

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

Date of Meeting: May 14, 2014  
Time of Meeting: 7:00 p.m.  
Place of Meeting: **Kensington Public Safety Building  
217 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 Manager, 510/527-8395. Notification 48 hours prior to the meeting will enable the Kensington Fire Protection District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA Title 1).

7:00 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 April 9, 2014 (APPROVE)
  
- CC    4.    **APPROVAL OF MONTHLY A/P VOUCHER - TRANSMITTAL #11** (APPROVE)
  
- CC    5.    **APPROVAL OF MONTHLY FINANCIAL REPORT.** March/April 2014 (APPROVE)
  
- CC    6.    **APPROVAL OF MONTHLY INCIDENT ACTIVITY REPORT.** April 2014 (APPROVE)
  
7.    **PRESIDENT'S REPORT**
  
8.    **FIRE CHIEF'S REPORT**
  - a. Review of operations.
  - b. Regional issues and developments.

**9. BOARD REPORTS**

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

- a. Finance Committee (Kosel/Blaschczyk): The Committee will meet on 5/28/14 at 10:00 a.m.
- b. Public Safety Building (de Ville/Harmon)
- c. Education (Kosel)
- d. Contra Costa County/California Special Districts Assoc. (Nagel): Report on 4/21/14 meeting
- e. Correspondence: Thank you for Berkeley Fire Department

**ADJOURNMENT.** The next regular meeting of the Board of Directors of the Kensington Fire Protection District will be held on Wednesday, June 11, 2014 at 7:00 p.m. at the Kensington Community Center, 59 Arlington Avenue, Kensington, CA 94707.

The deadline for agenda items to be included in the Board packet for the next regular meeting of 6/11/14 is Wednesday, 5/28/14 by 1:00 p.m. The deadline for agenda-related materials to be included in the Board packet is Wednesday, 6/4/14 by 1:00 p.m., Fire Protection District Administration Office, 217 Arlington Ave., Kensington.

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

# **CONSENT CALENDAR**

**MINUTES OF THE APRIL 9, 2014 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, Janice Kosel, Larry Nagel  
                         Staff:                      Chief Lance Maples, Manager Brenda Navellier

**CALL TO ORDER:**

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

**ORAL COMMUNICATIONS:**

Anthony Knight said he had several questions for the Chief concerning the upcoming election ballot (for Doctor's Hospital). Knight and Maples will discuss the issue after the meeting.

**RECESS INTO CLOSED SESSION**

**RECONVENE REGULAR BOARD MEETING:**

President Kosel reconvened the regular Board meeting at 7:32 p.m. She announced that no reportable action was taken during closed session.

**APPROVAL OF CONSENT ITEMS:**

President Kosel called for the approval of the consent calendar (items 3, 4, 5 & 6) consisting of approval of the minutes of the March 12, 2014 meeting, approval of the monthly transmittal #10, approval of the monthly February/March 2014 financial report, and approval of the March incident activity report. Director Nagel made a motion to accept the consent calendar items as amended. Director Blaschczyk seconded the motion.

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

**PRESIDENT'S REPORT:**

President Kosel reported that KFPD held a very successful community shredding event on April 5<sup>th</sup>. She also noted the CSDA County Chapter newsletter that was included in the packet that features a complimentary article on KFPD. Kosel noted there are two misstatements in KPPCSD's March minutes that concern the Fire District and hopes they will be corrected. Further questions and discussion followed.

**CHIEF'S REPORT:**

Chief Maples' report highlighted the District's relationship with the Diablo Fire Safe Council. Maples provided a breakdown of the grants that have been given to Kensington citizen groups from Diablo Fire Safe in both FY10-11 and FY13-14. Kensington has been very successful in receiving grants considering all of Alameda and Contra Costa County are eligible for them. Kensington residents have been very active in the projects--there are over 55 participants over time on the Lake Drive project.

Resident John Stein suggested a budget report from El Cerrito would be helpful in light of recent articles in the newspaper. KFPD receives an annual report from the City Manager that will be up coming in May. Chief Maples reported that there are no cuts projected to the fire department at this time.

**NEW BUSINESS:**

Proposal from Marvin Collins Construction to provide Construction Documents for remodeling of Apparatus Bay: President Kosel reported that the new engine that will be ordered during the next fiscal year will displace the current turnout lockers in the apparatus bay. A proposal from Marvin Collins construction is included

in the packet to development construction documents in order for the remodeling of the apparatus bay to be publicly bid. This item was not foreseen and not budgeted during this fiscal year but could come out of the contingency fund. Director Harmon made a motion to accept the proposal from Marvin Collins Construction in the amount of \$9,250 as submitted in the packet. Director de Ville seconded the motion.

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

**BOARD REPORTS:**

Finance Committee: The Committee will meet in late May with a date still to be determined.

