790.97	24.1%
Telephone	1,568.37	1,770.85	-202.48	88.6%
<b>Total Office</b>	<b>2,302.94</b>	<b>4,270.85</b>	<b>-1,967.91</b>	<b>53.9%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>40,676.79</b>	<b>138,771.35</b>	<b>-98,094.56</b>	<b>29.3%</b>
<b>Staff</b>				
Wages	29,490.20	29,490.20	0.00	100.0%
Overtime Wages	1,071.82	2,041.65	-969.83	52.5%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	2,450.00	2,450.00	0.00	100.0%
Retirement Contribution	1,474.50	1,475.00	-0.50	100.0%
Payroll Taxes	2,337.98	2,450.00	-112.02	95.4%
Workers Compensation/Life Ins	829.14	380.00	449.14	218.2%
Payroll Processing	411.30	485.40	-74.10	84.7%
<b>Total Staff</b>	<b>38,064.94</b>	<b>38,772.25</b>	<b>-707.31</b>	<b>98.2%</b>

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

July through November 2010

	Jul - Nov 10	Budget	\$ Over Budget	% of Budget
Contingency				
General	0.00	6,666.66	-6,666.66	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	6,666.66	-6,666.66	0.0%
Total Expense	1,055,640.86	1,160,003.66	-104,362.80	91.0%
Net Ordinary Income	1,917,537.37	1,801,064.39	116,472.98	106.5%
Other Income/Expense				
Other Income				
Transfers In - General	2,139.00			
Total Other Income	2,139.00			
Other Expense				
Transfers Out - Capital	1,032.35			
Transfers Out - General	1,106.65			
Total Other Expense	2,139.00			
Net Other Income	0.00			
Net Income	1,917,537.37	1,801,064.39	116,472.98	106.5%

# **CHIEF'S REPORT**

# KENSINGTON FIRE PROTECTION DISTRICT MEMORANDUM

January 2011

TO: President and Board Members  
Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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## **PG&E Gas Line Update**

The Fire Department recently met with Tom Guarino and John Corona from PG&E concerning the natural gas lines that are located in and near El Cerrito and Kensington. The meeting was very informative and a lot of questions from those that attended were answered. Below are the key points that were brought up and discussed during this meeting.

### High Pressure Transmission Lines:

In PG&E's vernacular, a high pressure system is any gas line above 60 psi. In reality they operate between 100 psi to 1,000 psi depending on the type of lines and location. These lines can be any size from 4" to 42" in diameter and are typically constructed of steel with cathode protection. PG&E has almost 6,500 miles of high pressure transmission lines in their system which is broke down into 20,000 segments for tracking and planning purposes. The only high pressure line in El Cerrito or Kensington is on the southwest side of El Cerrito along Carlson Boulevard from El Dorado Street to the Alameda County line. The line continues northwest towards Chevron by going under Interstate 80 near Burlingame Avenue and continues south into Albany.

This line was installed in 1947 and is 24" in diameter. This segment's designator is line 105A. It is a steel line and is rated for a maximum safe working pressure of 275 psi although its normal operating pressure is 150 psi. For a comparison, the line that ruptured in San Bruno was also 24" in diameter that was installed in the early 1950's and had a maximum safe working pressure of 400 psi but normally operated at 300 psi. While the pressures and flows in this line are monitored 24 hours a day, there are no automatic or remote controlled shut off valves.

PG&E stated that every mile of their transmission lines are inspected every year in one form or another. Some are done with internal sensors that are sent down the line and the rest is visual either from the air or driving and looking for any construction or changes in the areas. Once every five years every inch of the pipe line is walked on the surface by a team using very sensitive gas detectors looking for possible leaks. The portion of the gas line that does pass under El Cerrito is considered a "High Concentration Area" (HCA) which is defined as any area in a 200 yard radius of the transmission line that could be a potential high casualty area should a problem such as San Bruno occur. HCA's are based on the number of people that could be affected. Typically this would be schools of any type, shopping centers (El Cerrito Plaza) or

large apartment buildings (mid to high rise). HCA lines are inspected/checked more often than non-HCA transmission lines. Line 105A is not on the top 100 segments of lines that PG&E has planned for replacement or upgrade.

### Main Lines:

Main lines are any pipes that operate at or below 60 psi and are fed or supplied from a transmission line. They can again be a number of sizes from 2" to 24" but are typically in the 6" to 12" size. While they will have customer hook ups, their main purpose is to feed the distribution lines. In El Cerrito and Kensington there is only one main line that runs down San Pablo Avenue. This line which is an early 1960's vintage is 8" in diameter, constructed of steel and runs at 50 psi. Like the transmission lines it is protected by a cathode grid. Main lines are physically checked every 5 years by sub-contractors walking the streets with gas detectors.

