

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

Date of Meeting: February 9, 2011
Time of Meeting: 7:00 p.m.
Place of Meeting: Kensington Community Center
59 Arlington Avenue, Kensington, CA 94707

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

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

7:00 p.m. CALL TO ORDER

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

1. OATH OF OFFICE FOR JOSEPH DE VILLE

2. RECESS INTO CLOSED SESSION:

Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to subdivision (c) of Section 54956.9: (one case)

Approx.
7:30 p.m.

RECONVENE REGULAR BOARD MEETING and Report Out of Any Reportable Action Taken in Closed Session

3. ADOPTION OF CONSENT ITEMS. Items 5, 6 & 7

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

4. 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 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** January 2011 (ACCEPT)

CC 6. **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #8** (APPROVE)

CC 7. **APPROVAL OF MONTHLY FINANCIAL REPORT.** December 2010/January 2011 (APPROVE)

8. 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 11-01 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner (ACTION)

9. FIRE CHIEF'S REPORT

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

10. PRESIDENT'S REPORT

- a. Committee Assignments

NEW BUSINESS

11. Review and Acceptance of FY09-10 Financial Statements (ACTION)

12. Mid-Year Budget Review – Finance Committee (Possible ACTION)

13. BOARD REPORTS

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

- a. Finance Committee (Kosel/Blaschczyk): Minutes of May 25, 2010.
- b. Public Safety Building (deVille):
- c. Education (Kosel): Pharmaceutical drop-off in conjunction with KPPCSD on 4/30/11.
- d. Emergency Preparedness Committee (Ramsey/Blaschczyk)
- e. Contra Costa County/California Special Districts Assoc. (Ramsey): Report on 1/24/11 quarterly meeting
- f. Diablo Fire Safe Council/Interface (Staff): Report on Kensington citizen grants

ADJOURNMENT. The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, March 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 3/9/11 is Wednesday, 2/23/11 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 3/2/11 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

OATH OF OFFICE

Oath of Office

For the Office of the KENSINGTON FIRE PROTECTION DISTRICT

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

Signature

Subscribed and sworn before me,

this 9th day of February, 2011

CONSENT CALENDAR



El Cerrito Fire Department Memorandum

February 1, 2011

TO: Kensington Fire Protection Board Members

FROM: John Dougery, Battalion Chief

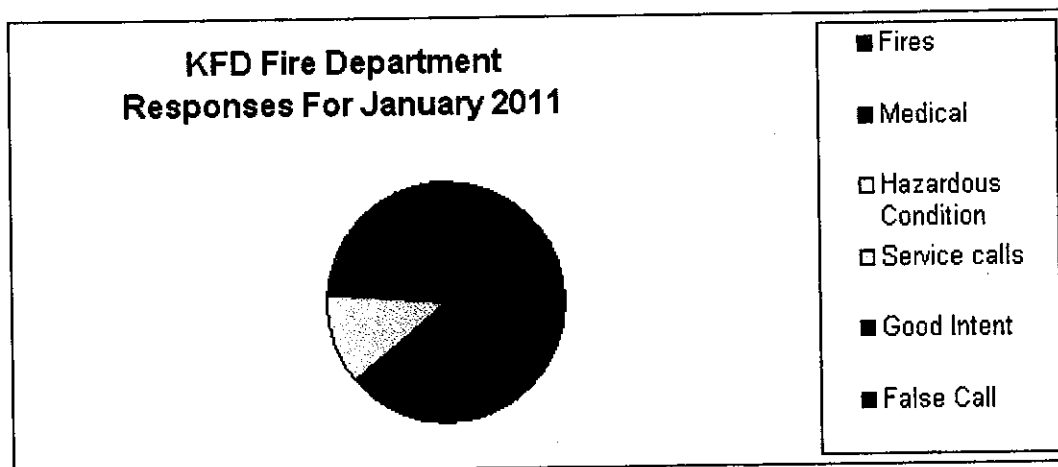
SUBJECT: Incident Activity Reports for the Month of January 2010

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

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

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentage</u>
Fires	<i>(Structure, Trash, Vehicle, Vegetation Fire)</i>	1	4.00
Medical	<i>(EMS, Vehicle Accidents, Extrication, Rescue)</i>	15	60.00
Hazardous Condition	<i>(Chemical Spills, Leaks, Down power Lines)</i>	0	0.00
Service calls	<i>(Distress, Water/ Smoke/Odor Problems)</i>	3	12.00
Good Intent	<i>(Cancelled En Route, Wrong Location)</i>	5	20.00
False Call	<i>(Wrong Company/Unit Dispatched)</i>	1	4.00
TOTALS		25	100.00



Incident Log

Date Range From: 1/1/2011 To 1/31/2011

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100001 - 000	1/01/2011 03:37:0	540 ASHBURY Ave	730 - System malfunction, other	Yes	Yes
1100002 - 000	1/01/2011 04:11:1	1201 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100003 - 000	1/01/2011 06:10:0	HARTNETT Ave	131 - Passenger vehicle fire	Yes	Yes
1100004 - 000	1/01/2011 15:20:1	907 NORVELL St	611 - Dispatched & cancelled en route	Yes	Yes
1100005 - 000	1/01/2011 15:56:1	128 3RD St	111 - Building fire	Yes	Yes
1100006 - 000	1/02/2011 07:25:5	11 WESTMINSTER Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100007 - 000	1/02/2011 07:50:2	1114 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100008 - 000	1/02/2011 11:58:2	540 ASHBURY Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1100009 - 000	1/02/2011 13:48:3	5327 JACUZZI St	611 - Dispatched & cancelled en route	Yes	Yes
1100010 - 000	1/02/2011 14:27:5	On FAIRMOUNT Ave at RICHMOND St	322 - Vehicle accident with injuries	Yes	Yes
1100011 - 000	1/02/2011 17:35:4	5224 COLUMBIA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100012 - 000	1/02/2011 19:53:4	4763 APPIAN Way	611 - Dispatched & cancelled en route	Yes	Yes
1100013 - 000	1/03/2011 02:11:1	323 31ST St	611 - Dispatched & cancelled en route	Yes	Yes
1100014 - 000	1/03/2011 07:09:5	On SAN PABLO Ave at STOCKTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100015 - 000	1/03/2011 07:13:4	2853 GROOM Dr	611 - Dispatched & cancelled en route	Yes	Yes
1100016 - 000	1/03/2011 08:05:5	1320 DEVONSHIRE Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100017 - 000	1/03/2011 10:50:0	6719 HAGEN Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100018 - 000	1/03/2011 14:15:2	135 PURDUE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100019 - 000	1/03/2011 14:35:2	19 2ND St	611 - Dispatched & cancelled en route	Yes	Yes
1100020 - 000	1/03/2011 18:04:2	In front of 6009 POTRERO Ave	322 - Vehicle accident with injuries	Yes	Yes
1100021 - 000	1/03/2011 22:08:1	4306 FRAN Way	611 - Dispatched & cancelled en route	Yes	Yes
1100022 - 000	1/04/2011 13:21:0	6400 MANILA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100023 - 000	1/04/2011 13:22:1	101 COLUSA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100024 - 000	1/04/2011 15:55:3	136 HIGHLAND Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100025 - 000	1/04/2011 20:04:3	6400 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100026 - 000	1/04/2011 22:33:2	10601 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100027 - 000	1/04/2011 23:16:5	10944 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100028 - 000	1/05/2011 15:33:5	1630 LIBERTY St	311 - Medical assist, assist EMS crew	Yes	Yes
1100029 - 000	1/05/2011 16:57:2	1800 OLIVE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100030 - 000	1/05/2011 17:46:5	6510 GLADYS Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100031 - 000	1/05/2011 18:34:1	299 LEXINGTON Dr	520 - Water problem, other	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100032 - 000	1/05/2011 18:39:4	301 BEHRENS St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100034 - 000	1/05/2011 22:44:5	On W 80 at CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1100035 - 000	1/06/2011 14:29:1	11344 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100036 - 000	1/06/2011 16:19:5	27 NORWOOD AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100037 - 000	1/06/2011 21:01:1	129 20TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100038 - 000	1/06/2011 22:07:3	8TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100039 - 000	1/07/2011 00:08:2	On SAN PABLO Ave at POTRERO	311 - Medical assist, assist EMS crew	Yes	Yes
1100040 - 000	1/07/2011 01:06:4	3288 PIERCE St	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1100041 - 000	1/07/2011 01:24:3	3 FRANCISCAN Way	520 - Water problem, other	Yes	Yes
1100042 - 000	1/07/2011 04:08:3	2501 RYDIN Dr	611 - Dispatched & cancelled en route	Yes	Yes
1100043 - 000	1/07/2011 06:54:4	6719 HAGEN Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1100044 - 000	1/07/2011 08:32:1	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100045 - 000	1/07/2011 10:22:3	1915 POTRERO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100047 - 000	1/07/2011 14:28:4	On S 43RD St at WALL	611 - Dispatched & cancelled en route	Yes	Yes
1100048 - 000	1/07/2011 15:25:2	5113 CREELY Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1100049 - 000	1/07/2011 16:09:4	1800 OLIVE Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100050 - 000	1/07/2011 20:09:2	10900 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100051 - 000	1/07/2011 20:32:1	In front of 2065 KEY Blvd	151 - Outside rubbish, trash or waste fire	Yes	Yes
1100052 - 000	1/08/2011 01:27:5	1086 ARLINGTON Blvd	251 - Excessive heat, scorch burns with no ignition	Yes	Yes
1100053 - 000	1/08/2011 06:21:1	91 ARLINGTON Ave	322 - Vehicle accident with injuries	Yes	Yes
1100054 - 000	1/08/2011 12:59:4	210 CAMBRIDGE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100055 - 000	1/08/2011 17:08:2	SPINNAKER Way	611 - Dispatched & cancelled en route	Yes	Yes
1100056 - 000	1/08/2011 19:48:0	1749 ELM St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100057 - 000	1/08/2011 19:59:5	In front of 6927 PORTOLA Dr	520 - Water problem, other	Yes	Yes
1100058 - 000	1/08/2011 21:07:3	5414 BAYVIEW Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100059 - 000	1/09/2011 04:04:0	10636 SAN PABLO Ave	522 - Water or steam leak	Yes	Yes
1100060 - 000	1/09/2011 06:05:5	42 AVON Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100061 - 000	1/09/2011 11:37:0	On RICHMOND St at POTRERO Ave	322 - Vehicle accident with injuries	Yes	Yes
1100062 - 000	1/09/2011 21:46:4	6938 FAIRVIEW Dr	311 - Medical assist, assist EMS crew	Yes	Yes
1100063 - 000	1/10/2011 11:28:1	5522 VAN FLEET Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100064 - 000	1/10/2011 12:54:3	1076 MCLAUGHLIN St	611 - Dispatched & cancelled en route	Yes	Yes
1100065 - 000	1/10/2011 14:46:5	On SAN PABLO Ave at CUTTING Blvd	322 - Vehicle accident with injuries	Yes	Yes
1100066 - 000	1/10/2011 15:32:3	4026 FLEMING Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100067 - 000	1/10/2011 17:23:4	6510 GLADYS Ave	554 - Assist invalid	Yes	Yes
1100068 - 000	1/10/2011 18:56:1	On FAIRMOUNT Ave at SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100069 - 000	1/10/2011 18:58:0	7102 DONAL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100070 - 000	1/10/2011 19:06:5	795 COLUSA Ave	311 - Medical assist, assist EMS crew	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100071 - 000	1/10/2011 19:56:5	6426 LAGUNITAS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100072 - 000	1/10/2011 23:50:0	7275 A St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100073 - 000	1/11/2011 02:06:4	9889 SAN PABLO Ave	700 - False alarm or false call, other	Yes	Yes
1100074 - 000	1/11/2011 04:54:5	9889 SAN PABLO Ave	745 - Alarm system sounded, no fire - unintentional	Yes	Yes
1100075 - 000	1/11/2011 08:12:5	1 ARLINGTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100076 - 000	1/11/2011 09:01:4	4500 MACDONALD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100077 - 000	1/11/2011 09:18:4	5430 COLUMBIA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100078 - 000	1/11/2011 11:38:5	5800 BAYVIEW Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100079 - 000	1/12/2011 02:26:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100080 - 000	1/12/2011 03:27:5	On ERROL Dr at BALRA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100081 - 000	1/12/2011 08:37:2	540 ASHBURY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100082 - 000	1/12/2011 12:34:2	2000 EL CERRITO Plz	611 - Dispatched & cancelled en route	Yes	Yes
1100083 - 000	1/12/2011 13:29:4	608 PARKSIDE Ct	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1100084 - 000	1/12/2011 14:52:0	7275 A St	554 - Assist invalid	Yes	Yes
1100085 - 000	1/12/2011 16:02:3	126 HIGHLAND Blvd	520 - Water problem, other	Yes	Yes
1100086 - 000	1/13/2011 01:59:2	748 COLUSA Ave	746 - Carbon monoxide detector activation, no CO	Yes	Yes
1100087 - 000	1/13/2011 08:10:2	On MOESER Ln at EVERETT	322 - Vehicle accident with injuries	Yes	Yes
1100088 - 000	1/13/2011 08:30:5	WB 580/E OF CENTRAL AVE	611 - Dispatched & cancelled en route	Yes	Yes
1100089 - 000	1/13/2011 13:38:4	7550 SCHMIDT Ln	611 - Dispatched & cancelled en route	Yes	Yes
1100090 - 000	1/13/2011 13:52:5	400 HARBOUR Way	611 - Dispatched & cancelled en route	Yes	Yes
1100091 - 000	1/13/2011 17:42:1	In front of 2712 TULARE Ave	600 - Good intent call, other	Yes	Yes
1100092 - 000	1/13/2011 19:47:0	5063 HARTNETT Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100093 - 000	1/13/2011 19:51:0	2333 COLUMBIA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100094 - 000	1/14/2011 10:30:3	5437 SOLANO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100095 - 000	1/14/2011 13:38:2	100 37TH St	311 - Medical assist, assist EMS crew	Yes	Yes
1100096 - 000	1/14/2011 14:20:0	320 MARINA Way S	611 - Dispatched & cancelled en route	Yes	Yes
1100097 - 000	1/14/2011 14:33:1	90 NORWOOD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100098 - 000	1/14/2011 14:45:3	2320 ALVA Ave	700 - False alarm or false call, other	Yes	Yes
1100099 - 000	1/14/2011 16:57:4	135 PURDUE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100100 - 000	1/14/2011 18:19:3	3016 KEITH Dr	611 - Dispatched & cancelled en route	Yes	Yes
1100101 - 000	1/14/2011 19:44:1	5235 RIVERSIDE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100102 - 000	1/14/2011 19:45:0	1337 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100103 - 000	1/15/2011 00:07:3	6400 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1100104 - 000	1/15/2011 07:41:3	317 FLORIDA Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100105 - 000	1/15/2011 11:25:1	559 41ST St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100106 - 000	1/15/2011 13:43:4	5063 HARTNETT Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100107 - 000	1/15/2011 15:01:0	On RICHMOND St at LINCOLN Ave	322 - Vehicle accident with injuries	Yes	Yes
1100108 - 000	1/15/2011 17:04:4	6415 SCHMIDT Ln	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100109 - 000	1/15/2011 18:11:1	On SAN PABLO Ave at WALDO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100110 - 000	1/15/2011 19:32:2	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100111 - 000	1/15/2011 22:17:0	5533 MADISON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100112 - 000	1/15/2011 22:46:1	11965 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100113 - 000	1/16/2011 01:28:2	1080 LENEVE PI	611 - Dispatched & cancelled en route	Yes	Yes
1100114 - 000	1/16/2011 03:38:2	On SAN PABLO Ave at POTRERO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100115 - 000	1/16/2011 04:43:4	15 EDGE CROFT Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100116 - 000	1/16/2011 05:48:3	758 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100117 - 000	1/16/2011 14:35:4	240 WILLAMETTE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100118 - 000	1/16/2011 18:49:1	10944 SAN PABLO Ave	554 - Assist invalid	Yes	Yes
1100119 - 000	1/16/2011 19:44:2	5927 WENK Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100120 - 000	1/16/2011 20:19:3	10636 SAN PABLO Ave	700 - False alarm or false call, other	Yes	Yes
1100121 - 000	1/16/2011 21:52:2	6616 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100122 - 000	1/16/2011 21:56:0	551 43RD St	611 - Dispatched & cancelled en route	Yes	Yes
1100123 - 000	1/16/2011 22:53:4	1000 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100124 - 000	1/17/2011 06:38:5	1333 S 59TH St	554 - Assist invalid	Yes	Yes
1100125 - 000	1/17/2011 11:05:4	1333 S 59TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100126 - 000	1/17/2011 11:18:2	1311 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100127 - 000	1/17/2011 16:53:2	280 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100128 - 000	1/17/2011 19:46:3	1800 OLIVE Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100129 - 000	1/17/2011 20:10:2	CENTRAL Ave	322 - Vehicle accident with injuries	Yes	Yes
1100130 - 000	1/18/2011 07:00:4	6400 CUTTING Blvd	381 - Rescue or EMS standby	Yes	Yes
1100131 - 000	1/18/2011 07:49:4	6028 RALSTON Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100132 - 000	1/18/2011 09:39:4	550 S 22ND St	611 - Dispatched & cancelled en route	Yes	Yes
1100133 - 000	1/18/2011 10:59:3	BURNS Ct	151 - Outside rubbish, trash or waste fire	Yes	Yes
1100134 - 000	1/18/2011 12:52:4	2610 MIRA VISTA Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100135 - 000	1/18/2011 18:18:1	1347 NAVELLIER St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100136 - 000	1/19/2011 04:25:0	6400 CUTTING Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1100137 - 000	1/19/2011 06:32:3	1471 SAN JOAQUIN St	111 - Building fire	Yes	Yes
1100138 - 000	1/19/2011 13:37:5	100 37TH St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100139 - 000	1/19/2011 18:40:1	ARLINGTON Ave	323 - Motor vehicle/pedestrian accident (MV Ped)	Yes	Yes
1100140 - 000	1/20/2011 13:54:3	10650 SAN PABLO Ave	322 - Vehicle accident with injuries	Yes	Yes
1100141 - 000	1/20/2011 13:54:0	11100 SAN PABLO Ave	553 - Public service	Yes	Yes
1100142 - 000	1/20/2011 17:07:4	In front of 1225 RICHMOND St	522 - Water or steam leak	Yes	Yes
1100143 - 000	1/20/2011 17:56:5	10621 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100144 - 000	1/20/2011 18:18:2	63 ARLINGTON Ct	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100145 - 000	1/20/2011 18:57:1	740 CARLSON Blvd	311 - Medical assist, assist EMS crew	Yes	Yes
1100146 - 000	1/20/2011 19:16:5	5022 PLAZA Cir	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100147 - 000	1/21/2011 09:55:5	298 LEXINGTON Rd	311 - Medical assist, assist EMS crew	Yes	Yes
1100148 - 000	1/21/2011 12:02:1	On CARLSON Blvd at SAN PABLO Ave	554 - Assist invalid	Yes	Yes
1100149 - 000	1/21/2011 14:14:1	6510 STOCKTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100150 - 000	1/21/2011 15:20:3	CUTTING Blvd	622 - No incident found on arrival at dispatch address	Yes	Yes
1100151 - 000	1/21/2011 16:21:1	11060 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100152 - 000	1/21/2011 18:18:2	6400 CUTTING Blvd	331 - Lock-in (if lock out, use 511)	Yes	Yes
1100154 - 000	1/21/2011 18:20:4	MOZART DR VIA VERDI AVE	611 - Dispatched & cancelled en route	Yes	Yes
1100155 - 000	1/21/2011 18:21:1	2410 LANCASTER Dr	611 - Dispatched & cancelled en route	Yes	Yes
1100156 - 000	1/22/2011 08:40:1	730 WELLESLEY Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100157 - 000	1/22/2011 09:49:4	1800 OLIVE Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100158 - 000	1/22/2011 12:29:3	718 AMADOR St	611 - Dispatched & cancelled en route	Yes	Yes
1100159 - 000	1/22/2011 15:27:3	6400 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1100160 - 000	1/22/2011 15:34:0	6699 FAIRMOUNT Ave	411 - Gasoline or other flammable liquid spill	Yes	Yes
1100161 - 000	1/22/2011 17:26:1	1632 NAVILLIER St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100162 - 000	1/22/2011 17:27:1	In front of 1000 KING Dr	651 - Smoke scare, odor of smoke	Yes	Yes
1100163 - 000	1/22/2011 19:20:3	163 SAN CARLOS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100164 - 000	1/22/2011 22:30:3	227 S 19TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100165 - 000	1/23/2011 07:27:0	1516 ARLINGTON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100166 - 000	1/23/2011 10:49:2	6510 GLADYS Ave	700 - False alarm or false call, other	Yes	Yes
1100167 - 000	1/24/2011 02:48:4	11780 SAN PABLO Ave	700 - False alarm or false call, other	Yes	Yes
1100168 - 000	1/24/2011 08:26:2	6400 CUTTING Blvd	132 - Road freight or transport vehicle fire	Yes	Yes
1100169 - 000	1/24/2011 08:34:4	2320 ALVA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100170 - 000	1/24/2011 10:12:1	7208 BLAKE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100171 - 000	1/24/2011 11:43:3	421 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100172 - 000	1/24/2011 12:14:4	833 BALRA Dr	554 - Assist invalid	Yes	Yes
1100173 - 000	1/24/2011 19:03:5	10690 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100174 - 000	1/24/2011 19:51:4	1245 NAVILLIER St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100175 - 000	1/25/2011 07:20:4	905 LIBERTY St	554 - Assist invalid	Yes	Yes
1100176 - 000	1/25/2011 12:19:0	3400 MACDONALD Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100177 - 000	1/25/2011 12:56:2	2079 JUNCTION Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100178 - 000	1/25/2011 16:06:3	In rear of 11800 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100179 - 000	1/25/2011 19:45:0	1520 LAUREL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100180 - 000	1/25/2011 21:08:2	6510 GLADYS Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100181 - 000	1/26/2011 04:23:1	849 EVERETT St	311 - Medical assist, assist EMS crew	Yes	Yes
1100182 - 000	1/26/2011 05:50:0	6510 GLADYS Ave	554 - Assist invalid	Yes	Yes
1100183 - 000	1/26/2011 08:47:4	7046 CUTTING Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100184 - 000	1/26/2011 09:41:0	7409 PARK VISTA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100185 - 000	1/26/2011 09:51:2	5131 CARRIAGE Dr	571 - Cover assignment, standby, moveup	Yes	Yes