Education: The bi-annual pharmaceutical drop off will take place on April 26<sup>th</sup> at the Public Safety Building.

CSDA: The next meeting is April 21<sup>st</sup> where a LAFCO representative vote will also take place. Nagel suggested voting for Gordon Dakin of the San Ramon Valley Fire Protection District. The Board agreed by consensus to allow Nagel to vote as he sees fit.

**ADJOURNMENT:** The meeting was adjourned at 7:51 p.m.

MINUTES PREPARED BY: Brenda J. Navellier

These minutes were approved at the regular Board meeting of the Kensington Fire Protection District on May 14, 2014.

Attest:

\_\_\_\_\_  
Larry Nagel, Board Secretary

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 #:	2170	
		Invoices		DATE:	5/9/2014	
				LOCATION #:	13	
				FILENAME:	KENSINGTON	
00982	Delta Dental	5/1/2014	BE000788229 May dental	7840	1061	1,189.07
1169	CalPERS	4/15/2014	014271025 May med	7840	1061	6,664.97
01406	KFPD	05/09/14	Reimburse revolving fund	7840	2490	13,895.93
01634	Vision Service Plan	04/21/14	001027770001 May vision	7840	1061	330.22
02120	City of El Cerrito	05/01/14	May fire protection	7840	2328	192,681.59
12420	Meyers Nave	04/21/14	2014030584 legal	7840	2490	931.50
07894	Bushwacker	04/28/14	6837 wildland interface	7840	2490	3,010.00
01959	Alliant Insurance	4/23/2014	213365 crime ins	7840	2490	1,309.00
	TOTAL					220,012.28

Kensington FPD Approval

Date: / /

*Paul A. Reed* Date: 5/19/14

May 9, 2014

**Attachment to Transmittal 0514**

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
4/5/2014	SureShred Security - shredding	805.00
4/16/2014	Terminix - pest control	109.00
4/6/2014	PG&E - gas	147.52
4/5/2014	AT&T - phone lines	406.10
4/9/2014	Sprint/Nextel - telephone	64.62
4/4/2014	Office Depot - office supplies	77.87
4/3/2014	EBMUD - water/wastewater	440.02
4/4/2014	PG&E - electric	830.66
4/15/2014	Diablo Firesafe Council - 2014 membership	1,000.00
4/17/2014	Payroll processing	52.40
4/17/2014	Payroll - 4/1-4/15/14	2,683.12
4/17/2014	Withholding payroll taxes 4/1- 4/15/14	1,077.17
4/22/2014	Comcast -internet	80.70
5/1/2014	Stericycle - medical waste	226.92
4/11/2014	Mechanics - newsletter postage, filters	656.73
4/22/2014	Russell - March accounting	130.00
5/2/2014	Payroll processing	52.40
5/2/2014	Payroll - 4/16-4/30/14	2,494.23
5/2/2014	Withholding payroll taxes 4/16- 4/30/14	974.55
5/10/2014	ICMA-RC April deferred comp	712.94
4/30/2014	Kel-Aire - mech maint.	312.70
4/26/2014	Canepa Landscape - maint.	120.00
5/1/2014	Bay View Refuse - May through Aug	336.28
5/1/2014	All-Ways Green - janitorial	105.00
	<b>Total</b>	<b>13,895.93</b>

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

**Kensington Fire Protection District**  
**Balance Sheet**  
As of April 11, 2014

	Apr 11, 14
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
Petty Cash	200.00
KFPD Revolving Acct - Gen Fund	6,346.30
General Fund	260,435.81
Special Tax Fund	3,643.40
Capital Fund	5,019.77
<b>Total Checking/Savings</b>	275,645.28
<b>Accounts Receivable</b>	
Accounts Receivable	777.58
Advance on Taxes	1,411,031.14
Advance on Supplemental Taxes	30,716.14
<b>Total Accounts Receivable</b>	1,442,524.86
<b>Other Current Assets</b>	
Prepaid Services - EC	393,472.50
Prepaid CERBT - Retiree Trust	1,014,779.57
<b>Investments</b>	
Capital Replacement Funds	1,167,332.00
Fire Protect. Contract Reserves	2,365,475.00
Investments - Other	-269,706.30
<b>Total Investments</b>	3,263,100.70
<b>Total Other Current Assets</b>	4,671,352.77
<b>Total Current Assets</b>	6,389,522.91
<b>Fixed Assets</b>	
Equipment	1,056,930.12
Accumulated Depreciation-Equip	-626,703.00
Land	5,800.00
Building and Improvements	1,997,306.30
Accumulated Depreciation - Bldg	-684,659.00
<b>Current Capital Outlay</b>	
Airpacks	15,561.45
<b>Total Current Capital Outlay</b>	15,561.45
<b>Total Fixed Assets</b>	1,764,235.87
<b>TOTAL ASSETS</b>	<b>8,153,758.78</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Due to Other - Issued by CCC	1,596.00
<b>Total Accounts Payable</b>	1,596.00
<b>Other Current Liabilities</b>	
El Cerrito Service Contract Pay	393,472.50
Wages & PR Taxes Payable	1,239.00
<b>Total Other Current Liabilities</b>	394,711.50
<b>Total Current Liabilities</b>	396,307.50
<b>Total Liabilities</b>	396,307.50



