

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

Date of Meeting: August 14, 2013  
Time of Meeting: 7:30 p.m.  
Place of Meeting: Kensington Community Center  
59 Arlington Avenue, Kensington, CA 94707

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

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

7:30 p.m.

**CALL TO ORDER**

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

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

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

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

CC 3. **APPROVAL OF THE MINUTES.** Approval of the minutes of the regular meeting of June 12, 2013 (APPROVE)

CC 4. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** June 2013 (ACCEPT)

CC 5. **ACCEPTANCE OF INCIDENT ACTIVITY REPORT.** July 2013 (ACCEPT)

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

7. **FIRE CHIEF'S REPORT**

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

8. **PRESIDENT'S REPORT**

**NEW BUSINESS**

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

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

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

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

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

Resolution 13-05 Declaring that Weeds, Rubbish, Litter or other Flammable Material on Designated Private Properties Constitutes a Public Nuisance and Providing for Notice that the Fire Chief or Designee Shall Abate Such Public Nuisance Conditions if not Abated by the Property Owner (ACTION)

10. **BOARD REPORTS**

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

- a. Finance Committee (Kosel/Blaszczyk): Copy of transmittal #1; annual disclosure of reimbursements over \$100
- b. Public Safety Building (de Ville/Harmon)
- c. Education (Kosel): Solano Stroll 9/8/13; Tri-City Safety Day 9/21/13
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Report on July 15, 2013 meeting
- e. Diablo Fire Safe Council/Interface (Staff)
- f. Correspondence: Thank you from 268 Los Altos Dr.; thank you from 329 Rugby

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, September 11, 2013 at 7:30 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 9/11/13 is Wednesday, 8/28/13 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 9/4/13 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

# **CONSENT CALENDAR**

**MINUTES OF THE JUNE 12, 2013 MEETING OF THE BOARD OF DIRECTORS  
OF THE KENSINGTON FIRE PROTECTION DISTRICT**

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

**CALL TO ORDER:**

President de Ville called the meeting to order at 7:30 p.m. and noted the Directors that were present and that Directors Kosel and Nagel were excused.

**APPROVAL OF CONSENT ITEMS:**

Director de Ville called for approval of the consent calendar (items 3, 4, 5, 6, 7 & 8) consisting of approval of the minutes of the May 8, 2013 meeting, approval of the May incident activity report, approval of the monthly transmittal #12, approval of the April/May 2013 monthly financial report, approval of Resolution 13-02 establishing the FY13-14 appropriations limit, and approval of Resolution 13-03 authorizing the County to place the District's special tax on the tax roll and to collect the special tax for FY13-14. Director Harmon made a motion to accept the consent calendar items as presented in the packet. The motion was seconded and passed unanimously.

**ORAL COMMUNICATIONS:**

None.

**CHIEF'S REPORT:**

President de Ville thanked Chief Maples for getting an article in the Outlook in such a timely fashion. Chief Maple's report to the Board included an article on summer and hydration. Maples reported on ECFD's response to Ventura County for the Springs Fire. All OES responses are fully reimbursed by the State. The department has two new hires -- one firefighter and one firefighter/paramedic. A third new hire, firefighter/paramedic, will be starting later in June. This will bring the department up to three short of full staffing. The department will backfill the three open positions with overtime.

**PRESIDENT'S REPORT:**

President de Ville reported that he had delivered the Manager's annual review. De Ville reported that Navellier was given an outstanding review and the District is fortunate to have her working for both KFPD and ECFD.

**NEW BUSINESS:**

**Policy Handbook Updates: Review of Policy 1050 changing monthly meeting time; new Policy 1170 addressing financial reserves:** President de Ville reviewed the two policies included in the packet. Both policies require a 4/5 affirmative vote and two readings so both will be carried over to the August meeting for a vote. Director Blaschczyk suggested paragraph 1050.22 be amended to insert "or electronic mail" following "will be given by telephone". Navellier will amend for the August meeting.

**El Cerrito Contract Fee Proposal for FY2013-2014:** The contract fee was presented to the Finance Committee at their May meeting. Chief Maples gave an overview of the narrative, including the divisions and structure of the ECFD organization. Maples reviewed the past year's major accomplishments including HeartSafe Community designation in Kensington and a grant for self-contained breathing apparatus. System-wide emergency responses are consistently about 3,000 calls per year. The department's commitment to training is reflected in the hours spent. Public education contacts remain consistent including registration for CPR/First Aid courses.

The contract fee decreased by .20 percent for FY13-14 compared to the previous fiscal year. PERS and healthcare insurance both had increases in cost. Maples reviewed the budget by line item and noted the areas where the budget has been cut back. PERS is again projected to jump again next year by about 11%. Director Blaschczyk suggested adding two years worth of contract fee in the presentation for next year so the Board can see a comparison either on the same sheet or simply including two years worth of budget. Maples reported that the department has

received a \$70,000 grant for chest compression machines and is waiting to hear on a \$960,000 ladder truck grant. The Board discussed the station cost comparison table that was included. Director Harmon made a motion to accept the contract fee as submitted. The motion was seconded and passed unanimously. Both Chief Maples and the Board praised the excellent relationship enjoyed between KFPD and ECFD.