### Distribution Lines:

Distribution lines are basically the same as main lines other than they are typically smaller in size and are supplied by the main line. These are the lines that are under almost every street in this area and have the customer hook ups coming off of them. In El Cerrito and Kensington these lines run at 50 psi also and decrease slightly with distance and elevation. The majority of the distribution lines are steel and are of the same 1960 vintage aside from any new streets or developments since the mid 1970's when they started using polypropylene (plastic) lines. Both Tom and John stated though that depending on where the new lines were installed, PG&E may still have used steel to keep the grounding and cathode protection connected. As with the main lines, the distribution lines are physically checked every five years by sub-contractors walking the streets with gas detectors.

### General Information:

Compared to the gas line pressures in the streets, the pressure after the gas meter and regulator is normally less than 1/4 psi going into the customers home or business. Contrary to some of the information that came out after the San Bruno incident, all natural gas in PG&E's lines is odorized for the ability to smell if there is a leak.

While PG&E left a couple of maps with us, they are asking that they not be distributed to the public for safety reasons as these maps show the exact location of their valves, pressure regulators, etc. In the near future they are going to be releasing GIS maps to public safety groups for use in emergency planning. They believe that it will be of a format that the Fire Department will be able to down load the maps onto their vehicle laptops to use for reference.

PG&E's planned goals for the next 10 years are documented in their Pipeline 2020 Program. These include:

- Modernize critical pipeline infrastructure
- Expand the use of automatic or remote controlled shut-off valves
- Spur the development of next-generation inspection technologies
- Develop industry-leading best practices
- Enhance public safety partnerships

PG&E currently offers a service to any homeowner that is concerned about their gas lines or their proximity to a transmission line and this can be accessed by them calling 1-888-PGE-PGE1

(1-888-743-7431). Furthermore, PG&E provides a vast amount of information for the public at [www.pge.com/pipelineplanning](http://www.pge.com/pipelineplanning)

While there is always potential for a catastrophic problem such as that in San Bruno, PG&E feels that El Cerrito and Kensington have an extremely low probability for anything of that magnitude. I trust that this information answers a number of questions surrounding PG&E. Please do not hesitate to contact the Fire Department with any other questions.

# **NEW BUSINESS**

January 4, 2010

To: KFPD Board Members  
Chief Maples

AGENDA ITEM 9

A handwritten signature in black ink, appearing to be 'B. Navellier', with a small 'Fr' written above it.

Brenda Navellier  
KFPD Administrator

Re: Board of Directors Open Seat for Unfulfilled Term

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Board of Directors,

Attached is the only letter of interest that I received for the unfulfilled term on the KFPD Board of Directors.

Mr. deVille contacted me prior to the Christmas and New Year's holidays and stated his interest in the position but that, unfortunately, he had previous vacation plans during the month of January and would not be able to attend the January 12, 2011 Board meeting. He expressed his hopes that the Board would still consider his qualifications and interest.

248 Cambridge Ave.  
Kensington, CA. 94708

Kensington Fire Protection District  
217 Arlington Ave.  
Kensington, CA. 94707

Dear Members of the Board,

This letter is to inform you of my interest in the vacant board position.

I currently live in the home my parents bought in 1950 and have been a Kensington resident for over 40 years. I am a retired police officer, having served with the Richmond Police Department for 30 ½ years. I have a B.A. degree in Criminology from UC Berkeley and an A.A. degree in Police Science from Diablo Valley College.

I feel that with my background and experience, I have a lot to offer the District and community.

Sincerely,  
  
Joseph deVill

# KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

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# **KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK**

**POLICY TITLE:** Employee Status  
**POLICY NUMBER:** 100

**100.10** A "Regular" employee is one who has been hired to fill a regular position in any job classification and has completed his/her probationary period.

**100.20** A "Probationary" employee is one who has been hired to fill a regular position in any job classification and has less than three (3) continuous months of service with the District. Upon completion of three (3) months of continuous service with the District in said classification, and upon the Board of Director's decision to retain said employee, said employee shall be granted regular employee status.

# **KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK**

**POLICY TITLE:               Vehicle Cost Reimbursement**  
**POLICY NUMBER:         110**

**110.10** When an employee is authorized to use his/her personal vehicle in the performance of District work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.

**110.20** Proof of adequate insurance covering collision, personal injury and property damage shall be required by the District of any employee using a personal vehicle in the performance of District work.

# **KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK**

**POLICY TITLE:** Educational Assistance  
**POLICY NUMBER:** 120

**120.10** Employees of the District are encouraged to pursue educational opportunities which are related to their present work.

**120.20** To be eligible for reimbursement of course costs, the employee must receive advance approval for the class(es) from the Board of Directors. Requests for reimbursement should be submitted in writing. The employee will be notified of final approval, or the reasons for disapproval.