**Kensington Fire Protection District**  
**Balance Sheet**  
As of April 11, 2014

	<u>Apr 11, 14</u>
<b>Equity</b>	
Fund Equity - General	3,325,448.26
Fund Equity - Capital Projects	548,373.00
Fund Equity - Special Revenue	17,789.00
Fund Equity - Gen Fixed Asset	1,321,009.00
Fund Equity	1,535,196.38
Net Income	1,009,635.64
	<hr/>
<b>Total Equity</b>	<b>7,757,451.28</b>
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>8,153,758.78</b>
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**Kensington Fire Protection District**  
**Revenue & Expense Prev Year Comparison**

July 1, 2013 through April 11, 2014

	Jul 1, '13 - Apr 11, 14	Jul 1, '12 - Apr 11, 13	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	2,916,146.05	2,736,667.39	179,478.66	6.6%
Special Taxes	200,428.40	200,395.20	33.20	0.0%
Other Tax Income	14,037.04	19,006.19	-4,969.15	-26.1%
Lease Agreement	31,514.00	30,596.00	918.00	3.0%
Interest Income	3,644.63	4,144.39	-499.76	-12.1%
Salary Reimbursement Agreement	40,545.84	34,959.33	5,586.51	16.0%
Grant Revenue	0.00	101,590.39	-101,590.39	-100.0%
Miscellaneous Income	14,266.11	0.00	14,266.11	100.0%
<b>Total Income</b>	<b>3,220,582.07</b>	<b>3,127,358.89</b>	<b>93,223.18</b>	<b>3.0%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,760.39	1,541.07	219.32	14.2%
Contra Costa County Expenses	31,732.15	30,958.03	774.12	2.5%
El Cerrito Contract Fee	1,967,361.66	1,774,106.01	193,255.65	10.9%
Water System Improvements	0.00	280,000.00	-280,000.00	-100.0%
Fire Abatement Contract	865.00	2,550.00	-1,685.00	-66.1%
Risk Management Insurance	10,601.00	10,200.00	401.00	3.9%
<b>Professional Fees</b>				
Accounting	2,796.19	2,246.33	549.86	24.5%
Actuarial Valuation	2,500.00	0.00	2,500.00	100.0%
Audit	12,000.00	12,000.00	0.00	0.0%
Legal Fees	1,536.30	1,809.46	-273.16	-15.1%
<b>Total Professional Fees</b>	<b>18,832.49</b>	<b>16,055.79</b>	<b>2,776.70</b>	<b>17.3%</b>
Wildland Vegetation Mgmt	5,320.00	7,665.00	-2,345.00	-30.6%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>2,036,472.69</b>	<b>2,123,075.90</b>	<b>-86,603.21</b>	<b>-4.1%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	42,720.84	44,174.13	-1,453.29	-3.3%
Delta Dental	5,466.66	5,137.50	329.16	6.4%
Vision Care	1,491.66	1,400.00	91.66	6.6%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>49,679.16</b>	<b>50,711.63</b>	<b>-1,032.47</b>	<b>-2.0%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	7,114.69	6,562.81	551.88	8.4%
Comm. Pharmaceutical Drop-Off	888.03	707.54	180.49	25.5%
Vial of Life Program	114.27	5.46	108.81	1,992.9%
CERT Emergency Kits	3,173.19	0.00	3,173.19	100.0%
Open Houses	287.48	304.60	-17.12	-5.6%
Community Shredder	805.00	0.00	805.00	100.0%
<b>Total COMMUNITY SERVICE ACTIVI...</b>	<b>12,382.66</b>	<b>7,580.41</b>	<b>4,802.25</b>	<b>63.4%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	616.75	822.15	-205.40	-25.0%
Firefighters' Expenses	1,940.32	4,977.72	-3,037.40	-61.0%
Staff Appreciation	1,487.10	1,590.15	-103.05	-6.5%
Professional Development	3,123.38	1,013.61	2,109.77	208.1%
<b>Building Maintenance</b>				
Janitorial Service	1,032.55	896.94	135.61	15.1%
Medical Waste Disposal	1,957.51	5,991.95	-4,034.44	-67.3%
Building alarm	1,696.00	1,696.00	0.00	0.0%
Gardening service	1,450.00	600.00	850.00	141.7%
Miscellaneous Maint.	9,182.52	7,115.45	2,067.07	29.1%
<b>Total Building Maintenance</b>	<b>15,318.58</b>	<b>16,300.34</b>	<b>-981.76</b>	<b>-6.0%</b>
<b>Building Utilities/Service</b>				
Garbage	621.24	560.52	60.72	10.8%
Gas and Electric	5,185.59	5,157.42	28.17	0.6%
Water/Sewer	878.94	1,031.46	-152.52	-14.8%
<b>Total Building Utilities/Service</b>	<b>6,685.77</b>	<b>6,749.40</b>	<b>-63.63</b>	<b>-0.9%</b>
<b>Memberships</b>	<b>5,519.00</b>	<b>4,626.00</b>	<b>893.00</b>	<b>19.3%</b>
<b>Office</b>				
Office Expense	542.73	1,389.96	-847.23	-61.0%
Office Supplies	493.76	713.93	-220.17	-30.8%
Telephone	4,632.18	4,043.13	589.05	14.6%
<b>Total Office</b>	<b>5,668.67</b>	<b>6,147.02</b>	<b>-478.35</b>	<b>-7.8%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>40,359.57</b>	<b>42,226.39</b>	<b>-1,866.82</b>	<b>-4.4%</b>
<b>Staff</b>				
Wages	56,328.06	55,224.00	1,104.06	2.0%
Overtime Wages	270.74	716.81	-446.07	-62.2%
Medical/dental ins compensation	5,400.00	4,770.00	630.00	13.2%
Retirement Contribution	2,816.41	2,761.20	55.21	2.0%
Payroll Taxes	4,546.93	4,552.59	-5.66	-0.1%
Workers Compensation/Life Ins	1,612.11	1,263.52	348.59	27.6%
Payroll Processing	1,078.10	978.92	99.18	10.1%
<b>Total Staff</b>	<b>72,052.35</b>	<b>70,267.04</b>	<b>1,785.31</b>	<b>2.5%</b>