Printed 02/01/2011 at 10:08:37

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100186 - 000	1/26/2011 12:42:0	6519 CENTRAL Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100187 - 000	1/26/2011 14:17:4	4936 STATE Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100188 - 000	1/26/2011 16:38:0	6115 ALVARADO Pl	381 - Rescue or EMS standby	Yes	Yes
1100189 - 000	1/27/2011 01:19:2	11740 SAN PABLO Ave	381 - Rescue or EMS standby	Yes	Yes
1100190 - 000	1/27/2011 06:58:1	81 ARLINGTON Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1100191 - 000	1/27/2011 08:51:2	On CENTRAL Ave at CARLSON Blvd	322 - Vehicle accident with injuries	Yes	Yes
1100192 - 000	1/27/2011 09:25:0	10944 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100193 - 000	1/27/2011 12:39:3	1440 RICHMOND St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100194 - 000	1/27/2011 21:56:5	In front of 19 LAM Ct	522 - Water or steam leak	Yes	Yes
1100195 - 000	1/28/2011 08:29:1	513 SEAVIEW Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100196 - 000	1/28/2011 10:03:3	1895 CARQUINEZ	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100197 - 000	1/28/2011 11:54:5	6028 RALSTON Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100198 - 000	1/28/2011 15:44:1	225 EL CERRITO Plz	611 - Dispatched & cancelled en route	Yes	Yes
1100199 - 000	1/28/2011 17:54:3	1542 LIBERTY St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100200 - 000	1/28/2011 20:35:3	1895 CARQUINEZ AVE	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100201 - 000	1/28/2011 23:40:5	6630 CUTTING Blvd	611 - Dispatched & cancelled en route	Yes	Yes
1100202 - 000	1/29/2011 00:19:0	10900 SAN PABLO Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100203 - 000	1/29/2011 04:20:4	1618 LIBERTY St	554 - Assist invalid	Yes	Yes
1100204 - 000	1/29/2011 09:06:1	1900 TASSAJARA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100205 - 000	1/29/2011 10:44:2	CARLSON Blvd	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100206 - 000	1/29/2011 14:40:1	1335 NORVELL St	554 - Assist invalid	Yes	Yes
1100207 - 000	1/29/2011 16:35:5	15 EDGE CROFT Dr	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100208 - 000	1/29/2011 17:36:0	317 RUGBY Ave	651 - Smoke scare, odor of smoke	Yes	Yes
1100209 - 000	1/29/2011 18:33:5	206 PURDUE Ave	113 - Cooking fire, confined to container	Yes	Yes
1100210 - 000	1/29/2011 18:58:0	On 8TH St at PENNSYLVANIA Ave	111 - Building fire	Yes	Yes
1100211 - 000	1/29/2011 19:18:2	4254 BELL Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100212 - 000	1/29/2011 19:46:0	3060 SHANE Dr	611 - Dispatched & cancelled en route	Yes	Yes
1100213 - 000	1/29/2011 20:49:4	2320 ALVA Ave	554 - Assist invalid	Yes	Yes
1100214 - 000	1/30/2011 02:25:3	234 S 12TH St	611 - Dispatched & cancelled en route	Yes	Yes
1100215 - 000	1/30/2011 03:42:1	322 RAMONA Ave	311 - Medical assist, assist EMS crew	Yes	Yes
1100216 - 000	1/30/2011 09:29:4	6510 GLADYS Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100217 - 000	1/30/2011 09:37:2	412 ALBEMARLE St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100218 - 000	1/30/2011 12:06:0	7720 EUREKA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100219 - 000	1/30/2011 12:58:2	613 HUMBOLDT St	611 - Dispatched & cancelled en route	Yes	Yes
1100220 - 000	1/30/2011 13:25:0	On POTRERO Ave at SAN PABLO	611 - Dispatched & cancelled en route	Yes	Yes
1100221 - 000	1/30/2011 13:27:2	6823 GLEN MAWR Ave	671 - Hazmat release investigation w/ no hazmat	Yes	Yes
1100222 - 000	1/30/2011 13:48:3	747 EVERETT St	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100223 - 000	1/30/2011 14:56:1	In front of 2000 EL CERRITO Plz	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Incident Number	Date/Time	Address	Incident Type	Completed	Reviewed
1100224 - 000	1/30/2011 15:23:5	On San Pablo Ave at Brighton Ave	322 - Vehicle accident with injuries	Yes	Yes
1100225 - 000	1/30/2011 15:26:0	W I 80/ BUCHANAN	552 - Police matter	Yes	Yes
1100226 - 000	1/30/2011 17:53:0	11025 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100227 - 000	1/30/2011 18:29:0	1800 OLIVE Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100228 - 000	1/30/2011 19:40:0	5103 PANAMA Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100229 - 000	1/31/2011 05:27:0	615 LEXINGTON Ave	113 - Cooking fire, confined to container	Yes	Yes
1100230 - 000	1/31/2011 05:29:0	90 HIGHLAND Blvd	700 - False alarm or false call, other	Yes	Yes
1100231 - 000	1/31/2011 06:38:1	1611 POTRERO Ave	111 - Building fire	Yes	Yes
1100232 - 000	1/31/2011 07:15:5	11760 SAN PABLO Ave	611 - Dispatched & cancelled en route	Yes	Yes
1100233 - 000	1/31/2011 09:59:3	1406 RICHMOND St	311 - Medical assist, assist EMS crew	Yes	Yes
1100234 - 000	1/31/2011 11:01:5	11760 SAN PABLO Ave	743 - Smoke detector activation, no fire - unintentional	Yes	Yes
1100235 - 000	1/31/2011 14:25:4	11720 SAN PABLO Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes
1100236 - 000	1/31/2011 15:53:4	410 RICHMOND ST	311 - Medical assist, assist EMS crew	Yes	Yes
1100237 - 000	1/31/2011 17:05:1	147 SAN DIEGO ST	611 - Dispatched & cancelled en route	Yes	Yes
1100238 - 000	1/31/2011 17:43:0	On ARLINGTON Blvd at HAVENS	651 - Smoke scare, odor of smoke	Yes	Yes
1100239 - 000	1/31/2011 19:30:1	968 LASSEN St	650 - Steam, other gas mistaken for smoke, other	Yes	Yes
1100240 - 000	1/31/2011 20:57:1	271 AMHERST Ave	321 - EMS call, excluding vehicle accident with injury	Yes	Yes

Totals

Number of Incidents	237
Completed	237
Not Completed	
Reviewed	237
Not Reviewed	

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

				KENSINGTON FPD		PY/CY:	
				TRANSMITTAL - APPROVAL		BATCH #:	
				Invoices		DATE:	
						LOCATION #:	
						FILENAME:	
00982	Delta Dental	01/24/11	4912 0003 Feb dental	7840	1061		1,189.07
01169	CalPERS	01/15/11	H2011037009000 Mar med	7840	1061		10,236.65
01287	SureShred	09/10/10	0245738 comm. Shredder	7840	2490		1,012.50
01406	KFPD	02/04/11	Reimburse revolving fund	7840	2490		12,057.37
01634	Vision Service Plan	01/19/11	001027770001 Feb vision	7840	1061		307.45
02120	City of El Cerrito	02/01/11	Feb fire protection	7840	2328		173,951.95
03590	Dell Marketing L.P.	01/10/11	XF6F4MN44 paramed. ofc	7840	2490		1,704.05
07091	Lamorena & Chang	10/09/10	1937 FY09-10 statements	7840	2490		3,000.00
08720	Wolfpack Gear	01/20/11	7313 hydration packs	7840	2490		6,588.87
12420	Meyers Nave	12/31/10	2010120522 legal	7840	2490		2,959.44
TOTAL							213,007.35

Kensington FPD Approval

Date: 2/1/11
Buddy Haver

February 4, 2011

Attachment to Transmittal 0211

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
1/10/2011	Contra Costa County - CSDA meeting	24.00
1/5/2011	Office Depot - office supplies	63.74
1/5/2011	PG&E - electric	888.03
1/9/2011	Nextel/Sprint - telephone	69.40
1/11/2011	Russell - Nov accounting	390.00
1/18/2011	Payroll processing	45.70
1/18/2011	Payroll for period 1/1 - 1/15/11	2,251.12
1/18/2011	Withholding payroll taxes 12/1-- 12/15/10	975.43
1/5/2011	PG&E - gas	221.64
1/5/2011	AT&T - phone	240.19
1/12/2011	Mechanics Bank Card - staff appreciation, exp.	1,321.90
2/1/2011	ICMA - Jan deferred comp	1,119.90
1/27/2011	UBS - janitorial service	99.66
2/1/2011	Stericycle - medical waste	1,004.51
1/22/2011	Comcast internet	69.90
2/2/2011	Payroll processing	45.70
2/2/2011	Payroll for period 1/16 - 1/31/11	2,251.12
2/2/2011	Withholding payroll taxes 1/16-- 1/31/11	975.43
	Total	12,057.37