# **KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK**

**POLICY TITLE:** Pay Periods  
**POLICY NUMBER:** 130

**130.10** The salaries and wages of all District employees shall be paid semi-monthly, being two business days after the 15th day and two business days after the last day of every month.

# **KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK**

**POLICY TITLE:** Performance Evaluation  
**POLICY NUMBER:** 140

**140.10** This policy shall apply to all employees.

**140.20** An employee may raise any employment concern with any member of the Board.

**140.30** The President or his/her designated representative shall conduct a scheduled performance review of each employee annually.

**140.40** Performance evaluations shall be in writing by the President in consultation with the Board. Said evaluation shall provide recognition for effective performance and also identify areas which need improvement.

**140.50** The performance evaluation shall be signed by the evaluator and shall be discussed with the employee.

# **KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK**

**POLICY TITLE:** Drug and Alcohol Abuse  
**POLICY NUMBER:** 150

**150.10** It is the desire of the Board of Directors that all work environments of District Employees be safe and productive and free of the influence of drugs, alcohol and/or other controlled substances. The Board of Directors is concerned with the physical safety of all employees, potential damage to property and equipment, mental and physical health of employees, productivity and work quality, medical insurance costs, and the harm done to employees and their families by the inappropriate use of controlled substances.

**150.20** The use (except as prescribed by a physician), sale, possession, purchase or transfer of drugs, alcohol and/or other controlled substances by any District employee or officer on District property or work sites or while said employee or officer is on District business is prohibited.

**150.21** Employees are also prohibited from being under the influence of drugs, alcohol and/or other controlled substances during hours of work where such substances could impair the fitness of an employee to perform his/her work.

**150.22** Commission of any of the actions described above will subject the employee to disciplinary action up to and including termination.

**150.23** For the purpose of applying this policy, being under the influence of drugs, alcohol and/or other controlled substances means being impaired in any way from fully and proficiently performing job duties and/or having a detectable amount of said substances in one's body.

# **KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK**

**POLICY TITLE:** Use of Tobacco Products Within the District  
**POLICY NUMBER:** 160

**160.10** Ample research exists demonstrating the health hazards of the use of tobacco products, including smoking and the breathing of second-hand smoke. Therefore, in the best interest of the health and safety of employees and the general public, the smoking of tobacco products shall be banned completely within District buildings or confined spaces, or in District vehicles.

**160.11** The successful implementation of this policy depends upon the thoughtfulness, consideration and cooperation of smokers and non-smokers. All individuals on District premises share in the responsibility of adhering to this policy.

**160.20** All District employees will be responsible for advising members of the public who are observed smoking tobacco products on District property of the District's policy on the matter. Said individuals shall be asked by staff to refrain from smoking.

**160.21** Members of the public who refuse to comply with this policy may be directed to leave District property.

# KENSINGTON FIRE PROTECTION DISTRICT

## EMPLOYEE HANDBOOK

**POLICY TITLE:** Harassment  
**POLICY NUMBER:** 170

**170.10** The Kensington Fire Protection District is committed to providing a work environment for its employees that is free of harassment. The District prohibits sexual harassment and harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law, ordinance or regulation. This policy applies to all persons involved in the operation of the District and prohibits harassment by any employee of the District.

**170.20** Sexual Harassment Definition Examples. Sexual harassment manifests itself in many forms. The following are a few examples of sexual harassment:

**170.21** Written: sexually suggestive or obscene letters, notes or invitations.

**170.22** Verbal: sexually derogatory comments, slurs, jokes, remarks or epithets.

**170.23** Visual: leering, making sexual gestures, or displaying sexually suggestive objectives, pictures, cartoons or posters.

**170.24** Physical: assault, attempted rape, impeding or blocking movement, or touching.

**170.25** Other:

**170.251** Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).

**170.252** Employees who are subjected to hazing (this may include being dared or asked to perform unsafe work practices, having tools and equipment stolen, etc.) if requests for sexual favors are not met.

**170.253** Employment benefits affected in exchange for sexual favors (may include situations where an individual is treated less favorably because others have acquiesced to sexual advances).

**170.254** Implying or actually withholding support for appointment, promotion, transfer or change of assignment; or initiating a rejection on probation or adverse action; or suggesting that a poor performance report will be prepared if requests for sexual favors are not met.

**170.255 Reprisals or threats after negative response to sexual advances.**

**170.30** Harassment because of race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other protected basis is prohibited, including, but not limited to the following behavior:

**170.31** Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

**170.32** Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings or gestures;

**170.33** Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,

**170.34** Retaliation for having reported or threatened to report harassment.

**170.40** If an employee of the District believes that they have been harassed, they should provide a written complaint to any member of the Board of Directors. As soon as possible thereafter, the Board will undertake an immediate, thorough and objective investigation of the harassment allegation(s).

