

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

Date of Meeting: July 9, 2014
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

7:30 p.m.

CALL TO ORDER

Directors: Helmut Blaschczyk, Joe de Ville, Nina Harmon, Janice Kosel, and Laurence Nagel

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

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

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

CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of June 11, 2014 (APPROVE)

CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** June 2014 (ACCEPT)

CC 5. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #1** (APPROVE)

CC 6. **APPROVAL OF MONTHLY FINANCIAL REPORT.** May/June 2014 (APPROVE)

7. **FIRE CHIEF'S REPORT**

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

8. **PRESIDENT'S REPORT**

NEW BUSINESS

9. **PUBLIC HEARING:** Fire Hazard Abatement Hearing on the designation of properties containing fire hazards.

Prior to beginning the public hearing, the President will ask those in the audience having objections to the designation of their property as containing fire hazards to identify their property addresses.

Public Hearing Procedure: The President will open the public hearing and then:

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

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

Resolution 14-05 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner (ACTION)

10. Resolution 14-06 Authorizing the Purchase of a 1,500 gpm Type I Fire Apparatus with a Pre-Purchase of the Cab and Chassis from Hi-Tech Emergency Vehicle Services (ACTION)

11. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Blaschczyk):
- b. Public Safety Building (de Ville/Harmon):
- c. Education (Kosel):
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Next meeting July 21, 2014; LAFCO Election
- e. Diablo Fire Safe Council/Interface (Staff):

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, September 10, 2014, at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 9/10/14 is Wednesday, 8/27/14 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 9/3/14 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

CONSENT CALENDAR

**MINUTES OF THE JUNE 11, 2014 MEETING OF THE BOARD OF DIRECTORS
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Helmut Blaschzyk, Joe de Ville, Nina Harmon, Janice Kosel, Larry Nagel
 Staff: Chief Lance Maples, Manager Brenda Navellier

CALL TO ORDER:

President Kosel called the meeting to order at 7:30 p.m. and noted that all Directors except Director Harmon were present. In respect to El Cerrito City Manager, Scott Hanin, Kosel moved the agenda to Item 12 – El Cerrito Contract Fee Proposal.

NEW BUSINESS

El Cerrito Contract Fee Proposal for FY2014-2015: Kosel noted that the Finance Committee had reviewed the proposal at their May 28th meeting. The proposal is for an increase of 2.31% (\$2,415,339). Included with El Cerrito’s proposal is an annual cost percentage sheet beginning in 1996 and a cost per station comparison with other neighboring agencies. El Cerrito-Kensington runs the tightest ship in comparison to other agencies with Emeryville closest in comparison at \$150,000 higher. Hanin gave an overview of El Cerrito’s finances at the Finance Committee. Kosel noted that the firefighters gave up their contractual raises in both 2010 and 2012 and are being asked to do that again in 2014. That item is not finalized. The Kensington Board appreciates the firefighters generosity. There have been some cuts to the El Cerrito city budget but none to the Fire Department. Director Nagel made a motion to accept the fee proposal for FY14-15 as presented in the Board packet. Director Blaschzyk seconded the motion.

AYES: Blaschzyk, deVille, Kosel, Nagel
 NOES: None
 ABSTAIN: None
 ABSENT: Harmon

Director Harmon arrived. Hanin thanked the Board for approving the contract fee and stated that the contract works well for both agencies. Hanin reported that El Cerrito has asked all City employees to increase their contributions to their PERS retirement including the Fire Department even though they are in contract. The City currently has 15 vacancies through attrition; there have been no lay-offs. The City is considering a future ballot measure and believes its residents would rather pay a little more than cut services. Kosel said the Board values the relationship with the City and is very satisfied with service.

APPROVAL OF CONSENT ITEMS:

President Kosel called for the approval of the consent calendar (items 3, 4, 5, 6, 7, 8 & 9) consisting of approval of the minutes of the May 14, 2014 meeting, approval of the May incident activity report, approval of the monthly transmittal #12, approval of the monthly April/May 2014 financial report, approval of Resolution 14-01 establishing the appropriations limit for FY14-15, approval of Resolution 14-02 authorizing the County to collect the special tax for FY14-15, and Resolution 14-03 order the even-year Board of Directors election. Director Harmon made a motion to accept the consent calendar items. Director de Ville seconded the motion.

AYES: Blaschzyk, deVille, Harmon, Kosel, Nagel
 NOES: None
 ABSTAIN: None

ORAL COMMUNICATIONS:

Paul Dorrah expressed appreciation for the new proposed lease that is later on the agenda. He thanked the Board for lending a helping hand to the Community Services District.

CHIEF'S REPORT:

Chief Maples thanked the Board for the adoption of the annual contract fee. He stated that he enjoys being Fire Chief of both communities and thanked the Board for the opportunity.

Two engine companies responded to San Diego County in mid-May. Both Engine 372 and the OES 300 engine with a total of eight personnel responded from May 15th through 19th. Maples reviewed their actions at the fire scene. The fuel moisture is very low for May and fire season has arrived early. There were no damage to equipment or any injuries.

The Fire Chief's report included a letter from Mr. Shaner of Purdue Avenue regarding school district property. Maples has had extensive talks with school district personnel about the neighbor's concerns. The school district is currently surveying to confirm their property lines. Maples is confident that the district is going to make an effort in the area regarding vegetation management but he does not know that they are willing to remove the eucalyptus as some neighbors have requested.

The Kensington Public Safety Council is having a fuel reduction work party on 6/20, 6/21 and 6/22 in Kensington Park in conjunction with KPPCSD's Park Committee and KFPD. B/C Bond will attend.

PRESIDENT'S REPORT:

President Kosel stated she appreciated each Board member's comments to her regarding Manager Navellier's annual performance review. Kosel said that the Board recognizes their appreciation for Navellier's performance in the budget which will be addressed in New Business by slotting a 2.6% increase in her deferred comp benefit. Kosel said there was not a single negative comment received about the Manager's performance.

Kosel noted there was an article in the Outlook thanking the police department for the pharmaceutical drop-off that KFPD also participated in and has the expense burden. Kosel will ask Joel Koosed to correct the article.

The Kensington Property Owners Association will hold their annual meeting on Saturday, June 21st and Director Harmon will represent KFPD.

NEW BUSINESS CONT.:

Approval of Three-Year Lease with Kensington Police Protection and Community Services District: This is the District's first time discussing the matter in a public meeting. A majority of the Board agreed with KPPCSD's proposal to lease them space in the public safety building for \$1 a year for three years. Since the matter is just being taken up by KPPCSD's Board this month, the Fire District Board will vote tonight whether to have President Kosel sign the lease since it expires at the end of the month. The decision will not be unanimous and Kosel stated she intends to vote "no" on the matter. She believes each agency should be responsible for their own costs in the building. Kosel said she believes KPPCSD was getting a break at the \$30,000 rent rate considering the costs of maintaining the building. KPPCSD says they are having financial difficulties and the proposed lease will give them three years to straighten out their financial affairs. It is not KFPD's intention for the \$1 lease to continue after this three-year term. Director Nagel stated that KFPD checked with legal counsel and the CSDA on the legality of the proposed lease. Nagel said one district subsidizing another is not appropriate but this seems to be a special situation. He intends to vote "yes" but with serious reservations. Director Harmon made a motion to approve the three-year lease with KPPCSD for \$1 per year in the form that was included in the Board's packet and authorizing President Kosel to sign the lease assuming KPPCSD votes in favor at their meeting. Director de Ville seconded the motion.