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

Kensington Fire Protection District
Balance Sheet
As of January 12, 2011

	Jan 12, 11
ASSETS	
Current Assets	
Checking/Savings	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	9,953.40
General Fund	1,465,735.32
Capital Fund	-83,880.23
Special Tax Fund	120,169.95
Total Checking/Savings	1,512,178.44
Accounts Receivable	
Due from County for Reimb.	13,827.13
Accounts Receivable	744.88
Advance on Taxes	1,371,356.23
Advance on Supplemental Taxes	27,848.80
Total Accounts Receivable	1,413,777.04
Other Current Assets	
Prepaid Services - EC	1,066,064.15
Prepaid CERBT - Retiree Trust	1,112,750.97
Investments	
Capital Replacement Funds	889,475.00
Fire Protect. Contract Reserves	2,132,128.37
Investments - Other	-1,018,259.49
Total Investments	2,003,343.88
Total Other Current Assets	4,182,159.00
Total Current Assets	7,108,114.48
Fixed Assets	
Equipment	880,396.31
Accumulated Depreciation-Equip	-424,407.00
Land	5,800.00
Building and Improvements	1,384,720.70
Accumulated Depreciation - Bldg	-549,821.00
Current Capital Outlay	
Public Education	69.98
P/S Building Repair/Replace	9,001.60
Computers/Computerized Equip.	6,155.80
Total Current Capital Outlay	15,227.38
Total Fixed Assets	1,311,916.39
Other Assets	
Prop 1A Loan - State of CA	217,467.82
Suspense	-13,827.13
Total Other Assets	203,640.69
TOTAL ASSETS	8,623,671.56
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Due to Other - Issued by CCC	20,687.51
Total Accounts Payable	20,687.51

Kensington Fire Protection District
Balance Sheet
As of January 12, 2011

	Jan 12, 11
Other Current Liabilities	
EI Cerrito Service Contract Pay	1,066,064.15
Wages & PR Taxes Payable	1,701.36
Total Other Current Liabilities	1,067,765.51
Total Current Liabilities	1,088,453.02
Total Liabilities	1,088,453.02
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	1,748,928.67
Total Equity	7,535,218.54
TOTAL LIABILITIES & EQUITY	8,623,671.56

Kensington Fire Protection District Revenue & Expense Prev Year Comparison

July 1, 2010 through January 12, 2011

	Jul 1, '10 - Jan 12, 11	Jul 1, '09 - Jan 12, 10	\$ Change	% Change
Ordinary Income/Expense				
Income				
Property Taxes	2,752,156.42	2,714,316.65	37,839.77	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	22,352.51	7,300.00	15,052.51	206.2%
Miscellaneous Income	24,052.00	0.00	24,052.00	100.0%
Total Income	3,016,677.68	2,727,339.35	289,338.33	10.6%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
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	1,066,064.21	1,060,115.72	5,948.49	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%
Professional Fees				
Accounting	2,226.25	2,025.00	201.25	9.9%
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	5,317.38	12,398.21	-7,080.83	-57.1%
Total Professional Fees	19,743.63	22,923.21	-3,179.58	-13.9%
Wildland Vegetation Mgmt	3,675.00	3,045.00	630.00	20.7%
Total OUTSIDE PROFESSIONAL SER...	1,106,674.90	1,108,101.93	-1,427.03	-0.1%
RETIREE MEDICAL BENEFITS				
PERS Medical	51,084.46	41,389.04	9,695.42	23.4%
Delta Dental	8,931.29	7,595.08	1,336.21	17.6%
Vision Care	1,326.54	2,119.81	-793.27	-37.4%
Total RETIREE MEDICAL BENEFITS	61,342.29	51,103.93	10,238.36	20.0%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,142.49	4,130.77	11.72	0.3%
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%
CERT Emergency Kits	0.00	95.80	-95.80	-100.0%
Open Houses	0.00	1,312.98	-1,312.98	-100.0%
Community Shredder	0.00	1,012.50	-1,012.50	-100.0%
Total COMMUNITY SERVICE ACTIVITI...	4,142.49	8,704.41	-4,561.92	-52.4%
DISTRICT ACTIVITIES				
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	3,961.94	-3,961.94	-100.0%
Professional Development	171.00	4,487.85	-4,316.85	-96.2%
Building Maintenance				
Janitorial Service	498.30	597.32	-99.02	-16.6%
Medical Waste Disposal	2,037.55	2,071.98	-34.43	-1.7%
Building alarm	0.00	90.00	-90.00	-100.0%
Gardening service	360.00	480.00	-120.00	-25.0%
Miscellaneous Maint.	23,236.59	34,214.57	-10,977.98	-32.1%
Total Building Maintenance	26,132.44	37,453.87	-11,321.43	-30.2%
Building Utilities/Service				
Garbage	533.60	532.00	1.60	0.3%
Gas and Electric	5,044.79	4,333.10	711.69	16.4%
Water/Sewer	782.61	620.01	162.60	26.2%
Total Building Utilities/Service	6,361.00	5,485.11	875.89	16.0%
Election	369.80	0.00	369.80	100.0%
Memberships	4,741.00	4,399.00	342.00	7.8%
Office				
Office Expense	585.74	1,628.98	-1,043.24	-64.0%
Office Supplies	358.55	1,117.38	-758.83	-67.9%
Telephone	2,098.79	1,575.35	523.44	33.2%
Total Office	3,043.08	4,321.71	-1,278.63	-29.6%
Total DISTRICT ACTIVITIES	50,070.83	62,872.80	-12,801.97	-20.4%
Staff				
Wages	35,388.24	27,577.60	7,810.64	28.3%
Overtime Wages	1,224.94	800.61	424.33	53.0%
Medical/dental ins compensation	2,940.00	2,500.00	440.00	17.6%
Retirement Contribution	1,769.40	1,378.88	390.52	28.3%
Payroll Taxes	2,800.89	2,254.74	546.15	24.2%
Workers Compensation/Life Ins	779.93	1,088.86	-308.93	-28.4%
Payroll Processing	615.10	592.62	22.48	3.8%
Total Staff	45,518.50	36,193.31	9,325.19	25.8%
Total Expense	1,267,749.01	1,266,976.38	772.63	0.1%
Net Ordinary Income	1,748,928.67	1,460,362.97	288,565.70	19.8%

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

July 1, 2010 through January 12, 2011

	Jul 1, '10 - Jan 12, 11	Jul 1, '09 - Jan 12, 10	\$ Change	% Change
Other Income/Expense				
Other Income				
Transfers In - Capital	4,355.00	145,082.00	-140,727.00	-97.0%
Transfers In - General	2,139.00	3,968.06	-1,829.06	-46.1%
Total Other Income	6,494.00	149,050.06	-142,556.06	-95.6%
Other Expense				
Transfers Out - Capital	1,032.35	3,968.06	-2,935.71	-74.0%
Transfers Out - Special	4,355.00	0.00	4,355.00	100.0%
Transfers Out - General	1,106.65	145,082.00	-143,975.35	-99.2%
<Gain>/Loss on Asset Disposal	0.00	1,430.00	-1,430.00	-100.0%
Total Other Expense	6,494.00	150,480.06	-143,986.06	-95.7%
Net Other Income	0.00	-1,430.00	1,430.00	100.0%
Net Income	1,748,928.67	1,458,932.97	289,995.70	19.9%

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
July through December 2010

	Jul - Dec 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,752,156.42	2,725,300.00	26,856.42	101.0%
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	22,352.51	22,352.46	0.05	100.0%
Miscellaneous Income	24,052.00	0.00	24,052.00	100.0%
Total Income	3,018,677.68	2,964,793.46	51,884.22	101.6%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,445.00	0.41	100.0%
Contra Costa County Expenses	3,368.65	3,205.00	163.65	105.1%
El Cerrito Contract Fee	1,066,064.21	1,066,063.98	0.23	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%
Professional Fees				
Accounting	1,836.25	3,000.00	-1,163.75	61.2%
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	5,317.38	14,090.00	-8,772.62	37.7%
Total Professional Fees	19,353.63	28,090.00	-8,736.37	68.6%
Wildland Vegetation Mgmt	3,675.00	4,000.00	-325.00	91.9%
Total OUTSIDE PROFESSIONAL SERVICES	1,106,284.90	1,123,183.98	-16,899.08	98.5%
RETIREE MEDICAL BENEFITS				
PERS Medical	51,064.46	32,077.50	19,006.96	159.3%
Delta Dental	8,931.29	3,785.02	5,146.27	236.0%
Vision Care	1,326.54	1,067.48	259.06	124.3%
Total RETIREE MEDICAL BENEFITS	61,342.29	36,930.00	24,412.29	166.1%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,142.49	5,200.00	-1,057.51	79.7%
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	1,000.00	-1,000.00	0.0%
Community Shredder	0.00	1,500.00	-1,500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	4,142.49	8,033.00	-3,890.51	51.6%
DISTRICT ACTIVITIES				
Firefighter's Apparel	548.75	6,500.00	-5,951.25	8.4%
Firefighters' Expenses	2,486.75	2,500.02	-13.27	99.5%
Engine Rescue Equipment	6,217.01	5,910.00	307.01	105.2%
Staff Appreciation	0.00	2,500.00	-2,500.00	0.0%
Professional Development	147.00	1,950.00	-1,803.00	7.5%
Building Maintenance				
Janitorial Service	498.30	600.00	-101.70	83.1%
Medical Waste Disposal	1,707.35	2,250.00	-542.65	75.9%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	360.00	700.00	-340.00	51.4%
Miscellaneous Maint.	23,093.88	160,000.00	-136,906.12	14.4%
Total Building Maintenance	25,659.53	163,550.00	-137,890.47	15.7%
Building Utilities/Service				
Garbage	266.80	280.00	-13.20	95.3%
Gas and Electric	4,156.76	3,904.98	251.78	106.4%
Water/Sewer	782.61	686.00	96.61	114.1%
Total Building Utilities/Service	5,206.17	4,870.98	335.19	106.9%
Election	369.80	1,000.00	-630.20	37.0%
Memberships	4,741.00	5,000.00	-259.00	94.8%
Office				
Office Expense	483.69	1,750.02	-1,266.33	27.7%
Office Supplies	294.61	1,248.98	-955.17	23.6%
Telephone	1,959.49	2,125.02	-165.53	92.2%
Total Office	2,738.19	5,125.02	-2,386.83	53.4%
Total DISTRICT ACTIVITIES	48,114.20	198,906.02	-150,791.82	24.2%
Staff				
Wages	35,388.24	35,388.24	0.00	100.0%
Overtime Wages	1,224.94	2,448.98	-1,224.04	50.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	2,940.00	2,940.00	0.00	100.0%
Retirement Contribution	1,769.40	1,770.00	-0.60	100.0%
Payroll Taxes	2,800.89	2,940.00	-139.11	95.3%
Workers Compensation/Life Ins	779.93	670.00	109.93	116.4%
Payroll Processing	615.10	582.48	32.62	105.6%
Total Staff	45,518.50	46,740.70	-1,222.20	97.4%
Contingency				
General	0.00	9,999.99	-9,999.99	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	9,999.99	-9,999.99	0.0%
Total Expense	1,265,402.38	1,423,793.69	-158,391.31	88.9%
Net Ordinary Income	1,751,275.30	1,540,999.77	210,275.53	113.6%
Other Income/Expense				
Other Income				
Transfers In - General	2,139.00			
Total Other Income	2,139.00			

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July through December 2010

	Jul - Dec 10	Budget	\$ Over Budget	% of Budget
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	1,751,275.30	1,540,999.77	210,275.53	113.6%

PUBLIC HEARING

AGENDA BILL

Subject: Annual Fire Hazard Abatement
Initiated by: Michael J. Bond, Fire Marshal
Teresa Pace, Fire Prevention Officer

BACKGROUND

The Fire Department is continuing its annual fire hazard abatement program into the winter months to reduce a likely insect infestation into the eucalyptus trees being abated. 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. Specifically, this action targets unhealthy and dead or dying eucalyptus trees and dead branches within the trees and ladder fuels growing into the trees. Most of the property owners voluntarily abate these hazards without Fire Department abatement action. Ideally 100% of the property owners will do so. The Fire Department continues to work with the property owners resolve this issue without abatement. Any property owners that do not comply will have the District do the work and place the costs on their tax bill.

The El Cerrito-Kensington Fire Department has been working with property owners in both El Cerrito and Kensington regarding a stand of eucalyptus trees surrounding the property located at 820 Bates Ave. There are over 100 eucalyptus trees involved in this process with the vast majority of the trees being co-owned as they are growing on the property lines. The Kensington Fire Protection District is involved only when the owners of the trees have shared property lines as well as shared property lines that also split jurisdictional boundaries. (i.e., the Kensington/El Cerrito jurisdictional boundary line is the same as the property line splitting 34 Lam Court, Kensington and 820 Bates Ave., El Cerrito).

These particular properties are being declared a public nuisance and will have abatement ordered by both the Kensington Fire Protection District and the City of El Cerrito simultaneously. If abatement actions are required, the abatement will be conducted in a coordinated effort through each jurisdiction.

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 February 9, 2011 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the February 9, 2011 hearing a second and final notice shall be sent to each property owner prior to abatement. This notice will order the immediate abatement of nuisance conditions. This notice will clearly state that if nuisance conditions are ignored, the Fire District shall cause abatement and costs for removal will be assessed against the property as a lien and special assessment. It will also indicate that if the conditions are voluntarily abated, the property shall be removed from the process.
5. Sometime between February 22, 2011 and March 15, 2011, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.
6. After April 15, 2011 the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on May 11, 2011 the Board of Directors of the Fire District shall receive and consider the written staff report on abatement actions taken by the District and shall hear any objections from the property owners liable to be assessed for the abatement. The Board of Directors may modify the staff report if deemed appropriate and then confirm the report by motion or resolution.
8. After Board of Directors confirmation of the report, a certified copy of the report shall be filed with the county auditor who shall add the amount of the assessment to the next regular tax bill levied against the parcel.

FINANCIAL CONSIDERATIONS

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

LEGAL CONSIDERATIONS


The properties were evaluated to determine whether or not a conflict of interest arose with any individual Board Member by being within 500 feet of any Board Member's property. There was no conflict.

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 11-01 the initiation of the abatement process by declaring weeds, rubbish, litter, and other flammable material on specific parcels of property within District boundaries as public nuisances, which must be abated.

Reviewed by: 
Michael J. Bond, Fire Marshal

ATTACHMENTS

Resolution 11-01 and Exhibit A
Declared Fire Hazard, Notice of Meeting
Notice to Destroy
Kensington Vegetation Standards

February 9, 2011
January 26, 2011
February 10, 2011

RESOLUTION 11-01

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 February 9, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, objections shall be heard from those persons to whom those properties identified in Exhibit A are assessed.