Auditor Recommendation and Fee Proposal for FY2012-2013 Audit Report: The recommended audit proposal from Lamorena & Chang in the amount of \$12,000 was included in the Board packet. Navellier reported that staff obtained three other proposals from firms that had special district experience. All had good references but their sample audits did not compare with the current product format that the District receives from Lamorena & Chang. Of the three other proposals, two had lower fees than the recommended auditor and one had a higher fee. It is staff's recommendation to stay with the current auditor, Lamorena & Chang. Director Harmon made a motion to accept Lamorena & Chang's proposal to perform the FY12-13 audit. The motion was seconded and passed unanimously.

Resolution 13-04 Adopting the Preliminary Revenue, Operating Expense and Capital Improvement Budget for FY2013-2014: Director Blaschczyk reviewed the preliminary budget that was included in the Board packet and noted that there are relatively few changes compared to the previous year. Revenue is almost the same compared to the previous year with the exception of the airpack grant revenue. Expenditures are also consistent with the exception of the water system improvements which are currently projected at \$380,000 for FY13-14. Under Capital Outlay EBRICS radios came in at \$26,000 for FY12-13 once the grant revenue is accounted for. Total expenditures are budgeted at approximately \$200,000 less than the previous fiscal year but \$150,000 more compared to actual. The District is in a healthy financial position and there are no big surprises or big changes anticipated. The Type I engine is scheduled to be replaced in FY14-15. Director Blaschczyk made a motion to adopt Resolution 13-04 accept the preliminary revenue, operating expense and capital improvement budget for FY13-14 as submitted. The motion was seconded and passed unanimously.

**BOARD REPORTS:**

Finance: The Finance Committee met on May 29<sup>th</sup>. Minutes of the January 23, 2013 meeting were included in the packet. The 2013 actuarial report will be run evaluating two different OPEB investment strategies.

CSDA: Nagel plans to attend the next meeting on July 15, 2013. Navellier will submit KFPD for a District Transparency Certificate in the fall. KFPD's District of Distinction will expire at the end of October. KFPD will apply for reaccreditation at that time.

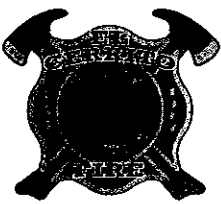
**ADJOURNMENT:** The meeting was adjourned at 8:13 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on August 14, 2013.

Attest:

\_\_\_\_\_  
Laurence Nagel, Board Secretary



# EL CERRITO FIRE DEPARTMENT

## Memorandum

July 1, 2013

**TO:** Kensington Fire Protection District Board Members

**FROM:** Laurence I. Carr: Battalion Chief

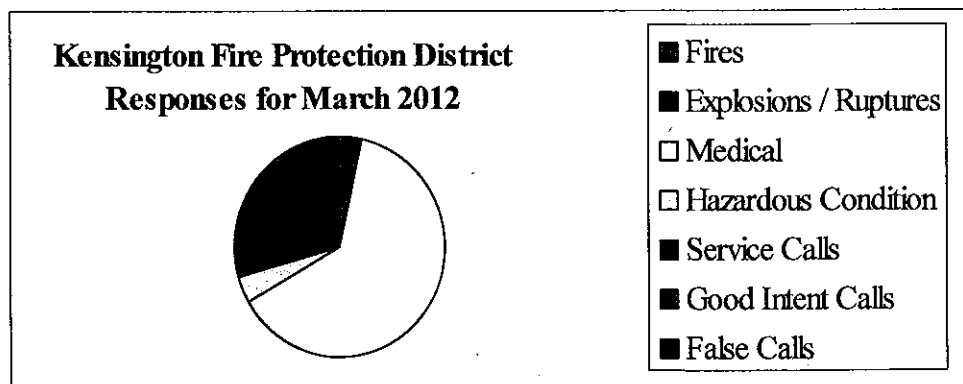
**RE: Incident Activity Reports for the Month of June 2013**

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There were 25 incidents that occurred during the month of June in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 54 calls in Kensington, El Cerrito, Richmond, Hwy 80, and Tilden Park.

On June 9 at 1 a.m. E65 responded to a rescue from a cave east of the carousel in Tilden Park. The cave is situated in a near vertical cliff face. E65 joined a team from Moraga-Orinda, EBRP and Berkeley. USAR-trained E65 was chosen as the rope rescue team, and supplied the equipment for same. An E65 firefighter was lowered to the victim, and both rescuer and victim were then raised to safety without incident.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	1	3.70%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	14	62.96%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	3.70%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	6	11.11%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	1	11.11%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	2	7.41%
<b>Totals</b>		<b>25</b>	<b>100.00%</b>