AYES: Blaschzyk, deVille, Harmon, Nagel
NOES: Kosel
ABSTAIN: None

Auditor Recommendation and Fee Proposal for FY2013-2014 Audit Report: A proposal from Lamorena & Chang was included in the Board packet. The District held a comparison of fees and audit reports last year. Staff and the Finance Committee felt Lamorena & Chang had a superior product and competitive fees. The audit fee went up \$1,000 this year to a flat rate of \$13,000. Director Kosel made a motion to accept the proposal from Lamorena & Chang in the amount of \$13,000. Director Nagel asked for clarification on the peer review that was included in the proposal. He also noted a typographical error on the first page that should be struck. Director Nagel seconded the motion.

AYES: Blaschzyk, deVille, Harmon, Kosel, Nagel
NOES: None
ABSTAIN: None

Resolution 14-04 Adopting the Preliminary Revenue, Operating Expense, and Capital Improvement Budget for FY2014-2015: The Board approves the preliminary budget in June and adopts a final budget in September. Two possible items that could change the budget in September are the costs of the apparatus bay improvements and the possibility that the firefighters do not agree to open up their contract and forego their cost of living raise. Revenue is estimated at \$3.2 million and operating expense is \$3.1 million. Capital outlay is an additional \$652,000. A new Type I engine is \$632,000 of the capital outlay and has been saved for over the last 15 years. The new lease reduces revenue by \$31,000. The District has budgeted \$380,000 for water system improvements on Columbia. Attorney fees for FY13-14 to date are only \$2,400 though the District has budgeted \$30,000 in case of necessity. Retiree's benefit costs are down significantly to match the actuarial report required by CalPERS. The costs are prefunded through a CalPERS OPEB account. The District Manager is receiving a 2.6% cost of living increase to her retirement contribution, not to her wages. \$108,160 will be set aside for the public safety building based on costs over the last 20 years. Capital replacement funds will be reduced next year since the District is buying a new Type I. The District is projecting available cash of \$850,000 but the apparatus bay improvements have not been added yet. The District budgets very conservatively. Director Nagel proposed the approval of Resolution 14-04 adopting the preliminary revenue, operating expense and capital improvement budget for FY14-15. Director Harmon seconded the motion.

AYES: Blaschzyk, deVille, Harmon, Kosel, Nagel
NOES: None
ABSTAIN: None

BOARD REPORTS:

Finance Committee: The Committee met with Chief Maples and Scott Hanin on May 28, 2014. The minutes of the January 21, 2014 were included in the Board packet.

CSDA: The next meeting will be held on July 21, 2014. LAFCO representative Dwight Meadows passed away in May. He ran unopposed in April. Gordon Dakin of San Ramon Valley Fire plans on running again and the Board agreed Nagel should vote for Dakin.

Diablo Fire Safe Council: The County is updating the Contra Costa Fire Protection Plan. A link to the survey concerning this update is on DFSC's website. Chief Maples encouraged everyone to fill out the survey.

The Board will continue with regular meetings at 7:00 p.m. in the future.

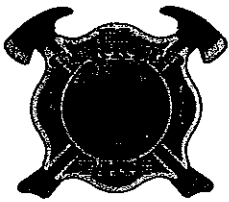
ADJOURNMENT: The meeting was adjourned at 8:14 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on July 9, 2014.

Attest:

Larry Nagel, Board Secretary



EL CERRITO FIRE DEPARTMENT

Memorandum

July 1, 2014

TO: Kensington Fire Protection District Board Members

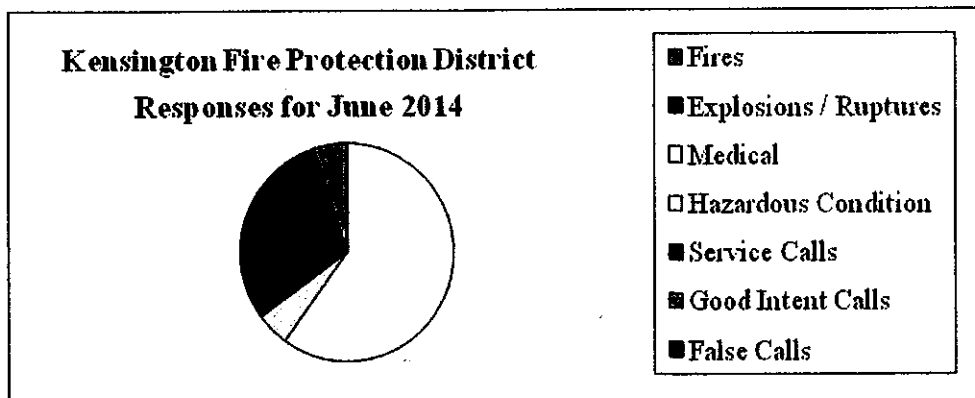
FROM: Laurence Carr, Battalion Chief

RE: Incident Activity Reports for the Month of June 2014

There were 20 incidents that occurred during the month of June in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for the calls that the Fire Department responded to this past month. Total calls for E65 was 40 in all districts.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
Fires	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
Explosions / Ruptures	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
Medical	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	12	60.00%
Hazardous Condition	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	5.00%
Service Calls	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	6	30.00%
Good Intent Calls	<i>(Cancelled En Route, Wrong Location)</i>	1	5.00%
False Calls	<i>(Wrong Company/Unit Dispatched)</i>	0	0.00%
Totals		20	100.00%



Kensington Fire Protection District Response Log for June 2014

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1401224	02-Jun-14 14:41:04	6 YALE CIR	Kensington	E65	522
2	1401234	03-Jun-14 15:18:50	831 COVENTRY DR	Kensington	E65	553
3	1401237	03-Jun-14 20:22:45	16 KENSINGTON CT	Kensington	E65	321
4	1401246	04-Jun-14 20:45:37	220 WILLAMETTE AVE	Kensington	E65	412
5	1401259	06-Jun-14 16:37:19	49 NORWOOD AVE	Kensington	E65	321
6	1401260	06-Jun-14 17:15:46	732 COVENTRY DR	Kensington	E65	321
7	1401269	07-Jun-14 19:49:17	16 KENSINGTON CT	Kensington	E65	553
8	1401272	08-Jun-14 16:10:43	225 LAKE DR	Kensington	E65	733
9	1401279	09-Jun-14 11:47:45	38 ARDMORE DR	Kensington	E65	321
10	1401304	11-Jun-14 19:11:50	16 KENSINGTON CT	Kensington	E65	553
11	1401321	13-Jun-14 12:28:45	EDWIN DR	Kensington	E65	522
12	1401331	15-Jun-14 15:36:49	ARLINGTON AVE	Kensington	E65	321
13	1401332	15-Jun-14 18:41:57	719 COVENTRY DR	Kensington	E65	321
14	1401342	17-Jun-14 02:14:33	425 BERKELEY PARK BLVD	Kensington	E65	321
15	1401349	18-Jun-14 01:31:21	91 ARLINGTON AVE	Kensington	E65	321
16	1401357	19-Jun-14 09:31:34	217 ARLINGTON AVE	Kensington	E65	321
17	1401382	22-Jun-14 12:16:49	56 KENYON AVE	Kensington	E65	321
18	1401395	23-Jun-14 20:19:06	217 ARLINGTON AVE	Kensington	E65	323
19	1401440	28-Jun-14 12:10:41	WELLESLEY AVE	Kensington	E65	322
20	1401450	29-Jun-14 12:09:15	419 COVENTRY DR	Kensington	E71	550