**170.50** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subjected to appropriate disciplinary action, up to and including termination.

**170.51** Whatever action is taken against the harasser will be made known to the employee lodging the complaint, and appropriate action will be taken to remedy any loss to the employee resulting from the harassment. Retaliation against anyone filing a complaint will not be permitted or tolerated.

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**170.60** Employees are encouraged to immediately report any incident of harassment so that complaints can be quickly and fairly resolved.

# KENSGINTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

**POLICY TITLE:** Affirmative Action  
**POLICY NUMBER:** 180

**180.10** It is the policy of the Kensington Fire Protection District that there shall be no discrimination based upon race, national origin, religion, sex, physical handicap, veteran's status, sexual orientation, or age in any personnel action, including recruitment, appointment, performance evaluation, promotion, the granting of leaves, and any disciplinary or grievance action.

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**180.20** This policy contains two major commitments:

**180.21** To recognize both a moral and legal obligation to work toward a work force composition reflecting the mix of ethnic minorities and women in the labor markets from which the District draws its staff.

**180.22** To make a demonstrable and deliberate effort in hiring to solicit applications from minority and women candidates in all cases where their representation is below the labor force standard.

# **KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK**

**POLICY TITLE:** Disciplinary Action  
**POLICY NUMBER:** 190

**190.10** The following measures are part of the disciplinary process: warning, reprimand, suspension with or without pay, dismissal, demotion, or reduction in pay. The President may discipline any employee for cause.

## **190.20 Grounds for Discipline.**

**190.201** Discourteous treatment of the public or fellow employees.

**190.202** Drinking of intoxicating beverages or use of illegal or nonprescribed drugs on the job, or arriving on the job under the influence of such beverages or drugs.

**190.203** Habitual absence or tardiness.

**190.204** Disorderly conduct.

**190.205** Incompetency or inefficiency.

**190.206** Being wasteful of material, property, or working time.

**190.207** Violation of any lawful or reasonable regulation or order made and given by an employee's supervisor; insubordination.

**190.208** Neglect of duty.

**190.209** Dishonesty.

**190.210** Misuse of District property.

**190.211** Willful disobedience.

**190.212** Conduct unbecoming a District employee.

**190.30** All acts of discipline will be accompanied by a letter of warning to the employee stating the reasons and grounds for such discipline. The employee must acknowledge receipt of the warning by

signing the letter at the time of presentation; this signature signifies only receipt of the document, not necessarily agreement to the contents. The employee may, before the conclusion of the next regular working day, respond in writing to the contents of the letter of warning.

**190.40** All negative evaluations or letters of warning shall remain part of the employee's personnel file. Negative evaluation shall not be used by the Board of Directors in decisions to dismiss if the performance has improved or the action which merited a warning has not recurred, each/both for a period of at least one (1) year.

# KENSINGTON FIRE PROTECTION DISTRICT EMPLOYEE HANDBOOK

**POLICY TITLE:** Job Description - District Manager  
**POLICY NUMBER:** 200

200.10 Description. The District Manager is a full-time at will employee of the District. The District Manager's job description is reflected in the Memorandum of Understanding between the District Manager and the District which is attached to and incorporated as part of this Employee Handbook.

200.11 One-half of the annual cost of the District Manager's position is paid for by the City of El Cerrito for services rendered to the El Cerrito Fire Department.

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Deleted: The Administrator oversees the District and has exclusive management and control of the operations and works of the District, subject to approval by the Board of Directors. He/she provides day-to-day administration for the District. He/she has general charge, responsibility and control over all property of the District. He/she shall report directly to the President of the Board of Directors. A copy of the Administrator's most current Memorandum of Understanding shall be attached to this Policy.¶

¶ 200.11 He/she attends all meetings of the District's Board, and such other meetings as the Board specifies from time to time.¶

¶ <#>The Administrator acts as District Clerk to the Board of Directors.¶

¶ <#>The Administrator composes correspondence on own initiative; transcribes and edits minutes; prepares drafts of agenda items; gives information to organizations and the general public regarding Board matters; and, prepares correspondence and maintains files on official actions of the Board.¶

¶ <#> The Administrator, in consultation with the Finance Committee, is responsible for depositing, withdrawing, transferring and investing District funds, maintaining efficient fiscal practices to maximize non-operational earnings, and maintaining cash flow for needed liquidity.¶

¶ 200.15 He/she maintains cordial relations with all persons entitled to the services of the District, and attempts to resolve all public complaints. He/she shall encourage citizen participation in the affairs of the District.¶

¶ 200.16 He/she seeks to carry into effect the expressed policies of the Board of Directors, including the short, medium and long term work program of the District, and facilitating constructive and harmonious Board relations. He/she shall translate the goals and objectives of the Board to the community.¶

¶ 200.17 He/she shall draft and manage the District budget, conducting studies, making oral and written presentations.