## Kensington Fire Protection District Response Log for June 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1301222	03-Jun-13 09:16:47	23 COWPER AVE	Kensington	E72	520
2	1301236	04-Jun-13 08:31:16	90 HIGHLAND BLVD	Kensington	E65	150
3	1301237	04-Jun-13 09:30:34	449 OCEAN VIEW AVE	Kensington	E65	321
4	1301245	04-Jun-13 19:14:52	106 YORK AVE	Kensington	E65	500
5	1301273	07-Jun-13 20:59:28	245 YALE AVE	Kensington	E65	321
6	1301279	08-Jun-13 10:16:32	243 CAMBRIDGE AVE	Kensington	E72	321
7	1301281	08-Jun-13 13:39:05	623 PARKSIDE CT	Kensington	E65	321
8	1301293	09-Jun-13 22:57:43	156 HIGHLAND BLVD	Kensington	E65	651
9	1301305	11-Jun-13 10:13:33	5 EDGECREFT DR	Kensington	E65	743
10	1301313	11-Jun-13 17:42:54	144 PURDUE AVE	Kensington	E65	321
11	1301317	12-Jun-13 14:42:49	58 EUREKA AVE	Kensington	E65	321
12	1301321	13-Jun-13 14:10:34	206 COLGATE AVE	Kensington	E65	321
13	1301345	16-Jun-13 13:44:33	9 GARDEN DR	Kensington	E65	321
14	1301369	19-Jun-13 08:30:18	262 YALE AVE	Kensington	E65	321
15	1301384	20-Jun-13 18:15:45	COLUSA CIR	Kensington	E65	520
16	1301415	23-Jun-13 23:44:48	709 COVENTRY DR	Kensington	E65	321
17	1301418	24-Jun-13 16:27:36	36 Arlington AVE	Kensington	E65	522
18	1301427	26-Jun-13 10:37:45	25 AVON DR	Kensington	E65	746
19	1301431	26-Jun-13 14:42:16	65 ARLINGTON CT	Kensington	E65	551
20	1301434	26-Jun-13 17:21:29	52 ARLINGTON AVE	Kensington	E65	444
21	1301444	27-Jun-13 13:39:06	24 WINDSOR AVE	Kensington	E65	554
22	1301448	27-Jun-13 23:05:09	404 COLUSA AVE	Kensington	E65	321
23	1301449	27-Jun-13 23:16:13	243 CAMBRIDGE AVE	Kensington	E72	321
24	1301451	28-Jun-13 07:04:01	243 CAMBRIDGE AVE	Kensington	E65	321
25	1301458	29-Jun-13 05:39:52	53 COWPER AVE	Kensington	E65	321

\* See Attached Table for Incident Type Explanations

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



# Kensington Fire Protection District

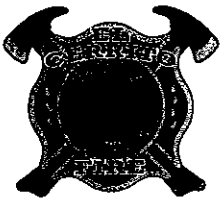
## Engine 65 Response Log for June 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1301207	01-Jun-13 10:52:43	10422 SAN PABLO AVE	El Cerrito	E65	321
2	1301208	01-Jun-13 11:03:55	3230 CARLSON BLVD	El Cerrito	E65	745
3	1301224	03-Jun-13 11:29:31	7822 BURNS CT	El Cerrito	E65	651
4	1301225	03-Jun-13 14:41:01	10810 SAN PABLO AVE	El Cerrito	E65	651
5	1301236	04-Jun-13 08:31:16	90 HIGHLAND BLVD	Kensington	E65	150
6	1301237	04-Jun-13 09:30:34	449 OCEAN VIEW AVE	Kensington	E65	321
7	1301242	04-Jun-13 16:11:00	308 POMONA AVE	El Cerrito	E65	321
8	1301245	04-Jun-13 19:14:52	106 YORK AVE	Kensington	E65	500
9	1301256	05-Jun-13 20:39:42	844 GELSTON PL	El Cerrito	E65	321
10	1301267	07-Jun-13 10:54:58	837 LEXINGTON AVE	El Cerrito	E65	511
11	1301270	07-Jun-13 18:13:50	1319 CONTRA COSTA DR	El Cerrito	E65	651
12	1301273	07-Jun-13 20:59:28	245 YALE AVE	Kensington	E65	321
13	1301274	07-Jun-13 23:36:47	LAKE ANZA	Tilden Park	E65	321
14	1301281	08-Jun-13 13:39:05	623 PARKSIDE CT	Kensington	E65	321
15	1301285	08-Jun-13 23:23:39	901 CLARK PL	El Cerrito	E65	321
16	1301286	09-Jun-13 02:05:58	CENTRAL PARK DR	Berkeley	E65	311
17	1301287	09-Jun-13 03:56:20	0 CENTRAL PARK DR	Berkeley	E65	350
18	1301288	09-Jun-13 06:54:09	205 SAN CARLOS AVE	El Cerrito	E65	554
19	1301293	09-Jun-13 22:57:43	156 HIGHLAND BLVD	Kensington	E65	651
20	1301299	10-Jun-13 14:58:00	7894 TERRACE DR	El Cerrito	E65	321
21	1301305	11-Jun-13 10:13:33	5 EDGECROFT DR	Kensington	E65	743
22	1301313	11-Jun-13 17:42:54	144 PURDUE AVE	Kensington	E65	321
23	1301314	12-Jun-13 05:02:26	399 COLUSA AVE	El Cerrito	E65	321
24	1301315	12-Jun-13 12:19:30	8355 TERRACE DR	El Cerrito	E65	444
25	1301316	12-Jun-13 13:23:25	843 GELSTON PL	El Cerrito	E65	321
26	1301317	12-Jun-13 14:42:49	58 EUREKA AVE	Kensington	E65	321
27	1301321	13-Jun-13 14:10:34	206 COLGATE AVE	Kensington	E65	321
28	1301327	14-Jun-13 09:11:34	6500 FAIRMOUNT AVE	El Cerrito	E65	651
29	1301345	16-Jun-13 13:44:33	9 GARDEN DR	Kensington	E65	321
30	1301353	17-Jun-13 16:38:19	230 CARMEL AVE	El Cerrito	E65	311