* See Attached Table for Incident Type Explanations

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

Kensington Fire Protection District Engine 65 Response Log for June 2014

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1401215	01-Jun-14 10:05:16	945 CONTRA COSTA DR	El Cerrito	E65	321
2	1401217	01-Jun-14 11:15:20	RIFLE RANGE RD	El Cerrito	E65	622
3	1401224	02-Jun-14 14:41:04	6 YALE CIR	Kensington	E65	522
4	1401230	03-Jun-14 09:00:58	783 BALRA DR	El Cerrito	E65	321
5	1401231	03-Jun-14 09:27:14	939 LEXINGTON AVE	El Cerrito	E65	321
6	1401234	03-Jun-14 15:18:50	831 COVENTRY DR	Kensington	E65	553
7	1401237	03-Jun-14 20:22:45	16 KENSINGTON CT	Kensington	E65	321
8	1401241	04-Jun-14 06:13:47	703 HANCOCK WAY	El Cerrito	E65	321
9	1401246	04-Jun-14 20:45:37	220 WILLAMETTE AVE	Kensington	E65	412
10	1401259	06-Jun-14 16:37:19	49 NORWOOD AVE	Kensington	E65	321
11	1401260	06-Jun-14 17:15:46	732 COVENTRY DR	Kensington	E65	321
12	1401269	07-Jun-14 19:49:17	16 KENSINGTON CT	Kensington	E65	553
13	1401272	08-Jun-14 16:10:43	225 LAKE DR	Kensington	E65	733
14	1401279	09-Jun-14 11:47:45	38 ARDMORE DR	Kensington	E65	321
15	1401291	10-Jun-14 16:09:24	7700 EUREKA AVE	El Cerrito	E65	321
16	1401294	10-Jun-14 23:40:14	7894 TERRACE DR	El Cerrito	E65	321
17	1401296	11-Jun-14 06:00:08	8524 ROBERTA DR	El Cerrito	E65	321
18	1401297	11-Jun-14 07:18:01	10810 SAN PABLO AVE	El Cerrito	E65	743
19	1401300	11-Jun-14 13:14:21	7115 C ST	El Cerrito	E65	743
20	1401304	11-Jun-14 19:11:50	16 KENSINGTON CT	Kensington	E65	553
21	1401309	12-Jun-14 10:31:24	880 BATES AVE	El Cerrito	E65	113
22	1401321	13-Jun-14 12:28:45	EDWIN DR	Kensington	E65	522
23	1401325	13-Jun-14 21:37:08	7315 ROCKWAY AVE	El Cerrito	E65	740
24	1401329	14-Jun-14 12:38:59	10203 SAN PABLO AVE	El Cerrito	E65	744
25	1401331	15-Jun-14 15:36:49	ARLINGTON AVE	Kensington	E65	321
26	1401332	15-Jun-14 18:41:57	719 COVENTRY DR	Kensington	E65	321
27	1401342	17-Jun-14 02:14:33	425 BERKELEY PARK BLVD	Kensington	E65	321
28	1401349	18-Jun-14 01:31:21	91 ARLINGTON AVE	Kensington	E65	321
29	1401357	19-Jun-14 09:31:34	217 ARLINGTON AVE	Kensington	E65	321
30	1401370	20-Jun-14 16:45:09	7757 TERRACE DR	El Cerrito	E65	321

31	1401382	22-Jun-14 12:16:49	56 KENYON AVE	Kensington	E65	321
32	1401386	23-Jun-14 06:14:30	WILDCAT CANYON DR/ ANZA VEIWR	Orinda	E65	142
33	1401395	23-Jun-14 20:19:06	217 ARLINGTON AVE	Kensington	E65	323
34	1401397	24-Jun-14 07:23:01	945 CONTRA COSTA DR	El Cerrito	E65	700
35	1401401	24-Jun-14 14:00:41	925 KING DR	El Cerrito	E65	553
36	1401403	24-Jun-14 17:51:06	805 KENSINGTON DR	El Cerrito	E65	522
37	1401412	25-Jun-14 15:07:55	1910 RALSTON AVE	Richmond	E65	653
38	1401426	26-Jun-14 15:25:18	TILDEN PARK	Berkeley	E65	356
39	1401429	27-Jun-14 11:43:27	1015 HAVENS PL	El Cerrito	E65	321
40	1401440	28-Jun-14 12:10:41	WELLESLEY AVE	Kensington	E65	322

* See Attached Table for Incident Type Explanations

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

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

		KENSINGTON FPD		PY/CY:
		TRANSMITTAL - APPROVAL		BATCH #:
		Invoices		DATE:
				LOCATION #:
				FILENAME:
				KENSINGTON
VENDOR NAME	DATE	DESCRIPTION	PLANT	AMOUNT
00982 Delta Dental	7/1/2014	BE000850771 Jul dental	7840 1061	1,189.07
01169 CalPERS	6/17/2014	014309095 Aug med	7840 1061	6,993.41
01634 Vision Service Plan	06/19/14	00102770001 Jul vision	7840 1061	330.22
02120 City of El Cerrito	07/01/14	Jul fire protection	7840 2328	197,136.98
Contra Costa County	06/09/14	FY14-15 LAFCO fees	7840 2490	1,796.45
TOTAL				207,446.13

Kensington FPD Approval
 Date: ___/___/___
 Date: ___/___/___

Kensington Fire Protection District
Balance Sheet
As of June 11, 2014

	Jun 11, 14
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	7,843.04
General Fund	587,609.29
Special Tax Fund	78,028.00
Capital Fund	4,996.77
Total Checking/Savings	678,677.10
Accounts Receivable	
Accounts Receivable	500.24
Advance on Taxes	101,791.84
Advance on Supplemental Taxes	33,659.44
Total Accounts Receivable	135,951.52
Other Current Assets	
Prepaid Services - EC	393,472.41
Prepaid CERBT - Retiree Trust	1,022,508.01
Investments	
Capital Replacement Funds	1,167,332.00
Fire Protect. Contract Reserves	2,360,834.00
Investments - Other	486,767.09
Total Investments	4,014,933.09
Total Other Current Assets	5,430,913.51
Total Current Assets	6,245,542.13
Fixed Assets	
Equipment	1,056,930.12
Accumulated Depreciation-Equip	-626,703.00
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-684,659.00
Current Capital Outlay	
Airpacks	15,561.45
Public Education	635.48
Computers/Furniture	1,471.45
Total Current Capital Outlay	17,668.38
Total Fixed Assets	1,766,342.80
Other Assets	
Suspense	191,890.88
Total Other Assets	191,890.88
TOTAL ASSETS	8,203,775.81
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	16,969.38
Total Accounts Payable	16,969.38
Other Current Liabilities	
EI Cerrito Service Contract Pay	393,472.41
Wages & PR Taxes Payable	1,239.00
Deferred Comp Payable	-0.01
Total Other Current Liabilities	394,711.40
Total Current Liabilities	411,680.78
Total Liabilities	411,680.78

Kensington Fire Protection District

Balance Sheet

As of June 11, 2014

	<u>Jun 11, 14</u>
Equity	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	1,535,196.38
Net Income	1,044,279.39
Total Equity	<u>7,792,095.03</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,203,775.81</u></u>