* * * * *

Page Two
Resolution 11-01
February 9, 2011

The foregoing resolution was duly and regularly adopted at a regular meeting of the Board of Directors of the Kensington Fire Protection District on the 9th day of February 2011, by the following vote of the Board:

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

Janice E. Kosel, President

ATTEST:

Leslie Michael, Secretary

EXHIBIT A
List of Real Property Constituting Public Nuisances
2-9-2011

<u>APN</u>	<u>Street Address</u>	<u>Property Owner</u>
5052820148	820 Bates Avenue, El Cerrito	Dixon, Suzan
5720120202	34 Lam Court, Kensington	Tsai, Kuo-Chei & Chi-Yeh

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

January 26, 2011

Dear Kensington Property Owner:

The Kensington Fire Protection District is working with the City of El Cerrito and the El Cerrito Fire Department to resolve the long standing fire hazard issues on your property. In order to further this process and reduce the fire danger on your property, the Fire District has inspected your property, specifically the eucalyptus trees along the Kensington/El Cerrito border 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 February 7, 2011 the Fire District will be conducting a re-inspection of your property to evaluate if it meets our vegetation management standards. If your property meets the standards you will be removed from our list of non-compliant properties and will not be subject to further abatement actions.

Enclosed, please find our legal notice explaining the District's Fire Hazard Abatement Program and advising you of the upcoming public hearing. **Please read this notice carefully.** In general, the Fire District is concerned with removing, dead or dying eucalyptus branches or trees and ladder fuels leading into the trees. This vegetation is easily ignitable and creates a danger in the community.

The enclosed guidelines provide a general explanation of the vegetation clearing and maintenance standards to be followed. If you find it difficult to assess your property or if you would like your property inspected. We urge you to call the Fire Prevention Office at (510) 215-4450 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 I. 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

January 26, 2011

Name: Tsai, Kuo-Che & Chi-Yeh
Address: 34 Lam Ct, Kensington
Parcel #: 5720120202

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


Notice is hereby given that on the **25th day of January, 2011**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by the presence of dead or dying eucalyptus branches or trees and ladder fuels leading into the trees, tree 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 dead or dying eucalyptus branches or trees and ladder fuels leading into the trees, 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's monthly Board of Directors meeting and may attend this meeting to be held on February 9, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this meeting, your objections will be heard and given due consideration.

At the conclusion of this meeting, the Board of Directors may order the Fire Chief or designee to abate the public nuisance condition on your property. The Fire District shall perform this removal directly or through private contract sometime between **February 22 and March 15, 2011**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

If you have any questions, contact the Fire Prevention office at 10900 San Pablo Avenue. The phone number is (510) 215-4450.


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

January 26, 2011

Name: Dixon, Susan
Address: 820 Bates Avenue, El Cerrito
Parcel #: 5052820148

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

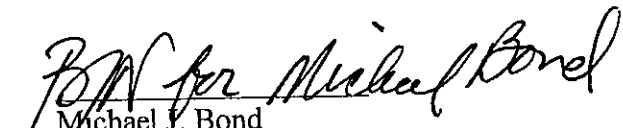
Notice is hereby given that on the **25th day of January, 2011**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by the presence of dead or dying eucalyptus branches or trees and ladder fuels leading into the trees, tree 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 dead or dying eucalyptus branches or trees and ladder fuels leading into the trees, 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's monthly Board of Directors meeting and may attend this meeting to be held on February 9, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this meeting, your objections will be heard and given due consideration.

At the conclusion of this meeting, the Board of Directors may order the Fire Chief or designee to abate the public nuisance condition on your property. The Fire District shall perform this removal directly or through private contract sometime between **February 22 and March 15, 2011**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

If you have any questions, contact the Fire Prevention Office at 10900 San Pablo Avenue. The phone number is (510) 215-4450.


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

February 10, 2011

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

On February 9, 2011 the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the February 9, 2011 hearing and further informing you of your obligation to remove the weeds, rubbish, refuse and other flammable material from your property. **If you do not immediately abate these nuisance conditions, the District will do so and the costs for removal of the weeds, rubbish, refuse and other flammable material will be assessed against your property as a lien and special assessment.** These removal costs shall then be collected in the time and in the manner of ordinary municipal taxes.

You will not receive any further notices from the District prior to this removal. The District shall perform this removal either through its own staff or through private contract sometime between February 22, 2011 and March 15, 2011. It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on May 11, 2011 at 7:30 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing.

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

Michael J. Bond
Fire Marshal

**Fire Hazard Reduction Program
The Kensington Fire Protection District**

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. The risk of conflagration in the intermix 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. This area has been identified by the California Department of Forestry (CDF) and the Kensington Fire Protection District as Very High Fire Hazard Severity (VHFHS) zone. As specified by State law (AB 337), property owners within this zone 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 and 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 area, 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 kindling fuels, 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 zone. The heightened risk of wildfire within the VHFHS zone 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 hot 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 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 Department 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 a large wildland area containing steep slopes and naturally growing trees, brush and grasses. Every year under certain critical weather conditions, the neighborhoods of Kensington are at heightened risk of 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 the 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.

Within 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 the area designated as a VHFHS zone. Refer to the glossary for a definition of terms used in these standards.

1. Properties within the 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
- 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 the 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 treatment 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, 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 is 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 1/2" 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 the 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 fire fighters 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 (232-5051) 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**.

CHIEF'S/PRESIDENT'S REPORTS

KENSINGTON FIRE PROTECTION DISTRICT

MEMORANDUM

February 2011

TO: President and Board Members
Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

Training Summary 2010

In 2010, the Training Division enjoyed another busy, productive and cooperative year in several program areas that included continued efforts in compliance training, expanding our partnership with California Fire Fighter Joint Apprenticeship Committee (CFFJAC) and completion of performance evolution standards in personal safety, engine company operations and wildland operations. In addition, there were several classes conducted for firefighter safety, hazard awareness, emergency operations and emergency medical training for both Emergency Medical Technicians (EMT) and advanced medical training and certification for Paramedics. ECFD Paramedics completed an additional 24 hours of mandated advanced medical training. The 2010 training was done in-house using CFFJAC funds which significantly reduced the cost the City had incurred prior to 2008 when we began the in-house training program. Additionally, we continued our cooperative training agreement with all fire agencies in west Contra Costa County under the West Contra Costa County Training Consortium by which El Cerrito personnel train with personnel from the Richmond Fire Department, Contra Costa County Fire Protection District, Pinole Fire Department, Chevron Fire Department and Rodeo-Hercules Fire Protection District.

In 2010, we completed our fifth year working with TargetSafety which is an online training company to assist us in compliance with our Injury, Illness & Prevention Program (IIPP). In previous years each member of the department completed a dozen assigned classes and 12 optional classes in conjunction with the IIPP. In 2010, we continued adding a mandatory City policy review, Department communication/policy review and Department training class to their monthly training assignments. At the conclusion of the assigned policy review, communication review or training class each employee is required to verify that they have read and understand the policy, communication or training they have reviewed. In 2010, ECFD personnel completed 490 classes that included 325 policy reviews, communication reviews and custom training activities. At the conclusion of 2010, El Cerrito Fire Department personnel have completed a total of 3,409 online training courses/activities. Moreover, the Fire Department continues to be in full compliance with the required training for our IIPP.

In 2010, the Department continued and expanded its agreement with the California Fire Fighter Joint Apprenticeship Committee (CFFJAC) which is a joint labor and management training program at the state-level. Currently, we have 13 of our line personnel enrolled in the CFFJAC Program and our continuing to complete training hours in accordance with program guidelines.

In 2010, two members of the Department graduated the CFFJAC Program by reaching 2000 hours of training which earned them journeylevel status. In addition, CFFJAC training funds were used to pay for online training through TargetSafety, in-house mandated paramedic certification training through the Public Safety Training Group, pay for ECFD's participation in Fire Ops. 101 held in Concord and purchase a new training television for the ECPD Training Room for joint training such as ICS.

In 2010, 166 performance evolutions were completed for personal safety, engine company operations and wildland operations. Training evolutions were conducted from January to December. An annual report is available for the 2010 Performance Evolutions. In January several of these drills were conducted at the old Tradeway Building. In addition to the drills being conducted there was a low impact air management study conducted to assess air consumption levels of our firefighters while in blacked out conditions and under little to no stress. The study was very informative for our firefighters and command staff. In 2011, we intend to conduct a higher level impact study and compare the data. The purpose of the studies is to teach our firefighters to better manage their air supply which will greatly decrease their risk of running out of air in a hazardous environment.

We continued to provide the 16-hour Federally-mandated Incident Command System Level 300 training for those required from El Cerrito, Richmond, San Pablo and Martinez. In addition, we have now begun the task of teaching the Federally-mandated Incident Command System Level 400 training to those required to per National Incident Management System Guidelines and Requirements. Additionally, as previously discussed ECFD was active in training provided through the West Contra Costa County Training Consortium which included training in the following areas:

- Mid-Size Commercial Building Operations
- Wildland Season Preparedness and Training Exercises
- Big Box Building Operations including a County-wide Drill
- Urban Search and Rescue
- Quarterly Emergency Medical Training

In 2010, the El Cerrito Fire Department continued to expand its medical training that included the addition of specialized medical equipment. One such device was the new heart monitors used by Paramedics to determine the best course of treatment for a patient having chest pain. These devices which are the most sophisticated in Contra Costa County allow our Paramedics the ability to identify a certain type of heart condition by which a patient will receive immediate treatment in the catheter lab (STEMI Center) to open constricted arteries. This process from 911 to the STEMI Center and insertion of the balloon on average is 63 minutes and all begins with the actions of our Paramedics. In addition, we have secured a vendor to provide 2010 training for our in-house paramedic certification program were on-duty crews could complete required certification classes rather than attending outside classes.

In addition to the 815 hours of online training, El Cerrito Firefighters recorded 7,343 training activities and 13,882 hours of training in an array of training categories that included 887 hours of emergency medical training and 1,349 hours of physical fitness training which once again demonstrates their dedication and commitment to serving our communities.

2011 KFPD PROPOSED COMMITTEE ASSIGNMENTS

Finance Committee: Directors Kosel and Blaschczyk

Property Management: Director deVile

Education: Director Kosel

Emergency Preparedness Committee: Directors Ramsey and Blasczyk

Contra Costa County Special District Assoc: Director Ramsey and Staff

Water System Improvements: Staff

Diablo Fire Safe Council/Wildland Interface: B/C Bond and Fire Staff

NEW BUSINESS

**KENSINGTON FIRE PROTECTION
DISTRICT**

Report to the Board of Directors
Results of the Fiscal Year 2010 Audit

September 29, 2010

Board of Directors
Kensington Fire Protection District
Kensington, California

I have audited the financial statements of the Kensington Fire Protection District (KFPD) for the year ended June 30, 2010, and have issued my report thereon. In planning and performing my audit, I considered KFPD's internal control in order to determine my auditing procedures for the purpose of expressing an opinion on the consolidated financial statements and not to provide assurance on internal control. This letter summarized comments under professional standards regarding my engagement and suggestions regarding opportunities for strengthening internal controls and operating efficiency. This letter does not affect my report on the financial statements.

I. The Auditor's Responsibility for Detecting Fraud

As stated in my engagement letter dated May 3, 2010 my responsibility, as described by professional standards, is to plan and perform my audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatements and are fairly presented in accordance with U.S. generally accepted accounting principles. Because an audit is designed to provide reasonable, but not absolute assurance and because I did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by me.

II. Significant Accounting Policies

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of my engagement letter, I will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the KFPD are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the Fiscal Year. I noted no transactions entered into by KFPD during the year that were both significant and unusual, and of which, under professional standards, I am required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

KENSINGTON FIRE PROTECTION DISTRICT

Report to the Board of Directors Results of the Fiscal Year 2010 Audit

III. Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

- Depreciation estimates for capital assets, including depreciation methods and useful lives assigned to depreciable property
- Accrual of compensated absences

During my audit, I evaluated the key factors and assumptions used to develop the accounting estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

IV. Audit Adjustments

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in my judgment, may not have been detected except through my auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on KFPD's financial reporting process (that is, cause future financial statements to be materially misstated). The following audit adjustments, in my judgment, indicate matters that could have a significant effect on KFPD's financial reporting process.

- No audit adjustments for 2010.

V. Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to my satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. I am pleased to report that no such disagreements arose during the course of my audit.

KENSINGTON FIRE PROTECTION DISTRICT

Report to the Board of Directors Results of the Fiscal Year 2010 Audit

VI. Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, my professional standards require the consulting accountant to check with me to determine that the consultant has all the relevant facts. To my knowledge, there were no such consultations with other accountants during Fiscal Year 2010.

VII. Issues Discussed Prior to Retention of Independent Auditors

I generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the KFPD's auditors. However, these discussions occurred in the normal course of my professional relationship and my responses were not a condition to my retention.

VIII. Difficulties Encountered in Performing the Audit

I encountered no significant difficulties in dealing with management in performing my audit.

IX. Current Year Recommendations

None

X. Prior Year Recommendations

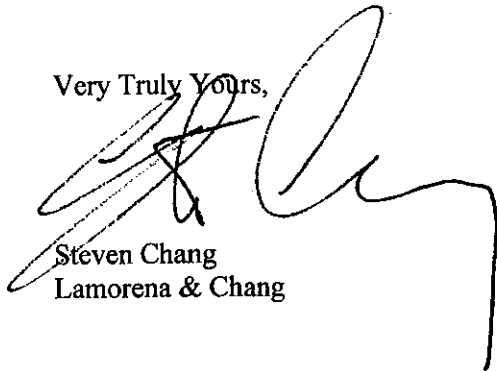
None

KENSINGTON FIRE PROTECTION DISTRICT

Report to the Board of Directors Results of the Fiscal Year 2010 Audit

This information is intended solely for the information and use of the Board of Directors, management, and governmental agencies as required, and should not be used by any other party for any purpose.

Very Truly Yours,

A large, stylized handwritten signature in black ink, appearing to read 'S. Chang', is written over the typed name and extends to the right.

Steven Chang
Lamorena & Chang

**KENSINGTON FIRE
PROTECTION DISTRICT**

**Financial Statements and Independent Auditor's Report for the
Year ended June 30, 2010**

KENSINGTON FIRE PROTECTION DISTRICT
For the Fiscal Year Ended June 30, 2010

Table of Contents

	<i>Page(s)</i>
Management's Discussion and Analysis (Required Supplementary Information).....	1-4
Independent Auditor's Report.....	5-6
Basic Financial Statements	
Statement of Net Assets and Governmental Funds Balance Sheet.....	7
Statement of Activities and Governmental Funds Statement of Revenues and Expenditures and Changes in Fund Balance	8
Statement of Revenues, Expenditures and Changes in Fund Balances — Budget and Actual.....	9
Notes to the Basic Financial Statements.....	10-22
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	23
Status of Prior Year Findings.....	24
Status of Current Year Findings.....	25

**KENSINGTON FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2010
(Required Supplementary Information)**

The following discussion and analysis provides an overview of the Kensington Fire Protection District's (District) financial activities for the year ended June 30, 2010. Please read it in conjunction with the District's basic financial statements, which follow this section.