31	1301355	17-Jun-13 18:19:28	866 GALVIN DR	El Cerrito	E65	321
32	1301356	17-Jun-13 18:44:44	1100 JAMES PL	El Cerrito	E65	651
33	1301360	18-Jun-13 06:00:13	10560 SAN PABLO AVE	El Cerrito	E65	731
34	1301362	18-Jun-13 09:58:20	1065 CONTRA COSTA DR	El Cerrito	E65	321
35	1301368	19-Jun-13 01:38:30	10057 SAN PABLO AVE	El Cerrito	E65	733
36	1301369	19-Jun-13 08:30:18	262 YALE AVE	Kensington	E65	321
37	1301384	20-Jun-13 18:15:45	COLUSA CIR	Kensington	E65	520
38	1301386	20-Jun-13 18:25:42	SAN JOSE AVE	Richmond	E65	321
39	1301402	22-Jun-13 14:47:31	10690 SAN PABLO AVE	El Cerrito	E65	381
40	1301415	23-Jun-13 23:44:48	709 COVENTRY DR	Kensington	E65	321
41	1301418	24-Jun-13 16:27:36	36 Arlington AVE	Kensington	E65	522
42	1301422	25-Jun-13 05:13:05	1045 LENEVE PL	El Cerrito	E65	321
43	1301427	26-Jun-13 10:37:45	25 AVON DR	Kensington	E65	746
44	1301431	26-Jun-13 14:42:16	65 ARLINGTON CT	Kensington	E65	551
45	1301434	26-Jun-13 17:21:29	52 ARLINGTON AVE	Kensington	E65	444
46	1301441	27-Jun-13 09:45:12	1190 E WILDCAT CANYON RD	Contra Costa C	E65	651
47	1301444	27-Jun-13 13:39:06	24 WINDSOR AVE	Kensington	E65	554
48	1301445	27-Jun-13 14:38:57	919 KING DR	El Cerrito	E65	445
49	1301448	27-Jun-13 23:05:09	404 COLUSA AVE	Kensington	E65	321
50	1301451	28-Jun-13 07:04:01	243 CAMBRIDGE AVE	Kensington	E65	321
51	1301457	29-Jun-13 02:50:47	7900 CUTTING BLVD	El Cerrito	E65	733
52	1301458	29-Jun-13 05:39:52	53 COWPER AVE	Kensington	E65	321
53	1301460	29-Jun-13 17:09:53	ASHBURY AVE	El Cerrito	E65	311
54	1301469	30-Jun-13 19:07:27	310 SAN CARLOS AVE	El Cerrito	E65	321

\* See Attached Table for Incident Type Explanations

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



# EL CERRITO FIRE DEPARTMENT

## Memorandum

August 1, 2013

**TO:** Kensington Fire Protection District Board Members

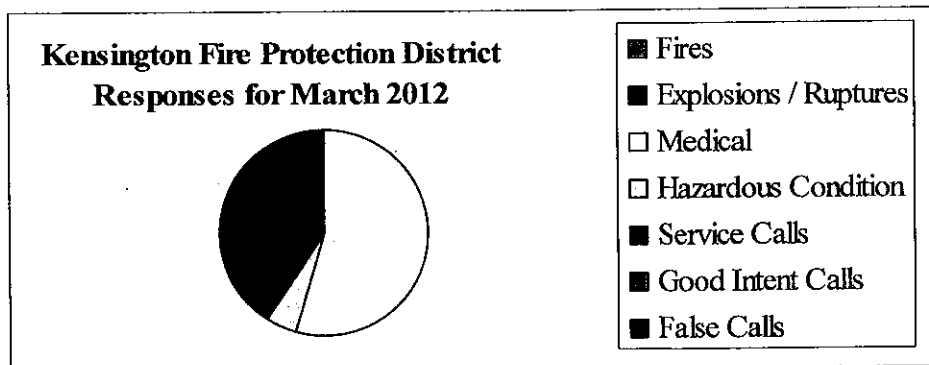
**FROM:** Laurence I. Carr: Battalion Chief

**RE: Incident Activity Reports for the Month of July 2013**

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There were 20 incidents that occurred during the month of June in the community of Kensington. Please see the attached "Incident Log" for the dates and times locations and incident type for these calls that the Fire Department responded to this past month. Kensington calls are shown in the charts at the bottom of this page. During this month E65 responded to a total of 32 calls in Kensington, El Cerrito, Richmond, Hwy 80, Tilden Park and El Sobrante.

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<b>Fires</b>	<i>(Structure, Trash, Vehicles, Vegetation Fires)</i>	0	0.00%
<b>Explosions / Ruptures</b>	<i>(Over Pressure/Ruptures, Explosions, Bombs)</i>	0	0.00%
<b>Medical</b>	<i>(EMS, Vehicle Accidents, Extrication Rescue)</i>	12	54.55%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	1	4.55%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	5	22.73%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	3	13.64%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	1	4.55%
<b>Totals</b>		<b>22</b>	<b>100.00%</b>