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

July 1, 2013 through June 11, 2014

	Jul 1, '13 - Jun 11, 14	Jul 1, '12 - Jun 11, 13	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,982,111.45	2,765,426.85	216,684.60	7.8%
Special Taxes	200,428.40	200,395.20	33.20	0.0%
Other Tax Income	28,107.19	19,160.86	8,946.33	46.7%
Lease Agreement	31,514.00	30,596.00	918.00	3.0%
Interest Income	5,477.02	5,865.03	-388.01	-6.6%
Salary Reimbursement Agreement	39,755.22	42,728.07	-2,972.85	-7.0%
Grant Revenue	0.00	101,590.39	-101,590.39	-100.0%
Miscellaneous Income	14,266.11	0.00	14,266.11	100.0%
Total Income	3,301,659.39	3,165,762.40	135,896.99	4.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,541.07	219.32	14.2%
Contra Costa County Expenses	31,874.90	30,964.03	910.87	2.9%
El Cerrito Contract Fee	1,967,361.75	2,168,351.79	-200,990.04	-9.3%
Water System Improvements	0.00	237,733.98	-237,733.98	-100.0%
Fire Abatement Contract	865.00	2,550.00	-1,685.00	-66.1%
Risk Management Insurance	11,910.00	10,200.00	1,710.00	16.8%
Professional Fees				
Accounting	3,056.19	2,246.33	809.86	36.1%
Actuarial Valuation	2,500.00	0.00	2,500.00	100.0%
State Mandated Claims Consult	0.00	550.00	-550.00	-100.0%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	2,555.28	1,809.46	745.82	41.2%
Total Professional Fees	20,111.47	16,605.79	3,505.68	21.1%
Wildland Vegetation Mgmt	8,330.00	8,417.00	-87.00	-1.0%
Total OUTSIDE PROFESSIONAL SER...	2,042,213.51	2,476,363.66	-434,150.15	-17.5%
RETIREE MEDICAL BENEFITS				
PERS Medical	51,265.00	48,189.96	3,075.04	6.4%
Delta Dental	6,578.00	6,165.00	413.00	6.7%
Vision Care	1,790.00	1,680.00	110.00	6.6%
Total RETIREE MEDICAL BENEFITS	59,633.00	56,034.96	3,598.04	6.4%
COMMUNITY SERVICE ACTIVITIES				
Public Education	7,715.98	6,741.80	974.18	14.5%
Comm. Pharmaceutical Drop-Off	1,304.94	1,147.82	157.12	13.7%
Vial of Life Program	114.27	75.90	38.37	50.6%
CERT Emergency Kits	3,173.19	0.00	3,173.19	100.0%
Open Houses	287.48	304.60	-17.12	-5.6%
Community Shredder	805.00	745.68	59.32	8.0%
Total COMMUNITY SERVICE ACTIVI...	13,400.86	9,015.80	4,385.06	48.6%
DISTRICT ACTIVITIES				
Firefighter's Apparel	616.75	822.15	-205.40	-25.0%
Firefighters' Expenses	1,940.32	4,977.72	-3,037.40	-61.0%
Engine Rescue Equipment	5,999.91	0.00	5,999.91	100.0%
Staff Appreciation	1,487.10	1,590.15	-103.05	-6.5%
Professional Development	3,178.28	1,518.12	1,660.16	109.4%
Building Maintenance				
Janitorial Service	1,242.55	1,096.26	146.29	13.3%
Medical Waste Disposal	2,411.35	6,681.08	-4,269.73	-63.9%
Building alarm	1,696.00	1,696.00	0.00	0.0%
Gardening service	1,690.00	720.00	970.00	134.7%
Miscellaneous Maint.	9,625.43	8,773.15	852.28	9.7%
Total Building Maintenance	16,665.33	18,966.49	-2,301.16	-12.1%
Building Utilities/Service				
Garbage	957.52	845.48	112.04	13.3%
Gas and Electric	7,456.03	6,638.33	817.70	12.3%
Water/Sewer	1,403.79	1,357.19	46.60	3.4%
Total Building Utilities/Service	9,817.34	8,841.00	976.34	11.0%
Election	0.00	384.10	-384.10	-100.0%
Memberships	6,519.00	5,126.00	1,393.00	27.2%
Office				
Office Expense	1,575.17	1,506.67	68.50	4.6%
Office Supplies	722.05	853.19	-131.14	-15.4%
Telephone	5,756.93	5,023.96	732.97	14.6%
Total Office	8,054.15	7,383.82	670.33	9.1%
Total DISTRICT ACTIVITIES	54,278.18	49,809.55	4,668.63	9.4%
Staff				
Wages	68,845.58	67,496.00	1,349.58	2.0%
Overtime Wages	541.54	1,115.04	-573.50	-51.4%
Medical/dental ins compensation	6,600.00	5,830.00	770.00	13.2%
Retirement Contribution	3,442.28	3,374.80	67.48	2.0%
Payroll Taxes	5,525.24	5,521.89	3.35	0.1%
Workers Compensation/Life Ins	1,612.11	1,263.52	348.59	27.6%
Payroll Processing	1,287.70	1,180.48	107.22	9.1%
Total Staff	87,854.45	85,781.73	2,072.72	2.4%

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

July 1, 2013 through June 11, 2014

	Jul 1, '13 - Jun 11, 14	Jul 1, '12 - Jun 11, 13	\$ Change	% Change
Contingency				
General	0.00	3,160.61	-3,160.61	-100.0%
Total Contingency	0.00	3,160.61	-3,160.61	-100.0%
Total Expense	2,257,380.00	2,679,966.31	-422,586.31	-15.8%
Net Ordinary Income	1,044,279.39	485,796.09	558,483.30	115.0%
Other Income/Expense				
Other Income				
Transfers In - Capital	2,455.00	193,455.00	-191,000.00	-98.7%
Transfers In - General	131,448.27	202,611.84	-71,163.57	-35.1%
Total Other Income	133,903.27	396,066.84	-262,163.57	-66.2%
Other Expense				
Transfers Out - Capital	2,448.27	2,611.84	-163.57	-6.3%
Transfers Out - Special	129,000.00	200,000.00	-71,000.00	-35.5%
Transfers Out - General	2,455.00	193,455.00	-191,000.00	-98.7%
Total Other Expense	133,903.27	396,066.84	-262,163.57	-66.2%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	1,044,279.39	485,796.09	558,483.30	115.0%