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

July 1, 2013 through April 11, 2014

	Jul 1, '13 - Apr 11, 14	Jul 1, '12 - Apr 11, 13	\$ Change	% Change
Contingency General	0.00	3,160.61	-3,160.61	-100.0%
<b>Total Contingency</b>	<b>0.00</b>	<b>3,160.61</b>	<b>-3,160.61</b>	<b>-100.0%</b>
<b>Total Expense</b>	<b>2,210,946.43</b>	<b>2,297,021.98</b>	<b>-86,075.55</b>	<b>-3.8%</b>
<b>Net Ordinary Income</b>	<b>1,009,635.64</b>	<b>830,336.91</b>	<b>179,298.73</b>	<b>21.6%</b>
Other Income/Expense				
Other Income				
Transfers In - Capital	2,455.00	193,455.00	-191,000.00	-98.7%
Transfers In - General	130,844.72	2,017.27	128,827.45	6,386.2%
<b>Total Other Income</b>	<b>133,299.72</b>	<b>195,472.27</b>	<b>-62,172.55</b>	<b>-31.8%</b>
Other Expense				
Transfers Out - Capital	1,844.72	2,017.27	-172.55	-8.6%
Transfers Out - Special	129,000.00	0.00	129,000.00	100.0%
Transfers Out - General	2,455.00	193,455.00	-191,000.00	-98.7%
<b>Total Other Expense</b>	<b>133,299.72</b>	<b>195,472.27</b>	<b>-62,172.55</b>	<b>-31.8%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>1,009,635.64</b>	<b>830,336.91</b>	<b>179,298.73</b>	<b>21.6%</b>