# Kensington Fire Protection District Response Log for July 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1301511	06-Jul-13 10:16:04	90 RINCON DR	Kensington	E65	550
2	1301528	08-Jul-13 19:49:35	301 RUGBY AVE	Kensington	E65	321
3	1301531	09-Jul-13 13:07:50	3 JESSEN CT	Kensington	E65	651
4	1301546	10-Jul-13 20:43:44	417 OCEAN VIEW AVE	Kensington	E65	321
5	1301551	11-Jul-13 13:47:02	260 YALE AVE	Kensington	E72	550
6	1301555	12-Jul-13 05:30:44	2 KENYON AVE	Kensington	E65	321
7	1301574	14-Jul-13 22:37:11	53 COWPER AVE	Kensington	E65	321
8	1301576	14-Jul-13 23:24:02	120 KENYON AVE	Kensington	E72	381
9	1301613	18-Jul-13 16:52:52	260 YALE AVE	Kensington	E65	554
10	1301620	19-Jul-13 09:53:34	90 HIGHLAND BLVD	Kensington	E72	743
11	1301654	22-Jul-13 17:12:22	24 WINDSOR AVE	Kensington	E65	321
12	1301656	23-Jul-13 01:53:51	418 BERKELEY PARK BLVD	Kensington	E65	321
13	1301660	23-Jul-13 18:41:10	20 KENILWORTH DR	Kensington	E65	321
14	1301662	23-Jul-13 20:30:16	144 PURDUE AVE	Kensington	E65	321
15	1301700	29-Jul-13 15:28:12	719 COVENTRY DR	Kensington	E65	550
16	1301703	29-Jul-13 17:35:19	176 ARLINGTON AVE	Kensington	E65	400
17	1301707	30-Jul-13 11:50:55	425 OCEAN VIEW AVE	Kensington	E71	522
18	1301718	31-Jul-13 11:22:38	133 PURDUE AVE	Kensington	E65	321

\* See Attached Table for Incident Type Explanations

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

# Kensington Fire Protection District Engine 65 Response Log for July 2013

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1301473	01-Jul-13 09:30:43	736 AVILA PL	El Cerrito	E65	400
2	1301479	01-Jul-13 21:25:51	TILDEN PARK	Contra Costa C	E65	142
3	1301486	02-Jul-13 18:54:55	513 ASHBURY AVE	El Cerrito	E65	321
4	1301502	04-Jul-13 21:35:59	ARLINGTON BLVD	El Cerrito	E65	510
5	1301511	06-Jul-13 10:16:04	90 RINCON DR	Kensington	E65	550
6	1301512	06-Jul-13 16:27:33	500 COLUSA AVE	El Cerrito	E65	520
7	1301528	08-Jul-13 19:49:35	301 RUGBY AVE	Kensington	E65	321
8	1301531	09-Jul-13 13:07:50	3 JESSEN CT	Kensington	E65	651
9	1301546	10-Jul-13 20:43:44	417 OCEAN VIEW AVE	Kensington	E65	321
10	1301547	11-Jul-13 02:57:34	1500 DEVONSHIRE DR	El Cerrito	E65	733
11	1301555	12-Jul-13 05:30:44	2 KENYON AVE	Kensington	E65	321
12	1301574	14-Jul-13 22:37:11	53 COWPER AVE	Kensington	E65	321
13	1301580	15-Jul-13 09:00:43	8311 TERRACE DR	El Cerrito	E65	651
14	1301590	16-Jul-13 07:49:01	525 SEA VIEW DR	El Cerrito	E65	321
15	1301593	16-Jul-13 11:35:15	10203 SAN PABLO AVE	El Cerrito	E65	700
16	1301613	18-Jul-13 16:52:52	260 YALE AVE	Kensington	E65	554
17	1301622	19-Jul-13 13:53:37	207 POMONA AVE	El Cerrito	E65	745
18	1301654	22-Jul-13 17:12:22	24 WINDSOR AVE	Kensington	E65	321
19	1301656	23-Jul-13 01:53:51	418 BERKELEY PARK BLVD	Kensington	E65	321
20	1301660	23-Jul-13 18:41:10	20 KENILWORTH DR	Kensington	E65	321
21	1301662	23-Jul-13 20:30:16	144 PURDUE AVE	Kensington	E65	321
22	1301669	24-Jul-13 19:02:56	739 BAY TREE LANE	El Cerrito	E65	321
23	1301700	29-Jul-13 15:28:12	719 COVENTRY DR	Kensington	E65	550
24	1301703	29-Jul-13 17:35:19	176 ARLINGTON AVE	Kensington	E65	400
25	1301710	30-Jul-13 15:25:02	926 ARLINGTON BLVD	El Cerrito	E65	511
26	1301712	30-Jul-13 16:57:52	321 CORONADO ST	El Cerrito	E65	321
27	1301714	30-Jul-13 18:37:22	5844 SAN JOSE AVE	Richmond	E65	321
28	1301716	30-Jul-13 21:31:43	921 CLARK PL	El Cerrito	E65	321
29	1301718	31-Jul-13 11:22:38	133 PURDUE AVE	Kensington	E65	321

\* See Attached Table for Incident Type Explanations


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

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	8/1/2013	BE000598668 Aug dental	7840 1061	1,189.07
1169	CalPERS	8/1/2013	14077468 Aug medical	7840 1061	8,228.24
01406	KFPD	08/08/13	Reimburse revolving fund	7840 2490	10,652.53
01634	Vision Service Plan	07/18/13	001027770001 Aug vision	7840 1061	317.35
02120	City of El Cerrito	08/01/13	Aug fire protection	7840 2328	192,760.66
	Fire Districts Assoc. CA	07/01/13	FY13-14 dues	7840 2490	550.00
TOTAL					213,997.85