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

July 2013 through May 2014

	Jul '13 - May 14	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,980,621.67	2,765,000.00	215,621.67	107.8%
Special Taxes	200,428.40	200,395.00	33.40	100.0%
Other Tax Income	14,204.34	18,824.00	-4,619.66	75.5%
Lease Agreement	31,514.00	31,514.00	0.00	100.0%
Interest Income	5,477.02	6,000.00	-522.98	91.3%
Salary Reimbursement Agreement	39,755.22	44,600.38	-4,845.16	89.1%
Grant Revenue	0.00	54,934.00	-54,934.00	0.0%
Miscellaneous Income	14,266.11	0.00	14,266.11	100.0%
Total Income	3,286,266.76	3,121,267.38	164,999.38	105.3%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,760.39	1,620.00	140.39	108.7%
Contra Costa County Expenses	31,874.90	32,483.00	-608.10	98.1%
El Cerrito Contract Fee	1,967,361.75	2,164,097.87	-196,736.12	90.9%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Fire Abatement Contract	865.00	8,000.00	-7,135.00	10.8%
Risk Management Insurance	11,910.00	10,600.00	1,310.00	112.4%
Professional Fees				
Accounting	3,056.19	4,125.00	-1,068.81	74.1%
Actuarial Valuation	2,500.00	3,500.00	-1,000.00	71.4%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	2,555.28	27,500.00	-24,944.72	9.3%
Total Professional Fees	20,111.47	47,125.00	-27,013.53	42.7%
Wildland Vegetation Mgmt	8,330.00	10,000.00	-1,670.00	83.3%
Total OUTSIDE PROFESSIONAL SER...	2,042,213.51	2,283,925.87	-241,712.36	89.4%
RETIREE MEDICAL BENEFITS				
PERS Medical	46,992.92	46,992.88	0.04	100.0%
Delta Dental	6,013.33	6,013.37	-0.04	100.0%
Vision Care	1,790.00	1,640.87	149.13	109.1%
Total RETIREE MEDICAL BENEFITS	54,796.25	54,647.12	149.13	100.3%
COMMUNITY SERVICE ACTIVITIES				
Public Education	7,715.98	11,916.63	-4,200.65	64.7%
Comm. Pharmaceutical Drop-Off	1,304.94	3,000.00	-1,695.06	43.5%
Vial of Life Program	114.27	250.00	-135.73	45.7%
CERT Emergency Kits	3,173.19	3,000.00	173.19	105.8%
Open Houses	287.48	1,000.00	-712.52	28.7%
Community Shredder	805.00	1,000.00	-195.00	80.5%
Total COMMUNITY SERVICE ACTIVITI...	13,400.86	20,166.63	-6,765.77	66.5%
DISTRICT ACTIVITIES				
Firefighter's Apparel	616.75	1,600.00	-983.25	38.5%
Firefighters' Expenses	1,940.32	5,000.00	-3,059.68	38.8%
Engine Rescue Equipment	5,999.91	6,000.00	-0.09	100.0%
Staff Appreciation	1,487.10	2,500.00	-1,012.90	59.5%
Professional Development	3,123.38	5,125.00	-2,001.62	60.9%
Building Maintenance				
Janitorial Service	1,137.55	1,375.00	-237.45	82.7%
Medical Waste Disposal	2,411.35	6,627.50	-4,216.15	36.4%
Building alarm	1,696.00	1,900.00	-204.00	89.3%
Gardening service	1,570.00	1,375.00	195.00	114.2%
Miscellaneous Maint.	9,625.43	11,000.00	-1,374.57	87.5%
Total Building Maintenance	16,440.33	22,277.50	-5,837.17	73.8%
Building Utilities/Service				
Garbage	957.52	885.00	72.52	108.2%
Gas and Electric	6,675.15	6,416.63	258.52	104.0%
Water/Sewer	1,098.95	1,350.00	-251.05	81.4%
Total Building Utilities/Service	8,731.62	8,651.63	79.99	100.9%
Election	0.00	0.00	0.00	0.0%
Memberships	6,519.00	6,000.00	519.00	108.7%
Office				
Office Expense	1,575.17	3,208.37	-1,633.20	49.1%
Office Supplies	615.80	2,291.63	-1,675.83	26.9%
Telephone	5,756.93	5,312.12	444.81	108.4%
Total Office	7,947.90	10,812.12	-2,864.22	73.5%
Total DISTRICT ACTIVITIES	52,806.31	67,966.25	-15,159.94	77.7%
Staff				
Wages	68,845.58	68,846.25	-0.67	100.0%
Overtime Wages	541.54	2,383.37	-1,841.83	22.7%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	6,600.00	6,600.00	0.00	100.0%
Retirement Contribution	3,442.28	3,442.12	0.16	100.0%
Payroll Taxes	5,525.24	6,210.50	-685.26	89.0%
Workers Compensation/Life Ins	1,612.11	1,500.00	112.11	107.5%
Payroll Processing	1,235.30	1,155.00	80.30	107.0%
Total Staff	87,802.05	90,137.24	-2,335.19	97.4%

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

July 2013 through May 2014

	Jul '13 - May 14	Budget	\$ Over Budget	% of Budget
Contingency				
General	0.00	25,000.00	-25,000.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	25,000.00	-25,000.00	0.0%
Total Expense	2,251,018.98	2,541,843.11	-290,824.13	88.6%
Net Ordinary Income	1,035,247.78	579,424.27	455,823.51	178.7%
Other Income/Expense				
Other Income				
Transfers In - Capital	2,455.00			
Transfers In - General	131,448.27			
Total Other Income	133,903.27			
Other Expense				
Transfers Out - Capital	2,448.27			
Transfers Out - Special	129,000.00			
Transfers Out - General	2,455.00			
Total Other Expense	133,903.27			
Net Other Income	0.00			
Net Income	1,035,247.78	579,424.27	455,823.51	178.7%

CHIEF'S REPORT

**KENSINGTON FIRE PROTECTION DISTRICT
MEMORANDUM**

July1, 2014

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Tri-City Safety Day

The annual Tri-City Safety Day will be Saturday, September 20, 2014 from 11:00 a.m. to 3:00 p.m. at the El Cerrito Plaza. We encourage everyone to come out and see Special Guest Appearances by "Sparky the Fire Dog", "Smoky Bear", "Pluggie" the Fire Hydrant and "McGruff the Crime Dog". This is a great event for the whole family and gives children a chance to see our Fire Department's equipment and much more.

Wildfire Protection Plan Update

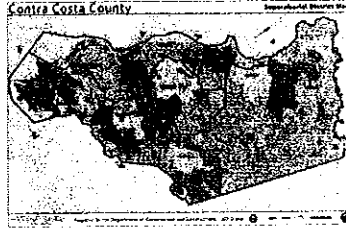
The Diablo FireSafe Council is helping to update the Contra Costa County Community Wildfire Protection Plan (CWPP) to reduce the impact of wildfire on communities in Contra Costa County.

DFSC is working with community members and agency partners to update the existing Contra Costa County plan adopted in 2009. It is expected that the updated Plan will be completed before the end of the calendar year.

We currently have a link on the City website to the DFSC website where residents can participate in a survey and learn more about the update process. Their website is: http://www.diablofiresafe.org/cococo__CWPP_planning_process_0214.html

The next step will be the release of the public draft plan in early August. Anyone who is interested in being on the direct circulation list can contact Cheryl Miller, Executive Coordinator of the Diablo Fire Safe Council at DFSCMiller@comcast.net.

DIABLO FIRE SAFE COUNCIL
Contra Costa County
CWPP Update
Community Wildfire Protection Plan



Help update the

Contra Costa County Community Wildfire Protection Plan

With a summer of drought ahead it's time now to prepare for wildfires.
Help update the community wildfire protection plan for Contra Costa County.

We want your input on wildfire risks and hazards.

Share your concerns and local knowledge

Give us your opinion on recommended strategies to reduce risks.

A Community Wildfire Protection Plan (CWPP) is a collaboratively developed plan that identifies wildland fire hazards, prioritizes ways to reduce those hazards and recommends measures for homeowners and communities to reduce ignitability of structures. The Diablo Fire Safe Council is working with local fire departments, agencies, homeowner groups and others to update the 2009 Contra Costa County CWPP.

Participate in our survey at

app.fluidsurveys.com/s/CommunitySurvey1CoCoCoCWPPUpdate/

Share your knowledge, test your wildfire awareness and learn more about what you can do to reduce the threat of wildfire.

For more information contact

Cheryl Miller, (510) 282-1265 or email DFSCMiller@comcast.net

Visit our website for the latest updates. www.diablofiresafe.org



NEW BUSINESS

AGENDA BILL

Subject: Annual Fire Hazard Abatement

Initiated by: Michael J. Bond, Fire Marshal
David Ciappara, Fire Prevention Officer

BACKGROUND

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

ANALYSIS/DISCUSSION

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

1. The El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined hazards that must be abated. Pursuant to these code sections, hazards are defined as weeds, rubbish, litter or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the boundaries of the District.
2. Notice was sent by mail that the Fire District has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to ordering the Fire Chief or his designee to perform abatement.
3. At the July 9th, 2014 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the July 9th, 2014 hearing, a second and final notice shall be sent to each property owner prior to abatement. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the

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

5. Sometime between August 25th, 2014 and September 5th, 2014, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.
6. After September 5th, 2014, the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on September 10th, 2014 the Board of Directors of the Fire District shall receive and consider the written staff report on abatement actions taken by the District and shall hear any objections from the property owners liable to be assessed for the abatement. The Board of Directors may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
8. After Board of Directors confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

FINANCIAL CONSIDERATIONS

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

LEGAL CONSIDERATIONS

The Fire District's Attorney has reviewed and approved the process.