**Memorandum of Understanding  
Between the Kensington Fire Protection District  
and Brenda J. Navellier,  
Administrator**

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**Chapter 1 – Date of Hire/Implementation Date**

**Chapter 2 – District Administrator Job Description**

**Chapter 3 – Salary and Benefits**

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**Chapter 6 – Vacation**

**Chapter 7 - Work Schedule**

**Chapter 8 - Overtime**

Memorandum of Understanding  
Between the Kensington Fire Protection District  
and Brenda J. Navellier,  
Administrator (hereinafter employee)

## CHAPTER 1 – DISTRICT ADMINISTRATOR JOB DESCRIPTION

The District Administrator, as sole employee of the District, is responsible for day-to-day activities of the District including but not limited to the following:

The employee provides management and administrative duties as required by daily operations in the District office. The Administrator represents the District to the public, Board members and other agencies and seeks to carry into effect the expressed policies of the Board of Directors. The Administrator serves as liaison between the Board of Directors and the Fire Chief, the members of the El Cerrito Fire Department, the City of El Cerrito, Contra Costa County, and District legal counsel.

The employee arranges meetings and conferences; prepares agendas and Board packets; posts meeting notices; attends meetings of the Board of Directors and District Committees; transcribes and edit minutes; prepares agenda items and resolutions as necessary; prepares correspondence and maintains files on official actions of the Board. The Administrator manages the District website. The employee will spend one-half of the designated work hours on the business of the Kensington Fire Protection District and one-half of the work hours on the business of the El Cerrito Fire Department. The employee may be on-call for needed staff support during and after emergencies within the Kensington Fire Protection District boundaries.

The employee processes all incoming accounts payable and receivable; reports payroll; tracks investments with the County; prepares monthly financial statements; prepares monthly transmittals; reconciles accounts; drafts the District fiscal year budget; calculates the annual appropriations limit; coordinates the health benefit program for retired employees; and works with the Districts contract accountant and the District auditor.

The employee performs all necessary procedures to assist County with District elections; placing the special tax on the tax roll; and enrollment in the County fire districts JPA meeting including attending the JPA's annual meeting.

The employee manages the District building at 217 Arlington Avenue including repairs, maintenance and capital improvement items, and acts as liaison to the District's tenant, the Kensington Community Services District.

## CHAPTER 2 – HIRING DATE/IMPLEMENTATION DATE

### 2.1 Hiring Date/Service Credit

The hiring date is July 19, 1999 and service credit is recognized from the hiring date.

### 2.2 Agreement Implementation

The implementation of this agreement will take place on November 2009 through the end of the 2009-2010 fiscal year at which time it is subject to annual review per Section 3.1.

## CHAPTER 3 – SALARY AND BENEFITS

### 3.1 Base Annual Salary

The following base annual salary shall apply effective the 1<sup>st</sup> day of July 2010:

District Administrator	\$5,898.04 per month (Based on current hourly rate of \$34.03 x 40/hours week x 52 weeks)
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KFPD EMPLOYEE HANDBOOK  
Policy #200 – "Job Description – Administrator"

The above salary is subject to review and adjustment by the Board of Directors after an annual review to be performed by the Board President or a designated Director. The review shall be performed during the month of June and will address employee performance and job description, as well as possible salary and benefit adjustments.

The Employee will be paid twice per month as follows: two business day following the 15<sup>th</sup> of the month and two business days following the last day of the month.

3.2 Deferred Compensation

The Employee may participate in the District's Deferred Compensation Plan. The District will match Employee contributions to the Plan of up to 5% of the Employee's base annual salary per fiscal year.

3.3 Longevity Bonus

Effective fiscal year 2009-2010 and each fiscal year thereafter, the District shall make longevity bonus payments to an employee with 15 or more years of service with the District. The amount of the longevity bonus will be \$1,000 per year and will be paid on the first payroll date of August.

3.4 Medical Benefits Compensation

It is the District's intention to provide medical insurance for the employee. Since the employee is the sole employee of the District, the District opts to pay the employee a flat rate of \$400 per month of taxable income for employee to purchase medical coverage or to use for non-covered medical expenses. The employee may have alternate comprehensive group medical coverage through a spouse's medical plan or some other group medical plan.

3.5 Dental Benefits Compensation

It is the District's intention to provide dental insurance for the employee. Since the employee is the sole employee of the District, the District opts to pay the employee a flat rate of \$50 per month of taxable income for employee to purchase dental coverage or to use for non-covered dental expenses. The employee may have alternate comprehensive group dental coverage through a spouse's dental plan or some other group dental plan.

3.6 Life Insurance

The District will provide a term life insurance policy for the Employee. The principal sum shall be equal to providers' minimum policy or employee's annual salary if greater than minimum, rounded to the nearest \$1,000.