Financial Highlights

- At the close of the year, June 30, 2010, assets of the District exceeded its liabilities by \$5.7 million (net assets). Of this amount, \$3.7 million (unrestricted net assets) may be used to meet the District's ongoing obligations to the citizens that the District serves.
- The District's total net assets increased by \$115,992.
- At the close of the year, June 30, 2010, the District's general fund reported an ending fund balance of \$3,681,602, a decrease of \$21,329 when compared with the prior year.
- At the close of the year, June 30, 2010, the District's special revenue fund reported an ending fund balance of \$5,752, a decrease of \$205 when compared with the prior year.
- At the close of the year, June 30, 2010, the District's capital project fund reported an ending fund balance of \$802,251, an increase of \$143,698 when compared with the prior year.
- At the end of the current year, June 30, 2010, unrestricted fund balance for the governmental funds was \$3,693,585 or 136% of total governmental funds' expenditures. This is the third year the District implements GASB 45. This requirement was created to help all districts realize how negotiated retiree benefit commitments affected current and future budgets. This requirement also help the District accurately show the cost of those commitments in the years when employees work for the District (if any) and the costs are incurred.

Overview of the Basic Financial Statements

This discussion and analysis is intended to serve as an introduction to the District's basic financial statements. The annual financial report for the District includes this management's discussion and analysis (MD&A), the basic financial statements and notes to basic financial statements.

The basic financial statements of the District are presented showing two different views of the District in one statement. The government-wide financial statements view shows both long-term and short-term information on the District's overall financial status. The fund financial statements view focuses on the District's operations with a short-term focus.

The government-wide statements are the statement of net assets and the statement of activities, which are prepared using the economic resources measurement focus and the accrual basis of accounting. These statements provide both long-term and short-term information about the District's overall financial status. All of the current year's revenues and expenses are accounted for in the statement of activities, regardless of whether cash is received or paid. The two government-wide statements report the District's net assets and how they have changed. Net assets, the difference between the District's assets and liabilities, are one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net assets is an indicator, of whether its financial health is improving or deteriorating, respectively.

**KENSINGTON FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2010**

Overview of the Basic Financial Statements (continued)

The fund financial statements are the balance sheet and statement of revenues, expenditures and changes in fund balance and are prepared using the current financial resources measurement focus and the modified accrual basis of accounting. Fund financial statements keep track of specific sources of funding and spending for particular purposes. The District has three funds: general fund, special revenue fund, and capital project fund. They are all components of the governmental funds. The fund financial statements provide a detailed short-term view that helps determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. Because this information does not encompass the additional long-term focus of the government-wide statements, I provide additional information in the footnotes that explains the relationship (or differences) between them.

Government-wide financial statement analysis

This year is the sixth year the District applied Governmental Accounting Standards Board (GASB) Statement No. 34. This year is the third year the District adopts GASB 45.

A comparative analysis of government-wide data is as follows:

Net assets serve over time as a useful indicator of a government's financial position. For the District, assets exceeded liabilities in the years ended June 30, 2010 and 2009 by \$5,786,294 and \$5,670,302, respectively. The largest portion of the District's net assets, 64%, reflects its investment in unrestricted net assets. A significant component of the District's net assets represents its investment in capital assets (e.g., land, buildings and equipment), which makes up the remaining 36% of the District's net assets. The District uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

The following table summarizes the net assets of the District as of:

	<u>June 30, 2010</u>	<u>June 30, 2009</u>
General revenues		
Property taxes	\$ 2,725,229	\$ 2,732,858
Other revenues	<u>111,330</u>	<u>302,440</u>
Total general revenues	<u>2,836,559</u>	<u>3,035,298</u>
 Total program expenses – public safety - fire protection operation	 <u>(2,720,567)</u>	 <u>(2,577,617)</u>
 Change in net assets	 115,992	 457,681
Net assets, beginning of year	<u>5,670,302</u>	<u>5,212,621</u>
Net assets, end of year	<u>\$ 5,786,294</u>	<u>\$ 5,670,302</u>

**KENSINGTON FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2010**

Fund financial statement analysis

General fund — The general fund's revenue is derived from County of Contra Costa property taxes, which are used to run daily operations of the District.

Property taxes decreased by \$7,629 (less than 1%) in the current year. This change reflects property values remaining at the same levels.

Program expenses increased by \$105,897 (3.89 %) in the current year.

Special revenue fund — The special revenue fund receives the special assessment tax voted in by the Kensington taxpayers in 1980 to be used for fire protection and prevention operations as determined by the District. The revenue received remains consistent with prior years.

Capital project fund — The capital project fund receives no tax revenue of its own; it is funded by the general fund on an as-needed basis. The District's Board of Directors votes annually on an amount to transfer and invest from the general fund to the capital project fund for long-term expected replacements.

General Fund Budgetary Highlights

There were two budget revisions adopted by the Board of Directors after the original budget was adopted at the September 2009 meeting.

Capital Assets

As shown in the table below, the District's investment in capital assets (net of accumulated depreciation) as of June 30, 2010 and 2009 was \$1,296,689 and \$1,302,861 respectively.

Capital Assets (Net of accumulated depreciation)

	Governmental Activities	
	2010	2009
Land	\$ 5,800	\$ 5,800
Building and improvements	834,902	853,117
Equipment and furniture	128,252	69,839
Rolling stock	327,735	374,105
Total	\$ 1,296,689	\$ 1,302,861

**KENSINGTON FIRE PROTECTION DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
June 30, 2010**

Retiree Healthcare Benefits

In June 2007, the District implemented Governmental Accounting Standards Board Statement No. 45 (GASB 45). This statement requires governmental entities to account for and report their costs and obligations for Other Postemployment Benefits (OPEB). OPEB are part of an exchange of salaries and benefits for employee services rendered, such as agreements to provide health care benefits to employee upon retirement. Prior to GASB 45, the District financed the retiree health care costs on a "pay-as-you-go" basis, and did not report the financial effects of OPEB until the promised benefits are paid.

Based on the latest valuation for the District's OPEB plan (July 1, 2008), the District's unfunded actuarial accrued liability was \$1,649,362 as of June 30, 2010; and its annual required contribution (ARC) was \$168,667 for the fiscal year ended June 30, 2010. The ARC is calculated in accordance with certain parameters, and includes (a) the normal cost, the actuarial present value of benefits attributed to prior services; and (b) a component for amortization of the total unfunded actuarial accrued liabilities (or funding excess) of the plan over a period not to exceed twenty years.

In October 2008, the Board pre-funded the OPEB liability in an initial amount of \$300,000. In March 2009, an additional contribution of \$265,000 was made to the PERS Trust. The impact of the pre-funding will reduce the District's future annual required contribution.

During fiscal year 2010, an additional contribution of \$535,799 was made to the PERS Trust. The impact of the pre-funding will reduce the District's future annual required contribution.

Economic Factors and Next Year's Budgets and Rates

The primary factors affecting expenditures in the District's fiscal year 2010-11 budget are the City of El Cerrito service contract fee and the expected renovation costs to the Public Safety Building.

Request for Information

Questions concerning any of the information provided, in this report or requests for additional financial information should be addressed to the Kensington Fire Protection District, 217 Arlington Avenue, Kensington, California 94707.

Independent Auditor's Report

Board of Directors
Kensington Fire Protection District
Kensington, California

I have audited the accompanying financial statements of the governmental activities and each major fund of the Kensington Fire Protection District (the "District"), as of and for the year ended June 30, 2010, which collectively comprise the District's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the District's management. My responsibility is to express opinions on these financial statements based on my audit.

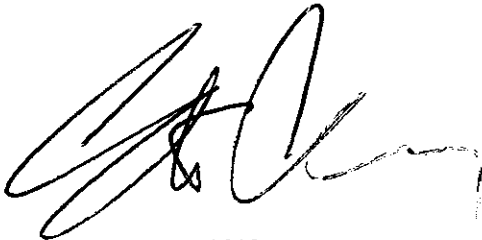
I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that I plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. I believe that my audit provides a reasonable basis for my opinions.

In my opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the District as of June 30, 2010, and the respective changes in its financial position thereof and the respective budgetary comparison for the general and special revenue funds for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note 2 to the financial statements, the District adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements — and Management's Discussion and Analysis — for State and Local Governments*; GASB Statement No. 37, *Basic Financial Statements — and Management's Discussion and Analysis — for State and Local Governments: Omnibus*; GASB Statement No. 38, *Certain Financial Statement Note Disclosures*; and GASB Interpretation No. 6, *Recognition and Measurement of Certain Liabilities and Expenditures in Governmental Fund Financial Statements* and GASB Statement No. 45, *Accounting and Financial Reporting by Employer for Post employment Benefit Other Than Pension*.

In accordance with *Government Auditing Standards*, I have also issued my report dated September 29, 2010, on my consideration of the District's internal control over financial reporting and on my tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of my testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of my audit.

The management's discussion and analysis and budgetary comparison information, as listed in the table of contents, are not required parts of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. I have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, I did not audit the information and express no opinion on it.

A handwritten signature in black ink, appearing to be 'S. A. ...', written over a horizontal line.

September 29, 2010

Basic Financial Statements

KENSINGTON FIRE PROTECTION DISTRICT
STATEMENT OF NET ASSETS AND GOVERNMENTAL FUNDS BALANCE SHEET
FOR THE YEAR ENDED JUNE 30, 2010

	General Fund	Special Revenue Fund	Capital Project Fund	Total	GAAP Adjustment (Note 3)	Statement of Net Assets
ASSET						
Cash and investments	\$ 2,359,571	\$ 5,752	\$ 801,148	\$ 3,166,471	\$ -	\$ 3,166,471
Receivables:						
Supplemental taxes	20,782	-	-	20,782	-	20,782
Accounts receivable-	885	-	-	885	-	885
Interest receivables	2,535	-	1,107	3,642	-	3,642
Prepaid Expenses	13,619	-	-	13,619	-	13,619
Reimbursements and other	16,279	-	-	16,279	-	16,279
Net OPEB assets	1,089,125	-	-	1,089,125	-	1,089,125
Prop 1A Loan-State of California	218,628	-	-	218,628	-	218,628
Capital assets:						
Land	-	-	-	-	5,800	5,800
Buildings and improvements, net	-	-	-	-	834,902	834,902
Equipment and furniture, net	-	-	-	-	128,252	128,252
Rolling stock, net	-	-	-	-	327,735	327,735
Total assets	<u>\$ 3,721,424</u>	<u>\$ 5,752</u>	<u>\$ 802,255</u>	<u>\$ 4,529,431</u>	<u>\$ 1,296,689</u>	<u>\$ 5,826,120</u>
LIABILITIES						
Accounts payable and other accruals	\$ 35,208	\$ -	\$ 4	\$ 35,212	\$ -	\$ 35,212
Wages payable	4,614	-	-	4,614	-	4,614
Total liabilities	<u>39,822</u>	<u>-</u>	<u>4</u>	<u>39,826</u>	<u>-</u>	<u>39,826</u>
FUND BALANCES						
Nonspendable	\$ 1,089,215	\$ -	\$ -	\$ 1,089,215	-	-
Restricted	-	-	-	-	-	-
Committed	-	-	796,020	796,020	1,296,689	-
Assigned	-	-	-	-	-	-
Unassigned	2,592,387	5,752	6,231	2,604,370	-	-
Total fund balances	<u>3,681,602</u>	<u>5,752</u>	<u>802,251</u>	<u>4,489,605</u>	<u>1,296,689</u>	<u>-</u>
Total liabilities and fund balances	<u>\$ 3,721,424</u>	<u>\$ 5,752</u>	<u>\$ 802,255</u>	<u>\$ 4,529,431</u>		
Net assets:						
Invested in capital assets					1,296,689	1,296,689
Restricted					796,020	796,020
Unrestricted					3,693,585	3,693,585
Total net assets					<u>\$ 5,786,294</u>	<u>\$ 5,786,294</u>

KENSINGTON FIRE PROTECTION DISTRICT
STATEMENT OF ACTIVITIES AND GOVERNMENTAL FUNDS STATEMENT
OF REVENUES AND EXPENDITURES AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2010

	General Fund	Special Revenue Fund	Capital Project Fund	Total	Adjustment (Note 4)	Statement of Activities
EXPENDITURES/EXPENSES						
Current expenditures/expenses:						
Public safety:						
City of El Cerrito service contract	\$ 2,120,231	\$ -	\$ -	\$ 2,120,231	\$ -	\$ 2,120,231
Retiree health insurance	168,667	-	-	168,667	-	168,667
Firefighters' apparel/expenses	30,231	-	-	30,231	-	30,231
Insurance	10,737	-	-	10,737	-	10,737
Office wages and related expenses	80,529	-	-	80,529	-	80,529
County property tax administration/fees	30,689	205	17	30,911	-	30,911
Wildland vegetation management	8,383	-	-	8,383	-	8,383
Water system improvement	9,472	-	-	9,472	-	9,472
LAFCO	1,426	-	-	1,426	-	1,426
Professional development	5,282	-	-	5,282	-	5,282
Outside professional service fees	36,066	-	-	36,066	-	36,066
Public education	8,761	-	-	8,761	-	8,761
Office equipment and supplies	5,693	-	-	5,693	-	5,693
Building utilities/services	80,112	-	-	80,112	-	80,112
Memberships	4,399	-	-	4,399	-	4,399
Community service activities	11,532	-	-	11,532	-	11,532
Staff appreciation	4,019	-	-	4,019	-	4,019
Donation	2,000	-	-	2,000	-	2,000
Miscellaneous	1,700	-	-	1,700	-	1,700
(Gain)/Loss from disposition	-	-	-	-	1,430	1,430
Depreciation	-	-	-	-	98,986	98,986
Total current expenditures/expenses	2,619,929	205	17	2,620,151	100,416	2,720,567
Capital outlay:						
Equipment and furniture	77,445	-	-	77,445	(77,445)	-
Buildings and improvements	16,799	-	-	16,799	(16,799)	-
Total capital outlay	94,244	-	-	94,244	(94,244)	-
Total expenditures/expenses	2,714,173	205	17	2,714,395	6,172	2,720,567
GENERAL REVENUES						
Property taxes	2,725,229	-	-	2,725,229	-	2,725,229
Special taxes	-	-	-	-	-	-
Other taxes	31,935	-	-	31,935	-	31,935
Other revenue	6,620	-	-	6,620	-	6,620
Rental Income	28,000	-	-	28,000	-	28,000
Salary Reimbursement Income	29,200	-	-	29,200	-	29,200
Investment income	10,908	-	4,667	15,575	-	15,575
Total revenues	2,831,892	-	4,667	2,836,559	-	2,836,559
Excess (deficiency) of revenues over (under) expenditures	117,719	(205)	4,650	122,164	(6,172)	115,992
Other financing sources (uses):						
Transfers in	6,034	-	145,082	151,116	-	151,116
Transfers out	(145,082)	-	(6,034)	(151,116)	-	(151,116)
Total other financing sources (uses)	(139,048)	-	139,048	-	-	-
Change in net assets	(21,329)	(205)	143,698	122,164	(6,172)	115,992
Fund balances/net assets, beginning of year	3,702,931	5,957	658,553	4,367,441	1,302,861	5,670,302
Fund balances/net assets, end of year	\$ 3,681,602	\$ 5,752	\$ 802,251	\$ 4,489,605	\$ 1,296,689	\$ 5,786,294

The accompanying notes are an integral part of the financial statements.