Kensington FPD Approval

Date: 8/18/13  
 Date: 8/18/13

August 8, 2013

**Attachment to Transmittal 0813**

Kensington Fire Protection District Revolving Fund 01406

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

<u>INVOICE</u> <u>DATE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
6/30/2013	Petty cash funding - postage, notary, etc.	79.92
5/15/2013	Alliance Graphics - FF tshirts	637.65
5/20/2013	Contra Costa County CSDA membership dues	50.00
7/10/2013	Solano Stroll parade entry fee	50.00
7/17/2013	Payroll processing	52.40
7/17/2013	Payroll - 7/1-7/15/13	2,490.44
7/17/2013	Withholding payroll taxes 7/1-7/15/13	977.57
7/5/2013	Office Depot - office supplies	85.99
7/9/2013	Pagepoint - website updates	65.63
7/5/2013	AT&T - telephone	339.62
7/9/2013	Nextel - telephone	64.44
7/5/2013	PG&E - electric	1,344.90
7/5/2013	PG&E - gas	67.58
8/1/2013	Larry Nagel - reimburse mileage	27.69
7/12/2013	Mechanics Bank - open house, vial of life, etc.	357.99
7/22/2013	Comcast - internet line	80.70
8/1/2013	Stericycle - medical waste	215.30
7/26/2013	Canepa Landscape Maintenance	120.00
8/2/2013	Payroll processing	52.40
8/2/2013	Payroll - 7/16-7/31/13	2,514.74
8/2/2013	Withholding payroll taxes 7/16-7/31/13	977.57
	<b>Total</b>	<b>10,652.53</b>

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



# **CHIEF'S REPORT**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

August 2013

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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**Grant Approval**

I am happy to report that this year the Fire Department has been successful in being awarded three Assistance to Firefighter's Grants, administered by the Federal Emergency Management Agency (FEMA).

The Department has been awarded a grant for the purchase of a replacement ladder truck for Station 71. Station 71's current ladder truck is a 1991 with approximately 100,000 miles and is approaching the end of its useful life span. The total budget for this project is \$951,562 with FEMA funding 90% (\$856,406) and the City funding a cost share of 10% (\$95,156).

Secondly, the Fire Department has been awarded a grant for the purchase of 36 breathing apparatus packs to replace their current packs that have less than two years left on their lifespan. The total budget for this project is \$200,000 with FEMA funding 80% (\$160,000) and the City funding a cost share of 20% (\$40,000).

Finally, the Fire Department has been awarded a grant for the purchase of automated chest compression devices for all three stations. The total budget for this project is \$72,597 with FEMA funding 90% (\$65,338) and the City funding a cost share of 10% (\$7,259).

It is a pleasure to report that the El Cerrito Fire Department has started to set a fairly good track record securing funding from many Grant Programs over the last 10 years.

- 2003, \$46,093 Fire Safety House
- 2004, \$73,879 Breathing Apparatus
- 2006, \$7,974 Wildland Shelters
- 2007, \$72,000 Multi-Casualty Unit
- 2008, \$278,000 Regional Fire Trainer
- 2008, \$42,300 RIC Training

- 2009, \$8,000 Fire Extinguisher Training Prop
- 2010, \$172,884 Cardiac Monitors
- 2011, \$328,676 EBRCs Radio Equipment
- 2012, \$37,383 USAR Shoring and Cribbing Equipment
- 2013, \$856,406 Ladder Truck
- 2013, \$160,000 Breathing Apparatus
- 2013, \$65,338 Automated Chest Compression Devices

These grants total \$2,148,933 in funds to support Fire Department Operations, and we hope to continue this success into next year.

# **NEW BUSINESS**

## AGENDA BILL

Subject: Annual Fire Hazard Abatement

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

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### BACKGROUND

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

### ANALYSIS/DISCUSSION

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

1. The El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined hazards that must be abated. Pursuant to these code sections, hazards are defined as weeds, rubbish, litter or other flammable materials which create a fire hazard or are otherwise noxious or dangerous and which exist on specific parcels of property within the boundaries of the District.
2. Notice was sent by mail that the Fire District has determined the existence of a public nuisance which must be abated and that a hearing will be held to consider any objections prior to ordering the Fire Chief or his designee to perform abatement.
3. At the August 14, 2013 meeting, the Board of Directors shall hear and consider all objections to the proposed removal of weeds, rubbish, litter or other flammable material. At the conclusion of the hearing, the Board of Directors shall by resolution allow or overrule any objections and order the Fire Chief or his designee to abate some or all of the public nuisance conditions on any remaining parcels which have not been voluntarily cleared by that time. The costs for abatement shall be assessed against the property as a lien and special assessment.
4. At the conclusion of the August 14, 2013 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 September 16th 2013 and September 27, 2013, if the hazardous conditions are not removed prior to the arrival of the hazard abatement crew, the Kensington Fire Protection District shall cause the weeds, rubbish, refuse, and other flammable material to be removed and shall keep an account of the cost of abatement for each parcel or land where such work is performed.
6. After September 27, 2013, the Fire Chief or his designee shall submit to the Board of Directors of the Fire District for confirmation an itemized written report showing the cost of abatement work performed. A copy of this report shall be posted for at least three days prior to its submission to the Board of Directors. Each property owner upon whose property abatement work was performed shall be sent written notice by mail of a hearing by the Board of Directors to consider the cost of abatement work performed on their property.
7. At the Board meeting on October 9, 2013 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 13-05 the initiation of the abatement process by declaring weeds, rubbish, litter, and

other flammable material on specific parcels of property within District boundaries as public nuisances, which must be abated.