3.7 Auto Allowance Use and Reimbursement

Employees required to use their own automobiles for District business shall be reimbursed at the Internal Revenue Service allowable rate.

3.8 Benefit Status

- A. The salary and benefits contained herein are granted only to an employee who is in a current pay status. The District shall incur no cost, nor shall benefits accrue for retirees, survivors, or employees in a non-pay status, unless the employee is granted medical leave of absence or military leave of absence.
- B. In the event an employee is in a non-pay status because of a disputed workers' compensation claim, benefits under this article shall be continued upon written agreement of the affected employee to repay to the District the amount of any premiums paid by the District during the non-pay status period if the employee's claim is denied by the Workers Compensation Appeals Board or withdrawn by the employee prior to a decision by the Board.

## CHAPTER 4 - HOLIDAYS

4.1 Holidays

The following holidays are recognized as District holidays for pay purposes:

New Year's Day	Labor Day
Dr. M.L. King Jr. Birthday (3 <sup>rd</sup> Monday in January)	Veteran's Day
President's Day (3 <sup>rd</sup> Monday in February)	Thanksgiving
Memorial Day	Day after Thanksgiving
Independence Day (July 4)	Christmas Eve Day
	Christmas Day
	½ Day New Year's Eve

In the event that any of the aforementioned days falls on a Sunday, the following Monday shall be considered a holiday for pay purposes. In the event that any of the aforementioned days fall on a Saturday, the preceding Friday shall be considered a holiday for pay purposes. The afternoon of New Year's Eve, commencing at 12 noon, shall be considered a holiday for pay purposes. In the event Christmas Eve and New Year's Eve fall on a Sunday or a Monday, the preceding Friday afternoons shall be considered holidays for pay purposes.

#### 4.2 Floating Holidays

In addition to the recognized municipal holidays, employees shall receive annually four floating holidays, subject to the same requirements for scheduling vacation under Section 6.2 of this agreement. Floating holidays must be taken during the fiscal year they are received and may not be carried over and accumulated.

#### 4.3 Compensation for District Holidays

- A. If the employee is on leave-of-absence without pay, they shall not receive any compensation for holidays occurring during such leave.
- B. The employee must be in a pay status on the workday preceding a holiday to be eligible to be compensated for the holiday.

### CHAPTER 5 - SICK LEAVE, WORKERS' COMPENSATION, FAMILY SICK LEAVE, AND OTHER LEAVES

#### 5.1 Accrual of Sick Leave - Rate

The employee shall be eligible to accrue sick leave at the rate of two weeks per fiscal year. After 20 or more years of service, the employee shall accrue sick leave at the rate of three weeks per fiscal year.

#### 5.2 Sick Leave - Maximum Accrual

The employee shall not be able to carry over more than two year's worth of sick leave (160 hours) to the following fiscal year unless authorized by the Board of Directors.

#### 5.3 Activity During Sick Leave

No employee who is absent from work on sick leave shall engage in any work or other activity that would interfere with the employee's ability to return to work to perform regular duties.

#### 5.4 Accrued Sick Leave as Life Insurance

Upon the death of the employee, the value of the employee's accrued sick leave, calculated at the employee's hourly rate, shall be paid to the employee's estate or designated beneficiary.

#### 5.5 Workers' Compensation - Disability Payments

An employee receiving disability payments under the Workers' Compensation laws may use accumulated sick leave and vacation leave in order to maintain regular income. Under these circumstances, the employee shall be paid the difference between full salary and the disability payments received. Such sick leave and vacation leave shall be drawn in proportion to the salary payments required to provide the employee with his/her regular income.

5.6 Family Sick Leave

Under Labor Code 233, employees may utilize accrued sick leave to care for an ill or injured child, spouse, or parent. There is no requirement that the illness or injury reach the level of seriousness provided for under the Family and Medical Leave Acts (See Section 4.10 below). However, if the illness or injury qualifies under the Family and Medical Leave Act, it also satisfies the "family sick leave" criteria. The maximum "family sick leave" allowed each calendar year that is subject to this provision is one half (1/2) of the employee's annual accrual of sick leave.

5.7 Bereavement Leave

The employee is entitled to time off with pay when there is a death or anticipated death in the immediate family. Bereavement leave shall not exceed three consecutive days when death is anticipated. Bereavement leave after death shall not exceed that period of time between death and the day of the funeral, providing the funeral is held within five days following death. Additional time may be granted and charged as sick leave when, in the opinion of the Board President, unusual circumstances identify the need for additional time off.