The Fire Hazard Abatement Program is exempt from California Environmental Quality Act (CEQA) pursuant to sections 15304 and 15308 or the CEQA Guidelines. Therefore, no further CEQA review is required.

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District authorize through the adoption of Resolution 14-05 the initiation of the abatement process by declaring weeds, rubbish, litter, and other flammable material on specific parcels of property within District boundaries as public nuisances, which must be abated.

Reviewed by: Michael J. Bond, Fire Marshal

ATTACHMENTS

Resolution 14 -05

Resolution List of Address's and APN #'s

July 9th, 2014

Fire Hazard Letter from the Fire Marshal

June 3rd, 2014

Notice to Destroy

June 3rd, 2014

Fire Marshal's Letter of Declared Fire Hazard

July 10th, 2014

Kensington Vegetation Standards

Weed Inspection Form

RESOLUTION 14-05

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

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

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

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

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

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

BE IT FURTHER RESOLVED that the notice shall state that a public hearing shall be held on September 10, 2014 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board shall receive a written staff report on abatement actions and any objections shall be heard from the property owners identified in Exhibit A liable to be assessed for the abatement.

Page Two
Resolution 14-05
July 9, 2014

The foregoing resolution was duly and regularly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 9th Day of July 2014, by the following vote of the Board:

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

Janice Kosel, President

ATTEST:

Larry Nagel, Secretary

Resolution 14-05
Exhibit "A"

<u>Site Address</u>	<u>Parcel No.</u>	<u>Property Owner</u>
15 ARLINGTON AVE	572-026-018	BROWN, MONIKA
90 ARLINGTON AVE	572-190-013	YAMATE, AILEEN TRUST
159 ARLINGTON AVE	572-150-017	KOCHER, MATTHEW
9 ARLMONT DR	572-032-012	MCWILLIAMS, JAMES
18 BEVERLY RD	571-211-004	MCCARTHY, KEVIN & KATHRYN
239 CAMBRIDGE AVE	570-091-007	GALLEGOS, JOAN K
257 CAMBRIDGE AVE	570-130-012	ADAMS, CHARLES D
285 COLGATE AVE	570-203-012	WILLIAMS, BENETTE K
59 EDGECROFT RD	571-060-009	HOOVER, WILFORD G & ANNA C
15 GARDEN DR	572-070-020	MIURA, TAKUJI & YOSHIHIRO
262 GRIZZLY PEAK BLVD	570-222-017	SCOTT, JANET L
24 HIGHGATE CT	572-181-005	CROMPTON, RICHARD
5 HIGHLAND BLVD	572-014-004	KUMAR, SUNARRJAN & VIJAYA
273 LAKE DR	570-222-007	RUEGG, LEEANNE F
VACANT LOT #1 (LOS ALTOS DR)	570-251-021	FLYING DRAGON INTL, LLC
VACANT LOT #2 (LOS ALTOS DR)	570-251-020	WANG, RONG
1635 OAK VIEW AVE	571-300-024	GALLANTZ, MICHAEL
421 OCEAN VIEW AVE	571-270-021	MCCOSKER, RANDY & FRANCES
131 PURDUE AVE	572-070-013	NAFTZGER, HOWARD J
133 PURDUE AVE	572-070-014	NAFTZGER, HOWARD J
25 SUNSET DR	572-181-020	LUKA, PIA & GABOR
266 WILLAMETTE AVE	570-172-012	VANSELOW, LAWRENCE & JOHN
220 YALE AVE	570-042-020	CENTRAL CAPITAL GROUP INC

KENSINGTON FIRE PROTECTION DISTRICT

c/o EL CERRITO FIRE DEPARTMENT

10900 San Pablo Avenue

El Cerrito, CA 94530

(510) 215-4450

FAX (510) 232-4917

June 3, 2014

Dear Kensington Property Owner:

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

Beginning July 7, 2014, the Fire District will be conducting a re-inspection of your property to evaluate if it meets our vegetation management standards. If your property meets the standards you will be removed from our list of non-compliant properties and will not be subject to further abatement actions.

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

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

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

Sincerely,

Michael J Bond

Michael J. Bond
Fire Marshal

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

June 3, 2014

To: [OWNER NAME]
[OWNER ADDRESS], [OWNER CITY] [OWNER STATE] [OWNER ZIP]
Re: [SITE ADDRESS], [SITE CITY], [SITE STATE], [SITE ZIP]
Parcel Number: [SITE APN]

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

Notice is hereby given that on the **3rd day of June, 2014**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

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

If you have any objections to the designation of your property as a public nuisance or to the proposed removal of the weeds, rubbish, refuse and other flammable material from your property by the Kensington Fire Protection District, you are hereby notified of the Kensington Fire Protection District, Board of Directors Meeting and may attend this meeting to be held on **July 9, 2014 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California**. At this meeting, your objections will be heard and given due consideration.

At the conclusion of this meeting, the Board of Directors may order the Fire Chief or designee to abate the public nuisance condition on your property. The Fire District shall perform this removal directly or through private contract sometime between **August 25, 2014 and September 5, 2014**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

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

Michael J Bond

Michael J. Bond
Fire Marshal

KENSINGTON FIRE PROTECTION DISTRICT

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

July 10, 2014

To: [OWNER NAME]
[OWNER ADDRESS], [OWNER CITY] [OWNER STATE] [OWNER ZIP]
Re: [SITE ADDRESS], [SITE CITY], [SITE STATE], [SITE ZIP]
Parcel Number: [SITE APN]

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

On **July 9, 2014**, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the July 9, 2014 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and manner of ordinary municipal taxes.

You will not receive any further notices from the District prior to this removal. The District shall perform this removal either through its own staff or through private contract sometime between **August 25, 2014 and September 5, 2014**. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on **September 10th, 2014 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California**. At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing.

If you have any questions, contact the Fire Department at 10900 San Pablo Avenue, El Cerrito, CA 94530. The phone number is (510) 215-4457.

Michael J Bond

Michael J. Bond
Fire Marshal

Kensington Fire Protection District Fire Hazard Reduction Program

I. INTRODUCTION

A. Purpose of Vegetation Management Standards

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

Almost the entire community of Kensington is considered to be a wildland intermix area which increases the community's risk of loss from devastating fire. These areas have been identified by the California Department of Forestry (CDF) and the Kensington Fire Protection District as a Very High Fire Hazard Severity (VHFHS) Zone. As specified by State Law AB 337, property owners within these zones must take special precautions with their property, including vegetation management, to reduce the risk of fire.