Reviewed by: \_\_\_\_\_  
Michael J. Bond, Fire Marshal

ATTACHMENTS

Resolution 13-05	August 14, 2013
Resolution List of Address's and APN #'s	August 14, 2013
Fire Hazard Letter from the Fire Marshal	July 10, 2013
Notice to Destroy	July 10, 2013
Fire Marshal's Letter of Declared Fire Hazard	August 15, 2013
Kensington Vegetation Standards	
Weed Inspection Form	

RESOLUTION 13-05

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

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

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

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

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

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

BE IT FURTHER RESOLVED that the notice shall state that a public hearing shall be held on October 9, 2013 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board shall receive a written staff report on abatement actions and any objections shall be heard from the property owners identified in Exhibit A liable to be assessed for the abatement.

\*\*\*\*\*



Page Two  
Resolution 13-05  
August 14, 2013

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 14th Day of August 2013, by the following vote of the Board:

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

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Joe de Ville, President

ATTEST:

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Larry Nagel, Secretary

Resolution 13-05  
Exhibit "A"

<u>Site Address</u>	<u>Parcel No.</u>	<u>Property Owner</u>
27 ANSON WAY	5722320222	PANDHER, JIT S & SUKHMIT K
257 CAMBRIDGE AVE	5701300120	ADAMS, CHARLES D
8 EAGLE HILL	5710700120	GOLDSTEIN, GARY L TRUST
20 KERR AVE (VACANT)	5720210011	KHORSANDI, KHOSROW & IRANDOKHT
71 KINGSTON RD	5710210245	EZZEDINE, SOUHEIL M
64 NORWOOD AVE	5722030219	CHUNG, KIYOUNG & SARAH TRUST
1635 OAK VIEW AVE	5713000247	GALLANTZ, MICHAEL
1640 OAK VIEW AVE	5713110111	THOMAS, CLEMMIE
421 OCEAN VIEW AVE	5712700219	MCCOSKER, RANDY & FRANCES
PURDUE AVE/GARDEN DR LOT (VACANT)	5720700201	MIURA, TAKUJI & YOSHIHIRO
131 PURDUE AVE	5720700136	NAFTZGER, HOWARD J TRUST
179 PURDUE AVE	5701710112	BODI, MARIA TRUST
21 WESTMINSTER AVE	5721300159	DONAGHEY, LEE F

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

July 10, 2013

Dear Kensington Property Owner:

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

Beginning August 7, 2012, the Fire District will be conducting a re-inspection of your property to evaluate if it meets our vegetation management standards. If your property meets the standards you will be removed from our list of non-compliant properties and will not be subject to further abatement actions.

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

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

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

Sincerely,

*Michael J Bond*

Michael J. Bond  
Fire Marshal

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

July 10, 2013

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

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

Notice is hereby given that on the **8th day of July, 2013**, the El Cerrito Fire Department on behalf of the Kensington Fire Protection District has determined your property in the community of Kensington, designated above by address and parcel number, a public nuisance. This nuisance is caused by the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

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

If you have any objections to the designation of your property as a public nuisance or to the proposed removal of the weeds, rubbish, refuse and other flammable material from your property by the Kensington Fire Protection District, you are hereby notified of the Kensington Fire Protection District, Board of Directors Meeting and may attend this meeting to be held on August 14, 2013 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 **September 16, 2013 and September 27, 2013**. It is impossible to predict what it will cost the Fire District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years with other fire agencies these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

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

*Michael J Bond*

Michael J. Bond  
Fire Marshal

# KENSINGTON FIRE PROTECTION DISTRICT

c/o El Cerrito Fire Department

10900 San Pablo Avenue

El Cerrito, CA 94530

(510) 215-4450

FAX (510) 232-4917

August 15, 2013

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

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

On August 14, 2012, the Kensington Fire Protection District Board of Directors declared that your property in the Kensington community, designated above by address and parcel number, constitutes a public nuisance because of the presence of weeds, rubbish, litter or other flammable material which creates a fire hazard, a menace to the public health, or is otherwise noxious or dangerous.

A previous notice was sent to you informing you of the August 14, 2013 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 **September 16, 2013 and September 27, 2013.** It is impossible to predict what it will cost the District to remove these nuisance conditions from your property. The costs depend on the severity of those conditions. In past years these abatement costs have sometimes exceeded \$5,000 per parcel for those parcels with severe nuisance conditions.

The Kensington Fire Protection District Board of Directors will hold a public hearing on October 9th, 2013 at 7:00 p.m. at the Kensington Community Center located at 59 Arlington Avenue, Kensington, California. At this hearing, the Board will receive the staff report and cost of abatement for your property. Objections to the abatement costs can be heard at this public hearing.