Immediate family is defined as spouse, domestic partner, child, parent, parent-in-law, sister, brother, sister-in-law, brother-in-law, grandparent, spouse's grandparent, grandchild, son-in-law, daughter-in-law, or any other relative of the employee or employee's spouse residing in the same household, or who has resided with the employee in the same household for three or more years. In cases where death has occurred involving someone other than the immediate family, the Board of Directors shall make the decision as to qualification for bereavement leave.

## CHAPTER 6 - VACATION

6.1 Eligibility

The employee shall be eligible to take a paid vacation at the end of the first year of continuous service, and annually thereafter.

6.2 Scheduling

The scheduling of annual vacation leave and the amount to be taken at any one time shall be determined by the employee and the Board President with regard for the needs of the District and the preference of the employee.

6.3 Vacation at Termination

Employees leaving the municipal service with accrued vacation leave shall be paid the amount of accrued vacation to the date of termination. Payment for accrued vacation shall be at the employee's current rate of pay.

6.4 Sick Leave During Vacation

Vacation leave may be converted to sick leave subject to the review and approval of the Board President if an employee is injured or sick during the vacation for a period in excess of 24 hours.

6.5 Vacation Carryover and Cash-Out

The employee shall not be able to carry over more than one year's worth of vacation days to the following fiscal year unless authorized by the Board of Directors. Employees may annually cash-out up to 10 days (80 hours) of vacation.

6.6 Accrual

Vacation leave will be accrued from the first day of employment when an employee is in a pay status and will be credited at the beginning of every fiscal year. District holidays shall not be counted during vacation.

<u>Service</u>	<u>Vacation Benefit Days</u>	<u>Hrs. Earned/Year (40-hour week)</u>
1	10	80.00
5	15	120.00
15	18	144.00
20	20	160.00
25	25	200.00
30	28	224.00

## CHAPTER 7 - WORK SCHEDULE

### 7.1 Workweek

The normal workweek for full-time confidential employees is 40 hours. The normal workday is 8 hours per day.

## CHAPTER 8 - OVERTIME

### 8.1 Overtime Policy – Definition

It is the policy of the District that overtime work is to be kept at a minimum consistent with the protection of the lives and property of Kensington citizens and the efficient operation of the Kensington-El Cerrito Fire Department. Overtime must be authorized by either the Board President or the Fire Chief and is subject to such other rules and procedures as the Board of Directors may prescribe.

Overtime shall be defined as time worked beyond the hours worked in the normal workweek, defined in Section 7.1 herein as 40 hours for the employee. Hours worked are defined as all time during which an employee is necessarily required to be on the employer's premises, on duty or at a prescribed work place. Sick leave, vacation, holidays and other paid leave are considered to be part of the normal workweek and unpaid leave shall not be included as time worked.

### 8.2 Overtime Compensation

For hours worked in excess of forty in any workweek, one of the following shall occur at the discretion of the employee:

- A. Employee shall accrue compensatory time off on a time-and-one-half basis; or
- B. Overtime shall be paid at time-and-one-half the regular hourly rate of pay.

### 8.3 Maximum Accumulation of Compensatory Time

The employee may not accrue more than 40 hours of compensatory time-off without permission of the Board President.

\_\_\_\_\_  
Brenda J. Navellier

\_\_\_\_\_  
Kensington Fire Protection District  
Board President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **OLD BUSINESS**

January 6, 2011

To: KFPD Board Members

AGENDA ITEM 11

Fr: Brenda Navellier  
KFPD Administrator

Re: Kensington Fire Station Accessibility and Exterior Improvements

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We have now entered into a negotiation phase with the surety bond holder, Financial Pacific Insurance Company.

I have attached the letter that FPIC's attorney wrote to KFPD on December 17<sup>th</sup> and was received on Tuesday, December 21<sup>st</sup>. In summary, FPIC's stance on this letter is that KFPD was required to inform FPIC of the disparity between Kel-Tec's bid and the estimate for the work. They have also requested a rather large amount of documents related to the project through the Public Records Act.

I have also attached our attorney's response dated December 30<sup>th</sup>, denying any such applicability of the law that FPIC's attorney cited and continuing to express our desire to resolve this claim promptly. In addition, my response to FPIC's attorney regarding their Public Records Act request is included. At this time, I believe FPIC's legal counsel will be waiting for the requested documents before they proceed with any further correspondence or proposals.

ROGERS JOSEPH O'DONNELL

December 17, 2010

**Via U.S. Mail and Facsimile**  
**510-527-8396**

Brenda J. Navellier  
Administrator  
Kensington Fire Protection District  
217 Arlington Avenue  
Kensington, CA 94707

**Re: Kensington Fire Station, Exterior Improvements & Site Accessibility  
Financial Pacific Bond Number C913520  
California Public Records Act, California Government Code Section  
6250 et seq.**

Dear Ms. Navellier:

I represent Financial Pacific Insurance Company, which, as you know, is the surety for Kel-Tec Builders, Inc. ("Kel-Tec")

As you also know, Jack Costenbader, of PCA Consulting Group, obtained bids from five contractors to perform the work of Kel-Tec, under the above-referenced contract. Notably, the prices received from these bids were dramatically higher than the bid and contract price of Kel-Tec for the contract.