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

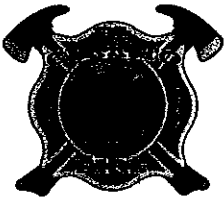
July 2013 through March 2014

	Jul '13 - Mar 14	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Property Taxes	2,916,949.13	2,765,000.00	151,949.13	105.5%
Special Taxes	200,428.40	200,395.00	33.40	100.0%
Other Tax Income	14,037.04	18,824.00	-4,786.96	74.6%
Lease Agreement	31,514.00	31,514.00	0.00	100.0%
Interest Income	3,644.63	4,000.00	-355.37	91.1%
Salary Reimbursement Agreement	36,491.26	36,491.22	0.04	100.0%
Grant Revenue	0.00	54,934.00	-54,934.00	0.0%
Miscellaneous Income	14,266.11	0.00	14,266.11	100.0%
<b>Total Income</b>	<b>3,217,330.57</b>	<b>3,111,158.22</b>	<b>106,172.35</b>	<b>103.4%</b>
<b>Expense</b>				
<b>OUTSIDE PROFESSIONAL SERVICES</b>				
LAFCO Fees	1,760.39	1,620.00	140.39	108.7%
Contra Costa County Expenses	31,732.15	32,331.00	-598.85	98.1%
El Cerrito Contract Fee	1,770,625.49	1,770,625.53	-0.04	100.0%
Water System Improvements	0.00	10,000.00	-10,000.00	0.0%
Fire Abatement Contract	865.00	8,000.00	-7,135.00	10.8%
Risk Management Insurance	10,601.00	10,600.00	1.00	100.0%
<b>Professional Fees</b>				
Accounting	2,601.19	3,375.00	-773.81	77.1%
Actuarial Valuation	2,500.00	3,500.00	-1,000.00	71.4%
State Mandated Claims Consult	0.00	0.00	0.00	0.0%
Audit	12,000.00	12,000.00	0.00	100.0%
Legal Fees	1,536.30	22,500.00	-20,963.70	6.8%
<b>Total Professional Fees</b>	<b>18,637.49</b>	<b>41,375.00</b>	<b>-22,737.51</b>	<b>45.0%</b>
Wildland Vegetation Mgmt	5,320.00	7,500.00	-2,180.00	70.9%
<b>Total OUTSIDE PROFESSIONAL SER...</b>	<b>1,839,541.52</b>	<b>1,882,051.53</b>	<b>-42,510.01</b>	<b>97.7%</b>
<b>RETIREE MEDICAL BENEFITS</b>				
PERS Medical	38,448.76	38,448.72	0.04	100.0%
Delta Dental	4,919.99	4,920.03	-0.04	100.0%
Vision Care	1,491.66	1,342.53	149.13	111.1%
<b>Total RETIREE MEDICAL BENEFITS</b>	<b>44,860.41</b>	<b>44,711.28</b>	<b>149.13</b>	<b>100.3%</b>
<b>COMMUNITY SERVICE ACTIVITIES</b>				
Public Education	6,939.30	9,749.97	-2,810.67	71.2%
Comm. Pharmaceutical Drop-Off	238.14	1,500.00	-1,261.86	15.9%
Vial of Life Program	114.27	200.00	-85.73	57.1%
CERT Emergency Kits	3,173.19	3,000.00	173.19	105.8%
Open Houses	287.48	1,000.00	-712.52	28.7%
Community Shredder	0.00	0.00	0.00	0.0%
<b>Total COMMUNITY SERVICE ACTIVITI...</b>	<b>10,752.38</b>	<b>15,449.97</b>	<b>-4,697.59</b>	<b>69.6%</b>
<b>DISTRICT ACTIVITIES</b>				
Firefighter's Apparel	616.75	1,600.00	-983.25	38.5%
Firefighters' Expenses	0.00	4,000.00	-4,000.00	0.0%
Engine Rescue Equipment	0.00	6,000.00	-6,000.00	0.0%
Staff Appreciation	1,487.10	2,500.00	-1,012.90	59.5%
Professional Development	3,123.38	4,375.00	-1,251.62	71.4%
<b>Building Maintenance</b>				
Janitorial Service	927.55	1,125.00	-197.45	82.4%
Medical Waste Disposal	1,526.91	5,422.50	-3,895.59	28.2%
Building alarm	1,696.00	1,900.00	-204.00	89.3%
Gardening service	1,330.00	1,125.00	205.00	118.2%
Miscellaneous Maint.	9,073.52	9,000.00	73.52	100.8%
<b>Total Building Maintenance</b>	<b>14,553.98</b>	<b>18,572.50</b>	<b>-4,018.52</b>	<b>78.4%</b>
<b>Building Utilities/Service</b>				
Garbage	621.24	590.00	31.24	105.3%
Gas and Electric	5,630.14	5,249.97	380.17	107.2%
Water/Sewer	878.94	1,200.00	-321.06	73.2%
<b>Total Building Utilities/Service</b>	<b>7,130.32</b>	<b>7,039.97</b>	<b>90.35</b>	<b>101.3%</b>
Election	0.00	0.00	0.00	0.0%
Memberships	5,519.00	5,500.00	19.00	100.3%
<b>Office</b>				
Office Expense	507.73	2,625.03	-2,117.30	19.3%
Office Supplies	391.78	1,874.97	-1,483.19	20.9%
Telephone	4,551.48	4,346.28	205.20	104.7%
<b>Total Office</b>	<b>5,450.99</b>	<b>8,846.28</b>	<b>-3,395.29</b>	<b>61.6%</b>
<b>Total DISTRICT ACTIVITIES</b>	<b>37,881.52</b>	<b>58,433.75</b>	<b>-20,552.23</b>	<b>64.8%</b>
<b>Staff</b>				
Wages	56,328.06	56,328.75	-0.69	100.0%
Overtime Wages	270.74	1,950.03	-1,679.29	13.9%
Vacation Wages	0.00	0.00	0.00	0.0%
Medical/dental ins compensation	5,400.00	5,400.00	0.00	100.0%
Retirement Contribution	2,816.41	2,816.28	0.13	100.0%
Payroll Taxes	4,548.93	5,141.50	-592.57	88.4%
Workers Compensation/Life Ins	1,612.11	1,500.00	112.11	107.5%
Payroll Processing	1,025.70	955.00	70.70	107.4%
<b>Total Staff</b>	<b>71,999.95</b>	<b>74,091.56</b>	<b>-2,091.61</b>	<b>97.2%</b>