KENSINGTON FIRE PROTECTION DISTRICT
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
BUDGET AND ACTUAL
FOR THE YEAR ENDED JUNE 30, 2010

	General Fund			Special Revenue Fund		
	Final Budget	Actual	Variance with Final Budget Positive (Negative)	Final Budget	Actual	Variance with Final Budget Positive (Negative)
Revenues:						
Property taxes	\$ 2,787,515	\$ 2,725,229	\$ (62,286)	\$ -	\$ -	\$ -
Special taxes	-	-	-	-	-	-
Other taxes	29,000	31,935	2,935	-	-	-
Other revenue	-	6,620	6,620	-	-	-
Rental income	28,000	28,000	-	-	-	-
Salary reimbursement income	29,230	29,200	(30)	-	-	-
Interest income	40,000	10,908	(29,092)	-	-	-
Total revenues	<u>2,913,745</u>	<u>2,831,892</u>	<u>(81,853)</u>	<u>-</u>	<u>-</u>	<u>-</u>
Current expenditures:						
Public safety:						
City of El Cerrito service contract	2,120,231	2,120,231	-	-	-	-
Retiree health insurance	168,667	168,667	-	-	-	-
Firefighters' memorial contribution	-	-	-	-	-	-
Firefighters' apparel and expenses	33,500	30,231	3,269	-	-	-
Insurance	10,740	10,737	3	-	-	-
Office wages and related expenses	84,360	80,529	3,831	-	205	(205)
County property tax administration/fees	35,340	30,689	4,651	-	-	-
Memberships	5,020	4,399	621	-	-	-
Water system improvement	10,000	9,472	528	-	-	-
Fire Abatement Contract	8,000	-	8,000	-	-	-
LAFCO	1,427	1,426	1	-	-	-
Outside professional service fees	69,000	36,066	32,934	-	-	-
Public education	15,000	8,761	6,239	-	-	-
Office equipment and supplies	5,600	5,693	(93)	-	-	-
Professional development	5,500	5,282	218	-	-	-
Building utilities/services	397,240	80,112	317,128	-	-	-
Wildland vegetation management	10,000	8,383	1,617	-	-	-
Community service activities	23,100	11,532	11,568	-	-	-
Staff appreciation	5,000	4,019	981	-	-	-
Donation	-	2,000	(2,000)	-	-	-
Miscellaneous	-	1,700	(1,700)	-	-	-
Operating contingency	30,000	-	30,000	-	-	-
Total current expenditures	<u>3,037,725</u>	<u>2,619,929</u>	<u>417,796</u>	<u>-</u>	<u>205</u>	<u>(205)</u>
Capital outlay:						
Equipment and Furniture	82,000	77,445	4,555	-	-	-
Buildings and Improvements	150,000	16,799	133,201	-	-	-
Total capital outlay	<u>232,000</u>	<u>94,244</u>	<u>137,756</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues over (under) expenditures	<u>(355,980)</u>	<u>117,719</u>	<u>(637,405)</u>	<u>-</u>	<u>(205)</u>	<u>205</u>
Other financing sources (uses):						
Transfers in	-	6,034	(6,034)	-	-	-
Transfers out	-	(145,082)	145,082	-	-	-
Total other financing sources (uses)	<u>-</u>	<u>(139,048)</u>	<u>139,048</u>	<u>-</u>	<u>-</u>	<u>-</u>
Excess (deficiency) of revenues and other financing sources over (under) expenditures and other financing uses	<u>\$ (355,980)</u>	<u>(21,329)</u>	<u>\$ (498,357)</u>	<u>\$ -</u>	<u>(205)</u>	<u>\$ 205</u>
Fund balances/net assets, beginning of year, as restated		<u>3,702,931</u>			<u>5,957</u>	
Fund balances/net assets, end of year		<u>\$ 3,681,602</u>			<u>\$ 5,752</u>	

The accompanying notes are an integral part of the financial statements.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 1 – REPORTING ENTITY

The Kensington Fire Protection District (District) is a special district empowered to take all the necessary steps to provide for fire protection and prevention services including enforcement of California State (State) laws applicable to fire codes. The financial statements of the District include all funds of the District. An elected Board of Directors governs the District, and exercises powers granted by State statutes.

In August 1995, the District entered into a contract with the City of El Cerrito (City) under which the City provides fire suppression and emergency medical services for the District. The contract provides that the District will pay the City an annual fee as defined in the contract (paid on a monthly basis) that expires June 30, 2015. The annual fee that the District paid under this contract for the fiscal years ended June 30, 2010 and 2009 were \$2,120,231 and \$2,105,158 respectively.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Implementation of Governmental Accounting Standards (GASB) Statement

In February 2009, GASB released a new Statement, *GASB Statement 54 – Fund Balance Reporting and Governmental Fund Type Definitions*. The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications and by clarifying the existing governmental fund type definitions. This Statement establishes fund balance classifications based primarily on the extent to which a government is bound to observe constraints imposed upon the use of the resources reported in the governmental funds. The initial distinction in reporting fund balance information is identifying amounts that are considered *nonspendable*, such as fund balance associated with inventories. This Statement provides for additional classification as restricted, committed, assigned, and unassigned based on the relative strength of the constraints that control how specific amounts can be spent. The requirements of the Statement are effective for financial statements for periods beginning after June 15, 2010. The details for the fund balance classifications prescribed under this Statement are separately discussed in Note 10.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Measurement focus, basis of accounting and financial statement presentation

The District prepares its government-wide statements using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The District's fund financial statements are prepared using the current financial resources focus and the modified accrual basis of accounting. Revenues are recorded when "susceptible to accrual" (i.e., when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means that revenues are collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period. For this purpose, the District considers revenues to be available if they are collected within 90 days of the end of the current fiscal year. Revenues meeting these availability criteria include special and other taxes. The availability period for property taxes is 60 days. Revenues not considered available are recorded as deferred revenues. Expenditures are generally recorded when the fund liability is incurred, except for compensated absences, such as vacation and sick leave, which are recognized when due. Liabilities expected to be paid after one year is recorded in the government-wide column as a noncurrent liability due more than one year.

Fund Accounting

The accounts of the District are organized on the basis of funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts that comprise its assets, liabilities, equity, revenues and expenditures. The District uses the following funds.

Governmental Fund Types

The *General Fund* is the operating fund of the District and is used to account for all financial resources except those required to be accounted for in another fund.

The *Special Revenue Fund* accounts for the special tax authorized by Section 53978 of the Government Code and approved by the District's electorate on April 8, 1980.

The *Capital Project Fund* is used to account for financial resources to be used for the acquisition or construction of major capital facilities and rolling stock.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budgets and Budgetary Accounting

The District follows the procedures below in establishing the budgetary data reflected in the basic financial statements:

1. At the June Board of Directors (Board) meeting, the Finance Committee submits to the Board proposed operating and capital improvement draft budgets for the fiscal year commencing the following July 1. The operating and capital improvement budgets include proposed expenditures and the means of financing them.
2. The Draft budget is legally enacted through the adoption of a resolution by the Board.
3. A final operating and capital improvement budget is submitted to the Board at the September Board meeting. The budget is legally enacted through the adoption of a resolution by the Board.
4. Formal budgetary integration is employed as a management control device during the fiscal year for the General Fund. The Capital Project Fund is budgeted over the life of the project.
5. Budgets for the General Fund, Special Revenue Fund and the Capital Project Fund are adopted on a basis consistent with accounting principles generally accepted in the United States of America.
6. The Special Revenue Fund is only used to accumulate special tax revenues, which are then transferred to the other funds as needed.

Encumbrances

Encumbrance accounting, under which purchases orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund and Capital Project Fund. There are no appropriations or encumbrances in the Special Revenue Fund. All appropriations lapse at fiscal year end.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Cash and Investments

Cash and investments include amounts in demand deposits as well as short-term investments. Substantially all of the District's cash and investments are held by the County of Contra Costa (County) as its fiscal agent. The District's investments are reported at fair value. The fair value represents the amount the District could reasonably expect to receive for an investment in a current sale between a willing buyer and a willing seller. The fair value of investments is obtained by using quotations obtained from independent published sources. The District also maintains a general checking account to facilitate the processing of small transactions. The District has also maintained a maintenance fund checking account to be used for the cost of maintenance and capital improvements to common areas, but closed in March 2010.

As permitted by the California Government Code, contracts and agreements, the District is permitted to invest in the County's cash and investment pool, obligations of the U.S. Treasury or its agencies; certificates of deposits; mutual funds invested in U.S. Government securities; and other permitted investments.

Capital assets

Capital assets, which include land, buildings, rolling stock (vehicles), and equipment and furniture, are valued at historical cost. Donated capital assets are valued at their estimated fair market value on the date donated. Capital assets are defined as assets with an initial, individual cost of more than \$1,000 and an estimated useful life in excess of one year. Capital assets used in operations are depreciated using the straight-line method over the estimated useful lives in the government-wide statements.

Depreciation has been computed using the straight-line method over the following estimated useful lives:

Building and improvements	15 to 40 years
Rolling stock, equipment and furniture	5 to 15 years

Property Taxes and Special Assessments Revenue

Revenue is recognized in the fiscal year for which the tax and assessment are levied. The County levies, bills and collects property taxes and special assessments for the District; under the County's "Teeter Plan," the County remits the entire amount levied and handles all delinquencies while retaining related interest and penalties.

Taxes are levied for each fiscal year on taxable real and personal property situated in the County. The levy is based on the assessed values as of the preceding January 1st, which is also the lien date. Property taxes on the secured roll are due in two installments: November 1st and February 1st and become delinquent after December 10th and April 10th, respectively. Supplemental property taxes are levied based on changes in assessed values between the date of real property sales or construction completion and the preceding assessment date. The additional supplemental property taxes are prorated from the first day of the month following the date of such occurrence. Property taxes on the unsecured roll are due on the lien date (January 1), and become delinquent if unpaid by August 31st.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Interfund Transactions

All interfund transactions are treated as transfers. The general fund is the main operating fund for the District. Annually, tax revenues recorded in the special revenue fund are transferred to the general fund to fund the District's operations. Transfers between governmental funds are eliminated as part of the adjustments to the government-wide presentation.

Use of Estimates

The preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Effects of New Pronouncements

In June 2004, GASB issued Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, which addresses how state and local governments should account for and report their costs and obligations related to postemployment healthcare and nonpension benefits. Collectively, these benefits are commonly referred to as other postemployment benefits (OPEB). The GASB statement generally requires that employers account for and report the annual OPEB cost and the outstanding obligations and commitments related to OPEB in essentially the same manner as employers currently do for pensions. Annual OPEB cost for most employers will be based on actuarially determined amounts that, if paid on an ongoing basis, generally would provide sufficient resources to pay benefits as they come due. This statement's provisions may be applied prospectively and do not require governments to fund their OPEB plans. An employer may establish its OPEB liability at zero as of the beginning of the initial year of implementation; however, the unfunded actuarial liability is required to be amortized over future periods. This statement also establishes disclosure requirements for information about the plans in which an employer participates, the funding policy followed, the actuarial valuation process and assumptions, and for certain employers, the extent to which the plan has been funded over time. At July 1, 2008, the District implemented GASB Statement No. 45 prospectively and as such, the District did not have a net OPEB obligation at transition (i.e., July 1, 2007). The District pays all health care insurance premiums for retired employees. Employees became eligible for these benefits when they reached normal retirement age while working for the District. As of June 30, 2010, the District's annual OPEB expense of \$168,667 was equal to annual required contribution (ARC). The current year requirements have been met as of June 30, 2010.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 3 – POSTEMPLOYMENT HEALTHCARE BENEFITS

Plan Description

The District provides postretirement health benefits (medical, dental and vision) to a closed group of former employees who have retired from the District and to their surviving spouses and dependent children. The District pays 100% of the annuitants' health plan premiums. Currently, a total of 11 family units (19 individuals), are receiving postretirement health benefits (dependent child coverage ceases at ages 23).

In October 2008, KFPD participated in the California Employers' Retiree Benefits Trust (CERBT). CERBT is an irrevocable trust fund that allows public employers to prefund the future cost of their retiree health insurance benefits and other postemployment benefits (OPEB) for their covered retirees. The District elected to participate in CERBT and contributed total of \$1,165,000 to CalPERS, the CERBT's administrator. The prefunding was intended to reduce and stabilize the District's annual required contribution to its OPEB plan in future years at an expected level for budgeting purposes. CalPERS issued a publicly available financial report that includes financial statements and required supplementary information for CERBT in aggregate. The report may be obtained by writing to CalPERS, Lincoln Plaza North, 400 Q Street, Sacramento, CA 95811.

Funding Policy

The contribution requirements of plan members and the District are established and may be amended by the Board. As of June 30, 2010, the District contributed \$168,667, or 100%, of the annual required contribution (ARC), to the CERBT.

The District is required to contribute the ARC, an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed twenty years.

Annual OPEB Cost

As of June 30, 2010, the District's annual other postemployment benefit (OPEB) expense of \$168,667 was equal to the ARC. The following table represents annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the net OPEB obligation.

Fiscal year ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation
June 30, 2010	\$ 168,667	100%	\$ -

The actuarial valuation was performed as of July 1, 2008 covering the fiscal year ended June 30, 2009. The next valuation will be performed biennially as of July 1, 2010, assuming that no other significant changes occur.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 3 – POSTEMPLOYMENT HEALTHCARE BENEFITS (continued)

Funded Status and Funding Progress

Using the most recent actuarial valuation date of July 1, 2008, the funded status of the plan was as follows:

Actuarial accrued liability (AAL)	\$ 1,713,138
Actuarial value of plan assets	<u>(111,066)</u>
Unfunded actuarial accrued liability (UAAL)	<u>\$ 1,602,072</u>
 Funded ratio (actuarial value of plan assets/AAL)	 6.48%
Covered payroll (active plan members)	\$ -
UAAL as a percentage of covered payroll	0.00%

Based upon 7.75% discount rate.

KFPD has commissioned an updated actuarial valuation to be dated July 1, 2010.

Actuarial Methods and Assumptions

Actuarial valuations of an ongoing plan involved estimates of the value of reported amounts and assumptions about the probability of occurrence of certain events far into the future. Examples include assumptions about mortality and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents current year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan members) and include the types of benefits provided as the time of each valuation and the historical pattern of sharing of benefit costs between the employer and the plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with long-term perspective of the calculations.

In the July 1, 2008 actuarial valuation, a level dollar amortization method was used. Under this method, the amortization period is 20 years. The healthcare cost trend rate assumptions included a 7.75 percent investment rate of return and an annual healthcare cost trend rate of 8.5 percent initially, reduced by decrements to an ultimate rate of 5.5 percent after ten years. CERBT's unfunded actuarial accrued liability is being amortized as a level dollar amortization on a closed basis. The remaining amortization period at July 1, 2010 was eighteen years.

As of June 30, 2010, KFPD paid \$104,466 directly to medical service provider vendors and an additional \$64,201 into the CERBT, equaling the ARC of \$168,667. In addition, the District contributed another \$535,799 to bring the Net OPEB Assets (before Actuarial Valuation) on KFPD's balance sheet to \$1,089,125.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

**NOTE 4 - EXPLANATION OF DIFFERENCES BETWEEN THE GOVERNMENTAL FUND
BALANCE SHEET AND THE STATEMENT OF NET ASSETS**

Total fund balance of the District's governmental funds differs from the net assets of governmental activities reported in the statement of net assets primarily as a result of the long-term economic focus of the statement of net assets versus the current financial resources focus of the governmental fund balance sheet. When capital assets (land, building, rolling stock and equipment) that are used in governmental activities are purchased or constructed, the costs of those assets are reported as capital outlay expenditures in the governmental fund. However, the statement of net assets includes the capital assets, net of accumulated depreciation, among the assets of the District. In addition, compensated absences are accrued on the governmental activities statement of net assets but not on the balance sheet since they also have a long-term economic focus.