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

Michael J Bond

Michael J. Bond

Fire Marshal

## Kensington Fire Protection District Fire Hazard Reduction Program

### I. INTRODUCTION

#### A. Purpose of Vegetation Management Standards

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

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

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

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

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

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

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

#### B. Fire Safe Vegetation Management Concepts

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

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

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

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

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

#### C. Process

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

## II. FIRE HAZARD REDUCTION GUIDELINES

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

#### A. Hazard Zones

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

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

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

#### B. Ornamental Landscaping

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

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

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

#### C. Vegetation Management Standards

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

##### 1. **Properties within VHFHS Zone:**

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



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

**2. Properties outside VHFHS Zone:**

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

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

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

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

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

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

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

### D. Planting Considerations

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

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

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

### E. Structural Fire Safety

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

## III. GLOSSARY OF TERMS

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

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

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

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

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

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

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

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

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



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



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

**\_\_\_\_\_ Fire Hazard Abatement Inspection**

Owner/Tenant	Site Address	City	State	Zip Code
Legal Property Owner	Mailing Address	City	State	Zip Code

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

**FIRE BREAK (ELIMINATE)**

**Within 30' of a structure**

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

**FUEL BREAK (REDUCE)**

**30' - 100' from structure**

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

**Both Fire Break & Fuel Break Requirements:**

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

**COMMENTS:**

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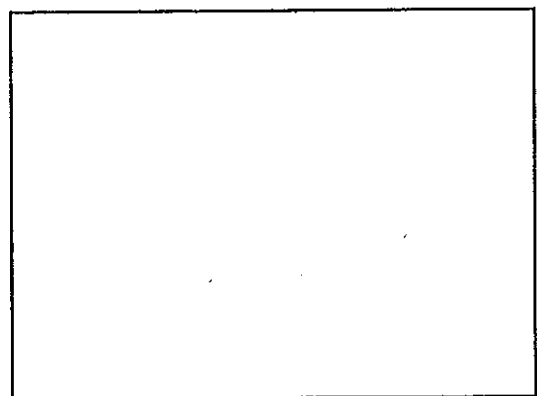
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FIELD			
OFFICE			
OFFICE			
TOTAL			

\_\_\_\_\_  
Inspector Date

# **BOARD REPORTS**

TRANSMITTAL - APPROVAL

TO: Auditor Controller of Contra Costa County:

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

		KENSINGTON FPD		PY/CY:	
		TRANSMITTAL - APPROVAL		BATCH #:	
		Invoices		DATE:	
				LOCATION #:	
				FILENAME:	
00982	Delta Dental	07/01/13	BE000582267 Jul dental	7840 1061	1,189.07
01169	CalPERS	06/14/13	14050489 Jul medical	7840 1061	8,221.68
01634	Vision Service Plan	06/19/13	00102770001 Jul vision	7840 1061	317.35
02120	City of El Cerrito	07/01/13	Jul fire protection	7840 2328	192,760.59
	Contra Costa County	06/17/13	LAFCO FY13-14 costs	7840 2490	1,760.39
TOTAL					204,249.08

*Accepted* Kensington FPD Approval  
 Date: 7/1/13  
*Franklin* Date: 7/10/13

*Accepted*  
 7/10/13



**KFPD FISCAL YEAR 2012-2013 ANNUAL DISCLOSURE OF REIMBURSEMENTS OVER \$100**

<u>Date</u>	<u>Employee/Board Member</u>	<u>Amount</u>	<u>Description</u>
9/10/2012	Manager, Brenda Navellier	\$147.88	Candy for Solano Stroll parade participation

Posted July 30, 2013

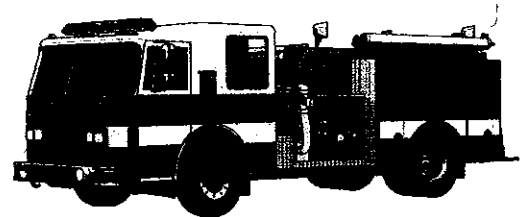
**ALBANY, EL CERRITO AND KENSINGTON  
PRESENTS:**

# **Tri-City Safety Day**

## **Saturday, September 21, 2013**

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

**El Cerrito Plaza**



### **Safety Information and Demonstrations**

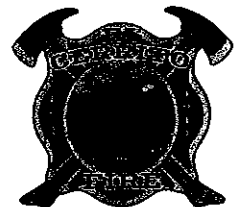
**Special Guest Appearances by McGruff the Crime Dog,  
Sparky the Fire Dog & Smokey the Bear!**

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

**For More Details, Call:**

**Phone: 510-215-4450**

**E-mail: [fire@ci.el-cerrito.ca.us](mailto:fire@ci.el-cerrito.ca.us)**





26 July 2013

Dear Kensington Fire Department,

I took these pictures during your Open House back in October. Although my 23-mo.-old son looks glum in the photos, he talked of Nothing else for the next week. We heard all about the fire engines and how he got a bag of goodies, including badge stickers, for days. He wanted to be a firefighter for Halloween, and the hat you gave him completed the costume.

Thanks for hosting my timid but thrilled little boy, and thank you for all you do keeping our little town safe!

Sincerely,

Kelly Agnew (and Aiden)

268 Los Altos Drive

I know you were just doing your jobs  
when you responded to the 911 call, but it  
meant a great deal to me that you took such  
good care of my mother. They were impressed  
and grateful and I was proud to be a  
Kensington resident. Thank you

Nick & Russ  
329 Rugby