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

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

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

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

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

B. Fire Safe Vegetation Management Concepts

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

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

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

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

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

C. Process

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

II. FIRE HAZARD REDUCTION GUIDELINES

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

A. Hazard Zones

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

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

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

B. Ornamental Landscaping

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

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

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

C. Vegetation Management Standards

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

1. **Properties within VHFHS Zone:**

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

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

2. **Properties outside VHFHS Zone:**

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

3. **Vegetation Management Standards for Firebreaks:**

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

4. **Vegetation Management Standards for Fuel Breaks:**

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

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

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

D. Planting Considerations

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

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

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

E. Structural Fire Safety

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

III. GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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



**EL CERRITO FIRE DEPARTMENT
KENSINGTON FIRE PROTECTION DISTRICT**



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

_____ Fire Hazard Abatement Inspection

Owner/Tenant

Site Address

City

State

Zip Code

Legal Propety Owner

Mailing Address

City

State

Zip Code

YOUR PROPERTY IS NOT IN COMPLIANCE WITH THE FIRE CODE.
YOU MUST COMPLETE THE FOLLOWING REQUIREMENTS:

FIRE BREAK (ELIMINATE)

Within 30' of a structure

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

FUEL BREAK (REDUCE)

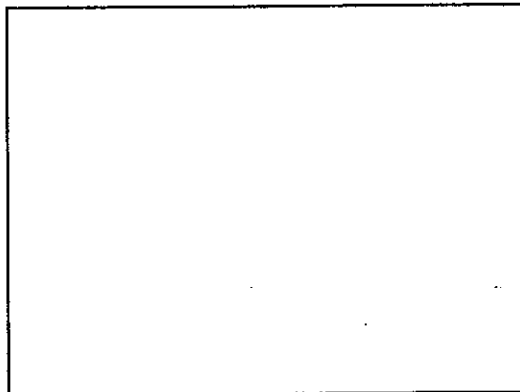
30' - 100' from structure

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

Both Fire Break & Fuel Break Requirements:

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

COMMENTS:



FIELD			
OFFICE			
OFFICE			
TOTAL			

Inspector

Date



Item No. 10

AGENDA BILL

Date: July 9, 2014
To: Kensington Fire Protection District Board of Directors
From: Lance Maples: Fire Chief
Subject: **Replacement of Engine 65**

BACKGROUND

In 1999, the Board of Directors authorized the purchase of a new 1,500 gpm Type I pumper from Hi-Tech Emergency Vehicle Services (Hi-Tech) in Oakdale, California to replace a 1983 pumper that had been in front line service for over 16 years and was experiencing increased maintenance and repair costs and no longer met the safety recommendations and guidelines set forth by the National Fire Protection Agency (NFPA). The engine that was purchased was delivered in 2000 and is now 14 years old and is experiencing increased maintenance costs. Due to the normal lead times for this specialty built vehicle, delivery is estimated to be in mid 2015 at which time the current engine will have seen 15 years of hard, front line service.

ANALYSIS/DISCUSSION

The Kensington Fire Protection District strives to meet current NFPA guidelines and industry standards for managing its apparatus fleet which recommends that front line fire engines be replaced after 15 years or sooner depending on maintenance and reliability. The Kensington community with its tight turns, surface drainage dips and hills and call volume over the years has taken its toll on the current 2000 Type I pumper.

While still a reliable apparatus, it has experienced two blown head gaskets in the last few years, had a turbo charger failure and is experiencing heating issues on extremely warm days. The engine has started to lose power due to the severe duty causing it to be underpowered in the hills and no longer meets the current emission requirements to limit green-house gasses.

With the consideration of the new engine, new technology and equipment is being proposed to be included in this purchase to make this unit state of the art for the next 15 years. This includes a more powerful engine, independent front suspension to handle the turns and road surfaces, LED lighting, anti-roll protection with integrated front and side air bags for increased safety and a rear view camera for backing up. New equipment that is being added is 5" large diameter hose for increased water supply management and hydraulic rescue tools to assist in all types of rescues.

Careful consideration has been given to design this new apparatus to conform to the Department's standard layout, meet the requirements of providing Advanced Life Support as well as fire suppression for both structural and vegetation in this heavily "Urban Interfaced" community, mobility on the narrow

roads and power to negotiate the hills all the while providing a highly reliable apparatus and safety for the agency's personnel.

FINANCIAL CONSIDERATIONS

The current 2014/15 budget for the Kensington Fire Protection District has appropriated \$632,000 for this purchase. It should be noted that the cost of this piece of apparatus is \$515,379 and that this does not include the needed equipment that will be carried on this unit. The cost of this equipment will be included in the final purchase price not to exceed \$632,000. It is anticipated that it will take approximately 365 days for build-up and delivery of the unit.

LEGAL CONSIDERATIONS

The process of obtaining proposals through the cooperative purchase process based on competitive bids through the City of San Jose Fire Department for the purchase of the fire engine insures that the Fire District is receiving a fair price and reduces the administrative cost for the Fire District by not having to seek their own bids or requests for proposals. This process has been used by the Fire District since 1973 and has proven cost effective in being able to share in the discounts to other agencies for their multi-unit orders. Furthermore, it allows the Fire District to maintain their standardization on Hi-Tech apparatus that has been realized since 1995 by the Fire District's personnel.

RECOMMENDATION

Staff recommends that the Kensington Fire Protection District Board of Directors authorize through the adoption of Resolution 14-06 the Fire Chief to negotiate through the Cooperative Purchase process the purchase of a new 1,500 gpm Type I fire engine to replace the existing apparatus.

Reviewed by:  _____
Lance Maples, Fire Chief

ATTACHMENTS

Fire District Specifications
Copy of the Bid Results for the City of San Jose
Copy of the City of San Jose Purchase Order to Hi-Tech EVS



MEMORANDUM

Date: July 9, 2014
To: Kensington Fire Protection District Board of Directors
From: Lance Maples: Fire Chief
Subject: City of San Jose Bid Results

In July of 2013, the City of San Jose issue Request for Proposal 13-14-44 on behalf of the San Jose Fire Department for the purchase of Two (2) 1,500 gpm Type I engines with an option to renew the contract on a yearly basis. Four proposal were submitted for review a follows;

Pierce Manufacturing:	\$616,054.00 ea.
Kovatch Mobile Equipment:	\$578,059.00 ea.
Rosenbauer:	\$519,988.00 ea.
Hi-Tech Emergency Vehicle Services:	\$515,379.00 ea.

The proposal was awarded to Hi-Tech Emergency Vehicle Services as the lowest most responsible bidder and a purchase order issued on July 17, 2014 for two engines and then renewed on January 30, 2014 for three additional engines.

Reviewed by: 
Lance Maples, Fire Chief



PURCHASE ORDER NUMBER: PO 77163



CITY OF SAN JOSE
CAPITAL OF SILICON VALLEY
TO:
HI TECH EMERGENCY VEHICLE
VEHICLE SERVICE
444 W GREGER ST
OAKDALE CA 95361

DATE	07/17/13	EXPIRATION DATE	06/30/14	BUYER	Jay Coleman 408-535-7057
DELIVERY ADDRESS	CSJ/PW FLEET BUILDUP 1661 SENTER RD, BLDG F SAN JOSE, CA 95112				
INVOICE ADDRESS	CSJ/PUBLIC WORKS - FISCAL 200 EAST SANTA CLARA STREET 5 th FL SAN JOSE CA 95113				

LINE	QTY.	UNIT	DESCRIPTION OF ARTICLES OR SERVICES	SHIP VIA	DESTINATION	F.O.B.	GROUND	VENDOR CONTACT	AMOUNT
1	2	EA	NEW 1500 GPM FIRE ENGINES						1,030,758.00
2	24	HR	TRAINING: OPERATION AND MAINTENANCE						1,719.00
3	8	HR	TRAINING: TECHNICIAN						574.00
4	1	EA	SOFTWARE SUBSCRIPTION						3,576.00
5	2	EA	OPTION: EXTERIOR ACCESS COMPARTMENTS BEHIND DRIVER & CAPTION POSITION SEATS.						6,494.00
SPECIFICATIONS/REQUIREMENTS PER CITY OF SAN JOSE REF 12-13-44 HEREBY INCORPORATED BY REFERENCE HEREIN. PRICING PURSUANT TO HI-TECH EMERGENCY VEHICLE SERVICE'S RESPONSE, DATED 6/11/13. DEPT CONTACT: DAN SUNSERI 408-975-7266 BILLING CONTACT: LISA REBELLO 408-975-7274 VENDOR CONTACT: DAN BURCH 209-847-3042 VENDOR EMAIL: DANBURCH@TECHVEHS.COM NO PREVIOUS OP / RQ 18086 / CC 005335									
Sales Tax									91,072.46
TOTAL									1,134,193.46

The complete contract shall consist of this Purchase Order, Attachment A, Terms and Conditions attached hereto, plus all of the applicable attachments checked below. In the event of a conflict between Attachment A, Terms and Conditions and the terms and conditions contained in any other attachment hereto or incorporated by reference herein, the terms and conditions of the attachment shall control.