	<u>June 30, 2010</u>	<u>June 30, 2009</u>
Differences		
Cost of capital assets	\$ 2,270,915	\$ 2,187,862
Accumulated depreciation	<u>(974,226)</u>	<u>(885,001)</u>
Net capital assets	<u>1,296,689</u>	<u>1,302,861</u>
Net difference	<u><u>\$ 1,296,689</u></u>	<u><u>\$ 1,302,861</u></u>

**NOTE 5 - EXPLANATION OF DIFFERENCES BETWEEN THE GOVERNMENTAL FUND
OPERATING STATEMENT AND THE STATEMENT OF ACTIVITIES**

The net change in fund balance for the governmental funds differs from the "change in net assets" as a result of the long-term economic focus of the statement of activities versus the current financial resources focus of the general fund. When capital assets that are to be used in governmental activities are purchased or constructed, the resources expended for those assets are reported as capital outlay expenditures in the general fund. Also, when capital assets are sold, the resources received are reported as proceeds from sale of capital assets in the respective fund. However, in the statement of activities, the cost of those assets purchased or constructed is allocated over their estimated useful lives and reported as depreciation expense. The resources received from the sale of capital assets offset against the net carrying value of the assets sold and reported as a gain or loss in the statement of activities. As a result, the fund balance decreased by the amount of financial resources expended and increased by the amount of financial resources received, whereas net assets decreased by the amount of depreciation expense on rolling stock and equipment items during the year and increased (decreased) by the amount of net gain (loss) on disposal of capital assets. In addition, the fund balance is reduced to account for the recording of compensated absences, which has a long-term focus.

	<u>June 30, 2010</u>	<u>June 30, 2009</u>
Differences		
Capital outlay	\$ 94,244	\$ 77,168
Net gain (loss) on disposal of capital assets	<u>(1,430)</u>	<u>(1,835)</u>
Depreciation expense	<u>(98,986)</u>	<u>(93,481)</u>
Net difference	<u><u>\$ (6,172)</u></u>	<u><u>\$ (18,148)</u></u>

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 6 - CASH AND INVESTMENTS

The District's cash and investments included the following:

	<u>June 30, 2010</u>	<u>June 30, 2009</u>
Deposits	\$ 9,333	\$ 4,312
Cash held by the county	189,711	383,068
Separately held investments - LAIF	2,957,227	3,299,866
Undeposited funds	10,000	102,899
Petty cash	200	200
Total	<u>\$ 3,166,471</u>	<u>\$ 3,790,345</u>

Deposits

At year-end, the carrying amount of the District's demand deposits was \$9,333 with a commercial bank which is covered by federal depository insurance.

Cash held by the County

The District's cash is included in the Contra Costa County (County) Treasurer cash and investments pool. Investments made by the Treasurers are regulated by California Government Code and by a County investment policy approved annually by the County Treasury Oversight Committee. Adherence to the statutes and policies is monitored by the County Board of Supervisors and by the Treasury Oversight Committee via monthly reports and an annual audit. Investment income earned on the District's cash is allocated quarterly to the District. Changes in fair value are included in investment income. Redeemed or sold shares are priced at book value, which includes realized investment earnings such as interest income, realized gains or losses upon sale of investments, and amortized premiums and discounts. This number may differ from the shares' fair value, which would include unrealized gains or losses based on market conditions. Additional information regarding insurance, collateralization, and custodial risk categorization of the County's cash and investments is presented in the notes of the County's basic financial statements.

Separately Held Investments

The County also has investments in the State Treasurer's Local Agency Investment Fund (LAIF) separately held for the District. As of June 30, 2010, the District's investment in LAIF is \$2,957,227. The total amount invested by all public agencies under the County Pool in LAIF at June 30, 2010 is \$469,200,230. Of that amount, approximately 3.466% is invested in structured notes and asset-backed securities. The Local Investment Advisory Board (Board) has oversight responsibility for LAIF. The Board consists of five members as designated by State Statute. The value of the pool shares in LAIF, which may be withdrawn, is determined on an amortized cost basis, which is different than the fair value of the District's position in the pool.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 7 - CAPITAL ASSETS

A summary of changes in capital assets for the year ended June 30, 2010 follows:

Governmental Activities	Balance	Current		Balance
	June 30, 2009	Year	Retirements	June 30, 2010
		Additions		
<i>Capital assets not being depreciated</i>				
Land	\$ 5,800	\$ -	\$ -	\$ 5,800
Construction in progress	-	-	-	-
Total capital assets not being depreciated	5,800	-	-	5,800
<i>Capital assets being depreciated</i>				
Building & improvements	1,369,897	16,799	1,975	1,384,721
Equipment & furniture	160,376	77,445	9,216	228,605
Rolling stock equipment	651,789	-	-	651,789
Total capital assets being depreciated	2,182,062	94,244	11,191	2,265,115
<i>Less accumulated depreciation for:</i>				
Building & improvements	(516,778)	(33,864)	823	(549,819)
Equipment & furniture	(90,539)	(18,752)	8,938	(100,353)
Rolling stock equipment	(277,684)	(46,370)	-	(324,054)
Total accumulated depreciation	(885,001)	(98,986)	9,761	(974,226)
Total capital assets being depreciated, net	1,297,061	(4,742)	1,430	1,290,889
Capital assets, net	\$ 1,302,861	\$ (4,742)	\$ 1,430	\$ 1,296,689

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 8 - RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; thefts damages, and destructions of assets; errors and omissions; injuries to employees; and natural disasters. The District carries commercial insurance for risks of loss. There have been no significant reductions in insurance coverage from the previous year, nor have settled claims exceeded the District's insurance coverage in any of the past three fiscal years.

The Kensington Fire Protection District is a member of Contra Costa County Fire Districts Joint Power of Authority Insurance Pool (CSAC). Deductibles and maximum coverage are as follows:

<u>Coverage Description</u>	<u>Deductibles</u>	<u>Insurance Coverage</u>
General & Automobile Liability	None	\$50,000,000
All Risk Property	\$500 (all other property)	\$600,000,000 (all other property)
	\$100,000 (flood)	\$600,000,000 (flood)
	\$500 (mobile equip)	
	\$500,000 (terrorism)	\$200,000,000
Earthquake	5% per unit	\$280,000,000
	\$100,000 minimum	
Employee Dishonesty	\$50,000	\$10,000,000
Pollution Liability	\$500,000	\$10,000,000
Boiler & Machinery	\$5,000	\$100,000,000

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 9 – FUND BALANCES

As prescribed by GASB Statement No. 54, governmental funds report fund balance in classifications based primarily on the extent to which the District is bound to honor constraints on the specific purposes for which amounts in the funds can be spent. As of June 30, 2010, fund balance for government funds are made up of the followings:

- *Nonspendable Fund Balance* – includes amounts that are (a) not in spendable forms, or (b) legally or contractually required to be maintained intact. The ‘not in spendable form’ criterion includes items that are not expected to be converted to cash, for example: inventories, prepaid amounts, and long-term notes receivable.
- *Restricted Fund Balance* – includes amounts that can be spent only for the specific purposes stipulated by external resource providers, constitutionally or through enabling legislation. Restrictions may effectively be changed or lifted only with the consent of resource providers.
- *Committed Fund Balance* – includes amounts that can only be used for the specific purposes determined by a formal action of the District’s highest level of decision-making authority, the District’s Board. Commitments may be changed or lifted only by the District taking the same formal action that imposed the constraint originally (for example: resolution and ordinance).
- *Assigned Fund Balance* – comprises amounts intended to be used by the District for specific purposes that are neither restricted nor committed. *Intent* is expressed by (1) the District’s Board or (b) a body (for example: a budget or finance committee) or official to which the District’s Board has delegated the authority to assign amounts to be used for specific purposes.
- *Unassigned Fund Balance* – is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose.

In circumstances when an expenditure is made for a purpose for which amounts are available in multiple fund balance classifications, fund balance is depleted in the order of restricted, committed, assigned, and unassigned.

KENSINGTON FIRE PROTECTION DISTRICT
Notes to the Basic Financial Statements
June 30, 2010

NOTE 9 – FUND BALANCES (continued)

Fund balances for all the major and non-major governmental funds as of June 30, 2010, were distributed as follows:

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Project Fund</u>	<u>Total</u>
Nonspendable:				
Inventory	\$ -	\$ -	\$ -	\$ -
Advances (OPEB)	1,089,215	-	-	1,089,215
Subtotal	<u>1,089,215</u>	<u>-</u>	<u>-</u>	<u>1,089,215</u>
Restricted for:				
General government	-	-	-	-
Public protection	-	-	-	-
Public ways & facilities	-	-	-	-
Capital projects	-	-	-	-
Debt service	-	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Committed to:				
Public protection	-	-	589,512	589,512
Capital projects	-	-	206,508	206,508
Subtotal	<u>-</u>	<u>-</u>	<u>796,020</u>	<u>796,020</u>
Assigned to:				
General government	-	-	-	-
Public protection	-	-	-	-
Capital projects	-	-	-	-
Subtotal	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Unassigned	<u>2,592,387</u>	<u>5,752</u>	<u>6,231</u>	<u>2,604,370</u>
Total	<u>\$ 3,681,602</u>	<u>\$ 5,752</u>	<u>\$ 802,251</u>	<u>\$ 4,489,605</u>

The Board's financial planning aims to help reduce the negative impact on the District in times of economic uncertainty and potential losses of funding from federal or state governmental agencies. District funds are *restricted*, *committed* and *assigned* as part of a multi-year financial plan to balance the budget and avoid operating deficits.

**Independent Auditor's Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

Board of Directors
Kensington Fire Protection District
Kensington, California

I have audited the financial statements of the Kensington Fire Protection District (the "District"), as of and for the fiscal year ended June 30, 2010, and have issued my report thereon dated September 29, 2010. I conducted my audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control over Financial Reporting

In planning and performing my audit, I considered the District's internal control over financial reporting as a basis for designing my auditing procedures for the purpose of expressing my opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over financial reporting. Accordingly, I do not express an opinion on the effectiveness of the District's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

My consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that I consider to be material weaknesses, as defined above.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the District's financial statements are free of material misstatements, I performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit, and accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management and others within the District. This is not intended to be and should not be used by anyone other than these specified parties.

September 29, 2010

**KENSINGTON FIRE PROTECTION DISTRICT
STATUS OF PRIOR YEAR FINDINGS
YEAR ENDED JUNE 30, 2010**

<u>Finding</u>	<u>Present Status</u>	<u>Explanation if not fully implemented</u>
None		

**KENSINGTON FIRE PROTECTION DISTRICT
CURRENT YEAR FINDINGS
YEAR ENDED JUNE 30, 2010**

<u>Finding</u>	<u>Present Status</u>	<u>Explanation if not fully implemented</u>
None		

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July through December 2010

	Jul - Dec 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Property Taxes	2,752,156.42	2,725,300.00	26,856.42	101.0%
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	22,352.51	22,352.48	0.05	100.0%
Miscellaneous Income	24,052.00	0.00	24,052.00	100.0%
Total Income	3,016,677.68	2,964,793.46	51,884.22	101.8%
Expense				
OUTSIDE PROFESSIONAL SERVICES				
LAFCO Fees	1,445.41	1,445.00	0.41	100.0%
Contra Costa County Expenses	3,368.65	3,205.00	163.65	105.1%
Ei Cerrito Contract Fee	1,066,064.21	1,066,063.98	0.23	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%
Professional Fees				
Accounting	1,836.25	3,000.00	-1,163.75	61.2%
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	5,317.38	14,090.00	-8,772.62	37.7%
Total Professional Fees	19,353.63	28,090.00	-8,736.37	68.9%
Wildland Vegetation Mgmt	3,675.00	4,000.00	-325.00	91.9%
Total OUTSIDE PROFESSIONAL SERVICES	1,108,284.90	1,123,183.98	-16,899.08	98.5%
RETIREE MEDICAL BENEFITS				
PERS Medical	51,084.46	32,077.50	19,006.96	159.3%
Delta Dental	7,434.77	3,785.02	3,649.75	196.4%
Vision Care	1,833.99	1,067.48	766.51	153.1%
Total RETIREE MEDICAL BENEFITS	60,153.22	36,930.00	23,223.22	162.9%
COMMUNITY SERVICE ACTIVITIES				
Public Education	4,142.49	5,200.00	-1,057.51	79.7%
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	1,000.00	-1,000.00	0.0%
Community Shredder	0.00	1,500.00	-1,500.00	0.0%
Total COMMUNITY SERVICE ACTIVITIES	4,142.49	8,033.00	-3,890.51	51.8%
DISTRICT ACTIVITIES				
Firefighter's Apparel	548.75	6,500.00	-5,951.25	8.4%
Firefighters' Expenses	2,488.75	2,500.02	-13.27	99.5%
Engine Rescue Equipment	6,217.01	5,910.00	307.01	105.2%
Staff Appreciation	0.00	2,500.00	-2,500.00	0.0%
Professional Development	147.00	1,950.00	-1,803.00	7.5%
Building Maintenance				
Janitorial Service	498.30	600.00	-101.70	83.1%
Medical Waste Disposal	1,707.35	2,250.00	-542.65	75.9%
Building alarm	0.00	0.00	0.00	0.0%
Gardening service	360.00	700.00	-340.00	51.4%
Miscellaneous Maint.	23,093.88	160,000.00	-136,906.12	14.4%
Total Building Maintenance	25,659.53	163,550.00	-137,890.47	15.7%
Building Utilities/Service				
Garbage	266.80	280.00	-13.20	95.3%
Gas and Electric	4,156.76	3,904.98	251.78	106.4%
Water/Sewer	782.61	686.00	96.61	114.1%
Total Building Utilities/Service	5,206.17	4,870.98	335.19	106.9%
Election	369.80	1,000.00	-630.20	37.0%
Memberships	4,741.00	5,000.00	-259.00	94.8%
Office				
Office Expense	483.89	1,750.02	-1,266.13	27.7%
Office Supplies	294.61	1,249.98	-955.17	23.6%
Telephone	1,959.49	2,125.02	-165.53	92.2%
Total Office	2,738.19	5,125.02	-2,386.83	53.4%
Total DISTRICT ACTIVITIES	48,114.20	198,906.02	-150,791.82	24.2%
Staff				
Wages	35,388.24	35,388.24	0.00	100.0%
Overtime Wages	1,224.94	2,449.98	-1,225.04	50.0%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	2,940.00	2,940.00	0.00	100.0%
Retirement Contribution	1,789.40	1,770.00	19.40	100.0%
Payroll Taxes	2,800.89	2,940.00	-139.11	95.3%
Workers Compensation/Life Ins	779.93	870.00	-90.07	116.4%
Payroll Processing	615.10	582.48	32.62	105.6%
Total Staff	45,518.50	46,740.70	-1,222.20	97.4%
Contingency				
General	0.00	9,999.99	-9,999.99	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
Total Contingency	0.00	9,999.99	-9,999.99	0.0%
Total Expense	1,264,213.31	1,423,793.69	-159,580.38	88.8%
Net Ordinary Income	1,752,464.37	1,540,999.77	211,464.60	113.7%
Other Income/Expense				
Other Income				
Transfers In - General	2,139.00			
Total Other Income	2,139.00			

Kensington Fire Protection District
Revenue & Expense Budget vs. Actual
 July through December 2010

	Jul - Dec 10	Budget	\$ Over Budget	% of Budget
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	1,752,464.37	1,540,999.77	211,464.60	113.7%