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

July 2013 through March 2014

	Jul '13 - Mar 14	Budget	\$ Over Budget	% of Budget
<b>Contingency</b>				
General	0.00	25,000.00	-25,000.00	0.0%
Contingency - Other	0.00	0.00	0.00	0.0%
<b>Total Contingency</b>	<u>0.00</u>	<u>25,000.00</u>	<u>-25,000.00</u>	<u>0.0%</u>
<b>Total Expense</b>	<u>2,005,035.78</u>	<u>2,099,738.09</u>	<u>-94,702.31</u>	<u>95.5%</u>
<b>Net Ordinary Income</b>	1,212,294.79	1,011,420.13	200,874.66	119.9%
<b>Other Income/Expense</b>				
<b>Other Income</b>				
Transfers In - Capital	2,455.00			
Transfers In - General	130,844.72			
<b>Total Other Income</b>	<u>133,299.72</u>			
<b>Other Expense</b>				
Transfers Out - Capital	1,844.72			
Transfers Out - Special	129,000.00			
Transfers Out - General	2,455.00			
<b>Total Other Expense</b>	<u>133,299.72</u>			
<b>Net Other Income</b>	<u>0.00</u>			
<b>Net Income</b>	<u><u>1,212,294.79</u></u>	<u><u>1,011,420.13</u></u>	<u><u>200,874.66</u></u>	<u><u>119.9%</u></u>



# EL CERRITO FIRE DEPARTMENT

## Memorandum

May 5, 2014

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

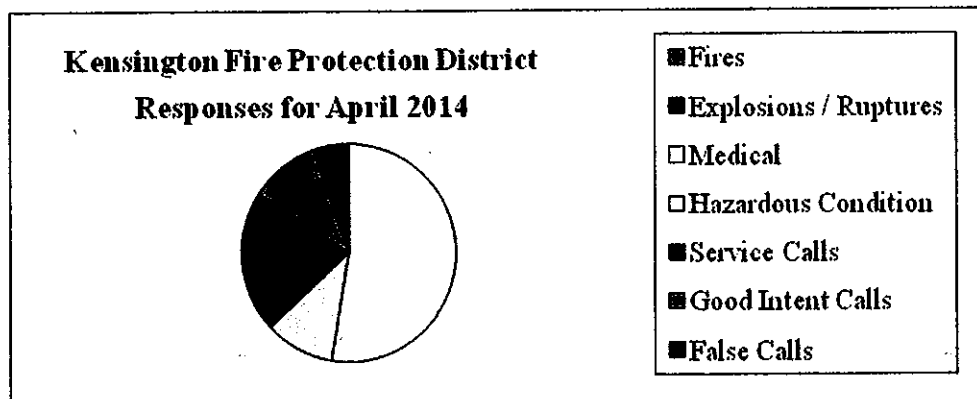
**FROM:** Laurence Carr, Battalion Chief

**RE: Incident Activity Reports for the Month of April 2014**

There were 19 incidents that occurred during the month of April in the community of Kensington. Please see the attached "Incident Log" for the dates and times, locations and incident type for the calls that the Fire Department responded to this past month. Total calls for E65 was 41 in all districts.

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

<u>Call Type</u>		<u>Incident Count</u>	<u>Percentages</u>
<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>	10	52.63%
<b>Hazardous Condition</b>	<i>(Chemical Spills, Leaks, Down Power Lines)</i>	2	10.53%
<b>Service Calls</b>	<i>(Distress, Water/Smoke/Odor Problems, Public Assists)</i>	4	21.05%
<b>Good Intent Calls</b>	<i>(Cancelled En Route, Wrong Location)</i>	2	10.53%
<b>False Calls</b>	<i>(Wrong Company/Unit Dispatched)</i>	1	5.26%
<b>Totals</b>		<b>19</b>	<b>100.00%</b>