Additional attachments (check attachments)
 Labor Compliance Addendum
 Scope of Services/Work
 Other

This Purchase Order must be signed by the Director of Finance or the Director's authorized designee. No changes are authorized without a signed request by the City of San Jose, CA. Approved by: *Mark Giovannielli*
 Date: 2013.10.11 14:18:5700
 govannem@sanjoseca.gov, csUS

Director of Finance or authorized designee

OUT-OF-STATE-VENDORS:
DO NOT CHARGE SALES TAX ON THIS PURCHASE. THE CITY OF SAN JOSE WILL PAY ALL APPLICABLE SALES/TAX DIRECTLY TO THE STATE OF CALIFORNIA.



PO 77462

PURCHASE ORDER NUMBER:

PO 77462



CITY OF SAN JOSE
 CAPITAL OF SILICON VALLEY

TO: HI TECH EMERGENCY VEHICLE
 VEHICLE SERVICE
 444 W GREGER ST
 OAKDALE CA 95361

DATE 01/30/14		EXPIRATION DATE 12/31/14		BUYER P. Louangrath 408-535-7058			
DELIVERY ADDRESS CSJ/PW FLEET BUILDUP 1661 SENTER RD, BLDG F SAN JOSE, CA 95112		INVOICE ADDRESS CSJ/PUBLIC WORKS - FISCAL 200 EAST SANTA CLARA STREET 5th FL SAN JOSE CA 95113					
VENDOR NO. 23239		PAYMENT TERMS NET 30		SHIP VIA SURFACE			
F.O.B. DEST PREPAID		VENDOR CONTACT DAN BURCH					
LINE	QTY.	UNIT	DESCRIPTION OF ARTICLES OR SERVICES			UNIT PRICE	AMOUNT
1	3	EA	1500 GPM FIRE ENGINES			515,379.00	1,546,137.00
2	3	EA	OPTION: EXTERIOR ACCESS COMPARTMENTS BEHIND DRIVER & CAPTION POSITION SEATS			3,247.00	9,741.00
3	3	EA	CHANGES AND OPTIONS PER CHANGE ORDER 01-01102014			4,441.00	13,323.00
<p>ALL SPECIFICATIONS/REQUIREMENTS PER CITY OF SAN JOSE RFB 12-13-14 HEREBY INCORPORATED BY REFERENCE HEREIN. PRICING PURSUANT TO HI-TECH EMERGENCY VEHICLE'S RFB RESPONSE DATED 06/11/13 AND CHANGE ORDER 01-01102014 DATED 01/10/2014.</p> <p>DEPT CONTACT: DON SUNSERI 408-975-7131 BILLING CONTACT: LISA REBELLO 408-975-7274 VENDOR CONTACT: DAN BURCH 209-847-3042 VENDOR EMAIL: DAN@HITECHEVS.COM</p> <p>PREV OP 77163 / RQ 18619 / CC 005335-</p>							
Sales Tax							137,305.09
TOTAL							1,706,506.09

The complete contract shall consist of this Purchase Order, Attachment A Terms and Conditions attached hereto, plus all of the applicable attachments checked below. In the event of a conflict between Attachment A Terms and Conditions and the terms and conditions contained in any other attachment hereto or incorporated by reference herein, the terms and conditions of the attachment shall control.

Additional attachments (check attachments)

___ Labor Compliance Addendum
 ___ Scope of Services/Work
 ___ Other

This Purchase Order must be signed by the Director of Finance or the Director's authorized designee. No changes are authorized without a signed request from the City of San Jose.

Mark Giovanni
 Mark Giovanni, City of San Jose, Purchasing, email: mark.giovanni@sanjoseca.gov, c-415-350-3333, 350-3333

Director of Finance or a authorized designee

OUT-OF-STATE-VENDORS:
 DO NOT CHARGE SALES TAX ON THIS PURCHASE. THE CITY OF SAN JOSE WILL PAY ALL APPLICABLE SALES/USE TAX DIRECTLY TO THE STATE OF CALIFORNIA.

RESOLUTION 14-06

RESOLUTION OF THE BOARD OF DIRECTORS OF THE KENSINGTON FIRE PROTECTION AUTHORIZING THE PURCHASE OF A 1,500 GPM TYPE I FIRE APPARATUS WITH A PRE-PURCHASE OF THE CAB AND CHASSIS FROM HI-TECH EMERGENCY VEHICLE SERVICES IN OAKDALE, CA.

WHEREAS, the Kensington Fire Protection District purchased a 1,500 gpm Type I fire apparatus in 2000; and

WHEREAS, the 2000 Type I engine has served the community well, but due to age and increased maintenance costs, should be removed from front line service; and

WHEREAS, the Fire District may obtain a fire apparatus suitable to identified needs through a "Cooperative Purchase" to the City of San Jose Fire Department Hi-Tech competitive bid process; and

WHEREAS, by using the "Cooperative Purchase" process, the Fire District will realize the savings attributed to a multi-unit order and the administrative savings of not having to process a separate Request for Proposal;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Kensington Fire Protection District authorizes the Fire Chief to negotiate the cooperative purchase of one Hi-Tech E.V.S. 1,500 gpm Type I engine through the City of San Jose cooperative purchase process to be built to the Fire Districts specifications attached herewith for a cost not to exceed \$632,000 including tax and license.

BE IT FURTHER RESOLVED that the Board of Directors authorizes the pre-purchase of the cab, chassis and pump at a fixed cost of \$290,000 and to be deducted from the total purchase price.

I CERTIFY that the foregoing resolution was duly and regularly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 9th day of July 2014, by the following vote of the Board:

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

IN WITNESS of this action, I sign this document

Janice Kosel, President

ATTEST:

Larry Nagel, Secretary

BOARD REPORTS

Date: 07/02/2014 [03:19:43 PM]
From: Lou Ann Texeira <LTexe@lafco.cccounty.us>
To: Lou Ann Texeira <LTexe@lafco.cccounty.us>
Cc: Kate Sibley <ksib1@lafco.cccounty.us>
Subject: UPDATE - Election to Fill Special District Vacancy on LAFCO

Good Morning,

Thanks to those districts which have provided LAFCO with the names of their voting delegates (see attached list). If you have not already done so, please send us the name of your voting delegate, as we do not currently have a quorum. Without a quorum, we cannot conduct the election on July 21.

Also, we were recently notified that one of the candidates - Gordon Dakin (San Ramon Valley Fire Protection District) - has withdrawn from the election.

The remaining four candidates are as follows:

- Robert Amrine, Bethel Island Municipal Improvement District
- Steve Anderson, Moraga Orinda Fire District
- George Schmidt, West County Wastewater District
- Igor Skaredoff, Contra Costa Resource Conservation District

If you have any questions, please contact us by email or at 925-335-1094.

Thanks again and have a fun and safe July 4th!



To the Kensington Fire crew,

Thank you for coming to help me when I fell on April 11th. You were all so kind. Here is a small token of my appreciation.

Sincerely, *Debra Egan*

for all you do...

Thank You