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2010-2011

	FY 2009-2010 Budget	FY 2009-2010 Actual	FY 2010-2011 Budget	FY 2011-2012 Planning
REVENUE BUDGET				
Property Taxes *	2,787,515	2,725,226	2,725,300	2,738,925
Special Taxes **	0	0	200,221	200,221
Other tax income	29,000	31,935	31,900	32,000
Interest income	50,000	15,574	10,000	12,000
Lease agreement (3%)	28,000	28,000	28,840	29,705
Salary reimb agreement	29,230	29,200	45,025	45,513
Miscellaneous income	0	6,620	0	0
Total Revenue	2,923,745	2,836,555	3,041,286	3,058,363
OPERATING EXPENSE BUDGET				
	FY 2009-2010 Budget	FY 2009-2010 Actual	FY 2010-2011 Budget	FY 2011-2012 Planning
OUTSIDE PROFESSIONAL SERVICES				
Accounting	4,000	5,180	5,400	5,675
Actuarial Valuation	2,500	350	2,500	2,650
Audit	12,500	12,000	12,000	12,600
CC County Expenses	35,440	30,911	32,455	34,075
El Cerrito Contract	2,120,231	2,120,231	2,132,128	2,302,700
Fire Abatement Contract	8,000	0	8,000	8,000
Insurance - Risk Mgmt	10,740	10,737	12,380	13,000
LAFCO Fees	1,427	1,427	1,445	1,515
Legal Fees	50,000	18,536	35,000	40,000
Water System Improvements	10,000	9,472	20,000	10,000
Wildland Vegetation Mgmt	10,000	8,383	10,000	10,000
RETIREE MEDICAL BENEFITS				
PERS Medical (ARC)	152,422	151,770	54,990	59,252
Delta Dental (3%)	12,510	13,240	7,570	8,157
Vision Care (3%)	3,735	3,657	2,135	2,300
COMMUNITY SERVICE ACTIVITIES				
Public Education	15,000	8,761	13,000	13,000
Community Pharmaceutical Drop-Off	2,500	2,964	3,500	4,000
Vial of Life Program	2,000	776	1,000	500
CERT Emergency Kits	10,000	5,467	6,000	3,000
Open Houses	5,000	1,313	2,500	2,500
Community Shredder	3,600	1,012	1,500	1,500
DISTRICT ACTIVITIES				
Professional Development	5,500	5,282	5,500	5,775
District Office				
Office expense	3,500	3,336	3,500	3,675
Office supplies	2,100	2,357	2,500	2,625
Telephone	3,000	3,630	4,250	4,465
Election	0	0	1,000	0
Firefighter's Apparel ***	26,000	25,782	7,000	1,200
Firefighters' Expenses	7,500	4,449	5,000	5,000
Engine Rescue Equipment	0	0	5,910	0
Staff Appreciation	5,000	4,018	2,500	5,000
Memberships	5,020	4,399	5,000	5,250
P/S Building				
Gardening service	1,500	915	1,400	1,470
Building alarm	2,000	1,686	2,000	2,100
Medical waste disposal	5,000	3,747	4,500	4,725
Janitorial	1,500	1,195	1,500	1,500
Misc. Maint/Improvements ****	375,000	61,829	245,000	25,000
PG&E	7,500	7,438	7,810	8,200
Water/Sewer	825	991	1,040	1,090
Garbage	915	799	840	880

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET

Fiscal Year 2010-2011

Staff

Wages (2%)	62,275	62,272	70,775	72,175
Overtime Wages	4,000	2,302	4,900	4,995
Vacation Wages Accrual Adjustment	1,000	-100	1,020	55
Medical/dental insurance compensation	5,200	5,200	5,880	5,955
Retirement Contribution	3,115	3,114	3,540	3,610
Payroll Taxes	5,615	5,171	6,415	6,535
Insurance - Workers Comp/Life	1,320	1,441	1,470	1,500
Processing (3%)	1,835	1,130	1,165	1,200
Operating Contingency Fund	<u>30,000</u>	<u>3,700</u>	<u>30,000</u>	<u>30,000</u>

Total Operating Expense	3,037,822	2,622,268	2,794,913	2,738,401
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Capital Outlay

Engine Defibrillators	65,000	63,543	0	0
Mobile Display Terminal	0	0	6,580	0
FF High Band Radios	5,000	4,731	0	0
P/S Building Siding/Windows ****	150,000	14,682	105,000	0
P/S Building Bay Doors	0	0	45,000	0
Firefighter qtrs/equip	10,000	6,890	10,000	10,000
Office Furniture/Computers	<u>2,000</u>	<u>2,281</u>	<u>5,000</u>	<u>5,000</u>

Total Capital Outlay	232,000	92,127	171,580	15,000
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TOTAL EXPENDITURES	3,269,822	2,714,395	2,966,493	2,753,401
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Notes: The standard expenditure increase is 5% unless otherwise indicated or unless policy decisions mandated.

* The State of California "borrowed" \$218,628 from KFPD during FY09-10 to be repaid by the end of FY12-13 with interest.

This will affect our cash balance and create a receivable shown on the Balance Sheet, but not revenue reported.

** Based on current economic conditions, the KFPD Board decided to suspend the special tax revenue for FY 09-10

*** Firefighters apparel was increased by \$25,000 in FY09-10 and by \$5,760 in FY10-11 in order to purchase state-of-the-art wildland safety gear.

**** The current estimate of building repairs/improvements is approximately \$350,000. \$105,000 is included for siding/windows.

\$245,000 is listed under maintenance per auditor's instructions. The total amount includes design, engineering & construction.

Designated Funds (see attached schedules)

Engine Replacement Fund	93,455	93,455	93,455	93,455
Public Safety Building Fund	51,627	51,627	0	100,000
Prepay CalPERS Trust	<u>600,000</u>	<u>600,000</u>	<u>50,000</u>	<u>0</u>
	745,082	745,082	143,455	193,455

	FY 2009-2010 <u>Budget</u>	FY 2009-2010 <u>Actual</u>	FY 2010-2011 <u>Budget</u>	FY 2011-2012 <u>Planning</u>
Beginning Cash	4,367,787	4,343,671	4,255,595	4,345,764
Revenue	2,923,745	2,836,555	3,041,286	3,058,363
State of California Loan Receivable	-220,000	-218,628	0	0
Operating Expenditures	-3,037,822	-2,622,268	-2,794,913	-2,738,401
Capital Expenditures	-232,000	-92,127	-171,580	-15,000
Accrual to Cash Adjustment		8,393	15,377	
ENDING CASH	3,801,710	4,255,595	4,345,764	4,650,727
Cumulative Designated Funds	-745,082	-1,885,145	-2,028,600	-2,222,055
El Cerrito Contract 12 month set aside	-2,120,231	-2,120,231	-2,132,128	-2,302,700
AVAILABLE CASH	936,397	250,219	185,036	125,971

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2010-2011

SCHEDULE FOR REPLACEMENT OF EQUIPMENT

Type I Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds	Type III Vehicle Cost	Estimated Cost 15 yrs/4%	Fiscal Year	Yearly Contribution To Cap. Fund	Accumulated Funds
	\$543,700					\$540,094			
\$123,464		99-00							
\$178,435		00-01	30,832	30,832					
		01-02	36,633	67,465					
		02-03	36,633	104,098	\$94,000		02-03		
		03-04	36,633	140,731	\$205,895		03-04		
		04-05	36,633	177,364			04-05	32,860	32,860
		05-06	36,633	213,997			05-06	32,860	65,720
		06-07	36,633	250,630			06-07	32,855	98,575
		07-08	36,633	287,263			07-08	36,793	135,368
		08-09	36,633	323,896			08-09	36,793	172,161
adjust to	\$632,660	09-10	51,461	375,357	adjust to	\$592,100	09-10	41,994	214,155
		10-11	51,461	426,818			10-11	41,994	256,149
		11-12	51,461	478,279			11-12	41,994	298,143
		12-13	51,461	529,740			12-13	41,994	340,137
		13-14	51,461	581,201			13-14	41,994	382,131
		14-15	<u>51,461</u>	632,662			14-15	41,994	424,125
			632,662				15-16	41,994	466,119
							16-17	41,994	508,113
							17-18	41,994	550,107
							18-19	<u>41,994</u>	592,101
								592,101	

KFPD COMBINED REVENUE, EXPENSE AND CAPITAL BUDGET
Fiscal Year 2010-2011

SCHEDULE FOR RENOVATION OF BUILDING

<u>Kitchen Remodel/ Office Expansion</u>	<u>Possible Cost in 15 yrs. at 4% Inflation</u>	<u>Fiscal Year</u>	<u>Yearly Contribution</u>	<u>Accumulated Reserves</u>
\$430,000	\$774,406	05-06	0	0
		06-07	51,627	51,627
		07-08	51,627	103,254
		08-09	51,627	154,881
		09-10	51,627	206,508
		10-11 *	0	206,508

* The Kensington Fire Protection District is currently renovating and upgrading portions of the Public Safety Building. A new Building Renovation Schedule will be created at the end of this current project and after reviewing historical costs and operational needs.

BOARD REPORTS

**MINUTES OF THE MAY 25, 2010 FINANCE COMMITTEE MEETING
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

PRESENT: **Directors:** Janice Kosel and Nina Ramsey
 Staff: Chief Lance Maples, Administrator Brenda Navellier, Deborah Russell CPA

CALL TO ORDER:

Director Nina Ramsey called the meeting to order at 3:00 p.m. and noted those present.

ORAL COMMUNICATIONS:

None.

COMMITTEE MINUTES OF JANUARY 5, 2010:

Director Kosel noted the word "on" was missing from the third line from the bottom of the first page between "based" and "the". The Committee agreed by consensus to adopt the January 5, 2010 minutes as amended.

EL CERRITO CONTRACT FEE PROPOSAL FOR FY 2010-2011:

Chief Maples briefly covered the items in the packet: mission statement, department overview and structure and position listing. Maples noted that the City's position of Fire Secretary is vacant and the job is being accomplished through the City's agreement with KFPD, and two of the authorized firefighter positions are also currently vacant which are filled with overtime. Maples reviewed the service indicators over the last five years and they consistently stay at approximately 5,000 calls per year. Director Kosel mentioned that the Contra Costa Times listed all public employees' salaries in Contra Costa County on a web site and had a corresponding article in today's paper. Maples said the paper had been listing the salaries for about five years but had left El Cerrito out until last year. The Committee talked about how the public employees' salaries are represented and some of them look very high due to overtime. The Committee briefly discussed the type of responses and response times and what was listed on the District's website. Maples has received no complaints during the past year about response times and the department's are well within the national norms in both El Cerrito and Kensington. The topography adds to response time in Kensington. Maples continued with his report and reviewed the department's training, education and certification hours, vegetation management throughout both communities, public education contacts, the fire department's overall annual budget and lastly the previous year's accomplishments which included a health and wellness program for the firefighters. Maples then reviewed the department's objectives and goals. The department budget is remaining flat but the economy is on a downturn. The City is considering a sales tax on the ballot in November. Maples' concern is whether some of the neighboring communities can keep providing service at the same level. CERT has a lot of community interest now and the department is trying to promote it more. The department is working with EBRPD on their vegetation management environmental impact report. B/C Gibson is working on priority medical dispatch with the dispatch center and ECFD oversees the review of all medical calls. Challenges will include providing the same level of service with no increases, competitive staff compensation, and contract costs such as with the State. Maples reviewed the contract fee line items including salaries, which are currently being discussed due to the economy, the salary savings for three open positions is approximately \$365,000 though overtime went up approximately \$138,000. As the economy gets better, the positions could be filled. El Cerrito is budgeting for a decrease in property tax revenue. Almost all other line items are completely flat. There is a new line item that is "total compensation cost share" for the shared Administrator. The proposed contract fee including reconciliation and Administrator cost share is proposed at \$2,087,423. The Committee said the Board has absolutely no complaints about service under the contract and is well pleased with the relationship. They will make a recommendation to the Board of Directors to accept the contract fee as presented.

The agenda was moved to item 6:

REVIEW AND RECOMMEND DRAFT FY 2010-2011 BUDGET:

The Committee briefly discussed whether property tax revenue should be projected as flat or as a decrease. FY09-10's property tax revenue only increased by ½% which is the lowest the District has had in some time. The budget will remain as currently proposed with no increase to the property tax revenue from the previous fiscal year. Total revenue is projected at \$3.05M. The operating budget is \$100,000 less than revenue; however, capital outlay

for construction would put the district \$120,000 over revenue even with imposing the parcel tax. Discussion followed on contributions to the PERS trust fund. The audit fee has remained flat since it increased significantly last year because of the latest GASB and water system improvements has a small budget for opportunistic hydrants. Kosel pointed to the miscellaneous maintenance listed at \$365,000 and building siding/windows at \$150,000 for the current remodel project. Both numbers are the District's best guess until the project goes out to bid. Discussion followed on the budget for replacing the bay doors. This was proposed by Director Dommer as part of making the building more efficient. The current bay doors are bare sheet metal and do not have insulation. There are also doors with much better safety features and more cosmetically pleasing for a residential community. New bay doors should last a minimum of 10 years and again, the proposed budget is a guesstimate. Discussion included the average annual amount spent on maintaining the building. Navellier is having on-going discussions with the actuary and PERS so that the District does not over or under fund the Trust. The current plan is for KFPD to invest a last \$50,000, continue to "pay as you go" for FY10-11 and then start drawing from the Trust. The District should receive its 2010 actuarial report before the final budget is adopted in September which will give more information on how the District may want to proceed. More discussion followed on PERS rate of return, the stock market, PERS pension contribution rates and PERS financial health. The only proposed changes at this time were to the lease agreement to include a 3% increase and \$50,000 to the PERS trust.

The Committee reviewed five year projections with and without the special tax in FY 10-11 only. The District starts to go negative in FY14-15. The Committee prefers to have a balanced budget every year instead of using reserves to balance the budget. KFPD has a good history of responsible financial management. The District plans ahead and puts money aside for its major purchases. Ramsey and Kosel discussed their thoughts on whether or not the District should impose the special tax in FY10-11. *Chief Maples left the meeting.* Further discussion followed on cash flow, the contractual obligation for a year's worth of contract fee reserve, and the District's budgeting process. Projecting farther than five years is not reliable; many things could happen within the next few years particularly with property taxes and the contract fee. The budget will be presented with the special tax since the Board's direction was to not collect for FY09-10 only.

The Committee reviewed preliminary annual building expenses from 2000 through current. Russell pointed out that the KPCCSD used to contribute to some of the building expenses but with the current lease KFPD has to pay for everything on its own. The Committee directed Russell and Navellier to include the building expenses back to 1995 when KFPD first contracted with El Cerrito and was able to start addressing deferred maintenance and to capture the 1999 major remodel. The District's expenses were not computerized before 2000 but best known numbers will be taken from the audits.

FY 2009-2010 AUDITOR RECOMMENDATION:

The District is happy with the current auditor. There are many drafts that the Navellier and Russell have to read carefully before it is able to be finalized. Steven Chang is well versed on his government regulations. KFPD has very clean books so we are easy to work with. The end result statements are user friendly. The Committee is happy to engage Lamorena & Chang again and will recommend that action to the Board.

REVIEW OF DISTRICT INVESTMENTS:

District investments were largely discussed above under the projections.

The Committee also discussed a 2% raise for Navellier and adjusting medical/dental compensation so that it is tied to actual cost. Navellier will get quotes from three different agencies and report back to the Committee.

ADJOURNMENT: The meeting was adjourned at 5:02 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the Committee meeting of January 26, 2011.

Attest:

Finance Committee Member