# Kensington Fire Protection District Response Log for April 2014

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1400738	01-Apr-14 10:05:25	3 MARCHANT GARDENS GDNS	Kensington	E65	321
2	1400744	02-Apr-14 00:04:27	669 COVENTRY DR	Kensington	E65	651
3	1400746	02-Apr-14 12:51:00	52 ARLINGTON AVE	Kensington	E65	511
4	1400750	03-Apr-14 01:02:09	230 LAKE DR	Kensington	E65	321
5	1400775	06-Apr-14 11:39:03	216 WILLAMETTE AVE	Kensington	E65	321
6	1400805	09-Apr-14 21:27:44	30 HIGHGATE RD	Kensington	E65	311
7	1400806	09-Apr-14 23:06:21	719 COVENTRY DR	Kensington	E65	553
8	1400807	10-Apr-14 07:29:39	711 COVENTRY DR	Kensington	E65	321
9	1400817	10-Apr-14 19:30:04	10 WILLOW LN	Kensington	E65	550
10	1400823	11-Apr-14 07:28:52	36 ARLINGTON AVE	Kensington	E65	743
11	1400825	11-Apr-14 09:21:14	262 YALE AVE	Kensington	E65	321
12	1400830	12-Apr-14 15:37:00	214 LAKE DR	Kensington	E65	321
13	1400855	16-Apr-14 16:55:27	69 NORWOOD AVE	Kensington	E65	444
14	1400885	22-Apr-14 14:30:28	39 HIGHGATE RD	Kensington	E65	444
15	1400894	23-Apr-14 14:59:12	229 LAKE DR	Kensington	E65	651
16	1400913	26-Apr-14 02:46:20	130 NORWOOD CT	Kensington	E65	553
17	1400926	27-Apr-14 17:21:46	39 STRATFORD DR	Kensington	E65	321
18	1400929	27-Apr-14 19:43:59	410 BERKELEY PARK BLVD	Kensington	E65	321
19	1400935	28-Apr-14 14:29:14	39 STRATFORD DR	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)

# Kensington Fire Protection District Engine 65 Response Log for April 2014

#	Incident Number	Date & Time	Address	City	Apparatus ID	Incident Type*
1	1400738	01-Apr-14 10:05:25	3 MARCHANT GARDENS GDNS	Kensington	E65	321
2	1400744	02-Apr-14 00:04:27	669 COVENTRY DR	Kensington	E65	651
3	1400746	02-Apr-14 12:51:00	52 ARLINGTON AVE	Kensington	E65	511
4	1400750	03-Apr-14 01:02:09	230 LAKE DR	Kensington	E65	321
5	1400752	03-Apr-14 09:30:57	605 ALBEMARLE ST	El Cerrito	E65	522
6	1400754	03-Apr-14 11:04:38	1213 NORVELL ST	El Cerrito	E65	381
7	1400760	04-Apr-14 11:59:28	934 LIBERTY ST	El Cerrito	E65	111
8	1400762	04-Apr-14 21:01:11	6911 GLADYS AVE	El Cerrito	E65	743
9	1400764	05-Apr-14 09:51:36	1433 DEVONSHIRE DR	El Cerrito	E65	321
10	1400772	05-Apr-14 23:41:35	1150 IVY CT	El Cerrito	E65	321
11	1400775	06-Apr-14 11:39:03	216 WILLAMETTE AVE	Kensington	E65	321
12	1400805	09-Apr-14 21:27:44	30 HIGHGATE RD	Kensington	E65	311
13	1400806	09-Apr-14 23:06:21	719 COVENTRY DR	Kensington	E65	553
14	1400807	10-Apr-14 07:29:39	711 COVENTRY DR	Kensington	E65	321
15	1400809	10-Apr-14 10:26:49	10690 SAN PABLO AVE	El Cerrito	E65	321
16	1400814	10-Apr-14 16:24:16	6521 MANILA AVE	El Cerrito	E65	113
17	1400817	10-Apr-14 19:30:04	10 WILLOW LN	Kensington	E65	550
18	1400823	11-Apr-14 07:28:52	36 ARLINGTON AVE	Kensington	E65	743
19	1400825	11-Apr-14 09:21:14	262 YALE AVE	Kensington	E65	321
20	1400827	12-Apr-14 00:00:35	840 CONTRA COSTA DR	El Cerrito	E65	321
21	1400830	12-Apr-14 15:37:00	214 LAKE DR	Kensington	E65	321
22	1400839	12-Apr-14 21:53:00	1115 HILLVIEW RD	Richmond	E65	651
23	1400840	12-Apr-14 22:37:00	WI 80/UNIVERSITY	Berkeley	E65	324
24	1400841	13-Apr-14 00:26:00	1663 EUCLID AVE	Berkeley	E65	321
25	1400845	14-Apr-14 13:03:17	832 BALRA DR	El Cerrito	E65	321
26	1400855	16-Apr-14 16:55:27	69 NORWOOD AVE	Kensington	E65	444
27	1400861	17-Apr-14 11:06:18	6500 FAIRMOUNT AVE	El Cerrito	E65	321
28	1400871	19-Apr-14 19:15:20	1501 MADERA CT	El Cerrito	E65	321
29	1400874	20-Apr-14 12:40:29	1021 NAVELLIER ST	El Cerrito	E65	743
30	1400879	21-Apr-14 06:27:38	9889 SAN PABLO AVE	El Cerrito	E65	745