Were Financial Pacific to pay the difference between the Kel-Tec price and one of these bids, Financial Pacific would be forced to pay as much as the penal sum of its bond. This result seems particularly unfair given that, as demonstrated by said bids, the realistic price for the work was in the \$500,000 range as opposed to the Kel-Tec price of \$268,364. The Kensington Fire Protection District (the "District") would essentially receive over \$500,000 in value for a price of \$268,3654.

We have been informed that the District's estimate of the work was over \$400,000. To my knowledge, the District took no steps to inform Financial Pacific of this huge spread prior to the issuance of performance and payment bonds by Financial Pacific.

An obligee, such as the District, has a duty to inform a surety of facts such as the wide disparity between the engineer's estimate and the Kel-Tec bid price.

December 30, 2010

Joseph C. McGowan, Jr., Esq.  
Rogers Joseph O'Donnell  
311 California Street, 10th Floor  
San Francisco, CA 94104-2695

**Re: Kensington Fire Station, Exterior Improvements & Site Accessibility Project**

Dear Mr. McGowan:

This correspondence is in response to your letter of December 17, 2010 regarding the above-referenced project addressed to Brenda J. Navellier, Administrator for the Kensington Fire Protection District. Your letter contains a request for documents pursuant to the California Public Records Act, and references authority regarding the duty of performance bond obligee to disclose certain information to the bond surety.

Our understanding is that Ms. Navellier will respond directly to the request for public documents in a separate correspondence, and this letter responds to the legal contentions in your December 17, 2010 letter. Initially, we appreciate your representation that Financial Pacific is interested in resolving this matter on an amicable basis. Indeed, the District has the same interest. However, we do not agree with your interpretation of the authority cited in your letter. Specifically, you imply that Financial Pacific Insurance Company's obligation on the performance bond may have been discharged because the District did not report the size of the differential in bid amounts on the project to Financial Pacific. In support of this contention, you cite *Sumitomo Bank of California v. Iwasaki* (1968) 70 Cal.2d 81, which references Restatement of Surety section 124, and discuss a duty of an obligee to disclose facts known by the obligee and unknown to the surety that increase the risk that the surety intended to assume. However, this case is not applicable to the above-referenced project and related performance bond, because Financial Pacific specifically undertook the risk that it would be liable for the \$268,364 penal sum of the bond when it issued the bond. Nothing regarding the amount of bids increased or decreased the risk that Financial Pacific could be liable for this amount, and there is no allegation that the District knew any information that would have made the actual default of the contractor likely. Indeed, the District carefully vetted the Kel-Tec, the principal on the performance bond, during the pre-qualification process and pre-contract discussions.



December 27, 2010  
VIA FAX 415/956-6457  
& U.S. MAIL

Joseph C. McGowan, Jr.  
ROGERS JOSEPH O'DONNELL  
311 California Street  
San Francisco, CA 94104

Re: Kensington Fire Station Exterior Improvements & Site Accessibility  
Financial Pacific Bond C913520  
California Public Records Act Request

Mr. McGowan,

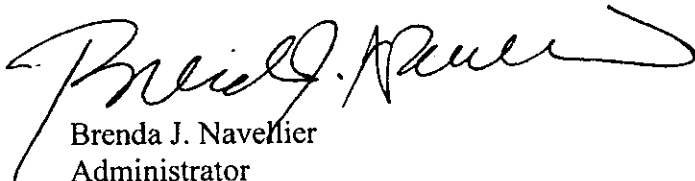
I am in receipt of your request for public documents from the Kensington Fire Protection District dated December 17, 2010 and received by this office on December 21, 2010.

Item 3 of your request, *All meeting minutes involving the District Board of Directors or any other District representatives, including its construction manager*; I am interpreting to mean Board of Directors meeting minutes, or other District representatives, that pertain to the above-referenced project only. If I am not correct in this interpretation, please clarify your request.

We will start preparation of the requested documents in January since the Kensington Fire Protection District administration office will be closed December 23<sup>rd</sup> through January 2<sup>nd</sup>. Since the District's office is only staffed part-time, it is my estimation that the documents that you have requested will be ready for your pick-up no later than Friday, January 14<sup>th</sup>. I will contact your office via telephone once the documents have been assembled.

Sincerely,

KENSINGTON FIRE PROTECTION DISTRICT



Brenda J. Navellier  
Administrator

xc: Matthew Lavrinets, Meyers Nave  
Joe Blanco, Mack5  
Janice Kosel, KFPD Board of Directors