31	1400885	22-Apr-14 14:30:28	39 HIGHGATE RD	Kensington	E65	444
32	1400894	23-Apr-14 14:59:12	229 LAKE DR	Kensington	E65	651
33	1400901	24-Apr-14 11:57:54	1070 LENEVE PL	El Cerrito	E65	321
34	1400904	25-Apr-14 01:50:37	WILDCAT CANYON/INSPIRATION POI	Berkeley	E65	324
35	1400906	25-Apr-14 10:15:19	700 HANCOCK WAY	El Cerrito	E65	321
36	1400911	25-Apr-14 18:48:28	540 ASHBURY AVE	El Cerrito	E65	743
37	1400913	26-Apr-14 02:46:20	130 NORWOOD CT	Kensington	E65	553
38	1400923	27-Apr-14 10:01:04	339 COLUSA AVE	El Cerrito	E65	321
39	1400926	27-Apr-14 17:21:46	39 STRATFORD DR	Kensington	E65	321
40	1400929	27-Apr-14 19:43:59	410 BERKELEY PARK BLVD	Kensington	E65	321
41	1400935	28-Apr-14 14:29:14	39 STRATFORD DR	Kensington	E65	321

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Type Series	Description
100	(Structure, Trash, Vehicle, Vegetation Fire)
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600	(Cancelled En Route, Wrong Location)
700	(Wrong Company/Unit Dispatched)

# **CHIEF'S REPORT**

**KENSINGTON FIRE PROTECTION DISTRICT  
MEMORANDUM**

May 2014

TO: President and Board Members, Kensington Fire Protection District

FROM: Lance J. Maples, Fire Chief

SUBJECT: **Fire Chief's Report**

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**Fire Season 2014**

It's been a long, dry winter for California, with record low snowpack and ideal wildfire conditions to show for it. At the beginning of the month, during the time when snowpack usually peaks, the state snow survey showed it to be at 32 percent of average, one of the lowest years on record in area of the Sierra Nevada Mountains where snowpack provides crucial water supply over the summer.

With the latest U.S. Seasonal Drought Outlook released Thursday showing the drought persisting or intensifying throughout the state until August, precipitation figures will continue to trend negatively. One area where figures will grow is wildfires, and the California Department of Forestry and Fire Protection is already warning that it will be a long and challenging fire season. Cal Fire is reporting so far between January 1<sup>st</sup> and April 5<sup>th</sup>, they have responded to approximately 900 wildfires, this is almost triple the average for that period.

With this being said, the State's fire season was declared open on May 5<sup>th</sup> and as your Fire Chief I would like to point out the following Vegetation Management tips as a reminder regarding fire safety during the fire season.

- Trim trees up from the ground and remove dead and dying branches, loose and papery bark, and fallen branches.
- Cut trees 10 feet back from chimney openings.
- Install a spark arrestor on all chimneys and stovepipes.
- Keep roofs and decks free of leaves, needles, twigs or other dead vegetation.
- Fire resistive plants and shrubs are recommended.
- All abatement of hazards must be maintained throughout fire season.

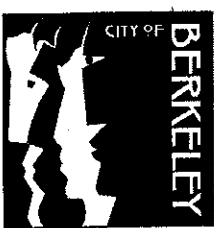
These very simple tips will make you, your family and our community much safer as we head into a fire season that may be one for the record books. Stay safe out there.

**Update on the new Aerial Ladder Truck**

As you are aware we are currently having a new aerial ladder truck being built by Spartan Emergency Response Vehicles in Brandon, South Dakota. This unit which will be on a Spartan

Cab and Chassis just like our engines will have a 103' four section aerial ladder which is also built by Spartan in Ephrata, Pennsylvania. The chassis with the aerial was just delivered this week to the Brandon plant where the body is currently being built. At this point delivery is scheduled for June 19<sup>th</sup> to Hi-Tech Emergency Vehicle Services in Oakdale, the local dealer and will be delivered to the City shortly thereafter. Our original delivery date was to be June 26<sup>th</sup>, but it may be slightly after that date. We will keep you posted as delivery gets closer.

# **BOARD REPORTS**



Department of Fire and Emergency Services  
Office of the Fire Chief  
Gil Dong, Fire Chief

April 21, 2014

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

Dear Chief Maples: *LANCE*

On behalf of the City of Berkeley and the Berkeley Fire Department, I want to thank you and your department's assistance with a mutual aid request for station coverage on April 12, 2014.

Engine 65 was assigned to cover in at Fire Station 2 and responded to several emergency calls while our department was battling a 5-alarm fire at 1800 2<sup>nd</sup> Street. Your department's assistance is greatly appreciated and we will provide the same assistance should your department need it in the future.

Please pass our thanks and appreciation to the crew that covered in Station 2. If you need any assistance in the future, please contact me at your convenience.

Sincerely,

  
Gil Dong, Fire Chief  
Berkeley Fire Department